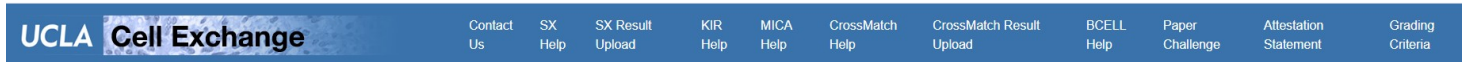


Instructions for on-line reporting of SERUM EXCHANGE results

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:
 - a) one lower case letter
 - b) one upper case letter
 - c) one number
 - d) 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.



Main Site : Log In

Email:

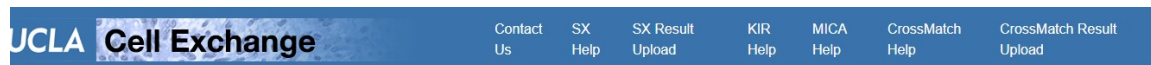
Password:

Log In

Forgot your password?

Register

[Go to DNA Exchange](#)



Main Site : Register

Email

First name

Last name

Password

Re-type password

Screen name

Personal Home Page URL:

OK

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, with the current exchange studies in which you are participating:

UCLA Cell Exchange

CELL-EXCHANGE Network

Welcome, M Lau | [Your Account](#) | [Logout](#) | [Contact Us](#)

[Main Site](#) : Cell and Serum Exchange
Center No 3753

Lab Name:
Institution: UCLA Immunogenetics Center
Services:

[List all](#)
Center's 5 recent batches

Search:

Exchange #	Exchange Type	Status	Due Date	Date Received
357	cell	Submitted Results	Jun 30, 2011	Apr 08, 2011
514	serum	Center Received	Jun 15, 2011	Feb 07, 2011
358	cell	Submitted Results	May 31, 2011	May 05, 2011
513	serum	Shipped	Apr 15, 2011	

6. Enter in the Serum Exchange number, e.g., “513.” in the Search box or click on the number under Exchange # (left column).

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

Search: 513

Items Per Page: 10 | 25 | 50

Exchange #	Exchange Type	Status	Due Date	Date Received
513	serum	Shipped	Apr 15, 2011	

7. The next screen will have details for this Serum Exchange, shipment date, due date.

The screenshot shows the 'UCLA Cell Exchange' web application in a Mozilla Firefox browser. The page displays exchange information for a serum shipment. The exchange ID is 513, and the status is 'Shipped'. The date due is April 15, 2011, and the date to be mailed is November 10, 2010. The received by field is empty. The result submitted by and test date fields are also empty. A 'Comments' section is present, and the word 'Serum' is displayed below the table. At the bottom, there is an 'Actions' section with a link labeled 'Acknowledge Shipment Received'.

Exchange Information	
Exchange:	513
Exchange Type:	serum
Status:	Shipped
Date Due:	Apr 15, 2011
Date To Be Mailed:	Nov 10, 2010
Received By:	()
Date Received:	
Result Submitted By:	
Date Result Submitted:	
Test Date:	
Comments:	

Serum

Actions: [Acknowledge Shipment Received](#)

- a) Before entering results, you must first click “**Acknowledge Shipment Received.**”
b) Enter 'date of shipment received' in the next screen, then hit OK.
Note: If you enter the date incorrectly, please contact us. Only the administrator can modify the date.

The screenshot shows the 'UCLA Cell Exchange' web application in a Mozilla Firefox browser. A dialog box is displayed with the title 'UCLA Cell Exchange' and the text 'Please the date shipment was received for batch "3" and click "OK" button.' The dialog box contains a 'Date Received (required)' field with dropdown menus for Day, Month, and Year. Below the field are 'OK' and 'Cancel' buttons.

UCLA Cell Exchange

CELL-EXCHANGE Network

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Main Site : Cell and Serum Exchange

Please the date shipment was received for batch "3" and click "OK" button.

Date Received (required) -- -- --
Day Month Year

OK Cancel

8. You will then return to the screen with the exchange details.
 - a. There is an option, "Edit Comments and Test Date" to enter in your test date, add comments, e.g. shipment condition, problems, etc. You do not have to use this option.
 - b. 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 28)
9. In next screen, select method type from the drop-down menu.
10. Then click "Start Entering Data."

UCLA Cell Exchange

CELL-EXCHANGE Network

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

Exchange Information

Exchange:	513	Exchange Type:	serum
Status:	Submitted Results	Date Due:	Jun 15, 2011
		Date To Be Mailed:	Nov 10, 2010
Received By:	M Lau (marielau@ucla.edu)	Date Received:	Feb 04, 2011
Result Submitted By:	marielau@ucla.edu	Date Result Submitted:	May 19, 2011
Test Date:			
Comments:			
Edit Comments and Test Date			

Method: (Select One) Start Entering Data

NIH-Std
NIH-Ext
Luminex
Flow cytometry
Antiglobulin
Elisa
Other

Done

cell-exch.ctrl.ucla.edu

11. The next screen is the data entry page. It is defaulted to the first serum of each study.
You can select a different serum by clicking the appropriate serum #.

12. In this example, Luminex is the chosen method.

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[Main Site](#) : [Cell and Serum Exchange](#) : [Administration](#) : [Exchange List](#) : [One](#) : [Serum Result Entry](#) : Enter Data for Luminex

Exchange#: 534 Exchange Type: serum
Center#: 3753 Center Name: UCLA Immunogenetics Center
Status: Pending Shipment

Serum Entry for method : Luminex - SN# 1129
Enter Results Serum #: 1129 | [1130](#) | [1131](#) | [1132](#)

Class I | Class II

Panel Size: % Positive All:

%8 Pos Each Antigen	Antigen	++	FP	FN	--	Per Inclusion (%)	MFI
+						100	

Enter Results Serum #: 1129 | [1130](#) | [1131](#) | [1132](#)

13. To enter Panel Size and %Positive All, click on "Enter/Edit Info Above" (middle of screen). In the pop-up window, enter the data, then click Submit.

Note: Enter in the %Positive All" field:

- "C" if sample is contaminated
- "NT" for not tested
- "???" for undefined
- "Multi" for multispecific
- "0" if sample is non-reactive

14. The result entry screen is defaulted to the reporting of class I antigens. Click on "Enter/Edit Antigen Entries Class I."
- a. Note: For Luminex, you will be prompted to enter MFI data. If you do not wish to enter MFI's, click on "Disable Entering MFI" (middle of screen, button on right-side) **before** clicking on "Enter/Edit Antigen Entries Class I."

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[Main Site](#) : [Cell and Serum Exchange](#) : [Administration](#) : [Exchange List](#) : [One](#) : [Serum Result Entry](#) : Enter Data for Luminex

Exchange#: 534 Exchange Type: serum
Center #: 3753 Center Name: UCLA Immunogenetics Center
Status: Pending Shipment

Serum Entry for method : Luminex - SN# 1129
Enter Results Serum #: 1129 | [1130](#) | [1131](#) | [1132](#)

Class I | Class II

Panel Size: % Positive All:

[Enter/Edit Info Above](#) [Enter/Edit Antigen Entries Class II](#) [Disable Entering MFI](#)

%8 Pos	Each Antigen	Antigen	++	FP	FN	--	Per Inclusion (%)	MFI
+							100	

[Save](#)

Enter Results Serum #: 1129 | [1130](#) | [1131](#) | [1132](#)

15. Next screen will show list of all acceptable antigens for class I.
- Check the box next to the antigen to select it. Enter MFI value for antigen when prompted (Luminex only).

Cell and Serum Exchange - Mozilla Firefox

File Edit View History Bookmarks Yahoo! Tools Help

Cell and Serum Exchange

https://cell-exch.chr.ucla.edu/cex/common/serum-antigen-selection?result_id=353044

Most Visited Getting Started CX Main Site webIRB Home Allele Frequencies in ... ServiceNow IT Service ... Welcome to the UCLA ... TP Time Suite for DGS... medtraining.org DX Main Site Main Site-Test

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

ANTIGENS CLASS I

A					
<input type="checkbox"/> 1C	<input type="checkbox"/> 9	<input type="checkbox"/> 25	<input type="checkbox"/> 32	<input type="checkbox"/> 68	<input type="checkbox"/> 1101
<input type="checkbox"/> 2C	<input type="checkbox"/> 10	<input type="checkbox"/> 26	<input type="checkbox"/> 33	<input type="checkbox"/> 69	<input type="checkbox"/> 1102
<input type="checkbox"/> 10C	<input type="checkbox"/> 11	<input type="checkbox"/> 28	<input type="checkbox"/> 34	<input type="checkbox"/> 74	<input type="checkbox"/> 2403
<input type="checkbox"/> 1	<input type="checkbox"/> 19	<input type="checkbox"/> 29	<input type="checkbox"/> 36	<input type="checkbox"/> 80	<input type="checkbox"/> 6601
<input type="checkbox"/> 2	<input type="checkbox"/> 23	<input type="checkbox"/> 30	<input type="checkbox"/> 43	<input type="checkbox"/> 203	<input type="checkbox"/> 6602
<input type="checkbox"/> 3	<input type="checkbox"/> 24	<input type="checkbox"/> 31	<input type="checkbox"/> 66	<input type="checkbox"/> 210	
B					
<input type="checkbox"/> 5C	<input type="checkbox"/> 17	<input type="checkbox"/> 44	<input type="checkbox"/> 56	<input type="checkbox"/> 71	<input type="checkbox"/> 3901
<input type="checkbox"/> 7C	<input type="checkbox"/> 18	<input type="checkbox"/> 45	<input type="checkbox"/> 57	<input type="checkbox"/> 72	<input type="checkbox"/> 3902
<input type="checkbox"/> 8C	<input type="checkbox"/> 21	<input type="checkbox"/> 46	<input type="checkbox"/> 58	<input type="checkbox"/> 73	<input type="checkbox"/> 4005
<input type="checkbox"/> 12C	<input type="checkbox"/> 22	<input type="checkbox"/> 47	<input type="checkbox"/> 59	<input type="checkbox"/> 75	<input type="checkbox"/> 5103
<input type="checkbox"/> 5	<input type="checkbox"/> 27	<input type="checkbox"/> 48	<input type="checkbox"/> 60	<input type="checkbox"/> 76	<input type="checkbox"/> 7801
<input type="checkbox"/> 7	<input type="checkbox"/> 35	<input type="checkbox"/> 49	<input type="checkbox"/> 61	<input type="checkbox"/> 77	<input type="checkbox"/> 8101
<input type="checkbox"/> 8	<input type="checkbox"/> 37	<input type="checkbox"/> 50	<input type="checkbox"/> 62	<input type="checkbox"/> 78	<input type="checkbox"/> 8201
<input type="checkbox"/> 12	<input type="checkbox"/> 38	<input type="checkbox"/> 51	<input type="checkbox"/> 63	<input type="checkbox"/> 81	
<input type="checkbox"/> 13	<input type="checkbox"/> 39	<input type="checkbox"/> 52	<input type="checkbox"/> 64	<input type="checkbox"/> 82	
<input type="checkbox"/> 14	<input type="checkbox"/> 40	<input type="checkbox"/> 53	<input type="checkbox"/> 65	<input type="checkbox"/> 703	
<input type="checkbox"/> 15	<input type="checkbox"/> 41	<input type="checkbox"/> 54	<input type="checkbox"/> 67	<input type="checkbox"/> 804	
<input type="checkbox"/> 16	<input type="checkbox"/> 42	<input type="checkbox"/> 55	<input type="checkbox"/> 70	<input type="checkbox"/> 2708	

Firefox automatically sends some data to Mozilla so that we can improve your experience.

Choose What I Share

11:22 AM 6/6/2013

16. To enter class II antigens, click on the Class II button in the middle of the screen.

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[Main Site](#) : [Cell and Serum Exchange](#) : [Administration](#) : [Exchange List](#) : [One](#) : [Serum Result Entry](#) : Enter Data for Luminex

Exchange#: 534 Exchange Type: serum
Center#: 3753 Center Name: UCLA Immunogenetics Center
Status: Pending Shipment

Serum Entry for method : Luminex - SN# 1129
Enter Results Serum #: 1129 | 1130 | 1131 | 1132

Class I | **Class II**

Panel Size: % Positive All:

%8 Pos	Antigen	++	FP	FN	--	Per Inclusion (%)	MFI
+						100	

Enter Results Serum #: 1129 | 1130 | 1131 | 1132

17. Then click on “Enter/Edit Antigen Entries Class II.” Next screen will show list of all acceptable antigens for class II.

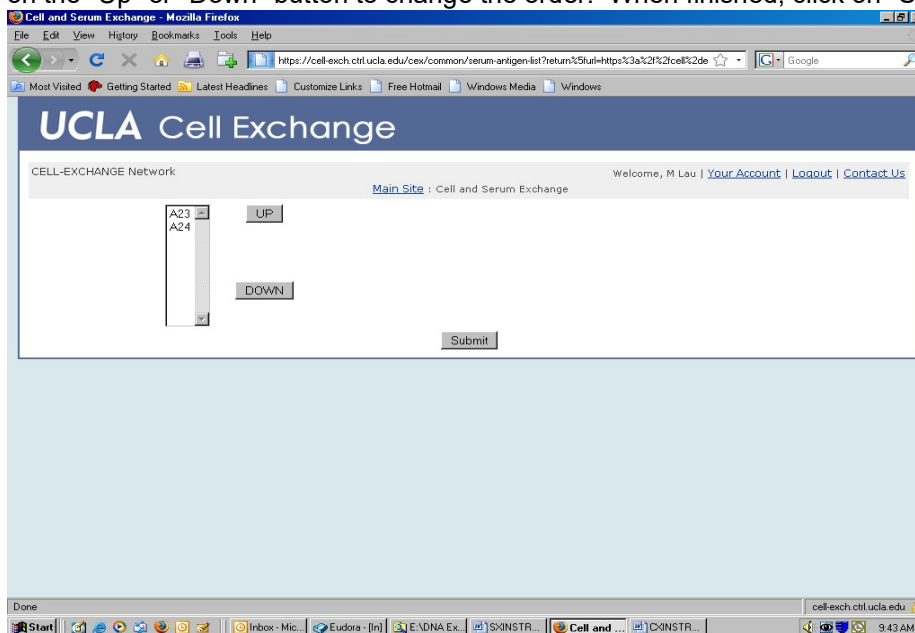
UCLA Cell Exchange

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

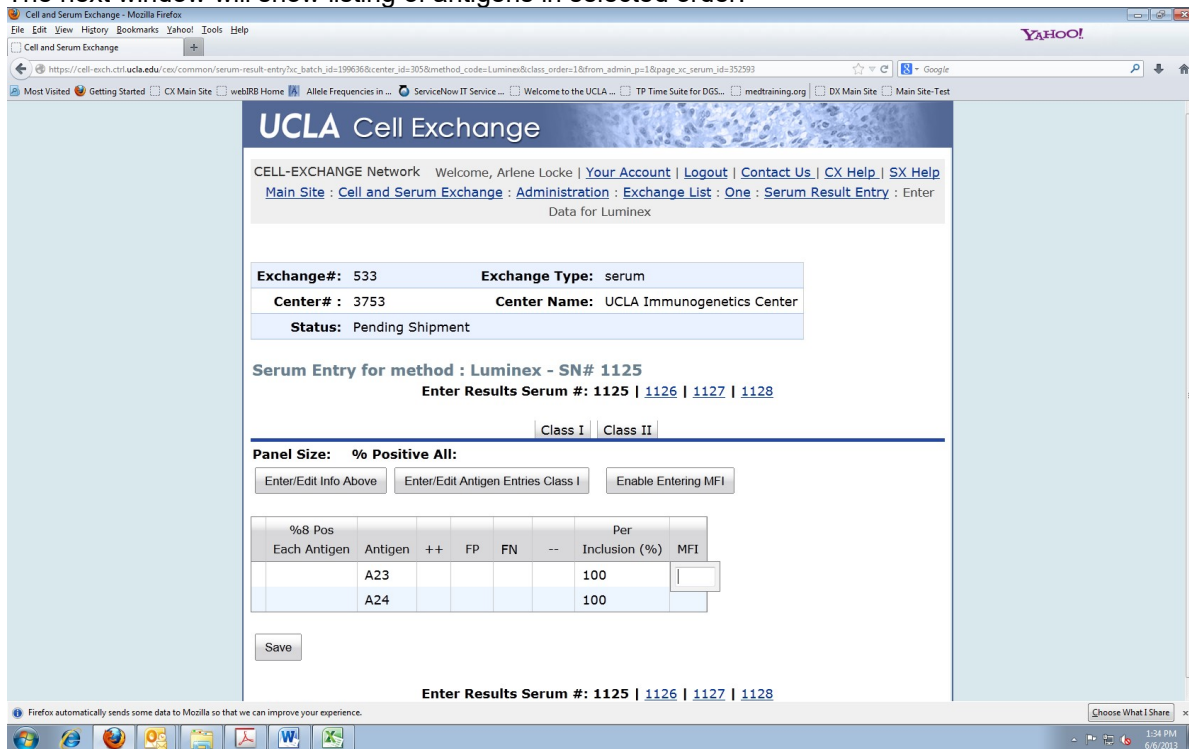
ANTIGENS CLASS II

DP	<input type="checkbox"/> W1	<input type="checkbox"/> W2	<input type="checkbox"/> W3	<input type="checkbox"/> W4	<input type="checkbox"/> W5	<input type="checkbox"/> W6
DQ	<input type="checkbox"/> 1	<input type="checkbox"/> 3	<input type="checkbox"/> 5	<input type="checkbox"/> 8		
	<input type="checkbox"/> 2	<input type="checkbox"/> 4	<input type="checkbox"/> 7	<input type="checkbox"/> 9		
DR	<input type="checkbox"/> 1	<input type="checkbox"/> 5	<input type="checkbox"/> 9	<input type="checkbox"/> 13	<input type="checkbox"/> 17	<input type="checkbox"/> 53
	<input type="checkbox"/> 2	<input type="checkbox"/> 6	<input type="checkbox"/> 10	<input type="checkbox"/> 14	<input type="checkbox"/> 18	<input type="checkbox"/> 103
	<input type="checkbox"/> 3	<input type="checkbox"/> 7	<input type="checkbox"/> 11	<input type="checkbox"/> 15	<input type="checkbox"/> 51	<input type="checkbox"/> 1403
	<input type="checkbox"/> 4	<input type="checkbox"/> 8	<input type="checkbox"/> 12	<input type="checkbox"/> 16	<input type="checkbox"/> 52	<input type="checkbox"/> 1404

18. When you've finished your selections, click "Ok."
 - a. Luminex results will be listed in the order of MFI values.
 - b. For all other methods and Luminex with "Disable Entering MFI" chosen, listing of antigens will be according to click order. This can be changed in the next step.
19. After clicking your selections on the Antigen screen and hitting "Ok," the next screen will allow you to change the order of the antigens. Click on the antigen name and then click on the "Up" or "Down" button to change the order. When finished, click on "Submit."



20. The next window will show listing of antigens in selected order.



21. If you previously chose to disable entering MFI values for your Luminex results, you can now manually input MFI's if you wish, at this point.
22. For methods other than Luminex, Use TAB button to move from field to field, or use your mouse to enter and modify fields:

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[Main Site](#) : [Cell and Serum Exchange](#) : [Administration](#) : [Exchange List](#) : [One](#) : [Serum Result Entry](#) : Enter
 Data for Luminex

Exchange#: 533 **Exchange Type:** serum
Center# : 3753 **Center Name:** UCLA Immunogenetics Center
Status: Pending Shipment

Serum Entry for method : Luminex - SN# 1125
Enter Results Serum #: 1125 | 1126 | 1127 | 1128

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

Panel Size: % Positive All:
[Enter/Edit Info Above](#) [Enter/Edit Antigen Entries Class I](#) [Enable Entering MFI](#)

%8 Pos	Each Antigen	Antigen	++	FP	FN	--	Per Inclusion (%)	MFI
		A9					100	
		A23					100	
		A24					100	

[Save](#)

23. If you need to add/delete antigens, click on "Enter/Edit Antigen Entries" and then select or unselect the antigen in the list by clicking the box adjacent to the antigen.

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 Data for Luminex

Exchange#: 533 **Exchange Type:** serum
Center# : 3753 **Center Name:** UCLA Immunogenetics Center
Status: Pending Shipment

Serum Entry for method : Luminex - SN# 1125
Enter Results Serum #: 1125 | 1126 | 1127 | 1128

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

Panel Size: % Positive All:
[Enter/Edit Info Above](#) [Enter/Edit Antigen Entries Class I](#) [Enable Entering MFI](#)

%8 Pos	Each Antigen	Antigen	++	FP	FN	--	Per Inclusion (%)	MFI
		A23					100	
		A24					100	

[Save](#)

Enter Results Serum #: 1125 | 1126 | 1127 | 1128

24. Inclusion % is defaulted to 100%. If you have different inclusion %'s, you must modify these fields.

UCLA Cell Exchange

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[Main Site](#) : [Cell and Serum Exchange](#) : [Center 3753](#) : [Exchange List](#) : [One](#) : Enter Results

Exchange#:	513	Exchange Type:	serum
Center# :	3753	Center Name:	UCLA Immunogenetics Center
Status:	Submitted Results		

Serum Entry for method : Luminex - SN# 1045

Enter Results Serum #: 1045 | 1046 | 1047 | 1048

Panel Size: 100 **% Positive All:** 80

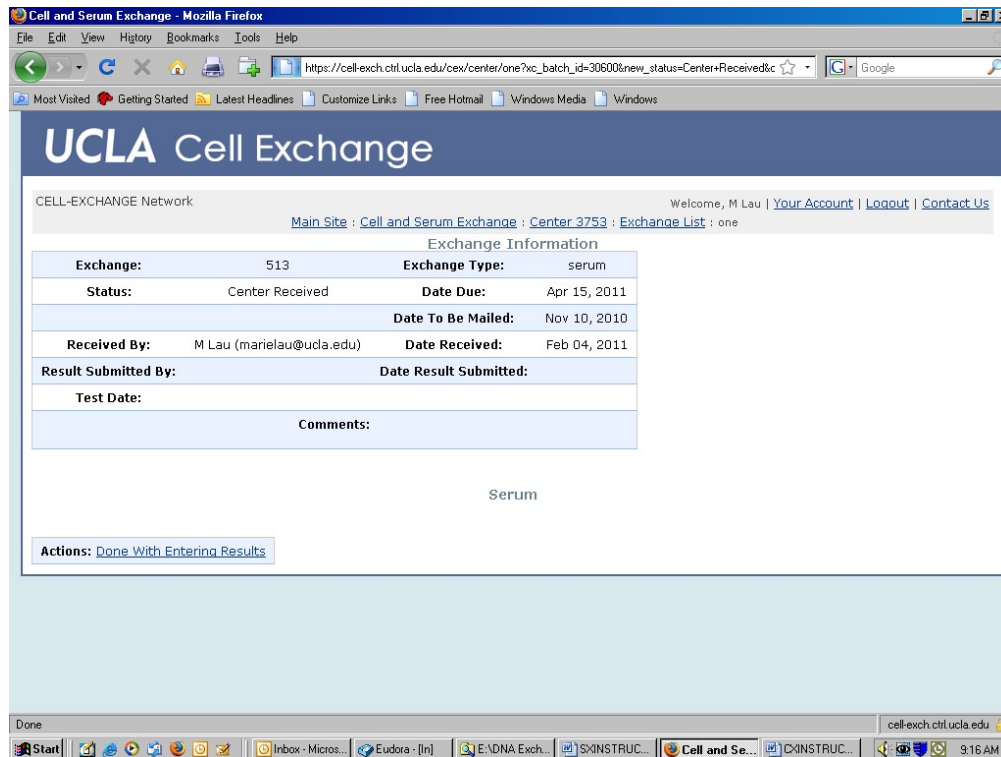
[Enter/Edit Info Above](#) [Enter/Edit Antigen Entries](#) [Enable Entering MFI](#)

%8 Pos Each Antigen	Antigen	++	FP	FN	--	Per Inclusion (%)	MFI
	A24					100	
	A23					100	

[Save](#)

Enter Results Serum #: 1045 | 1046 | 1047 | 1048

25. Hit Save button (left bottom) when you have finished entering results for a serum sample.
26. If you wish to enter data by a different method, click on "One" in above Menu Bar to return to the screen with the method choices.
27. You may enter results for multiple method types.



28. When you have completed all entries, click on “Done with Entering Results” to record the date the results were submitted.
 - a. Note: at this time, the "Date Results Submitted" and "Results Submitted By" fields will not change from the original submission dates.
29. For your records, please print your on-line results. If you have more than one method, remember to choose each method to print out.
30. 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.