How we handle data on the lab's machines

In some cases it makes sense to work with data stored on the local machines. If you choose to do so, please follow this rules:

1. Allways store your data on the D:\ drive inside '01_Projects' or '02_Workshops'
2. Follow the naming sceme 'yymmdd_meaningfull_projectname'
3. After you are done, move the project onto the filer and remove the data
4. if we finde data that shouldnt be there, we move it into '99_LostAndFound'
5. After one month, the data inside 'LostAndFound' will be deleted.

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