

# Visual Screening Data on Matterhorn

Screeners store Autoscope-generated visual screening data on the HMSICCB Network. Since this network space is limited, screeners must move their data to the Repository on a regular basis. This document describes how to organize data so that it can be easily moved to the Repository. Once in the Repository, data is available in read-only form.

## Process of Storing Data on Matterhorn Overview

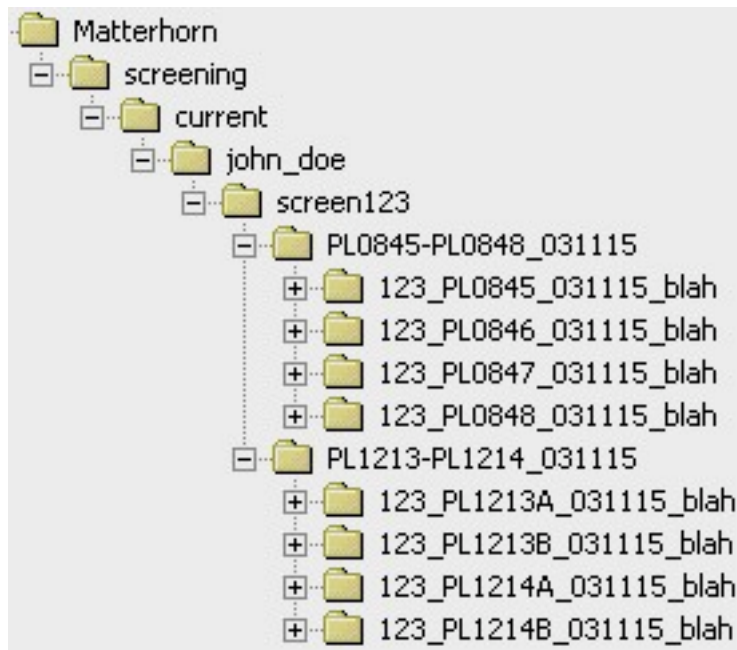
- [\\Matterhorn\screening\current](#) is the location on our Network where screeners keep their visual screening data.
- Each screener has his/her own subdirectory under [\\Matterhorn\screening\current](#).
- Data are moved by the screener directly from the AutoScope machine onto [\\Matterhorn\screening\current\<screener>](#)
- The amount of disk space on [\\Matterhorn\screening\current](#) is limited, so it is monitored by an automatically generated report from WestQuad Computing Group that gives the “percentage used” of [\\Matterhorn\screening\current](#) and the amount of data residing in each of the screener’s subdirectory. These reports are sent to Andrew Lach and Jon Hoyt twice a week (Tuesdays and Fridays).
- Jon Hoyt monitors these reports and alerts screeners when they have too much data on [\\Matterhorn\screening\current](#). Jon asks the screeners to label their data descriptively (see example below) to prepare it for transfer to the Repository.
- Once the data are ready to be moved to the Repository, Jon tells Andrew to move the data from the screener’s subdirectory into [\\Matterhorn\screening\current\to-be-archived](#). During this process, Andrew double-checks the data to ensure that they are labeled properly.
- Andrew then sends a request for WestQuad to move the data in [\\Matterhorn\screening\current\to-be-archived](#) to the Repository.
- WestQuad archives the data where it is available read-only in [\\Matterhorn\screening\archived\<screener>](#).

## Directory Naming Details (see example below)

- All of the directories ending in “blah” are the **Plate Directories**. The Plate Directories contain all of the Screen#\_Plate#\_YYMMDD\_blah.TIF data files generated by the AutoScope. The directories and all of the files within them can easily be renamed using the MetaMorph software. The naming standard for the Plate Directories is:
  - Screen#\_Plate#\_YYMMDD\_blah
    - “blah” is any further information that the AutoScope automatically appends as a suffix to the file/directory name
    - If necessary, include replicate designation for Plate# (e.g., PL0845A, PL0845B)

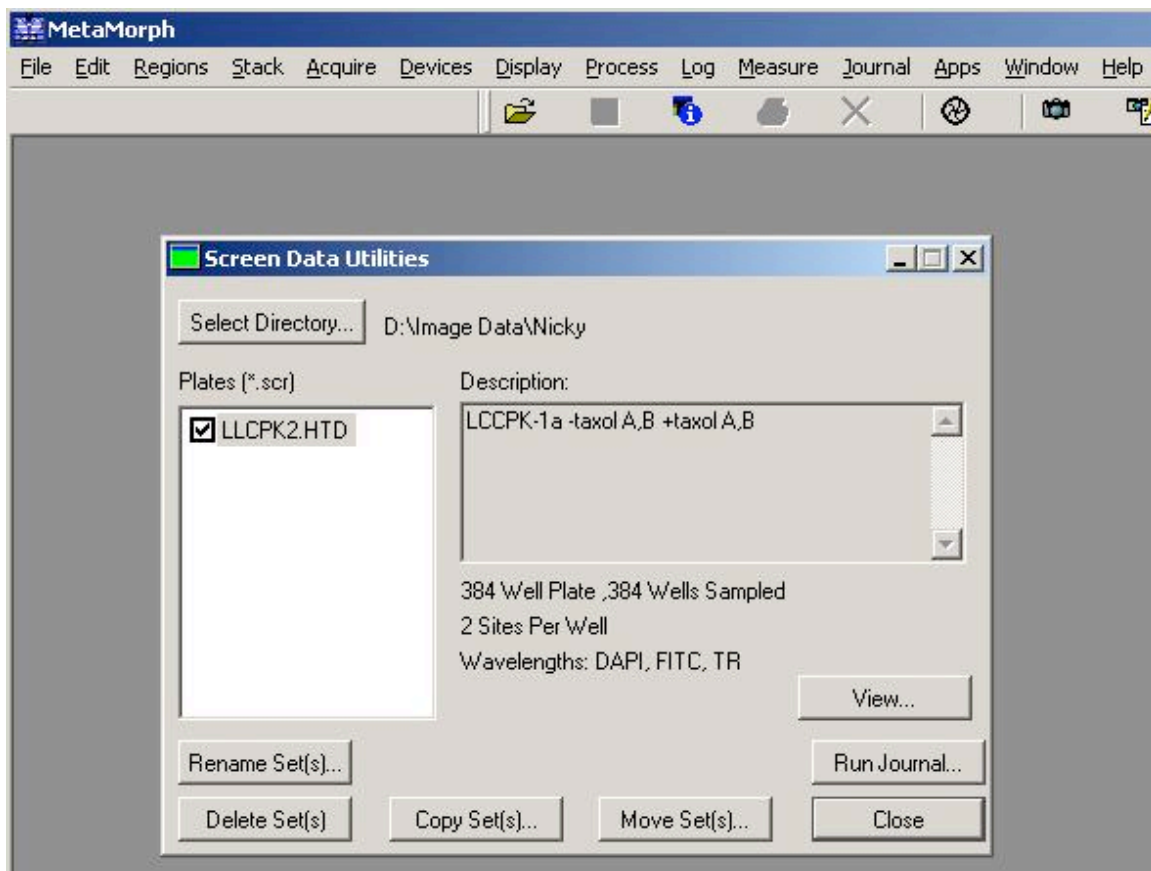
- Plate directories are placed in **Plate-Range Directories** that contain on average 4 Plate Directories each (this includes replicates, and the number can be higher if screening in triplicate). These Plate-Range directories have the name standard:
  - PlateRange\_YYMMDD
- Plate-Range Directories are placed in a **Screen# Directory**. This Screen# Directory contains all files related to that particular screen.
- The Screen# Directory is placed within the **Screener's Personal Directory** on <\\Matterhorn\screening\current>. The naming standard for the Screener's Personal Directory is:
  - Firstname\_lastname (ex. If the screener is named Jon Doe, his Directory will be named: "jon\_doe")
    - Note that the Screener's Personal Directory is all lower-case

### Directory Structure Example for Screener Jon Doe, Screen # 123:



## Renaming Plate Directories using MetaMorph Software

- Choose from the MetaMorph Menu Bar:
  - Apps
    - Screen Data Utilities
- Find the Plate Directory you wish to rename via the Network
- Check the check-box of that Plate Directory
- Click the “Rename Set” button



- Fill in the pop-up window that appears with the appropriate Screen#\_Plate#\_YYMMDD name structure



- Hit "OK"
- Congratulations- you have renamed the Plate Directory and every .TIF file within it!