

PROJECTS – SHARE FILES WITH AU COLLEAGUES AND EXTERNAL PARTNERS

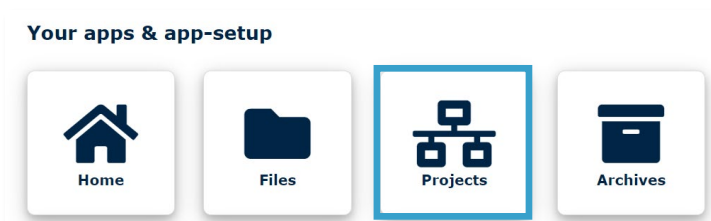
As an AU employee you can create and steer projects in ERDA. Projects contain a.o. a shared folder, where you can work with the other participants and share files with them, whether they are AU affiliated or external partners. You yourself control access, and we enforce no special limits regarding file-size or -type. Everyone who are affiliated with AU and all of our external partners can request access to an ERDA project.

In this intro, we assume that you have signed up for ERDA and are logged in. For help logging in, see our guide at <https://erda.au.dk>.

CREATE AND STEER A PROJECT








ACCESS PROJECTS

Click **Projects** on the ERDAs starting page.



Under **Projects managed on this server** you can see a list of all the projects.

Every project is marked with a line of icons that you can click. The icons change depending on whether you own the project, are a member of it, or looking at it. Hover the cursor over an icon to see a description. Here is a full overview:

Icon	Action	Visible to
	See the project's owner(s), member(s), and description if available	All
	Steer the project: accept requests and adjust settings	Owner
	Leave a project you own	Owner
	Open shared folder	Owner/ Member
	Leave a project of which you are a member	Member
	Request project ownership	All
	Ask for project membership	All


CREATE PROJECT

Create a new project under **Additional Projects** at the bottom of the page. Write a brief, concise title and click **Create Project**.

Now your new project has been created, and you will be taken to a new page. Click **Administration for [navnet på dit projekt]**, to open the page from which you can steer the project.

The screenshot shows the 'Administrate 'Testy McTest'' page. It has a header 'Administrate 'Testy McTest'' and a sub-header 'Owners'. Below 'Owners' is a 'Hide Owners' link, followed by 'Current owners of Testy McTest:' and 'Actions owners'. A URL is displayed: '/C=NA/ST=NA/L=NA/O=NA/OU=NA/CN=Sara Marie Westh/emailAddress=samawe@au.dk'. There is a form to 'Add Project owner' with a note: '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.' Below the note is an input field and an 'Add owner' button. The 'Members' section follows, with a 'Hide Members' link, 'Add Project member' link, and a similar note. It also has an input field and an 'Add member' button. At the bottom, there is a 'Pending Requests' section with a table showing '0 to 0 of 0 rows' and a dropdown menu set to '25 access requests per pa'. There are also links for 'Support' and 'About'.

From this menu, you can invite co-owners or members to join your project if you know their ERDA-ID or the email they used for registration.


It can be difficult to find out what your colleagues' ERDA-ID or registered email is, so we recommend that instead of you inviting your partners to join you, your partners ask for membership themselves. They can do so by clicking the **Request membership** icon: 

We also recommend that ensure your project has at least two owners. That way, someone will be able to control access, should you leave AU.



ACCEPT REQUEST

When a colleague requests membership of your project you will be sent an email with a link. Click the link.

You will be taken to the project's admin page. Go to **Pending requests** to see requests that await your answer.

Click  by the **Member** and **Yes** in the pop up.

If you want, you can write a brief message to the person who requested membership. Click **Inform user(s)**.

	<p>Add Project Member(s)</p> <p>New member(s) /C=NA/ST=NA/L=NA/O=NA/OU=NA/CN= [REDACTED] successfully added to Testy McTest Project!</p> <p>Custom message to user(s)</p> <p>We have granted you membership access to our Testy McTest Project. You can access the Project components and collaboration tools from your Projects page on ERDA.</p> <p>Regards, the Testy McTest Project owners</p> <p>Inform user(s)</p> <p>Back to administration for Testy McTest</p>
<p>STEER PROJECT</p>	<p>Click  to see the admin page for your new project.</p> <p>Delete member or co-owner</p> <p>You can always delete a member or a co-owner from your project, if they no longer need access to the shared data.</p> <p>Click  by the person you want to remove from the group and click Yes in the pop up.</p> <p>Write a brief description</p> <p>We recommend that you write a brief description of your project under Settings to let everyone see what it is about.</p> <p>Write a brief description under Public description and click Save settings at the bottom of the page.</p> <p>Aside from the description you can also set different access-limitations and e.g. lock data against changes. You yourself must assess which possibilities are relevant to your case. Remember to click Save settings when you are done making changes.</p>

Settings

Project 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 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).

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](#)

OPRET UNDER-PROJECT

Du kan oprette under-projekter, så du kan finjustere adgangskontrollen til forskellige dele af dit projekt.

Gå til **Additional Projects** på den generelle forside og skriv navnet på dit projekt efterfulgt af / og navn på underprojekt.

Klik på **Create Project**.

Additional Projects

Please enter a name for the new Project to add, using slashes to specify nesting. I.e. if you own a Project called ABC, you can create a sub-Project called DEF by entering ABC/DEF below.

[Create Project](#)

Your new sub-project has now been created, and you will be taken to a new page. Click on **Administration for [navnet på dit projekt]**.

All members of your project will automatically be given access to your new sub-project.

You can now invite new members to your sub-project, and they will have access only to the data therein, and not that of the main project.

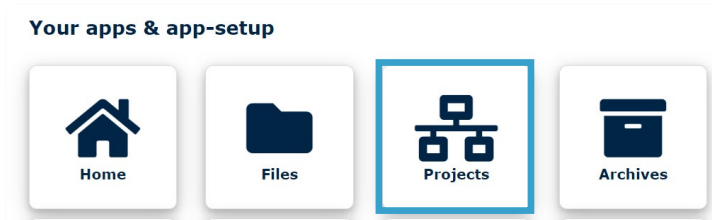
You can control access to sub-projects the same way as other projects.

REQUEST MEMBERSHIP OF A PROJECT

REQUEST ACCESS TO A PROJECT

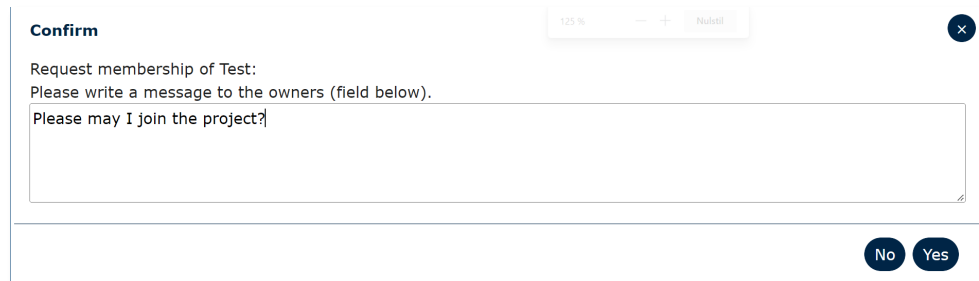
Regardless of whether you are affiliated with AU or are an external partner you can request access to a project from its owner(s).

Click **Projects** on the ERDA front page.



Find the project you want to join under **Projects managed on this server**.

Click **+** by the project and write a short message to the owner explaining why you should be given access. Click **Yes**.

A screenshot of a "Confirm" dialog box. The title bar says "Confirm" and "125 %". The main text reads: "Request membership of Test: Please write a message to the owners (field below)." Below this is a text input field containing the text "Please may I join the project?". At the bottom right, there are two buttons: "No" and "Yes".

Your message will be emailed to the project owner.

You can also request access to a specific project under **Request Access to projects**. Write the **exact** name of the project – the system differentiates between upper and lower case – decide whether you want to request membership or ownership and consider writing a brief message to the owner.

Click **Request project access**.

Generally, you will receive an email when you have been granted access.

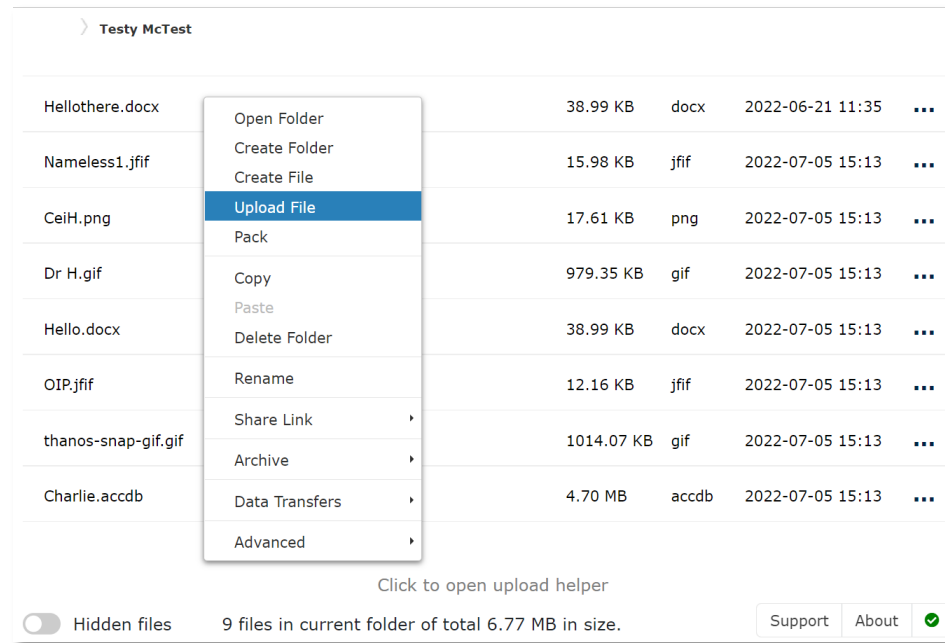
HOW TO WORK IN A PROJECT

UPLOAD FILE

Click **Open** by the project you want to work on.

You will now be taken to your project's shared folder, which can be accessed fully by all members and owners.

Right click to see a menu. From here you have a range of different choices.



Click **Upload File** to upload a file to the folder, click **Add File** and pick the one you want to upload.

You can also drag and drop files to the **Upload Files** window.

Upload won't start automatically; click **Start** to begin, and **Close** when upload is complete.

The file can now be found in the project folder, to be used by all members.

TIPS

If you want to transfer a folder of files you can pack them in a zip- or tar-archive before uploading them, and pick **Unpack** when the file is in ERDA. However, it will typically be easier to use ERDA as a network drive if you want to work with entire folders and not just single files.

At <https://erda.au.dk> you can find a thorough guide to the entirety of ERDA, where we further explain the possibilities inherent to projects.

HELP

For more information, see <https://erda.au.dk/> or contact us at erda-info.it@au.dk for help.