How do I upload a compressed file?

To upload a compressed file to the Data Archive, using the Web application, undertake the following steps:

1. Access the Data Archive Web application by opening a Chrome browser and entering the following URL: https://rds.unsw.edu.au. At the Data Archive login page, enter your UNSW zID (for User:) and zPass (for Password:) and click 'Login'.
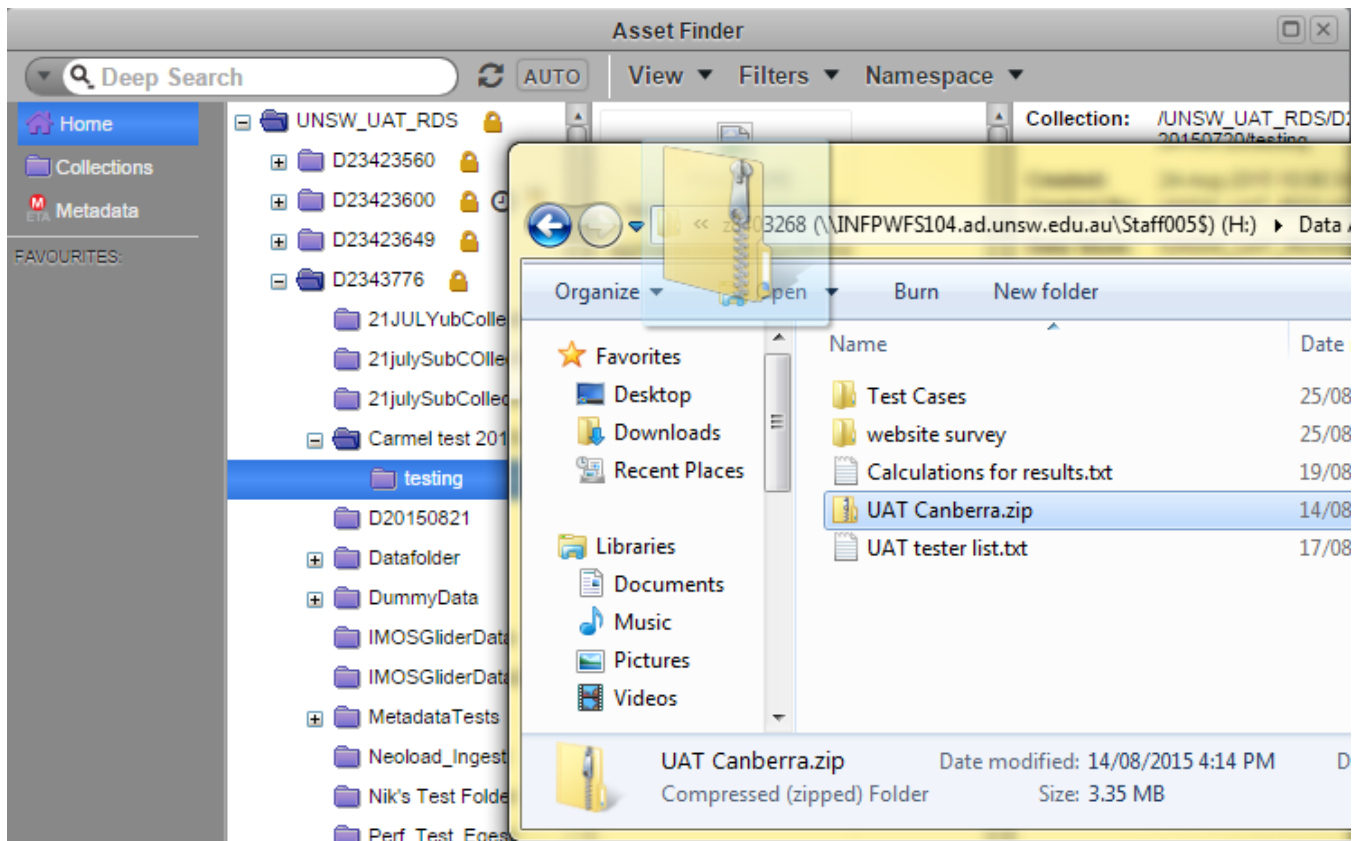
On the upper left side of the screen, you'll see the Asset Finder icon.

2. Double click on the Asset Finder icon to open.
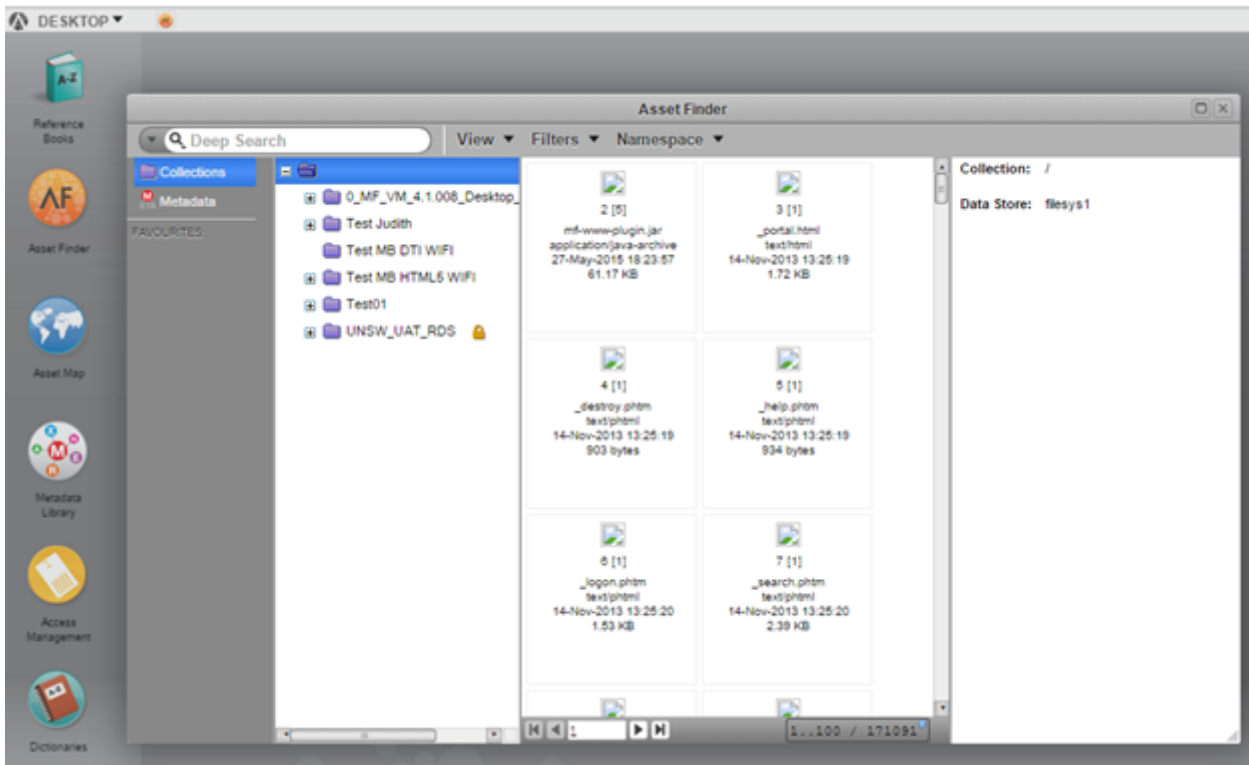
3. In Asset Finder, navigate to the location where you wish to upload the compressed file.

4. On your local computer, navigate to the location of the compressed file to be uploaded.

5. Drag the compressed file from your local location.

6. Drop the compressed file into the second or third pane of the selected Data Archive location in Asset Finder.
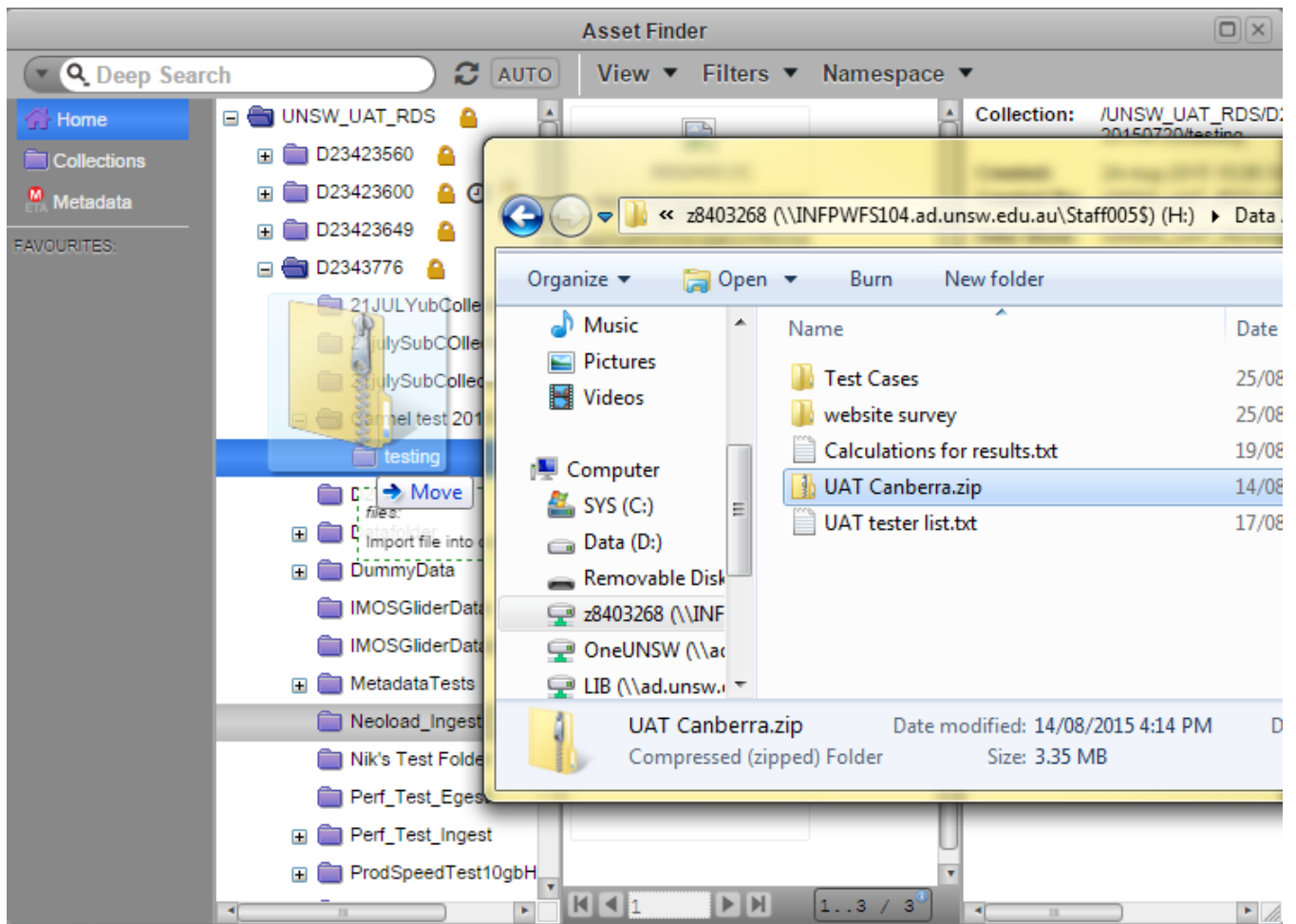
7. A notification box will pop up on the screen. Click the 'Import Files' button on the bottom right hand side.

Import Files

Packaging: ⓘ None ▼

Compression Level: ⓘ

Quota Impact: ⓘ No quotas apply to this upload.

Import Empty Folders: ⓘ ☐

Parent Asset: ⓘ

Create Parent Asset: ⓘ ☐

Name	Total	Size	
UAT Canberra.zip	1	3.51 MB	

Cancel Previous Next **Import Files**

Asset Import

Progress:
Files: 38 / 69
Size: 4.13 MB / 7.66 MB
Skipped:
Destination: /UNSW_UAT_RDS/D2343776/MetadataTests

Current:
Directory:
File: HTML5 Drag from Local file.png
Status: CONSUMING
Size: 181.89 KB

00:00:01   00:00:01

Abort Background

You will see a progress bar on the screen in front of you.

8. Once the compressed file has been uploaded successfully, a 'Dismiss' button will appear on the notification box. Click the 'Dismiss' button to complete the upload process.

```
                    Asset Import                    ▢

Progress:
  Files:        2 / 2
  Size:         24.91 KB / 24.91 KB
  Skipped:
  Destination:  /test9/CC upload test 20150506

Current:
  Directory:
  File:         AD 1.1.15 UAT Testers.xlsx
  Status:
  Size:         11.59 KB


  ████████████████████████████████████████████

  00:00:02                                    00:00:00

                    ( Dismiss )
```

Help and further information:

- To learn more about the Data Archive:
  - go to the Start here page
  - see all Help Topics
  - see all Frequently Asked Questions (FAQs)
  - browse through the carousel on the homepage to view all available videos
- To access the Data Archive Web application, use this link, or, go to the Home page for other access options
- To create, or update, a Research Data Management Plan go to the ResToolkit service
- **Note**: the Data Archive service is also available over SFTP, see the SFTP client guide for more information