



### Terminology

**Volume:** Storage system indexed by Diskover.  
**Path:** Location of a file or directory (/mnt/storage/projectA/file.mov)  
**Criteria/Query:** Search conditions used to find results (name, date, etc.)  
**Indices:** Plural of index (searchable metadata of indexed storage)  
**Metadata:** Information about a file or directory (size, owner, dates, etc.)

### File Actions

Available actions depend on your system configuration.

### Items Selection in Results Pane

All: Use **Select All** or **Unselect All** buttons.  
Block: Select the first item → hold **SHIFT** → click the last item.  
Multiple: Hold **CTRL** (Windows) or **CMD** (Mac) while selecting items.

**New indices** automatically reload every 20 minutes by default, refresh your browser or **Reload** to access new data.

<b>Storage Space Information</b>	Snapshot of storage space across indexed locations.
<b>Dashboard</b>	Global or per-volume storage usage snapshot.
<b>File Tree</b>	Visual representation of directories by size and aging.
<b>Treemap</b>	Hierarchical view of directories and files by size.
<b>Heatmap</b>	Compare storage changes between two indices. <b>red</b> → growth   <b>green</b> → shrinkage   <b>no colors</b> → no changes.
Before launching <b>Heatmap</b> report, you need to select 2 indices →  → <b>Indices</b> → deselect <b>Always use latest indices</b> → select one index from <b>Index</b> column → select second index from <b>Index 2</b> column (same volume or different for backup or data movement) → <b>Save selection</b> → <b>Analytics</b> → <b>Heatmap</b>	
<b>Smart Searches</b>	Customizable reports using flexible search criteria across indexed data.
<b>User Analysis</b>	Storage usage breakdown by user or group.
<b>Cost Analysis</b>	Customizable reports analyzing storage cost.
<b>Reports</b>	Customizable reports tailored to your storage and business insights.
<b>Directory Explorer</b>	Visual analysis of directory size, activity, and file counts.

# Search Rules, Tools, Syntax

### Basic Rules

- Launching a query will search all volumes and their directories, toggle on **Current Dir** to limit your searches to a certain path.
- Most searches are not case-sensitive → see User Guides for exceptions.
- Diskover searches for tokenized/isolated characters, isolators can be spaces, underscores, uppercase aka CamelCase, dashes, etc. Example:

Query with **jungle**:  
Would find → **TheJungleBook, the\_jungle\_book**  
Would not find → **thejunglebook, THEJUNGLEBOOK**

Query with **001**:  
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** Predefined queries that 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

**\*** matches **zero or more characters**, use it to expand your results and find non-isolated letters/numbers.

Query with:  
**\*jungle\*** would find → **thejunglebook, JUNGLEBOOK**  
**v\*1** would find → **v1, ver1, version01, v021**

**?** matches **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, can be typed lower or upper case:  
**AND** → this operator is assumed if no operators are used in between 2 criteria,  
**jungle AND v\*1** or **jungle e\*1** → same results  
**NOT** → **jungle NOT v\*1**  
**OR** → need to group with parentheses → **jungle (v\*1 OR v\*2)**  
**COMBINE THEM** → **jungle (s\*1 OR s\*2) NOT e\*1 AND type:file**

# Copy, Export, Share

- 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**.

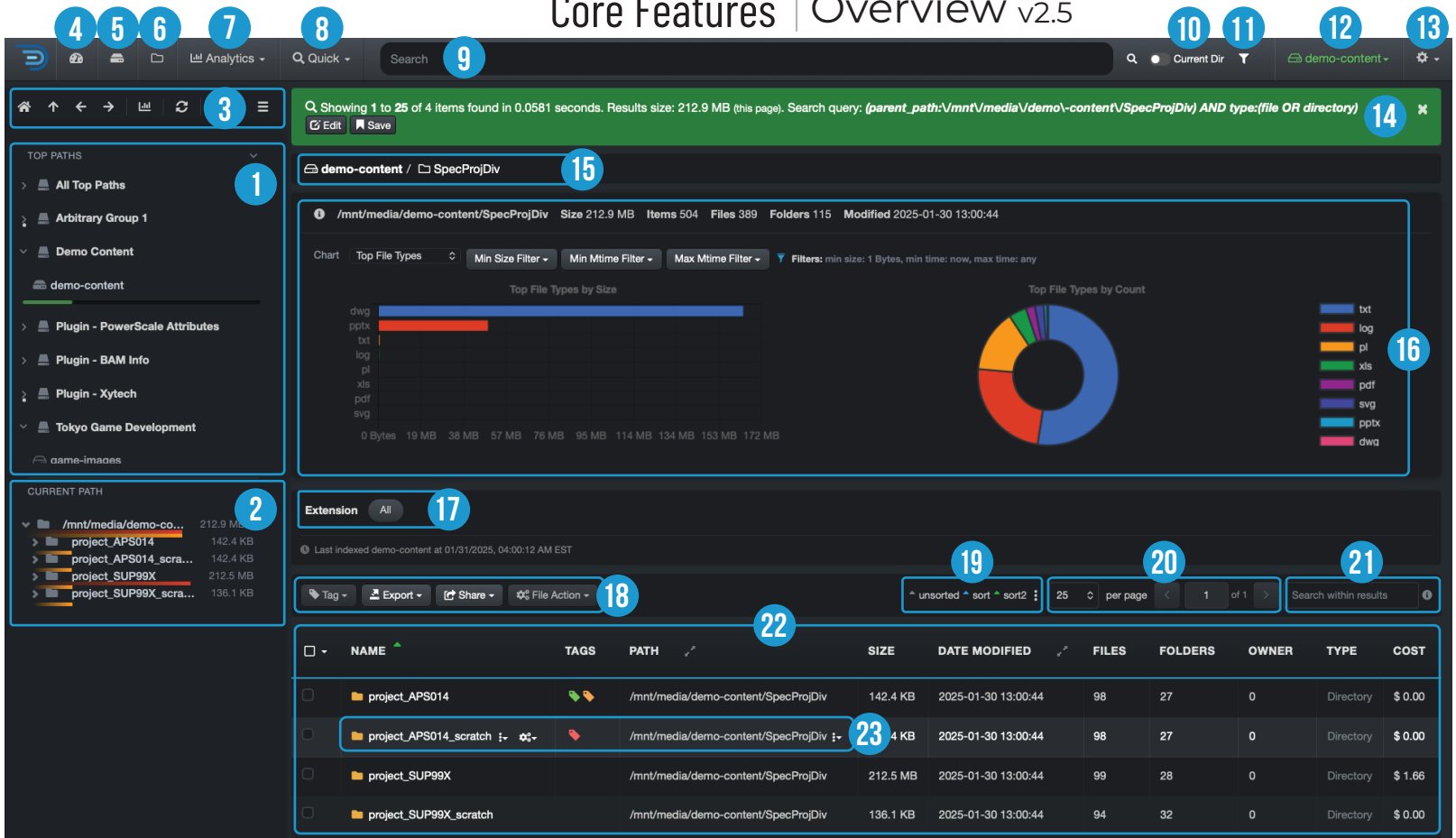
# Tags

- Tag** For manual tagging according to your organization's tagging 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 or report using 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

- The most common issues if search results look incomplete or too large:
- 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 latest indexed 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, Diskover automatically adds **\*** to expand searches, select → **Settings** → deactivate **Use predictive search**.
  - Analytics don't look accurate? Activating filters in the analytics remain active and can affect other analytics using the same filters. Look for the summary under the filter controls, e.g.:  
 **Filters: min size: 1 MB, min time: 2w, max time: any** **Hide thresh: 0.9**

**Free Community Support** → <https://diskoverworkspace.slack.com/ssb/redirect>  
**With Subscription** → <https://support.diskoverdata.com/> | M-F 8am-5pm PST  
**Online Resources** → <https://diskoverdata.com/resources/>



- 1 Indexed Storage**  
Volumes indexed by Diskover. May be grouped under **Top Paths** or listed alphabetically. Hover a volume to see last indexed date and time.
- 2 Directories**  
Folders within the selected **volume**<sup>1</sup>. Browse here or from the **Results Pane**<sup>22</sup>. Empty folders appear only in the Results Pane.
- 3 View Controls**  
  - Home: Go to root of the volume.
  - Up: Move up one directory.
  - Left/Right: Back/forward (browser-style).
  - Refresh: Refresh indices and charts.
  - Analytics: Show/hide analytics charts.
  - Menu: Show/hide navigation pane.
- 4 Dashboard**  
Global or per-volume storage usage snapshot.
- 5 Storage Space Info**  
Snapshot of storage capacity across indexed locations.
- 6 File Search**   
Current view.
- 7 Analytics**  
Standard and custom reports. Click to open results in **File Search**<sup>6</sup> view.

- 8 Quick Search**  
Predefined queries and access to saved personal queries.
- 9 Search Bar**
  - Run manual search queries.
  - Launch reports—start with ! or #
  - Search using a path.
  - Overlay recalls the last 10 queries—click one to run again.
- 10 Current Directory**  
Toggle on to limit searches to current path. Remains active until deselected.
- 11 Filters**  
Refine search or drill-down results. Remain active until you reopen and click **Clear filters** → **2** indicator of active filters.
- 12 Volume Drop-Down**  
Select a volume—same as selecting it from **Indexed Storage**<sup>1</sup>.
- 13 Settings**   
  - Settings: User settings.
  - Diskover Admin: For sys admins.
  - Volume Discovery: For sys admins.
  - Indices: Indices view/selection.
  - Task Panel: For sys admins.
  - Help: Link to docs and more.
  - Reload indices: Refresh indices/charts.
  - Logout

- 14 Green Bar**
  - Confirms number of items found.
  - Shows path during drill-down.
  - Shows query during searches.
  - Save/delete/edit personal queries.
- 15 Path Bar**  
Shows the path when drilling down. Click any directory for direct access.
- 16 Charts**  
Analytical snapshot of a path by:
  - File Age Modified
  - File Age Accessed
  - Top Directories
  - Top File Types
  - Hover charts for details.
  - Click charts to open the filtered results in the **Results Pane**<sup>22</sup>
  - Pages may load slower when the charts are open, click to show/hide charts.
- 17 Extension Bar**  
Shows file extensions detected in the **results pane**<sup>22</sup>. Click one to filter results.
- 18 Results Actions**
  - Tag: Manual **tags**—select an item first!
  - Export: **Export** results and metadata.
  - Share: **Share** results URL or query.
  - File Action: Launch a **File Action** for selected items in the **Results Pane**<sup>22</sup>

- 19 Sort Results**  
**Primary** sort → click any arrow to reassign.  
**Secondary** sort → click current green arrow to remove, then reassign.
- 20 Items per Page**  
Display 10 to 1,000 results per page. Affects the number of result pages.
- 21 Search Within Results**  
Search results on current page only. Hidden items reappear when the field is cleared.
- 22 Results Pane**
  - Results from search or drill-down.
  - Select items from boxes on the left.
  - Hold and drag columns to rearrange.
  - Show/hide columns in <sup>13</sup>
- 23 File/Folder Options**
  - Info: Open folder **attributes** window with all metadata fields. Click a file to open its attributes.
  - Copy: Copy a single path.
  - File Action: Launch a **File Action** for this item.
  - Quick load: **Quick load** a path in an analytic format or search recursively.

Hover over almost anything for help or snapshot of info.