Cloud Admin

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1   Introduction

Cloud Admin is a browser-based application that can be used online through Google Chrome and Microsoft Edge. Its primary function is to allow users access to their data stored in the DHI Cloud Platform, as well as allow insights in the use of the resources in the DHI Cloud such as storage and engine execution time. In order to be able to use Cloud Admin, a DHI Cloud user is required.

A new user can register themselves here: https://customer.dhigroup.com/login ; new users can also be invited via the Cloud Admin by a user with sufficient authorization to do so, but we will get back to that later.

The data inside Cloud Admin is structured in so-called *Sites*. These are arbitrary subdivisions a customer can make, representing for example a big project or a (part of) the organization. A user must be a part of at least one Site to be able to see or do anything. It is currently not possible to move data between Sites (other than by re-uploading), so it is important to keep this in mind when creating them.

From the Site, the Cloud applications that the user has a subscription to can be opened, and each Site can have a pool of Credits it can use (pre-paid hours of Cloud machines that can be used to do calculations etc.). When the Credits run out, certain functionality requiring those credits may be restricted.

This user guide will help you understand and use the different functions of the Cloud Admin application.

2   Access to Cloud Admin

You can access the Cloud Admin from the URL: https://dataadmin.mike-cloud.com.

There are several levels of access that allow users to see certain parts of the application only when they have rights. The different roles are:

- BackOffice: DHI-only role. At this time restricted to creating Sites for new customers and administrating the invitation of the first Owner user for each Site. The functionality for the BackOffice role will not be discussed in this manual.
- Owner: users with this role can administer the Site, see usage statistics, and invite other users (they can determine the roles these new users get). They can run Cloud Applications without restrictions.
- Contributor: users with this role can add files to the Site and manage the files in the Site, run Cloud Applications without restrictions, but do not have options to administer the Site.
- Reader: users with this role can see files in the Site, execute Cloud Applications in read-only mode, but do not have options to upload or manage the files in the Site, nor have options to administer the Site.

After a new user accepts the invite to the Site, the Owner can attribute Owner, Contributor or Reader role to them and determine what they can do.

Users (regardless of role) can only see data folders that they are assigned to.

3 Application layout

When opening Cloud Admin the main screen will look similar to this:
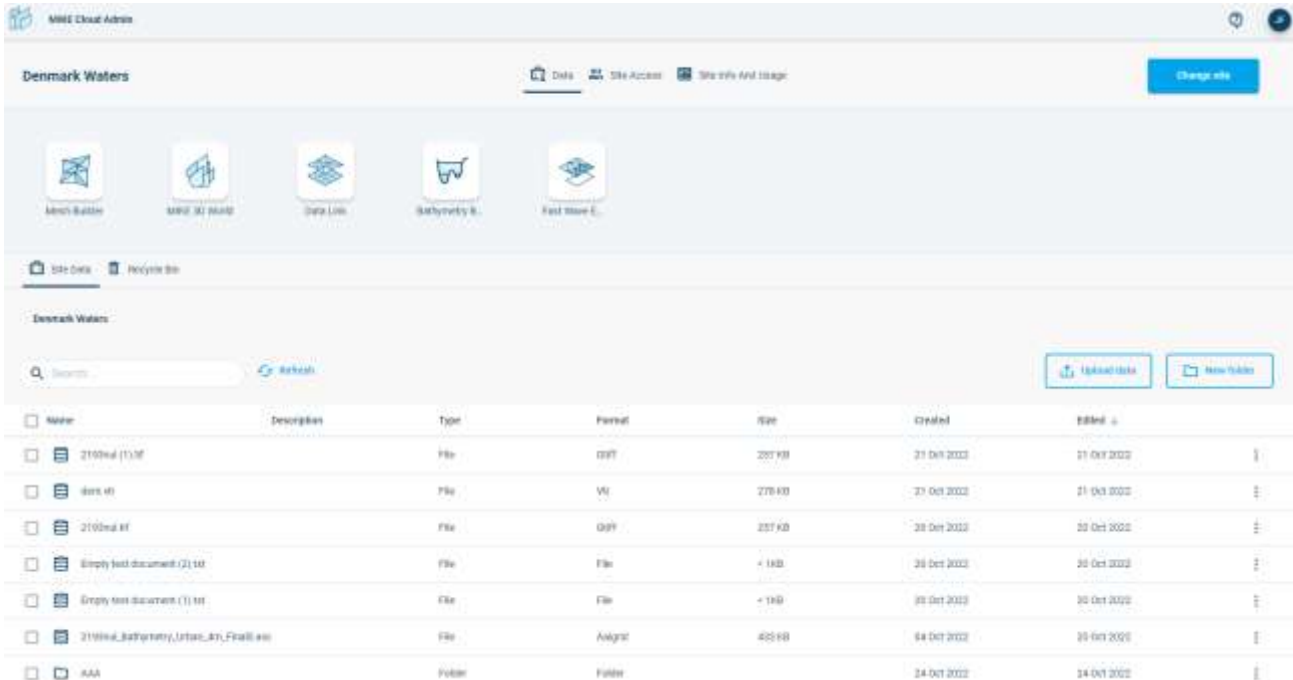
At the top of the screen there's the **Main navigation** with the name of the application (MIKE Cloud Admin) and on the right the icons:

⊘ Help and Support: find information about the application here, as well as options to ask for further support if the documentation is insufficient to help with your queries.

• The dark blue dot indicates the initials of the logged in user. From this dot is it also possible to log out.

Underneath that is the **Site navigation** bar: it displays the name of the Site you are currently viewing (Danish Waters) and the Site tabs the user has access to (with Data being the currently active one, hence underlined) and a button to Change site (in case the user has multiple Sites to choose from).

Beneath that is the **Application** bar, showing the Cloud Applications in the subscription (and filtered by any Site settings). You can navigate to the different applications by clicking on their icon. They will open in a separate tab of the browser.

Underneath that is the **Site Data**. This whole segment is dedicated to showing, managing, and using data.

We will continue with this topic in the next chapter, and then come back to the Owner functionality afterwards.

4 Managing Site Data

The Cloud Admin functions much like Windows Explorer. The user can upload files and create Folders to store those files in for easy access. It is up to the Company and users to determine which, if any, conventions are applied to this, other than:

- Names can't contain any of these characters: '', '?', '%', '*', ':', '|', '"', '<', '>'
- Names can't end with a dot ('.')
- Names can't contain any control characters (0-31 ASCII).

4.1 Creating a new folder

To be able to create a new folder, you need to be an owner or a contributor of the folder which is one level higher in the hierarchy.

Then, click on the New Folder button on the right and enter the folder details.

The person creating the folder will automatically become an owner – there is no need to add yourself among the members.

It is possible to give existing Site users access to the Folder at this stage by searching for their names and then assigning them a role in the Folder. They can also be added later.

Note: It is also possible to invite users from a Folder. Users invited from a specific folder will **only** have access to the specific Folder they were invited to. It is also possible to invite an external user (who is not part of the company) to a Folder.

Once you are ready, click the *New Folder* button.

You can enter the created folder by clicking on it. A breadcrumb bar appears above the data overview, which you can click to go back up in the folder hierarchy:
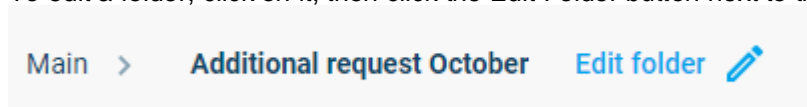
Main >   **Additional request October**   Edit folder ✏️
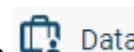
If you want to jump back to the top level quickly, you can also press the 📋 Data button at the top.

4.2 Editing a folder

You need to be an owner or a contributor of the folder to be allowed to edit it.

To edit a folder, click on it, then click the Edit Folder button next to the breadcrumb bar:

Main >   **Additional request October**   Edit folder ✏️

Note: You can only edit one folder at one time.

Once you have clicked on Edit, you will see a menu to edit the folder, which is similar to the creating folder menu. Make the changes you desire and once you are done, click Update Folder.

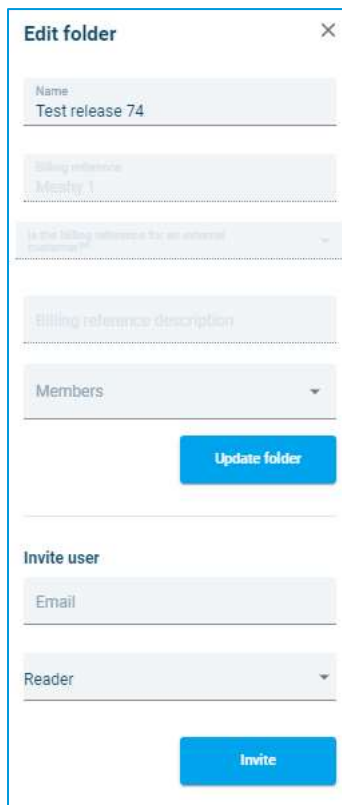## 4.3   Inviting a new user to a folder

You need to be an owner of the folder, to be able to invite other users to a folder.

Click on the folder, then click the Edit Folder button next to the breadcrumb bar above:
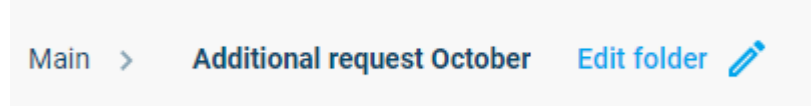
Note: You can only edit one folder at one time.

Once you have clicked on Edit, you will see a menu to edit the folder. Scroll down to the section *Invite user*. Enter the new user's email address and select their role from the menu (owner, contributor or reader).

Note: For more details about the roles please go to *Chapter 2: Access to Cloud Admin*.

An invitation email is sent to the email address of the newly added user.

The new user needs to accept the email invite to be able to access the folder.

Note: Users invited from a specific folder will **only** have access to the specific Folder they were invited to. It is also possible to invite an external user (who is not part of the company) to a Folder.

4.4 Adding and removing access to a folder

You can add members to a folder the moment you create the folder or later by editing a folder.

When you create a folder or edit a folder, a window with Members section will appear.

To add a member, type the name under the Members input box and select it.

Note: A user must have access to a Company's MIKE Cloud subscription before they can be added to the Folder. It is possible to invite a user to the Folder from here; they will have to register before they can access the Folder.

You can also change the role of the members of the Folder.

To remove a user from the folder, click on the X icon next to the name. Only owners can add or remove members from the folder.

4.5 Adding data to a folder

To add data to a folder, click on the folder name. Click the button [⬆ Upload data].
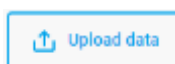
It is also possible to drag a file across the bottom of the screen in the red area selected below and drop it there to get the same pop-up.

In the pop-up, click to browse the files and select the one you want to upload.

After you select a file, you will be prompted to select to upload the file 'as-is' or to use some form of conversion. This will be covered in the next paragraphs.

4.5.1 Importing a file as-is

To import a file as it is, choose the option 'Upload as-is' in the pop-up. Note that this should only be used for data storage.

Note: Most of the data that should be used in other Cloud Applications usually has some requirements that mean a conversion is needed. Upload the file through the application or check the documentation to make sure the file is uploaded correctly.
Click Upload.

Uploading the file consists of 2 automatic steps. The first step is an upload step where data is uploaded from your local drive to the platform.

Note: During this step, do not close the browser. This will interrupt and stop the data transfer.

The second step is an import step where data is transferred within the platform to your folder. During this second step, it is safe to close the browser.
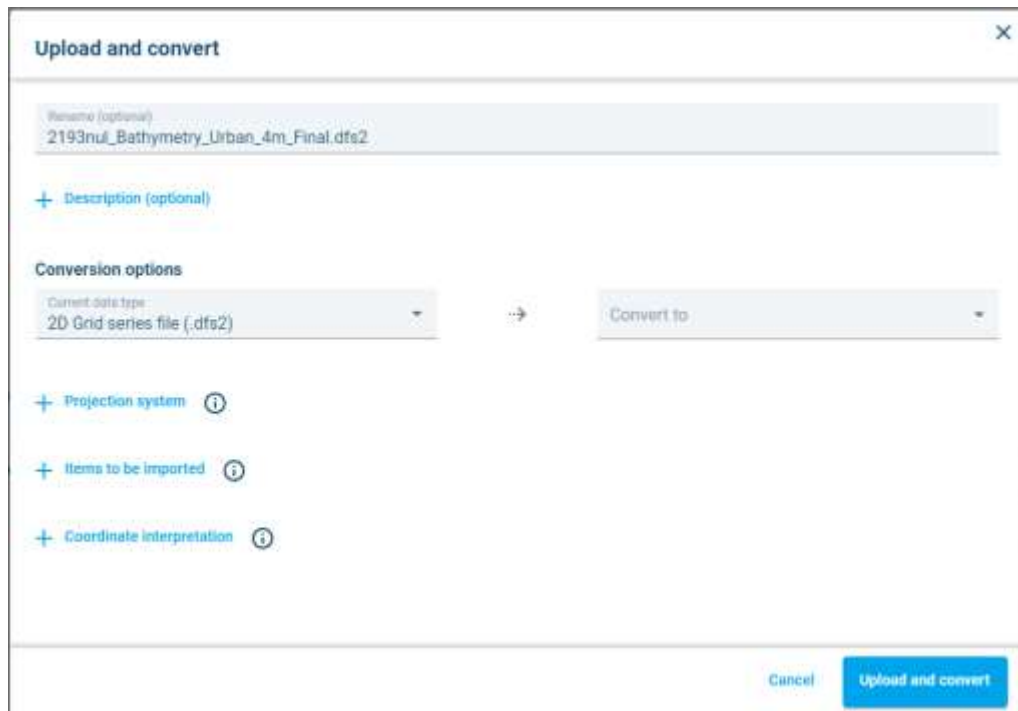
You can see the progress in the top bar and progress spinners.

Once you have uploaded the file, you will see it appear in the folder.

4.5.2 Importing and converting

This option in the pop-up gives you the option to make conversions from one file-format to another, to add some metadata to the file or to generally adapt information before the file is uploaded.

Pick Upload and change or convert. This will open the Upload and convert pop-up:

Usually, the Cloud Admin will recognize the file type you are trying to upload and fill the 'Conversion options' dropdown on the left with the file type it has found. If it is not filled, have a look at the available options and see if the type is listed. If it is not listed, this file type is currently not supported. Contact Customer Service (mike@dhigroup.com) if this is an issue.

On the right side is the *Convert to* field, which will indicate what the file will be uploaded as once the process finishes.
Most Cloud applications require you to specify the projection system, so click the + and type the code in the field to specify the correct one. Not all projection systems are

supported, so if you can't find it in the field, contact Customer Service (see above) if this is an issue.

Other items in this pop-up are for specific, advanced use and should only be used once the Platform team has indicated it to be required.

4.5.3   Importing a file as a multidimensional dataset

To import a file as a multidimensional dataset, choose the file you want to import and then choose the correct file type.
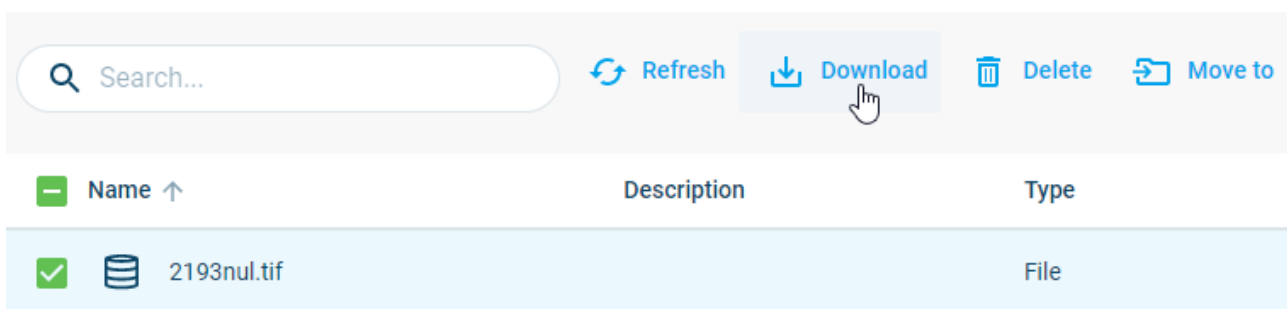
Then choose to save your file as a multidimensional dataset.
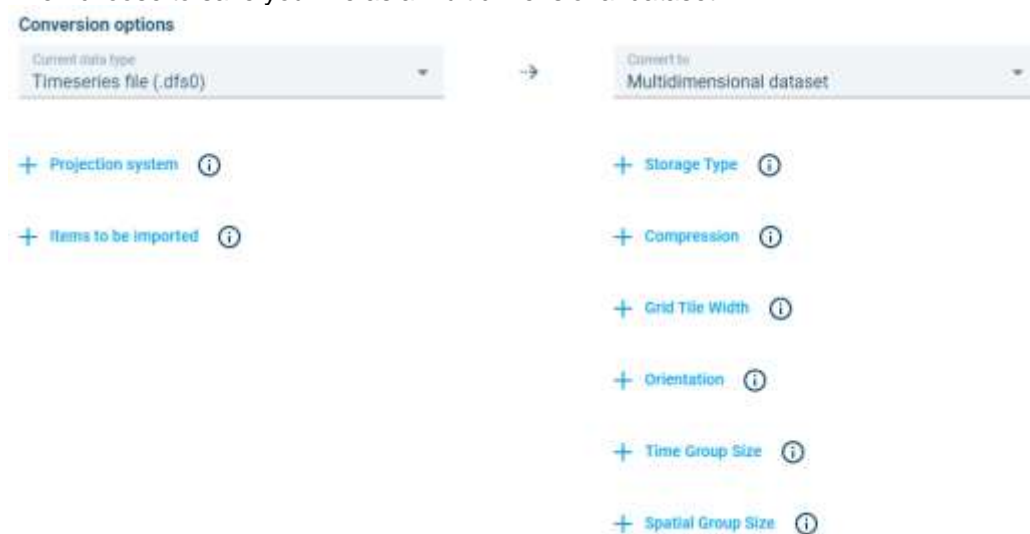
Optionally you can specify coordinate system or define parameter options if needed and then click *Upload and convert* to continue.

4.6   Downloading data from a folder

To download a file, simply check the box in front of the file and click on Download.

A pop-up appears, asking if you want the file as-is (most likely) or if you would like to convert it before downloading. Decide on the option you want.

After clicking the download button, you will see a notification that the download process has started. Once the process is completed you will see the file downloaded to the download folder of your local PC.

Note: Remember to allow popups in the browser. Otherwise, you may not see the downloaded file.
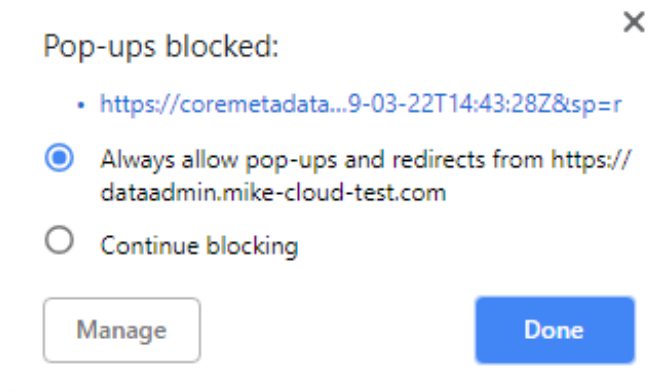
4.7 Deleting files and folders

To delete a file or folder. Select it and click on the delete button at the top.

All items deleted by you will appear in the Recycle Bin. It is possible to restore deleted items from the recycle bin for up to 180 days.
After that deleted items will be permanently removed.
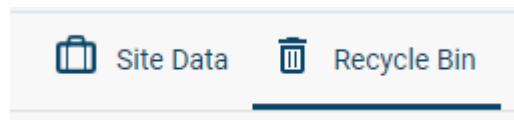
4.7.1 Restoring files and folders

Files and folder and datasets can be restored by the user that deleted the file. To restore a file or folder, select it in the recycle bin and click on the Restore button:


5 Administration of Site access

The functionalities described in this paragraph are only available to users who are Owner of the Site.

5.1 Users

For an overview of the current users of the Site, the Owner has the *Site Access* tab available at the top of the screen. They can invite new users from here (those will have access to the **entire Site**, not just individual Folders – this means there is no confidential

data for users with this type of access), update access rights of existing users and remove users from the Site.

The tab should look similar to this when opened:
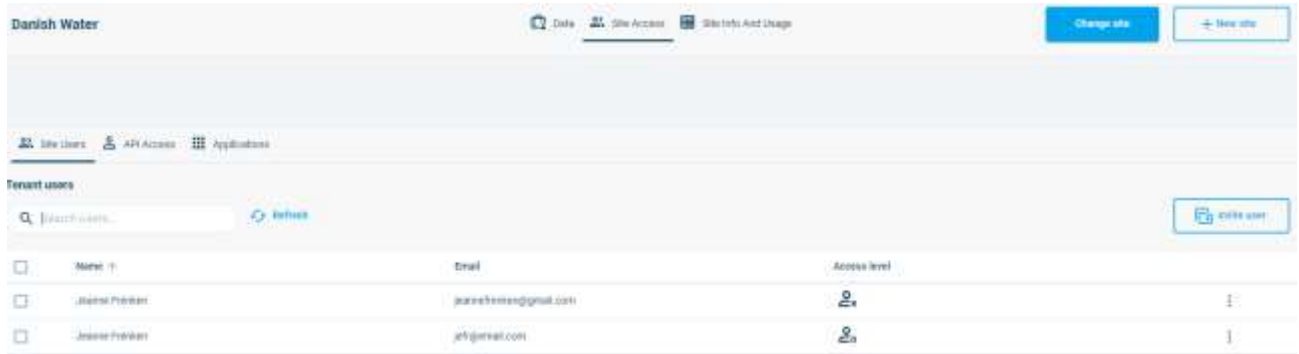
Note: this tab has three sub-tabs: Site Users, API Access and Applications: the last two items will be discussed in the following paragraphs.

To invite a new user, click the button . This will require only an e-mail address, as the user will then be sent a link to the DHI self-registration portal. The owner also selects a role for the user, which will determine what the user is allowed to do in Cloud Admin after they register.

The user needs to register in the self-service portal and associate themselves with the relevant Site. This will ensure they are registered in the Microsoft Azure systems as well as in the DHI Business Applications, ensuring a secure login.

5.2   API access

If you want to allow access to your Site via API (for an application), then you will need to create an API account to get an access key.

Under *Site Access*, go to *API Access* tab. It should look similar to the below:
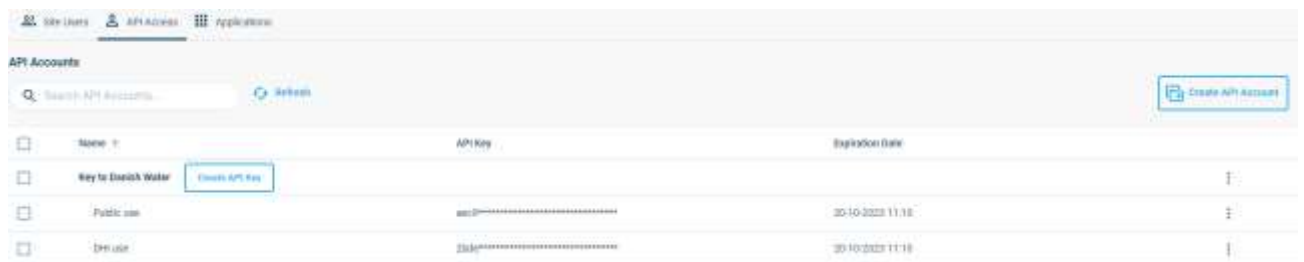
Now there's two levels: Accounts and Keys.
An example of multiple Accounts is for example if you have two applications that you want to grant access. One Account would then be Application 1 (with one or more Keys) and one would be Application 2 (with one or more Keys). If you have an application that can read with some functionality and write with other functionality and it has to be ensured those things can't cross, then you can add two keys to an account to ensure one has Reader rights and the other has Contributor rights.

Note: an API key is like a username and password so they should never be given out to untrustworthy partners – it is also required for external users of the key to sign an

agreement to use the MIKE Cloud as regular users are. The person creating these keys needs to ensure this happens before handing out the key.
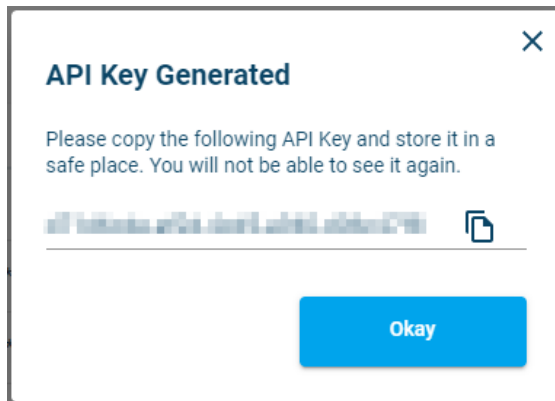
Click the *Create API Account* button on the right:
Give the Account a name and click *Create API Account*.
A new line gets added in the table of API Accounts. At this point there is no key yet.
Click *Create API Key* behind the new Account.
Give the key a name and click *Create API Key*. It will be valid for a year from creation.

A pop-up will appear with the actual key:

Use the button to copy the key.
Note: you will not be able to retrieve the number from the interface again – if you lose it you will have to generate a new key.

Press Okay to close the pop-up. You can now use the API key in folders to grant access to those folders as you would users.

5.2.1 Removing API Access

If an API key should be invalidated, it can be removed from the list by clicking ⋮ behind the name, then clicking the Delete option. This will instantly revoke any access the key granted previously, meaning any access granted will be revoked.

5.3 Applications

Under the tab Applications it is possible to see which applications are available for the subscription used by this Site. Should there be applications that the Site should not display, an Owner of the site can turn them off by unticking the box behind the relevant application.

6   Monitoring Site info and usage

The functionalities described in this paragraph are only available to users who are Owner of the Site.

6.1   Site info

Site info gives you some basic information on your site and allows you to change the following:
- Name of the site
- Billing reference of the site

The name can be changed by clicking the ✏. At the moment the Billing reference can only be changed by a DHI employee with the Backoffice role. Please contact DHI Customer Service if you feel the Billing reference is incorrect.

Note: The billing reference has to be the number that DHI uses to invoice external customers or a Maconomy number for internal projects. Individual folders inside a Site can be appointed to have different billing references; underlying folders will inherit the billing reference from their parent folder.
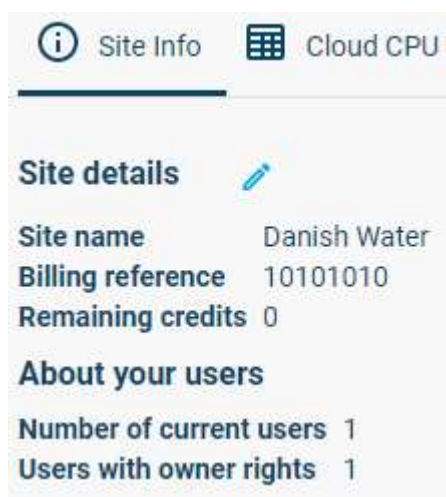
6.2   Cloud usage (CPU/Storage)

Both Cloud CPU Usage and Cloud Storage Usage tabs intend to give the Owner of the Site an overview of items that have been run or stored within it.

Note: the Cloud Storage Usage is only updated once per day at midnight CET.