

## TDLc DATA GRID INSTRUCTIONS

We have a new large capacity (15 TB) server to store and share our data on. For now it is the only server we have available, but we will be obtaining another server for backup/replication shortly. Instructions on how to use the current server are as follows:

Using **Firefox (and no other browser)** sign on to the iDrop Website:  
<http://srbbrick15.ucsd.edu:1250/idrop-web2/login/login>

This will get you to the login page. Enter your TDLc DataGrid User Name and Password. If you have forgotten your username or password, or do not have an account, please contact Sheau-Yen at [sheauc@diceresearch.org](mailto:sheauc@diceresearch.org)

In the iDrop Web browser navigate to the top banner and click on Browse. This will get you to your home folder.

-- To upload a single file use the upload tab and browse for the file you would like to upload.

-- To download a single file scroll to the file in your home folder and use the download tab.

-- To upload in bulk click the "bulk upload" tab and navigate to the folder you would like to upload. Click the middle folder icon and add folder to queue then click the cloud icon at the bottom of the page.

Note: Java security settings can cause problems with bulk uploading. To solve the problem, you need to make sure you have the latest version of Java and the plugin is enabled. You may also need to edit your Java settings. Go to your Java security settings and set your security level to Medium. Then in the Exception Site List click the Edit Site List tab and add the following site:

<http://srbbrick15.ucsd.edu:1250/idrop-web2/login/login>

Click ok.

If you have a different issue with Java blocking the site please contact your system administrator.

### *Data Sharing:*

Permissions for sharing can be set once in the iDrop website under "Sharing". Files and collections can be shared by adding a "share name" (the name you would like to give the file or collection). Click "update" then click "create". Pick the type of share permission from the dropdown menu and provide the username(s) of the person (people) you would like to allow permission to your files. If you don't know their username, leave the box empty, click search and when it is found, check the box. Click "update".

If you have any questions please contact me at [lalehquinn@gmail.com](mailto:lalehquinn@gmail.com)