

Uploading Data from Your Computer

Each ISA archive that you upload must be in .zip format. If the file is 100 GB or smaller, you can upload it from your computer. (If the file is larger than 100 GB, use Globus instead, as described in [Uploading Large Files from Globus](#).)

To upload an ISA archive

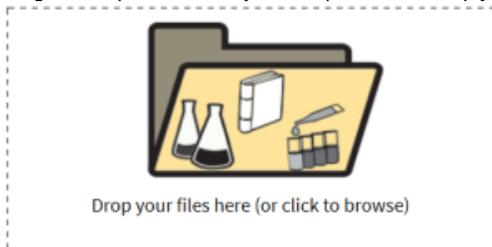
1. Begin uploading your ISA archive by creating a folder in CSSI DCC:
 - a. Log in to the CSSI DCC Portal, as described in [Logging In to the CSSI DCC Portal](#).
 - b. Select **Investigations > Upload**. The Upload ISA Archives page appears.

The Upload Single ISA Archive tab allows you to upload only one archive at a time.

- c. Enter a unique name for your new folder. Note that this name can differ from the title within the ISA archive.
- d. Click **Create**. The File Upload section appears, with the new folder name above it.

2. Select the ISA archive you want to upload to this folder in one of the following ways:

- Drag and drop the file from your computer to the *Drop your files here* box surrounded by the dashed lines:



- Click the *Drop your files here* box image and browse to where the file is stored. The file is listed in the File Upload area and the status is listed as *Ready*.
3. If the file is 100 GB or smaller, click **Upload selected files**. If the file is larger than 100 GB, use Globus instead, as described in [Uploading Large Files from Globus](#).

The file begins processing and the status moves through the following stages:

- *Uploading*
- *Processing: Queued*
- *Processing: Scanning File*
- *Processing: No viruses or malware found*
- *Processing: Preparing uploaded files*
- *Processing: Parsing ISA TAB Metadata*
- *Processing: Preparing Data Files*
- *Processing: Validating assay files and file sizes*
- *Processing: Archiving Full Data File*
- *Success: File processed successfully*

If errors appear, refer to [Understanding Upload Errors](#). When the system finishes processing the upload request, the uploaded file appears as a new folder in the list of folders at the top of the page. At this point, the new folder contains only one investigation version.

Upload ISA Archives

10 records per page Search:

| Folder Name | Date Created | Versions | Open Access Version | Actions |
|-------------|-----------------------|----------|---------------------|---|
| folder1 | 5/06/2021 12:23:22 PM | 1 | Not Open Access | Open Owners |

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Upload Single ISA Archive

Metadata Utility

Single Archive Upload

Create a name for your folder. Then upload an ISA Archive by dragging and dropping, or selecting, the zip archive. If you upload multiple archives, the system treats them as different versions of the same archive file.
NOTE: The folder name is different from the ISA Archive name and is used to group multiple versions of the same archive under one name on your uploads page.

Folder: **folder1**

| Version | Title | Date Created | Embargo Release Date | Open Access Status | Access | Actions |
|---------|-----------------------------|-----------------------|----------------------|--------------------|---------------|---|
| 1 | Example Investigation Title | 5/06/2021 12:23:32 PM | | Not Open Access | Uploader Only | Preview Control Access View/Edit Metadata |

4. If needed now or later, to change the folder name, click the icon next to the folder name.
5. If needed now or later, to edit the metadata of an investigation version, click **View/Edit Metadata** in the row for that version. The edit metadata page for that investigation version appears. For details, refer to [Editing Investigation Metadata](#).
6. Consider making this version available to all CSSI DCC users by requesting open access for this version. For instructions, refer to [Requesting Open Access for an Investigation](#).