

**Diko** Tutorial

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# Introduction

We are trying to provide you a step-by-step tutorial lesson about setting up the DIKO system. Before we can start, we need to follow the steps in the “Installation Guide” to have all the software necessary installed and configure properly.

Imagine that you are the IT Support of the DIKO School of Mollusks. Your school purchased DIKO, as it is so wonder to document everything you have to.

The structure of the school is as follows:



Now, you have to set the system up that people can share literature online.

The school has only two departments:

* Department of Gastropods: headed by Professor Bouchet, and
* Department of Bivalves: headed by Professor Kuroda.

A new research assistant joined the school. He is Tom, and will report to Professor Bouchet first. Later, he will be transferred to another department and will report to Professor Kuroda.

Here are the steps we need to do:

1. Create the folder “Mollusks” under the folder “Corporate”.
2. Create the folder “Gastropods” and “Bivalves” under “Mollusks”.

Later, when Tom move from the Department of Gastropods to the Department of Bivalves, we need to transfer the ownership of his old files back to his reporting line.

# New Comers

Tom is the new research assistant of the department. We need to create a new account for him, and assign new roles to him as assistant of Professor Bouchet.

Please read Section 3.2 of Users’ Guide for details.

# Transfer

After working awhile with Professor Bouchet, Tom was transferred from the department of Gastropods to the department of Bivalves.

Go back to the main screen. Click Tom’s folder, select “”.

# Depart

After working for both Professors Bouchet and Kuroda, Tom decided to continue his study. He left all his work with the two professors inside the DIKO server.

# Summary

“Take Ownership” command (cf. Admin Guide Section 1.1.15) is useful whenever there are changes in personnel.