

# FolderShare configuration

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(For site administrators)

# Foldershare configuration

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- Goals of this talk
  - Introduce what can be configured and how
    - Fields, formatters, lists, file storage, search, web services, ...
  - Show relationship with other Drupal core configurations
    - Roles, permissions, commenting, date/text formats, image styles, ...
- We'll *zoom* through the pages
- After workshop, try on your own
  - Reset buttons are included if things get messed up

# Log in as admin

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Open your website in a web browser

`xyz.sandbox.seedmelab.org`

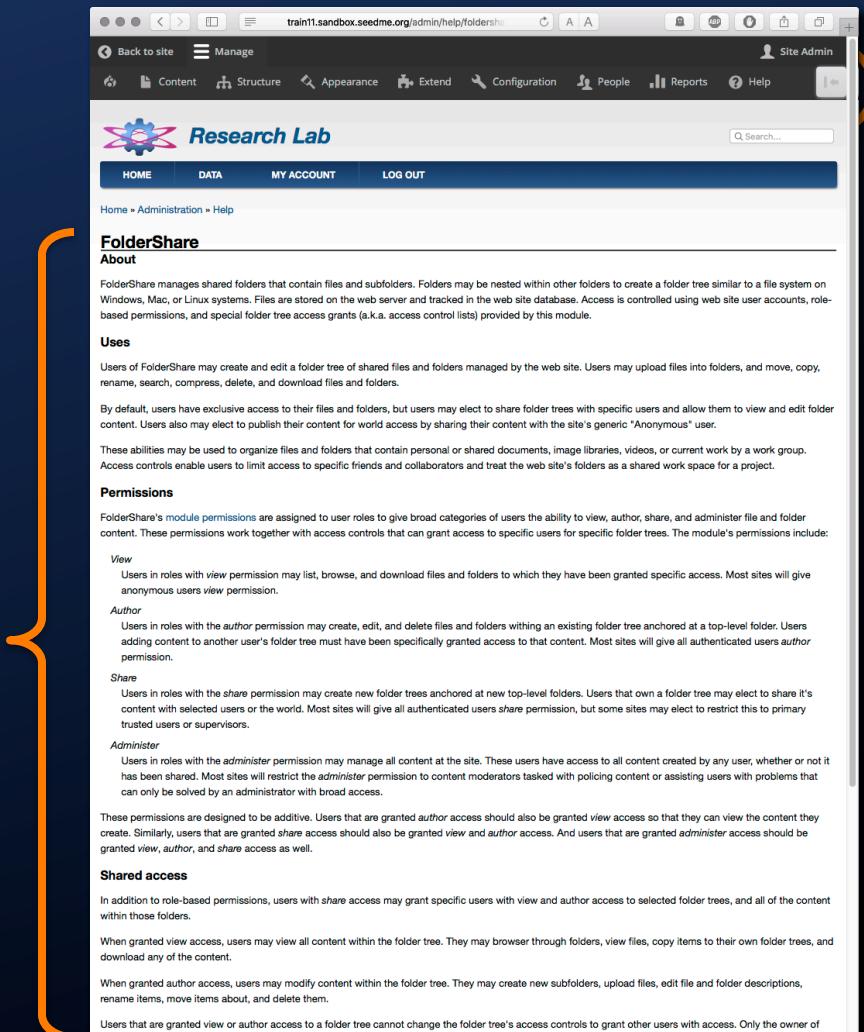
Visit log in page

Username: admin

Password: your\_password

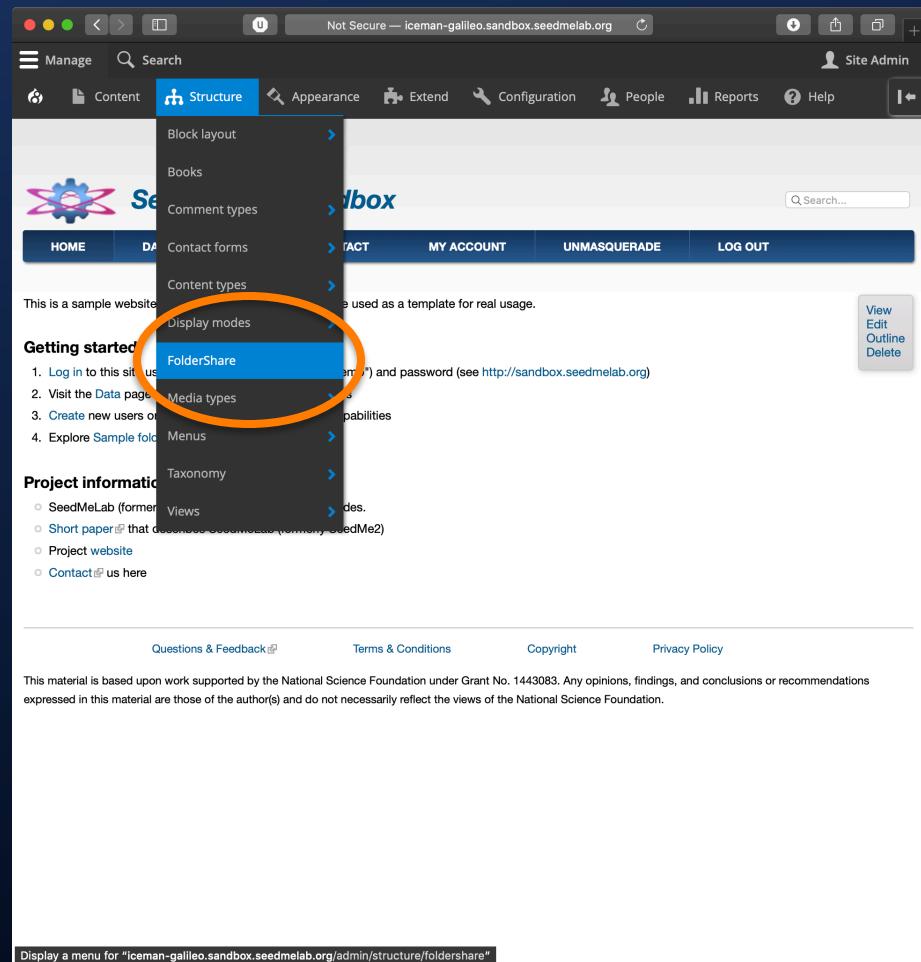
# Get administrator help

- Help
  - Drupal core (Help)
- Summarize permissions
  - View, author, share, & administer
- Summarize sharing
  - View & author access to top-level folders
- Recommended practices
- Links to other pages



# Configure

- Use the admin toolbar
  - Usually only available to site administrators



# Configure

- Multiple tabs
  - About
  - Fields
  - Files
  - Interface
  - Search
  - System
  - Web services



The screenshot shows a web browser window for 'SeedMeLab Sandbox' at the URL 'iceman-galileo.sandbox.seedmelab.org/adr'. The title bar indicates 'Not Secure'. The top navigation bar includes 'Back to site', 'Manage', 'Search', 'Site Admin' (logged in as 'iceman'), and links for 'Content', 'Structure', 'Appearance', 'Extend', 'Configuration', 'People', 'Reports', and 'Help'. A search bar is also present.

The main content area displays the 'FolderShare' configuration page. At the top, there's a logo for 'SeedMeLab Sandbox' and a search bar. Below that is a navigation menu with links: HOME, DATA, HELP, CONTACT, MY ACCOUNT, UNMASQUERADE, and LOG OUT. A 'Settings' dropdown menu is open, showing options: 'Manage fields', 'Manage form display', and 'Manage display'.

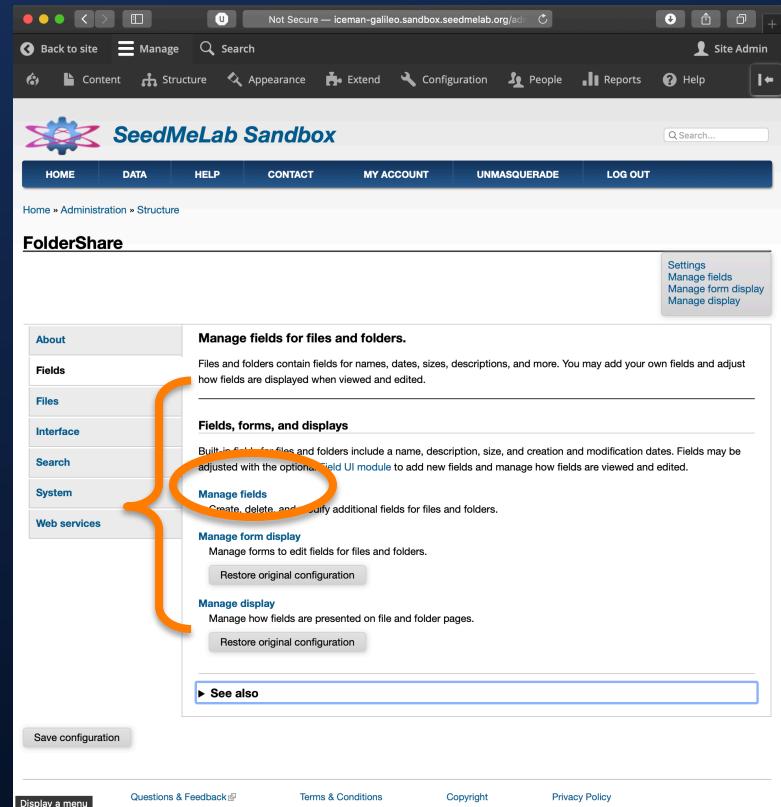
The main content area has a heading 'FolderShare' and a sidebar with links: 'About', 'Fields', 'Files', 'Interface', 'Search', 'System', and 'Web services'. A 'Save configuration' button is located below the sidebar. To the right, there's a box containing the 'FOLDERSHARE' logo, developer information ('Developed by the SAN DIEGO SUPERCOMPUTER CENTER (SDSC) at the UNIVERSITY OF CALIFORNIA AT SAN DIEGO (UCSD) and funded by the NATIONAL SCIENCE FOUNDATION (NSF)'), and the version ('Version 8.x-1.1'). Below this box, a text block states: 'FolderShare manages shared files, folders, and subfolders. The module's configuration controls where files are stored, how they are presented and searched, and how they can be shared with other users.' It also mentions 'See also Module help and the module's Usage report.'

At the bottom of the page, there are links for 'Questions & Feedback', 'Terms & Conditions', 'Copyright', and 'Privacy Policy'. A note at the very bottom states: 'This material is based upon work supported by the National Science Foundation under Grant No. 1443083. Any opinions, findings, and conclusions or recommendations expressed in this material are those of the author(s) and do not necessarily reflect the views of the National Science Foundation.'

A small 'Display a menu' button is visible at the bottom left of the page.

# Configure fields

- Fields, forms, & displays
  - Add fields to files & folders
    - Keywords, DOIs, ...
  - Change form layouts
  - Change page layouts
  - Restore original settings



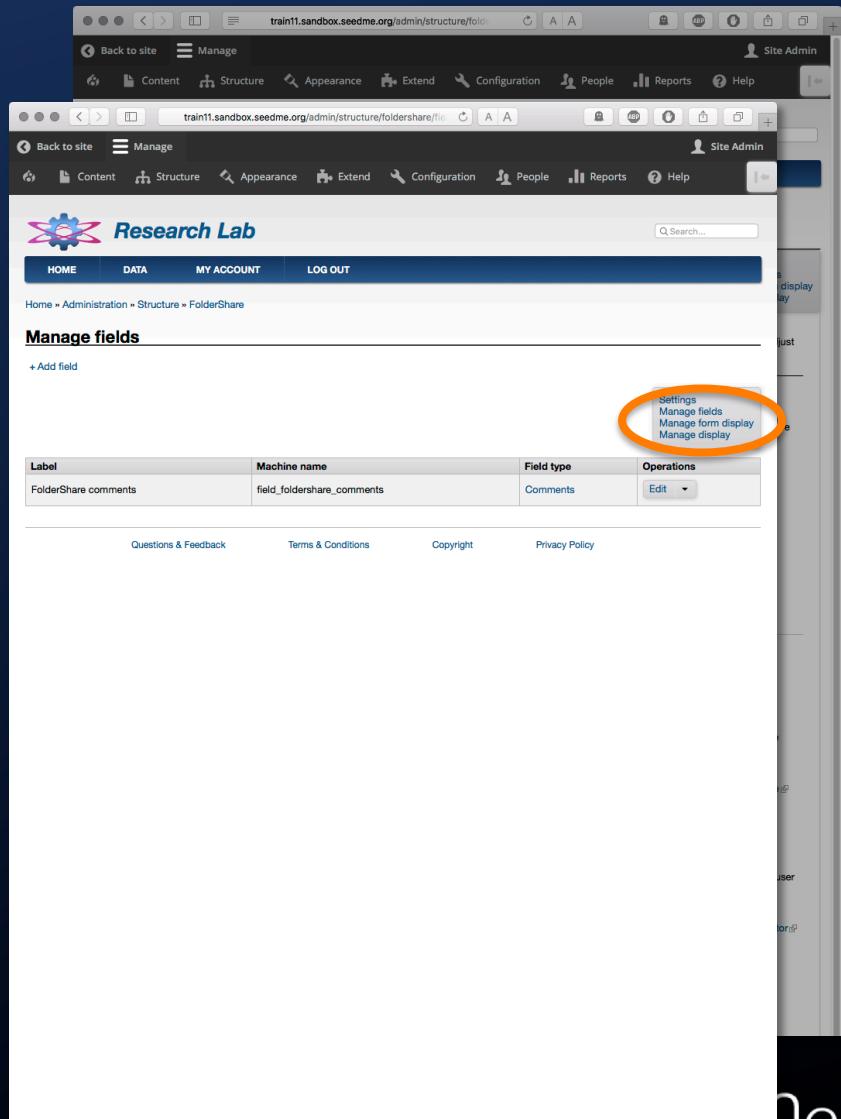
# Configure fields - demo

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- Fields, forms, & displays
  - Add fields to files & folders
    - Keywords, DOIs, ...
  - Change form layouts
  - Change page layouts
  - Restore original settings

# Configure fields

- Fields
  - Drupal core (Field UI)
- Add fields
  - Set field name
  - Set field form help
  - Set field type
    - Text, number, image, link, email, phone, URL, ...
- Always has name, description, dates, etc.



The screenshot shows the 'Manage fields' page in the Drupal admin interface. The URL is `train11.sandbox.seedme.org/admin/structure/foldershare/fields`. The page title is 'Research Lab'. The main content area displays a table with one row:

Label	Machine name	Field type	Operations
FolderShare comments	field_foldershare_comments	Comments	<a href="#">Edit</a>

On the right side of the table, there is a vertical menu with four items: 'Settings', 'Manage fields', 'Manage form display', and 'Manage display'. The 'Manage display' item is circled in orange. At the bottom of the page, there are links for 'Questions & Feedback', 'Terms & Conditions', 'Copyright', and 'Privacy Policy'.

# Configure fields form

- Fields form
  - Drupal core (Field UI)
- Order fields on form
- Set field UI widgets
  - Text fields, lists, checkboxes, radio buttons, ...



The screenshot shows the 'Manage form display' configuration page for a 'FolderShare' entity. The page has a header with 'Site Admin' and a navigation bar with links like 'Content', 'Structure', 'Appearance', 'Extend', 'Configuration', 'People', 'Reports', and 'Help'. Below the header, there's a 'Research Lab' logo and a 'HOME' button. The main content area is titled 'Manage form display'. It contains a table with two rows:

Field	Widget	Number of rows: 5	Settings
Description	Text area (multiple rows)		

Below the table, there's a 'Disabled' section and another row for 'FolderShare comments' with a 'Comment' widget. At the bottom of the page, there's a 'Save' button and a footer with links: 'Questions & Feedback', 'Terms & Conditions', 'Copyright', and 'Privacy Policy'.

# Configure fields display

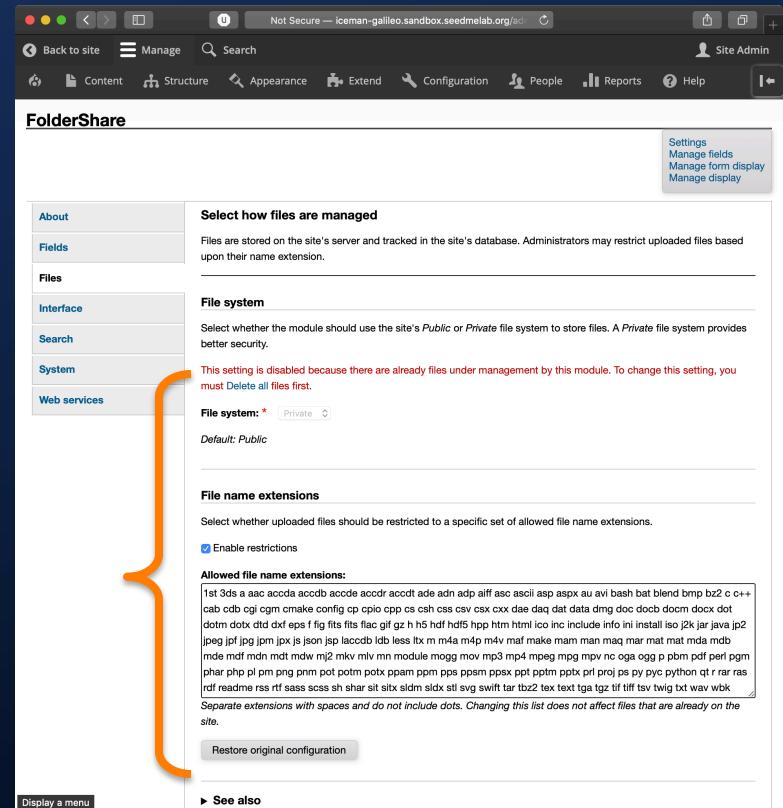
- Fields display
  - Drupal core (Field UI)
- Order fields on page
  - Hide fields
  - Hide field labels
- Set field format
  - Text cropping, image style, links, ...

The screenshot shows the Drupal Field UI interface for managing the display of fields. It displays a table of fields with columns for Field, Label, and Format. The 'Format' column contains dropdown menus for selecting different display options. A sidebar on the right provides navigation links for Settings, Manage fields, Manage form display, and Manage display. The main content area shows the 'Manage display' configuration for a 'FolderShare' entity.

Field	Label	Format
Status		
Folder contents table		
File	- Hidden -	Generic file
Image	- Hidden -	Image
Media	- Hidden -	Thumbnail
Description	- Hidden -	Default
Disabled		
ID	Above	Default
Name	Above	Plain text
Owner	Above	Author
Created	Above	Default
Modified	Above	Default
Kind	Above	Plain text
MIME type	Above	Plain text
Parent folder	Above	Label
Top-level folder	Above	Label
Size	Above	Default
Author grants	Above	Author
Viewer grants	Above	Author

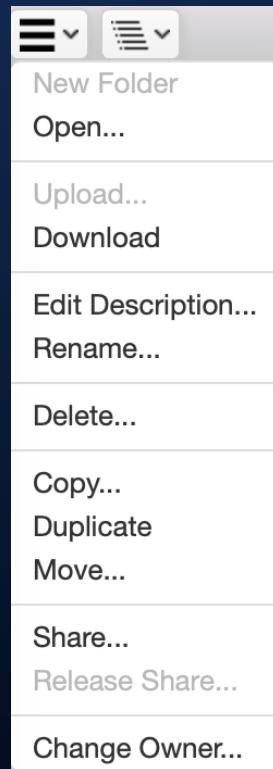
# Configure file system

- File system
    - Public (served by Apache)
    - Private (served by Drupal)
      - Better security, slower
  - File extension restrictions
    - Restore original settings



# Configure interface

- Menus
  - Enable selected commands
  - Usually leave at default with all commands enabled



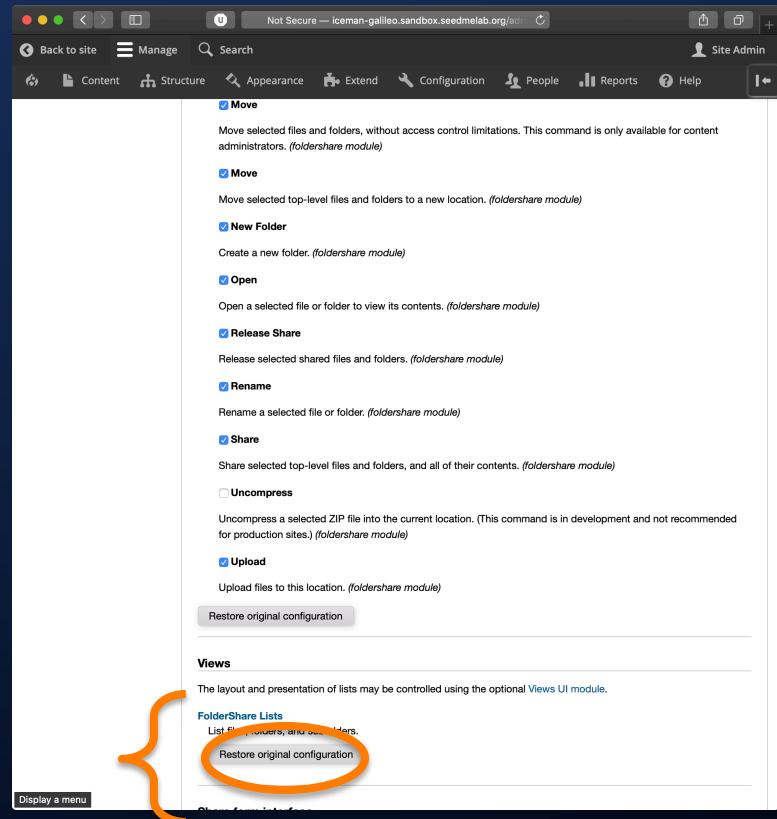
The screenshot shows the SeedMeLab Sandbox administration interface. The top navigation bar includes links for Back to site, Manage, Search, Content, Structure, Appearance, Extend, Configuration, People, Reports, Help, Site Admin, HOME, DATA, HELP, CONTACT, MY ACCOUNT, UNMASQUERADE, and LOG OUT.

The main content area is titled "FolderShare". On the right, there is a sidebar with links for Settings, Manage fields, Manage form display, and Manage display. The main content area has two sections:

- About**: Tabular file and folder views may be adjusted to select which fields to include and how to present them. Each table also includes a toolbar with a configurable menu of commands to create, upload, edit, and delete items.
- Interface**:
  - Menus**: Commands are plugins provided by this module and others. By default, all available commands are included on menus. You may restrict menus to a specific set of commands.
    - Enable command menu restrictions
    - Select the commands to allow:
      - Change Owner
      - Compress
      - Copy
      - Delete
      - Delete

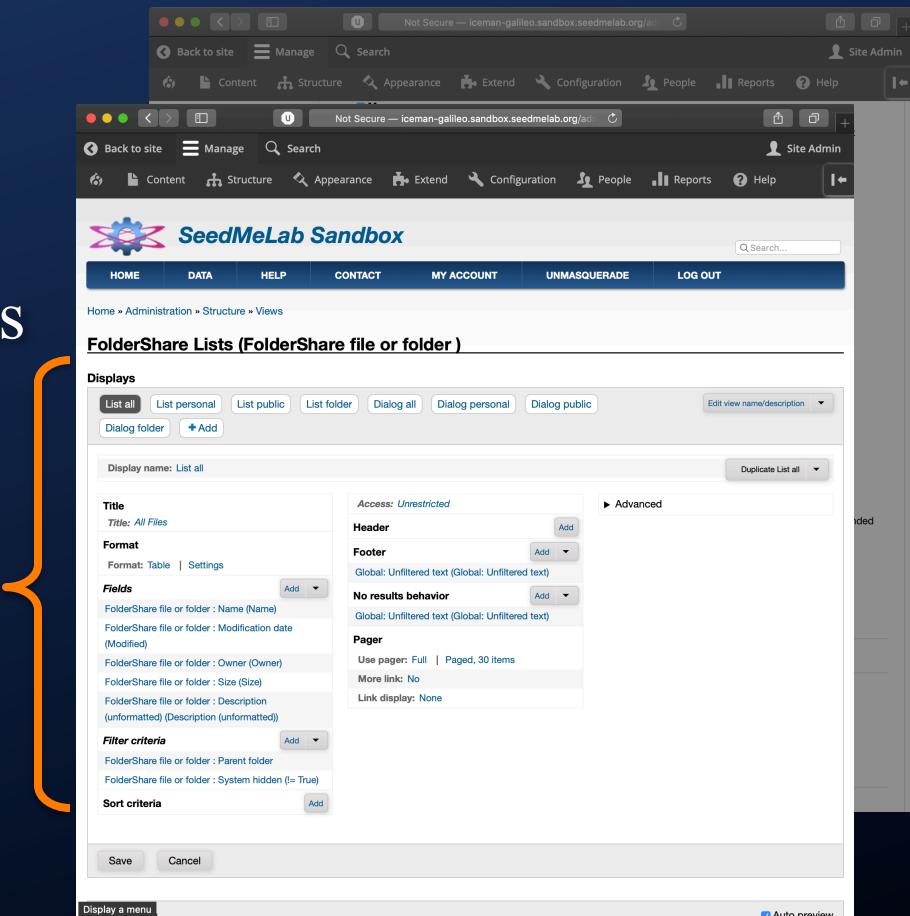
# Configure interface - Lists

- Views
  - Change list columns
  - Restore original settings



# Configure interface - Lists

- Views
  - Drupal core (Views UI)
- Fields to show in columns
  - Field order
  - Field display format
  - Sort order
  - Column names
  - Classes for themes
- Pager type & row limit



# Configure search

- Core search
  - Change search indexing
  - Restore original settings

The screenshot shows a web browser window for the 'Research Lab' site, specifically the 'FolderShare' module's configuration page. The URL is [train1.sandbox.seedme.org/admin/structure/foldershare/settings](http://train1.sandbox.seedme.org/admin/structure/foldershare/settings). The page has a top navigation bar with links for Back to site, Manage, Content, Structure, Appearance, Extend, Configuration, People, Reports, and Help. A 'Site Admin' user is logged in.

The main content area is titled 'Manage search indexing and results.' It contains a sidebar with links: Fields, Files, Interface, Lists, Search, Security, and Web services. The 'Search' link is highlighted with an orange bracket. The main content area has a heading 'Core search' with the sub-section 'Plugin configuration on Search pages'. This section is circled in orange. Below it is a link 'Restore original settings'. At the bottom of the page, there is a 'See also' section with links to 'Cron' and 'Automated Cron' documentation, and a 'Save configuration' button.

On the right side of the page, there is a vertical toolbar with options: Settings, Manage fields, Manage form display, and Manage display. The 'Manage display' option is currently selected.

At the bottom of the page, there is a footer with links to Questions & Feedback, Terms & Conditions, Copyright, and Privacy Policy. Logos for UC San Diego, SDSC, and NSF are also present.

# Configure search

- Search pages
  - Drupal core (Search)
  - Control site search
- Reindex site
- Control index per cron
- Enable search plugins
  - Enable file & folder search



The screenshot shows the Drupal administration interface for managing search pages. The URL is `train11.sandbox.seedme.org/admin/config/search/pages`. The page title is "Search pages".

**Indexing progress:** Shows 100% indexed with 0 items left to index. Includes a "Re-index site" button.

**Indexing throttle:** Set to 100 items per cron run. Notes: "The maximum number of items indexed in each run of the cron maintenance task. If necessary, reduce the number of items to prevent timeouts and memory errors while indexing. Some search page types may have their own setting for this."

**Default indexing settings:** Notes: "Search pages that use an index may use the default index provided by the Search module, or they may use a different indexing mechanism. These settings are for the default index. Changing these settings will cause the default search index to be rebuilt to reflect the new settings. Searching will continue to work based on the existing index, but new content won't be indexed until all existing content has been re-indexed." Includes fields for "Minimum word length to index" (set to 3) and "Simple CJK handling".

**Logging:** Includes a checkbox for "Log searches" with a note: "If checked, all searches will be logged. Uncheck to skip logging. Logging may affect performance."

**Search pages:** A table showing search page types and their configurations:

Label	URL	Type	Status	Indexing progress	Operations
Content	search/node	Content	Default	12 of 12 indexed	<button>Edit</button>
Folders and files	search/foldershare	FolderShare folders and files	Enabled	22 of 22 indexed	<button>Edit</button>
Users	search/user	Users	Enabled	Does not use index	<button>Edit</button>

**Save configuration** button at the bottom.

# Configure search

- Enable advanced form
  - Not that useful
  - Here for compatibility
- Enable file indexing
  - Specific file types
  - First N bytes
    - Default is 1 Mbyte



The screenshot shows a multi-tabbed browser window with three tabs visible:

- Top tab: train11.sandbox.seedme.org/admin/structure/folder
- Middle tab: train11.sandbox.seedme.org/admin/config/search/pages
- Bottom tab: train11.sandbox.seedme.org/admin/config/search/pages/mode

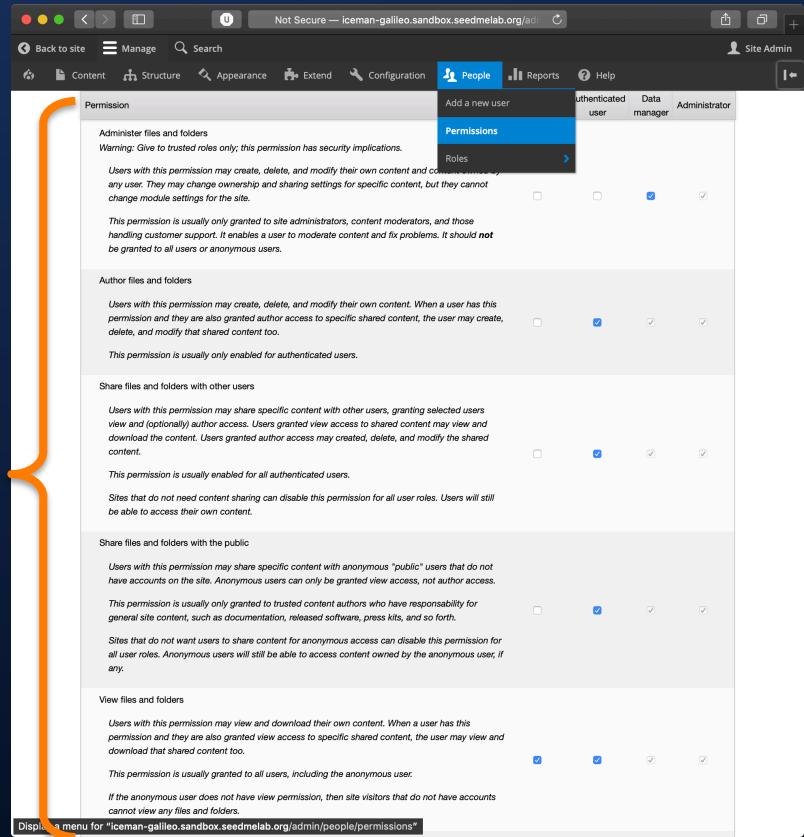
The main content area displays the 'Edit Folders and files search page' configuration page. It includes the following fields and sections:

- Label:** Folders and files (Machine name: foldershare\_search)
- Path:** search/ foldershare
- Configure folder & file search:** A detailed description of how folder and file searches work, mentioning support for names, extensions, dates, owner names, MIME types, descriptions, and comments. It notes that additional search features can be configured here.
- Show the advanced keyword search form:** An unchecked checkbox with a descriptive tooltip about enabling an optional advanced search form.
- Add file text to the search index:** A checked checkbox with a descriptive tooltip about enabling users to search for text inside files, particularly for text-based file types like CSV, HTML, PDF, and XML.
- File types to add to the search index:** A list of file extensions including 1st, asc, asci, aspx, bash, bat, c, c++, cmake, config, cp, cpp, cs, csh, csv, cxx, dat, dtd, f, h, hpp, html, ics, inc, include, info, ini, install, java, json, jpg, kml, latex, less, tx, m, make, man, mdv, module, p, pdf, perl, php, pl, pm, prl, proj, py, pyc, python, r, rdf, readme, rss, rtf, rx, s, sass, scss, sh, swift, tcl, tex, texinfo, text, twig, txt, xhtml, xml, xsd, xls, yaml, yml.
- Index the text content of specific file types only:** A note explaining that this field supports all file types or lists file name extensions separated by spaces.
- Maximum size of file content indexed:** A dropdown menu set to 1 Mbyte.
- Limit file content so that it does not overwhelm the search index:** A note stating that a few Kbytes is usually sufficient for text files.

At the bottom of the page are links for 'Save search page' and 'Delete'. Below the page footer are links for 'Questions & Feedback', 'Terms & Conditions', 'Copyright', and 'Privacy Policy'.

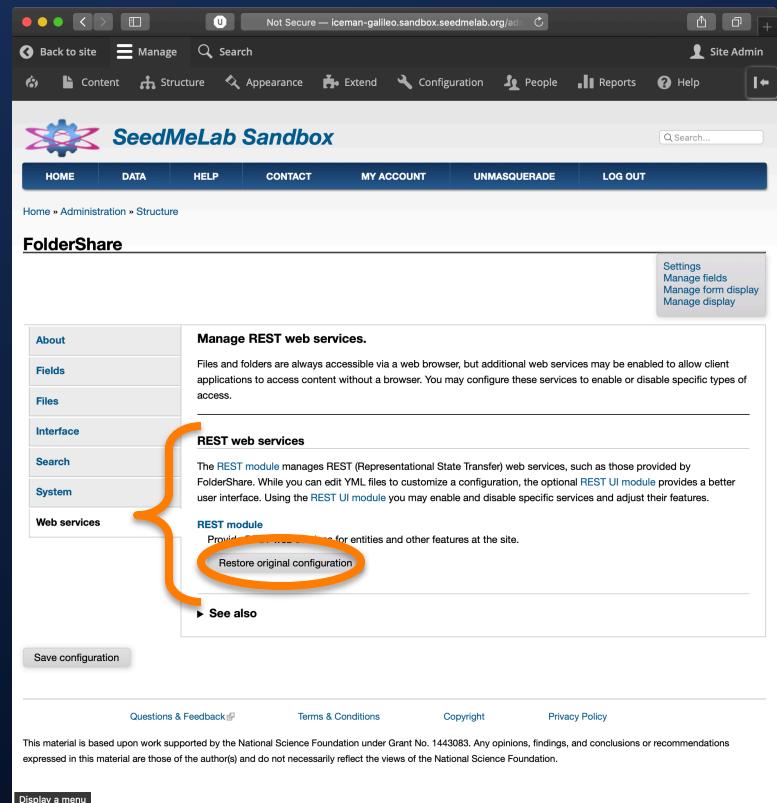
# Configure permissions

- Sharing permissions
  - Drupal core
  - View
    - Users can view content
  - Author
    - Users can author content
  - Create top-level
    - Users can create top-level folders & share them
  - Administer
    - Users can manage content



# Configure web services

- REST services
  - Access without a browser
    - e.g. command line
  - REST information
  - Restore original settings



# Configure web services

- REST resources
  - Drupal core (REST)
  - Drupal extension (REST UI)
  - Control remote access
- Enable REST resources
  - Enable file & folder web services



Resource name	Path	Description	Operations
FolderShare files and folders	/foldershare/{id}: GET,DELETE,PATCH /entity/foldershare: POST	methods: GET, POST, DELETE, PATCH formats: json authentication: cookie	Edit

Resource name	Path	Description	Operations
Action (read-only)	/entity/action/{action}: GET		Enable
Base field override (read-only)	/entity/base_field_override/{base_field_override}: GET		Enable
Block (read-only)	/entity/block/{block}: GET		Enable
Comment	/comment/{comment}: GET, PATCH, DELETE /comment: POST		Enable
Comment type (read-only)	/entity/comment_type/{comment_type}: GET		Enable
Contact form (read-only)	/contact/{contact_form}: GET		Enable
Contact message	/entity/contact_message/{contact_message}: GET, PATCH, DELETE /entity/contact_message: POST		Enable
Content	/node/{node}: GET, PATCH, DELETE /node: POST		Enable
Display a menu (read-only)	/entity/node_type/{node_type}: GET		Enable

# Configure web services

- Methods
  - GET to download
  - POST to upload
  - DELETE to delete
  - PATCH to change
- Formats
  - Json required
- Authentication
  - Cookie required
  - Basic (passwords) optional



The screenshot shows the Tridion configuration interface for a REST service. The URL is `train11.sandbox.seedme.org/admin/config/services/rest`. The page title is "Research Lab". The main content area displays the "Settings for resource FolderShare files and folders". It includes sections for "Methods" (with checkboxes for GET, POST, DELETE, and PATCH), "Accepted request formats" (checkboxes for bibtex, endnote7, endnote8, tagged, marc, ris, json, and xml), and "Authentication providers" (checkboxes for basic\_auth and cookie). A "Save configuration" button is at the bottom. The top navigation bar includes links for Back to site, Content, Structure, Appearance, Extend, Configuration, People, Reports, and Help. The top right corner shows "Site Admin". The left sidebar lists various configuration items like "Folder Share", "File Types", "File Types of", "Edit", "Iterations", and "Iterations". The bottom of the page has links for Questions & Feedback, Terms & Conditions, Copyright, and Privacy Policy. The bottom right corner features the "ameLab" logo.

# Monitor usage

- Show usage per user
  - # top-folders & subfolders
  - # files
  - # bytes

The screenshot shows a web-based administration interface for 'SeedMeLab Sandbox'. The main menu at the top includes 'Manage', 'Content', 'Structure', 'Appearance', 'Extend', 'Configuration', 'People', 'Reports' (which is currently selected), and 'Help'. A 'Site Admin' link is also visible. The page title is 'FolderShare usage report'. The report displays data for various users, including 'Anonymous', 'Demo Guy', 'Lorem Ipsum', 'Mauris Varius', 'Site Admin', and 'Site Moderator'. The data is presented in a table with columns for 'Users', 'Folders', 'Views', 'plugins', and 'Bytes'. The total usage for all users is summarized at the bottom. An orange curly brace on the left side of the screenshot groups the 'Show usage per user' bullet point and the 'FolderShare usage report' table.

Users	Folders	Views	plugins	Bytes
Anonymous	0	0	0	0 bytes
Demo Guy	5	7	4	4.48 MB
Lorem Ipsum	2	2	2	2.45 MB
Mauris Varius	0	0	0	0 bytes
Site Admin	0	0	0	0 bytes
Site Moderator	0	0	0	0 bytes
<b>Total</b>	<b>8</b>	<b>9</b>	<b>6</b>	<b>6.93 MB</b>

# Getting started with Drupal

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- Official documentation  
[drupal.org/documentation](https://drupal.org/documentation)
- Video tutorial (63 videos, mostly 3-5 mins long)  
[https://www.youtube.com/playlist?list=PLtaXuX0nEZk9MKY\\_CIWcPkGtOEGyLTyCO](https://www.youtube.com/playlist?list=PLtaXuX0nEZk9MKY_CIWcPkGtOEGyLTyCO)

## Command line (requires php7 on your system)

```
# Download Drupal
mkdir drupal && cd drupal && curl -sSL https://www.drupal.org/download-latest/
tar.gz | tar -xz --strip-components=1

# Start with preconfigured recipe website
php core/scripts/drupal quick-start demo_umami

# Alternatively, quick start with a clean site
php core/scripts/drupal quick-start standard

# Manage Drupal with command line using drush
curl -OL https://github.com/drush-ops/drush/releases/download/8.3.0/drush.phar
```

# Questions?

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