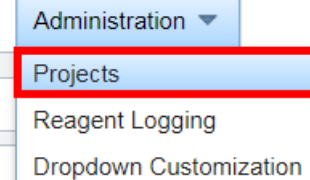## Creating a new Project

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

Administration ▼

Projects

Reagent Logging

Dropdown Customization

Create Project

ID1 will be used as the Primary Participant Identifier. ID2 will be used as the Primary Enrollment Identifier (e.g. Study).

Name: Frontier *
Description: Frontier Science example *
Exportable: ☐
Locally Defined: ☑
Active: ☑

Participant Configuration | Enrollment Configuration | Visit Configuration

ID1 Name: PID *
ID1 Description: Participant ID *
ID1 Format: Any
ID1 Min Length:
ID1 Max Length:

Save | Cancel

Participant Configuration | **Enrollment Configuration** | Visit Configuration

ID2 Name: Study *
ID2 Description: Study name *
ID2 Required: ☑
ID2 Format: Any
ID2 Min Length:
ID2 Max Length:

Any
Alphabetic
Numeric
Alphanumeric
List

Participant Configuration | Enrollment Configuration | **Visit Configuration**

ID3 Name: *
ID3 Description: *
ID3 Required: ☐

LDMS User Support
www.ldms.org/contact/
E-mail: ldmshelp@fstrf.org

frontier
science foundation