



Federal Science DataHub Proof-of-Concept Phase 2

Onboarding Guide

WORKSPACE LEAD

Welcome to the FSDH Proof-of-Concept Phase 2

FSDH QUICK START GUIDE – WORKSPACE LEAD

Your Role – Workspace Lead

STEP 1: Login to FSDH

STEP 2: Navigate FSDH PoC Portal

STEP 3: Access your Workspace and add Metadata

STEP 4: Request Storage

STEP 5: (USE CASE 2 ONLY) Request Databricks

STEP 6: Upload a Dataset to FSDH Storage

STEP 7: Invite Collaborators and Share data

STEP 8: View Cloud Credits and Consumption Report

USE CASE 2 ONLY – Working with Azure Databricks in FSDH

USE CASE 2 ONLY – Integrating Google Earth Engine in Your Workflow

FSDH Support and Communications

FSDH User Documentation



Shared Services
Canada

Services partagés
Canada

Welcome to the FSDH Proof-of-Concept Phase 2

The FSDH PoC is a GC enterprise platform for invited GC scientists and researchers to store data, perform collaborative analysis, and manipulate data using advanced analytics tools.

FSDH QUICK START GUIDE – WORKSPACE LEAD

Your Role – Workspace Lead

- Responsible for monitoring Workspace usage and associated consumption of cloud credits, including credits consumed by collaborators
- Invite collaborators – and ensure there will be sufficient credits available for them to actively participate in the Proof-of-Concept
- Provide Workspace details (required metadata to describe the workspace and data)
- Store and share data (Use Case 1)
- Store, share, and analyze data (Use Case 2)

STEP 1: Login to FSDH

1a. Go to **[FSDH URL]**

You will be re-directed to the **FSDH Login Page**.

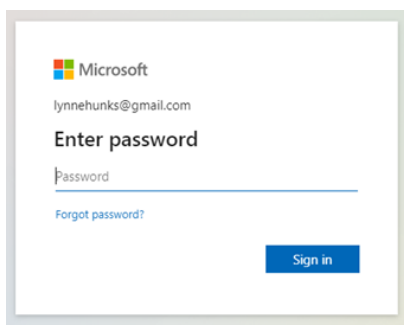
[image] FSDH Login

Login with your **Government of Canada Email Address** and **Password**.

1b. You will be presented with the **Microsoft Authentication** screen. Follow on-screen instructions to set up Multi-Factor Authentication (MFA).

Note: we cannot provide more detailed instructions for this step because in some cases it is department specific.

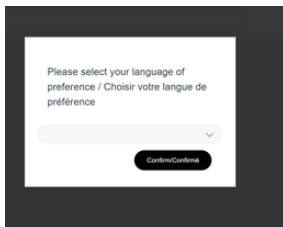
[image] MS Sign in page



- 1c. At the Language Preference Screen, select your preferred working language from the dropdown. Click **Confirm**.

Note: this applies to the FSDH Portal only – tools such as Azure Storage Explorer and Azure Databricks are only available in English.

[image] Language



- 1d. At the **Terms and Conditions** screen, read the full text of the Terms and Conditions, check the box “I agree to the Terms and Conditions” and then click Submit.

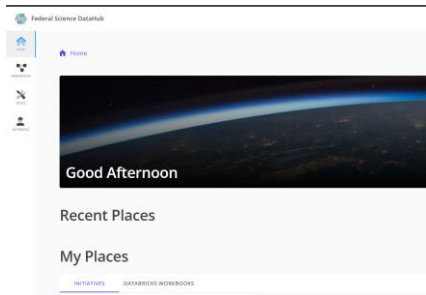
[image] Terms and Conditions

- 1f. You will then be directed to the **FSDH Portal Home page**.

IMPORTANT: if you have any issues with logging into FSDH please contact us immediately using the [FSDH Support Request Form](#) and choose **Login Issue**.

STEP 2: Navigate FSDH PoC Portal

[image] Home page

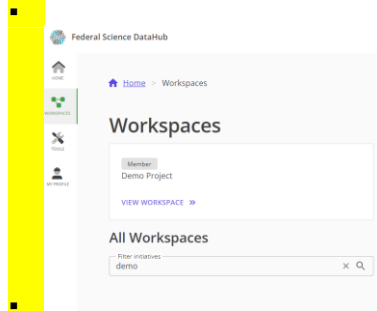


Confirm when Home page available

The left menu sidebar includes the following links:

- **Home:** this is the FSDH landing page. You will see shortcuts to Recent Places and My Places (including Workspaces and quick access to Databricks Workbooks).
- **Workspaces:** under the **Workspaces** heading you will see all your assigned Workspaces. Under the **All Workspaces** section, you will see all the Workspaces setup in FSDH but you can only access those to which you are assigned. You can request access to another Workspace – an email will be sent to the Workspace Lead and they will get in touch with you to discuss your request.

▪ [image] Workspaces



- **Resources:** links to FSDH User Guide documentation

▪ [image] Resources

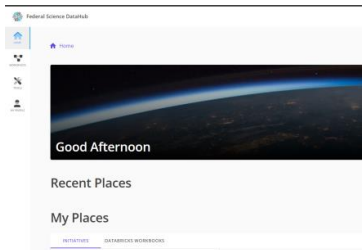
- **My Profile:** (what is the purpose of this page?) Another view of the list of your Workspaces

▪ [image] My Profile

STEP 3: Access your Workspace and add Metadata

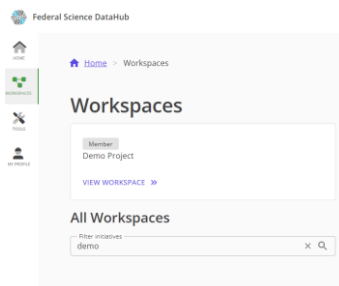
- 3a. Select **Workspaces** from the left menu sidebar.

[image] Home



- 3b. Select **VIEW WORKSPACE** from your assigned Workspace tile to go to the Workspace Page.

[image] Workspaces page



- 3c. Navigating the Workspace Page

Unclassified (reminder that all data in the PoC must be Unclassified).

Edit Metadata: add metadata to describe the Workspace and data

Workspace Name (this name can be changed, if required, on the Edit Metadata page)

Manage: add users

Tools: access Workspace Storage and Databricks

[image] Workspace page



Edit Metadata

As a first step to requesting tools/resources in FSDH, you must provide metadata, in both official languages, to describe your Workspace and data using this form. **This mandatory step is required to request Storage and Databricks resources.** Refer to the Resources page [Metadata](#) (UPDATE LINK TO RESOURCES PAGE WHEN AVAILALBLE) for a description of each element.

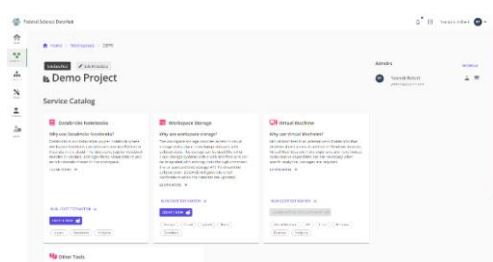
[image] Metadata page

[illegible]

Click **Save Metadata**

You will be re-directed to your new Workspace page where you will see the “incomplete metadata” message is gone and you can now request your tools (Storage, Databricks).

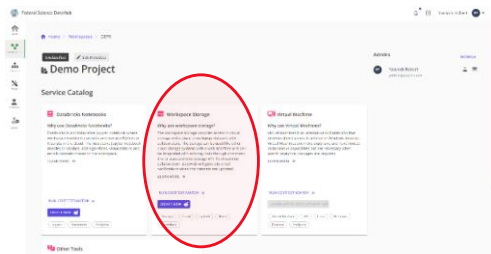
[image] Workspace page



STEP 4: Request Storage

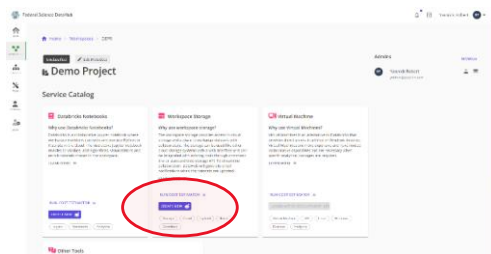
- 4a. On your new Workspace page, scroll down to the **Workspace Storage** tile, under the heading **Tools Catalogue**.

[image] Workspace page- circle the Workspace Storage tile



- 4b. On the **Workspace Storage** tile, select the **REQUEST NEW** button to request storage for your Workspace. The request will be sent to the FSDH Admin to approve and enable.

[image] Workspace page – circle REQUEST NEW

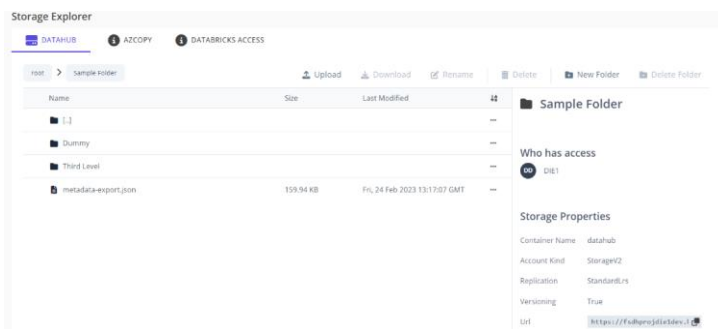


- 4c. You will now see the notice “**pending approval**” on the Workspace Storage tile. Your access to the new tool should be available in your workspace within an hour, if approved by the FSDH Admin team.

[image] Workspace page - pending approval message

- 4d. Once approved, select **VIEW WORKSPACE STORAGE**, and you will be directed to your new **Workspace Storage Explorer** page.

[image] Workspace Storage Explorer

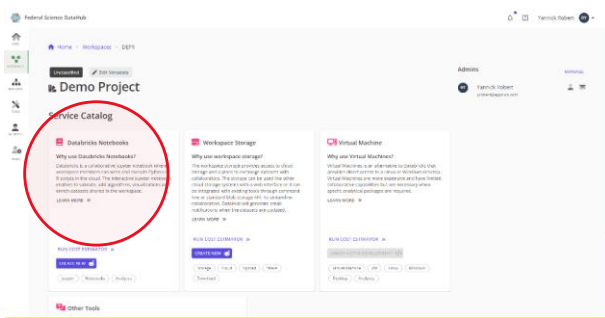


4f. **USE CASE 1 – Go to STEP 6 Upload a Dataset to FSDH Storage**

USE CASE 2 – Continue to STEP 5 to Request Databricks

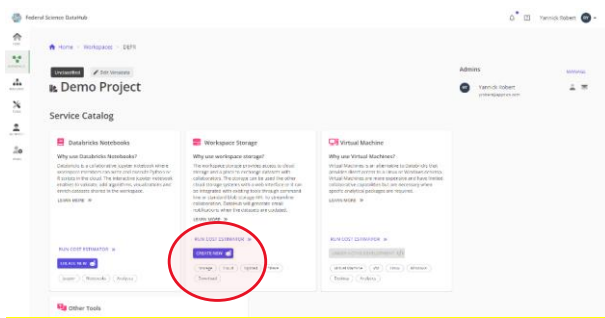
STEP 5: (USE CASE 2 ONLY) Request Databricks

- 5a. On the **Workspace** page scroll down to the **Databricks Notebooks** tile, under the heading **Tools Catalogue**.



[image] Workspace page

- 5b. On the **Databricks Notebooks** tile, select the **REQUEST NEW** button to request Databricks for your Workspace. The request will be sent to the FSDH Admin to approve and enable.



- 5c. You will now see the notice “**pending approval**” on the Databricks Notebooks tile. Your access to the new tool should be available in your workspace within an hour, if approved by the FSDH Admin team.

[image] Workspace page - pending approval message

- 5d. Once approved, select **VIEW DATABRICKS**, and you will be directed to your new Databricks page.

[image] Databricks page

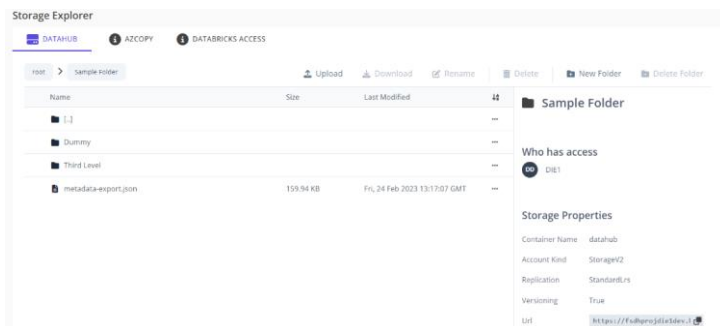
STEP 6: Upload a Dataset to FSDH Storage

There are two options available for uploading files in your Workspace: Storage Explorer and AzCopy.

Note: an email is sent to all Workspace members whenever files are uploaded to the Workspace.

- i. **Storage Explorer**: this basic interface enables users to upload and download files (including using drag and drop), rename or delete files, and create and delete files folders.
- From your Workspace select **VIEW WORKSPACE STORAGE**, and you will be directed to the **Workspace Storage Explorer** page.

[image] Storage Explorer page



- ii. **AzCopy** (command line interface): this is the recommended option for working with large files and can also be integrated into scripts. For details see:

- Use **AzCopy in FSDH** ([GET NEW LINK TO FSDH RESOURCES WHEN AVAILABLE](#))
- FSDH Video Tutorial - AzCopy focus** showing the steps to upload files using Az-Copy.

[image] AzCopy (is there an image?)

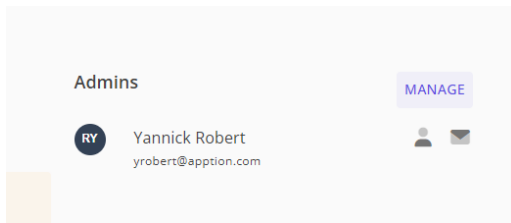
Commented [HL(1): @Putrycz, Erik (SSC/SPC)] Where is this video that was created for PoC 1? Is it still relevant?

STEP 7: Invite Collaborators and Share data

- 7a. Before starting, make sure your collaborator has a valid GC email address. Only people with Government of Canada email addresses can use the FSDH PoC.

- 7b. Go to Workspace page and click **MANAGE** button.

Commented [HL(2): @Putrycz, Erik (SSC/SPC)] – is there another way to share? I saw a doc that mentioned sharing – but I think that's not available in this version. Is that correct?

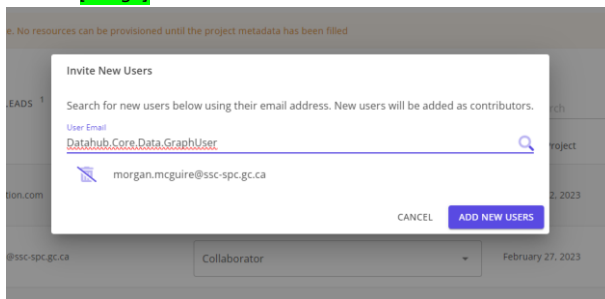


7c. Click **INVITE NEW USER** button, you will be redirected to the XX page.

[image] Invite new user

7d. Enter collaborator email address and **select department**.

[image]



7e. Select role:

- **Admin** –gives elevated privileges to invite other collaborators, edit workspace details and request tools
- **Collaborator** – gives basic permissions to upload/download data and use tools

Click the SAVE button

7f. Your Collaborator will receive the following Welcome email:
(include detail from FSDH New User Welcome email with log in instructions, Getting Started Guide, T&Cs and name of Workspace Lead/Inviter.)

[image] email text – email content TBD

STEP 8: View Cloud Credits and Consumption Report

(TBD - report description and what leads are expected to do with it)

USE CASE 2 ONLY – Working with Azure Databricks in FSDH

To get started with Azure Databrick in FSDH please attend the Databricks Introductory Session to be held the week of PoC launch. Please watch for an invite to this session from the *Data Solutions / Solution de donnees (SSC/SPC)* mailbox.

The session will cover the following:

Why use Databricks

How to access Databricks in FSDH

Databricks Walkthrough

How to setup your storage in Databricks

Frequently Asked Questions

How to get help using Databricks

Date: TBD

For additional help with Databricks, we are offering additional individual or group **Databricks Guided Sessions**, upon request. The content of the session will be determined based on your identified needs. Please send your request using the [FSDH Support Request Form](#).

Commented [HL(3): @Putrycz, Erik (SSC/SPC)] Can you revise this to identify what will be covered in the Databricks intro session?

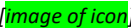
USE CASE 2 ONLY – Integrating Google Earth Engine in Your Workflow

Do we have enough info to include this?

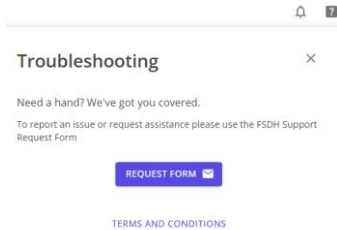
FSDH Support and Communications

FSDH Support is available Monday to Friday, 9am to 4pm EST

FSDH Support Request Form

- Support for FSDH must be requested using the [FSDH Support Request Form](#). Please fill out the form as completely as possible.
- This is the only method to request direct support from FSDH team.
- The link to the form is also available from:
 - FSDH – look for the Help icon  anywhere in the FSDH portal.

Commented [HL(4): @Putrycz, Erik (SSC/SPC)] Do you have a recommendation for support hours – i.e. when you and the dev team will expected to be available?



- GCxchange – you will need to have a GCxchange account to access this link: [FSDH Support Request Form.url](#)

FSDH Office Hours

- This is open to all FSDH participants and provides an opportunity to ask questions of FSDH team. Topics will include: presentations from Subject-matter experts (e.g., Databricks), how-to, dos and don'ts, experience sharing, etc.
- Your attendance is voluntary but highly recommended.
- This will be a twice-weekly, two hour session (date/time TBD). Please watch for an invite to the Office Hours from the *Data Solutions / Solution de donnees (SSC/SPC)* mailbox.

Commented [HL(5)]: @Putrycz, Erik (SSC/SPC) do you have a preferred time to hold these office hour sessions?

FSDH Community Chat

- (LINK TO CHAT – TEAMS?)
- Informal community discussion on all things FSDH. This will be moderated by a FSDH team member but is not a channel to request formal support.

Commented [H(6)]: Update if/when Chat gets enabled

DataHub Notifications Mailbox

- You will receive notifications from this mailbox (PUT MAILBOX ADDRESS HERE) relating to your FSDH usage, for example:
 - files added to Workspace(s)
 - storage and/or cloud consumption reports (at 25%, 50%, etc.)
 - planned or unplanned service disruptions, outages, maintenance, etc.
- This is an unmonitored mailbox that does not accept correspondence.

Data Solutions for Science Mailbox

- This mailbox [Data Solutions / Solution de donnees \(SSC/SPC\)](#) is used by the FSDH team to schedule meetings and send broadcast messages to the Data Solutions for Science and FSDH community.
- Please do not use this mailbox for questions or support issues – always use the [FSDH Support Request Form](#) to make formal request for support or pose any questions to the FSDH team.

FSDH User Documentation

(Add list and link here when finalized)

<https://github.com/ssc-sp/datahub-docs/blob/main/UserGuide/ sidebar.md>