

# Group Management

Direct queries to [archive@ska.ac.za](mailto:archive@ska.ac.za)

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## 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.

## 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.

## 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).

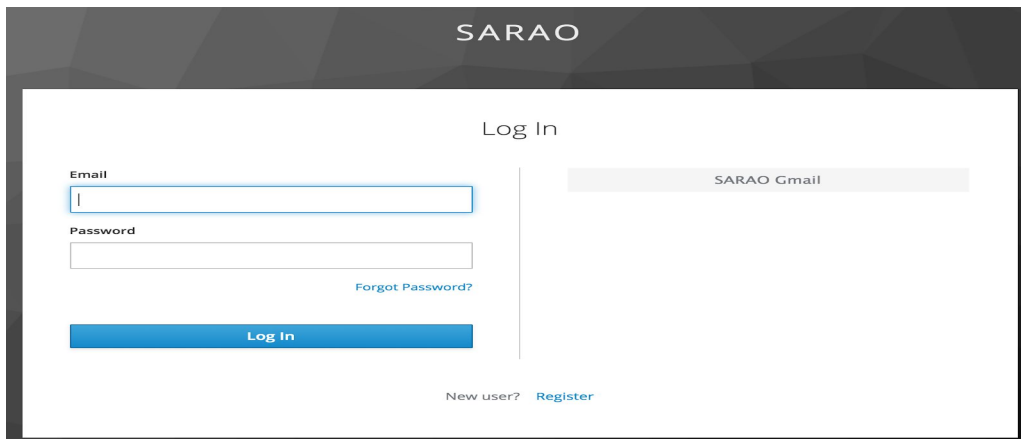


Figure 1. SARAO login interface

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 contact your PI or email [archive@ska.ac.za](mailto:archive@ska.ac.za).

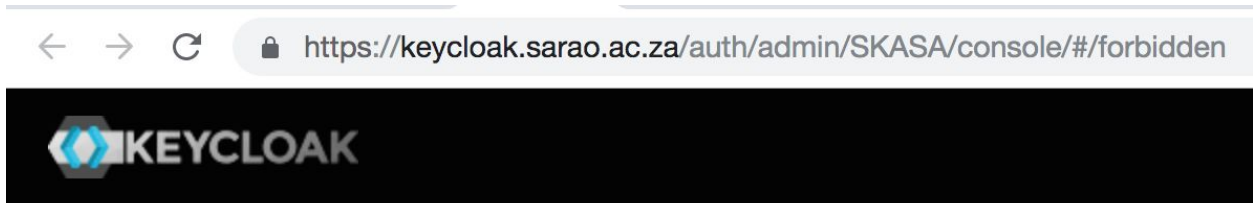


Figure 3. Permission issues

## View group membership

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

# User Groups

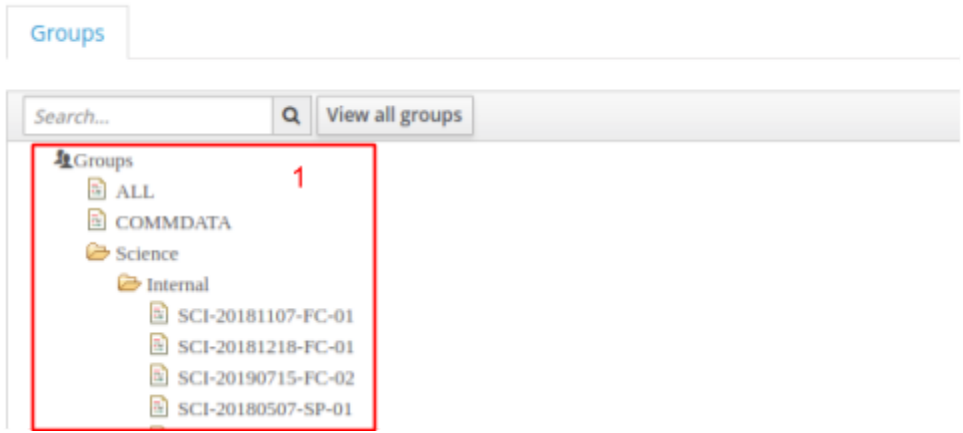


Figure 4. Groups

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).

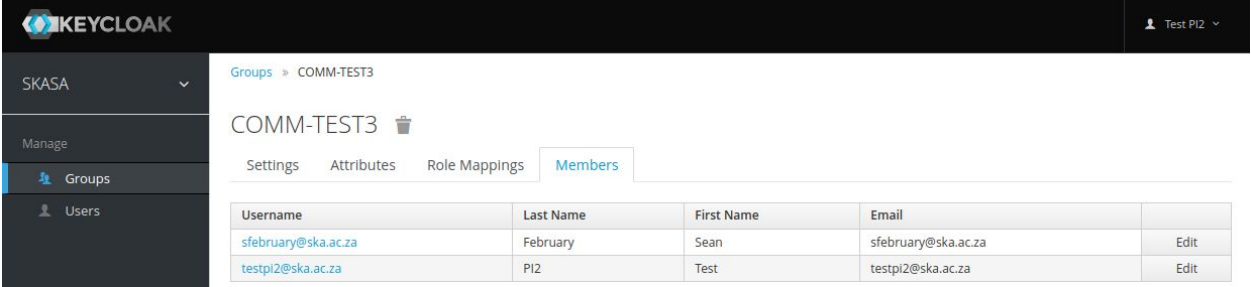


Figure 5. Group Members

## Add user to group

The user to be added must already be registered on the SARA0 archive.

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

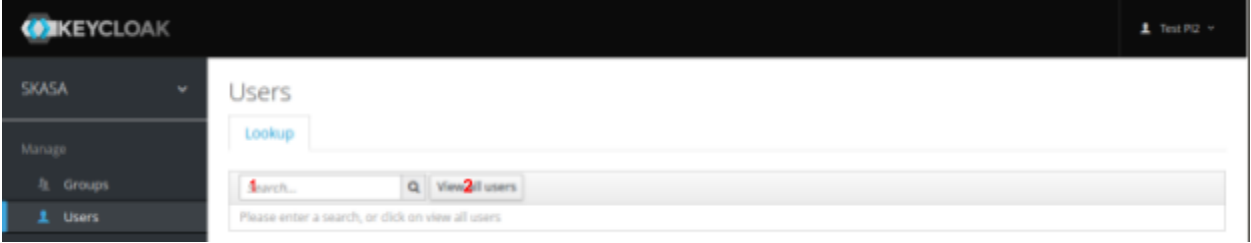


Figure 6. Users

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.

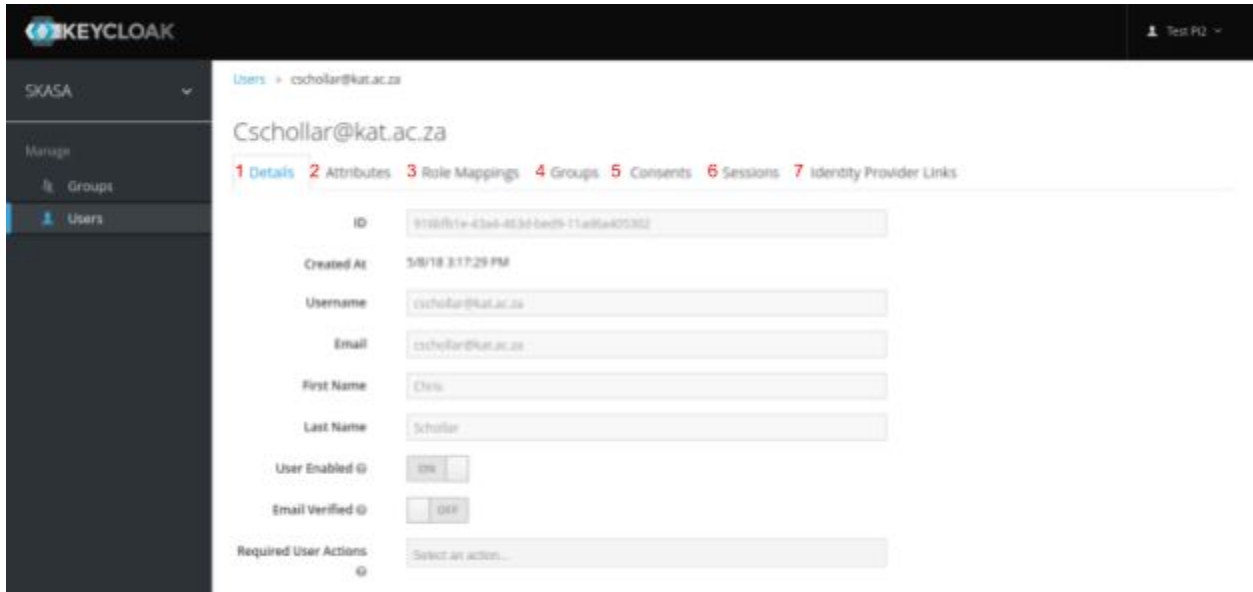


Figure 5. User Details

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

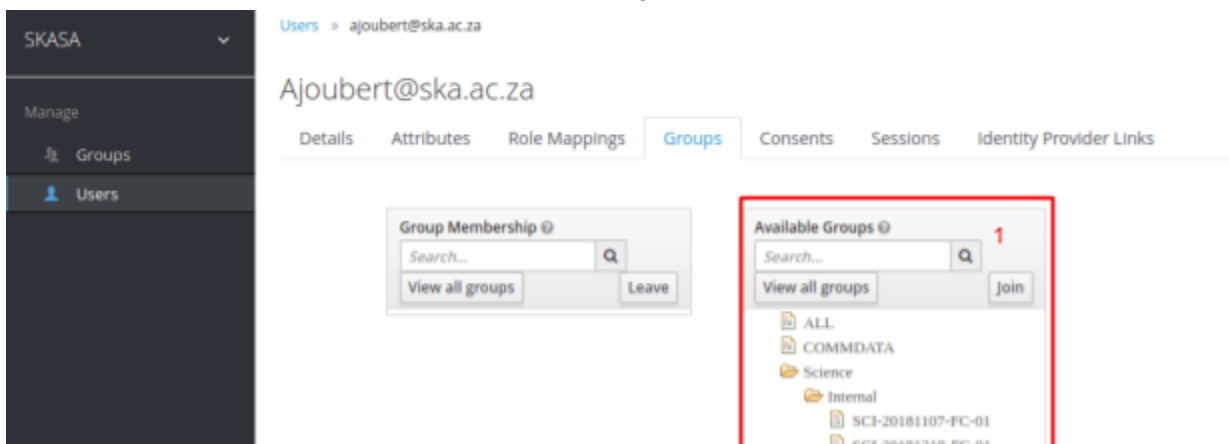


Figure 6. User Groups

6. Click on the group you want to add the user to from the list marked 1 in Figure 6
7. Click **Join**
  - a. The user will be added to the group or
  - b. You will 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

## 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 8. Click the user's Groups marked **4** in Figure 8
4. Select the group you want to remove the user from from the list marked **1** in figure 10 and click **Leave** marked **2** in figure 10