

# WORK-FLOW

Specialized Flow Cytometry Solutions

## Data Management

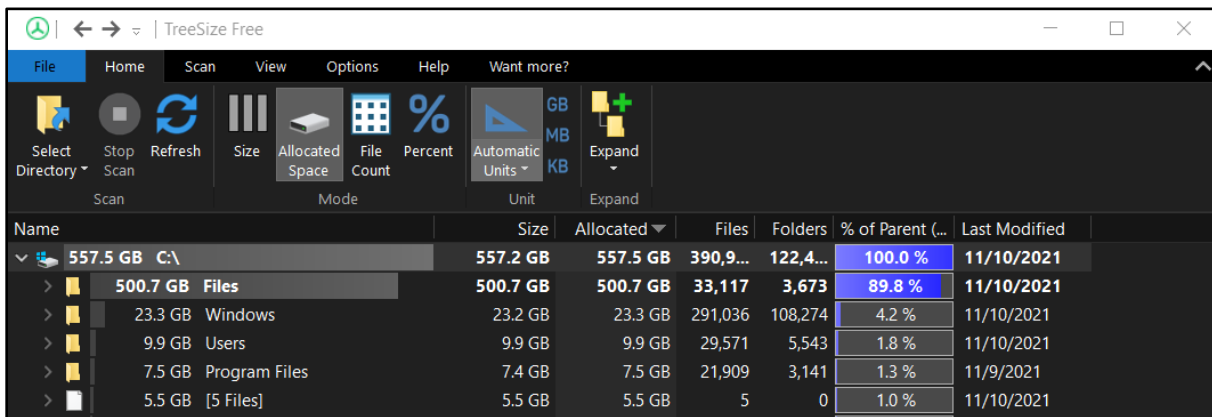
### 1. Preface

Maintaining adequate local storage availability can become difficult when dealing with many users each having their own Windows account. Indeed, users tend to leave data behind, sometimes in uncommon places, even when they are instructed to back it up to a server share or “cloud”.

A main drive running low on space can cause perturbations in software operation, preventing data from being saved, but also generate instability when a software requires temporary drive space to launch or when the operating system (OS) needs to transfer RAM content to the drive. It is therefore important to identify where the data reside and who generated it to reach out to offenders so they can free space.

### 2. Data Location

One way to locate data is to navigate through the file system via Windows Explorer and check the properties of folders to access their size. This process can be sped up with the use of the free software **TreeSize**, a Windows-based disk usage statistics viewer and cleanup tool.



| Name                   | Size     | Allocated | Files    | Folders  | % of Parent (...) | Last Modified |
|------------------------|----------|-----------|----------|----------|-------------------|---------------|
| 557.5 GB C:\           | 557.2 GB | 557.5 GB  | 390,9... | 122,4... | 100.0 %           | 11/10/2021    |
| > 500.7 GB Files       | 500.7 GB | 500.7 GB  | 33,117   | 3,673    | 89.8 %            | 11/10/2021    |
| > 23.3 GB Windows      | 23.2 GB  | 23.3 GB   | 291,036  | 108,274  | 4.2 %             | 11/10/2021    |
| > 9.9 GB Users         | 9.9 GB   | 9.9 GB    | 29,571   | 5,543    | 1.8 %             | 11/10/2021    |
| > 7.5 GB Program Files | 7.4 GB   | 7.5 GB    | 21,909   | 3,141    | 1.3 %             | 11/9/2021     |
| > 5.5 GB [5 Files]     | 5.5 GB   | 5.5 GB    | 5        | 0        | 1.0 %             | 11/10/2021    |

The visual interface provides a directory or “tree view” of Windows Explorer sorted by size for each folder, subfolder, and file. Once the data of interest have been located, right-click and select “Open” to get to their location in Windows Explorer.

### 3. Microsoft OneDrive

Working with Microsoft OneDrive adds an extra layer of confusion since users may store data locally as well as online.

Navigating to the OneDrive folder, one can determine the data location by checking the status of files and folders.

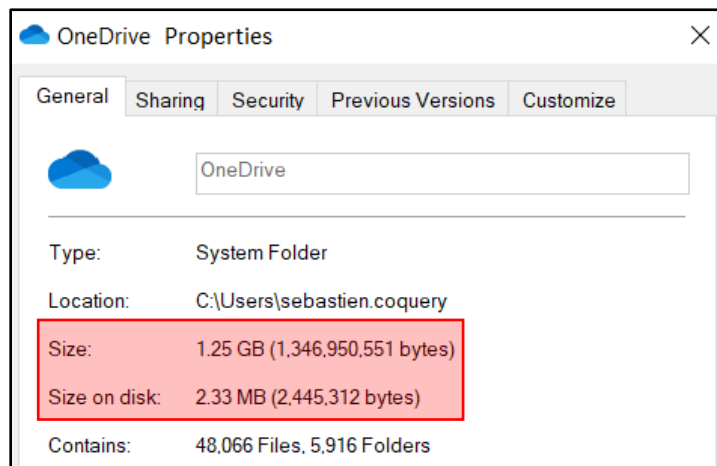
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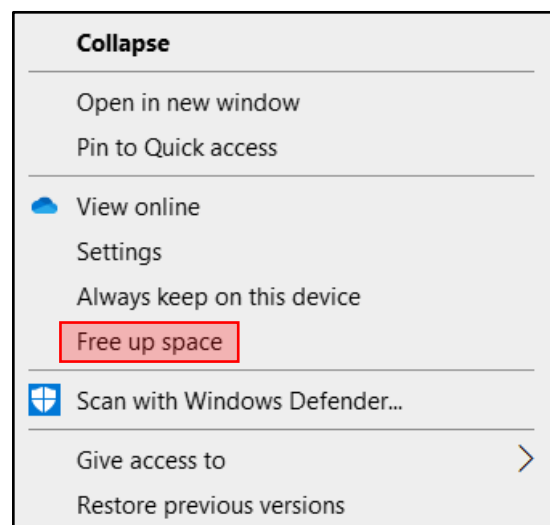
| Name                | Status |
|---------------------|--------|
| Local Permanent.txt | ✓      |
| Local.txt           | ✓      |
| On the Cloud.txt    | ☁      |

- The “checkmark on green background” icon indicates the data are present online and locally. They are available even when the computer is offline (no Internet).
- The “checkmark on white background” icon also indicates the data are present online and locally. However, these files are considered “temporary” and are subject to local removal if space is running low or if they have not been accessed in a while.
- The “blue cloud” icon indicates the data are only available online. Online-only files do not take up space on the computer but require an Internet connection to be opened.

The dual location (local/online) explains the size discrepancy that may be observed when querying a folder’s properties:



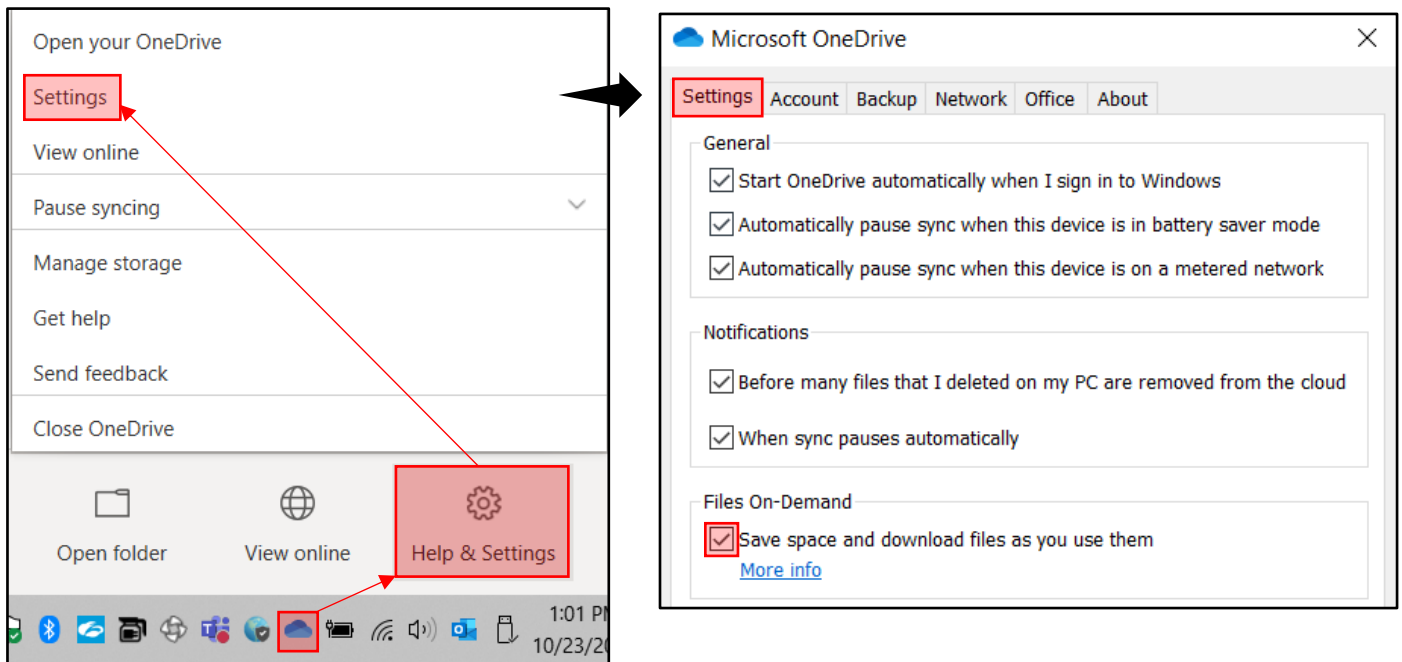
To clear the local data and save storage space, right-click the OneDrive folder and click “Free up space”. The data will solely remain online and can be downloaded as needed.



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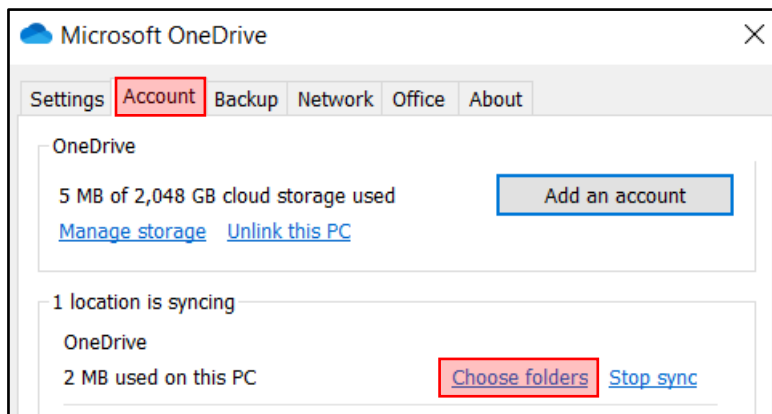
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To automate the behavior of only saving data to the cloud, OneDrive settings must be modified. Click the Cloud icon on the task bar, then “Help & Settings” and finally “Settings”. On the Settings tab, check the “File On-Demand” option.



**Note:** OneDrive "Files On-Demand" requires Windows 10 version 1709 or later and OneDrive build 17.3.7064.1005 or later. If this feature is missing, be sure to update the OS and app version accordingly.

Lastly, the files and folders to synchronize with OneDrive can be selected under the Account tab by clicking the “Choose folders” link:



**Note:** for data syncing to occur, users must be logged in to their Windows account (and to the OneDrive app).