

# User manual:

## Secure Virtual Desktop (SVD)

### Publisher

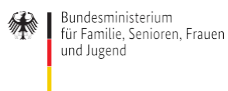
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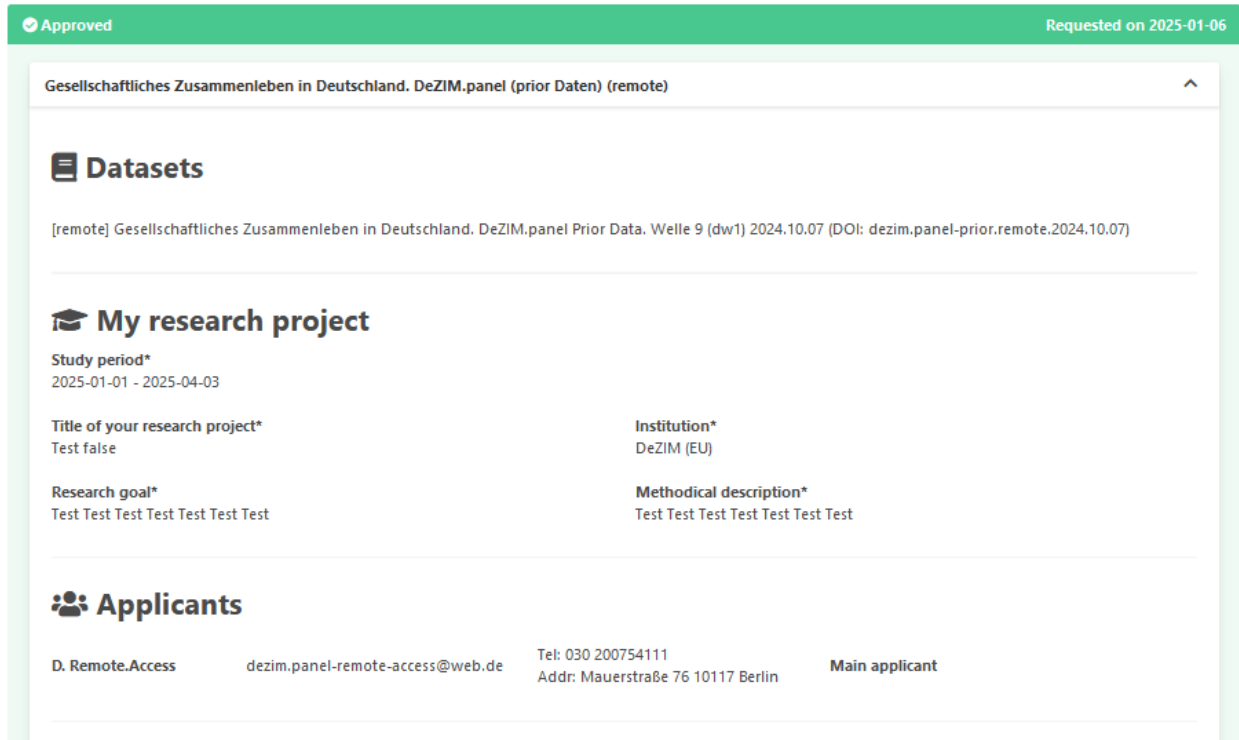
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# 1 Your account

After your dataset request has been approved by our admins, you get a email notification. Click the link to login to your account. The start screen of the user account looks as follows.

Figure 1: Start screen user account

## My requests



The screenshot shows a user account interface with a green header bar. The header contains a checkmark icon and the word "Approved" on the left, and "Requested on 2025-01-06" on the right. Below the header, the main content area is titled "Gesellschaftliches Zusammenleben in Deutschland. DeZIM.panel (prior Daten) (remote)" with an upward arrow icon. The content is organized into three sections: "Datasets", "My research project", and "Applicants".

**Approved** Requested on 2025-01-06

Gesellschaftliches Zusammenleben in Deutschland. DeZIM.panel (prior Daten) (remote) ^

**Datasets**

[remote] Gesellschaftliches Zusammenleben in Deutschland. DeZIM.panel Prior Data. Welle 9 (dw1) 2024.10.07 (DOI: dezim.panel-prior.remote.2024.10.07)

**My research project**

Study period\*  
2025-01-01 - 2025-04-03

Title of your research project\*  
Test false

Institution\*  
DeZIM (EU)

Research goal\*  
Test Test Test Test Test Test Test

Methodical description\*  
Test Test Test Test Test Test Test

**Applicants**

D. Remote.Access      dezim.panel-remote-access@web.de      Tel: 030 200754111      Main applicant  
Addr: Mauerstraße 76 10117 Berlin

## 2 Book usage periods

Click on the navbar button “Book Remote Workspace” to book usage periods for working in your Secure Virtual Desktop (SVD). The SVD provides access to all remote datasets for which you have a valid data use agreement during the selected period.

Only a limited number of days can be booked per calendar year to ensure fair access to resources for all users. Once a booked period begins, your SVD environment will be set up and you will receive an email notification. Please avoid booking unnecessarily long usage periods.

Figure 2: Usage periods booking form

### Remote-Arbeitsplatz buchen

**Informationen zur Buchung von Nutzungszeiträumen**

Hier können Sie Nutzungszeiträume für die Arbeit in Ihrem Secure Virtual Desktop (SVD) buchen. In Ihrem SVD finden Sie alle Remote-Datensätze, für die Sie einen gültigen Datennutzungsvertrag im jeweiligen Zeitraum haben.

Sie können eine begrenzte Anzahl von Tagen pro Kalenderjahr buchen. Diese Begrenzung gewährleistet einen fairen Zugang zu unseren Ressourcen für alle Nutzenden. Sobald ein gebuchter Zeitraum begonnen hat, wird die SVD-Umgebung für die eingerichtet und eine Benachrichtigung per E-Mail an Sie versendet. Bitte wählen Sie keine unnötig langen Nutzungszeiträume.

Sie können nur Zeiträume auswählen, für welche die folgenden Punkte gelten:

- Es sind an allen Tagen des Zeitraums genügend Ressourcen in unserem System vorhanden
- Ein von uns akzeptierter Datennutzungsvertrag liegt vor
- Es gibt keine Überlappung mit bestehenden Buchungszeiträumen
- Der Zeitraum liegt maximal 90 Tage in der Zukunft
- Der Zeitraum ist mindestens 4 Tage lang

53 verbleibende Tage in 2026

60 verbleibende Tage in 2027

#### Buchen

**Startdatum**

<
>
May, 2026

MO	TU	WE	TH	FR	SA	SU
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**Enddatum**

<
>
May, 2026

MO	TU	WE	TH	FR	SA	SU
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**SVD**

timos-chocolate-chips
v

Buchen

#### Bereits gebucht

<https://timos-chocolate-chips.>


Startdatum	Enddatum	Status	
15.04.2026	21.04.2026	Bevorstehend	<div style="background-color: #e91e63; color: white; padding: 2px 8px; border-radius: 3px; cursor: pointer;">Löschen</div>

### 3 Import: Add supplementary data or scripts

If you need additional data sets or personal scripts in your working environment in addition to the data set you have requested, you can upload them as shown in figure 2 and 3. The upload is checked and then imported into your working environment. You can only import text documents. **Please note that all imported texts must be checked and approved by the FDZ.** In order to be able to access the SVD quickly, the text files should be as small as possible.

**Please note that you do NOT have Internet access within the virtual environment. This is for the security of the input data as well as your result data. Therefore, you do NOT have the possibility to install software on your own. If you need additional software / R or Stata packages, please contact us by e-mail.**

Figure 3: Import data into SVD

 **Secure Virtual Desktop**

<b>SVD link</b> <a href="https://dezimpanels-pannacotta.svd.fdz.dezim-institut.de">https://dezimpanels-pannacotta.svd.fdz.dezim-institut.de</a>	<b>Status</b> <i>Your SVD is ready to use!</i>	For security reasons, it is not possible in the SVD to copy data in or out using conventional copy-paste. Use the import and export function for this purpose. Note that your export files must be stored in the "review" folder of the "workspace" directory.
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## 4 Access your Secure Virtual Desktop

**Please note: in order to access the SVD, you must be connected to the VPN. Instructions for setting up the VPN have been sent by e-mail. You can reach the SVD by clicking on the SVD link:**

**Figure 5: Access SVD**

### Secure Virtual Desktop

<p><b>SVD link</b>  <a href="https://dezimpanels-pannacotta.svd.fdz.dezim-institut.de">https://dezimpanels-pannacotta.svd.fdz.dezim-institut.de</a></p>	<p><b>Status</b>  <i>Your SVD is ready to use!</i></p>	<p>For security reasons, it is not possible in the SVD to copy data in or out using conventional copy-paste. Use the import and export function for this purpose. Note that your export files must be stored in the "review" folder of the "workspace" directory.</p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p style="text-align: center; margin: 0;">Import data into SVD</p> <p style="text-align: center; margin: 0;">Export data from SVD</p> </div>
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Within the SVD working environment, a Linux system with the statistical software R / Rstudio as well as Stata is provided. Additionally, a browser (Firefox), a text editor (gedit) as well as a file manager (Thunar) are installed. Your SVD session will start and you can begin working on your data:

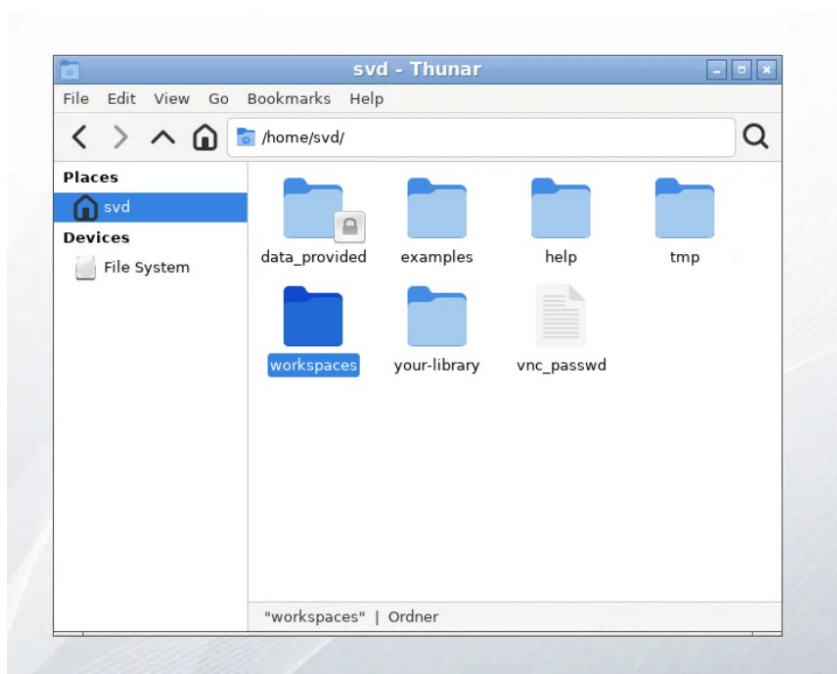
**Figure 6: SVD start screen**



After your SVD session has started, you can view your working environment using the file manager (Thunar).

## 5 Your workspaces

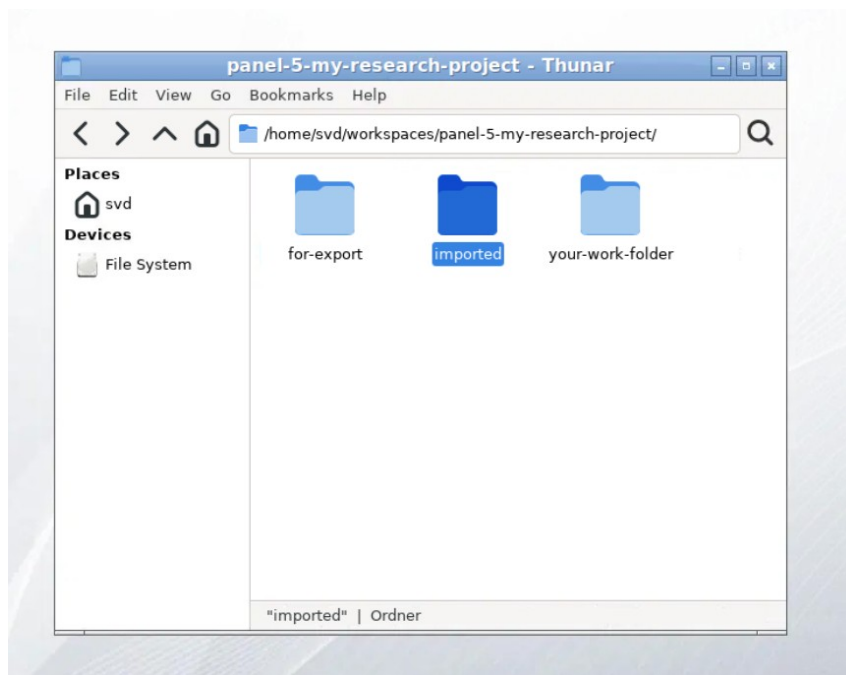
Figure 7: Workspaces



In the file manager, you will find a “workspaces” folder with subfolders for all requested studies. Each has further subfolders with the following purposes

- **for-export:** You can store result data here to be exported (see chapter 5 below)
- **imported:** Here, you can find all data imported by yourself (see Chapter 2 above)
- **your-work-folder:** Store your temporary data here

**Please note: only files that are saved in the “workspaces” folder are subject to a backup.** Files saved in other folders are not saved in case of technical problems. Please click on the folder and your previously imported scripts or data can be found in the “workspace” folder.

**Figure 8: Subfolders within a study folder**

## 6 Quit a work session

To end a work session, simply close your browser or the relevant browser tab. The environment will remain active on our server, and you can easily reconnect as described above to continue working.

## 7 Export: How to take your results with you

To export result data, they must be stored in the “for-export” folder of the related workspace.

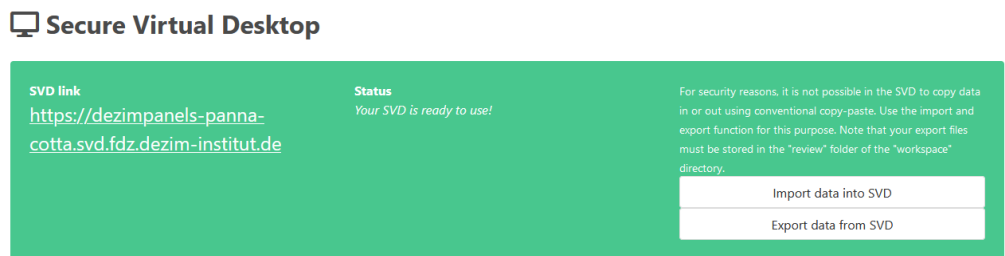
Only files stored in this folder can be exported from the SVD and taken with you. Furthermore, you must also meet the criteria for exporting files listed below. If these are not met, the files will have to be revised again and the review process may take longer. If you break the rules, you will not receive your export files. **Please note that you need to create a readme.csv table describing your export files in addition to the files to be exported.**

The README.csv is a two-column .csv table with these columns:

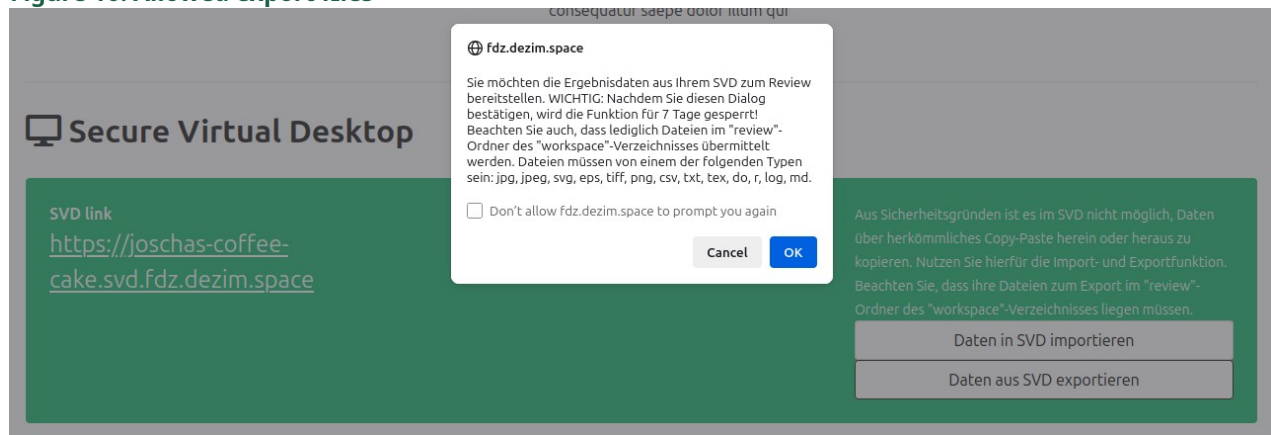
- *\$name: column containing the file names to be exported (e.g., table1.csv)*
- *\$description: short description of the file (e.g., Correlation matrix for crime and migration variables)*

To start the review process, switch to the user account and click on the following buttons; the files are automatically sent to the person responsible for the reviewing process.

**Figure 9: Export results**



**Figure 10: Allowed export files**



## 7.1 Criteria for exporting files

As the export requires manual verification, the review process may take up to two weeks or longer. If there is a high volume of export requests, it may take more time.

**Please note: if criteria for exporting have not been met, export files have to be revised.**

You will be notified of the result of the check by the FDZ by e-mail. The files approved for export will then be available for you to download.

### Criteria for exporting files:

- Microdata sets will NOT be exported.
- Only the results of the analysis (tables, figures), scripts or log files will be exported.

- All files must be checked manually by FDZ employees. To keep the checking effort as low as possible, no more than **30 files** should be included in one request. An export request can only be made **once a week**.
- Allowed file format: *jpg, jpeg, svg, eps, tiff, png, txt, tex, do, r, log, md*
- Text files may contain a maximum of **10000 lines**
- Please note that **no special characters or spaces** are used in file names. Please check if the files are really **readable** after creating.
- Limit the export to the information that you need for further processing outside of the SVD environment. If possible, refrain from exporting the same file in different formats. It is best to export files in a format that you can edit and, if necessary, convert outside the SVD environment.
- No list-command using identifiers (e.g. individual ID number) should be used, i.e. no data records with IDs and corresponding data rows may be exported!

## 8 Permanent data storage

When the usage period of your SVD is coming to an end and you want to permanently store data for future SVD usage periods, place those files in the “your-library” folder, that you can find in your home directory (/home/svd).