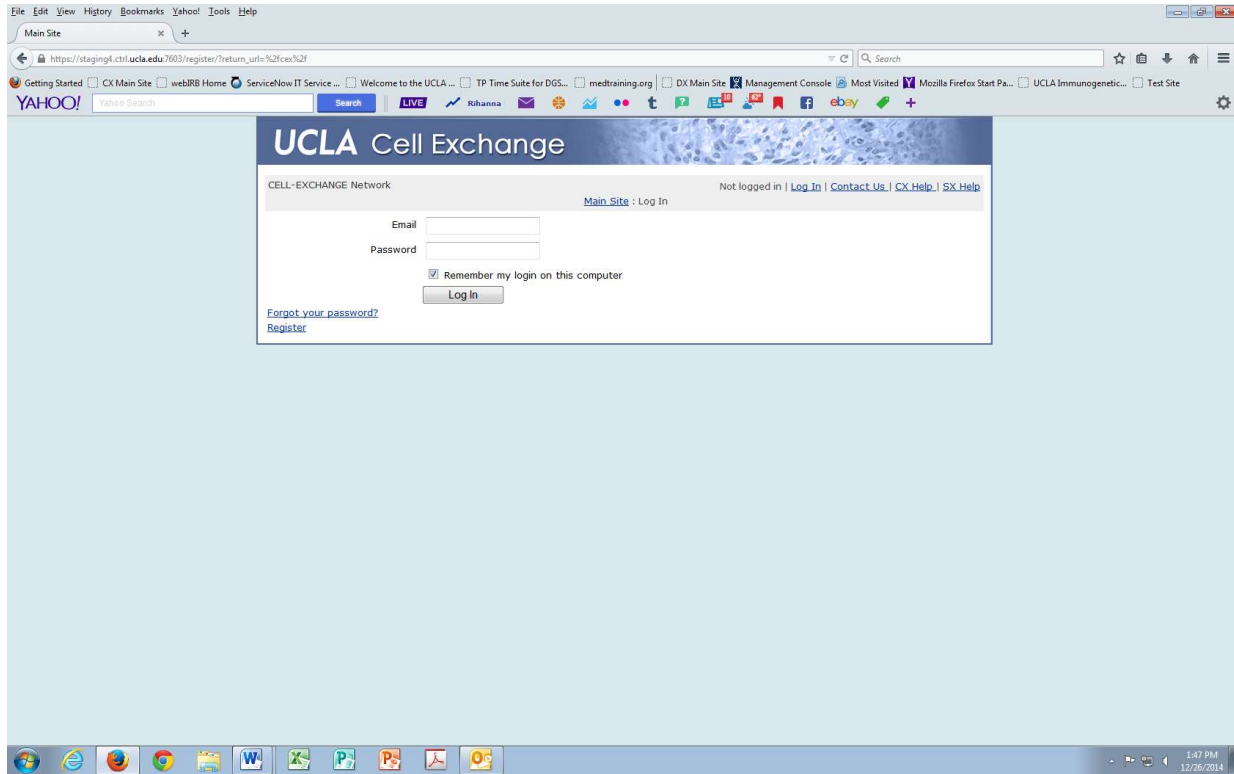


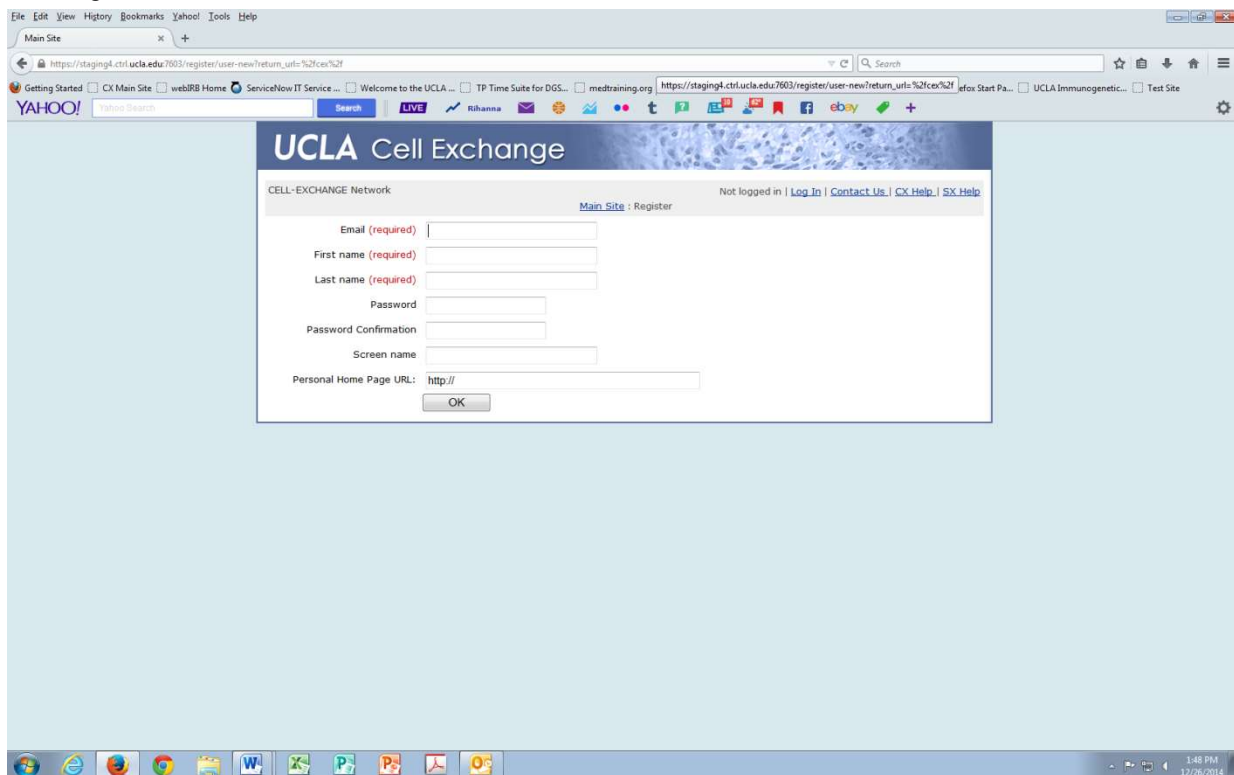
Instructions for on-line reporting of B-cell line exchange results

The web site, <https://cell-exch.ctrl.ucla.edu>, works best in Firefox v.31+ or Internet Explorer 10+ with Windows 7 or 8.

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



2. Register as new user.



- IMPORTANT:** Your email address has to be activated by us, the administrators, before you can start entering data. Email Arlene at alocke@mednet.ucla.edu or Maria at MCabarong@mednet.ucla.edu when you have finished registering. There will be a limit of three activated users per center.

After your email address is activated,

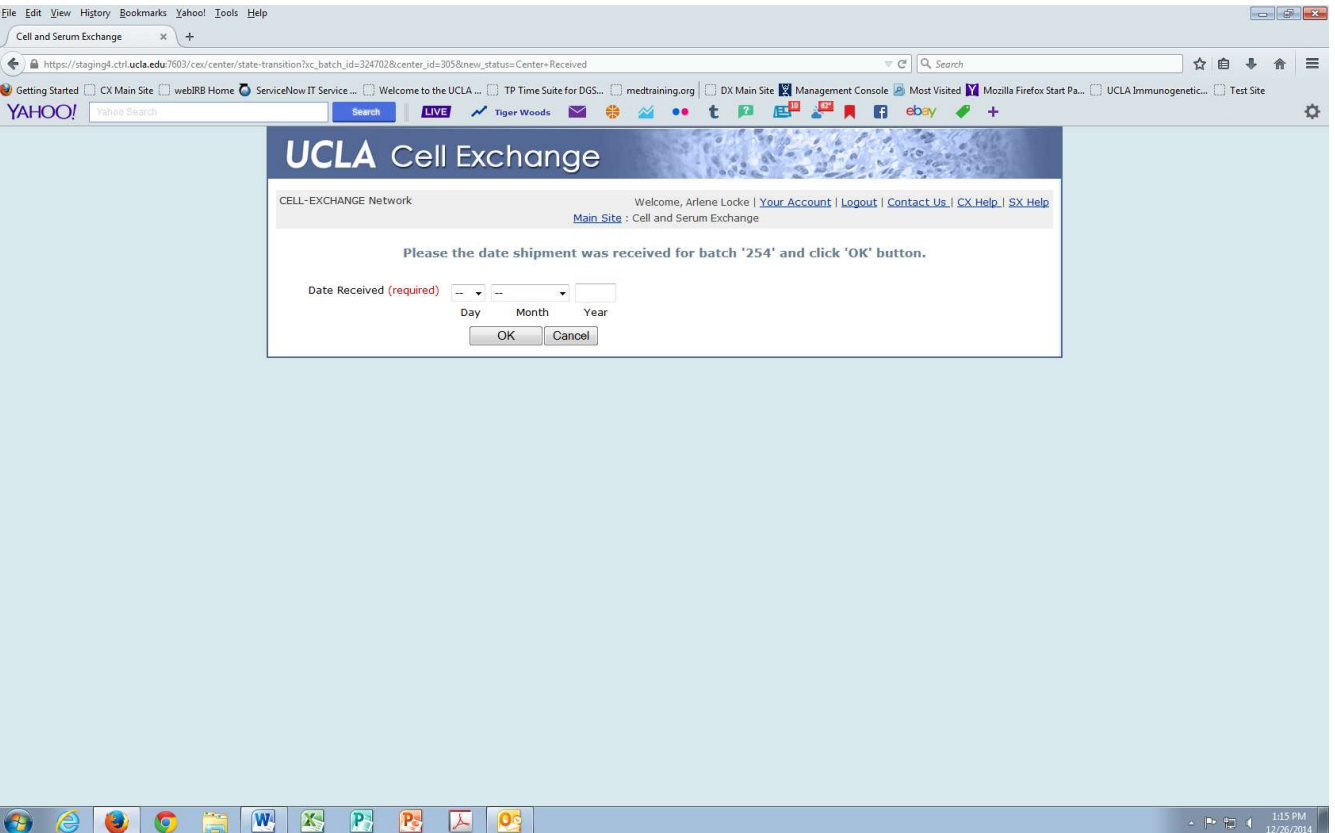
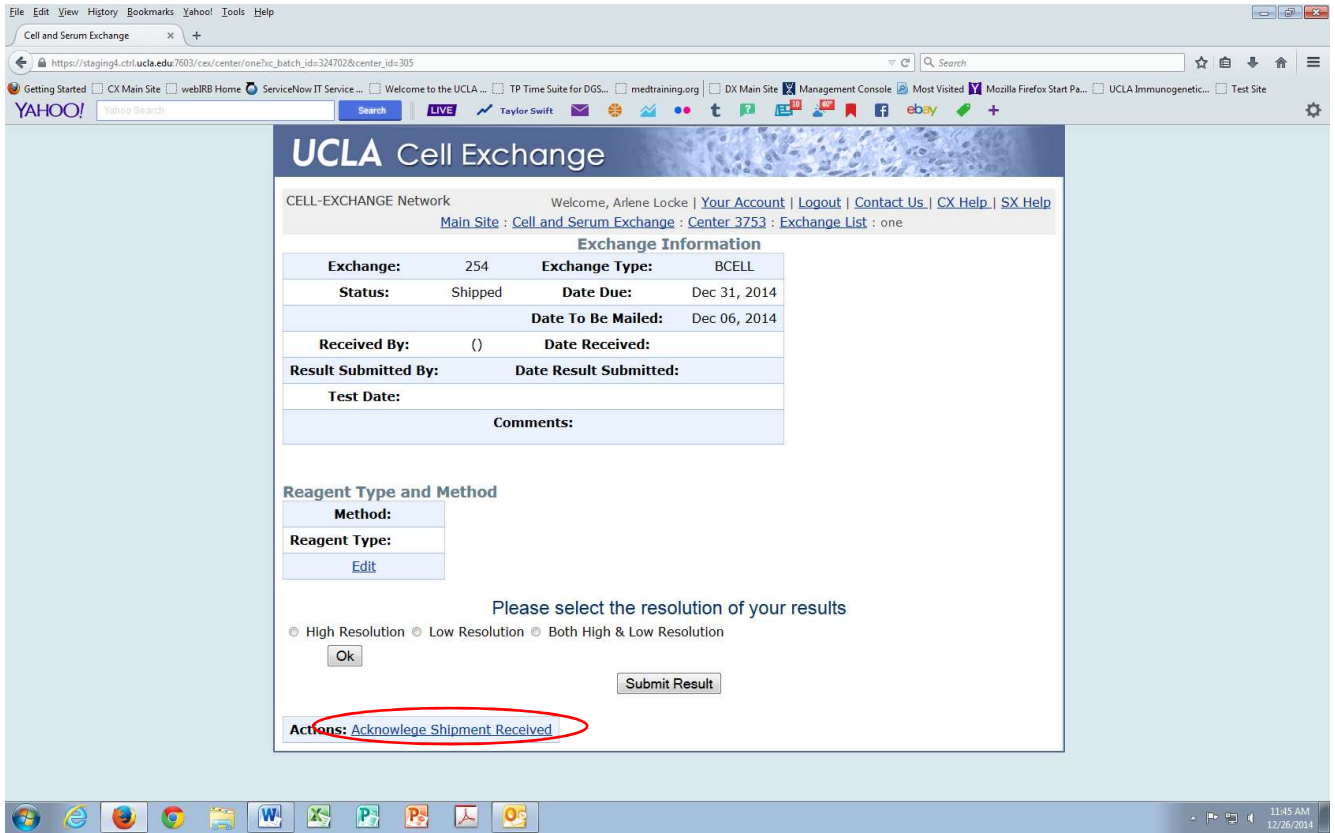
- Go to <https://cell-exch.ctrl.ucla.edu/> and log in.
- The next window will be the Main Site. This page lists the current exchange studies.
- Enter the B-cell line Exchange, e.g., “**254**”, in the Search box or click on the number under Exchange # (left column).

The screenshot shows the UCLA Cell Exchange website interface. At the top, it says "UCLA Cell Exchange" and "CELL-EXCHANGE Network". Below that, there are navigation links: "Welcome, Arlene Locke | Your Account | Logout | Contact Us | CX Help | SX Help" and "Main Site : Cell and Serum Exchange". The user is logged in as "Center No 3753". There are input fields for "Lab Name:" and "Institution: UCLA Immunogenetics Center" with "Services: cross, kir, mica, serum" listed below. A search box is present with the text "Search:" and a "Search" button. Below the search box, there is a link "List all" and the text "Center's 5 recent batches". A table displays the following data:

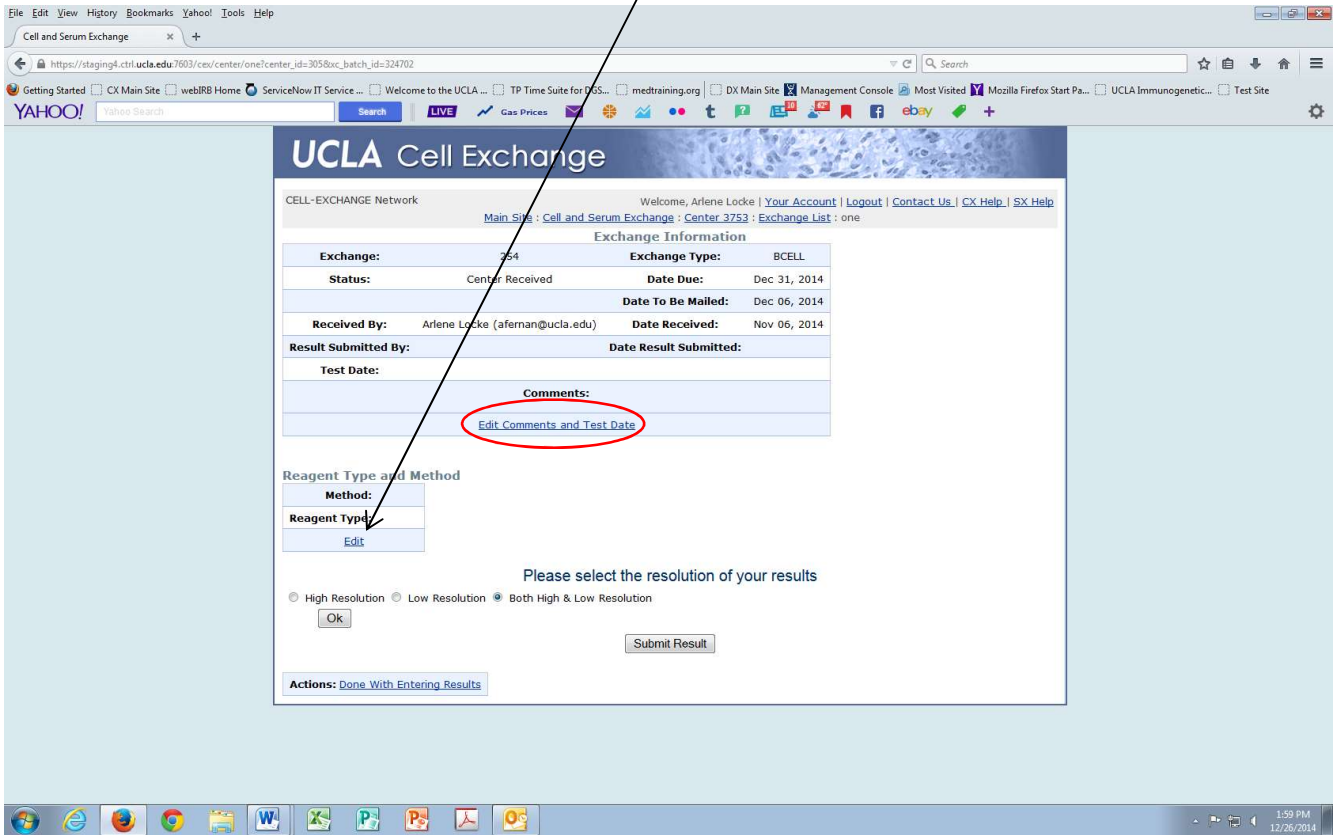
Exchange #	Exchange Type	Status	Due Date	Date Received
383	cdna	Submitted Results	Dec 31, 2014	Dec 04, 2014
254	bcell	Shipped	Dec 31, 2014	
384	cdna	Shipped	Dec 31, 2014	

The number "254" in the table is circled in red. The browser's 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 entered the date incorrectly, please contact us. Only the administrator can change the received date.



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

Exchange:	254	Exchange Type:	BCELL
Status:	Center Received	Date Due:	Dec 31, 2014
		Date To Be Mailed:	Dec 06, 2014
Received By:	Arlene Locke (aferman@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

Alleles enter for BCELL Class I#

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

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 displays the UCLA Cell Exchange web application. At the top, the user is logged in as Arlene Locke. The page shows account details: BCELL # 509, Ethnicity Caucasian, Center # 222, and BCell# 1509 1510. There are two tabs: 'Class I' and 'Class II'. An arrow points to the 'Class II' tab. Below the tabs is a table with columns for Locus, Low Resolution, High Resolution, and Other Alleles. The 'High Resolution' column for locus A is active, showing a dropdown menu with alleles like 02:01, 02:01:01:01, 02:01:01G, 02:01P, and 02:01. Each row has a pencil icon in the 'Low Resolution' column.

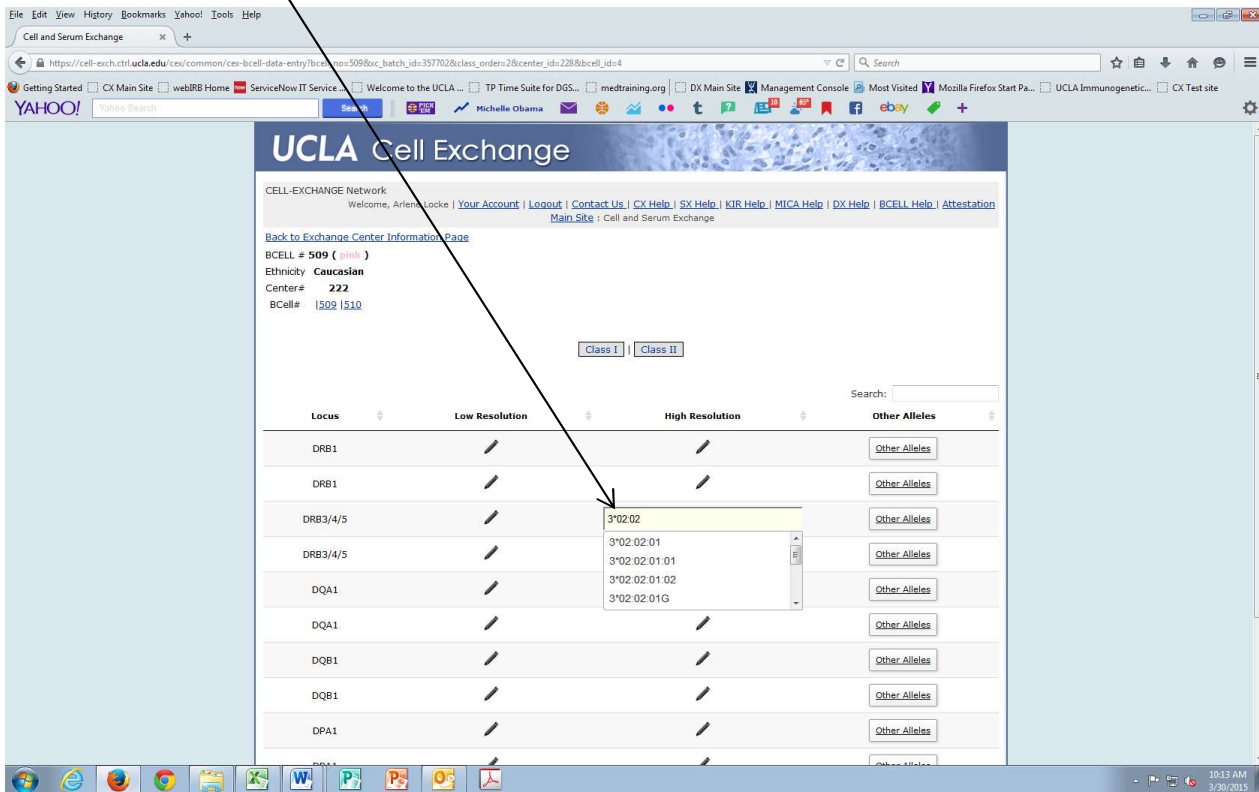
Locus	Low Resolution	High Resolution	Other Alleles
A		02:01	<input type="button" value="Other Alleles"/>
A		02:01:01:01 02:01:01G	<input type="button" value="Other Alleles"/>
B		02:01P 02:01	<input type="button" value="Other Alleles"/>
B			<input type="button" value="Other Alleles"/>
C			<input type="button" value="Other Alleles"/>
C			<input type="button" value="Other Alleles"/>

Other Alleles

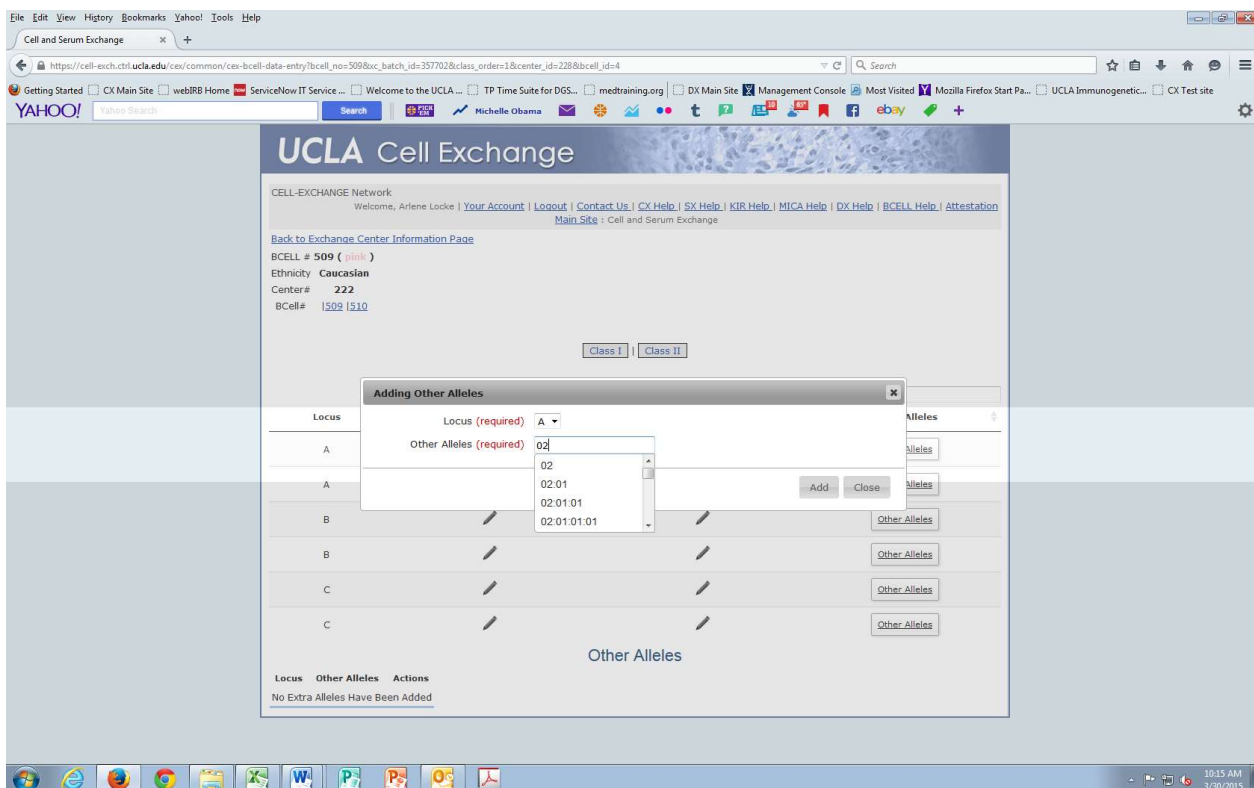
Locus Other Alleles Actions
No Extra Alleles Have Been Added

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.

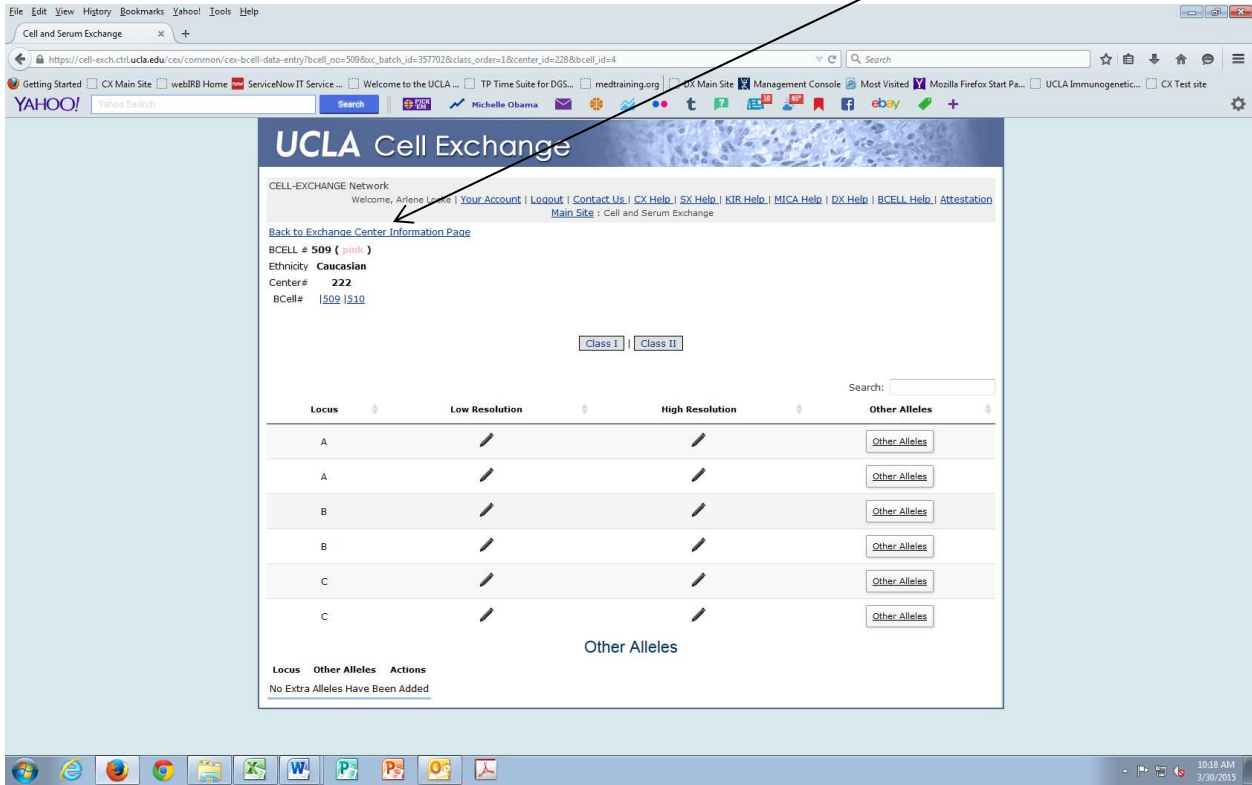
Note: When entering results for DRB3/4/5, you must specify the subtype and include an asterisk. For example, enter **3*02:02** or **4*01:01** to specify DRB3*02:02 or DRB4*01:01.



- 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 only once.
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.



20. Click on "Done with Entering Results" (bottom left of screen) to save entries.

The screenshot shows a web browser window displaying the UCLA Cell Exchange interface. The page title is "UCLA Cell Exchange". The main content area is titled "CELL-EXCHANGE Network" and includes a welcome message for Arlene Locke. Below this, there is a section for "Exchange Information" with a table of details:

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

Below the table is a "Comments:" section with an "Edit Comments and Test Date" link. Further down, there is a "Reagent Type and Method" section with "Method:" and "Reagent Type:" fields and an "Edit" button. A section titled "Please select the resolution of your results" contains three radio buttons: "High Resolution", "Low Resolution", and "Both High & Low Resolution". Below this is an "Ok" button. The "Alleles entry for BCELL Class I#" section includes links for "Ter 507" and "Ter 508" and a "Submit Result" button. At the bottom left, the "Actions:" section contains a button labeled "Done With Entering Results", which is circled in red in the original image.

*You may edit your results as many times as you wish before the due date. If you need to edit a result after the due date, please contact us. 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.

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