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.

Incoming Referrals Moderator: MG-Dx Group NEWTOPIC* & Search this forum Search		Mark topi	cs read • 0 topics • Page 1 of 1
ANNOUNCEMENTS	REPLIES	VIEWS	LAST POST
How to use the digital camera in the MG Office	0	17	by jean007 🖬 Sun Nov 01, 2009 11:26 pm
Guidelines for Referrals in the MG Office & MG-Dx Forum U by jean007 » Sun Nov 01, 2009 9:13 pm	0	21	by jean007 🖸 Sun Nov 01, 2009 9:13 pm
How to Move a Referral to Active Referrals - MG-Dx only by jaybewing > Sun Jun 21, 2009 10:56 am	0	82	by jaybewing 🛿 Sun Jun 21, 2009 10:56 am
i B W to Upload a Referral from the Phone Bank U by jaybewing » Sun Jun 21, 2009 10:46 am	0	85	by jaybewing D Sun Jun 21, 2009 10:46 am
Display topics from previous: All Topics 🚽 Sort by	Post time	<u>→</u> Des	scending 🗾 Go
NEWTOPIC*	I	Mark topi	cs read • 0 topics • Page 1 of 1
Return to Board index Jump to: Incoming Refe	rrals		▼ Go

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-theblank 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.

🛆 Board index < Metro Ma	aster Gardener Refe	rrals < Incoming	Referrals	∼A^
SUser Control Panel (0 new	v messages) • View yo	our posts	③FAQ ^B Mer	mbers ① Logout [mcphones]
Incoming Referrals				
METRO MASTER GARDENER R	EFERRAL FORM			
This Referral form will allo referral specialists. Please upload an image click the click the Submit button at *Indicates required field. ° indicates at least ONE of	fill out as many field Upload Attachment the bottom of the p	ds as you can and tab near the bott	d provide as m	uch detail as possible. To
Subject:				
Client Information				
*Submitting county:	 Multnomah Clackamas Washington 	*County Client from:	is calling 🧕 C	Multnomah) Clackamas) Washington
*Submitting Master Gardener(s):				
*Do submitting M.G.s want to be notified when the referral is complete?	YesNo			
*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.

		Preview Submit
Options	Upload attachment	Poll creation
🗹 Attach a	smilies automatically parse UR	can be altered via the UCP)
Post topic Stick topic	: for: 0	ormal OSticky OAnnounce OGlobal Days r 0 or leave blank for a never ending Sticky/Announcement.
合 Board in	dex	The team • Delete all board cookies • All times are UTC - 8 hours [DST]

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**.

	Save Preview Submit	
Options Upload attachment	t Poll creation	
If you wish to attach one or more files enter the details below.		
Filename:	Browse Add the file	
File comment:		
🛆 Board index	The team \bullet Delete all board cookies \bullet All times are UTC - 8 hours [$\underline{\text{DST}}$]	

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.