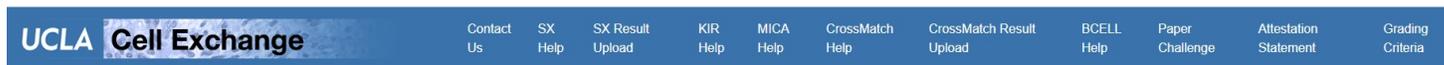


Instructions for online reporting of KIR Exchange results

The web site, <https://cell-exch.ctrl.ucla.edu>, works best in the latest version of Firefox, Google Chrome, or Microsoft Edge.

1. Go to <https://cell-exch.ctrl.ucla.edu/>.
2. Click on Register to set up an account.
 - a. Passwords must be at least 12 characters in length and consist of the following:
 - i. one lower case letter
 - ii. one upper case letter
 - iii. one number
 - iv. 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.



Main Site : [Log In](#)

Email:

Password:

[Forgot your password?](#) [Register](#)

[Go to DNA Exchange](#)



Main Site : [Register](#)

Email

First name

Last name

Password

Re-type password

Screen name

Personal Home Page URL:

- 4. After your email address is activated, login at <http://cell-exch.ctrl.ucla.edu/>.
- 5. The next window will be the Main Site. This page lists the current exchange studies.
- 6. Use the "Search" feature to find an Exchange number to select or simply click on one of the listed Exchanges.

The screenshot shows the UCLA Cell Exchange website interface. At the top, there is a header with the text "UCLA Cell Exchange". Below the header, the page title is "CELL-EXCHANGE Production Server". A navigation bar contains several links: "Welcome, Arlene Locke", "Your Account", "Logout", "Contact Us", "CX Help", "SX Help", "KIR Help", "MICA Help", "CrossMatch Help", "DX Help", "BCELL Help", "Paper Challenge Help", "Attestation", and "Grading Criteria". Below the navigation bar, there is a "Main Site" section with links to "Cell and Serum Exchange" and "Center 51 : Exchange List".

A search bar is located below the navigation bar, with the text "Search:" followed by an input field and a "Search" button. The input field is circled in red. A black arrow points from the search bar to the table below.

Below the search bar, there is a section for "Items Per Page" with options "10", "25", and "50". Below this is a table with the following columns: "Exchange #", "Exchange Type", "Status", "Due Date", and "Date Received".

Exchange #	Exchange Type	Status	Due Date	Date Received
587	serum	Pending Shipment	Jul 15, 2022	
585	serum	Pending Shipment	Jan 15, 2022	
54	kir	Shipped	Mar 31, 2022	
31	kir	Center Received	May 19, 2023	2023-05-08
-3	Paper Challenge	Center Received	Mar 31, 2017	2017-03-20

7. The next screen will show the details for the Exchange selected: shipment status, shipment date, and due date.
 - a. To enter results, you must first click on **“Acknowledge Shipment Received.”**

Main Site : [Cell and Serum Exchange](#) : Center 51 : [Exchange List](#) : one

Exchange Information

Exchange:	54	Exchange Type:	KIR
Status:	Shipped	Date Due:	Mar 31, 2022 12:59 PM (PST)
		Date To Be Mailed:	Feb 02, 2022
Received By:	()	Date Received:	
Result Submitted By:		Date Result Submitted:	
Test Date:			
Comments:			

KIR

Method:	
Reagent Type:	

KDNA #	Ethnicity	Color	2DL1	2DL2	2DL3	2DL4	2DL5	3DL1	3DL2	3DL3
225	Hispanic	black								
226	Black	orange								
227	Asian	violet								
228	Hispanic	blue								
229	Hispanic	yellow								
230	Hispanic	brown								

KDNA #	Ethnicity	Color	3DS1	2DS1	2DS2	2DS3	2DS4	2DS5	2DP1	3DP1
225	Hispanic	black								
226	Black	orange								
227	Asian	violet								
228	Hispanic	blue								
229	Hispanic	yellow								
230	Hispanic	brown								

Actions: [Acknowledge Shipment Received](#)

- b. In the next screen, enter the date the shipment was received. Click OK. If date is entered incorrectly, please contact us. Only the administrator can change the received date.

UCLA Cell Exchange

CELL-EXCHANGE Production Server
Welcome, Arlene Locke | [Your Account](#) | [Logout](#) | [Contact Us](#) | [CX Help](#) | [SX Help](#) | [KIR Help](#) | [MICA Help](#) | [CrossMatch Help](#) | [DX Help](#) | [BCELL Help](#) | [Paper Challenge Help](#) | [Attestation](#) | [Grading Criteria](#)
Main Site : Cell and Serum Exchange

Please the date shipment was received for batch '54' and click 'OK' button.

Date Received (required)
Day Month Year

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

UCLA Cell Exchange

CELL-EXCHANGE Production Server

Welcome, Arlene Locke | [Your Account](#) | [Logout](#) | [Contact Us](#) | [CX Help](#) | [SX Help](#) | [KIR Help](#) | [MICA Help](#) | [CrossMatch Help](#) | [DX Help](#) | [BCELL Help](#) | [Attestation](#) | [Grading Criteria](#)

[Main Site](#) : [Cell and Serum Exchange](#) : [Center 51](#) : [Exchange List](#) : one

Exchange Information

Exchange:	54	Exchange Type:	KIR
Status:	Center Received	Date Due:	May 31, 2023 12:59 PM (PST)
		Date To Be Mailed:	Feb 02, 2022
Received By:		Date Received:	Feb 03, 2022
Result Submitted By:		Date Result Submitted:	
Test Date:			
Comments:			
Edit Comments and Test Date			

KIR

By checking here, we confirm that we incorporated these samples into the regular workload, testing them in the same manner as routine clinical samples and herein submit our results.

Method:
Reagent Type:
Edit

9. Click "Edit Comments and Test Date" to enter your test date or add comments (optional), i.e. new findings, sample issues, list techs performing test, etc.
10. The fields, "Results Submitted By" and "Date Results Submitted" will automatically be filled in with your email address and submit date once you click "Done with Entering Results" (step 17).
11. Attestation statement (optional) – you are not required to check off the box next to this statement.
12. Enter Method and Reagent type by clicking Edit (*required field).

13. To enter results, click on “Edit Results” for each sample.

Method:
Reagent Type:
Edit

KDNA #	Ethnicity	Color	2DL1	2DL2	2DL3	2DL4	2DL5	3DL1	3DL2	3DL3	Actions
225	Hispanic	black									Edit Results
226	Black	orange									Edit Results
227	Asian	violet									Edit Results
228	Hispanic	blue									Edit Results
229	Hispanic	yellow									Edit Results
230	Hispanic	brown									Edit Results

KDNA #	Ethnicity	Color	3DS1	2DS1	2DS2	2DS3	2DS4	2DS5	2DP1	3DP1	Actions
225	Hispanic	black									Edit Results
226	Black	orange									Edit Results
227	Asian	violet									Edit Results
228	Hispanic	blue									Edit Results
229	Hispanic	yellow									Edit Results
230	Hispanic	brown									Edit Results

Actions: [Done With Entering Results](#)

14. From the dropdown menu, select POS (positive for a gene), NEG (negative for a gene), NT (not tested), or Other to specify subtype (e.g., *001, *002, etc.). Subtypes for KIR2DL5, 2DS4, 3DP1 (e.g., A, B, FULL, DEL) may also be selected from the dropdown.

Method:
Reagent Type:
Edit

KDNA #	Ethnicity	Color	2DL1	2DL2	2DL3	2DL4	2DL5	3DL1	3DL2	3DL3
225	Hispanic	black	(Select One...)							
226	Black	orange								
227	Asian	violet								
228	Hispanic	blue								
229	Hispanic	yellow								
230	Hispanic	brown								

KDNA #	Ethnicity	Color	3DS1	2DS1	2DS2	2DS3	2DS4	2DS5	2DP1	3DP1
225	Hispanic	black	(Select One...)							
226	Black	orange								
227	Asian	violet								
228	Hispanic	blue								
229	Hispanic	yellow								
230	Hispanic	brown								

Actions: [Done With Entering Results](#)

15. Use Tab button or mouse to move from field to field.

16. When finished, click OK. Next screen will show all 6 samples again; choose next sample number to enter another set of results.

17. When results have all been entered, click on "Done with Entering Results" (bottom left of screen) to record the date the results were first submitted.

Note: At this time, the "Date Results Submitted" and "Results Submitted By" fields will not change from the original submission date.

KDNA #	Ethnicity	Color	2DL1	2DL2	2DL3	2DL4	2DL5	3DL1	3DL2	3DL3	Actions
225	Hispanic	black									Edit Results
226	Black	orange									Edit Results
227	Asian	violet									Edit Results
228	Hispanic	blue									Edit Results
229	Hispanic	yellow									Edit Results
230	Hispanic	brown									Edit Results

KDNA #	Ethnicity	Color	3DS1	2DS1	2DS2	2DS3	2DS4	2DS5	2DP1	3DP1	Actions
225	Hispanic	black									Edit Results
226	Black	orange									Edit Results
227	Asian	violet									Edit Results
228	Hispanic	blue									Edit Results
229	Hispanic	yellow									Edit Results
230	Hispanic	brown									Edit Results

Actions: [Done With Entering Results](#)

18. You may edit your results as many times as needed before 11:59 pm (PST) of the due date. The program will not allow you to enter or edit results after the due date.
19. For your records, please print your on-line results.