Overview:

An NRCS_Engineering folder is present on the "server" for every Iowa office that has CADD users. The local NRCS_Engineering folder is to be mapped as a P: drive for users to store their CADD work into and in order to provide a consistent structure for CADD support and transferring files. Utilizing the folder system allows for automatic file backup and for sharing of files with users at the local office and at remote offices.

<u>Determining the network location of your NRCS_Engineering folder</u>

The location of the NRCS_Engineering folder had been in a consistent location on the servers in the past. But currently some are in a **Pub** folder and some are in an **NRCS** folder. Here is an example of each:

West Union: \\usda\nrcs\SHARED\IAWES**NRCS**\NRCS_Engineering
      (IAWES is the abbreviation for the West Union server)
Sioux City: \\usda\nrcs\SHARED\IASIO**PUB**\NRCS_Engineering
      (IASIO is the abbreviation for the Sioux City server)
Some locations have town abbreviations that conflict with another office so these names are incremented numerically.
      Iowa City = IAIOW; Iowa Falls = IAIO2
      Newton = IANEW; New Hampton = IANE2
Users can identify their server abbreviation by looking at their S: drive display in Windows File Explorer. This one indicates IAWES for a user in West Union.

<u>Mapping a P: drive for your location</u>

Determine the location of your NRCS_Engineering folder (pub vs nrcs)
      Open Windows File Explorer.
      Input the path to your server \\usda\nrcs\shared*IAxxx* where *IAxxx* = your local server.
      Browse into the NRCS subfolder or PUB subfolder to find the location of the NRCS_Engineering folder.
      Copy the path for the nrcs_engineering folder.
E.g. Newton's location= "\\usda\nrcs\SHARED\ianew\nrcs\nrcs_engineering"

Mapping a P: drive to your location
      In Windows File Explorer.
      Scroll Down in the left hand column and right click on **This PC**
      Click **Map Network drive**
      In the Map Network Drive box, change the Drive to P:
      Paste the correct link for your NRCS_Engineering folder into the Folder box
      Checkmark **Reconnect at logon**.
      Then click **finish**.

<u>Folder structure and purpose</u>

NRCS_Engineering folder. Located on the local server and mapped as the P: drive.
Subfolders:
       -*CADD Resources* -HowTo pdfs
       -*Deploy CADD* -Setup instructions
       -*Design Tools* -Iowa Spreadsheets
       -*Eng Projects* -Local users' folders and shared folders for designs.
Permissions prevent local modifications or additions to these.

Eng Projects subfolders:
       Incoming – Anyone outside of your office can place files into here. Preferably a
          zipped project.
       Outgoing – Only the local users can place files into here. Preferably a zipped file.
          Anyone outside of your office can copy files from here to their local working
          location.
       Eng Office links – Shortcuts to the *Eng Projects* folder at engineering office
          locations around the state.
       Common – Only the local users had access to this folder. Intended for multiple
          users in the local office to work together on a project.
       User specific - using first initial + last name (e.g. *NFriedrich*) – Only the local
          users had access to this folder. Only the named user could edit files in this
          folder.
       Archive – Survey & Projects – For longer term archiving of projects. Files can be
          created in the Archive sub-folders only by local NRCS users.
          Files can ONLY be removed or changed by an Administrator.

More comments:
- **Permissions on most of these folders have been modified from the original intent.**
The ability for the engineering support team to control those is currently limited.
-Copying a project folder from one server to another affects the permissions differently
than zipping up a project and then unzipping it at the new location. If the folder is not
zipped up the permissions from the source location will likely stay with the folder that
was copied to the new location.
-The Incoming folder was originally set up as the most open folder location. Some of
those folders might not currently work as expected due to IT moving those folders and
the change in permission control that we have.
-The original intent of the folders was not to work across the network on a file that was
located on another server due to the original network performance issues. Projects would
be zipped up and transferred across the network. Then unzipped into the person's
working location.
-The Common folder originally was set so that all the users in that **one** office would be
able to work on the project together. Previously it was set so that "outsiders" could not
even browse into that folder. The original intended permissions have likely been removed
at many of the locations.