How to share files with collaborators?

Part 1. How to set up a directory to share files?

- 1. Create a new directory under your BioHPC home directory, put the files that you want to share with collaborators in that directory. (You can do this by using any one of the login nodes cbsulogin, cbsulogin2 or cbsulogin3, which do not require reservations)
- 2. Login to Globus.
 - Open the web site <u>www.globus.org</u> and click Login
 - Cornell Users can use your Cornell NetID to login. Selecting "Cornell University" and then click "Continue". Follow the instruction to login to your account. (Use your Cornell email password here)

| 🖭 glob | us | Globus Account Lo |
|--------|---|-------------------|
| | Log in to use Globus Web App | |
| | Use your existing organizational login e.g., university, national lab, facility, project | |
| | Cornell University | • |
| | Continue | |

- 3. Create an endpoint that points to directory you want to share.
 - After you login to the Globus web site, click the Collection field, enter "cbsulogin" and press "Enter"

| 🔊 globus | ≡< | File Ma | anager |
|---|----|------------|--|
| 🗂 File Manager | ^ | Collection | tart here, select a collection— |
| RECENTLY USED You have no recent activity | | Path | |
| PINNED BOOKMARKS You have no pinned bookmarks | | | Click in the Collection field above to begin |

- Click any one of the three collections "biohpc#cbsulogin" "biohpc#cbsulogin2" or "biohpc#cbsulogin3"
- Enter your BioHPC user ID and BioHPC password, and press "Authenticate"

| globus ≡ | File Manager | |
|------------------------------|---|----------------------|
| File Manager | Collection biohpc#cbsulogin Path | Q] [] |
| | Please authenticate to access biohpc#cbsulogin | =< 200 € 200 € |
| | Login Server cbsulogin biohpc.cornell.edu 🥒 Edit | |
| | Username | |
| Account qs24@cornell.edu | Password | |
| | Advanced V Authenticate | |
| | | |

• You should see your BioHPC Home directory. Select the directory you want to share, then click the "Share" button.

| | Collection biohpc#cbsulogin | | | Q – select a collec | tion- |
|------------------------------|-----------------------------|--------------------|---------|----------------------------|--------------|
| | Path /~/ | | | | |
| | select none 🛍 🙄 📰 🔳 | | | \checkmark Sort \equiv | Share button |
| | ~ | 05/15/2018 11:50am | - | > Î | |
| | 454 | 06/30/2015 12:28pm | - | > Share | To continue, |
| | abc | 02/13/2019 02:40pm | 0 B | | |
| | agave agave | 07/01/2015 06:41am | _ | | |
| | amplicon | 09/01/2019 05:29pm | - | > 4 | |
| | analyze_amplicon.readme | 12/19/2016 02:56pm | 4.22 KB | Ø | |
| Account qs24@cornell.edu | annovar | 06/30/2015 12:30pm | - | > (| |
| | asreml.lic | 02/26/2019 10:30am | 53 B | | |
| | ASRemlRegister.txt | 05/15/2018 09:27am | 1.14 KB | | |
| | assembly | 07/01/2015 06:36am | - | > | |
| | 🛅 biohpc | 02/16/2016 02:00pm | - | > | |
| | blast2go | 01/30/2018 04:04pm | - | > | |
| | Bogdanove | 06/30/2015 12:29pm | - | > | |
| | bulk_segregation | 07/01/2015 06:36am | - | > | |
| | c2lr | 06/15/2019 09:05pm | - | > | |

• Fill out the form, and click "Create Share".

| 🕭 globus | ≡< | BIOHPC#CBSULOGIN Add Share | | |
|---|----|-------------------------------------|--|--------|
| | ^ | | | |
| RECENTLY USED You have no recent activity | | Create New Share You Are Sharing | ed Collection biohpc#cbsulogin | |
| PINNED BOOKMARKS You have no pinned bookmarks | | Path Share Display Name | /~/amplicon/ | Browse |
| | | Description | A useful description for identifying your share endpoint | |
| | | Keywords | file share, attached storage | |
| & Groups ♀ Console Account qs24@cornelLedu | | | Next step – add access permissions Create Share Cancel | |
| | | | | |

- 4. Share an endpoint with your collaborators.
 - Click "Endpoints" in the left panel of the window, click "Shareable by you" tab in the right panel, then click the endpoint you want to share. In the new page, click "Sharing" tab.

| 💁 globus 🛛 ≡< | Endpoints | Q Search all endpoints | Create new endpoint |
|-------------------------------|---|-------------------------------------|---------------------------|
| r File Manager → | 🔗 Recently Used 👔 In Use 🔊 Shareable by You 🔊 Shi | ared with You 🔗 Administered by You | |
| Endpoints | | | Y Filter shareable by you |
| 炙 Groups | ENDPOINT | STRICT STATUS | ROLE SHARED |
| S^ Console @ | Shared Endpoint on biohoc#cbsulogin:/-/amolicon/ | ready | s 🔊 🖞 y |
| Account qs24@cornell.edu | C2data Snared Endpoint on biohoc#cosulogin3:/~/losta/c2usta/ | ready | 🛠 🙇 📩 X |
| (]+ Logout (?) Help | panand_cshl Shared Endpoint on biohpc#cosulogin3:/home/gisun/data/panand_cshl/ | ready | °\$° @ ₫ > |
| Globus Home 🛛 | | | |
| _ | | | |

• Click "Add Permissions – Share With"



• In the "Username or Email" field, enter the name of email of the person you want to share the data, and click search. Find the person and click "Add Permission".

| 🕭 globus | ≡• | AMPLICON Add Permission | is - Share With |
|--------------------------------------|----|--|--|
| 🗂 File Manager | | Path | |
| RECENTLY USED | | Path | / Browse |
| You have no recent activity | | Share With | user — share with specific individuals group — make data accessible to members of a group |
| PINNED BOOKMARKS | | | all users — make data accessible to all logged in users of Globus |
| You have no pinned bookmarks | | Username or Email | bukowski Search Add |
| Bookmark Manager | | Permissions | ✓ read Write |
| –ı∤ Activity | | | Add Permission Cancel |
| Endpoints | | | |
| දහු Groups | | | |
| 🐴 Console | | | |

5. Your collaborator should be able to see the shared directory when log into his/her Globus account.

Part 2. How to transfer files with Globus

- 1. Login to Globus web site,
- 2. Follow step 3 in the previous part to create an endpoint that is linked to a directory for receiving data files.
- 3. Click "Endpoints" in the left panel of the manual, then click the "Shared with you" tab.

| 💁 globus 🛛 ≡‹ | Endpoints | Q Search all endpoints | (+) Create new endpoint |
|-----------------------------|---|------------------------|-------------------------|
| | 🔗 Recently Used 📲 In Use 🔊 Shareable by You | Shared with You | |
| | | * | |
| | | | Filter shared with you |
| | ENDPOINT | STRICT STATUS | ROLE SHARED |
| | Shared Endooint on biohoc#cosulogin | ready | 🙇 🖞 > |
| Account gs24@cornelLedu | Shared Endpoint | ready | 题 ① > |
| | animetria in sum consideratiognal | | |

4. Click the directory that you want to retrieve files from. In the new page, click "Open in File Manager". In the File Manager window, the left side is the source endpoint, the right side is the destination endpoint.



5. After both endpoints have been defined. Select files to transfer from the source endpoint and click the arrow button to transfer files to the destination endpoint.