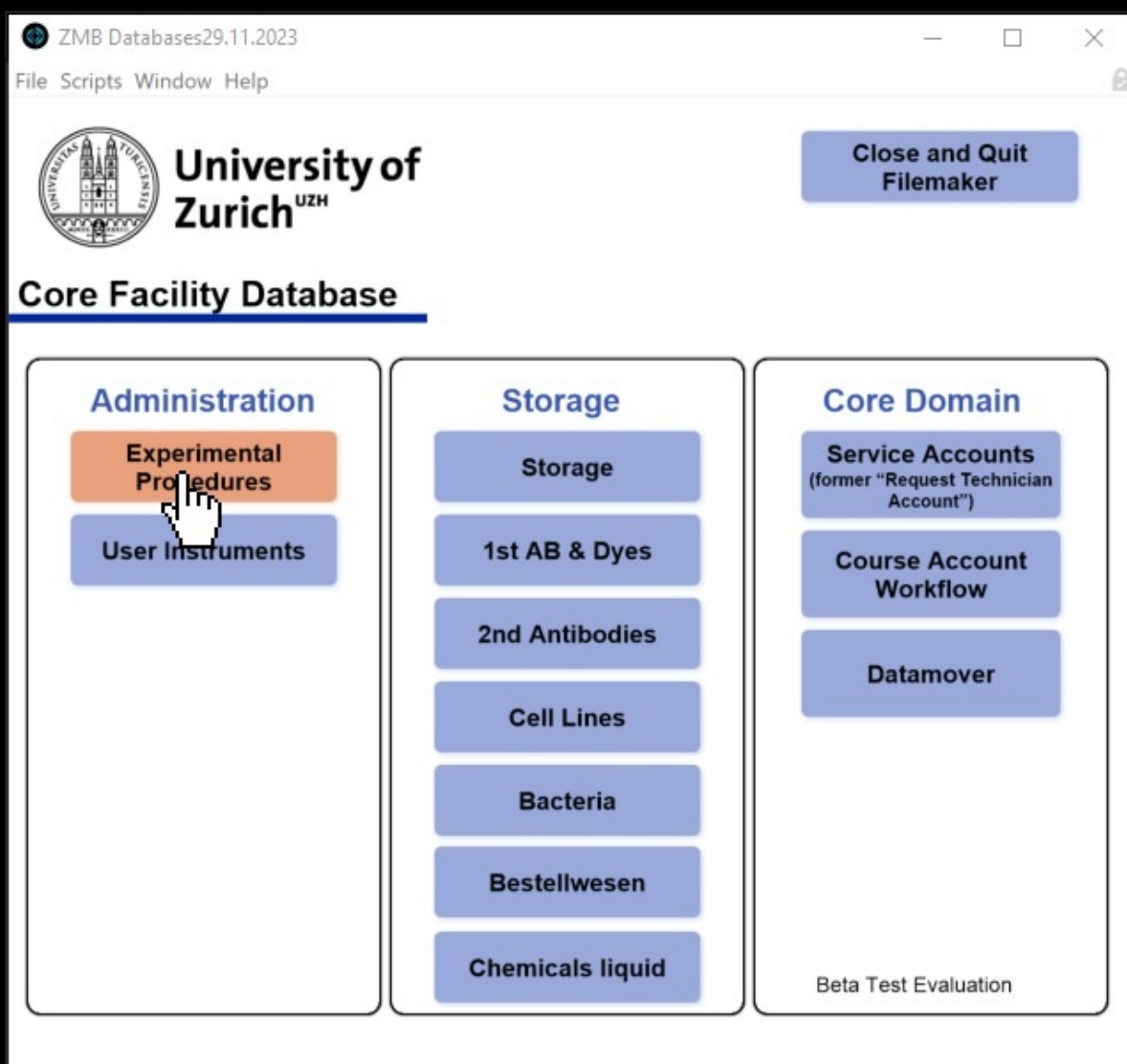


File Maker - Setting up a new experiment for LM Imaging service

How to set up a new experiment in File maker for LM Imaging service.

Written By: Joana Raquel Delgado Martins



INTRODUCTION

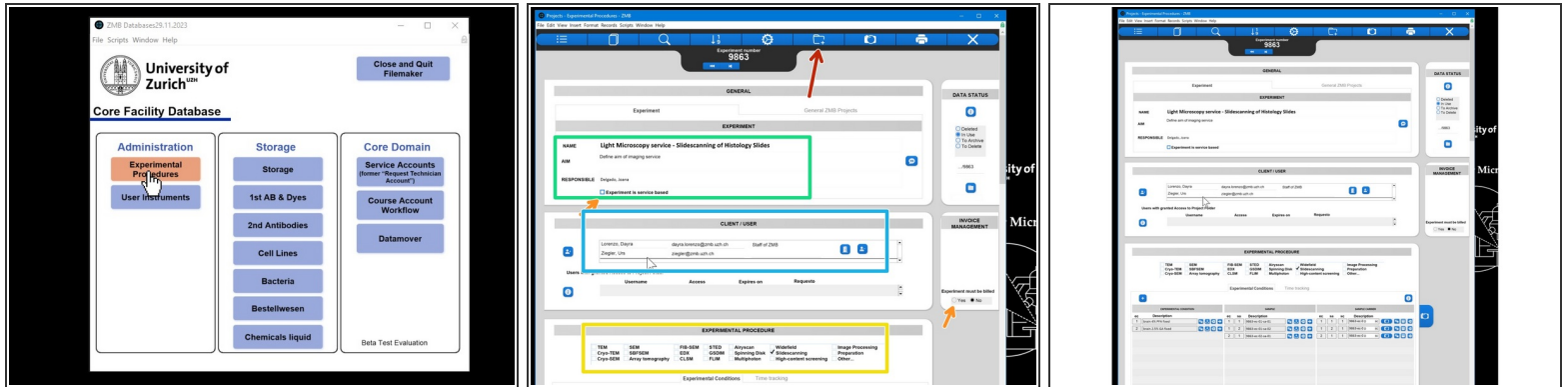
How to set up a new experiment in File maker for LM Imaging service.

For emails, meeting logs please add an entry in One Note with the same project number.

ZMB Notebook > Service in sample preparation and image processing > Light microscopy

<https://uzh.sharepoint.com/sites/ZMB991/...>

Step 1 — Step 1: Enter the 'Projects / Experiment' database



- Open the Experimental Procedures / Project Experiment Database.
- Create a new Experiment.
- Add basic info.
- Select both that it is serviced based and that a bill needs to be issued.
- Add to whom is the serviced going to be billed.
- Add the image modality that will be used.

Step 2 — Add Experimental conditions (histology slides)

Experimental Conditions

ec	sa	Description
1	1	brain 4% PFA fixed
2	1	brain 2.5% GA fixed

CLIENT / USER

Lorenzo, Dayra dayra.lorenzo@zmb.uzh.ch Staff of ZMB
 Ziegler, Urs ziegler@zmb.uzh.ch

Users with granted Access to Project Folder

Username	Access	Expires on	Requesto

EXPERIMENTAL PROCEDURE

TEM SEM FIB-SEM STED Airyscan Widefield Image Processing
 Cryo-TEM SBFSEM EDX GSDIM Spinning Disk Slidescanning Preparation
 Cryo-SEM Array tomography CLSM FLIM Multiphoton High-content screening Other...

Experimental Conditions Time tracking

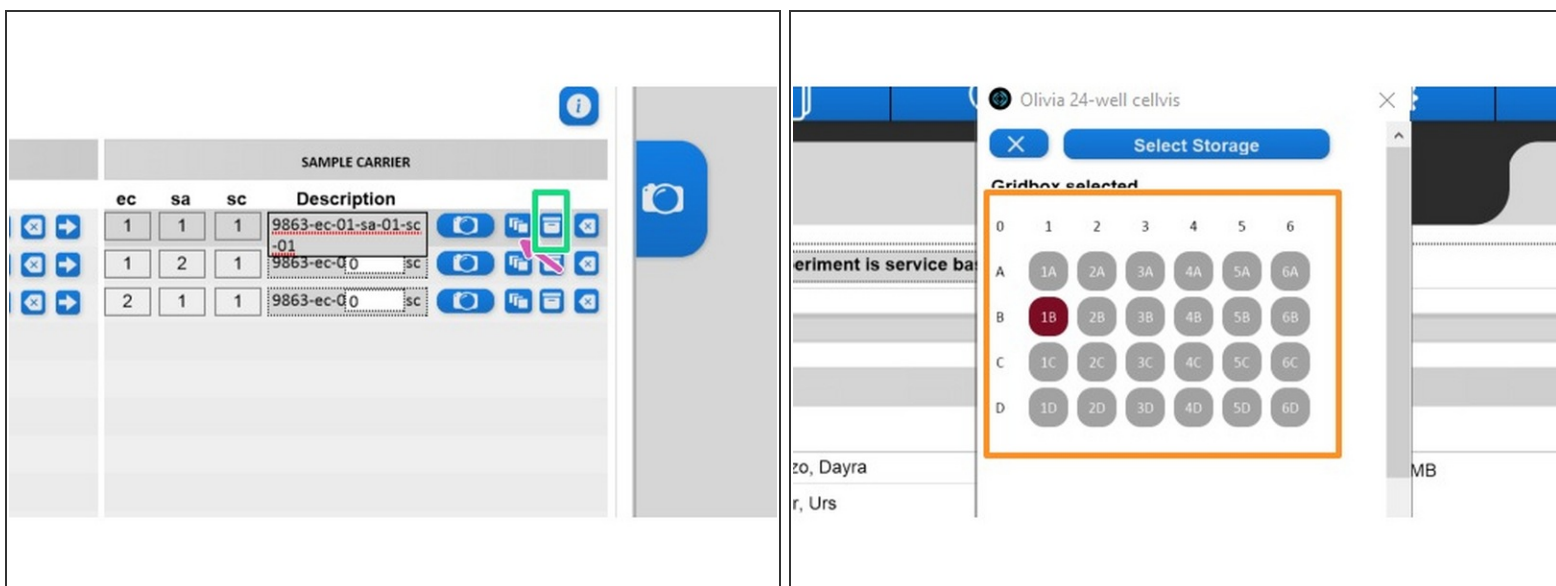
ec	sa	Description
1	1	brain 4% PFA fixed
2	1	brain 2.5% GA fixed

- (ec) Experimental condition stands for the sample - in this case brain fixed with 4% PFA or 2.5% GA
- (sa) Sample stands for the slide containing sections from this sample
- (sc) sample carrier defines the image acquired for each section, ROI, well etc.

i 9863-ec-01-sa-01-sc-01 would be:

- 9863 - project
- ec - 01 - brain 4% PFA
- sa - 01 - slide 1 containing 1 or more sections/ROI
- sc - 01 - image acquired from section/ROI 1

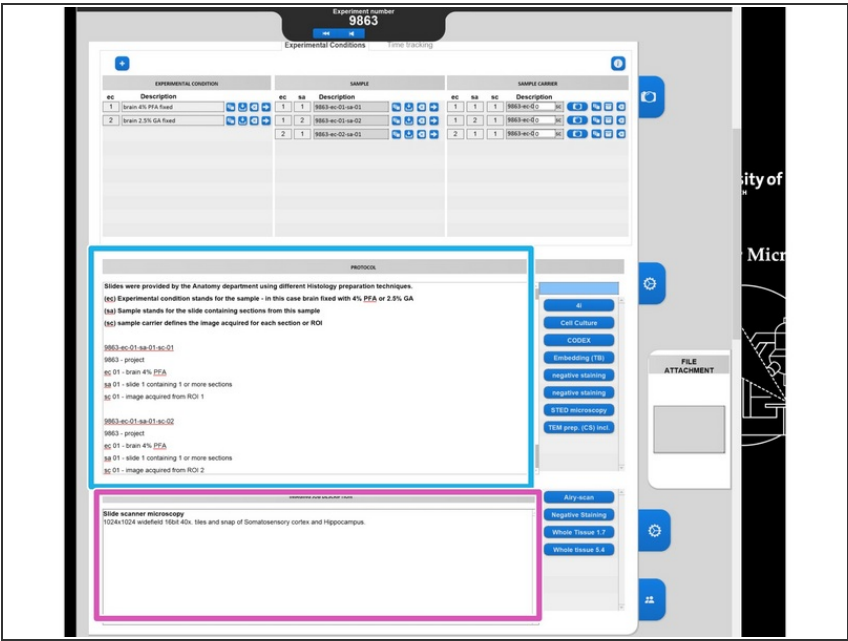
Step 3 — Well plates naming



i Your images will need to be named according to structure you have just provided for your experiment.

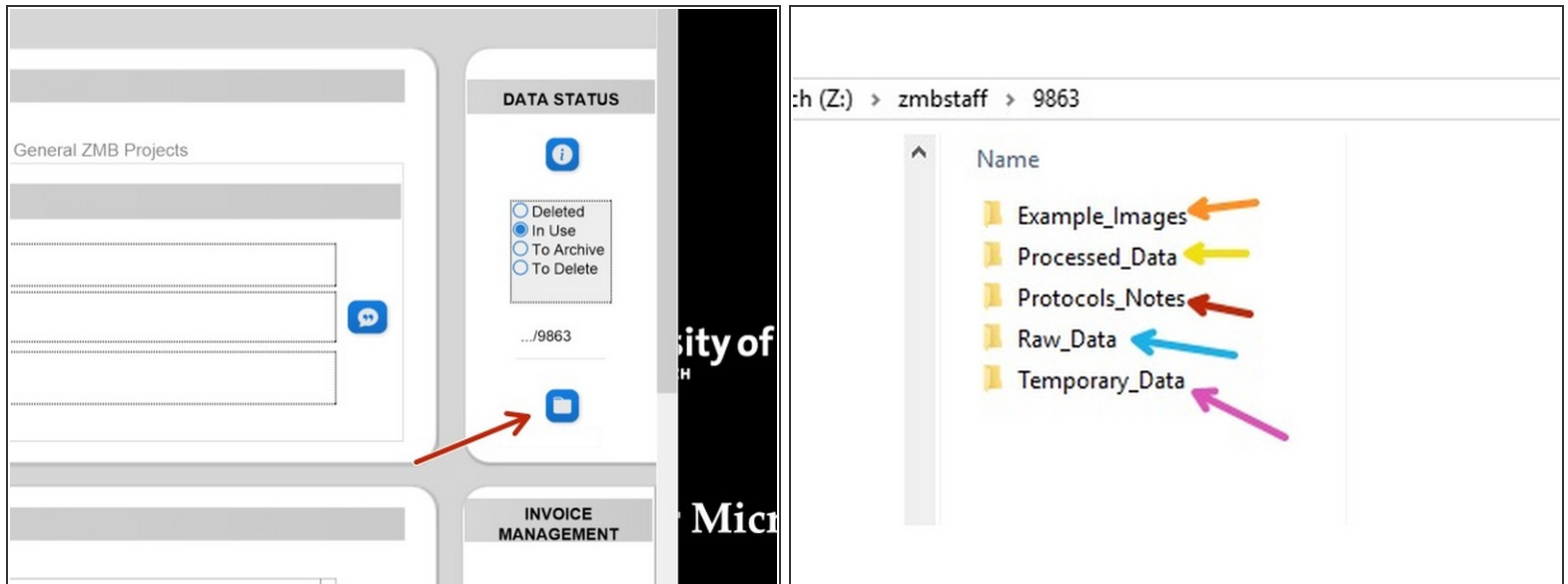
- Click on the copy button and past it in the description of your sample carrier.
- If the sample was prepared at the ZMB and will be kept, please create a new entry in the storage button
- In this example an image acquired in the well 1 b would have the naming
 - 9863-ec-01-sa-01-sc-01
 - sa -
 - sc -
 - You will use this file names to label your images.

Step 4 — Add Protocol and Imaging Job description



- Add the protocol used to prepare the sample. or is sample already provided a small description eg . Histology slide Slides were provided by the Anatomy department using different Histology preparation techniques.
- Add all the Imaging Job description that would be necessary to reproduce your results.

Step 5 — Add raw data



- Access the folder where your data will be saved.
- Example images - keep screenshots or small files to quickly have an idea of what is contained here (available after archiving).
- Processed Data -
- Protocol Notes - all extra information, or documents that you couldn't add in the experiment entry. eg. protocols from users or presentations.
 - also save quotes and invoices here.
- Raw Data - keep all your raw data here
- Temporary Data - will be deleted after archiving. can be useful to have for testing or support processing while working on the project.

Step 6 — Time tracking

The screenshot displays the 'Time tracking' tab in the 'Experimental Conditions' section. It features a table with columns for Date, Start, End, Duration, Responsible, and Description. Two entries are visible, both for 29.11.2023, with descriptions 'PREP - 4 slides' and 'SCANNING - 4 slides'. A red arrow points to a '+' icon in the top right corner of the table. To the right, a detailed view of a time entry is shown, including fields for Date, From, To, Duration, Responsible, Meeting Type, Short Description (Billing), Problem Description, and Comment / Solution.

Date	Start	End	Duration	Responsible	Description (keep short and below 100)
29.11.2023	09:00	10:00	01:00h	Delgado, Joana	PREP - 4 slides
29.11.2023	10:00	12:00	02:00h	Delgado, Joana	SCANNING - 4 slides

Time for 9863

Date: 29.11.2023

From: 09:00 To: 10:00

Duration: 01:00 Responsible: Delgado, Joana

Meeting Type: Preparation

Short Description (Billing): PREP - 4 slides

Problem Description: Here you can describe troubleshooting etc.

Comment / Solution: Here you can describe what was the solution found.

Close

- If you need to track prep times or scanning times you can use the tab next to experimental conditions.
- ⚠ Keep in mind that it should be clearly stated how much time was spent per slide to aid billing.
- ⚠ Additional information should be added to the next item.
 - To add even more details please click here.
- Here you can log any issues that you had during preparation for imaging and how were they solved. Consider information that might be useful or a future service or to justify billing.
- You are ready to go! Happy imaging!!!