OPEN Initiative
Center for Family Policy
& Research
University of Missouri

Training Data Automation

Guide and Help Sheet

Overview:
To fully automate training data exchanges with our partners, OPEN utilizes a program called Box. Box is a cloud-based storage center which allows partners to share files with one another as collaborators. We use Box as a repository for data files from partners, where we retrieve them for processing. Box is a user friendly system, and includes a free version. We ask all of our data partners to maintain free Box accounts to participate this process.

The University of Missouri provides OPEN with access to an enterprise version of Box. Box has been rated by the University for Levels 1-3 data security. The information OPEN will exchange through Box falls into the Level 3 category.

How it works:

1. Training data partners e-mail data files to an e-mail address provided; the email address is specific for each data partner.
2. Emailed attachments are received in the Box folder specified by the email address. Data files will be downloaded from the Box cloud into local storage at OPEN daily.
3. Data files will be processed and imported into OPEN's database. Once imported, data files will be remain on Box in an archive folder for a set period of time.

What OPEN Provides:

1. OPEN, through the University of Missouri, will provide the Box storage space necessary for the transfers.
2. OPEN will provide the e-mail address to send your training data files to.

What We Ask You To Do:

1. Obtain and maintain at least one free Box account. Your Box account is the basis by which you are added as a collaborator to your Data Exchange folder. You may add more than one person/Box Account for your organization, if needed.
2. Notify OPEN if staff designated as collaborators leave your organization, so that their Box account can be removed as a collaborator.
3. E-mail your training data to the provided e-mail address.

Obtaining a Box Account:

1. Send OPEN's Data Specialist Noah Hartsfield (hartsfieldn@missouri.edu) the names and email addresses of people within your organization who will be getting a Box account.
2. Noah will send invitations to those accounts to join Box and collaborate on your organization's folder.
3. Complete the instructions in the e-mail to register for Box and gain access to the folder.

***You will need to have one person from your organization utilize the e-mail address you plan to use for sending data files. ***

Maintaining a Box Account:

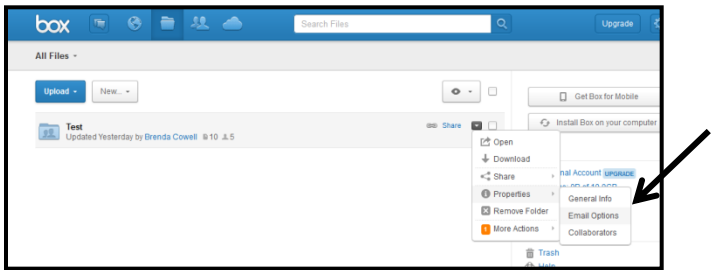
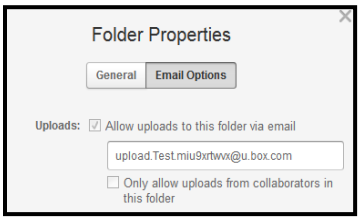
If the individuals(s) that run your Box account leave, please notify OPEN so that new collaborators can be added.

Sending Documents to OPEN:

OPEN will provide you with a folder specific e-mail address to send your training data files to. You will not need to log-in to Box to submit your data files via email; you will only need to keep the account(s) active. If you need the folder specific e-mail address again you can contact Noah Hartsfield, or you can look it up using your Box account as detailed below.

Obtaining Your Folder E-mail Address

1. Log into Box
2. You will see the folder you are a collaborator for; on the right side next to "Share" you will see a down arrow icon.
3. Select that icon.
4. From the drop down menu hover over "Properties".
5. Select "Email Options" from the next drop down menu.



6. This will bring up a new window. The top part of this window contains the e-mail address for the folder.