

Drive Concept

By integrating your device into the [network system of computers](#), you will automatically get provided with a drive and folders. You can use them with aid of your Windows explorer after the login into the system. Generally, there are two drives offered for the storing of data:

Home-Drive: JADE-HS - Home (Z:)

The home-drive is your personal drive, for which you are the only authorised person. Here, you save data that is not supposed to be accessible to anyone but you. Additionally, the university computing centre uses this drive to save configuration information of the software products used by you. The drive Z:\ has been assigned a size of 5GB from the beginning, but it can be enlarged by a formless application.

Data-Drive: JADE-HS - Daten (X:) (ENG: „JADE-HS - Data (X:)“)

In the data-drive, all data of the Jade University are saved centrally.

- **Folder: X:\<Organisationseinheit>** (ENG: „Organisation Unit“)

In this folder, you save data within your unit (special field, main office, unit...). You will always find the sub-folder „Zugriffsberechtigungen“ (ENG: „Access Authorisation“) within this folder, which informs you about your personal access rights considering the different folders.

- **Folder: X:\Arbeitsgruppen** (ENG: „Task Forces“)

When you are a member of a task force, you will find it under this folder. Members of a task force generally have writing access to the respective folder. Staff can request such a folder in the computing centre. When doing so, the name of the task force must reflect the content aspect. This folder has been assigned a size of 1GB from the beginning, but it can be enlarged by a formless application.

- **Folder: X:\Archiv** (ENG: „Archive“)

Under this folder, archive data are saved. The university computing centre organises them into the according folders and, subsequently, authorises certain user groups to read them only.

- **Folder: X:\Aushang** (ENG: „Bulletin“)

Under this folder, staff gets provided with generally accessible information. This resembles an electronic bulletin-board for staff of the Jade University. Replacing this folder by providing information via web in the medium term is currently in the planning stage.

- **Folder: X:\Dokumente** (ENG: „Documents“)

Under this folder, there are different documents of the university (e.g. office templates).

- **Folder: X:\Downloads**

Under this folder, you can find several software-products as download-files.

- **Folder: X:\Gremien** (ENG: „Committees“)

Under this folder, there are documents of the university-wide, central committees.

- **Folder: X:\HRZ-Support** (ENG: „University Computing Centre Support

Under this folder, the computing centre provides you with different files to support users and bug fixing.

- **Folder: X:\Lehrende** (ENG: „Lecturers“)

Under this folder, teaching staff can receive a personal folder, within which they provide students with files relating to the course. The folder, as well as all sub-folders, lets the students read the files only. The personal folder can only be edited by the professor.

- **Folder: X:\Transfer**

Under this folder, staff can create folders and exchange data. Please note that this is a transfer-folder: The content is deleted daily by night. It is therefore not convenient for the storing of data.

- **Sub-Folder: X:\Transfer\EXTERNE** (ENG: „X:\Transfer\EXTERNAL PEOPLE“)

Under this folder, external guest users can create folders and exchange data. Please note that this is a transfer-folder: The content is deleted daily by night. It is therefore not convenient for the storing of data.

- **Sub-Folder: X:\Transfer\STUDIARENDE** (ENG: „X:Transfer\STUDENTS“)

Under this folder, students can create folders and exchange data. Please note that this is a transfer-folder: The content is deleted daily by night. It is therefore not convenient for the storing of data.

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