

## ROSI Files

We are introducing a new, web-based system for ROSI users to store, upload, and download ROSI files and datasets and print jobs.

The application is called ROSI Files and you can log in by going to:

<https://www.sis.utoronto.ca/rosi/files/>

### Accessing ROSI Files:

All ROSI users are automatically granted access to ROSI Files. In order to access ROSI Files you must first connect to the CISCO VPN and then use your eToken to sign in.



For detailed instructions on how to connect to the VPN, please visit

<https://www.sis.utoronto.ca/cisco-vpn/>.


Once connected to the VPN you can launch the application by going to the [login page](#) and logging in using your eToken. Please note that if you are using Firefox you must first configure Firefox to use the eToken security certificate. For more information on configuring Firefox please visit <https://www.sis.utoronto.ca/firefox/>.

It is also important that you enable pop-ups for the ROSI Files application. You can configure your browser to allow pop-ups by following the below instructions.

Google Chrome:

- Click the  icon at the top-right of the browser (*'Customize and control Google Chrome'*)
- Select *'Settings'*
- Scroll to the bottom and click *'Advanced'*
- Under *'Privacy and security'* click on *'Content Settings...'*
- Click on *'Pop-ups and redirects'*
- Click the  button beside *'Allow'*
- Enter: `https://files.rosi.utoronto.ca/` and click *'Add'*

Internet Explorer:

- Click the  icon at the top-right of the browser (*'tools'*)
- Select *'Internet options'*
- Select the *'Privacy'* tab
- Under *'Pop-up Blocker'* click the *'Settings'* button
- Under the *'Address of website to allow:'* enter `https://files.rosi.utoronto.ca/` and click *'Add'*
- Click *'Close'*, *'Apply'* and then *'OK'*

Firefox:

- Click the  icon at the top right of the browser (*'Open menu'*)

- Select 'Options'
- Select 'Privacy & Security' from the left hand menu
- Scroll down to the 'Permissions' section and click the 'Exceptions...' button beside 'Block pop-up windows'
- Under the 'Address of website' enter <https://files.rosi.utoronto.ca/> and click 'Allow'
- Click 'Save Changes'

If you have more than one ROSI ID you will be prompted to select which ROSI ID you would like to use when you log in (similar to ROSI Express).

**ROSI Job Number:** You are presented with the ROSI Job Number after you submit your job in ROSI. It is displayed at the bottom of the ROSI screen. **Note:** this job number disappears from ROSI when you navigate away from the screen. It is important to make note of the job number immediately after submitting your job:

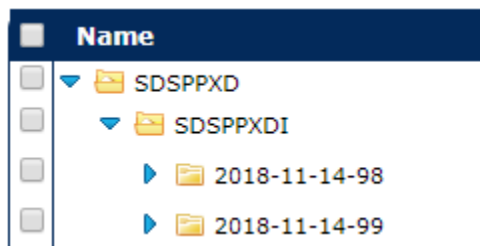


### Locating your output in ROSI Files

ROSI Files keeps everything organized in folders and uses the following structure:

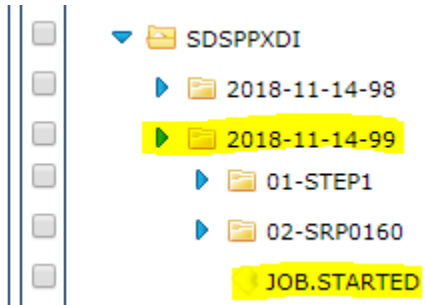
- Level 1: ROSI ID
- Level 2: JOB ID (This is your ROSI ID + 'I')
- Level 3: Date + Job Number (format is 'YYYY-MM-DD-*nnnnn*' with leading '0's' removed from the job number)

Here is an example using the ROSI ID: SDSPPXD with two jobs that ran (Job No's 98 and 99):

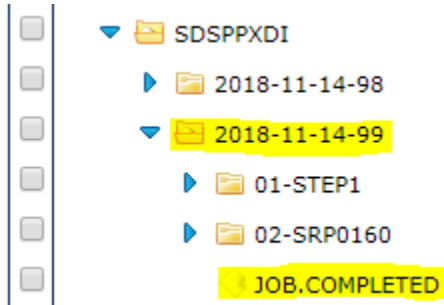


**Job Completion:** Once your job has started running, you will see a line that states JOB.STARTED in the DATE-JOBNO folder. Do not download your job output until that message changes to JOB.COMPLETED, or you risk downloading incomplete data.

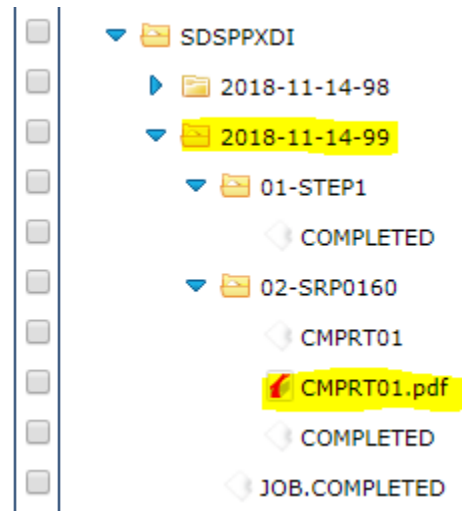
JOB.STARTED:



JOB.COMPLETE:



**Job Outputs:** Within the DATE-JOBNO folder, there will be numbered folders that correspond to the number of steps in the ROSI program that ran. To locate relevant outputs from the job you ran, expand the numbered folders and locate the .pdf files. These files will be the printouts you are used to receiving when submitting jobs/reports in ROSI. You can ignore the other files in the folders as those are related to the ROSI job steps that were completed (in the old ROSI these were not visible to users):

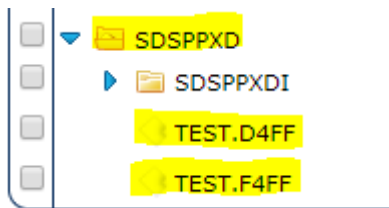


To download and view your printouts, click the name of the file and it will automatically download to your downloads folder or prompt you to select where you would like to save your file (this depends on your individual browser settings).

**Note:** You are downloading the file from your browser and it could contain sensitive information. It is important to delete and remove any files download from ROSI Files when you have completed using them. For more information please visit the [how to manage confidential information in browsers](#) SIS webpage.

**File deletion:** Files in the job output directories (i.e., the “I” directories or sub-directories) and ECOPRINT directories are considered temporary and are cleaned out daily. Anything older than 30 days is purged, with no possibility of restoration.

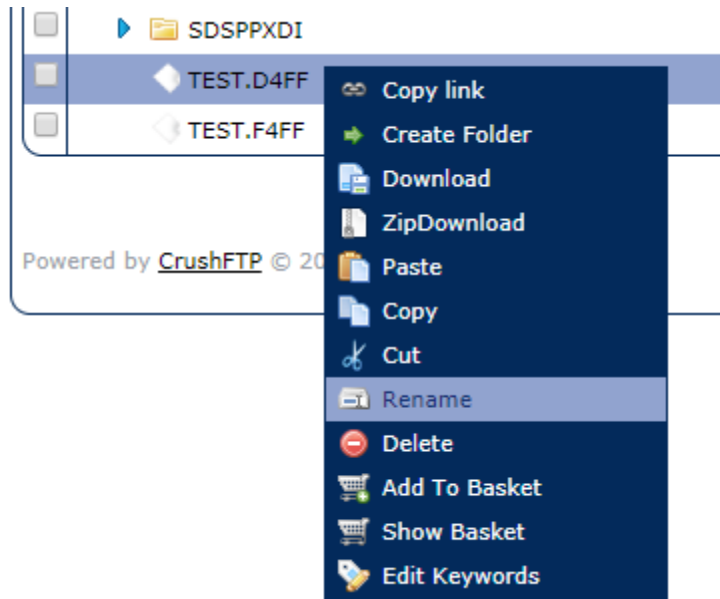
**ROSI Datasets:** If the job you ran produced a dataset, it will be located under your ROSI ID folder (the level 1 folder):



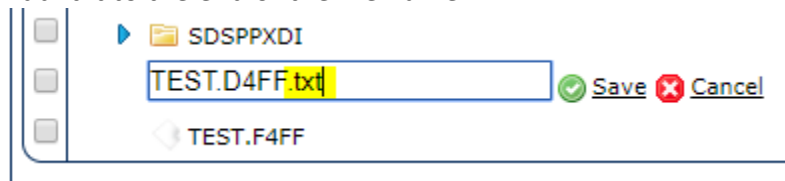
Your dataset name will be whatever you named it in ROSI, minus your ROSI ID at the beginning of the name. I.e. if the dataset was named ‘SDSPPXD.TEST.D4FF’ in ROSI, it would be named ‘TEST.D4FF’ in ROSI Files.

To download your dataset follow these steps:

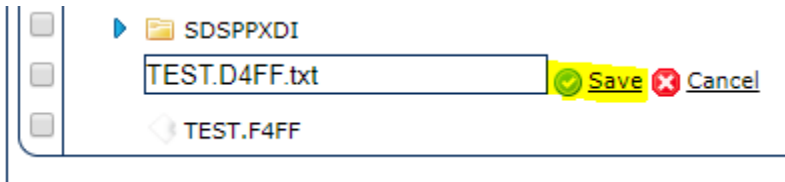
1. Change your dataset file to a text file by renaming it to end in .TXT
  - a. Right-click on your dataset
  - b. Select ‘Rename’:



c. Add .txt to the end of the file name

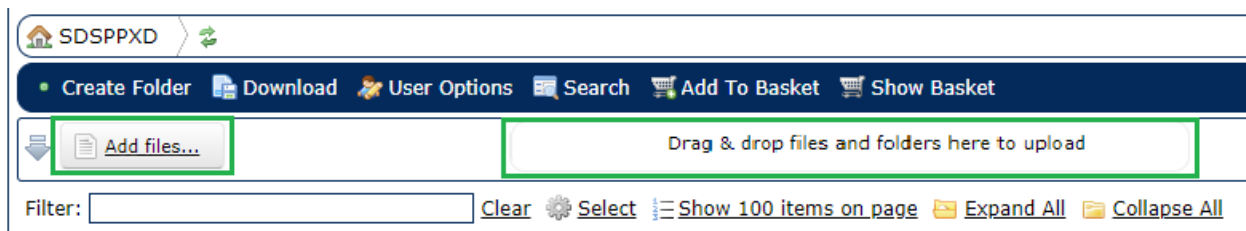


d. Click 'Save'



2. Click on the name of your dataset and it will automatically download to your downloads folder or prompt you to select where you would like to save your file (this depends on your individual browser settings)
3. **Note:** You are downloading the file from your browser and it could contain sensitive information. It is important to delete and remove any files download from ROSI Files when you have completed using them. For more information please visit the [how to manage confidential information in browsers](#) SIS webpage.

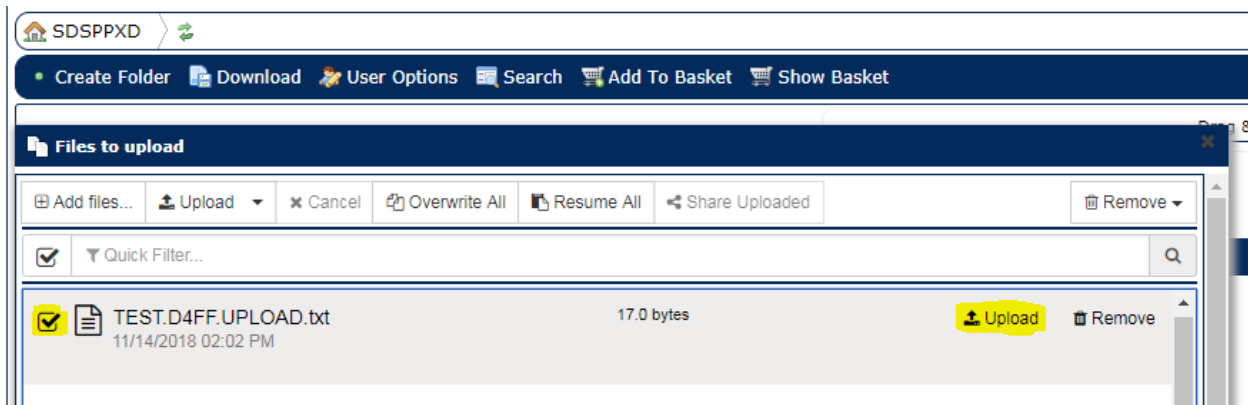
**Uploading datasets to use in ROSI:** To upload a dataset to be used in ROSI you can drag & drop files directly into ROSI Files or click the 'Add files' button:



You make sure you follow the below rules when uploading a dataset in order for it to work correctly in ROSI:

1. Select the level 1 folder with your ROSI ID prior to uploading to ensure your files uploads into that folder (you can drag-and-drop your uploaded file to move it into your ROSI ID folder if it accidentally uploads into the wrong location)
2. The file name must be in ALL CAPS
3. The file name no longer starts with your ROSI ID
  - a. By uploading the file into your ROSI ID folder, ROSI Files will associate the file to your ROSI ID. When accessing the data set from within ROSI you still need to add your ROSI ID to the start of the file.

After you select your file or drag & drop it into ROSI Files a pop-up appears where you confirm and select the file for upload. Check off the box beside the file you want to upload and then click the upload button:



**Remember:** An uploaded dataset does not include your ROSI ID: TEST.D4FF.UPLOAD, however, when using it in ROSI, remember to add your ROSI ID to the start of the name:  
SDSPPXD.TEST.D4FF.UPLOAD