Windows 7 Client Data

##### Prepared by: Adrian Whitaker Section: Learning Environments and Technology Services

|  |  |
| --- | --- |
| **Approval Date:** | [dd MMMM yyyy] (e.g. 15 September, 2005) |
| **Approving Body:** |  |
| **Submission Date:** | [dd MMMM yyyy] |
| **Date of Next Review:** | [dd MMMM yyyy] |

##### Modification History:

|  |  |  |  |
| --- | --- | --- | --- |
| **Version Number** | **Date** | **Author** | **Comments** |
| Version [number] | [dd/MM/yyyy] | [author name] | [comments] |
| 1.0 | e.g 20/04/2010 | Adrian Whitaker | Initial version |
|  |  |  |  |

# Policy Statement

Client data is currently stored in an inconsistent manner across the university. Some is local, some on network shares, some data is backed up, some is not. This policy aims to provide a standard way to store documents in H: drive and outlines which other client data should be backed up.

# Affected Services

Estore, provided by ESS, is the University’s central file storage facility. The adoption of this policy affects the amount and type of data stored on Estore

# Definitions

* Offline Files – a method of synchronising data from a network share to a local machine, so that data is available when not connected to the network share.
* NK2 files – Outlook stores previously typed email addresses in the NK2 file. This is used for Autocompletion when typing an email address. Clients are often concerned that this data is not available on a new machine.

# Roles/ Responsibilities/Guidelines

* H drive is for personal information only. Work-related information that needs to be disseminated should be stored elsewhere, see next points.
* Draughts for work-related information should be stored in a shared drive area that is available to the relevant team/organisation according to their local policy.
* Published information should be stored in Sharepoint/CMS/Wiki for access across the QUT community.
* Personal documents should be stored on H drive, not locally.
* Windows 7 offline files to be used for all desktops and laptops. This allows quick access to the local cache while maintaining the advantages of network storage and backup.
* Portable Home Directories using standard Active Directory profile information should be used for Macs.
* Folder redirection with offline files will replace current ad hoc solutions such as My Backup.
* Data to be redirected – Firefox favourites, NK2 files, Internet Explorer Favourites, Desktop. Other data as determined by local support teams.

# Related Documents

[List of related information sources]

# [Other Information]

[Any other information that should be included]