WORKGROUPS – SHARE FILES WITH INTERNAL AND EXTERNAL COLLABORATION PARTNERS

As a UCPH employee, you can set up and administrate workgroups in ERDA (pages 1-7). They include a shared folder in which you can easily share files and collaborate with others from UCPH and/or external collaboration partners. You can manage who has access, and there are no special restrictions on size or file types. All persons affiliated to UCPH as well as external partners can request access to a work group on ERDA (pages 8-9).

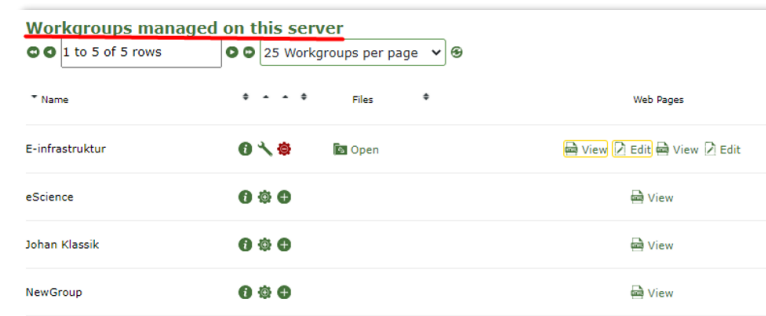This intro assumes that you have registered with ERDA and are logged in (see registration intro on https://erda.ku.dk/).

CREATE AND ADMINISTRATE WORKGROUP

ACCESS WORKGROUPS	Click "Workgroups" on the front page of ERDA Under "Workgroups managed on this server", you will see all existing workgroups Next to each workgroup, there are several icons on which you can click. The icons vary depending on whether you are owner, member or can simply observe an existing workgroup. By holding the mouse marker over the icon, you can see what the icon means. Here is an overview:

Icon	Action	Visible to
❶	View owner(s) and member(s) of the group and any description	Everyone
🔧	Administrate workgroup, including accepting participation requests and adjusting settings	Owner
⚙	Leave workgroup as owner	Owner

	Open	Open the shared folder	Owner/ Member
	⊖	Leave workgroup as member	Member
	⚙	Request ownership of workgroup	Everyone
	⊕	Request membership of workgroup	Everyone

CREATE WORKGROUP	Create a new workgroup under "Additional Workgroups" at the bottom of the page. Write a short and apt title in the field. Click "Create Workgroup". In the example below, a workgroup has been created with the title "EcoKnow" **Additional Workgroups** Please enter a name for the new Workgroup to add, using slashes to specify nesting. I.e. if you own a Workgroup called ABC, you can create a sub-Workgroup called DEF by entering ABC/DEF below. EcoKnow Create Workgroup Your new workgroup has now been created, and you will enter a new page. Click the link "Administration for *[name of your workgroup]*" **Create Workgroup** Workgroup EcoKnow created! 🔧Administration for EcoKnow

You now enter the administrator page for your new workgroup

Administrate 'EcoKnow'

Owners
Hide Owners
Current owners of EcoKnow:
Actions   owners
○○○○● /C=DK/ST=NA/L=NA/O=FAKSEK/OU=NA/CN=Louise Outzen/emailAddress=alo@science.ku.dk

Add Workgroup
owner
Note: owners are specified with either the OpenID alias or the Distinguished Name (DN) of the user. In most cases it also works to just enter the email address of the user. If in doubt, just let the user request access and accept it with the ⊕-icon in the Pending Requests table below.

[Add owner]

Members
Hide Members
Current members of EcoKnow:
Actions   members
○○○○● /C=DK/ST=NA/L=NA/O=FAKSEK/OU=NA/CN=Martin Garrigues Rehr/emailAddress=rehr@science.ku.dk

Add Workgroup
member
Note: members are specified with either the OpenID alias or the Distinguished Name (DN) of the user. In most cases it also works to just enter the email address of the user. If in doubt, just let the user request access and accept it with the ⊕-icon in the Pending Requests table below.

[Add member]

Pending Requests
○○ |0 to 0 of 0 rows| ○○ |25 access requests per pa ▾| ⊕

Type		ID	Date	Message

Share Links
Current share links in EcoKnow shared folder
○○ |0 to 0 of 0 rows| ○○ |25 share links per page ▾| ⊕

ID	Action	Path	Access	Created	Active	Owner

There you can invite co-owners or members to join your workgroup if you know their ERDA ID or the email with which they are registered.

As it may be difficult to know under which ID/email a user has been created, we recommend that you instead ask your internal or external collaboration partners to request membership themselves by clicking the "Request membership" icon ⊕ (see the item "Request membership of workgroups").

We recommend that you ensure that there are at least two owners of your workgroup so that someone preserves access control if you leave UCPH.

ACCEPT REQUEST

When an internal or external collaboration partner requests to become a member of your workgroup, you will receive an email.

Click the first link in that email

This is a vgridmember request sent on behalf of /C=DK/ST=NA/L=NA/O=FAKSEK/OU=NA/CN=Jonas
Bardino/emailAddress=bardino@science.ku.dk
who would like to be added as a member in EcoKnow and included the reason:
Hi Louise,
can I please get access to EcoKnow so that we can share project files?
Best regards,
Jonas

If you want to handle the member request please visit:
https://erda.dk/wsgi-bin/adminvgrid.py?vgrid_name=EcoKnow
or
https://ext.erda.dk/wsgi-bin/adminvgrid.py?vgrid_name=EcoKnow
(The URL depends on whether you log in with OpenID or a user certificate - just use the one that looks most
familiar or try them in turn) and add or reject it.
You can find the request in the Pending Requests table there and either click the green plus-icon to accept it or the
red minus-icon to reject it.

This will take you to the administrator page, where you find the membership request under "Pending Requests". In this example it is the request from Jonas Bardino to become a member of the EcoKnow workgroup.

Pending Requests

◀◀ ◀ 1 to 1 of 1 rows   ▶ ▶ 25 access requests per pag⌄   ⟳

▾ Type ⬍ ⬍ ▾ ID   ▾ Date   ⬍ Message

Member ➕ ➖ /C=DK/ST=NA/L=NA/O=FAKSEK/OU=NA/CN=Jonas   Fri Sep 4   Hi Louise, Can I
              Bardino/emailAddress=bardino@science.ku.dk   10:08:11 please get access to
                                                                2020   EcoKnow so we can
                                                                          share project files?
                                                                          Best regards, Jonas

Click ➕ next to "Member"
Click "Yes" in the pop-up window "Confirm" to accept the request

Confirm   ✕

Accept EcoKnow vgridmember request from /C=DK/ST=NA/L=NA/O=FAKSEK/OU=NA/CN=Jonas
Bardino/emailAddress=bardino@science.ku.dk

                                                                        No   Yes

You may write a short message to the person who has requested membership. Click "Inform user(s)"

	Add Workgroup Member(s) New member(s) /C=DK/ST=NA/L=NA/O=FAKSEK/OU=NA/CN=Jonas Bardino/emailAddress=bardino@science.ku.dk successfully added to EcoKnow Workgroup! **Custom message to user(s)** We have granted you membership access to our EcoKnow Workgroup. You can access the Workgroup components and collaboration tools from your Workgroups page on UCPH ERDA. Regards, the EcoKnow Workgroup owners You may add a short message here [Inform user(s)] Back to administration for EcoKnow Your collaboration partner will now receive an email with the above message about access to your workgroup.
ADMINISTRATE WORKGROUP	Click 🔧 to enter the administration page for your new workgroup **Workgroups managed on this server** ◀◀ [1 to 5 of 5 rows] ▶▶ [25 Workgroups per page ▾] 🔄 | ▾ Name		Files		Web Pages
---	---	---	---	---
E-infrastruktur	🛈🔧⚙	📂 Open		📋 View ⬏ Edit 📋 View ⬏ Edit
EcoKnow	🛈🔧⚙	📂 Open		📋 View ⬏ Edit 📋 View ⬏ Edit	 **Delete member or co-owner** You can always delete a member or co-owner from your workgroup if the person in question should no longer to have access to your workgroup and thus the data shared there. Click 🔴 next to the person who should no longer to have access **Members** 🔘 Hide Members Current members of EcoKnow: Actions members ◀◀◀▶▶🔴 /C=DK/ST=NA/L=NA/O=FAKSEK/OU=NA/CN=Martin Garrigues Rehr/emailAddress=rehr@science.ku.dk ◀◀◀▶▶🔴 /C=DK/ST=NA/L=NA/O=FAKSEK/OU=NA/CN=Jonas Bardino/emailAddress=bardino@science.ku.dk Click "Yes" in the pop-up window with "Confirm" **Confirm** ❌ Really remove member /C=DK/ST=NA/L=NA/O=FAKSEK/OU=NA/CN=Jonas Bardino/emailAddress=bardino@science.ku.dk ? [No] [Yes]
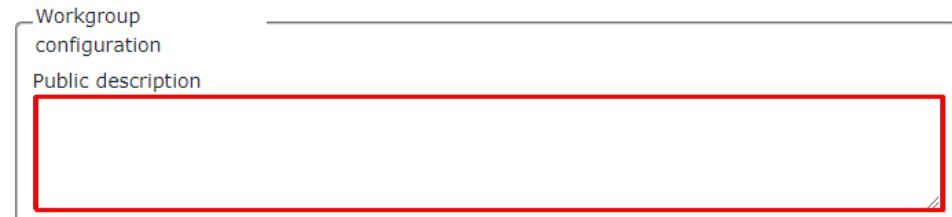
Prepare a brief description

We recommend that you prepare a description of your workgroup under "Settings", so that everyone can see (in addition to the short title) what your workgroup is about.

Write a short description of your workgroup under "Public description"

Settings

Workgroup
configuration

Public description

Then click "Save settings" at the bottom of the page

Save settings

In addition, you can also adjust various access restrictions under "Settings" and, for example, establish read-only status for the shared data. You can assess which of the below options are relevant

	Settings Workgroup configuration Public description All visibility options below can be set to owners, members or everyone and by default only owners can see participation. In effect setting visibility to members means that owners and members can see the corresponding participants. Similarly setting a visibility flag to everyone means that all UCPH ERDA users can see the participants. Owners are visible to ◉ owners ○ members ○ everyone ○ keep using inherited or default value Members are visible to ◉ owners ○ members ○ everyone ○ keep using inherited or default value Resources are visible to ◉ owners ○ members ○ everyone ○ keep using inherited or default value Restrict Settings Restrict changing of these settings to only the first [10] owners (enter 0 to keep using inherited or default value). Restrict Owner Administration Restrict administration of owners to only the first [10] owners (enter 0 to keep using inherited or default value). Restrict Member Administration Restrict administration of members to only the first [10] owners (enter 0 to keep using inherited or default value). Restrict Resource Administration Restrict administration of resources to only the first [10] owners (enter 0 to keep using inherited or default value). All write access options below can be set to owners, members or none. By default only owners can write web pages while owners and members can edit data in the shared folders. In effect setting write access to members means that owners and members have full access. Similarly setting a write access flag to owners means that only owners can modify the data, while members can only read and use it. Finally setting a write access flag to none means that neither owners nor members can modify the data there, effectively making it read-only. Some options are not yet supported and thus are disabled below. Shared files write access ○ none ○ owners ◉ members ○ keep using inherited or default value Private web page write access ○ none ◉ owners ○ members ○ keep using inherited or default value Public web page write access ○ none ◉ owners ○ members ○ keep using inherited or default value Limit sharelink creation to ◉ owners ○ members ○ keep using inherited or default value Request Recipients Notify only first [10] owners about access requests (enter 0 to keep using inherited or default value). Hidden ○ yes ◉ no ○ keep using inherited or default value **Save settings** Click "Save settings" if you have made changes.
CREATE SUB-WORKGROUP	It is possible to create sub-workgroups, so that the access control can be fine-tuned for parts of the overall workgroup. Go to the "Additional Workgroups" field on the general workgroup front page. Write the name of your workgroup followed by "/" and the name of the sub-workgroup. Click "Create Workgroup" **Additional Workgroups** Please enter a name for the new Workgroup to add, using slashes to specify nesting. I.e. if you own a Workgroup called ABC, you can create a sub-Workgroup called DEF by entering ABC/DEF below. EcoKnow/ProjectIA **Create Workgroup**

Your new sub-workgroup has now been created, and you will enter a new page.
Click the link "Administration for *[name of your workgroup]*"

Create Workgroup

Workgroup EcoKnow/ProjectIA created!

🔧 Administration for EcoKnow/ProjectIA

All members and owners of "EcoKnow" will automatically also have access to the sub-workgroup "EcoKnow/ProjectIA".

Administrate 'EcoKnow/ProjectIA'

Owners
🔲 Hide Owners
Inherited owners of EcoKnow/ProjectIA:

owner

/C=DK/ST=NA/L=NA/O=EcoKnow/OU=NA/CN=Louise Outzen/emailAddress=louise@ecoknow.dk
/C=DK/ST=NA/L=NA/O=FAKSEK/OU=NA/CN=Louise Outzen/emailAddress=alo@science.ku.dk

Add Workgroup
owner

Note: owners are specified with either the OpenID alias or the Distinguished Name (DN) of the user. In most cases it also works to just enter the email address of the user. If in doubt, just let the user request access and accept it with the ➕-icon in the Pending Requests table below.

Add owner

Members
🔲 Hide Members
Inherited members of EcoKnow/ProjectIA:

member

/C=DK/ST=NA/L=NA/O=FAKSEK/OU=NA/CN=Martin Garrigues Rehr/emailAddress=rehr@science.ku.dk
/C=DK/ST=NA/L=NA/O=FAKSEK/OU=NA/CN=Jonas Bardino/emailAddress=bardino@science.ku.dk

Add Workgroup
member

Note: members are specified with either the OpenID alias or the Distinguished Name (DN) of the user. In most cases it also works to just enter the email address of the user. If in doubt, just let the user request access and accept it with the ➕-icon in the Pending Requests table below.

Add member

There you can invite completely new co-owners or members to join your sub-workgroup without them having access to data in the primary workgroup.

Participation in sub-workgroups is managed in the same way as all other workgroups (see the item "Request membership of workgroups").

REQUEST MEMBERSHIP OF WORKGROUPS

REQUEST ACCESS TO WORKGROUP	Regardless of whether you are **affiliated with** UCPH or an external **collaboration** partner, you can request access from the owner(s) of a workgroup. Click "Workgroups" on the front page of ERDA Find the workgroup for which you want to request membership under "Workgroups managed on this server". Click next to the workgroup in question Write a brief message to the owner of the workgroup in question about why you need access. Click "Yes". An email will now be sent to the owner of the workgroup in question, in this case EcoKnow.
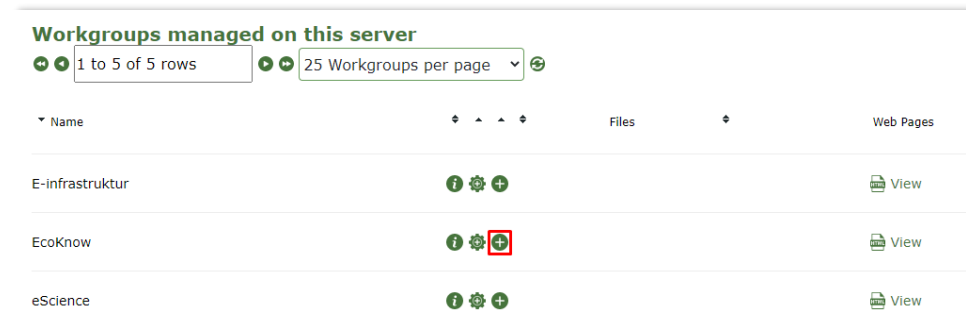
You can also request access to a specific workgroup under "Request Access to workgroups". Write the **exact** name of the workgroup (a distinction is made between upper and lower case letters), select whether you want to be a member or an owner, and optionally write a brief message to the owner.

Press "Request Workgroup access"

Request Access to Workgroups
You can request access to Workgroups using the individual plus-icons above directly or by entering the name of the Workgroup to request access to, what kind of access and an optional message to the admins below

Write the name of the workgroup	membership
Optionally write a brief message to the owner	Request Workgroup access

You will typically receive an email when the owner has granted you access.

HOW TO WORK IN A WORKGROUP

UPLOAD FILE

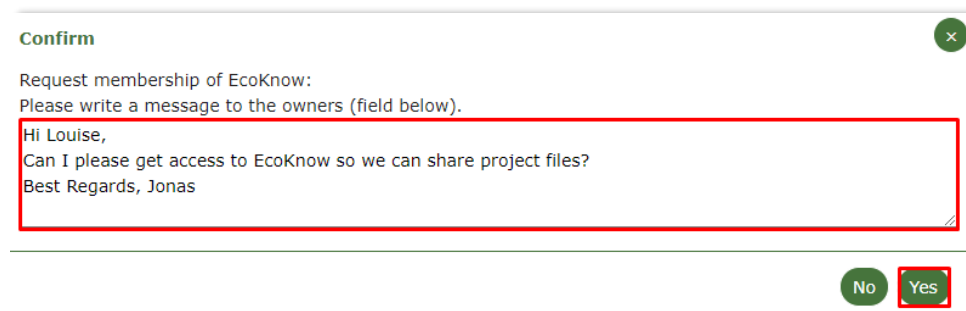Click "Open" next to the workgroup in which you want to work

EcoKnow   ℹ 🔧 ⚙   📂 Open   📄 View 📝 Edit 📄 View 📝 Edit
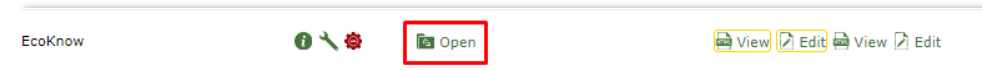
You will now enter your workgroup's shared folder, to which all members and owners have full access.

Right-click to access the menu, where you have different options

EcoKnow			
⇕ Name	⇕ Size	⇕ Type	⇕ Date Modified ⇕ ...
📄 README	277.00 B		2020-08-28 10:10 ...

Right-click →

Open Folder
Create Folder
Create File
Upload File
Pack

Copy
Paste
Delete Folder

Rename

Share Link ▸
Archive ▸
Data Transfers ▸
Advanced ▸

⬆ Click to open upload helper
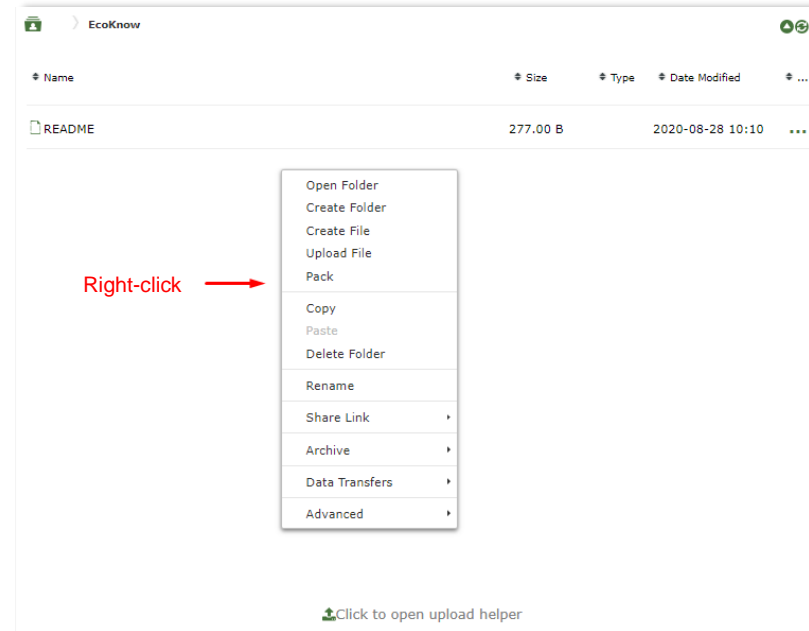
Click "Upload File" if you want to upload a file to the folder

Open Folder
Create Folder
Create File
Upload File
Pack

Copy
Paste
Delete Folder
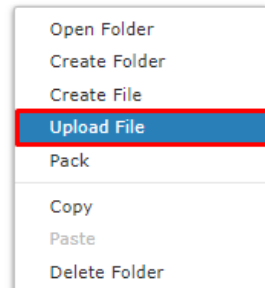
Click "Add files..." and then select the file(s) you want to upload

Upload Files   ×

Fancy Upload   Legacy Upload

Optional final destination   EcoKnow/
dir:

Add files...   Start upload   Cancel upload   Delete   ☐
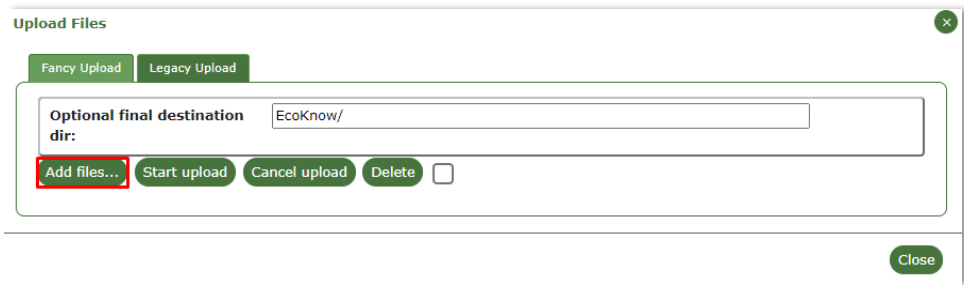
                                                                          Close

You can also drag and drop the file(s) you want to upload to the "Upload Files" dialogue

Upload Files   ×

Fancy Upload   Legacy Upload

Optional final destination dir: E-infrastruktur/

Add files...   Start upload   Cancel upload   Delete   ☐   PDF

                                                        EcoK + kopiering
                                                        Project decr...
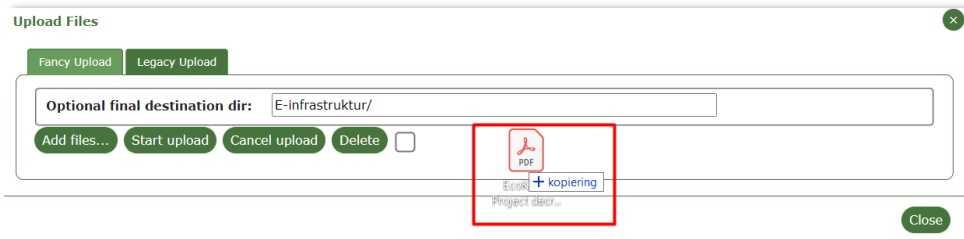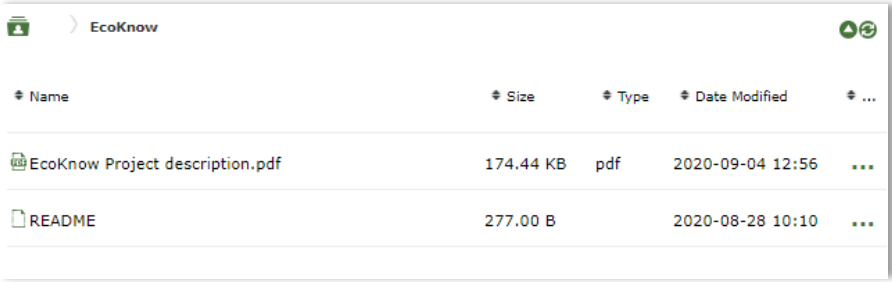
                                                                          Close

When a file has been selected, click "Start"

Upload Files   ×

Fancy Upload   Legacy Upload

Optional final destination   EcoKnow/
dir:

Add files...   Start upload   Cancel upload   Delete   ☐

EcoKnow/EcoKnow Project description.pdf   178.63 KB   Start   Cancel

                                                                          Close

Then click "Close"

Close

	The file has now been uploaded and all workgroup members can access the file.
TIPS	If you want to transfer a folder structure with files, you can pack them in a zip or tar archive before uploading and then select "Unpack" on the uploaded archive file. However, it is typically easier to use ERDA as a network drive (see separate intro to this topic) if you want to transfer or work on such structured data. At https://erda.ku.dk/, you can find a detailed guide to the whole of ERDA. Here you can also find detailed information about more options in workgroups.
HELP	More info at https://erda.ku.dk/ or get personal help at support@erda.dk