

# EIV File Management Guide

## What?

The file management guide will help EIV editors and producers keep the office workstations, hard drives, and server organized. The guide outlines specific directory structures for each production. If there's anything that the guide doesn't cover that you have a question about, e-mail the Unit Manager at [unit@eivtv.com](mailto:unit@eivtv.com).

## Why?

A lot of people work on the office workstations and everyone that does deserves a clean and organized workspace. Over the years, the EIV computers and server have become disorganized and messy. This guide will keep everyone *literally* on the same page about how to organize their work and media.

## When?

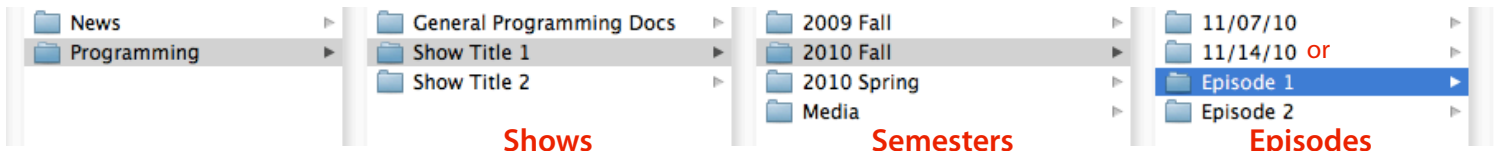
File management rules are always in effect. Every time you work on an EIV hard drive or server, it's imperative that you stay within the guidelines. If someone on the management team finds disorganized media, they'll contact the producers of that show to straighten it up as soon as possible.

## How?

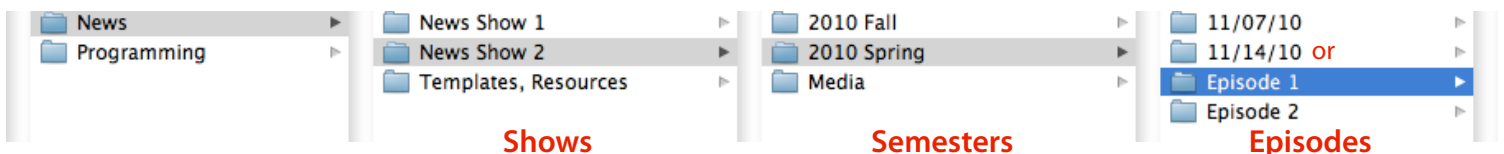
Some general workstation rules to keep in mind:

- ▶ You must log out after you're done working.
- ▶ No media should be saved to the workstations. External hard drives are required.

Detailed workstation policies are outlined in the [Workstation Policy Guide](#).



If you're working on a programming show the folder structure should be:



If you're working on a news show the folder structure should be:

The "MEDIA" folder in the Semester column of each show is for general media assets and documents related to show, but not contained to a specific semester or episode (i.e. the show's opening graphics or recurring clips).

## Where?

These rules are **mandatory** for the EIV server and all EIV-owned hard drives. Similar structure is **strongly** recommended for production-specific or producer-owned hard drives. Consistency across the organization makes everything run more efficiently. The "SEMESTER" column does not exist on the server because it is erased and reformatted after **every semester**. The "MEDIA" folder should exist in the "EPISODES" column on the server instead.

**These aren't suggestions. If you're going to work on EIV workstations, you need to do your part to keep them organized by following these guidelines. Unorganized or misplaced media is subject to deletion.**