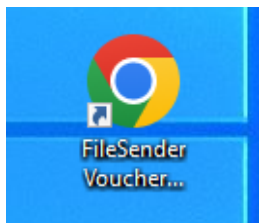


THE INSTRUMENT DATA STORE (IDS)

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.**


Non zID Users

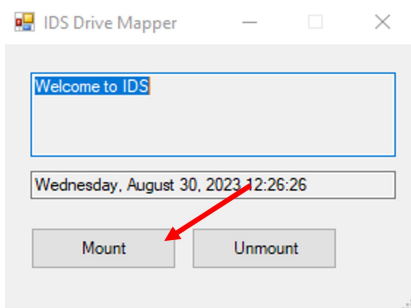


- If you don't have a zID, you can now use **Filesender** to send files to your external email.
- Access **Filesender** using the desktop shortcut or see the *How To* link below.

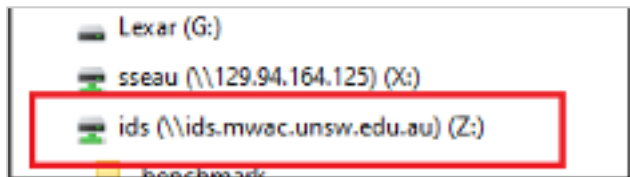
zID users - connecting to the IDS when in the Analytical Centre

- 1 Click **IDS_DRIVE** Icon.


- 2 Click **Mount**.


- 3 Find your IDS folders at the following locations:

 - z:\user\zID
 - z:\user\zID\analysis
 - z:\user\zID\raw data
- 4 Once logged in you will notice that this new Drive has mounted to your computer.

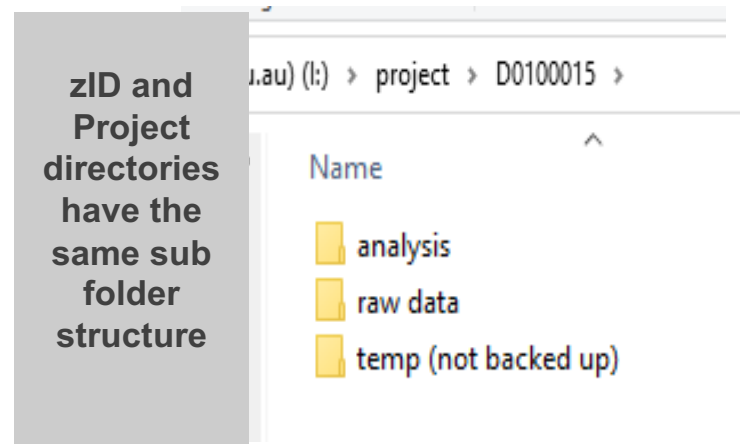


What you will see: your IDS data structure

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

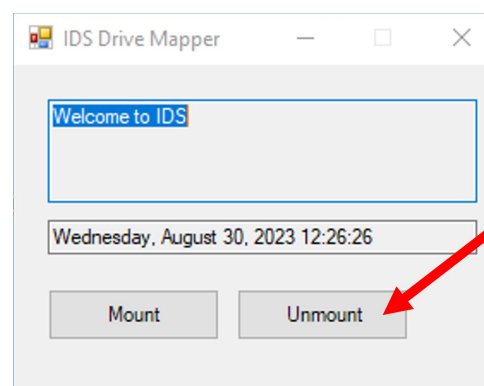
- **analysis data** – work with your analysis data in this folder.
- **raw data** – save instrument data here in the instrument sub directory. It will preserve file integrity as files here cannot be edited or deleted.
- **temp** – for misc. use. Files in this folder are not backed up or archived.

You can also request A **Project directory** to share data with other users – see the *How To* link below.



Logout to protect the privacy of your zID data

- When using a shared workstation, log out of your zID user data when you are finished working to ensure privacy of your data.
- **To log out:** Click Unmount on the IDS_Drive Mapper on the desktop, or if you have closed that window, click on the IDS_Drive icon.



Managing your data 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.

Move your existing files into your IDS folders

To migrate existing files from your current folders to your new IDS folders, **copy and paste** the files from your current folders into your **analysis folder**.

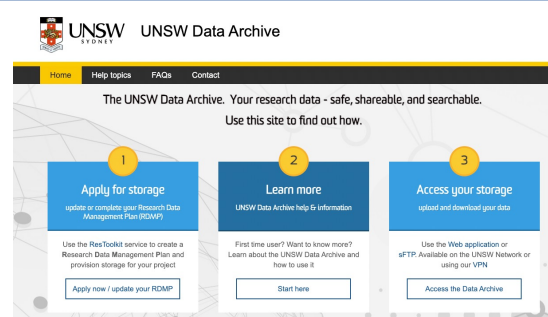
Optionally, you can move your files into your:

- **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

To archive IDS data

Data on the IDS is backed up for 1 year following age-out or deletion. If you require a longer-term archive for your research files you should arrange for them to be stored in the UNSW Data Archive.

To archive a file, go to <http://unsw.to/dataarchive>



How to links

How to:

- **Connect to the IDS from your personal computer:** see the Manually mapping a drive Video and Quick Reference Guide on the IDS SharePoint site: <http://unsw.to/ids> - [Training-&-Quick-Reference-Guides](#)
- **Archive a data file:** visit <http://unsw.to/dataarchive> and follow the "Uploading Data to the Archive" link
- **Regain access to an archived data file:** email itservicecentre@unsw.edu.au, put "IDS" in the subject title
- **Request a Project directory:** visit <http://unsw.to/Projectrequestform>
- **Use Filesender to send a file to an external email:** For detailed instructions see <http://unsw.to/ids> - [Training-&-Quick-Reference-Guides](#)
- **Report an issue regarding the IDS:** email itservicecentre@unsw.edu.au, put "IDS" in the subject title.