



Date: May 11, 2018

From: Dr. Grace Aldrovandi, Principal Investigator, ACTG and IMPAACT Network Laboratory Centers

Cc: ACTG Laboratory Science Group
IMPAACT Laboratory Center
ACTG and IMPAACT Data Management Centers (DMC)

To: ACTG and IMPAACT Laboratories

Subj: Required use of the LDMS Preloads or Quick Add Templates

****Please forward this information to the relevant laboratory personnel at your site****

LDMS Preloads (Windows) and Quick Add Templates (Web) allow laboratory staff to quickly and easily enter samples into LDMS by pre-populating the specimen entry screen with expected specimens. Over the past five years, the Network Lab Centers and the DMC have noticed improvement in the planning and tracking of specimens for the ACTG because of the use of Preloads and Quick Add Templates. **Effective immediately, the ACTG and IMPAACT Networks are requiring the use of Preloads and Quick Add Templates for ACTG and IMPAACT laboratories performing processing in support of Network studies. Use of Preloads and Quick Add Templates will no longer be voluntary for ACTG and IMPAACT laboratories.**

NOTE: Preloads and Quick Add Templates are not defined for all protocols or study visits. Therefore, the above mandate only applies in instances where a Preload or Quick Add Template is available in the LDMS.

For information on how to use Preloads and Quick Add Templates, see the attached quick reference guides or reference the LDMS manual available on the LDMS website (www.ldms.org).

Please direct questions about how to use Preloads and Quick Add Templates to LDMS User Support ldmshelp@fstrf.org.

Please direct any additional questions about the required use of Preloads and Quick Add Templates to the ACTG Laboratory Science Group ACTGLaboratoryCoordination@s-3.com or [IMPAACT Laboratory Center \(impaaact.qaqc@fstrf.org\)](mailto:impaaact.qaqc@fstrf.org).