

Affymetrix Exporting and Archiving Directions:

All data will be exported and archived to <\\arrayfiles\arraydata>, this server will contain three folders named Agilent, Affy, and People, all users will be given a subfolder in the People folder and this is where users will export and archive their data to. Please note that only you will have access to this folder, you may not share your folder with anyone.

Only array scans may be stored on this server. All other data is subject to deletion without prior notice. Data stored on this server will be archived within 12 months of its creation.

All files must be saved using the following convention:

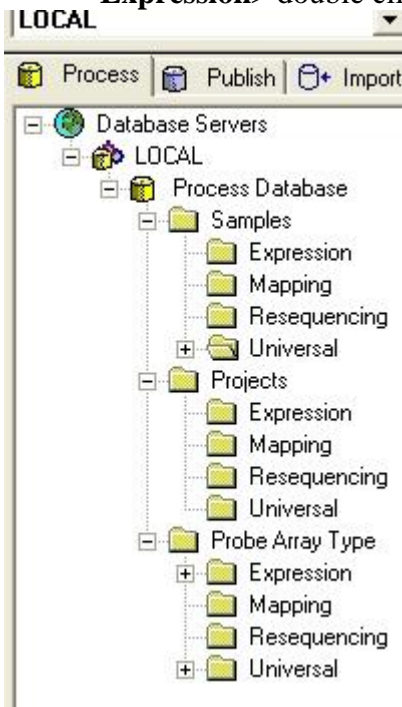
First three letters of PI's lastname_Your Initials_Year Month Day_ your personal descriptive

Example:

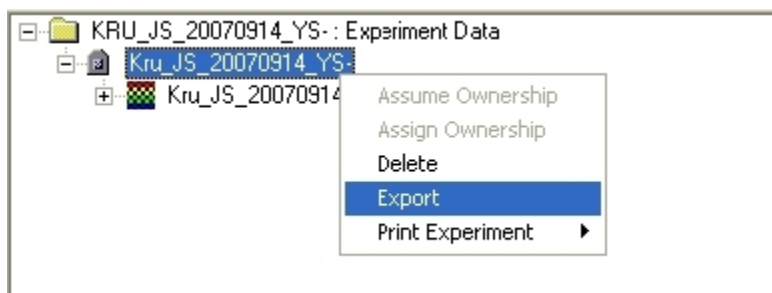
BOT_DG_20061205_yb311

Botstein Lab, David Gresham, December 5, 2006, sample yb311

1. Make sure you are logged into the computer with your **Princeton** username and password.
2. Go to **My Computer>Tools>Map Network Drive**. Choose a drive letter from the drop down menu, and the folder is <\\arrayfiles\arraydata> click **Finish**.
3. In the **Start Menu**, open the **GCOS Manager**, go to **Tools> Set Data Path>** choose your appropriate folder on the arrayfiles server.
4. In the **Process** Tab in the left field, under **Samples>** click **Universal or Expression>** double click the experiment you wish to export.



5. Right click on the experiment name in the right field, and click **export**.



6. Exporting will take around 3-8 minutes; you can tell that it is working because in the lower field it will say “running” when the export is done it will say “available”.

Local Task	Task Description	Started	Status
+Export	Kru_JS_20070914_Y5-.DAT	15:11:00	Running
+Import		15:06:45	Available
Delete		15:06:45	Available
Archive		15:06:45	Available
Create		15:06:45	Available

7. After this is available you will double click on the experiment and DAT and/or CEL file will appear beneath it.



8. To archive these right click on them, and it will prompt you to choose where to archive to, you will choose your folder on the arrayfiles server. Click **Archive**. Archiving should take only 1-3 minutes it will say “available” when done, and the colored icon will turn gray. Remember to log out of the computer.

Please indicate your Name, NetID and sign below, so that we may give you access to the array files server

NAME _____

NETID _____

Signature _____

Your signature indicates your understanding of the policies regarding the use of the aforementioned facilities. Failure to adhere to these policies may result in revocation of your access rights.