Table of Contents

1.0 Introduction ............................................................................................................................ 1
2.0 Getting Started ....................................................................................................................... 1
  2.1 Access to the Internet ......................................................................................................... 1
  2.2 Access to COBLT CBB Search ........................................................................................ 2
    2.2.1 User Names/Passwords ...................................................................................... 2
    2.2.2 Accessing the system ......................................................................................... 2
3.0 Navigation .............................................................................................................................. 4
  3.1 The Toolbar .................................................................................................................... 4
4.0 Performing a Preliminary Search ........................................................................................... 7
  4.1 Adding A New Recipient .............................................................................................. 7
  4.2 Updating Recipient Data ............................................................................................. 11
5.0 Viewing Search Results ....................................................................................................... 12
6.0 Printing Search Results ........................................................................................................ 14
7.0 Formal Searches (Confirmatory Typing) ............................................................................. 15
  7.1 Performing a Formal Search ....................................................................................... 15
  7.2 Cancelling A Search ................................................................................................... 16
8.0 Reservations ......................................................................................................................... 18
  8.1 Making a Reservation ................................................................................................. 18
  8.2 Cancelling a Reservation ............................................................................................ 18
1.0 Introduction

An efficient system of maintaining recipient information and monitoring matches between cord-blood units (CBU) and prospective recipients is an essential component of the Cord Blood Transplantation (COBLT) Study Cord Blood Bank Search System (COBLT CBB Search). The online search system provides a tool that enhances the ability to perform, update, and monitor searches at the search coordinators’ convenience.

The COBLT CBB Search is designed to maintain recipient and transplant center confidentiality by limiting access to approved search coordinators. Each coordinator will receive a user name and password that will permit access to recipient information of only their respective clinic/site.

The following sections describe how to search, update, monitor recipient information, and make CBU reservations. It will also provide you information on how to communicate electronically with the Cord Blood Transplantation (COBLT) Study Search Coordinator for requesting a cord blood unit shipment, sample or information report.

If you have questions about the Search system, please contact The EMMES Corporation at COBLTDM@emmes.com.

2.0 Getting Started

2.1 Access to the Internet

For best performance, use Internet Explorer 5.0 or higher. Although you may access the system using earlier versions of Internet Explorer or Netscape Navigator, they are not supported and performance might not be optimal. If you are unsure of what browser version you are currently using, click the [HELP] menu of your browser and select “ABOUT INTERNET EXPLORER”. A screen will then display your browser version information. If no browser is installed on your machine, you should arrange to have Internet Explorer installed and then proceed.

When using Internet Explorer to access the software, check that your machine is storing the newest version of stored pages at every visit to the page by selecting Tools then Internet Options from the drop down menu. Select the [General] tab under the Temporary Internet Files header, click on [SETTINGS]. If there is a ● next to Every visit to the page, you are ready to begin using the Internet Data Entry System. If it is not already checked, click on the circle then click the [OK] button on Settings and again on the General tab to close the window (figure 1).
2.2 Access to COBLT CBB Search

2.2.1 User Names/Passwords

The COBLT CBB Search system is available only to those individuals who have been authorized for its use by the COBLT CBB and granted user rights by The EMMES Corporation (EMMES). A user name/password, assigned by EMMES, is required to access the COBLT CBB Search system. The user name identifies who is working in the system and provides a record of who is responsible for adding, modifying or deleting data. This information is linked to the data in the database as part of an audit trail. It is very important that you do not share your user name/password for this reason. Users are restricted to the functions associated with the rights they have been granted.

2.2.2 Accessing the system

To access the COBLT CBB Search system, establish an Internet connection and start Internet Explorer or Netscape. In the Address box of the web browser, type https://access.emmes.com/50cgi/hsrun.exe/intfarm/Cord%20Blood%20Search.htm;start=HS_Login. It is recommended that you bookmark this location so that you can easily return to it in the future. Press the enter key and the Login Screen will display.
The **Login Screen** (figure 2) allows the user to enter the system by typing in your assigned user name and password. Use the mouse to select [Log In] once the verification information is entered.

### Login Screen

<table>
<thead>
<tr>
<th>User Name:</th>
<th>wr1g12</th>
</tr>
</thead>
<tbody>
<tr>
<td>Password:</td>
<td></td>
</tr>
</tbody>
</table>

[Log In] [Cancel]

**Notice**: To protect the sensitive data this system handles, your browser connection will be automatically terminated if you remain on the same page longer than 10 minutes without an action that changes or refreshes the screen by the server. Data modifications will be lost. Elapsed time on a page will be indicated by the timer.

*Figure 2*
3.0 Navigation

After logging in, the main page **Summary of Activities** will display (see figure 3 below). All search options can be initiated from this page. The toolbar is located at the top of the screen and provides you access to all the functions of the Search system. The functions of each option will be described in upcoming sections. Just below the toolbar, the name of the person logged in and their clinic/site will be displayed. At the center of the screen, a dialogue box lists the numeric status of the site’s active searches, formal searches, reservations, and the number of donor units available to be searched.

3.1 The Toolbar

The toolbar will appear on every page in the COBLT CBB Search system. The following is a description of the functions of the tool bar options:

**Main** – Moving the cursor over Main allows the options to return to the main page called **Summary of Activities** or navigate out of the system to the COBLT Cord Blood Bank web site (figure 4).

- **COBLT Cord Blood Bank Web Site** If selected, you will be logged out of the COBLT CBB Search system and the COBLT Cord Blood Bank web site will display.
**Recipients** – Moving the arrow over Recipients displays an **Add/Update** and **Find** option (figure 5).

![Figure 5](image)

- **Add/Update** Select this to begin a search for a new recipient or update current information.
- **Find** Select this to locate recipient information from active, formal, cancelled, or expired searches by entering a recipient ID #.

**Searches** – Moving the arrow over ‘searches’ displays **All Searches, Check Status, HLA Mappings**, and **Unit Info** option (figure 6).

![Figure 6](image)

- **All Searches** If selected, all formal, active, cancelled, and expired searches existing in the registry will display.
- **Check Status** Provides the status of a search that is being performed.
- **HLA Mappings** Displays all possible alleles that match an HLA type for a given locus.
- **Unit Info** Provides the cord blood unit specific information and the recipient IDs where the unit has had a formal search and/or reservation.

**Summaries** – Allows you to access **all reservations** (see figure 7).

![Figure 7](image)

- **All Reservations** Displays a list of all recipients with reserved cord-blood units, reservation information, and provides access to recipient information.

**Utilities** – not currently in use
**Contact Us** – The communication tool for sending EMMES information concerning the system or sending COBLT CBB a request on a cord blood unit.

- **File a Bug**
  - Documentation of detail information for bug reporting to EMMES.

- **Enhancement Request**
  - User’s place for providing EMMES their suggestions for improvements to the Search system.

**Logout** - Exit the online search system by selecting this option (figure 8).
4.0 Performing a Preliminary Search

A preliminary search initiates the process of finding all possible cord blood unit matches for the potential recipient.

4.1 Adding A New Recipient

Under Recipients in the toolbar menu, select Add/Update. In the first dialogue box on the Keys Entry for the Preliminary Search Form page, enter the recipient’s name code (first three letters of last name) in the Name Code textbox and their date of birth in the textbox next to Date of Birth. These data are what makes each search unique and are called the key fields. After entering the information, click on [Add] button in the lower right hand corner (figure 9).

![Keys Entry for the Preliminary Search Form](image)

Figure 9
After selecting [Add], the Preliminary Search Form will display as Adding Record (figure 10).

<table>
<thead>
<tr>
<th>Preliminary Search Form (Adding Record)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Recipient ID:</strong></td>
</tr>
<tr>
<td><strong>Name Code:</strong></td>
</tr>
<tr>
<td><strong>Center:</strong></td>
</tr>
<tr>
<td><strong>Date of Birth:</strong></td>
</tr>
<tr>
<td><strong>Date Request Submitted:</strong></td>
</tr>
<tr>
<td><strong>Search Type:</strong></td>
</tr>
<tr>
<td><strong>Search Resolution:</strong></td>
</tr>
<tr>
<td><strong>NCC x 10^7/kg higher than:</strong></td>
</tr>
</tbody>
</table>

Notice the **Recipient ID** indicates **Assigned when saved**. After all recipient information is entered on this form and the form is saved, the Recipient ID will then be assigned.

Enter your search criteria by indicating the **Search Type** and **Search Resolution**.

**Search Type:** Select the number of alleles matching required for the search. The default will be “4 matches out of 6”.

**Search Resolution:** Select the resolution level for the search. The default will be “Loci A, B: Low Level DNA, Locus DRB1: High Level DNA”.

**NOTE:** Do not adjust the NCC x 10^7/kg value.
After entering the search requirements, enter the recipient demographic information (figure 11).

**Recipient Status**

1. **Gender:** Select the gender of the recipient from the pull down menu, Male, Female or leave as Unknown.

2. **Blood type ABO:** Select the blood type A, B, AB, or O from the pull down menu of the recipient or leave as n/a.

3. **Most recent weight (kg):** Enter the recipient’s most recent weight in kilograms.

4. **Primary Disease:** Select from the pull down menu the recipient’s primary disease necessitating transplantation.

   **If other, specify:** Enter the specific primary disease if not listed in the Primary Disease list or additional information about a disease if the **Primary Disease** selected is one of the following:

   **Other Metabolic Disorder**, specify

**Note:** Fields **REQUIRED** for performing a preliminary search are **Weight** and **Recipient HLA Typing**.

1. **Gender:** Select the gender of the recipient from the pull down menu, Male, Female or leave as Unknown.

2. **Blood Type ABO:** Select the blood type A, B, AB, or O from the pull down menu of the recipient or leave as n/a.

   **Rh:** Select the RH, positive or negative, of the recipient’s blood or leave as n/a.

3. **Most recent weight (kg):** Enter the recipient’s most recent weight in kilograms.

4. **Primary Disease:** Select from the pull down menu the recipient’s primary disease necessitating transplantation.

   **If other, specify:** Enter the specific primary disease if not listed in the Primary Disease list or additional information about a disease if the **Primary Disease** selected is one of the following:

   **Other Metabolic Disorder**, specify
Other Combined Immune Deficiency, specify
Thalassemia, specify
Other, specify

5. **Ethnicity: Mother and Father:** From the pull down menu, select the ethnicity for both Mother and Father of the recipient.

- **Cauc, unspec** = Caucasian, not otherwise specified
- **Eur/W. Russia** = European or Western Russian
- **Mid E/N. Acst** = Middle East or North Coast of Africa
- **Black, unspec** = (not otherwise specified)
- **Afr Amer** = African American
- **Afr Black** = African Black/both parents born in Africa
- **Crbb Black** = Caribbean Black
- **S/C Amer Blk** = South or Central American Black
- **Asian, unspec** = Oriental/Asian/Pacific Islander (not otherwise specified)
- **Asian India**
- **Filipino**
- **Hawaiian** = Hawaiian (Polynesian)
- **Japanese**
- **Korean**
- **N. Chinese** = Northern Chinese
- **SE Asia/S Chi** = Southeast Asian/Southern Chinese
- **Crbb Hisp** = Caribbean Hispanic
- **Mx/SW US His** = Mexican or Southwestern USA Hispanic
- **S/C Amer His** = South or Central American Hispanic
- **Hisp. Unspec** = Hispanic (not otherwise specified)
- **AK/Esk/Aleu** = Native Alaskan/Eskimo/Aleut:
- **Ntv Amer** = Native American:
- **NtvAmer, unspec** = Native American (not otherwise specified)
- **Other**

**If other, specify:** For Mother and Father where “Other” is selected as ethnicity, specify the ethnicity.

6. **Recipient HLA Typing:**

For HLA A, B and DRB1, perform the following:

- **Typing method:** Select whether the typing method was serology or DNA technology.

- **Antigens/alleles provided:** Select either One or Two for the number of antigens/alleles.

- **1st and 2nd:** Type in all the alleles. If entering a value such as 15XX, the X’s must be capitalized. The system will validate each allele and provide the following message (figure 12) if it finds an invalid allele:
Figure 12

Enter the valid allele and select [OK] or [Cancel] to blank out the allele field.

7. **Recipient First Name, MI and Last Name:** If desired, enter the recipient’s first name, middle initial and last name in the textboxes next to each.

Once the data has been entered, select the [SAVE] button in the lower left corner of the screen to save the data.

After the data are saved, the assigned recipient ID will be displayed in the upper left corner of the form and a search will be initiated.

### 4.2 Updating Recipient Data

Previous recipient information can be accessed two different ways:

- Select [All Searches] under Searches in the toolbar menu. At the All Search screen, identify the Recipient ID you wish to update and click on [Update Recipient Data] in the Action column of the corresponding Recipient ID.

OR

- Select [Add/Update] Under Recipients in the Toolbar menu. Then select the Recipient’s ID in the pull down menu next to Recipient ID or enter the ID in the textbox next to or Enter Recipient ID under Or Select from Existing Active Records (x) (see figure 10). Then click on [Update].

After either of these is performed, the Preliminary Search Form (Updating) will display for the selected recipient. Update the appropriate data in the form and click on [SAVE]. After data has been saved, the system will initiate a new search.
5.0 Viewing Search Results

To view the results of a search, select [All Searches] under Searches in the toolbar (figure 13) or Active Searches from the Summary of Activities dialog box on the Main page (figure 14).

![Figure 13](image1)

OR

![Figure 14](image2)

After selecting All Searches or Active Searches, a page will display with all Searches sorted with the newest entered searches toward the top of the list and ordered numerically.

To view the search results, double-click on the corresponding underlined Recipient ID # in the left-hand column (figure 15) of the All Searches table.

![Figure 15](image3)
The following screen will appear:

| Recipient ID: | 10112U |
| Transplant Center: | Children's Hospital of L.A. |
| Name Code: | ORGO |
| Recipient Name: | [Redacted] |
| DOB: | 08/17/94 |
| Date Submitted: | 05/12/2004 |
| Weight (kg): | [Redacted] |
| Ethnicity: | [Redacted] |
| Gender/Sex: | [Redacted] |

**HLA A:**
- 0303
- 0400

**HLA B:**
- 4402
- 4301

**HLA DRB1:**
- 0701
- 1401

- [Buttons: Update Recipient Data, Run Search, Cancel Search, New Search, View Results (Alt+R), Close (Alt+F4)]

**Reservations:**
None.

**Formal Search Requests:**
None.

**Search Results (05/12/2004 06:31:31):**

<table>
<thead>
<tr>
<th>Score</th>
<th>Resolution</th>
<th>ID</th>
<th>NCC/ml*10^9/kg</th>
<th>HLA A</th>
<th>HLA B</th>
<th>HLA DRB1</th>
<th>Confirmed</th>
<th>ABO</th>
<th>RA</th>
<th>T-Cell lysis</th>
<th>CEBM4 (10^6)</th>
<th>Artsoms</th>
</tr>
</thead>
<tbody>
<tr>
<td>212</td>
<td>3LLNEHE</td>
<td>W150C000229H10867</td>
<td>B0302</td>
<td>5202</td>
<td>4402</td>
<td>00441</td>
<td>A</td>
<td>O-</td>
<td>11.1</td>
<td>3.7</td>
<td>Request Formal</td>
<td></td>
</tr>
</tbody>
</table>

**Figure 16**

Search Results are viewed at the bottom of the page under **Search Results** (figure 16). Scrolling from left to right may be required to view all typing information for a matched cord.
6.0 Printing Search Results

There are two ways to print a recipient report. After selecting the **Recipient ID #** to view the search results, there is an option below the recipient information to **View Results (Adobe .Pdf)** (figure 17). Select this option to generate the recipient report.

Once the file is open, select the **print icon** on the Adobe toolbar in the upper left corner of the report (figure 18).

The second method for printing a report is to select [All Searches] from the **Searches** toolbar. Then find the **Recipient ID #** and double click on the underlined ID# in the **Last Search** column (figure 19). This will automatically generate and display the Pdf. file. Once the file is open, select the **print icon** on the Adobe toolbar (figure 18).
7.0 Formal Searches (Confirmatory Typing)

7.1 Performing a Formal Search

A formal search enables the transplant centers to request confirmatory typing (CT) for up to three CBUs per recipient. Begin by selecting Active Searches in the dialog box on the main page Summary of Activities or All Searches from the Searches toolbar menu. Locate and click on the Recipient ID # in the left-hand column (figure 19). The following page will display (figure 20):

Scroll down below the recipient information to Search Results. Locate the CBU ID to be requested in the left-hand column. On the screen, scroll right, and click on [Request Formal] for that CBU (figure 21) under the Actions Column.
After the [Request Formal] button has been selected, a confirmation window will display (see figure 22). Click on [OK] to continue or [Cancel] to return to the previous screen.

![Figure 22](image)

A second window will display (see figure 23) asking if you are requesting CT for recipient. Select [OK] if you wish to initiate CT and the COBLT CBB Search Coordinator will automatically be informed of the request via e-mail. If you are not requesting confirmatory typing for recipient, select [Cancel].

![Figure 23](image)

Click on [OK] to continue, and then to request confirmatory typing on the recipient, select [OK]. The COBLT CBB Search Coordinator will be informed of the request via e-mail. A CT will be performed on the unit if necessary.

### 7.2 Cancelling A Search

In the event that a search must be cancelled, select [All Searches] from the central dialogue box on the Summary of Activities page (see figure 3). On the All Searches page, locate the file that is to be cancelled and scroll to the right. Choose the [Cancel] option, and select [OK] to proceed with the cancellation.

After selecting [OK], the following screen (figure 24) will display. Fill in the form with the reason(s) for cancellation, and then click on [SAVE] at the bottom of the screen.
Cancelling a formal search and/or reservation can be performed without cancelling the search. Bring up the recipient profile screen. Scroll down to the section entitled reservation. In the actions column, [Cancel Reservation] can be selected. The same process can be executed when cancelling a formal search. **Note:** Be sure to cancel reservations before cancelling formal requests, and cancel formal requests before cancelling searches.
8.0 Reservations

8.1 Making a Reservation

Access a recipient file through **Formal Searches, All Searches, or Active Searches.** Scroll down to **Formal Search Requests.** There should be up to three units listed. Click on [Reserve] in the Actions column (figure 25) that corresponds to the desired unit.

**Formal Search Requests:**

<table>
<thead>
<tr>
<th>Donor ID</th>
<th>Date Requested</th>
<th>Expiration Date</th>
<th>Actions</th>
<th>Additional Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>W15829963149001</td>
<td>03/23/2001</td>
<td>05/23/2001</td>
<td>Reserve</td>
<td>NCC 1607/KcA HLA A B DRB1</td>
</tr>
</tbody>
</table>

Click on [OK] to finalize the reservation. The COBLT CBB Search Coordinator will be notified via email of the reservation and will inform the appropriate CBU bank.

8.2 Cancelling a Reservation

If a unit reservation must be cancelled, from the central dialogue box on the **Summary of Activities** page (see figure 3), click on [Reservations]. All reservations, current and cancelled will display (see figure 26).

**Figure 25**

**Figure 26**

Select the **Recipient ID** corresponding to the **Unit ID** you wish to cancel. The recipient search information page will display as shown in figure 17. Under the **Reservations** section of the page (see figure 27 below), click [Cancel] in the Actions column corresponding to the Donor ID (Unit ID) that is to be cancelled.
After selecting [Cancel], the system will display a message asking you to verify the cancellation of the unit (see figure 28). Select [OK] to initiate cancellation or [Cancel] if this is not the unit to be cancelled.

If the cancellation is initiated, the unit will move from the Reservations section of the recipient search information page to the Formal Search Requests section.