



**SARAO**  
South African Radio  
Astronomy Observatory

## SARAO GROUP MANAGEMENT GUIDE

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## Archive & Group Management Guide Queries

The SARAO Archive Interface (<https://archive.sarao.ac.za>) allows users to view, search for and access users observational data. These user guides also describes how to use the archive interface and also how to get the rights to access the datasets.

The SARAO Archive Interface User Guide is available online at [https://archive.sarao.ac.za/statics/Archive\\_Interface\\_User\\_Guide.pdf](https://archive.sarao.ac.za/statics/Archive_Interface_User_Guide.pdf)

The Group Management Guide provides the user with admin access to a group, where the user can then add other team members for access to the datasets.

The SARAO Group Management Guide is available online at [https://archive.sarao.ac.za/statics/Group\\_Management\\_Guide.pdf](https://archive.sarao.ac.za/statics/Group_Management_Guide.pdf)

Users requiring access to specific Proposals ID group, will have to make necessary arrangements by contacting directly the PI of the respective science projects.

For any other related queries, please raise it via SARAO Science Service Desk link below.

□ <https://skaafrica.atlassian.net/servicedesk/customer/portal/1/group/7>

## Revision History

Version	Date	Editors
First release	October 2019	Archive Team
V1.0.0	March 2022	Archive Team
V1.0.1	May 2024	CAM-SCI-OPS Team

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## 1. What is a group for?

You can manage who has access to your data using groups in keycloak. Each Proposal ID has an associated group. Every member of your group will be able to see your data when they log into the archive interface.

You can add or remove anybody who has registered to your group.

## 2. How do I get rights to manage a group?

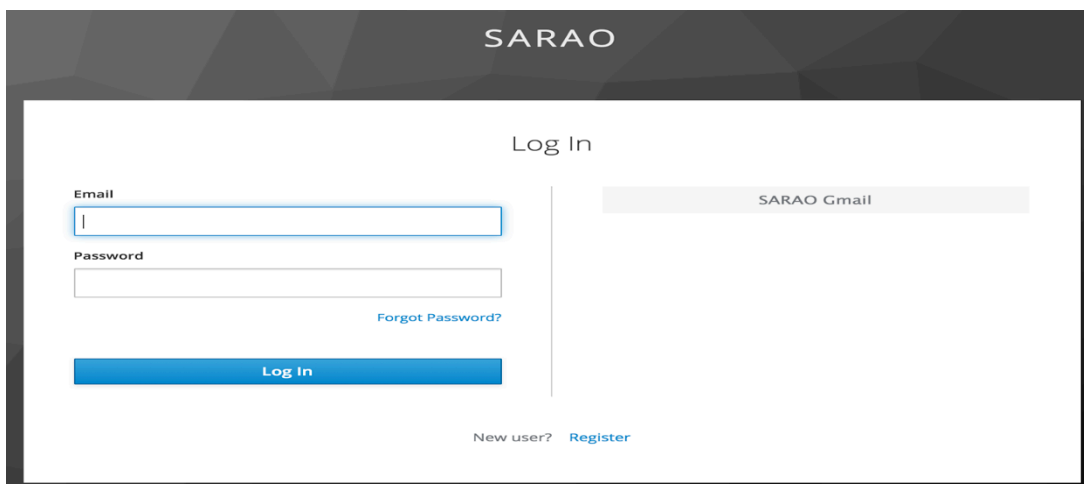
You will need to be added as an administrator to the group. You will have to ask your SARAO contact person to organise this for you. You will either have to be a Principal Investigator for the group or have the permission of the PI to manage the group for them.

## 3. Where do I manage my groups

Direct your web browser to

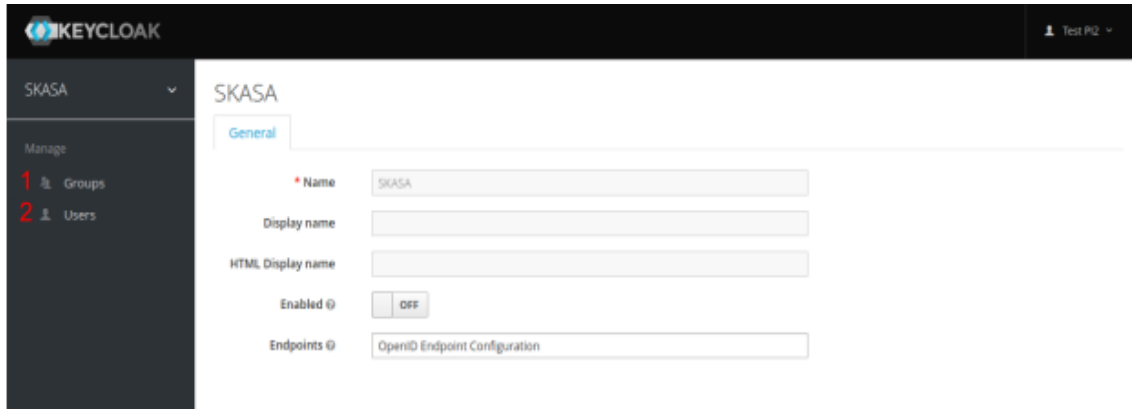
<https://keycloak.sarao.ac.za/auth/admin/SKASA/console/#/realms/SKASA>

You will be directed to log in via SARAO login interface (See Figure 1).

The image shows the SARAO login interface. At the top, the word "SARAO" is displayed in white on a dark grey background. Below this, the title "Log In" is centered. On the left side, there are two input fields: "Email" and "Password". The "Email" field contains a single character "I". Below the "Password" field is a link that says "Forgot Password?". A blue "Log In" button is positioned below the password field. On the right side, there is a grey button labeled "SARAO Gmail". At the bottom center, there is a link that says "New user? Register".

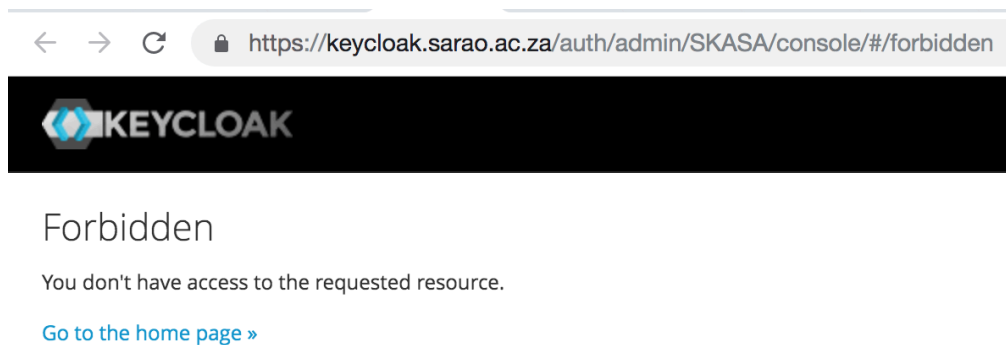
**Figure 1:** SARAO Login Interface

On logging in you will be directed to the keycloak management portal (See Figure 2).



**Figure 2:** Group Management Portal

If access denied (see Figure 3), please directly contact the PI of the project.



**Figure 3:** Permission Issues

## 4. View group membership

1. Click on groups (marked **1** in Figure 2)

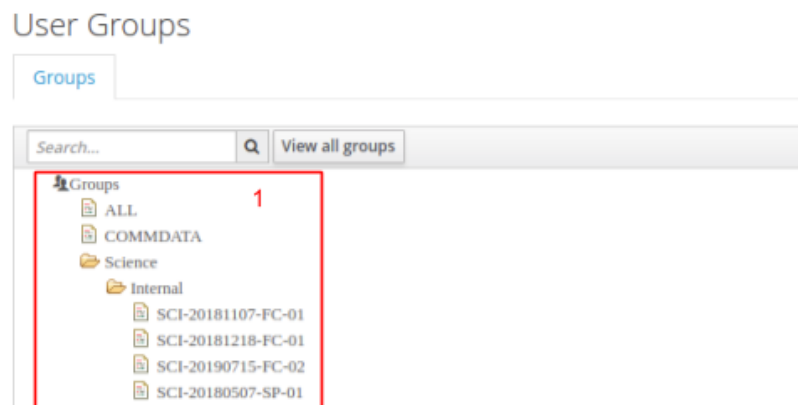


Figure 4: Groups

2. Double click on the group you would like to view from the list marked **1** (See Figure 4).
  - a. The Search bar doesn't work for subgroups, so it is best to use your browsers search (ctrl+f) to find your proposal ID
3. Click on members
4. A page displaying all members of your group will be displayed (See Figure 5).

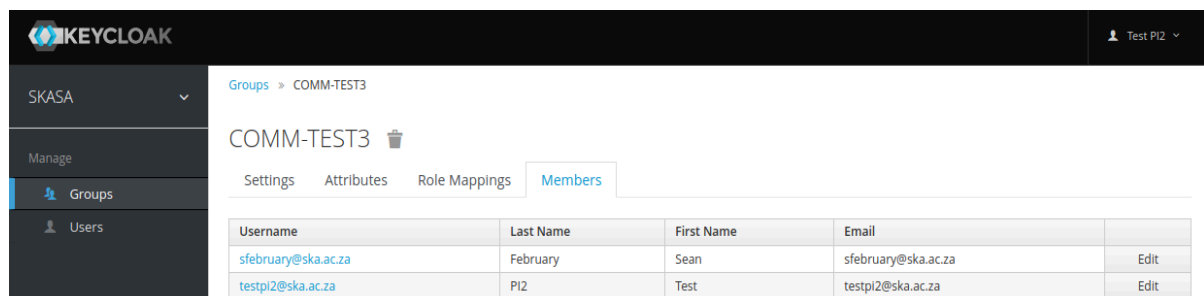
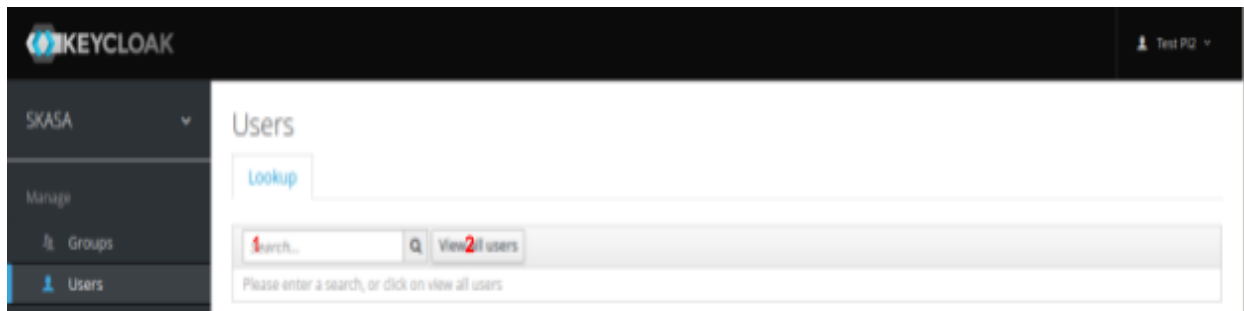


Figure 5: Group Members

## 5. Add user to group

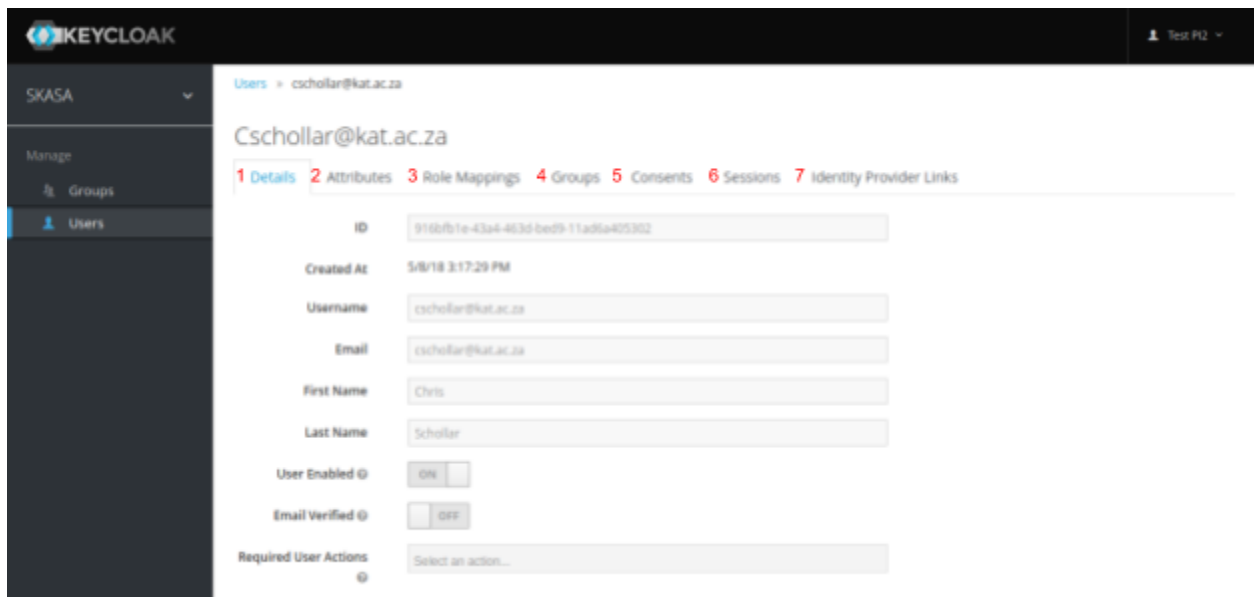
The user to be added must already be registered on the SARAO archive.

1. Click on users (marked **2** in Figure 6)



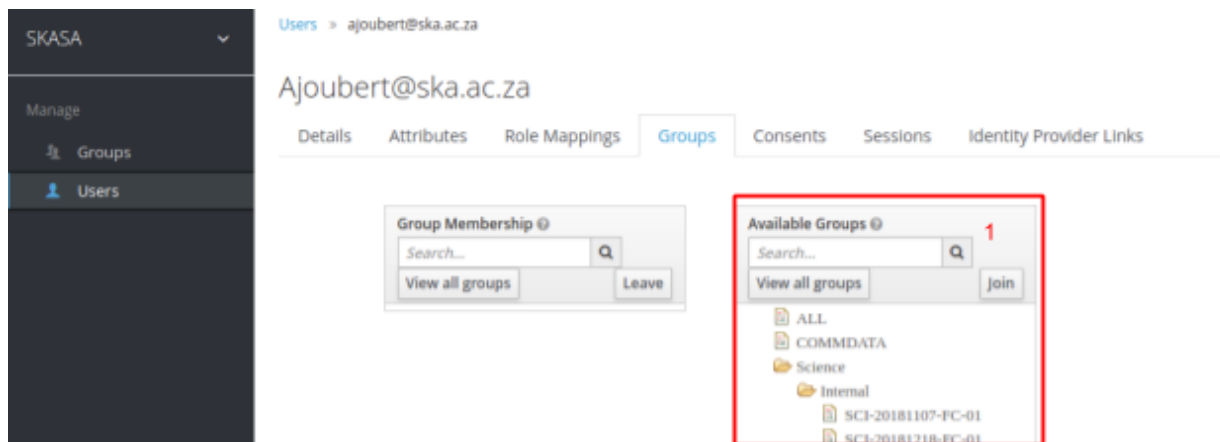
**Figure 6: Users**

2. If you know the email of the user you can enter it into the search (marked **1** in Figure 6) and press enter
3. If you do not know the email of the user click View all users
4. Click on the id of the user you would like to add to your group.



**Figure 7: User Details**

5. Click on the user's Groups marked **4** in Figure 7.



**Figure 8: User Groups**

6. Click on the group you want to add the user to from the list marked **1** in Figure 8.
7. Click **Join**
  - a. The user will be added to the group or
  - b. You will be told you do not have rights to the group if you tried to add the user to a group you do not have admin rights for

## 6. Remove a user from your group

1. Complete the steps under **View Group Membership** earlier in this document
2. Click on the username of the user you would like to remove from the list of users shown in figure 4
3. You will see the User Details shown in Figure 7. Click the user's Groups marked **4** in Figure 7.
4. Select the group you want to remove the user from the list marked **1** in figure 10 and click **Leave** marked **2** in figure 10





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**SARAO, a Business Unit of the National Research Foundation.**

The South African Radio Astronomy Observatory (SARAO) spearheads South Africa's activities in the Square Kilometre Array Radio Telescope, commonly known as the SKA, in engineering, science and construction. SARAO is a National Facility managed by the National Research Foundation and incorporates radio astronomy instruments and programmes such as the MeerKAT and KAT-7 telescopes in the Karoo, the Hartebeesthoek Radio Astronomy Observatory (HartRAO) in Gauteng, the African Very Long Baseline Interferometry (AVN) programme in nine African countries as well as the associated human capital development and commercialisation endeavours.