



Objective

Objective 3Sixty

PII (Personally Identifiable Information) Tutorial

OBJECTIVE.COM

3Sixty PII Tutorial

This tutorial will walk users using Objective 3Sixty's PII feature which identifies Personal Identifiable Information (PII) throughout your documents.

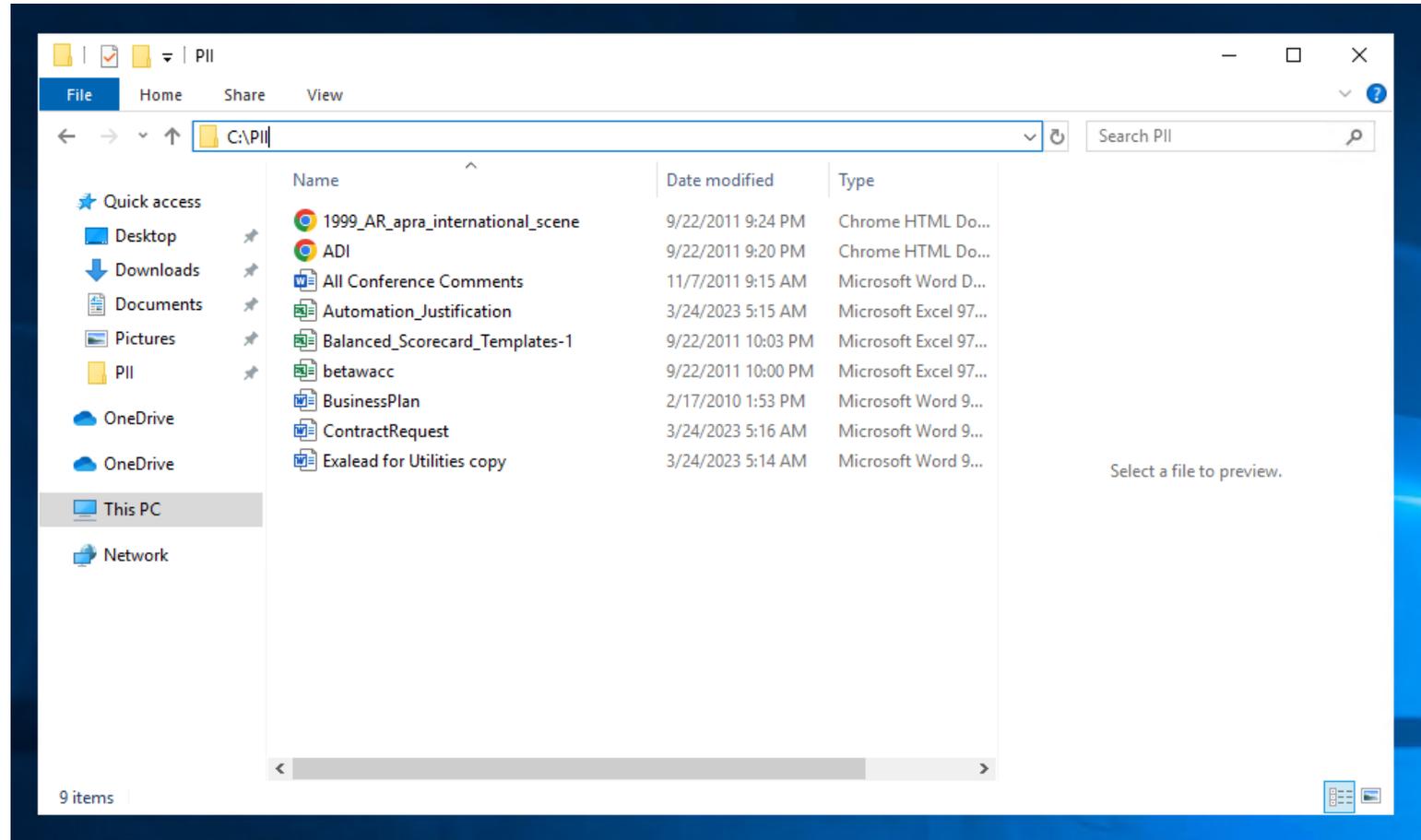
Once the PII Scan is ran against one of your jobs 3Sixty will provide you with a visual representation of how much PII exists across your content. And even what the PII type is. Credit Cards, Birth Dates, Social Security Numbers, etc.

So, follow along with us as we walk through the steps to set up and use 3Sixty's PII Reporting feature.



3Sixty PII Tutorial

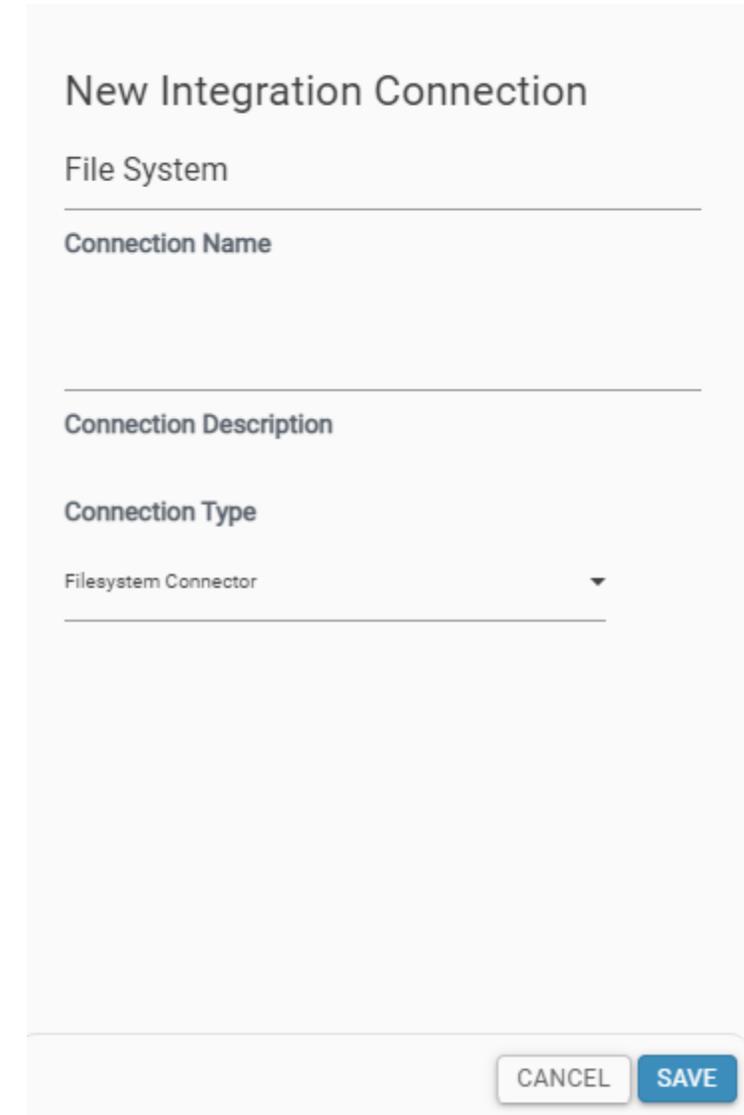
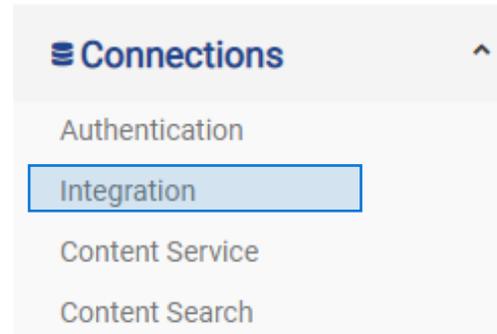
In this tutorial we will be using the Filesystem Connector to discover the number of files with PII content. Make note of the File Path `C:\PII` as it will be used later in the tutorial.



Create Integration Connection

Steps

1. Under Connections select Integration
2. Select the Plus button
3. This will open the New Connection Form

A screenshot of a 'New Integration Connection' form. The form has a title 'New Integration Connection' and several input fields: 'File System' (with 'File System' entered), 'Connection Name', 'Connection Description', 'Connection Type' (with a dropdown menu showing 'Filesystem Connector'), and 'Filesystem Connector'. At the bottom right, there are two buttons: 'CANCEL' and 'SAVE'.

Edit Connection

Steps

1. Click Save

SAVE **CANCEL**

CONNECTION

Connection Name:
Filesystem Connection

Description:
Simple Filesystem Connection Example

Connector Type:
filesystemConnector

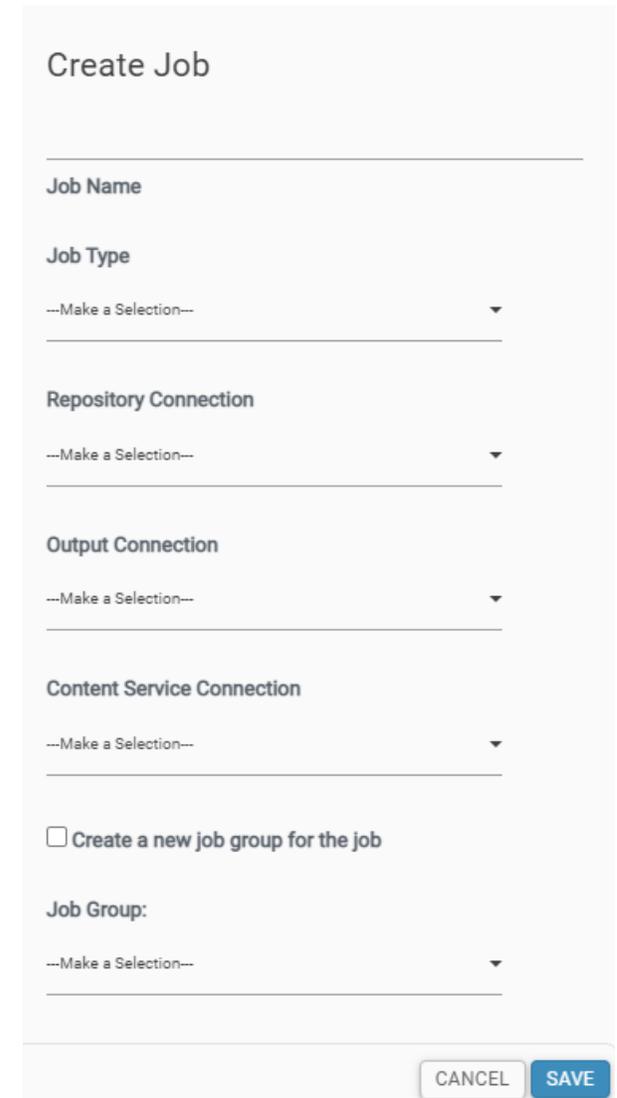
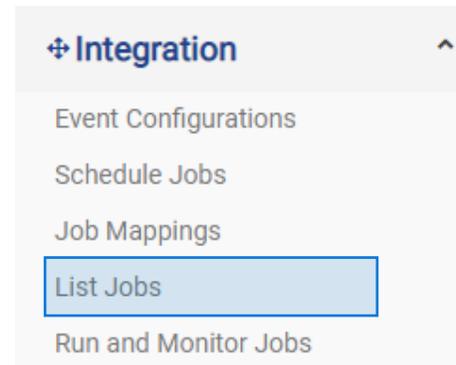
Connector Class:
com.simflofy.connectors.filesystem.FilesystemConnector

No Authentication Connections Available

Steps

1. Under Integration select List Jobs
2. Select the Plus button
3. This will open the Create Job form

Create A New Job



A screenshot of the "Create Job" form. The form has the following fields and options:

- Job Name**: A text input field.
- Job Type**: A dropdown menu with "--Make a Selection--" as the selected option.
- Repository Connection**: A dropdown menu with "--Make a Selection--" as the selected option.
- Output Connection**: A dropdown menu with "--Make a Selection--" as the selected option.
- Content Service Connection**: A dropdown menu with "--Make a Selection--" as the selected option.
- Create a new job group for the job**
- Job Group:** A dropdown menu with "--Make a Selection--" as the selected option.

At the bottom right of the form, there are two buttons: "CANCEL" and "SAVE".

Complete Create Job Form

Steps

- Give it a name
- Choose simple migration as the job type
- Pick your repository and output connections
- Click Save

The screenshot shows a 'Create Job' form with the following fields and options:

- Create Job** (Section Header)
- Job Name:** PII Job - File System to Reporting
- Job Type:** Simple Migration (dropdown menu)
- Repository Connection:** Demo-Filesystem (dropdown menu)
- Output Connection:** Reporting Connection (dropdown menu)
- Content Service Connection:** --Make a Selection-- (dropdown menu)
- Create a new job group for the job
- Job Group:** Tutorials (dropdown menu)

At the bottom right, there are two buttons: **CANCEL** and **SAVE**.

Configure Job Details

Steps

- Be sure to check the modified date range to see that you are picking up all your documents

DETAILS TASKS MAPPINGS FILESYSTEM CONNECTION REPORTING CONNECTION

Standard Options ▲

Id:
1679947110997

Name:
Filesystem to Reporting for PII

Repository Connection:
Filesystem Connection

Output Connection:
Reporting Connection

Content Service Connector:

Required for Manage in Place and Content Federation

Type:
Simple Migration

Include File Content:
Uncheck to exclude file content. Leave checked for PII and duplicate detection. Also required for full text extraction

Job Tags

Add a tag

Include documents modified after this date and time.
03/28/2018 06:58 AM 🗑️

Include documents modified before this date and time.
03/28/2024 06:58 AM 🗑️

Configure Connector Settings

Steps

- Enter the file path for the location of the files

DETAILS TASKS MAPPINGS FILESYSTEM CONNECTION REPORTING CONNECTION

Paths

File Path

C:\PII

Convert To URI

Process Folders

Include Hidden Files?

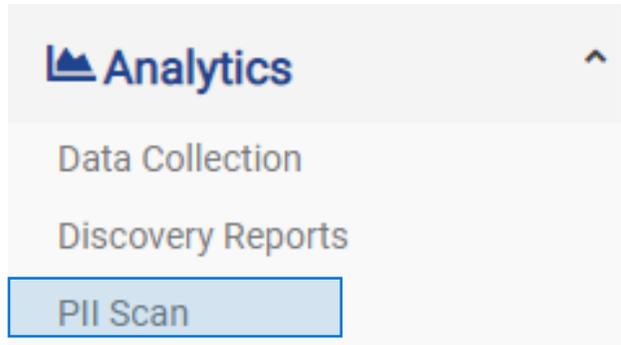
Include Empty Folders?

*The reporting connector will not need any additional settings for this example

Steps

1. Go to the PII Scan page under Analytics

PII Scan



PII SCAN ?

Select a Connection

--Repository Connections--

Please select a date to start searching for PII. If left blank the job start time will be used

mm/dd/yyyy --:-- --



OFF Exclude Binaries?

OFF Define list of properties? Default is all properties.

A comma delimited list of source properties to check for. Properties are usually in the format [type].[proprname]

OFF Notify of completion by email?

Scan for PII

Steps

1. Select the File System Integration connection
2. Select the newly created job
3. Click Scan for PII

PII Scan

PII SCAN 

Select a Connection

Filesystem Connection 

Select a job to scan for PII. 3Sixty will create a copy of the job and add the necessary configuration. No files will be transferred

PII Job - File System to Reporting 

Please select a date to start searching for PII. If left blank the job start time will be used

mm/dd/yyyy --:-- -- 

OFF Exclude Binaries?

OFF Define list of properties? Default is all properties.

A comma delimited list of source properties to check for. Properties are usually in the format [type].[propname]

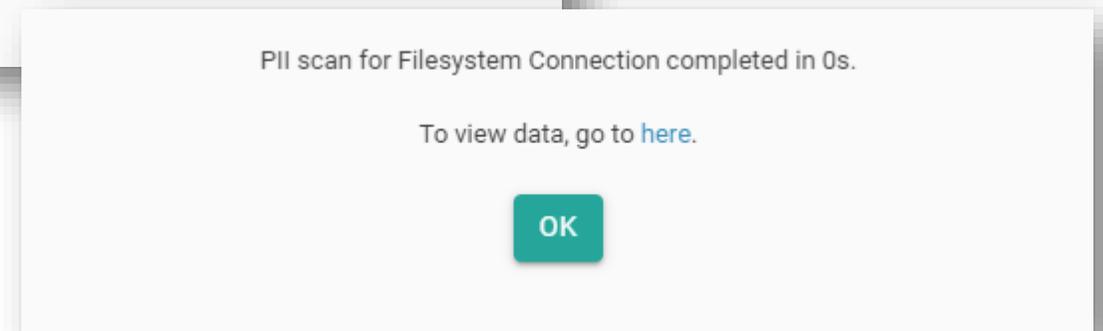
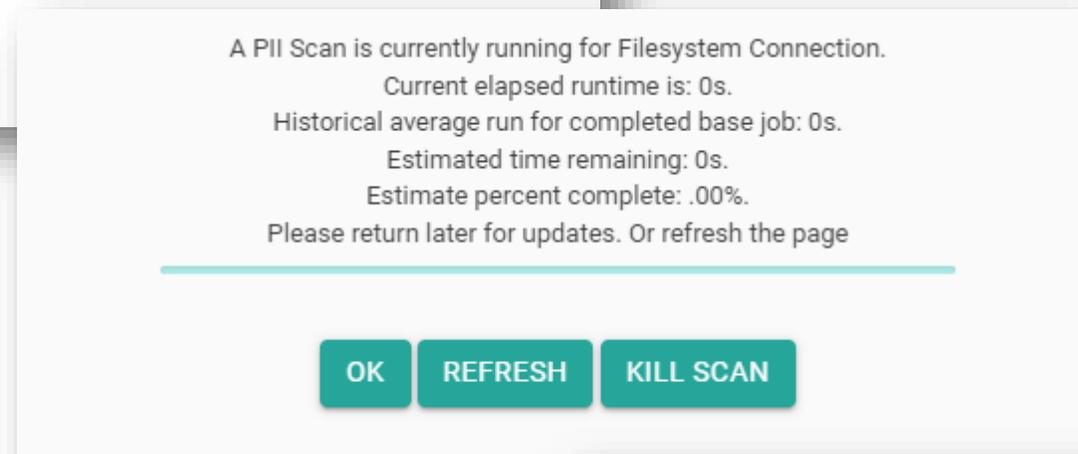
OFF Notify of completion by email?

Scan for PII

PII Scan Notifications

Steps

1. Close the average run time notification
2. Click Refresh to reload the page
3. Click the [here](#) link to go to the completed scan



PII Scan Results

Steps

1. Select your PII scan under the Connector in the PII Data Instance Drop down
2. Click [Retrieve PII Data](#) to view the results of your PII Scan

← PII Data Viewer

