

Share.dtu.dk

(External Collaboration Sites)

Service Description

Table of Contents

1. Preface	2
2. Description of the 'external collaboration sites' service.....	2
2.1. Collaboration sites portal.....	3
2.2. Ordering procedure, request a site.....	3
2.3. Standard Team Site	3
2.4. Search	3
2.5. Diversity and Mobility (availability)	4
2.6. Who can you invite as members of a collaboration site.....	4
2.9. Prohibited file types.....	4
2.10. Site life cycle	5
2.11. Backup/Recovery	5
2.12. Recycle bin	5
2.13. Archiving	5
2.14. Antivirus.....	5

1. Preface

National and international collaboration is an integral part of DTU, and a prerequisite for DTU's position as an international elite university. This position and status is held and continuously developed by DTU's scientific and administrative staff.

External collaboration sites aim to give you, as a member of staff, the best platform for entering collaboration with partners worldwide as well as with colleagues at DTU.

2. Description of the 'external collaboration sites' service

This service is created for you as an employee of DTU, to be used for handling collaborative efforts with your colleagues abroad and across departments. These collaboration sites are by nature temporary – but will be extended for the time needed. The external collaboration sites are intended to honor the following goal:

- Foster collaboration between colleagues across departments as well as with partners abroad.

This is underpinned by:

- A simple ordering procedure
- Fast delivery
- De-centralized user administration – you'll be given the site owner role, with which you'll be able to invite people and administer access rights. The invited members will only be given access to the sites they've been specifically granted access to.
- Easy maintenance for DTU IT specialists
- Utilization of SharePoint SE standard components (as little code as possible)

- Diversity and mobility – supporting the most popular web browsers/operating systems on mobile devices and computers.

2.1. Collaboration sites portal

From the main landing page (<https://share.dtu.dk>), you can order a collaboration site through a site request form. From this landing page, you will also be able to find and read relevant policies, procedures and guidelines. Moreover, you can find help regarding the usage of the sites.

2.2. Ordering procedure, request a site

On share.dtu.dk you can request a share.dtu.dk site. Through this page you'll be referred to a site request form, which must be filled in and submitted. Once submitted, the site will be ready for use within approx. 60 minutes. You and your manager (registered in the DTU database) will automatically be added as the owner of the site and will receive an email with a link to the site.

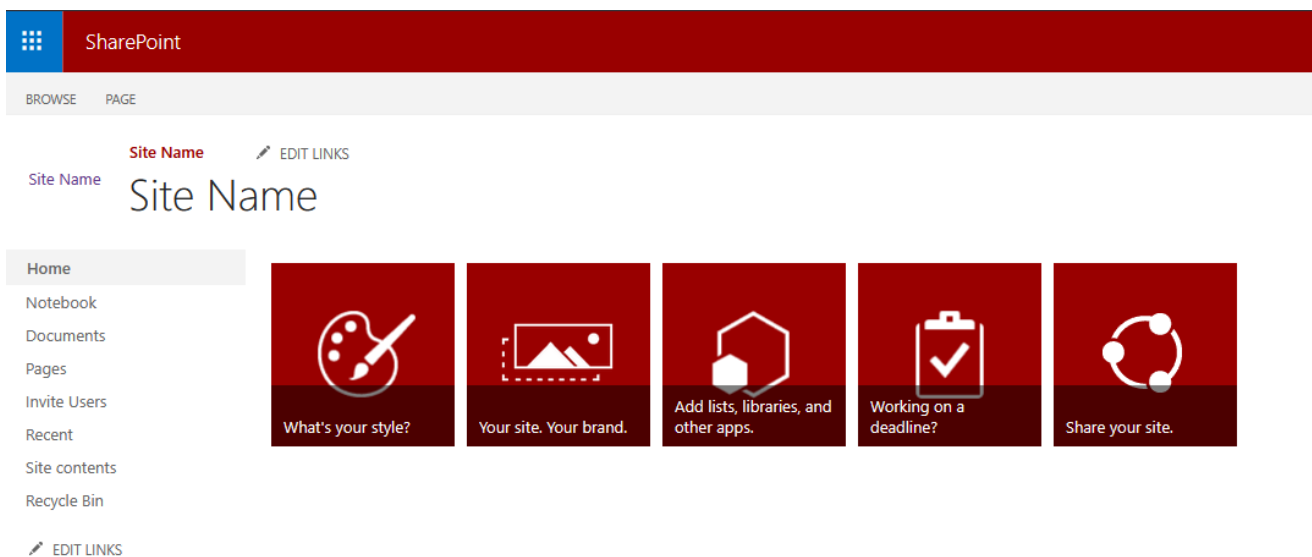
If you do not want your manager to be an owner of the site, you must change their permissions on the site afterwards. Site owners can via the Invite users page, invite other people to the site (both internal and external), with the permissions of either Contributor or Visitor. Contributors can add, view and edit content, while Visitors can only view content.

2.3. Standard Team Site

This is an external accessible collaboration site, based on Microsofts SharePoint SE team site template, branded with the DTU logo.

The SharePoint SE team site template offers the following capabilities (apps):

A site landing page, where you'll be guided by tiles to get started:



2.4. Search

All site content is indexed and can be found through the search interface. The search function retains security trimming, which means that any search will only display information you have access to.

2.5. Diversity and Mobility (availability)

These sites are built to support collaboration between national and abroad. This will foster diversity in our users, web browsers and operating systems. These collaboration site aims to work – without loss of function – for several technical variations in computer and mobile devices platforms. The SharePoint SE compatibility matrices below illustrate this point:

Browser	Supported
Microsoft Edge	Yes
Google Chrome (latest released version)	Yes
Mozilla Firefox (latest released version)	Yes
Apple Safari (latest released version)	Yes

SharePoint SE mobile browser compatibility matrix:

Mobile platform	Supported browser/use
iOS/iPadOS	Latest version of Safari
Android	Latest version of Chrome
Other mobile platforms	May work if using a modern, standards-based browser, but are not specifically listed as supported.

Mobile access to SharePoint SE should be based on current, vendor-supported mobile operating systems and browsers. Functionality may vary on mobile devices, and some features may require desktop browser access.

2.6. Who can you invite as members of a collaboration site

- All DTU employees
- Employees in any organization connected to WAYF ([See here for a list of WAYF connected institutions](#)) Others; people not included in the above categories, must be created in guest.dtu.dk. The users will hereafter be able to log in through WAYF.

Please note that you have to use the “Invite Users” page, the Share button does not grant access.

2.7. How much space is allocated (site quota)

Every new site created is issued a site quota of 10 GB. As site owner, you can request additional space

2.8. Max upload file size

The maximum size for uploaded files is 500 MB

2.9. Prohibited file types

You can upload the most common file types to your document libraries. Some file types will be blocked – these include e.g. executable files. You can find a list of blocked files types in the FAQ on the main landing page (<https://share.dtu.dk>).

2.10. Site life cycle

Should you no longer use your site, or does it contain data that may not be stored after use, e.g., due to GDPR, then create a ticket at [IT ServicePortal](#), (search for SharePoint) to request your site deleted, remember to include the url to the site. Please note that only the site-owners can request a deletion of the site.

If there is no activity on the site, the following process will be followed:

- At least two years of inactivity: the site will be set to read only (the DTU owners will receive an email. If there is no active DTU Owners, the active DTU Users will receive an email)
- At least 2.5 years of inactivity: the site will be set to no access (the DTU owners will receive an email. If there is no active DTU Owners, the active DTU Users will receive an email)
- At least three years of inactivity: the site will be permanently deleted and cannot be restored.

2.11. Backup/Recovery

A central backup of all sites and content is performed every day. This backup is only for disaster recovery – e.g. total system breakdown – and is not available for restoring single sites, or items of a site. If you by accident delete content, please use the recycle bin described below.

2.12. Recycle bin

Your site comes with 2 recycling bins:

- Your personal recycle bin – contains the information *you* delete
- Site administrator recycle bin

When you delete content from your site, the content is moved to your personal recycle bin. From here you can move the deleted content back to your site if needed. If you delete content from your personal recycle bin, the content is moved along to the site administrators recycle bin. You cannot retrieve the content from the site administrator recycle bin yourself unless you are a Site Owner.

– if needed please contact SharePoint support via ServicePortal on Inside. The space for your personal recycle bin is taken from your site quota. Content in either recycle bins is deleted after 30 days total, from deletion – not 30 days in each recycle bin.

2.13. Archiving

Please note: There is no automatic integration to DTUDOCX. Site Owners are responsible for adding relevant content to DTUDOCX manually.

2.14. Antivirus

All content uploaded to the sites are scanned for virus.