X Drive Folder Reports

Locate and use the reports

Information for X: drive coordinators

About the reports

The X Drive Folder Reports list all the information about the Level 2 folders on your X: drive, the groups which have access to the folders and what level of access each group has.

The X Drive Folder Reports are generated as a Word document every week, the date of the file indicates when it was last updated.

Find your report

1. Go to X:\IT Services\Stakeholders\XDCs\X Drive Folder Reports
2. Open the report for your X: drive

Note: All X: drive coordinators should have been given access to this folder automatically, however if you cannot access it, contact the IT Service Desk on x2253

Use your report

Before you add or remove a group member

You should use the report before you add or remove a member from an Access Group to check which other folders will be affected:

1. Open the report
2. With your mouse, select the name of the Access Group within the document
   e.g. FLI-X-PHI-AllTeachingStaff
3. Press Ctrl+F to open and populate the Find box

All instances of the Access Group will be highlighted throughout the document

4. Review the folders that the Access Group has access to and the level of access.
5. Decide whether it is appropriate to add or remove the user from this group.

If you decide it is appropriate, you can use the Group Membership Tool to make the changes.
Before making any other changes

The report to gives you an overview of the existing folder structure and will help you when making decisions about any additional folders you may need.