RII FACS FACILITY

DATA MANAGEMENT POLICY

* **EXPERIMENTS CONTAINING DATA ARE NOT ALLOWED TO BE STORED IN THE DIVA SOFTWARE: EXPORT, DUPLICATE FOR TEMPLATE, AND THEN DELETE…**
* **ALL EXPERIMENTS CONTAINING DATA ARE TO BE STORED ON THE RIA3 or RII1 SERVERS FOUND ON THE DESKTOP, NOT IN THE DIVA SOFTWARE DATABASE AND NOT ON THE D: DRIVE ON THE CYTOMETER COMPUTER (CONTACT HOWARD KATZ FOR ASSISTANCE WITH SERVER)**
* **EXPORT DATA BOTH AS AN “EXPERIMENT” AND “FCS FILES” TO THE RIA3/RII1 SERVER FOR BACKUP AND ANALYSIS ON PERSONAL COMPUTER**
* **TO STORE A BLANK COPY OF YOUR EXPERIMENT WITHIN THE DIVA SOFTWARE TO BE USED AS A TEMPLATE: RIGHT-CLICK ON EXPERIMENT AND “DUPLICATE WITHOUT DATA”.**
* **YOU MUST DELETE ALL EXPERIMENTS CONTAINING DATA FROM WITHIN THE SOFTWARE WITHIN 24 HOURS AFTER USE**
* **USERS IN VIOLATION OF THESE POLICIES WILL HAVE THEIR PRIVILEGE TO USE THE MACHINES REVOKED**
* **PLEASE RESPECT THAT THERE ARE MANY USERS USING THE SAME MACHINES AND WITHOUT FULL COOPERATION WE CANNOT FUNCTION PROPERLY AND RISK LOSING EVERYONE’S DATA IN A CRASH**

**THANK YOU! For any comments, questions, or concerns, contact FACS Management @** [**RIIFC@bwh.harvard.edu**](mailto:RIIFACS@bwh.harvard.edu)