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.
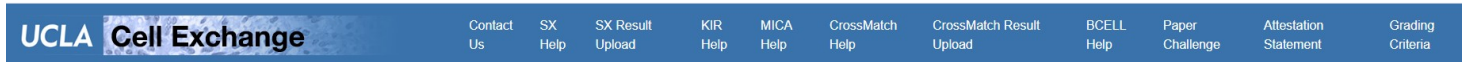
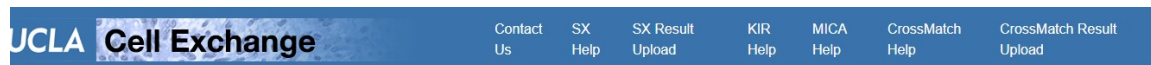4. After your email address is activated, go to https://cell-exch.ctrl.ucla.edu/ to log in.
5. The next window will be the Main Site, with the current exchange studies in which you are participating:

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

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

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.

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."

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.

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:
   a. "C" if sample is contaminated
   b. "NT" for not tested
   c. "???" for undefined
   d. "Multi" for multispecific
   e. "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."

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

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

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

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."
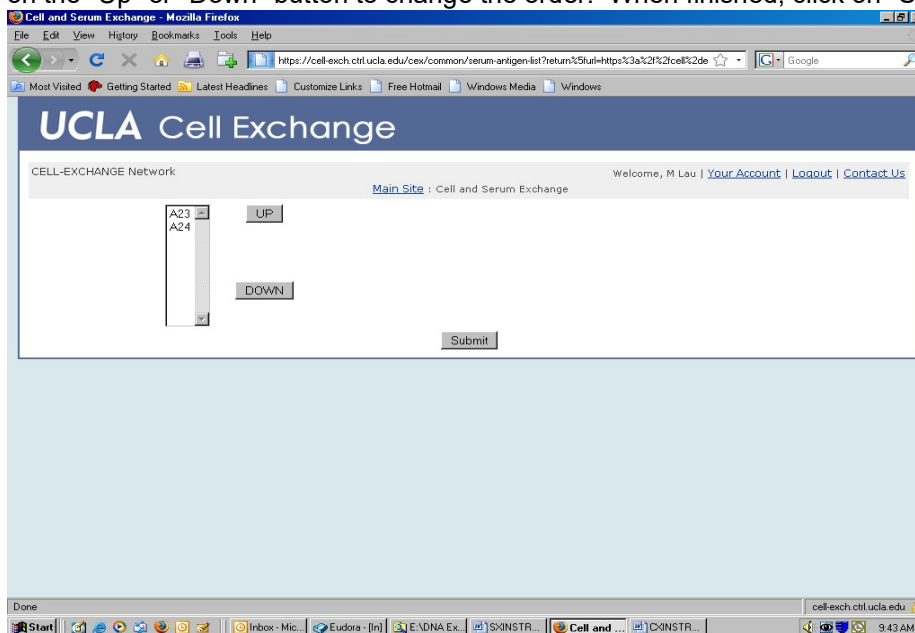
20. The next window will show listing of antigens in selected order.
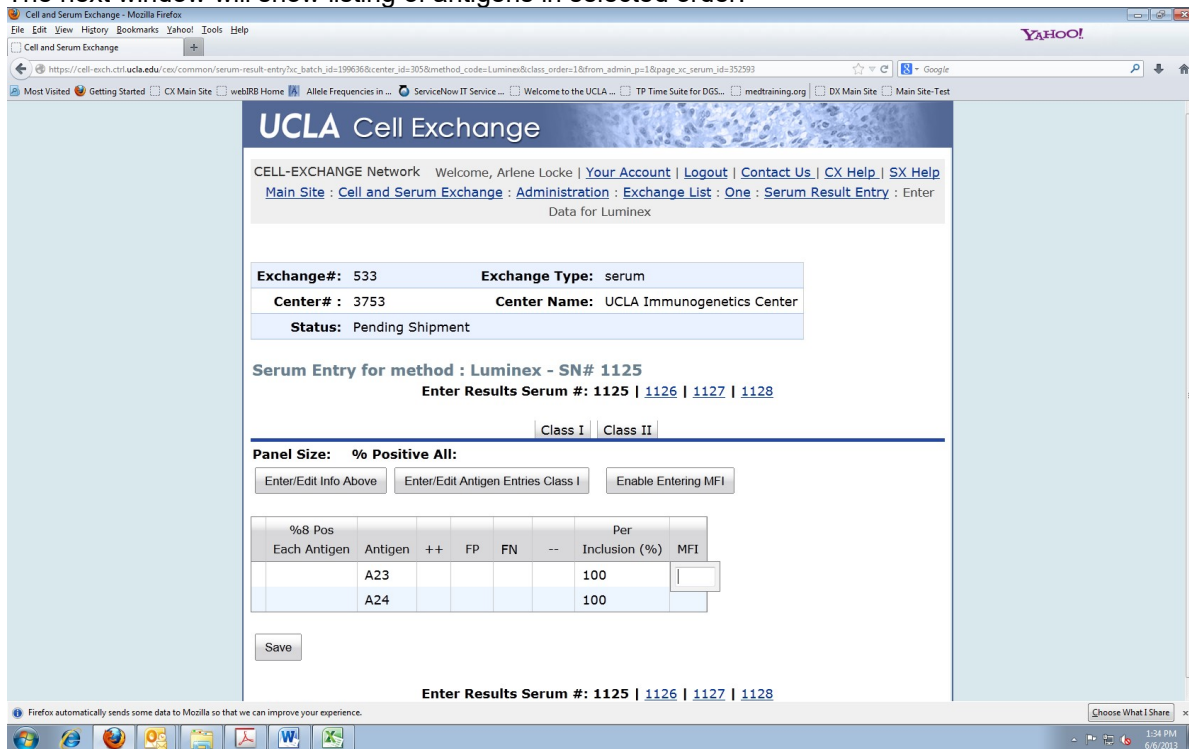
21. If you previously chose to disable entering MFI values for your Luminex results, you can now manually input MFI's if you wish, at this point.

22. For methods other than Luminex, Use TAB button to move from field to field, or use your mouse to enter and modify fields:

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.

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

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.
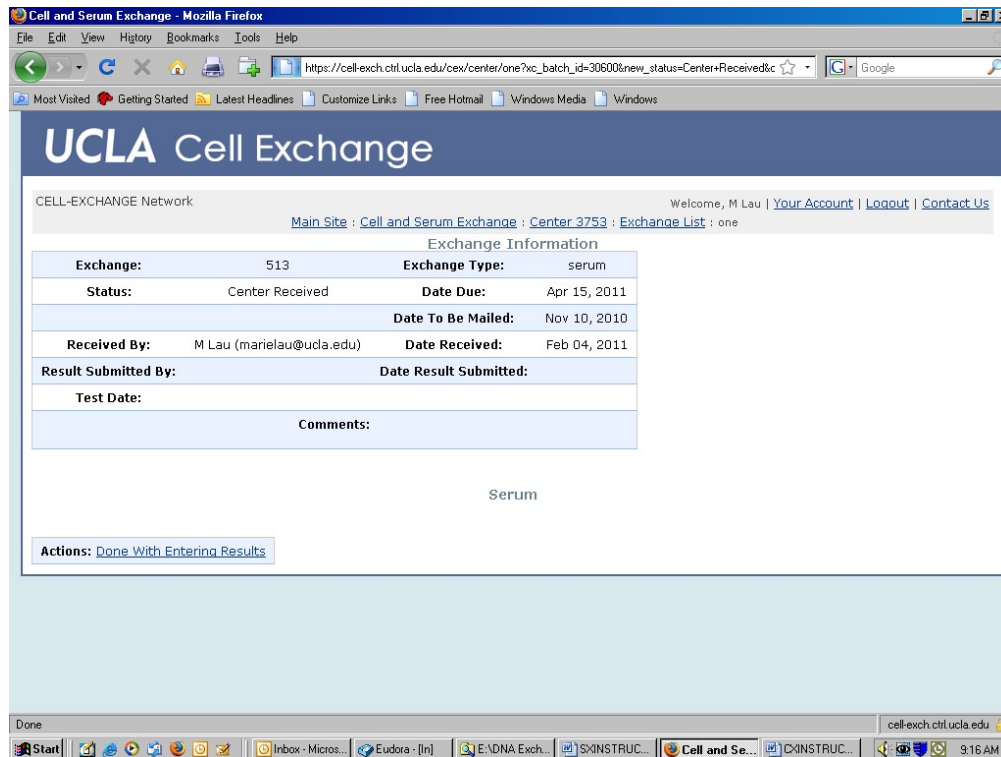
28. When you have completed all entries, click on "Done with Entering Results" to record the date the results were submitted.
    a. <u>Note</u>: at this time, the "Date Results Submitted" and "Results Submitted By" fields will not change from the original submission dates.

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.