

BCPFS Workgroup Manager Guide

Preamble. Measurement data (primary data) from multi-user devices shall be stored on the BCP BioSupraMol file system (BCPFS). A hierarchically ordered rights management based on groups governs the access to the data. To avoid misdirected data storage, probably resulting in access violations and/or data loss, there are exclusive folders for each multi-user device installed on the BCP-storage. IT managers regulate the user's memberships in groups and thereby access to the specific device or group folders.

Workgroup managers must use the MI portal at <https://portal.mi.fu-berlin.de> to enable ZEDAT accounts to access the BCP BioSupraMol file system (BCPFS). They are designated by the respective workgroup owners (group head) to manage the group memberships on the BCP-storage.

In this handout, workgroup managers will find instructions on how to register users for the first time and how to remove leaving group members from the group shares and from BCPFS.

How to add a ZEDAT account for the first time.







Members of your your working group must be added to the IMP-IT account system. The workgroup owner and the workgroup manager of a lab control the active accounts in the group management system at <https://portal.mi.fu-berlin.de>.

User accounts should almost always be added to a lab workgroup.

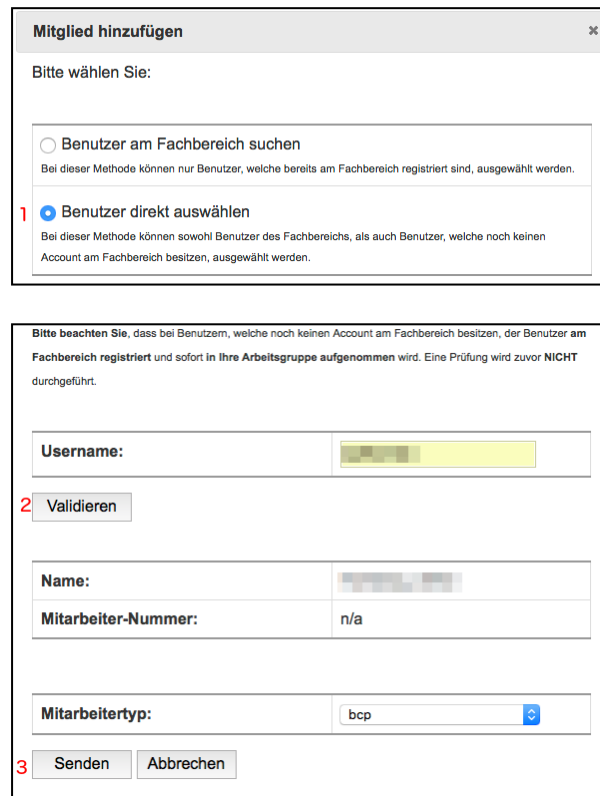
- Log in with your ZEDAT account at <https://portal.mi.fu-berlin.de>.
- Navigate to '**Arbeitsgruppen** / **wg_bcp_<lab>**', where **<lab>** is a placeholder for your lab's name (usually the group heads name). Do **not** choose the tab 'Gruppen'.



- Scroll down to section 'Mitglieder'.
- Click 'Mitglied hinzufügen' close to the bottom of the page.

MITGLIEDER				
	Hinzugefügt am	Username	Name	
	06.07.2017			
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- Toggle the second option '**Benutzer direkt auswählen**' (1).
- Enter the ZEDAT account username and press 'Validieren' (2).
- Press 'Senden' to add the account (3).



- Wait one hour before you inform the user. It may take up to one hour until the account information has propagated to all servers and the account is ready to access the BCPFS.

Adding accounts sometimes fails with an error 'Die Registrierung des Benutzers ist fehlgeschlagen' due to unexpected information in the ZEDAT LDAP. If you encounter an error, continue trying to add all users that you want to add. Then send an email to bcpfs-support@mi.fu-berlin.de with a list of the failing ZEDAT accounts and the desired `wg_bcp_<lab>` work group. The support will solve the issue, usually within the next two working days.

The new account will not yet have permissions to access individual device folders; respective device IT manager will provide this access.

Contact the provider that operates the device and provide the following information:

- User fullname
- ZEDAT account name
- Work group name (`wg_bcp_<lab>`)
- Device name

How to remove a user?

Accounts of people who leave the FU remain active until the ZEDAT eventually deletes the account. Until then, former members still have access to the storage and other services. This might or might not be desirable.

Upon request, accounts can be removed right away. The personal data of the account, for example its home folder, will be deleted. The project data owned by the account will be reassigned to a new owner. The new owner typically is the head of the research lab or a senior scientist who is responsible for the projects.

To request removal of a ZEDAT account, send an email to bcpfs-support@mi.fu-berlin.de with the following information:

To: bcpfs-support@mi.fu-berlin.de
CC: <workgroup-owner>, <workgroup-manager>
Subject: BCPFS Offboarding <ZEDAT-account>

Hello,
please remove a ZEDAT account from the IMP-IT systems:
Reason: <short-justification>
Remove the following account:

Name: <fullname>
Account: <ZEDAT-account>
Workgroup: wg_bcp_<lab>

Reassign its project data to:

Name: <fullname>
Account: <ZEDAT-account>

Best regards,
<manager-or-owner>
der 'Gruppen'.

Further information

Managers searching for detailed information will find them on the MI GITlab (<https://git.imp.fu-berlin.de/bcp/bcpfs-doc>).