

Where to store your digital files



Working Documents

E.g. personal work notes, early draft documents.



- Microsoft OneDrive



Shared Documents

E.g. informal reports and papers, local operating procedures.



- Faculty Shares
- SharePoint
- Microsoft OneDrive



Research Data

E.g. raw datasets, data that needs to be processed/cleaned/analysed etc.



- Research Data Manager (UQRDM)



Records

High risk, high value information that needs to be retained.



- TRIM
- SharePoint
- Some divisions also use specific approved content management systems - e.g. PracticeEvolve for legal records

Note: for information storage outside of general use, talk to your local IT Support for an appropriate option.

Microsoft OneDrive*

All UQ staff have access to 1TB of storage on OneDrive which is self-managed. You can sync OneDrive to your desktop File Explorer for easy access and navigation.

Faculty Shares

Can be seen by all staff members who have access to the shared folders. You will need to request access to shared folders via mstools.its.uq.edu.au if you require access.

SharePoint

Some areas will have access to SharePoint, which can be used for collaboration on documentation.

Research Data Manager (UQRDM)

Specifically designed for research projects; provides 1TB of storage per project which can be increased on request.

TRIM

Used for full lifecycle management of UQ documents.

** Also ideal for sharing information with external (to UQ) parties where appropriate.*



For further information contact IT Support

staff.uq.edu.au/it-help