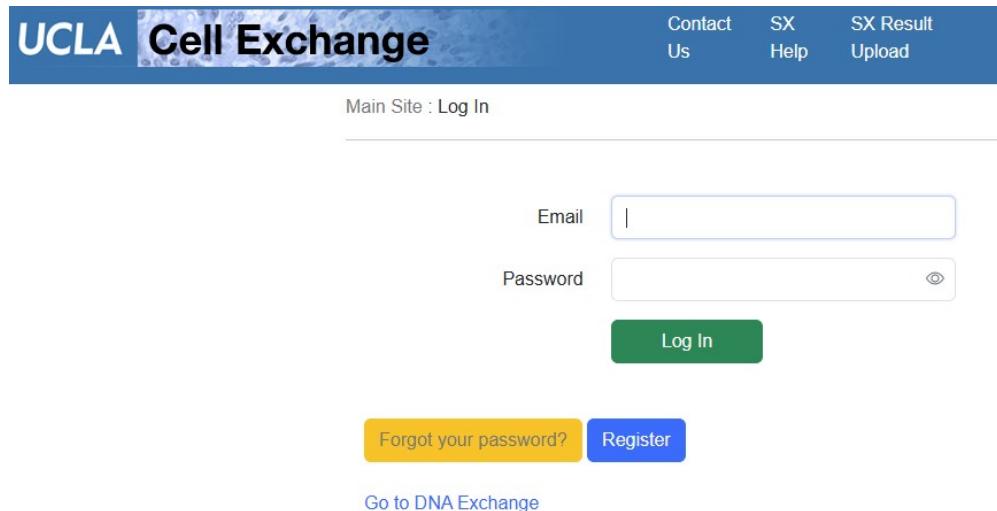


Instructions for on-line reporting of SERUM EXCHANGE results

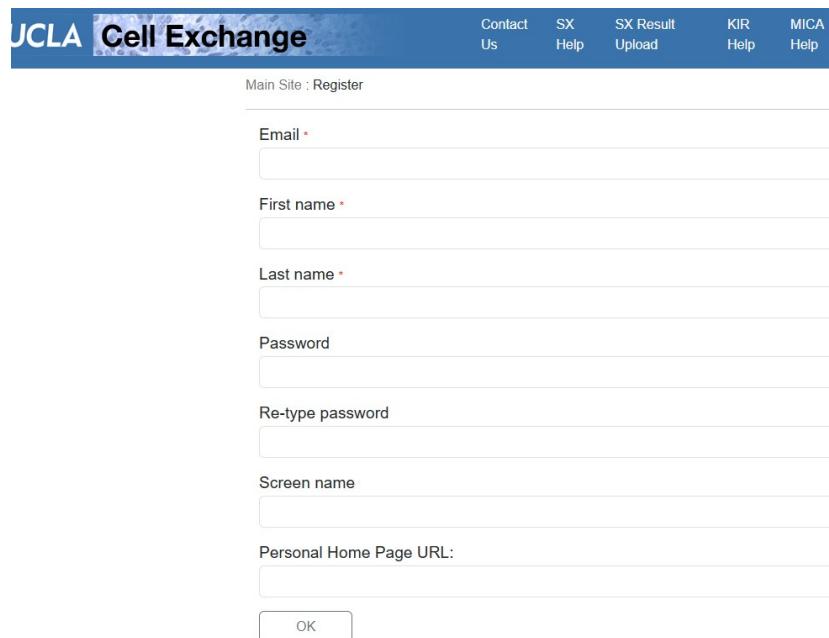
The website, <https://cell-exch.ctrl.ucla.edu>, works best in the latest versions of Firefox, Google Chrome, and Microsoft Edge.

1. Go to <https://cell-exch.ctrl.ucla.edu/>.



The image shows the UCLA Cell Exchange login page. At the top, there is a blue header bar with the "UCLA Cell Exchange" logo. To the right of the logo are links for "Contact Us", "SX Help", and "SX Result Upload". Below the header, the text "Main Site : Log In" is displayed. The main form area contains fields for "Email" and "Password", both with placeholder text. A "Log In" button is located below these fields. At the bottom of the form, there are links for "Forgot your password?" and "Register".

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 image shows the UCLA Cell Exchange registration page. At the top, there is a blue header bar with the "UCLA Cell Exchange" logo. To the right of the logo are links for "Contact Us", "SX Help", "SX Result Upload", "KIR Help", and "MICA Help". Below the header, the text "Main Site : Register" is displayed. The main form area contains fields for "Email", "First name", "Last name", "Password", "Re-type password", "Screen name", and "Personal Home Page URL". A "OK" button is located at the bottom of the form.

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 that you won't be able to enter results until your account is 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, with the current exchange studies in which you are participating.
6. Enter in the Serum Exchange number, e.g., “597.” in the Search box or click on the number under Exchange # (left column).

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
597	serum	Shipped	Oct 03, 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
587	serum	Pending Shipment	Jul 15, 2022	

7. The next screen will have details for this Serum Exchange, shipment date, and due date.

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

Exchange Information

Exchange:	597	Exchange Type:	SERUM
Status:	Shipped	Date Due:	Oct 03, 2025 11:59 PM (PST)
		Date To Be Mailed:	Jul 30, 2025
Received By:	()	Date Received:	
Result Submitted By:	Date Result Submitted:		
Test Date:	Sample Information: 07_Sample_Info_July_2025_BXSX.pdf		
Comments:			

Serum

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 you enter the date incorrectly, please contact us. Only the administrator can modify the date.

8. You will then return to the screen with the exchange details.

- Click on "Edit Comments and Test Date" to enter test date, add comments, e.g. shipment condition, sample issues, etc. This section is optional.
- The fields, "Results Submitted By" and "Date Results Submitted" will automatically be filled in with your email address and date once you click "Done with Entering Results." (Step 27).
- Sample Information:** Click on the .pdf file to download the sample information form for the Exchange.

Exchange Information

Exchange:	597	Exchange Type:	SERUM
Status:	Shipped	Date Due:	Oct 03, 2025 11:59 PM (PST)
		Date To Be Mailed:	Jul 30, 2025
Received By:	()	Date Received:	
Result Submitted By:		Date Result Submitted:	
Test Date:		Sample Information:	07_Sample_Info_July_2025_BXSX.pdf
Comments:			

9. Cut off values and Assay details

- Enter class I and class II Cutoff values
- Enter Assay details such as kit type and pretreatment method

Center Results

Method:

Cutoff/Pretreatment Values

Class I		Class II
Class I		
CUTOFFS BY LOCUS		
Locus	Positive Cutoff Value	
A		
B		
C		
Class I		
ASSAY DETAILS		
Manufacturer	Kit Type	
Lot No	Comment	
Sera Pretreatment	Instrument	
<input type="button" value="Enter/Edit Info"/>		

10. To enter results

- Select method type from the drop-down menu to report results for that method.

Center Results

Method:	(Select One ..)	<input type="button" value="Start Entering Data"/>	<input type="button" value="Upload Results File"/>
Cutoff/Panel:	(Select One ..)	Lues	
	NIH-Std NIH-Ext Luminex-SAB Luminex-PRA Flow cytometry C1q Antiglobulin Elisa C3d Other	Class I	
Class:	Locus		
CUTC	A		

- Then click "Start Entering Data."

11. The next screen is the data entry page. It is defaulted to the first serum of each study. You can select a different serum by clicking the appropriate serum #.

12. In this example, Luminex-SAB is the chosen method.

Exchange#:	597	Exchange Type:	serum
Center# :	51	Center Name:	
Status:	Center Received		

Serum Entry for method : Luminex-SAB - SN# 1392

Enter Results Serum #: 1392 | 1393 | 1394 | 1395 | 1396

Class I

Panel Size: % Positive All:

% Pos Each Antigen	Antigen	++	FP	FN	--	MFI	Per Inclusion (%)
No data available in table							
<input type="button" value="Save"/>							

Enter Results Serum #: 1392 | 1393 | 1394 | 1395 | 1396

13. To enter Panel Size and %Positive All, click on "Enter/Edit Info Above" (middle of screen). In the pop-up window, enter the information, then click Submit.

Note: Enter in the %Positive All" field:

- "C" if sample is contaminated
- "NT" for not tested
- "???" for undefined
- "Multi" for multispecific
- "0" if sample is non-reactive

14. The result entry screen is defaulted to the reporting of class I antigens. Click on "Enter/Edit Antigen Entries Class I."

a. **Note:** For Luminex-SAB, you will be asked to enter MFI data. If you prefer not to, click "Disable Entering MFI" (middle of the screen, right-side button) *before* selecting "Enter/Edit Antigen Entries" otherwise, all entered data will be cleared.

Serum Entry for method : Luminex-SAB - SN# 1392

Enter Results Serum #: 1392 | 1393 | 1394 | 1395 | 1396

Class I

Panel Size: % Positive All:

%8 Pos Each Antigen	Antigen	+	++	FP	FN	--	MFI	Per Inclusion (%)
No data available in table								

Enter Results Serum #: 1392 | 1393 | 1394 | 1395 | 1396

15. Next screen will show the list of all acceptable antigens for class I.

a. Check the box next to the antigen to select it. Enter MFI value for antigen when prompted (Luminex-SAB only).

Main Site : Cell and Serum Exchange

ANTIGENS CLASS I

A

<input type="checkbox"/> 1C	<input type="checkbox"/> 9	<input type="checkbox"/> 25	<input type="checkbox"/> 32	<input type="checkbox"/> 68	<input type="checkbox"/> 1101
<input type="checkbox"/> 2C	<input type="checkbox"/> 10	<input type="checkbox"/> 26	<input type="checkbox"/> 33	<input type="checkbox"/> 69	<input type="checkbox"/> 1102
<input type="checkbox"/> 10C	<input type="checkbox"/> 11	<input type="checkbox"/> 28	<input type="checkbox"/> 34	<input type="checkbox"/> 74	<input type="checkbox"/> 2403
<input type="checkbox"/> 1	<input type="checkbox"/> 19	<input type="checkbox"/> 29	<input type="checkbox"/> 36	<input type="checkbox"/> 80	<input type="checkbox"/> 6601
<input type="checkbox"/> 2	<input type="checkbox"/> 23	<input type="checkbox"/> 30	<input type="checkbox"/> 43	<input type="checkbox"/> 203	<input type="checkbox"/> 6602
<input type="checkbox"/> 3	<input type="checkbox"/> 24	<input type="checkbox"/> 31	<input type="checkbox"/> 66	<input type="checkbox"/> 210	

B

<input type="checkbox"/> 5C	<input type="checkbox"/> 17	<input type="checkbox"/> 44	<input type="checkbox"/> 56	<input type="checkbox"/> 71	<input type="checkbox"/> 3901
<input type="checkbox"/> 7C	<input type="checkbox"/> 18	<input type="checkbox"/> 45	<input type="checkbox"/> 57	<input type="checkbox"/> 72	<input type="checkbox"/> 3902
<input type="checkbox"/> 8C	<input type="checkbox"/> 21	<input type="checkbox"/> 46	<input type="checkbox"/> 58	<input type="checkbox"/> 73	<input type="checkbox"/> 4005
<input type="checkbox"/> 12C	<input type="checkbox"/> 22	<input type="checkbox"/> 47	<input type="checkbox"/> 59	<input type="checkbox"/> 75	<input type="checkbox"/> 5103
<input type="checkbox"/> 5	<input type="checkbox"/> 27	<input type="checkbox"/> 48	<input type="checkbox"/> 60	<input type="checkbox"/> 76	<input type="checkbox"/> 7801
<input type="checkbox"/> 7	<input type="checkbox"/> 35	<input type="checkbox"/> 49	<input type="checkbox"/> 61	<input type="checkbox"/> 77	<input type="checkbox"/> 8101
<input type="checkbox"/> 8	<input type="checkbox"/> 37	<input type="checkbox"/> 50	<input type="checkbox"/> 62	<input type="checkbox"/> 78	<input type="checkbox"/> 8201
<input type="checkbox"/> 12	<input type="checkbox"/> 38	<input type="checkbox"/> 51	<input type="checkbox"/> 63	<input type="checkbox"/> 81	
<input type="checkbox"/> 13	<input type="checkbox"/> 39	<input type="checkbox"/> 52	<input type="checkbox"/> 64	<input type="checkbox"/> 82	
<input type="checkbox"/> 14	<input type="checkbox"/> 40	<input type="checkbox"/> 53	<input type="checkbox"/> 65	<input type="checkbox"/> 703	
<input type="checkbox"/> 15	<input type="checkbox"/> 41	<input type="checkbox"/> 54	<input type="checkbox"/> 67	<input type="checkbox"/> 2705	
<input type="checkbox"/> 16	<input type="checkbox"/> 42	<input type="checkbox"/> 55	<input type="checkbox"/> 70	<input type="checkbox"/> 2708	

C

<input type="checkbox"/> W1	<input type="checkbox"/> W4	<input type="checkbox"/> W7	<input type="checkbox"/> W10	<input type="checkbox"/> W15	<input type="checkbox"/> W18
<input type="checkbox"/> W2	<input type="checkbox"/> W5	<input type="checkbox"/> W8	<input type="checkbox"/> W12	<input type="checkbox"/> W16	<input type="checkbox"/> W403
<input type="checkbox"/> W3	<input type="checkbox"/> W6	<input type="checkbox"/> W9	<input type="checkbox"/> W14	<input type="checkbox"/> W17	

BW

<input type="checkbox"/> 4	<input type="checkbox"/> 6
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16. To enter class II antigens:

- Click the Class II tab.

Serum Entry for method : Luminex-SAB - SN# 1392

Enter Results Serum #: 1392 | 1393 | 1394 | 1395 | 1396

Class II

Panel Size: % Positive All:

- Click on "Enter/Edit Antigen Entries Class II." Next screen will show list of all acceptable antigens for class II.
- When you've finished your selections, click "Ok."

ANTIGENS CLASS II

DP	<input type="checkbox"/> W1	<input type="checkbox"/> 8	<input type="checkbox"/> 15	<input type="checkbox"/> 21	<input type="checkbox"/> 27	<input type="checkbox"/> 105
	<input type="checkbox"/> W2	<input type="checkbox"/> 9	<input type="checkbox"/> 16	<input type="checkbox"/> 22	<input type="checkbox"/> 28	<input type="checkbox"/> 107
	<input type="checkbox"/> W3	<input type="checkbox"/> 10	<input type="checkbox"/> 17	<input type="checkbox"/> 23	<input type="checkbox"/> 30	<input type="checkbox"/> 401
	<input type="checkbox"/> W4	<input type="checkbox"/> 11	<input type="checkbox"/> 18	<input type="checkbox"/> 24	<input type="checkbox"/> 31	<input type="checkbox"/> 402
	<input type="checkbox"/> W5	<input type="checkbox"/> 13	<input type="checkbox"/> 19	<input type="checkbox"/> 25	<input type="checkbox"/> 40	
	<input type="checkbox"/> W6	<input type="checkbox"/> 14	<input type="checkbox"/> 20	<input type="checkbox"/> 26	<input type="checkbox"/> 85	
DPA1*	<input type="checkbox"/> 01	<input type="checkbox"/> 02	<input type="checkbox"/> 03	<input type="checkbox"/> 04	<input type="checkbox"/> 05	
DQ	<input type="checkbox"/> 1	<input type="checkbox"/> 3	<input type="checkbox"/> 5	<input type="checkbox"/> 7	<input type="checkbox"/> 9	
	<input type="checkbox"/> 2	<input type="checkbox"/> 4	<input type="checkbox"/> 6	<input checked="" type="checkbox"/> 8		
DQA1*	<input type="checkbox"/> 01	<input type="checkbox"/> 02	<input type="checkbox"/> 03	<input type="checkbox"/> 04	<input type="checkbox"/> 05	<input type="checkbox"/> 06
DR	<input type="checkbox"/> 1	<input type="checkbox"/> 5	<input type="checkbox"/> 9	<input type="checkbox"/> 13	<input type="checkbox"/> 17	<input type="checkbox"/> 53
	<input checked="" type="checkbox"/> 2	<input type="checkbox"/> 6	<input type="checkbox"/> 10	<input type="checkbox"/> 14	<input type="checkbox"/> 18	<input type="checkbox"/> 103
	<input type="checkbox"/> 3	<input type="checkbox"/> 7	<input checked="" type="checkbox"/> 11	<input type="checkbox"/> 15	<input type="checkbox"/> 51	<input type="checkbox"/> 1403
	<input type="checkbox"/> 4	<input type="checkbox"/> 8	<input type="checkbox"/> 12	<input type="checkbox"/> 16	<input type="checkbox"/> 52	<input type="checkbox"/> 1404

- For all methods other than Luminex-SAB, or if "Disable Entering MFI" is selected, you can change the antigen order.
- After clicking your selections on the Antigen screen and hitting "Ok," the next screen will allow you to change the order of the antigens. Click on the antigen name and then click on the "Up" or "Down" button to change the order. When finished, click on "Submit."

Main Site : Cell and Serum Exchange

DR2 ▲
DR11
DQ8

UP

DOWN

19. The next window will show listing of antigens in selected order.

Class II

Panel Size: % Positive All:

%8 Pos Each Antigen	Antigen	++	FP	FN	--	MFI	Per Inclusion (%)
<input type="text"/>	DQ8	<input type="text"/>	100				
<input type="text"/>	DR11	<input type="text"/>	100				
<input type="text"/>	DR2	<input type="text"/>	100				

20. If you previously chose to disable entering MFI values for your Luminex results, you can now manually input MFI values if you wish, at this point.

21. For methods other than Luminex-SAB, Use the TAB button on your keyboard to move from field to field, or use your mouse to enter and modify fields.

22. If you need to add/delete antigens, click on "Enter/Edit Antigen Entries" and then select or unselect the antigen in the list by clicking the box adjacent to the antigen.

23. Inclusion % is defaulted to 100%. If you have different inclusion %, you must modify these fields.

24. Click on "Save" (left bottom) when you have finished entering results for a serum sample.

Serum Entry for method : Luminex-SAB - SN# 1392

Enter Results Serum #: 1392 | 1393 | 1394 | 1395 | 1396

Class I

Panel Size: % Positive All:

%8 Pos Each Antigen	Antigen	++	FP	FN	--	MFI	Per Inclusion (%)
No data available in table							

Enter Results Serum #: 1392 | 1393 | 1394 | 1395 | 1396

25. If you wish to enter data by a different method, click on "One" in the above Menu Bar to return to the screen with the method choices.

26. You may enter results for multiple method types.

27. When you have completed all entries, click on "**Done with Entering Results**" to record the date the results were submitted.

a. **Note:** at this time, the "Date Results Submitted" and "Results Submitted By" fields will not change from the original submission dates.

Class I

CUTOFFS BY LOCUS

Locus	Positive Cutoff Value
A	
B	
C	
Class I	

ASSAY DETAILS

Manufacturer	Kit Type
Lot No	Comment
Sera Pretreatment	Instrument

Actions: Done With Entering Results

28. For your records, please print your on-line results. If you have more than one method, remember to choose each method to print out.

29. 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.