

Temporary emergency filing on a drive

This guide explains how to request and use a secure drive for temporary journaling. We recommend creating one drive per unit or group of caseworkers.

Note: This guide should only be used if Workzone is unavailable for an extended period.

Note: Do not save emails on the drive, as they will lose mandatory data such as sender and recipient. See the guide **Emergency journaling in Classic/New Outlook** for temporary journaling of emails.

Instruction	Explanation	Navigation
<p>Request a shared drive</p>	<p>Submit a request to IT support.</p> <p>We recommend selecting the following parameters when requesting the drive:</p> <p>Display name = Temporary Drive for Journaling – [your unit/department]</p> <p>Type = Access Auditing (this ensures activity logging on the drive)</p> <p>Read and write access = The users who need access to the cases on the drive</p> <p>Link to request a drive:</p> <p>https://medarbejdere.au.dk/administration/it/vejledninger/dataopbevaring/falles-drev</p> <p>Once the drive has been created, you will receive a response to your support request.</p> <p>Restart your computer if you cannot see the drive.</p>	
<p>Create folder</p>	<p>Open the drive once it has been created.</p>	

	<p>Right-click and select New -> Folder. The new folder will be your case.</p> <p>Name the folder using who, what, and possibly when. For example:</p> <ul style="list-style-type: none"> • Mette Jensen AU123456 – parental leave 2 child. • Anne Hansen 202512345 – exam exemption winter 2025. • Workplace assessment process for the Department of Biomedicine. • Research project on otter habitats, 2019, Agroecology. 	
<p>Create documents</p>	<p>Save documents in the folder that you would want to keep if the case were in Workzone.</p> <p>Note:</p> <p>Do not save emails on the drive, as they will lose mandatory data such as sender and recipient.</p> <p>See the guide Emergency Journaling in Classic/New Outlook for temporary journaling of emails.</p>	