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.
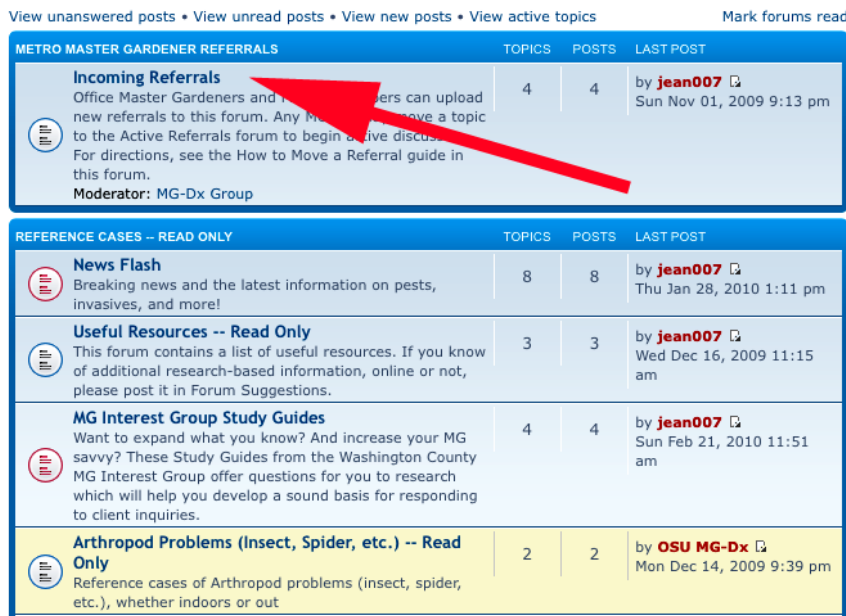

Figure 1: Main Referral Forum web page with arrow indicating **Incoming Referrals** forum. The web page you see may differ slightly from this figure depending on your permissions.

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.
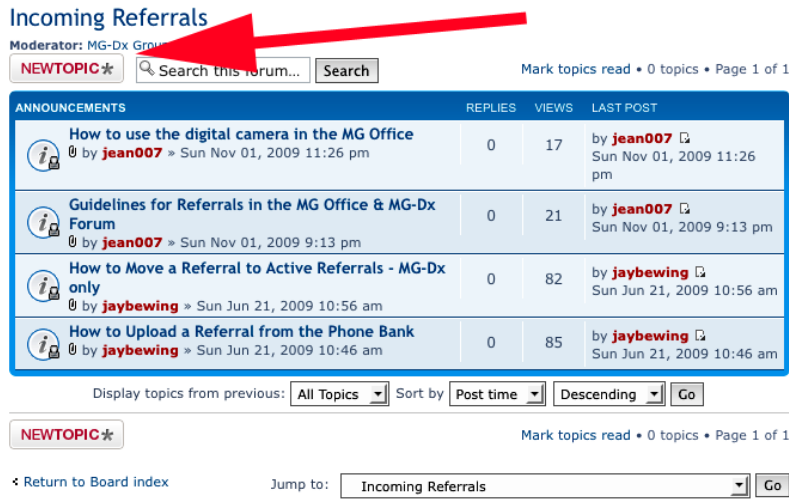

Figure 2: Incoming Referral forum web page with arrow indicating **New Topic** button.

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.

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.
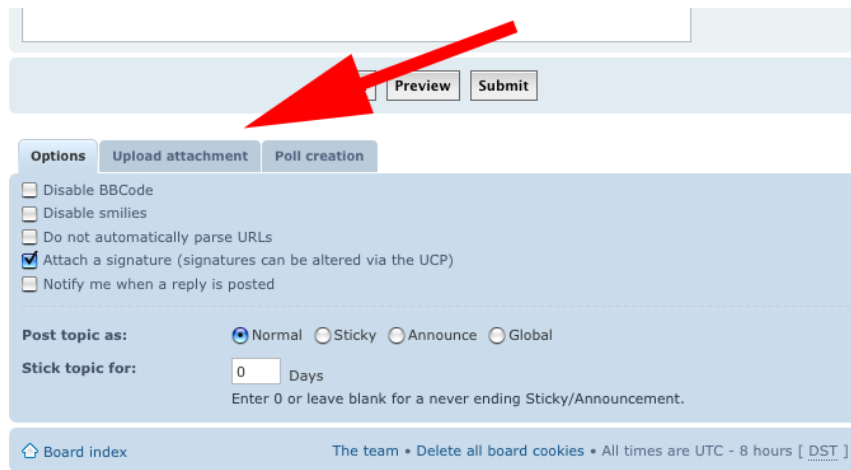

Figure 4: Bottom of Referral page with arrow indicating **Upload Attachment** tab.

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**.
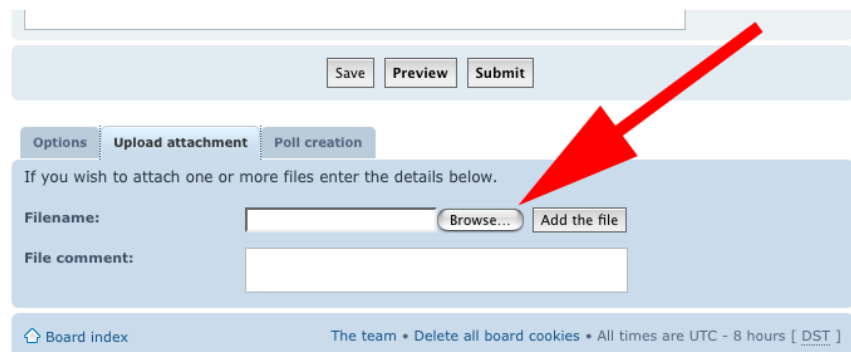

Figure 5: Bottom of Referral page with arrow indicating **Browse** button.

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.