BIMkeeper | ACL

Allow fine-grained access to documents and track the status.

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IMPORTANT NOTE

To access the demo, an account *must* be requested at**:** https://demo.bimkeeper.com
The demo can be accessed at: https://demo.bimkeeper.com/demos/access-control-lists

This demo-instance is only intended for use with this particular demo. The focus of the demo is on this subject only. This means the navigation shows only what the user might need. Some features might not work for this reason. The first demo (basics) can be checked for a broader perspective of all the features BIMBMS offers. For more detailed information, the BIMBMS manual can be referenced, or IRP can be contacted at:
contact@bimkeeper.com.

File Management

This manual is described as if you (the reader) is an administrator. First select the complex that you want to manage the files for. Here we will go for the 'Raadhuisstraat' complex. Click on that complex and navigate to the 'File' Panel. Your actions with files are related to the rights you have to it. These rights are defined in the ACL (Access Control List; see ACL section below).

Toolbar

A set of tools is available to easily manage your files per complex:
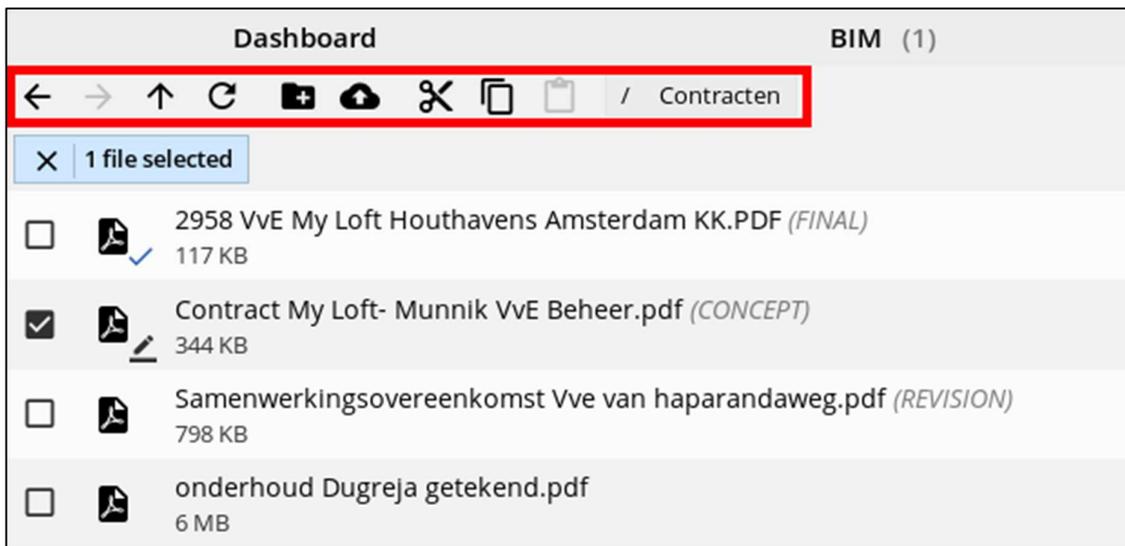
ICON	ACTION
←	Sends back to the previously opened directory.
→	Sends back to the directory you were before using the previous button.
↑	Leads to the parent directory.
↻	Refresh the view. Do not hesitate to refresh if a file is supposed to be there but doesn't appear.
📁	Create file on the current directory. You will be prompted to name it.

☁	Upload file to the current directory (note: you can also drag and drop the file inside the folder).
✂	Cut the selected file(s).
⧉	Copy the selected file(s).
📋	Paste the copied/cut file(s) to the current directory.
/ Building Information Models Raadhuisstraat_20160909-03_ifc	Path of the current directory, possibility to click on any folder of this path to access it directly.
Search	Allow to search a file by its name in all folders of the complex.
⋮ ⋯	See Other Manipulations section below
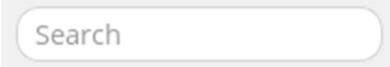
Other Manipulations

On the current directory
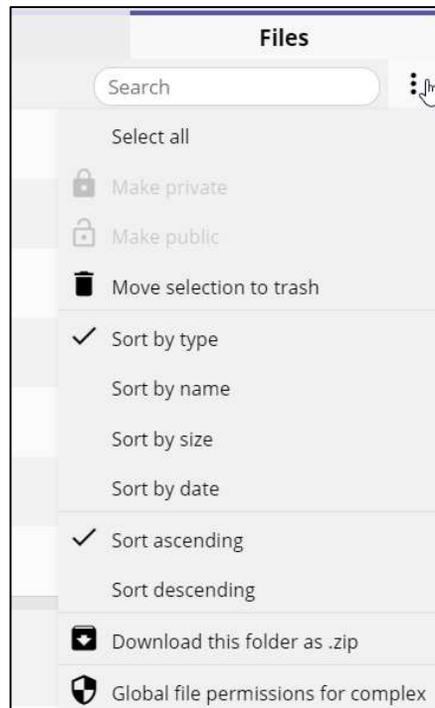
There are options available for the current directory, by clicking on the three vertical dots next to the search bar. The options that are available are for a selection (selecting everything in the directory, making the selection private/public, or moving the selection to trash), sorting (by type, name, size, or date), downloading the entire directory as a .zip archive, or for managing the permission (ACL) for the complex.
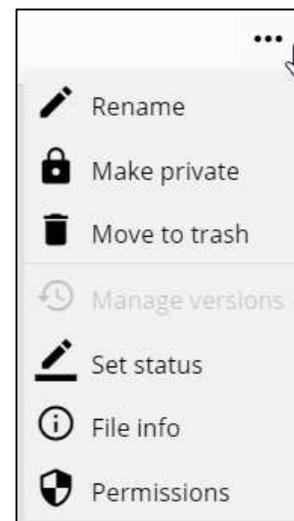
On a file/directory

The options for a file (assuming you have the proper rights) can be accessed by clicking its three horizontal dots, and include renaming, making private/public, and moving to trash.

You can also manage older versions of the file and set the status of the file. For the "File info" option see the next section on file/directory details. For the "Permissions" option see the next chapter on ACL.
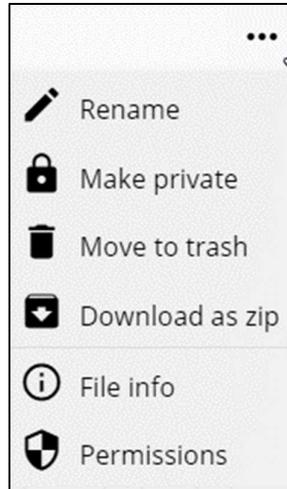

The options for a directory (assuming you have the proper rights)

can be accessed by clicking its three horizontal dots, and include renaming, making private/public, moving to trash, or downloading it as a .zip archive.

As with the files, directories' permissions can also be controlled in a fine-grained way. See the next chapter on ACL for more details.

Lastly, there is extra information when you click on the "File info" option, like the version of the document, who uploaded it, whether it is the final version or not, etc. For more details see the section on file/directory details.

Finally, there is a possibility to manage the permissions (ACL) for the file. For more information see the next chapter on ACL.

Notes on managing files/directories:

- All removed files go to trash, to delete them permanently you will have to move to the trash folder and use the proper option (in the three dots menu).
- Publish is a temporary option.

File/directory details

For each file or directory there is an option to view advanced information on how it was stored, when we stored it, and who uploaded the file. For files there is some more detailed information, about the MD5 hash (a fingerprint) of the contents, the size of the file, and the type of file.

File details　✕

Name	Raadhuisstraat_20160909-03_ifc.ifc
Description	Raadhuisstraat_20160909-03_ifc.ifc
Type	IFC
Content type	text/plain
Published?	yes
Creation Date	20-06-2018 10:44:54
Created by	Jasper Krijgsman
MD5	eedd55deedc70610afc04c7ffff4a397
Size in bytes	74809943
GridFS Id	5b2a30229543b82fe05bcccb

Directory details　✕

Name	Building Information Models
Type	BIM
Content type	inode/directory
Published?	yes
Creation Date	20-06-2018 10:45:26
Created by	Jasper Krijgsman

ACL

The Access Control List page allows you to differentiate rights given to different groups on objects. There are at this moment two different cases: the object is a file/directory, or the object is a complex. The interface for both objects is similar.

The interface is split up in three parts, resembling the importance of the different panels.

AclObjectIdentity: 194	
Object Identifier	Bestand: 2958 VvE My Loft Houthavens Amsterdam KK.PDF
Object Type	File
Object parent	Map: Contracten

The first panel contains the information of the object that you are managing the permissions of. This is purely informational, but important to know. You can also click and go to the parent of the object, so you can manage permissions that then cascade down to the children.

Permissions applied to directly this object						
#	Security identifier	Order	Re	Wr	Ad	Gr
2470	Groep: Notariaat Amsterdam	0	☐	☐	☐	☐
						Create entry

The second panel is the main panel, denoting all the ACL entries which make up the effective access control list. Do note that the most specific permission entries (those that apply to the object directly) overwrite any permission entry defined in the parent object.

You can create a new permission override with the "Create entry" button, which we will discuss in section "Create new entry".

Permissions inherited from parent objects						
#	Security identifier	Order	Re	Wr	Ad	Gr
2383	Groep: IRP Medewerkers (from Alle bestanden voor Complex: Theo Thijssenhuis)	0	☑	☑	☑	☑
2395	Gebruiker: Administrator (from Alle bestanden voor Complex: Theo Thijssenhuis)	0	☑	☑	☑	☑
2403	Rol: Admin (from Alle complexen)	0	☑	☑	☑	☑
2430	Groep: Notariaat Hilversum (from Map: Contracten)	0	☑	☐	☐	☑
2454	Groep: Geen contracten (from Map: Contracten)	0	☐	☐	☐	☐

The last panel contains all the entries that the object has gained implicitly due to the hierarchy the object is in. Any access or restriction is then applied to the child by default. This is useful in the case of a "secrets" folder, where you can make all files non-visible by default and optionally override on a case by case basis.

Create new entry

By clicking on the following button (located at the bottom of the second section) a new entry is created to manage the permissions for the current object.

	Order	Permissions			Apply
		Re	Wr	Ad	Gr
					Create entry

First select which group (role) this entry is for. Then select the permissions you want this group to have. The order allows to graduate the priority of the rights for users belonging to two groups when these groups have different rights for the same file.

The "order" is to solve a problem with the permission entries. Users can be in different groups, but we cannot merge the permissions in all those groups, as that would mean we can never specifically deny a permission; it leads to a paradox. So you can set the order to specify the order in which the entries are matched. This way one can enforce that for Object X group B has a higher priority over group A Which means if a user is both in group A and B, the permissions for group B are applied. For example: all users in the financial department may access the bank statements folder. But users that are also in the group 'intern' may not access them. The rule that forbids access must take precedence.

Unchecking the "Granting" box will disable all rights for this entry (can be checked again later).

Creating and managing ACL groups

You have the possibility to create a new ACL group. In the system, rights on creating, altering and removing information (objects, files, folders) are given to ACL groups.

This can be done with the ACL menu. Available in the manager part, for administrators and managers of the system.
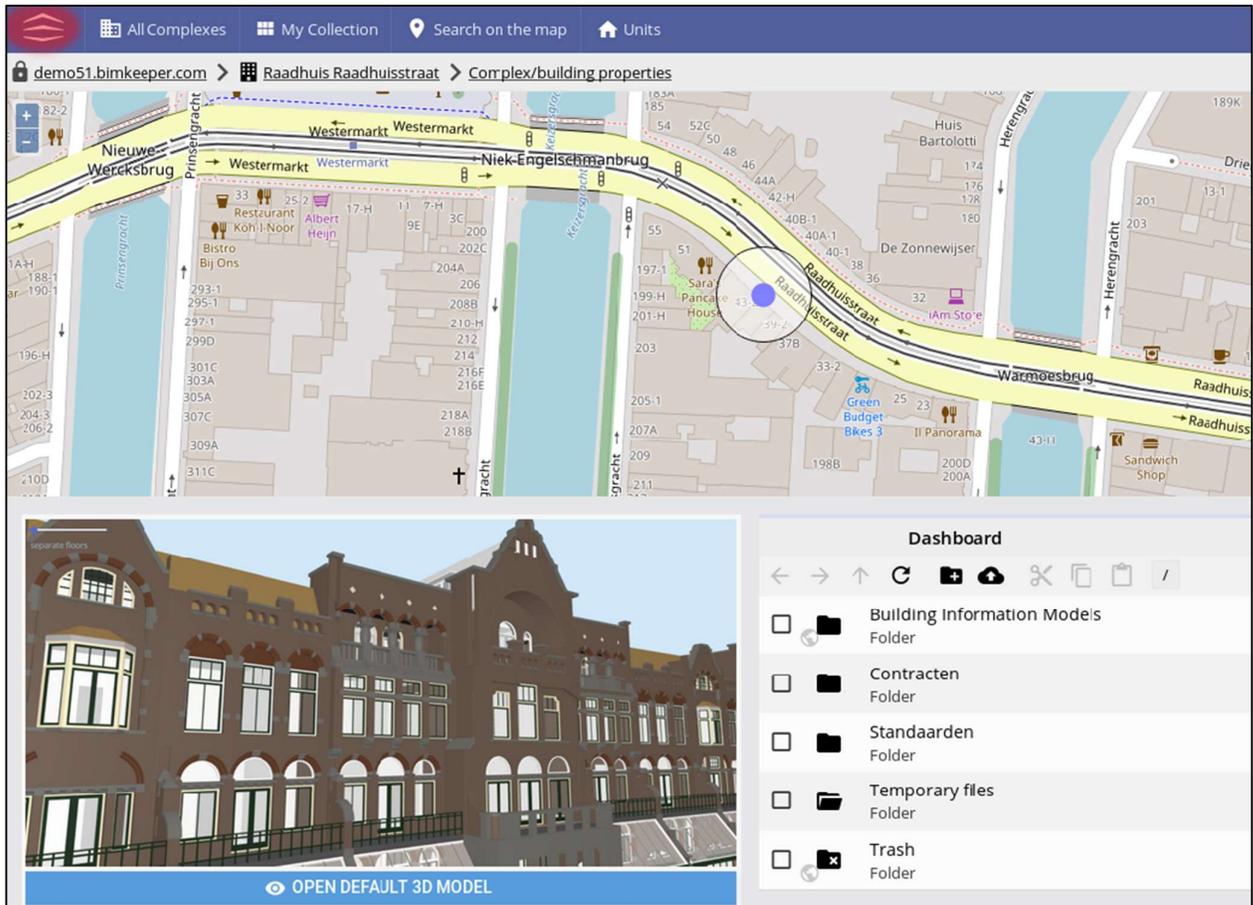
Once on the main page, put your mouse over the ACL menu and go to the ACL Groups page:
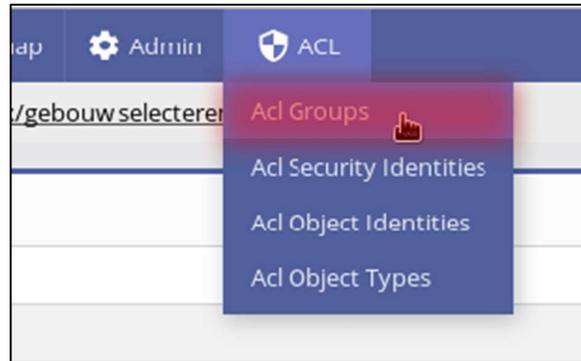
You will now see the existing groups and the number of people in each group.

Creating a new ACL Group

To create a new ACL Group use the link 'Create a new acl group' under the list of existing groups. Once on the creation page, you will need to fill in the name of the group and select the users you want in that group (to add more than one person, click on these people while holding the CTRL key pushed).

Managing ACL group

You are able to add, remove and rename an ACL group using the 'Modify' link once on the page of this group (simply click on the group from the group list to go to this page).

Now you will land on a page similar to the ACL group creation one. Just adjust either the name of the group or the list of people in it and save the changes.

-End of manual-

For inquiries, please contact IRP at contact@irp.nl