Recommended Organization Structure

Basic Organization Structure

Below are diagrams of recommended UTBackup organization structures for a Department, but these are general guidelines and not all inclusive. Proper naming conventions are the most important item and must be followed to ensure consistent and accurate billing tabulations. Be sure to include a dash between the org name and its appended suffix of "staff", "faculty" or "servers". Minimizing organization tree depth and branches is also recommended wherever possible.

Example 1:

DEPT (top level UTBackup org named with your official unit code)
  >DEPT-Faculty (top level faculty child org)
  >DEPT-Staff (top level staff child org)
  >DEPT-Servers (top level server child org)

Example 2:

DEPT (top level UTBackup org named with your official unit code)
  >DEPT-Faculty (top level faculty child org)
    >DEPT-SubDept1-Faculty (child org)
    >DEPT-SubDept2-Faculty (child org)
  >DEPT-Staff (top level staff child org)
    >DEPT-bldg1-Staff (child org)
    >DEPT-bldg2-Staff (child org)
  >DEPT-Servers (top level server child org)
    >DEPT-Web-Servers (child org)

Example 3:

DEPT (top level UTBackup org named with your official unit code)
  >DEPT-SubDept1 (top level sub-department org)
    >DEPT-SubDept1-Faculty (child org)
    >DEPT-SubDept1-Staff (child org)
    >DEPT-SubDept1-Servers (child org)
  >DEPT-SubDept2 (top level sub-department org)
    >DEPT-SubDept2-Faculty (child org)
    >DEPT-SubDept2-Staff (child org)
    >DEPT-SubDept2-Servers (child org)

Top level organizations are labeled by UTBackup service admins with official UT Austin unit codes and **should not be renamed**. Altering this label will **disrupt accounting runs**, resulting with inaccurate reporting and billing errors.