

Guidelines for U-CARE use of G: and K:

On the UU server there is a folder called "Groupfolders" (G). All the data in G: will be saved as back-up every night. This is a good but expensive process. Therefore only important things, that several people need access to, should be saved in G:. This applies in particular to bigger files like movie files and image files. Anything that is on your own computer under "My Documents" will also receive a backup, thus you do not need to store them on G to back them up.

There is another joint folder on the server named "Archive" (K:). This is also a good place to save data for common access. This folder is large and far from filled right now and it is cheaper since it does not get a back-up. However, this means that data stored here also needs to be stored somewhere else as well.

It is also important that the folder structure on G: is clearly displayed. Otherwise, it creates folders with the same content at different hierarchical levels, which means confusion and unnecessary use of space (and work).

Because G sometimes fill up, the guidelines below apply.

Guidelines:

1. You are personally responsible for all the documents that you upload, and folders that you create in G:. That means that you are responsible for deleting or moving them when they are not relevant anymore or can be saved in a different location. If someone else's file or folder is not appropriately stored, ask that person to remove or move it.
2. Each time you create a folder in G: consider:
 - a. Is this folder necessary?
 - b. Is this the best location and best name for this folder? Discuss with others who will use the folder so that you agree with each other.
3. Each time you add a document in G: consider:
 - a. Does the document already exist in G:? We do not need to save multiple copies of the same document.
 - b. Are there older versions of this document that are stored for the sake of safety? If so, these can be moved to K: or to the private computer (or USB flash drive, Dropbox , External Hard Drive , etc.)
 - c. Does this document need back-up every day? Consider otherwise K:, Dropbox , USB drive , external drive, etc.
4. In January and August each year everyone in U-CARE has to go through all the folders in G: and move or delete unnecessary files. You will be reminded.
5. If there are files not changed in three years, larger than 3 MB, and who no one claims everyone will be asked if there is the need to keep them. If there is no need, the files will be moved to a folder on C: called "hemlösa dokument". Even though there will be no active search for such files, this rule will be applied if necessary. In exceptional cases, the same rule can be applied to documents that are disturbing/interfering but do not meet the mentioned requirements (3 years, 3 MB) .