

Quick Reference Card

Terminology

Volume: Storage indexed by Diskover, aka mount, data centers...
Path: Location of a directory or a file.
Criteria/Query: Variables used to find specific results (name, date...)
Indices: Multiple indexes.

File Actions

Options vary and may not be configured in your instance, see your sys admin and refer to User Guides for details.

Items Selection in Results Pane

All: Use **Select All** or **Unselect All** buttons.
Block: Select first item, hold **SHIFT** key and select last item.
Random: Click check box in front of item or hold **CTRL/CMD** key.

New indices automatically reload every 10 minutes, refresh your browser or **Reload** to access new data.

Analytics

To select one of the following standard or customizable report:

Analytical snapshot of a volume.

File Tree

Instant profiling by size and aging, drill-down from left pane or pie chart, clickable charts, colors have no meanings.

Treemap

Hierarchical display of data, rectangles graphically represents size of files/directories, rectangles of same color = same directory.

Heatmap

To compare two indices across two different points in time > **red** = growth, **green** = shrinkage, **no colors** = no changes.

Before launching **Heatmap** report, you need to select 2 indices > **Indices** > deselect **Always use latest indices** > select one index from **Index** column > select second index from **Index 2** column (same volume or different for backup or data movement) > **Save selection** > **Analytics** > **Heatmap**

Smart Searches

Global and fully customizable reports using any type and number of criteria (ex: by customer, project, time, size...)

User Analysis

Snapshot of data utilization by user/group as well as size and cost. Designed for monitoring costs management.

Cost Analysis

Fully customizable reports using any type and number of criteria, allowing for storage cost analysis, monitoring, and invoicing.

Reports

Fully customizable to what is relevant to your business and is designed to easily help you find your top unknowns.

For complete details docs.diskoverdata.com/diskover_user_guide/

Search Rules, Tools, Syntax

Basic Rules

- Launching a query will search all volumes and their directories, use **Current Dir** to limit your searches to a certain path.
- Most queries are case insensitive > see User Guides for exceptions.
- Diskover searches for isolated characters, isolators can be spaces, underscores, uppercase aka CamelCase, dashes... Example:

Query with **jungle**:

Would find > **TheJungleBook, the_jungle_book**
 Would not find > **thejunglebook, THEJUNGLEBOOK**

Query with **OO1**:

Would find > **rel_001, rel 001, v-001**
 Would not find > **Rel001** (CamelCase doesn't work with numbers)

Built-In Search Tools

- Filters** To filter search results or when drilling down, will remain active until you reopen and select **Clear filters**.
- Quick** Pre-defined queries and will search all volumes and directories, save time by using criteria and combine with manual query.
- Search within results** Searches current page of results only, hides items without the search value.
- Search path non-recursive** to list directories/files (contained in current path) or **recursive** to list sub-directories/files (all sub-levels).

Wild Cards

***** replaces **0 to many characters**, use it to expand your results and find non-isolated letters/numbers.

Query with:

jungle would find > **thejunglebook, JUNGLEBOOK**
e*1 would find > **e1, ep1, ep01, eps21**

? replaces **a single character**, is used for preciseness:

Query with **shot?** would find > **shot1, shot9, shots**

Field Names

To search on a specific range of metadata (like searching on a specific column in a spreadsheet) instead of using built-in tools, see User Guide for details, can be case sensitive, ex: **type:file, extension:mov, tags:delete**

Operators

Are used in between criteria in a query.

and > this operator is assumed if nothing is used in between 2 criteria, ex: **jungle and e*1** or **jungle e*1** = same results

not > ex: **jungle not e*1**

or > need to group with parentheses, ex: **jungle (e*1 or e*2)**

mixing operators > ex: **jungle (s*1 or s*2) not e*1 and type:file**

Copy, Export, Share

- Export** To copy a single path to the clipboard, use **Export** for options to export or copy several paths at a time.
- Export** To export files/directories' path and metadata to your download folder, also to copy paths only to clipboard.
- Share** Share search results with other Diskover users using **Search results URL** or **Search query**.

Tags

- Tag** For manual tagging following your organization's guidelines, multiple tags can be applied per item.
- Apply tags:** select file(s) and/or directory(ies) first > select **Tag** > select **desired tag** - see User Guide for recursive application.
- Remove tags:** like applying tags but in reverse or use **Remove all**
- Search/report on tags:** Several options 1) **Analytics** > **Tags**, 2) **Filters**, 3) type **#** in the search bar and select a tag, or 4) use **field name** in the search bar ex: **tags:delete**

Help

Online Resources > diskoverdata.com/resources

Guides, troubleshooting, videos, requirements, FAQ, and more.

Incomplete or too many search results are the most common issues:

- Expand your results with the ***** or maybe you're overusing it if too many results.
- Active **Filters**? **Filters** will remain active until you clear them, therefore affecting all future searches or drill down.
- Current Dir** activated? Will narrow your searches/results to a certain path, will remain active until you deselect to search all volumes and their directories again.
- Specific index/indices selected? Therefore limiting your searches, select **Indices** > check **Always use latest indices** to search all volumes.
- Using **operators** (and, not, or) properly? Make sure you are grouping when needed.
- Searching with **field names**? Can be case sensitive, see User Guide for details.
- Predictive Search** selected? If active, the ***** is automatically used in the background for all searches without typing it, select **Settings** > deactivate **Use predictive search**.
- Analytics results are incomplete? Activating filters in the analytics remain active and affect all other analytics using the same filters.

Free Community Support > <https://diskoverworkspace.slack.com/ssb/redirect>

With Subscription > support@diskoverdata.com | 800-560-5853 | M-F 8am-5pm PST

The screenshot shows the Diskover Data interface with various components highlighted by numbered callouts:

- 1** Left Pane: Directory tree showing 'Los Angeles' and 'London' volumes.
- 2** Navigation: 'Top', 'Up', 'Down', 'Tree', 'Charts', 'Reload' buttons.
- 3** Dashboard: Analytical snapshot of a volume.
- 4** File Search Page: Search bar and filters.
- 5** Analytics: Global custom and customizable reports.
- 6** Quick Search: Predefined queries and saved queries.
- 7** Search Bar: Search input and filters.
- 8** Current Directory: Path bar showing '/mnt/MfgDiv/project_X20PPN/DEV'.
- 9** Filters: Filter options for search results.
- 10** Volume Drop-Down: Select volume from the left pane.
- 11** Gear Icon: Settings icon.
- 12** Green Bar: Search results summary and query details.
- 13** Path Bar: Current directory path.
- 14** Charts: 'Top File Types' bar chart and 'Top File Types by Size' donut chart.
- 15** Action Buttons: 'Select All', 'Unselect All', 'Tag', 'Export', 'Share', 'File Action'.
- 16** Extension Bar: Filter by file extension.
- 17** Items per Page: 'Show 100 items' dropdown.
- 18** Results Pane: Table of search results with columns for Name, Tags, Path, Size, Date Modified, Files, Folders, Owner, and Type.
- 19** Single Item Options: Item-specific actions like 'File Attributes', 'Directory Attributes', 'Copy Path', 'File Action', and 'Quick Load'.
- 20** Sort Results: 'unsorted - sort - sort2' dropdown.
- 21** Search Within Results: 'Search within results' input.

1 Left Pane

Volumes/data centers displayed in green and their respective directories/projects are listed below in light gray, which mirrors the directories in the results pane, except that the left pane will not display empty folders, hover for more info (last indexed, space, etc.)

2 Navigation

- Top** Go back to top of volume
- Up** Go up one directory at a time
- Left/Right** Same as browsers back-and-forth arrows
- Tree** Hide/unhide left pane
- Charts** Hide/unhide analytic charts
- Reload** Refresh indices/charts

3 Dashboard

Analytical snapshot of a volume.

4 File Search Page

Current and most used view.

5 Analytics

Global custom and customizable reports will open results in file search page.

6 Quick Search

Predefined queries, also where to find/launch personal saved queries.

7 Search Bar

1) To launch manual search queries, 2) launch some reports (start by typing ! or #), 3) type/paste path, and 4) overlay below search bar recalls 10 past queries, just click one to relaunch.

8 Current Directory

Toggle on to limit searches to current path, will remain active until you deselect.

9 Filters

To refine results from a manual query or when drilling down, will remain active until you clear them.

10 Volume Drop-Down

To select/switch volume, same results as selecting from the left pane.

11 Gear Icon

1) Settings (changes are saved automatically), 2) Indices selection, 3) Help > direct link to docs.diskoverdata.com, and 4) Logout

12 Green Bar

To validate number of items found, validate path, validate query/criteria, and save/edit personal query > 1) run query, 2) select **Save** in the green bar, and 3.) open **Quick > Saved Queries**

13 Path Bar

Displays path when drilling down, click any directory for direct access.

14 Charts

Analytical snapshot of a path, choices:

- File Age Modified
 - File Age Accessed
 - Top Directories
 - Top File Types
- 1) Hovering the charts will give you more details, 2) click the bars or pie slices to open the results in the **Results Pane**, and 3) pages take longer to load with charts open, see how to hide under **Navigation**.

15 Action Buttons

Select/unselect all results (see verso how to select block or random lines), manual **Tagging**, **Export** results (will also export all metadata), **Share** results URL or query, to launch a **File Action** for selected items in **Results Pane**.

16 Extension Bar

Shows file extensions detected in the **Results Pane**, click any to refine results.

17 Items per Page

Option to display between 10 to 1,000 items/results per page, will affect the number of pages of results.

18 Results Pane

Use to drill down or will display results following a search, customize your columns under **Gear Icon > Settings**

19 Single Item Options

File Attributes: Click directly on a file name to open the attributes window and see all the metadata fields.

Directory Attributes: to open the attributes window and see all the metadata fields.

Copy Path: to copy a single path.

File Action: to launch a **File Action** for an single item.

Quick Load: to load path in an analytic format or to search recursively.

20 Sort Results

Primary sort > click any arrow to reassign, **secondary** sort > click current green arrow to remove then click where you want to reassign.

21 Search Within Results

Searches results on current page only, will hide items without the search value.

Hover over almost anything to get help or snapshot of info.