

File Permissions Management Tool (MyData)

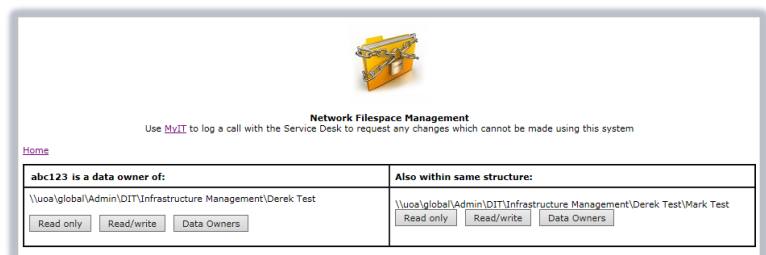
The File Permissions Management tool allows you, as a Data Owner, to manage file permissions on your folders and files where individual secure areas (folders) have already been setup.

A secure area is a high level project folder or sub-project folder set up via the Service Desk with specific permissions to control access. Folders set up within project areas by share owners will not have this functionality.

If you need a new secure area (folder) for projects or collaborations – or if you no longer need an existing one – please place a request with the Service Desk via [MyIT](#).

Logging in and out

1. Launch your web browser and go to <https://mydata.abdn.ac.uk>
2. Enter your username and password at the login prompt.
3. The Network Filespace Management window opens.
4. To log out, close all browser windows.



Overview of interface

On the left of the window:

- This area displays folders over which you, as Data Owner, have management control.
- You govern who can access the data in these folders by adding or removing permissions as appropriate.
- The permissions will apply to all content (i.e. folders/files) stored within the folders listed, **with the exception of any sub-folder listed in the column on the right of the window** – see below.

On the right of the window:

- This area displays any sub-folders over which you do *not* have management control.
- To see who the Data Owner is, click on **Data Owners**.
- To see who has access to the data, click on **Read only** or **Read/write**.
- If you think you *should* have access, please contact the Data Owner.

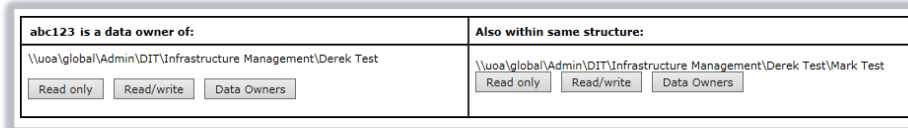
Please note: Data Owners do not automatically have access to files: they will only have access if they are also listed under **Read only** or **Read/write**.

Fig 1. This example shows the Data Owner has direct management of a folder **Derek Test** and all content stored within it – with the exception of the sub-folder **Mark Test**, controlled by a different Data Owner.

abc123 is a data owner of:	Also within same structure:
\\uoa\global\Admin\DIT\Infrastructure Management\Derek Test Read only Read/write Data Owners	\\uoa\global\Admin\DIT\Infrastructure Management\Derek Test\Mark Test Read only Read/write Data Owners

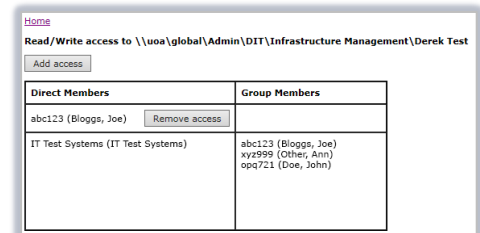
Viewing permissions

1. Click **Read only**, **Read/write**, or **Data Owners** as appropriate to view the individuals and/or groups assigned that specific level of access to the folder/file.



2. In the next window:

- Items in the left column represent **direct membership**, where the Data Owner has added an individual and assigned them access to the folder/file. You might also see groups listed here.
- Items in the right column show membership of any group listed in the left column.
- Groups and group membership cannot be changed via this interface. Instead, please log a call with the IT Service Desk - <https://myit.abdn.ac.uk/>. The Service Desk will need authority from a group Owner to change the members of a group.



Assigning permissions (adding or removing access)

Read only or Read/write

To assign Read only or Read/write access:

1. Click **Read only** or **Read/write** as appropriate.
2. Click **Add access**.
3. Type in the computer username of the person you want to assign access to and click **Submit**.
4. Click **Confirm add access** to confirm the request.

Note: If you don't know the person's username, you can search for them by name instead.

- Type in the **Last name** of the person and click **Submit**.

Note: To narrow the search results, type in the **First name** of the person too.

- Click **Select** next to the appropriate result.
- Click **Confirm add access** to confirm the request.

Note: Added users will have to log off their PC and log back in again to ensure access.

To remove Read only or Read/write access:

1. Click **Read only** or **Read/write** as appropriate.
2. Click **Remove access** as appropriate.
3. Click **Confirm remove access**.

Data Owners

To assign Data Owner access:

1. Click **Data Owners**.
2. Click **Add access** and follow the same steps as for 'Read only or Read/write' above.

To remove Data Owner access:

1. Click **Data Owners**.
2. Click **Remove access** as appropriate.
3. Click **Confirm remove access**.

Further information and help

Please use MyIT to contact the IT Service Desk: <https://myit.abdn.ac.uk>