Alzheimer's Disease
Data Initiative

Migrating Files

There's no need to transfer files from datasets you've requested access to on AD Workbench. We're already in the process of adding them to your new workspace.
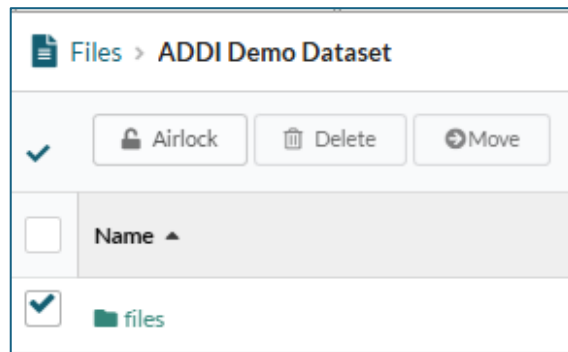
Step 1: Submit an airlock request from the existing workspace.

Log in to AD Workbench and navigate to your existing workspace.

Tick the checkboxes of the files/data tables you require and choose *Airlock*.

Once you have finished adding the files that you wish to export, select *Next*.

Choose the download option when requesting the Airlock.

If you are a **Workspace Administrator**, you can approve the request yourself by selecting *Approve*. If you are a **Standard User** or **Manager**, click *Request approval*.

Once your request is approved by a Workspace Administrator, the status of your request in the Activity tab will change to ⬇ **Airlock - Ready**

Click *Download* to extract the files.

We would suggest keeping airlocks to a maximum of 50GB. Although it is possible to request airlocks which are larger than this, performance and reliability cannot be guaranteed. Please contact support@alzheimersdata.org if you need to airlock large files.

Step 2: Upload files to new workspace.

Navigate to your [new workspace](). From the Files section, select *Upload Files*.

You can either drag and drop your files into the Upload File panel or browse and select the files to upload. You can change the upload destination by selecting the box of the folder at the bottom left of the screen.
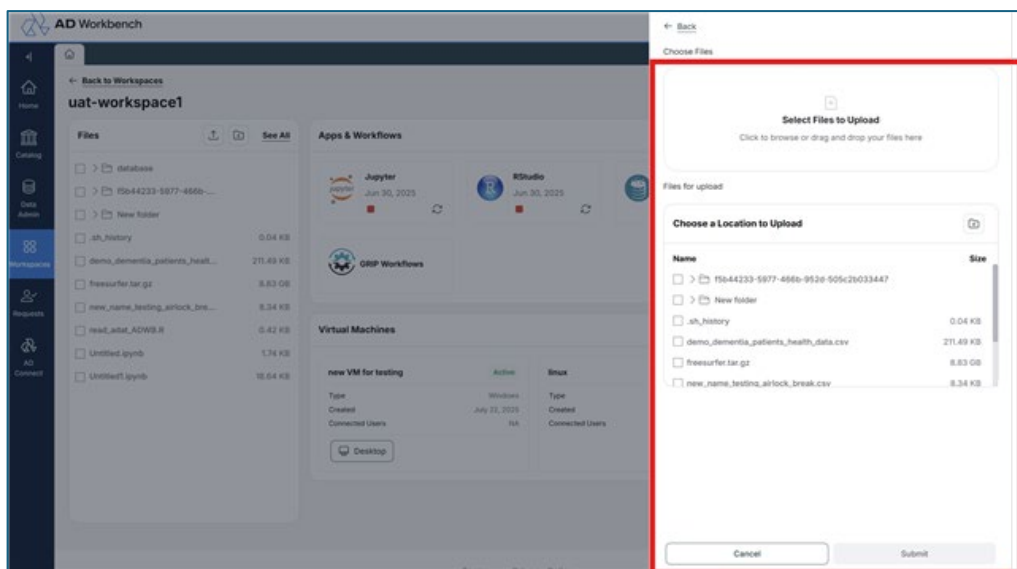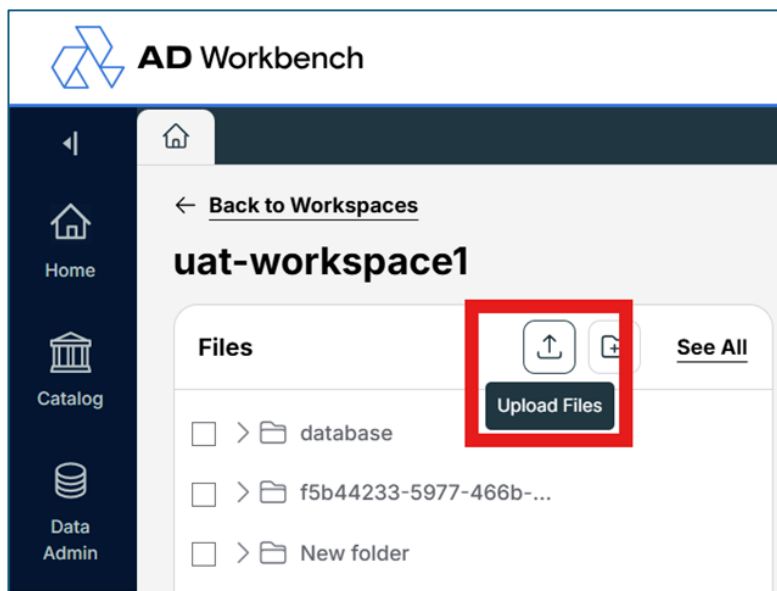
Select *Submit* to upload.

The progress bar of the upload is shown in the middle of the page.

Once the files have been uploaded, press *x* to close the upload tab. Your uploads are now in the folder you selected, and your workspace migration is complete!

If you encounter any issues during this process, please email support@alzheimersdata.org.