



Organising folder structures  
on the W:-drive @WUR



# A guide to **organising folder structures** on the **W:-drive** for research groups at WUR

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# Why this guide?

This guide offers answers to the most common questions about the reorganisation of the **W:-drive**.

The W:drive offers **secure store** and allows **continuity of access**.

For WUR research groups striving to **reduce data loss** and **increase continued access** to their data it is a logical place to store and archive research data.

# 4 things to consider before starting:

1. What is the classification of your data?
  - Who will be given access rights?
2. Where is the data now?
  - Will it be transferred? How and by who?
3. How much storage does the group need?
  - Do you need to request more storage?
4. Does the data need to be shared with external partners?
  - The W: drive is only accessible to WURnet account holders. Consider using other storage solutions provided by WUR to work with external partners.

# Who is responsible for the W:-drive folder structure?

Each research group has a **security group manager**. This is:

- often (but not always) the secretary of the research group.
- the contact person for the W:-drive and can add and assign access rights to the folders.

Don't know who the security group manager of your research group is?

Contact the IT Servicedesk ([servicedesk.it@wur.nl](mailto:servicedesk.it@wur.nl))

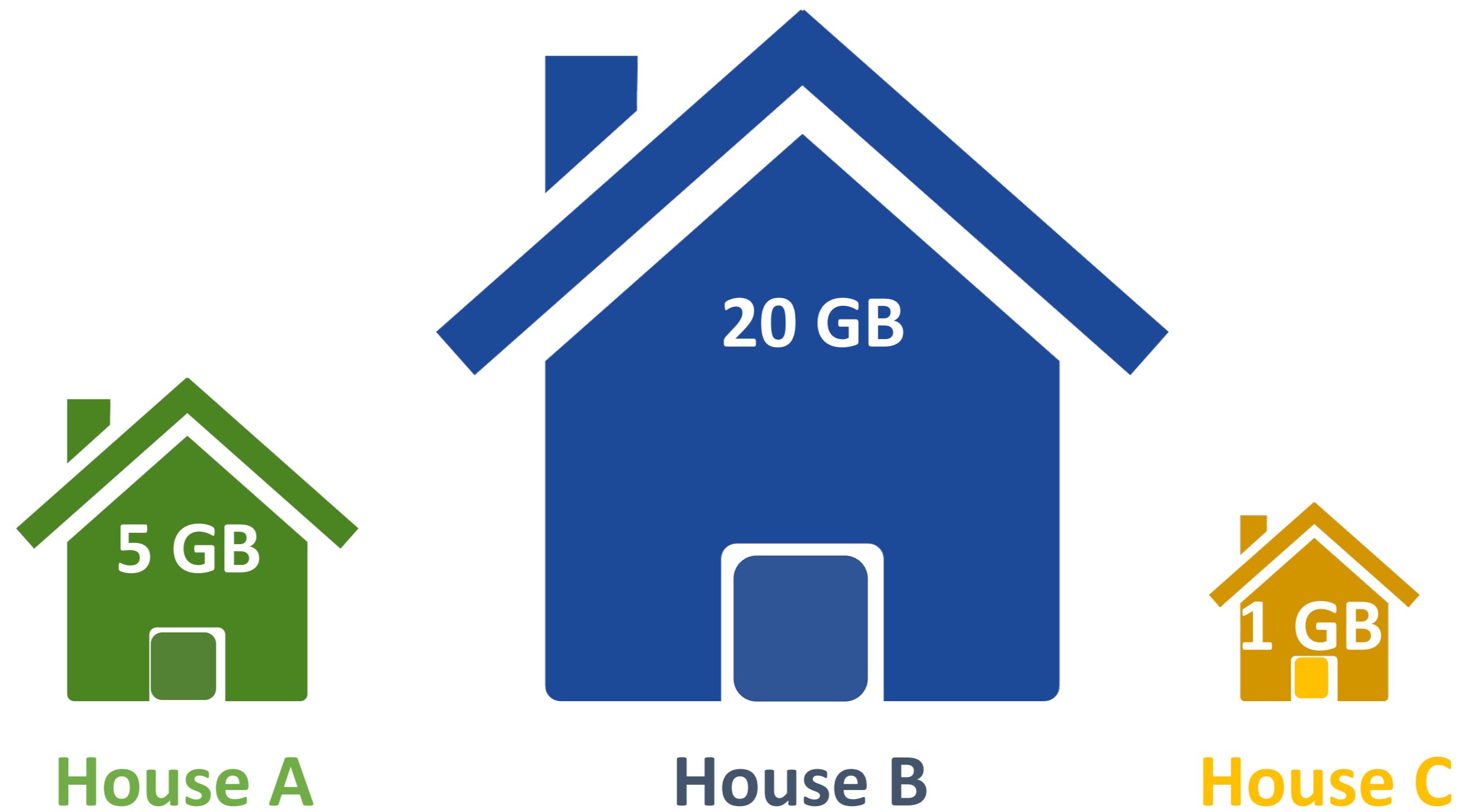
# What must be defined for a folder?

Each folder in the 'physical' level (indicated by shortcut symbol) has a defined:

- Owner (usually the security group manager)
- Size
- Name
- Storage type (see page 8)



A **house** as a metaphor for a folder, with an owner, size, name and type.



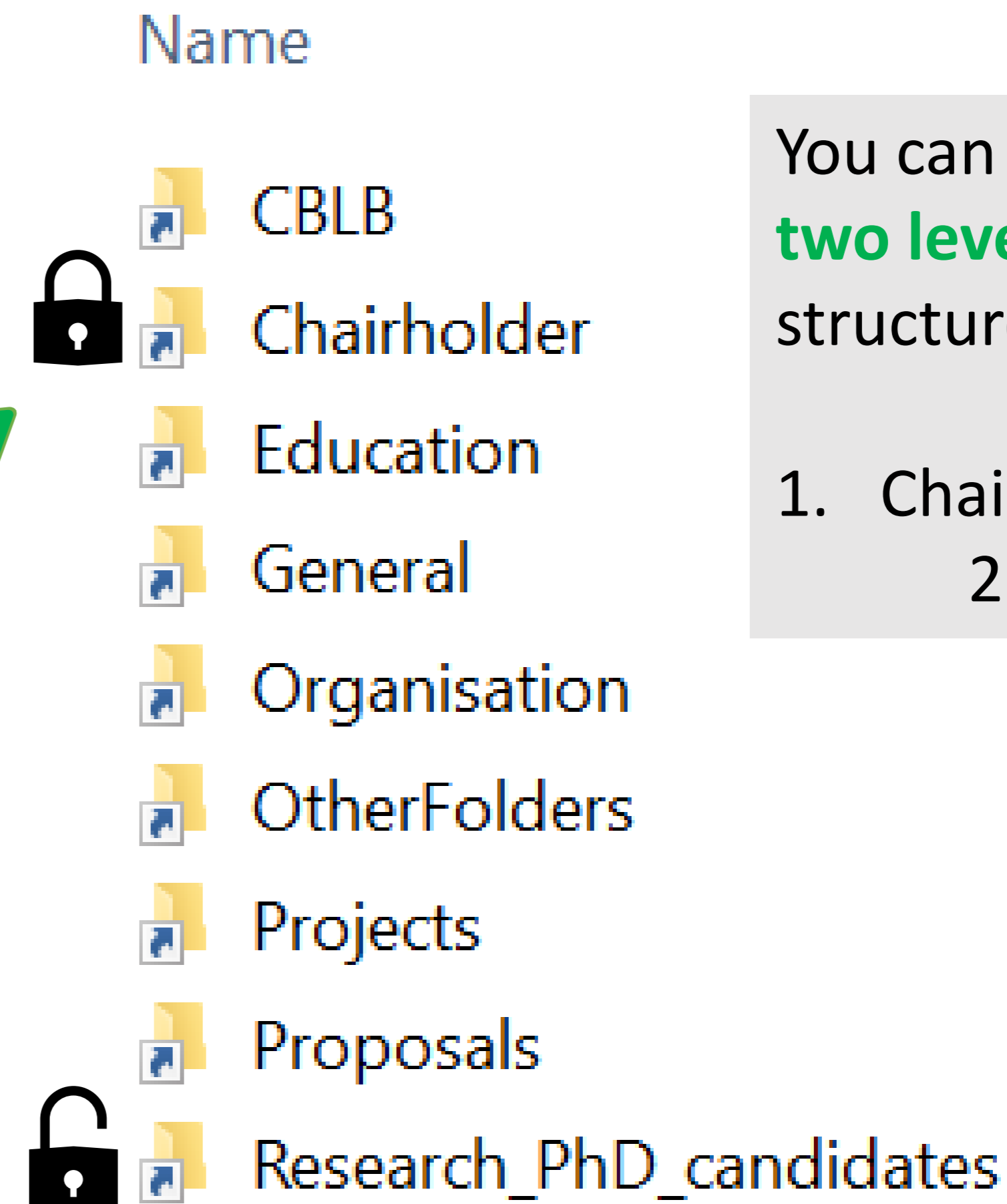
# How can access rights be assigned?

- Place a lock on the front door of the house (folder) and give certain individuals a key. They can access all the rooms inside the house (all the subfolders).

OR

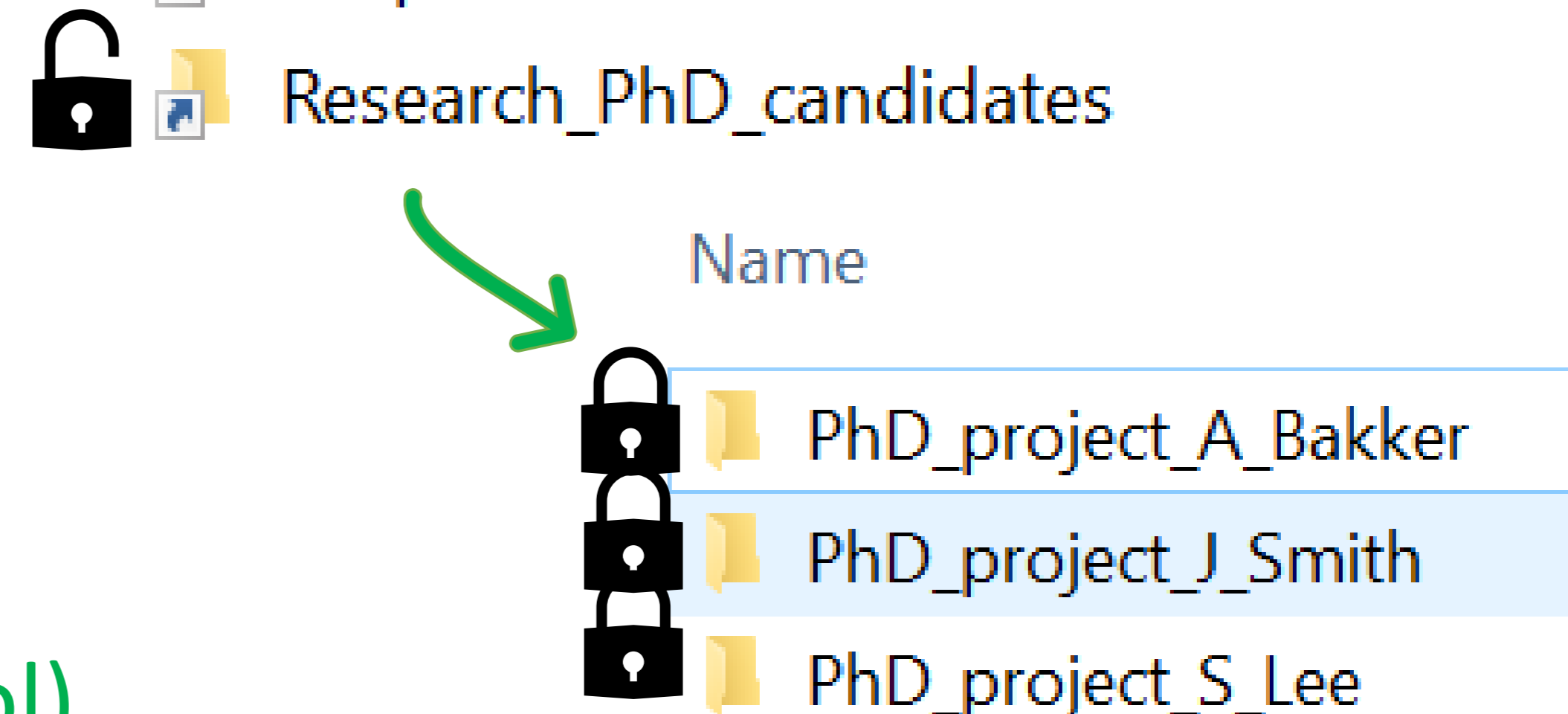
- Leave the front door open and place a lock on all the rooms (subfolders) in the house. Give certain individuals a key to individuals rooms. This options works well for folders containing lists of (PhD) projects (with personal data).

Note: access rights cannot be assigned past the second 'physical' level (indicated by shortcut symbol)



You can assign access rights to **two levels** of the folder structure, e.g.

- Chair group/ business unit
- Projects/members





# What **three types** of W:-drive storage systems you can choose from?

Type of File Storage	Specification*	When to use?	Costs per year (per 2021)
Enterprise	Double, Disaster recovery, File recovery	For standard folders	€0,70 / GB
Massive	Single, File recovery	For bulk/archive data folders	€70 / TB
Massive + Disaster Recovery	Single, Disaster recovery, File recovery	For bulk/archive data folders that must survive a disaster in data centre	€90 / TB

- \* Double: data stored at two geographically separate WUR data centers
- Single: data stored at one WUR data center
- Disaster recovery: data backed up on tape
- File recovery: accidentally deleted or overwritten files, can be restored by yourself within 1 year period of time.

# Example data folder organisation based on **name**

- 📁 CBLB
- 📁 Chairholder
- 📁 Education
- 📁 General
- 📁 Organisation
- 📁 OtherFolders
- 📁 Projects
- 📁 Proposals
- 📁 **Research\_PhD\_candidates**
- 📁 Research\_staff
- 📁 Secretary
- 📁 Z\_old\_folders

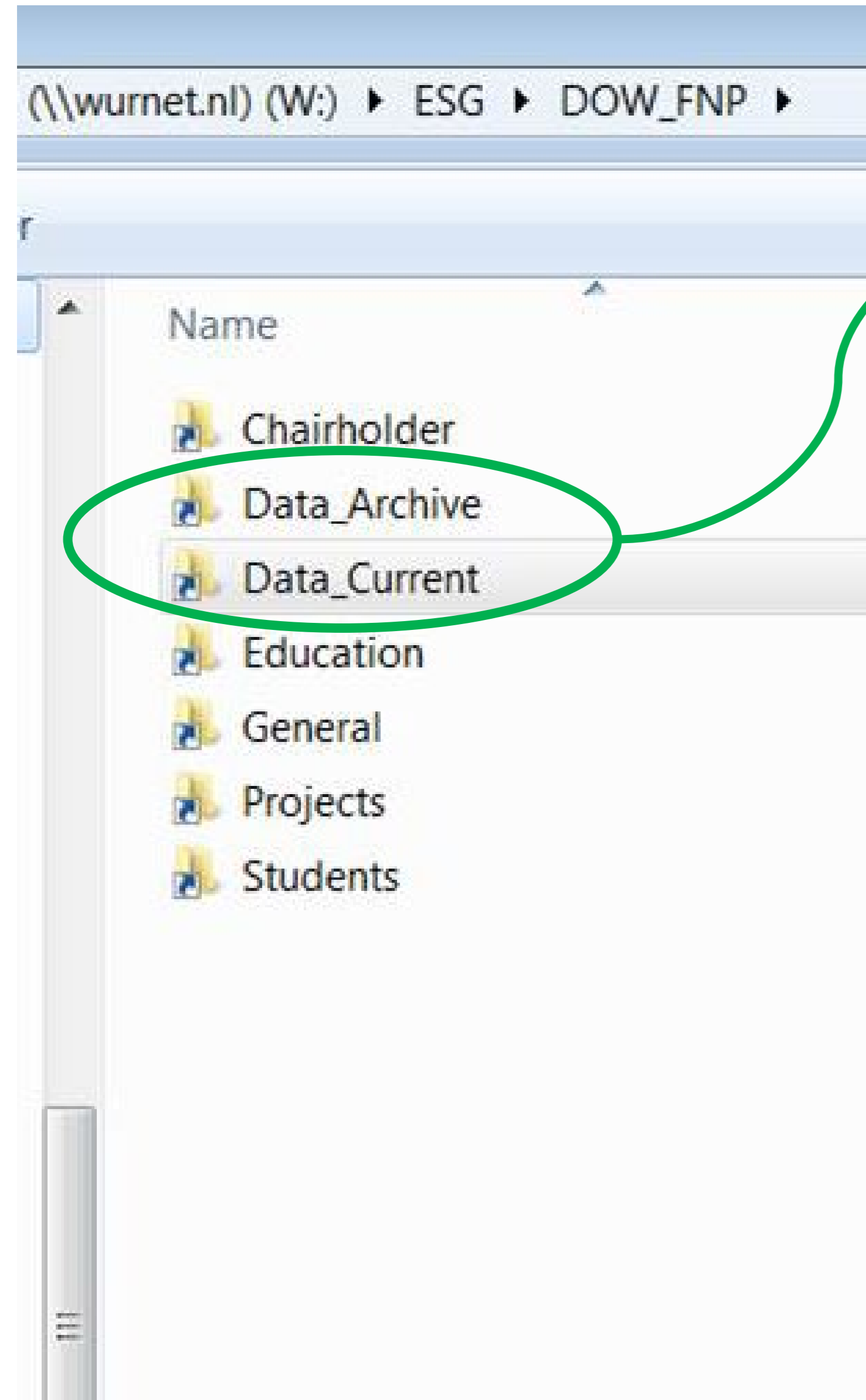
## Folder organisation

Folders for research data are split up between PhD candidates (Research\_PhD\_candidates) and staff (Research\_staff)

- 📁 PhD\_project\_A\_Bakker
- 📁 **PhD\_project\_J\_Smith**
- 📁 PhD\_project\_S\_Lee

- ▼ 📁 Research\_PhD\_candidates
  - ▼ 📁 PhD\_project\_J\_Smith
    - ▼ 📁 Admin
      - 📁 Budget plan
      - 📁 Contracts
      - 📁 Price lists
    - 📁 Courses
  - ▼ 📁 Data
    - 📁 processed data
    - 📁 raw data
  - ▼ 📁 Modelling
    - 📁 Input data
    - 📁 Output
    - 📁 Scripts
  - ▼ 📁 Text docs
    - 📁 Lit review
    - 📁 Papers
    - 📁 Thesis

# Example data folder organisation based on project **status**



## Folder organisation

### *Data\_Current*

- For currently running projects
- Each researcher has their own folder with access assigned to, for example, PhD, supervisor and promotor.
- PhDs are required to regularly deposit their data here.
- Use **Enterprise Storage** here.

### *Data\_Archive*

- For (PhD) projects that are finalised.
- Researcher provides a README.txt before project files are archived.
- Consider using **Massive Storage** for this folder (cheaper)
- Assign limited access rights and read only access.

# Tips and tricks for the W:-drive

- If a group member gets access to a folder, **they must log out and log in** to update their access.
- There is a technical limit to the number of 'keys' one person can have. This is an issue for the security group manager (page 4)
  - The **workaround**: security group manager only gets access on an 'as needed' basis.
- You can create another share on the W:-drive – expanding horizontally.
- Working with another WUR chair group/business unit? You can create a 'Projects' folder that is independent of WUR organisational units. In this case, special security exceptions can be created under **W:\PROJECTS**.

# Accessing the W:-drive **from home**?

There are two ways you can work on the W:-drive when off-campus, via:

- VPN software **Forticlient**:  
<https://intranet.wur.nl/umbraco/en/frequently-asked-questions/remote-working-by-using-vpn/>
- **MyWorkspace**:  
<https://intranet.wur.nl/umbraco/en/practical-information/it-services/working-remotely/>

MyWorkspace preferred, especially when working with a less stable internet connection, when transferring larger files ( $\geq 1$  GB).

If there is a connection failure, transferring stops when using VPN, but MyWorkspace keeps transferring on the background.

# Reference materials

- FAQs File storage
  - <https://intranet.wur.nl/umbraco/en/practical-information/it-services/file-storage/>
- Service Catalogue FB-IT 2021
  - [https://intranet.wur.nl/umbraco/media/10255/service-catalogue\\_fb-it.pdf](https://intranet.wur.nl/umbraco/media/10255/service-catalogue_fb-it.pdf)
- Changing access rights to the W:-drive (for the security group manager)
  - [https://sharepoint.wur.nl/sites/it/Shared%20Documents/EN-Manual Mutating Accesslist Distributiongroup.pdf](https://sharepoint.wur.nl/sites/it/Shared%20Documents/EN-Manual_Mutating_Accesslist_Distributiongroup.pdf)
- Storage solutions provided at WUR
  - <https://www.wur.nl/en/value-creation-cooperation/collaborating-with-wur-1/wdcc/data-management-wdcc/doing/storage-solutions.htm>

# More information & support

- IT Service Portal
  - <https://itsupport.wur.nl>
- Questions & support
  - [ServiceDesk.it@wur.nl](mailto:ServiceDesk.it@wur.nl)