Dear Practice,

As part of our ongoing efforts to modernise and streamline our digital infrastructure, we will be **removing access to the legacy shared and personal drives** which should not be currently in use by your Practice.

This is a necessary step in preparation for the **next phase of the project.**

What This Means for You:

- Access to legacy shared drives will be discontinued and removed. No downtime required. The scheduled date for your practice will be sent over to the Practice Manager, week commencing 11th August 2025, from the GPN365 inbox.
- Please ensure that you have reviewed any critical files or data and, if needed, migrate into the new platform Teams or stored securely elsewhere.
- Our team is available to support you with this transition and answer any questions you may have.

Shared Drive Software:

If you have any of the following software still using the legacy Share Drives, you will need to move/migrate to a cloud supported version.

Lexacom V2/V3 – there is a cloud version – please contact Lexacom. **LabelTrace** – Please contact LabelTrace regarding moving from the Shared Drive as this will stop functioning.

Stand Alone Photocopier

If you have a Ricoh / Lexmark / Minolta etc (Not supplied by NWL), which previously scanned into the shared drive, please contact us directly to help set a solution to scan into Teams from the Photocopier.

We appreciate your cooperation and understanding as we move forward with this important step.

ESCALATION POINTS:

- > **SOFTWARE** contact your supplier (as above)
- > PHOTOCOPIER Tel: 0203 350 4170 / Email: nhsnwl.gpn365project@nhs.net
- ➤ FILES FROM LEGACY SHARED QUERIES Tel: 0203 350 4170 / Email: nhsnwl.gpn365project@nhs.net

If you require assistance or have concerns about any of the above, please do not hesitate to get in touch.

N.B If there is any change of Practice Management please let us know.