

LiquidFiles: Request a File Transfer In/Out

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

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

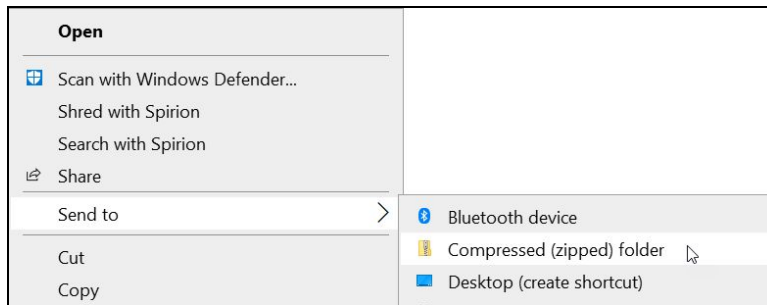
Please see your research group's quick reference guide for a list of email addresses to send requests to. **All requests should be sent to two people in your group.**

Request a File Transfer

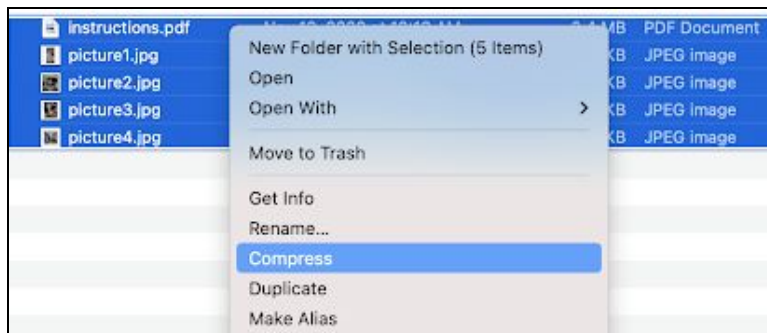
Encrypted files cannot be transferred! The transfer agents and the data steward have to be able to verify the contents of the files before moving them in or out of the C3PHI environment.

Once you've identified two people in your research group to approve the request, follow the steps below to submit it:

1. If you are transferring multiple files, first package the files into a single zip file:
 - a. On Windows, select the files in File Explorer. Right-click on one of the files, select **Send to** and click **Compressed (zipped) folder**. A zipped folder of the compressed files will appear for you to name.

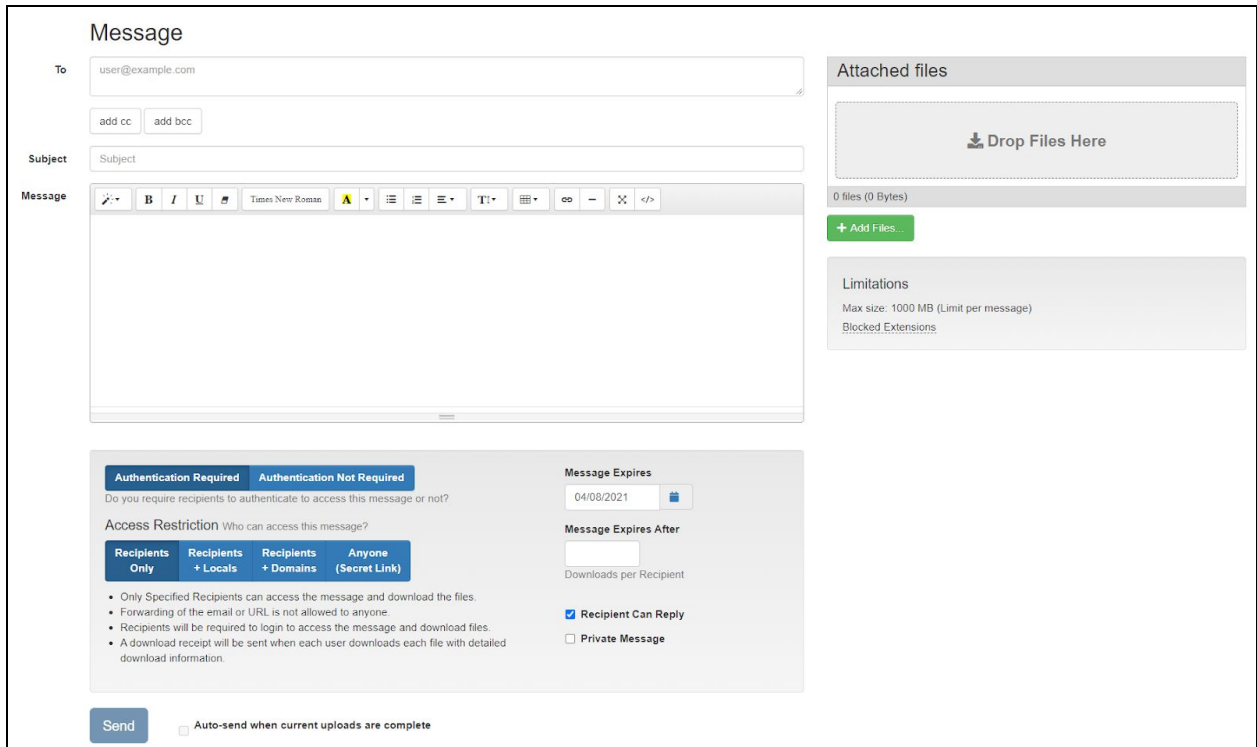


- b. On Mac, select the files in Finder. Control-click on one of the files and click **Compress # files**. A zipped folder of the compressed files titled **Archive.zip** will appear. Rename the file appropriately.



2. In Google Chrome, log in to your project's portal using your ND login credentials.

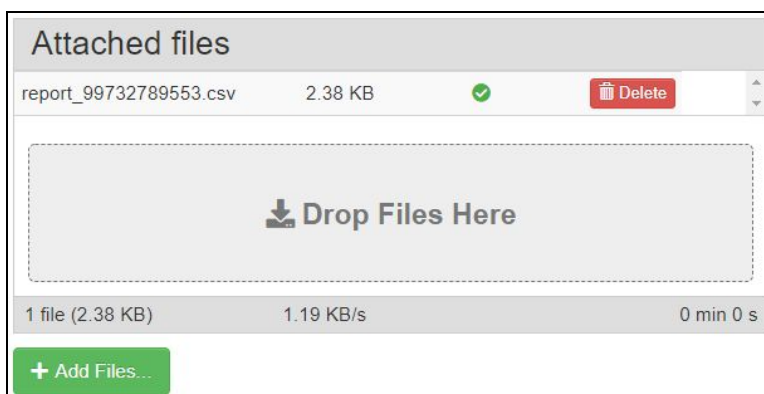
3. In the **To** field, type the email addresses for the two approvers.



Note: Attempting to send a message to an email address that isn't a transfer agent or the data steward will result in an *Invalid Email Address* error.

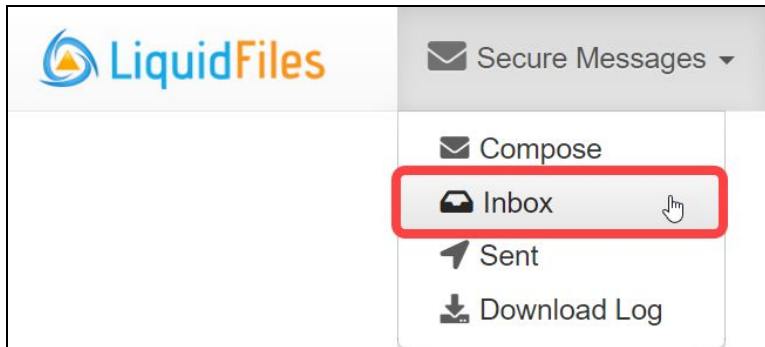
4. Enter your request using the **Subject** and **Message** fields.
5. Click on the green + **Add Files** button and select the file you want to transfer. Alternatively, you can drag and drop the file into the gray *Drop Files Here* box.

The attached file appears in the *Attached Files* area:



6. Check that no other files are attached to the request and click **Send**.
7. You will receive an email once the transfer agent or data steward approves the transfer. If this was a file to transfer into the system, the transfer agent or data steward may have already placed it in the specified location. If not, continue to step 8.

8. In Google Chrome, log back in to your project's portal.
9. In the top toolbar, click on **Secure Messages** and select **Inbox**.



10. You will see a message from the transfer agent or data steward that includes a link to save the file.

