

LiquidFiles: Transfer Files In/Out

This article covers how to transfer files in or out of a C3PHI environment. All file transfer requests from researchers require approval:

- Non-data files: transfer agent or data steward
- Data files: data steward

All requests will be sent to **two people** in your group. Please see your research group's quick reference guide for a list of available contacts.

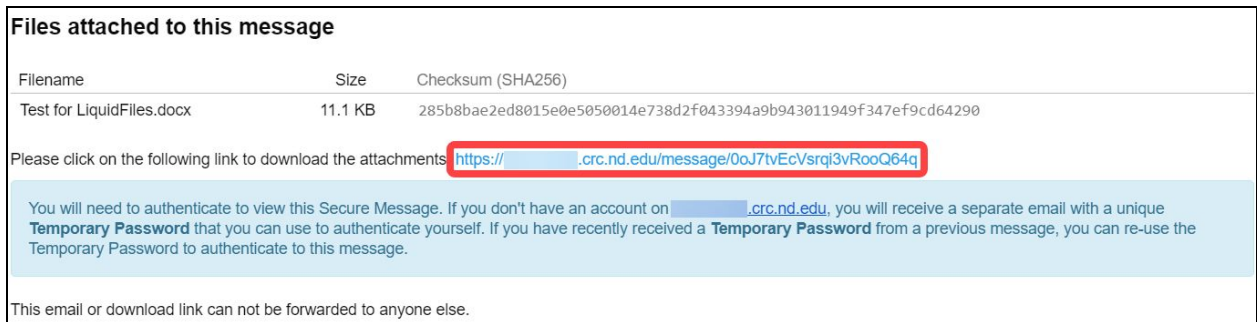
External users such as data suppliers cannot access LiquidFiles. As such, they can only send or receive files by going through the data steward.

File Requirements

Before approving a transfer request, check that the file meets your project's requirements for transfer.

Approve a File Transfer

1. You will receive an email when someone submits a file transfer request. Click the link to the message in this email. Or, login to your project's portal and select **Secure Messages > Inbox**.



Files attached to this message

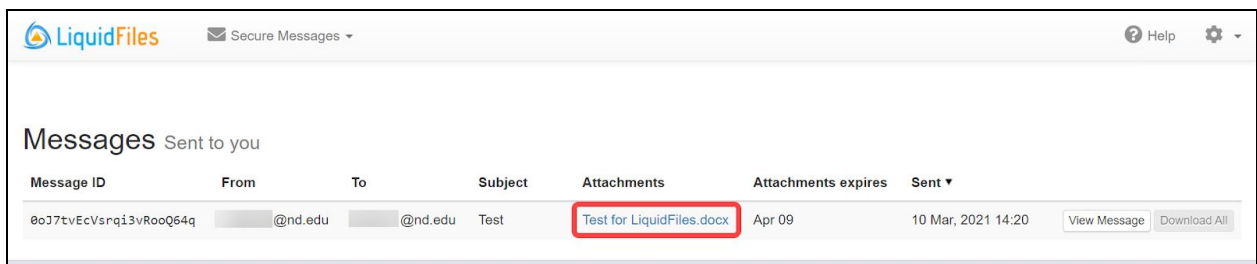
Filename	Size	Checksum (SHA256)
Test for LiquidFiles.docx	11.1 KB	285b8bae2ed8015e0e5050014e738d2f043394a9b943011949f347ef9cd64290

Please click on the following link to download the attachments [https://\[redacted\].crc.nd.edu/message/0oJ7tVcVsraq3vRooQ64q](https://[redacted].crc.nd.edu/message/0oJ7tVcVsraq3vRooQ64q)

You will need to authenticate to view this Secure Message. If you don't have an account on [redacted].crc.nd.edu, you will receive a separate email with a unique **Temporary Password** that you can use to authenticate yourself. If you have recently received a **Temporary Password** from a previous message, you can re-use the Temporary Password to authenticate to this message.

This email or download link can not be forwarded to anyone else.

2. With the message loaded, download the attached file.



LiquidFiles Secure Messages

Messages Sent to you

Message ID	From	To	Subject	Attachments	Attachments expires	Sent
0oJ7tVcVsraq3vRooQ64q	[redacted]@nd.edu	[redacted]@nd.edu	Test	Test for LiquidFiles.docx	Apr 09	10 Mar, 2021 14:20

View Message Download All

3. Review the file(s) and ensure they meet the requirements for being transferred.
4. If the file(s) are approved for transfer out, send them to the requestor. To transfer files in, navigate back to your project's portal and open the message, if needed.
5. Select the attachment and save the file in the requested data folder.