

Share.dtu.dk

(External Collaboration Sites)

Service Description

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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 2013 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

[DTU Inside](#) has a designated page for this service. Through this page you'll be referred to a site request form, which has to be filled in and submitted. Once submitted, the site will be ready for use in a couple of minutes. You and your organizational reference¹ will be given the site owner role, and you'll both be notified via email. Site owners can invite other people to the site, with the permissions of either Contributor or Visitor. Contributors can add, view and edit content, while Visitors can only view content.

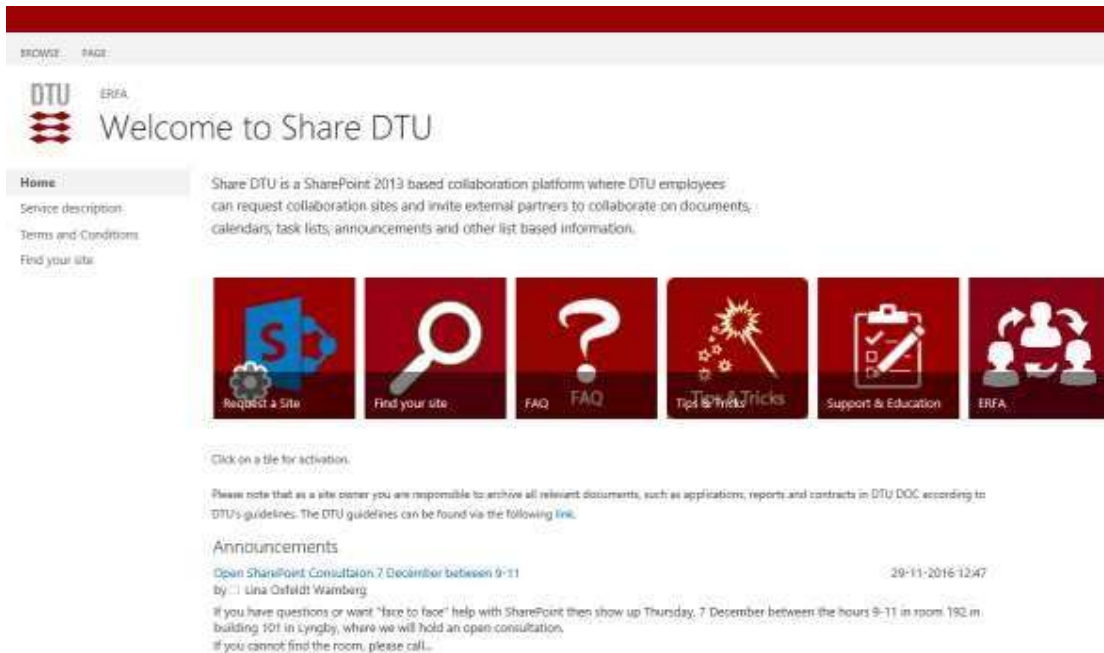
2.3. Standard Team Site

This is an external accessible collaboration site, based on Microsofts SharePoint 2013 team site template, branded with the DTU logo.

The SharePoint 2013 team site template offers the following capabilities (apps):

¹ You'll need to fill in the initials of your organizational reference

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



The tiles can guide you in:

- User and rights administration. This allows you to invite other people, and grant them access rights to your site
- Creation of document libraries for sharing of documents – with the possibility of document versioning. You can also upload documents – using drag n' drop as a new feature.
- Creation of task lists, where site members can set up tasks, and assign them to themselves or other site members. When you've created a task list, a timeline is visualized on the sites landing page for the members to get a quick overview of all pertaining activities.
- Group calendar for scheduling and visualizing meetings and other engagements

Going beyond the above mentioned apps, you'll also have access to:

- Announcement app, for communicating with your team members
- Wiki pages
- Picture library
- Link app, for storing and sharing links to other web sites
- Contacts app
- Discussions app
- Issue tracking
- Asset library for audio and video material
- Custom defined lists
- Survey app, for smaller surveys

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 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 2013 compatibility matrices below illustrate this point:

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

SharePoint 2013 mobile browser compatibility matrix:

Mobile device operating system	Operating system version	Browser	Smartphone device	Slate or tablet device
Windows Phone	Windows Phone 7.5 or later versions	Internet Explorer Mobile	Supported	Not applicable
Windows	Windows 7 or later versions	Internet Explorer	Not applicable	Supported
iOS	5.0 or later versions  Note: Video play experience requires iOS version 6.0 or later.	Safari	Supported	Supported  Important: Office Web Apps full functionality is supported on iPad versions 2 and 3 using iOS 6.0 or later versions. Limited viewing and editing functionality is also supported on iPad versions 1, 2, 3 using iOS version 5.1.
Android	4.0 or later versions  Note: Video play experience requires Android version 4.1 or later.	Android Browser	Supported	Supported

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.

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 siteowners 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
- At least 2.5 years of inactivity: the site will be set to no access
- At least three years of inactivity: the site will be deleted

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 recycle 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 – if needed please contact ait-share.dtu-support@dtu.dk. 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

Whenever a site is deleted the content of all the document libraries, is archived for 5 years. All other information is deleted permanently. Please note: There is no 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.