RESEARCH FLOW CYTOMETRY FACILITY (RFCF)

DATA MANAGEMENT POLICY

This Memo Describes How To Manage Data Generated Whie Using The RFCF Instruments.
PLEASE READ CAREFULLY!

Project drives have been set up for:
- Flow cytometry data called RFCC-FACSDATA
- Spectral flow cytometry data called RFCC-AURORA
- ImageStream data called RFCC-IMAGESTREAM
- Bigfoot data called RFCC-BigFoot

Please use the drive for the corresponding data so the drives do not get full quickly.

To initiate access to a project drive you must do the following:

Step 1: Request permissions for your PI's data folder

1. Visit https://bmirdsdp/DP and login with your network ID.
2. Click the **Permission Requests** link on the left.
3. Under **User**, make sure the selected user is you or you can request permissions for another person by clicking **Change User.**
4. Under **Folder**, click **Browse.** Expand '**Rheumatology**' then expand '**RFCC-FACSDATA**' or '**RFCC-AURORA**' or '**RFCC-IMAGESTREAM**' or '**RFCC-BigFoot**' and check the box next to your PI's folder. Click **Add**. (If you do not see a folder for your PI, contact us and we will create one.)
5. Under **Operations**, select **Read Write**.
6. For **Explanation**, type "Client of Flow Core needs access for data storage".
7. Click **Submit**. Your permissions will be approved by the authorizer via email.

Step 2: Map your PI's data folder on a PC:

1. After logging in, right click on 'This PC' and select 'Map Network Drive'.
2. Select the letter you want to assign to the drive (e.g. 'Z:').
3. Type one of the following for the corresponding data:
   \\rds6.cchmc.org\Rheumatology-13\RFCC-FACSDATA
   \\rds6.cchmc.org\Rheumatology-24\RFCC-AURORA
   \\rds6.cchmc.org\Rheumatology-4\RFCC-IMAGESTREAM
   \\rds6.cchmc.org\Rheumatology-26\RFCC-BigFoot

On a Mac:

1. In Finder select Go then Connect to Server
2. Type: Smb:\\rds6.cchmc.org\Rheumatology-13\RFCC-FACSDATA\'PI Name' Lab or
   Smb:\\rds6.cchmc.org\Rheumatology-24\RFCC-AURORA\'PI Name' Lab or
   Smb:\\rds6.cchmc.org\Rheumatology-4\RFCC-IMAGESTREAM\'PI Name' Lab or
   Smb:\\rds6.cchmc.org\Rheumatology-26\RFCC-BigFoot\'PI Name' Lab
3. Log in with your network ID and password.

Step 3: Follow the data management protocol (see following page)
****It is your responsibility to ensure that your data is properly transferred.****

WARNING:
Data left in the different software programs AND on the computers will be deleted after ONE WEEK.

Data Management for FACSDiva

1. **EXPORT EXPERIMENT AND/OR FCS FILES**:
   To export experiment, right click on your experiment and select "Export" then "Experiment". Under the "Export Experiments" window the check box for "Delete experiments after export" should be deselected. "Browse" the Directory to find "D:\\ Delete After 1 week", then select "Export" and then "OK".

   To export FCS files, right click on your experiment and select "Export" then "FCS files". At the top of the box, it asks for the "File Version"; you can choose to export your FCS files as FCS 2.0, 3.0 or FCS 3.1 files. FCS 3.1 is the newest, best file type. The only time you would want 2.0 or 3.0 would be if, for your analysis, you're using an older software or an older version of a software that doesn't recognize FSC 3.1 files. Select "OK". A second box appears in which you can "Browse" the Directory to find the D:\\ drive and the "Delete after 1 week" folder then click "Choose Directory" and then "Save".

   - The time it takes to export is directly related to the amount of data in the experiment.
   -Do not export over the network as files may not export correctly and get corrupted!
   Always export to Delete After 1 week folder then to your location of choice.
   -Do not save to the desktop!

2. **EXPORT/IMPORT AN EXPERIMENT TEMPLATE:**
   Experiment templates are highly recommended for experiments that are repeated frequently. If you choose to export your experiment as a template, the "Export Experiment Template Wizard" appears. Where it asks for "Type" select "General" from the pull-down list and name your template. Click "Next" and the screen "Enter study details" will appear. Study details are not necessary, but you can include the name, type, date, fluors, and any notes about the study that you wish. Click "Next" and the screen "Enter user information" appears. Add information such as name, address, phone #, cell #, pager #, and other notes about the "Cytometer operator" or the "Investigator" if needed. However, no details are necessary. Finally, click "Finish".

   To retrieve your experiment template in the browser, you must have the folder where you want the experiment to go highlighted. Go to "Experiment" in the toolbar and select "New Experiment". A box will appear where you can select "General" from the top tabs and then look for the name of your template in the scroll down. Once you select your experiment template click "OK". A new experiment will be created with your template under the highlighted folder.

3. **TRANSFER DATA TO SERVER, USB OR EXTERNAL DRIVE:**
   Transfer your data to your PI's folder on the project drive **rds6.cchmc.org\Rheumatology-13 \RFCC-FACSDATA** or to your personal folder on your departmental project drive. Good option for UC clients is to transfer your data to a USB or external drive. Make sure that the size of the folder is the same after transfer. It is YOUR responsibility to ensure proper transfer of your data!

4. **DELETE EXPERIMENT FROM BROWSER:**
   Return to the browser in FACSDiva and delete your experiment. The time it takes to delete is directly related to the amount of data in the experiment. You are responsible for keeping your browser clean.

   The flow core staff will delete any experiments after one week.

Data Management for SpectroFlo

1. **EXPORT EXPERIMENT AND/OR FCS FILES**:
   To export experiment, with all experiments closed, choose "My Experiments" from the Acquisition Experiment menu. In the resulting window, click on the experiment you would like to export. Select "Export". Choose "D:\\Delete After 1 Week". Select "Save".

   To export FCS files, right click on your tube(s) (use the ctrl or shift keys to select multiple tubes) and select "Export" then "FCS files". Choose "D:\\Delete After 1 Week". Select "Save".

   The time it takes to export is directly related to the amount of data in the experiment.
   Do not export over the network as files may not export correctly!
   Do not save to the desktop!

2. **EXPORT/IMPORT AN EXPERIMENT TEMPLATE:**
   Experiment templates are useful for experiments that are repeated frequently. If you choose to save your experiment as a template, select the "Save As" icon from the Acquisition Experiment menu on the left of the screen. Name your template in the resulting window. Choose "Save".

   To retrieve your experiment template, in the Acquisition Experiment menu on the left of the screen, choose "Template" instead of "New" when creating your experiment. In the resulting window, choose the template you would like to open and click "Open".

3. **TRANSFER DATA TO SERVER, USB OR EXTERNAL DRIVE:**
   Transfer your data to your PI's folder on the project drive **rds6.cchmc.org\Rheumatology -24\RFCC-AURORA** or to your personal folder on your departmental project drive. Good option for UC clients is to transfer your data to a USB or external drive. Make sure that the size of the folder is the same after transfer. It is YOUR responsibility to ensure proper transfer of your data!

4. **DELETE EXPERIMENT FROM MY EXPERIMENTS:**
   Go to "My Experiments" in SpectroFlo and delete your experiment. The time it takes to delete is directly related to the amount of data in the experiment. You are responsible for keeping your "My Experiments" clean.

   The flow core staff will delete any experiments after one week.

Data Management for the ImageStreamX Mark II

1. **LOG IN TO COMPUTER AS AMNIS**:
   Log in to the acquisition computer using Username: Amnis and Password: is100 on the local computer (ISX-622).

2. **SAVE ALL FILES TO DESKTOP:**
   Create a folder on the Desktop labeled with your **name and date**. In ISX, make sure that you are saving your files into that folder on the Desktop.

3. **TRANSFER DATA TO SERVER, USB OR EXTERNAL DRIVE:**
   Transfer your data from the desktop to your divisional server space or to **rds6.cchmc.org \Rheumatology-4\RFCC-IMAGESTREAM** or to a secure external hard drive for external clients. Once your data has transferred completely delete the folder from the desktop.

   The flow core staff will delete any data after one week.

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