

Managed Network File Store

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1. High level requirements

- Compatible with Win7 & XP, 32 and 64 bit
- Text scripts, not compiled code
- Maintainable by local admin staff
- Scripts to be well commented, with defensive coding ("expect things to be broken, and handle things accordingly")
- Scripts will not be duplicated, multiple instances of shortcut will point to a 'master' copy.
- We may be able to integrate some scripts into Windows Explorer, so that it's possible to right-click somewhere and apply an operation to that directory. But, since these require a right-click they are effectively *hidden* to users, so should be reserved for expert (admin) users.

2. Business Requirement

We wish to provide a folder structure to organise the work of around 50 contributors. Most of their work will be in **subject** area folder, stored **project**-based folder collections.

A logical information architecture will let them find the correct location (**subject**) to create their **project**. Their **project** will normally comprise a fixed set of sub-folders, allowing other users to navigate the project information.

The hierarchical set of **subjects** will be defined in an Excel Spreadsheet (csv or xls). This spreadsheet will be used to produce the folder hierarchy, and it will be possible to verify that the folder hierarchy still matches that spreadsheet.

In a 'master' folder, will be stored the user scripts, admin scripts, plus a 'template' of the set of folders to use for a **project**.

In each **subject** folder will be a set of subject-area template folders, plus clickable script to **generate a new project**. This script will be a shortcut to the master script.

3. Permissions

/Admin	<- admin full, all read
/Data	<- admin full, all read
/Data/Area1	<- admin full, all read
/Data/Area1/Area1a	<- admin full, all read
/Data/Area1/Area1a/Subject1	<- admin full, all read
/Data/Area1/Area1a/Subject1/ <i>template folders</i>	<- all full
/Data/Area1/Area1a/Subject1/Project1	<- all full
/Data/Area1/Area1a/Subject1/Project1/child-folders	<- all full

4. Admin folder structure

The admin folder will contain this content

- /scripts (scripts, plus header.inc and footer.inc)
- /subject (the template folders for a new subject area)
- /project (the template folders for a new project)
- /guidance (contains the readme.ppt)
- index.html (browsable tree structure of folder hierarchy)

5. Structure definition file

The above folder structure would be generated from this file:

```
Area1, Area1a, Subject1
Area1, Area1a, Subject2
Area1, Area1a, Subject3
Area1, Area1a, Subject4
Area1, Area1b, Subject9
Area1, Area1b, Subject5
Area2, Area1c, Subject2
```

The structure tree will not be more than 5 levels deep, most probably 3. Folder names may contain spaces.

6. Subject area template

The subject area template is to contain these folders/files

- New Project Here.bat (shortcut to master script)
- Readme.bat (shortcut to master script)
- Tools
- Presentations
- Reference

7. New Project Template

The project template is to contain these folders:

- Supporting Documentation
- Data
- Analysis

8. Detailed Requirements

a) Create working tree

Background: this will produce an initial project tree, based on a CSV definition file. **It is expected to be used by Admin staff**

Implementation:

1. CSV filename supplied as command line parameter
2. Ready to Archive and Archive drive names also supplied as command line parameters
3. Read in CSV
4. Walk directory tree specified in CSV
5. For each subject area level:
 1. generate necessary parent-level folders
 2. insert subject area template folders
 3. insert "Create project here" shortcut
6. Run "Verify project tree" script on completion.

b) Create project here

Background: this will duplicate the "new project" template in the current folder. **It is expected to be used by general users**

Implementation:

1. Shortcut points to safe master copy
2. Master copy retrieves working (current) folder
3. Popup shown, with text input box inviting new Project name (starts with today's year/month: YYYYMM)
4. If user presses Cancel, finish
5. If user presses Ok, take copy of MASTER_PROJECT_TEMPLATE, paste into working folder, with name changed to that supplied
6. Permissions applied.

c) Verify folder structure

Background: this will verify that the correct folder structure is present, and that the relevant links are in place. This script will use the csv directory tree used in the "Create project tree" script. **It is expected to be used by Admin staff.**

Implementation:

1. Verify structure:
 - walk the spreadsheet tree, verify the organisational structure
 - verify relevant shortcuts in correct places
 - verify no other structural folders present (if they are - then the user should update the tree and re-run)
2. Verify permissions plan applied as above in **Permissions**

The script should collate a list of errors, and these are presented to the user on completion. It should be possible to configure the script to collate these errors to a timestamped log file, and inform administrators via a **msg.exe** message (in order that the script run as a cron job).

d) Collate searchable folder view

Background: this script will 'walk' the folder structure, and collate a web-page containing all subjects & projects. **It is expected to be used by Admin staff.**

Implementation:

1. Generate index.html page
2. Insert "header.inc" text file
3. Walk the tree structure. Create a H1, for each top level, H2, for each next level, and so on. Produce an unordered list for the contents of each subject area. For each folder in subject area, produce a single next layer of unordered list for the contents of that folder. So, the contents of a subject area will look like:
 - Projects
 - 201302 Project A
 - 201304 Project B
 - Tools
 - Tool A
 - Tool B
 - Presentations
 - Reference
 - Subject A
 - Subject B
4. All folder names will be a hyperlink to the relevant file:// URL
5. Insert the "footer.inc" text file.
6. Insert today's date/time in form <div id="timestamp">YYYYMMDD hh:mm</div>