

Using the FIONA remote access system

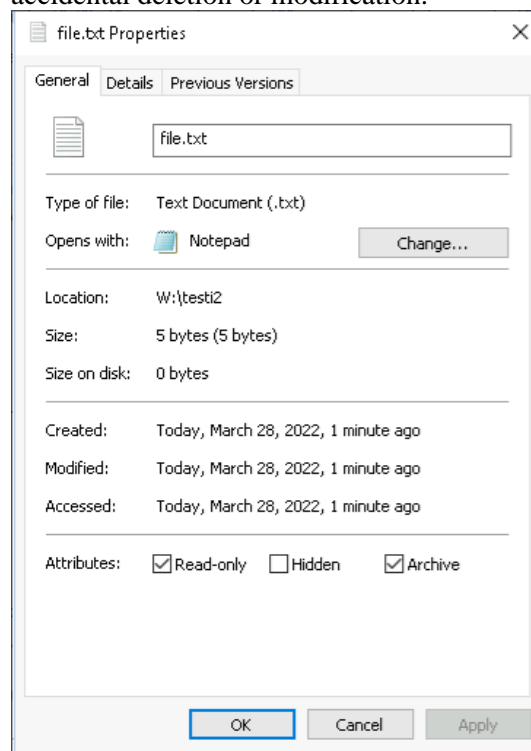
Identification and logging in:

- Login page: <https://fiona.stat.fi>
- Supported browsers: Chrome and Firefox
- Identification methods: Virtu/Government identification service, Haka, Suomi.fi, Edugain
 - Users of Suomi.fi identification must register to the FIONA service once at <https://ads.eta.csc.fi/ads/ls/IdpInitiatedSignon.aspx>. Select from the menu Suomi.fi from which the user is directed to the identification page. Online banking identifiers or the mobile certificate are used for the identification. Suomi.fi users must register once before logging in for the first time (NB: the firewall must be opened to enable access to the registration page.)
 - Researchers using Haka identification must supply information on the attribute value of the Haka code to the Research services. The attribute is “EduPersonPrincipalName” and it is similar to an email address. You can check the attribute value by logging in to <https://rr.funet.fi/haka/>
 - The foreign organization of the researcher must have checked the researcher’s identity before delivering the Edugain ID. Research services will check that the organizations Edugain ID process follows this protocol.
- Identification to the FIONA system is confirmed with Duo mobile identification. This requires the users to install the Duo Security application on their mobile phones. More detailed instructions on this with images are given in the login instructions for FIONA: https://www.stat.fi/static/media/uploads/tup_en/mikroaineistot/fionan_kirjautu_misohje_en.pdf
- **The Duo Activation message is valid for seven days after its reception.→** If the Activation message is no longer valid, you can request a new one at: tutkijapalvelut@stat.fi
- At the end of your work it is recommended that you log out completely from the system. This is done by selecting the character icon from the Startup menu and after that Sign out. If the user has in progress runs or other long-term application performances, the connection can be disconnected while leaving the session open. To do this, select the “power button” from the Startup menu and then “Disconnect”. In this case, resources or licences will not become available to other users, which should be taken into account especially in projects involving several users.

Issues related to working:

- It is not supported to use FIONA on several displays.
- If the resolution is weak, try using FIONA in the Firefox browser.
- The folder structure in FIONA is as follows:
 - The data are placed on the D disk as follows: custom-made: custom-made data file, in the path D:\projectcode\custom-made\

- metadata: variable descriptions of ready-made data files
- ready-made: ready-made data files
- external: external data files (concerns only new projects to be opened, for old projects external data files are entered in the external folder only at the request of the researcher)
- The work files are saved on the W: disk where the remote project users can create their own sub-folders, for example.
- As a rule, the project's storage space on the W: disk is 300 GB. Additional space can be purchased according to the valid price list.
- The E: disk is better (advanced speed and longer storage time) backed up than W:, so the codes and corresponding small and important files are recommended to be stored on the E: disk.
- You can put a single file in read-only mode if you want to protect files from accidental deletion or modification:



- supported applications installed as default (versions vary according to updates): Adobe Acrobat Reader DC, Anaconda, Google Chrome, LibreOffice, KDiff3, LyX, MiKTeX, Ntrepid++, Octave, R, Rstudio, Stata, SAS (opened only if needed), SPSS (opened only if needed)
 - A limited number of SPSS licences are in use, divided between all FIONA users. Therefore there may be a situation where all SPSS licences are in use simultaneously and no free licences are available.
- Several erroneous login attempts lock the user ID for approximately 30 minutes. After this, you can try logging in again.
- Information about disturbances in FIONA is posted on Statistics Finland's website at:
https://www.stat.fi/tup/mikroaineistot/etakaytto_en.html

Requesting outputs – research projects:

- Research results produced in remote access are checked before the outputs are released, and you cannot transfer files to your own workstation from the remote access environment. The transfer is made upon separate request by email (tutkijapalvelut@stat.fi). The checking takes place within one to two working days.
 - The files requested to be exported must be saved on the O disk and they must be clearly interpretable and compliant with separate data protection rules. The user is responsible for ensuring that the files comply with the rules.
 - Send an email message to the address above and describe the data content of the files you request as outputs.
 - The number of cell-specific observations must be visible in the tables, as must be the number of observations used in calculating estimates and parameters. The numbers of observations behind the images must also appear in the output.
 - If the number of observations does not appear from the actual output, please mention it in your message. Please specify in the email the code of the remote project (e.g. x01).
 - After the checking, the outputs are delivered as an automatic email message approximately 15 minutes after the checking (in some cases the messages have been directed to the recipient's junk email folder, which should be checked if the outputs do not appear)
- The number and size of files containing results must be kept reasonable. In practice, a reasonable number means only a few individual files that are meant to be published, not dozens of different versions or long log files intended for comparison by a group of writers, for example.

Problem situations and maintenance

- Statistics Finland bears the responsibility for the maintenance of the remote access system during office hours. You can report problems by email to tutkijapalvelut@stat.fi, and it is advisable to attach to the message a screen capture of the error notification and information about the time of the problem. However, in problem situations the first step for the users is to get in touch with the contact person for remote access in their own institution.
- Statistics Finland is not responsible for the user support of the software.
- Statistics Finland has the right to shut down the system for maintenance reasons. There are maintenance breaks normally about once a month and future maintenance breaks are reported on the FIONA desktop, information on possible other disturbances are also given in notices at the time of logging in and on Statistics Finland's website:
https://www.stat.fi/tup/mikroaineistot/etakaytto_en.html

Importing researchers' own files:

- It is possible to import the researcher's own files to FIONA. However, researchers are not able to import anything to FIONA, but this is done through the Research services.

- The files to be imported are sent to the Research services (tutkijapalvelut@stat.fi) where they are checked before they are imported.
- If the file contains research data, the source must be given in the contact message.

Ending of the project

- When the project ends and the user licence is no longer extended, the user must request the codes and possible auxiliary files that the user wishes to retain to be sent out from the system. After the project ends, all files are removed in six months' time unless a continuation is applied for the project.