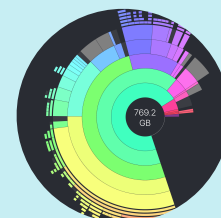
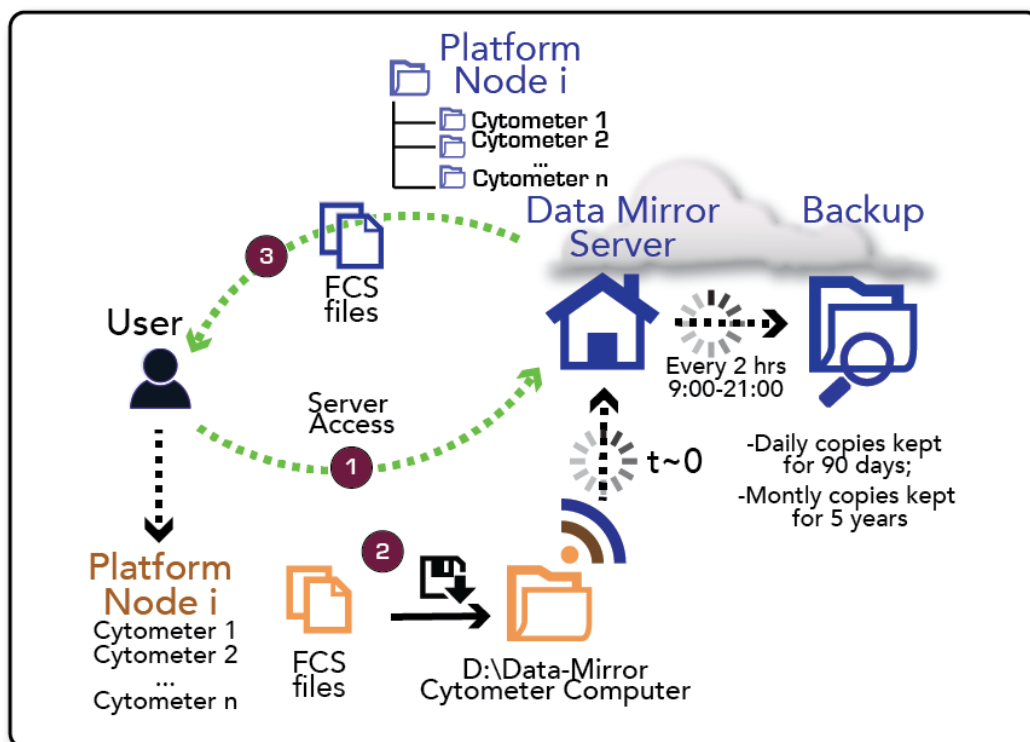


# MCP Data Handling

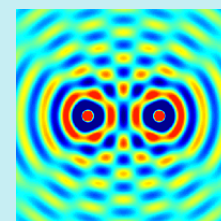
Saving, accessing and retrieving your data

## Cytometry Data workflow



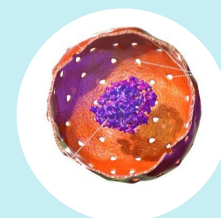
### Central Data Storage

Access your data acquired anywhere in the Platform



### Secured access

No more external memory drives and virus threats. Access from any location, including home.



### Long-term backup

Your data is preserved for future recovery.

## 1 Requesting Access to the Data Server

Cytometry users affiliated with the University of Melbourne can request access to the Data-Mirror server to retrieve data acquired on any platform resource. Active Calpendo users in 2018 from UoM (and Florey) have been

1

### SERVER ACCESS

Request via Service Now

2

### SAVING YOUR FILES

@Resource DATA mirror folder

3

### DATA DOWNLOAD

accessing your data @ the server

granted access to the Data Server. If you have just recently registered in Calpendo, you will need access to the Data server in order to retrieve your data from platform resources at PDI, Bio21, MBC and DS :

✳ Go to <https://unimelb.service-now.com/sp>  
 Navigate through “Information Technology” > “Request Something:>“Access and Security”>”File Share (shared folders)”.

✳ In the request form, enter the following details:

**File Share location:** MDHS;

**File share:** MDHS-Research;

**Type of request:** Provide access to an existing share folder;

**Folder details:**\\unimelb.edu.au\MDHS-Research\Platforms\Cytometry\Data-Mirror;

**Folder owners (approver):** Alexis Gonzalez or Vanta Jameson.

The screenshot shows a ServiceNow form titled 'Request Something' with the breadcrumb 'General IT Services > File share (shared folders)'. The form is divided into two main sections: 'REQUESTED FOR' and 'REQUEST DETAILS'. Under 'REQUESTED FOR', there is a dropdown for '\* User' (selected as Alexis Gonzalez) and a text field for 'Preferred contact number'. Under 'REQUEST DETAILS', there is a dropdown for '\* File share location' (selected as MDHS) with the instruction 'Select the option that matches the faculty or area you are from', a dropdown for '\* File share' (selected as MDHS-Research), and a dropdown for '\* Type of request'.

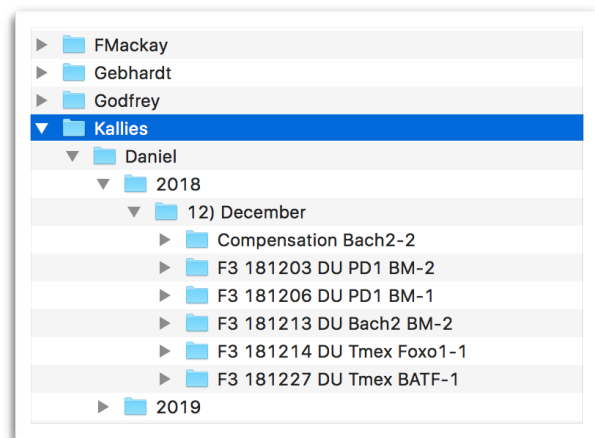
Under **Access details** you'll find two options: “**Read only users**” and “**Read/Write**”. Unless authorised otherwise by MCP management, only “**Read only**” access to Cytometry Data mirror server can be requested. Follow instructions to enter the name of the user requesting access under the “**Read Only users**” text box, explosively.

**NOTE:** Requests for **Read/Write** access to DATA Mirror server will be automatically rejected by MCP managers.

In the text box asking you to “**Please provide your reasoning for this request**”, identify yourself (i.e. “Cytometry platform user requiring access to stored data”). Under “**Additional information**”, please specify that you will need access to ALL the SUBFOLDERS and files contained within the DATA-mirror.

Use this hierarchy to store your data at the local Data Mirror folder! Group leader/user/year/month/experiment name

✳ Submit your ticket! Your request will be processed shortly after.



2

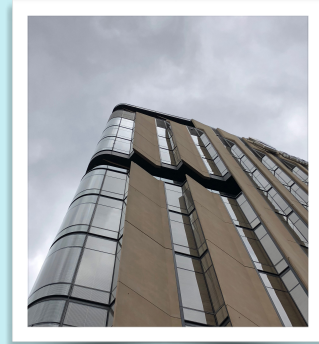
## DATA storage at the local Data-Mirror folder

Data storage drives in most platform resources at Bio21, PDI, MBC and DS contain a folder called “Data Mirror” (i.e. “D or E:\Data-Mirror”). **Exporting your data inside the Data-Mirror local folder is crucial,**

since only data stored in this folder will be appear in the DATA Mirror server and backed up for long-term storage. We suggest you save your data following the following hierarchy for easy future retrieval: *Group leader/User/Year/Month/Experiment name*.

## LOCAL DATA STORAGE LENGTH AND LOCAL POLICIES

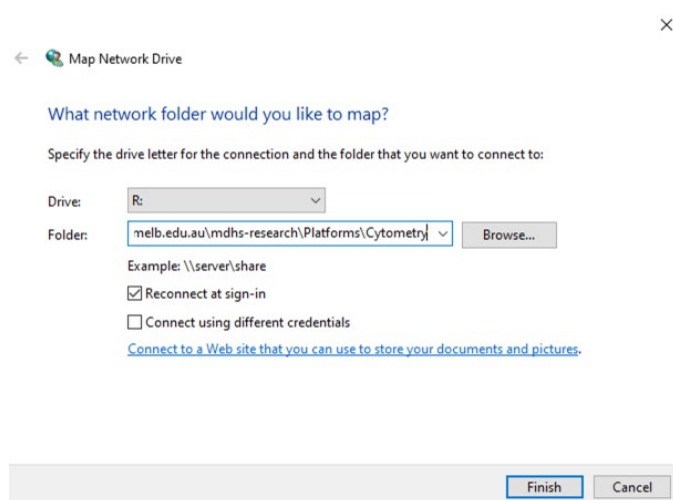
Depending on the resource location and the levels of service, data stored locally in the Data-Mirror folder will be periodically deleted by platform staff to prevent computers from running out of storage space. At the Peter Doherty node this deletion data is done every Monday. Aurora 5L data older than 2 months is deleted at the beginning of each month. **Please make sure to store your data following the recommended subfolders hierarchy for easy identification of acquisition dates.** Contact us if by any reason, you were unable to retrieve your data from the mirror server and would like your local data to be spared from the purge.



## 3 Connecting to the DATA Server

### Windows 10 and 11:

Mapping the Network Drive. Open **File Explorer**, select **This PC** and select Computer from the top menu on Windows 10 or click on the 3 dots on Windows 11. From the menu bar, select **Map Network Drive**. The Map Network Drive dialogue box will open:



In the **Drive** box, select “R:”

In the **Folder** box, enter:

**\\unimelb.edu.au\\mdhs-research\\Platforms\\Cytometry\\Data-Mirror**

Ensure the **Reconnect at logon box** is checked. Click **Finish**. The network drive will now appear in My Computer.

**NOTE:** If you are asked for a username and password enter:

Username: unimelb\\email username

Password: email password

Students should enter: “student\\email username” and email password

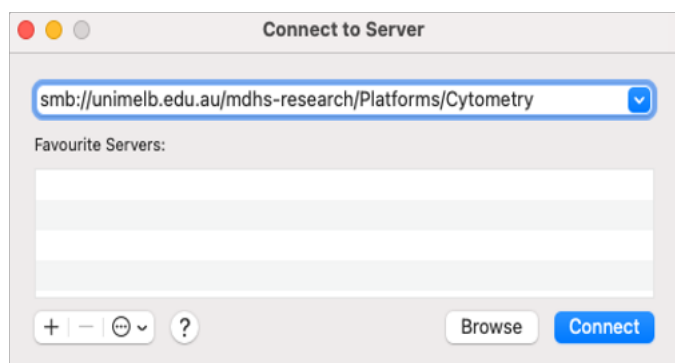
Download your data from the Data-Mirror folder (Data-mirror/Platform node/Resource/etc..) and store it at a secure location.

## Mac OSX:

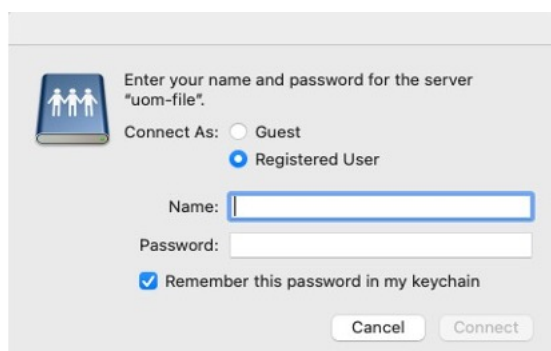
Connecting to the Server. Open **Finder**. From the top menu, select **Go>Connect to Server**. The **Connect to Server** dialogue box will open:

In the **Server Address** box, enter

**smb://unimelb.edu.au/mdhs-research/  
Platforms/Cytometry/**



Click on the **plus icon** to save this server address in your Favorite Servers and Click **Connect**. The Authentication dialogue box will open:



Enter:

Username: unimelb\email username Password: email password

Students should enter: student\email username and email password

Ensure that **Remember this password in my keychain** is checked. Click OK.

Finder will then open displaying the contents of the share. A network Icon will also appear on your desktop. To make this network connection available each time you login, drag the **network icon** from the desktop to the right-hand side of the Dock.

Download your data from the Data-Mirror folder (Data-mirror/Platform node/Resource/etc..) and store it at a secure location.

**Note for both Mac and Windows users:** If you have issues with accessing /unimelb.edu.au/mdhs-research/ Platforms/Cytometry/, first connect to /unimelb.edu.au/mdhs-research/ (top server location) then navigate to *Platforms > Cytometry* to access the Data-mirror folder.