

# OneDrive or Content Server?

## Contents

Which storage to use: OneDrive, Content Server and SharePoint? .....	2
Using OneDrive to help you co-author a confidential document.....	3
If Content Server has 'crashed' .....	3
Examples of where to store different document types.....	3
Quick references .....	4
If you leave Barnardo's .....	5
Frequently asked questions .....	6

## Which storage to use: OneDrive, Content Server and SharePoint?

### Content Server



- This is our current Document Management System.
- This storage is used for documents that are sensitive or that a team or business unit needs to function day-to-day.
- These documents may have specific versioning or belong to a team/department rather than one owner.
- It is also the platform that Service User Recording (SUR) data is held in for Children's Services.

### OneDrive



- This storage is part of your Microsoft 365 package. It does not replace Content Server and is not linked to it in any way.
- It is mainly for your day-to-day non-sensitive documents that you need to work on or create.
- It is also for the documents you need or want to share with others for collaboration to get feedback or let others make updates.
- OneDrive is secure and private.
- It's like the 'Personal – My Workspace' part of Content Server.
- Nobody can see the documents on your One Drive unless you deliberately give access via Sharing Permissions.
- **You** are the owner of the documents in your OneDrive.
- If you leave and your account is deleted, nobody can access documents here unless you have handed them over to someone else to store in SharePoint or their own OneDrive.

### SharePoint



- Currently, you will not be expected to save documents into SharePoint sites unless you are part of a Microsoft 365 group.
- If you are part of a Microsoft 365 group (e.g., you have access to a team and channels) your storage for that team/channels will be on a dedicated SharePoint site.
- SharePoint is the background platform for teams and channels, which are not yet enabled at Barnardo's except on request.
- It is also the background platform for your OneDrive.
- Further guidance on SharePoint storage will follow in late 2022-2023.

### Using OneDrive to help you co-author a confidential document

As it is private and belongs to an individual rather than a team, OneDrive should not be used to permanently store your case recording files. This is because your OneDrive cannot be accessed should you leave Barnardo's.

However, it is a confidential and secure platform, and there is nothing preventing you from collaborating in OneDrive on a sensitive document with people you have given editing/viewing permission to, working towards the final version and then moving the agreed final document into Content Server for permanent storage.

If you do use OneDrive for the above purpose of working on it together, please remember:

- You must share the document from the outset if it is needed by the service (in case you are absent unexpectedly).
- Move it into Content Server once the final version is agreed upon.

### If Content Server has 'crashed'

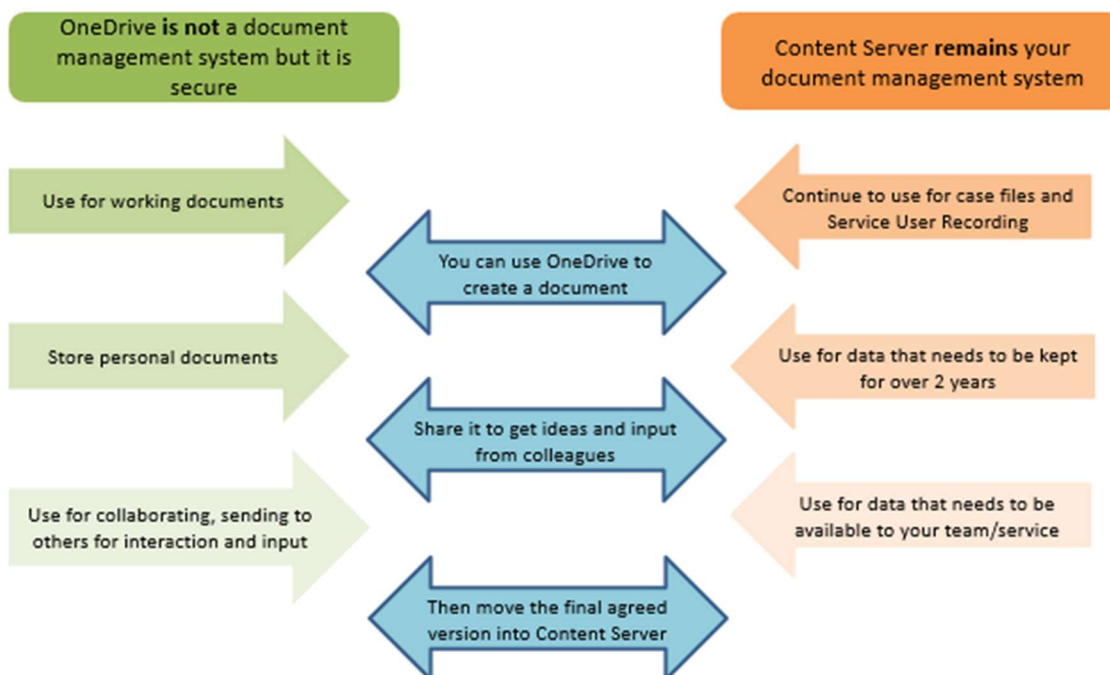
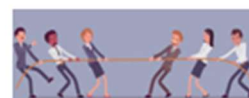
Occasionally, Content Server may not be available to you due to a technical problem. Again, if this happens you could always save your document into OneDrive until the issues with Content Server have been resolved. This allows you to 'park' the document safely and get on with other work.

### Examples of where to store different document types

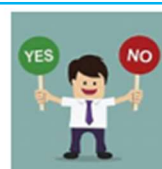
Type of document	OneDrive?	Content Server?
User guide for internal use	✓	✗
Agenda for a team meeting	✓	✗
PowerPoint for a meeting or training	✓	✗
Reports that only you are working on	✓	✗
Reports that you need others to add to	✓	✗
Service User Recordings (SUR)	✗	✓
Policies	✗	✓
Health & Safety documents	✗	✓
Facilities/Buildings documents	✗	✓
Budget and finance documents	✗	✓
Final version of case documents	✗	✓
Emails that need saving that are related to case files in Children's Services	✗	✓

\*\*Please always consider whether you need to save an email. Emails are now saved in your Outlook for 2 years.

# OneDrive v Content Server



## Appropriate use of storage platforms



Storage Type	YES	NO
Content Server	<ul style="list-style-type: none"> <li>Service User Recording</li> <li>Business critical documents</li> <li>Any sensitive material</li> <li>Documents required by the service you are in</li> </ul>	<ul style="list-style-type: none"> <li>Personal documents such as appraisals, certificates</li> <li>Reports or spreadsheets you are still working on</li> <li>Documents for which you need input from others</li> </ul>
OneDrive	<ul style="list-style-type: none"> <li>Your own working notes</li> <li>Personal documents (e.g. supervision, appraisal)</li> <li>Training certificates and training documents</li> <li>Any document you need to collaborate on currently with others</li> </ul>	<ul style="list-style-type: none"> <li>Case recording files</li> <li>Info about Service Users</li> <li>Business documents</li> <li>Any documents not being worked on that need to be accessed by others</li> <li>Personnel files</li> </ul>

## If you leave Barnardo's

It is important that when you leave Barnardo's you make sure you don't have any service documents (aka files) in your OneDrive, otherwise they will be lost.

Even for non-service documents that are shared with others, once you leave, the files will no longer be accessible to those colleagues.

If you do have any files or folders in your OneDrive that you own but have shared with colleagues, there is a simple process to 'hand over' those files.

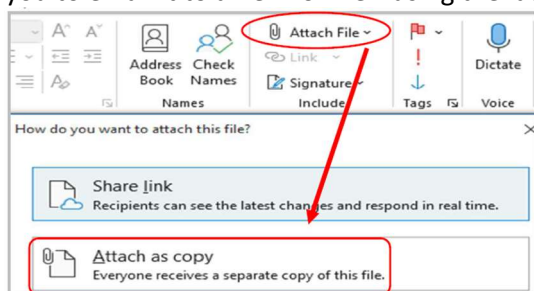
**If you have previously shared the file(s) with others or there are a lot of files in a folder, follow this quick process:**

- a) You, as owner of the file, need to share the file or folder with someone who has agreed to be the new owner. *If they already have access, you can skip this step.*
- b) That person needs to **download** the file onto their computer.
- c) They then need to **upload** the file back into their own OneDrive.
- d) They can then share it with others as the owner.

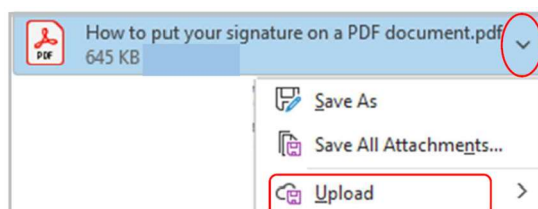
This only takes a couple of minutes but it breaks the 'share' link and reverts the document(s) to Private in the new owner's OneDrive.

### If not yet shared

- 1) If you have not yet shared it and there are only one or two documents, it may be easier for you to email it to a new 'owner' using the 'attach as a copy' option.



- 2) They can then click onto the attachment and use the drop-down arrow to choose Upload to get it into their own OneDrive.



- 3) They can then store it on OneDrive and are now the owner and can share it with colleagues.

## Frequently asked questions

### **What is OneDrive?**

OneDrive is your personal and private storage based in the Cloud. It is part of the Microsoft 365 package that Barnardo's has purchased. OneDrive is your storage space for your own documents and for collaboration purposes. Without you realising, your desktop and everything on it is stored in your OneDrive.

### **What is the Cloud?**

In simple terms, the cloud is the internet. It's all of the things you can access remotely over the internet, such as data and programmes. When something is in the cloud, it means it's stored on special internet computers ('servers') instead of just on your computer. If a document is in the cloud, it is available to you across all your devices.

### **Where do I find my OneDrive?**

There are two versions of OneDrive: Desktop and Online (also known as Web or 'on the web').

Your desktop version is found in your File Explorer – the 'folder' icon that displays along your bottom taskbar; the one you have been using to find your documents, downloads, pictures and desktop.



Your Online version can be found either on your Okta dashboard or via [office.com](https://office.com) in a web browser.



### **Is OneDrive secure and confidential?**

Yes it is completely secure. Nobody else can access your OneDrive.

### **Can I use OneDrive for service user recording or children's services?**

OneDrive can be used for gathering information ONLY temporarily for collaboration, collecting data on Forms, and/or Excel, with agreement of Service manager's/ MIO's sign off.

### **Can anyone see my documents in my OneDrive?**

Unless you deliberately share a document with others, nobody can see any of your documents or folders on OneDrive. Even if you share a document that is in a folder, they only have access to that single document and cannot see others in the same folder.

## Does OneDrive replace my Content Server?

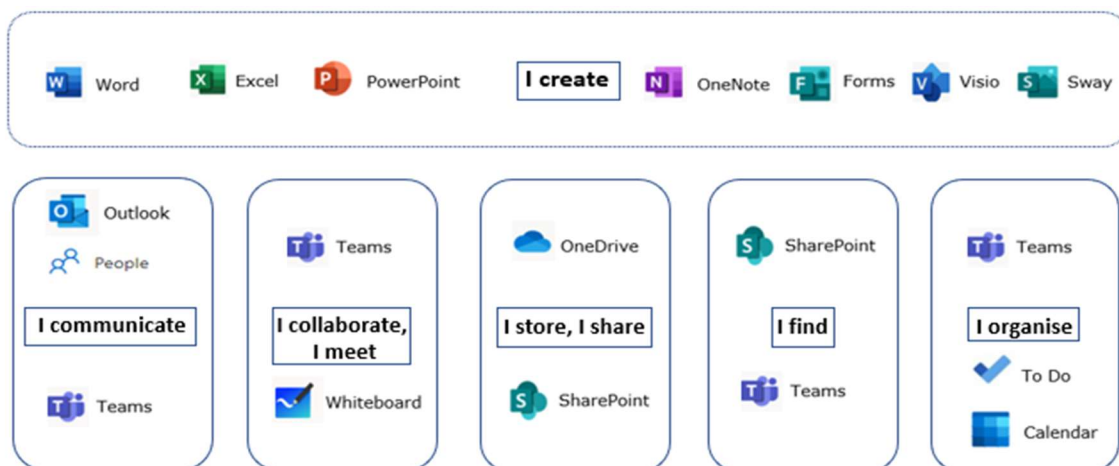
**No.** It's important to remember that OneDrive and Content Server are not the same thing and OneDrive does not replace Content Server. For example, if you work in Children's Services, you should continue to use Content Server as your Service User Recording (SUR) and for non-SUR documents that are linked to case files.

## If a document is in Content Server, can I use OneDrive to collaborate and get feedback from others?

If you want to collaborate on a document that is within Content Server (to share it and work on it at the same time) you could move it into your OneDrive, share it with your colleagues, then move the final version into Content Server once completed.

## What is Office 365?

Office 365 (also known as Microsoft 365) is the range of tools available on your devices to help you create, collaborate, store, share, communicate and organise your work.



## Why should I use OneDrive?

- Quickly access your saved documents using the File Explorer area.
- To store your personal documents instead of Content Server personal workspace.
- Work anytime, anywhere, any device – your OneDrive remains the same.
- Quicker and easier to work with partners, even if they don't have Office 365.
- Open a document, work on it and save it - documents are auto-saved if you switch that on.
- Share a document/folder straight from OneDrive desktop site – there are a range of ways.
- Manage access and sharing permissions for documents.
- Choose settings which give you access to a document offline.