



## Collaboration Folder Authorization Setup Guide

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### Viewing the Folder Member List

To view a list of a collaboration folder's members (authorization owners), perform the following:

1. Click the name of the folder on the left-hand side of the screen.
2. You may now review the list of authorization owning members on the right-hand side of the screen.

The screenshot displays the Netapp Collaboration Administrator interface. On the left, the 'Existing Collaborations' section shows a table of folders. A red arrow points to the 'Folder1' entry. On the right, the 'Users in Collaboration Tenders\_Elioma 10 Gb' section shows a list of users with their status, order number, current authorization, and update authorization. A red arrow points to the 'Remove' button for User1.

Folder	Description	Userid	Status	Orderno	Dept	Diskspace
Folder1	Folder1	Dan	Registered	3810341	Tenders and Contracts Branch	10
Folder2	Folder2	Dan	Registered	3810342	Tenders and Contracts Branch	10
Folder3	Folder3	Dan	Registered	3810344	Tenders and Contracts Branch	10
Folder4	Folder4	Dan	Registered	3810343	Tenders and Contracts Branch	10

Userid	Status	Orderno	Current Authorization	Update Authorization to	Remove User	Dept
User1	Deleting	3900057	Full	ReadOnly	Remove	Tenders and Contracts Branch
User2	Deleting	3900054	Full	ReadOnly	Remove	Tenders and Contracts Branch
User3	Deleting	3900055	Full	ReadOnly	Remove	The Legal Office
User4	Deleting	3900056	Full	ReadOnly	Remove	The Legal Office
User5	Registered	3810403	Full	ReadOnly	Remove	Tenders and Contracts Branch
User6	Registered	3810404	Full	ReadOnly	Remove	Department of Molecular Genetics
User7	Registered	3810405	Full	ReadOnly	Remove	Economy Branch
User8	Registered	3810406	Full	ReadOnly	Remove	Control Branch
User9	Registered	3810407	Full	ReadOnly	Remove	Control Branch
User10	Registered	3810408	Full	ReadOnly	Remove	Economy Branch
User11	Registered	3810409	Full	ReadOnly	Remove	Finance Division
User12	Registered	3810410	Full	ReadOnly	Remove	Office Vice President for Administration and Finance



## Editing a Member's Authorization Settings

To edit the authorizations of a folder member:

1. Select the collaboration folder, the member of which you wish to update authorizations for.
2. Select the relevant member by highlighting his or her entry in the list (by clicking its checkbox). The member's authorizations are presented in the **Current Authorization** column.
3. To change the authorizations, click the relevant button in the **Update Authorization to** column.

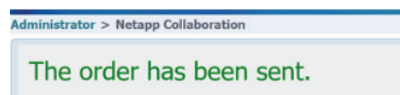
The screenshot shows the Netapp Collaboration Administrator interface. On the left, under 'Existing Collaborations', a table lists folders. A red arrow points to 'Folder1'. On the right, under 'Users in Collaboration Tenders\_Elioma 10 Gb', a table lists users. A red arrow points to 'User6'. In the 'User6' row, the 'Current Authorization' is 'Full' and the 'Update Authorization to' button is 'Read Only', both circled in red.

Folder	Description	Userid	Status	Orderno	Dept	Diskspace
Folder1	Folder1	Dan	Registered	3810341	Tenders and Contracts Branch	10
Folder2	Folder2	Dan	Registered	3810342	Tenders and Contracts Branch	10
Folder3	Folder3	Dan	Registered	3810344	Tenders and Contracts Branch	10
Folder4	Folder4	Dan	Registered	3810343	Tenders and Contracts Branch	10

Userid	Status	Orderno	Current Authorization	Update Authorization to	Remove User	Dept
User1	Deleting	3900057	Full	Read Only	Remove	Tenders and Contracts Branch
User2	Deleting	3900054	Full	Read Only	Remove	Tenders and Contracts Branch
User3	Deleting	3900055	Full	Read Only	Remove	The Legal Office
User4	Deleting	3900056	Full	Read Only	Remove	The Legal Office
User5	Registered	3810403	Full	Read Only	Remove	Tenders and Contracts Branch
<input checked="" type="checkbox"/> User6	Registered	3810404	Full	Read Only	Remove	Department of Molecular Genetics
User7	Registered	3810405	Full	Read Only	Remove	Economy Branch
User8	Registered	3810406	Full	Read Only	Remove	Control Branch
User9	Registered	3810407	Full	Read Only	Remove	Control Branch
User10	Registered	3810408	Full	Read Only	Remove	Economy Branch
User11	Registered	3810409	Full	Read Only	Remove	Finance Division
User12	Registered	3810410	Full	Read Only	Remove	Office Vice President for Administration and Finance

4. The following notification on the update order having been submitted will appear in the top left-hand corner of the screen. Note that the new authorization level will not be shown immediately, and will only refresh on completion of the approval process.





## Adding a Member

To add folder members:

1. Select the collaboration folder you wish to add members to.
2. Enter the User ID of the member being added.
3. Select the authorization level you wish to grant the new member.
4. Click **Register User** to add the member. The new member's entry will be added with the initial status **Registering**, which will ultimately change to **Registered** on completion of the approval process.

The screenshot displays the Netapp Collaboration Administrator interface. On the left, the 'Existing Collaborations' section shows a table of folders. A red arrow points to the first row, 'Folder1'. The table columns are Folder, Description, Userid, Status, Orderno, Dest, and Diskspace.

Folder	Description	Userid	Status	Orderno	Dest	Diskspace
Folder1	Folder1	Dan	Registered	3810341	Tenders and Contracts Branch	10
Folder2	Folder2	Dan	Registered	3810342	Tenders and Contracts Branch	10
Folder3	Folder3	Dan	Registered	3810344	Tenders and Contracts Branch	10
Folder4	Folder4	Dan	Registered	3810343	Tenders and Contracts Branch	10

On the right, the 'Users in Collaboration Tenders\_Eliona 10 Gb' section shows a form to add a user. The 'Add a user to this Collaboration' dropdown is set to 'NewMember'. The 'Full' radio button is selected under 'Authorization'. A red arrow points to the 'Register User' button. Below the form is a table of users with columns for Userid, Status, Orderno, Current Authorization, Update Authorization to, Remove User, and Dest.

Userid	Status	Orderno	Current Authorization	Update Authorization to	Remove User	Dest
User1	Deleting	3900057	Full	ReadOnly	Remove	Tenders and Contracts Branch
User2	Deleting	3900054	Full	ReadOnly	Remove	Tenders and Contracts Branch
User3	Deleting	3900055	Full	ReadOnly	Remove	The Legal Office
User4	Deleting	3900056	Full	ReadOnly	Remove	The Legal Office
User5	Registered	3810403	Full	ReadOnly	Remove	Tenders and Contracts Branch
User6	Registered	3810404	Full	ReadOnly	Remove	Department of Molecular Genetics
User7	Registered	3810405	Full	ReadOnly	Remove	Economy Branch
User8	Registered	3810406	Full	ReadOnly	Remove	Control Branch
User9	Registered	3810407	Full	ReadOnly	Remove	Control Branch
User10	Registered	3810408	Full	ReadOnly	Remove	Economy Branch
User11	Registered	3810409	Full	ReadOnly	Remove	Finance Division
User12	Registered	3810410	Full	ReadOnly	Remove	Office Vice President for Administration and Finance



## Deleting a Member

To delete a folder member:

1. Select the collaboration folder, a member of which you wish to delete.
2. Select the member to be deleted by highlighting his or her entry (by clicking the relevant checkbox), and click **Remove** on the highlighted entry.

Administrator > Netapp Collaboration

Collaborations

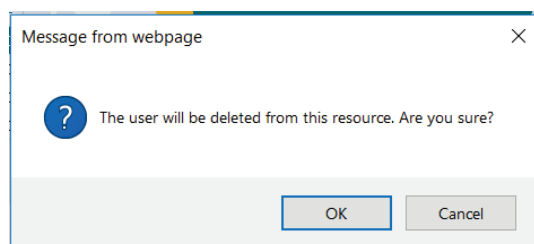
Existing Collaborations

Folder	Description	Usorid	Status	Orderno	Dept	Diskspace
Folder1	Folder1	Dan	Registered	3810341	Tenders and Contracts Branch	10
Folder2	Folder2	Dan	Registered	3810342	Tenders and Contracts Branch	10
Folder3	Folder3	Dan	Registered	3810344	Tenders and Contracts Branch	10
Folder4	Folder4	Dan	Registered	3810343	Tenders and Contracts Branch	10

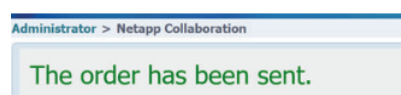
Users in Collaboration Tenders\_Elona 10 Gb

Userid	Status	Orderno	Current Authorization	Update Authorization to	Remove User	Dept
User1	Deleting	3900057	Full	Read Only	Remove	Tenders and Contracts Branch
User2	Deleting	3900054	Full	Read Only	Remove	Tenders and Contracts Branch
User3	Deleting	3900055	Full	Read Only	Remove	The Legal Office
User4	Deleting	3900056	Full	Read Only	Remove	The Legal Office
User5	Registered	3810403	Full	Read Only	Remove	Tenders and Contracts Branch
User6	Registered	3810404	Full	Read Only	Remove	Department of Molecular Genetics
User7	Registered	3810405	Full	Read Only	Remove	Economy Branch
User8	Registered	3810406	Full	Read Only	Remove	Control Branch
User9	Registered	3810407	Full	Read Only	Remove	Control Branch
User10	Registered	3810408	Full	Read Only	Remove	Economy Branch
User11	Registered	3810409	Full	Read Only	Remove	Finance Division
User12	Registered	3810410	Full	Read Only	Remove	Office Vice President for Administration and Finance

3. On display of the following dialog, click **OK**.



4. The following notification on the deletion order having been submitted will appear in the top left-hand corner of the screen.



Note that member deletion is not instantaneous, and the deleted member's entry will remain on the list at first. Its status will change from **Registered** to **Deleting**, and the entry will permanently be removed on completion of the approval process.

## Simultaneously Deleting Multiple Members

To delete a number of folder members at once:

1. Select the collaboration folder, the members of which you wish to delete.
2. Select the members for deletion by highlighting their lines (by clicking their relevant checkboxes), and click **Remove Marked Users**.

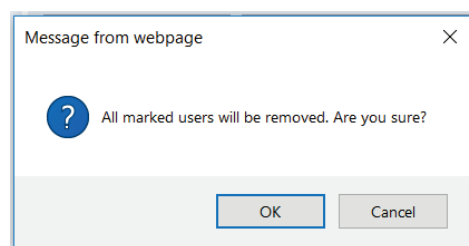
The screenshot shows the 'Collaborations' section of the Netapp Collaboration Administrator. On the left, a table lists existing collaborations. A red arrow points to 'Folder1'. On the right, the 'Users in Collaboration Tenders\_Elona 10 gb' section is open. A red arrow points to the 'Remove marked users' button. Below this, a table lists users with checkboxes for selection. Red circles highlight the 'Deleting' status for User1, User3, and User4.

Folder	Description	Usorid	Status	Orderno	Dept	Diskspace
Folder1	Folder1	Dan	Registered	3810341	Tenders and Contracts Branch	10
Folder2	Folder2	Dan	Registered	3810342	Tenders and Contracts Branch	10
Folder3	Folder3	Dan	Registered	3810344	Tenders and Contracts Branch	10
Folder4	Folder4	Dan	Registered	3810343	Tenders and Contracts Branch	10

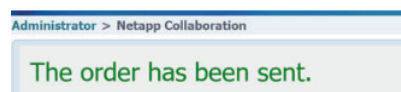
  

Userid	Status	Orderno	Current Authorization	Update Authorization to	Remove User	Dept
<input checked="" type="checkbox"/>	Deleting	3900057	Full	Read Only	Remove	Tenders and Contracts Branch
<input type="checkbox"/>	Deleting	3900054	Full	Read Only	Remove	Tenders and Contracts Branch
<input type="checkbox"/>	Deleting	3900055	Full	Read Only	Remove	The Legal Office
<input checked="" type="checkbox"/>	Deleting	3900056	Full	Read Only	Remove	The Legal Office
<input type="checkbox"/>	Registered	3810403	Full	Read Only	Remove	Tenders and Contracts Branch
<input type="checkbox"/>	Registered	3810404	Full	Read Only	Remove	Department of Molecular Genetics
<input type="checkbox"/>	Registered	3810405	Full	Read Only	Remove	Economy Branch
<input type="checkbox"/>	Registered	3810406	Full	Read Only	Remove	Control Branch
<input type="checkbox"/>	Registered	3810407	Full	Read Only	Remove	Control Branch
<input type="checkbox"/>	Registered	3810408	Full	Read Only	Remove	Economy Branch
<input type="checkbox"/>	Registered	3810409	Full	Read Only	Remove	Finance Division
<input type="checkbox"/>	Registered	3810410	Full	Read Only	Remove	Office Vice President for Administration and Finance

3. On display of the following dialog, click **OK**.



4. The following notification on the deletion order having been submitted will appear in the top left-hand corner of the screen.

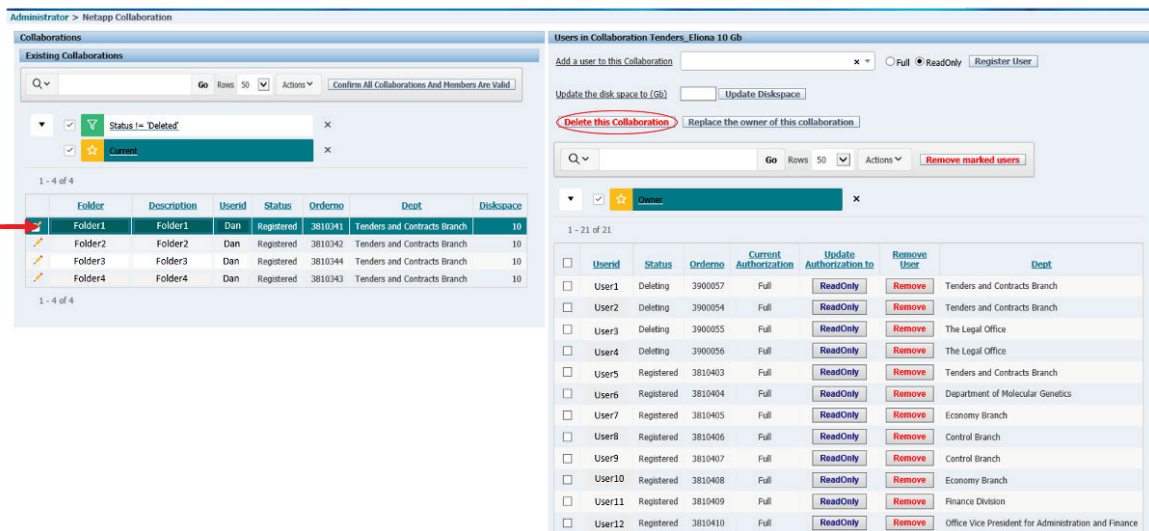


Note that deletion of the members is not instantaneous, and the deleted members' entries will remain on the list at first. Their status will change from **Registered** to **Deleting**, and the entries will permanently be removed on completion of the approval process.

## Deleting a Folder

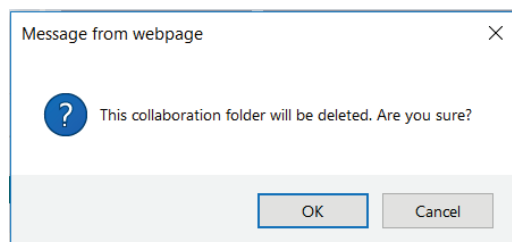
Perform the following steps to delete a collaboration folder:

1. Select the folder you wish to delete.
2. Delete all the members of the folder, aside from its owner (see **Simultaneously Deleting Multiple Members**). As stated, deletion of the members is not instantaneous, and deleted member entries will at first remain on the list. Their status will change from **Registered** to **Deleting**, and only on completion of the approval process, updating of the status of all deleted member entries to **Deleted**, and removal of these entries can the process continue.
3. Click **Delete this Collaboration**.



The screenshot shows the Netapp Collaboration Administrator interface. On the left, under 'Existing Collaborations', there is a table with columns: Folder, Description, Userid, Status, Orderno, Dept, and Diskspace. A red arrow points to the first row (Folder1). On the right, under 'Users in Collaboration', there is a table with columns: Userid, Status, Orderno, Current Authorization, Update Authorization to, Remove User, and Dept. A red box highlights the 'Delete this Collaboration' button.

4. On display of the following dialog, click **OK**.



The folder's status will change to **Deleting** in the **Status** column. It will change to **Deleted** on completion of the approval process, and the folder will no longer appear.



## Replacing a Folder's Owner

To replace a folder's owner:

1. Select the collaboration folder, the owner of which you wish to replace.
2. Ensure that the new owner appear on the folder's member list. If not, add the owner (see **Adding a Member**).
3. Select the member you wish to appoint as the folder's new owner (by clicking the relevant entry's checkbox), and click **Replace the owner of this collaboration**.

The screenshot shows the 'Collaborations' section of the Netapp Collaboration Administrator. On the left, a table lists existing collaborations. A red arrow points to 'Folder1'. On the right, the 'Users in Collaboration' section for 'Tenders\_Elona 10 Gb' is shown. A red circle highlights the 'Replace the owner of this collaboration' button. Below it, a table lists users with checkboxes for selection. A red arrow points to the checkbox for 'User2'.

Folder	Description	Userid	Status	Orderno	Dept	Diskspace
Folder1	Folder1	Dan	Registered	3810341	Tenders and Contracts Branch	10
Folder2	Folder2	Dan	Registered	3810342	Tenders and Contracts Branch	10
Folder3	Folder3	Dan	Registered	3810344	Tenders and Contracts Branch	10
Folder4	Folder4	Dan	Registered	3810343	Tenders and Contracts Branch	10

Userid	Status	Orderno	Current Authorization	Update Authorization to	Remove User	Dept	
<input type="checkbox"/>	User1	Deleting	3900057	Full	ReadOnly	Remove	Tenders and Contracts Branch
<input checked="" type="checkbox"/>	User2	Deleting	3900054	Full	ReadOnly	Remove	Tenders and Contracts Branch
<input type="checkbox"/>	User3	Deleting	3900055	Full	ReadOnly	Remove	The Legal Office
<input type="checkbox"/>	User4	Deleting	3900056	Full	ReadOnly	Remove	The Legal Office
<input type="checkbox"/>	User5	Registered	3810403	Full	ReadOnly	Remove	Tenders and Contracts Branch
<input type="checkbox"/>	User6	Registered	3810404	Full	ReadOnly	Remove	Department of Molecular Genetics
<input type="checkbox"/>	User7	Registered	3810405	Full	ReadOnly	Remove	Economy Branch
<input type="checkbox"/>	User8	Registered	3810406	Full	ReadOnly	Remove	Control Branch
<input type="checkbox"/>	User9	Registered	3810407	Full	ReadOnly	Remove	Control Branch
<input type="checkbox"/>	User10	Registered	3810408	Full	ReadOnly	Remove	Economy Branch
<input type="checkbox"/>	User11	Registered	3810409	Full	ReadOnly	Remove	Finance Division
<input type="checkbox"/>	User12	Registered	3810410	Full	ReadOnly	Remove	Office Vice President for Administration and Finance

4. You'll be presented with the following notification on the folder owner replacement order having been submitted, and the replacement will be completed on conclusion of the approval process.

Administrator > Netapp Collaboration

The order has been sent.



## Confirming All Folders

To confirm the collaboration folders under your ownership, click the **Confirm All Collaborations And Members Are Valid** button on the top left-hand section of the folder management interface.

The screenshot shows the Netapp Collaboration Administrator interface. The main area is titled 'Existing Collaborations' and contains a table of collaboration folders. A button labeled 'Confirm All Collaborations And Members Are Valid' is circled in red. The table has the following data:

Folder	Description	Userid	Status	Orderno	Dept	Diskpace	Confirmed
Tenders_Elona	Tenders Elona	GILI	Registered	3810341	Tenders and Contracts Branch	10	-
Tenders_Michrazim	Tenders Michrazim	GILI	Registered	3810342	Tenders and Contracts Branch	10	-
Tenders_Ptor	Tenders Ptor	GILI	Registered	3810344	Tenders and Contracts Branch	10	-
Tenders_Misgeret	Tenders Misgeret	GILI	Registered	3810343	Tenders and Contracts Branch	10	-

By clicking this button, you will affirm that all of the collaboration folders under your ownership remain relevant, and that all of their members possess all desired folder privileges.