Title: Delivery of research data to Rigsarkivet Appendix

Version: 1.0

Udgivet: September 2023

Appendix 1: Use of FileZilla

This procedure assumes you are using a Windows personal computer.

Firstly, click the windows start graphical interface at the bottom left hand of the screen.

Type in "FileZilla" and start a "FilleZilla app".

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FD.18005	File folder									
1 file and 2 directories. Total size: 10.667.810 bytes	>	Not connected								
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Enter Ctrl +S to start the Site Manger

Click "New Site"

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	Host Port	
	Encryption: Use explicit FTP over TLS if available	\sim
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	User:	
	Password:	
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New site New folder		
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Rename the Site to "Rigsarkivet"

Choose the Protocol "SFTP – SSH File transfer Protocol"

Enter the hostname "sftp.rigsarkivet.dk"

Enter the username you have been provided. In this case "testavid"

Enter the password you have been provided

Click the "Connect" button to make the connection

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Hy Sites			Pro <u>t</u> ocol <u>H</u> ost	SFTP - SSH File Transfer Protocol sftp.rigsarkivet.dk Port:
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				<u>Connect</u> <u>QK</u> Cancel

The connection will be made and the directories available displayed

On the lower screen of the "Remote site". Right click an empty space and drop down to "Create Directory"

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Status: Connecting to stpringinek/vet.dk Status: Using username "testavid". Status: Connected to stpringiserk/vet.dk Status: Retrieving directory listing Status: Listing directory / Status: Directory listing of */* successful	rasswoiu		
Local site: E\ ■ Decktop ■ Documents ■ This PC ■ U: (CSYS) ■ U: (Data) ■ E: (KINGSTON)		v	Remote site: / ~ Image: State of the site o
Filename - FD.18005.zip System Volume Information FD.18005	10.6	Filesize Filetype 67.810 Compresse File folder File folder	Empty directory listing
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1 file and 2 directories. Total size: 10.667.810 bytes Server/Local file Dire Remote file			Empty directory. Size Prio Status
Queued files Failed transfers Successful transfer	ers		

As prompted name it with the number of your information package

Double click on it to enter the directory.

Now from the "Local Site" screen drag your Information Package [FD.18005.zip> to the "remote site" screen. That is from left to right. The file will be transferred.

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Host:	Username:		Password:	Po	rt:	Quickconnect 💌				
Status: Using us	ername "testavid".									^
Status: Connect Status: Starting	ed to sttp.rigsarkive upload of E:\FD.180	t.dk)05.zip								
Status: File trans	sfer successful, trans	ferred 10.667.810 byt	es in 1 second							
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You can now Enter "CTRL +Q" to close the FileZilla application.

Appendix 2: Generating an MD5 sum

This procedure assumes you are using a Windows personal computer.

Firstly, click the windows start graphical interface at the bottom left hand of the screen.

Type in "command" and start a "Command Prompt". Ensure you have acceess to the Information Package by issuing the command "dir FD*" Command Prompt

C:\tmp>dir FD* Volume in drive C is SYS Volume Serial Number is DEFF-2775 Directory of C:\tmp 15/12/2023 13.18 10.667.810 FD.18005.zip 1 File(s) 10.667.810 bytes 0 Dir(s) 87.084.843.008 bytes free C:\tmp>

Note that the file should be password protected at this stage

Now calculate a MD5 sum for this file using the "certutil" utility using the command certutil -hashfile <filename> MD5

Command Prompt

```
C:\tmp>dir FD*
Volume in drive C is SYS
Volume Serial Number is DEFF-2775
Directory of C:\tmp
15/12/2023 13.18 10.667.810 FD.18005.zip
1 File(s) 10.667.810 bytes
0 Dir(s) 87.084.843.008 bytes free
C:\tmp>certutil -hashfile FD.18005.zip MD5
MDS hash of FD.18005.zip:
8f2ab9f3b8b7875bcd1d4e6973d2c7b4
CertUtil: -hashfile command completed successfully.
C:\tmp>
```

Note the value of the MD5 sum and use it in your communication to Rigsarkivet support