

Data Management Instructions

These instructions are valid as of the 3.0 software release.

As data accumulates from image acquisition on Celigo, free space decreases and the speed of the Celigo instrument performance may be affected. Therefore it is good practice to periodically **archive** (move off of the local hard drive to another network drive that is backed up) plate scans (images acquired on Celigo) that are not required for daily use and to then **delete** plate scans on the Celigo computer hard drive. You can **restore** (import) archived scans at any time from their archive location back onto the Celigo instrument for further analysis.

Archive: exports a copy of images and analysis of plate scans in Celigo file format (rcf)

Delete: deletes scanned images and analysis from local Celigo computer hard drive

Restore: imports images and analysis back onto local hard drive in Celigo file format

Archiving Scans or Scan Results

When you archive scans or scan results, you are moving them from the SQL database to your local data drive in rcf format, followed by moving this archive copy to a different data drive for possible future use.

You select plates and scans for archiving with the associated scan results; you do not select only scan results for archiving.

You archive scan results as a set; you do not archive individual scan results.

To archive scans or scan results

1. Log in to the Celigo application.
2. In the Start tab's task screen, click **Manage Data**. The Data window appears.
3. In the left pane, click the folder or the line item for the plate, scan, or scan results that you want to archive, so that it is highlighted.
4. In the Selected Data pane, click the **Plates** tab. The details appear for the selected line item.
5. In the checkbox to the left of each item that you want to archive, enter a checkmark.
6. Click **Archive**. A Browse for Folder dialog box appears. In the dialog box, navigate to the desired destination for the file.

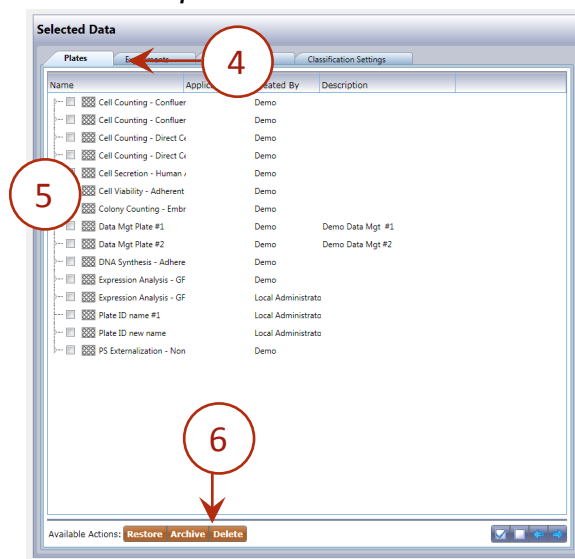
NOTE: For best performance, archiving to an eSATA, USB 3.0 external hard drive, or networked file location 1 Gigabit Ethernet connection or better is recommended over exporting to the local C drive.

7. Click **OK**. The system begins archiving the plate in rcf format and a Progress bar appears.

NOTE: At this time, clicking **Cancel** only cancels the action on the next plate (assuming multiple plates were selected for archive) to be archived and not on the plate currently being archived.

8. Move this archive copy onto another data drive. One method is to use a network connection.
9. Optional: Delete the scans or scan results from the local data.

Selected Data pane



Deleting Scans, Scan Results, or Settings

You can only delete scans, scan results, or settings that you own.

To delete scans, scan results, or settings

1. Log in to the Celigo application.
2. In the Start tab's task screen, click **Manage Data**.
The Data window appears.
3. Search as needed to find the items you want to delete.
4. In the right-hand pane select the detail items that you want to delete.

To do this, left-click the checkbox to the left of the plate or select the "**Check All**" checkbox, as applicable. To uncheck all, select the "**Uncheck All**" checkbox.

Check All Checkbox



Uncheck All Checkbox



NOTE: If you checkmark a plate, then a checkmark is automatically applied to ALL of its scans and all scan results, since they cannot exist in the database without an associated plate. Likewise, if you checkmark a scan, then a checkmark is automatically applied to its associated scan results.

5. At the bottom of the Selected Data pane, click Delete.

The system deletes all check marked items from the database (the entire plate and its associated scans and scan results).

6. Do one of the following:

If you want to wait for the system to begin freeing up space from the deleted files at its next scheduled checkpoint, no additional action is required.

If you want to immediately request that the system begin freeing up space from the deleted files, click Restore Free Space at the bottom of the Data Management window.

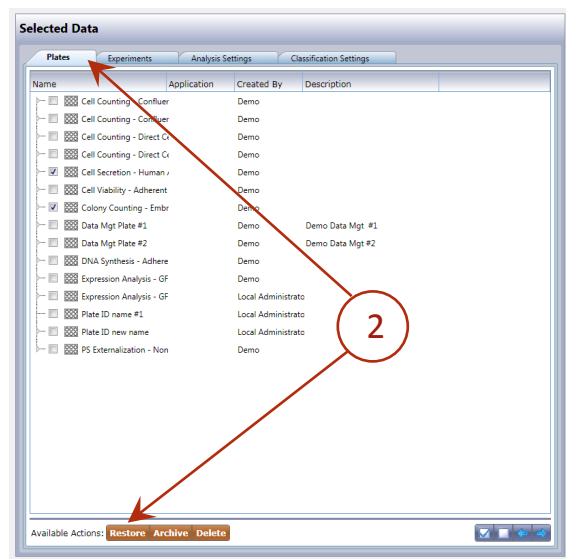
NOTE: Recover Free Space requires a Celigo installation utilizing SQL Server 2012 or newer for the Celigo database and requires Local Administrator permissions. Please be aware that the "Recover Free Space" operation is resource intensive and should not be performed with ongoing Celigo activities (particularly if working with a Celigo Network Database setup). Be sure to run this during times of low activity.

Restoring Plates

When you “restore” plates, you are returning plate ID, scans, and the associated scan results from their archive location (the location of the local hard drive) into the database in rcf format for use.

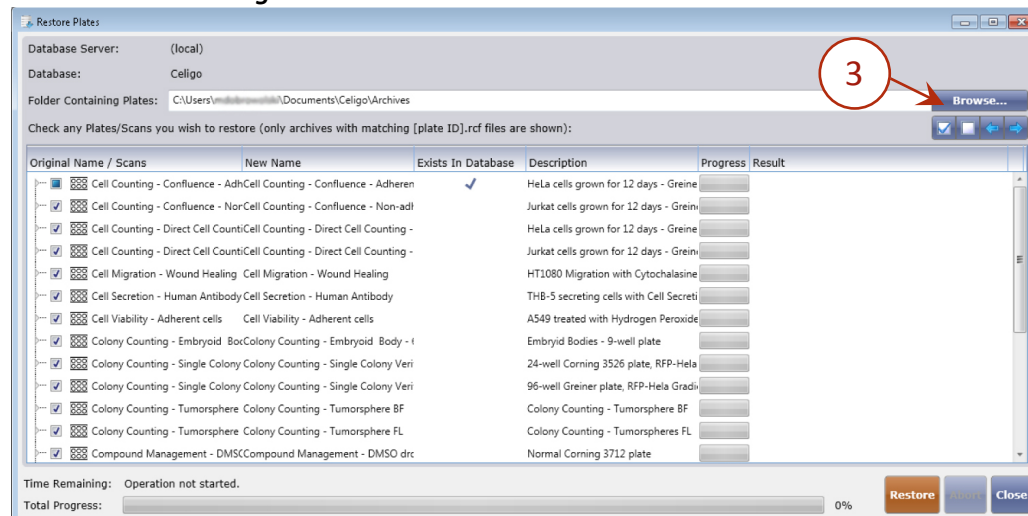
To restore plates

1. Locate the files that you want to restore.



2. In the Plates tab, click **Restore**. The Restore Plates dialog box appears (below).

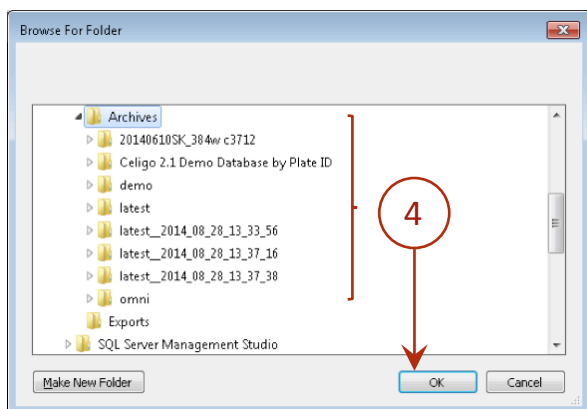
Restore Plates Dialog Box



3. To display the path that contains the folder with the plate folders to restore, click the “Browse...” button to the right of the Folder Containing Plates field.

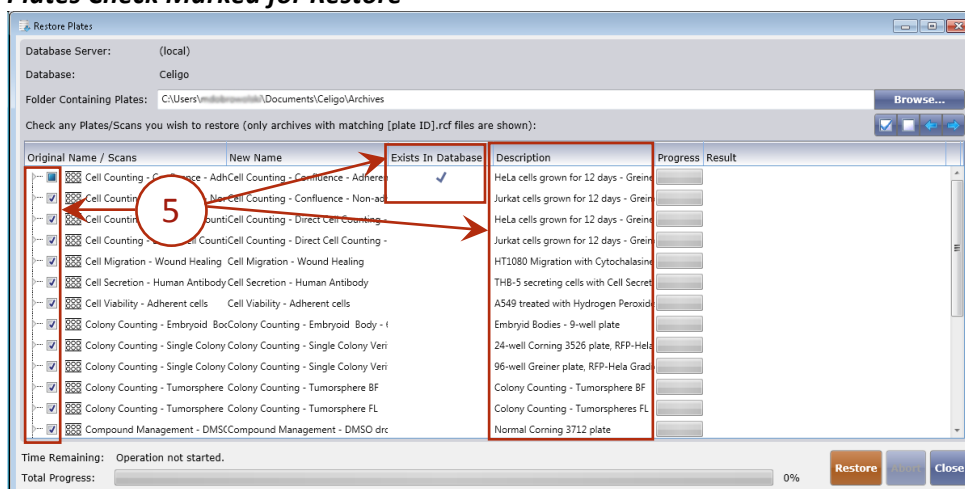
- In the resulting Browse For Folder dialog box, navigate to the needed folder and click **OK**

Browse For Folder Dialog Box

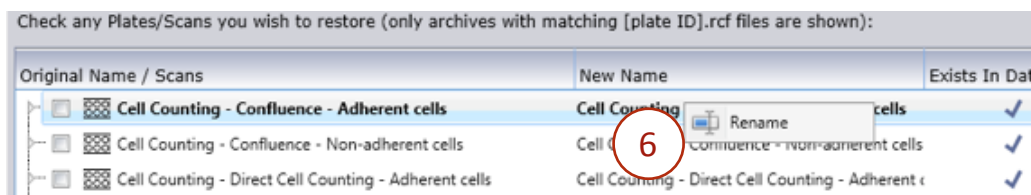


- If the selected plate folder contains rcf files, the list of plate IDs appears in the Restore Plates window. (The rcf file must have the same name as the folder. The folder name is the plate name).
- In the bottom pane of the Restore Plates dialog box, checkmark all plates that you want to restore (below). You can also optionally choose individual scans of a plate to restore. By clicking on the arrow left of the checkbox, individual scan times become visible for that scanned plate. This dialog will also specify whether a plate or its scan already exists in the database and provides you with the descriptions of the plates and scans to better inform the user what would be restored.

Plates Check Marked for Restore

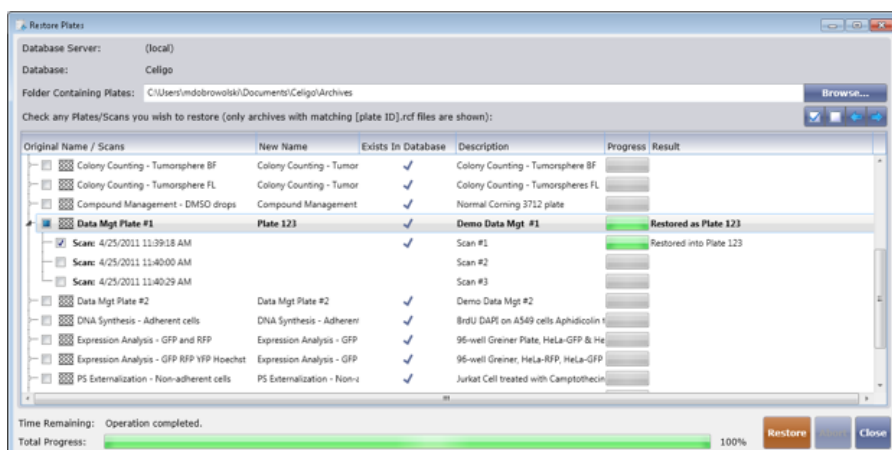


6. If renaming of the plate is desired:
 - Select the plate row of the plate to be renamed.
 - Right click in the New Name column for the plate row selected.
 - A context menu will appear with a Rename menu item.
 - Click the rename menu item and the field will become editable.
 - Type in a new name for the plate and press enter

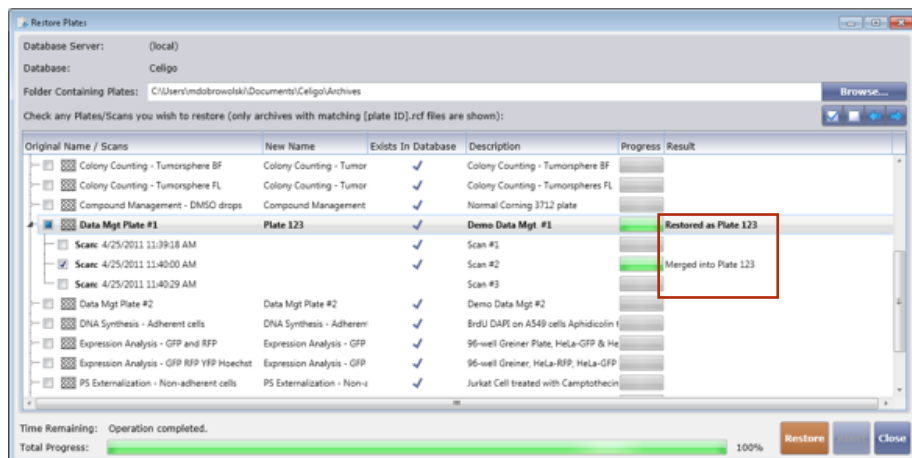


NOTE: If a checkmark is visible in the field Exists in Database, the plate ID (for the new name field) already exists in the database. Continuing with a restore operation will result in either the merging of the plates scans with the existing plate in the database (if the plate is compatible and no duplicate scans exist) or an auto rename of the new plate name.

- The system begins restoring the rcf format files to the database and a progress screen appears. After each plate and scan completes, the progress for the item will state 100% and a restore message for the item will appear for each plate and scan stating what the software did as part of the restore operation.
- Clicking Abort will cancel the restore operation.
 - If restoring a plate that doesn't already exist in the database, the software will restore the plate with the specified plate name.



- If restoring a plate that already exists, the software will check to see if it can perform a plate merge. The software checks to see if the plate is the same plate type (plate profile) and if the scans being restored do not already belong to the existing database plate. If these conditions are met, the software will merge the new scans with the existing plate (shown below).



- If restoring a plate that already exists, and the software check to see if it can perform a plate merge fails, the software will auto rename the restored plate. The software will automatically append to the name of the plate being restored to ensure it has a unique name.

