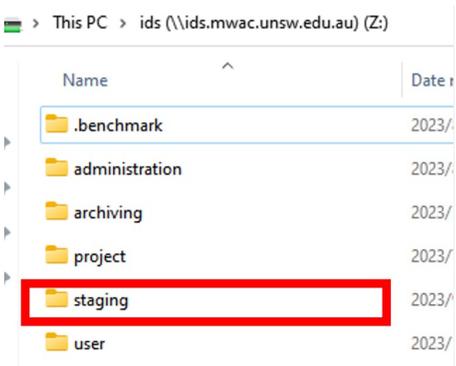


## THE INSTRUMENT DATA STORE (IDS)

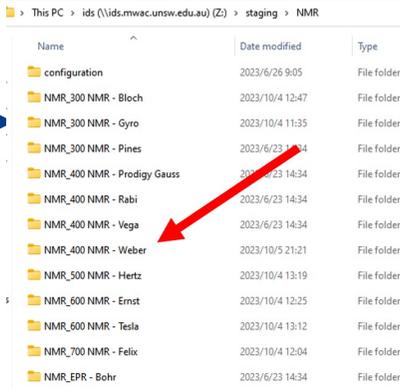
The Instrument Data Store (IDS) is a new and modernised data storage system that is replacing the existing Samba servers. The IDS provides a more secure and resilient infrastructure for the effective management of your research data. The Samba servers will be decommissioned and no longer accessible from 1 March 2024. 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.**

### Move instrument data into your IDS folders

**1** Select the IDS staging folder.



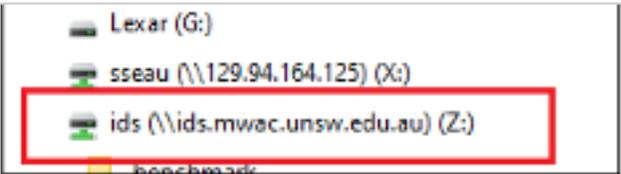
**2** Click on the relevant instrument folder to find your file.



**3** Drag and drop the file into your IDS user folder.

### Once logged in for the first time

**1** Once logged in for the first time you will notice that this new Drive has mounted to your computer.



**2** Also, you will always find your IDS folders at the following locations:

- z:\user\zID
- z:\user\zID\analysis
- z:\user\zID\raw data

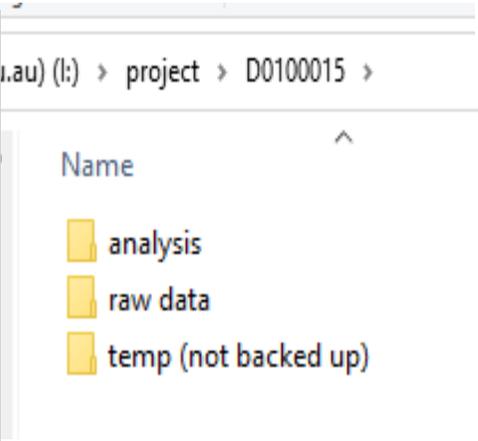
### Your IDS user data structure

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.

zID and Project directories have the same sub folder structure



## 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**.

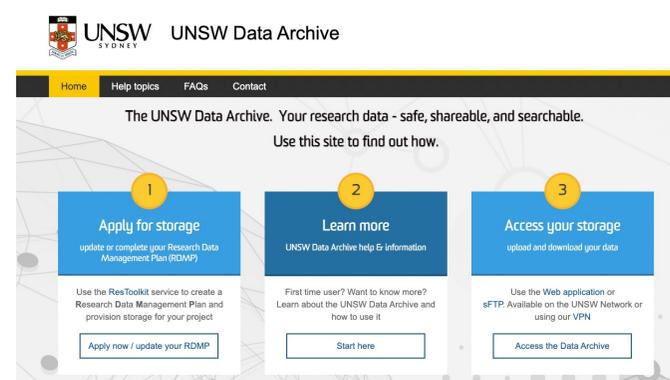
Optionally, you can move your files into your:

- **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 data file:** Go to <http://unsw.to/dataarchive>
- **To regain access to an archived data file:** email [itservicecentre@unsw.edu.au](mailto:itservicecentre@unsw.edu.au), put "IDS" in the subject title



## How to links

How to:

- **Report an issue regarding the IDS:** email [itservicecentre@unsw.edu.au](mailto:itservicecentre@unsw.edu.au), put "IDS" in the subject title.
- **Access the IDS from an OSX PC:** see the *Accessing the IDS from OSX guide* on the IDS SharePoint site: <http://unsw.to/IDS> - Training-&-Quick-Reference-Guides
- **Request a Project directory:** visit <http://unsw.to/Projectrequestform>