# **Enclave 2.0 File Transfer System**

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#### Purpose

This document provides the step-by-step instructions for transferring (uploading and downloading) files between the VDI and your endpoint devices (lapt op or desktop computer and supported tablets or mobile phones)

## Introduction

The file transfer feature allows for the transfer of both in-bound files (files uploaded from the laptop, PC, or tablet to the Enclave VDI) and out-bound files (files downloaded from the Enclave VDI to external locations (endpoint device)).

- · All end users can upload files from their endpoint devices to the Enclave VDI.
- Downloading files is restricted and only the project's principal investigator (PI), Project Lead (PL) or the PI's designee can move files out of the Enclave platform i.e. download files or documents.
- This file transfer system supports many file types.
- You can download an individual file of up to 500 MB or several files (not folders) with a cumulative size of up to 500 MB per load.
- You can upload an individual file of up to 2 GB or several files (not folders) with a cumulative size of up to 2 GB per load.

## Prerequisites

- Ensure that you have the Mass General Brigham (MGB) credentials (username and password) before trying to connect to the Enclave platform.
- Ensure that you have established a MGB VPN connection. Review the ServiceNow article on HOWTO: Connect to VPN (KB0023967)

## Supported Web Browsers

For best experience, use the latest versions of the supported browsers:

- Microsoft Edge, Mozilla Firefox, or Google Chrome browser (Microsoft Internet Explorer is not recommended or supported)
- Safari on iOS, and Safari 8, do not support file upload.

#### Please take note of the following:

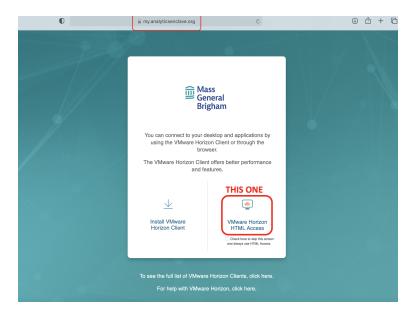
You will receive an error message when:

- You attempt to upload a file with Internet Explorer 11
- · You attempt to upload a file with Chrome on a Chromebook
- If you attempt to upload files zero size or files that are larger than 2 GB
- If you attempt to download files or folders of zero size or larger than 500 MB

# UPLOADING FILES to the Enclave VDI - Applies to ALL END USERS

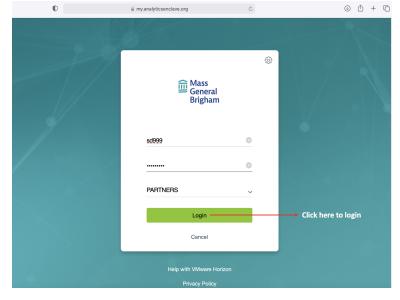
### Instructions

- 1. Open Google Chrome or supported browser and go to https://my.analyticsenclave.org/. Select VMware Horizon HTML Access or go directly to ht tps://my.analyticsenclave.org/portal/webclient/index.html#/.
  - a. For best experience, use the recommended and supported browsers.



2. Enter your MGB username and password and click on Login.

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	Username Password PARTNERS	¢	Enter your MGB username here (same one you use to log on to MGB sites) Enter your MGB password here
	Login		
	Cancel Help with VMware Horiz Privacy Policy	on	S.2



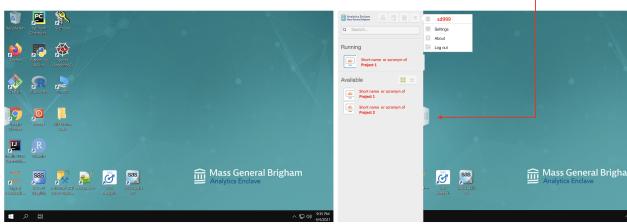
3. Upon successful completion of the steps above, you will see icon(s) labeled with the short version of your project name. One icon per project. When you hover the cursor over the icon you see the full label if the project name is lengthy.

Analytics Enclave Mass General Brigham	Q	Search	11 12 13 O
acronym of acr	ort name or ronym of <b>oject 2</b>		

4. Click on the specific project icon to launch the corresponding VDI on your endpoint device. It may take about 15 seconds to connect.

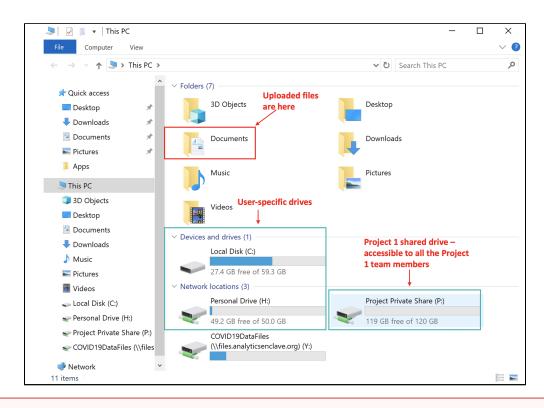
5.

a. Your connection is successful when you land on the desktop as shown below.



b. The drives available to you are shown below.

### With the sidebar expanded



### Single User Project

Any project with a single user does not have the project-specific shared P: Drive

6. Click on the file transfer icon at the top of the sidebar. If you hover over the icon, you will see "Open File Transfer panel"

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7. The Transfer Files window will appear. To upload files, drag and drop the files to the Upload tab in the Transfer Files window, or click on Choos e Files and select the files you want to upload.

	Transfer Files	? 🚿
Upload		
	To Upload	
Drag	and drop files into this window.	
	ck 'Choose Files' button to choose file to upload.	
The u	ploaded files will be saved in 'My Documents' folder.	
	Choose Files	
Clear List		

8. In this example, the files are selected from the SAS-FILES-HL folder on a local computer desktop.

Favorites Dropbox	<>> ः → ः → □ Desktop
<ul> <li>Precents</li> <li>Applicati</li> <li>Desktop</li> <li>Documents</li> <li>Downloads</li> <li>Media</li> <li>Music</li> <li>Photos</li> <li>Movies</li> <li>Tags</li> <li>Synchron</li> </ul>	CURRENT ACTIVE MATLAB MGB BRANDING NEW USER GUIDE MATERIOOCT19 OCT 2020
<ul><li>Red</li><li>Orange</li></ul>	Cancel Choose for Upload

9. Select the specific files that you want to upload.

The cumulative file size per load should not exceed 2 GB and individual files size up to 2 GB is supported

Favorites Vopbox	< > ः v is v sAS-FILES-HL
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Documents	Access Access I2B2 Connect to SAS Test
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Media	
🎵 Music	
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Tags	
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Red	
Orange	Cancel Choose for Upload

- 10. The progress of the file transfer will be tracked at the top of the tab.
  - a. If you click on the icon Ä at the top right corner, the upload will still progress.
  - b. For the Windows PC users, if you click on icon to the right of the file name, the transfer of the corresponding file will be terminated.

Mac	Windows PC
Transfer Files 📀 ⊗	Transfer Files
Upload	Upload
Access AdventureWorks2017.Dictionary 488.00bytes	Access AdventureWorks2017.Dictionary 488.00bytes
Access I2B2 dbo.OBSERVATION_FACT 462.00bytes	Access I2B2 dbo.OBSERVATION_FACT 462.00bytes
SAS Test Program.sas - 66.00bytes	SAS Test Program.sas - 66.00bytes
Add more files	Add more files
Clear List	Clear List

11. When the file transfer is completed, the uploaded files will be saved in the Documents folder the VDI.

BEFORE THE FILE UPLOAD					AFTER THE FIL	e upload	)	
Image: Image					s View PC > Documents >	Date modified	Туре	Size
* Quick access Desktop Downloads Downloads Fictures This PC 3 D Objects Doscuments Downloads Wisual Studio 2017 Visual Studio 2017	Date modified 10/10/2020 12:12 5/28/2020 11:43 A. 11/10/2021 2:32 P. 5/28/2020 11:43 A. 7/3/2020 3:20 PM 5/28/2020 11:43 A. 6/23/2020 11:43 A. 6/23/2020 1:41 PM	File folder File folder File folder File folder File folder File folder	Size	▼         Quick access           ■ Desktop         *           ● Downloads         *           ■ Pictures         *           ■ Desktop         *           ● Downloads         *           ● Downloads         *           ● Downloads         *           ● Monical Disk (C)         *           ● Testoral Drive (H)         *           ● Network         *	MATLAB Music Music Pictures Pictures R SOL Server Management Studio Videos Videos Videos Sudio 2017 Access AdventureWorks2017 DictoraryT Access I282 dbo.Ob5ERVATION, FACT Ta SAST Set Program	10/10/2020 12:12 5/28/2020 11:43 A 11/10/2020 23:2 P 5/28/2020 11:43 A 11/19/2020 9:36 P 5/28/2020 11:43 A 6/23/2020 7:41 PM 11/19/2020 9:37 P 11/19/2020 9:37 P 11/19/2020 9:37 P	File folder File folder File folder File folder File folder File folder File folder File folder File folder SAS System Progr.	

12. Remember to log out of the desktop upon completion of your routine work.

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Available Sort name or account of Project 1 Sort name or account of Project 2 Sort name or account of Project 2		SS SS SS SS SS SS SS SS SS SS SS SS SS	
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# DOWNLOADING FILES from the Enclave VDI - Applies to Principal Investigators, Project Leads, and their Designees ONLY

### Instructions

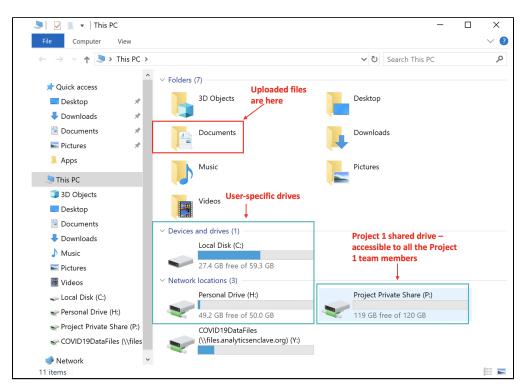
- 1. Log on to your the VMware Horizon Client using your Mass General Brigham (MGB) username and password.
  - a. If you are logging on to the VDI for the first time, please follow the instructions for "Getting Started With Analytics Enclave Platform 2.0 (Enclave 2.0)" and download VMware Horizon Client.

ny.analyticsencla ve.org	beta.analyticsenc lave.org		Log	jin	Enter your M username her one you use t to MGB webs	re (same o log on
		Server:		alyticsenclave.org		
		Username:	sd999			_
		Password:	•••••• _			Enter your MGB password here
		Domain:	PARTNERS		٥	
				Cancel	Login	

2. Upon successful completion of the step above, you will see icon(s) labeled with the short version of your project name. One icon per project. When you hover the cursor over the icon you see the full label if the project name is lengthy.

	https://my.analyticsenclave.org	
Short name or acronym of <b>Project 1</b>	Short name or acronym of <b>Project 2</b>	

3. Go to "This PC". You will see the Drive (Z) which maps to the local Disk (C) of your endpoint device.



4. Select the files that you want to download from the VDI and move them to the local Disk (C) of your endpoint device. The cumulative file size per load should not exceed 500 MB and individual files size up to 500 MB is supported.

→ × ↑ 🗎 > This PC >	Documents >				√ Ö	Search Documents	م
^	Name	Date modified	Туре	Size			
🖈 Quick access	MATLAB	10/10/2020 12:12	File folder				
📃 Desktop 🛛 🖈	Music	5/28/2020 11:43 AM	File folder				
👆 Downloads 🛛 🖈	My SAS Files	11/10/2020 2:32 PM	File folder				
😫 Documents 🛛 🖈	E Pictures	5/28/2020 11:43 AM	File folder				
📰 Pictures 🛛 🖈		11/19/2020 9:36 PM	File folder				
Apps	SQL Server Management Studio	5/28/2020 11:43 AM	File folder				
	🚪 Videos	5/28/2020 11:43 AM	File folder				
This PC	Visual Studio 2017	6/23/2020 7:41 PM	File folder				
3D Objects	Access AdventureWorks2017.DictionaryT	11/19/2020 9:37 PM	SAS File	1 KB			
Desktop	Access I2B2 dbo.OBSERVATION_FACT Ta	11/19/2020 9:37 PM	SAS File	1 KB			
Documents	SAS Test Program.sas	11/19/2020 9:37 PM	SAS File	1 KB			
🕹 Downloads							
b Music							
E Pictures							
🙀 Videos							
Local Disk (C:)							
CD Drive (D:)							
Personal Drive (H:)							
🛖 E-Drive							

5. Similarly, select the files that you want to upload from your endpoint device to the VDI. The cumulative file size per load should not exceed 2 GB and individual files size up to 2 GB is supported.

6. Remember to log out of the desktop upon completion of your routine work.



# Limitations of the File Transfer System

- 1. You can download files up to 500 MB and upload files up to 2 GB.
- 2. You cannot download or upload folders or files that have a size of zero.
- 3. For 32-bit Internet Explorer 11, downloading a file larger than 300 MB might not work. To resolve the issue, run Internet Explorer 11 in 64-bit mode.
- 4. If a file transfer is in progress in a remote session and you open a connection to a second remote session, and if a security warning will appear. If you ignore the warning and continue to connect to the second remote session, the file transfer in the first session will be terminated. 5. You cannot use this feature with Linux remote desktops or Android devices.