Getting Started — Owner/Manager Walkthrough

This document guides you through the first steps to start using the BCP filesystem:

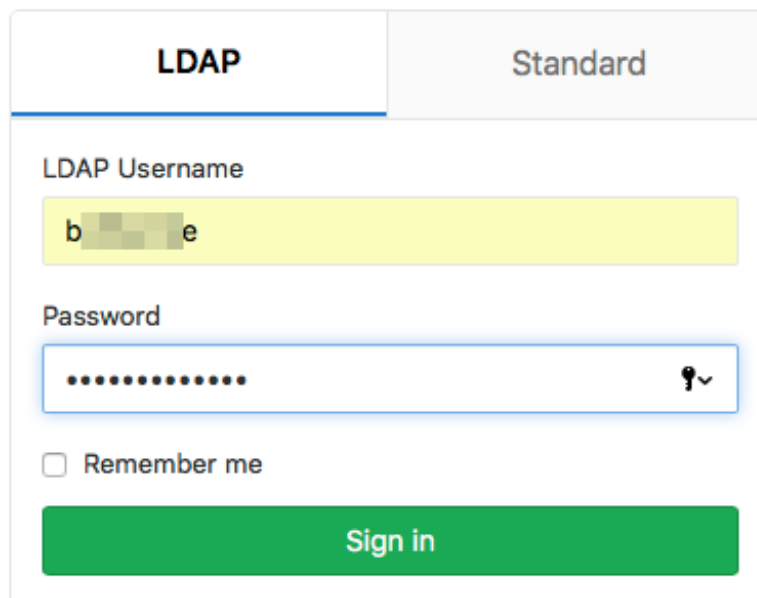- Registering your account at https://git.imp.fu-berlin.de in order to access detailed instructions for using the BCP filesystem.
- Managing the member list of your workgroup at https://portal.mi.fu-berlin.de/ in order to enable the BCP filesystem for lab members.
- Mounting the BCP filesystem in order to access the data.


Register at `git.imp.fu-berlin.de`

Start by registering your ZEDAT account at `git.imp.fu-berlin.de` , where you can access the full list of instructions:

- Go to https://git.imp.fu-berlin.de.
- Ensure that the 'LDAP' tab is active. See image below.
- Sign in with your ZEDAT account name and password. Do not use your email address.

- Complete your profile by entering your email address and clicking 'Update profile settings'.
- Wait for the confirmation email and click the confirmation link in the email.

- Go to https://git.imp.fu-berlin.de/bcp/bcpfs-doc/blob/master/README.md to access the full list of instructions. See image below.
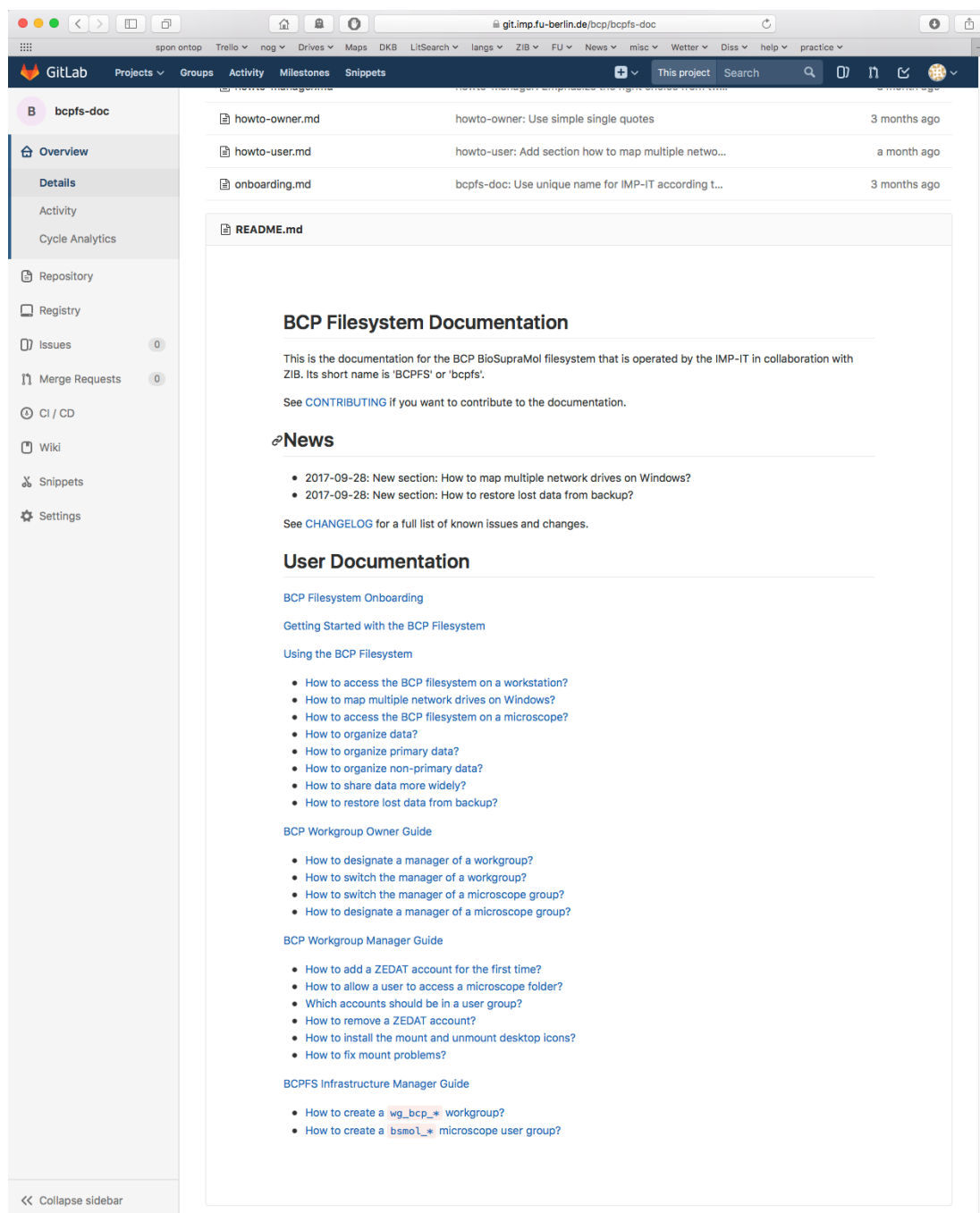
You can change your settings on `git.imp.fu-berlin.de` to show the path to the list of instructions at login. See How to permanently list the documentation on GitLab login.

Add members to the workgroup

The members of your lab 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.

- 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. Do not choose the tab 'Gruppen'. See image below.

FACHBEREICH MATHEMATIK UND INFORMATIK - FACHBEREICHSPORTAL

| ACCOUNT | E-MAIL-ADRESSEN | DRUCKEN | GRUPPEN | ARBEITSGRUPPEN | PERSÖNLICHE DIENSTE | MEINE DATEIEN |

Arbeitsgruppen Übersicht

wg_bcp_

WILLKOMMEN JOSEPHINE SCHALLAU!

Sie befinden sich nun im MIPortal, dem Verwaltungsportal des Fachbereichs Mathematik und Informatik.

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

MITGLIEDER

	Hinzugefügt am	Username	Name	
👤	06.07.2017			
👤	07.07.2017			

➕ **Mitglied hinzufügen**

- Toggle the second option 'Benutzer direkt auswählen'. See (1) in image below.
- Enter the ZEDAT account username and press 'Validieren'. See (2) in image below.
- Press 'Senden' to add the account. See (3) in image below.

Mitglied hinzufügen ✕

Bitte wählen Sie:

◯ Benutzer am Fachbereich suchen

Bei dieser Methode können nur Benutzer, welche bereits am Fachbereich registriert sind, ausgewählt werden.

1 ⦿ Benutzer direkt auswählen

Bei dieser Methode können sowohl Benutzer des Fachbereichs, als auch Benutzer, welche noch keinen Account am Fachbereich besitzen, ausgewählt werden.

Bitte beachten Sie, dass bei Benutzern, welche noch keinen Account am Fachbereich besitzen, der Benutzer **am Fachbereich registriert** und sofort **in Ihre Arbeitsgruppe aufgenommen** wird. Eine Prüfung wird zuvor **NICHT** durchgeführt.

Username:	

2 Validieren

Name:	
Mitarbeiter-Nummer:	n/a

Mitarbeitertyp:	bcp

3 Senden   Abbrechen

It takes 10 minutes up to one hour until the account information has propagated to all servers and the account is ready to access the BCP filesystem.

Further details:

- How to add a ZEDAT account for the first time?
- 'Gruppen' and 'Arbeitsgruppen' in the group management system.

As owner: Designate a

group/workgroup manager

The workgroup owner can delegate the day-to-day account management to a workgroup manager. The workgroup manager must have been added to the workgroup as described above and can be configured in the group management system at https://portal.mi.fu-berlin.de.

- Log in with your ZEDAT account at https://portal.mi.fu-berlin.de.
- Navigate to 'Arbeitsgruppen / `wg_bcp_<lab>` '.
- Go to the field 'Manager' in section 'Info'. See image below.
- Insert the ZEDAT account of the new manager, click 'Änderungen speichern'.

The manager is configured separately for the Unix group `bcp_ag-<lab>` :

- Navigate to 'Gruppen / `bcp_ag-_<lab>` '.
- Go to the field 'Manager' in section 'Gruppeninformation'.
- Insert the ZEDAT account of the new manager, click 'Änderungen speichern'.

Further details:

- 'Gruppen' and 'Arbeitsgruppen' in the group management system .

Mount the filesystem on your machine

The filesystem can be mounted as follows.

> Replace `<lab>` with your lab's name and `<zedat-account>` with your ZEDAT account.

To mount on Windows, use the share:

```
\\bcp-storage01.imp.fu-berlin.de\ag-<lab>
```

To mount the filesystem on Linux or Mac, use:

```
smb://bcp-storage01.imp.fu-berlin.de/ag-<lab>
```

Enter the login with a domain prefix:

```
FU-BERLIN\<zedat-account>
```

Detailed instructions:

- Windows: howto-access-network-drive-win.pdf
- Mac: howto-access-network-drive-mac.pdf

Request access to microscope folders

Most facilities control the access to their devices folders. If you need access for a specific account to a device folder, contact the facility that operates the device and provide the following information:

- User name
- ZEDAT account
- Research lab
- Microscope name

The following facilities control the access to the device folders:

- Electron Microscopy Facility, contact: Kai Ludwig (kai.ludwig@fzem.fu-berlin.de)
- Confocal Microscopy Facility, contact: Katharina Achazi (kachazi@zedat.fu-berlin.de) or Andreas Fulterer (andreasfulterer@hotmail.com)
- Microfluidics Facility, contact: Katharina Achazi (kachazi@zedat.fu-berlin.de)