HDPBC Training and Education

HDPBC Importing Small files into the Desktop

Version: V1.1

Updated: June 2022

Overview

This document explains how to import files smaller than 24MB into the HDPBC Desktop that do not contain any personal information.

Notes:

- The information being imported into the HDPBC Desktop will be reviewed by HDPBC.
- The information being imported cannot contain any personal information.

Contents

Importing Small Files

HDPBC has a self-serve DataIn web service that allows users to import files up to 24MB, so analysts can submit small files into the HDPBC Desktop themselves.

Step 1: Access the HDPBC DataIn Portal

1. Open this link: https://hdp-portal.healthbc.org/dataIn.
2. Log in using your HDPBC login credentials.
3. Follow the instructions on the screen.
4. Drag and drop the relevant files into the box (Figure 1).
5. Using the **Documentation** drop-down, select the appropriate project number this data import request corresponds to. If you do not see or do not know your project number, please email MoHAnalytics@gov.bc.ca for help.
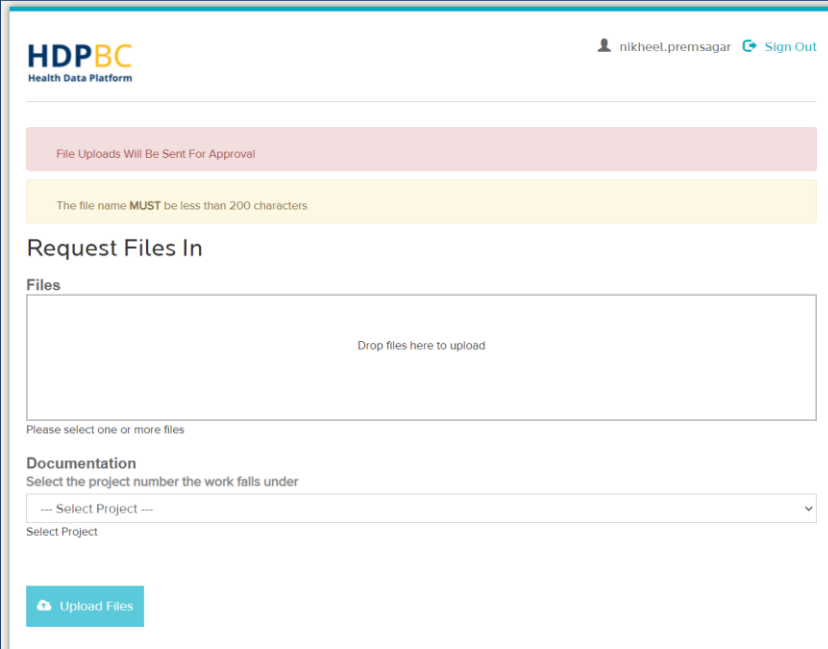6. Press on the **Upload Files** button to initiate the file transfer.

Figure 1. HDPBC DataIn platform. Drag and drop files in.

Step 2: Wait for an email from HDPBC

HDPBC Support will scan the data for viruses and inspect all data for personal identifiers before importing them to HDPBC.

You will receive an email notification after the files have been reviewed by HDPBC. If your files have been approved to be imported to the HDPBC Desktop, you can download them from within the HDPBC Desktop.

Step 3: Download files within the HDPBC Desktop

1. Log in to the HDPBC Desktop.
2. Open the **File In and Out** portal (underlined in red in Figure 2).

Figure 2. File In and Out desktop icon.

3. Log in with your HDPBC access credentials.
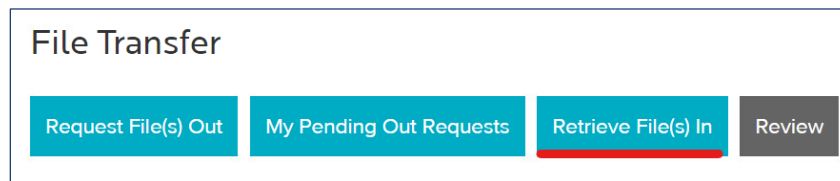4. Click **Retrieve File(s) In** (Figure 3).

Figure 3. **Retrieve Files In** button used to dowload your files is underlined in red.

5. You will see a list of your pending and approved file uploads. Click on the view (eye) icon to access the file upload (Figure 4).

My File Uploads

Pending Requests

Posted	Project	Files	ApplicationStatus	View
02/03/22 15:43		1 (90.8 KB)	Pending	👁
26/11/21 09:43		1 (14.1 KB)	Pending	👁

Posted	Project	Files	ApplicationStatus	View
18/03/22 15:40	Testing	6 (868.6 KB)	Approved	👁
04/02/22 12:40	Testing	1 (95.3 KB)	Approved	👁
27/01/22 13:06	Testing	1 (27.2 KB)	Approved	👁

Figure 4. List of pending and approved file uploads.

6. Download each file individually by pressing the download icon in the request bar or download all the files at once by clicking **Download all as a ZIP**.
7. Your files will download to the "Downloads" folder.
8. Move the files to your P: Drive to save the files. Files left in the Downloads folder will not be saved once you log off from the HDPBC Desktop.
9. If you downloaded your files as ZIP, right click on the folder, select **Extract All**, and follow the prompts (See Figure 5).
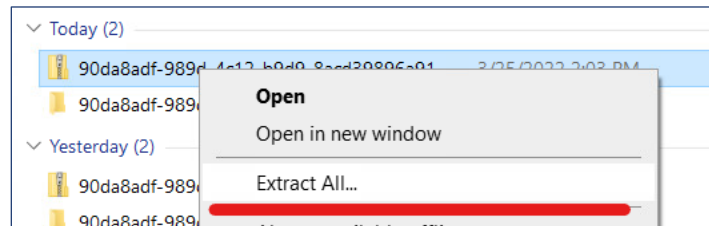

Figure 5. Click **Extract All** to access your files that were downloaded as a ZIP.

Step 4: Access the files in your P: drive

1. Open the file explorer.
2. Select **This PC**. A group of folders will be there.
3. Open your P: drive. Your P: drive has your name in the folder name. Files saved in the P: drive will be available only to you.

Document History

Version	Table Heading	Author	Changes
1.0	10-Mar-2022	HDPBC Team	Draft initial version
1.0	25-Mar-2022	HDPBC Team	Content edits
1.0	10-May-2022	HDPBC Team	Content edits
1.1	10-June-2022	HDPBC Team	Formatting edits