

Data Analytics

File Submission Guidelines

The Analytics department follows standard Quad guidelines for receiving data in a secure manner. Any of the following methods are suitable:

- Using Quad's secure FTP service: <ftp.qg.com>.
- Using S3 buckets and securely sharing the credentials with a representative of analytics.
- Using the Analytics Delivery Platform (<adp.quad.com>) to direct upload to Quad servers within the Analytics High-compliance Environment.

While any of these methods are suitable, please reach out to a representative of the Analytics department in order to coordinate infrastructure setup to support these transfers. Other methods may be approved on an Ad Hoc basis.

Also of note, the following methods are not approved by Quad for data transmission to Analytics:

- Email (inline or as attachments)
- File-sharing intermediate sites (such as google drive)
- Teams, Webex, or other meeting or chat tools
- Physical media