THE UNIVERSITY OF TEXAS

MD Anderson
~~Cancer~~ Center

Making Cancer History®

INSTRUMENT DATABASE BACKUPS AND ARCHIVING

PURPOSE

The purpose of the procedure is to ensure that users data, experiments, templates, PDF files and QC data will be archived and can be retrieved as needed.

SCOPE

Compliance with this procedure is the responsibility of the lab manager and members of the Advanced Cytometry & Sorting Facility Core as assigned.

DEFINITIONS

Database: The contents of the browser in the FACSDiva software, BD SortWare and SpectroFlo data.

CCSG Server: Cancer Medicine server that is used for file storage for multiple years, at which time the data is archived.

FACSDiva: Data acquisition and analysis software installed on BD analyzers including LSRFortessa, LSRFortessa X-20, and BD sorters including FACSAria IIIu #1, FACSAria Fusion.

BD SortWare: Data acquisition software for sorting on Influx Silver and Green.

SpectroFlo: Data acquisition and analysis software installed on Cytek Aurora analyzers.

MATERIALS AND REAGENTS

- Access to the CCSG server.

PROCEDURE

1.0   Weekly Data Backup: All FACSDiva Instruments

   1.1   For each Diva instrument, turn on the instrument computer. Log in to Windows as the Operator. The password is "BDIS".

   1.2   Double click on the BD FACS DIVA Data Manager icon. Select "Browse".

   1.3   Navigate to the D: > BDExport > Database folder. Create a folder for the Database backup named "Inst DB Backup date" in the format YYYYMMDD.

   1.4   The oldest database backup should be over-written with the current date for the FACSAria IIIu #1 and the FACSAria Fusion.

1.5 Click Save, then Backup. After backup is complete, log into Instrument DB Backup icon found on desktop with username and password from work computer.

1.6 Delete the daily folders older than one month from the Diva Browser on the FACSAria IIIu #1 and FACSAria Fusion.

2.0   Monthly Data Backup: FACSDiva Sorters

2.1 Copy the Daily PDF Save folder from the Desktop for the most recent month to the CCSG server. To access the CCSF, follow the file path \\d1prpccifs\canmed\docm\cm26\BMT\CCSG> Year > Instrumentation, then select the appropriate instrument.

2.2 Copy the Experiment Template folder from D: > BDExport > Templates > Experiment to the appropriate instrument folder on the CCSG server.

   Note: You will have to overwrite existing folders and templates.

2.3 Copy all daily FCS files from D: > BDExport > FCS from the recent month to the FCS folder on the CCSG server for each instrument. Delete the oldest month of FCS files from the D: drive. Three to four months of past data should remain on the D: drive.

3.0   Monthly Data Backup: Influx Silver and Green

3.1 Copy the most recent month User Data folder to the CCSG server. To access the CCSG server, follow the file path \\ d1prpccifs\canmed\docm\cm26\BMT\CCSG> Year > Instrumentation, then select the appropriate instrument.

3.2 Move the User Data folder from the Desktop to the Archived Data folder. Create a new User Data folder for the current month on the desktop.

3.3 Copy the Rainbow QC folder for the most recent month for each instrument to the CCSG server under the appropriate folder for each instrument.

4.0   Weekly Data Backup: Cytek Aurora

4.1 First, copy data from PI folder for server found on desktop to the Desktop Backup folder on the CCSG server.

4.2 To access the CCSG server, follow the file path \\ d1prpccifs\canmed\docm\cm26\BMT\CCSG> Year > Instrumentation, then select the appropriate instrument.

4.3 Back up Daily QC .fcs and .csv from the C:>Drive, Cytekbio export, setup.

4.4 Backup FCS files from the C:>Drive, Cytekbio export, FCSFiles.

4.5 Backup reference controls from the C:>Drive, Cytekbio export, set-up, scroll to bottom to find reference controls.

4.6 Once all data is backed up to server login as Admin do to acquisition, my experiments and delete anything older than current month.

4.7 Close SpectroFlo software and re-open it. Go to Cytekbio export, FCSFiles, recyclebin and delete contents.

5.0 Monthly Data Backup: Gallios

5.1 Copy the most recent month User Data folder from the Desktop to the CCSG server. To access the CCSG server, follow the file path \\ d1prpccifs\canmed\docm\cm26\BMT\CCSG> Year > Instrumentation > Gallios.

5.2 Move the User Data folder from the Desktop to the Archived Data folder. Create a new User Data folder for the current month on the desktop.

5.3 Copy the FlowCheck QC folder for the most recent month to the CCSG server under the appropriate folder for the Gallios. Create a new folder for the current month on the desktop.

6.0 As Needed Data Backup: ImageStream (currently offline)

6.1 Copy the most recent user data from the ImageStream analysis computer to the CCSG server. To access the CCSG server, follow the file path \\ d1prpccifs\canmed\docm\cm26\BMT\CCSG> Year > Instrumentation > ImageStreamX.

6.2 Delete the user data that was just moved from the analysis computer.

RELATED PROCEDURES

IN001: BD LSRFortessa Use and Maintenance.

IN002: BD LSRFortessa X-20 Use and Maintenance.

IN004: Beckman Coulter Gallios Use and Maintenance.

IN005: BD FACSAria IIIu Use and Maintenance.

IN006: BD FACSAria Fusion Use and Maintenance.

IN007: BD Influx Use and Maintenance.

IN009: Amnis ImageStream[X] Use and Maintenance (currently unavailable).

IN013: Cytek Aurora Use and Maintenance.

REFERENCES

BD Biosciences. "BD FACSDiva Software 6.0 Reference Manual". 2007.

REVISION HISTORY

VERSION	ACTION	DATE	INITIALS
1.2	Version Update	7-24-23	KC