

# **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.

Plates Exercise	4 🖂	Classification Settings	
Name Applic	eated By	Description	
🔲 🗱 Cell Counting - Confluer	Demo		
🔲 🗱 Cell Counting - Confluer	Demo		
🗐 🗱 Cell Counting - Direct Ce	Demo		
💶 🖳 🗱 Cell Counting - Direct Cı	Demo		
Cell Secretion - Human /	Demo		
Cell Viability - Adherent	Demo		
Colony Counting - Embr	Demo		
📄 🗱 Data Mgt Plate #1	Demo	Demo Data Mgt #1	
🔲 🗱 Data Mgt Plate #2	Demo	Demo Data Mgt #2	
🔲 🗱 DNA Synthesis - Adhere	Demo		
🔲 🗱 Expression Analysis - GF	Demo		
🔲 🗱 Expression Analysis - GF	Local Admin	istrato	
🔲 🗱 Plate ID name #1	Local Admin	istrato	
🗐 🐹 Plate ID new name	Local Admin	istrato	
🗐 🐯 PS Externalization - Non	Demo		
6			
	·		

Salactad Data nana

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.





# **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.
- 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**

湯 Restore Plates				
Database Server:	(local)			$\bigcirc$
Database:	Celigo			(3)
Folder Containing Plates:	C:\Users\\Documents\Celigo\Archives			Browse
Check any Plates/Scans ye	ou wish to restore (only archives with matching	[plate ID].rcf files ar	e shown):	🔽 🗖 🗢 🔿
Original Name / Scans	New Name	Exists In Database	Description Progress	Result
🗁 🔳 🐯 Cell Counting -	Confluence - AdhCell Counting - Confluence - Adhere	n 🗸	HeLa cells grown for 12 days - Greine	<u>^</u>
📝 🐹 Cell Counting -	Confluence - NorCell Counting - Confluence - Non-ad	ł	Jurkat cells grown for 12 days - Grein	
- 😨 🐯 Cell Counting -	Direct Cell CountiCell Counting - Direct Cell Counting	-	HeLa cells grown for 12 days - Greine	
📝 🐹 Cell Counting -	Direct Cell CountiCell Counting - Direct Cell Counting	-	Jurkat cells grown for 12 days - Grein	E
🗷 🐯 Cell Migration -	Wound Healing Cell Migration - Wound Healing		HT1080 Migration with Cytochalasine	1
📝 🐹 Cell Secretion -	Human Antibody Cell Secretion - Human Antibody		THB-5 secreting cells with Cell Secreti	
🗁 📝 🐯 Cell Viability - A	dherent cells Cell Viability - Adherent cells		A549 treated with Hydrogen Peroxide	
📝 🐹 Colony Counting	g - Embryoid BocColony Counting - Embryoid Body -	e	Embryid Bodies - 9-well plate	
🗁 📝 🐯 Colony Counting	g - Single Colony Colony Counting - Single Colony Ver	ŕ	24-well Corning 3526 plate, RFP-Hela	
📝 🐯 Colony Counting	g - Single Colony Colony Counting - Single Colony Ver	ŕ	96-well Greiner plate, RFP-Hela Gradi	
🗁 📝 🐯 Colony Counting	g - Tumorsphere Colony Counting - Tumorsphere BF		Colony Counting - Tumorsphere BF	
📝 🐹 Colony Counting	g - Tumorsphere Colony Counting - Tumorsphere FL		Colony Counting - Tumorspheres FL	
- 🔽 🐯 Compound Mar	nagement - DMSCCompound Management - DMSO dr	¢	Normal Corning 3712 plate	*
Time Remaining: Operation	on not started.			0% Restore Close

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.





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

### Browse For Folder Dialog Box

Browse For Folder	×
Archives	^
20140610SK_384wc c3712	
> 퉲 Celigo 2.1 Demo Database by Plate ID	
🛛 🖟 demo	
D 🕌 latest 🔹 🖌 🚹	
▷ 🐌 latest_2014_08_28_13_33_56	E
Iatest_2014_08_28_13_37_16	
Iatest_2014_08_28_13_37_38	
🛛 🔐 omni	
🕌 Exports	
🛛 🎉 SQL Server Management Studio	-
Make New Folder OK	Cancel

- 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).
- 5. 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.

Restore Plates						
atabase Server:	(local)					
atabase:	Celigo					
older Containing Plates:	C:\Users\\Documents\Celigo	Archives				Browse
heck any Plates/Scans	you wish to restore (only archives with m	atching [plate ID].rcf files a	re shown):			🔽 🗖 🗢
riginal Name / Scans	New Name	Exists In Database	Description	Progress	Result	
🗉 🔳 🐯 Cell Counting	C oce - AdhCell Counting - Confidence	Adheren 🖌	HeLa cells grown for 12 days - Greine			
📝 🐯 Cell Countin	Nor Cell Counting - Confluence	Non-ad	Jurkat cells grown for 12 days - Grein			
📝 🔝 Cell Countin	D ountiCell Counting - Direct Cell C	ounting	HeLa cells grown for 12 days - Greine			
- 📝 🐯 Cell Counting	CountiCell Counting - Direct Cell C	ounting -	Jurkat cells grown for 12 days - Grein			
- 📝 🐯 Cell Migration	- Wound Healing Cell Migration - Wound Hea	ling	HT1080 Migration with Cytochalasine			
- 📝 🐯 Cell Secretion	Human Antibody Cell Secretion - Human Anti	body	THB-5 secreting cells with Cell Secret			
😨 😨 Cell Viability -	Adherent cells Cell Viability - Adherent cell	5	A549 treated with Hydrogen Peroxid			
🐨 📝 🐯 Colony Counti	ng - Embryoid BocColony Counting - Embryoid	Body - (	Embryid Bodies - 9-well plate			
🛛 📝 🐯 Colony Counti	ng - Single Colony Colony Counting - Single Co	olony Veri	24-well Corning 3526 plate, RFP-Hela			
🛛 📝 🐯 Colony Counti	ng - Single Colony Colony Counting - Single Co	olony Veri	96-well Greiner plate, RFP-Hela Grad			
🛛 📝 🐯 Colony Counti	ng - Tumorsphere Colony Counting - Tumorsp	here BF	Colony Counting - Tumorsphere BF			
📝 🐯 Colony Counti	ng - Tumorsphere Colony Counting - Tumorsp	here FL	Colony Counting - Tumorspheres FL			
📝 🐯 Compound Ma	nagement - DMSCCompound Management -	DMSO drc	Normal Corning 3712 plate			
ie Remaining: Operat	ion not started.					
al Progress						Restore Abort C

#### 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

Check any Plates/Scans you wish to restore (only archives with	matching [plate ID].rcf files are shown):	
Original Name / Scans	New Name	Exists In Dat
E 🔀 Cell Counting - Confluence - Adherent cells	Cell Counting E Rename cells	~
📰 🗱 Cell Counting - Confluence - Non-adherent cells	Cell ( 6 ) connuence - won-aunerent cells	1
📰 🗱 Cell Counting - Direct Cell Counting - Adherent cells	Cell Councing - Direct Cell Counting - Adherent (	~

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.

	Restore Plates							
C	Database Server:	(local)						
C	Database:	Celigo						
F	older Containing Plates:	s: C1/Users/mdobrowolskh/Documents/Celigo/Archives						
¢	Check any Plates/Scans yo	ou wish to restore (only a	archives with matching [	plate ID].rcf files	s are shown):			🛛 🗖 🗢 🔿
	Original Name / Scans		New Name	Exists In Databa	ase Description	Progress	Result	
	- 📰 🗱 Colony Counting	g - Tumorsphere BF	Colony Counting - Tumor	~	Colony Counting - Tumorsphere BF	-		*
	- 📰 🚟 Colony Counting	9 - Tumorsphere FL	Colony Counting - Tumor	~	Colony Counting - Tumorspheres F		1	
	- 📰 🐯 Compound Man	agement - DMSO drops	Compound Management	~	Normal Corning 3712 plate			
	🖌 🔳 🚃 Data Mgt Plate	#1	Plate 123	1	Demo Data Mgt #1		Restored as Plate 123	
	- 🖉 Scare 4/25/2011	11:39:18 AM		~	Scan #1	-	Restored into Plate 123	
	- Scan: 4/25/2011	11:40:00 AM			Scan #2	-		
	Scan: 4/25/2011	11:40:29 AM			Scan #3			
	📰 🐯 Data Mgt Plate #	*2	Data Mgt Plate #2	~	Demo Data Mgt #2	-		1
	- 📰 🔯 DNA Synthesis -	Adherent cells	DNA Synthesis - Adheren	~	BrdU DAPI on A549 cells Aphidicoli			
	- 📰 🗱 Expression Analy	isis - GFP and RFP	Expression Analysis - GFP	~	96-well Greiner Plate, HeLa-GFP & F	ie		
	- 📃 🐹 Expression Analy	sis - GFP RFP YFP Hoechst	Expression Analysis - GFP	~	96-well Greiner, HeLa-RFP, HeLa-GF	P		
	- 📰 🚟 PS Externalizatio	n - Non-adherent cells	PS Externalization - Non-A	~	Jurkat Cell treated with Camptother	ja .	1	
lt	4					· · · · ·		•
TÎ Te	ime Remaining: Operation	on completed.					100%	Restore Close



• 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 (sown below).

Database Server:	(local)						
Database:	Celipo						
Folder Containing Plates:	Folder Containing Plates: C/l/Jers/undobrowolski/Documents/Celigol/Archives						
Check any Plates/Scans yo	ou wish to restore (only a	archives with matching (	plate ID].rcf files are	shown):			🛛 🗆 🔹 🐋
Original Name / Scans		New Name	Exists In Database	Description	Progress	Result	
- 📰 🚟 Colony Counting	g - Tumorsphere BF	Colony Counting - Tumor	1	Colony Counting - Tumorsphere BF			*
- 🖂 🚾 Colony Counting	g - Tumorsphere FL	Colony Counting - Tumor	1	Colony Counting - Tumorspheres FL	_		
- 📰 🚟 Compound Man	agement - DMSO drops	Compound Management	~	Normal Corning 3712 plate	-	1	
🖌 🔳 🔠 Data Mgt Plate	#1	Plate 123	~	Demo Data Mgt #1		Restored as Plate 123	
- Scare 4/25/2011	11:39:18 AM		~	Scan #1	_		
- Scarc 4/25/2011	11:40:00 AM		~	Scan #2	-	Merged into Plate 123	
└─ 🖸 Scare 4/25/2011	11:40:29 AM			Scan #3	-		
🗁 📰 🔯 Data Mgt Plate 4	2	Data Mgt Plate #2	~	Demo Data Mgt #2			-
- 📰 🐯 DNA Synthesis -	Adherent cells	DNA Synthesis - Adheren	1	BrdU DAPI on A549 cells Aphidicolin			
- 🖂 🚟 Expression Analy	rsis - GFP and RFP	Expression Analysis - GFP	~	96-well Greiner Plate, HeLa-GFP & He	e		
- 📰 🐹 Expression Analy	rsis - GFP RFP YFP Hoechst	Expression Analysis - GFP	~	96-well Greiner, HeLa-RFP, HeLa-GFP	-		
PS Externalizatio	in - Non-adherent cells	PS Externalization - Non-	1	Jurkat Cell treated with Camptothecir	1	1	
÷.					-		•
Time Remaining: Operation	on completed.					100%	Restore Close

• 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.

Database Server:	(local)								
Database:	eligo								
Folder Containing Plates:	Ider Containing Plates: C/User/indobrowolski/Documents/Celigo/Archives								
Check any Plates/Scans yo	u wish to restore (only a	archives with matching [	plate ID].rcf files are	a shown):			2 - • •		
Original Name / Scans		New Name	Exists In Database	Description	Progress	Result			
- 🗉 🐯 Colony Counting	- Tumorsphere BF	Colony Counting - Tumor	~	Colony Counting - Tumorsphere BF	-		*		
- 🗉 🔯 Colony Counting	- Tumorsphere FL	Colony Counting - Tumor	~	Colony Counting - Tumorspheres FL					
- 🖂 🚟 Compound Man	agement - DMSO drops	Compound Management	~	Normal Corning 3712 plate	-				
🖈 🔳 🔯 Data Mgt Plate	#1	Plate 123	~	Demo Data Mgt #1	-	Restored as Plate 123_Restored_1			
Scan: 4/25/2011	11:39:18 AM		~	Scan #1	-				
- Scan: 4/25/2011	11:40:00 AM		~	Scan #2	-	Restored into Plate 123_Restored_1			
Scan: 4/25/2011	11:40:29 AM			Scan #3			1 1		
- 📰 🐯 Data Mgt Plate #	2	Data Mgt Plate #2	~	Demo Data Mgt #2	_		-		
- 📰 🐯 DNA Synthesis -	Adherent cells	DNA Synthesis - Adheren	1	BrdU DAPI on A549 cells Aphidicolin					
- 📰 🚟 Expression Analy	sis - GFP and RFP	Expression Analysis - GFP	~	96-well Greiner Plate, HeLa-GFP & H	-				
- 🗉 🔯 Expression Analy	sis - GFP RFP YFP Hoechst	Expression Analysis - GFP	~	96-well Greiner, HeLa-RFP, HeLa-GFP	_				
- 🗉 🚟 PS Externalization	n - Non-adherent cells	PS Externalization - Non-a	~	Jurkat Cell treated with Camptothecir					
1					-		•		
Time Remaining: Operatio Total Progress:	in completed.					100% Restor	Close		



Celígo 5