Moving to Cloud Storage

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**Goal**

Provide accessible, secure, cost-effective options for UTHSC members to store and share their documents/data regardless of location

**Objectives**

1. **SECURITY**: Ensure your documents are safe, even if a device is lost, stolen, or damaged.
2. **AVAILABILITY**: Reach your data from anywhere on any device.
3. **SUPPORT**: Take advantage of onsite assistance and training.
4. **COST**: Maximize ROI by using existing software and not replacing the retiring servers.

**UTHSC Data Storage Strategy**

- **OnBase**
- **document digitization**
- **OneDrive**
- **personal work document storage**
- **SharePoint**
- **document sharing**
- **Teams**
- **collaboration & document sharing**

**Microsoft products and OnBase are all HIPAA & FERPA compliant**
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Strategy Components

OneDrive/SharePoint optimization

- Ensuring the right configuration, functionality, and space to support customer needs and goals

OneDrive/SharePoint awareness

- Educating customers on how to access and use these resources

OnBase document digitization awareness

- Moving paper documents into a digital repository where they can be stored/accessed securely and save physical space

Migration of personal work documents to OneDrive

- Making data accessible from anywhere on any device without the use of remoting tools (ex., VPN)

Migration of VolShare to SharePoint

- Moving shared data from old technology* (VolShare/Vol2Share/PrevMed DS/UTDrive) to supported, more secure locations

* Owners will have ample time and support to move data prior to system retirement.
**Scope**

- **Why?**
  - The technology used to store departmental and individual documents is retiring.
  - Moving to the next generation of storage: Cloud storage

- **Benefits?**
  - Moving from physical servers to cloud, which provides a higher level of accessibility, security and efficiency

- **What is affected?**
  - VolShare, Vol2Share, PrevMedDS, UTDrive, departmental drives, and MyDrive

- **Which tool?**
  - Several tools available

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## Moving to Cloud Storage

### Tool Choices

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<tr>
<th>OneDrive</th>
<th>SharePoint/Teams</th>
<th>OnBase</th>
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| - Good for storage of personal/working documents  
- Can share documents when you are ready  
- Access from anywhere by logging into O365.uthsc.edu  
- Strong security options to control permissions  
- **Current storage**: MyDrive or your hard drive | - Good for departmental and shared documents  
- Great for collaboration on Microsoft documents (e.g. Word, Excel, PowerPoint)  
- Access from anywhere by logging into O365.uthsc.edu  
- Strong security options to control permissions  
- Documents that are already in electronic/digital format  
- **Current storage**: VolShare or department drive | - Good for documents that need to be viewed/approved within 1 or more departments  
- Workflow available  
- Scan old archival documents, regardless of format (paper/microfilm/microfiche)  
- Move electronic/digital documents  
- Maintains integrity of original document in .pdf or .jpg format  
- Indexing allows for easy searching  
- Redaction available  
- Strong security options to control permissions  
- **Current storage**: Filing Cabinets, VolShare, department drive |

### Cost:
- **OneDrive**: All UTHSC faculty, staff and students have a license to OneDrive at no cost to them
- **SharePoint/Teams**: All UTHSC faculty, staff and students have a license to SharePoint at no cost to them
- **OnBase**: UTHSC ITS pays for licenses and annual maintenance. Departments are responsible for scanning, workflow and special project costs.
What's Next?

Start planning!

1. Clean up!
   - Reorganize your files and purge outdated documents.
   - We will contact you if you have a MyDrive account.

2. Determine which tools to use
   - Work with ITS BPS to pick the tool(s) that works best for your department and circumstance

3. Designate a SME/department leader to be the primary point person

4. Schedule training & document storage consultation
   - Email AppSupport@uthsc.edu
   - Need help moving: contact Helpdesk@uthsc.edu

5. Start moving your documents
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Resources

- Training & Support
  - Subscribe to the ITS Newsletter for tips & tricks
  - Visit SharePoint webpage for more information
  - Visit OneDrive webpage
  - Visit Document Management Overview to see a tool comparison
  - Visit OnBase webpage
  - Visit Digitization to Digital Transformation webpage
  - Schedule individual or group training with AppSupport@uthsc.edu

- Reorganize your files and purge outdated documents
  - Check out Using 5S to Organize Files for helpful suggestions

- Contacts
  - AppSupport@uthsc.edu
Questions?