Instructions for online reporting of MICA Exchange results

The web site, **http://cell-exch.ctrl.ucla.edu**, works best in Firefox v.15+ or Internet Explorer 8+.

1. Go to https://cell-exch.ctrl.ucla.edu/.

2. Register as new user.

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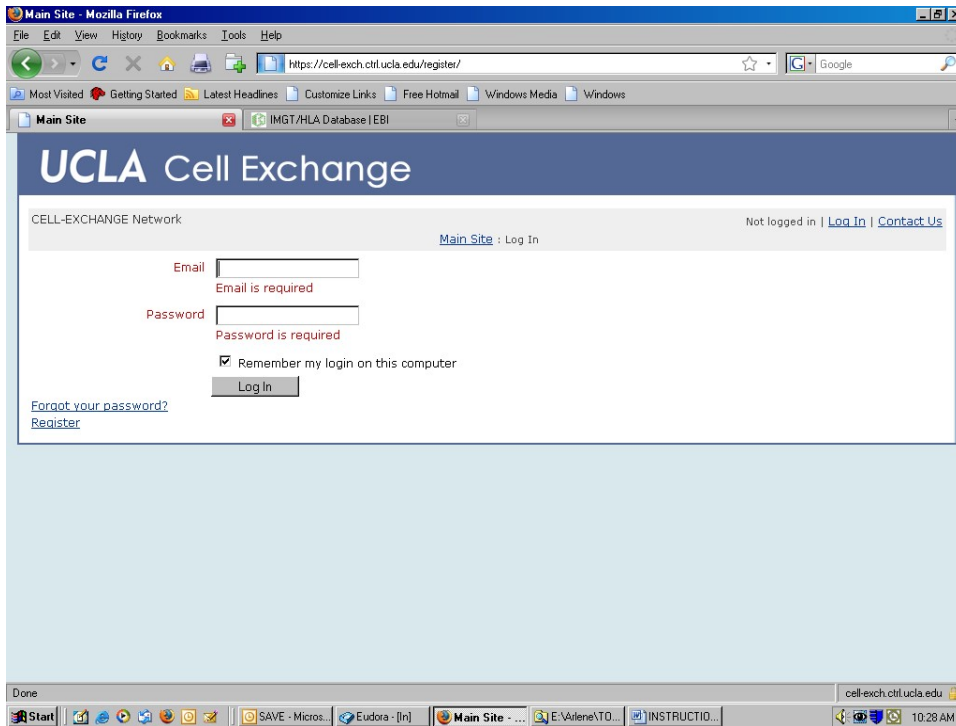
IMPORTANT: Your email address has to be activated by us, the administrators, <u>before</u> you can start entering data. Email Arlene at alocke@mednet.ucla.edu or Maria at MCabarong@mednet.ucla.edu when you have finished registering.

After your email address is activated,
1. Go to <u>http://cell-exch.ctrl.ucla.edu/</u> and log in.

2. The next window will be the Main Site. This page lists the current exchange studies.
3. Enter the MICA Exchange number, e.g., "**20**", in the Search box or click on the number under Exchange # (left column).

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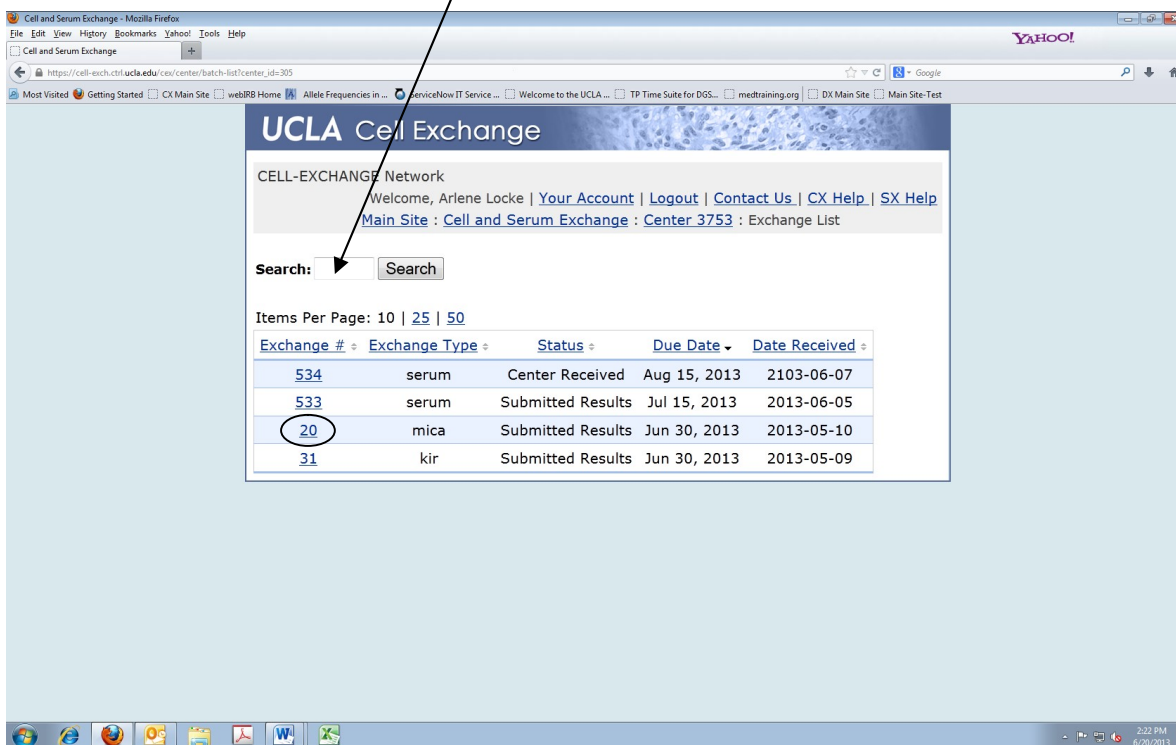
4. The next screen will have details for the exchange, shipment date, and due date.
  a) You must first click "Acknowledge Shipment Received" (in the lower left corner).
 b) In next screen, enter date of shipment received and hit OK.
        If you entered the date incorrectly, please contact us. Only the administrator can change the received date.
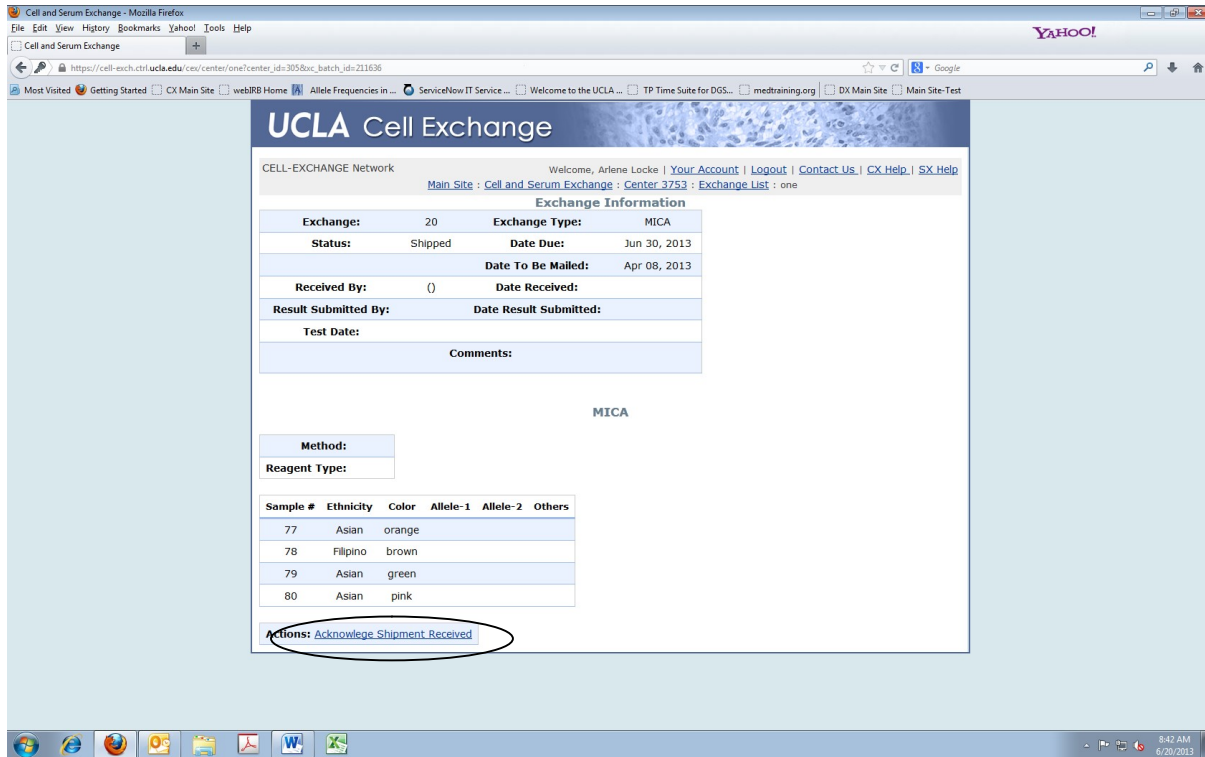

5. You will then return to the screen with the exchange details.
6. Click "Edit Comments and Test Date" to enter your test date or add comments (optional), i.e. new/additional alleles detected, sample issues, etc.
   The fields, "Results Submitted By" and "Date Results Submitted" will automatically be filled in with your email address and date once you hit "Done with Entering Results" (step 11).

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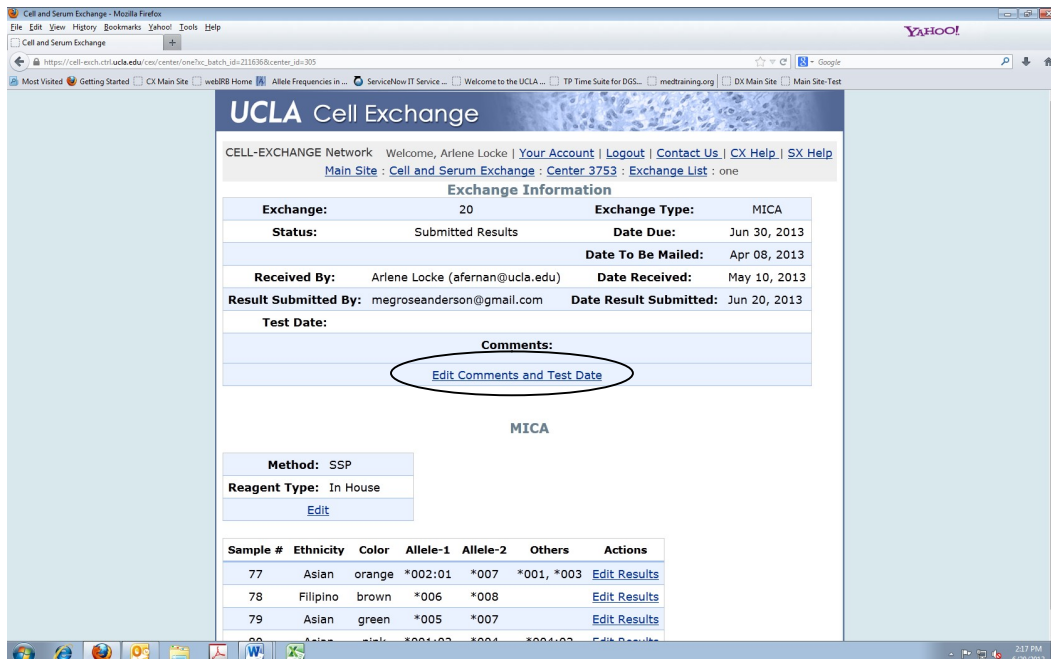
7. Enter Method and Reagent type by clicking Edit (*required field).
8. To enter results, click on "Edit Results" for each sample.
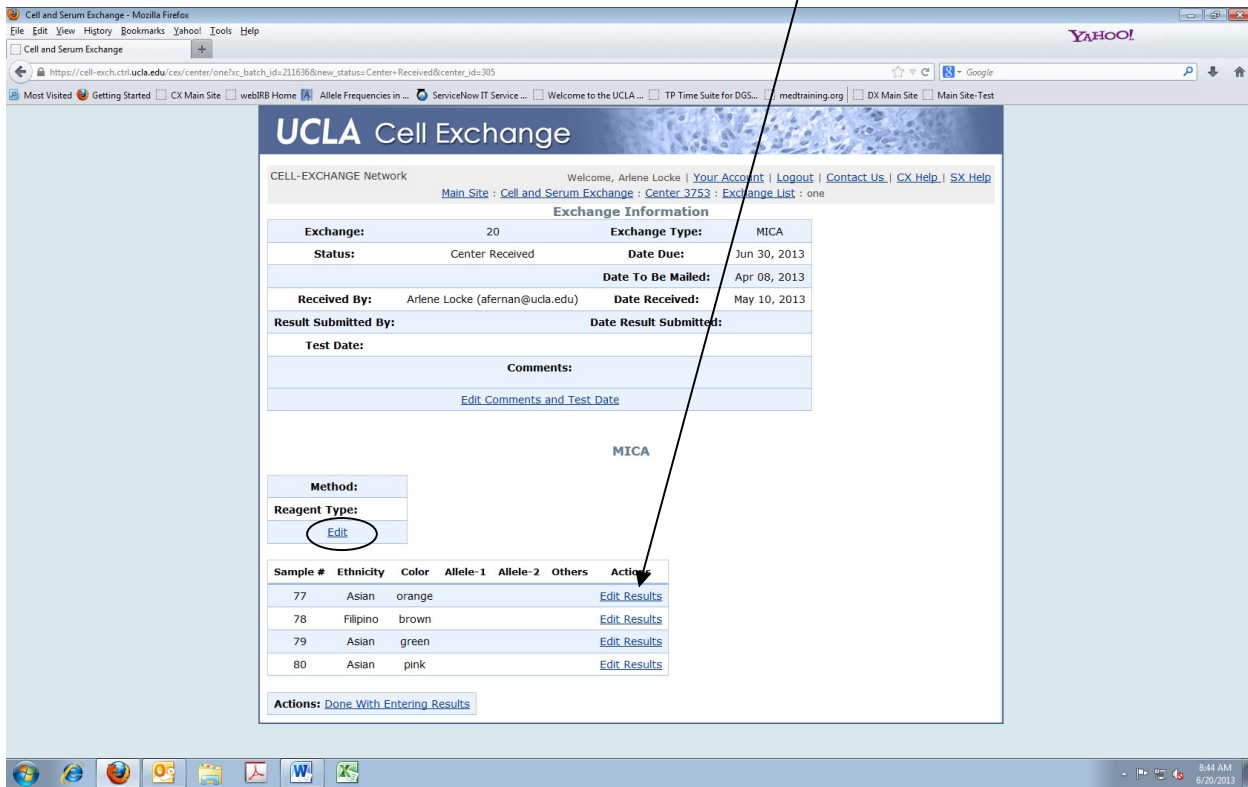
9. Enter subtypes. For example, 002:01, 007 (do not include asterisks). Use Tab button or mouse to move from field to field.

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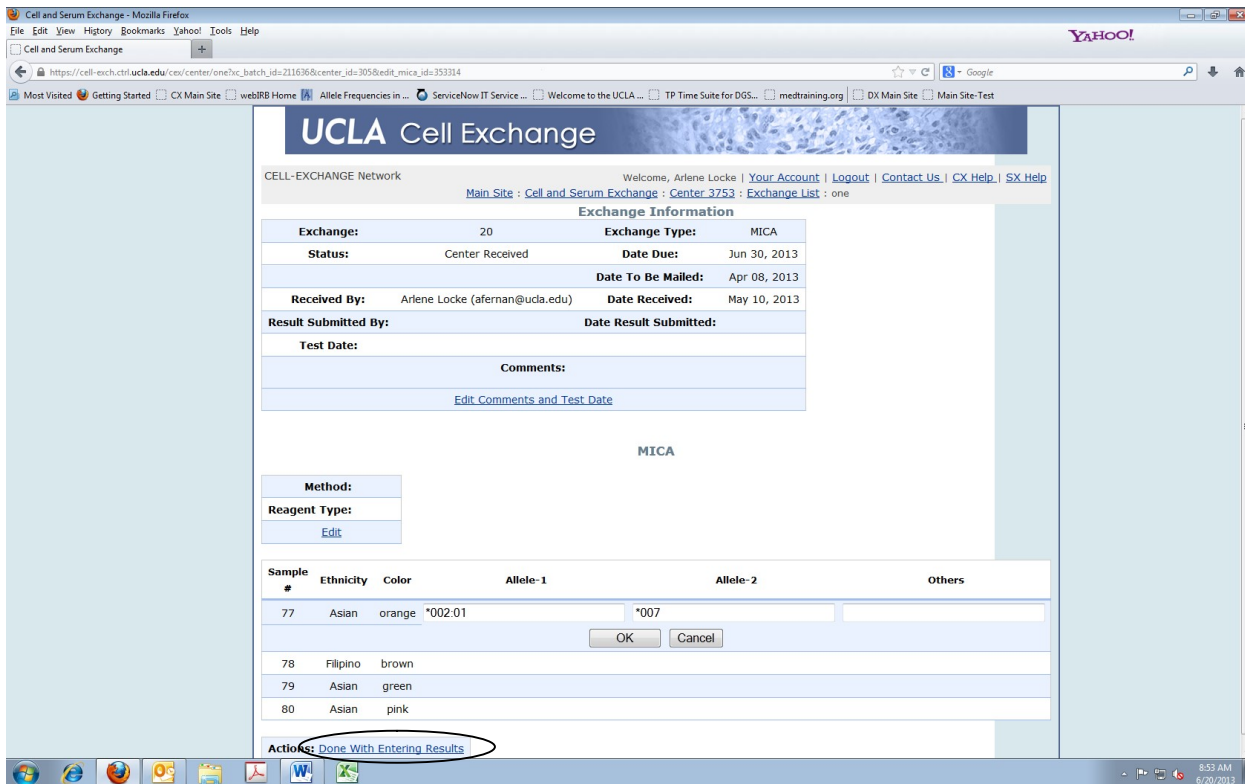
10. When finished, click OK. Next screen will show all 4 samples again; choose next sample number to enter next set of results.

11. 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. 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 has passed.

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

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