

## Instructions for on-line reporting of B-cell line exchange results

The web site, <https://cell-exch.ctrl.ucla.edu>, works best in the latest versions of Firefox, Google Chrome, and 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](mailto:alocke@mednet.ucla.edu) or Maria Cabarong at [MCabarong@mednet.ucla.edu](mailto: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.

The screenshot shows the UCLA Cell Exchange website. The header includes the UCLA logo and 'Cell Exchange' text, followed by a navigation menu with links: Contact Us, SX Help, SX Result Upload, KIR Help, MICA Help, CrossMatch Help, CrossMatch Result Upload, BCELL Help, Paper Challenge, Attestation Statement, and Grading Criteria. Below the header, there is a 'Main Site : Log In' link. The login form contains fields for 'Email:' and 'Password:', a green 'Log In' button, and a yellow 'Forgot your password?' link. The 'Register' button is circled in red. At the bottom, there is a blue link that says 'Go to DNA Exchange'.

The screenshot shows the UCLA Cell Exchange website registration page. The header is identical to the login page. Below the header, there is a 'Main Site : Register' link. The registration form contains fields for 'Email', 'First name', 'Last name', 'Password', 'Re-type password', 'Screen name', and 'Personal Home Page URL:'. There is an 'OK' button at the bottom of the form.

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. This page lists the current exchange studies.
6. Enter the B-cell line Exchange, e.g., “**254**”, in the Search box or click on the number under Exchange # (left column).

The screenshot shows the UCLA Cell Exchange website interface. At the top, there's a header with the UCLA Cell Exchange logo and navigation links. Below the header, a user profile section displays the user's name (Arlene Locke) and their center (Center No 3753). A search bar is present with the text "Search:" and a "Search" button. Below the search bar, a table titled "Center's 5 recent batches" lists exchange information. The table has five columns: Exchange #, Exchange Type, Status, Due Date, and Date Received. The second row, corresponding to exchange # 254, is circled in red.

Exchange #	Exchange Type	Status	Due Date	Date Received
383	cdna	Submitted Results	Dec 31, 2014	Dec 04, 2014
254	bcell	Shipped	Dec 31, 2014	
384	cdna	Shipped	Dec 31, 2014	

7. 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 enter the date incorrectly, please contact us. Only the administrator can change the received date.

UCLA Cell Exchange

CELL-EXCHANGE Network

Welcome, Arlene Locke | [Your Account](#) | [Logout](#) | [Contact Us](#) | [CX Help](#) | [SX Help](#)

Main Site : [Cell and Serum Exchange](#) : Center 3753 : Exchange List : one

Exchange Information

Exchange:	254	Exchange Type:	BCELL
Status:	Shipped	Date Due:	Dec 31, 2014
		Date To Be Mailed:	Dec 06, 2014
Received By:	( )	Date Received:	
Result Submitted By:		Date Result Submitted:	
Test Date:			
Comments:			

Reagent Type and Method

Method:

Reagent Type:

[Edit](#)

Please select the resolution of your results

☐ High Resolution ☐ Low Resolution ☐ Both High & Low Resolution

[Ok](#) [Submit Result](#)

Actions: [Acknowledge Shipment Received](#)

UCLA Cell Exchange

CELL-EXCHANGE Network

Welcome, Arlene Locke | [Your Account](#) | [Logout](#) | [Contact Us](#) | [CX Help](#) | [SX Help](#)

Main Site : [Cell and Serum Exchange](#)

Please the date shipment was received for batch '254' and click 'OK' button.

Date Received (required)

Day: 26 Month: 12 Year: 2014

[OK](#) [Cancel](#)

8. You will then return to the screen with the exchange details
9. Click “Edit Comments and Test Date” to enter your test date or add comments, i.e. shipment condition, problems, etc. You do not have to use this option.
10. Enter Method and Reagent type by clicking Edit

The screenshot shows a web browser window displaying the UCLA Cell Exchange interface. The page title is "UCLA Cell Exchange". Below the header, there is a navigation bar with links: "Main Site", "Cell and Serum Exchange", "Center 3753", and "Exchange List". The main content area is titled "Exchange Information" and contains a table with the following data:

<b>Exchange:</b>	354	<b>Exchange Type:</b>	BCELL
<b>Status:</b>	Center Received	<b>Date Due:</b>	Dec 31, 2014
<b>Received By:</b>	Arlene Locke (alferman@ucla.edu)	<b>Date To Be Mailed:</b>	Dec 06, 2014
<b>Result Submitted By:</b>		<b>Date Received:</b>	Nov 06, 2014
<b>Test Date:</b>		<b>Date Result Submitted:</b>	

Below the table, there is a "Comments:" section with a text input field and a button labeled "Edit Comments and Test Date". An arrow points from the instruction "Click 'Edit Comments and Test Date'" to this button. Below the comments section, there is a "Reagent Type and Method" section with a "Method:" dropdown menu and a "Reagent Type:" dropdown menu. An arrow points from the instruction "Enter Method and Reagent type by clicking Edit" to the "Edit" button below these dropdowns. At the bottom of the form, there is a section titled "Please select the resolution of your results" with three radio buttons: "High Resolution", "Low Resolution", and "Both High & Low Resolution". The "Both High & Low Resolution" option is selected. There are "Ok" and "Submit Result" buttons. At the very bottom, there is a link "Actions: Done With Entering Results".

11. Select the resolution type to report (high, low, or both), then Click OK. Sample numbers will then appear on the bottom.
12. Click on a sample number to report results for that sample.

UCLA Cell Exchange

CELL-EXCHANGE Network

Welcome, Arlene Locke | [Your Account](#) | [Logout](#) | [Contact Us](#) | [CX Help](#) | [SX Help](#)

Main Site : [Cell and Serum Exchange](#) : Center 3753 : [Exchange List](#) : one

Exchange Information

Exchange:	254	Exchange Type:	BCELL
Status:	Center Received	Date Due:	Dec 31, 2014
		Date To Be Mailed:	Dec 06, 2014
Received By:	Arlene Locke (afeman@ucla.edu)	Date Received:	Nov 06, 2014
Result Submitted By:		Date Result Submitted:	
Test Date:			
Comments:			
<a href="#">Edit Comments and Test Date</a>			

Reagent Type and Method

Method:

Reagent Type:

[Edit](#)

Please select the resolution of your results

☐ High Resolution ☐ Low Resolution ☒ Both High & Low Resolution

[OK](#)

Alleles entered for BCELL Class I#

[Ter 507](#) | [Ter 508](#)

[Submit Result](#)

Actions: [Done With Entering Results](#)

13. The program is defaulted to class I. To enter class II results, click on the class II tab.

The screenshot shows the UCLA Cell Exchange website interface. At the top, there's a navigation bar with links like 'Your Account', 'Logout', 'Contact Us', etc. Below this, the 'UCLA Cell Exchange' header is visible. The main content area shows 'CELL-EXCHANGE Network' and 'Welcome, Arlene Locke'. A sidebar on the left displays 'BCELL # 509', 'Ethnicity: Caucasian', 'Center #: 222', and 'BCell #: 1509 1510'. In the center, there are two tabs: 'Class I' and 'Class II'. An arrow points to the 'Class II' tab, indicating it should be selected. Below the tabs is a table with columns: 'Locus', 'Low Resolution', 'High Resolution', and 'Other Alleles'. The table lists loci A, B, C and their corresponding alleles. A search bar is located to the right of the table. At the bottom, there's a section for 'Locus Other Alleles Actions' with a note 'No Extra Alleles Have Been Added'.

14. To enter results for each locus, click on the pencil image to highlight the field. Type in the allele you wish to report. Do not include asterisks or the locus name. For example, enter 02:01, not A\*02:01. A list of possible alleles will then appear. The list becomes shorter and better defined as more digits are entered. Click on the allele to be reported.

**Note:** When entering results for DRB3/4/5, you must specify the subtype and include an asterisk. For example, enter 3\*02:02 or 4\*01:01 to specify DRB3\*02:02 or DRB4\*01:01.

UCLA Cell Exchange

CELL-EXCHANGE Network

Welcome, Arlene Locke | [Your Account](#) | [Logout](#) | [Contact Us](#) | [CX Help](#) | [SX Help](#) | [KIR Help](#) | [MICA Help](#) | [DX Help](#) | [BCELL Help](#) | [Attestation](#)

[Back to Exchange Center Information Page](#)

BCELL # 509 (pink)

Ethnicity Caucasian

Center# 222

BCell# 1502 1510

[Class I](#) | [Class II](#)

Locus	Low Resolution	High Resolution	Other Alleles
DRB1			<a href="#">Other Alleles</a>
DRB1			<a href="#">Other Alleles</a>
DRB3/4/5		3*02:02	<a href="#">Other Alleles</a>
DRB3/4/5		3*02:02:01	<a href="#">Other Alleles</a>
DRB3/4/5		3*02:02:01:01	<a href="#">Other Alleles</a>
DRB3/4/5		3*02:02:01:02	<a href="#">Other Alleles</a>
DQA1		3*02:02:01G	<a href="#">Other Alleles</a>
DQA1			<a href="#">Other Alleles</a>
DQB1			<a href="#">Other Alleles</a>
DQB1			<a href="#">Other Alleles</a>
DPA1			<a href="#">Other Alleles</a>

15. To report alleles that could not be ruled out, click on “Other Alleles” to enter those alleles. For multiple entries, click on “Other Alleles” again to enter another allele. Allele strings may also be entered in the Comments section found on the Exchange Center Information page. **Note:** Results reported under “Other Alleles” will not be graded.

UCLA Cell Exchange

CELL-EXCHANGE Network

Welcome, Arlene Locke | [Your Account](#) | [Logout](#) | [Contact Us](#) | [CX Help](#) | [SX Help](#) | [KIR Help](#) | [MICA Help](#) | [DX Help](#) | [BCELL Help](#) | [Attestation](#)

[Back to Exchange Center Information Page](#)

BCELL # 509 (pink)

Ethnicity Caucasian

Center# 222

BCell# 1502 1510

[Class I](#) | [Class II](#)

**Adding Other Alleles**

Locus (required) A

Other Alleles (required) 02

02  
02:01  
02:01:01  
02:01:01:01

Add Close

Other Alleles

Locus Other Alleles Actions

No Extra Alleles Have Been Added

16. For loci presumed to be homozygous, the allele must be entered twice, e.g. A\*02, A\*02.
17. Entering Results for DRB3/4/5:
  - a. If homozygosity is confirmed, the allele must be entered twice.
  - b. If homozygosity cannot be confirmed, do not enter the allele twice. Enter “NT” for the second allele to indicate only one copy of the allele was typed; this will be scored as NG – not graded.
  - c. Enter NP (not present) to indicate the DRB1 allele lacks the DRB3/4/5 allele.
18. Allele entry includes NEW (for allele variants), FTA (failed to amplify), NP (Not Present for DRB3/4/5 fields), and NT (Not Typed).
19. Fields left blank will be listed as “NT” on the performance summary and scored as NG (not graded).
20. To enter results for the next sample, click on the sample number on the left of the screen.
21. When you have finished entering results for both samples, click on “Back to Exchange Information Page” (top left of the screen) to return to the page with the exchange details.

UCLA Cell Exchange

CELL-EXCHANGE Network  
Welcome, Arlene Luque | [Your Account](#) | [Logout](#) | [Contact Us](#) | [CX Help](#) | [SX Help](#) | [KIR Help](#) | [MICA Help](#) | [DX Help](#) | [BCELL Help](#) | [Attestation](#)  
[Main Site](#) : Cell and Serum Exchange

[Back to Exchange Center Information Page](#)

BCELL # 509 (pink)  
Ethnicity **Caucasian**  
Center# **222**  
BCell# [1509](#) | [1510](#)

[Class I](#) | [Class II](#)

Search:

Locus	Low Resolution	High Resolution	Other Alleles
A	<input type="text"/>	<input type="text"/>	<a href="#">Other Alleles</a>
A	<input type="text"/>	<input type="text"/>	<a href="#">Other Alleles</a>
B	<input type="text"/>	<input type="text"/>	<a href="#">Other Alleles</a>
B	<input type="text"/>	<input type="text"/>	<a href="#">Other Alleles</a>
C	<input type="text"/>	<input type="text"/>	<a href="#">Other Alleles</a>
C	<input type="text"/>	<input type="text"/>	<a href="#">Other Alleles</a>

[Other Alleles](#)

Locus Other Alleles Actions  
No Extra Alleles Have Been Added



22. 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. 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.

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

UCLA Cell Exchange

CELL-EXCHANGE Network

Welcome, Arlene Locke | [Your Account](#) | [Logout](#) | [Contact Us](#) | [CX Help](#) | [SX Help](#)

Main Site : [Cell and Serum Exchange](#) : Center 3753 : [Exchange List](#) : one

Exchange Information

Exchange:	254	Exchange Type:	BCELL
Status:	Center Received	Date Due:	Dec 31, 2014
		Date To Be Mailed:	Dec 06, 2014
Received By:	Arlene Locke (aferman@ucla.edu)	Date Received:	Nov 06, 2014
Result Submitted By:		Date Result Submitted:	
Test Date:			
Comments:			
<a href="#">Edit Comments and Test Date</a>			

Reagent Type and Method

Method:

Reagent Type:

[Edit](#)

Please select the resolution of your results

☐ High Resolution ☐ Low Resolution ☒ Both High & Low Resolution

[OK](#)

Alleles entry for BCELL Class I#

[Ter 507](#) | [Ter 508](#)

[Submit Result](#)

Actions: [Done With Entering Results](#)