

NETWORK SHARE REQUEST

Date: 10/27/2016

What is a Share?

A Share is either an **individual** (private) or **group** (shared) directory. When an individual share is established, no other user can access that directory. When a group share is established, only users in the group share have access to that shared directory. However, the users in that group share may have different rights, etc., read only or full control.

Check the **status bar** in the lower left-hand corner of your screen on any field for instructions or press **PF1 for HELP** for more information concerning that field. If you have questions, please contact the Customer Service Support Center at (515) 281-4694.

NOTE: ALL FIELDS IN THIS SECTION MUST BE COMPLETED

Share Leader	Telephone Number ()	Date Needed (Allow 5 working days upon DDM receipt for processing.)				
Network Logon ID (If known)	Server Name					
Share Name (8 characters maximum)	Share Description (15 characters)					
Type of Share: (Choose one)						
<input type="checkbox"/> Individual (Private) <input type="checkbox"/> Group (Shared Directory)						
Space Need:						
<input type="checkbox"/> 10 mg. (<i>normal</i>) <input type="checkbox"/> 20 mg. <input type="checkbox"/> 30 mg. <input type="checkbox"/> 40 mg. <input type="checkbox"/> Other (<i>specify amount</i>)						
<input type="checkbox"/> Add (New Share) <input type="checkbox"/> Delete (Remove Share) <input type="checkbox"/> Modify (Add/Delete/Change)						
User/Group Name	Network Logon	Add	Change	Delete	Read Only	Full Control
,		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
,		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
,		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
,		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
,		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
,		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
,		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
,		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
,		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
,		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
,		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
,		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
,		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
,		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
,		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>