Dear Colleagues,

Here is the April 2020 report on the status of the EICUG Collaborative Tools and a few recommendations for their efficient use.

Google Groups (mailing lists)
Since the EICUG mailing lists were established their subscribers’ base and management groups were populated and they continue to operate largely without incident. A few points to keep in mind:

Moderation
- As a rule, and whenever possible, groups are managed by the respective co-conveners and moderation rights are assigned to them. **There are no other options to ensure timely moderation** of messages so the moderators are encouraged to regularly check their mailbox for notifications, or periodically visit the “messages” section of their Google Group management area to take action. There have been a few limited cases of hours and even days-long delays of e-mail delivery which should be avoided.

- Most groups are set up in the following way:
  - Posting by anyone is allowed to any group
  - However, posts from individuals who are not members of the particular group to which they are posting will be queued for moderation, so the moderation process described in the comment above is especially important because of that.
  - If you manage a group and need to change this or other settings please contact the Collaborative Tools convener (potekhin_at_bnl.gov)

Membership
If you are a group’s manager and would like to add someone to your group, please make sure you make a distinction between “direct add” and “invite”. In the latter case the person you would like to add will receive an invite with a limited validity period and if they delay accepting the invite for whatever reason it will expire. Using the “direct add” option is recommended and it’s immediate. Adding a short but informative welcome message when doing this is helpful.

Access to management functions
- Just like with other Google services proper access to management functions is only possible if one possesses a Google account. A person without one won’t be able to manage a Google Group or the Yellow Report calendar.
Two options exist for using the Google account:

- One can register as a member of a Google Group directly under this account
- When using a work email address it is entered as a “recovery/alternative” address in the Google settings. Apparently this doesn’t work well in every circumstance and so far there is no discernible pattern. As a last resort some users had to register in a Google Group under their Google account.

The Yellow Report Google Calendar

There is a single calendar used to coordinate the Yellow Report activity. Unlike the mailing lists the co-conveners are not automatically added to the list of managers of that calendar so this is done by request. Access to management functions of the calendar is subject to the same considerations as listed above in the mailing lists section (cf. the Google account). According to Google it may take time for changes of the calendar settings to propagate in their database.

Dropbox

The EIC User Group has acquired 2TB of storage space on Dropbox. This storage solution is intended to be used mainly for reports, documents, graphics and should be more than enough for the Yellow Report purposes. Contact your group’s conveners if you want to take advantage of Dropbox. Contact the EIC Software Group for guidance regarding storage and handling of simulation and other large-scale data.

An important point to note: when a folder is shared among a group of users each person needs a Dropbox account to get access. Sharing a folder means replicating the folder and all of its contents in your local Dropbox folder associated with your account. Since most people are using free Dropbox accounts this results in an effective limit on the size of the folder being shared. This will rarely be an issue when sharing folders containing regular documents but will impact folders with data files, videos etc. Simple sharing of individual files via a download link won’t be subject to this limitation but it’s really just that, a download.

The EICUG Website (http://www.eicug.org/web/)

The main EICUG Website (aka “Drupal” as a reference to the platform on which it is based) is operating normally. It is meant to serve as the EICUG public Web presence and to host information that is mostly static by nature, with more dynamic collaborative development delegated to the Wiki (see next section). Management-level access to specific pages on the Drupal site can be arranged on a case-by-case basis.

The EICUG Wiki (https://wiki.bnl.gov/eicug/)

A fine-grained structure of Wiki pages assigned to specific working groups has been created. Editing rights to all pages are shared by all EICUG members however for better communication
and traceability separate Wiki accounts have been created for each working group. Contact your group conveners for guidance if you want to edit the Wiki. Please keep in mind that the Wiki should not be used as a document database although file uploads are supported subject to moderate size limits.

**YouTube (software tutorials)**

A number of the software tutorials that took place in recent months were recorded and posted on YouTube by the EIC Software Group. The videos are available in the “EIC User Group” channel at the following link:

https://www.youtube.com/channel/UCXc9WfDKdILXoZMGrotkf7w

**Indico**

Creation of Indico accounts at the Indico instance used by the EIC community ([https://indico.bnl.gov/category/92/](https://indico.bnl.gov/category/92/)) is easy and open to anyone. Management rights to specific categories are granted on demand subject to approval by the conveners.

*Important: all aspects of agenda management for conferences or workshops (like the recent one at Temple) are controlled by the organizers of the respective workshop. They have sole control of who has access to what part of the workshop agenda so all questions and requests should be directed to them.*

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Your comments and suggestions are appreciated.

Sincerely,

Maxim Potekhin