

# How to Use the VINCI Workspace

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DART Program Manager

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VA Informatics &  
Computing  
Infrastructure



# VINCI Workspace Information

On VINCI Central under VINCI University  
*User Guides, Videos, and FAQs*

The screenshot displays the VINCI Central website interface. At the top, the VINCI Central logo is visible on the left, and the user name 'Trautman, Timothy N.' is on the right. Below the logo, the navigation bar includes 'Workspaces', 'Applications', 'My VINCI Dashboard', 'VINCI University', 'Services', and 'Edit'. The 'VINCI University' dropdown menu is open, listing various resources such as 'What is VINCI?', 'IRB Study How-To', 'PTR Study How-To', 'Ops/QI Study How-To', 'Data Access Request Tracker (DART)', 'VINCI Data', 'VINCI SA/IGrid', 'VINCI Applications', and 'VINCI Workspaces'. The 'VINCI Workspaces' link is highlighted with a red box. A red arrow points from this link to a red box on the main content area that says 'VINCI Workspaces'. Below this, there is a 'VINCI' logo on a monitor screen, followed by sections for 'User Guides', 'Videos', and 'Topics'. The footer contains the VA logo, 'U.S. Department of Veterans Affairs', and various links like 'Feedback', 'Site Map', 'Privacy Policy', 'VHA Data Portal', 'VIRc', 'HSR&D', 'HSRData-L Listserve', and 'Section 508 Accessibility'.





# About the VINCI Workspace

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- The VINCI Workspace is a FREE high-performance computing environment that serves research and operations business intelligence communities
- Firewall provides enhanced data security
- Access to computing power, software tools, databases, SAS/Grid, file and data storage
- Can be accessed from outside the VA through VA VPN solutions
- The VINCI Workspace and shared project folders allow for national collaboration in a research group



# About the VINCI Workspace

## ■ Comes in two variations

## ■ Standard Workspace

- Standardized environment
- Shared computing resources
- Fixed software package

## ■ Development Workspace

- Special purpose usage
- Custom coding using programming software
- Use of non-standard [TRM approved software](#)



# VINCI Standard Workspace

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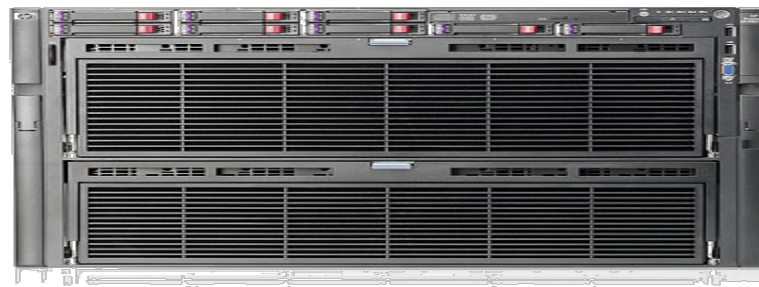
- Windows Server 2012 Enterprise R2 x64 SP2 Operating System (2018 coming later this year)
- No elevated (administrative) permissions
- Shared CPUs
- Shared RAM



# VINCI Development Workspace

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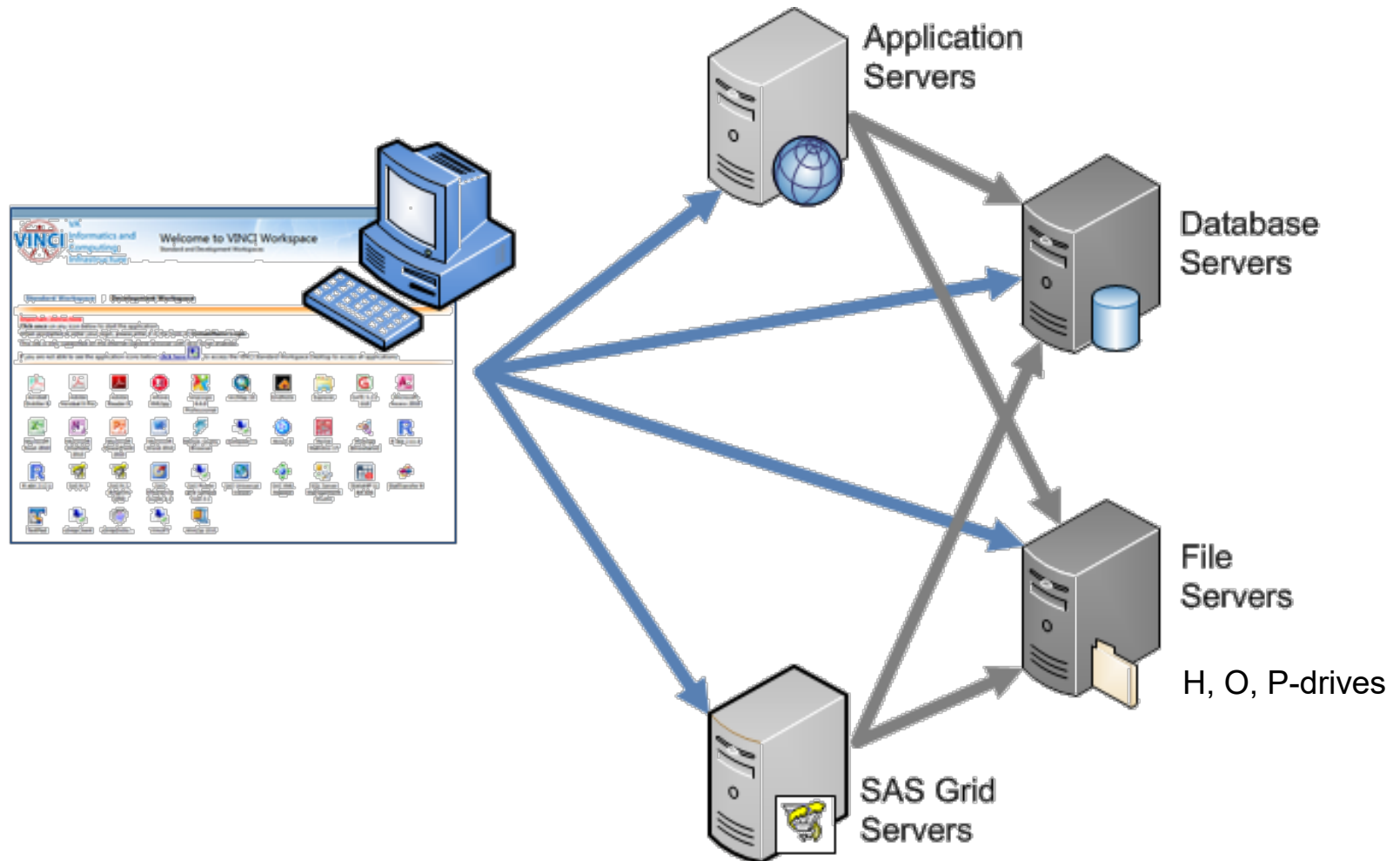
- Windows Server 2012 Enterprise R2 x64 SP1 or Linux Operating System
- Elevated permissions allowed\*
- Install additional software yourself (TRM!)
- 1 processor core
- 4 GB RAM



\* VINCI does not provide elevated access approvals - [see how here](#).



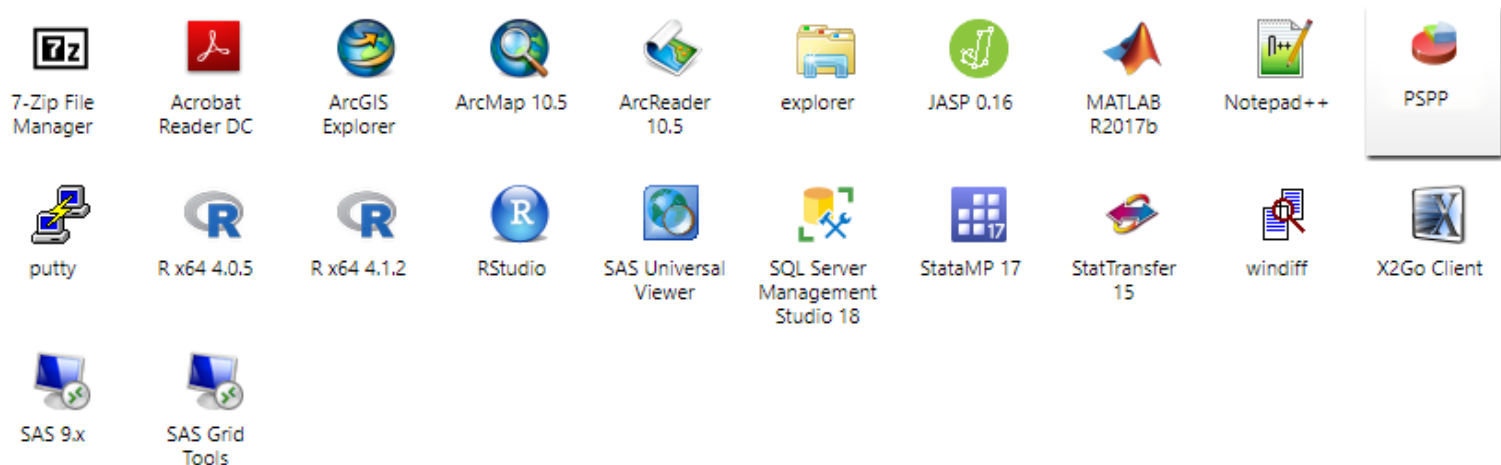
# VINCI Workspace Architecture





# VINCI Workspace Software

- VINCI provides ArcMap, STATA, R, SAS, PSPP, MATLAB, SSMS, and other software for FREE in the workspace
- Additional and updated software added when funded



# Accessing the VINCI Workspace

- On VINCI Central, click Workspaces

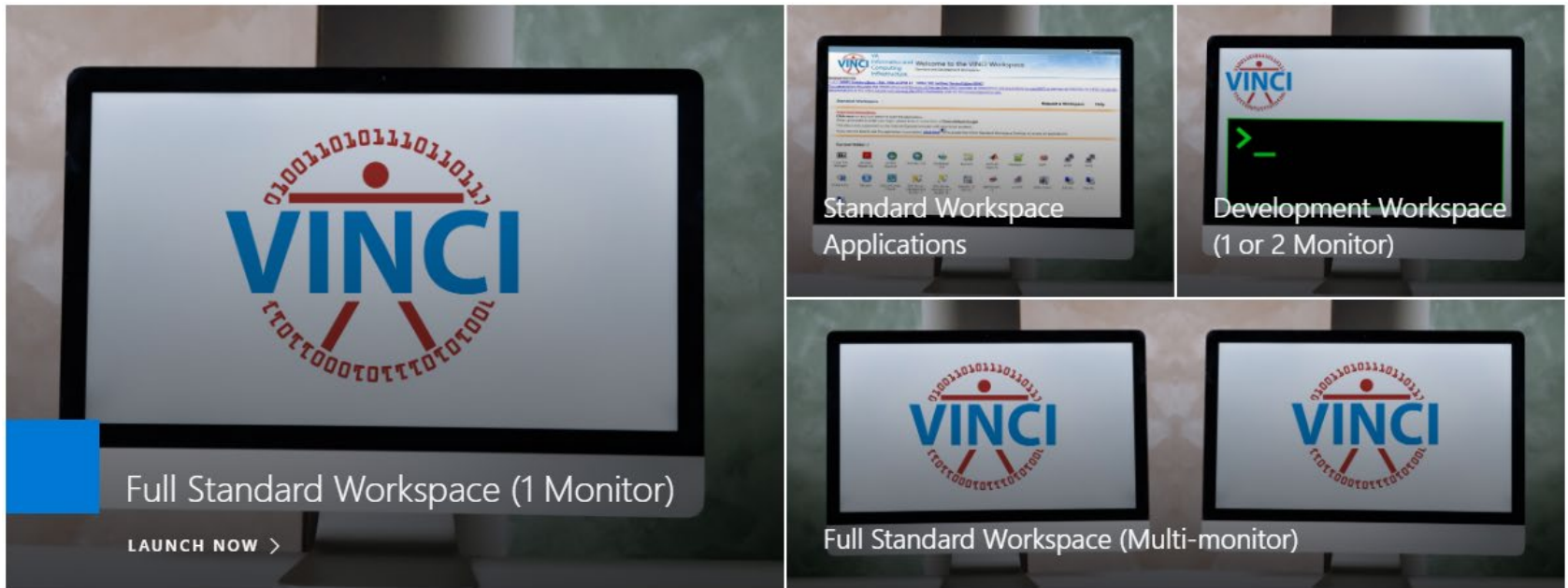
The screenshot shows the VINCI Central website interface. At the top, the VINCI logo and 'VINCI Central' are displayed. The navigation bar includes 'Home \ Workspaces', 'Workspaces', 'Applications', 'My VINCI Dashboard', 'VINCI University', 'Services', and 'Edit'. A search bar is present on the right. Below the navigation bar, a dropdown menu for 'Workspaces' is open, listing four options: 'Full Standard Workspace (1 Monitor)', 'Full Standard Workspace (Multi-monitor)', 'Standard Workspace Applications', and 'Development Workspace (1 or 2 Monitor)'. Below the dropdown, a grid of workspace options is shown, each with a monitor image and a 'LAUNCH NOW >' button. The options are: 'Full Standard Workspace (1 Monitor)', 'Standard Workspace Applications', 'Development Workspace (1 or 2 Monitor)', and 'Full Standard Workspace (Multi-monitor)'. The footer contains the VA logo, 'U.S. Department of Veterans Affairs', and various links: 'Feedback', 'Site Map', 'Privacy Policy', 'VHA Data Portal', 'VIRc', 'HSR&D', 'HSRData-L Listserve', and 'Section 508 Accessibility'.

<https://vincicentral.vinci.med.va.gov/>



# Accessing the VINCI Workspace

- This gives you 4 options:
  - Standard Workspace Applications (launch one at a time)
  - Full Standard Workspace (1 Monitor)
  - Full Standard Workspace (Multi-monitor)
  - Development Workspace (1 or 2 Monitor)



# Standard Workspace Applications

To launch one application at a time



The screenshot displays the VINCI Workspace interface. At the top left is the VINCI logo with the text "VA Informatics and Computing Infrastructure". To the right, it says "Welcome to the VINCI Workspace" and "Standard and Development Workspaces". Below this is an "Announcements" section. Further down, there are links for "Standard Workspace", "Request a Workspace", and "Help". An "Important Instructions" section follows, providing login details and browser requirements. The main area shows a "Current folder: /" with a grid of application icons including 7-Zip File Manager, Acrobat Reader DC, ArcGIS Explorer, ArcMap 10.5, ArcReader 10.5, explorer, JASP 0.16, MATLAB R2017b, Notepad++, PSPP, putty, R x64 4.0.5, R x64 4.1.2, RStudio, SAS Universal Viewer, SQL Server Management Studio 18, StataMP 17, StatTransfer 15, windiff, X2Go Client, SAS 9.x, and SAS Grid Tools.



# VINCI Development Workspace

- Development Workspace Login
- Connect to `vhacdwdwhdevXX.vha.med.va.gov`

VINCI Workspace...

**VINCI** VA Informatics and Computing Infrastructure

Welcome to the VINCI Workspace  
Standard and Development Workspaces

Announcements

**Standard Workspace** | **Development Workspace** | **Request a Workspace** | **Help**

Enter the fully qualified development server name that you want to connect to; for example: `vhacdwdwhdev20.vha.med.va.gov`, and then click Connect.

**Connection options**

Connect to:

Remote desktop Monitor:

Remote desktop size:



# Logging into the VINCI Workspace

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## **CANNED DEMONSTRATION**



# Logging into the VINCI Workspace

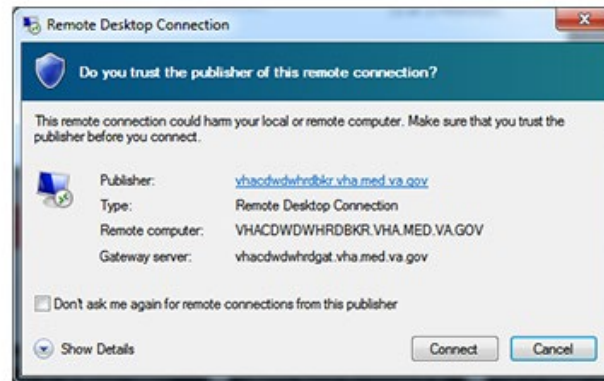
The screenshot shows the VINCI Central website interface. At the top, the VINCI logo and 'VINCI Central' text are visible. The user's name 'Trautman, Timothy N.' is in the top right. A navigation bar includes 'Home \ Workspaces', 'Workspaces', 'Applications', 'My VINCI Dashboard', 'VINCI University', 'Services', and 'Edit'. A search bar is on the right. Below the navigation bar, a dropdown menu for 'Workspaces' is open, listing options: 'Full Standard Workspace (1 Monitor)', 'Full Standard Workspace (Multi-monitor)', 'Standard Workspace Applications', and 'Development Workspace (1 or 2 Monitor)'. A red arrow points to the first option. The main content area features a large image of a monitor displaying the VINCI logo and the text 'Full Standard Workspace (1 Monitor)' with a 'LAUNCH NOW >' button. To the right, there are smaller images for 'Standard Workspace Applications' and 'Development Workspace (1 or 2 Monitor)'. At the bottom, there is a footer with the VA logo, 'U.S. Department of Veterans Affairs', and various links like 'Feedback', 'Site Map', 'Privacy Policy', 'VHA Data Portal', 'VIRc', 'HSR&D', 'HSRData-L Listserve', and 'Section 508 Accessibility'.





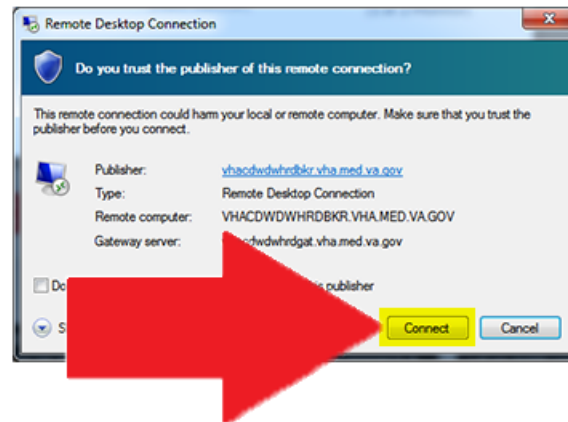
# Logging into the VINCI Workspace

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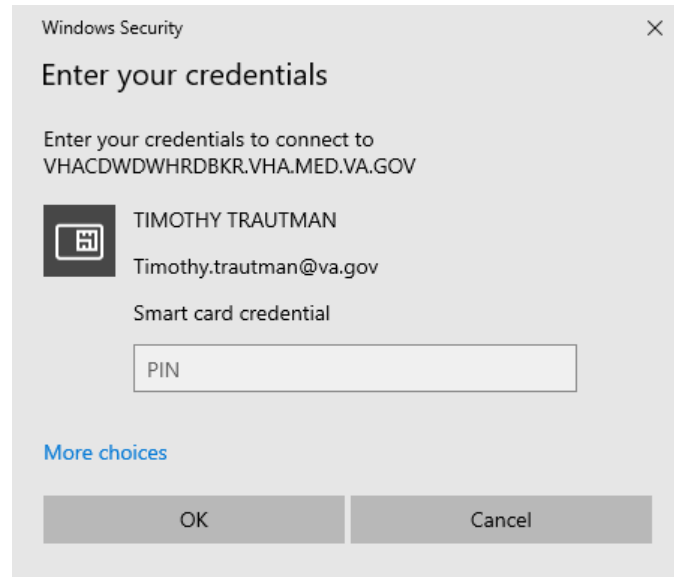
# Logging into the VINCI Workspace

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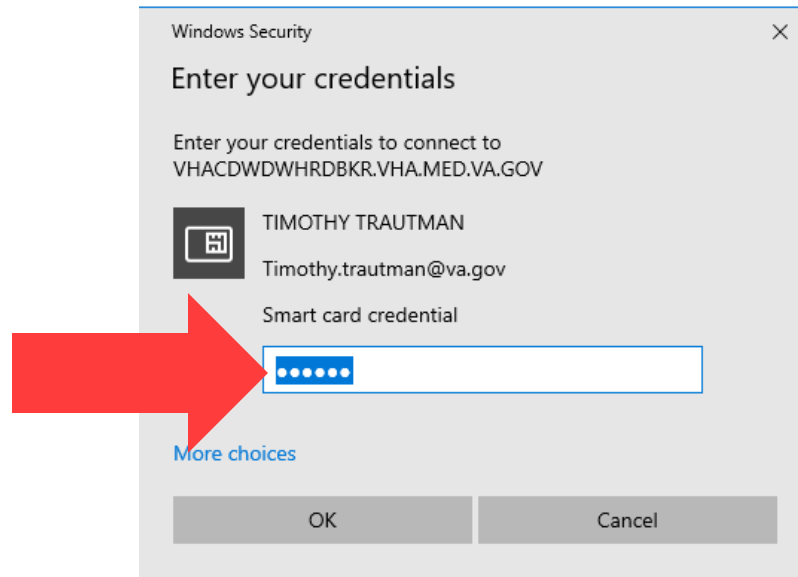
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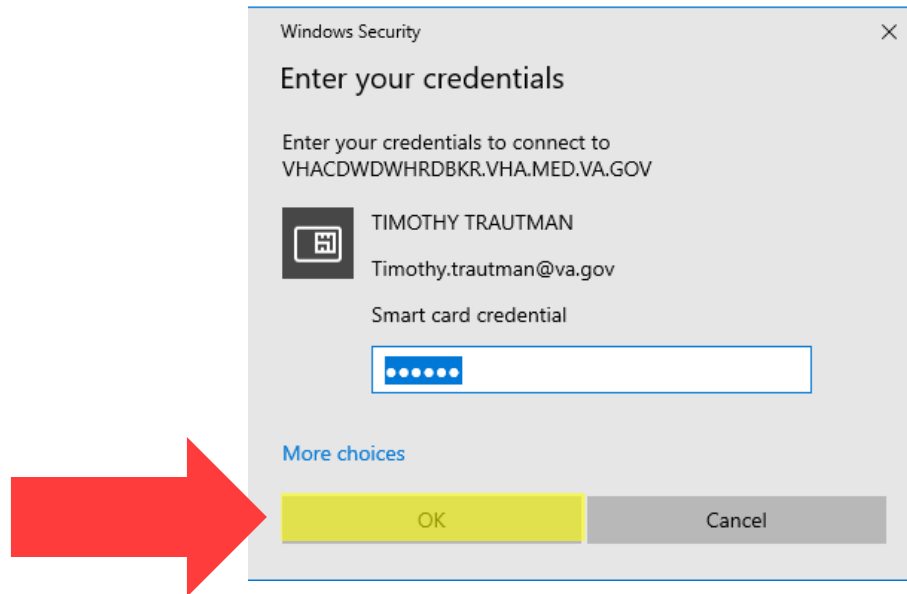
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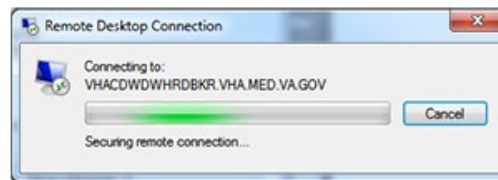
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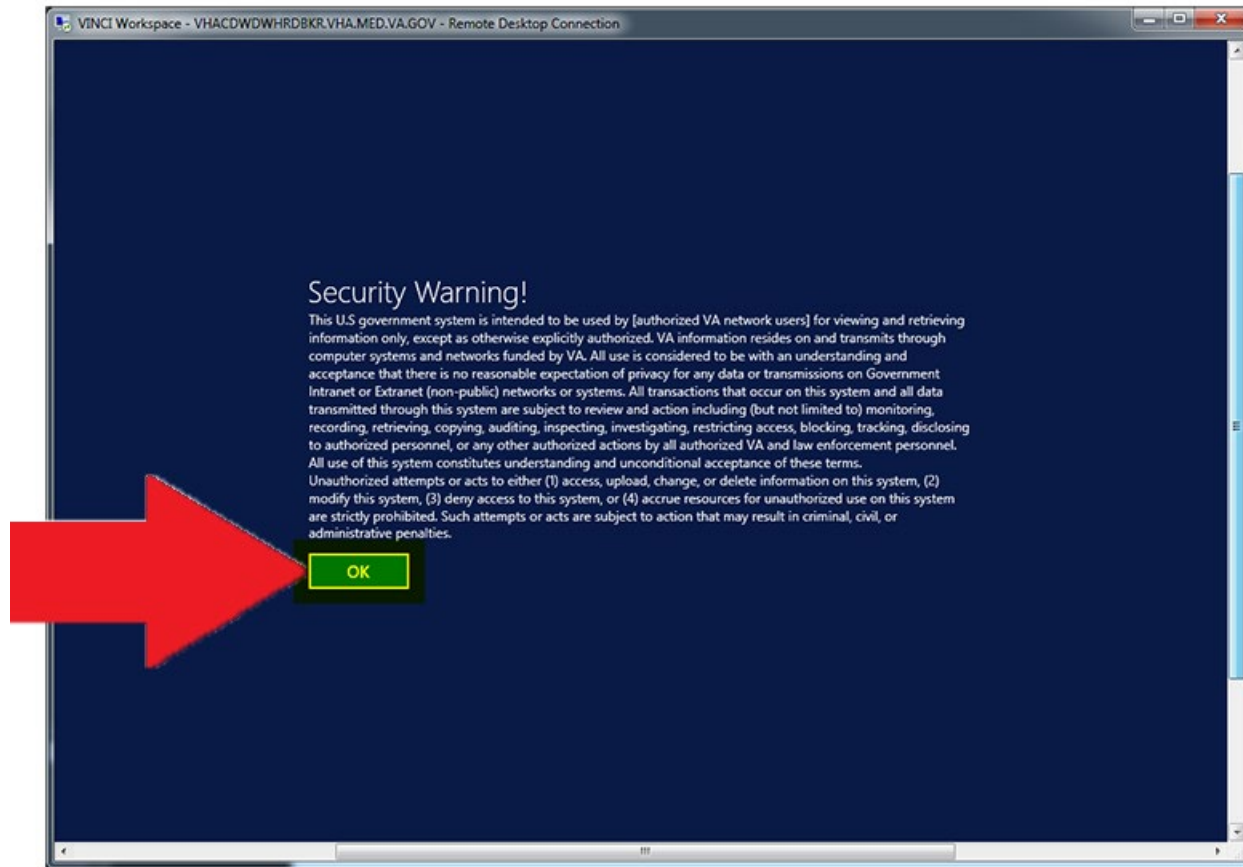
# Logging into the VINCI Workspace

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# Logging into the VINCI Workspace

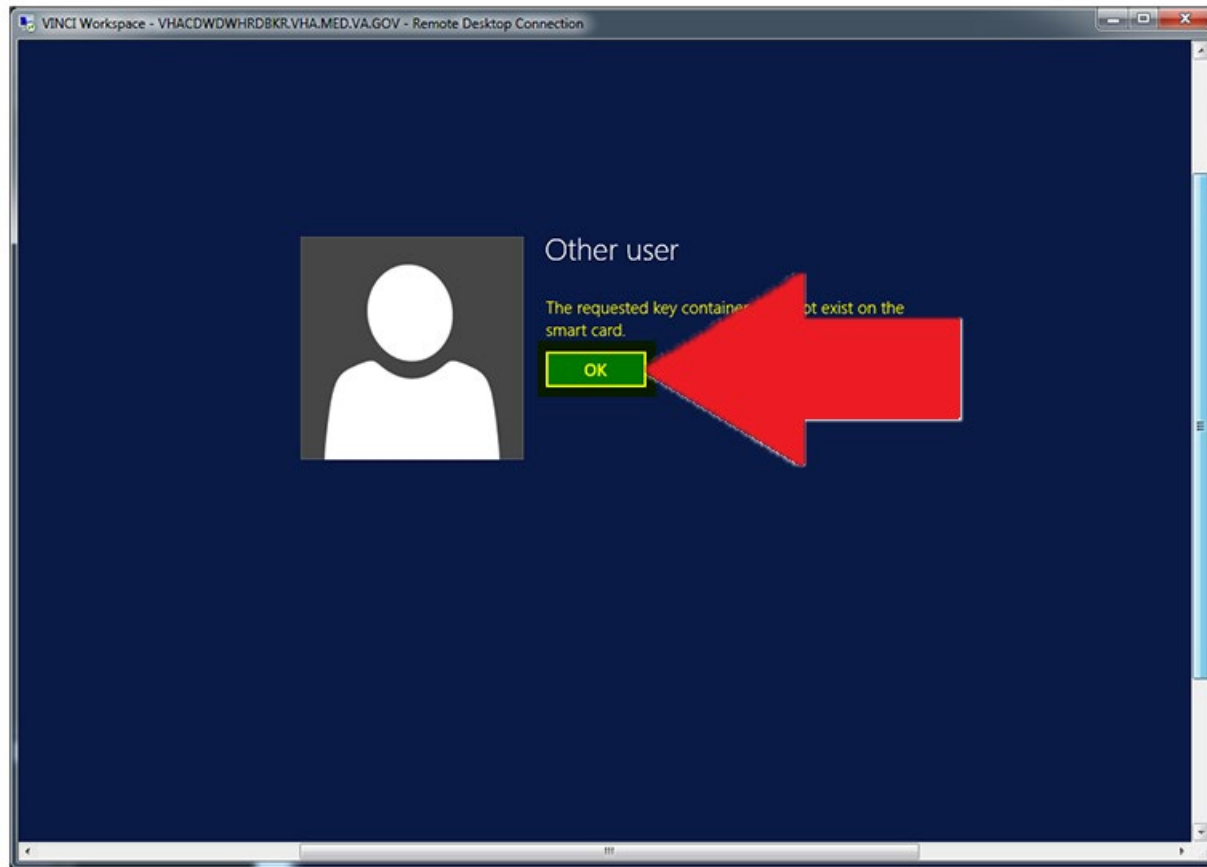
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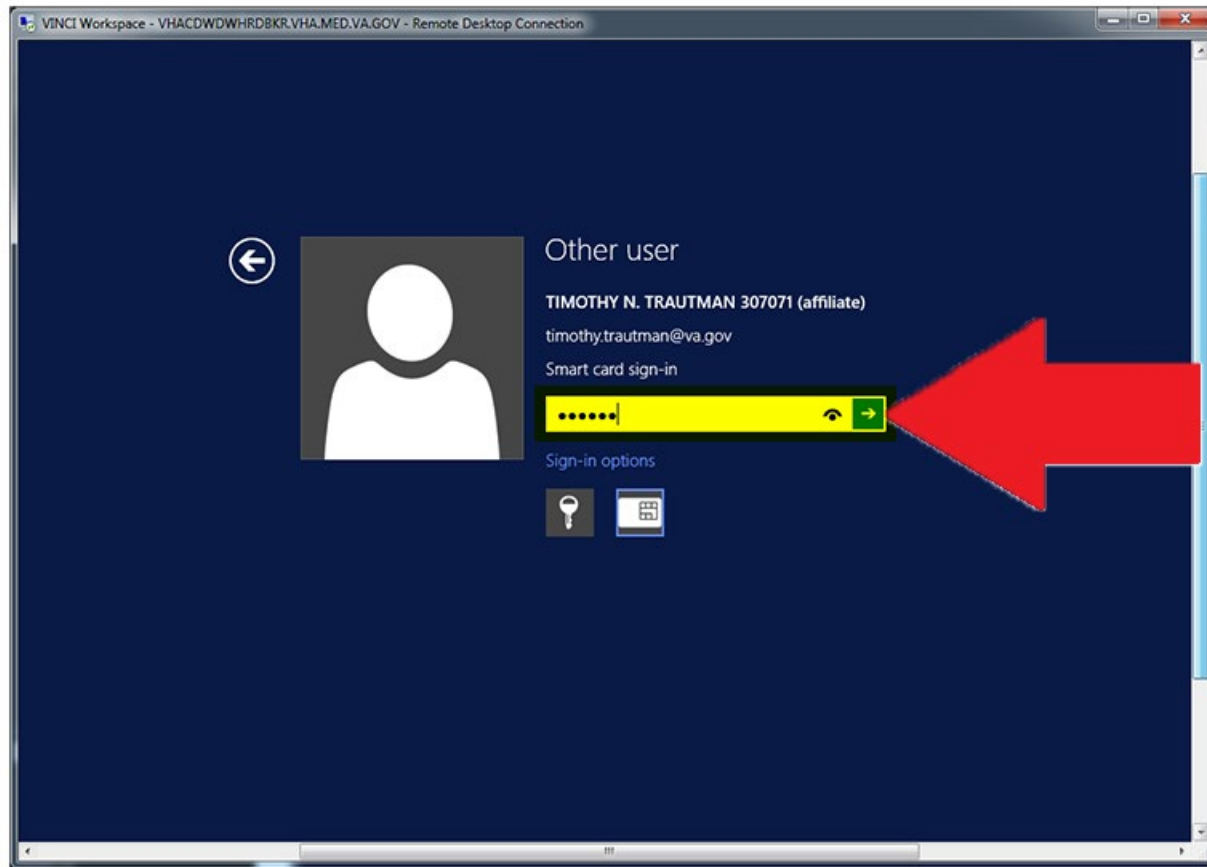
# Logging into the VINCI Workspace

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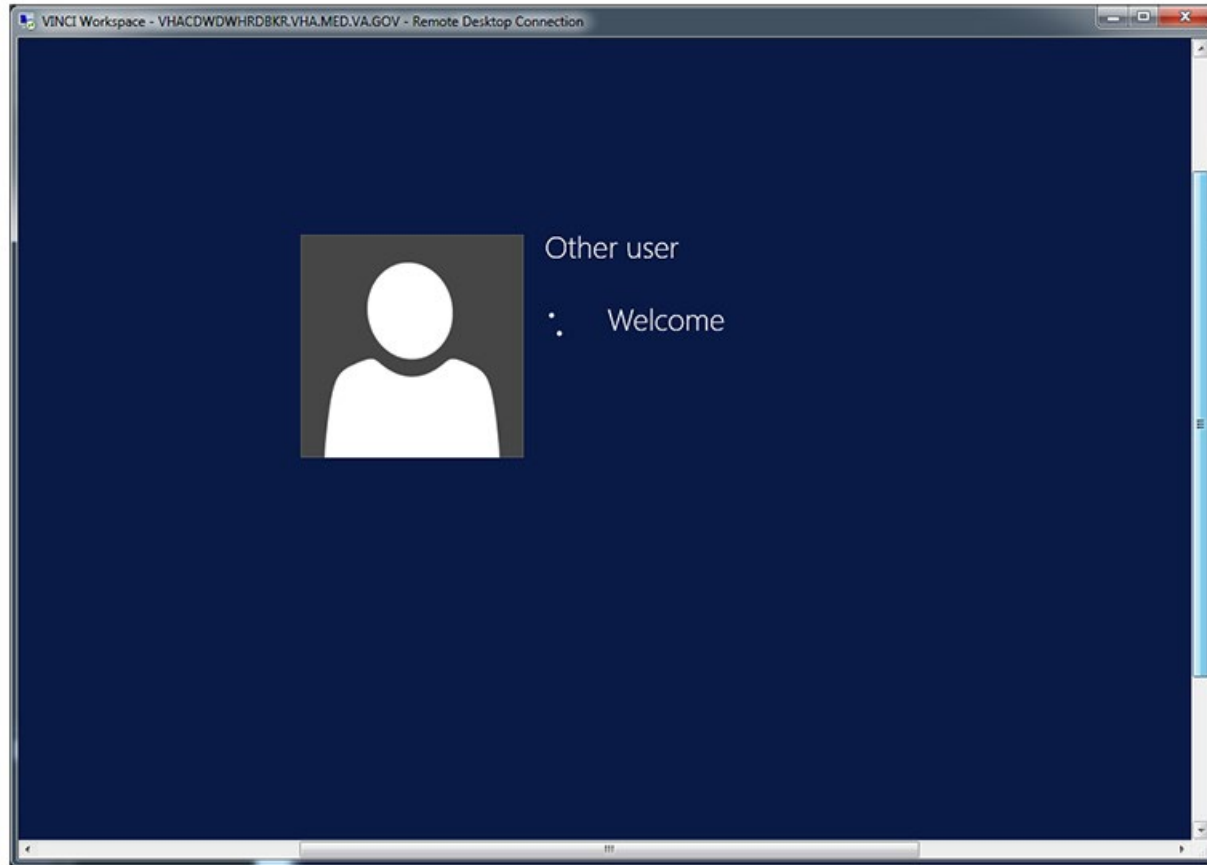
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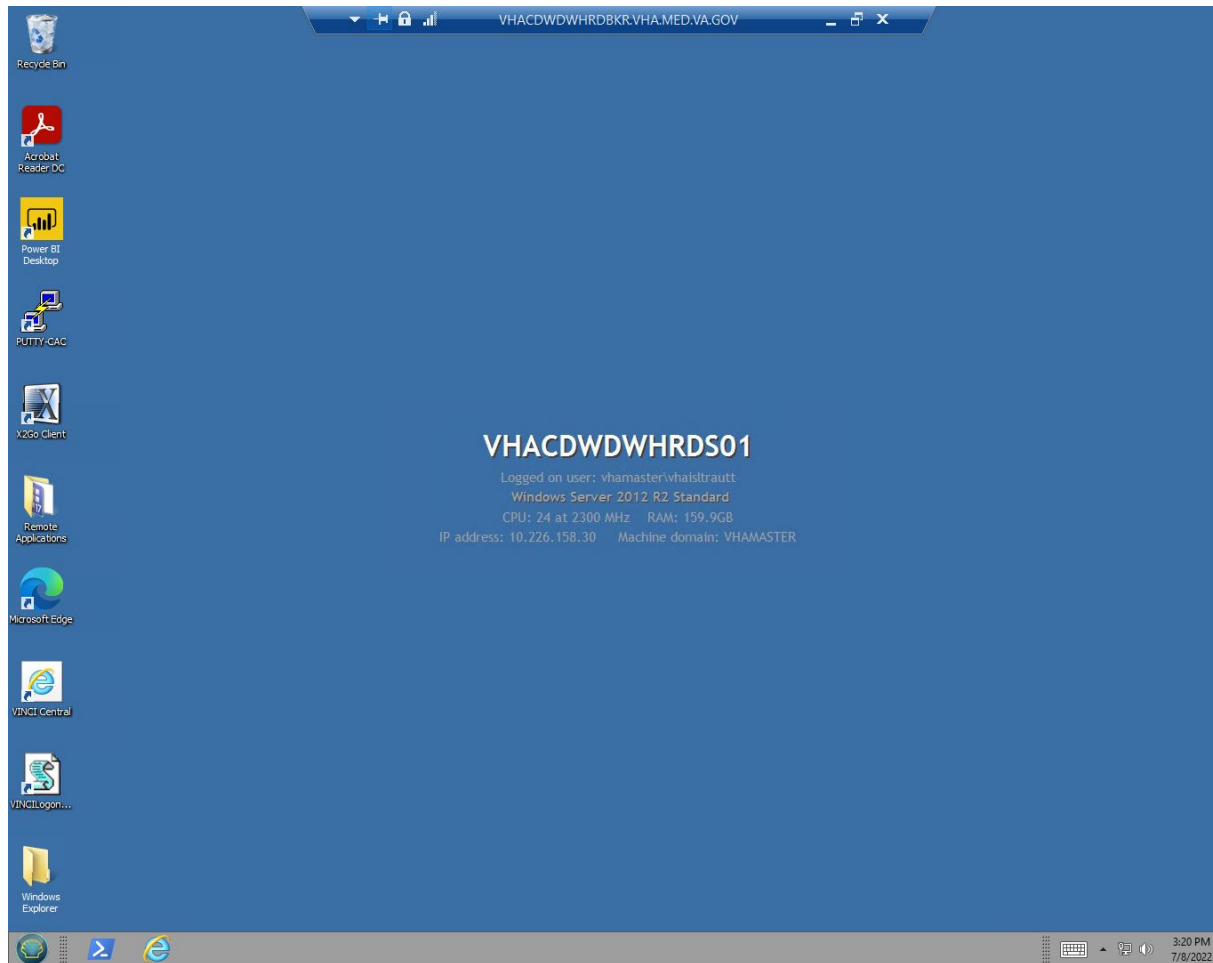


# Logging into the VINCI Workspace

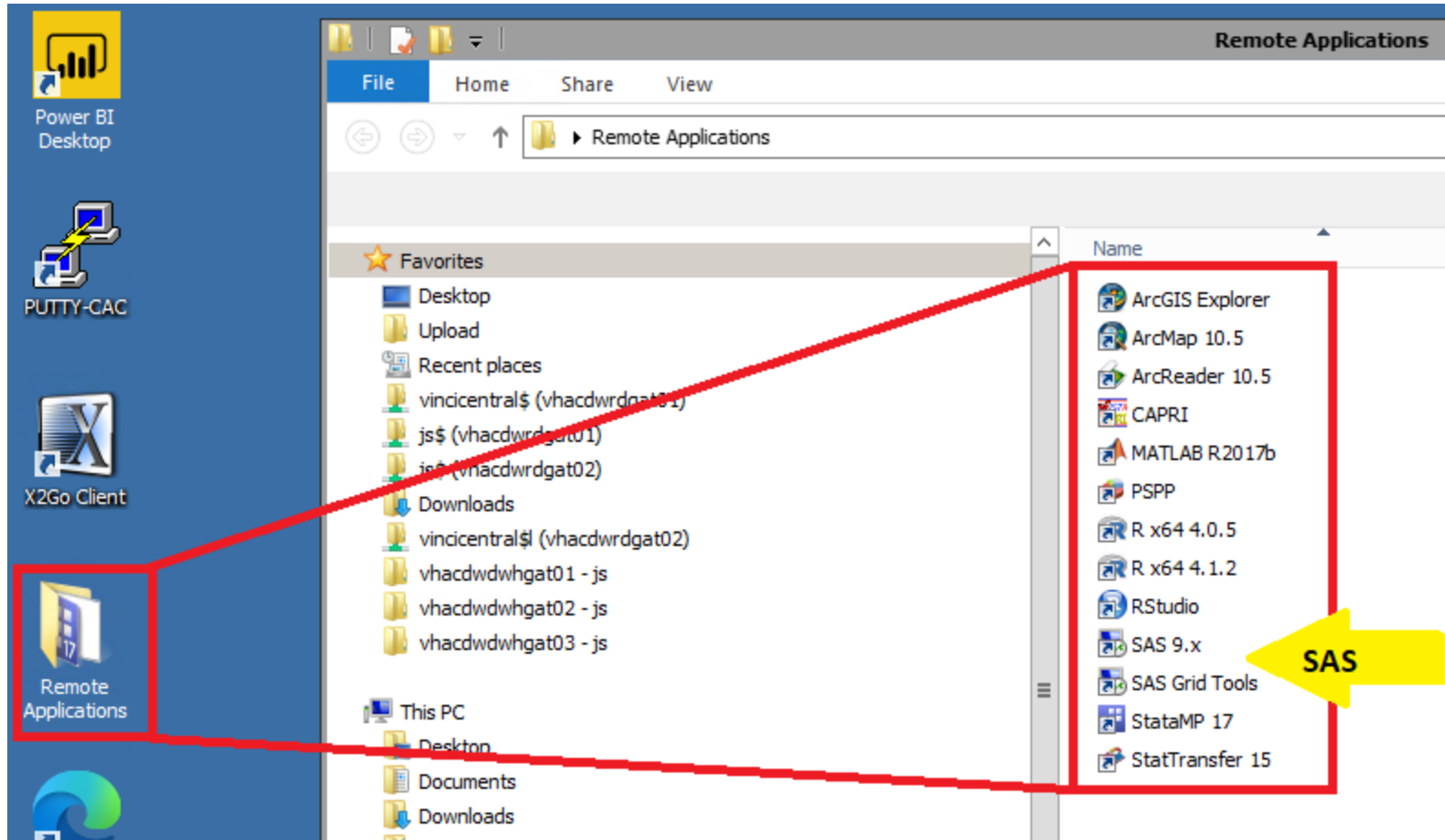
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# VINCI Standard Workspace



# VINCI Workspace Applications



# VINCI Workspace Restrictions

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- No Internet access (for data security)
- Cannot copy and paste to/from workspace  
*Workaround - save info as a file and download/upload within regulations*
- Copy and paste between applications in the workspace can fail as many applications run from remote servers  
*Workaround - save copy to file and open the file from the target application*

# VINCI Workspace Storage

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## ■ H-Drive Personal Storage

- 10 GB standard size
- For user's file storage only
- **NOT** for storing project data



## ■ O and P-Drive Project Folders

- 100 GB standard size
- Specifically intended for project file storage
- Access is controlled and limited to project staff

## ■ I-Drive CMS Data Files

## ■ S-Drive Software (Dev workspace)

## ■ Tape and disk backups daily



# VINCI Workspace Storage

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## LIVE DEMONSTRATION



# VINCI Workspace Databases

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- VINCI creates study databases that are accessible within the VINCI Workspace
- The assigned server depends on study's data needs (static vs. live data) and the space available on the server
- Databases (use FQDN)
  - Static data - `vhacdwrrb01.vha.med.va.gov`
  - Live data - `vhacdwrrb02.vha.med.va.gov`
  - Live data - `vhacdwrrb03.vha.med.va.gov`
- Use SQL Server Management Studio 18 to access your study database



# Accessing VINCI Workspace Databases

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## LIVE DEMONSTRATION



# VINCI File Transfer Tool

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- Two tools in one: Upload and Download
- Can transfer one file at a time (ZIP multiple files together into one)
- Limited to 2GB per transfer
- VA Intranet-based utility application for copying files from the workspace
- Available from VINCI Central under Applications

# VINCI File Transfer Tool

The screenshot shows the VINCI Central web application interface. At the top, the VINCI logo and 'VINCI Central' text are visible. The user is logged in as 'Trautman, Timothy N.'. The navigation bar includes 'Home \ Applications', 'Workspaces', 'Applications' (highlighted), 'My VINCI Dashboard', 'VINCI University', 'Services', and 'Edit'. A search bar is present on the right. Below the navigation, there are several application tiles. A dropdown menu is open under 'Applications', listing 'VINCI File Download' and 'VINCI File Upload' (both highlighted with red boxes), 'Dim Data Viewer', 'Meta Data Viewer', 'Let's Collaborate VA!', and 'Voogle Notes'. The main content area displays a grid of application tiles, each with a thumbnail and a title: 'Data Access Request Tracker (DART)', 'VINCI File Upload', 'VINCI File Download', 'Dim Data Viewer', 'Meta Data Viewer', 'Let's Collaborate VA!', and 'Voogle Notes'. The footer contains the VA logo, 'U.S. Department of Veterans Affairs', and various links: 'Feedback', 'Site Map', 'Privacy Policy', 'VHA Data Portal', 'VIREC', 'HSR&D', 'HSRData-L Listserve', and 'Section 508 Accessibility'.



# VINCI File Upload Tool

- Copies to either your H-drive or project folder per your selection
- Automatically creates an “Upload” folder for the contents in the target folder



VINCI | File Transfer Utility | VHAMASTER\VHAISTRAUTT

VINCI Central \ Upload

Download Files Upload Files

## Upload Files

### Helpful Tips

Files containing patient information can only be uploaded to project folders.  
Maximum file size limit is 2 GB. For uploads exceeding 2 GB, please email [vinci@va.gov](mailto:vinci@va.gov). Please compress (Zip) your files before uploading.

### Step 1: Choose a Folder Destination

Select the folder you want to upload to, then drag your files into the upload window or click the Browse Files button below. Don't see one of your folders? Try refreshing the page. If you're still having trouble, please contact [vinci@va.gov](mailto:vinci@va.gov).

Select your upload destination



# VINCI File Download Tool

- Copies files from your H-drive or project folders per your selection to a local folder

**VINCI** | File Transfer Utility VHAMASTER\VHAISLTRAUTT

VINCI Central \ Download

**Download Files** Upload Files

## Download Files

**⚠ Before You Proceed**

I attest that transfer of any Personally Identifiable Information (PII) or Protected Health Information (PHI) contained in the files is in accordance with all applicable VA/VHA policies and directives, state and federal regulations, and applicable statutes including the Health Insurance Portability and Accountability ACT (HIPAA). Furthermore, I acknowledge that my files may be audited at any time to ensure compliance. If I am found to be in violation, I will be subject to full penalty of law, which may include suspension of access privileges, reprimand, suspension from work, demotion, removal, and criminal and civil penalties.

**Choose Files to Download**

Click on the files you want to download. Don't see one of your files or folders? Try refreshing the page. If you're still having trouble, please contact [vincicentral@va.gov](mailto:vincicentral@va.gov).

H:\Drive

# File Download Restrictions

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## ■ Operations Project Users

- Can transfer files out without permission except MAC CMS data which can't be downloaded
  - Identifiable PHI/PII/SI data
  - Aggregate data
  - Documents - papers, analysis, presentations

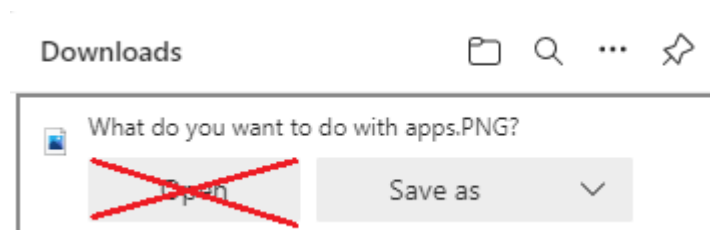
## ■ Research Study Users

- Can transfer some files *without* permission
  - Aggregate data
  - Documents - papers, analysis, presentations *without* PHI/PII/SI
- Can transfer out *with* data steward permission
  - Data containing PHI/PII/SI
  - To local secure server, not desktop or laptop



# File Download Restrictions

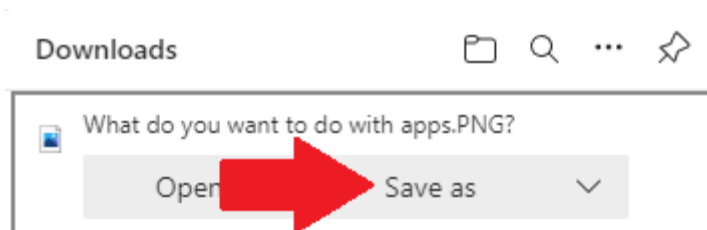
- Before downloading any file, familiarize yourself with HIPAA and VHA definitions of PHI and PII; [VHA Handbook 1605.1](#), Appendix B, is a good resource
- If you are not sure whether you may download PHI/PII for your project, read your Research Request Memo or email [VINCI@va.gov](mailto:VINCI@va.gov) with Subj: **Compliance**
- Once you have selected the file to download, do not use “Open” in the browser. If you open a file and then close the utility without saving the file, it will still be written to your local temporary Internet files folder in violation



# File Download Restrictions

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- Select "Save as" and not "Save" when downloading the file. Selecting "Save" will copy the file to your "Downloads" folder in violation. "Save As" will allow you to copy the file to your local secure server



- Remind your team that they are each responsible for ensuring only PHI data approved for download by the data steward may be transferred out of VINCI and that the data is downloaded to a secure VA server

# Using the VINCI File Transfer Tool

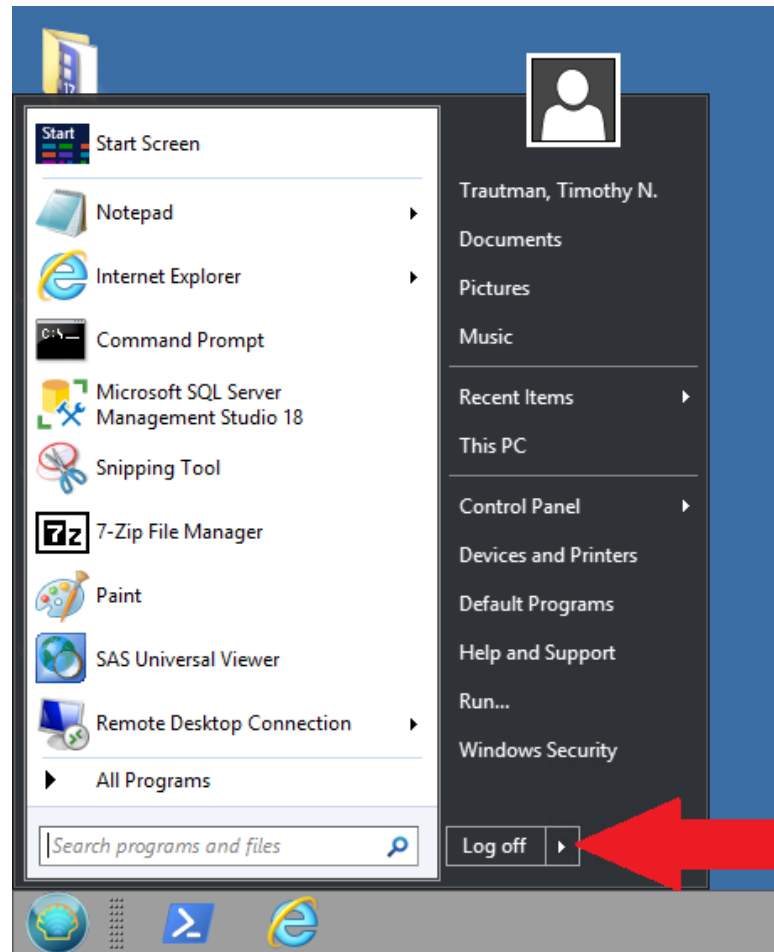
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## LIVE DEMONSTRATION



# Log Off When Finished

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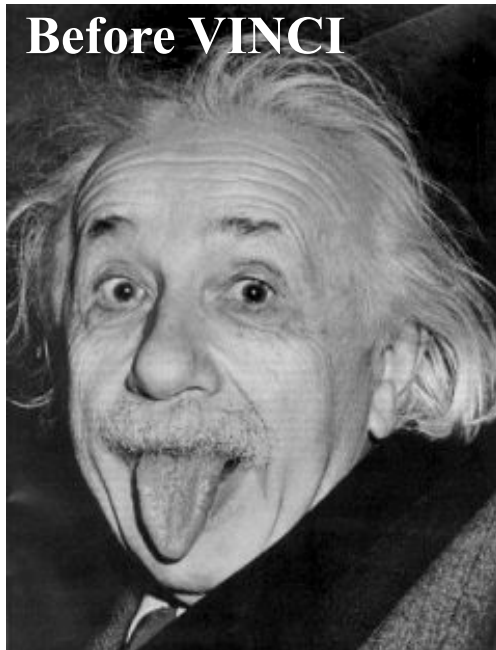
# Questions?

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**VINCI Support: VINCI@va.gov**

**SAS Support: VINCISASAdmins@va.gov**

**Before VINCI**



**After VINCI**

