



Micro Focus File Dynamics 6.5

Data Owner Client Guide

September 10, 2019

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About This Guide

- ♦ Chapter 1, “Introduction,” on page 7
- ♦ Chapter 2, “Installation,” on page 9
- ♦ Chapter 3, “Security Notifications and Actions,” on page 13
- ♦ Chapter 4, “Recovering Data,” on page 21
- ♦ Chapter 5, “Workload Actions,” on page 31
- ♦ Chapter 6, “Using My Recent Data,” on page 43
- ♦ Appendix A, “Documentation Updates,” on page 47

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

- ♦ Notifications of changes of access permissions to High-Value Targets
- ♦ Recovering Data from Epochs
- ♦ Performing remediation via Workload policies
- ♦ Using Recent Files

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 6.5 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 6.5 Installation Guide*
- ♦ *Micro Focus File Dynamics 6.5 Administration Guide*
- ♦ *Micro Focus File Dynamics 6.5 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:

- ♦ Being notified of changes in access permissions to High-Value Targets.
- ♦ 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 when they create the following types of File Dynamics policies:

- ♦ Security Notification policies
- ♦ Security Lockdown policies
- ♦ Security Fencing 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 secured, 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.

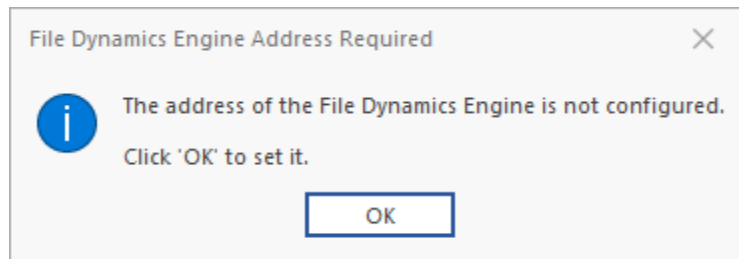
2 Installation

2.1 Installing the Data Owner Client

The Data Owner Client can be installed on any platform where .NET 4.6.2 can run.

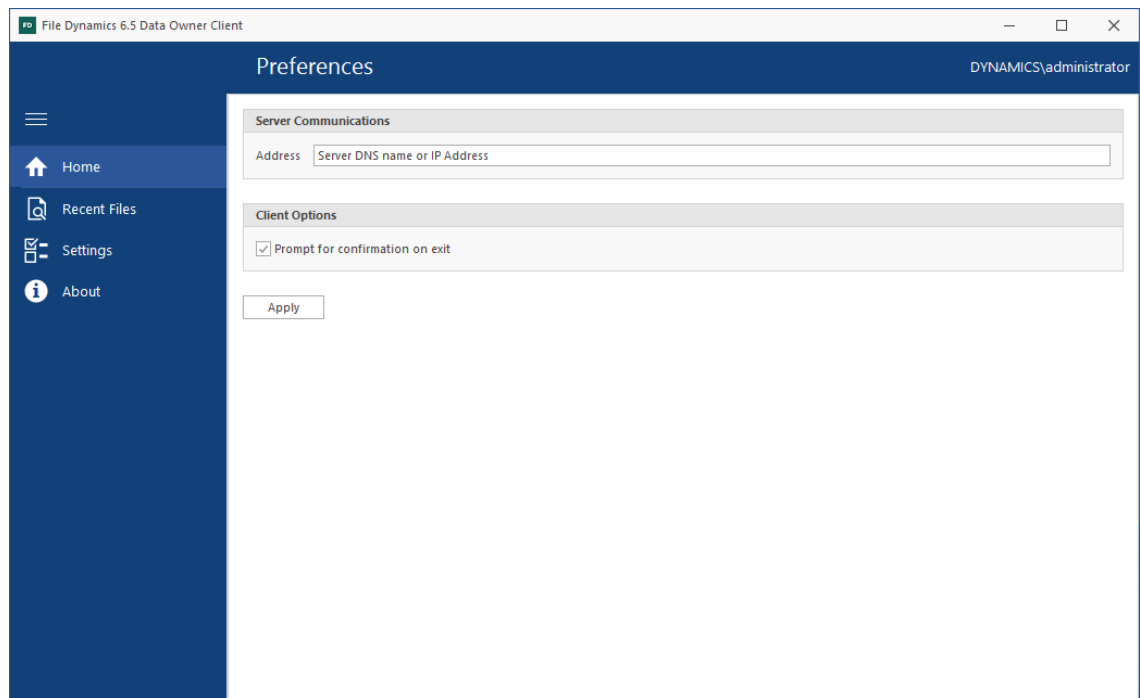
- 1 On the Windows server or workstation where you will run the Data Owner Client, copy to a directory the FileDynamics_6.5.0.iso.
- 2 Mount the FileDynamics_6.5.0.iso file.
- 3 At the root of the FileDynamics_6.5.0.iso image, double-click FileDynamics-DataOwnerClient-6.5-xx.exe.
- 4 Agree to the licensing terms and conditions and click **Install**.
- 5 When notified that the setup was successful, click **Run Data Owner Client**.

The following notification appears:



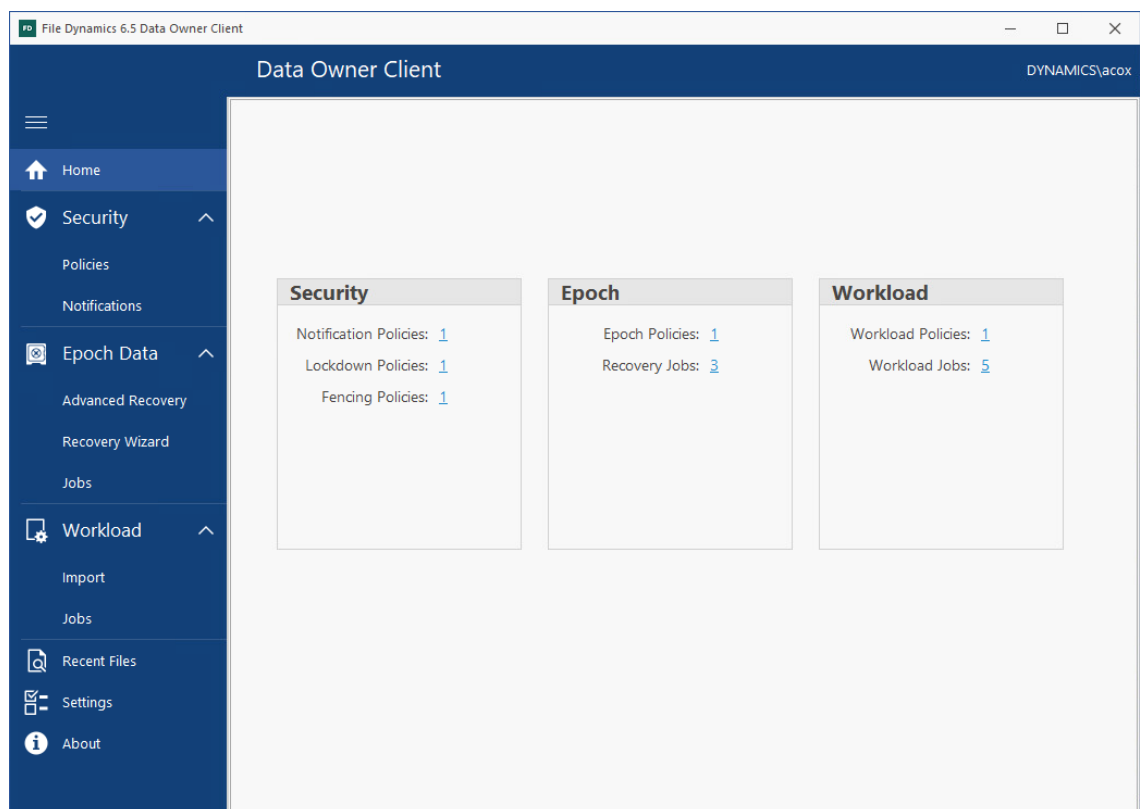
- 6 Click **OK**.

The following dialog box appears:



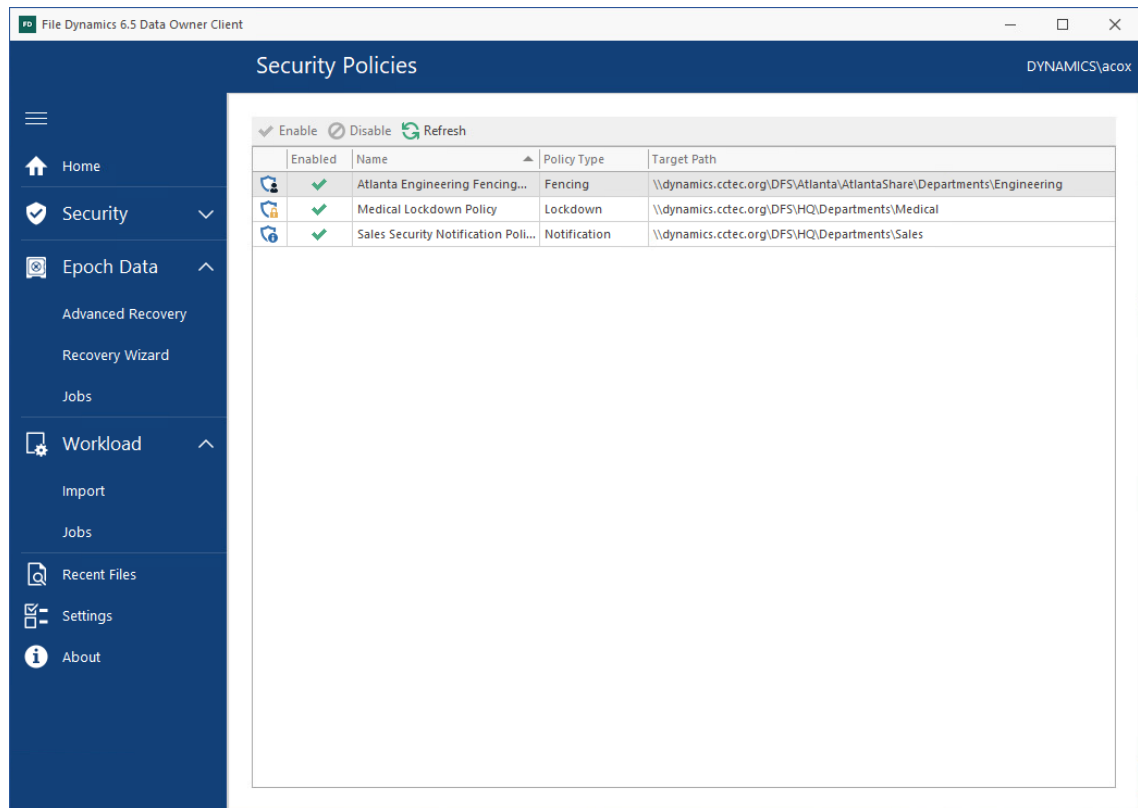
- 7 In the **Address** field, specify the DNS name or IP address of the server hosting the File Dynamics Engine.

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



In the example above, Amanda Cox was specified previously as a Data Owner for Security, Epoch, and Workload policies, and each policy has been run at least once (resulting in a stored scan). If a user has not yet been specified for as a Data Owner in a policy, or has, but the policies have not yet been run, the right pane will be empty.

The numbers associated with each listed policy specify the number of policies of that type of which the logged in user is a Data Owner. For example, Amanda Cox is the Data Owner of one Security Notification policy. Clicking a number brings up details about the policies.



In the example above, Amanda Cox can view the Security policies for which she is a Data Owner.

The numbers associated with jobs specify the number of jobs that have been run. Clicking the number brings up details of all of the jobs.

| Epoch Jobs | | | | | | | | |
|---|--------|------------------|---------------|-------------------|-------------------|-------------------|-------------------|----------|
| <div> Details Abort Delete Refresh </div> | | | | | | | | |
| Drag a column header here to group by that column | | | | | | | | |
| <input type="checkbox"/> | Job ID | Policy | Submitted By | Submitted Time | Completed... | Description | Target Recover... | Status |
| <input checked="" type="checkbox"/> | 10356 | Sales Records... | DYNAMICS\acox | 8/30/2019 11:5... | 8/30/2019 11:5... | recover old do... | \\dynamics.cte... | Complete |
| <input type="checkbox"/> | 10355 | Sales Records... | DYNAMICS\acox | 8/30/2019 11:5... | 8/30/2019 11:5... | recover old do... | \\dynamics.cte... | Complete |
| <input type="checkbox"/> | 10354 | Sales Records... | DYNAMICS\acox | 8/30/2019 11:4... | 8/30/2019 11:4... | recover old do... | \\dynamics.cte... | Complete |

In the example above, each of the saved jobs are listed. You can get additional details about a job by double-clicking a listing from the job list.

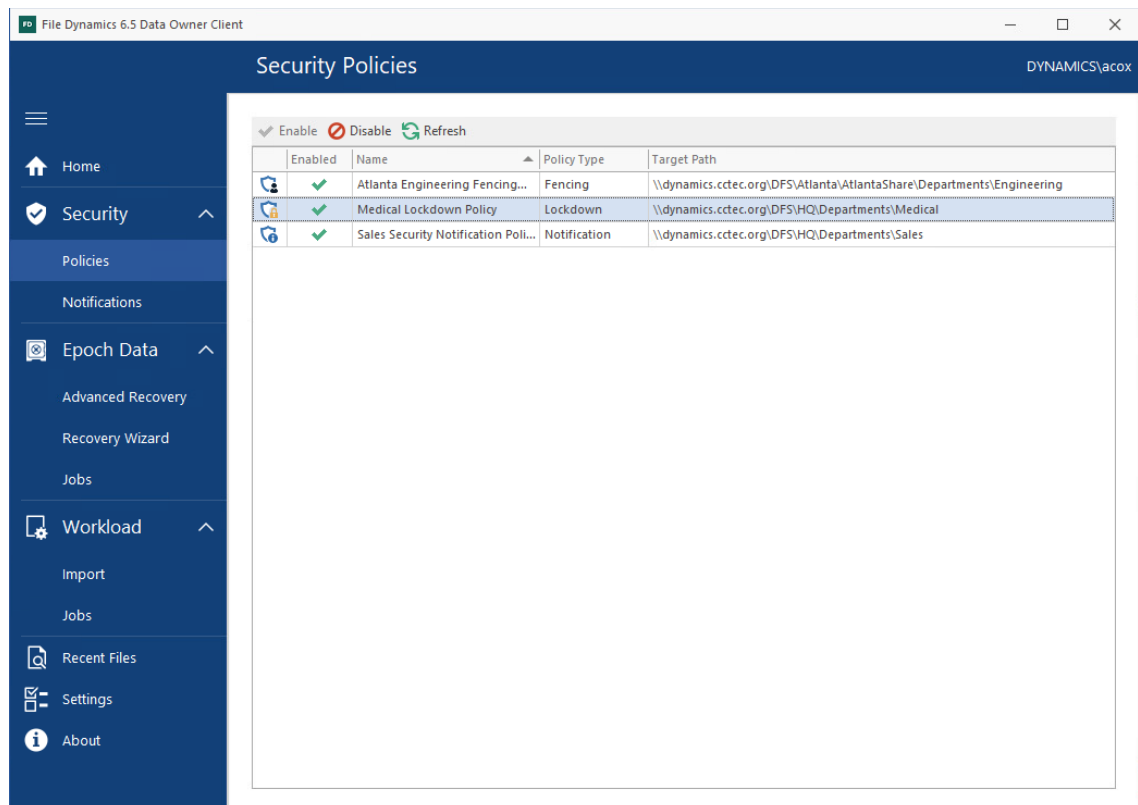
3 Security Notifications and Actions

The **Security** region of the Data Owner Client provides the means of getting notifications when access permissions to High-Value Targets have changed, viewing reports, and when authorized to do so, disabling and enabling a policy.

- ♦ Section 3.1, “Viewing Security Policies and Data Owner Assignments,” on page 13
- ♦ Section 3.2, “Viewing Notifications,” on page 14
- ♦ Section 3.3, “Generating Detail Reports,” on page 15
- ♦ Section 3.4, “Disabling a Policy,” on page 17
- ♦ Section 3.5, “Enabling a Policy,” on page 19

3.1 Viewing Security Policies and Data Owner Assignments

- 1 Click **Security > Policies** to view a list of Security policies to which you have been assigned as a Data Owner.



- 2 Click each listing individually to see if you have been authorized to enable or disable a policy. In the graphic above, Amanda Cox is authorized to disable the Medical Lockdown policy.

3.2 Viewing Notifications

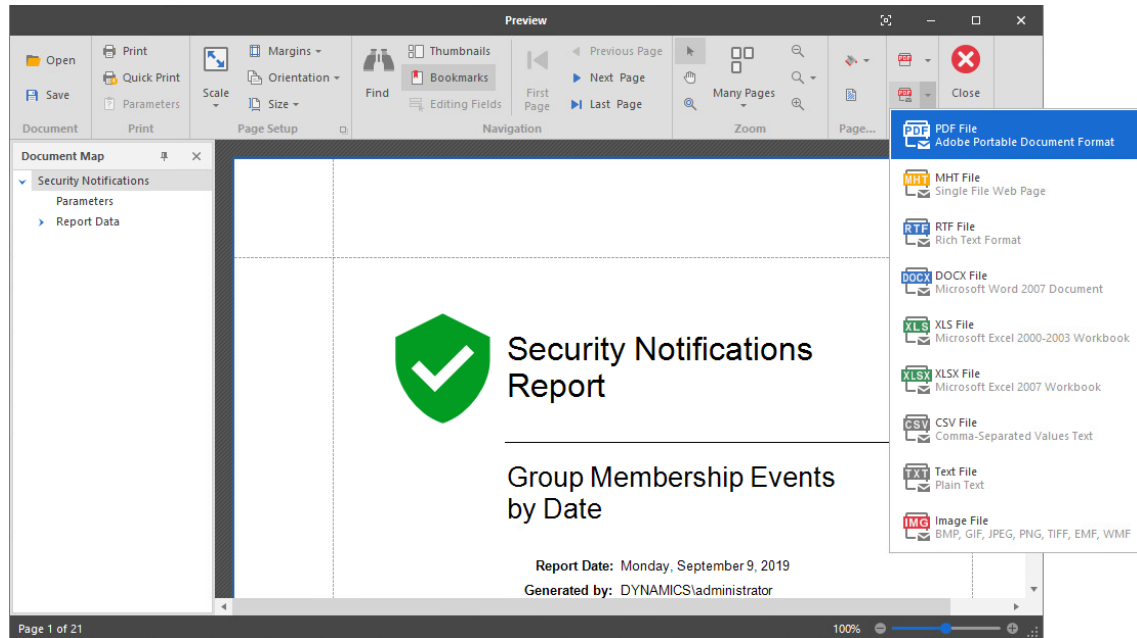
Notifications in the Data Owner Client display graphically security-specific events and resulting actions according to the filters you specify. Events take place in the network file system, actions are what File Dynamics did as a result.

- 1 Click **Security** > **Notifications** to access the Security Notifications page.



- 2 From the **Policies** list, select the policy for which you want to see graphical information and reported in the Detail Report.
If the policies are not displayed, you can click **Reload Policies** and select the security policy types to display.
- 3 From the **Filters** region, specify the options you want displayed in the graphs and reported in the Detail Report.
- 4 In the same region, specify the date range you want displayed in the graphs and reported in the Detail Report.
- 5 From the **Run Detail Report** drop-down menu, choose one of the following options:
 - ♦ **File System Events:** Generates a preview report of file system events that have taken place within the parameters you have specified in the right-hand portion of the Security Notifications page.
 - ♦ **Group Membership Events:** Generates a preview report of group membership events that have taken place within the parameters you have specified in the right-hand portion of the Security Notifications page.

6 From the report dialog box, export or email the report in the format you want.



3.3 Generating Detail Reports

The Data Owner Client notifies the Data Owner of changes in access permissions of High-Value Targets through generated reports. The Data Owner Client generates two types of reports:

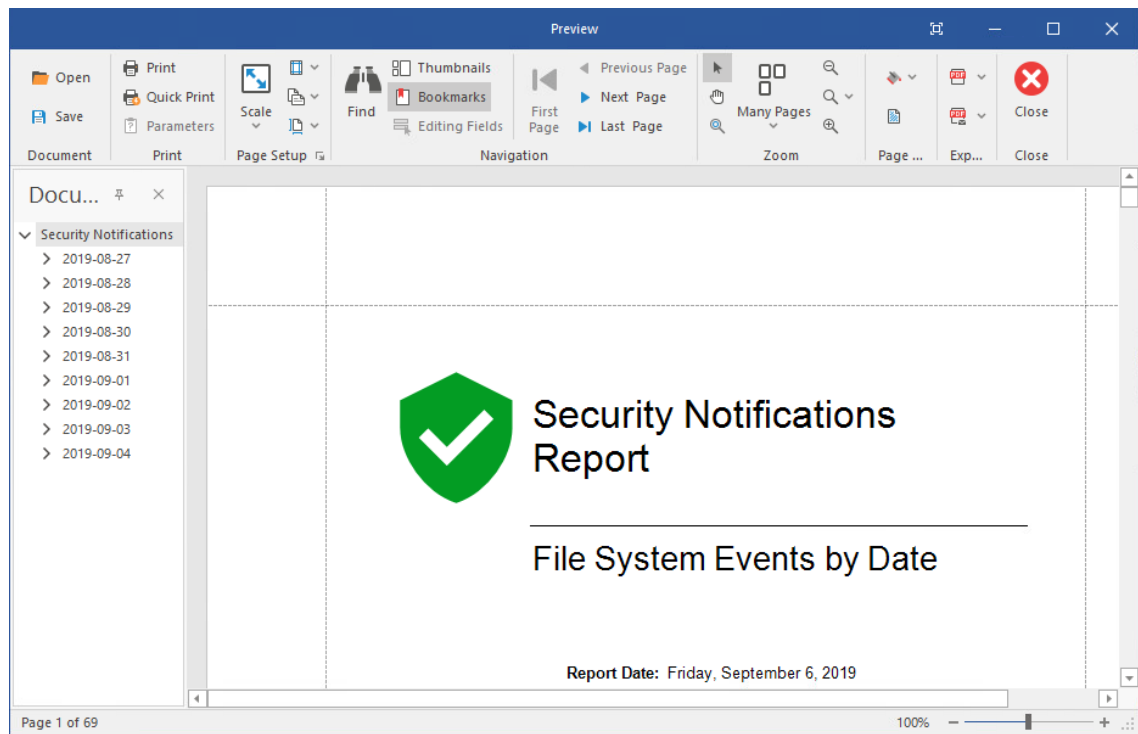
- File System Events
- Group Membership Events

3.3.1 Generating File System Events Reports

File System Events reports detail the changes in permissions that have taken place for the High-Value Target.

- 1 Click **Security > Notifications** to access the Security Notifications page.
- 2 In the **Filters** region of the page, specify if you want the report to include Events, Actions, or both by selecting the appropriate check boxes.
- 3 From the **Run Detail Report** drop-down menu, select **File System Events**.

The report is generated in preview mode where it can be printed or saved into a variety of formats.

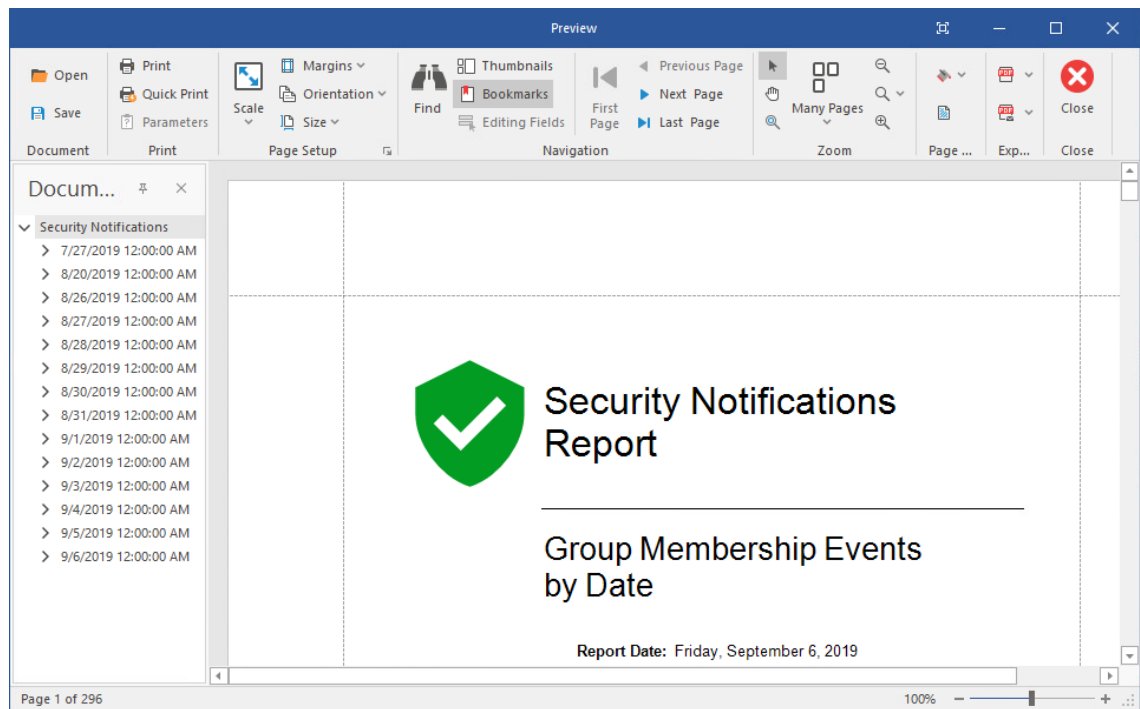


3.3.2 Generating Group Membership Events Reports

Group Membership Events reports detail the changes in group memberships that have taken place for groups that have access to the High-Value Target.

- 1 Click **Security > Notifications** to access the Security Notifications page.
- 2 In the **Filters** region of the page, specify if you want the report to include Events, Actions, or both by selecting the appropriate check boxes.
- 3 From the **Run Detail Report** drop-down menu, select **Group Membership Events**.

The report is generated in preview mode where it can be printed or saved into a variety of formats.



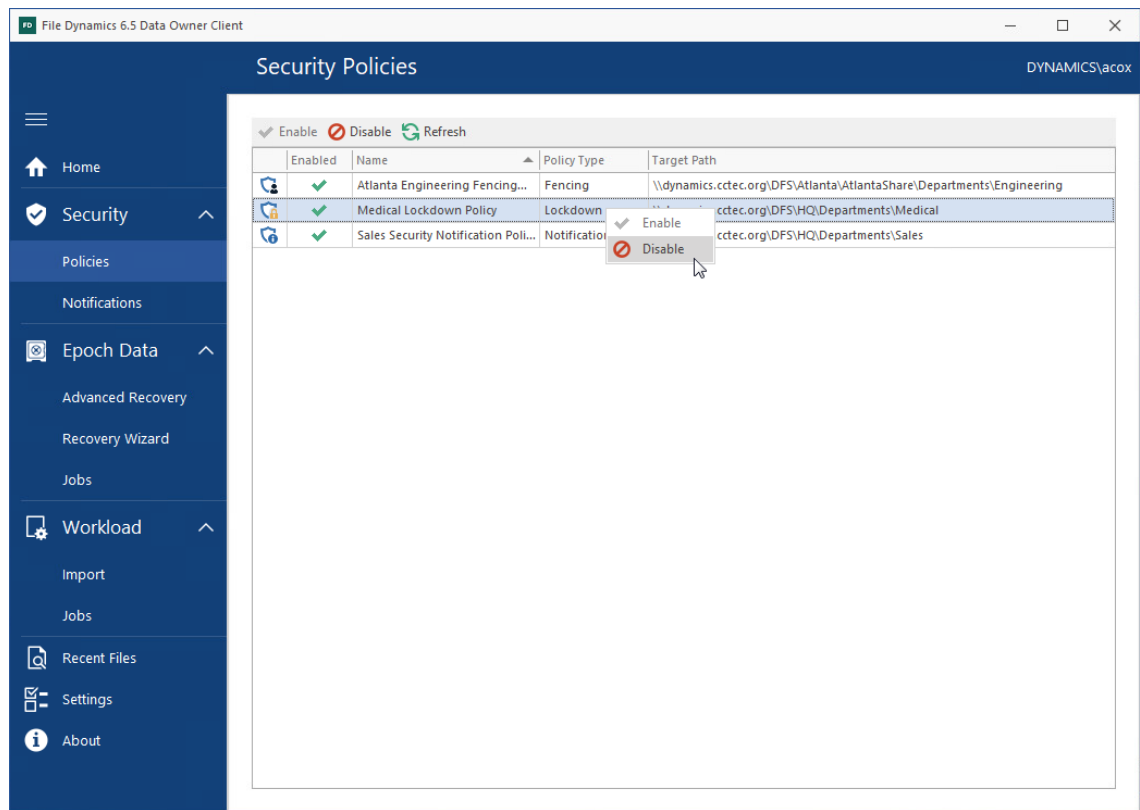
3.4 Disabling a Policy

Data Owners authorized to disable a policy will normally do so when access permissions to a High-Value Target need to be temporarily overridden or modified.

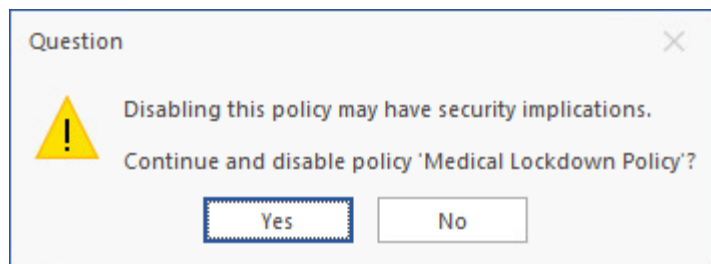
Disabling a policy stops all scheduled security scans until it is enabled.

A Data Owner that has been authorized to disable a policy is also authorized to enable a policy.

- 1 From the list of security policies, select the policy you want to disable, right-click and select **Disable**.

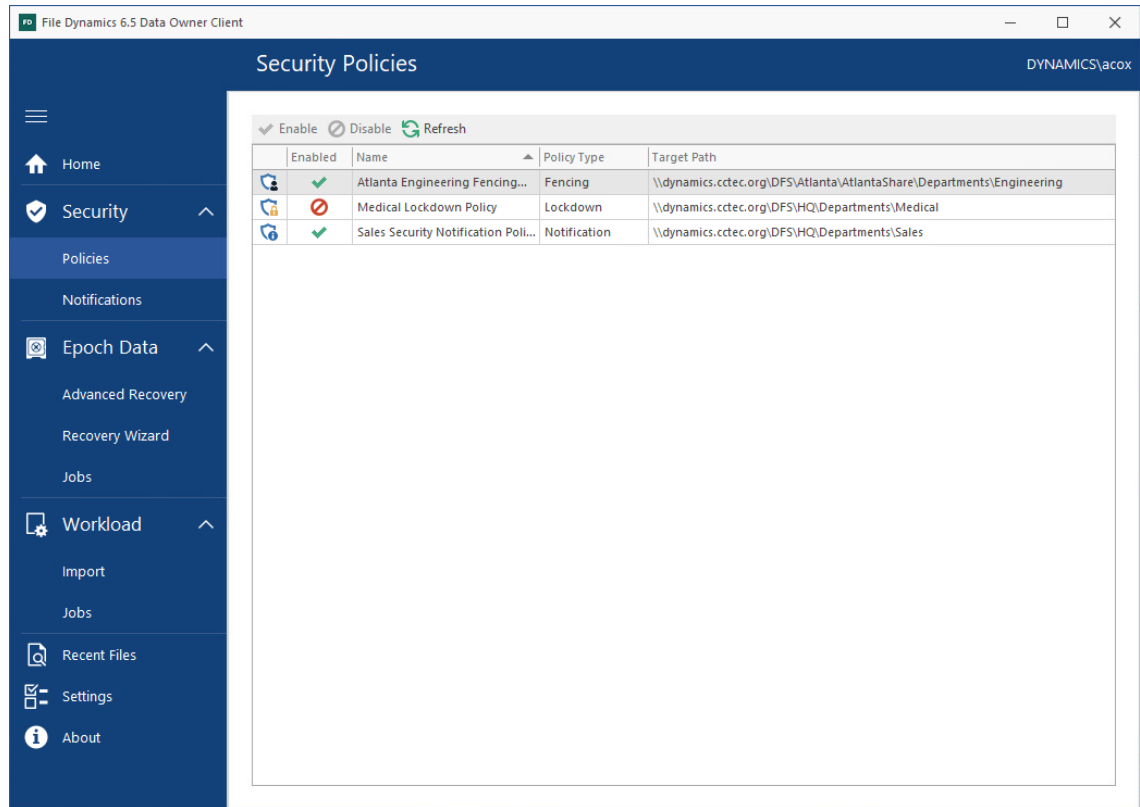


A the following dialog box appears:



2 Click **Yes**.

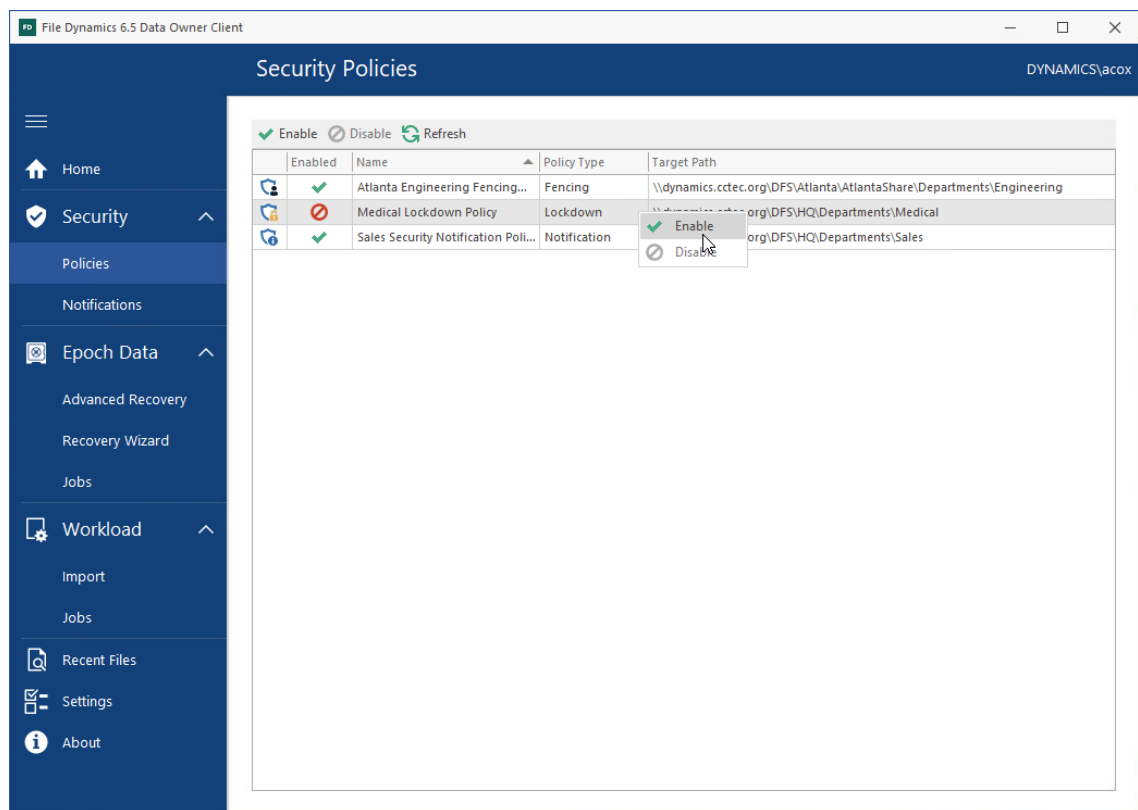
The policy is displayed as disabled.



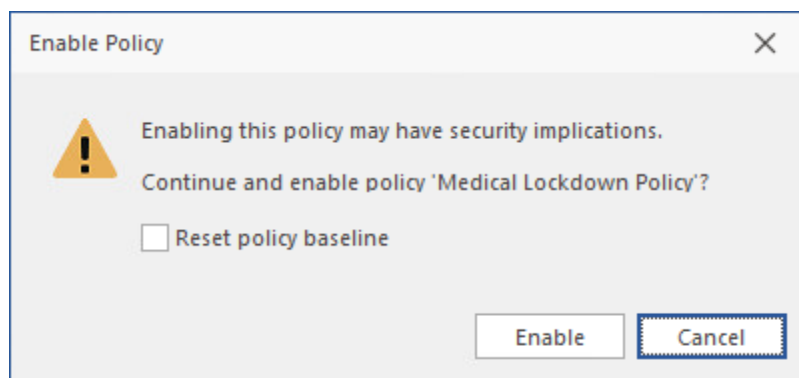
3.5 Enabling a Policy

Once the IT department has concluded its need for disabling the policy, an authorized Data Owner can enable the policy using the Data Owner Client.

- 1 From the list of security policies, select the policy you want to enable, right-click and select **Enable**.



The following dialog box appears:



2 Do one of the following:

- ♦ If you want to keep the original baseline permissions for the High-Value Target before the policy was disabled, click **Enable**.
- ♦ If you want establish the new permissions specified in the policy for the High-Value Target, select the **Reset policy baseline** check box and click **Enable**.

This option removes previous security scans from the database and initiates a new security scan that will serve as the baseline.

4 Recovering Data

The Data Owner Client provides two methods of recovering data:

- ♦ The Recovery Wizard
- ♦ The Advanced Recovery interface

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

- ♦ [Section 4.1, “Recovering Data Using the Recovery Wizard,” on page 21](#)
- ♦ [Section 4.2, “Recovering Data Using Advanced Recovery,” on page 26](#)
- ♦ [Section 4.3, “Managing Recovery Jobs,” on page 30](#)

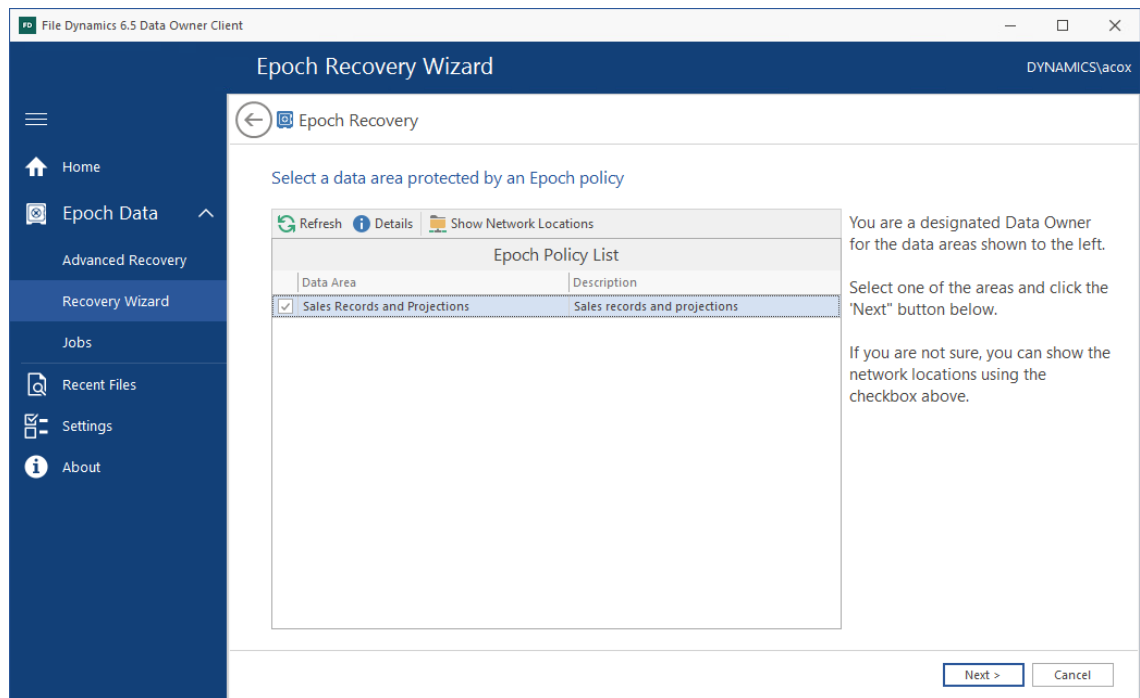
4.1 Recovering Data Using the Recovery Wizard

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 Click **Epoch Data > Recovery Wizard**.

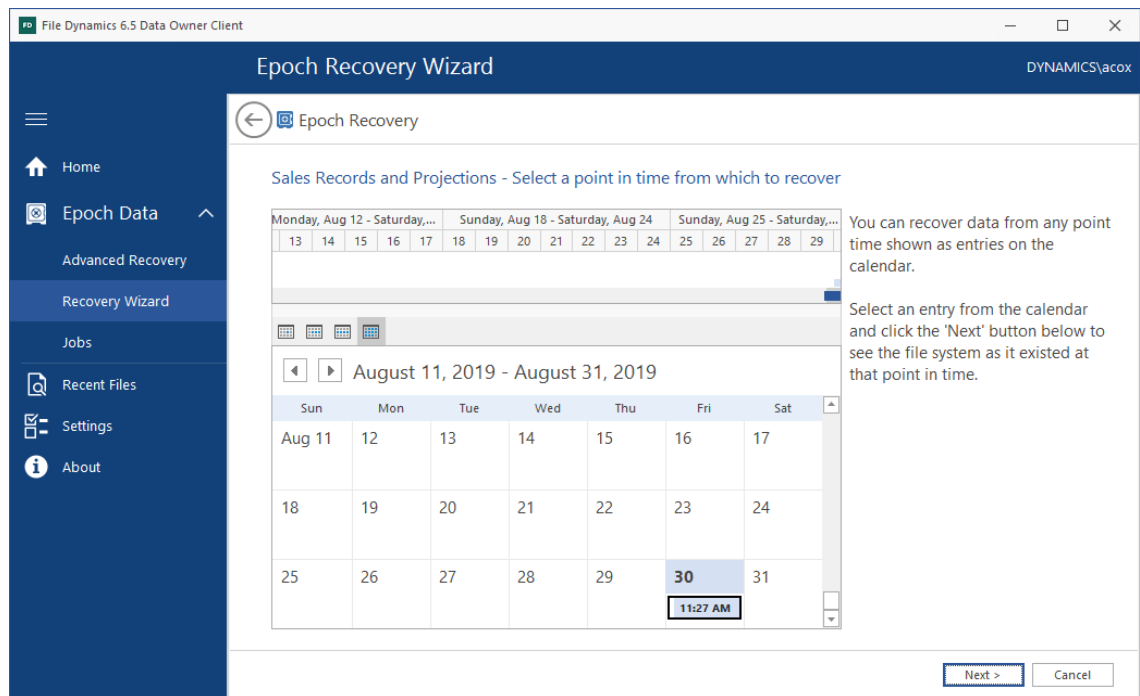


- 2 Read the overview and click **Next**.
- 3 From the list of Epoch Data policies, select the one from which you will be recovering data.



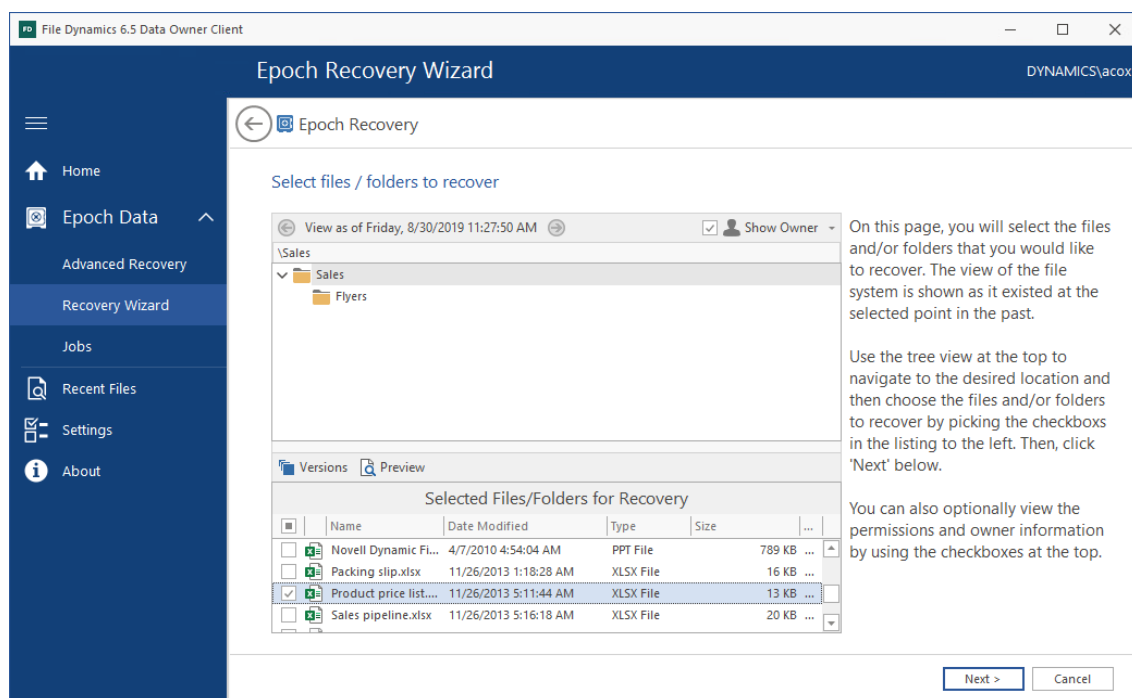
4 Click **Next**.

5 From the calendar, select the Epoch from which you want to recover data.

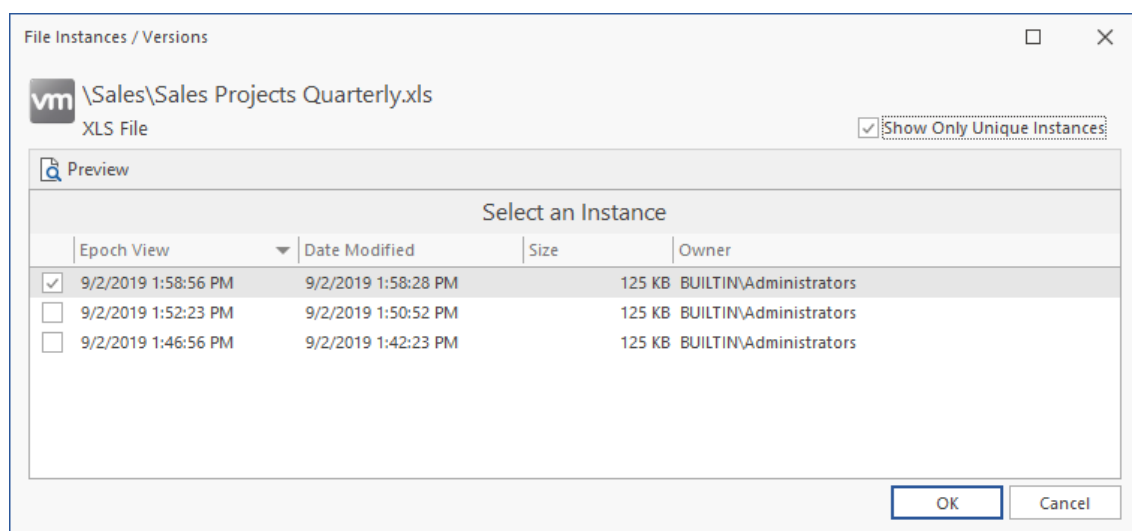


6 Click **Next**.

7 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.



- 8 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.

Epoch Preview: Sales Projects Quarterly.xls

Sales Projects Quarterly.xls
XLS File
9/2/2019 1:58:28 PM

67%

Dynamics Division - CCTEC.org
2019-2020 Quarterly Sales Projections
Year 1 of Operations

| | June | July | August | September | October | November | December | January | February | March | April | May | Total |
|---------------------|------|------|--------|-----------|---------|----------|----------|---------|----------|--------|--------|--------|---------|
| Average Unit Cost | - | - | - | 20.00 | 20.00 | 20.00 | 20.00 | 20.00 | 20.00 | 20.00 | 20.00 | 20.00 | 20.00 |
| Wax Suits | - | - | - | 75.00 | 75.00 | 75.00 | 75.00 | 75.00 | 75.00 | 75.00 | 75.00 | 75.00 | 75.00 |
| Surf Boards | - | - | - | 325.00 | 325.00 | 325.00 | 325.00 | 325.00 | 325.00 | 325.00 | 325.00 | 325.00 | 325.00 |
| Fishing Rods | - | - | - | 40.00 | 40.00 | 40.00 | 40.00 | 40.00 | 40.00 | 40.00 | 40.00 | 40.00 | 40.00 |
| Hats and Tackle | - | - | - | 4.00 | 4.00 | 4.00 | 4.00 | 4.00 | 4.00 | 4.00 | 4.00 | 4.00 | 4.00 |
| Average Unit Price | - | - | - | 55.00 | 50.00 | 37.50 | 25.00 | 22.00 | 30.00 | 40.00 | 50.00 | 50.00 | 34.72 |
| Wax Suits | - | - | - | 170.00 | 150.00 | 145.00 | 140.00 | 140.00 | 150.00 | 175.00 | 200.00 | 200.00 | 163.33 |
| Surf Boards | - | - | - | 425.00 | 400.00 | 425.00 | 450.00 | 400.00 | 425.00 | 475.00 | 500.00 | 500.00 | 441.33 |
| Fishing Rods | - | - | - | 65.00 | 65.00 | 70.00 | 75.00 | 60.00 | 65.00 | 70.00 | 80.00 | 80.00 | 70.56 |
| Hats and Tackle | - | - | - | 7.50 | 7.50 | 7.50 | 7.50 | 7.50 | 10.00 | 12.50 | 15.00 | 15.00 | 10.00 |
| Average Unit Markup | - | - | - | 70.0% | 50.0% | 37.5% | 25.0% | 20.0% | 30.0% | 100.0% | 100.0% | 100.0% | 75.0% |
| Wax Suits | - | - | - | 128.7% | 100.0% | 93.3% | 80.7% | 80.7% | 100.0% | 112.2% | 106.7% | 106.7% | 117.0% |
| Surf Boards | - | - | - | 50.0% | 25.1% | 30.0% | 36.5% | 25.1% | 30.4% | 38.5% | 51.8% | 51.8% | 55.0% |
| Fishing Rods | - | - | - | 62.5% | 62.5% | 75.0% | 87.5% | 62.5% | 62.5% | 75.0% | 100.0% | 100.0% | 76.4% |
| Hats and Tackle | - | - | - | 87.5% | 87.5% | 87.5% | 87.5% | 87.5% | 100.0% | 212.5% | 275.0% | 275.0% | 180.0% |
| Units Sold | - | - | - | 159 | 179 | 415 | 217 | 155 | 140 | 186 | 570 | 263 | 2,304 |
| Wax Suits | - | - | - | 30 | 35 | 80 | 40 | 35 | 35 | 45 | 150 | 80 | 510 |
| Surf Boards | - | - | - | 6 | 6 | 20 | 12 | 10 | 10 | 6 | 25 | 3 | 98 |
| Fishing Rods | - | - | - | 3 | 3 | 35 | 15 | 5 | 5 | 15 | 45 | 30 | 156 |
| Hats and Tackle | - | - | - | 40 | 45 | 100 | 50 | 35 | 30 | 40 | 125 | 50 | 515 |
| Gross Sales | - | - | - | 6,545 | 6,750 | 28,475 | 13,930 | 7,075 | 7,225 | 13,400 | 48,375 | 25,100 | 156,875 |
| Wax Suits | - | - | - | 1,000 | 1,050 | 2,200 | 1,000 | 875 | 1,050 | 1,400 | 5,000 | 4,000 | 20,525 |
| Surf Boards | - | - | - | 1,020 | 900 | 2,900 | 1,400 | 1,400 | 1,500 | 1,000 | 6,000 | 600 | 16,020 |
| Fishing Rods | - | - | - | 1,275 | 1,200 | 14,875 | 6,750 | 2,000 | 2,125 | 6,700 | 22,500 | 15,000 | 72,475 |
| Hats and Tackle | - | - | - | 2,000 | 2,025 | 7,000 | 3,780 | 2,775 | 1,050 | 2,400 | 16,000 | 4,000 | 37,500 |
| Cost of Goods | - | - | - | 3,945 | 4,285 | 19,275 | 8,975 | 4,755 | 4,515 | 8,145 | 25,400 | 13,975 | 93,270 |
| Wax Suits | - | - | - | 800 | 700 | 1,600 | 800 | 700 | 900 | 3,000 | 1,600 | 1,000 | 10,000 |
| Surf Boards | - | - | - | 400 | 400 | 1,500 | 900 | 700 | 800 | 400 | 1,875 | 225 | 7,300 |
| Fishing Rods | - | - | - | 975 | 975 | 11,375 | 4,875 | 1,625 | 1,625 | 4,875 | 14,625 | 9,750 | 50,700 |
| Hats and Tackle | - | - | - | 1,000 | 1,000 | 4,000 | 2,000 | 1,400 | 1,200 | 1,400 | 3,000 | 2,000 | 20,000 |
| | - | - | - | 320 | 300 | 800 | 400 | 280 | 240 | 320 | 900 | 400 | 4,020 |

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

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Epoch Recovery Wizard

DYNAMICS\acox

Epoch Recovery

Choose where selected files / folders should be recovered

Selected Recovery Source

Epoch: Sales Records and Projections at 9/2/2019 1:58:56 PM

Path: \\dynamics.cctec.org\DFS\HQ\Departments\Sales

Recovery Location

☒ Recover To Original Location

Next > Cancel

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.

- 12 Click **Next**.
- 13 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.
- 14 In the **Description** field, provide a description of this recovery instance.

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Epoch Recovery Wizard

DYNAMICS\jacob

Epoch Recovery

Select recovery options

Recovery Options

☒ Recover Data

File Data Overwrite Options

☐ Never

☒ Always

☒ Recover File Owners

Description (required)

Recovering old sales project file

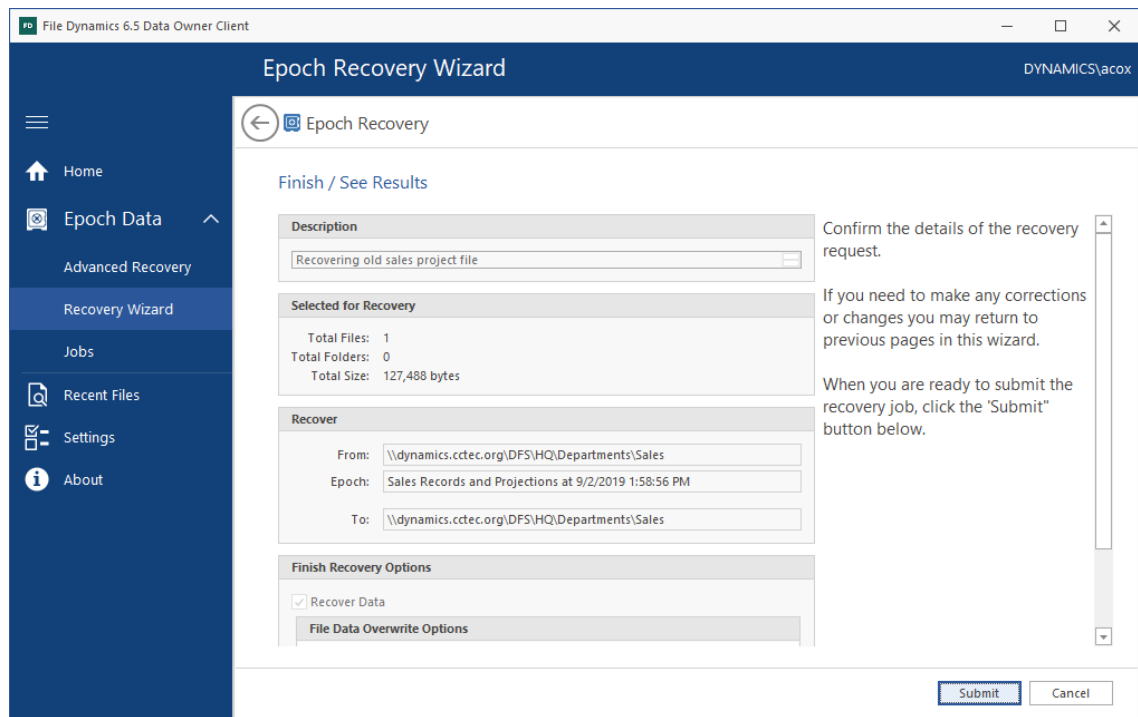
On this page, select the options for this recovery job.

You can specify whether data or permissions or both are recovered and how data should be overwritten, if at all.

Provide a description for the recovery job so that you and other Data Owners will be aware of the intent of your recovery later.

Next > **Cancel**

- 15 Click **Next**.



16 Review the specifications of the recovery request.

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

17 Click **Submit**.

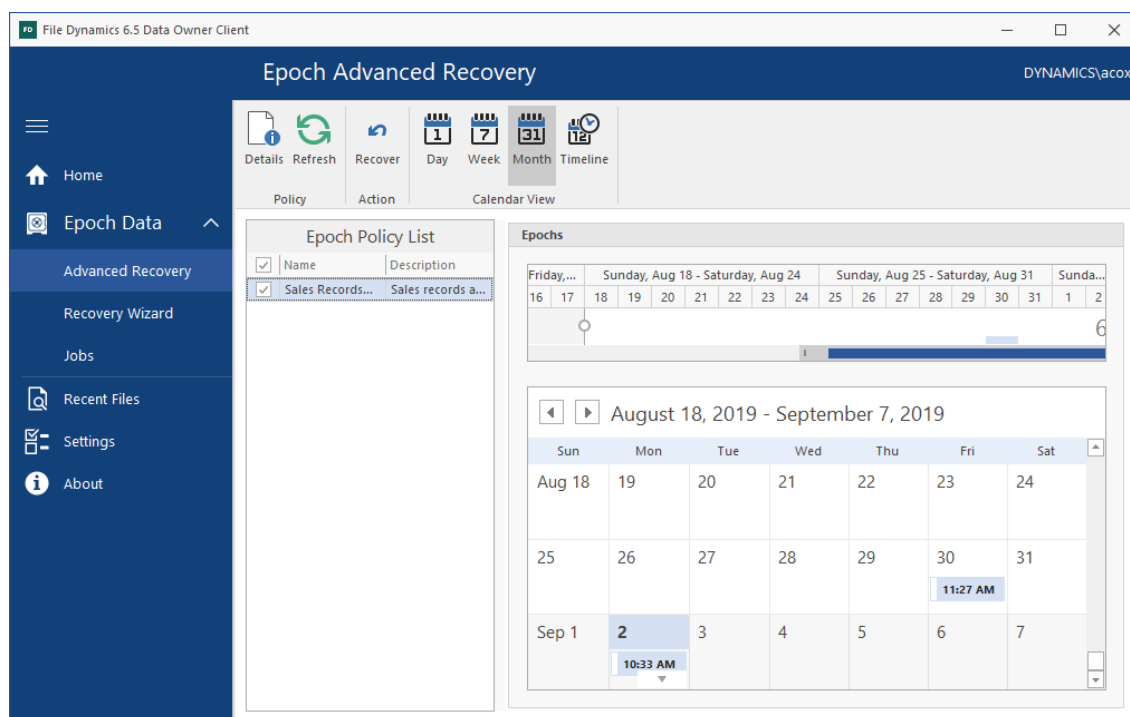
The Manage Recovery Jobs dialog box appears with the new recovery job located at the top, along with details of the data recovery.

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

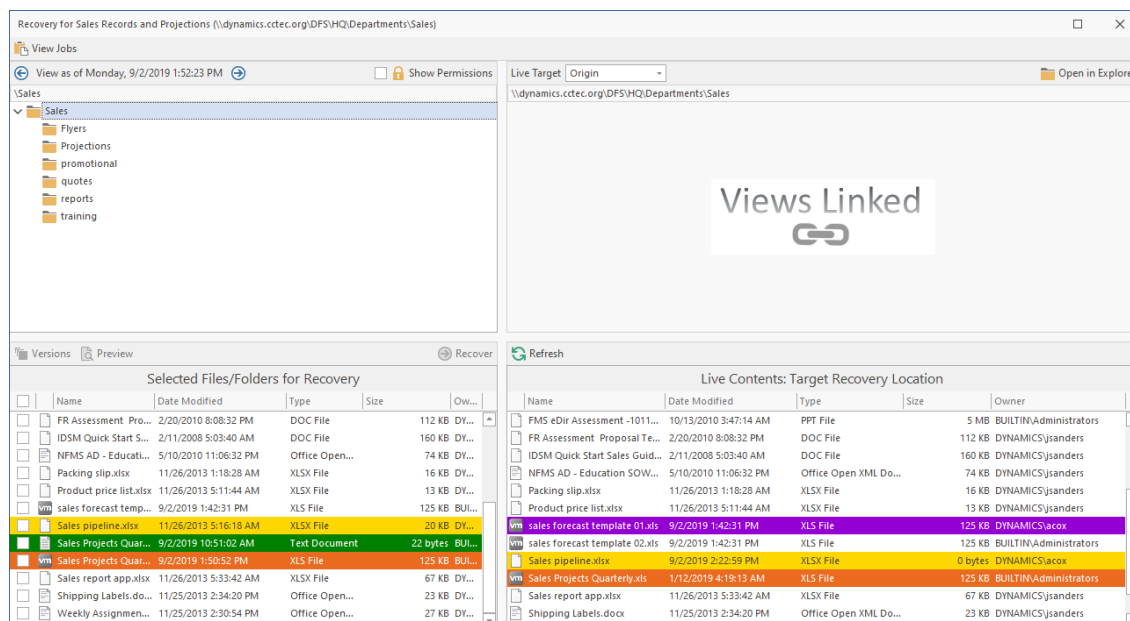
4.2 Recovering Data Using Advanced Recovery

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

- 1 Click **Epoch Data > Advanced Recovery**.
- 2 From the Epoch Policy List, select an Epoch policy.
- 3 From the calendar, select an Epoch.



4 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.

- 5 From the left side of the interface, select the folders or files you want to recover.
- 6 Click **Recover**.

Submit Recovery Job

Selected for Recovery

Total Files: 10
Total Folders: 1
Total Size: 2,068,373 bytes

Recover To

\\dynamics.ctec.org\DFS\HQ\Departments\Sales

Recovery Options

☒ Recover Data ☒ Recover Folder Security

File Data Overwrite Options

☐ Never ☒ Always

Security Overwrite Options

☒ Merge ☐ Overwrite

☒ Recover File Owners

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.

- 7 Specify your recovery options in the Submit for Recovery Job dialog box and click **Submit**.
- 8 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.

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

4.3 Managing Recovery Jobs

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

| Epoch 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... | Description | Target Recover... | Status |
| <input checked="" type="checkbox"/> | 10356 | Sales Records... | DYNAMICS\acox | 8/30/2019 11:5... | 8/30/2019 11:5... | recover old do... | \\dynamics.cte... | Complete |
| <input type="checkbox"/> | 10355 | Sales Records... | DYNAMICS\acox | 8/30/2019 11:5... | 8/30/2019 11:5... | recover old do... | \\dynamics.cte... | Complete |
| <input type="checkbox"/> | 10354 | Sales Records... | DYNAMICS\acox | 8/30/2019 11:4... | 8/30/2019 11:4... | recover old do... | \\dynamics.cte... | Complete |

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

5 Workload Actions

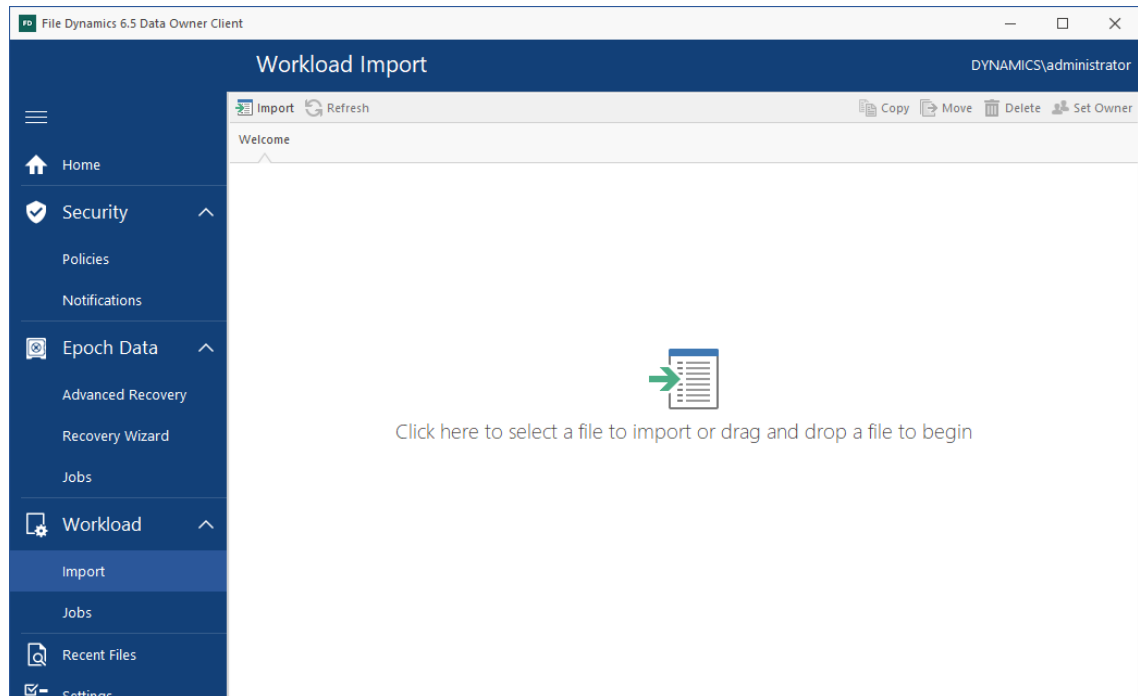
Workload policies in File Dynamics provide the ability to handle work processes initiated from other applications. For example, reports generated in Micro Focus File Reporter that specify the location of sensitive files can be imported into the Data Owner Client where a designated Data Owner can remediate 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 5.1, “Importing Files,” on page 31](#)
- ♦ [Section 5.2, “Managing Workload Jobs,” on page 40](#)

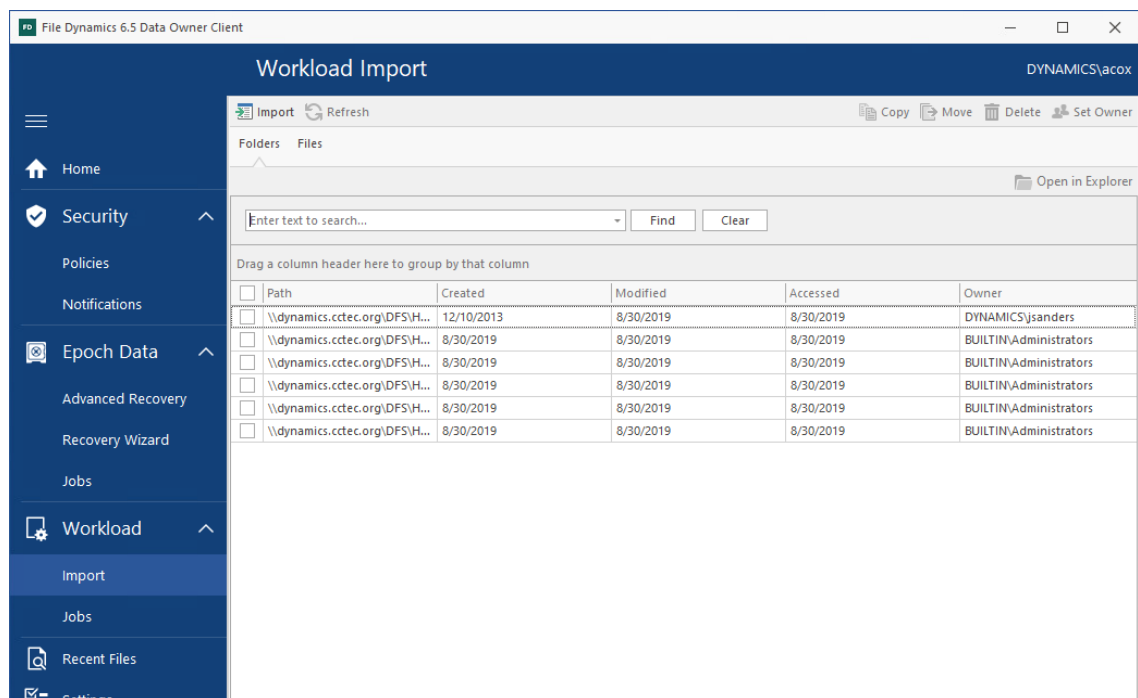
5.1 Importing Files

- 1 Click **Workload > Import**.



- 2 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.



- 3 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.

5.1.1 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.

Copy

← Copy

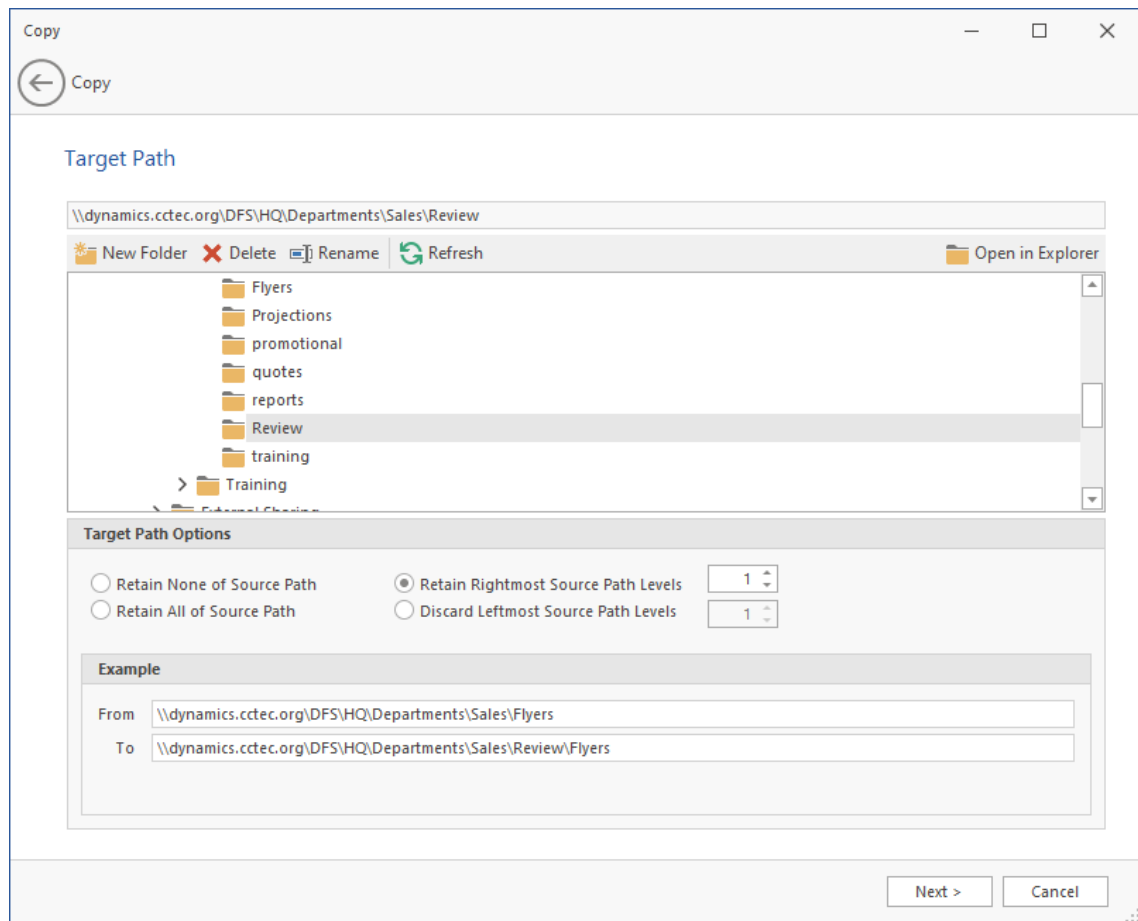
General

Description

Copy Options

- ☒ Copy Owner
- ☐ Overwrite Data
- ☐ Copy Security
- ☒ Merge Permissions
- ☐ Overwrite Permissions

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.ctec.org\DFS\HQ\HQSHARE\Finance\Data`

to

`\\dynamics.ctec.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.ctec.org\DFS\HQ\HQSHARE\Finance\Data`

to

`\\dynamics.ctec.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**.

The image shows a software dialog box titled "Copy". It has a standard window header with a back arrow icon and the word "Copy", and standard minimize, maximize, and close buttons. The main area of the dialog is titled "Notification" in blue text. Below this title is a checkbox labeled "Send Email". At the bottom right of the dialog, there are two buttons: "Submit" and "Cancel".

- 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

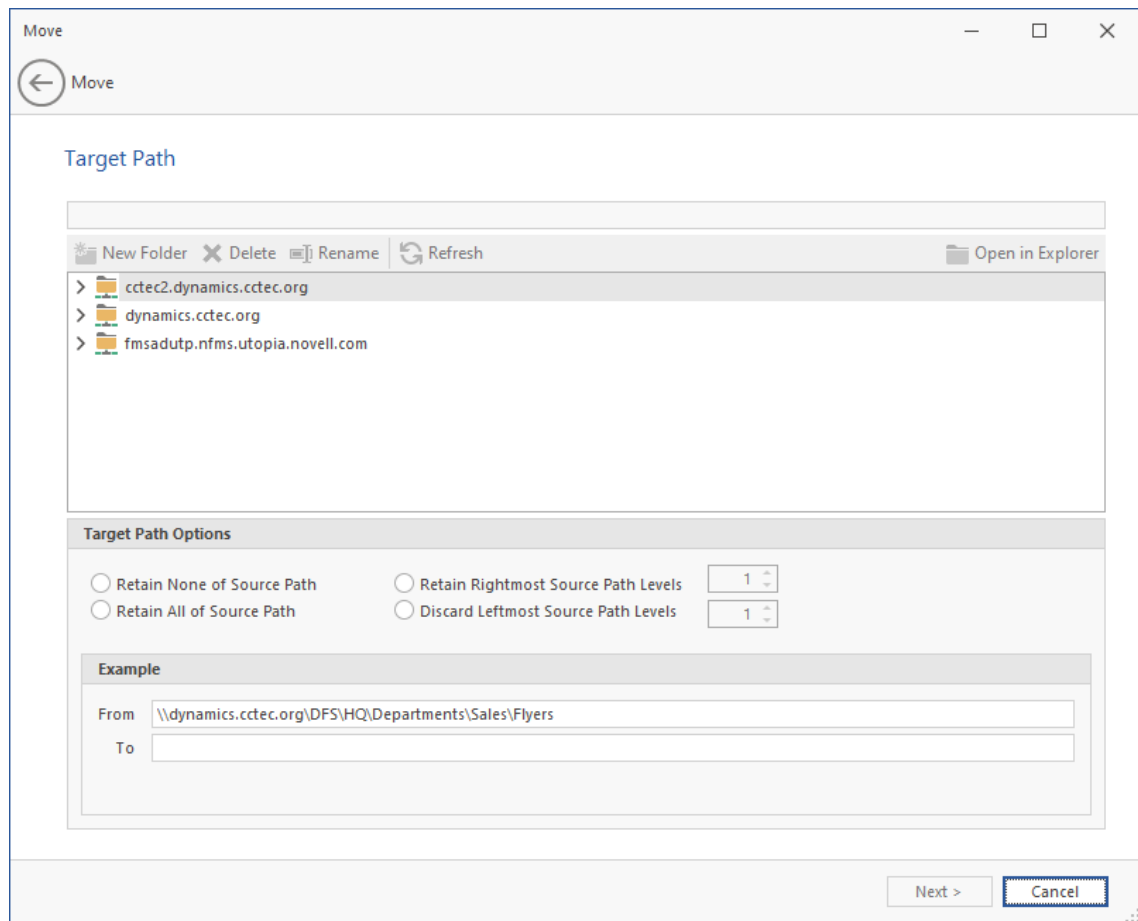
Submit Cancel

- 8 Click **Submit**.

5.1.2 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.ctec.org\DFS\HQ\HQSHARE\Finance\Data
to

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

\\dynamics.ctec.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**.

5.1.3 Delete

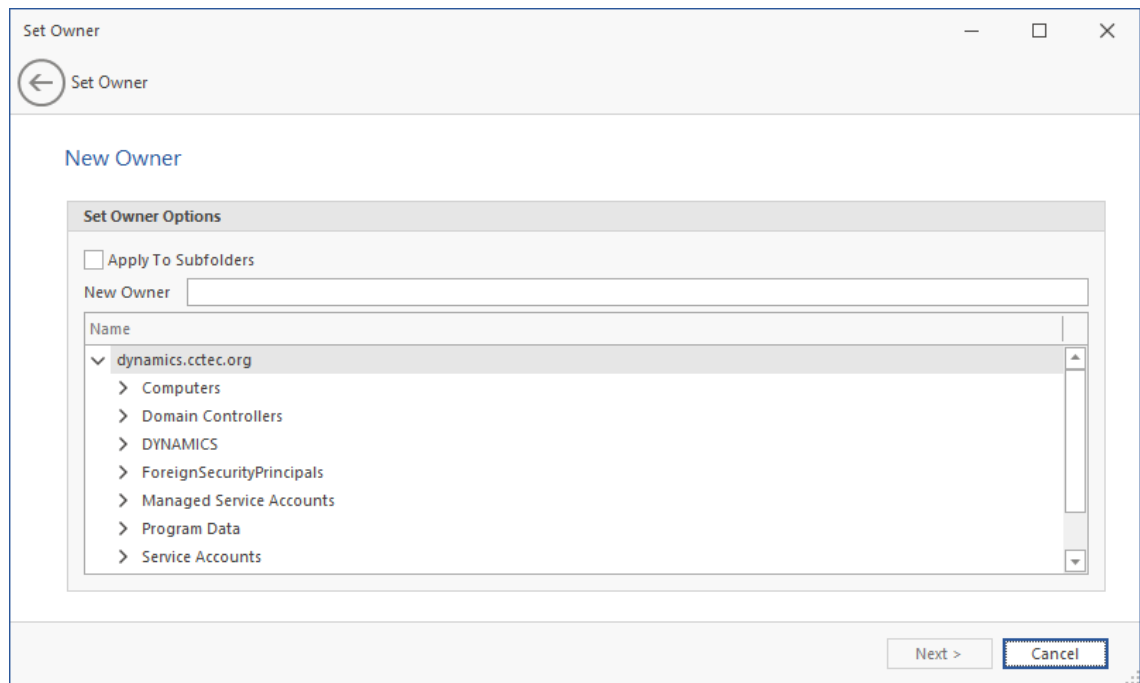
This option deletes files and folders specified in each of the entries you select.

- 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**.

5.1.4 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**.

5.2 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 | | | | | | | |
| <input type="checkbox"/> | Job ID | Submitted By | Submitted Time | Completed Time | Description | Target Path | Status |
| <input checked="" type="checkbox"/> | 10470 | DYNAMICS\acox | 9/3/2019 9:13:33... | 9/3/2019 9:13:49... | reset ownership... | | Complete |
| <input type="checkbox"/> | 10469 | DYNAMICS\acox | 9/3/2019 9:10:39... | 9/3/2019 9:10:52... | reset ownership t... | | Complete |
| <input type="checkbox"/> | 10468 | DYNAMICS\acox | 9/3/2019 8:36:08... | 9/3/2019 8:36:19... | Move Potentially... | \\dynamics.ctec.... | Complete |
| <input type="checkbox"/> | 10467 | DYNAMICS\acox | 9/3/2019 8:32:11... | 9/3/2019 8:32:26... | Copy potentially... | \\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.

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.

6 Using My Recent Data

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

My Recent 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.

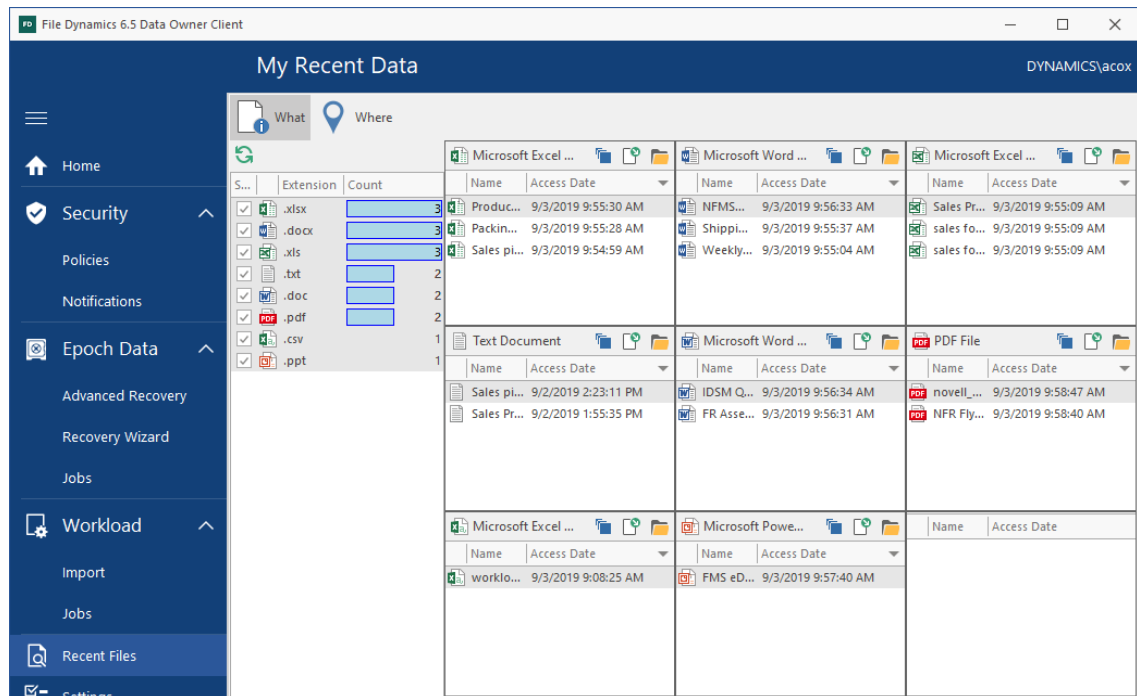
My Recent Data lets you view data information according to What and Where presentation parameters.

- ♦ [Section 6.1, “Using the What Presentation Parameter,” on page 43](#)
- ♦ [Section 6.2, “Using the Where Presentation Parameter,” on page 44](#)

6.1 Using the What Presentation Parameter

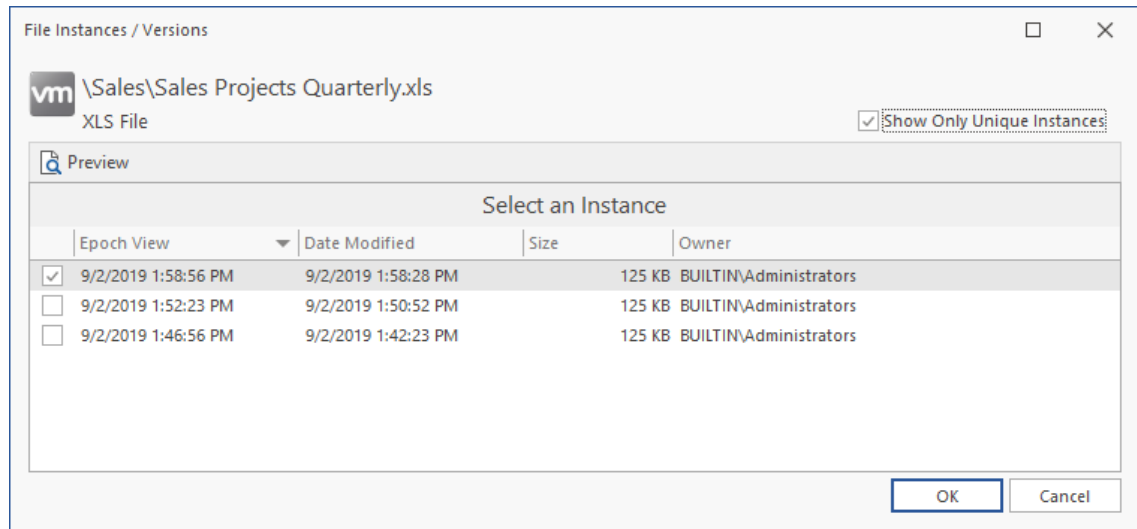
The **What** presentation parameter displays the data you most recently accessed, according to file type.

- 1 Click **Recent Files**.



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.

- 2 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.
- 3 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.
- 4 In another pane, double-click another listed file to open the file.
- 5 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.
- 6 Select the **Last Week** check box.
- 7 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.
- 8 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.
- 9 Right-click the file and select **Epoch Versions**.

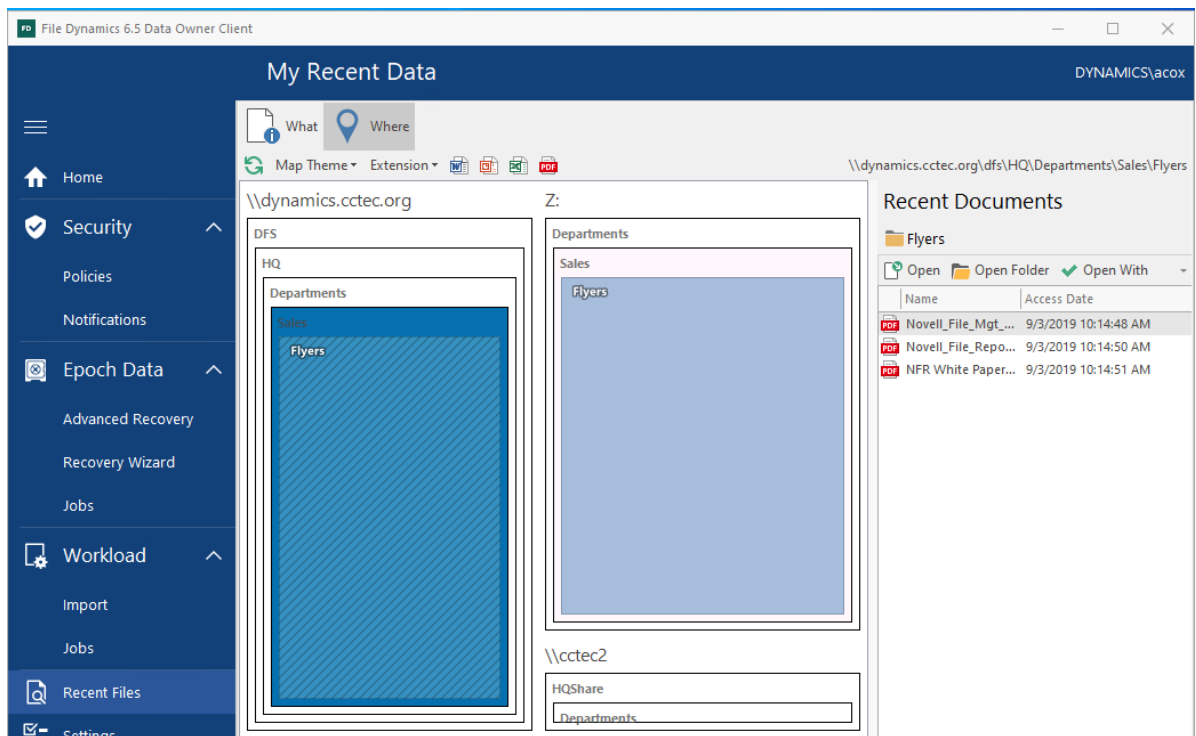


The dialog box displays all unique versions of the file that are archived to nearline storage through an Epoch Data Protection policy.

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.

6.2 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.

A

Documentation Updates

This section contains information about documentation content changes that were made in this *Micro Focus File Dynamics 6.5 Data Owner Client Guide* after the initial release of File Dynamics 6.0. The changes are listed according to the date they were published.

The documentation for this product is provided on the Web in two formats: HTML and PDF. The HTML and PDF documentation are both kept up-to-date with the changes listed in this section.

If you need to know whether a copy of the PDF documentation that you are using is the most recent, the PDF document includes a publication date on the title page.

The documentation was updated on the following dates:

A.1 September 10, 2019

Updates were made to the following sections:

| Location | Update Description |
|---|--------------------|
| .Chapter 3, "Security Notifications and Actions," on page 13. | New section. |

