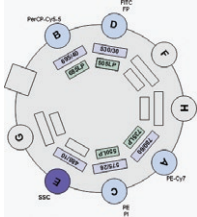
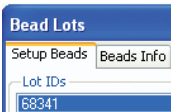
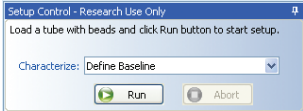
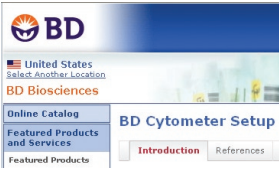
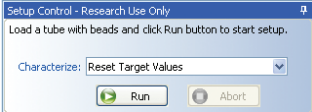
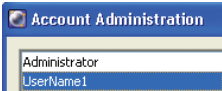
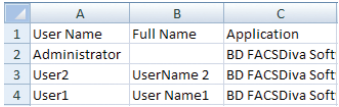


# BD FACSDiva Software Quick Reference Guide for Administrators

This guide contains instructions for using BD FACSDiva™ software version 6.0 and later. Use the following table to determine when to perform each administrative task.



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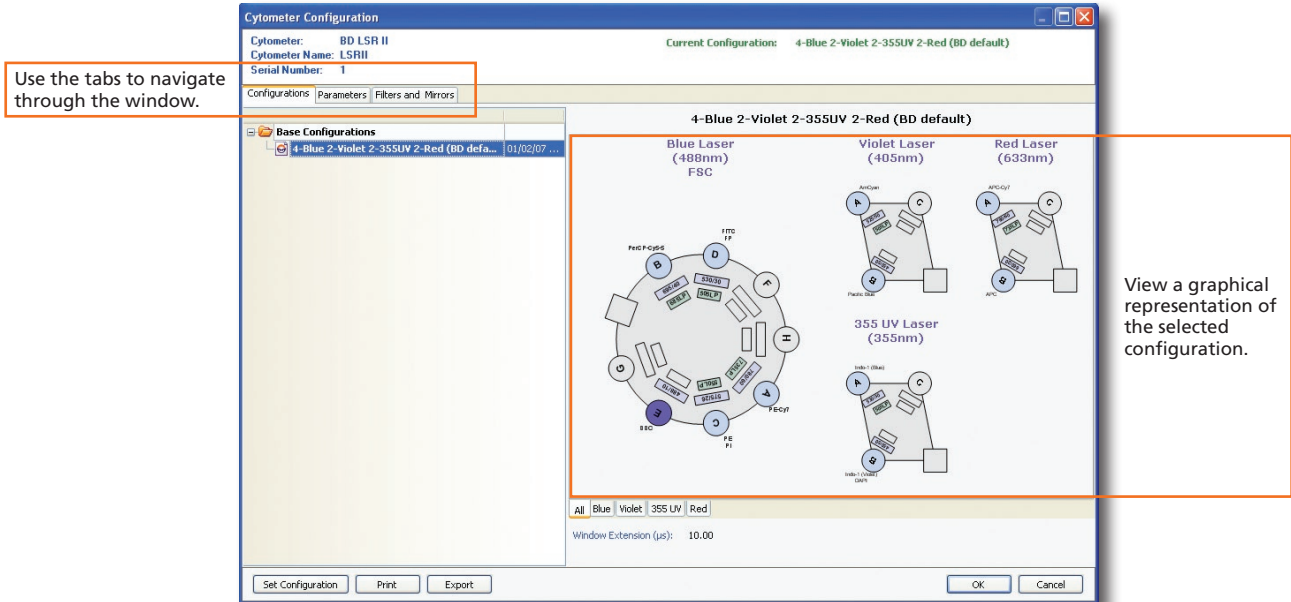
Administrative Task	Function	When Performed
<p>Create custom cytometer configurations</p> 	<p>Defines a software configuration map that matches your cytometer setup. Custom configurations can be created for the different filter, mirror, and fluorophore combinations or cytometer-specific information used in your lab.</p>	<ul style="list-style-type: none"> <li>Initially for any fluorochromes, mirrors, filters, sheath pressures, or sort setups not defined in the base configuration</li> <li>If your lab uses a new fluorochrome, mirror, filter, sheath pressure, or sort setup not previously defined</li> <li>If you change the physical configuration of your cytometer, ie add a new detector or laser</li> </ul>
<p>Import the bead lot ID</p> 	<p>Normalizes one bead lot to another when switching bead lots.</p>	<ul style="list-style-type: none"> <li>Initially</li> <li>When you receive a new bead lot</li> </ul>
<p>Define the cytometer baseline measurements</p> 	<p>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.</p>	<ul style="list-style-type: none"> <li>Initially for each cytometer configuration</li> <li>When the baseline expires (by default, every 6 months)</li> <li>After major service is performed</li> </ul>
<p>Download a new bead lot ID</p> 	<p>Downloads the bead lot information from the BD Biosciences website to the appropriate folder on your computer.</p>	<p>When you receive a new bead lot that is not in the default Bead Lot folder</p>
<p>Reset the target values</p> 	<p>Normalizes the cytometer tracking by resetting the target values of the new lot to the same PMT voltages as the existing lot so that the Levey-Jennings graphs are comparable.</p>	<p>When you receive a new bead lot</p>
<p>Create a new user account</p> 	<p>Adds a new user account to the BD FACSDiva software login. Creating user accounts allows users to manage and protect their own data.</p>	<ul style="list-style-type: none"> <li>Initially</li> <li>As new users are added in your lab</li> </ul>
<p>View the user tracking log</p> 	<p>Tracks users' time for record keeping or billing purposes.</p>	<p>As necessary</p>

# Cytometer Setup and Tracking Tasks

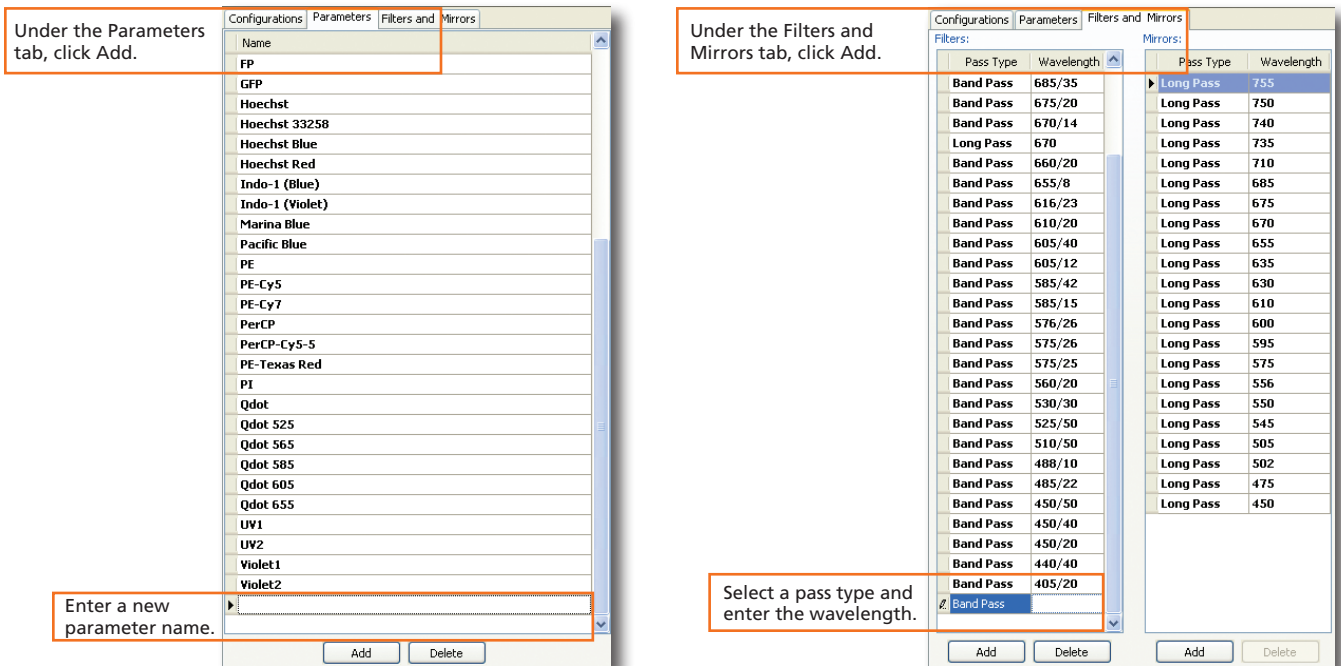
To start any of the following tasks, log in to BD FACSDiva software as Administrator or as another account with administrator privileges.

## Creating a Custom Cytometer Configuration

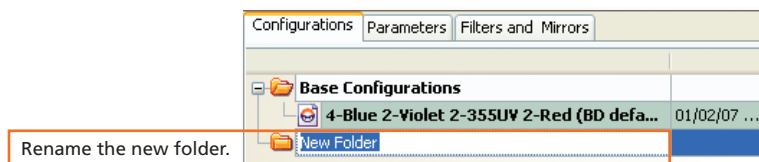
- 1 Select Cytometer > View Configurations.



- 2 Create custom parameters, filters, and mirrors.

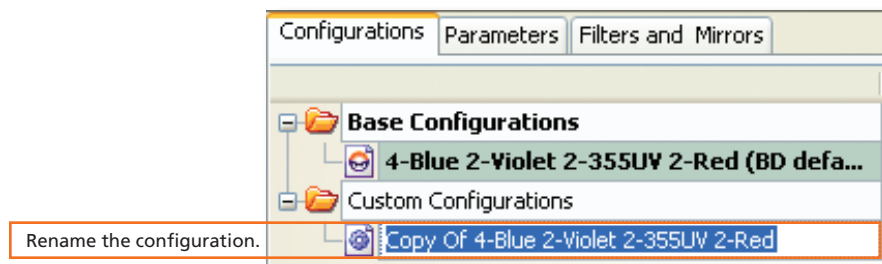


- 3 Under the Configurations tab, right-click **Base Configurations** and select New Folder.

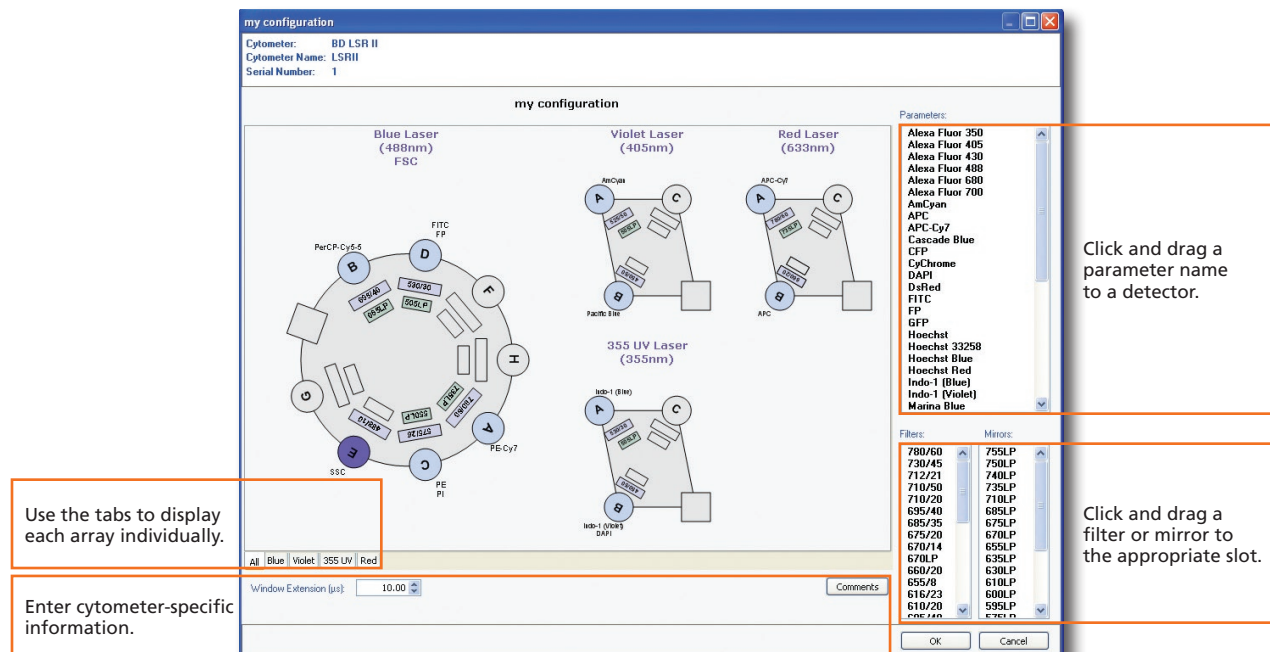


- 4 Right-click the base configuration icon ( ) and select Copy.

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



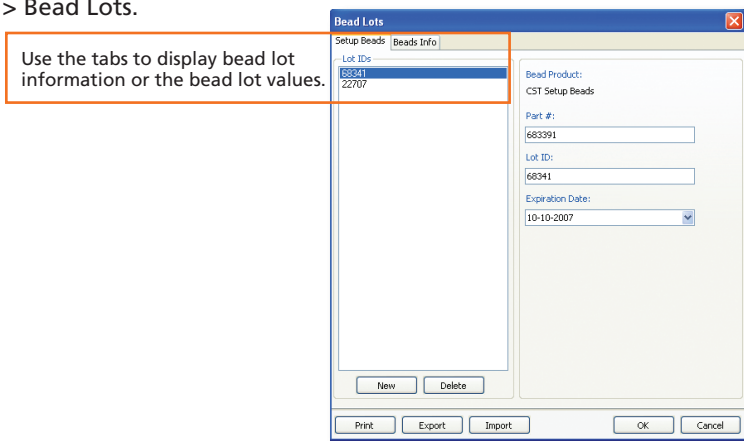
- 6 Right-click the new configuration and select Edit Configuration.



- 7 Click **OK** to save the edits.
- 8 Click **Set Configuration** to make the new configuration the current configuration.

## Importing Bead Lot Information

- 1 Select Tools > Bead Lots.

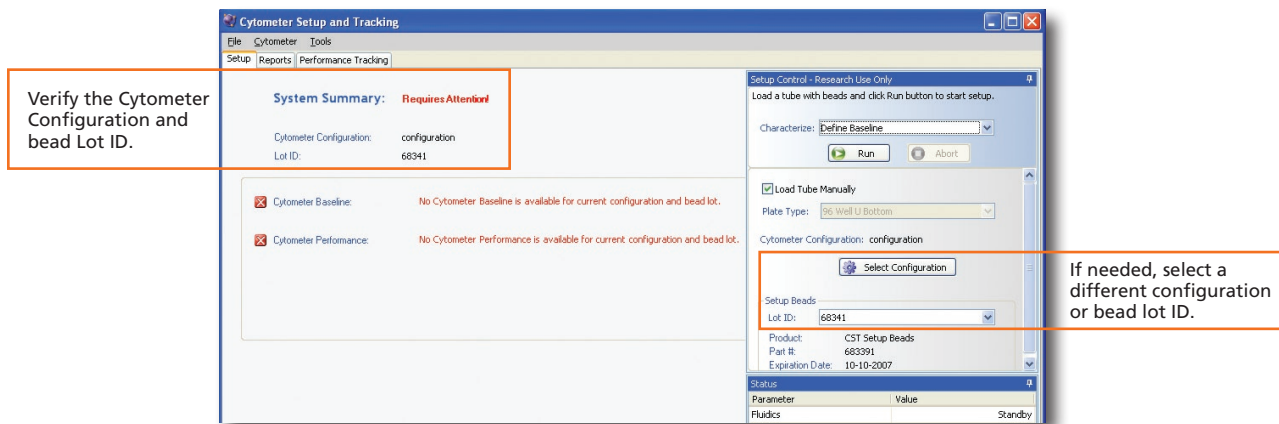


- 2 Click **Import**.
- 3 Select the appropriate bead lot file. Click **Open**.
- 4 Click **OK**.

## Defining a Baseline

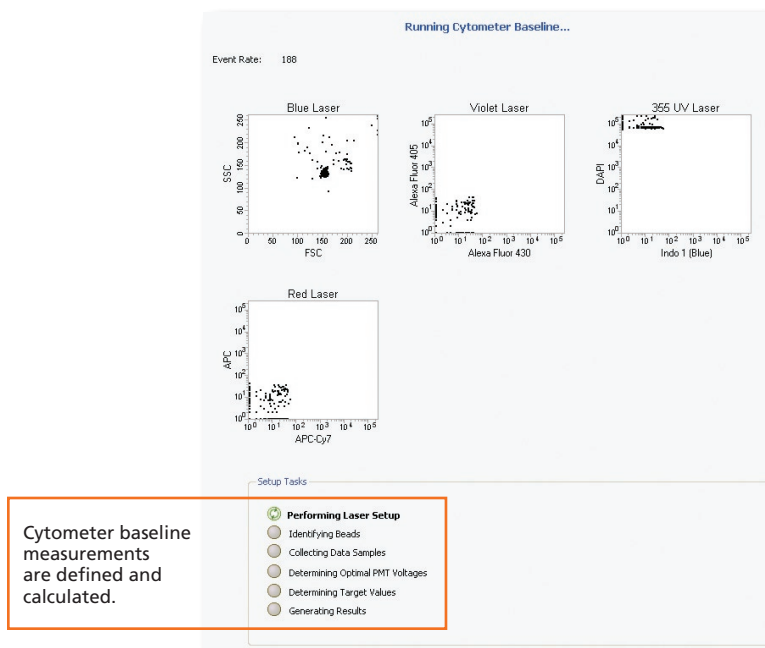
Each cytometer configuration your lab uses needs a baseline defined. Minimally, baseline definitions expire and have to be re-run every 6 months.

- 1 Prepare the BD™ Cytometer Setup and Tracking beads according to the data sheet.
- 2 Select Cytometer > CST.



- 3 Click Run .
- 4 Install the BD Cytometer Setup and Tracking 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.

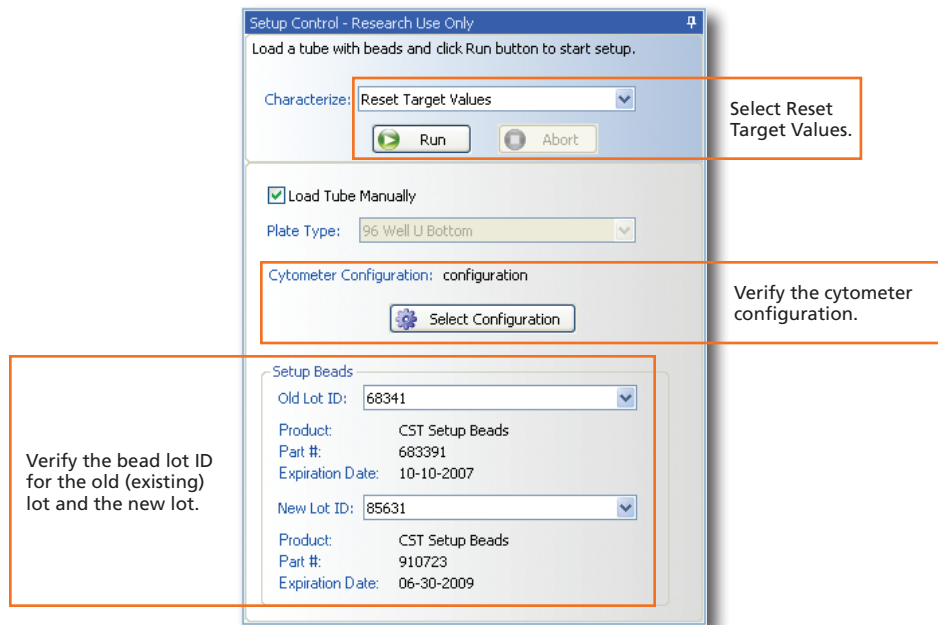
## Downloading a Lot-Specific File

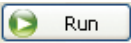
To obtain a lot-specific file for your current lot of BD Cytometer Setup and Tracking beads:

- 1 Go to [bdbiosciences.com/CSandT](http://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.

## 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 BD Cytometer Setup and Tracking beads according to the data sheet.



- 4 Click  .
- 5 Install the first lot of the BD Cytometer Setup and Tracking 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.

Click Add.

Enter the new user information in the fields provided.

Set appropriate access privileges and type.

- 3 Click .

## Viewing the User Tracking Log

- 1 Log in to the software as Administrator.

Select the Administrator user name.

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