

File In and File Out Requests on the Data Portal

File In

- If you wish to upload your own files to the Data Portal analysis environment for the datathon, please visit <https://portal.dpuk.ukserp.ac.uk> and login with your username and password.
- Once logged in, use the File In Requests link to access the upload page, where you can simply drag and drop, or upload using your file explorer, any files you may wish to use at the event. Please select Swansea_Datathon as the project you are submitting the request under.
- File In is automatically approved, so to retrieve the files, please then login to the virtual desktop following the instructions sent to you previously, and use the 'File In and Out' link on the desktop to retrieve your upload.
- The link will load a login prompt, login with your username and password, and then select 'Retrieve Files In'. You will see the list of uploads, where you can enter each record and download the files. We recommend you save these to your personal P drive folder (labelled as your username).

If you experience any problems – please try the following:

- Choose File In and Out icon on desktop, enter user name and password
- Choose Retrieve Files In
- Click in view column: All files imported are now listed with the date, project, number of fields and application Status (approved). *If nothing is shown in the view column, this is still where you need to click - it is essentially an invisible link.
- Click download all as a zip file, save as, and choose your file location. It will say your file name could not be downloaded. Click Retry, then it will work. Now open the folder (if you need to follow these instructions then I recommend you open the folder first rather than opening the file immediately). The file is saved without any extension info so windows will not know what program to use to open it.
- Rightclick, Open with, select 7-zip via searching in the applications folder, if this is not already available in the right click menu. Click 7-Zip -> Extract files..., ok. There are various ways to navigate the extraction process, you may end up with a window listing files that you then choose to extract.

File Out

- In order to request results, code, and other files out from the analysis environment, you must submit these for approval.
- From within the virtual desktop environment, use the 'File In and Out' link on the desktop, and login with your username and password.
- Select 'Request Files Out' and you can upload the necessary files, and provide any documentation and reasoning as necessary as to why you want to download the files.
- Once submitted, the DPUK team will review your submission and in most cases, approve this.

- If approved, to download the files, visit <https://portal.dpuk.ukserp.ac.uk> on your local PC (not the virtual desktop), login, and select File Out Requests, where you can then download the approved files.