Potential data sharing issues

1. **I need to share files with some other people, but they dont have permission to edit a file that I wrote.**
   We use 'groups' to control who has permission to read and write files. Generally, anyone with a login can read or download a file, but only certain responsible individuals can alter them. Shared directory systems simplify access for groups of collaborators, but that convenience comes at a cost: the users need to know a little bit about the system's structure. Here's how it works:

   Although a directory is group-writeable and you are in that group, the owner still has ultimate control over the permissions settings on each file (or subdirectory) that s/he creates. Most of the directories in the "internal folder" are set up so that new files are writeable by a group. Sometimes the settings on your desktop computer override these. However, the file's owner can always change these settings manually. To see the owner of a file, in Windows XP choose the "Details" View. Then right-click the header area and click "Owner".

   If you don't have priviledges which allow you to write to a directory but feel you should, contact your supervisor and then the data manager.

2. **To edit the permission settings on any file or directory through a mapped drive (Windows XP):**
   right-click the file -> Properties -> Security
   At the top of the dialog box is a list of users and group names (the owner, the group, and "Everyone").
   check the boxes to allow the permissions you need. Usually highlighting the group, and checking "write" is what you'll need to do. If you don't own the file, you won't be able to change its permission settings. In that case, contact the data manager.
   If you are using the command line in ssh (you know who you are): *chmod g+w filename*

   Your other option is to ask your Information Manager (Li Kui: lkui@ucsb.edu) to change the permissions for you - which of course, is no problem (the MCR information manager and MSI system administrator can do this too). However, it usually works out that you don't know there is a problem until access is urgent. If help is unavailable, you'll be less frustrated if you know the process yourself. If it turns out that there is a directory in which everything *always must* be group writeable, then contact the IM about resetting the permissions there on a regular basis.

   By the way: The default setting on most fileservers is that a file can be edited only by its owner. This is mainly so that the files you create in your home directory are yours alone. This can be valuable in the group-owned directories, as well. Often only one person is responsible for all the data in a file, and so others shouldn't have any edit privileges. The downside is that (sometimes) when you create a directory, others aren't allowed to write to it (e.g, if your local computer has overridden the settings). But as the owner, you can change the permissions. If you need to transfer ownership of a file, contact your IM.