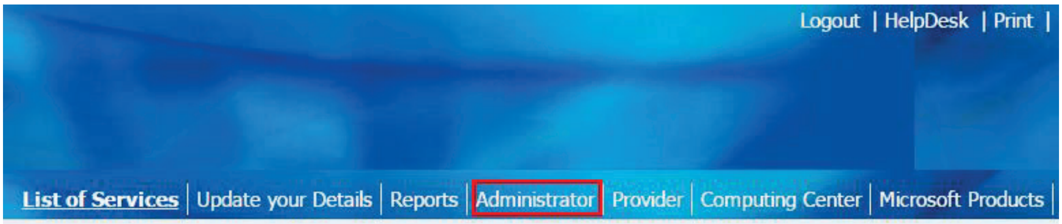
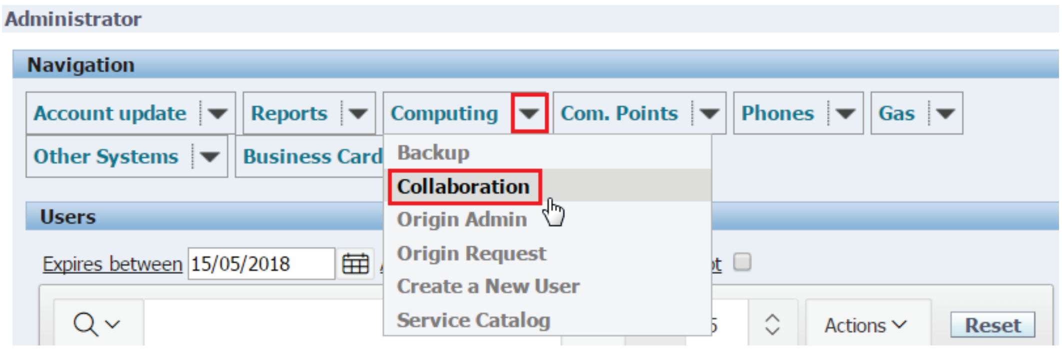
Collaboration Folders – User Guide

To create a collaboration folder:

1. Access Internal Services.
2. Next, click **Administrator** to access the administration interface.

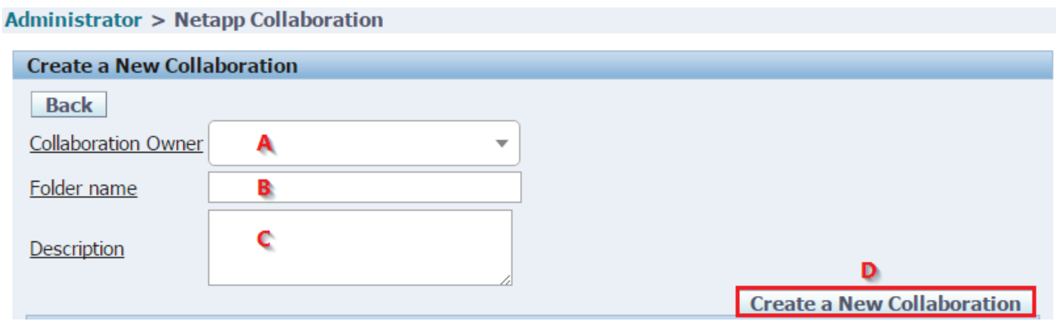


3. Click the **Computing** drop-down menu, and click the **Collaboration** command in the menu that opens.

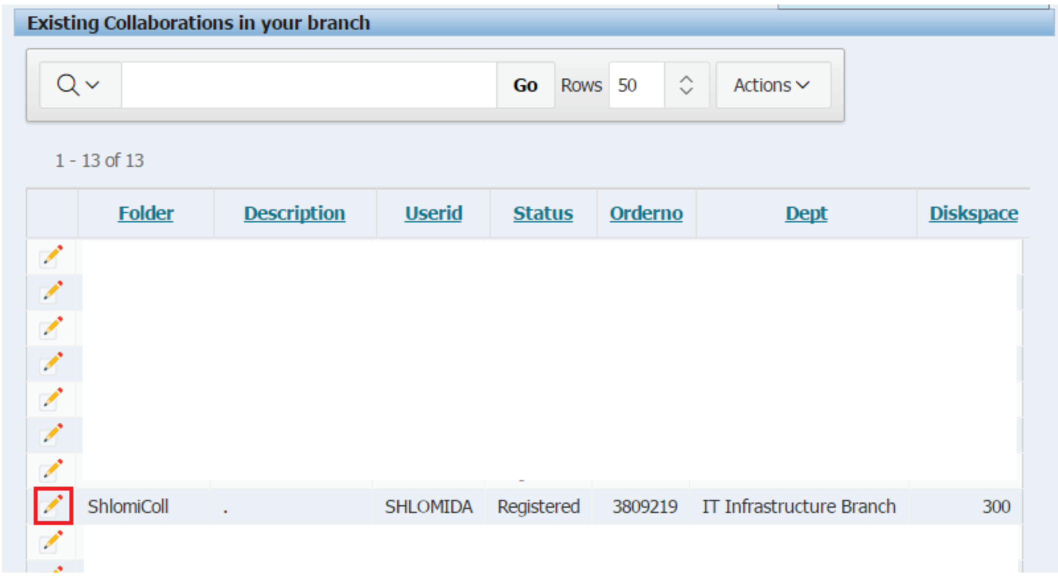


Note that the registration process requires a few minutes to carry out, and the folder can only be modified when this process has been completed (see steps 4, 5, and 6).

4. On the screen that appears, fill out the following details:
   A. **Collaboration owner** – the User ID of the information owner.
   B. **Folder name** – the name of the folder, as it will appear to users.
   C. **Description** – a description of the folder's intended use.



When done entering the above-listed details, click **Create a New Collaboration** (D).



6. Edit the selected collaboration folder on the screen that opens to the right, as follows:
   A. **Register User for Collaboration** – add collaboration folder read and write privileges for a user.
   B. **Readonly** – enable this checkbox to grant a user read only access to the folder.
   C. **Register User** – click this button to register the user to the folder being edited.
   D. **Folder current disk space (GB)** – the storage capacity currently allocated to the collaboration folder (10 GBs by default).
   E. **New disk space (GB)** – the new capacity to be allocated to the folder, in Gigabytes.
   F. **Update Diskspace** – click this button to refresh the capacity for the folder.
   G. **Delete Collaboration** – click this button to delete the collaboration folder (along with all stored information). Note that this can only be done following removal of all users registered to the folder (other than its owner).
   H. **ReadWrite** – click this button to apply read/write privileges to the registered user.
   I. **ReadOnly** – click this button to apply read only privileges to the registered user.
   J. **Remove** – remove a user registered to the collaboration folder.