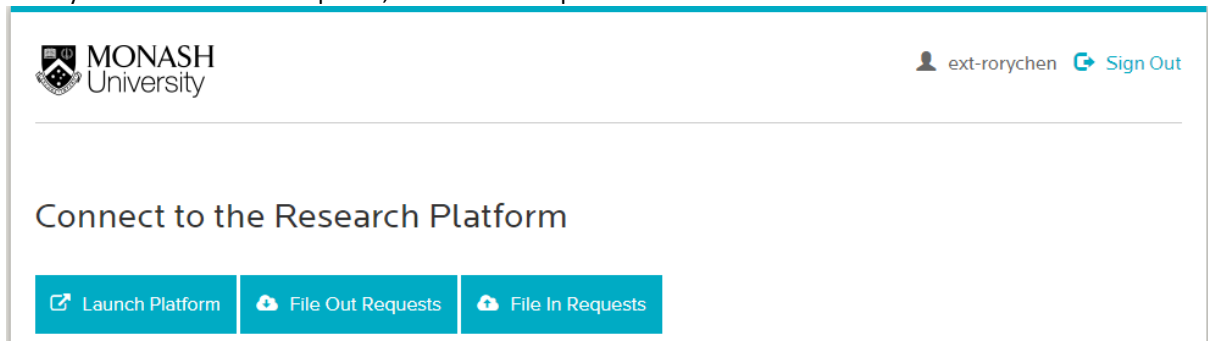


File In Requests

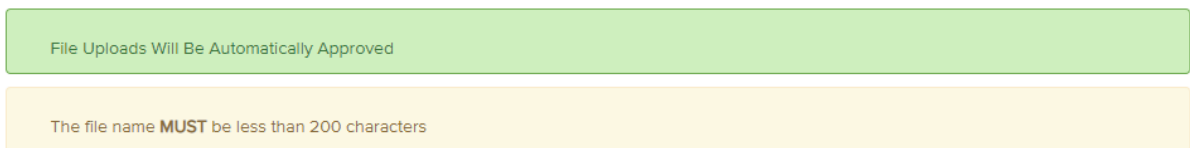
*All access to DPAU Analysis Environment is only available via VPN, for detailed log-in instructions, see [here](#).

1. To import a file in to the DPAU Analysis Environment, go to the Portal at <https://serp-web.erc.monash.edu/>.

2. Once you have accessed the portal, click 'File In Requests' icon as show below.

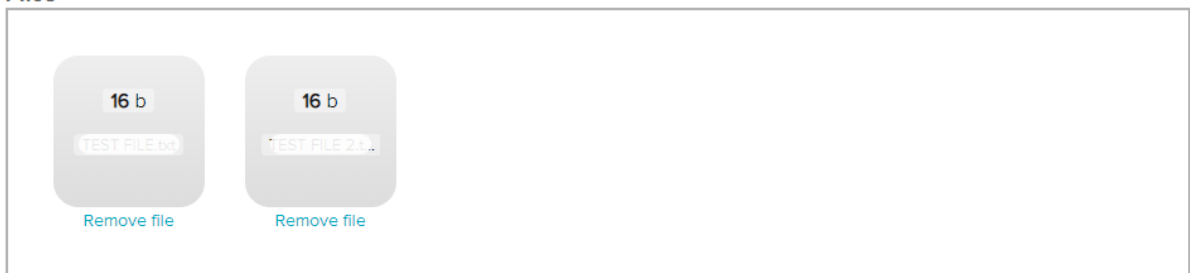


3. You can now drag and drop your file in requests into the Files area. Select your project from the 'Documentation' drop-down menu. Click 'Upload Files' when finished. Files will be automatically approved.



Request Files In

Files



Please select one or more files

Documentation

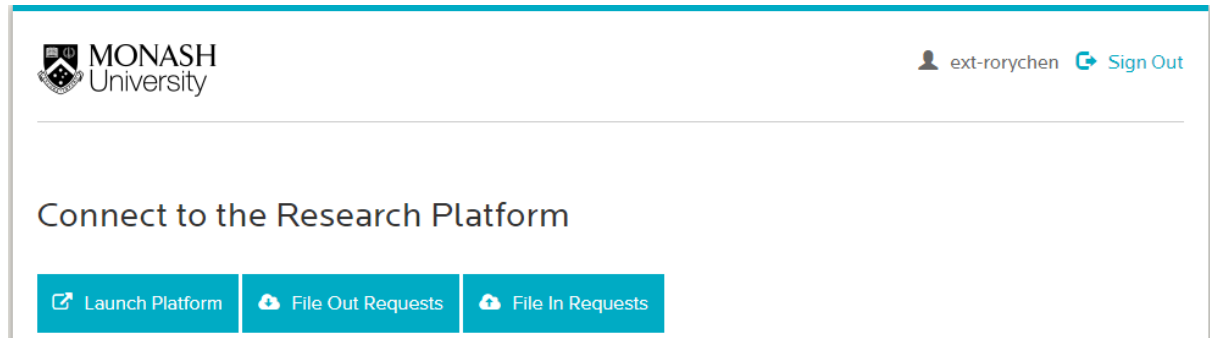


Select Project





- To retrieve your file from within the DPAU Analysis Environment, click Launch Platform and connect to an available Virtual Machine.



- Within the Virtual Machine, load the desktop icon 'SeRP Egress', or go to the Portal at <https://serp-web.erc.monash.edu/> use your preferred browser.



You will be prompted for your log in details, please use your assigned username and password.

Sign in

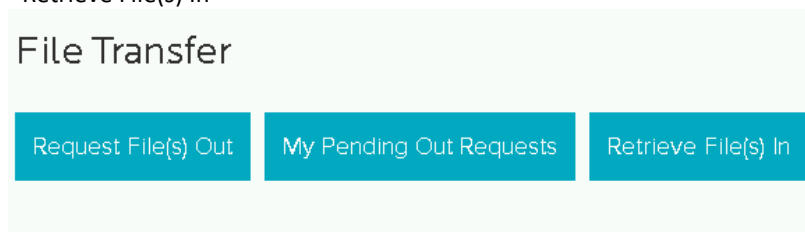
<https://serp-web.erc.monash.edu>

Username

Password

- When the portal displays, you will see three options:

- Request File(s) Out
- My Pending Out Requests
- Retrieve File(s) In



Click 'Retrieve File(s) In'



- A list will display of all available file uploads. Select the 'eye' icon to view your file.

My File Uploads

Posted	Project	Files	ApplicationStatus	View
24/05/21 14:19	test_dpau_p001 - Rory Testing 1	3 (170.2 KB)	Approved	
24/05/21 13:47	test_dpau_p001 - Rory Testing 1	2 (3 MB)	Approved	
05/05/21 16:25	test_dpau_p001	1 (325 Bytes)	Approved	
05/05/21 16:23	test_dpau_p001	5 (11.5 MB)	Approved	

- Click the download icon to download your file within the DPAU Analysis Environment.

My File Uploads

Uploaded 19/03/19 16:28 by MONASH\mish0006

File	Size	Status	Download
testing_file_in2.txt	21 Bytes	✓ Approved	

Download all as a ZIP file

Congratulations. Your file has now been imported in to the DPAU Analysis Environment and will be available on the U Drive.