How to export your data out of the Diva software:
1. Generate a folder with your user name in both of the following directories on the cytometer computers
   - D:\BDExport\FCS\YourName
   - D:\BDExport\Experiment\YourName
   - It is recommended to name your experiments in Diva in the following format for ease of organization:
     - “Year_month_day name”. For example “2013_08_29 T cell stimulation”
2. In the BD Diva software, right click on your experiment and choose “Export” → “FCS Files”
   - These files will be able to be opened by any 3rd party flow analysis software
   - Choose FCS2.0 or FCS3.0 depending on your application. I typically use FCS2.0 for FlowJo or FCSExpress analysis
3. In the BD Diva software, right click on your experiment and choose “Export” → “Experiment”
   - When exporting the experiment, all settings and gates in your data files within the experiment are saved. But the FCS files cannot be transferred for 3rd party software analysis. For analysis, choose export FCS.
   - You can make an Experiment Template and export it into your folder in the D drive, then simply import the Experiment Template for repeated experiments. This will save all your pertinent settings. Also, if the experiment is still present in the Diva software, you can also right click on the experiment and use the “Duplicate without data” feature to use it as a template.

Ways to get your exported data off the cytometer computer:
Once exported your data will be under the directory D:\BDExport\FCS\YourName
1. Use a flash drive to transfer your data
   - This option will work, but often it takes a lot of time to transfer and flash drive space can be an issue for large files.
2. A networked, shared drive with exported cytometer data, will be available to all SCIF users
   - **We recommend this option** as data will transfer rapidly over the network to a backup drive and can be accessed remotely
   - Locate D:\BDExport\FCS\YourName and find the folder you want to transfer
   - Open the shortcut folder on the Desktop called “Shortcut to LSRII Data on sciflow” or “Shortcut to AriaII Data on sciflow”
   - Copy your files from the D: drive to “sciflow”
     - “sciflow” is the name of the computer hooked up to the backup hard drive that is located in SE379.
   - **How to log on from your remote computer:**
     - You must be on the UC Merced network or connected via VPN.
     - Open the run command – to do this you can search “run” in the Windows Start Menu search bar
     - Under “run” type the following address: \sciflow\external
     - Give it a second to find the drive and it will ask you for login credentials
     - Username: scif.ucmerced (may be necessary to enter this as: “sciflow\scif.ucmerced”)
     - Password: (same as Google calendar password. Contact David if necessary)
       - There will be subfolders when you open this for each cytometer
       - This data will be read only here.

Data backup, storage, and deletion:
- Data will remain in D:\BDExport\, and in Diva software for 6 months before being removed from the hard drive
- Data will remain in \sciflow, the networked data backup drive, for 2 years before removal
  - Therefore, data older than 2 years must be archived by individual users
- Users will be notified by email before the removal of any data from Diva, the cytometer computer D: drives or the \sciflow backup drive

Questions?
- Contact David Gravano by email (dgravano@ucmerced.edu) or phone at x4508 or (559) 240-6492