Perma.cc instructions for Org Users

First steps for Org Users

In principle, every user must first register with their own account. Each user has ten free links at their disposal, which can only be edited by them.

If a user wishes to use the unlimited contingent of the University Library (UB), the corresponding account must be affiliated with the University of Zurich (UZH). Links can then be saved in the general contingent of the UB or with special contingents of the affiliated organisations. Please note that the perma links saved there are also accessible to other users.

An affiliated organisation is, for example, a journal or a chair. Any number of users can be added to each organisation. These are then listed in Perma.cc as Org(anization) Users. An organisation therefore consists of a group of users who work together and share access to the links stored within it.

Please contact Open Science Services (OSS) via the email address oa@ub.uzh.ch if you would like to create a new organisation.

If you want to use an existing organisation, you can be added by an Org User from that organisation.

Rights of an Org Users

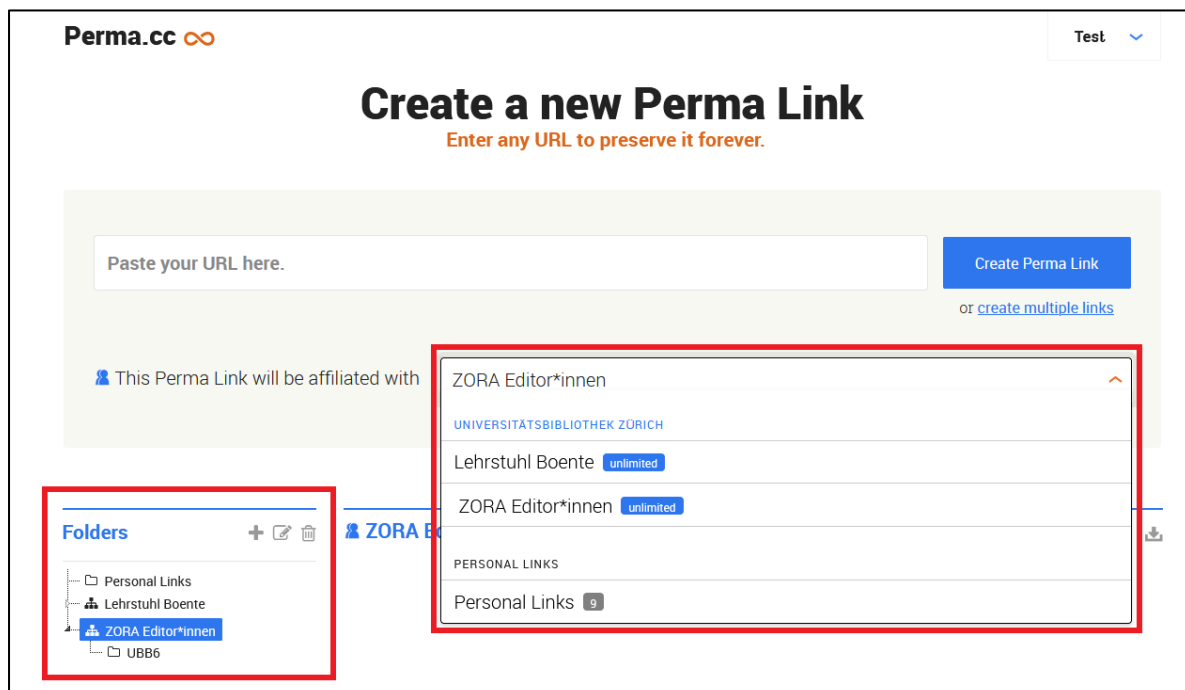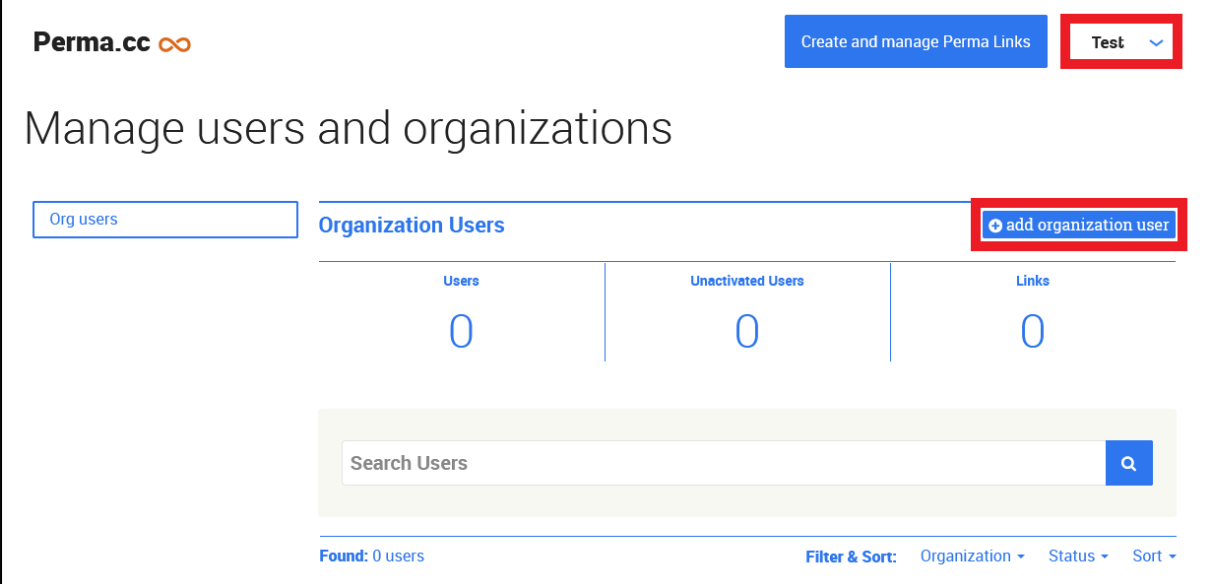### Creation of folders and links within the organisation

Figure 1: View for Org Users where they can create links and folders within their organisations.

The Org Users are each affiliated with one or more organisations. They can access the respective organisations in their own account. They can create new links, but also access existing links within the organisation. They can also create and edit folders within the organisation.

Add and manage Org Users within your own organisation

Figure 2: View for Org Users, where they can manage the Org Users within their organisation.

Org users can also add or remove users from their organisation. If you are an Org User of an organisation, you will find the "MANAGE USERS" menu item under your name in the top right-hand corner. Here you can add, search for, and remove Org Users. You can also see how many users are associated with your organisation and how many links have been created in total and per user.