

WORKGROUPS – DEL FILER MED INTERNE OG EKSTERNE SAMARBEJDSPARTNERE

Som KU-ansat kan du oprette og administrere workgroups i ERDA (side 1-7). De inkluderer bl.a. en fælles mappe, hvori du let kan dele filer og samarbejde med andre fra KU og/eller eksterne samarbejdspartnere. Du kan selv styre, hvem der får adgang, og der er ingen særlige begrænsninger på størrelse eller filtyper. Alle tilknyttet KU samt eksterne samarbejdspartnere kan på ERDA anmode om at få adgang til en workgroup (side 8-9).

Denne intro forudsætter, at du har tilmeldt dig ERDA og er logget ind (se tilmeldingsintro på <https://erda.ku.dk/>).

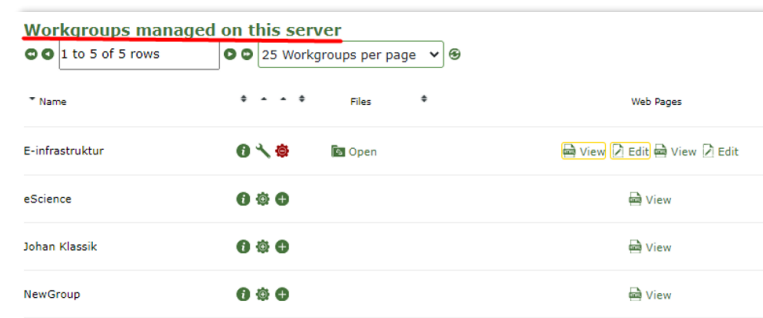
OPRET OG ADMINISTRÉR WORKGROUP

TILGÅ WORKGROUPS




Klik på "Workgroups" på forsiden af ERDA







Under "Workgroups managed on this server" ser du alle eksisterende workgroups



Ud for hver workgroup er der forskellige ikoner, du kan klikke på. Ikonerne varierer alt efter, om du er ejer, medlem eller blot kan se en eksisterende workgroup. Ved at holde musemarkøren henover ikonet kan du se, hvad ikonet betyder. Her følger oversigt:

Ikon	Handling	Synlig for
	Se ejer(e) og medlem(er) af gruppen og evt. beskrivelse	Alle
	Administrer Workgroup, herunder acceptér deltageranmodninger og justér indstillinger	Ejer
	Forlad Workgroup som ejer	Ejer

	Åbn den fælles mappe	Ejer/ Medlem
	Forlad Workgroup som medlem	Medlem
	Anmod om ejerskab af Workgroup	Alle
	Anmod om medlemskab af Workgroup	Alle

OPRET WORKGROUP

Opret en ny workgroup under "Additional Workgroups" nederst på siden. Skriv kort og sigende titel i feltet. Klik på "Create Workgroup". I nedenstående eksempel bliver der oprettet en workgroup med titlen "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.

Create Workgroup

Din nye workgroup er oprettet, og du kommer ind på ny side. Klik på linket "Administration for [navnet på din workgroup]"


Create Workgroup





Workgroup EcoKnow created!


 Administration for EcoKnow

Du kommer nu til administratorsiden for din nye 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

Her kan du invitere medejere eller medlemmer ind i din workgroup, hvis du kender deres ERDA ID eller den e-mail, de er registreret med.

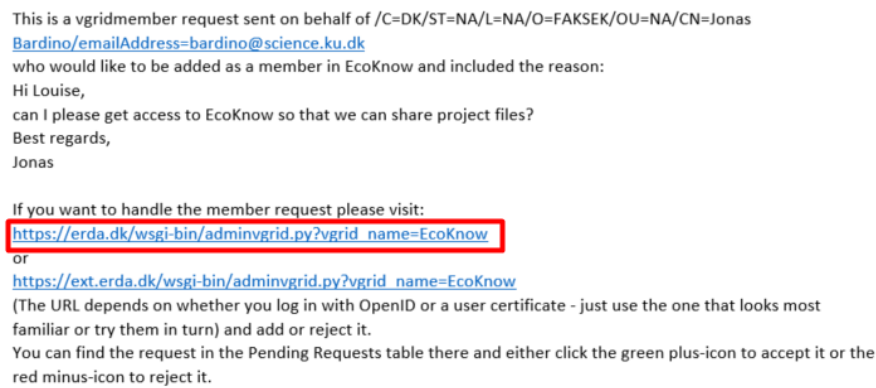
Da det kan være svært at vide, under hvilken ID / e-mail en bruger er oprettet, anbefaler vi, at du i stedet beder dine interne eller eksterne samarbejdspartnere om selv at anmode om medlemskab ved at klikke på "Request membership"-ikonet  (se punktet "Anmod om medlemskab til workgroups").

Vi anbefaler, at du sikrer, der minimum er to ejere af din workgroup af hensyn til, at nogen bevarer adgangskontrollen, hvis du forlader KU.

ACCEPTÉR ANMODNING

Når en intern eller ekstern samarbejdspartner beder om at blive medlem af din workgroup, vil du modtage en e-mail.

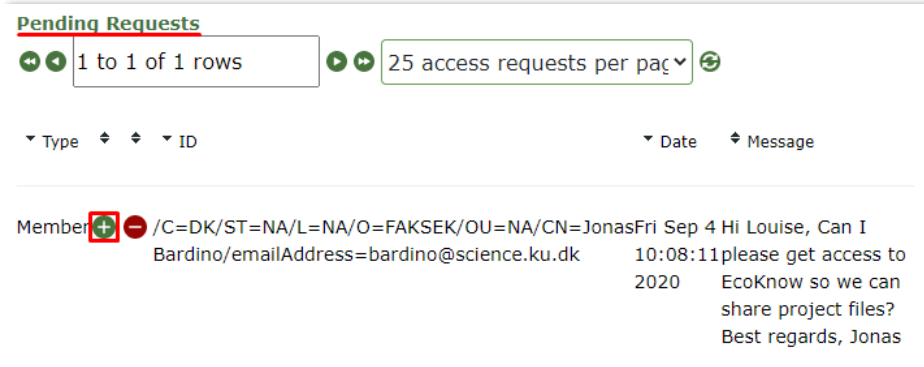
Klik på det første link i den tilsendte e-mail





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.

Du kommer ind på administratorsiden, og under "Pending Requests" ligger der i dette eksempel en anmodning fra Jonas Bardino om at blive medlem af workgroup med titlen EcoKnow

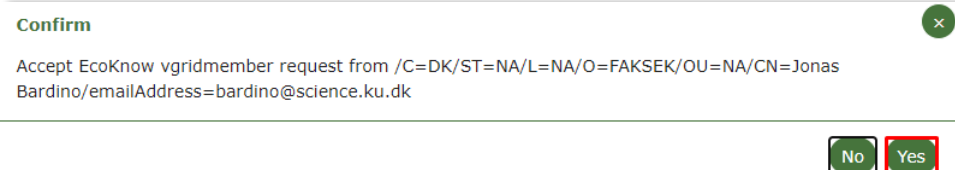



Pending Requests
1 to 1 of 1 rows 25 access requests per page

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

Klik på  ud for "Member"

Klik på "Yes" i pop-op-vinduet "Confirm" for at acceptere anmodningen



Confirm 

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

Skriv eventuelt kort besked til den person, der har anmodet om medlemskab. Klik på "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


Tilføj eventuelt en kort besked her

Inform user(s)

[Back to administration for EcoKnow](#)















Din samarbejdspartner får en e-mail med ovenstående besked om adgangen til din workgroup.

ADMINISTRÉR WORKGROUP

Klik på  for at komme til administrationssiden for din nye Workgroup

Workgroups managed on this server

1 to 5 of 5 rows 25 Workgroups per page


Name	Files	Web Pages
E-infrastruktur	  	   
EcoKnow	  	   

Slet medlem eller medejer

Du kan altid slette et medlem eller medejer fra din workgroup, hvis vedkommende ikke længere skal have adgang til din workgroup og dermed de delte data deri.












Klik på  ud for den person, der ikke længere skal have adgang












Members

 Hide Members

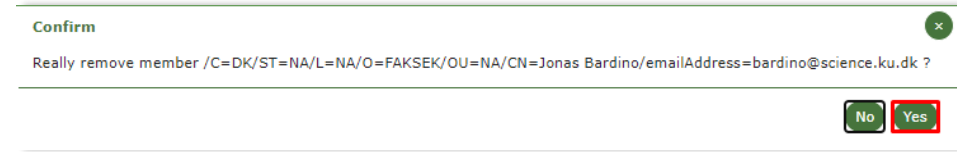
Current members of EcoKnow:

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

Klik på "Yes" i pop-up-vinduet med "Confirm"



Lav kort beskrivelse

Vi anbefaler, at du laver en beskrivelse af din workgroup under "Settings", så alle ud over den korte titel kan se, hvad din workgroup drejer sig om.

Skriv kort beskrivelse af din workgroup under "Public description"

Settings

Workgroup configuration

Public description

Klik derefter på "Save settings" i bunden af siden

Save settings

Derudover kan du også under "Settings" skrue på forskellige adgangsbegrænsninger og f.eks. skrivebeskytte de delte data. Vurdér selv, hvilke af nedenstående muligheder, der er relevante

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 owners (enter 0 to keep using inherited or default value).

Restrict Owner Administration

Restrict administration of owners to only the first owners (enter 0 to keep using inherited or default value).

Restrict Member Administration

Restrict administration of members to only the first owners (enter 0 to keep using inherited or default value).

Restrict Resource Administration

Restrict administration of resources to only the first 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 owners about access requests (enter 0 to keep using inherited or default value).

Hidden

yes no keep using inherited or default value

Save settings

Klik på "Save settings" hvis du har foretaget ændringer.

OPRET UNDER-WORKGROUP

Det er muligt at oprette underworkgroups, så adgangskontrollen kan finjusteres til dele af den overordnede workgroup.

Gå til feltet "Additional Workgroups" på den generelle workgroup-forside. Skriv navnet på din workgroup efterfulgt af "/" og navn på underworkgroup.

Klik på "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/ProjectA

Create Workgroup

Din nye underworkgroup er oprettet, og du kommer ind på ny side. Klik på linket "Administration for [navnet på din workgroup]"

Create Workgroup

Workgroup EcoKnow/ProjectIA created!

Administration for EcoKnow/ProjectIA

Alle medlemmer og ejere af "EcoKnow" får automatisk også adgang til underworkgroup "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

Her kan du invitere helt nye medejere eller medlemmer ind i din underworkgroup, uden at de har adgang til, hvad der er af data i den primære workgroup.

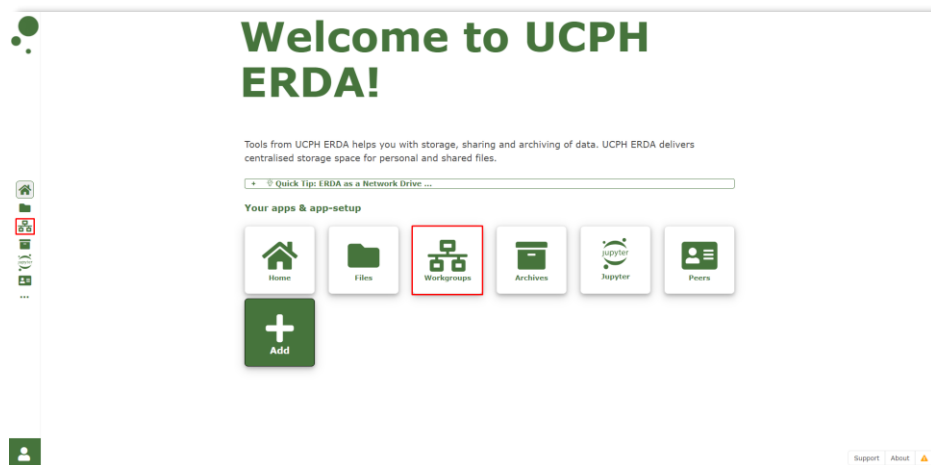
Deltagelse i underworkgroups styres som for alle andre workgroups (se punkt "Anmod om medlemskab til workgroups").

ANMOD OM MEDLEMSKAB TIL WORKGROUPS


ANMOD OM ADGANG TIL WORKGROUP

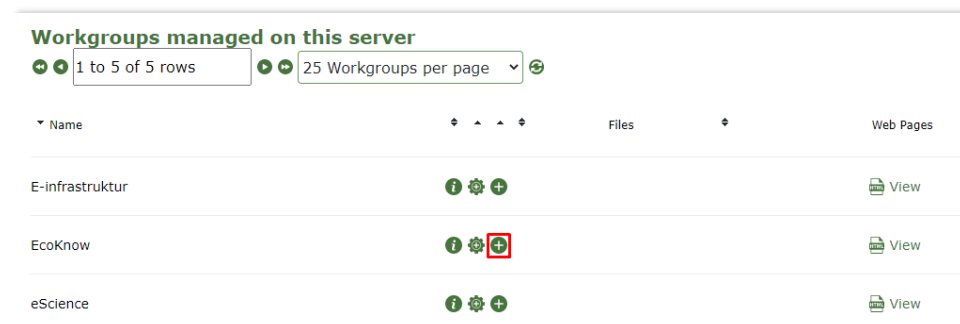
Uanset om du er tilknyttet KU eller en ekstern samarbejdspartner kan du anmode ejere(n) af en workgroup om at få adgang.

Klik på "Workgroups" på forsiden af ERDA

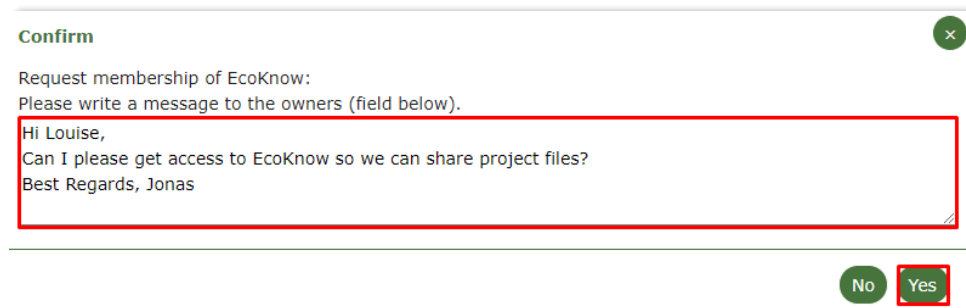


Find den workgroup, du vil anmode om medlemskab af under "Workgroups managed on this server".

Klik på  ud for konkret workgroup



Skriv kort besked til ejeren af den pågældende workgroup om hvorfor, du skal have adgang. Klik på "Yes"



Der bliver sendt en mail til ejeren af den konkrete workgroup. I dette tilfælde EcoKnow.

Du kan også anmode om adgang til konkret workgroup under "Request Access to workgroups". Skriv **præcist** navn på workgroup (der skelnes mellem store og små bogstaver), vælg om du skal være medlem eller ejer, og skriv eventuelt kort besked til ejer.

Tryk på "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

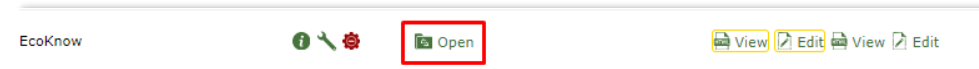
<input type="text" value="Skriv navn på Workgroup"/>	<input type="text" value="membership"/>
<input type="text" value="Skriv eventuelt kort besked til ejer"/>	<input type="button" value="Request Workgroup access"/>

Du modtager typisk en e-mail, når ejer har givet dig adgang.

SÅDAN ARBEJDER DU I EN WORKGROUP

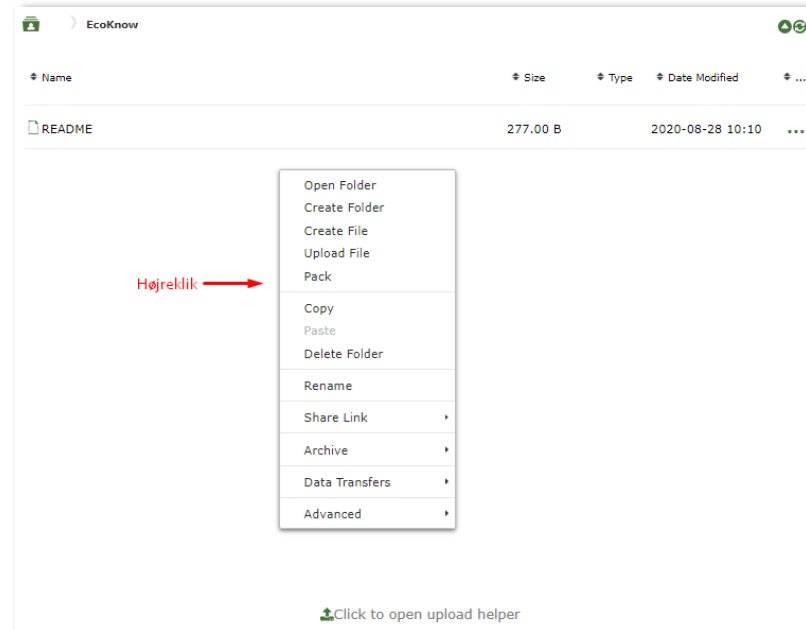
UPLOAD FIL

Klik på "Open" ud for den workgroup, hvori du vil arbejde

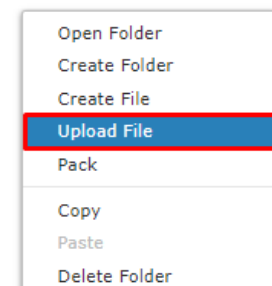


Du kommer nu ind i din workgroups fælles mappe, hvor alle medlemmer og ejere har fuld adgang.

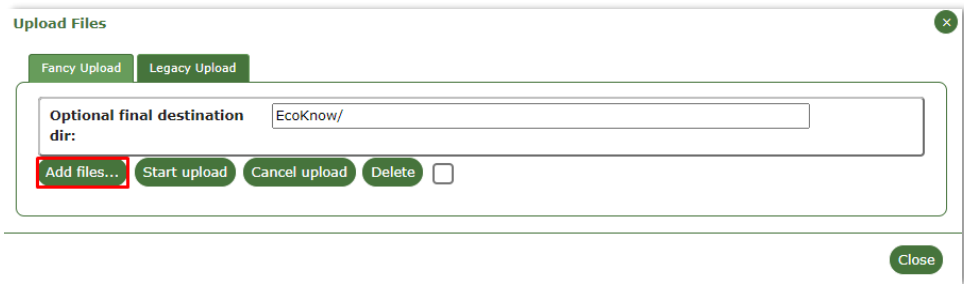
Højreklik for at få menu frem, hvor du har forskellige muligheder



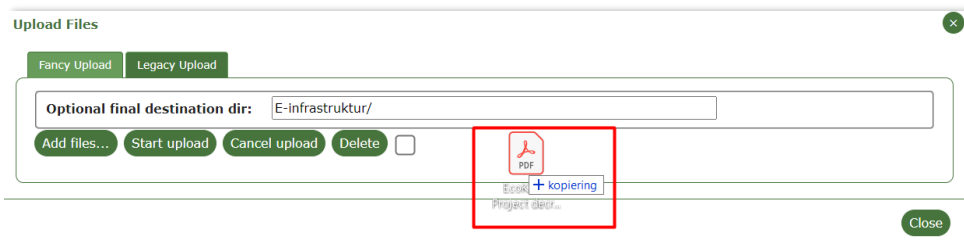
Klik på "Upload File" hvis du vil uploade en fil til mappen



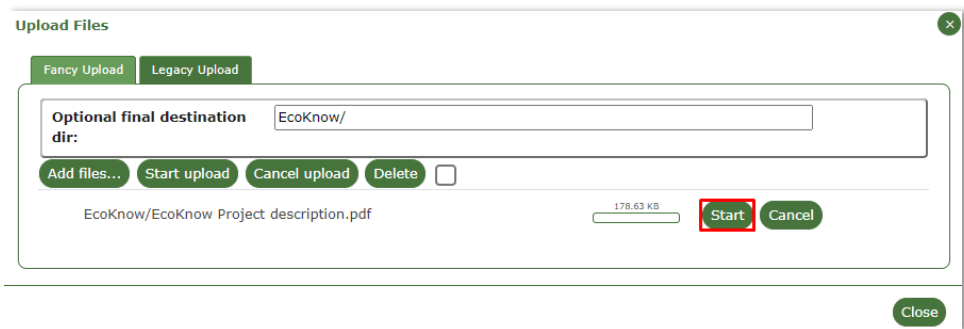
Klik på "Add files..." og vælg derefter de(n) fil(er), du vil uploade



Du kan også trække og slippe de(n) fil(er), du vil uploade ind på "Upload Files"-dialogen



Når fil er valgt, klik på "Start"



Dernæst "Close"



Filen er nu uploadet og alle medlemmer af workgroup kan tilgå filen.

EcoKnow

Name	Size	Type	Date Modified	...
EcoKnow Project description.pdf	174.44 KB	pdf	2020-09-04 12:56	...
README	277.00 B		2020-08-28 10:10	...

TIPS	<p>Hvis du gerne vil overføre en mappestruktur med filer, kan du pakke dem i et zip- eller tar-arkiv inden upload og efterfølgende vælge "unpack" på den uploadede arkiv-fil. Typisk er det dog nemmere at benytte ERDA som netværksdrev (se særskilt intro om det emne), hvis man vil overføre eller arbejde på sådanne strukturerede data.</p> <p>På https://erda.ku.dk/ kan du finde en detaljeret vejledning for hele ERDA. Her kan du også finde detaljerede oplysninger om flere muligheder i workgroups.</p>
HJÆLP	<p>Mere info på https://erda.ku.dk/ eller få personlig hjælp på support@erda.dk</p>