

PDS CLIENT PORTAL USER GUIDE

JANUARY 20, 2025 PRAIRIE DIAGNOSTIC SERVICES 52 Campus Drive, Saskatoon, SK S7N 5B4



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PDS Client Portal User Guide

From the PDS website (pdsinc.ca), click on Web Client Login.



Log in Page

The following screen appears.



Click **Log In** to access with your account using the username and password provided by PDS. Your username will be an email address.

If you are a new PDS Web Client user, contact PDS for login credentials at 306-966-7316 or via email at <u>dso@usask.ca</u>.





My Account

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You can access this page by clicking on **My Account** button in the top right corner.

From here, you can update your contact information and change your password.

My Account	
Client Name	
PDSRES0001	
User Name*	
dev@pds.usask.ca	
Account Contact Name*	
PDS Dev	
Password Reset Current Password*	Ø
Password Reset Current Password* Current Password is required!	Ø
Password Reset Current Password* Current Password is required! New Password*	Q Q
Password Reset Current Password* Current Password is required! New Password* Choose a strong password	R R
Password Reset Current Password* Current Password is required! New Password* Choose a strong password New Password	<u>S</u> S
Password Reset Current Password* Current Password is required! New Password* Choose a strong password New Password Repeat the password	<u>S</u> S



Main Navigation Menu

Easily navigate the site using the links located on the left-hand side of the page. Links highlighted in grey indicate the currently open section.

	PDS Web Client
A	Home
Q	Results
	Fee Guide
¥	Test Search
\triangleright	Submission
\sim	Shipping
⇔	PDS Main Site

You can collapse the navigation menu by clicking on the hamburger button located to the left of PDS Web Client at the top of the screen.



Top Bar Quick Links

When you are logged out of the client portal, the following quick links will be displayed in the top right corner of the page:



When you are logged in to the client portal, the following links will be displayed in the top right corner of the page:





Results

You can search for cases in this section by entering details such as case number, clinic number, project number, owner, animal name, or species in the open text field. If the field is left empty, the 25 most recent cases with documents will be displayed. Note that submissions not yet received by PDS will not appear in this list until they are received and assigned a case number.

Sear	rch			Q	
Access	ion/clinic/project numb	er or partial number.	owner, animal or species (eg. Canine)		
		1			
ADVA	ANCED SEARCH V	J.	HISTORY		
Showin	ng results for: top 2	5 cases with ne	w documents		
	PDS2100117	Porcine	Genimic Sequencing Testing	Animal1	
0	Amplicon Seque	encing - Nanopo	re 🥝		
	Created: 8/10/2	021			
	PDS2100118	Canine		Spot	
0	Bacterial Culture	e and Susceptib	ility - Companion - Ophthalmology 🥝		
	Created: 8/12/2	021			
	PDS2100115	Canine	KAMMER, KATHY	PEPPER 15 Year(s) Neutered Male	
	Created: 7/14/2	021			
	PDS2100114	Canine	KAMMER, KATHY		
•	Created: 7/14/2	021			
	PDS2000111	Bovine	Dan Necropsy/Histo Testing	Bessy 3 Year(s) Female	
-	Bacterial Culture	e and Susceptib	ility MIC - COMPAN1F 🥝		
9	Necropsy - Whole Animai - Gross and Histo - 1st animal - Livestock & Horses 🥝				
	Created: 9/25/2	020			
	PDS2100096	Equine	Equine Metabolic Testing		
	2 Y ACTH Endo	(IZA) suonen			

Advanced Search allows for more detailed searches. Click on "Basic Search" to return to results list.

Advanced S	earch Options
BASIC SEARCH A	
From	ā
То	
Case #	
Owner	
Clinic #	
Project	
Animal Name	
Species Category	
Test Name	
Q SEARCH	



Search Result displays the following details:

- Case Number
- Species
- Owner
- Animal Name
- Age
- Sex
- Test(s) Ordered



The Icon on the left indicates the status of the case, as detailed in the help page.



Clicking on a Case reveals additional details.



- Case Number
- Animal Name
- Tests Ordered
- Lab Areas



- Date Created
- Species, Breed
- Owner Name
- Documents includes submission form and reports.

Not displayed above, but will appear if available:

- Location
- Clinic Number
- Pathologist
- Project
- Submitting Client

Each Lab Area also has a status icon.

- \bigcirc = testing completed and signed.
- = testing completed but not signed.
- = testing in progress but not completed.
- **•** = samples received at PDS, but testing has not started.

Clicking on a document will initiate the download of the pdf.

PDS2100117_AMENDED.PDF 8/10/2021



Fee Guide

Fee Guide
PDS FEE GUIDE (EXCEL)
JUST YOUR FREQUENT TESTS GUIDE (EXCEL)
PDS FEE GUIDE INTRODUCTION (PDF)
PDS FEE GUIDE APPENDIX (PDF)

PDS Fee Guide: Download the complete fee guide in EXCEL format (pricing not included).

Just Your Frequent Tests Guide: Download a condensed fee guide featuring commonly ordered tests specific to your clinic, including pricing.

PDS Fee Guide Introduction PDF and PDS Fee Guide Appendix PDF: Access additional information about PDS included in the digital version of the PDS Test and Services Guide.

Test Search

Here, you can quickly search for a test, review the requirements and check the cost per test (available to veterinary clinic clients only). Click "Show Details" to view all the information for the selected test.

	Q cbc		
Name	Sample	Shipping	
CBC - Complete Blood Cell Count	EDTA whole blood - tube 2/3 full (minimum 1/3 full) + 2 unstained blood smears	Refrigerate. Ship on ice packs.	DETAIL
CBC - Partial	EDTA whole blood - tube 2/3 full (minimum 1/3 full)	Refrigerate. Ship on ice packs.	SHOW
CBC - WBC & Differential	EDTA whole blood - tube 2/3 full (minimum 1/3 full) + 2 unstained blood smears	Refrigerate. Ship on ice packs.	SHOW



Shipping

Shipping
CANADA POST
LOOMIS EXPRESS
PUROLATOR

Links are available for Canada Post, Loomis Express and Purolator. The Canada Post Link will automatically populate some of your client information.

For time-sensitive samples, contact PDS (306-966-7316 or <u>dso@usask.ca</u>) for guidance on proper packaging.

Submissions

Note: Fields marked with an asterisk (*) are required.

For assistance with your submission, contact PDS at 306-966-7316.

Tip: When using a dropdown menu, tab or click on the field, then type the first letter of your selection. For example, to select "Year" under Age Unit, press "Y" to select "Year(s)".

3
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Fill in the submission information.

New Submission Select a Submission Reason	RELOAD PREVIOUS SUBMISSION
O Diagnostic O Research O Routine Monitoring (Surveillance O Not available O Disposal
Select a Sample Source Province/State	
Prov/State* Saskatchewan	Location/Premise ID
Species*	
AMPHIBIANS ARTHROPODS AVIAN (DOMESTIC) E FELINE FISH MAMMALS MOLLUSK OVINE	BIRDS BOVINE CANINE CAPRINE EQUINE PORCINE REPTILES UNKNOWN
STAT (fees apply) Rabies Suspect Legal Ca	ase 🔲 Insurance Case
Veterinarian*	Owner/Farm Name*
Copy to Name	Copy to Email
Invoice to	

Submission Reason (required): Select one of the following reasons:

- Diagnostic
- Research
- Routine Monitoring
- Surveillance
- Not available
- Disposal

Province (required): Select the province from the dropdown menu.

Location/premise ID: This field will be displayed and must be completed if a production species is selected.

Prov/State* Saskatchewan	Ŧ	Location/Premise ID*

Species (required): Select one of the species categories.

Breed (**required**): Breed-specific options will appear once you select a species. Scroll to view additional options.

	- Harrison
	GT = = =
	VPDS+
1.1	PRAIRIE DIAGNOSTIC
111	SERVICES INC
6.1	

AMPHIBIANS	ARTHROPODS	AVIAN (DOMES	TIC) BIRDS	BOVINE	CANINE	CAPRINE	EQUINE
FELINE	H MAMMALS	MOLLUSK		RCINE	TILES	NKNOWN	
ed*	- 40						
ed.							
earch							

STAT, Rabies Suspect, RG3 Suspect, Legal Case, Insurance Case: This field is only be completed if it applies to your submission.

- STAT (fees apply)
- Rabies Suspect
- RG3 Suspect (e.g. Anthrax)
- Legal Case
- Insurance Case

RG3 Suspect: When submitting a potential RG3 sample, ensure "RG3 Suspect" or "Rabies Suspect" is

checked. Once checked a popup box will appear to verify the samples are suspect RG3. Select Yes to confirm RG3. Check No if samples are not suspect RG3. **Note:** Clinical Pathology testing will be delayed if a RG3 negative test is required before testing can proceed. Clinical Pathology testing will be cancelled if the RG3 test is positive.

RG3 Suspect Checked

You have clicked RG3 Suspect. RG3 agents (Anthrax, Avian Influenza,...) pose a significant risk to human health and may cause serious disease. Please ensure that you have followed all necessary biosafety and sample handling protocols. If you believe this is correct, please click "Yes Mark RG3 Suspect"; otherwise, if you've checked RG3 Suspect by mistake click the "Cancel" button.

NO DO NOT MARK RG3 SUSPECT

CT YES MARK AS RG3 SUSPECT

When shipping RG3 samples, place submission form in an envelope or plastic bag attached to the outside of the shipping container. Additionally, notify PDS when shipping RG3 samples by emailing <u>dso@usask.ca</u> or calling 306-966-7316.



STAT Requests: Note that not all tests are available for STAT processing. A list of tests that cannot be processed STAT can be found on the PDS website - <u>PDS STAT testing</u>. Contact PDS receiving at 306-966-7316 or <u>dso@usask.ca</u> to confirm the availability of STAT testing. If submitting multiple tests, clearly indicate on the submission form which tests are required STAT.

Commodity: This field will be displayed and must be completed if a production species selected. Select from dropdown menu, which varies by species.

Production Stage: This field will be displayed and must be completed if a production species selected. Select an option from the dropdown menu, which varies by species.

Commodity*	×
Production Stage*	×

Veterinarian: Enter the name of the submitting veterinarian.

Copy to Name: Complete this field if results need to be sent to an additional contact.

Copy to Email: Fill out this field if results need to be sent to an additional contact. Note: you can only copy results to two additional email addresses.

Invoice to: Complete this field if the submission should be invoiced to a different PDS account.

Barn ID: This field is only visible for production animals. Fill it out if applicable.

PO number: Complete this field if there is a purchase order number to reference on the invoice. Note that "PO" does not refer to postal code of post office box number.

Project: This field is for a project number that will be provided by PDS for project-related submissions.

Veterinarian* Dr Smith	Owner/Farm Name* Jack Johnson
Copy to Name	Copy to Email
Invoice to	
Barn ID 4353499	P0 Number 5345435
Project PRJ23040	

Select one of the following:

- **Single Animal submission:** Submit details for one animal.



- **Multiple Animal (Animal Names only):** Submit multiple animals from the same owner, age and sex are not required when reporting results.
- **Multple Animal (Age/Sex Selection):** Submit multiple animals from the same owner; age and sex information must be included when reporting results.

Single Animal Submissions: Used when submitting on animal per owner.

Single Animal O Multiple	e Animal (Animal Names or	nly) 🔘 Multiple Ani	imal (Age/Sex Selection)	
Animal Name/ID*		In-Clinic #		
Age	Age Unit	•	Sex	v
Date Collected*				Ö
Primary Systems Affected				•

Animal Name/ID: This must match the labelling of the sample.

In clinic number: Enter the in-house clinic number for the animal.

Age: Specify age of animal in days, weeks, months, or years.

Age Unit: Select the appropriate unit from the dropdown menu.

Sex: Select the animal's sex from the dropdown menu.

Date collected (required): Enter the date the samples were collected. If samples were collected over multiple days, provide the first date and list the additional dates in the history section.

Herd Size: This field appears only for production animals; complete it if applicable.

Sick: This field appears only for production animals; complete it if applicable.

Dead: This field appears only for production animals; complete it if applicable.

Primary Systems Affected: Select from the dropdown menu.

Multiple Animal Submissions: For multiple animal submissions, you may choose between two options: **Multiple Animal (Animal Names Only)** or **Multiple Animal (Age/Sex Selection).** Use these options to submit multiple animals under a single form if they belong to the same owner and require the same test(s). Do not use this option for clinical pathology samples unless they are research samples.

Multiple Animal (Animal Names only): Enter the Animal Name or Sample ID (one per line).
 All IDs must be unique; duplicate IDs are not allowed. For necropsy submissions, clearly specify the animal IDs, the type of tissue submitted for each animal, and the test requested for each tissue.



```
    Single Animal 
        Multiple Animal (Animal Names only)
        Multiple Animal (Age/Sex Selection)
        Animal Names/ID (One per line)*
        12A
        148
        25C
```

Multiple Animal (Age/Sex Selection): Enter each animal's name or sample ID, age, age unit, and sex. Select "Add Animal" to include additional lines; click "X" to remove a line if needed. Continue until all unique animal IDs are entered; duplicate IDs are not allowed. For necropsy submissions, clearly specify the animal IDs, the type of tissue submitted for each animal, and the test requested for each tissue.

AnimalID: 23G*	Age	Age Unit		Sex	
23G	5	Year(s)	*	Female	•
AnimalID: 15F*	Age			Sex	
15F	6	Age Unit	*	Female	*

Complete the following fields: Date Collected and Primary Systems Affected. For more details; refer to **Single Animal Submission**.

Date Collected*	Ē
Primary Systems Affected	•

History:

Brief History/Instructions *Ensure all testing information is at the top of your history.**

Brief History Instructions (required): This is a free text area for entering any additional testing instructions and the animal's history. Ensure that all testing instructions are listed at the top of the history.

- There is a character limit for the free text history area (19 lines of text). If your history exceeds this limit, a popup will appear when you select "Submission Complete". From the popup, choose "Yes" to return and modify the history, or "No" to keep history as is.
 - Note: If you select "NO" the complete history will transfer to PDS LIMS but will not be displayed on the submission form, which may result in critical information being overlooked. You can copy and paste the lengthy history into a Word document and attach it to the submission form.



Long History		
History may be cropped on submission form because it is over 19 lines go back and modify it?	s. Do you v	vant to
	YES	NO

Tests Selection and Test Order

At the top of the test list, you will see three options:

- My <Species> Tests: Displays your most recently ordered test for the selected species.
- **Common <Species> Tests:** Shows frequently ordered tests by PDS clients for the selected species.
- All Fee Guide Tests. < Species>: Lists all available tests for the selected species.



- Search by species.

Q bovine
Test
Bacterial Culture and Susceptibility - Bovine, Ovine, Caprine
Bovine Adenovirus Virus Isolation
Bovine Coronavirus and Rotavirus FAT
Bovine Coronavirus and Rotavirus PCR

- Search by test name or partial name.

Q CBC
Test
CBC - Complete Blood Cell Count
CBC - Partial
CBC - WBC & Differential

Search by test method.



Clicking on a test or the "I" icon ¹ to the right will display the test details and give you the option to add it to your order cart.

ALL FEE GUDE TESTS		
A Find:		[]
est		
ioPRYN ELISA	皆	6
ovine Respiratory Panel - 7 PCR Targets	当	6
ovine Respiratory Panel - 7 PCR Targets + C&S	岸	•
ovine Viral Diarrhea Virus (BVD) PCR	皆	6
ovine Viral Diarrhea Virus (BVD) Pooled PCR	堂	6
ampylobacter fetus ssp. venerealis/Tritrichomonas foetus PCR	世	6
BC - Complete Blood Cell Count)世	
lineral Panel - Sinole Taroet (ICPMS)	++)±	
Aineral Danel #1		
Alinaral Danal #2	14	
Feline Infectious Peritonitis (FIP) Antibody	×	
Feline Infectious Peritonitis (FIP) Antibody ADD TO TESTS Method: Immunology Samula: Serum	×	
Feline Infectious Peritonitis (FIP) Antibody ADD TO TESTS Method: Immunology Sample: Serum Additional Info: Does not differentiate between FIP and Enteric Coronavirus.	×	
Feline Infectious Peritonitis (FIP) Antibody ADD TO TESTS Method: Immunology Sample: Serum Additional Info: Does not differentiate between FIP and Enteric Coronavirus. Specimen Container: Red top tube	×	
Feline Infectious Peritonitis (FIP) Antibody ADD TO TESTS Method: Immunology Sample: Serum Additional Info: Does not differentiate between FIP and Enteric Coronavirus. Specimen Container: Red top tube Sample Storage and Shipping: Refrigerate. Ship on ice packs.	×	
Feline Infectious Peritonitis (FIP) Antibody ADD TO TESTS Method: Immunology Sample: Serum Additional Info: Does not differentiate between FIP and Enteric Coronavirus. Specimen Container: Red top tube Sample Storage and Shipping: Refrigerate. Ship on ice packs. Turnaround Time: 1 - 2 Days	×	
Feline Infectious Peritonitis (FIP) Antibody ADD TO TESTS Method: Immunology Sample: Serum Additional Info: Does not differentiate between FIP and Enteric Coronavirus. Specimen Container: Red top tube Sample Storage and Shipping: Refrigerate. Ship on ice packs. Turnaround Time: 1 - 2 Days Targets: Feline infectious peritonitis virus	×	
Feline Infectious Peritonitis (FIP) Antibody ADD TO TESTS Method: Immunology Sample: Serum Additional Info: Does not differentiate between FIP and Enteric Coronavirus. Specimen Container: Red top tube Sample Storage and Shipping: Refrigerate. Ship on ice packs. Turnaround Time: 1 - 2 Days Targets: Feline infectious peritonitis virus Minimum Sample: 0.1 mL	×	

Clicking the add icon $\stackrel{\text{Ve}}{\models}$ on the right will quickly add the test to your cart.

A popup will confirm that the tests have been added to the cart.



To remove tests from the cart, click the "X" in the popup or select "Remove" in the Tests Requested area.

Test Details

Additional test information will appear when you select the info icon ••. If available, the following details will be displayed: Method, Sample, Additional Info, Specimen Container, Sample Storage and Shipping, Turnaround Time, Targets, Minimum Sample, Collection Procedure, Media, Cross Reference, and Price Info. Note that price information only reflects the shipping and handling charges (S/H) for referred-out tests; the actual test cost is not included.

nie Respiratory Paner - Antibody	
Aethod: Virology	
Sample: Serum	
Additional Info: Volume discounts apply for 15 or more samples. Includes IBR, BRSV, PI-3 and BCV	
Specimen Container: Red top tube	
Sample Storage and Shipping: Refrigerate. Ship on ice packs.	
Turnaround Time: 5 - 10 Days	
Targets: Bovine parainfluenza virus 3, BRSV (Bovine Respiratory Syncytial Virus), Bovine Coronavirus (BCV), -lerpesvirus-1 (BHV-1)	Bovine
Minimum Sample: 1 mL	
Cross Reference: Bovine Coronavirus, Bovine Parainfluenza-3, BRSV, Coronavirus - Bovine, IBR, Infectious Bo	ovine

CTH, Insulin, Leptin Panel (Cornell)	×
ADD TO TESTS	
Method: Referred Out	
Sample: EDTA plasma	
Specimen Container: Purple top tube	
Sample Storage and Shipping: Centrifuge sample within 4 hours of collection. Freeze sample. Ship on ice packs. Include a completed "Agent for Shipment" form.	
Turnaround Time: 3 Weeks	
Minimum Sample: 1 mL	



Certain tests may require you to provide additional details upon selection. These details may include any or all the following: Target Selection, Collection Method, Temperature, Sample Qualifiers, and Sample Comments.

Urinalysis - Complete		ACTH Stimulation Test
Urine Collection*	•	ACTH Stim 2 Samples (ExactlyTwo) □ 1hr □ 2hr ✔ Resting

Some tests require additional details:

- Skin Derm: Lesion Selection, Pruritus, History, Treatment, Other Testing and Results, Diagnoses, and Ruled-Out Diseases.
- **Biopsy:** Number of Formalized Tissue Biopsy Count and Descriptions; Number of Fresh Tissue Biopsy and Descriptions
- **Cytology:** Cytology Site Type, Description, Number of Slides per Site, Number of Fluids per Site (if fluid type is selected).
- Necropsy: Signs of Sickness, Release of Remains? (check to include this form), Date of Death, Euthanasia Method or Route. Is it an abortion? (check to display the following fields: Age of Dam, Estimated Age of Fetus, Breeding, Number of Aborted). Provide a list of Fixed Tissues Submitted, a list of Fresh Tissues Submitted, Lab Tests Requested (indicate which tissue to use for each test request), and Additional History.
 - If submitting multiple animals, clearly indicate Animal IDs, tissue type submitted for each animal, and test request for each animal's tissue.

If Bovine is selected, additional fields include: Housing And Management, Source Of Recent Additions, Ration Fed, Recent Change To Ration?, Recent Additions When, Supplements (Minerals Or Vitamins), and Water Source.

If Avian is selected, additional fields include: Number Of Dead Birds Submitted, Number Of Live Birds Submitted, Source Hatchery, Other Poultry On Farm Type And Source, Flock Size, Feed Supplier, Water Source, Vaccinations, Medication, and Other Comments.

- **Ophthalmology**: Specify either OD (Right Eye), OS (Left Eye), OU (Both Eyes)
- **Image Upload**: Supplement any of the above options with images.
- **Other Test Other:** Specify the test you require if it is not available from the list. Contact PDS to inquire whether testing can be performed and what samples are needed.
- **Cross Match:** Provide information for Donor 1, 2, and 3.



Tests Requested

Displays the selected test(s) along with the additional details provided. You can edit the options or remove any test from the list.

Tests	Requested (1)
•	ACTH Stimulation Test Sample Qualifers: 2hr, Resting Edit Remove

Sample Type

Sample Type selection displays the most common sample types. By searching for a sample type, you can access a more extensive list of available sample type options.

Tests	Requested (1)
•	Bovine Respiratory Panel - Antibody Remove
Sample	e Type (Search for more)*
BIOP	SY CYTOLOGY SMEAR EDTA FECES FIXED TISSUE FLUFF FLUID FRESH TISSUE
SWAI	B URINE WHOLE BODY

After selecting a sample type, enter the number of samples being submitted for each sample type (the default is set to 1).



Sample Type (Search for more)

Search		C
BIOPSY CYTOLOGY SMEAR	A FECES FIXED TISSUE FLUFF FLUID FRESH TISSUE	E
HEPARIN MILK ON CELLS	PORTION(S) SCRAPING SERUM SKIN BIOPSY SLIDE	
SWAB URINE WHOLE BODY	MULTIPLE TISSUES	
Urine	# Sent*	
	2	
Serum	# Sent*	
	3	

Submission Complete

Get a Quote

Once you have selected the sample types and entered the quantity for each, click "Get Quote" to request a quote (available only to veterinary clinics). Note that the price provided is for a single animal. If you are submitted multiple animals, remember to multiply the quote by the total number of animals. To complete your order and download a printable PDF, click "Submit".

ote				×
Prices are based off of one animal only.				
Description	Price	Qty	Total	
Canine Health Screen - Complete	\$160.07	1	\$160.07	



Missing Information

If any information is missing, a popup notification will alert you.



Area with missing information will be highlighted in red text on the form.



Submission Successful

When the form is complete, a "Submission Successful" popup will appear. Click "OK" to continue.



The submission form can be found in the Downloads folder on your device. Print the form and submit it to PDS along with the corresponding samples.

Cancel Submission

To cancel the submission before completing it, click the **RESET SUBMISSION** button to clear your selections and start over with a blank page.

RESET SUBMISSION

Reload Previous Submission

The **Reload Previous Submission** button at the top of the page will automatically fill in all the fields from your last submitted form. If you use this feature, make sure to review the information to ensure it is accurate for the new samples being submitted.

RELOAD PREVIOUS SUBMISSION

For assistance with your submission, contact the PDS Receiving Office at 306-966-7316 or dso@usask.ca.

For feedback on the Web Client program, email PDS at pdsclientservices@usask.ca.

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