

Transferring Project Data Files to Rho

This document explains how to securely transfer project data files to Rho through SharePoint, including instructions for preparing and uploading files.

Preparing Data Files for Transfer

SharePoint accepts files of most types, but there are a few things to consider when preparing to upload files.

1. If you are uploading a folder that contains multiple files, especially if the organization of the files or subfolders within the folder must be maintained, create a ZIP archive of the folder and its contents and upload the resulting .zip file.
2. SharePoint enforces a maximum size limit of 250GB on file uploads.
3. Uploading very large files or uploading files using a connection with limited upload bandwidth, like most residential connections in the U.S., can result in long upload times. After initiating an upload, do not close the browser tab or interrupt your Internet connection until the upload completes.
4. You will be able to see files you uploaded but not files uploaded by other users.

Uploading Data Files

1. Visit the SharePoint site for the project and click the Data Transfers link in the Quick Launch menu to the left. The Data Transfers page will appear:

Data Transfers

Upload data files by dragging them into the library below. Note that large files, slow connections, or some combination of the two may result in a protracted upload period. During this time, a spinner will be displayed in the top right corner of the library. Leave the browser open until this spinner is replaced with a success message.

Quick Links

 Contact the Rho Project Team

Please contact [Project Support] if you encounter problems or have questions.

Upload Data Files

 New  Upload  Edit in grid view  Export to Excel

 All Documents 

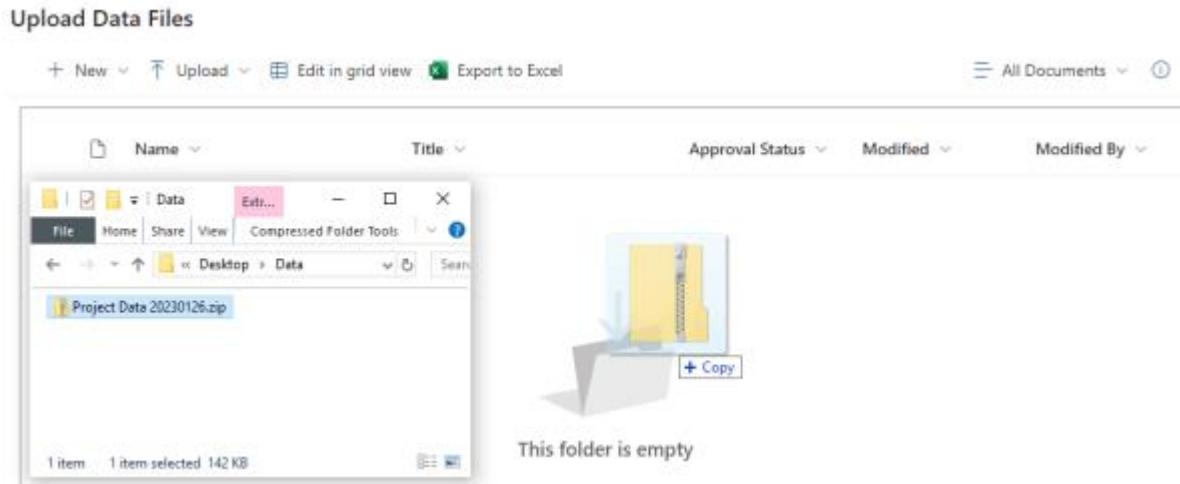
  Name  Title  Approval Status  Modified  Modified By



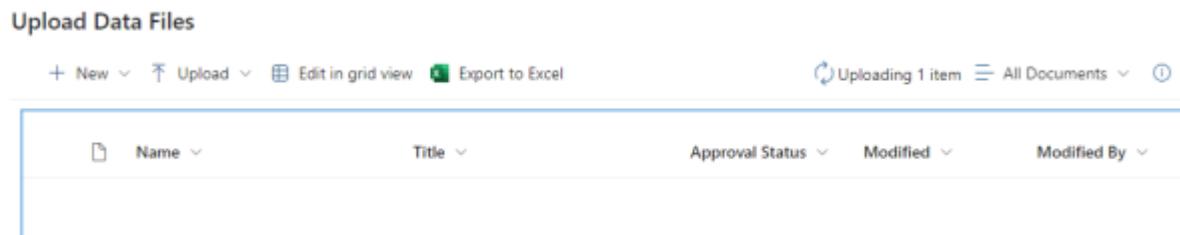
This folder is empty

Transferring Project Data Files to Rho

2. Click the local copy of the file (or files) being transferred to grab it, and then hold down the mouse button and drag it over the “Upload Data Files” area. When the area activates, a border will appear around the library and the file icon will change:



3. Let go of the mouse button to drop the file in the library. An icon will appear in the Command Bar indicating the upload is in progress:



Note that large files or slow connections can cause the upload process to take several minutes. Do not close the browser tab while an upload is in progress.

4. After the upload is complete, a confirmation message will appear. The file will be available in the library with a Pending status:

