LiquidFiles: Transfer Files In/Out

This article covers how to transfer files in or out of a C3PHI environment. All file transfer requests from researchers require approval:

- Non-data files: transfer agent or data steward
- Data files: data steward

All requests will be sent to **two people** in your group. Please see your research group's quick reference guide for a list of available contacts.
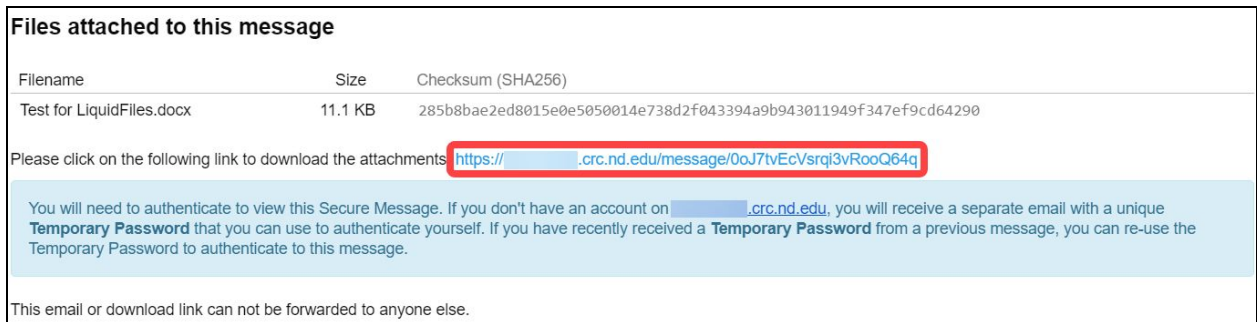
External users such as data suppliers cannot access LiquidFiles. As such, they can only send or receive files by going through the data steward.

File Requirements

Before approving a transfer request, check that the file meets your project's requirements for transfer.

Approve a File Transfer

1. You will receive an email when someone submits a file transfer request. Click the link to the message in this email. Or, login to your project's portal and select **Secure Messages** > **Inbox**.

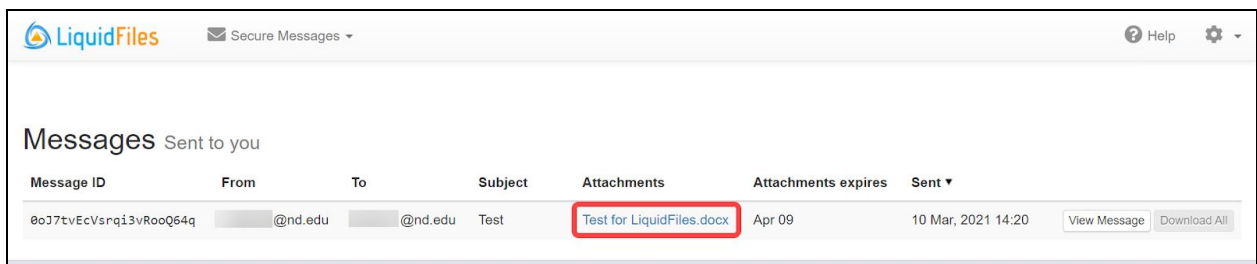2. With the message loaded, download the attached file.

3. Review the file(s) and ensure they meet the requirements for being transferred.

4. If the file(s) are approved for transfer out, send them to the requestor. To transfer files in, navigate back to your project's portal and open the message, if needed.

5. Select the attachment and save the file in the requested data folder.