



Genetic Analyzer AB 3130 Quarterly Data Back-up

3130#: Serial #: Date: Analyst:

_____: Save Raw Data:

- Navigate to the following folders:
- My computer → ABSW (E:) → Applied Biosystems → UDC → Data Collection → Data
- Highlight all desired files to copy and place into '#1 Raw Data' folder on desktop

_____: Save Injection Lists:

- Open Data Collection software
- Select 'Plate Manager'
- Click on 'Find All'
- Highlight desired injection list
- Click on 'Export'
- Navigate to '#2 Injection List' folder on desktop
- Click 'Save'
- Click 'OK'
- Repeat steps 4-8 for all desired injection lists

_____: Save GeneMapper Files:

- Open GeneMapper
- Tools → GeneMapper manager
- Select desired project file(s)
- Click on 'Export'
- Navigate to the '#3 GM Files' folder on the desktop
- Click 'Save'
- Type project name in File Name box as it appears on header after 'Export Project'
- Click 'Save'
- Repeat steps 7-8 for all selected files
- Delete all of previous quarter runs

_____: Copy to CD:

- Insert blank CD
- Select 'Open Writable CD Folder' when asked
- Copy all three folders from desktop to CD drive window
- Click on 'Write These Files to CD'
- Name CD as Q01, Q02, Q03, or Q04 Year 3130 1 or 2
- Repeat to make a duplicate CD
- Re-insert CD's to ensure a good copy was made
- Label CDs
- Delete all files copied to desktop folders
- One copy remains in laboratory, while the other is placed into storage