Vienna University Library

Groups and access rights in PHAIDRA

Repository Management PHAIDRA Services

- You decide whether your objects are "unrestricted" or "restricted" in PHAIDRA: You can make objects accessible worldwide (= recommended option according to the Open Access Policy of the University of Vienna) or grant access rights to predefined or self-defined groups.
- Predefined groups include the organisational units of the University of Vienna. You can select and add the relevant access rights from a scroll-down menu.
- You can also create self-defined groups. These include members of the University of Vienna, which you can select from the staff directory (u:find) of the University.
- If you grant access rights, the authorised persons can only access the objects after logging in (e.g. via their u:account).
- You can revoke access rights that you granted at any time and make your objects accessible worldwide again.
- Please note: If you leave the University of Vienna and lose your personal u:account (= owner), but fail to revoke the access rights you granted, the relevant objects will be restricted forever. It is not possible to make them accessible again. Therefore, we recommend using a service e-mail address for project work. You can request a service e-mail address from the Vienna University Computer Center (ZID): https://zid.univie.ac.at/en/e-mail/.

Please note: If you grant access rights for an object, this object cannot be viewed anymore. However, the metadata are still accessible worldwide. Please also note that you cannot delete objects that you uploaded to PHAIDRA.

To **grant access rights**, select the relevant object and click "Access rights" at the bottom right of the detail view.
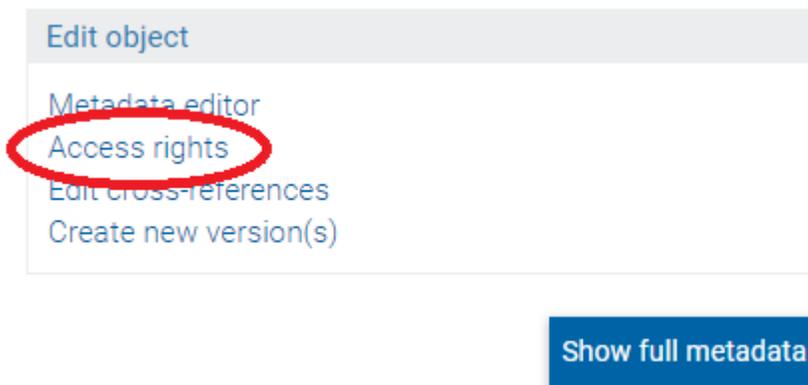

Figure 1

To grant **access rights to members of the University of Vienna**, select the relevant organisational unit/person from the scroll-down menu and confirm by clicking "Add":

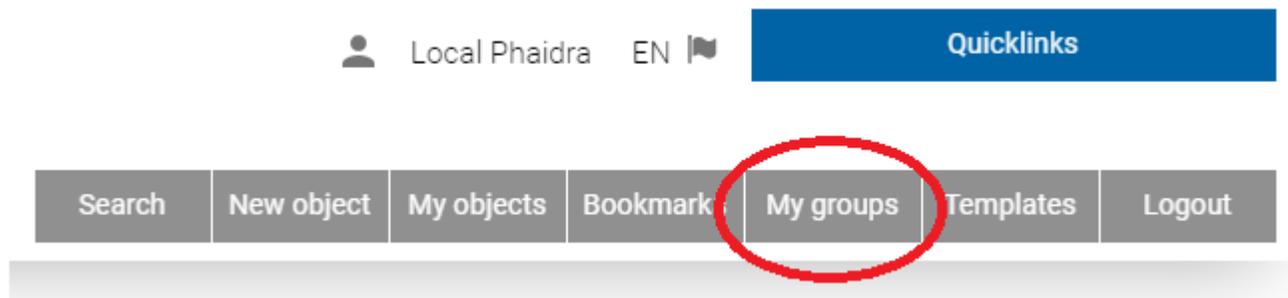To **create a self-defined group**, select the "My groups" tab in the upper right-hand corner:

Figure 3

Next, click "New group":

Group

In the group administration, you can create groups, and edit and add members.

No groups found!

New group

Please enter a name for the group and confirm by clicking "Continue":

Group

Please enter a name for your group:

[   ] Continue

Figure 5

You can now search for individual members of the University of Vienna under "Add new user", select them and create groups:

Group

In the group administration, you can create groups, and edit and add members.

please choose... | Team Phaidra ▾ |

New group

Group Team Phaidra: (0)

Add new user | Delete group

Figure 6

If you now click "Access rights" in the detail view in the bottom right-hand corner again, you will also see the self-defined groups. Select the relevant group and grant access rights by clicking "Add":

Figure 7

The "Edit cycle" feature allows you to **grant access rights for a certain period**:
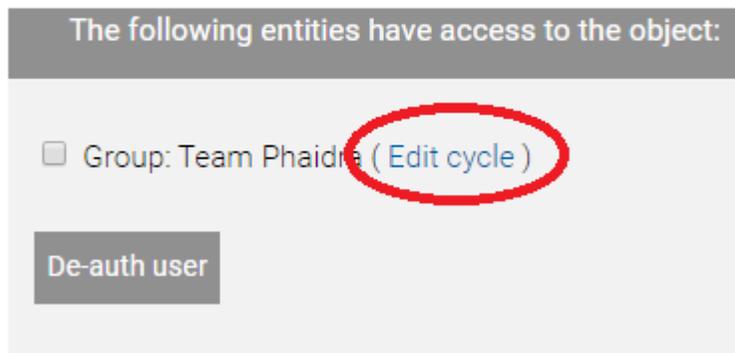

Figure 8

To revoke access rights you granted, click "Access rights" in the detail view in the bottom right-hand corner and select the relevant group in the top-left corner. Next, click "De-auth user":
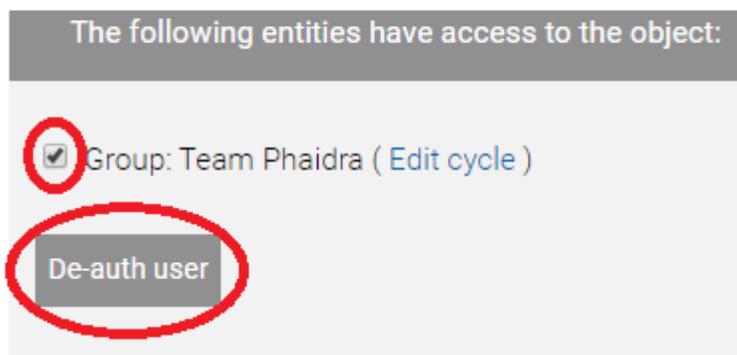
If no further access rights are listed, the object is accessible worldwide again. For further questions, please refer to: support.phaidra@univie.ac.at