

# Accessing the PBB DNA Portal

When SNP DNA orders are placed with Neogen and PBB, the order is loaded into our portal system. You will be sent an email with a temporary password and login link, which will enable you to view the order and any other orders placed in the future.

Should you have any issues locating the temporary password email, please contact the PBB DNA Team on **06 323 4484** or [dna@pbbnz.com](mailto:dna@pbbnz.com) and another temporary password will be emailed out to you.

When you click the login link in the email, it will take you to the login page, enter your email and the temporary password from the email and click login. This will take you to a page showing your “Orders List”:

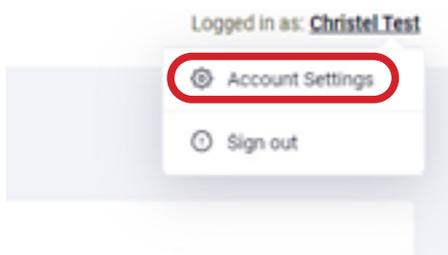
Order List

LAB ORDER ID	HERD	AGE GROUP	SAMPLE QUANTITY	STATUS	STATUS MESSAGE	CREATED AT	ACTION
85497			5	Awaiting Results		2023-02-12 09:32:05	
86241			1	Done		2023-05-02 11:16:01	

Showing 1 to 2 of 2 entries

The oldest Lab Order ID will be showing at the top, and the most recent at the end. You can change this order by clicking on any of the headings to show the orders how you wish. You can also use the search bar to find a specific order number.

You will then want to go to the top right corner and click on your name, followed by **Account Settings**:



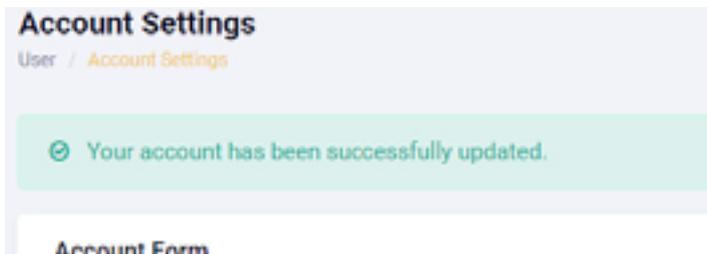
This will take you to your **Account Settings** page, where you will be able to change your password from the temporary one.

Click into the **New Password** box, enter your new password and hit **Submit**:



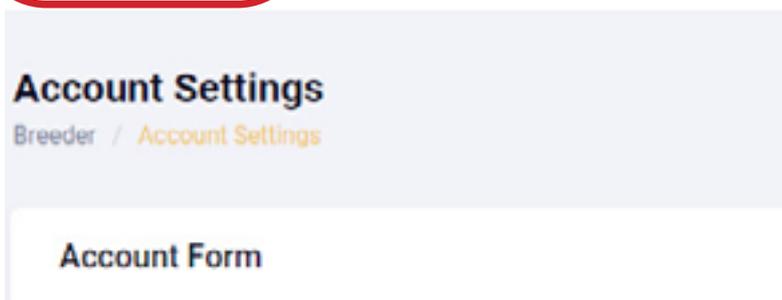
The screenshot shows the 'Account Settings' page for a 'User'. The breadcrumb trail is 'User / Account Settings'. The form is titled 'Account Form' and contains the following fields: 'Name\*' with the value 'Christel Test', 'Email\*' with the value 'christel', and 'Phone'. The 'New Password' field is highlighted with a red circle and contains the text 'Leave blank if you do not wish to change password'. A yellow 'Submit' button is located at the bottom left of the form.

You should then get this message show up:



The screenshot shows the 'Account Settings' page for a 'User'. The breadcrumb trail is 'User / Account Settings'. A green success message is displayed: 'Your account has been successfully updated.' Below the message, the 'Account Form' section is visible.

If you do not get this message, re-enter your new password and hit Submit again. Once you have received this message, click on the PBB logo in the top left corner to go back to your orders:



The screenshot shows the 'Account Settings' page for a 'Breeder'. The breadcrumb trail is 'Breeder / Account Settings'. The form is titled 'Account Form'.

To view the order, click on the eye symbol under **Action**:

STATUS MESSAGE	CREATED AT	ACTION
	2023-03-28 12:37:38	 
	2023-03-28 12:38:27	
	2023-03-28 11:45:24	
	2023-05-10 08:46:09	

You will then see an overview of the order, showing each animal:

Order Details							
Laboratory Order ID : 16762				Breeder : Christel Toit			
Herd : Christel				Breeder Email : _____			
Breed : Hereford				Status : Awaiting Results			
Animals							
Show 12 items <input type="text" value="Search..."/>							
ANIMAL ID	BREED	BARCODE	REGISTRATION NUMBER	BAROH ID	STATUS MESSAGE	ACTION	
TestBull	Hereford	9998	1234567890	NDHEXample10E723			
TestCow	Hereford	9999	1234567891	NDHEXample10E723			
Showing 1 to 2 of 2 entries <input type="button" value="Previous"/> <input type="button" value="1"/> <input type="button" value="Next"/>							

You can rearrange the list of animals by clicking any of the headings. You can also use the search bar to find a specific animal. The list will reduce as you type, no need to hit enter.

Under status, you will see one of 3 messages: **Awaiting Results, Awaiting Breeder Acknowledgement, and Done.**

- **“Awaiting Results”** means there are still results to be loaded;
- **“Awaiting Breeder Acknowledgment”** means some results have been loaded, and there are positive or carrier results that need to be checked by the breeder;
- **“Done”** means all results for tests requested have been loaded and there are none that require the breeder’s attention.

**Breeder : Christel Test**

**Breeder Email : christel**

**Status : Awaiting Results**

If your order is showing **“Awaiting Breeder Acknowledgement”**, click on the order, and check the list of animals for the following message:

AM, CA	Triggered DNA test result(s)	
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Click the eye icon to go into the animal. The following details will display:

**Animal Information**

Breed : Hereford	Registration Number : 1234567890
Barcode : 99999	Batch ID : N314Example100723
Sex : Male	Member Code : Test
Sample Type : AllFlex TSU	Customer Sample ID : NAA
Date of Birth : 2023-03-01	Animal ID : TestBull

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**Animal Details**

Barcode 2 : 123456	Dam :
Electronic ID :	Sire 1 :
Herd Code :	Information Received At : 2023-07-11 09:24:11
Product : PDDNZ_STD_SDL4NA	

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**Genetic Results**

DNA TEST REQUESTED	RESULT
AM	N
CA	C

Once each animal with a “triggered result” has been checked, go back to the main page showing your orders, and click the tick icon to acknowledge the results have been checked.

STATUS	STATUS MESSAGE	CREATED AT	ACTION
Awaiting Breeder Acknowledgement		2023-03-28 12:37:38	 
Awaiting Results		2023-03-28 12:38:27	
Done		2023-03-28 11:45:24	
Done		2023-05-10 08:46:09	

[Dashboard](#) 

If the order is sitting as “**Awaiting Results**”, even though you have already received a results notification email, this means that there are still some results pending.

In most cases it will be that a parent match could not be found for an animal or AM/CA or BVD results are still processing. In either case, a separate email will be sent outlining which results are still processing, and in the case of animals not being parent verified, what needs to be done to resolve this.

If the order is marked as done, all results and parentage has been completed and loaded into the portal and there are no further results left to add or confirm.

Clicking into each animal will display all add-on results, and the DNA verified Sire and/or Dam if parentage was requested on the order.