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# UltraSearch

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**Mar 09, 2026**



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In today's fast-paced digital world, finding files quickly and efficiently is more important than ever. Information is spread across local drives, network shares, and cloud storage, often buried in complex folder structures.

UltraSearch helps you to find your files in seconds. This powerful tool for Windows offers a lightning-fast search experience, allowing you to locate files and folders by name, pattern, or content across all your connected drives.

Use this guide to harness the full potential of UltraSearch and streamline your file search. Explore the features and discover how UltraSearch can boost your productivity.





## INSTALLATION

To install UltraSearch, run the installation program and follow the instructions of the installation wizard.

The installation program copies all necessary files to the hard disk and creates a new program group in the start menu.

You can uninstall UltraSearch in the Control Panel under “Programs and Features”.

A list of the supported operating systems can be found on our [homepage](#).

### 1.1 Portable Installation

UltraSearch can be used as a portable application without installation.

Visit our [Knowledge Base](#) for information about a portable version of UltraSearch.

### 1.2 Unattended Installation

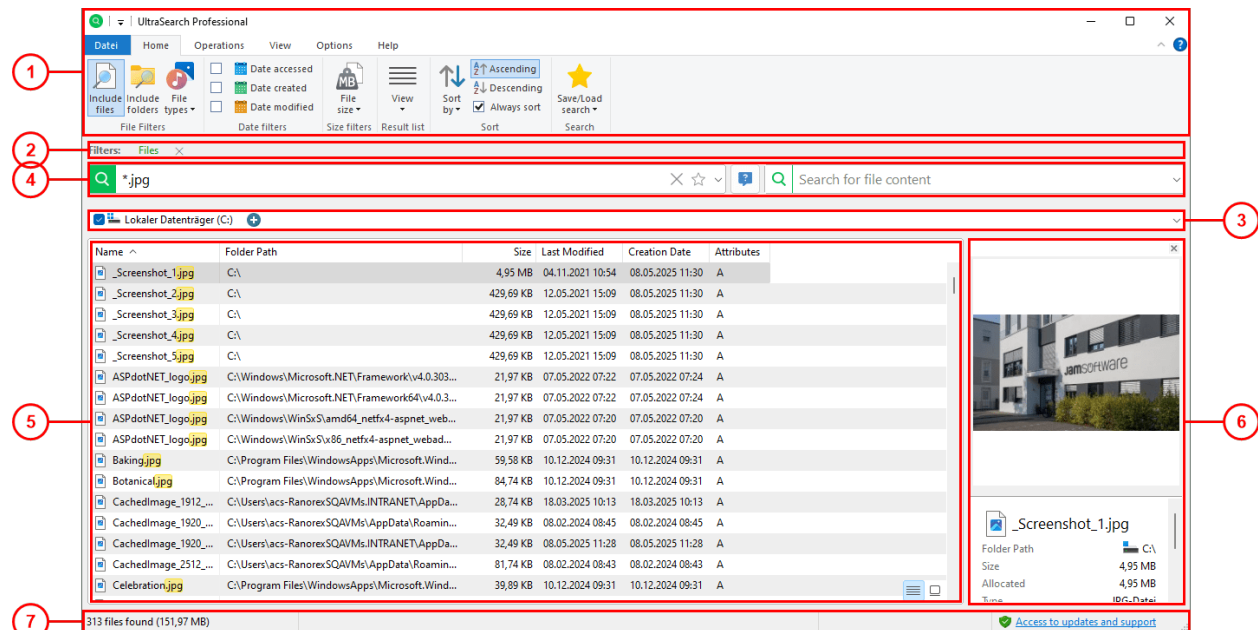
For an unattended installation or rollout, different command line parameters are available that can be passed to the setup:

<code>/SILENT / →SUPPRESSMSGBOXES</code>	Installs the software with the default values without user interaction. The installation progress is displayed.
<code>/VERYSILENT / →SUPPRESSMSGBOXES</code>	Installs the software without user interaction with the default values without any visual feedback.
<code>/PASSWORD=InstallKey</code>	Registers the software with the specified installation key.
<code>/DIR="x:\dirname"</code>	Specifies the path where UltraSearch should be installed
<code>/SharepointDefault →"https://sharepoint. →com/sites/mySite"</code>	Specifies the path to Sharepoint Online to use for Sharepoint search.
<code>/AADApplicationID →12345678-1234-1234- →1234-123456789012</code>	Specifies the application ID to use when using SharePoint search with multi-factor authentication (MFA).
<code>/AADRedirectURI myapp:// →auth</code>	Specifies the redirect URI to use when using SharePoint search with multi-factor authentication (MFA).
<code>/DefaultIndexServerName →"&lt;server name&gt;"</code>	Specifies the name or ID-Address of the JAM DataCentral server to use.
<code>/DefaultIndexServerPort →&lt;port&gt;</code>	Specifies the port of the JAM DataCentral server to use.
<code>/ →IndexServerCertificateTh →"&lt;thumbprint&gt;"</code>	Use this parameter to specify a thumbprint of a certificate that UltraSearch should trust when communicating with the DataCentral server. <div> <div><b>Note</b></div> <p>This thumbprint can be obtained from the Options dialog of SpaceObServer ("Options &gt; System &gt; index Service").</p> <div> <div><b>Tip</b></div> <p>You can pass "none" to this parameter as well, or even leave the value blank. In this case UltraSearch will only trust valid certificates with a trusted certificate chain.</p> </div> </div>
<code>/IndexServerCertificate →"&lt;full path pfx-file&gt;"</code>	Specifies the full path to a certificate file (pfx-file) which should be installed and used for the communication with the DataCentral server.
<code>/ →IndexServerCertificatePa →&lt;password&gt;</code>	In case the pfx-file specified with parameter /IndexServerCertificate is protected by a password, use this parameter to specify the password. <div> <div><b>Note</b></div> <p>Use this parameter only in combination with /IndexServerCertificate.</p> </div>
<code>4 / →IndexServerAcceptAnyCert →&lt;True/False&gt;</code>	Use this parameter and pass True in case you want to accept any certificate when communicating with the DataCentral server. <div> <div><b>Note</b></div> <p>We do not recommend using this option as this type of communication rep-</p> </div>

### QUICKSTART

After installation, UltraSearch can be started via the Windows Start menu, the shortcut on the desktop or the context menu of a folder or drive.

In the following the most important elements of the main window are explained:



1. **Ribbon:** The *ribbon* of UltraSearch allows access to all commands of the application. Related commands are arranged in so-called 'tabs'. For example, the 'Start' tab contains the functions most frequently used in UltraSearch, while the 'View' tab provides commands that can be used to influence the appearance of the application.
2. **Quick filter:** All active filters are displayed in the quick filter bar. The filters can be deactivated in this bar or adjusted by clicking on the respective filter.
3. **Search field:** In the *search field* you can enter the desired search pattern, for example the file name or a file extension. The search starts automatically. More complex search terms with several search criteria are also possible. You can use the *search syntax* of UltraSearch for this purpose.
4. **Result list:** The result list displays all files and folders that match your search query. You can adjust the appearance of the result list, such as visible columns or font size, under 'View'.
5. **Preview pane:** The preview pane shows detailed information and a thumbnail of the item selected in the result list. The preview can be shown or hidden under 'View > Preview pane'.
6. **Status Bar:** The status bar informs you about the number of search results and additionally displays information about selected elements. It also shows whether the *exclude filter* is active.



## SEARCH

To start a search, simply enter the desired search pattern, e.g. the file name in the search field, optionally with the word `name:` in front of it.

**Search for file extensions:** If you want to search for a file extension, precede the search term `ext:` or `extension:`, for example: `ext:txt`.

**Search for file types:** If you want to search for a *file type*, precede the search term `group:` before the search term, for example: `filetype:Video Files`.

**Search by file content:** If you want to search for file content, precede the search term `cont:` or `content:` before the search term, for example: `cont:license`.

**Search by file size:** If you want to limit the search to a certain file sizes, you can specify a minimum and / or maximum size, for example: `size:< 500MB` and/or `: size:> 5MB`

**Combine search terms:** If you want to combine several search terms, write AND or OR between both search terms, for example: `readme OR manual`. More information and examples can be found in the following chapter [Search syntax](#).

### Information on full-text search:

#### Pure text files and IFilter

UltraSearch can search plain text files very quickly for a specific search term by traversing and analyzing them at file system level. All common character encodings like ASCII, Unicode or UTF-8 are supported.

To be able to search even complex file types like Microsoft Word, Excel, or PowerPoint, UltraSearch uses the so-called IFilter interface, which is provided by the operating system. Third-party applications can also provide their own treatment routines that can be used to read certain file formats. Many file formats, such as the usual office formats, are already handled by the operating system's own routines.

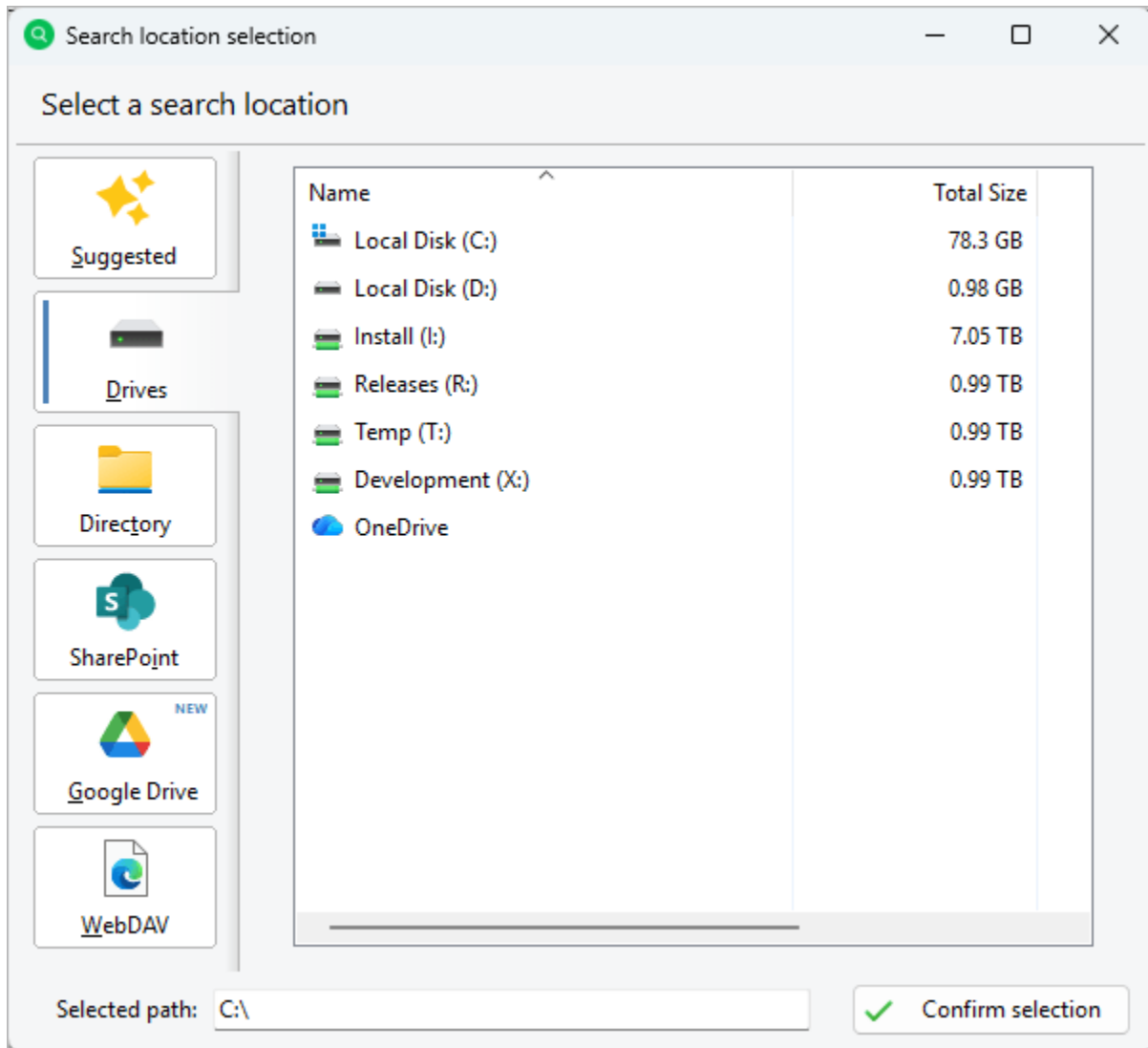
Other formats, such as PDF, can be read using filters that are automatically registered during the installation of a PDF viewer. These are then also available for use in UltraSearch.

#### Upper and lower case

All search types (searching by file name, file type or file contents) ignore any differences in upper and lower case. The search is 'case insensitive'. UltraSearch uses the corresponding character set table, which is defined by the current regional settings.

## 3.1 Select a search location

You can use this dialog to configure which drives or folders should be searched. Even complex paths and URLs can be put together with just a few clicks.



All available search locations are listed on the left-hand side of the dialog. To the right, the directory to be searched in the currently selected search location can be specified and, in the case of cloud/remote targets, the access data for the connection can also be entered there. The currently selected path is displayed in the input field at the bottom of the dialog.

### 3.1.1 Available search locations

You can select one of the supported search targets on the left-hand side of the dialog to start configuring a more complex search location:

**Suggested:** Scan a list of recently used paths

**Drives:** Search a local drive or a network drive.

**Directory:** Search a specific directory.

**SharePoint:** Search SharePoint sites.

**WebDAV:** Scan a target via the WebDAV protocol.

### 3.1.2 Specifying the path to be searched

The content displayed next to the search targets results from the selected type and allows you to specify a specific path and, if necessary, authentication data.

<b>Drives &amp; Directory</b>	For these two search targets, the corresponding drive or directory can be selected in the list or in the directory tree.
<b>SharePoint: Path</b>	The subpath on the specified server (e.g. "sites/general" for SharePoint) can be entered in the path field in order to analyze only this path and other sub-paths of it.
<b>SharePoint: Authentication type and fields dependent on this</b>	Here you can specify how the connection to the SharePoint is to be established. You can choose between "User name", "Certificate" and "Windows account". <b>User name:</b> Authentication via user name and password. <b>Certificate:</b> Authentication via a saved certificate and a password. <b>Windows account:</b> Authentication via the Windows account currently in use (only possible with Entra ID set up as described <a href="#">here</a> ).
<b>WebDav: Server name</b>	The name of the WebDav server that is to be searched
<b>WebDav Path (optional)</b>	An optional subpath on the server

## 3.2 Search Syntax

UltraSearch provides a syntax that allows you to quickly and flexibly customize your search.

Below are some examples for a simple search:

- Search for photos from the year 2022: `Images 2022` UltraSearch will list all image files (e.g. jpg, png, bmp) with a modification date in 2022.
- Search for images from September 2022: `Images September 2022` UltraSearch displays all image files that were modified in September 2022.
- Search for images from August of the current year: `Images August` UltraSearch shows all image files that were modified in August of the current year.
- Search for images modified today: `Images today` UltraSearch lists all image files that were modified today.
- Search for images from the last week: `Images last week` UltraSearch shows all image files that were modified within the last seven days.
- Search for images from the current year: `Images this year` UltraSearch lists all image files that were modified during the current calendar year.
- Search for large Office files: `Office > 10MB` UltraSearch lists all Excel, Word, PDF, etc. files that are larger than 10 megabytes.

Certain keywords also offer the opportunity to formulate the search more precisely. In addition to **file names**, you can also search for **file extensions**, **size**, **date**, **file contents** and much more.

Search terms can be combined via 'AND' or 'OR' and file names can be excluded from the search using the syntax.

It is also possible to use **wildcards** and **regular expressions**. Below you will find a description of the permitted keywords and some use cases. For most keywords, there is a **abbreviated form** for faster search entry.

The search syntax is structured as follows:

<Property> <Operator> <Value>

for example

```
name:=readme
```

finds all files whose name (property) matches (operator) the word readme (value).

Several search terms can be combined:

```
name:=readme, name:=movie
```

or

```
name:=readme OR name:=movie
```

finds all files with 'readme' OR 'movie' in their name.

The following table shows all available properties, operators and conjunctions that you can use in UltraSearch.

**Information:** When searching for file names, `name:` can be omitted. Regardless of this, the `=` character can generally be omitted as an operator, as well as `AND` as conjunction between two search terms. These are the default property, operator, and connection values used in the search. There are different spellings for individual properties, which can be found in the table below.

**Important:** If you want to use reserved characters of the search syntax such as brackets, commas or spaces in the search term, the search term must be enclosed in double quotes. Examples are in the table below.

**A note regarding dates:** When using a date as part of the search term, the required date format depends on the region settings that are configured within Windows.

Property:	Description:	Example:	Alternative form:	Explanation:
<code>name:</code>	Search by <b>file name</b> . This is the default property that is used when no property is explicitly specified.	<code>readme</code>	<code>name:readme</code>	Search for all files whose file name contains the word 'readme'.
<code>path:</code>	Search by <b>folder path</b> .	<code>path:Windows</code>	<code>none</code>	Search for all files and folders in the Windows folder.
<code>extension:</code>	Search by <b>file extension</b> .	<code>ext:txt</code>	<code>extension:tx</code>	Search for all files with the file extension 'txt'.
<code>filetype:</code>	Search by <b>file type</b> .	<code>filetype:Videos</code>	<code>none</code>	Search for all video files. <b>Information:</b> The available file types can be adjusted under 'Options > Configure file types'.
<code>content:</code>	Search by <b>file content</b> .	<code>cont:license</code>	<code>content:lice</code>	Full text search for all files, in whose file content the word 'license' occurs. <b>Information:</b> The full text search is time consuming. It is therefore recommended to use additional search criteria.

continues on next page



Table 1 – continued from previous page

Property:	Description:	Example:	Alternative form:	Explanation:
size:	Search by <b>file size</b> .	size:<500MB size:>5MB	none	Search all files smaller than 500 MB. Search all files bigger than 5 MB. <b>Information:</b> The search only refers to file sizes, folder sizes are not taken into account.
accessed:	Search by <b>access date</b> .	accessed:<=01.11.2021 accessed:>01.11.2021 accessed:15.03.2020-15.11.2021	none	Search for files with access date in the specified time interval. Instead of an explicit time interval, the maximum or minimum date can also be specified.
created:	Search by <b>creation date</b> .	created:<=01.11.2021 created:>01.11.2021 created:15.03.2020-15.11.2021	none	Search for files with creation date in the specified time interval. Instead of an explicit time interval, the maximum or minimum date can also be specified.
modified:	Search by <b>modification date</b> .	modified:<=01.11.2021 modified:>01.11.2021 modified:15.03.2020-15.11.2021	none	Search for files with modification date in the specified time interval. Instead of an explicit time interval, the maximum or minimum date can also be specified.
datetaken:	Search by <b>date taken</b> .	datetaken:03.03.2023	none	Search for files, in most cases photos, taken on March 3, 2023.
attribute:	Search by <b>file attributes</b>	attribute: HS	none	Search for files with the file attributes H (Hidden) and S (System).
keyword:	Search by <b>keywords in files</b>	keyword: my_keyword	none	Search for files (like docx files) which are marked with the keyword “my_keyword”.
owner:	Search by <b>file owner</b>	owner: John	none	Search for files whose file owner is named “John”.
author:	Search by <b>file author</b>	author: John	none	Search for files whose file author is named “John”.

Operator:	Description:	Example:	Alternative form:	Explanation:
=	The property <b>must apply</b> . This is the default operator that is used if no operator is explicitly specified.	readme	name:=readme	Search for all files whose file name contains the word 'readme'.
!=	The property <b>must not apply</b> .	!=readme	name:!=readme	Search for all files that do not contain the word 'readme'.
~	Can be used in conjunction with the name: or content: property. The following value is a <i>Regular Expression</i> (Regex) and <b>must apply</b> the property.	~[0-9]	name:~[0-9]	Search for all files that have at least one digit in their name.
!~	Can be used in conjunction with the name: or content: property. The following value is a <i>Regular Expression</i> (Regex) and <b>must not apply</b> to the property.	!~[0-9]	name:! ~[0-9]	Search for all files that have no digits in their names.
> or >=	Operator for size or date comparisons: The property must be greater than (greater than or equal to) the specified value.	size:>= 5MB	none	Search for all files that are bigger than or equal to 5 MB. <b>Information:</b> The search only refers to file sizes, folder sizes are not taken into account.
< or <=	Operator for size or date comparisons: The property must be smaller than (smaller than or equal to) the specified value.	size:<= 500MB	none	Search for all files that are less than or equal to 500 MB. <b>Information:</b> The search only refers to file sizes, folder sizes are not taken into account.
( )	Parentheses can be used to group parts of the search input.	(readme, license)*.txt	(name:=readme OR name:=license) AND *.txt	Search for all text files that have the word "readme" or "license" in their filename.

Conjunction:	Description:	Example:	Alternative form:	Explanation:
Space character or AND	The conjunct search patterns <b>must all match</b> . This is the default connection that is used if no connection is explicitly specified.	readme ext:txt	name:=readme AND extension:=txt	Search for all files whose file name contains the word 'readme' and which have the file extension 'txt'.
Comma or OR	<b>At least one</b> of the related search patterns <b>must match</b> .	readme, movie	name:=readme OR name:=movie	Search for all files whose file name contains the word 'readme' or 'movie'.

When specifying values, more precisely the actual search pattern, there are various reserved characters such as wild-cards or quotation marks for exact searches. The following table lists these characters and explains them using some examples.

Example value:	Description:	Example:	Alternative form:	Results:
*readme*	Search for readme, where any number of characters can be placed before and after the word. The word <b>contains</b> 'readme'.	*readme*	name:=*readme	Finds: '123readme.txt', '123readme.docx' but NOT: 'read_me.txt', 'reading.docx'
readme	Corresponds <i>readme</i> . The two wildcards before and after the word can be omitted for simplicity.	readme	name:=readme	Finds: '123readme.txt', '123readme.docx' but NOT: 'read_me.txt', 'reading.docx'
readme*	Search for readme, where any number of characters can be placed after the word, but no characters are allowed before the word. The word <b>begins</b> with 'readme'.	readme*	name:=readme	Finds: 'readme.txt', 'readme_c.docx' but NOT: '123readme.txt', 'read_me.txt'
*readme	Search for readme, where any number of characters can be placed before the word, but no characters are allowed after that. The word <b>ends</b> with 'readme'.	*readme	name:=*readme	Finds: '123readme', 'c_readme' but NOT: 'readme.txt', 'readme_c'
"readme"	<b>Word search</b> for the exact occurrence of the word "readme". It searches for the exact occurrence of the word without taking parts or variations of the word into account. This means that the searched word must be present in the text as an independent and complete word in order to be recognized as a hit.	"readme"	name:="readme"	Finds: 'readme' or 'readme.txt' but NOT: 'readmes.txt', '123readme'
"*read me"	Search for words with spaces.	"*read me"	name:="*read me"	Finds: "read me", "read me.txt" but NOT: "readme.txt", "readme"
rea?me	Search for file names beginning with 'rea' and ending with 'me' and containing <b>exactly one</b> character in between.	rea?me	name:=rea?me	Finds: 'readme', 'reasmе', 'realme' but NOT: 'real23me', 'readme.txt'
\*readme*	Search for files that contain the term "readme" anywhere in their path.	\*readme*	name:=\*readme*	Finds: "readme.txt" in any folder, "abc.doc" in "C:tempreadmelocal". but NOT: "abc.doc" in "C:templocal".

### 3.3 Input help

Is the use of UltraSearch new to you, do you have problems formulating your search or can you not find the desired results?

The input help helps you to formulate your search query and brings you closer to the possibilities of the search. Each input field is equipped with a separate “?” button, which gives you more detailed information about the respective field.

The screenshot shows the 'Input help' dialog box with the following sections and fields:

- File name:**
  - Contains text: ☒  ☐ not ☐ ?
  - Regular Expression: ☐  ☐ not ☐ ?
- File extension:**
  - Extension: ☒  ?
  - File type: ☐  ?
- File creator:**
  - Creator: ☐  ?
- File date:**
  - Date modified: ☐  ?
- File content:**
  - ?

At the bottom are three buttons: Reset, Execute, and Cancel.

The input help is divided into four areas: File name, File extension, File size, File Date and File content. All fields are optional, so that only the required fields need to be filled in to start a search.

#### 3.3.1 File name

If you are looking for files with a specific file name, simply enter it in the fields provided. You can distinguish whether the file starts or ends with the specified name or whether the specified word should be present at any position in the file name.

By checking the “Not” check box, the entered file name is excluded from the search and only those files are displayed in which the specified name does not occur.

#### 3.3.2 File extension

If you would like to search for files with a specific file extension (txt, docx, pdf, ...) or a specific *file type* (video files, audio files, ...), you can define the exact criteria in this area by either typing the desired file extension into the corresponding input field or selecting the desired *file type* from the drop-down field.

### 3.3.3 File creator

If you only want to list files created by a specific person, enter the creator's name here.

### 3.3.4 File date

Similar to the file size selection, you can also find files in a specific time period and select a corresponding period from the drop-down menu or define it yourself. This value is based on the modification date of the files.

### 3.3.5 File content

For a full text search you can enter the desired text here. All files are then searched for the content entered here.

Since reading out file contents can take a long time, additional search criteria such as file name or file extension should be used.

Finish your user input by clicking the 'Execute' button. The input help closes and inserts your search query into the search field.

A search is then automatically started and the results are displayed in the result list. Of course, you can manually adjust, extend or delete the search query in the search field at any time.

## 3.4 Filters

### 3.4.1 File size filters

With the help of the file size filter, the search can be restricted to files with a certain file size. You can specify whether only files within a certain size range are searched.

In addition to predefined intervals, you can also specify a minimum and maximum size.

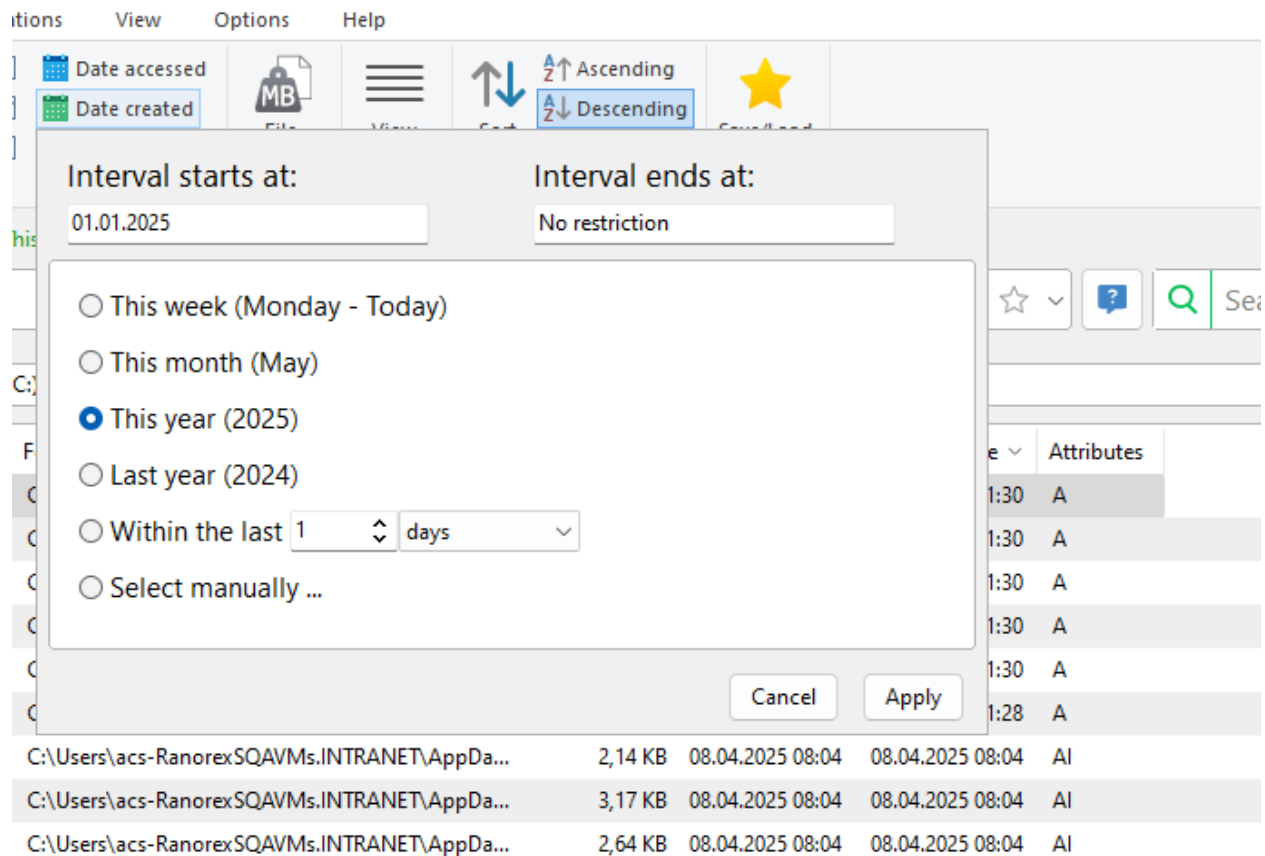
The screenshot shows the UltraSearch application interface. At the top, there are tabs: 'Datei', 'Home', 'Operations', 'View', 'Options', and 'Help'. Below these are several filter categories: 'File Filters' (Include files, Include folders, File types), 'Date filters' (Date accessed, Date created, Date modified), 'Size filters' (File size), 'Result list' (View), 'Sort' (Sort by, Ascending, Descending, Always sort), and 'Search' (Save/Load search). Below the filters, there is a search bar with the text '\*.jpg'. Below the search bar, there is a section for 'Lokaler Datenträger (C:)' showing a list of files. The list has columns for Name, Folder Path, Size, Last Modified, and Creation D.

Name	Folder Path	Size	Last Modified	Creation D
_Screenshot_1.jpg	C:\	4,95 MB	04.11.2021 10:54	08.05.2025
image_0.jpg	C:\Windows\WinSxS\amd64_userexperience-lkg...	2,67 MB	01.06.2024 05:39	28.08.2024
image_0.jpg	C:\Windows\WinSxS\amd64_userexperience-lkg...	2,67 MB	01.06.2024 05:39	28.08.2024
image_0.jpg	C:\Windows\WinSxS\amd64_userexperience-des...	2,67 MB	30.08.2023 23:17	19.09.2023
image_0.jpg	C:\Windows\WinSxS\amd64_userexperience-des...	2,67 MB	30.08.2023 23:17	19.09.2023

### 3.4.2 Date filters

The date filter can be used to set the time interval in which the files you are looking for are located. Filters can be set for the access, creation and modification dates of the files.

Clicking on the respective filter text opens a dialog for selecting the appropriate time interval. In addition to pre-defined intervals (“This week”, “This month”, “This year”, “Last year”), individual time intervals can also be set.



The search is automatically updated after changing a filter setting. All active filters are also displayed in the filter bar below the ribbon bar.





## SHAREPOINT SEARCH

To search SharePoint with UltraSearch simple and fast, UltraSearch allows you to access your SharePoint directly without creating your own Azure app registration.

When you first login, UltraSearch asks for a permission to search SharePoint.

In some cases this will require the approval of your administrator. This approval should be tenant-wide and is only required once per company/tenant.

Optional: Grant tenant-wide consent without having to install UltraSearch.

### 4.1 Use of your own Azure registration

Alternatively, you can use your own Azure registration which gives you more control and flexibility in configuration. Find more information in the Azure configuration section.

Choose this option if:

- you want to restrict access to your SharePoint for certain users (user based authentication)
- you want to use certificate-based authentication

### 4.2 Azure Configuration

If a SharePoint Online site is configured to require a multi-factor authentication, UltraSearch will perform a browser based authentication (as known from other Azure apps).

To enable UltraSearch to get authentication tokens from your Azure tenant, you have to register it in your Azure portal first and grant it permission to access SharePoint Online:

#### 4.2.1 Register UltraSearch with your tenant

Please note that the following steps have to be done out of the scope of UltraSearch. They may change with the ongoing development from Microsoft.

1. Sign in to the Azure portal.
2. Select on All services in the left-hand navigation, and choose App registrations (or use the search field in the top bar)
3. Select New application registration and create a registration with values like:

[Home](#) > [App registrations](#) >

## Register an application ...

### \* Name

The user-facing display name for this application (this can be changed later).

UltraSearch ✓

### Supported account types

Who can use this application or access this API?

- ☒ Accounts in this organizational directory only (IAM Software GmbH only - Single tenant)
- ☐ Accounts in any organizational directory (Any Microsoft Entra ID tenant - Multitenant)
- ☐ Accounts in any organizational directory (Any Microsoft Entra ID tenant - Multitenant) and personal Microsoft accounts (e.g. Skype, Xbox)
- ☐ Personal Microsoft accounts only

[Help me choose...](#)

### Redirect URI (optional)

We'll return the authentication response to this URI after successfully authenticating the user. Providing this now is optional and it can be changed later, but a value is required for most authentication scenarios.

Public client/native (mobile ... ▼

ultrasearch://auth ✓

Name: An application name of your choice to identify the registration in Azure. We would propose to use UltraSearch.

Redirect URI: Sometimes referred to as reply URL. Please select 'Public client/native' here. Because UltraSearch uses MSAL for authentication, please either use the redirect URI provided for this purpose, or define your own according to the scheme "My URI"://auth, e.g. treesize://auth

- Once the registration is completed, Azure will assign a unique Application ID to the app. Copy this value from the right pane, as it will be required for the next steps.

## 4.2.2 Provide UltraSearch with the configuration information

In order to use the app registration made above, the information has to be provided to UltraSearch. There are three options available how to achieve this:

- If you want to configure these settings for a single user/computer only, (e.g. to evaluate and test the settings), you can do so in the options dialog or you can pass the values to UltraSearch via the command line.

To configure the registration in UltraSearch:

- Select the "Options" tab in UltraSearch and then "Connect with SharePoint" from the "General" dropdown
- Then provide the application ID as well as redirect URI defined above and hit save.
- Now you can add SharePoint paths as search targets.

To configure the values from the command line, run UltraSearch with the following parameters. UltraSearch will remember these values, so you would have to configure them only once.

- /AADApplicationID followed by the Application ID assigned by the Azure Portal, e.g. /AADApplicationID xxxxxxxx-yyyy-xxxx-yyyy-xxxxxxxxxxxx, and
  - /AADRedirectURI followed by the Redirect URI specified during the registration assigned, e.g. /AADRedirectURI UltraSearch://auth
- If you want to configure these settings for a group within your company, you can define a group policy object to roll them out: 1. Download and install the administrative templates for UltraSearch. 2. Open the Group Policy Management Console and navigate to the GPO you want to contain the configuration or create a new one. 3. Configure the entries at User Configurations > Administrative Templates > JAM Software > UltraSearch > Defaults

### 4.2.3 Certificate-Based Authentication

Certificate-based authentication allows UltraSearch to identify itself to the authentication service using a digital certificate instead of user credentials.

Before starting, ensure you have:

- Administrative access to your Azure app registration
- Permission to create certificates on your system

## 4.3 Step-by-Step Setup Guide

### 4.3.1 Step 1: Create a Self-Signed Certificate

For creating a certificate file the command `New-PnPAzureCertificate` for PowerShell is used. Visit the documentation for reference: <https://pnp.github.io/powershell/cmdlets/New-PnPAzureCertificate.html>

#### Note

In order to use this command you need to import the `PnP.PowerShell` module using the command: `Import-Module PnP.PowerShell`

Generate the certificate files:

- Create both a `.cer` file (public certificate) and a `.pfx` file (private key with certificate)
- Use a descriptive name for your certificate (e.g., “Auth-Cert”)

#### Note

We recommend using “Example 3” in the documentation as reference for creating a certificate with password.

Verify certificate creation:

- Confirm both `.cer` and `.pfx` files are created
- Note the certificate thumbprint for future reference
- Store the `.pfx` file securely with its password

### 4.3.2 Step 2: Configure Azure Registration

Upload the certificate:

1. Navigate to your Azure app registration
2. Go to “Certificates & secrets” section
3. Click “Upload certificate”
4. Select and upload the .cer file created in Step 1

### 4.3.3 Step 3: Configure API Permissions

Add SharePoint permissions:

1. Go to “API permissions” in your app registration
2. Click “Add a permission”
3. Select “Microsoft Graph” from the Microsoft APIs
4. Choose “Application permissions”
5. Add “Sites.Selected” permission

#### Note

Make sure that steps c and d are correctly configured for the granted permission or it might later lead to an incorrect authentication.

The Sites.Selected permission allows your application to access only specific SharePoint site collections that have been explicitly configured, providing granular security control.

Grant admin consent:

1. Click “Grant admin consent” for your organization
2. Confirm the permission is granted (status shows green checkmark)

### 4.3.4 Step 4: Configure SharePoint Site Collections

Site collection configuration:

- Contact your SharePoint administrator to configure the specific site collections that UltraSearch should access
- Provide them with your app registration’s Application (client) ID
- Alternatively visit this FAQ page on how to configure this: <https://knowledgebase.jam-software.com/7686>

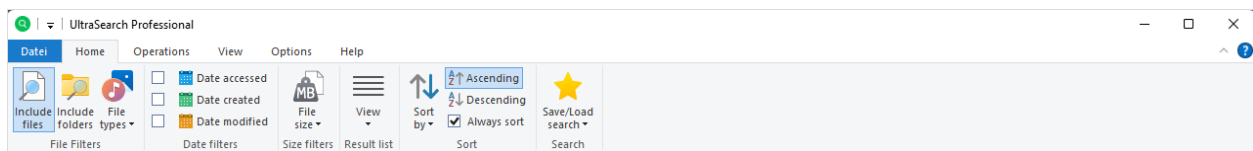
### 4.3.5 Step 5: Configure UltraSearch

Certificate configuration:

- When prompted, configure UltraSearch to use the .pfx file for authentication
- Provide the path to the certificate file and the certificate password

## RIBBON

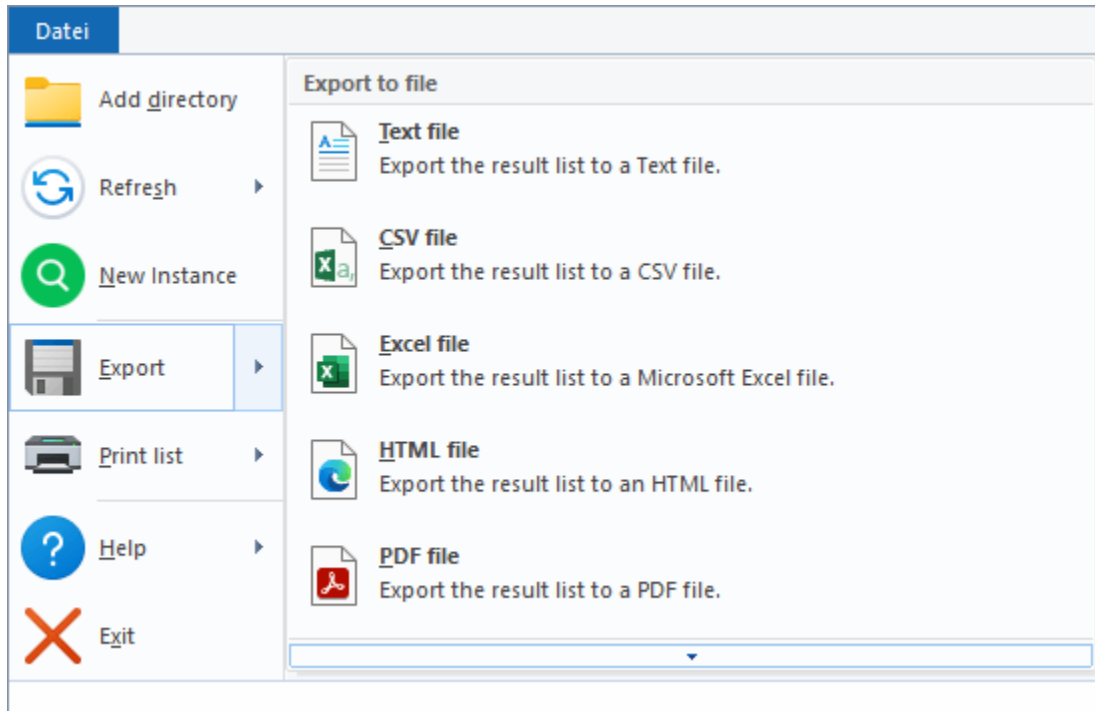
The ribbon of UltraSearch provides access to all commands of the application. Related commands are organized by logical units, also called ‘tabs’.



The following tabs are available:

<i>File</i>	Allows you to add drives and folders to the search, export the collected data and update the search.
<i>Start</i>	Contains the most used actions and commands from UltraSearch.
<i>Operations</i>	Contains commands and actions to edit the results or view result information.
<i>View</i>	Contains commands and actions that affect the appearance of the application.
<i>Options</i>	Contains settings for startup behavior, language selection and integration into the Windows operating system.
<i>Help</i>	Provides access to help functions and version information. You can also change the license key or extend the maintenance period for your license.

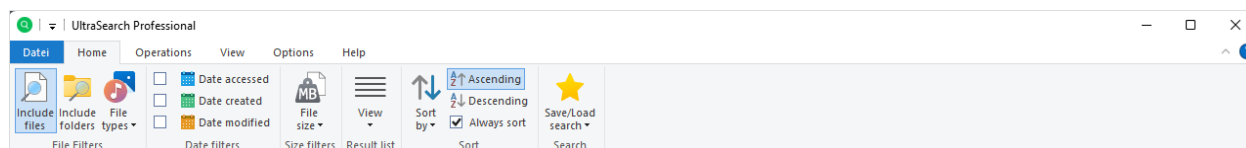
## 5.1 File Tab



### 5.1.1 File

<b>Add directory</b>	Opens a selection dialog to add new drives and folders to the search.
<b>Refresh</b>	<ul style="list-style-type: none"> <li>• <b>Refresh:</b> Performs the search again with the current settings. Use this option if you want to get updated search results, for example, because files on your system have changed.</li> <li>• <b>Rescan:</b> Rereads all file information of the selected search paths into the internal cache in memory. If your search results are incomplete because the cache contains obsolete information, you should use this option.</li> </ul>
<b>New Instance</b>	Starts a new instance of UltraSearch.
<b>Export</b>	<ul style="list-style-type: none"> <li>• <b>Export:</b> Allows you to export the result list to a file. The following file formats are available for export: All Editions: Text file (.txt), CSV file (.csv). Professional Edition: Excel file (.xls/.xlsx), PDF file (.pdf), HTML file (.html/.htm).</li> <li>• <b>Copy list:</b> Copies the result list to the clipboard. Use this option if you want to transfer the results to another file or program.</li> </ul> <p><b>Information:</b> All currently visible columns of the result list are exported. Individual columns of the result list can be shown or hidden under 'View &gt; Visible columns'. If several elements are selected in the result list, only the selected elements are exported.</p>
<b>Print list</b>	<ul style="list-style-type: none"> <li>• <b>Print list:</b> Opens a dialog for selecting the printer you want to use to print the search results.</li> <li>• <b>Print setup:</b> Opens the printer settings for setting up your printer.</li> </ul> <p><b>Information:</b> All currently visible columns of the result list are exported. Individual columns of the result list can be shown or hidden under 'View &gt; Visible columns'. If several elements are selected in the result list, only the selected elements are printed.</p>
<b>Help</b>	<ul style="list-style-type: none"> <li>• <b>Help:</b> Opens the help file of UltraSearch.</li> <li>• <b>Info:</b> Displays version number and contact information. In the Professional Edition, customer number and license key are also displayed here.</li> </ul>
<b>Exit</b>	Closes the program.

## 5.2 Home Tab



### 5.2.1 Filters

<b>Include files</b>	Enable this option if you want to perform a search for specific files. This option can be activated in addition to the 'Include folders' option.
<b>Include folders</b>	Enable this option if you want to perform a search for specific folders. This option can be enabled in addition to the 'Include files' option.
<b>Exclude filter</b>	<ul style="list-style-type: none"><li>• <b>Use filter:</b> Switches the <i>exclude filter</i> on or off. A search is then automatically started with the new settings. If the exclude filter is enabled, files that match one of the specified exclusion criteria are excluded from the search.</li><li>• <b>Customize filter:</b> Opens a <i>dialog</i> for managing the exclude filters. Here you can create and delete new filters and activate individual filters via separate check boxes.</li></ul>
<b>File types filter</b>	<p>Provides a pre-defined list of <i>file types</i> such as Office files or Video files to which the search can be restricted. The upper part of the button activates and deactivates the filter. Multiple selection of file types is possible by holding down the Ctrl key.</p> <p><b>Configure file types:</b> Opens a <i>dialog</i> in which all file types and the associated file extensions are listed. Here you can create your own file types or delete existing file types. In addition, the file extensions of all file types can be adapted to your own requirements.</p>

### 5.2.2 Search

<b>Search in ZIP files</b>	When enabled, UltraSearch also searches ZIP files – depending on the “Include files and folders” setting.
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### 5.2.3 Date filters

<b>Date accessed</b>	Specifies the time interval of the last access date that the searched files must be in. In addition to defining the time interval for the access date, the filter can be switched on and off using a check box.
<b>Date created</b>	Specifies the time interval in which the files searched for were created. In addition to defining the time interval for the creation date, the filter can be switched on and off using a check box.
<b>Date modified</b>	Specifies the time interval in which the files searched for were last modified. In addition to defining the time interval for the modification date, the filter can be switched on and off using a check box.

### 5.2.4 Size filters

<b>File size</b>	Here you can specify whether only files within a certain size range are searched. In addition to predefined intervals, you can also specify a minimum and maximum size.
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### 5.2.5 Result list

<b>View</b>	Here you can specify how the results are displayed in the results list. In addition to the classic list view, the files can also be displayed as thumbnails.
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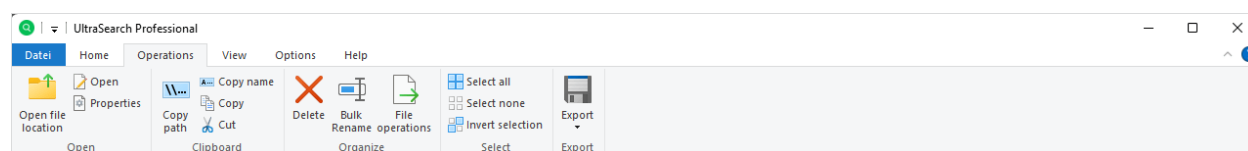
## 5.2.6 Sort

<b>Sort by</b>	Displays a list of all available columns, according to which the result list can be sorted by clicking on the respective column name. The column is automatically displayed if it is currently hidden in the result list. Columns that contain size values are sorted in descending order by default, all other columns in ascending order.
<b>Ascending</b>	Arranges the search results in ascending order. If no column is selected for sorting, the first visible column is sorted.
<b>Descending</b>	Arranges the search results in descending order. If no column is selected for sorting, the first visible column is sorted.
<b>Always sort</b>	Determines whether the current sort order should be retained when a new search is started (slower).

## 5.2.7 My Searches

<b>Save/Load search</b>	Under this menu item you can save the current search settings under a name of your choice or load previously saved search settings.
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## 5.3 Operations Tab



### Note

This tab is contextual and only available if there are results in the results list to which the options on the tab can be applied.

### 5.3.1 Open

<b>Open file location</b>	Opens the folder of the selected item in Windows Explorer.
<b>Open</b>	Opens the selected file with the default program assigned to the file extension on your operating system.
<b>Properties</b>	Shows the 'Properties' dialog of the selected element.

### 5.3.2 Clipboard

<b>Copy path</b>	Copies the path of the selected elements to the clipboard.
<b>Copy name</b>	Copies the names of the selected elements to the clipboard.
<b>Copy</b>	Copies the selected elements to the clipboard.
<b>Cut</b>	Cuts the selected elements and copies them to the clipboard.

### 5.3.3 Organize

<b>Delete</b>	Moves the selected items to the recycle bin or deletes them permanently.
<b>Bulk rename</b>	Opens a dialog for the simultaneous renaming of several files based on certain rules.
<b>File operations</b>	Opens a <i>dialog</i> with advanced functions for moving, copying or zipping the selected files.

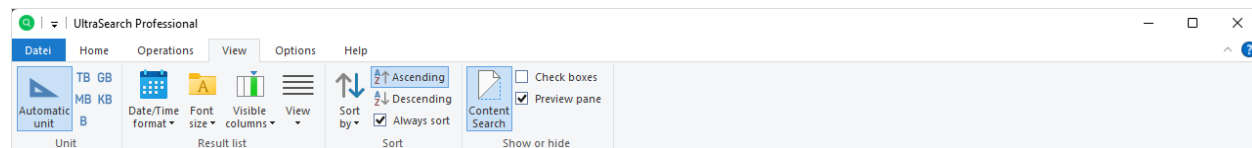
### 5.3.4 Select

<b>Select all</b>	Selects all entries in the result list.
<b>Select none</b>	Cancels the current selection in the result list.
<b>Invert selection</b>	Inverts the current selection in the result list.

### 5.3.5 Export

<b>Export</b>	<p>Allows you to export the result list to a file. The following file formats are available for export: All Editions: Text file (.txt), CSV file (.csv). Professional Edition: Excel file (.xls/.xlsx), PDF file (.pdf), HTML file (.html/.htm).</p> <p><b>Information:</b> All currently visible columns of the result list are exported. Individual columns of the result list can be shown or hidden under ‘View &gt; Visible columns’. If several elements are selected in the result list, only the selected elements are exported.</p>
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## 5.4 View Tab



### 5.4.1 Unit

<b>Automatic unit</b>	Based on the size of the value to be displayed, a suitable unit for size specifications is automatically selected in the result list.
<b>TB</b>	Shows size information in the result list in terabytes (TB).
<b>GB</b>	Shows size information in the result list in gigabytes (GB).
<b>MB</b>	Shows size information in the result list in megabytes (MB).
<b>KB</b>	Shows size information in the result list in kilobytes (KB).
<b>B</b>	Shows size information in the result list in bytes (B).

### 5.4.2 Result list

<b>Date/Time format</b>	Specifies the date format used for dates in the results list.
<b>Font size</b>	Defines the font size used in the result list.
<b>Visible columns</b>	Displays a list of all available columns, which can be shown or hidden by clicking on the respective column name.
<b>View</b>	Here you can specify how the results are displayed in the results list. In addition to the classic list view, the files can also be displayed as thumbnails.

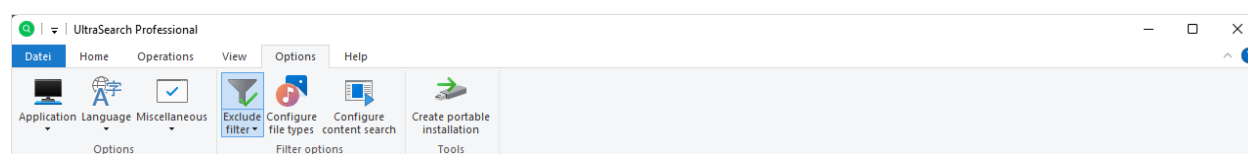
### 5.4.3 Sort

<b>Sort by</b>	Displays a list of all available columns, according to which the result list can be sorted by clicking on the respective column name. The column is automatically displayed if it is currently hidden in the result list. Columns that contain size values are sorted in descending order by default, all other columns in ascending order.
<b>Ascending</b>	Arranges the search results in ascending order. If no column is selected for sorting, the first visible column is sorted.
<b>Descending</b>	Arranges the search results in descending order. If no column is selected for sorting, the first visible column is sorted.
<b>Always sort</b>	Determines whether the current sort order should be retained when a new search is started (slower).

### 5.4.4 Show or hide

<b>Content search</b>	Activates a separate input field to the right of the search field, which can be used to search for file contents. You can find more information on searching for file content in the chapter <i>'Search'</i> .
<div style="border: 1px solid #ccc; padding: 10px; background-color: #f0f8ff;"> <p><b>Note</b></p> <p>Searching for file contents can be very slow because the entire contents of a file must be analyzed. It is therefore strongly recommended to combine the file content search with other search criteria in order to speed up the search!</p> </div>	
<b>Check boxes</b>	Displays checkboxes next to each item in the result list. Select this option to make it easier to select multiple items.
<b>Preview pane</b>	Activates the file preview next to the result list. If a file is selected in the result list, its content is displayed here.

## 5.5 Options Tab



### 5.5.1 Options

#### 5.5.1.1 Application

##### Start

- **Always start as administrator:** If this option is enabled, the system starts UltraSearch with administrative privileges every time it is started. This ensures UltraSearch access to the **MFT** (Master File Table) of **NTFS partitions** to speed up the searching process. This setting also prevents many of the access problems to folders that cannot be searched without administrative privileges. It is recommended to leave this option enabled.
- **Skip User Account Control Warning:** If you start UltraSearch as administrator, the User Account Control (UAC) is displayed when the application starts. You can suppress this message by enabling this option.
- **Launch at Windows startup:** Starts UltraSearch automatically in the notification area of the taskbar when the system starts. Select this option to start UltraSearch at any time from the notification area of the taskbar. The

key combination ‘Ctrl + Shift + U’ can be used to bring UltraSearch to the foreground at lightning speed and you can start your search without delay. You can change the key combination for calling up UltraSearch via ‘Select Hotkey’ at any time.

- **Disable splash screen:** Professional Edition: If this option is activated, the welcome screen is no longer displayed when UltraSearch is started.

### Windows Explorer

- **Start UltraSearch:** This option adds an entry to the context menu of the Windows Explorer, which you can use to start UltraSearch.
- **Search with UltraSearch:** This option adds an entry to the Windows Explorer context menu that is used to start UltraSearch and automatically search the current folder.

### Minimization

- **Minimize to a system tray icon:** If this option is enabled, UltraSearch is minimized to the notification area when you close the program. It opens UltraSearch again when you click the corresponding icon in the taskbar or press the hotkey.
- **Minimize on double click:** Minimizes the main window of the program when an item in the result list is opened by double-clicking it.

### Appearance

- **Use dark theme:** With this option the appearance of the application can be changed. Using this option will enable the dark mode of UltraSearch independent of the current Windows setting.
- **Use light theme:** With this option the appearance of the application can be changed. Using this option will enable the light mode of UltraSearch independent of the current Windows setting.
- **System default:** This option for automatic detection of the theme is based on your current Windows setting and automatically adapts the appearance of UltraSearch to it.

### Keyboard Hotkey

- **Select hotkey:** Opens a dialog where you can change the global hotkey. You can use the selected hotkey to minimize UltraSearch in the taskbar or notification area or to bring it to the foreground. If the ‘Launch at Windows startup’ option is active, you can also use this hotkey to launch the program.

### Product improvement

- **Inform about access to updates and support:** This option informs you as soon as a new product version is released. You can download and install it directly from the application.
- **Collect anonymous usage statistics:** Collecting anonymous usage statistics helps us further improve the product. No personal or sensitive data is transmitted.

#### 5.5.1.2 Language

- Opens a list of all available languages. Select the language in which the user interface texts are to be displayed.

#### 5.5.1.3 Miscellaneous

##### History

- **Highlight search terms results:** If this option is activated, each result in the result list will be highlighted in color to indicate which search criteria are responsible for the file appearing in the result list.
- **Save recent searches:** If this option is activated, the last 15 search patterns used are saved. The search patterns can be selected under ‘Search > Recent searches’ or via the drop-down list of the search field. **Information:** A search pattern is not saved until you press Enter or leave the search field.

- **Ignore umlauts/accents:** If this option is enabled, umlauts and accents will be ignored during the search. The search term does not need to explicitly include them to find filenames with accents or umlauts.

### Auto-Check new drives

- **Show search buttons:** Displays additional buttons for manually starting and stopping the search on the 'Home' tab. If this option is active, the search is no longer automatically updated while entering a search pattern, but only when the button is pressed or the 'Enter' key is pressed. A change in the filter settings continues to automatically start a new search.
- **Auto-Check new drives:** If this option is activated, newly connected drives such as USB sticks or SD cards are automatically activated in the drive list and selected for searching.
- **Watch file system changes:** If this option is enabled, UltraSearch monitors changes to the file system and automatically updates the internal cache in memory. The changes are taken into account for further searches. If this option is disabled, a cache update under 'Search > Refresh > Refresh' is required to include changes to the file system in the search. It makes sense to disable this option and update the cache manually if there are permanent changes at the file level on your system.
- **Connect with SharePoint Online:** Opens a dialog for configuring the SharePoint Online connection.
- **Connect with a DataCentral Service:** Opens a dialog for configuring a DataCentral Service connection. For more information about DataCentral and its configuration, [click here](#).

## 5.5.2 Filter options

### 5.5.2.1 Exclude filter

**Use filter:** Switches the *exclude filter* on or off. A search is then automatically started with the new settings. If the exclude filter is enabled, files that match one of the specified exclusion criteria are excluded from the search.

**Customize filter:** Opens a *dialog* for managing the exclude filters. Here you can create and delete new filters and activate individual filters via separate check boxes.

### 5.5.2.2 Configure file types

Opens a *dialog* that lists all file types and their file extensions. Here you can create your own file types or delete existing file types. In addition, the file extensions of all file types can be adjusted according to your own requirements.

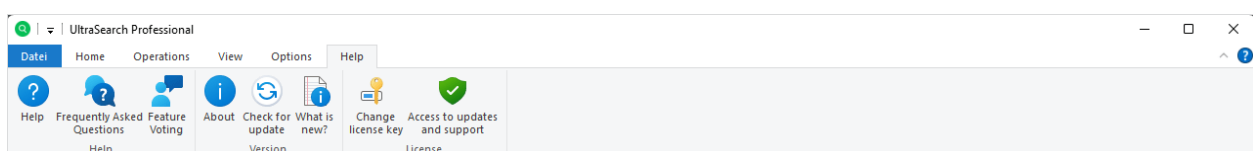
### 5.5.2.3 Configure content search

Opens a dialog in which the file types can be specified that are searched for when searching for file contents, in case that no file types are explicitly specified as a search term.

## 5.5.3 Create portable installation

Creates a portable version of the software that can be used on a USB stick, for example. If you use this option, a dialog will open where you can select the destination folder for the portable installation. All settings of the portable version are also saved in this folder.

## 5.6 Help Tab



### 5.6.1 Help

<b>Help</b>	Opens the help file of UltraSearch.
<b>Frequently Asked Questions</b>	Opens a page with frequently asked questions about UltraSearch. Use the search function or browse our categories to find answers to your questions.
<b>Feature Voting</b>	Opens a page with our feedback platform. You can vote for new features, tell us what you like and what you don't like.

### 5.6.2 Version

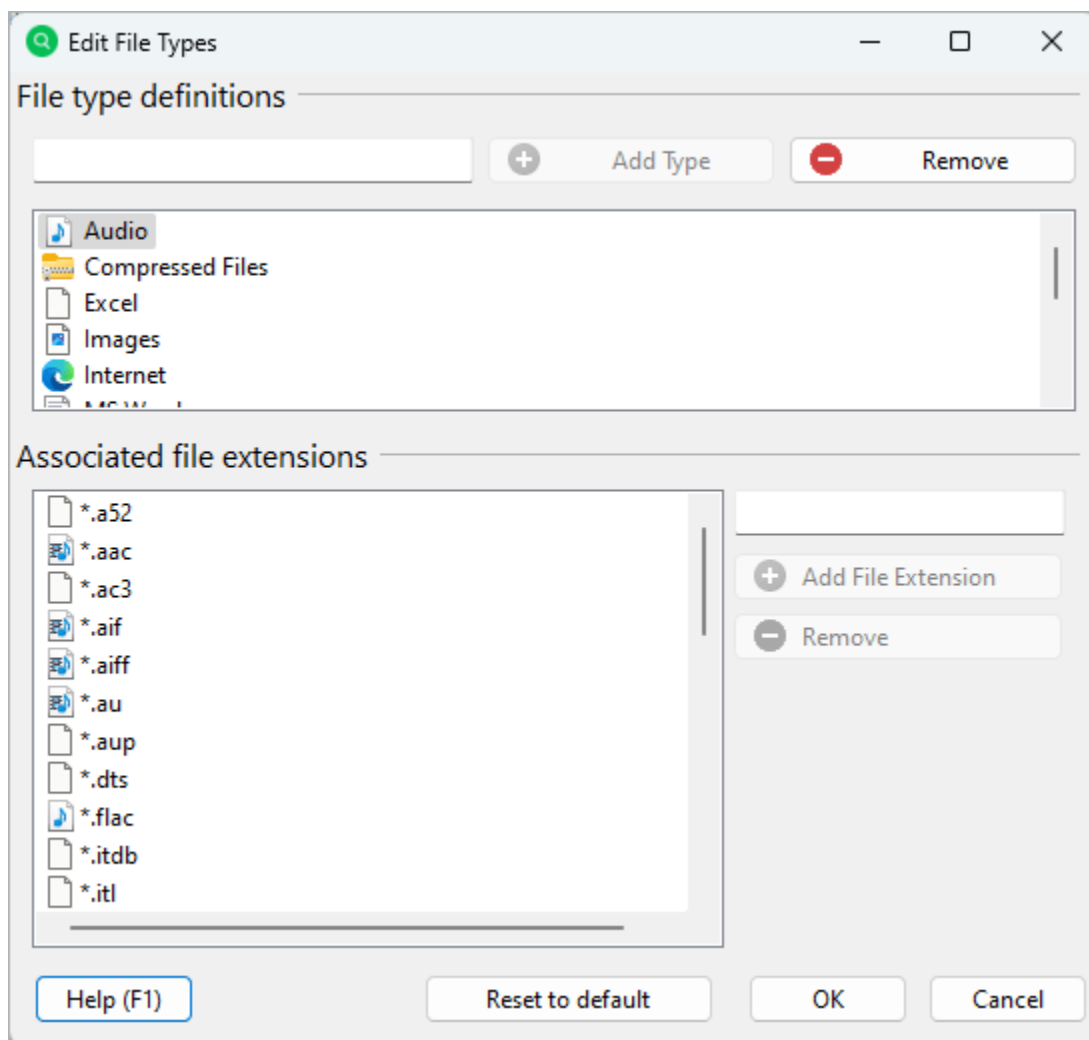
<b>About</b>	Displays version number and contact information. In the Professional Edition, customer number and license key are also displayed here.
<b>Check for update</b>	Checks if a newer version of the software is available.
<b>What is new?</b>	Opens a page with the latest program changes.

### 5.6.3 License

<b>Change license key</b>	Opens a dialog where you can change the license key of this software.
<b>Access to updates and support</b>	Opens a page where you can extend the maintenance period for this software. Updates and technical support are free during the maintenance period.

## FILE TYPES

The file types that are available in the file types filter dropdown can be specified under ‘Options > Configure file types...’.



The options for defining the file types offer the possibility of customizing, deleting or creating new individual file types.

## 6.1 Add a new file type

1. Specify the name of the new file type (for example, 'text files') in the 'File type definitions' text box.
2. Click 'Add Type'.
3. Click in the text box in the 'Associated file extensions' section and define the desired file extensions that should belong to this file type (for example, \*.txt).
4. Click on 'Add Pattern'.
5. Repeat steps 3 and 4 until all desired file extensions have been added.
6. Click on 'OK' to save the changes.

## 6.2 Add/remove/edit a file extension of an existing file type

1. Click on the desired file type in the upper list.
2. Add a new file extension by following steps 3 and 4 as described above **or** use the 'Remove' button to remove an existing file extension from the list **or** right-click on an existing file extension and select 'Edit Pattern' to edit the definition of a file extension.
3. Click 'OK' to save the changes.

## 6.3 Change the title or description of an existing file type

Right-click on the desired file type and select either 'Edit Caption' or 'Edit Description'

## 6.4 Export/Import a list of file extensions

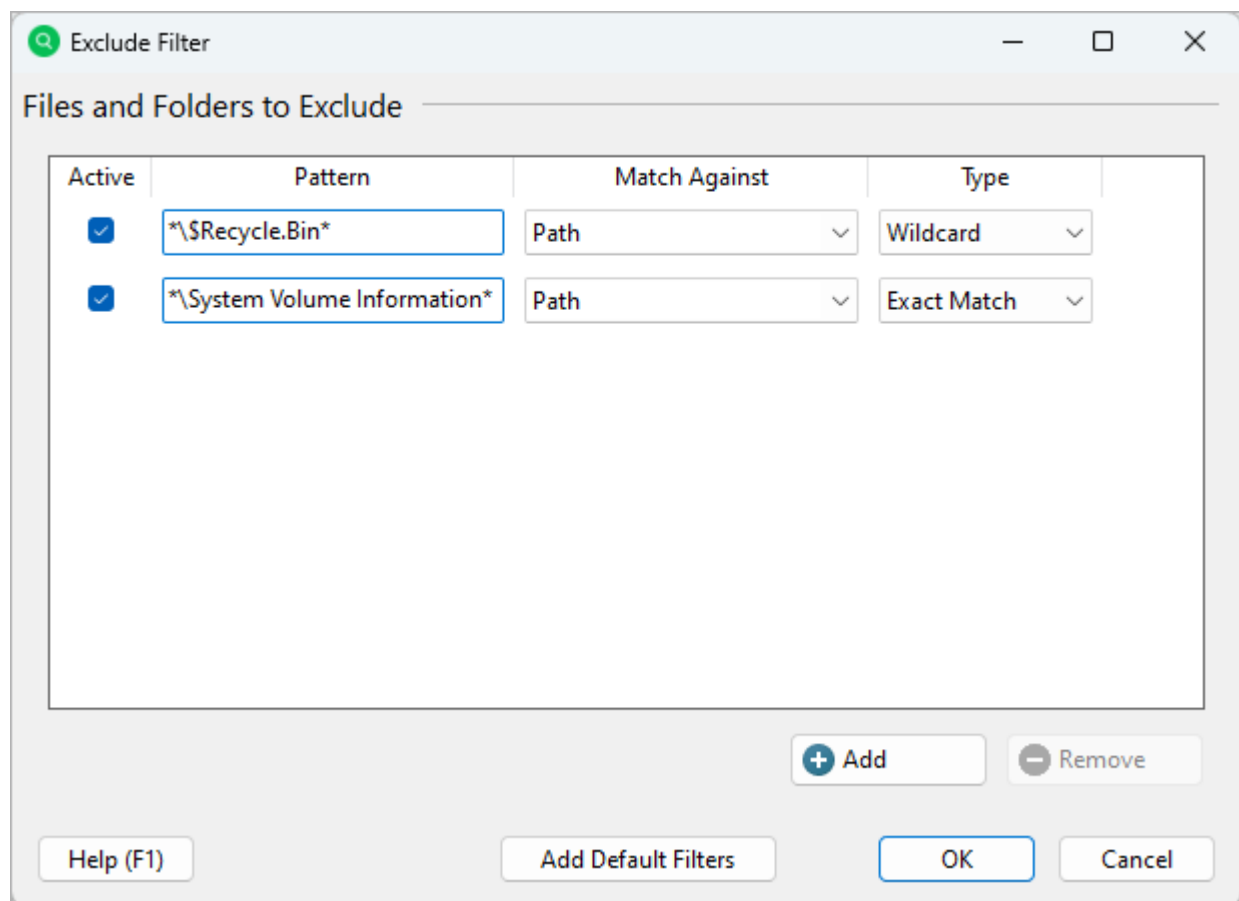
You can export the file extensions defined for a file type to a text, CSV, or XML file by right-clicking in the lower list and clicking the Export button. An existing definition can be imported in the same way.



## EXCLUDE FILTER

With the exclude filter, folders, files or file types can be excluded from the search results.

The exclude filter dialog can be opened via the menu 'Search > Exclude filter > Customize filter' and can be activated via the menu item 'Use filter' located at the same place. If the filter is active, a corresponding message is displayed in the status bar.



### 7.1 How to define a filter

To define a new filter, please follow these steps:

1. Click the 'Add pattern' button. A entry will be created in the filters list for the new filter.

- Now you can define an exclude filter in the 'Pattern' column. You can either use simple wildcard pattern such as '.exe', regular expression patterns such as '.+\.exe\$' or patterns that match the whole name like 'notepad.exe'. If, for example, an exclude filter for the pattern '.exe' is set, UltraSearch will not show any files with the extension '.exe'. Please ensure that the correct 'Type' for your exclude pattern is selected in the identically named column.
- The 'Match Against' column is used to specify the element/attribute against which the pattern is compared. Patterns can either be matched against the file or folder names, (full) paths, name of the direct parent folder or name of any parent folder. With the full path filter you can exclude complete directory branches matching a certain pattern (e.g. "Program Files"). 'File or Folder Name' should be used when you intent to include or exclude certain file extensions.

Wildcards allowed in Wildcard patterns:

*	Replaces none or arbitrarily many alphanumeric characters.
?	Replaces exactly one alphanumeric character.

Not only names of files and folders are allowed, the patterns may also contain parts of directories. Multiple patterns can be used by separating them using semicolons. To force the exact match (instead of a substring match) of a pattern, please select 'Whole Name' in the Type column for this pattern. Regular expressions can also be used as patterns by selecting 'RegEx' in the 'Type' column.

The following table shows possible patterns:

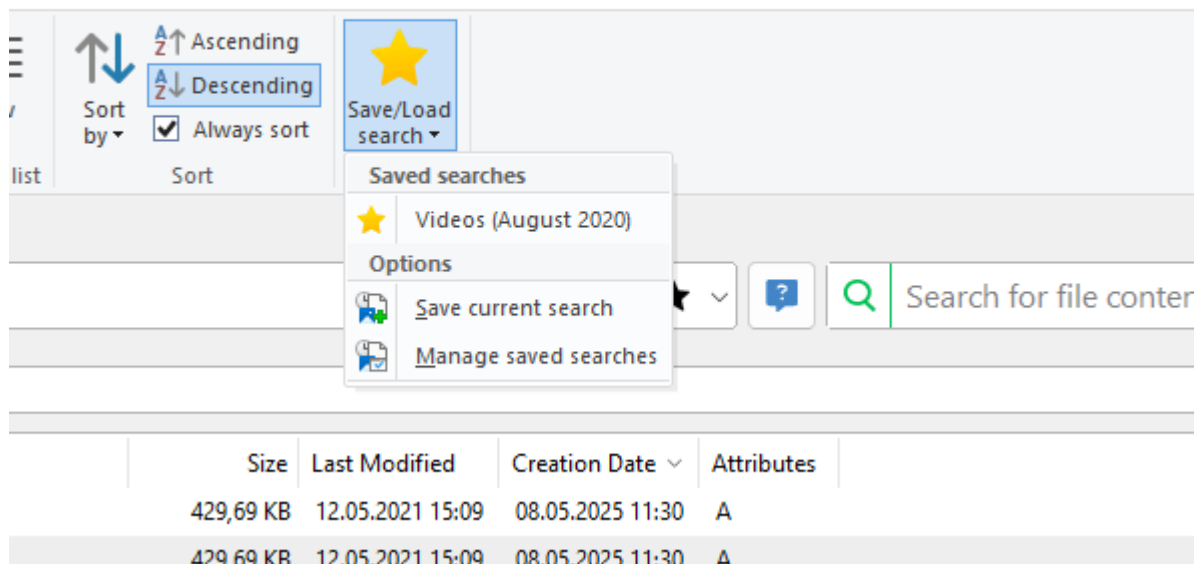
Pattern	Match Against	Type	Result
*.doc	File or Folder Name	Wild-card	Searches for all files with the extension 'doc'.
*\Windows\System32\ → *.exe	Full Path	Wild-card	Searches for all applications in the path 'WindowsSystem32'.
"Neues Textdokument." → .txt"	File or Folder Name	Whole Name	Searches for all files named 'New Text Document.txt'.
C:\\([a-z]*\\){2,4} → [^\\]*\\. [^\\]*\$	Full Path	RegEx	Searches for all files on drive C: with a folder depth from at least 2 and at most 4.

Choose a defined exclude filter and click on 'Preview...' to open an explorer view, which displays the Files and Folders that are excluded by this filter. Excluded folders and files are displayed in red while green coloured ones are still considered in the search.

The 'Add Default Filters' button creates predefined exclude filters for specific system folders (like the recycle bin).

## SAVE/LOAD SEARCH

Search settings can be saved, loaded and managed via the menu item 'Start > Save/Load search'. The dropdown that is displayed also offers an overview of searches that have already been saved.



### 8.1 Save a search

To save your current search settings, please follow the steps below:

1. Select the 'Save/Load search' dropdown.
2. Click on 'Save current search'.
3. In the following dialog you can give the search a meaningful name.

The saved search settings are now available in the drop-down menu under the assigned name.

#### Note

The following settings are saved:

- Search patterns in the search input field

- Search patterns in the input field for the file content
- Filter setting: Include files or folders
- Used exclude filters
- Folders or drives to search
- Selected file types from the File types filter
- Size filter settings
- Date filter settings

### Not saved:

- File extensions that belong to a file type in the file types filter. When loading a search with an active file types filter, the file extensions currently assigned to a file type in the file types filter are used. If a file type, that was present when a search was saved, no longer exists, it will be ignored when the search settings are loaded.

## 8.2 Loading a search

Search settings that have already been saved can be loaded by selecting the ‘Save/Load search’ drop-down menu. Then just click on the name of the desired search settings to load them.

### Tip

You can see the exact settings of a saved search by moving the mouse pointer over the desired search whose settings you want to display.

## 8.3 Manage / delete searches

You can edit the list of saved searches via ‘Save/Load search > Manage Saved Searches’. You can change the order or delete unnecessary searches.

Select one or more searches from the list and use the up, down and remove buttons to adjust the list to your needs.

Confirm the changes with ‘OK’ or use ‘Cancel’ to discard them.

## BULK RENAME

### Note

The *Operations* tab, on which the bulk renaming is located, is contextual and only available if there are results in the results list to which the options on the tab can be applied.

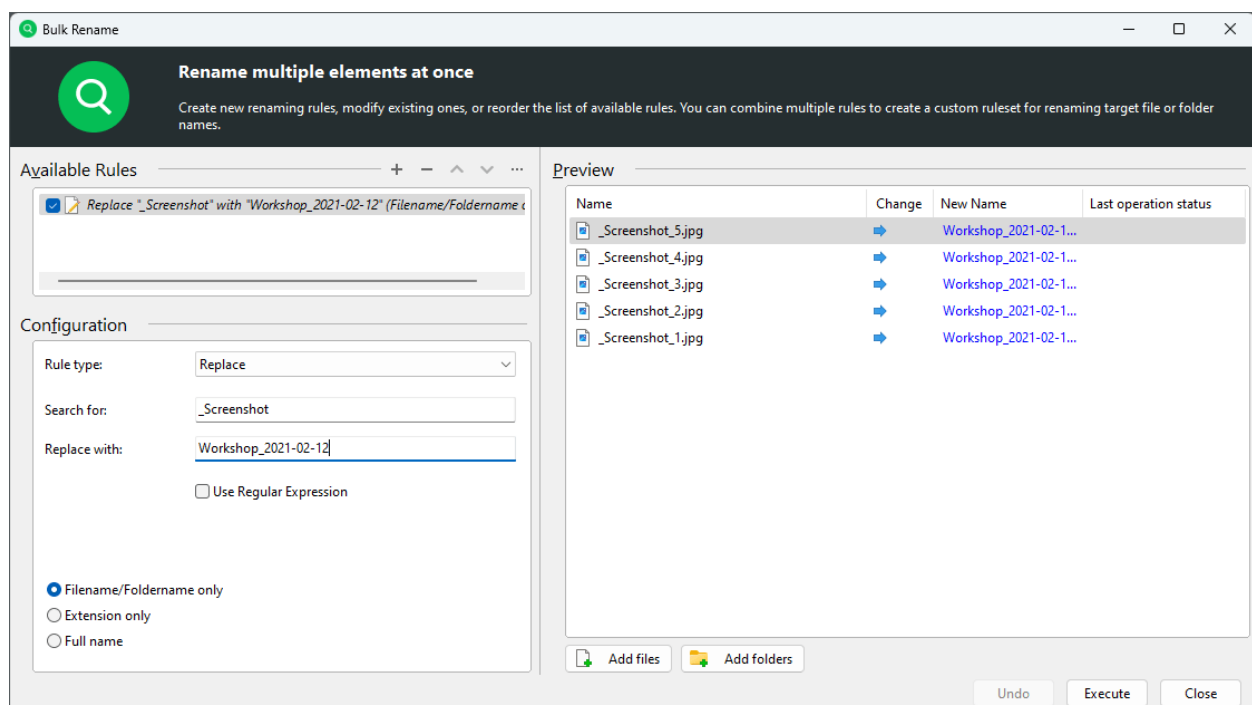
This dialog allows renaming multiple files at once, using one of several types of rules.

To define a new renaming rule, click the “+” Icon and select one of the available rule types. The section “Available Rules” shows all rules that have previously been created.

Each rule can be activated or deactivated individually and will be applied in the order that they are displayed in. You can reorder existing rulesets by using the icons on top of the list, or by simply dragging and dropping them within the list of available rules.

Existing rules can be modified by selecting them. Changes to their configuration will be applied to the preview section immediately.

The right hand side show a preview of the current ruleset. It shows the file names before and after the rename operation and provides a quick overview of whether or not the filename will change or remain the same after the operation.



## 9.1 Available Rules

This list shows all previously created renaming rules. The rename operation will be applied in the order of this list.

To change the order that the rules are applied in, simply drag and drop the rules to their designated position within the renaming chain. You can also use the right click menu to move the current selection up, or down in the list.

Existing rules can be temporarily disabled via the left hand checkboxes. Only active rules will be regarded in the actual renaming operation

<b>Replace</b>	A simple search and replace operation for file names. Under <b>“Configuration”</b> , you can enter the search term to search and what to replace it with. Activate the option <b>“Use Regular Expression”</b> , if the input term should be interpreted as a regular expression, instead of an exact match. Further information about regular expressions can be found <a href="#">here</a> .
<b>Insert</b>	Inserts the given text to the file name at the position that is defined under <b>“Configuration”</b> . The text can be appended as prefix, as suffix, or at a specific position.
<b>Serial-ize</b>	Adds a number to the files, starting with the value that is defined under <b>“Configuration”</b> . The number can be added as prefix, as suffix, or at a specific position. It is also possible to unify the numbering to a minimum length. Check the option <b>“Pad to length”</b> , in order fill up numbers with leading “0”s and ensure a unified length.
<b>Delete</b>	The delete rule has two options: Search and removes a certain text, or delete text at a certain position within the target file names. <b>“Delete text”</b> will remove all occurrences of a given search term. <b>“Delete from position”</b> will remove text at a given position within the target file names. Use <b>“Length”</b> to define how many characters should be removed.

The selection **“Filename”**, **“Extension only”**, **“Full Name”** determines which part of the file name should be affected by the rename operation. This selection can be configured for each rule individually.

## 9.2 Preview

This panel shows a preview of the rename operation with the current selection of active renaming rules. The column **“Name”** shows the original file name, while **“New Name”** shows a preview of the names as they would be after the rename operation. The **“Change”** column shows at one glance which names will change and which will remain the same. The column **“Last operation status”** will show whether or not the last renaming of a file was successful, after the operation has finished. If a file could not be renamed successfully, e.g. due to missing permissions, it will be shown in this column.

## 9.3 Execute


Starts the actual rename operation. All active rules will be applied to the files on the right hand side, one after another. Once the operation has finished, the status is shown in the column **“Last operation status”** of the preview list.


## 9.4 Undo

Reverts the last renaming operation back to its previous state. This effectively means that another rename operation is triggered that renames the files back to their original name.

## **FILE OPERATIONS**

The advanced file operations are only available in the Professional Edition and allow you to copy all files and folders selected in the result list to a location of your choice, move them, archive them in a ZIP file, delete them from the hard disk or perform other operations. You can find this function on the Ribbon tab 'Operations'.


File Operation
✕


Choose a destination and configure the options.

**Total size of selected items:** 646 Bytes  
**Number of selected items:** 1

### File Operation

☐ Delete items  
☒ Move items  
☐ Copy items  
☐ Zip items  
☐ Pass items to executable as parameter

Destination: C:\Users\ACS-RA~1\INT\AppData\Local\Temp\1\ObsoleteFiles

### Options

Skip
existing files

☐ Leave shortcut
at original location pointing to new location

☐ Delete empty directories after the operation

☐ Preserve permissions of the original items

☒ Preserve directory structure, starting from level: 0

☐ Preserve timestamps of the original items

### Logging

☐ Log performed operations to:

☐ Create Undo script (if possible):

Help
Execute
Cancel
Save & Close

Additional options allow you to customize the file operations to your needs.

Explanations for the individual functions are given in the table below:



## 10.1 File operation

<b>Delete items</b>	Deletes all selected files after a security prompt. If the option 'Move to the Recycle Bin' is activated, the files are moved to the Recycle Bin. Otherwise they will be deleted from the hard disk. <b>Information:</b> Deleting without setting the function described above cannot be undone easily.
<b>Move items</b>	Moves selected files to the specified path. Optionally, a shortcut or link can be created at the original location, each pointing to the new position of the moved object. If desired, the security attributes can also be copied. If this is not done, the moved files inherit their security attributes (as usual) from their parent elements.
<b>Copy items</b>	Copies selected files to the specified path. If desired, the security attributes are also copied. If this is not done, the moved files inherit their security attributes (as usual) from their parent elements.
<b>Zip items</b>	Moves selected files to the specified ZIP archive.
<b>Pass items to executable as parameters</b>	Calls a freely selectable executable file for each marked file and passes the absolute path of the file as first parameter to the command line. The executable files can also be batch files, a PowerShell script, a VBScript or similar. The Windows Scripting <a href="#">FileSystemObject</a> provides powerful and easy-to-use file system and path operations.



## 10.2 Options

Move to Recycle Bin (if available)	<p>Here you can specify whether the selected items should be moved to the Recycle Bin or deleted directly from the hard disk.</p> <div> <p><b>Note</b></p> <p>This option is only available for the <b>‘delete’</b> operation.</p> </div>
Skip/Rename/Replace only older existing files	<p>Here you can decide what should happen if name collisions occur during a file operation, i.e. a file with the same name already exists at the destination. You can keep the existing file, replace it with the new file, or rename the existing file.</p> <div> <p><b>Note</b></p> <p>This option is only available for the <b>‘Zip’</b>, <b>‘Move’</b> and <b>‘Copy’</b> operations. Not supported when burning to optical media.</p> </div>
Delete empty folders after the operation	Automatically removes all folders that no longer contain files or other folders due to this move operation.
Keep original items after zipping	<p>Enable this option to ensure that the original files are not deleted after copying them to a Zip file.</p> <div> <p><b>Note</b></p> <p>This option is only available for the <b>‘Zip’</b> operation.</p> </div>
Preserve permissions of the original items	<p>When this option is enabled, the access permissions of the original files are applied to each of the moved files in the target.</p> <div> <p><b>Note</b></p> <p>This option is only available for <b>‘Move’</b> and <b>‘Copy’</b> operations. Not supported when burning to optical media.</p> </div>
Preserve directory structure, starting from level	<p>This option allows you to specify at what level the directory structure of the files should be retained. The first x levels of the directory structure are not reconstructed at the destination location.</p> <p>For example, if you move the file ‘C:\UserMayerMy Document.doc’ to the target folder ‘D:\Old Files’, you will get the following results depending on the value you choose for x: x = 0 &gt; ‘D:\Old FilesCUserMayerMy Document.doc’ x = 1 &gt; ‘D:\old filesuserMayerMy document.doc’ x = 2 &gt; ‘D:\old filesMayerMy Document.doc’</p> <div> <p><b>Note</b></p> <p>This option is only available for the <b>‘Move’</b> and <b>‘Copy’</b> operations.</p> </div>
Preserve timestamps of the original items	<p>When this option is enabled, the timestamps of the original files are applied to each of the moved files in the target.</p> <div> <p><b>Note</b></p> <p>This option is only available for <b>‘Move’</b> and <b>‘Copy’</b> operations. Not supported when burning to optical media.</p> </div>
Leave shortcutLink at the original location pointing to new location	<p>If this option is enabled, a shortcut or link is created in the original location pointing to the new location to which the file was moved. If <b>‘Link’</b> is selected and the files are on the same partition, hard links are created. If it is not possible to create a hard link, a symbolic link is created. If this is also not possible, a Windows shortcut is created.</p> <div> <p><b>Note</b></p> </div>

## 10.3 Logging

<b>Log performed operations to:</b>	Creates a log with a name of your choice in a directory of your choice. Environment variables like %DATE% or %TIME% can be used in the file name.
<b>Create undo script:</b>	<b>Creates a batch file that you can execute after the move operation to undo the changes made by this operation on your file system.</b>

### Note

This option is only available for the **‘Move’** and **‘Copy’** operations. Not supported when burning to optical media.

## 10.4 Logging

### Tip

We recommend that you log all move, delete, and archive operations. Such a procedure increases the security and clarity of your system.

The generated log file lists all the details you need to keep track of the file operations you have performed. The log is saved in text format and looks like this

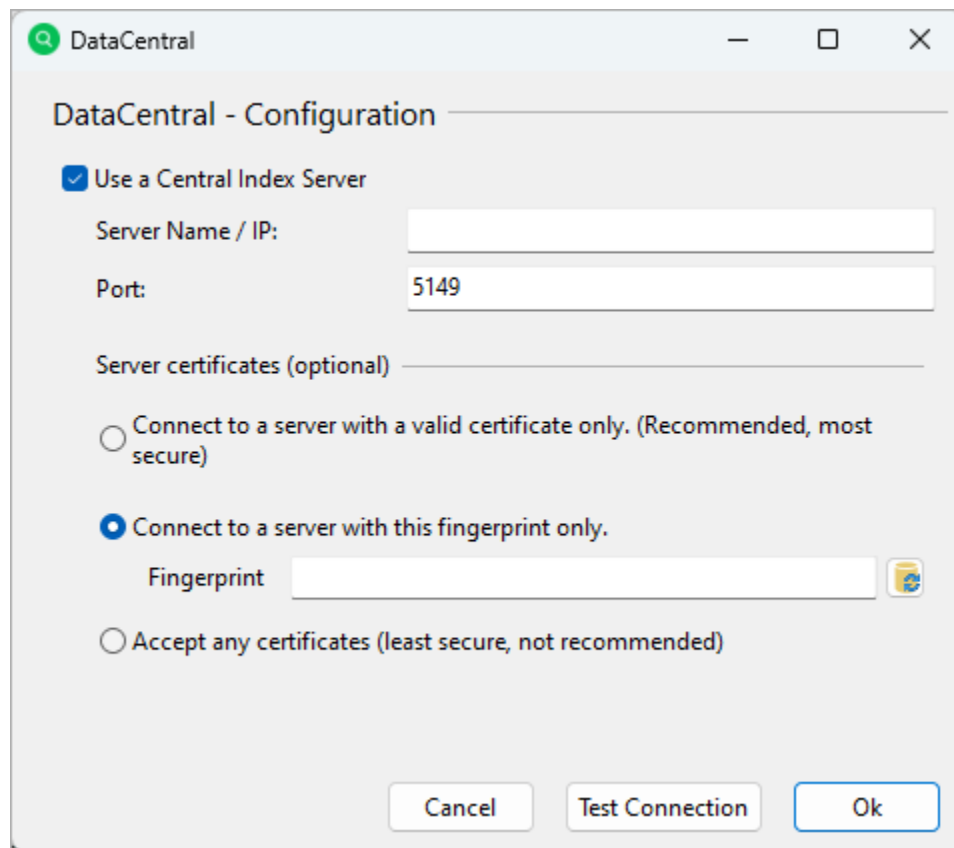
```
25.06.2020 11:39:50: Start file operation.
25.06.2020 11:39:50: Copying the following objects to "D:\MyDocs":
25.06.2020 11:39:50: "F:\Docs\movielist.docx" => "D:\MyDocs\movielist.docx"
2020-06-25 11:39:50: "F:\Docs\log.txt" => "D:\MyDocs\log.txt"
25.06.2020 11:39:50: "F:\Docs\Screenshot.jpg" => "D:\MyDocs\Screenshot.jpg"
25.06.2020 11:39:50: File operation finished.
25.06.2020 11:39:50: Affected objects: 3 (125,90 KB) | Failed objects: 0
```

## DATACENTRAL

UltraSearch can be connected to a central index server (DataCentral). DataCentral continuously indexes metadata and full-text information from selected storage systems. The index is then stored in a central database on your premises. This central index can be used by UltraSearch to perform fast, resource-efficient searches.

Further information about DataCentral can be found [in the DataCentral documentation](#).

The connection to DataCentral can be configured in UltraSearch under “Options > Miscellaneous > Connect with a DataCentral service.”



<b>Use a Central Index Server</b>	Enables the use of a central index server. The connection to the server is configured using the following options.
<b>Server Name / IP</b>	The name of the central index server or an IP address can be entered here.
<b>Port</b>	Specifies the port used to communicate with the central index server.

## 11.1 Server certificates (optional)

<b>Connect to a server with a valid certificate only</b>	Specifies that the connection to the index server can only be established with a valid certificate.
<b>Connect to a server with this fingerprint only</b>	Specifies that the connection to the index server can only be established using a specified fingerprint. The fingerprint can either be entered manually or requested from the server using the button to the right of the input field.
<b>Accept any certificates</b>	Specifies that the connection to the index server can be made using any certificate.

## COMMAND LINE OPTIONS

UltraSearch supports command line parameters, which allows the start of UltraSearch with defined search parameters. Multiple search parameters are separated by spaces.

The *search syntax* can be used.

Search parameters (paths or file names) that already contain spaces must be enclosed in quotation marks (“”).

The general syntax for command line parameters is as follows:

```
UltraSearch.exe Search path(s) Search term
```

## 12.1 Examples:

<code>ultrasearch.exe "C:\Windows" ↪ "readme.txt"</code>	Starts UltraSearch with the search in 'C:Windows' for all files whose name contains 'readme.txt'.
<code>ultrasearch.exe "C:\Windows" ↪ "readme OR license"</code>	Starts UltraSearch with the search in 'C:Windows' for all files whose name contains 'readme' or 'license'.
<code>ultrasearch.exe "C:\Windows" ↪ "ext:txt"</code>	Launches UltraSearch with the search in 'C:Windows' for all files with the file extension ".txt".
<code>ultrasearch.exe "C:\Windows" "C:\Program Files" ↪ "readme AND cont:license"</code>	Launches UltraSearch with the search in 'C:Windows' and 'C:Program Files' for files whose name contains 'readme' and whose file content contains the word 'license'.
<code>ultrasearch.exe "C:\Windows" "*.exe" /CLIPBOARD ultrasearch.exe "C:\Windows" "*.exe" /CLIPBOARD /NOGUI</code>	<p>Starts UltraSearch and searches in "C:Windows" for executable files with the file extension '.exe' and copies the results to the Windows clipboard. If you want UltraSearch to terminate afterwards, add the parameter /CLOSE.</p> <p>With the additional parameter /NOGUI, the operation is executed in the background without a user interface. When the operation is finished, a message is displayed in the notification area of the Windows taskbar.</p> <div> <p><b>Note</b></p> <p>Messages and errors cannot be displayed when using the command line switch /NOGUI. In this case, all messages are listed in the systems Windows event log.</p> </div>
<code>ultrasearch.exe /minimized</code>	Starts UltraSearch minimized in the task bar of Windows.
<code>ultrasearch.exe /maximized</code>	Starts UltraSearch as a maximized window.
<code>ultrasearch.exe /tray</code>	Launches UltraSearch minimized in the notification area of Windows.
<code>ultrasearch.exe /noadmin</code>	Launches UltraSearch without administrator privileges.
<code>ultrasearch.exe /multi_instance</code>	<p>Allows starting several parallel program instances.</p> <div> <p><b>Note</b></p> <p>In order to generally allow parallel instances, the value "MultipleInstances" can alternatively be set to "true" in the "Settings.xml" file in the "%appdata%\JAM SoftwareUltraSearch" directory.</p> </div>



## ANNOTATIONS

### 13.1 Useful Tips And Tricks

#### 13.1.1 Tip 1: Fast start with the operating system

If you start UltraSearch directly with the operating system, you have direct and fast access to the program at any time. Via 'Options > Application > Launch at Windows startup' you can start UltraSearch directly with the operating system. UltraSearch is then available at any time via the notification area on the right side of the taskbar.

#### 13.1.2 Tip 2: Quick access via hotkey

The key combination 'Ctrl + Shift + U' allows you to bring UltraSearch to the foreground at lightning speed if necessary and you can start your search without delay. The key combination for calling UltraSearch can be changed at any time under 'Options > Application > Select hotkey'.

#### 13.1.3 Tip 3: Skip user account control warning (UAC)

If the Windows User Account Control warning is displayed when you start UltraSearch, you can disable it via 'Options > Application > Skip User Account Control Warning'.

You can also find more tips and tricks in our [Knowledge Base](#).

### 13.2 Notes on NTFS

#### 13.2.1 Hardlinks

In a Windows environment a hardlink is a reference or pointer to physical data on a NTFS storage volume.

All named files are hardlinks. The name associated with the file is simply a label that refers the operating system to the actual data. On NTFS volumes more than one name can be associated with the same data.

Though called by different names, any changes made will affect the actual data, regardless of how the file is called at a later time.

Hardlinks can only refer to data that exists on the same file system. The data is accessible as long as at least one link that points to it exists. When the last link is removed, the space is considered free.

### Note

All hardlinks pointing to the same file also share the same security description (access permissions).

If more than one hardlink points to a file's data, the space allocated by these files is just one time the file size (not including the space of the file master table), no matter how many hardlinks exists.

UltraSearch is able to detect the number of hardlinks pointing to one file data. The number of hardlinks which points to one file data is displayed in the Hardlinks column.

## 13.3 Regular Expressions

Regular expressions define patterns that can be used to determine whether certain sequences of characters occur within a text.

In UltraSearch, regular expressions can be used to search for files and folders whose names match a specific pattern.

To perform a search using a regular expression, place a tilde ~ in front of your search term. For example, entering ~a|b will find all files and folders whose names contain either "a" or "b".

The following table shows some of the most used syntax and provides a few examples:

Expression	Syntax	Description	Example
Any character	.	Matches any single character except a line break.	a.o matches “aro” in “around” and “abo” in “about” but not “acro” in “across”.
Zero or more	*	Matches zero or more occurrences of the preceding expression, and makes all possible matches.	a*b matches “b” in “bat” and “ab” in “about”. e.*e matches the word “enterprise”.
One or more	+	Matches at least one occurrence of the preceding expression.	ac+ matches words that contain the letter “a” and at least one instance of “c”, such as “race”, and “ace”. a.+s matches the word “access”.
Start of string	^	Matches the start of a string	^[0-9] matches strings that start with a digit.
End of string	\$	Matches the end of a string	exe\$ matches strings that end with “exe”.
Beginning of word	[:<:]	Matches only when a word starts at this point in the text.	[:<:]in matches words such as “inside” and “into” that begin with the letters “in”.
End of word	[>:]	Matches only when a word ends at this point in the text.	ss[>:] matches words such as “across” and “loss” that end with the letters “ss”.
Any one character in the set	[ ]	Matches any one of the characters in the [ ]. To specify a range of characters, list the starting and ending characters separated by a dash (-), as in [a-z].	be[n-t] matches “bet” in “between”, “ben” in “beneath”, and “bes” in “beside” but not “bel” in “below”.
Any one character not in the set	[^...]	Matches any character that is not in the set of characters that follows the ^.	be[^n-t] matches “bef” in “before”, “beh” in “behind”, and “bel” in “below”, but not “ben” in “beneath”.
Or		Matches either the expression before or the one after the OR symbol ( ). Mostly used in a group.	(sponge mud) matches “sponge bath” and “mud bath.”
Escape character	\	Matches the character that follows the backslash ( ) as a literal. This lets you find the characters that are used in regular expression notation, such as { and ^.	\^ searches for the ^ character.
Repeat n times	{n}	Matches n occurrences of the preceding expression.	[0-9]{4} matches any 4-digit sequence.
Grouping	( )	Lets you group a set of expressions together. If you want to search for two different expressions in a single search, you can use the Grouping expression to combine them.	If you want to search for [a-z][1-3] or [0-9][a-z], you would combine them: ([a-z][1-3]) ([0-9][a-z]).

More examples:

Regular Expression	Use Case
<code>[0-9]</code> <code>\d</code>	Find all files/folders with at least one digit in its name.
<code>a b</code>	Find all files/folders containing “a” or “b” in their name.
<code>[^(A-Za-z)]</code>	Find all files/folders containing at least one character in their name that is not in the range A-Z or a-z.
<code>^E[0-9]{7}\$</code>	Find all files/folders which start with an “E” followed by exactly 7 digits.
<code>[A-Za-z]:\\([^\ \\ )+\\){2,4}[^\ \\ ]+\$</code>	Find all files/folders with a folder depth of at least 2 and at most 4.
<code>[^\x00-\x7F]</code>	Find all files/folders with invalid ASCII characters.
<code>[^\P{C}]</code>	Find all files/folders with Unicode characters which cannot be printed.
<code>[\xA0]</code>	Find all file/Folder names that contain the non-breakable space character (Unicode NOBR, U+00A0) instead of a normal space character.
<code>[~" #%&amp;* :&lt;&gt;? \\\ {} ]]</code>	Find all file and folder names, that contain characters which are invalid on <b>SharePoint</b> servers.
<code>^\\s+.*</code>	Find all files and folders with a leading space.
<code>\\s+(\\. [^\\. ]+)\$</code>	Find files with an extension that have a trailing space at the end of their name.
<code>.*\\s+\$</code>	Find folders with a trailing space at the end of their name

Further information and additional examples can be found [here](#).

A description of all special characters that can be used with regular expression can be found [here](#).

The following tools can assist in forming regular expressions:

- <https://regex101.com/> (online)
- <http://regextester.com/> (online)
- <http://sourceforge.net/projects/regexpeditor/> (download)
- <http://sourceforge.net/projects/regextester/> (download)
- <http://sourceforge.net/projects/regaxe/> (download)

## COPYRIGHT & CONTACT

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