1. Log-in as Admin
2. Go to Acquisition > My Experiments
   a. Sort experiments by 'Date Modified'
3. Select the oldest months' worth of data, right click to delete it (i.e., for April keep March and delete February)
4. Close SpectroFlo software, re-open, and log back in as Admin
   a. This causes the software to clean up un-associated FCS files
   b. You should see a little progress circle spinning underneath the 6 option buttons with a small note about cleaning up the FCS files
5. Once that progress circle is gone open the Windows file explorer (icon on taskbar)
   a. Navigate to Cytekbio Export > FCS Files > Recycle Bin
   b. Delete any files moved into the Recycle Bin folder
   c. Also delete any files in the Recycle Bin on the desktop
6. Close SpectroFlo
7. Open DataMaintenance
8. Click on 'All SpectroFlo Data' > 'Backup Data'
   a. This can take 4+ hours, so remember to run overnight
   b. We are currently combining the data maintenance with the monthly long clean and locking the entire machine out for a night
9. In the morning, copy the backup .zip file to the 'Cytek Aurora Database Backup' folder in OneDrive