

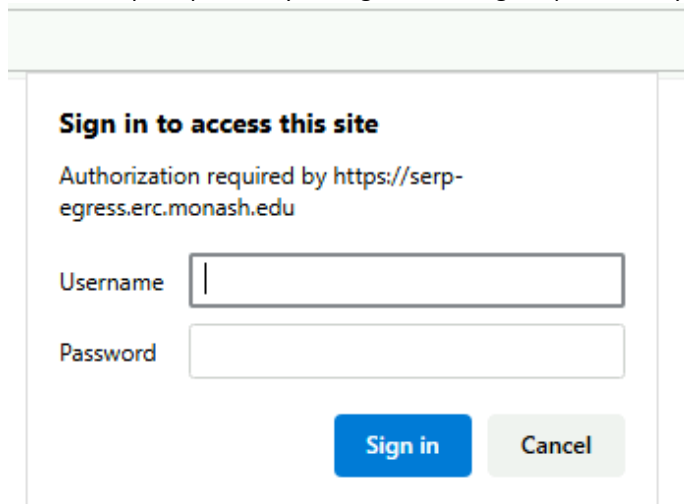
File Out Requests

*For details of accessing DPAU Analysis Environment, see [here](#).

1. File Out requests are submitted from within the DPAU Analysis Environment Virtual Machine, using the 'SeRP Ingress-Egress' desktop shortcut, or go to the Portal at <https://serp-egress.erc.monash.edu/> use your preferred browser.

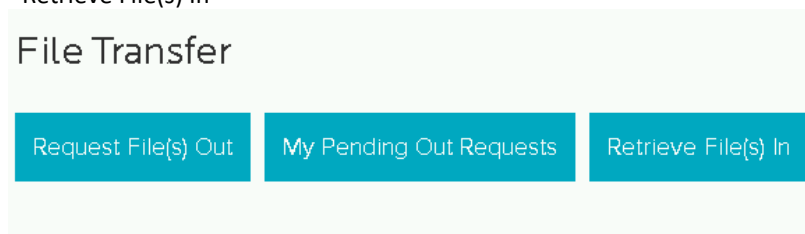


You will be prompted for your log in details again, please use your assigned username and password.

A dialog box titled 'Sign in to access this site'. It contains the text 'Authorization required by https://serp-egress.erc.monash.edu'. Below this are two input fields: 'Username' and 'Password'. At the bottom right are two buttons: 'Sign in' (blue) and 'Cancel' (grey).

2. When the portal displays, you will see three options:

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




Click 'Request File(s) Out'



- Drop your file(s) into the relevant area and fill and complete the form questions. Then click Send Request.

Files

Drop files here to upload



Documentation

Select the IGRP project number the work falls under

- Documentation is included within the files

File(s) description

- I certify that these outputs comply with the **Monash Data Access Agreement**, and that I have provided all the required information.

File requests are reviewed by the Monash Senior Data Scientists. Please allow two working days for the review.

- Please allow five working days for the review process. When the review has been completed, you will be sent another email notification containing instructions on how to retrieve the file(s).

If you have not received an email with instructions on how to retrieve your files, please contact DPAU at dpau@unsw.edu.au.

The email should include the following:

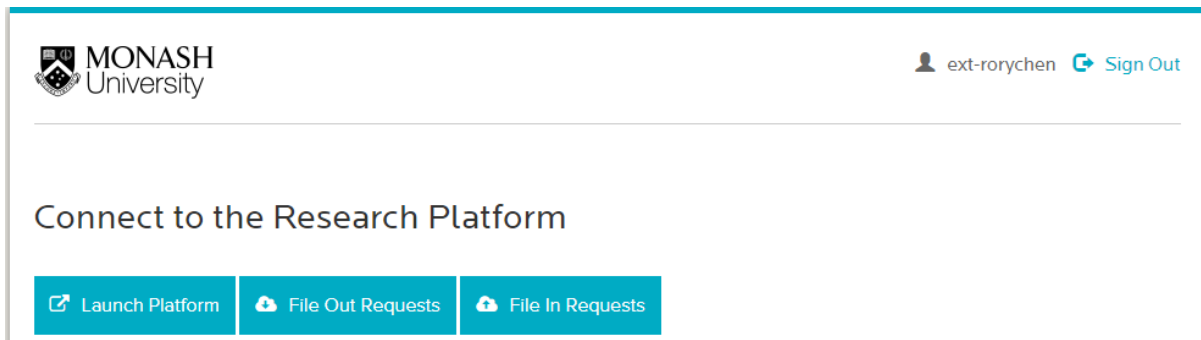
Subject line: File Out Requests – Project ID

Content must include: Project ID and name; Your full name; Date you submitted the request

The following steps are to be completed once your File Out Request has been approved for retrieval from the DPAU Analysis Environment.

6. To export approved file(s) from the DPAU Analysis Environment, go to the Portal at <https://serp-web.erc.monash.edu/>

7. Select File Out Requests

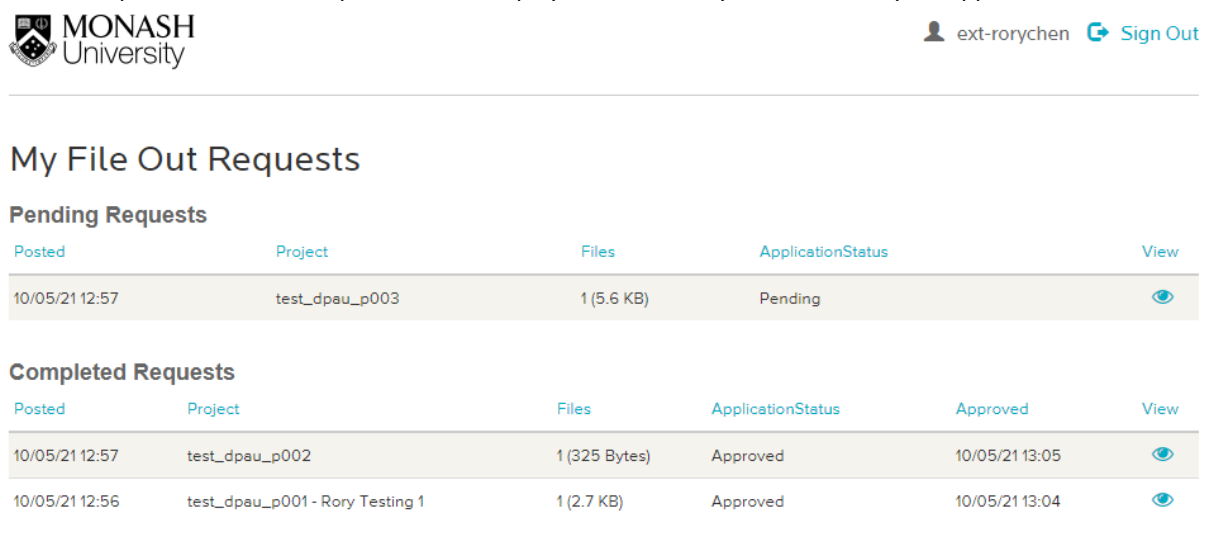


MONASH University ext-rorychen Sign Out

Connect to the Research Platform

[Launch Platform](#)
[File Out Requests](#)
[File In Requests](#)

8. A list of previous File Out requests will be displayed. Click the 'eye' icon to view your approved file.



MONASH University ext-rorychen Sign Out

My File Out Requests

Pending Requests

Posted	Project	Files	ApplicationStatus	View
10/05/21 12:57	test_dpau_p003	1 (5.6 KB)	Pending	

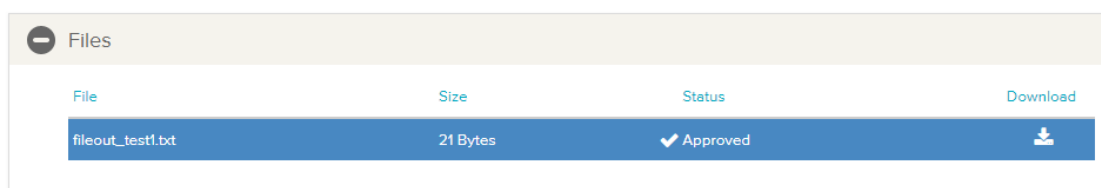
Completed Requests

Posted	Project	Files	ApplicationStatus	Approved	View
10/05/21 12:57	test_dpau_p002	1 (325 Bytes)	Approved	10/05/21 13:05	
10/05/21 12:56	test_dpau_p001 - Rory Testing 1	1 (2.7 KB)	Approved	10/05/21 13:04	

9. Click the download icon to download your approved file. The file will now be saved to your local computer.

My File Out Request

Request Status: Approved
 Posted: 20/03/19 14:27 by MONASH\mish0006
 Reviewed: 20/03/19 14:31 by jrevote



Files

File	Size	Status	Download
fileout_testf.bt	21 Bytes	✓ Approved	