

## Instructions for reporting results for the Virtual Paper Challenge

The website, <https://cell-exch.ctrl.ucla.edu/register/>, works best in the latest version of Firefox, Google Chrome, or Microsoft Edge.

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



4. After your email address has been activated, return to the login page, <https://cell-exch.ctrl.ucla.edu/register/> to enter the site.

5. The Main Site page will show the most recent exchanges. Only the programs you are enrolled in will be shown.
6. Click on the exchange number next to the exchange type you wish to report results.
  - a. For example, to report results for Virtual Crossmatch Exchange 1, click on 3 next to Paper Challenge.

The screenshot shows the UCLA Cell Exchange website. The header includes the UCLA logo and the text "UCLA Cell Exchange". Below the header, there is a navigation bar with links: "CELL-EXCHANGE Network", "Welcome, Arlene Locke", "Your Account", "Logout", "Contact Us", "CX Help", "SX Help", "KIR Help", "MICA Help", "CrossMatch Help", "DX Help", "BCELL Help", "Attestation", "Main Site", and "Center NL".

Below the navigation bar, there is a form with the following fields:

- Lab Name: [Empty]
- Institution: UCLA Immunogenetics Center
- Services: bcell, cross, kir, mica, serum, vcx

Below the form, there is a search bar with the text "Search:" and a "Search" button. Below the search bar, there is a link "[ View All ]".

Below the search bar, there is a table titled "Center's 5 recent batches". The table has the following columns: "Exchange #", "Exchange Type", "Status", "Due Date", and "Date Received".

Exchange #	Exchange Type	Status	Due Date	Date Received
<u>2</u>	Paper Challenge	Submitted Results	Apr 21, 2017	Mar 16, 2017
<u>1</u>	VCX	Center Received	Mar 10, 2017	Feb 22, 2017
<u>3</u>	VCX	Center Received	Feb 28, 2017	Feb 08, 2017
<u>6</u>	CROSS MATCH	Shipped	Oct 21, 2015	
<u>547</u>	serum	Center Received	Oct 15, 2015	Aug 05, 2015

7. The next screen will have details for the Exchange study selected: Virtual crossmatch Exchange number, mailing date, shipment status, and due date.
8. Before entering results, you must click on “**Acknowledge Shipment Received.**”
9. Enter date shipment was received. **Note:** If you accidentally enter the date incorrectly, you will need to contact an administrator to change it for you.

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

Exchange Information

Exchange:	3	Exchange Type:	Paper Challenge
Status:	Shipped	Date Due:	Feb 28, 2017
		Date To Be Mailed:	Feb 06, 2017
Received By:	()	Date Received:	
Result Submitted By:		Date Result Submitted:	
Test Date:			
Comments:			

Given the results of the sera tested, please complete the following for each Donor/Patient Pair:  
 1. VIRTUAL T-cell and B-cell Prediction - report predicted outcome based on your antibody testing results.  
 2. Renal Transplant Risk Assessment -from an immunological point of view, please enter overall assessment under class I tab.

Donor [#V1](#) | Donor [#V2](#) | Donor [#V3](#) | Donor [#V4](#)

[Submit Result](#)

Actions: [Acknowledge Shipment Received](#)

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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) 08 February 2017  
 Day Month Year

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

10. 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.”
11. Edit Comments and Test Date (optional) – Use this section to enter your test date and comments. For example, shipping/sample issues, additional tests done, etc.

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

Exchange Information

<b>Exchange:</b>	3	<b>Exchange Type:</b>	Paper Challenge
<b>Status:</b>	Center Received	<b>Date Due:</b>	Feb 28, 2017
		<b>Date To Be Mailed:</b>	Feb 06, 2017
<b>Received By:</b>	Arlene Locke (aferman@ucla.edu)	<b>Date Received:</b>	Feb 08, 2017
<b>Result Submitted By:</b>		<b>Date Result Submitted:</b>	
<b>Test Date:</b>			
<b>Comments:</b>			
<a href="#">Edit Comments and Test Date</a>			

Given the results of the sera tested, please complete the following for each Donor/Patient Pair:  
 1. VIRTUAL T-cell and B-cell Prediction - report predicted outcome based on your antibody testing results.  
 2. Renal Transplant Risk Assessment -from an immunological point of view, please enter overall assessment under class I tab.

Donor #V1 | Donor #V2 | Donor #V3 | Donor #V4

**Actions:** [Done With Entering Results](#)

12. Select a donor # to enter results for that specific donor. For example, to enter results for virtual Donor 1, click on #V1.

13. Select the serum you wish to report results on for the selected donor. The program will automatically default to the first serum listed (in this example serum 173). To enter predictions and DSA for virtual donor V1 against the second serum (serum 174), click on serum 174 in the middle of the screen.

14. On each result entry page, you will find the HLA genotype of the selected donor.

Donor no	V1	HLA genotype	A*02:01:01-A*26:01:01-B*51:02:01-B*55:01:01-C*03:03:01-C*08:01:01-DRB1*04:07:01-DRB1*16:01:01-DRB4*01:03:01-DRB5*02:02:01-DQA1*01:02:02-DQA1*03:01:01-DQB1*03:02:01G-DQB1*05:02:01G-DPA1*01:03:01-DPA1*02:01:01-DPB1*04:02:01G-DPB1*14:01:01G
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Enter Results Serum #: 173 | 174

Class I Class II

CLASS I 173(purple)

Virtual prediction of physical crossmatch CPRA: Virtual T CELL Prediction: Additional Comment: <input type="button" value="Enter/Edit Virtual Paper"/>	Class I DSA MFI <input type="button" value="Enter/Edit Info Class I"/>
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15. To enter your virtual T-cell prediction of the physical T-cell crossmatch (**Note:** The result entry screen is defaulted to class I) click on “Enter/Edit Virtual Paper”. Please enter your calculated CPRA value as well.

16. To report class I DSA detected, click on “Enter/Edit Info Class I.” If no class I DSA are present, enter “No class I DSA” under additional comments.

17. Next screen will show list of acceptable class I antigens.

18. Check the box next to the antigen to select it. Enter the MFI value for the antigen when prompted. To delete an antigen, unselect the antigen in the list by clicking the box adjacent to it.
19. Click OK to exit page and save your entries. Antigens are listed in order of strength.
20. Click on the class II tab to enter your virtual B-cell prediction of the physical B-cell crossmatch. Both class I **AND** class II DSA should be considered when predicting the expected B-cell flow crossmatch outcome.

Donor no	V1	HLA genotype	A*02:01:01-A*26:01:01-B*51:02:01-B*55:01:01-C*03:03:01-C*08:01:01-DRB1*04:07:01-DRB1*16:01:01-DRB4*01:03:01-DRB5*02:02:01-DQA1*01:02:02-DQA1*03:01:01-DQB1*03:02:01G-DQB1*05:02:01G-DPA1*01:03:01-DPA1*02:01:01-DPB1*04:02:01G-DPB1*14:01:01G
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Enter Results Serum #: 173 | 174

Class I Class II

CLASS II 173(purple)

Virtual prediction of physical crossmatch Virtual B CELL Prediction: Additional Comment: <input type="button" value="Enter/Edit Virtual Paper"/>	Class II DSA MFI <input type="button" value="Enter/Edit Info Class II"/>
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21. To report class II DSA, click on "Enter/Edit Info class II". Repeat steps 18 and 19. If no class II DSA are present, enter "No class II DSA" under additional comments.

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

ANTIGENS CLASS II

<b>DP</b>	<input type="checkbox"/> W1	<input type="checkbox"/> W6	<input type="checkbox"/> 13	<input type="checkbox"/> 18	<input type="checkbox"/> 23	<input type="checkbox"/> 28
<input type="checkbox"/> W2	<input type="checkbox"/> 8	<input type="checkbox"/> 14	<input type="checkbox"/> 19	<input type="checkbox"/> 24	<input type="checkbox"/> 401	<input type="checkbox"/> 402
<input type="checkbox"/> W3	<input type="checkbox"/> 9	<input type="checkbox"/> 15	<input type="checkbox"/> 20	<input type="checkbox"/> 25	<input type="checkbox"/> 0201	
<input type="checkbox"/> W4	<input type="checkbox"/> 10	<input type="checkbox"/> 16	<input type="checkbox"/> 21	<input type="checkbox"/> 26		
<input type="checkbox"/> W5	<input type="checkbox"/> 11	<input type="checkbox"/> 17	<input type="checkbox"/> 22	<input type="checkbox"/> 27		
<b>DQ</b>	<input type="checkbox"/> 1	<input type="checkbox"/> 3	<input type="checkbox"/> 5	<input type="checkbox"/> 7	<input type="checkbox"/> 9	
<input type="checkbox"/> 2	<input type="checkbox"/> 4	<input type="checkbox"/> 6	<input type="checkbox"/> 8			
<b>DR</b>	<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"/> 1403
<input type="checkbox"/> 3	<input type="checkbox"/> 7	<input type="checkbox"/> 11	<input type="checkbox"/> 15	<input type="checkbox"/> 51	<input type="checkbox"/> 1404	
<input type="checkbox"/> 4	<input type="checkbox"/> 8	<input type="checkbox"/> 12	<input type="checkbox"/> 16	<input type="checkbox"/> 52	<input type="checkbox"/> 1404	

22. When you have completed all entries, click on “Done with Entering Results” on the bottom of the screen.
- 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”.

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Exchange Information

Exchange:	3	Exchange Type:	Paper Challenge
Status:		Date Due:	Feb 28, 2017
		Date To Be Mailed:	Feb 06, 2017
Received By:	Arlene Locke (afernan@ucla.edu)	Date Received:	Feb 08, 2017
Result Submitted By:		Date Result Submitted:	
Test Date:			
Comments:			
<a href="#">Edit Comments and Test Date</a>			

Given the results of the sera tested, please complete the following for each Donor/Patient Pair:  
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Donor [#V1](#) | Donor [#V2](#) | Donor [#V3](#) | Donor [#V4](#)

[Submit Result](#)

Actions: [Done With Entering Results](#)

23. 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.
24. Please print a copy of the submitted results for your records.