

May 18<sup>th</sup>, 2015

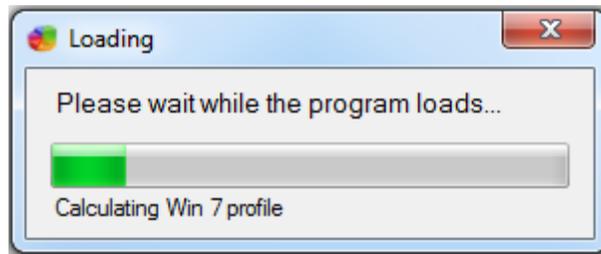
# Disk Quota Manager

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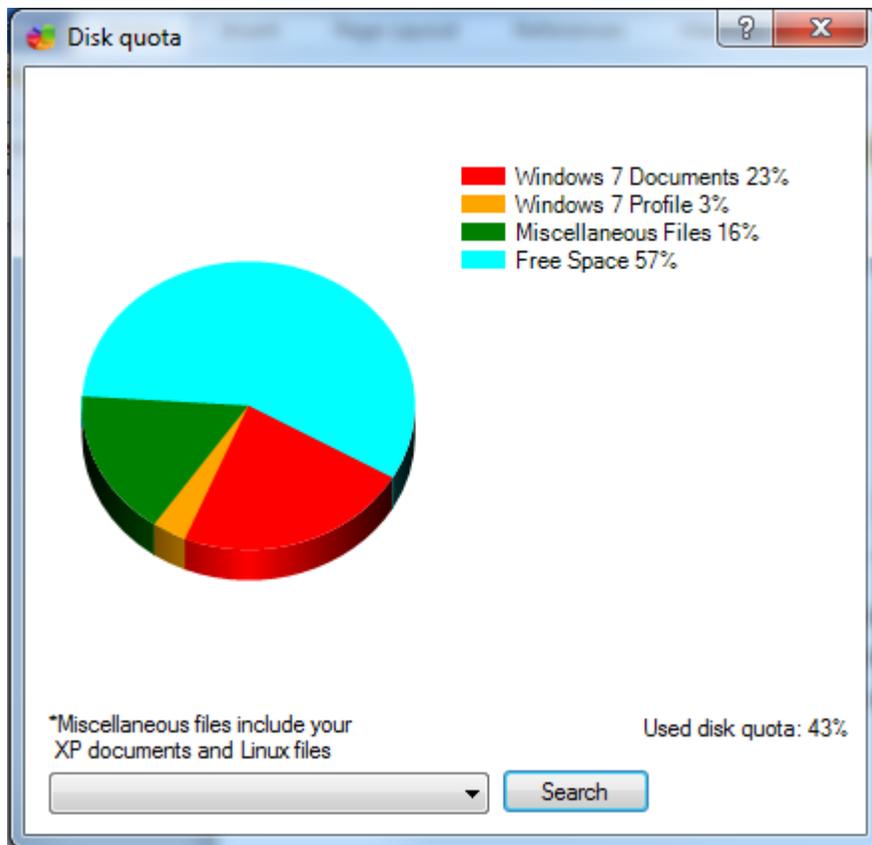
The Disk Quota Manager is an application that can help you find large files on your Mosaic profile. It also shows where most of your disk quota is allocated on Mosaic to help narrow down your search. The following document will detail how to use the Disk Quota Manager.

## Application Startup

When you start the application you will first see a “Loading” window appear.



This is because the application needs to determine where your quota is being used. It does this in much the same way as Windows and it generally takes around 30 seconds to complete. Once the application has finished loading, you will see a window similar to the one below:



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The breakdown of the pie chart is as follows:

- Windows 7 Files: This includes all files that you have saved in your Windows 7 Documents, Pictures, Music, Videos, etc.
- Windows 7 Profile: This consists of files that are essential for you to log in and use Mosaic Windows 7 correctly. Please consult with the Mosaic Help Desk before deleting any files from this location.
- Miscellaneous Files: This includes all files that you have saved under your Mosaic XP Documents, Pictures, Music, Videos, etc. as well as your Mosaic XP profile and Linux documents. If you have never logged in to Mosaic XP or Linux, this portion of the pie will be 0%.
- Free Space: This is how much disk space you have left on your Mosaic profile. The default size for undergrads is 2GB, so with 34% free as shown above, that correlates to roughly 664MB of free space.

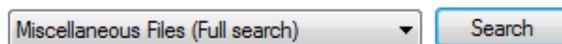
The “Used disk quota” portion of the window simply shows how much disk quota you have already used. In this case the profile has used 66% of the available quota. If you get to 90% and above, you will start receiving warning messages to remove some of your files in order to keep using your account.

## Searching for large files

There are a few search options available to you. Their names and descriptions are listed below:

- Windows 7 Documents (Quick search): This will search all locations in your Windows 7 documents with the exception of application files.
- Windows 7 Documents (Full search): The same as quick search, but it includes application files. Be careful when deleting application files.
- Windows 7 Profile: This will search your Windows 7 profile folder. It is best to not delete any files from this folder without first consulting with a Mosaic Technical Assistant.
- Miscellaneous Files (Quick search): This will search all other places commonly used to store data on Mosaic with the exception of application files.
- Miscellaneous files (Full search): The same as the quick search, but it includes application files. Be careful when deleting application files. This search will take the longest of all searches if you have used Mosaic XP or Linux previously.

In order to search for large files using the Disk Quota Manager, you must first select a search option in the drop down menu.

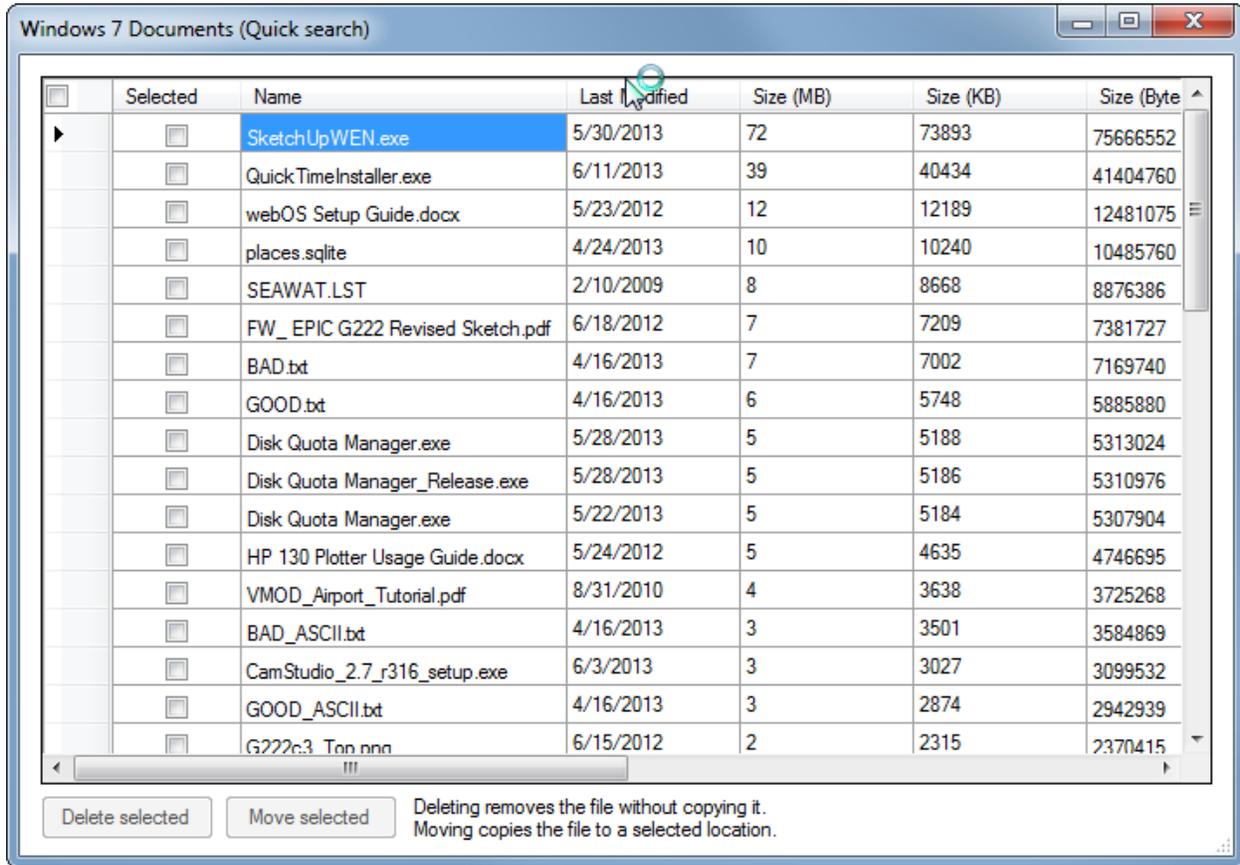


Then either click “Search” or press the Enter key. The drop down list will turn into a progress bar and show you the status of your search:



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Once the search has completed, a new window will appear showing you your 50 largest files as seen below:



Selected	Name	Last Modified	Size (MB)	Size (KB)	Size (Byte)
<input type="checkbox"/>	SketchUpWEN.exe	5/30/2013	72	73893	75666552
<input type="checkbox"/>	QuickTimeInstaller.exe	6/11/2013	39	40434	41404760
<input type="checkbox"/>	webOS Setup Guide.docx	5/23/2012	12	12189	12481075
<input type="checkbox"/>	places.sqlite	4/24/2013	10	10240	10485760
<input type="checkbox"/>	SEAWAT.LST	2/10/2009	8	8668	8876386
<input type="checkbox"/>	FW_EPIC G222 Revised Sketch.pdf	6/18/2012	7	7209	7381727
<input type="checkbox"/>	BAD.txt	4/16/2013	7	7002	7169740
<input type="checkbox"/>	GOOD.txt	4/16/2013	6	5748	5885880
<input type="checkbox"/>	Disk Quota Manager.exe	5/28/2013	5	5188	5313024
<input type="checkbox"/>	Disk Quota Manager_Release.exe	5/28/2013	5	5186	5310976
<input type="checkbox"/>	Disk Quota Manager.exe	5/22/2013	5	5184	5307904
<input type="checkbox"/>	HP 130 Plotter Usage Guide.docx	5/24/2012	5	4635	4746695
<input type="checkbox"/>	VMOD_Airport_Tutorial.pdf	8/31/2010	4	3638	3725268
<input type="checkbox"/>	BAD_ASCII.txt	4/16/2013	3	3501	3584869
<input type="checkbox"/>	CamStudio_2.7_r316_setup.exe	6/3/2013	3	3027	3099532
<input type="checkbox"/>	GOOD_ASCII.txt	4/16/2013	3	2874	2942939
<input type="checkbox"/>	G222r3_Top.png	6/15/2012	2	2315	2370415

You can see that the results show you the name of the files, the last modified date, and the size of the files in both bytes and megabytes, and where the file is located. From here, you can determine which files need to be removed or deleted from your profile.

## Deleting files

You can delete files by simply clicking the checkbox beside the file that you wish to delete. For example, if we wanted to delete the file “EPIC G222 model 5.skp”, we would click that checkbox and then click “Delete selected”. A popup message will confirm that the file deletion was successful and the pie chart in the previous window will be updated with your new quota information.

**WARNING:** Be extremely careful when deleting files from your Windows 7 profile as this may lead to problems with your Mosaic account. Also be careful when deleting files from “Windows 7 (Full search)” or “Miscellaneous (Full search)” as these could cause problems with your applications. There are tool tips to help determine which files are safe and which aren’t. Simply hover over the row you are curious about and wait for a tool tip to appear. If a tip doesn’t appear, the file is safe to delete.

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## Moving files

If you want to transfer a file (or files) to a flash drive or other external media, you must first select the checkbox beside the file that you wish to move. Then you can click the “Move selected” button on the Search Results window. A window will open prompting you to select a location to move the files to. Select your desired location, making sure that it is not on your U: drive, and click “OK”. The files will then be copied to the selected location.

**NOTE:** Your file will be completely removed from your Mosaic profile during the moving process and stored in the location you selected.

## FAQ:

Q: Can the Disk Quota Manager search for directories?

A: Directories are not shown with the Disk Quota Manager. This is because most disk quota issues are the result of less than ten large files, showing directories would only show where large files are located, instead of the files themselves.

Q: I can't find any large files on my profile using the Disk Quota Manager. What should I do?

A: Try using the “Full search” option when you perform a search. Be careful however when deleting from application folders as this could cause problems with your account. If you are unsure of whether or not a file is safe to delete, please contact the Mosaic Help Desk in Smith 226 or email [mlc@uncc.edu](mailto:mlc@uncc.edu).

Q: I have deleted all the large files found by the Disk Quota Manager and my disk quota is still high. What should I do?

A: In this case it will be necessary to go to the Mosaic Help Desk in Smith 226 for help. They will perform a more in depth search of your profile to determine what file(s) are causing your disk quota problems.

## Problems with the Disk Quota Manager

If you experience any problems when using the Disk Quota Manager, please contact the Mosaic Help Desk by emailing [mlc@uncc.edu](mailto:mlc@uncc.edu).