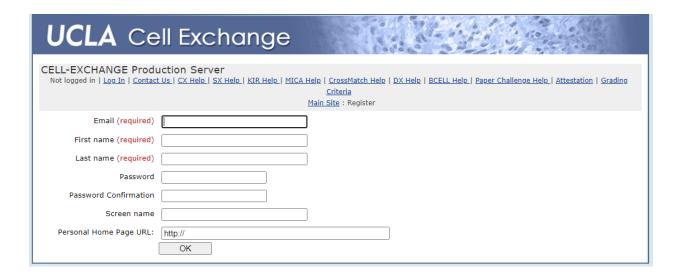


Instructions for online reporting of KIR Exchange results

- 1. Go to https://cell-exch.ctrl.ucla.edu/register
- Register as new user.





IMPORTANT: Your email address must be activated by an administrator <u>before</u> you can start entering data. Please email Arlene Locke at alocke@mednet.ucla.edu or Maria Cabarong at MCabarong@mednet.ucla.edu when you have completed your registration.

3. After your email address is activated, login at http://cell-exch.ctrl.ucla.edu/.



- 4. The next window will be the Main Site. This page lists the current exchange studies.
- 5. Use the "Search" feature to find an Exchange number to select or simply click on one of the listed Exchanges.



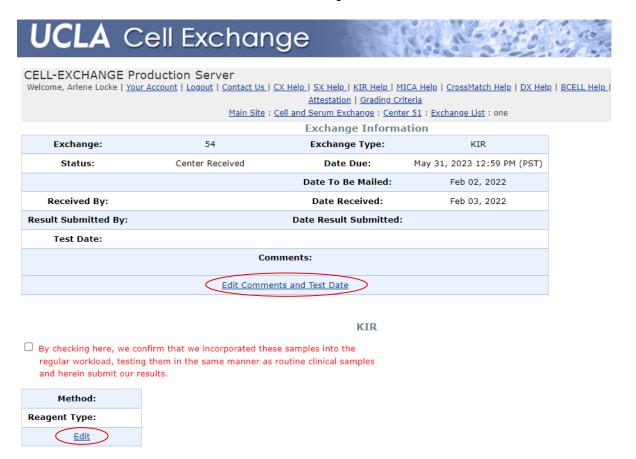
- The next screen will show the details for the Exchange selected: shipment status, shipment date, and due date.
 - a. To enter results, you must first click on "Acknowledge Shipment Received" (bottom left of screen).



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.



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 findings, sample issues, list techs performing test, etc.
- 9. 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 16).
- 10. Attestation statement (optional) you are not required to check off the box next to this statement.
- 11. Enter Method and Reagent type by clicking Edit (*required field).

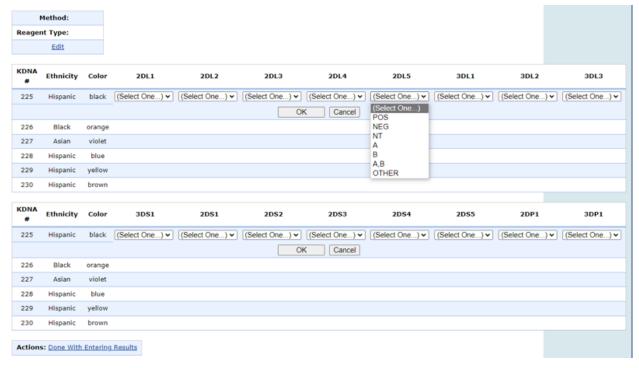
5/9/2023

12. To enter results, click on "Edit Results" for each sample.



Actions: Done With Entering Results

13. 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.



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

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

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

17. You may edit your results as many times as you wish before 11:59 pm (PST) of the due date. If you need to edit a result after the due date, please contact us. The program will not allow you to enter or edit results after the due date.

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

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