## Instructions for reporting Flow Crosmatch 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 <u>https://cell-exch.ctrl.ucla.edu/</u>.
- 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 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.

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UCLA Health Immunogenetics Center

- After your email address is activated, go to <u>https://cell-exch.ctrl.ucla.edu/</u> to log in.
   The next window will be the Main Site. It will show the current exchange studies in which you are enrolled.
- 6. Enter in the Cross Match Exchange number for which you are reporting results, e.g., "1" in the Search box or click on the number under Exchange # (left column).

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- 7. The next screen will have details for the Exchange Flow crossmatch exchange number, shipment date, shipment status, and due date.
- 8. Before entering results, you must click on "Acknowledge Shipment Received."

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9. Enter 'date of shipment received' in the next screen, then hit OK. <u>Note</u>: If you have entered the date incorrectly, please contact us. Only the administrator can modify the date.

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- 10. After entering the received date, you will be returned to the Exchange details page. The exchange status will be updated from "Shipped" to "Center Received."
- 11. Edit Comments and Test Date (optional) use this section to enter in your test date and comments. For example, shipping/samples issues, additional tests performed, etc.

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12. To enter Flow Cross Match results, click on UCLA Flow Cross Match Evaluation Report. a. In the next window, click on a cell # to enter results for that cell.

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b. Click on "Edit" under "Actions" to enter results for each cell-serum combination (including DSA and DSA strength), then click "Save" to save the results for each sample number.c. Enter cut off values and MCS in the appropriate space.

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- 13. When you are done entering results for all 4 sera, click on "Save" on the bottom of the page to return to the main Flow Cross Match Evaluation Report page.
  <u>Note</u>: Results may be modified up until the due date.
- 14. To return to the Exchange Information page, click on "One" at the top of the window.

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15. Click on UCLA Serum Evaluation Report to enter Single Antigen results.

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16. Next screen will be for entering data. It is defaulted to the first serum of each study. You can select a different serum by clicking the appropriate serum #.

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<u>Note</u>. The result entry screen is defaulted to the reporting of class I antigens.

- 17. Click on "Enter/Edit Cutoff Values" to enter cutoff values for each locus.
- 18. Click on "Enter/Edit Info Class I" to enter single antigen results.
  - a. Next screen will show list of all acceptable class I antigens. Check the box next to the antigen to select it. Enter MFI value for antigen when prompted.
  - b. To delete an antigen, unselect the antigen in the list by clicking the box adjacent to it.
  - c. Click OK to exit page and save your entries. Antigens are listed in order of strength.

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19. To enter class II antigens, click on the Class II tab. Click on "Enter/Edit Info Class II." Next screen will show list of all acceptable antigens for class II. Click OK when finished.

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- 20. To enter comments for an individual serum sample (for example, if a sample is **negative**, **undefined**, **not typed**, etc.), click on Edit/Enter Cutoff values under the appropriate sample number and enter your comments in the "Comment" space.
- 21. Please print a copy of the submitted results for your records.
- 22. Click on "One" at the top of the window, to return to the Exchange Information page.

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23. To upload your .csv files, click on "Add File," on the Exchange Information page.

24. Use the "Browse" button to search for a file then, click OK to upload. This may take several minutes depending on the size of the file. Click on the file name to view file.

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- 25. When you have completed all entries, click on "Done with Entering Results."
  - a. The fields, "Results Submitted by" and Date Result Submitted" will be filled in with your email address and the date the results were submitted. *Please note*, these fields cannot be modified after the initial submission.

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b. Exchange status will be updated to "Submitted."

- 26. You may edit/modify your results as many times as needed before the due date. *Note:* The program <u>will not</u> allow you to enter or edit results after the due date has passed.
- 27. Please print a copy of the submitted results for your records.