PACIFIC ISLANDS DISTANCE DIAGNOSTICS AND RECOMMENDATION (PIDDRS) SYSTEM

Illustrated User Manual
Pacific Islands Distance Diagnostics and Recommendation (PIDDRS) System Illustrated User Manual written and designed by Vanessa Troegner and James Hollyer, ADAP Project, University of Hawaii.

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The Pacific Islands Distance Diagnostics and Recommendation System (PIDDRS) is an avenue for transmitting digital photographs, and descriptions of insects, weeds, and plant diseases to a team of specialists in entomology, botany, and plant pathology. PIDDRS connects Pacific island extension offices to the expertise within the Pacific Land Grant Colleges and the Western Plant Diagnostic Network (WPDN). PIDDRS has the potential to contribute significantly to improving diagnostic services throughout the Pacific, as well as providing a database system for documenting the movement of invasive organisms, and building the capacity of local agricultural personnel.

The impacts of invasive insect pests, plant pathogens, weeds and other organisms on island ecosystems are severe, not only in natural ecosystems, but also in agricultural production and other human activities. The islands of the Pacific have been subjected to extensive invasion by pest species, and most agricultural practices have been affected.

PIDDRS was developed with the technical assistance of the University of Georgia’s Consortium for Internet Imaging and Database Systems, and based on the University of Georgia’s Distance Diagnostics through Digital Imaging (DDDI) system. Initial funding for PIDDRS was provided by the Agricultural Development in the American Pacific (ADAP) Project, USDA 2003-38826-02019. Current funding to maintain the system has been provided by the Western Plant Diagnostic Network (WPDN) under subcontract from the University of California (Grant 07-002558-14).

PIDDRS is unique within the DDDI system in that PIDDRS has the ability to send samples confidentially to a designated specialist for identification. This quality has made the system indispensable to the Hawaii Department of Agriculture and APHIS. Sending physical samples across the Pacific region is difficult due to the distances and travel time. A sample would deteriorate before reaching its destination, and the if the sample represents an invasive species, the time lag could allow the species to establish a firm hold in its new environment.
Additional features of PIDDRS include the Database for Pest Control Recommendations, and the Pacific Digital Media Library. These features add functionality and are fun to browse.

The recommendations within the Database for Pest Control Recommendations are written by the PIDDRS diagnosticians, experts in their respective fields. The Pest Control Recommendations usually include multiple management approaches, both chemical and non chemical.

The Pacific Digital Media Library is a database of digital images that may be used free of charge for educational purposes. For example, if a researcher needs pictures for a presentation, he or she can search the database to see what is available, or if a researcher has a collection of digital pictures, he or she can help colleagues by posting them. Find a digital image by text searching, or browsing. When downloading the image, you can decide on the resolution that will fit your purpose and your computer’s connection speed.
Getting Started with PIDDRS

The PIDDRS Welcome Page contains a menu bar on the left to get you started on the PIDDRS website. If you currently have a PIDDRS account, login with your Username and Password. Click Login.

On your first visit to the PIDDRS website, you will need to sign up for an account by clicking Request an account. Signing up for an account allows you to submit samples for evaluation, and you will have the opportunity to become a diagnostician. Accounts are free and take only minutes to set up.

If you have forgotten your password, but remember your username, request an email reminder by clicking Forgot your password.

If you no longer have access to the email account listed on your PIDDRS registration, you will need to contact the site administrator to update your account. If you have forgotten your username, you will also need to email the site administrator. Contact the site administrator at adap@hawaii.edu.

Other links on PIDDRS’s Welcome Page include links to the System Demonstration presentation and the User Manual, both created by the University of Georgia, CIIDS, for the DDDI system - a system similar to PIDDRS, but not identical.

Additionally, there is a link for the Pacific Digital Media Library. You will need submit an additional request form to gain unlimited access to the Media Library.
Welcome to the Pacific Islands Distance Diagnostics and Recommendation System.

The PIDDRS is a secure system facilitating the digital submission of agricultural problems for diagnosis. If you have an account, please login to use the system. If you do not have an account, please click “Request an account” on the left menu.

**PIDDRS Resources**

**Western Plant Diagnostic Network**
The Western Plant Diagnostic Network is a consortium of land grant institutions and state departments of agriculture that provide services for plant disease diagnosis, plant identification, and insect/pest identification.

**Pacific MEDIA**
Visit the media library integrated with the Pacific Islands Distance Diagnostics and Recommendation System.

**Diagnostic Expertise**
See who the diagnosticians of the Pacific Islands DDRS are and their areas of expertise.

**Technical Support & FAQs**
Contact a technical support representative or a scientific representative from the Pacific Islands DDRS.

**Additional Resources**

- [Diagnostic Resources](#) (link opens a new browser window)
  Explore tutorials, fact sheets, and other resources that have been made available in support of your diagnostic endeavors.

- [About DDDI](#) (link opens a new browser window)
  Find out more about the Distance Diagnostics through Digital Imaging project.

- [About CIIDS](#) (link opens a new browser window)
  Learn more about the Consortium for Internet Imaging and Database Systems, its projects, and personnel.
Obtaining an Account

1. First time users must request an account before proceeding. You must have a valid email address to become a registered user.

2. On http://www.dddi.org/pacific, below the login form, click **Request an account**.

3. Complete the **Request an account** form. All elements in red or indicated with an asterisk (*) are required.
   
   a. If you are affiliated with HDOA or APHIS, please select accordingly.

   b. To be considered for diagnostic responsibilities, complete the **Area of Expertise** box.

4. Click **Submit Request**.

5. Your information will be routed to the PIDDRS administrator for verification and approval.

6. You will receive an email informing you of your application status. If you do not receive an email within three days, please contact the PIDDRS administrator via email at adap@hawaii.edu.

**NOTE:** Be sure to write down the Username and Password that you have listed on the request form. The authorization email will include your Username, but will not include your Password.

Username: _______________
Password: _______________
PIDDRS Account Set-Up Page

Use this form to request an account with the Pacific Islands Distance Diagnostics and Recommendation System. All fields labeled in RED or noted with an "***" are REQUIRED. The Username should not contain any spaces.

*Username:
*First Name:
*Last Name:
*Organization:
*Address1:
Address2:
*City:
*Client State/Territory and Island:
*Mail Code:
*E-mail Address:
*Phone:
Fax:
*Password:
*Verify Password:
*Are you affiliated with the HDOA or APHIS?

*Do you want to be a Submitter or a Diagnostian? If a "Diagnostician", please complete the "Expertise" question below.

If you wish to be considered for diagnostic responsibilities, please BRIEFLY enter your areas of expertise below. This information will only be used if you are selected to be a diagnostician.

Area of Expertise:
Logging on to PIDDRS

1. On http://www.dddi.org/pacific, complete the login form using your Username and Password and click Login.

   a. If you have forgotten your password, click Forgot your password?, enter your Username and email address, and then click Submit. The system will match your username and email address, and send you an email.

   b. If you have forgotten your Username, or no longer have access to the email account on your PIDDRS registration, you must contact the site administrator via email at adap@hawaii.edu.

2. Upon successful login, you will be taken to the PIDDRS Main Page with a new set of menu options on the left side of the page. These are the PIDDRS Sidebar menu options:

   a. Choose an option from the Submit a Sample menu if you have digital images ready for submission to a diagnostician.

   b. Choose an option from the Search for Samples menu if you want to review the samples that either you or a colleague has submitted to the system.

   c. Choose My Account to review your account settings.

   d. Choose Recommendation Database to browse or contribute data.

   e. The Administrative tasks options are only available to PIDDRS administrators.
Welcome to the Pacific Islands Distance Diagnostics and Recommendation System.

There are no samples currently awaiting your evaluation.

Submit a sample
- Insect Identification
- Plant Disease or Disorder Identification
- Plant and Weed Identification

Physical Sample Arrival

Search for samples
- Freetext
- Browse Gallery
- I submitted
- I evaluated
- Recently submitted
- Not yet diagnosed: 1

Go To

My account
- Edit my account
- Forwarding (turn on)
- Sample turnaround time

Recommendation Database
- Define a New Organism
- Define Pest or Pest Control Measures
- View Pest Control Recommendations

Administrative tasks
- Account management
- Broadcast email
- Discipline management
- Manage featured picture
- View samples sent to regional center
- System reports

Help and Support
- Tech support & FAQ
- Pacific Islands DDRS Instructions
  (Adobe PDF - new window)
Submitting a Sample

1. On the PIDDRS Sidebar Menu, under the Submit a sample heading, click on the identification form that best suits your sample needs: Insect Identification, Plant Disease or Disorder Identification, or Plant and Weed Identification. Once you select a sample type, you cannot change it without having to reenter sample information.

2. Select a client from the Select Existing Client select list or complete the Enter New Client Information form.
   a. If the Select Existing Client list is available, clients have been entered into the database before.
      i. Select the client of interest from the list and the client’s contact information will be displayed in a pop-up window.
      ii. Review the client information displayed in the new window. To proceed, click YES or NO next to the question Do you want to use this Client?
      iii. If the client is correct, but the contact information needs to be updated, click Yes at the bottom of the page beside Edit this Client and make the corrections on the form displayed.
   b. If Select Existing Client list is unavailable, or there is only a blank form, no clients have been entered previously.
      i. Complete the Client Information form and click Continue at the bottom of the form.
Selecting a Client or Entering Client Information

**Insect Identification Sample Submission**

Note: All form elements labeled in RED or indicated by an "*" are required and must be filled out completely and accurately. The current date and time will automatically be associated with this sample when it is submitted.

**Client Information**

Select Client:
Or Enter New Client

- Client Organization:
- Client Name:
- Client Address 1:
- Client Address 2:
- Client City:
- Client State/Territory and Island:
- Client Mail Code:
- Client Phone:
- Client Email:

Select State/Territory and Island

Select Existing Client
3. Upon completion of **Client Information** or approval of the **Select a Client** information, a sample submission form is generated with the client information displayed at the top. If the client information displayed at the top of the sample submission form is incorrect, click **Choose a different client** to be returned to the previous menu.

4. Complete the sample submission form. Fill in the form as completely as possible. The more information you provide to the evaluators, the more accurate the diagnosis will be. All elements in red or indicated with an asterisk (*) are required to be completed.

   a. **Is this sample sensitive?** Checking YES will limit those who have access to view the sample to the submitter, the evaluator, and the PIDDRS administrators. Selecting YES is encouraged in cases where public knowledge of a plant disease or invasive species may result in economic hardship for the client, island, or region.

   b. Select the **Sample Type**. Choose either Digital Only, Digital and Physical (only available to Hawaii, currently), or Physical Only (only available to Hawaii, currently).

   c. Enter **Date Sample Collected**. The default setting is the current date.

   d. Enter **Sample Taken From**. The pull-down menu is organized by island group, then specific island.

   e. Enter **Sample Location**. You can enter data such as street address, or description of location. You can choose to enter **Coordinates of Sample** and **Elevation**.

   f. Enter **Commodity** from pull-down list and **Specific crop/host**. Please be as specific as possible.
Insect Identification Sample Submission

Note: All form elements labeled in RED or indicated by an "*" are required and must be filled out completely and accurately. The current date and time will automatically be associated with this sample when it is submitted.

Client Information

Jim Hollyer
UH University of Hawaii, Manoa
Honolulu, Hawaii: Oahu 96822
1 - 808 - 782 - 3725

Sample Information

*Is this sample sensitive? ○ YES ○ NO

*Sample Type: ○ Digital Only ○ Digital and Physical (select lab below) ○ Physical Only (select lab below)

Lab:

Shipping Tracking Number:

*Date Sample Collected:

September 14 2007

*Sample Taken from:

Select State/Territory and Island

Select One

Coordinates of Sample:

Coordinate 1: 
Coordinate 2: 

Elevation:

*Sample Location
(This could also include a home, garden, cargo container (at port or airport), forest, etc.)

Field Conditions (at time of sampling):

*Commodity:

Select One

*Specific host insect collected from:

Total Acres:
Affected Acres:
Distribution Pattern:
Onset Type:

Select Pattern
Select Onset Type

Select Units

Select One

Select One
5. Complete the Host Parts Affected survey and the Symptoms section as completely as possible. These sections are identical for the Insect Identification and the Plant Disease/Disorder Identification forms, but are not present in the Plant and Weed Identification form. The Host Parts Affected section is self-explanatory, but see below for a brief descriptions of select symptoms.

   a. Discoloration: Discoloration includes blackening, browning, reddening, yellowing, bleaching (lightening in color, or becoming white), and becoming mottled (spots or blotches of different colors).

   b. Disease: Disease symptoms include damping off (rotting of seedling stem at the soil line), die back (peripheral parts of plant begin to die), stunting (failing to grow in the expected manner), and wilting (drooping).

   c. Insect: Destructive insect activities include boring (chewing holes in the stem or fruit), chewing (progressive damage to leaves or stem starting from the outside, working inward), skeletonized (leaf tissue between the veins is eaten, leaving the veins intact), and webbing (for example: silk webbing, produced by spider mites or some caterpillars).

   d. Malformation: Malformation symptoms include bark roughening, canker (small area of dead tissue), and galls (abnormal growth or swelling of plant tissue).

   e. Spot: Spots include frog eye (concentric rings around a diseased spot), and shot hole (dropping out of small round section of leaf).

6. Complete the Host, damage/infestation or general comments section as completely as possible.
### Sample Submission Form - Page 2

**Onset Date:**

**Severity (Avg % plant affected):**

**Host Parts Affected** - Select all host parts that apply

<table>
<thead>
<tr>
<th>Flower</th>
<th>Fruit</th>
<th>Leaf</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blossoms (flowers)</td>
<td>Fruits or nuts</td>
<td>Leaves</td>
</tr>
<tr>
<td>Buds</td>
<td>Seeds</td>
<td>Leaves - bottom side</td>
</tr>
</tbody>
</table>

**Other**

<table>
<thead>
<tr>
<th>Tubers - bulbs - corns</th>
</tr>
</thead>
</table>

**Roots**

<table>
<thead>
<tr>
<th>Roots</th>
<th>Roots - G ROW tips</th>
<th>Roots - Large Roots</th>
</tr>
</thead>
</table>

**Stem**

<table>
<thead>
<tr>
<th>Petiols</th>
<th>Stems - Large branches</th>
<th>Stems - Terminal branches</th>
</tr>
</thead>
</table>

### Symptoms - Select all symptoms that apply

<table>
<thead>
<tr>
<th>Discoloration</th>
<th>Disease</th>
<th>Insect</th>
<th>Malformation</th>
<th>Spot</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blackening</td>
<td>Damping off (stem)</td>
<td>Boring - insect</td>
<td>Bark roughening (stem)</td>
<td>Fruit frog eye</td>
</tr>
<tr>
<td>Discoloration (any)</td>
<td>Mushrooms - disease</td>
<td>Skeletonized - insect - leaf</td>
<td>Galls (leaf or stem)</td>
<td>Leaf frog eye</td>
</tr>
<tr>
<td>Reddening</td>
<td>Wilting (leaf/flower/stem)</td>
<td>Scorch (leaf/flower/stem)</td>
<td>Scorched (leaf/flower/stem)</td>
<td>Leaf shot hole</td>
</tr>
<tr>
<td>Bleached</td>
<td>Rot or decay (any part)</td>
<td>Chewing - insect</td>
<td>Canker (Stem)</td>
<td>Leaf frog eye</td>
</tr>
<tr>
<td>Internal (stem/fruit/nut)</td>
<td>Browning</td>
<td>Webbing - insect</td>
<td>Malformation (any)</td>
<td>Spot (any)</td>
</tr>
<tr>
<td>Yellowing</td>
<td>Mottled</td>
<td>Frass or casts</td>
<td>Cracked (stem/fruit/nut)</td>
<td>Leaf shot hole</td>
</tr>
<tr>
<td>Browning</td>
<td>Gummimg- slime or ooze (any part)</td>
<td>Stunting (any)</td>
<td>Marginal burn (leaf or flower)</td>
<td></td>
</tr>
</tbody>
</table>

**Host, damage/infestation or general comments**

Describe stage of growth of host plant or animal:

Describe damage/injury caused by pest (other than selected above):
7. List any chemicals applied. Be as detailed as possible, listing the chemical’s common and commercial names, the manufacturer, and the application dates. For example, the fungicide with the common name Azoxystrobin is commercially known as Abound; the chemical name is methyl-(E)-2-2-6-(2-cyanophenoxy)pyrimidin-4-yloxy-phenyl-3-methoxyacrylate. In most cases, the common name is sufficient for the diagnostician.

8. Choose an evaluator:
   a. The system will automatically select the appropriate evaluator based on the value listed as the Commodity field of the sample submission form. If you wish to send your sample to a specific evaluator, select his/her name from the Send to Evaluator select list.
   
   b. If you wish to view the expertise listings for the evaluators in PIDDRS, click the View Evaluator Information link.

9. Attach Images:
   a. If the sample is a Digital Only or a Digital and Physical sample type, you must attach at least one image and provide a description for each image submitted.
      i. Click Browse to locate the image file on your computer. Only JPG or JPEG files can be submitted to PIDDRS, and only JPG and JPEG files will be identified by the PIDDRS Browse feature. Once the file has been selected, you may click Preview to review the image in a popup window.
      
      b. For Physical Only samples, PIDDRS will not prompt the submitter to attach any digital images.

10. Click the Submit button at the bottom of the form. The sample is recorded in the database, and the evaluator notified via email. Reset Form will delete your responses.
Describe degree of infestation:

General Comments:

List any chemical(s) applied

<table>
<thead>
<tr>
<th>Application Type</th>
<th>Application Used</th>
<th>Application Rate</th>
<th>Application Date</th>
<th>Application Method</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select Type</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Select Type</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Select Type</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Ongoing Communications

Note:
- Physical Only sample notification will only be routed to the selected lab, not to an evaluator selected in this list.
- Designating a sample as 'Sensitive' will limit viewing of the sample to the assigned diagnostian and those diagnosticians selected to review the sample by the assigned diagnostian.
- The sample will automatically be sent to the appropriate evaluator. However, if you have had ongoing communications with a specific evaluator and need to send the sample to a specific evaluator, please select the evaluator from the list below.

Send to Evaluator: Choose automatically

Sample Images and Corresponding Descriptions (click here for help):

Note: A description is required for each image submitted.

*Sample Image 1: 
*Description:

Sample Image 2: 
Description:

Sample Image 3: 
Description:

Sample Image 4: 
Description:

Sample Image 5: 
Description:

Submit Form Reset Form
Viewing Samples for Evaluation

1. Submitters have the opportunity to select a specific evaluator on the sample submission form, or allow the PIDDRS system to select an evaluator. Otherwise, samples automatically routed by PIDDRS are sent to evaluators based on the value selected in the Commodity field in the sample submission form.

2. Evaluators will receive an email when a new sample in their field of expertise is submitted to the system. The notification email will contain a hyperlink to the sample. Clicking the hyperlink will automatically launch your internet browser, and take you to the PIDDRS website. Otherwise, the evaluator can go to http://www.dddi.org/pacific.

3. Login to PIDDRS using your Username and Password.

4. For evaluators, upon login, the Main Page will have links to the samples awaiting evaluation, under the heading The following samples are awaiting your evaluation.

5. To view the sample, click on the sample number.

6. For submitters, to review the digital sample, the submitter clicks the link to the Submission Log by selecting I submitted from the PIDDRS Sidebar menu.

7. To review the sample listed on your Submission Log, click the sample number. Submitted samples are archived by year and month.
Welcome to the Pacific Islands Distance Diagnostics and Recommendation System.

The following samples are currently awaiting your evaluation:

<table>
<thead>
<tr>
<th>Date</th>
<th>Sample Number</th>
<th>Location</th>
<th>Discipline</th>
</tr>
</thead>
<tbody>
<tr>
<td>386</td>
<td>09/17</td>
<td>Hawaii</td>
<td>Plant and Weed ID</td>
</tr>
</tbody>
</table>

Featured Picture 04/19/2007
Sever scale infestation!!
Scale infestation on cycad in Rota
Photographer: Alejandro Badilles

Jim Hollyer submitted a sample on 09/17/2007:

Sample Number: 386
Sample Type: Plant and Weed Identification
Date of Submission: 09/17/07 at 04:06 PM HST

You have no other samples for 2007.
Reviewing Submitted Sample Information

1. To view the submitted sample information, scroll down the page to view all information submitted about the sample.

2. To view the images for the sample, click on each thumbnail image to produce an enlarged version of the image that you may click to zoom and pan.

3. If the evaluator determines that the sample should be considered sensitive, due to possible negative impacts for the client, island, or region, the evaluator can update the sensitivity of the sample by clicking the Sample Access link.

4. The Sample Details contain information contributed by the submitter. This information cannot be edited after it is submitted to the PIDDRS system.

5. After viewing the sample information, the evaluator has the following three courses of action for the sample:

   a. Evaluate the sample.

   b. Forward the sample to another evaluator within PIDDRS.

   c. Consult with an outside source about the sample.

6. The submitter and the evaluator have the opportunity to add more information to the digital sample by adding comments to the text box and clicking Submit Additional Comments. Once comments are added, they cannot be edited.
Sample Information for Plant and Weed Identification

Click on any image to enlarge. All form elements labeled in RED or indicated by an ‘*’ are required and must be filled out completely and accurately.

Sample Number: 386
Submitted by: Jim Hollyer
Evaluator: Jim Hollyer
Submitting Location: Hawaii
Sample Type: Digital Only

Client Details:
Client Organization: UH
Client Name: Jim Hollyer
Client Address 1: University of Hawaii, Manoa
Client City: Honolulu
Client Island: Oahu
Client State/Territory: Hawaii
Client Mail Code: 96822
Client Phone: 1-808-782-3725
Client Email:

Sample Details:
Submitted on: 09/17/2007
Date Sample was Collected: 09/17/2007
Sample Taken From: Hawaii: Oahu
Coordinates of Sample: No Units entered

Field Conditions (at time of sampling):
Commodity: Tropical Plants in gen.
Specific habitat collected from: Kaneohe Botanical Gardens

Host, damage or infestation comments
Describe stage of growth of plant; soil type:
Describe growth habit, root characteristics, flower color, plant height, place of origin (e.g. for intercepted samples):
Describe degree of infestation:

List any chemical(s) applied
Application Type Application Used Application Rate Application Date Application Method
1. 
2. 
3. 

*What would you like to do? Forward to Another Evaluator Continue

Jim Hollyer: If you wish to amend your previous comments about this sample, please indicate additional information below and press submit.

Submit Additional Comments

This sample has been viewed 5 times.
Evaluating Samples

1. After reviewing a digital sample, the evaluator may choose to select **Evaluate this sample** at the bottom of the sample information page. By clicking **Continue**, the sample diagnosis form will be generated and displayed. All elements in red or indicated with an asterisk (*) are required to be completed.

2. Select the **Primary Diagnosis or Identification** (required field) and the **Associated Host** (optional field) from the select list.

   a. If the proper entries are not found in the select list, click **Search the database**.

   b. A pop-up window will display with database access to the National Plant Diagnostic Network and the American Phytopathological Society. Search for the correct plant, insect, or disease identification by entering the search term and clicking **Search**.

   c. Click on the proper entry and the information will be automatically entered in the diagnosis form. If the proper entry is not available, define a new one as necessary.

3. Before filling out the **Evaluation** and **Recommendation** sections, review the recommendations already in the database by clicking **Open the recommendation database**. If the evaluation and recommendation already appear, simply copy the hyperlink into the **Evaluation** box.

4. Complete the remaining diagnostic and comment sections of the diagnosis form as necessary. When complete, click **Send Evaluation** at the bottom of the form.

5. The diagnosis is recorded and sent to the submitter via email.
Example of Diagnosis Form

Diagnosis Form for Plant and Weed Identification
All form elements labeled in **red** or indicated by an '*' are required and must be filled out completely and accurately.

1. **Primary Diagnosis or Identification:**
   - Unknown, General
   - NOTE: If the diagnosis or identification is not found in the select list, search the database.

2. **Associated Host:**
   - Select Associated Host
   - NOTE: If the associated host is not found in the select list, search the database.

3. **Open the recommendation database** to search for recommendations.

4. **Is this an invasive species:**
   - Yes
   - No
   - Not Known

5. **Is this sample a NEW:**
   - Island Record
   - State/Country Record
   - Not Known

6. **Forward to WPDN?**
   - Yes
   - No

7. **Diagnostic confidence level:**
   - Confirmed

8. **Evaluation:**
   - Recommendation:
   - Comments:
   - Additional Resources URL 1:
   - Additional Resources URL 2:

9. **Is this a test sample?**
   - Yes
   - No
   - [Send Evaluation]
Forwarding the Sample to Another Evaluator within PIDDRS

1. After reviewing a digital sample, the evaluator may choose to select **Forward to another evaluator** at the bottom of the sample information page, and then click **Continue**. The forward form will be displayed.

2. Select the appropriate evaluator from the **Forward This Sample To** select list, add a short **Message**, and click the **Submit**.

3. The new evaluator is notified of the sample via email, and the submitter is notified that the sample has been forwarded.

**NOTE:** All responsibility for completing the evaluation and communicating with the submitter now lies with the new evaluator.
Consulting with an Outside Source

1. After reviewing a digital sample, the evaluator may choose to select **Consult with an Outside Source** at the bottom of the sample information page, and then click **Continue**. The request consultation form will be displayed.

2. Complete the form and click **Submit Consultation Request**. All elements in red or indicated with an asterisk (*) are required to be completed.

3. Once the request is submitted, an email is sent to the consultant at the email address on the form. The consultant will have access to the sample information and digital images, but not client information. The consultant has access as long as the sample is not diagnosed.

4. The consultant is provided with a form to complete their response and send it back to the PIDDRS evaluator. The PIDDRS evaluator is still responsible for diagnosing the sample, inputting the diagnosis into the PIDDRS, and answering any additional questions presented by the sample submitter. It is not necessary to wait for a response from the consultant to diagnose the sample.

**NOTE:** The consultant may not directly diagnose the sample. The PIDDRS evaluator is still responsible for diagnosing the sample.
Reviewing Diagnosis of Sample

1. Once a sample has been evaluated, the submitter receives an email stating the diagnosis is ready. The notification email will contain a hyperlink to the sample. Clicking the hyperlink will automatically launch your internet browser, and take you to the PIDDRS website. Otherwise, the evaluator can go to http://www.dddi.org/pacific.

2. Click the link I submitted from the PIDDRS Sidebar menu. The digital sample submittal form with the completed evaluation section will be displayed. Scroll down the page to view the Evaluation Details.

   a. Evaluated by / For more information contact: This is the evaluator’s name. To view the contact information for the evaluator, click on his/her name. A pop-up window will display his/her phone number and email address. The evaluator is available to answer any further questions you have about the sample.

   b. Pest Identification / Invasive species? / Diagnosis confidence level: Read these sections carefully.

   c. Evaluation / Recommendation / Comments: This section contains text fields that include important information from the evaluator. The comments section may contain instructions to the submitter to confirm the sample identification or diagnosis.

   c. Additional Resources URL: The evaluator may choose to include links to other internet resources, such as the PIDDRS Recommendation Database.

3. To return to the Submission Log, click the browser’s back button, or click I submitted from the PIDDRS Sidebar menu.
**Plant and Weed Identification - Sample Diagnosis**

Send Images to Pacific Media

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**Sample Details:**

- **Sample Number:** 379
- **Submitted by:** randall hamasaki
- **Evaluator:** Forest Starr
- **Submitting Location:** Hawaii
- **Sample Type:** Digital Only

**Date Sample was Collected:** 06/04/2007
**Date Sample was Evaluated:** 06/04/2007

**Sample Location:** Hawaii, Hawaii (THE BIG ISLAND)

**Sample Description:**

- **Host, damage or infestation comments:**
  - **Commodity:** Rangeland weeds
  - **Field Conditions:** Clear, sunny morning
  - **Specific habitat collected from:** Range (Kikuyugrass pasture)
  - **Host, damage or infestation comments:**
    - **Describe degree of infestation:** Seeding to mature plants present. Spreading.
    - **Describe growth habit, root characteristics, flower color, plant height, place of origin:**
      - almost vine-like branches up to about 10 feet long and 2 feet high in kikuyugrass pasture, Thorny plants.

**Recommendation:**

- **Commodity:** Rosaceae Rubus argutus
- **Sample is designated NOT Sensitive at this time.**
- **Recommendation:**
  - Seeding to mature shrubs
  - Almost vine-like branches up to about 10 feet long and 2 feet high in kikuyugrass pasture, Thorny plants.

**Additional Resources URL 1:**


**Additional Resources URL 2:**


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**Evaluator Details Pop-Up Window**

**Contact Information:**

- **Name:** Forest Starr
- **Email:** fstarr@hawaii.edu
- **Organization:** USGS - PIERC - Maui
- **Address:** PO Box 369, Makawao, Hawaii 96768
- **Phone:** 1-808-572-4472

**Expertise:**

- Weed identification, native plant identification, insect identification.

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**SAMPLE DISCUSSION:**

- **Is this a NEW Record:** No: this is not a new record
- **Is this an invasive species:** Yes
- **Is this a NEW Record:** No: this is not a new record
- **Forwarded to WPDN:** Not Forwarded to Region

**Diagnosis confidence level:**

- Confirmed

**Evaluation:**

- It looks like Rubus argutus (blackberry) to us.

**For more information contact:**

- Forest Starr

**For more information contact:**

- Forest Starr

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**Physical Sample Arrival**

- Forest Starr

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**Forwarding History:**

- From Mark Wright to Forest Starr on 06/05/2007: Hi Forest - Randy asked if I could forward this sample to you. Aloha, Mark

This sample has been viewed 16 times.
Taking a Vacation: Forward your Evaluator Duties

1. If you will be out of town and unable to evaluate samples, you may temporarily route samples to another PIDDRS evaluator. Click Forwarding under My account on PIDDRS Sidebar menu. The Manage Forwarding form will be displayed. To permanently decline evaluator duties, make changes to your PIDDRS account settings.

2. Select the proper evaluator from the Forward your Samples to: select list. Please note that only evaluators that are not currently forwarding samples to another evaluator will be in the list. Additionally, your name will not appear on the list.

3. Click Turn Forward On to enable sample forwarding to the selected evaluator.

4. When you are ready to resume your evaluator duties, return to the forwarding menu, by clicking Forwarding under My Account. Click Turn Forward Off.

Submit a sample
- Insect Identification
- Plant Disease or Disorder Identification
- Plant and Weed Identification

Physical Sample Arrival

Search for samples
- Freetext
- Browse Gallery
- I submitted
- I evaluated
- Recently submitted
- Not yet diagnosed: 1
- Go To

My account
- Edit my account
- Forwarding (turn)

Forwarding Samples
If you would like to temporarily forward the samples that you normally receive to another specialist, you may do so using the form below.

NOTE: Samples you have already received are NOT forwarded, please evaluate any samples you have received before you turn forwarding on. More help

Forwarding Status for Jim Hollyer:
You are not currently forwarding your samples to another diagnostician.

*Forward your Samples to:

Select one

Turn Forward On
Viewing/Updating Account Information

1. To update your contact information, area of expertise, or password, go to Edit my account, under the heading My account on the PIDDRS Sidebar menu. The Modify Account form will be displayed.

   a. The Modify Account form allows you to update all your contact information including your mailing address, email address, and phone numbers,

   b. Change your Password by entering a new password in the appropriate box.

   c. Change your Area of Expertise by adding, deleting, or updating the information in the appropriate box. To permanently cease evaluator duties, clear all the text from the Area of Expertise box.

   d. Click Submit Changes to save your updated information.

2. To view the average turnaround time for samples you have evaluated, click Sample turnaround time. This is the average total elapsed time between sample submission and evaluation for each sample you have evaluated.
Search for Samples

1. Review samples submitted to the PIDDRS system by selecting a search option from the PIDDRS Sidebar menu under the heading Search for samples. Options include:

a. **Freetext search**: Freetext search allows you to search for a word (common name, genus, or species) anywhere within the digital sample form. Enter search terms and click **Search**. Search results are displayed by the type of sample submission form used.

b. **Browse Gallery**: Browse gallery displays thumbnail images of samples submitted, listed in reverse chronological order.

c. **I submitted**: Displays a list of samples you have submitted. Results are categorized by month and year. Click the month or year to expand that category and display submissions.

d. **I evaluated**: Evaluators can review the submission they evaluated by clicking **I evaluated** to display a list of samples. Results are displayed categorized by month and year.

e. **Recently Submitted**: Displays a list of recently submitted samples. You can narrow the list to specific disciplines by selecting the discipline of interest.
Search the Recommendation Database

1. The Recommendation Database contains management recommendations submitted by the PIDDRS evaluators. To view recommendations, click View Pest Control Recommendations under the heading Recommendation Database on the PIDDRS Sidebar menu. Options include:

   a. **Search**: Enter the pest or host in the search form and click Search to display recommendations based on the criteria you provided. If you are unsure of the spelling, you can input just the first few letters, and the wildcard (*) to return all entries that begin with those letters. (Example: Enter ‘phy*’ to get all records that start with ‘phy’.)

   b. **Show all**: Click Show All to display all the recommendations. Then click the column headings to alphabetize by that factor.

2. Click on the recommendation of interest to display recommendation details and images (when available).
Create Entry for Recommendation Database

1. Evaluators may choose to create an entry for the Recommendation Database choosing Define Pest or Pest Control Measures under the heading Recommendation Database on the PIDDRS Sidebar menu.

2. To define a new or additional pest control measure, you must first select a pest. Enter the search criteria and click Find Pests. Click on the name of the pest from the resulting list.

3. Choose to proceed in one of the following manners:

   a. **Define Without Host**: Without selecting an associated host by clicking to define the pest control measure based on only the pest.

   b. **Define With Host**: Search for a host to associate with the pest and the pest control measure only if the control measure is specific to the pest/host combination. To search for a host, enter the name and click Search for Host. Click on the name of the host from the resulting list.

4. Complete the recommendation submission form and click Continue. All elements in red or indicated with an asterisk (*) are required to be completed.

5. The supplemental information form is next. Add any supplemental information and click Submit.

6. The recommendation submission form will be reviewed by a PIDDRS administrator and made available for viewing.
Example of Recommendation Submission Form

PACIFIC ISLANDS DISTANCE DIAGNOSTICS AND RECOMMENDATION SYSTEM
http://www.dddi.org/pacific

Submit a sample
- Insect Identification
- Plant Disease or Disorder Identification
- Plant and Weed Identification

Physical Sample Arrival

Search for samples
- Freetext
- Browse Gallery
- I submitted
- I evaluated
- Recently submitted
- Not yet diagnosed: 3

Go To

My account
- Edit my account
- Forwarding (turn on)
- Sample turnaround time

Recommendation Database
- Define a New Organism
- Define Pest or Pest Control Measures
- View Pest Control Recommendations

Administrative tasks
- Account management
- Broadcast email
- Discipline management
- Manage featured picture
- View samples sent to regional center
- System reports

Help and Support
- Tech support & FAQ
- Pacific Islands DDRS Instructions

Pest Control Measures Database

Define a New or Additional Pest Control Measure:

Pest: test
Host: None selected

*This pest control measure applies to:
- Residential
- Commercial
- Regulatory

*Pest life cycle or time of year for which this pest control measure is applicable:

*Pest control measure is applicable in the following geographic areas:
(multiple selects allowed: help
with multiple selections)

*Key identifying characteristics of this pest:

*Do you want to include a link to the MSDS site along with this pest control measure:
- Yes
- No

Hawaii Pesticide Information Retrieval System will be provided automatically above this control recommendation.

Biological Controls:

Complete at least one of the four Control Measures below:

Prevention and Cultural Controls:

Physical Controls:

Chemical Controls:

Biological Controls:

Continue Clear Form

Go Back

Go To American Samoa Asia Australia and New Zealand Federated States of Micronesia

Continue Clear Form

1

1

2

2

(Adobe PDF - new window)
Pacific Media Digital Library

1. The Pacific Media Library is an archive of images which can be downloaded for educational uses. Click the Pacific Media link on the PIDDRS Sidebar menu or go to http://www.dddi.org/Pacific/PacificMedia/.

2. Users may browse and download media from the Pacific Media Library with or without becoming a registered user. Registered user access to the Pacific Media Library is separate from the PIDDRS registration. Click the Create an Account link on the sidebar menu to register for a Pacific Media account.

3. Users may either Search or Browse the media database.
   a. **Search**: Search by typing a keyword in the text box.
   b. **Browse by Area**: Browse images by category. Clicking the Home, or Main Menu link will always return you to the Browse by Area page.

4. There are several methods to download an image. One way is to click the link Download media and follow the directions. To download multiple images, first click Add to cart for later download, select your multiple images and place them in the cart. When you are ready, click Cart Checkout from the sidebar menu and follow the directions. Depending on the security settings for your internet browser, the two above methods may not work. A third way to download an image is to click on the image itself, or click Zoom and Pan. This will open the image in a pop-up window. Right-mouse click on the image to view options. From the list, select Save to disk. Name your image file and select a destination for it.

5. PIDDRS evaluators can submit images directly to the Pacific Media archive by clicking the Send Images to Pacific Media link at the top of the Insect Identification - Sample Diagnosis page.

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Pacific Media Digital Library

Media Information

Media courtesy of: Jari Sugano, UHM 03/29/2004

Media Number: 439

Original File Name: 679918-R1-13.jpg

Current Classification:

(1) Plant disorders ➔ Plant Disease ➔ Symptoms, external ➔ BBTV

Date Acquired: 03/29/2004

Media Owner: Jari Sugano

Contact: Jari Sugano

Description: possible BBTV sample
Appendix: Components of a PIDDRS Workstation

1. An internet connection

2. A laptop or desktop computer. The PIDDRS system is equally compatible with both Macintosh or PC computers.

3. A digital camera.


5. A dissecting microscope and adapters for mounting digital camera.
Appendix 2: Tips for Capturing a Good Digital Image for Diagnostic Sampling

1. When preparing to submit a digital sample, remember that each electronic sample submission can contain up to 6 digital images.

2. All images must be in JPG or JPEG form. When taking a picture, select the highest resolution available on your digital camera. Pictures will be automatically downsized when they are submitted to PIDDRS. After your photos are submitted to PIDDRS, keep the originals on your computer in case the evaluator requires an image with better resolution.

3. For large specimens, take a picture of the item with something in the picture for scale.

4. For small specimens, or for an up close look, turn on the macro mode feature on your digital camera. The macro mode is not available on all digital cameras, but this feature allows the digital camera to focus on small items close-up. The macro mode feature is best for photographing insects, flowers, or individual leaves. Look for a flower icon on your camera to turn on this feature.

5. For macro or micro photographs, provide something in the photograph to indicate scale, such as a ruler or scale bar, or state in the caption the actual size of the objects in the photo.
Western Plant Diagnostic Network (WPDN): http://www.wpdn.org

Agricultural Development in the American Pacific (ADAP) Project: http://www.ctahr.hawaii.edu/adap

University of Hawaii, College of Tropical Agriculture and Human Resources, Cooperative Extension Office: http://www.ctahr.hawaii.edu

University of Guam, College of Natural and Applied Sciences, Cooperative Extension Office: http://www.uog.edu

American Samoa Community College, Cooperative Extension Office: http://www.amsamoa.edu/

College of Micronesia, Cooperative Extension Offices: http://www.comfsm.fm/

Northern Marianas College, Cooperative Extension Services: http://www.nmcnet.edu/