

Job Aid

BD FACSDiva™ Software

Administrator tasks:

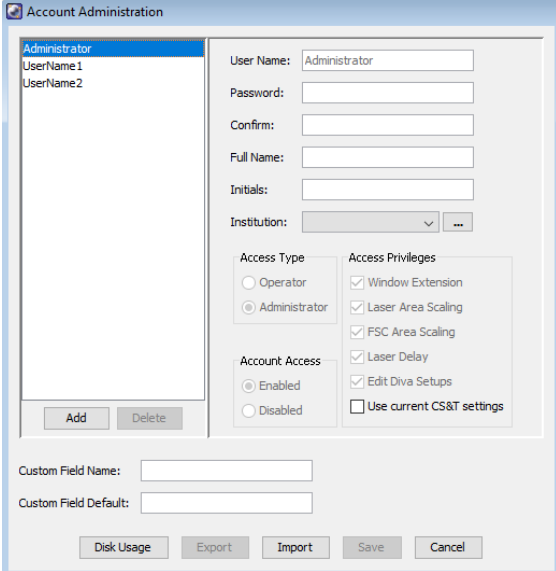
Administering accounts

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

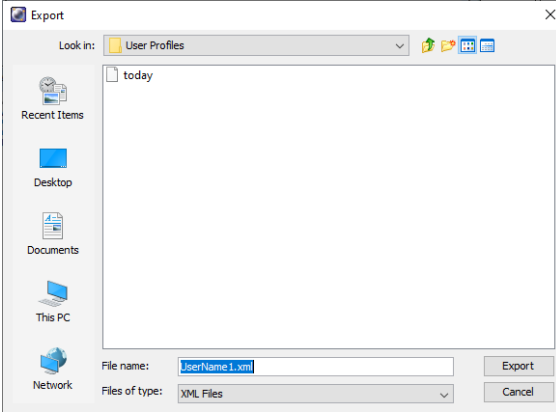
Adding a new user

- 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**.

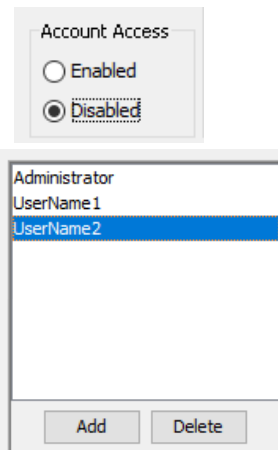


Importing user profiles

- 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

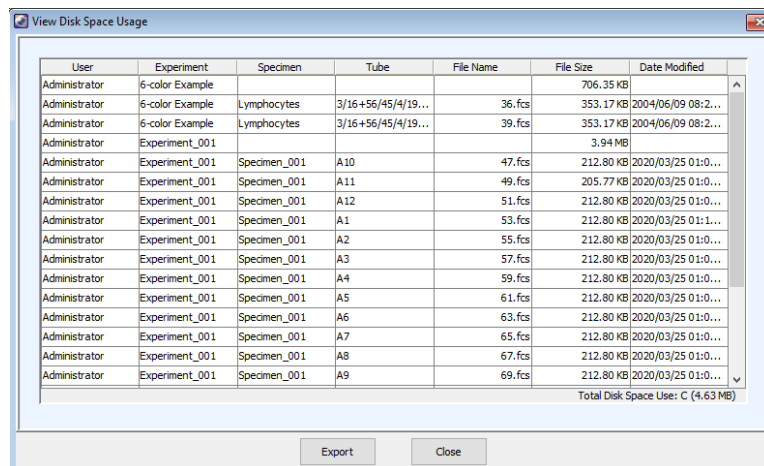
Log in to the software as Administrator. This feature is only available to the Administrator account.

- 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.



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 01:1...
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...

Total Disk Space Use: C (4.63 MB)

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