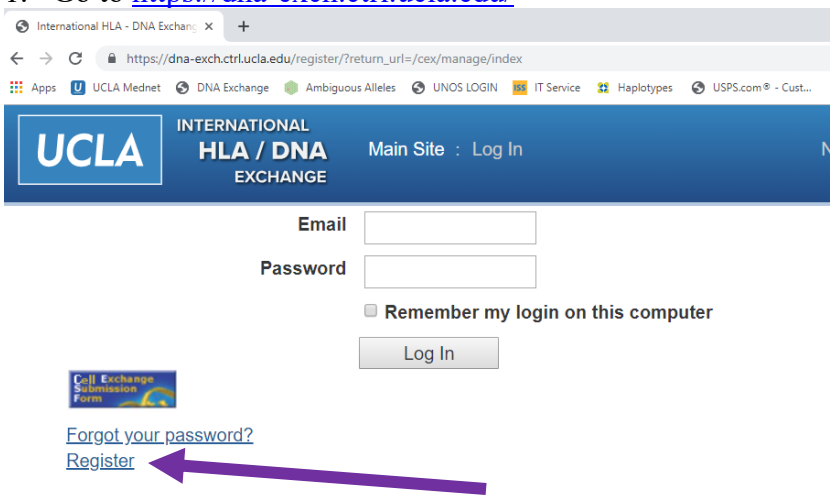
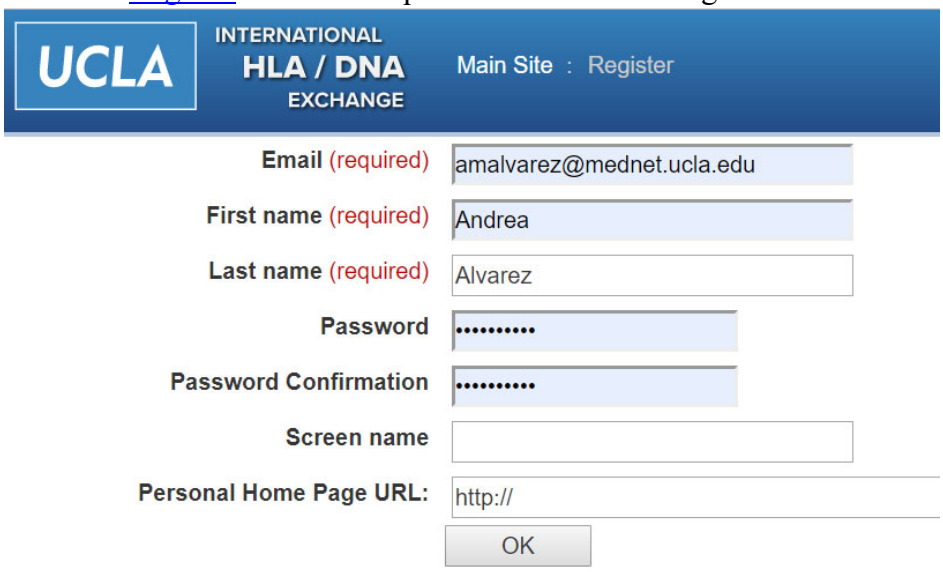
Instructions for online reporting of DNA Exchange results

Please note the website, https://dna-exch.ctrl.ucla.edu, works best in the **Firefox** browser or Google Chrome browser. Please make sure your browser is up to date and refreshed. You must have Windows 7 operating system or higher.

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



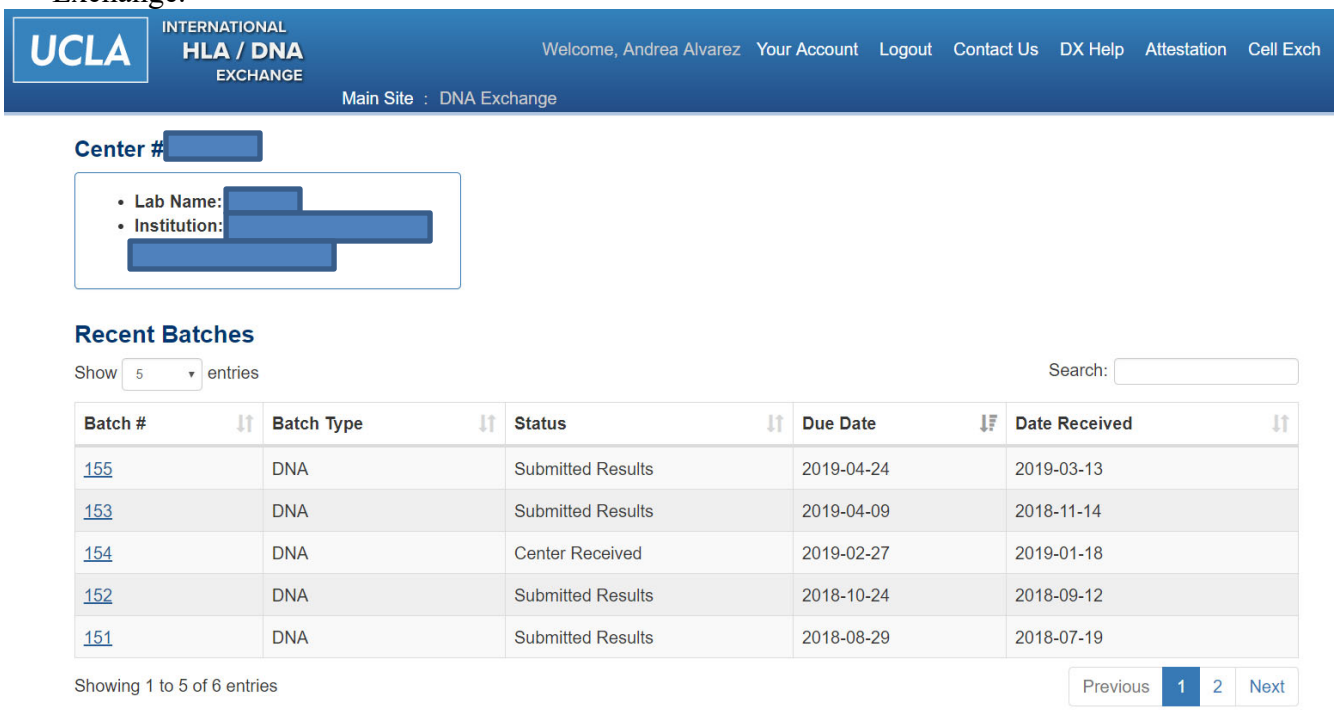
2. Click Register and enter required information to register as a new user.



IMPORTANT: Your email address and log-in must be activated by us, the administrators, before you can begin entering results. Email Andrea at Amalvarez@mednet.ucla.edu or Arlene at Alocke@mednet.ucla.edu when you have finished registering and we will activate your account. There will be a limit of three activated users per center.

After your email address is activated:

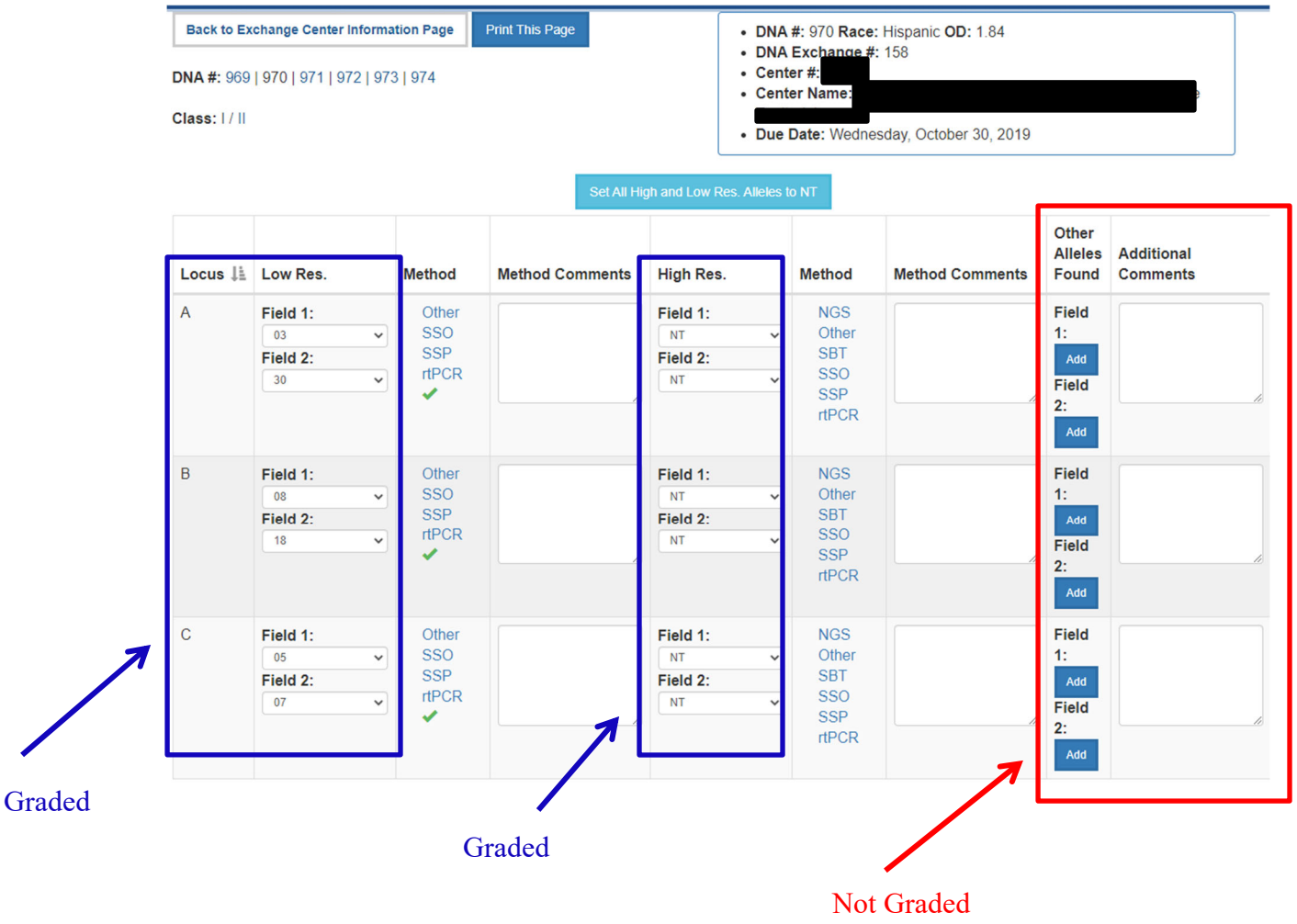
1. Go to https://dna-exch.ctrl.ucla.edu and log in.
2. The next window will be your laboratory's Main Page, which lists the current Exchange.



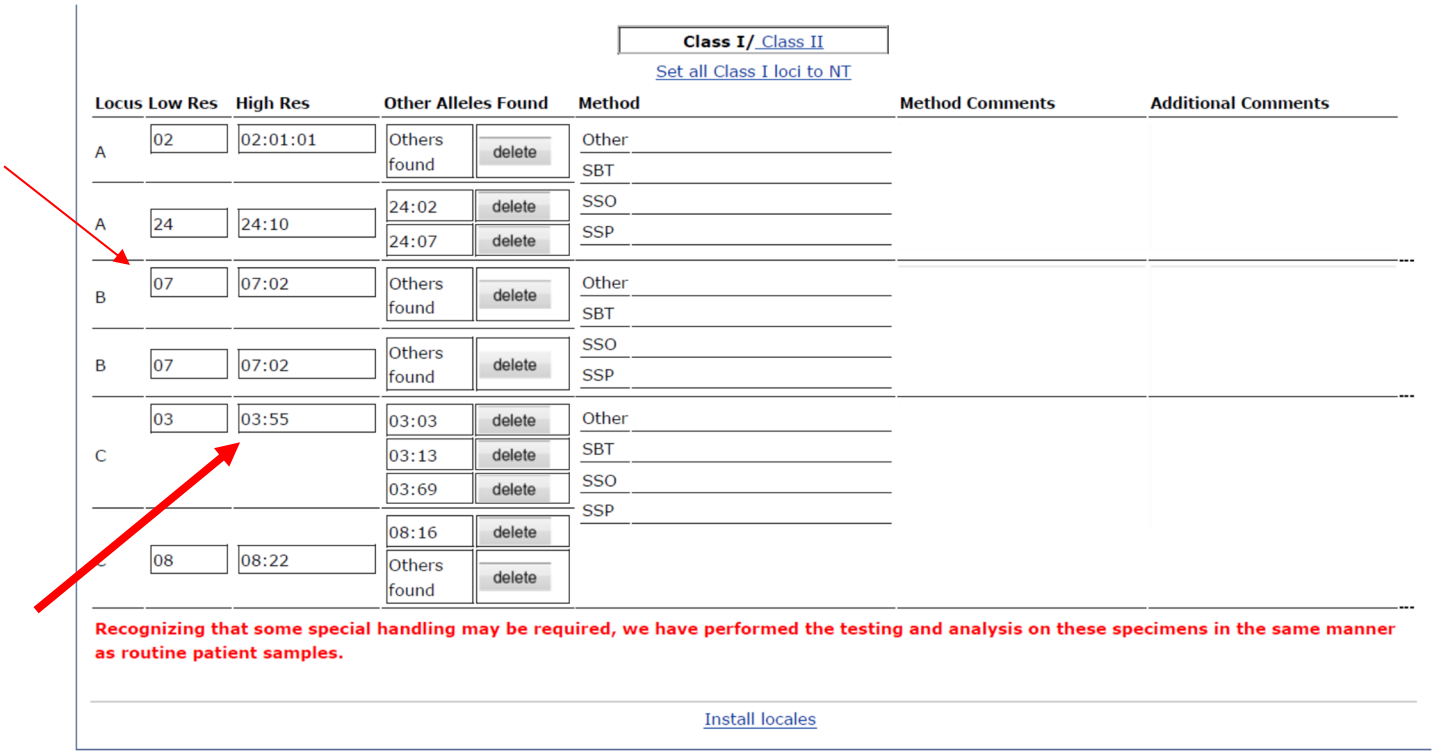
3. The next screen will have details for the Exchange, shipment date, and due date.
    a. Acknowledge shipment received (in lower left corner). In the next screen, enter date of shipment received, and then hit OK.
    b. If you have entered an incorrect date, contact us. Only the administrator can make a change to the date.
    c. There is an option to "Edit Comments and Test Date". You may use this feature to enter in your test date and add comments regarding shipment condition, problems, etc. You do not have to use this option.
    d. "Results Submitted By" and "Date Results Submitted" will be automatically filled with your email address and date once you hit "Done with Entering Results".

4. Please choose the resolution at which you will report your results. Low resolution for group level, High resolution for results reported to the allele level or higher, and both High & Low resolution to report results at High & Low resolution.
    a. Low Resolution example: DRB1*04, DRB1*11
    b. High Resolution example: DRB1*04:07, DRB1*11:01:01
    c. High & Low Resolution examples:
        1. DRB1*04, DRB1*11 *and* DRB1*04:07, DRB1*11:01.
        2. DRB1*04, DRB1*11:01.

5. Select a DNA # to enter results (e.g. 705)
6. Click the box next to a locus to enter results, e.g. A. You may scroll through the list or type the allele (colons must be included).
    a. Tips for using the drop down list:
        a. Single click on the box
        b. Single click on the now "popped out" box – this should keep the dropdown list from closing and you can now easily scroll or type until an allele is clicked.
        c. Should you get close to the targeted allele when typing, but not right on top of it, you can use the up and down arrows until it is highlighted. Hit ENTER to select the allele.
            1. This is helpful when trying to choose 01:01, but have accidentally highlighted 01:01:02. When 01:01:02 is highlighted, press the up arrow a few times until 01:01 is highlighted.
    b. Multiple alleles will *not* be considered for grading purposes; 'G' and 'P' groups are accepted.
        a. Slashes (e.g. A*02:01/02) are not accepted. If an allele cannot be distinguished, report at low resolution or as a 'G' or 'P' group.
        b. Alleles that cannot be excluded may be entered in the "Other Alleles Found" field. ***These will not be graded***



c. Homozygous results: enter the same allele AGAIN in the second field.
d. Results entered in “Low Res” and “High Res” fields should be entered in numerical order. Alleles entered in the “Other Alleles Found” field will NOT be graded.
    a. E.g. A*02, A*24 *not* A*24, A*02; C*03:55, C*08:22 *not* C*08:22, C*03:55.



Class I/ Class II

Set all Class I loci to NT

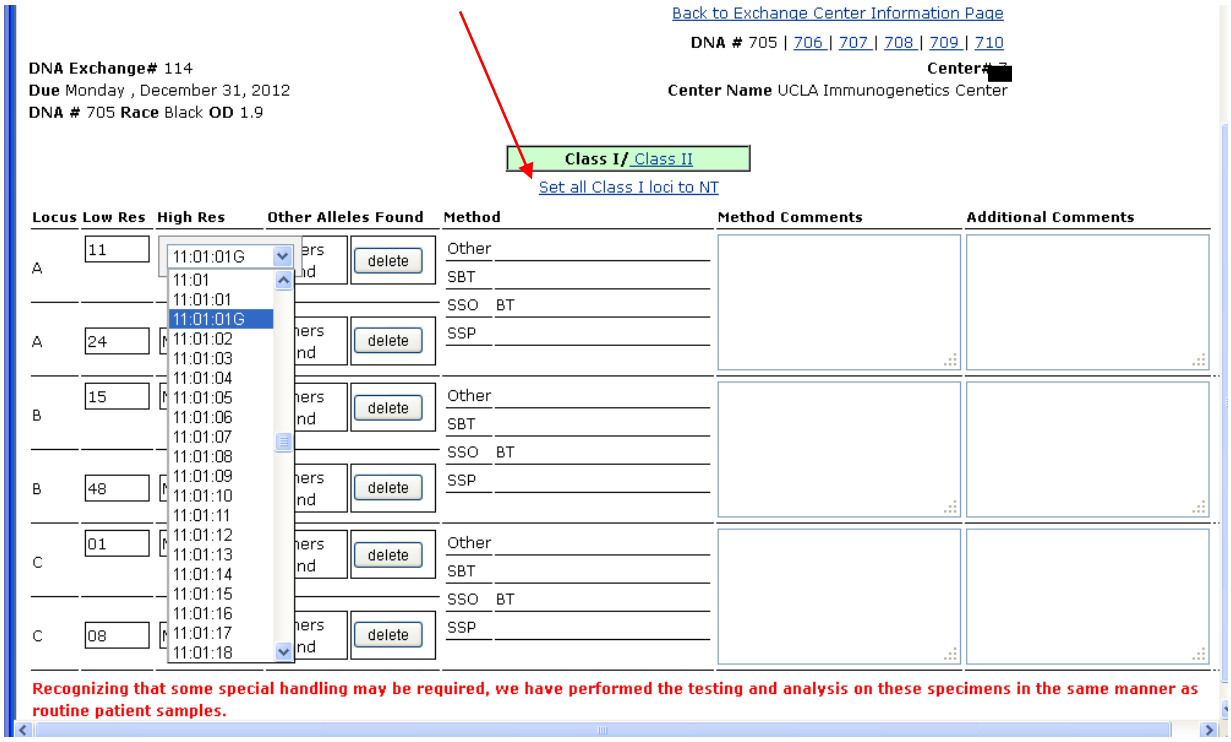
Locus	Low Res	High Res	Other Alleles Found		Method	Method Comments	Additional Comments
A	02	02:01:01	Others found	delete	Other SBT		
A	24	24:10	24:02 24:07	delete delete	SSO SSP		
B	07	07:02	Others found	delete	Other SBT		
B	07	07:02	Others found	delete	SSO SSP		
C	03	03:55	03:03 03:13 03:69	delete delete delete	Other SBT SSO SSP		
C	08	08:22	08:16 Others found	delete delete			

Recognizing that some special handling may be required, we have performed the testing and analysis on these specimens in the same manner as routine patient samples.

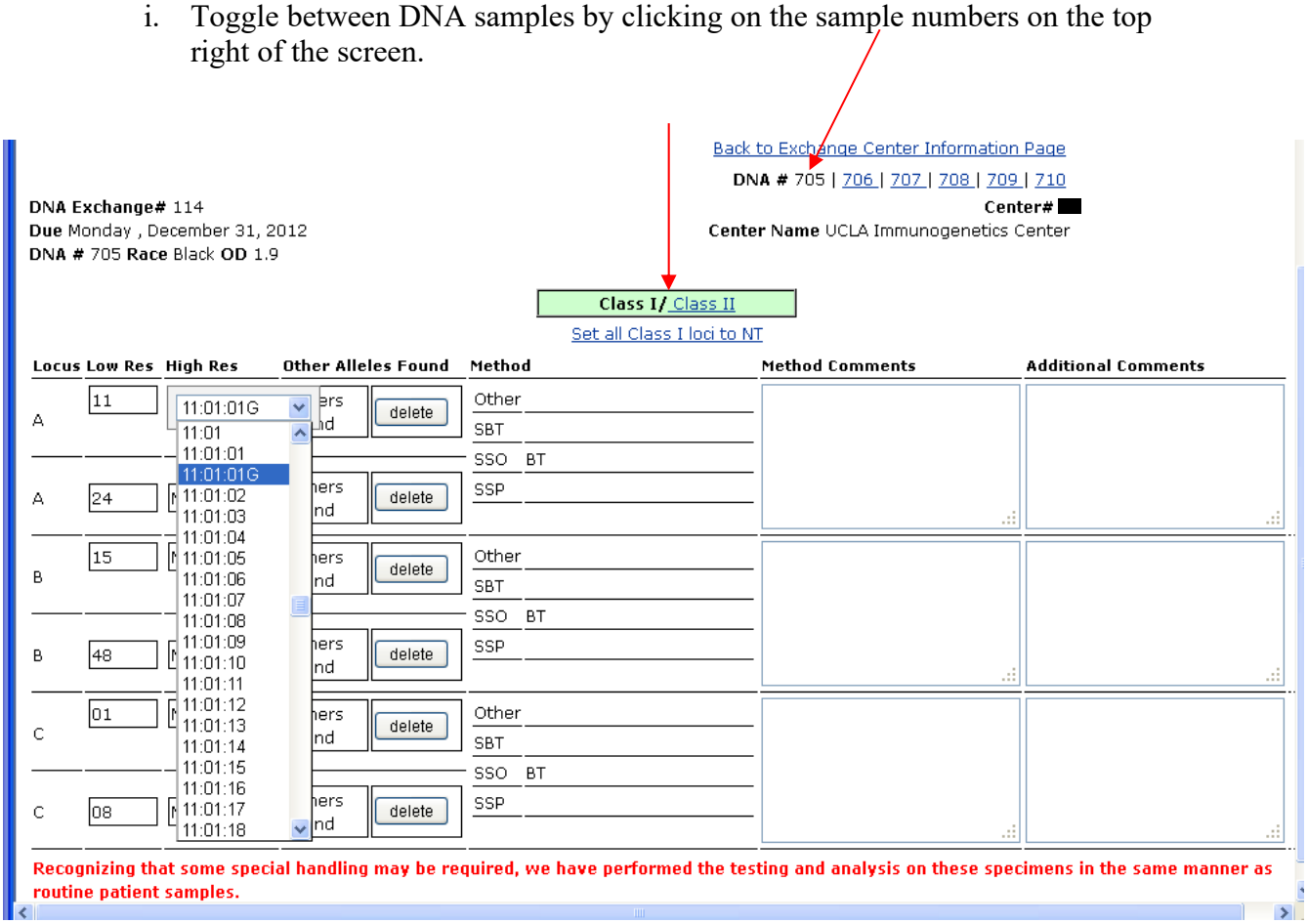
Install locales

e. Allele entry includes NEW (for allele variants), FTA (failed to amplify), and NP (Not Present for DRB3/4/5 fields).
f. 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” to indicate only one copy of the allele was typed; this will be scored as NG – not graded.
    c. NP should ONLY be entered if it is known that the DRB1 haplotype lacks the DRB3/4/5 allele

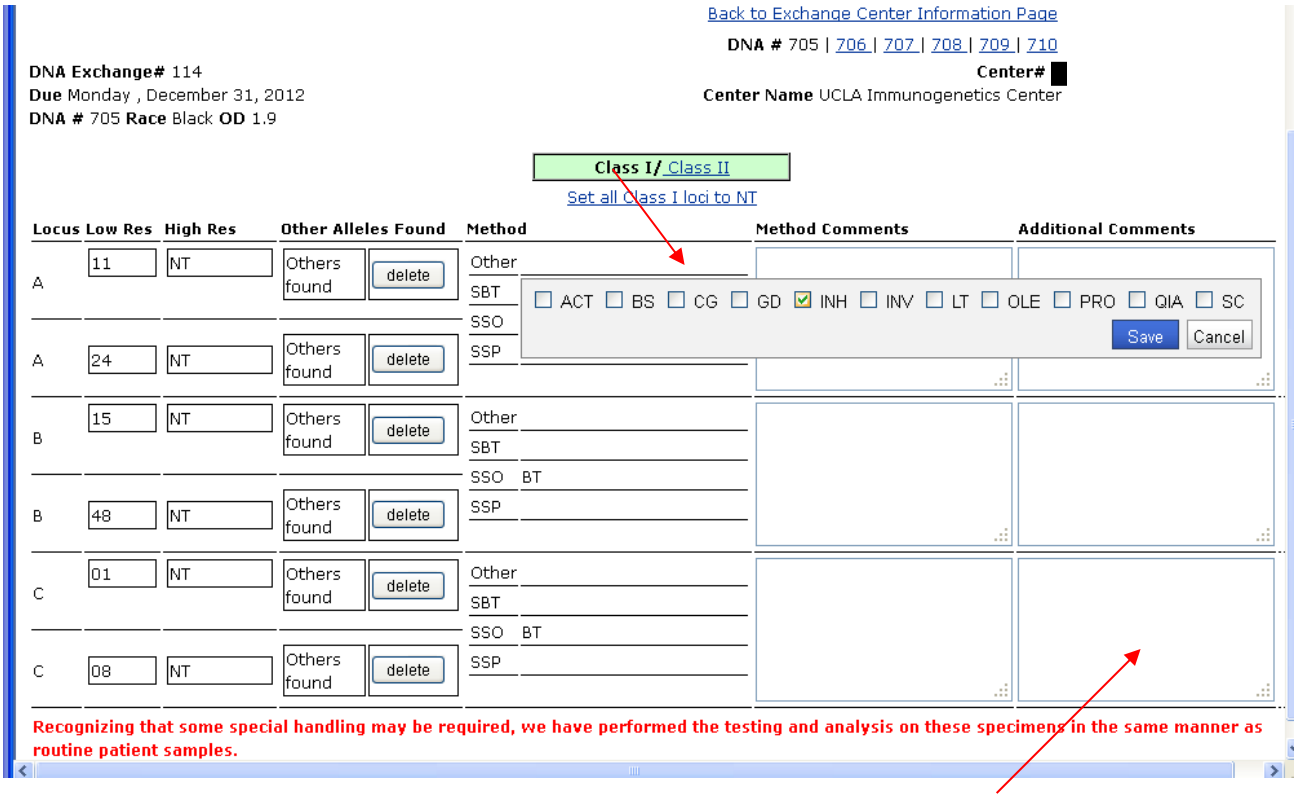
g. **All allele entry fields must be filled** or they will be graded as Unsatisfactory. Enter 'NT' for Not Tested if your lab did not type or does not wish to submit results for an allele.
    a. Select Set all Class I/II loci to NT to fill all fields with NT (be aware it will also set already filled fields to NT).



h. Toggle between Class I and Class II entries by clicking Class I or Class II in the green box located on the top of the screen.
i. Toggle between DNA samples by clicking on the sample numbers on the top right of the screen.



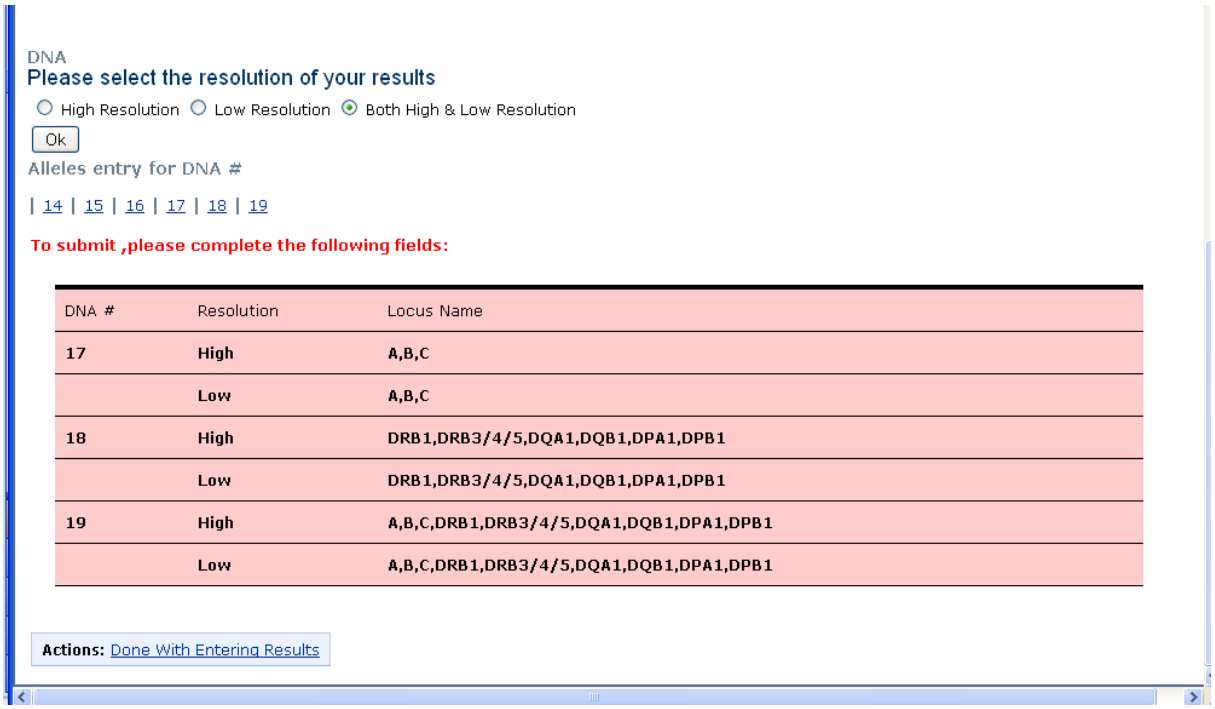
j. Enter Methods by clicking the space next to the method type: Other, SBT, SSO, or SSP. Click check box of kit used (see last page for kit abbreviations). Multiple methods may be selected. Text box "Method Comments" can be used to include lot information or other kit data.



k. "Additional Comments" text box can be used to include any other information (e.g. presence of background noise).

l. All information entered will be saved automatically.

m. Click Back to Exchange Center Information Page to return to your center's Exchange submission main page.



7. If you see these red bars on your center's Exchange main page, please complete the highlighted fields (E.g. Please enter HLA-A, B, and C results for DNA #17 for both high and low resolution).
8. Once all results are filled in, please click Done With Entering Results
    a. Results may be modified until the due date.
    b. If you need to edit a result after the due date cutoff, please contact us.
    c. At this time, the "Date Results Submitted" and "Results Submitted By" fields will not change from the original submission date.
    d. Please print copies of your submitted results for your records.

Kit	Abbrev.
Abbott/Celera/Atria	ACT
BAG	BAG
Biorad	BR
Biosewoom	BS
Biotest	BT
BioWithUs	BWU
CapitalBio	CB
CareDx Alloseq Tx17	Tx17
CareDX Alloseq Tx8	Tx8
CareDX Qtype	CQ
Conexio Genomics	CG
Dynal	DY
GenDx Ilumina	GIL
Genome Diagnostics	GD
Genovision	GV
Gen-Probe	GP
GTI	GTI
HistoSpot	HS
HistoType	HT
Histo Type Rainbow	HTR
HLAssure	HA
Ilumina	IL
Immucor	IMM
In-house	INH
Innogenetics	INN
Innotrain	INT
Invitrogen	INV
Linkage Biosciences	LB
LifeCodes	LC
Life Technologies	LT
LinkSeq	LS
Luminex	LUM
Olerup	OLE
Omixon	OMX
One Lambda	OL
Protrans	PRO
Qiagen	QIA
Rose	RO
SeCore	SC
Scisco Genetics	SG
Texas BioGen	TBG
Tepnel	TEP
Unitray	UNI
WakFlow	WAK