



# **SEARCH SYSTEM USER'S GUIDE**

**for the**

## **Cord Blood Transplantation (COBLT) Study Cord Blood Bank**

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# 1.0 Introduction

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

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

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

If you have questions about the Search system, please contact The EMMES Corporation at [COBLTDM@emmes.com](mailto:COBLTDM@emmes.com).

## 2.0 Getting Started

### 2.1 Access to the Internet

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

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

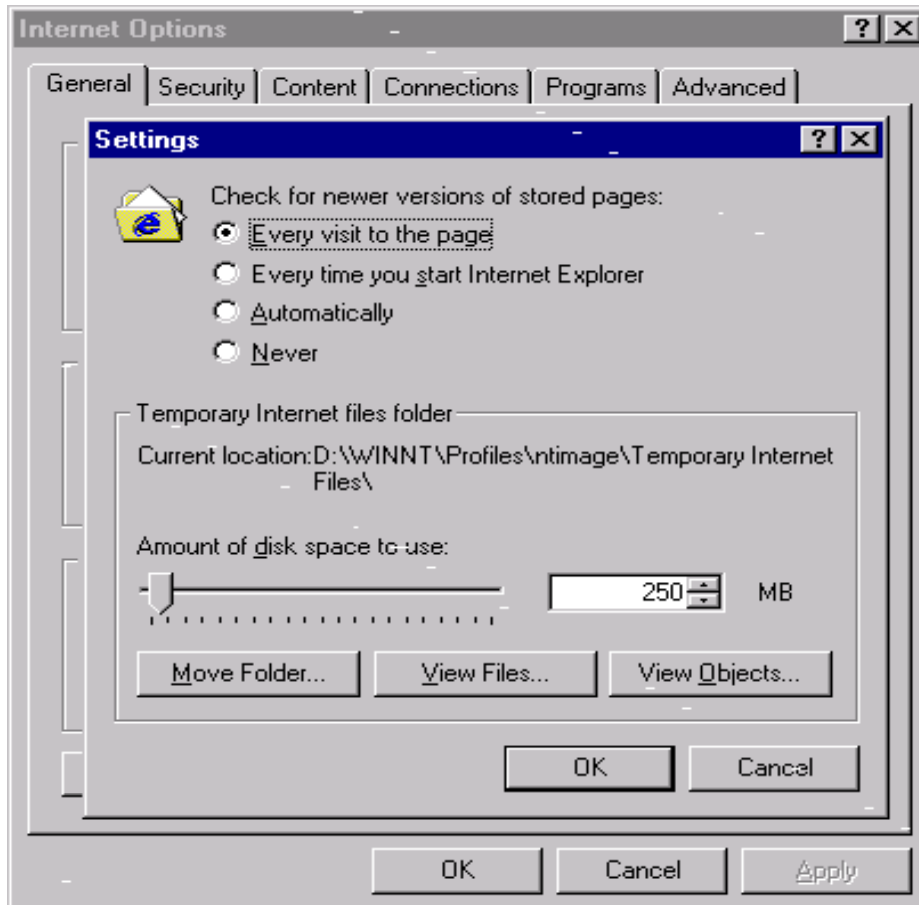


Figure 1

## 2.2 Access to COBLT CBB Search

### 2.2.1 User Names/Passwords

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

### 2.2.2 Accessing the system

To access the COBLT CBB Search system, establish an Internet connection and start Internet Explorer or Netscape. In the **Address** box of the web browser, type [https://access.emmes.com/50cgi/hsrun.exe/intfarm/Cord%20Blood%20Search.htm;start=HS\\_Login](https://access.emmes.com/50cgi/hsrun.exe/intfarm/Cord%20Blood%20Search.htm;start=HS_Login). It is recommended that you bookmark this location so that you can easily return to it in the future. Press the enter key and the **Login Screen** will display.

The **Login Screen** (figure 2) allows the user to enter the system by typing in your assigned user name and password. Use the mouse to select **[Log In]** once the verification information is entered.

## Login Screen

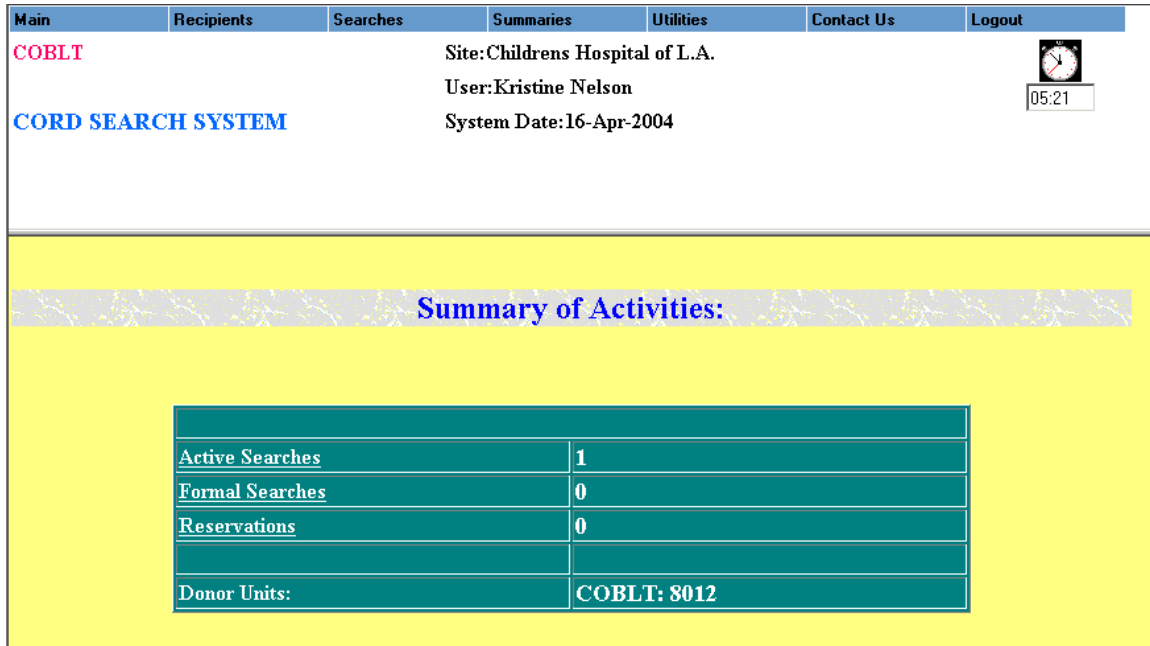
<i>User Name:</i>	<input type="text" value="wrlgg12"/>
<i>Password:</i>	<input type="password" value="*****"/>
<input type="button" value="Log In"/>	<input type="button" value="Cancel"/>

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

Figure 2

## 3.0 Navigation

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



The screenshot shows the main page of the COBLT CBB Search System. At the top, there is a navigation toolbar with buttons for Main, Recipients, Searches, Summaries, Utilities, Contact Us, and Logout. Below the toolbar, the text "COBLT" is displayed in red, and "CORD SEARCH SYSTEM" is displayed in blue. The site name "Site: Childrens Hospital of L.A." and the user "User: Kristine Nelson" are shown. The system date is "System Date: 16-Apr-2004". A clock icon shows the time as 05:21. The main content area is yellow and features a "Summary of Activities:" section with a table:

Active Searches	1
Formal Searches	0
Reservations	0
Donor Units:	COBLT: 8012

Figure 3

### 3.1 The Toolbar

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

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

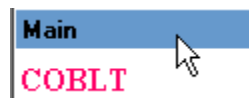


Figure 4

- **COBLT Cord Blood Bank Web Site** If selected, you will be logged out of the COBLT CBB Search system and the COBLT Cord Blood Bank web site will display.

**Recipients** – Moving the arrow over Recipients displays an **Add/Update** and **Find** option (figure 5).

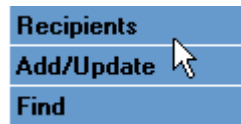


Figure 5

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

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

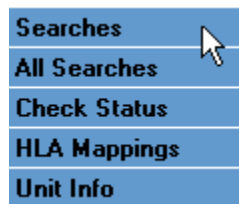


Figure 6

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

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



Figure 7

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

**Utilities** – not currently in use

**Contact Us** – The communication tool for sending EMMES information concerning the system or sending COBLT CBB a request on a cord blood unit.

- **File a Bug** Documentation of detail information for bug reporting to EMMES.
- **Enhancement Request** User’s place for providing EMMES their suggestions for improvements to the Search system.

**Logout** - Exit the online search system by selecting this option (figure 8).



Figure 8

## 4.0 Performing a Preliminary Search

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

### 4.1 Adding A New Recipient

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

**Keys Entry for the Preliminary Search Form**

To Add a New Recipient or Update Recipient Data, Please Enter:

Name Code:	<input type="text"/>	
Center :	Childrens Hospital of L.A.	
Date of Birth:	<input type="text"/> MM/DD/YYYY	
Date Request Submitted:	04/16/2004 MM/DD/YYYY	<input type="button" value="Add"/>

Or Select from Existing Active Records ( 1 ):

Recipient ID :	<input type="text"/>	or Enter Recipient ID:	<input type="text"/>	<input type="button" value="Update"/>
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Figure 9

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

<b>Preliminary Search Form (Adding Record.)</b>	
<input type="button" value="Save"/> <input type="button" value="Back"/>	
<b>Recipient ID:</b>	Assigned when saved.
Name Code:	TST
Center :	Childrens Hospital of L. A.
Date of Birth:	08/10/1965
Date Request Submitted:	04/16/2004
Search Type:	Standard (4 of 6) ▾
Search Resolution:	Loci A, B : Low Level DNA, Locus DRB1 : High Level DNA ▾
NCCx10 <sup>7</sup> /Kg higher than:	0.95

**Figure 10**

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

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

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

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

**NOTE:** Do not adjust the  $NCC \times 10^7/kg$  value.

After entering the search requirements, enter the recipient demographic information (figure 11).

**Recipient Status**

1. Gender:

2. Recipient Zip Code of Residence:

3. Blood type ABO:  Rh:

4. Most recent weight(kg):  kg

5. Primary Disease:  If other,specify:

6. Ethnicity

Mother:  Father:

If other,specify:  If other,specify:

7. Recipient HLA Typing

**HLA-A**

Typing method:  Antigens/alleles provided:

1st:  /  /  /  /  /  /  /

2nd:  /  /  /  /  /  /  /

**HLA-B**

Typing method:  Antigens/alleles provided:

1st:  /  /  /  /  /  /  /

2nd:  /  /  /  /  /  /  /

**HLA-DRB1**

Typing method:  Antigens/alleles provided:

1st:  /  /  /  /  /  /  /

2nd:  /  /  /  /  /  /  /

Recipient First Name:  MI:  Last Name:

Figure 11

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

1. **Gender:** Select the gender of the recipient from the pull down menu, Male, Female or leave as Unknown.
2. **Blood Type ABO:** Select the blood type A, B, AB, or O from the pull down menu of the recipient or leave as n/a.  
**Rh:** Select the RH, positive or negative, of the recipient's blood or leave as n/a.
3. **Most recent weight (kg):** Enter the recipient's most recent weight in kilograms.
4. **Primary Disease:** Select from the pull down menu the recipient's primary disease necessitating transplantation.

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

Other Metabolic Disorder, specify

Other Combined Immune Deficiency, specify  
Thalassemia, specify  
Other, specify

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

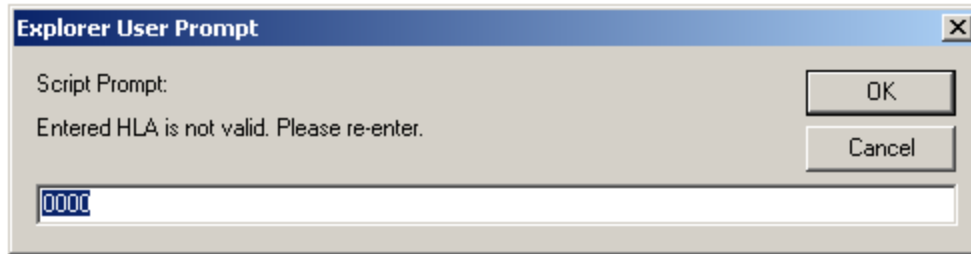
Cauc, unspec = Caucasian, not otherwise specified  
Eur/W. Russia = European or Western Russian  
Mid E/N. Acst = Middle East or North Coast of Africa  
Black, unspec = (not otherwise specified)  
Afr Amer = African American  
Afr Black = African Black/both parents born in Africa  
Crbb Black = Caribbean Black  
S/C Amer Blk = South or Central American Black<sup>20</sup>  
Asian, unsp = Oriental/Asian/Pacific Islander (not otherwise specified)  
Asian India  
Filipino  
Hawaiian = Hawaiian (Polynesian)  
Japanese  
Korean  
N. Chinese = Northern Chinese  
SE Asia/S Chi = Southeast Asian/Southern Chinese  
Crbb Hisp = Caribbean Hispanic  
Mx/SW US His = Mexican or Southwestern USA Hispanic  
S/C Amer His = South or Central American Hispanic  
Hisp. Unspec = Hispanic (not otherwise specified)  
AK/Esk/Aleu = Native Alaskan/Eskimo/Aleut:  
Ntv Amer = Native American:  
NtvAmer, unsp = Native American (not otherwise specified)  
Other

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

## 6. Recipient HLA Typing:

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

- **Typing method:** Select whether the typing method was serology or DNA technology.
- **Antigens/alleles provided:** Select either One or Two for the number of antigens/alleles.
- **1<sup>st</sup> and 2<sup>nd</sup>:** Type in all the alleles. If entering a value such as 15XX, the X's must be capitalized. The system will validate each allele and provide the following message (figure 12) if it finds an invalid allele:



**Figure 12**

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

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

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

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

## 4.2 Updating Recipient Data

Previous recipient information can be accessed two different ways:

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

OR

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

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

## 5.0 Viewing Search Results

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

<b>Searches</b>
<b>All Searches</b>
<b>Check Status</b>
<b>HLA Mappings</b>
<b>Unit Info</b>

Figure 13

OR

Summary of Activities:	
<u>Active Searches</u>	1
<u>Formal Searches</u>	0
<u>Reservations</u>	0
<u>Donor Units:</u>	COBLT: 8012

Figure 14

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

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

Recipient ID	Potential Matches	Different New Updated	Name Code
<u>103116D</u>	8	0 0 0	SAS

Figure 15

The following screen will appear:

Recipient ID:	<b>103182U</b>	Transplant Center: Childrens Hospital of L.A.	Name Code: XBG
Recipient Name:	ertertrt ertertret	DOB: 10/17/1984	Date Submitted: 02/12/2004
Weight(kg):	Null	Ethnicity: Unknown /Unknown	
Blood Type:	n/a	Rh: n/a	Gender: n/a
HLA A:	03XX 29XX		DNA
HLA B:	4402 4501		DNA
HLA DRB1:	0701 1401		DNA

[View Results\(Adobe PDF\)](#)

*Reservations:*  
None.

*Formal Search Requests:*  
None.

**Search Results (2/17/2004 10:31:31):**

Score	Resolution	ID	NCCx10 <sup>7</sup> /Kg	HLA A	HLA B	HLA DRB1	Confirmed	ABO	Rh	CFU-GM(x10 <sup>5</sup> )	CD34(x10 <sup>6</sup> )	Actions
212	LLLXHH	W15820002291100U		03XX 29XX	3503 44XX	07011 1401	Y	O	+	11.1	3.7	<input type="button" value="Request Formal"/>

Figure 16

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

## 6.0 Printing Search Results

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

Recipient ID:	<a href="#">103182U</a>	Transplant Center: <a href="#">Childrens Hospital of L.A.</a>	Name Code: <a href="#">XBG</a>
Recipient Name:	<a href="#">ertertt ertertt</a>	DOB: <a href="#">10/17/1984</a>	Date Submitted: <a href="#">02/12/2004</a>
Weight(kg):	<a href="#">Null</a>	Ethnicity: <a href="#">Unknown /Unknown</a>	
Blood Type:	<a href="#">n/a</a>	Rh: <a href="#">n/a</a>	Gender: <a href="#">n/a</a>
HLA A:	<a href="#">03XX</a> <a href="#">29XX</a>		<a href="#">DNA</a>
HLA B:	<a href="#">4402</a> <a href="#">4501</a>		<a href="#">DNA</a>
HLA DRB1:	<a href="#">0701</a> <a href="#">1401</a>		<a href="#">DNA</a>

Update Recipient Data   Run Search   Cancel Search   Re-Load   [View Results\(Adobe PDF\)](#)

Figure 17

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



Figure 18

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

Recipient ID	Potential Matches	Different New Updated	Name Code	Status	Last Search
<a href="#">1031365</a>	20	0 0 0	VEL	Active Requests: 3 Reservations: 2	<a href="#">1/23/03</a> <a href="#">07:16:38</a> <a href="#">PM</a>

Figure 19

## 7.0 Formal Searches (Confirmatory Typing)

### 7.1 Performing a Formal Search

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

Recipient ID:	<a href="#">103182U</a>	Transplant Center:	<a href="#">Childrens Hospital of L.A.</a>	Name Code:	XBG
Recipient Name:	ertertrt ertertret	DOB:	10/17/1984	Date Submitted:	02/12/2004
Weight(kg):	Null	Ethnicity:	<a href="#">Unknown /Unknown</a>		
Blood Type:	n/a	Rh:	n/a	Gender:	n/a
HLA A:	03XX 29XX			DNA	
HLA B:	4402 4501			DNA	
HLA DRB1:	0701 1401			DNA	

Update Recipient Data   Run Search   Cancel Search   Re-Load   [View Results\(Adobe PDF\)](#)

*Reservations:*  
None.

*Formal Search Requests:*  
None.

*Search Results (2/17/2004 10:31:31):*

Score	Resolution	ID	NCCx10 <sup>7</sup> /Kg	HLA A	HLA B	HLA DRB1	Confirmed	ABO	Rh	CFU-GM(x10 <sup>5</sup> )	CD34(x10 <sup>6</sup> )	Actions
212	LLLXHH	W15820002291100U		03XX 29XX	3503 44XX	07011 1401	Y	O	+	11.1	3.7	<input type="button" value="Request Formal"/>

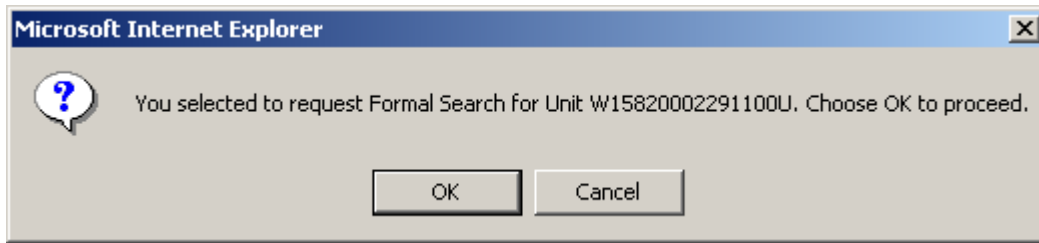
Figure 20

Scroll down below the recipient information to **Search Results**. Locate the CBU ID to be requested in the left-hand column. On the screen, scroll right, and click on **[Request Formal]** for that CBU (figure 21) under the **Actions** Column.

	HLA DRB1	Confirmed	ABO	Rh	CFU-GM(x10 <sup>5</sup> )	CD34(x10 <sup>6</sup> )	Actions
	03011 0901	N	A	+	5.2	2.4	<input type="button" value="Request Formal"/>
529/1537	03011	N	O	+	12.9	2.7	<input type="button" value="Request Formal"/>

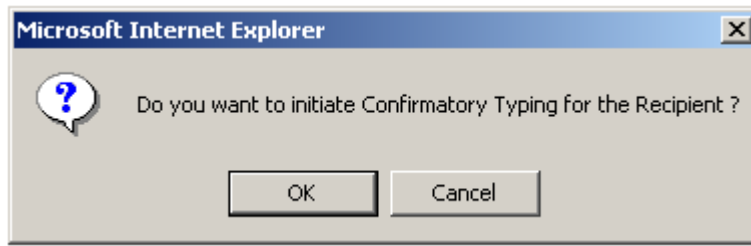
Figure 21

After the **[Request Formal]** button has been selected, a confirmation window will display (see figure 22). Click on **[OK]** to continue or **[Cancel]** to return to the previous screen.



**Figure 22**

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



**Figure 23**

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

## **7.2 Cancelling A Search**

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

After selecting **[OK]**, the following screen (figure 24) will display. Fill in the form with the reason(s) for cancellation, and then click on **[SAVE]** at the bottom of the screen.

**You selected to cancel Preliminary Search for the following Recipient:**

Recipient ID: 1031269  
Name Code: YUU  
Center Code: 902  
Date of Birth: 03/15/1977  
Date Request Submitted: 01/14/2003

Provide one primary reason for search cancellation and indicate other contributing reasons:

	Primary	Contributing	Non-Contributing
a. The patient did not meet eligibility criteria of the transplant center.	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>
b. The patient did not have adequate insurance coverage.	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>
c. The patient responded to alternative therapy; therefore, a cord blood transplant was to be indicated. Specify therapy: <input type="text"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>
d. The patient received a transplant from another source. Specify source: <input type="text" value="n/a"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>
e. The patient's condition deteriorated so as to preclude a cord blood transplant.	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>
f. The patient died.	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>
g. The patient/patient's family decided not to proceed with a cord blood transplant.	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>
h. Other reason, specify: <input type="text"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>

Save

Back

**Figure 24**

Cancelling a formal search and/or reservation can be performed without cancelling the search. Bring up the recipient profile screen. Scroll down to the section entitled reservation. In the actions column, **[Cancel Reservation]** can be selected. The same process can be executed when cancelling a formal search. **Note:** Be sure to cancel reservations before cancelling formal requests, and cancel formal requests before cancelling searches.

## 8.0 Reservations

### 8.1 Making a Reservation

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

*Formal Search Requests:*

#	Donor ID	Date Requested	Expiration Date	Actions	Additional Information								
1	W15829906314900I	03/23/2001	05/23/2001	<input type="button" value="Reserve"/> <input type="button" value="Cancel Formal Search"/>	<table border="1"> <thead> <tr> <th>NCCx10<sup>3</sup>/Kg</th> <th>HLA A</th> <th>HLA B</th> <th>HLA DRB1</th> </tr> </thead> <tbody> <tr> <td>4.86</td> <td>02XX 68011</td> <td>1302 44XX</td> <td>03011 0901</td> </tr> </tbody> </table>	NCCx10 <sup>3</sup> /Kg	HLA A	HLA B	HLA DRB1	4.86	02XX 68011	1302 44XX	03011 0901
NCCx10 <sup>3</sup> /Kg	HLA A	HLA B	HLA DRB1										
4.86	02XX 68011	1302 44XX	03011 0901										
<input type="button" value="Initiate Recipient CT"/>													

Figure 25

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

### 8.2 Cancelling a Reservation

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

Recipient ID	Name Code	Unit ID	Reservation Status	Reservation Date	Expiration Date
<a href="#">103182U</a>	XBG	W15820002291100U	ACTIVE	04/16/2004	08/16/2004
1009366	ROM	W15939901636900D	SRCH CNL	11/15/2000	03/15/2001

Figure 26

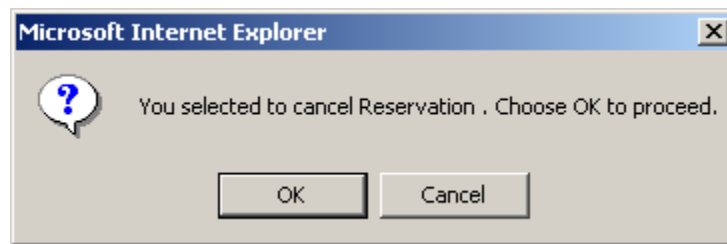
Select the **Recipient ID** corresponding to the **Unit ID** you wish to cancel. The recipient search information page will display as shown in figure 17. Under the Reservations section of the page (see figure 27 below), click **[Cancel]** in the Actions column corresponding to the Donor ID (Unit ID) that is to be cancelled.

*Reservations:*

#	Donor ID	Date Requested	Expiration Date	Actions	Additional Information			
1	W15820002291100U	04/16/2004	08/16/2004	Cancel	NCCx10 <sup>7</sup> /Kg	HLA A	HLA B	HLA DRB1
					03XX 29XX	3503 44XX	07011 1401	

**Figure 27**

After selecting [**Cancel**], the system will display a message asking you to verify the cancellation of the unit (see figure 28). Select [**OK**] to initiate cancellation or [**Cancel**] if this is not the unit to be cancelled.



**Figure 28**

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