





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.