



NTP Software Storage Investigator™ User Guide

Abstract

This guide details the method for using NTP Software Storage Investigator™. Upon completion of the steps within this document, NTP Software Storage Investigator™ can be used to scan your Windows directories and display useful information that enables your users to effectively manage their own storage.

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NTP Software Storage Investigator- User's Guide

The information contained in this document is believed to be accurate as of the date of publication. Because NTP Software must constantly respond to changing market conditions, the following should not be interpreted as a commitment on the part of NTP Software, and NTP Software cannot guarantee the accuracy of any information presented after the date of publication.

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Introduction

NTP Software Storage Investigator™ is a powerful compact web-based tool that quickly scans the windows directories displaying information about the scanned directories. NTP Software Storage Investigator enables your users to effectively and easily manage the disk space on their home directories on their own.

This guide walks you through typical usage of NTP Software Storage Investigator™ including the following features:

- Overview of NTP Software Storage Investigator™.
- Configuring Storage Investigator.
- Listing Largest Sub-Directories.
- Listing Largest Files.
- Listing Largest Files by Extension.
- Listing Non-Compliant Files.
- Listing Duplicate Files.
- Listing Files by Date.
- Listing Files by Largest File User.
- Listing Files That Need Backup.
- Deleting Files.
- Refreshing a List.
- Printing the Results of a Listing.
- Exporting the Results of a Scan.
- Viewing Standard Storage Investigator™ Log File.

Important Note: The screen shots used in this document show the standard layout of NTP Software Storage Investigator Professional™. Administrators can easily customize the standard layout of NTP Software Storage Investigator Professional™ based on their environment needs.

Please contact your administrator if your current layout is different from the standard layout outlined in this document.

Please contact your sales person for information on how you can upgrade to NTP Software Storage Investigator Professional™.

Differentiating Storage Investigator Editions

Here we highlight the main differences between the Storage Investigator Edition and the Storage Investigator Professional Edition.

Storage Investigator Professional Edition supports the following:

1. Listing Non-Compliant Files Feature. For more explanation please refer to the [Listing Non-Compliant Files Section](#) of this document.
2. A Help Video Button that provides useful product information.
3. Customization Flexibility that allows administrators to customize the standard layout based on their entire environment needs. Customizations include altering the Buttons Text as well as the Buttons Ordering of the Storage Investigator Professional Layout.

Overview of NTP Software Storage Investigator™

The following screen shot shows the standard layout of NTP Software Storage Investigator Professional™.

Administrators can easily configure this standard layout based on their entire environment.

The screenshot displays the NTP Software Storage Investigator Professional interface. The top toolbar includes icons for Sub-Dirs, Files, Exts, Non-Comp, Dups, Oldest, Aging, Users, No Backup, Rescan, Delete, Print, Export, Options, Help, and Help Video. The main window is divided into several sections:

- File Tree:** Shows a hierarchy of folders under 'Program Files', including Adobe, ATI Technologies, Broadcom, CE Remote Tools, Common Files, ComPlus Application, CONEXANT, CyberLink, Dell, Dell Network Assista, Dell Support, Digital Line Detect, EASE, Google, and HTML Help Workshop.
- Largest Sub-Directories Table:**

Sub-Directory	Total Size	File Count
Microsoft Visual Studio 8	1,839,094 KB	14,071
Common Files	618,117 KB	2,229
Microsoft SQL Server	378,221 KB	902
Microsoft Office	334,016 KB	2,903
Microsoft Works	157,471 KB	1,057
ATI Technologies	127,731 KB	5,198
Sonic	123,025 KB	714
Adobe	99,177 KB	291
InstallShield Installation Information	87,139 KB	65
Java	70,413 KB	568
- Machine General Information:**
 - System Name: D1YDIII2J
 - OS: Microsoft Windows XP Home Edition
 - File system: NTFS
 - Drive capacity: 30.1 GB
 - Free space: 13.11 GB
 - Percent used space: 56.31% (represented by a yellow and black bar)
- Current Path Statistics:**
 - Sub-directories: 3,436
 - Files count: 32,959
 - Space used: 4.10 GB
 - Percent space used: 13.65% (represented by a green and black bar)
- Current Report Statistics:**
 - Sub-directories: 10
 - Space used: 3.66 GB
 - Percent space used: 12.18% (represented by a green and black bar)

You can have NTP Software Storage Investigator™ scan a drive or folder and display the results based on any one of the following criteria:

1. Largest Sub-Directories.
2. Largest Files.
3. Largest Files by Extension.
4. Largest Non-Compliant Files.

Important Note: This feature is present only in NTP Software Storage Investigator Professional™. Please contact your sales person for information on how you can upgrade to NTP Software Storage Investigator Professional™.

5. Duplicate Files.
6. Files by Date.
7. Files by Largest User.
8. Largest Files Not Backed Up.

You can also use NTP Software Storage Investigator™ to:

1. Delete Files.
2. Export a certain List.

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As shown, the following information is displayed for each drive or folder;

- **Machine General Information**
This section displays general information about the machine, including its name, the version of the operating system used, & the type of the file system. It also shows the total drive capacity, the amount of free space on this drive as well as the percentage of the used space.
- **Current Path Statistics**
This section displays information about the selected path. This information includes the number of sub-directories within the current path, the total number of files within these sub-directories, the consumed space from the total drive capacity and the percentage of the consumed space with respect to the drive capacity.
- **Current List Statistics**
This section displays information about the currently displayed list. The information within this section differs based on the selected view.

Note: These options vary if NTP Software Storage Investigator is integrated with NTP Software QFS.

Note: You can use the features of NTP Software Storage Investigator™ through the buttons of the Storage Investigator toolbar or by right clicking on the selected directory and choosing the desired functionality from the pop up menu as shown.

The screenshot displays the NTP Software Storage Investigator interface. At the top is a toolbar with icons for Sub-Dirs, Files, Exts, Non-Comp, Dups, Oldest, Aging, Users, No Backup, Rescan, Delete, Print, Export, Options, Help, and Help Video. Below the toolbar is a file list with columns for Name, Total Size, and File Count. A context menu is open over the file list, showing options like 'List Largest Sub-Directories', 'List Largest Files', 'List Duplicate Files', 'Rescan', 'Print', 'Export', 'Options', 'View Log File', 'Help', and 'About'. Below the file list are three summary panels: 'Machine General Information' showing System Name (Microsoft Windows XP Home Edition), OS (Microsoft Windows XP Home Edition), File system (NTFS), Drive capacity (30.1 GB), Free space (13.12 GB), and Percent used space (56.30%); 'Current Path Statistics' showing Sub-directories (3,436), Files count (32,959), Space used (4.10 GB), and Percent space used (13.65%); and 'Current Report Statistics' showing Sub-directories (10), Space used (3.66 GB), and Percent space used (12.18%).

Name	Total Size	File Count
Studio 8	1,839,094 KB	14,071
Server	618,117 KB	2,229
	378,219 KB	902
	334,016 KB	2,903
	157,471 KB	1,057
	127,731 KB	5,198
	123,025 KB	714
	99,177 KB	291
allation Inf...	87,139 KB	65
	70,413 KB	568

Machine General Information

System Name: Microsoft Windows XP Home Edition
OS: Microsoft Windows XP Home Edition
File system: NTFS
Drive capacity: 30.1 GB
Free space: 13.12 GB
Percent used space: 56.30 %

Current Path Statistics

Sub-directories: 3,436
Files count: 32,959
Space used: 4.10 GB
Percent space used: 13.65 %

Current Report Statistics

Sub-directories: 10
Space used: 3.66 GB
Percent space used: 12.18 %

Configuring NTP Software Storage Investigator™

NTP Software Storage Investigator™ can be easily configured by specifying default settings for the amount of information it displays after each scan, the file types it displays, and whether NTP Software Storage Investigator will log the results of a scan or problems encountered during a scan.

Note: The more information displayed, the more memory used by the application.

To configure NTP Software Storage Investigator™ follow these steps:

1. Click the Options button of the Storage Investigator toolbar or right click on the desktop object in the tree view on the left hand side and select Options. The Options dialog box appears.
2. Enter the maximum number of subdirectories, files, or users you want NTP Software Storage Investigator™ to display.
3. Choose the types of files you want NTP Software Storage Investigator™ to display after a file scan. File types are Read Only, Hidden, System, EXE, DLL, and SYS.
4. Enter names for the log files.
Any filenames can be used for the results and log files. File extensions make no difference to Storage Investigator because it accesses the files through the User Interface (UI) and therefore knows how to read and display them.

Note: Leave these fields blank if you don't want Storage Investigator to create log files.

Results File - The results file is a small "cache" file that Storage Investigator creates after each scan. It contains the results of a scan so Storage Investigator can quickly redisplay them when you run the same scan again. You can update a Results file manually by clicking Refresh on the Storage Investigator Tool bar.

Log File - The log file carries a time stamp of when the scan was performed, and any errors encountered while performing the scan.

Note: If you try to scan a location where you have no WRITE privileges, NTP Software Storage Investigator™ displays an error message saying it could not create a log file. You can answer yes to the error message and NTP Software Storage Investigator continues scanning without creating the Results or Log files.

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NTP Software Storage Investigator™ Options Dialog Box

Options

Number of objects to display

Largest <u>S</u> ub-directories:	<input type="text" value="10"/>	Largest <u>F</u> iles:	<input type="text" value="25"/>
Largest File <u>E</u> xtensions:	<input type="text" value="10"/>	<u>D</u> uplicate Files:	<input type="text" value="25"/>
<u>O</u> ldest Files:	<input type="text" value="25"/>	Files Ready for <u>A</u> rchive:	<input type="text" value="25"/>
Largest <u>U</u> sers:	<input type="text" value="25"/>		

System Scan Options

<input checked="" type="checkbox"/> Include Read Only Files	<input checked="" type="checkbox"/> Include EXE Files
<input type="checkbox"/> Include Hidden Files	<input checked="" type="checkbox"/> Include DLL Files
<input type="checkbox"/> Include System Files	<input checked="" type="checkbox"/> Include SYS Files

Auto-refresh right panel

File name to store results (do not include a path):

Log file name (do not include a path):

OK Cancel

Listing Largest Sub-Directories

The subdirectories option displays a list of the largest subdirectories within a disk or directory.

The right hand pane of the Storage Investigator window displays the Directory Names, Total Size, and File Count for the disk or directory you requested to scan.

To display information about the largest subdirectories within a directory follow these steps,

1. In the left hand pane of the NTP Software Storage Investigator™ tool, click on the drive or directory you want to scan.

Select files and folders within the directory just like you would with Windows Explorer. Double click on a drive or folder to expand or collapse it.

2. Click the SubDirs button on the NTP Software Storage Investigator™ tool bar to start the scan. You can also right click on the disk or directory you want to scan and select List Largest Sub-Directories from the popup menu.

3. Check the results of your scan.

After NTP Software Storage Investigator™ scans the disk or directory, it displays specific subfolder and file information in the right hand pane and a summary of the scan in the bottom pane.

Click on the column headings in the right hand pane to sort the information displayed either ascending or descending.

NTP Software Storage Investigator™ Largest Sub-Directories Scan Results

Largest Sub-Directories	Total Size	File Count
Microsoft Visual Studio 8	1,839,094 KB	14,071
Common Files	618,117 KB	2,229
Microsoft SQL Server	378,221 KB	902
Microsoft Office	334,016 KB	2,903
Microsoft Works	157,471 KB	1,057
ATI Technologies	127,731 KB	5,198
Sonic	123,025 KB	714
Adobe	99,177 KB	291
InstallShield Installation Information	87,139 KB	65
Java	70,413 KB	568

Machine General Information	
System Name:	D1YDHH2J
OS:	Microsoft Windows XP Home Edition
File system:	NTFS
Drive capacity:	30.1 GB
Free space:	13.11 GB
Percent used space:	56.31 %

Current Path Statistics		Current Report Statistics	
Sub-directories:	3,436	Sub-directories:	10
Files count:	32,959	Space used:	3.66 GB
Space used:	4.10 GB	Percent space used:	12.18 %
Percent space used:	13.65 %		

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Note: Double clicking on any directory from the list of the Largest Sub-Directories displays a list with the largest sub-directories within the double clicked directory.

Double clicking on the first largest folder in the previous screen displays a list of the largest subdirectories for this folder.

The screenshot displays the NTP Software Storage Investigator interface. The top pane shows a list of sub-directories with columns for 'Largest Sub-Directories', 'Total Size', and 'File Count'. The bottom pane is divided into 'Machine General Information' and 'Current Path Statistics'.

Largest Sub-Directories	Total Size	File Count
VC	955,305 KB	8,202
SmartDevices	284,306 KB	1,966
SDK	169,448 KB	211
Common7	131,327 KB	2,818
JavaLanguageConversionA...	128,873 KB	42
Microsoft Visual Studio 200...	68,831 KB	67
Crystal Reports	40,734 KB	22
VB	24,778 KB	396
VC#	9,585 KB	69
Application	8,108 KB	24

Machine General Information	
System Name:	D1YDHII2J
OS:	Microsoft Windows XP Home Edition
File system:	NTFS
Drive capacity:	30.1 GB
Free space:	14.8 GB
Percent used space:	53.10 %

Current Path Statistics	
Sub-directories:	1,586
Files count:	14,071
Space used:	1.75 GB
Percent space used:	5.84 %

Current Report Statistics	
Sub-directories:	10
Space used:	1.74 GB
Percent space used:	5.79 %

Listing Largest Files

The Largest Files option displays a list of the largest files within a disk or directory. The right hand pane of the Storage Investigator window displays the File Name, Total Size, and Sub-folder in which each file is located.

To display information about the largest files within a disk or directory follow these steps,

1. In the left hand pane of the NTP Software Storage Investigator™ tool, click on the drive or directory you want to scan.

Select files and folders just like you would with Windows Explorer. Double click on a drive or folder to expand or collapse it.

2. Click the Files button on the NTP Software Storage Investigator™ tool bar to start the scan. You can also right click on the disk or directory you want to scan and select List Largest Files from the popup menu.
3. Check the results displayed for the scan.

After NTP Software Storage Investigator™ scans the disk or directory, it displays specific file information in the right hand pane and a summary of the scan in the bottom pane.

Click on the column headings in the right hand pane to sort the information in either ascending or descending order.

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NTP Software Storage Investigator™ Largest Files Scan Results

The screenshot displays the 'Largest Files' window in NTP Software Storage Investigator. The window is divided into three main sections: a file list table, machine general information, and current path/report statistics.

Largest Files	Total Size	Sub-Folder
data1.cab	68,738 KB	InstallShield Installation Information\{9C6978E8-B6D0-4AB7-A7A0-D81A74FBF745}
VSMsLog1999.txt	58,188 KB	Microsoft Visual Studio 8\Microsoft Visual Studio 2005 Professional Edition - ENU\Logs
WKSv7std.sbs	48,301 KB	Microsoft Works
mssqlsystemresource.mdf	39,232 KB	Microsoft SQL Server\MSSQL.1\MSSQL\Data
mssqlsystemresource.mdf	39,232 KB	Microsoft SQL Server\MSSQL.1\MSSQL\Template Data
sqlxpr32.exe	35,766 KB	Microsoft Visual Studio 8\SDK\v2.0\BootStrapper\Packages\SqExpress\en
rt.jar	32,965 KB	Java\jre1.5.0_06\lib
tools.zip	31,119 KB	Common Files\Java\Update\Base Images\j2sdk1.4.2-b28
Data1.cab	30,172 KB	Adobe\Acrobat 7.0\Setup Files\RdrBig708\ENU
sqlservr.exe	28,495 KB	Microsoft SQL Server\MSSQL.1\MSSQL\Binn
PPC_2003_SE_VGA_WWE_...	28,012 KB	Microsoft Visual Studio 8\SmartDevices\Emulators\Images\PocketPC\2003\VGAPortrait\1033
CRRRedist2005_x64.msi	26,922 KB	Microsoft Visual Studio 8\Crystal Reports\CRRRedist\X64
PPC_2003_SE_WWE_ARM_...	26,141 KB	Microsoft Visual Studio 8\SmartDevices\Emulators\Images\PocketPC\2003\1033
netcfsetupv2.msi	25,147 KB	Microsoft Visual Studio 8\SDK\v2.0\CompactFramework
CNTCD1.MML	24,235 KB	Microsoft Office\media\CntCD1\1033
DICT.EIT	24,226 KB	Microsoft Works
L1033.NGR	23,749 KB	Common Files\SpeechEngines\Microsoft\SR\1033

Machine General Information

System Name:	D1YDIII2J	Drive capacity:	30.1 GB
OS:	Microsoft Windows XP Home Edition	Free space:	13.10 GB
File system:	NTFS	Percent used space:	

Current Path Statistics

Sub-directories:	3,436
Files count:	32,959
Space used:	4.10 GB
Percent space used:	

Current Report Statistics

Largest Files:	25
Space used:	734.29 MB
Percent space used:	

Listing Largest Files by Extension

The Largest Files by Extension option displays a list of the largest files within a disk or directory by a certain file extension. The right hand pane of the Storage Investigator window displays the Extension Name, Total Size, and Sub-folder in which each file is located for the scanned disk or directory.

Note: You can configure which file extensions NTP Software Storage Investigator™ searches for in the NTP Software Storage Investigator™ Options dialog box as described in the [Configuring Storage Investigator™ section](#).

To display information about the largest files by extension within a disk follow the following steps,

1. In the left hand pane of the Storage Investigator tool, click on the drive or directory you want to scan.
Select files and folders just like you would with Windows Explorer. Double click on a drive or folder to expand or collapse it.
2. Click the Exts button on the Storage Investigator tool bar to start the scan.
You can also right click on the disk or directory you want to scan and select List Largest File Extensions from the popup menu.
3. Check the results of your scan.
After Storage Investigator scans the disk or directory, it displays a specific list of extensions in the right hand pane and a summary of the scan in the bottom pane. Click on the column headings in the right hand pane to sort the information in either ascending or descending order.

NTP Software Storage Investigator™ Largest Files by Extension Scan Results

Largest Extensions	Total Size	File Count
CAB	30,172 KB	1
DLL	25,597 KB	33
API	23,960 KB	26
PDF	3,409 KB	9
MSI	3,207 KB	1
EXE	2,534 KB	7
X3D	1,955 KB	6
LEX	1,610 KB	10
OTF	1,508 KB	13
APL	1,272 KB	1

Machine General Information	
System Name:	D1YDHI2J
OS:	Microsoft Windows XP Home Edition
File system:	NTFS
Drive capacity:	30.1 GB
Free space:	13.9 GB
Percent used space:	56.39 %

Current Path Statistics		Current Report Statistics	
Sub-directories:	54	Extensions:	10
Files count:	291	Space used:	92.99 MB
Space used:	96.85 MB	Percent space used:	0.30 %
Percent space used:	0.32 %		

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Note: Double clicking on any extension from the list of the Largest Extensions displays a list with the largest files for the double clicked extension.

Double clicking on the first largest extension in previous screen displays a list with the largest files with the specified extension.

The screenshot displays the NTP Software Storage Investigator interface. The top toolbar includes buttons for Sub-Dirs, Files, Exts, Non-Comp, Dups, Oldest, Aging, Users, No Backup, Rescan, Delays, Print, Export, Options, Help, and Help Video. The main window is divided into three sections:

- Left Pane:** A tree view showing the directory structure, including folders like EXLMUS26, Help, i386, j2sdk1.4.2_05, MDT, My Downloads, Program Files, and various sub-folders under Program Files such as Adobe, ATI Technologies, and Dell.
- Right Pane:** A table titled 'Largest Files' with columns for 'Largest Files', 'Total Size', and 'Sub-Folder'. It lists a file named 'Data1.cab' with a size of 30,172 KB, located in the sub-folder 'Acrobat 7.0\Setup Files\RdrBig708\E...'. The 'Largest Files' column is currently selected.
- Bottom Section:** A summary area with three panels:
 - Machine General Information:** System Name: D1YDH12J, OS: Microsoft Windows XP Home Edition, File system: NTFS. Drive capacity: 30.1 GB, Free space: 14.7 GB, Percent used space: 53.11% (indicated by a yellow progress bar).
 - Current Path Statistics:** Sub-directories: 54, Files count: 291, Space used: 96.85 MB, Percent space used: 0.32% (indicated by a black progress bar).
 - Current Report Statistics:** Largest Files: 1, Space used: 29.46 MB, Percent space used: 0.10% (indicated by a black progress bar).

Listing Non-Compliant Files

Important Note: This feature is present only in NTP Software Storage Investigator Professional™. Please contact your sales person for information on how you can upgrade to NTP Software Storage Investigator Professional™.

The Listing Non-Compliant Files option displays a list of undesired types that should be blocked. These types of files are defined by the administrator.

Note: If the administrator didn't specify this list of files then the NonComp button will be disabled on the User Interface (UI)

The right hand pane of the Storage Investigator window displays the Non-Complaint Files, Total Size and Sub-folder in which each file is located for the scanned disk or directory.

To display information about the Non-Complaint Files within a disk follow the following steps,

1. In the left hand pane of the NTP Software Storage Investigator™ tool, click on the drive or directory you want to scan.
Select files and folders just like you would with Windows Explorer. Double click on a drive or folder to expand or collapse it.
2. Click the Non-Comp button on the NTP Software Storage Investigator™ tool bar to start the scan.

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You can also right click on the disk or directory you want to scan and select List Non-Complaint Files from the popup menu.

3. Check the results of your scan.
After NTP Software Storage Investigator™ scans the disk or directory, it displays specific a list of non-complaint files in the right hand pane and a summary of the scan in the bottom pane.
Click on the column headings in the right hand pane sort the information in either ascending or descending order.

NTP Software Storage Investigator™ Professional Non-Complaint Files Scan Results

Non-Compliant Files	Total Size	Sub-Folder
tools.zip	31,119 KB	Common Files\Java\Update\Base Images\j2sdk1.4.2-b28
src.zip	11,573 KB	Common Files\Java\Update\Base Images\j2sdk1.4.2-b28
demoss.zip	9,526 KB	Common Files\Java\Update\Base Images\j2sdk1.4.2-b28
core2.zip	8,817 KB	Common Files\Java\Update\Base Images\jre1.5.0.b64
core1.zip	7,471 KB	Common Files\Java\Update\Base Images\jre1.5.0.b64
other.zip	3,763 KB	Common Files\Java\Update\Base Images\jre1.5.0.b64
core3.zip	3,214 KB	Common Files\Java\Update\Base Images\jre1.5.0.b64
extra.zip	2,544 KB	Common Files\Java\Update\Base Images\jre1.5.0.b64
VS2005ImageLibrary.zip	2,085 KB	Microsoft Visual Studio 8\Common7\VS2005ImageLibrary
python24.zip	1,727 KB	Dell\MediaDirect\Koon
PersonalWebSite.zip	688 KB	Microsoft Visual Studio 8\Common7\IDE\ProjectTemplates\Web\CSharp\1033
PersonalWebSite.zip	688 KB	Microsoft Visual Studio 8\Common7\IDE\ProjectTemplates\Web\VisualBasic\1033
PersonalWebSite.zip	686 KB	Microsoft Visual Studio 8\Common7\IDE\ProjectTemplates\Web\JSharp\1033
NorthwindOleDb.zip	317 KB	Microsoft SQL Server 2005 Mobile Edition\Samples\NorthwindOleDb
MovieCollection.zip	288 KB	Microsoft Visual Studio 8\Common7\IDE\ProjectTemplates\VisualBasic\Starter Kits\1033
MovieCollection.zip	279 KB	Microsoft Visual Studio 8\Common7\IDE\ProjectTemplates\CSharp\Starter Kits\1033
ScreenSaver.zip	228 KB	Microsoft Visual Studio 8\Common7\IDE\ProjectTemplates\CSharp\Starter Kits\1033

Machine General Information			
System Name:	D1YDHI2J	Drive capacity:	30.1 GB
OS:	Microsoft Windows XP Home Edition	Free space:	13.8 GB
File system:	NTFS	Percent used space:	

Current Path Statistics		Current Report Statistics	
Sub-directories:	3,436	Non-Compliant Files:	373
Files count:	32,959	Space used:	84.30 MB
Space used:	4.10 GB	Percent space used:	
Percent space used:			0.27%

Listing Duplicate Files

The duplicate files option lists any duplicate files within a disk or directory along with their names, Total Size, and Sub-folder in which they are located.

To display information about duplicate files within a disk or directory

1. In the left hand pane of the Storage Investigator tool, click on the drive or directory you want to scan.
Select files and folders just like you would with Windows Explorer. Double click on a drive or folder to expand or collapse it.
2. Click the Dups button on the Storage Investigator tool bar to start the scan.
You can also right click on the disk or directory you want to scan and select List Duplicate Files from the popup menu.
3. Check the results of your scan.

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After NTP Software Storage Investigator™ scans the disk or directory, it displays specific file information (the duplicates it found) in the right hand pane and a summary of the scan in the bottom pane.

Click on the column headings in the right hand pane sort the information in either ascending or descending order.

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NTP Software Storage Investigator™ Duplicate Files Scan Results

The screenshot displays the NTP Software Storage Investigator interface. The top toolbar includes icons for Sub-Dirs, Files, Exts, Non-Comp, Dups, Oldest, Aging, Users, No Backup, Rescan, Delete, Print, Export, Options, Help, and Help Video. The main window shows a tree view of Program Files on the left and a list of duplicate files in the center. Below the list are two summary panels: Machine General Information and Current Path Statistics.

Duplicate Files	Total Size	Sub-Folder
_Font.h	2 KB	Microsoft Visual Studio 8\WC\Wizards\CodeWiz\MFC\TypeLib\Templates\1033
_font.h	2 KB	Microsoft Visual Studio 8\WC\Wizards\CodeWiz\MFC\Variable\Templates\1033
_memicmp.obj	2 KB	Microsoft Visual Studio 8\WC\src\intel\dll_lib
_memicmp.obj	2 KB	Microsoft Visual Studio 8\WC\src\intel\xmt_lib
_memicmp.obj	2 KB	Microsoft Visual Studio 8\WC\src\intel\xdll_lib
_Picture.h	1 KB	Microsoft Visual Studio 8\WC\Wizards\CodeWiz\MFC\TypeLib\Templates\1033
_picture.h	1 KB	Microsoft Visual Studio 8\WC\Wizards\CodeWiz\MFC\Variable\Templates\1033
_strnicm.obj	2 KB	Microsoft Visual Studio 8\WC\src\intel\dll_lib
_strnicm.obj	2 KB	Microsoft Visual Studio 8\WC\src\intel\xdll_lib
_strnicm.obj	2 KB	Microsoft Visual Studio 8\WC\src\intel\xmt_lib
_X_APPRO.FPR	1 KB	Microsoft Office\Templates\1025\DocLibs\doclib1.tem
_X_APPRO.FPR	1 KB	Microsoft Office\Templates\1033\DocLibs\doclib1.tem
_X_APPRV.FPR	0 KB	Microsoft Office\Templates\1025\DocLibs\doclib2.tem
_X_APPRV.FPR	0 KB	Microsoft Office\Templates\1033\DocLibs\doclib2.tem
_X_CREAT.FPR	0 KB	Microsoft Office\Templates\1033\DocLibs\doclib1.tem
_X_CREAT.FPR	0 KB	Microsoft Office\Templates\1025\DocLibs\doclib2.tem
_X_CREAT.FPR	0 KB	Microsoft Office\Templates\1033\DocLibs\doclib2.tem

Machine General Information	
System Name:	D1YDIIIJ
OS:	Microsoft Windows XP Home Edition
File system:	NTFS
Drive capacity:	30.1 GB
Free space:	13.7 GB
Percent used space:	56.45 %

Current Path Statistics	
Sub-directories:	3,436
Files count:	32,959
Space used:	4.10 GB
Percent space used:	13.65 %

Current Report Statistics	
Dup Files:	25
Space used:	17.69 KB
Percent space used:	0.00 %

Listing Files by Date

You have two options for listing files by date: "Oldest" and "Aging".

- The "Oldest" option lists specific file information in the NTP Software Storage Investigator™ right hand pane, including the file's name and location on the disk.
- The "Aging" option lists general file aging information in four columns in the right hand pane. The four columns are 0 - 6 months, 6 - 12 months, 12 - 18 months, and over 18 months. For example, if Storage Investigator finds 534 files that have all been modified in the last month, it lists the number 534 in the 0 - 6 months column. Regardless of whether you choose the "Oldest" or "Aging" option, you must specify whether to search for files based on their Create Time, Last Modified Time, or Last Accessed Time.

To display information about files by date,

1. In the left hand pane of the Storage Investigator tool, click on the drive or directory you want to scan.
Select files and folders just like you would with Windows Explorer. Double click on a drive or folder to expand or collapse it.
2. Click the Oldest or Aging button on the Storage Investigator tool bar to start the scan. You can also right click on the disk or directory you want to scan and select List Oldest Files or List File Grouping by Age from the popup menu.
The File Time Options dialog box appears.
3. Choose Create Time, Last Modified Time, or Last Accessed Time from the File Time Options dialog box then click OK.
4. Check the results of your scan.
After NTP Software Storage Investigator™ scans the disk or directory, it displays specific file information in the right hand pane and a summary of the scan in the bottom pane. If you selected the "Aging" option, Storage Investigator doesn't display any Object information in the summary pane at the bottom of the window. Click on the column headings in the right hand pane to change the sort order of the information displayed there. For example, click on Total Size ("Oldest" option only) to toggle between displaying largest files at the top or bottom of the list.

NTP Software Storage Investigator- User's Guide

NTP Software Storage Investigator™ Oldest Files Scan Results

Sub-Dirs	Files	Exts	Non-Comp	Dups	Oldest	Aging	Users	No Backup	Rescan	Delete	Print	Export	Options	Help	Help Video		
Program Files	Adobe	ATI Technologies	Broadcom	CE Remote Tools	Common Files	ComPlus Applications	CONEXANT	CyberLink	Dell	Dell Network Assista	Dell Support	Digital Line Detect	EASE	Google	HTML Help Workshor		
	MSWDS_EN.LEX	EQNEDT32.CNT	GR8GALRY.GRA	MSACNV30.DLL	MSACNV30.EXE	AV41206.FMT	AV41256.FMT	AV41307.FMT	AV41357.FMT	AVL7901.FMT	DAY1.PRT	DAY2.PRT	DVNO106.FMT	MONTH1.PRT	MONTH2.PRT	FRMRDRCT.ECF	XL5AR32.OLB
	434 KB	3 KB	183 KB	232 KB	100 KB	2 KB	2 KB	2 KB	2 KB	2 KB	3 KB	4 KB	2 KB	2 KB	2 KB	1 KB	240 KB
	01/04/1996 06:56 PM	06/07/1996 12:52 PM	11/17/1996 12:00 AM	12/03/1996 02:49 PM	12/03/1996 02:49 PM	02/21/1997 02:37 AM	05/08/1997 02:18 PM	05/09/1997 01:37 AM									
	Common Files\Microsoft Shared\Proof	Common Files\Microsoft Shared\Equation	Microsoft Office\Office10\1033	Microsoft Office\Office10	Microsoft Office\Office10	Microsoft Office\Office10\1025	Microsoft Office\Office10\Addins	Microsoft Office\Office10									

Machine General Information

System Name: **D1YDHI2J** Drive capacity: **30.1 GB**
 OS: **Microsoft Windows XP Home Edition** Free space: **13.6 GB**
 File system: **NTFS** Percent used space: **56.48 %**

Current Path Statistics

Sub-directories: **3,436**
 Files count: **32,959**
 Space used: **4.10 GB**
 Percent space used: **13.65 %**

Current Report Statistics

Oldest Files: **25**
 Space used: **2.3 MB**
 Percent space used: **0.01 %**

NTP Software Storage Investigator™ Aging Files Scan Results

Sub-Dirs	Files	Exts	Non-Comp	Dups	Oldest	Aging	Users	No Backup	Rescan	Delete	Print	Export	Options	Help	Help Video
Program Files	Adobe	ATI Technologies	Broadcom	CE Remote Tools	Common Files	ComPlus Applications	CONEXANT	CyberLink	Dell	Dell Network Assista	Dell Support	Digital Line Detect	EASE	Google	HTML Help Workshor
	Aging Based on					0 - 6 months	6 - 12 months	12 - 18 months	Over 18 months						
	Last Modified Time					1,149	4,137	2,689	24,984						

Machine General Information

System Name: **D1YDHI2J** Drive capacity: **30.1 GB**
 OS: **Microsoft Windows XP Home Edition** Free space: **13.6 GB**
 File system: **NTFS** Percent used space: **56.50 %**

Current Path Statistics

Sub-directories: **3,436**
 Files count: **32,959**
 Space used: **4.10 GB**
 Percent space used: **13.65 %**

Current Report Statistics

Count: **A system scan has not completed.**
 Space used: **A system scan has not completed.**
 Percent space used: **A system scan has not completed.**

Listing Files by Largest File User

The Users option shows you who the largest file owners are for a drive or folder.

Note: This option only works on NTFS partitions.

To display information about files by the largest file owners follow these steps,

1. In the left hand pane of the Storage Investigator tool, click on the drive or directory you want to scan.
Select files and folders just like you would with Windows Explorer. Double click on a drive or folder to expand or collapse it.
2. Click the Users button on the Storage Investigator tool bar to start the scan.
You can also right click on the disk or directory you want to scan and select List Largest Users from the popup menu.
3. Check the results of your scan.
After Storage Investigator scans the disk or directory, it displays specific file information (user's names, total size, file count) in the right hand pane and a summary of the scan in the bottom pane.

Click on the column headings in the right hand pane to change the sort order of the information displayed there.

NTP Software Storage Investigator Largest File User Scan Results

The screenshot shows the NTP Software Storage Investigator interface. The top toolbar includes buttons for Sub-Dirs, Files, Exts, Non-Comp, Dups, Oldest, Aging, Users, No Backup, Rescan, Delete, Print, Export, Options, Help, and Help Video. The left pane shows a tree view of folders, with 'Dell Network Assistant' selected. The main pane displays a table titled 'Largest Users' with columns for 'Largest Users', 'Total Size', and 'File Count'. Below the table are three summary panels: 'Machine General Information', 'Current Path Statistics', and 'Current Report Statistics'.

Largest Users	Total Size	File Count
BUILTIN\Administrators	35,954 KB	98
D1YDNN2J\winxp	6,831 KB	24

Machine General Information	
System Name:	D1YDNN2J
OS:	Microsoft Windows XP Home Edition
File system:	NTFS
Drive capacity:	30.1 GB
Free space:	13.5 GB
Percent used space:	56.52 %

Current Path Statistics	
Sub-directories:	13
Files count:	122
Space used:	41.78 MB
Percent space used:	0.14 %

Current Report Statistics	
Largest Users:	2
Space used:	41.78 MB
Percent space used:	0.14 %

Listing Files Ready for Archiving

The Archive option shows you all files that are ready to be archived. Storage Investigator uses a file's archive bit to determine if it is ready for archiving: if the Archive bit is set, the file requires archiving and the file name appears in Storage Investigator's list.

To display information about files that need to be backed up, follow these steps,

1. In the left hand pane of the Storage Investigator tool, click on the drive or directory you want to scan.
Select files and folders just like you would with Windows Explorer. Double click on a drive or folder to expand or collapse it.
2. Click the Backup button on the Storage Investigator tool bar to start the scan.
You can also right click on the disk or directory you want to scan and select List Non-Backup Files from the popup menu.
3. Check the results of your scan.
After NTP Software Storage Investigator™ scans the disk or directory, it displays specific subfolder and file information in the right hand pane and a summary of the scan in the bottom pane.

Click on the column headings in the right hand pane to change the sort order of the information displayed there.

NTP Software Storage Investigator™ Achieved Files Scan Results

The screenshot shows the NTP Software Storage Investigator interface. The main window displays a list of files under the heading "Non-Archived Files". The files are sorted by total size. Below the file list, there are two summary panels: "Machine General Information" and "Current Path Statistics".

File Name	Total Size	Sub-Folder
AcroIEHelper.dll	62 KB	Acrobat 7.0\ActiveX
AcroPDF.dll	290 KB	Acrobat 7.0\ActiveX
ACE.dll	524 KB	Acrobat 7.0\Reader
Acrofx32.dll	52 KB	Acrobat 7.0\Reader
1.gif	1 KB	Acrobat 7.0\Reader\HowTo\ENU\Images
2.gif	1 KB	Acrobat 7.0\Reader\HowTo\ENU\Images
3.gif	1 KB	Acrobat 7.0\Reader\HowTo\ENU\Images
4.gif	1 KB	Acrobat 7.0\Reader\HowTo\ENU\Images
5.gif	1 KB	Acrobat 7.0\Reader\HowTo\ENU\Images
6.gif	1 KB	Acrobat 7.0\Reader\HowTo\ENU\Images
7.gif	1 KB	Acrobat 7.0\Reader\HowTo\ENU\Images
8.gif	1 KB	Acrobat 7.0\Reader\HowTo\ENU\Images
Accessibility.api	281 KB	Acrobat 7.0\Reader\plug_ins
AcroForm.api	5,921 KB	Acrobat 7.0\Reader\plug_ins
acrobat7.xdc	43 KB	Acrobat 7.0\Reader\plug_ins\AcroForm
A4_0.txt	1 KB	Acrobat 7.0\Reader\plug_ins\PictureTasks\Templates
A4_1.txt	1 KB	Acrobat 7.0\Reader\plug_ins\PictureTasks\Templates
A4_2.txt	1 KB	Acrobat 7.0\Reader\plug_ins\PictureTasks\Templates

Machine General Information			
System Name:	D1YDHH2J	Drive capacity:	30.1 GB
OS:	Microsoft Windows XP Home Edition	Free space:	13.4 GB
File system:	NTFS	Percent used space:	56.56 %

Current Path Statistics		Current Report Statistics	
Sub-directories:	54	Arch. Files:	25
Files count:	291	Space used:	7.79 MB
Space used:	96.85 MB	Percent space used:	0.03 %
Percent space used:	0.32 %		

Deleting Files

You can use NTP Software Storage Investigator™ to delete files from any drive or directory. You can only delete files; NTP Software Storage Investigator™ will not let you delete directories or sub-directories.

Warning: NTP Software Storage Investigator™ bypasses the Windows Recycle Bin. So be careful when deleting files.

To delete files using NTP Software Storage Investigator™ follow these steps,

1. Run any scan that displays files in Storage Investigator's right hand pane (such as a Duplicate File scan or a Largest Files scan).
2. In the Right hand pane, click on the files you want to delete. Select files and folders just as you would with Windows Explorer. Double click on a drive or folder to expand or collapse it. Use Shift click and CTRL click to select multiple files.
3. Click the Delete button on the Storage Investigator tool bar or press the Delete key on the keyboard.
4. Confirm that you want to delete the selected file(s).

NTP Software Storage Investigator™ Deleting Files Option Results

The screenshot shows the NTP Software Storage Investigator interface. The top toolbar includes buttons for Sub-Dirs, Files, Exts, Non-Comp, Dups, Oldest, Aging, Users, No Backup, Rescan, Delete, Print, Export, Options, Help, and Help Video. The main window displays a tree view of folders on the left and a table of files on the right. A 'Delete' dialog box is open in the center, asking 'Do you want to permanently delete the selected files?' with 'Yes' and 'No' buttons. Below the dialog, the interface shows system and report statistics.

Current Path Statistics		
Sub-directories:	301	
Files count:	5,198	
Space used:	124.74 MB	
Percent space used:		0.41 %

Current Report Statistics		
Largest Files:	25	
Space used:	31.84 MB	
Percent space used:		0.10 %

Refreshing a List

The Refresh option forces NTP Software Storage Investigator™ to update the information it displays for a particular drive or folder.

To Refresh NTP Software Storage Investigator™ information follow these steps,

1. In the left hand pane of the Storage Investigator tool, click on the drive or directory you want to Refresh.
Select files and folders just like you would with Windows Explorer. Double click on a drive or folder to expand or collapse it.
2. Click the Refresh button on the Storage Investigator tool bar to start the Refresh.
If a scan for the directory already exists, a dialog box appears informing you about this (only if you chose to log results in the [Storage Investigator Options dialog box](#)).

You can also right click on a disk or directory and select Refresh from the popup menu.

Printing Listing Results

The Print option prints the statistical results (right hand pane and bottom pane) of the current scan to your default printer.

To print the results of a listing follow these steps,

1. Display the information you want to print by scanning a disk or folder using one of Storage Investigator listing options.
2. Click the Print button on the Storage Investigator tool bar to start printing.

Exporting Scan Results

The Export option lets you save the results of the current listing to a comma separated value (CSV) file. You can then open this file using most spreadsheet programs.

To save the results of a scan to a CSV file follow these steps,

1. Display the information you want to export by scanning a disk or folder using one of [Storage Investigator listing options](#).
2. Click the Export button on the Storage Investigator tool bar to display a standard Windows save dialog box.
3. Enter the name of the file and click Save.

NTP Software Storage Investigator™ Log File

The Log option allows viewing the internal messages of the last scan.

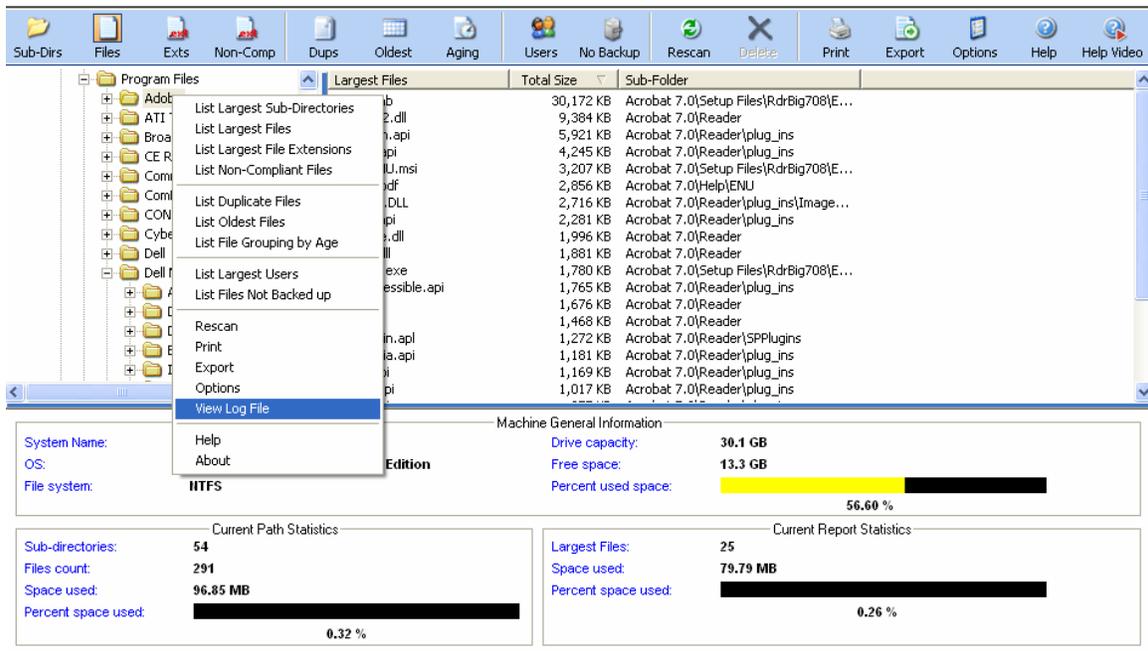
Normally, you'll only see the time and date stamp of the last scan. If there was an error during the scan, such as NTP Software Storage Investigator™ couldn't access a directory or file (because the NTP Software Storage Investigator™ user didn't read privileges to a directory / file, or because someone is actively changing a file) this information appears in the log as well.

Note: This option is only available if you entered a log file name in the [Storage Investigator Options dialog box](#).

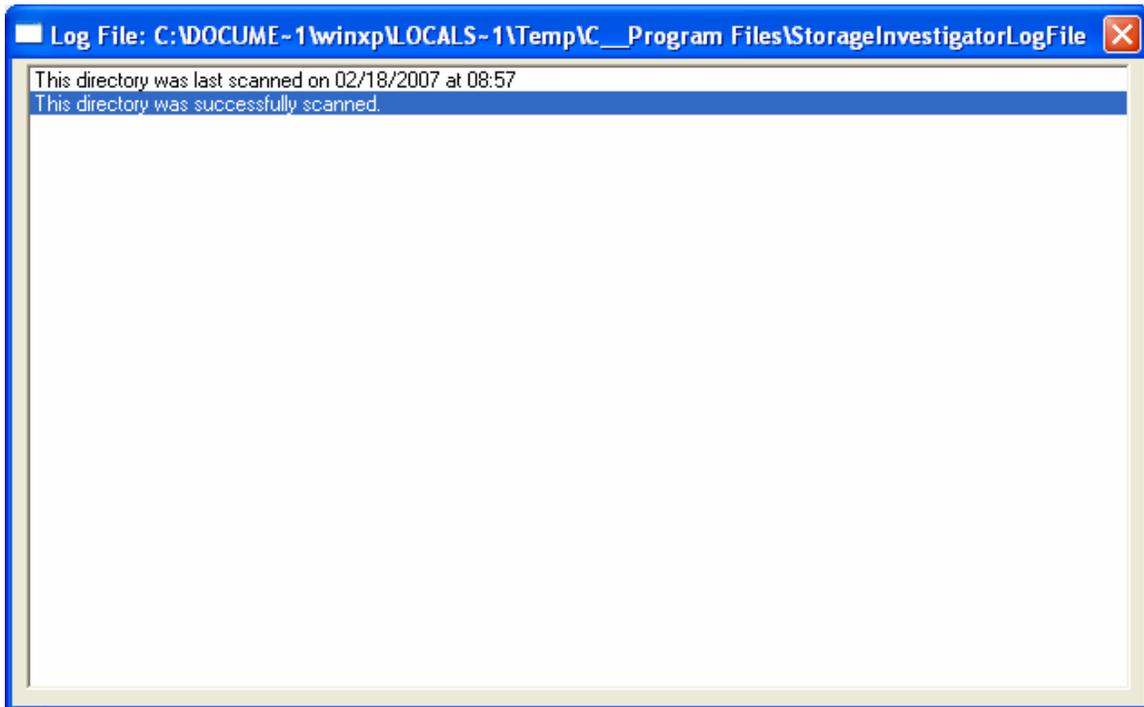
To look at the Storage Investigator log file follow these steps,

1. Right click on the selected directory and choose View Log File from the pop up menu.
2. Close the dialog box when you are finished looking at it.

Accessing the Log File of NTP Software Storage Investigator



NTP Software Storage Investigator™ Log File Details



About NTP Software

NTP Software is the worldwide leader in user-focused, policy-based storage management. We create platform-independent products that enable companies to automatically control the compliance, access, quotas, and lifespan of their users' stored files. NTP Software solutions also gather the analysis and planning data necessary for both short- and long-term decision making, providing everything necessary to actively control all aspects of a user's relationship with local and shared storage.

NTP Software Professional Services

For further assistance with NTP Software Storage Investigator contact your NTP Software Representative at 800-226-2755 or 603-622-4400.

NTP Software Professional Services offers training and consulting services in support of the deployment and configuration of your Storage Resource Management software.

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