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**RESEARCH FLOW CYTOMETRY CORE (RFCC)**

NEW DATA MANAGEMENT POLICY

EFFECTIVE **JUNE 1<sup>ST</sup>, 2009** WE ARE INSTITUTING A NEW POLICY FOR DATA  
MANAGEMENT.

THIS MEMO WILL HELP YOU PREPARE FOR THIS TRANSITION SO THAT VALUABLE DATA  
IS NOT LOST.

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A project drive has been set up for FACS data called RFCC-FACSDATA.

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

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

1. Visit <https://bmirsdsp.cchmc.org/DAP> 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**' 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 'My Computer' and select Map Network Drive
2. Select the letter you want to assign to the drive (e.g. 'Z:')
3. Type: \\rds1\Rheumatology-1\RFCC-FACSDATA

**On a Mac:**

1. In Finder select Go then Connect to Server
2. Type: smb://rds1/rheumatology-1/RFCC-FACSDATA/'PI Name' Lab
3. Login with your network id and password

**Step 3: Backup and delete all data from the instrument computers**

- In FACSDiVa, export experiments or FCS files and delete from browser. You can import experiments from the server as templates.
- OR
- For the FACSCalibur, transfer any experiments from the hard drive to the server.

**\*\*It is your responsibility to ensure that your data is properly transferred.\*\***

**Step 4: Follow the data management protocol (see next page)**

**AFTER JUNE 1<sup>st</sup>:**

Data left in the browser of FACSDiVa will be deleted after ONE WEEK.

Data left on the computer will be deleted after ONE MONTH.

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## Data Management for FACSDiVa

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1. **EXPORT EXPERIMENT OR FCS FILES:**

When you are done acquiring your data, export your experiment or FCS files to D:\. The time it takes to export is directly related to the amount of data in the experiment.

**Do not save to the desktop!**

2. **TRANSFER DATA TO SERVER:**

Transfer your data to your PI's folder on the project drive rds1/rheumatology-1/RFCC-FACSdata OR to your personal folder on your departmental project drive (e.g. your G:, H: or O: 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!

OR

**TRANSFER FCS FILES TO REPOSITORY:** Good option for UC clients.

Open Internet Explorer and navigate to <http://research.cchmc.org/flow>. Click on "Flow Cytometry Data Repository". Log in with your user name and password. Click on Upload. Select a PI. Enter batch/experiment. Add your FCS files to the upload queue and click Start Upload. Once uploaded, these files may be accessed via the web from any computer by using the download tab.

**Then move experiment or FCS files to folder on D:\ named "Delete after 1 month". Data in this folder will be deleted after 1 month!**

3. **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. **However, the flow core staff will delete any experiments after one week.**

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## EXPORTING AN EXPERIMENT

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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://FACSDiVa Data then select “Export” and then “OK”.

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## EXPORTING FCS FILES

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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 or FCS 3.0 files. Choose FCS 3.0 if you are using FlowJo, FCS Express or FACSDiVa for your analysis. Choose FCS 2.0 if you are using CellQuestPro for analysis. The main disadvantage to using FACSDiVa for analysis is the inability to make histogram overlays. In the box, it also asks for the parameter type for each of the parameters used in the experiment. If everything looks good, select “OK”. A second box appears in which you can “Browse” the Directory to find D://FACSDiVa Data then click “Choose Directory” and then “Save”.

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## EXPORTING AN EXPERIMENT TEMPLATE

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Experiment templates are useful for experiments that are repeated frequently. If you choose to export your experiment as a template, then the “Export Experiment Template Wizard” appears. Where it asks for “Type” select “General” from the pull-down list. Click “Next” and the screen “Enter study details” will appear. Study details are not necessary, but you can include the name, type, date and any notes about the study that you wish. Click “Next” and the screen “Enter user information” appears. Here you can add information such as name, address, phone #, cell #, pager #, and other notes about the “Cytometer operator” or the “Investigator”. However, again, 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. Then you can 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. You can also go to “Edit” and select “Duplicate without data” to use a highlighted experiment in the browser as a template.

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## Data Management for CellQuest Pro

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1. **SAVE DATA TO FOLDER ON DESKTOP:**

Create a new folder, name the folder and choose the folder in the directory in your browser. Data will automatically be saved to the chosen folder immediately following acquisition.

2. **TRANSFER DATA TO SERVER:**

Transfer your data to your PI's folder on the project drive rds1/rheumatology-1/RFCC-FACSdata OR to your personal folder on your departmental project 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!

3. **MOVE DATA TO FACSTATIONG5**

Move your folder to the folder on FACStationG5 named "Delete after 1 Month". **Data in this folder will be deleted after 1 month!**

You are responsible for keeping your desktop clean. **However, the flow core staff will delete any experiments from the desktop after one week.**

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## Data Management for the ImageStream

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1. **SAVE ALL FILES TO WORKSTATION COMPUTER:**

Save all files to 'ImageStream Data on 'NS0001180' (Y:)'. (Make sure that the computer is on)

**Do not save anything on the acquisition computer.**

2. **TRANSFER DATA TO PROJECT DRIVE:**

On the workstation computer, there should be a shortcut on the desktop to C-ImageStream Data. If not, locate the folder 'C:\ImageStream Data'. Transfer your data from this folder to your PI's folder on the project drive called RFCC-ImageStream. There should be a shortcut on the desktop called 'RFCC-ImageStream'. If not, map the drive to

<\\rds1\Rheumatology-1\RFCC-ImageStream>.

(Contact Monica DeLay at 63575 to gain access to the project drive)

3. **MOVE DATA AFTER TRANSFER:**

Move your files to folder on C:\ named "Delete after one month". There should be a shortcut on the desktop. **Data in this folder will be deleted after 1 month!**