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:

<table>
<thead>
<tr>
<th>Icon</th>
<th>Action</th>
<th>Visible to</th>
</tr>
</thead>
<tbody>
<tr>
<td>📝</td>
<td>View owner(s) and member(s) of the group and any description</td>
<td>Everyone</td>
</tr>
<tr>
<td>🛠️</td>
<td>Administrate workgroup, including accepting participation requests and adjusting settings</td>
<td>Owner</td>
</tr>
<tr>
<td>⚖️</td>
<td>Leave workgroup as owner</td>
<td>Owner</td>
</tr>
<tr>
<td>Action</td>
<td>Access Level</td>
<td></td>
</tr>
<tr>
<td>---------------------------------------------</td>
<td>-----------------------</td>
<td></td>
</tr>
<tr>
<td>Open the shared folder</td>
<td>Owner/Member</td>
<td></td>
</tr>
<tr>
<td>Leave workgroup as member</td>
<td>Member</td>
<td></td>
</tr>
<tr>
<td>Request ownership of workgroup</td>
<td>Everyone</td>
<td></td>
</tr>
<tr>
<td>Request membership of workgroup</td>
<td>Everyone</td>
<td></td>
</tr>
</tbody>
</table>

**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](image)

Your new workgroup has now been created, and you will enter a new page.
Click the link “Administration for [name of your workgroup]”
You now enter the administrator page for your new workgroup.

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/vgrid-bin/adminvgrid.py?vgrid_name=EcoKnow
or
https://ext.erda.dk/vgrid-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.

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

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

- Name | Files | Web Pages
- E-infraestruktur | | |
- EcoKnow | | |

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”
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"

Then click “Save settings” at the bottom of the page

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

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

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”

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

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

Click “Upload File” if you want to upload a file to the folder
Click “Add files...” and then select the file(s) you want to upload.

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

When a file has been selected, click “Start”.

Then click “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/](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/](https://erda.ku.dk/) or get personal help at support@erda.dk