MLPA Sample Anonymiser Support Tool

User Manual

This manual describes how to use the *MLPA Sample Anonymiser Support Tool*.

1. Introduction

Capillary electrophoresis devices produced by Thermo Fisher Scientific/Applied Biosystems produce FSA files with raw data. It may occasionally be necessary to share these files with MRC Holland, e.g. for troubleshooting or as part of a test or validation phase. FSA files contain the original sample name, which may contain privacy-sensitive information, such as a patient name. The *MLPA Sample Anonymiser Support Tool* can be used to remove personal information from sample names in, and filenames of, FSA files with MLPA data before these are shared with MRC Holland.

This program is *not* intended for any other applications.

2. Installation

The latest version of the *MLPA Sample Anonymiser Support Tool* can be retrieved from our website: https://support.mrcholland.com/tools/anonymiser.

2.1. System Requirements

- Microsoft .NET Framework v4.5.
- An active internet connection is required to automatically check for updates.

2.2. Installation

This program does not require installation. Download the program, unpack the archive, and copy its contents to a convenient location.

2.3. Updates

To check for updates, open the *About* menu and choose *Check for updates*. We recommend selecting the *Automatically check for updates on startup* option to perform this check automatically every time the *MLPA Sample Anonymiser Support Tool* is started.

To update the program, retrieve the latest version from the abovementioned URL and follow the instructions in paragraph 2.2.

3. Instructions

1. Open the *Files* menu and choose *Load FSA files*.
2. Select the FSA files you wish to anonymise and click on the *Open* button.
3. Enter a new sample name for each sample via one of the options below:
   - Open the menu *Auto generate* and choose *Use Filename* to use the filename of the FSA file as sample name.
   - Open the menu *Auto generate* and choose *Use Tube/Plate position* to use the position of the sample on the electrophoresis plate as sample name.
   - Manually enter a new sample name in the column *New Sample Name*. Allowed characters: a-z; A-Z; 0-9; special characters - + _ . , ( ); spaces.
4. Optionally select the correct sample type in the column *Sample Type* for all samples.
5. Open the *Files* menu and choose *Export FSA files*.
6. In the popup, choose *Yes* to save the new files in a new subfolder called *STRIPPED* in the folder where the original FSA files are located, or choose *No* to manually select a destination.

A file called *MLPA Sample Anonymiser Support Tool - Summary.txt* is saved next to the new FSA files. This file contains a tab-separated list of all old filenames and sample names and their corresponding new names. Do not send this file to MRC Holland, but keep this as a record to ensure that the renamed samples can be matched to the original files if required.

Document History
Version v01 (24 April 2019)
- Not applicable—new document.