



THE UNIVERSITY OF  
**TENNESSEE**  
HEALTH SCIENCE CENTER™

# Moving to Cloud Storage

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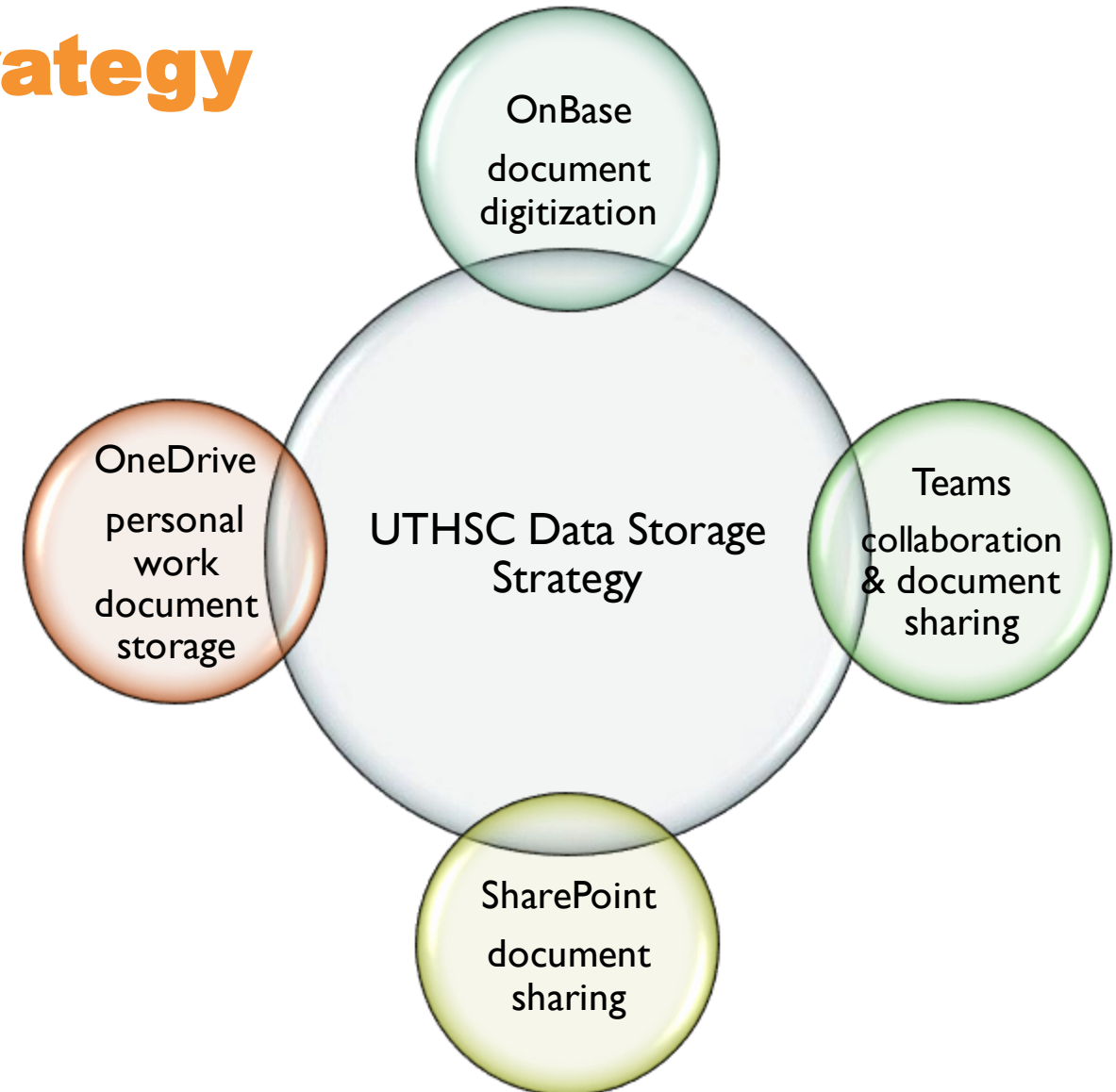
## UTHSC Data Storage Strategy

### 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.



\*\* Microsoft products and OnBase are all HIPAA & FERPA compliant

## 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

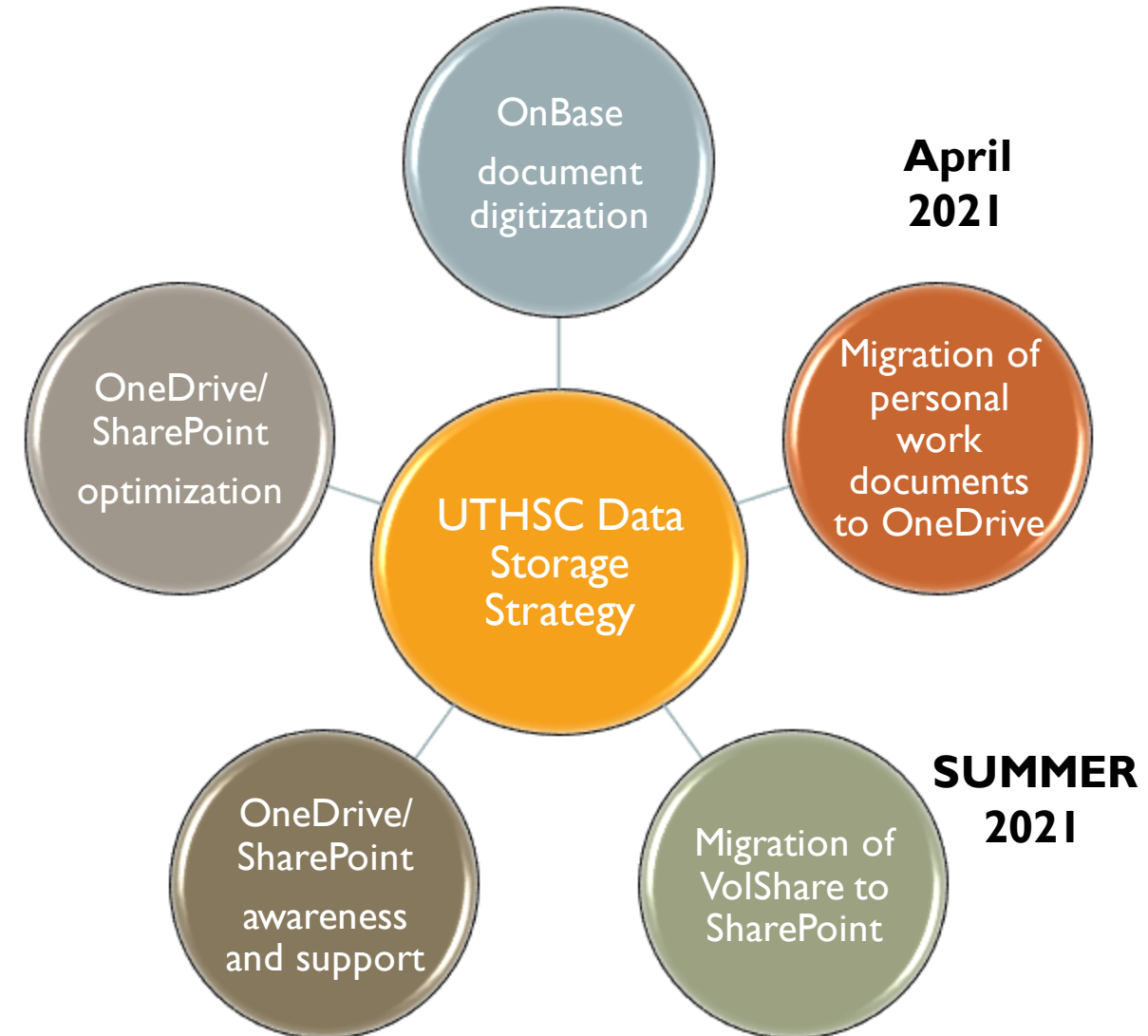
- Moving paper documents into a digital repository where they can be stored/accessed securely and save physical space

### 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?**

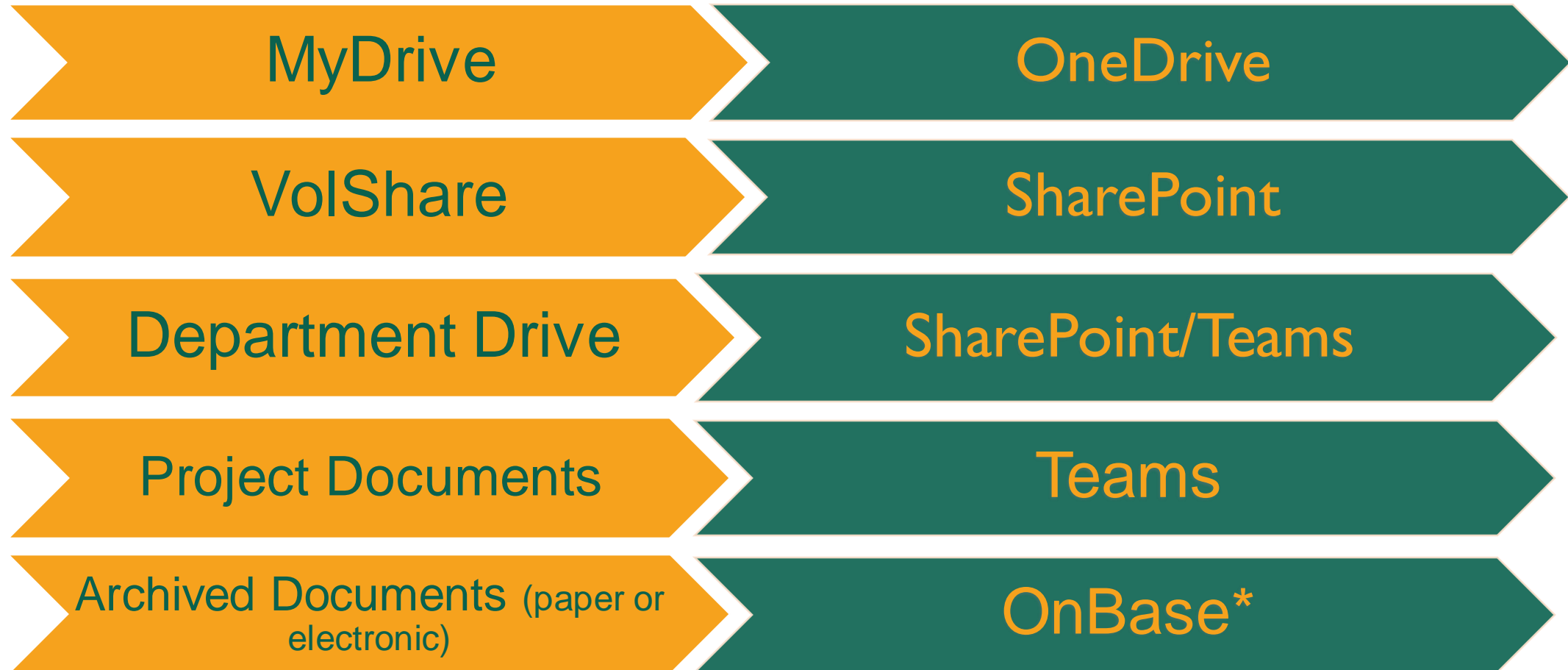
VolShare, Vol2Share, PrevMedDS, UTDrive, departmental drives, and MyDrive

- **Which tool?**

Several tools available

\*\* Microsoft products and OnBase are all HIPAA & FERPA compliant

## Current Storage Location      Future/Cloud Storage Location



\*Currently on Prem, but will be moving to cloud

## Tool Choices

OneDrive	SharePoint/Teams	OnBase
<ul style="list-style-type: none"> <li>• Good for storage of personal/working documents</li> <li>• Can share documents when you are ready</li> <li>• Access from anywhere by logging into O365.uthsc.edu</li> <li>• Strong security options to control permissions</li> <li>• <b>Current storage:</b> MyDrive or your hard drive</li> </ul>	<ul style="list-style-type: none"> <li>• Good for departmental and shared documents</li> <li>• Great for collaboration on Microsoft documents (e.g. Word, Excel, PowerPoint)</li> <li>• Access from anywhere by logging into O365.uthsc.edu</li> <li>• Strong security options to control permissions</li> <li>• Documents that are already in electronic /digital format</li> <li>• <b>Current storage:</b> VolShare or department drive</li> </ul>	<ul style="list-style-type: none"> <li>• Good for documents that need to be viewed/approved within 1 or more departments</li> <li>• Workflow available</li> <li>• Scan old archival documents, regardless of format (paper/microfilm/microfiche)</li> <li>• Move electronic/digital documents</li> <li>• Maintains integrity of original document in .pdf or .jpg format</li> <li>• Indexing allows for easy searching</li> <li>• Redaction available</li> <li>• Strong security options to control permissions</li> <li>• <b>Current storage:</b> Filing Cabinets, VolShare, department drive</li> </ul>
<p><b><u>Cost:</u></b> All UTHSC faculty, staff and students have a license to OneDrive at no cost to them</p>	<p><b><u>Cost:</u></b> All UTHSC faculty, staff and students have a license to SharePoint at no cost to them</p>	<p><b><u>Cost:</u></b></p> <ul style="list-style-type: none"> <li>• UTHSC ITS pays for licenses and annual maintenance.</li> <li>• Departments are responsible for scanning, workflow and special project costs.</li> </ul>

## 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](mailto:AppSupport@uthsc.edu)
  - Need help moving: contact [Helpdesk@uthsc.edu](mailto:Helpdesk@uthsc.edu)
5. Start moving your documents

## 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](mailto:AppSupport@uthsc.edu)

### • Reorganize your files and purge outdated documents

- Check out [Using 5S to Organize Files](#) for helpful suggestions

### • Contacts

- [AppSupport@uthsc.edu](mailto:AppSupport@uthsc.edu)



# Questions?

