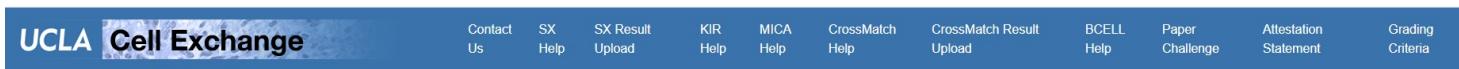


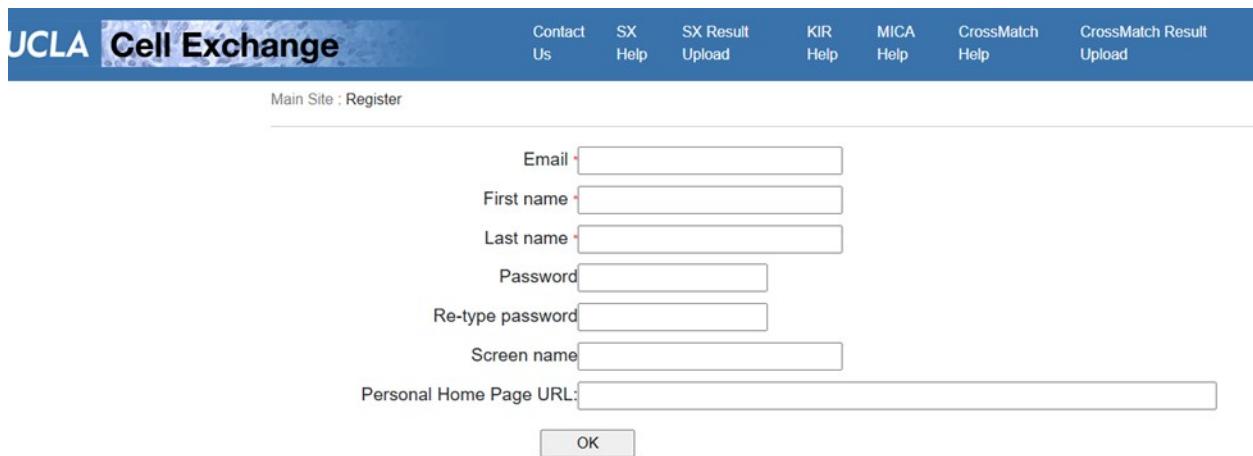
Instructions for online reporting of MICA Exchange results

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

1. Go to <https://cell-exch.ctrl.ucla.edu/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: !@#\$%^*
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.



The screenshot shows the UCLA Cell Exchange login page. The header has the "UCLA Cell Exchange" logo. Below the header, there are links for Contact Us, SX Help, SX Result Upload, KIR Help, MICA Help, CrossMatch Help, CrossMatch Result Upload, BCELL Help, Paper Challenge, Attestation Statement, and Grading Criteria. The main content area has "Main Site : Log In" and fields for Email and Password, with a "Log In" button. Below the login form are "Forgot your password?" and "Register" buttons, and a "Go to DNA Exchange" link.



The screenshot shows the UCLA Cell Exchange registration page. The header has the "UCLA Cell Exchange" logo. Below the header, there are links for Contact Us, SX Help, SX Result Upload, KIR Help, MICA Help, CrossMatch Help, and CrossMatch Result Upload. The main content area has "Main Site : Register" and fields for Email, First name, Last name, Password, Re-type password, Screen name, and Personal Home Page URL, with an "OK" button. The registration form is longer than the login form.

4. After your email address has been activated, return to the login page, <https://cell-exch.ctrl.ucla.edu/register/> to enter the site.

5. The next screen will have details for the exchange, shipment date, and due date. Enter the MICA Exchange number, e.g., “20”, in the Search box or click on the number under Exchange # (left column).

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

Search:

Items Per Page: 10 | [25](#) | [50](#)

Exchange #	Exchange Type	Status	Due Date	Date Received
534	serum	Center Received	Aug 15, 2013	2103-06-07
533	serum	Submitted Results	Jul 15, 2013	2013-06-05
20	mica	Submitted Results	Jun 30, 2013	2013-05-10
31	kir	Submitted Results	Jun 30, 2013	2013-05-09

6. The next screen will have details for the exchange, shipment date, and due date.

- You must first click “**Acknowledge Shipment Received**” (in the lower left corner).
- In next screen, enter date of shipment received and hit OK. Note: If you enter the date incorrectly, please contact us. Only an administrator can change the received date.

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:	20	Exchange Type:	MICA
Status:	Shipped	Date Due:	Jun 30, 2013
		Date To Be Mailed:	Apr 08, 2013
Received By:	()	Date Received:	
Result Submitted By:	Date Result Submitted:		
Test Date:			
Comments:			

MICA

Method:
Reagent Type:

Sample #	Ethnicity	Color	Allele-1	Allele-2	Others
77	Asian	orange			
78	Filipino	brown			
79	Asian	green			
80	Asian	pink			

Actions: Acknowledge Shipment Received

7. You will then return to the screen with the exchange details.
8. Click "Edit Comments and Test Date" to enter your test date or add comments (optional), i.e. new/additional alleles detected, sample issues, etc.
 - a. The fields, "Results Submitted By" and "Date Results Submitted" will automatically be filled in with your email address and date once you hit "Done with Entering Results" (step 13).
9. Enter Method and Reagent type by clicking Edit (*required field).
10. To enter results, click on "Edit Results" for each sample.

11. Enter subtypes. For example, 002:01, 007 (do not include asterisks). Use Tab button or mouse to move from field to field.

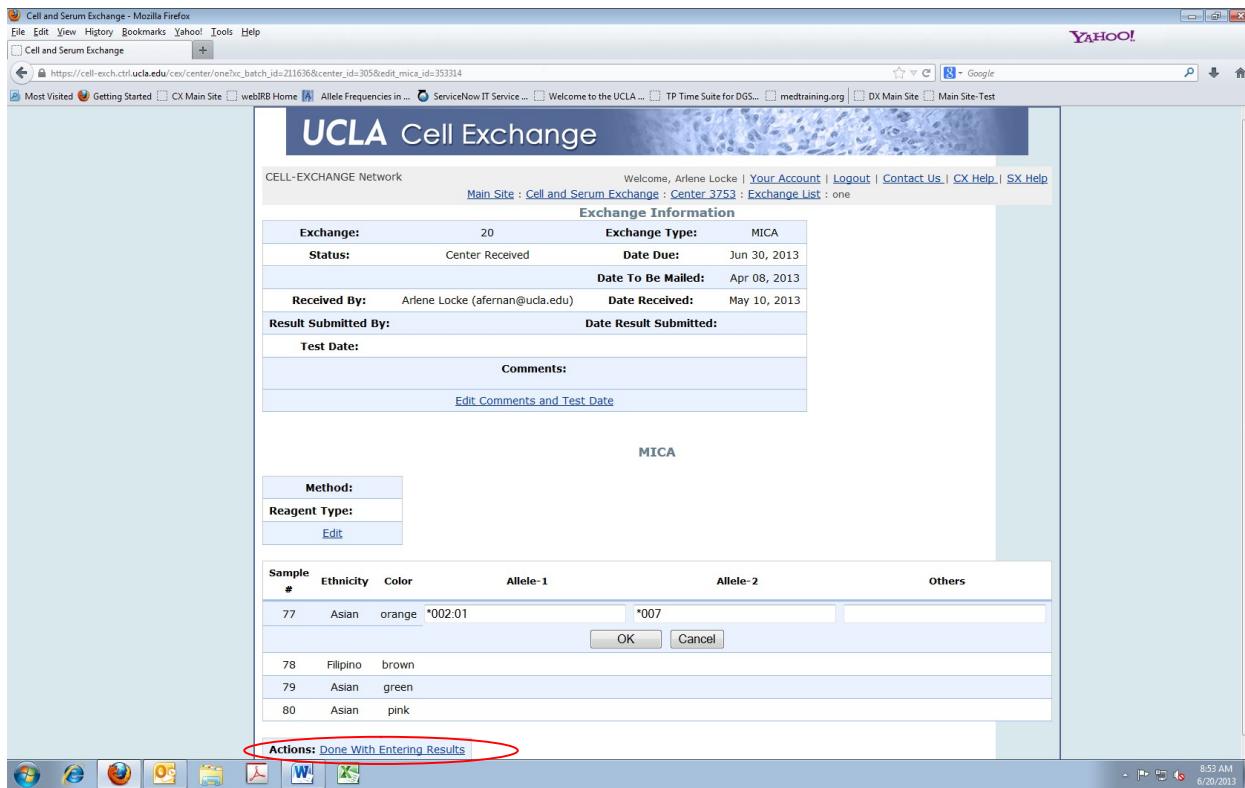
Sample #	Ethnicity	Color	Allele-1	Allele-2	Others
205	Filipino	yellow	002/020/055/086/089/090/091/	018	092/093
206	Caucasian	brown	008/088N	068	
207	Hispanic	green	002/041	041	
208	Black	red	008/088N	018	
209	Hispanic	black	010/069	011	
210	Black	purple	002/020/055/089/090/091/	009/049	092/093

12. When finished, click OK. Next screen will show all 4 samples again; choose next sample number to enter next set of results.

13. When results have all been entered, 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.
- At this time, the "Date Results Submitted" and "Results Submitted By" fields will not change from the original submission date.

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



The screenshot shows a web-based application for managing cell and serum exchange. The main header is 'UCLA Cell Exchange'. Below it, a sub-header reads 'CELL-EXCHANGE Network' and 'Welcome, Arlene Locke | Your Account | Logout | Contact Us | CX Help | SX Help'. The main content area is titled 'Exchange Information' and contains several data entry fields:

Exchange:	20	Exchange Type:	MICA
Status:	Center Received	Date Due:	Jun 30, 2013
Received By:	Arlene Locke (afernan@ucla.edu)	Date Received:	May 10, 2013
Result Submitted By:	Date Result Submitted:		
Test Date:	Comments:		
Edit Comments and Test Date			

Below this, a section titled 'MICA' contains a table with the following data:

Sample #	Ethnicity	Color	Allele-1	Allele-2	Others
77	Asian	orange	*002:01	*007	
78	Filipino	brown			
79	Asian	green			
80	Asian	pink			

At the bottom left of the main content area, there is a button labeled 'Actions: Done With Entering Results'.