

CytoBee



User Guide

CytoBee User Guide

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1 Welcome to CytoBee Software

CytoBee software is a flow cytometry data management software. This guide provides a brief overview of the steps involved in curating and tagging your saved FCS data files using the CytoBee software.

FCS File Format

CytoBee supports all the common FCS files and the following file formats:

- FCS 2.0
- FCS 3.0
- FCS 3.1

2 Contact Details

To speak to one of our team email customersupport@appliedcytometry.com or telephone +44 (0)1909 547210

Or contact us by post at the following address:

Applied Cytometry
Matrix House
Nobel Way
Dinnington
South Yorkshire
S25 3QB
UK

Visit us online at <https://www.appliedcytometry.com/>

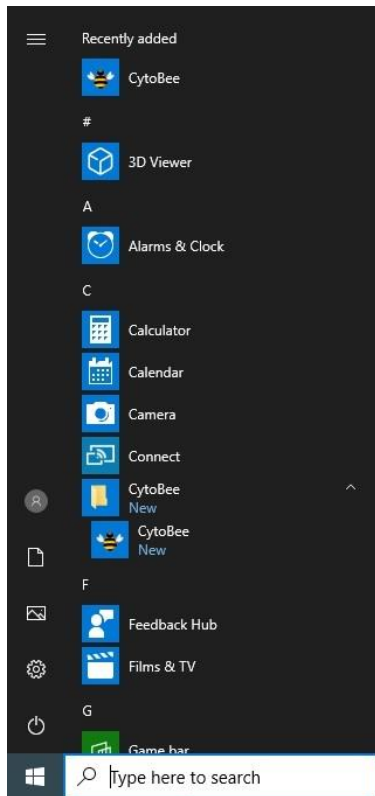
3 License Mechanism

A license control mechanism, in the form of a DESkey device or a valid software license, is used for the operation of the CytoBee software.

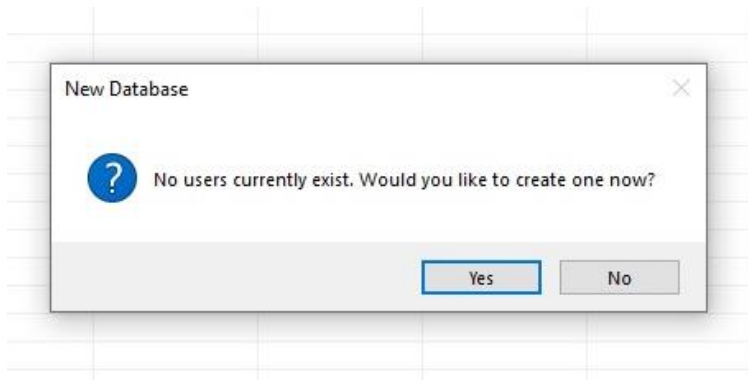
If a valid license mechanism is not detected when CytoBee is started, a dialog is launched (see CytoBee Installation Guide section 5). This allows a valid license to be entered or a valid DESkey device to be inserted.

4 Open CytoBee Software

To open the software, click the **CytoBee** menu item from the **Start Menu**:

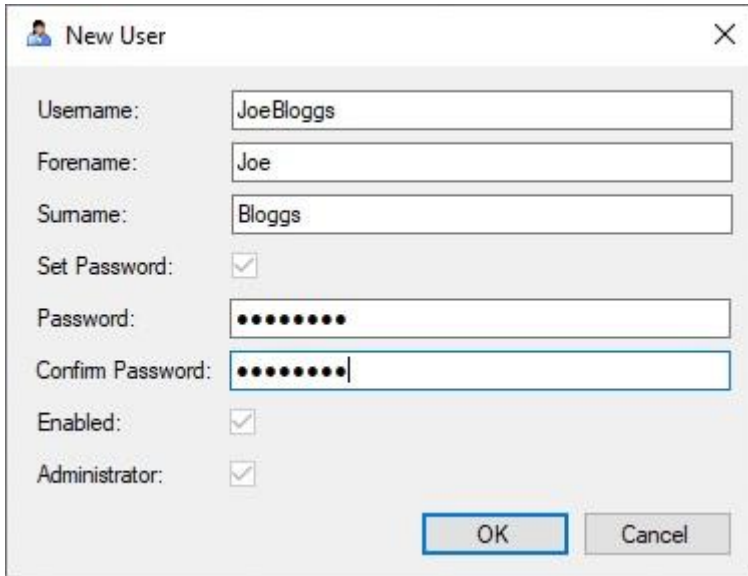


In the first instance, the following dialog will show:



Press the **Yes** button to create a new user.

The New User dialog will show, as illustrated below:

A Windows-style dialog box titled "New User" with a close button (X) in the top right corner. It contains several input fields and checkboxes. The "Username:" field contains "JoeBloggs". The "Forename:" field contains "Joe". The "Surname:" field contains "Bloggs". The "Set Password:" checkbox is checked. The "Password:" field contains seven dots. The "Confirm Password:" field contains seven dots. The "Enabled:" checkbox is checked. The "Administrator:" checkbox is checked. At the bottom right, there are "OK" and "Cancel" buttons.

New User

Username: JoeBloggs

Forename: Joe

Surname: Bloggs

Set Password: ☒

Password:

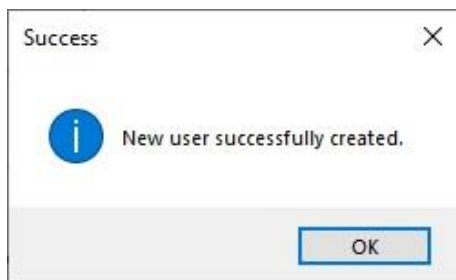
Confirm Password:

Enabled: ☒

Administrator: ☒

OK Cancel

Note that usernames must be a minimum of 1 character, passwords a minimum of 6 characters, and that both usernames and passwords must be a maximum of 50 characters. Once the New User dialog has been completed, press the **OK** button and the following will show:



Press the **OK** button.

Once the New User is successfully created, you will be taken to the standard log in dialog which will appear on opening the software:

A login dialog box titled "Login" with a close button (X) in the top right corner. It has an orange gradient background. On the left, there is a logo of a bee inside a hexagonal frame. To the right of the logo, the text "CytoBee" is displayed in a large font, and "v1.0.0.30" is displayed in a smaller font below it. Below the logo and text, there are two input fields: "Username:" and "Password:". At the bottom, there are "Login" and "Cancel" buttons.

Login

 CytoBee v1.0.0.30

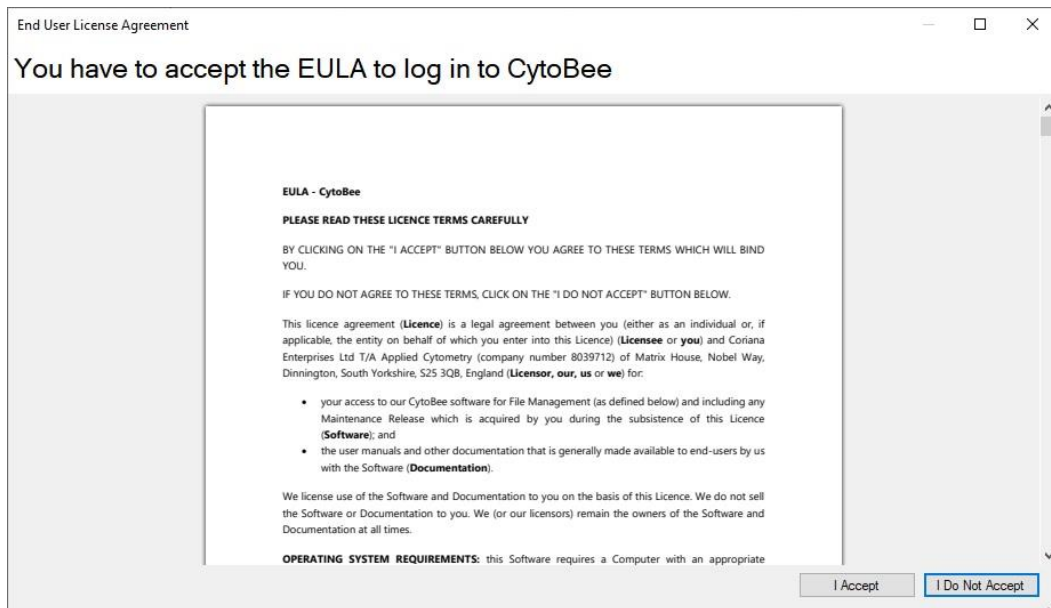
Username:

Password:

Login Cancel

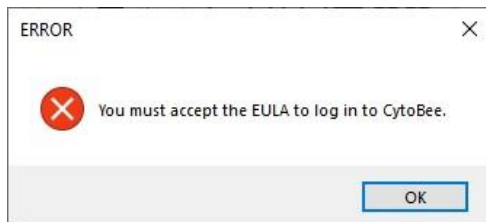
Enter your **Username** and **Password** into the relevant fields, then press the **Login** button.

In the first instance you will be presented with the End User License Agreement:



Click the **I Accept** button to proceed. By clicking the **I Accept** button you agree to the terms.

If you do not agree to the terms, click the **I Do Not Accept** Button. By clicking the **I Do Not Accept** button you will not be allowed to log in to CytoBee and the following message will be presented.

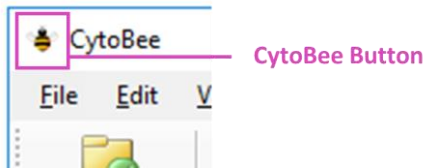


When logged in you will see the CytoBee window:

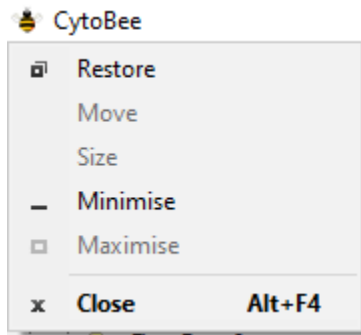


4.1 CytoBee Button

At the top left corner of the application is the **CytoBee** button:



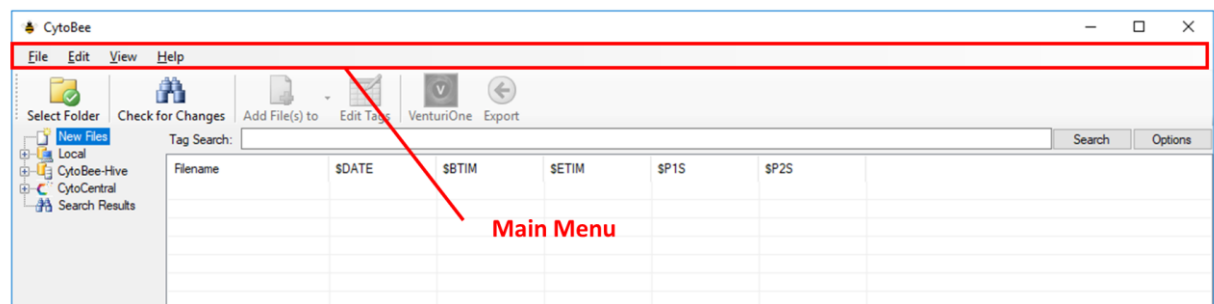
Click the **CytoBee** button to display the **CytoBee Menu** pictured below:



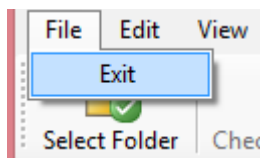
These options allow you to Minimise, Maximise, Move, or Resize the application window. The application can also be closed from here.

5 Main Menu

The Main Menu is the area at the top of the CytoBee Application Window

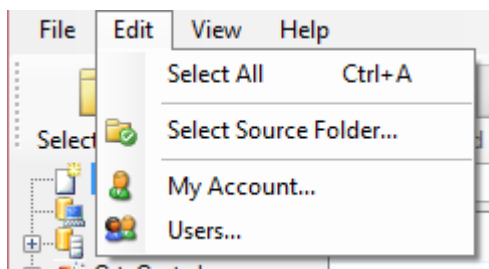


5.1 The File Menu:



Provides you with an option to **Exit** the CytoBee software.

5.2 The Edit Menu:



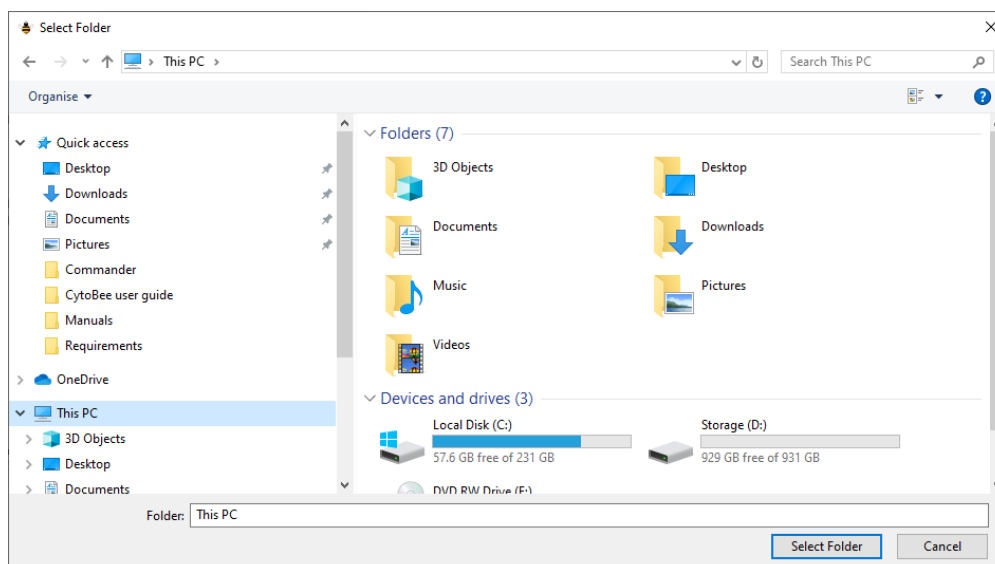
5.2.1 Select All

This option selects all files within the **currently selected folder** within the **File Libraries** area.

5.2.2 Select Source Folder

This option allows you to select one or more folders to be the source(s) of FCS data files you wish to manage within CytoBee.

Pressing the **Select Source Folder** option will open a browse dialog:



Locate the source folder in which the FCS files of interest are stored and press the **Select Folder** button.

This will add the selected folder to the **New Files** Library in the File Libraries Area of the application. See **New Files Library** for further information (**section 7.1**)

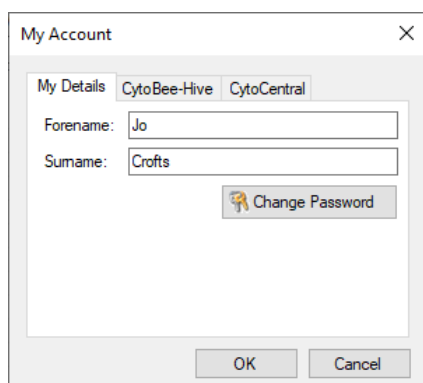
Note: When a large quantity of files has been selected CytoBee may take some time to process the files and may appear to have stopped responding. Do not close CytoBee. CytoBee will resume the requested action when all files have been processed.

5.2.3 My Account

This option allows you to change your account password and enter credentials with which to connect to CytoBee-Hive and CytoCentral. Selecting the **My Account** option will open the My Account dialog (see below).

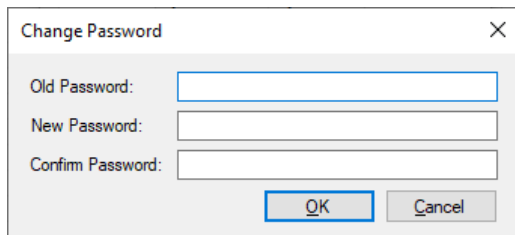
5.2.3.1 My Details Tab

When the My Account dialog is opened, the My Details tab will be shown:



Please note - here you can only change your password, updating other account details can only be done by an Administrator, see the User Management section 5.2.4

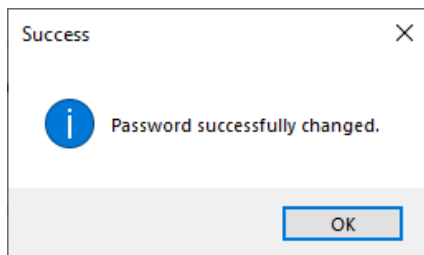
Pressing the **Change Password** button will open the **Change Password** dialog:



A dialog box titled "Change Password" with a close button (X) in the top right corner. It contains three text input fields labeled "Old Password:", "New Password:", and "Confirm Password:". Below the fields are two buttons: "OK" and "Cancel".

Enter your current password into the **Old Password** field, then your new password into both the **New Password** and **Confirm Password** fields. Note that passwords must have a minimum of 6 characters and a maximum of 50 characters.

Pressing the **OK** button will then update your account password and bring up the following Dialog:

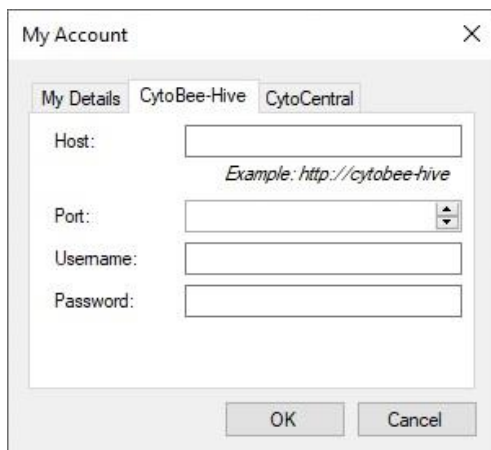


A dialog box titled "Success" with a close button (X) in the top right corner. It features a blue information icon (i) and the text "Password successfully changed." Below this is an "OK" button.

Press the **OK** button to return you to the **My Account** Dialog above.

5.2.3.2 CytoBee-Hive Tab

Selecting the CytoBee-Hive tab will show the following:



A dialog box titled "My Account" with a close button (X) in the top right corner. It has three tabs: "My Details", "CytoBee-Hive", and "CytoCentral". The "CytoBee-Hive" tab is selected. The form contains four fields: "Host:" (with an example text "Example: http://cytoBee-hive"), "Port:" (with a dropdown arrow), "Username:", and "Password:". At the bottom are "OK" and "Cancel" buttons.

Here you can enter CytoBee-Hive's **Host address**, **Port number** and your **CytoBee-Hive Username** and **Password**. Pressing the **OK** button will save the entries, which CytoBee will then attempt to use to connect with CytoBee-Hive.

If CytoBee-Hive is connected see section 7.3

5.2.3.3 CytoCentral Tab

Selecting the CytoCentral tab will show the following:

My Account

My Details CytoBee-Hive **CytoCentral**

Host:

Example: <https://api.cytocentral.com>

Port:

Username:

Password:

OK Cancel

Here you can enter CytoCentral's **Host address**, **Port number** and your **CytoCentral Username** and **Password**. Pressing the **OK** button will save the entries, which CytoBee will then attempt to use to connect with CytoCentral.

If CytoCentral is connected see section 7.4

5.2.4 User Management

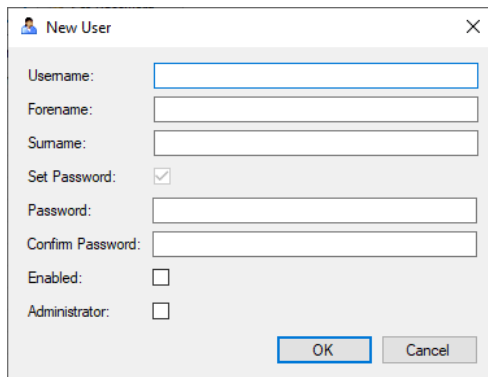
This option allows Administrators to **Add** and **Delete** users, **Set Passwords**, revoke a user's EULA acceptance, **Enable** and **Disable** user accounts, set **Administrator** access and generally **Edit** user account information.

Selecting the **Users** option will open the **User Management** dialog below:

[illegible]

5.2.4.1 Add New User

Pressing the **Add** button in the **User Management** dialog will open the **New User** dialog below:



The 'New User' dialog box contains the following fields and controls:

- Username:** Text input field
- Forename:** Text input field
- Surname:** Text input field
- Set Password:** Checkmark (checked)
- Password:** Text input field
- Confirm Password:** Text input field
- Enabled:** Checkmark (unchecked)
- Administrator:** Checkmark (unchecked)
- Buttons:** OK, Cancel

In this dialog you can:

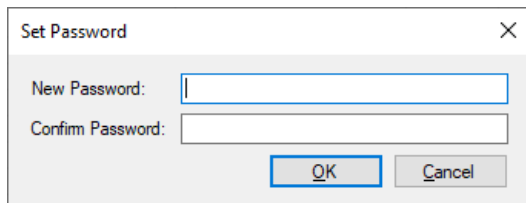
- Enter new user credentials
- Set Enabled status (checked if the account is to be used, unchecked to prevent use of the account)
- Set Administrator level (checked if the user is to have Administrator rights)

Enter the information and tick the relevant boxes then press the **OK** button to add a new user. Note that usernames must be a minimum of 1 character, passwords a minimum of 6 characters, and that both usernames and passwords must be a maximum of 50 characters.

5.2.4.2 Set Password

A current user in the User Management dialog list needs to be selected before pressing this button.

Pressing the **Set Password** button on the **User Management** dialog will open the following dialog:

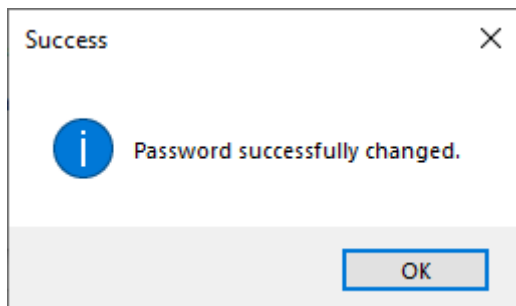


The 'Set Password' dialog box contains the following fields and controls:

- New Password:** Text input field
- Confirm Password:** Text input field
- Buttons:** OK, Cancel

Note that passwords must be a minimum of 6 characters and a maximum of 50 characters. Enter the new password in both fields and press **OK**.

The following dialog will show:



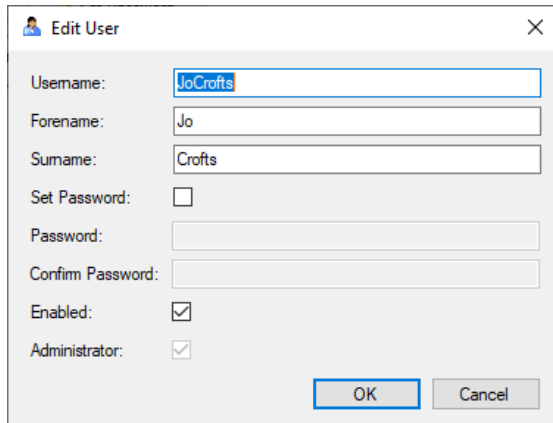
The 'Success' dialog box displays the following information:

- Title:** Success
- Icon:** Information icon (blue circle with 'i')
- Message:** Password successfully changed.
- Buttons:** OK

Press the **OK** button.

5.2.5 Edit User

Double clicking on the selected User will bring up the user details in the **Edit User** dialog:



The 'Edit User' dialog box contains the following fields and options:

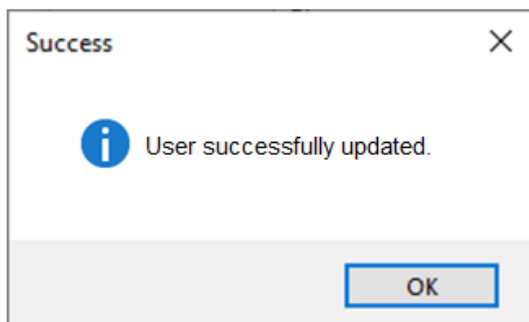
- Username:** Text field containing 'JoCrofts'.
- Forename:** Text field containing 'Jo'.
- Surname:** Text field containing 'Crofts'.
- Set Password:** A checkbox that is currently unchecked.
- Password:** Text field (disabled).
- Confirm Password:** Text field (disabled).
- Enabled:** A checkbox that is checked.
- Administrator:** A checkbox that is checked.
- Buttons:** 'OK' and 'Cancel' buttons at the bottom right.

Here you can:

- Edit the **Username**, **Forename** and **Surname** fields.
- Set a new password by checking the **Set Password** checkbox and entering the new password into both the **Password** and **Confirm Password** fields.
- Disable the user account by unchecking the **Enabled** checkbox.
- Set the administrator level of the user by ticking or unticking the **Administrator** checkbox.

Note that usernames must be a minimum of 1 character, passwords a minimum of 6 characters, and that both usernames and passwords must be a maximum of 50 characters.

Once the changes have been made press the **OK** button and the following dialog will show:



Press the **OK** button to return to the application.

5.3 The View Menu:

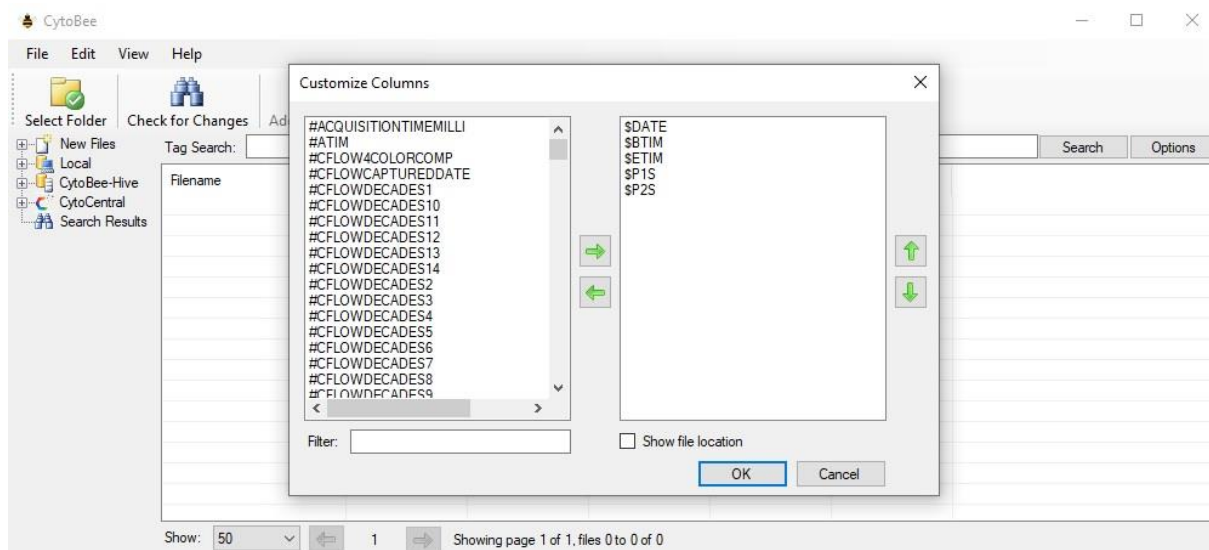


5.3.1 Check for Changes

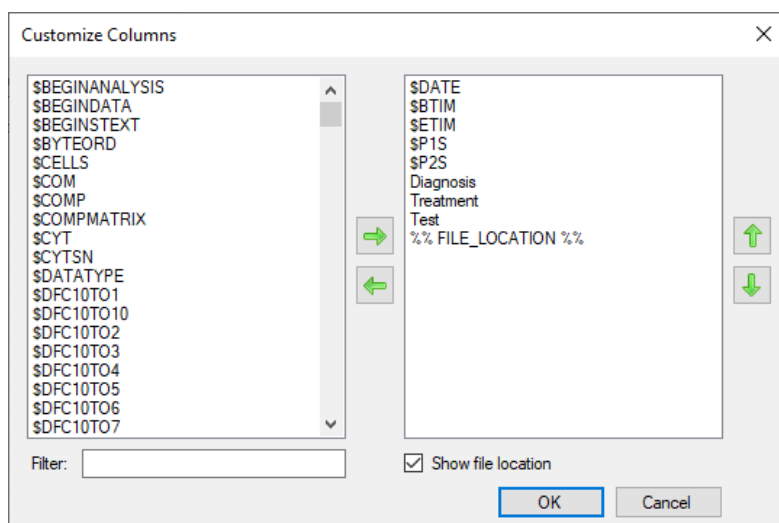
See section 6.2

5.3.2 Customize Columns

This option allows you to select which columns are displayed in the **Files List Area** of the application.



Selecting the **Customize Columns** option from the View menu will open the **Customize Columns** dialog:



Within this dialog you have:

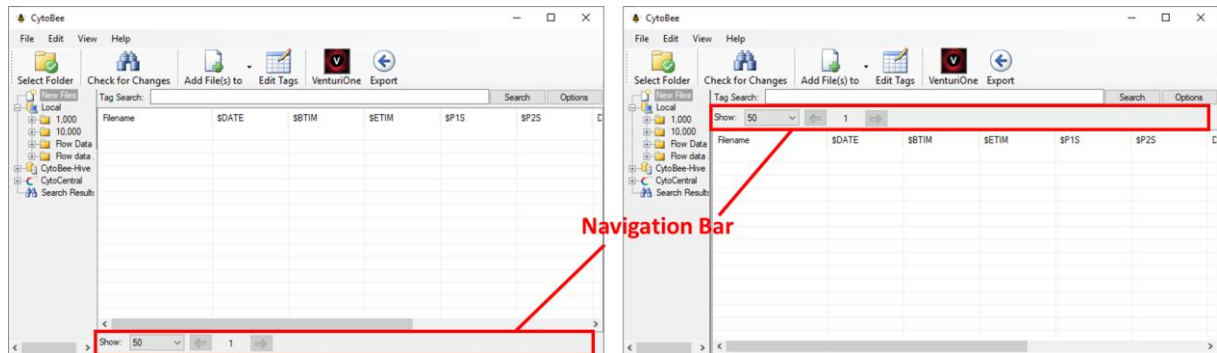
- A list of **FCS headers** present from all files will appear in a list on the left side of the dialog, added Tags are also displayed.
- A list of **column headings** on the right which corresponds to the column headings on the **File List** area off the application, (on first opening of the application there will be a default set of column headings displayed)
- A **filter field** allowing you to type in and search for an FCS header or Tag.
- **Left** and **Right** arrow buttons:
 - The **Right** arrow will **add** the selected FCS header/Tag to the column heading list on the right.
 - The **Left** arrow will **remove** the selected column header/Tag from the column heading list.
- **Up** and **Down** arrow buttons:
 - The **Up** arrow will change the position of the selected column heading one step higher in the list (unless it is already at the top of the list)
 - The **Down** arrow will change the position of the selected column heading one step lower in the list (unless it is already at the bottom of the list)

- The **Show File Location** checkbox when ticked will add a column heading to the column heading list. This will show the local pathway location of the source FCS file within the File List area of the application.

Once you have customized the column heading selection, press the **OK** button and the column headings will update.

5.3.3 Navigation Bar

This option allows you to choose where the **Navigation Bar** is displayed on the application, either at the top of the Files List area or below:



For more information on the **Navigation Bar** see 10 'Page Navigation Area'

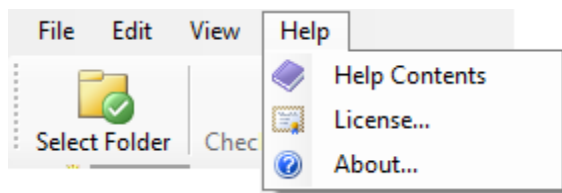
5.3.4 New Files

This option gives you the choice of displaying the **New Files** library in the **Files Libraries** area or not.

By default, this option is ticked so the **New Files** library is shown.

When this option is unticked, the **New Files** library is not shown in the **Files Libraries** area.

5.4 The Help Menu:



5.4.1 Help contents

Selecting the **Help Contents** option will open the **CytoBee User Guide**.

5.4.2 License

Selecting the License option will open the **CytoBee License** dialog:



This dialog shows your license information.

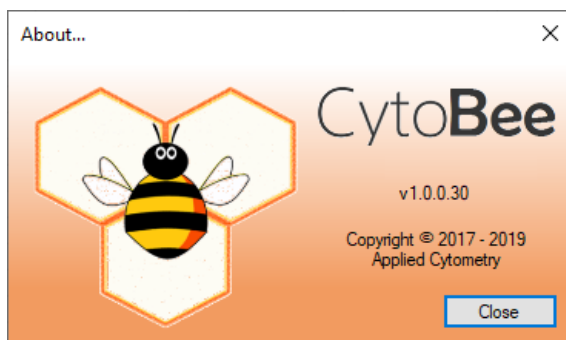
In the **CytoBee License** dialog you can:

- Request a new license - if your license is due to or has expired,
- Import a License key file that has been sent to you.

For more information about this dialog, please see the **CytoBee Installation Guide**.

5.4.3 About

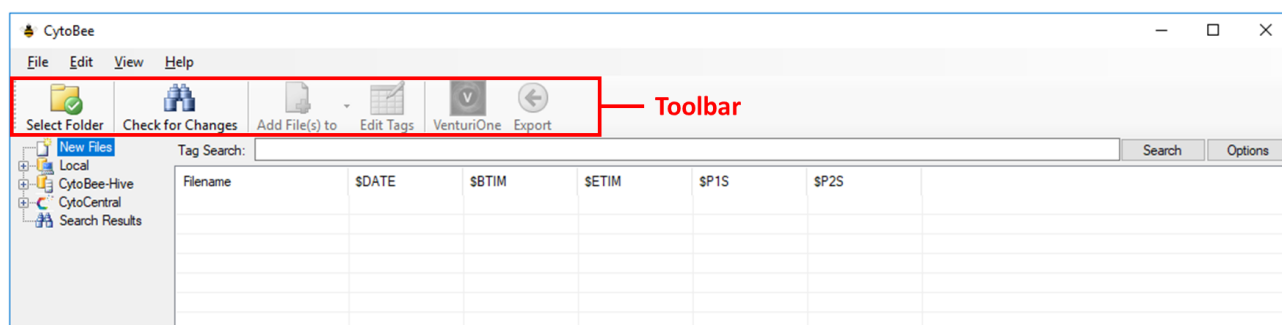
Selecting the **About** option will show the **About** dialog:



This dialog gives you information about the software version number.

Press the **Close** button to close the dialog.

6 Toolbar



6.1 Select Folder

The **Select Folder** button allows you to select one or more folders to be the source(s) of FCS data files you wish to manage within CytoBee.

See section 5.2.2 '**Select Source Folder**' for more information.

6.2 Check for Changes

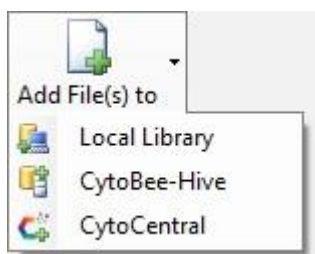
Pressing the **Check for Changes** button will initiate a search for any FCS data files added to the selected Source Folder(s). Any new files found will be added to the New Files library.

An automatic search will be performed on opening the CytoBee software.

Note: If a large quantity of files has been found CytoBee may take some time to process the files and may appear to have stopped responding. Do not close CytoBee. CytoBee will resume the requested action when all files have been processed.

6.3 Add File(s) to

Clicking this button will reveal a dropdown menu offering a choice of location to which to add the selected files, or selected folder and its contents. If the selection is in the **New Files** library, it can be added to **Local Library**. If the relevant connection has been established the selection can be added to CytoBee-Hive or CytoCentral.



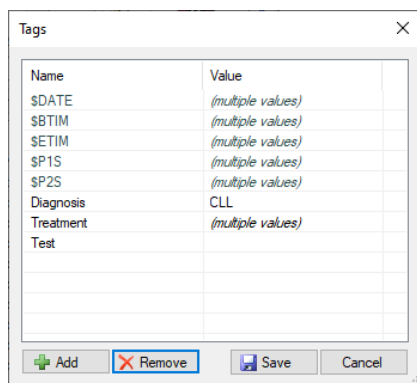
Note: When a large quantity of files has been selected CytoBee may take some time to process the files and may appear to have stopped responding. Do not close CytoBee. CytoBee will resume the requested action when all files have been processed.

6.4 Edit Tags

Clicking the **Edit Tags** button will open one of the following **Tags** dialogs, depending on the file selection made. The **Tags** dialog allows you to add, edit or remove tags for the selected file(s).

The tags derived from keywords in the FCS data file headers are read only and cannot be removed or edited. They are greyed out within the Edit Tags dialog.

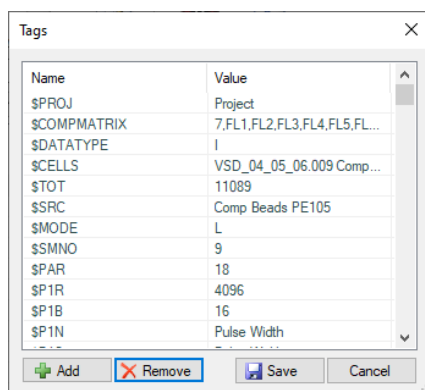
If multiple files are selected:



When multiple files are selected for tagging, the tags listed in the **Tags** dialog will comprise the tags which were selected as **Column Headers** within the **Files List** area.

The tag value is marked *(multiple values)* to indicate that the files selected have different tag values for that tag name.

If a single file is selected:



When a single file is selected for tagging, the tags listed in the **Tags** dialog will comprise all the tags associated with that file.

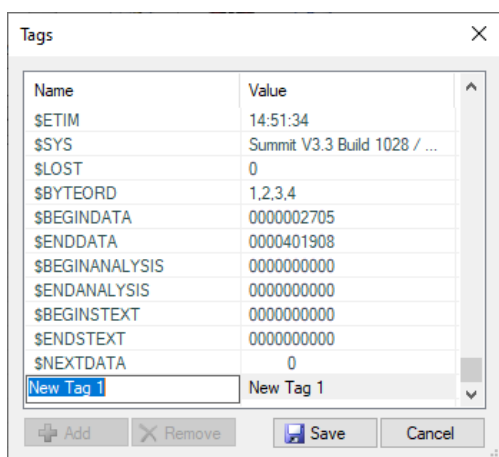
6.4.1 Edit

User-defined tags already associated with the selected file(s) can be edited by double clicking on them. Changes made can then be saved by clicking the **Save** button.

The FCS data file keywords are read only and cannot be edited.

6.4.2 Add

Pressing the Add button adds a line within the Tags dialog:



When a new tag is added it is given a generic name and value of New Tag 1. Double click on either the name or tag to edit it as described in 6.4.1

Adding a tag when multiple files are selected will add that tag to all selected files.

6.4.3 Remove

Pressing the **Remove** button will remove the selected Tag, the FCS Headers are read only and cannot be removed.

6.4.4 Save

Pressing the **Save** button will save any changes that you have made and return to the main window of the application.

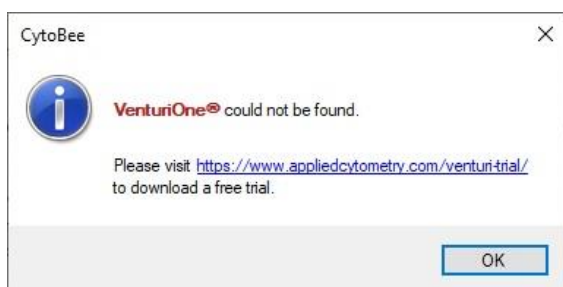
6.4.5 Cancel

Pressing the **Cancel** button will cancel any changes and close the dialog.

6.5 VenturiOne

Clicking the **VenturiOne** button will launch the **VenturiOne** flow cytometry analysis software and the highlighted FCS files will be placed into the playlist ready for analysis.

If the **VenturiOne** software is not installed, clicking the **VenturiOne** button will open the following dialog:



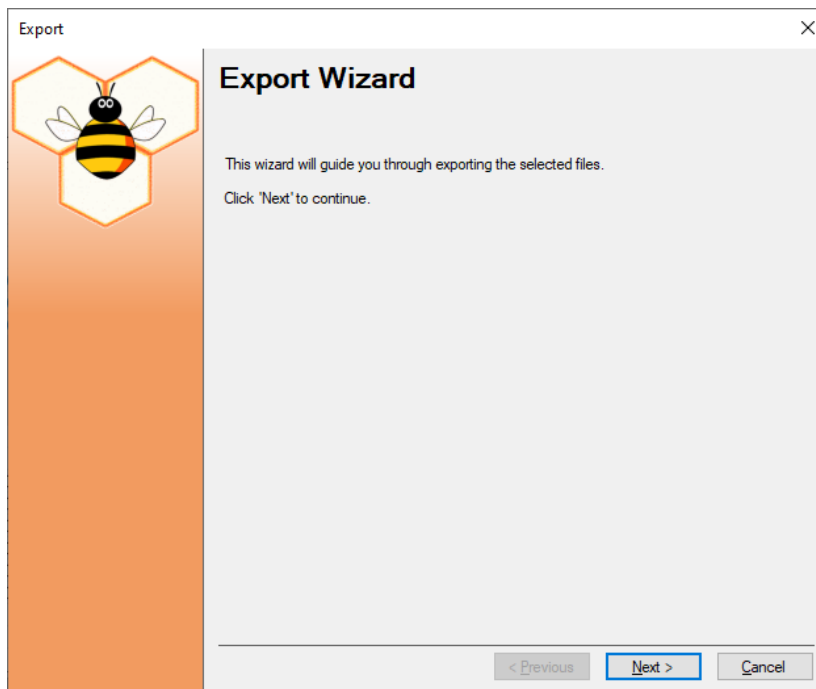
Pressing the **OK** button will close the dialog.

6.6 Export

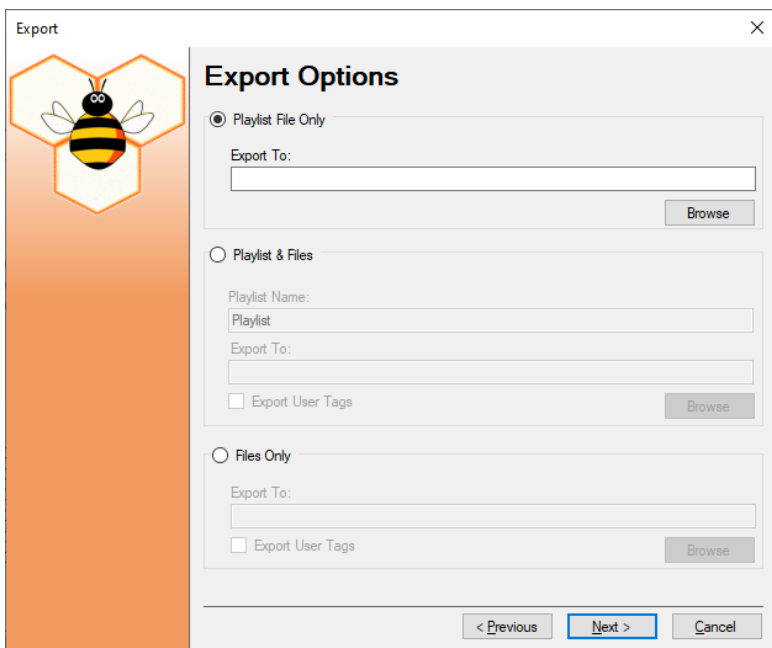
Clicking the **Export** button will launch the Export Wizard. This will lead you through the process of exporting the files selected within the **Files list area** so they can be analyzed outside of CytoBee.

Note: *When a large quantity of files has been selected CytoBee may take some time to process the files and may appear to have stopped responding. Do not close CytoBee. CytoBee will resume the requested action when all files have been processed.*

The first page of the Export Wizard introduces you to the export process:

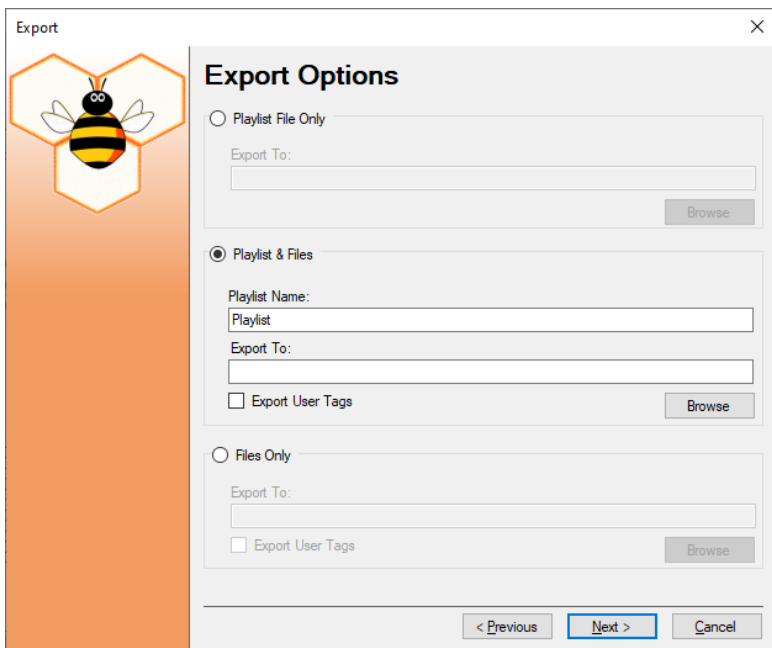


Click the **Next** button to move on to the Export Options page:



The dialog box is titled "Export" and features a bee icon on the left. The main section is titled "Export Options". Three radio buttons are present: "Playlist File Only" (selected), "Playlist & Files", and "Files Only". Under "Playlist File Only", there is an "Export To:" text field and a "Browse" button. Under "Playlist & Files", there is a "Playlist Name:" text field with "Playlist" entered, an "Export To:" text field, and an unchecked "Export User Tags" checkbox with a "Browse" button. Under "Files Only", there is an "Export To:" text field and an unchecked "Export User Tags" checkbox with a "Browse" button. At the bottom are "< Previous", "Next >" (highlighted with a blue border), and "Cancel" buttons.

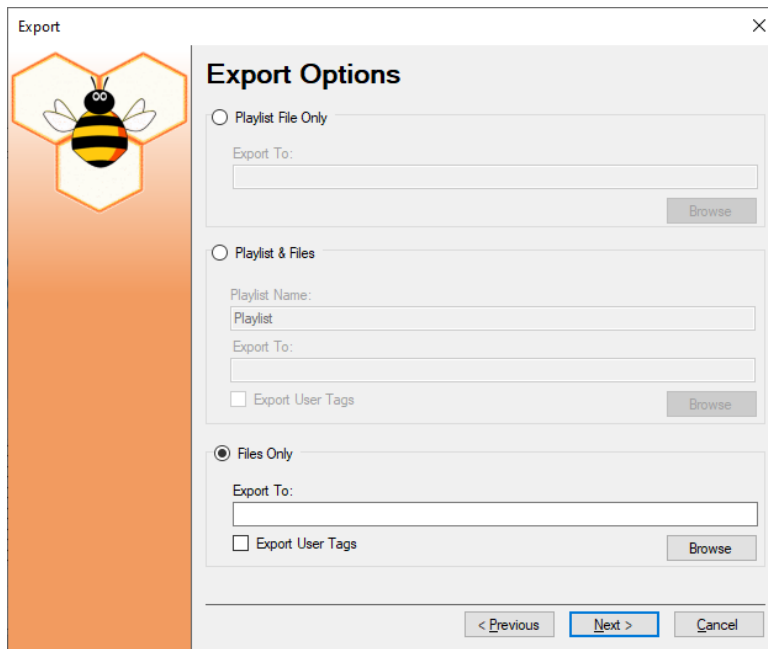
Selecting the **Playlist File Only** radio button (available for Local files only) will export a single **Playlist** file. This file does not contain the selected FCS files but does contain links to them. Note that the created **Playlist** file can only be used with **VenturiOne** analysis software, and then only on the same PC and Windows account on which the files the playlist is linked to are stored.



The dialog box is identical to the one above, but the "Playlist & Files" radio button is now selected. The "Playlist Name:" field still contains "Playlist". The "Export To:" field and "Export User Tags" checkbox are also present for this option.

Selecting the **Playlist & Files** radio button will save a **Playlist file** but also copies of the selected **FCS files**. The Playlist file will have links to these copied FCS files so, provided the set of files are kept together, they can be moved to and analyzed on other Windows accounts or computers.

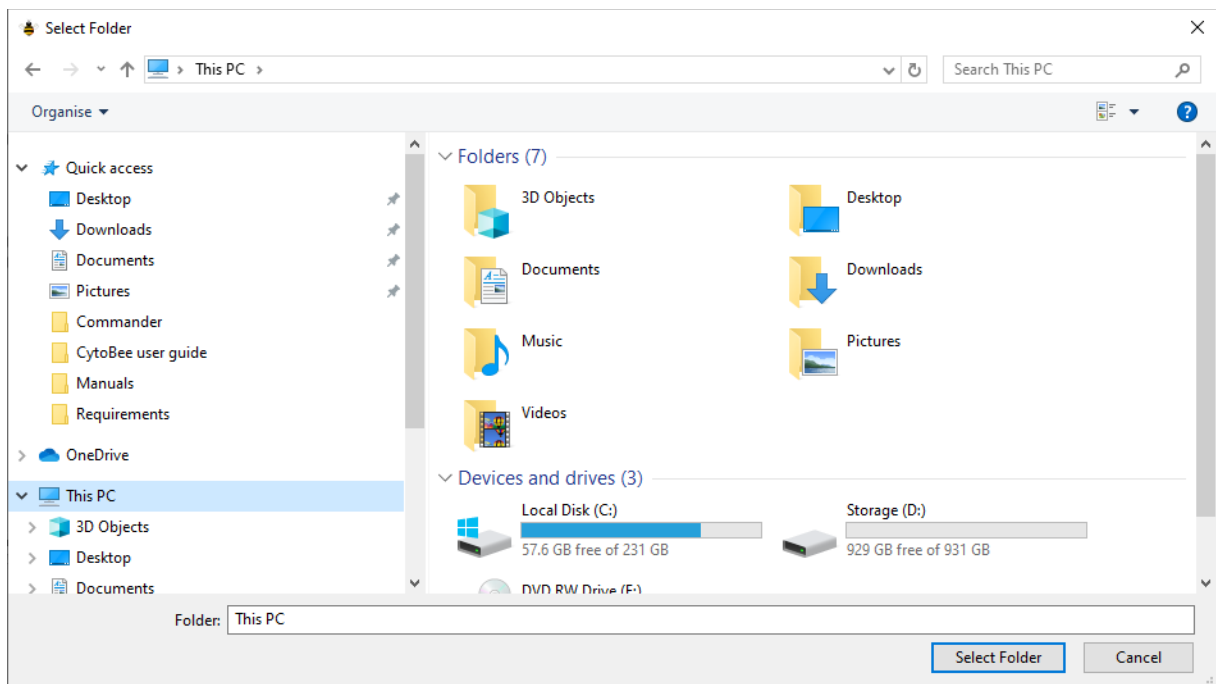
When the **Export User Tags** checkbox is checked the user added tags will be saved to the copied FCS files on export.



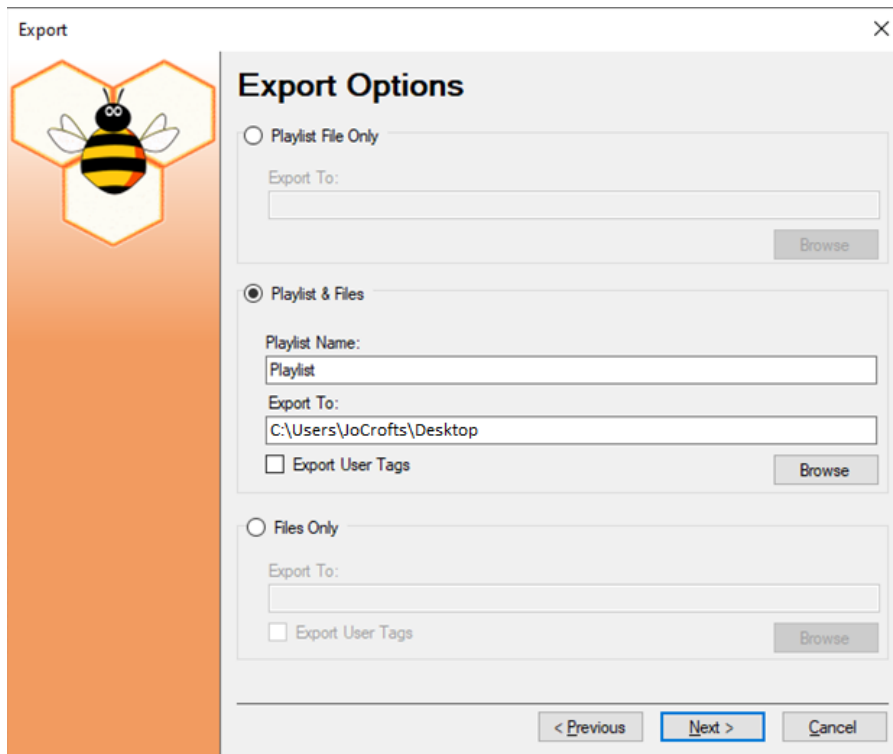
Selecting the **Files Only** radio button will save copies of the **FCS files** only. These can then be moved to and analyzed on other Windows accounts or computers.

When the **Export User Tags** checkbox is ticked the user added tags will be saved to the FCS file on export.

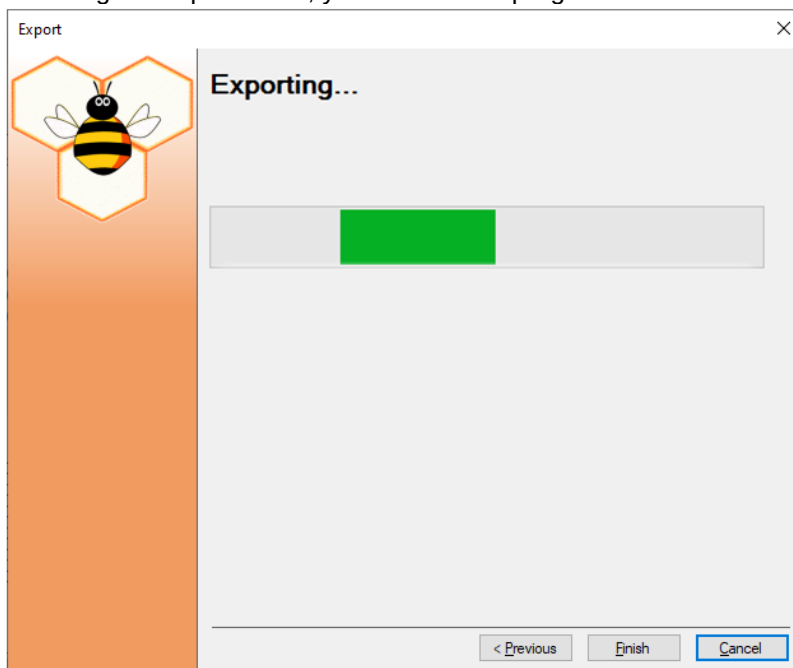
Pressing the **Browse** button enables you to choose the location that the File(s) will be saved:



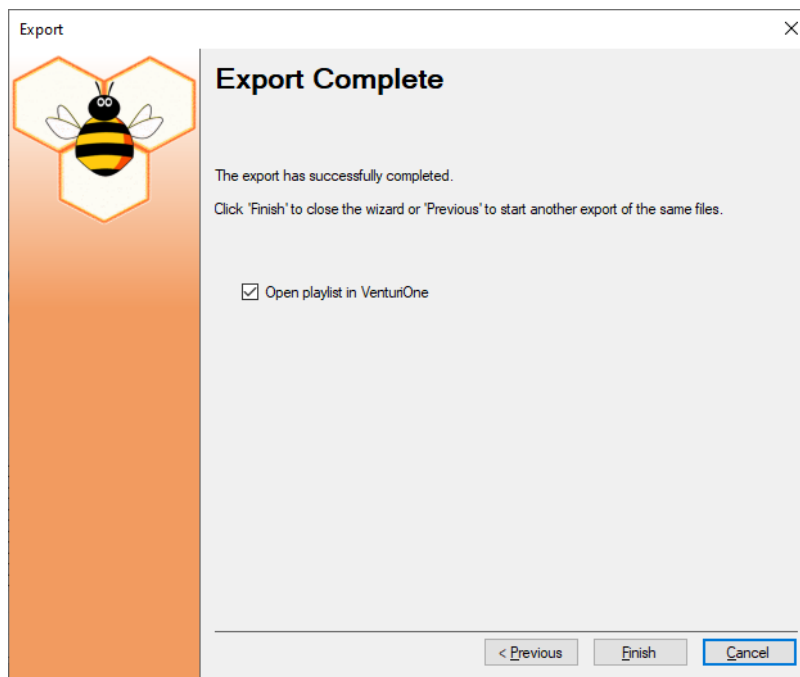
Choose the destination and then click the **Select Folder** button. This will add the address of your chosen folder to Export To field.



Press the **Next** button to confirm the chosen export options. The export will begin and, depending on how long the export takes, you will see the progress indicator illustrated below.



When the export has finished the following dialog will show:



If the **Open playlist in VenturiOne** checkbox is ticked, CytoBee will attempt to open the playlist in VenturiOne when the **Finish** button is clicked.

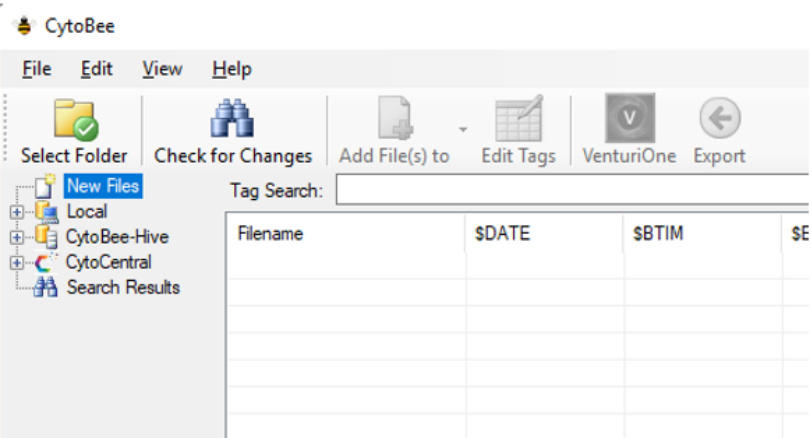
Clicking the **Finish** button will close the export wizard.

7 File Libraries Area



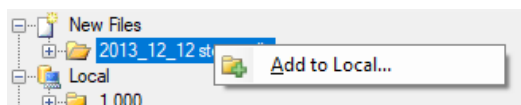
7.1 New Files Library

The **New Files** library displays files that have been added to CytoBee but not yet moved to the Local library. The files will be displayed in the same folder structure as in their source location.



7.1.1 New Files Library context menu

Hovering the mouse cursor over a folder in the **New Files** library and right clicking will open the context menu illustrated below.



7.1.1.1 Add to Local

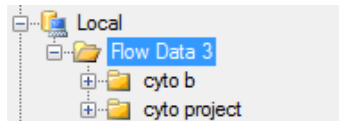
Selecting the **Add to Local** option will add all the files within the selected folder to the **Local** library.

Note: When a large quantity of files has been selected CytoBee may take some time to process the files and may appear to have stopped responding. Do not close CytoBee. CytoBee will resume the requested action when all files have been processed.

See 6.3 for more information.

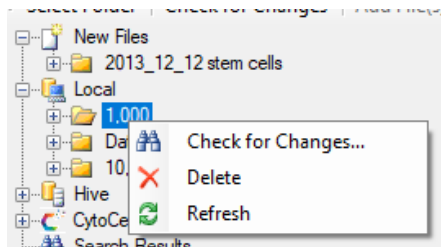
7.2 Local Library

The **Local** library displays the files which have been added to CytoBee's database, i.e. they are saved when CytoBee is closed. They will be displayed in the same folder structure as that of their **Source Folder(s)**, an example of which is shown below.



7.2.1 Local Library context menu

Moving the mouse cursor over a folder in the **Local** library and right clicking will open the context menu illustrated below.



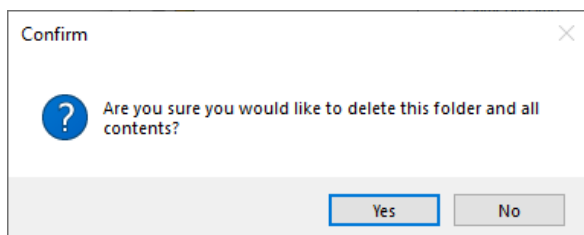
7.2.1.1 Check for Changes

Selecting the **Check for Changes** option will initiate a search for files which have been added to the source folder, but which have not been added to the **Local** library.

See 6.2 '**Check for Changes**' for more information

7.2.1.2 Delete

Selecting the **Delete** option will open the following confirmation dialog:



Selecting **Yes** will remove the selected folder from the CytoBee **Local** library database. The original files in their source locations will not be affected.

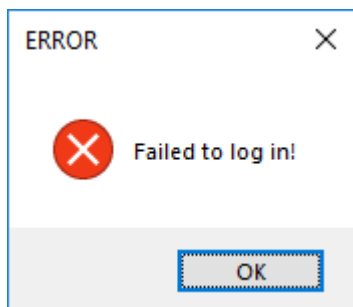
Selecting **No** will cancel the action.

7.2.2 Refresh

Selecting the **Refresh** option will refresh the file list shown in the **File List** area.

7.3 CytoBee-Hive Library

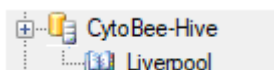
If you are not connected to CytoBee-Hive, clicking on the CytoBee-Hive Library will prompt an attempt to login to CytoBee-Hive with the credentials entered in the CytoBee-Hive tab of the My Account dialog. If the login attempt fails, an error message like that below will be shown and will, where possible, describe the reason for the failed login:



Possible errors include:

- 'Your email and/or password are incorrect. Please try again'
- 'Too many failed attempts. Please try again in 15 minutes'
- 'Server is not licensed'
- 'No username specified'
- 'The specified account has not been confirmed. Please check your emails for your confirmation'
- 'Your account is currently disabled. Please contact us to enable it'
- 'Unable to locate the EULA. Please contact your administrator'
- 'No user licenses are currently available'

If you are connected to CytoBee-Hive, clicking on the CytoBee-Hive library will display the Experiments stored in the **Hive** database.



7.3.1 CytoBee-Hive Library Context Menu



7.3.1.1 New Experiment

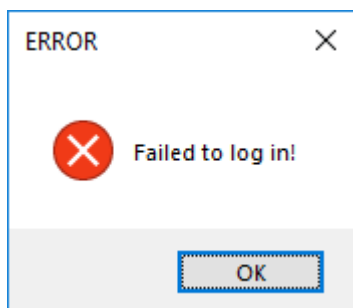
Selecting the **New Experiment** option will open the New Experiment wizard which guides you through creating a new experiment. See 11.1.1 for more information.

7.3.1.2 Refresh

Selecting the **Refresh** option will refresh the connection with CytoBee-Hive to show files added since the connection was last established.

7.4 CytoCentral Library

If you are not connected to CytoCentral, clicking on the CytoCentral Library will prompt an attempt to login to CytoCentral with the credentials entered in the CytoCentral tab of the My Account dialog. If the login attempt fails, an error message like that below will be shown and will, where possible, describe the reason for the failed login:



Possible errors include:

- 'Your email and/or password are incorrect. Please try again'
- 'Too many failed attempts. Please try again in 15 minutes'
- 'Server is not licensed'
- 'No username specified'
- 'The specified account has not been confirmed. Please check your emails for your confirmation'
- 'Your account is currently disabled. Please contact us to enable it'
- 'Unable to locate the EULA. Please contact your administrator'
- 'No user licenses are currently available'

If you are connected to CytoCentral, clicking on the CytoCentral library will display the Experiments stored in the **Hive** database.



7.4.1 CytoCentral Context Menu



7.4.1.1 New Experiment

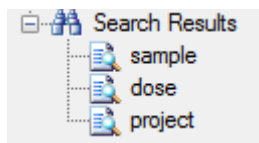
Selecting the **New Experiment** option will open the New Experiment wizard which guides you through creating a new experiment, see 12.1.1 for more information.

7.4.1.2 Refresh

Selecting the **Refresh** option will refresh the connection with CytoCentral to show files added since the connection was last established.

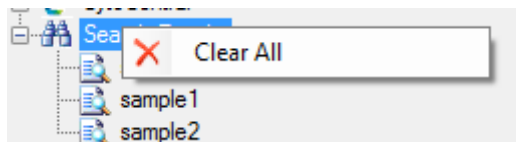
7.5 Search Results

The **Search Results** library displays a list of all the searches made in the **Tag Search** field.



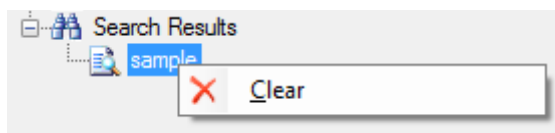
7.5.1 Context Menus

Right clicking the **Search Results** library will open the context menu illustrated below.



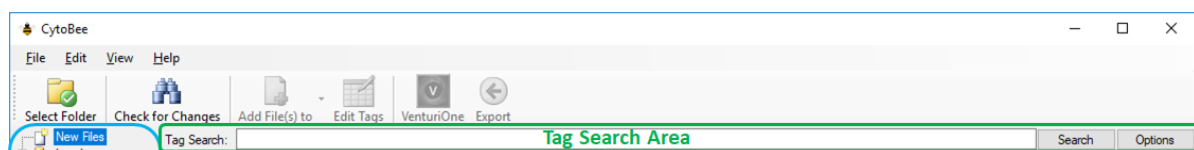
Selecting the **Clear All** option will clear all the search results within the **Search Results** library.

Right clicking on a single search result in the list will open the context menu illustrated below.



Selecting the **Clear** option will clear the selected search result from the **Search Results** library.

8 Tag Search Area



8.1 Tag Search Field

The **Tag Search** field is a manual entry field where you can type the value(s) of one or more **Tags** you are searching for. Pressing **enter** or the **Search** button (8.1.1) will initiate the search, and results of the search will be shown in the Files List Area.

The **Tag Search** will operate on files in either the Local database, CytoBee-Hive or CytoCentral, whichever is selected in the Files Library Area.

Basic rules for searching for tags;

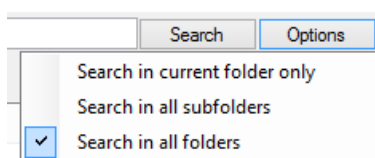
1. Searching for a single term will return the files tagged with that value. For example: searching *Time* will return files for which *Time* is a keyword or tag value.
2. Searching for multiple terms, with spaces between, will return the files tagged with all of those terms. For example: searching *Time Event* will return files for which *Time* and *Event* are each keyword or tag values. **Note:** When searching for terms which include a space, for example *FS Lin* or *FS Area*, you must use double quotation marks around the term so as to prevent CytoBee from treating parts of the term as separate terms.
3. To exclude a term from a search, prepend the term with a minus symbol. For example: searching *Time-Event* will return files for which *Time* is a keyword or tag value but for which *Event* is not. **Note:** When searching for a term which includes a minus symbol, for example a date formatted DD-MM-YYYY, you must use double quotation marks around the term so as to prevent CytoBee from treating parts of the term as exclusions.
4. Searching for multiple terms, with a plus symbol prepending each, will return files for which one or more of those terms is a keyword or tag value. For example: searching *+Time+Event* will return the files for which *Time* or *Event* or both are keyword or tag values.

The above rules may be combined to create complex search terms with up to 15 terms.

8.1.1 Search button

Pressing the **Search** button will initiate the search.

8.1.2 Options Button



Clicking the **Options** button reveals a drop-down menu offering the following options. Note that these only apply to searching in the Local files library. When a search of a connected CytoBee-Hive or CytoCentral is made, all folders in those locations are searched.

- Search in current folder only

Selecting this option limits the search to the folder currently selected in the File Libraries area.

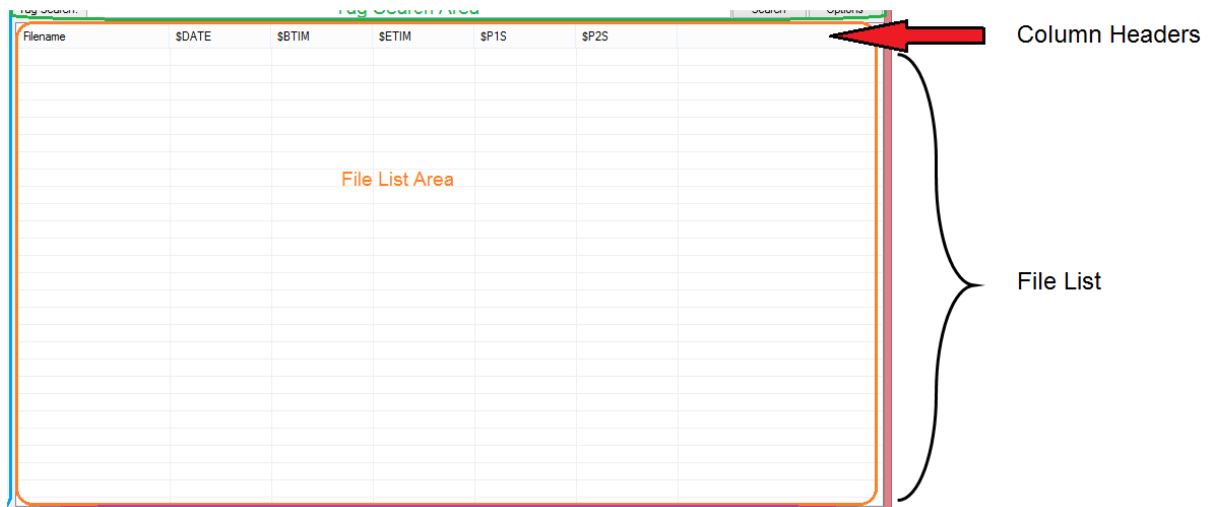
- Search in all subfolders

Selecting this option restricts searching to the folder currently selected in the File Libraries area, and to that folder's sub-folder(s).

- Search in all folders

Selecting this option causes the search to span all folders in the selected **Library** in the File Libraries area, regardless of which folder in that Library is selected.

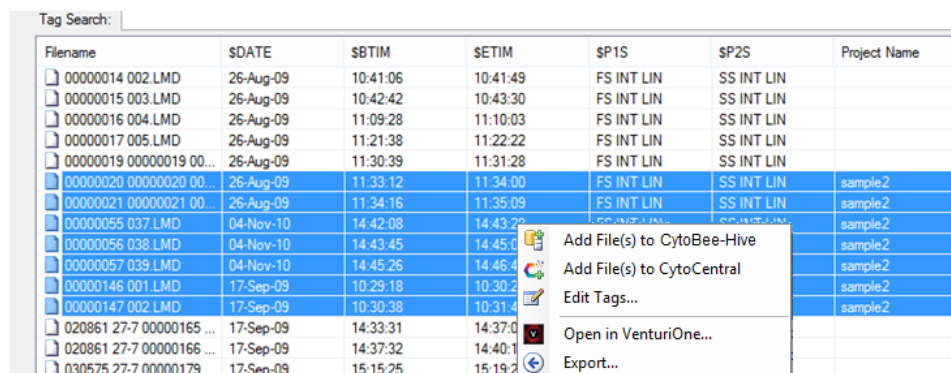
9 File List Area



9.1 File List

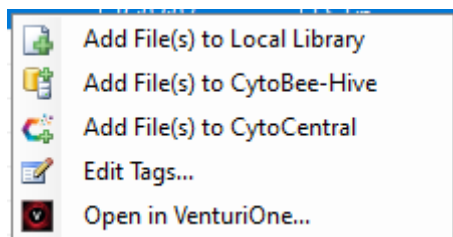
The **File List** displays the files within the folder selected in the **File Libraries Area**. Here you can highlight either **single** or **multiple** files on which to take further action.

Double clicking on a single file will open the **Tags** dialog for that file. See 6.4 'Edit Tags' for more information.



9.1.1 New Files Library File List Context Menu

When the **File List** displays files in the New Files library, right clicking one or more selected files will show the following **Context Menu**:



9.1.1.1 Add File(s) to Local

This option will add the selected file(s) to the **Local** library.

Note: When a large quantity of files has been selected CytoBee may take some time to process the files and may appear to have stopped responding. Do not close CytoBee. CytoBee will resume the requested action when all files have been processed.

9.1.1.2 Add File(s) to CytoBee-Hive

This option will be enabled when CytoBee is connected to CytoBee-Hive and will add the selected file(s) to the **CytoBee-Hive** database. See 11.1, Add file(s) to CytoBee-Hive, for more information regarding adding files to CytoBee-Hive.

Note: When a large quantity of files has been selected CytoBee may take some time to process the files and may appear to have stopped responding. Do not close CytoBee. CytoBee will resume the requested action when all files have been processed.

9.1.1.3 Add File(s) to CytoCentral

This option will be enabled when CytoBee is connected to CytoCentral and will add the selected file(s) to the **CytoCentral** database. See 12.1, Add file(s) to CytoCentral, for more information regarding adding files to CytoCentral.

Note: When a large quantity of files has been selected CytoBee may take some time to process the files and may appear to have stopped responding. Do not close CytoBee. CytoBee will resume the requested action when all files have been processed.

9.1.1.4 Edit Tags...

Selecting this option will open the Edit Tags dialog. See 6.4, Edit Tags, for more information.

9.1.1.5 Open in VenturiOne...

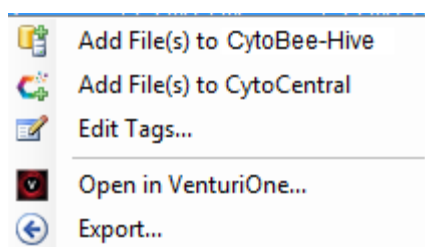
Selecting this option will open the selected files in **VenturiOne** if it is present on the local system. See 6.5, VenturiOne, for more information.

9.1.1.6 Export...

Selecting this option will launch the **Export Wizard**. See 6.6, Export, for more information.

9.1.2 Local Library File List Context Menu

When the **File List** displays files in the Local library, right clicking one or more selected files will show the following **Context Menu**:



9.1.2.1 Add File(s) to CytoBee-Hive

Refer to 9.1.1.2

9.1.2.2 Add File(s) to CytoCentral

Refer to 9.1.1.3

9.1.2.3 Edit Tags...

Refer to 9.1.1.4

9.1.2.4 Open in VenturiOne...

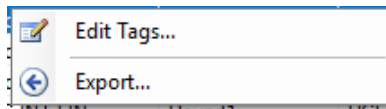
Refer to 9.1.1.5

9.1.2.5 Export...

Refer to 9.1.1.6

9.1.3 CytoBee-Hive File List Context Menu

When the **File List** displays files in CytoBee-Hive, right clicking one or more selected files will show the following **Context Menu**:



9.1.3.1 Edit Tags...

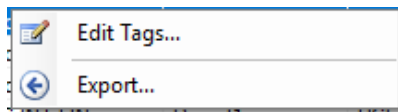
Refer to 9.1.1.4

9.1.3.2 Export...

Refer to 9.1.1.6

9.1.4 CytoCentral File List Context Menu

When the **File List** displays files in CytoCentral, right clicking one or more selected files will show the following **Context Menu**:



9.1.4.1 Edit Tags...

Refer to 9.1.1.4

9.1.4.2 Export...

Refer to 9.1.1.6

9.2 Column Headers

The **Column Headers** are displayed at the top of the **File List Area**. The default headers are as follows:

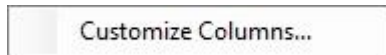
- Filename

- \$DATE
- \$BTIM
- \$ETIM
- \$P1S
- \$P2S

These can be changed using the **Customize Columns** options. See 5.3.2, Customize Columns, for more information.

9.2.1 Column Heading Context Menu

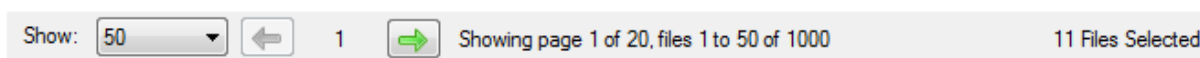
Right clicking the **Column Headers** will show the following context menu:



Selecting **Customize Columns** will open the Customize Columns dialog. See 5.3.2, Customize Columns, for more information.

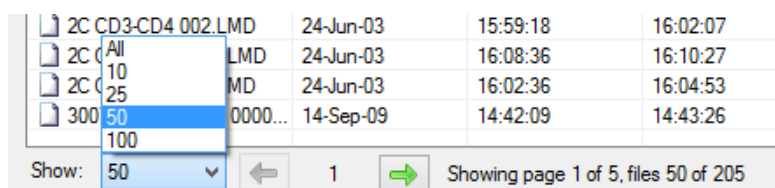
10 Page Navigation Area

The Page Navigation Area provides controls for selecting how many files are shown per page and which of the total pages is being displayed, along with information regarding the files on the currently displayed page.



10.1 Show Drop Down Menu

Clicking the **Show** field will open the drop-down menu illustrated below:



This offers the following options:

- **All** – This option will show **all files** stored within the selected library folder on a single page. The list can be viewed by scrolling vertically using a mouse wheel or the scroll bar at the right-hand side of the CytoBee window.
- **10, 25, 50, 100** – These options will show the selected number of files per page. When the files span multiple pages the green arrows can be used to navigate between pages.

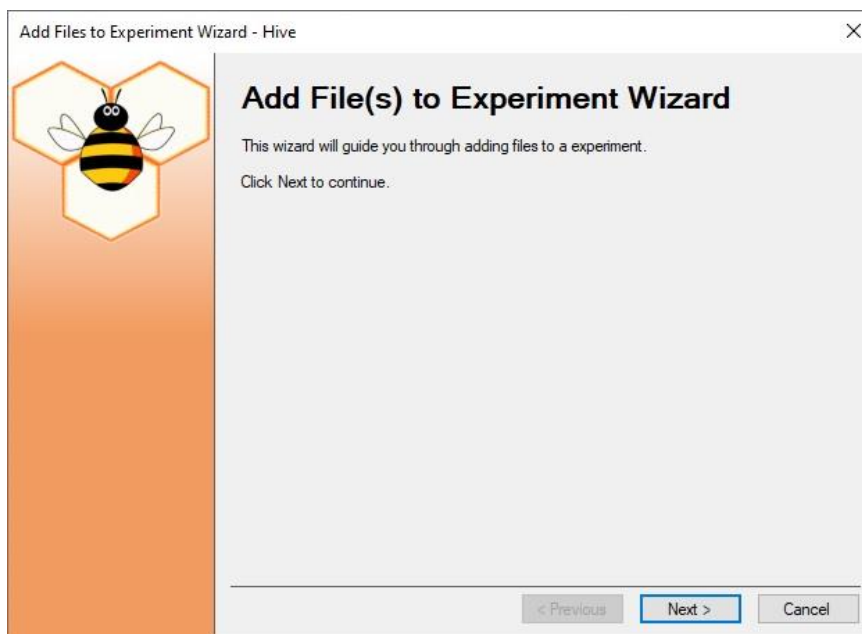
11 CytoBee-Hive Connection

When CytoBee is connected with **CytoBee-Hive** files can be added to and exported from CytoBee-Hive and managed via the file libraries area.

11.1 Add file(s) to CytoBee-Hive

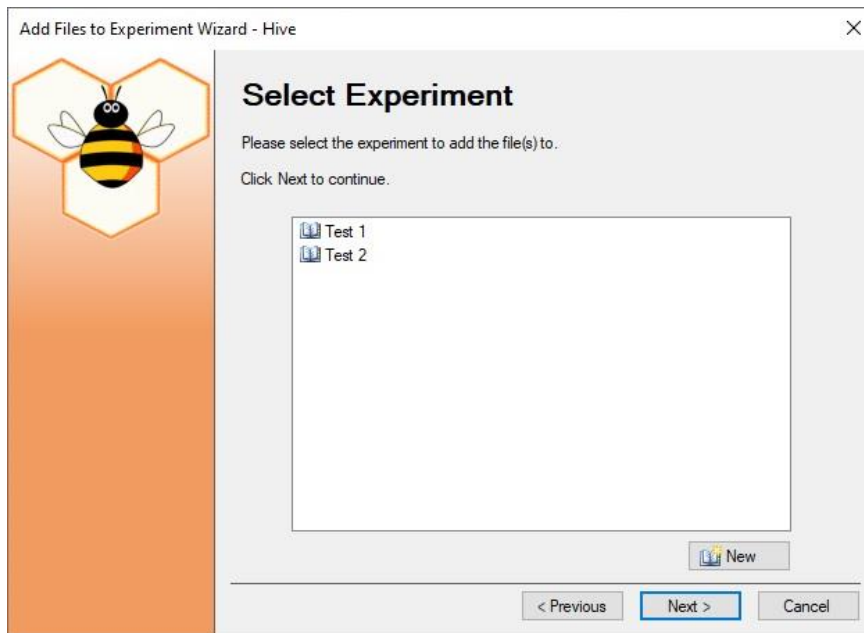
When the **Add File(s) to CytoBee-Hive** option is selected the Add File(s) to Experiment Wizard will be launched.

Note: When a large quantity of files has been selected CytoBee may take some time to process the files and may appear to have stopped responding. Do not close CytoBee. CytoBee will resume the requested action when all files have been processed.



Pressing the **Cancel button at any point will cancel the Add File(s) action.*

Pressing the **Next** button will show the Select Experiment page.

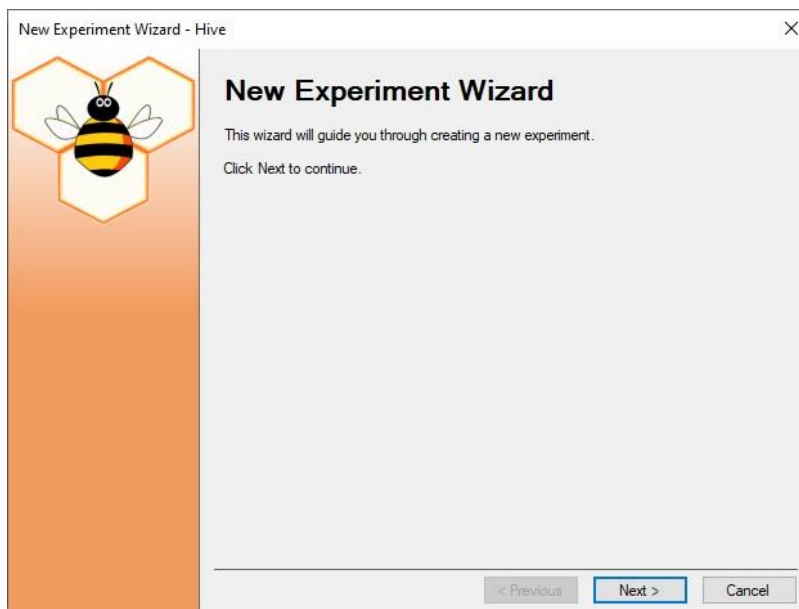


A new experiment must be created if there are no existing experiments to select from. To create a new experiment, click the New button and refer to 11.1.1.

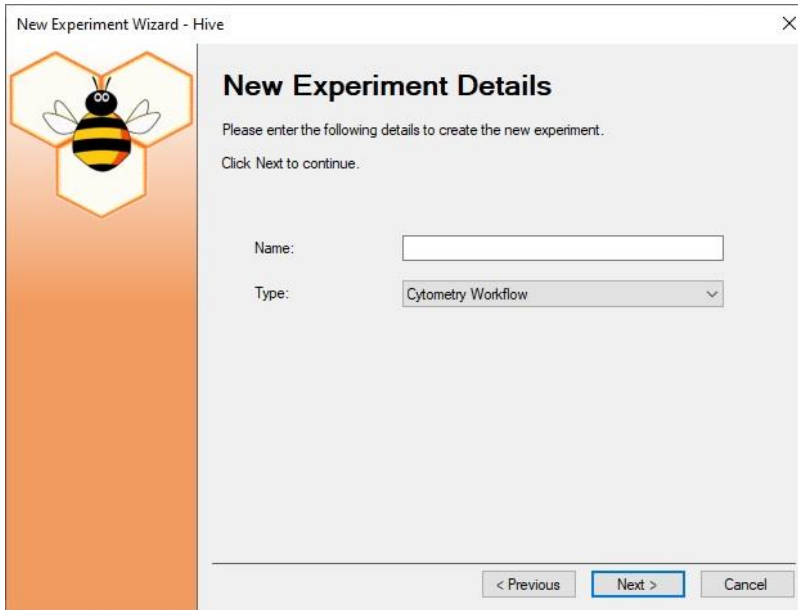
To add file(s) to an existing experiment, select the experiment and refer to 11.1.2.

11.1.1 Create a New Experiment

Having clicked the **New** button on the Select Experiment page of the Add File(s) to CytoBee-Hive wizard, the New Experiment Wizard will be launched:



Pressing the **Next** button will open the New Experiment Details page:



New Experiment Wizard - Hive

New Experiment Details

Please enter the following details to create the new experiment.
Click Next to continue.

Name:

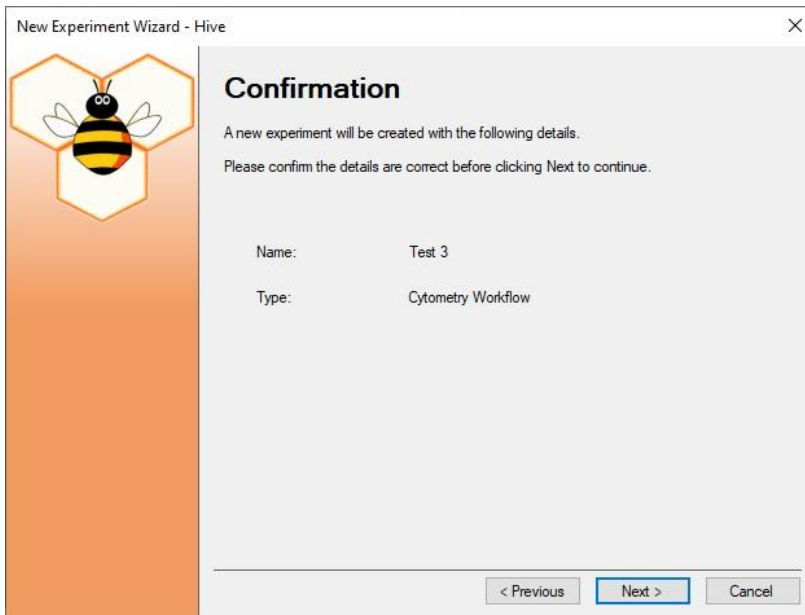
Type:

< Previous Next > Cancel

Enter the name of the Experiment in the **Name field**, then select the **Experiment Type** from the dropdown menu.

The Experiment Type is a workflow template in the CytoBee-Hive software. A workflow template must exist before a new experiment can be created via CytoBee.

Pressing the **Next** button will open the Confirmation page, providing the opportunity to check the details entered on the previous page:



New Experiment Wizard - Hive

Confirmation

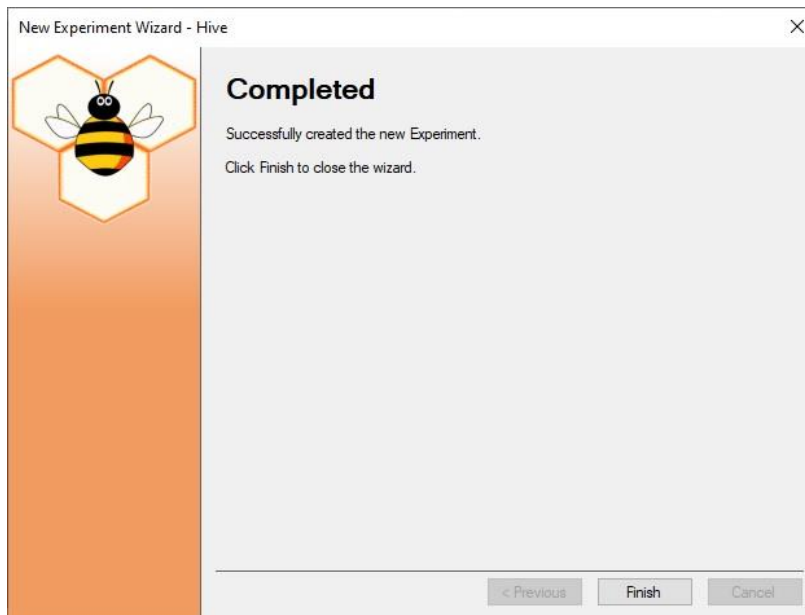
A new experiment will be created with the following details.
Please confirm the details are correct before clicking Next to continue.

Name: Test 3

Type: Cytometry Workflow

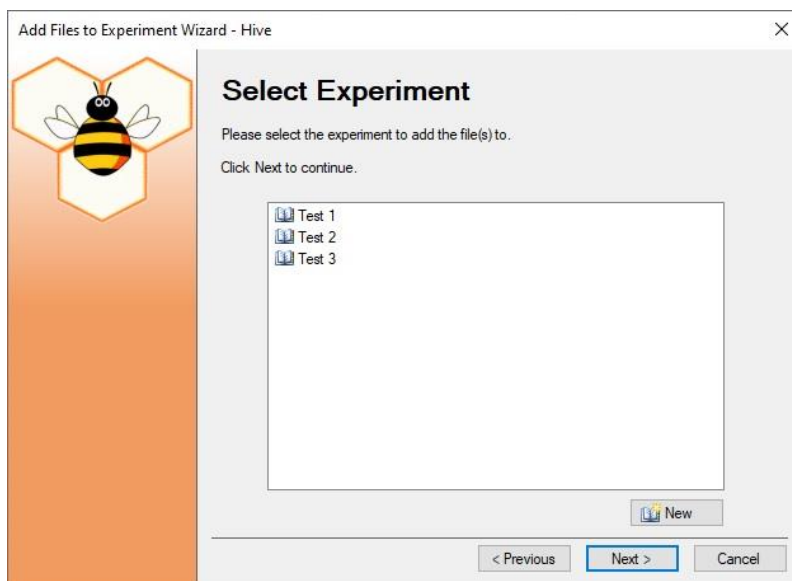
< Previous Next > Cancel

Pressing the **Next** button will create the new experiment, successful completion of which will be noted by the following Completed page:



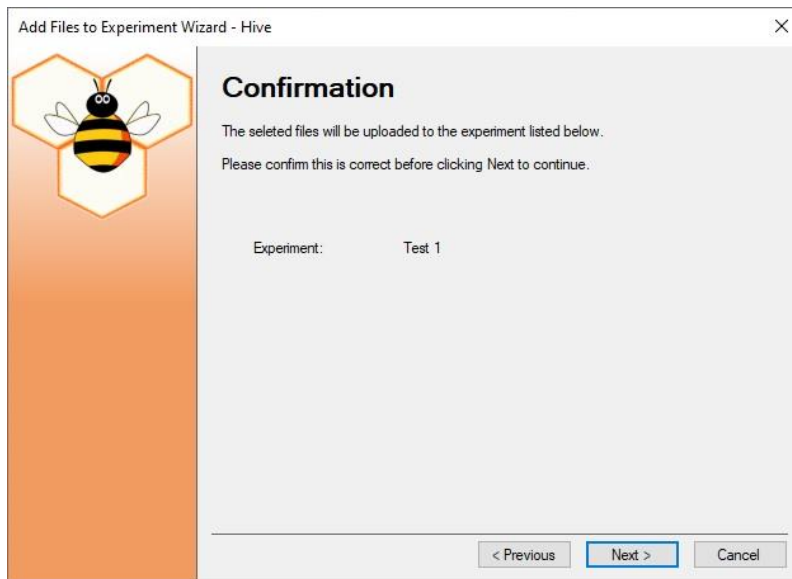
Pressing the **Finish** button will close the dialog. The new experiment will now be listed for selection in the Select Experiment page of the Add file(s) to experiment wizard.

11.1.2 Add File(s) to an Experiment

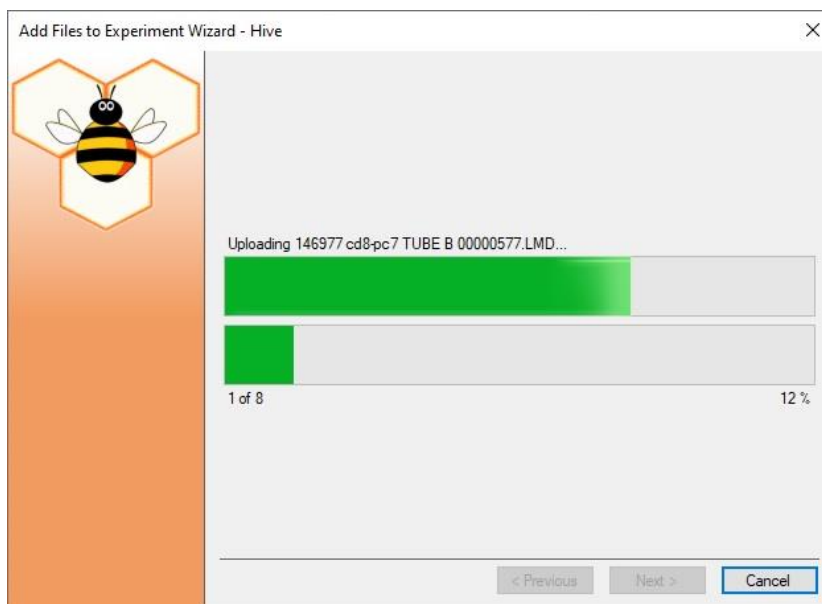


From the Select Experiment page, **select** the experiment you want to add the file(s) to.

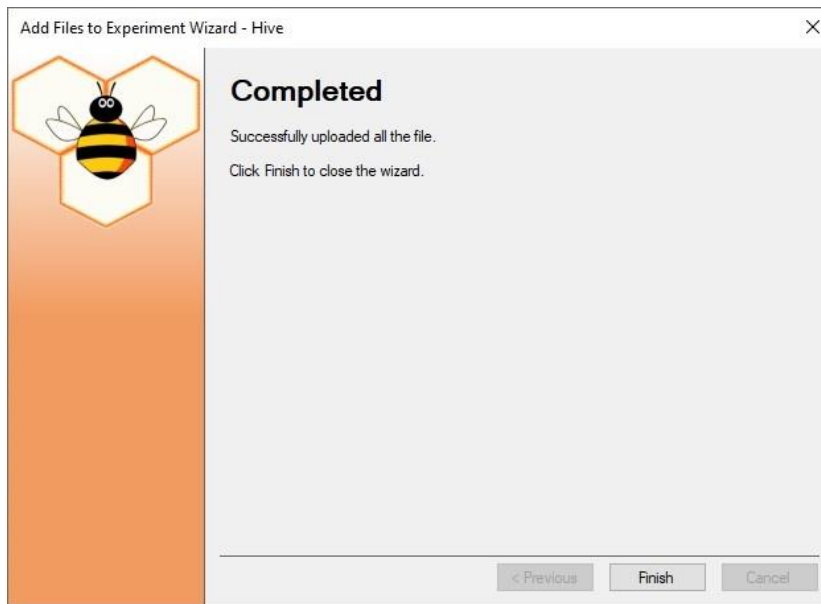
Pressing the **Next** button will open the Confirmation page, providing the opportunity to check the details entered on the previous page:



Pressing the **Next** button will start the process of adding copies of the original FCS file to CytoBee-Hive. A progress dialog will indicate the status of the process, as illustrated in the example below.



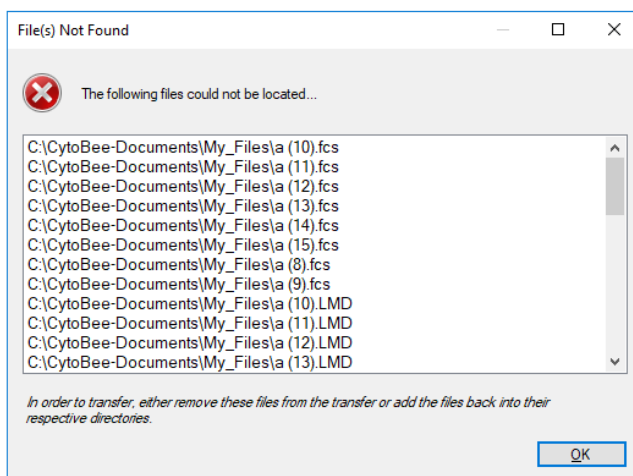
Completion of the process will be indicated by the Complete page:



Pressing the **Finish** button will close the dialog. The files added will now show in the **File List** area.

11.1.3 Missing Files

If, when attempting to make an export, one or more files are no longer present in the Source Folder they were located in when added to CytoBee, the File(s) Not Found dialog will be displayed, as illustrated below.



Pressing OK will close the dialog and cancel the export. The missing files will need to be removed from the export or the files replaced in the source folder in order to succeed in making the export.

11.2 Exporting a Playlist from CytoBee-Hive

Files added to **CytoBee-Hive experiments** will show within the **File List area** once an experiment has been selected.

To make an export from CytoBee-Hive refer to 9.1.3.2.

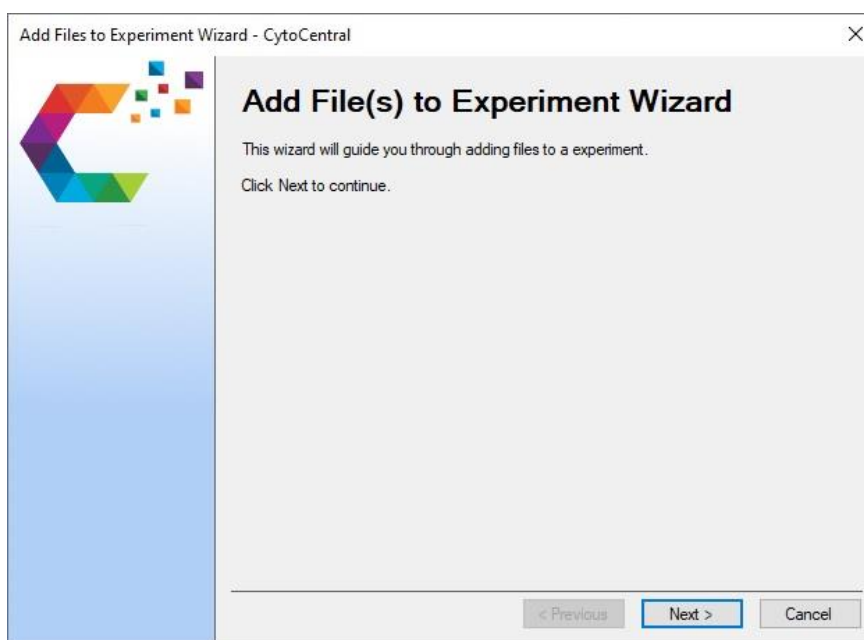
12 CytoCentral Connection

When CytoBee is connected with **CytoCentral** files can be added to and exported from CytoBee-Hive and managed via the file libraries area.

12.1 Add File(s) to CytoCentral

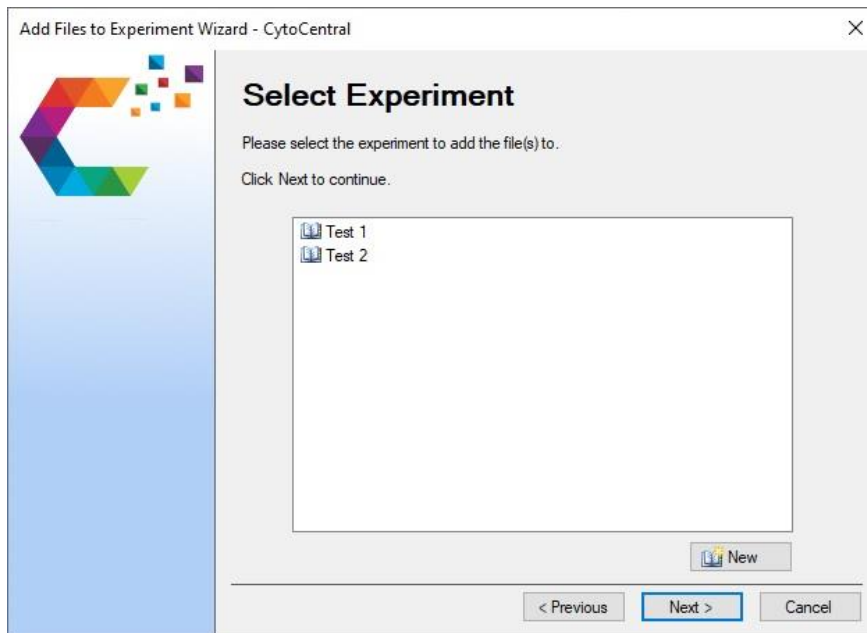
When the **Add File(s) to CytoCentral** option is selected the Add File(s) to Experiment Wizard will be launched.

Note: When a large quantity of files has been selected CytoBee may take some time to process the files and may appear to have stopped responding. Do not close CytoBee. CytoBee will resume the requested action when all files have been processed.



Pressing the **Cancel button **at any point** will cancel the Add File(s) action.*

Pressing the **Next** button will show the Select Experiment page.

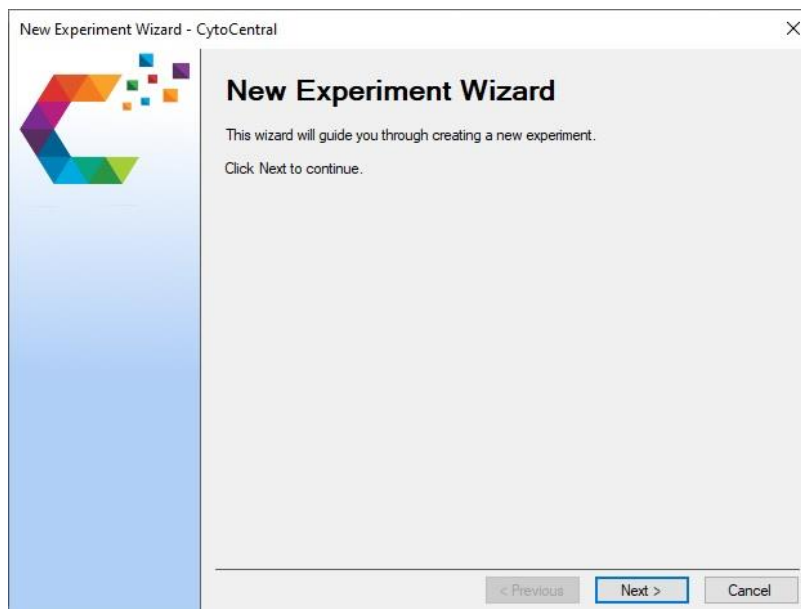


A new experiment must be created if there are no existing experiments to select from. To create a new experiment, click the New button and refer to 12.1.1.

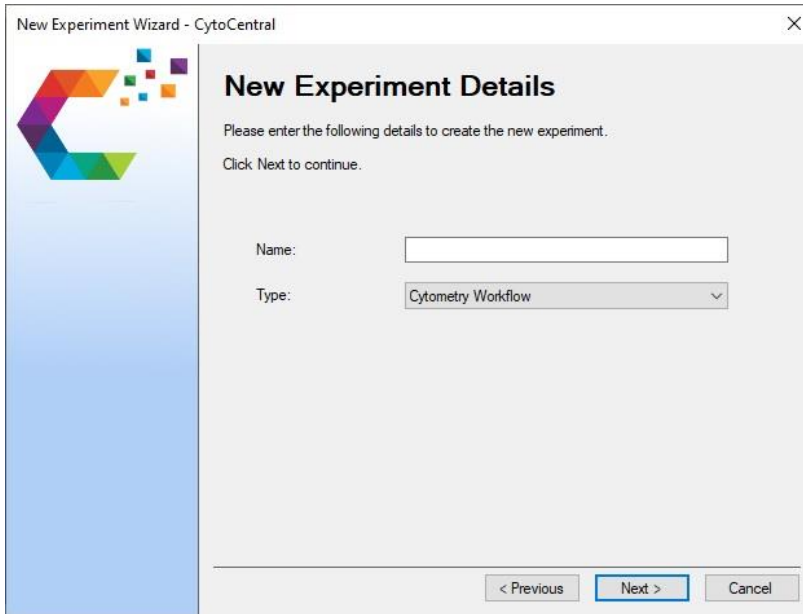
To add file(s) to an existing experiment, select the experiment and refer to 12.1.2.

12.1.1 Create a New Experiment

Having clicked the **New** button on the Select Experiment page of the Add File(s) to CytoCentral wizard, the New Experiment Wizard will be launched:



Pressing the **Next** button will open the New Experiment Details page:

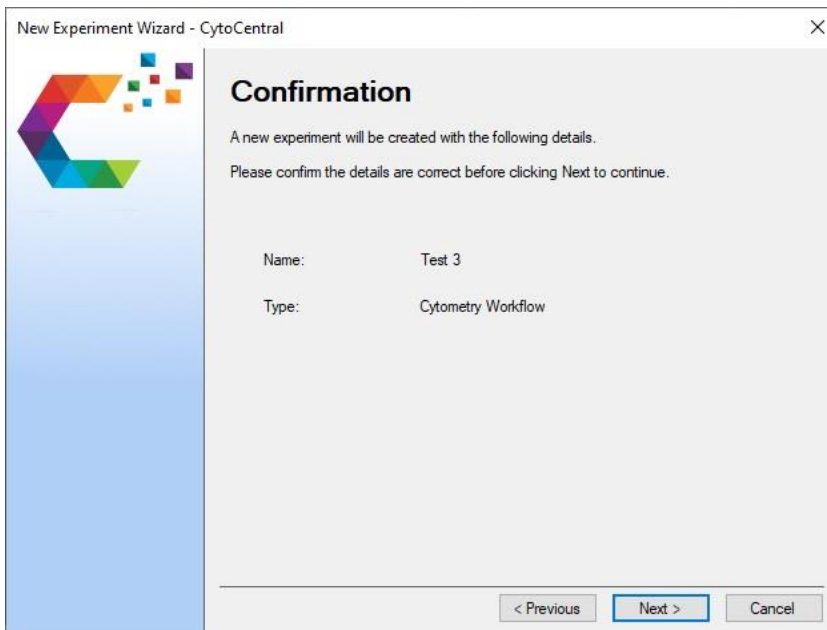


The screenshot shows the 'New Experiment Wizard - CytoCentral' window. On the left is a sidebar with the CytoCentral logo and a blue gradient background. The main area is titled 'New Experiment Details' and contains the text: 'Please enter the following details to create the new experiment. Click Next to continue.' Below this, there is a 'Name:' label followed by an empty text input field, and a 'Type:' label followed by a dropdown menu currently showing 'Cytometry Workflow'. At the bottom right, there are three buttons: '< Previous' (disabled), 'Next >' (highlighted with a blue border), and 'Cancel' (disabled).

Enter the name of the Experiment in the **Name field**, then select the **Experiment Type** from the dropdown menu.

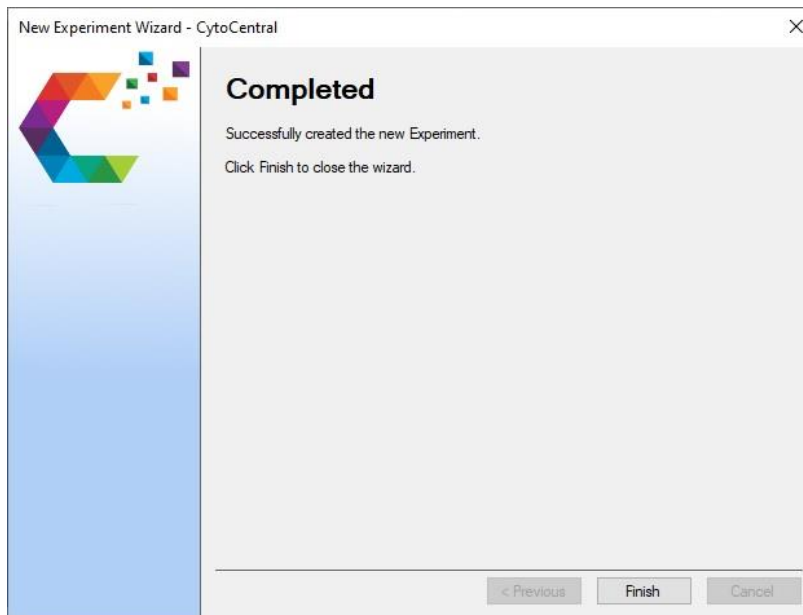
The Experiment Type is a workflow template in the CytoCentral software. A workflow template must exist before a new experiment can be created via CytoBee.

Pressing the **Next** button will open the Confirmation page, providing the opportunity to check the details entered on the previous page:



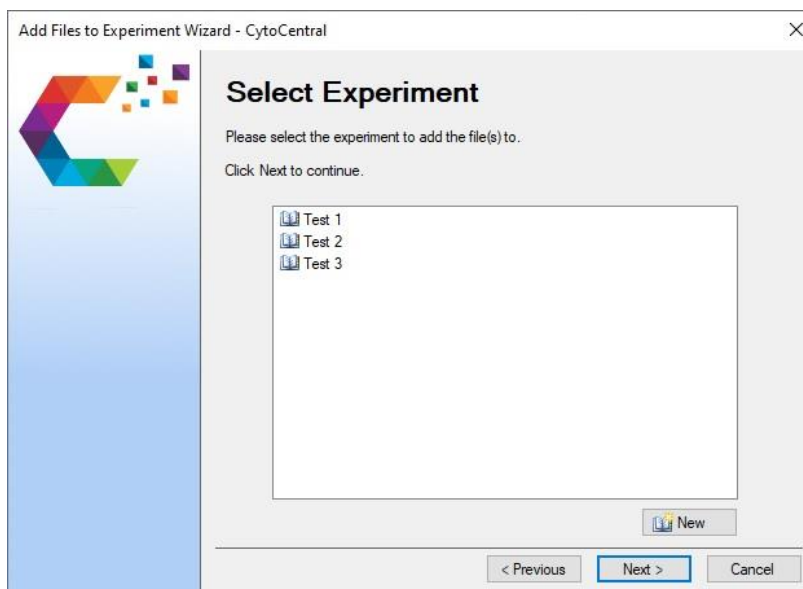
The screenshot shows the 'New Experiment Wizard - CytoCentral' window at the 'Confirmation' step. The sidebar is the same as in the previous screenshot. The main area is titled 'Confirmation' and contains the text: 'A new experiment will be created with the following details. Please confirm the details are correct before clicking Next to continue.' Below this, the details are displayed: 'Name: Test 3' and 'Type: Cytometry Workflow'. At the bottom right, there are three buttons: '< Previous' (disabled), 'Next >' (highlighted with a blue border), and 'Cancel' (disabled).

Pressing the **Next** button will create the new experiment, successful completion of which will be noted by the following Completed page:



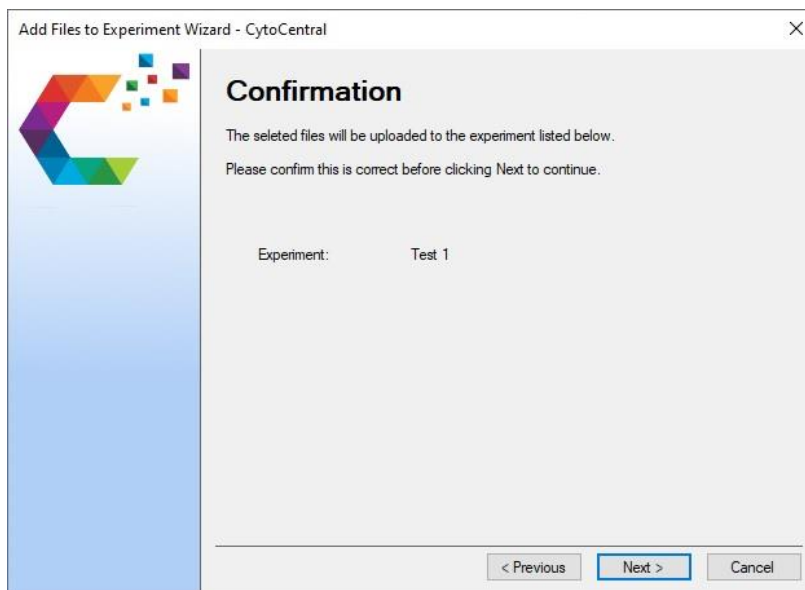
Pressing the **Finish** button will close the dialog. The new experiment will now be listed for selection in the Select Experiment page of the Add file(s) to experiment wizard.

12.1.2 Add File(s) to an Experiment

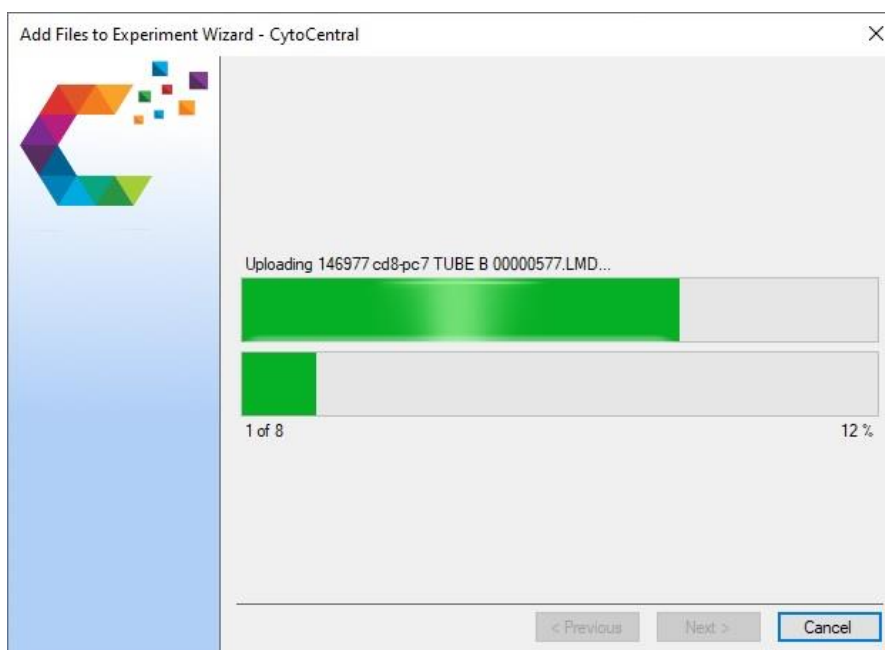


From the Select Experiment page, **select** the experiment you want to add the file(s) to.

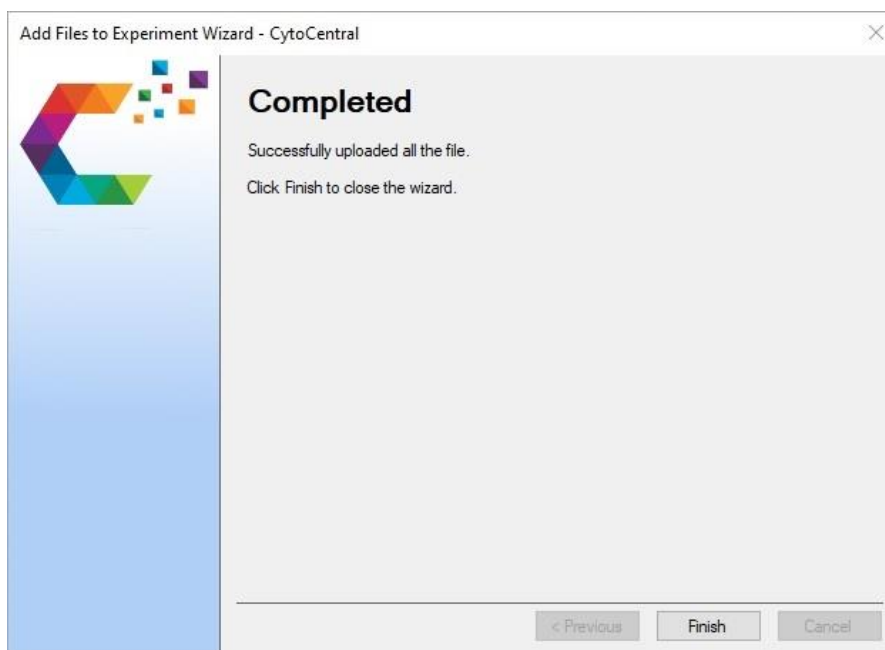
Pressing the **Next** button will open the Confirmation page, providing the opportunity to check the details entered on the previous page:



Pressing the **Next** button will start the process of adding copies of the original FCS file to CytoCentral. A progress dialog will indicate the status of the process, as illustrated in the example below.



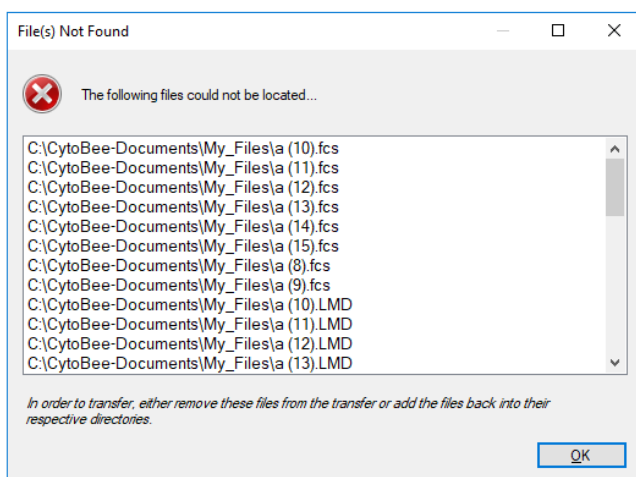
Completion of the process will be indicated by the Complete page:



Pressing the **Finish** button will close the dialog. The files added will now show in the **File List** area.

12.1.3 Missing files

If, when attempting to make an export, one or more files are no longer present in the Source Folder they were located in when added to CytoBee, the File(s) Not Found dialog will be displayed, as illustrated below.



Pressing OK will close the dialog and cancel the export. The missing files will need to be removed from the export or the files replaced in the source folder in order to succeed in making the export.

12.2 Exporting Playlist from CytoCentral

Files added to **CytoCentral experiments** will show within the **File List area** once an experiment has been selected.

To make an export from CytoCentral refer to 9.1.4.2.