

Local Floppy Drive - A:\ drive

A:\ drive should be used to store:

- backup, personal, Unclassified or Protected A documents
- Unclassified or Protected A documents requiring portability

Local Hard Disk Drive - C:\ drive

With this release of SIGNET, your local C:\ drive is no longer available to you for information storage. SIGNET operating system files are stored on the C:\ drive.

Local Hard Disk Drive - D:\ drive

The D:\ drive on your SIGNET workstation is available to you for file storage. You are responsible for the organisation and maintenance of information stored there. Your D:\ drive should be used to store back up copies of current critical documents or as the destination drive for any Internet downloads. It is not recommended to use this drive as the main storage area for your files.

Personal Network Drive - H:\ drive

The H:\ drive is your personal storage on a network server. Each user in the department has an assigned H:\ drive and is assigned 100MB of space. H:\ drive is intended to serve as the primary location for personal information storage. It should contain only:

- work in progress
- personal working files
- frequently referenced material not available elsewhere

You are solely responsible for managing and organising your own H:\ drive directories. You are responsible for sending corporate information to CATS, and for deleting material which no longer warrants retention. As users store more data on personal H:\ drives, the network drive eventually reaches full capacity. When this situation arises, you are required to remove inactive files from your H:\ drive. You do not have access to your H:\ drive when the network is down.