Store, Share, and Collaborate with Box@UA Departmental Accounts

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Box@UA Overview

- U of A’s Implementation of the Box.com Cloud Service

- Keep Your own files in Sync between multiple computers

- Collaborate with other people

- Share files with people inside and outside the University
Create a Box@UA Account

https://account.arizona.edu/
Create a Box@UA Account

https://account.arizona.edu/
Box@ UA Accounts

- Accounts
- Groups
- Folders
- Files
Box@UA Basic Ownership

- All Files and Folders are owned by an account.
- All files are owned based on the folder they’re in.
- New files created in shared folders are owned by the Folder Owner, not whoever created the file.
Box@UA Accounts

- Accounts in Box just need to be tied to an Email Address
- Accounts could be people
- Accounts could be organizations
Box@UA Ownership & Collaboration

Mark's Account

David's Account

Collaborate
Box@UA Ownership & Collaboration

- Mark can collaborate with David

- David can add new files to the shared folder. Those files will be *owned* by Mark, and count towards Mark’s *quota*.
Box@UA Department Accounts

- What happens when a user fills up their quota?

- What happens when a user leaves the University, or transfers Departments?

- Many reasons to want files that are not tied to a specific person.
Box@UA Department Accounts

- Departmental Accounts
- Group Accounts
- Organizational Accounts
  etc...

- We’ll call them Departmental Accounts
Box@UA Department Accounts

- How is a Departmental Account different from a “normal” user account?

- From the Box.com side of things, there is no difference.

- All accounts in Box are equal
Box@UA Department Accounts

- On the UA side, a “normal” account is tied to a UA NetID

- A Departmental account is tied to an email list (Sympa)

- Departmental accounts are accessed via an entitlements system
Box@UA Department Accounts

- All files in the Departmental account belong to the Departmental account

- You can add collaborators to folders in the Departmental account

- This gives you a way to collaborate on files that aren’t owned by a particular employee
Box@UA Collaboration

Folder is owned by Mark
Folder is owned by UITS Departmental Account
Box@UA – I wanna Departmental Account!

- [Link](http://uits.arizona.edu/services/box)
- Form Coming Soon
Box@UA Entitlements

- Activate Entitlements at https://account.arizona.edu
Group Sync with Grouper
Box@UA & Grouper

- Box.com allows for groups of accounts
- Cannot delegate group management
- Cannot have ‘groups of groups’
- Yet another place to keep group memberships up to date
Box@UA & Grouper

- UA Grouper Service
- Create and manage Groups
Box@UA & Grouper

- Grouper allows for an easy web interface to manage group memberships

- Allows for group composition – “groups of groups”

- API for integration with applications and services
Box@UA & Grouper

- Wrote a custom Sync script to have groups from Grouper copied over to Box
- One-Way Sync – Can’t make changes in Box
Box@UA & Grouper

- Sync script written in Go. Ask me after for details if you’re interested.
You can request your own stem
https://siaapps.uits.arizona.edu/home/

Grouper Tab --> Request Stem

Once you have a Stem, create groups, go crazy

Submit a 24/7 Support Ticket to flag your groups for Sync
Box@UA & Grouper

- Sync any groups you want over to Box

- Grouper will “flatten” the group for Box
Once the group is in Box, invite it as a collaborator, just like you would invite an account.

Sorry for the long names...
Case Study: University Libraries
Departmental Usage Models

- All Open
  - Everyone as **Editor**
- Open Read
  - Everyone as **Viewer**
  - Sub-dept. members as **Editor**
- Limited Access
  - Sub-dept. members as **Editor**
  - Collaborate by invitation
Libraries Example

This is the top level departmental account folder. All UA Libraries administratively controlled folders are contained within this folder.

#AIS
Updated today by Timothy R Franco 21391
AIS Working folder

## LBRY-UAPS-AHSL
Updated today by Mona Ammon 9424
This is the main Read Access folder for the UA Libraries, UA Press and AHSL. All items within this folder are readable by everyone and editable by content owners.

Development Limited Access
Updated today by Sofia Petropoulos 168

EDC Limited Access
Updated today by Deborah Quintana 4715

DDA Limited Access
Updated today by Laurin Eagleson 9034

Special Collections Department
Updated today by Hannivett Durand Nabahoe 10264
Educate end users

- Create point persons in sub-departments
- Understand Box collaborator permission roles
- Know your NetID and password
Box Apps support

- Box Sync
  - requires Editor permissions!
- Box for Office
  - >20 minute editing sessions
- Box Edit
  - <20 minute editing sessions
Departmental Box Caveats

- It’s the Cloud
  - You can store large amounts of data but it’s not always speedy
- Box Sync
  - Be aware of local storage space on end user devices
- Understand your data
  - Box can be one tool of many