

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)



The screenshot shows a web browser window with the URL `weeds.cals.vt.edu`. The page features a dark red header with the Virginia Tech logo and the text "College of Agriculture & Life Sciences" and "Weed Identification System". On the left, there is a "WEEDS" logo with an illustration of three dandelions. The main content area is white and contains the word "LOGIN" in orange, followed by the text "Welcome to the Virginia Weed Identification System." Below this, there are two input fields: "User ID:" and "Password:". A "login" button is positioned below the password field. At the bottom of the page, there are logos for "Virginia Cooperative Extension" and "STL VT STL", along with copyright information: "© 2005 - 2017 Software Technologies Laboratory | Privacy Statement".

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

Invent the Future | [Home](#) [Admin](#)

WORK ORDERS

Work Order Number ?

PERSONAL OPTIONS - ADMINISTRATION
Select an action:

- [View my contact information](#)
- [Edit my contact information](#)
- [Change my password](#)

[back](#)

CHANGE PASSWORD - USER ADMINISTRATION
Password requirements:

- At least 6 characters
- At least one capital or lower case letter
- At least one number
- At least one of the following special characters: . ! @ # % ^ * = + - _
- May not contain the user name
- May not contain the phrase password nor the words pass nor word
- Must not contain any of the following characters: ' \ " ' \$

Password

Old password: * New password: * Confirm password: *

[submit](#) [cancel](#)

Click "Admin"
Click "Personal"
Click "Change my password"
Follow directions on screen
and hit "submit" when
complete

Create a Work Order

WORK ORDERS

Work Order Number ?

Extension Office

Client

Status Active Inactive All

[search](#)

Receive Samples

Work Order

[Start New Weed Id Request](#)



Click here to create a new work order.

Work Order	Extension Office	Client			Status	Actions
WO00425	Henrico	Jane Abbott		03/29/2017	Req Submitted	view req cancel
WO00424	Spotsylvania	Ronald Turner	Kara Pittman	03/21/2017	Id Complete	view req id ctrl cancel
WO00423	Spotsylvania	Ronald Turner	Kara Pittman	03/21/2017	Id Complete	view req id ctrl cancel
WO00422	Spotsylvania	Ronald Turner	Kara Pittman	03/21/2017	Id Complete	view req id ctrl cancel
WO00421	Westmoreland	Diane Hagler	Kara Pittman	03/20/2017	Id Complete	view req id ctrl cancel
WO00419	Henrico	Donna Holt	Kara Pittman		Id Complete	view req id ctrl cancel

NEW WORK ORDER

REQUEST

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

Automatic – Tied to Agent
 username

Client Contact Information

Name -- Select a client -- New Client
 First Name
 Last Name
 Email
 Addr Line 1
 Addr Line 2
 City
 State
 County
 Zip Code Phone

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

Weed Information

Sample Collected From *Client's Address*
 Addr Line 1
 Addr Line 2
 City
 State VIRGINIA
 Zip Code

GPS Coordinates
 Lat/Long

Location Description

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

Is The Weed Spot Treatable?

Crop Information

Category
 Current -- Select a Category --

Help buttons (question mark) have
 further description.

Weed Information

? Sample Collected From Client's Address

Addr Line 1
Addr Line 2
City
State
Zip Code

? GPS Coordinates

Lat/Long

Location Description

? Is The Weed Spot Treatable?

Crop Information

Category
? Current
Category
To Follow
Expected Planting

“Current” crop information is mandatory.
For each category chosen from the drop-down menu, another menu will appear.

Please see next slide

? Herbicide

Additional Information

? Comments

Identify Only Identify and Recommend Control

cancel save submit

For Example...

Crop Information

Category: -- Select a Category --
Subcategory: -- Subcategory --

Current: ?

To Follow: -- Select a Category --

Expected Planting: -- Select a Category --

Herbicide: ?

- Select a Category --
- Production
- Forage/Pasture
- Ornamental Turf
- Ornamental Beds, Shrubs, & Trees
- Garden
- Aquatic
- Noncrop landscape
- Fallow areas
- Industrial Vegetation Area (Rights of Way)

Crop Information

Category: Ornamental Turf
Subcategory: -- Subcategory --

Current: ?

To Follow: -- Select a Category --

Expected Planting: Month Year

- Subcategory --
- Golf
- Athletic Field
- Lawn
- Sod Farm

Crop Information

Category: Ornamental Turf
Subcategory: Lawn
Species: -- Select a Species --

Current: ?

To Follow: -- Select a Category --

Expected Planting: Month Year

Herbicide: ?

- Select a Species --
- Tall fescue
- Kentucky bluegrass
- Perennial ryegrass
- Creeping bentgrass
- Colonial bentgrass
- Velvet bentgrass
- Fine Fescue
- Bermudagrass
- Zoysiagrass
- Centipedegrass
- Carpetgrass
- St Augustinegrass

Additional Information

Comments: ?

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.

Crop Information

? Current

? To Follow

Expected Planting

"To Follow" category is mandatory for rotational crops

? Herbicide

Additional Information

? Comments

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.

Identify Only Identify and Recommend Control

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

cancel save continue

"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

On Office Information

ia Weed Clinic Office

rovided]

ia Tech Glade Ro

ty

Old Glade Rd (033

sburg, VA 24061

231-5835

Information

Collected From

Old Glade Road

sburg, VA 24061

is NOT spot treat

Information

urrent Production

Follow Production growing soybean; no tillage

anting [not provided]

hicide

Client Contact Information

Shawn Askew

kbpittma@vt.edu

Req Submitted

K Pittman

03

Submit Work Order



Submit Procedures

1. Place freshly collected weed in a plastic bag and seal.
 1. Provide as complete a plant as possible, including leaves, stems, roots, flowers and seed
 2. Remove soil from roots
 3. Do NOT include additional water; remove excess water from aquatic plants
2. If the request document printed correctly:
 1. Include the Request document in the box with the sample
 2. Cut off the mailing label from the Request document and apply to box
 3. Press the "yes" button to finalize the work order and submit
3. If the request document did not print correctly, press the "No" button, determine the printing issue, and try to submit again.

yes

no

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.

WORK ORDER:

**Extension Office Information**

Virginia Weed Clinic Office
Virginia Tech Glade Road Facility
435 Old Glade Rd (0330)
Blacksburg, VA 24061
(540)231-5835

Client Contact Information

Shawn Askew
kbpittma@vt.edu
435 Old Glade Road
Blacksburg, VA 24061

Weed Information**Sample Collected From**

435 Old Glade Road
Blacksburg, VA 24061

Weed is NOT spot treatable

GPS Coordinates

Lat/Long

Location Description

Crop Information

Current Production Grains & Fiber Row Crop growing corn

To Follow Production Grains & Fiber Row Crop growing soybean; no tillage

Expected Planting

Herbicide

Additional Information

Comments

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****

Identify Only

Identify and Recommend Control



Plant Pathology, Physiology & Weed Science



Virginia Weed Clinic
Virginia Tech Glade Road Facility
435 Old Glade Road (0330)
Blacksburg, VA 24061

Submission

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

WORK ORDERS

Work Order Number ?

Client

Status Active Inactive All

[search](#)

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

Start New Weed Id Request

Work Order	Extension Office	Client	Weed Clinic Tech	Submitted	Status	Actions
WO00434	Virginia Weed Clinic	Shawn Askew		04/08/2017	Req Submitted	view edit

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”

RECEIVE WEED SAMPLES FOR WORK ORDER : WO00074

REQUEST

Extension Office Information

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

Kate Venner
katevenn@vt.edu
435 Old Glade Road
Blacksburg, VA 24061

Status	
Received	K Venner 04/07/2014



Denotes date sample was received by the Weed Clinic Diagnostician

Weed Information

Sample Collected From

[not provided]
[not provided, VA]

Weed is NOT spot treatable

GPS Coordinates

Lat/Long [not provided]

Location Description

Lawn area outside building at the base of a sloping lawn

Crop Information

Current Ornamental Turf Lawn growing perennial ryegrass

To Follow [not provided]

Expected Planting [not provided]

Herbicide

PPWS WIRS: Control Recommend for Work Order
WO00074

Inbox x



weedsadmin
weedsadmin@stl.vt.edu



Show details

WeedsAdmin@stl.vt.edu 12:08 PM (0 minutes ago) ☆

to me

Control recommendations for the weed(s) submitted in WO00074 are as follows:

Utilize herbicidal treatments to control plant.

Virginia Weed Identification System:
<http://client.stl.vt.edu/weeds/pages/Home.php>

This message was sent from the PPWS WIRS application.
Sent by: Weed Id Admin <WeedsAdmin@stl.vt.edu>

This is an example of the emails an Agent will receive at various stages of the weed ID process

WeedsAdmin@stl.vt.edu 12:08 PM (0 minutes ago) ☆

to me



Click here to [Reply](#) or [Forward](#)

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 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

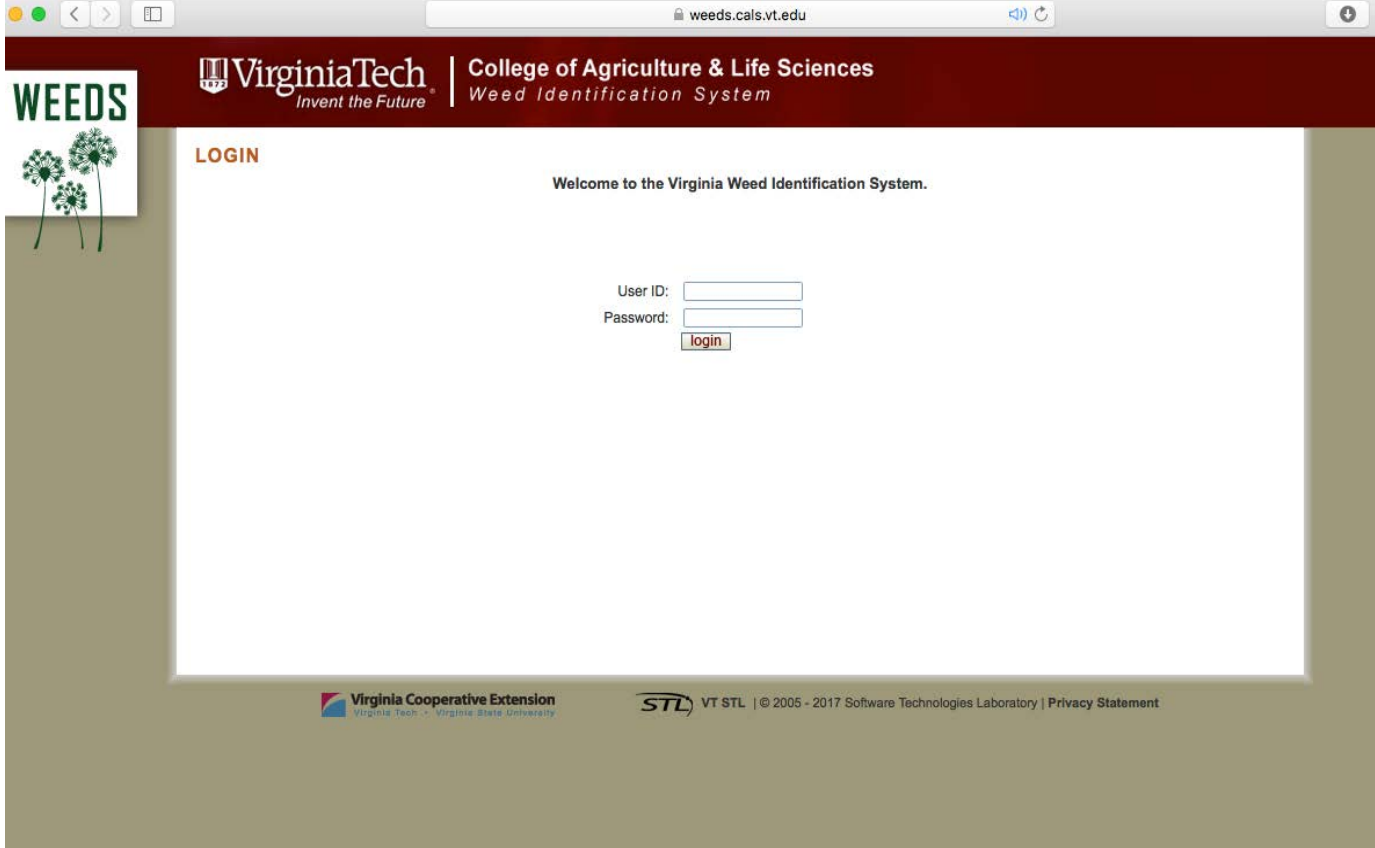
A Guide for New Users

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)



The screenshot shows a web browser window with the address bar displaying `weeds.cals.vt.edu`. The page header features the Virginia Tech logo and the text "College of Agriculture & Life Sciences" and "Weed Identification System". On the left, there is a "WEEDS" logo with an illustration of three dandelions. The main content area is titled "LOGIN" and includes a welcome message: "Welcome to the Virginia Weed Identification System." Below this, there are two input fields: "User ID:" and "Password:". A "login" button is positioned below the password field. At the bottom of the page, there are logos for "Virginia Cooperative Extension" and "STL VT STL", along with a copyright notice: "© 2005 - 2017 Software Technologies Laboratory | Privacy Statement".

Finding the Work Order

WORK ORDERS

Work Order Number ?

Extension Office

Client

Status Active Inactive All

[search](#)

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

Start New Weed Id Request

Work Order	Extension Office	Client	Weed Clinic Tech	Submitted	Status	Actions
WO00071	Virginia Weed Clinic	Kate Venner	Kate Venner		Spc Assigned	view req id ctrl cancel

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.

WORK ORDERS

Work Order Number ?

Extension Office

Client

Status Active Inactive All

search

Start New Weed Id Request

Work Order	Extension Office	Client	Weed Clinic Tech	Submitted	Status	Actions
WO00071	Virginia Weed Clinic	Kate Venner	Kate Venner		Spc Assigned	view req id ctrl cancel

Click “View” to see sample form

Work Order	Extension Office	Client	Weed Clinic Tech	Submitted	Status	Actions
WO00425	Henrico	Jane Abbott		03/29/2017	Req Submitted	view req cancel
WO00424	Spotsylvania	Ronald Turner	Kara Pittman	03/21/2017	Id Complete	view req id ctrl cancel
WO00423	Spotsylvania	Ronald Turner	Kara Pittman	03/21/2017	Id Complete	view req id ctrl cancel
WO00422	Spotsylvania	Ronald Turner	Kara Pittman	03/21/2017	Id Complete	view req id ctrl cancel

Accessing Inactive Work Orders

WORK ORDERS

Work Order Number ?

Extension Office

Client

Status Active Inactive All

[search](#)

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

Start New Weed Id Request

Work Order	Extension Office	Client	Weed Clinic Tech	Submitted	Status	Actions
WO00074	Virginia Weed Clinic	Kate Venner	Kate Venner		Ctrl Complete	view
WO00056	Virginia Weed Clinic	Weed Hater			Cancelled	view
WO00055	Virginia Weed Clinic	Weed Hater		09/11/2013	Ctrl Updated	view
WO00054	Virginia Weed Clinic	King Client		09/11/2013	Ctrl Complete	view
WO00051	Virginia Weed Clinic	NewFirst NewLast			Cancelled	view
WO00050	Virginia Weed Clinic	Katelyn Venner		09/30/2013	Cancelled	view

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

Click view to see a completed work order.

REQUEST

Extension Office Information

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

Kate Venner
katevenn@vt.edu
435 Old Glade Road
Blacksburg, VA 24061

Status

Ctrl Complete	K Venner	04/07/2014
Ctrl Complete	K Venner	04/07/2014
Id Complete	K Venner	04/07/2014
Id Complete	K Venner	04/07/2014
Weed Id 1	K Venner	04/07/2014
Spc Assigned	K Venner	04/07/2014
Post Marked	K Venner	04/07/2014
Weed Id 1	K Venner	04/07/2014
Spc Assigned	K Venner	04/07/2014
Post Marked	K Venner	04/07/2014
Received	K Venner	04/07/2014

Weed Information

Sample Collected From
not provided
not provided, VA

Weed is NOT spot treatable

GPS Coordinates

Lat/Long [not provided]

Location Description

Lawn area outside building at the base of a sloping lawn

Crop Information

Current Ornamental Turf Lawn growing perennial ryegrass
To Follow [not provided]
Expected Planting [not provided]

Herbicide

Additional Information

Comments Patchy grass, perennial, rapid growth, different color green

Identify Only Identify and Recommend Control

IDENTIFICATION

Post Marked 04/04/2014
Control Specialist S Askew

Sample 1: W00074-1

Condition Excellent

Genus	Epithet	Family	Common Name
Cynodon	Dactylon	Poaceae	Bermudagrass profile
Identified By	Kate Venner		
Comments	TEST SAMPLE		

CONTROL

Recommendation Utilize herbicidal treatments to control plant.

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?

Weed Information

Sample Collected From
not provided
not provided, VA

Weed is NOT spot treatable

Crop Information

Current Ornamental Turf Lawn growing per
To Follow [not provided]
Expected Planting [not provided]
Herbicide

Additional Information

Comments Patchy grass, perennial, rapid growth, c
 Identify Only Identify and Recommend Control

IDENTIFICATION

Post Marked 04/04/2014
Control Specialist S Askew

Sample 1: WO00074-1

Condition Excellent

Genus	Cynodon	Epithet	Dactylon
-------	---------	---------	----------

Identified By Kate Venner

Comments TEST SAMPLE

CONTROL

Recommendation Utilize herbicidal treatments to control plant.

GPS Coordinates

Post Marked 04/07/2014
Received K Venner 04/07/2014

Weed Profile: Cynodon dactylon

Scientific Name Cynodon dactylon
Common Name Bermudagrass

Family Poaceae
Type Grass
Lifecycle Perennial
Leaf Arrangement Rolled in bud
Habit A wiry perennial grass with creeping stolons and rhizomes. Foliage is gray-
Leaves Leaves are gray-green to blue-green short (5 to 12 cm long) and narrow (2
Characteristics rhizomes are scaly and sharp.
Flower Seed Head Seedheads are produced in mid to late summer and consist of 3 to 7 finger-
Seed Fruit Seed are short and plump about 1.7 mm long and usually shiny straw colored.
Where Found Common bermudagrass grows in hot dry climates typical of the southern US.
Synonyms Capriola dactylon, Cynodon aristiglumis, Cynodon incompletus, Panicum
Other Common Names devilgrass, motie molulu, manienie, grama-seda

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