Instructions for reporting Flow Crossmatch 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 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.

4. After your email address is activated**,** go to https://cell-exch.ctrl.ucla.edu/ to log in.

5. The next window will be the Main Site. It will show the current exchange studies.

6. Enter in the Cross Match Exchange number for which you are reporting results, e.g., "**36**" in the Search box or click on the number under "Exchange #" (left column).

7. The next screen will have details for the Exchange – Flow crossmatch exchange number, shipment date, shipment status, and due date.

Center No 51

| Lab Name: |
| Institution: |
| **Services:** |

List all

Center's 5 recent batches

Search: [   ] Search

[View All]

Exchange #	Exchange Type	Status	Due Date	Date Received
319	bcell	Center Received	Dec 15, 2026	Nov 07, 2025
36	CROSS MATCH	Shipped	Nov 03, 2025	
597	serum	Center Received	Oct 03, 2025	Jul 30, 2025
312	bcell	Center Received	Jun 21, 2024	
54	kir	Center Received	May 31, 2023	Feb 03, 2022

8. Before entering results, you must click on "Acknowledge Shipment Received."

Exchange Information

Exchange:	36	Exchange Type:	CROSS MATCH
Status:	Shipped	**Date Due:**	Nov 03, 2025 11:59 PM (PST)
		Date To Be Mailed:	Sep 17, 2025
Received By:	()	**Date Received:**	
Result Submitted By:		**Date Result Submitted:**	
Test Date:		**Sample Information:**	N/A
Comments:			

Show [10 ▾] entries

Name	Last Modified
	No data available in table

Showing 0 to 0 of 0 entries

- UCLA Flow Cross Match Evaluation Report
- UCLA Serum Evaluation Report

Actions: Acknowlege Shipment Received

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

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.

Exchange Information

Exchange:	36	**Exchange Type:**	CROSS MATCH
Status:	Center Received	**Date Due:**	Nov 03, 2026 11:59 PM (PST)
		Date To Be Mailed:	Sep 17, 2025
Received By:		**Date Received:**	Sep 18, 2025
Result Submitted By:		**Date Result Submitted:**	
Test Date:		**Sample Information:**	N/A
Comments:			
	Edit Comments and Test Date		

Add File

Show [10 ▼] entries

Name	Last Modified
No data available in table	

Showing 0 to 0 of 0 entries

- UCLA Flow Cross Match Evaluation Report
- UCLA Serum Evaluation Report

Submit Result

Actions: Done With Entering Results

12. To enter Flow Cross Match results, click on UCLA Flow Cross Match Evaluation Report.

Add File

Show 10 ∨ entries

Name	Last Modified
	No data available in table

Showing 0 to 0 of 0 entries

- UCLA Flow Cross Match Evaluation Report
- UCLA Serum Evaluation Report

Submit Result

Actions: Done With Entering Results

a. In the next window, click on a cell # to enter results for that cell.

UCLA Flow Cross Match Evaluation Report

Exchange#:	36	Exchange Type:	CROSS MATCH
Center#:	51	Center Name:	
Status:	Center Received		

Enter Results Cell #: 211 | 212

b. Click on "Edit" under "Actions" to enter results for each cell-serum combination. including DSA and DSA strength, e.g. A23 (5000). Click "Save" to save the results for each sample.

Cross Cell (211)

SERUM NUM	T CELL MCS	RATIO (IF USED)	MESF	T CELL RESULT	class I DSA (MFI) detected	B CELL MCS	RATIO (IF USED)	MESF	B CELL RESULT	class II DSA (MFI) detected	ACTION
213 (green)											Edit
214 (orange)											Edit
215 (purple)											Edit
216 (brown)											Edit

T CELL POSITIVE CUTOFF = [   ]
B CELL POSITIVE CUTOFF = [   ]
T CELL NEGATIVE CONTROL MC [   ]
B CELL NEGATIVE CONTROL MC [   ]
PRONASE TREATED? YES ∨
Save

c. Enter cut off values and MCS in the appropriate space.

T CELL POSITIVE CUTOFF =	
B CELL POSITIVE CUTOFF =	
T CELL NEGATIVE CONTROL MC	
B CELL NEGATIVE CONTROL MC	
PRONASE TREATED?	YES ⌄

Save

13. When you are done entering results for all 4 sera, click on "Save" on the bottom of the page to return to the Flow Cross Match Evaluation Report page.
    Note: 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.

Main Site : Cell and Serum Exchange : Administration : Exchange List : One Cross Match Result Entry : Enter Data

UCLA Flow Cross Match Evaluation Report

Exchange#:	36	Exchange Type:	CROSS MATCH
Center# :	51	Center Name:	
Status:	Center Received		

Enter Results Cell #: 211 | 212

15. From the main page, click on UCLA Serum Evaluation Report to enter Single Antigen results.

Exchange Information

Exchange:	36	Exchange Type:	CROSS MATCH
Status:	Center Received	Date Due:	Nov 03, 2026 11:59 PM (PST)
		Date To Be Mailed:	Sep 17, 2025
Received By:		Date Received:	Sep 18, 2025
Result Submitted By:		Date Result Submitted:	
Test Date:		Sample Information:	N/A
Comments:			
	Edit Comments and Test Date		

Add File

Show 10 ∨ entries

Name	Last Modified
	No data available in table

Showing 0 to 0 of 0 entries

- UCLA Flow Cross Match Evaluation Report
- UCLA Serum Evaluation Report

Submit Result

Actions: Done With Entering Results

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 #.

UCLA Serum Evaluation Report

Exchange#:	36	Exchange Type:	CROSS MATCH
Center# :	51	Center Name:	

Upload Result File

Enter Results Serum #: 213 | 214 | 215 | 216

Class I   Class II

CLASS I 213 (green)

Locus	Positive Cutoff Value	Antigen Class I MFI
A		Enter/Edit Info Class I
B		
C		
Class I		
Manufacturer		
Kit Type		
Lot No		
Comment		
Sera Pretreatment		
Instrument		
	Enter/Edit Info	

Note. The result entry screen is defaulted to the reporting of class I antigens.

17. Click on "Enter/Edit Cutoff Values" to enter cutoff values, instrument type, kit, and pretreatment information.

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.

ANTIGENS CLASS I

A

☐ 1C	☐ 1102	☐ 24	☐ 3	☐ 36	☐ 69
☐ 10C	☐ 19	☐ 2403	☐ 30	☐ 43	☐ 74
☐ 1	☐ 2	☐ 25	☐ 31	☐ 66	☐ 80
☐ 10	☐ 203	☐ 26	☐ 32	☐ 6601	☐ 9
☐ 11	☐ 210	☐ 28	☐ 33	☐ 6602	☐ 2C
☐ 1101	☐ 23	☐ 29	☐ 34	☐ 68	

B

☐ 12	☐ 35	☐ 46	☐ 56	☐ 70	☐ 8101
☐ 13	☐ 37	☐ 47	☐ 57	☐ 703	☐ 82
☐ 14	☐ 38	☐ 48	☐ 58	☐ 71	☐ 8201
☐ 15	☐ 39	☐ 49	☐ 59	☐ 72	☐ 12C
☐ 16	☐ 3901	☐ 5	☐ 60	☐ 73	☐ 5C
☐ 17	☐ 3902	☐ 50	☐ 61	☐ 75	☐ 7C
☐ 18	☐ 40	☐ 51	☐ 62	☐ 76	☐ 8C
☐ 21	☐ 4005	☐ 5103	☐ 63	☐ 77	
☐ 22	☐ 41	☐ 52	☐ 64	☐ 78	
☐ 27	☐ 42	☐ 53	☐ 65	☐ 7801	
☐ 2705	☐ 44	☐ 54	☐ 67	☐ 8	
☐ 2708	☐ 45	☐ 55	☐ 7	☐ 81	

C

☐ W1	☐ W14	☐ W17	☐ W3	☐ W5	☐ W8
☐ W10	☐ W15	☐ W18	☐ W4	☐ W6	☐ W9
☐ W12	☐ W16	☐ W2	☐ W403	☐ W7	

BW

☐ 4	☐ 6

Ok

19. For class II entries, 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 all entries are entered.

ANTIGENS CLASS II

DP

☐ W1	☐ 10	☐ 15	☐ 21	☐ 27	☐ 402
☐ W2	☐ 105	☐ 16	☐ 22	☐ 28	☐ 8
☐ W3	☐ 107	☐ 17	☐ 23	☐ 30	☐ 85
☐ W4	☐ 11	☐ 18	☐ 24	☐ 31	☐ 9
☐ W5	☐ 13	☐ 19	☐ 25	☐ 40	
☐ W6	☐ 14	☐ 20	☐ 26	☐ 401	

DPA1*

☐ 01	☐ 02	☐ 03	☐ 04	☐ 05

DQ

☐ 1	☐ 3	☐ 5	☐ 7	☐ 9
☐ 2	☐ 4	☐ 6	☐ 8	

DQA1*

☐ 01	☐ 02	☐ 03	☐ 04	☐ 05	☐ 06

DR

☐ 1	☐ 12	☐ 1404	☐ 18	☐ 5	☐ 6
☐ 10	☐ 13	☐ 15	☐ 2	☐ 51	☐ 7
☐ 103	☐ 14	☐ 16	☐ 3	☐ 52	☐ 8
☐ 11	☐ 1403	☐ 17	☐ 4	☐ 53	☐ 9

Ok

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. Click on "One" at the top of the window, to return to the Exchange Information page.

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

Exchange Information

Exchange:	36	Exchange Type:	CROSS MATCH
Status:	Center Received	Date Due:	Nov 03, 2026 11:59 PM (PST)
		Date To Be Mailed:	Sep 17, 2025
Received By:		Date Received:	Sep 18, 2025
Result Submitted		Date Result Submitted:	
Test Date:		Sample Information:	N/A
Comments:			
Edit Comments and Test Date			

Add File

Show 10 entries

Name	Last Modified
No data available in table	

Showing 0 to 0 of 0 entries

- UCLA Flow Cross Match Evaluation Report
- UCLA Serum Evaluation Report

Submit Result

Actions: Done With Entering Results

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

Upload New File

If you upload a file with the same name as a file already in this folder, we will alter your new file's name by adding an incremental suffix (e.g. "mydoc.doc" -> "mydoc-1.doc") and making it a new, separate file.

Note that this is not the Title of the file, which you can specify as you like. This is the File Name, which must be unique in each folder.

Upload a file *

Choose File	No file chosen

ⓘ Upload Limit (bytes): 209,715,200

Title

Description:

Multiple files: ☐ This is a ZIP file containing multiple files. Expect a long upload time for large files. You may minimize your browser while waiting.

OK

24. When you have completed all entries, click on "Done with Entering Results."

Exchange Information

Exchange:	36	**Exchange Type:**	CROSS MATCH
Status:	Center Received	**Date Due:**	Nov 03, 2026 11:59 PM (PST)
		Date To Be Mailed:	Sep 17, 2025
Received By:		**Date Received:**	Sep 18, 2025
Result Submitted By:		**Date Result Submitted:**	
Test Date:		**Sample Information:**	N/A
Comments:			
Edit Comments and Test Date			

Add File

Show 10 ⌄ entries

Name	Last Modified
	No data available in table

Showing 0 to 0 of 0 entries

- UCLA Flow Cross Match Evaluation Report
- UCLA Serum Evaluation Report

Submit Result

Actions: 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.

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

25. You may edit/modify your results as many times as needed before the due date.
   Note: The program will not allow you to enter or edit results after the due date has passed.

26. Please print a copy of the submitted results for your records.