

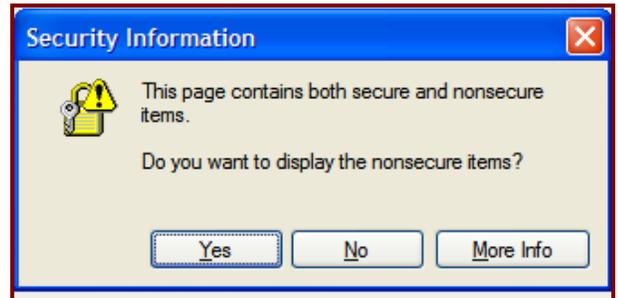
# Directions for Use of NCSU Plant Disease and Insect Clinic Online Entry

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 3<sup>rd</sup> option (Warn when “I leave a an encrypted page for one that is not encrypted”). Ok, Ok to save.



## 4. The NCSU WRAP Login screen appears:

Click the dropdown and select “Guest Access”, click Continue Login. The PDIC Online Welcome screen appears.



If you got a welcome email then use that information to log in.

New users click **Create a New Account**, fill out the address information, including a valid email address. A confirmation email will be sent. Reply to confirm then login with the ID and Password included in the email. You can change this password at the Main Menu after you log in for the first time.

## 5. The PDIC Main Menu screen opens:

From this menu you can:

- Check on samples submitted
- Change your password
- View your invoices and payment history
- Search for addresses you entered

To create a new sample click **New**

## 6. Entering Sample Information

Plant Disease & Insect Clinic · Plant Pathology · Entomology  
 See the PDIC website for information on fees and sample submission guidelines

NC STATE UNIVERSITY 

Main Menu · Help · Logout tom@creswellcoaching.com (guest) · plantclinic@ces.ncsu.edu

Sample Entry \* Indicates a required field

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

Sample Number	N/A
Date Entered	Today
Status	NEW

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**CONTACTS**  
Who is responsible for the sample?

Client *	<input type="text"/>	  
Agent	<input type="text"/>	  
Consultant	Tom Consultant (Creswell Coaching) 2820 Barrymore St. #100 RALEIGH, NC 2761	  
Other	<input type="text"/>	  
Send Invoice To *	<input type="text"/>	
Sample Collected By *	<input type="text"/>	

[Create a New Address Book Entry](#)

*For all of the following selections: Type in at least 4 letters then select the desired name from the drop down box. Fields with a **GREEN DOT** are required fields. Words in **Green** are Links to other tools.*

**Client's Name:** If you registered as a client your name will automatically appear here. If, not please enter client name. A client is required for all samples (must include city, county, state and zip code).

**Agent Name:** Agent is reserved for county agents. Add your county extension agent name ONLY if you are working with the agent on this problem and they are expecting a report.

**Consultant:** If you registered as a consultant your name will automatically appear here

**Other:** Anyone else who needs a copy of the report. Leave blank if possible.

**Send Invoice to:** Select "Client or Consultant as needed"

**Sample collected by:** Select "Client or Consultant"

## 7. Entering Location and General Information

**LOCATION**  
Where did you find the sample?

Host Site Type *	<input type="text" value="Home grounds"/>
Host Address *	<input type="text" value="Same as the Client"/>

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**GENERAL**  
General information about the sample.

Date Collected *	<input type="text"/> <input type="checkbox"/> Approximate
Host *	<input type="text"/>
	<input type="button" value="I Don't Know"/> <input type="button" value="Not Found On List"/>
	<small>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 below.</small>
Problem Type *	<input type="text"/>
Sample Type	<input type="checkbox"/> Check this box if a physical sample will be sent to the address below as part of this submission:

### 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.

## GENERAL

**Date Collected:** Select the date by clicking the calendar icon, then select the date from the drop down calendar.

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

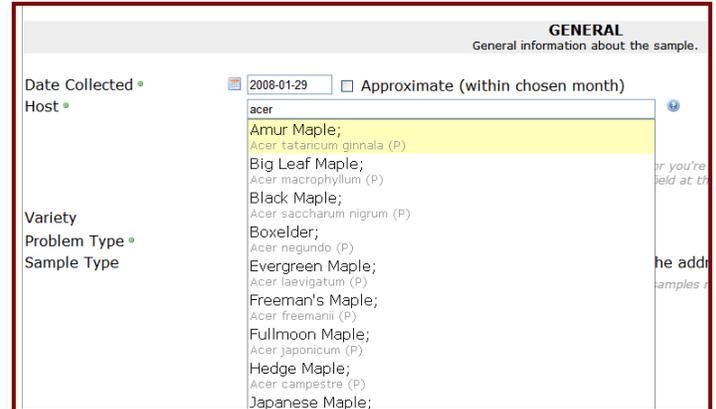
Note: *Typing in four (4) letters of the name will start the search and generate the drop down. You can use any part of the name you know. Click on the name you want to bring it up into the box.*

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.

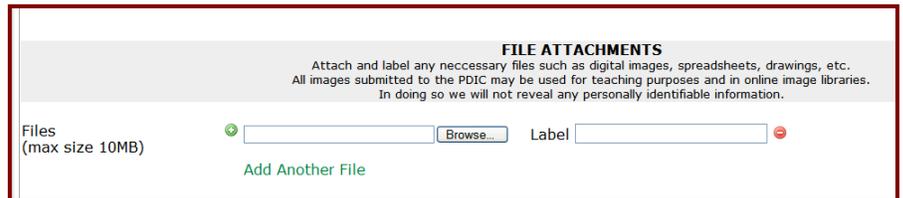
**Sample Type:** **Be sure to check the box “Check this box if a physical sample will be sent to the address below” if you are sending a physical sample.**



The screenshot shows the 'GENERAL' section of a form. The 'Date Collected' is set to 2008-01-29. The 'Host' dropdown menu is open, showing a search for 'acer' with a list of results including 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 'Amur Maple' option is highlighted in yellow.

## 8. File Attachments

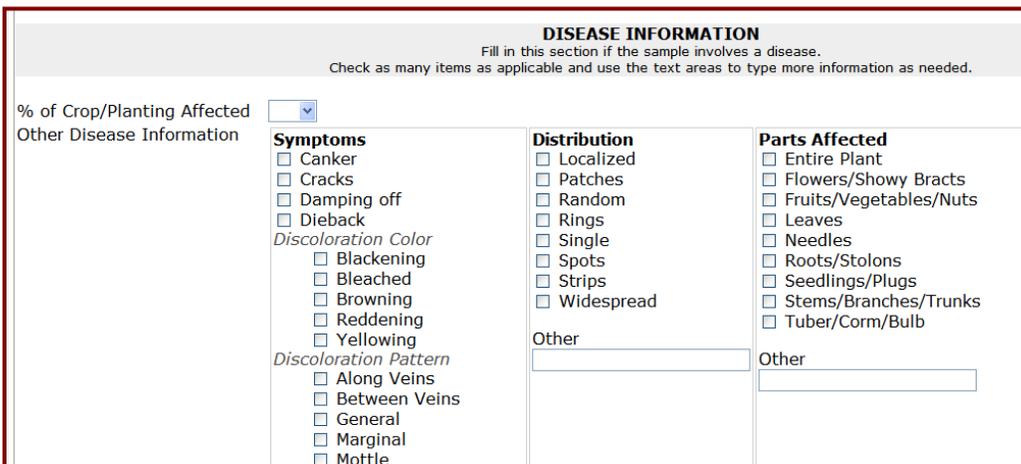
**Files:** Upload any images you want to accompany the sample. The clinic can diagnose some problems and identify many insects from images. The IDs made this way are usually not specific to Genus or species involved.



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 PDIC may be used for teaching purposes and in online image libraries. In doing so we will not reveal any personally identifiable information.' Below this, there is a 'Files (max size 10MB)' field with a green plus icon, a 'Browse...' button, and a 'Label' field with a red minus icon. An 'Add Another File' link is also present.

**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 and a text area for 'Other'.

Symptoms	Distribution	Parts Affected
<input type="checkbox"/> Canker	<input type="checkbox"/> Localized	<input type="checkbox"/> Entire Plant
<input type="checkbox"/> Cracks	<input type="checkbox"/> Patches	<input type="checkbox"/> Flowers/Showy Bracts
<input type="checkbox"/> Damping off	<input type="checkbox"/> Random	<input type="checkbox"/> Fruits/Vegetables/Nuts
<input type="checkbox"/> Dieback	<input type="checkbox"/> Rings	<input type="checkbox"/> Leaves
<i>Discoloration Color</i>	<input type="checkbox"/> Single	<input type="checkbox"/> Needles
<input type="checkbox"/> Blackening	<input type="checkbox"/> Spots	<input type="checkbox"/> Roots/Stolons
<input type="checkbox"/> Bleached	<input type="checkbox"/> Strips	<input type="checkbox"/> Seedlings/Plugs
<input type="checkbox"/> Browning	<input type="checkbox"/> Widespread	<input type="checkbox"/> Stems/Branches/Trunks
<input type="checkbox"/> Reddening		<input type="checkbox"/> Tuber/Corm/Bulb
<input type="checkbox"/> Yellowing		
<i>Discoloration Pattern</i>	Other	Other
<input type="checkbox"/> Along Veins	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Between Veins		
<input type="checkbox"/> General		
<input type="checkbox"/> Marginal		
<input type="checkbox"/> Mottle		

Include here any information you might have about the sample including symptoms, distribution or parts of the plant affected.

## 10. Enter Insect Information

**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)

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.

## 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. A summary report will be produced. Print off a copy of this report and include it in the box with the sample.

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