

## Instructions for on-line reporting of B-cell line exchange results

The web site, <https://cell-exch.ctrl.ucla.edu>, works best in the latest versions of Firefox, Google Chrome, and Microsoft Edge.

1. Go to <https://cell-exch.ctrl.ucla.edu/>.
2. Click on Register to set up an account.
  - a. Passwords must at least 12 characters in length and consist of the following:
    1. one lower case letter
    2. one upper case letter
    3. one number
    4. one special character [e.g.!@#\\$\\$%^\\*](#)
3. Once you have registered your email address, please contact an administrator, Arlene Locke at [alocke@mednet.ucla.edu](mailto:alocke@mednet.ucla.edu) or Maria Cabarong at [MCabarong@mednet.ucla.edu](mailto:MCabarong@mednet.ucla.edu), to have your email account activated. **Please note:** you will not be able to enter results until your account has been activated.

UCLA Cell Exchange

Contact Us SX Help SX Result Upload KIR Help MICA Help CrossMatch Help CrossMatch Result Upload BCELL Help Paper Challenge Attestation Statement Grading Criteria

Main Site : Log In

Email:

Password:

Log In

[Forgot your password?](#) [Register](#)

[Go to DNA Exchange](#)

UCLA Cell Exchange

Contact Us SX Help SX Result Upload KIR Help MICA Help CrossMatch Help CrossMatch Result Upload

Main Site : Register

Email

First name

Last name

Password

Re-type password

Screen name

Personal Home Page URL:

OK

4. After your email address is activated, go to <https://cell-exch.ctrl.ucla.edu/> to log in.
5. The next window will be the Main Site. This page lists the current exchange studies.
6. Enter the B-cell line Exchange, e.g., "254", in the Search box or click on the number under Exchange # (left column).

The screenshot shows the UCLA Cell Exchange website interface. At the top, there is a navigation bar with the UCLA Cell Exchange logo and a welcome message for Arlene Locke. Below this, there are links for 'Your Account', 'Logout', 'Contact Us', 'CX Help', and 'SX Help'. The main content area displays the user's profile information, including 'Lab Name', 'Institution: UCLA Immunogenetics Center', and 'Services: cross, kir, mica, serum'. A search box is present with a 'Search' button. Below the search box, there is a table titled 'Center's 5 recent batches' with the following data:

Exchange #	Exchange Type	Status	Due Date	Date Received
383	cdna	Submitted Results	Dec 31, 2014	Dec 04, 2014
254	bcell	Shipped	Dec 31, 2014	
384	cdna	Shipped	Dec 31, 2014	

The number 254 in the table is circled in red. The browser's address bar shows the URL: [https://staging4.ctrl.ucla.edu/cew/center/center\\_id=305](https://staging4.ctrl.ucla.edu/cew/center/center_id=305). The taskbar at the bottom shows various application icons and the system clock indicating 11:42 AM on 12/26/2014.

7. The next screen will have details for the exchange, shipment date, and due date.
    - a) You must first click **"Acknowledge Shipment Received"** (in the lower left corner).
    - b) In next screen, enter date of shipment received and hit OK.
- If you enter the date incorrectly, please contact us. Only the administrator can change the received date.

The screenshot shows the UCLA Cell Exchange web application interface. At the top, it says "UCLA Cell Exchange" and "CELL-EXCHANGE Network". Below this, there are navigation links: "Welcome, Arlene Locke | Your Account | Logout | Contact Us | CX Help | SX Help" and "Main Site : Cell and Serum Exchange : Center 3753 : Exchange List : one".

The main content area is titled "Exchange Information" and contains a table with the following data:

Exchange:	254	Exchange Type:	BCELL
Status:	Shipped	Date Due:	Dec 31, 2014
		Date To Be Mailed:	Dec 06, 2014
Received By:	()	Date Received:	
Result Submitted By:		Date Result Submitted:	
Test Date:			
Comments:			

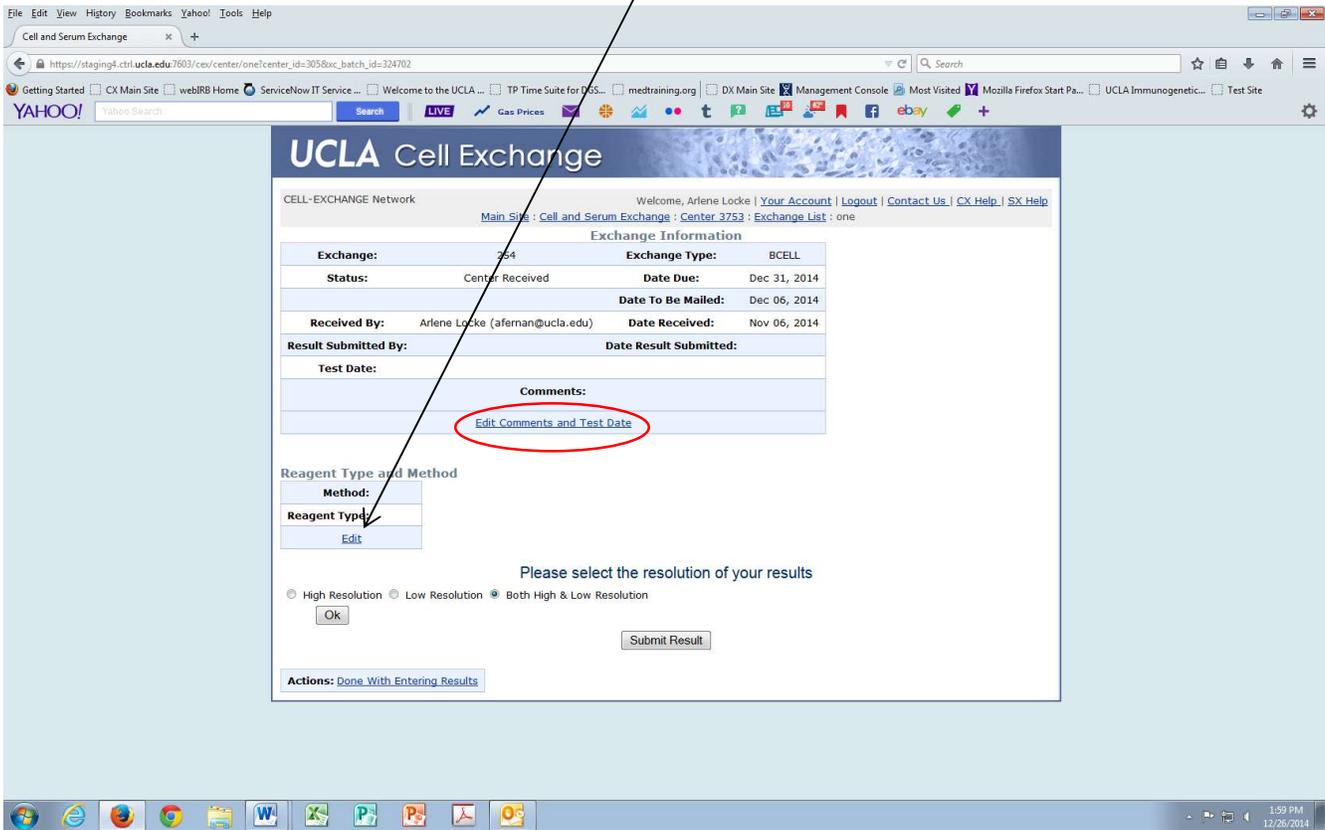
Below the table is a section titled "Reagent Type and Method" with fields for "Method:" and "Reagent Type:", and an "Edit" button. Underneath, there is a prompt: "Please select the resolution of your results" with three radio button options: "High Resolution", "Low Resolution", and "Both High & Low Resolution". There are "Ok" and "Submit Result" buttons.

At the bottom left of the main content area, there is a link: "Actions: Acknowledge Shipment Received", which is circled in red in the original image.

The screenshot shows the second screen of the UCLA Cell Exchange web application. It features the same header and navigation as the previous screen. The main content area contains a message: "Please the date shipment was received for batch '254' and click 'OK' button."

Below the message is a form for "Date Received (required)". It has three dropdown menus for "Day", "Month", and "Year". At the bottom of the form are "OK" and "Cancel" buttons.

8. You will then return to the screen with the exchange details
9. Click “Edit Comments and Test Date” to enter your test date or add comments, i.e. shipment condition, problems, etc. You do not have to use this option.
10. Enter Method and Reagent type by clicking Edit



11. Select the resolution type to report (high, low, or both), then Click OK. Sample numbers will then appear on the bottom.
12. Click on a sample number to report results for that sample.

UCLA Cell Exchange

CELL-EXCHANGE Network

Welcome, Arlene Locke | [Your Account](#) | [Logout](#) | [Contact Us](#) | [CX Help](#) | [SX Help](#)

Main Site : [Cell and Serum Exchange](#) : Center: 3753 : [Exchange List](#) : one

**Exchange Information**

<b>Exchange:</b>	254	<b>Exchange Type:</b>	BCELL
<b>Status:</b>	Center Received	<b>Date Due:</b>	Dec 31, 2014
		<b>Date To Be Mailed:</b>	Dec 06, 2014
<b>Received By:</b>	Arlene Locke (aferman@ucla.edu)	<b>Date Received:</b>	Nov 06, 2014
<b>Result Submitted By:</b>		<b>Date Result Submitted:</b>	
<b>Test Date:</b>	<b>Comments:</b>		
	<a href="#">Edit Comments and Test Date</a>		

**Reagent Type and Method**

**Method:**

**Reagent Type:**

[Edit](#)

Please select the resolution of your results

High Resolution
  Low Resolution
  Both High & Low Resolution

[OK](#)

Alleles entered for BCELL Class I#

[Ter 507](#) | [Ter 508](#)

[Submit Result](#)

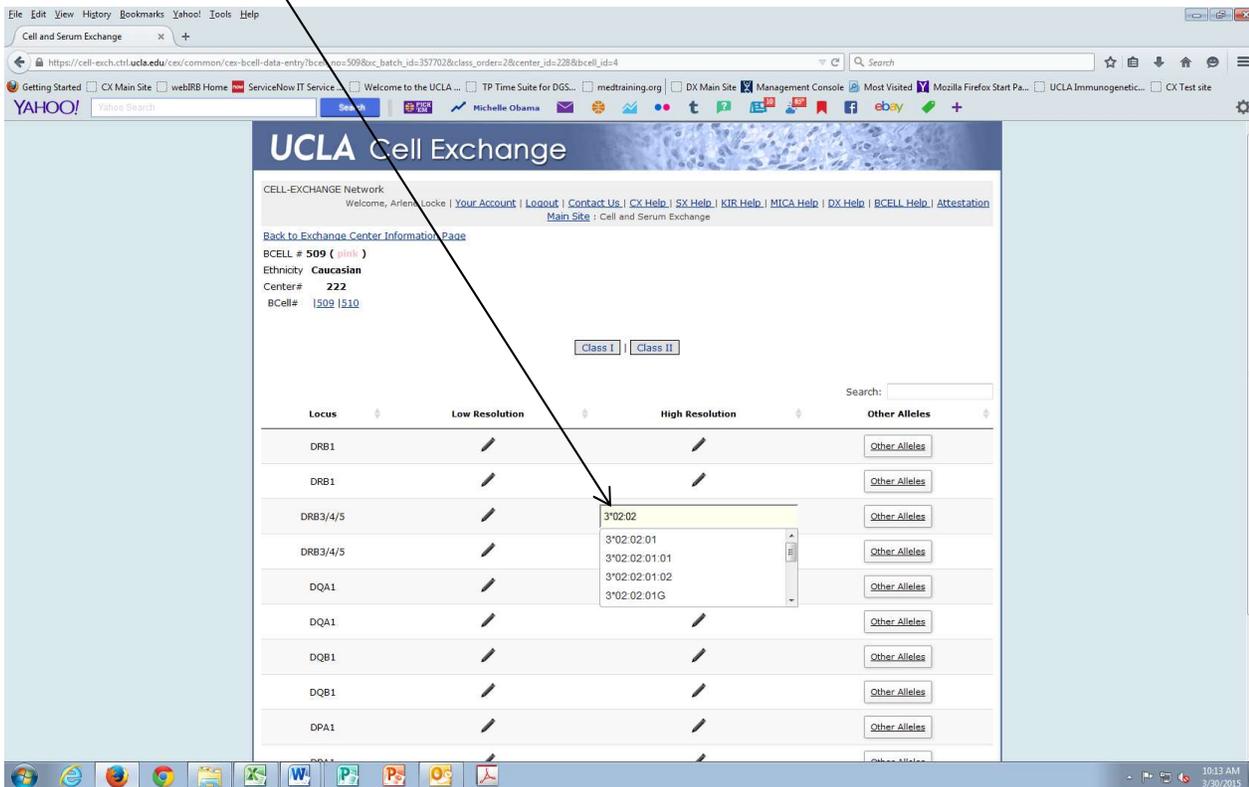
Actions: [Done With Entering Results](#)

13. The program is defaulted to class I. To enter class II results, click on the class II tab.

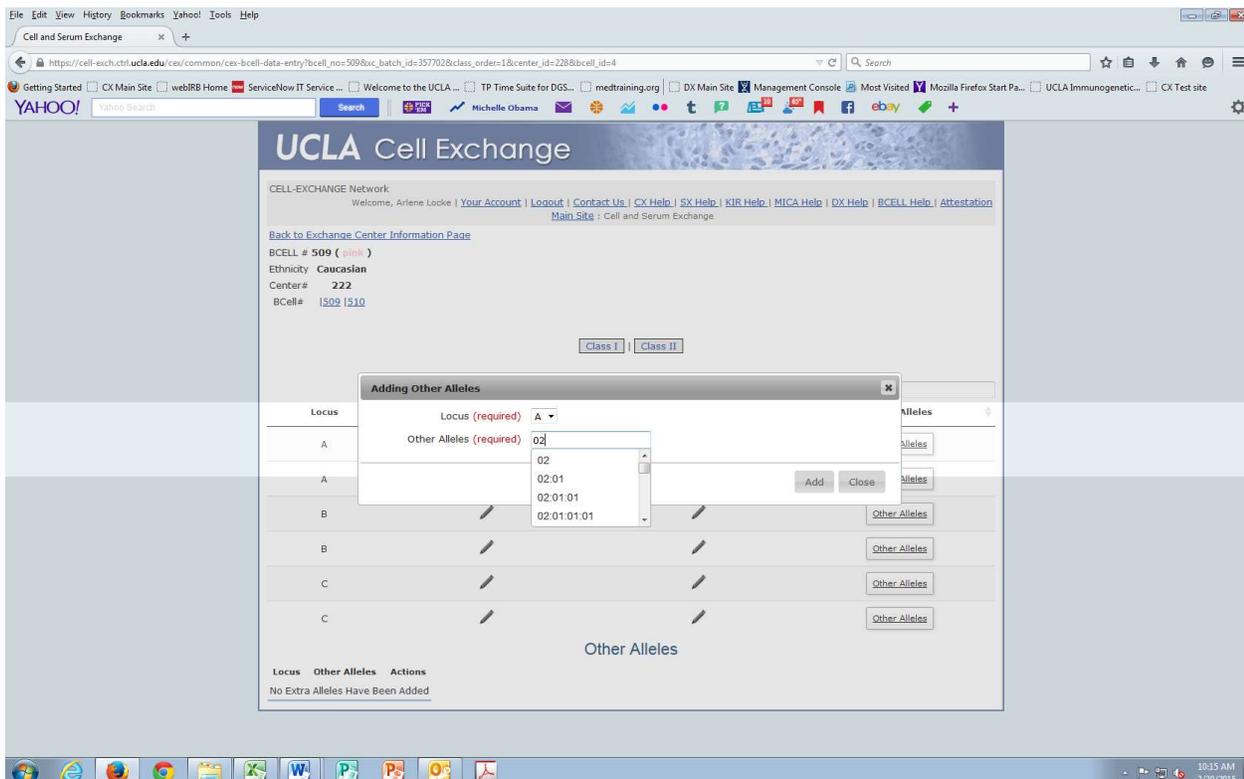
The screenshot shows the UCLA Cell Exchange website interface. At the top, there is a navigation bar with links for 'CELL-EXCHANGE Network', 'Welcome, Arlene Locke', 'Your Account', 'Logout', 'Contact Us', 'CX Help', 'SX Help', 'KIR Help', 'MCA Help', 'DX Help', 'BCELL Help', and 'Attestation'. Below this, there is a section for 'Back to Exchange Center Information Page' with details for 'BCELL # 509', 'Ethnicity Caucasian', 'Center# 222', and 'BCell# 1509 1510'. Two tabs are visible: 'Class I' and 'Class II', with an arrow pointing to the 'Class II' tab. Below the tabs is a search bar and a table with columns for 'Locus', 'Low Resolution', 'High Resolution', and 'Other Alleles'. The table contains rows for loci A, B, C, and 'Other Alleles'. Each row has a pencil icon in the 'Low Resolution' column and a dropdown menu in the 'High Resolution' column. The 'Other Alleles' column contains 'Other Alleles' buttons. At the bottom of the table, there is a section for 'Locus Other Alleles Actions' with the text 'No Extra Alleles Have Been Added'.

14. To enter results for each locus, click on the pencil image to highlight the field. Type in the allele you wish to report. Do not include asterisks or the locus name. For example, enter 02:01, not A\*02:01. A list of possible alleles will then appear. The list becomes shorter and better defined as more digits are entered. Click on the allele to be reported.

**Note:** When entering results for DRB3/4/5, you must specify the subtype and include an asterisk. For example, enter **3\*02:02** or **4\*01:01** to specify DRB3\*02:02 or DRB4\*01:01.



- To report alleles that could not be ruled out, click on "Other Alleles" to enter those alleles. For multiple entries, click on "Other Alleles" again to enter another allele. Allele strings may also be entered in the Comments section found on the Exchange Center Information page. **Note:** Results reported under "Other Alleles" will not be graded.



16. For homozygosity, enter allele twice.
17. Allele entry includes NEW (for allele variants), FTA (failed to amplify), NP (Not Present for DRB3/4/5 fields), and NT (Not Typed).
18. To enter results for the next sample, click on the sample number on the left of the screen.
19. When you have finished entering results for both samples, click on “Back to Exchange Information Page” (top left of the screen) to return to the page with the exchange details.

UCLA Cell Exchange

CELL-EXCHANGE Network  
 Welcome, Ariene L... | [Your Account](#) | [Logout](#) | [Contact Us](#) | [CX Help](#) | [SX Help](#) | [KIR Help](#) | [MICA Help](#) | [DX Help](#) | [BCELL Help](#) | [Attestation](#)  
 Main Site : Cell and Serum Exchange

[Back to Exchange Center Information Page](#)

BCELL # 509 ( [edit](#) )  
 Ethnicity **Caucasian**  
 Center# **222**  
 BCell# [1509](#) | [1510](#)

[Class I](#) | [Class II](#)

Search:

Locus	Low Resolution	High Resolution	Other Alleles
A	<input type="text"/>	<input type="text"/>	<input type="text" value="Other Alleles"/>
A	<input type="text"/>	<input type="text"/>	<input type="text" value="Other Alleles"/>
B	<input type="text"/>	<input type="text"/>	<input type="text" value="Other Alleles"/>
B	<input type="text"/>	<input type="text"/>	<input type="text" value="Other Alleles"/>
C	<input type="text"/>	<input type="text"/>	<input type="text" value="Other Alleles"/>
C	<input type="text"/>	<input type="text"/>	<input type="text" value="Other Alleles"/>

Other Alleles

Locus Other Alleles Actions  
 No Extra Alleles Have Been Added

20. Click on "Done with Entering Results" (bottom left of screen) to save entries.
  - a. You may edit your results as many times as you wish before the due date. The program will not allow you to enter or edit results after the due date has passed.
  - b. **Note:** At this time, the "Date Results Submitted" and "Results Submitted By" fields will not change from the original submission date.

21. For your records, please print your on-line results.

UCLA Cell Exchange

CELL-EXCHANGE Network

Welcome, Arlene Locke | [Your Account](#) | [Logout](#) | [Contact Us](#) | [CX Help](#) | [SX Help](#)

Main Site : [Cell and Serum Exchange](#) : [Center 3753](#) : [Exchange List](#) : one

Exchange Information

Exchange:	254	Exchange Type:	BCELL
Status:	Center Received	Date Due:	Dec 31, 2014
		Date To Be Mailed:	Dec 06, 2014
Received By:	Arlene Locke (afeman@ucla.edu)	Date Received:	Nov 06, 2014
Result Submitted By:		Date Result Submitted:	
Test Date:			

Comments:

[Edit Comments and Test Date](#)

Reagent Type and Method

Method:
Reagent Type:

[Edit](#)

Please select the resolution of your results

High Resolution  Low Resolution  Both High & Low Resolution

[OK](#)

Alleles entry for BCELL Class I#

[Ter 507](#) | [Ter 508](#)

[Submit Result](#)

Actions: [Done With Entering Results](#)