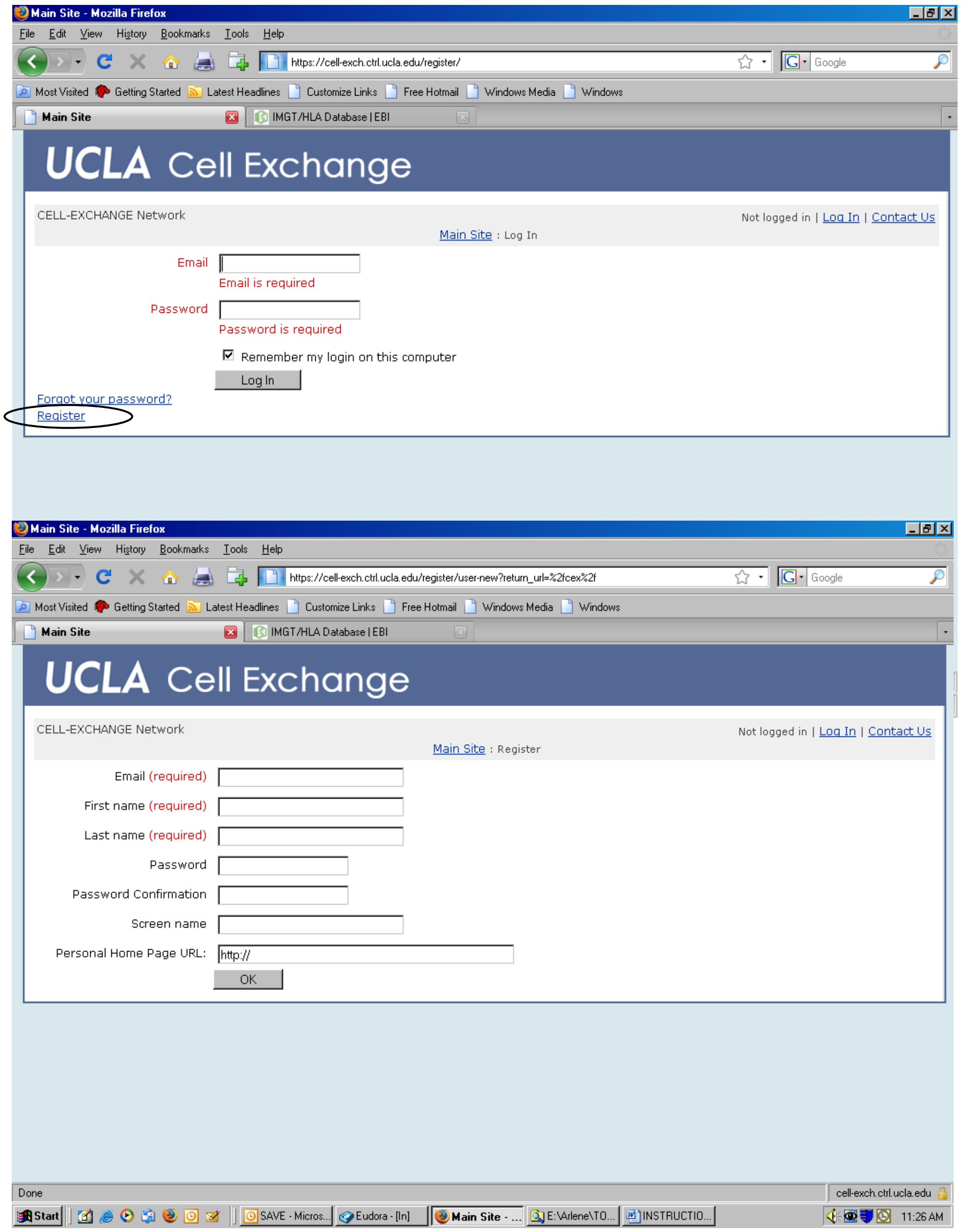
Instructions for reporting Flow Crosmatch Exchange Results

The web site, **https://cell-exch.ctrl.ucla.edu**, works best in the latest versions of Firefox (v. 47+), Chrome (v. 56+), and Internet Explorer (v.11+).

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

2. Click on Register to set up an account. 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.

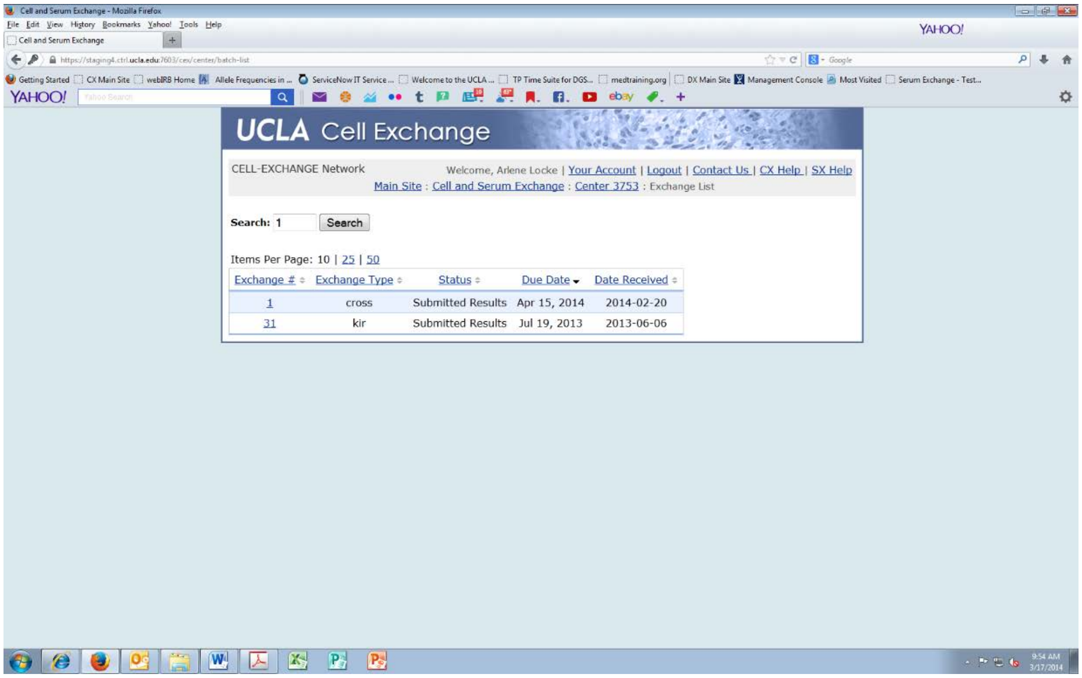


rev. 3/23/2018

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

4. The next window will be the Main Site. It will show the current exchange studies in which you are enrolled.

5. 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).

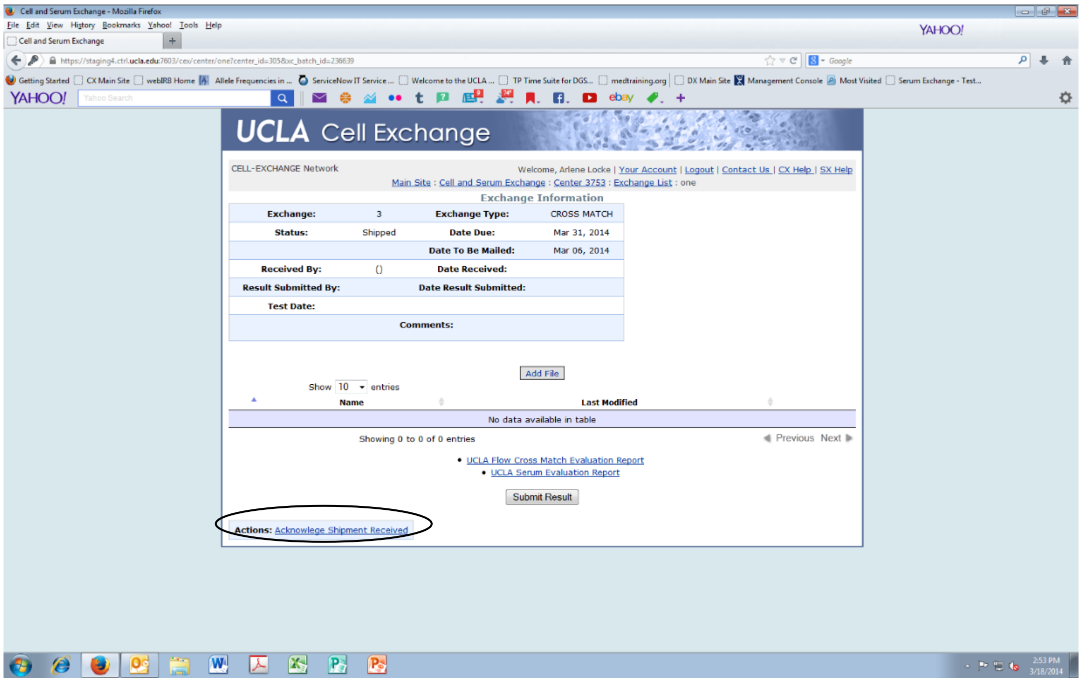


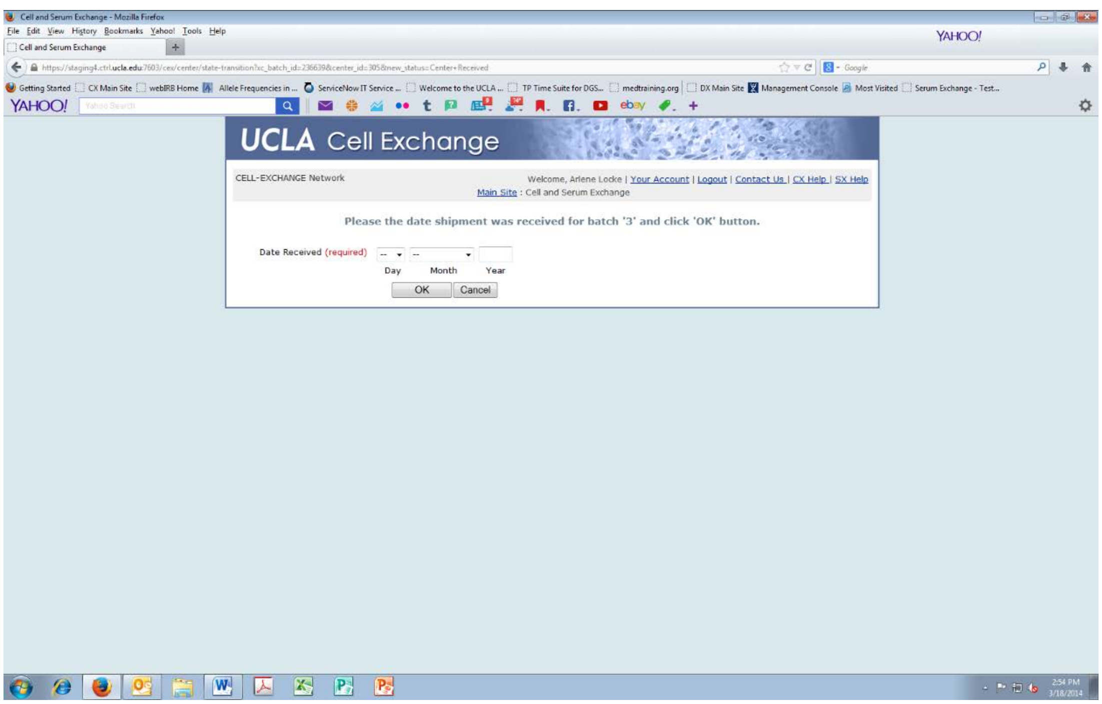
rev. 3/23/2018

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

7. Before entering results, you must click on “Acknowledge Shipment Received.”

8. 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.

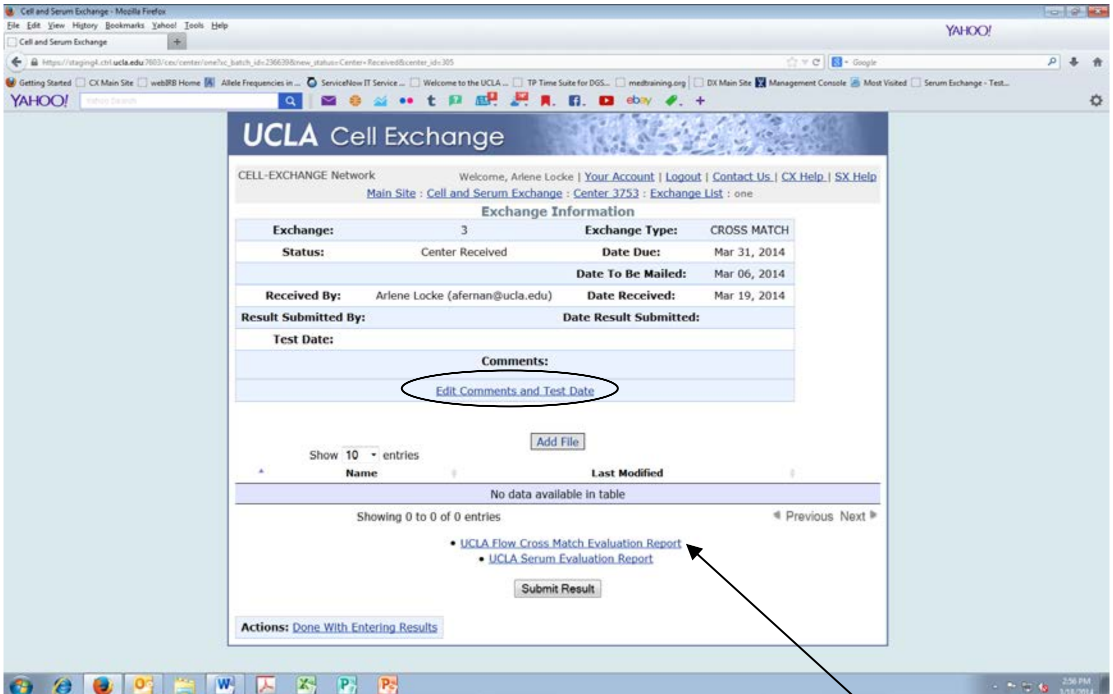




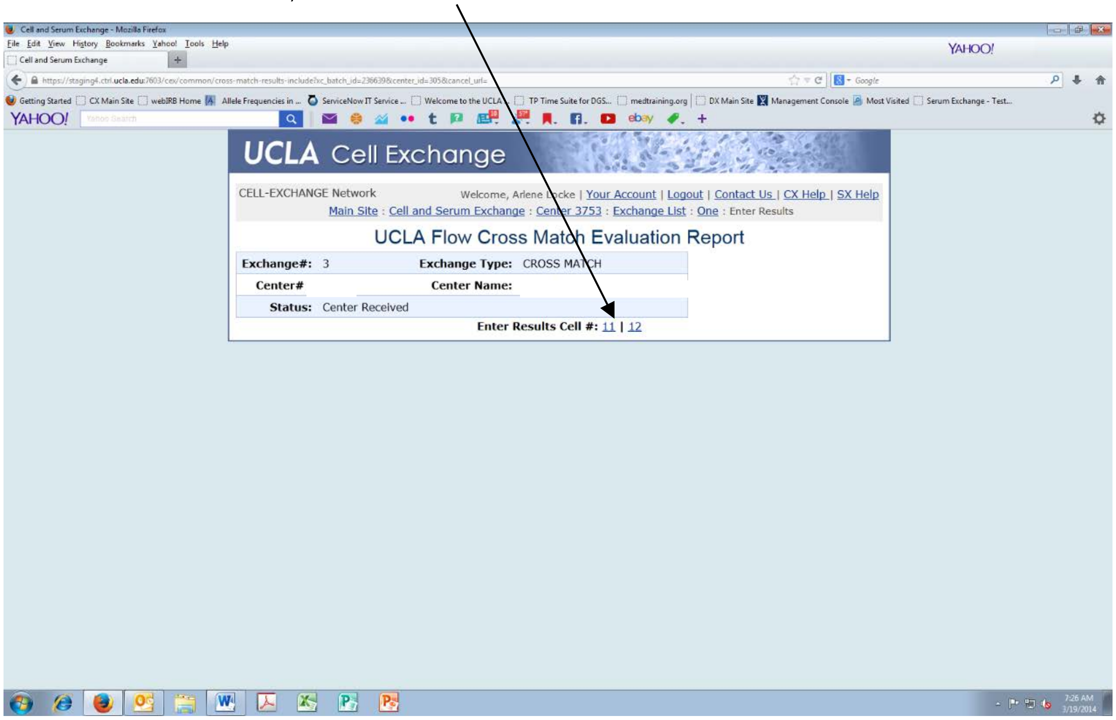
rev. 3/23/2018

9. 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.”

10. 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.

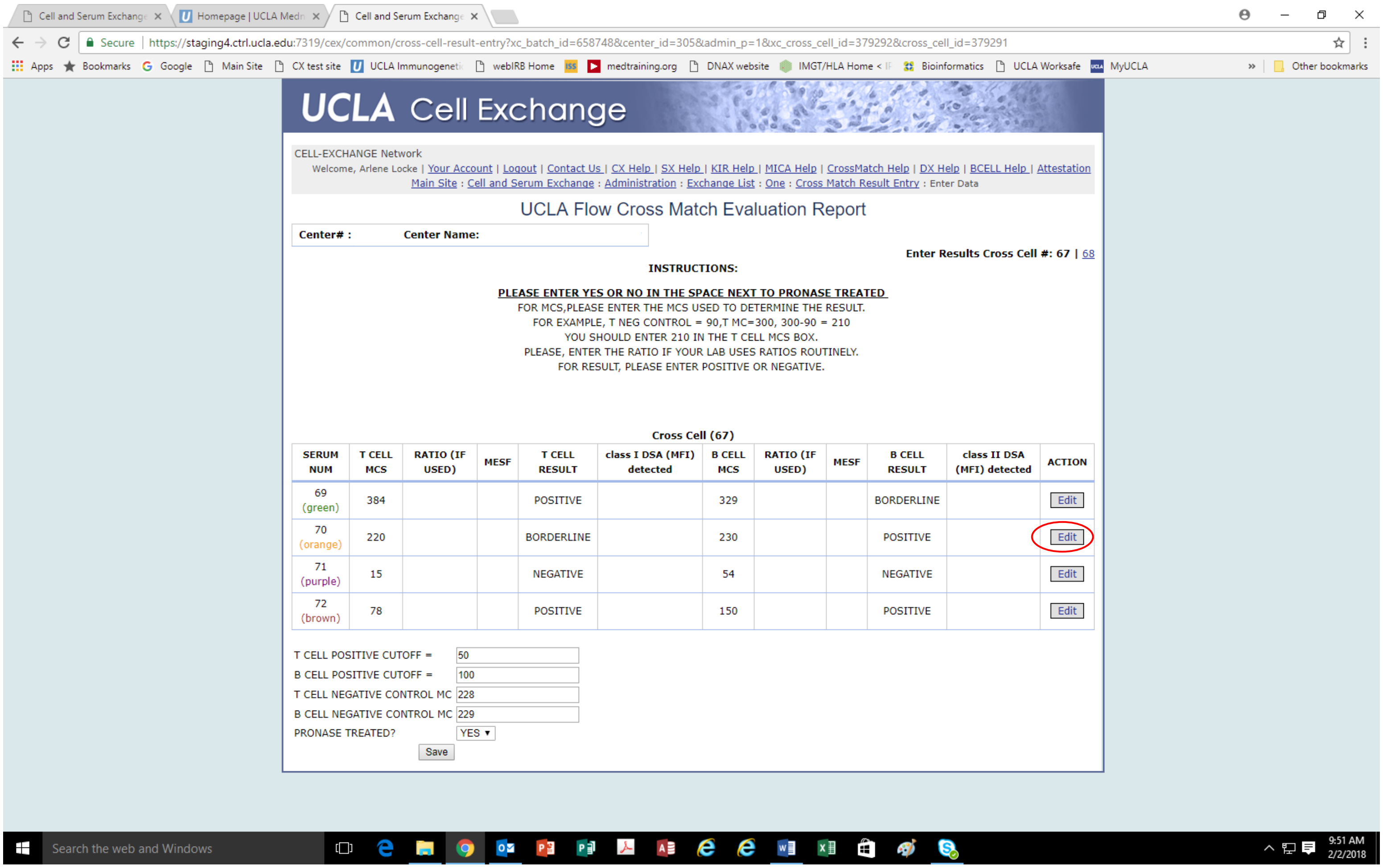


11. To enter Flow Cross Match results, click on UCLA Flow Cross Match Evaluation Report.
    a. In the next window, click on a cell # to enter results for that cell.



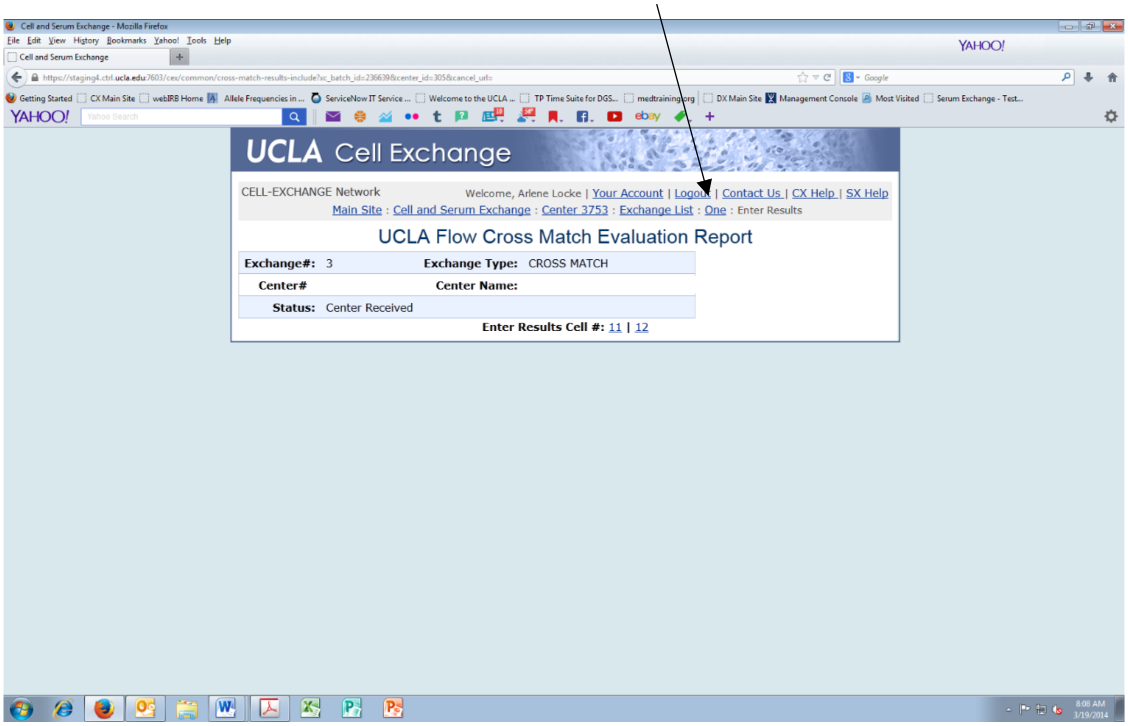
b. Click on “Edit” under “Actions” to enter results for each cell-serum combination (including DSA and DSA strength), then click “Save” to save the results for each sample number.

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

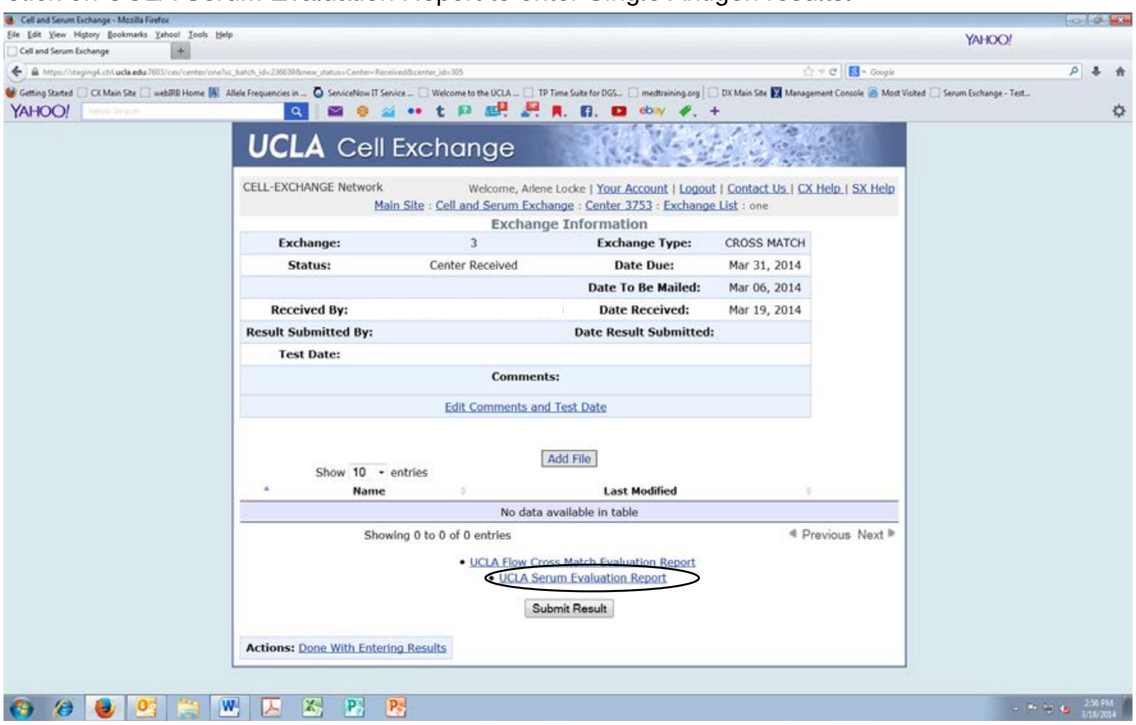


12. When you are done entering results for all 4 sera, click on “Save” on the bottom of the page to return to the main Flow Cross Match Evaluation Report page.
    Note: Results may be modified up until the due date.

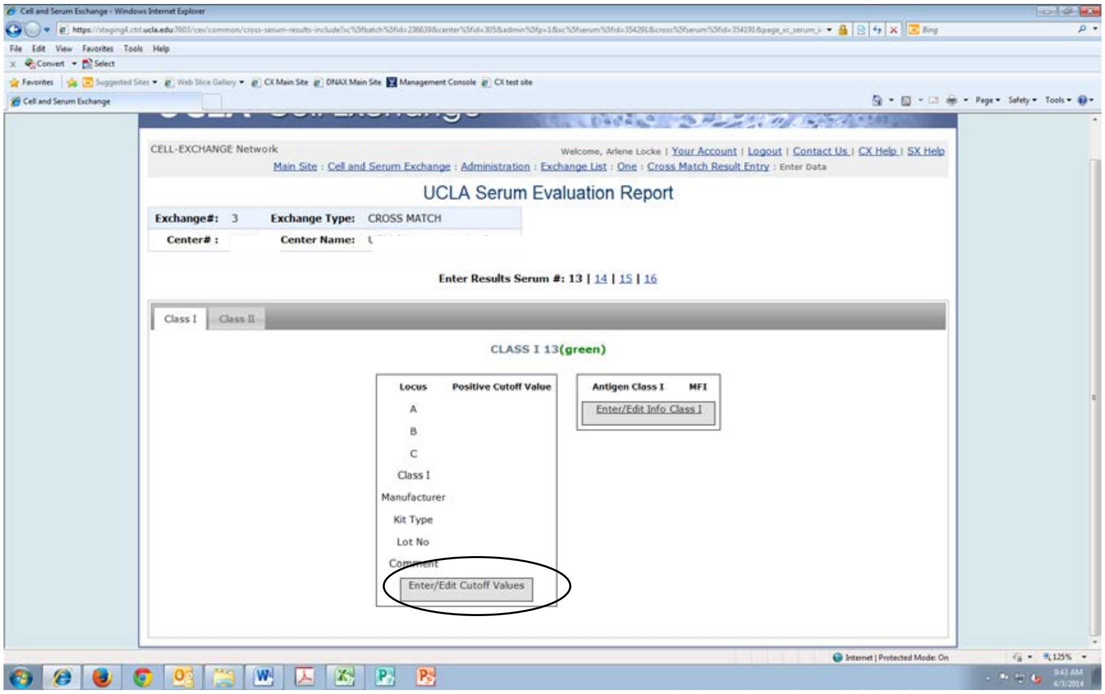
13. To return to the Exchange Information page, click on “One” at the top of the window.



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



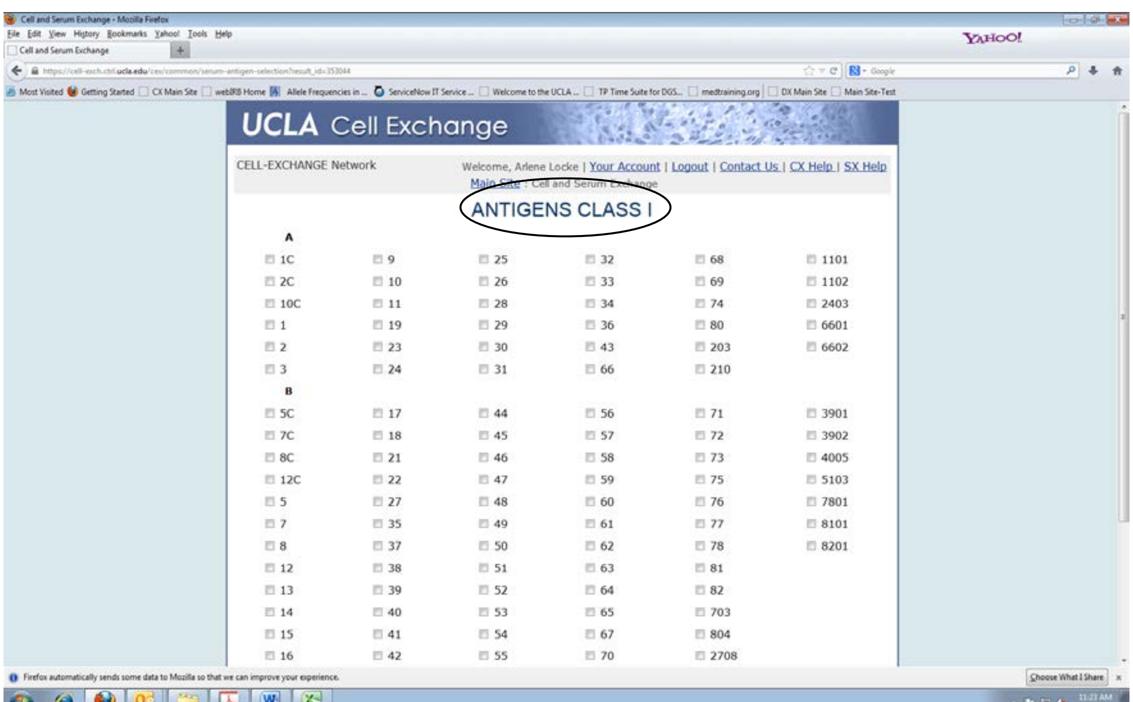
15. Next screen will be for entering data. It is defaulted to the first serum of each study. You can select a different serum by clicking the appropriate serum #.



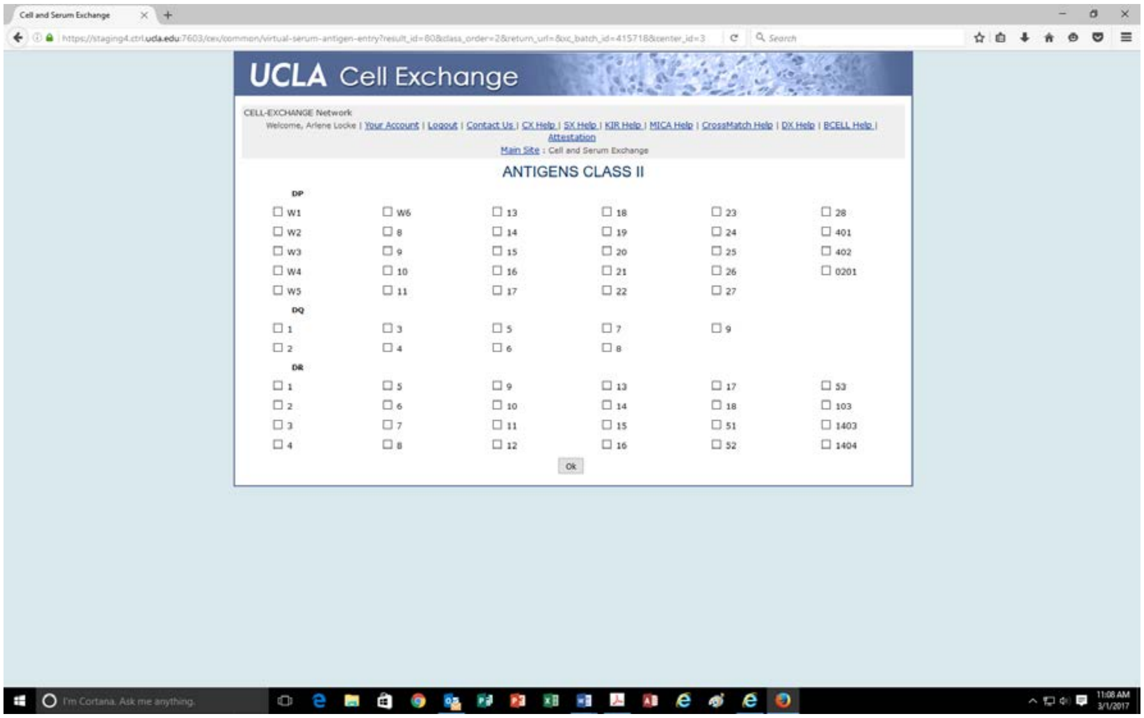
Note. The result entry screen is defaulted to the reporting of class I antigens.

16. Click on "Enter/Edit Cutoff Values" to enter cutoff values for each locus.

17. 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.



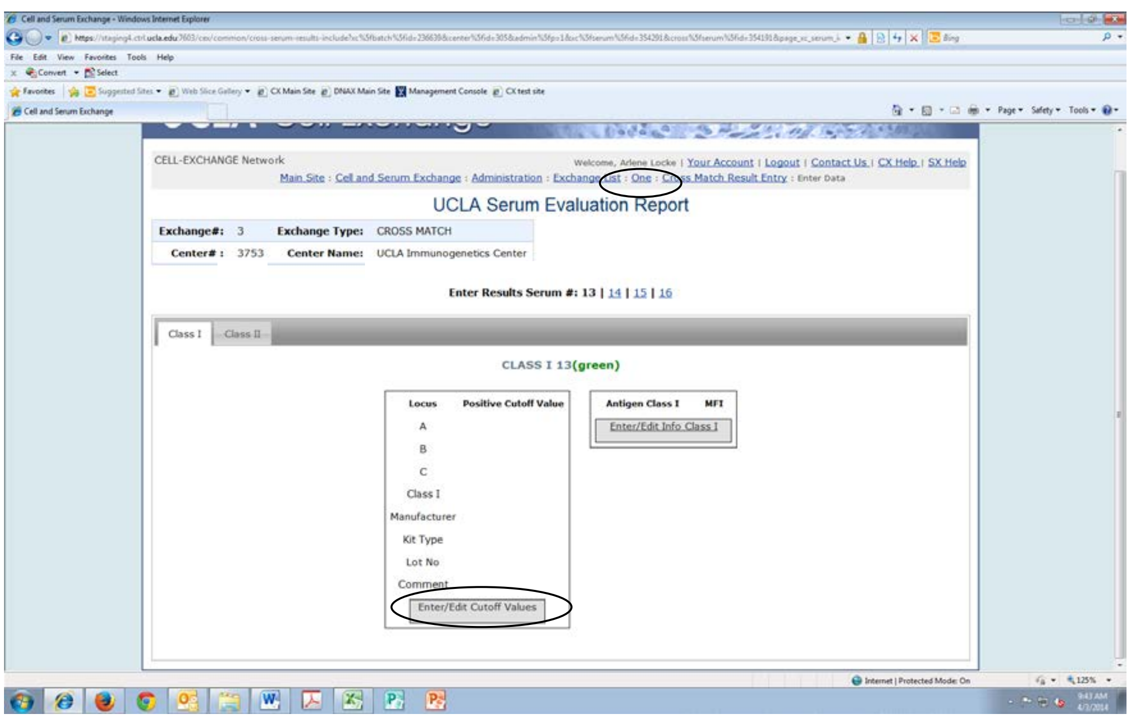
18. To enter class II antigens, click on the Class II tab. Click on "Enter/Edit Info Class II." Next screen will show list of all acceptable antigens for class II. Click OK when finished.



19. 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.

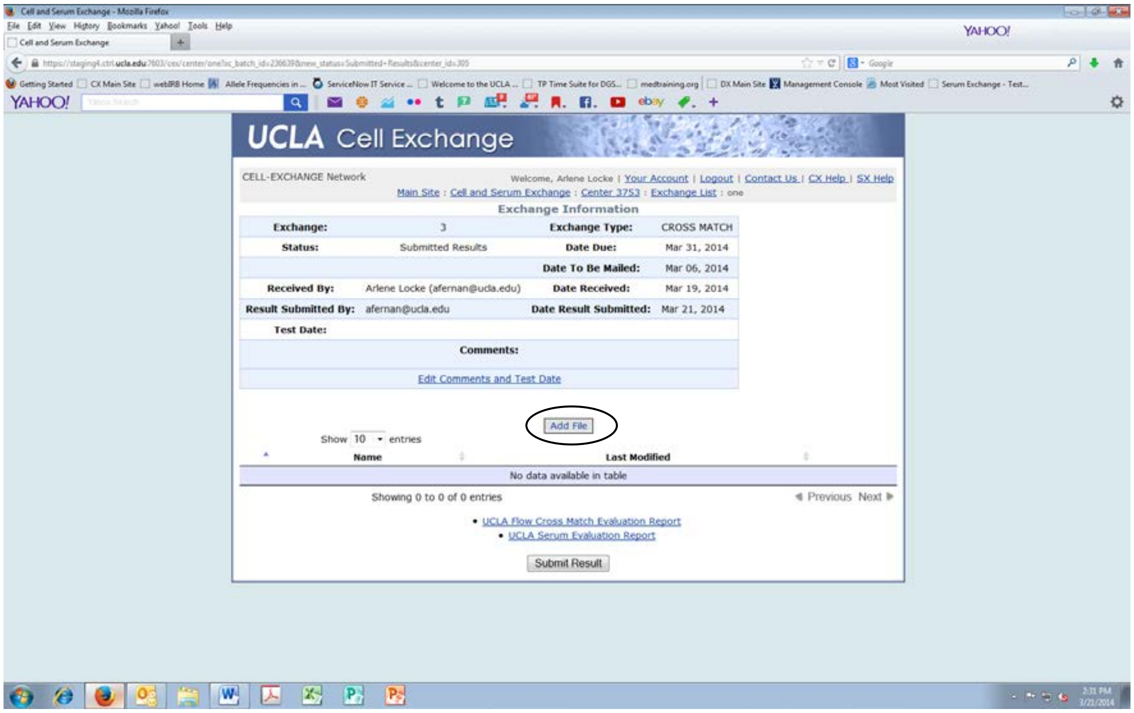
20. Please print a copy of the submitted results for your records.

21. Click on “One” at the top of the window, to return to the Exchange Information page.

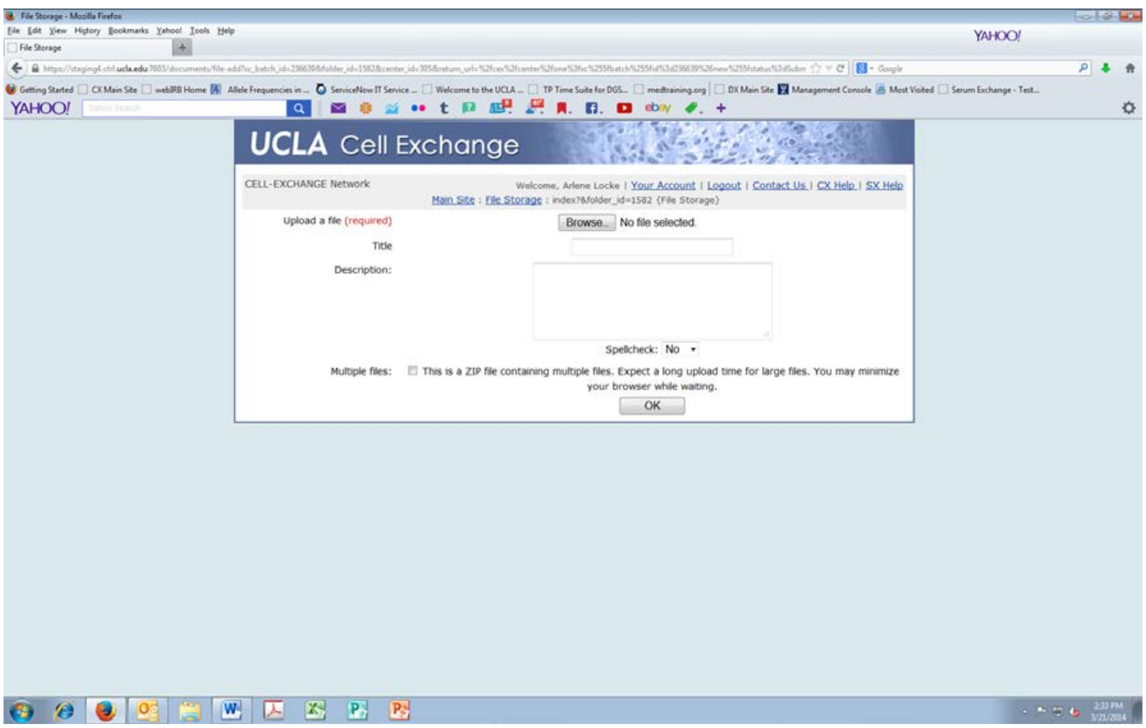


rev. 3/23/2018

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

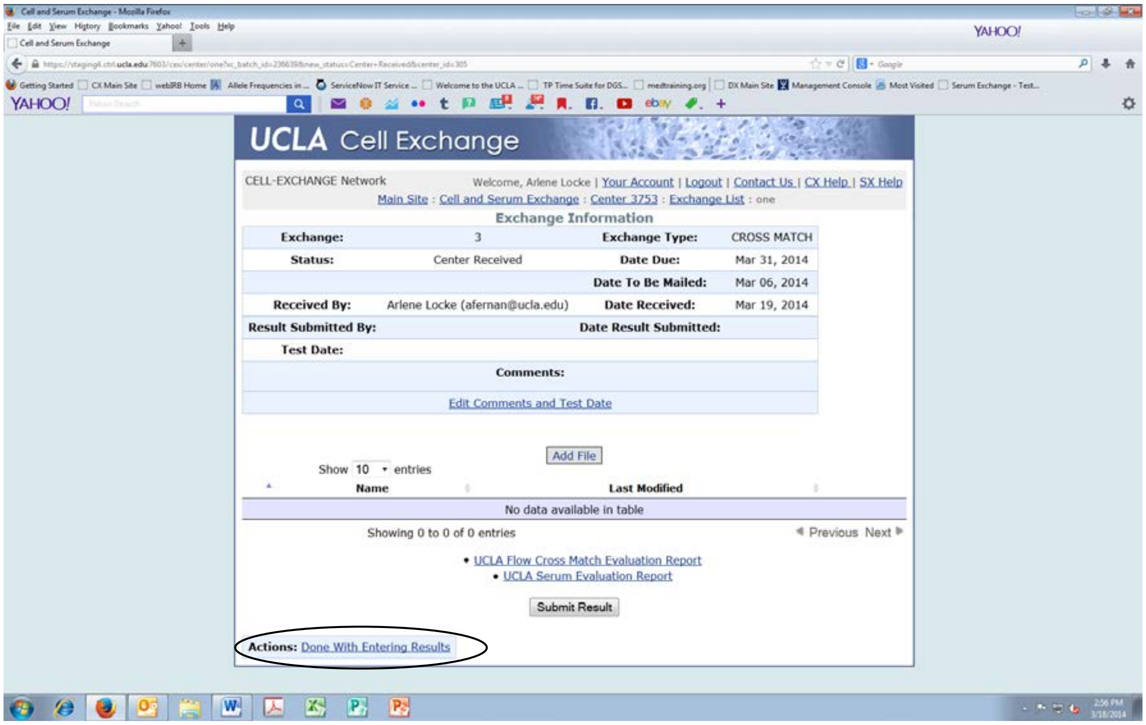


23. Use the “Browse” button to search for a file then, click OK to upload. This may take several minutes depending on the size of the file. Click on the file name to view file.



24. When you have completed all entries, click on “Done with Entering Results.” 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.
    *Exchange status will be updated to “Submitted”.

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



rev. 3/23/2018