

LDMS™

Administration

LDMS User Support
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User Configuration

Note: You must have Add/Modify or Administrator capabilities to perform these actions in the LDMS.

To Add a New User:

1. Click **New User**.
2. Enter the new user's name in the **User Name** field.
3. Enter the full user's name in the **Real Name** field.
4. Enter the user's initials in the **Initials** field.
5. Click **OK**.
6. Enter the user's password in the **New Password** field.
7. Re-enter the same user's password in the **Confirm** field.
8. Click **OK**.

9. Set the user's permissions by clicking the appropriate check boxes in the **Menu Permissions** grid. Click on the column or row headers to select everything in the column or row.
10. If the user should be given administrator capabilities, select the **System Administrator Capabilities** check box.
11. Click the **Save** button on the LDMS toolbar.
12. Click **OK** in the message box.

	Full	View	Add	Modify	Delete
File	<input checked="" type="checkbox"/>				
View	<input checked="" type="checkbox"/>				
Tasks	<input checked="" type="checkbox"/>				
QA/QC	<input checked="" type="checkbox"/>				
Tools	<input checked="" type="checkbox"/>				
Admin	<input checked="" type="checkbox"/>				
Database	<input checked="" type="checkbox"/>				

Deleting a User

1. Select the user's name from the **User ID** box.
2. Click **Delete**.
3. Click **Yes** in the message box.

Changing a Password:

1. Select the user from the **User ID** box.
2. Click **Change Password**.
3. Enter the current password in the **Current Password** field.
4. Enter the new password in the **New Password** field.
5. Enter the same password in the **Confirm Password** field.
6. Click **OK** in the **Password** dialog box.
7. Click **OK** in the message box.
8. Click the **Save** button on the LDMS toolbar.

Printer Configuration

Report Printer	Label Printer
HP LaserJet 5/5M - Standard	HP LaserJet 5/5M - Standard
Willow	Willow
Pine	Pine
Palm	Palm
Microsoft XPS Document Writer	Microsoft XPS Document Writer
Maple	Maple
Mango	Mango
Larch	Larch
Cedar	Cedar

- From the **Report Printer** list, select a printer to print reports.
- From the **Label Printer** list, select a printer to print labels.
- Click **OK** in the Select Printer dialog box.

Note: Only printers that are properly installed on your computer will appear in the Select Printer dialog box. Make sure the printer(s) you wish to designate are properly installed before you configure printers in the LDMS

Label Setup

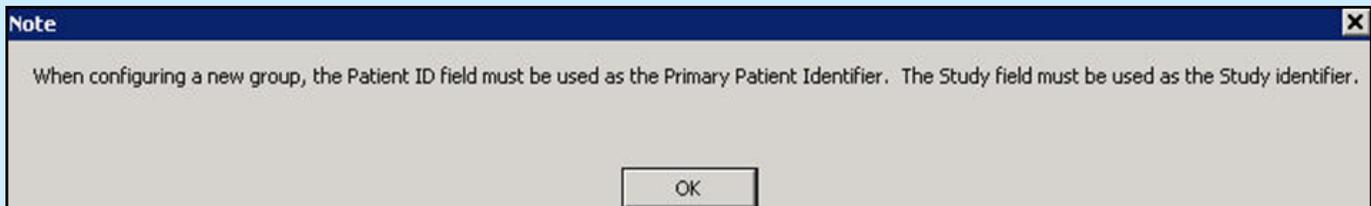
Label setup allows the user to set a default format and size for a specific group.

- Click **Administration > Label Setup** from the LDMS menu bar.
- Select the group for which you want to define the default label settings from the **Group** drop-down list.
- Select the desired label format for new specimen labels for this group from the **Label Format** drop-down list.
- Select the desired label stock size from the **Label Size** list.
- Click the **OK** button.

Note: This can be done for multiple groups, meaning the default setting for one group can be different than another. If you are printing labels for specimens from different groups (such as co-enrollments), you'll be prompted to print labels for each group separately with the appropriate default label settings selected

Group Configuration

The steps below allow the user to create a lab specific group to track internal samples in the LDMS.



1. Click **Add** at the bottom of the Group Configuration tab. The message above appears.
2. Click **OK**.
3. Enter the new group abbreviation in the **Group** field.
4. Enter the full group name in the **Group Desc** (description) field.
5. Enter the patient identifier name in the **Patient ID** field.
6. Enter the study identifier name in the **Study** field.
7. Enter an additional identifier in the **Secondary ID** field, if applicable.
8. Click the **Save** button on the LDMS toolbar to add the new group information to your lab database.

Notes:

- When configuring a new group, the Patient ID field must be used as the Primary Patient Identifier. The Study field must be used as the Study Identifier.
- The information modified or added in Group Configuration will be available for selection in all Group combo boxes throughout the LDMS.

	Save	Group	Group Desc	Patient ID	Study	Secondary ID
1		ACTG/IMPAACT	Aids Clinical Trials Group/IMPAACT	PID	PROTOCOL	SID
2		WITS	Womens Infant Transition Study	PID	ID2	ID3
3		WIHS	Womens InterAgency HIV Study	PID	PROTOCOL	SID
4		VQA	VQA	PANELID		
5		IQA	Immunology Quality Assurance	ID1	ID2	ID3
6		AIEDRP	Acute HIV Infection and Early Disease Re	PID	PROTOCOL	SID
7		ZEBIS	Zambia Exclusive Breast Feeding Study	STUDYID	ID2	ID3
8		HPTN	HIV Prevention Trials Network	PID	PROTOCOL	ID3
9		VTN	HIV Vaccine Trials	PID	PROTOCOL	ID3
10		CPCRA	Community Programs for Clinical Research	PID	Study	Bth/Sex
11		AMC	AIDS Malignancy Consortium	ID1	PROTOCOL	ID3
12		SNRP	Specialized neuroscience research progra	PID	Study	SID
13		ATN	Adolescent Trial Network	PID	PROTOCOL	SID
14		CIPRA	Comprehensive International Program of R	PID	PROTOCOL	
15		MACS	Multi-center AIDS Cohort Study	MACSID	Study	ID3
16		BM	CDC/NIH Breast Milk Study	studyID	ID2	ID3
17		HN	NIH HIVIGLOB Study	studyID	ID2	ID3
18		WHIN	Women's HIV Interdisciplinary Network	PatientID	Protocol	ID3
19		CPQA	Clinical Pharmacology Quality Assurance	PanelID	RoundNo.	ExpDate
20		CIPRA-ZA	CIPRA South Africa	PID	CP#	SID
21		CIPRA-HT	CIPRA Haiti	PID	Protocol	SID
22		CHAVI	Center for HIV/AIDS Vaccine Immunology	PID	Study	ID3
23		VIP	Viral Immunity and Pregnancy Group	PID	Study	SID

Add