



File Service Guide for End User to Locate their Data for House Keeping Version 1.0



GUIDE FOR END USER TO LOCATE THEIR DATA FOR HOUSE KEEPING

REVISION HISTORY

Version	Effective Date	Summary of Changes	Author
1.0	15/04/2012	Initial Release	Tan Chee



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REVISION HISTORY	
OBJECTIVE	
POINTER TO NOTE	
PERFORMING THE SEARCH	
CONFIGURE EXPLORER VIEW	
LOCATING DATA9	
PERFORM HOUSE-KEEPING9	



OBJECTIVE

This document aims to provide end user a guide to locate their data in the SSOE shared drives for house-keeping.

Once data is located, user can then decide if they want to archive the data to external storage or delete them to reclaim quota space in the SSOE shared drives.

POINTER TO NOTE

To ensure smoothness in searching the data, user should be connected to SSOE network via wired connection.

Not to perform search from the root of the shared drive. For example, directly under "S" drive as the scan will takes a very long time. The reason is that the search will comb through the "~snapshots" folders that use for DIY data recovery.

The search requires time where user should set aside time to perform this task. The search will takes longer if there are many subfolders and data within the main folder.



PERFORMING THE SEARCH

Using Windows Explorer, explore to the Department folder you want to locate the files that belongs to you -> Enter *.* as shown in the picture below.

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Organize 🔻 🛛 😭 Open	New folder				:	= - [
▲ ★ Favorites	Name	Date modified	Туре	Size	1		-
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Downloads		30/1/2012 4:07 PM	File folder				
🥏 My Important Files		27/1/2012 12:47 PM	File folder				=
🔚 Recent Places		4/4/2012 11:28 AM	File folder	Enter			
		8/7/2011 10:57 AM	File folder				
🔺 词 Libraries		22/2/2012 5:08 PM	File folder				
Documents		31/1/2011 2:55 PM	File folder	4 4			
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		19/3/2012 11:59 AM	File folder				
🛯 💻 Computer		5/4/2012 9:38 AM	File folder				
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		5/4/2012 10:10 AM	File folder				
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SAC I File folder Offli	Date modified: 12/9/2008 11:35 AM ine availability: Not available	Offline status: Online					

The moment you type "*.*", the search will began. Allow the search to complete (It will take a while if the department folder contains many subfolder and files).



GUIDE FOR END USER TO LOCATE THEIR DATA FOR HOUSE KEEPING

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CONFIGURE EXPLORER VIEW

Once the search completes, you will need to change the view to show more details as shown.



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File Edit View Tools Help					
Organize 🔻 📜 Open New folder					i 🕶 🗖 🔞
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Friendly name		
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Participants	
Path 👻	
Width of selected column (in pixels): 272	
ОК	Cancel

Select "Owner"

Then, Click on "OK"



LOCATING DATA

Once additional details are selected, you will see folder path and owner Columns appear.

Click on Column "Owner" to sort. Note: It will take a while.

Once sort completes, one can browse through to locate the files that belongs to them (owner is their user ID) and start their housekeeping.

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Help						
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Name	Date modified	Туре	Size	Folder	Folder path	Owner 🔥
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	9/4/2012 10:48 AM	File folder		Math (S:\ADMIN\	S:\ADMIN\	SCHOOLS\:
	4/4/2011 2:45 AM	DOC File	123 KB	P3 (S:\ADMIN\Sta	S:\ADMIN\:	SCHOOLS\:
	4/4/2011 3:37 AM	DOC File	104 KB	P3 (S:\ADMIN\Sta	S:\ADMIN\:	SCHOOLSV
	22/11/2011 9:04 AM	DOC File	260 KB	P3 (S:\ADMIN\SE	S:\ADMIN\:	SCH
	7/2/2012 5:55 PM	DOC File	109 KB	Minutes (S:\ADMI	S:\ADMIN\:	SCH Click on Column
	2/2/2012 4:43 PM	DOC File	29 KB	Minutes (S:\ADMI	S:\ADMIN\:	SCH "Owner" to sort
	20/5/2011 9:38 AM	XLS File	55 KB	P3 2011 (S:\ADMI	S:\ADMIN\	SCH
	22/11/2011 4:57 PM	XLS File	138 KB	P3 (S:\ADMIN\SE	S:\ADMIN\:	SCHOOLS\
	2/6/2011 10:00 AM	XLS File	48 KB	P3 2011 (S:\ADMI	S:\ADMIN\	SCHOOLS\
	21/4/2011 9:22 AM	DOC File	29 KB	2011 (S:\ADMIN\T	S:\ADMIN\	SCHOOLS\
	4/4/2011 4:09 AM	DOC File	80 KB	T1W10 (S:\ADMIN	S:\ADMIN\	SCHOOLS\

PERFORM HOUSE-KEEPING

User can either cut and paste the data to their desktop or delete to free up disk space that occupy their allocated quota.

User can click on computer icon to see how much quota they have reclaimed back after their house-keeping.