

Please follow these steps in order to download lab forms and electronically submit lab form data using the Plant Diagnostic Information System (PDIS). Thank you.

1. Go to the [Great Plains Diagnostic Network](http://www.gpdn.org) webpage (<http://www.gpdn.org>).
2. Go to [PDIS Login](#). **NOTE:** If you have forgotten your password, type your email in the UserID box and click on the ‘*Forgot your password?*’ button. Your password will be sent to your email account.
3. Download lab forms for client interview and PDIS data entry:

- a. On the left side of the window under the **Submitter Menu** click on ‘*Download Lab Form*’.

- b. Choose the appropriate Lab and Form:

Lab	Address	Form
Schutter Diagnostic Insect	119 Plant BioScience Facility P.O. Box 173150 Montana State University Bozeman, Mt 59717	Cropland Pest Identification
		Museum Pest Identification
		Spider Identification
		Structural Pest Identification
		Residence Insect Identification
		Turf Pest Identification
		Yard and Garden Pest Identification
Schutter Diagnostic Disease	Same as above	Cropland Pest Identification
		Turf Pest Identification
		Yard and Garden Pest Identification
Schutter Diagnostic Weed	Catherine Seibert MONT Herbarium 408 Lewis Hall Montana State University Bozeman, Mt 59717	Plant Identification

- c. Click ‘*Download PDF*’.

- d. Click ‘*Open*’ or ‘*Save*’ on the pop up dialog box.

- e. Print form and have the client fill in the appropriate information. **NOTE:** Do not submit this form with disease or insect samples but do submit it with plant samples for identification.

4. Electronic submission:

- a. On the left side of the window under the **Submitter Menu** click on ‘*Add New Sample*’

- b. Fill out each tab:

- **Contacts (1)** – click on ‘*Add Contact*’, fill in required client information from lab form (step 3e), click on ‘*Save*’.
- **Lab Form (2)** – fill in required information, choose the appropriate Schutter Diagnostic Lab (Insect, Disease or Weed), **NOTE:** wait for lab form list to fill, choose the appropriate lab form, click on ‘*Save*’, enter data from lab form (step 3e).
- **Images (3)** – if digital photos are available click on ‘*Add New Image*’, attach photo using the Browse option, enter description of photo, click on ‘*Submit*’.

5. After filling in all the tabs click on the ‘*View Summary*’ button. **NOTE:** If the sample summary does not pop-up you may need to hold down the keyboard shift key while clicking on the ‘*View Summary*’ button. The sample summary should then pop-up.

6. Print the above sample summary.

7. Package the samples according to the directions for that sample type (disease, plant, insect). **NOTE:** Include the sample summary in the package.

8. Label the package with the correct address (Schutter Diagnostic Lab Disease/Insect **OR** MONT Herbarium) and sample type (disease, insect or plant id).