

### Drive Mappings – Windows

#### **H:** User Home Directories

Generally for use by faculty to store personal and research files that don't need to be shared. Can be used by staff for their work related personal files. Should not be used for departmental files. Also used for storage of user specific settings.

#### **L:** User Webpages

Only available in selected departments that were provided this capability in the past. Allows users to edit their web pages through a drive mapping. Quota for the H: drive and L: drives are shared.

#### **N:** Large Data Storage

Available for those with requirements for larger than normal data storage needs.

#### **R:** Rutgers SAS Wide Drive

Allows access to the W: drive data in multiple departments for those who require that access. Also contains the RutgersSAS folder which allows for collaboration across departments.

#### **S:** Scratch / Temporary Storage

Temporary file space for short term file storage. Files in this drive can be viewed, edited or deleted by anyone in the department. No confidential or sensitive information should ever be stored on this drive.

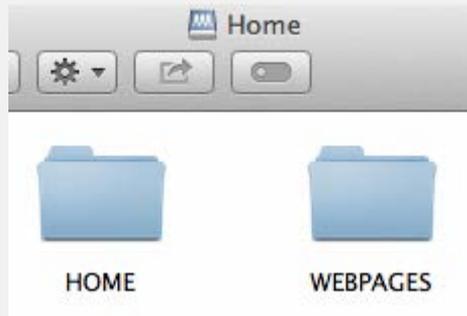
#### **W:** Workgroup / Shared Files

Departmental files. Permissions can be assigned on individual folders to restrict access to as few or as many people as necessary. Files stored in this drive are just as secure as those stored in the H: drive.

#### **Y:** Applications and System Files

Application files and other data used to allow the system to operate are stored in this drive. Most users will never need to navigate through this drive.

### Drive Mappings – Mac



Under the Home drive there are two folders, HOME and WEBPAGES. Inside these folders is a list of all departments where the user has access. Inside those folders is the user's personal folder in that department.

**Home Directories** - Generally for use by faculty to store personal and research files that don't need to be shared. Can be used by staff for their work related personal files. Should not be used for departmental files. Also used for storage of user specific settings.

**User Webpages** - Only available in selected departments that were provided this capability in the past. Allows users to edit their web pages through a drive mapping. Quota for the H: drive and L: drives are shared.

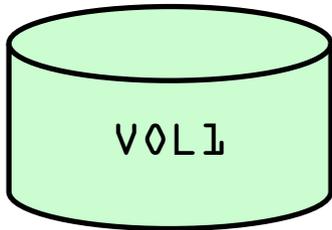


Under the Workgroup drive there are three folders, RutgersSAS, SCRATCH and WORKGRP. Inside the latter two folders is a list of all departments where the user has access. Inside those folders are the shared folders to which the user has access. The RutgersSAS folder has no departmental divisions. Users will see all SAS Wide folders to which they have access.

**SCRATCH** - Temporary file space for short term file storage. Files in this drive can be viewed, edited or deleted by anyone in the department. No confidential or sensitive information should ever be stored on this drive.

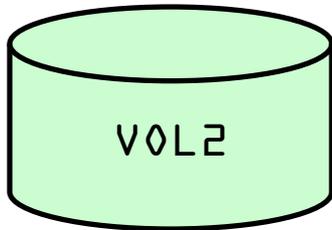
**WORKGRP**- Departmental files. Permissions can be assigned on individual folders to restrict access to as few or as many people as necessary. Files stored in this drive are just as secure as those stored in the Home folder.

### Volume Usage



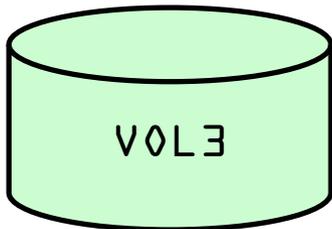
#### Applications and System Files

novell1.sas.rutgers.edu/vol1 - oes-novell1-server/vol1



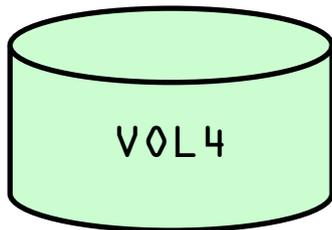
#### User Home Folders

novell1.sas.rutgers.edu - oes-novell1-server



#### Shared Folders

novell2.sas.rutgers.edu - oes-novell2-server



#### Large Data Sets

novell3.sas.rutgers.edu - oes-novell3-sever

### Drive Mappings Explained

Example assumes the user is in the SAS Dean's Office.

#### Windows

RutgersSAS – R: Drive

- WORKGRP
- SCRATCH
- RutgersSAS

Workgroup – W: Drive

- Finance
- IT Office

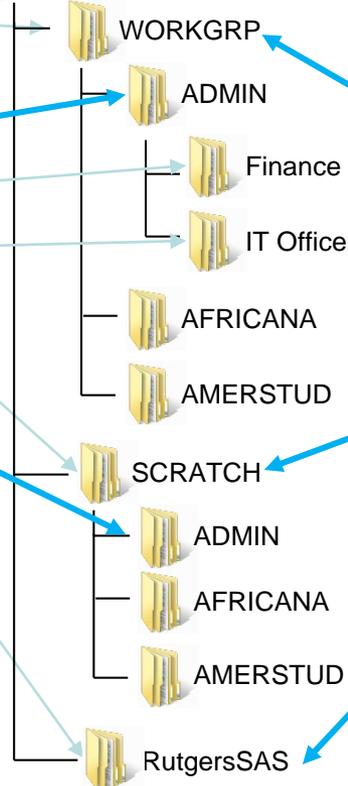
Scratch – S: Drive

- Demo Folder 1
- Demo Folder 2

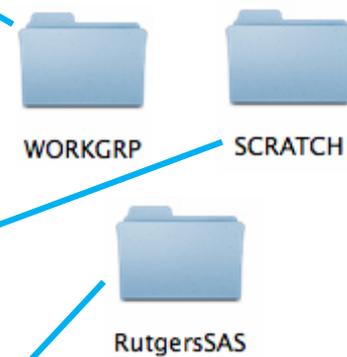
Put simply, drive mappings are shortcuts that to get you to a specific location on the disk quickly. On Windows systems those shortcuts take the form of drive letters. To make things simpler we perform what is called a root mapping. This means that the drive letter makes it look like the folder is its own drive. For example, you can see the the full path to the Finance folder is \\VOL3\WORKGRP\ADMIN\Finance but Windows users see the finance folder as W:\Finance. This is because we root map, or hide, \\VOL3\WORKGRP\ADMIN.



VOL3



#### Mac



Mac systems don't support the same type of root mapping so a few more clicks are necessary to get to the same location. In order to access the Finance directory on Mac, a user opens the Workgroup Drive then opens WORKGRP folder then opens the ADMIN folder and finally opens the Finance folder.