**Incucyte Archiving Guide**

If you use the IncuCyte the data you create is stored on the system and as more scans are created the system gets full. The data needs to be removed by archiving it, and then space on the system is freed up for more scanning.

You are responsible for your data and for archiving it and deleting it from the system. Prior to archiving the data the data should be analyzed all the ways you desire as it cannot be analyzed or brought back to the IncuCyte for analysis after it is archived. You archive your data, save it to your storage space, and then you delete it from the IncuCyte system.

Follow these steps to archive your data:

Log into the IncuCyte system using your user name and password.

Select the Archives option located on the bottom of the screen.

Select the box or boxes on the left that are desired for archive.

Click “Create Archive” near upper left of page.

Select where data is to be stored.

Storage needs to be attached to the IncuCyte in the CTSR core (bring your drive over and we’ll connect it)

Name your file

Browse to drive

Create Archive, now it tells you how big it is

Select ok.

Data is stored to your drive

Once the files have been archived, CTSR staff will delete the files from the IncuCyte system.

Remember this helpful tip: **Depending on how large the archive is, it could take hours, or even days. It’s best to archive in smaller chunks then a huge TB+ size at a time.**