

<English version below>

<Attachment: how to transfer files to the network below>

November 1, 2021

Beste promovendus

Onlangs hebben we ten behoeve van de promovendi bij de GGSL een speciale map aangemaakt op de Y schijf van de Faculteit, een Publication Package genoemd. Deze is bedoeld om alle bestanden in op te slaan die te maken hebben met je dissertatie.

Zoals bijvoorbeeld tekstbestanden van je dissertatie en andere publicaties, literatuur, verslagen en onderzoeksdata.

- a. De Y schijf geeft een optimale beveiliging tegen het verlies van gegevens, zoals een goede backup maar ook restore functie die meerdere versies.
- b. Via de Y schijf kun je veilig bestanden delen met je promotor/supervisor zodat deze inzicht in je vorderingen heeft (kan 'meekijken')
- c. De gegevens na je promotie en vertrek bij de RUG niet verloren gaan omdat de persoonlijke X schijf waar doorgaans je gegevens opstaan wordt gewist
- d. De data van empirisch onderzoek voor eventueel hergebruik of vervolgonderzoek beschikbaar blijft
- e. Eventuele persoonsgebonden gegevens gecontroleerd, conform de AVG, worden bewaard en op de afgesproken termijn worden vernietigd

Hoe werkt de Publication Package

Er is voor jou persoonlijk een map aangemaakt: deze is voorzien van je naam en Pnummer. Je vindt hem op de Y: schijf via het zoekpad: <Y:/staff/Jur/GGSL/Publication Packages>

In de map zijn 3 submappen aangemaakt: Publications, Data en Other. Je kunt zelf binnen die mappen je eigen onderverdeling maken als je dat wilt.

Bedoeling is dat je alle tekstdocumenten van je dissertatie onder Publications opslaat. De map Data is bedoeld voor eventuele onderzoeksdata. En Other voor de rest.

Wanneer je gaat promoveren neemt het secretariaat GGSL contact met je op om te bespreken wat er met de gegevens gaat gebeuren na je promotie. Denk daarbij aan bewaartermijnen van data en eventueel hergebruik. Een document met deze afspraken wordt dan ook je map gezet.

Het secretariaat onderneemt dan te zijner tijd actie .

Wie hebben er toegang tot mijn Publication Package

De map staat op jouw naam, jij bent de enige die er in mag lezen en schrijven. Daarnaast hebben je promotor en co-promotor toegang met leesrechten. Er zijn geen anderen die toegang hebben, behalve de directeur van de GGSL en het secretariaat GGSL, om beheerstechnische redenen.

In overleg met het secretariaat kunnen er nog meer personen worden toegevoegd met leesrechten en/of schrijfrechten.

NB alleen personeelsleden van de RUG en het UMCG kunnen rechtstreeks toegang krijgen tot de Y schijf. Heb je een (co)Promotor buiten de RUG, neem dan contact op met Maarten Goldberg (P&S coördinator voor onderzoek) om te bespreken op welke manier je het beste met de externe promotor je bestanden kunt delen.

Gebruik alleen de Y schijf op de kantoorpc of werk met UWP.RUG.NL

Werk alleen aan je documenten en je data op de Y schijf. Op die manier vermijd je dat er materiaal op je laptop of eigen pc blijft staan dat niet wordt meegenomen in de backups etc. Werk je vanaf huis, gebruik dan uwp.rug.nl om aan je bestanden te werken.

Bijkomend voordeel is dat je op die manier de software en instellingen van de RUG gebruikt, er is dan geen verschil in bijvoorbeeld opmaak en citaties ten opzichte van je eigen pc.

En je eigen pc loopt geen risico besmet te maken met malware (de uwp is hiertegen beter beschermd).

Zie de bijlage voor meer uitleg hoe je met de uwp.rug.nl kunt werken en om bestanden die al wel op je eigen pc of laptop staan veilig over te brengen naar de Y schijf.

Technische ondersteuning

Heb je hulp nodig bij het inrichten van je publication package of bij het gebruik van de Y schijf, neem dan gerust contact op met Maarten Goldberg (P&S coördinator voor onderzoek).

email: m.goldberg@rug.nl

telefoon: 06 10 500 501

Dear PhD Student

Recently, for the benefit of the PhD students at the GGSL, we have created a special folder on the Faculty's Y drive called a Publication Package. This is meant to store all the files related to your dissertation.

For example, text files from your dissertation and other publications, literature, reports, and research data.

We have done this for a number of reasons.

- a. The Y disk gives optimal security against data loss, such as a good backup but also 'restore' function of previous versions.
- b. Through the Y drive you can securely share files with your supervisor so that he/she has insight into your progress (can 'look along')
- c. The data will not be lost after your promotion and departure from the UG because the personal X disk where your data usually is stored will be deleted
- d. The data from empirical research will remain available for possible reuse or follow-up research
- e. Any personal data is kept in a controlled way, in accordance with the AVG, and is destroyed at the agreed time

How does the Publication Package work?

A folder has been created for you personally: it is labeled with your name and P number. You can find it on the Y: drive via the search path: <Y:/staff/Jur/GGSL/Publication Packages>

In the folder, 3 subfolders have been created: Publications, Data and Other. You can create your own subdivision within those folders if you want.

The idea is that you save all text documents of your dissertation under Publications. The Data folder is for any research data. And Other for the rest.

When you finish your PhD the GGSL secretariat will contact you to discuss what will happen to the data after your PhD. Think of data retention periods and possible reuse. A document with these agreements will also be placed in your folder.

The secretariat will then take action in due course.

Who has access to my Publication Package

The folder is in your name, you are the only one who can read and write in it. In addition, your supervisor and co-promoter have access with reading rights. No others have access except the GGSL Director and the GGSL Secretariat for management reasons.

In consultation with the Secretariat, additional persons can be added with reading and/or writing rights.

Please note that only staff members of the UG and the UMCG can have direct access to the Y disk. If you have a (co)Promoter outside the UG, please contact Maarten Goldberg (P&S coordinator for research) to discuss the best way to share your files with the external promoter.

Use only the Y drive on the office PC or work with UWP.RUG.NL

Work only on your documents and your data on the Y drive. That way you avoid leaving material on your laptop or own PC that is not included in the backups etc. If you work from home, use uwp.rug.nl to work on your files.

An additional advantage is that this way you use the UG's software and settings, so there is no difference in, for example, layout and citations compared with your own PC.

And your own pc does not run the risk of being infected with malware (the uwp is better protected against this).

See the attachment for more explanation on how to work with uwp.rug.nl and to safely transfer files that are already on your own pc or laptop to the Y drive.

Technical support

If you need help with the setup of your publication package or with the use of the Y disk, please contact Maarten Goldberg (P&S coordinator for research).

email: m.goldberg@rug.nl

telephone: 06 10 500 501

How to transfer files from your personal computer to the network drive

Maarten Goldberg

Faculty of Law Research Office

For transfer of files, use the remote UWP (University Work Space)

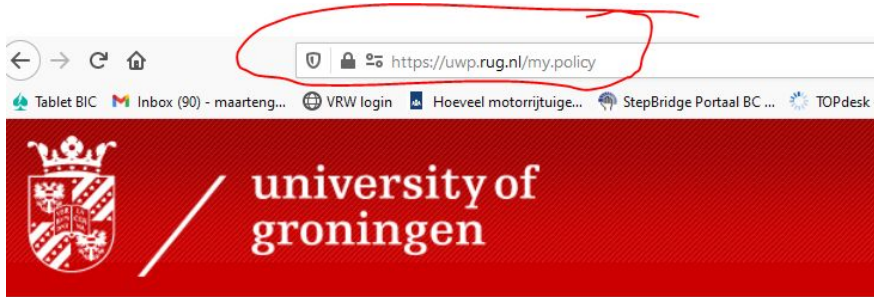
There are 3 options:

1. UWP file explorer Home drive (X) or Group Drive (Y)
2. UWP Desktop - file explorer
3. FTP program Total Commander (not explained in this document)



Option 1. UWP file explorer X or Y drive

Connect to: uwp.rug.nl and log in using your Pnumber/password



UWP Logon

Username

Password

Logon



Option 1. UWP file explorer X or Y drive

After login: choose “Apps”

university of
 groningen

HOME APPS DESKTOPS

Scheduled maintenance every Saturday from 05:00 to 6:30.

Desktops

All (1) Favorites (0)



Workspace Desktop





Option 1. UWP file explorer X or Y drive

In the menu of “Apps”
choose
Explorer Home Drive (X)

The screenshot shows the Windows 'Apps' menu interface. At the top, there is a navigation bar with the University of Groningen logo, a 'HOME' button, and an 'APPS' button. Below the navigation bar, the word 'Apps' is displayed, followed by a notification: 'Scheduled maintenance every Saturday'. There are three filter tabs: 'All (30)', 'Favorites (0)', and 'Categories'. The main area displays a grid of application tiles. Each tile includes a star icon, an application icon, the application name, the publisher, and a downward arrow. The application 'Explorer Home Drive X' is highlighted with a red circle. Other visible applications include Access 2016, Adobe Acrobat Distiller DC 2021, Adobe Acrobat Pro DC 2021, ArcCatalog, ArcScene, Excel 2016, Explorer Group Drive Y, Google Earth Pro, and Mat.

Application Name	Publisher
Access 2016	Microsoft Office
Adobe Acrobat Distiller DC 2021	Adobe Creative Cloud
Adobe Acrobat Pro DC 2021	Adobe Creative Cloud
ArcCatalog	Geographical Information ...
ArcCatalog	Geographical Information ...
ArcScene	Geographical Information ...
Excel 2016	Microsoft Office
Explorer Group Drive Y	Tools & Utilities
Explorer Home Drive X	Tools & Utilities
Google Earth Pro	Geographical Information ...
Mat	M...



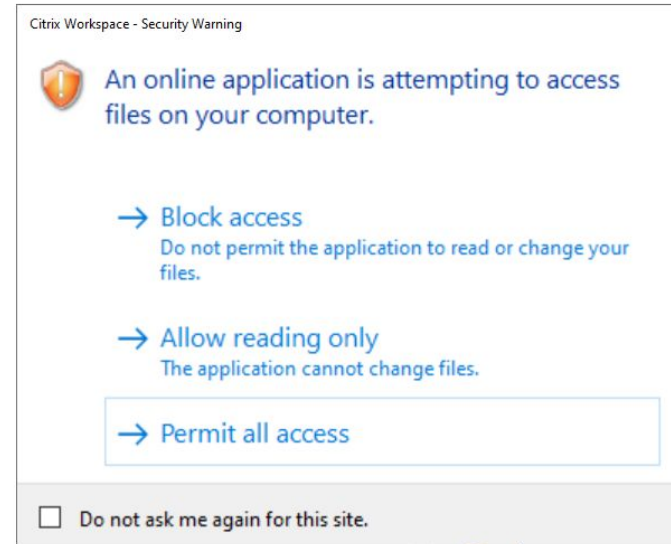
Option 1. UWP file explorer X or Y drive

When the File Explorer starts:

Allow access to your local computer.

Please note:

If you do not get this pop-up window,
 see the end of this slideshow for help.





Option 1. UWP file explorer X or Y drive

The file explorer is the same as in the office. This is a view of the my Documents folder on the X drive.

File Home Share View

This PC > My Documents > Filmpjes

★ Favorites

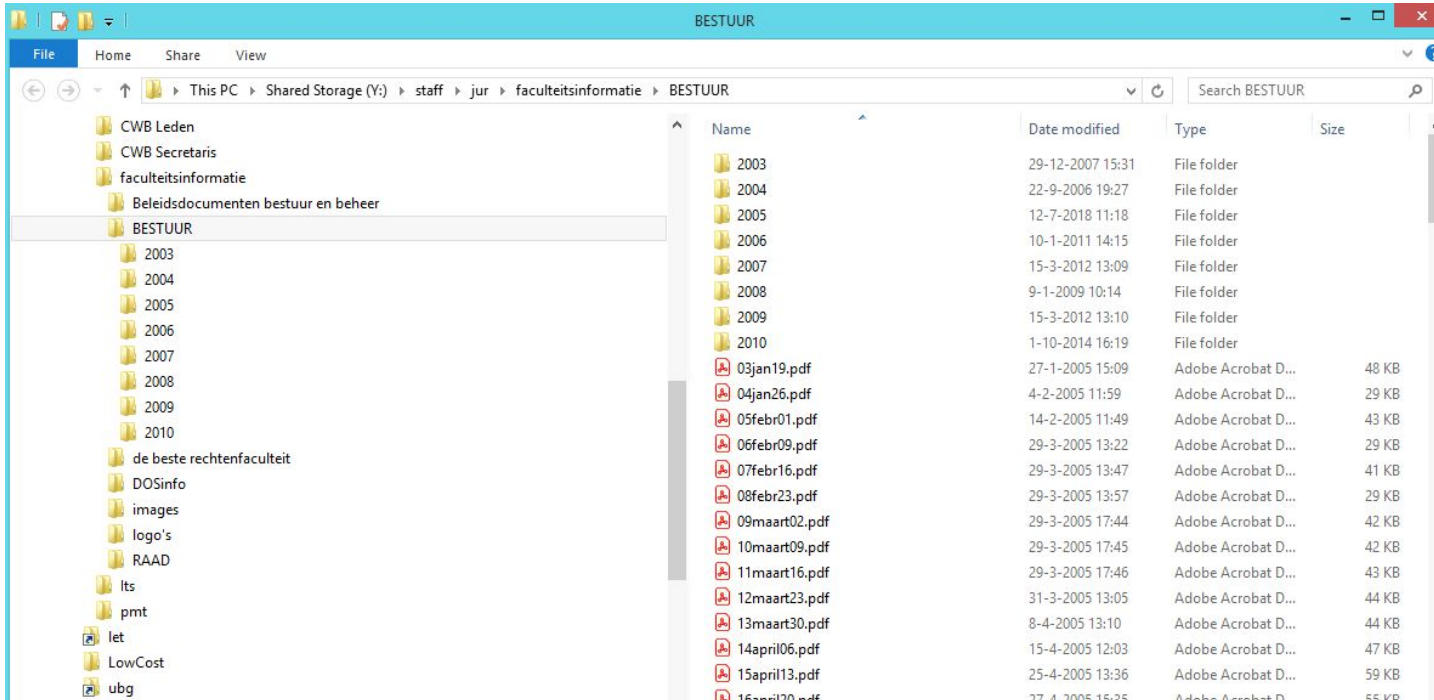
- Desktop
- M. Goldberg
- This PC
 - Local Disk (C: on WKS035553)
 - My Desktop
 - My Documents
 - Datastream
 - Downloads
 - DYMO Label
 - Filmpjes
 - IBM
 - IVO-Zernike
 - LabVIEW Data
 - Mendeley Desktop
 - My Data Sources
 - My Digital Editions

Name	Date modified	Type	Size
Screenpresso	20-2-2017 16:09	File folder	
testcomp.mp4	20-1-2017 11:42	MP4 Video	1.906 KB
testcomp.v2hd.mp4	20-1-2017 11:50	MP4 Video	5.342 KB



Option 1. UWP file explorer X or Y drive

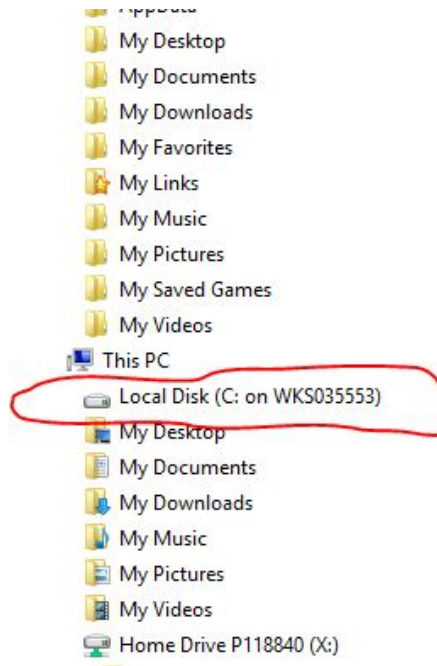
The file explorer is the same as in the office. This is a view of **the Y drive** on Staff-Jur-Faculteitsinformatie





Option 1. UWP file explorer X or Y drive

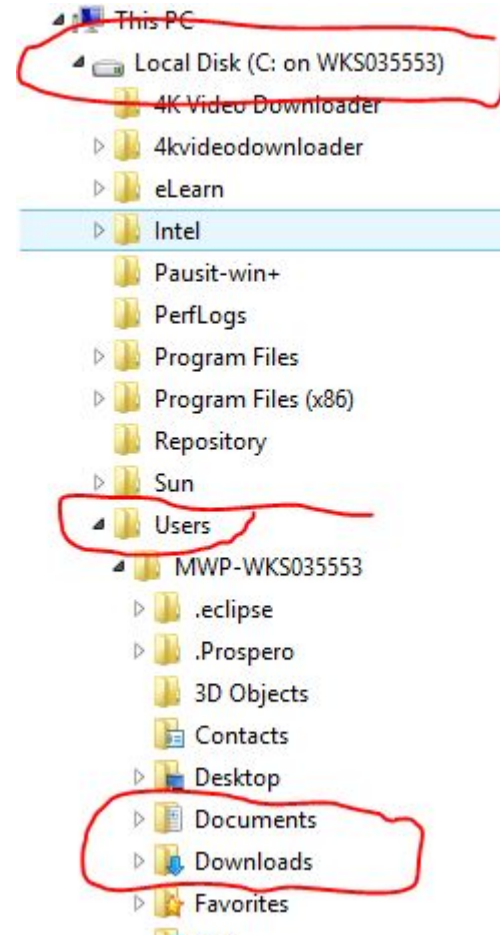
To find the files on your local hard drive: explore the Local Disk drive. This drive (C:) has the name of your local computer.





Option 1. UWP file explorer X or Y drive

On drive (C:) are your local files:
usually in the folder “Users”





Option 1. UWP file explorer X or Y drive

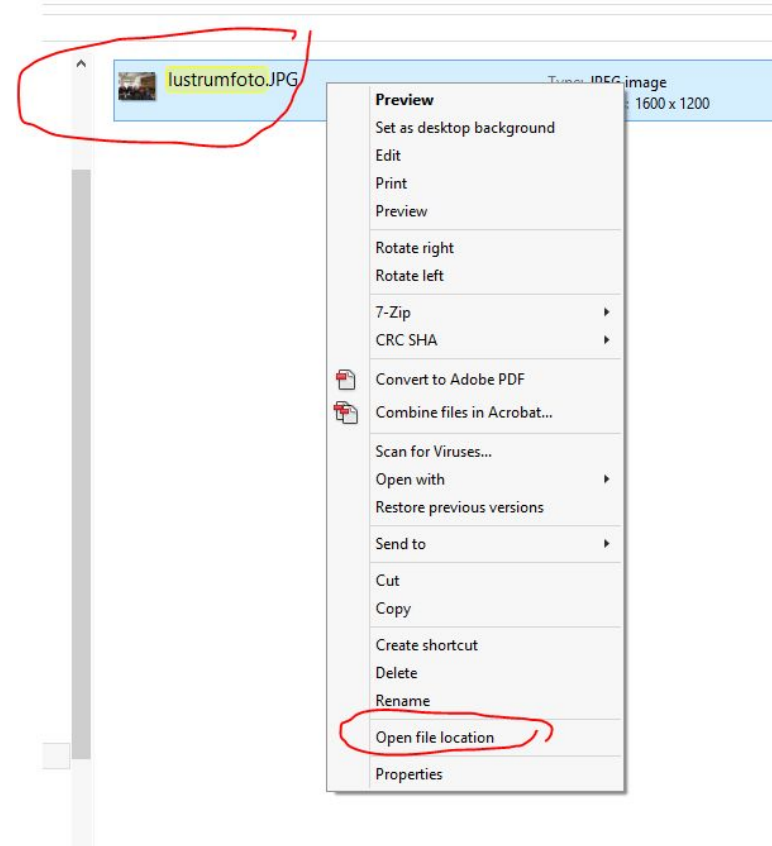
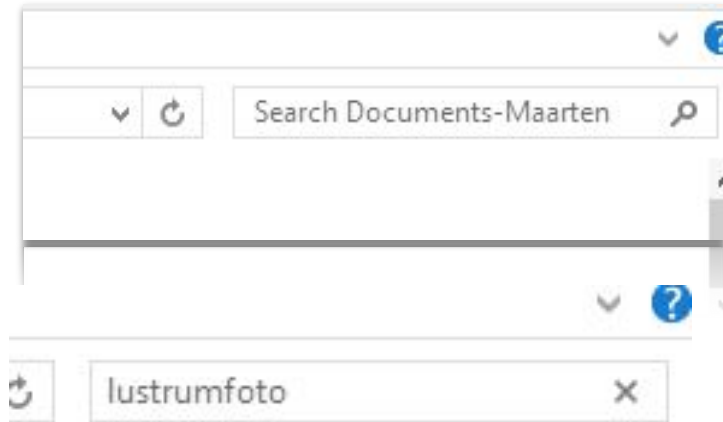
You can now transfer files to you network drive.

Tip: First 'copy' (CTRL+C) a file or a folder to the network.

Thereafter delete the file or folder on your local computer. Don't forget to delete the files permanently from the recycle bin.

Option 1. UWP file explorer X or Y drive

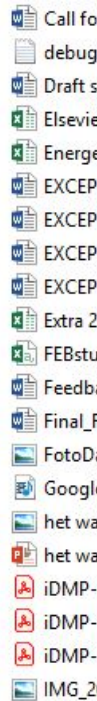
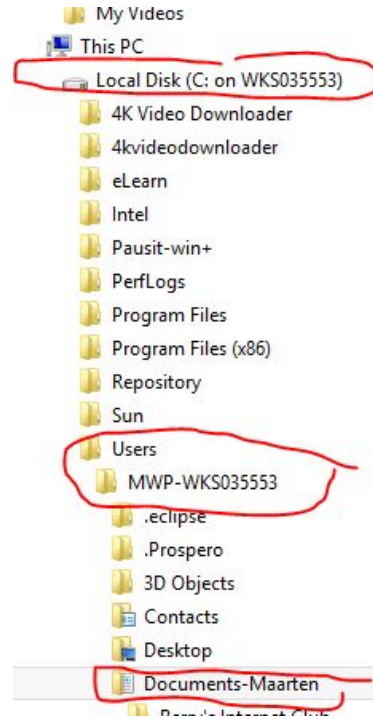
Tip1: to retrieve the files on your local computer use the “Search” option.
Right-click on the file to open the file location





Option 1. UWP file explorer X or Y drive

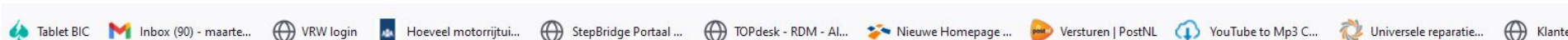
Tip2: rename your My Documents folder on your local computer to identify your local files easily.





Option 2. UWP Desktop

After login: choose “Workspace Desktop”



Desktops

Scheduled maintenance every Saturday from 05:00 to 6:30.

All (1)

Favorites (0)

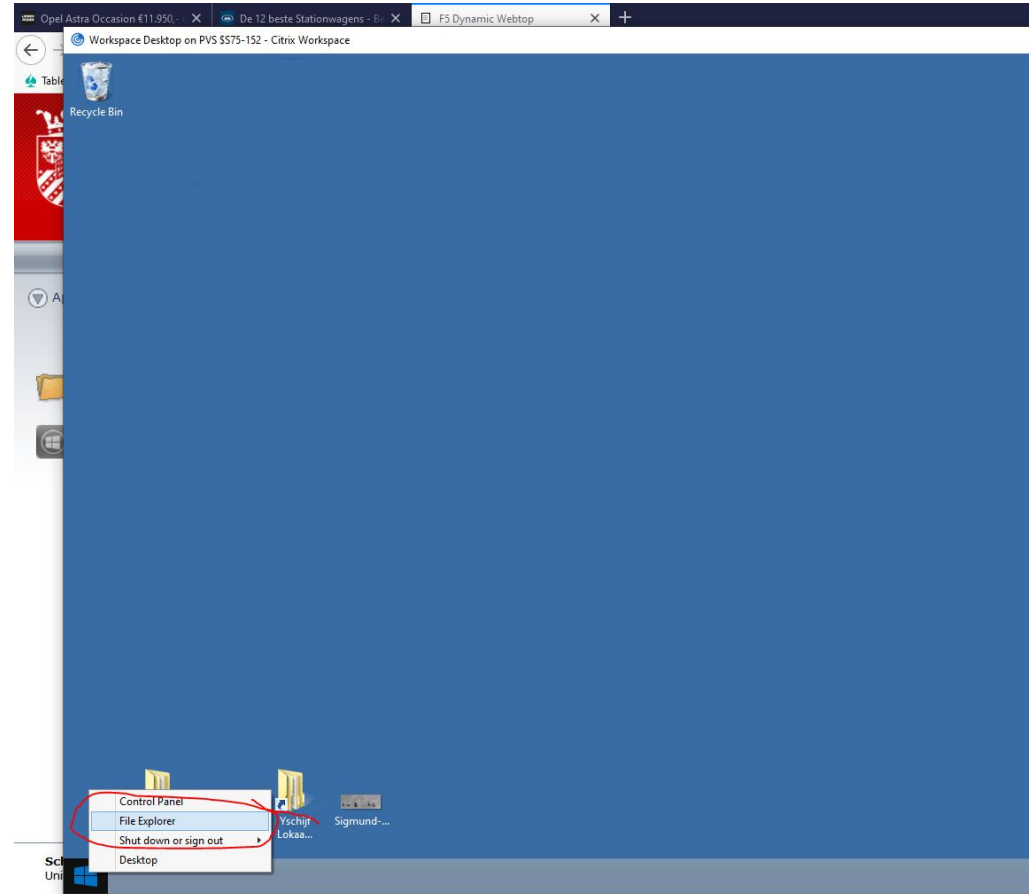




Option 2. UWP Desktop

Wait for your University computer
desktop to start up
(may take some time)

Then choose windows file explorer
from the menu
(right click Windows icon)



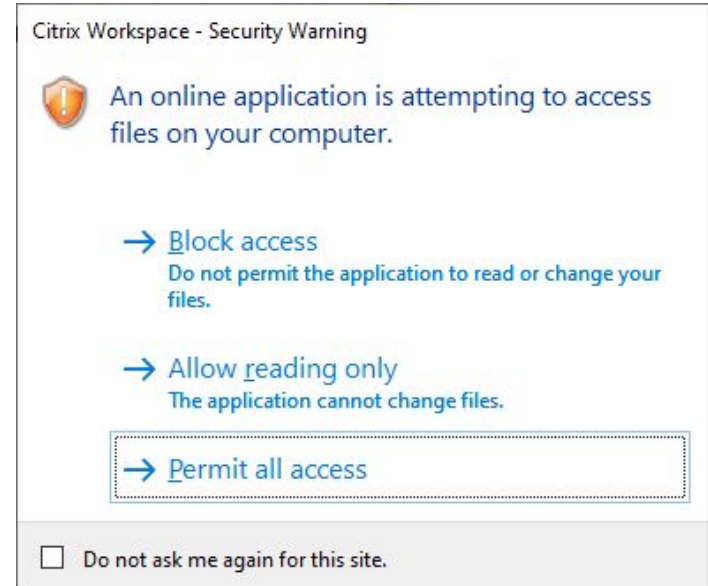


Option 2. UWP Desktop

Now you have the windows file explorer available.
Please note to grant access to your local files.

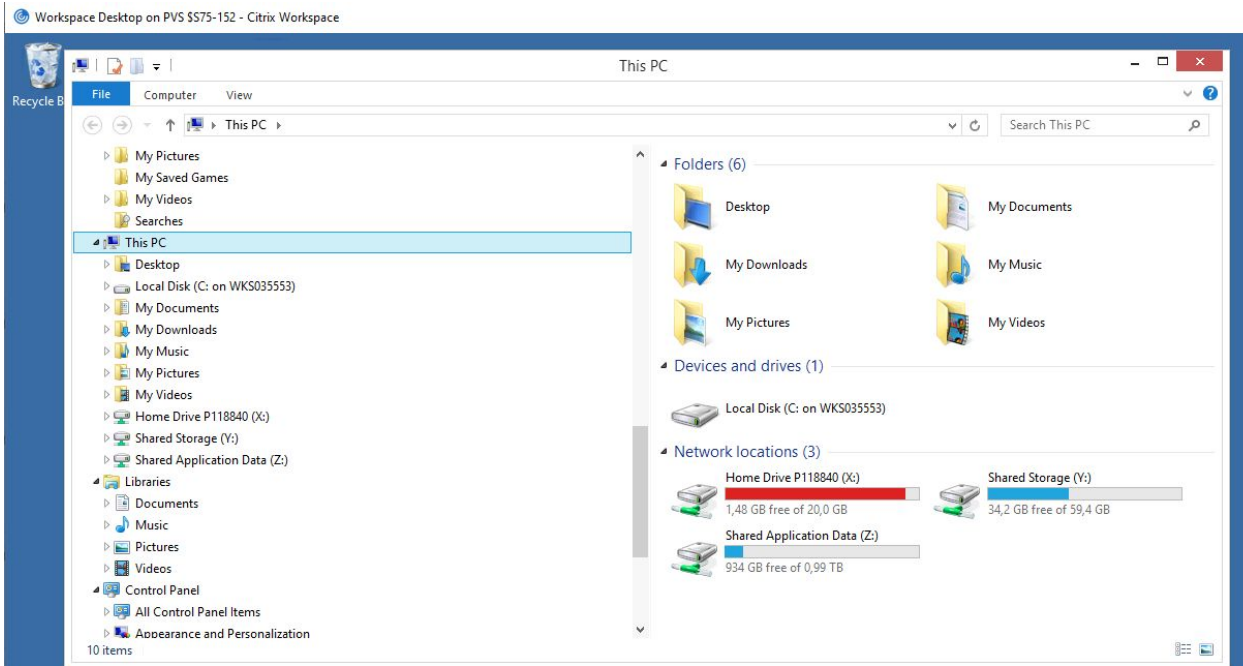
Please note:

If you do not get this pop-up window,
see the end of this slideshow for help.



Option 2. UWP Desktop

Again you can use the windows explorer to copy files to your X or Y drive.



Difference between option 1. and 2.

With option 1, the file explorer is part of your local computer (desktop). The files are processed however on the virtual computer (University Workspace) by using the UG software.

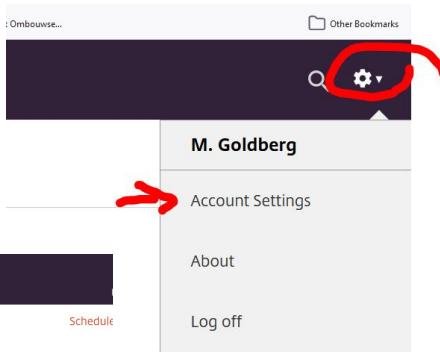
With option 2, you use the virtual desktop (your University Workspace). You are working on another computer so to speak, and you can use the file explorer to process files on your local computer. Especially for sensitive data this is more secure, because all programs you use to do your research are part of that virtual desktop. No files are downloaded to your local computer.

For the sole purpose of file transfer, option 1 should be sufficient.

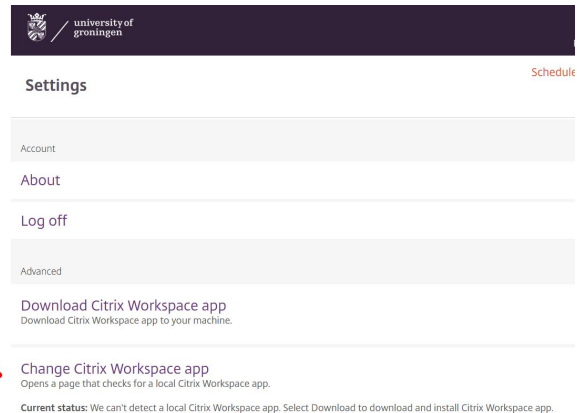
You don't get a pop-up window to allow access to your local computer?

Probably you do not use a full-version of the Citrix client. Follow these steps to solve this

1. Go to the settings menu on the start screen
2. Choose: Change Citrix workspace app



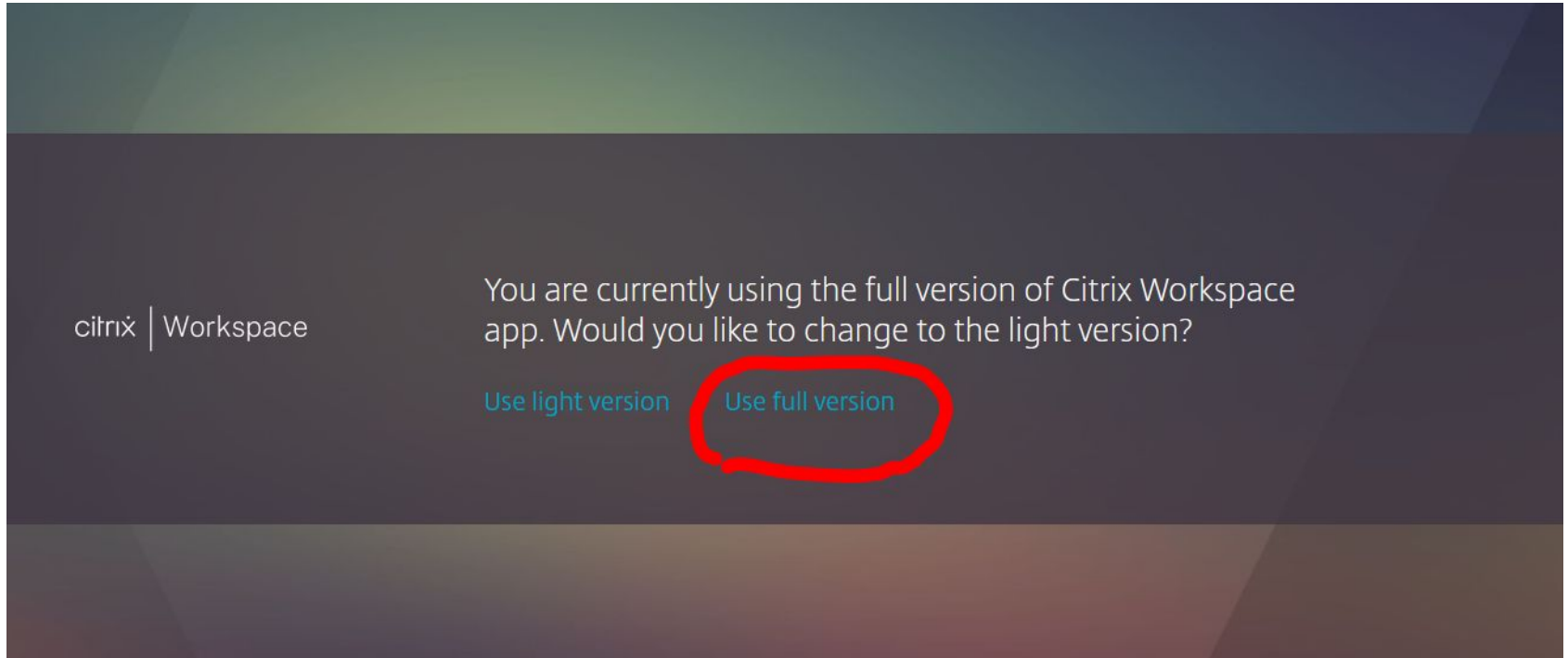
The screenshot shows the Citrix client interface. At the top right, there is a search icon and a settings gear icon, both circled in red. A dropdown menu is open, showing the user's name 'M. Goldberg' and several options: 'Account Settings', 'About', and 'Log off'. A red arrow points from the 'Account Settings' option to the main settings page below.



The screenshot shows the 'Settings' page of the Citrix client. The page has a dark header with the University of Groningen logo and the text 'university of groningen'. Below the header, there are several sections: 'Settings' (with a 'Schedule' link), 'Account', 'About', 'Log off', and 'Advanced'. At the bottom, there are two main options: 'Download Citrix Workspace app' and 'Change Citrix Workspace app'. A red arrow points to the 'Change Citrix Workspace app' option. Below this option, there is a description: 'Opens a page that checks for a local Citrix Workspace app.' and a 'Current status' message: 'We can't detect a local Citrix Workspace app. Select Download to download and install Citrix Workspace app.'



3. Choose the Full Version of the App



4. Log off and login again

If the problem persists,
contact the [CIT servicedesk](#) by telephone:
050-36 33232

Or visit the webpage:
[Virtual UWP](#)

