

Identity Finder Quick Start Guide – ILR

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ILR Technology Services

This quick start guide is intended to help get you started using the program. We have also compiled an [Identity-Finder-Tips-and-Tricks document](#) . In addition, IDF has an extensive built-in help system that is accessible by pressing the F1 key. If you have additional questions, please review submit a [service request](#) or if you require immediate assistance, call us at 255-5484.

Instructions

1. Backup

Make sure your ILR provided backup program has run prior to starting IDF. To manually run your backup go to Start, All Programs, Startup and click on Backup icon. Note: This does not apply for home computers or any computers not on the ILR network. Home users should have a backup of their data also before beginning IDF.

2. Start Identity Finder

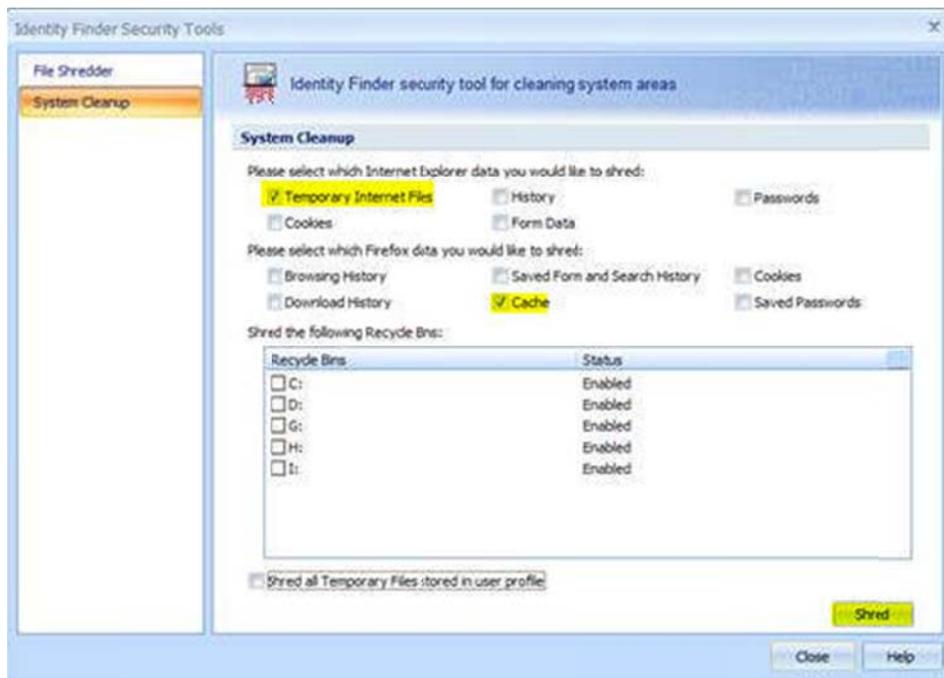
Launch the Identity Finder program by double-clicking the Identity Finder icon  on your Desktop, or by going to Start, All Programs, Identity Finder. When IDF loads you will be asked to create or login to a profile. Choose a password that you will remember. ILR Technology Services will not have access to this password.

3. Clean Temporary Internet Files

To speed up the search and minimize time spent reviewing results, it is recommended to clear your browser cache.



The **System Cleanup** tool allows you to shred all of the Browser Data stored by Internet Explorer and Firefox as well as Recycle Bins and temporary files stored on your computer even if no Identity Match is found there. To access this tool click the **System Cleanup** button on the **Tools** ribbon.



Select "Temporary Internet Files" and "Cache" and click Shred. See example above.

Note: Shredding all this data can take a very long time depending on the amount of information stored on your computer. It is not possible to "undo" a Shred. Shredded results cannot be recovered. Once you shred something, it is gone.

4. Start a new Search

Click the Start a new search button to use the default ILR settings and scan your entire computer including attached storage (i.e. USB drives) and network drives.

5. Clean up match items

Locations with suspected confidential data will be displayed as rows in the left pane. The middle column shows the potential identity match. The right column is the Preview Pane for the selected items. Right click the location and choose Launch to open the document in its native application.

If IDF finds what it considers confidential data on your computer, you can choose to:

1. Shred (permanently delete) the location or file
2. Remove the confidential data (manually or using the Scrub feature) or
3. Ignore the match or file location on subsequent scans (optionally use this for identifying false positives). Other options (secure, recycle, quarantine) are disabled at ILR to conform with university policy and best practices. If you believe you have a special situation where these options do not meet your business needs, you will need to meet with ILR Technology Services to discuss alternatives.

Note:

- Shred is the most desirable action for documents that truly contain confidential data and are non-business critical. However, you must review the match data for each location to determine the best action to take.
- Scrub is only available for certain file types (.txt, docx, xlsx, pptx). See [Tips and Tricks document](#) for more info.
- Network shared areas (L: drive) are automatically scanned by IDF, check with your department leader to determine how best to handle matches in these locations.

6. Custom Scans

You can customize the default behavior of Identity Finder by changing the locations that are scanned and configuration settings prior to running a scan. The changes made are valid for the current IDF session only. When you re-load IDF, it will revert to the ILR defaults.

If you need Tech Services help with an IDF scan enter a desktop [service request ticket](#) or phone at 255-5484.

