

# Group-Folders

## Description

Group folders are folders with special properties that make them for example particularly suitable for use in projects:

- They are outside their personal storage area
  - Therefore, they are not deleted when the person applying for them leaves the university
  - Therefore, they are not burden your personal Storage quota
- The HRZ authorizes the administrative persons to the group folder via a group
- The group members can authorize other university members and employees (i.e. also students), as well as third parties non related to the university.

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## Provision

Group folders can be recognised by the icon , the name starts with the prefix „JHS-“. The provisioning takes place

- in **Root directory of the CCS** for group members
- in the **Shares folder of the CCS** for persons who have been authorized by group members
  - This happens through the group members in the [Web-App Dateien](#) via a file share.
- in the **web browser** for people who have been authorized via a public share

**Note:** If you are using the [Nextcloud desktop client](#) synchronize folders and files locally, group folders are **not automatically locally synchronized**. You can activate synchronization manually in the Nextcloud desktop client if required.

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## Permissions

**Writing:** With the ability to „Write“, group members are able to edit and save data in the group-file.

**Delete:** With the right of „Delete“ group members are able to delete data in the group-file.

**Share:** With the ability to „Share“ group members are able to give other person access on the group-file. This is possible via a Link.

# Request

Group folders are only created by the HRZ for **University members with the exception of students**. They must be requested via the [ticket system](#) and should contain the following information:

- **Area:** Collaboration Cloud
- **Name of the group folder:** The name must reflect the content aspect here.
- **Owner:** Person responsible for the requested folder.
- **Group members:** Persons who are to be authorized by the HRZ to access the requested folder. Please only name the administrative members of the group and authorize other participants yourself ([keyword: Internal shares](#)).
- **Size:** Required capacity in GB, default is 10 GB.

## Notes:

- **Owner / group member can only be university members or staff with the exception of students.** Ideally, please provide us with the login name, alternatively full name or email.
- **Students and external members cannot be authorised by the HRZ**, these must be authorised by the group members themselves via release.
- Please note that corporate storage is quite expensive and limit to what is necessary.
- If you do not wish to use the „Share“ authorisation, please let us know.

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