

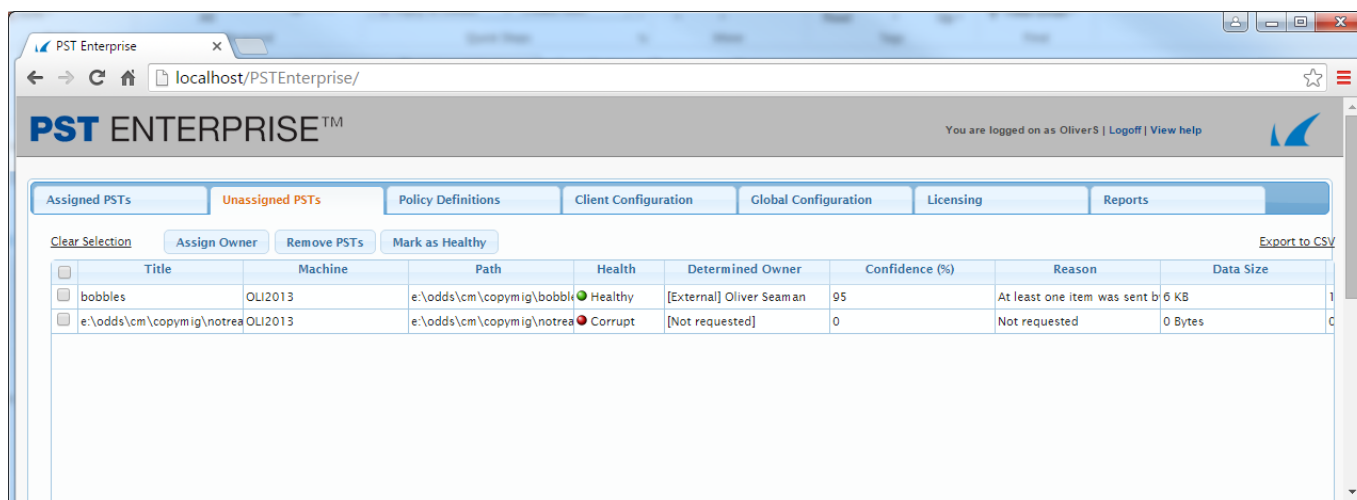
Unassigned PSTs

<https://campus.barracuda.com/doc/42042482/>

This article refers to the Barracuda PST Enterprise version 5.1 or higher.

PST files that are found connected to an Outlook account are added and display in the [Assigned PSTs](#) tab. PST files found on the local file system if the owner can be determined, and you have selected the **Automatically Assign Owner**, also display in the **Assigned PSTs** tab. Otherwise, these PSTs are added to the **Unassigned PSTs** tab.

If you are processing PST files found on the local file system and an owner is not automatically assigned, you must manually assign each PST file in the **Unassigned PSTs** tab:



	Title	Machine	Path	Health	Determined Owner	Confidence (%)	Reason	Data Size
<input type="checkbox"/>	bobbles	OLI2013	e:\odds\cm\copymig\bobbles	Healthy	[External] Oliver Seaman	95	At least one item was sent b	6 KB
<input type="checkbox"/>	e:\odds\cm\copymig\notrea	OLI2013	e:\odds\cm\copymig\notrea	Corrupt	[Not requested]	0	Not requested	0 Bytes

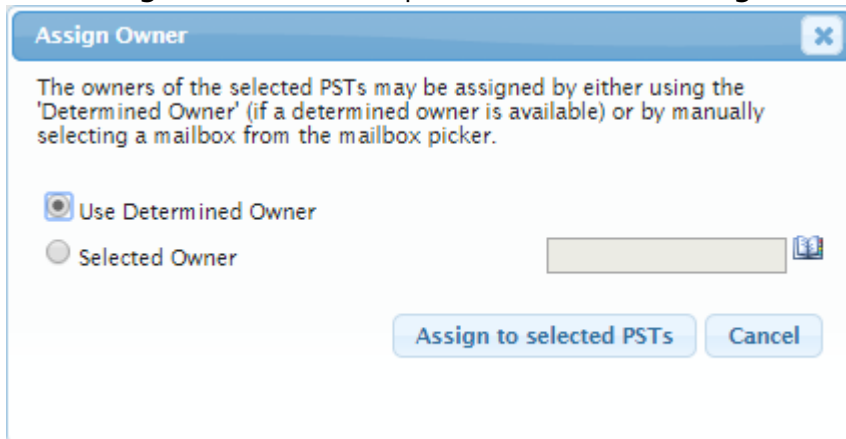
PST Health

The Health column indicates the health of a PST. If there were problems opening and searching the PST (such as if the access caused a crash in the PST Processor) the PST will be marked as 'Corrupt' in this column, in which case PST Enterprise will not open or process it. You should examine the PST, and make any steps necessary to repair it, such as using **ScanPST.exe** supplied with Outlook. If you have repaired the PST you can select it and click the 'Mark as Healthy' button to cause the PST Processor to retry processing it.

Assign PST File to Determine the Owner

To assign an owner to a PST file, as determined by the PST Enterprise Client:

1. Click **PSTs without a Determined Owner** at the bottom of the screen.
2. Select the relevant PST files.
3. Click **Assign Owner** at the top of the screen; the **Assign Owner** dialog box displays:



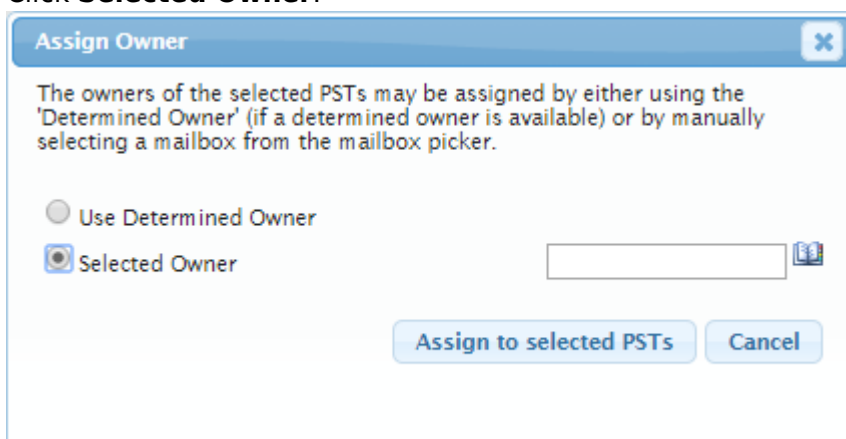
The **Assign Owner** dialog box has a title bar with a close button. The main text reads: "The owners of the selected PSTs may be assigned by either using the 'Determined Owner' (if a determined owner is available) or by manually selecting a mailbox from the mailbox picker." Below this text are two radio buttons: "Use Determined Owner" (which is selected) and "Selected Owner". To the right of the "Selected Owner" radio button is a text input field and a mailbox picker icon. At the bottom are two buttons: "Assign to selected PSTs" and "Cancel".

4. Click **Assign to selected PSTs** to assign the owner to the selected PSTs based on the associated **Determined Owner** field in the table.

Assign PST File Manually

To assign an owner to PST files whose owner could not be determined or to override the determined owner:

1. Click **PSTs without a Determined Owner** at the bottom of the screen.
2. Select the relevant PST files.
3. Click **Assign Owner**; the **Assign Owner** dialog box displays.
4. Click **Selected Owner**:



The **Assign Owner** dialog box is identical to the one above, but the "Selected Owner" radio button is now selected, and the "Use Determined Owner" radio button is unselected.

5. Click the **Search for a user** (🔍) icon.
6. In the **Mailbox Picker**, use the search tools to locate and select the desired user, and then click **Ok**.

7. In the **Assign Owner** dialog box, click **Assign to selected PSTs**.

Display All PSTs

To display all unassigned PST files, click **All PSTs**.

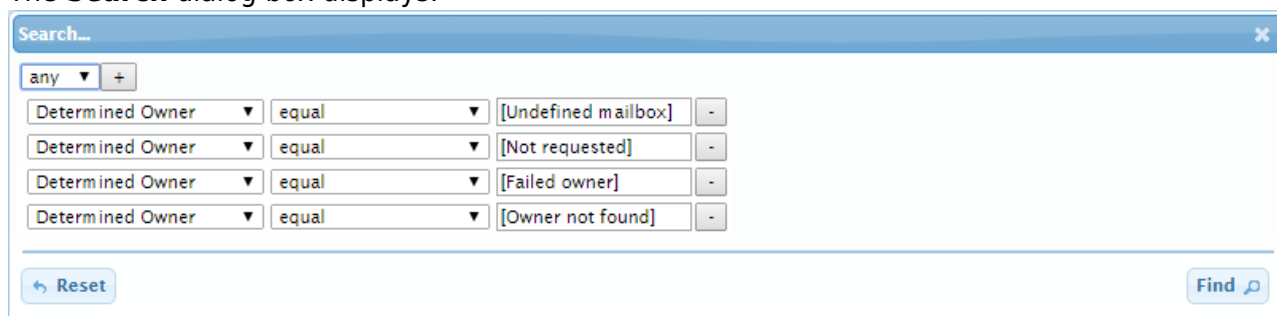
Display Only PSTs with an External Owner

To display only PST files with an external determined owner, click **PSTs with an External Owner** at the bottom of the screen.

Define Custom Views

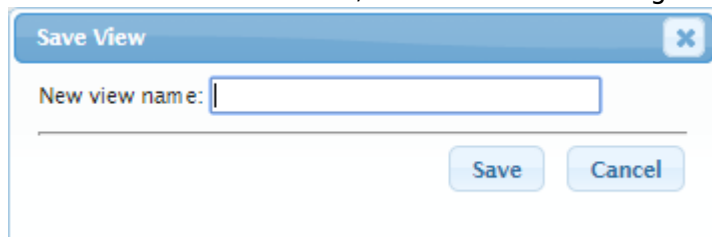
To define a custom view based on your own criteria,

1. Click the **Find records** (🔍) icon at the bottom left of the screen.
2. The **Search** dialog box displays:



The Search dialog box has a title bar 'Search...' with a close button. Below the title bar is a search input field containing 'any' and a plus icon. Below the input field are four rows of criteria, each with a dropdown menu for the field, a dropdown menu for the operator, and a text input for the value. The criteria are: 'Determined Owner' equal '[Undefined mailbox]', 'Determined Owner' equal '[Not requested]', 'Determined Owner' equal '[Failed owner]', and 'Determined Owner' equal '[Owner not found]'. Each row has a minus icon to its right. At the bottom left is a 'Reset' button and at the bottom right is a 'Find' button with a magnifying glass icon.

3. Define your search criteria, click **Find**, and then close the **Search** dialog box.
4. Click **Save Current View**; the **Save View** dialog box displays:



The Save View dialog box has a title bar 'Save View' with a close button. Below the title bar is a text input field labeled 'New view name:'. Below the input field are two buttons: 'Save' and 'Cancel'.

5. Enter a name for the view, and then click **Save**.
6. Click **OK** in the confirmation dialog box; the view is added to the **Custom Views** drop-down menu.
7. To delete a custom view, click **Delete a View**.

8. The **Delete View** dialog box displays. Select the view you want to delete from the drop-down menu, and then click **Delete**.
9. Click **OK** in the confirmation dialog box; the view is removed from the **Custom Views** drop-down menu.

Remove PST Files

To remove PST files from the **Unassigned PSTs** table,

1. Select the relevant PST files.
2. Click **Remove PSTs**.

Data about the selected PST files is removed. The next time PST Enterprise Client runs and rediscovers them they are re-added.

Export CSV File

Click **Export to CSV** to generate a file containing the unassigned PSTs matching the current filter criteria.

1. Click **Export to CSV** at the top right of the screen.
2. Save the .csv file, and then open the file in an editor, for example, Microsoft Excel.

Figures

1. image2016-2-8 11:27:8.png
2. determined_owner.png
3. assign_users_dialog.png
4. address_book.png
5. find_records.png
6. search.png
7. save_view.png

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