**“*Y Drive Quick Start Guide*”**

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# REVISION LOG

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Revision: 1.0** | | **Effective Date:** | | |
| **Section** | **Justification** | | | **Changes** |
|  |  | | |  |
| **Impact of above change(s) on other documents:** | | |  | |

# PROCEDURE STATUS

The status of this procedure is: **DRAFT.**

# REFERENCES

* <https://jci.service-now.com/esc>
* [\\c1823m003.go.johnsoncontrols.com\yorkdata\esg\Dept1892](file:///\\c1823m003.go.johnsoncontrols.com\yorkdata\esg\Dept1892)

# PURPOSE

To gain access to the “Y Drive” and be able to access important Test Lab Files and Folders.

# SCOPE

This procedure applies to all personnel who will be using files and folders on the “Y Drive”.

# PERSONNEL TRAINING AND QUALIFICATION

1. A PC with:
   1. minimum system requirements
   2. Network Connection
2. Access to [Atlas](https://jci.service-now.com/esc). For purpose of putting in a ticket.

# APPARATUS AND EQUIPMENT

Virtual Network Drive.

# PREREQUISITE

Please put a request into the IT Department for “PC and Tablet Software Services - Network Folder Paths”.

The specifics for the ticket should be:

\* Requested For : *User*

\* Select Business Unit and Region: : Legacy-JCI BTS NA

\* Select Action: : Add Access

\* Select Access Level: : Modify

\* Provide full network path, including server name and path (e.g., \\servername\serverfoldername): : \\c1823m003.go.johnsoncontrols.com\yorkdata\esg\Dept1892

# PROCEDURE

## “Y” Drive Setup

* 1. Navigate to “This PC”



* 1. A screenshot of a computer

     Description automatically generatedSelect “Map network drive” form the Ribbon
  2. A “Map Network Drive” Window will open prompting some information.
     1. Use the drop down and select “Y” for the “Drive”.
     2. Enter [\\c1823m003.go.johnsoncontrols.com\yorkdata\esg\Dept1892](file:///\\c1823m003.go.johnsoncontrols.com\yorkdata\esg\Dept1892) into “Folder”
     3. Verify “Reconnect at Sign-in” is selected.
     4. Verify “Connect using different credentials” is not selected.
     5. A screenshot of a computer

        Description automatically generatedPress “Finish”
  3. This will now close the “Map Network Drive” Window and open an additional Windows Explorer Window with the “Y” Drive contents.