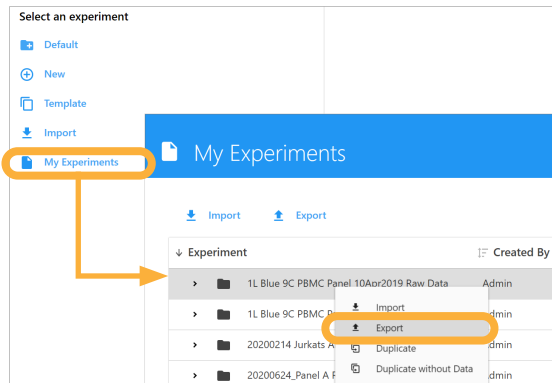
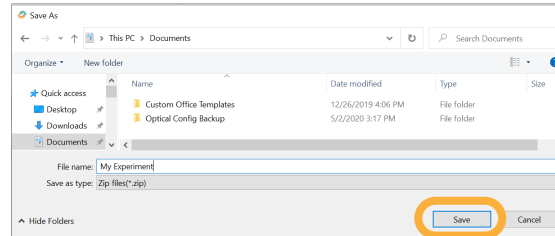


Data Management for Users

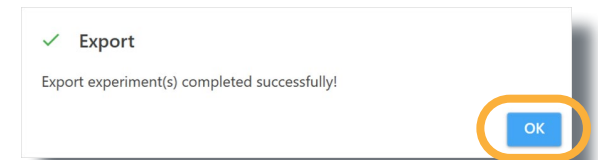
- 1** Right click on the experiment in SpectroFlo Acquisition module > Experiment tab > My Experiments and click **Export**.



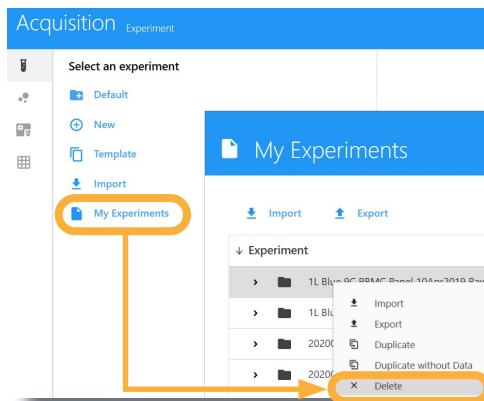
- 2** Select a folder, type an export file name, and click **Save**.



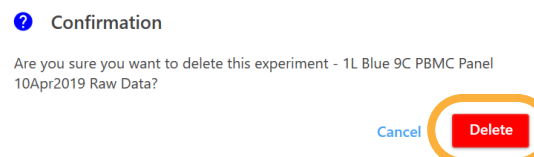
- 3** Click **OK** to close the export pop-up window.



- 4** Right click on the experiment in SpectroFlo Acquisition module > Experiment tab > My Experiments and click **Delete**.



- 5** Click **Delete** to remove the experiment from SpectroFlo.

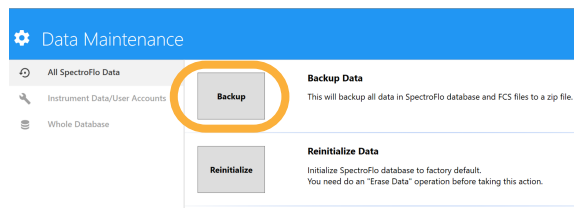


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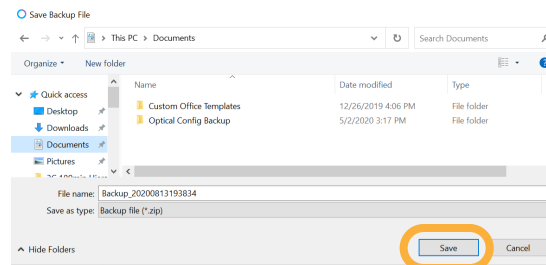
Data Management for Administrators

Determine a regular schedule (weekly to quarterly) to backup data and clean up the cytometer workstation. Follow the steps below on those scheduled data management days.

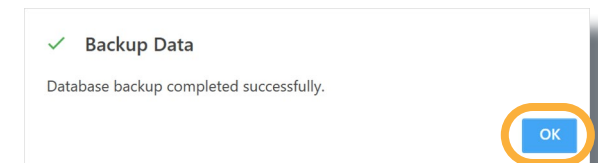
- 1** Open the Data Maintenance Tool and click **Backup**.



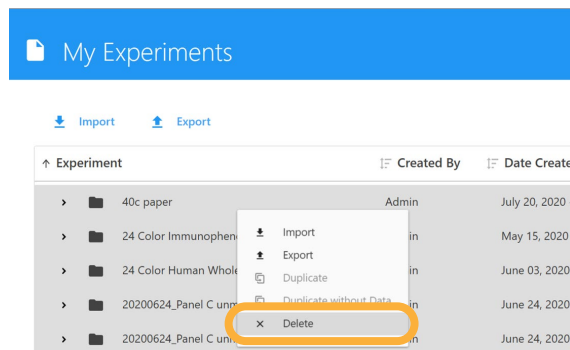
- 2** Select a folder, type an export file name, and click **Save** to generate a ZIP backup of all SpectroFlo data.



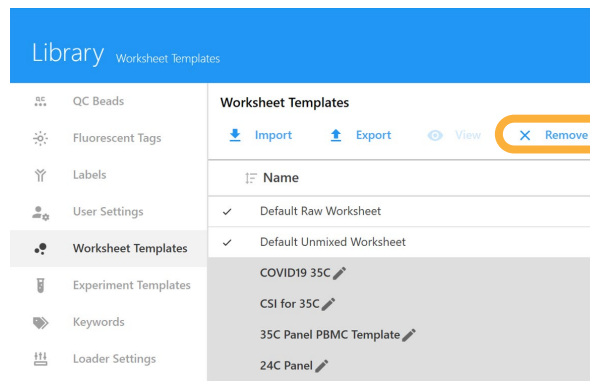
- 3** Click **OK** to close the backup data pop-up window.



- 4** Close the Data Maintenance Tool. Open SpectroFlo. Go to Acquisition > My Experiments. Select the experiment(s) to delete, then right click and select **Delete**.



- 5** In the Library module, select User Settings, Worksheet Templates, or Experiment Templates and click **Remove** to delete them.



- 6** Navigate to Cytekbioexport/Fcs-Files/RecycleBin. Select all files and click **Delete**.

