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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.

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 work/data)
- Store and share data (Use Case 1)
- Store, share, and analyze data (Use Case 2)

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.

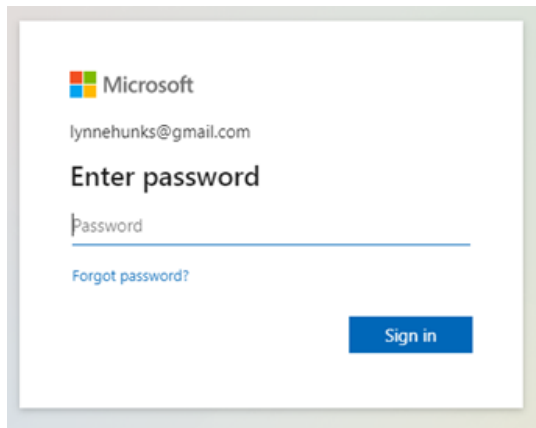
Login with your **GC email address and password**.

[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]

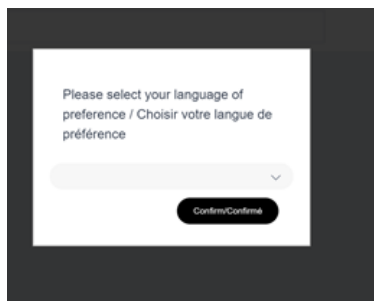
Note: draft for content only, to be reformatted for distribution



- 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.***

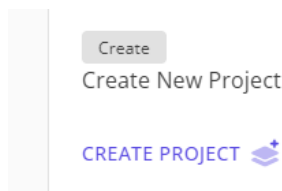
STEP 2: Navigate FSDH PoC Portal Landing Page

- FSDH Home page
 - Complete when Home page available
 - Home
 - Workspaces
 - Resources
 - My Places
 - [image]

STEP 3: Create your Workspace

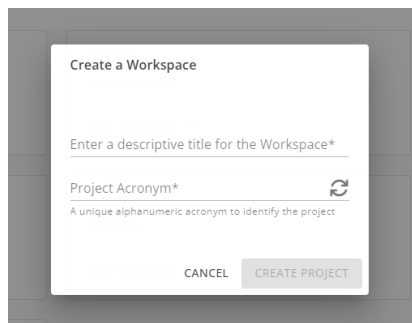
- 3a. From the FSDH Home page, click **CREATE WORKSPACE**.

[image]



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

[image]



- 3c. A notice is displayed on the new 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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Project DEMO Metadata

Workspace Name (English)
Internal Demo X

Workspace Name (French)
Demo X

Workspace Alias
DEMO X

Workspace Description (English)
Internal Demo project to showcase storage access and Databricks X

Workspace Description (French)
Projet de démonstration interne pour présenter l'accès au stockage et Databricks X

Organization Name
Government of Canada

Security Classification
Unclassified

Select the appropriate security classification

Form Descriptors
The topic of the content of the dataset. You may select or deselect multiple subjects

Keywords (English)
Commonly used words or phrases which describe the dataset. In English. (Separate multiple entries by comma)

Keywords (French)
Commonly used words or phrases which describe the dataset. In French. (Separate multiple entries by comma)

Access Restrictions
Unrestricted

The access restrictions of the workspace

Workspace Lead Name
John Demo X

Workspace Lead Email
jdemo@appten.com X

Discard Save Metadata

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 click **USERS** button.

[image] Workspace page

5c. Click **INVITE NEW USER** Button, you will be redirected to the XX page.

[image]

5d. Enter collaborator email address and select department.

5e. 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

SAVE

5f. Your Collaborator will receive an email with this information:

(include detail from FSDH New **Invited** User Welcome email with log in instructions, Getting Started Guide, T&Cs and name of Workspace Lead/Inviter.)

[image] email text – email content needs to be developed

STEP 6: View Cloud Credits and Consumption Report

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

STEP 7: Upload a Dataset to FSDH Storage

7a. 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 interface): recommended option for working with large files and can also be integrated into scripts.

- For details see [Use AzCopy in FSDH](#) and the *FSDH Video Tutorial - AzCopy focus* which shows the steps to upload files using AzCopy. (Where is this video? Is it still relevant?)

7b. An email is sent to all Workspace members whenever files are uploaded to the Workspace.

STEP 8: Share Data with your Collaborators

You can share data in FSDH by inviting collaborators to your Workspace. See [Step 5: Invite Collaborators](#) above.

STEP 9: (USE CASE 2 ONLY) Databricks

9a. **Attend Databricks Introductory Session**

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

9b. **Request additional Databricks Detailed Session**

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](#).

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Support and User Documentation

FSDH Support Options

(client version of Amanda’s support table)

•	•	•
•	•	•

FSDH User Documentation

https://github.com/ssc-sp/datahub-docs/blob/main/UserGuide/_sidebar.md