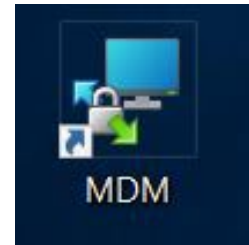


# THE INSTRUMENT DATA STORE (IDS)

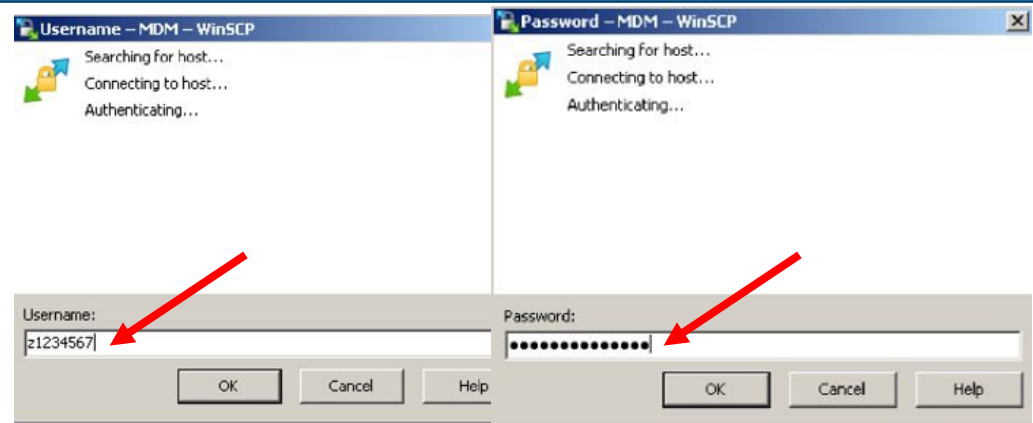
The Instrument Data Store (IDS) is a new and modernised data storage system that is replacing the existing Samba servers. The IDS provides a more secure and resilient infrastructure for the effective management of your research data. The Samba servers will be decommissioned and no longer accessible from 20 December 2023. Please rest assured that the Research Technology team will perform a backup of all data on that date and can retrieve data if necessary. However, to make things as convenient as possible for you, **following the steps below please copy your existing research files onto the IDS by 1 March 2024.**

## ZID users - connecting to the IDS when in the Analytical Centre

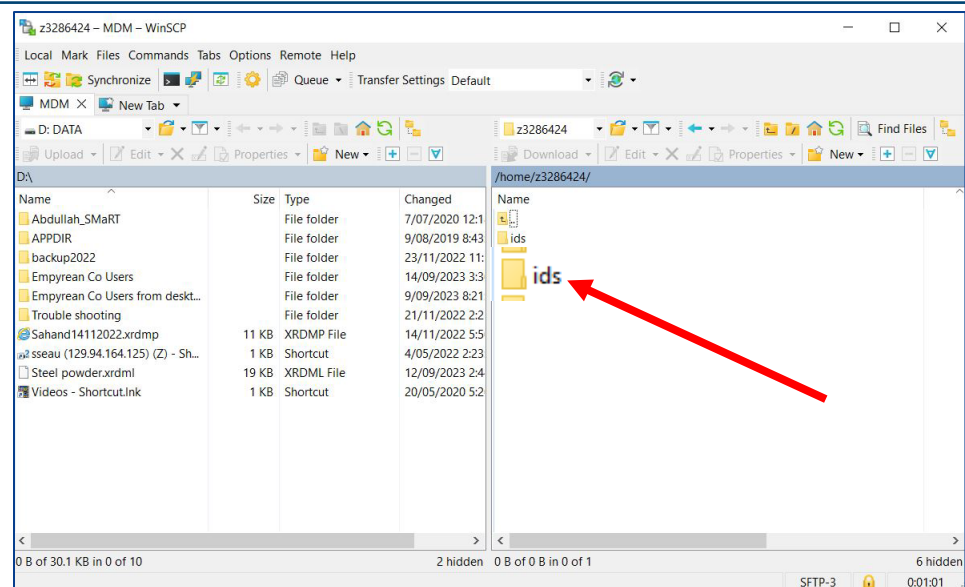
- 1 Double click the MDM Icon on the Desktop.



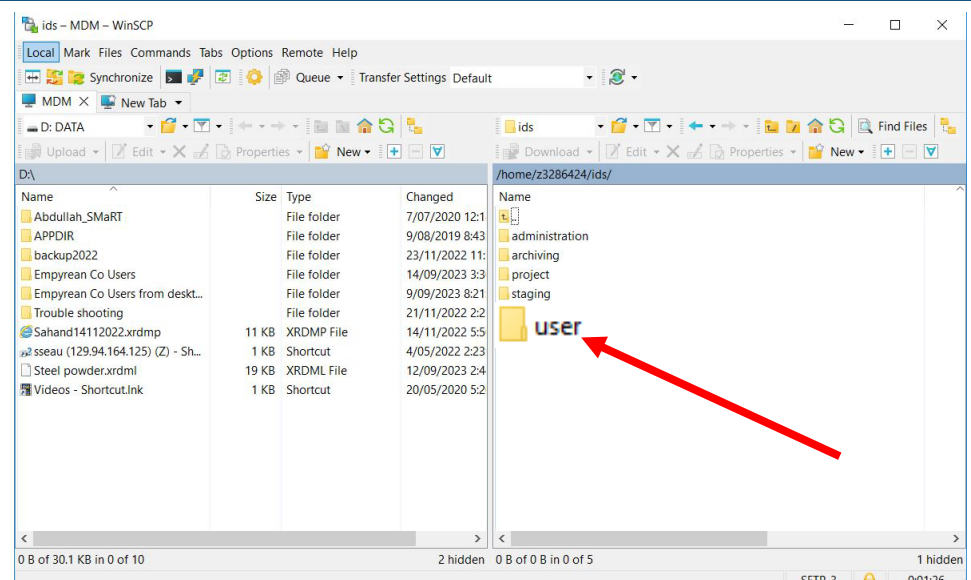
- 2 Enter your zID and zPass in the WinSCP window



- 3 Click on the ids folder in the right window to go to this location:  
- /home/your zID/ids



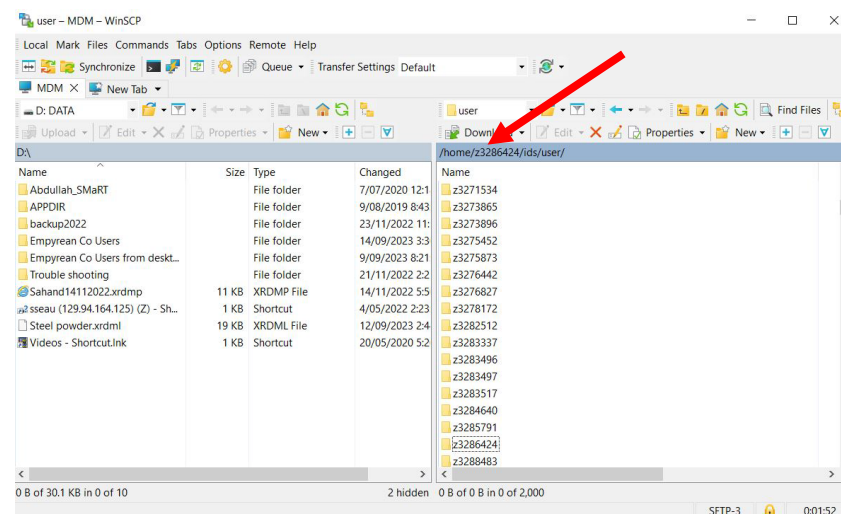
- 4 Click user



5

Find your IDS folders in the following locations:

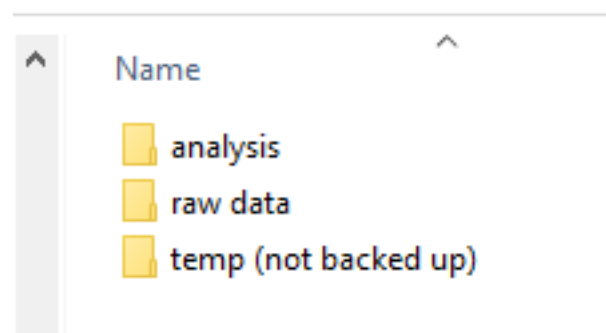
- /home/your zID/ids/your zID
- /home/your zID/ids/your zID/analysis
- /home/your zID/ids/your zID/raw data



## What you will see: the IDS data structure

Your **User directory** is solely visible to you as the zID owner, and includes these folders:

- **analysis data** – you can work with your data in this folder.
- **raw data** – save instrument data here in the instrument sub directory, to preserve file integrity, as files here cannot be edited or deleted.
- **temp** – for miscellaneous use. Files in this folder are not backed up.



## Managing your data files on the IDS

On completion of a set of experiments, you should decide which files:

- You will still need to access regularly,
- You would like to archive,
- Can be deleted.

If you do nothing, any data file not opened for 6 months will be aged out and will disappear from your folders.

- You'll receive email prompts 1 month and 1 week before the deletion date.

If you require a longer-term archive for your research files you can arrange for them to be stored in the UNSW Data Archive. To archive a file, go to <http://unsw.to/dataarchive>

## Move your existing data files into your IDS folders

- **To migrate existing files** from your current folders to your new IDS folders (deadline 1 March 2024), **copy and paste** the files from your current folders into your **analysis folder**.

Optionally, you can move your files into your:

- **raw data folder:** keep in mind that files in the raw data folder are not editable or deletable
- **temp folder:** this is not backed up and should only be used to store files of limited importance

## Protecting the privacy of your zID data

- **To log out:** close the MDM window – to ensure privacy of your data when using a shared workstation to.

## How to links

- **For External Users** - to send a file to an external email: see Filesender on the desktop or visit <https://filesender.mwac.unsw.edu.au/voucher.php> and <http://unsw.to/IDS> - Training-&-Quick-Reference-Guides for detailed instructions
- **Share data with other users**, request a Project directory: visit <http://unsw.to/Projectrequestform>
- **Report an issue regarding the IDS:** email [itservicecentre@unsw.edu.au](mailto:itservicecentre@unsw.edu.au) and put "IDS" in the subject title.