Virginia Weed Clinic Online Submission System

A Guide for New Users
Getting Started

• The following slides will guide you through filling out the online submission forms for the VA Weed Clinic
  – All Internet browsers are acceptable (Internet Explorer, Mozilla and Google Chrome)

• Please note: Certain aspects of the system have been created so forms must be filled out COMPLETELY. If these areas are not filled out, the sample CANNOT be submitted.

• DO NOT USE Google Chrome “Auto-fill” function, as it is not compatible with the system
Login

- Use your VT PID and password (can be changed)

URL: weeds.cals.vt.edu/pages/login.php
Change Password

• Each Agent will receive a password from the Weed Clinic, and it will need to be changed.

Click “Admin”
Click “Personal”
Click “Change my password”
Follow directions on screen and hit “submit” when complete.
Create a Work Order

Click here to create a new work order.
### Extension Office Information
- Virginia Weed Clinic
- Virginia Weed Clinic Office [not provided]
- Virginia Tech Glade Road Facility
- 435 Old Glade Rd (0330) Blacksburg, VA 24061
- (540)231-5835

### Client Contact Information
- **Name**:
- **First Name**: [input field]
- **Last Name**: [input field]
- **Email**: [input field]
- **Addr Line 1**: [input field]
- **Addr Line 2**: [input field]
- **City**: [input field]
- **State**: [input field] VIRGINIA
- **County**: [input field]
- **Zip Code**: [input field]
- **Phone**: [input field]

**Fill out name of client (person dropping off sample)**
Email or Phone # is REQUIRED for submission.

### Weed Information
- **Sample Collected From**: Client's Address
- **Is The Weed Spot Treatable?**

### GPS Coordinates
- **Lat/Long**: [input field]

### Location Description
- [input field]

### Crop Information
- **Current Category**: [input field] -- Select a Category --

**One of these three sections (Sample collection address, GPS coordinates or location description) is required.**

**Help buttons (question mark) have further description.**
“Current” crop information is mandatory. For each category chosen from the drop-down menu, another menu will appear.

***Please see next slide***
For Example...

If desirable turfgrass species is unknown, include a sample for ID as a SEPARATE sample, pick your best guess and indicate you are unsure in the “Additional Information” comments section.
"To Follow" category is mandatory for rotational crops

Previous herbicides used on this site, leave blank if unknown

Information on growth habit (upright, prostrate, etc. Also, annual, biennial perennial) Please only include PHYSICAL DESCRIPTIONS or ask about toxicity here "This is a weed" is not acceptable.

Form will default to "ID and Recommend Control" change to "ID Only" is done manually

"Save" will not submit form, use only if other information is required from the submitter to be entered later.

"Continue" will take you to a next page where you can finalize and submit the work order. If the appropriate fields are not entered, you will be prevented from continuing to the next step. Continue DOES NOT submit the work order.
Submission

Once the “Continue” button is clicked, this screen will appear. Please follow ‘Submit Procedures’. Only when you select ‘yes’, that the Request document has printed correctly (see next slide), will the Work Order be formally submitted.
Once ‘Continue’ is selected, this form will generate in a new window and print. Include this sheet with the sample Barcode is for the Weed Clinic to receive sample Cut off bottom of page and affix to envelope/box

**SAMPLES ARE NO LONGER GOING TO PRICE HALL**
Submission

To submit a work order that was initially saved rather than submitted.

On the home screen, every work order that you have access to will appear under the ‘Start New Weed Id Request’ button.

Will only allow user to view a work order.

Will allow user to edit and submit a previously saved work order.
After Receipt by Weed Clinic

• Agent will be able to see all progress as it is made
  – “received by” and the date
  – “ID’d by” and the date
  – “Sent to specialist” and the date
  – “Recommendation” and the date

• Each step will be accompanied by an email.
“Received By”

Denotes date sample was received by the Weed Clinic Diagnostician
This is an example of the emails an Agent will receive at various stages of the weed ID process.
Reminder for Submitting Samples

Good samples are those that

- Are shipped as soon as possible. If there will be a delay, store samples in a refrigerator.

- Have NO ADDED WATER!
  Do not include wet paper towels in bag with samples, this only encourages decomposition. This includes aquatic samples, please dry samples before sending them in.

- Contain all parameters needed for identification.
  Please include as much of the weed as possible in your sample: leaves, stems, roots, and flowers and/or seed (if possible).

If samples are too degraded for identification or don’t contain enough information for an accurate identification, a new sample will have to be submitted.

Samples that are not submitted with the proper paperwork will not be identified until the online submission form has been submitted.
Accessing Samples Following Submission

A Guide for New Users
How do I see what I’ve submitted?

• Agents can only see samples submitted from the county/counties in which they work
• Samples that are active and inactive (completed) can be viewed independently or together
Login

• Use your VT PID and password (can be changed)
Finding the Work Order

Samples can be sorted by Work Order #, Client or Status. It is important to note that status MUST be changed to “All” to fully search all available work orders via client or Work Order #.

- **Active** – Work Orders that have not been completed
- **Inactive** – Work Orders that have been completed (identification or identification and control recommendations)
- **All** – Both Inactive and Active work orders are visible

The “Actions” section will display differently for different users (e.g. Coordinator vs. Diagnostician vs. Agent)
Identifying “Stage” of ID Process

Status on Work Order allows Agent to see where the sample is in the “pipeline” the sample is. For example, sample below has been identified and the appropriate specialist has been assigned.

Click “View” to see sample form.
Accessing Inactive Work Orders

To see “Inactive” or completed WOs, click the button for “Inactive” and then click “Search” This brings up the windows seen below.

“Ctrl Complete” indicates the specialist has made a recommendation “Cancelled” means the form has been cancelled.

Click view to see a completed work order.
Completed forms will look like this – all information herein can be given to the sample submitter. Also note – Status box shows each time this form was accessed and work was done to it – as this is an example, only one name appears. All other samples will have 1-3 different names present.
What is the “Profile” next to the ID?

Clicking on “Profile” next to the species ID will generate a “Weed Profile”. These are currently under construction, and many weeds only have very basic information.
Questions/Comments

• Please call or email the Weed Clinic with any questions, we will be happy to walk you through any problems
  – wykle@vt.edu (Wykle Greene, Diagnostician)
  – 540-231-2302 (Weed ID Clinic Desk); email is preferred