Submitting Samples On-line Using Plant Diagnostic Information System

Kasia Kinzer, NDSU Plant Diagnostician
March, 2007
Overview
What is PDIS?

- Developed to facilitate diagnostic lab activities
- A system of on-line database applications
- Enhanced system for diagnosing, reporting, and billing
- Provides access to network of local detectors & expert diagnosticians
- Easy to submit, with (hopefully!) faster turn-around
Different components of PDIS

- Public Access
  - Searchable image library
  - Agricultural Alerts (self-subscribe)
- Restricted Access (User roles)
  - Submitter, Diagnostician, and other user roles
PDIS – Restricted Access

A PDIS user can have one or more roles:

– **Submitter**
– Diagnostician
– Billing Manager
– First Detector
– Image Reviewer
– Ag Alert Manager
– Demonstration Only
– User Sample Check-In Role
Submitter:

- Check in new samples
- View all samples submitted from your site
- View diagnoses of completed samples
- Archive your completed samples
- Download and print lab forms
- Contact Directory
- Cannot enter or modify diagnoses
PDIS – User Roles

Diagnostician:
– All privileges of Submitter, plus:
  • Can enter diagnoses
  • Can transfer samples to other labs
  • Can create tailored lab forms
  • Can download data
  • Can upload data to a national repository (which also receives NAPIS data) for epidemiological studies
PDIS – User Roles

First Detector:
- Limited role (you have more privileges as a Submitter)
- Can submit new observations, viewable by diagnosticians only

Sample Check-In:
- Limited role
- Can enter sample information
- Can enter contact information
- Fewer privileges than a Submitter
PDIS – User Roles

- **Ag Alert manager:**
  - Typically a specialist, but not limited
  - Adds agricultural alerts
  - Manages subscribers

- **Image Reviewer:**
  - Peer reviewers for images submitted to Image Library
  - Quality control
  - Note: Images submitted with samples are not part of this library
PDIS – Getting Started for Submitters

If you have your laptop and if we have wireless capability,
Go to www.pdis.org
Logging in

Logging In
1. Go to: www.pdis.org
2. Look at the table on the left side of the page. Click on “PDIS Login” under “Main Menu.”
3. Enter your UserID and Password and click on the Login button.

- UserID is your complete NDSU or NDSUEXT e-mail address
  - must be valid email address, e.g. kasia.kinzer@ndsu.edu
- If you forget your password, click Forgot Your Password? Button
  - password will be sent automatically to your e-mail account within 20 seconds
Plant Diagnostic Information System Login - Microsoft Internet Explorer

Please Login

UserID: 
(eg: joe@acme.edu)
Password: 

Login 
Forgot password? 
Tech Support

PDIS Documentation

PDIS User's Manual covers system setup, operation, detailed component descriptions, and instructions on how to accomplish common tasks. If you are setting up your institution and lab for the first time please read the "Getting Started" section. This MS Word document will be useful if you plan to print the documentation or you are using a non-Microsoft operating system.

Windows Help - PDIS User Manual
Adobe Acrobat - PDIS User Manual
Microsoft Word - PDIS User Manual

Show Browser Capabilities
Managing your account

After you login for the very first time,
  – Go to **Main Menu**
  – Select **My Account**
  – Review your contact information
    • Update it, if needed
  – Change your password, if desired
Welcome to PDIS

While using PDIS: The pop-up blocker included in Microsoft Internet Explorer can cause problems in PDIS such as viewing PDIS generated files, wizards and notification windows. Follow these steps to allow pop-ups in PDIS. If you use a non-Microsoft pop-up blocking software the steps will be different consult your local IT support for assistance:

Step 1: Open the Web browser.
Step 2: Click on Tools and then Internet Options.
Step 3: Click on the Privacy tab.
Step 4: Click on Settings button near the bottom.
Step 5: Type "https://intranet1.pdis.org" in the textbox Address of Web site to allow.
Step 6: Click Add button.
Step 7: Scroll down to Filter Level dropdown list and select the option "Low: Allow pop-ups from secure sites".
Step 8: Click Close and hit OK.
Step 9: Close and restart the browser for the changes to take effect.

How to disable download security while using PDIS: The enhanced download security included in Microsoft Windows XP Service Pack 2 can prevent you from downloading files generated in PDIS such as graphics and PDFs. Follow these steps to allow downloads while using PDIS:

Step 1: Open the Web browser.
Step 2: Click on Tools and then Internet Options.
Submitting A Sample

1. Go to **Submitter Menu**
2. Click on **Add New Sample**
   - A new page comes up with three tabs:
     - **Contacts** (1)
     - **Lab Form** (2)
     - **Images** (3)
   - Start in **Contacts** tab
     - Ignore message in red that says: *No lab has been selected in Lab Form tab*
Diagnostic Sample Details (Submitter Menu)

Sample #: --
Status: New
Sent: 3/20/2007

Submitter
Kasia Kinzer
North Dakota
Cass County

No lab has been selected in Lab Form tab

Contacts (1)
Lab Form (2)
Images (3)

Contacts
Add Contact  Browse Contact Directory

Select Billing Person
Person to be Billed: None
APO Number: (optional)

Save APO / Billing Person
Submitting A Sample

3. **Contacts** tab:

- You may add as many additional contact names as you wish.
- Diagnosis is automatically sent to you (submitter).
- If diagnosis to be sent to someone else, add that person as a contact by clicking on **Add Contact**.
- Or, click on **Browse Contact Directory**.
Diagnostic Sample Details (Submitter Menu)


Submitter
Kasia Kinzer  Ph. 701-231-7854
North Dakota
Cass County

No lab has been selected in Lab Form tab

Contacts (1)
Diagnostic Sample Details (Submitter Menu)


<table>
<thead>
<tr>
<th>Submitter</th>
<th>1st Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kasia Kinzer</td>
<td>James Dunn</td>
</tr>
<tr>
<td>North Dakota</td>
<td>Jamestown, North Dakota</td>
</tr>
<tr>
<td>Cass County</td>
<td>Cass County</td>
</tr>
</tbody>
</table>

No lab has been selected in Lab Form tab

Contacts (1)

<table>
<thead>
<tr>
<th>NAME</th>
<th>COMPANY</th>
<th>COUNTY</th>
</tr>
</thead>
<tbody>
<tr>
<td>James Dunn</td>
<td>ABC XYZ</td>
<td>Cass</td>
</tr>
</tbody>
</table>

Add Contact | Browse Contact Directory

SELECT BILLING PERSON

Person to be Billed: None

APO Number: (optional)

Save APO / Billing Person
Diagnostic Sample Details (Submitter Menu)

Sample #: --
Status: New
Sent: 3/20/2007

Submitter
Kasia Ph: 701-231-7854
Kinzer
North Dakota
Cass County

James Dunn
Jamestown, North Dakota
Cass County

No lab has been selected in Lab Form tab

Contacts (1)
Lab Form (2)
Images (3)

CONTACTS

<table>
<thead>
<tr>
<th>NAME</th>
<th>COMPANY</th>
<th>COUNTY</th>
<th>Edit</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>James Dunn</td>
<td>ABC XYZ</td>
<td>Cass</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Select Billing Person

Person to be Billed: James Dunn ABC XYZ
APO Number: (optional)

Save APO / Billing Person
Submitting A Sample

4. **Lab Form** tab: Click on **Lab Form** tab. Fill out and click “Save.”

- Fill in as many fields as you can
- **MUST** fill in Physical Sample, Lab, and Lab Form fields
- Click “Submit” to continue
- **NOTE:** If you click to another tab without saving the information you have typed in, you will lose all the information entered.
Submitting A Sample

5. **Lab Form** tab, continued

- The lab-specific form pops up after you click ‘Submit’
- Fill out the form that appears as completely as possible
- Remember to click the ‘Save’ button at the top or bottom of the form
- A field with a red asterisk indicates that it must be filled in
SAMPLE INFORMATION

Sample Location: Cass, ND, US
Lab: NDSU Test (For training only)
Lab Form: TEST

Comments - Describe problem and give tentative diagnosis:

Placing date, age of plant or size:

Number of acres or % plants affected:

Crop history last 2 years:

Approximate date problem first appeared MM/DD/YYYY:

Did the problem show up all at once or gradually?

Remember to save
Diagnostic Sample Details (Submitter Menu)

Sample #: TEST00002

Status: New
Sent: 3/20/2007

Kasia Kinzer
701-231-7854
Jamestown, North Dakota
Cass County

Lab Selected: NDSU Test (For training only)
Contact Name: Kasia Kinzer
Phone: 701.231.7854
Address: 306 Walster Hall PO Box 5012, Fargo, ND 58105

View Summary
Submitting A Sample

6. **Images** tab

Click on the **Images** tab.

a. Click on ‘Add New Image’ in PDIS

b. Click ‘Browse’ in PDIS to navigate around your computer

c. Find an image on your computer
   a. Click on it, then click ‘Open’ on the dialog box

d. In PDIS, click ‘Upload Image’
Lab Selected: NDSU Test (For training only)
Contact Name: Kasia Kinzer  Phone: 701.231.7854
Address: 306 Walster Hall, Box 5012, Fargo, ND-58105
Diagnostic Sample Details (Submitter Menu)


Submitter

Kasia
Ph: 701-231-7854
North Dakota
Cass County

James Dunn
 Jamestown, North Dakota
Cass County

Lab Selected: NDSU Test (For training only)
Contact Name: Kasia Kinzer  Phone: 701.231.7854
Address: 306 Walster Hall PO Box 5012, Fargo, ND-58105

View Summary

Contacts (1)  Lab Form (2)  Images (3)

Dimensions: 2560*1980 pixels
Download:

Institution: North Dakota State University
Photographer: Kasia Kinzer
Location: Fargo, Cass, North Dakota, United States
Submitted: Kasia Kinzer 3/20/2007

Edit Image Details  Delete this Image  <Back To Image Browser
Add New Image
Submitting A Sample

- Your sample is now complete.
- There is no final ‘Send’ button to submit.
- The information and images are already at the lab.
Submit information for all samples using PDIS

Send digital samples using PDIS

Send physical samples via regular or next-day delivery

For instructions on how to submit a physical sample, go to the NDSU Plant Diagnostic website:

www.ag.ndsu.nodak.edu.diaglab