BD FACSDiva Software Quick Reference Guide for Administrators

This guide contains instructions for using BD FACSDiva™ software version 8.0 and later. Use the following table to determine when to perform each administrative task.

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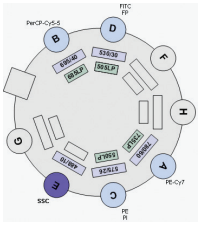
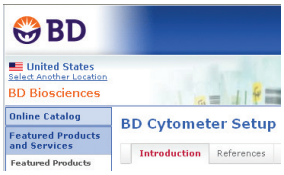
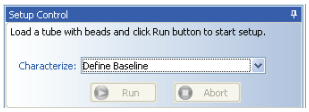
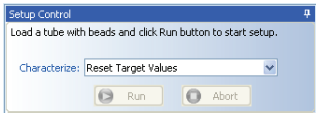
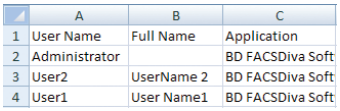
Administrative Task	Function	When Performed
Create custom cytometer configurations 	Defines a software configuration map that matches your cytometer setup. Custom configurations can be created for the different filter, mirror, and fluorophore combinations or cytometer-specific information used in your lab.	• Initially for any fluorochromes, mirrors, filters, sheath pressures, or sort setups not defined in the base configuration • If your lab uses a new fluorochrome, mirror, filter, sheath pressure, or sort setup not previously defined • If you change the physical configuration of your cytometer, ie, add a new detector or laser
Download a new bead lot ID 	Downloads the bead lot information from the BD Biosciences website to the appropriate folder on your computer.	When you receive a new bead lot that is not in the default bead lot folder
Import the bead lot ID 	Brings bead lot information into the software.	• Initially • When you receive a new bead lot
Define the cytometer baseline measurements 	Defines the baseline performance of your cytometer by measuring linearity, detector efficiency (Qr), optical background (Br), and electronic noise. Also sets the laser delays and PMT voltages to their optimal values for your cytometer.	• Initially for each cytometer configuration • When the baseline expires (by default, every 6 months) • After major service is performed
Reset the target values 	Normalizes the performance check by resetting the target values of the new lot to the same target values as the existing lot.	When you receive a new bead lot and still need to use the current lot
Create a new user account 	Adds a new user account to the BD FACSDiva software login. Creating user accounts allows users to manage and protect their own data.	• Initially • As new users are added in your lab
View the user tracking log 	Tracks users' time for record-keeping or billing purposes.	As necessary

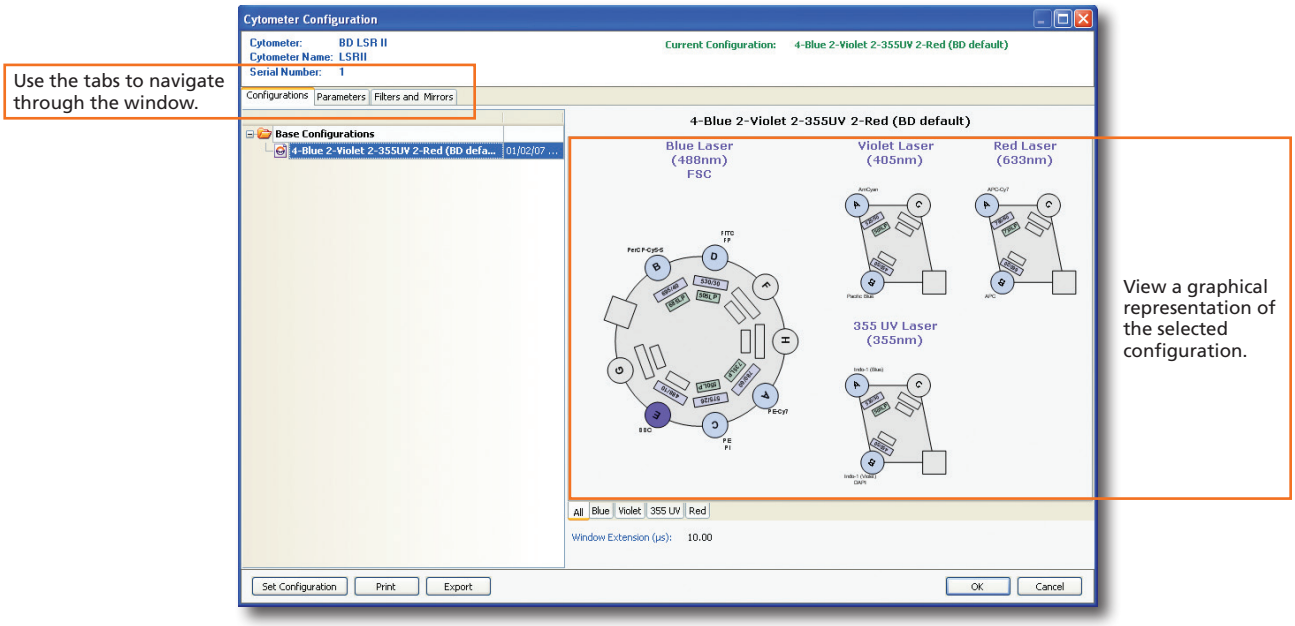
	A	B	C
1	User Name	Full Name	Application
2	Administrator		BD FACSDiva Soft
3	User2	UserName 2	BD FACSDiva Soft
4	User1	User Name1	BD FACSDiva Soft

Cytometer Setup and Tracking Tasks

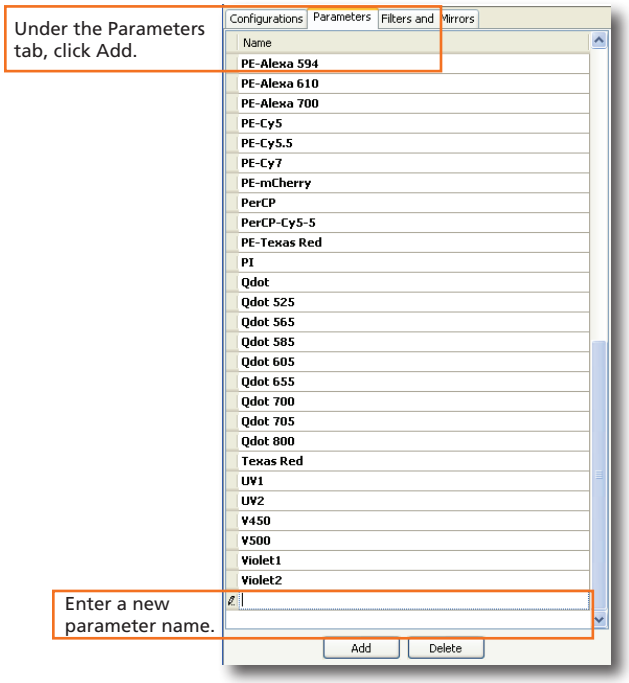
To start any of the following tasks, log in to BD FACSDiva software as Administrator or as another account with administrator privileges.

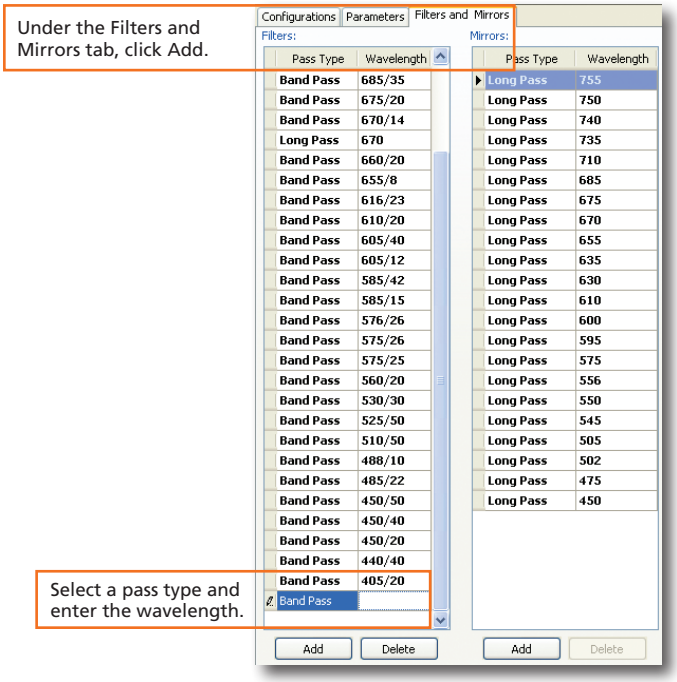
Creating a Custom Cytometer Configuration

1. Select Cytometer > View Configurations.

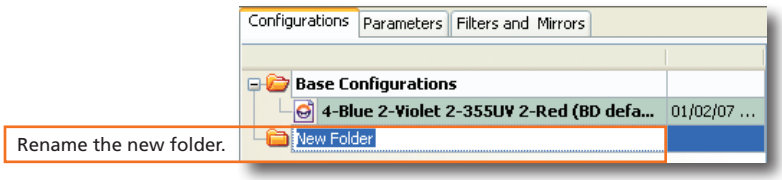


2. Create custom parameters, filters, and mirrors.



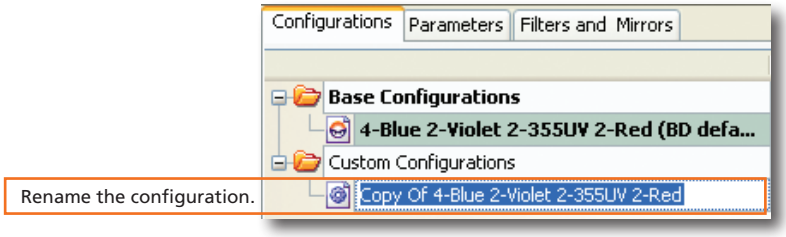


3. Under the Configurations tab, right-click  and select New Folder.

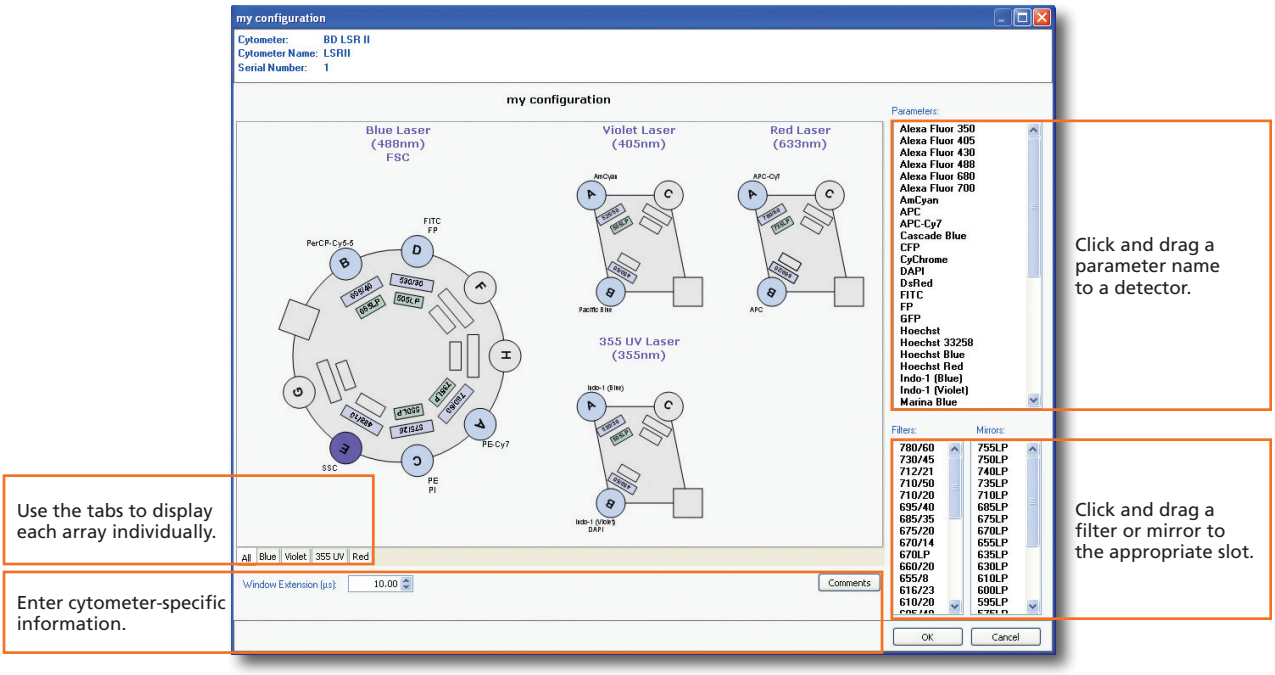


4. Right-click the base configuration icon ( ) and select Copy.

5. Right-click the new folder and select Paste.



6. Right-click the new configuration and select Edit Configuration.



7. Click OK to save the edits.

8. Click Set Configuration to make the new configuration the current configuration.

Downloading a Lot-Specific File

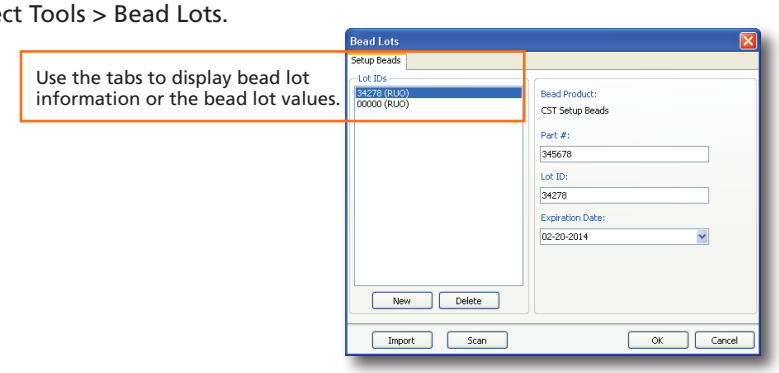
To obtain a lot-specific file for your current lot of CS&T research beads:

1. Go to bdbiosciences.com/CSandT.

2. Download the file to your workstation or appropriate transport medium, and then save the file to C:\Program Files\BD FACSDiva Software\CST\Bead Lot.

Importing Bead Lot Information

1. Select Tools > Bead Lots.

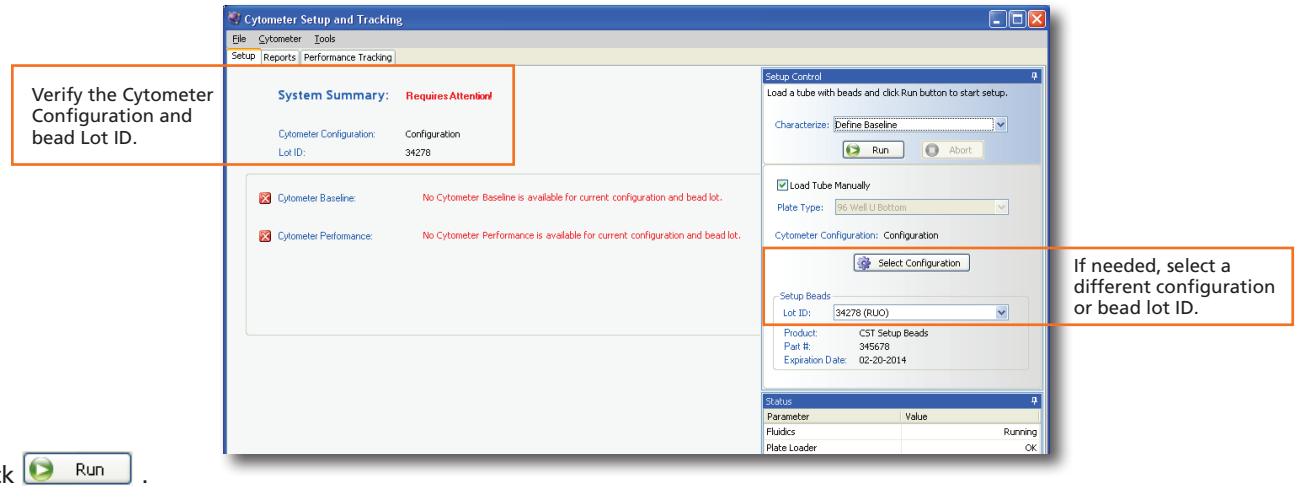


2. Click Import.
3. Select the appropriate bead lot file. Click Open.
4. Click OK.

Defining a Baseline

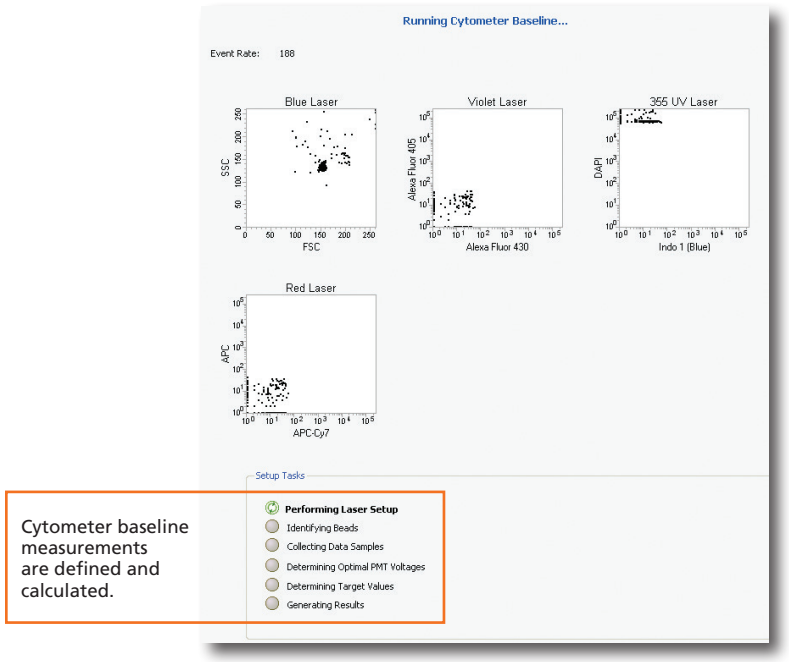
Each cytometer configuration your lab uses needs a baseline defined. Minimally, baseline definitions expire and have to be re-run every 6 months.

1. Prepare the BD FACSDiva™ CS&T research beads according to the technical data sheet.
2. Select Cytometer > CST.



3. Click Run.
4. Load the tube of CS&T research beads when prompted to do so.

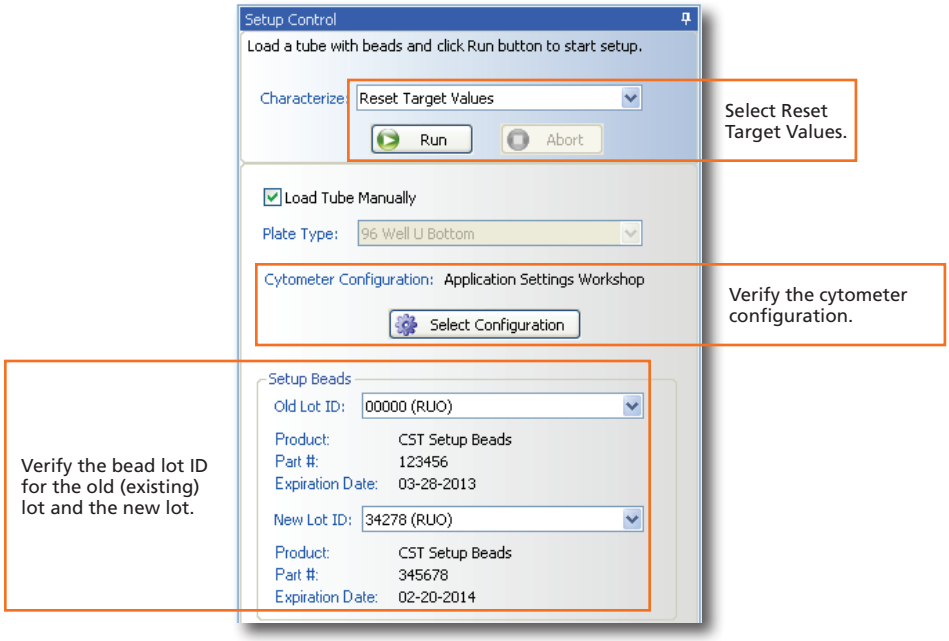
   After a brief pause, the Running Cytometer Baseline window appears.



5. Click View Report to view the Cytometer Baseline Report. Troubleshoot, if necessary.

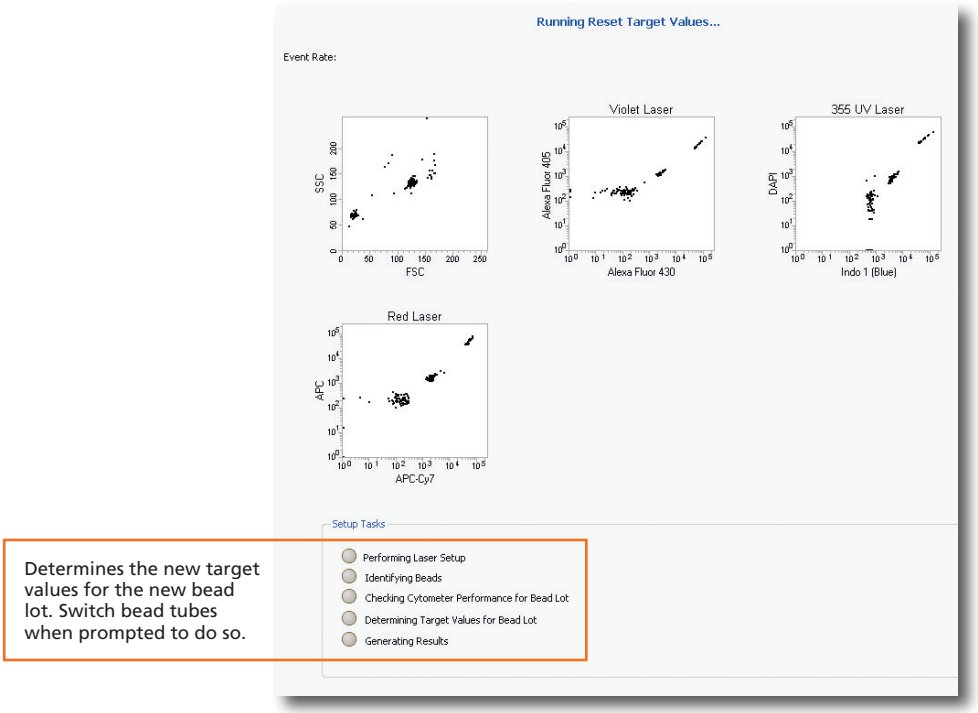
Resetting Target Values

1. Select Cytometer > CST.
2. Select Tools > Bead Lots and import the new bead lot.
3. Prepare the existing lot and the new lot of CS&T research beads according to the technical data sheet.



4. Click Run .
5. Load the tube of the first lot of the CS&T research beads when prompted to do so.

   After a brief pause, the Resetting Target Values window appears.

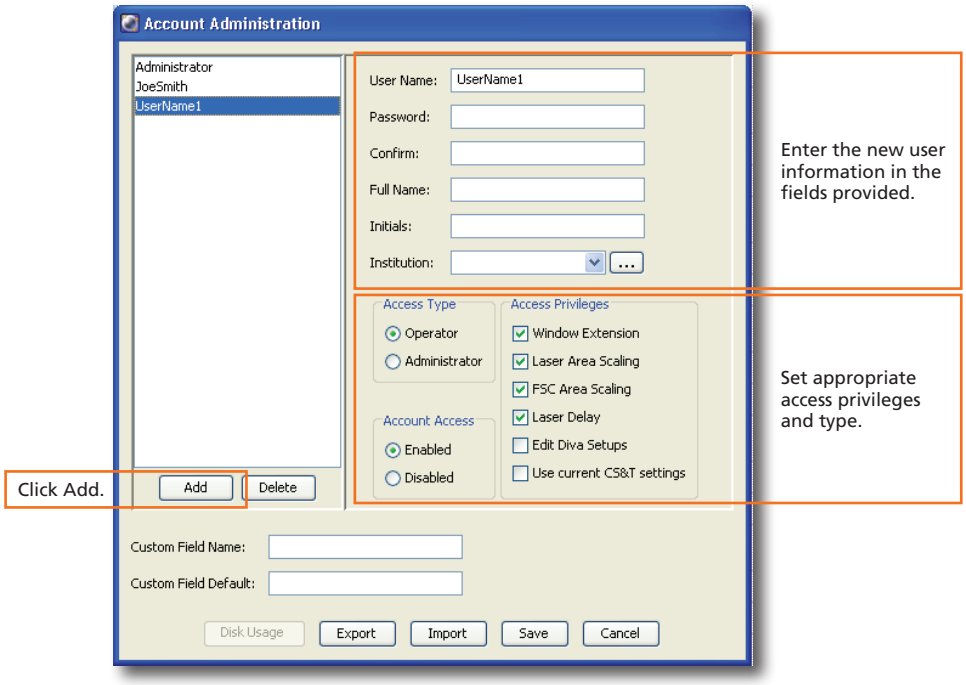


6. Click View Report to view the Cytometer Baseline Report (Reset Target Values). Troubleshoot, if necessary.

BD FACSDiva Software Tasks

Creating a New User Account

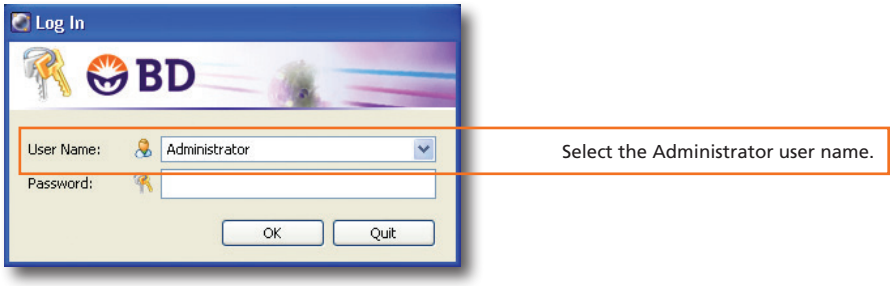
1. Log in to the software as Administrator or as another account with administrator privileges.
2. Select File > Administration.



3. Click Save .

Viewing the User Tracking Log

1. Log in to the software as Administrator.



2. Select File > User Tracking Log.
3. Select File > Exit to close the log.