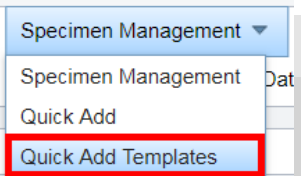


What is a Template

Quick add templates are predefined specimen entry scenarios (typically for specific study visits) that can be used to automatically create the expected specimen collections. This lessens the amount of data entry performed manually by laboratory staff which reduces the chance of errors.



Creating a New Template

From the LDMS menu bar, click **Specimen Management > Quick Add Templates**

Complete the **Template Information** section.

- The **Name** is the name of your template as it will appear in Quick Add [Required]
- The **Comments** is a brief description of the template that will appear when the template is selected, and can be used to provide the person entering data if additional information or instructions.

In the **Participant Information** section, select a **Project**. [Required]

Saved Templates

Template Information

Name *

Comments

Disabled

Participant Information

Project *

Enrollment Information

ID2 / PROTOCOL

Visit Information

ID3

Clinic

Visit Value

Visit Units

In the **Enrollment Information** section, select an ID2 to be applied

Complete the **Visit Information**

- If this collection occurs at a single visit set the **Visit Value** and **Visit Unit**. If the template is going to be used for several visits but the **Visit Value** (weeks, days, etc.) can be set.
- If used the **ID3** and **Clinic** can be added to the template.

Creating a New Template, cont.

Add a **Primary** specimen.

- In the **Primary Information** section, click **Add New**.
- In the row that appeared, enter the information for the primary specimen to be created. In the example below, 12ml of whole blood was collected in a serum separator tube(s). The total amount of whole blood can be pooled into one entry.
- **Optional:** To enter additional information for the primary, click **Edit** in the right column.

Primary Information

[Add New](#)

	Primary Type	Additive Type	Volume	Volume Units	Other Specimen ID	Additional Time	Additional Time Units	
	BLD	SST	12	ML				Edit

Aliquot Information

[Add New](#)

Total Aliquots	Derivative Type	Sub A/D Type	Volume	Volume Units	Other Specimen ID	
5	SER	N/A	1	ML		Edit

[Save Template](#) [Delete Template](#)

Add an **Aliquot** specimen.

- **Highlight** the primary specimen for the aliquot.
- In the **Aliquot Information** section, click **Add New**.
- In the row that appeared, enter the information for the aliquot specimen to be created. In the example above 5 aliquots of serum are entered at 1 mL per vial.

For a list of available codes, please refer to the User Manual:

<https://www.ldms.org/resources/ldms/web/>

If you do not see a code for your specimen or additive please contact User Support for assistance

Notes