How to get an access to the Main Storage System dapadfs

Projects inside DAPA

DAPA offer two different solutions for store data related to ongoing projects.

- Direct access to the main Storage System <u>dapadfs</u> through CIAT's credentials.
- Access to dapadfs for external users related with a specific project inside DAPA.

How to get an access to the Storage System dapadfs if you are a DAPA member

Please follow these steps:

1. Send an email to Paola Camargo (p.a.camargo@cgiar.org) and Jorge Cardona (j.cardona@cgiar.org) requesting access to the storage system.
2. Specify what type of user need the space. There are two options: **DAPA member** or external user (related with the project you are working on).
3. We have created an excel spreadsheet named **"Access_dapadfs_Storage_Format"** to collect information from all working groups and their respective projects inside DAPA. Please fill it and send it back with copy to the leader of your project.

Once we received the information complete, we will create your space in the system storage and will send you back the directory of your folder.

How to access remotely to dapadfs outside CIAT

Through a VPN Connection

A VPN (Virtual Private Network) connection allows users to access to the resources of DAPA offered inside CIAT but in a remote way (outside CIAT).

If you also need an external remote access to the storage system, please follow these instructions:

1. Send an e-mail to CIAT-Mesa de Ayuda-IS ciat-mesadeayuda@cgiar.org with copy to Paola Camargo and Jorge Cardona requesting VPN access.
2. They will send you instructions you must follow up in order to access to the remote connection.

Once you are connected to the VPN please work as you usually do.

How to Access to the Storage System

It doesn't matter if you are inside or outside CIAT. The access to dapadfs is the same way.

1. Go to Start

2. Write \\dapadfs and press enter
3. Select the folder that you are authorized.
4. Select the folder of your project. Remember your team will be the only ones authorized for accessing to this folder.

How to get an access to the Storage System if you are an External User

Please follow these steps:

1. Send an email to Paola Camargo (p.a.camargo@cgiar.org) and Jorge Cardona (j.cardona@cgiar.org) requesting access to the storage system.
2. Specify what type of user need the space. There are two options: DAPA member or **external user** (related with the project you are working on).
3. Please specify:
   - Name
   - E-mail

Once we received the information complete, we will create your space in the system storage and will send you back the directory of your folder and the credentials. You will access to it through an FTP access.

How to access to an storage system if you are an External User

Through a FTP Connection

1. Download the FileZilla client software from internet, please go to this link: https://filezilla-project.org/download.php?type=client
2. Go to your Download folder and run the installer.
3. Use default options
4. Run the program

   You will have to create a new profile to setup the access
5. Go to File → Sitemanager → New Site → Cretate New Site → write FTP-DAPA
6. Complete the information:
   Host: ftp.ciat.cgiar.org
   Logon Type: Select Normal
   User: *the user we sent you*
   Password: *the password we sent you*

7. The main window has 2 sections: left side have access to the local site (your computer), the right side have access to the remote site (storage system). You just need to drag and drop the files you want to move.