

I want to access my research data on the PC in my office.

Did you prepare your data for backup?

No, what do you mean?

Yes.

Copying your data from the instrument PC to a USB memory stick or the like is prohibited, but there is a folder on the instrument PC which is frequently made backup of (typically every 30 minutes). If you want your data to be backed up, your data need to be in that backup folder. **Everything inside the backup folder will be stored on the "ResearchData" server storage, and they can easily be accessed there from your office PC.**

On some instrument PCs you need to manually copy your original data into the backup folder. On other instrument PCs your data are directly stored into the backup folder as they are generated (if this option is not changed by the user), thus you don't need to do anything to make a backup.

The name of the backup folder is always printed on a label that says "Store data here", and is found on the lower bezel of the monitor beside the instrument PC.

If you need to copy your data manually, first save a copy of your data in a folder named with your personal name, then place this folder inside the backup folder (usually the backup folder is the **Users** folder).

I cannot find "Users" folder, anywhere.

Done.

Start the program **Computer** or **This PC** or another file browser on the PC, and go to the root on the **D** drive. You will find the **Users** folder there.

Done.

There is no D drive on the PC.

Search the **C** drive instead.

Done.

I cannot find the C nor D drive anywhere.

Ask someone at AMCF for help.

After max 30 minutes, go to your office and start the program **FileZilla** on your office PC.

What is "FileZilla" and/or how do I use it??

Done.

In order to transfer files from the ResearchData server storage containing your data, you can use a FTP-client like FileZilla which can be downloaded from the **Software Center** of UiT, or the website: **filezilla-project.org** Please download, install and start up FileZilla on your office PC.

What is "Software Center"?

Done.

Software center is found as a shortcut on your PC desktop that leads to a site where students and employees at UiT can download useful programs. A description can be found at this web site: **https://tinyurl.com/sooof** Please go there and click one of the red buttons according to the type of PC (Mac or Windows) you use.

Done.

I didn't understand this.

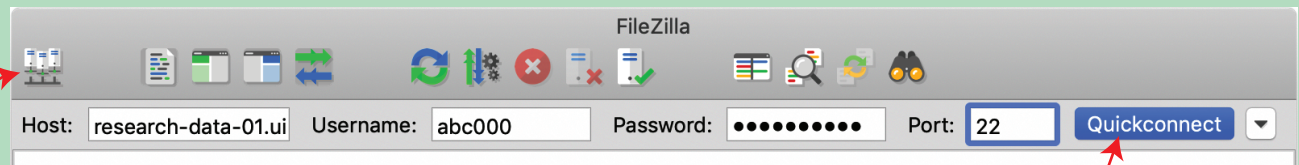
Have you previously established a connection in FileZilla in order to transfer data files from the ResearchData server storage?

No.

Yes.

There are two ways you can connect to the ResearchData server storage site with FileZilla in order to retrieve your data; **Quick Connect** and **Regular Connect**.

In FileZilla you can see a window with a toolbar like the one shown here:

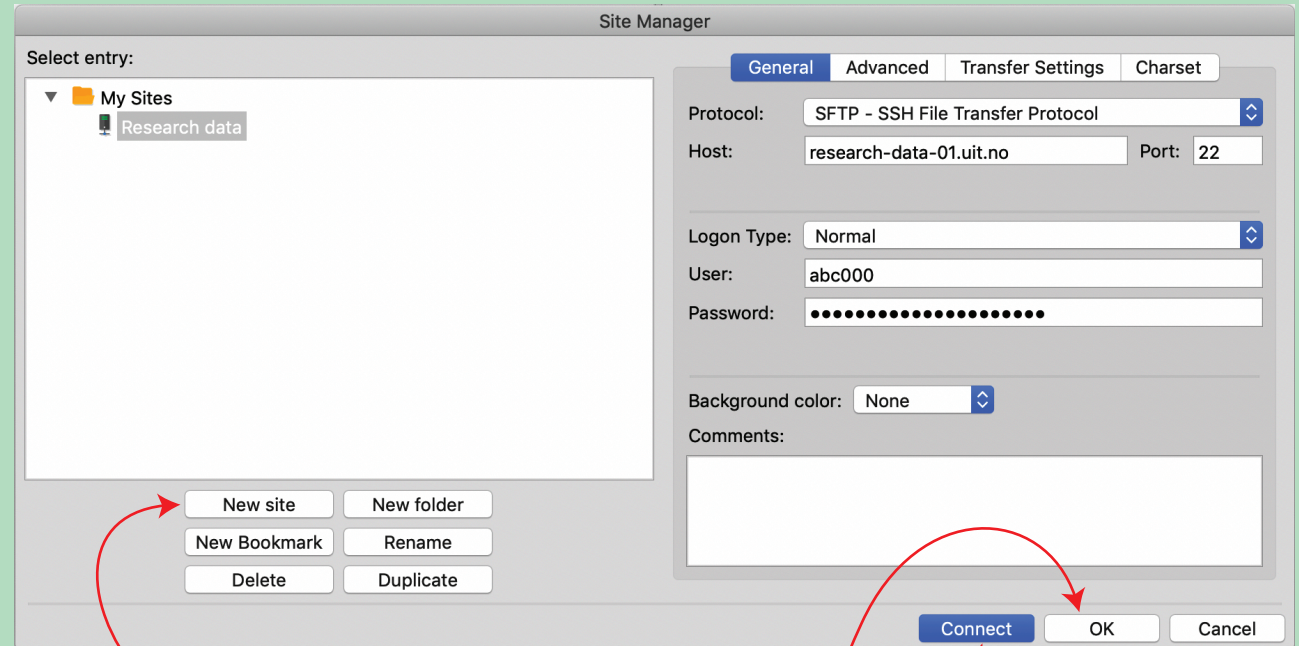


Use this Quick connect toolbar and fill in the following settings:

Host: *research-data-01.uit.no*
Username: your username in this format: *abc000*
Password: your UiT password
Port: 22

Click the **Quickconnect button**

Alternatively, you can use the Regular Connect method: In order to save a site connection for later use, click the **Site Manager button**. A new window opens which look like this:



Click the **New Site button** and give the new site a name of choice, e.g. *Research data*.

Fill in the following settings:
Protocol: *SFTP SSH File Transfer Protocol*
Host: *research-data-01.uit.no*
Port: 22
Logon Type: *Normal*
User: your username in this format: *abc000*
Password: your uit password
Click the **OK button** to save the site for later use (highly recommended).

If you want to open a site which has been previously saved; click the Site Manager button, click the site which is listed in the left column in the window that opens, e.g. *Research data* and click the **Connect button**.

I didn't understand this.

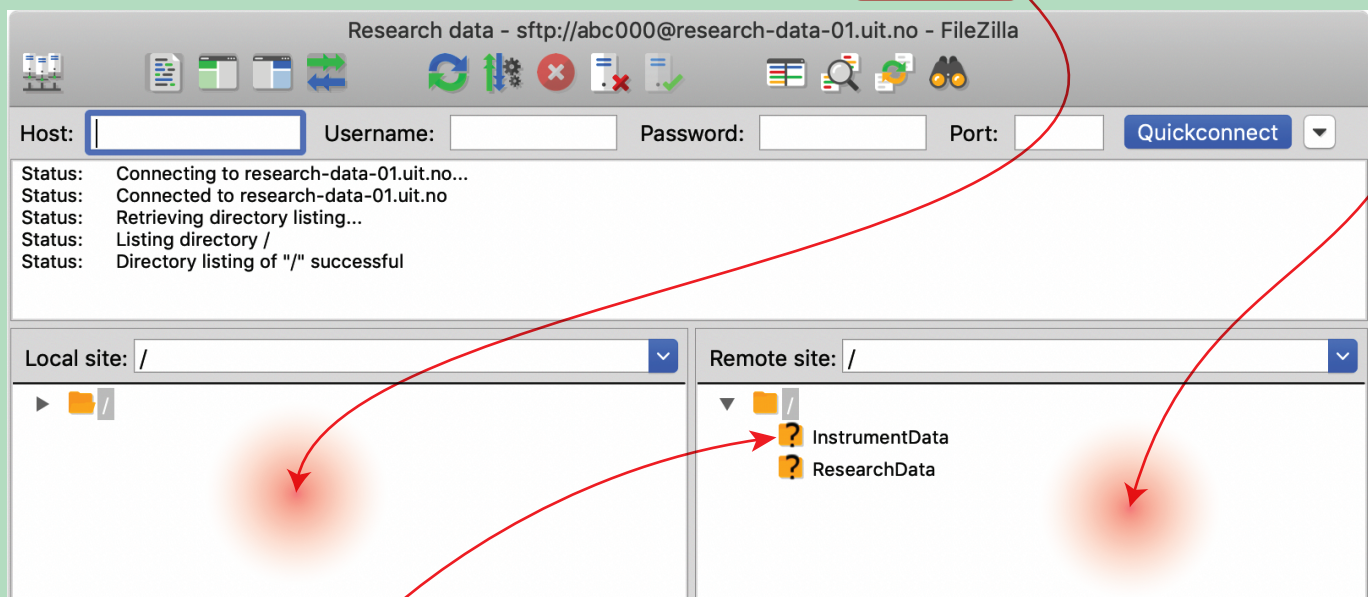
Done.

Do you already know how to use the established connection to transfer your files from the Research-Data server storage, or do you need further instructions?

I need to know more.

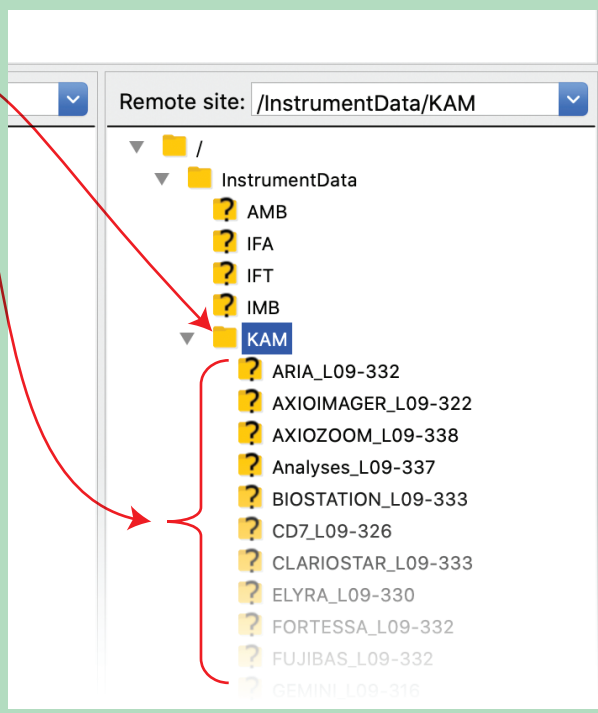
I can manage on my own.

When a connection is established, you will find the content of the ResearchData server storage in the **right column**, and your local content (your personal computer or office PC) in the **left column**.



Click the **InstrumentData folder** and then the **KAM folder** to see folders containing datafiles generated on **different instruments**.

Drag your folder/files from the right column and drop them in the proper folder in the left column in order to transfer copies.



Now I see everything so clearly !

OK, everything is set and you are ready !