

Uploading a Referral to the MG-Dx Referral Forum

2/27/10

The following step-by-step instructions outline the procedure for uploading a Referral to the Metro Master Gardener Referral Forum for consideration by the MG-Dx group.

1 Collect the Necessary Information from the Client

- It is important that you collect as much information as possible to provide to the MG-Dx group. The more information they have available the more likely they are to be able to successfully provide the client with helpful and accurate information in a timely fashion.

2 Uploading the Referral Information to the Referral Forum

1. Go to the Metro Master Gardener Referral Forum

- <http://www.metromastergardeners.org>

2. In the text boxes, type the Username and Password for your Master Gardener office.

- Multnomah County – Username: **mcphones** Password: **mcphones**
- Clackamas County – Username: **ccphones** Password: **ccphones**
- Washington County – Username: **wcphones** Password: **wcphones**

3. Once you are logged in you will be taken to the main forum web page which will look similar to the one shown in Fig. 1.

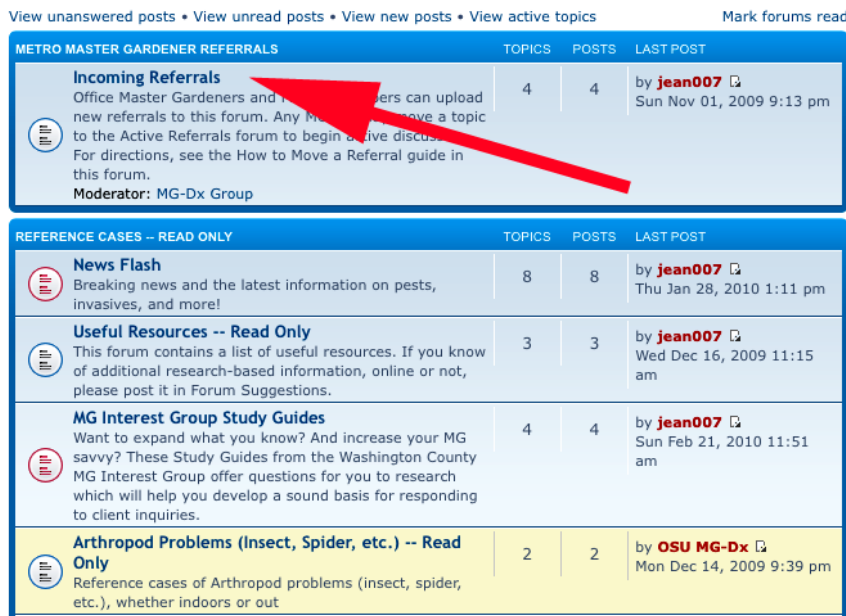


Figure 1: Main Referral Forum web page with arrow indicating **Incoming Referrals** forum. The web page you see may differ slightly from this figure depending on your permissions.

4. Click on **Incoming Referrals**, indicated by the large arrow in Fig. 1.
5. The new page looks similar to that in Fig. 2. To enter a Referral, click **New Topic**, indicated by the large arrow in Fig. 2.

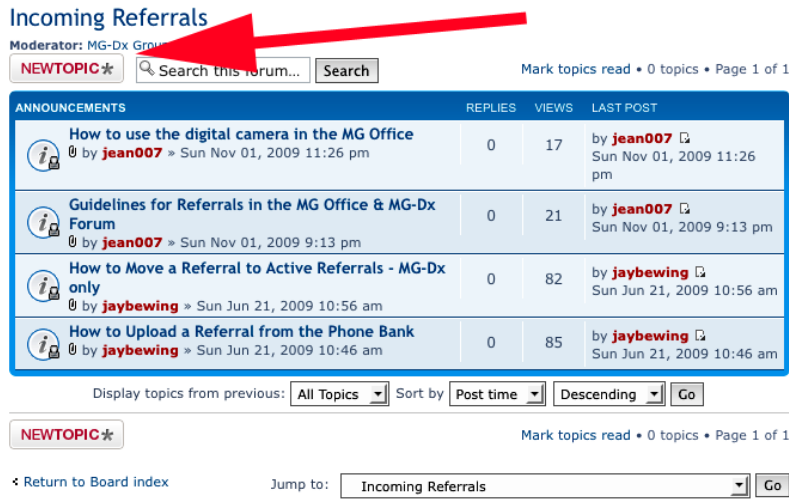


Figure 2: Incoming Referral forum web page with arrow indicating **New Topic** button.

6. You will now be taken to a web page similar to Fig. 3. It's the Referral Form, a fill-in-the-blank form where you enter the information you have collected from the client. Enter as much information as possible. Because certain fields are required (indicated with a * or ⁰), you may need to contact the client again.
Note: If you are using Internet Explorer you may need to scroll to the top of the web page to see the start of the Referral Form.

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User Control Panel (0 new messages) • View your posts FAQ Members Logout [mcphones]

Incoming Referrals

METRO MASTER GARDENER REFERRAL FORM

This Referral form will allow Master Gardeners to submit Referrals for review and handling by MG-Dx referral specialists. Please fill out as many fields as you can and provide as much detail as possible. To upload an image click the Upload Attachment tab near the bottom of the page. When you are finished click the Submit button at the bottom of the page.

*Indicates required field.
⁰ indicates at least ONE of these is required.

Subject:

Client Information

*Submitting county: Multnomah Clackamas Washington *County Client is calling from: Multnomah Clackamas Washington

*Submitting Master Gardener(s):

*Do submitting M.G.s want to be notified when the referral is complete? Yes No

*Date of first Client contact:

Figure 3: Referral – just the top of the form is shown.

7. If digital photos related to the client's case are available, upload them to the Referral. To do so click **Upload Attachment** near the bottom of the form as indicated by the arrow in Figure 4.

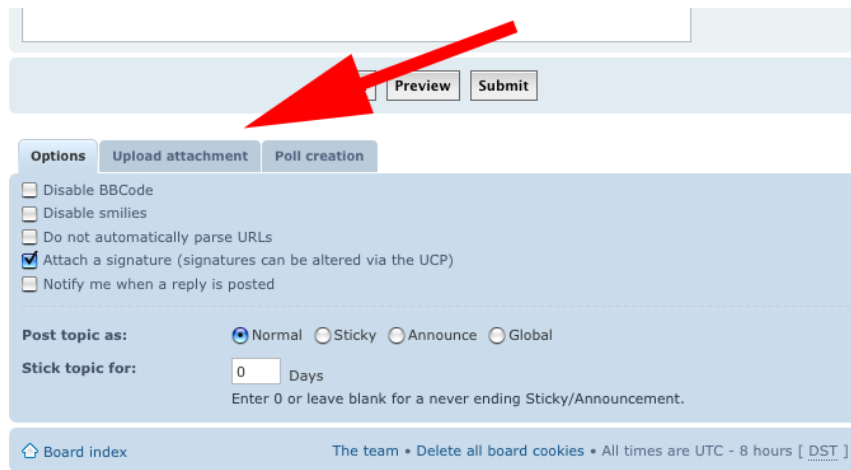


Figure 4: Bottom of Referral page with arrow indicating **Upload Attachment** tab.

8. You will now see a web page similar to the one shown in Fig. 5. Click **Browse**. In the new window, locate the desired image, click it once select it, and then click **Open**. To complete the process, click **Add the file** shown to the right of **Browse**.

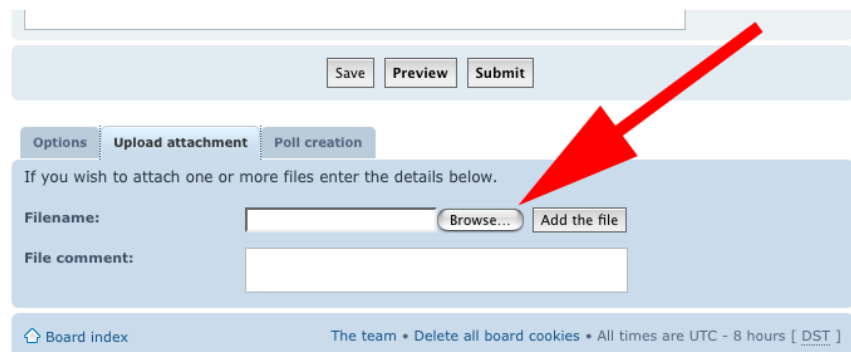


Figure 5: Bottom of Referral page with arrow indicating **Browse** button.

9. Repeat this process to add additional photos.
10. After you've completed the Referral and uploaded any associated photos, click **Submit**.
11. If needed, you can now enter, and submit, additional Referrals by returning to the **Incoming Referrals** forum and repeating the procedure outlined above.