CO-00289

Stem Cells National Systems Solutions User Manual Section 16: Canadian Transplant Centres

Revision 5

Legacy Doc Number 15 701

Revision History

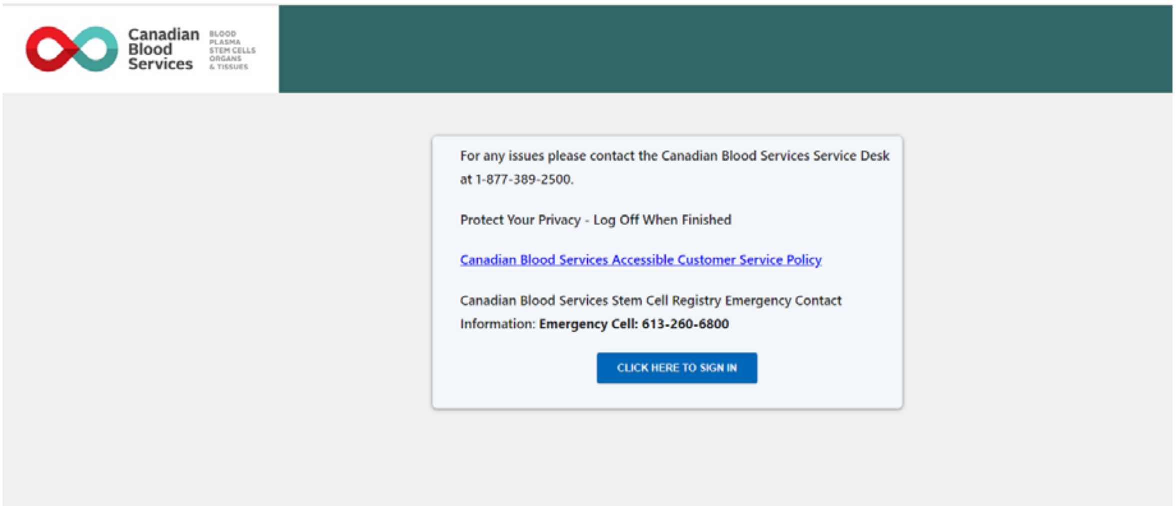
Version	Detail
3 Amendment 12	CR#19043 – SCNSS Release Feb 27, 2022 - Automate Process for Updating Patient Status to Stopped status with Reason: No Activity in the last 6 Months. CR 19124 Stem Cell Registry Canadian Transplant and Collection Centre Updates – new reports, patient status date, collection centre schedule updates.
3 Amendment 13	CR 19306 Stem cell registry and cord blood bank extended HLA updates.
1 = 3 Amendment 14	CR 19547 / StCR-22-000057 - High Complexity: SCNSS – Entrust Replacement for SCNSS External users.
Revision 2	CR StCR-220000421 – Stem Cells – Registry On Call Telephone Number Change.
Revision 3	StCR-23-000586 SCNSS Release – WMDA Match Connect related changes. StCR-23-000697 Difficult Search Review Enhancements.
Revision 4 Reissue #1	StCR-24-000030 HLA discrepancy identification at VT.
Revision 5	StCR-24-000367 – Stem Cell Registry – World Marrow Donor Association Match-Connect (WMDA MC) Stage 2.

Table of Contents

1 Stem Cells National Systems Solutions (SCNSS) Basics

1.1 Logging into the Stem Cells National Systems Solutions (SCNSS)

1) Open a Chrome browser.
2) Type https://scnss.blood.ca in the address field.



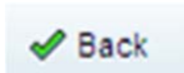
3) Click on the button titled “CLICK HERE TO SIGN IN”.
4) At The Sign In screen, enter your windows account user name (provided by Canadian Blood Services – example: Donald.Duck@blood.ca), Select Next.
5) Enter your password, select Sign In.
6) If you are a Canadian Transplant Centre(CTC) and Collection Centre (CC) user, a window will appear with both roles listed. Select the ‘CTC’ role.

1.2 Using “Back” buttons

Never use the browser “Back” button. This will close your SAP session. If you do accidentally hit the browser “Back” button, just log in again.

Always hitting the wrong back button? Click the F11 key to remove the browser tool bar. To bring it back, just click the F11 Key again.

The SAP back buttons, shown below, should be used when you want to return to a previous screen.



1.3 Error messages

Stem Cells National Systems Solutions (SCNSS) uses the upper right hand corner of the screen to display messages. The message will appear as a coloured symbol and a number to indicate the number of messages.

Green checkmark – The transaction is saved and no information is missing.

Yellow yield– the transaction is saved but some information is missing.

Red Stop sign– Critical information is missing in order to proceed.

By expanding this area, you can read what the message is.

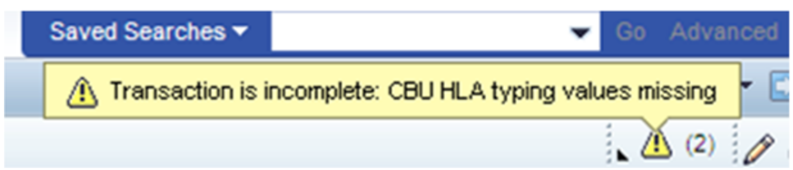
To set the the message to appear without expanding it each time:

a. Click on the “Personalize” button.

b. In the 'Settings' section of the personalization screen, click on the "Personalize Settings" link.

c. In the Message area, click the box 'Preview of new messages above message bar'.

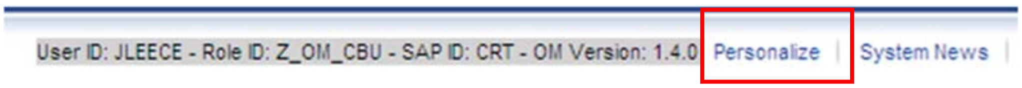
d. Click save. Messages will now appear automaticaly, but only show for a short time before disappearing from the screen.



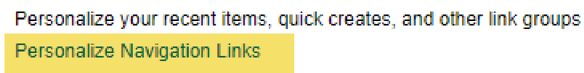
1.4 Modifying Recent Items list

The recent items section of CRM is default to display the last 5 transactions that were viewed. This number can be expanded up to 25 items.

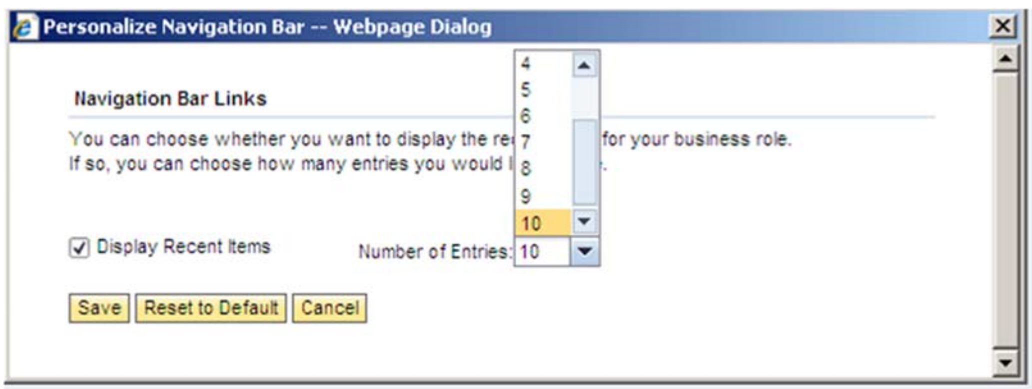
1) Click on the "Personalize" button.



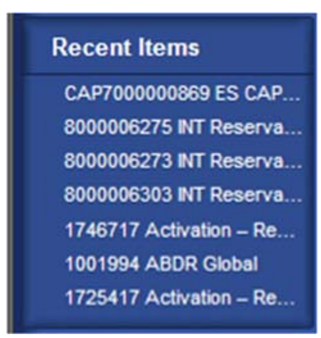
2) Click on "Personalize Navigation Links".



3) The 'Navigation Bar' window will appear. Select the desired "Number of Entries'.

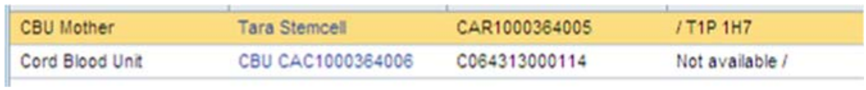


4) Click "Save". The 'Recent Items' will now display the new number of items.



1.5 Opening links

To open a window, link or transaction, click on the **blue** text.



1.6 Date format

When entering a date, the format to use is:

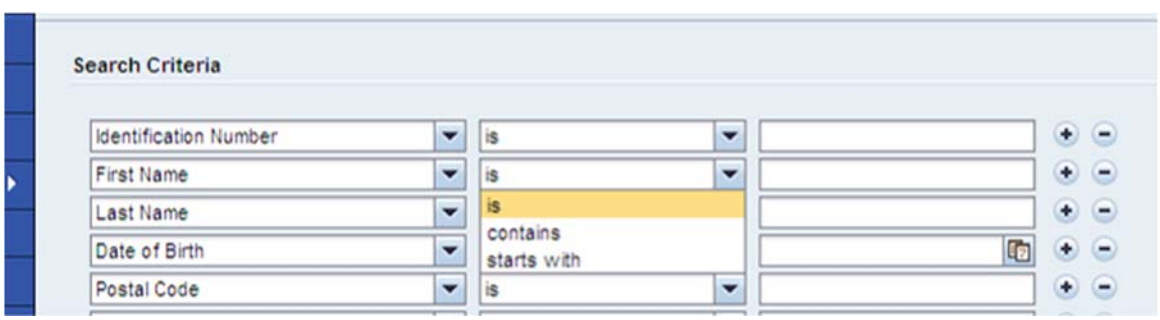
yyyy/mm/dd or 2013/01/14

Note: Stem Cells National Systems Solution (SCNSS) does not accept the use of "-" dashes in the date format.

1.7 Search screen options

There are several ways a user can search for a patient. The more information entered the faster the search will be, but the chance for entry error increases. Entering too little information can open the search up to many more possibilities, but the search will take more time. The user has to find a balance that works.

Each field has a qualifier. This tells the system how to use the information entered to complete the search. Each field has a drop down box on the qualifier with 1 or several options to choose from. The most common ones are: "is", "contains" and "starts with".



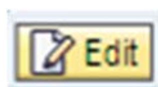
For example, to search for Susie Stemcell:

Search Field	Qualifier	Type	
First name	is	Susie	This options searches for exactly what you typed only.
	is	Sus*	The open the search to include other info besides what you typed a wildcard or "*" is needed.
	contains	usi	This option is like having built in wildcards in the front and end of what you type.
	Starts with	Sus	This option is like having a built in wildcard at the end of what you type only.

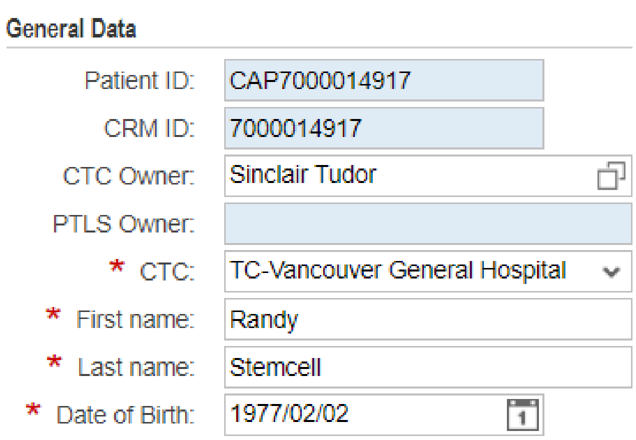
1.8 Editing information

Some information can be edited within the system after it has been saved.

1) To enable 'Edit mode' click on the "Edit" button on a tab or section.



2) Information that is in white boxes can be changed and information contained in blue shaded boxes cannot be changed.



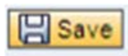
3) Click "Save" when changes are complete.
4) If critical fields were edited, a confirmation window will appear to confirm the information. Click "OK" if the information is correct or "Cancel" to make changes.

1.9 *Saving a search*

When a standard search is used routinely, it can be saved for ease of use.

1) Enter the search criteria.
2) Click "Search".
3) In the 'Save Search As' field, enter the name the search is to be saved as.

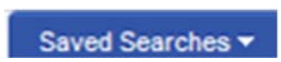
4) Click the "Save" button.



5) The saved search will appear in the 'Saved Searches' section at the top of the screen.

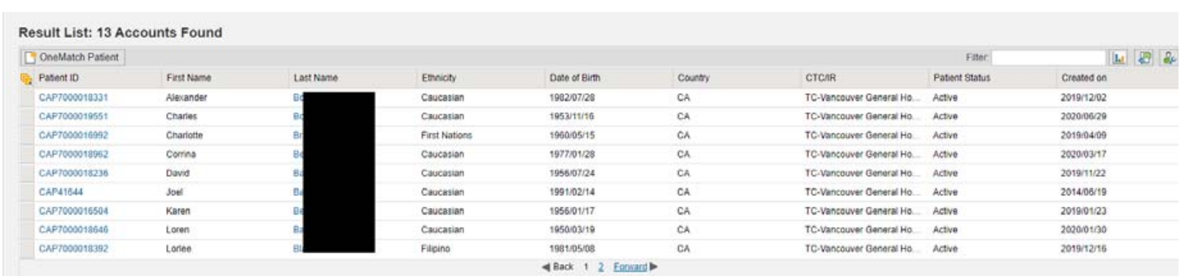
To open a saved search:

1) Click "Saved Searches" button at the top of the search screen if the searches do not appear.



2) If more than one search was saved, select the search to run.
3) Click the "Go" button.

4) The search results will appear.



Result List: 13 Accounts Found

OneMatch Patient   Filter:

Patient ID	First Name	Last Name	Ethnicity	Date of Birth	Country	CTC/IR	Patient Status	Created on
CAP7000018331	Alexander	[redacted]	Caucasian	1982/07/28	CA	TC-Vancouver General Ho...	Active	2019/12/02
CAP7000019551	Charles	[redacted]	Caucasian	1953/11/16	CA	TC-Vancouver General Ho...	Active	2020/06/29
CAP7000016992	Charlotte	[redacted]	First Nations	1960/05/15	CA	TC-Vancouver General Ho...	Active	2019/04/09
CAP7000018962	Corrina	[redacted]	Caucasian	1977/01/28	CA	TC-Vancouver General Ho...	Active	2020/03/17
CAP7000018236	David	[redacted]	Caucasian	1956/07/24	CA	TC-Vancouver General Ho...	Active	2019/11/22
CAP41644	Joel	[redacted]	Caucasian	1991/02/14	CA	TC-Vancouver General Ho...	Active	2014/06/19
CAP7000016504	Karen	[redacted]	Caucasian	1956/01/17	CA	TC-Vancouver General Ho...	Active	2019/01/23
CAP7000018646	Loren	[redacted]	Caucasian	1950/03/19	CA	TC-Vancouver General Ho...	Active	2020/01/30
CAP7000018392	Loriee	[redacted]	Filipino	1981/05/08	CA	TC-Vancouver General Ho...	Active	2019/12/16

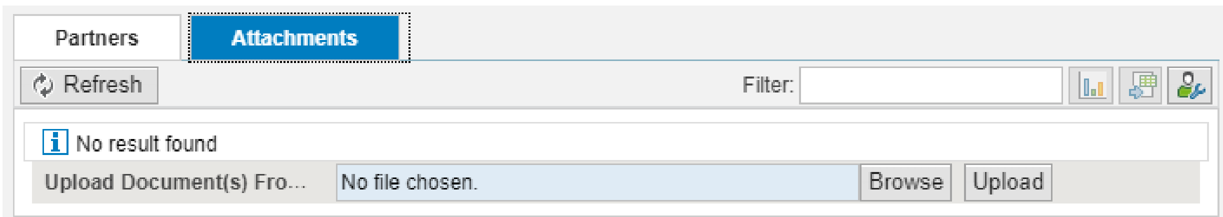
◀ Back 1 2 Forward ▶

5) To return to the standard search view, click the "Back" button.
6) To delete a search, click the 'delete' button beside the search name.

1.10 Attachments

Attachments can be done on profiles, transactions or tasks and are organized under an “Attachments tab”.

The tab may look different depending on where the attachment is found, but functions the same way. You may add one or many attachments at the same time.

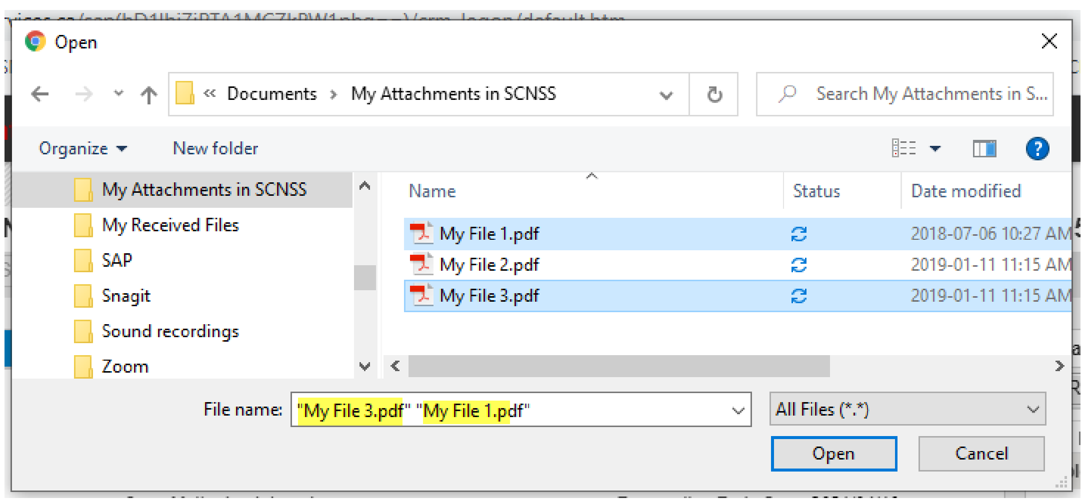


Use the Browse button to select your document(s).

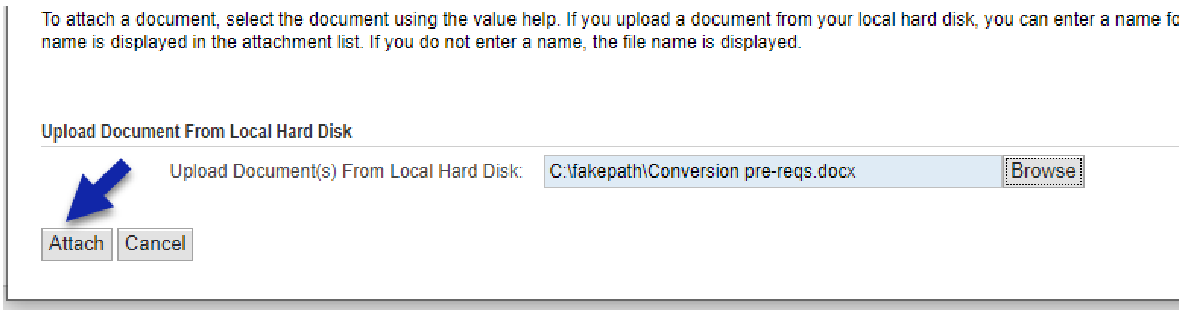
Note: Files cannot be added to a specific folder when using the “Browse” button.

1.10.1 Creating an attachment

1) Click on the ‘Attachment’ tab.
2) Click the “Browse” button and find and select the file (or multiple files).

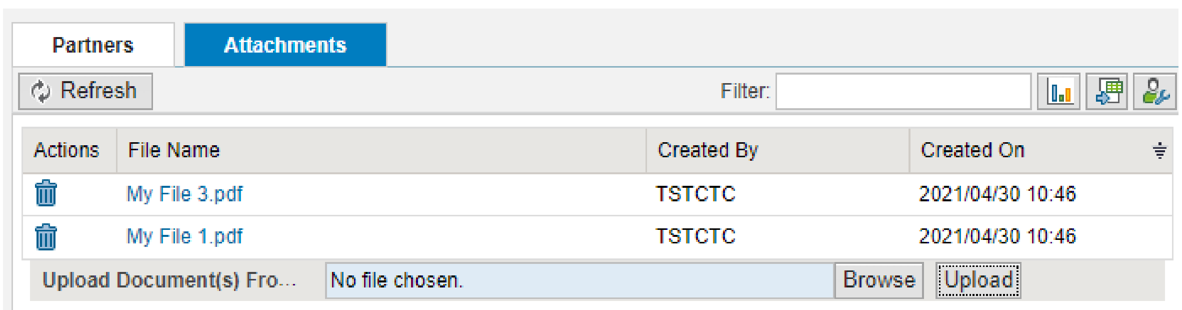


3) Click “Open”.



Note: For multiple files, don’t worry that only one filename will appear in the pathname -- all selected files will still be uploaded.

4) Click “Attach”.
5) The attachment will now appear in the ‘Attachments’ tab.



6) To open an attachment once it is added to the system, click on the name.
7) If no automated task is created, notify the registry by sending a follow-up task.

1.10.2 Deleting an attachment

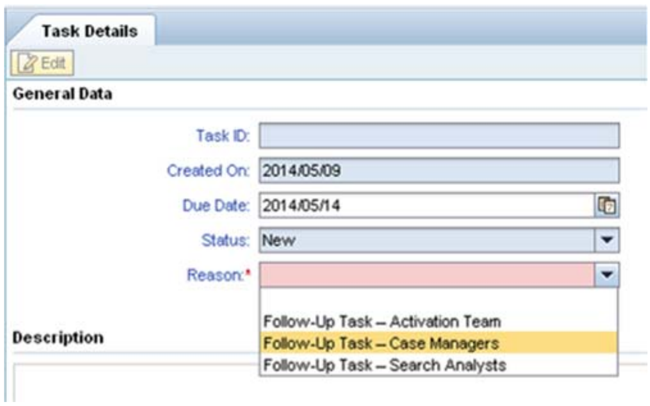
Attachments can only be deleted by the user who attached them. To delete an attachment, click on the garbage pail beside the attachment properties.

1.11 Follow up task

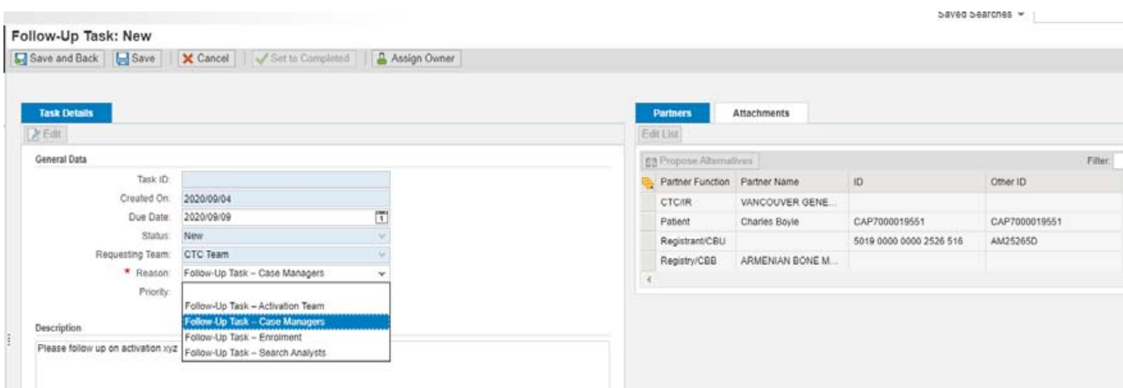
Follow up tasks are used to communicate with the registry, for example: to inform the registry when new documents are attached.

1.11.1 Sending a Follow up task

1) Click on the “Follow up task” button.
2) The follow up task screen will appear. Select the group the follow up task should be assigned to in the “Reason’ field.



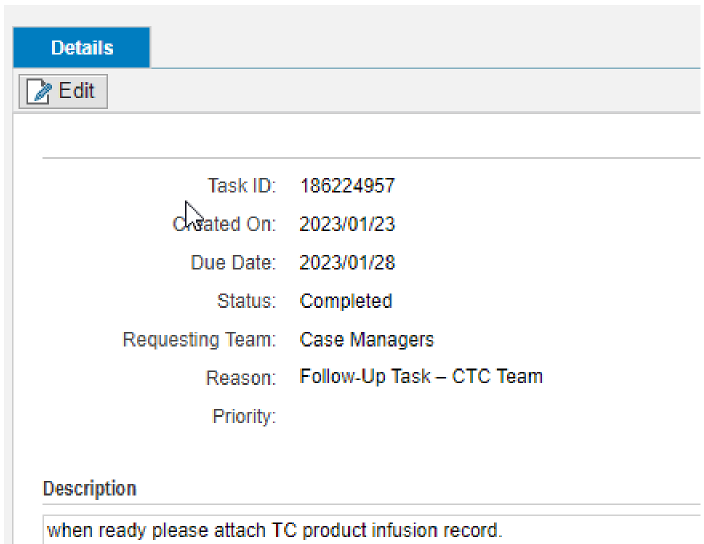
3) In the description field, enter the details of the follow up task.



4) Click “Save and Back”.

1.11.2 Receiving a Follow up task

1) Receive task "Follow-Up Task – CTC Team".
2) Assign and open task.
3) Review the information in the description field.

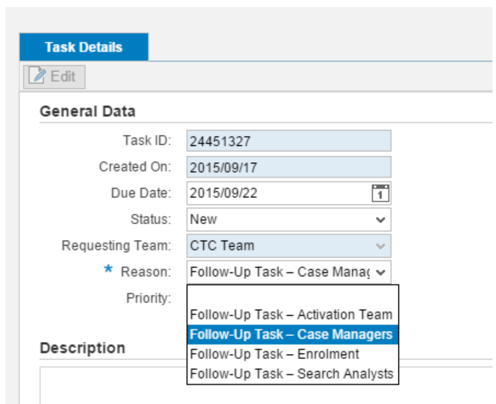


4) Set task to completed.

1.11.3 Re-assigning a Follow-Up Task

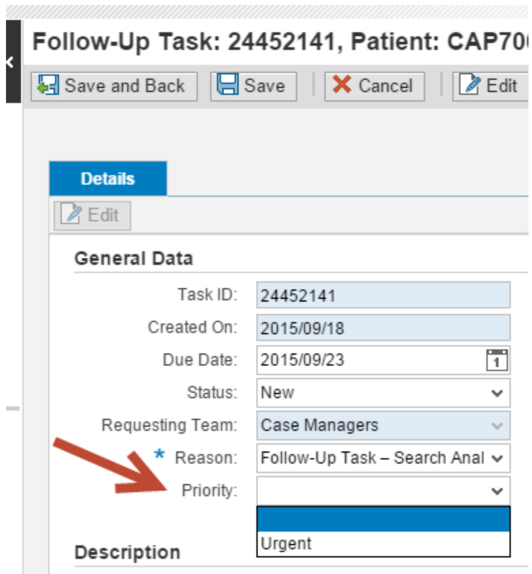
1) Stem Cells National Systems Solutions (SCNSS) allows the re-assignment of a Follow-up task. Re-assignment can be done on a Follow-Up Task in ANY Status.
2) To re-assign a Follow-Up task, simply edit the task, and change the Reason to reflect the new team the Follow-Up task should be assigned to. Save the change.

Note: Follow-Up tasks that have been assigned/reassigned to a Canadian Transplant Centre (CTC) role, can be assigned to any registry team member, but subsequent reassignments by the registry assignee will be restricted to the Canadian Transplant Centre (CTC) Requesting team. Do not Cancel or Complete the task after re-assigning – by doing so, the task will NOT appear on the new assignees Worklist.

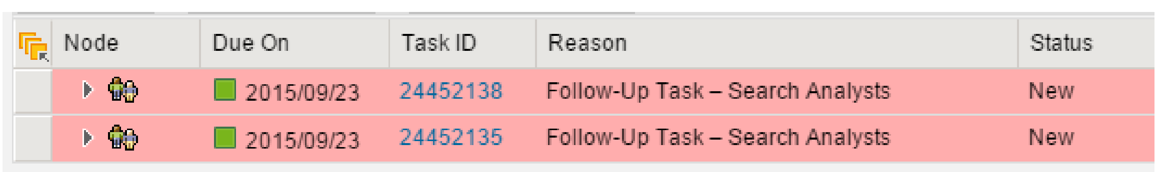


1.11.4 Urgent Follow-Up Tasks

1) Stem Cells National Systems Solutions (SCNSS) allows the user to set a Follow-Up Task to have an "Urgent" priority.



2) Urgent Follow-Up tasks will display in RED highlighting on the Worklist view.



	Node	Due On	Task ID	Reason	Status
		2015/09/23	24452138	Follow-Up Task – Search Analysts	New
		2015/09/23	24452135	Follow-Up Task – Search Analysts	New

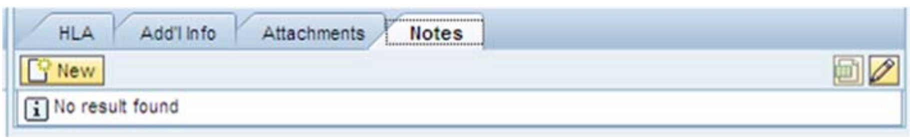
3) If an Urgent Follow-Up task is issued to a Canadian Transplant Centre (CTC), an email will be immediately issued to each user of the assigned Canadian Transplant Centre (CTC) with the Subject "SCNSS Urgent task".

1.11.5 Patient – No activity in the last 6 months

1) This task will be issued to the Canadian Transplant Centre (CTC) notifying them the patient search has been set to status ‘STP’ with reason of ‘no activity in the last 6 months. This task will only be generated when the background monitoring program sets this status; it will not be generated if a user selects this status and reason.

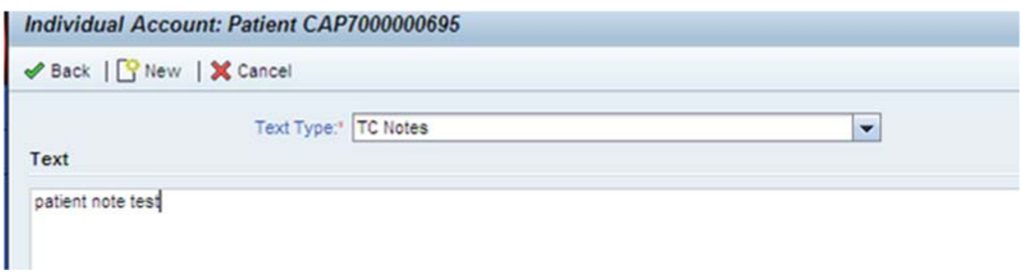
1.12 Notes

1) Click on the ‘Notes’ tab.

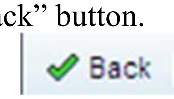


2) Click the “New” button.

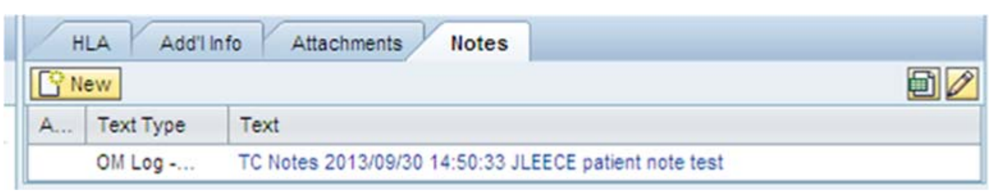
3) Enter the note in the ‘Text’ field.



4) Click the “Back” button.



5) Click “Save”.



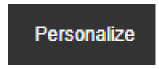
6) To view any note that is saved, click on the blue text of the note. This will open the log and all text will be viewable.

Note: Notes are not able to be deleted once they have been saved.

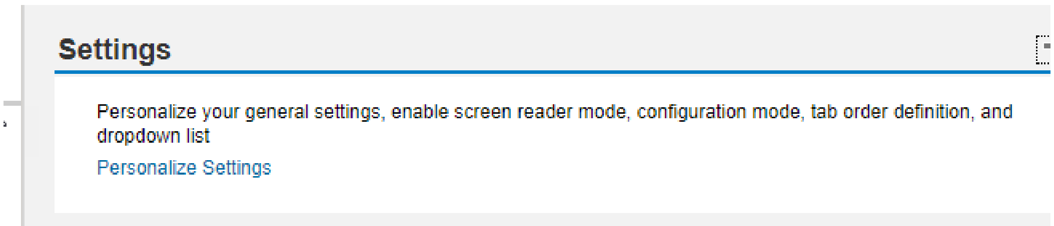
1.13 Changing tab order

Tabbing order of fields in a screen can be personalized as desired.

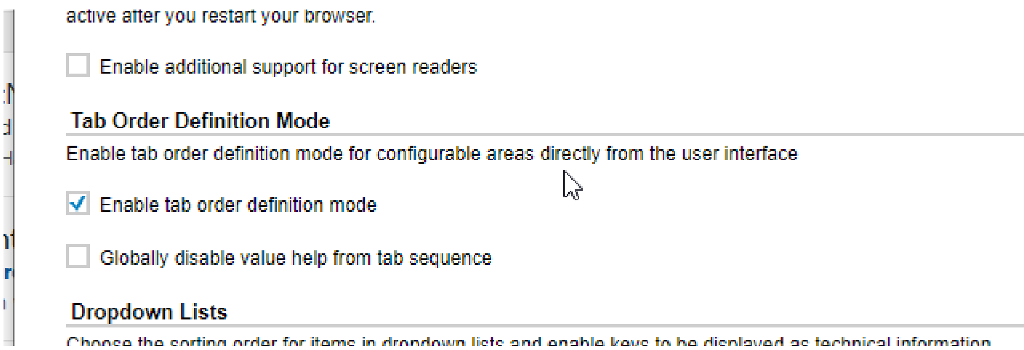
1) Click 'Personalize' at top of the screen.



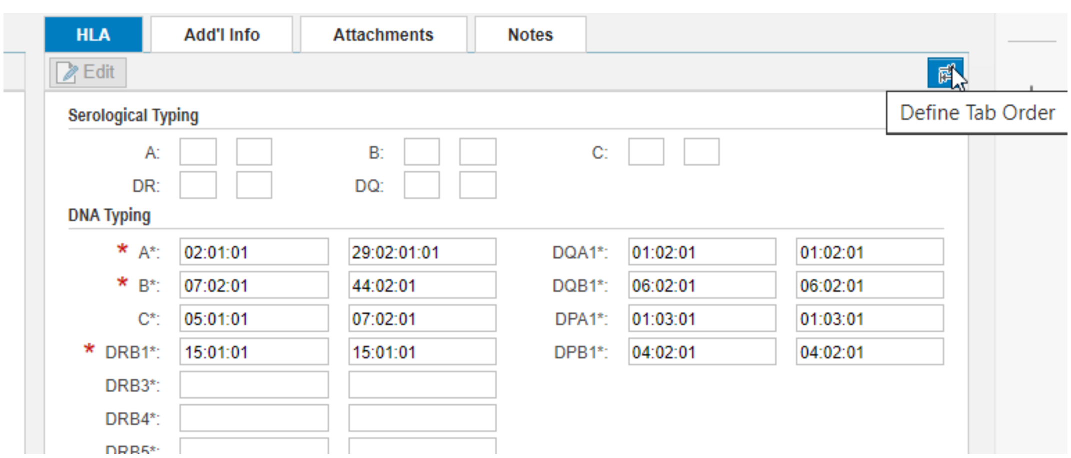
2) Click 'Personalize Settings'.



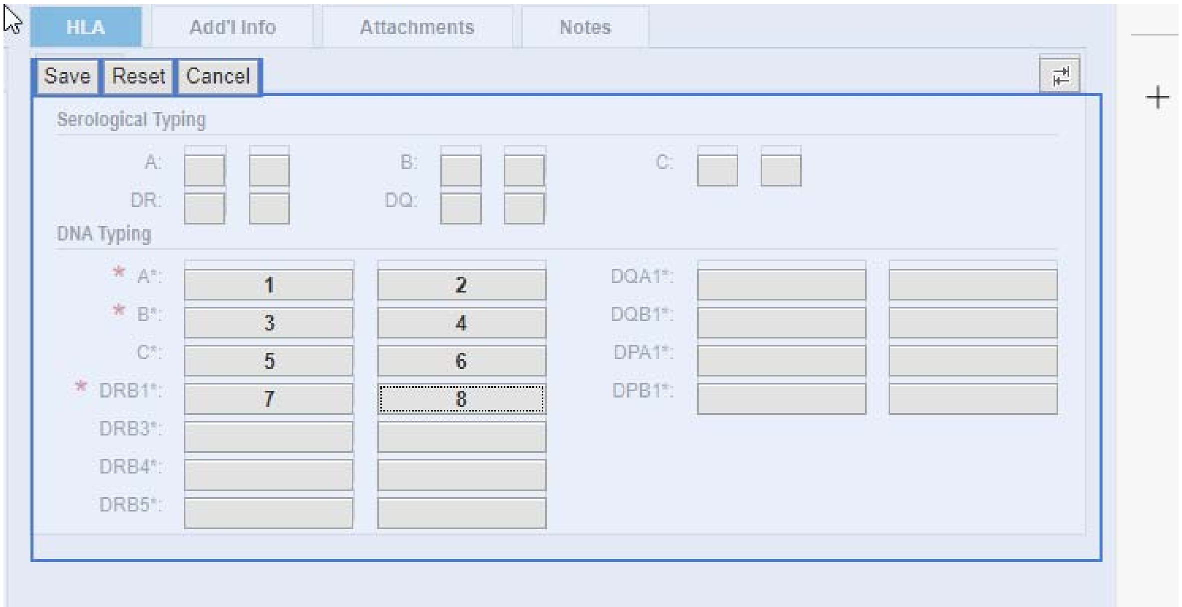
3) Select 'Enable tab order definition mode' and then click 'Save'.



4) Click 'Edit' in a screen where tab order is to be personalized and click 'Define Tab Order'.



5) Indicate the desired tab order in the applicable fields and then click 'Save'.



1.14 Worklist

When a user first logs into CRM, the home screen is the Worklist Page. This page shows all the tasks that are new or in process and assigned to that user's group.

Searches can be done using a variety of criteria – reasons, status, dates, etc.

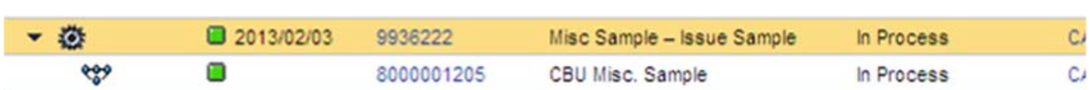
Each uncompleted task on the worklist, is color coded to show at a glance how the task proceeding compared to its due date.

Task is overdue.

Task is coming up to its due date.

Task is on target.

To view the related transaction, click on the arrow to expand the task line.



Urgent Tasks will be highlighted in RED.

1.14.1 Notification of unacknowledged tasks

An email will be sent each workday, such as the example below, to notify the user if there are any unacknowledged tasks.

Subject: *SCNSS Unacknowledged Tasks (CTC)*

This is to advise you that there are ***1*** *new tasks assigned to your facility.*

Should you have any questions, please email cbs.stemcellregistry@blood.ca

Thank you.
The Canadian Blood Services Stem Cell Registry Team.

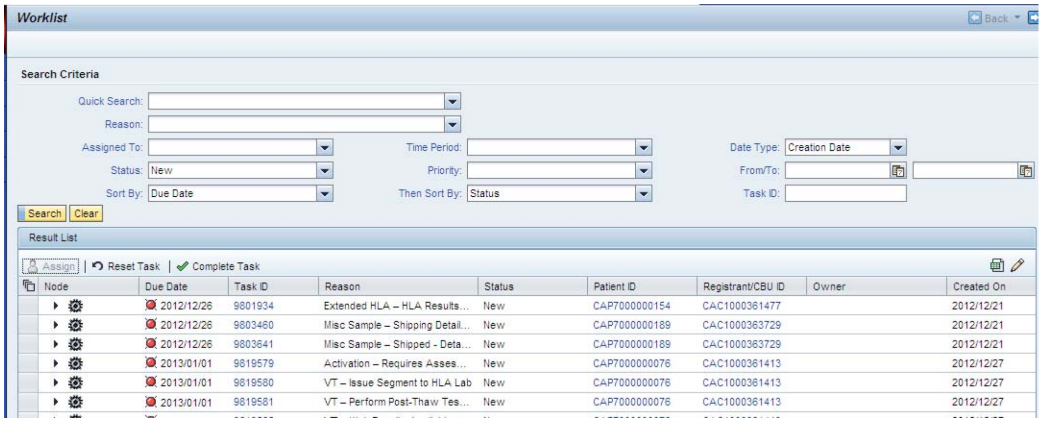
1.14.2 Assigning a task

***It is Important to ensure a task is assigned to yourself before working on it. Current ownership of a task can be seen in the ‘Owner’ column of the worklist search results or the ‘Owner’ identification within the Partners tab of the task. The system does not assign/reassign the task to a user even if he/she does work in it. ***

Worklist has an action button ‘Assign’ which will, for selected ‘New’ tasks, automatically assign the ‘Owner’ and set the task status to ‘In Process’. This is proposed for use in the instructions within this manual even if ownership is previously assigned to the task as the simplest method of performing both actions. Optionally, the same actions can be performed as follows: open the task; click ‘Assign Owner’ if assignment or reassignment of the current ‘Owner’ is required; modify the status to ‘In Process’; and Save.

1) In the Status section, select “New” from the drop down box.

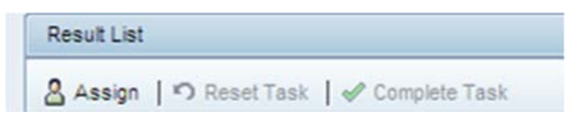
2) The new tasks which have not been assigned will appear in the results area.



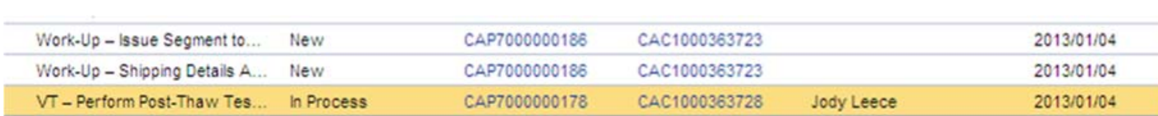
For registrants, the ‘Registrant/CBU ID’ column will display the Global Registration Identifier for Donors (GRID) (if known) or the original registrant identifier.

Note: **Hovering over the ‘GRID’ identifier in the ‘Registrant/CBU ID’ field on a particular entry within the Worklist will display its original registrant identifier (if it’s available).**

3) Highlight the task you wish to assign. This can be done by clicking on the far left box on the line. (You do not want to open it.)
4) Click on the “Assign” button located in the top left of the Results List.



5) The Task will now have your name as the Owner of the Task and the Status will be changed to “In progress”. The task will now appear in your Worklist.



1.14.3 Assign someone else as owner

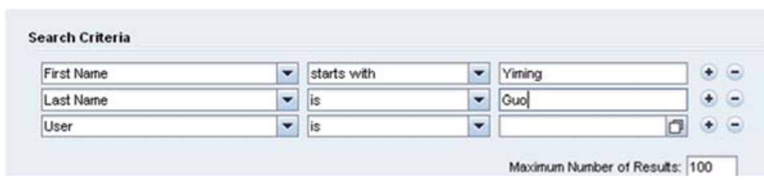
Once a task or activation has an owner assigned, it can be reassigned to another owner.

1) Open the task/ activation.
2) Click the "Assign Owner" button, if an owner has not already been assigned.

3) Click "Edit" in the 'Partners' tab.

4) Click the white box beside the current owner's name.

5) Enter the new owner name in the search fields.



6) Click "Search".
7) Select the new owner from the search results.

8) The new owner name will appear in the 'Partner' tab.

9) Click "Save".

1.14.4 Resetting a task

A task can have its status reset to "New" when it has been put into "In Process" by the following process. This may also remove the 'Owner' of the task and a new owner will need to be reassigned.

1) Open the worklist.
2) Highlight the task that needs to be reset.
3) Click on the "Reset Task" button located in the top left corner of the result list.

4) The task status will change back to 'New' and no owner will be assigned to the task. The task is now ready to be assigned to another owner.


te Task

Task ID	Reason	Status	Patient ID	Registrant/CBU ID	Owner	Created On
9850140	VT – Perform Post-Thaw Tes...	New	CAP7000000178	CAC1000363728		2013/01/04

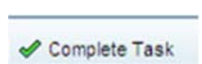
1.14.5 Completing a task

A task can be marked completed in a couple of ways: in the task screen or directly from the worklist.

Note: Some tasks cannot be completed until the required information is entered into the task.

Completing task from worklist

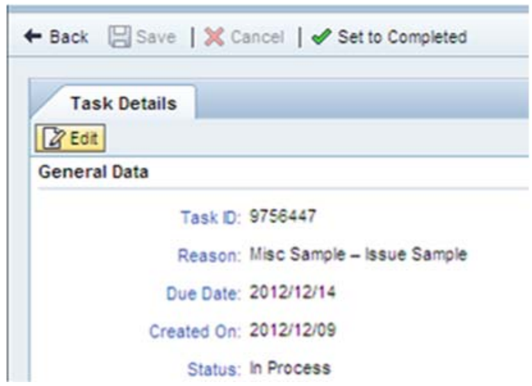
1) Open the worklist.
2) Highlight the task that needs to be marked completed.
3) Click on the "Complete Task" button located in the top left corner of the result list.



4) The task status will change to completed.

Completing task from task screen

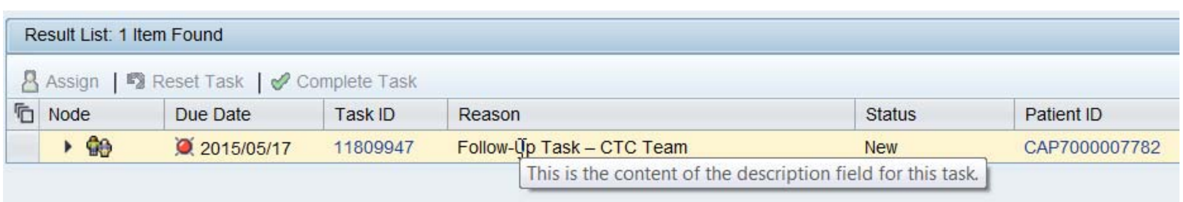
1) Open the task.
2) Click on the “Set to Completed” button.



3) The task status will change to completed.

1.14.6 Viewing the Task Description from the Worklist

1) As is shown below, placing the mouse over the Reason field on a particular task within the Worklist will display the task Description field if it is not blank.



Note: For Follow-Up Tasks, the hover over functionality is also available from under the Related Transactions tab of parent Stem Cells National Systems Solutions (SCNSS) transactions.

1.14.7 Producing Canadian Transplant Centre Work-up Overview Report

To produce a report of all active work-ups that your Canadian Transplant Centre is assigned to:

1) From Worklist, click 'CTC Work-up Overview'.
2) A PDF report will be generated showing the In Process, On Hold, Fulfilled work-ups where the CTC/IR partner is the user's Transplant Centre. Work-ups will be presented segregated into 4 sections: International Registrant work-ups, Canadian Registrant work-ups, International CBU work-ups and Canadian CBU work-ups. Within each section, the work-ups are presented in ascending order by Work-up ID.

1.15 Printing

In order to print from within the Stems Cells National Systems Solutions (SCNSS) application, perform the following steps:

1) Use the SCNSS 'Print' icon  to prepare the form.
2) Ctrl-P to activate the browser printing menu function.
3) Select a PDF generating tool or a normal printer from the list.
4) Adjust print settings as desired and then click on the action button of the print menu.
5) The screen will be saved to PDF or Printed.

1.16 Partners

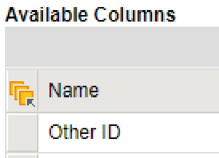
'Partners' tab displays information about business partners, with their applicable identifiers, related to the transaction (eHLA, work-up, task, etc.).

1) Click on the 'Partners' tab of the transaction.

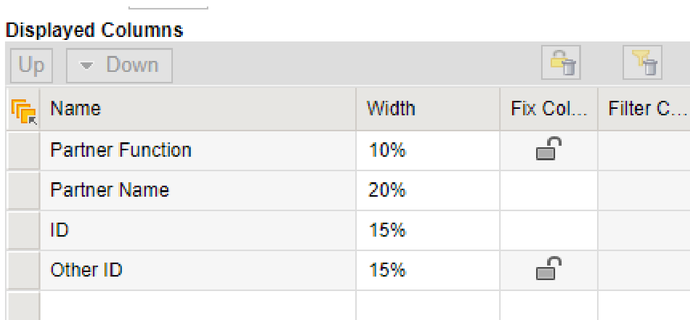
Partner Function	Partner Name	ID
CTC/IR	VANCOUVER GENERAL, GORDON AND	
Patient	[redacted]	CAP7000019551
Registrant/CBU		5019 0000 0000 2526 516
Registry/CBB	ARMENIAN BONE MARROW DONOR R...	
Requester	Charlie Ha	
Ship-To Party	CBS c/o Vancouver General Hospital	

By default, only the identifiers appearing in the 'ID' column will be displayed.

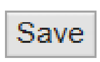
2) Click on “Personalize” icon to customize the ‘Partners’ tab view.
3) From the list of ‘Available Columns’ at left, select the ‘Other ID’.



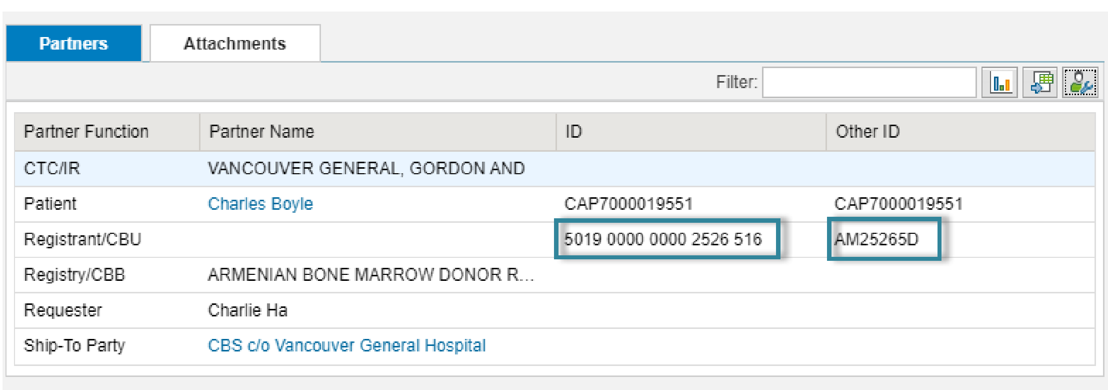
4) Click on “Move to Right” icon to move the selected column to the list of ‘Displayed Columns’ at right.



5) Click “Save”.



After that, all ‘Partners’ tabs for this transaction type will display both the ‘GRID’ (if assigned) and the original registrant identifiers.



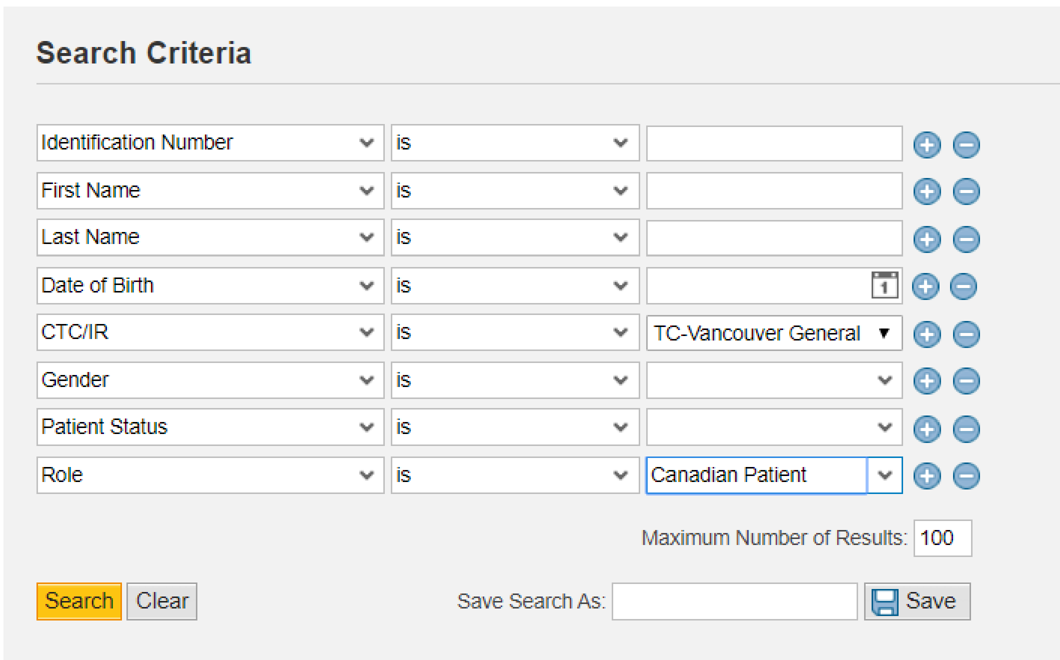
Note: For a different transaction type (e.g. eHLA, VT, Reservation, Follow-up task, etc.), the above steps should be repeated.

2 Patient profile

2.1 Searching for a patient profile

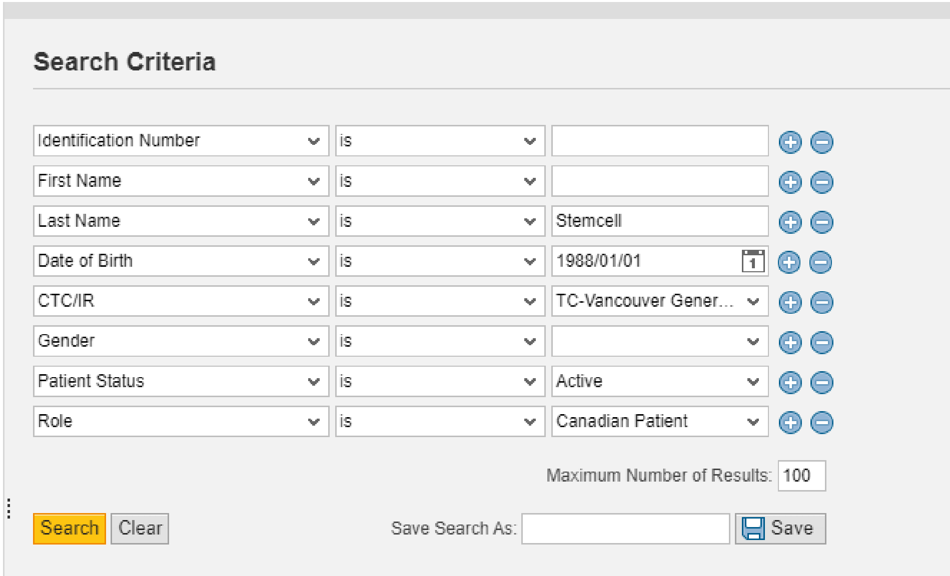
1) Click on the "Patients" tab.

2) The patient search screen will open.

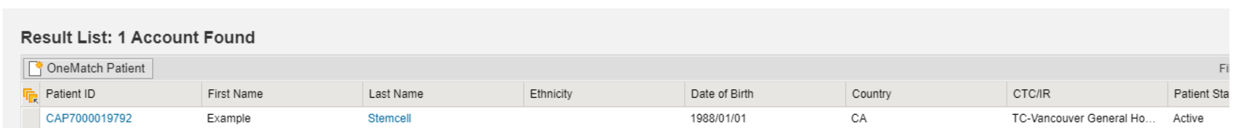


3) Enter the search criteria into the form. The recommended search fields are Last Name and Date of Birth.

Note: The more information you put the more chances there are for an entry error.



4) Click the "Search" button.
5) The search results will appear.



The maximum number of search results the system will retrieve are 100. If there is no results that match your search criteria the following will appear:

6)

If…	Then…
Patient is found	Click on the 'Patient ID' or 'Last Name' to open the patient profile
Patient is not found	Create new patient profile

2.2 Creating a patient profile

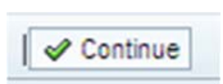
Once a search has been completed for a patient profile and found that he/she is not already in the system, a new patient profile will need to be created.

1) Click on the "Canadian Patient" icon.

2) Complete the required information:
   - First Name
   - Last Name
   - Date of Birth
   - Gender.

Note: Any information used in the search will be automatically populated.

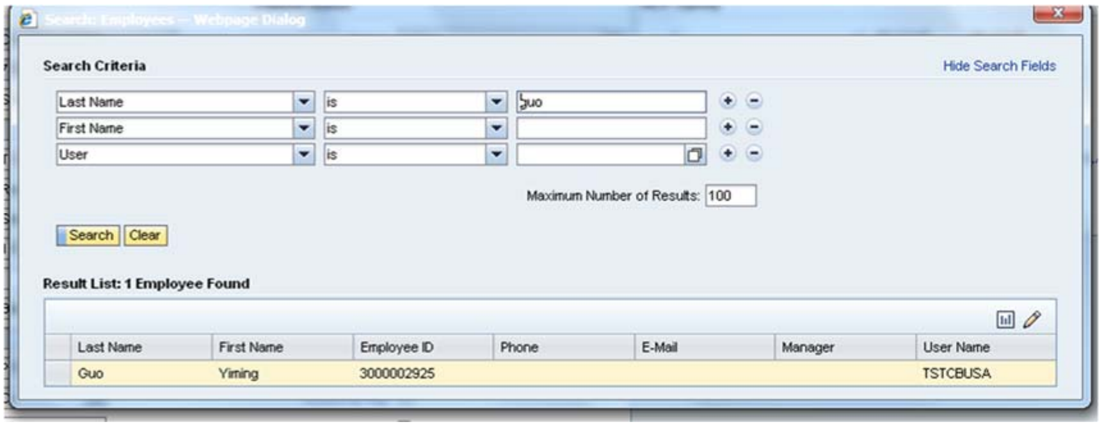
3) Click the "Continue" button.



4) Enter the Diagnosis and complete any other Diagnosis Information.
5) Enter any other Patient information in the 'General Data' section.

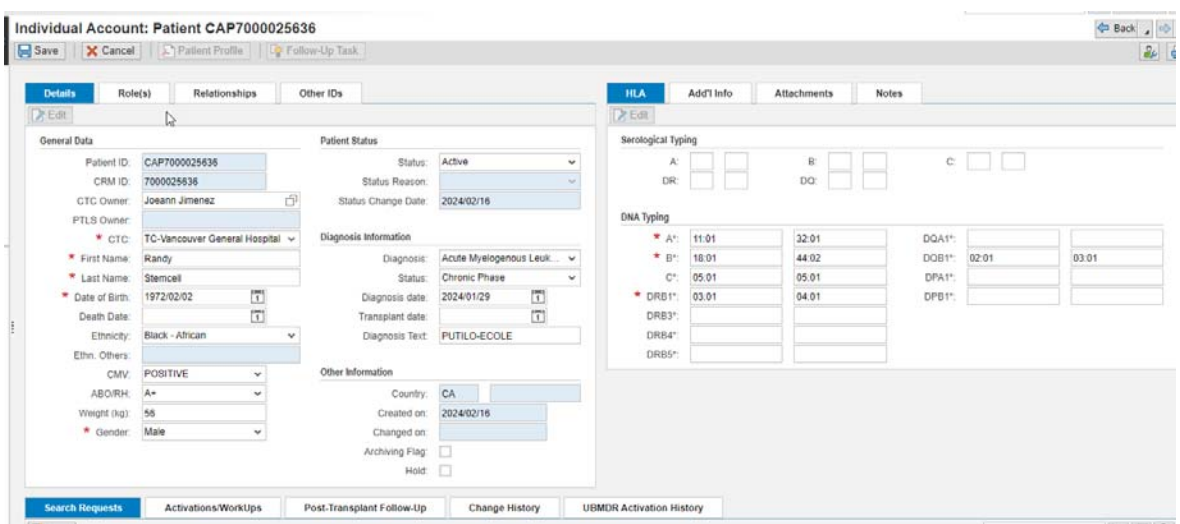
6) To change the ‘CTC/IR owner’,
   - Click the box to the right of the current owner name

   - Enter the name of the new owner
   - Select the owner from the search results.



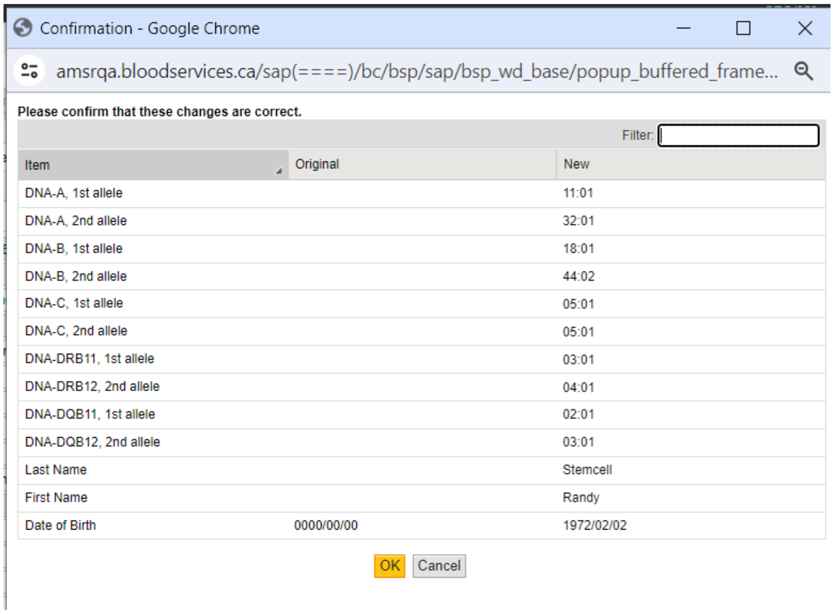
7) Enter the ‘HLA Typing’.

Note: DNA typing for HLA-A, B, and DRB1 is mandatory.



8) Click the ‘Attachments’ tab and attach a copy of the HLA test results.
9) Click the “Save” button. This will save your patient in the system. If the patient profile is cancelled before this step, any information entered would not be saved and will need to be re-entered.

10) A confirmation screen will appear to verify the information just entered. Click "OK" if the information is correct or "Cancel" to make changes.


Confirmation - Google Chrome
amsrqa.bloodservices.ca/sap(====)/bc/bsp/sap/bsp_wd_base/popup_buffered_frame...

Please confirm that these changes are correct.

Filter:

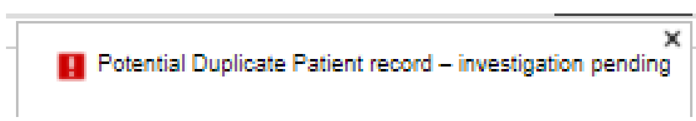
Item	Original	New
DNA-A, 1st allele		11:01
DNA-A, 2nd allele		32:01
DNA-B, 1st allele		18:01
DNA-B, 2nd allele		44:02
DNA-C, 1st allele		05:01
DNA-C, 2nd allele		05:01
DNA-DRB11, 1st allele		03:01
DNA-DRB12, 2nd allele		04:01
DNA-DQB11, 1st allele		02:01
DNA-DQB12, 2nd allele		03:01
Last Name		Stemcell
First Name		Randy
Date of Birth	0000/00/00	1972/02/02

OK Cancel

11) If a duplicate profile was detected a warning message will appear in the top right corner with the message "Duplicate check has identified Potential existing record(s)".

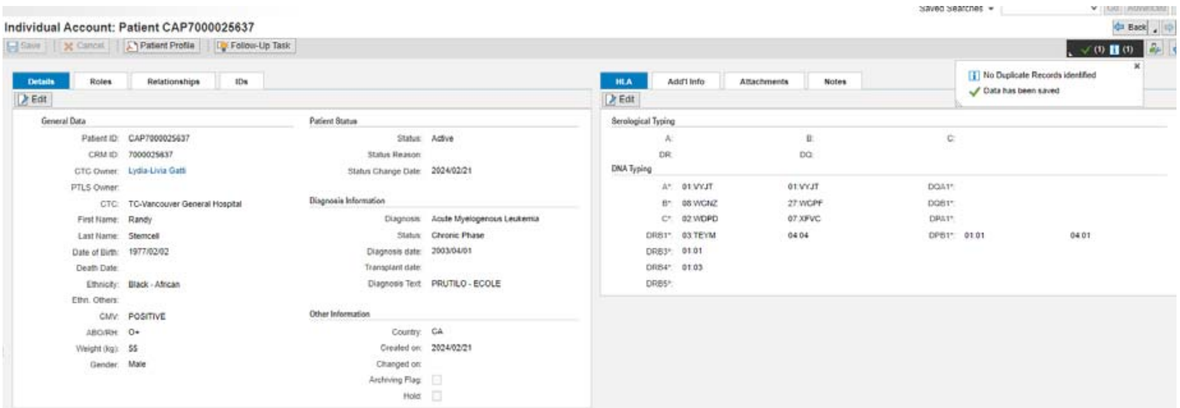
The ability to create new Searches (other than the WMDA Donor search) will be disabled pending the potential duplicate patient assessment.

Activations creation will be disabled pending the potential duplicate assessment, SCNSS will display the following denial message if an Activation request is attempted "Potential Duplicate Patient record – investigation pending".



The registry Search analyst will be notified and will investigate and will send notification when the duplicate has been addressed.

12) If the save was successful, a green check mark will appear in the top right corner with the message “Data has been saved”.



13) Upon the successful creation of a new patient, the WMDA Donor search for Registrants will automatically be created.

2.3 Changing a patient status

A Patient’s status may need to be changed because the search is being suspended /stopped or a previous suspended/stopped search needs to be reactivated.

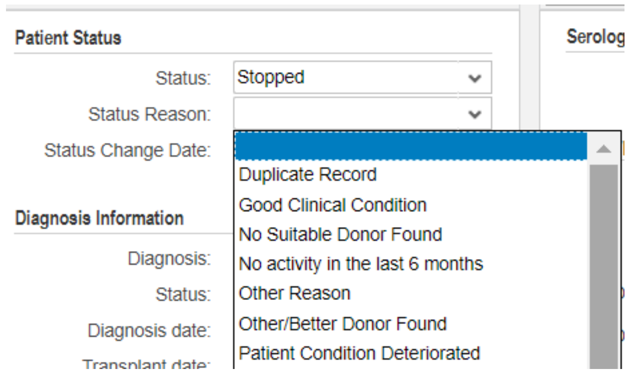
If a patient is transferring to another Transplant Centre, the original search will need to be stopped.

The patient status should also be updated following a transplant or patient death.

1) Open patient profile.
2) Click the “Edit” button in the Details section.
3) Select the correct status from the drop down box.

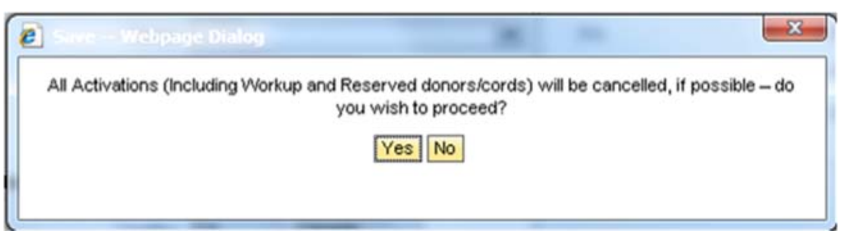
Active	searches and activations may be requested.
Suspended	new searches may be submitted, but no new activations can be requests. Existing activations will continue.
Stopped	no searches or activation may be submitted and all open activations will be cancelled.

4) If ‘Suspended’ or ‘Stopped’ is selected, select the “Status Reason”.



5) Click "Save".
6) A pop up window will appear if there are any open activations or work-ups if the patient status is set to Suspended. Any activations or work-ups will proceed. Click "Yes" or "No".

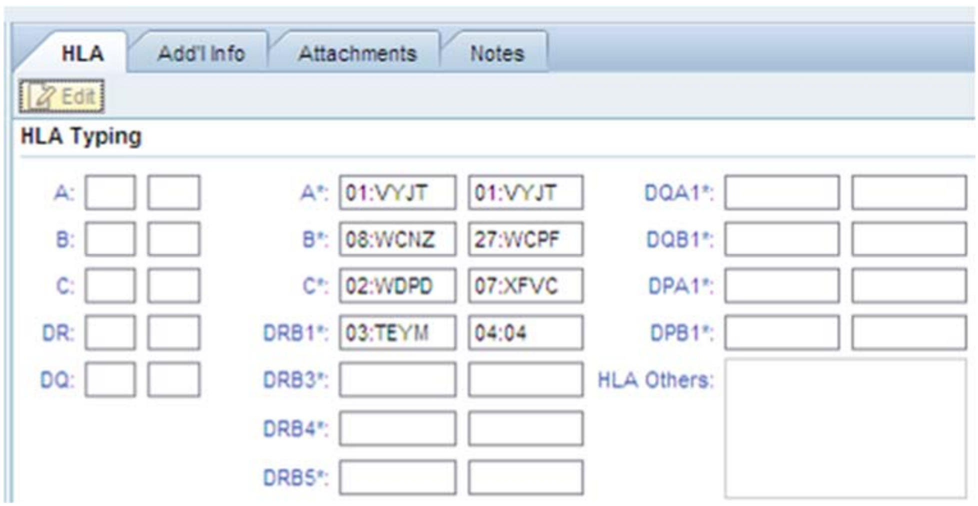
7) A pop up window will appear if there are any open activations or work-ups if the patient status is set to stopped. Any activations or work-ups will be cancelled, if possible. Click "Yes" or "No".



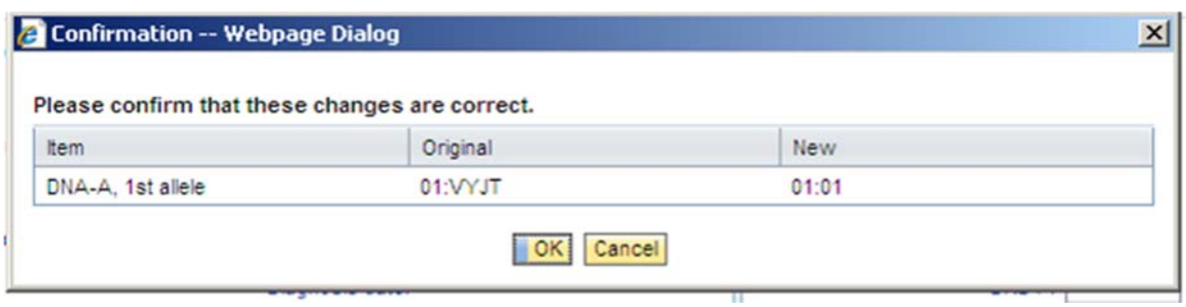
2.4 Changing a patient's HLA typing

When an active patient has the HLA typing changed, WMDA search (es) will automatically be re-run. Any Fax International Search requests will have to be manually requested again with the new typing.

1) Open patient profile.
2) Click the "Edit" button in the HLA tab.
3) Enter the new HLA typing.



4) Click "Save".
5) A confirmation screen will appear to verify the changes entered. Click "OK" if the information is correct or "Cancel" to make changes.



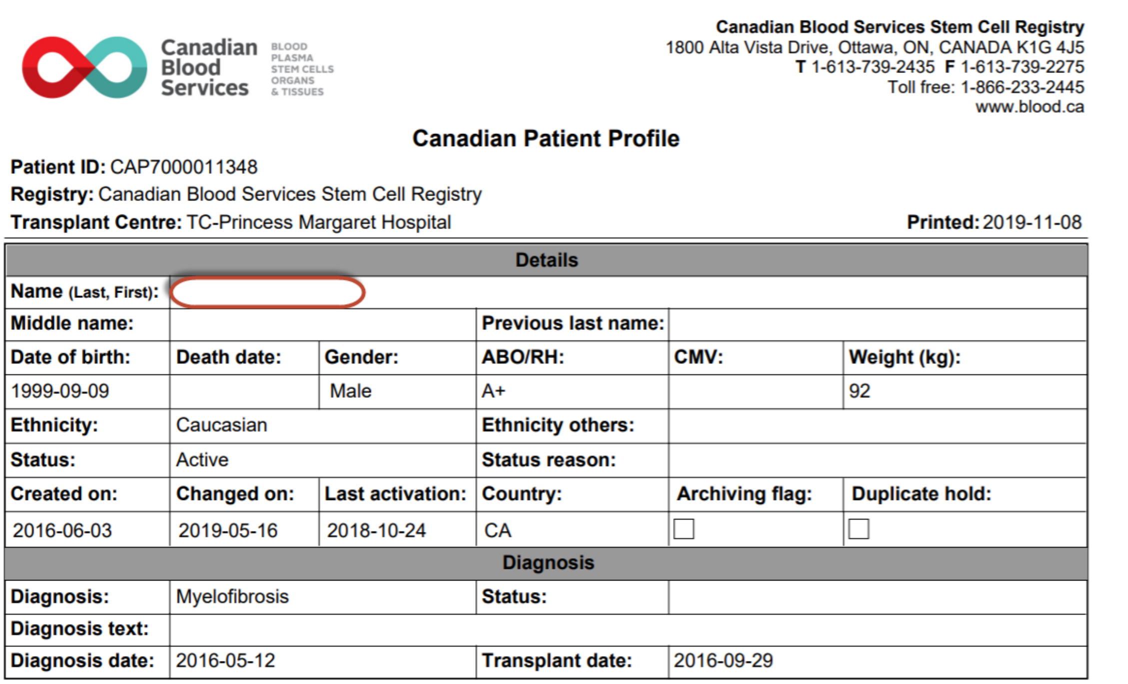
2.5 Patient profile report

A patient profile report can be printed off which includes HLA typing, search requests, activations/ work ups, notes and change history.

1) Open the patient profile.
2) Click the “Patient Profile” button.

3) The patient profile report will open in a separate window.

Note: If you do not see the report, check the bottom of the screen for a new tab.



Canadian Blood Services

BLOOD PLASMA STEM CELLS ORGANS & TISSUES

Canadian Blood Services Stem Cell Registry
1800 Alta Vista Drive, Ottawa, ON, CANADA K1G 4J5
T 1-613-739-2435 **F** 1-613-739-2275
Toll free: 1-866-233-2445
www.blood.ca

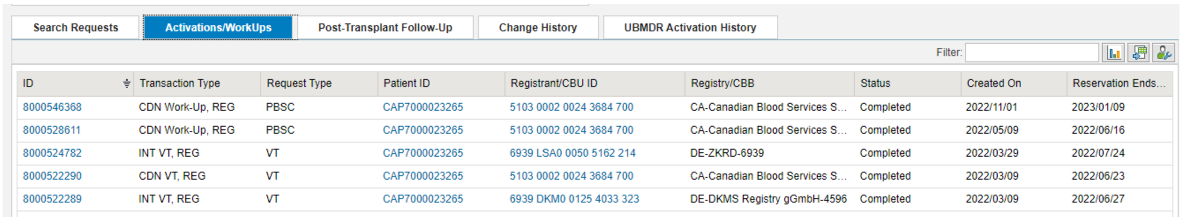
Canadian Patient Profile

Patient ID: CAP7000011348
Registry: Canadian Blood Services Stem Cell Registry
Transplant Centre: TC-Princess Margaret Hospital **Printed:** 2019-11-08

Details					
Name (Last, First):					
Middle name:			**Previous last name:**		
Date of birth:	**Death date:**	**Gender:**	**ABO/RH:**	**CMV:**	**Weight (kg):**
1999-09-09		Male	A+		92
Ethnicity:	Caucasian		**Ethnicity others:**		
Status:	Active		**Status reason:**		
Created on:	**Changed on:**	**Last activation:**	**Country:**	**Archiving flag:**	**Duplicate hold:**
2016-06-03	2019-05-16	2018-10-24	CA	☐	☐
Diagnosis					
Diagnosis:	Myelofibrosis		**Status:**		
Diagnosis text:					
Diagnosis date:	2016-05-12		**Transplant date:**	2016-09-29	

2.6 Patient activations and work-ups

A list of all activations that have been requested for a patient can be found in the Activations/ Work-Ups tab of the patient profile.



For registrants, the ‘Registrant/CBU ID’ column will display the ‘GRID’ (if known) or the original registrant identifier.

Note: Hovering over the ‘GRID’ identifier in the ‘Registrant/CBU ID’ field on a particular entry within the Activations/WorkUps list will display its original registrant identifier (if it’s available).

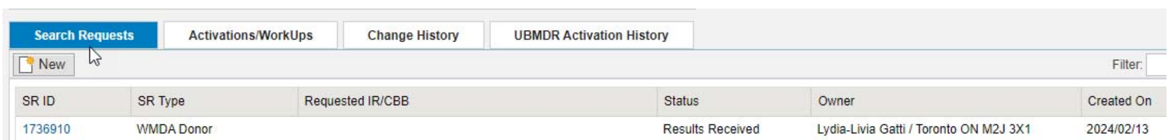
3 Search requests

A WMDA Donor search will automatically be run using default search settings as soon as a new patient is saved and will be automatically rerun by WMDA on a regular basis for patient with Active status. WMDA CBU and FAX International searches need to be created manually.

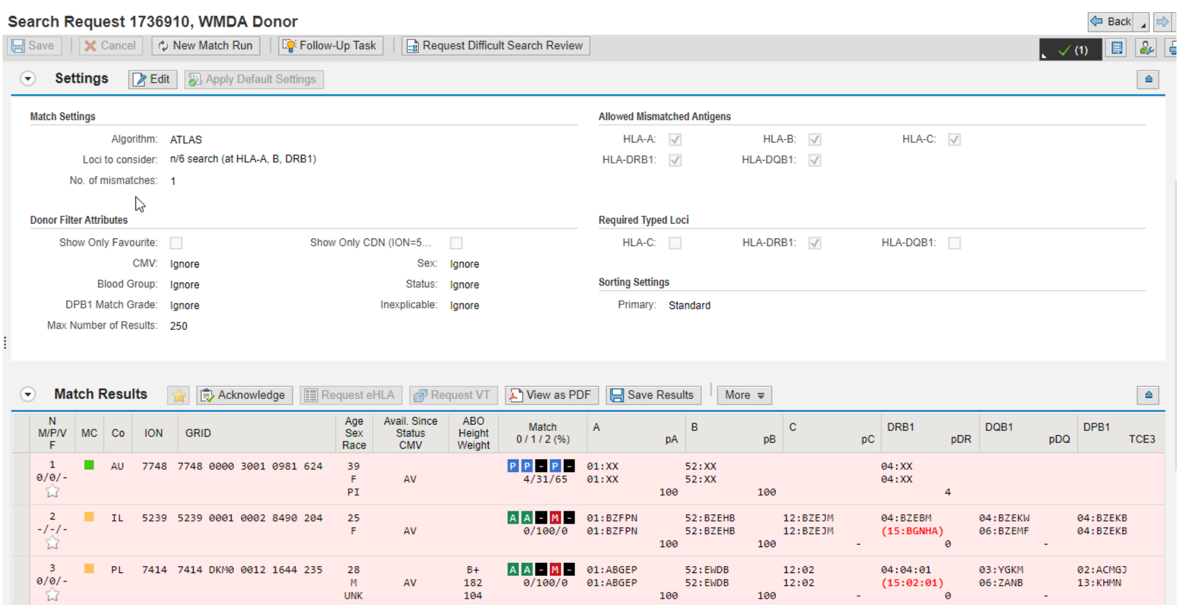
Note: 'Bone Marrow Donors Worldwide (BMDW) has been rebranded to World Marrow Donor Association (WMDA) Search & Match Service. BMDW may still appear with historical searches.

3.1 WMDA Donor search results

1) Open the 'Patient Profile'.
2) Click on the 'Search Requests' tab.
3) Click on the 'SR ID' of the WMDA Donor line when status is 'Results Received'.



4) Search results will appear.

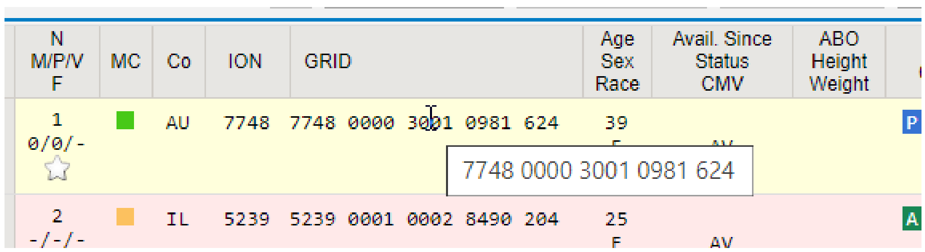


Note: Although the user is allowed to enter up to 40 characters for each of patient first and last name fields, the Patient Name field in the Search Request Details section and on the PDF search report will only display 65 characters in total.

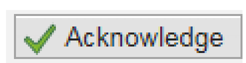
5) Results are sorted and listed with best possible matches first.

Note: Canadian donors are displayed at the top of each match grade category; their overall rank within the search is displayed in the left column ('N') when 'Standard' filtering is selected as the Primary sorting setting. When "Sum of Probabilities" filtering is applied, results will be displayed based on Rank position (no Canadian donor/CBU showcasing).

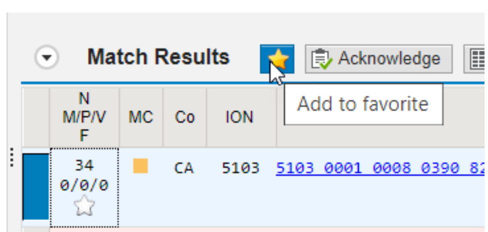
Note: To apply filter to display only Canadian donors/CBUs check the 'Show only CDN (ION 5103)' checkbox.



6) New matches will be highlighted pink if the user hasn't acknowledged them. To acknowledge the new results, click the "Acknowledge" button. The pink background will disappear.



7) Favourites can be marked by selecting the donor or CBU and clicking the 'Add to Favourite' icon; to display only those marked as favourites, check the 'Show Only Favourite' filter attribute.



To print the search results, click on the "View as PDF" button. The PDF report of the search results will open and able to be printed.

Canadian Blood Services
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Canadian Blood Services Stem Cell Registry
1800 Alta Vista Drive, Ottawa, ON, CANADA K1G 4J5
T 1-613-739-2435 **F** 1-613-739-2275
Toll free: 1-866-233-2445
www.blood.ca

Donor Results

MatchRun: 2024-02-13 20:05:59

Patient Name: Jarrettest Matchconnect	Patient ID: CAP7000025616	Algorithm: ATLAS
Diagnosis: Acute Lymphoblastic Leukemia	Date of Birth: 2001-01-02	Loci to consider: n/6 search (at HLA-A, B, DRB1)
Patient Registry: Canadian Blood Services Stem Cell Registry	Creation Date: 2024-02-13	No. of mismatches: 1
Transplant Centre: TC-Vancouver General Hospital		Patient Status: Active

Patient	A	B	C	DRB1	DQB1	DRB345	DPB1
ABO: Gender: M Weight(kg): Ethnicity: CMV:	01:01:01	52:01:01		04:04			

GRID M/P/VT N	ABO Ethnicity	MC ION Country	Gender CMV Status	Age Date	Avail. Since Height Weight	Match 0 / 1 / 2 %	A Prob %	B Prob %	C Prob %	DRB1 Prob %	DQB1 Prob %	DRB345	DPB1 TCE3
7748 0000 3001 0981 624 0/0/- 1	PI	6/6 7748 AU	F AV	39		**PP-P-** 4 / 31 / 65	01:XX 01:XX 100	52:XX 52:XX 100		04:XX 04:XX 4			
5239 0001 0002 8490 204 -/-/- 2		5/6 5239 IL	F AV	25		**AA-M-** 0 / 100 / 0	01:BZFPN 01:BZFPN 100	52:BZEHB 52:BZEHB 100	12:BZEJM 12:BZEJM -	04:BZEBM (15:BGNHA) # 0	04:BZEKW 06:BZEMF -		04:BZEKB 04:BZEKB
7414 DKM0 0012 1644 235 0/0/- 3	B+ UNK	5/6 7414 PL	M AV	28	182 104	**AA-M-** 0 / 100 / 0	01:ABGEP 01:ABGEP 100	52:EWDB 52:EWDB 100	12:02 12:02 -	04:04:01 (15:02:01) # 0	03:YGKM 06:ZANB -		02:ACMGJ 13:KHMN
9341 0000 0002 1974 311 0/0/- 4		5/6 9341 CH	F OP	32		**AA-M-** 0 / 100 / 0	01:01:01G 01:01:01G 100	52:01:01G 52:01:01G 100	12:02:01G 12:02:01G -	04:04:01 (14:01:01G) # 0	03:02:01G 05:03:01G -		03:01:01G 06:01
3553 0000 1435 4023 529 -/-/-		5/6 3553	F	34		**AA-M-** 0 / 100 / 0	01:RYKV 01:RYKV	52:AH 52:AH	12:02 12:02	(15:02:01) # 04:04:01	03:RCH 06:01		04:HJMR 15:01

3.2 Creating a new search

WMDA CBU and Fax International search requests need to be manually created.

Note: FAX International search should only be used for donors that do not have a GRID, or in cases where the donor or CBU is not available in the WMDA search results (for example, from a registry that may not frequently upload donors/CBUs to WMDA).

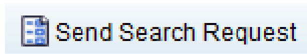
1) Open the 'Patient Profile'.
2) Click on the 'Search Requests' tab.
3) Click the "New" button.

4) The Search option screen will appear.

5) Select the type of search to be run.

Note: If WMDA CBU search has already been run, the "New" button will automatically open a Fax International search request.

6) Complete the information required:

WMDA CBU	• Click “Save.”
FAX International	• Select the “Requested IR/CBB” • Enter Fax Request notes to be included in the request by clicking “New” in the Notes tab, if applicable • Click “Save” • Click “Send Search Request”.  **Note: To preview the search request, click the “Preview Search Request” button.** 

7) The search will appear in the ‘Search Request’ tab. Notification will be sent when results are received for the ‘Fax IR’ search requests.

3.3 WMDA Donor Search results (DPB1 – TCE3 grade)

When reviewing WMDA Donor Search, an additional HLA-DPB1 classification based on T-Cell Epitopes (TCE) value may be displayed as a DPB1 TCE3 grade. The DPB1 TCE3 grading uses the following symbols:

A - Allele match

Pe - Permissive mismatch

G - Non-permissive mismatch in GvH direction

H - Non-permissive mismatch in HvG direction

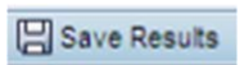
X - Ambiguous or undetermined match grade

Where a DPB1 TCE3 grade is available, the mouse over function provides the probability values, where applicable.

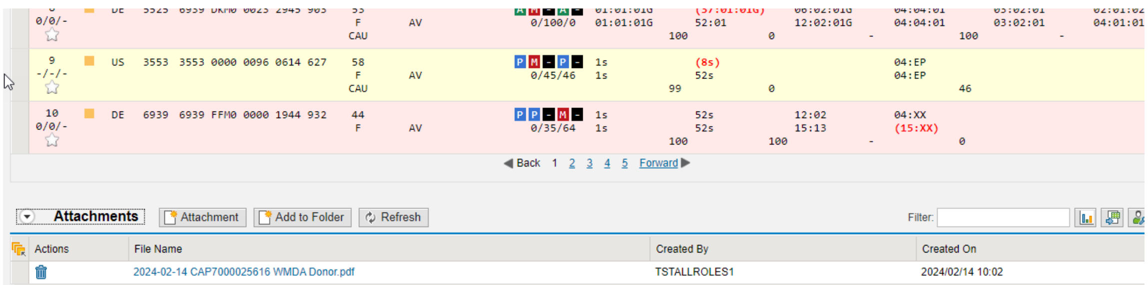
3.4 Saving search results

When a search is re-run, the results override previous results. To have access to a particular search result to view or request activations in the future, the results need to be saved.

1) Open the search result.
2) In the match results section, click on the “Save Results” button.



3) The result PDF report is now saved as a file in the attachment section.

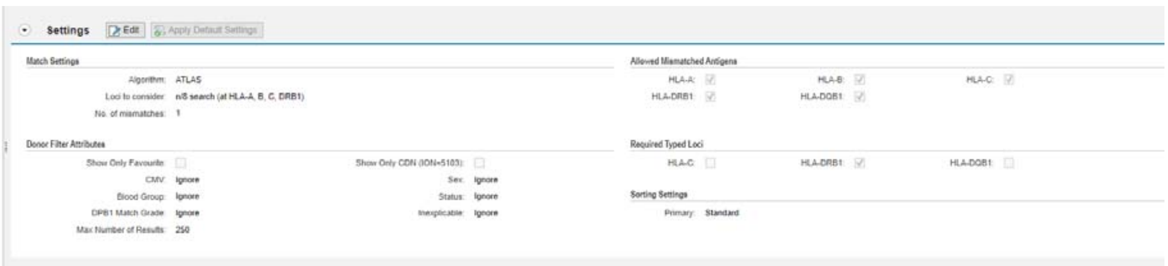


3.5 Changing individual search settings

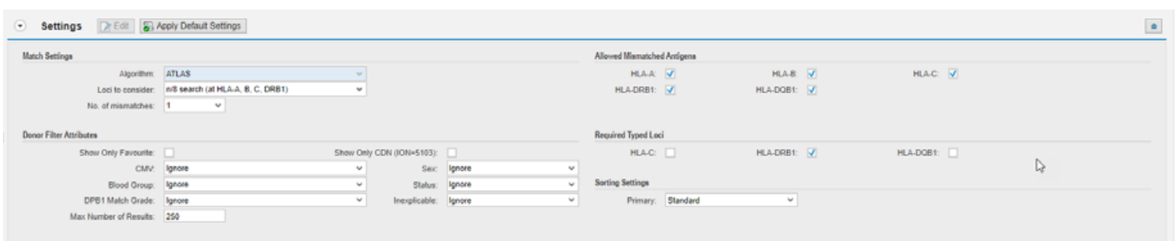
Settings can be changed for each search individually.

1) Open Patient Profile.
2) Open the “Search”.
3) Click the ▷arrow to expand the setting section.

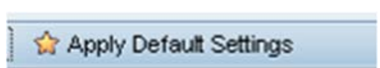
4) The settings for this search will appear.



5) Click “Edit”.
6) Modify the desired settings.



7) To set the setting back to default, click the “Apply Default Settings” button.



8) Click “Save”.

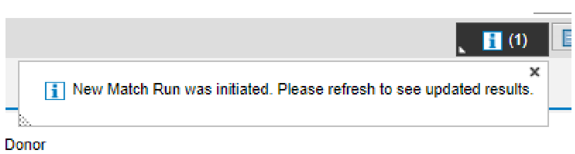
3.6 New match run

The 'New Match Run' button will initate a new search using the current search settings and will provide results based on the WMDA data available at the time the 'New Match Run' button is clicked. It may take some time to obtain results as the search is re-executed from scratch.

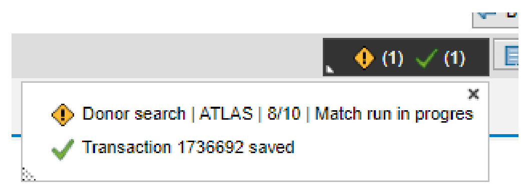
It should be noted that WMDA automatically performs a refresh of Active patients searches on a regular basis. When a search is opened, the system automatically updates the search results based on the last WMDA match run/refresh ('Latest Match Run' date/time can be seen in the top right section of the search). Therefore, initiating a 'New Match Run' may not be necessary unless it is critical to know if anything has changed since the Latest Match Run date.

3.7 Match run notification

When the search is in process and the results have not been received, the following warning message will appear in the search request to notify the user.

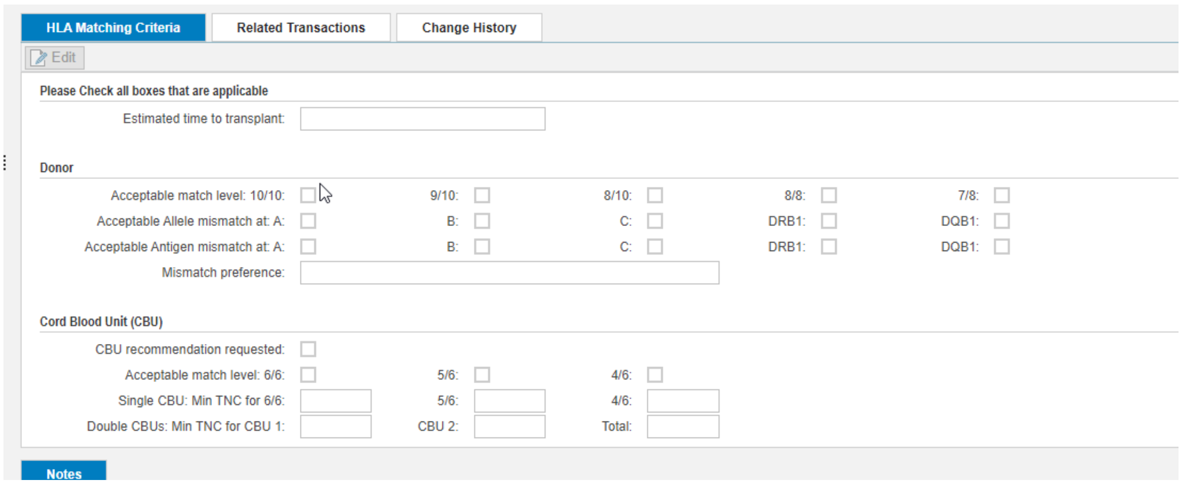


or



3.8 Canadian Patient Difficult Search Review

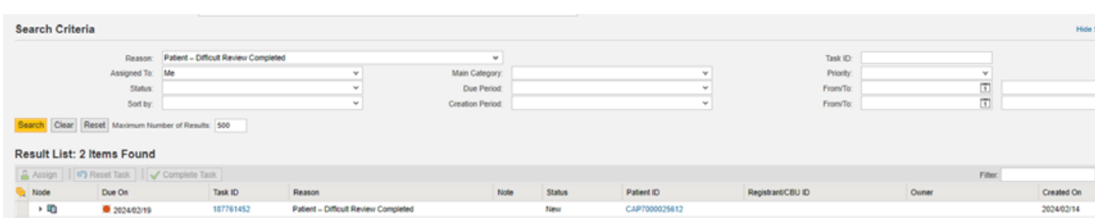
A Transplant Centre can request a Difficult Search Review by the Search Analyst team. A button titled "Request Difficult Search Review" is found on the WMDA Donor Search. The Transplant Center user will complete the HLA Criteria section of the task that opens, and can set the priority of the task to 'Very High' if applicable.



Once the Task is Saved by the Transplant Center user, a "Patient – Difficult Search Review" task will be created and assigned to the Search Analyst team.

Note: If anything is changed on the task after it has been saved, a Follow-Up task must be sent to the Search Analysts to inform them of the updated information.

When the Search Analyst has completed the Patient- Difficult Search Review task, the system will assign a task titled "Patient – Difficult Search Review Completed" to the TC user.



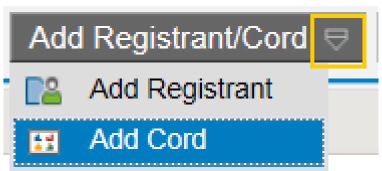
The Canadian Transplant Centre (CTC) user can navigate to the Patient Profile / Attachments assignment block to view the resulting non-editable SYS11 form created by the Search Analyst.

3.9 Managing entries on Fax International searches

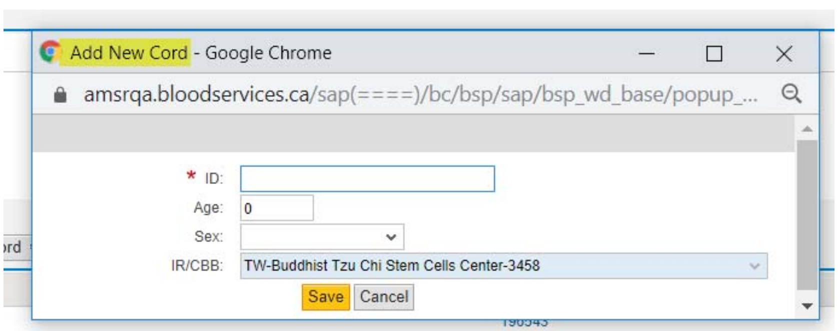
FAX International search should only be used for donors that do not have a GRID, or in cases where the donor or CBU is not available in the WMDA search results (for example, from a registry that may not frequently upload donors/CBUs to WMDA).

3.9.1 Adding a new International Cord Blood Unit (CBU)

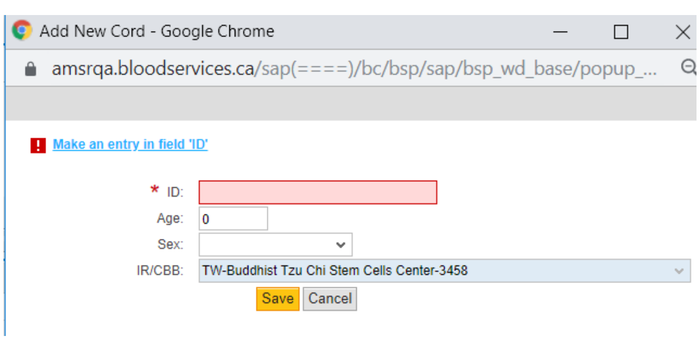
1) Click on "Add Registrant/Cord" drop-down list.
2) Select 'Add Cord'.



3) Enter 'ID'.
4) Enter 'Age'.
5) Select 'Sex'.
6) Click "Save".

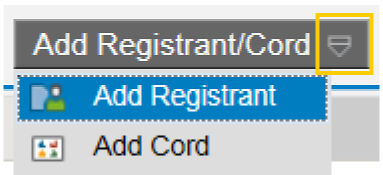


Note: Entry validations will be performed upon save. Error messages, if any, will be displayed and impacted fields highlighted in red. For example:

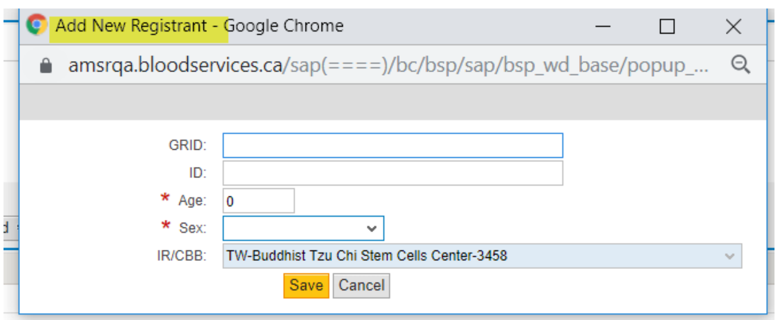


3.9.2 Adding a new International registrant

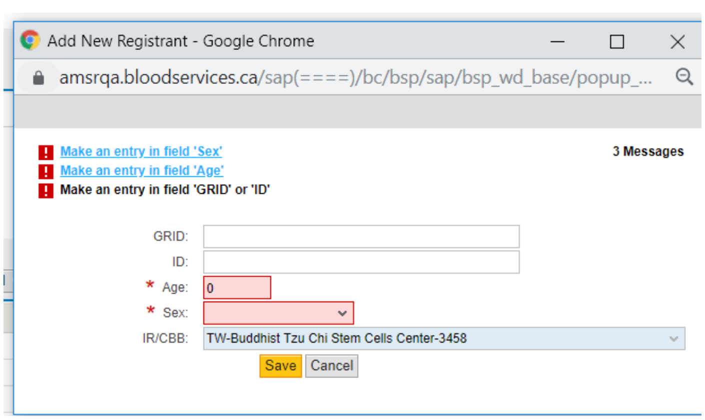
1) Click on "Add Registrant/Cord" drop-down list.
2) Select 'Add Registrant'.



3) Enter 'GRID' (either normal or eye-readable format will be accepted).
4) Enter 'ID'.
5) Enter 'Age'.
6) Select 'Sex'.
7) Click "Save".

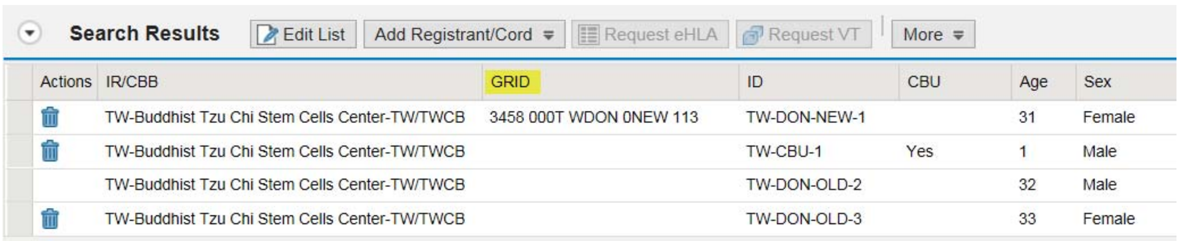


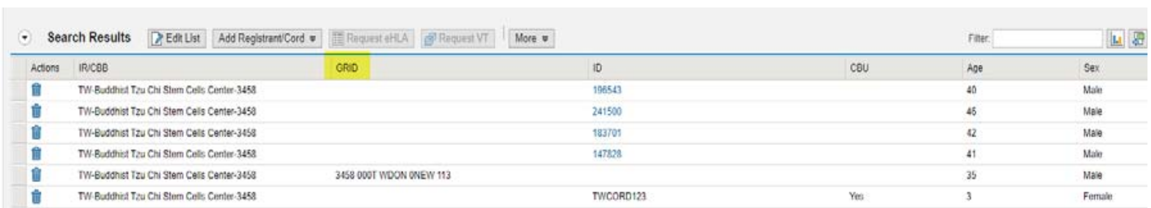
Note: **Entry validations will be performed upon save. Error messages, if any, will be displayed, and impacted fields highlighted in red. For example:**



3.9.3 Search results list

Registrants and Cord Blood Units (CBUs) entered by users will appear on the search results list:





Note: ‘GRID’ is displayed in an eye-readable format, regardless of how it was entered.

3.9.4 Editing the list

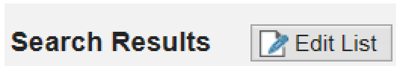
Editing (add/modify/remove values) is performed directly on the search results list and can be done only on the enabled fields.

Note: When the first activation or work-up request is initiated, the system will automatically create the corresponding international registrant or Cord Blood Unit (CBU) profile in the background. Ability to edit the entry will depend on existence of its underlying profile.

If Registrant/CBU profile…	Then…
Does not exist,	Editing will be enabled in any applicable column. **Note: The ‘GRID’ is not applicable for Cord Blood Units (CBUs).** **Note: The ‘CBU’ flag is not applicable for registrants.**
Exists,	Editing will only be enabled in the ‘GRID’ column for adding the Global Registration Identifier for Donors (GRID) values if they were originally missing.

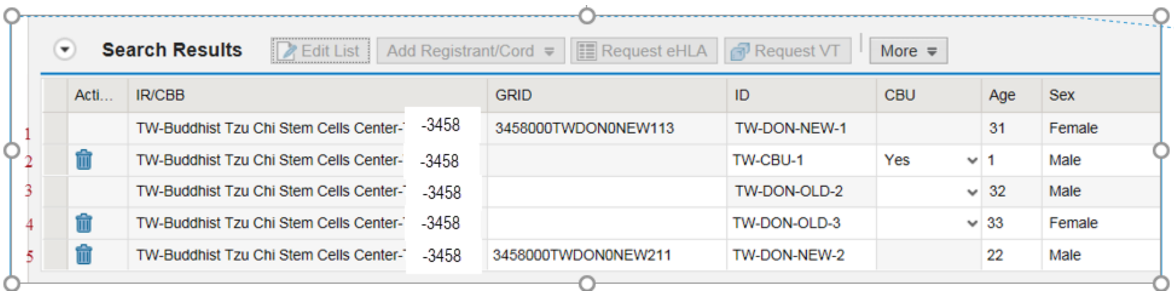
Note: Fields enabled for editing appear with white background.

1) Click on “Edit List” button.



<u>Examples:</u>

line 1 – not editable (registrant has an activation)
line 2 – editable fields (‘ID’, ‘Age’, ‘Sex’)
line 3 – editable fields (only ‘GRID’, as registrant has an activation)
line 4 – editable fields (‘GRID’, ‘ID’, ‘Age’, ‘Sex’)
line 5 – editable fields (‘GRID’ e.g. to correct a data entry error, ‘ID’, ‘Age’, ‘Sex’)

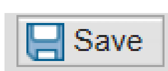


	Acti...	IR/CBB	GRID	ID	CBU	Age	Sex
1		TW-Buddhist Tzu Chi Stem Cells Center- -3458	3458000TWDON0NEW113	TW-DON-NEW-1		31	Female
2		TW-Buddhist Tzu Chi Stem Cells Center- -3458		TW-CBU-1	Yes	1	Male
3		TW-Buddhist Tzu Chi Stem Cells Center- -3458		TW-DON-OLD-2		32	Male
4		TW-Buddhist Tzu Chi Stem Cells Center- -3458		TW-DON-OLD-3		33	Female
5		TW-Buddhist Tzu Chi Stem Cells Center- -3458	3458000TWDON0NEW211	TW-DON-NEW-2		22	Male

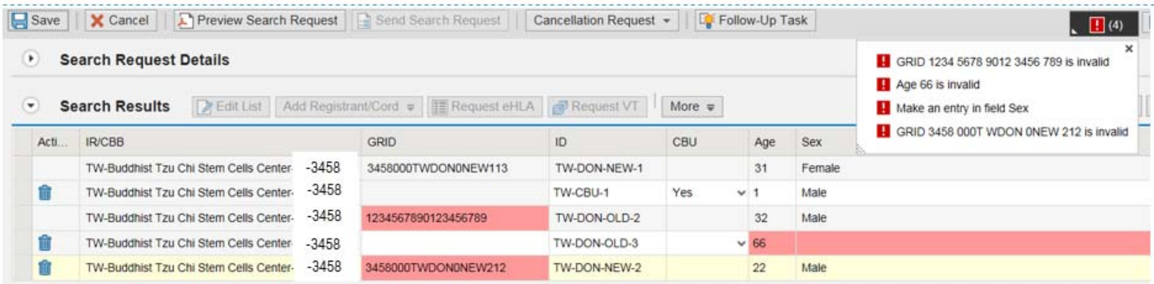
2) Enter ‘GRID’ if known, but were initially missing, where applicable.
3) Enter the correct ‘GRID’ if initial values were incorrect, where applicable.
4) Enter the correct ‘ID’ if initial values were incorrect, where applicable.
5) Enter the correct ‘Age’ if initial values were incorrect, where applicable.
6) Select the correct ‘Sex’ if initial values were incorrect, where applicable.

Note: To remove incorrect values instead of replacing them, clear the applicable fields.

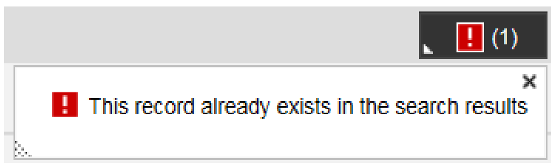
7) Click “Save”.



Note: **Entry validations will be performed upon save. Error messages, if any, will be displayed, and impacted fields highlighted in red. For example:**



Note: **Error message will be displayed, and impacted fields highlighted in red, when 'GRID' or 'ID' are not unique on the list.**



For example:

GRID	ID
3458000TWDON0NEW113	TW-DON-NEW-1
	TW-CBU-1
	TW-DON-OLD-2
	TW-DON-OLD-3
3458000TWDON0NEW113	TW-DON-NEW-2

GRID	ID
3458000TWDON0NEW113	TW-DON-NEW-1
	TW-CBU-1
	TW-DON-OLD-2
	TW-DON-NEW-2
3458000TWDON0NEW211	TW-DON-NEW-2

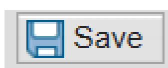
3.9.5 Deleting entries

Deletion of an entire entry is performed directly on the search results list.

Note: Existence of the international registrant or Cord Blood Unit (CBU) profile does not necessarily mean that an activation/work-up transaction also exists (for example, the profile will still be created when the first new activation/work-up creation was initiated, but then cancelled without a save). Ability to delete the entry from the search results list will depend on existence of at least one activation or work-up request associated with it.

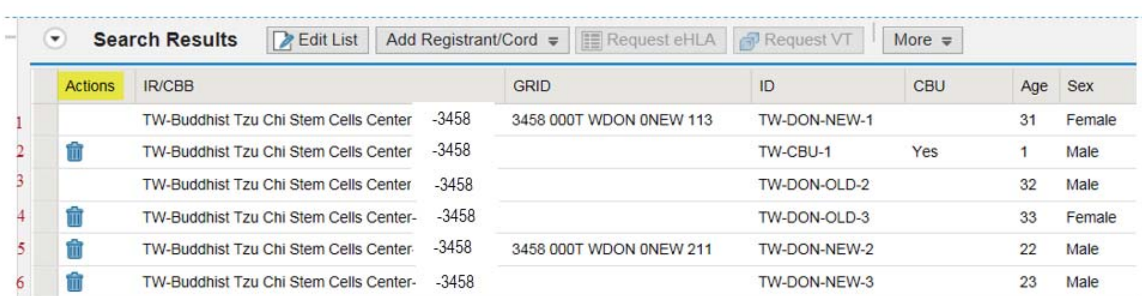
If activation/work-up request…	Then…
Does not exist,	Deletion will be enabled. 
Exists,	Deletion will be disabled.

1) Click on  action of the desired entry.
2) Click "Save".



Examples:

line 1 – deletion disabled (registrant has an activation)
line 2 – deletion enabled
line 3 – deletion disabled (registrant has an activation)
line 4 – deletion enabled
line 5 – deletion enabled
line 6 – deletion enabled (registrant profile exists, but has no activation/work-up)

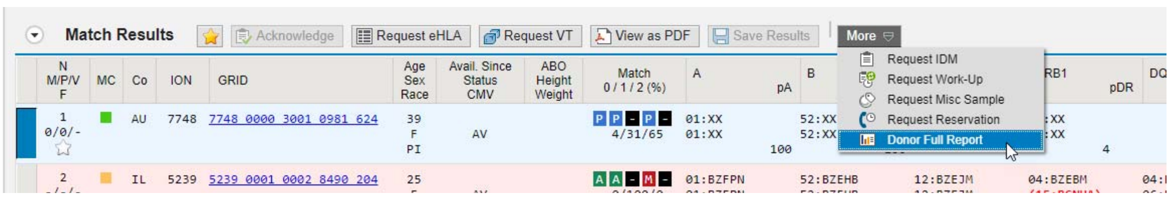

Search Results | Edit List | Add Registrant/Cord | Request eHLA | Request VT | More

	Actions	IR/CBB		GRID	ID	CBU	Age	Sex
1		TW-Buddhist Tzu Chi Stem Cells Center	-3458	3458 000T WDON 0NEW 113	TW-DON-NEW-1		31	Female
2		TW-Buddhist Tzu Chi Stem Cells Center	-3458		TW-CBU-1	Yes	1	Male
3		TW-Buddhist Tzu Chi Stem Cells Center	-3458		TW-DON-OLD-2		32	Male
4		TW-Buddhist Tzu Chi Stem Cells Center-	-3458		TW-DON-OLD-3		33	Female
5		TW-Buddhist Tzu Chi Stem Cells Center	-3458	3458 000T WDON 0NEW 211	TW-DON-NEW-2		22	Male
6		TW-Buddhist Tzu Chi Stem Cells Center-	-3458		TW-DON-NEW-3		23	Male

4 WMDA Donor and WMDA Cord Full Reports

WMDA Donor and Cord Full reports can be generated at any time from the WMDA Donor or WMDA CBU search request results.

1) Open Patient Profile that the report is for.
2) Click on the ‘Search Requests’ tab.
3) Click on the ‘SR ID’ of the applicable WMDA search request.
4) Search results will appear.
5) Highlight the donor or cord blood unit.
6) Select ‘Donor Full Report’ or ‘Cord Full Report’

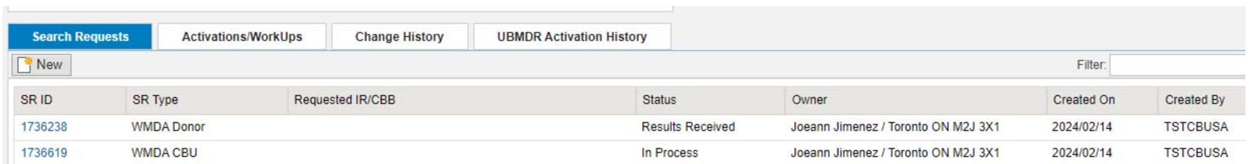


7) The report will be generated and can be saved or printed as required.

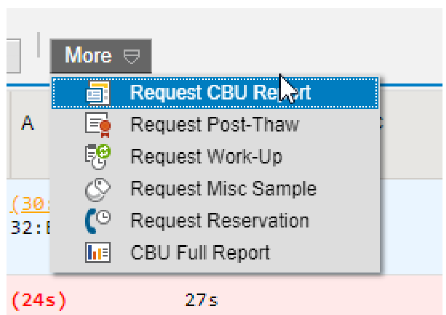
5 Cord Blood Unit (CBU) report

5.1 Requesting a Canadian Cord Blood Unit (CBU) report

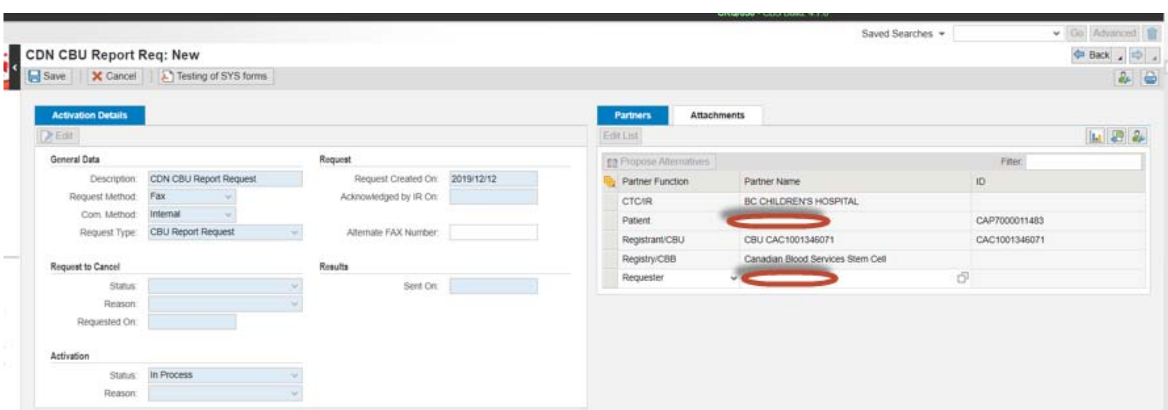
1) Open patient profile that the Cord Blood Unit (CBU) report request is for.
2) Click on the ‘Search Requests’ tab.
3) Click on the ‘SR ID’ of the ‘WMDA CBU’ search.



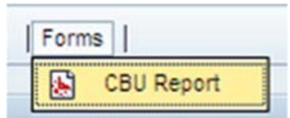
4) Search results will appear.
5) Highlight the cord blood unit.
6) Select “Request CBU Report”.



7) The ‘CDN CBU Report Req’ activation screen will appear.



8) Click “Save”. The activation will now be completed.
9) To view the Cord Blood Unit (CBU) report, click “Forms” and select “CBU Report”.



Note: **This will open a separate window that does not automatically pop up on your screen.**

Canadian Blood Services

Canadian Blood Services Stem Cell Registry
1800 Alta Vista Drive, Ottawa, ON, CANADA K1G 4J5
T 1-613-739-2435 **F** 1-613-739-2275
Toll free: 1-866-233-2445
www.blood.ca

CORD BLOOD UNIT REPORT

Report Date and Time: 2019-12-06 15:34:12/EST
Patient ID: CAP7000014493
Registry CBU ID: CAC1001709057
CBU Bag ID: C064317001628

Patient Name (Last, First)	
Patient Registry/ Transplant Centre	TC-The Hospital for Sick Children
Patient's Date of Birth	2013-05-02
Maternal ID	CAUB00314854

All dates are in YYYY-MM-DD format.

Availability Status	Available	Unavailable Until	
Ethnicity	Baby: Caucasian Mother: Caucasian Father: Caucasian	Collection End Date	2017-06-12
		Collection End Time/Time Zone	22:55:00/EST
Baby Gender	Male	Processing & Cryopreservation Date	2017-06-13
Birth Date	2017-06-12	Cryopreservation Time/Time Zone	15:46:00/EST

CBU SEGMENTS & SAMPLES

Attached Segments	1	total in storage
	0	may be requested
Cord Plasma Samples	2	total in storage
	1	may be requested
Cord Nucleated Cell Samples	2	total in storage
	1	may be requested

MATERNAL SAMPLES

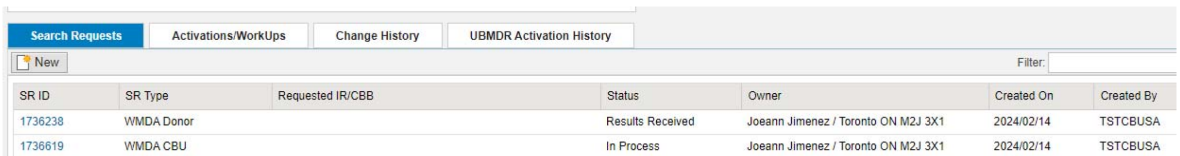
Maternal Plasma	2	total in storage
	1	may be requested
Maternal Nucleated Cells	2	total in storage
	1	may be requested

10) The Cord Blood Unit (CBU) report can be Printed or Saved.

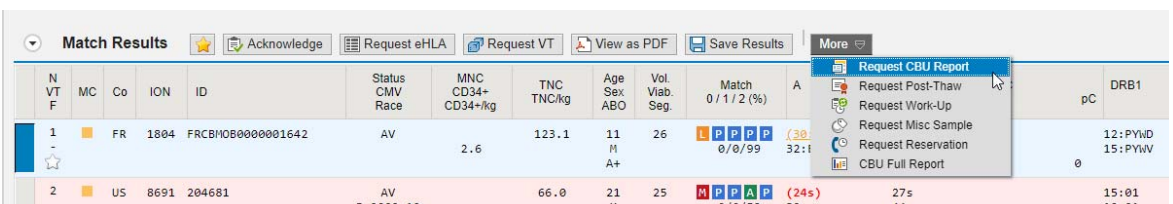
5.2 Requesting an international Cord Blood Unit (CBU) report

1) Open patient profile that the Cord Blood Unit (CBU) report request is for.
2) Click on the ‘Search Requests’ tab.
3) Click on the ‘SR ID’ of the desired search request.

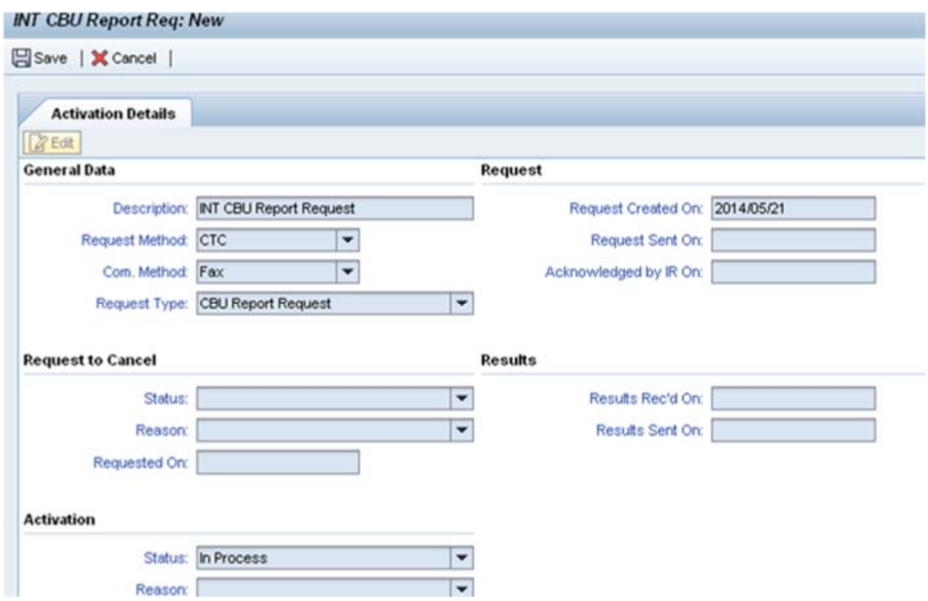
Note: If CBU is not available in the WMDA search results, use FAX International search request



4) Search results will appear.
5) For FAX international search requests, refer to **3.9 Managing entries on Fax International searches** to add the cord blood unit, if not already listed.
6) Highlight the cord blood unit.
7) Select “Request CBU Report”.



8) The ‘INT CBU Report Req’ activation screen will appear.



9) Click "Save".

5.2.1 Receiving an international Cord Blood Unit (CBU) report

1) Receive task "CBU Report – Results available".

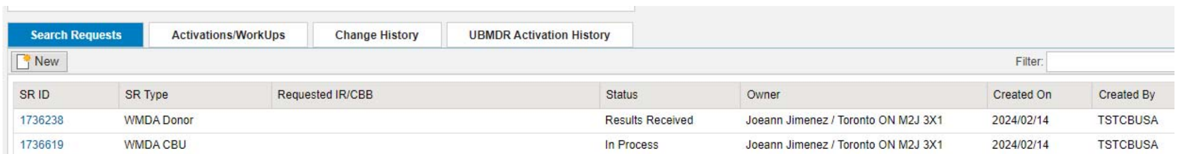
2) Assign and open task.
3) Open activation.
4) Cord Blood Unit (CBU) report will be in the 'Attachments' tab.
5) Set task to completed.

6 Extended HLA (eHLA)

6.1 Request extended typing (eHLA)

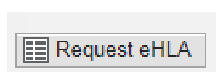
1) Open patient profile.
2) Click on the ‘Search Requests’ tab.
3) Click on the ‘SR ID’ of the desired search request.

Note: If donor does not have a GRID or donor or CBU is not available in the WMDA search results, use FAX International search request.



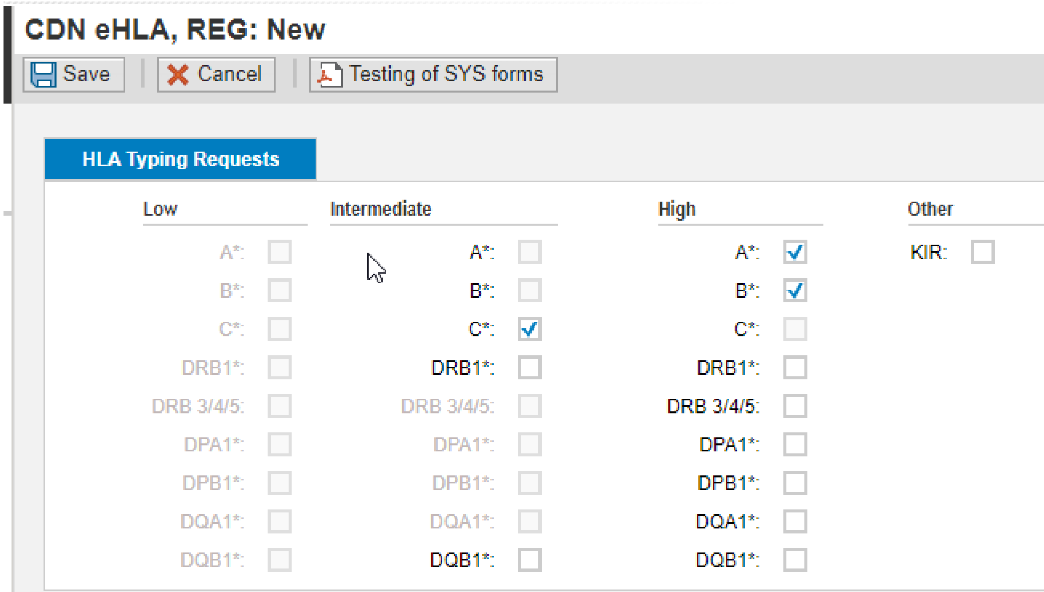
4) Search results will appear.
5) For FAX international search requests, refer to **3.9 Managing entries on Fax International searches** to add the cord blood unit or registrant, if not already listed.
6) Highlight the registrant or Cord Blood Unit (CBU) for activation.

7) Click on the “Request eHLA” button.

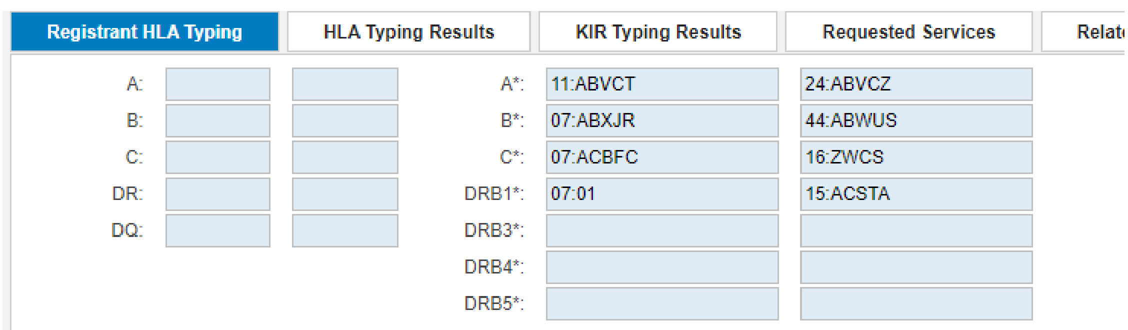


8) Check the type of extended HLA to be completed.

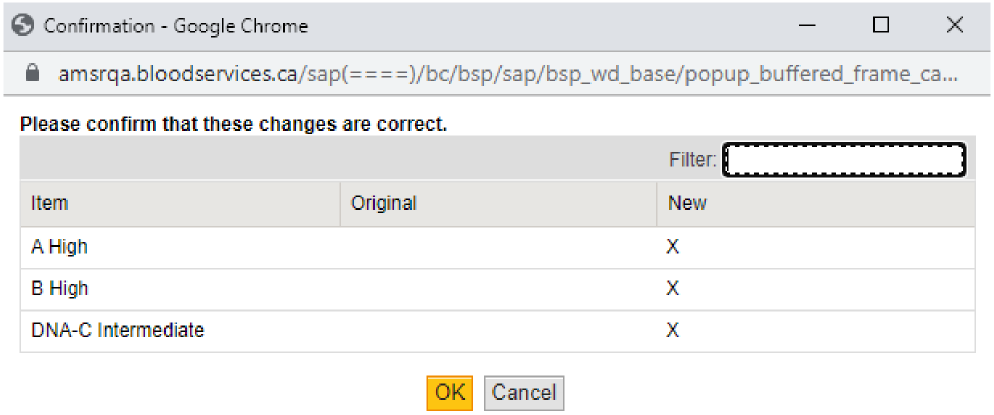
Notes: Only the services offered by the registry will be available for selection.



Note: **The current Canadian or EMDIS or WMDA MC registrant or Cord Blood Unit (CBU) HLA typing can be viewed in the 'CBU HLA Typing' or 'Registrant HLA Typing' tab.**



9) Click "Save".
10) A Confirmation screen will appear with the typing requested. Click "Ok if the information is correct or "Cancel" if there was an error and changes need to be made.



11) The Activation status will appear as 'On Hold', 'Registrant contact required' for Canadian registrants and reservation dates are applied if no assessments are required.

    If an assessment is required, for Same Date of Birth (DOB) or for Exceeding Limit, the status will be "On Hold" until the Search Analyst either 'Cancels the Request' or 'Releases' the activation.

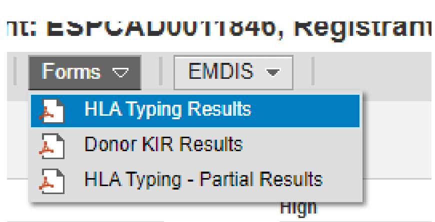
6.2 Receiving eHLA results

1) Receive task “eHLA – HLA Results Available”.

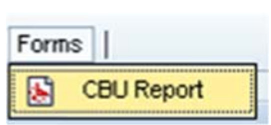
eHLA – HLA Results Available

2) Assign and open task.
3) Open eHLA activation.
4) For Canadian or EMDIS or WMDA MC results.
    a. Click on the ‘HLA Typing Results’ tab to view the results for Canadian or EMDIS or WMDA MC requests.

    b. To print a printed copy of the results, click on “Forms” and select the type for report you wish to print.



Note: The Cord Blood Unit (CBU) report is used for Canadian Cord Blood Unit (CBU) results.



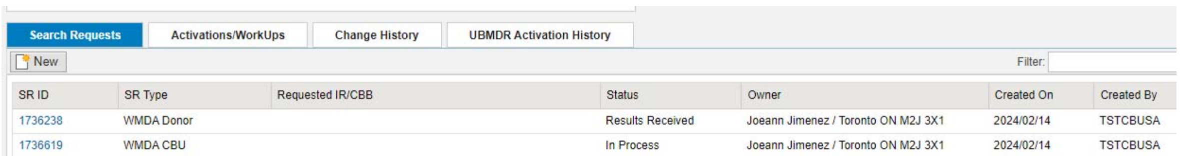
5) For non-EMDIS/WMDA MC International Registry/ Cord Blood Bank (IR/CBB) results, click on the ‘Attachments’ tab to view the attached results.
6) Set task to completed.

7 Verification typing (VT)

7.1 Request Verification Typing (VT)

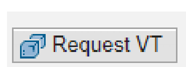
1) Open patient profile.
2) Click on the ‘Search Requests’ tab.
3) Click on the ‘SR ID’ of the desired search request.

Note: If donor does not have a GRID or donor or CBU is not available in the WMDA search results, use FAX International search request

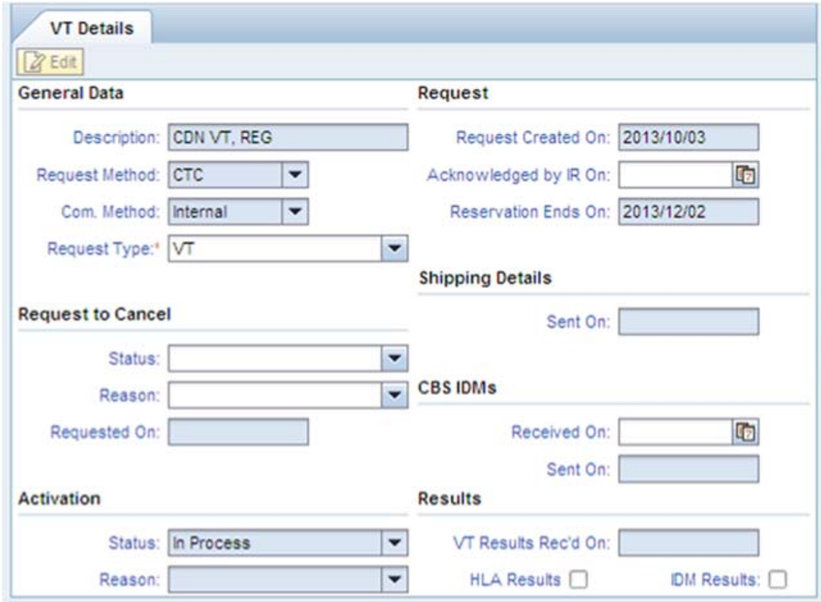


4) Search results will appear.
5) For FAX international search requests, refer to **3.9 Managing entries on Fax International searches** to add the cord blood unit or registrant, if not already listed.
6) Highlight the registrant or Cord Blood Unit for activation.

7) Click on the “Request VT” button.



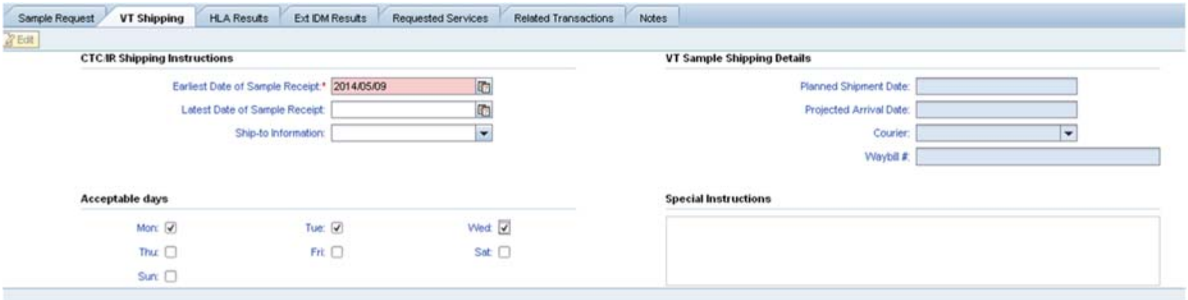
8) The Verification Typing (VT) activation screen will open.



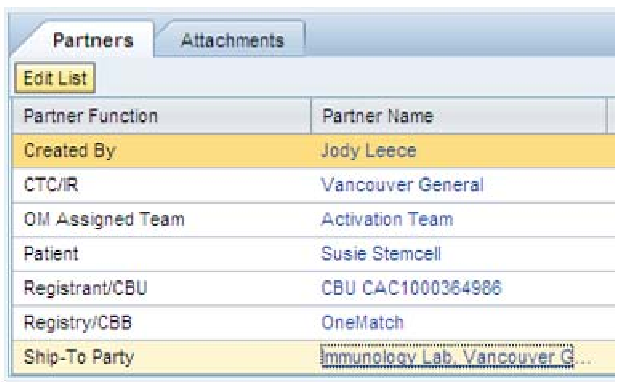
9) Select the ‘Request Type’, if applicable.
10) For registrant activations, click the ‘Sample Request’ tab
    a. Enter/ modify the samples requested, if applicable

Note: The number of samples requested can not add up to more than the total allowed for the registry.

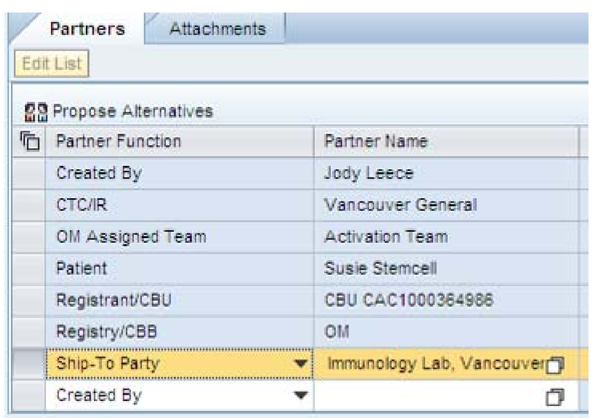
    b. Click the ‘VT Shipping’ tab
    c. Enter the ‘CTC/IR Shipping Instructions’, as applicable:
        i. Earliest date of sample receipt
        ii. Latest date of sample receipt, if applicable
        iii. Acceptable days
        iv. Special shipping instructions.



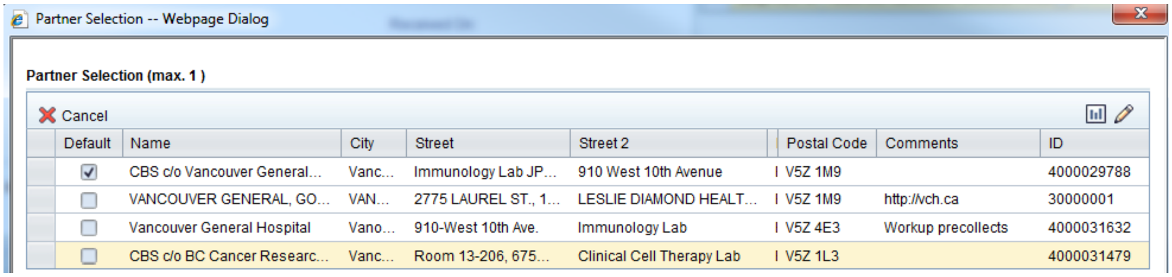
11) Click “Save”.
12) In the ‘Partners’ section, click on the “Ship-To Party” to verify that the shipping address matches the one on the activation request.



13) Click the “Back” button.
14) If the address displayed is correct, select “Confirmed” in the ‘Ship-to Information field’ in the ‘VT Shipping’ tab.
15) If the ship-to party displayed is not correct,
    a. Highlight the ‘Ship-To party’ Line.



    b. Click the “Propose Alternatives” button.


Partner Selection -- Webpage Dialog

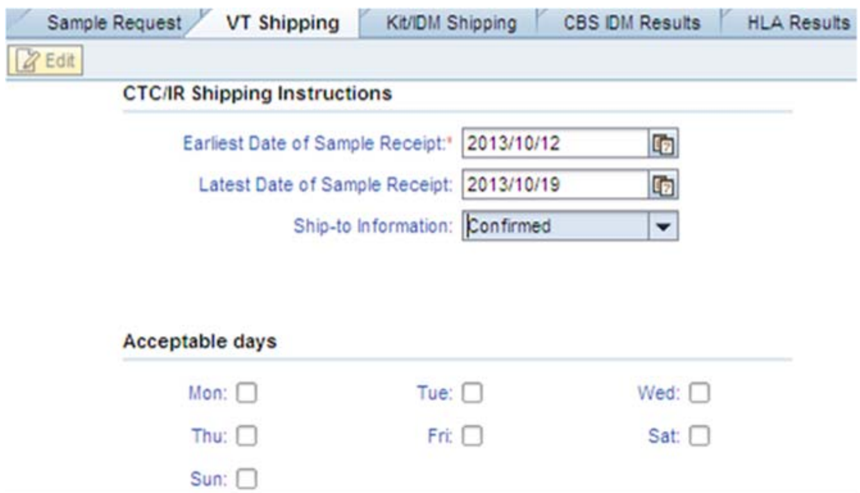
Partner Selection (max. 1)

Cancel

Default	Name	City	Street	Street 2	Postal Code	Comments	ID
☑	CBS c/o Vancouver General...	Vanc...	Immunology Lab JP...	910 West 10th Avenue	V5Z 1M9		4000029788
☐	VANCOUVER GENERAL, GO...	VAN...	2775 LAUREL ST., 1...	LESLIE DIAMOND HEALT...	V5Z 1M9	http://vch.ca	30000001
☐	Vancouver General Hospital	Vanc...	910-West 10th Ave.	Immunology Lab	V5Z 4E3	Workup precollects	4000031632
☐	CBS c/o BC Cancer Researc...	Vanc...	Room 13-206, 675...	Clinical Cell Therapy Lab	V5Z 1L3		4000031479

c. If the address is not listed, click "Cancel". Select "Change/Update required" in the 'Ship-to Information field' in the 'VT Shipping' tab.

d. If the address is listed, check the correct address. Select "Confirmed" in the 'Ship-to Information field' in the 'VT Shipping' tab.



e. Click "Save".

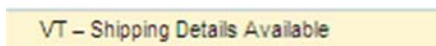
Note: **If an assessment is required, for Same Date of Birth (DOB), Exceeding Limit or for Low Match Grade, the status will be "On Hold" until a Registry Search Analyst can complete the assessment.**

7.2 Receive VT – Donor Information task

1) Receive task 'VT – Donor Information' if information is obtained from a registrant that requires vetting by the Canadian Transplant Centre (CTC).
2) Assign task.
3) Open the task to assess the donor information.
4) If required, request cancellation of the Verification Typing (VT) as per section 12.1 Request a cancellation.
5) Complete the task once the donor information assessment is completed.

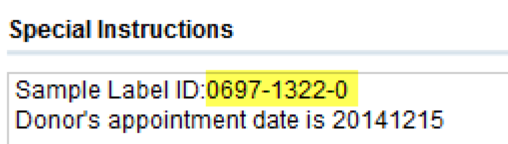
7.3 Receiving registrant VT shipping details

1) Receive task "VT- Shipping Details available".

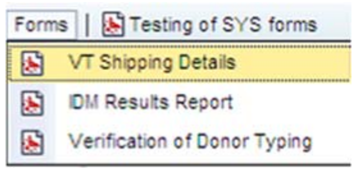


2) Assign task and open Verification Typing (VT) activation.
3) Click on the 'VT Shipping' tab to view the Verification Typing (VT) Sample Shipping Details.

Note: For EMDIS registrants, *Sample Label ID* provided in the shipping details via EMDIS or WMDA MC message can be viewed in the 'VT Shipping' tab of the Verification Typing (VT) activation itself under Special Instructions:

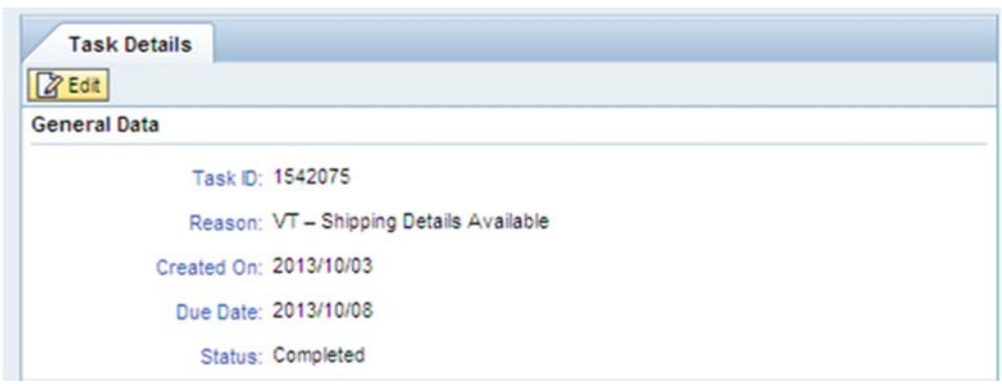


4) Click "Forms" button and select "VT Shipping details" to print the details.



Note: **For EMDIS or WMDA MC registrants, *Sample Label ID* provided in the shipping details via EMDIS or WMDA MC message is <u>not included</u> in the 'VT Shipping Details' printable form.**

5) Return to task and click "Set to Complete".



7.4 Entering registrant Verification Typing results

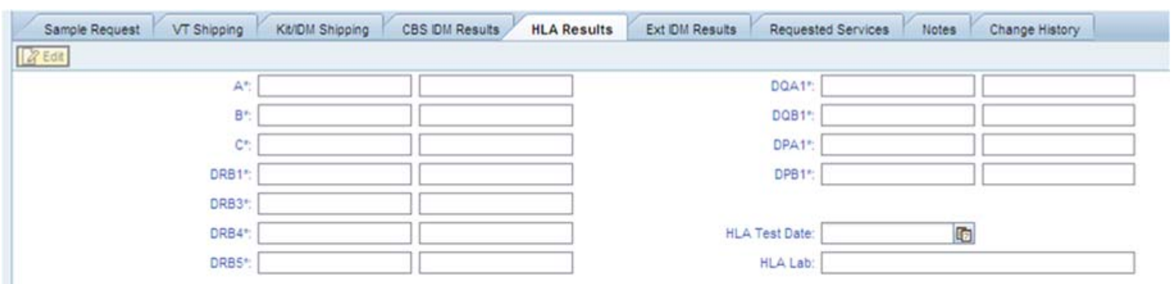
Note: If <u>Verification Typing (VT) results are not going to be provided</u> for a registrant, request via a follow-up task that the Activation Team terminate the Verification Typing (VT) by setting the reservation ends on date to the current date.

If <u>previously reported HLA results are amended</u> for a registrant, a follow-up task will need to be created to the Search Analysts indicating that results have been altered.

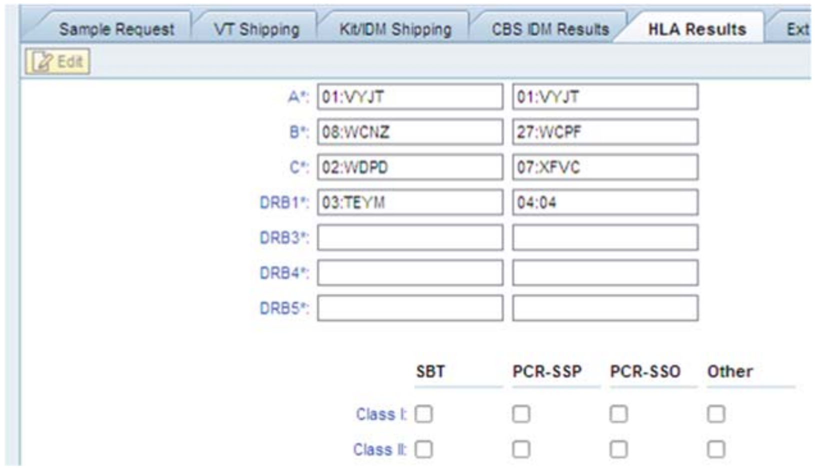
If <u>How to Proceed of Reserve was previously requested and the activation status is Fulfilled</u>, the Verification Typing (VT) reservation can be terminated by changing How to Proceed to Release.

Once the Verification Typing (VT) sample has been received and tested, the results need to be entered into the activation. A reminder task "Activation – Results Reminder" will be sent 45 days after the projected arrival date if results have not been provided.

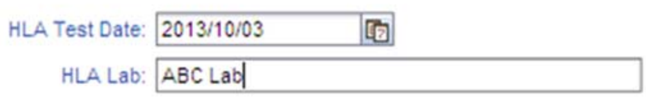
1) Open the Verification Typing (VT) Activation.
2) Click on the 'HLA Typing' tab.
3) Click "Edit".



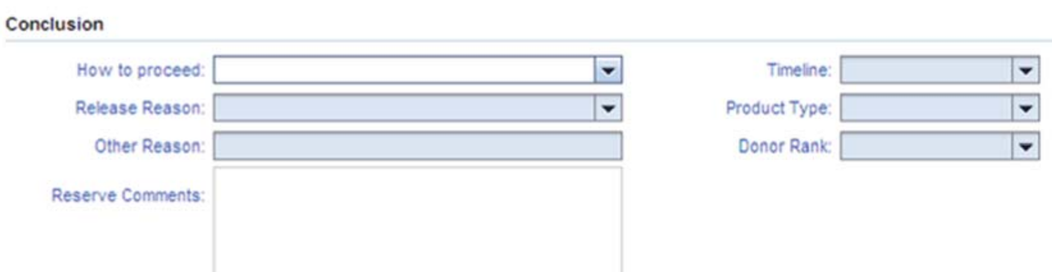
4) Enter the typing results and testing method.



5) Enter the 'HLA Test Date' and 'HLA Lab'.



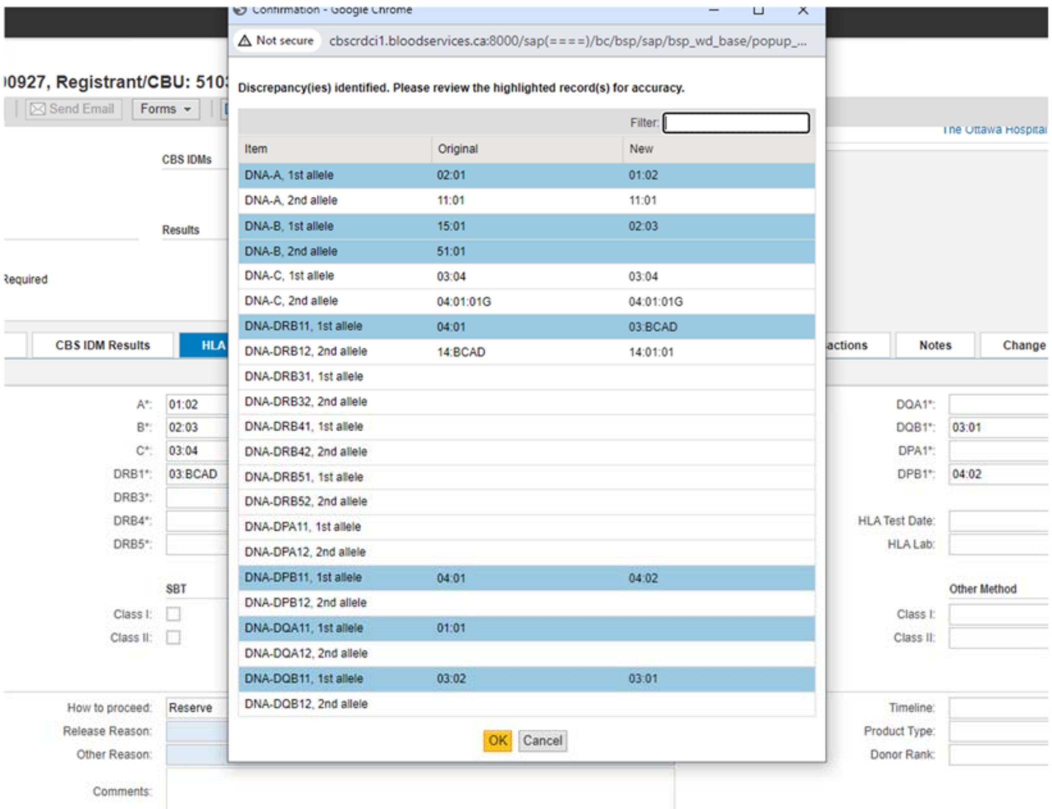
6) In the 'Conclusion' area, enter how to proceed.



If 'How to proceed' is…	Then…
Reserve,	Timeline, Product Type and Donor Rank should be entered. **Note: Canadian Registrants will be reserved for an additional 3 months.** Enter any reservation comments.
Release,	Select "Release Reason".

Note: If planning to proceed with a Work-up request, select to "Reserve" the registrant and make a note that you will be proceeding to work-up.

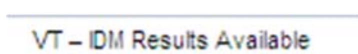
7) Attach any Infectious Disease Marker (IDM) results completed by your laboratory that you need to report to the activation. Send a follow up task to the registry Case Manager to notify them of the reported results.
8) Click "Save".
9) A confirmation screen will appear to verify the HLA data entry. Any discrepancies between the values entered and the current donor/CBU HLA will be highlighted, for example:



10) Click "OK" if the information is correct or "Cancel" if changes need to be made.

7.5 Receiving Infectious Disease Marker (IDM) results

1) Receive task "VT – IDM Results Available".

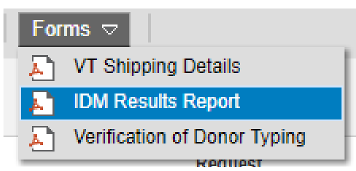


2) Assign and open task.
3) Open activation.
4) Review results:

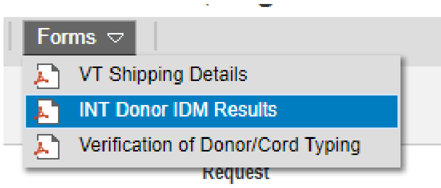
If results from…	Then review results in…
Canadian Blood Services	‘CBS IDM Results’ tab
EMDIS or WMDA MC	‘Ext IDM Results’ tab
Fax International	‘Attachments’ tab

5) The Canadian Blood Services and EMDIS or WMDA MC Infectious Disease Marker (IDM) results can be printed as per below. Fax International results must be printed using the Infectious Disease Marker (IDM) results report provided by the International Registry (located in the Attachments tab).
   a. Click the Forms button
   b. Select “IDM Results Report” for Canadian Blood Services results, or “Int IDM Results Report” for EMDIS or WMDA MC Infectious Disease Marker (IDM) results

For Canadian:



For EMDIS:



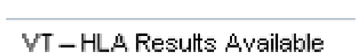
Note: ‘IDM Results Reports’ are to be used only after the Infectious Disease Marker (IDM) results have been provided.

6) Set task to ‘Completed’.

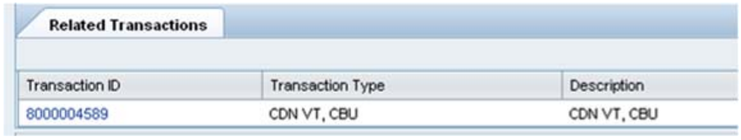
7.6 Receiving Cord Blood Unit (CBU) Verification Typing (VT) results

When Cord Blood Unit (CBU) Verification Typing (VT) results are available, a notification task will be sent. If post-thaw testing was also requested with a Canadian Cord Blood Unit (CBU) Verification Typing (VT), a separate task will be issued when the post-thaw results are available.

1) Receive task “VT- HLA Results Available”.

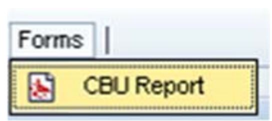


2) Assign and open task.
3) Open the Verification Typing (VT) activation from the ‘Related Transactions’ tab.



4) Canadian Cord Blood Unit (CBU) results can be viewed on the 'VT Results' tab.

Or can be printed using the Cord Blood Unit (CBU) Report found by clicking the "Forms" button and selecting "CBU Report".



5) International Cord Blood Unit (CBU) results can be viewed in 'Attachments' tab.

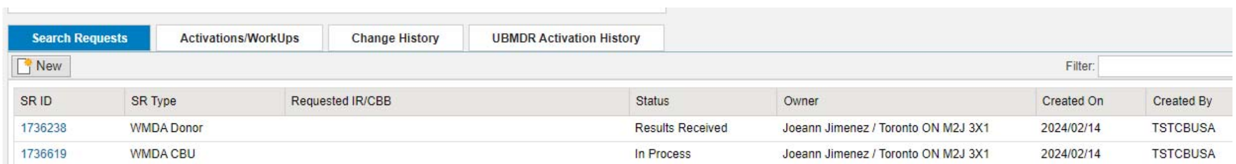
8 Miscellaneous sample

Miscellaneous samples can be requested for Cord Blood Units (CBUs) or registrants when a Transplant Centre would like to perform additional typing or testing.

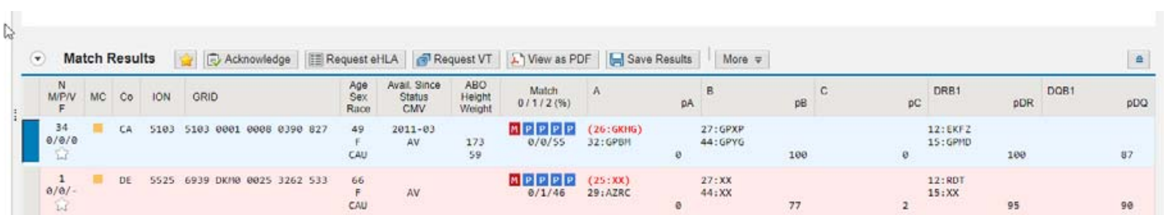
8.1 Requesting a miscellaneous sample

1) Open patient profile.
2) Click on the ‘Search Requests’ tab.
3) Click on the ‘SR ID’ of the desired search request.

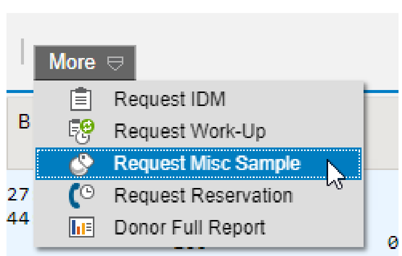
Note: If donor does not have a GRID or donor or CBU is not available in the WMDA search results, use FAX International search request.



4) Search results will appear.
5) For FAX international search requests, refer to **3.9 Managing entries on Fax International searches** to add the cord blood unit or registrant, if not already listed.
6) Highlight the registrant or Cord Blood Unit (CBU) for activation.

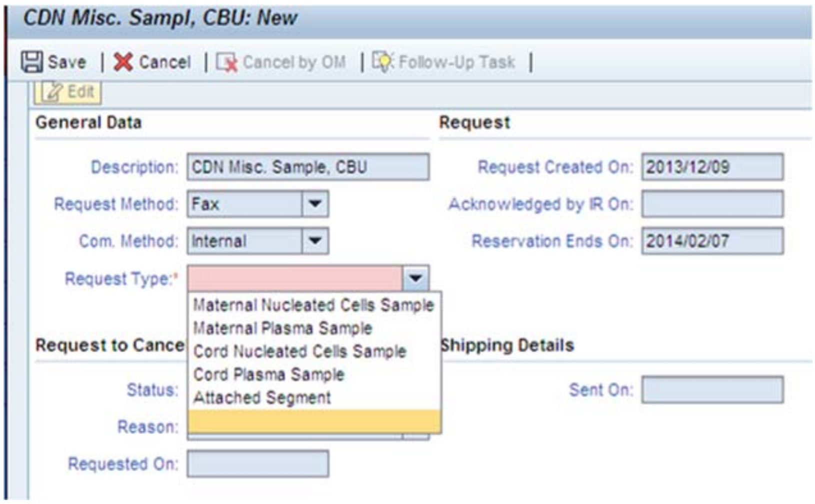


7) Click on “More” and select “Request Misc Sample”.



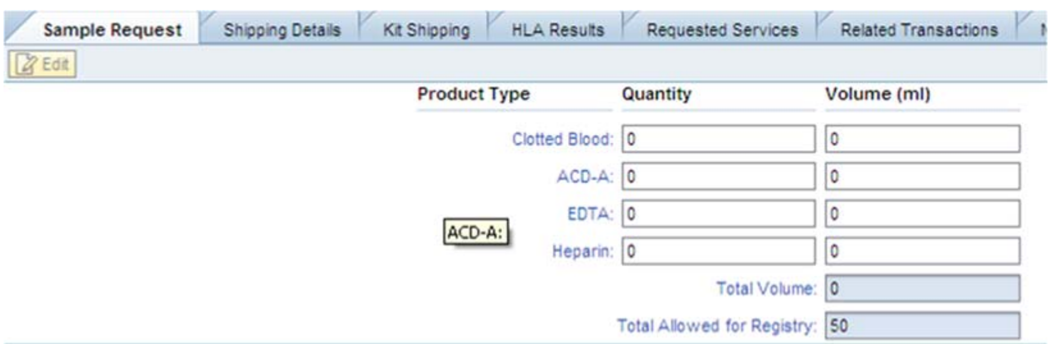
8) The ‘CDN Misc Sample’ activation screen opens.

9) For a CBU misc sample activation, select the requested Type of Sample from the "Request Type" field.



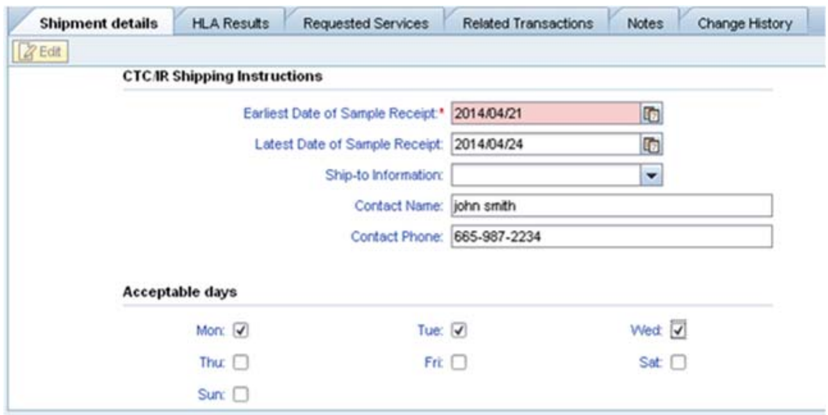
Note: Only 1 Type of Sample can be selected per request.

10) For a registrant miscellaneous sample activation, enter the volumes required in the 'Sample Request' tab.



Note: "Total volume" cannot exceed "Total Allowed for Registry".

11) In the “Shipping Details” tab, enter the ‘CTC/IR Shipping Instructions’:
    a. Earliest Date of Sample Receipt
    b. Latest Date of Sample Receipt, if applicable
    c. Contact Name (Canadian Cord only)
    d. Contact Phone (Canadian Cord only)
    e. Acceptable days, if applicable.

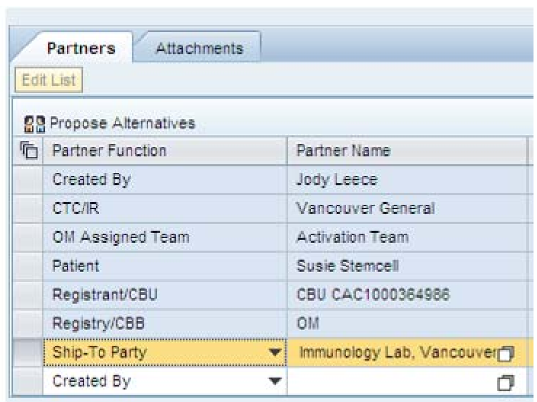


12) Click “Save”.
13) A confirmation window opens to have the user verify the entry. If this is correct click “OK” if it is not and changes need to be made, click “Cancel”.

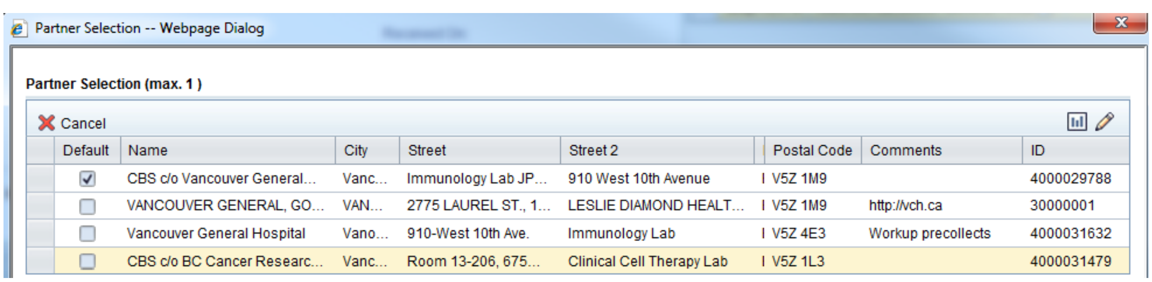
14) Status will change to “On Hold” with reason as “Ship-to not Confirmed”.

15) In the ‘Partners’ section, click on the “Ship-To Party” to verify that the shipping address matches the one on the activation request.

16) Click the "Back" button.
17) If the address displayed is correct, select "Confirmed" in the 'Ship-to Information field' in the 'Shipping Details' tab.
18) If the ship-to party displayed is not correct,
    a. Select the 'Ship-To party' Line.

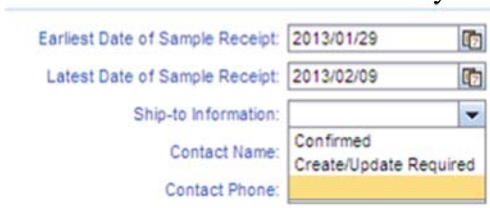


    b. Click the "Propose Alternatives" button.



    c. If the address is not listed, click "Cancel".
    d. If the address is listed, select the address.
19) Click the "Edit" button in the 'Shipping Details' tab.

20) Select:
   a. “Create/Update Required” if address was not listed and the registry needs to add it.
   b. “Confirmed” if the correct address is in the system.



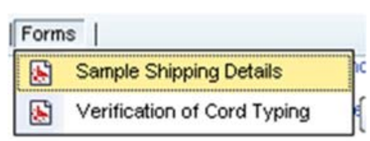
21) Enter the Contact Name and Contact Phone number of the shipping contact person.
22) Click “Save”.

8.2 *Receiving miscellaneous sample shipping details*

1) Receive task “Misc Sample- Shipping Details Available”.

2) Assign task and open ‘Misc sample’ activation.
3) Click on the ‘Misc Sample Shipping Details’ tab to view the shipping details.

4) Click “Forms” button and select “Sample Shipping details” to print a copy of the details.



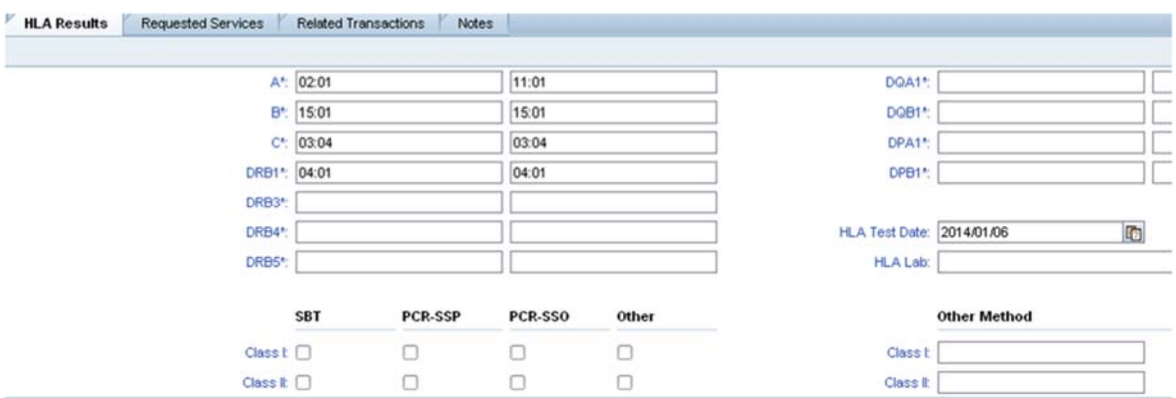
5) Return to task and click "Set to Complete".

8.3 Entering miscellaneous sample results

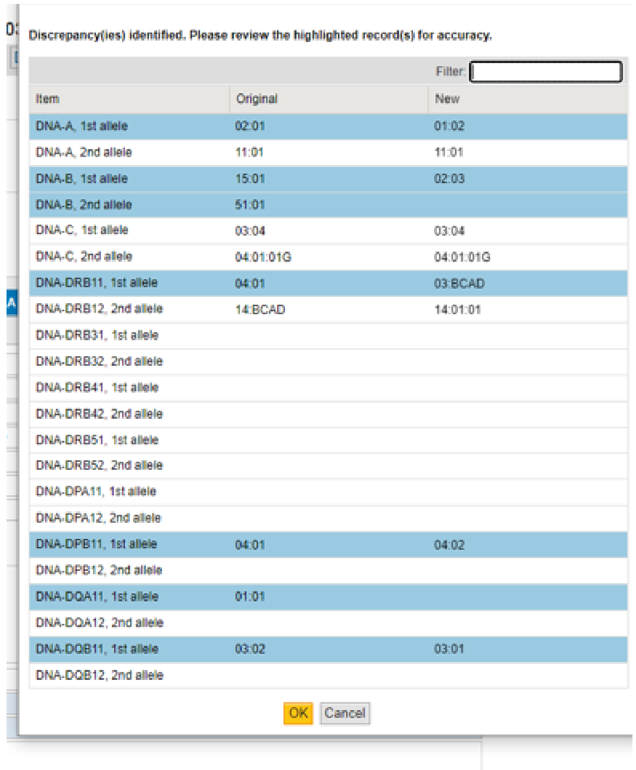
HLA typing results from a miscellaneous sample can be entered directly into the misc sample activaiton. All other test results are to be attached.

8.3.1 HLA typing results

1) Open activation.
2) Click on the "HLA Results" tab.
3) Click "Edit".
4) Enter the HLA results, HLA typing method, 'HLA Test Date' and 'HLA Lab'.



5) Click "Save".
6) A confirmation window will appear for the user to verify the entries. Any discrepancies between the values entered and the current donor/CBU HLA will be highlighted, for example:



Discrepancy(ies) identified. Please review the highlighted record(s) for accuracy.

Filter:

Item	Original	New
DNA-A, 1st allele	02:01	01:02
DNA-A, 2nd allele	11:01	11:01
DNA-B, 1st allele	15:01	02:03
DNA-B, 2nd allele	51:01	
DNA-C, 1st allele	03:04	03:04
DNA-C, 2nd allele	04:01:01G	04:01:01G
DNA-DRB11, 1st allele	04:01	03:BCAD
DNA-DRB12, 2nd allele	14:BCAD	14:01:01
DNA-DRB31, 1st allele		
DNA-DRB32, 2nd allele		
DNA-DRB41, 1st allele		
DNA-DRB42, 2nd allele		
DNA-DRB51, 1st allele		
DNA-DRB52, 2nd allele		
DNA-DPA11, 1st allele		
DNA-DPA12, 2nd allele		
DNA-DPB11, 1st allele	04:01	04:02
DNA-DPB12, 2nd allele		
DNA-DQA11, 1st allele	01:01	
DNA-DQA12, 2nd allele		
DNA-DQB11, 1st allele	03:02	03:01
DNA-DQB12, 2nd allele		

OK Cancel

7) Click “OK” if the information is correct or “Cancel” if changes need to be made.

8.3.2 Other test results

1) Open activation.
2) Click ‘Attachments’ tab.
3) Attach the HLA results.
4) Click “Save”.
5) Send a follow-up task to the Activations Team to notifying them of the attached non-HLA test results.

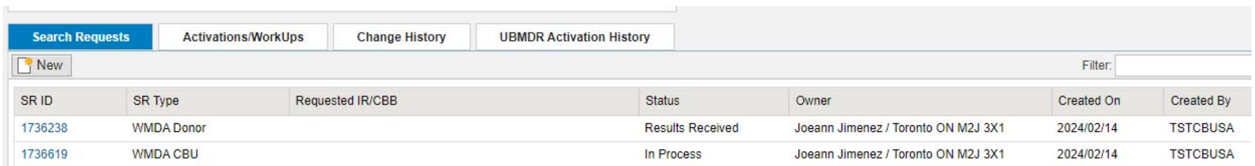
Note: The registrant or Cord Blood Unit (CBU) is released upon reporting of the miscellaneous sample results.

9 Reservation

9.1 Requesting a reservation

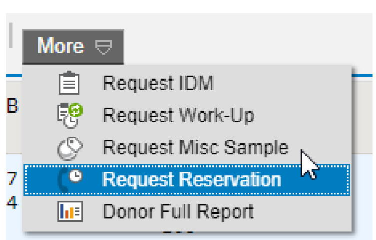
1) Open Patient profile.
2) Click on the ‘Search Requests’ tab.
3) Click on the ‘SR ID’ of the desired search request.

Note: If donor does not have a GRID or donor or CBU is not available in the WMDA search results, use FAX International search request.

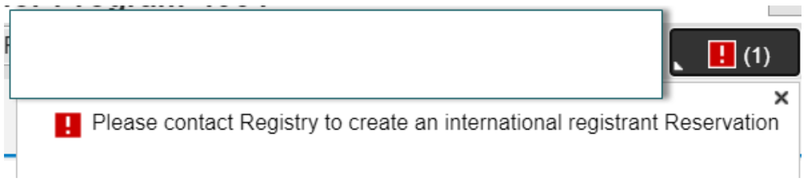


4) Search results will appear.
5) For FAX international search requests, refer to **3.9 Managing entries on Fax International searches** to add the cord blood unit or registrant, if not already listed.
6) Highlight the registrant or Cord Blood Unit (CBU) for activation.

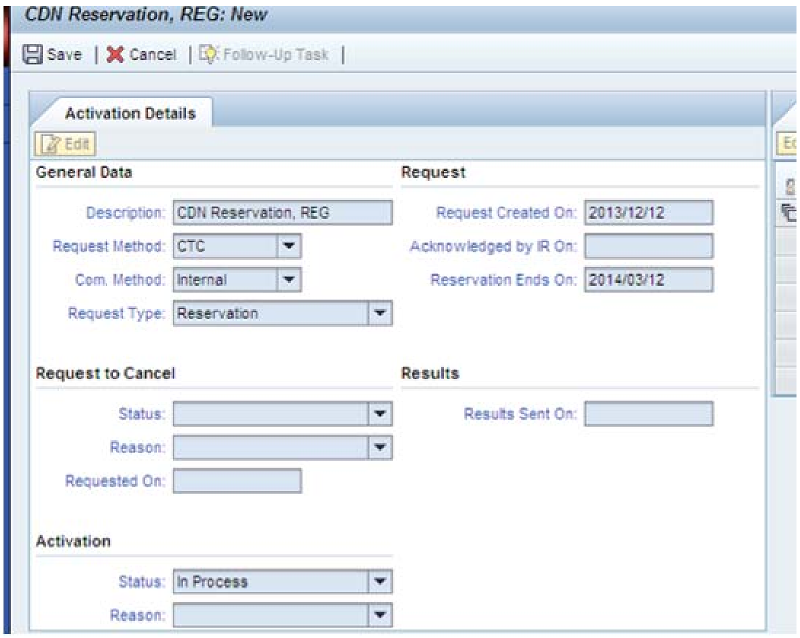
7) Click on “More” and select “Request Reservation”.



Note: For <u>international registrant</u> reservation requests, send a folow-up task to the Activations team.
Otherwise, the following error will be returned:



8) Reservation Screen will open.

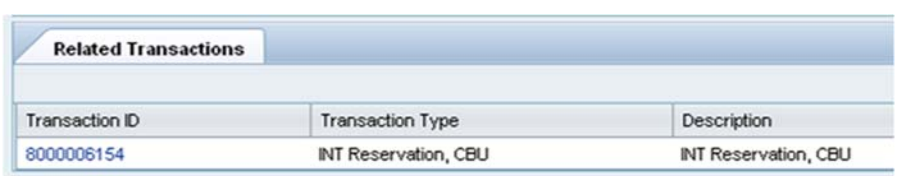


9) Click "Save".

9.2 *Reservation notification*

1) Receive task 'Activation – Reservation Confirmed".

2) Assign and open task.
3) From the 'Related Transactions' tab, open the Reservation activation.



4) Review the ‘Reservation Ends On’ date in the ‘Request’ section of the ‘Details’ tab.

Note: For international reservations the period may be different than 3 months.

9.3 Extending a reservation

Reservations cannot be extended. If you need to reserve a registrant/ Cord Blood Unit (CBU) for a longer time period, a new reservation will need to be initiated.

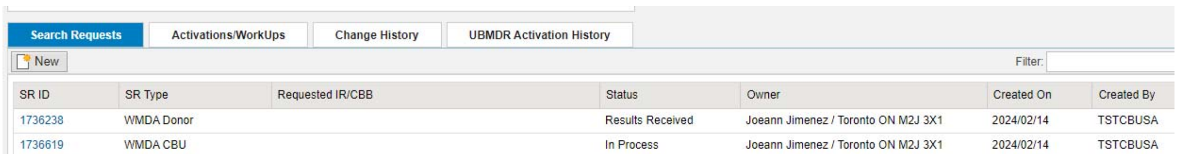
A task “Activation- Reservation Expiry Reminder” will be sent 1 week prior to the reservation end date.

10 Infectious Disease Markers (IDM)

10.1 Requesting 'IDM Only'

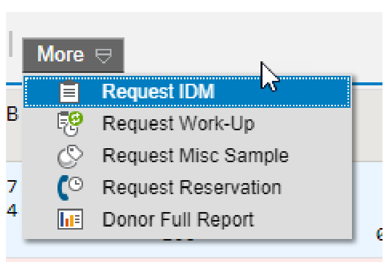
1) Open Patient profile.
2) Click on the 'Search Requests' tab.
3) Click on the 'SR ID' of the desired search request.

Note: If donor does not have a GRID or donor or CBU is not available in the WMDA search results, use FAX International search request.



4) Search results will appear.
5) For FAX international search requests, refer to **3.9 Managing entries on Fax International searches** to add the cord blood unit or registrant, if not already listed.
6) Highlight the registrant or Cord Blood Unit (CBU) for activation.

7) Click on "More" and select "Request IDM".

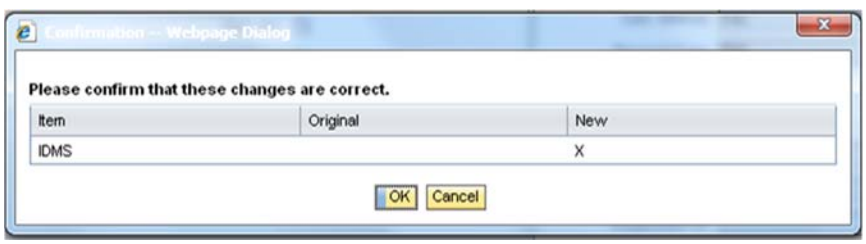


8) For International Registry requests select the type of Infectious Disease Marker (IDM) typing required.

Note: The "IDMs" option is used to request the registry's full Infectious Disease Marker (IDM) package.

Note: The options available will depend on type of activation (Cord Blood Unit (CBU) or Registrant) and the registry supported services.

9) Click "Save".
10) A confirmation window will appear. Click "Ok" to confirm or "Cancel" to make modifications.

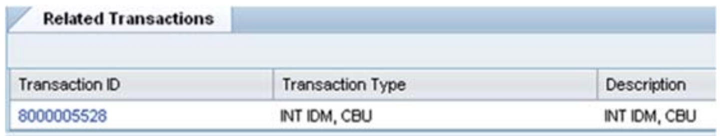


10.2 Receiving Infectious Disease Marker (IDM) results

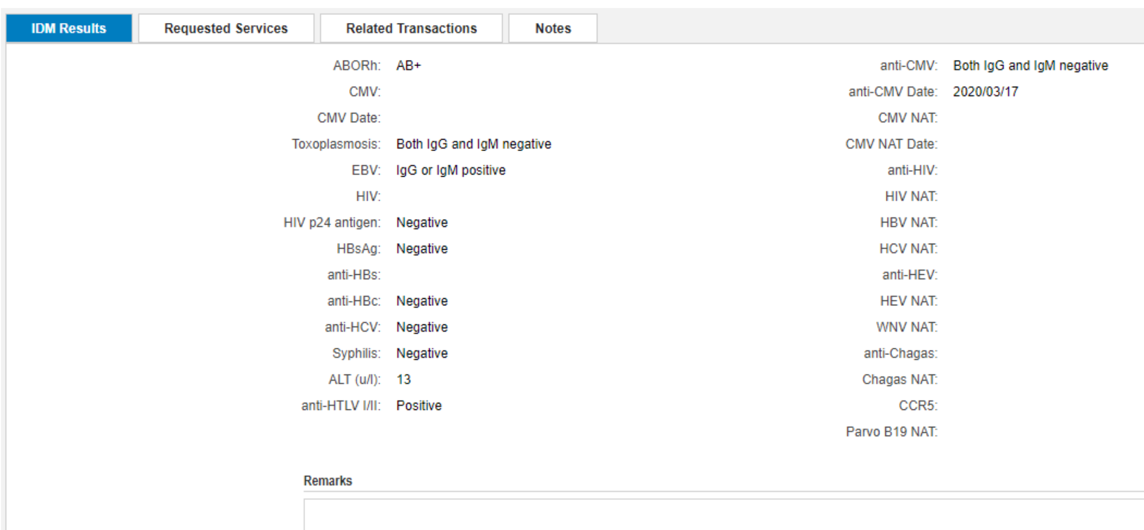
A task will be sent when Infectious Disease Marker (IDM) results are available.

1) Receive task “IDM – results available”.

2) Assign and open task.
3) From the ‘Related Transactions’ tab, open the ‘IDM’ activation.



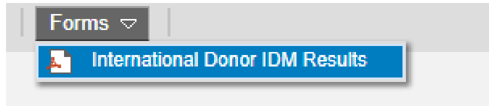
4) Canadian or EMDIS Infectious Disease Marker (IDM) results can be viewed in the ‘IDM Results’ tab.



Canadian or EMDIS or WMDA MC Infectious Disease Marker (IDM) results can be printed using the applicable ‘IDM Results Report’ found by clicking the “Forms” button and selecting the “IDM Results Report” for Canadian results or the “International IDM Results Report” for EMDIS or WMDA MC results.

For Canadian:

For EMDIS:



Note: ‘IDM Results Reports’ are to be used only after the Infectious Disease Marker (IDM) results have been provided.

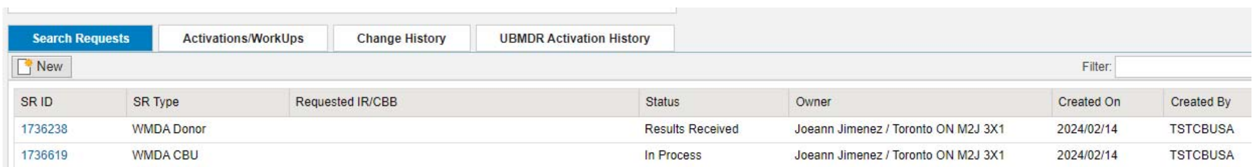
5) Results from a non-EMDIS/WMDA MC International Registry (IR) will be in an attached document reviewed and printed in the ‘Attachments’ tab.

11 Post-thaw

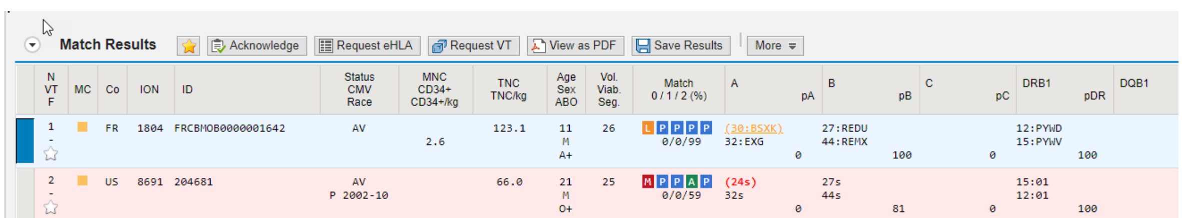
11.1 Requesting post-thaw

1) Open patient profile.
2) Click on the 'Search Requests' tab.
3) Click on the 'SR ID' of the desired search request.

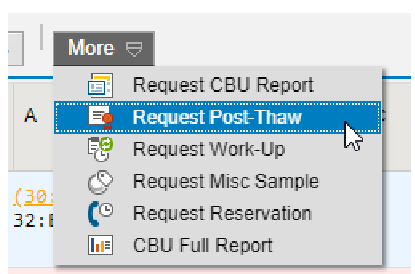
Note: If CBU is not available in the WMDA search results, use FAX International search request



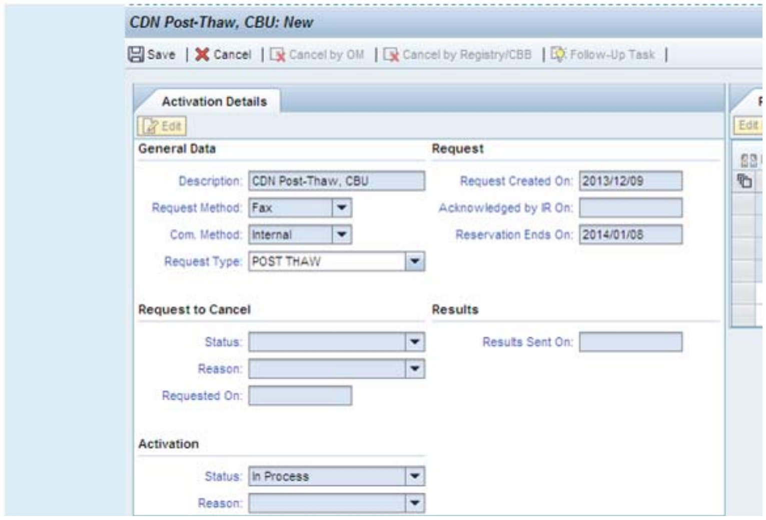
4) Search results will appear.
5) For FAX international search requests, refer to **3.9 Managing entries on Fax International searches** to add the cord blood unit the post-thaw is requested for, if not already listed.
6) Highlight the cord blood unit.



7) Click on the "More" button and select "Request Post-Thaw".



8) The post-thaw activation screen will appear.



9) For an international Cord Blood Unit (CBU), enter the ‘Requested Tests’ in the ‘Requested Details’ tab.

Note: This activation types can be used to request any unusual requests that the International Registry / Cord Blood Bank (IR/CBB) agrees to perform (for example fungal cultures).

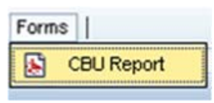
10) Click “Save”.

11.2 Receiving post-thaw results

1) Receive task “Post-Thaw – Post-Thaw Results Available”.

Post-Thaw – Post-Thaw Results Available

2) Assign task to yourself.
3) Open task.
4) Open related transactions – Post-Thaw, Verification Typing (VT) or Work-up request.
5) Review results:

For:	Then view results:
Canadian Cord Blood Unit (CBU)	In the ‘CBU Report’ found in the forms tab. 
International Cord Blood Unit (CBU)	In the ‘Attachment’ tab

6) Set task to completed.

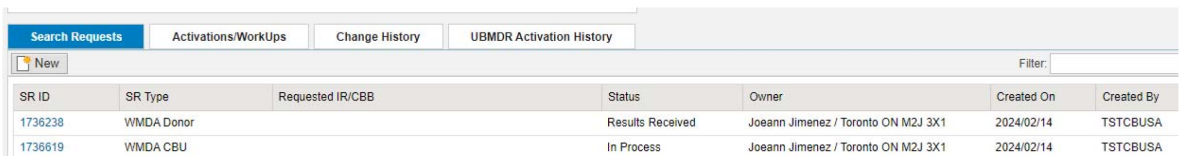
12 Work-Up

12.1 Requesting a registrant work-up

Note: If the work-up request is for an additional donation for the same registrant/patient refer to Step 11.2 for instructions.

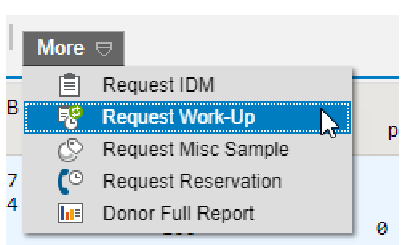
1) If a Verification Typing (VT) was requested for this donor, ensure that the HLA typing results have been entered.
2) Open patient profile.
3) Click on the 'Search Requests' tab.
4) Click on the 'SR ID' of the desired search request.

   Note: If donor does not have a GRID or is not available in the WMDA search results, use FAX International search request



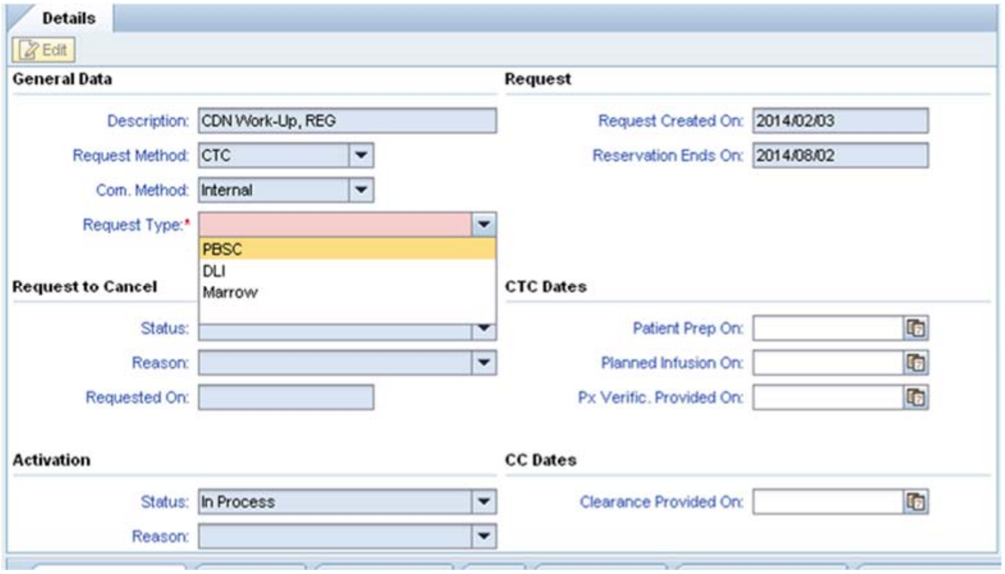
5) Search results will appear.
6) For FAX international search requests, refer to **3.9 Managing entries on Fax International searches** to add the registrant, if not already listed.
7) Highlight the registrant for activation.

8) Click on "More" and select "Request Work-Up".

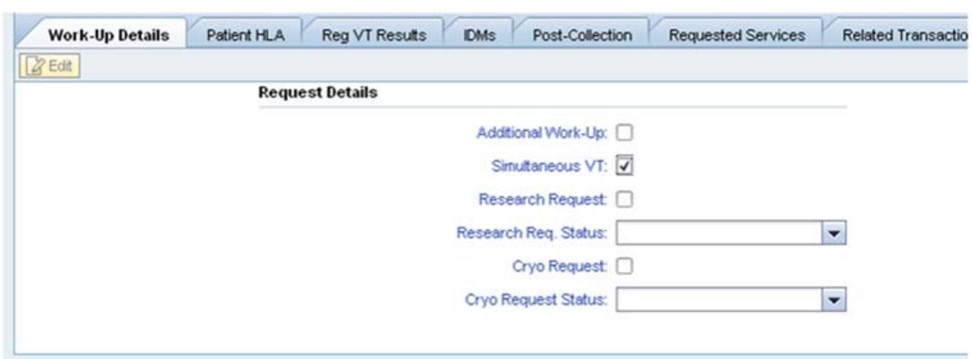


9) In the 'Request Type' field, select the 1st choice of product requested.

Note: If the product to be collected changes, the 'Request Type' needs to be updated accordingly.



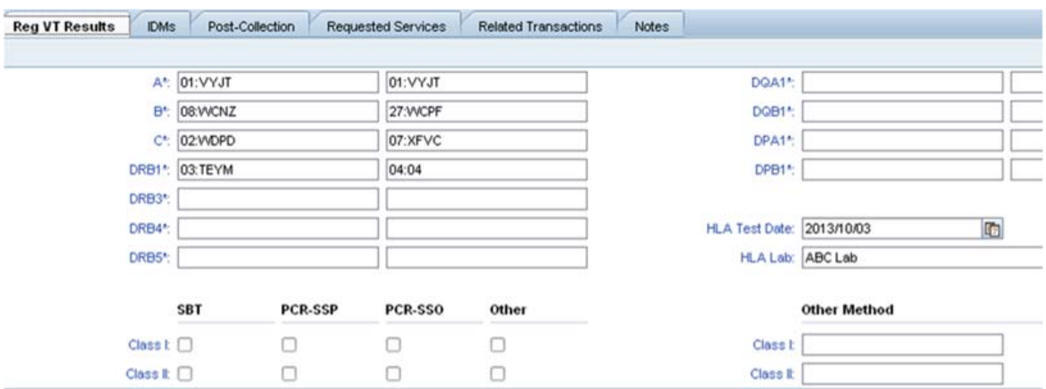
10) In the 'Work-up Details' tab, complete the 'Requested Details' as appropriate.
- 'Additional Work-Up' – check if this is a second/ subsequent donation request
- 'Simultaneous VT' – check if a Verification Typing (VT) will be performed with the work-up using the precollect samples
- 'Research Request' – check if research request is included
- 'Cryo Request' – check if cryopreservation of the entire product is requested.



11) Click on 'Patient HLA' tab.

12) Verify the Patient HLA reflects the verification typing completed and the HLA test date is entered. Update any typing changes for the patient in the patient profile.

13) Click on ‘Reg VT Results’ tab.
14) The last Verification Typing (VT) results for the Registrant will appear. If a simultaneous Verification Typing (VT) was requested, these values will be removed once the activation is saved. If no previous Verification Typing (VT) was completed, this tab will be blank.



15) Click “Save”.
16) Generate the applicable work-up request form from the Work-Up by clicking the “Forms” button and selecting:
    a. ‘Work-Up Request and Prescription’ to generate the ‘Work-Up Request and Prescription for HPC-Marrow; HPC-Apheresis and/or MNC, Apheresis’.
    b. ‘Previous Transplant History’ to generate the ‘Previous Transplant History.
17) Click the ‘Attachments’ tab and attach completed work-up documents.
18) Click “save”.

Note: If an assessment is required for Low Match Grade, the status will be “On Hold” until a Registry Search Analyst can complete the assessment.

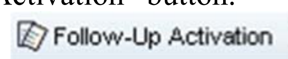
12.2 Requesting a subsequent/ additional registrant work-up

When a donor has one of the following statuses, it is not possible to request a work-up using the regular method. In this case, the request would have to be made through a previously completed activation with the same patient and registrant.

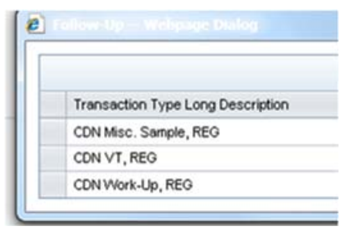
- Temporarily unavailable - Donated
- Unavailable – Donated Twice
- Unavailable – Overage
- Open completed activation

If no previous activation exists, send request to the registry by fax.

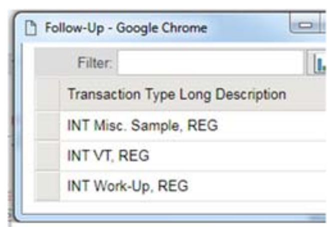
1) Click on the “Follow-Up Activation” button.



2) Select ‘CDN Work-Up, Reg’ or INT Work-Up Reg’.



or

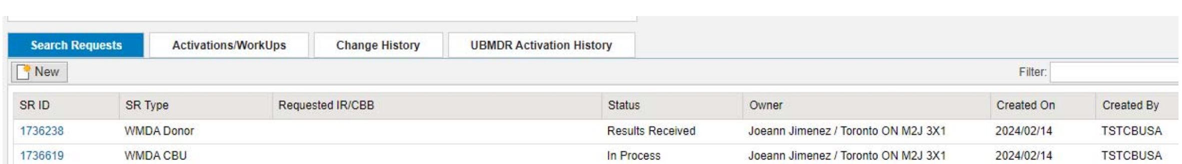


3) The work-up will open. Continue with work-up request by following **Instruction 11.1 Steps 8-15**.

12.3 Requesting a Cord Blood Unit (CBU) work-up

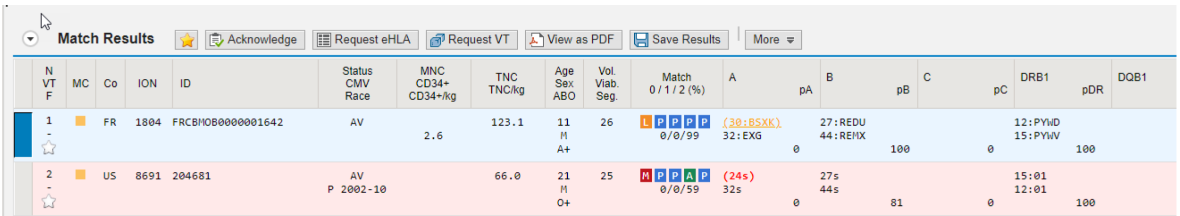
1) Open patient profile.
2) Click on the ‘Search Requests’ tab.
3) Click on the ‘SR ID’ of the desired search request.

Note: If CBU is not available in the WMDA search results, use FAX International search request

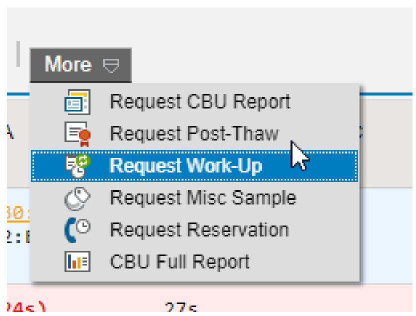


4) Search results will appear.

5) For FAX International search requests, refer to **3.9 Managing entries on Fax International searches** to add the Cord Blood Unit, if not already listed.
6) Highlight the Cord Blood Unit (CBU) for activation.



7) Click on "More" and select "Request Work-Up".



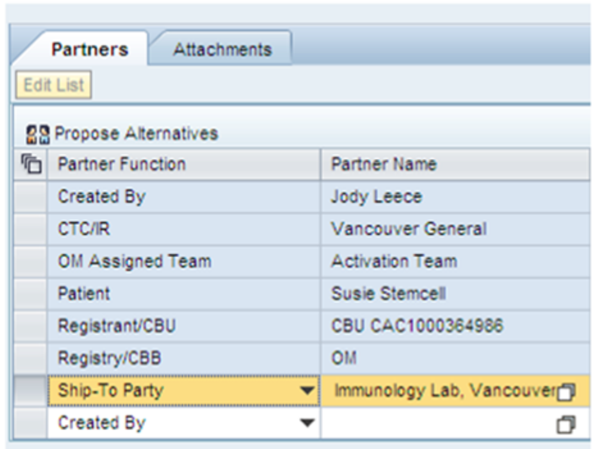
8) The Work-up screen appears. Complete the 'Request Details' in the 'Work-Up Details' tab.
   a. 'Multiple CBU transplant' – check if more than 1 Cord Blood Unit (CBU) is to be transplanted
   b. '# of cords to be transplanted'- (editable if 'Multiple CBU transplant' is checked)
   c. 'Requested Shipment Date'
   d. 'Planned Infusion Date'
   e. 'Planned Patient Prep Date'
   f. 'Samples to be shipped with CBU'- check if requesting surplus available samples should be shipped with the Cord Blood Unit (CBU).

9) Click on ‘Patient HLA’ tab.
10) Verify the Patient HLA reflects the verification typing completed and the HLA test date is entered.

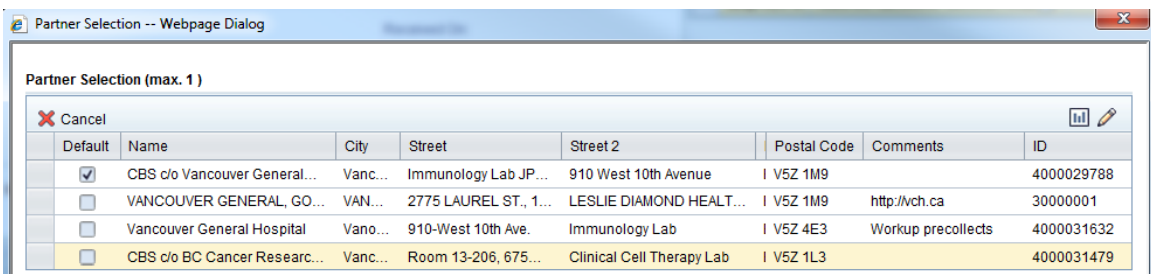
11) Click “Save”.
12) Generate the shipment request for a Canadian Cord Blood Unit (CBU) form from the Work-Up by clicking the “Forms’ button and selecting:
    a. ‘Request for Shipment of CBU’ to generate the ‘Request for Shipment of Cord Blood Unit’ form.
13) Click the ‘Attachments’ tab and attach the completed work-up documents.
14) Click “Save”.
15) In the ‘Partners’ section, click on the “Ship-To Party” to verify that the shipping address matches the one on the request form.

16) Click the “Back” button.

17) If the ship-to party displayed is not correct,
    a. Select the 'Ship-To party' Line



    b. Click the "Propose Alternatives" button



    c. If the address is listed, select address
    d. If address not listed, close window.

18) Click the "Edit" button in the 'Shipment Details' tab.
19) Select:
    a. "Create/Update Required" if address was not listed and the registry needs to add it
    b. "Confirmed" if the correct address is in the system.

20) Enter the Contact Name and Contact Phone number of the shipping contact person.
21) Click "Save" and close.

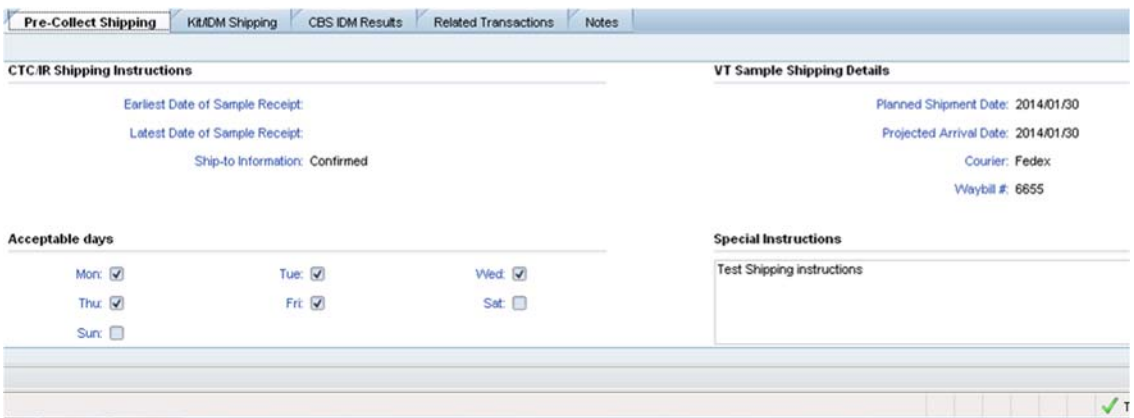
Note: If an assessment is required for Low Match Grade, the status will be "On Hold" until a Registry Search Analyst can complete the assessment.

12.4 Receive Work-up – Donor Information task

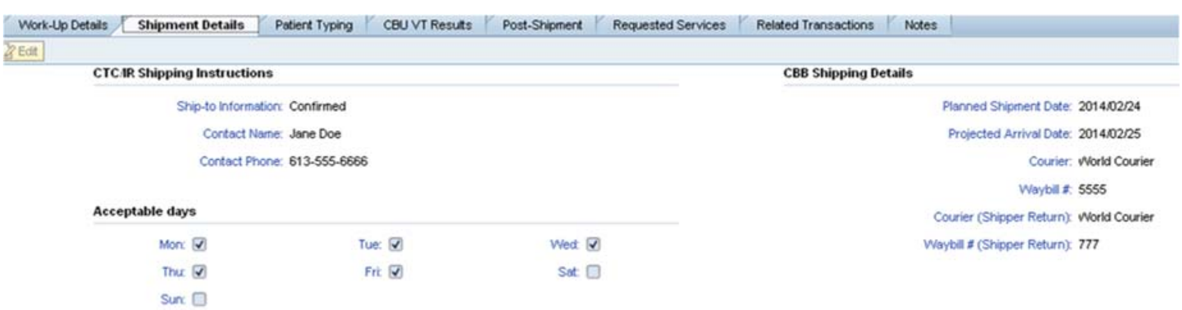
1) Receive task 'Work-up – Donor Information' if information is obtained from a registrant that requires vetting by the Canadian Transplant Centre (CTC).
2) Assign task.
3) Open the task to assess the donor information.
4) If required, request cancellation of the Work-up as per section 12.1 Request a cancellation.
5) Complete the task once the donor information assessment is completed.

12.5 Receive shipping details

1) Receive task 'Work-Up – Shipping Details Available'.
2) Open the related transaction.
3) Canadian registrant shipping details are found on the 'Pre-Collect Shipping" tab.



4) Cord Blood Unit (CBU) and International registrant shipping details are found on the "Shipment Details' tab of the work-up for CBU and of the related Precollect transaction for registrant.



5) To view the details in a report format:
   - Click "Forms" button
   - Select "Sample Shipping Details" or "Cord Unit Shipping Details".

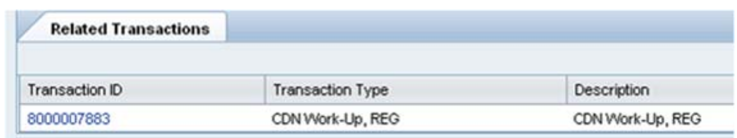
Note: This will open a separate window that does not automatically pop up on your screen.

6) Return to task.
7) Complete task.

12.6 Receiving facility qualification form

1) Receive task “Work-Up – Facility Qualific. Available”.

2) Assign task and open the task.
3) From the ‘Related Transactions’ tab, open the Work-Up activation.



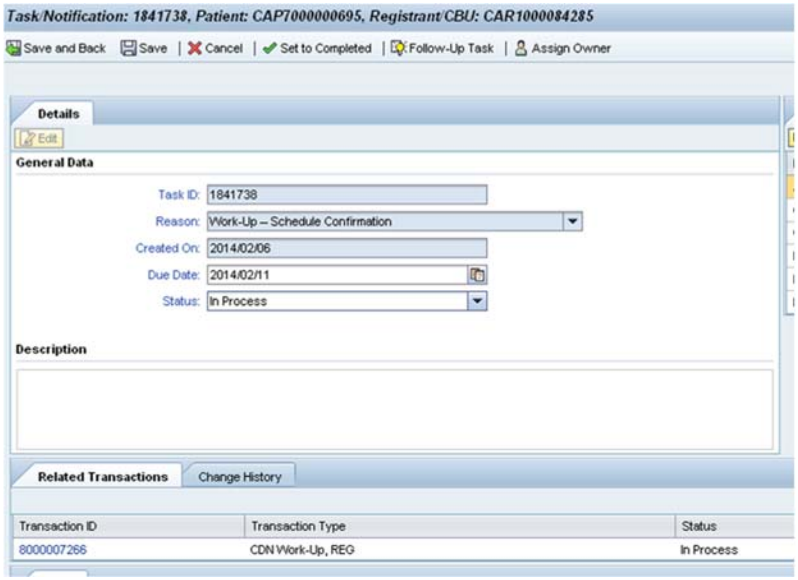
4) The Facility Qualification Form is found in the ‘Attachments’ tab.
5) Set task to completed.

12.7 Receive and confirm Work-up collection schedule (registrants)

1) Receive task “Work-Up- Schedule Confirmation”.

Note: At this point, the Collection Date on the Work-up Details tab will reflect the Collection Day 1 date from the collection schedule.

2) Assign and open task.

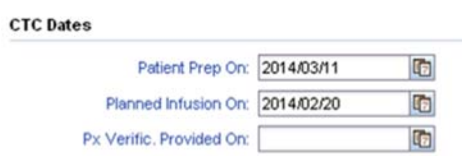


3) Open the work-up activation from the 'Related Transactions' tab.
4) Click on 'Forms' and select ''Work-up Schedule' to produce the work-up collection schedule form.

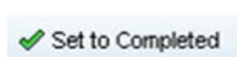
Note: Printing work-up schedules from the Forms button is only for Canadian registrant work-ups; for International registrant work-ups, obtain work-up schedule from the work-up Attachments.

To confirm the schedule is acceptable:

1) Click "Edit" in the 'Details' tab.
2) Enter 'Patient Prep On:' date.
3) Enter the 'Planned Infusion On:' date.



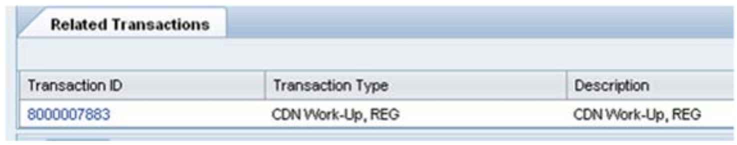
4) Click "Save".
5) Click the "Back" button to return to the task.
6) Click "Set to Complete".



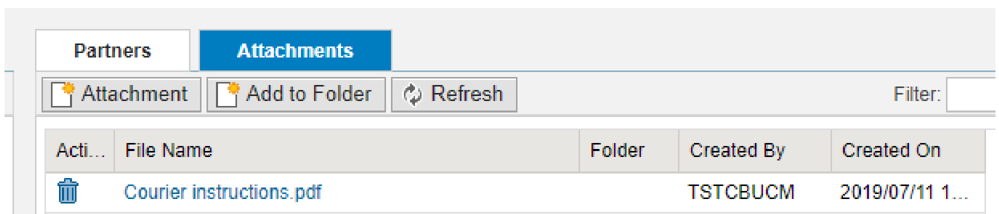
12.8 Work-up courier instructions

1) Receive task "Work-Up – Courier Instructions Available".

2) Assign and open task.
3) From the 'Related Transactions' tab, open the work-up activation.



4) Obtain the courier instructions in the 'Attachments' tab.

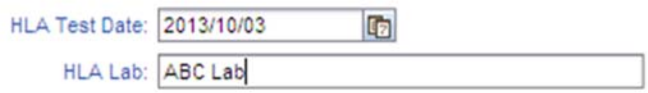


5) Set task to completed.

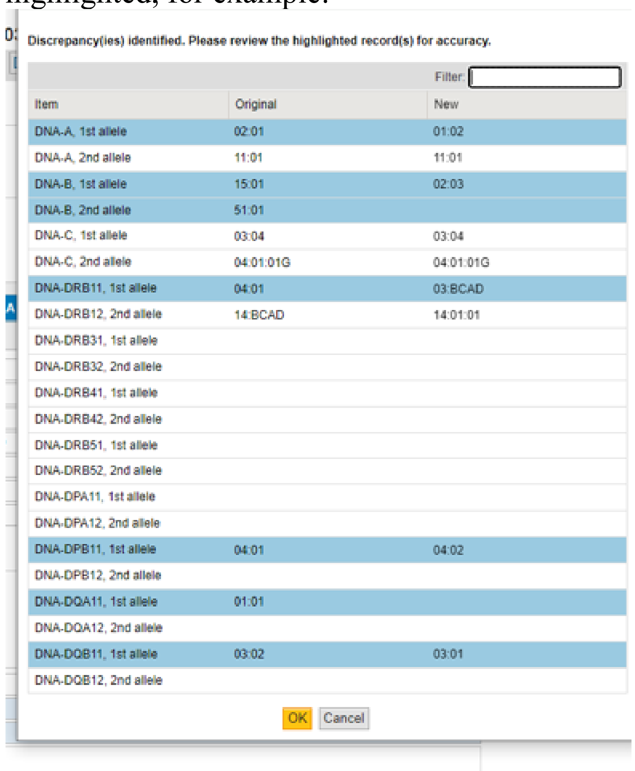
12.9 Enter registrant Verification Typing (VT) results (for simultaneous Verification Typing (VT))

1) Open the work-up activation.
2) Click on the 'HLA Typing' tab.
3) Click "Edit".
4) Enter the typing results.

5) Enter the ‘HLA Test Date’ and ‘HLA Lab’.



6) Click “Save”.
7) A confirmation window will appear for the user to verify the entries. Any discrepancies between the values entered and the current donor/CBU HLA will be highlighted, for example:


Discrepancy(ies) identified. Please review the highlighted record(s) for accuracy.

Filter:

Item	Original	New
DNA-A, 1st allele	02:01	01:02
DNA-A, 2nd allele	11:01	11:01
DNA-B, 1st allele	15:01	02:03
DNA-B, 2nd allele	51:01	
DNA-C, 1st allele	03:04	03:04
DNA-C, 2nd allele	04:01:01G	04:01:01G
DNA-DRB11, 1st allele	04:01	03:BCAD
DNA-DRB12, 2nd allele	14:BCAD	14:01:01
DNA-DRB31, 1st allele		
DNA-DRB32, 2nd allele		
DNA-DRB41, 1st allele		
DNA-DRB42, 2nd allele		
DNA-DRB51, 1st allele		
DNA-DRB52, 2nd allele		
DNA-DPA11, 1st allele		
DNA-DPA12, 2nd allele		
DNA-DPB11, 1st allele	04:01	04:02
DNA-DPB12, 2nd allele		
DNA-DQA11, 1st allele	01:01	
DNA-DQA12, 2nd allele		
DNA-DQB11, 1st allele	03:02	03:01
DNA-DQB12, 2nd allele		

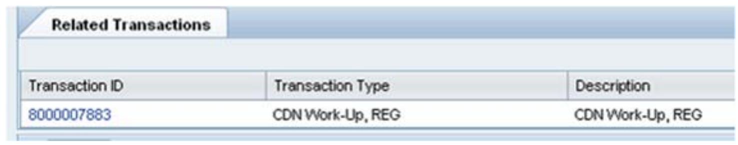
OK Cancel

8) Click “OK” if the information is correct or “Cancel” if changes need to be made.

12.10 Clearance

1) Receive task" Work-Up - Clearance Available".

2) Assign and open task.
3) From the 'Related Transactions' tab, open the work-up activation.



4) Click on the 'Attachments' tab to view the attached documents.
5) When the Physician has signed the prescription verification form, attach it to the work-up attachments tab.
6) Click "Edit" in the 'Details' tab.
7) Enter the 'Px. Verific. Provided On' date.

8) Click "Save".
9) Set task to completed.

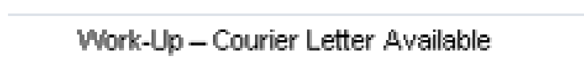
12.11 Send courier details

1) Generate the ‘Pre-Transplant Work-Up Courier Details’ form from the Work-Up by clicking “Forms’ and selecting ‘Work-Up Courier Details’.
2) Attach the completed courier details to the work-up ‘Attachments’ tab.
3) Click “Edit” in the Details tab.
4) Enter the ‘Courier Det. Provided On’ date.

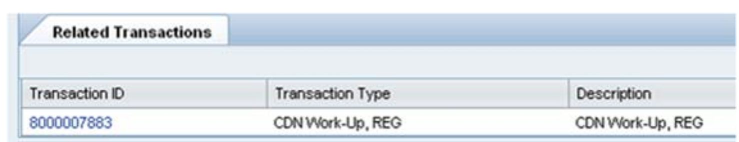
5) Click “Save”.

12.12 Courier letter

1) Receive task “Work-Up – Courier Letter Available”.



2) Assign and open task.
3) From the ‘Related Transactions’ tab, open the work-up activation.



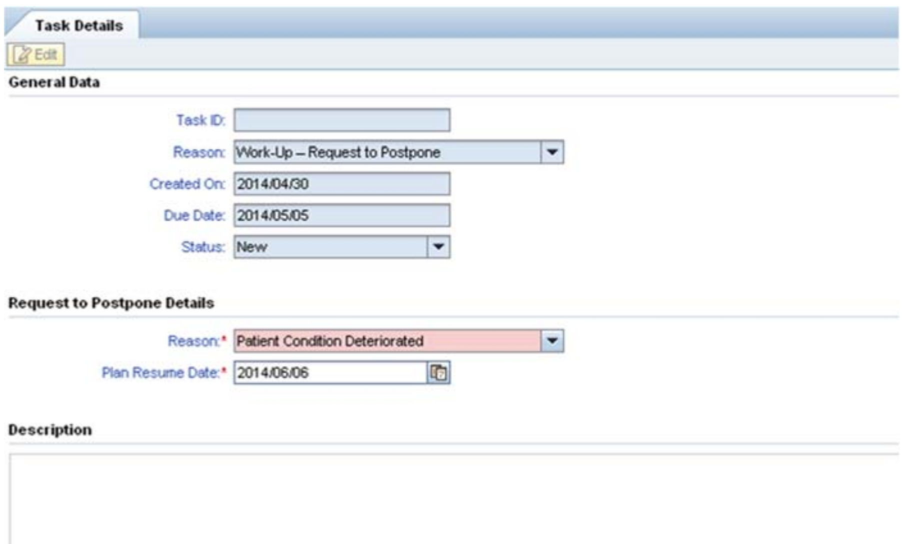
4) Click on the ‘Attachments’ tab to view the courier letter.
5) Set task to completed.

12.13 Postponing a work-up

12.13.1 Requesting a postponement of a work-up

1) Open the work-up.
2) Click the "Postpone" button.

3) Select the 'Reason'.
4) Enter the 'Plan Resume Date'.



5) Enter any other details in the description area.
6) Click "Save".
7) The task "Work-Up – Postponement Confirmed" will be received once the request to postpone has been confirmed by the registry.

12.13.2 Resuming a work-up

To resume a work-up that has been postponed, a follow-up task needs to be sent from the work-up to the Case Manager with information such as:

- New requested collection date(s)
- Whether new pre-collect samples are required.

12.14 Product report available

1) Receive "Work-Up – Product Report Available" or a follow-up task for Canadian registrant.

2) Assign task and open the work-up.
3) The product report will be available in attachments.
4) Set task to completed.

12.15 Confirm receipt of the product & infusion

1) Complete applicable forms to confirm receipt of the product. To generate the 'Transplant Centre Product Infusion Report' from the Work-Up, click the "Forms" button and select 'TC Product Infusion Record'.
2) Click on 'Attachment' tab and attach the completed document(s).
3) Send a follow-up task to Case Manager to let them know the completed forms are available.

12.16 Sending thawing and infusion report for Cord Blood Unit (CBU)

1) Complete thawing and infusion report.
2) Open work-up.
3) Click on 'Attachment' tab and attach the documents.
4) Send a follow-up task to Case Manager to let them know the completed forms are available.

Note: When the product has been infused, update the patient profile to the appropriate status as per Instruction 2.3.

13 Cancelling an activation/ work-up

A request needs to be put in to cancel any activation/work-up that is in process. The cancellation requests for activations not requiring assessment will automatically be completed. All other activation cancellations requests will be investigated by the registry who will either Confirm or Deny the request.

13.1 Request a cancellation

1) Open activation.
2) Click "Edit" on the 'Activation Details' tab.
3) In the 'Request to Cancel' section:
    a. Select the status as "Requested"
    b. Select 'Reason'.

4) Click "Save".

13.2 Receiving cancellation notification

A task will be sent to notify you if the activation/ work-up was able to be cancelled or not.

"Activation – Cancelled"	Activation was successfully cancelled
"Work-Up – Cancelled"	Work-Up was successfully cancelled
"Activation – Unable to Cancel"	Activation was not able to be cancelled and will proceed.

Note: If a work-up is not able to be cancelled, a follow-up task will be sent by the Case Manager.

1) Assign and open task.
2) After reviewing, set task to completed.

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