

Share Administration

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Table of Contents

SHARE ADMINISTRATOR OVERVIEW OF RESPONSIBILITIES	2
'S' DRIVE MANAGEMENT	2
Area of Responsibility	2
The Tool for Managing Permissions to Folders on S Drive.....	2
Setting permissions for access to common drives.....	3
How to Set Access Rights to Folders:	4
Inheritance	7
Creating and Managing New Folders	9
Printing the S.A. Web Screen.....	9
Location of the files	9
DISTRIBUTION LISTS	10
When you are populating a new folder on the S drive you can add a 'Distribution List' and thereby add all members of that distribution list to that folder.....	10
Area of Responsibility	10
Deleting members from and adding members to distribution lists.....	11
Ensure Accuracy of personal details	13
Distribution list access	14

Share Administrator Overview of Responsibilities

Introduction

The **Share Administrator** (S.A.) is a member of staff from a School, Division or Centre who will be responsible for the management of common file folders ('folders' are the same as 'directories') and Microsoft Outlook Distribution Lists. The areas a Share Administrator is responsible for are:

- S Drive Management
- Distribution List Management

The following overview is designed to offer an introductory glance at the responsibilities and rights of the nominated S.A.s.

'S' Drive Management

Area of Responsibility

The S.A. will have responsibility for the following areas in 'S' Drive:

- A. Setting Permissions for access to common drives
- B. Setting permissions for access to sub folders
- C. Creating and managing new folders

S.A.'s should also encourage staff to save their work to the **S:** and **P: drives**. All users will be able to create folders in **P: drive**. The S.A. will manage the creation of staff access rights to folders on the **S: drive** within their own Department, Division or School

The Tool for Managing Permissions to Folders on S Drive

The tool utilized by an SA to create staff permission levels to S Drive folders is termed the 'SA's Web Page'. It is a tool which has simplified the process of management of permissions on the folders in S Drive. It can be found on my.csu by navigating to 'Quick Links', 'IT Services', then

choose Share Administrators (SA's). Or you can click on this link or type this url into your Web Browser:

<http://mp1.csu.edu.au/sa/sa.asp>

Setting permissions for access to common drives

All members of a School, Division or Centre will have access to the facility for sharing their files by way of a common network drive (the S: drive). The S.A. will be responsible for ensuring that only those people who require access to their area of the common drive have rights to either read or change contents. There are four levels of access:

- **List Access**
- **Read Access**
- **Modify Access**
- **Full Access**

Descriptions of these access levels:

Full Access:

Members with FULL access have the ability to Read, Write and Delete any files and folders in that folder and all sub-folders. They also have the ability to **manage the permissions** on the folders. It is recommended that only DIT staff and S.A.s be allocated this level of access.

Modify Access:

This permission provides the same access as Full except that the members **cannot manage the permissions** on the folder. It allows them to Read, Write and Delete files and folders.

This is the permission that should be given to most members of staff who access your area of the shared directory tree (S:\).

Read Access:

Read permission **only** allows a staff member to read the files in a directory. They cannot write, save to or create new files or folders. They also cannot delete any files or folders.

You would give members Read permissions on folders where they need to be able to access the data but are not responsible for changing the data. An example may be a policies folder or a minutes folder that all staff need to access but for which the administrative staff are responsible for

changes.

List Access:

List is a special permission and only applies to folders. It enables the member to list sub-folders but not files.

This permission is given to members who need to drill down through higher folders in order to reach a folder to which they have been granted access. An example may be when a staff member from another school/division requires access to one of your folders. In order to reach the folder, the member must be able to **List** all of the folders above it to gain access to it.

Important: It is important that the S.A. keep a detailed **copy of the permissions** that have been set for each folder so that, in the case of a major problem occurring, the correct permissions may be re-entered. DIT is able to restore the folder structure but not the permissions for files or folders.

Setting permissions for access to sub folders

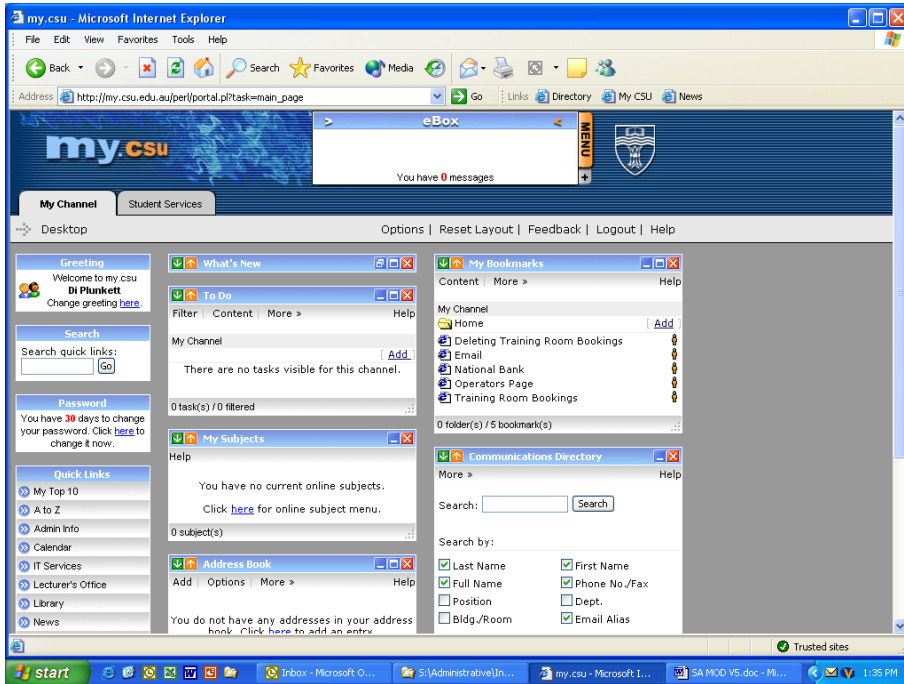
Where a School, Division or Centre have several folders in their common drive, sub folders may be created. Access to such sub folders can be controlled on a user-by-user basis. For example, if a certain project team wish to share files and only members of that team should have access to these files, the Share Administrator will deny access to that sub directory to all but the project team members, unless the project manager requests that it be otherwise.

Creating and Managing new folders

The S.A. will have the administrative rights to be able to create new folders at their discretion. However, the S.A. is responsible for managing all folders and their various levels of access, the more folders you create, the more work you also create. Any staff member with 'write' access can create new folders. These folders will inherit the parent folders' permissions unless specifically overridden by the S.A.

How to Set Access Rights to Folders:

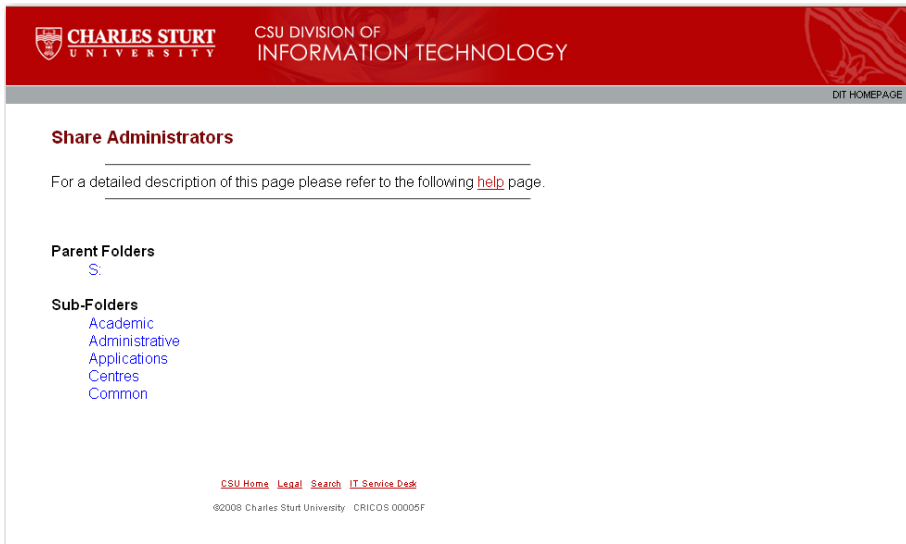
1. Navigate to **my.csu**.
2. Click on the **IT Services** link on the LHS of the page under '**Quicklinks**'



3. A list of links will then be displayed. Click on **Share Administrators (SA's)**

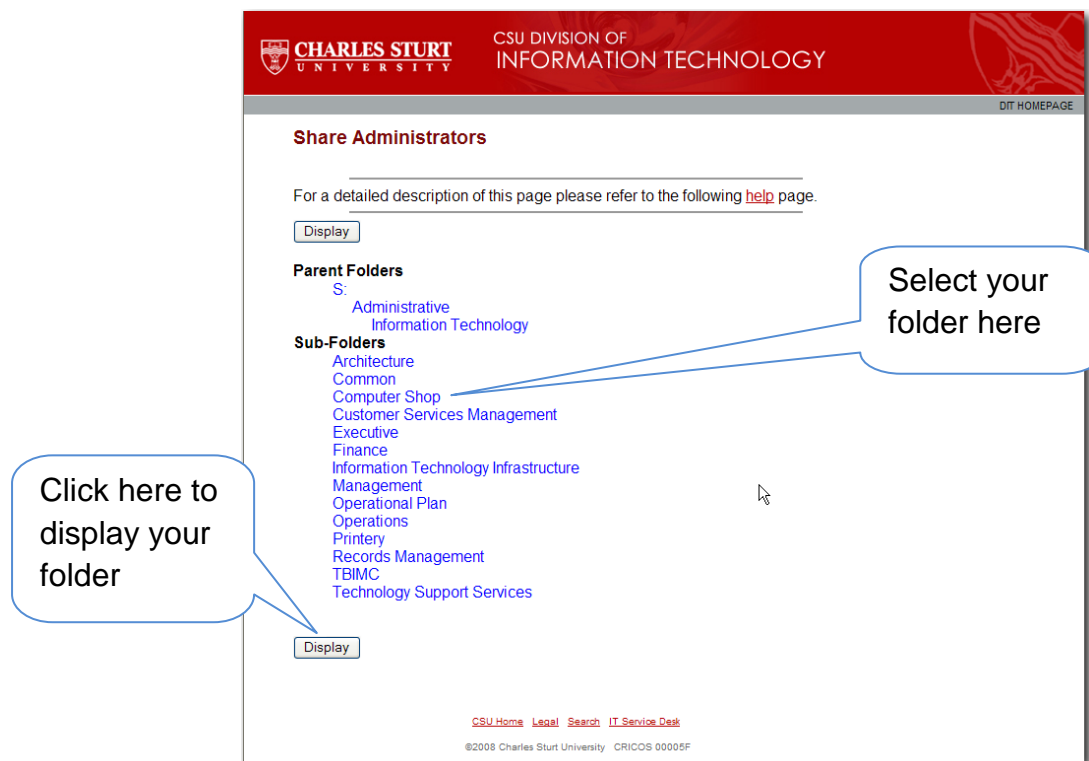


4. You will then be taken to the following screen:



5. Moving through the Folder Structure:

Click on the folders within the folder structure until you reach the folders pertaining to your Division/School/Centre etc. (e.g. In the screen shot below, the Division of Information Technology's shared drive has been accessed)



6. Setting Permission Screen

When you have selected the folder where you wish to assign access rights click on the **Display** button.

Clicking on **Display** provides you with a complete picture of any current access rights previously allocated to your selected folder. See diagram below.

7. **Select the level of access column** you require by clicking in it (see page 4 for a full description of the different access levels).



If you click on one of the tabs eg. **Full Access** it will take you to the Help Page Link which will give you a description of the access levels

8. Type the '**logon id**' of the person you are adding to the shared folders into the required column. ie: **FULL, MODIFY, READ** or **LIST**. Logon id's usually consist of the first letter of the first name and seven letters of the surname. For example the logon id for Dianne Plunkett is represented as **dplunket**.
9. Before you save your changes, you need to determine **Inheritance**.

Note: If you do not wish to apply any changes at this point, simply click on the parent folder in the folder structure to go back.

Inheritance

As the name implies, any sub folders added or created under a parent folder will inherit the permission of its parent folder. You'll see that there is a checkbox called '**Inherit from Parent**' in the permissions display screen. If this box is checked then some or all of the

permissions are set from the parent folder. If you see an asterisk after the logon ID of a person in a folder's list then you will know that they have inherited permissions from the parent folder.

1. If the access level for this folder differs from the parent folder, you need to make sure that the checkbox called '**Inherit from Parent**' is not ticked otherwise the changes you have made will not apply.
2. Click on the **Update** button. You will see the following messages appear on your screen. Note the '**OK**'s' which verify your changes have been accepted. There will also be a message that indicates this: "The changes have been successfully applied". This procedure can take a while so please be patient and wait until it is complete.



3. If you create a sub-folder in Windows Explorer, it will automatically inherit permissions from its parent folder by default.



By keeping the checkbox selected in your sub-folders you will reduce your workload substantially as subsequent folders will inherit the permissions from the parent folders.

You can modify the access levels with **Inherit** on and it will accept the changes, however, if you delete or add names with **Inherit on** your changes will be **overwritten by the parent folder**.

You can only remove inherited permissions by deselecting the inheritance option. You might do this when you have a folder for which only a few staff need access. You turn off inheritance and remove all names except those that need access. Click on the **Update** button to apply the changes.

NB: when you remove a login ID from the list you need to also delete the blank line it leaves. You cannot have blank lines between users.

***If you see an entry which looks like this: S-1-5-21-164552239 etc delete it.**

Creating and Managing New Folders

As the Share Administrator, you are the only person who has the right to create a folder at the top level of the folder structure (unless you have given '**Full Access**' rights to another user). This is very important in terms of managing the size of the folder structure.

Printing the S.A. Web Screen

We suggest that you print and maintain a copy of the staff access rights that you have allocated to folders. Should any difficulties arise, or you are required to re-enter access rights, you have a hardcopy to refer to.

To print the S.A. Web Page

1. With the folder open and the logon id's visible in the list click on **File** and select **Print**.



If there are more names in the list than are visible on the screen you will need to first print the visible names then scroll down until the other names are visible and print the page again. Have a look at 'Print preview' first to see how it looks.

If you prefer to have the full list visible in one page, cut and paste each individual list into other software such as Word or Notebook.

Location of the files

The files which are stored in the common folders are located on a central **file server**, which physically resides on either the Wagga or Bathurst campus. The file Server used for your School, Division or Centre would most likely reside on the campus with the greatest number of personnel. There are **file servers** at Bathurst and Wagga Wagga. However, it is not a requirement that files

be stored close by. All **file servers** are exactly the same and there is no difference in response times when retrieving files.

Distribution Lists

'Distribution lists' refers to the function in **Outlook** which provides an easy way to send messages to a group of people. For example, if you frequently send messages to a team, you can create a distribution list for all the members in that team. A message sent to this distribution list goes to all recipients listed in the distribution list. The sender enters the name of the distribution list in the **To** line. Recipients see their own name and the names of all other recipients on the **To** line of the message instead of seeing the name of the distribution list. You can use distribution lists in messages, task requests, meeting requests and other personal distribution lists.

You can easily add and delete names from a distribution list, send it to others, and print it. Only the Share Administrator has the access to alter your Department's/Division's/School's official distribution lists.



By inserting the distribution list in the **BCC** area of your mail message you can 'hide' the names of all other members in the distribution list and no recipient will see who else the message has been sent to.

When you are populating a new folder on the S drive you can add a '**Distribution List**' and thereby add all members of that distribution list to that folder.

You just need to navigate to the access columns and type the name of the distribution list in the appropriate column. Eg; Modify Access, Read Access, List Access.

This has the added advantage of updating the members of the folder in the S drive by just adding or deleting users from the Outlook Distribution List thus saving you from opening up the SA page and doing your updates there.

If you need to create a new distribution list contact the IT Service Desk and the list will be created for you to populate.

Area of Responsibility

The S.A. will have responsibility for:

- Deleting members from and Adding members to distribution lists
- Ensuring accuracy of personal details (checking that phone and room number are correct etc)

Deleting members from and adding members to distribution lists

The S.A. will be responsible for maintaining distribution lists by deleting and adding members where required.

Examples of what distribution lists look like;

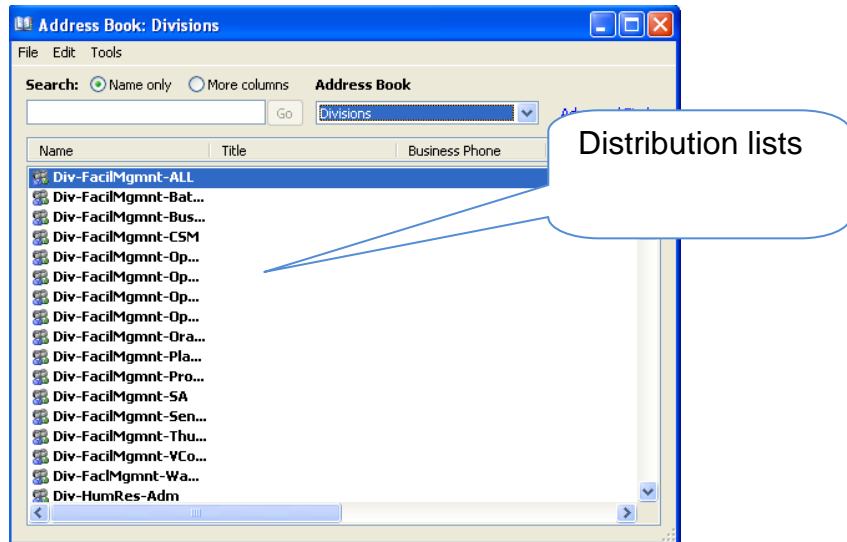
- All staff in School/Division/Centre displayed as **Div-HumRes-ALL**
- All Wagga staff in School/Division/Centre displayed as **Div-HumRes-WW**
- All Bathurst staff in School/Division/Centre as **Div-HumRes-Ba**
- All Thurg & Albury staff in School/Division/Centre as **Div-HumRes-Al-Th**

Adding Members:

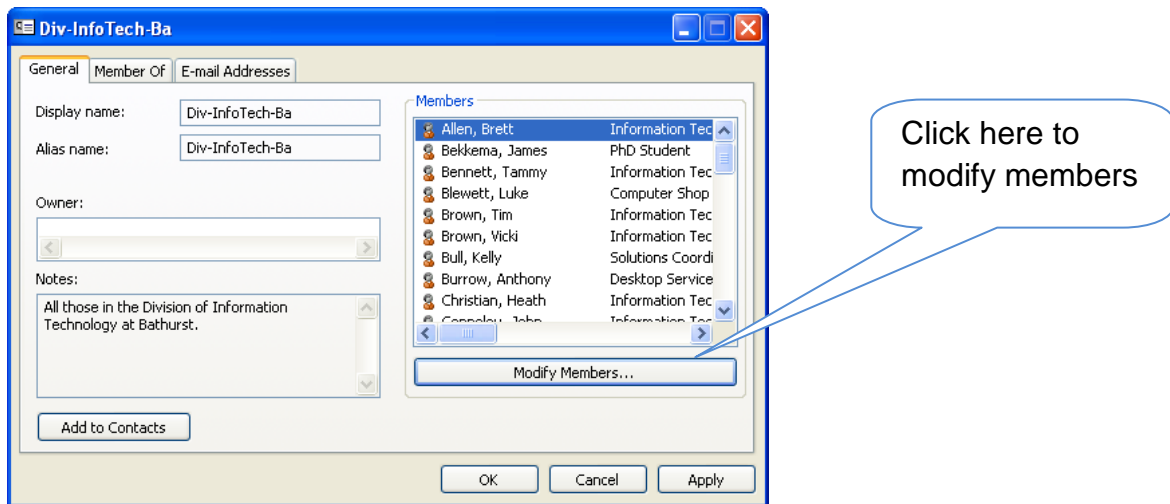
1. Open the Address Book in **Outlook** by clicking on the **Address Book** Icon.



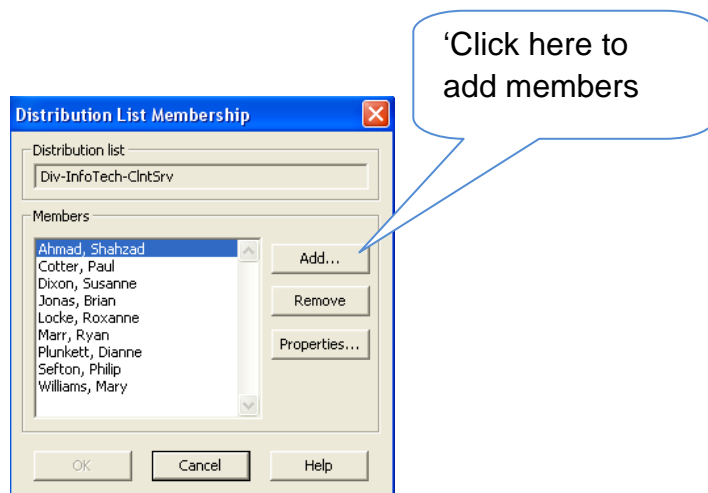
2. Locate the Distribution List in the **Global Address List** that you wish to add a member to. Double click on the **Distribution List**



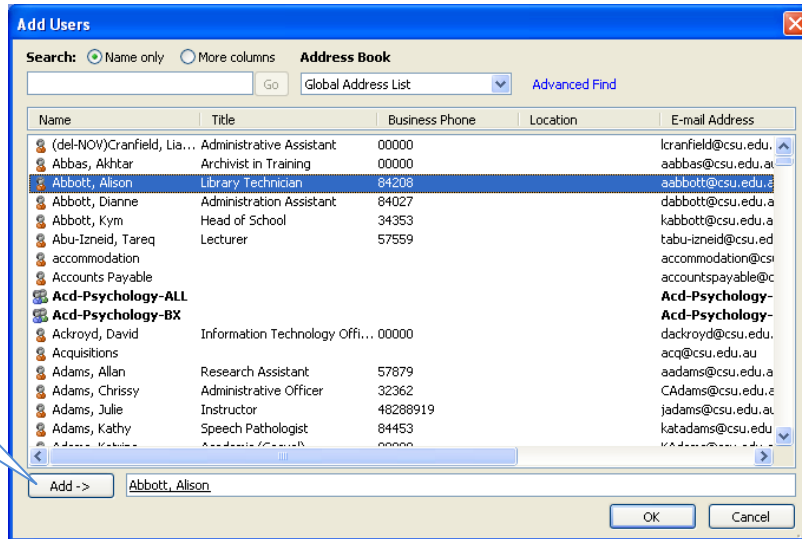
3. Click on **Modify Members**



4. Click on **Add**



5. Select the people you wish to include within the distribution list from the Global Address List and move them into the '**Add Users**' dialog box by clicking on the **Add** button or double clicking on the name.



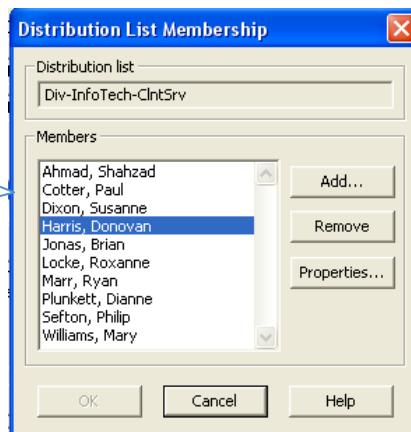
Click here to add members

6. To save your changes, click **OK**, **OK** again, click **Apply** and then click **OK**.

Deleting Members:

1. Follow steps 1 – 3 of the above section
2. Select the person you wish to delete

Select the person you wish to remove from the list



3. Click on the **Remove** button
4. Click on **OK**, then **Apply** and click on **OK** again.

Ensure Accuracy of personal details

The facility for each Outlook user is available whereby a range of individual personal data can be stored such as addresses, phone number, fax number etc. Staff are required to notify the S.A. of any corrections to personal details. The S.A. will contact/email the Service Desk for the changes to be completed.

Distribution list access

The S.A. will have administration rights to each of the distribution lists for which they are responsible. Access to the distribution lists will be available to any staff member who is on any of the **Exchange servers and is a member of the individual School/Division/Centre.** Access to distribution lists in other areas may be available following consultation with the Service Desk. It may be possible to have 'hidden' lists created in special circumstances.