

Working in the Atlantic Research Data Centre

Workstation Reservation Policy

If you wish to access a particular workstation because of its available, researchers are invited to reserve this station for a period of time, by contacting the ARDC analyst in advance, by email at ardc@dal.ca. In it is important to take advance of this service during busier periods or if you are travelling from outside the HRM region particularly in the winter season.

Your Home Directory

Each researcher has a private home directory on the RDC server. We ask that you save all your files within your home directory on drive (H:) 'Kilrdc\Users\Home'. Please do not save files to the local drive (C:) of the workstations. You may not always have access to the same workstation. As well, we will not be backing up the local drives, and your files are available to anyone else using that workstation. The local drives of the workstations will periodically be purged of any user files. If you wish to share a file with another researcher, the Analyst will be happy to assist with copying the file to another researcher's home directory.

Folders in Your Home Directory

You are free to create folders and files as needed within your home directory. However to help organize your work more effectively please create four folders in your home directory as follows: (1) Store your data sets in a folder called Data. (2) Create a folder called Programs to organize your computer programs that you write. (3) Another folder called Output stores the results of your statistical computer runs. (4) The Disclosure folder should contain a record of the output that you have submitted to the Analyst for disclosure analysis by date. This will assist you in monitoring what information has been released as intermediary output and is important for avoiding problems with removal of your final output from the centre.

Backing Up Your Files

Every file and folder in your home directory is backed up automatically by the computer server on a daily basis.

Statistics Canada data directory

The Statistics Canada data and documentation that you have access to is located on drive (R:) 'Kilrdc\DATA'. You may copy these files to your own home directory for data analysis.

Username and Password

Through this account you will be able to access your home directory and the Statistics Canada data. For this reason it is very important that you keep your user account name and password private. Do not share this information with anyone else. If you must write the information down, keep it in a safe place.

The ARDC Analyst will provide you with a user name and an initial password. You should occasionally change your password. The computer system will automatically ask you to change your password every three months. The passwords must be a minimum of five characters and preferably longer. Do not use your user name as your password. Also try to use a combination of alphanumeric and other symbols. Please see the Analyst for direction on how to correctly change your password on the server. If you change your password on the workstation that you are currently using the new password will not be registered with the server.

Researchers that have more than one project will be assigned a new user name, password, and home directory for each project. Upon termination of the project the user name for the project will expire and the home directory will be archived.

Logging on to the RDC System

The ARDC Analyst will walk you through the steps to logging in to the ARDC workstations. The log-in instructions are also available with the ARDC for your reference.

Locking the Workstation

If you will be momentarily out of the centre, please lock your workstation by pressing the Ctrl, Alt and Del buttons on your keyboard at the same time. The NetWare Security dialogue box will appear. Select the Lock workstation button in the dialogue box. The Workstation Locked box will appear. The workstation is now locked and can only be unlocked by you or the Analyst person. To unlock the workstation when the Workstation Locked box appears, press the Ctrl, Alt and Del keys on your keyboard at the same time. Enter your username and password in to the appropriate spaces. Press OK. Do not lock the workstation if you will be away from the centre for longer periods of time. It is always safer to log off the server if you will be away for longer periods.

Logging off the RDC System

It is very important to log off the server when you are finished working for the day or if you will not resume working until later in the day. It is always safer to log off the server if you will not be working on your files for more than an hour.

Shut down all applications and logoff by clicking on the start button and selecting from the pop up menu Shut Down and then click OK in the shut down dialogue box. The computer will automatically log off and power down. There is no need to physically turn off the computer.

Preparing to Remove Information From the Centre

Please be sure to discuss your plans for removing output and results from the centre with the Analyst well in advance. The more planning you do, the easier it will be to complete the disclosure risk analysis when you are ready to remove output from the centre. When you are ready to remove intermediary or final output from the centre, please complete a request form for disclosure risk analysis. This form will assist both you and the Analyst to identify exactly what information that you are requesting to remove from the centre.

Place the files that you want the Analyst to review in the your drop box. You will find this drop box using My Computer and is listed as Dropbox on drive (V:) 'Kilrdc\Users'.

Once the files are submitted you will be unable to access or change them. The Analyst will remove the files from the drop box and place them in storage on the server, perform disclosure analysis and release them to you upon condition that they pass disclosure analysis. Files that are released are usually e-mailed directly to you.

Printing

A printer is available in the Analyst office. Please see the Analyst to have any documents printed. There is limited storage available in the centre, so we ask that you limit your printing. Documentation should be used on the screen as much as possible.

A limited number of pages of documentation can be printed. Printing of output from datasets will be printed on green paper when you plan to leave the output in the centre. Please try to limit the number of pages of printed output. This output will be stored in a locked filing cabinet.

Please notify the Analyst that you have sent a print job to the printer. The print job is held in a printer queue by the server and the printer job hold must be released by the Analyst in order for the print job to be sent to the printer.

Fax and Photocopier

A fax is available in the staff office. This equipment is not intended for faxing a large number of pages. The number for the fax machine is (902) 494-2758. Please feel free to use the fax machine as necessary.

The centre is not equipped with a photocopier. There are photocopiers available on the main floor of the Killam Library.

Portable Computers and Cell Phones

Researchers are asked not to bring portable computer devices into the RDC. Cellular phones are not permitted in the RDC. Please feel free to use the researcher's telephone in the RDC. The number for the researcher's telephone is (902) 494-2781. This telephone is the best way for people to contact you while you are in the centre.

Visitors and Guests

Only persons with security clearance are allowed entry into the centre. Please do not invite guests into the centre. Also do not permit entry of any one you do not know into the centre. The physical security of the equipment and the data is the legal responsibility of each researcher as a deemed employee of Statistics Canada.

Safety Procedures and Emergencies

The emergency exit for Atlantic Research Data Centre is located immediately before the bank of opaque windows in the RDC on the main floor of the Killam Library. In the event of the building alarm sounding or if you smell smoke, immediately leave the centre and go to the emergency exit. In the event of a medical emergency, call 4109. To contact campus security call 6400.

Climate Control

The RDC has a climate control system. Please let the staff know if you would like the temperature adjusted. Due to the considerable heat produced by the equipment in the centre, we are limited in how high the temperature can be increased.