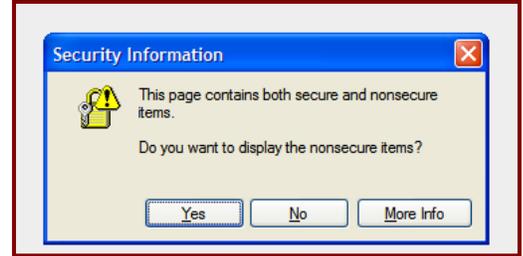


How to use the NCSU Plant Disease and Insect Clinic Database

1. Open your **Firefox** browser. You can also use Internet Explorer but the database is optimized for Firefox.
2. Type in <https://plantclinic.ces.ncsu.edu>
3. Depending on your computer set up, if this screen comes up, type “yes”.

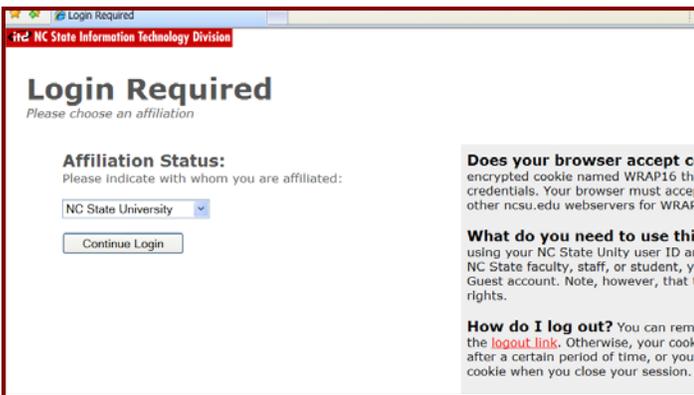
You can stop this security warning from coming up:

Internet Explorer: Click on Tools, Internet Options. On the box that appears click on the Security tab, then the Custom Level button. You’ll see a long list of options. About half way down the option you’ll see “Display Mixed Content”. Click the Enable button, then Ok, Ok to save the information. You shouldn’t see this again.



Firefox: Click on Tools, Options. In the next box click the Security tab, then the Settings button. Uncheck the 3rd option (Warn when “I leave an encrypted page for one that is not encrypted”). Ok, Ok to save.

4. The NCSU WRAP Login screen comes up:

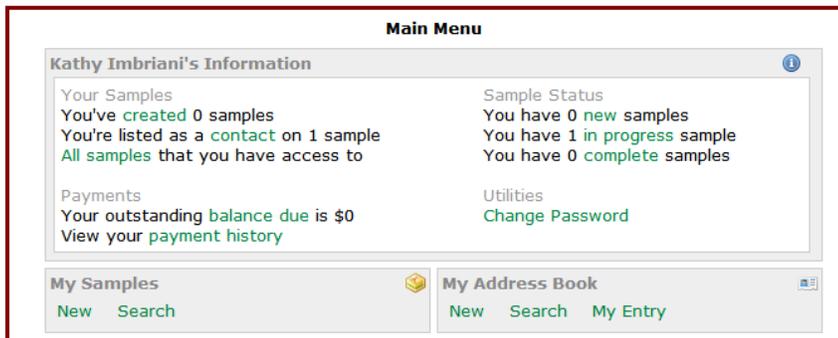


Login with ID and Password

Your login is your Unity ID and password

5. The PDIC Main Menu screen opens

Throughout the database fields with a **GREEN DOT** are required fields. Words in **Green** are Links to other tools.



From this menu you can:

- Enter new sample information: Click New in the My Samples box.
- Check on samples submitted
- Check on samples in progress
- Check on completed samples
- Change your password
- Search for address

6. Entering Sample Information

Plant Disease & Insect Clinic · Plant Pathology · Entomology
See the PDIC website for information on fees and sample submission guidelines
Main Menu · Help · Logout kathy.imbriani@ncmail.net (guest) · plantclinic@ces.ncsu.edu

Sample Entry * Indicates a required field

SAMPLE ENTRY
Submit a sample to the Plant Disease and Insect Clinic

Sample Number N/A
Date Entered Today
Status NEW

CONTACTS
Who is responsible for the sample?

Client
Agent Kathy Imbriani (NCSA&CS) 1050 Mail Service Center Raleigh, NC 27699
Consultant
Other
Send Invoice To
Sample Collected By [Create a New Address Book Entry](#)

LOCATION
Where did you find the sample?

For all of the Names Fields::
Type in at least 4 letters and then select the desired name from drop down box created. If the **person's name does not come up** when you start typing then **type an Asterisk after the name**. All the names we have used in past years that match will appear to choose from.

If the name is still not there right click **“Create a New Address Book Entry”** and Select Open in a New Tab or New Window. Fill out and save the information for that person. Then come back to this screen to complete the sample entry. **If you provide an email address for your client they will automatically be sent a welcome message and have an account created for them. They can log in to view their own reports that way. This is not possible without an email address.**

Client's Name: The owner of the plant.

Agent Name: Your name will automatically appear here.

Fill in Consultant and Other as needed: Consultant should be used for Landscapers, Pest Control Operators, etc. Other can be anyone else involved with this sample that needs a copy of the report. Leave this field blank if possible.

Send Invoice to: Select “Agent” (Your samples are free of charge for 2008 if you're entering your own data, but this is a required field). Clinic staff will set the charge to 0.

7. Entering Location and General Information

LOCATION
Where did you find the sample?

Host Site Type
Host Address

GENERAL
General information about the sample.

Date Collected Approximate (within chosen month)
Host

If the name of your plant or host situation is not on this list, or you're not sure, please enter the name or suspected name in the comments field at the bottom of this page.

Variety
Problem Type
Sample Type Check this box if a physical sample will be sent to the address below as part of this submission:
 There is no charge for submitting image-only samples. Physical samples require payment. [Fee Details](#)

Plant Disease and Insect Clinic
North Carolina State University
Campus Box 7211, Room 1227 Gardner Hall
100 Derieux Place
Raleigh, NC 27695-7211

LOCATION

Host Site Type: Select best description for the location of the sample.

Host Address: Should be “Same as Client” in most cases. If the sample actually came from a different location than that given for the client then click “Not Listed (let me type it in)” from the drop down and fill in the actually location. This is useful if the sample came from a second home or the home address is not near the field.

GENERAL

Date Collected: Select the date by clicking the calendar icon. Check Approximate box if you're not sure of the exact date collected.

HOST: Type in the common name or scientific name and select the correct choice from the drop down list.

Note: *Typing in four (4) letters of the name will start the search and generate the drop down. You can use any part of the name you know. Click on the name you want to bring it up into the box.*

If you do not know the host or the host name is not found in the list, select the button "I don't know" or "Not Found on List". In this case tell us what you know about the plant or situation (e.g. Interior Molds) in the comments field

Variety: Note the variety, if it is known.

Problem Type: Select the type of problem, if known, from the drop down.

Sample Type: Be sure to check the box "Check this box if a physical sample will be sent to the address below" if you are sending a physical sample.

The screenshot shows the 'GENERAL' form with the 'Host' dropdown menu open. The menu lists various maple species: acer, Amur Maple; Acer tataricum ginnala (P), Big Leaf Maple; Acer macrophyllum (P), Black Maple; Acer saccharum nigrum (P), Boxelder; Acer negundo (P), Evergreen Maple; Acer laevigatum (P), Freeman's Maple; Acer freemanii (P), Fullmoon Maple; Acer japonicum (P), Hedge Maple; Acer campestre (P), and Japanese Maple. The 'Approximate (within chosen month)' checkbox is also visible.

8. File Attachments

The screenshot shows the 'FILE ATTACHMENTS' section. It includes instructions: 'Attach and label any necessary files such as digital images, spreadsheets, drawings, etc. All images submitted to the POIC may be used for teaching purposes and in online image libraries. In doing so we will not reveal any personally identifiable information.' Below this is a file upload area with a 'Browse...' button, a 'Label' text box, and an 'Add Another File' link.

Images and other files: Browse to any images you want to upload. The IDs made with images alone are usually not specific to Genus or species involved.

Label: Include here any descriptive text you want to label the picture with.

9. Enter Disease Information

The screenshot shows the 'DISEASE INFORMATION' section. It includes instructions: 'Fill in this section if the sample involves a disease. Check as many items as applicable and use the text areas to type more information as needed.' The form is divided into three columns: Symptoms, Distribution, and Parts Affected. Each column has a list of checkboxes for various disease symptoms and characteristics. There are also text boxes for 'Other' information in each column.

Click the dropdown and select percent of the crop or percent of the planting affected.

Check beside symptoms, Distribution and Parts Affected to tell what you're seeing.

Additional information that doesn't fit here can go in the comments box below.

10. Enter Insect Information

If this is an insect sample, include additional information here. Be sure to tell what the insect was doing and an estimate of how many per plant or how many found in this situation.

INSECT INFORMATION
Fill in this section if the sample involves an insect.
Check as many items as applicable and use the text areas to type more information as needed.

Signs

- Boring
- Chewing
- Eggs/egg bearing structures
- Frass/Casts
- Galls
- Skeletonized
- Webbing
- MINING

Other

What was the insect doing?

Degree of infestation
(#/plant, # found)

11. Enter Other Information

OTHER INFORMATION
Enter any comments or other pertinent information here.

Comments

Include here any other information you might have about the sample.

When finished, click the “Submit” button. Click on “Summary Report”. Print this page and include a copy in the box with the sample.

Thanks to Kathy Imbriani, NCDA & CS, for help with this write up.