

# USER INSTRUCTION SHEET

## Manage Folders

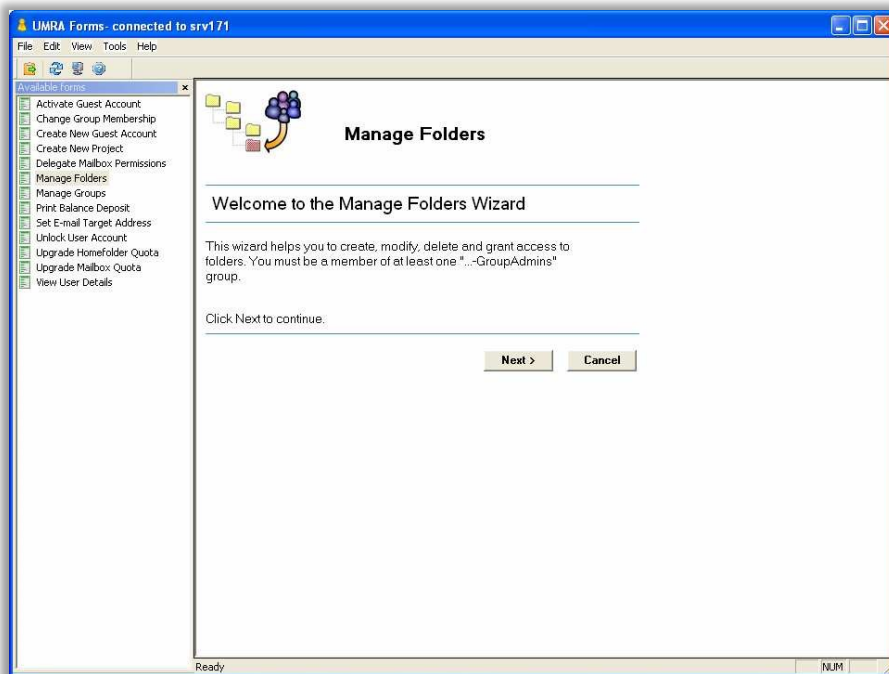
This manual provides instructions on how to Manage Folders (create, rename, grant access to and delete) on filesystems by using the UMRA Form **Manage Folders**.

Start the **UMRA Forms** application by double clicking the shortcut on your desktop.



In the left pane you'll find all the Forms that are available to you.

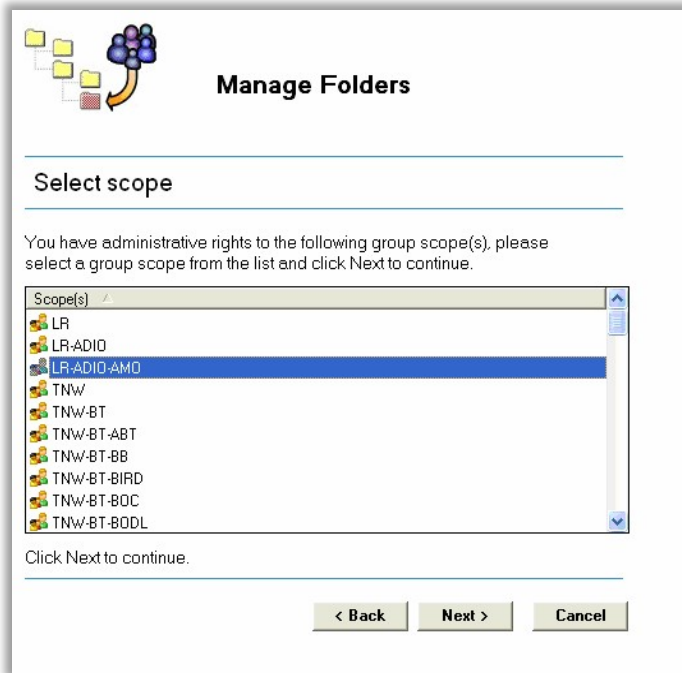
Click on **Manage Folders** to load the form.



Click on the **Next** button to continue.

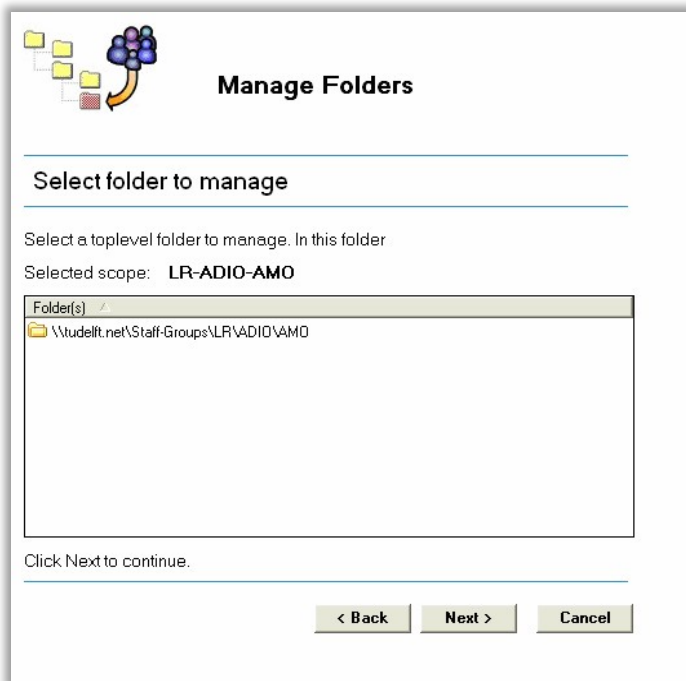
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What you see now is a list of so called group scopes that you're allowed to manage. Most of the time there will be fewer scopes visible in this window.

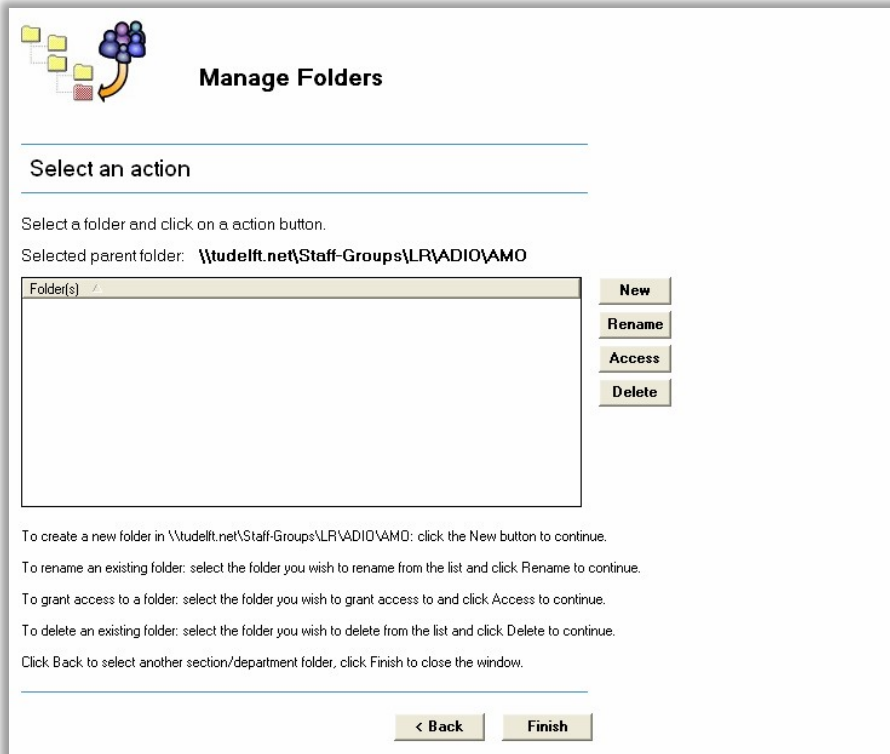
Select the desired scope and click **Next** to continue.



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Select a parent folder for which you want to manage subfolders and click **Next**. In this list folders that start with 'LR\AUDIO\AMO' on any of the file servers: bulk, student or staff, will be shown.



**Manage Folders**

Select an action

Select a folder and click on a action button.

Selected parent folder: \\tudelft.net\Staff-Groups\LR\AUDIO\AMO

Folder(s)

New

Rename

Access

Delete

To create a new folder in \\tudelft.net\Staff-Groups\LR\AUDIO\AMO: click the New button to continue.

To rename an existing folder: select the folder you wish to rename from the list and click Rename to continue.

To grant access to a folder: select the folder you wish to grant access to and click Access to continue.

To delete an existing folder: select the folder you wish to delete from the list and click Delete to continue.

Click Back to select another section/department folder, click Finish to close the window.

< Back Finish

There are four action buttons available in this window:

**New** : For creating a new subfolder in the selected parent folder.

**Rename** : For renaming existing folders.

**Access** : For granting or revoking access to folders.

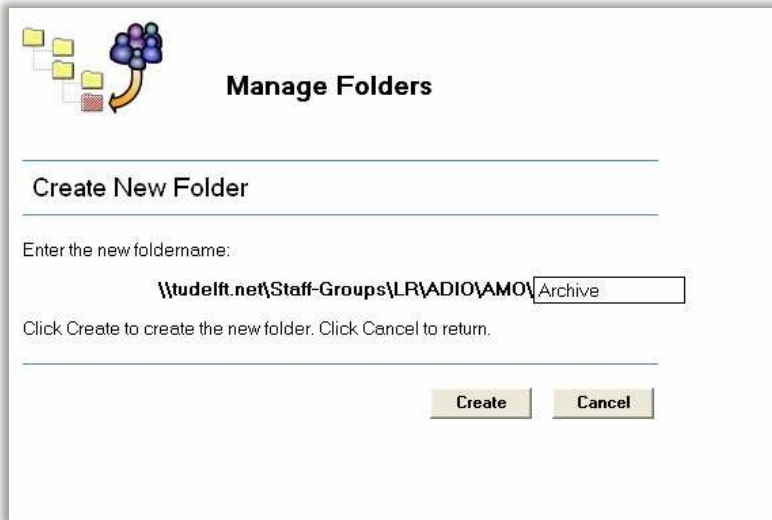
**Delete** : For deleting the selected functional folder. Be aware that deletion of folders is permanent!

### New

Click the **New** button, the following window will appear:

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**Manage Folders**

Create New Folder

Enter the new foldername:

\\tudelft.net\Staff-Groups\LR\ADIO\AMO\Archive

Click Create to create the new folder. Click Cancel to return.

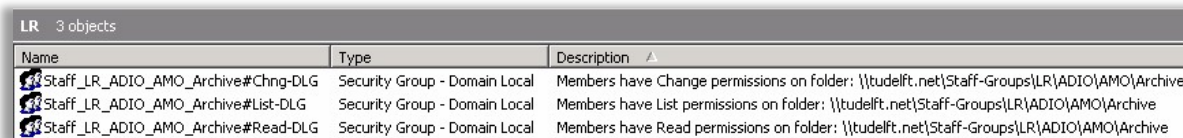
Create Cancel

Enter the name for the new folder to create. Notice that the first part of the folder(path) name has already been filled in and cannot be changed.

Click **Create** to actually create the folder on the fileserver.

**NOTE:** At the same time three local security (or permission) groups are created in the ADS environment. One group for **change** permissions, one group for **read** permissions and one for **list** permissions. These groups, each with according permissions, are applied to the newly created folder.

*Example of local groups in the ADS environment*



Name	Type	Description
Staff_LR_ADIO_AMO_Archive#Chng-DLG	Security Group - Domain Local	Members have Change permissions on folder: \\tudelft.net\Staff-Groups\LR\ADIO\AMO\Archive
Staff_LR_ADIO_AMO_Archive#List-DLG	Security Group - Domain Local	Members have List permissions on folder: \\tudelft.net\Staff-Groups\LR\ADIO\AMO\Archive
Staff_LR_ADIO_AMO_Archive#Read-DLG	Security Group - Domain Local	Members have Read permissions on folder: \\tudelft.net\Staff-Groups\LR\ADIO\AMO\Archive

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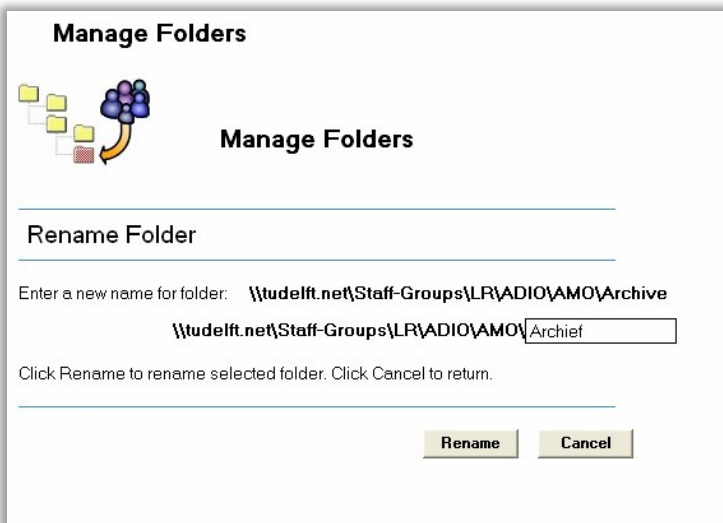
## Manage Folders



Click **OK** to return tot the **Folder actions** window.

### Rename

Select the folder you wish to rename and click the **Rename** button, the following window will appear:



Click **Rename** to apply the new name to the selected folder.

**NOTE:** At the same the three local security (or permission) groups will be renamed in the ADS environment.

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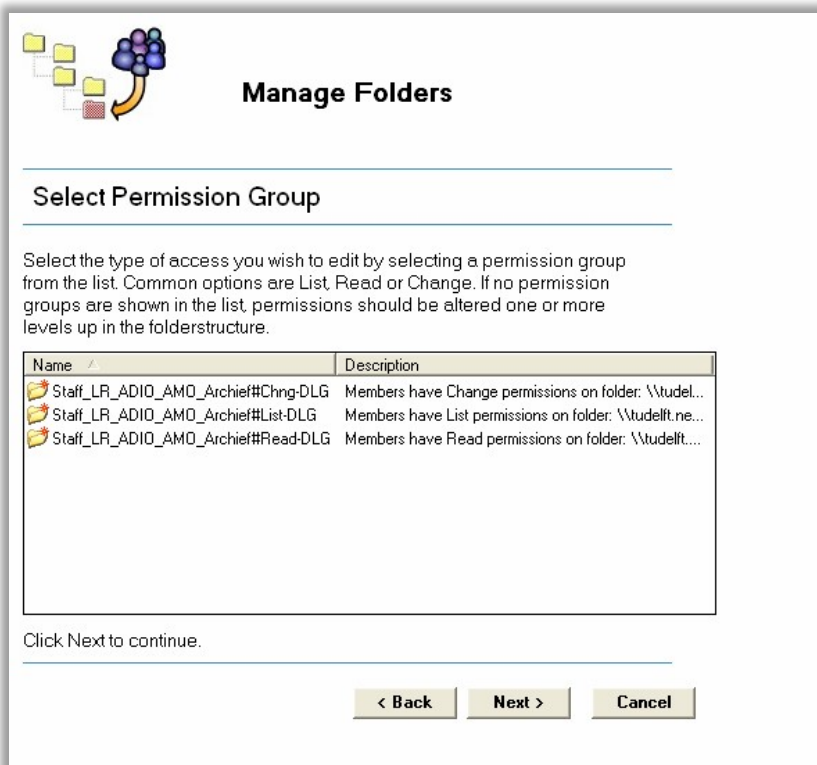
## Manage Folders



Click **OK** to return to the **Folder actions** window.

### Access

Select the folder for which you wish to change access permissions and click the **Access** button, the following window will appear:



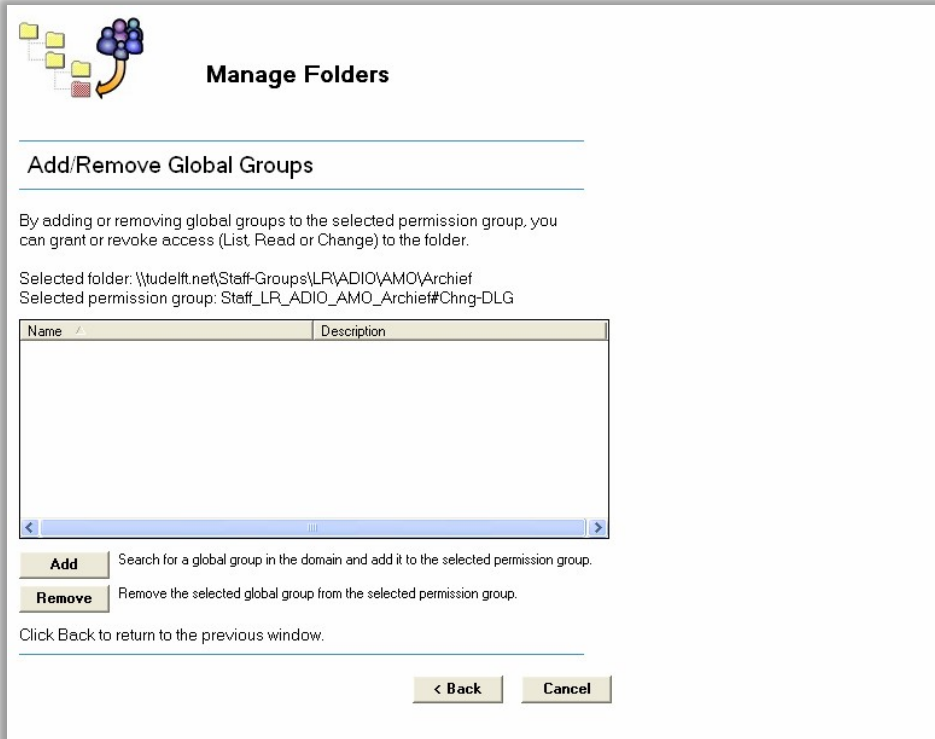
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**NOTE:** If the selected folder is created manually (not using UMRA), no permission groups will be visible here. In this case you should select one folder up in the folder structure for managing access permissions or rename the folder without permission groups, create a new one with permission groups and copy the data manually to the new folder.

Select the type of permission that you wish to grant or revoke by selecting the according security group from the list. Click **Next** to continue.

In the next window you will be able to grant or revoke access to the selected folder by adding or removing global groups to the selected permission group (Change, Read or List).



The screenshot shows a window titled "Manage Folders" with a folder icon. The "Add/Remove Global Groups" tab is active. Below the title bar, there is a horizontal line. The text reads: "By adding or removing global groups to the selected permission group, you can grant or revoke access (List, Read or Change) to the folder." Below this, it says: "Selected folder: \\tudelft.net\Staff-Groups\LR\ADIO\AMO\Archief" and "Selected permission group: Staff\_LR\_ADIO\_AMO\_Archief#Chng-DLG". There is a table with two columns: "Name" and "Description". Below the table is a search bar. At the bottom, there are two buttons: "Add" and "Remove". Below these buttons, it says: "Click Back to return to the previous window." At the very bottom, there are two buttons: "< Back" and "Cancel".

Name	Description
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**Add** Search for a global group in the domain and add it to the selected permission group.

**Remove** Remove the selected global group from the selected permission group.

Click Back to return to the previous window.

< Back Cancel

Click **Add** to add a global group to the selected permission group.

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**Manage Folders**

Select Global Group

LR-ADIO-AMO

Enter the whole or partial group name and click the Search button.

Group Name	Description
LR-ADIO-AMO	
LR-ADIO-AMO-GroupAdmins	
LR-ADIO-AMO-Guests	
LR-ADIO-AMO-Medewerkers	
LR-ADIO-AMO-Research	
LR-ADIO-AMO-Secr	

Select the desired group from the list and click OK to add this group to permission group: Staff\_LR\_ADIO\_AMO\_Archief#Chng-DLG

Enter the whole or partial group name and click **Search**. Select the group that you wish to grant access to the folder (in this case change access) and click **OK** to continue.

**NOTE:** Notice that the search field is pre-populated with the earlier selected group scope. Although it is not advisable, it is possible to clear this value and enter a new scope instead.



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## Manage Folders

**Manage Folders**

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**Add/Remove Global Groups**

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By adding or removing global groups to the selected permission group, you can grant or revoke access (List, Read or Change) to the folder.

Selected folder: \\tudelft.net\Staff-Groups\LR\ADIO\AMO\Archief  
Selected permission group: Staff\_LR\_ADIO\_AMO\_Archief#Chng-DLG

Name	Description
LR-ADIO-AMO-Medewerkers	

**Add** Search for a global group in the domain and add it to the selected permission group.

**Remove** Remove the selected global group from the selected permission group.

Click Back to return to the previous window.

< Back Cancel

To revoke access for a group, simply select the group from the list and click **Remove**. Notice that adding and removing groups is carried out instantly.

Click **Back** to return to the **Folder Actions** sheet.

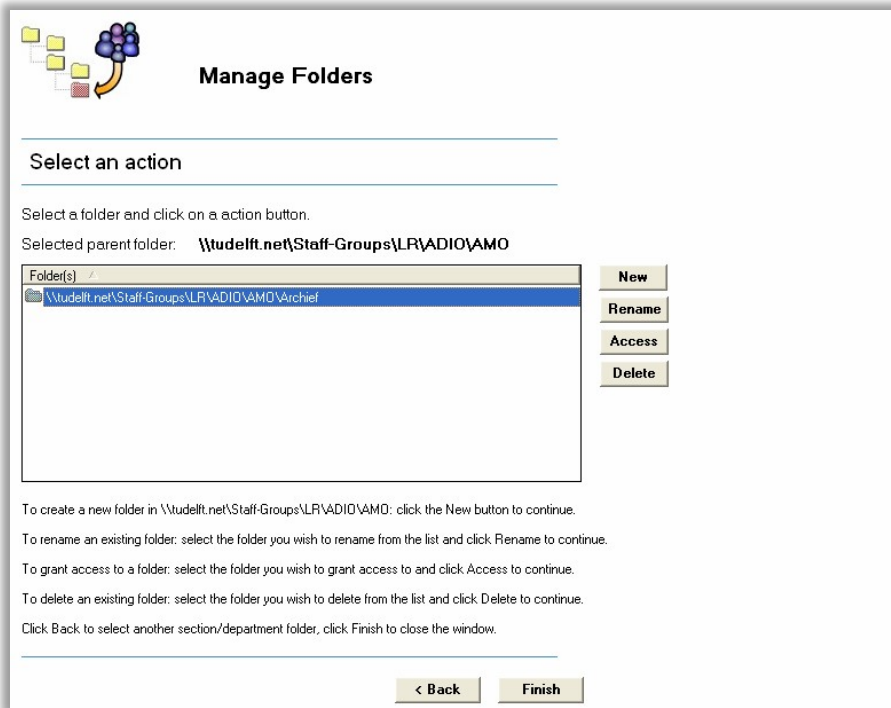
**NOTE:** You cannot grant access to users directly by using the **Manage Folders** function. You should use global groups for this purpose. You can create global groups by using the **Manage Groups** function and ultimately add users with the **Change Group Membership** function.

### Delete

Select the folder you wish to delete and click the **Delete** button.

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The following window will appear.



Click **Delete** again to actually delete the selected folder.

**NOTE:** Deleting a folder is permanent and irreversible; therefore you should make sure that a backup exists before using the **Delete** option. Actually you should only use this option when you accidentally created a folder(s) in UMRA.

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**Manage Folders**

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Results

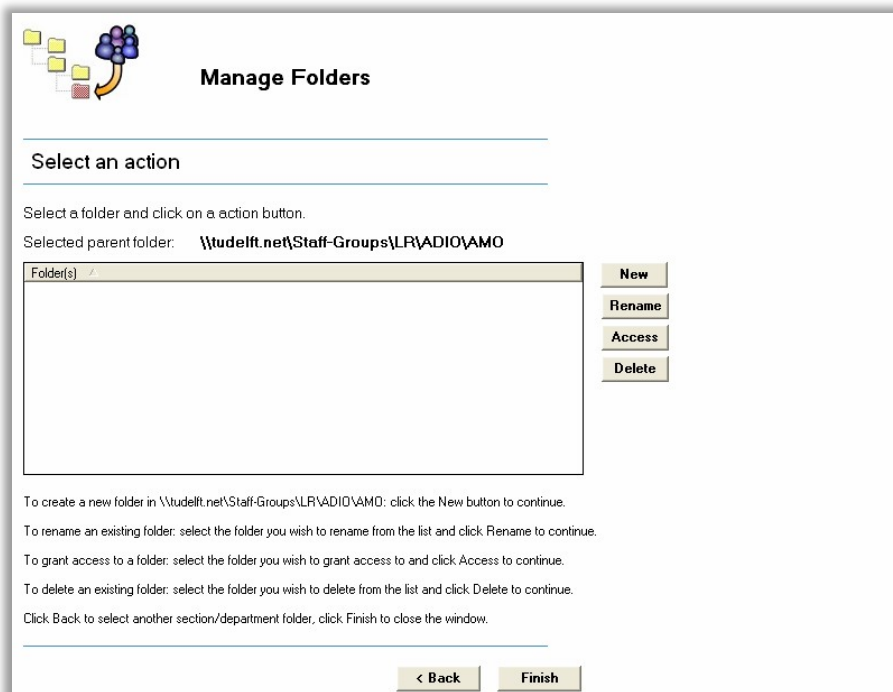
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**Information**

Successfully deleted folder: "\\tudelft.net\Staff-Groups\LR\ADIO\AMO\Archief".

OK

Click **OK** to return to the **Folder actions** window.



**Manage Folders**

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Select an action

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Select a folder and click on a action button.

Selected parent folder: \\tudelft.net\Staff-Groups\LR\ADIO\AMO

Folder(s)
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New  
Rename  
Access  
Delete

To create a new folder in \\tudelft.net\Staff-Groups\LR\ADIO\AMO: click the New button to continue.  
To rename an existing folder: select the folder you wish to rename from the list and click Rename to continue.  
To grant access to a folder: select the folder you wish to grant access to and click Access to continue.  
To delete an existing folder: select the folder you wish to delete from the list and click Delete to continue.  
Click Back to select another section/department folder, click Finish to close the window.

< Back    Finish

Click on **Finish** to close the form or click **Back** to select another scope to Manage Folders.