SEES Shares

Use this form to request:

A. Addition or Deletion of a user to a specific SEES share or secondary folder
B. Creation of a secure folder within a Primary Share
C. Creation of a Primary Share

Date: _____________
Name: _______________________________ E-mail: ___________________@uow.edu.au
(to who the confirmation e-mail will go)

A. Addition/Deletion of user/s to Primary share or secondary folder

Name of Primary Share
- ☐ sees_research
- ☐ sees_schooldocuments
- ☐ sees_coursework
- ☐ Other __________________________

Name of Secondary folder in primary share __________________________ n/a

UOW e-mail usernames _________________________ Permission ☐ readonly ☐ modify ☐ delete

B. Creation of new Secondary folder within an existing Primary Share

Name of the existing Primary Share in which folder is to be placed:
- ☐ sees_research
- ☐ sees_schooldocuments
- ☐ sees_coursework
- ☐ Other __________________________

Name of new secondary folder: __________________________

Permission groups:
- ☐ readonly (users will only be able to view the contents of the share)
- ☐ modify (users will be able to modify and delete contents)

C. Creation of a new primary share

Name of new Primary Share: ________________________________

Size of Share: __________________________ GB

Reason for the creation of share: ________________________________

______________________________________________________________

Office Use only: Job logged: __________ Job No.: __________ Job Completed: __________