

Server Log-in/Log-out procedure

Main Points:

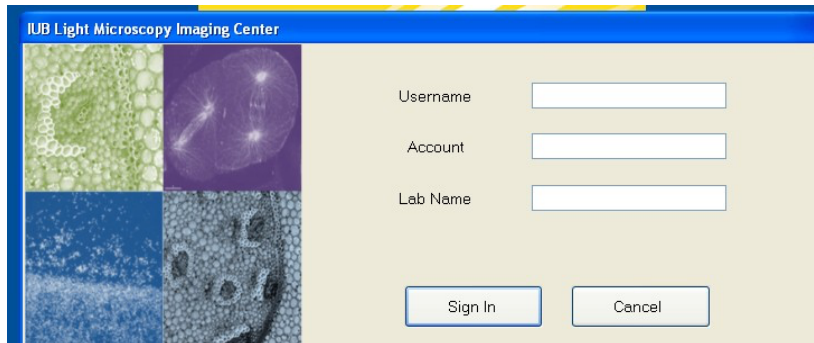
- Images will go to server, you can access your images from any on-line computer.
- Please do not use USB flash drives or hard drives any more (computers keep getting viruses).
- Will automatically record time and date of sign-in and sign-out.

Start-up:

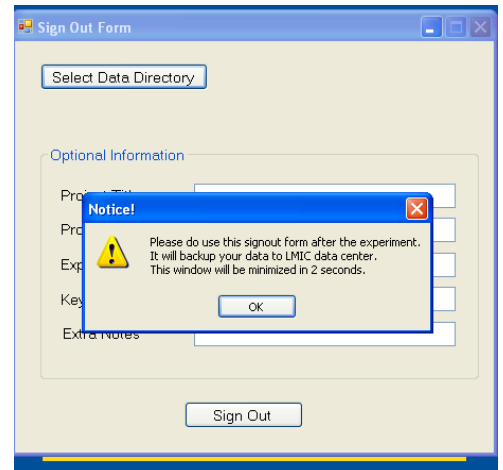
- Turn on computer as usual, sign-in software is in the start-up menu and should open automatically. If the computer is on when you start, click shortcut on desktop to "iCenterApplication.exe".

Sign-in:

- Sign-in on the new form shown below. Use your **IU username**, fill in your lab account number if possible, and lab name (PI). Hit sign-in (this may take a few seconds). This will record the time and date you start working. Hit OK on the next screen that comes up. This will minimize the sign-out sheet until you are finished imaging.



The screenshot shows the 'IUB Light Microscopy Imaging Center' sign-in window. On the left, there is a 2x2 grid of microscopy images. On the right, there are three input fields labeled 'Username', 'Account', and 'Lab Name'. Below these fields are two buttons: 'Sign In' and 'Cancel'.



The screenshot shows the 'Sign Out Form' window. At the top, there is a 'Select Data Directory' button. Below that is an 'Optional Information' section with fields for 'Project', 'Product', 'Experiment', 'Key', and 'Extra notes'. A 'Sign Out' button is at the bottom. A 'Notice' dialog box is overlaid on the form, containing a warning icon and the text: 'Please do use this signout form after the experiment. It will backup your data to LMIC data center. This window will be minimized in 2 seconds.' with an 'OK' button.

- Start Imaging software as usual.

Saving Files:

- **Create a new folder in your user folder for each new imaging session.** When you sign-out your images will be transferred to the server. You can only select one item to transfer – so all your images from a session should be in one folder. It is possible to log-in again and select another file if necessary.

Signing-Out:

- When you are finished imaging, click on minimized sign-out form at bottom of screen.
- Hit "Select Data Directory", locate the folder with your new images, hit OK.
- Fill in as much of the Optional Information as you want to. These will all be searchable terms on the server database to help you find your images.
- Hit sign-out. Images will be transferred to server. When finished you will get notification that images were successfully transferred.

Shut Down:

- Shut down as usual.

To access your images on the Server:

- Go to LMIC webpage (www.indiana.edu/~lmic/), hit LMIC Data Portal link on left.
- Click on Access Data.
- Fill in IU username and passphrase.
- Select data to download. You will get an e-mail with a link to download your images. They will come as an archived file.

Please delete files from the imaging computer when you are sure the transfer to the server was successful. This means you should never have more than 1-2 imaging sessions stored on the imaging computer.

If you have any questions – please ask Andras (akun@iu.edu). I am also very interested in any comments or suggestions you have. The server software will evolve over time based on your suggestions.