

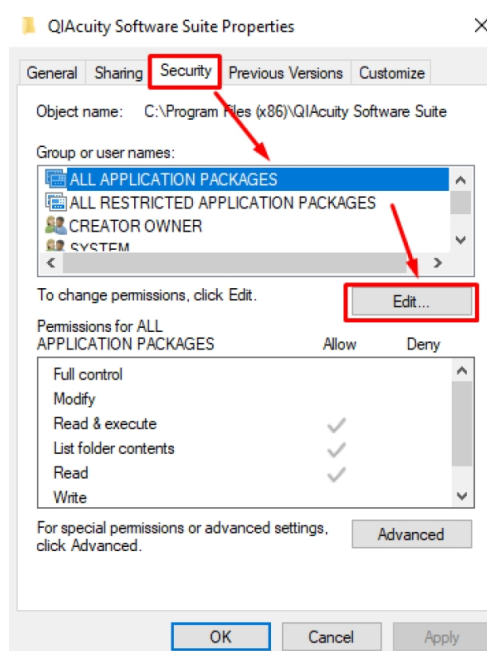
Appendix D: Archive QIAcuity® Plates to a Network Drive

Pre-requirements

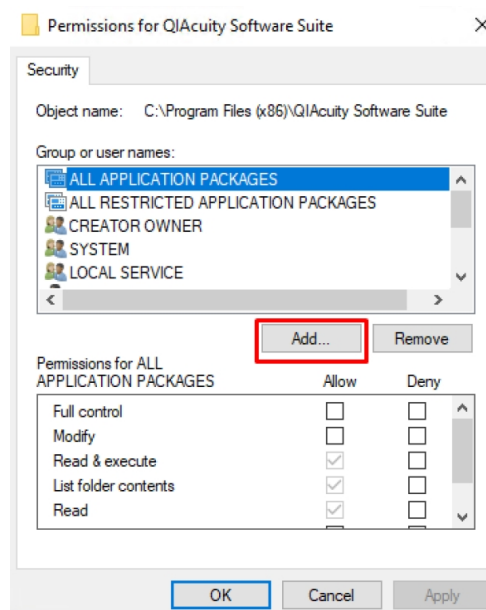
1. Obtain the network drive's UNC (Universal Naming Convention) path. In the example below, the network drive's UNC path is \\gtndata\users\lwg\. The folder named QIAcuity_Archive is the archive folder; therefore, the UNC path to the archive folder is \\gtndata\users\lwg\QIAcuity_Archive.
2. Ensure that the day-to-day logged-in user has read/write access to the network drive folder.
3. Ensure that the logged-in user performing this procedure has administrator privileges.
4. **Optional** Map the network drive on the QIAcuity computer to any available drive letter so that end users can easily verify the archive process.

Instructions

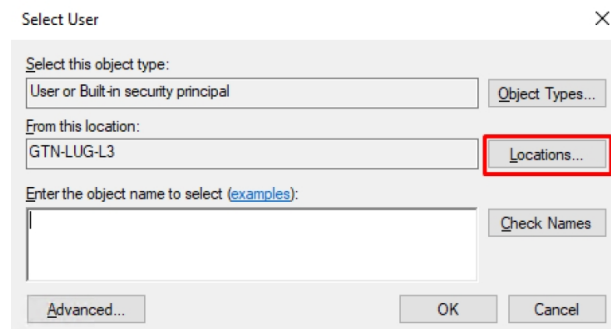
1. On the QIAcuity computer, navigate to C:\Program Files (x86). Right-click the QIAcuity Software Suite folder, and then select **Properties**.
2. In the Properties window, click the **Security** tab, and then click **Edit**.



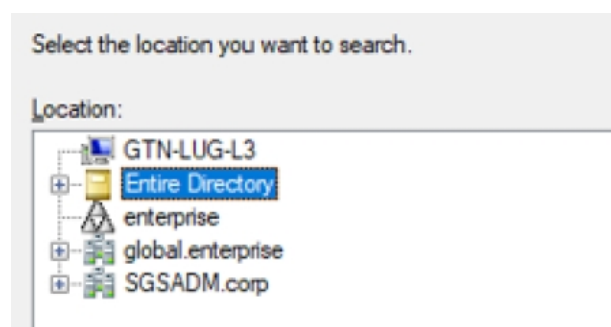
3. Click **Add**.



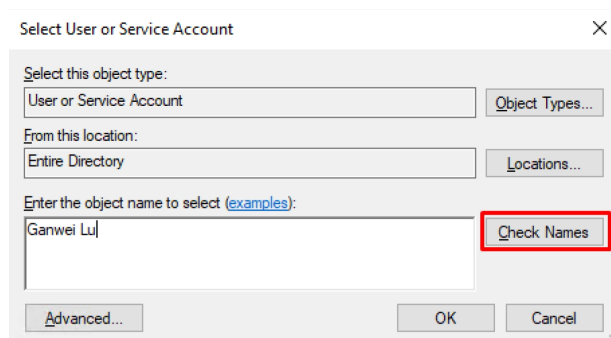
4. Click **Locations**.



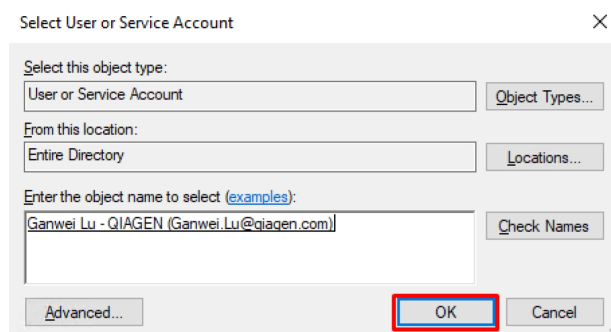
5. Select **Entire Directory**, and then click **OK**. If **Entire Directory** is not displayed, ensure that the account is logged in to your company's domain that hosts the network drive. If the option is still unavailable, contact your IT department.



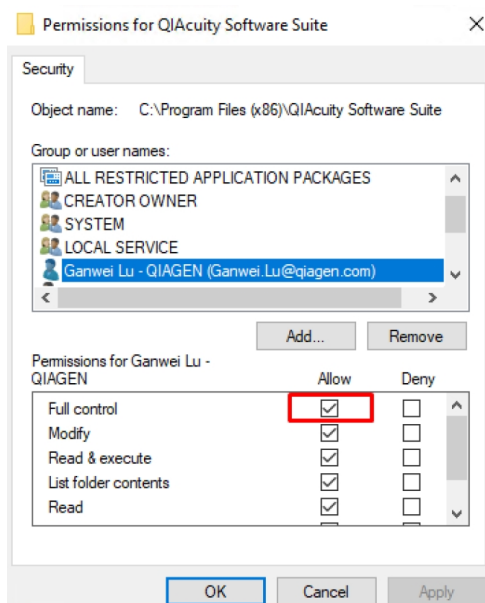
6. In the “Enter the object name to select” field, type the name of the day-to-day operational user, preferably the same user who performs this setup and the day-to-day operations, and then click **Check Names**. If a credential other than that of the day-to-day operational user is used for this setup, see Comment 8 at the end of this document.



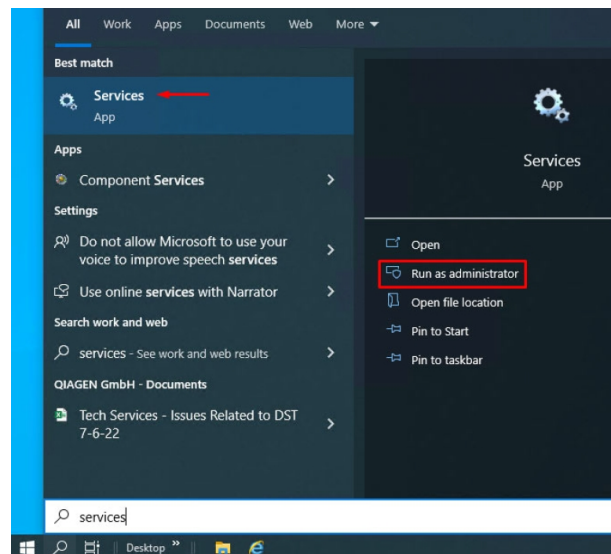
7. When the name is found, click **OK**.



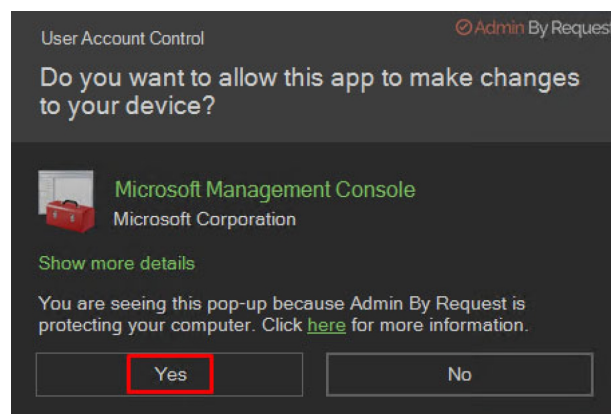
8. Return to the **Security** tab, select the Full control permission for the added user, and then click **OK**.



9. In the Windows search box, type **Services**. Right-click the **Services** app, and then select **Run as administrator**.



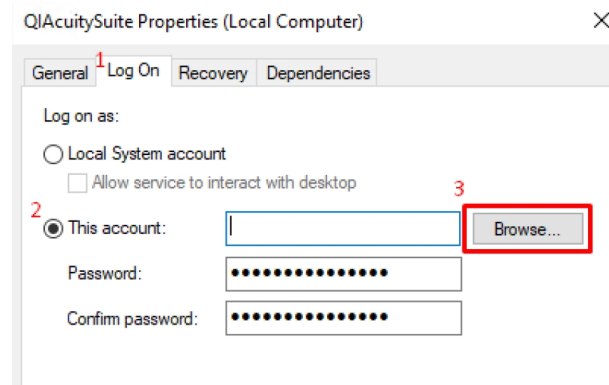
10. Click **Yes** if prompted. Depending on your organization's IT policy, this prompt may not appear, or a different confirmation screen may be displayed.



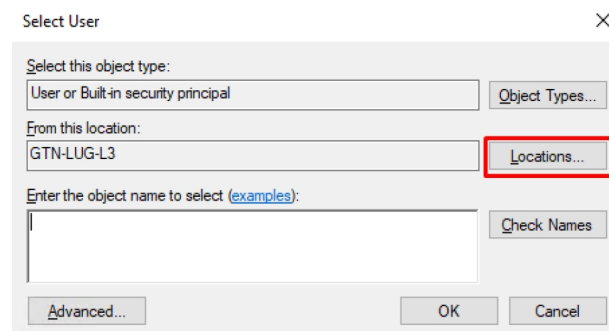
11. In the Services window, locate and double-click **QIAcuitySuite**.

Name	Description	Status	Startup Type
Printer Extensions and Notif...	This service ...		Manual
PrintWorkflow_92b19a4	Provides su...		Manual (Trigger Start)
Problem Reports Control Pa...	This service ...		Manual
Program Compatibility Assi...	This service ...	Running	Manual
QIAcuitySuite		Running	Automatic
QIAidentity		Running	Automatic
Quality Windows Audio Vid...	Quality Win...		Manual

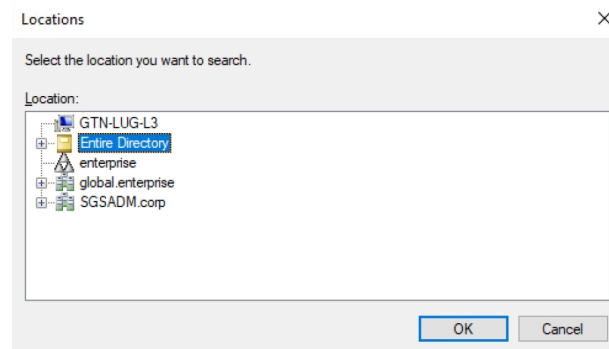
12. Click the **Log On** tab, select **This account**, and then click **Browse**.



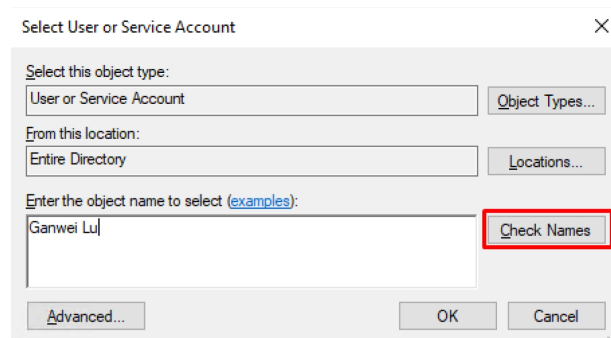
13. Check the From this location field. If it is not set to **Entire Directory**, click **Locations**.



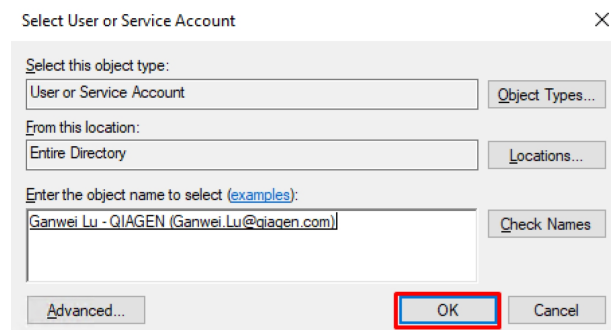
14. Select **Entire Directory**, and then click **OK**. If **Entire Directory** is not displayed, ensure that the account is logged in to your company's domain. If the option is still unavailable, contact your IT department.



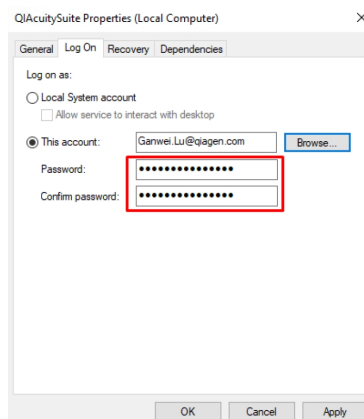
15. In the “Enter the object name to select” field, type the name of the day-to-day operational user, preferably the same user who performs this setup and the day-to-day operations, and then click **Check Names**. If a credential other than that of the day-to-day operational user is used for this setup, see Comment 8 at the end of this document.



16. When the name is found, click **OK**.

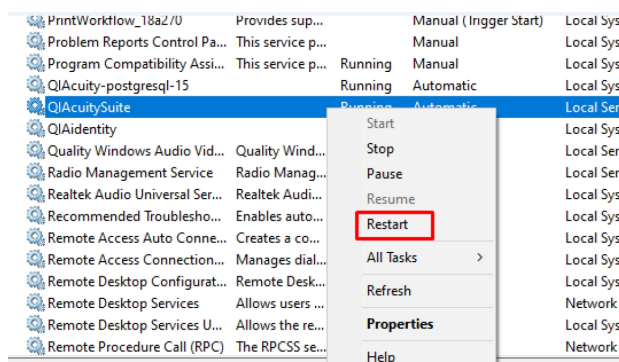


17. On the **Log On** tab, clear the existing password, enter the password for the selected user account, and then click **OK**.

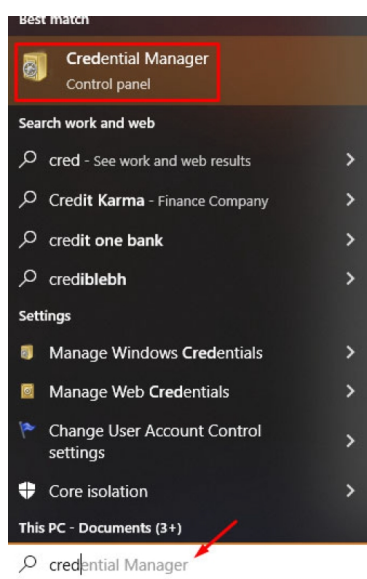


Important: If the password for the Log On user changes, update the service logon account. First, select **Local System account**, click **OK**, and restart the computer. Then repeat Steps 4–17. To avoid interrupting the archive process, it is recommended to configure the Log On user account so that its password does not expire or has a validity period of at least 1 year.

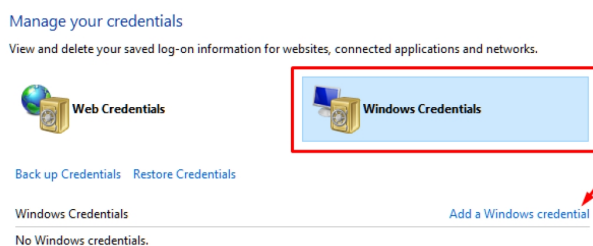
18. Right-click **QIAcuitySuite** again, and then select **Restart**.



19. In the Windows search box, type **Credential Manager**, and then open it.



20. Click **Windows Credentials**, and then click **Add a Windows credential**.



21. Enter the network domain address (not the UNC path to the archive folder). For example, the QIAGEN network domain is `qiagen.ads`. Enter the user name and password, and then click **OK**. Contact your IT department if you do not know your organization's network domain address.

Type the address of the website or network location and your credentials
Make sure that the username and password that you type can be used to access the location.

Internet or network address
(e.g. myserver, server.company.com):

Username:

Password:

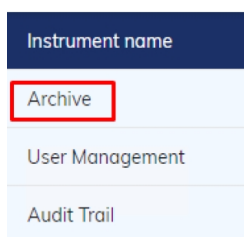
22. Verify that the new credential is displayed, and then restart the computer.



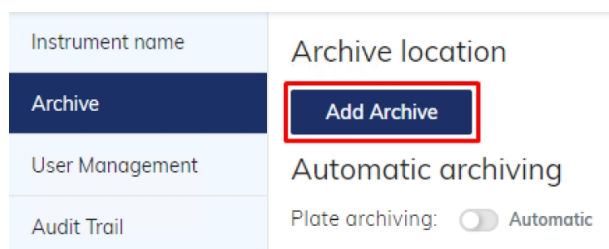
23. Launch the **QIAcuity Suite** software, and then click **Configuration** in the upper-right corner. When reopening the Suite for the first time after making these changes, a connection error may appear. If this occurs, close the browser, wait a few minutes, and then launch the Suite again.

24. Under **Configuration**, click **Archive**.

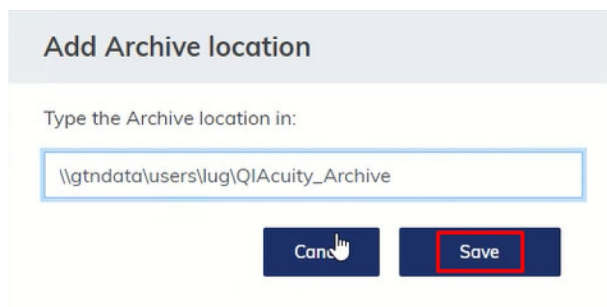
Configuration



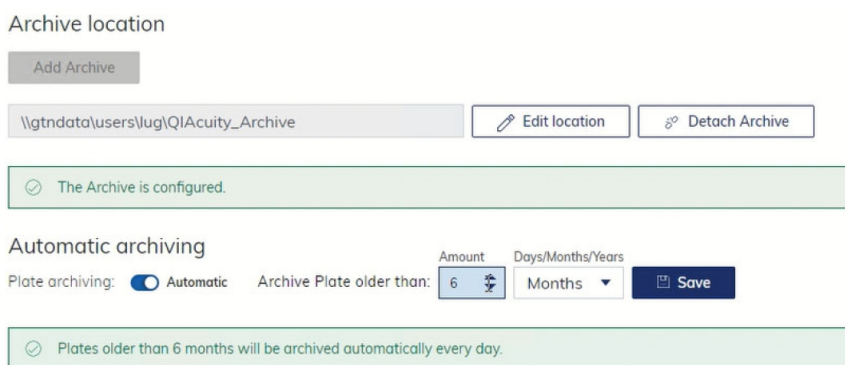
25. If an archive has already been set up on a local storage drive, click **Detach Archive**. After the software confirms the change, click **Add Archive**. If an archive has not yet been set up, click **Add Archive** directly.



26. Enter the UNC path to the archive folder, and then click **Save**. No error message should appear after clicking **Save**.

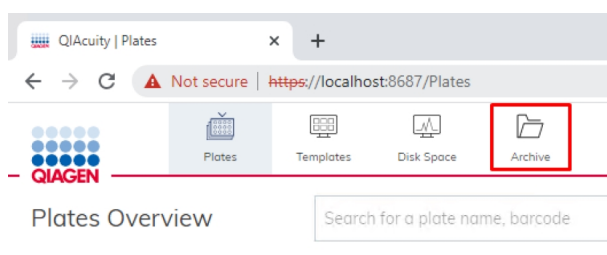


27. Set the desired archival frequency, and click **Save**.

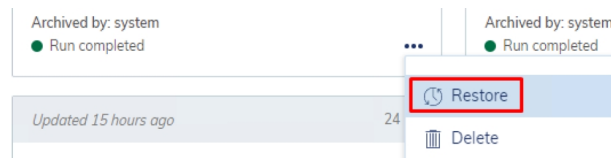


Comments

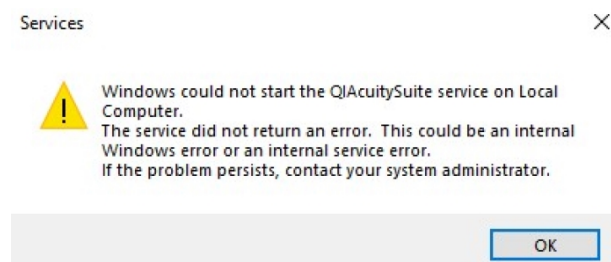
1. If the setup is successful, the UNC path is saved in the Suite software without any error message after Step 26. At least one file or folder also appears in the specified archive folder.
2. The archive process runs at 1 AM local time. After a plate is archived, it is removed from the database and its data is transferred to the archive folder on the network drive. To verify that the process is operating as expected, it is recommended to check the archive folder regularly, especially during the first few days after completing the setup.
3. To restore an archived plate, click the **Archive** icon.



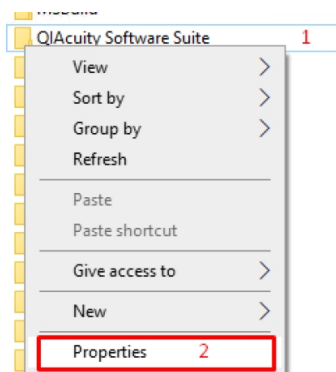
Locate the plate, click the **three-dot** menu in the lower-right corner of the plate, and then select **Restore**.



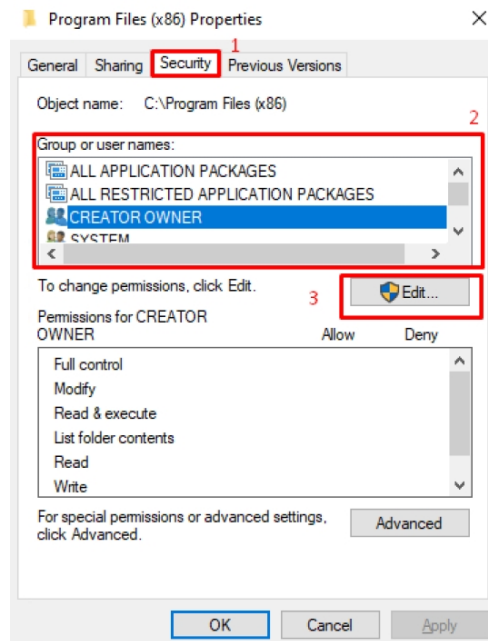
4. For easier verification and monitoring of the archive process, it is recommended to map the archive folder as a network drive on the QIAcuity computer.
5. If the password for the Log On user changes, repeat Steps 4–17 in the main procedure. To avoid interrupting the archive process, it is recommended to configure the Log On user account so that its password does not expire or has a validity period of at least 1 year.
6. If an archive already exists on a local drive before you configure a network archive folder, the existing archived plates are not transferred to the new archive location. To access those locally archived plates, detach the network archive location, set up the archive to use the local archive folder again, and then click **Save**. All locally archived plates will then be visible in the Suite.
7. The Suite supports only one archive location at a time. If you need to use multiple archive locations, follow the procedure described in Step 6. However, this approach is not recommended. Instead, consolidate all archived plates into a single network archive folder. To do this, restore all locally archived plates to the Suite before configuring the network archive folder. Based on the automatic archive settings, those plates are archived again to the network archive folder.
8. Each log-in attempt causes the Suite to create log files in the Suite log folder. If the user account used to configure the network archive does not have read/write access to the Suite installation folder, the Suite will not start after Step 18, and the following error message is displayed.



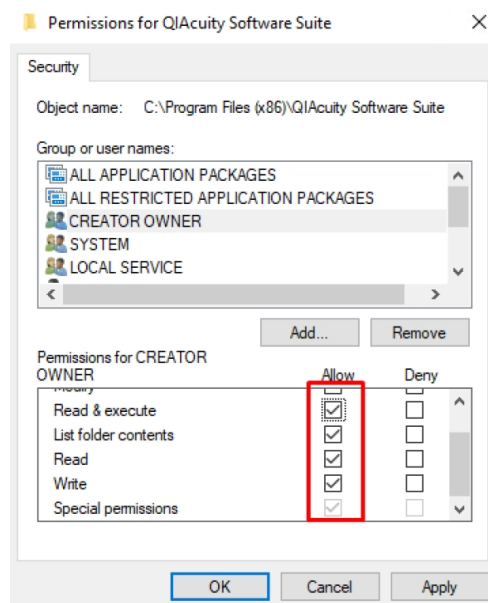
To resolve this issue, navigate to C:\Program Files (x86), right-click the **QIAcuity Software Suite** folder, and then select **Properties**.



Click the **Security** tab. Under **Group or user names**, select the Log On user, and then click **Edit**.



In the new window, grant the Log On user at least the following permissions.



Click **OK**. If prompted, restart the computer.

