



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

REVISION HISTORY

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

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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

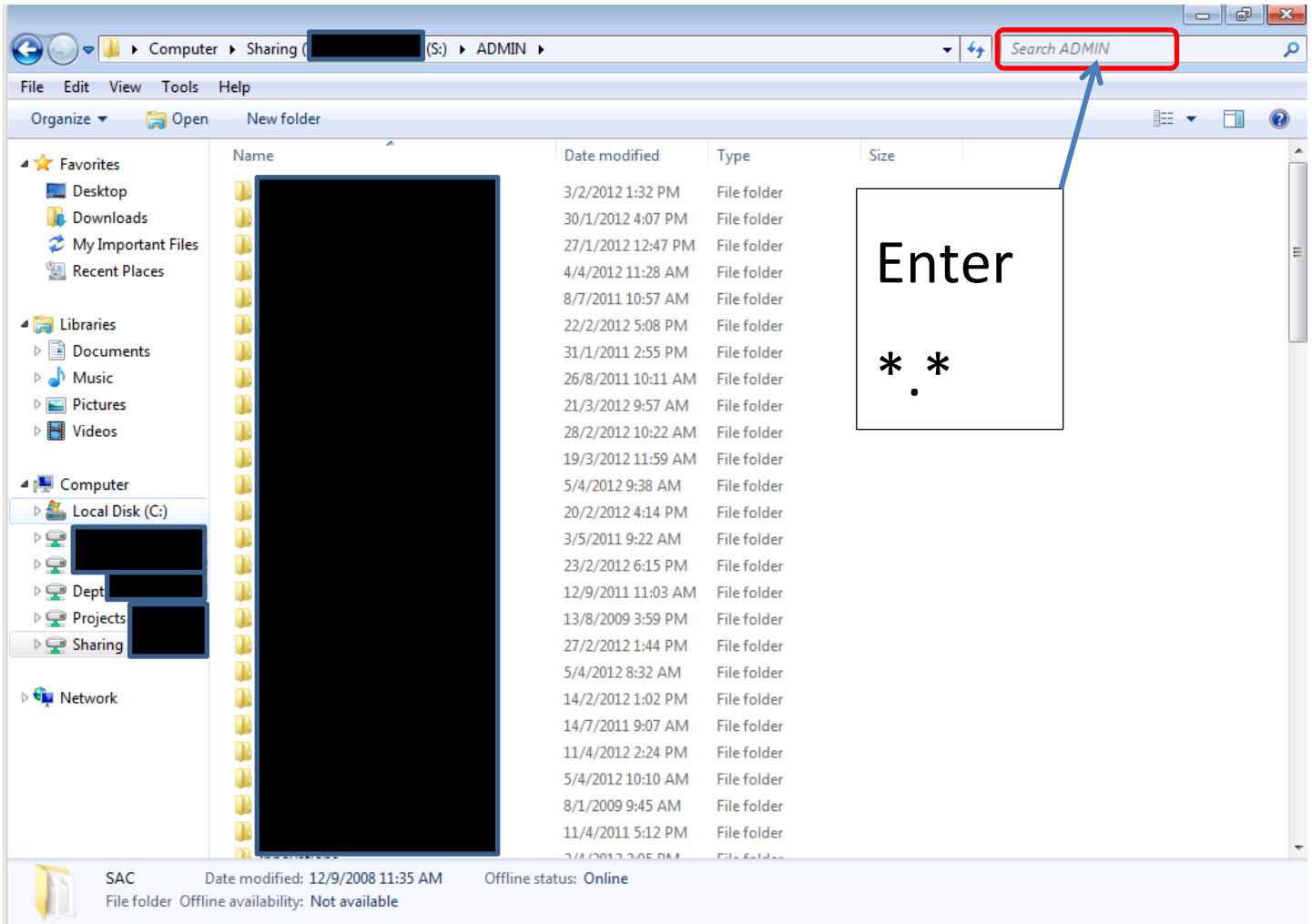
To ensure smoothness in searching the data, user should be connected to SSOE network via wired connection.

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.

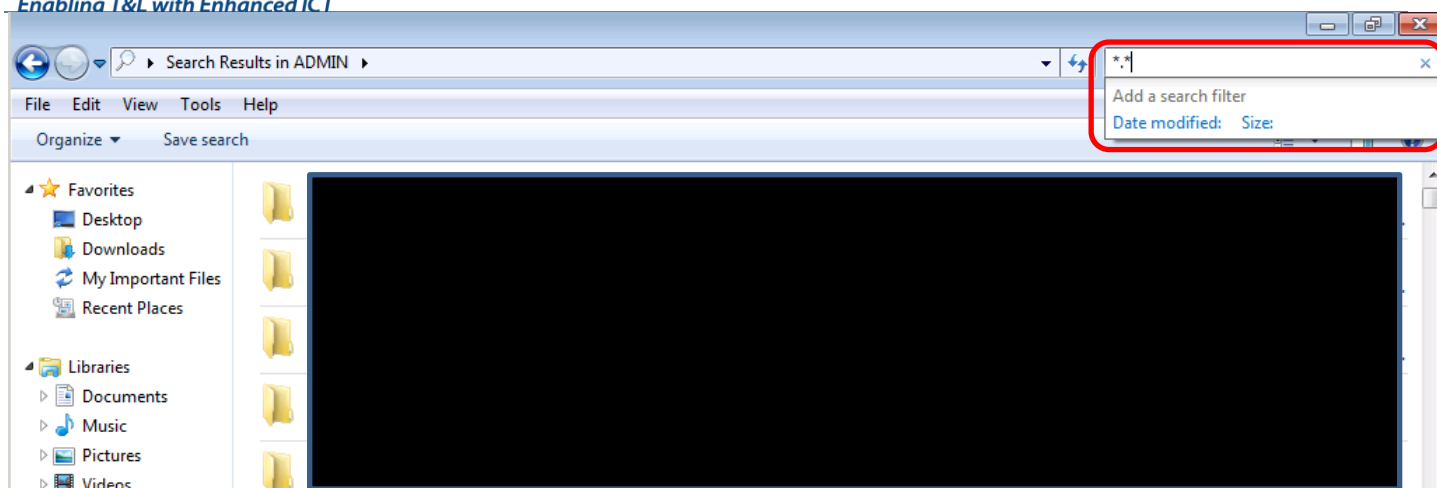
The search requires time where user should set aside time to perform this task. The search will takes longer if there are many subfolders and data within the main folder.

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.

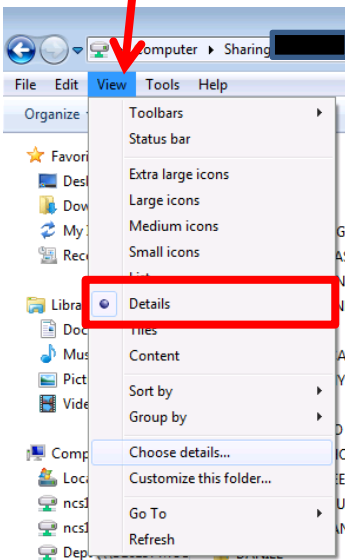


The moment you type “*.*”, the search will began. Allow the search to complete (It will take a while if the department folder contains many subfolder and files).



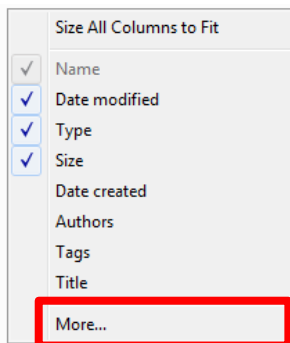
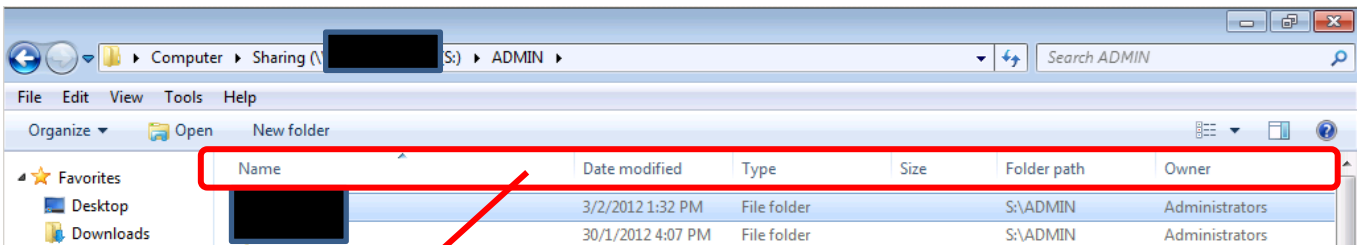
CONFIGURE EXPLORER VIEW

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

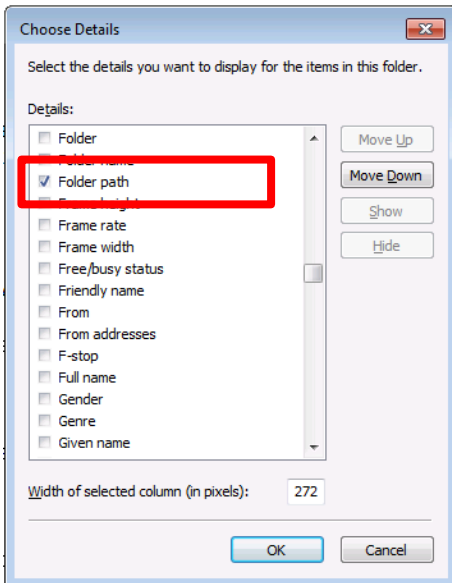


Change the by performing following steps:

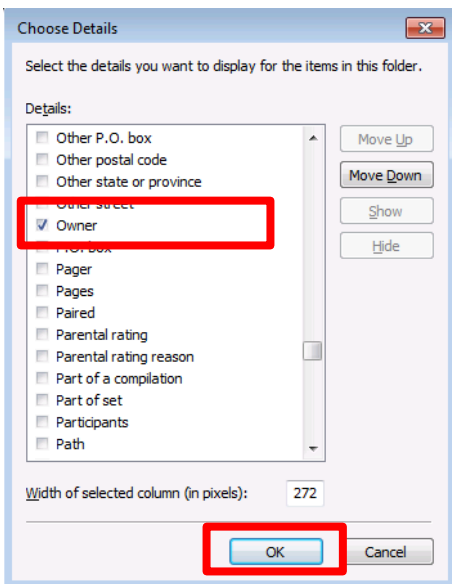
View -> Select "Details" as shown.



Right Click anywhere in the area that is boxed up in red on your machine, you will see the window on the left pop up. Select "More"



Select "Folder Path"



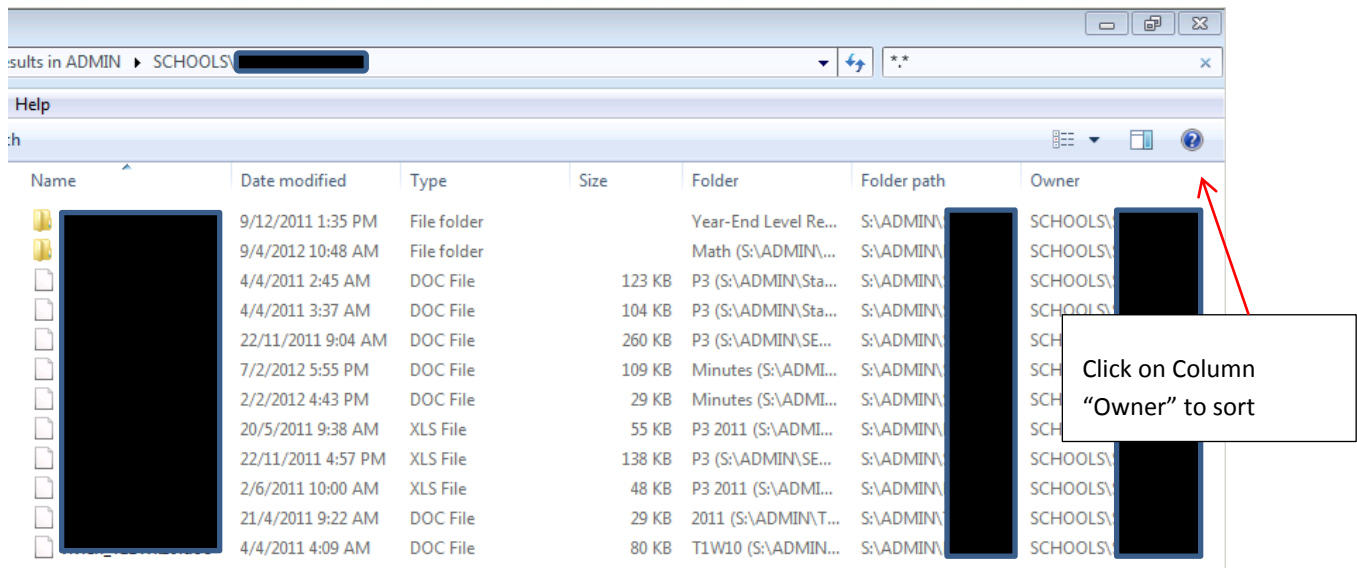
Select "Owner"
Then, Click on "OK"

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.



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.