

## MACSQuant® Instrument short instructions

# File management

### Description

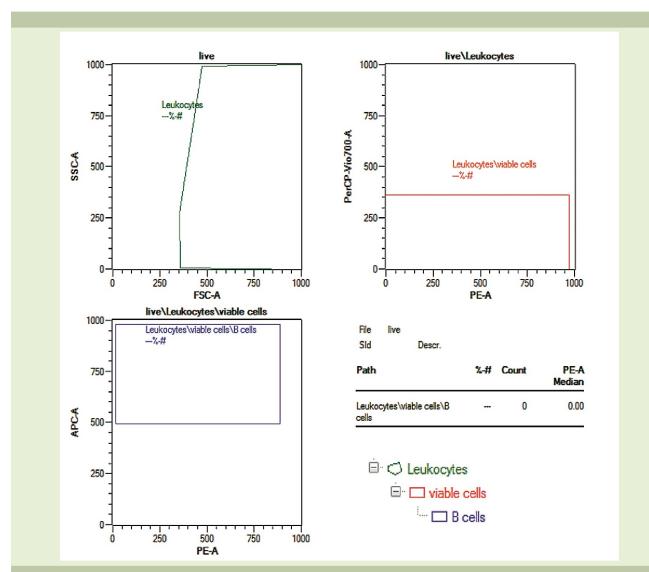
**Before using the instrument for the first time, read the MACSQuant Instrument user manual as well as the MACSQuantify Software user manual.**

In addition to automatically saving data files, the MACSQuantify™ Software enables users to create and save various other files for efficient use of the MACSQuant® Instrument. These files include analysis templates and instrument settings. This quick guide provides a brief description of these file types, and guides the user through how to transfer files from the instrument for further use on personal computers.

### File types

#### Analysis templates

An analysis template is a pre-defined layout for acquired data and is composed of plots, statistics or tables, gating strategies, and defined plot and region properties, such as region names and displayed statistics. Analysis templates are data-independent and when opened will not contain any data, but can be used to insert data for analysis. Analysis templates are saved in the Analyses folder in either **Public** or **Private** locations, as designated by the user.



**Figure 1:** Example of an analysis template. Associated hierarchical gating strategy is shown for clarity.

### Experiments

Experiments can be defined for repeated use if you typically run routine assays or similar sample sets. Files comprise all selections defined for a particular sample or set of samples in the **Experiment** tab. Experiment settings are saved in either the Private or Public location, as selected by the user, in the folder called **Experiments**.

### Instrument settings

Instrument setting files consists of PMT voltage values, channel scales, compensation matrix, height, width, and trigger selection that are important for data acquisition of specific experiments. Instrument settings can be loaded the next time an experiment is performed, but should not be used long term. Default instrument settings saved during calibration, as well as bank settings, are saved in the **Public** location in the folder called **device**. Manually modified instrument settings are saved in either the **Private** or **Public** location, as selected by the user, in the folder called **device**.

### Store the entire experiment setup in a Workspace file

A Workspace file is all encompassing, and represents a master file including information for the other file types. It contains the following information:


- **Sample tab:** samples currently displayed in the sample list
- **Experiment tab:** All experiment parameters
- **Instrument settings:** Current instrument settings including compensation and calibration
- **Analysis template:** current analysis view and template, if selected

Workspaces are most useful on a PC, due to the fact that instrument settings and sample lists will change from day to day on the MACSQuant Instrument. Workspaces can be stored in the **Private** or **External** location but not in the **Public** location. **Workspaces** are saved in the **Private** or **External** location in the prj folder.

## Data management

It is recommended to backup data to a remote location and to remove from the MACSQuant Instrument regularly. Save copies of your data to either USB thumb drives, external hard drives, network locations, local PCs, etc. Use either the **Backup** or the **Copy** function. Both functions do not automatically delete files from the instrument.

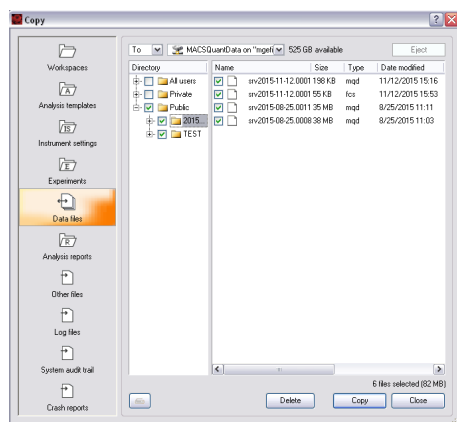
### Data back up to remote storage location

- 1 To backup data files, click on the  **Backup button** from the toolbar.
- 2 If requested, enter password when prompted.
- 3 Select all files or all data files when prompted.
- 4 All previously backed up .mqd files will be deleted, if you selected delete cloned files. However, all .fcs files need to be deleted manually.
- 5 When the backup is complete, a dialog box confirmation appears.

**Note:** If a Private backup option has been defined, it will also appear as a source or destination in the Copy dialog.

### Copy files

An administrator can copy all files, including (private) files of all users, all files in Public locations, and administrator files in a Private location. By using the folder All user in the Copy dialog box, the administrator can clear up the hard drive after copying the files to a remote storage location (e.g. network folder, USB stick, hard drive). Custom mode users can only copy their own files (Private folder) and files in the Public folder (depending on their access rights).



- 1 To copy files from the MACSQuant Instrument to a remote storage location, select **File > Copy...**

**Note:** To transfer data from the MACSQuant Instrument to a USB stick, insert it into an USB port of the instrument. Wait for the device to be recognized.

- 2 Choose the destination from the available drop-down menu in the dialog box. If you are transferring data to a network location, enter the password when prompted.

- 3 From the drop-down list, select:

- **To:** the selected files are copied to the selected destination. The source folder structure is also preserved at the destination location.
- **From:** selected files will be imported. The files must be organized in the same folder structure as in the destination folder to be properly imported.

- 4 Check the box next to the desired files or folders.
- 5 Click **Copy**. When all files are copied, a report dialog box appears.
- 6 Close the box to execute another copy or deletion command.
- 7 When using a USB stick, click **eject and close** to safely remove the USB stick. Alternatively, you can select **Remove external media** from the tools tab.

### Are you in need of additional assistance?

Visit [www.miltenyibiotec.com/local](http://www.miltenyibiotec.com/local) to find your nearest Miltenyi Biotec contact.



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