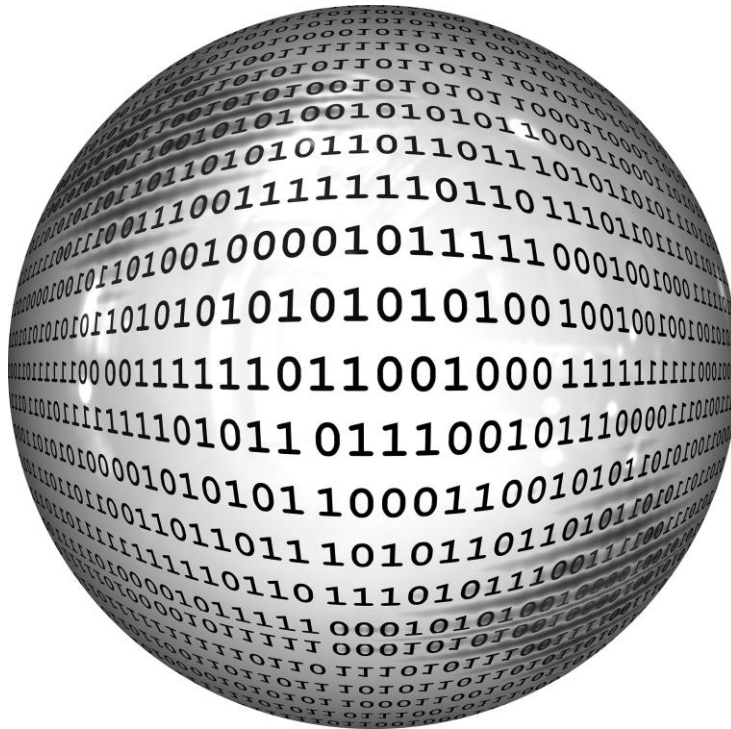


Research Data Management

Mapping your RDSF storage space as a drive in Windows

Version 2.0 March 2023



University of Bristol

Research Data Service

Image: Binary, Pixabay, Public Domain

INTRODUCTION

The RDSF (research Data Storage Facility) is a multi-million-pound facility in the University of Bristol, dedicated to the storage and preservation for research data. It is not suitable for other types of data such as teaching materials or administrative documents. Other storage solutions are provided for these types of data.¹

ACRC (Advanced Computer Research Centre) manage the RDSF and provide each Principle Investigator with up to 5TB of storage without charge. More storage is available but at a cost which can be included in research grant funding.

In order to be assigned space in the RDSF, applicants ('Data Stewards') must complete an application form.²

How to access your RDSF storage space allocation

Once ACRC have assigned your storage space, the simplest way to access it is by mapping it as a drive in Windows. Once this is done, you can copy files and folders to it the same way you would to any other storage drive.

1. Open 'This PC' from the Start menu (Windows 10). In Windows XP and later, look for 'Computer' in the Start menu.

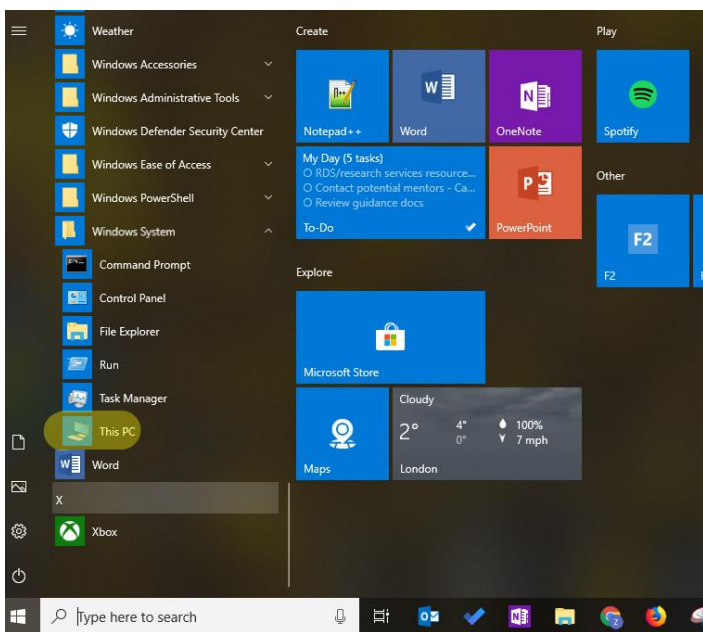


Figure 1: 'This PC' (Windows 10)

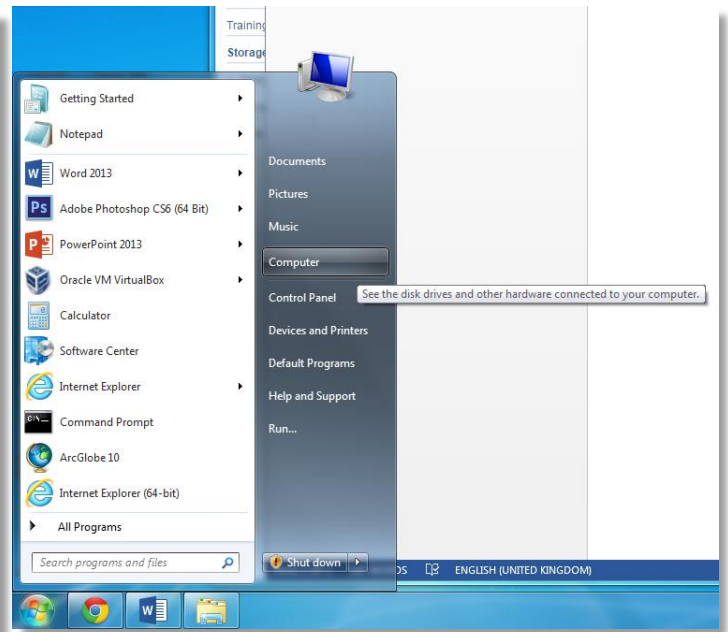


Figure 2: 'Computer' (Windows 7)

¹ See <https://uob.sharepoint.com/sites/itservices/SitePages/filestores.aspx>

² <http://www.bristol.ac.uk/acrc/research-data-storage-facility/>

2. Select 'Map Network Drive' from the menu bar at the top of the window

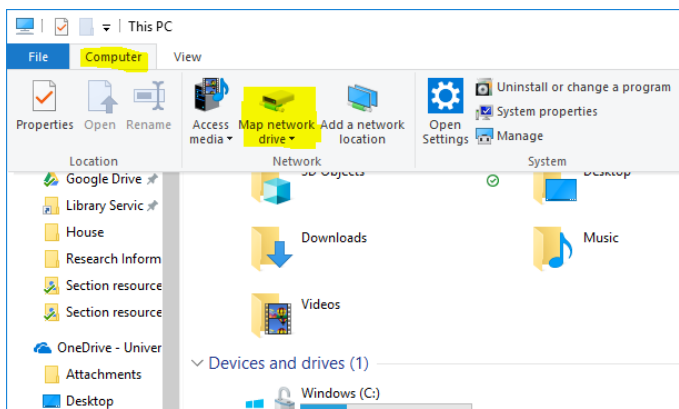


Figure 4: Map network drive (Windows 10)

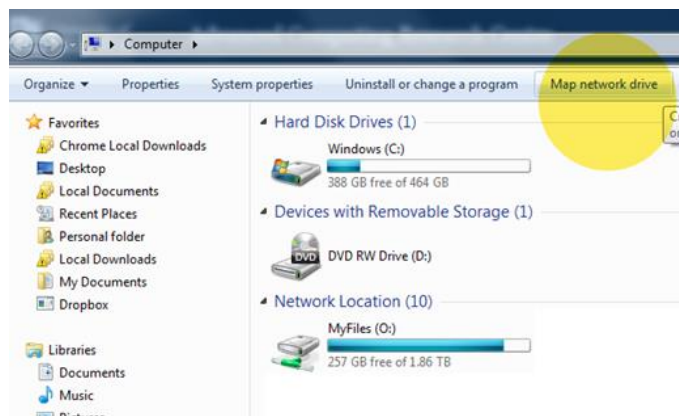


Figure 3: Map network drive (Windows 7)

3. In the window which pops up, select any free drive letter (Z: is used in the example below).
4. Enter the address of your project, as shown in the example below:

`\\rdsfcifs.acrc.bris.ac.uk\name_of_your_project`

The name of the project is the exact name you gave ACRC when you applied for storage. Notice spaces are replaced with underscores. In the example below the project is called Data Publication Trial, so the address is:

`\\rdsfcifs.acrc.bris.ac.uk\data_publication_trial`

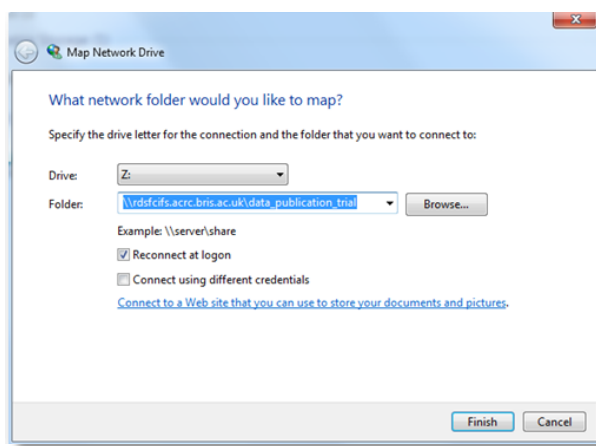


Figure 5: 'Map Network Drive' window

5. If you're asked for a 'Windows Domain' the answer is UOB (all in capitals).

6. A window should open displaying what's in your RDSF project space (it will be empty if you haven't yet added anything). If you navigate back to Computer/This PC, you should see that a new drive has been added (see Fig 6).

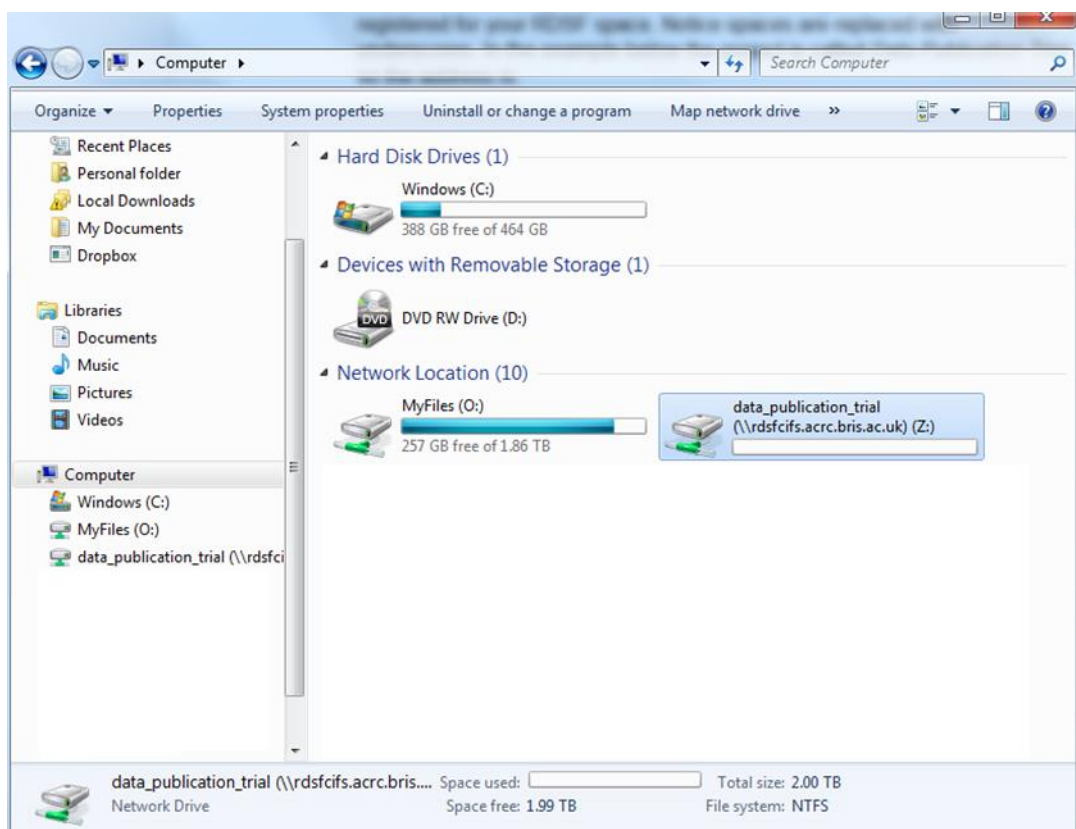


Figure 6: a new drive 'data_publication_trial', is now accessible

If you have any problems with accessing your RDSF project space, please contact hpc-help@bristol.ac.uk