

## Munich Server Guidelines

### Background

- The intent of the Munich Synology Server is to house ALL Mission-critical documents of Europe. If something happened to you or your computer, you would want all Mission Documents related to your service on the Server so they are not lost. See below for examples of those documents. Please talk with your Supervisor or Manager to determine what should be on the Server or not (as explained below).
- The Supervisor for each Team or Department is responsible for their section of the Server. They will train their team members and insure these guidelines are being followed.
- The COO (Chief Operation Officer – Heinz Steiner) oversees all departments they are responsible for and will help to answer questions and create policies for their teams regarding the use of the Server. They can communicate with the IT Data Manager (Josef Schwehofer) for questions or policy direction.
- **Note:** Denver has their own Synology Server, so the Denver Server is for all documents from volunteers of US, including Latin America and Australia.

### Folder Structure

- The folder structure functions the same as your personal computer. There are top-level folders and then sub-folders. How you end up there is described in the Procedure “Munich Server Access ..”.
- The top-level folders are for different departments and/or teams or all your own data which relates to Center of The Golden One.
- Within each top-level folder, sub-folders can be created as needed.
- **Adding documents to the Server:** a document can be dragged from your desktop into a folder on the server.
- In rare cases when you are moving documents to your Desktop from the Server: Highlight the document on the server and “Download” it to your computer. The original document will remain on the Server.
- Check with your Supervisor or Manager if you have any questions about creating or using the folders and documents on the Server.
- Updating documents:
  - The Supervisor or Manager is responsible for creating policies on how documents in their departments are to be managed. It is suggested that only the current version of a document be kept on the server. If you like to keep older documents for reference please put them into a subfolder.
  - You can edit every workable document on the server without having it on your computer.
  - Be **AWARE** that someone could change the document on the server while you are editing it, and you wouldn’t know that other changes have been made.
    - In this case the document from the person who is saving last will get asked if you want to overwrite the existing file. When you click “yes” the original document gets overwritten. This happens only if the file name stays the same.
    - The document that got overwritten stays on the Server and receives the name: filename-1. As well a 3<sup>rd</sup> document gets created which is named “Word work file...” This document contains the changes of the first person but can only be opened by the first person. As well a 4<sup>th</sup> document gets created when you click on that a pop up window opens and you will see the name of the person who

was saving first. This gives you the opportunity to get in contact with this person in order to combine the conflicting documents into one.

### **Access to Information on the Server**

- The information on the Munich Server will be accessible on a permission basis only. Meaning each top-level folder will have only a select list of users who have access to the folder. The Supervisor or COO will be responsible that each folder in their Department has accurate permissions assigned.
- All permissions will be assigned by the IT Data Manager (Josef Schweihofer, [josef@miracle.org](mailto:josef@miracle.org)) in close communication with the Supervisor to make sure your folders are setup properly with the correct permissions. If the IT Data Manager is unavailable, please contact Eckart Felber ([eckart@miracle.org](mailto:eckart@miracle.org)).
- Folders that can only be accessed by permission are called: “restricted folders”.
- **“Open Access” folder:**
  - This folder is open to everyone who has access to the Munich Server.
  - This is the place to put forms or documents so they are available to the congregation in general (e.g. Event Submission Form, Chicken Soup Form, Communication Form Template, Finance Forms, etc).

### **What to put onto the Server**

- The following is a list of examples of information you would want to keep on the server for historical reference and/or current information:
  - Procedures
  - Checklists
  - General Information
  - Program Materials
- The following is a list of examples of information you will probably want to keep in restricted folders:
  - Event Manager Procedures, Daily Schedules, checklists
  - Leader Outlines
  - DJ Music Lists
  - Recordings of Leader Talks, Transcriptions, etc.
  - Program Materials
  - Photos, Videos, etc.

### **Naming Convention**

- File Names
  - File Names should succinctly describe the document. Do NOT use special characters or periods (.) within the file name.
  - Always include a “Rev Date” at the end of the file name. The Rev Date in the file name should match the Rev Date in the footer of the document (or any other place the Rev Date is located).
- Date Format
  - The suggested date format to use in file names is: `yyyymmdd` (example: 20190924). Make sure there is a date in the file name of every document placed on the server.

### **Questions**

- Please contact the IT Data Manager (Josef Schweihofer - [josef@miracle.org](mailto:josef@miracle.org)) for questions or help in managing the information for your area of the Server

**Thank you for doing your part to keep our Mission secure and safe.**