

User Guide + Documentation

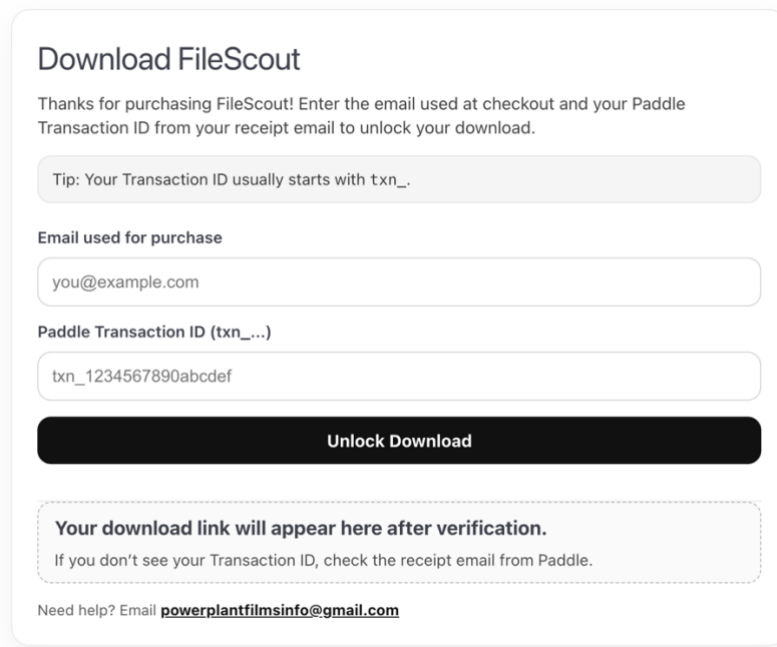
Updated February 5th, 2026

1.0: Downloading & Installing FileScout

Before downloading FileScout 1.0, please ensure that your Mac operating system is Sonoma or above. There is currently no Windows compatible version of FileScout.

1.1: Download FileScout:

After purchasing FileScout, please check your email for the download link. You will be prompted to enter your unique Paddle Transaction ID number and the email address used to purchase your license. The number begins with **txn_XXXXXXXX** and can be found on your PDF invoice in the upper right hand corner. Using these two items, press **Unlock Download Button** (see Figure 1.1).



The screenshot shows a web form titled "Download FileScout". The form contains the following elements:

- A heading: "Download FileScout"
- A message: "Thanks for purchasing FileScout! Enter the email used at checkout and your Paddle Transaction ID from your receipt email to unlock your download."
- A tip box: "Tip: Your Transaction ID usually starts with txn_."
- An input field for "Email used for purchase" with the placeholder text "you@example.com".
- An input field for "Paddle Transaction ID (txn_...)" with the placeholder text "txn_1234567890abcdef".
- A large black button labeled "Unlock Download".
- A dashed box containing the text: "Your download link will appear here after verification. If you don't see your Transaction ID, check the receipt email from Paddle."
- A footer note: "Need help? Email powerplantfilmsinfo@gmail.com"

Figure 1.1 – download screen.

After entering your credentials, your download will become unlocked.

1.2: Install FileScout:

- Open the download .dmg file.
- Drag the FileScout application into your Applications folder (see figure 1.2).

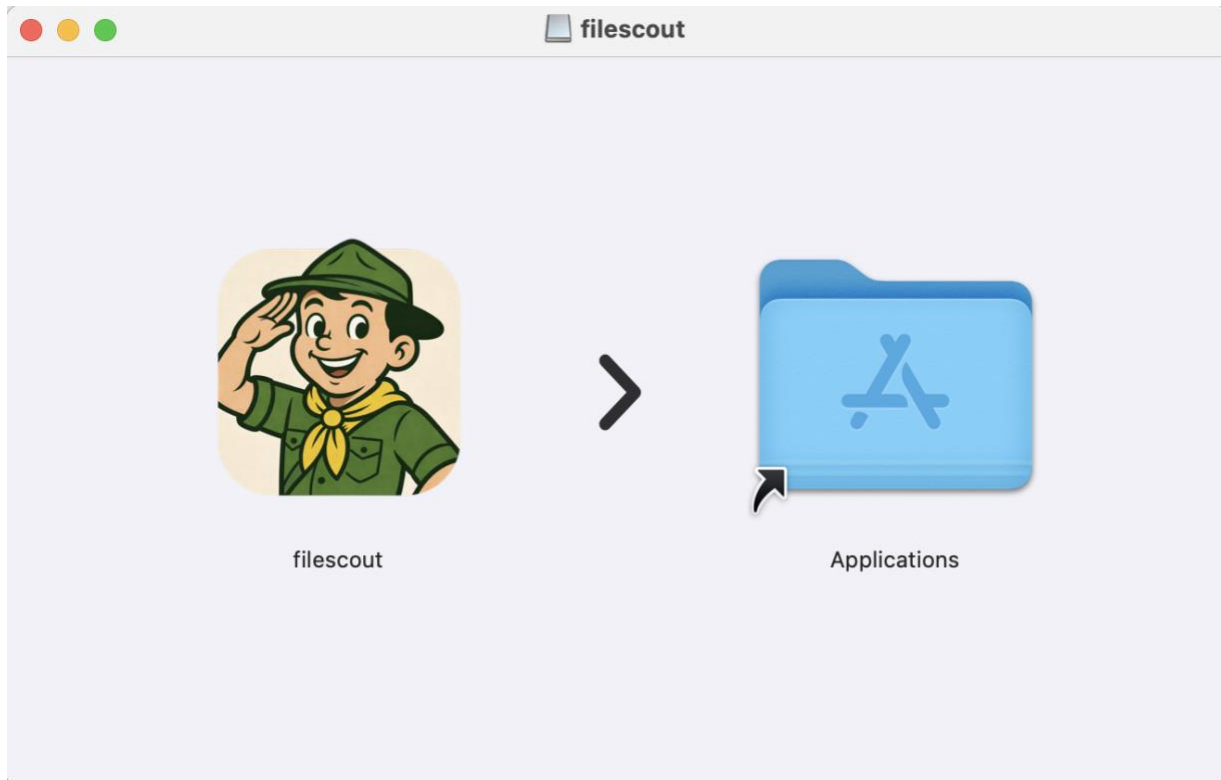


Figure 1.3 – Drag the FileScout Icon into the Application bin to install FileScout.

2.0: Drive Management:

2.1: Scanning a Drive:

1. Click the + button on the toolbar (see figure 2.1)

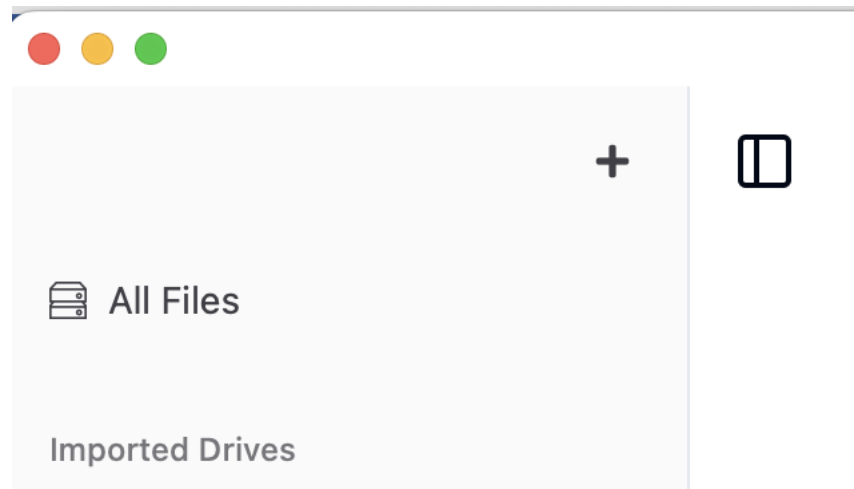


Figure 2.1 – add a drive.

2. Select a drive from the list of removable volumes. *Note: you can scan external drives, thumb drives or anything the mounts as an external storage device.* (see figure 2.2)

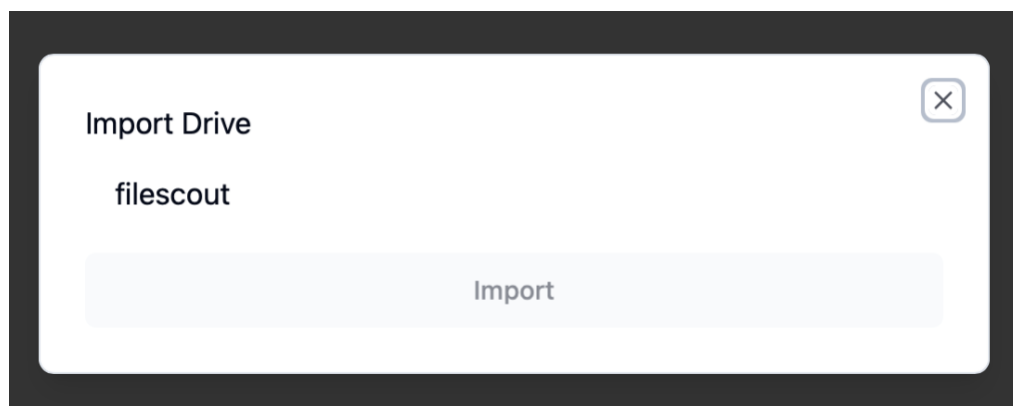


Figure 2.2 – select the drive you wish to add.

3. Click Import to begin scanning.

From here, FileScout will now save:

- Drive details: volume name, ID, last scanned date, total/available storage.
- File metadata: filename, type, location, modified timestamp, and size.

Once complete, a confirmation dialog will appear. Metadata (data related to your scanned drives) is stored locally to your internal hard drive (see figure 2.3)

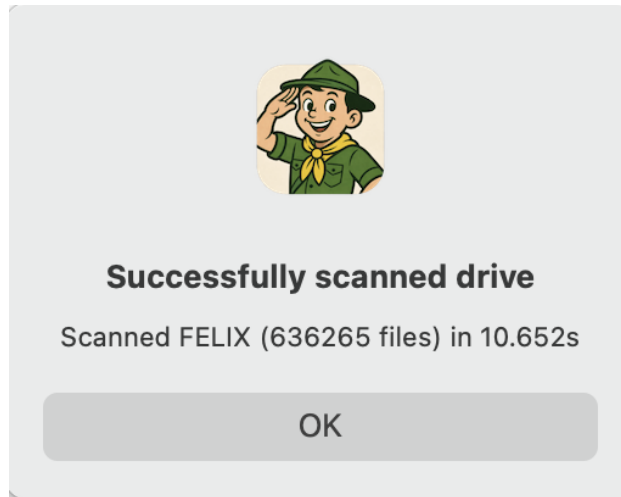
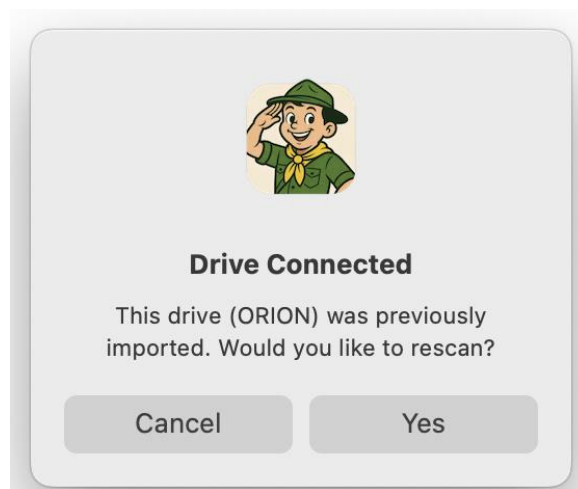


Figure 2.3 – Scanned drive is completed.

2.2: Re-Scanning a Drive:

Rescanning updates file metadata and refreshes the drive's last scanned date. If a previously imported drive is reattached, FileScout automatically detects it and prompts you to rescan it.



2.3: Assigning Drive Nicknames:

To make drives easier to identify, you can assign custom nicknames.

1. Click the **info icon** next to the drive in the sidebar (see figure 2.3)

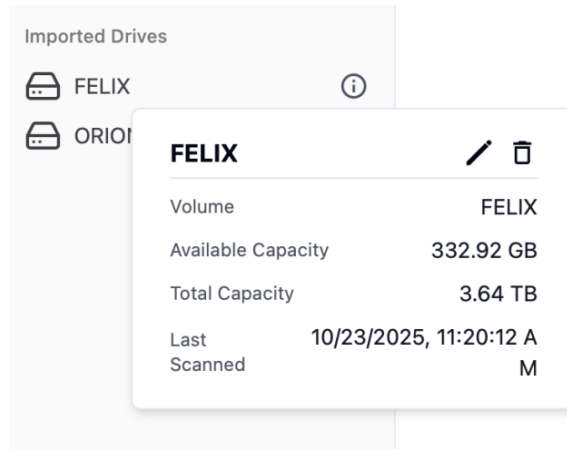


Figure 2.3 – drive nicknames

2. Click the **pencil icon** next to the drive name (see figure 2.4)



Figure 2.4 – enter the new drive nickname

3. Enter a nickname and click **Save**.

The new nickname will now be displayed. *Note: This does not change the drive's actual name. It's only for your own reference. (see figure 2.5)*

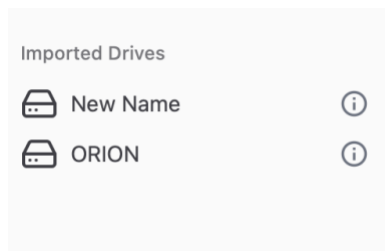
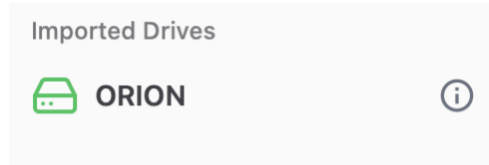


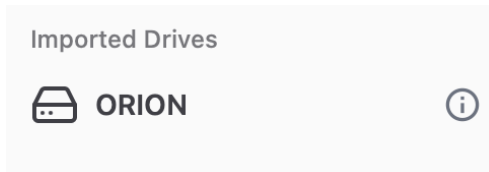
Figure 2.5 -the drive is now renamed.

2.4: Drive Connection Icons:

When a drive is connected, the drive icon in the toolbar will appear in **Green**:



When a drive is disconnected, the drive icon in the toolbar will appear **Black**:



FileScout supports searching even when drives are disconnected. Searches use cached metadata stored in the local database (see Section 3.0)

2.5: Deleting Drives:

Deleting a drive permanently removes its data and associated file metadata.

1. Open the drive details by clicking the info icon (see figure 2.6)

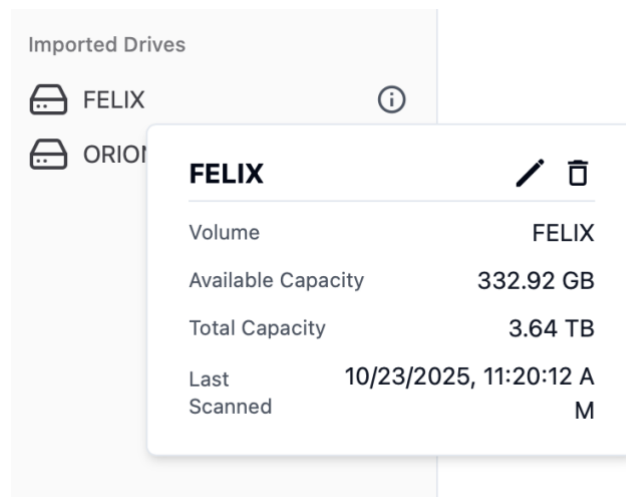


Figure 2.6 – info pop-up

2. Click the trash icon in the top-right corner and confirm to delete. (see figure 2.7)

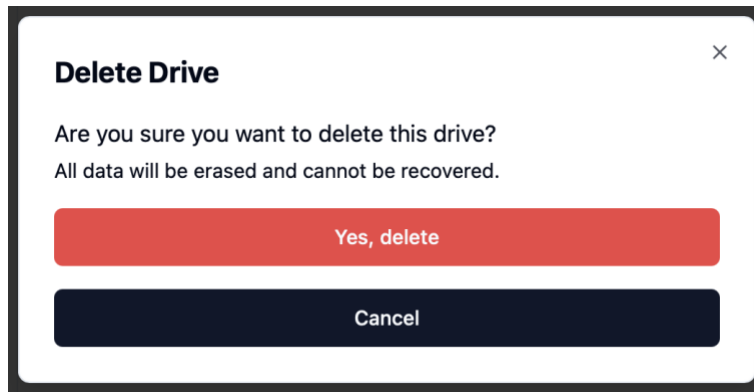


Figure 2.7 – delete info pop up

3.0: File Search and Access:

3.1: Scanning a Drive:

Use the search bar for full-text search across filenames. When searching (see figure 3.1), you can export that search snapshot for records or sharing as a PDF (see Section 3.4).



Figure 3.1 – Search bar

Note: FileScout supports searching even when drives are disconnected. Searches use cached metadata stored in the local database.

3.2: Open in Finder:

When a drive is connected, you can open files or folders directly in Finder:

1. Ensure that you are in list view (Figure 3.2)



Figure 3.2 – List View

2. After selecting a file or folder, see the details sidebar (on the right) – (Figure 3.3)
3. Click the folder icon (available only if the drive is connected).

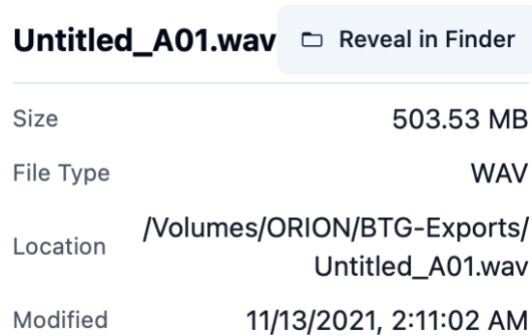


Figure 3.3 – Reveal in Finder

3.3: Snapshots (PDF Export):

Snapshots allow you to export a drive's file list in PDF format.

1. To create a snapshot, click the snapshot icon in the top-right corner (figure 3.3)



Figure 3.3 – the left most icon will export your PDF.



Note: Large exports (>10,000 rows) will trigger a warning, as this may impact performance and readability.

If you have any further questions please do not hesitate to reach out to support via email:

powerplantfilmsinfo@gmail.com