Hover over Specimen Management in the LDMS menu bar and select Quick Add. Before entering any information in the form select the desired template using the steps below.

1. In the Template Filters menu set the Project and Protocol. If your study has a large number of visits then setting the Visit and Visit Unit will help limit the listing.

2. The applied filters will narrow the list of templates. Select the template from the menu, to load the expected specimens for that visit. Consult Section 4 of the protocol Lab Processing Chart (LPC) to determine which to select.

3. After selecting the template a confirmation message will appear. This message also contains comments written by the study's laboratory technologist that should be reviewed.