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## GETTING STARTED

If you already have a user account for the PADLS Online Web Portal, the same username and password will work for the PALIMS Mobile app. If not, a hyperlink is available below which will direct you to the PADLS Online Web Portal to register for a new account. A username and temporary password will be emailed to you when the lab creates your account.

Please call (717) 787-8808 if technical difficulties arise.

<https://www.padlsonline.pa.gov/>

- Download the **PALIMS Mobile** App from the App Store or Google Play.

## TIPS FOR USING PALIMS MOBILE APP FOR EIA SUBMISSIONS

1. **Sign in only using an account linked to a Vet account related to your accreditation and license number and not the clinic account.**
2. If you have previously made a Mobile App submission for the party you are entering, you can populate the information in the App by navigating to “Actions” then click on “Find Previously Associated”. This action works for “Stable/Market” as well as “Owner”.
3. If the horse you are bleeding is housed at a boarding facility, enter the boarding facility in the “Stable/Market” field and the owner’s home address in the “Owner” field.
4. If entering **multiple horses from the same barn** on the same day:
  - a. Use the “Copy” function
  - b. Enter stable information first
  - c. Fill in common information on the horses (e.g., are they all 2 years old? Are they all Quarterhorses?)
  - d. Go to “Descriptions/Remarks” (last page). Fill in “none” in every line. By doing this you then only have to add relevant descriptive information, such as leg marks, brands, head marks, etc. and remaining fields (which must be filled). This saves time when you have a lot of horses to bleed.
5. Photography tips:
  - a. When composing horse pictures, take the picture to fill the frame. This provides the maximum amount of detail.
  - b. If the horse is covered with a blanket, please remove this prior to taking pictures.
  - c. Do not have assistant stand in front of the horse.
  - d. If the horse is standing in snow, ensure that no coronet or pastern markings are obscured.

# PALIMS Mobile App User Guide

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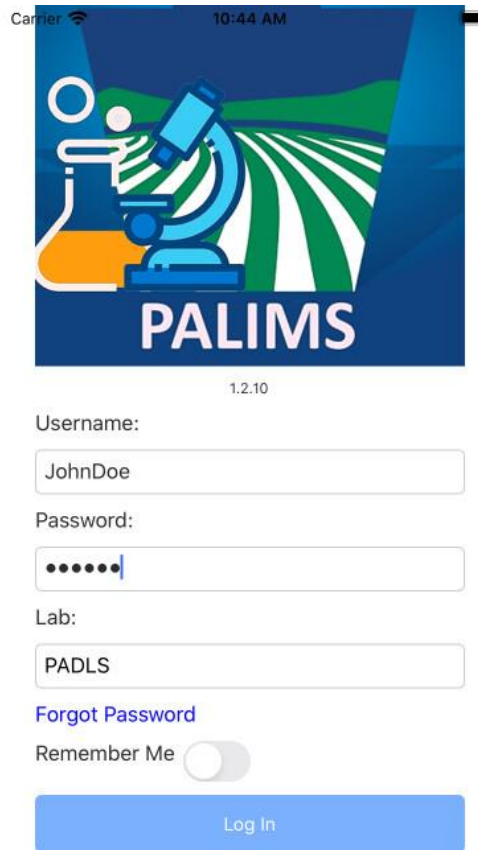
- e. Avoid taking pictures at dusk or in poor light conditions. Use artificial light under low light conditions.
6. If you are bleeding a horse previously recorded through the App, select "Copy" to find the previous submission and update what has changed. This will greatly expedite your entry.
7. All Data fields in the Mobile App are REQUIRED. If there is no information for a certain field (for example: No RFID identifier), enter "None" in the field.
8. If you select the "**Done**" button in the menu, you will return to the "EIA Submissions" screen where you can see how many drafts you have open.

**9. Label tube(s) with the animal name or unique ID, and the 'Form Serial Number', which can be found on the upper right corner of the submission form.**

**10. Ship labeled blood tube(s) to the lab, along with a printed copy of the matching submission form(s).**

## LOGGING IN

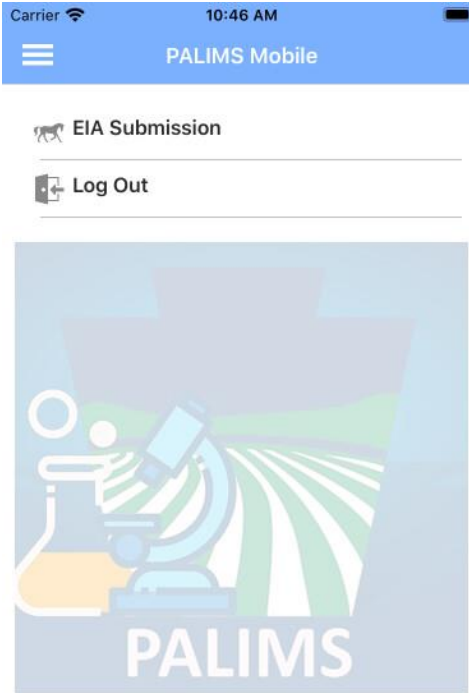
When you launch the PALIMS Mobile App, you will be prompted to log in with your username and password. You must have an Internet connection for your first login. (After you successfully log in to the app the first time, you can use portions of the app even when you are disconnected. Areas of the app that only work when connected are noted throughout this guide.)




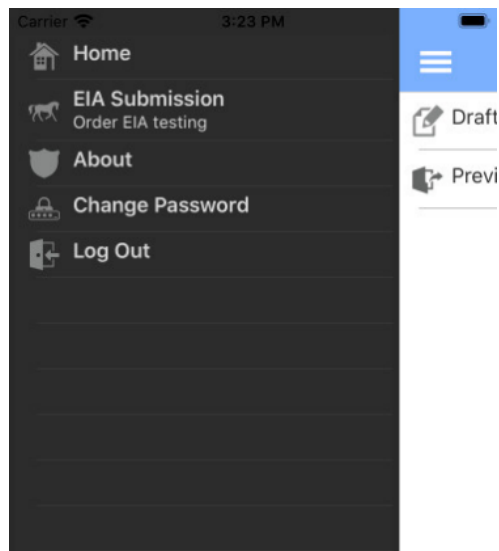
1. If you are using a temporary password, you will be required to change the password after your first login.
2. If you forget your password, you can use the “Forgot Password” link at the bottom of the app’s Login page and a temporary password will be emailed to you.
3. If you log in with Remember Me selected, your login information will be stored on your device, with your password encrypted, and used to authenticate you on subsequent uses of the app.
4. If you log out, you will be required to log back in with your username and password.
5. If you forget your username, you must contact the lab to ask for your username.

## HOME PAGE

After you log in, you’ll be on the PALIMS Mobile Home page, which provides two options:




1. EIA Submission: Allows you to manage EIA Submissions (see below)
2. Log Out: Logs you out of the app and returns you to the login page
3. Home Menu (via  icon)



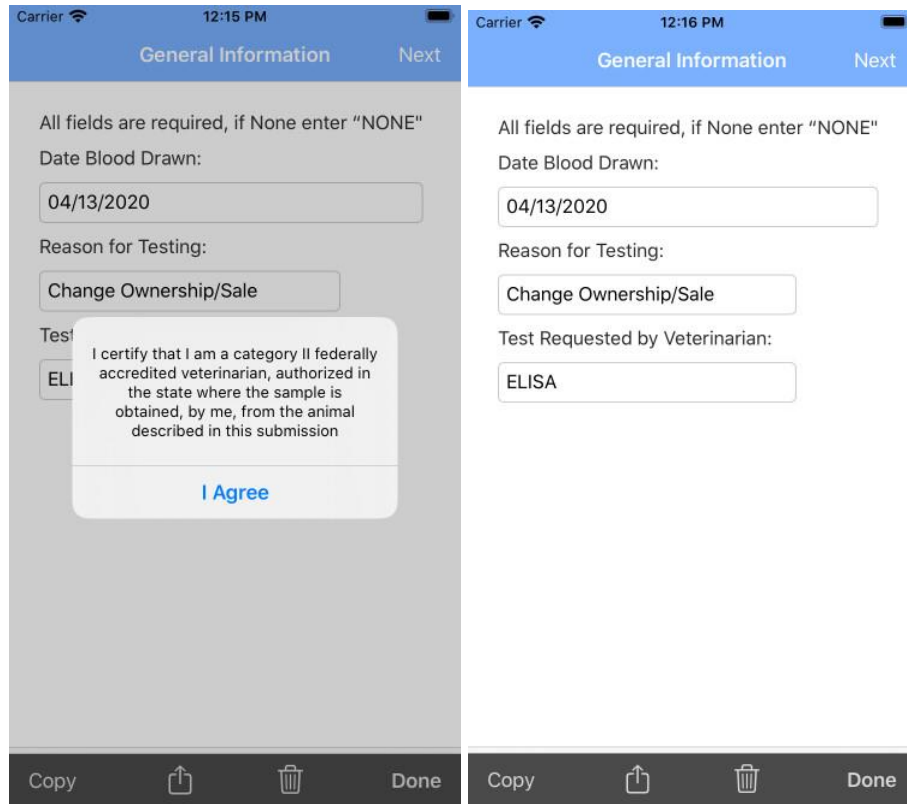
1. Home: Returns you to the Home page
2. EIA Submission: Allows you to manage EIA Submissions (see below)
3. About: Shows information about the app, with a link to a website with more information, including this user guide. You must have an Internet connection to access the User Guide web page.
4. Change Password: Allows you to change your password, after providing your current password.  
You must have an Internet connection to change your password.

5. Log Out: Logs you out of the app and returns you to the login screen

## NEW EIA SUBMISSION

Start a new EIA Submission via the  icon

## GENERAL INFORMATION (REQUIRED)



The image displays two side-by-side screenshots of the PALIMS mobile app's 'General Information' form for a new EIA submission. Both screenshots show the same form fields: 'Date Blood Drawn' (04/13/2020), 'Reason for Testing' (Change Ownership/Sale), and 'Test Requested by Veterinarian' (ELISA). The left screenshot includes a modal dialog box with the text: 'I certify that I am a category II federally accredited veterinarian, authorized in the state where the sample is obtained, by me, from the animal described in this submission' and an 'I Agree' button. The right screenshot shows the form without the modal dialog box. Both screenshots have a 'Next' button at the top right and a bottom navigation bar with 'Copy', a share icon, a trash icon, and 'Done'.

1. Date Blood Drawn – select a date
2. Reason for Testing – select from list
3. Test Type – select from list

STABLE/MARKET & OWNER (REQUIRED)

The Actions menu provides the following options:

A screenshot of a mobile app form titled "Current Home Premises of Equine (Ranch, Farm, Stable or Market)". The form has a blue header with "Back" and "Next" buttons. Below the header are three input fields: "State", "County of Home Premises of Equine", and "Phone".

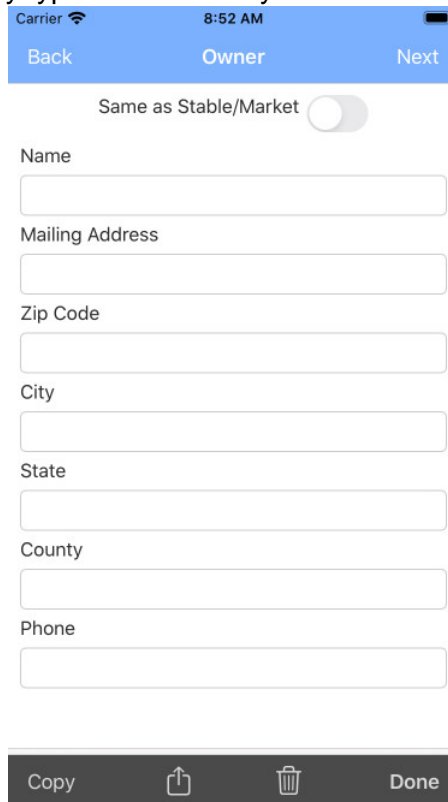
A screenshot of the mobile app showing the "Actions" menu for the "Current Home Premises of Equine" form. The menu is displayed over a dark background with a "Copy" button, a share icon, a trash icon, and a "Done" button. The menu options are: "Clear", "Find Previously Associated", "Use Current Location", "Submit", "Preview Submission Form", and "Cancel".

1. Clear – Clears all data
  - a. Be sure to click Clear if you wish to change the Stable/Market or Owner from one that was previously selected. Otherwise, the same party is associated to the accession in PALIMS (but the submission form reflects the data you entered).
2. Find Previously Associated - Takes you to a list of parties that you have previously associated to an accession through the Mobile App. You can type a portion of the

party's name to filter the list.



3. Use Current Location - Fills the address automatically via your device's Location Services feature
  - a. The search box allows you to filter this list by a portion of the party's name.
  - b. Use Current Location requires an Internet connection.
4. Submit Draft – Creates an accession in the lab's PALIMS database (requires an Internet connection, see full description below)
5. Preview Submission Form – Shows a PDF copy of the submission form with a "Draft" watermark (requires an Internet connection)
6. Cancel – Returns you to the Stable/Market or Owner page with no changes
7. Name/Address/Phone fields
  - a. You can also manually type the necessary data.



- b. Entering a Zip Code will automatically populate City, State, and County.
  - c. If there is no Phone Number, enter NONE.



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- d. On the Owner page, you can select “Same as Stable/Market” if the Owner is the same as the Stable/Market.

## ANIMAL IDENTIFIERS (AT LEAST ONE IS REQUIRED)

At least one Identifier is required. You must enter NONE for all other Identifier fields

Carrier 10:51 AM

Back Animal Identifiers Next

Tube Number

Tag/Tattoo/Brand Number

Name of Animal

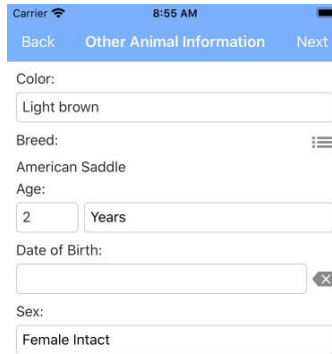
Microchip, Breed, or Registration Number

Copy [Share Icon] [Trash Icon] Done

1. “Name of Horse” is used to identify a submission on the Drafts and Previous Submissions pages.
2. Selecting the barcode option allows you to use your mobile device to scan a barcode into the respective field.

## OTHER ANIMAL INFORMATION (REQUIRED)


(All fields are required)



Carrier 8:55 AM

Back Other Animal Information Next

Color:  
Light brown

Breed:   
American Saddle

Age:  
2 Years

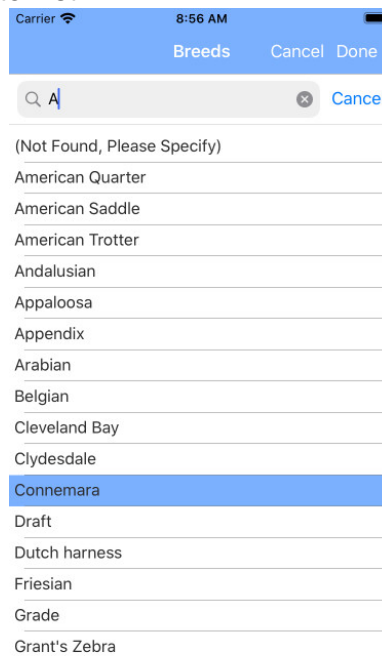
Date of Birth:

Sex:  
Female Intact




Copy   Done

1. Color – type a color
2. Breed – click selector  to show list of breeds
  - a. Select a breed from the list
  - b. Use the search field to filter list



Carrier 8:56 AM

Breeds Cancel Done

 Cancel

(Not Found, Please Specify)

American Quarter

American Saddle

American Trotter

Andalusian

Appaloosa

Appendix

Arabian

Belgian

Cleveland Bay

Clydesdale

**Connemara**

Draft

Dutch harness

Friesian

Grade

Grant's Zebra

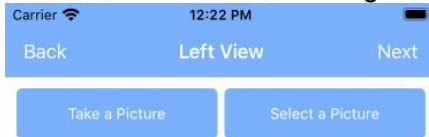
- c. If breed is not in list, select “(Not Found, Please Specify)” and type a breed in the box labeled “Other”
- d. Click Done to return – selected Breed is displayed (click selector again to make changes)

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3. Age (not required if Date of Birth is provided) – type number and select unit (Days, Weeks, Years, etc.)
4. Date of Birth (not required if Age is provided) – select a date
5. Sex – select from list

## IMAGES

1. Left View, Front View, and Right View (all required)



Photographs must be of high quality, use daylight or proper exposure, be in clear focus and ensure entire animal is visible in all 3 views (frontal, right side, left side), without tack or blankets.



- a. Take a Picture – Allows you to use your device's camera to take a picture
- b. Select a Picture - Allows you to select a picture from your device's photo library

## DESCRIPTIONS/REMARKS

(All fields are required, select NONE for any fields without values)

1. Head, Other Marks & Brands, Left Forelimb, Right Forelimb, Left Hindlimb, Right Hindlimb (all required)

Carrier 12:23 PM

Back Descriptions/Remarks Next

Head:

Other Marks and Brands:


Left Forelimb:

Right Forelimb:

Left Hindlimb:

Right Hindlimb:

Copy Share Trash Done

2. Type a description for each and/or click the selector  to show a list of options, where you can make multiple selections

Carrier 12:23 PM

Cancel Done

Bald Face

Blaze

None

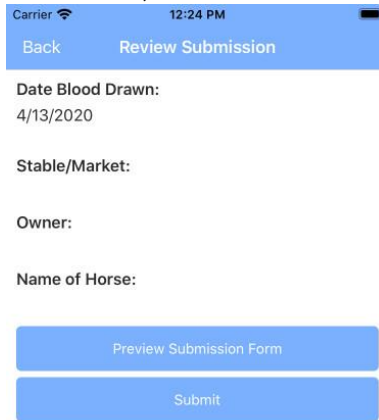
Snip

Star

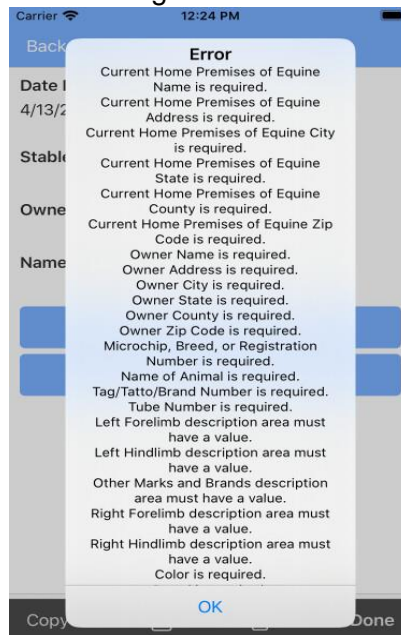
Stripe

## REVIEW SUBMISSION

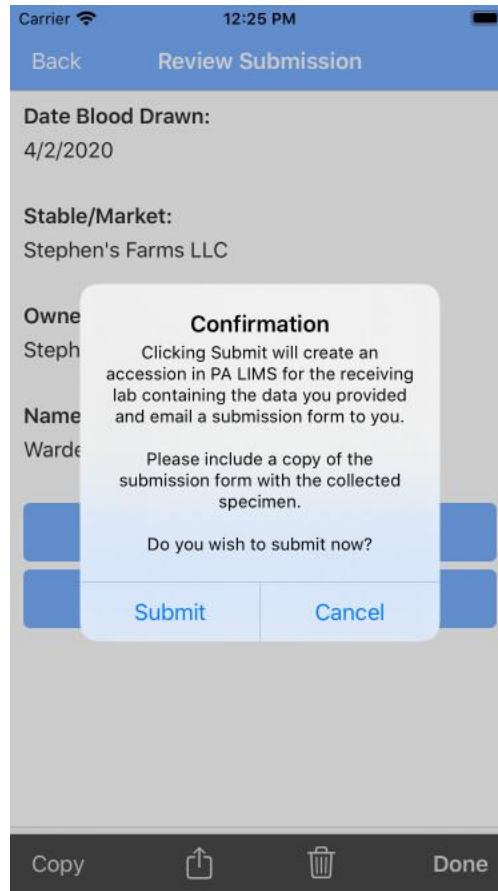
Lists Date Blood Drawn, Stable/Market Name, Owner Name and Name of Horse



1. Back button allows you to go back to make changes
2. Preview Submission Form – Shows a PDF copy of the submission form with a “Draft” watermark (requires a connection)
3. Submit Draft
  - a. If any required data is missing, a message will inform you what is missing and allow you to go back to make changes/additions.



- b. If all data is provided, a confirmation message is displayed-



- c. When you click Submit, a submission form will be generated as a PDF with an "Unofficial Copy" watermark and an accession will be created in the lab's PALIMS database containing the data collected.
- d. Submission requires an Internet connection; if you're unable to submit because of a connection issue, you can retrieve the submission from Drafts and submit at a later time.
- e. Please include the submission form with the samples being submitted to the lab.

## NAVIGATION



- 1. The Back button or swiping right takes you to the previous page
- 2. the Next button or swiping left takes you to the next page
- 3. Saves current data and makes a copy of the submission as a new submission and opens it on the General Information page
- 4. Actions
  - a. Submit Draft – Saves current data and creates an accession in the lab's PALIMS database (requires a connection, see full description above)

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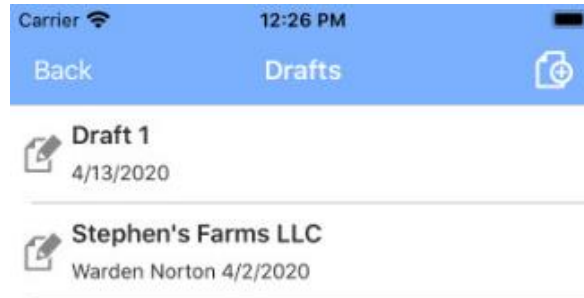
- b. Preview Submission Form – Saves current data and shows a PDF copy of the submission form with a “Draft” watermark (requires a connection)



Done

- 5. Deletes this draft submission
- 6. Saves current data and returns you to the EIA Submissions Home page

## DRAFTS

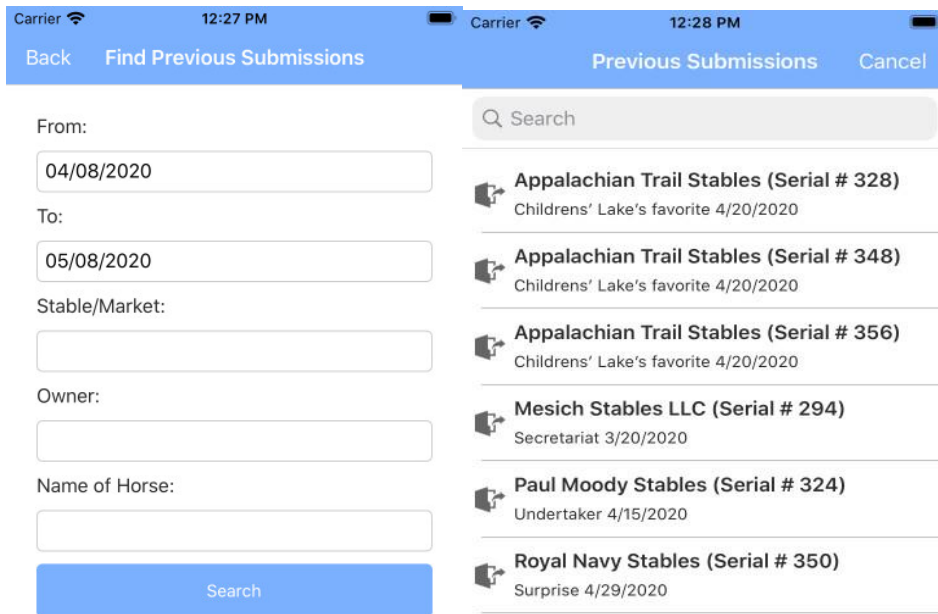


The Draft Submissions page allows you to view submissions that you previously created but did not submit. Drafts are stored on your mobile device and are accessible without a connection. Each draft submission is listed by the Owner Name, Name of Horse or first populated Animal ID, and Date Blood Drawn. If this information has not yet been entered, the draft will be listed as “Draft #”.

- 1) Tap a draft to view it, starting on the General Information page from which they can navigate to the other pages **OR**
- 2) Swipe left (in iOS) or tap and hold (in Android) for options to submit, copy, or delete a draft.

## PREVIOUS SUBMISSIONS

The Find Previous Submissions page allows you to search for EIA submissions previously submitted from the mobile app to PALIMS. You can search by date range, Stable/Market name, Owner name, or Name of Horse. (Names can be partial; e.g. “day” would match “Happy Day Farms” as well as “Daylight Stables”.) The search will return any mobile submissions you previously submitted that match the provided criteria. It will also return previous mobile submissions matching the criteria from other submitters related to your veterinary practice (assuming you and the other submitter are both set up as “child” parties for the veterinary practice in the lab’s PALIMS database.) Finding Previous Submissions requires an Internet connection.



When you click Search, a list of submissions matching the search criteria will appear. You can swipe left (in iOS) or tap and hold (in Android) to copy a previous submission’s information as a new submission.