3131 Server: Folder Structure Guideline

# Log:

* 4/18/18: Initialization
* 4/24/18: Version 1

# Introduction:

This documentation aims to provide general guidelines for users on 3131 to create, manage and update personal and project folders

# Folder Structure:

In order to make 3131 an ideal work space for the ACE team, please make sure you and your team follow the folder structure guidelines listed below:

* [/data/projects](mailto:xyz@trvlapp3131.tsh.thomson.com/data/projects)
  + Houses Project folder
    - Create project specific folder: i.e. *SDOH*, for storage of SDOH related data, code and note
* [/data/users](mailto:xyz@trvlapp3131.tsh.thomson.com/data/users)
  + Houses personal folder
    - Create personal folder for storage of individual project related data, code and note
    - Naming convention: please name personal folder by uid (u071439 for example)

# Folder Permission:

3131 users are managed in a group fashion, the master group is ‘ACE’, to which every user belongs. Subgroup shall be created to restrict access for project folder (or personal folder if needed)

* To create subgroup and restrict folder access:
  1. Submit a ticket through <https://truvenhealth.service-now.com/th/catalog.do?uri=com.glideapp.servicecatalog_cat_item_view.do%3Fsysparm_id%3De12918718dc1cd009ac911fef45abcd1>
  2. Make sure to include the following tasks accordingly: project ‘ABC’ for example
     1. Create group ‘ABC\_group’ on 3131
     2. Add member to group ‘ABC\_group’
     + Create directory ‘ABC’ for project ‘ABC’ on 3131 under [data/projects](mailto:xyz@trvlapp3131.tsh.thomson.com/data/projects)
     1. Restrict folder ‘ABC’ to group ‘ABC\_group’
  3. Inform Konstantinos Papanastasopoulos via email or slack ([kpapanas@us.ibm.com](mailto:kpapanas@us.ibm.com)) about new 3131 group and associated ticket number, he will personally take care of ticket related to 3131 folder permission

# Shared folder:

The folder ‘ace’ is a shared folder across 3131 and 0852, meaning any files in this folder can be accessed from both servers.

* The location of the ‘ace’ folder is:
  1. 3131 server: /ace
  2. 0852 server: /ace
  3. The two links above, although having different address, are pointing to the same location on a shared storage space
* Please create personal and project folder following the same naming convention listed in the ‘folder structure’ section above