

Helios Administration

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- PII MANAGEMENT**
- FILE MANAGEMENT

PII Management

Within the PII Management section, you have the ability to manage documents that have been flagged for containing Personally Identifiable Information (PII) or profanity. This is where you can either permanently hide a flagged document by selecting "True Finding", or release a document that has been falsely flagged for viewing in the Helios System by selecting "False Positive". Helios flags a document for PII if it contains any of the following sensitive information:

- Credit Card Number
- ABA Routing Number
- US Bank Account Number
- US Drivers License Number
- US/UK Passport Number
- US Individual Tax Payer Identification Number
- US Social Security Number

If you have incorrectly marked a document as either a "False Positive" or "True Finding", please contact your Helios Database Administrator to make the necessary adjustments.

Total PII Files Flagged Remaining

Total Profanity Files Flagged Remaining

File Name	Detected PII	Detected Profanity	Override PII/Profanity
<input type="text" value="Search File Name..."/>	<input type="checkbox"/>	<input type="checkbox"/>	
EXPENSE REIMBURSEMENT (449).pdf	CreditCardNumber		<input type="button" value="FALSE POSITIVE"/> <input type="button" value="TRUE FINDING"/>
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**Leon McArdle, Derek Jones, Yvette
Salmon, Oracle Corporation**

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