How to Upload H2H Data to National Records of Scotland using the Thru System

1. Request login details by sending an email to both:

   Martin McNicoll ([Martin.McNicoll@nrscotland.gov.uk](mailto:Martin.McNicoll@nrscotland.gov.uk)) and;
   Kenneth Humphreys ([Kenneth.Humphreys@nrscotland.gov.uk](mailto:Kenneth.Humphreys@nrscotland.gov.uk))

2. You’ll receive an email from **Notifications@thruinc.net** containing a username.

3. On first login you’ll be asked to create a password.
4. Once you’ve set a password, login to the Thru site which is at:

https://silc.scotxed.net/Default.aspx
On login the first screen you’ll see if this one.
5. Navigate to the **Shared** folder. The folder hierarchy is:

FOLDERS -> COMMON -> NRS Indexing -> Health and Homelessness -> Local Authority Name -> Data In

There will be two sub folders for your Local Authority – called Data In and Data Out.

Do not use My Documents or My Dropbox as these files won’t be shared with the NRS Indexing Team.
6. Double click on the **Data In** folder and select Upload.
7. Use the “Drop files here” or “Select files” to select your LA’s H2H file. Navigate to the file you want to upload or drag and drop the file onto the browser.
8. When you can see the file you want to upload, **press “Upload”**.
9. When the transfer is complete, you’ll see the following screen.

10. When the transfer is complete, alert both the following people so that the file can be moved to the Staging Area. Martin McNicoll (Martin.McNicoll@nrscotland.gov.uk) and; Kenneth Humphreys (Kenneth.Humphreys@nrscotland.gov.uk)

Files are retained in Thru for only 24 hours and automatically delete after this.

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