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Welcome to the FSDH Proof-of-Concept Phase 2

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

Getting Started in FSDH – WORKSPACE LEAD

Your Role (Workspace Lead)

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

STEP 1: Register and Login

- 1a. Go to FSDH Registration page (Use Chrome or Edge browser)

At Email prompt enter valid GC email address

At Department prompt select your Dept/Agency from list (or add other)

Click **REGISTER**

[image] Register page

- 1b. You will be re-directed to the FSDH Login Page.

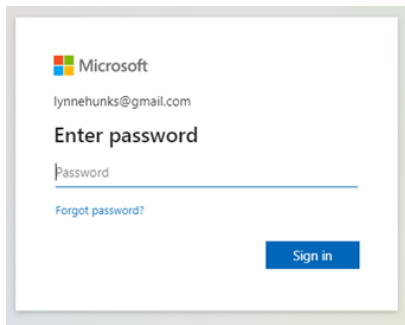
Login with your **GC email address and password**

[image] FSDH Login

- 1c. 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 this is department specific.

[image]

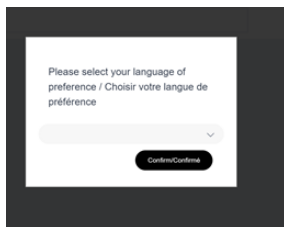
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- 1d. At the Language Preference Screen, select your preferred working language from the dropdown. Click **Confirm**.

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

[image] Language



- 1e. At the Terms and Conditions screen, read and 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 Home page

[image] Home page

- 1g. You will also receive a FSDH New User Welcome email with the Terms and Conditions and a link to FSDH and the Getting Started Guide.

*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 Landing Page

- FSDH Home page
 - Home

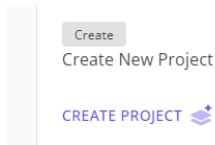
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- Workspaces
- Resources
- My Places

STEP 3: Create your Workspace

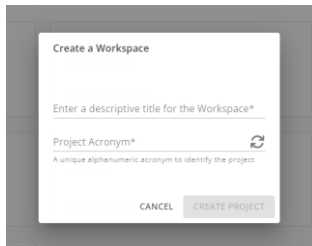
- 3a. From the FSDH Home page, click **CREATE WORKSPACE**

[image]



- 3b. Enter a descriptive name for your Workspace and add/create an Acronym. Click **CREATE WORKSPACE**

[image]

A screenshot of the 'Create a Workspace' form. The form has a title 'Create a Workspace' at the top. Below the title, there are two input fields: 'Enter a descriptive title for the Workspace*' and 'Project Acronym*'. The 'Project Acronym*' field has a small circular icon with a refresh symbol to its right. Below the input fields, there is a small text label: 'A unique alphanumeric acronym to identify the project'. At the bottom of the form, there are two buttons: 'CANCEL' and 'CREATE PROJECT'.

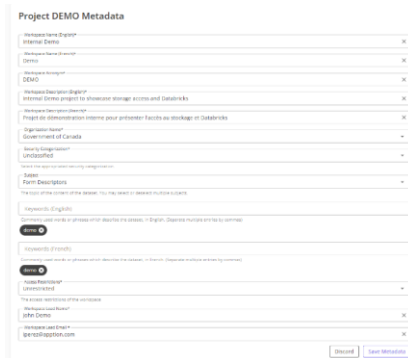
- 3c. A notice is displayed on the new Workspace page that the Workspace is currently pending approval. This could take up to XX minutes to complete.

[image] Pending approval

- 3d. When the new Workspace is available you must add the additional required metadata, in both official languages, in the Workspace Metadata form. **This mandatory step is required to request Storage and Databricks resources.** Refer to [Metadata](#) for a description of each element. Click **Save Metadata**

[image]

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- 3e. You will be directed to your new Workspace page.
[image] New Workspace

STEP 4: Request Storage and Databricks

- To be confirmed and screen shots identified
- Use Case 1 – request Storage Only
- Use Case 2 – request Storage and Databricks

STEP 5: Invite Collaborators

- 5a. Before starting make sure collaborator has a valid GC email address
- 5b. Go to Workspace page and select USERS button
[image] Workspace page
- 5c. Select INVITE NEW USER Button, you will be redirected to the XX page
[image]
- 5d. Enter collaborator email address and select department and role and SAVE
- 5e. Collaborator will receive an email with this information:
FSDH New **Invited** User Welcome email with log in instructions, Getting Started Guide, T&Cs and name of Workspace Lead/Inviter.
[image] email text

STEP 6: Review Credits and Consumption Report

(Describe report and what they are expected to do with it)

STEP 7: Upload a dataset to FSDH Storage and share with collaborators

- 7a. Upload Data

Note: An email will be sent to all Workspace members when files are uploaded to the Workspace.

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- There are two options available for uploading files in the Workspace
- **Storage Explorer:** provides a drag and drop interface and is accessible from the Workspace. This tool enables users to upload and download files.
 - [image]
 - **AzCopy** (command line): this is the recommended option for working with large files and can also be integrated into scripts.
 - For details see **Use AzCopy in FSDH**.
 - **AzCopy Video Tutorial** also provides detailed instructions on AzCopy set up and use.

Commented [HL(1)]: Is this video still current?

7b – Share Data

You can share data in FSDH by inviting collaborators to your Workspace. See [Step 5: Invite Collaborators](#) above.
(IS THERE ANOTHER WAY TO SHARE??)

STEP 8: (USE CASE 2 ONLY) Setup Databricks ????

8a. Attend Databricks Introductory Session

Purpose: Introduce participants to the FSDH Azure Databricks – Why use Databricks; How to access Databricks in FSDH; How to setup your storage in Databricks; Frequently Asked Questions; How to get help using Databricks.

Walkthrough FSDH Azure Databricks to highlight features.

Date: TBD

Request additional Databricks Detailed Session

Purpose: a detailed individual or group session can be requested, if required. The content of the session will be determined based on your identified needs. Please send your request using the [FSDH Support Request Form](#).

Support and Learning Resources

- **Support**
(client version of Amanda’s support table)

•	•
•	•
- FSDH Documentation
 - **Onboarding**
 - **PoC Onboarding Guides**
 - For WORKSPACE LEADS (this document)
 - For COLLABORATORS

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- *WHERE/HOW to share these files? (pdf file linked in FSDH and on Github?. Also email after Kick-off)*
- **Kick-off Deck (for reference, file on GCXchange)**
- **User Guide**
 - *(in FSDH Resources section – should we change “Resources” to “User Guide”?)*
 - Getting Started
 - Workspaces
 - Service Catalogue
 - Storage
 - Databricks
 - Monitor Costs (Cloud Credits)
 - Achievements

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Frequently Asked Questions