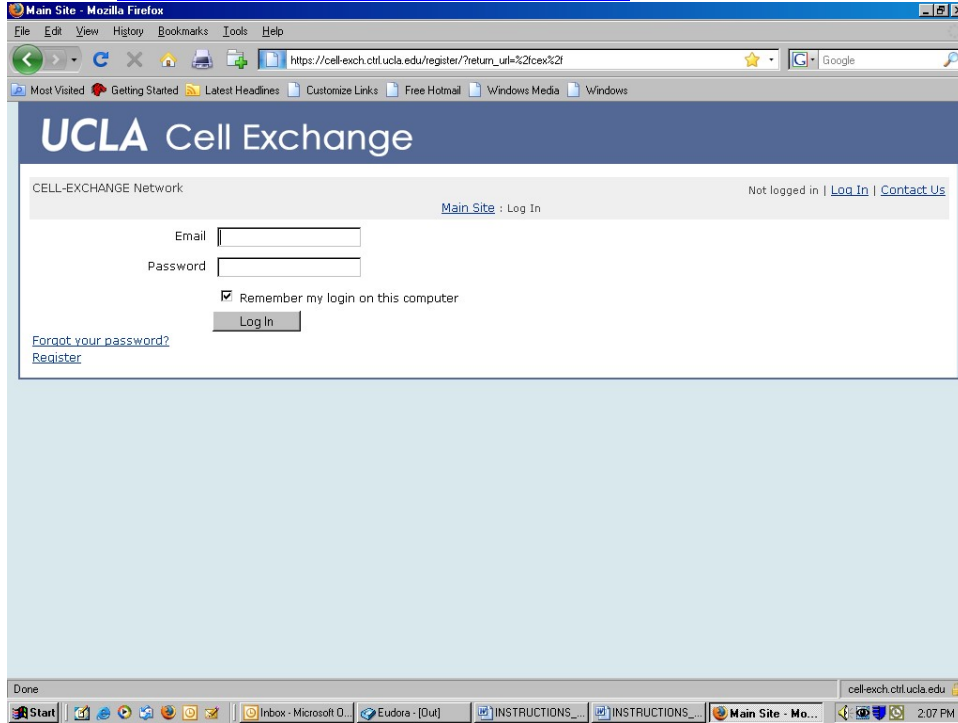


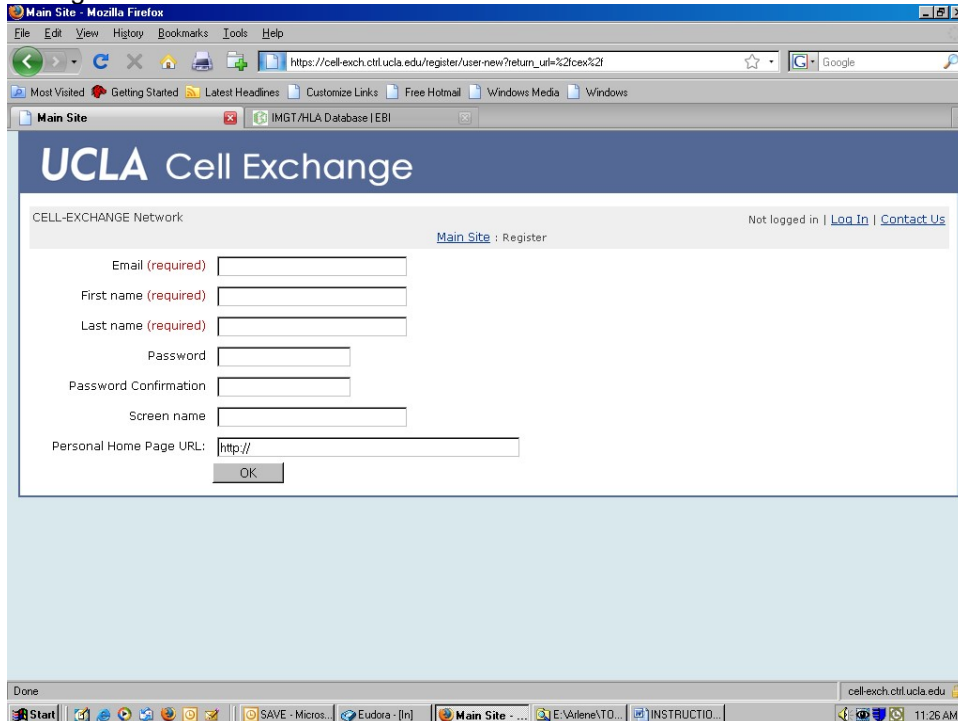
Instructions for on-line reporting of SERUM EXCHANGE results

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/>.



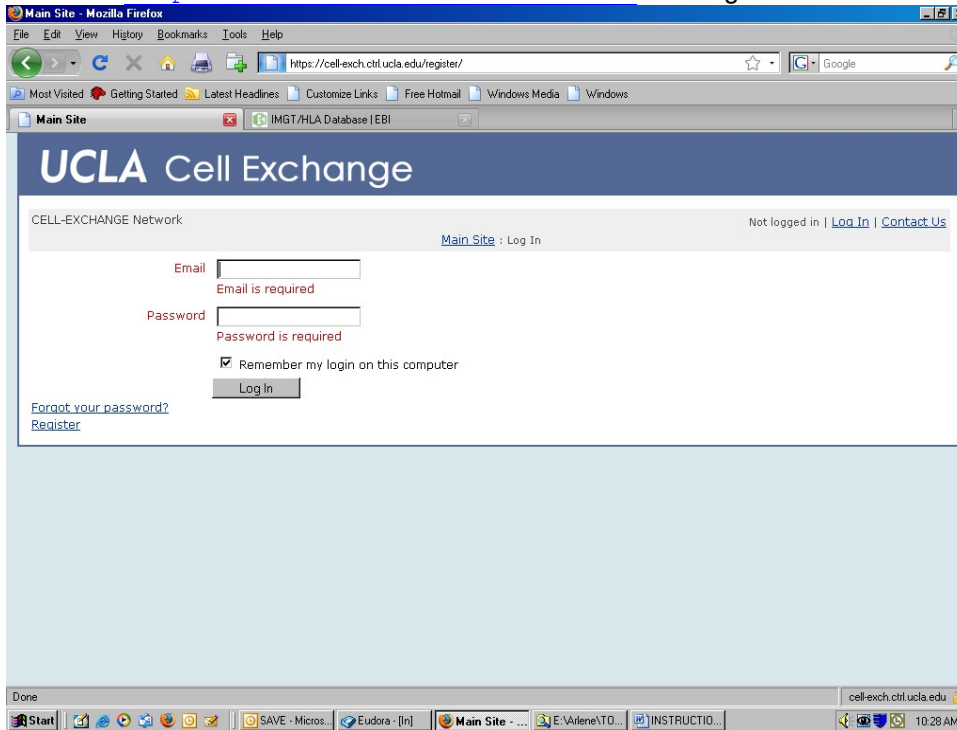
2. Register as new user.



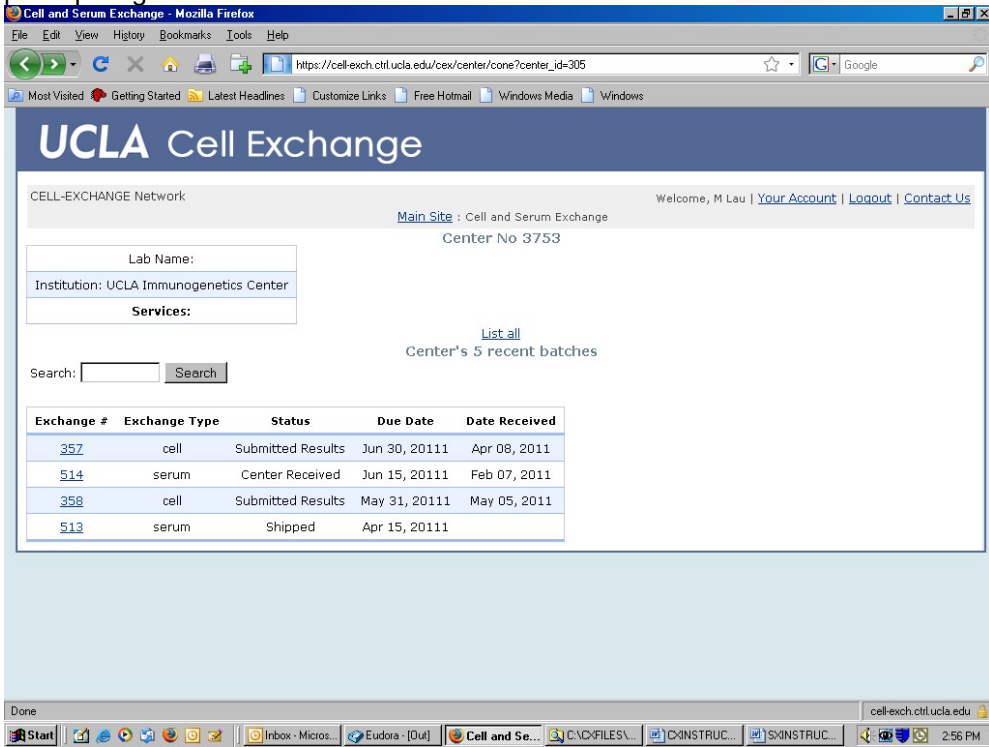
3. **IMPORTANT:** Your email address has to be activated by us, the administrators, before you can start entering data. Email Arlene at alocke@mednet.ucla.edu or Maria at MCabarong@mednet.ucla.edu when you have finished registering. There will be a limit of three activated users per center.

After your email address is activated,

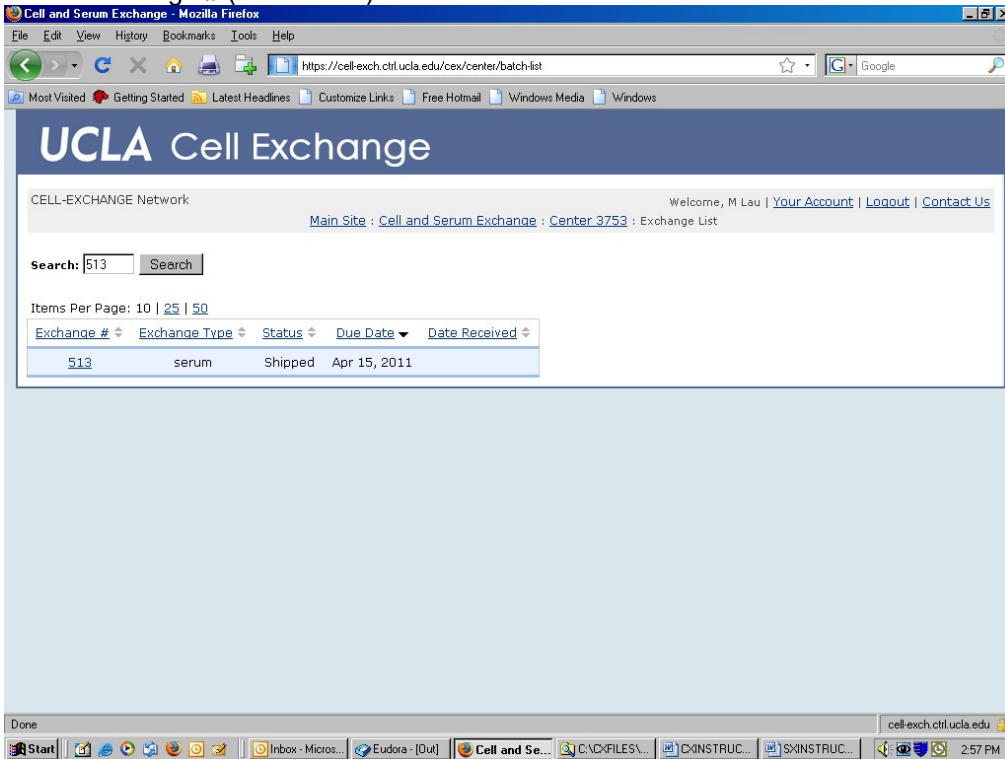
1. Go to <https://cell-exch.ctrl.ucla.edu/> and log in.



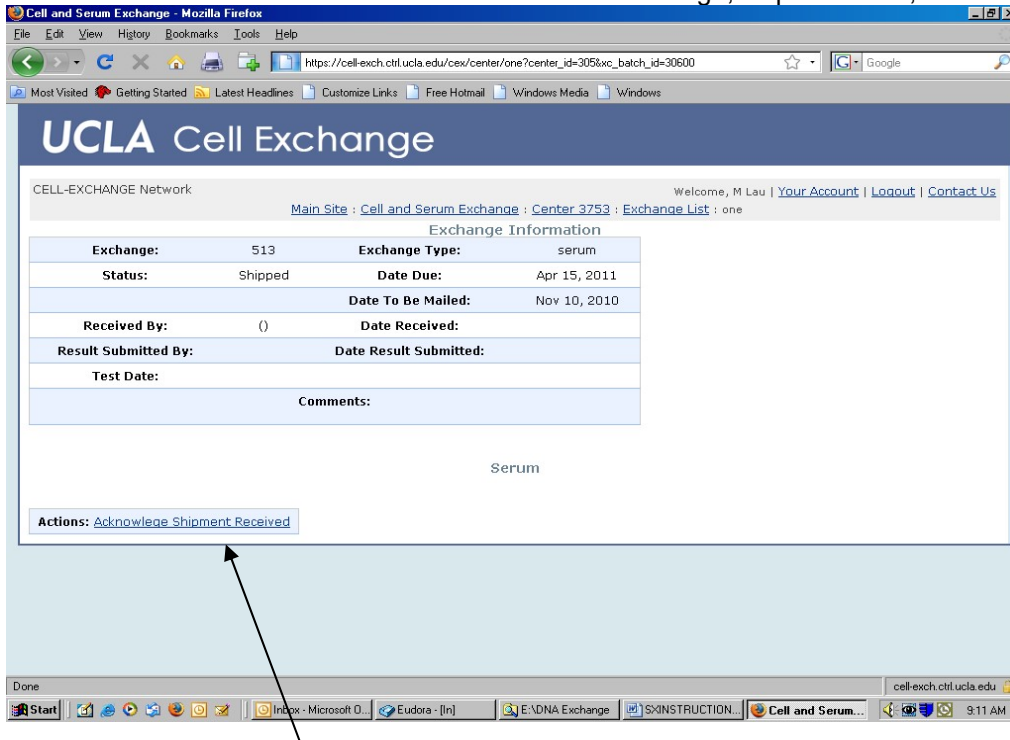
2. The next window will be the Main Site, with the current exchange studies in which you are participating:



3. Enter in the Serum Exchange number, e.g., "513." in the Search box or click on the number under Exchange # (left column).



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



a) You must first click "Acknowledge Shipment Received" (at lower left corner).

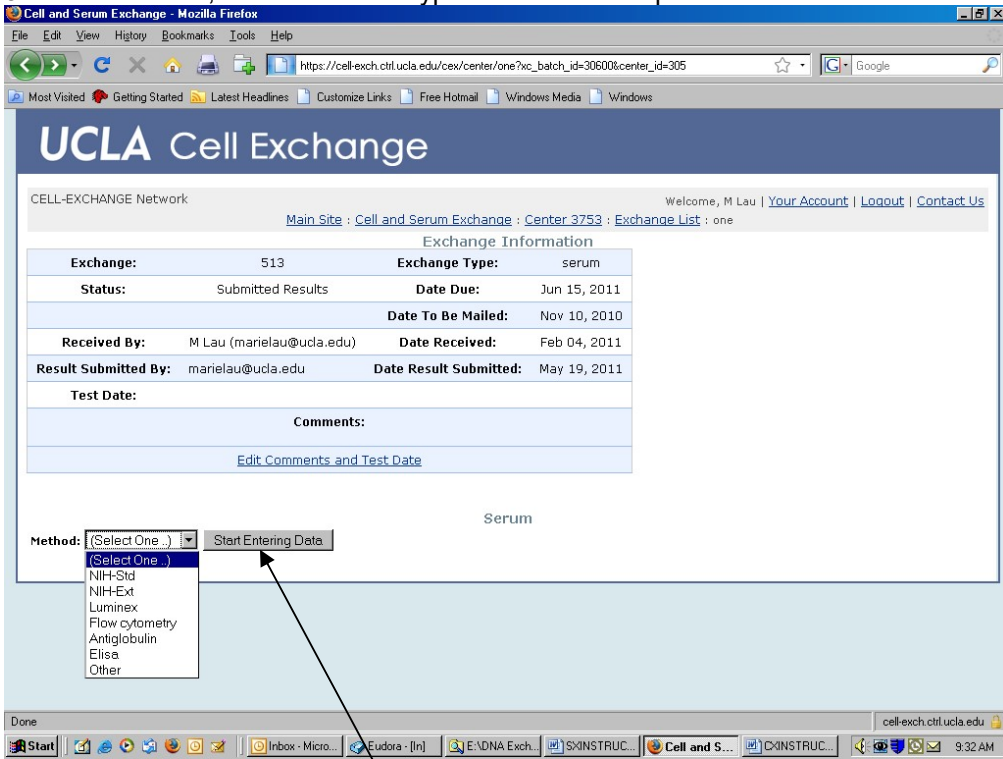
b) Enter 'date of shipment received' in the next screen, then hit OK. Note: If you have entered an incorrect date, contact us. Only the administrator can make the change.

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

a) There is an option, "Edit Comments and Test Date" to enter in your test date, add comments, e.g. shipment condition, problems, etc. You do not have to use this option.

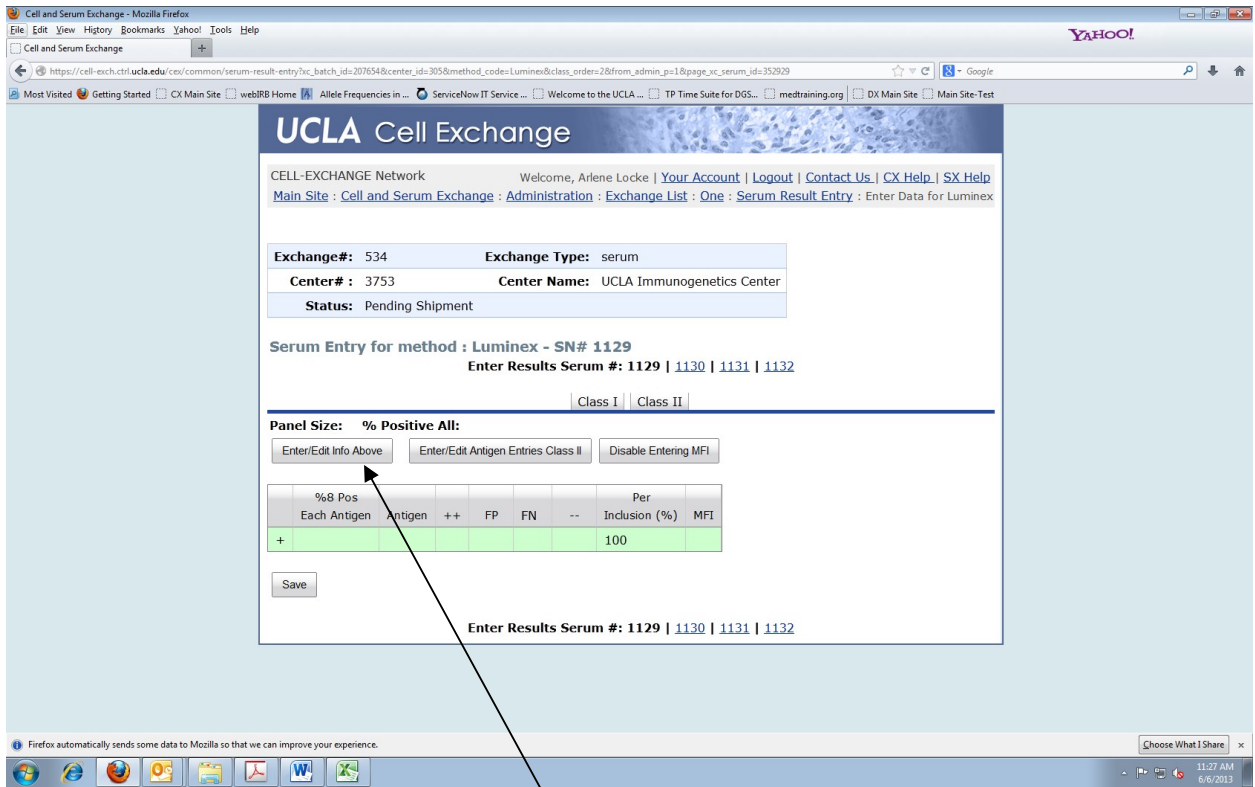
b) The fields, "Results Submitted By" and "Date Results Submitted" will automatically be filled in with your email address and date once you hit "Done with Entering Results."

5. In next screen, choose method type-click on the Drop-down menu for list.



Then, click on button, "Start Entering Data."

6. Next screen will be for entering data. It is defaulted to the first serum of each study, in this example, Serum 1129. You can select which serum by clicking on serum#. In this example, Luminex is the chosen method.



7. To enter Panel Size and %Positive All, click on "Enter/Edit Info Above" button (middle of screen). In pop-up screen, enter data and then hit Submit.

Note: Enter in the "%Positive All" field:

- a. "C" if sample is contaminated
- b. "NT" for not tested
- c. "???" for undefined
- d. "Multi" for multispecific
- e. "0" if sample is non-reactive

Note: Luminex users will be able to enter MFI results. However, if you do not wish to enter MFI's, you must click on button, "Disable Entering MFI" (middle of screen, button on right-side) **before** clicking on "Enter/Edit Antigen Entries."

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

UCLA Cell Exchange

CELL-EXCHANGE Network Welcome, Arlene Locke | [Your Account](#) | [Logout](#) | [Contact Us](#) | [CX Help](#) | [SX Help](#)
[Main Site](#) : [Cell and Serum Exchange](#) : [Administration](#) : [Exchange List](#) : [One](#) : [Serum Result Entry](#) : Enter Data for Luminex

Exchange#: 534 Exchange Type: serum
 Center #: 3753 Center Name: UCLA Immunogenetics Center
 Status: Pending Shipment

Serum Entry for method : Luminex - SN# 1129
 Enter Results Serum #: 1129 | 1130 | 1131 | 1132

Class I | Class II

Panel Size: % Positive All:

Enter/Edit Info Above Enter/Edit Antigen Entries Class I Disable Entering MFI

%8 Pos Each Antigen	Antigen	++	FP	FN	--	Per Inclusion (%)	MFI
+						100	

Save

Enter Results Serum #: 1129 | 1130 | 1131 | 1132

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

UCLA Cell Exchange

CELL-EXCHANGE Network Welcome, Arlene Locke | [Your Account](#) | [Logout](#) | [Contact Us](#) | [CX Help](#) | [SX Help](#)
[Main Site](#) : [Cell and Serum Exchange](#)

ANTIGENS CLASS I

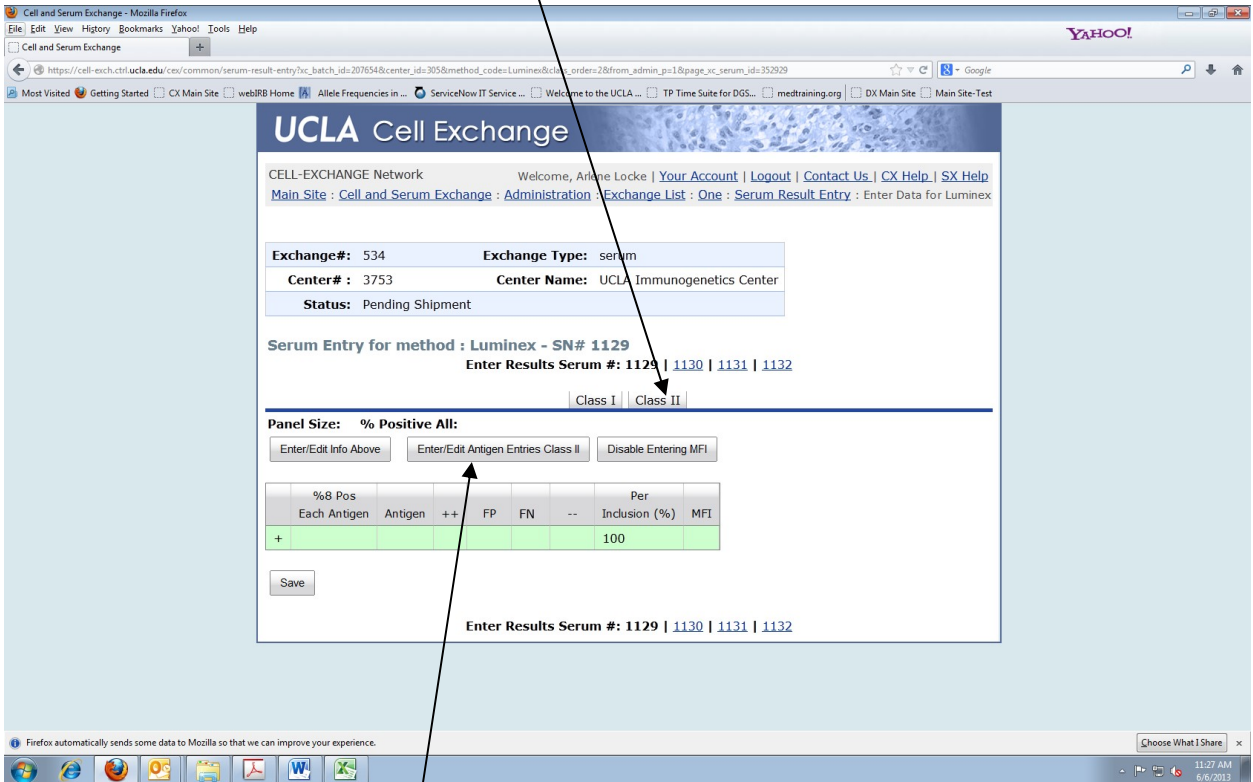
A

<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	

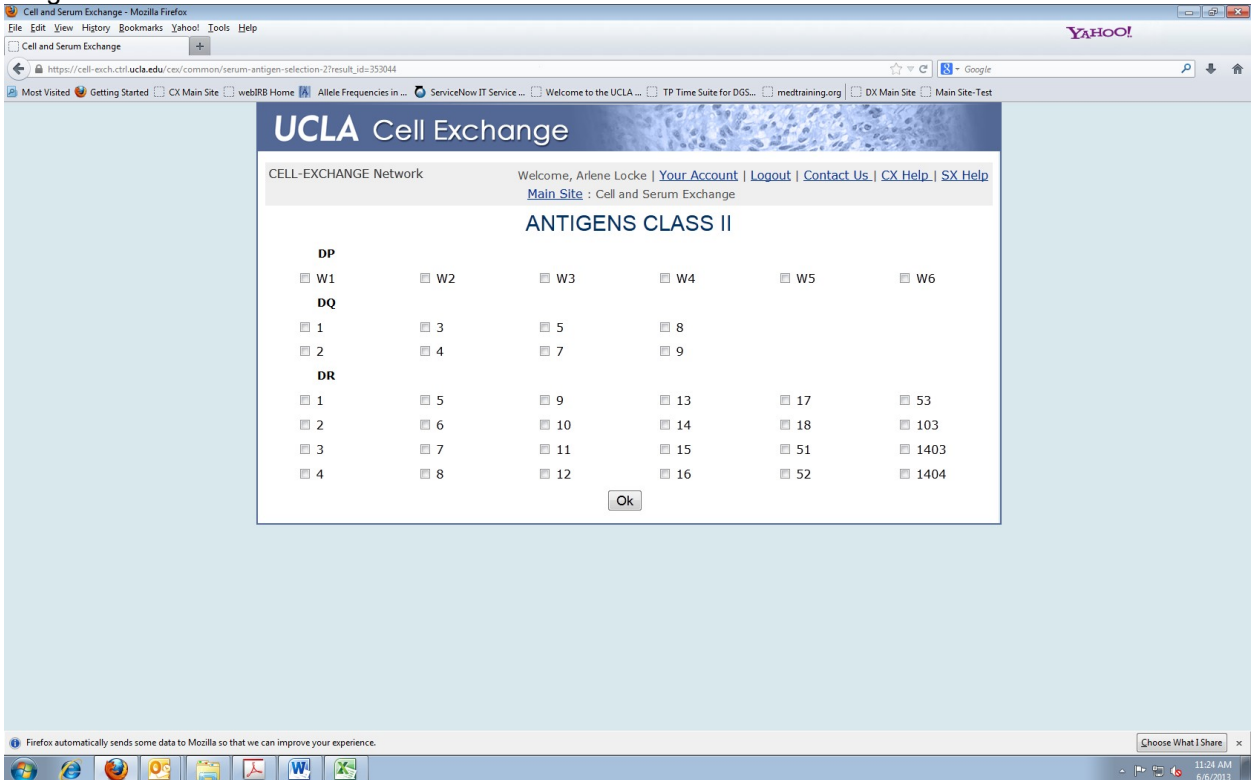
B

<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"/> 804	
<input type="checkbox"/> 16	<input type="checkbox"/> 42	<input type="checkbox"/> 55	<input type="checkbox"/> 70	<input type="checkbox"/> 2708	

To enter class II antigens, click on the Class II button in the middle of the screen.



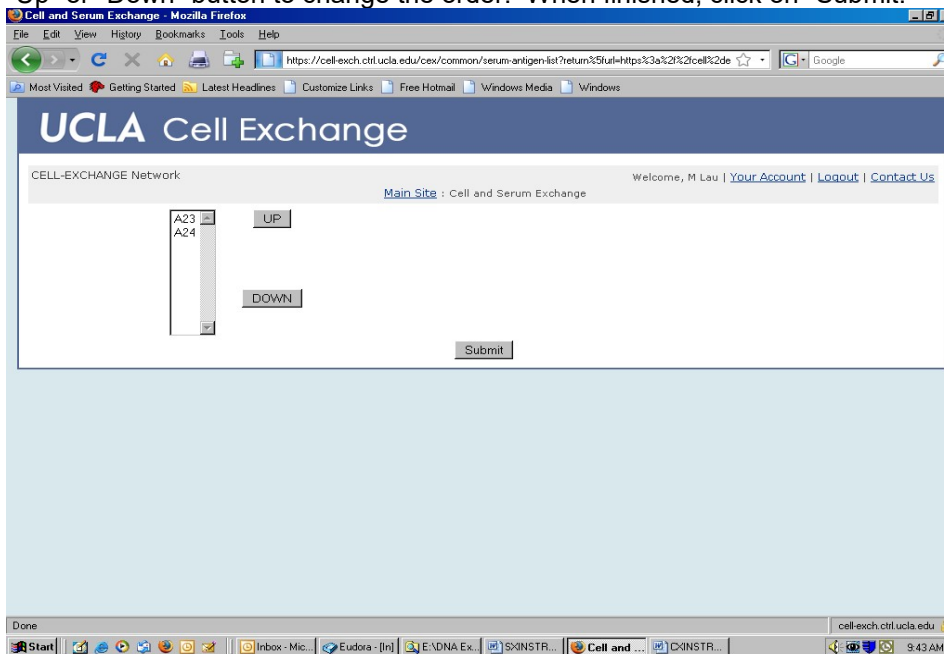
Then click on "Enter/Edit Antigen Entries Class II." Next screen will show list of all acceptable antigens for class II.



9. For Luminex results, once you click on an antigen name, a pop-up window will appear for you to enter MFI values. When you've finished your selections, click "Ok." Luminex results will be listed in the order of MFI values.

10. For all other methods and Luminex with "Disable Entering MFI" chosen, listing of antigens will be according to click order, which can be changed in the next screen, by scrolling up/down in next window.

11. 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."



The next window will show listing of antigens in selected order. Use TAB button to move from field to field, or use your mouse to enter into fields, and to modify fields:
%8 Pos, ++, FP, FN, --, %Inclusion, MFI (will show for Luminex only)

UCLA Cell Exchange

CELL-EXCHANGE Network Welcome, Arlene Locke | [Your Account](#) | [Logout](#) | [Contact Us](#) | [CX Help](#) | [SX Help](#)
 Main Site : [Cell and Serum Exchange](#) : [Administration](#) : [Exchange List](#) : [One](#) : [Serum Result Entry](#) : Enter Data for Luminex

Exchange#: 533 **Exchange Type:** serum
Center# : 3753 **Center Name:** UCLA Immunogenetics Center
Status: Pending Shipment

Serum Entry for method : Luminex - SN# 1125
 Enter Results Serum #: [1125](#) | [1126](#) | [1127](#) | [1128](#)

Class I | Class II

Panel Size: % Positive All:

Enter/Edit Info Above Enter/Edit Antigen Entries Class I Enable Entering MFI

%8 Pos Each Antigen	Antigen	++	FP	FN	--	Per Inclusion (%)	MFI
	A23					100	
	A24					100	

Save

Enter Results Serum #: [1125](#) | [1126](#) | [1127](#) | [1128](#)

UCLA Cell Exchange

CELL-EXCHANGE Network Welcome, Arlene Locke | [Your Account](#) | [Logout](#) | [Contact Us](#) | [CX Help](#) | [SX Help](#)
 Main Site : [Cell and Serum Exchange](#) : [Administration](#) : [Exchange List](#) : [One](#) : [Serum Result Entry](#) : Enter Data for Luminex

Exchange#: 533 **Exchange Type:** serum
Center# : 3753 **Center Name:** UCLA Immunogenetics Center
Status: Pending Shipment

Serum Entry for method : Luminex - SN# 1125
 Enter Results Serum #: [1125](#) | [1126](#) | [1127](#) | [1128](#)

Class I | Class II

Panel Size: % Positive All:

Enter/Edit Info Above Enter/Edit Antigen Entries Class I Enable Entering MFI

%8 Pos Each Antigen	Antigen	++	FP	FN	--	Per Inclusion (%)	MFI
	A23					100	<input type="text"/>
	A24					100	<input type="text"/>

Save

Enter Results Serum #: [1125](#) | [1126](#) | [1127](#) | [1128](#)

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

For methods other than Luminex, Use TAB button to move from field to field, or use your mouse to enter into fields, and to modify fields:

UCLA Cell Exchange

CELL-EXCHANGE Network Welcome, Arlene Locke | [Your Account](#) | [Logout](#) | [Contact Us](#) | [CX Help](#) | [SX Help](#)
[Main Site](#) : [Cell and Serum Exchange](#) : [Administration](#) : [Exchange List](#) : [One](#) : [Serum Result Entry](#) : Enter
 Data for Luminex

Exchange#: 533 **Exchange Type:** serum
Center# : 3753 **Center Name:** UCLA Immunogenetics Center
Status: Pending Shipment

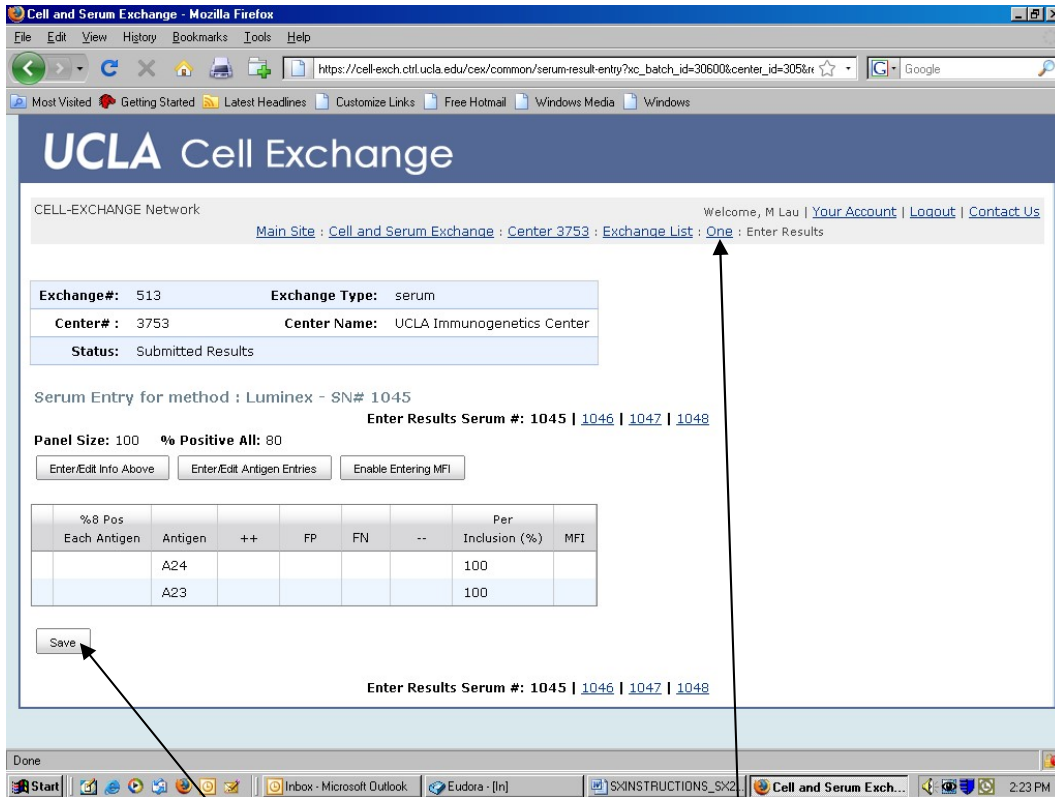
Serum Entry for method : Luminex - SN# 1125
 Enter Results Serum #: [1125](#) | [1126](#) | [1127](#) | [1128](#)

Panel Size: % Positive All:

%8 Pos	Antigen	++	FP	FN	--	Per Inclusion (%)	MFI
	A9					100	
	A23					100	
	A24					100	

12. 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.

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

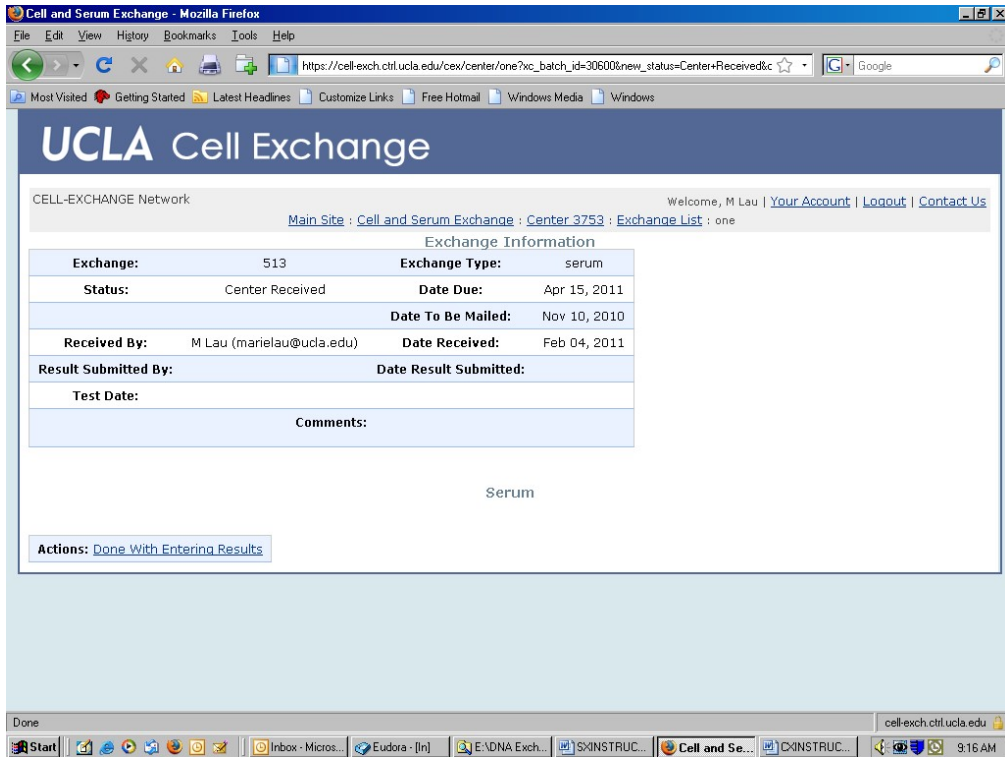


14. Hit Save button (left bottom) when you have finished entering results for a serum sample.

15. To enter data for next the serum sample, click on serum number below (or at top)-right side, number will become highlighted, then follow steps 7-13.

16. If you wish to enter data by a different method, click on "One" in above Menu Bar to return to the screen with the method choices (see Step #6) and repeat steps 7-13

17. You can enter results for up to 4 different methods.



18. When you have completed all entries, click on “Done with Entering Results” to record the date the results were submitted.

19. 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. If you need to edit a result after the due date, you must contact us. The program will not allow you to enter or edit results after the due date has passed.

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