

Box for Workgroups

THE SIMPLE SOLUTION TO A COMPLICATED PROBLEM

Stanford University

Box for Workgroups

EASY FOR GROUPS OF PEOPLE (PROJECT TEAMS, DEPARTMENTS, CLASSMATES, ETC.) TO SHARE AND COLLABORATE ON DOCUMENTS AND FILES.

DOCUMENTS PLACED IN THE WORKGROUP FOLDER ARE OWNED BY THE WORKGROUP, NOT AN INDIVIDUAL.

WORKGROUPS PERSIST AS GROUP MEMBERS COME AND GO.

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Creating a Box Workgroup Folder

1. GO TO THE WORKGROUP MANAGER TO CREATE A WORKGROUP (`workgroup.stanford.edu`)

OR

IF YOU ALREADY HAVE A WORKGROUP, GO TO THE WORKGROUP INTEGRATION TOOL (`workgroup.stanford.edu`) TO LINK YOUR WORKGROUP.

2. CLICK **CREATE A NEW WORKGROUP**.
3. BOX MUST BE LINKED TO A BUSINESS (NOT PERSONAL) STEM.

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How do I get a stem?

TO REQUEST A NEW STEM, SUBMIT A HELPSU REQUEST AT:

REQUEST CATEGORY: ADMINISTRATIVE APPLICATIONS

REQUEST TYPE: WORKGROUP MANAGER

- INCLUDE THE FOLLOWING INFORMATION:
 - THE STEM NAME (NO SPACES)
 - THREE STEM ADMINISTRATORS' SUNET IDS
 - A BUSINESS JUSTIFICATION FOR THE STEM
- IF A STEM EXISTS, YOU MAY BE DIRECTED TO TALK TO THE STEM OWNER FOR ACCESS TO THAT STEM.

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Workgroup Manager



Logged in as Don Cameron [Logout]

- MANAGE WORKGROUPS
 - » My Workgroups
 - » Find a Person
 - » Find a Workgroup
 - » **Create a New Workgroup**
- REPORTS
 - » Privilege Group Reports
- HELP
 - » About Workgroups
 - » Help Page
 - » HelpSU

Don Cameron's Workgroups

IT Services, Course and Marketing Coordinator

Administrator Member

Administrator Of

7 workgroups	Number of members*	Last modified
itservices:techtraining Tech Training group in IT Services.	6	10-May-2013
itss-techport:access Paid members of TechPort, starting 9/1/07.	0	01-Sep-2009
r25:its_technology_training 25Live privileges for IT Services' Technology Training Staff	0	21-Mar-2014
smartforce:techport those who can access techport	5	09-Mar-2004
-djac:dons-list Don's list	1	04-Oct-2013
-djac:friends	5	05-Aug-2004
-djac:techbriefing Workgroup test for Tech Briefing	5	01-Oct-2013

* count does not include membership of nested workgroups

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Create a New Workgroup

Group name part A:

This list includes all the stems of which you are an owner. New stems can be requested via [HelpSU](#).

Group name part B:

ID can include lower-case letters, numbers, underscore (_) & dash (-). Maximum length 81 characters.

Description:

Can be nested in:

- any other workgroup
- only workgroups with the same stem

Membership list can be seen by:

- any Workgroup Manager user
- only administrators of this workgroup

Membership filter: **No filter**
You can change the filter on your workgroup's Properties tab.

Number of members*	Last modified
6	10-May-2013
0	01-Sep-2009
0	21-Mar-2014
5	09-Mar-2004
1	04-Oct-2013
5	05-Aug-2004
5	01-Oct-2013

* count does not include membership of nested workgroups

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Workgroup Manager

Group name part A: [select a stem...]

Group name part B: [enter a unique ID]

Description: [text area]

Can be nested in:

- any other workgroup
- only workgroups with the same stem

Membership list can be seen by:

- any Workgroup Manager user
- only administrators of this workgroup

Membership filter: **No filter**
You can change the filter on your workgroup's Properties tab.

Create Workgroup Cancel

Must be a business stem (no ~).

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Workgroup Manager

Group name part A: techtraining

Group name part B: Techie_Festival

Description: A group for use for Techie Festival.

Can be nested in:

- any other workgroup
- only workgroups with the same stem

Membership list can be seen by:

- any Workgroup Manager user
- only administrators of this workgroup

Membership filter: **No filter**
You can change the filter on your workgroup's Properties tab.

Create Workgroup Cancel

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Workgroup Manager

STANFORD UNIVERSITY | WORKGROUP MANAGER

Logged in as Don Cameron [Logout]

MANAGE WORKGROUPS

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REPORTS

- » Privilege Group Reports

HELP

- » About Workgroups
- » Help Page
- » HelpSU

techtraining:techie_festival
A group for use for Techie Festival sessions

Members Administrators Properties Privilege Group

Add a Member Import a Member List Nest a Workgroup Add a Certificate

Workgroup Members

0 members

Membership status

Remove

Remove selected members

Your workgroup is set up!



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Next....go to tools.stanford.edu

STANFORD UNIVERSITY | INFORMATION TECHNOLOGY SERVICES

Search Stanford...

Expand Menus Home Page Service Catalog Status & Metrics About Us

Infrastructure Tools

IT Services » Infrastructure Tools

This page provides tools for requesting or configuring infrastructure services. You are probably looking for one of the utilities below:

AFS Services

AFS Group Request

Request new AFS group or departmental space.

AFS Quota Request

Request additional quota for your personal AFS account.

Secure AFS Group Request

Request an AFS space for handling restricted or prohibited data.

Secure AFS Groups List

List and edit settings for Secure AFS spaces you own.

Email Services

Shared Email Service

Submit a request for Shared Email service.

Email Status



RELATED PAGES

- » Internal ITS Tools



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Scroll Down to Workgroup Integration

- Sign up to receive daily access logs for your personal or group web site.
- Personal CGI Account**
Activate your personal CGI account.
- Scheduling Service**
Schedule UNIX commands and scripts stored in AFS to run at specified intervals.
- SSL Certificate**
Request an SSL certificate for your secure web server. [\(Two-Step Authentication Required\)](#)
- Virtual Host Request**
Request a virtual host name for your Stanford web site or view existing virtual hosts.
- Miscellaneous Services**
- OpenLDAP Directory Access Request**
Request access to the central OpenLDAP Directory Service.
- Infrastructure Monitoring**
Visit the ITS Infrastructure Monitoring Service to see service outages.
- MySQL Account Registration**
[Apply MySQL account request form to request a new account.](#)



Workgroup Integration
Link workgroups you administer to mailing lists, PTS groups in AFS, and authorization groups for other Infrastructure Services.

Last modified 2014-08-15

How to connect your Workgroup to Box using the Integration Tool (tools.stanford.edu)

STANFORD UNIVERSITY
INFORMATION TECHNOLOGY SERVICES

Search Stanford... GO

Workgroup Integration

IT Services » Infrastr

Box Groups

On these pages, yo
Mailing Lists, Activ

Once you create th
does also mean th
of the other groups.

To create a linkage,
specific service, the

Active Direct

For services that le
between a workgro
Once created, thes
WIN realm, so a G
Guest Accounts, IT

Infrastructure Servi

Please note that to
Active Directory Re

Box Groups

Stanford provides

Stanford provides basic document management and collaboration through Box.com. Use this tool to create a new Box workgroup folder using the existing Stanford Workgroup name and membership. Once the Box workgroup folder is created, you can manage membership from Workgroup Manager or within Box. Non-Stanford users can only be added from within Box.

This tool cannot be used to create Box workgroup folders from personal workgroups. You cannot rename the Box workgroup folder; it must have the same name as the Stanford workgroup. If you unlink a Box workgroup folder from this page, the members of the Stanford workgroup will no longer see the folder or its contents in Box. For more details, please see the Box for Workgroups service page.

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Find your new Workgroup

r2o:its_technology_training	Box.com Group	(Add)	<input type="radio"/>
	Google Group	(Add)	<input type="radio"/>
	Guest Active Directory	(Add)	<input type="radio"/>
	Mailing List	(Add)	<input type="radio"/>
	PTS	(Add)	<input type="radio"/>
smartforce:techport	Box.com Group	(Add)	<input type="radio"/>
	Google Group	(Add)	<input type="radio"/>
	Guest Active Directory	(Add)	<input type="radio"/>
	Mailing List	(Add)	<input type="radio"/>
	PTS	(Add)	<input type="radio"/>
techtraining:techie_festival	Box.com Group	(Add)	<input type="radio"/>
	Google Group	(Add)	<input type="radio"/>
	Guest Active Directory	(Add)	<input type="radio"/>
	Mailing List	(Add)	<input type="radio"/>
	PTS	(Add)	<input type="radio"/>
~djac:dons-list	Box.com Group	Workgroup cannot be linked to this service.	<input type="radio"/>
	Google Group	Workgroup cannot be linked to this service.	<input type="radio"/>
	Guest Active Directory	(Add)	<input type="radio"/>
	Mailing List	(Add)	<input type="radio"/>

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Workgroup Integration Tool

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INFORMATION TECHNOLOGY SERVICES

Search Stanford...

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Workgroup Integration

IT Services » Infrastructure Tools » Workgroup Integration

Edit Box.com Group Integration for Workgroup techtraining:techie_festival

Click the Link Workgroup button to create a top level departmental folder in Box. All members of the workgroup will become collaborators with "Edit" permissions within the Box folder. You can use Workgroup Manager to maintain membership for Stanford users. You can invite non-Stanford users directly from Box.

WARNING: The process of linking a workgroup to Box can take some time. Do not click repeatedly. It may allow up to 24 hours for the Box workgroup folder to appear in your list of folders in Box.

Link to new Box.com Group:

Last modified 2014-08-15

Group name is not editable, even though it looks like it is!

RELATED PAGES

- [Workgroup Manager](#)
- [Mailman Service](#)
- [Google Groups](#)

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Do Not Reload while the linkage process is taking place

The screenshot shows the Stanford University Information Technology Services website. The main heading is "Workgroup Integration". A modal dialog box is overlaid on the page with the text: "The workgroup linkage process may take a few minutes. Please do not reload." Below the dialog, there is a form with the label "Link to new Box.com Group:" and a text input field containing "techtraining:techie_festival". There are two buttons: "Link Workgroup" and "Back to List". The page also features a "RELATED PAGES" section on the right with links to "Workgroup Manager", "Mailman Service", and "Google Groups".

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Once the Workgroup is Ready and linked to Box...

- Editor permission is automatically granted to everyone in the workgroup.
- Updates to workgroup membership are synchronized periodically
- Additional grants can be made in Box to other individuals for view access

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Go to stanford.box.com

The screenshot shows the Stanford Box.com web interface. At the top, there is a dark red header with the Stanford logo and a search bar labeled "Search Files". Below the header, there are navigation buttons for "Upload", "New", and a list icon. The main content area displays a list of folders:

- techtraining_techie_festival**: Updated Aug 20, 2014 by don cameron. 0 items, 1 share, 1 download.
- Test folder**: Updated Jun 9, 2014 by Joseph G Knox. 3 items, 2 shares, 0 downloads.
- Learn Feature Recordings**: Updated May 20, 2014 by ksavell. 19 items, 5 shares, 0 downloads.
- 2013 Event Photos**: Created Apr 1, 2014 by Dave Ream. 0 items, 1 share, 1 download.
- 2013 Photos**: Updated Nov 26, 2013 by Dave Ream. 180 items, 8 shares, 0 downloads.

Each folder entry includes a folder icon, the folder name, update/creation date, creator name, and statistics for items, shares, and downloads. To the right of each entry are icons for "Share", "Star", "Refresh", and "Close".

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