





OHSU Drive Definitions and Usage for PCs

Drives are defined by letters of the alphabet, followed by a colon. Example – A:

| Drive | Definition | Comment |
|---|---|--|
| A: or B. drives |  Floppy drives for floppy disks | The letters A and B are always reserved for floppy drives. |
| C: drive |  Computer workstation's primary hard drive | Hard drives (disks) are located inside the computer workstation. |
| D: – G: drives |  Additional hard disks, CD-Rom drives, Zip or Jazz drives, "Thumb" or portable USB drives | These drives are also physically attached to the computer workstation |
| OHSU Network Drives | | |
| H: drive = home server* *NC can provide specific home server information |  Network drive available to the individual user. Recommended drive for storing files. H-drive backups are performed nightly | You must be logged into the network to access the H-drive. You may access your H-drive from any OHSU workstation, by logging into the network with your full context name. |
| I: drive = Share1 Three main areas | Inter-Departmental share area – for collaboration across different departments | All of OHSU can use some portion of this area to share content |
| | Transfer Holding area (i:\ohsu\transfer) – for inter-departmental <i>temporary holding</i> and <i>delivery</i> of content to other OHSU users. Not a permanent storage area. | CAUTION: Do not <i>store</i> files (especially files with phi content) in the Transfer temporary holding area. <u>Any OHSU user can read, copy, edit, or delete any files in the Transfer area.</u> |
| | Public area (i:\ohsu\public) – To read and copy OHSU forms and files, mostly from administration departments | Example: HR Personnel Action forms – i:\ohsu\public\hr\PA forms |
| J: drive | Departmental share area – for content shared with the whole department or part of a department | Only the department can use this area to share content |
| K: – M drives | Additional network drives a person may use as needed, such as mapping to the location of another application or service. | NCs can provide additional information about mapping drives. |
| N: – Z: drives | Network drives used by ITG Networks to hold applications, services, and utilities used by OHSU users | Examples: Novell network utilities, site-licensed applications, etc. |