

Marrow Donor Program Belgium Registry

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PROCEDURE – Prometheus manual Donor Center

Version control

Describe briefly the changes made between versions:

Date	Author	Version	Comment
April 2014	H. Broos	3.0	
April 2018	H. Broos	4.0	Updates in <mark>green</mark> , overview see page 5.
May 2019	H. Broos	5.0	Updates in <mark>green</mark> , overview see page 5.
June 2020	H. Broos	6.0	Updates in <mark>yellow</mark> , overview see page 6.
October 2020	H. Broos	7.0	Updates in <mark>blue</mark> , overview see page 6.

Distribution

The table below lists all individuals who received a copy of this new version.

Function	Department - Institution
MDPB-R Staff	MDPB-R
Posted on the	All MDBP cooperative centers
https://www.stemcelldonor.be/professionals/	

Approval

Final version of this procedure will be approved by:

Department - Institution	artment - Function		Approval date	Signature
MDPB-R	Project leader Prometheus	H. Broos	25/10/2020	Je16200,

I.	INTRODUCTION	7
	I.I. PROGRAM START	7
	I.I.1. Program start up	7
	I.I.2. Login	9
	I.I.3. User password change	9
	I.I.4. Multiple access rights	10
	I.II. MAIN PROGRAM WINDOW	12
	I.II.1.1. File	12
	I.II.1.2. Donor	12
	I.II.1.3. EMDIS	13
	I.II.1.4. Service	14
	I.II.1.5. Help	14
	I.II.2. Quick select buttons	14
	I.II.2.1. Select donor	14
	I.II.2.2. New donor	16
	I.II.3. Hot Keys	16
	I.II.4. Behavior of input fields	16
	I.II.4.1. Date field	16
	I.II.4.2. Selection from static code list	16
	I.II.4.3. Selection from dynamic code list	17
	I.II.4.4. Form control	17
	I.II.4.5. HLA DATA	18
	I.II.4.5.a. Serology	18
	I.II.4.5.b. DNA typing results	20
	I.III. WORK PANEL DONOR	21
	I.III.1. Upper panel	21
	I.III.2. Panel on second row	22
	I.III.2.1. Donor record	22
	I.III.2.2. Messages	23
	I.III.2.3. Requests	24
	I.III.2.4. Files	24
	I.III.2.5. Notes	26
	I.III.2.6. Letters	26
II.	DONOR MENU	27
	II.I. Donor select	27
	II.II. Donor close	27
	II.III. Donor edit – CONSULTATION – UPDATE OF DONOR	27
	II.III.1. Donor status: temporarily unavailable – reservation - cancellation	28
	II.IV. New donor	33
	II.V. Donor data change history	42

I	I.VI. HLA « Data typing history »	.43
I	I.VII. Validate	.44
	II.VII.1. Records to be validated	. 44
	II.VII.1.a. Validation of a new registered donor	. 44
	II.VII.1.b. Validation of typing update	. 48
	II.VII.2. Failed validation	50
	II.VII.2.a. Failed validation of new registered donor	. 50
	II.VI.2.b. Failed validation of typing update	. 54
I	I.VIII. Stack	.55
I	I.IX. Reports	.56
I	I.X Analytical tool	.59
III.	CORD BLOOD MENU	60
I	II.I. Select	.60
I	II.II. Close	.60
I	II.III. Edit – consultation – update of cord blood record	.60
I	II.IV. New cord blood	.67
I	II.V. Historv	.67
I	II.VI. Validate	.67
I	II.VII. Stack	.67
I	II.VIII. Reports	.67
I	II IX Analytical tool	69
IV.	FMDIS	70
۰۷. ۲		70
I I		.70
I	VII. EMDIS messages	.70
	IV.II.1. New and old messages – requests without answers	70
	IV.II.2. Status of messages	73
	IV.II.3. Status of messages	74
	IV II 5. Overview of message types	75
	IV II 6 Automatic warnings and message denials	75
ľ	VIII. Receiving requests – reporting results	.76
-	IV.III.1. Typing request (TYP_REQ)	. 77
	IV.III.2. Sample request	89
	IV.III.3. Infectious disease marker requests (IDM request)	. 99
	IV.III.4. CBU report request (CBU REQ)	100
	IV.III.5. Reservation request (RSV_REQ)	100
ľ	V.VI. Analytical tool: incoming typing requests – incoming sample requests1	01
ľ	V.VII. EMDIS reports	02
-	P	_

Changes – upgrade version 2.0 – September 2013.

Change in window panel (user interface/screen-layout).

Other changes

Changes – upgrade version 3.0 – April 2014.

New EMDIS connections. (since 10- 02-2014)

EN: British Bone Marrow Registry / British Bone Marrow Registry – cord blood RO: Romanian Registry of Hematopoïetic Stem Cells Voluntary Donors

Donor manual : Initial validation date for donors available.

Maximum of 10 selected donors is stored in the Select button history. Reminder option for confirmatory typing results (reminder button in the SMP-ARR button).

Changes – upgrade version 4.0 – May 2018.

New CITRIX version.

IV.VIII. EMDIS connections.

II.III. 2. Panel on second row: additional tab "Messages" "Requests".

II.IV. New donor

ION: prefilled : 4201 (the ION Issuing Organization number) assigned by the ICCBBA.

EMDIS Ethnic: donor Ethnic Group.

II.VI. HLA Data typing history. (typing updates are logged and discrepant typings are better illustrated).

III. Cord Blood. EMDIS cord project, extended Cord dataset.

IV.III.2. Sample request: new option: New sample info.

New WMDA reports.

New EMDIS reports.

stem cell donors.

(Comment: on request of other registries using Prometheus the patient name is replaced by Hidden when printing the EMDIS messages - for GDPR reasons – General Data Protection Regulation). (The patient name is available when printing the WMDA report).

Changes – upgrade version 5.0 – April 2019.

NEW items are highlighted in green.

GRID: implementation of GRID code – GRID codes are upload to BMDW, so that both the old donor code and the GRID codes are available in the WMDA search system. There is no impact on the search-workup communication – the existing donor code will still be used in the workflow. WMDA collaborated with <u>ICCBBA</u> (*International Council for Commonality in Blood Banking Automation*) to create a system for assigning a globally unique identifier for potential volunteer blood

Changes – upgrade version 6.0 – June 2020.

NEW items are highlighted in yellow.

Page 35:

Donor category: prefilled "not available for EMDIS till validation.

After validation it changes to: Registry donor.

Donor report: Grid code is printed.

Changes – upgrade version 7.0 – October 2020.

All changes as a result of the GRID adaptation are highlighted in blue.

I. INTRODUCTION

I.I. PROGRAM START

I.I.1. Program start up

To start the application you need a Citrix username and password and a Prometheus password.

To login go to <u>https://citrix.rodekruis.be</u> and enter your Citrix username and password:

https://citrix.rodekruis.be/vpn/index.html	P → A C A NetScaler Gateway ×
	Please log on
	User name
NetScaler with	Password
Onnied Galeway	
	l ng Op
	Lug on
والمحاجبة والمتحاجب والمحصوص والمحاجب والمحاجب	

In case you have problems, you need to install the receiver first: https://www.citrix.nl/products/receiver/ After successful download, the following screen will be displayed: select Prometheus:

-	https://citi	ix. rodekruis.be /Citrix/RODEKRUISWeb/	₽-₽	0	Citrix
	Haze Krais Maandonan telaat			APPS	
Alle	Categorieën				
	Admin	Prometheus 2			

Select Prometheus Productie:



The following screen will be opened, enter your Prometheus login:

	Prometheus Login
Password	
	✓ ×

I.I.2. Login

You have 3 attempts to enter the right password. When the third attempt in a row fails, the user account will be locked. The user has to ask the Registry coordinator to unlock the account. When the ID and the password are correct the program will initialize and the main program window screen will be displayed.

FIRST LOGIN

Prometheus Login	
Password	
✓ ×	

To access the application for the first time, please log in by entering the password type "23 23" (23space23) that was sent to you. You will be required immediately to change your password. Your new password must be in format 23 shoe1 (23spaceshoe1). (combination of letters and numbers required).

23spaceshoe1).

Change password		
Old password		
Combination of letters and numbers required. New password		
Retype new password		
✓×		

I.I.3. User password change

Go to SERVICE and select "Change password" to change your password:



8					
Patient	Search	EMDIS	Service	Help	
Change	password				
HLA coo	les toolbox	- 🕹 User	Config		
🛃 Templat	te Manager				
	Service T	ools			

Enter your present password, a new password and confirm the new password.

Change password		
Old password		
Combination of letters and numbers required. New password		
Retype new password		
✓ ×		

I.I.4. Multiple access rights

Some users have rights for multiple Donor Centers. When logging in you will be guided to one Donor Center, it is however possible to change the Donor Center without ending the application.

Select the arrow to change the Donor Center.

	Deper	EMDIC	Corruio		Prom
New Message	Old s Messag	EMDIS Rec les w/o a	uests Inswers	ce Help Reports	s X Analytic tool for incoming typing
No dor	ior sele	cted			
D: BEDON	ANT1	▼ V allou	w all DCs	T:	 allow all TCs



Allow all DCs - this check-box allows the user to work simultaneously with data from all Donor Centers he has access to.

Select the arrow to change the active center, you can switch between Donor Centers, Transplant Centers, Cord Blood Banks. You can simultaneously display data from multiple Donor Centers or multiple Transplant Centers. A mix between donor and Transplant Center however, is not possible.

User Box - The user box shows the name of the person currently logged into the system, below the user group.

D: BEDONANT1 V allow all DCs T: allow all TCs	Test Database	DB Date:	Logged user: H. Broos	Group: Administrators

Double blind data entry includes data typed by one individual, then typed by a second individual, with the computer comparing each difference. Differences are noted in red after pressing the "check all" button. In Prometheus the profile "single managed" have rights to enter and validate HLA typing data.

We have 2 profiles:

- * person with only registration rights
- * person with registration and validation rights

	EXIL -											
	(Prometheus - Stem Cell Donor Registry				
	۲	Donor	Patient	Search	EMDIS	Service	Help					
	🛁 Op	en File hter Setting	<u>s.</u>									
Ľ	, 🚽 Exi	t										

Exit – Termination of application

I.II. MAIN PROGRAM WINDOW

8	Donor	EMDIS	3 Servi	ce Help				
			🕤 History	.	\checkmark			
Select	New Re	eports 📃		Analytic	Validate	Records to		
*	*	2	Letters	tool		be validated		
	Donor Cor	mmands		Donor Tools	Donor	Validation		
No do	No donor selected							

The upper part of the panel exists of the following menu options:

I.II.1.1. File

đ	Restore	
	Move	
	Size	
_	Minimize	
	Maximize	
×	Close	Alt+F4

Minimize – minimizes your window screen Close – lets you end the session

I.II.1.2. Donor



The donor program functions are available in menu "Donor". Via Select or (**F3**) the donor can be selected, via close or (**F2**) the donor record will be closed.

small

The currently opened record is automatically closed at shutdown of the program, as well as when opening a record of another donor.

The program remembers the last selected denors and can be opened via	Select I	(uso the
arrow below to the "select" button).		(use the
New (Otal N)		
Use the command to create a new donor or (Ctri+N).		
The History "History" command displays the donor data change	history.	
Validate allows you to validate updated typings of new registered donor ty	pinas.	
The command (Ctrl+R) offers you a list of donor reports.		
Analytic		
Command opens the tool for donor analysis.		

The donor menu will be explained in chapter II. Donor menu.

I.II.1.3. EMDIS

	Stem Cell Donor Registry	
Donor EMDIS Service Help		
	${ m X}$ Analytic tool for incoming typing requests	💥 Analytic tool for incoming sample requests
Messages Messages w/o answers		
EMDIS Commands	EMDIS	S Tools

"**New messages**" – "**old messages**" - allows you to view the arrival of new EMDIS messages and to display the old messages you already consulted.

"Analytic tool for incoming typing requests" – "Analytical tool for incoming sample requests" The use of analytic tools is further explained in <u>chapter II.X. Analytical tool</u>.

"Reports" Allows you to print EMDIS reports.

"Requests without answers" Allows you to consult the pending requests.

I.II.1.4. Service



Change password – allows you to change your password.
HLA codes toolbox – allows you to consult the renamed and deleted alleles.
Template Manager – see addendum manual "Template Manager"

I.II.1.5. Help



Prometheus Help – enables you to consult the Prometheus user documentation. (general from Steiner – not the Belgian version.) Not operational.

About – Prometheus version

I.II.2. Quick select buttons

I.II.2.1. Select donor

Select donor – the selection of a donor.



Click the "select " button to go to the "donor select" screen, the following screen will be opened:



The GRID code will be the only identifier, but it is still possible to look up the donor records by using the old donor code (now called the secondary code).

You can search donors by several parameters:

- Search by:
- Generated ID: is the internal Prometheus ID
- **GRID NR:** Global Registration Identifier for Donors.
- Donor ID: the Syrenad code or code from the Cord Blood Bank
- Local center ID: Local center ID field.
- Old ID: ?
- Personal number: NA
- Birthdate: fill in year (YYYY), year and month (MMYYYY) or full date (DD/MM/YYYY)
- Name: fill in full name or several characters of last name (at least 3 characters needed).
- Any identifier

Note: new donors will be attributed a GRID code by Prometheus.

NEW FEATURE:

When you copy/paste the GRID code with spaces, the spaces will be removed:

4201 0000 0000 0167 306 -> 420100000000167306

I.II.2.2. New donor



This menu selection allows you to register a new donor in the national database. The donor registration is explained in <u>chapter II.IV New donor</u>.

I.II.3. Hot Keys

Table of keyboard shortcuts:

Hot key	Function	Hot key	Function
F3	Donor select	F2	Donor close
Ctrl-N	New donor	Ctrl-D	Donor edit
Alt-Q	Program shutdown	Esc	Option abort
Alt-X	Option confirm		

I.II.4. Behavior of input fields

I.II.4.1. Date field

- date format: "dd.mm.yyyy", e.g. "26.01.2009";
- press "d" for today's date;
- type "17" to select day in actual month, e.g. January 17, 2009 (if current month is January and year is 2009);
- type "17 6" to select day and month in actual year, e.g. June 17, 2009 (if current year is 2009);
- type "6 12 7" to select December 6, 2007;
- **F3** for calendar selection.

I.II.4.2. Selection from static code list

- press space for next value;
- **F3** for selection by list, **Esc** to leave selection list;
- press number (0, 1, 2 or +, -) as shortcut of selection.

Sex woman -

Male 🔻								
0	Male							
1	Female							
2	Unknown							
	<u>C</u> ancel							

I.II.4.3. Selection from dynamic code list

- Type **code** of the selection;
- F3 for selection by list, type first characters of code to filter the list, backspace to clear filter, enter to confirm selection, Esc to leave selection list.

e ? •
D
e
у — —

Edit Donor			-			ок	Es	sc
	1st collection	-		 Select BMI	O₩ registry code			×
	<u>Ist conection</u>	Source	 ? ▼	Code 🗵	Description		\bigtriangledown	
		Patient ID		AR	Argentina			
				ARCB	Argentina CORD			
		Pat. name	I	AM	Armenia			
		Pat. registry		 AUS	Australia			
			1	 AUCB	Australia CORD #			
	2nd collection	Course	2	A	Austria			
	<u>Lina oonoonon</u>	Source	: •	ACB	Austria CORD			
		Patient ID		В	Belgium			
			-	BCB	Belgium CORD ##			
		Pat. name		LVCB	Belgium-Leuven CORD			
				BG	Bulgaria			
		Pat. registry	<u> </u>	 CND	Canada-OneMatch			
	and a discolory			 CNCB	China-Sinocord CORD			
	sra collection	Source	? •	HR	Croatia			
		Dationt ID		CY	Cyprus			
		Fatentio	1	CY2	Cyprus BMDR			
		Pat. name		CSCB	Czechia CORD			
				CS2	Czechia-Central BMDR			
		Pat. registry		 CS	Czechia-Czech BMDR			
TY Com	ant			DK	Denmark			
TX COIIII	iem j			DK2	Denmark-BMDC			
PageUp -	previous page	PageDc	wn - next page	DUCB	Duesseldorf CORD #			-
<u>ID (M</u> edi	cal <u>(S</u> tatus <u>) I</u> X	Address (Sero	(<u>DNA (IDM</u> /		× ×		0	

I.II.4.4. Form control



Pressing the **OK** button confirms data entry, changes will be saved in the database and the record will be closed. The command can also be called up by using the shortcut **Alt-X**.



This button is used to undo all the changes made to the current record. MDPB SOP026 Prometheus manual Donor Center v7 $\,$

17	8 '8	
٩	►	

Most forms are multi-page forms, the arrow enables to browse between the different tabs.

\ID (Medical	<u>(S</u> tatus	<u>(I</u> X	<u>(A</u> ddress	/ Sero / <u>D</u> NA	(IDM/

 PageUp - previous page
 PageDown = next page

 \ID \[Medical \lambda Status \lambda TX \lambda Address \lambda Sero \lambda DNA \lambda IDM \lambda KIR \]

 Fill the identification of the institution (F3 - own institutions, F4 - all institutions)

Last name	
First name	

You can use enter, the down arrow or tab to go to the next field. (Shift-tab – the up arrow to go to the previous field).

The bottom part of the window screens gives you contextual help for data entry:



I.II.4.5. HLA DATA

I.II.4.5.a. Serology

The following screen is offered for serology typing, but it is not mandatory to enter serology if molecular typing is available.

New Donor			ОК	Esc
[E] Serology				
HLA-A				
HLA-B		-		
HLA-C				
HLA-DR		-		
HLA-DQ		-		
PageUp - previous page	PageDown - next page	UK + New VK K Cancel	?	F1
\ID ,{Medical ,{Status ,{TX , {Add	ress \Sero (DNA (IDM/		6	/8

List of valid values appear when clicking	g the dots right fro	m input field or by pressing F3 .
Codes can be grouped by broad group	Froup by broad	or filtered by custom criteria 코

HL	A-A				×
E	Broad group 🛆 💌]			
C	ode 💌	Broad grou 🛆 💌	Valid from 🛛 💌	Valid to 🛛 💌	Identical to 🛛 💌
Ð	Broad group : 1				
÷	Broad group : 2				
+	Broad group : 3				
Ð	Broad group : 9				
÷	Broad group : 10				
÷	Broad group : 11				
	Broad group : 19		-	-	
	19	19	0:00:00	0:00:00	
	29	19	0:00:00	0:00:00	
	30	19	0:00:00	0:00:00	
	31	19	0:00:00	0:00:00	
	32	19	0:00:00	0:00:00	
	33	19	0:00:00	0:00:00	
	74	19	0:00:00	0:00:00	
+	Broad group : 28				
+	Broad group : 36				
+	Broad group : 43				
+	Broad group : 80				
H	4 4 b b b l + ·	- - / × 🖂 * 😽	7		Þ
		同日 Gro	oup by broad		× ?

Group by broad view

I.II.4.5.b. DNA typing results

Enter high resolution code, XX code or MAC code. System warns you when you enter an invalid code or a code not matching serology.

DNA typing results respect the new nomenclature. When entering a value in an old format (e.g. 0301) system corrects it automatically to the new format (e.g. 03:01).

Values as 1, 01, 01xx, 01XX, 01:xx are automatically changed into 01:XX. Values as 701 are automatically changed to 07:01.

Type 1301-4 6 8 10 for B*13:VVS = B*1301/1302/1303/1304/1306/1308/1310.

Codes are automatically converted to MAC:

A* "0101/0102"	to 01:FWEY
A* "0101/2"	to 01:FWEY
A* "0101 2"	to 01:FWEY
B* "1301-4 6 8 10"	to 13:DMYV

Valid codes are updated each four days.

Note: Serology or search determinant are not needed in Prometheus: the serology or search determinant will be removed when migrating donors and cord bloods to Prometheus : if the molecular value is available, the serology or search determinant will not be migrated.

When doing a **typing update** the serology must be removed when entering a molecular value. Regular serology removal will be performed by the Registry.

Edit Donor	r Test /				OK Esc
	<u>[E] DNA</u>				
A*	01:XX		01:34N		
B*					
C*				•••	
DRB1*					
DRB3*					
DRB4*					
DRB5*					
DQB1*					
DQA1*				Date of typing 1	•
DPB1*				Date of typing 2	•
DPA1*				Laboratory	BELABSJB1
PageUp	- previous page PageDown - ne	ext page		√ 0K	X X Cancel ? F1
<u>\ID (M</u> e	dical <u>(S</u> tatus <u>(IX</u> <u>(A</u> ddress (Sero) <u>D</u> NA	/IDM/			7/8

DNA Typing results view

I.III. WORK PANEL DONOR

I.III.1. Upper panel

	Donor	EMDIS Servi	ce Help			Prometheus - S	Stem Cell Donor F
Select Š	New Rep	Thistory History Stack Letters mmands	Analytic tool Donor Tools	Validate	Records to be validated Donor Valid	Records recently validated dation	
	Edit HLA Codes Seports Word						

Edit: this button allows you to enter and edit the donor's data.

HLA: data typing history

HLA codes: allows you to consult the renamed and deleted alleles

Reports: this button opens the donor reports application.

Word :

New is the MS word processor.(not implemented in MDPB).



I.III.2. Panel on second row



The donor data consists of 5 tabs: "Donor record", "Messages", "Requests", "Files", "Notes", "Letters", (New)

Letter History (will be explained in additional manual "letter templates")..

I.III.2.1. Donor record



The "**Donor Record**" tab shows the basic information of the donor, also available in the different tabs when editing the donor record. (<u>Chapter II.III. Donor edit</u>).

At the bottom of the window screen will be indicated:

Record changed on:	last change of the record : date - time - user
Record inserted on:	date when record inserted
HLA/DNA validated on:	date when the HLA/DNA data have been validated
	(after first registration or hla typing update) - time - user
First validation:	date of first validation

If the record has not yet been validated, the text "HLA/DNA to be validated" will be highlighted in red, or when the typing validation failed, "failed HLA/DNA validation", waiting for a typing update.

I.III.2.2. Messages

The "Messages" tab allows you to see all specific EMDIS messages received for this donor.



The old "EMDIS messages" tab has been expanded by 2 different tabs: "Messages" and "Requests".

The tab "Messages" will list all incoming and outgoing messages as in the previous "EMDIS messages".

HUB	Category 🛛	Date 🛛	Status 🛛	Patient ID
US	Result of IDM req.	25/05/201	Prepared to send	
US	Result reminder	7/02/2014	Prepared to send	
US	Message acknowledge	15/05/201	Received	
US	Sample arrival date	15/05/201	Sent	
US	Sample request	14/05/201	Received	

New in version 188: the ION CODE will be displayed in the HUB instead of the Country code.

Donor	EMDIS	Service	Help					
New Aessages	Old Messages	Request w/o answ	s Rep ers	ports	💥 Analytic too	l for incoming	typing requests	💥 Analytic
	EMDIS C	ommands					EMDIS	Tools
lew EN	/IDIS m∉ vPatient ╺	essage:	5 DISSearch	n Results	: 🖏 ShowN	lessage 🅑	Report 🔻 💈	Check 🔻
ОК 🖾 Ра	tient's name	3	HUB 🖾	Catego	ry 🛛	Date 🕅	Status	GRID/CB_ID
	ovid Test 2		5509	Result	of IDM req.	15.10.2020	Sent	4201 0000
	ovid Test 2		5509	Text m	essage	15.10.2020	Message	4201 0000
	vid Test 2		5509	Result	of IDM rea	15 10 2020	Sent	4201 0000

The ION Codes are available on:

https://share.wmda.info/display/WMDAREG/Database

I.III.2.3. Requests

Edit		모 HLA Codes	Reports	
Donor Message	s [0] Request	ts Fi <mark>es [0] Note</mark>	es [-] Letters [[0]	

The tab "Requests" lists the different requests you received and the status of the request:

Request Type	Request Status	HUB 🛛	Patient ID	∇	Request	∇	Result DC
Sample request	Received	US			SMP_REQ 14/05/2013		

I.III.2.4. Files

It is possible to attach external files to a donor record: open the donor record and select the "Files" tab in the donor work panel.

Edit		HLA Codes	Reports
Donor Message	s [0] Request	s Files [0] I lot	es [-] Letters [[0]

You can upload Excel, Word and PDF files, e-mails, pictures, ... by selecting the button "New file".

Donor Messages [0] Requests Files [0] Notes [-] Letters [[0]									
2 Refresh table Donor:	🛃 Open file 🛛 🗐 New file	2 Description	्रि Update file	🌍 Delete file	🔚 Save file				

Table description:

- File name column: the name of the file, as it was imported;
- Description: a short text description of the file;
- Date edit: date and time of last change;
- Edited by: name of the user that made the last change.

File management:



Open file button:

open the highlighted file in the attached files table.



New file button: attach a file to the donor record.

Click on

to open the "Select File" window screen:

	New file	
Donor ID Patient ID Attachment (file):	o	
		x
	Dr. Or. X. Cancel	

And browse for the document you wish to upload:

	Select f	Select file								
This PC + Local Disk (C:)		v	C Search Local Disk (C:) ,P						
Organize 👻 New folder										
Documents	^	Name	Date modified	Туре						
 Downloads Local Disk (C: on D-7240) Music Network Drive (H: on D-7240) Network Drive (P: on D-7240) Network Drive (P: on D-7240) 	=	 PerfLogs Program Files Program Files (x86) steiner steinerprod SteinerTEST 	22/08/2013 17 22/12/2016 15 23/05/2016 12 22/12/2016 14 22/12/2016 14 5/12/2017 13	File fold File fold File fold File fold File fold File fold						



Describe file button:

enter a text description of the file highlighted in the attached files table.







Delete file:

delete the highlighted file in the attached files table.

Save file

Save file:

save a copy of the highlighted file in the attached files table on your pc.

I.III.2.5. Notes

Donor Messages [0] Requests Files [0]	Notes [-] Let	ers [[0]				
2 Refresh table Donor:	🛃 Open file	2 New file	2 Description	्रिक्ते Update file	🌍 Delete file	🔚 Save file

It is possible to add an unlimited free text note to the donors records. The text can be edited with the similar tools as available in Windows Word pad.

Select the "Notes" tab to open the window screen. .

Edit		HLA Codes	Reports	
Donor Message	s [0] Request	ts Files [0] Note	es [-] Letters [[0]
B I U Aa 7		•	- 🔙 🖶 😸 🕤	Create by ? / Last modification by ?

To add a note, type the text.

To export or save the note to a different location, use the "save" icon on the tool bar. The text will be saved as a text file.

I.III.2.6. Letters

Is explained in the Addendum Letter template manager 4.0. 2017.

II. DONOR MENU



II.I. DONOR SELECT

The select option is explained in chapter I.II.2. Quick select buttons.

II.II. DONOR CLOSE

Select Donor Close or F2 or press to end the donor editing.

II.III. DONOR EDIT – CONSULTATION – UPDATE OF DONOR

Edit can be used for consulting the donors record, change donor data (medical data – availability - address coordinates – HLA data) and cancel the donor from the national database. If there is a change of HLA data (sero – DNA) the record must be validated. Validation rules are explained in <u>chapter II.VII. Validate</u>.

Edit

Press to open the donors record: the ID tab will be opened (other tabs are Medical – Status – TX – Address – Sero – DNA – IDM). You'll find more detailed information in next <u>chapter II.IV. New</u> <u>donor</u>.

New : the GRID code:

WMDA collaborated with <u>ICCBBA</u> (*International Council for Commonality in Blood Banking Automation*) to create a system for assigning a globally unique identifier for potential volunteer blood stem cell donors. This was needed to facilitate communication and prevent errors in identification of donors (not applicable for cords).

First part: ION for Belgium is 4201

Second part: 13 digits:

= the internal Prometheus code of the donor record prefilled with leading zeros as the code is shorter than 13 digits.

Third part: Checksum – will be calculated by Prometheus.

(is an algorithm – used to validate and check the GRID to ensure that the input data is genuine and error free).

The GRID code is the identifier in the grey bar of the first view of the donor card:

	501101 00		55		50.		
Dono	r 4201	0000 000	0 0166	6 934 -	Test [·]	Test	
	Edit		₩н	LA Codes		, Reports	W
Donor	Message	s [-] Reque	sts [-] I	Files [-]	Notes	Appoin	tmen

The old code will only be available when editing the donor

Edit Donor Achternaa	m / BE277571D				ОК	Esc
Registry	B	ION Ext.donor: GRID	4201	l		
Donor centre	BEDONANT1					
Donor centre ID						
Data transfered on	17.09.2018 -					
Last name	Achternaam					
First name	Voornaam					
[E] Gender	Male •					
[E] Birthdate	17.09.1986 -					
Personal number						
EMDIS Ethnic	?		•			
				[]	_	
	PageDown = next pa	ine in the second se		V OK X Can	:el	
\ID (Medical (Status (I	X (Address (Sero (DNA (IDM)	ye .			1	/ 8
Invalid ION code. Enter a	ı valid value.				•	•

When reporting HLA typing results or IDM results for national and international patients, the results must be edited before sending the EMDIS message. When doing a typing update, the new HLA values will not be available for EMDIS as long as the typing has not been validated.

II.III.1. Donor status: temporarily unavailable - reservation - cancellation

a. Temporarily unavailable

If a donor is not available for a period, the status must be set to "Temporarily unavailable". Indicate the time period by filling in "status from... to...." and select the reason:

MDPB SOP026 Prometheus manual Donor Center v7

Edit Donor		ок	Esc
Donor status			
Donor status	Temporarily unavailable		
Status from	07.12.2012 • [E] to 07.05.2013 •		
[E] Status reason	Medical reasons		
Consent	1 Donor is too old		
[E] Reserv Patient ID	3 Medical reasons		
External Comment	5 After transplantation		
Internal Commo	7 Unable to contact 8 No sample available (only CBU's)		
ref:	9 Other reasons	<u>^</u>	
	A Typing questionable B Unknown		
	C HLA mismatch		
	D Pregnancy		
	E Emigrated		
		*	
	v ov	K 🗙 Cancel	? F1
PageUp - previous page	e PageDown - next page		3/8
<u>\ID (Medical)Status (T</u>	X (Address (Sero (DNA (IDM/		< ►

A pregnant donor must be temporarily suspended from the Registry's database file during the entire time of the pregnancy and up to a period of six months after delivery when requested for a typing request or blood sample request.

When the end of TCI has been reached, Prometheus will set the status to availability again.

b. <u>Reservation</u>

When a donor has been requested for additional typing or a blood sample shipment, the donor will be reserved for 2 months. The user must change the availability status and reserve to donor for a period of 2 months (cfr MDPB-R SOP).

Donor status: donor reserved

Status from: date of today to 60 days from now on (These data will be sent via EMDIS).

Edit D	onor					ок
Don	or status				_	
	Donor status	Donor reserved		-		
	Status from	12.07.2012 • [E] to	12.09.2012 -			
(E] Status reason	?		-	_	
	Consent	yes •				
[E] Rese	erv Patient ID					
Exte	ernal Comment	[
	Internal Commo	ent				

By pointing the actual month a drop-down list will be opened. You can also navigate with the arrows.

itatus from	07.	12.	201	2	▼ [E] to 07	. 05 . 2	013 -
tus reason	•		decer	nbe	2012	Today	
Consent	<u>ma</u> 26	di 27	wo 28	do 29	januari februari		
Patient ID	3 10	4 11	5 12	6 13	maart april		
Comment	17 24	18 25	19 26	20 27	mei iuci		
mal Comm	31	1	2	3	juli	×	
		van	idaag: , i(augustus september	<u> </u>	
					oktober november		
					december		

It's mandatory to enter the patient ID for which the donor has been reserved, clicking on the --- the list of patients linked with your donor will be displayed. Select the patient for which you would like to do the reservation. The message will be sent via EMDIS. The HUB of the patient will be informed consequently.

Edit Donor			ок
Donor status			
Donor status	Donor reserved		
Status from	12.07.2012 • [E] to 12.09.2012 •		
[E] Status reason	<u>}</u>	•	
Consent	yes -		
[E] Reserv Patient ID			
External Comment			
Internal Commo	ent		

c. Cancellation

You should use the edit option to cancel a donor from the database. First select the donor, and then press Edit. Go to the **S**tatus tab: select the donor status option "4 **Donor deleted**".

<u>Donor status</u>			
Donor status	Donor deleted		-
Status from	0 ? 1 Available for transplantation pu	ırposes	
[E] Status reason	2 Temporarily unavailable 3 Donor reserved		
Consent	4 Donor deleted		
E] Reserv Patient ID		<u>C</u> ancel	
External Comment			

Specify the reason and date of cancellation, this information will be sent via EMDIS. All patients linked to this donor will receive the information that the donor is no longer available.

Edit Donor		ок	Esc
Donor status			
Donor status	Donor deleted		
Status from	▼ [E] to ▼		
[E] Status reason	?		
Consent	1 Donor is too old		
[E] Reserv Patient ID	3 Medical reasons 4 Personal reasons		
External Comment	5 After transplantation 6 Donor has moved		
Internal Commo	7 Unable to contact 8 No sample available (only CBU's)		
ref:	9 Other reasons	A	
	A Typing questionable		
	C HLA mismatch		
	D Pregnancy		
	E Emigrated		
	F Duplicate		
	Lancel	-	
		2	F1
PageUp - previous page	e PageDown - next page	1	
\underline{D}	X <u>{A</u> ddress <u>{Sero {DNA_{IDM}}}</u>	3	78 ►

By pointing the actual month a drop-down list will be opened. You can also navigate with the arrows.

Status from	07.	12.	201	2	▼ [E] to 07	. 05 . 2	013 -
tus reason	•		decer	nbe	2012 •	Today	
Consent	<u>ma</u> 26	di 27	wo 28	do 29	februari		
Patient ID	3 10	4 11	5 12	6 13	maart april		
Comment	17 24	18 25	19 26	20 27	mei juni	 Image: A start of the start of	
rnal Comm	31 20	Van	2 idaag:	3 7/	juli augustus	×	
			, io	3:	september oktober november december		

Status reason:

- 1. Donor is too old
- 2. Donor died
- 3. Medical reason
- 4. Personal reason
- 5. After transplantation
- 6. Donor has moved

- 7. Unable to contact
- 8. No sample available
- 9. Other reasons
- A. Typing questionable
- B. Unknown
- C. HLA mismatch
- D. Pregnancy
- E. Emigrated
- F. Duplicate
- L. Donor currently abroad. (new: will be mapped to EMDIS value PR personal reasons).

A volunteer donor must be prevented from donating again (unless he or she donates for the same recipient). After donation the donor must be cancelled from the database.

New Donor		ок	Esc
Donor status			
Donor status	Donor deleted -		
Status from	▼ [E] to ▼		
[E] Status reason	After transplantation -		
Consent	no -		
E] Reserv Patient ID			
External Comment			
Internal Comme	ent	1:1 / 0:0	

When cancelling the donor after donation, information of the transplantation can be entered in the tab TX: source, patient ID, patient name, patient Registry, date of collection and date of TX.

Even if the donor has been cancelled from the database, the data will be available for consultation and it is possible to enter consecutive transplantations for the same patient.

Donors reaching cancellation age (60 years) will be deleted automatically, the user will be informed by the Quality check.

II.IV. NEW DONOR





Go to donor command

This menu includes the following tabs:

- ID,
- Medical,
- Status,
- TX,
- Address,
- Sero,
- DNA,
- IDM.

<u>1. TAB ID</u>

_	LANDAR FLADAR FLADARDAD	-		-
New Donor		ОК	Esc	ł
Registry	/ B			
Donor centre	• • •			
Donor centre ID				
Data transfered on	1 17.09.2018 -			
Last name				
First name				
[E] Gender	Male -			
[E] Birthdate				
Personal number				
EMDIS Ethnic	• ?			
	PageDown = next page	icel		
<u>ID (Medical (Status (</u>	IX <u>Ad</u> idress <u>/Sero /DNA</u> /IDM/		178	
Invalid ION Code, Enter	a Valiu Valiue.			_

Registry:	prefilled B
ION:	prefilled 4201
	The ION (Issuing Organization number) assigned by the ICCBBA.
GRID:	Will be assigned by Prometheus.
Donor center:	prefilled donor center code
Donor center ID:	local Donor Center code, not mandatory (max. length 17 characters)
Data transferred on :	prefilled date of today
Last name:	please enter last name, not mandatory (max. length 30)
First name:	please enter first name, not mandatory (max. length 30)
(E) Gender:	please enter Gender, mandatory, EMDIS field (default value male)
(E) Birthdate:	please enter birth date, mandatory, EMDIS field
Personal number:	Social security number, not mandatory.
EMDIS Ethnic:	Donor ethnic group:

AFNA = African: North Africa AFSS = African: Sub-Sahara Africa ASSW = Asian: Southwest Asia (Middle East, Turkey) ASSO = Asian: Southern Asia (India, Pakistan, Bangladesh, Sri Lanka, Bhutan, Nepal) ASCE = Asian: Central Asia (Eastern Russia, Kazakhstan, Uzbekistan, Kyrgyzstan, Tajikistan) ASSE = Asian: Southeast Asia (China, Mongolia, Burma, Laos, Cambodia, Thailand, Vietnam, Taiwan) ASNE = Asian: North and Northeast Asia (Japan, North Korea, South Korea) ASOC = Asian: Oceania (Pacific Islands, excluding Japan, Australia, Taiwan, Sakhalin, Aleutian Islands) CAEU = Caucasian: Mainland Europe, Greenland, Iceland, Western Russia CAER = Caucasian: Eastern Russia CANA = Caucasian: North America (USA, Canada, Mexico) CAAU = Caucasian: Australia (Australia, New Zealand) HICA = Hispanic: Central America, Caribbean HISA = Hispanic: South America MX = Mixed / multiple OT = Other (e.g. Australian Aborigine) UK = Unknown

To be able to be registered within the MDPB-R, donors must have passed their **18th birthday** but must not have passed their **40th birthday**.

The duration of the registration will be until the age of **60**. When a donor reaches the age of **60**, the status will change automatically to "**4 Donor deleted**".

The identification code will be attributed by Prometheus after ending the donor registration:

New Prometheus numbering: BE123456D.

2.TAB MEDICAL

Press "Medical" to go to the following tab.

New Donor		OK	Esc
	Donor category	Not available for EMDIS till validation -	
	[E] ABO	0 •	
	[E] Rhesus	?	
	[E] Weight		
	[E] Height		
[E] Number	of transfusions	? •	
[E] Number	of pregnancies	• •	
	Blood donor	? -	
Date of last comp	lete pregnancy		
Is	DNA available	no 💌	
ls frozen l	blood available	no 💌	
ls	s platelet donor	no v	
	Recruited by	unknown -	
PageUp - previous page	e PageDo	own - next page	
<u>ID</u> Medical <u>Status</u> <u>I</u>	X (Address (Sero)	D KDNA KIDM KIR Date / 2	/ 9
F3,right mouse button=	selection table, +/-/	/Jspace , 0=Registry donor, 1=Family member, 2=Research, 3=Other, 4=	►

<u>(E) = sent via EMDIS</u>

Donor category:	prefilled "not available for EMDIS till validation.
After validation it changes to:	Registry donor.
(E) ABO:	0.? - 1.O – 2.A – 3.B – 4.AB (optional field)
(E) Rhesus:	0.? - 1.+ - 2 (optional field)
(E) Weight:	value between 0-250 (optional field)
(E) Height:	value between 0-300 (optional field)
(E) Number of transfusions:	value between 0-9 or ? (optional field)
(E) Number of pregnancies:	value between 0-9 or ? (optional field)
Date of last pregnancy:	date (optional field) (new field)
Blood donor:	yes or no (optional field)
Is DNA available:	yes or no (optional field)
Is frozen blood available:	0. no – 1. yes – 2. unknown (optional field)
Is platelet donor:	yes or no (optional field)
Recruited by:	default value: unknown
	0. Unknown – 1. Associations – 2. Entourage - 3. Blood donor info –
	4. Press – 5. Website - 6. Other
3.TAB STATUS

New Donor		ок	Esc
Donor status			
Donor status			
Status from	▼ [E] to ▼		
[E] Status reason	?		
Consent	no v		
[E] Reserv Patient ID			
External Comment			
Internal Commo	ent		
		-	
,			
PadeUp - previous pade	UK + New VCK X Cancel	?	F1
		3	/8
<u>\ID (Medical)(Status (T</u>	Х <u>"A</u> ddress "[Sero <u>A DNA</u> <u>AIDM</u> /	•	•

Donor status:	cancellation and reservation rules are explained in chapter II.III. Donor								
	edit – consultation – update of donor.								
Consent:	mandatory field								
	following the MDPB-R SOP each potential volunteer donor should be, at								
	a first stage, provided with a written document containing specific								
	information on BM, PBSC donation to be specified in this field:								
	1.Yes (both BM, PBSC consent).								
	2.Only PBSC consent								
	3.Only BM consent.								
Reservation Patient ID:	when a donor is reserved for a patient, the patient ID must be entered in								
	this field. The information will be sent via EMDIS to inform the								
	international Registry.								
External comment:	information is not sent via EMDIS								
Internal comment:	information from Syrenad has been uploaded into this field.								
	(Fi. The history of Syrenad mailing letters generated in PDF)								

<u>4.TAB TX</u>

The transplantation data are not sent via EMDIS. After a transplantation took place, the source of cells (BM, CB, DLI, PBSC, Other), patient ID, patient name, patient Registry, date of collection, date of TX and TX center can be entered for 3 collections.

In case of more than 3 please put the info at the TX comment section.

0	?
12345678	BM CB DLI PBSC DCB MSC NKC Other
_	<u>C</u> ancel

5.TAB ADDRESS

New Donor			ок	Esc
Address	[
ZIP	Town	Country B		
Secondary address				
ZIP	- Town	Country		
Phone - home				
Phone - work				
Phone - mobile				
Email				
PageUp - previous page	PageDown - next page	OK + New 🗸 OK X Cancel	?	F1 / 8
<u>ID</u> (Medical (Status (I)	<u> Address</u> (Sero (<u>D</u> NA (IDM/		4	•

Data not mandatory.

Address:	enter street and number
ZIP:	enter ZIP code or select in to go to the select zip code screen: clicking on "description" will set the towns in alphabetical order.
Town:	town selection via ZIP code.
Country:	prefilled
Secondary address:	data entry of additional address
Phone: home – work – mobile	
Email	

6.TAB SERO

For information about the serology typing input go to <u>I.II.4.5.a HLA data – serology</u>. It is however not necessary to enter serology typing results, because of the molecular typing methods. Data entry of search determinant is not necessary.

New Donor	Esc
[<u>E] Serology</u>	
HLA-A	
HLA-B ····································	
HLA-C ····································	
HLA-DR	
HLA-DQ	
PageUp - previous page PageDown - next page	7 F1
	6/8

<u>7.TAB DNA</u>

All typings done on a newly recruited donor must be done with molecular methods. All new donors must be at least HLA-A, B and C typed in low resolution (2 digits) and DRB1 typed in high resolution (4 digits).

List of valid values appear when clicking the dots right from input field or by pressing F3. (only high resolution, intermediate codes must be entered manually). For information about the DNA typing input go to I.II.5.4. HLA data – DNA.

Date of typing 1 – 2: fields where dates of typing can be entered. **Laboratory:** HLA typing lab

New Do	onor		ок	Esc
	[<u>E] DNA</u>			
A*		•		
B *		•		
C*		•		
DRB1*				
DRB3*				
DRB4*				
DRB5*			-	
DQB1*		•		
DQA1*			Date of typing 1	
DPB1*			Date of typing 2	
DPA1*			··· Laboratory BELABHILA ···	
O			OK + New 🗸 OK 🗶 Cancel 💈	' F1
PageUp	- previous page PageDown - next page			/ 8
<u>\ID_{M</u> €	dical <u>AS</u> tatus <u>ATX_AA</u> ddress (Sero <u>ADNA_</u> AIDM/			

8.TAB IDM

This window screen allows to enter Infectious Disease Marker results; all fields are optional.

New Donor	OK Esc
<u>IDM</u>	
[E] CMV date	•
[E] CMV 🛛 🗸 [E] Toxoplasmosis	•
(E) EBV	· ·
HIV status	₹ ?
HIV p24 antigen	?
Hepatitis B status (hepatitis B surface antigen)	?
Hepatitis B status (antibody to hepatitis B surface antigen)	?
Hepatitis B status (antibody to hepatitis B core antigen)	·
Hepatitis C status (antibody to hepatitis C virus)	·
Lues status (Treponema pallidum)	·
ALT status [Units per litre]	
Antibody to HTLV1.V2	· ·
	OK + New 🗸 OK 🗶 Cancel ? F1
PageUp - previous page PageDown - next page	878
<u>\ID {Medical {Status {IX {Address {Sero {DNA }IDM</u>	۲

(E) CMV date:

(E) CMV:

if the CMV value is given, CMV date is mandatory

	 Both negative unclear IgG-posit; IgM-negat IgG-negat; IgM-posit both positive IgG or IgM posit IgG posit; IgM not tested IgG negat; IgM not tested
Date of IDM test:	IDM test date is mandatory when IDM test results are given
(E) Toxoplasmosis:	 0. ? 1. Both negative 2. unclear 3. IgG-posit; IgM-negat 4. IgG-negat; IgM-posit 5. both positive 6. IgG or IgM posit 7. IgG posit; IgM not tested 8. IgG negat; IgM not tested
	 ? Both negative unclear IgG-posit; IgM-negat IgG-negat; IgM-posit both positive IgG or IgM posit 7. IgG posit; IgM not tested IgG negat; IgM not tested
HIV status:	0.? – 1.Positive – 2.Negative – 3.Questionable
HIV p24 antigen:	0.? – 1.Positive – 2.Negative – 3.Questionable
Hepatitis B status (hepatitis B surface antigen):	0.? – 1.Positive – 2.Negative – 3.Questionable
Hepatitis B status (antibody to hepatitis B core antigen):	0.? – 1.Positive – 2.Negative – 3.Questionable
Hepatitis C status (antibody to hepatitis C virus):	0.? – 1.Positive – 2.Negative – 3.Questionable
Lues status (Treponema pallidum):	0.? – 1.Positive – 2. Negative – 3. Questionable
ALT status (units per litre):	value from 0 to 999
Antibody to HTLV1.V2:	0.? – 1.Positive – 2.Negative – 3.Questionable

II.V. DONOR DATA CHANGE HISTORY

The history of donor data change is called up by the menu command record and then go to "donor – history". If a history for the donor exists, the table with his data will appear, otherwise a blank table will be opened. The user's individual actions will be logged in this history tracking audit.

GRID code will be shown in the bar:

•	History of donor									
	User	Operation	On Time	Field Name	Old Value	New Value				
	DC only	Update	01.06.2012 15:02:3:	WHOEDIT	1	5				
	DC only	Update	01.06.2012 15:02:3:	WEIGHT	0	70				
	DC only	Update	01.06.2012 15:02:3:	HEIGHT	0	187				
	DC only	Update	01.06.2012 15:02:3:	ABO	?	A				
	DC only	Update	01.06.2012 15:02:3:	RHESUS	?	+				
	DC only	Update	01.06.2012 15:02:3:	EMDISDATACHANGE		01.06.2012				
	DC only	Update	01.06.2012 15:02:3:	DATETIMEEDIT	22.05.2012	01.06.2012				
						 ? 				

Donor data change history

History window description

Title bar:	donor code
User:	the individual who did the "operation"
On time:	time of operation
Field name:	changed value names
Old value:	original value before the update
New name:	contains the new value

Navigation

There is a navigation panel on the bottom-left, right above the data result. Navigation arrows allow movement in the table (left to right): first record, previous record, next and last record. Filtering and sorting are equally possible.

Termination

Press or to terminate the history window screen.

MDPB SOP026 Prometheus manual Donor Center v7

II.VI. HLA « DATA TYPING HISTORY »

A new functionality is the "HLA data typing history". **This tool is only available for consultation purposes.**

Press "HLA" to open the "Data typing history window screens". Another option is to open the window screens by the History tab:





In this window screen typing updates are logged and discrepant typings are better illustrated:

Data	typing	history										hore	free - Se	an Cat De	ne hay	-			
Α	В	С	DR	DQ	DRW	A*	B*	C*	DRB1	DRB3	DRB4	DRB5	DQA1	DQB1	DPA1	DPB1	Typing center	User	Тур
																	Typing date	Record Dat	e
						01:ABGEP	35:ABGFE		01:AETTC					05:ADPFS		04:AETTB	PAST CONSE	TRKUL TRLIE	
						02-NP1C	44.999/14	16:04:01	13:02:01					06.XCKU			15/02/2017	15/02/2017	7 16.34
						03:01	35:ABGFE	05:AESTD	01:AETTD					05:ADPFS		04:AETTB		TRKUL TRLIE	[ED
						03:01	44:AAAVY	16:04:01	13:02:01					06:YGKU			15/02/2017 16:	34: 15/02/2017	7 16:34
Di	screpan	cy: A,,	A*01	:ABGEF	,02:NF	PJC >>> A	" A*03:01	,03:01											
						03:01	35:ABGFE	05:AESTD	01:AETTD					05:ADPFS		04:AETTB	CONSENSUS	TRKUL TRLIE	L ED
						03:01	44:AAAVY	16:04:01	13:02:01					06:YGKU			15/02/2017	15/02/2017	16:34
Di	screpan	cy: A,,	A* 1	:ABGEF	P,02:NF	PJC >>> A	" A*03:01	,03:01											

Typing update: the new typings are logged: discrepancy is explained.

Data	typing	history	/									hune	- 10	en Calific	ne hap	-			
Α	В	С	DR	DQ	DRW	A*	В*	C*	DRB1	DRB3	DRB4	DRB5	DQA1	DQB1	DPA1	DPB1	Typing center	User	Тур
																	Typing date	Record Da	ate
						01:ABGEF	35:ABGFE	05:AESTC	01:AETTC					05:ADPFS		04:AETTB	PAST CONSE	TRKUL TRL	ie i ed
						02:NPJC	44:AAAVY	16:04:01	13:02:01					06:YGKU			15/02/2017	15/02/20	17 16:34
						03:01	35:ABGFE	05:AESTD	01:AETTD					05:ADPFS		04:AETTB		TRKUL TRL	IE [ED
						03:01	44:AAAVY	16:04:01	13:02:01					06:YGKU			15/02/2017 16:	34: 15/02/20:	17 16:34
Di	screpan	ncv: A,,	A*01	:ABGEI	P.02:N	PJC >>> A	A*03:01	.03:01											
						03:01	35:ABGFE	05:AESTD	01:AETTD					05:ADPFS		04:AETTB	CONSENSUS	TRKUL TRL	IE [ED
						03:01	44:AAAVY	16:04:01	13:02:01					06:YGKU			15/02/2017	15/02/203	17 16:34
Di	screpan	ncy: A,,	A*01	:ABGEI	P,02:NI	PJC >>> A	,, A*03:01	,03:01											
		7																	

Copy of the previous lines, this means that the entry has been validated.

II.VII. VALIDATE

II.VII.1. Records to be validated

II.VII.1.a. Validation of a new registered donor

After a donor registration a donor record must be validated in the national database before the record will be available in EMDIS: the record will receive "HLA/DNA to be validated" status. (before validating the donor's record must be opened, via select).

After registration of a new donor, the following message will be displayed:

\$	Errors and Warnings	_ 🗆 🗙
Errors and Warnings		
Δ		
This donor will not appear in patient s	search reports.	
Do γοι	u want to correct warni	ngs?
Print P	✓ <u>C</u> orrect errors	X Ignore warnings

This means that the donor still need to be validated, before being available for the EMDIS communication, in other words before begin available for patient searches.

Press Ignore warnings, you will see the donor record you just registered: HLA/DNA to be validated will be highlighted in red: this means that you need to validate the HLA/DNA typing as explained later.

Dopor		MD Sta	tus Available				Local center ID			
Donor	_	-	Cab Available	_		-	boodi center ip			
legistry	В	Pers. num.		Center	E BEDQ		ABO, RH ?	?		
Name	Aa Aa			Phone			Mobile phone			
Address			Town				Date of birth		7	
			ZIP	C	ountry BE					
E-mail										
<mark> </mark>	B*15:0	1 C*03:04:01:01	DRB1*01:01	DRB345		DQ	DQA1*		DPB1*	
01:01	15:0	1 03:04:01:01	01:01							
	Comme	nt								
Recor	d changed	on 04.04.2014 at	14:40 by H. I	Broos						
Record	inserted	on 04.04.2014 at	14:40 by H. I	Broos						
		he welideted								
First	t validat	be validated								

VALIDATION RULES

It is possible to register a donor without any typing: Prometheus will display yellow warnings, which can be passed. As long as a donor has not been properly validated, the donor will not be sent by EMDIS and will not be available for patient search reports:



When you try to validate this specific donor, the following alert will be displayed :

Information			×
Unsatisfying DNA specification. You ha	ive to provide	at least A,B,C at low and DRB1 at hi resolution to perform validation.	
		OK	
	. 1		
Go to the " donor " menu and press	Validate	:	



The following validation screen will be opened for entry of the typing fields by double blind input:

BE - valid	ation of DNA/HL	.A values		
Serology :				
HLA - A :	2		24	
HLA - B :	40		51	
HLA - C :				
HLA - DR :	113		14	
HLA - DQ :				
DNA :				
<u></u>	02:DEKR]	24:CWEP	
n i	40:474×		24.0WF	=
Dr;	40:AZA1		STIC VAL	-
C* :	UT:FJCP		UJ:AXM	
DRB1* :	13:02:01		14:BCAD	
DRB3* :				
DRB4* :				
DRB5* :				
DQB1* :	05:03:01		06:MPP]
DQA1* :				=
DPB1* :				
DPA1* :				
Check all			B√ c	K X Cancel

The "check all" button will be available as soon as all applicable fields have been entered:

Press "check all" to check the validation – if the validation is correct, all fields will be highlighted in green.



Press OK, to confirm the validation and the record is validated.

Comment					
Record changed on	04.04.2014	at 14:43	by H.	Broos	
Record inserted on	04.04.2014	at 14:40	by H.	Broos	
HLA/DNA validated on	04.04.2014	at 14:43	by H.	Broos	
First validation	04.04.2014				

The HLA/DNA validation date will be displayed on the donor record file (will be updated when validating further HLA typing updates). The first validation date will be available.

II.VII.1.b. Validation of typing update

After a typing update the records waiting for validation will be offered in a table after selection of the



"Donor menu" and then



Tick 🔽 show only donors waiting for validation of update

will display the updated donors waiting for validation:

The GRID code / CB_ID will be displayed in the first column:

		Records waiti	ng for validation (donors)		
e	Drag a column header here to group				
Ť	GRID/CB_ID First nam	e Surname	Changed when	Changed by	
		1			
2 2	show only donors with failed valid	ation show only show only	y donors waiting for validation of u y donors newly added and not valid	update lated	
	Validate			🖹 ⁄ ок	X Cancel

Select the donor you wish to validate, then press "validate":

show only donors with failed validation	show only donors wait	ing for validation of y added and not vali	update dated
Validate 🚷 Validate all (tempor	ary) After (temp)	Су ок	X Cancel

The following screen will be displayed for data entry:

BE - valida	ition of DNA/HL	.A values		
<u>Serology :</u>				
DNA :				
A* :]		
DQB1* :]		
Check all			💱 ок	X Cancel

Blank fields will be offered, all fields have to be filled before the "check all" button will become visible:

BE - valio	lation	of DNA/HL	.A values			
<u>Serology :</u>						
DNA :						
A* :	11:01]	24:02		
			1			
DQB1* :	03:01			03:06		
Check all]				🕄 ок	Cancel

Press "Check all":

BE - validation of	f DNA/HLA values	
<u>Serology :</u>		
	11	24
	39	44
	8	
DNA :		
A* : 11:01	11:01 24	:02 24:02
	39:XX	44:XX
	07:XX	16:XX
	08:01	
DQB1* : 03:01	03:01 <mark>03</mark>	03:06
Chaoleall		Brox X court

The correct validated fields will be highlighted in green, then press OK to terminate the validation.

show only donors with failed validation	show only donors wait	ing for validation of ly added and not vali	update dated
	anv) After (temn)	П/ ок	X Cancel

Click to refresh the window screen, the validated record will disappear from the list.

Note: in case of a typing update it is recommended to validate the typing as soon as possible. As the record is linked by EMDIS to patients, the old value will still be sent out by updates as long as the update has not been validated.

II.VII.2. Failed validation

II.VII.2.a. Failed validation of new registered donor

As double blind data entry includes data typed one individual, and then typed by second individual (in case of single managed profile, by the same user again), differences will be noted in red after pressing the "**check all**" button.

Before validating the donor record must be opened: go to "**Donor**" "**Validate**": the following screen will be opened:

	BE - valid	ation of DNA/HLA values
l	Serology :	
n	HLA - A :	
ŀ	HLA - B :	
l	HLA - C :	
l	HLA - DR :	
l	HLA - DQ :	
ñ	DNA :	
ſ	A* :	
I	B* :	
2	C* :	
54 54	DRB1* :	
	DRB3* :	
	DRB4* :	
	DRB5* :	
	DQB1* :	
l	DQA1* :	
	DPB1* :	
	DPA1* :	
	Check all	Cancel

Enter the data waiting for validation, all data need to be entered before the "**check all**" button will be displayed:

BE - valid	lation of DNA/HL	.A values		
<u>Serology :</u>				
HLA - A :	3		2	
HLA - B :	35		44	
HLA - C :				
HLA - DR :	1		13	
HLA - DQ :				
DNA :				
A* :	03:NHUW		02:XX	
В* :	35:XX		44:XX	
C*∶	04:01		05:JFMD	
DRB1* :	01:01		13:02	
DRB3* :				
DRB4* :				
DRB5* :				
DQB1* :				
DQA1* :				
DPB1* :				
DPA1* :				
Check all]		<mark>₿</mark> ∕ oi	Cancel

	BE - valid	lation of DNA/HL	.A values			
	Serology :					680826
n	HLA - A :	3		2		
	HLA - B :	35		44		
	HLA - C :					.990
	HLA - DR :	1		13		
	HLA - DQ :					
	DNA -					
ñ	DIA .				L. C.	PB1*
-	A* :	03:NHUW	03:NHUW	02:XX	02:XX	
	B* :	35:XX	35:XX	44:XX	44:XX	
4	C* :	04:01	04:JRJW	05:JFMD	05:JFMD	
. Y . Y	DRB1* :	01:01	01:01	13:02	13:02	
	DRB3* :					
	DRB4* :					
	DRB5* :					
	DQB1* :					
	D' Inform	nation				X
	D					
		DNA verification	found 1 discrep	ancies. They are ma	rked by red cold	or. Verification failed.
	G 💙					
1	<u> </u>					
				OK		

Press "select all" to have the system compared the entered data:

If not all data are correct: the system will display an alert, the discrepancies will be highlighted in red. If the validator made a mistake, he or she can then correct, press "**check all**", and the DNA verification will be done again. The record will be approved for validation and gets status "**HLA/DNA validated**".

If the initial data entry is not correct the following steps are to be followed:

Press "OK" to go to the validation window:

BE - valid	ation of DNA/HL	.A values		
<u>Serology :</u>				
HLA-A:	3	3	2	2
HLA - B :	35	35	44	44
HLA - C :				
HLA - DR :	1	1	13	13
HLA - DQ :				
DNA :				
A* :	03:NHUW	03:NHUW	02:XX	02:XX
B* :	35:XX	35:XX	44:XX	44:XX
C*:	04:01	04:JRJW	05:JFMD	05:JFMD
DRB1* :	01:01	01:01	13:02	13:02
DRB3* :				
DRB4* :				
DRB5* :				
DQB1* :				
DQA1* :				
DPB1* :				
DPA1* :				
Check all	Failed validation		B∕ oi	Cancel

The C DNA value should be 04:01, the individual responsible for initial data input should be informed: press "**failed validation**" to return the record for data input.



Press "yes" for confirmation.

MDPB SOP026 Prometheus manual Donor Center v7

```
Record changed on 04.04.2014 at 14:55 by H. Broos
Record inserted on 04.04.2014 at 14:55 by H. Broos
HLA/DNA validation failed
First validation
```

The record will have status "HLA/DNA validation failed": the record will not be available in EMDIS in this stage.

The records with failed validation, waiting for validation will be listed in the following table when pressing "Y":

show only donors with failed validation	show only donors waiting to be a show only donors newly ad	for validation of u ded and not valid	ıpdate lated
Validate all (tempora	ary) After (temp)	🕄 / ОК	X Cancel

Click the cursor on the donor you wish to correct and double click to open the donor's record and then press "**OK**":

Your donor record needs to be validated again and will get status **"HLA/DNA to be validated"** again. The validation flow as explained in <u>chapter II.VII.I.</u> will be applicable again.

A donor availability status cannot be changed as long as the record has not been validated, you will be informed by the following warning:



II.VI.2.b. Failed validation of typing update

The discrepancy discovered when validating a typing update follows the same process flow. The failed

validation will be also be displayed in the "**update record with failed validation**". MDPB SOP026 Prometheus manual Donor Center v7

II.VIII. STACK

The donor stack allows working with more donors together and is mainly used when printing donor reports. The content of a donor stack (set of donors) is saved in a database - it means that the content will stay saved even after termination and restart of the program. Each user works with his own donor stack: each user has at his disposal three sets (stacks) of donors, those are marked by numbers 1, 2 and 3. Data can be stored in all three stacks at once but only one stack is always actively used.

Active stack:	select the stack $(1 - 2 - 3);$
Add:	adds a donor to the stack;
Remove:	removes a selected donor from the active stack, the donor is deleted from the
	stack, but will not be cancelled from the donor database;
Remove all:	deletes all donors from the active stack;
Export:	enables to export your data to an external excel – text – html – xml file.

You can open the donor stack through the use of the button ^{Stack}. The following screen will be opened:

8			Stack of Don	ors 1	x
GRID/CB_ID	Name				
	<no data="" display<="" td="" to=""><td>></td><td></td><td></td><td></td></no>	>			
Add	Remove	Remove all	Export	Active stack	Close

Add the GRID code via the select to the stack:

	\$		Stack of Donors 1
	GRID/CB_ID	Name	
	4201 0000 0002 8126 915	Test Donor First Name	
1			
-1			
1			
	Add Rem	ove Remove all	Active stack Export 1 2 3 Close

Press "close" to end your stack creation, your stack number 1 will be saved. To call up your different stacks, go to menu|stack, the above window screen will be opened, it is possible to browse between the different stacks you created.

II.IX. REPORTS

The menu of print reports can be called up by the menu button



D)onor re	eports (active	stack: 1)	
	Pos 🗵	Name 🛛 🖾	Description	FileType 🗵
	1	DONREP003	HLA + Status + DOB (selected donor)	.rep
	2	DONREP004	All information + Medical(Selected donor)	.rep
	3	DONREP005	Donor Header 2 (Selected donor)	.rep
	4	DONREP010	HLA + Status + Name (stack)	.rep
	5	DONREP011	HLA + Status + DOB (stack)	.rep
	6	DONREP012	HLA + Status + Pers.num. + Name (stack)	.rep
	7	DONREP013	HLA + DOB (stack)	.rep
	8	DONREP014	HLA + Status (stack)	.rep
	9	DONREP030	Addresses of donors (stack)	.rep
	10	DONREP031	Stack of Donors (stack)	.rep
	11	DONREP060	Reserved donors (special)	.rep
	12	DONREP061	Temporary Unavailable donors (special)	.rep
	13	DONREP062	Adult Donor Status Report (special)	.rep
	14	DONREP063	Donor HLA Count Report (special)	.rep
	15	DONREP064	WMDA Donor Gender and Age Report (specia	.rep
	16	DONREP066	Donor Centers Report (special)	.rep
	17	DONREP067	CBU Status Report (special)	.rep
	18	DONREP153	Letter labels donor report	.rep
	19	DONREP171	Cord Blood Unit report - BE	.fr3
	HI 41 4			Þ
				A
				~
			Е/ ОК	X Cancel

Donor reports	(active stack: 1)	x
Report Name	Description	~
DONREP001.REP	All information + Medical(Selected donor)	
DONREP002.REP	Donor header (selected donor)	
DONREP003.REP	HLA + Status + DOB (selected donor)	
DONREP005.REP	Donor Header 2 (Selected donor)	
DONREP010.REP	HLA + Status + Name (stack)	
DONREP011.REP	HLA + Status + DOB (stack)	
DONREP012.REP	HLA + Status + Pers.num. + Name (stack)	
DONREP013.REP	HLA + DOB (stack)	
DONREP014.REP	HLA + Status (stack)	
DONREP030.REP	Addresses of donors (stack)	
DONREP031.REP	Stack of Donors (stack)	
DONREP032.FR3	Addresses of donors in Editor (stack)	
DONREP032.REP	Addresses of donors in Editor (stack)	
DONREP060.REP	Reserved donors (special)	=
DONREP061.REP	Temporary Unavailable donors (special)	-
DONREP062.REP	Adult Donor Status Report (special)	
DONREP063.REP	Donor HLA Count Report (special)	
DONREP064.REP	WMDA Donor Gender and Age Report (specia	
DONREP065.REP	Donor Ethnic Report (special)	
DONREP066.REP	Donor Centers Report (special)	
DONREP067.REP	CBU Status Report (special)	
DONREP068.REP	Donor Ethnic and HLA typings report (special)	
DONREP151.FR3	Basic IDM report(selected donor)	
DONREP 152.REP	IDM report	
DONREP 153.REP	Letter labels donor report	
DONREP170.REP	LYRT004 - Donor information report	
DONREP171.FR3	Cord Blood Unit report - BE	
DONREP171.REP	IVRT004 - Unit report	
DONREP 180.REP	DONOR TYPING REPORT	
DONREP 181.REP	IDM report	~
HI - 1 (30) + H H * * 7	< >	

In the window screen below, information about the report is provided.

```
All information + Medical(Selected donor)
Version 5
All
This report works with the selected donor.
All information with Medical info.
```

The old code (pre GRID code) will be printed in the external Donor ID 2:

II.X ANALYTICAL TOOL

Your donor database is available for analysis via the software tool donor tools (main menu -> Donor -> Analytic tool). Click on "Analytical tool":

Donor EME	DIS Servio	ce Help		
	🕤 History	.	\checkmark	
Select New Reports		Analytic	Validate	Records to 🛛
* *	Letters	tool		be validated
Donor Comman	ds	Donor Tools		Donor Valida

The following screen will be opened:

Image: Section										ice Help	Donor EMDIS Ser
Adalytic Tool Dig blank Value York & pack is that adam Dig blank Value York & pack is that adam Dig blank Value York & pack is that adam Dig blank Value York & pack is that adam Dig blank Value York & pack is that adam Dig blank Value York & pack is that adam Dig blank Value York & pack is that adam Dig blank Value York & pack is that adam Dig blank Value York & pack is that adam Dig blank Value York & pack is that adam Dig blank Value York & pack is that adam Or back is that adam <tr< th=""><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th>Records to be validated validation</th><th>aytic sol r Tools Done</th><th>History * Stack And Letters to s Dono</th><th>elect New Reports</th></tr<>								Records to be validated validation	aytic sol r Tools Done	History * Stack And Letters to s Dono	elect New Reports
Decision Value Value Value Value CERDICER ID CERDICER ID CERDICER ID CERDICER ID CERDICER ID CERDICER ID CER	1			Analytic Tool							
CRIDINCA 0 DADRESID DADR DADRA Condex PEERSHUMBEEE Last name Rint name Betinname Land name Doom type Doom t											
			TLocal name Toore typ T Doner state	ist name 🥂 Dirthname	Lest name	" PERSNUMBEF	17 DID4 19 Gender	10 0100	I 1002	emdisid 📧 didt	GRID/CB_ID
Image:						<to data="" deplay="" to=""></to>					
Mail Mail Mail Distriction Marcine Coord Image: Coord		H								• * • •	riui≺ oofo >imini ♥ Fiter ◯ may
	Select Al	L								501	Dress Tuna
Unific Caregory Regary and Don't Caregory Regary and Don't Endo State Available for transportation purposes Don't Endo State Regary and State Available State	Cear									Marrow Jones	Dunor Type
Donce ennos Sute Fandapentidos punçoses Donce Center Bonor Ce	and a firm									Registry concr	Donor Category Donor Category Donor Engle Stote
Done Center Bone Cent	A short press								suppoor purposes	Alaste or parage	Dente Entre State
Reptre (ptg. 2020/207 Vertical Control										BEDONANTI	Donor center
ALL OF THE TAXABLE PARTY AND A DESCRIPTION OF TAXAB	1		• station contain							2/08/2010	Register visce
Moory tase Junitati	1	•	· 3/08/2020 23:00:00							3/08/2020	Modity Date

It is possible to specify certain parameters to limit the amount of data loaded from the database and to speed up the loading process. The old pre GRID code is available for selection.

First use the check-boxes to select which parameter to apply before loading the data. Buttons: **Select all** and **Clear** work only with the check-boxes.

Button Apply filter starts loading donors from database to the analytic tool.

III. CORD BLOOD MENU

Since version 184 the cord dataset includes the extended EMDIS cord dataset, and the cord window screens have been updated consequently.

The explanation of the EMDIS cord data are explained in the latest version of the EMDIS cord Data Dictionary and the latest version of the Mapping version of the CBU EMDIS cord import.

III.I. SELECT

Cord blood selection follows same rules as applicable for the donor: donor select is explained in <u>chapter I.II.2. Quick select buttons</u>.

Edit HLA	The HLA Codes	orts Print barcodes	Word
Donor Messages [0] Requests	[0] Files [0] Notes App	ointments [0] Letters	s [0]
🖙 ShowPatient 🗟 ShowN	Nessage 🌍 Report 🔹	😂 UpdateTable	# Row count: 0

Notes – Appointments – Letters : are not applicable for cord bloods.

III.II. CLOSE

Select Donor Close or F2 or press to end the donor editing.

III.III. EDIT – CONSULTATION – UPDATE OF CORD BLOOD RECORD

Edit can be used for consulting the cord blood record, change data (medical, availability, ... and change the availability status (Prometheus does not allow to delete any record).

If there is a change of HLA data (sero – DNA) the record must be validated. Validation rules are explained in <u>chapter II.VII. Validate</u>.



Press to open the cord blood record: the ID tab will be opened (other tabs are Status – TX – Address – Sero – DNA – CBU).

<u>1.TAB ID</u>

Basic cord blood data:

Basic donor data (cord blood	ds)
Bag ID	DIT IS EEN TEST
Registry ID	BCB [E] ION 4201 Donor Center BECBB116 •
[E] Birthdate	07.01.2002 • CBB manufacturer ID • • •
Collection date	
Gender	Female CBB Maternal donor ID
EMDIS Ethnic	?
ABO	2 •
Rhesus	? ▼ Record inserted 12.01.2002 ▼
PageUp - previous page	PageDown - next page 🗸 OK 🗶 Cancel
\ID/(Status/(HLA DNA/(CBU vo/(CB	UIDM/(Mother/(Maternal DNA/

2.TAB STATUS

This screen serves to manage the cord availability status

a. Temporarily unavailable

Edit CBU /		OK Es	c
Cord blood status			
Status	Temporarily unavailable		
Status from	0 ? 1 Available for transplantation purposes		
[E] Status reason	2 Temporarily unavailable 3 Donor reserved		
Consent	4 Donor deleted		
[E] Reserv Patient ID	<u>C</u> ancel		
External Comment			
Internal Comm	ent		
		<u> </u>	
		-	
PadeUp - previous pade	e PadeDown - next pade	? F1	

When the cord has been requested for additional typing or shipment of a DNA sample, the user must change the availability status to "2 Temporarily unavailable", and reserve the cord for a period of 60 days cfr MDPB-R SOP:

Click on the actual month to display the drop list and select the month 60 days ahead to enter the end of availability date:

Edit CBU /					ок	Esc
Cord blood status						
Status	Donor reserved		•			
Status from	12.07.2012 • [E] to	12.07.2016	-			
[E] Status reason	?	juli	2016 Today	1		
Consent	yes •	<u>ma di wo</u> 27 28 29 4 5 6	februari			
[E] Reserv Patient ID	·	11 🐠 13	maart			
External Comment		. 18 19 20 25 26 27	aprii mei			
Internal Comm	ent	Vandaag: 1	juni juli	1:1	/ 0:0	
			augustus september		<u> </u>	
			oktober			
			november			
			december			
		-		-	-	
Pagel Ip - previous page	PadeDown - next na	ae.		V OK X Cancel	?	F1

It is mandatory to put a status reason. You need to choose "9 Other reason".

Edit CBU /		ОК	Esc
Cord blood status			
Status	Temporarily unavailable		
Status from	06.12.2012 - [E] to 06.02.2013 -		
[E] Status reason	?		
Consent	1 Donor is too old		
[E] Reserv Patient ID	3 Medical reasons 4 Personal reasons		
External Comment	5 After transplantation 6 Donor has moved		
Internal Commo	7 Unable to contact 8 No sample available (only CBU's)		
	9 Other reasons	*	
	A Typing questionable		
	C HLA mismatch		
	D Pregnancy		
	E Emigrated		
	F Duplicate		
	<u>C</u> ancel	-	
		~	F1
PageUp - previous page	PageDown - next page	1	FT

b. Reservation

When a TC is requiring a reservation of a unit you need to edit the status into "3 Donor reserved".

Edit CBU /		ок	Esc
Cord blood status			
Status	Donor reserved		
Status from	12.07.2012 • [E] to 12.07.2016 •		
[E] Status reason	?		
Consent	yes ▼		
[E] Reserv Patient ID			
External Comment			
Internal Comme	ent 1	1:1 / 0:0	
		-	
			F1
	VK 🕺 Land	ei 🥤	FI

It is mandatory to enter the reservation period by indicating the start date and the end date of reservation.

Click on the actual month to display the drop list and select the month 60 days ahead to enter the end of availability date:

Edit CBU /		ок	Esc
Cord blood status Status Status from [E] Status reason Consent [E] Reserv Patient ID External Comment	Donor reserved 12.07.2012 [E] to 12.07.2016 iuli 2016 iuli 2017 iuli 2018 iuli 2018 iuli 2019 iuli 2019 iuli 2019 iuli 2010	<u>v</u>	
Internal Commer	nt Vandaag: 1 juli augustus september oktober november december	.1 / 0:0	
PageUp - previous page	PageDown - next page	2 2	F1

There will be an alert for CBU reservation expiration via the system (warnings: donor database quality check).

It's mandatory to enter the patient ID for which the CBU is reserved, the message will be sent via EMDIS. The HUB of the patient will be informed consequently.

Edit CBU /		ОК	Esc
Cord blood status			
Status	Donor reserved		
Status from	06.12.2012 • [E] to 06.02.2013 •		
[E] Status reason	Other reasons -		
Consent	yes •		
[E] Reserv Patient ID			
External Comment			
Internal Commo	ent		
		A	
		–	
	V OK X Cancel	?	F1
Pagel In - previous page	PageDown - next nage	•	

c. Cancellation

When a cord blood has been shipped for transplantation, the record must be set to deleted status, otherwise the cord search results will be sent out for national and international patients. (in Prometheus the record will not be deleted but receive the status 'deleted'.)

Edit CBU /		ок	Esc
Cord blood status			
Status			
Status from	▼ [E] to ▼		
[E] Status reason	After transplantation •		
Consent	yes -		
[E] Reserv Patient ID			
External Comment			
Internal Comm	ent 1:1	/ 0:0	
		Ŧ	
	V OK X Cancel	2	F1

The information will be sent out via EMDIS.

Go to the tab TX to add complementary information in the cord blood delivery field.

3. TAB HLA DNA

List of valid values appear when clicking the dots right from input field or by pressing F3. For information about the serology typing go to <u>chapter I.II.4.5.a HLA data – serology</u> For information about the DNA typing input go to <u>chapter I.II.4.5.b HLA data – DNA</u>.

.

Edit CBU	J / BE								ОК	Esc
	[E] Serology			<u>[E] DNA</u>						
HLA-A	·	•	A *	02:RGPK		•				
HLA-B	·	•	• B*	27: EKN		•	40:NZDG			
HLA-C	·	· .	• C*	02:TPSB		•	03:TPSK		••	
HLA-DR		•	DRB1*	11:01		•	13:01			
HLA-DQ	· ·	•	DRB3*		-					
			DRB4*		-			-		
	HLA nom. versio	n 3	DRB5*							
			DQB1*	03:SNFR		•	06:KHMP			
			DQA1*							
			DPB1*							
			DPA1*							
PageUp - previous page PageDown - next page 🖌 🖌 Cancel										
\ID (Stat	us) HLA DNA/CBU vo /C	BUIDM/KIR date/Mother/	Maternal D	NA/					3	/ 8
Fill in a l	ILA-A antigen code F3-	table selection							•	►

4. TAB CBU vol

Edit CBU / BE		OK Esc
Cord blood unit - BMDW (old)		
NVC (old) 125 ml		
TNC (old) 163 x 10^7		
Cord blood unit - EMDIS		
Collected net volume of CBU 125 ml	Volume of frozen CBU 21 ml	
Collected net number of nucleated cells 183.69 x 10^7	Number of nucleated cells in frozen CBU 163.02 x 10^7	
Total red BC count	Collected number of mononucleated x 10^9	
Collected number of CD34+ cells x 10 ^A 6	Number of CD34+ cells in frozen CBU 3.20 x 10^6	
CFU preserved x 10 ^A 6		
AL red BC	AL ser 0 AL pla 3	
	ser quant pla quant 1.50	
PageUp - previous page PageDown - next page	🗸 OK 🛛 🗶 Ca	ncel
\ID \Status \HLA DNA \CBU vo \CBU IDM \KIR date \Mother \Maternal DNA /		4/8
Insert number in interval from 10 to 400		4 1

5. TAB CBU IDM

Edit CBU / BE							ОК	Esc
Process date	04.05.2001	 Process method 	Other		✓ Process n	neth.type Optipre	ss II 🔻	
Freeze date	04.05.2001	Freeze method	Controlled	Rate -	Prod. mod.	Plasma and RBC	C Reduced	-
No. bags	1 Bag type 8	30:20 -	Hemo status	Can be done	at time of rele	ease 🔻		
¹ Viability (%)	62		Viability date	03.09.2001	 ATT SEG 	1		
Other sample	Yes		DNA sample	Yes -	VT date	•		
Sample type	CBV Contiguo	ous Attached Seg	ment -		HBS Antigen	?	-	
ANTI HBC	?	•	ANTI HCV	?	 ANTI HIV 12 	? •		
HIV 1 NAT	? ▼		HIV p24 AG	?	 HCV NAT 	? •		
Antibody to HTLV	?	•	Syphilis (TPHA)	?	- WNV	? •		
Chagas	? ▼	EBV	?		• TOXO	?		•
HBV NAT	? ▼		CMV NAT	? •	PB19 NAT	?	•	
CMV	?		 Bact. culture 	Negative •	Funghal culture	Negative -		
CMV date	· ·	•			ALT [Units per litre]			
PageUp - previous pag	e PageDown	n - next page				🗸 ОК	🗙 Cancel	
\ID/(Status/(HLA DNA/(CE	U vo\CBU IDM/KIR d	lata (Mother (Maternal DNA	/					5/8
Date or +/-/Ctrl+/Ctrl-/Sh	ift+/Shift- (+/- on num	n. keyborad)						

6. TAB KIR DATA

<u>NA</u>

6. TAB MOTHER

Edit CBU / BE						_	OK Esc
Maternal donor info	rmation						
Mat AL ser	2	Mat AL ser quant	1.50				
Mat AL pla	1	Mat AL pla quant	1.50				
Maternal CMV	both negativ	e v		Maternal HBS AG	Negative •		
Maternal ANTI HBC	Negative -	Maternal ANTI HBS	?	Maternal ANTI HCV	Negative •		
Maternal ANTI HIV12	Negative •	Maternal HIV 1 NAT	Negative •	Maternal HIV P24	? ▼		
Maternal HCV NAT	Negative •	Maternal HTLV	Negative •	Maternal Syphilis	Negative •		
Maternal WNV	? ▼	Maternal Chagas	? ▼	Maternal EBV	?		•
Maternal TOXO	?	•		Maternal CMV NAT	? ▼		
Maternal PB19 NAT	? •	Maternal HBV NAT	Negative -				_
PageUp - previous page	e PageDown	- next page			🗸 ОК	X Cancel	
	8U vo (CBU IDM (KIR d	ata \ Mother (Maternal DNA /					7/8
							- + F

6. TAB MATERNAL DNA

III.IV. NEW CORD BLOOD

The tool to create new records is not available for cord blood: the cord bloods will be uploaded via interface.

III.V. HISTORY

The history of cord blood data change is available by the command History . Open the cord blood's record and then go to "donor – history". If a history exists, the table with his data will appear, otherwise a blank table will be opened.

III.VI. VALIDATE

The validation of a typing update follows the same rules as for donor validation and is further explained in <u>chapter II.VII. Validate</u>.

III.VII. STACK

Please see chapter II.VIII. Stack.

III.VIII. REPORTS

The same reports as explained in <u>chapter II.IX. Reports</u> are available for the Cord Blood Bank user. Two reports are especially for CBU's:

a. DONREP067 CBU status Report

Report DON067 is created for Cord Blood Bank use: the report displays counts of cords and their respective availability status:

Donor Status		Count
Available		6791
Temporarily unavailable		11
Donor deleted		156
Donor reserved		36
TOTAL		6994
Donor Status	Status Reason	Count
Available		6788
Temporarily unavailable	Quarantined (CBU)	6
Donor deleted	After transplantation	61
Available	no sample available (for CBU's only)	2
Donor deleted	Expired (CBU)	2
Donor deleted	Distributed for infusion (CBU)	2
Temporarily unavailable		3
Available	Medical reasons	1
Donor reserved		36
Donor deleted	Cord Destroyed or Damaged (CBU)	2
Donor deleted	Other reasons	41
Donor deleted		48
DOUDT defeced		

b. DONREP171 BE Cord Blood Unit report:

Report DON171 is created for Cord Blood Bank use: the report displays characteristics of the unit.

	_	D'OTATES D'OTATES	perior contract of proget operations	_
1		DONREP151.FR3	Basic IDM report(selected donor)	
		DONREP 152.REP	IDM report	
		DONREP 153.REP	Letter labels donor report	
		DONREP 170.REP	LYRT004 - Donor information report	
	۲	DONREP171.FR3	Cord Blood Unit report - BE	
		DONREP171.REP	IVRT004 - Unit report	
		DONREP 180.REP	DONOR TYPING REPORT	
		DONREP 181.REP	IDM report	
				V

DONREP171 will open the next window screen:



Then press OK : the cord blood report will be edited:

A or	B or	C or	DR or	DRB3	DRB4	DRB5	DQ or	DPB
A*	B*	C*	DRB1				DQB1	
02:RGPK	27:EKN	02:TP SB	11:01			0	3:SNFR	
	40:NZDG	03:TP SK	13:01			0	6:KHMP	•
UNIT CH	ARACTERIS	TICS		CBU MAT	ERNAL			
Colle	ected net volume	e of CBU 125	ml	Mat AL ser	2	Mat Al s	er quant	15
	Volume from	zen CBU 21	ml	Mat AL pla	1	Mat AL p	la quant	1.5
Collected net n	umber of nuclea	ted cells 183.6	9 10^7				-	.1-
Number of puck	atted cells in fre	Ten CRU 462.0	9 10 7	Matern al CMV	Both IgG and	IgM negative		
Number of huck	ated cens in iro.	2en CBU 163,0	2 10-7	EBV				
Collecte	d number of CD3	34+ cells 0	10^6	TOXO				
Number of Cl	034+ cells in fro	zen CBU 3,2	10^6	HBS AG pos./neg.	Negative		WNV	?
Collected numbe	r of mononuclea	ted cells 0	10^9	ANTI HBC	Negative		Chagae	?
	CELL D	reserved 0	10^9	ANTI HBS	?	•	IRV NAT	Negative
	thed of volume r	aduction Other		ANTIHCV ANTIHU/42	Negative	c	MV NAT	?
ме	thod of volume r	eduction Uther			Negative	-		2
Boo	kmark CBU	<u>II</u>		HIV P24	negative 2		JIJIMAI	1
Bag	D			HCV NAT	Negative			
Bag ty	pe CBU Contig	guous Attached	Segment	HTLV	Negative			
No. ba	gs 1				noganio			
Sample by	ne CBU Contir	wowe Attached	Segment	Bookmark	CBU IV			
Collection da	te 3/05/2001	Juous Attached	Segment					
CT complete da	ite 5/05/2001			ANTI HBC		,	ATT SEG	1
Bacterial cultu	re Negative			ANTIHCV	_	01	TH SMPL	Y
Process me	th Optipress			ANTI HIV 12	?	DN	IA SMPL	Y
Process da	te 4/05/2001			HIV 1 NAT	2			
Freeze me	th. Controlled	Rate		Chasse			IOV NAT	
Freeze da	te 4/05/2001			Chagas HEV/ NAT	2	r.	U red BC	r 0
Funghal cultu	re Negative			CMV NAT	2	· · · · · · · · · · · · · · · · · · ·	ALI OU DU	0
Prod. mo	id. Plasma an	d RBC Reduced		CITY NAT				
Hemo stat	us Can be dor	ne at time of rele	ase	AL ser	0	:	serquant	0
RED E	BC 0			AL pla	3	I	pla quant	1,5
Viabi	ity 62							

III.IX. ANALYTICAL TOOL

Please see chapter II.X. Analytical tool.

IV. EMDIS

IV.I. INTRODUCTION

EMDIS (European Marrow Donor Information System) is a communication system for the data exchange between bone Marrow Donor Registries, Transplant Centers, Donor Centers, HLA labs, and Cord Blood Banks.

The term **HUB** is used for the Donor Center or Transplant Center sending or receiving EMDIS messages. In Prometheus **Belgium** is considered as an EMDIS country. The activation of a Belgian search will be processed as an EMDIS search activation, as well as the reported results from Belgian donors.

The term "donor" means "stem cell donor" or "cord blood unit".

Each request is uniquely determined by the donor, patient identifier, the category of request and the date of request.

The user is not allowed to create duplicate requests, if necessary, cancel the previously created request before creating new ones. The request received from abroad will be rejected if it is duplicate.

The donor status in the EMDIS system can take following values:

AV (Available):	the donor is available for transplantation.
TU (Temporarily Unavailable):	the donor is temporarily unavailable. The reason why and the
	period of unavailability must be indicated.
RS (Reserved):	the donor is reserved.
OP (Other Patient):	the donor is reserved for another patient.
DE (Deleted):	the donor is deleted from the Registry. The reason is indicated.

IV.II. EMDIS MESSAGES

IV.II.1. New and old messages - requests without answers

In the Emdis window panel the requests without answer, new and old messages will be displayed. This panel allows to print reports, and analytic tool for incoming typing and sample requests. Rq. w/o answer – pending messages New – all recently received or sent messages Old – messages marked by the user as processed will be listed under the EMDIS – old section. Reports – EMDREP001 – EMDIS messages Analytic tool for incoming typing requests Analytic tool for incoming sample requests

New messages:

Another way to check new arrival of messages or old messages is by going to the "EMDIS menu" and when you press EMDIS the new messages will be displayed on the window screen:



Old EMDIS messages:

It is possible to use the filter to add some conditions to the messages you want to display. You can limite e.g. the date range (date from ... to ...) and make a selection of message type.

Old EMDIS messages					
<mark>∵ Change</mark> HUI [™] Filter Cat Sta	Bs: ALL es: from (egories: tuses:	08.05.2012 to 14.12.2012			

EMDIS log. messages filter	ОК	Esc
EMDIS log. messages filter HUB selection III Date from 03.07.2012 Do not show all categories, show only: Do not show all statuses, show only: Preliminary request Prepared to send Change patient status Prepared to send Patient update Sent Search result Received, not proc. Typing request Prep. to send, canc. Sample arrival date Sent cancelled Sample testing result Sent, denied IDM request Sent, denied Result of tDM req. Sent, denied Donor reserv. result Sent, denied Workup request Workup request	ок	Esc
U Donor workup status	?	F1 71

 New EMDIS messages

 Image: Show Patient

 Image: Show Patie

The first time you login the Emdis new – old – Requests without answer will be an empty screen:

Click on the small button in the left upper corner , to display all available columns :

Bratient ▼
3
OK Patient's name HUB Category Date Last reminder date Status Index Donor Donor type User TC Details

Your selection will be saved for your following login sessions. Don't forget to select the "**OK**", as this option serves to change the status of the Emdis from new to old.

You can store the user settings by selecting the arrow on the right:



# Ro	NS		
296			
	_ _		


IV.II.2. Window panel EMDIS messages

• When you tick the OK box (in the table of the messages), you indicate that you have consulted the message and it will be saved in the **old messages** category.

New EMDIS messages									
Show Patient	EMDIS iearch Results	Show Message	Report -	Check	CUpdate Table				
🗄 OK Pa <mark>t</mark> ient's name	🛛 HUB 🖾	Category	🗹 Date	🗵 Status	🖾 Donor	🗵 User	🗵 TC	🗹 Details	
Patientb	BE	Typing request	9/11/20	12 Received					
Patientb	BE	Typing request	9/11/20	12 Received					

🚗 Update	1
🐱 Table	

Press update table to update the new EMDIS messages list, the message you consulted will be removed from the list.

- Column headings of the table behave intelligent: if you click on them, you can sort them by ascending or descending order.
- You can **filter** the displayed values in this column by the click on the arrow in the column heading.



- You can edit the column width.
- You can change the displayed order of the columns by the "drag & drop" of the column heading between two other column headings.
- The title bar of a message consist of the following tabs:

Patient's name:	patient name;
HUB:	code of the Registry;
Category:	type of request;
Date:	request date;
Status:	EMDIS status of the message: received, cancelled, \dots ;
Donor:	donor code;
TC:	in some cases the Transplant Centers TC codes are included in the
	message;

IV.II.3. Status of messages

The status of the message can be consulted in the status field:

	r ⊳! S Pa	how atient	sults	Show Message	Report 🔻 📓	🖹 Check 🔒	Update Table
i	0K 💌	Patient's name 🛛 💌	HUB 💌	Category 💌	Date 💌	Status Z	🔽 Donor
	>	Last Name First Name	SX	Preliminary request	02.07.2012	Prepared to send	ł

The different options:

- Prepared to send: the message has not yet been sent, will be sent with next processing session
- Sent: the message has been sent
- **Received**: message received
- Prep. to send, canc.: the message was cancelled before being sent
- Sent, cancelled: the message has been sent, but cancelled afterwards
- Received, cancelled: the message has been received, but cancelled later by the sender
- Received, not proc.: received search request but the system has not yet done a search. This
 is a very temporary state.
- **Received, denied**: a formal message denial because breaking EMDIS rules

IV.II.4. Message contenance

This chapter describes the window browsing of the messages:

Patient	Show Message	Report Check	😂 Update Table
---------	-----------------	---------------	-------------------

Clicking on the message or selecting "show message" will open the message:

	New EMDIS me	essages								
	Bratient	EMDIS Search Results	Show Message	Report	ど Check	<section-header> Update Table</section-header>]			
	<u>Show Donor</u>	🛛 HUB 🖾	Category	🗹 Date	🗵 Status	₽	Donor 🛛	User 🗵	TC 🗵	Details
		BE	Cancel of a request	12/12/	/2012 Recei	ved			BETRA	
F										

Show patient – not applicable for donor management

Show donor - you can switch to the donor records file to consult the donor record and the list of donor messages

The message consists of 3 tabs: General – Physical messages – Content.

When you open the message the **Content tab** will be immediately opened.

The basic information of your message (request – result) is available in the screen: the buttons below will allow you either print the message, create a WMDA report or to send an answer (result, warning, reminder, cancellation, ...) to the other HUB (or Belgium). MDPB SOP026 Prometheus manual Donor Center v7 Page **74/106** The EMDIS system data message is available in the **Physical message tab**, technical information about the message (inserted in the database, status, message number,) is available in the **General** tab.

IV.II.5. Overview of message types

Message title	Description
PAT_UPD	New patient registration
PAT_STAT	Patient status change
PAT_ALTPH	Patient alternative phenotype registration (IS NOT USED ANY MORE)
DONOR_CB	List item of convenient donors for patient (one donor or cord blood)
PHEN_LIST	List item of convenient phenotypes for patient (one phenotype).
MATCH_SUM	Summary of search result for patient.
TYP_REQ	Request of further donor type testing.
TYP_RES	Result of further donor type testing
SMP_REQ	Request of sending of donor blood sample.
SMP_ARR	Supposed date of delivery of donor blood sample.
SMP_RES	Sample test result.
IDM_REQ	Request of sending of infectious illness sample.
IDM_RES	Result of request of sending of infectious illness sample.
RSV_REQ	Request of donor reservation for transplantation purpose.
RSV_RES	Result of reservation.
REQ_CAN	Request cancel.
WOR_REQ	Request of starting work on transplantation.
MARR_STAT	State of "work" with donor.
NEW_ADD	Register data update.
MSG_DEN	Request rejection.
WARNING	Warning message.
TXT_MSG	Text message.
DON_UPD	Donor downloading. (not used)
SEA_RES	Search result. (not used)
NO_RES	No result. Service cannot be settled.
MSG_ACK	Received messaged confirmation.
RES_REM	Unsettled request remind.
ALM_REQ	Donor alternative phenotype reservation.
ALM_RES	Same as DONOR_CB, but it is used as answer to ALM_REQ
CBR_REQ	Request of supplemental information about Cord blood unit

In the table below of the different message types (donors, but patients as well).

IV.II.6. Automatic warnings and message denials

Patient status changed

Type: warning

Institution is not registered in HUB XX
 Type: warning

Cannot change patient status

Type: Message denial

- Cannot change patient status
 Type: Message denial
- Invalid fax or phone format
 Type: Message denial
- Invalid institution type
 Type: Message denial
- Request has already result

Type: Message denial

- Request has already result or it has been already cancelled
 Type: Message denial
- Request does not exist or it has been denied or cancelled
 Type: Message denial
- Your request has been denied
 Type: Message denial
- Our request has been cancelled
 Type: Message denial
- Your request has been cancelled Type: Message denial
- Our request has been denied
 Type: Message denial

IV.III. RECEIVING REQUESTS – REPORTING RESULTS

A Donor Center (Cord Blood Bank) can receive requests from 3 parties : EMDIS patients, Belgian patients and non EMDIS patients (entered by the MDPB-R search coordinator). The following messages will arrive :

- a. Typing request
- b. Sample request
- c. IDM request
- d. CBU unit report
- e. Reservation request

The tools offered in these messages (reporting result, printouts, WMDA forms) are the same for the different folders and are explained below.

Click on **Messages** to display the list of received and sent messages (the number of available messages between brackets);

Edit		les Reports				
Donor Messages [0)] Requests Files [0]	Notes [-] Letters	[[0]			
🖏 Show Message	Show Patient	Report -	🔁 Update table			
OK 🗵 Patient's name	⊠ HUB	🗵 Category	🗵 Date 🛛 Status	🗵 Patient ID	⊠∣TC	🗵 Details

Show message - will open the message

Show patient - not applicable for donor management

Report - offers the possibility the print the message or the WMDA form

Update table - to display new messages or replies you sent

NEW:

"Messages":	all messages will be listed under messages.
"Requests":	all requests will be listed under requests with additional status info

IV.III.1. Typing request (TYP_REQ)

Double click or click on -	Show Message to open the	request screen:	
New EMDIS messages			
Show EMDIS Patient T EMDIS Search Results	Show Report 🗸 🌌	Check Z Update Table	# Row 19
alox Instigation the name In the Institute InstituteInstitute Institute InstituteInstituteInstituteInstituteInstitut	Category A 🖾	Dato 🖾 Statuc 🖾	Dener 🛛 🗖
▶ □ BE	Typing request	13/12/2012 Received	BETRAVUB1
BE	Typing request	12/12/2012 Received	BETRAVUB1
BE	Typing request	12/12/2012 Received	BETRAVUB1
BE	Typing request	12/12/2012 Received	BETRAVUB1
B	Typing request	10/12/2012 Received	BETRAKUL1
BE	Typing request	8/11/2012 Received	BETRAKUL1
BE	Result of typing	8/11/2012 Sent	BETRAKUL1

NEW: field donor GRID.

The old code (now called the secondary ID) will still be displayed for historical reasons.

\$	Prometheus - Stem Cell Donor Registry
Donor EMDIS Service Help	
Select New Reports Stack Analytic tool Denor Validation	
Donor 4201 0000 0000 0001 613 - HENDRICKX MARC	
COLdt COHLA X, HEA Codes Brecorts M Print barcodes	
Donor Messages [5] Requests [-] Files [-] Notes Appointments [-] Letters [-] Collections [-]	
🔊 ShowPatient 🔞 ShowMessage 孍 Report 🕶 🥔 UpdateTable 🛛 # Row punt: 5	
I OK TO Patient's name TO HUB TO Category TO Date TO Status TO GRID/CB_ID TO Denor ty	rpe ^m TC ^m Details ^m Doncenter ^m Secondary ID ^m
17 00 2020 Description	DETDALIES DEDONANTS DEANTODODOC

Double click and go to the tab "content": patient ID, requesting country, donor ID, request date and the requesting resolutions will be displayed. The tab "Content" allows you to have printouts or report the result by clicking on the buttons below:

In the message the old code (the secondary ID) will no longer be displayed, as this information is sent to international partners.

General Physical messages Content Registry sending the message BE Registry receiving the message 4201 UN of registry receiving the message 4201 Donor GRID 201 Patient identification 27/04/2020 Reference code 986968E1 Resolution required - HLA-B - Resolution required - HLA-C - Resolution required - HLA-DRB1 DNA high resolution Resolution required - HLA-DRB1 - Resolution required - DNA-DDB1 - Resolution required - DNA-DDB1 - Resolution required - DNA-DPB1 - Remark ? Achnowledgement ID ? <	\$	_ [x				
Registry sending the message. BE Registry receiving the message 4201 IDN of registry receiving the message 4201 Donor GRID. 4201 Datent identification. 9774384D Donor GRID. 2201000000000555625 CBU identifier. 27/04/2020 Reference code. 986968E1 Resolution required - HLA-A DNA high resolution Resolution required - HLA-DRB1. DNA high resolution Resolution required - HLA-DRB3. - Resolution required - HLA-DRB4. - Resolution required - DNA-DQA1. - Resolution required - DNA-DQA1. - Resolution required - DNA-DPB1. - Remark ? Save to File Copy to Clipboard ? Remark ? New warning VK	General Physical messages Content						
Save to File Copy to Clipboard	General Physical messages Lontent Registry sending the message. . . Registry receiving the message. . . ION of registry sending the message. . . ION of registry receiving the message. . . ION of registry receiving the message. . . ION of registry receiving the message. . . Donor GRID. . . . Donor GRID. . . . CBU identification. . . . Reguest date. . . . Resolution required - HLA-A . . . Resolution required - HLA-DRB1. . . . Resolution required - HLA-DRB1. . . . Resolution required - DNA-DQB1. . . . Resolution required - DNA-DQB1. . . . Resolution required - DNA-DPA1. . . . Resolution required - DNA-DPB1. . .	<pre>BE BE BE BE BE BE BE BE BE BE BE BE BE B</pre>					
🗁 Print message 🕼 WMDA report 🛛 🖓 Result of typing 🐴 New text message 🔥 New warning 🗸 OK	Save to File Copy to Clipboard						
	🖨 Print message 🛛 🔓 WMDA report	🖀 Result of typing 👘 New text message 🔥 New warning	✔ ОК				

The following actions are possible:

- Print message
- Print WMDA report
- Result of typing
- No result
- Deny request
- New text message
- Reserve donor
- New warning

1. Print message:

\$ Meskens Argentina, AR456 - Typing request, Received		x
General Physical messages Content		
Registry sending the message. AR Registry receiving the message. BE ION of registry receiving the message. 5117 ION of registry receiving the message. 4201 Patient identifice***** PATID Donor GRID. PATID CBU identifier PATID Request date. 18/03/2019 Reference code. 96246BE1 Resolution required - HLA-A - Resolution required - HLA-DRB - Resolution required - HLA-DRBA - Resolution required - DNA-DQA1 - Resolution required - DNA-DQB1 - Resolution required - DNA-DPB1 - Resolution required - DNA-DPB1 - Resolution required - DNA-DPB1 - Institution paying. PEFINKUL1 Urgent - Remark 2<		
Save to File Copy to Clipboard		
🖨 Print message 🔍 Reserve donor 🕼 WMDA report 🛛 🖓 Result of typing 🗋 No result		
X Deny request 🖹 New text message 🛕 New warning	- 🗸	ок

When printed, the old secondary code will not be displayed.

2. Print WMDA report:

	🔊 www.cenort
The request can also be printed on a prefilled WMDA form by clicking:	15 HINDA LEPOIL
The WMDA S20 Request for extended donor HLA typing report will be	printed:

 $|\cdot|$

Marrow Donor Program Belgium - Registry Motstraat 40 2800 Mechelen 2800, Mechelen +32-15443396 +32-15443396 +32-15443656 mdpb-registry@rodekruis.be

REQUEST FOR EXTENDED DONOR HLA TYPING

Page 2 of 2

Urgent request



HLA TYPING RE	ILA TYPING REQUEST DONOR 1,2,3					
Donor ID:	BEANT0000030					
GRID number:	42010000000001711					
A						
В						
С						
DRB1						
DRB3/4/5						
DQA1						
DQB1						
DPA1						
DPB1						

Comments:

The old pre GRID code (secondary code) will still be printed.



S20

3. Result of typing

To enter a typing result, you first need to **Edit** the donor file (HLA typing update) and validate afterwards before you can send the result to the requesting Registry.

When the update has been done, you can immediately go to the EMDIS message to send the result via EMDIS:

🖄 Result of typing

Press and the first screen (of 4) will be displayed:

Enter a remark if necessary, type of sample of cord blood unit is not applicable for donors.

			1011	420.4		
HUB:	t	BE	ION:	4201		
Patient identifi	cation: F	PATID	GRID / CB_ID:	4201 0000 0000 0001 711		
			Reference code:	96246BE1		
Domark						
Remark						
Type of sample of	of cord blo	ood unit (if applicable)	?		-	
	Dam	oDown – povt poco			K 🗙 Cancel	17
	Pag	eDown = next page		• •		
inserve of max leng						

Screen 2/7 : DOB – sex – blood group – CMV are displayed:

Pagel	Jp = previous page PageDown	= next page	🗸 ок	🗙 Cancel	2/7
	Date of CMV test:				
	Donor CMV status:	?			
	Donor blood group and rhesus:	?			
	Donor sex:	М			
	Donor date of birth:	21/10/1958			

Screen 3/7 -> 6/7 : Complete HLA data are displayed

Donor HLA-A, 1st antigen	2]			
Donor HLA-A, 2nd antigen]			
Donor HLA-B, 1st antigen	35]			
Donor HLA-B, 2nd antigen	18]			
Donor HLA-C, 1st antigen]			
Donor HLA-C, 2nd antigen]			
Donor DNA-A, 1st allele]			
Donor DNA-A, 2nd allele]			
Donor DNA-B, 1st allele]			
Donor DNA-B, 2nd allele]			
Donor DNA-C, 1st allele]			
Donor DNA-C, 2nd allele]			
ageUp = previous page Pa	geDown = next pag	e	 ✓ 	OK 🛛 🗶 Ca	ncel 3/
					•

Donor HLA-DR, 1st antigen	
Donor HLA-DR, 2nd antigen	
Donor HLA-DQ, 1st antigen	
Donor HLA-DQ, 2nd antigen	
PageUp = previous page PageDown = next page	🗸 OK 💥 Cancel 🛛 4 / 7
PageUp = previous page PageDown = next page Fill in a HLA DR antigen code F3 table selection	✓ OK 💥 Cancel 477
PageUp = previous page PageDown = next page	✓ OK 💥 Cancel 4/7 ◄ ►
PageUp = previous page PageDown = next page Fill in a HLA DR antigen code F3 table selection	✓ OK 💥 Cancel 4/7 ৰ ►
PageUp = previous page PageDown = next page Fill in a HLA-DR antigen code F3-hable selection Donor DNA-DRB1, 1st allele	✓ OK X Cancel 477 ৰ ►
PageUp = previous page PageDown = next page Fil in a HI A DR antigen code 12 stable selection Donor DNA-DRB1, 1st allele Donor DNA-DRB1, 2nd allele	✓ OK ¥ Cancel 4/7 ◄ ►
PageUp = previous page PageDown = next page Fill in a HLA DR antigen code F3 table selection Donor DNA-DRB1, 1st allele Donor DNA-DRB1, 2nd allele Donor DNA-DRB3, 1st allele	✓ OK 🗶 Cancel 477 ৰ ►
PageUp = previous page PageDown = next page Fill in a HLA.DR antition code (3 table Salection Donor DNA-DRB1, 1st allele Donor DNA-DRB1, 2nd allele Donor DNA-DRB3, 1st allele Donor DNA-DRB3, 2nd allele	V Cancel 4/7 ✓ DK X Cancel 4/7
PageUp = previous page PageDown = next page Fill in a HLA IR antigen code 13 table selection Donor DNA-DRB1, 1st allele Donor DNA-DRB1, 2nd allele Donor DNA-DRB3, 1st allele Donor DNA-DRB3, 1st allele Donor DNA-DRB3, 2nd allele Donor DNA-DRB4, 1st allele	✓ OK ¥ Cancel 4/7
PageUp = previous page PageDown = next page EII In a HLA.DR antigen code F3 lable selection Donor DNA-DRB1, 1st allele Donor DNA-DRB1, 2nd allele Donor DNA-DRB3, 1st allele Donor DNA-DRB3, 1st allele Donor DNA-DRB4, 1st allele Donor DNA-DRB4, 2nd allele Donor DNA-DRB4, 2nd allele	V X X Cancel 4/7 ↓ ►

...

Donor DNA-DRB5, 2nd allele

PageUp = previous page PageDown = next page

∢ ►

🗸 OK 🗙 Cancel 577

Donor DNA-DQA1, 1st allele				
Donor DNA-DQA1, 2nd allele				
Donor DNA-DQB1, 1st allele	•••			
Donor DNA-DQB1, 2nd allele	•••			
Donor DNA-DPA1, 1st allele	•••			
Donor DNA-DPA1, 2nd allele	•••			
Donor DNA-DPB1, 1st allele				
Donor DNA-DPB1, 2nd allele				
PageUp = previous page PageDo	wn = next page	🗸 ок	🗙 Cancel	6/7
Fill in a DNA-DOA1 allele code F3-table	selection			

Screen 7/7 : Display of requested typing resolutions :

	HLA-A:	-	HLA-DRB5:	-		
	HLA-B:		DNA-DQA1:	-		
	HLA-C:	-	DNA-DQB1:	-		
	HLA-DRB1:	DNA high resolution	DNA-DPA1:	-		
	HLA-DRB3:	-	DNA-DPB1:	-		
	HLA-DRB4:	-				
Page	Up = previous p	age			🗸 OK 🛛 🗶 Can	cel 7/7
F3 m						▲ ►

Press "OK" to send the message:

EMDIS	×
?	Are you sure you want to send the message?
	Yes <u>N</u> o

The typing results will be queued in the messages, and receive status "**prepared to send**" : the message will be sent with the next processing session. Afterwards it will receive status "**message has been sent**".

4. No result : service cannot be performed (NO_RES)

The no result message informs the requesting hub that a service cannot be performed. Several no result messages are allowed for the same request since they can be considered as an update to the result.

_	HUB:		BE	ION:	4201			
-	Patient identification:		187TEST3					
1	GRID / CB_ID:		4201 0000 0000 0107 218					
-	Request date:		6/04/2020					
_	Reference code:		98392BE1					
_	Type of requ	iest:	түр					
-	Reason	?						
1	Remark							
-								
_								
_								
-								

Select the appropriate reason and press

8		Reason why service cannot be performed 📃 🗖 🗴
Num	ID	Name
0	?	
1	DO	Donor is too old
2	DD	Donor died
3	MR	Medical reasons
4	PR	Personal reasons
5	тх	After transplantation
6	MO	Donor has moved
7	UC	Unable to contact donor
8	NS	No sample available (for CBU's only)
9	OT	Other reasons
10	0K	Unknown
11	EX	Expired
12	MM	HLA mismatch
Select	item by	cursor move and key Enter
1/	13	🗸 🗙



EMDIS	×
?	Are you sure you want to send the message?
	Yes No

Press "yes" and the message will be queued for the next processing session.

5. Deny request: message denial (MSG_DEN)

The software contains functions to automatically send out message denials. This message will not be processed at the other side and has to be resent.

Press **Deny request** to open the "message denial screen":

Donor	Patient	: Message denial	ок	Esc
Donor	Patient HUB: Patient identification: Donor identification: Code operation of original message: Drigin of denial:	: Message denial DE TYP_REQ CREATED_BY_STAFF	ок	Esc
	Reference code: Explanation (remark)	1074877 	el ?	² F1 7/1

Enter the reason why the service cannot be performed and press "yes" to confirm:

EMDIS	×
?	Are you sure you want to send the message?
	Yes <u>N</u> o

6. New text message (TXT_MSG)

The text message has a comment function for a patient/donor pair to send to the remote database. It can be used to transmit free text messages between hubs, however this communication should be limited (email).

HUB: DE		
Donor identification:	Patient identification:	
Date sent 25.07.2012 -		
Text (1/2)		
		j
		_
		-
		🖊 OK 🔀 Cancel 📪 F1
PageDown = next page		1/2
1 3902 0111 110/1 /090		▲ ►

7. Reserve donor

Press Reserve donor to open the donor reservation window screen, set time frame. The donor record will be updated, and the record will be reserved for this patient until the defined end of reservation period.

GRID/CB_ID 4201 0000 0000 Patient ID 187TEST3 Reserve from 3/08/2020 ∨ to 3/10/2020 ∨ E↓ OK X Cancel	Reserve donor					
Patient ID 187TEST3 Reserve from 3/08/2020 ∨ to 3/10/2020 ∨ □ □ ○ □ □ ○	GRID/CB_ID	4201 0000 0000				
Reserve from 3/08/2020 ∨ to 3/10/2020 ∨	Patient ID	187TEST3				
Cancel X Cancel	Reserve from	3/08/2020 V to 3/10/2020 V				
		Cancel				

8. New warning

It is possible to send a warning message to the Hub via the <u>New warning</u> The warning has an informational character. The message is processed, but has not to be resent.

Donor		, Patient		: Warning me	essage		ок	Esc
	HUB:	fection	DE					
	Donor identifi	cation:						
	Code operatio	on of original message:	TYP_REQ	N OT LEE				
	Origin of deni	al:	CREATED_B	Y_STAFF				
	Reference cou	ue:	1074077					
	Explanation (remark)							
		J						
						✓ OK X Cancel	?	F1
							1	/1

IV.III.2. Sample request

The following actions are possible:

- Print message
- Print WMDA report
- Sample arrival date
- Result of IDM
- No result (same as typing request)
- Deny request (same as typing request)
- New text message (same as typing request)
- Reserve donor (same as typing request)
- New warning (same as typing request)
- New sample info

1	New EMDIS messages																	
	P	Sł	nowPatient 🔻	EMD	Search	Results	ShowM	lessage	Ċ	Report	•	Chec	C 🔻	2	Updat	eTab	le	# R
3	ОК	Y	Patient's name	Y	HUB 🖾	Category	Δ 🝸	Date	Y	Status	Y	GRID/	CB_ID			Y	Donor	type
Þ	· E		Test Patient2		TRIS	Sample request	t	06.05.	2020	Received	1	4201	0000	0000	0002	315	MD	
			Test Patient2		TRIS	Sample request	t	06.05.	2020	Received	1	4201	0000	0000	0824	017	MD	
			Test Patient1		TRIS	Sample request	t	05.05.	2020	Received	d	4201	0000	0002	5833	413	MD	

Select the "sample request" and double click to open the request screen. Details and blood sample requirements of the request are displayed in the **Content tab**:

S Test Patient	2, 187PATIENT2 -	Sample request, Rece	eived	_ 🗆 🗙
General Physical messages Content				
Registry sending the message Registry receiving the message ION of registry sending the message		. TRIS . BE . 5509 . 4201 . 187PATIENT2 . 42010000000000023 . 42010000000000023 . 42010000000000023 . 5 . 6/05/2020 . 98808BE1 . EDTA . 5 . 1 . 1 . 2 . ? . ? . ? . ? . ? . ? . ? . ?	15	
Fourth product required	ay	? ? 7/05/2020 6/05/2020 Yes Yes Yes Yes		
Print message Reserve donor No result No result No result	Result of IDM	🕞 WMDA report 🗎 New sample info	🖓 Sample arrival date 🖹 New text message	40
				V 01

The fields "earliest and latest date of sample reception" represent the lower and upper limit of a period of time in which the blood sample has to be received. If the second date is missing, the sample may be received any time after the first date.

Only one sample request can be open for a patient / donor pair.

You can click on the institution line to open the address coordinates:

Sample request, Received							
General Physical messages Content							
Registry sending the message Registry receiving the message Patient identification.	 Address						
Donor identification							
Reference code	Institution Type:	Typing Laboratory					
First product quantity per tube Number of tubes for the first product .	Institution Identification:	DE2233					
Second product required	Address Line 1:	DRK-BSD BADEN-WUERTTEMBERG - HESSEN					
Number of tubes for the second product. Third product required	Address Line 7:	GEWEBETYPISIERUNGSLABOR (HLA)					
Third product quantity per tube Number of tubes for the third product .	Address Line 2.	SANDHOFSTR, 1					
Fourth product required	7ID code:	60528					
Earliest date of sample reception Latest date of sample reception	City:	FRANKFURT					
Weekdays acceptable for reception - Mone Weekdays acceptable for reception - Tues	Country:	DE					
Weekdays acceptable for reception - Wedu Weekdays acceptable for reception - Thu							
Weekdays acceptable for reception - Fri Weekdays acceptable for reception - Satu	Contact person:	DR. CH. SEIDL					
Institution the sample has to be sent to Institution raying	Phone Number:	+49-69-6782-218					
Remark.	Fax Number:	+49-69-6782-217					
<u>Save to file Copy to clipboard</u>	Email address:						
Print message							
👔 Update donor 🧠 Reserve donor 👔		Copy all to clipboard					

1. The message can be printed via the Print message or II WMDA report

2. WMDA report: S40 Blood sample request for verification typing.

Both the GRID code as the old donor code (Pre GRID) will be printed on the form.

Marrow Donor Program Belgium - Registry Motstraat 40 2800 Mechelen 2800, Mechelen +32-15443396 +32-15443656 mdpb-registry@rodekruis.be



S40

BLOOD SAMPLE REQUEST FOR VERIFICATION TYPING

Page 1 of 2

PATIENT DATA					
Patient name: Test Patient2					
Patient registry: TRIS					
Diagnosis: Acute Lymphoblastic Leukaemia					
Patient ID: (assigned by patient registry) 187PATIENT2	Patient ID: (assigned by donor registry) 187PATIENT2				
Date of birth: (YYYY-MM-DD) 1971-07-15 Gender:					

DO	DONOR(s)								
	Donor ID(s)		GRID number(s)						
1	BEANT0000036	4201	0000	0000	0002	315			
2									
3									
4									
5									
6									
BL	BLOOD SAMPLE REQUIREMENTS (recommended maximum = 50 mL - please provide clinical reasons for greater volumes)								
5	mls EDTA		Acceptable days of the week to receive samples: (check all that apply)						
	mls heparin		🖌 Monday	Tuesday	🖌 Me	dnesday			
	mls ACD		🖌 Thursday	🖌 Friday	🗌 Sa	turday			
	mls no anticoagulant		Sunday						
	mis								
DISCLAIMER: The cell products collected from the donor are intended solely for the purpose of diagnostic testing on behalf of the above mentioned patient. No other use is permissible. Excess blood volume is allowed for quality control testing only but not for research purposes. Any portion of the cells not used for the intended testing must be disposed of properly. By accepting these cells, the transplant physician also accepts these terms and conditions. Requests for deviations from these terms must be submitted in writing to the donor registry for approval.									
Co for cou	Courier Service : VT samples will automatically be shipped using a courier service chosen by the donor center. The fees for this VT sample are based on the use of this courier service. If you prefer that the samples be shipped using a specific courier service, please list that courier service below. Additional fees may be applied.								

Preferred courier service:

S40

BLOOD SAMPLE REQUEST FOR VERIFICATION TYPING

Page 2 of 2

PATIENT DATA	
Patient name: Test Patient2	
Patient registry: TRIS	
Patient ID: 187PATIENT2 (assigned by patient registry)	Patient ID: 187PATIENT2 (assigned by donor registry)

Samples to be shipped to:	Invoice(s) to be sent to: Copy shipping address
Institution: FRMU02	Institution: BEFINKUL1
Address:	Address:
LABORATOIRE DE CULTURES MIXTES Centre Regional de Transfusion Sanguine	U.Z. LEUVEN CAMPUS GASTHUISBERG Sofhea
ZIP code:	ZIP code: 3000
City: 67085 STRASBOURG	City: LEUVEN
Country: FR	Country: BE
Attention: Dr URLACHER / Dr TONGIO	Attention: Carla Collijs / Diane Reggers
Phone:	Phone: +32-16-346882
Fax:	Fax: +32-16-346883
E-mail:	E-mail: sofhea@uz.kuleuven.be

Comments:

Person completing form:	Date: (YYYY-MM-DD)	Signature:
	2020-08-03	

3. Click the Sample arrival date to enter the blood sample arrival date:

Donor 4201 0000 0000 0002 315, Pat	Donor 4201 0000 0000 0002 315, Patient Test Patient2: Date suggested for arrival of sample						
HUB:	BE	ION:	4201				
Patient identification:	187PATIENT2						
GRID / CB_ID:	4201 0000 0000 0002 3	15	Reference code:	98808BE1			
Acknowled	dgement no 🔻						
Proposed date of sampl	le arrival	-					
Verbatim CT sample	abel ID						
Remark ?							
Tupo of sample of cord	blood unit (if applicable)	2					
Type of sample of cold							
50	nequied Collection Date						
				🖊 AK 🛛 🗶 Cancel	1/1		

New : "Scheduled collection date": new EMDIS release requires scheduled collection date:

Acknowledgement Id – if you wish to receive a message from the Transplant Center that they received the message select yes.

Proposed date of sample arrival - suggested arrival date.

Verbatim Ct sample label ID – donor label ID (if not used unknown).

Remark - optional (120 characters)

(in case of cord blood)

Type of sample of cord blood unit (if applicable): CB sample type

0: ?

- 1: CBU contiguous Attached Segment
- 2: whole Blood sample
- 3: Red cell Fraction (pellet)
- 4: Blood Spotted Filter Paper
- 5: Extracted DNA

Scheduled collection date: date of blood sample collection

Press **v** to confirm the date, and press "yes" to send the EMDIS message:

EMDIS	×
?	Are you sure you want to send the message?
	<u>Y</u> es <u>N</u> o

The message will be queued for processing, and receive status "prepared to send".

4. Click the Result of IDM button, to open the window screens (4 pages):

The first screen of 4 pages will be opened. Don't forget that this tool will send the IDM results, but does not offer data entry: **the IDM results need to be entered in the donor record via edit.** When you select the donor for editing, you can immediately go to the tab "EMDIS messages" to send the message:

Edit (Reports	HLA Code	15
Donor Record	EMDIS me	ssages [1]	Attached Files [0] Donor Notes [-]

At the first screen a remark (120 characters) can be added:

	HUB:	BE	ION:	4201			
	Patient identification:	187PATIENT2					
	GRID / CB_ID:	4201 0000 0000 0002 31	5				
	Reference code:	98808BE1					
Rema	urk ?						
	Pa	ageDown = next page			🗸 ок	🗙 Cancel	174
Insert	text of max, length 120 ch	aracters					4 F

The requested markers are indicated in screen 2/4:

Infectio	ous disease	markers requested/performed				
Blood group and rhesus	yes 🔻	Antibody to Hepatitis B surface antigen	yes -			
CMV status	yes 🔻	Antibody to Hepatitis B core antigen	yes •			
Toxoplasmosis	yes 🔻	Antibody to Hepatitis C virus	yes ▼			
EBV	yes 🔻	Lues status (Treponema pallidum)	yes 🔻			
HIV status	yes 🔻	ALT status	yes 🗸			
HIV P24	yes 🔻	Antibody to HTLV1.V2	yes 🕶			
Hepatitis B surface antigen	yes 🔻					
PageUp = previous page Pa	geDown = r	next page		🗸 ок	X Cancel	2/4
F3mght mouse button=selection						

The reported infectious disease markers updated in the donor record are displayed in window screen 3 and 4:

PageUp = previous page PageDown	= next page	🗸 ОК	🗙 Cancel	3/4
Donor height:	0			
Donor weight:	0			
Number of transfusions:	?			
Number of pregnancies:	?			
Date of sample extraction:				
Donor EBV status:	?			
Donor Toxoplasmosis:	?			
Date of CMV test:				
Donor CMV status:	?			
Donor blood group and rhesus:	?			

		·
Donor HIV status:	?	
Donor HIV p24 antigen:	?	
Donor Hepatitis B status (hepatitis B surface antigen):	?	
Donor Hepatitis B status (antibody to hepatitis B surface antigen):	?	
Donor Hepatitis B status (antibody to hepatitis B core antigen):	?	
Donor Hepatitis C status (antibody to hepatitis C virus):	?	
Donor antibody to HTLV1.V2:	?	
Donor ALT status [units/litre]:	0	
Donor Lues status (Treponema pallidum):	?	
Pagello = previous page	🗸 OK 🛛 🗶 Cancel	4/4
In sert text of max. length 1 characters		

Press "OK" to confirm:

EMDIS	×
?	Are you sure you want to send the message?
	Yes <u>N</u> o

Press 'yes' and the message will be queued for processing, and receive status "prepared to send".

No result, Deny request, New text message, Reserve donor, New warning are the same window screens as for typing request.

It is possible for the donor center to remind the transplant center (Belgian and international) to send

the confirmatory typing results: go to the sample arrival message and click on the *Reminder* button to open the following window screen:

HUB	BE	ION	4201			
Patient identification:	187PATIEN	2				
GRID / CB_ID:	4201 0000 0	000 0002 315				
Request date:	6/05/2020					
Reference code:	98808BE1					
Type of result reminded:	SMP_ARR					
Date expiration of reservation	n	•				
Remar	k					
				🗸 ок	🗙 Cancel	171
ate or +'- Ctrl+ Ctrl. Shift+ Shift- (+	- on num, key	orad)				

5. Click the button, to open the window screen to send additional information about the donor.

This message can only be exchanged in one direction, from the donor side to the patient side, and the message always refers to sample information. There might be several sample information messages within the context of one sample request, subsequent sample information is regarded as new or additional information.

A remark is available for detailed information

HUB:	BE	ION:	4201		
Patient identifi	ation: 187DATIENT?				
T duent lucitum					
GRID / CB_ID:	4201 0000 00	00 0002 315			
Reference code	98808BE1				
Information type	BMP-donor only	available for bon	e marrow donation for	personal rea	asons
Remark	0 BMP-donor only 1 BMM-donor only 2 SCP-donor only 3 SCM-donor only 4 ABS-(absent) d 5 MUL-Multidonat 6 UBC-donor unva 7 RPE-increased 8 CMV-additional 9 ROI-donor was A MED-other medi B OTH-other non-	available for bone available for bone available for PBSC available for PBSC onor not available f ion ilable after blood c risk that donor is d information regardi in a region with a h cal information	marrow donation for per- marrow donation for medi- donation for personal re- donation for medical re- or a certain period of f ollection eclined during physical ng CMV status igher risk of infection	sonal reasons ical reasons easons time examination	
				Ľ	ance

Explanation of the list of codes:

- BMP: donor only available for bone marrow donation for personal reasons
- BMM: donor only available for bone marrow donation for medical reasons
- SCP: donor only available for PBSC donation for personal reasons
- SCM: donor only available for PBSC donation for medical reasons
- ABS: (absent) donor not available for a certain period of time
- MUL: Multi donation
- UBC: donor unavailable after blood collection
- RPE: increased risk that donor is declined during physical examination
- CMV: additional information regarding CMV status
- ROI: donor was in a region with a higher risk of infection
- MED: other medical information
- OTH: other non-medical information

IV.III.3. Infectious disease marker requests (IDM request)

New EMDIS messages								
EMDIS patients-requests (314) Patient administration Other requests	Show Patient ▼	EMDIS Search Results	Show Message	Report 🔻 🖉 Ch	eck 🛛 🔁 Update Table			# Rows 2
EMDIS patients-results (173)	🗄 OK 💌 Patient's name	► HUE	Category △ △	🖌 Date 🛛 💌 Statu	ıs ▼ Donor	▼ User	TC 🔽	▼ [
- Search results		AT	IDM request	07.05.2010 Rec	eived		Ĭ	
- Other results		DE	IDM request	21.09.2009 Rec	eived,cancell			
- Other EMDIS messages (1)								
- Internal requests (152)								

Click the IDM request to open the request screen, the IDM's requested are displayed in the content tab:

General Physical messages Content							
Registry sending the messageBE							
Registry receiving the message							
ION of registry sending the message							
ION of registry receiving the message							
Patient identification							
Donor GRID							
CBU identifier ?							
Request date							
Reference code							
IDM requested - Blood group and rhesus Yes							
IDM requested - CMV status Yes							
IDM requested - Toxoplasmosis Yes							
IDM requested - EBV Yes							
IDM requested - HIV status Yes							
IDM requested - HIV P24 Yes							
IDM requested - Hepatitis B surface antigen Yes							
IDM requested - Antibody to Hepatitis B surface antigen No							
IDM requested - Antibody to Hepatitis B core antigen No							
IDM requested - Antibody to Hepatitis C virus No							
IDM requested - Lues status (Treponema pallidum) No							
IDM requested - ALT status No							
IDM requested - Antibody to HTLV1.V2 No							
Institution paying							
Acknowledgement ID ?							
Remark							
Save to File Copy to Clipboard							
🗁 Print message 🛛 🔍 Reserve donor 👍 WMDA report 🛛 🖓 Result of IDM req. 🗋 No result							
V Denv request New text message A New warning	OK						
	on						

The requested IDM's include : the blood group and rhesus, CMV status, toxoplasmosis, EBV, HIV status, HIV p24 antigen, Antibody to hepatitis B surface antigen, Antibody to hepatits B core antigen, Antigen to hepatitis C virus, Lues status, Alt (alanine aminotransferase) and Antibody to HTLV1.V2.

Several requests for the same patient – donor pair are possible, but each message has to be answered by a result message, but it is recommended to avoid multiple requests.

The result has to be sent by clicking on Result of IDM req., the same window screens will be offered as in the result screen after a blood sample request. Please note that the IDM's have to be updated in the donor's record, before being able to send via EMDIS

IV.III.4. CBU report request (CBU_REQ)

It is possible to print the message, have a WMDA printout, reserve the donor, send txt messages and warnings, and deny the request.

IV.III.5. Reservation request (RSV_REQ)

It is possible to print the message, have a WMDA printout, reserve the donor, send txt messages and warnings, and deny the request.

IV.VI. ANALYTICAL TOOL: INCOMING TYPING REQUESTS – INCOMING SAMPLE REQUESTS

The analytical tool gives an overview of all received typing requests or sample requests.

Both the GRID code as the old donor code (now called the secondary code are listed in the export.

Go to:

S C	onor EMD	IS Service	Help		
New	Old	Requests	Reports	💥 Analytic tool for incoming typing requests	X Analytic tool for incoming sample requests
messages	messages EMDIS Co	w/o answers mmands		EMDI	S Tools

Analytic tool		×			
Do you want to start Analytic tool?					
Yes	No				

Select the period for which you want to print the incoming typing request by selecting date from:

		Select the date	range	x
From	23/10/2018	-		
То	23/10/2018	-		
	Show All		✓ OK	× Cancel

Preparing typing requests data	Cancel 🚥

The analytical tool gives an overview of all received typing requests or sample requests. Clicking on

enables you to make of a selection of columns to you wish. Further tool options are explained in chapter II.X. Analytical tool.

nalytic tool for incor						
Drag a column header here to group by						
🗄 Patientr 💌 Donornu 💌 Hub 🛛 💌						
Click here to show/hide/move columns						

The first time you login, you have to set your columns settings, your selection will be saved for future login sessions.

IV.VII. EMDIS REPORTS



		EMDIS repor	ts	
Pos 🖄	Name 🖻	Description	×.	FileType 🗵
1	EMDREP001	EMDIS Messages		.rep
2	EMDREP002	EMDIS Requests without	Results	.rep
3	EMDREP003	EMDIS Requests		.fr3
4	EMDREP004	Result reminder		.FR3
HF 141	< → → → + +	X ~ * * 7	<	
			C C C C C C C C C C C C C C C C C C C	

The EMDIS REP001 report will list up all EMDIS messages (received - sent) inclusive EMDIS status:

EMDIS messages

from 6/11/2017 to 12/12/2017 Generated at 12.12.2017 15/51 Generated by TestMultiple



Marrow Donor Program Belgium - Registry Motstraat 40 2800 Mechelen Belgium

#	HUB	Date	Category	Status	Patient ID	Name
18	BE	12.12.2017	TYPREQ	Received	BE	Test4 Test4

HUB:	code of requesting Registry
Date:	request date
Category:	type of request
Status:	EMDIS status of the message: received, sent,
Patient ID:	patient's ID
Name:	patient's name

The **EMDIS REP002** report will open the following window screen:

	Requests without results filter			ОК	Esc
e 1 1	HUB selection ALL Date from 29.11.2017 • to 12.1:	2.2017 -		OK	Esc
1 1 1 1 1 1 1 1 1 2 2 3 3 1 1 1 1	Typing request Sample request IDM request Donor reserv. request CBU report request	Prepared to send Prepared to send ^ Sent ^ Received ^ Received, not proc. _ Received, denied _ Prep.to send, canc. _ Sent, cancelled _ Sent, denied _			
1 1 1 1	Fill in the sign of a EMDIS hub		VOK X Cancel	1	71

When you select "Typing request" and the "Received" a report with pending typing requests will be printed:

EMDIS Requests without Results from 29/11/2017 to 12/12/2017 Generated at 12.12.2017 15/01 Generated by TestMultiple			ut Results	Marrow Donor Program Belgium - Registry Motstraat 40 2800 Mechelen Belgium		jium - Registry		
#	HUB	Date	Category	Status	Patient ID	Name		Donor ID
3	BE	12.12.2017	TYPREQ	Received	BE	Test4	Test4	BEANT1

The **EMDIS REP003** report will open the following window screen:

X Analytic tool for incoming sample requests				
	_		EMDIS reports	
	Pos 🗵	Name 🛛	Description	🗵 FileType 🗵
	1	EMDREP001	EMDIS Messages	.rep
	2	EMDREP002	EMDIS Requests without Results	.rep
	3	EMDREP003	EMDIS Requests	.fr3
	4	EMDREP004	Result reminder	.FR3
				<u> </u>

Select the registry :

	EMDIS Select hub's ALL - AL HUBS SX - 5X ZA - South Afrrica GR - Hellenic Patras SE - Sweden		DIS Requ	Received or send Received Received Send Include Fax Request		
r r B	Date from :	4/12/2017	•			
л Т	Date to :	12/12/2017	•			
				💱 ок	X Cancel	

This report will count the number of typing requests, sample requests, IDM requests and Reservation requests:



Statistic report how many requests were received.

Marrow Donor Program Belgium - Registry Motstraat 40 2800 Mechelen Belgium

Received requests from 4/12/2017 to 12/12/2017. Generated at 12/12/2017 15:36:08

Generated by TestMultiple

Hub	TYPREQ	SMPREQ	IDMREQ	RSVREQ
SX	0/0/0/0	0/0/0/0	0/0/0/0	0/0/0/0
ZA	0/0/0/0	0/0/0/0	0/0/0/0	0/0/0/0
GR	0/0/0/0	0/0/0/0	0/0/0/0	0/0/0/0
SE	0/0/0/0	0/0/0/0	0/0/0/0	0/0/0/0
Total	0/0/0/0	0/0/0/0	0/0/0/0	0/0/0/0

Format in columns : Received/Canceled/Denied/All

The **EMDIS REP003** report will open the following window screen:

	X	Anaiyti	c tool for incom	ing sample requests	
				EMDIS reports	
5		Pos 🗵	Name 🛛	Description 🛛	FileType 🗵
		1	EMDREP001	EMDIS Messages	.rep
l		2	EMDREP002	EMDIS Requests without Results	.rep
1		3	EMDREP003	EMDIS Requests	.fr3
		4	EMDREP004	Result reminder	.FR3

EMDIS Requests SMP_REQ
Select hub's ALL - All HUBs BE - Belgium GR - Hellenic Patras SX - sx ZA - South Afrrica
Date from : Date to :
Cancel

This report lists the pending sample requests:

