

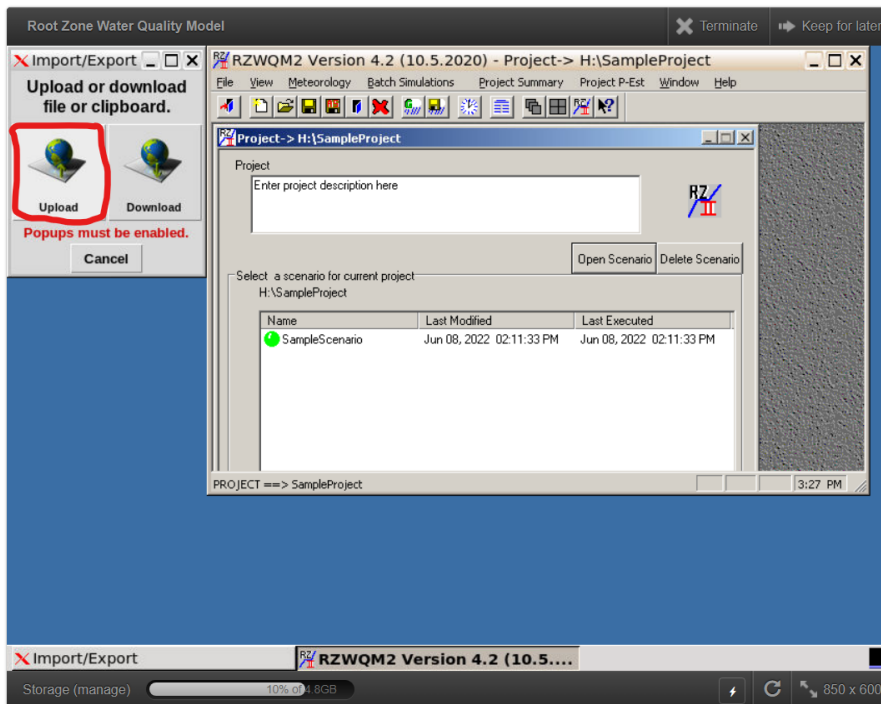
# Procedure to upload existing RZWQM projects to MyGeoHub

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## Uploading Individual files

Included with the application is the on screen widget to upload files one at a time that is described here. For uploading multiple files in one go, consider the option below of Uploading entire project directory.

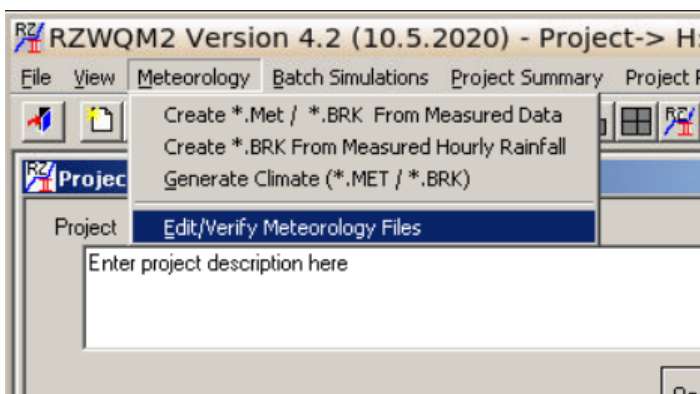
1. Click on 'Upload', and then 'Choose File'



2. Select the file from your desktop and click 'Upload'

## Accessing Uploaded File

The file would be uploaded to Z: drive. To import the uploaded file, say meteorology data, into the project, from Project view, select Meteorology > Edit/Verify Meteorology Files, and in the popup, copy uploaded file from Z: drive to Project Meteorology folder, and the file should be automatically detected when a scenario is opened.



## Uploading entire project directory

Using the upload widget included with the RZWQM2 application can get cumbersome when attempting to upload multiple files, or entire scenario/project directories, so the following option can be utilized.

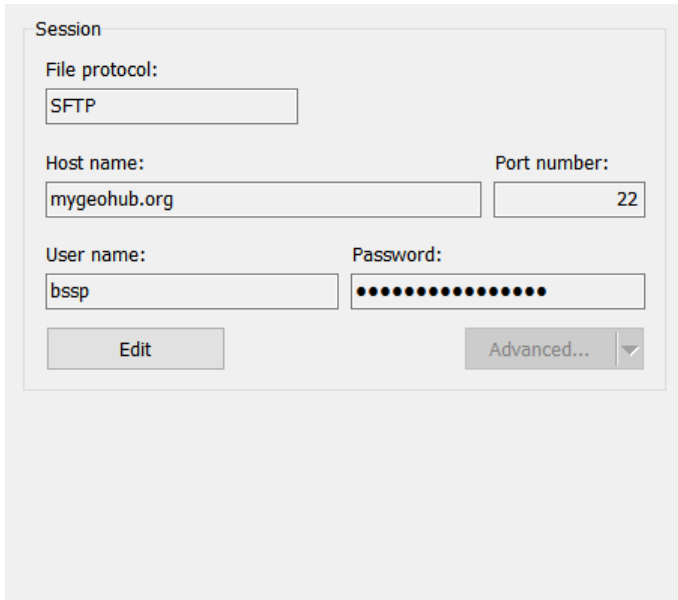
### Recommended Method: SFTP

You can use a SFTP software (such as [WinSCP](#)) to connect:

Host name: mygeohub.org

User name: Your MyGeoHub login ID

Password: Your MyGeoHub login password



The image shows a screenshot of a WinSCP session configuration window. The window is titled "Session" and contains the following fields and controls:

- File protocol:** A dropdown menu with "SFTP" selected.
- Host name:** A text input field containing "mygeohub.org".
- Port number:** A text input field containing "22".
- User name:** A text input field containing "bssp".
- Password:** A password input field with 15 black dots.
- Buttons:** An "Edit" button on the left and an "Advanced..." button with a dropdown arrow on the right.

The session should launch in your home directory (`/home/mygeohub/loginID/`). H: drive is mapped to `/home/mygeohub/loginID/data/RZWQM2/`, where you can upload your files by dragging across panels, like in windows explorer.

### Without SFTP Client

MyGeoHub offers a separate tool to upload and move zip files, called [Common Filesystem Access](#):

1. Zip all relevant files into a single .zip
2. Launch the [Common Filesystem Access](#) tool, whereby you will see a window similar to Windows Explorer.
3. Navigate to `/home/mygeohub/loginID/data/RZWQM2/` folder
4. Upload the Zip file
5. Right-click on the uploaded file, and from the menu, extract/unzip
6. Click on 'Refresh' icon to see the unzipped contents.

### Accessing Uploaded Files

H: drive is mapped to the directory `/home/mygeohub/loginID/data/RZWQM2/`, where you can access the uploaded files. Projects inside H: drive can be directly opened by RZWQM.