

# **Secure Data Commons**

## **Data Analyst User Guide**

**[www.its.dot.gov/index.htm](http://www.its.dot.gov/index.htm)**

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## Revision History

#	Name	Version	Revision Date	Revision Description
1	REAN Cloud	1.0	08/02/2018	Initial Draft
2	REAN Cloud	2.0	09/13/2018	Added the Export Functionality
3	REAN Cloud	3.0	10/29/2019	Added the Manage Workstations chapter and updated the Guide per feedback comments
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# Table of Contents

Table of Contents .....	iv
Chapter 1. Introduction and Document Overview .....	1
Prerequisites .....	2
Chapter 2. Initial Setup and Validation.....	4
Accessing Secure Data Commons Portal.....	4
Users with a DOT email address (@dot.gov) .....	5
Users without a DOT email address (@dot.gov) .....	7
SDC Portal Landing Page .....	8
Request Access to Datasets.....	10
Upload User Data to S3 Bucket through Portal .....	12
Download User Data from S3 Bucket through Portal .....	13
Chapter 3. Accessing and Launching Workstations .....	15
Launch Workstations .....	15
Software Validation .....	17
Connecting to the Data Warehouse.....	18
Connecting to Waze Data in Redshift Using SQL Workbench .....	18
Connecting to Waze Data in Redshift Using Python.....	19
Connecting to the Hadoop Hive Metastore.....	21
Update Data Formatting Settings in SQL Workbench .....	21
Connecting to the SDC Hadoop Data Warehouse Using Python .....	22
Connecting to Redshift from Linux Environments.....	23
Accessing Jupyter Notebook and RStudio Server .....	24
Manage Workstations .....	24
Resize Workstation .....	25
Schedule/Extend Uptime .....	27
Stop Workstations .....	29
Chapter 4. Exporting Datasets from the SDC .....	30
Request to Export Data .....	30
Request Trusted Status.....	33

Acceptable Use Policy .....	33
Request Auto-Export Status.....	34
How to Auto-Export Files.....	35
Chapter 5. Setting Up SDC with GitLab Repositories .....	37
Log In to GitLab .....	37
Create a Group .....	38
Add Group Members .....	40
Create a Project.....	41
Add Members or Groups to a Project .....	43
Generate SSH Key .....	45
Chapter 6. Technical Documentation and Contact Information .....	49
Architecture Diagram.....	49
Workstation Details .....	50
Tools and Versions .....	50
Contact Information .....	50
Useful Links.....	50
AWS S3 CLI Commands.....	51
Chapter 7. Frequently Asked Questions .....	52
How can I get access to the SDC Datasets?.....	52
How will I understand what a particular dataset consists of? .....	53
How can I launch a workstation?.....	53
Where do I store my data? .....	54
How can I bring my own datasets/algorithm to my workstation? .....	54
How can I publish my dataset/algorithm? .....	54
Where can I find sample queries for my dataset(s)?.....	57

# List of Tables

Table 1: GitLab Access Rights by Role.....	37
Table 2: Default Workstation Details .....	50
Table 3: List of Tools Used and Their Versions .....	50

# List of Figures

Figure 1: SDC Starting Homepage .....	4
Figure 2: SDC Portal – Register/Login Page .....	5
Figure 3: SDC Portal – DOT Account Home Screen .....	6
Figure 4: SDC Portal – Synchronize Login.gov Account with SDC.....	6
Figure 5: SDC Portal – Login Page .....	7
Figure 6: Login.gov – Create New Account.....	8
Figure 7: SDC Portal – Landing Page After Login.....	9
Figure 8: SDC Portal – Datasets Option .....	10
Figure 9: SDC Portal – Request Dataset Access .....	11
Figure 10: SDC Portal – Send Data Access Request.....	11
Figure 11: SDC Portal – Upload Files .....	12
Figure 12: SDC Portal – Upload Success .....	12
Figure 13: SDC Portal – Selecting Files for Download.....	13
Figure 14: SDC Portal – Starting Workstations.....	15
Figure 15: SDC Portal – Run Instance Success .....	15
Figure 16: SDC Portal – Launch Workstations .....	16
Figure 17: SDC Workstation – Initialization and Login Screens .....	16
Figure 18: SDC Workstation – SQL Workbench Icon .....	18
Figure 19: SQL Workbench – Create Redshift Connection Profile .....	18
Figure 20: SQL Workbench – Hive Connection Settings.....	21
Figure 21: SQL Workbench – Tools → Options → Data formatting.....	22
Figure 22: SDC Portal – Manage Workstation .....	24
Figure 23: SDC Portal – Manage Workstation Options .....	25
Figure 24: SDC Portal – Resize Workstation Option .....	25
Figure 25: SDC Portal – Workstation Stopped for Resize Changes.....	25
Figure 26: SDC Portal – Resizing Options .....	26
Figure 27: SDC Portal – Schedule Resize .....	27
Figure 28: SDC Portal – Schedule Workstation Uptime Option .....	27
Figure 29: SDC Portal – Schedule Uptime .....	28
Figure 30: SDC Portal – Tooltip with Existing Scheduled Uptime.....	28
Figure 31: SDC Portal – New Tooltip with Extended Uptime Schedule .....	28
Figure 32: SDC Portal – Stop Workstation.....	29
Figure 33: SDC Portal – Request Export .....	31
Figure 34: SDC Portal – Request Export Form .....	31
Figure 35: SDC Portal – Approval Form Fields .....	32
Figure 36: SDC Portal – Acceptable Use Policy .....	33
Figure 37: SDC Portal – Auto-Export Status Request Form .....	34
Figure 38: AWS CLI – Set Auto-Export Role.....	36
Figure 39: GitLab Login Prompt - LDAP.....	38
Figure 40: GitLab – Create a Group Option .....	38
Figure 41: GitLab – New Group Form .....	39

Figure 42: GitLab – Group Creation Success .....	39
Figure 43: GitLab – Members Left Navigation Menu.....	40
Figure 44: GitLab – Add a New Group Member.....	41
Figure 45: GitLab – Create a Project .....	41
Figure 46: GitLab – New Project Form .....	42
Figure 47: GitLab – Project Creation Success.....	42
Figure 48: GitLab – Select Project to Add Members .....	43
Figure 49: GitLab – Settings, Members Left Navigation Menu.....	43
Figure 50: GitLab – Add Member to Project.....	44
Figure 51: GitLab – Add Group to Project .....	45
Figure 52: GitLab – Create Folder for Credentials .....	46
Figure 53: GitLab – View Directory Objects .....	46
Figure 54: SDC Architecture Overview .....	49
Figure 55: SDC Portal – Datasets Tab.....	52
Figure 56: SDC Portal – Dataset Access Request .....	53
Figure 57: SDC Portal – Workstations Tab .....	53
Figure 58: SDC Workstation – Login.....	54
Figure 59: SDC Portal – Publish Button.....	55
Figure 60: SDC Portal – Publish Dataset Request Form .....	56
Figure 61: SDC Portal – Publish Algorithm Request Form .....	57

# Chapter 1. Introduction and Document Overview

The Secure Data Commons (SDC) is a United States Department of Transportation (U.S. DOT) sponsored cloud-based analytical sandbox designed to create wider access to sensitive transportation datasets, with the goal of advancing the state of the art of transportation research and state/local traffic management.

The SDC stores sensitive transportation data made available by participating Data Providers, and grants access to approved researchers to these datasets. The SDC also provides access to open source tools and allows researchers to collaborate and share code with other system users.

The SDC platform is a research environment that allows users to conduct analyses and do development and testing of new tools and software products. It is not intended to be an alternative to any local jurisdiction's traffic management center or local data repository. The current SDC platform provides users with the following data, tools, and features:

- **Data:** The SDC is ingesting several datasets currently. Additional datasets will be added to the environment over time. Users can bring their own data into the environment to use along with the Waze data.
- **Tools:** The environment provides access to open source tools including Python, RStudio, Microsoft R, SQL Workbench, Power BI, Libre Office, and Jupyter Notebook. These tools are available on a virtual machine in the system enabling data analytics in the cloud.
- **Functionality:** Users can access and analyze data within the environment, save their work to a virtual machine, and publish processes and results to share with other SDC users.

The SDC platform supports two major roles:

- **Data Providers** – These are entities that provide data hosted on the SDC platform. The Data Provider establishes the data protection needs and acceptable use terms for the data analysts.
- **Data Analysts** – These are entities that conduct analysis using the datasets hosted within the SDC system. Note that analysts can bring their own data and tools into the SDC system.

During a project's onboarding phase, Data Providers work with the SDC support team to describe their project's data (for example, the type of data, frequency of new data, data file formats, etc., every project's data is unique). Then, Data Providers upload data files to designated "S3 Ingestion Buckets" (a secure, scalable object storage service provided by the SDC platform through Amazon Web Services). We call this the "Data Lake."

As new data arrives to the SDC, policies and procedures established by the Data Provider then govern who, when, and how Data Analysts can access the data. It is common that once new data arrives in the SDC, automated processes “ingest” and “curate” the data, making the data available in other forms. For example, some data may be loaded into our Data Warehouse tools (Redshift or Hadoop databases), whereas other data may be transformed from its source format into other easier-to-use formats, or filtered through a process to identify corrupt, invalid, or duplicate data. Exactly which automated processes a project’s data undergoes is determined during the project onboarding processes.

Once data has been ingested and curated, it is then available to Data Analysts through the tools listed above (note that we are always adding new Data Analyst tools based on request). A typical Data Analyst workflow may be:

- Use a tool to develop SQL queries to see a subset of the larger data set.
- Compare the data subset against models to draw unique insights (for example, develop programs utilizing the analytic capabilities of R or Python).
- Use powerful tools that present data and insights in graphical format (some use the power of Python and GeoPandas, others have developed graphical outputs in R Studio, whereas others use Libre Office as an open source alternative to Microsoft Excel). The SDC support team has worked with yet other Data Analysts to install proprietary licensed software to enhance their analytical capabilities.

Finally, there are capabilities by which Data Analysts can export their work out of the SDC, subject to the data use agreements and approval of the Data Providers.

This document provides guidance for the **Data Analyst** role. A similar guide will be prepared for the Data Providers. This document is organized as follows:

- Initial Setup and Validation
- Workstation Access
- Sample Queries
- Exporting Data
- Importing and Exporting Code
- Accessing External Data Sources within SDC
- Setting Up GitLab with SDC
- Technical Support and Contact Information
- Frequently Asked Questions

## Prerequisites

Workstation access will not be granted for a Data Analyst user until the user has:

1. Submitted a completed Access Request Form;
2. Received approval for the request;
3. Received an email message with onboarding instructions from the support team; and

4. Received a walkthrough of the system from the support team.

Refer to the [Useful Links](#) section later in the document for further information on technologies relevant to SDC.

# Chapter 2. Initial Setup and Validation

This chapter provides guidance on the initial setup and validation of the user into the SDC system.

## Accessing Secure Data Commons Portal

Users can access the SDC web portal by navigating to <https://portal.sdc.dot.gov>.

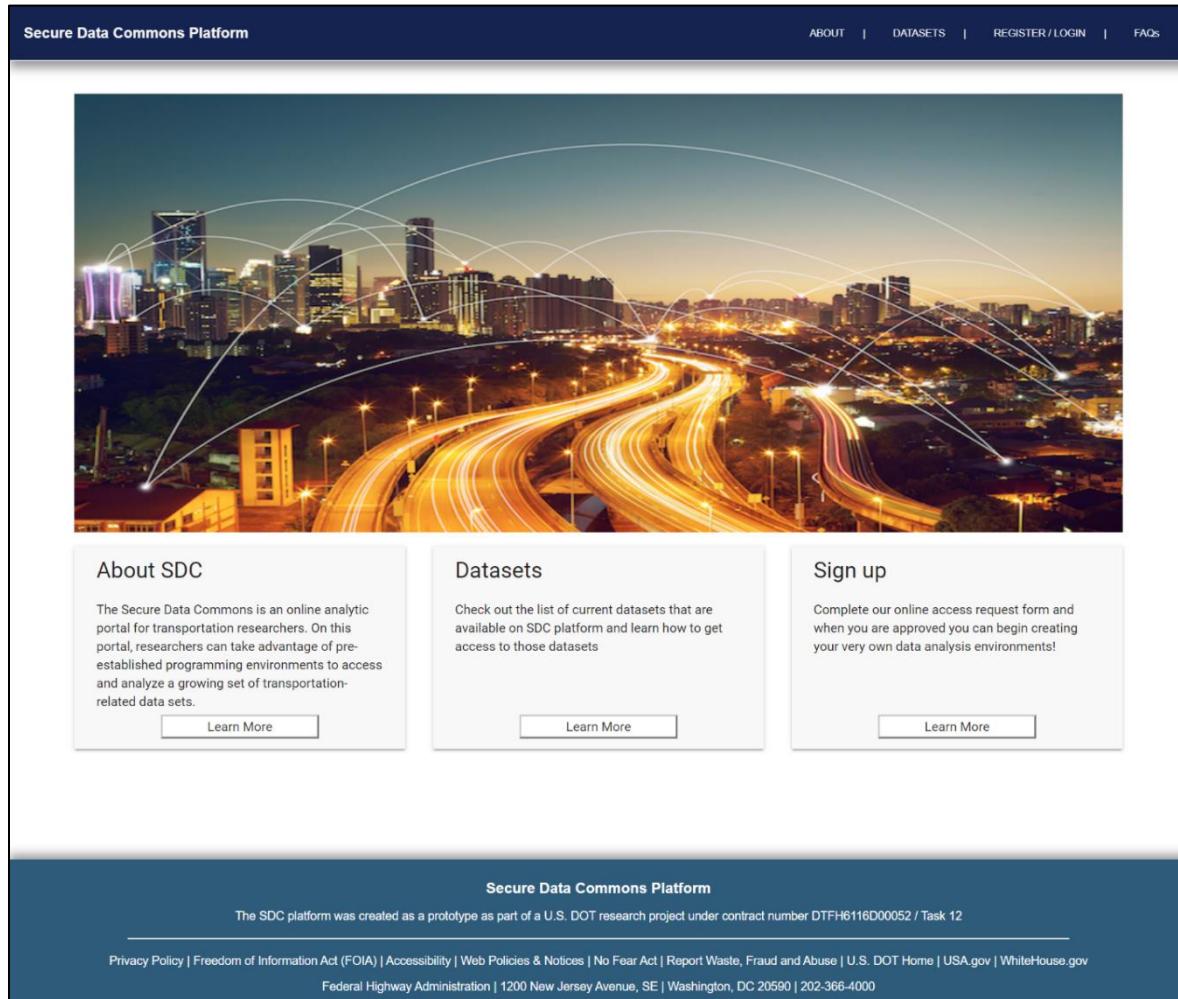


Figure 1: SDC Starting Homepage

## Chapter 2. Initial Setup and Validation

Select Register/Login from the top menu to display the Access Request Form and Privacy Policy links, as well as the email address sign-in prompt.

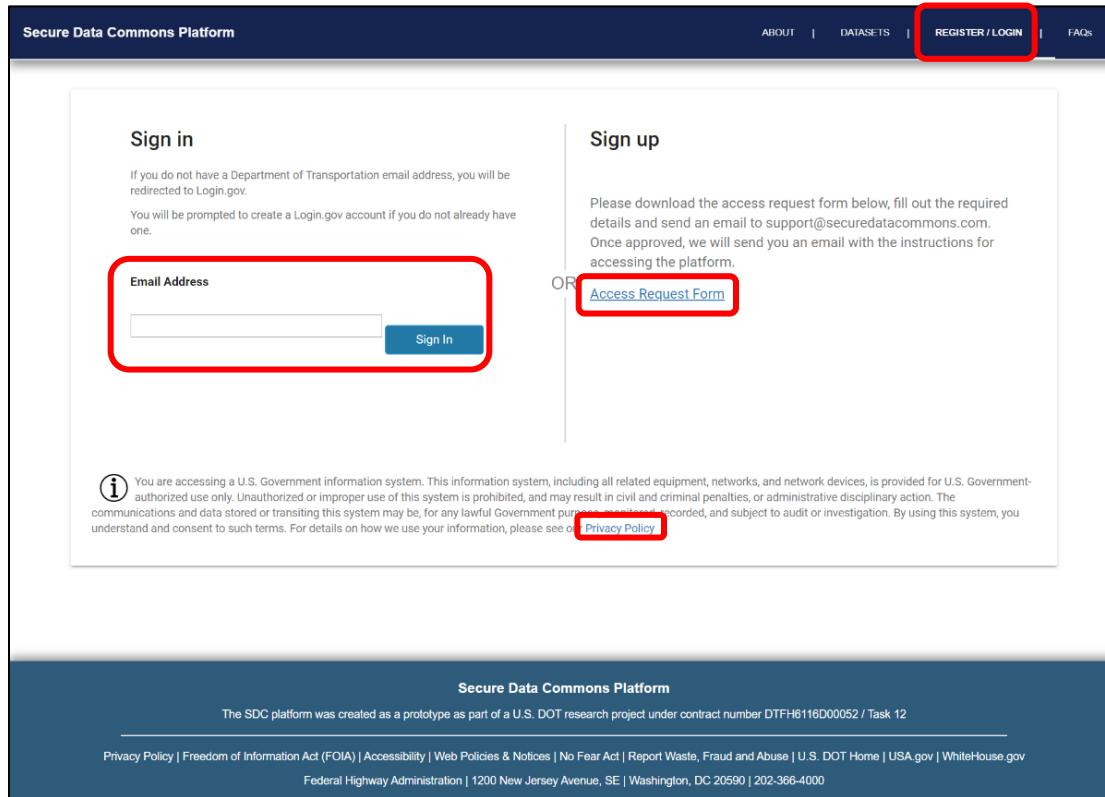


Figure 2: SDC Portal – Register/Login Page

The Access Request Form takes you to a PDF form in which you can provide the support team with contact info, a rationale for your access request, your preferred workstation type, and sign-off for the SDC data use agreements.

### ***Users with a DOT email address (@dot.gov)***

If you have a DOT email address (@dot.gov), enter it into Email Address and then select Sign In to access the portal. If you do not have a DOT email address, continue to the next section.

#### **Notes:**

- If you are logged into your government laptop with your PIV badge inserted and connected to VPN or from your Virtual Desktop Infrastructure (VDI), your credentials are already in your browser so you will be automatically logged in to the form shown in Figure 3 below and skip the ADFS Sign in prompt.
- If you attempt to log in from your personal machine or not connected to VPN, you will be prompted for your full ADFS DOT credentials.
  - Username: *Email@ad.dot.gov*

On the following form, select your DOT account from the list.

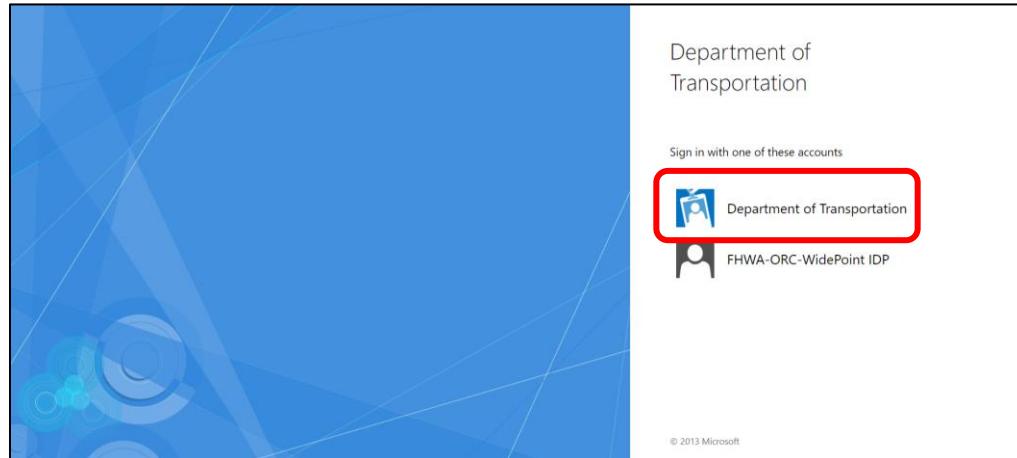


Figure 3: SDC Portal – DOT Account Home Screen

You may be redirected to a one-time sign-in form on the portal if this is the first time syncing your DOT account with your SDC account. Enter your SDC (example: username: bsmith) credentials and then select Sign in.

A screenshot of the "One Time Sign In" page from the SDC Portal. The top navigation bar includes links for HOME, DATASETS, WORKSTATIONS, FAQ, and LOGOUT. The main content area has a title "One Time Sign In". It contains two input fields: "Username" with the placeholder "username" and "Password" with a masked password entry. Below these is a "Sign in" button. To the right of the buttons, there is a message: "Please sign in using your internal Secure Data Commons credentials. Accounts only need to be linked once." It also includes a link for users who have forgotten their credentials: "If you do not remember your Secure Data Commons credentials, please contact the Support Team." At the bottom, there is a note for new users: "Don't have an account? Follow the instructions on the Secure Data Commons portal to create one."

Figure 4: SDC Portal – Synchronize Login.gov Account with SDC

If you are accessing the portal for the first time, you will be prompted to change your password after entering the credentials provided in the welcome email.

After signing in, you will be redirected to the Secure Data Commons landing page.

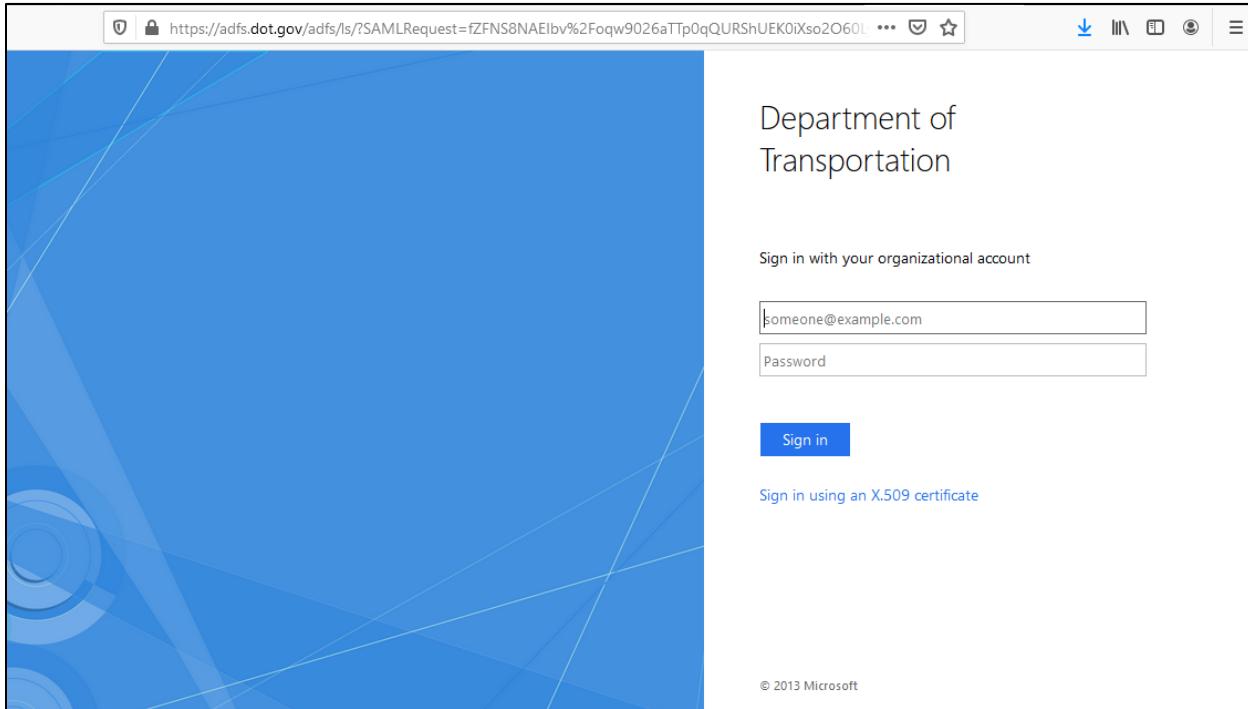


Figure 5: ADFS – Login Page

### **Users without a DOT email address (@dot.gov)**

If you do not have a DOT email address, you will need to create a new Login.gov account or log in with your existing one so that it can be linked with your SDC credentials. Linking a Login.gov account with your SDC credentials provides extra security by adding protection you can configure as two layers of authentication. Authentication methods will consist of phone text or call; an app on your phone, tablet, or computer; a security key; a government employee ID; and pre-generated backup codes.

Enter the email address you would like to use as your Login.gov account into the portal's Email Address sign in (Figure 2 above) and then select Sign In to be redirected to the Login.gov website, where you can create a new account. If you already have an existing Login.gov account, enter your credentials and then select Sign in.

If you do not have an existing Login.gov account, select “Create an account” on the page you are redirected to:

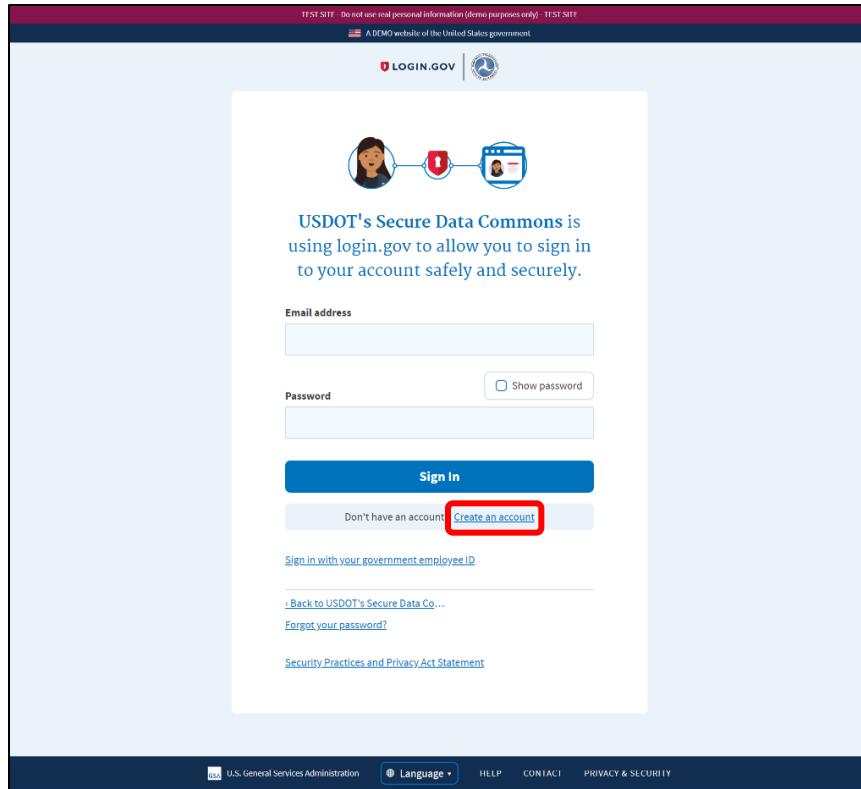


Figure 6: Login.gov – Create New Account

For further instructions on setting up your new Login.gov account and configuring its secure authentication methods, refer to <https://www.login.gov/help/creating-an-account/how-to-create-an-account/>.

After you have finished setting up all authentication methods or signed in with an existing Login.gov account, you will be redirected to a one-time sign-in form on the portal (refer to previous Figure 4). Enter your SDC ADFS credentials (provided in your welcome email) and then select Sign in.

If you are accessing the portal for the first time, you will be prompted to change your password after entering the credentials provided in the welcome email.

### **SDC Portal Landing Page**

Upon successfully logging in, you will be redirected to the landing page, which provides an overview of Secure Data Commons and the different actions you can perform from the web portal:

1. Request access to curated and published datasets
2. Access to workstations with programming tools
3. Bring your own datasets / algorithms

## Chapter 2. Initial Setup and Validation

### 4. Publish your datasets / algorithms

The screenshot shows the homepage of the Secure Data Commons Platform (SDC). At the top, there is a dark blue header bar with the text "Secure Data Commons Platform" on the left and "HOME | DATASETS | WORKSTATIONS | FAQ | LOGOUT" on the right. Below the header, there is a large white area containing a welcome message and four numbered steps for users:

- 1 Curated and published datasets**: Check out the list of currently available datasets (curated, published), data dictionaries owned by you and others. [Learn more about what curated and published datasets mean](#).
- 2 Access to workstations with programming tools**: Access the workstations assigned to you, if you have requested as part of the registration process.
- 3 Bring your own datasets / algorithms**: Learn more about how you can bring your algorithms and code to the SDC platform.
- 4 Publish your datasets / algorithms**: Learn more about how you can publish your research analysis and algorithms with other researchers.

At the bottom of the page, there is a dark blue footer bar with the text "Secure Data Commons Platform" and "The SDC platform was created as a prototype as part of a U.S. DOT research project under contract number DTFH6116D00052 / Task 12". Below this, there are links to "Privacy Policy", "Freedom of Information Act (FOIA)", "Accessibility", "Web Policies & Notices", "No Fear Act", "Report Waste, Fraud and Abuse", "U.S. DOT Home", "USA.gov", and "WhiteHouse.gov". It also includes the address "Federal Highway Administration | 1200 New Jersey Avenue, SE | Washington, DC 20590 | 202-366-4000".

Figure 7: SDC Portal – Landing Page After Login

## Request Access to Datasets

Users can request access to the datasets that are available within the SDC platform as published / enabled by the SDC team or published by other users.

Once you are logged in, go to Datasets in the top menu.

The screenshot shows the SDC Portal homepage. At the top, there is a dark blue header bar with the text "Secure Data Commons Platform". Below the header, there is a navigation bar with links: "HOME", "DATASETS" (which is highlighted with a red box), "WORKSTATIONS", "FAQ", and "LOGOUT". The main content area has a white background. It starts with a welcome message: "Welcome to the Secure Data Commons Platform (SDC), a sandbox environment in AWS managed by U.S. Department of transportation. The SDC platform provides a collaborative environment for traffic engineers, researchers, data scientists and anyone who is interested in carrying out research and analysis on different datasets related to traffic, weather, crashes etc." Below this, there is a section titled "Ready to Get Started? Follow the steps below or directly jump to any of the sections that you wish to access. SDC Users will have the following access in the platform:" followed by four numbered steps:

- 1 Curated and published datasets  
Check out the list of currently available datasets (curated, published), data dictionaries owned by you and others. [Learn more](#) about what curated and published datasets mean
- 2 Access to workstations with programming tools  
Access the workstations assigned to you, if you have requested as part of the registration process
- 3 Bring your own datasets / algorithms  
[Learn more](#) about how you can bring your algorithms and code to the SDC platform
- 4 Publish your datasets / algorithms  
[Learn more](#) about how you can publish your research analysis and algorithms with other researchers

At the bottom of the page, there is a dark blue footer bar with the text "Secure Data Commons Platform" and "The SDC platform was created as a prototype as part of a U.S. DOT research project under contract number DTFH6116D00052 / Task 12". Below this, there are links to "Privacy Policy", "Freedom of Information Act (FOIA)", "Accessibility", "Web Policies & Notices", "No Fear Act", "Report Waste, Fraud and Abuse", "U.S. DOT Home", "USA.gov", and "WhiteHouse.gov". The footer also includes the address "Federal Highway Administration | 1200 New Jersey Avenue, SE | Washington, DC 20590 | 202-366-4000".

Figure 8: SDC Portal – Datasets Option

## Chapter 2. Initial Setup and Validation

Expand the SDC Datasets. You will be able to see all available datasets in the SDC platform. To access a dataset, click on Request.

The screenshot shows the 'SDC Datasets' section of the SDC Portal. It displays a table of datasets with columns for Name, Category, Description, Geographic Scope, Start / End for Data Availability, Owner, and Request Access. The 'Request Access' column contains three blue 'Request' buttons, which are all highlighted with a red box. The datasets listed are WAZE, FSD, and CVP.

Name	Category	Description	Geographic Scope	Start / End for Data Availability	Owner	Request Access
WAZE	Curated	Contains curated waze data	All states in US	March 2017 to Present	SDC platform	<button>Request</button>
FSD	Raw	Contains raw FTA sample data	All states in US	March 2019	SDC platform	<button>Request</button>
CVP	Curated	Contains CVP evaluation datasets	All states in US	March 2017 to Present	SDC platform	<button>Request</button>

Figure 9: SDC Portal – Request Dataset Access

Complete the SDC Data Access Request form that appears. Once completed, click on Send Request.

The screenshot shows the 'SDC Data Access Request Form' on the SDC Portal. The form includes sections for Basis for Access (radio buttons for 'Yes' or 'No'), Geographic Extent of Access (text input field), and a checkbox for accepting terms and conditions. At the bottom, there are 'SEND REQUEST' and 'CANCEL' buttons, with the 'SEND REQUEST' button highlighted with a red box.

Figure 10: SDC Portal – Send Data Access Request

The request will be sent to the support team and access to the requested dataset will be given upon validation and approval of the information in the form.

## Upload User Data to S3 Bucket through Portal

Users who want to share data with other users from their project team can upload their own data to their assigned team/individual buckets through the portal.

1. Click on Datasets from the home page.
2. Click on Upload Files under “My Datasets / Algorithm.”
3. A pop-up window appears prompting you to choose one or more files for upload to the assigned bucket. (The assigned bucket name will be displayed on the upload pop-up window.)

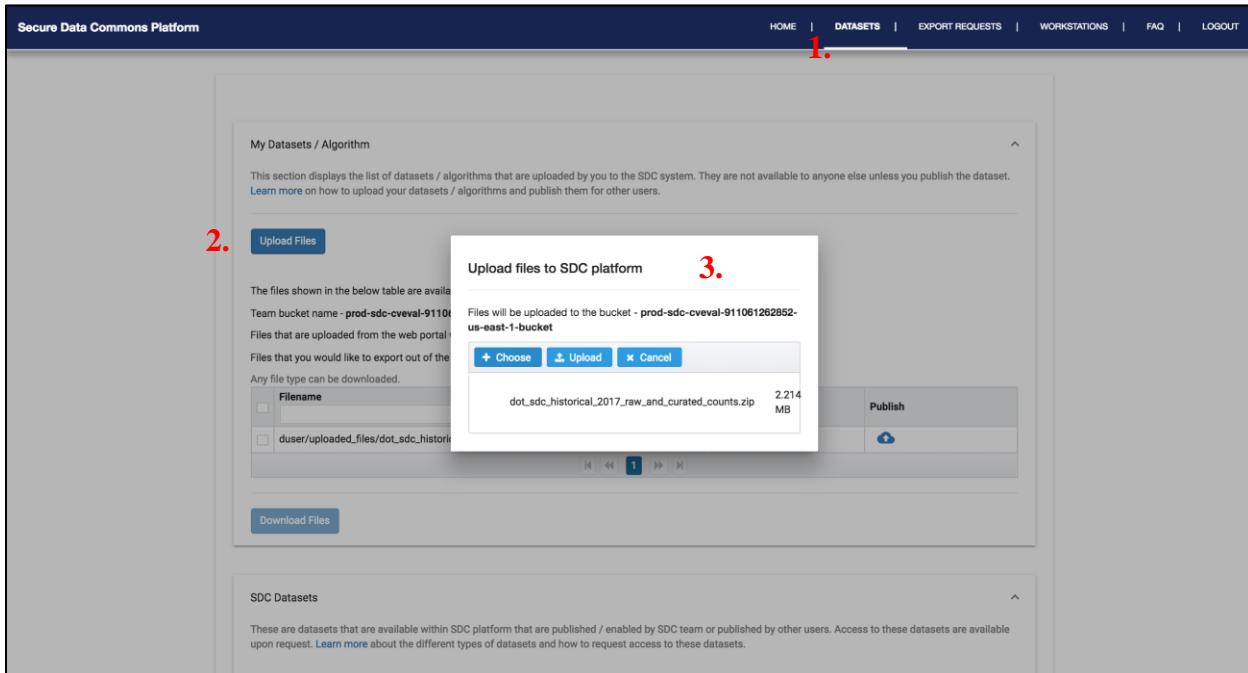


Figure 11: SDC Portal – Upload Files

4. A success message will be displayed upon a successful upload.

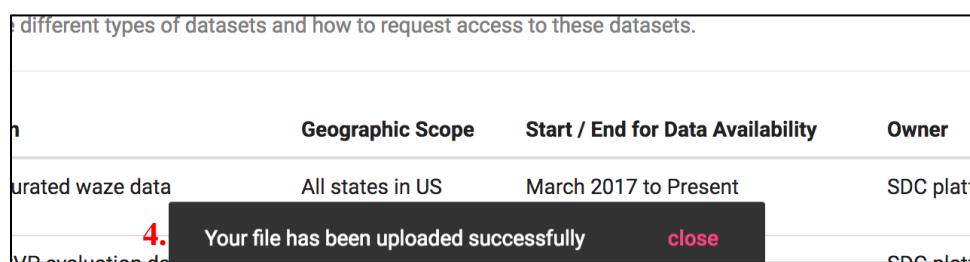


Figure 12: SDC Portal – Upload Success

5. Files that are uploaded from the web portal will be saved in the folder – **username/uploaded\_files**
6. To make these files available to members of the project team, users then need to move files from **username/uploaded\_files** to the project team S3 bucket using command-line tools (see AWS S3 CLI Commands for an overview).

7. Users would be able to access only the files that are under the **uploaded\_files** and **export\_requests** folders.

## Download User Data from S3 Bucket through Portal

Users can download their data from their assigned team/individual buckets through the portal.

1. Click on Datasets from the home page.
2. All the available files under **username/uploaded\_files** in the assigned bucket will be displayed along with the assigned bucket name under My Datasets / Algorithm.
3. Select the files that you want to download and then click on Download Files.
4. Users should go through the export request workflow to download files that are uploaded under **export\_requests** folder. Export requests workflow can be found by clicking [here](#).

Figure 13: SDC Portal – Selecting Files for Download

### Notes:

- Not all the files are downloaded directly. Files with extensions such as .txt, .png, or .pdf will be opened in a separate tab from where they can be downloaded. All other files with extensions like .csv, .zip, etc. can be downloaded directly.
- Files are downloaded individually.
- The Filename box allows searches for partial filenames. This can be used to download all the contents of a sub-folder in an S3 bucket by searching for the sub-folder name and then clicking the box next to Filename to select all objects.
- Files must be copied to and from S3 buckets using the SDC workstation. **NOTE:** Files stored in S3 buckets are not visible through Windows Explorer but can be copied to their SDC workstation.
  - o For example: To copy the file shown above in Figure 13 that is hosted in an S3 bucket to your SDC workstation, use the command:

```
aws s3 cp s3://prod-sdc-cveval-911061262852-us-east-1-
bucket/duser/uploaded_files/dot_sdc_historical_2017_ra
w_and_curated_counts.zip
dot_sdc_historical_2017_raw_and_curated_counts.zip
```

# Chapter 3. Accessing and Launching Workstations

Users are assigned cloud-based workstations to perform analysis on the datasets. This section provides a description of how to launch and use these workstations.

## Launch Workstations

1. Users can see the assigned workstations by clicking on WORKSTATIONS from the top menu. By default, all the workstations are in an inactive state.
2. Click on Start to start the workstation.

#	Stack Name	Applications	Configuration	Action
1	Programming Environment #1	Microsoft-R, Rstudio, Python, Microsoft Power BI, SQL Server Management Studio, SQL Workbench, Open Office, Firefox	CPU: 2 Memory(GiB): 4	<b>Start</b> <span style="float: right;">Launch Manage</span>
2	Programming Environment #2	Jupyter Notebook, R Studio Server	CPU: 2 Memory(GiB): 4	<b>Start</b> <span style="float: right;">Launch Manage</span>

Figure 14: SDC Portal – Starting Workstations

3. The workstation should become available within five minutes; you may not see any change immediately. A message will appear when the workstation has been successfully started.

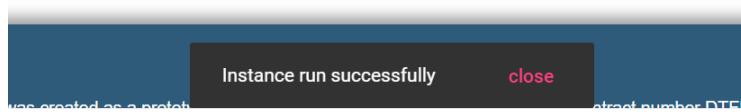


Figure 15: SDC Portal – Run Instance Success

4. Now click Launch for the workstation.

#	Stack Name	Applications	Configuration	Action
1	Programming Environment #1	Microsoft-R, Rstudio, Python, Microsoft Power BI, SQL Server Management Studio, SQL Workbench, Open Office, Firefox	CPU: 2 Memory(GiB): 4	Start <span style="border: 1px solid red; padding: 2px;">Launch</span> Manage
2	Programming Environment #2	Jupyter Notebook, R Studio Server	CPU: 2 Memory(GiB): 4	Start <span style="border: 1px solid red; padding: 2px;">Launch</span> Manage

Figure 16: SDC Portal – Launch Workstations

5. This will provide a user access to their workstation within the browser. The workstation may take a few minutes to initialize. When complete, a login screen will appear. User is prompted to re-enter SDC username and password.

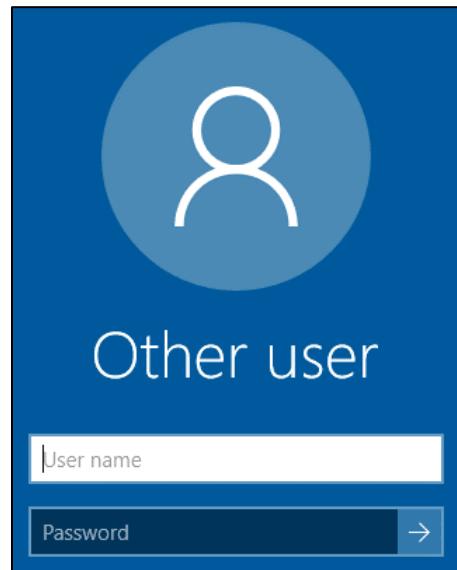


Figure 17: SDC Workstation – Initialization and Login Screens

## Software Validation

By default, users will have the following installed on their workstations:

- Java
- Python
- R, RStudio
- SQL Workbench
- Power BI
- AWS CLI
- Adobe
- Libre Office
- Visual Studio
- PuTTY
- Firefox

## Connecting to the Data Warehouse

The following sections illustrate how the user can connect to the data stores available to the SDC.

### Connecting to Waze Data in Redshift Using SQL Workbench

Launch SQL Workbench by double-clicking the SQL Workbench shortcut on the desktop.

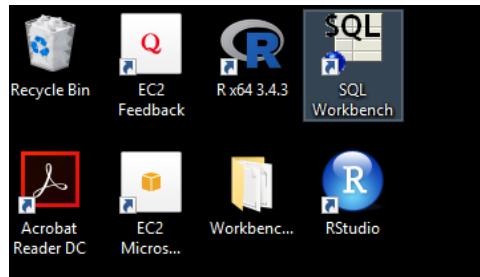


Figure 18: SDC Workstation – SQL Workbench Icon

Create a Redshift connection profile to connect to Waze data:

1. Create a new connection profile by selecting the top left corner icon on the “Select Connection Profile” window.
2. Select “Amazon Redshift Driver” from the Driver drop-down.
3. Update the URL section with the Redshift URL provided in the email from the support desk detailing Redshift login credentials.
4. Provide your username and password received in the welcome email.
5. Click on the Test button at the bottom to test the connection. A pop-up dialog will appear confirming a successful or failed connection.

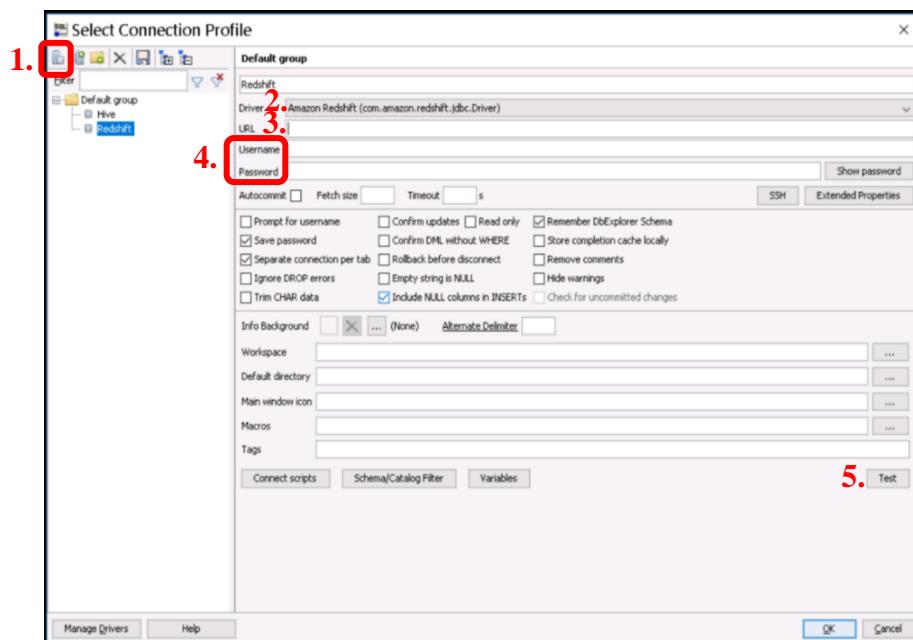


Figure 19: SQL Workbench – Create Redshift Connection Profile

## ***Connecting to Waze Data in Redshift Using Python***

**NOTE:** When you are granted access to Waze data, the SDC support team creates a new Redshift user for you, assigns it with a Redshift password, and emails you with information on the Redshift host you will connect to. This email message provides the `redshiftHost`, `userName`, and `userPassword` values shown below. Your Redshift credentials are only used for connecting to Redshift and NOT for accessing the portal, which uses your separate SDC credentials.

**Important:** The default version of Python installed on the SDC Windows Workstations is v2.7.4. There are two required Python modules that must be installed prior to attempting to connect to Redshift with Python using the example code below. To install these modules, open a Windows Command Prompt, and enter the following two commands:

```
C:\Users\username> pip install psycopg2  
C:\Users\username> pip install numpy
```

The above "pip install ..." command(s) only need to be run ONCE on the SDC Windows Workstation. Once the Python modules are installed, they remain available, even across reboots of the workstation.

To test Python connectivity to Redshift, open the IDLE python editor and execute the following:

```
from __future__ import print_function  
  
import psycopg2  
import numpy  
  
dbName = 'dot_sdc_redshift_db'  
redshiftHost = '[host address]'  
redshiftPort = 5439  
  
userName = '[username]'  
userPassword = '[password]'  
  
# query = 'select * from dw_waze.alert limit 10;'  
query = "select * from dw_waze.alert where  
alert_type='ACCIDENT' and city = 'Severance, CO'"  
  
conn = psycopg2.connect(  
    dbname=dbName,  
    host=redshiftHost,  
    port=redshiftPort,
```

```
user=userName,  
password=userPassword)  
  
cursor = conn.cursor()  
  
cursor.execute(query)  
result = cursor.fetchall()  
  
result = numpy.array(result)  
  
# print(result)  
for r in result:  
    print (r[1], r[8], r[18], r[19], r[22], sep='\t')
```

For further information and examples, refer to the internal SDC GitLab collaboration site.

## Connecting to the Hadoop Hive Metastore

Launch SQL Workbench by double-clicking on the SQL Workbench shortcut on the desktop:

1. Create a new connection profile by selecting the top left corner icon on the “Select Connection Profile” window.
2. Select “Hive JDBC” from the Driver drop-down.
3. Update URL section with the Hive URL.
4. Provide your username and password received in the welcome email. **NOTE:** You are not required to enter the “@internal.sdc.dot.gov” portion of your username to log on.
5. Click on the Test button at the bottom to validate your connection. A pop-up dialog will appear confirming a successful or failed connection. If you continue running into a failed connection, contact the [SDC support desk](#) for assistance.

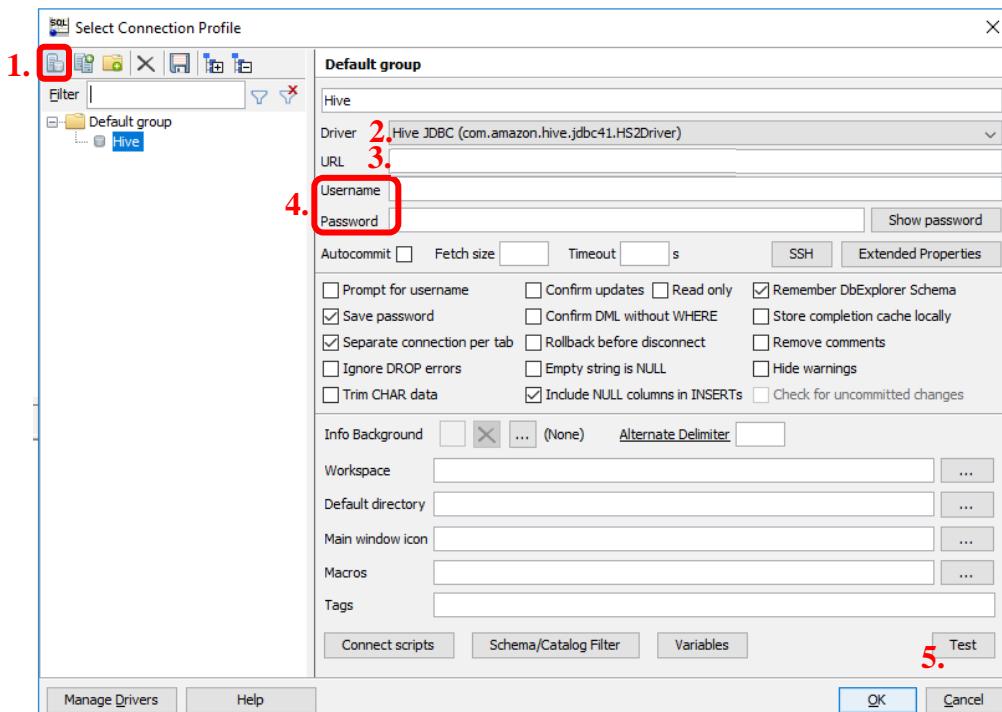


Figure 20: SQL Workbench – Hive Connection Settings

## Update Data Formatting Settings in SQL Workbench

Once the connection has been established, navigate to Tools | Options | Data formatting and update the Decimal digits value to 0.



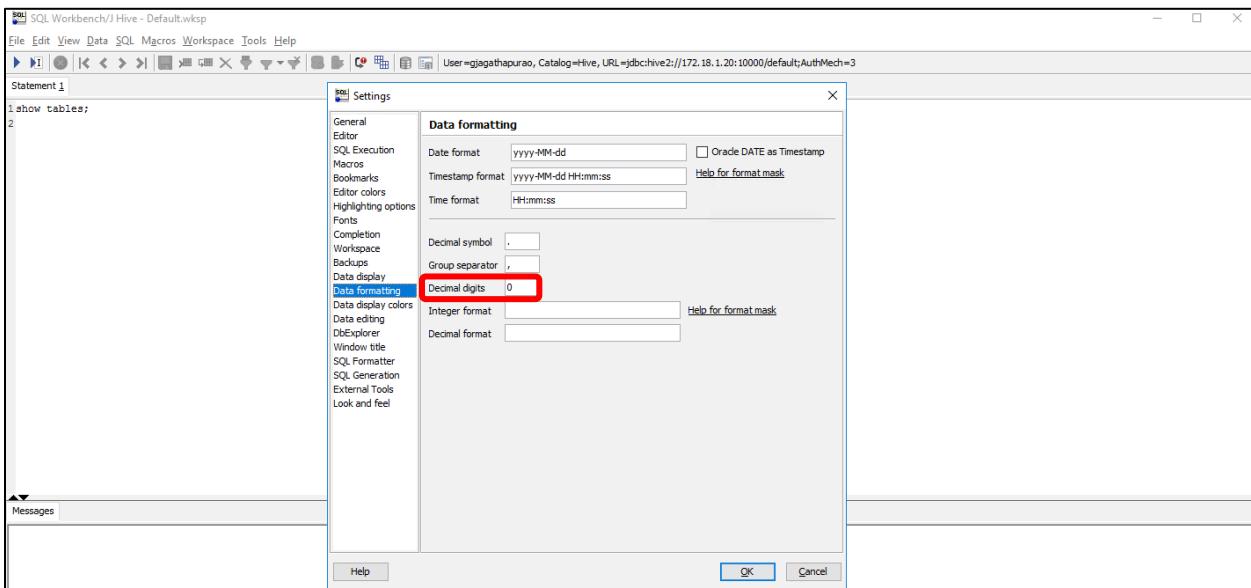


Figure 21: SQL Workbench – Tools → Options → Data formatting

### Connecting to the SDC Hadoop Data Warehouse Using Python

**Important:** The default version of Python installed on the SDC Windows Workstations is v2.7.4. There are two required Python modules that must be installed prior to attempting to connect to Hadoop/Hive with Python using the example code below. To install these modules, open a Windows Command Prompt, and enter the following two commands:

```
C:\Users\username> pip install impyla  
C:\Users\username> pip install numpy
```

The above "pip install ..." command(s)s only need to be run ONCE on the SDC Windows Workstation. Once the Python modules are installed, they remain available, even across reboots of the workstation.

To test Python connectivity to the data warehouse, open the IDLE python editor and execute:

```
from __future__ import print_function  
  
from impala.dbapi import connect  
import numpy  
  
conn = connect(  
    host='[host address]',  
    port=10000,  
    auth_mechanism='PLAIN',
```

```
user='[your_username]' ,password='[your_password]')

cursor = conn.cursor()

cursor.execute('SHOW TABLES')

result = cursor.fetchall()
result = numpy.array(result)

# print(result)
for r in result:
    print (r)
```

This should result in an array of tables displayed to the user.

## ***Connecting to Redshift from Linux Environments***

Credentials to access the Waze Redshift database are communicated from the SDC Administrator ([support@securedatacommons.com](mailto:support@securedatacommons.com)).

- In R, it is possible to connect to Redshift using multiple packages. The RPostgreSQL package provides a simple method. This package requires the PostgreSQL library to be installed at the system level; if it is not installed, it would be necessary to install as root in the terminal:  
\$ sudo yum install postgresql-devel
- In R, you may need to `install.packages("RPostgreSQL", dep=T)` if you do not already have the package installed.
- Connect to Redshift using the following code as a guide:

```
library(RPostgres)
# Specify username and password manually, once:
if(Sys.getenv("sdc_waze_username")==""){
    cat("Please enter SDC Waze username and password
manually, in the console, the first time accessing the
Redshift database, using: \n Sys.setenv('sdc_waze_username'
= <see email from SDC Administrator>) \n
Sys.setenv('sdc_waze_password' = <see email from SDC
Administrator>)
}

redshift_host <- "(details provided by SDC Support to
registered SDC Redshift Users)"
redshift_port <- "5439"
redshift_user <- Sys.getenv("sdc_waze_username")
redshift_password <- Sys.getenv("sdc_waze_password")
redshift_db <- "dot_sdc_redshift_db"
```

```
#drv <- dbDriver("PostgreSQL")
conn <- dbConnect(
  RPostgres::Postgres(),
  host=redshift_host,
  port=redshift_port,
  user=redshift_user,
  password=redshift_password,
  dbname=redshift_db)
```

- A database can then be queried using the dbGetQuery() function.

### Accessing Jupyter Notebook and RStudio Server

Linux users can access their Jupyter Notebook and RStudio Server using the Firefox web browser through windows workstation using below URLs.

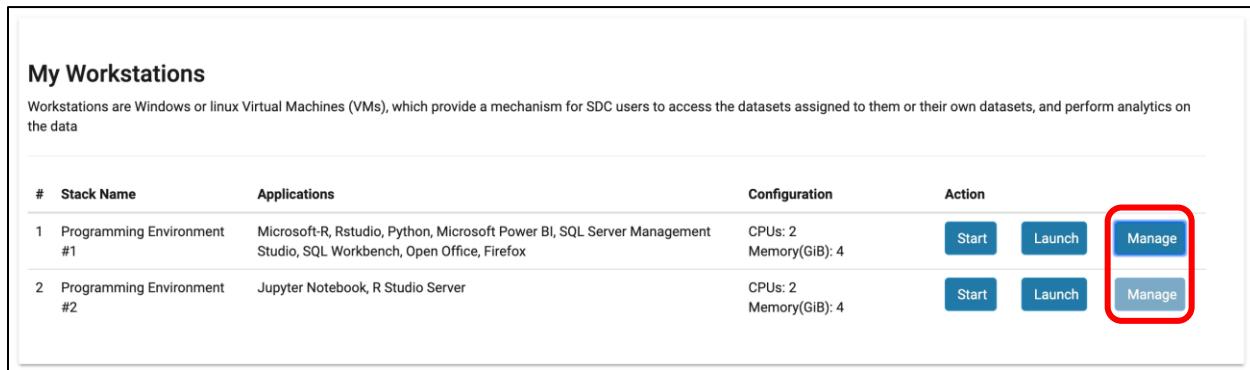
- RStudio – <http://<username>-workspace.internal.sdc.dot.gov:8787>
- Jupyter Notebook – <http://<username>-workspace.internal.sdc.dot.gov:8888>



Windows users can click on the “RStudio” shortcut icon present on the desktop to open RStudio console.

### Manage Workstations

After launching their workstations, users can manage resizing CPU/RAM and scheduling uptime for a workstation by clicking on its Manage button as shown below.



A screenshot of the SDC Portal interface titled "My Workstations". It shows a table with two rows of workstations. The columns are labeled "#", "Stack Name", "Applications", "Configuration", and "Action". The "Action" column contains three buttons: "Start", "Launch", and "Manage". The "Manage" button for the second row is highlighted with a red box. The table data is as follows:

#	Stack Name	Applications	Configuration	Action
1	Programming Environment #1	Microsoft-R, Rstudio, Python, Microsoft Power BI, SQL Server Management Studio, SQL Workbench, Open Office, Firefox	CPU: 2 Memory(GiB): 4	Start Launch Manage
2	Programming Environment #2	Jupyter Notebook, R Studio Server	CPU: 2 Memory(GiB): 4	Start Launch Manage

Figure 22: SDC Portal – Manage Workstation

A dialogue window appears with two checkbox options:

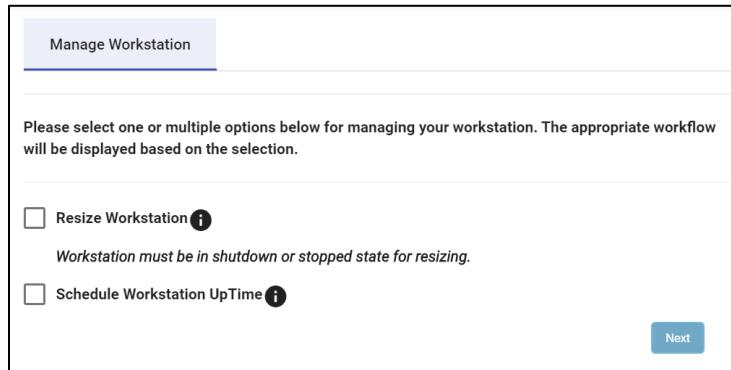


Figure 23: SDC Portal – Manage Workstation Options

Selecting each option renders the appropriate tabs in the dialogue window. The **i** icon shown next to each option provides an informational tooltip on their functions.

### Resize Workstation

1. To resize the workstation, select the checkbox for Resize Workstation and then Next to continue.

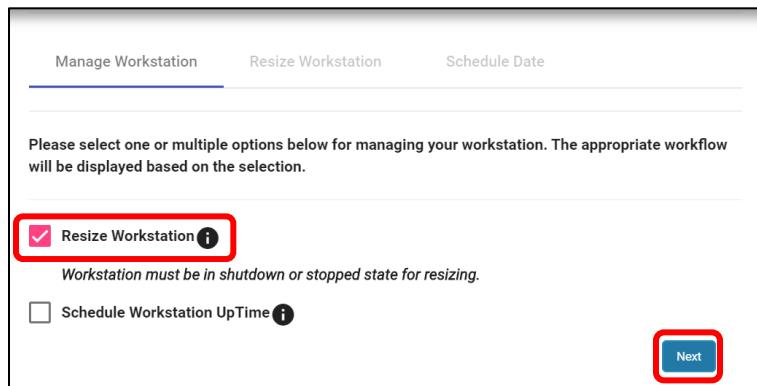


Figure 24: SDC Portal – Resize Workstation Option

2. A message is shown at the bottom of the screen indicating that the workstation will be stopped before applying the resize.

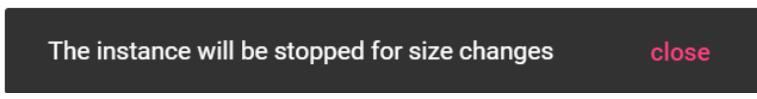


Figure 25: SDC Portal – Workstation Stopped for Resize Changes

3. The Resize Workstation tab allows users to select desired CPU/RAM for their workstation. Current configurations will be grayed out and unavailable. Users can also explore pricing details using the link provided under “click here.”
4. Select the “Please start my workstation after resizing to the new configuration” checkbox to automatically start the workstation with the new configuration after saving changes.
5. Select Submit after all details are entered.
6. A Recommended List of instances will appear. Select the desired instance and then the Next button.

The screenshot shows the 'Resize Workstation' interface. At the top, there are three tabs: 'Manage Workstation', 'Resize Workstation' (which is active and highlighted in blue), and 'Schedule Date'. Below the tabs, a message states: 'Your current workstation configuration is 2 CPU and 4 GB RAM'. It includes a note: 'Please choose the appropriate instance type by selecting the desired CPU and RAM' followed by a link 'For pricing related details click here.' A red number '3.' is placed next to this link. Another note below says: 'Note: Your workstation will be stopped, if it's currently running in order to resize the workstation. Please save your work before requesting the resize for workstation.' A red number '4.' is placed next to the checkbox labeled 'Please start my workstation after resizing to the new configuration'. To the right of this checkbox is a blue 'Submit' button. Below these sections, there is a table titled 'Recommended list' with columns: 'Instance Name', 'CPU', 'Memory', and 'COST'. A red number '6.' is placed next to the first row, which contains 'c5.xlarge', '4', '8 GB', and '\$0.35 per hour'. At the bottom of the page are two buttons: 'Cancel' and 'Next'.

Figure 26: SDC Portal – Resizing Options

7. On the Schedule Date tab, users are prompted to enter a date range for how long the resize should last for the workstation instance. Enter the From and To dates and then select Submit.

The screenshot shows the 'Select schedule' page with the 'Schedule Date' tab selected. It includes instructions to select a schedule between specific dates and receive an email notification upon completion. A red box highlights the 'From date' and 'To date' input fields, which are set to 10/05/2019 and 10/11/2019 respectively. Another red box highlights the 'Submit' button at the bottom right.

Figure 27: SDC Portal – Schedule Resize

8. Users will be returned to the Workstations tab with updated CPU and memory information. They will also receive a success email message from the system confirming the resize expiration date.

### Schedule/Extend Uptime

1. By default, all workstations are shut down at 11 pm EST. If you want to schedule your workstations to be up for a longer period to accommodate analysis runs, select the checkbox for Schedule Workstation Uptime and then Next to continue.

The screenshot shows the 'Schedule Workstation UpTime' page. It displays a note about selecting options for managing workstations. Two checkboxes are present: 'Resize Workstation' (unchecked) and 'Schedule Workstation UpTime' (checked). A red box highlights the checked 'Schedule Workstation UpTime' checkbox. Another red box highlights the 'Next' button at the bottom right.

Figure 28: SDC Portal – Schedule Workstation Uptime Option

- The Schedule Workstation Uptime tab allows users to enter a date range for how long the workstation uptime should last to skip shutdown. Enter the From and To dates and then select Submit.

Figure 29: SDC Portal – Schedule Uptime

- To extend any currently scheduled uptime for the workstation, select the Workstations tab and then select Manage again for the workstation. A new tooltip is now shown for the Schedule Workstation Uptime checkbox on mouse hover that indicates previously scheduled uptime.

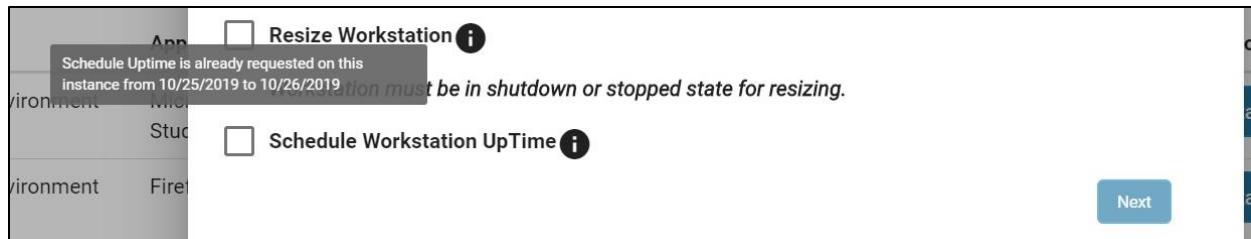


Figure 30: SDC Portal – Tooltip with Existing Scheduled Uptime

- Repeat steps 1-2. For step 2, the From date will already include the date from the previously scheduled uptime. Add a new To date later in the calendar and then submit the update. The previously scheduled uptime goes inactive while the new one becomes active.
- After selecting Submit, return to the Workstations tab and then select Manage for the workstation. The tooltip shown on hover for the Schedule Workstation Uptime checkbox now displays the extended uptime.

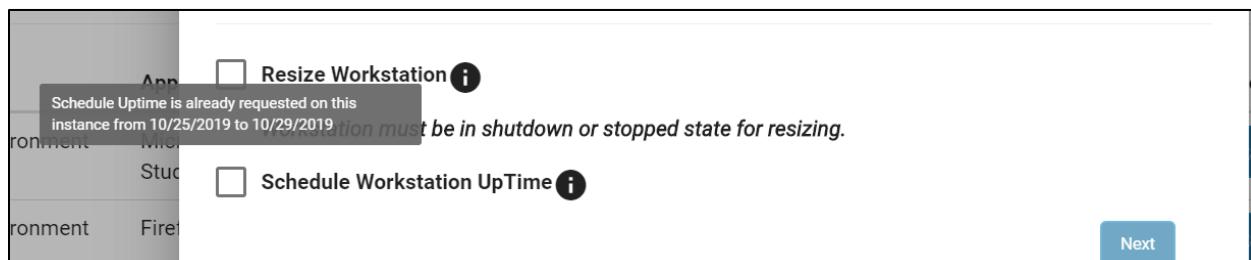
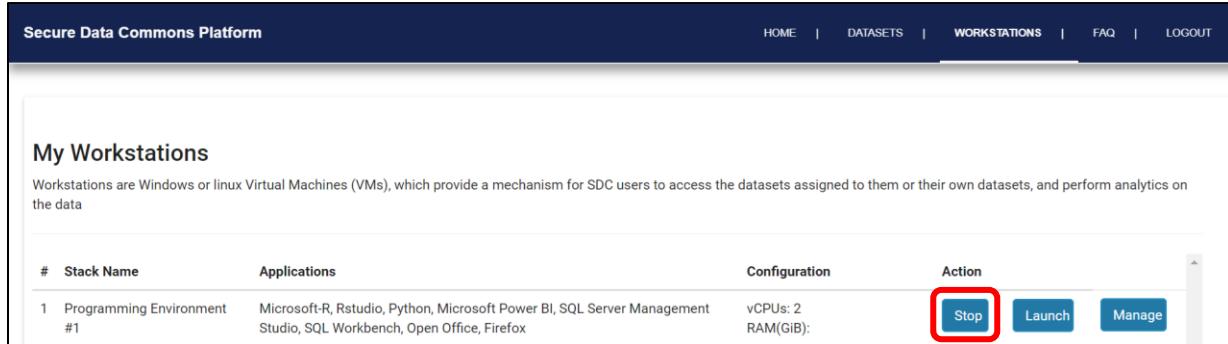


Figure 31: SDC Portal – New Tooltip with Extended Uptime Schedule

## Stop Workstations

Users can see the assigned workstations by clicking on the workstations tab on the top right corner of the page. By default, all the workstations are scheduled to stop every day at 11 PM EST. Users can stop the workstations manually by clicking on the Stop button as shown below. A message will appear when the instance is successfully stopped.



The screenshot shows the 'My Workstations' section of the SDC Portal. At the top, there's a navigation bar with links for HOME, DATASETS, WORKSTATIONS (which is the active tab), FAQ, and LOGOUT. Below the navigation, a sub-header reads 'My Workstations' with a descriptive text about workstations. A table lists one workstation entry:

#	Stack Name	Applications	Configuration	Action
1	Programming Environment #1	Microsoft-R, Rstudio, Python, Microsoft Power BI, SQL Server Management Studio, SQL Workbench, Open Office, Firefox	vCPUs: 2 RAM(GiB):	<a href="#">Stop</a> (button highlighted with a red box) <a href="#">Launch</a> <a href="#">Manage</a>

Figure 32: SDC Portal – Stop Workstation

# Chapter 4. Exporting Datasets from the SDC

Data Analysts should be able to export the data of the system based on the compliance and data usage policies set forth by a Data Provider.

There are two different types of analysts:

1. **General Analyst:** This type of analyst must provide justification to the Data Provider for each data product that they want to export out of the SDC system. The intent is to ensure that the Data Provider has oversight of the exported data. This type of analyst can also request trusted status from the Data Provider while filling out the approval form.
2. **Trusted Analyst:** This type of analyst already has a trusted status which is provided by the Data Providers. The intent is to reduce the effort for exporting data products of analyses out of the SDC system. A trusted user has a pre-existing and approved relationship with the Data Provider.

Once the Data Analyst completes creating derived datasets, either working on the SDC datasets or combining with other datasets that they import into the system, they can export the derived datasets or share the datasets with other team members.

## Request to Export Data

The following are the steps that the Data Analyst needs to follow to export the data of their analysis from the SDC system to support their research:

1. Each Data Analyst is part of a team bucket which is displayed in the Datasets section. When ready to export, Data Analysts can select the file (or files) that they want to export out of the SDC system and place them in a separate staging folder (i.e., **export\_requests**) in their team bucket. Data Analysts can request for exporting a file in this folder by clicking on the export symbol for the file they want to export out of the SDC system. Please note that if Data Analysts want to print out a hard copy of a document, they will need to export it from the SDC workstation to their local machine.

The files shown in the below table are available in the team bucket assigned to your workstation.  
Team bucket name - **dot-sdc-software**  
Files that are uploaded from the web portal will be saved in the folder - **sbapat/uploaded\_files**  
Files that you would like to export out of the system must be uploaded to the folder - **export\_requests**  
Any file type can be downloaded.

Filename	Export	Publish
export_requests/test3.zip	<input type="checkbox"/>	<input type="checkbox"/>
export_requests/s3cmd2.zip	<input type="checkbox"/>	<input type="checkbox"/>
export_requests/t.zip	<input type="checkbox"/>	<input type="checkbox"/>
export_requests/demo9.zip	<input type="checkbox"/>	<input type="checkbox"/>
sbapat/uploaded_files/architecture.png	<input type="checkbox"/>	<input type="checkbox"/>
export_requests/s3cmd1.zip	<input type="checkbox"/>	<input type="checkbox"/>
export_requests/wazeAnalysis.zip	<input type="checkbox"/>	<input type="checkbox"/>
export_requests/dynamodbanalysis.zip	<input type="checkbox"/>	<input type="checkbox"/>

[Navigation icons: back, forward, search, etc.]

**Download Files**

Figure 33: SDC Portal – Request Export

- Once the export button is selected, a dialog box for requesting the export data will be displayed. The analyst will then need to provide the details of the Project, Data Provider, and Data Type that he has used to create his own dataset and click on the NEXT button once finished.

**Request to Export Data**

Select Project      Approval Form      Trusted Status

Please select the Project, Data Provider, and the primary Sub-Dataset/Data Type, that you have used to create your derived dataset. This will help us to route your request to the appropriate Data Provider for approval.

Note - If your derived Dataset is created using multiple Sub-Datasets/Data Types, that are available within SDC or external Datasets/Data Sources that you have uploaded into the system, you will be provided an option to list all such Datasets/Data Types in the next section of the workflow.

Project/Dataset

WAZE

Data Provider

WAZE

Sub-Dataset/Data Type

JAM

**CANCEL** **NEXT**

Figure 34: SDC Portal – Request Export Form

3. The additional information regarding the request for exporting the data must be filled out in the approval form below. These details are shared with the Data Providers, which helps them to accept or reject the request made by the Data Analysts.

Select Project	Approval Form	Trusted Status
<p><b>Please provide additional information pertaining to your request for exporting data, by filling out the fields below. These details will be shared with the Data Provider to help them review your request and provide their decision.</b></p>		
<p>* All fields are mandatory</p>		
Name or short description of your derived dataset *		
waze derived dataset		
Anchor dataset of interest or data provider *		
WAZE		
Specific sub-datasets or data types used *		
JAM		
Additional datasources *		
datasources		
High level description of derived dataset *		
high level desc		
Detailed description of the derived dataset *		
detailed desc		
Tags		
tags		
Justification of Export *		
Justification		

Figure 35: SDC Portal – Approval Form Fields

## Request Trusted Status

4. If the user is not a trusted user, he/she will be prompted with the option for requesting the trusted status from the Data Provider. This will allow the analyst to export the data immediately, as opposed to waiting for review and approval from the Data Provider.

## Acceptable Use Policy

5. The user must accept the Acceptable Usage policy for the export request to go through to the Data Provider. The form will not be submitted if the user declines.
6. Upon successful submission, the export request will be sent to appropriate Data Providers. Data Providers will be responsible for accepting or rejecting the export requests.
7. Once Data Providers approve the request, Data Analysts will be able to download the dataset out of SDC through the portal.

Select Project	Approval Form	Trusted Status
<p><b>Trusted Status is a mechanism for analysts to obtain a passport from a data provider. Obtaining this passport allows analyst to export their data immediately (for subsequent similar requests), as opposed to waiting for the review and approval of a data provider.</b></p> <p><b>This status is acquired per Project + Data Provider + Sub-Dataset/Data Type.</b></p> <p>Note - Based on the dataset and datatype selection, you currently do not have a Trusted Status from this Data Provider. We will notify the Data Provider about your request and send it for approval. Your request will be processed based on the decision from the Data Provider.</p> <p><b>Do you wish to request Trusted Status from the Data Provider?</b></p> <p><input type="radio"/> Yes      <input checked="" type="radio"/> No</p> <p><b>Acceptable Use Policy</b></p> <p>The WAZE DOT is providing ongoing access to data generated by the Connected Vehicle Pilot deployment to support performance measurement and evaluation activities to a select group of explicitly approved individuals. The CV Pilot is an ongoing research activity and includes access to rapidly evolving data sets and products. WAZE DOT makes no claims, promises or guarantees about the accuracy, completeness, or adequacy of the contents of data and expressly disclaims liability for errors and omissions in the data.</p> <p>Conducting research activities on WAZE DOT CV pilot data and resources is restricted to authorized individuals for the purpose for which access was granted. Further use of the WAZE CV Pilot data</p> <p><input type="radio"/> Accept      <input type="radio"/> Decline</p>		

Figure 36: SDC Portal – Acceptable Use Policy

U.S. Department of Transportation  
Intelligent Transportation Systems Joint Program Office

## Request Auto-Export Status

If the user is a trusted user for the selected data provider and data type, then he/she will be prompted with the option for requesting the auto-export status from the Data Provider. This will allow the analyst to be able to export data automatically, as opposed to filling out the request form and then going through the approval process before exporting.

**NOTE:** The Auto-Export Status tab will not be visible if the user does not have a trusted status.

1. The analyst enters the derived dataset name of the data type they want to export into ‘Specify the derived dataset name’ and then the justification for requesting permissions into ‘Reason for requesting permission.’
2. The ‘Request to Export Data’ form will still be submitted if the user declines the option to submit a request for auto-export status by selecting ‘No’ under ‘Do you wish to request Auto-Export Status from the Data Provider?’

The screenshot shows a web-based form titled "Auto-Export Status Request". At the top, there are four tabs: "Select Project", "Approval Form", "Trusted Status", and "Auto-Export Status". The "Auto-Export Status" tab is currently selected, indicated by a blue underline and a blue border around the tab itself. Below the tabs, there is a large text area containing the following text:

Auto-Export is a feature that allows data analysts to export their derived data or analysis products automatically. It avoids the need to manually request exports many times for a similar type of export (as a trusted user). Data analysts must request access to this feature for specific types of exports from data providers. At any point after approval, the data provider may revoke this permission. The trusted status associated with access to the auto-export functionality is given per Project, Data Provider, and Per Sub-Dataset/Datatype.

Note - You currently do not have Auto-Export Status from this Data Provider. We will notify you when the Data Provider has made a decision.

Do you wish to request Auto-Export Status from the Data Provider?

Two radio buttons are present: "Yes" (selected) and "No".

Below the radio buttons are two input fields:

- "Specify the derived dataset name \*": The value "Monthly\_Reports" is entered.
- "Reason for requesting permission \*": The value "Daily automated machine" is entered.

A blue "Submit" button is located at the bottom left of the form.

Figure 37: SDC Portal – Auto-Export Status Request Form

## How to Auto-Export Files

Please make sure that you have the following prerequisites:

- Python version 3.5 or later. Windows: <https://www.python.org/downloads/windows/>
- Amazon AWS Command Line Interface  
<https://docs.aws.amazon.com/cli/latest/userguide/cli-chap-install.html>

Once you are approved for the auto-export status from a specific Data Provider for a specific datatype, use the following instructions to auto-export files.

1. Log into the SDC Portal to start and launch your SDC workstation.  
Refer to the instructions in [Chapter 3 Accessing and Launching Workstations](#) if needed.
2. Log into the Guacamole workstation.
3. Perform work and save any derived data that needs to be exported to the local machine.  
For example, the ‘Documents’ folder would be a good place.

**NOTE:** When auto-exporting a file, make sure the name of the file does not contain one of the following special characters: ! @ # \$ % ^ & ( ) + = { } [ ] ; ‘ , ~ `  
A file that contains any one of these characters cannot be auto-exported.

4. Open PowerShell and navigate to the directory where the derived data file is located.
  - If you are unable to find PowerShell, right-click on the Windows menu, select Search, and enter “powershell.”
  - Use the command `cd` to change the directory, for example, `cd Documents`
5. Copy the derived data file into the correct directory under your team bucket’s `auto_export` directory that you were approved to auto-export.

For example, if you were approved to auto-export ‘Monthly\_Reports’ datatype, then run the following command in PowerShell to copy the file to the ‘`auto_export/Monthly_Reports/`’ directory under your team bucket.

```
aws s3 cp deriveddatatoexport.file s3://team-
bucket/auto_export/Monthly_Reports/
```

See the [AWS S3 CLI Commands](#) section for more information on the `aws cp` command.

6. After the copy operation has completed, the SDC will automatically copy the derived data file to a specific datatype folder under the data provider’s auto-export bucket. This “auto-export” process should only take a few seconds.

7. To download this auto-exported data file onto your local machine, sign into the AWS CLI on your local machine using the SDC-provided authentication script.
8. Make sure to choose the auto-export role for the specific derived datatype. You will ONLY be able to export the data of the role you have assigned. You must change your role to export other types of derived data if you are approved for multiple datatypes.

If you need access to the authentication script, please contact the [SDC support desk](#).

```
PS C:\Users\...> py -3 .\samlapi_formauth_adfs3_windows.py
Username: ...
Password:

Please choose the role you would like to assume:
[ 0 ]: arn:aws:iam::911061262852:role/DOT-WYDOTSpeed_ReportsAutoExport
[ 1 ]: arn:aws:iam::911061262852:role/DOT-WYDOTBSMAutoExport
[ 2 ]: arn:aws:iam::911061262852:role/DOT-WYDOTUsers
[ 3 ]: arn:aws:iam::911061262852:role/DOT-Developers
Selection:
```

Figure 38: AWS CLI – Set Auto-Export Role

9. Using the AWS CLI, you may list the content of the derived datatype's directory from the data provider's auto-export bucket and download any files located in that directory to your local machine.

Your permissions are very limited, and the commands must be very precise for them to work.

List files in the data provider's auto-export bucket for the specified datatype

```
aws s3 ls s3://DP-auto-export-bucket/datatype/
```

Download file in the data provider's auto-export bucket for the specified datatype

```
aws s3 cp s3://DP-auto-export-
bucket/datatype/deriveddata.file localmachinelocation
```

# Chapter 5. Setting Up SDC with GitLab Repositories

The following sections provide instructions for SDC users on setting up GitLab repositories for committing and sharing their code and any other documents.

GitLab provides an organizational structure of users and repositories managed respectively via “groups” and “projects” to promote collaboration among teams of SDC users. Groups contain members with different access levels to their project repositories based on the assigned roles:

*Table 1: GitLab Access Rights by Role*

Role	Read-Only Access	Read/Write Access
Guest	✓	
Reporter	✓	
Developer		✓
Maintainer		✓

## GitLab Features:

- Share code among a [subset of your team, your entire team, or any number of other teams on the SDC](#) and provide comments to improve each other’s code
- Simplified collaboration with shared read/write access
- Support for multiple repositories to be kept in a logical structure that separates them from each other and groups by organization.
- Version control and source code management including:
  - File locking to help prevent conflicts
  - Users can work from their local copy of the code
  - Users can branch code to make changes and then quickly merge it after approval

## Log In to GitLab

1. Open a web browser, then navigate to <http://scm.internal.sdc.dot.gov/>, which is the URL of the SDC internal GitLab implementation.

2. In the Sign in page, the LDAP login option is selected by default. Enter your SDC credentials as the LDAP username and password, then click Sign in (in the LDAP Username field, do not enter the “@securedatacommons.com” portion of your SDC username).

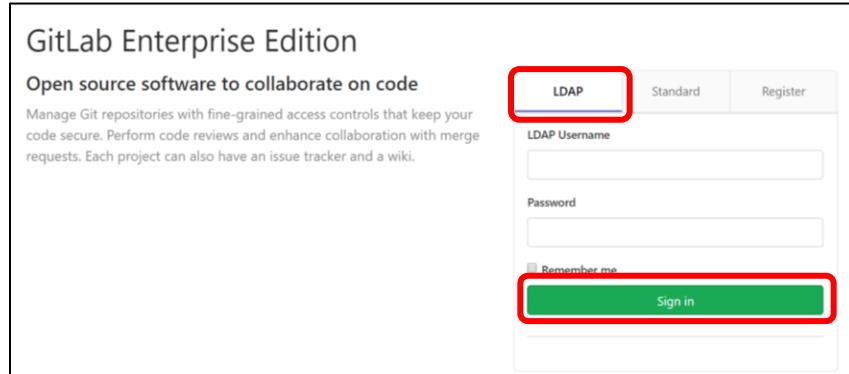


Figure 39: GitLab Login Prompt - LDAP

3. The Welcome to GitLab web page is displayed.

## Create a Group

1. In the Welcome to GitLab web page, select Create a group.

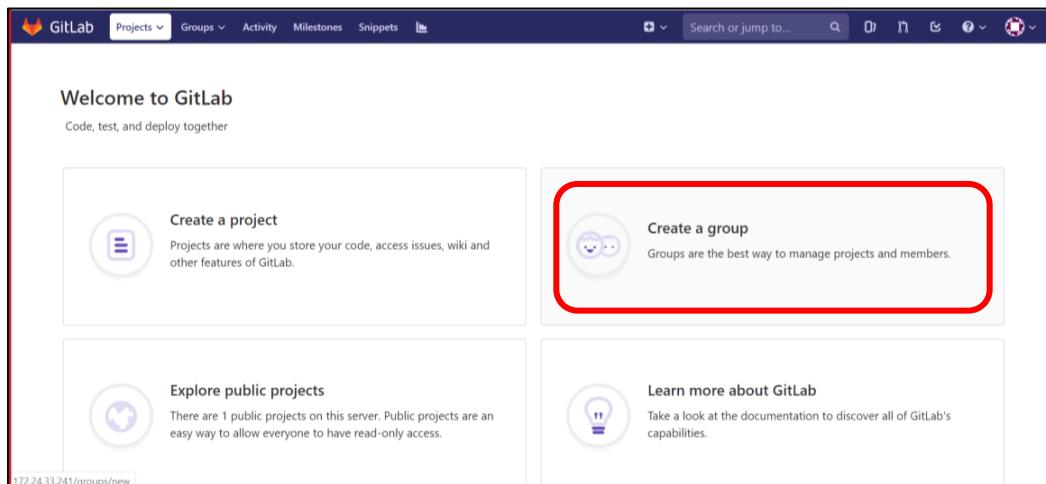


Figure 40: GitLab – Create a Group Option

## Chapter 5. Setting Up SDC with GitLab Repositories

2. The New group form appears. Enter the name for the new group.
3. Select the Private option under Visibility level to only allow members in the group to see the group and its projects.
4. Select Create group.

New group

Groups allow you to manage and collaborate across multiple projects. Members of a group have access to all of its projects.

Groups can also be nested by creating subgroups.

Projects that belong to a group are prefixed with the group namespace. Existing projects may be moved into a group.

Group name

SDC test group

Group URL

http://172.24.33.241/ sdc-test-group

Group description (optional)

Group avatar

Choose file... No file chosen

The maximum file size allowed is 200KB.

Visibility level

Who will be able to see this group? [View the documentation](#)

Private The group and its projects can only be viewed by members.

Internal The group and any internal projects can be viewed by any logged in user.

Public The group and any public projects can be viewed without any authentication.

Create group

Figure 41: GitLab – New Group Form

5. A success message appears indicating that the group was created. You are now ready to add members to the group.

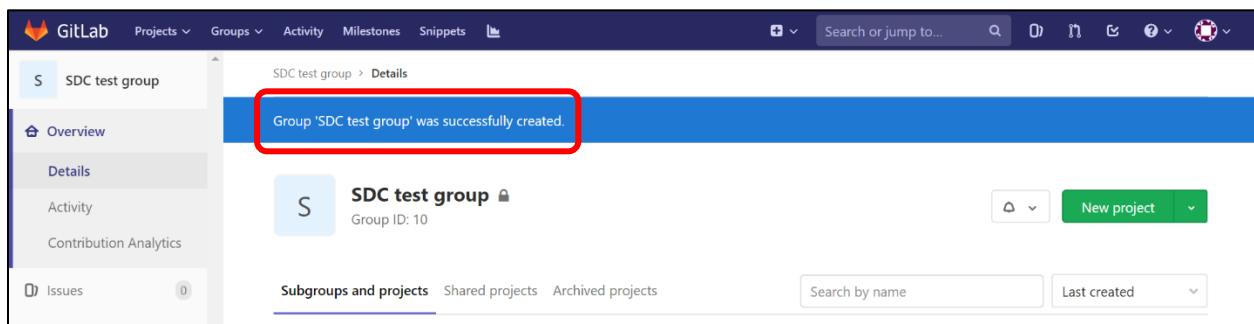


Figure 42: GitLab – Group Creation Success

## Add Group Members

Users assigned with the “Developer” or “Maintainer” role can add other GitLab members in the SDC to their groups.

**NOTE:** SDC users are listed as a GitLab member in the Members panel only after they have logged into GitLab. If you do not see your SDC colleague listed, please ask them to log in to GitLab.

1. In the newly created project web page, click Members from the left navigation menu.

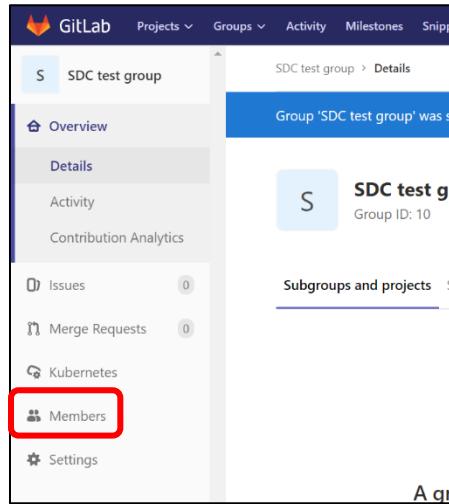


Figure 43: GitLab – Members Left Navigation Menu

2. In the “Search for members” text box, start entering the name of the SDC user you want to add; then select the member’s name from the autocomplete list.
3. Select a role from the next drop-down menu. You can select the “Read more” link to view a comprehensive list of the different available permission levels and their access rights. A summary of the roles’ access types is also shown in Table 1 at the beginning of this chapter.
4. Select Add to group.

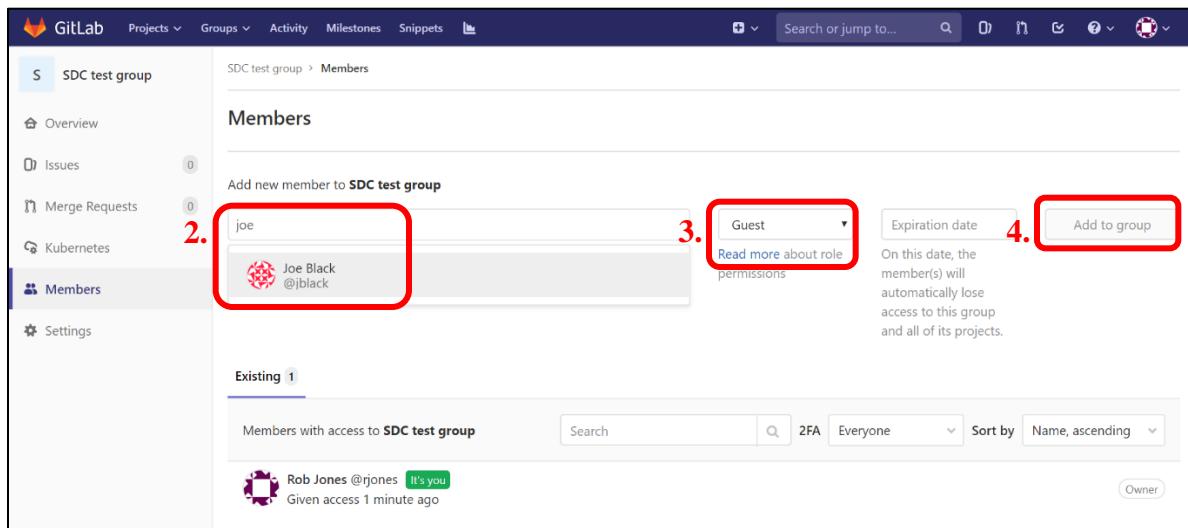


Figure 44: GitLab – Add a New Group Member

## Create a Project

1. Select the GitLab icon on the upper left to return to the home page.
2. Select Create a project.

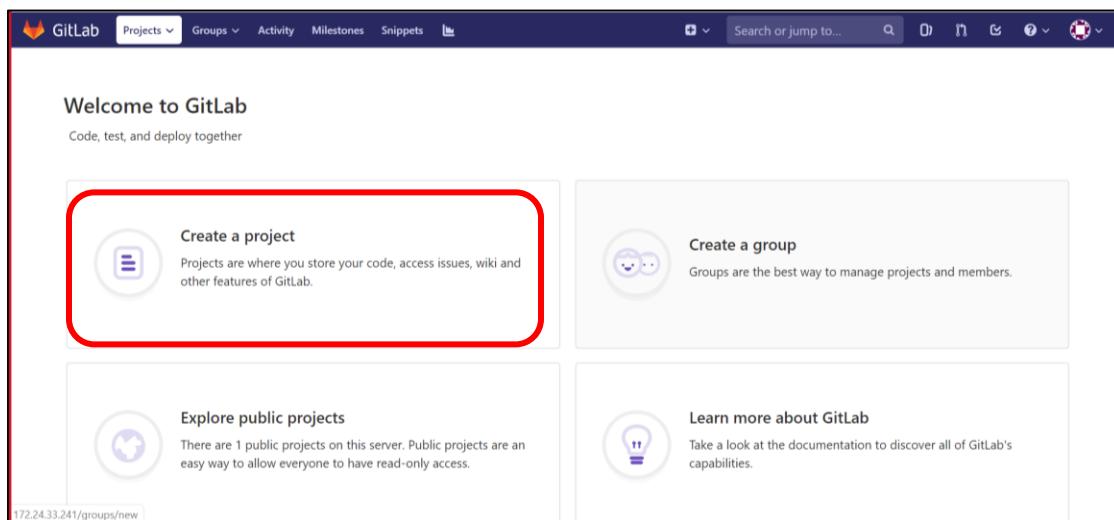


Figure 45: GitLab – Create a Project

## Chapter 5. Setting Up SDC with GitLab Repositories

3. The New project form appears. Enter a name for the project.
4. Select the Private option under Visibility level, so that the project is only visible to users who are granted explicit access to the project.
5. Select the Initialize repository with README checkbox to automatically generate a readme file that contains the project's repository details.
6. Select Create project.

The screenshot shows the 'New project' form in GitLab. Step 3 highlights the 'Project name' field with the value 'My awesome project'. Step 4 highlights the 'Visibility Level' section, which includes options for Private, Internal, and Public, with 'Private' selected. Step 5 highlights the 'Initialize repository with a README' checkbox, which is checked. Step 6 highlights the 'Create project' button at the bottom of the form.

Figure 46: GitLab – New Project Form

7. A success message appears indicating that the project repository was created. You are now ready to add members to the project.



Figure 47: GitLab – Project Creation Success

## Add Members or Groups to a Project

1. Select the GitLab icon on the upper left to return to the home page.
2. A list of your projects appears. Select the name of the project you want to add members /groups to.

The screenshot shows the GitLab interface with the 'Projects' tab selected. At the top, there are navigation links for 'Projects', 'Groups', 'Activity', 'Milestones', and 'Snippets'. Below the header is a search bar and a 'New project' button. The main area is titled 'Projects' and displays a list of projects. One project, 'Rob Jones / Test Project 1', is highlighted with a red box. This project has a status of 'Maintainer'. To the right of the project list are filters for 'Filter by name...' and 'Last updated', and a timestamp indicating it was 'Updated 6 minutes ago'.

Figure 48: GitLab – Select Project to Add Members

3. Click on Settings and then Members from the left navigation menu.

The screenshot shows the 'Settings' page for a specific project. On the left is a sidebar with various options: Operations, Wiki, Snippets, Settings (highlighted with a red box), General, Members (highlighted with a red box), Integrations, Repository, CI / CD, Operations, and Audit Events. The main content area shows project management settings, including sections for 'Project members' (with a note about inviting users) and 'GitLab members' (with a search bar and role selection). There are also sections for 'Access expiration' and 'Add to project'.

Figure 49: GitLab – Settings, Members Left Navigation Menu

4. You can add individual users or entire groups to the project.
  - a. Select the Invite member tab to add members individually to the project.
    - i. Start entering the project member's name or email address into GitLab member or Email address to select from the autocomplete list.
    - ii. Select a role for the project member from the drop-down menu under Choose a role permission.
    - iii. Click Add to project.

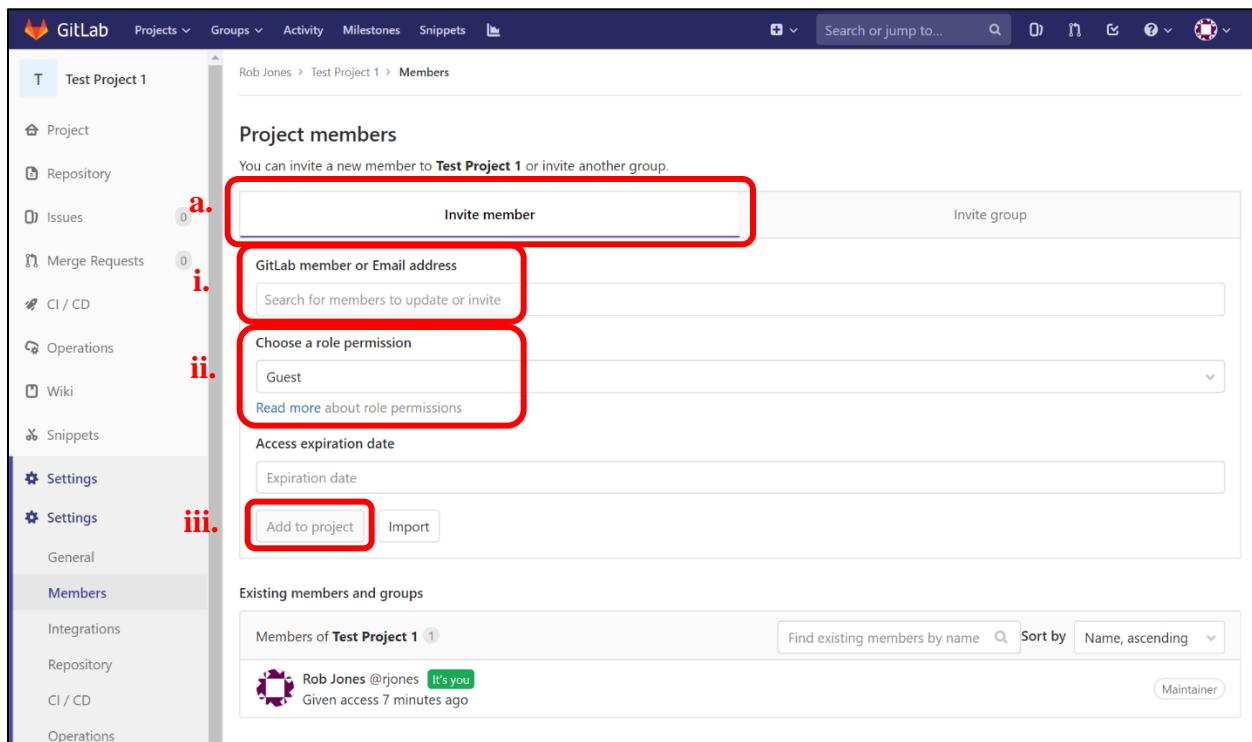


Figure 50: GitLab – Add Member to Project

- b. Select the Invite group tab to add an entire group to the project.
  - i. Start entering the group's name into Select a group to invite to select from the autocomplete list.
  - ii. Select a role to apply for the group from the drop-down menu under Max access level.
  - iii. Select Invite to grant the group access to the project repository.

The screenshot shows the 'Members' page for a project named 'Test Project 1'. The sidebar on the left has 'Members' selected. The main area shows a form for inviting members or groups. A red box highlights the 'Invite group' button. Another red box highlights the 'Select a group to invite' search field. A third red box highlights the 'Max access level' dropdown, which is set to 'Developer'. Step numbers i., ii., and iii. are overlaid on the interface to correspond with the list items above.

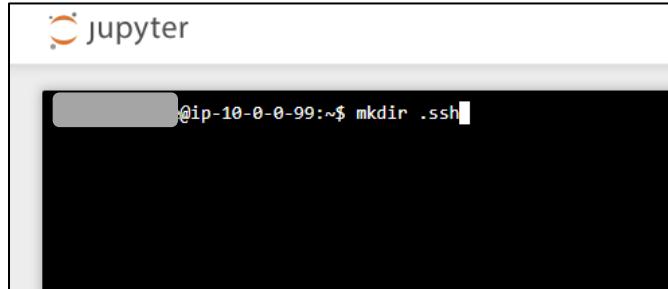
Figure 51: GitLab – Add Group to Project

## Generate SSH Key

To set up git integration, you need to have an SSH key on your SDC workstation. This key authenticates your identification to GitLab so that you can push commits to the project repository.

**NOTE:** For Windows users, perform the following commands in Git Bash. If Git Bash is not installed on your Windows workstation, please copy the Git Bash installer, **Git-2.19.1-64-bit.exe**, from the Z:\software-distribution folder and then install it.

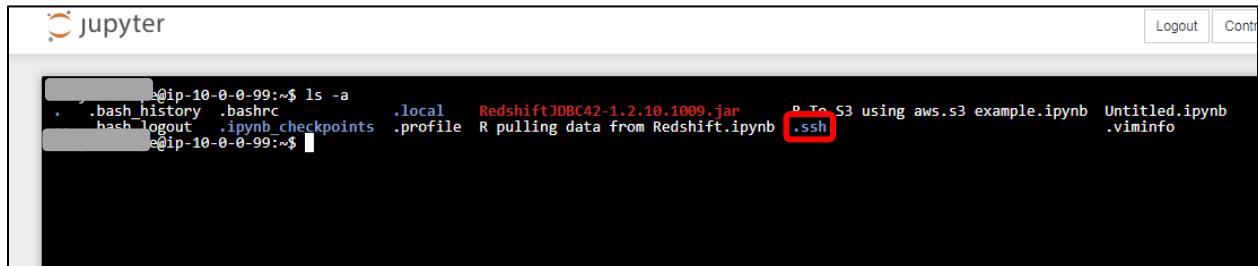
1. To store your authentication credentials for git, use a hidden folder called “.ssh.” First, check to see if the folder exists with `ls -a`. If not, create it using the command `mkdir .ssh`:



A screenshot of a Jupyter terminal window titled "jupyter". The terminal shows the command `ip-10-0-0-99:~$ mkdir .ssh` being typed. The output of the command is visible below the input line.

Figure 52: GitLab – Create Folder for Credentials

2. Confirm this works by entering `ls -a` to see all objects in the current directory; you should see the .ssh listed:



A screenshot of a Jupyter terminal window titled "jupyter". The terminal shows the command `ip-10-0-0-99:~$ ls -a` being run. The output shows a list of files and directories, including ".bash\_history", ".bashrc", ".local", "RedshiftJDBC42-1.2.10.1009.jar", "R pulling data from Redshift.ipynb", ".ssh", and ".viminfo". The ".ssh" directory is highlighted with a red box.

Figure 53: GitLab – View Directory Objects

3. Generate a new key to store in this location by typing the following command and then hitting the Enter key:

```
ssh-keygen -t rsa -b 4096 -C "SDCusername@securedatacommons.com"
```

4. It will output the following message: “*Generating public/private rsa key pair.*”
5. It will ask you where to save the file and to enter a passphrase with the following three prompts. Hit the Enter key each time (no need to enter anything else) to accept the defaults.
  - “*Enter file in which to save the key:*”
  - “*Enter passphrase (empty for no passphrase):*”
  - “*Enter same passphrase again:*”
6. After the following confirmation messages, the new SSH key is now stored in the .ssh folder.
  - “*Your identification has been saved in /c/Users/SDCusername/.ssh/id\_rsa.*”
  - “*Your public key has been saved in /c/Users/SDCusername/.ssh/id\_rsa.pub.*”

The default key file name is **id\_rsa** and is saved under the .ssh folder (e.g., C:/Users/[SDCUsername]/.ssh/ in Windows; \$HOME/.ssh/id\_rsa in Linux)

7. You now need to provide the public part of this key to GitLab by copying the “.pub” part of the key. Here are the different options for copying the public SSH key.

Option 1:

On Windows, open the id\_rsa.pub file (under the C:/Users/[SDCUsername]/.ssh folder) in a text editor (Notepad) and copy the entire key by using Select All then Copy. Be careful not to accidentally change anything!

Option 2:

Copy your public SSH key to the clipboard by using one of the commands below depending on your Operating System:

**Git Bash on Windows:**

```
cat ~/.ssh/id_rsa.pub | clip
```

**WSL/GNU/Linux (requires the xclip package):**

```
xclip -sel clip < ~/.ssh/id_rsa.pub
```

If using Jupyter, use the **head** command. Right-click on the output and click **copy**:

```
head ~/.ssh/id_rsa.pub
```

8. From the GitLab home page, add your public SSH key to your GitLab account:
  - a. In the upper-right corner, click on your avatar image and then click Settings.
  - b. From the left navigation menu, click SSH Keys.
  - c. In the Key field, paste your public SSH key.
  - d. The Title field will be automatically populated with [SDCUsername@securedatacommons.com](mailto:SDCUsername@securedatacommons.com).
  - e. Click the Add key button.
9. To test whether your SSH key was added correctly, run the following command in your terminal:

```
ssh -T git@scm.internal.sdc.dot.gov
```

10. The first time you connect to GitLab via SSH, you will be asked to verify the authenticity of the GitLab host you are connecting to. Type “yes” to add the SDC internal GitLab to the list of trusted hosts.
11. You should see the “*Welcome to GitLab, @username!*” message.

**NOTE:** Once added to the list of known hosts, you will not be asked to validate the authenticity of SDC internal GitLab's host again. Run the above command once more, and you should only receive a “*Welcome to GitLab, @username!*” message.

If the Welcome message does not appear, run SSH in verbose mode by replacing `-T` with `-vvvT` to debug the error:

```
ssh -vvvT git@scm.internal.sdc.dot.gov
```

# Chapter 6. Technical Documentation and Contact Information

The following sections provide technical resources for SDC users.

## Architecture Diagram

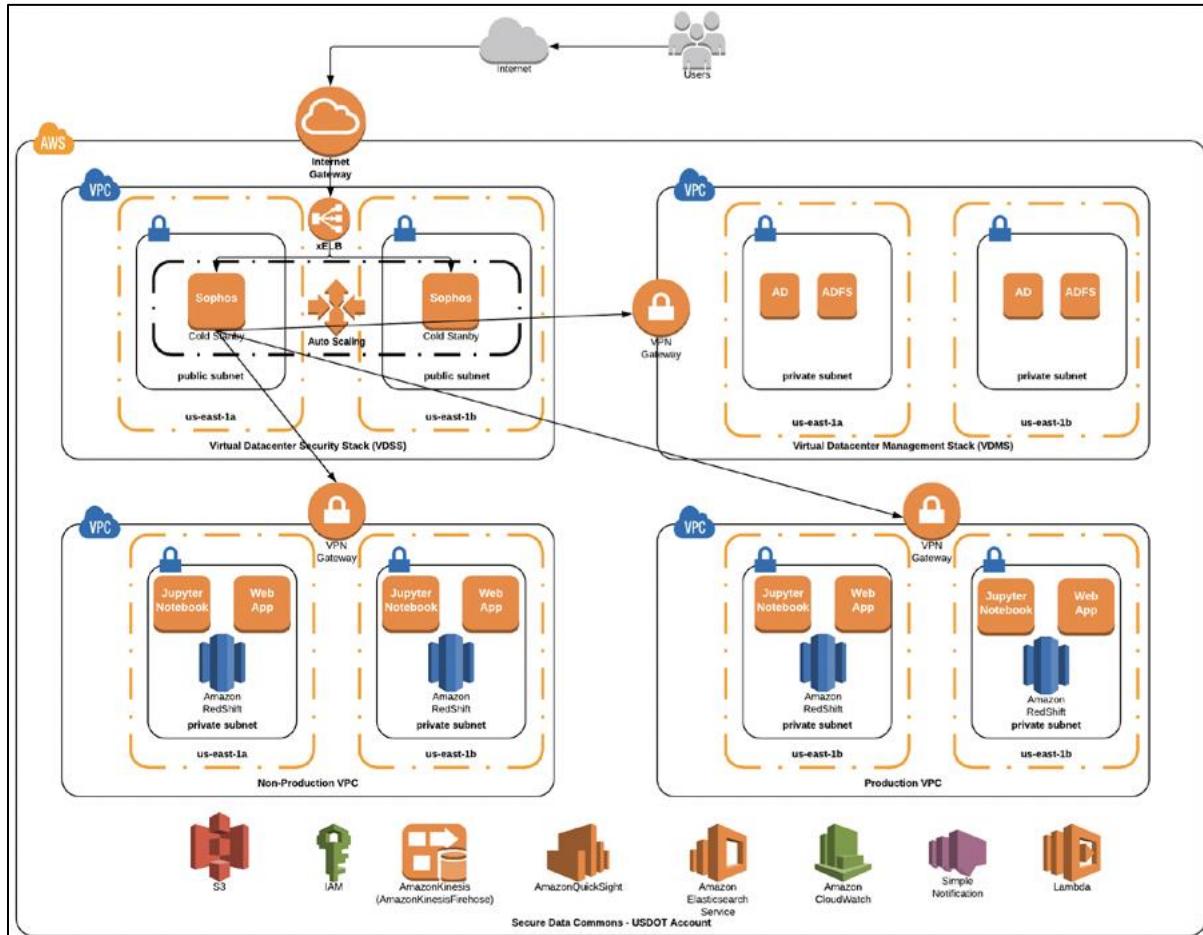


Figure 54: SDC Architecture Overview

## Workstation Details

Table 2: Default Workstation Details

Workstation Type	Type
Linux Workstation	t2.medium
Windows Workstation	t2.medium

**Note:** Workstation size and type can be increased upon user request. Please refer to the [Resize Workstation](#) section under Chapter 3 for instructions.

## Tools and Versions

Table 3: List of Tools Used and Their Versions

Tool Name	Version	Workstation
Java	1.8.0_162	Linux, Windows
Python	2.7.14	Linux, Windows
SQLWorkbench/J	Build 125	Windows
R	3.4.3	Linux, Windows
RStudio	1.1.423.0	Linux, Windows
Libre Office	5.3.6.1	Windows
Visual Studio	1.20.1.0	Windows
AWS CLI	1.14.46	Windows
7Zip	18.01	Windows
PuTTY	0.70	Windows
Firefox	59.0.2.0	Windows

## Contact Information

The SDC support team can be reached at [support@securedatacommons.com](mailto:support@securedatacommons.com).

## Useful Links

- S3: Amazon Simple Storage Service, a place to store data.
- Jupyter: An interactive, browser-based programming environment, mostly used for Python scripts but can also run R or other languages and can weave formatted text in with code and results of code into one ‘notebook’ file.
- Redshift: A database system, which can be queried with SQL.
- Hive: The Apache Hive™ data warehouse software facilitates reading, writing, and managing large datasets residing in distributed storage and queried using SQL syntax.

## AWS S3 CLI Commands

The following are a list of helpful commands to work with S3 from the terminal. The AWS\_S3\_CLI\_Cheat\_Sheet.pdf file is also available on the desktop of all workstations with useful commands.

In these commands, ‘local’ refers to the user’s SDC workstation (EC2 instance). The listed commands can only be used from within the user’s workstation environment.

- **List objects in a bucket** - If there are any files at the bucket level, then this command will return the list of files. If there are only folders/prefixes under the bucket, then it will return the top level folder/prefix names of that bucket.  
`aws s3 ls s3://<bucketName>`
- **List objects under a folder/prefix** - This command will list all the objects/files under that folder or prefix.  
`aws s3 ls s3://<bucketName>/<prefix>/`
- **Copy a local file to S3** - This command will copy a local file (test.txt) from your workstation over to an S3 bucket:  
`aws s3 cp test.txt s3://<bucketName>/test.txt`
- **Copy an S3 object to a local file** - The below command copies an S3 object to your workstation.  
`aws s3 cp s3://<bucketName>/test.txt test.txt`

# Chapter 7. Frequently Asked Questions

- [How can I get access to the SDC Datasets?](#)
- [How will I understand what a particular dataset consists of?](#)
- [How can I launch a workstation?](#)
- [Where do I store my data?](#)
- [How can I bring my own datasets/algorithm to my workstation?](#)
- [How can I publish my dataset/algorithm?](#)
- [Where can I find sample queries for my dataset\(s\)?](#)

## ***How can I get access to the SDC Datasets?***

These are datasets that are available within SDC platform that are published / enabled by the SDC team or published by other users. Access to these datasets are available upon request. Once you are logged in, go to ‘Datasets’ in the top menu.

The screenshot shows the 'SDC Datasets' section of the SDC Portal. At the top, there is a header with the title 'SDC Datasets'. Below the header, a descriptive text states: 'These are datasets that are available within SDC platform that are published / enabled by SDC team or published by other users. Access to these datasets are available upon request. Learn more about the different types of datasets and how to request access to these datasets.' A table follows, listing two datasets:

Name	Category	Description	Geographic Scope	Start / End for Data Availability	Owner	Request Access
WAZE	Curated	Contains curated waze data	All states in US	March 2017 to Present	SDC platform	<a href="#">Request</a>
CVP	Curated	Contains CVP evaluation datasets	All states in US	March 2017 to Present	SDC platform	<a href="#">Request</a>

Figure 55: SDC Portal – Datasets Tab

## Chapter 7. Frequently Asked Questions

All the available datasets are listed under the ‘SDC Datasets’. To request access to a dataset, click on the ‘Request’ button. A form will pop up. Fill out the form and click on ‘Send Request’ button.

The screenshot shows the SDC Portal interface. In the center, a modal dialog box titled 'SDC Datasets Access Request' is open. It contains fields for 'Enter the list of state \*' and 'Provide comma separated state name (e.g. KN, VI)'. At the bottom of the dialog are two buttons: 'SEND REQUEST' (highlighted with a red box) and 'CANCEL'. In the background, there's a section titled 'My Datasets / Algorithm' with a sub-section 'Dataset / Algorithm Name' containing 'federationmetadata.xml'. Below this is a 'SDC Datasets' section with a table. The table has columns: Name, Type, Description, Programming tools / language, Geographic Scope, Start / End for Data Availability, and Request Access. One row in the table is highlighted, showing 'WAZE' as the Name, 'Dataset(Curated)' as the Type, 'Contains curated waze data' as the Description, '----' as the Programming tools / language, 'All states in US' as the Geographic Scope, 'March 2017 to Present' as the Start / End for Data Availability, and a 'Request' button (also highlighted with a red box) in the Request Access column.

Figure 56: SDC Portal – Dataset Access Request

The request will be sent to the SDC support team and access to the requested dataset will be given upon approval.

### **How will I understand what a particular dataset consists of?**

Click on Name of Dataset, you can see README of that particular dataset below it.

### **How can I launch a workstation?**

Click on ‘Workstations’ and click on the ‘Launch’ button of any workstation you want to access.

The screenshot shows the SDC Portal interface with the 'WORKSTATIONS' tab selected. A section titled 'My Workstations' displays a table of workstations. The table has columns: #, Stack Name, Applications, and Action. There are two rows: Row 1 shows 'Programming Environment #1' with applications 'Microsoft-R, RStudio, Python, Microsoft Power BI, SQL Server Management Studio, SQL Workbench, Open Office, Firefox' and buttons 'Stop' and 'Launch'. Row 2 shows 'Programming Environment (AppStream)' with applications 'Firefox, Jupyter Notebook, RStudio' and buttons 'Stop' and 'Launch'. The 'Action' column is highlighted with a red box.

Figure 57: SDC Portal – Workstations Tab

For Programming Environment #1, you will be prompted with username and password to log in to the Windows workstation.

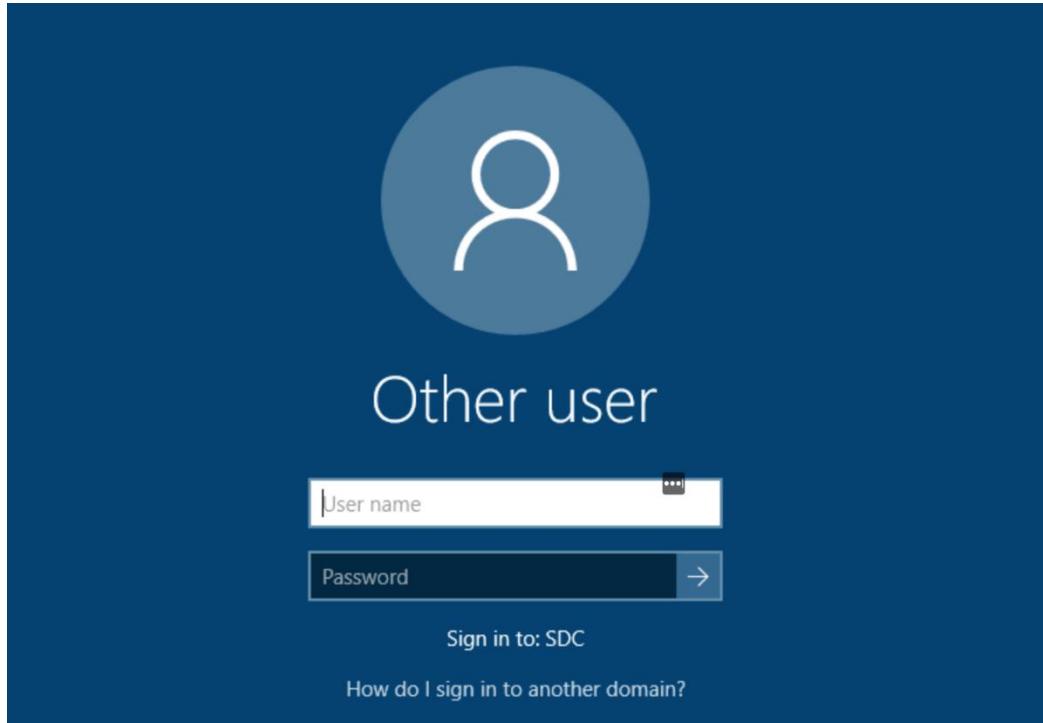


Figure 58: SDC Workstation – Login

### **Where do I store my data?**

You can store your data in your team/individual bucket. Please refer to [Upload User Data to S3 Bucket Through Portal](#)

### **How can I bring my own datasets/algorithm to my workstation?**

Please refer to [Upload User Data to S3 Bucket Through Portal](#) to bring your own datasets/algorithm to workstation.

### **How can I publish my dataset/algorithm?**

Follow the below steps to publish your datasets / algorithms and share with other SDC users.

1. Navigate to the Datasets page.
2. Click on the Publish button for the dataset/algorithm you wish to publish.

## Chapter 7. Frequently Asked Questions

The files shown in the below table are available in the team bucket assigned to your workstation.

Team bucket name - **prod-sdc-sample-team-bucket-us-east-1-bucket**

Files that are uploaded from the web portal will be saved in the folder - **duser/uploaded\_files**

Files that you would like to export out of the system must be uploaded to the folder - **export\_requests**

Any file type can be downloaded.

Filename	Export	Publish	Export Request Status
<input type="checkbox"/> export_requests/demo_test.txt			Approved
<input type="checkbox"/> export_requests/demo_test2.txt			Approved
<input type="checkbox"/> export_requests/demo_test3.txt			Approved
<input type="checkbox"/> export_requests/demo_test4.txt			Approved

Download Files

Figure 59: SDC Portal – Publish Button

3. In the pop-up window, there are two options for the Type: either a **Dataset** or **Algorithm**.
4. If **Dataset** is selected from the Type drop-down menu:
  - a. Name - Name of the dataset, which you wish to call it. Users will see your dataset with this name under SDC Datasets section.
  - b. Description - Provide a short description so users can get an idea about your dataset.
  - c. File/folder name - Name of the file or folder where your dataset resides in your S3 Bucket. We need this information, so the support team can publish this dataset and make it available to other users.
  - d. Readme / Data dictionary file name - This file should provide detailed instructions about your dataset, how it was created or any relevant information that helps user to understand and use the dataset. Save this file in your home folder relative to the dataset file/folder name.
  - e. Geographic scope - Indicate the geographic scope for your dataset whether it belongs to a specific state, region, country etc.
  - f. Start/End Date for data availability - Provide the start and end dates of the data that belongs in your dataset. For example, your dataset may contain data from March 2017 to August 2017.

The screenshot shows a web-based form titled "Publish Dataset / Algorithm Request". The "Type" field is set to "Dataset". The "Name \*" field contains "appstream.py". There are several empty input fields for "Description \*", "File/folder name \*", "Readme / Data dictionary file name \*", "Geographic Scope \*", and "Start/End Date for Data Availability \*". At the bottom are two buttons: "SEND REQUEST" and "CANCEL".

Figure 60: SDC Portal – Publish Dataset Request Form

5. If **Algorithm** is selected from the Type drop-down menu:
  - a. Name - Enter the name for your algorithm. Users will see your algorithm with this name under SDC Datasets section
  - b. Description - Provide a short description about your algorithm
  - c. File/Folder name - Name of the file or folder where your algorithm resides in your S3 bucket. We need this information, so SDC support team can publish this algorithm and make it available to other users
  - d. Readme / Data dictionary file name - This file should provide detailed instructions about your algorithm, how it was created or any relevant information that helps user to understand and use the algorithm. Save this file in your home folder relative to the algorithm file/folder name
  - e. Programming Tools/language - Provide the details of programming tools and/or languages that were used to create this algorithm, so users can leverage the same to run your program.

The screenshot shows a web form titled "Publish Dataset / Algorithm Request". The form has the following fields:

- Type: Algorithm
- Name \*: appstream.py
- Description \*
- File/folder name \*
- Readme / Data dictionary file name \*
- Programming Tools/language \*

At the bottom of the form are two buttons: "SEND REQUEST" and "CANCEL".

Figure 61: SDC Portal – Publish Algorithm Request Form

### **Where can I find sample queries for my dataset(s)?**

Sample queries are provided for each of the datasets on a GitLab page we have set up for code sharing: [http://scm.internal.sdc.dot.gov/sdc\\_code\\_collaboration/sdc-hadoop-sql-query-examples](http://scm.internal.sdc.dot.gov/sdc_code_collaboration/sdc-hadoop-sql-query-examples). Please refer to the wiki page of a specific dataset to find its related queries there.

U.S. Department of Transportation  
ITS Joint Program Office-HOIT  
1200 New Jersey Avenue, SE Washington, DC 20590

Toll-Free “Help Line” 866-367-7487  
**[www.its.dot.gov](http://www.its.dot.gov)**

FHWA-JPO-18-XXX



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