

Fiona Quick Start Guide

Drives

Each research project has 4 drives:

- Drive W - work drive: 300 GB default quota, write access
 - o Users can create their own folder structure here
 - o A guide on how to create a good folder structure can be found in the file *TK-workshop_Peltonen_ver_105.pdf* on M drive
- Drive D – data drive, read-only access
 - o D:\project_code\custom-made – custom data for the research project
 - o D:\ready-made – ready-made datasets such as FOLK and FIRM
 - o D:\external – datasets that are not extracted from Statistics Finland’s databases
 - o D:\metadata – metadata on ready-made datasets and possible custom data
- Drive O – output drive, write access
 - o Files that are requested for output screening must be placed here
 - o Send your output screening request at tutkijapalvelut@stat.fi
 - Specify your project code, the files you need and a short description on the contents of the files
 - Be considerate about the number of files you request – the files are screened manually which is labor intensive
 - o Makes sure the requested files comply with our guidelines on the protection of data which can be found in the appendix A of rules and instructions of research services (located in D:\metadata)
- Drive E – backup drive, write access
 - o Users should save their crucial codes and results here for long-term backed up storage

Applications

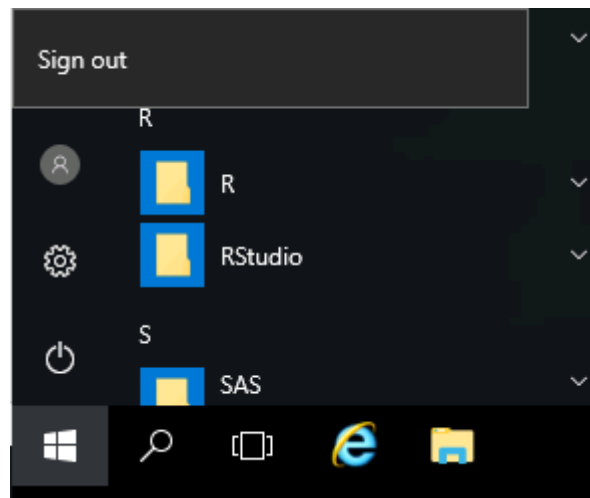
The default applications are currently

- Adobe Acrobat Reader DC
- Anaconda3
- Google Chrome
- LibreOffice
- KDiff3
- LyX
- MiKTeX
- Notepad++
- Octave
- R
- RStudio
- Stata

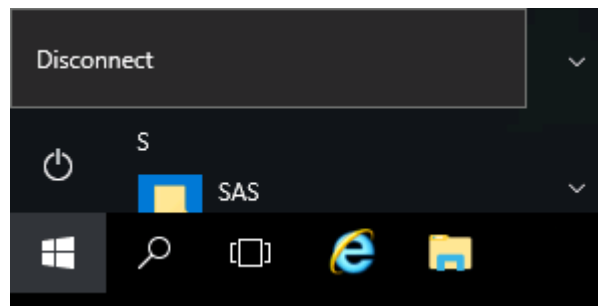
Stat/Transfer is no longer available due to license cost issues. You can use R to convert SAS files to R data and subsequently to CSV with R packages “sas7bdat” and “haven”. Then you can use R’s write.csv function. This tutorial might be helpful: <https://www.marsja.se/how-to-import-data-reading-sas-files-in-r/> (not accessible from Fiona).

Logging out/Disconnecting

Users are advised to log out after their work is done. The log out function can be found under the start menu and user icon. Logging out closes all active applications.



Instead of closing applications and logging out users can disconnect from Fiona if they want to leave applications running. Disconnect function is accessible under the start menu and power icon.



Reporting Technical Issues

Report technical issues to tutkijapalvelut@stat.fi. When reporting include the following information

- Detailed account on what the issue is
- Your project number
- What actions caused the issue
- A possible screen shot text content of the error message