

## IGS: How to get files onto the server (and out again). Two - factor solution .

### FILES INTO the BIGS-server:

Open file explorer from your UiB computer (or private computer connected to VPN) and type the following in the address bar: <\\volo.uib.no\IgsBigs\IgsBigsDataInn>

Place the file (after it has been scanned for viruses and optionally encrypted depending on the content) at your area under <\\volo.uib.no\IgsBigs\IgsBigsDataInn<username>>

GATE - server automatically copies all the files every 10 min from your area.

Sign in at **big.s.uib.no** and you will locate the file at your area: <S:\DataInnVolo\<username>>

MOVE the file to the desired location. If the file is left in the GATE – server it will be overwritten if you choose a file with the same name another time.

### FILES OUT from the BIGS-server:

Once logged in terminal server **big.s.uib.no** - copy the file to your area at:

<S:\Sluse\DataUtVolo\<username>>

GATE - server automatically zip and encrypts files (every 10 min) from your area and give the zipped file a new name (date and time stamp).

Open file explorer from your UiB computer (or private computer connected to VPN) and type the following in the address bar: <\\volo.uib.no\IgsBigs\IgsBigsDataUt> You will find your compressed (zipped) and encrypted file in your area (zip file with the name: "date and time"). Move it to your normal home directory.

The password to open the file is located at **big.s.uib.no** in the file named:

[S:\DataUtVolo\<your user name>\\\_passord.txt](S:\DataUtVolo\<your user name>\_passord.txt) The password is the name preceding the date/time.

All machines that are managed by the IT department have the program 7- zip installed. It is used to encrypt and decrypt the file.

Those using private windows and linux machines can download the program for free here:

<http://www.7-zip.org/>

Mac users can use the program The UnArchive installed on all machines that are managed by the IT department. Those using private Mac computers can download The UnArchive free from the Mac App Store info here:

<https://itunes.apple.com/no/app/the-unarchiver/id425424353?mt=12>

In accordance with the requirements of risk and vulnerability analysis (ROS) – the system owner (IGS by Jannicke or Kari Juul) have access to a copy of all files taken out by two - factor solution.

No data/datasets shall be taken out thru the GATE-server. Consult the system owner in case of questions.