



CHEAT SHEET

Submitting Samples to the NDSU Plant Diagnostic Lab with PDIS

Logging in

1. Go to www.pdis.org
2. Log in. If you need a username and password, contact Kasia Kinzer at the NDSU Plant Diagnostic Lab by email, kasia.kinzer@ndsu.edu, or by phone, 701.231.7854. Your username is your complete NDSU e-mail address - both portions, before and after the at symbol. If you forget your password, click on the 'Forgot Your Password?' button. You will receive your password via email in about 20 seconds.

Submitting a Sample

1. On the left side of the window under the **Submitter Menu** click on 'Add New Sample'
2. For now, ignore the message in red that says "No lab has been selected in Lab Form tab."
3. Fill out each tab:
 - a. **Contacts (1)** – click on 'Add Contacts' and fill in required information. Click on 'Save'. The diagnosis is automatically sent to the submitter (you), so you don't need to enter yourself as a contact. Add as many names as you wish. In cases where a contact has been saved to the Contact Directory, you can Browse the Contact Directory and click 'Select' to the right of the correct name.
 - b. **Lab Form (2)** – fill in required information. REQUIRED: 1. Under the 'Physical Sample' drop down menu, choose 'Yes' or 'No'. 2. Under the 'Lab' drop-down menu (near the bottom of the page), be sure to select the correct lab (usually NDSU Plant Diagnostic Lab). 3. Choose a relevant lab form in the 'Form' drop down menu (crop, horticulture, identification, lawn). Click on 'Save'.
 - c. **Images (3)** – if digital photos are available, click on 'Add New Image.' Click 'Browse' to allow you go to the subdirectory on your computer where your image is located. Select your image file. When you click 'Open', the location of the image is listed next to the 'Browse' button.
 - d. Enter a description of the image, and click on 'Submit'
4. The sample is then automatically sent to the NDSU Plant Diagnostic Lab. If you encounter problems, call the NDSU Plant Diagnostic Lab at 701.231.7854 or e-mail Kasia Kinzer at kasia.kinzer@ndsu.edu.

Lab Form Download

1. On the left side of the window under the **Submitter Menu** click on 'Download Lab Form'
2. Choose the appropriate lab form (if a choice is given).
3. Click 'Download PDF'
4. Click 'Open' or 'Save' on the pop up dialog box
5. Print for client use when necessary