

## 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 of each instrument.

**TI Server:** Server for the Transplant Immunology department that is used to store backup data for approximately one month.

**CanMed/CCSG Server:** Cancer Medicine server that is used for file storage up to two years, at which time the data is archived.

**FACSDiva:** Data acquisition and analysis software installed on BD analyzers including LSRFortessa, LSRFortessa X-20, and FACSCanto II, and BD sorters including FACSAria IIIu #1, FACSAria IIIu #2, and FACSAria Fusion.

---

### MATERIALS AND REAGENTS

---

- Access to the Flow Core and TI Server.
- Access to the CanMed/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: > BDEExport > 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, FACSAria IIIu #2, and the FACSAria Fusion.

- 1.5 Click Save, then Backup. After backup is complete, copy the newly backed up Database file on each sorter to the TI Server. To access the TI server, follow the file path \\10.192.90.193 > TIServer > Instrumentation, then select the appropriate instrument.
- 1.5 Delete the daily folders older than one month from the Diva Browser on the FACS Aria IIIu #1, FACS Aria IIIu #2, and FACS Aria 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 TI Server. To access the TI server, follow the file path \\10.192.90.193 > TIServer > Instrumentation, then select the appropriate instrument.
- 2.2 Copy the Experiment Template folder from D: > BDEExport > Templates > Experiment to the appropriate instrument folder on the TI Server.

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

- 2.3 Copy all daily FCS files from D: > BDEExport > FCS from the recent month to the FCS folder on the TI 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 and Jazz**

- 3.1 Copy the most recent month User Data folder for each instrument to the TI server. To access the TI server, follow the file path \\10.192.90.193 > TIServer > 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 TI server under the appropriate folder for each instrument. Create a new folder for the current month.

## **4.0 Monthly Data Backup: Gallios**

- 4.1 Copy the most recent month User Data folder from the Desktop to the TI server. To access the TI server, follow the file path \\10.192.90.193 > TIServer > Instrumentation > Gallios.
- 4.2 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.
- 4.3 Copy the FlowCheck QC folder for the most recent month to the TI server under the appropriate folder for the Gallios. Create a new folder for the current month on the desktop.

## **5.0 As Needed Data Backup: ImageStream**

- 5.1. Copy the most recent user data from the ImageStream analysis computer to the TI server. To access the TI server, follow the file path \\10.192.90.193 > TIServer > Instrumentation > ImageStreamX.
- 5.2. Transfer the same copied data onto the external hard drive connected to the analysis computer.
- 5.3. Delete the user data that was just moved from the analysis computer.

## **6.0 Monthly Server Transfer**

- 6.1 Data should be transferred from the TI server to the CanMed/CCSG server every month for all instruments.
- 6.2 All data older than one year should be moved from the TI server to the CanMed/CCSG server, which can be accessed by following the file path \\d1prccifs\canmed\docm\cm26\BMT\CCSG.
- 6.3 For the Diva sorters the latest two database backups should be kept on the TI Server. Move all older Database backups to the CanMed/CCSG server.

---

## RELATED PROCEDURES

---

IN001: BD LSRFortessa Use and Maintenance.

IN002: BD LSRFortessa X-20 Use and Maintenance.

IN003: BD FACSCanto II 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.

IN008: BD FACSJazz Use and Maintenance.

IN009: Amnis ImageStream<sup>X</sup> Use and Maintenance.

---

## REFERENCES

---

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

---

## REVISION HISTORY

---

VERSION	ACTION	DATE	INITIALS
1.1	Version Update	9-10-21	KC