



# Deleting Temporary Files

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# 1 Purpose

This document contains a brief description on the Standard Operating Procedure (SOP) to delete Temporary files that are generated while using certain features in the SymphonyAI Summit Product.

# 2 Target Audience

This document is intended for the SymphonyAI Summit team, Platform Administrators and Information Security Managers of customers using the SymphonyAI Summit Platform.

# 3 Procedure

Temporary files will be generated while using the following SymphonyAI Summit Product features.

- User Import from Excel will create temporary files.
- Active Directory Import, User Information will be saved in XML files if Debug logs is enabled in proxy and Data Collector.
- User Import using API integrations where reading data from CSV or Flat Files.

Ensure files are deleted once they are used. Deleting temporary files, is a **mandatory** to meet the security requirement and compliance guidelines. Files that are generated programmatically, are automatically deleted, once required actions are performed.

However, files that are generated manually while Debug logging is enabled, are not automatically deleted.

To delete the temporary files manually, perform the following steps:

1. **Disable** Debug Logging in all required configuration files once troubleshooting is done
2. **Delete** all temporary files that are generated.
3. **Validate logs** to make sure that no temporary files are generated.
4. This exercise needs to be carried out in all Product components such as: Web Applications, Data Collector, and Proxy Agents.

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