

SAS Common Function User Manual

V2.0

Release Date: 2023-12-06

Attention:

- This document is only for internal reference.
- Please comply with the documents in Veeva Prod as standard procedure/operation if you have any doubt or concern.
- Please DO NOT over-interpreted this document. This document DO NOT take any responsibility of the result from your activity.
- This document may update anytime, please read the latest version for your reference.

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1. How to apply AWS Workspaces

Send a email to AskIT@beigene.com . Request for "AWS WorkSpaces US for SAS" for working use.

2. How to access Z drive in AWS

(Refer to document “SAS and AWS User Training VV-QDOC-00381”)

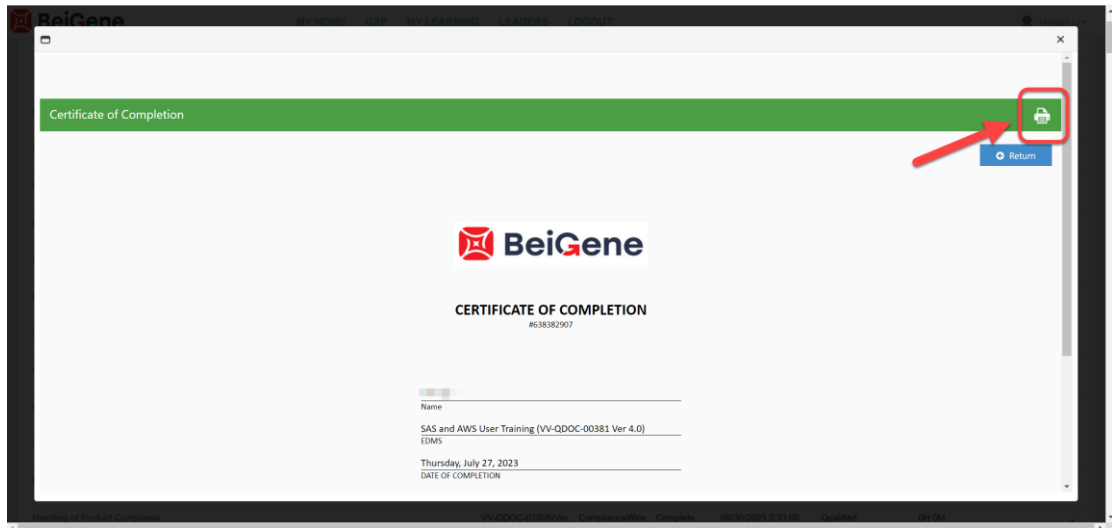
- 1) Please finished training “SAS and AWS User Training” from “Enterprise LMS” in MyApp website and download the related evidence. (Necessary)

The first screenshot shows the BeiGene MyApp dashboard with a grid of application icons. The 'Enterprise LMS' icon, featuring a red 'Cw' logo, is highlighted with a red box and a red arrow pointing to it.

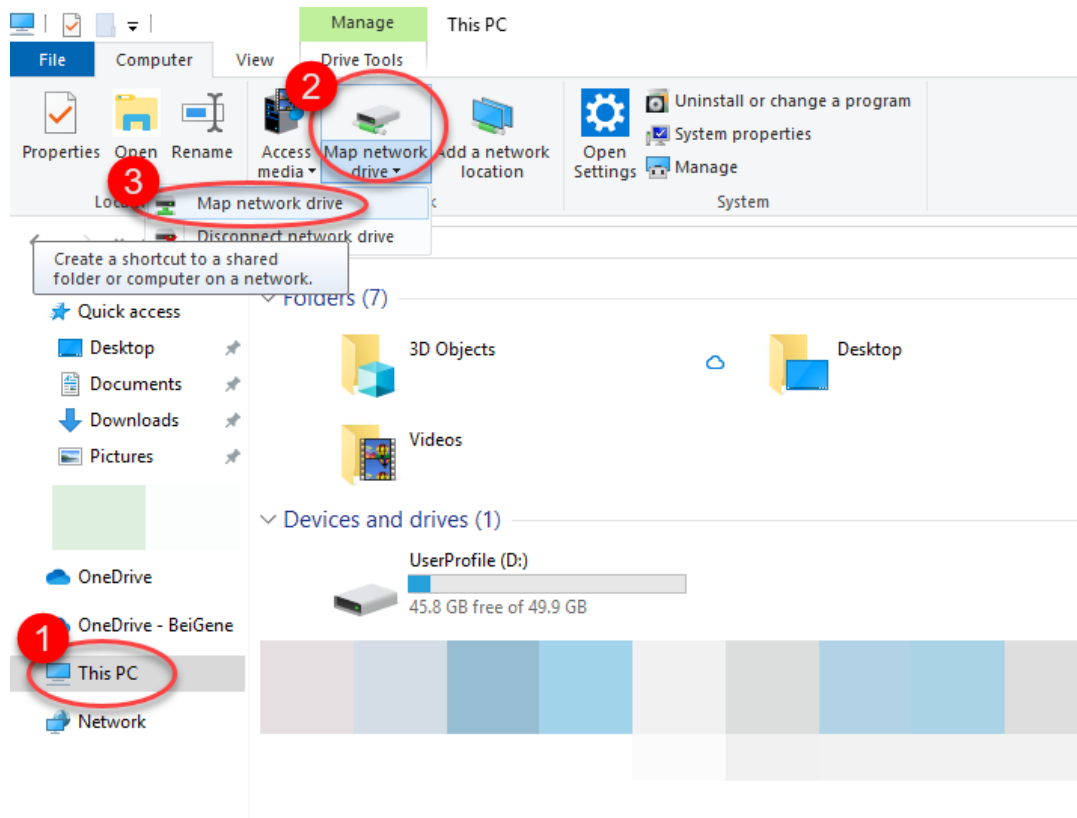
The second screenshot shows the 'Catalog' page in the Enterprise LMS. A search bar at the top contains the text 'SAS'. Below the search bar, a table lists search results. The first result, 'SAS and AWS User Training', is highlighted with a red box. The ID 'VV-QDOC-00381' is visible in the adjacent column.

The third screenshot shows the 'MY LEARNING' page. A dropdown menu is open, showing options: 'Learning Plan', 'Learning History', 'Course Catalog', and 'Class Calendar'. The 'Learning History' option is highlighted with a red box and a red arrow. Below the menu, a table displays learning history. The row for 'SAS and AWS User Training' is highlighted. In the 'Certificate' column of this row, a gear icon is highlighted with a red box and a red arrow, indicating the download option.

Course Name	Version	Provider	Status	Completed Date	Qualification/Score	Total Time	Certificate
SAS and AWS User Training	VV-QDOC-00381(Ver 4.0)	ComplianceWire	Complete	07/27/2023 4:30:00 PM	Qualified	0H 0M	[Gear Icon]



- 2) Send an email to AskIT@beigene.com. Request for **GSDS AWS US File share Access** privilege(sas-usrfiles-p). Please attach the evidence of training "SAS and AWS User Training" in the email. (Necessary)
- 3) After you got the forementioned privilege, please following the screenshot in your AWS US environment, then you can access the GSDS SAS data as you expected. (Normally, the default drive label is "Z". But if you have ever mapped other network drive, the label maybe different. That will not impact your use/operation in the future.)



Map Network Drive

What network folder would you like to map?

Specify the drive letter for the connection and the folder that you want to connect to:

Drive: Z: (1)

Folder: \\sas-lustre-p\usrfiles (1) Browse...

Example: \\server\share

(2) ☒ Reconnect at sign-in

☐ Connect using different credentials

[Connect to a Web site that you can use to store your documents and pictures.](#)

(3) Finish Cancel

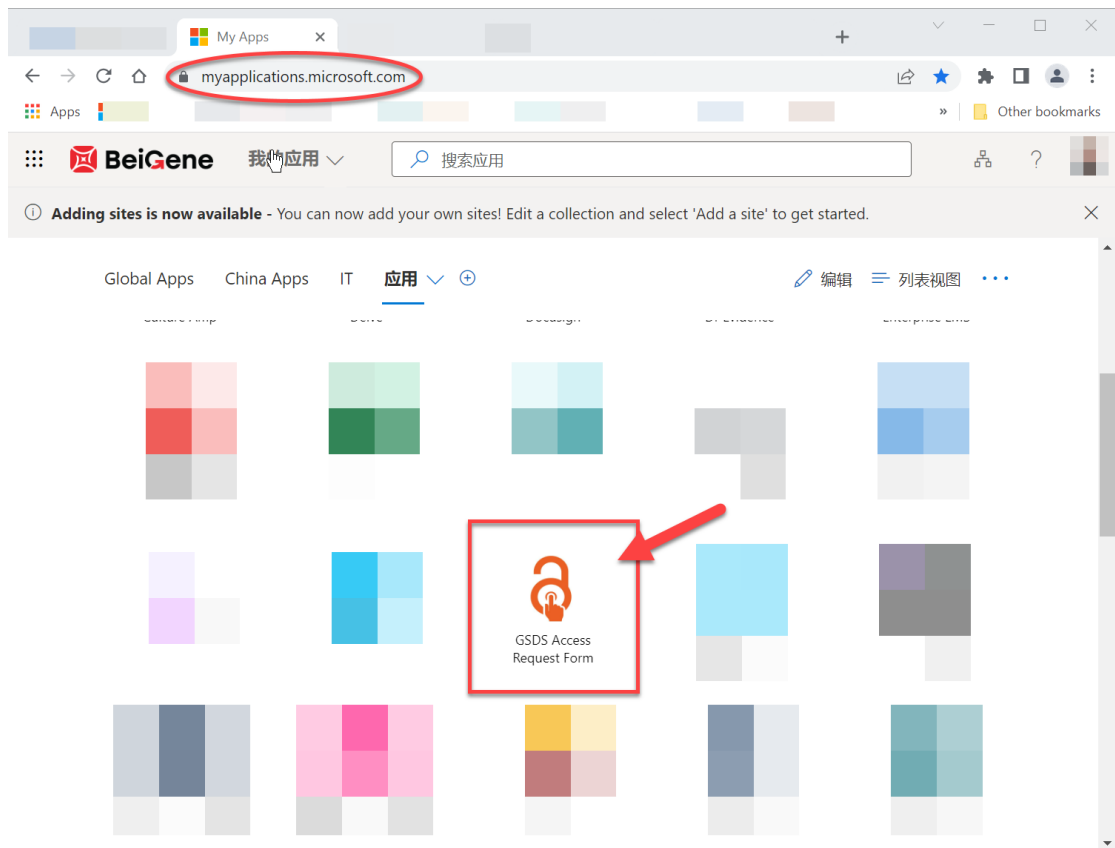
3. How to request access privilege of folder in GSDS SAS(Z drive)

(Refer to document "SAS and AWS User Training VV-QDOC-00381")

Attention:

- All sub-folders' privilege will be automatically included in when you request to access a folder. But it will not include "restricted folder" under it. Please apply the access of "restricted folder" separately.
- You can not access a folder means you DO NOT have the privilege to access it. Please following the procedure to apply the access.

Please use the app GSDS Access Request Form from web site Myapps(<https://myapplications.microsoft.com/>) to supply your request. Please make sure which data source you want to access. "AWS US" or "AWS China"? Usually we use "AWS US" for most situation if you are not very clear. Currently we do not have any blind/unblind build data on the AWS China.



GSDS Access Management Forms

 **Contact us about**

Data Management sFTP Access Management Form

Create folder and Provide Access OR Delete a Folder (sFTP DM) , Add/Update/Remove Access of a Folder (sFTP DM)



Statistical Programming sFTP Access Management Form

Create Folder and Provide Access OR Delete a Folder (sFTP Stat), Add/Update/Remove Access of a Folder (sFTP Stat)



Clinical AWS US Access Management Form

AWS US Access Form - Create Folder and Grant Access or Delete Folder, Access to All Beigene Studies (Additional Restricted Use), AWS US Access Form - Add/Remove Folder Restriction, Add/Remove Access to Existing Study/Folder (Recommended Option)



Clinical AWS China Access Management Form

Add / Remove Access (AWS CN), Create Folder and Grant Access (AWS CN)



GSDS Access Management Forms

Contact us about

Clinical AWS US Access Management Form



What can we help you with?



AWS US Access Form - Create Folder and Grant Access or Delete Folder



Access to All Beigene Studies (Additional Restricted Use)



AWS US Access Form - Add/Remove Folder Restriction



Add/Remove Access to Existing Study/Folder (Recommended Option)



Contact us about

Clinical AWS US Access Management Form

What can we help you with?



Add/Remove Access to Existing Study/Folder (Recommended Option)

Raise this request on behalf of *

Ming Li (ming5.li@beigene.com)

1

Type of Request *

☐ Add Access

☐ Remove Access

2

Enter the full path and name for which folder(s) is being processed? *

Please DO input the full path of the folders you want to access

For example:

Z:\bgcrh\build\bgb_3111\bgb_3111_103

Z:\bgcrh\bdata\bgb_3111\bgb_3111_103

(e.g. z:\bgcrh\build\bgb_a317\bgb_a317_201, z:\bgcrh\bdata\bgb_a317\bgb_a317_201. Note: if applicable, both folders under 'build' and 'bdata' shall be specified, for multiple folders, enter them all and split each folder by ", ".)

Provide the email address of users who need access (Read & Write) to be either added to or removed from above folder(s) *

3

- User list who need "Write" privilege.
- Fill "N/A" if not applicable.
- "Write"= create, delete, modify, check

(Multiple users can be entered at one place, split each user by ", ". Enter NA if Not Applicable)

Provide the email address of user who need access (Read & Execute) to be either added to or removed from above folder(s) *

4

- User list who need "Read-Only" privilege.
- Fill "N/A" if not applicable.
- "Read"= check-only

(Multiple users can be entered at one place, split each user by ", ". Enter NA if Note Applicable)

Select the Approving Functional Product Lead for the request *

Enter name or email...

5

(Refer to the approval matrix spreadsheet to find out the approving Product Lead's name)

https://beigeneo365.sharepoint.com/:x/s/GlobalStatisticsDataScience/EXQaigkRpONEhmU3vyYkS_QBuFCJpwwVltUqrrF7d

Show more

Find the proper approver of your requested folder

Comments

Attachments (Attach the approval email from your Functional Product Lead e.g. Data Management Product Lead, Statistical Programming Product Lead, Lead Program Statistician, etc.)

Drag and drop files, paste screenshots, or browse

Browse

6

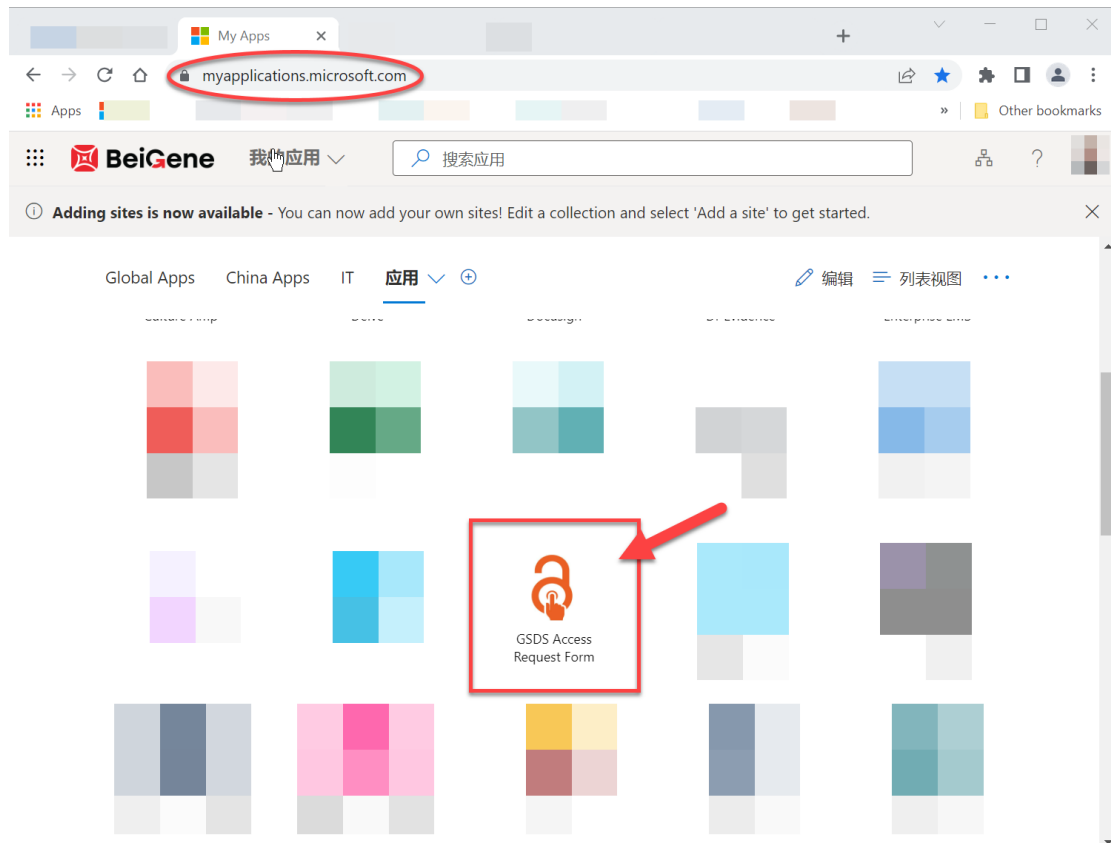
Send

Cancel

4. How to apply to Create/Delete folder in GSDS SAS(Z drive)

Attention:

- Delete one or more folders will clean the corresponding privilege of it.



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Create Folder and Provide Access OR Delete a Folder (sFTP Stat), Add/Update/Remove Access of a Folder (sFTP Stat)



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Clinical AWS China Access Management Form

Add / Remove Access (AWS CN), Create Folder and Grant Access (AWS CN)



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Clinical AWS US Access Management Form



What can we help you with?



AWS US Access Form - Create Folder and Grant Access or Delete Folder



Access to All Beigene Studies (Additional Restricted Use)



AWS US Access Form - Add/Remove Folder Restriction



Add/Remove Access to Existing Study/Folder (Recommended Option)



For guidance on filling out this form: [Click here](#)

Raise this request on behalf of *

Ming Li (ming5.li@beigene.com)

DO NOT choose both!!!

1 Type of Request *

- ☐ Create Folder (and Grant Access)
☐ Delete Folder

2

What level does the new folder need to be processed?

- ☐ Product Level
☐ Study Level

Base on your purpose to choose

3

Enter the full path and name for which folder(s) is being processed? *

Please DO input the full path of the folders you want to access

For example:

Z:\bgcrh\build\bgb_3111\bgb_3111_103

Z:\bgcrh\bdata\bgb_3111\bgb_3111_103

(e.g. Z:\bgcrh\build\bgb_3111\bgb_3111_301; Z:\bgcrh\build\bgb_3111\bgb_3111_302; ...). Note: for multiple folders, enter them all with split by ";".)

4

If create folder(s), provide the email of users who need access (Read and Write) to be either added to above folder(s) *

- User list who need "Write" privilege.
- Fill "N/A" if not applicable.
- "Write"= create, delete, modify, check

5

If create folder(s), provide the email of users who need access (Read and Execute) to be either added to above folder(s) *

- User list who need "Read-Only" privilege.
- Fill "N/A" if not applicable.
- "Read"= check-only

(Multiple users can be entered at one place, split each user by ";". Enter NA if Note Applicable)

Select the Approving Functional Product Lead for the request *

Enter name or email...

6

(Refer to the approval matrix spreadsheet to find out the approving Product Lead's name)

https://beigeneo365.sharepoint.com/:x/s/GlobalStatisticsDataScience/EXQaigkRpONEhmU3vyYkS_QBtfcJpwwVLTUqrrF7d

Show more

Find the proper approver of your requested folder

Additional Comments

Attachment

Drag and drop files, paste screenshots, or browse

Browse

7

Optional ((Attach the approval email from your Functional Product Lead e.g. Data Management Product Lead, Statistical Programming Product Lead, Lead Program Statistician, etc.) (Non-anonymous question)

Send

Cancel

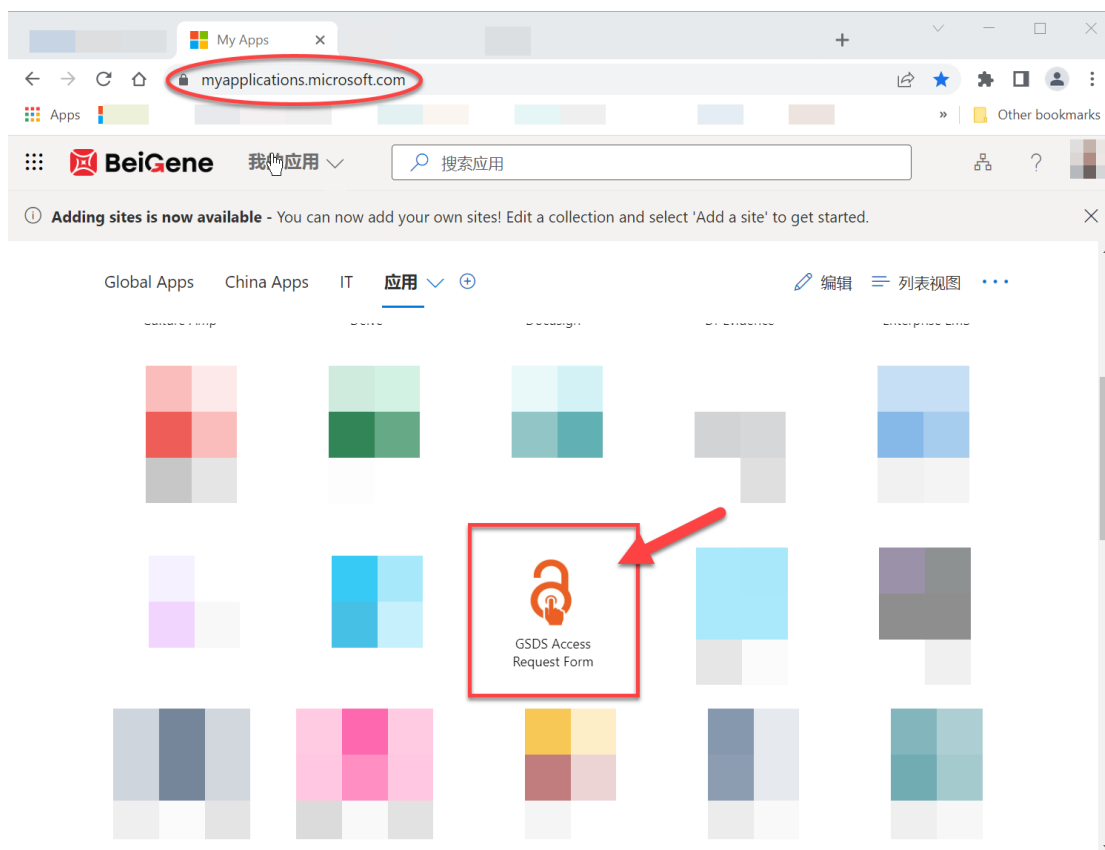
5. How to remove account's privileges of folder in GSDS SAS(Z drive)

(Refer to document "SAS and AWS User Training VV-QDOC-00381")

Attention:

- If you **DO NOT** want a user to access the folder, please fill in "Read & write" part.
- All sub-folder privilege will be removed when you removed access of a folder. If you do not want that, please elaborate in the ticket.

Please use the app GSDS Access Request Form from web site Myapps(<https://myapplications.microsoft.com/>) to supply your request. Please make sure which data source you want to access. "AWS US" or "AWS China"? Usually we use "AWS US" for most situation if you are not very clear. Currently we do not have any blind/unblind build data on the AWS China.



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What can we help you with?



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Access to All Beigene Studies (Additional Restricted Use)



AWS US Access Form - Add/Remove Folder Restriction



Add/Remove Access to Existing Study/Folder (Recommended Option)



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What can we help you with?



Add/Remove Access to Existing Study/Folder (Recommended Option)

Raise this request on behalf of *



Ming Li (ming5.li@beigene.com)

Type of Request *

1

☐ Add Access

☐ Remove Access

Enter the full path and name for which folder(s) is being processed? *

2

Please DO input the full path of the folders you want to remove

For example:

Z:\bgcrh\build\bgb_3111\bgb_3111_103

Z:\bgcrh\bdata\bgb_3111\bgb_3111_103

e.g. z:\bgcrh\build\bgb_a317\bgb_a317_301 z:\bgcrh\bdata\bgb_a317\bgb_a317_301 Note: if applicable, both folders under 'build' and 'bdata' shall be specified, for multiple folders, enter them all and split each folder by ",".)

Provide the email address of users who need access (Read & Write) to be either added to or removed from above folder(s) *

3

- User list who need to remove "Read and Write" privilege.
- Fill "N/A" if not applicable.
- "Read and Write"= All privilege of the folder

(Multiple users can be entered at one place, split each user by ",". Enter NA if Not Applicable)

Provide the email address of user who need access (Read & Execute) to be either added to or removed from above folder(s) *

4

- User list who need to remove "Read-Only" privilege.
- Fill "N/A" if not applicable.
- "Read"= check-only

(Multiple users can be entered at one place, split each user by ",". Enter NA if Note Applicable)

Select the Approving Functional Product Lead for the request *

Enter name or email...

5

(Refer to the approval matrix spreadsheet to find out the approving Product Lead's name)

https://beigeneo365.sharepoint.com/:x/s/GlobalStatisticsDataScience/EXQaigkRpONEhmU3vyYkS_QBuFCJpwwVLtUqrrF7d

Show more

Find the proper approver of your requested folder

Comments

Attachments (Attach the approval email from your Functional Product Lead e.g. Data Management Product Lead, Statistical Programming Product Lead, Lead Program Statistician, etc.)

Drag and drop files, paste screenshots, or browse

Browse

6

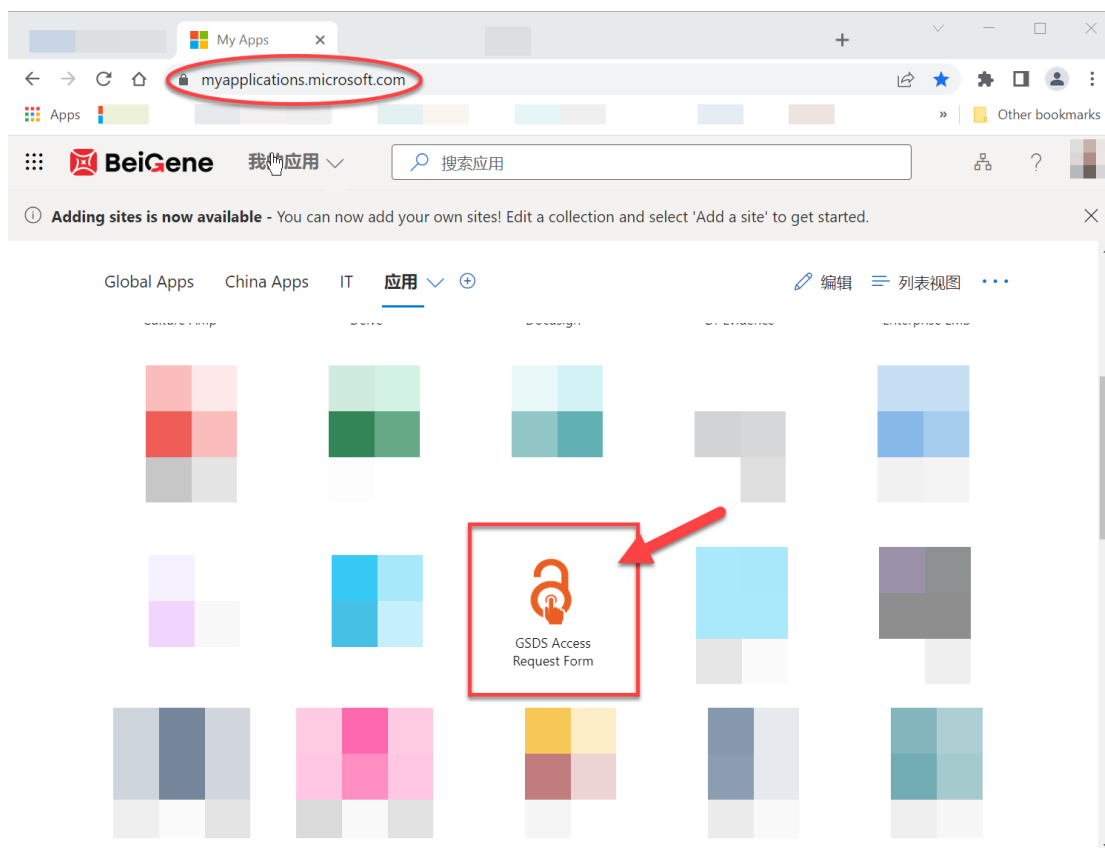
Send

Cancel

6. How to Add/Remove Restriction of folder in GSDS SAS(Z drive)

Attention:

- User can not access the folder after “Add restriction” on it. Please fill in the related part of the form to make user have the privilege to access it.
- If choose “Remove restriction”, please input “N/A” in the “email of users” part.
- Compound/Study level folder **CAN NOT** “Remove restriction”



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What can we help you with?



AWS US Access Form - Create Folder and Grant Access or Delete Folder



Access to All Beigene Studies (Additional Restricted Use)



AWS US Access Form - Add/Remove Folder Restriction



Add/Remove Access to Existing Study/Folder (Recommended Option)



Raise this request on behalf of *



Ming Li (ming5.li@beigene.com)

1

Indicate type of restriction request? *

- ☐ Add restriction
- ☐ Remove restriction

DO NOT choose both

2

Enter the full folder path and name which folder restriction shall be either applied or removed? *

Please DO input the full path of the folders you requested

例如:

Z:\bgcrh\build\bgb_3111\bgb_3111_103\analysis

(e.g. Z:\bgcrh\build\bgb_3111\bgb_3111_301\name_201907. Note: for multiple folders, enter them all and split each folder by ";").

If create folder(s), provide the email of users who need access (Read and Write) to be either added to above folder(s) *

3

- User list who need "Write" privilege.
- Fill "N/A" if not applicable.
- "Write"= create, delete, modify, check

(Enter NA if Not Applicable)

If create folder(s), provide the email of users who need access (Read and Execute) to be either added to above folder(s) *

4

- User list who need "Read-Only" privilege.
- Fill "N/A" if not applicable.
- "Read"= check-only

(Enter "NA" if Not Applicable)

Indicate the expected effective date of restriction change *

e.g. 4/Dec/23



Select the Approving Functional Product Lead for the request *

Enter name or email...



5

(Refer to the approval matrix spreadsheet to find out the approving SP Programming Product Lead's name)

https://beigeneo365.sharepoint.com/:x/s/GlobalStatisticsDataScience/EXQaigRpONEhmU3vyYkS_QBuFCJpwwVLTUqrrF7d

Show more...

Find the proper approver of your requested folder

Additional Comments

Attachments -Optional

Drag and drop files, paste screenshots, or browse

Browse

6

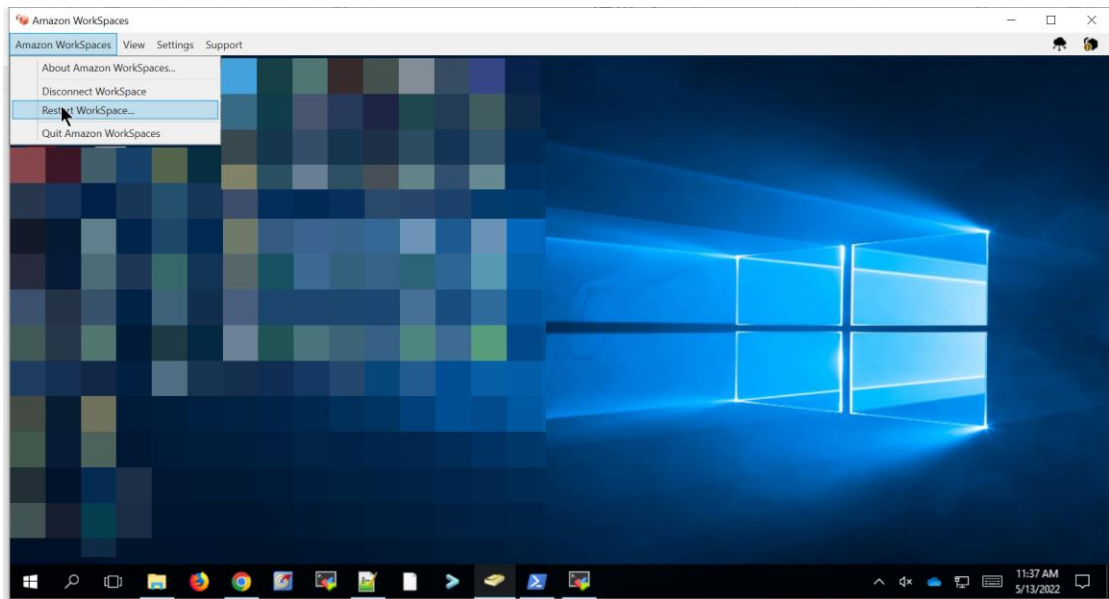
(Attach the approval email from your Functional Product Lead e.g. Statistical Programming Product Lead, Lead Program Statistician, etc.)

Send

Cancel

7. How to Reboot/Restart AWS Workspaces

On the left top of the AWS window, left click menu “Amazon Workspaces” and choose “**Restart WorkSpace**” option.



8. Spotfire (<https://spotfire.beigenecorp.net>)

- a) Please send email to AskIT@beigene.com to apply the **Spotfire Dashboard** foundation privilege. (You can not access the study info without this foundational privilege)
- b) Following the tips to apply studies privilege.

Access Request Portal for MDR Spotfire Study Dashboards

The MDR Spotfire Access Request process is getting simpler and quicker. Now you can request your study MDR dashboard access requests using a simple [Access Request Form](#) in JIRA compared to a very manual and time consuming paper process earlier.

The new access request form can be found here: <https://beigene.atlassian.net/servicedesk/customer/portal/110> and should be requested only after the dashboard has been programmed.

The access form once completed by the user, will be routed for review and approval to the Program Statistician. After the approval is granted, IT team will grant access to the user to their MDR study dashboard in Spotfire.

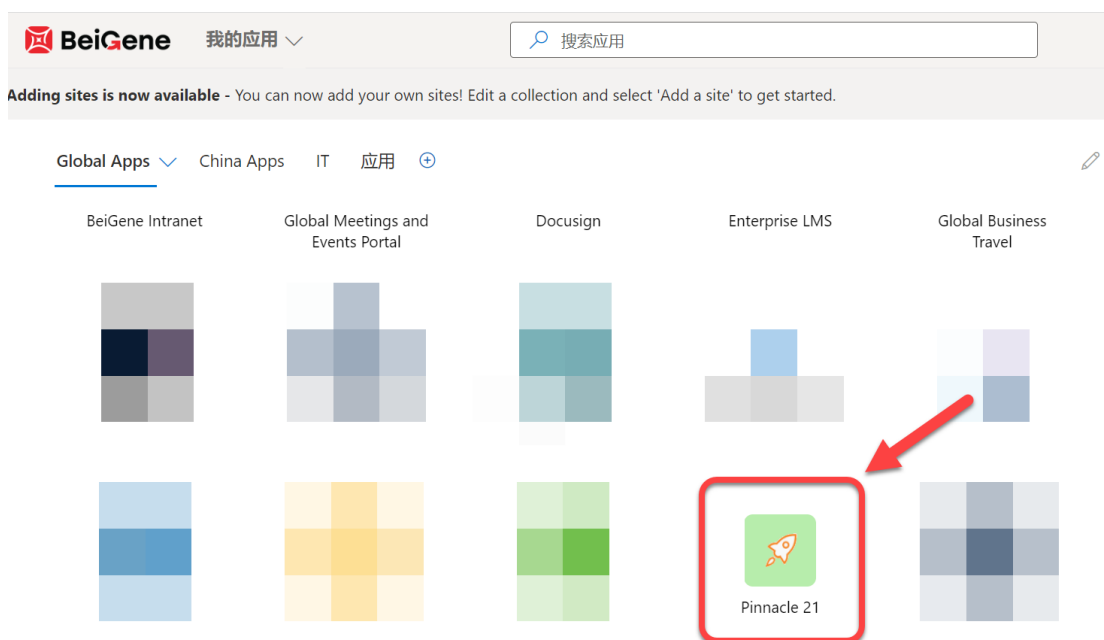
Note: If you don't have a Spotfire account previous created, please request your Spotfire account by contacting AskIT@beigene.com prior to using the above access form.

The process for requesting new or changes to current MDR study dashboard remains the same using the [MDR Programming Requests form](#).

For any further questions, please reach out to [Josh Patel](#) or [Pratik Rele](#).

9. How to apply Pinnacle21 privilege

- a) Finish Trainings and get certifications
 - * [Pinnacle21 Enterprise Administration and User \(VV-QDOC-01597\)](#)
 - * [Pinnacle21 Enterprise System User Guide \(VV-QDOC-01598\)](#)
- b) Fill the form "[Pinnacle 21 Enterprise User Access Request Form](#)"
- c) Create Jira ticket with forementioned certifications and filled form attached.
- d) Test your account **CAN ACCESS** Pinnacle21 via *Myapp website* **FIRST**.



- e) After you can login the Pinnacle 21, contact ming5.li@beigene.com to add your requested roles in Pinnacle21 environment.

10. How to create a “Data Restoration” ticket

- a) Send an email to AskIT@beigene.com. Please try to include content “SAS data restore” in the subject (Not mandatory)
- b) Please supply the full path of the data you want to restore and the date. If you want to restore multi-files or folders, please list them one by one.

Here are good examples to refer:

Please help to restore following file on 2022/06/03.

/usrfiles/bgcrh/build/bgb_3111/bgb_3111_888/xxxxxx/dev/pgm/adam/adcm.sas

Please help to restore following folder on 2022/03/16.

/usrfiles/bgcrh/build/bgb_3111/bgb_3111_888/xxxxxx/dev/pgm/adam

11. SAS Restricted Folders Report

The following URL will supply the Restricted folder list of SAS GSDS system. The list will be update without notice. Be free to use it if you need.

<https://beigeneo365.sharepoint.com/:x:/s/GDAR/ETUlqdY3zQBLiljvYczgttEBLlzW05hLKSaj37EkdP5WYw?e=FaIMX6>

12. User MobaXterm to upload/download file

Please refer to document “[GSDS File Operation Command Manual](#)”

Change History

Date	Version	Comments
2022-05-16	1.0	Initial document by ming5.li@beigene.com
2022-06-12	1.1	Add backup ticket guide Restricted folder list
2022-07-12	1.2	MobaXterm upload/download files
2022-07-20	1.3	Update pictures in the doc
2022-07-22	1.4	Update the SAS file share information
2022-09-23	1.5	Add AWS WorkSpaces information
2022-12-20	1.6	Add Remove account privilege
2023-09-18	1.7	Add Steps of LMS
2023-12-06	2.0	New request template for SAS data access request Content optimization