



**Department
of Health**

SPARCS Data Extracts – File Transfer Instructions

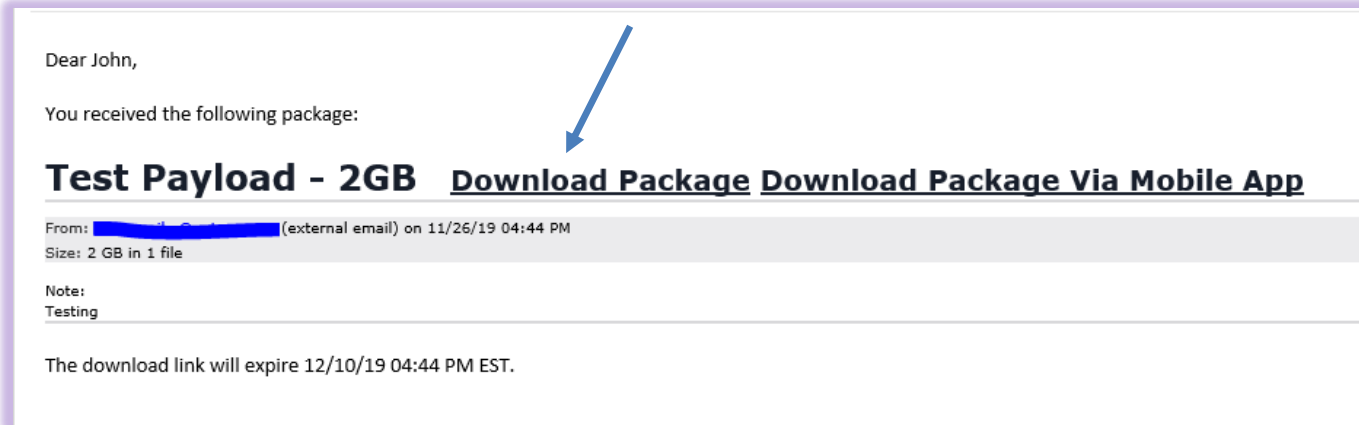
Aspera Package Download Guide

Step 1. Receive an Email Invitation

- You will receive an email from a SPARCS data governance team member
- The email will ask you to “Download Package”
- Click the ‘Download Package’ link to initiate download

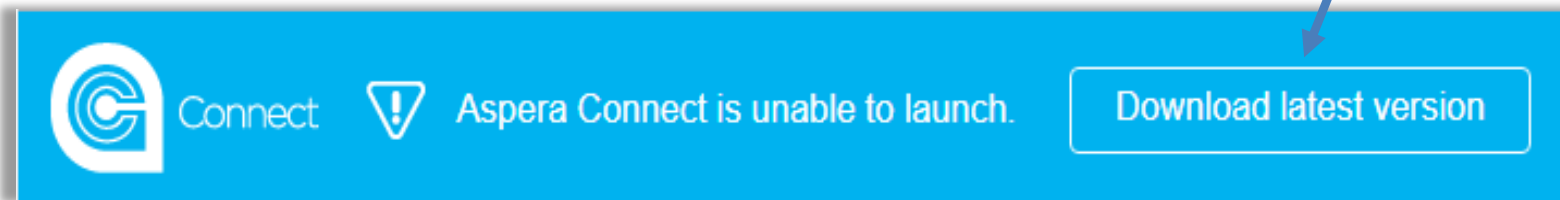


You must download your package within 14 days



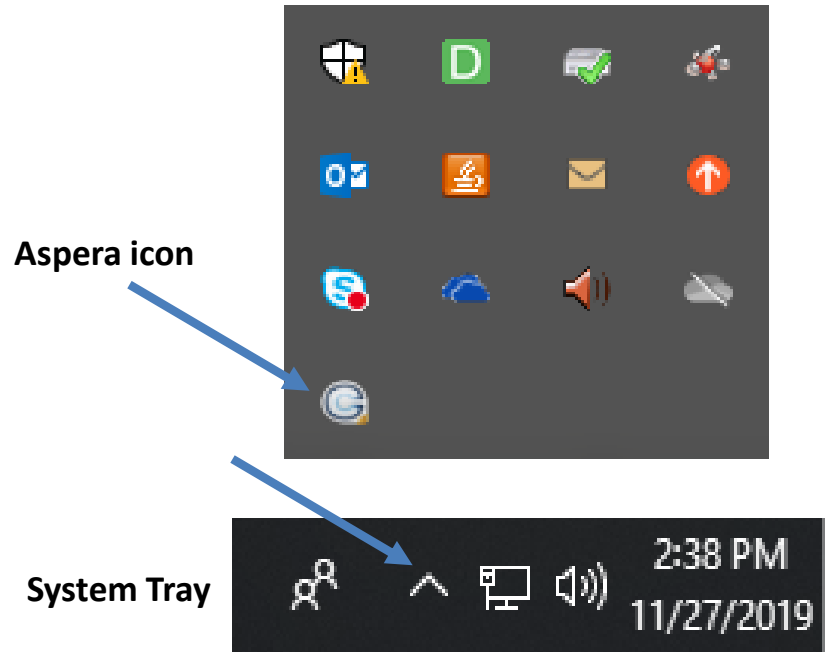
Step 2. Installing Aspera Plugin

- If installing Aspera for the first time, you will be prompted to download the latest version of the Aspera plugin
 - Click the 'Download latest version' button and follow the installation steps
- You will need Administrative rights to the machine where you are installing. Contact your System Administrator for assistance.



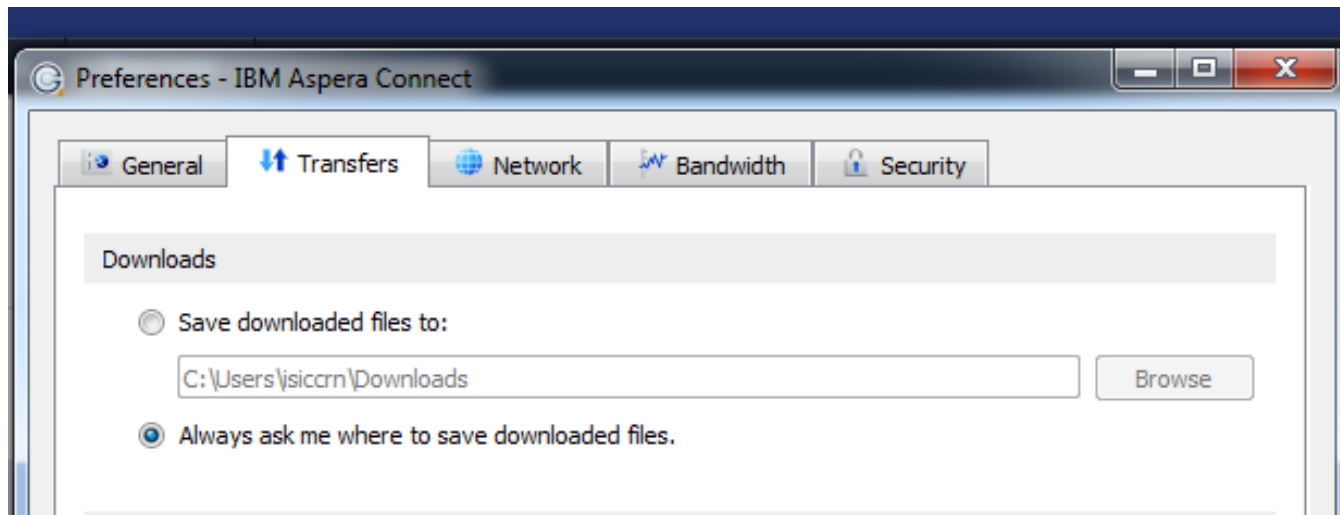
Aspera Plugin Preferences

- The Aspera plugin is accessible from your Windows System Tray.
- Click the chevron in the bottom right hand corner of your desktop to open the tray
- Right click the Aspera icon and choose 'Preferences...' from the pop up menu



Aspera Plugin Preferences (cont.)

- Select 'Save downloaded files to:' and browse to your preferred directory path
OR
- Select 'Always ask me where to save download files'
- Click 'Apply'



Step 3. Downloading Package

- Click 'Download Entire Package' link

OR

- Select individual files by clicking the box next to the files you want to download
- Then click 'Download selected'

New Package Received Sent Pending

Package - Test Payload - 2GB [Return to List](#) [Forward](#)

From: jason [redacted]@ [redacted].com
To: john [redacted]@ [redacted].gov
Date Sent: 11/26/19 04:44 PM
Note: Testing

[Browse and Download Contents](#) or [Download Entire Package](#)

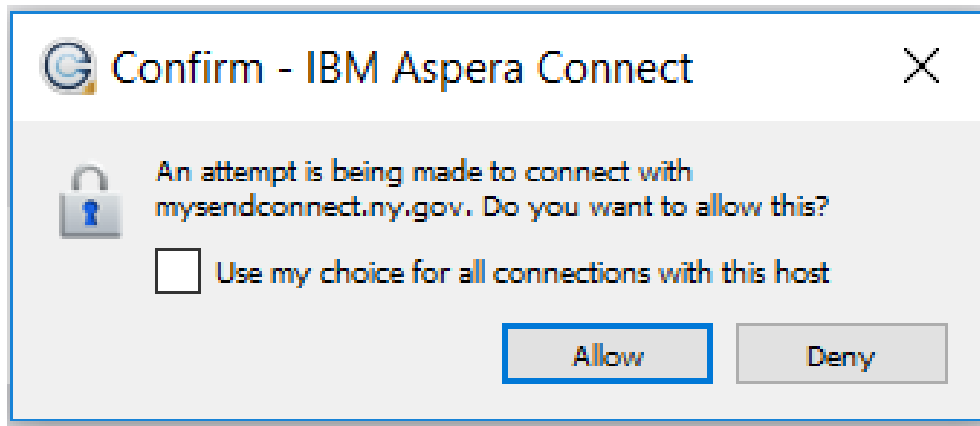
Path: / PKG - Test Payload - 2GB

Name	
<input checked="" type="checkbox"/>	testpayload2GB.dat.aspera-env

[Download selected](#) Select: [All](#) , [None](#)

Step 4. Connecting to Aspera

- Once you have made your selection, the following message box will appear
- Click the 'Allow' button to continue



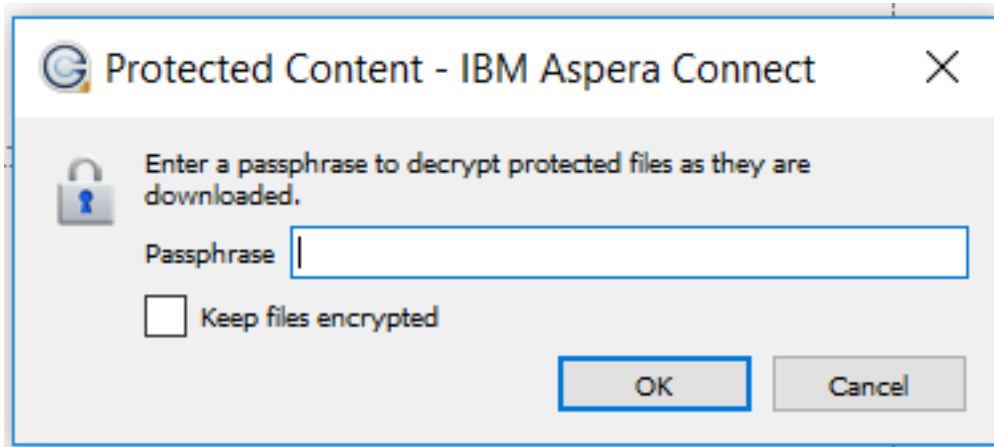
Step 5. Entering your Passphrase

- You will be prompted to enter a unique passphrase to decrypt your package



Please call the Department of Health, Division of Information and Statistics, SPARCS Program @ 518-474-3189 to obtain passphrase

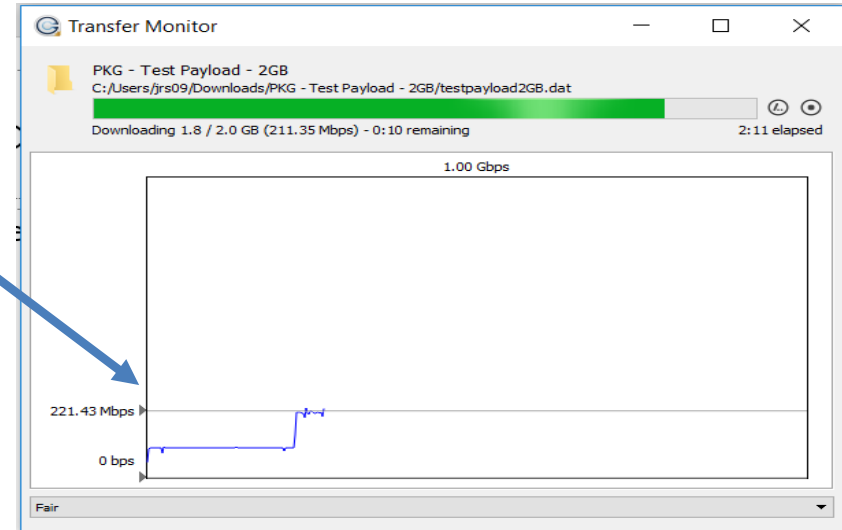
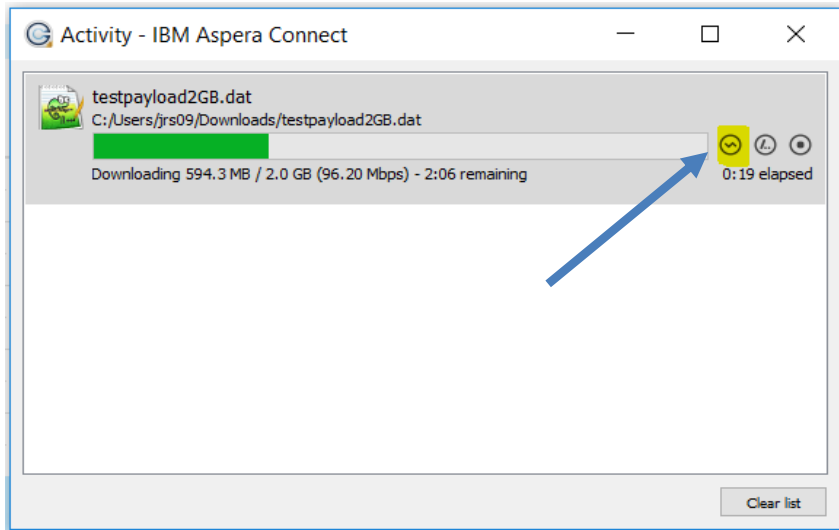
- Leave the 'Keep File encrypted' checkbox unchecked.



Step 6. Monitoring “Extract” Transfer & Speeds

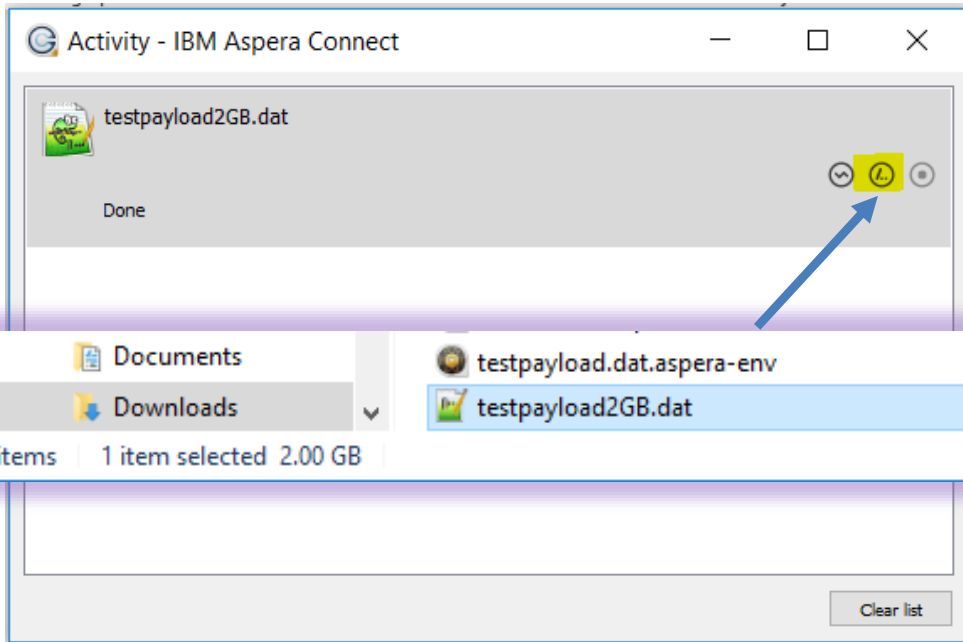
- Progress bar shows download speed and minutes remaining
- 1st button on right allows you view/adjust transfer speeds

- You can adjust the transfer speed by clicking/dragging the small arrow to the right of Mbps
- Transfer speed is limited by your network’s bandwidth



Step 7. Download Complete, Accessing Files

- 2nd button on the right will take you to the specified download directory where you can access your downloaded file(s)



If you have any questions, please contact:

sparcs.requests@health.ny.gov

or

518-474-3891

Department of Health, Division of Information and Statistics, SPARCS program