

IRMACS Disk Usage

This is a short document which describes how much disk space you can use on the computers, how to manage this space, and what you can do if you or your group needs more than your personal limit allows. If you need any help or clarification, please stop by and see the support staff or email us at help@irmacs.sfu.ca.

Home Directories

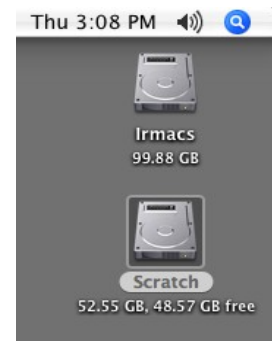
As an IRMACS user, you can store up to **3GB** in your home directory. Your home directory is available everywhere on the network, available remotely (as per the IRMACS Remote File Access document), and backed up regularly.

Generally, we try to email users who are approaching their **3GB** limit and we always email your IRMACS email address so be sure you come see the support staff if you need help configuring your email.

When the limit is exceeded, no files can be saved or modified so **DO NOT EXCEED YOUR LIMIT**. This will affect your program settings, possibly your email, and any of your work.

Scratch Drive

The Scratch drive is a **50GB** partition available on each computer if you need more space for your files. You should use the Scratch drive whenever possible for any data or media files that you do not need to be available across all the IRMACS workstations. These files are readable by other users who login to the workstation, but you can go to the advanced permissions in the info for your files and set others to have “no access” to your files. The Scratch drive is a local volume so any files there are only available on the one computer (e.g. not the network) and they are not backed up.



*Illustration 1:
Scratch Drive*

Project Directories

If you need more storage space on the network for your project work, you (and your team) can request some project space. Project space is generally set to **5GB** initially but the project leader can request more space at any time. Once the project space is created, is it available on the Irmacs drive under the “projects” folder. This drive is on the network and can be accessed from any of the IRMACS workstations (and remotely as well) and the project folders are also backed up.

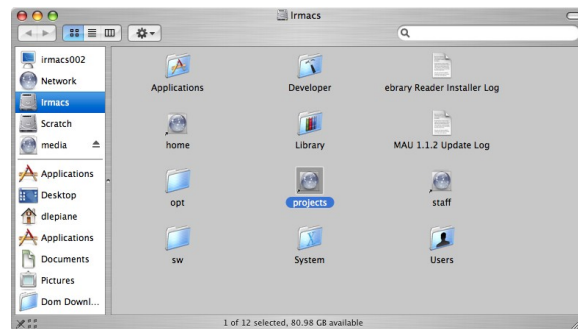


Illustration 2: Project Folder

Backups

IRMACS keeps backups of your home directory (and project directories). Any of your files and folders can be easily restored on request. There are several backups taken during the day, a nightly backup for two nights, and then a weekly backup for two weeks. After that, files have to be restored from tape which can take a while so please see the support staff as soon as you know that a file or folder has to be restored from backup.

Managing Your Usage

To find your current usage, open Finder, right-click on your home directory, and choose Get Info:

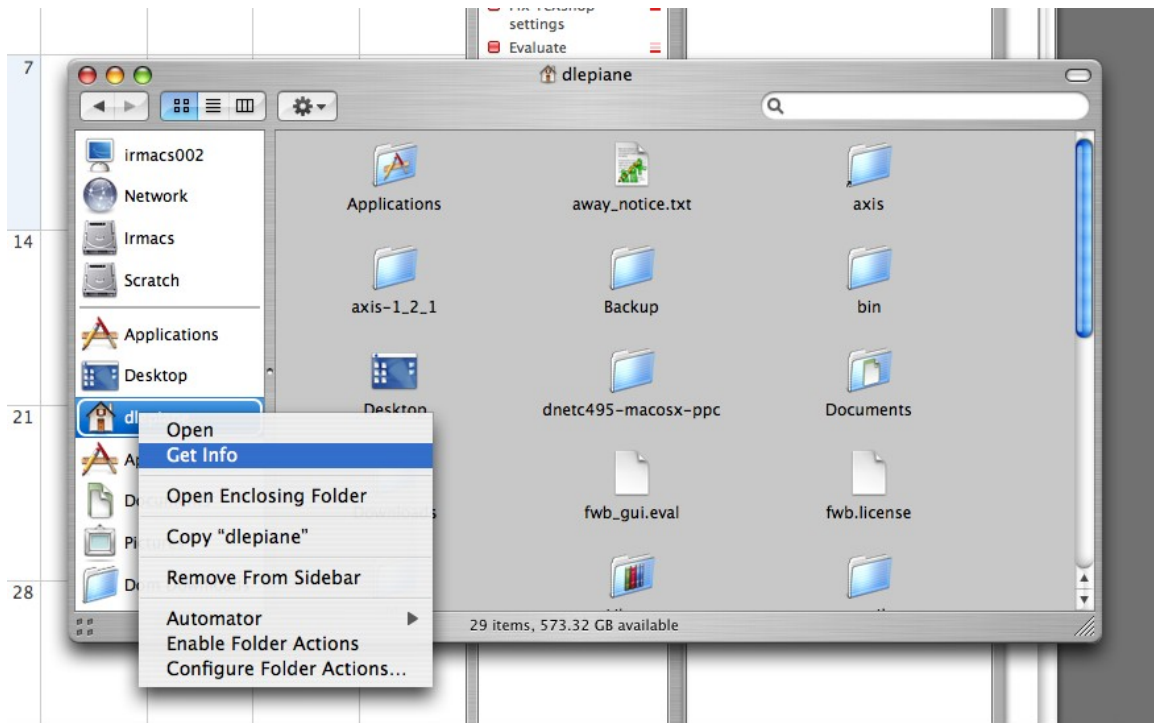


Illustration 3: Get Info

You should see your total disk usage come up like the image below, though it might take a while if you have a lot of files:

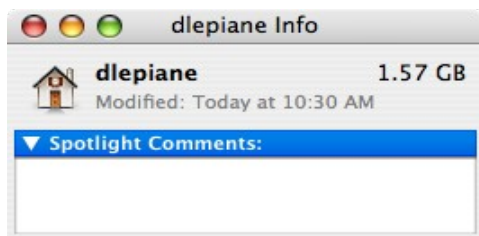


Illustration 4: Disk Usage

If you are anywhere near your limit, please try the following:

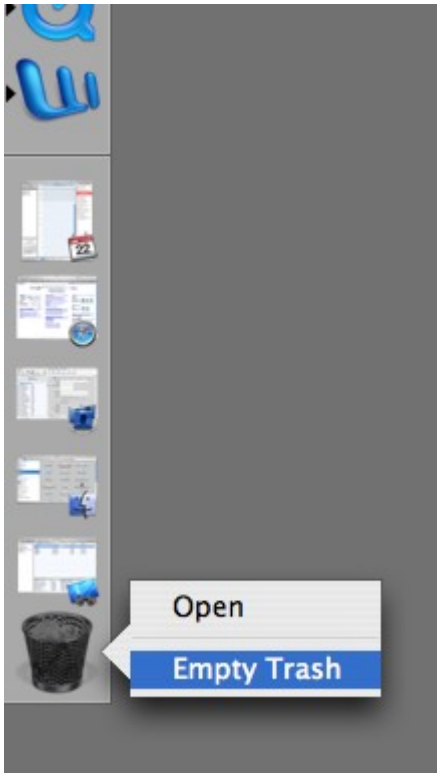


Illustration 5: Right-click the Trash icon on your Dock, then choose Empty Trash

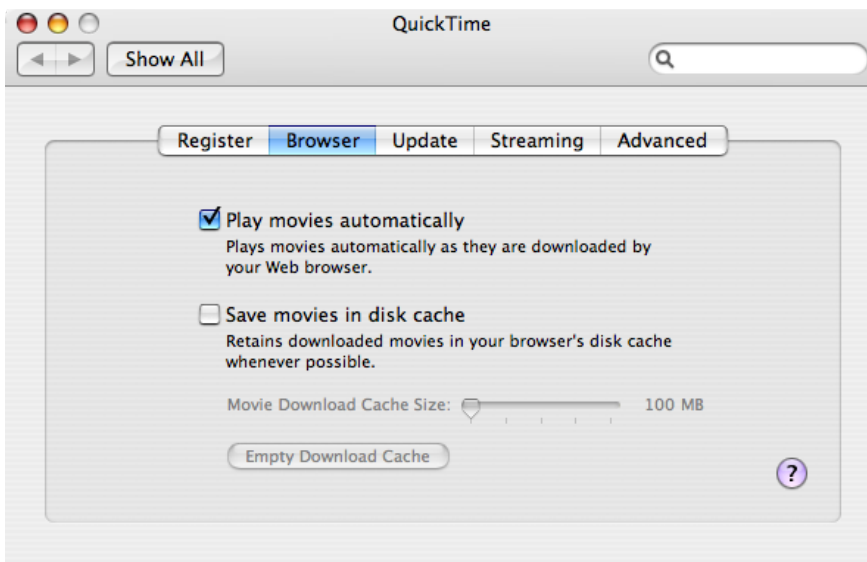


Illustration 6: Go to System Preferences and for Quicktime, disable the disk cache

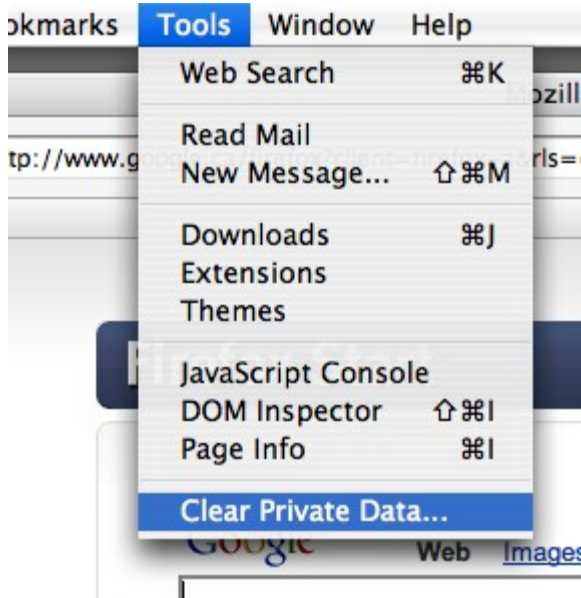


Illustration 7: In Firefox, go to Tools and Clear Private Data...

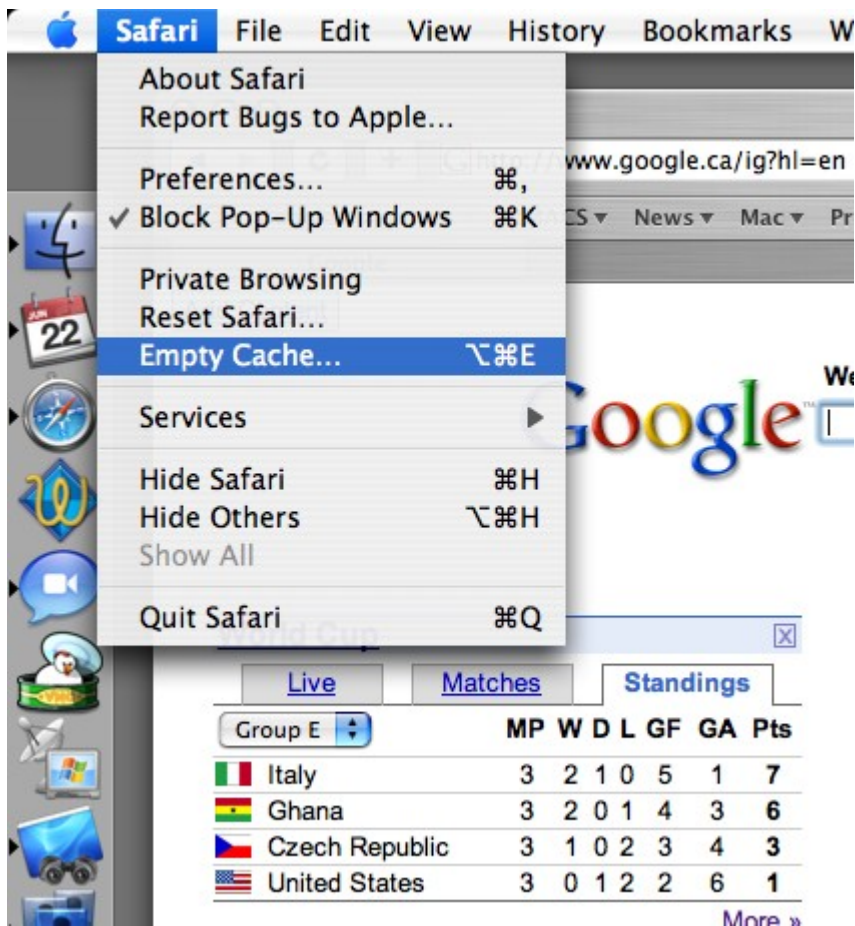


Illustration 8: In Safari, go to Empty Cache...

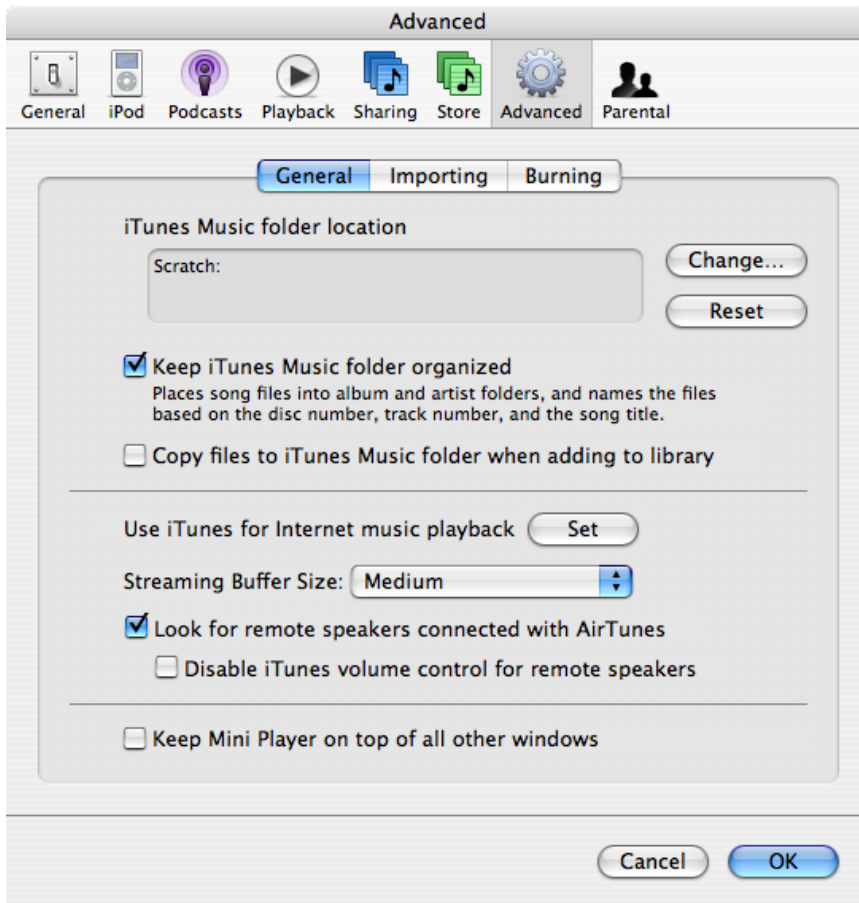


Illustration 9: In iTunes, go to Preferences and either set the Music folder location to the Scratch drive or disable "Copy files to iTunes...", then delete the Music folder in your home directory.