

# Minnesota Department of Transportation

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Mn/DOT File and Print Consolidation Efforts



# Goal/Objective

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- ❑ Migrate CO NetWare file servers to Windows file servers.  
This will reduce cost and LAN Administration for MnDOT
- ❑ Consolidate redundant data in CO.
- ❑ Increase resiliency of file and print services in CO
- ❑ Streamline LAN Administration support in Central Office
- ❑ Reduce backup resources such as time, costs and equipment

# Consolidate file servers and storage in CO

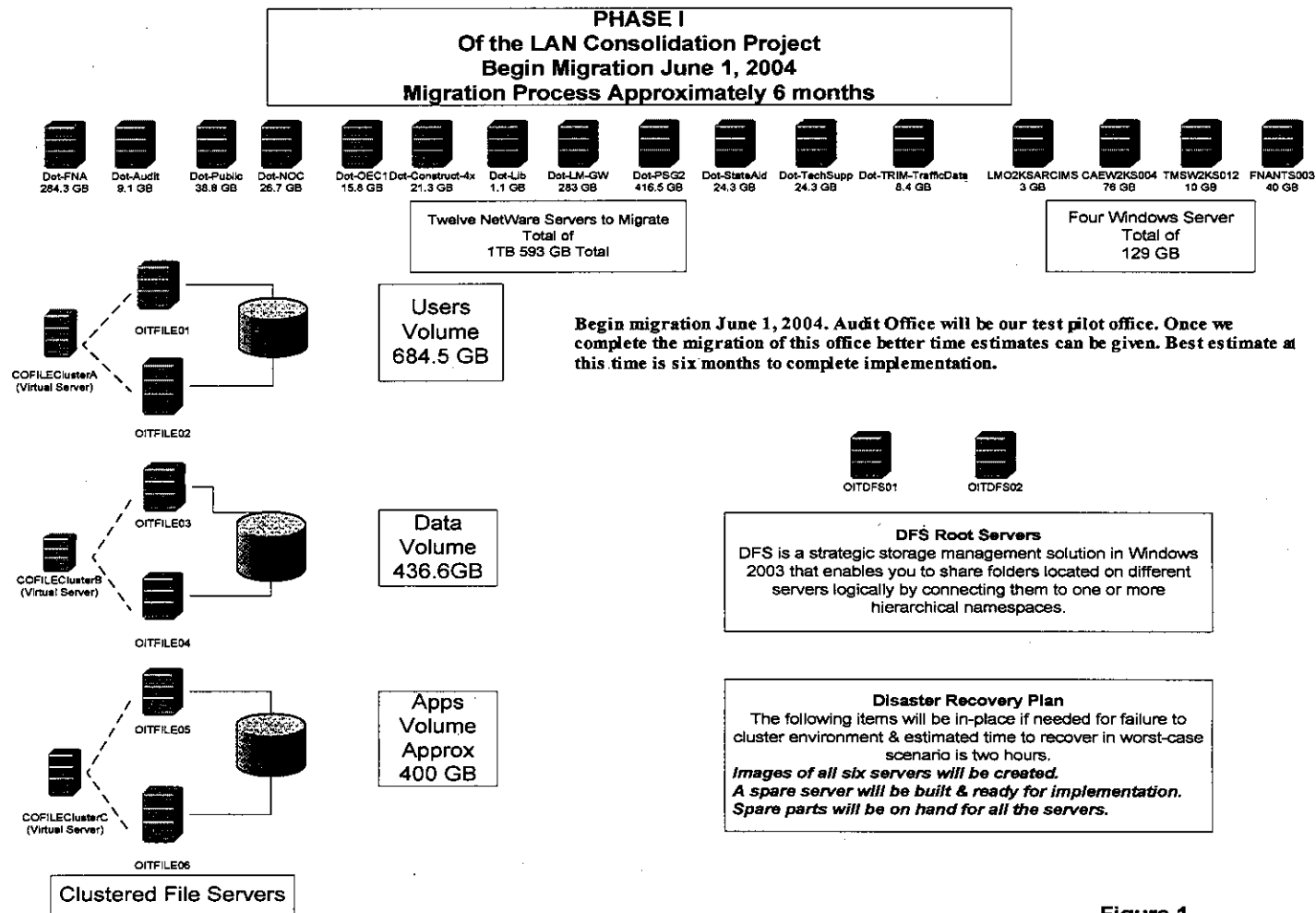
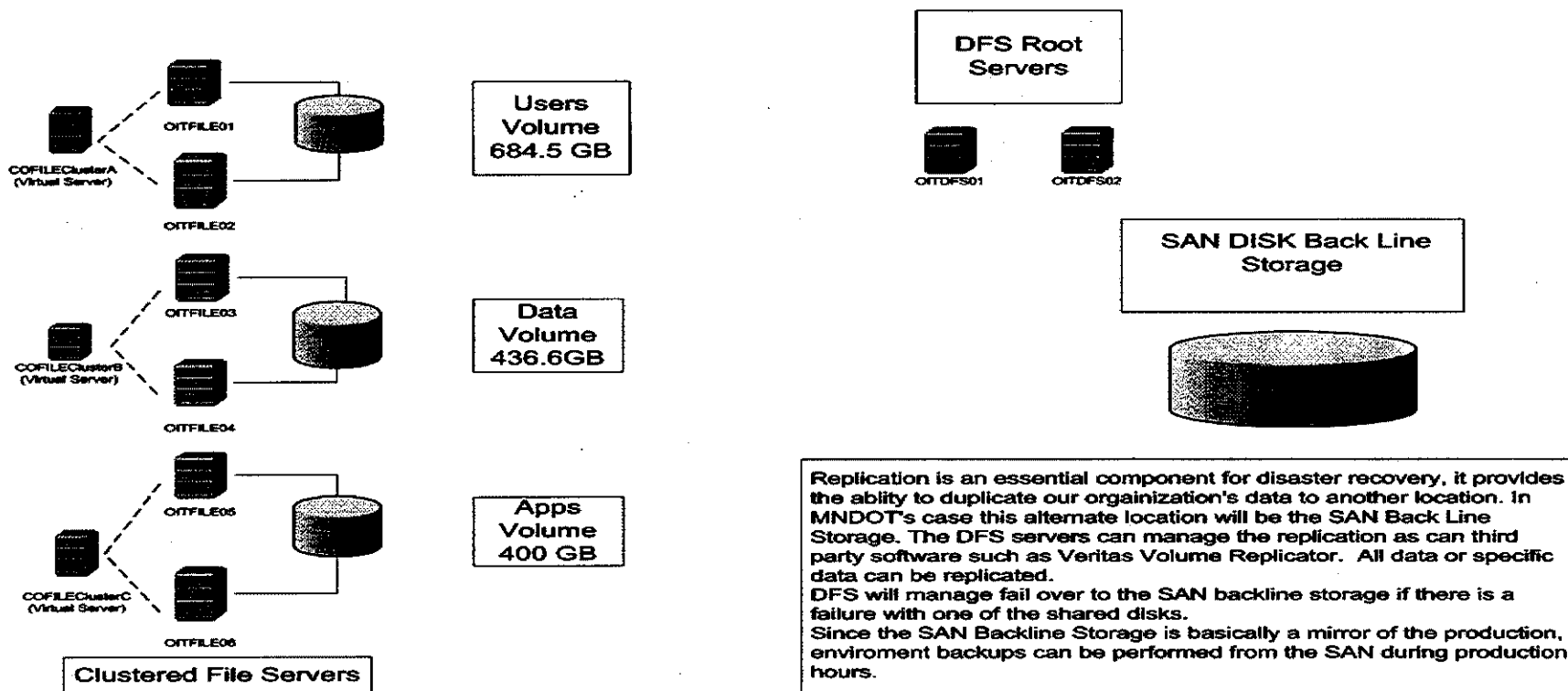


Figure 1

# Increase resiliency of file and print services in CO

**Phase 2  
of the LAN Consolidation Project  
Begin Implementation in FY 05**



**Figure 2**



## Where data should be stored...

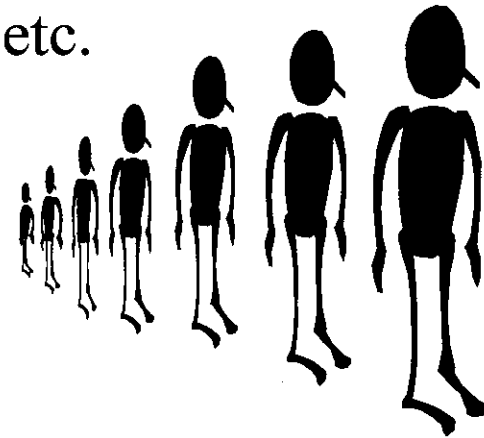
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- C: Store personal data on this drive.
- P: Store MNDOT personal data on this drive.  
Such as position descriptions, performance reviews, memos, & draft documents.
- N: Store MNDOT production data that may need to be shared within offices, project groups or other type groups.

# What is my role as an employee?

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- You should have received a memo from your Office Director with a report showing the following:
  - Pie graph details the types of files in your home directory
  - Bar graph details the last modified date of files in your home directory.
- A handout will be provided for procedures on:
  - Searching for file types; ie .doc, xls, etc.
  - Organizing files within folders
  - Deleting files
  - Copying files



# Home Directories (P Drive)

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- 250 MB size restriction for each employee
  - Customers will get a messages
  - An email will be generated with instructions
- Data saved on home directory should be MnDOT business related files (example memos, reports, performance reviews, etc.)
- Employees have full rights to their home directory.
- Certain categories of file types will not be allowed on home directories. These file types include: (the examples shown **are not** inclusive)
  - Backup and Archival (.bkf, .zip, etc.)
  - Executable (.exe, .com)
  - Graphical (.bmp, .jpg, .tif, etc.)
  - Media (.wav, .mp3, etc.)
- If you attempt to save the above file types you will get a file block message and not be able to complete the save on the P:

## Data Volume (N Drive)

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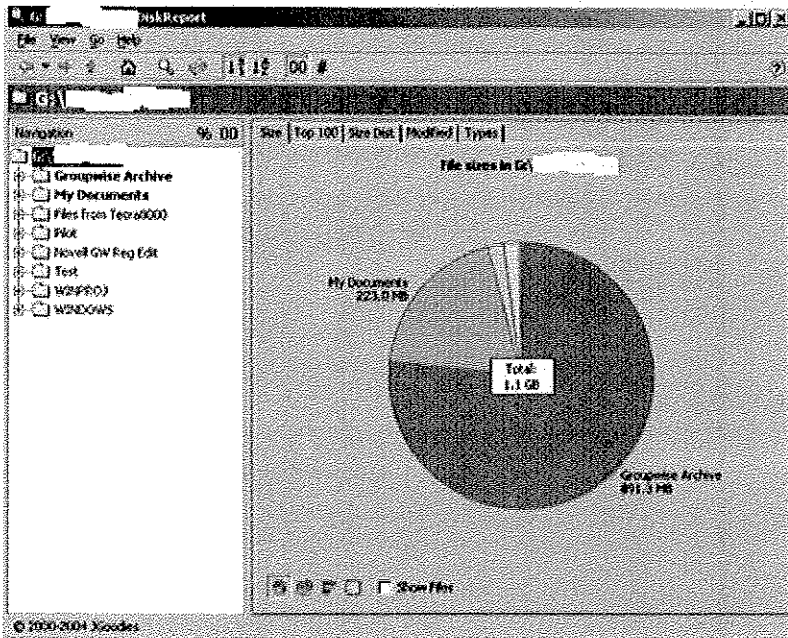
- This volume will be used for all MnDOT production files that may need to be shared within offices, project groups, or other type groups. All file types **will be allowed on this volume if business related**
  - **NOTE:** You will receive a reminder message when certain file types are saved. This message will be for you to confirm that the data is MnDOT/work related data.
- Performance, security and volume size will be monitored on this volume to ensure availability to all.

## Shared Folder (Z Drive)

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- This SHARED folder will be a MnDOT USER temporary file share area. Files that need to be shared with individual users in MnDOT can be located in this folder.
- There will be a 14 day retention on files located in this SHARED folder. After the 14 days, the file will be automatically deleted.
- Everyone will have read and write rights to this SHARED folder.

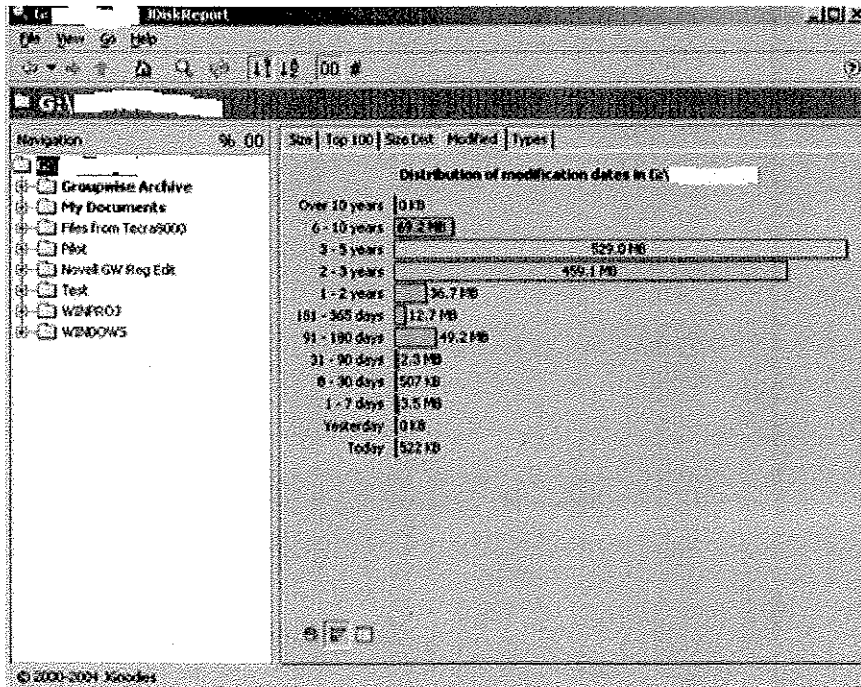
# Home Directory



The above chart shows the types and size of files in your home directory. Please review these files for validity and then remove from the server if not business related. The following file types: music, sounds, video, and graphic files and will not be allowed in home directories. They can be stored on workstation's hard drives. If they are business related they can be stored on the DATA volume.

The following are examples of file types not allowed. This is not a complete list.

MP3	EXE	WMA	AVI	GIF	
JPG	COM	MPG	WAV	MSI	MPEG



The above chart shows when files in your home directory were last modified. Files that have not been modified in the over a year should be reviewed to determine if they are still needed.

## **File Cleaning Tips**

### **Drive Locations**

Review places you may have stored files:

- Network drives (usually named P:, N: ). These drives are backed up each night by Network Services. These are the most reliable places to store data because of the daily backup.
- Local drives (usually named C: and D:). You are responsible for backing up the data on these drives. You may have created folders to keep your files or you may have used defaults set by programs.
- Floppy drive (usually A:). We do not recommend keeping Mn/DOT data on floppy disk as they are notorious for failure and misplacing.

### **Windows Explorer**

You can get to any drive by retrieving Windows Explorer. Here are some methods to do that:

- Click the Windows logo KEY (second from left bottom row) with Key E or
- Start Button/Programs/Accessories/Windows Explorer or
- Right click start button and choose Explorer

### **Navigating in the Windows Explorer**

- Click a drive folder on the left side of the window to display the contents on the right side.
- Click any plus signs (+) to display folders/files stored under that folder.

### **View Options**

- Change how the folders are displayed (Click on View/Details).

### **Sorting Files**

- To sort by any of the headings, click on that heading.
- Click again to sort the opposite direction.

Note: (Sort by date to separate older files from current files; sort by Type to find files that will no longer be stored on the Data drive or to find all the files of the same type (.doc or .xls, etc.)

### **Selecting Files**

To select all the files in one folder:

- Click somewhere in the list of files.
- Click CTRL and A to select all the files.
- To delete the files, click the delete key on your keyboard OR
- To move the files, click anywhere in the highlighted part and drag to another directory.

To select files in a continuous list:

- Click on the top file then scroll to the bottom file, hold down the Shift key and click on the last file you want to work with.
- To delete the files, click the delete key on your keyboard or
- To move the files, click anywhere in the highlighted part and drag to another directory.

**To select the files randomly located in your list:**

- Hold down the CTRL key while clicking on the files with the mouse.
- To delete the files, click the delete key on your keyboard OR
- To move the files, click anywhere in the highlighted part and drag to another directory.