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Moving Files into Horizon Black

Rebecca Tucker - 2025-06-12 - Horizon VDI

Transferring data into the Horizon Black environment is a multi-step process.

- Transfer the data to the ingest server using a SFTP client (FileZilla from a VCU-managed machine shown below).
- Map a network drive within your Horizon Black VM to access the files.

## **Step-by-step Directions**

On your local machine, navigate to Software Center

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Search for and Install FileZilla



Open FileZilla from your Start menu

Enter the following:

Host: sftp://SOMVDI-Ingest.RAMS.adp.vcu.edu

Username: rams\your VCU eID (ex: rams\tuckerrv)

Password: your VCU password

Select Quickconnect

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Navigate to the location on your local computer where your files are saved

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Open the Inbound folder

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Open your VCU eID folder

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Select / Drag-and-Drop the files into your VCU eID folder

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Files will be automatically virus scanned and moved into the Horizon environment.

Then,

- Log into the Horizon Black Environment.
- The "Projects" drive should be mapped to X:. If not, see the <u>Map a Network</u> <u>Drive</u> article for steps to map it manually.
- Open the X:\Inbound\[your VCU eID] folder to locate the data you uploaded.
- Move the data to the appropriate project folder for storage and use. Appropriate folders are located at:
  - X:\VCU\_IRB\[IRB Number]\Study Working
  - X:\VCU\_Non\_IRB\[Horizon Project Code]\Study Working