Cytek Aurora NEW USER TRAINING CHECKLIST   6/2022

New User Name _____

1. Pathology PI name: _____. I certify that _____
    has completed Cytek Aurora training in the CCOM Core and is approved to use the
    instruments in that Core.

    _____
    PI signature

2. If needed, the user should acquire proximity card access to the 135 MRC Flow Lab by
    contacting either Todd Gilllhan. (todd-gilliahn@uiowa.edu) or Brenda Carey (brenda-
    carey@uiowa.edu).
    a. They will need your University badge number to process the request.
3. Acquire access to the online scheduler through Dr. Legge.
    a. He will need your HawkID user name, lab room number, contact phone number,
        and PI's name.
    b. Further he will need you to provide him with your requested username and
        password for the SpectroFlo software.
4. Become familiar with use of the online scheduler to reserve or cancel time.
    Signup/cancellation etiquette should be discussed with the trainer. If you cancel your
    time late in the day, please make certain the Cytek Aurora is shut down (**FLUIDICS
    SHUTDOWN has been run**) if you were the last scheduled user. _____ (user initials)
5. Know how to check sheath fluid and waste levels in the reservoirs/waste tank and how
    to properly replenish/empty as needed. Know how to correctly disconnect and reconnect
    the fluid and sensor lines to the tanks. Know how to properly prepare stock 20% sheath
    fluid and prepare new supplies as needed. _____ (user initials)
6. Know the proper startup sequence for the Cytek Aurora workstation.
    a. Turn on Computer
    b. Login to the PC (hawkID/password)
    c. Login to SpectroFlo Software
    d. **THEN** turn on the cytometer
7. **I understand a 30-minute warm-up time is required before samples or daily QC
    may be acquired.** _____ (user initials)
8. The first user of the day must run and save the daily QC. I know how to perform the daily
    QC and agree to do this _____ (user initials)
9. Know that one should only sign into the SpectroFlo software using your unique login
    username and password. Persons using other user's login information will result in both
    individuals losing access to the Cytek Aurora cytometer. _____ (user initials)
10. Become familiar with opening and operating the software for data acquisition as well as
    how and where to export/backup data. _____ (user initials)
    a. No DATA is to be stored on the computer. Move your files to another location
        immediately and then delete your files from the computer. The computer hard

drive has limited capacity and there is sufficient space only for the computer OS and the Aurora Cytek software applications to function properly. I further understand this includes data saved on 'One Drive' that is linked to and stored on the cytometer computer hard drive. _____ (user initials)

b. This data transfer must be completed within your scheduled time. Plan accordingly, transfer of large data sets will take time.

c. Files left on the instrument WILL be deleted without warning.

11. Prior to and following each user run, the user must run "clean flow cell" to maintain clear lines. _____ (user initials)

12. I am aware that samples must be filtered just prior to their placement on the instrument for acquisition. It is advised that the event rate be kept lower than 10,000 events/s. ____ (user initials)

13. Be aware of how to identify and clear plugs in the SIT: Cytometer → Clean Flow cells → Follow onscreen instructions.

14. If contrad/bleach is used to remove plugs or clean the flow cell, be knowledgeable of how to adequately flush the contrad/bleach from the flow cell and lines using ddH20.

15. Know where common troubleshooting information can be found online, on the computer or in the hard copy Cytek Aurora cytometer manual in the Flow lab.

16. I have discussed with the trainer common error messages and 'glitches' that arise in the software and the usual approaches in handling them.

17. Know how to contact Dr. Legge if major problems arise that cannot be dealt with by a senior user. Cytek will be contacted if the problem persists. The instrument's serial number is required: U0639

18. Know how to properly clean the machine after every run and perform the shutdown sequence if you are the last user for the day.

19. Know that you are responsible for emptying the waste tank and refilling the sheath tank after EVERY run, and this must be completed within your scheduled time. Again, plan accordingly. _____ (user initials)

20. Know to ALWAYS leave a tube on the SIT when not running as an empty SIT can damage the machine. Know how to manually switch between standby and run when acquiring samples.

21. I understand the SIT is adjusted via the software and know NOT to manually adjust the SIT. _____ (user initials)

_____   _____
        Signature of Senior Trainer   Signature of Faculty Member/PI