



Micro Focus File Dynamics 6.1

Data Owner Client Guide

September 28, 2018

Legal Notices

Condrey Corporation makes no representations or warranties with respect to the contents or use of this documentation, and specifically disclaims any express or implied warranties of merchantability or fitness for any particular purpose. Further, Condrey Corporation reserves the right to revise this publication and to make changes to its content, at any time, without obligation to notify any person or entity of such revisions or changes.

Further, Condrey Corporation makes no representations or warranties with respect to any software, and specifically disclaims any express or implied warranties of merchantability or fitness for any particular purpose. Further, Condrey Corporation reserves the right to make changes to any and all parts of the software at any time, without obligation to notify any person or entity of such revisions or changes. See the Software EULA for full license and warranty information with regard to the Software.

Any products or technical information provided under this Agreement may be subject to U.S. export controls and the trade laws of other countries. You agree to comply with all export control regulations and to obtain any required licenses or classification to export, re-export, or import deliverables. You agree not to export or re-export to entities on the current U.S. export exclusion lists or to any embargoed or terrorist countries as specified in the U.S. export laws. You agree to not use deliverables for prohibited nuclear, missile, or chemical biological weaponry end uses. Condrey Corporation assumes no responsibility for your failure to obtain any necessary export approvals.

Copyright © 2018 Condrey Corporation. All Rights Reserved.

No part of this publication may be reproduced, photocopied, or transmitted in any fashion without the express written consent of the publisher.

Condrey Corporation
122 North Laurens St.
Greenville, SC 29601
U.S.A.
<http://condrey.co>

For information about Micro Focus legal notices, trademarks, disclaimers, warranties, export and other use restrictions, U.S. Government rights, patent policy, and FIPS compliance, see <https://www.novell.com/company/legal/>.

Contents

About This Guide	5
1 Introduction	7
1.1 About the Data Owner Client	7
1.2 Data Owners	7
2 Installation	9
2.1 Installing the Data Owner Client.	9
3 Recovering Data	11
3.1 Recovering Data Using the Recovery Wizard	11
3.2 Recovering Data as a Power User.	16
3.3 Managing Recovery Jobs.	20
4 Workload Actions	21
4.1 Importing Files	21
4.1.1 Copy	23
4.1.2 Move	26
4.1.3 Delete	28
4.1.4 Set Owner	28
4.2 Managing Workload Jobs.	29
5 Using My Data	31
5.1 Using the What Presentation Parameter	31
5.2 Using the Where Presentation Parameter	33

About This Guide

- ♦ [Chapter 1, “Introduction,” on page 7](#)
- ♦ [Chapter 2, “Installation,” on page 9](#)
- ♦ [Chapter 3, “Recovering Data,” on page 11](#)
- ♦ [Chapter 4, “Workload Actions,” on page 21](#)
- ♦ [Chapter 5, “Using My Data,” on page 31](#)

This guide is written to provide Data Owners the conceptual and procedural information for using the Data Owner Client. This includes:

- ♦ Recovering Data from Epochs
- ♦ Performing remediation via Workload policies
- ♦ Using My Data

Audience

This guide is intended for designated Micro Focus File Dynamics Data Owners.

Feedback

We want to hear your comments and suggestions about this guide and the other documentation included with this product. Please use the User Comment feature at the bottom of each page of the online documentation, or go to www.novell.com/documentation/feedback.html and enter your comments there.

Documentation Updates

For the most recent version of the *Micro Focus File Dynamics 6.1 Data Owner Client Guide*, visit the [Micro Focus File Dynamics Documentation website \(https://www.novell.com/documentation/file-dynamics-60/\)](https://www.novell.com/documentation/file-dynamics-60/).

Additional Documentation

For additional Micro Focus File Dynamics documentation, see the following guide at the [Micro Focus File Dynamics Documentation Web site \(https://www.novell.com/documentation/file-dynamics-60/\)](https://www.novell.com/documentation/file-dynamics-60/):

- ♦ [Micro Focus File Dynamics 6.1 Installation Guide](#)
- ♦ [Micro Focus File Dynamics 6.1 Administration Guide](#)
- ♦ [Micro Focus File Dynamics 6.1 Cross-Empire Data Migration Guide](#)

1 Introduction

1.1 About the Data Owner Client

The Data Owner Client is the administrative tool used by designated Data Owners to perform specific types of data management actions. These actions include:

- ♦ Viewing and recovering archived data and permissions from High-Value Targets (HVTs).
- ♦ Importing and initiating remediation actions via File Dynamics Workload policies.

Future Micro Focus File Dynamics releases will include additional data management capabilities enabled through the Data Owner Client.

The Data Owner Client is a Windows .NET application that you run from your Windows workstation.

1.2 Data Owners

Network administrators assign individuals to be Data Owners to when they create the following types of File Dynamics policies:

- ♦ Epoch Data Protection policies
- ♦ Workload policies

In addition to direct assignments through these policies, members of the fdadmins group have permissions to perform the tasks that Data Owners can perform.

Data Owners are normally assigned based on a user's association with a folder or share that an administrator classifies as an HVT. For example, if the Human Resources network share were to be classified as an HVT, and the administrator were to create an Epoch Data Protection policy to archive files on that share, it would make the most sense to make a member of the HR Department a Data Owner for the policy.

Making a user who is associated with an HVT the Data Owner, also makes sense because the user, based on his or her role, would be more familiar with the documents that need to be recovered or moved. Using the Human Resources network share again as an example, the Data Owner could view the contents of the Epochs and quickly determine which version of the file is the one to recover.

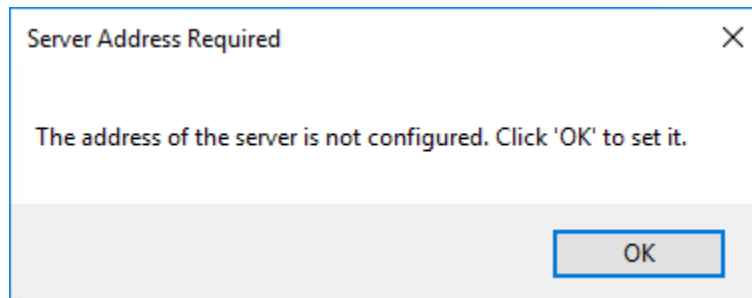
2 Installation

2.1 Installing the Data Owner Client

The Data Owner Client can be installed on the following hosts:

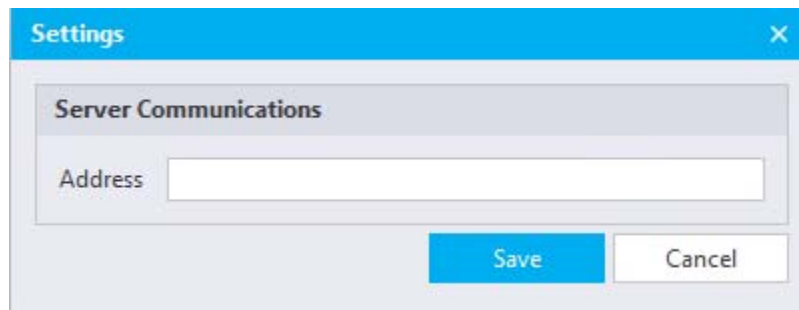
- ♦ Windows 10, 8, or 7
 - ♦ Windows Server 2016, 2012 R2, 2012, 2008 R2, or 2008
- 1 On the Windows server or workstation where you will run the Data Owner Client, copy to a directory the `FileDynamics-6_0.iso`.
 - 2 Mount the `FileDynamics-6_0.iso` file.
 - 3 At the root of the `FileDynamics-6_0.iso` image, double-click `FileDynamics-DataOwnerClient-Installer-1.0.1-xx.exe`.
 - 4 Agree to the licensing terms and conditions and click **Install**.
 - 5 When notified that the setup was successful, click **Run Data Owner Client**.

The following notification appears:



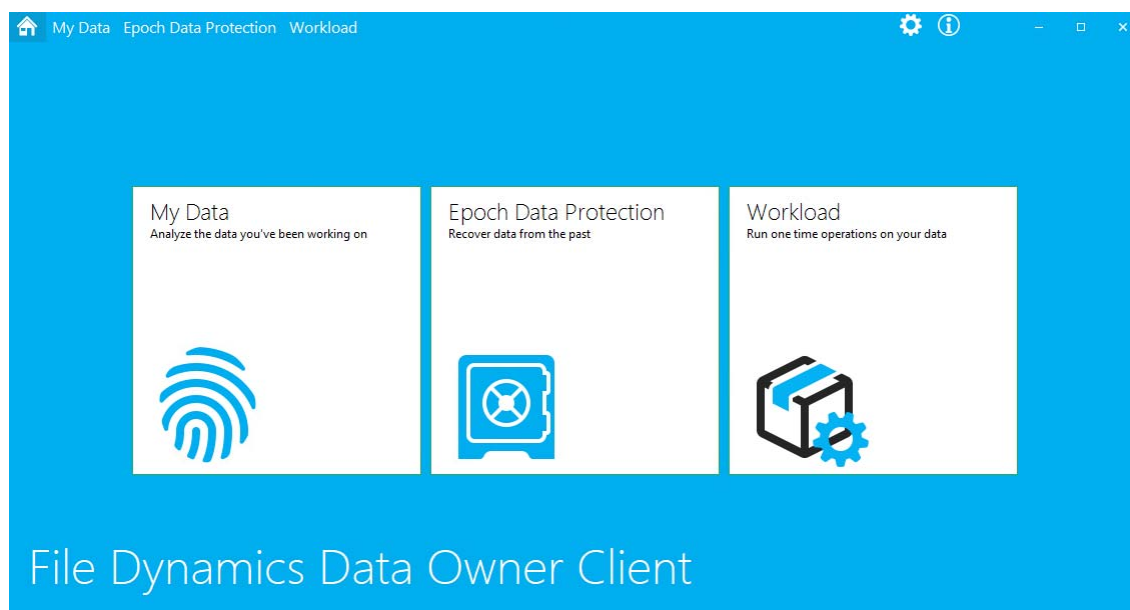
- 6 Click **OK**.

The following dialog box appears:



- 7 In the **Address** field, specify the DNS name or IP address of the server hosting the File Dynamics Engine.

The following interface appears, indicating that the Data Owner Client is configured.



The **My Data** tile appears by default. The **Epoch Data Protection** tile appears if you are specified as a Data Owner in at least one Epoch Data Protection policy and the policy has been run (resulting in a stored scan). The **Workload** tile appears if you are specified as a Data Owner in at least one Workload policy.

3 Recovering Data

The Data Owner Client provides two methods of recovering data:

- ♦ The Recovery Wizard
- ♦ The Power Users interface

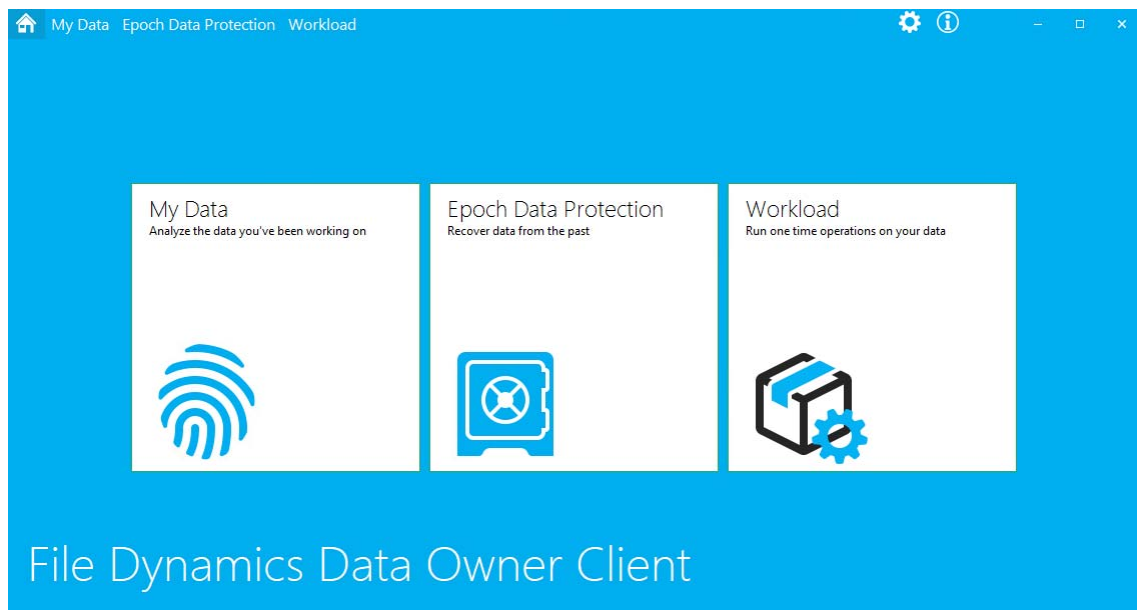
There are specific advantages to both interfaces and an explanation of these advantages precedes the procedures below.

- ♦ [Section 3.1, “Recovering Data Using the Recovery Wizard,” on page 11](#)
- ♦ [Section 3.2, “Recovering Data as a Power User,” on page 16](#)
- ♦ [Section 3.3, “Managing Recovery Jobs,” on page 20](#)

3.1 Recovering Data Using the Recovery Wizard

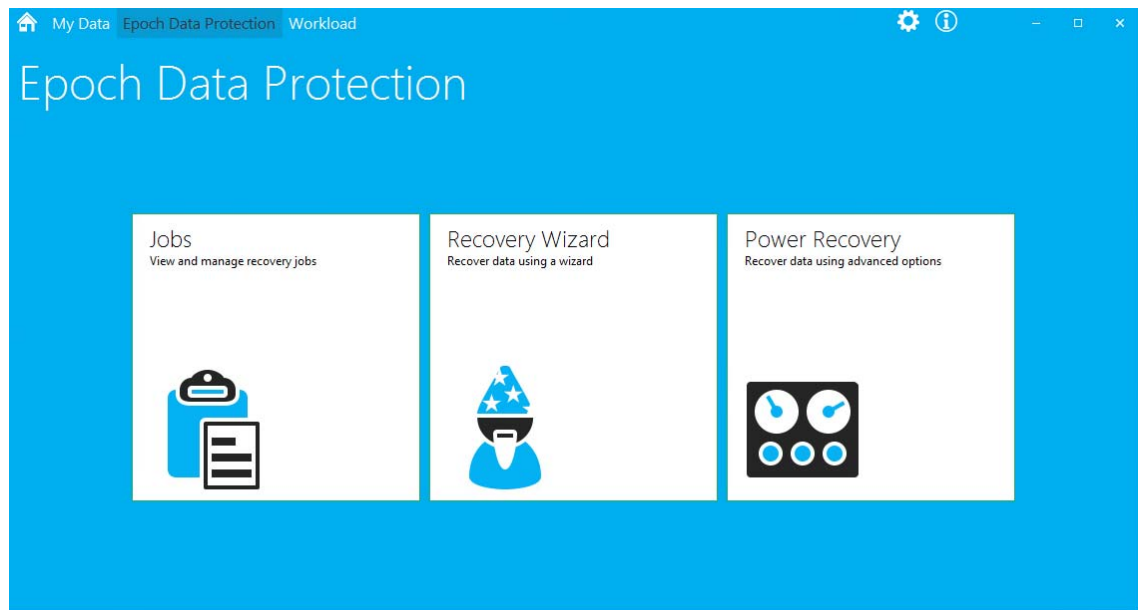
The Recovery Wizard allows you to recover data through step-by-step instructions provided in a wizard interface. For data owners that don't recover data very often, this might be the fastest means of recovering data, due to the easy-to-follow interface.

- 1 Double-click the Data Owner Client application icon.

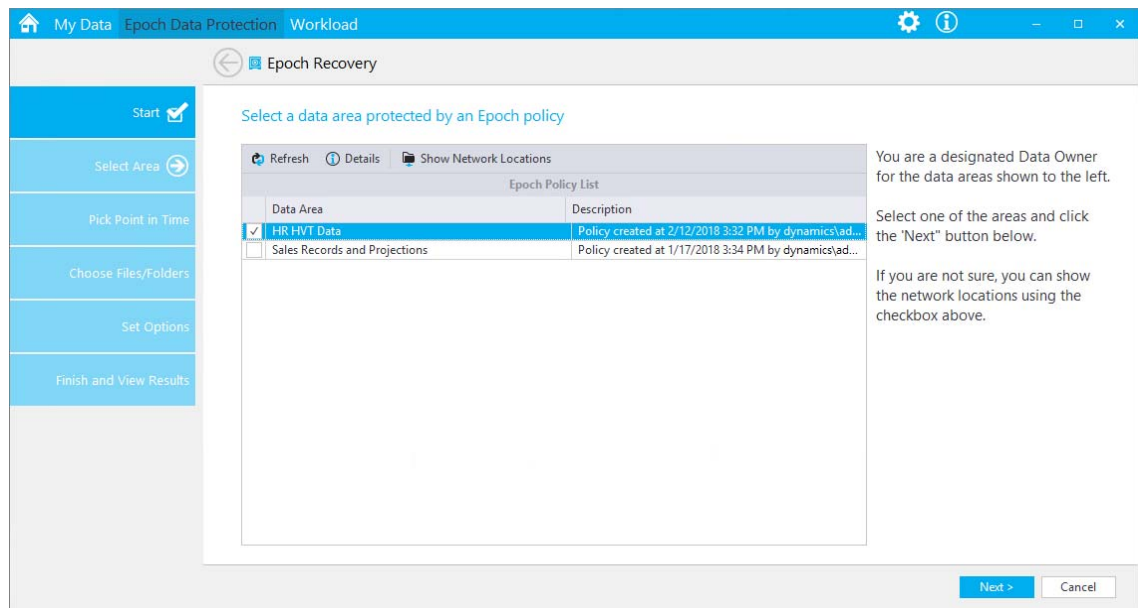


The **My Data** tile appears by default. The **Epoch Data Protection** tile appears if you are specified as a Data Owner in at least one Epoch Data Protection policy and the policy has been run (resulting in a stored scan). The **Workload** tile appears if you are specified as a Data Owner in at least one Workload policy.

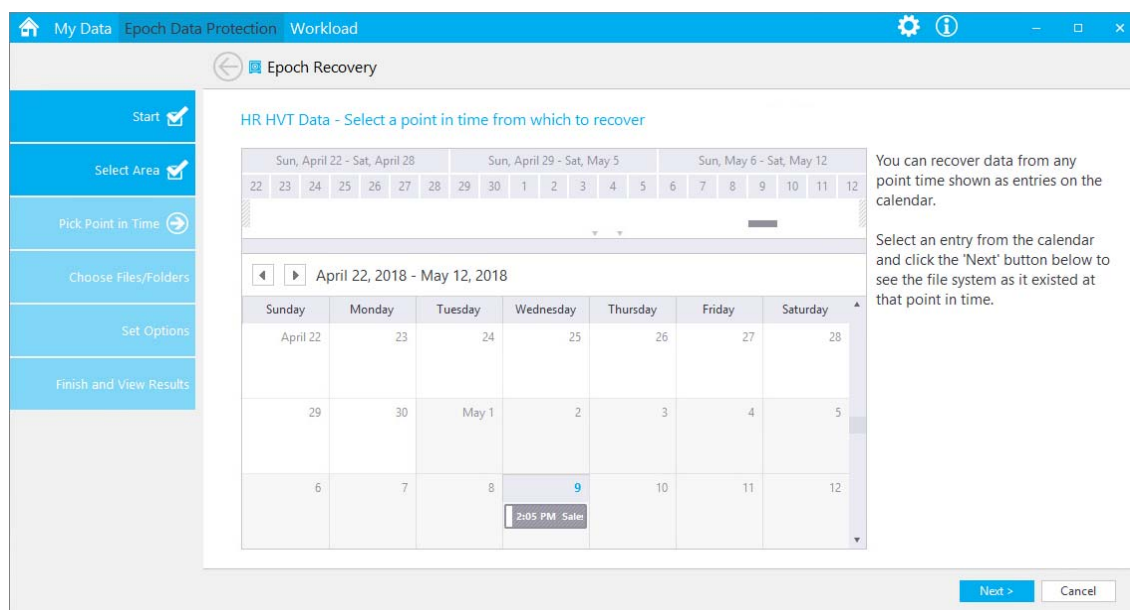
- 2 Click the **Epoch Data Protection** tile.



- 3 Click the **Recovery Wizard** icon.
This launches the Recovery Wizard.
- 4 Read the overview and click **Next**.
- 5 From the list of Epoch Data polices, select the one from which you will be recovering data.

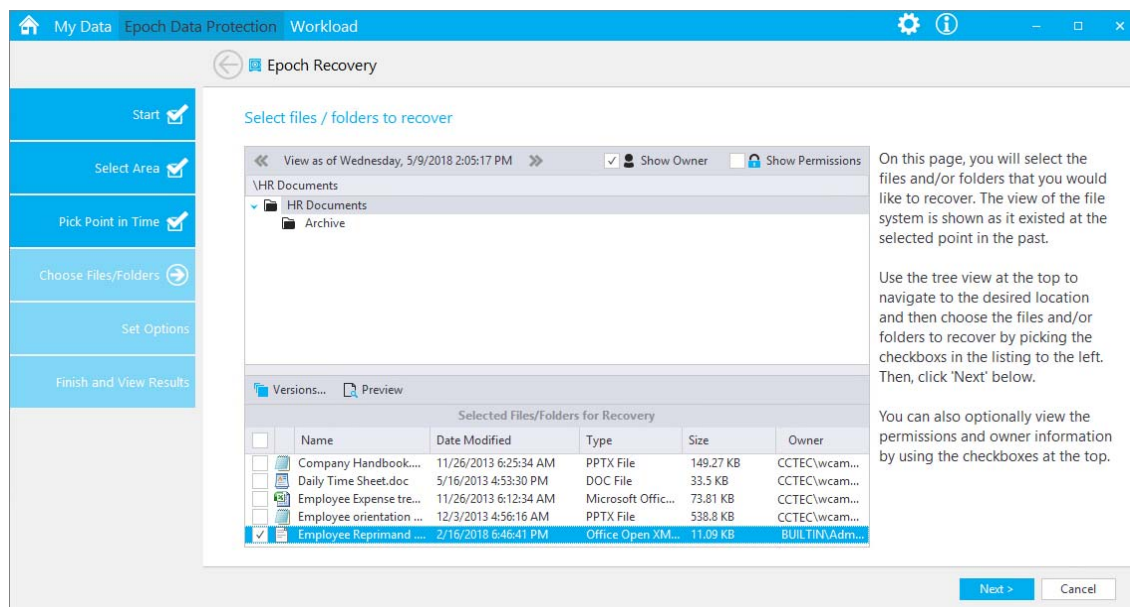


- 6 Click **Next**.
- 7 From the calendar, select the Epoch from which you want to recover data.

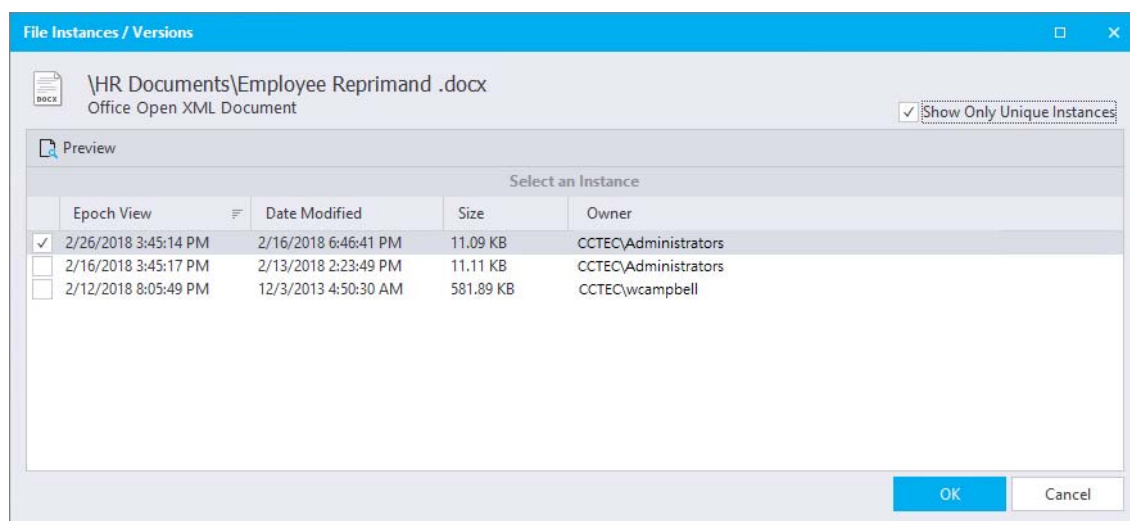


8 Click Next.

9 In the **Selected Files / Folders for Recovery** region of the page, select the files and folders to recover.

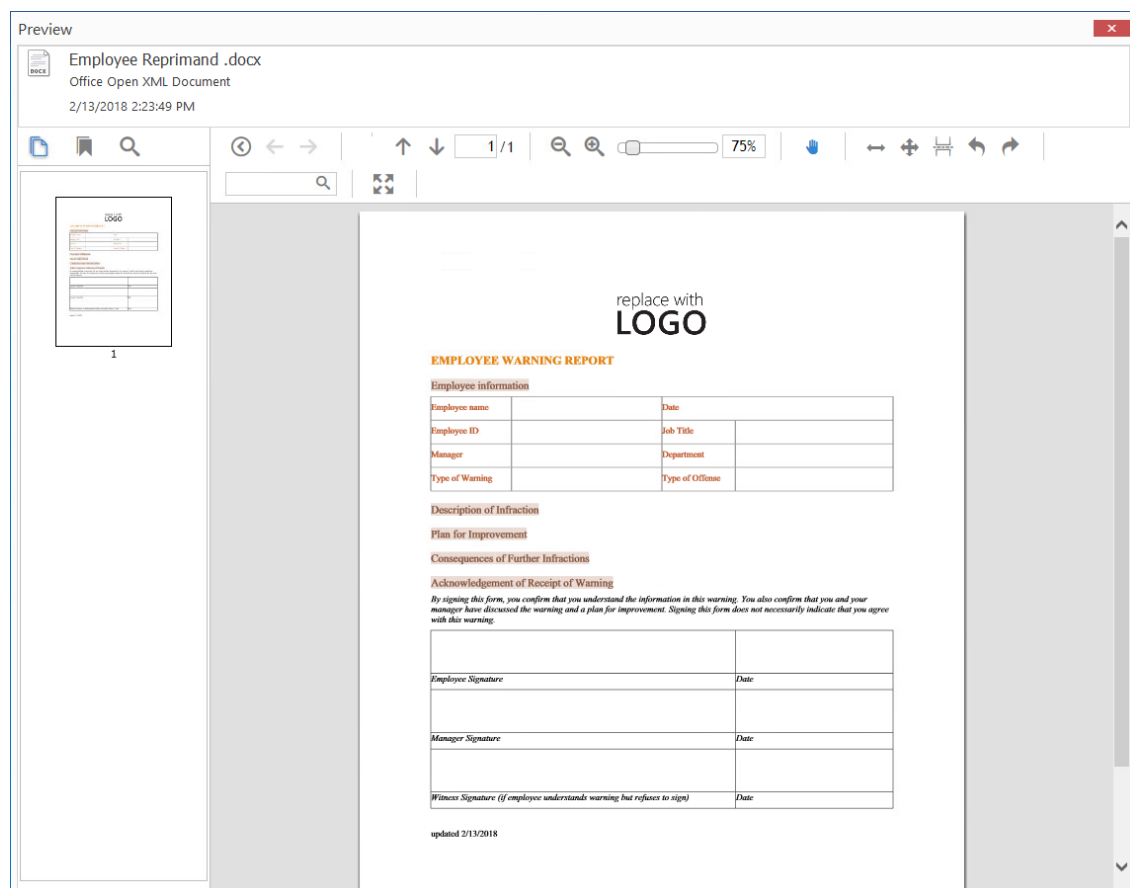


If there is another version of the selected document in another epoch, the **Versions** button becomes active.



- 10 Double-click the selected file to view a rendering of the file and verify that it is the file you want to recover.

A rendering of the selected file appears.



- 11 Verify that the rendered file is the file you want to recover.
- 12 Close the rendered file.
- 13 In the Recovery Wizard, click **Next**.

If the Epoch Data Protection policy allows for data recovery to a different location, you can deselect the **Recover to Original Location** check box to specify a location in the file system where the recovered file will be stored.

- 14 Click **Next**.
- 15 In the **Recovery Options** region of the wizard page, specify whether to overwrite data or not, whether to overwrite or merge permissions, and whether to recover the original file ownership settings.
- 16 In the **Description** field, provide a description of this recovery instance.

- 17 Click **Next**.

18 Review the specifications of the recovery request.

If you need to make any corrections you can go back to previous pages to do so.

19 Click **Submit**.

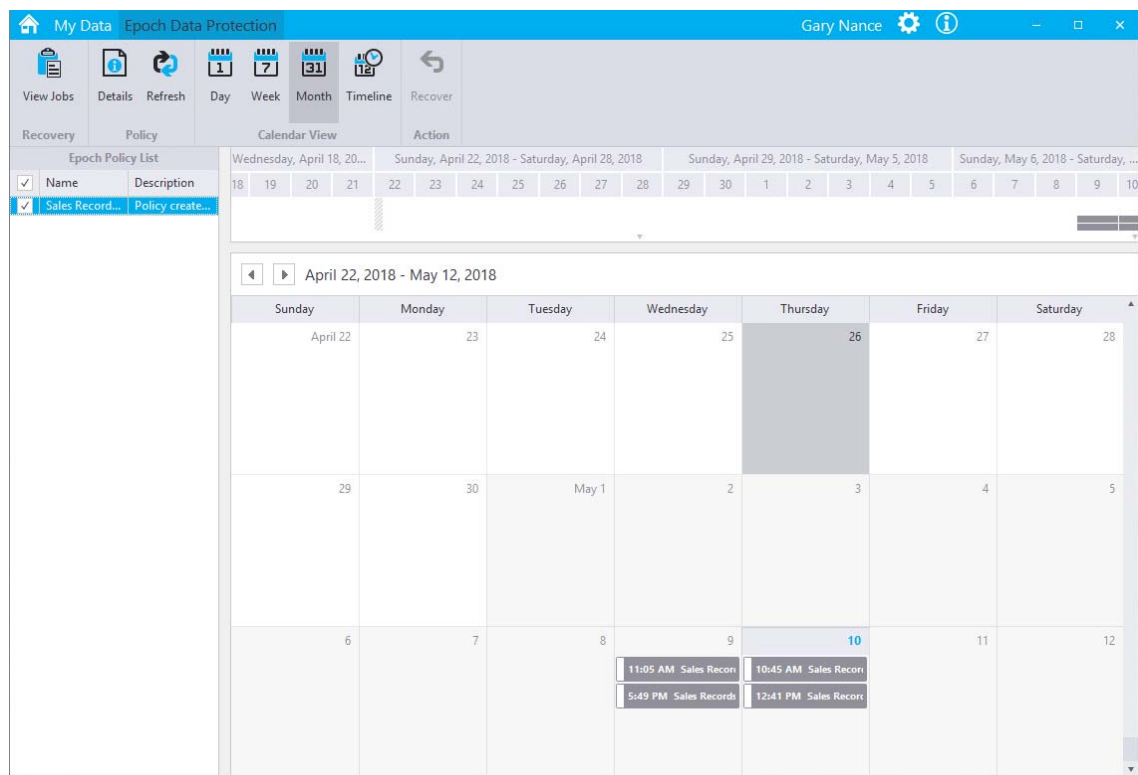
The Manage Recovery Jobs dialog box appears with the new recovery job located at the top, along with details of the data recovery.

20 In the Manage Recovery dialog box, click **Refresh** to get an update of the status of the recovery.

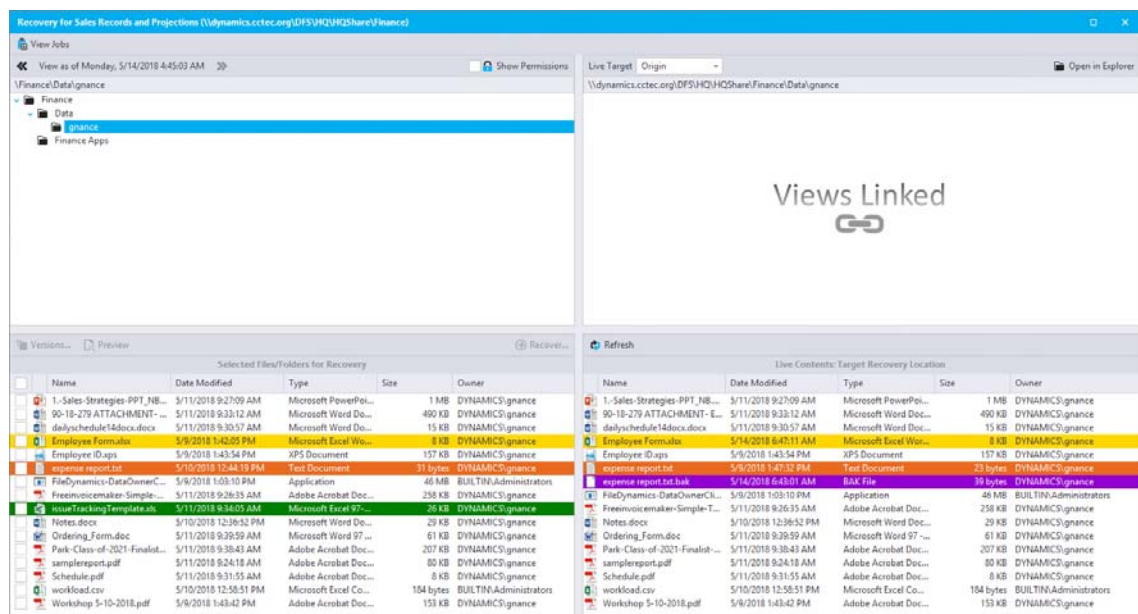
3.2 Recovering Data as a Power User

The Power User interface provides more advanced options for recovering data. Data Owners who frequently recover data and consequently, become quite familiar with the Power User interface, might want to use this as the means of data recovery.

- 1 Launch the Data Owner Client.
- 2 Click the **Epoch Data Protection** tile.
- 3 Click the **Power Recovery** tile.
- 4 From the Epoch Policy List, select an Epoch policy.
- 5 From the calendar, select an Epoch.



6 Click Recover.



This interface features a side-by-side view of the selected Epoch (on the left) and the live file system's target recovery location (on the right).

Yellow highlighted files indicate that a file with the same name exists in both the Epoch and the live file system. These files are highlighted because if you recover the file from the Epoch, you might possibly overwrite the version of the file you actually want.

Green highlighted files indicate that the file only resides in the Epoch and that there is no chance of overwriting a file with the same name on the live file system.

Purple highlighted files indicate that these files exist only in the live file system and not in the Epoch.

Orange highlighted files indicate that the file in the live file system is older than the file in the epoch.

View Jobs: Clicking this accesses the Manage Recovery Jobs dialog box that lists all recovery jobs performed. Clicking an individual job listing opens a Recovery Jobs Detail dialog box that provides specific information about the recovery job.

Show Permissions: When selected, this specifies all users and groups that have permissions to a selected folder from the Epoch, and what those specific permissions are. This information is useful to have before you recover a folder because when you do so, you can specify to keep the existing permissions or to overwrite them with the permissions (including inherited) that exist in the live network.

Live Target: If the Epoch Data Protection policy specifies that files can be recovered to an Alternate path or Anywhere, these options appear in the drop-down menu. Selecting either of these options lets you then specify a location where the recovered file will be stored.

Open in Explorer: This provides the ability to open files in the live file system. You might want to use this before a recovery when you need to compare the differences between a rendered file from the Epoch with the same named file in the live file system.

Versions: When a single file is selected from an Epoch, you can view specific metadata of the file by clicking this.

Preview: When a single file is selected from an Epoch, you can click **Preview** to view a rendering of the file and verify that it is the file you want to recover.

Recover: This is the means of initiating the file or folder recovery.

Refresh: Refreshes the displayed contents based on any updates.

7 From the left side of the interface, select the folders or files you want to recover.

8 Click **Recover**.

Submit Recovery Job

Selected for Recovery

Total Files: 12
Total Folders: 3
Total Size: 51,004,036 bytes

Recover To

\\dynamics.cctec.org\DFS\HQ\HQShare\Finance

Recovery Options

☒ Recover Data

☒ Recover Folder Security

☒ Recover File Owners

File Data Overwrite Options

☐ Never
☒ Always

Security Overwrite Options

☒ Merge
☐ Overwrite

Description (required)

Submit Cancel

Selected for Recovery: Displays the number of selected files and folders, along with the total size.

Recover To: Displays the path where the folders and files will be located once they are recovered.

Recovery Options: This region allows you to specify parameters for the recovery.

Recover Data: If the items in the **Selected Files/Folders for Recovery** list do not include folders, this option is selected and cannot be overridden. If your selected items include folders, you can deselect this check box, meaning that you are only want to recover the permissions on the same named folder in the live file system.

File Data Overwrite Options: Lets you specify what to do with recovered files from the Epoch when there are files with the same name on the target. Selecting **Never** means that the file will not be recovered. **Always** means that the file will be recovered and will overwrite the file on the target – even if the file is newer.

Recover File Owners: Selecting this check box specifies that the owners for all recovered files and folders will remain the owners when the Epoch was saved. Deselecting this check box will leave the owner as it exists in the live file system.

Recover Folder Security: This check box is displayed only when the selected data for recovery includes folders. Selecting this check box specifies that you want recovered folders to maintain the folder permissions.

Security Overwrite Options: Lets you specify what to do with recovered folders from the Epoch when there are folders with the same name on the target. Selecting **Merge** will merge the permissions of the recovered folder with those of the same named folder in the live file system. Selecting **Overwrite** will overwrite the permissions of the same named folder on the live file system and replace those permissions with those of the recovered folder.

Description: Lets you provide a description of this recovery instance. You must provide a description before the **Submit** button is activated.

9 Specify your recovery options in the Submit for Recovery Job dialog box and click **Submit**.

10 When the confirmation dialog box appears, click **Yes**.

The Manage Recovery Jobs dialog box appears with the new recovery job located at the top, along details of the data recovery.

11 In the Manage Recovery dialog box, click **Refresh** to get an update of the status of the recovery.

3.3 Managing Recovery Jobs

Clicking the **Jobs** tile brings up a list of recovery jobs.

Manage Recovery Jobs

Details Abort Delete Refresh

Drag a column header here to group by that column

<input type="checkbox"/>	Job ID	Policy	Submitted By	Submitted Time	Completed Time	Description	Target Recovery P...	Status
<input checked="" type="checkbox"/>	27	Sales Records and...	DYNAMICS\gnance	5/10/2018 12:50:3...	5/10/2018 12:50:3...	Recover Notes do...	\\dynamics.ctec...	Complete
<input type="checkbox"/>	20	Sales Records and...	DYNAMICS\Admi...	5/9/2018 7:00:54 P...	5/9/2018 7:01:19 P...	Recovering the e...	\\dynamics.ctec...	Complete

From here, you can double-click a job to see more details, abort a pending job, or remove jobs from the list.

4 Workload Actions

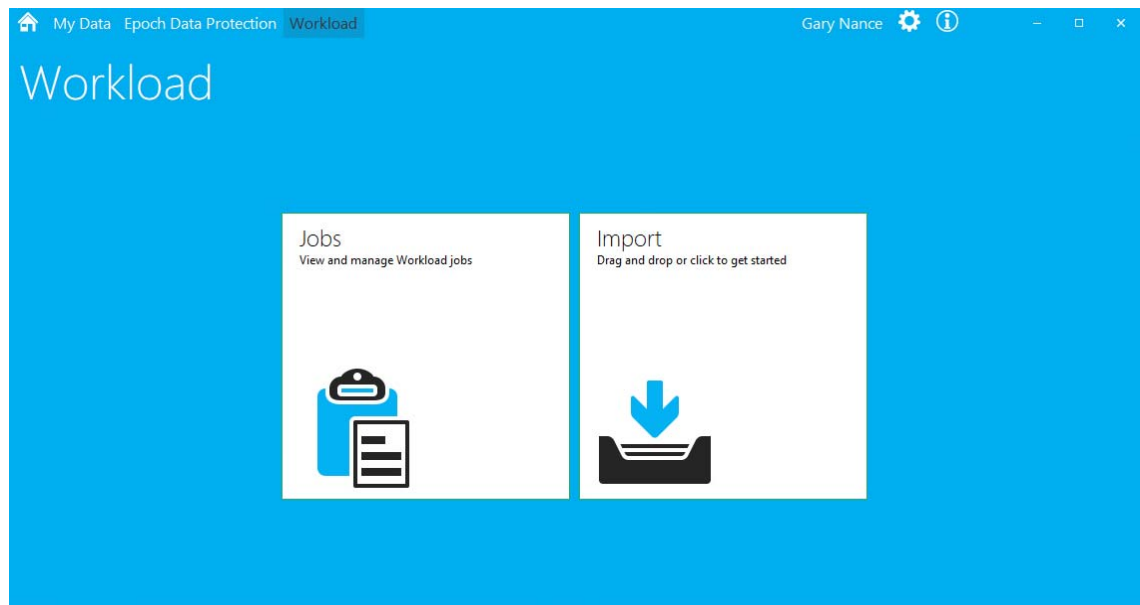
Workload policies in File Dynamics provide the ability to handle work processes initiated from other applications. For example, reports generated in Micro Focus File Reporter that specify the location of sensitive files can be imported into the Data Owner Client where a designated Data Owner can remediate the location of these sensitive files. This approach empowers organizations to provide automated network file system security remediation approved by a gatekeeper familiar with the files.

Imported files can be in either CSV or TXT format.

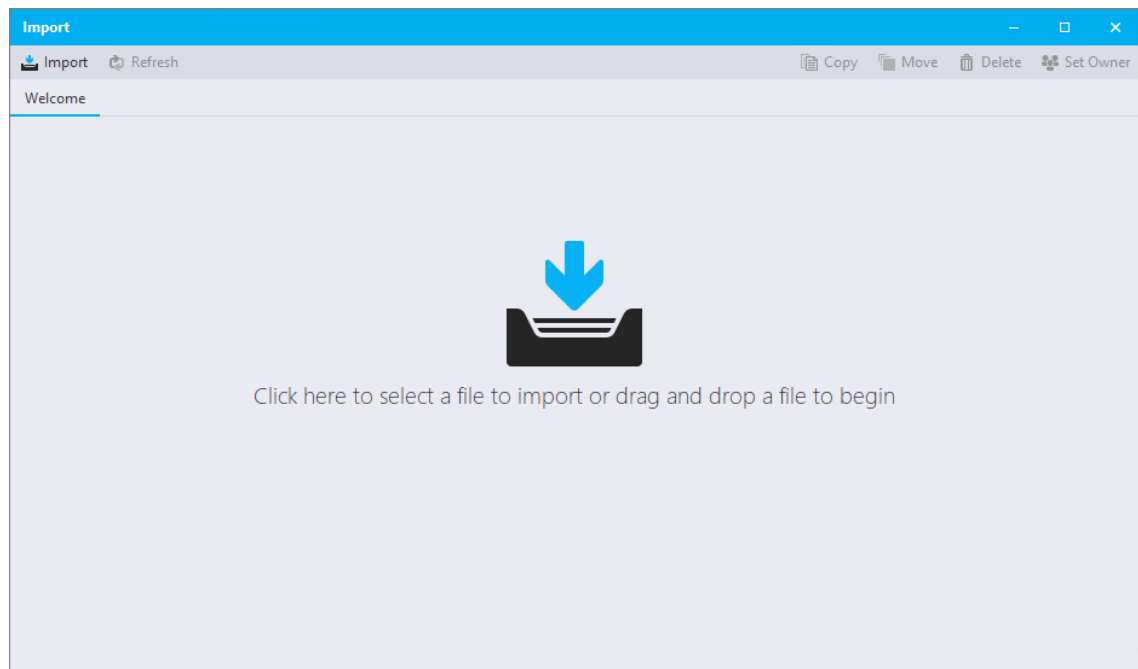
- ♦ [Section 4.1, “Importing Files,” on page 21](#)
- ♦ [Section 4.2, “Managing Workload Jobs,” on page 29](#)

4.1 Importing Files

- 1 Double-click the Data Owner Client application icon.
- 2 Click the **Workload** tile.



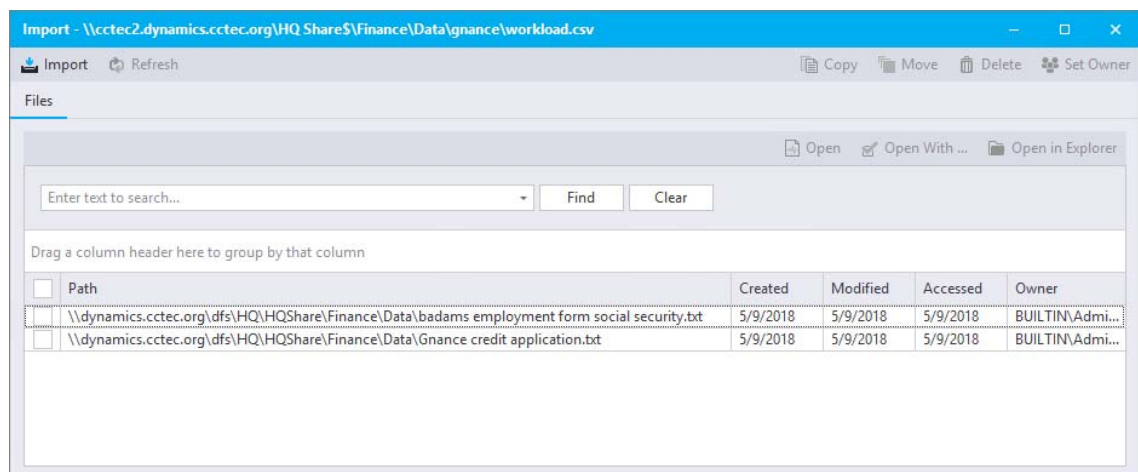
- 3 Click the **Import** tile.



4 Do one of the following:

- ♦ On the Import page, drag the file you want to import.
- ♦ Click the Import page, browse and then select the file you want to import.

The Import dialog box appears with the contents of the imported file.



In the example above, the imported .csv file has just two entries, both specifying the paths of two files containing potentially sensitive information that a Data Owner might want to move. For imported files with many more entries, you might want to use the search capabilities to locate specific entries.

5 Select each of the entries you want by clicking its corresponding check box and select whether to **Copy**, **Move**, **Delete**, or **Set Owner**.

Procedures for each of these options follow.

- ♦ [Section 4.1.1, “Copy,” on page 23](#)
- ♦ [Section 4.1.2, “Move,” on page 26](#)

- ♦ [Section 4.1.3, “Delete,” on page 28](#)
- ♦ [Section 4.1.4, “Set Owner,” on page 28](#)

4.1.1 Copy

This option copies the files specified in each of the entries you select. The option simply duplicates the files and places the duplicate versions in a location where the Data Owner has been granted access via a Workload policy.

- 1 In the **Description** field, specify the purpose of the copy operation and click **Next**.
- 2 In the **Copy Options** region, specify any of the applicable options.

Copy Owner: Selecting this check box maintains the ownership information of the copied files. If this is not selected, the fdproxyrights group becomes the owner.

Overwrite Data: When there is a naming conflict between files, this option allows you to overwrite the existing file with the one being copied.

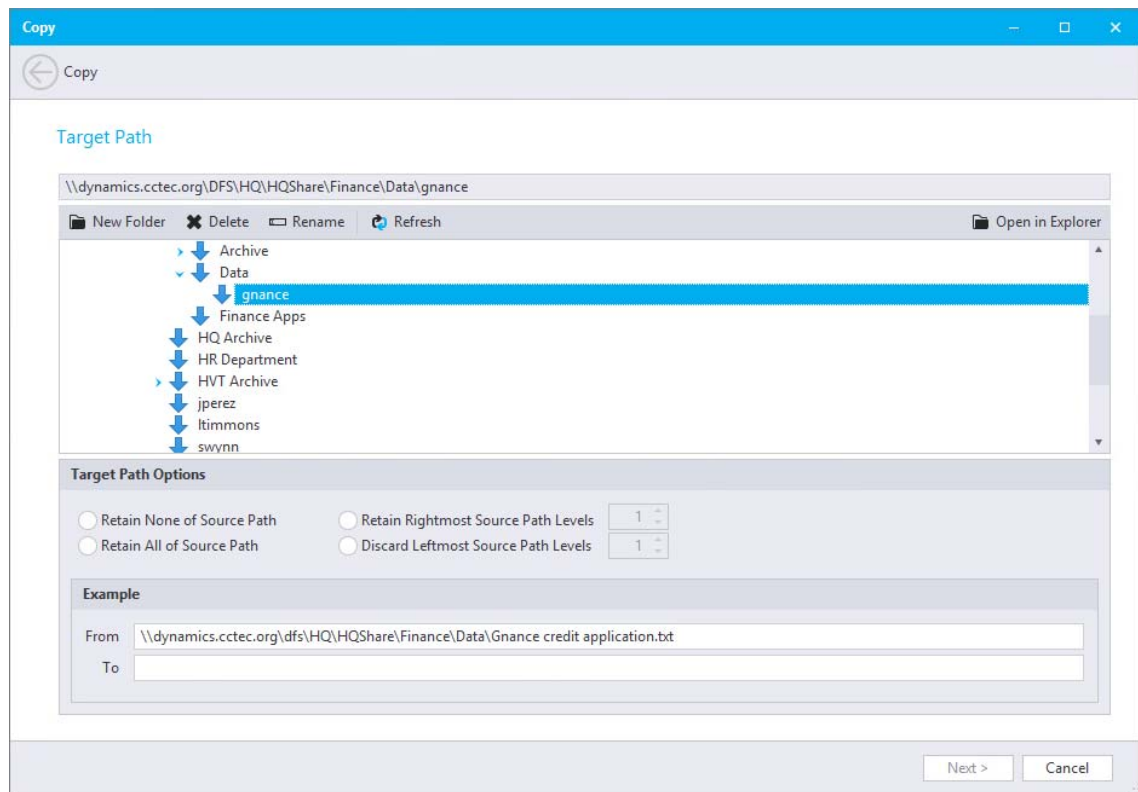
Copy Security: Selecting this check box maintains the security settings for the copied files. If this is not selected, the copied files inherit the security of the network file system location to where they are copied.

- ♦ **Merge Permissions:** Merges permissions from the source to the target if the target contains permissions that are not present in the source. This applies to all folders and files in the source folder structure.
- ♦ **Overwrite Permissions:** Overwrites permissions in the target with those found in the source. This applies to all folders and files in the target folder structure.

The screenshot shows a 'Copy' dialog box with the following elements:

- Title Bar:** 'Copy' with standard window controls (minimize, maximize, close).
- Buttons:** A 'Copy' button in the top left corner.
- General Tab:** The active tab, showing a 'Description' field with the text 'Copy Potentially Sensitive Files for Review'.
- Copy Options Section:**
 - ☒ **Copy Owner**
 - ☐ **Overwrite Data**
 - ☐ **Copy Security**
 - ☒ **Merge Permissions**
 - ☐ **Overwrite Permissions**
- Footer:** 'Next >' and 'Cancel' buttons.

- 3 Click **Next**.



4 In the upper pane, browse to specify the location where the files will be copied.

5 In the **Target Path Options** region, select one of the following:

- ◆ **Retain None of Source Path:** Copies files to the specified location without creating any subdirectories to store the copied files.

For example, if you were copying files from the following location:

\\dynamics.cctec.org\DFS\HQ\HQSHARE\Finance\Data
to

\\dynamics.cctec.org\DFS\HQ\HQSHARE\Finance\Data\Gnance

The copied files would be located in the **Gnance** folder where other files might be located.

- ◆ **Retain Rightmost Source Path Levels:** This option copies the files to a location according to the number of levels you specify.

For example, if you were copying files from the following location:

\\dynamics.cctec.org\DFS\HQ\HQSHARE\Finance\Data
to

\\dynamics.cctec.org\DFS\HQ\HQSHARE\Finance\Data\Gnance

and you select **Retain Rightmost Source Path Levels** and specify **1**,

the files would be copied to a new folder one level deeper in the path. The name of the new folder comes from the folder name one level higher in the current file path. So the files would be copied to:

\\dynamics.cctec.org\DFS\HQ\HQSHARE\Finance\Data\Gnance\Data

- ◆ **Retain All of Source Path:** This option copies the files to a subdirectory in the specified folder using a duplicate path where the files are stored.

For example, if you were copying files from the following location:

\\dynamics.cctec.org\DFS\HQ\HQSHARE\Finance\Data

to

\\dynamics.cctec.org\DFS\HQ\HQSHARE\Finance\Data\Gnance

the files would be copied to:

\\dynamics.cctec.org\DFS\HQ\HQSHARE\Finance\Data\Gnance\dynamics.cctec.org
\\DFS\HQ\HQSHARE\Finance\Data\

- ♦ **Discard Leftmost Source Path Levels:** This option copies files to a subdirectory in the specified folder, based on the path where the files are stored, and the specified levels in the leftmost portion of the file path that you discard.

For example, if you were copying files from the following location:

\\dynamics.cctec.org\DFS\HQ\HQSHARE\Finance\Data

to

\\dynamics.cctec.org\DFS\HQ\HQSHARE\Finance\Data\Gnance

and you select **Discard Leftmost Source Path Levels** and specify **2**,

the files would be copied to:

\\dynamics.cctec.org\DFS\HQ\HQSHARE\Finance\Data\Gnance\HQ\HQSHARE\Finance
Data\

The fields in the **Example** region will specify where files will be copied according to the options you select.

6 Click **Next**.

7 (Optional) If you want an email notification sent to someone once the files have been copied, specify the recipients and the email message in the fields provided.

Copy

← Copy

Notification

☒ Send Email

Email

To: Comma or semicolon separated email addresses

Cc: Comma or semicolon separated email addresses

Subject: Copy Potentially Sensitive Files for Review

(Optional) A default message will be provided when the job is complete.

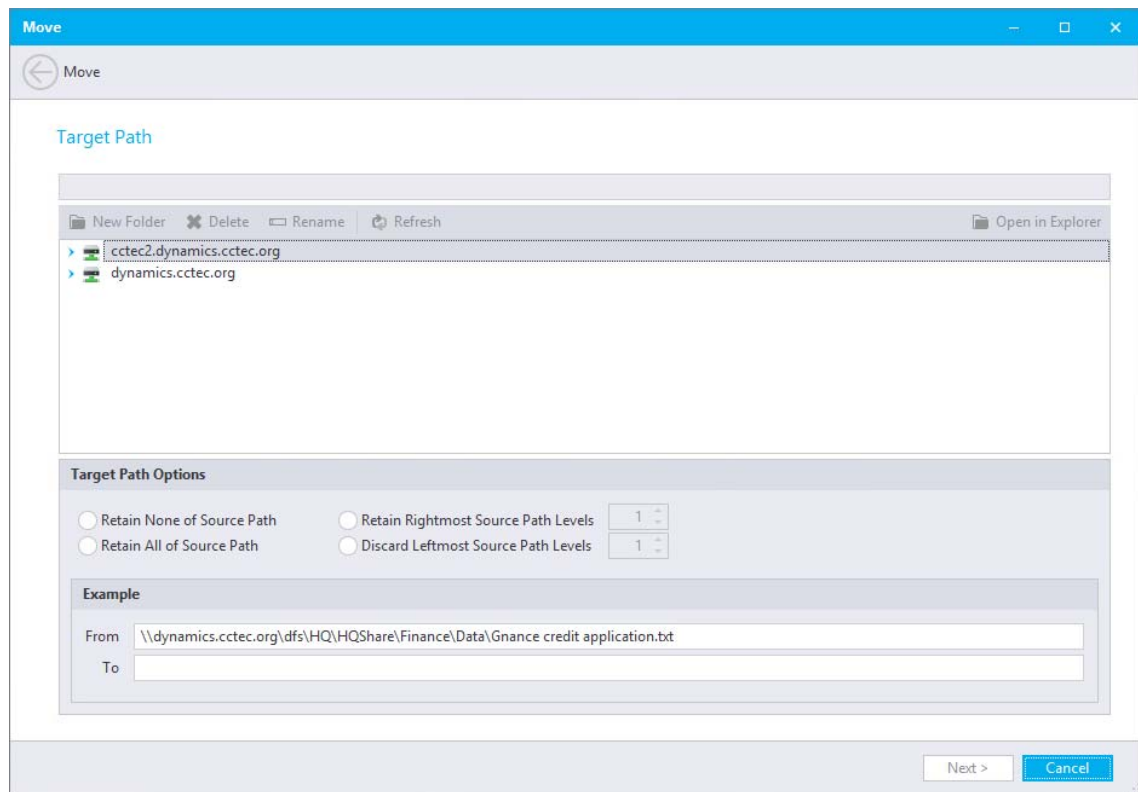
Submit Cancel

8 Click **Submit**.

4.1.2 Move

This option moves files specified in each of the entries you select to a new a location where the Data Owner has been granted access via a Workload policy.

1 In the **Description** field, specify the purpose of the move operation and click **Next**.



2 In the upper pane, browse to specify the location where the files will be moved.

3 In the **Target Path Options** region, select one of the following:

- ◆ **Retain None of Source Path:** Moves files to the specified location without creating any subdirectories to store the moved files.

For example, if you were moving files from the following location:

\\dynamics.cctec.org\DFS\HQ\HQSHARE\Finance\Data
to

\\dynamics.cctec.org\DFS\HQ\HQSHARE\Finance\Data\Gnance

The moved files would be located in the **Gnance** folder where other files might be located.

- ◆ **Retain Rightmost Source Path Levels:** This option moves the files to a location according to the number of levels you specify.

For example, if you were moving files from the following location:

\\dynamics.cctec.org\DFS\HQ\HQSHARE\Finance\Data
to

\\dynamics.cctec.org\DFS\HQ\HQSHARE\Finance\Data\Gnance

and you select **Retain Rightmost Source Path Levels** and specify **1**,

the files would be moved to a new folder one level deeper in the path. The name of the new folder comes from the folder name one level higher in the current file path. So the files would be moved to:

\\dynamics.cctec.org\DFS\HQ\HQSHARE\Finance\Data\Gnance\Data

- ◆ **Retain All of Source Path:** This option moves the files to a subdirectory in the specified folder using a duplicate path where the files are stored.

For example, if you were moving files from the following location:

\\dynamics.cctec.org\DFS\HQ\HQSHARE\Finance\Data

to

\\dynamics.cctec.org\DFS\HQ\HQSHARE\Finance\Data\Gnance

the files would be moved to:

\\dynamics.cctec.org\DFS\HQ\HQSHARE\Finance\Data\Gnance\dynamics.cctec.org
\\DFS\HQ\HQSHARE\Finance\Data\

- ♦ **Discard Leftmost Source Path Levels:** This option moves files to a subdirectory in the specified folder, based on the path where the files are stored, and the specified levels in the leftmost portion of the file path that you discard.

For example, if you were moving files from the following location:

\\dynamics.cctec.org\DFS\HQ\HQSHARE\Finance\Data

to

\\dynamics.cctec.org\DFS\HQ\HQSHARE\Finance\Data\Gnance

and you select **Discard Leftmost Source Path Levels** and specify **2**,

the files would be moved to:

\\dynamics.cctec.org\DFS\HQ\HQSHARE\Finance\Data\Gnance\HQ\HQSHARE\Finance
Data\

The fields in the **Example** region will specify where files will be moved according to the options you select.

- 4 Click **Next**.
- 5 (Optional) If you want an email notification sent to someone once the files have been moved, specify the recipients and the email message in the fields provided.
- 6 Click **Submit**.

4.1.3 Delete

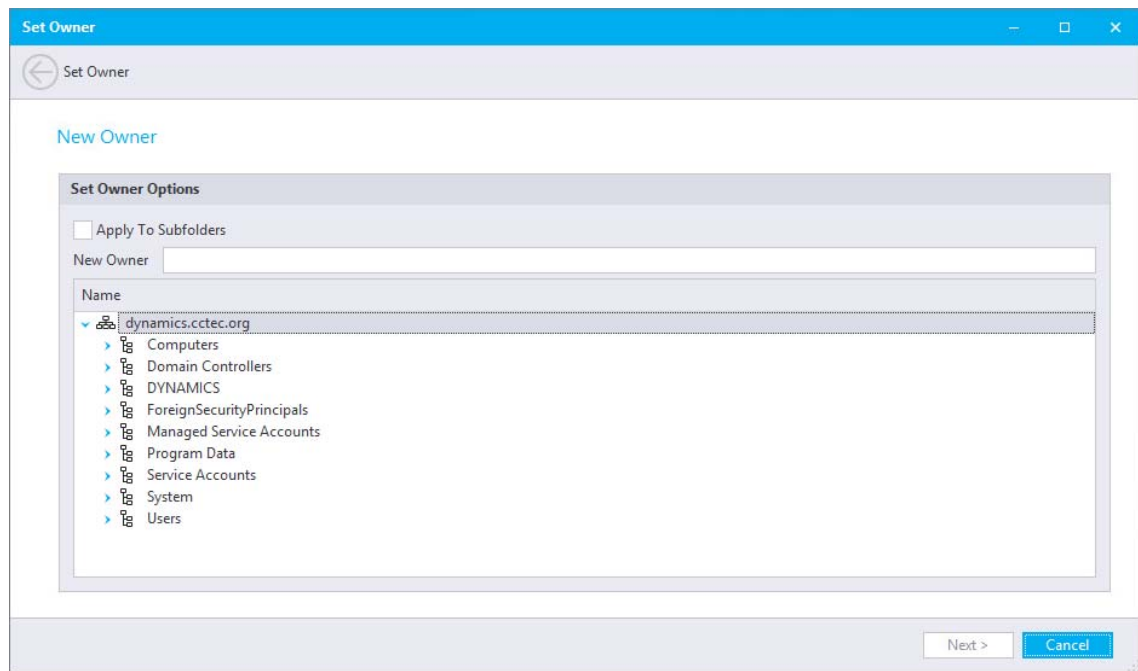
This option deletes files and folders specified in each of the entries you select.

- 1 In the **Description** field, specify the purpose of the delete operation and click **Next**.
- 2 (Optional) If you want an email notification sent to someone once the files have been deleted, specify the recipients and the email message in the fields provided.
- 3 Click **Submit**.

4.1.4 Set Owner

This option allows the Data Owner to change the ownership of selected folders.

- 1 In the **Description** field, specify the purpose of the Set Owner operation and click **Next**.



- 2 Specify the new owner by either typing the username or locating the User object.
 - 2a Click **Apply to Subfolders** if you want the user you specify to be the owner of all of the folder's subfolders.
- 3 Click **Next**.
- 4 (Optional) If you want an email notification sent to someone once the file ownership has been changed, specify the recipients and the email message in the fields provided.
- 5 Click **Submit**.

4.2 Managing Workload Jobs

Clicking the Jobs tile brings up a list of Workload jobs.

Manage Workload Jobs							
Details Abort Delete Refresh							
Drag a column header here to group by that column							
	Job ID	Submitted By	Submitted Time	Completed Time	Description	Target Path	Status
<input checked="" type="checkbox"/>	109	DYNAMICS\gnance	5/16/2018 9:27:11 AM	5/16/2018 9:27:24 AM	Copying potentially...	\\dynamics.ctec.or...	Complete
<input type="checkbox"/>	98	DYNAMICS\gnance	5/15/2018 1:48:34 PM	5/15/2018 1:48:54 PM	Setting owner to gn...		Complete
<input type="checkbox"/>	97	DYNAMICS\gnance	5/15/2018 1:43:14 PM	5/15/2018 1:43:24 PM	Make GNANCE the ...		Complete
<input type="checkbox"/>	96	DYNAMICS\gnance	5/15/2018 1:42:00 PM	5/15/2018 1:42:24 PM	Deleting Identified S...		Complete
<input type="checkbox"/>	95	DYNAMICS\gnance	5/15/2018 1:29:42 PM	5/15/2018 1:29:54 PM	Move Sensitive Files	\\dynamics.ctec.or...	Complete
<input type="checkbox"/>	94	DYNAMICS\gnance	5/15/2018 1:25:13 PM	5/15/2018 1:25:24 PM	Copy Potentially Se...	\\dynamics.ctec.or...	Complete
<input type="checkbox"/>	29	DYNAMICS\gnance	5/10/2018 1:24:43 PM	5/10/2018 1:25:03 PM	copy files to gnamce	\\dynamics.ctec.or...	Complete
<input type="checkbox"/>	28	DYNAMICS\gnance	5/10/2018 1:21:42 PM	5/10/2018 1:22:03 PM	copy files to gnance	\\dynamics.ctec.or...	Complete

From here, you can double-click a job to see more details, abort a pending job, or remove jobs from the list.

NOTE: If you're a member of the fdadmins group, you will see the jobs for all users. If you are a regular user, you will see only the jobs that you have submitted.

5 Using My Data

My Data is a reference and access tool for the data that you have been viewing or working on as a user. My Data provides information on both locally-stored data on your workstation hard disks as well as data stored on network drives.

My Data presents information about the data that you accessed most recently, making the tool a helpful means of finding and accessing files – even when you might not be able to remember the name of the file or its location.

My Data lets you view data information according to What and Where presentation parameters.

- ♦ [Section 5.1, “Using the What Presentation Parameter,” on page 31](#)
- ♦ [Section 5.2, “Using the Where Presentation Parameter,” on page 33](#)

5.1 Using the What Presentation Parameter

The **What** presentation parameter displays the data you most recently accessed, according to file type.

- 1 Launch the Data Owner Client.
- 2 Click My Data.

Extension	Count
.pdf	3
.docx	3
.bt	2
.jpg	2
.xls	2
.iso	1
.dotx	1
.xps	1
.xlsx	1
.csv	1
.ppbx	1
.doc	1

Name	Access Date
Park-Class-of-2021-Fin...	5/11/2018 9:38:43 AM
Schedule.pdf	5/11/2018 9:31:54 AM
Freeinvoicemaker-Sim...	5/11/2018 9:26:35 AM
samplerreport.pdf	5/11/2018 9:24:17 AM
Excel Worksheet.pdf	5/9/2018 1:44:06 PM

Name	Access Date
90-18-279 ATTACHME...	5/11/2018 9:33:30 AM
dailyschedule14docx.d...	5/11/2018 9:31:14 AM
This is a sample docum...	5/10/2018 12:36:06 PM

Name	Access Date
Wheat field.jpg	5/11/2018 9:17:04 AM
Landscape_summer_la...	5/11/2018 9:16:39 AM

Name	Access Date
issueTrackingTemplate...	5/11/2018 9:34:21 AM
Expense_report1.xls	5/11/2018 9:25:14 AM

Name	Access Date
Single spaced (blank).d...	5/9/2018 1:35:05 PM

Name	Access Date
Excel Worksheet.xlsx	5/10/2018 12:37:01 PM

Name	Access Date
workload.csv	5/10/2018 1:00:03 PM

Name	Access Date
1.-Sales-Strategies-PPT...	5/11/2018 9:27:18 AM

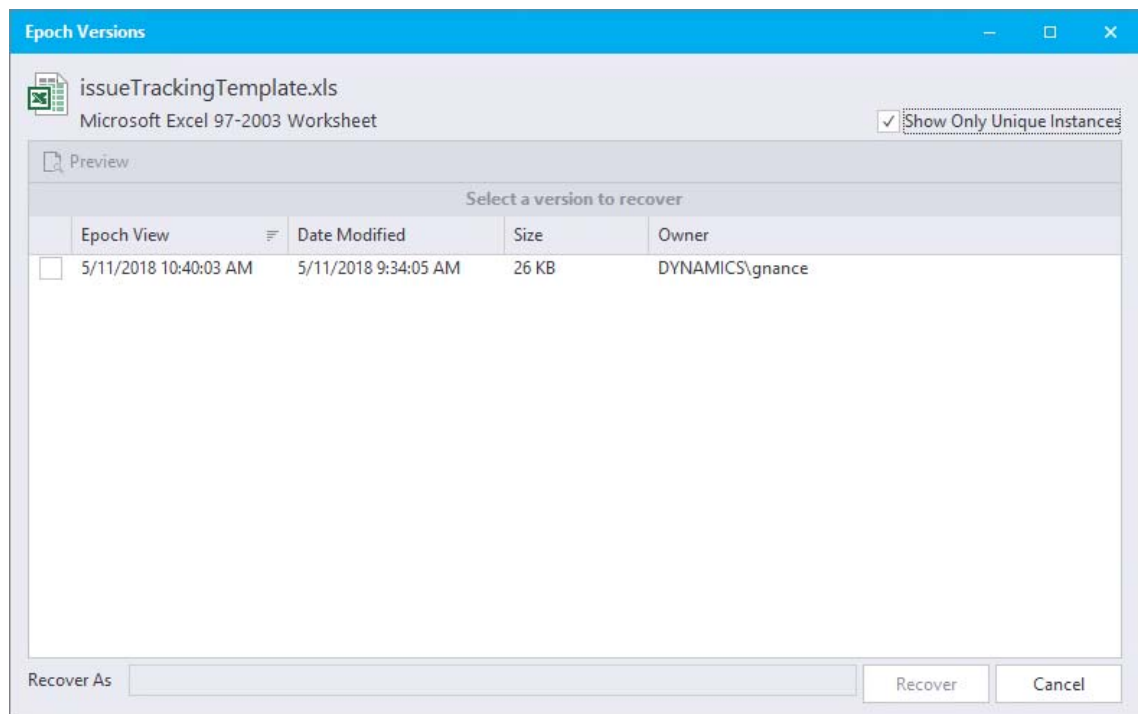
Name	Access Date
Ordering_Form.doc	5/11/2018 9:40:14 AM

Your most recently accessed files are displayed within nine panes, segmented and ordered by file types. For example, if you have recently viewed more Microsoft Word files than any other file type, .docx files will be displayed in the top-left pane.

- 3 In the legend in the left portion of the page, deselect some file types and select others and then view how the information is displayed on the page.
- 4 Within a pane, right-click a file and select **Open Folder** to launch File Explorer and view the location of the file in the file system.
- 5 In another pane, double-click another listed file to open the file.
- 6 In another pane, place the pointer over the arrow in the upper-right corner so that the filter icon appears, then click the filter icon.
- 7 Select the **Last Week** check box.
- 8 Observe that the list of files displayed in the pane now include only those files accessed last week.

This feature is useful when you want to locate or access a file that you recall viewing at an earlier time, but cannot recall the filename or location.

- 9 In another pane, locate a file that you know is located on a High-Value Target that has been archived through an Epoch Data Protection policy.
- 10 Right-click the file and select **Epoch Versions**.

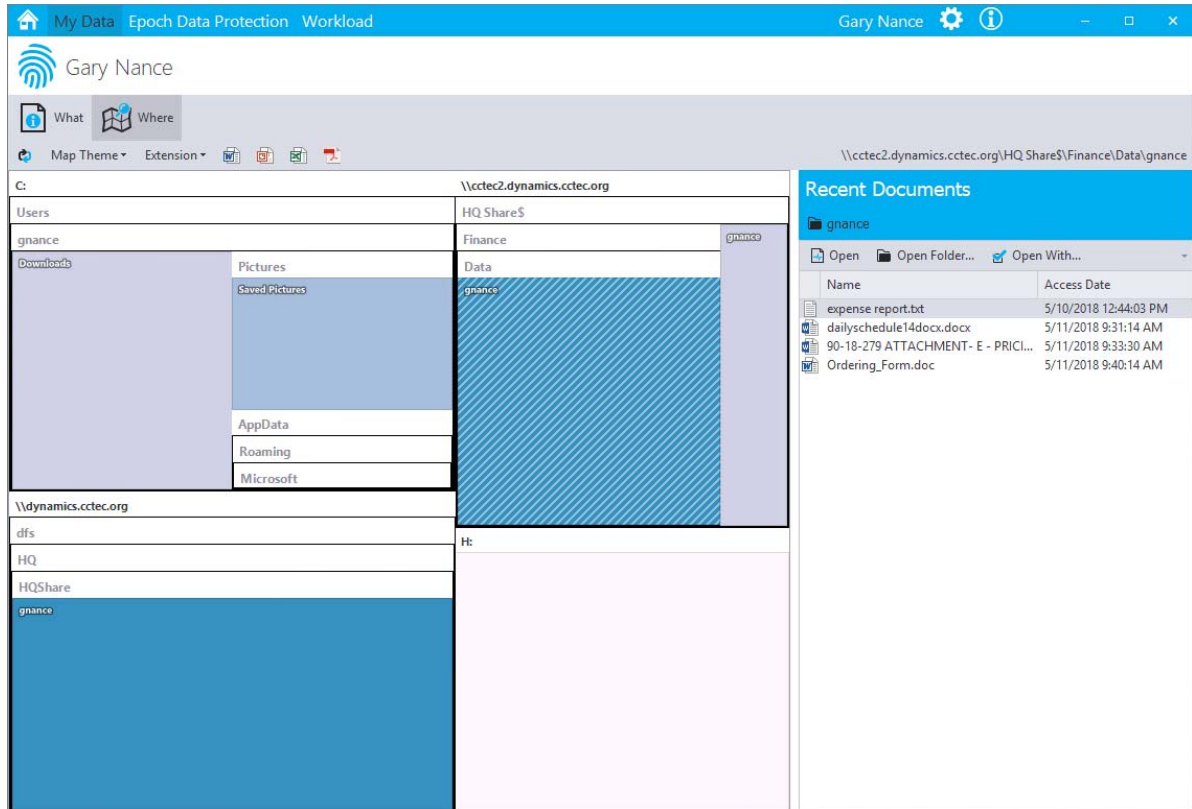


The dialog box displays all unique versions of the file that are archived to nearline storage through an Epoch Data Protection policy.

From this dialog box you can double-click a selected version to view a rendering of the file, or select versions of the file to recover.

5.2 Using the Where Presentation Parameter

The **Where** presentation parameter displays the data you most recently accessed, according to location. The folders containing the recently-access documents are displayed in a tree map with their names and sizes displayed according to the amount of files accessed within the folder. For example, a folder with 18 files recently accessed would appear roughly twice as large as a folder with 9 files recently accessed.



The box color shades signify the locations of files most recently accessed. For example, a file that was accessed an hour ago might be indicated by a box that is dark blue, while a file that was accessed 3 days ago might be indicated by a box that is light blue or even white.

- 1 From the **Map Theme** drop-down menu, select a new color option to observe how the tree map appears with new theme colors.
- 2 In the tree map, click one of the darker rectangles and in the pane in the right portion of the page, view the name of the file you recently accessed.
- 3 Click other locations on the tree map to see the names of other recently-accessed files.
- 4 From the top bar, click one of the four icons to filter the presentation to only the selected file type.
- 5 From the **Extension** drop-down menu, select another different file extension type.
- 6 From the **Extension** drop-down menu, select **<All>**.
- 7 Double-click one of the rectangles to launch File Explorer and view the contents of the folder in the file system.
- 8 Click one of the darker rectangles in the pane and from the right portion of the page, select **Open Folder** to launch File Explorer and view the location of the file in the file system.

- 9 Close File Explorer and in the right pane again, double-click a selected file.
- 10 Observe that the file is opened in the associated application.