Data-Access Guide for CMSP Clients

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Overview

Your data from CMSP will be delivered via "Google Shared Drives" in subdirectory of your lab's Google Shared Drive. The drive will be named with your PI's x.500 name, prefixed by "`CMSP-PI-`", and your data will be in a subdirectory named with your x.500 name[1]. The simplest way to access your data is through the Web Interface, although you may find that you can use the "Google Drive File Stream" interface more productively when you need to access several files from a program.

Accessing Google Shared Drives from the Web Interface

You can log into your U of M Gmail to access your data. Once you have logged in, look for the square composed of nine dots in the upper right-hand corner of your Gmail Window (adjacent to the U of M logo), shown circled in red here:


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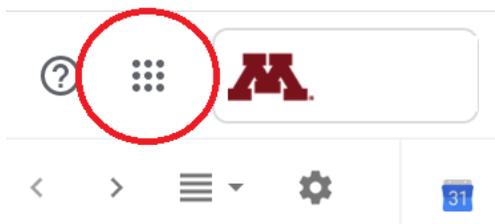
[1] If your subdirectory does not exist when CMSP staff generate your data, they will create this subdirectory for you. Any Manager or Content Manager of your shared drive also may create this subdirectory, if they see fit – see *Disconnecting from Google Drive* File Stream

Note that instructions to disconnect from GDFS are under the heading "Disconnect Account" at the same link,

https://support.google.com/drive/answer/7329379

Adjusting "Access Permissions" below for more details. Please note well that, if CMSP does not create the subdirectory, then it will be necessary to grant Content Manager status to the CMSP staff member who will deliver data to that directory.

Choose the Drive "app":
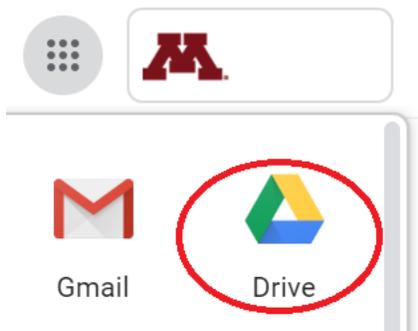
Expand the list of shared drives:
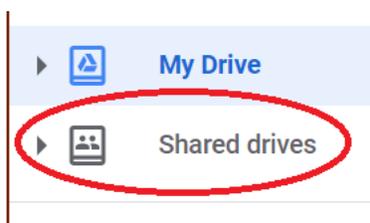
Click on the shared drive assigned to your lab to see the contents:
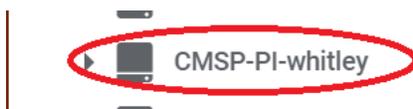
Accessing the files from the Macintosh Finder or Windows File Explorer

You can use "Google Drive File Stream" (GDFS) to use programs/apps on your computer to access the files on your shared drive directly without taking the preliminary step of downloading the files to your computer. Instructions for setting this up on your computer are available here:

https://support.google.com/drive/answer/7329379

Disconnecting from Google Drive File Stream

Note that instructions to disconnect from GDFS are under the heading "Disconnect Account" at the same link,
https://support.google.com/drive/answer/7329379

Adjusting "Access Permissions"

Ordinarily, the shared drive is set up with the principal investigator as the Manager and the lab members who are working with CMSP as Commenters.

- The Manager has <u>total</u> control over the drive; they can
    - o add or remove other users for the drive
    - o change the "access permissions" for users
    - o delete files
    - o or even delete the entire drive.
- A Commenter can make comments and copy files from the shared drive but cannot make changes to the files on the drive.
- Another class, called a Content Manager, can rearrange files or move them to the trash, but they cannot make immediate and permanent deletions or change users' access permissions.
    - o This is a reasonable setting for lab members who work regularly with the data and wish to make changes or additions to the shared drive.

To avoid relying completely on CMSP to arrange for needed permissions changes or "clean up" tasks for the shared drive, a PI may choose to delegate to additional Managers the task (ideally to one or more lab members who do <u>not</u> ordinarily work with the data on the shared drive). For a little more detail regarding how the various access permissions may best be used, see *Appendix*.

Appendix

Here is a table of the roles and the permissions and the capabilities that each role confers; please read the footnotes for the first three roles.

Permission → ↓ Role	View	Comment	Edit	Add items	Move items	Put items into trash	Empty trash	Manage members
Manager[2]	√	√	√	√	√	√	√	√
Content manager[3]	√	√	√	√	√	√		
Contributor[4]	√	√	√	√				
Commenter	√	√						
Viewer	√							

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[2] It is advisable to designate as additional Managers only those members of the lab who do not ordinarily work with data on the shared drive because that strategy **may help avoid accidental erasure of data** before they are archived, submitted for publication, etc..

[3] "Consider carefully if you really want every person to have Content Manager capabilities. A safer option may be to assign people the Contributor role at first, then increase their access level once you're confident they fully understand the implications of moving and/or deleting items."
https://www.techrepublic.com/article/what-g-suite-team-drive-managers-need-to-know-about-member-access-levels/

[4] "Contributor access provides read-only access to files in Drive File Stream or files in the Chrome OS Files app. Assign the Content Manager access level for users who need to edit files in Drive File Stream or on Chrome OS" https://support.google.com/a/answer/7337554