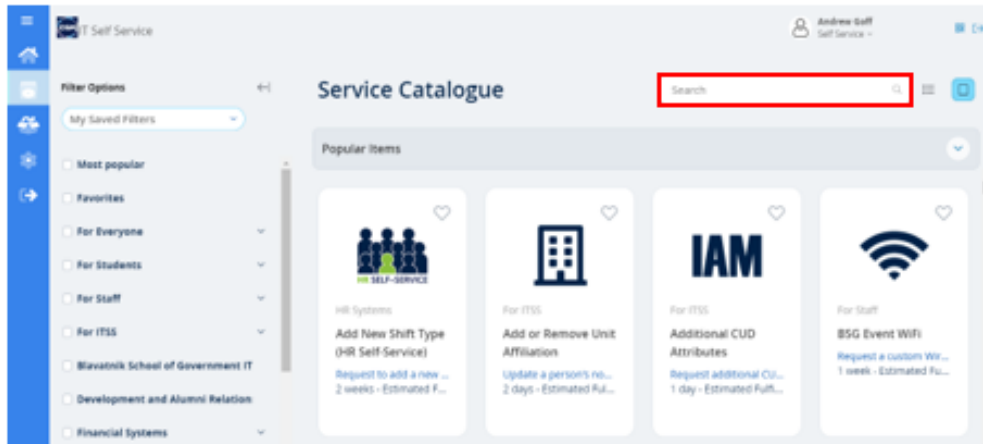


# RFS User Guidance Document

## Requesting Research File Services Storage

1. Open a browser and navigate to <https://oxford.saasiteu.com/>
2. Select Self Service (if necessary)
3. Select "Submit a request"
4. Search for the RFS service requests by entering "RFS" in the search box

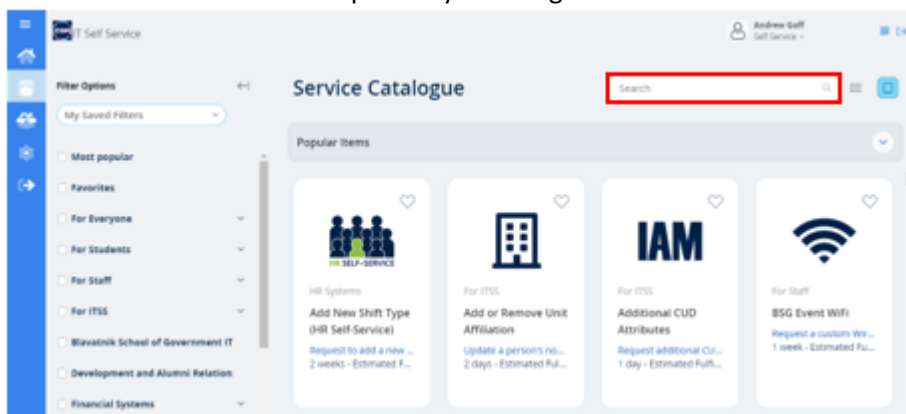


NB: there should be two RFS service requests available

5. Click on the **Research File Storage (RFS)** request to open the form
6. Fill out the form fields
7. Click Review & Submit

## Requesting RFS access for a new user

1. Open a browser and navigate to <https://oxford.saasiteu.com/>
2. Select Self Service (if necessary)
3. Select "Submit a request"
4. Search for the RFS service requests by entering "RFS" in the search box



NB: there should be two RFS service requests available

5. Click on the **Research File Service (RFS) User Access** request to open the form
6. Fill out the form fields
7. Click Review & Submit

## Accessing RFS storage

You will need a user account in the connect.ox.ac.uk domain that will become a member of a resource group with access to an RFS storage folder/share. If you have not already requested storage or requested access for a new user, please use the OSM Service Request forms as described above.

## Resetting your CONNECT password

If you already have a CONNECT password but have forgotten the password, you can reset it using the instructions found at <https://help.it.ox.ac.uk/change-connect-password> (use method 2).

## Mapping a drive to your RFS Storage

Instructions on how to map a CONNECT network drive for Windows, Mac and Linux clients can be found on the IT Services Website - <https://help.it.ox.ac.uk/map-connect-drives>. The project team will supply you with the network path to your project folder. If you need to reset your CONNECT password, instructions can be found at <https://help.it.ox.ac.uk/change-connect-password> (method 2).

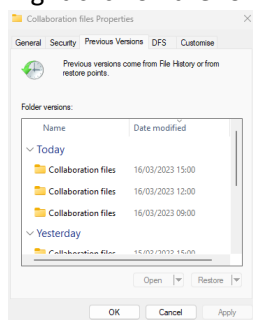
## Connecting to RFS Storage from home via VPN

If you are connecting to your RFS storage from outside of the university network (e.g. at home), you will need to connect using the Oxford Virtual Private Network (VPN). Instructions on how to register and connect to the Oxford VPN can be found at <https://help.it.ox.ac.uk/vpn>

## Restoring a file from a previous version (Windows only)

Windows users have the option to restore a folder (not individual files) from a previous copy. This capability is only present on Windows clients. The “Previous Files” software takes a snapshot of all the folders in your research storage at 09:00, 12:00 and 15:00 every day and stores them. These folders can be restored as follows

1. Right click on the folder you want to restore then click Properties



2. Click on the Previous Versions tab
3. Select the version you want to restore
4. Select Open to view the files or Restore to overwrite the existing data with the previous version.

## Give a new user access to your storage

If you are a storage owner and would like to give another user access to your project storage, you can do so by logging in to Active Roles. The user you are adding must already have a CONNECT user account. If they don't, you can request they are added using the instructions in the [Requesting RFS Access for a new user](#) section of this document.

1. Open a browser and navigate to <https://self-service.rfs.ox.ac.uk>
2. You will be prompted to enter your CONNECT login details using the format [abcd1234@connect.ox.ac.uk](mailto:abcd1234@connect.ox.ac.uk) and click Sign In (may look different on Mac or Linux)

Sign in  
https://activeroles.it.ox.ac.uk

Username

Password

3. Once you are on the home page, click on RFS Resource Management



4. Allow the resources page to load then select the Resource Group you want to allow your user to access (e.g. If you want your user to only have “Read Only” access to “Project\_Y”, click on RFS-RD-Project\_Y-RO)
5. Allow the resource page to load then click on the Add button
6. Allow the select object page to finish loading then enter the new user’s name or SSO in the search box then click the search icon to return the results

| Name  | Type | Description                        |
|---|------|------------------------------------|
| <input checked="" type="checkbox"/> Andrew Goff   | user |                                    |
| <input type="checkbox"/> Andrew Goff - Supervisor | user | Supervisor account for Andrew Goff |
| <input type="checkbox"/> Andy Goff - Test Account | user | DO NOT DEPROVISION                 |

Temporary Access...

7. Select the correct user by checking the box next to their name then click OK
8. You will then be returned to the Resource Page and you will see the added user in the Members list

**NB: for this to take effect, the user may need to disconnect from the VPN or restart their machine**

## Change a user's permissions to read only or remove user access

You can change a user's access permissions from Read Only to Read Write (or vice versa) using Active Roles. Follow steps 1 to 5 to remove a user completely.

1. Open a browser and navigate to <https://self-service.rfs.ox.ac.uk>
2. You will be prompted to enter your CONNECT login details using the format [abcd1234@connect.ox.ac.uk](mailto:abcd1234@connect.ox.ac.uk) and click Sign In (may look different on Mac or Linux)

Sign in  
https://activeroles.it.ox.ac.uk

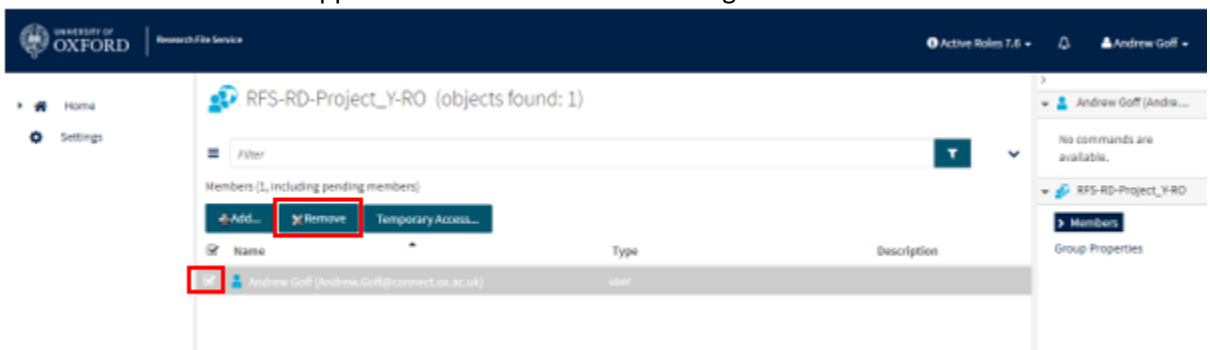
Username

Password

3. Once you are on the home page, click on RFS Resource Management



4. Allow the resources page to load then select the Resource Group your user is currently a member of (e.g. If you want your user is a member of the "Read Only" for "Project\_Y", click on RFS-RD-Project\_Y-RO)
5. Select the user you want to remove by checking the box next to their name then click Remove. The user will disappear from the list and will no longer have access.



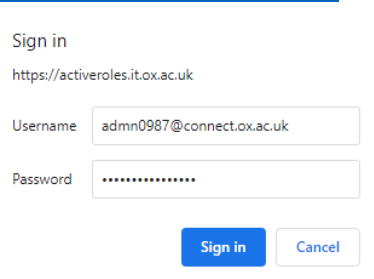
6. To grant the user new permissions, repeat the steps taken in the above section [Give a new user access to your storage](#) and add them to Read Write Group (e.g. RFS-RD-Project\_Y-RW)

## View Quota Information

You can view your storage allocations quota usage in Active Roles.

1. Open a browser and navigate to <https://self-service.rfs.ox.ac.uk>

2. You will be prompted to enter your CONNECT login details using the format [abcd1234@connect.ox.ac.uk](mailto:abcd1234@connect.ox.ac.uk) and click Sign In (may look different on Mac or Linux)



Sign in  
https://activeroles.it.ox.ac.uk

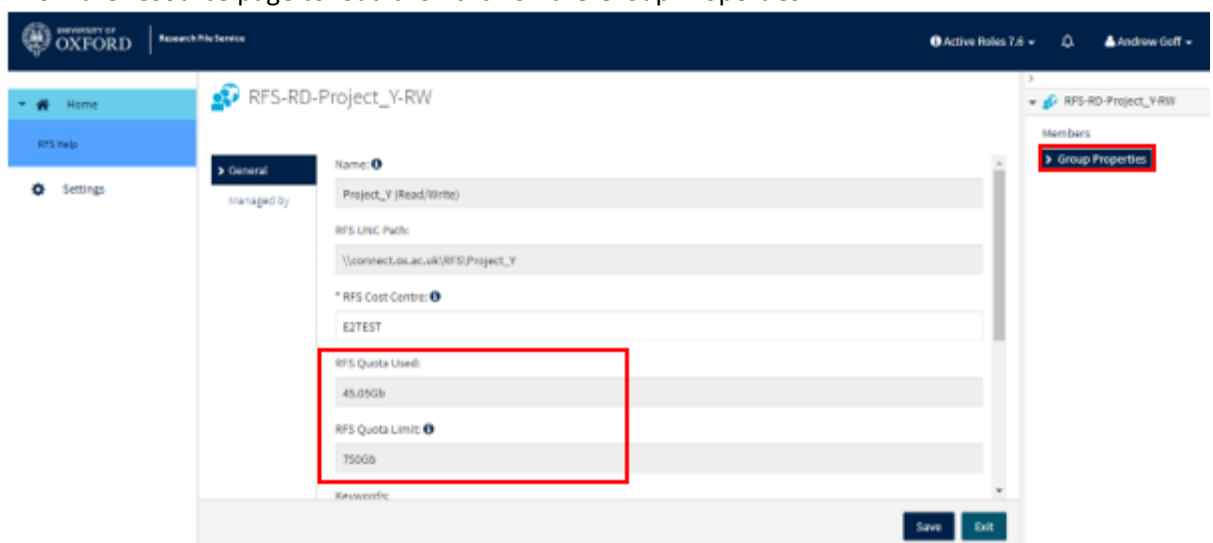
Username

Password

3. Once you are on the home page, click on RFS Resource Management



4. Allow the resources page to load then select the Resource Group you want to check (NB: the quota information is the same for both the RW and RO groups for each project)
5. Allow the resource page to load then click on the Group Properties link



6. You will find the "RFS Quota Used" and "RFS Quota Limit" fields in the Group Properties along with information about your storage network address (RFS UNC Path) and Cost Centre.