



## Manual for using the Secure Download (and upload-) Facility (SDF)

Date	Name	Action	Definitive
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## What is the Secure Download Facility (SDF) and what is it used for

Registries and other medical research databases process, store and transfer highly private sensitive information and this requires adequate protection to guarantee that only authorized users have access to this data.

Data managers often need to send data files. Traditional methods of transferring data files, such as email, have several known security risks. Public email providers, such as Google, have a privacy policy that allows these companies to read the content of emails. Also, email is easily forwarded and there is a risk that files are sent to an unauthorized recipient. These risks mean that it cannot be guaranteed that access to the data is restricted to authorized users. The SDF provides a solution by storing data on the secure ProMISe server and only allowing known users access to the files.

The SDF allows for secure transferring of files. For adequate protection, users will have to be aware that the SDF is only secure if it is properly used and therefore have to make sure the following applies for their data:

- SDF files may only be transferred to recipients that are allowed access to the data
- Data files that are downloaded from the SDF must be stored on a safe location that is only accessible by persons who may have access to the data.

## How to access the Secure Download Facility (SDF)?

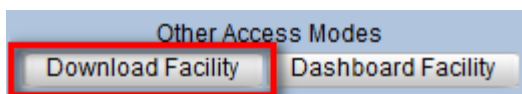
**EBMT users:** If you already have a Data Entry account for ProMISe, you can access downloads and uploads in the [Export] tab when you are logged in. Please see section “Using SDF in a regular ProMISe session”

If you do not have a regular ProMISe account, your username will usually be your email address given by the user who is sharing (authorising) a download with you. When you receive the download notification from ProMISe, it will contain instructions for logging on to the Download facility only.

(To apply for a full Data Entry ProMISe account please go to: <http://www.ebmt.org/Contents/Data-Management/Datasubmission/Pages/Data-Submission.aspx#application>)

### Via the SDF download logon page

The SDF can be accessed via the ProMISe logon page. On the right of this page in the section “Other Access Modes”. Pressing the button “Download Facility” will switch to the SDF logon.



After switching to the SDF logon page, enter your username and password (1) and press the “key” button (2) to log on to the SDF. The page will refresh and show the files that are available for you to download.



**ProMISE** **DIPR**

Provide username and password

username

password

Click: for Downloads Click: for Dashboard

**1** **2**

- Click [here](#) to get a new password.
- Click [here](#) to change a valid password.
- [Usual logon](#)

Refresh Files available to current user dipr0106ctm for secure download

Open/Save		ID	Owner	Annotation	Creation date	Expiration date	Size
		38			2012-07-17 21:08:51	2012-07-18 21:08:51	65KB
		37			2012-07-17 21:04:49	2012-07-18 21:04:49	65KB
		36			2012-07-17 16:55:15	2012-07-21 16:55:15	5KB
		34			2012-07-17 15:33:22	2012-07-18 15:33:22	5KB

All downloads are effectuated via a secure and encrypted connection and each download is logged. Please note that the owner of the (ZIP-)file may have encrypted the contents him or her self also; if this is the case, you should obtain that password directly from the owner since it is not stored within the ProMISE environment.

This page allows downloading of files and owners of files can extend the expiration date. For uploading files and authorizing other users, you will have to log in to a regular ProMISE session.

### Using SDF in a regular ProMISE session, via the tab “Export”

After logging in to ProMISE, switch to “Export”, “Jobs” (not to upload)

Data Entry Report **Export** Help Filter

**Jobs** ~~Upload~~



This page shows both the download and the upload facility:

The upper part of the SDF shows the files that are generated via the ProMISe export function and files that are uploaded by yourself.

The lower part shows files that are made available to you by other ProMISe users

Secure Authenticated Download & Upload Facility

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Management of files, owned by current user, ready for download (last refresh on 2012/07/17 16:55:15)

Open/Save		ID	Creation date Expiration date	Size							
		36	2012-07-17 16:55:15 2012-07-18 16:55:15	5KB							

You may upload any ZIP/PDF/GIF/JPG file to the Download Queue and then authorize new or existing users to download that file in turn (secure, encrypted and with audit trail)

Locate the file on your hard disk   and click on  (max 10Mb per file)

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Files, owned by other users, ready for you to download

Action		ID		Creation date Expiration date	Size	
		34		2012-07-17 15:33:22 2012-07-18 15:33:22	5KB	



## Working with the SDF

### Type of files that can be transferred

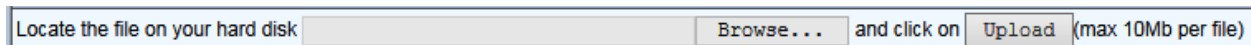
All types of data can be uploaded when these files have been zipped into a zip file. File types of .pdf, .gif, jpg, htm and .xls can be uploaded directly and do not require zipping.

The maximum size for files is 10 Mb<sup>1</sup>.

### Downloading ProMISe export files

Running an export in ProMISe will add the zip file with the results to the SDF. When required, this export can be accessed by other users by adding their accounts with the “Add user” button (see explanation of the buttons).

### Uploading files



Any file can be uploaded to the SDF, even files that are unrelated to ProMISe. Do note that some file types will have to be zipped to be allowed on the server. To upload a file, press the “Browse” button and select the file. This will fill-in the filename. Then press “Upload” to upload this file to the server.

After uploading the file, it will appear in the list and the “Add user” button can be used to grant other users the permission to download the file (see explanation of the buttons)

### Authorizing users



This icon is used to grant other users the permission to download the file. Any other ProMISe user can be easily added by selecting this user from the list.

Some projects allow files to be sent to email addresses or mobile phone numbers that are not ProMISe users. This option has to be allowed by the project manager in order to be available to the users as this could introduce a risk for sending files to unauthorized users.

To add a non-ProMISe email address or mobile phone number, enter the email address or phone number in the text field (1) and press the “user-key” button (2). Pressing this button will automatically create a new account and send the logon information to the new user. Note that these accounts are special download only accounts and can only be used to download files and do not have any other access to ProMISe.

Existing ProMISe users can be selected from the user list. Pressing the “user-key” button (2) will grant this user the permission to download the file

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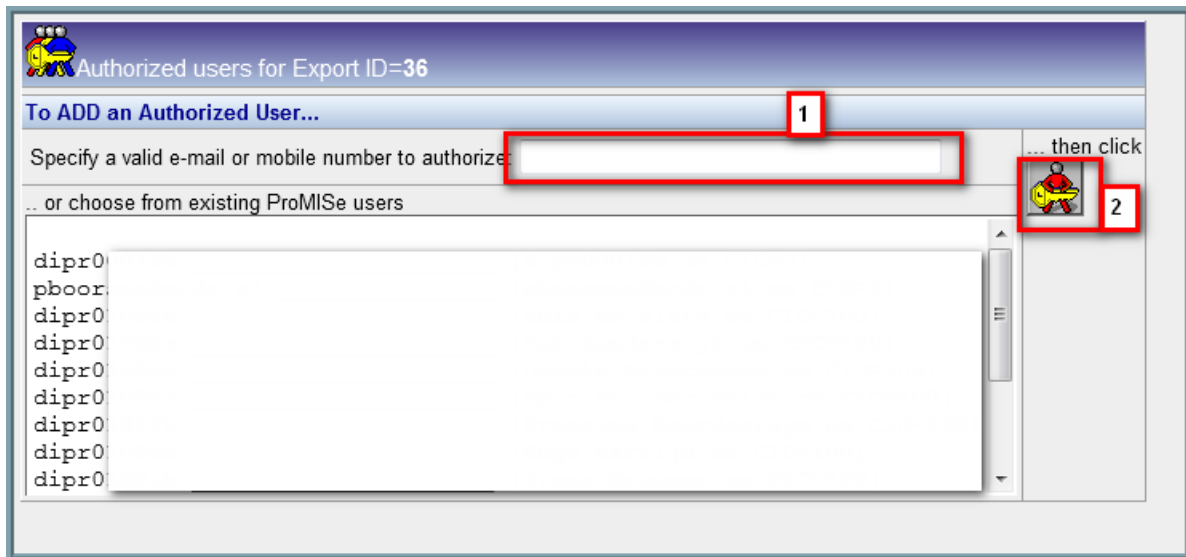
<sup>1</sup> A maximum of 10Mb is the default maximum, but per project the maximum can be set at 10Mb, 50Mb, 100Mb or 1Gb




Note that only active and recently expired accounts can be granted download permission. Disabled accounts cannot be added.

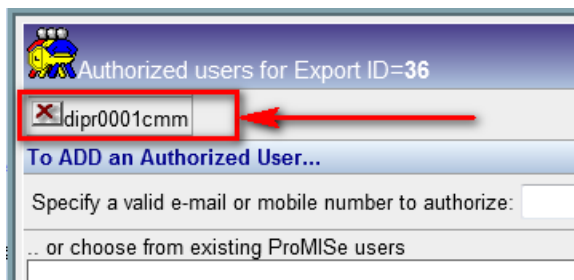
The list will display users from your current (active) center. However users from other centers can also be granted access. To do so, type the username in text box (1) and press the “user-key” button (2).

Users will automatically receive an email with the information of the file (e.g. the note) and instructions on how to download the file.



## Revoking access

Access to files can be revoked with the same “add user” button . The authorized user accounts are displayed at the top of the window with a red cross in front of the username. Pressing this red cross button will revoke the download permission.



## Automatic authorizing users when uploading files

It can be handy to automatically authorize users when uploading files, for example when uploading multiple files. Automatic authorization has the following requirements

- The name of the document has to start with a tilde (~).



- Directly after the tilde, specify the username, followed by another tilde.
- Multiple users can be specified by repeating usernames and tildes.
- Any invalid username will invalidate the rest of the usernames.
- Just as with the regular authorization method, only active and recently expired account can be authorized. This method can only be used for existing accounts and will not create new accounts for email addresses. Granted permissions can be manually revoked with the normal method.

An example:

~user1~user2~filenaam.pdf

In this example, user1 and user2 are automatically authorized when this file is uploaded to the SDF.

Usernames cannot be specified after the filename and will be ignored.

## Explanation of the buttons



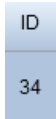
Open or save the file.



This icon indicates that the file is a zip file. Zip files do not display a preview and therefore pressing this icon will also save the file



Other icons, such as image and movie, indicate a file type that can be previewed and clicking the icon will open the preview.



Every file in the SDF has a unique sequence number. This is the ID number



Remove the file from the SDF



Files will be available for a limited time and are automatically deleted after the expiration. When a longer time is required, then this icon can be pressed to extend the time. For each click, the time will be extended by 24 hours, however it is limited to 100 days<sup>2</sup>.

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<sup>2</sup>100 days is the absolute maximum, but in your project it is possible that the maximum period is set at a lower level.





Note that the SDF has a limited capacity. When uploading more files than the capacity, the oldest file will automatically be removed, even when the expiration date has not yet passed.



Extra information can be specified by adding a free text note to the file. The default value for the note is the filename.



This icon is used to grant and revoke other users the permission to download the file.



Presents a list of users that have downloaded this file.



Presents the same information as previous button, but now for all files in the SDF



This button will display the source code of export jobs and can be used for detailed information on an executed export. Note that this information does not apply to uploaded files.



This button will display the SQL server log of the export job and can also be used for detailed information on the export. This also will not display information for uploaded files.



Moving the mouse over this icon will display information on the user that has granted you access to this file.



Moving the mouse over this icon will show the note for this file.



These buttons are used for the preview to zoom in and out