

Job Aid

BD FACSDiva™ Software

Administrator tasks:

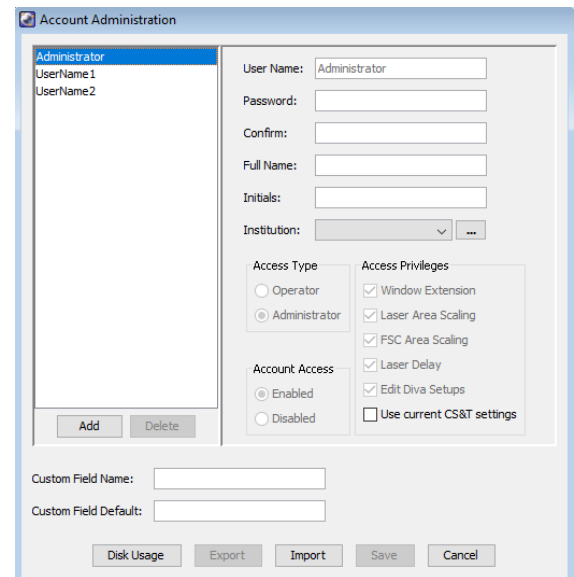
Administering accounts

This job aid contains instructions for administering user accounts using BD FACSDiva™ Software. These tasks are available for the Administrator login as well as users with administrator access. See the *BD FACSDiva™ Software Reference Manual* for additional information.

Working with user accounts

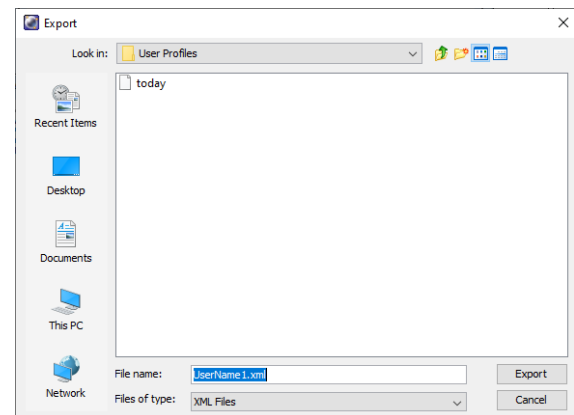
Adding a new user

- 1 Select **File > Administration**.
- 2 In the Account Administration dialog, click **Add**.
- 3 Enter a new name in the User Name field. Press **Enter**.
- 4 Enter a password, in the Password field. Confirm the password by re-entering it in the Confirm field.
All the remaining fields are optional.
- 5 Set the appropriate access type and privileges.
- 6 Click **Save**.



Exporting user profiles

- 1 In the Account Administration dialog, select a user profile or Shift+click to select multiple existing user profiles.
- 2 Click **Export**.
In the Export dialog, verify that the pathway is BDExport\User Profiles.
- 3 Enter a file name, if needed. Click **Export**.

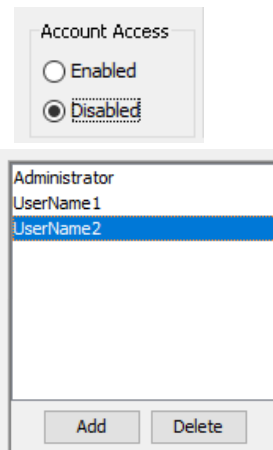


Importing user profiles

- 1 In the Account Administration dialog, click **Import**.
- 2 In the Import dialog, navigate to BDExport\User Profiles.
- 3 Select a profile and click **Import**.

Disabling and deleting accounts

- 1 To disable a user account:
 - In the Account Administration dialog, select the user.
 - Select **Disabled** under Account Access.
 - Click **Save**.
- 2 To delete a user account:
 - Export then delete the user's experiments from the Browser.
 - In the Account Administration dialog, select the *user's name*, then click **Delete**.
 - Click **Save**.



Managing and tracking accounts

Viewing the User Tracking Log

Log in to the software as Administrator. This feature is only available to the Administrator account.

- 1 Select **File > User Tracking Log**.
The current month of user tracking is displayed. For previous logs, go to ProgramData\BD\Shared.
- 2 View or export the CSV file to track user login information.

	A	B	C	D	E	F	G	H	I	J
1	User Name	Full Name	Application	Role	Department	Institution	LogIn Time	LogIn Date	LogOut Time	LogOut Da
2	Administrator		BD FACSDiva S Administra				3:46:40 PM	April 1 202	3:47:57 PM	April 1 202
3	Administrator		BD FACSDiva S Administra				3:48:29 PM	April 1 202	8:42:18 AM	April 2 202
4	Administrator		BD FACSDiva S Administra				8:19:11 AM	April 8 202	5:33:21 PM	April 8 202
5	Administrator		BD FACSDiva S Administra				5:16:38 PM	April 12 20	5:17:58 PM	April 12 20
6	Administrator		BD FACSDiva S Administra				8:27:36 AM	April 13 20	3:39:54 PM	April 13 20
7	Administrator		BD FACSDiva S Administra				9:52:30 AM	April 20 20	11:20:51 AM	April 20 20
8	UserName2		BD FACSDiva S Administra				11:20:55 AM	April 20 20	11:23:18 AM	April 20 20
9	UserName1		BD FACSDiva S Operator				11:23:21 AM	April 20 20	11:24:18 AM	April 20 20
10	Administrator		BD FACSDiva S Administra				11:24:21 AM	April 20 20	11:43:22 AM	April 20 20
11	UserName1		BD FACSDiva S Operator				11:43:26 AM	April 20 20	11:43:36 AM	April 20 20

Viewing the Disk Space Usage

- 1 In the Account Administration dialog, click **Disk Usage**.
- 2 View the usage of each user to manage user data usage.

The screenshot shows a dialog box titled 'View Disk Space Usage'. It contains a table with the following columns: 'User', 'Experiment', 'Specimen', 'Tube', 'File Name', 'File Size', and 'Date Modified'. The table lists various users and their associated data files. At the bottom of the dialog, there are two buttons: 'Export' and 'Close'. The total disk space used is indicated as 'C (4.63 MB)'.

User	Experiment	Specimen	Tube	File Name	File Size	Date Modified
Administrator	6-color Example				706.35 KB	
Administrator	6-color Example	Lymphocytes	3/16+56/45/4/19...	36.fcs	353.17 KB	2004/06/09 08:2...
Administrator	6-color Example	Lymphocytes	3/16+56/45/4/19...	39.fcs	353.17 KB	2004/06/09 08:2...
Administrator	Experiment_001				3.94 MB	
Administrator	Experiment_001	Specimen_001	A10	47.fcs	212.80 KB	2020/03/25 01:0...
Administrator	Experiment_001	Specimen_001	A11	49.fcs	205.77 KB	2020/03/25 01:0...
Administrator	Experiment_001	Specimen_001	A12	51.fcs	212.80 KB	2020/03/25 01:0...
Administrator	Experiment_001	Specimen_001	A1	53.fcs	212.80 KB	2020/03/25 01:0...
Administrator	Experiment_001	Specimen_001	A2	55.fcs	212.80 KB	2020/03/25 01:0...
Administrator	Experiment_001	Specimen_001	A3	57.fcs	212.80 KB	2020/03/25 01:0...
Administrator	Experiment_001	Specimen_001	A4	59.fcs	212.80 KB	2020/03/25 01:0...
Administrator	Experiment_001	Specimen_001	A5	61.fcs	212.80 KB	2020/03/25 01:0...
Administrator	Experiment_001	Specimen_001	A6	63.fcs	212.80 KB	2020/03/25 01:0...
Administrator	Experiment_001	Specimen_001	A7	65.fcs	212.80 KB	2020/03/25 01:0...
Administrator	Experiment_001	Specimen_001	A8	67.fcs	212.80 KB	2020/03/25 01:0...
Administrator	Experiment_001	Specimen_001	A9	69.fcs	212.80 KB	2020/03/25 01:0...

Class I Laser product
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