

Submitting import request forms and data

Import request guide



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Introduction

To send your import request forms and data to the User Support and Training team, we recommend using the ZendTo Service provided by the University of Essex.

The submission must be addressed to the email account ukdssupp@essex.ac.uk. Please do not send the dataset before the import request form and the list of variables in place, quoting your project number and including any evidence required. Your request will be reviewed by the UK Data Service and, where necessary, the relevant data owners. If your request is successful, you will receive instructions for sending your dataset.

ZendTo allows transfers of up to 5GB in a single file or a total of 5GB in a single drop/transfer. Limitations on file size may be imposed depending on the browser being used. Further information is available on [About the ZendTo Service \(https://zendto.essex.ac.uk/about.php\)](https://zendto.essex.ac.uk/about.php).

If you are unable to use ZendTo, please contact support@ukdataservice.ac.uk for advice.

This guide provides step-by-step instructions for sending files (drop-off) beginning with the home page:



If you are a Essex user, you may login here:

Login Avoid having to verify your email address, and drop-off files to non-Essex users.

Anyone may perform the following activities:

Drop-off Drop-off (*upload*) a file for a Essex user (**email verification required**).

Pick-up Pick-up (*download*) a file dropped off for you.

- i** Essex users: you may login with your username and password and send files to anyone, in or out of University. Non-Essex users: you cannot log in, but can still send files to Essex users if you know their email address. Start by clicking the "Drop-off" button. Essex users who wish someone outside University to send them files, can make it a lot easier for them by logging in and clicking "Request a Drop-off". That saves the other person having to prove who they are. The request created will be valid for 7 days.

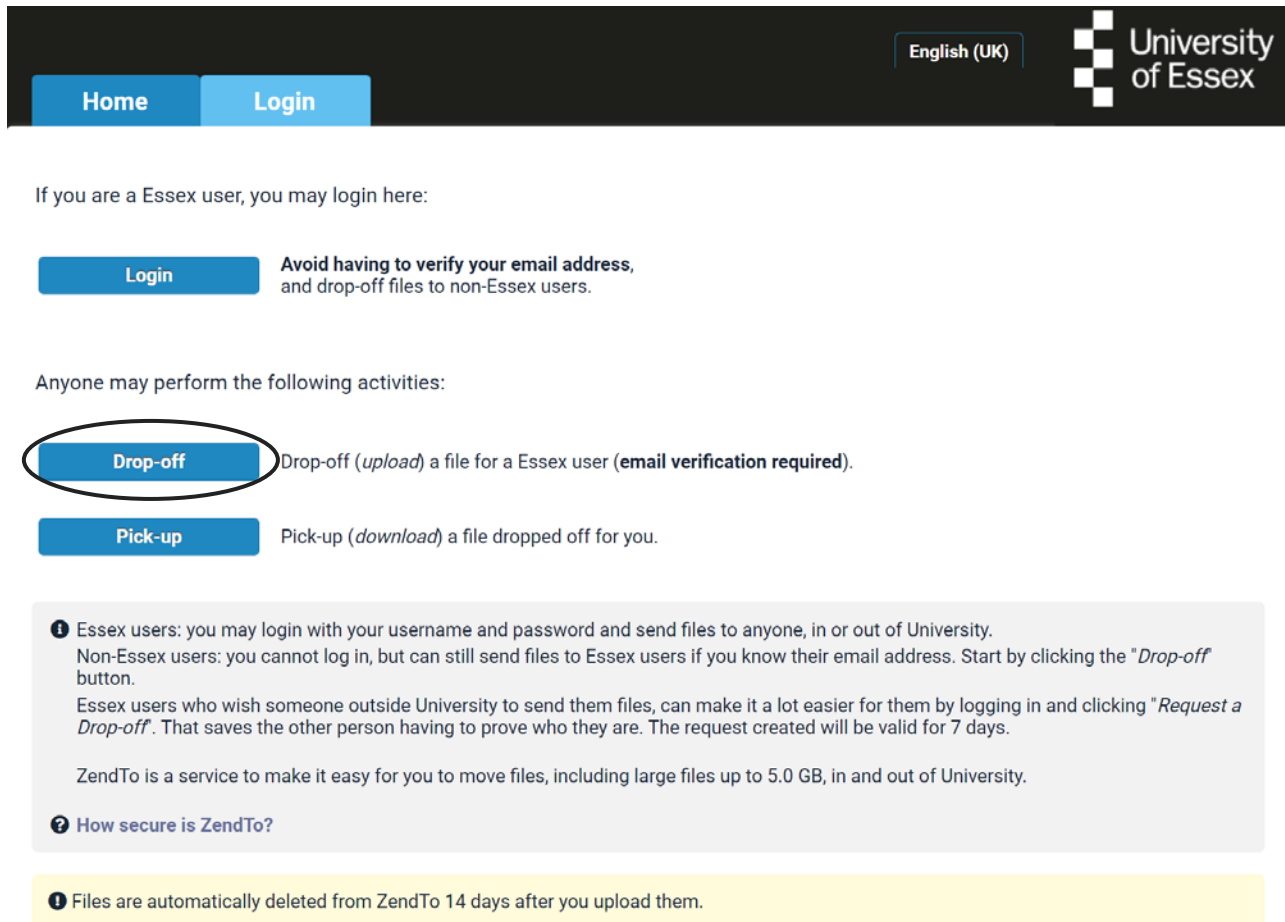
ZendTo is a service to make it easy for you to move files, including large files up to 5.0 GB, in and out of University.

i [How secure is ZendTo?](#)

i Files are automatically deleted from ZendTo 14 days after you upload them.

Sending files

To send files, you need to initiate a drop-off, clicking on 'Drop-off' from the homepage.



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Anyone may perform the following activities:

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If you have not logged in, as an external user (non-Essex user), please provide your name and email address. You will then receive an email with a link to access the main drop-off interface. See below:

This is an automated message sent to you by the ZendTo service.

Name: <name>

Organisation: <organisation>

Email: <email address>


You have asked us to send you this message so that you can drop-off some files for someone.

- **IGNORE THIS MESSAGE IF YOU WERE NOT IMMEDIATELY EXPECTING IT!**

Otherwise, continue the process by clicking the following link (or copying and pasting it into your web browser):

<https://zendto.essex.ac.uk/dropoff.php?auth=ffaf75d973c91ac4942a749d8145e5d1>

Once you click the link, you will be taken to the main drop-off interface.

Home
English (UK)


PLEASE NOTE

Files uploaded to ZendTo are scanned for viruses. But still exercise the same degree of caution as you would with any other file you download. Users are also **strongly encouraged** to encrypt every file if any contain sensitive information (e.g. personal private information)!

Use this form to drop-off (upload) one or more files for a Essex user. The recipient will receive an automated email containing the information you enter below and instructions for downloading the file. Your IP address will also be logged and sent to the recipient for identity confirmation purposes.

From: **Subject:**

To:

Short note to the Recipients:

G

1000 / 1000 left

- Encrypt every file
- Calculate SHA-256 checksum of each file
- Send me an email when each recipient picks up the files
- Send email message to recipients which includes Passcode as well as Claim ID
- Allow only 1 download

days until drop-off expires at

Click to Add Files or Drag Them Here

Please remember:

- To address the deposit to the email account ukdssupp@essex.ac.uk, noting the six-digit project number, and the QTHELP ticket number (if you have been asked to do so by one of the officers) in the 'Short note to the Recipients' box.
- The four boxes on the right side of the page are automatically checked. You may wish to click 'encrypt every file'. Data files containing sensitive information (e.g. personal information/data), **must** be [encrypted](#). Otherwise, it is advised to leave the boxes as they are.
- To encrypt the files in ZendTo choose a 10-character combination of letters and/or numbers. A passphrase generation website e.g. [Secure Passphrase Generator \(https://untroubled.org/pwgen/ppgen.cgi\)](https://untroubled.org/pwgen/ppgen.cgi) may help.
- The passphrase will not be sent to the recipient of the files, so this must be provided through other means (e.g., as a separate email, a phone call, or, a text message).
- The users can send their passwords via Text Magic (the QTHELP ticket number must be quoted as well) to this number +447418371505, allowing the Support Officers to decrypt the file.

Short note to the Recipients:

1000 / 1000 left

- Encrypt every file
- Calculate SHA-256 checksum of each file
- Send me an email when each recipient picks up the files
- Send email message to recipients
- which includes Passcode as well as Claim ID
- Allow only 1 download

14 days until drop-off expires at 2022-03-09 09:39

Click to Add Files or Drag Them Here

Filename	Size	Description
1: test.docx	13.0 KB	Test Document ✖

13.0 KB / 5120 MB

[Drop-off Files](#)

Once you have selected the files to transfer, assign an appropriate description to each file.

Once you click 'Drop-off Files', you will receive a confirmation summary of the submission.

English (UK)
Home

Drop-Off Summary

Your files have been sent successfully.
They will expire in 14 days.

Filename	Size	SHA-256 Checksum	Description
test.docx	13.0 KB	F4935DF993FF8E6DF28A45BAF151BCCC FC0EA2B987B43A8A1EE932F6E26FF556	Test Document

1 file

From:

on 2022-02-23 09:58

Comments:

FAQs

I am struggling to drop-off files. Is there any other way of doing this?

If you are struggling to drop-off files, whether this is due to getting your email address verified or any other technical reasons, contact support@ukdataservice.ac.uk. We will initiate a drop-off for you and you should expect to receive an email similar to the following.

<Name>,

This is a request from <depositor name> of University of Essex.

- Please click on the link below and drop-off the file or files I have requested.
- The link is only valid from <start date> to <end date>.
- After that time, it will automatically expire.
- More information is in the note below.

<https://zendtoessex.ac.uk/req.php?req=948695871>

If you wish to contact <depositor name>, just reply to this email.

Do I need a UK Data Service account to send files?

No, you simply need a valid email address.

Why do I need to send files to ukdssupp@essex.ac.uk?

The ZendTo system is administered by our host institution the University of Essex and requires an Essex account. ZendTo recognises support@ukdataservice.ac.uk as a non-Essex email account and will report an error.

If you receive the error message (below), the deposit must be restarted by clicking the link sent to your email.



Upload Error
You must be logged in as a Essex user in order to drop-off a file for a non-Essex user.
Return to the ZendTo main menu to log in and then try again.

What happens once you receive my files?

The User Support and Training team will review your request and collect the import request form, and the variable list through ZendTo and carry out initial checks. The Collections will then be checking the licensing information provided on the form, and where necessary, the relevant data owners will need to be notified, depending on the type of import request made.

Please do not the dataset until the checks are completed and you receive instructions for sending your dataset. If in doubt, please contact support@ukdataservice.ac.uk.

I have amended the import request form after feedback was provided. Do I have to use ZendTo again?

Although we prefer to receive all files relating to the import request in one submission, we appreciate this may not be possible. We recommend using ZendTo where possible and ensure that the project number and QTHELP ticket number is quoted, for record keeping purposes.

However, request to install Stata ADO and R packages can be sent directly via email to: support@ukdataservice.ac.uk.

www.ukdataservice.ac.uk

support@ukdataservice.ac.uk

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