

The BIU filestore

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Introduction

The BIU filestore is a multi-terabyte storage facility that provides safe, secure storage for your image data and eliminates the need for you to store and backup large datasets on your own UoS machines which have limited disc quotas. It is accessible from any networked PC or mac within the soton domain , including those connected by a VPN connection from outside.

The server, administered by iSolutions, is a raid server (so duplicated copies of your data exist on it as soon as you copy them onto it), and is backed up on an industry standard regime with both onsite and offsite archives, making it as safe and secure a depository as possible.

All facility users with access to the soton computer domain are encouraged to request access to, and use this resource to store their data. Please contact Anton Page (a.page@soton.ac.uk, SGH x4815), Dave Johnston (d.a.johnston@soton.ac.uk SGH x3382 or David Chatelet (d.s.chatalet@soton.ac.uk SGH x4807) to request access to the server.

Once registered to use the server, you will be able to access a private folder on it, which only you and system administrators have access to. There is also a "Research Temporary" folder to which all server users have access, allowing transfer of data between users.

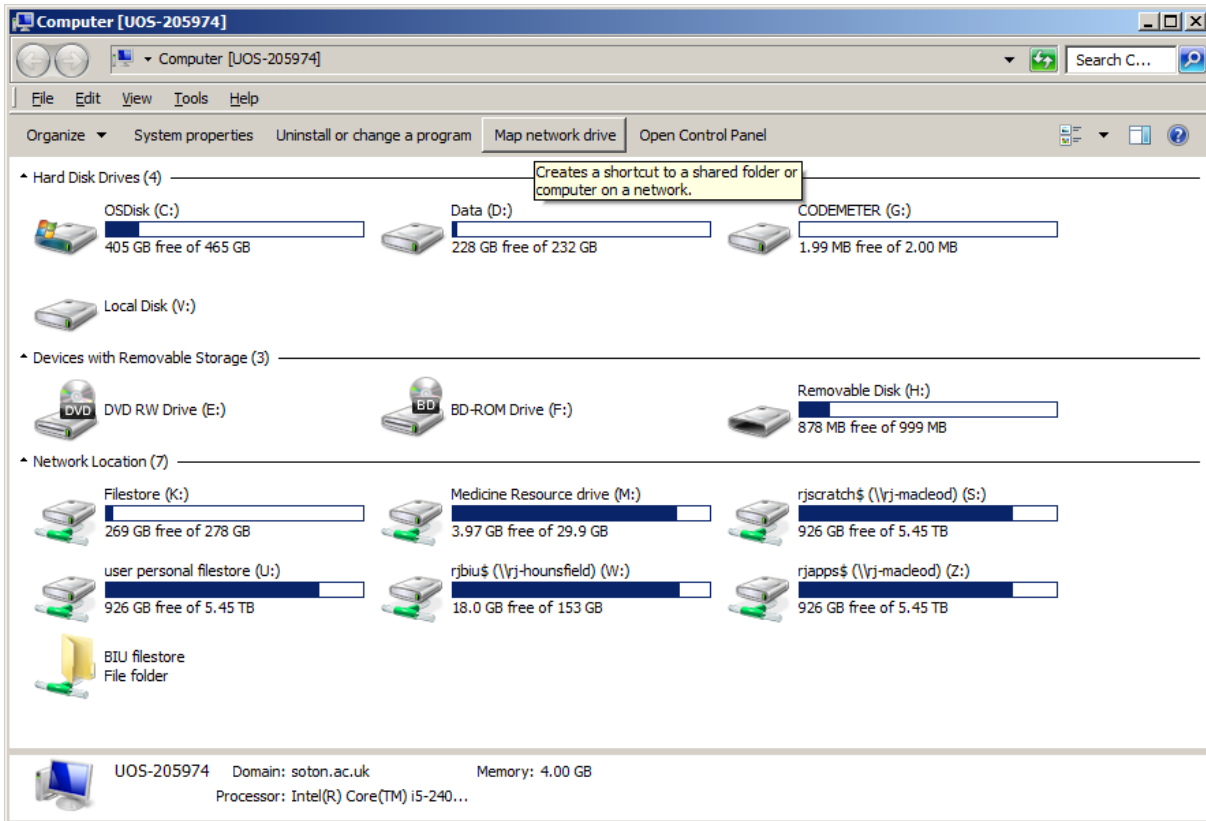
Accessing the BIU filestore

To set up your access the BIU filestore, we first have to register you with serviceline - they will then add you to a user group which has permissions to access the filestore. Once this has been done, you will be notified and you will then have to link your computer to the filestore - this can be done by mapping the location as a Network Drive (Windows 7 or 10) or connecting to server (OsX)

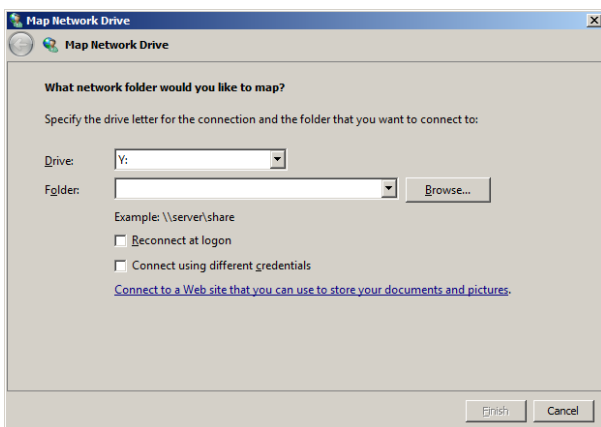
To map the drive as a network drive in Windows 7 from a UoS domain PC

Biomedical Imaging Unit

From the *Computer* or *This PC* window, select the *Map network drive* option from the toolbar (depending on system configuration, it might be hidden under: *Tools > Map network drive...*). Win7



In the *Map Network Drive* window:



Select any unused drive letter from the *Drive* dropdown

Type the following into the *Folder* box:

`\\soton.ac.uk\resource\Biomedical Imaging Unit`

Check that the *Reconnect at Logon* option is ticked and the *Connect using different credentials* box is not ticked.

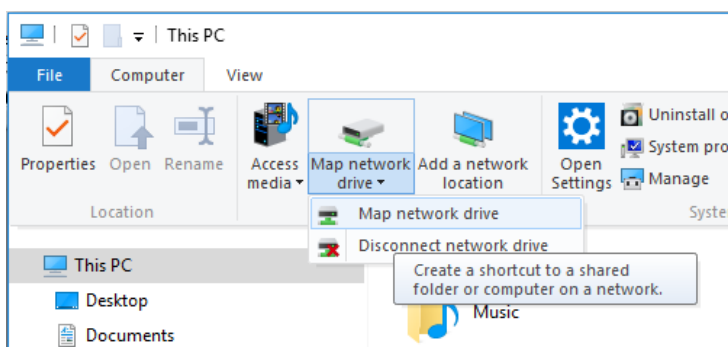
Click **Finish**

To map the drive as a network drive in Windows 7 from a non domain PC connected to the UoS network

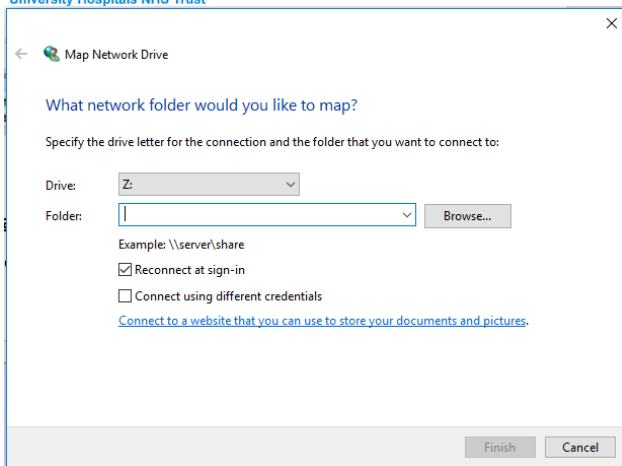
The instructions above assume that you are mapping the filestore from a Win7 machine which is on the Soton domain and that you are logged onto with your UoS credentials. From a non domain PC on the UoS network, follow the above instructions but when you fill in the map network drive box, you need to untick the *Reconnect at Logon* option and tick the *Connect using different credentials* box. In this scenario, when you click on the *Finish* button, you will be presented with a small Uos login box to log into the Soton domain. You should enter your username as `soton\your_UoS_username` (the `soton\` prefix is vital) and your UoS password. When you have mapped the drive and navigated to your folder on the filestore, make a shortcut to your folder and store this somewhere convenient on the local PC. Use this shortcut to access the login box in future sessions.

To map the drive as a network drive in Windows 10 from a UoS domain PC

Open a *File Explorer* window and select *This PC* on the LHS menu. Click on the *Computer* tab on the top menu and select Map network drive > Map network drive from the ribbon bar which appears.



The Map Network Drive window appears.



Select any unused drive letter from the *Drive* dropdown

Type the following into the *Folder* box:

`\\soton.ac.uk\resource\Biomedical Imaging Unit`

Check that the *Reconnect at Logon* option is ticked and the *Connect using different credentials* box is not ticked.

Click **Finish**

To map the drive as a network drive in Windows 10 from a non domain PC connected to the UoS network

The instructions above assume that you are mapping the filestore from a Win10 machine which is on the Soton domain and that you are logged onto with your UoS credentials. From a non domain PC on the UoS network, follow the above instructions but when you fill in the map network drive box, you need to untick the *Reconnect at sign-in* option and tick the *Connect using different credentials* box. In this scenario, when you click on the *Finish* button, you will be presented with a small Uos login box to log into the Soton domain. You should enter your username as `soton\your_UoS_username` (the `soton\` prefix is vital) and your UoS password. When you have mapped the drive and navigated to your folder on the filestore, make a shortcut to your folder and store this somewhere convenient on the local PC. Use this shortcut to access the login box in future sessions.

To map the drive as a network drive in OsX from a UoS domain Mac connected to the UoS network

Click on your desktop to activate the *Finder* menu toolbar

Do: *Go > Connect to Server* (or apple-k)

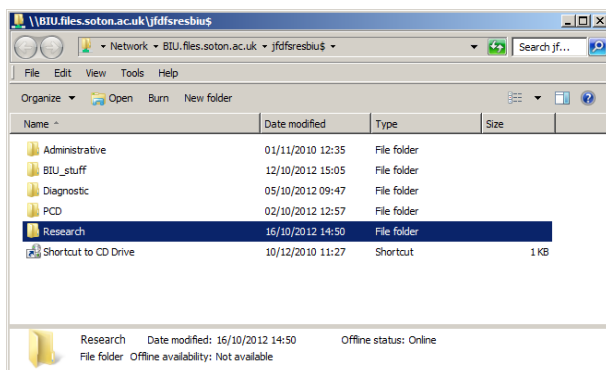
Enter the address as: `smb://biu.files.soton.ac.uk/jdfsresbiu$`

Then click on the [+] to save as a favourite server.

Click on *Connect*.

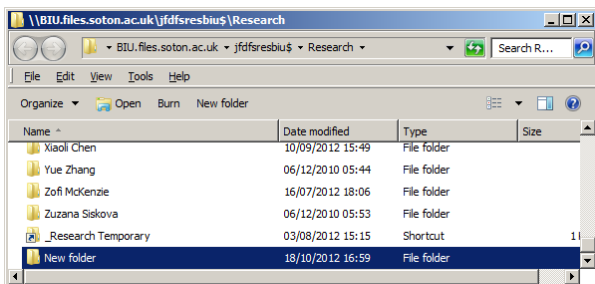
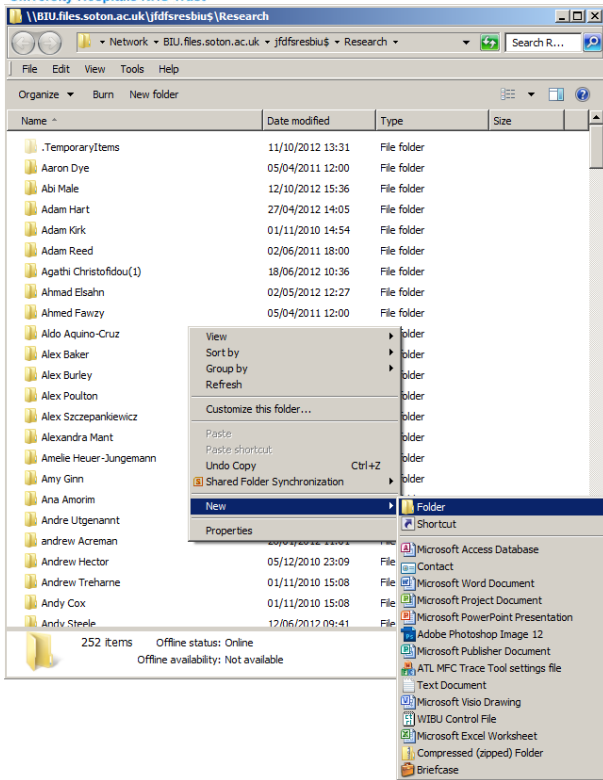
Filestore folders and permissions

The BIU filestore has several top layer folders - you will only have access to the *Research* folder.

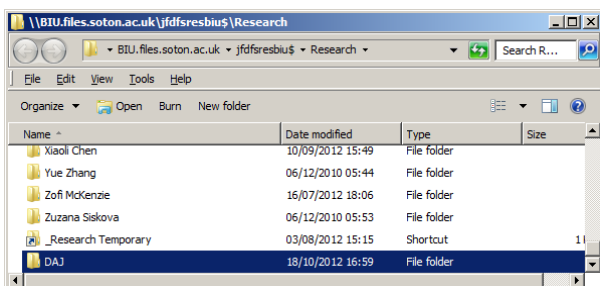


Open the *Research* folder - each registered user can create their own private folder within the *Research* folder which only they and administrators (iSolutions, Anton Page, Dave Johnston, Peter Lackie, David Chatelet from BIU) can access.

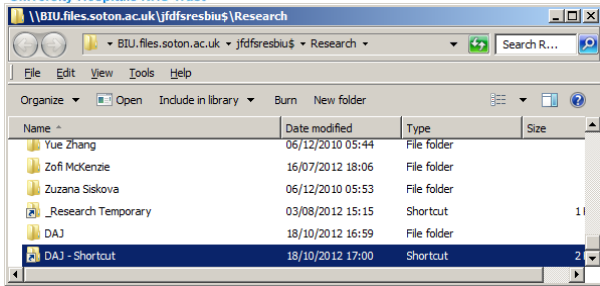
Right click > *New* > *Folder* and create a folder in *Research*



Select the new folder and rename this folder with your name (right click on the folder and select *Rename*).



Select the renamed folder and create a shortcut to it in the *Research* folder (right click on the folder and select *Create shortcut*)



Drag the shortcut to your desktop and rename it if desired

Now delete the copy of the shortcut in *Research*

Within the *Research* folder is a folder called *Research Temporary*. Create a folder for yourself in *Research Temporary* and a desktop shortcut to it as above). *Research Temporary* is used for transferring files between users.

Notes:

Because of the way permissions are set up, if an administrator places files into your folder in *Research*, those files will still belong to the administrator, not to you (it is a Windows thing!). If anyone places files into your folder in *Research Temporary* (or any folder in it) and you move or copy the files into your folder in *Research*, those files will now belong to you.

Your folder in *Research* is private but all files and folders in *Research Temporary* can be accessed, modified and deleted by anyone who can access the *Research* folder. Therefore archive things in your folder in *Research*, not in your folder in *Research Temporary*.