

SOP: Data transfer to Copenhagen Trial Unit

Version	Author(s)	Date	Changes	Approved by
1.0	Janus Engtrøm Anne Mette Plomgaard	29.05.12	Initial Version	Gorm Greisen
1.1	Janus Engtrøm Anne Mette Plomgaard	21.09.12	Minor changes	Gorm Greisen

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1.0 FTP (File Transfer Protocol)

FTP is a convenient way to transfer files of any size between two peers.

FTP will be used when sending the files with the NIRs-data, EEG, cUS and MRI.

1.1 How do I install an FTP program on my computer?

See the Guide: *Setting up FTP Client for file transfer to Copenhagen Trial Unit* (www.safeboosch.eu: "other documents")

2.0 Transferring the data

2.1 When do I transfer the data?

- **NIRs-data and EEG**, within the first week after randomising the child.
- **cUS and MRI**, within 1 week after the last cUS and the MRI.

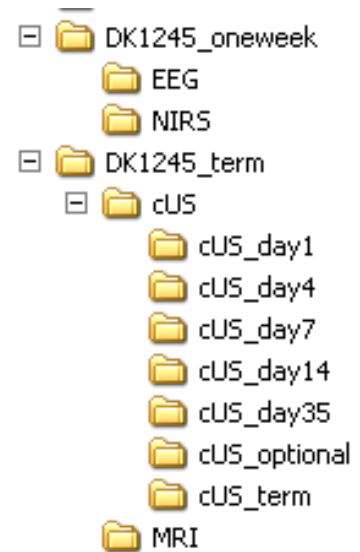
2.2 How do I transfer the data?

The easiest method is to create the required folder structure and copy the files to be uploaded into this structure before transferring the entire folder structure to Copenhagen Trial Unit by the FTP client.

1. Create a folder called “study-id_oneweek” or “study-id_term”. “Study-id” refers to the identifier used in OpenClinica for this particular patient, e.g. “DK1245_oneweek”

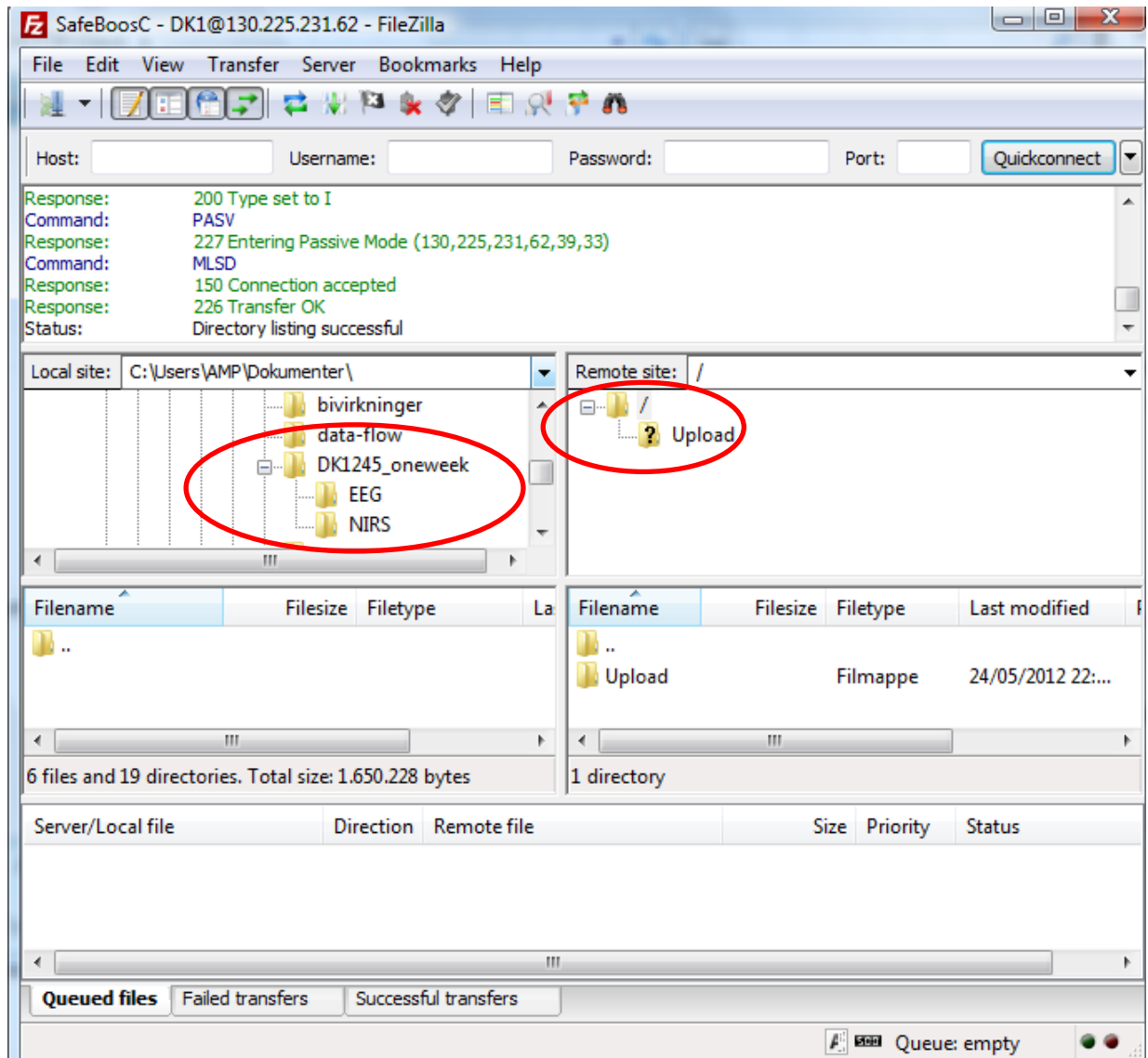
2. Create subfolders:

- a. “study-id_oneweek”
 - 'EEG'
 - 'NIRS'
- b. "Study-id_term"
 - 'cUS'
 - 'MRI'



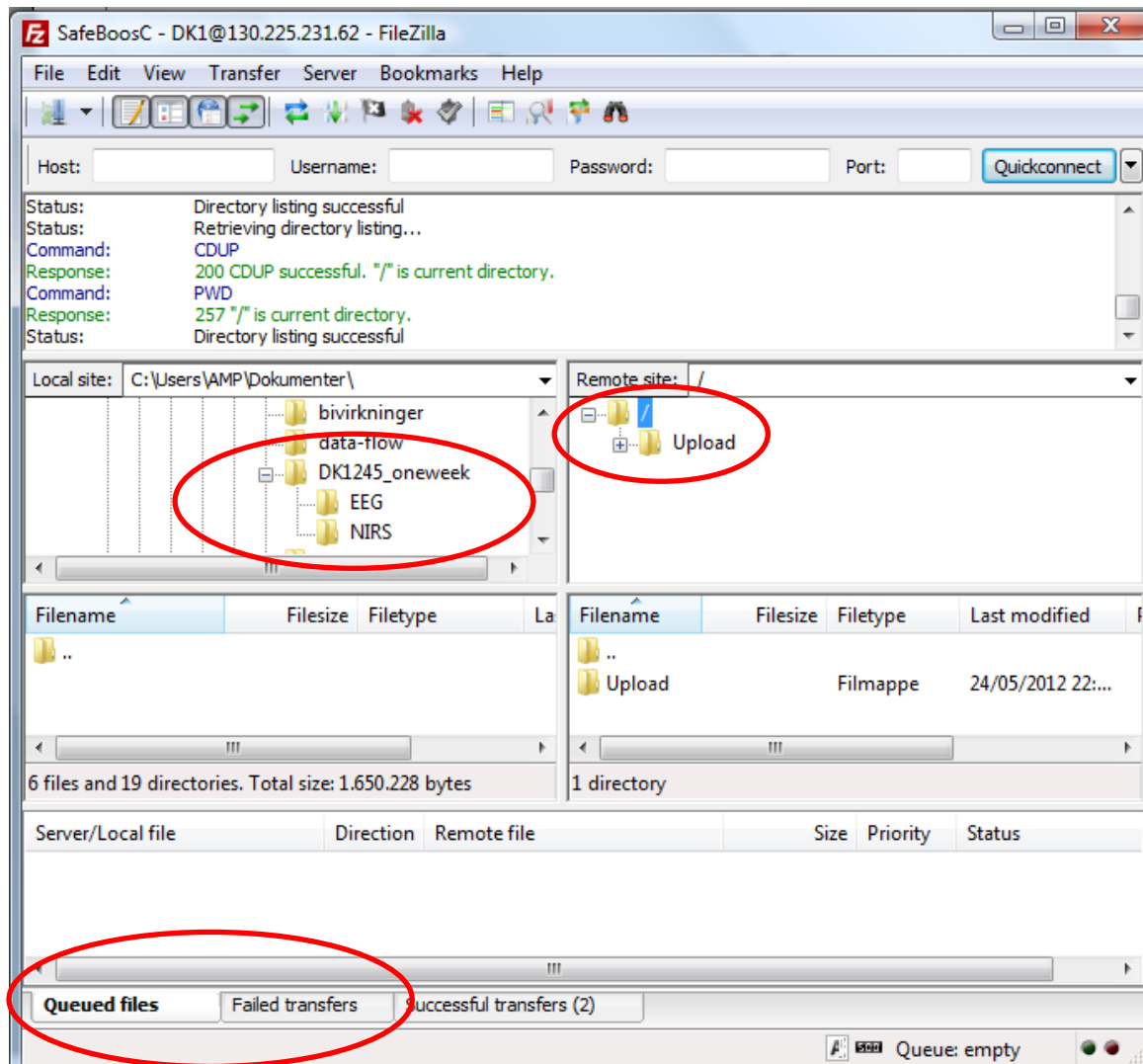
3. Save the files in the correct subfolders.
4. Open the FTP program on your computer and connect to the SafeBoosC FTP Server.
5. In the “Locate site” pane to the left, browse to the newly create folder structure. In the “Remote Site” pane, open the “Upload” folder.

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6. Upload the folder structure by dragging it to the Remote Site pane and dropping it on the "Upload" folder.
7. Upload will begin immediately and the progress can be followed in the lower pane. When the "Queued files" list is empty, please make sure the "Failed transfers" list is empty.

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8. Remember to keep the local copy of all files with study-id for the GCP-monitoring unit.

If you are having problems transferring the data please contact Janus Engstrøm at phone +45 3545 7161 (daytime) or Anne Mette Pomgaard +45 3545 4336 / +45 2858 8929 (daytime).

You can also send an email to Janus: janus@ctu.dk