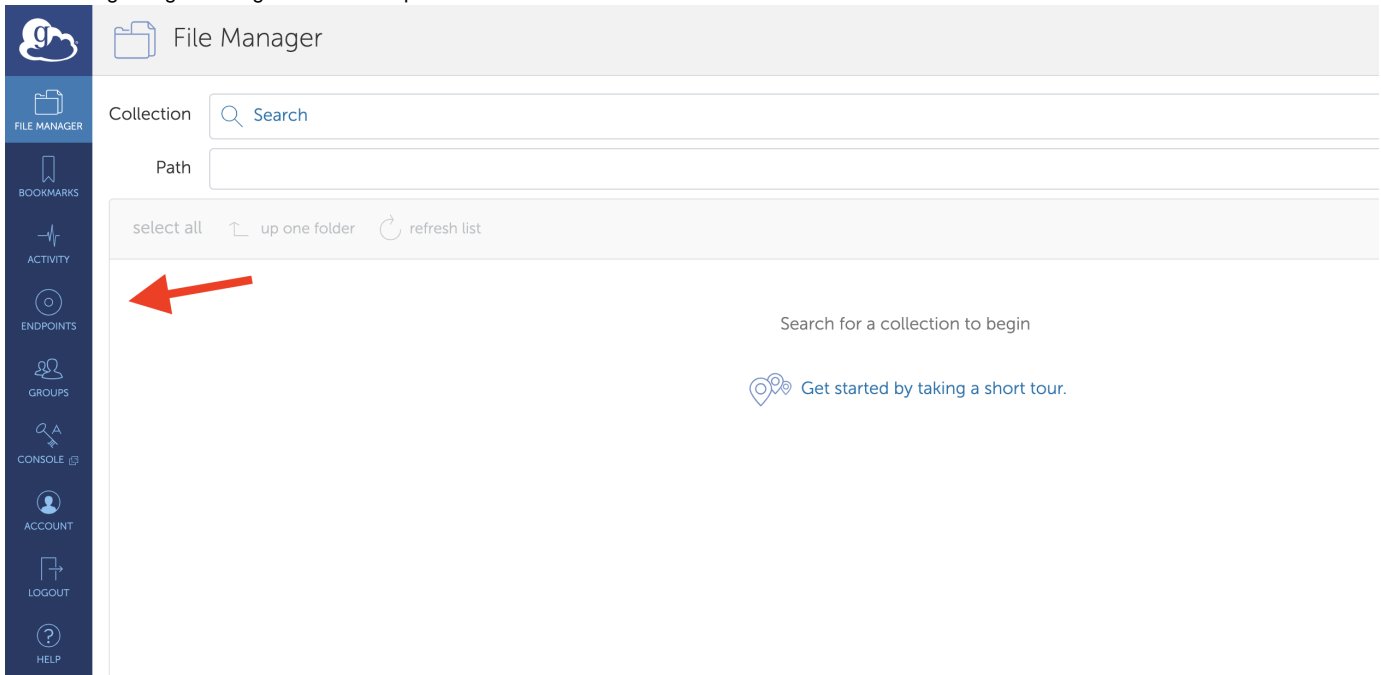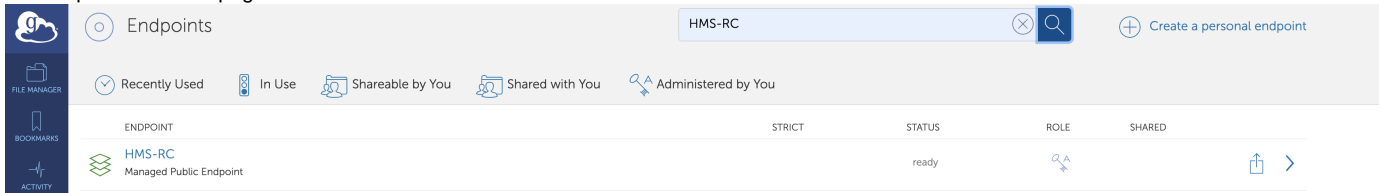# Create a Globus Collection[SELF SERVICE]

1. Login to globus.org and click "Endpoints" on the left sidebar.

2. Type "HMS-RC" in the search box and press Enter. The HMS RC globus public endpoint will appear. Click on the endpoint name to bring up the Endpoint overview page.

3. On the endpoint overview page, you'll be able to see all the public details regarding the endpoint. Click on "Open in File Manager" on the top right of the endpoint overview page and login with your **HMS ID** if prompted. You are already logged in if you are not prompted for a username and password.

Display Name	HMS-RC
Advertised Owner	fasrc@globusid.org
Original Owner	fasrc@globusid.org
Description	(not set)
Keywords	(not set)
User Message	(not set)
User Message Link	(not set)
Endpoint Info Link	(not set)
Contact E-mail	(not set)
Organization	(not set)
Department	(not set)
Other Contact Info	(not set)
Visible To	Public — Visible to all users
Default Directory	/~/
Force Encryption	No
Managed Endpoint	Yes, by someone else's subscription
Endpoint UUID	b0718922-7031-11e9-b7f8-0a37f382de32
Legacy Name	fasrc#b0718922-7031-11e9-b7f8-0a37f382de32
al User Info Available	Yes — Server reports local users on transfer activity

You have no active transfer credentials for this collection.

Activate

Open in File Manager

4. By logging in with your HMS ID you are 'activating' the endpoint for 24 hours and making it possible to share data. **You will only be able to share datasets that your HMS ID has access to on o2.**

Please authenticate to access HMS-RC

Login Server	transfer07.o2.rc.hms.harvard.edu ✎ Edit
Username	
Password	

Advanced ∨

Authenticate

5. You will be presented with all the available filesystems on o2 after logging in with your HMS ID

File Manager

Collection: HMS-RC

Path: /n/

select all   up one folder   refresh list   ⚙ view

NAME ∨	LAST MODIFIED	SIZE	
📁 data1	03/19/2020 04:44pm	—	›
📁 data2	08/27/2020 12:33pm	—	›
📁 data3	06/17/2020 02:16pm	—	›
📁 files	11/16/2020 04:28pm	—	›
📁 groups	09/23/2020 08:45am	—	›
📁 scratch3	06/17/2020 01:27pm	—	›
📁 standby	10/23/2020 02:16pm	—	›

6. You can now search for the dataset you would like to share. You can choose to navigate using the folder structure, or type the path of your dataset in the 'Path' search bar and click Enter. In my example below I am navigating to my scratch 3 user directory /n/scratch3/users/s/sb561/

File Manager   Panels ☐ ☐☐ ☐

Collection: HMS-RC

Path: /n/scratch3/users/s/sb561/   🔖 Bookmark ∨

select all   up one folder   refresh list   ⚙ view   ☰‹

NAME ∨	LAST MODIFIED	SIZE		
📁 my_data	12/10/2020 10:49am	—	›	👥 Share

Transfer or Sync to...
New Folder
Rename
Delete Selected
Download
Open
Upload
Get Link
Show Hidden Items
Manage Activation

7. Pick a directory to share and click the share button. In my example below I am sharing the my_data directory.
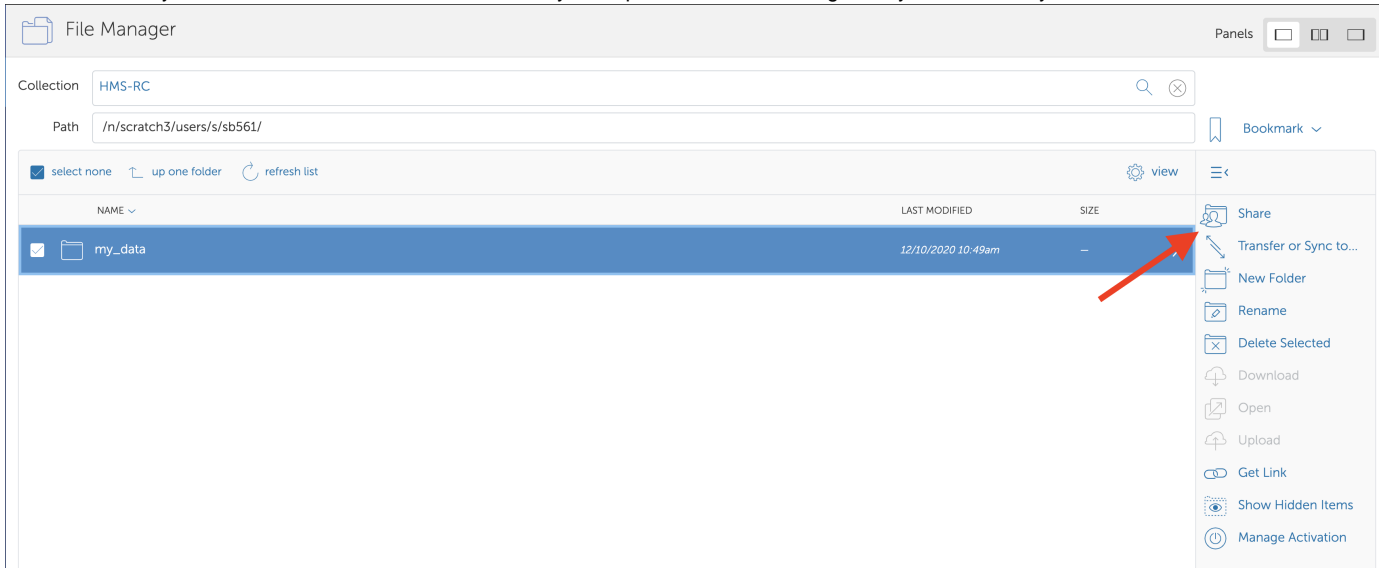
8. This will bring you to the collections page. Click on "Add a Guest Collection" in order to share a dataset. Globus refers to shares as "collections".

Guest Collections

⊕ Add a Guest Collection

You do not have any shares on HMS-RC. Create a guest collection to set permissions for others to access your data.
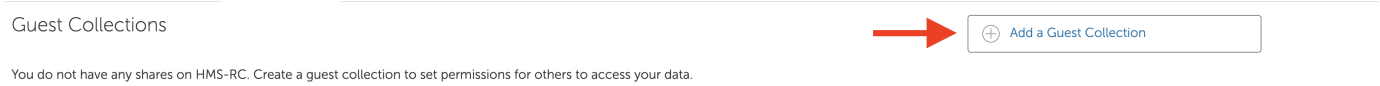
9. Clicking on Add a Guest Collection will bring you to the 'Create a new Guest Collection' page where you will be able to add extra info and name your collection.
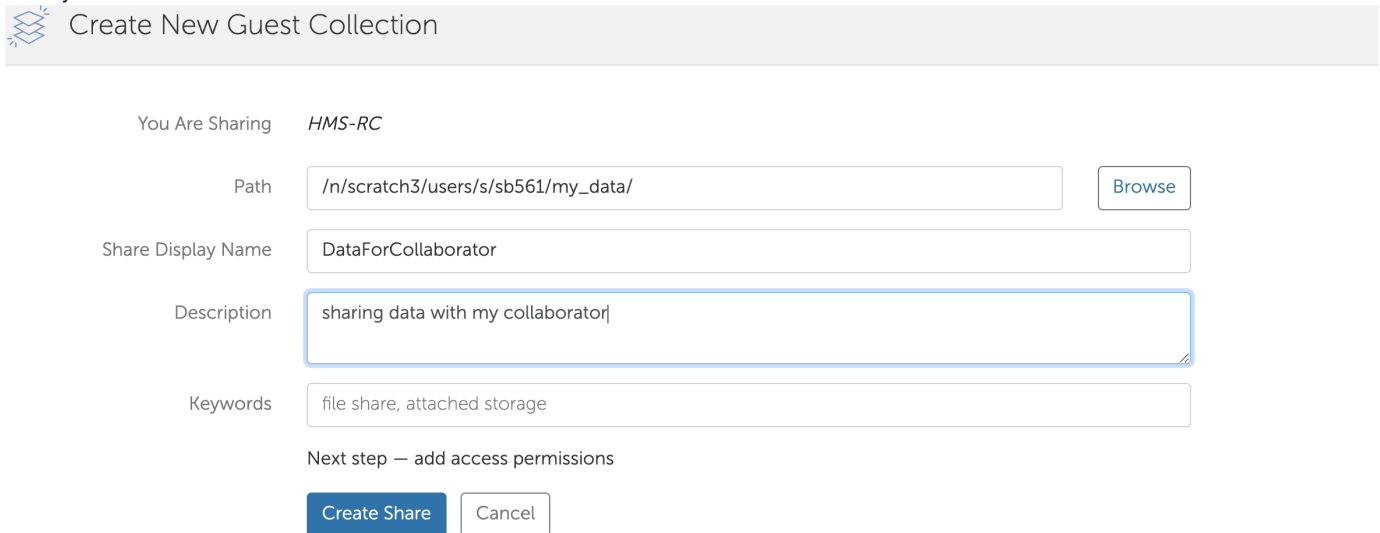
Path: This is the path to your dataset. I recommend creating a new folder and sharing that if you are receiving data from outside collaborators.
Share Display Name: This is what your users will see when you add them to your collection. This is visible only to the users that you provide access to.
Description: useful to have a small description but entirely optional
Keywords: no need to add keywords. Leave this blank in almost all cases

After you click on 'Create Share' you will be brought to the 'Permissions' tab for your newly created collection. By default your globus id will be listed for READ and WRITE access since you are the owner.

10. Click on "**Add Permissions - Share With**" to begin adding globus id for access.

11. Search for your collaborators globus id and click on the user:

12. You can choose to notify your collaborator of their access or just provide access without notifying. Click on **Add Permission** to finish providing access.

If you are **receiving** data on o2, make sure you provide the user with **write access**. Otherwise read access is fine if your collaborator just needs to transfer the data.

Your collaborator will see the collection in the 'Shared with me' tab in the Endpoints page.