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

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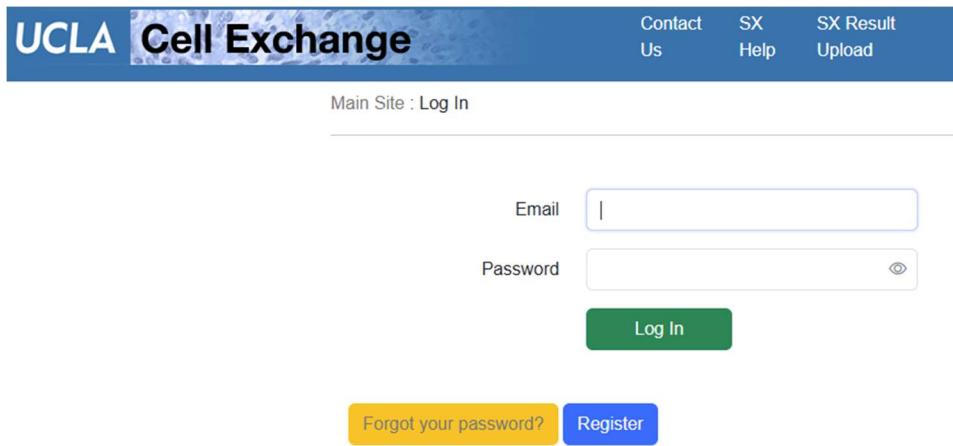
2. Click on Register to set up an account.
   a. Passwords must at least 12 characters in length and consist of the following:
      1. one lower case letter
      2. one upper case letter
      3. one number
      4. one of the following special characters: !@#$%^*
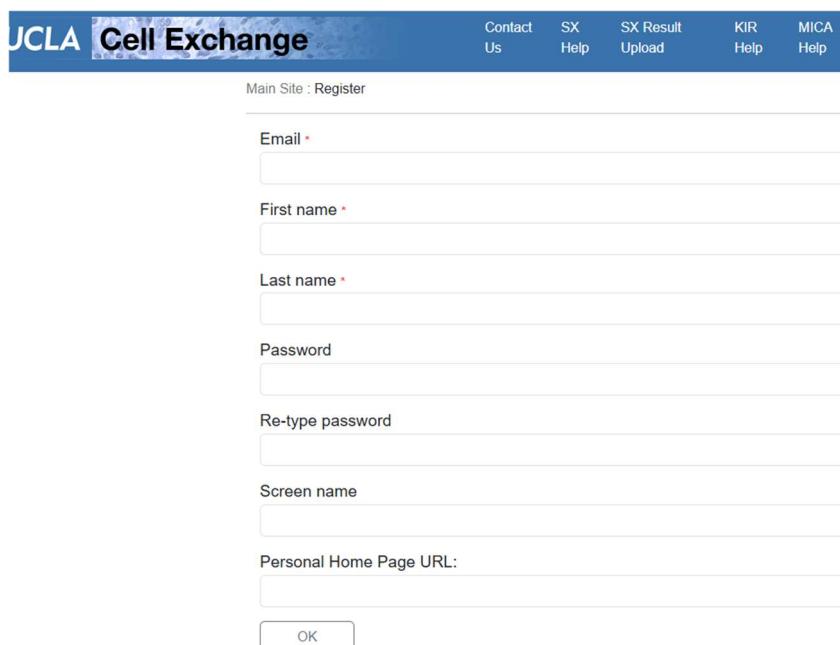
3. Once you have registered your email address, please contact an administrator, Arlene Locke at alocke@mednet.ucla.edu or Maria Cabarong at MCabarong@mednet.ucla.edu, to have your email account activated. *Please note* you will not be able to enter results until your account has been activated.

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., "**319**", in the Search box or click on the number under Exchange # (left column).

7. The next screen shows the Exchange details: shipment date and due date.

   a. Before entering results, you must first click "**Acknowledge Shipment Received**."
   b. Enter 'date of shipment received' in the next screen, then hit OK.
      Note: If the date is entered incorrectly, please contact us as only the administrator can modify it.

8. You will then return to the screen with the exchange details
   a. Click "Edit Comments and Test Date" to enter your test date or add comments, i.e. shipment condition, sample issues, etc. This section is optional.
   b. Enter Method and Reagent type by clicking Edit
   c. **<u>Sample Information</u>**: Click on the .pdf file to download the sample information form for the Exchange.

Exchange Information

Exchange:	319	Exchange Type:	BCELL
Status:	Center Received	Date Due:	Dec 15, 2025 11:59 PM (PST)
		Date To Be Mailed:	Nov 05, 2025
Received By:		Date Received:	Nov 07, 2025
Result Submitted By:		Date Result Submitted:	
Test Date:		Sample Information:	11_Sample_Info_November_2025_BX.pdf
Comments:			

Reagent Type and Method

Method:	
Reagent Type:	

Please select the resolution of your results

○ High Resolution ○ Low Resolution ○ Both High & Low Resolution

[Ok]

Actions: Done With Entering Results

9. Select the resolution type to report (high, low, or both), then Click OK.

Reagent Type and Method

Method:	
Reagent Type:	

Please select the resolution of your results

○ High Resolution ○ Low Resolution ○ Both High & Low Resolution

[Ok]

10. Sample numbers should now be listed at the bottom of the page. Click on the sample # for which you'd like to report results.

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#

|640 |641 |642

[Submit Result]

Actions: Done With Entering Results

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

12. To enter results for each locus, click the pencil icon to activate the field. Enter the allele you want to report, without including asterisks or the locus name. For example, type **01:01** rather than **A*01:01**. As you enter digits, a list of matching alleles will appear and narrow automatically. Select the appropriate allele from the list.

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

13. 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. <u>Note:</u> Results reported under "Other Alleles" will not be graded.

14. For loci presumed to be homozygous, the allele must be entered twice, e.g. A*02, A*02.

15. Entering Results for DRB3/4/5:
    a. If homozygosity is confirmed, the allele must be entered twice.
    b. If homozygosity cannot be confirmed, do not enter the allele twice. Enter "NT" for the second allele to indicate only one copy of the allele was typed; this will be scored as NG – not graded.
    c. Enter <u>NP</u> (not present) to indicate the DRB1 locus lacks the DRB3/4/5 allele.

16. Allele entry includes NEW (for allele variants), FTA (failed to amplify), NP (Not Present for DRB3/4/5 fields), and NT (Not Typed).

17. Fields left blank will be listed as "NT" on the performance summary and scored as NG (not graded).

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 all 3 samples, click on "**Back to Exchange Information Page**" (top left of the screen) to return to the page with the exchange details.

Back to Exchange Center Information Page

BCELL # 640 (pink)

Ethnicity	Caucasian
Center#	51
BCell#	|640 |641 |642

Class I | Class II

Locus	High Resolution		Other Alleles
A	✎		Other Alleles
A	✎		Other Alleles
B	✎		Other Alleles
B	✎		Other Alleles
C	✎		Other Alleles
C	✎		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.

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#

|640 |641 |642

Submit Result

Actions: Done With Entering Results

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