



How to compare your data using ClearCrypt

A QuickStart guide for Guests

This guide explains how to respond to a ClearCrypt Comparison request so that you can see how your file of email addresses overlaps with another.

There are two request scenarios:

- The Organiser will ask you to process [your file first](#). They will then process their file for comparison.
- The Organiser will have processed [their file first](#) and will be requesting that you now process your file for comparison.

Scenario 1 – The Organiser invites you to process **your file first**

- You will receive an email inviting you to process your file for the Comparison.

If this is the first Comparison you have been involved with you will be asked to set up your password.

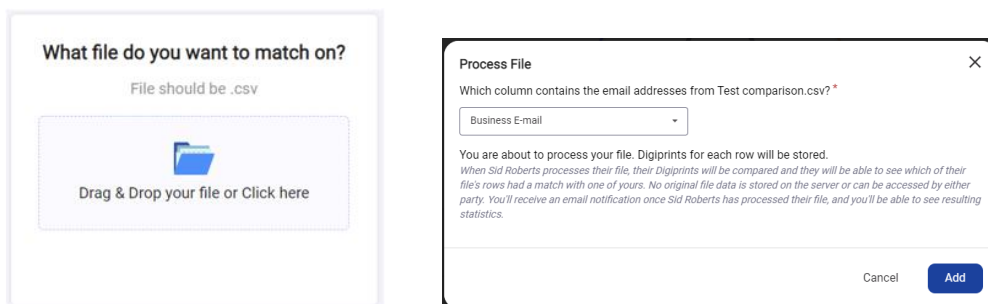
[Click here to set up your password](#)

Once this has been set up you will be asked to log in to the system.

If you have been involved in a Comparison before, you will be invited to view the comparison.

[Click here to view the comparison](#)

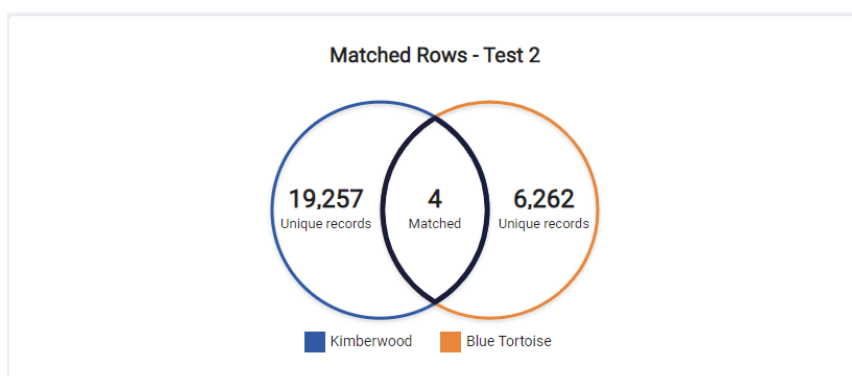
- Select the file you want to use in the Comparison and select the field name which contains the email addresses. (For information on preparing a file for processing, [click here](#).)



The 'processing' of the file creates '**Digiprints**' from the original email addresses and uploads these to the comparison.

THE ORIGINAL EMAIL ADDRESSES ARE NOT UPLOADED.

- Click on [Add](#) to start the file processing.
- You will **both** now see the completed Venn diagram showing the Comparison results:



(Note that you are the blue circle and the Organiser is the orange circle.)

- The Comparison is now complete.

Note that Comparisons are stored in the system, so you can view them at a later date from the Comparison Dashboard.

Scenario 2 – The Organiser processes **their file first**

- When the Organiser's file has been processed, you will receive an email inviting you to contribute your file to the Comparison.

If this is the first Comparison you have been involved with you will be asked to set up your password.

[Click here to set up your password](#)

Once this has been set up you will be asked to log in to the system.



If you have been involved in a Comparison before, you will be invited to view the comparison.

[Click here to view the comparison](#)

Once in the system, you will see that the Organiser's file has been processed:

The screenshot shows two panels. The left panel, titled 'Matched Rows - Test', features a Venn diagram with two overlapping circles. Both circles are labeled 'No Data'. The intersection of the two circles is labeled '6,266 Unique records'. Below the diagram are two colored squares: a blue one labeled 'Blue Tortoi...' and an orange one labeled 'Blue Tortoi...'. The right panel contains a notification: 'Andrew Roberts has sent you a request to share'. Below this, it says: 'They have uploaded 6,266 rows. Please upload a file you wish to match on. At the point of upload you will be able to download a list of matched & unmatched data between the two files.'

- Select the file you want to use in the Comparison and select the field name which contains the email addresses. (For information on preparing a file for processing, [click here](#).)

The screenshot shows a dialog box titled 'What file do you want to match on?'. Below the title, it says 'File should be .csv'. There is a dashed box containing a folder icon and the text 'Drag & Drop your file or Click here'.

The screenshot shows a 'Process File' dialog box. It asks 'Which column contains the email addresses from Test comparison.csv?'. A dropdown menu shows 'Business E-mail'. Below this, there is a paragraph of text: 'You are about to process your file. Digiprints for each row will be stored. When Sid Roberts processes their file, their Digiprints will be compared and they will be able to see which of their file's rows had a match with one of yours. No original file data is stored on the server or can be accessed by either party. You'll receive an email notification once Sid Roberts has processed their file, and you'll be able to see resulting statistics.' At the bottom right, there are 'Cancel' and 'Add' buttons.

The 'processing' of the file creates '**Digiprints**' from the original email addresses and uploads these to the comparison.

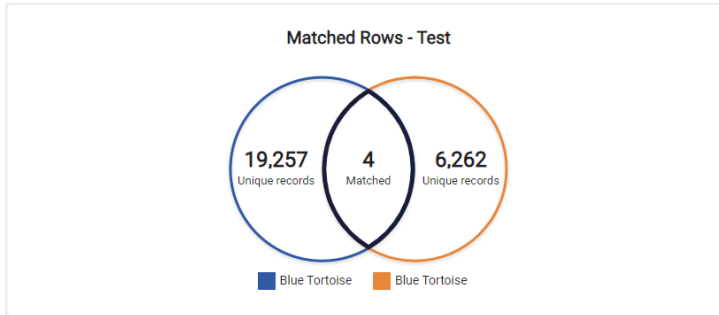
THE ORIGINAL EMAIL ADDRESSES ARE NOT UPLOADED.

- Click on [Add](#) to start the file processing.
- You will be asked to select which download option you require. The option you choose will depend on the use case and you will be advised on which option to choose by the Organiser. ([Click here](#) for further information on download options.)

The screenshot shows a dialog box titled 'Download matched data? *'. It has four radio button options: 'All matched & unmatched data' (which is selected), 'Only matched data', 'Only unmatched data', and 'Don't download data'.



- When the processing is complete and the Digiprints of the email addresses in your file have been created, the Comparison results are shown in the Venn diagram:



(Note that you are the blue circle and the Organiser is the orange circle.)

- The Comparison is now complete.

If you opted to download the results, the file will have been downloaded to your browser.

Note that Comparisons are stored in the system, so you can view them at a later date from the Comparison Dashboard.

Preparing a file for processing

- The file to be processed must contain a column with the **email address** in it. The system will trim off any additional spaces and ignore case differences.
- The file can contain other columns of data. If the file does contain other columns, then only the field containing email addresses will be processed.
- The file should contain a first row containing the column heading names.
- The file should be either a text file or an Excel file. We recommend using a text file.
- The text file should be comma separated (with or without double-quoted text delimiters) and can be in basic Latin or UTF character encoding.
- The filename should have a .csv extension.

Data download options

All matched & unmatched data	Downloads a copy of your original file with matched records marked with a 'Yes'
Only matched data	Downloads a copy of <i>only the records which overlap</i> (a 'Yes' will still be included as an additional column for all records)
Only unmatched data	Downloads a copy of the original file <i>excluding the records which overlap</i>
Don't download data	No records are copied



If you have any questions, please:

- Visit our [FAQs page](#)
- Email us on support@clear-crypt.com
- Call us on 01252 367400

