

# Data Anonymiser User Manual

## Pre-requisites

- Data Anonymisation Tool
  - At the time of writing (21 March 2018), the latest data anonymisation tool (version 2) can be downloaded here:
    - [https://drive.google.com/open?id=1RJXLEsZ3EXe36l\\_XkoLuFbWGETXLYv81](https://drive.google.com/open?id=1RJXLEsZ3EXe36l_XkoLuFbWGETXLYv81)
- Java JRE
  - Installation information can be found here:
    - <http://www.oracle.com/technetwork/java/javase/downloads/jre8-downloads-2133155.html>
- Good internet connection if you wish to upload the resulting file to the analytics system

## Instructions

### Data Anonymisation

1. Start the anonymisation tool by double clicking the jar file
2. Ensure the “Anonymise” option is selected on the top left of the window
3. Select to import a file (csv, json and xml are supported) by clicking on the “Browse Input File” button
4. Select an output file by clicking on the “Save Output File” button (csv, json and xml is supported)
5. Configure the column settings of the inputted file
  - To change one column setting
    1. Select “Options” on the selected row in panel
    2. Choose whether to “Leave as is”, “Anonymise” or “Remove”
    3. Select a data type (if there is no match, leave as “default”)
  - Multiple columns can be selected and configured at the same time
    1. Select rows in the panel by ticking the boxes on the left of the panel
    2. Click on “Edit multiple”
    3. Choose whether to “Leave as is”, “Anonymise” or “Remove”
    4. Select a data type (if there is no match, leave as “default”)
6. Click the “Anonymise” button and the anonymised output file is saved
7. An option to upload the file is given and you can select whether to
  - Upload to the default server
  - Change the upload link so that you can upload to a custom server
  - Not upload at all, by clicking the “Cancel” button
8. A message is given to show the anonymisation process is finished and the information loss is shown

### Data Generation

1. Start the anonymisation tool by double clicking the jar file
2. Select the “Generate” option is on the top left of the window
3. Select to import a file (csv, json and xml are supported) by clicking on the “Browse Input File” button
  - The number of rows in the input is displayed on the screen
4. Select an output file by clicking on the “Save Output File” button (csv, json and xml is supported)
5. Select the number of rows to create by entering an integer into the textbox with label “Generate rows”
6. Configure the column settings of the inputted file
  - To change one column setting
    1. Select “Options” on the selected row in panel
    2. Choose whether to “Leave as is”, “Random” or “Remove”
    3. Select a data type (if there is no match, leave as “default”)

- Multiple columns can be selected and configured at the same time
  1. Select rows in the panel by ticking the boxes on the left of the panel
  2. Click on “Edit multiple”
  3. Choose whether to “Leave as is”, “Anonymise” or “Remove”
  4. Select a data type (if there is no match, leave as “default”)
- 7. Click the “Generate” button and the generated output file is saved
- 8. An option to upload the file is given and you can select whether to
  - Upload to the default server
  - Change the upload link so that you can upload to a custom server
  - Not upload at all, by clicking the “Cancel” button
- 9. A message is given to show the generation process is finished