Creating a new Project

Click **Administration > Projects** from the LDMS menu bar.

**Set the Project Name and ID1**

1. Enter the name of the project as you would like it to appear in menus throughout LDMS into the **Name** box.
2. Enter a brief description of the project into the **Description** box.
3. Enter the name that you want to use for ID1 for the project into the **ID1 Name** box, and a brief description into the **ID1 Description** box. The format and acceptable values for ID1 may also be set.

*Note*: ID1 must be used as the Participant Identifier

**Formats**: Alphabetic, Numeric, Alphanumeric, and ACTG/IMPAACT

*Note*: Some special characters such as dashes are not considered alphabetic characters

**Set ID2 Enrollment Configuration**

1. Enter the name that you want to use for ID2 into the **ID2 Name** box, and a brief description into the **ID2 Description** box. The format and acceptable values for ID2 may also be set.

*Note*: This menu is to label the data fields within LDMS. Use the same terms as the documentation at your institution. For example if your experiment is named Protocol XYZ123 then ID2 would be named Protocol.

**Set ID3 Visit Configuration**

If needed, follow the same steps as ID2 to create ID3. This optional identifier is used by laboratories to record additional information about the visit such as a rapid test status, pharmacy medication number, or sub-study ID.