The Sheffield Biorepository

Access to Biorepository Files on X Drive and Unidrive

The University Of Sheffield.

1.   Background

This is an SOP for use in the University of Sheffield Medical School Biorepository. Detailed are steps that should be taken to access the Biorepository files on the shared university network drive, or access them remotely via Unidrive.

2.   Access to X Drive

The X drive can be accessed via a university networked computer and mapping to an appropriate folder. Med-IT should be contacted in the first instance after permission is sought from the Biorepository Manager, the DI or an appropriate PD. The Biorepository files are located within the HTA folder:

X: Shared Area > MED_Share > HTA

3.   Accessing Unidrive

Remote access to Biorepository files is possible for authorised users by means of a university VPN connection and the Unidrive facility.

The UniDrive web app is available from the all services menu in MUSE.

Clicking this link will provide access to the Biorepository files under the 'Shared Files' tab.

4.   Information Contained within the Drive

Excel sheets with sample information are contained in folders relating to any of the three main banks: Bone, CV and Brain Bank. Other folders contain backups of SOPs, policy documents, etc.

5. Associated Documents

	Document	Document Reference
1	Med-IT Support	https://www.sheffield.ac.uk/medicine/it
2	Unidrive Access	https://www.sheffield.ac.uk/cics/unidrive/web-access
3		
4		
5		
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