



## Research Drive Manual

### Transfer existing projects to Research Drive

#### Introduction

Following the introduction of SURF's Research Drive as a new data storage environment, data relating to existing projects may need to be transferred.

Researchers are personally responsible for transferring existing research data. We have identified three scenarios for transferring research data, however caution is advised at all times. Do not delete the original data prematurely before you have transferred everything. If you want to transfer data, collect all the data together in one place first.

#### Three data transfer scenarios

There are three methods for transferring data:

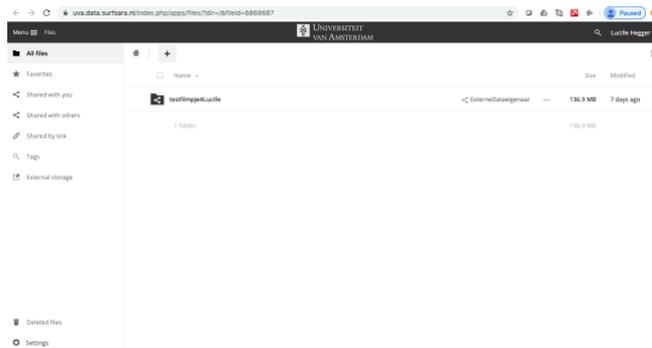
1. Via web. You can upload files using the upload facility in the web environment for Research Drive.
2. Locally on your device. You install the ownCloud software programme, move the files to the local folder on your device (PC or laptop) and copy them to Research Drive via the synchronisation procedure.
3. Via SURFdrive. If you already have files on SURFdrive, you can share a SURF folder to make it available in Research Drive.

#### 1. Via the web environment

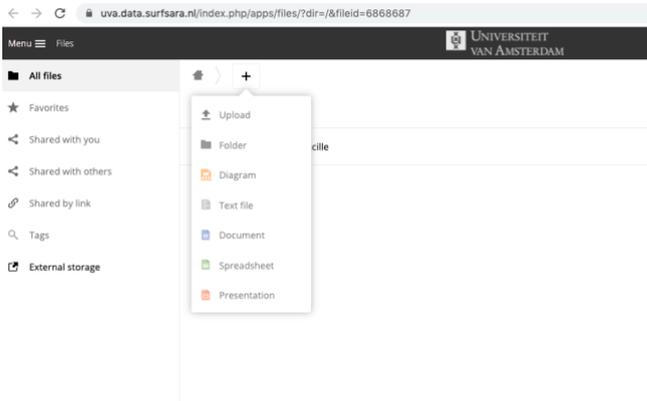
Files of a few gigabytes in size can be uploaded to Research Drive via the browser. In the case of multiple files and large files, we recommend using the software programme ownCloud.

Proceed as follows in preparation for the upload:

1. Identify all the research data you require and copy that data to a central location.



2. Log on in the Research Drive environment for your organisation. If not yet available, create the required folder structure.



3. Next, open the folder you require.  
Click the + icon, followed by the first option: *Upload*.

Or drag the files in question to the main screen in Research Drive.

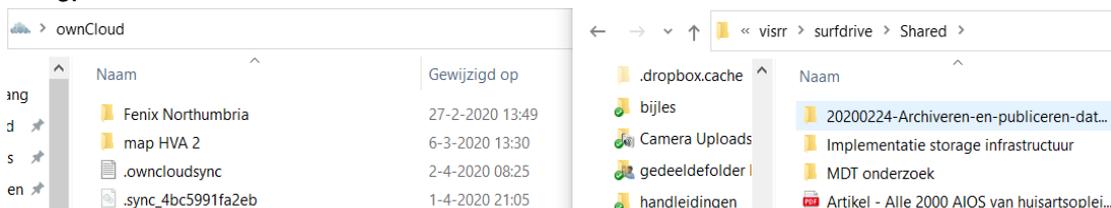
4. Browse to the folder (or folders) you require and select the files you want to upload.

## 2. Locally on your device

You can also use the software programme to work locally in Research Drive to transfer data. In comparison to your web browser, this has the advantage of being able to automatically process a large number of files and resume the upload process if problems arise.

Working locally in Research Drive on your device is an installable executable that allows you to set up synchronisation via a local folder on your device.

1. Install the software programme ownCloud. For instructions, refer to the 'Working locally in Research Drive installation manual'.
2. Select the local folder you want to synchronise. Synchronising this local folder with Research Drive allows you to copy an entire folder structure to this local folder at once. Synchronisation is performed immediately and Research Drive is filled at the same time.
- 3.



The ownCloud folder appears in the left-hand pane. The right-hand pane displays part of the SURFdrive on your device. Copy the folder highlighted in blue from the right-hand pane to the ownCloud folder.

4. If you wish, you can exclude specific Research Drive folders from synchronisation. Those folders are only saved in the cloud and not on your own computer. You can set this in the software programme.



### 3. Add a SURFdrive folder to your Research Drive

If you have already started the research project and you already have data on SURFdrive, you can add a SURFdrive folder to your Research Drive via Federated Sharing. Federated Sharing allows you to share folders in a different storage system (SURFdrive) under the same identity, specifically your SURFconext identity.

You require your Federated Cloud ID for this. The instructions below explain how to do this after logging on in Research Drive.

1. Look up the Federated Cloud ID in Research Drive. Click *Instellingen* (Settings) to display the main menu.



2. Click *Algemeen* (General). Scroll down until you see *Gefedereerde Cloud* (Federated Cloud).

3. Copy this Federated Cloud ID: [yourname@uva.data.surfsara.nl](mailto:yourname@uva.data.surfsara.nl).

4. Now navigate to SURFdrive via the web interface <https://surfdrive.surf.nl/files>. Select the folder you want to see in Research Drive.



Mark the folder by activating the checkbox.

5. Click the *Share* icon  and enter the Federated Cloud ID.

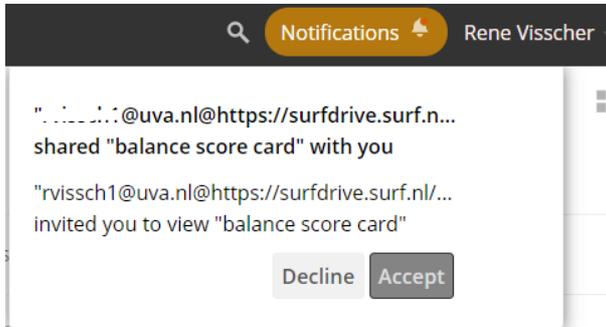
**Gebruiker en Groepen** Openbare Links

6. Your federated name will be identified now. After you have been identified, you can set the corresponding permissions. In this case, you can activate all the checkboxes.

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Now you can close the SURFdrive environment.

7. Go back to Research Drive, click the *bell icon*.  
Click *Accept*.

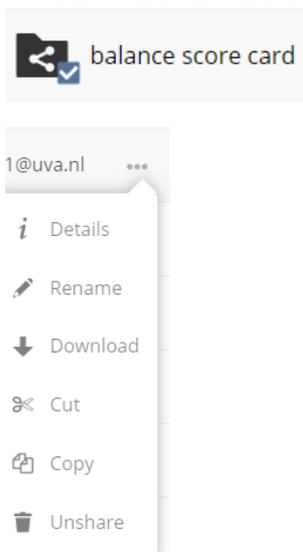


8. The folder appears now in Research Drive.

9. You have now copied the files from the SURFdrive folder to a folder in Research Drive with an intact SURFdrive link.

We advise you to transfer the data, rather than keeping the SURFdrive link intact. To copy the folders, proceed as follows.

10. Select the folder from SURFdrive.

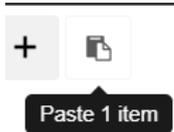
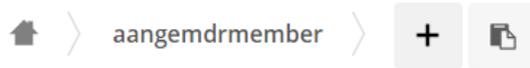


11. Click the three dots and choose *Copy* from the list of options.



12. The paste/copy icon appears at the top of the main screen.

13. Go to a different folder and you will see that the paste/copy icon is no longer light grey.



14. Click the *paste/copy icon* and you will see that you can now transfer the folder.

15. Make sure that everything has been transferred.

16. Having done so, you can unshare the federated folder from SURFdrive.

Click the three dots and choose *Unshare* from the list of options.

