

Filesystems

Onedrive

The shared one drive folder is accessible when you log into your Office 365 subscription. Some folders are auto shared

Marketing	Contains all the marketing documents
Strategy (Directors Only)	Contains all the strategy documentation for the business

Internal File Systems

We have two internal file systems hosted within the business.

Unmanaged

Nethdd - This is an unmanaged directory structure i.e. it's managed by humans not computers.

Do not save files in the root directory. They will be deleted.

The Nethdd is accessible via drive Z or url \\192.168.0.10\nethdd\

[You can setup a network map via the instructions here](#)

Managed

The MaticTrack automatically manages folder structure for Customers, Quotes and Projects i.e. when a customer is created it automatically creates a folder.

DO NOT DELETE, EDIT OR MOVE ANY AUTO GENERATED FOLDER, IT WILL JUST BE REGENERATED

The ROOT folders are available here:

Folder	Drive Letter	URL
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Customers	L	\\192.168.0.10\ROOT\CUSTOMERS
Quotes	Q	\\192.168.0.10\ROOT\QUOTES
Projects	P	\\192.168.0.10\ROOT\PROJECTS
Matic Media Services Ltd	M	\\192.168.0.10\ROOT\CUSTOMERS\M\ Matic Media Services Ltd

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