

OIRSA DDDI SYSTEM INSTRUCTIONS

Request an account:

Navigate to <https://dddi.oirsa.org>

If you do not have an account, click 'Request an account' on the side menu. Complete the account request form. You will receive an email confirmation when your account is approved.

Upon receiving your OIRSA DDDI Account (check your email for approval information):

Submitter Instructions:

Navigate to <https://dddi.oirsa.org>

Login with your username and password.

Submit a Sample

Click on 'Entomology' or 'Plant Pathology' link under the side menu heading 'Submit a Sample'. A form is displayed requesting you to 'Select a Client'. The select list provided will give you the choice to 'Enter a New Client' or the names of existing clients in the system.

1. Click on the client's name in the select list. (note, hold your mouse pointer over the name to preview the contact information for that client)
 - a. Upon selecting a client, a pop-up will display the client's contact information and three links:
 - i. Click 'Select this Client' to submit a sample for that client
 1. Upon clicking 'Select this Client' the pop-up will close and the page will reload and display the sample form.
 - ii. Click 'Choose Another Client' if that client is not the correct client
 1. Upon clicking 'Choose Another Client', the pop-up will close.
 2. Select another client from the select list or select to enter a new client
 - iii. Click 'Edit this Client' if it is the correct client, but you need to correct the contact information for that client.
 1. Upon clicking 'Edit this Client' the pop-up should automatically close and display the client information on a form
 2. Correct the information on the form displaying the current information for the client
 3. Click 'Continue' to submit the corrections and continue submitting a sample
 2. Enter New Client
 - a. Upon selecting 'Enter a New Client', a form will be displayed allowing you to enter the contact information for the new client.
 - b. Upon entering all of the contact information, click 'Continue' to submit the new client information and continue submitting a sample

After client selection has taken place, the 'Sample Submission' form will be displayed. At the top of the form, the client information is displayed for verification purposes. To change the client information, click 'Go Back'.

1. Complete the 'Sample Information' section of the form. Enter as much information as possible to assist the evaluators in making an accurate diagnosis.
2. Client information, country of origin and comments regarding the country of origin are not displayed to the evaluator.
3. Attach JPG or JPEG images
 - a. Click 'Browse'
 - b. Change the view in the dialog box to 'Thumbnail' view
 - c. Navigate to the appropriate image
 - d. Click on the image
 - e. Click 'Open'
4. Enter a description for the image
5. Repeat steps 3 and 4 for each image you wish to upload
6. Click 'Continue'
7. Upon successful submission, the page will reload and a message will be displayed saying "You have successfully submitted your sample. The sample number is: ##" (where ## is the sample number).
8. An email notification is automatically sent to the appropriate diagnostician informing them of the sample's existence.

Browsing Samples

Click 'Search Samples' to display a search interface. Enter a search term, select a filter criteria and click 'Search Samples'. Submitters have different search criteria than Evaluators: submitters may not search the country of origin.

Click on 'Submitted Samples' under the 'Browse Samples' menu heading. The content pane will display a list of samples submitted by you.

Click on 'Recently Submitted' under the 'Browse Samples' menu heading. The content pane will display a list of samples recently submitted for your country.

Click on 'Not Yet Evaluated' under the 'Browse Samples' menu heading. The content pane will display a list of samples pending evaluation for your country.

Click on 'Samples List' under the 'Browse Samples' menu heading. The content pane will display a list of samples to which you have access.

Managing Your Account

Click on 'Manage Account' under the 'Your Account' menu heading. The content pane will display a form allowing you to modify your account information and change your language preference.

Click on 'Change Password' under the 'Your Account' menu heading. The content pane will display a form allowing you to modify your password.

Evaluator Instructions:

Navigate to <https://dddi.oirsa.org>

Login with your username and password.

Upon successful login, select the appropriate action from the side menu or content pane.

1. The content pane will display links to samples assigned to you for evaluation that have not yet been evaluated
 - a. Click on the sample number link to be taken to the sample information page
2. The content pane will display links to samples that you recently evaluated (within the past 7 days)
 - a. Click on the sample number link to be taken to the sample information page

Evaluating a sample

1. Upon navigating to the sample information page for the sample you wish to evaluate, review the images by clicking on the links to the images to view a larger version of the images. Review the sample information provided.
2. Scroll to the bottom of the sample information page to the section entitled "Evaluate this sample". Select the appropriate action from the select list entitled "What do you want to do?" and click 'Continue'. Options in the select list are:
 - a. **Evaluate this sample** – Choosing this option will submit the form and display the evaluation form
 - i. Complete the evaluation form and click 'Submit Evaluation'
 - ii. An email notification of the sample's diagnosis will be sent to the submitter
 - iii. Submitter may review the evaluation online
 - b. **Reassign this sample to another evaluator** – Choosing this option will allow you to transfer sample evaluation responsibility to another evaluator within your country, or to your country coordinator (perhaps the sample falls within their area of expertise).
 - i. Select the appropriate evaluator from the list
 - ii. Enter a message to the evaluator
 - iii. Click 'Continue'
 - iv. An email notification containing your message will be sent to the new evaluator informing them of the sample being assigned to them
 - c. **Consult with an Outside Source** – Choosing this option will allow you to consult with experts that you know, anywhere in the world.
 - i. Enter the email address, subject and a brief message to the expert with whom you wish to consult
 1. **To consult with the University of Georgia**, click the hyperlink at the top of the form entitled "Consult with University of Georgia", enter the email subject and a brief message and click 'Continue'
 - ii. Consulting function sends an email to the expert with a URL to the specific sample. No location or client information is displayed to the consultant, only

the images and sample information. The consultant may view the sample images and information and responds directly back to you using the system. You are then able to use the information provided to you by the consultant in your diagnosis if you decide to do so.

- d. **Open Sample for Discussion** – Choosing this option will allow you to give sample access to other evaluators within your country to solicit their comments regarding the sample.
 - i. Select the appropriate evaluators
 1. To select multiple evaluators, hold down your 'ctrl' key while you click on each evaluator to whom you are giving access
 - ii. Enter a message to the evaluators
 - iii. Click 'Continue'
 - iv. An email notification containing your message will be sent to each person selected requesting their comments on the sample. They will be able to see the sample by clicking on the side menu option 'Samples to which you have access'

Side menu items and other actions *Browsing*

Samples

Click 'Search Samples' to display a search interface. Enter a search term, select a filter criteria and click 'Search Samples'. Submitters have different search criteria than Evaluators: submitters may not search the country of origin.

Click on 'Evaluated Samples' under the 'Browse Samples' menu heading. The content pane will display a list of samples evaluated by you.

Click on 'Samples List' under the 'Browse Samples' menu heading. The content pane will display a list of samples to which you have access.

Commenting on a sample to which you have been granted access

1. Click on 'Samples List' on the side menu to display a list of samples to which you have been assigned for evaluation or granted access to provide your comments.
2. Click on the sample number of the sample you want to review and comment
3. On the sample information page, in the top section just below the images, click 'View Discussion' to view the comments that have been submitted about this sample
4. Click on 'Add Comment' to display a form allowing you to submit your comments

Managing Your Account

Click on 'Manage Account' under the 'Your Account' menu heading. The content pane will display a form allowing you to modify your account information and change your language preference.

Click on 'Change Password' under the 'Your Account' menu heading. The content pane will display a form allowing you to modify your password.

Click on 'Temporary Forwarding of Samples' under the 'Your Account' menu heading. The content pane will display a form allowing you to re-route to another diagnostician samples that would automatically be routed to you.

Temporary Forwarding of Samples

If you are going to be unavailable for evaluating samples for a long period of time, such as a week or longer, you may temporarily set the system to send samples to another evaluator within your country.

1. Click on 'Temporary Forwarding of Samples' on the side menu
2. On the resulting form, select the evaluator to whom you want the system to temporarily send your samples
3. Enter a message to the evaluator
4. Click 'Continue'
5. When you are available for evaluating samples again, click on 'Temporary Forwarding of Samples' on the side menu
6. Click on 'Turn Forwarding Off'

Country Coordinators

Navigate to <https://dddi.oirsa.org>

Login with your username and password.

Upon successful login, select the appropriate action from the side menu or content pane.

All actions that are available to submitters and evaluators are available to country coordinators.

Additional functions are as follows:

Account Management

Country Coordinators are responsible for approving accounts that are requested for their country. Click on 'Account Management' in the side menu to display the account management section.

The top section of the account management section displays any account requests. If an account request is displayed in the 'List of Account Requests', click on the name of the person to display their information and the approve/reject form.

1. Upon selecting the person, review their contact information at the top section.
2. Note the type of account they are requesting
 - a. They can only request to be a submitter or an evaluator
3. In the 'Account Action' section, select the appropriate action and click 'Continue'
 - a. Deny Account Request – choosing this action will reject their application for an OIRSA DDDI account and send an email notification containing your comments
 - b. Approve as Sample Submitter – choosing this action will approve their account as a submitter for their country and send an email notification to them containing your comments
 - c. Approve as Sample Evaluator – choosing this action will approve their account request as a sample evaluator and send an email notification to them containing your comments
 - d. Approve as Country Coordinator – choosing this action will approve their account request as a country coordinator for their country and send an email notification to them containing their comments

The bottom section displays a list of the current account holders for your country. Hover your mouse over a person to view their details. Click on a column header to have the display sorted by that column header.

Consulting with an outside source

When reviewing a sample, an additional choice available to country coordinators is to 'Consult with an Outside Source'. Choosing this option will allow you to send a request to anyone in the world for them to assist you in evaluating the sample. Enter the person's email address, an email subject and a message and click 'Continue'. An email notification containing your comments and a secure link to the sample will be sent to the person. No client information or country of origin (as entered by the submitter on the sample submission) will be displayed. The person will be able to review the sample information and images and submit their comments back to you.

Open Sample for Discussion

Choosing this option will allow country coordinators to open a sample for discussion among system users from any participating country. Diagnosticians and country coordinators from any participating country may be selected to have access to the sample and submit comments about the sample.