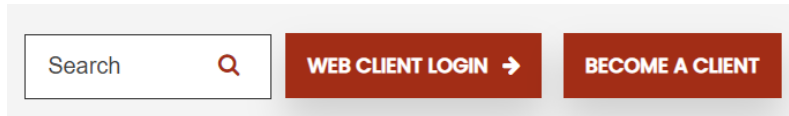




PDS Client Portal User Guide

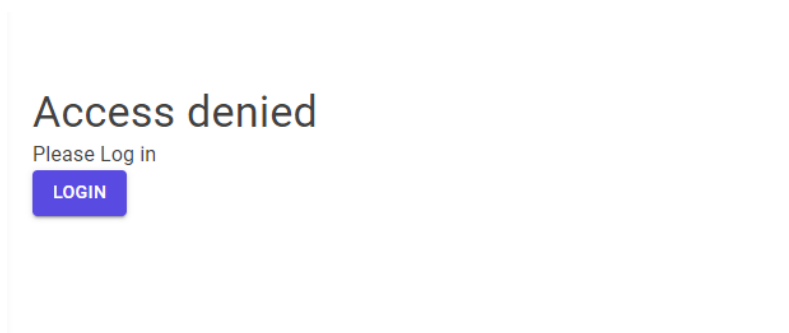
Welcome to the new PDS Client Portal.

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



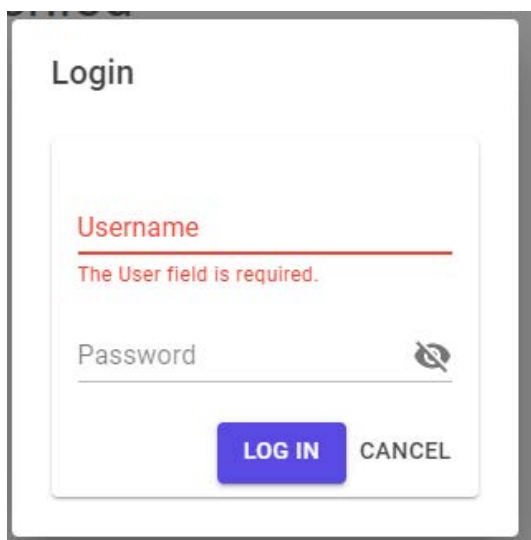
Log in Page

Login page appears and you will see Access denied.



Click the LOGIN button to log in with your username and password that PDS has provided. The Username will be an email address.

For new PDS Web Client users, please contact PDS for login credentials – 306-966-7316 or dso@usask.ca.



My Account



This page is accessible by clicking on  (my account button) on the top right.

From here you can update your contact's name and change your password.

My Account

Client Name

PDSRES0001

User Name*

dev@pds.usask.ca

Account Contact Name*

PDS Dev

UPDATE INFO

Password Reset

Current Password*



Current Password is required!

New Password*



Choose a strong password

New Password



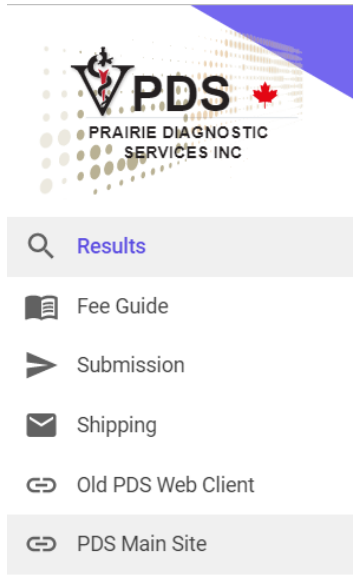
Repeat the password


CHANGE PASSWORD

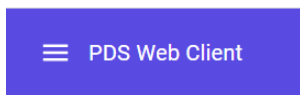


Main Navigation Menu

Navigate the new site quickly with links on the left-hand side of the page. Link(s) highlighted in grey are the current link(s) open.



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



Top Bar Quick Links

When **logged out** of the client portal the following quick links will appear at the top right of the page:

Login , Help , Toggle Dark Mode .



When **logged in** to the client portal the following links will appear at the top right of the page:

My Account , Logout , Help , Toggle Dark Mode .





Main Page – Results

From here you can search for cases in an open text field. You can search for case number, clinic number, project number, owner, animal name, or species.

If you don't enter anything you will see the 25 most recent cases with documents. Submissions that have not been received at PDS will not appear on this list until PDS receives the samples and assigns a case number to the submission.

The screenshot shows the 'Results' page with a search bar at the top. Below the search bar are two buttons: 'ADVANCED SEARCH' and 'HISTORY'. The text below reads 'Showing results for: top 25 cases with new documents'. The results are listed in a table-like format:

Case ID	Species	Test Name	Animal
PDS2100117	Porcine	Genimic Sequencing Testing Amplicon Sequencing - Nanopore	Animal 1
PDS2100118	Canine	Bacterial Culture and Susceptibility - Companion - Ophthalmology	Spot
PDS2100115	Canine	KAMMER, KATHY	PEPPER 15 Year(s) Neutered Male
PDS2100114	Canine	KAMMER, KATHY	
PDS2000111	Bovine	Dan Necropsy/Histo Testing Bacterial Culture and Susceptibility MIC - COMPANIF Necropsy - Whole Animal - Gross and Histo - 1st animal - Livestock & Horses	Bessy 3 Year(s) Female
PDS2100096	Equine	Equine Metabolic Testing	

Advanced Search gives a fine grain detail of searching. Click Basic Search to return to results list.

The screenshot shows the 'Advanced Search Options' page. At the top is a 'BASIC SEARCH' button. Below it are two date pickers labeled 'From' and 'To'. There are seven text input fields for search criteria: 'Case #', 'Owner', 'Clinic #', 'Project', 'Animal Name', 'Species Category', and 'Test Name'. At the bottom is a blue 'SEARCH' button with a magnifying glass icon.



Search Result shows the following details:

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

	PDS2000094	Feline	Patry, Gloria	Spooky 13 Year(s) Neutered Male
	CBC - WBC & Differential			
	Single Chemistry			
	Created: 5/30/2020			

The Icon on the left shows the status of the case, as outlined in the help page.

Cases

- Case Completed Partial Results Available Initiated

Clicking on a Case shows additional details.

PDS1800142 ×
Animal: A-01

CBC - Complete Blood Cell Count
Small Animal Presurgical (Chemistry Panel)

Chemistry Hematology

Created: 11/5/2018
Species Name: Mammals
Breed: Whitetail Jackrabbit (W2)
Owner Name: Whitetail Jackrabbit (W2) Ref Range

Documents

PDS1800142_PRELIMINARY.PDF 11/7/2018





- Case Number
- Animal Name
- Tests Ordered
- Lab Areas
- Date Created
- Species, Breed
- Owner Name
- Documents – includes submission form and reports.



Not Shown above, but will show if available:

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

Each Lab Area has a status icon as well.

-  = 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 download the pdf.



Fee Guide

Fee Guide

- [PDS FEE GUIDE \(EXCEL\)](#)
- [JUST YOUR FREQUENT TESTS GUIDE \(EXCEL\)](#)
- [PDS FEE GUIDE INTRODUCTION \(PDF\)](#)
- [PDS FEE GUIDE APPENDIX \(PDF\)](#)

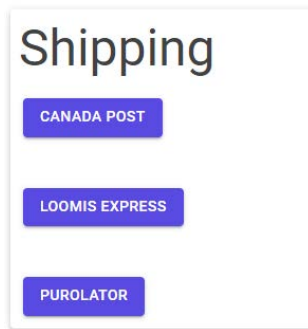


PDS Fee Guide: download the entire Fee guide in EXCEL format. This file does not include pricing.

Just Your Frequent Tests Guide: download a shortened fee guide with commonly ordered tests by your clinic. This file will include pricing.

PDS Fee Guide Introduction PDF and PDS Fee Guide Appendix PDF: includes the additional PDS information that is available in the printed PDS Test and Services Guide.

Shipping



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

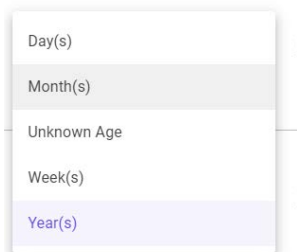
Please contact PDS (306-966-7316 or dso@usask.ca) when sending time sensitive samples for update on appropriate packaging.

Submissions

Note: anything with an asterisk behind it is a required field.

Contact PDS at 306-966-7316 if you require assistance with your submission.

Tip: when selecting with the keyboard on a dropdown box (a field with a down arrow), tab to or click on the area, hit the spacebar, then type the first letter of the item you want to select. For example: Age Unit, hit “Y” to select Year after hitting spacebar.



New Submission

Select a Submission Reason

RELOAD PREVIOUS SUBMISSION

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

Select a Sample Source Province/State

Prov/State*
Saskatchewan Location/Premise ID

Species*

- AMPHIBIANS
- ARTHROPODS
- AVIAN (DOMESTIC)
- BIRDS
- BOVINE
- CANINE
- CAPRINE
- EQUINE
- FELINE
- FISH
- MAMMALS
- MOLLUSK
- OVINE
- PORCINE
- REPTILES
- UNKNOWN

- STAT (fees apply)
- Rabies Suspect
- Legal Case
- Insurance Case

Veterinarian* Owner/Farm Name*

Copy to Name Copy to Email

Invoice to

Submission Reason (must be completed): select one of the following:

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

Province (must be completed): select from dropdown.

Species (must be completed): select one of the species categories.

Breed (must be completed): breed specific options will appear once you select the species. Scroll to see more options.

Species

- AMPHIBIANS
- ARTHROPODS
- AVIAN (DOMESTIC)
- BIRDS
- BOVINE
- CANINE
- CAPRINE
- EQUINE
- FELINE
- FISH
- MAMMALS
- MOLLUSK
- OVINE
- PORCINE
- REPTILES
- UNKNOWN

Breed*

Search

- ABERDEEN ANGUS
- ABERDEEN ANGUS X
- AYRSHIRE
- AYRSHIRE X
- BEEFMASTER
- BEEFMASTER X
- BELGIAN BLUE
- BELTED GALLOWAY
- BELTED GALLOWAY X
- BLONDE D'AQUITAINE
- BLONDE D'AQUITAINE X



Location/premise ID: will appear and must be completed if a production species selected.

Commodity: will appear and must be completed if a production species selected.

Production Stage: will appear and must be completed if a production species selected.

The screenshot shows a web form with the following sections:

- Prov/State*:** A dropdown menu with "Saskatchewan" selected.
- Location/Premise ID*:** An empty text input field, highlighted with a black border.
- Species:** A grid of buttons for selecting a species: AMPHIBIANS, ARTHROPODS, AVIAN (DOMESTIC), BIRDS, **BOVINE** (highlighted), CANINE, CAPRINE, EQUINE, FELINE, FISH, MAMMALS, MOLLUSK, OVINE, PORCINE, REPTILES, UNKNOWN.
- Breed:** A search bar with a magnifying glass icon and a grid of buttons for selecting a breed: ABERDEEN ANGUS, ABERDEEN ANGUS X, AYRSHIRE, AYRSHIRE X, **BEEFMASTER** (highlighted), BEEFMASTER X, BELGIAN BLUE, BELTED GALLOWAY, BELTED GALLOWAY X, BLONDE D'AQUITAINE, BLONDE D'AQUITAINE X.

STAT, Rabies Suspect, Legal Case, Insurance Case: these are only entered if they are applicable to the submission.

STAT (fees apply) Rabies Suspect Legal Case Insurance Case

STAT Requests: not all tests are available STAT, contact PDS receiving (306-966-7316 or dso@usask.ca) to verify if STAT testing is available. If submitting multiple tests, clearly indicate on the submission form which tests are required STAT.

Commodity: will appear and must be completed if a production species selected. Select from dropdown. Dropdown varies by species.

Production Stage: will appear and must be completed if a production species selected. Select from dropdown. Dropdown varies by species.

The screenshot shows two dropdown menus:

- Commodity*:** A dropdown menu with a downward arrow.
- Production Stage*:** A dropdown menu with a downward arrow.



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

Veterinarian: submitting veterinarian.

Copy to Name: complete if results to be sent to an additional contact.

Copy to Email: complete if results to be sent to an additional contact. **Note:** can only copy to two additional emails.

Invoice to: complete if submission to be invoiced to a different PDS account.

Barn ID: only shows for production animals.

PO number: complete if there is a PO number to reference on the invoice.

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

Animal Name/ID*	In-Clinic #	
Age	Age Unit Month(s)	Sex
Date Collected*		
Herd Size	# Sick	# Dead
Primary Systems Affected		
Brief History/Instructions *Ensure all testing information is at the top of your history.**		

Animal name (must be completed): must correspond to sample labelling.

Multiple Animal: select to submit multiple animals under one submission form that are from the same owner and require the same test(s). Do not use for clinical pathology samples unless they are research samples.

Multiple Animal



Enter the number the animal count and the Animal Name or sample ID (one per line). All IDs must be unique, duplicate IDs are not allowed. If using multiple animal submission form for necropsy submissions clearly indicate animal IDs submitted, tissue type submitted for each animal and test request for each animal's tissue(s).

Multiple Animal

Animal Count*

3

Animal Names/ID (One per line)*

Jack
Jill
Fred

In clinic number: vet clinic in-house clinic number.

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

Age Unit: select from the dropdown.

Sex: select from the dropdown.

Date collected (must be completed): date the samples were collected. If collected over multiple days include the first date and list other dates in the history section.

Herd Size: only appears for production animals, complete if applicable.

Sick: only appears for production animals, complete if applicable.

Dead: only appears for production animals, complete if applicable.

Primary Systems Affected: select from the dropdown.

Brief History Instructions (must be completed): Free text area to enter any additional testing instructions as well as a history. Make sure that all testing instructions are at the top of the history.

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

- There is a character limit to the free text history area. If your history is too long, a popup will appear when you select Submission Complete. From popup, select Yes to go back and modify history; select No to leave history as is.

- **Note:** if you select NO the complete history will transfer to PDS LIMS but **will not** appear on the submission form. This may result in critical information being missed. The long history can be copied and pasted to a word document and attached to the submission form.

Long History

History may be cropped on submission form because it is over 12 lines. Do you want to go back and modify it?


YES NO

Tests Selection and Test Order

At the top of the test list, you will see 3 options:

- **My <Species> Tests:** your most recent ordered test for the selected species.
- **Common <Species> Tests:** common tests ordered by PDS clients.
- **All Fee Guide Tests. <Species>:** all tests for the selected species.



There is a symbol that indicates how many tests are in the cart .

There is a search option that will search the complete test list.

- 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.


Q ELISA


Test

Anaplasma ELISA

Avian Encephalomyelitis Virus ELISA (Guelph)





















BioPRYN ELISA

Clicking on a test or the “I” icon  to the right will display the test details and allow you to add it to the tests ordered cart.

[MY BOVINE TESTS](#)
[COMMON BOVINE TESTS](#)
[ALL FEE GUDE TESTS](#)


Q Find: X

Test

BioPRYN ELISA	 
Bovine Respiratory Panel - 7 PCR Targets	 
Bovine Respiratory Panel - 7 PCR Targets + C&S	 
Bovine Viral Diarrhea Virus (BVD) PCR	 
Bovine Viral Diarrhea Virus (BVD) Pooled PCR	 
Campylobacter fetus ssp. venerealis/Tritrichomonas foetus PCR	 
CBC - Complete Blood Cell Count	 
Mineral Panel - Single Target (ICPMS)	 
Mineral Panel #1	 
Mineral Panel #2	 

Rows per page: 10 1-10 of 19 |< < > >|

Feline Infectious Peritonitis (FIP) Antibody X

[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

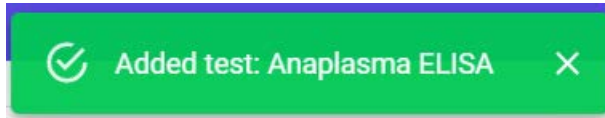
Targets: Feline infectious peritonitis virus

Minimum Sample: 0.1 mL

Cross Reference: Feline Coronavirus, FIP


Clicking on the add icon  to the right will quickly add the test to the cart.

A popup will appear when tests are added to the cart.



Tests can be removed from the cart by clicking on the X in the popup or by selecting Remove from the Test Requested area.

Test Details

Extra test information appears when you select info . The following information will appear if available: Method, Sample, Additional Info, Specimen Container, Sample Storage and Shipping, Turnaround Time, Targets, Minimum Sample, Collection Procedure, Media, Cross Reference, and Price Info (price info only indicates the shipping and handling charges (S/H) for referred out tests, test cost is not available).

Bovine Respiratory Panel - Antibody ×

[ADD TO TESTS](#)

Method: 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), Bovine Herpesvirus-1 (BHV-1)
Minimum Sample: 1 mL
Cross Reference: Bovine Coronavirus, Bovine Parainfluenza-3, BRSV, Coronavirus - Bovine, IBR, Infectious Bovine Rhinotracheitis

ACTH, 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

Price Info: + 95.50 S/H

Some tests require additional details to be added when selected. These could be any or all the following: Target Selection, Collection Method, Temperature, Sample Qualifiers, Sample Comment.

<p>Urinalysis - Complete</p> <p>Urine Collection* ▼</p>	<p>ACTH Stimulation Test</p> <p>ACTH Stim 2 Samples (ExactlyTwo)</p> <p> <input type="checkbox"/> 1hr <input type="checkbox"/> 2hr <input checked="" type="checkbox"/> Resting </p>
---------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Some tests require even more detail:

- **Skin Derm:** Lesion Selection, Pruritus, history, treatment, other testing and results, diagnoses, ruled out disease.
- **Biopsy:** Number of Formalized tissue biopsy count and their description, number of fresh tissues biopsy and their descriptions
- **Cytology:** Cytology site type, Description, number of slides per site, number of fluids per site if fluid type selected
- **Necropsy:** Signs of sickness, release of remains? (check to include this form), Date of Death, Euthanasia Method or route. Is abortion? (check to show the following fields: Age of Dam, Estimated Age of Fetus, Breeding, Number of Aborted). List of Fixed Tissues Submitted, List of Fresh Tissues Submitted, Lab Tests Requested (indicate tissue to use for test), additional history.
 - o If using multiple animal submission from clearly indicate animal IDs submitted, tissue type submitted for each animal and test request for each animal tissue.

If Bovine is selected there are some extra fields: Housing And Management, Source Of Recent Additions, Ration Fed, Recent Change To Ration?, Recent Additions When, Supplements Minerals Or Vitamins, Water Source.

If Avian selected: 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, Other Comments.

- **Ophthalmology:** Select either OD (Right Eye), OS (Left Eye), OU (Both Eyes)
- **Image Upload:** Supplement the any of the above options with images.
- **Other Test Other:** Specify the test you want if it isn't available from the list. Call PDS to see if testing can be done and what samples are needed.
- **Cross Match:** Donor 1, 2, 3 information.

Tests Requested

Shows the selected test(s), along with the additional details entered. You can edit the options or remove a test from the list.

Tests Requested (1)

- ACTH Stimulation Test
 Sample Qualifiers: 2hr, Resting
[Edit](#) [Remove](#)

Sample Type

Sample Type selection shows the most common sample types. Searching for a sample type reveals a much larger list of sample types.

Tests Requested (1)

- Bovine Respiratory Panel - Antibody
[Remove](#)

Sample Type (Search for more)*

Search



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

Sample Type (Search for more)

Search

BIOPSY CYTOLOGY SMEAR EDTA FECES FIXED TISSUE FLUFF FLUID FRESH TISSUE

HEPARIN MILK ON CELLS PORTION(S) SCRAPING **SERUM** SKIN BIOPSY SLIDE

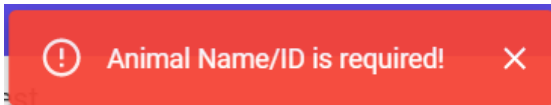
SWAB **URINE** WHOLE BODY MULTIPLE TISSUES

Urine	# Sent*
	2

Serum	# Sent*
	3

Submission Complete

Once you have finished selecting sample types and inputting number of samples hit Submission Complete to finish ordering and download the printable PDF. A popup will appear if any information is missing.

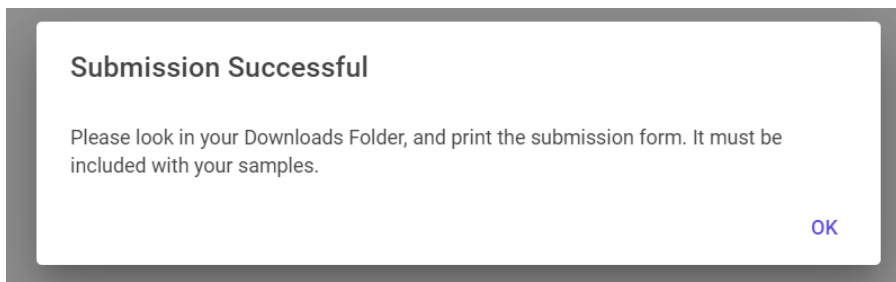


Missing information area will appear in red text on the form.

Animal Name/ID*

Animal Name/ID is required!

Submission Successful popup will appear when the form is complete. Click OK.





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

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

RESET SUBMISSION

The Reload Previous Submission at the top of the page will fill in all the fields you entered for the last submitted submission. If using this make sure to review that everything is correct for the new samples being submitted.

RELOAD PREVIOUS SUBMISSION

For assistance with your submission, please call the PDS Receiving Office at 306-966-7316.

Please email feedback on the Web Client program to Gloria Patry – gloria.patry@pds.usask.ca.