LOG-IN Instructions

1. Open a web browser and enter the following address

http://patrons.prairiefarms.com:8388/

2. The HOME screen will be displayed.

3. Click the LOGIN link in the upper right hand corner.

4. Enter your Username and Password when prompted.

**NOTE:** For security purposes, you should change your password the first time you login using the instructions below.
HOW TO RESET/CHANGE YOUR PASSWORD

1. Click on the LOGIN link in the upper right hand corner.

2. Click on the Reset Password button.

3. Enter your User Name and click on the Send Reset Link button.
4. An email will be sent to the email address you have on file.

5. Check your email in-box. If you don’t see the email please check your junk mail folder. The return address will be from Prairie Farms with a subject line of DSIWEB Password Reminder. Click on the link in the body of the email to reset your password.

Dear ,

You have requested a Password Reset Token from DSIWEB.

Please login using the following information:

Website Address: patrons.prairiefarms.com:8888
Username: [Redacted]

Link to reset password: [Redacted]

Sincerely,
DSIWEB

*Note: if you did not request a Password Reset Token, please disregard this Message.
6. Verify the User Name in the top box is correct and enter your new password, then enter it a second time in the confirm password box. Click the Change Password button.

7. A brief confirmation will appear that your password has been successfully changed and then you will be logged into the portal. This can be verified by looking in the upper right hand corner of the screen for your user name.

If you have any questions or issues using the portal please e-mail Prairie Farms at KOlson@prairiefarms.com.
HOW TO SETUP ALERTS

1. Click on the LAB SETUP link at the top of the panel.

2. Select a Test Type

3. Select a specific test
4. Determine if the alert should be sent if the test result is Over or Under a test value you specify.

Please note: The following tests are recorded as test X1000

Example:
Enter values for Microbiology tests such as Cell Count and Plate Count as follows

350,000 as 350
200,000 as 200
175,000 as 175
100,000 as 100
TEST VALUE KEY:

<table>
<thead>
<tr>
<th>Components</th>
<th>Test Value – Lowest</th>
<th>Test Value – Highest</th>
<th>Test Values Limitations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Butterfat</td>
<td>1.01</td>
<td>99.99</td>
<td>4 digits maximum – decimal allowed</td>
</tr>
<tr>
<td>Lactose</td>
<td>1.01</td>
<td>99.99</td>
<td>4 digits maximum – decimal allowed</td>
</tr>
<tr>
<td>Other Solids</td>
<td>1.01</td>
<td>99.99</td>
<td>4 digits maximum – decimal allowed</td>
</tr>
<tr>
<td>Protein</td>
<td>1.01</td>
<td>99.99</td>
<td>4 digits maximum – decimal allowed</td>
</tr>
<tr>
<td>Solids Non Fat</td>
<td>1.01</td>
<td>99.99</td>
<td>4 digits maximum – decimal allowed</td>
</tr>
<tr>
<td>Total Solids</td>
<td>1.01</td>
<td>99.99</td>
<td>4 digits maximum – decimal allowed</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Microbiology</th>
<th>Test Value – Lowest</th>
<th>Test Value – Highest</th>
<th>Test Values Limitations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Casein Percent</td>
<td>1.01</td>
<td>99.99</td>
<td>4 digits maximum – decimal allowed – no commas</td>
</tr>
<tr>
<td>Cell Count</td>
<td>1</td>
<td>999999</td>
<td>5 digits maximum – no decimals or commas</td>
</tr>
<tr>
<td>Coliform</td>
<td>1</td>
<td>999999</td>
<td>6 digits maximum – no decimals or commas</td>
</tr>
<tr>
<td>Cryoscope</td>
<td>1</td>
<td>999</td>
<td>3 digits maximum – no decimals or commas</td>
</tr>
<tr>
<td>Leukocyte</td>
<td>1</td>
<td>999999</td>
<td>5 digits maximum – no decimals or commas</td>
</tr>
<tr>
<td>MUN</td>
<td>1.01</td>
<td>99.99</td>
<td>4 digits maximum – decimal allowed</td>
</tr>
<tr>
<td>Pasteurization</td>
<td>1</td>
<td>999999</td>
<td>5 digits maximum – no decimals or commas</td>
</tr>
<tr>
<td>PI Count</td>
<td>1</td>
<td>999999</td>
<td>5 digits maximum – no decimals or commas</td>
</tr>
<tr>
<td>Plate Count</td>
<td>1</td>
<td>9999</td>
<td>4 digits maximum – no decimals or commas</td>
</tr>
<tr>
<td>Sediment</td>
<td>1</td>
<td>9</td>
<td>1 digit maximum – no decimals or commas</td>
</tr>
</tbody>
</table>

5. Click the Save button in the lower right hand corner.
6. As you create alerts they will appear above the Notification Details section. Use the Edit and Delete buttons to the right of the created alert to make changes to the alert or delete the alert.
HOW TO SETUP ALERT CONTACT LISTS

1. Click on the Contacts tab; then click on the New Contact button.

2. Enter the contact’s name, select how the contact would like to receive the alerts, enter email or cellphone number for text alerts. Click the SAVE button when done.
*Note: If you are setting up a text alert, in addition to the phone number, you will need to know the cell phone carrier. (AT&T, Verizon, US Cellular, etc.)

3. As contacts are created a list will be shown on the Contacts tab. To edit contact information or delete a contact use the Edit button to the right of the contact.
HOW TO ADD ALERTS TO SPECIFIC CONTACTS

1. Click on the Contact Test tab.

2. From the Lab Tests column, select the test you want to add the contact(s) to.
3. Once the test has been selected use the arrow buttons in the middle to add or remove contacts from the test alert.
HOW TO RUN REPORTS

1. Click the REPORTS link at the top of the panel.

2. Click the View Report button to the left of the name of the report you wish to view.

3. Enter date range of the data you want to view. Click the View Report button in the upper right hand corner.
4. Report will populate on screen.

HOW TO VIEW HISTORICAL DATA

1. From the HOME page, Click the PATRON HISTORICAL DATA link

2. Enter your Historical USER ID and PASSWORD. Click LOG IN.