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 or Maria Cabarong at 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.

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).

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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.

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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

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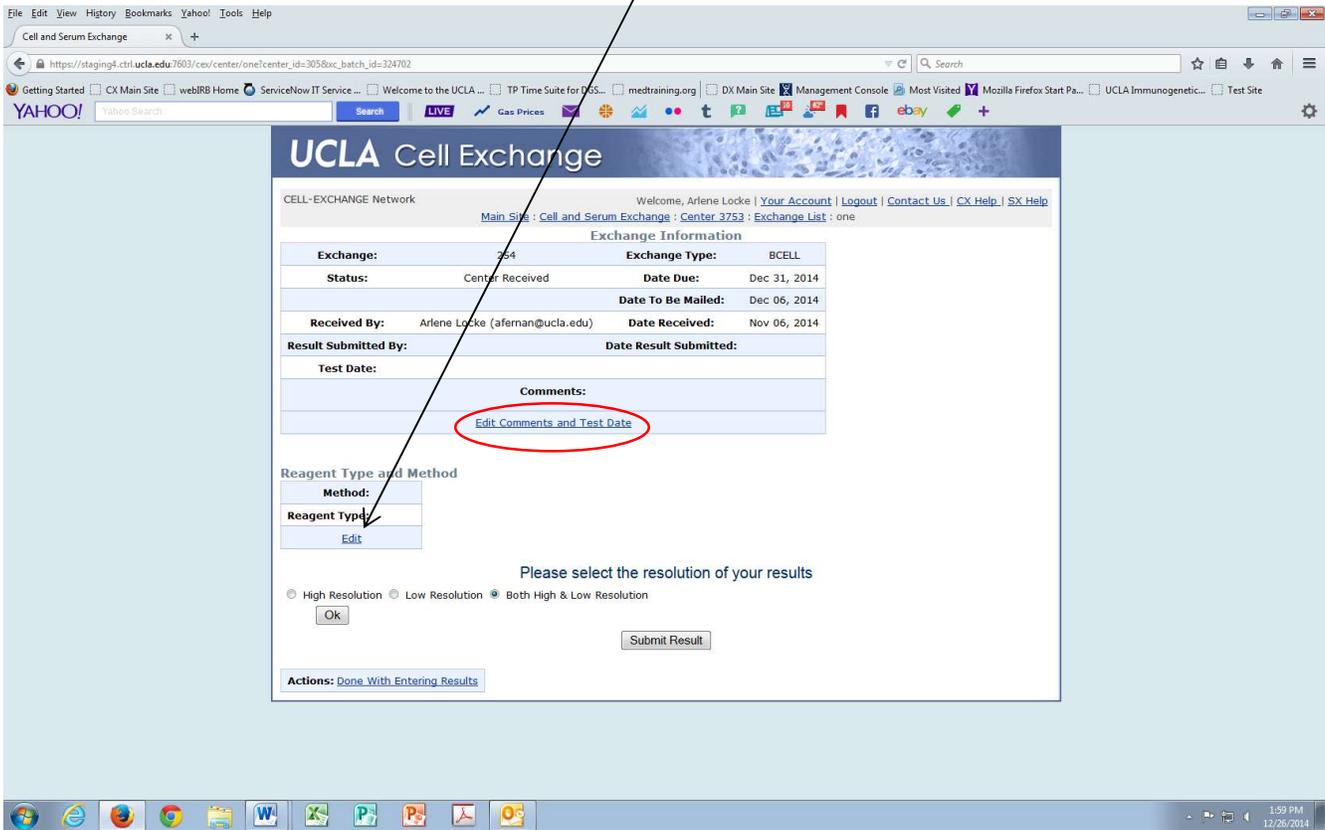
11. Select the resolution type to report (high, low, or both), then Click OK. Sample numbers will then appear on the bottom.
12. Click on a sample number to report results for that sample.

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

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.

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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.
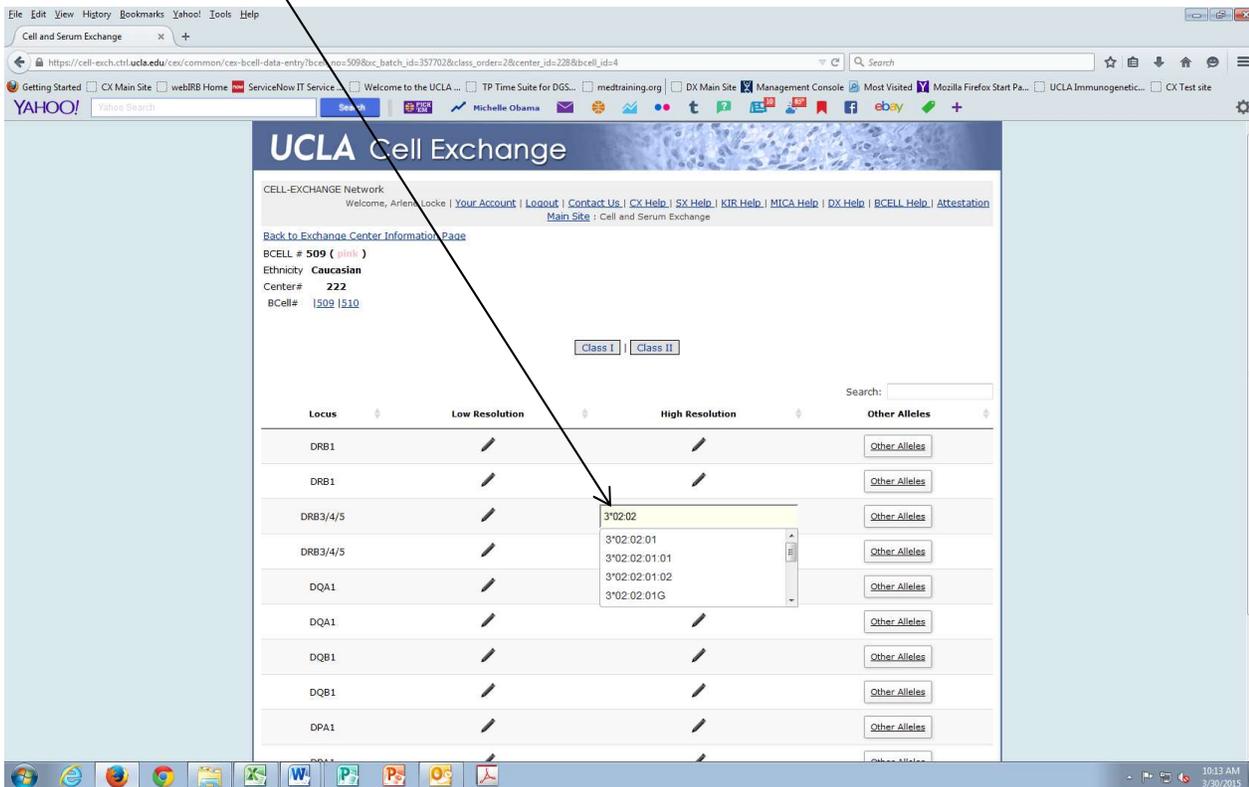
15. To report alleles that could not be ruled out, click on "Other Alleles" to enter those alleles. For multiple entries, click on "Other Alleles" again to enter another allele. Allele strings may also be entered in the Comments section found on the Exchange Center Information page. Note: Results reported under "Other Alleles" will not be graded.
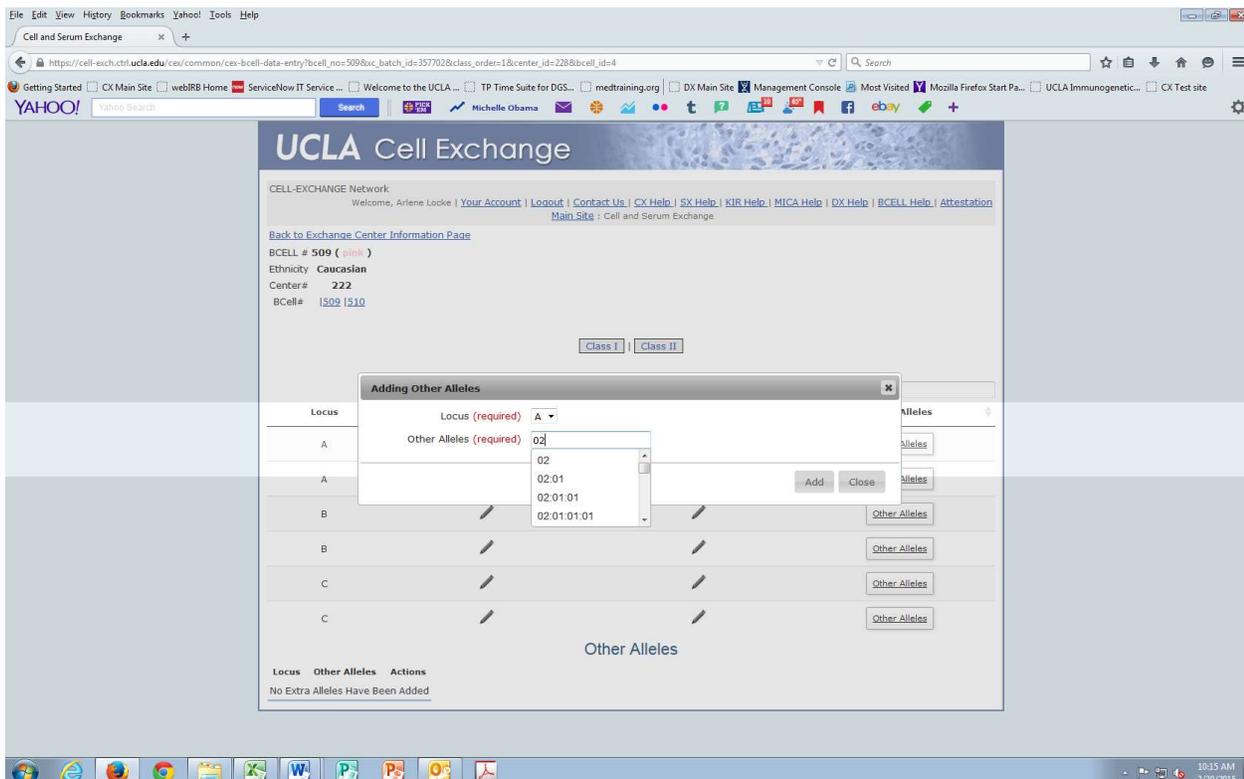
16. For homozygosity, enter allele twice.
17. Allele entry includes NEW (for allele variants), FTA (failed to amplify), NP (Not Present for DRB3/4/5 fields), and NT (Not Typed).
18. To enter results for the next sample, click on the sample number on the left of the screen.
19. When you have finished 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.

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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.

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