

MNCF Tool Data Storage, Transfer and Internet Usage Policy

MNCF users are requested to strictly follow data saving/transfer in WinSCP of respective MNCF tools in the following directory pattern.

Procedure to save the data in Tool PC/ Support PC

- All tools will have Year/Month/ department/ username directory. The users should save in their respective folders.

Procedure to Transfer the data to WinSCP server (devlab)

- You will find the following directory in WinSCP server
/home/devlab/Bay/ TOOL NAME/ Month_Year/ User name.
- The users should transfer their data to their respective folders. **Data will be lost during routine server maintenance, if not saved in above format.**

General Rules:

- No pen drive or any other media is allowed. All the data transferring from MNCF tools to User end to be done only via WinSCP server.
- The data transferred in the WinSCP server (devlab) will **be cleaned once in a week. Your data will no longer be available after one week on the server.**

Internet/Intranet connections to computers:

- All Tool PC/Support PC is connected to **intranet** only and no internet connection will be allowed.