Title: Delivery of research data to Rigsarkivet Appendix

Version: 1.0

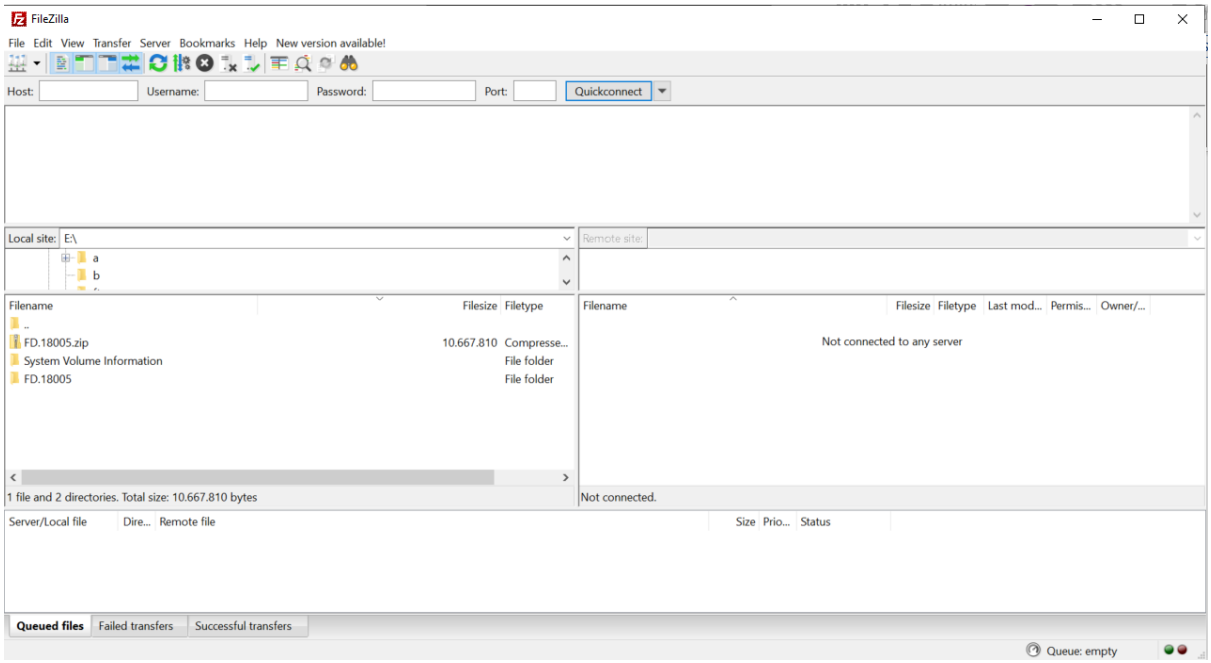
Udgivet: September 2023

Appendix 1: Use of FileZilla

This procedure assumes you are using a Windows personal computer.

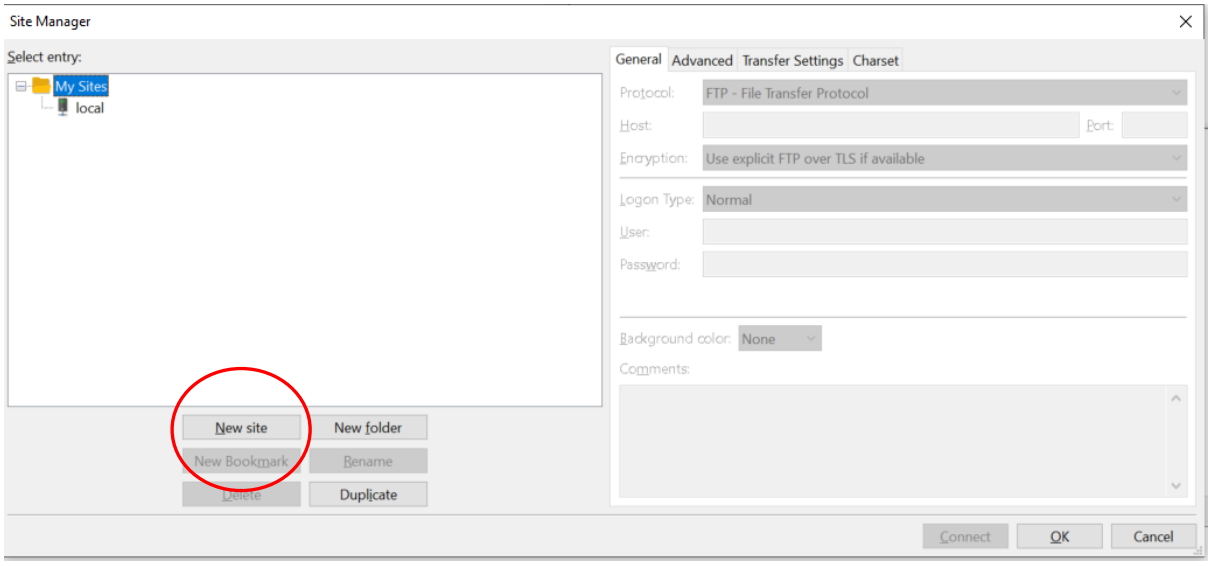
Firstly, click the windows start graphical interface at the bottom left hand of the screen.

Type in “FileZilla” and start a “FilleZilla app”.



Enter Ctrl +S to start the Site Manger

Click “New Site”



Rename the Site to “Rigsarkivet”

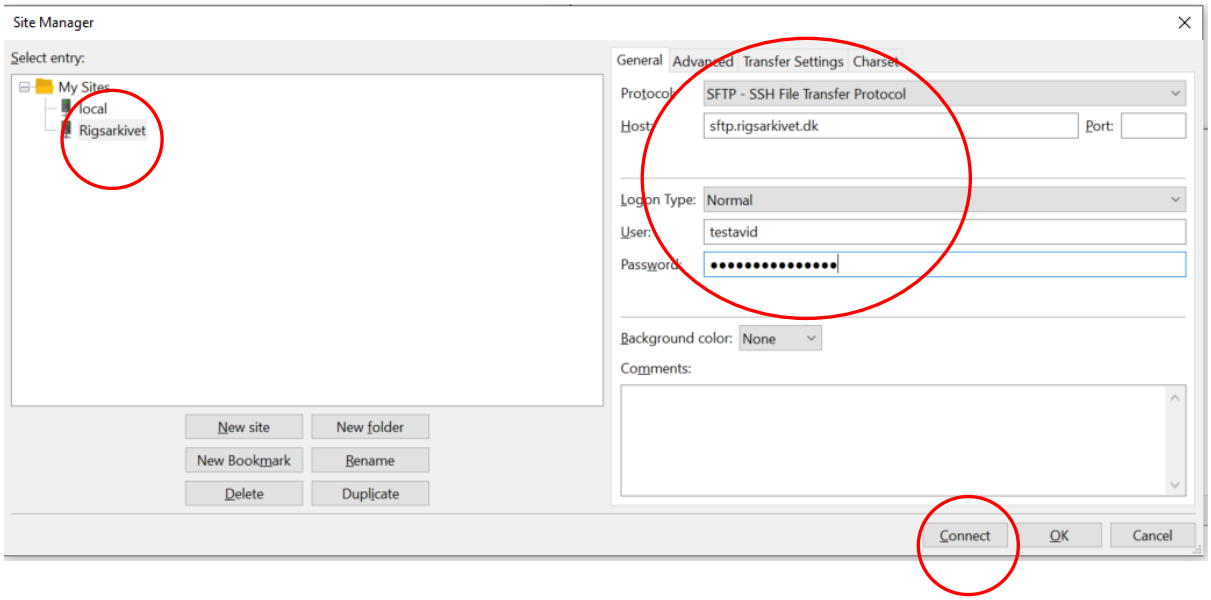
Choose the Protocol “SFTP – SSH File transfer Protocol”

Enter the hostname “sftp.rigsarkivet.dk”

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

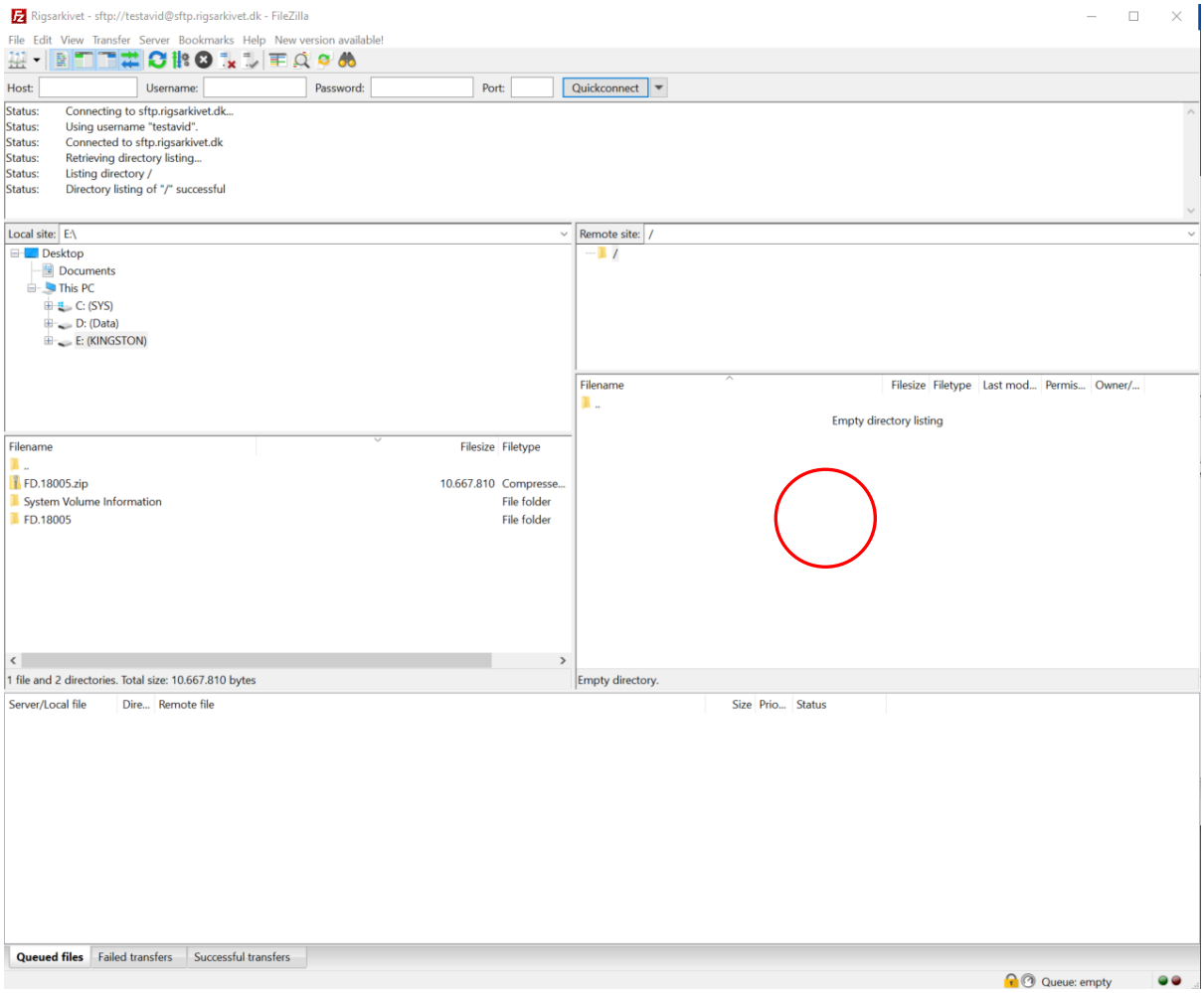
Enter the password you have been provided

Click the “Connect” button to make the connection



The connection will be made and the directories available displayed

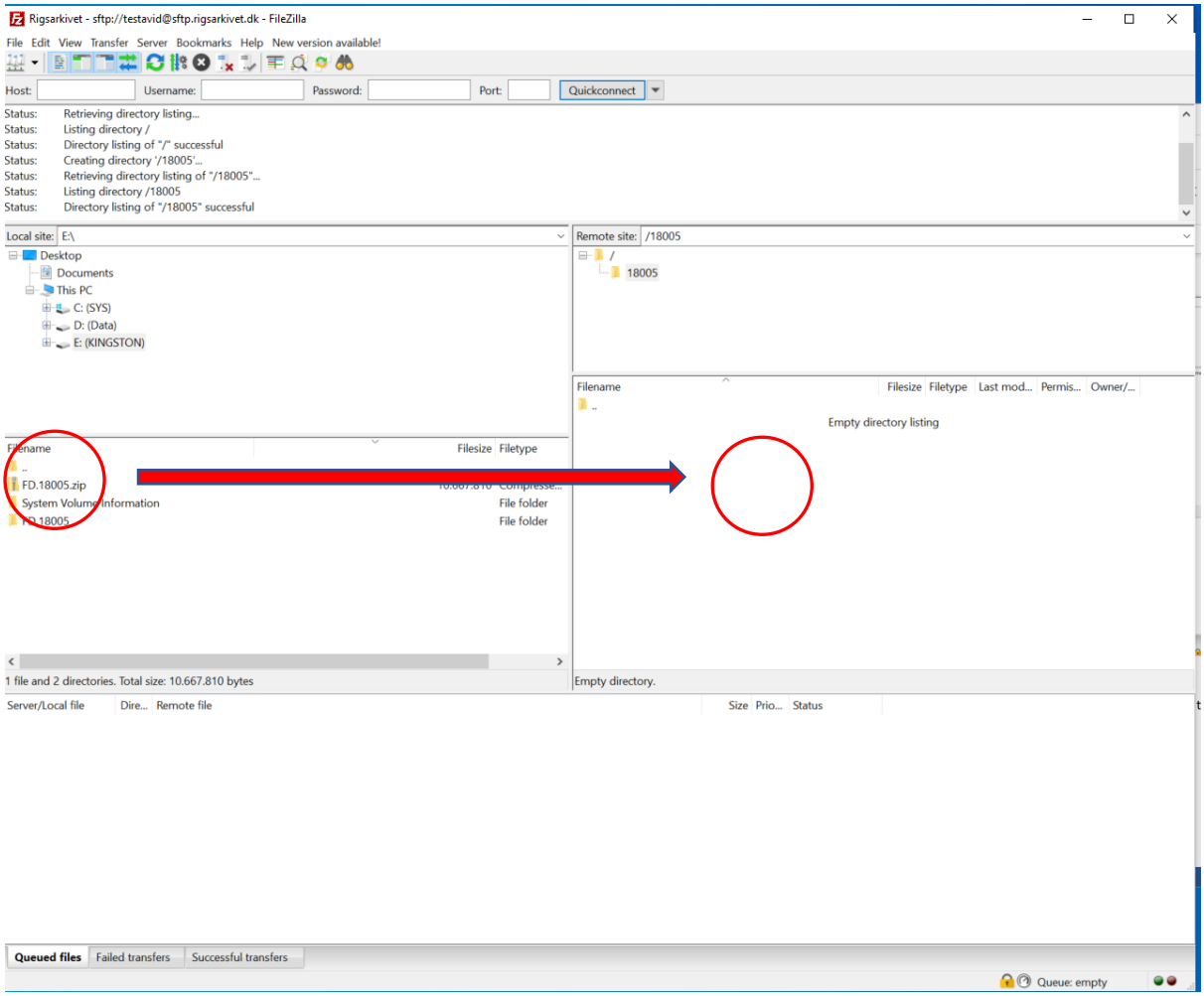
On the lower screen of the “Remote site”. Right click an empty space and drop down to “Create Directory”

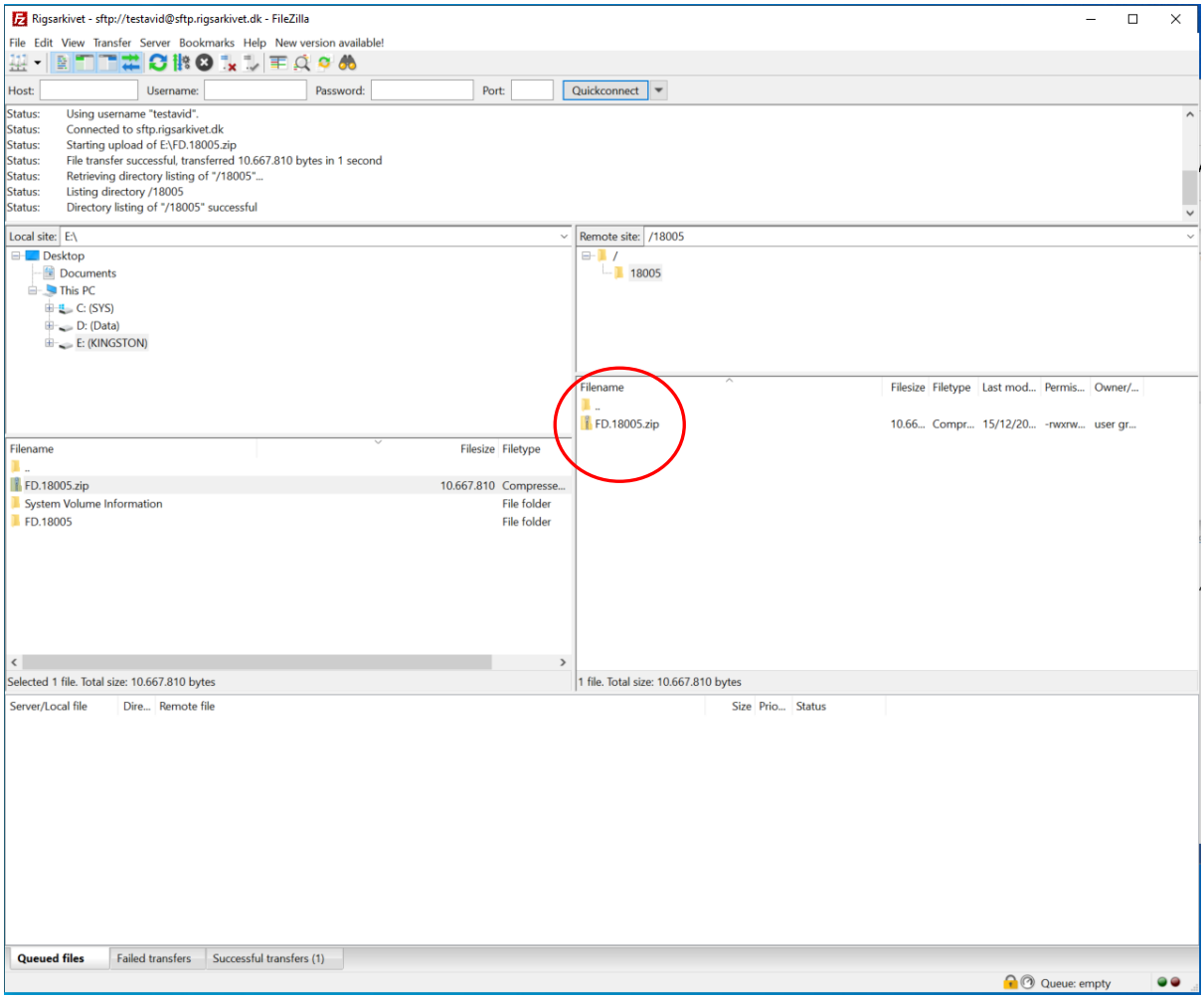


As prompted name it with the number of your information package

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.


Rigsarkivet - sftp://testavid@sftp.rigsarkivet.dk - FileZilla
File Edit View Transfer Server Bookmarks Help New version available!
Host: Username: Password: Port: Quickconnect
Status: Retrieving directory listing...
Status: Listing directory /
Status: Directory listing of "/" successful
Status: Creating directory '/18005'...
Status: Retrieving directory listing of "/18005"...
Status: Listing directory /18005
Status: Directory listing of "/18005" successful
Local site: E:\
Desktop
Documents
This PC
C: (SYS)
D: (Data)
E: (KINGSTON)
Remote site: /18005
/
18005
Filename Filesize Filetype
FD.18005.zip
System Volume Information File folder
FD.18005 File folder
Filename Filesize Filetype Last mod... Permis... Owner/...
Empty directory listing
1 file and 2 directories. Total size: 10.667.810 bytes
Empty directory.
Server/Local file Dire... Remote file Size Prio... Status
Queued files Failed transfers Successful transfers
Queue: empty



You can now Enter “CTRL +Q” to close the FileZilla application.

Appendix 2: Generating an MD5 sum

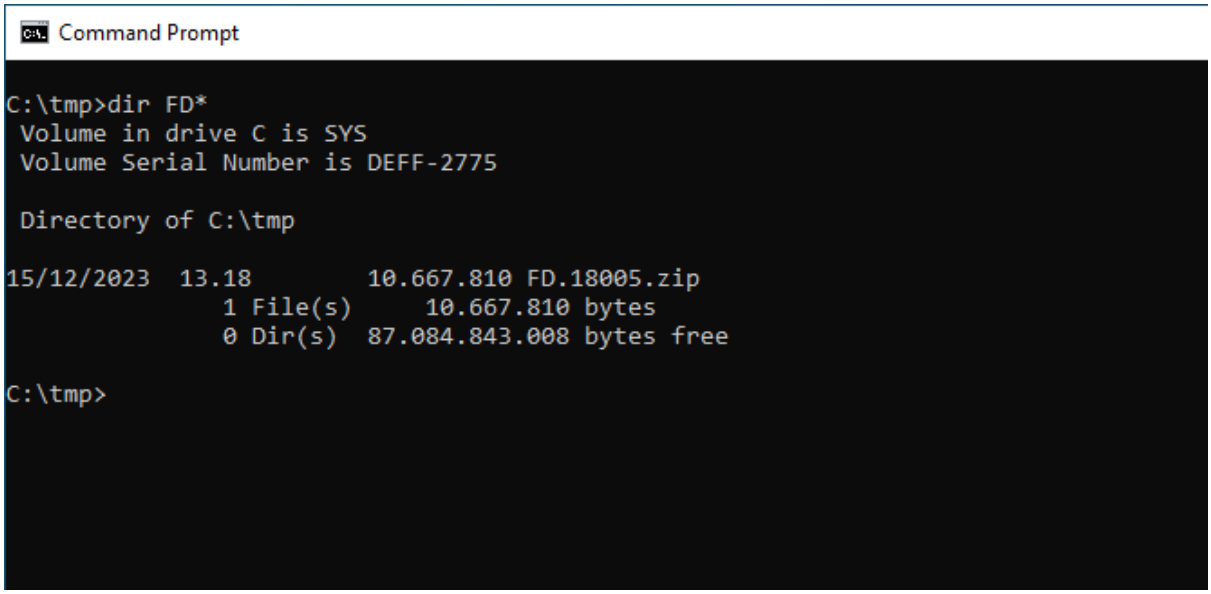
This procedure assumes you are using a Windows personal computer.

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

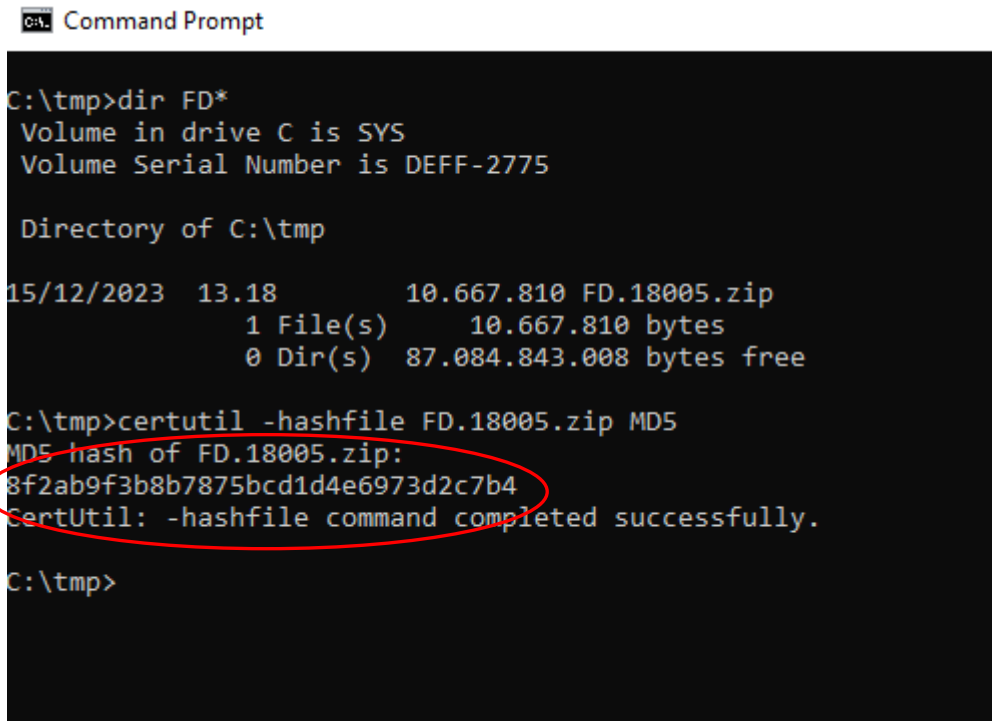
“dir FD*”



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



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