

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/>.

The screenshot shows the UCLA Cell Exchange website. At the top is a blue header with the UCLA logo and 'Cell Exchange' text. To the right of the header are links: 'Contact Us', 'SX Help', and 'SX Result Upload'. Below the header, it says 'Main Site : Log In'. The main content area has a login form with fields for 'Email' and 'Password'. Below the password field is a green 'Log In' button. Further down are two buttons: 'Forgot your password?' (yellow) and 'Register' (blue). At the bottom of the form area is a link 'Go to DNA Exchange'.

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: !@#\$%^*

The screenshot shows the UCLA Cell Exchange website registration page. It has the same blue header as the login page, with links: 'Contact Us', 'SX Help', 'SX Result Upload', 'KIR Help', and 'MICA Help'. Below the header, it says 'Main Site : Register'. The main content area has a registration form with fields for 'Email *', 'First name *', 'Last name *', 'Password', 'Re-type password', 'Screen name', and 'Personal Home Page URL:'. At the bottom of the form is an 'OK' button.

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).

Main Site : Cell and Serum Exchange

Center No 51

Lab Name:
Institution:
Services:

List all

Center's 5 recent batches

Search:

[View All]

Exchange #	Exchange Type	Status	Due Date	Date Received
319	bcell	Shipped	Dec 15, 2025	
597	serum	Center Received	Oct 03, 2025	Jul 30, 2025
312	bcell	Center Received	Jun 21, 2024	
54	kir	Center Received	May 31, 2023	Feb 03, 2022
31	kir	Center Received	May 19, 2023	May 08, 2023

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

Main Site : Cell and Serum Exchange : Center 51 : Exchange List : one

Exchange Information

Exchange:	319	Exchange Type:	BCELL
Status:	Shipped	Date Due:	Dec 15, 2025 11:59 PM (PST)
		Date To Be Mailed:	Nov 05, 2025
Received By:	()	Date Received:	
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

Actions: Acknowledge Shipment Received

- 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. **Sample Information**: 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#

I640 I641 I642

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.

Back to Exchange Center Information Page

BCELL #640 (pink)

Ethnicity **Caucasian**
Center# **51**
BCell# j640 j641 j642

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

Other Alleles

Locus	Other Alleles	Actions
No Extra Alleles Have Been Added		

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.

change

Main Site : Cell and Serum Exchange Center

Back to Exchange Center Information Page

BCELL #640 (pink)

Ethnicity **Caucasian**
Center# **51**
BCell# j640 j641 j642

List : One : B-Cell Result Entry : Enter Data for 640 (pink)

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

Other Alleles

Locus	Other Alleles	Actions
No Extra Alleles Have Been Added		

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.

change

ContUs

3*

3*01:01

3*01:01:01

3*01:01:02

3*01:01:02:01

3*01:01:02:02

3*01:01:02G

3*01:01:03

3*01:01:04

3*01:01:05

3*01:01P

3*01:02

3*01:03

3*01:04

3*01:05

3*01:06

Nothing selected

Main Site : Cell and Serum Exchange : Admin

: B-Ce

Back to Exchange Center Information Page

BCELL #640 (pink)

EthnicityCaucasian

Center#51

BCell#|640 |641 |642

Locus

DRB1

DRB1

DRB3/4/5

DRB3/4/5

DQA1

DQA1

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. **Note:** Results reported under “Other Alleles” will not be graded.

Back to Exchange Center Information Page

BCELL #640 (pink)

EthnicityCaucasian

Center#51

BCell#|640 |641 |642

Class I

Class II

Locus

DRB1

DRB1

DRB3/4/5

DRB3/4/5

High Resolution

Nothing selected

Other Alleles

Other Alleles

Other Alleles

Other Alleles

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 NP (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

|

Locus	High Resolution
A	
A	
B	
B	
C	
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.
- 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.
 - 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#

I640 I641 I642

Submit Result

Actions: Done With Entering Results

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