2021 Remote Help Desk

April 7, 2021 Training Session

Outline of Topics

How to volunteer at the Help Desk

How to log into & work in the Gmail Account

What's new for the Help Desk in 2021

How to enter volunteer hours & contacts in Better Impact

VCE's Plant Disease Clinic, Soil Sample Lab, Weed & Insect ID Clinics

Resources you can access in the account's Google Drive app

Volunteer for the Help Desk!



Tuesday and Friday mornings: 9:00 a.m. to Noon



All work is conducted by email or telephone from your home



Convenient way to meet your 2021 Volunteer Hours requirement



Record-keeping simplified – no contact ("RFI") sheets or log to prepare

Volunteer Work is Online Using Gmail Account

Access Through www.google.com

User Name: helpdesknnmg@gmail.com

Password: NNMG@VT22473

Recovery Email: nnmgadm@gmail.com

New in 2021

No recording of contact's gender, age or ethnicity

No Contact ("RFI") Sheets

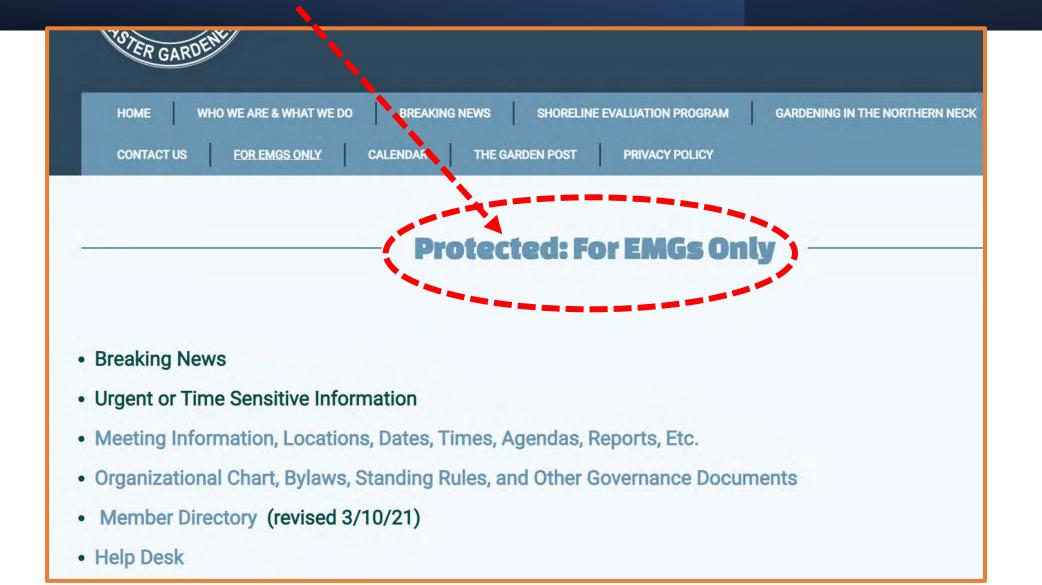
No Excel "Log" spreadsheet

Online resources available via *Google Drive* app

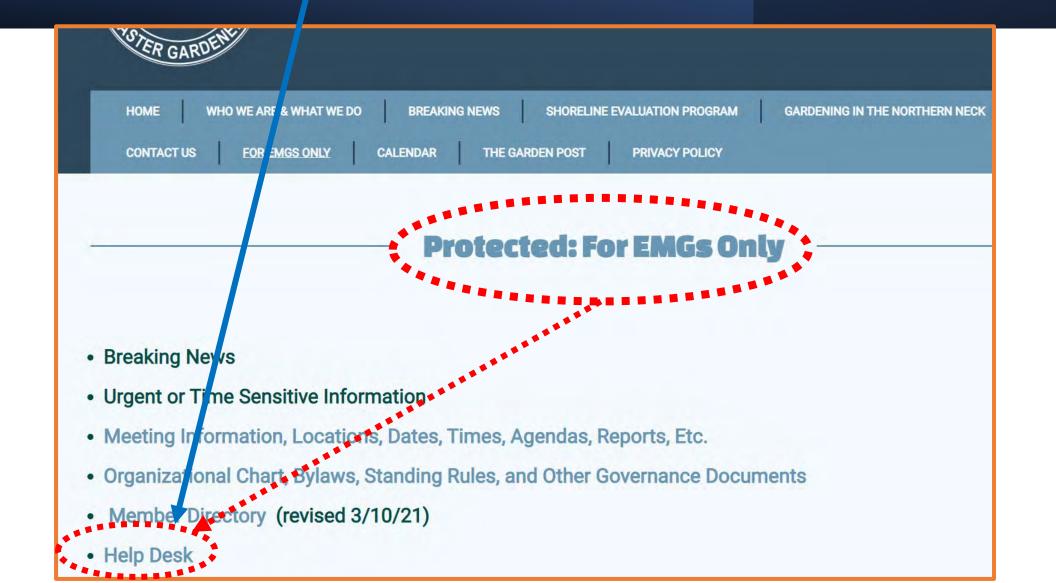
How to Sign Up for the Remote Help Desk

April 7, 2021 Training Session

Sign Up on EMGs Page of NNMG Website



Click on Help, Desk:



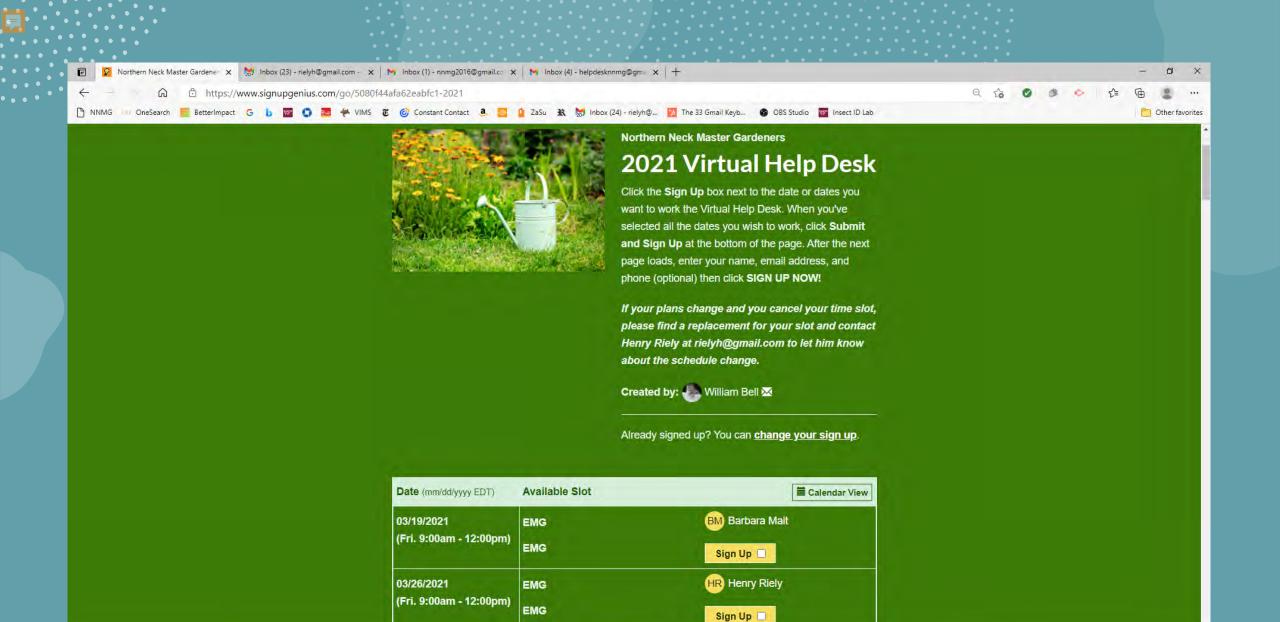


The Help Desk window will open.

Click on Virtual Help Desk Signup Sheet in the lower left:



- Remote Help Desk Presentation
- Virtual Help Desk Signup Sheet



Submit and Sign Up

@2021 SignUpGenius

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Working With Other Volunteers on the Same Date

- If you and another member have volunteered to work at the Remote Help Desk on the same date, please email the other member before or when you start volunteering.
- Determine who will respond to which email(s) received at the Remote Help Desk.

The Help Desk's Gmail Window

HelpDeskNNMG@gmail.com

To Access the Help Desk's Gmail Account

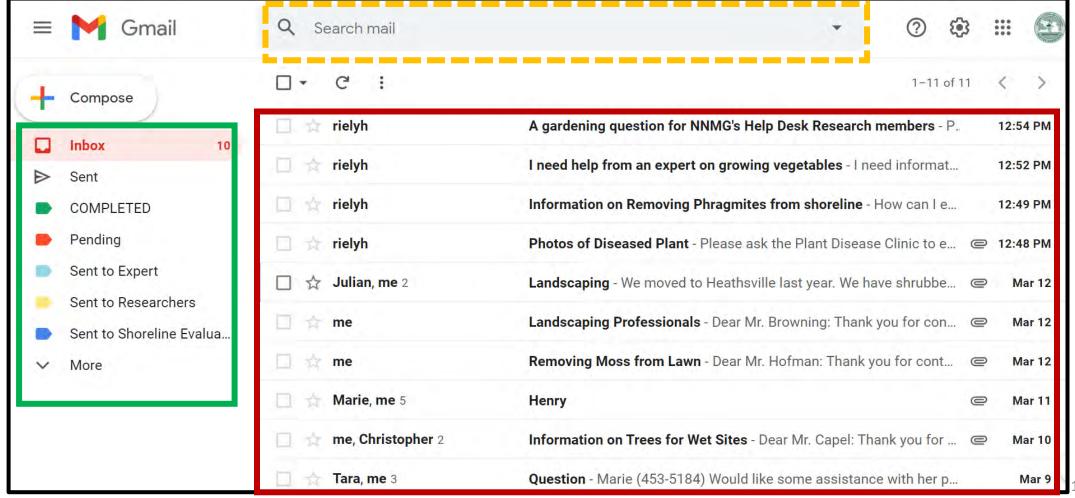
- Enter https://www.google.com in your web browser.
- The Google window will appear.
 Click on "Gmail" in the upper right corner.
- Enter
 <u>HelpDeskNNMG@gmail.com</u> as
 username and NNMG@VT22473
 as password.
- Google may request a recovery email. Enter nnmgadm@gmail.com.
- The following slide shows the Help Desk's Gmail window

The Gmail Window:

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	COMPLETED		rielyh	Information on Removing Phragmites from shoreline - How can I e	. 1	12:4	9 PM
	Pending	口☆	rielyh	Photos of Diseased Plant - Please ask the Plant Disease Clinic to e	. @	12:4	8 PM
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The Gmail Window Components:

- 1. Emails
- 2. Folders (Labels)
- 3. Search Bar



Entering Hours & Contacts into Better Impact



my mpactPage.com

MyImpactPage.com - Login



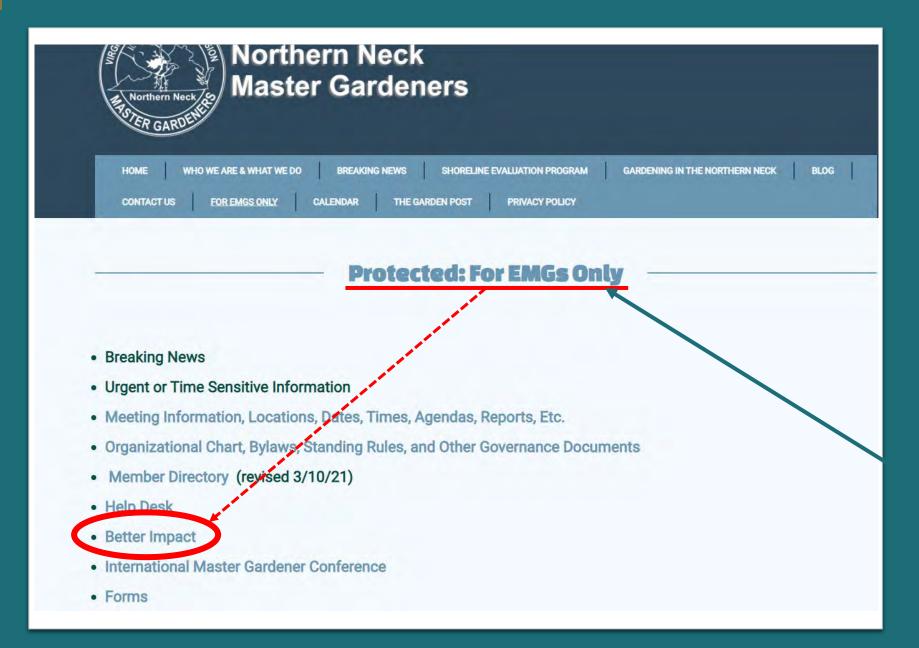
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Impact
Website:





You can also access Better **Impact** through **EMG** Page



Northern Neck Master Gardeners

HOME WHO WE ARE & WHAT WE DO BREAKING NEWS SHORELINE EVALUATION PROGRAM GARDENING IN CONTACT US FOR EMGS ONLY CALENDAR THE GARDEN POST PRIVACY POLICY

Better Impact



my mpactPage.com

MylmpactPage.com - Login

sername	PM .	Usernames are not case sensitive.
assword	Par	Passwords are case sensitive.

Privacy Policy

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Virginia Cooperative Extension

Virginia Tech · Virginia State University



OPPORTUNITIES

SCHEDULE

HOURS

REPORTS

CONTACT

MY PROFILE

? Help U Log Out



Welcome **Henry Riely** Edit My Profile

VOLUNTEER HOURS

This Week

This Year

Lifetime

985

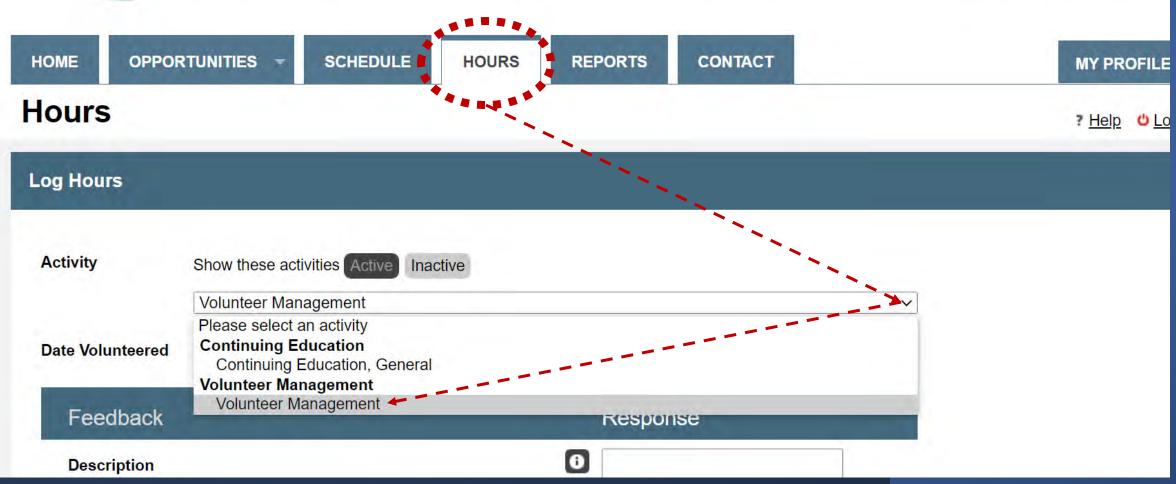
Virginia Cooperative Extension Master Volunteer Programs

News





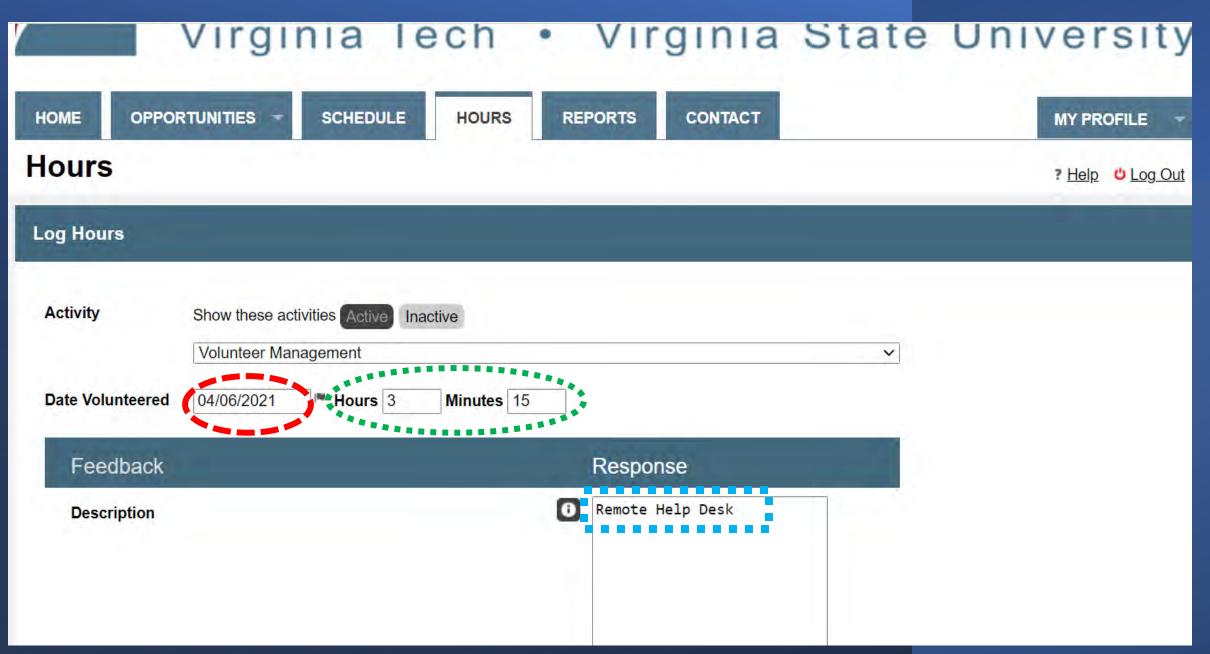
Northern Neck Master Gardeners

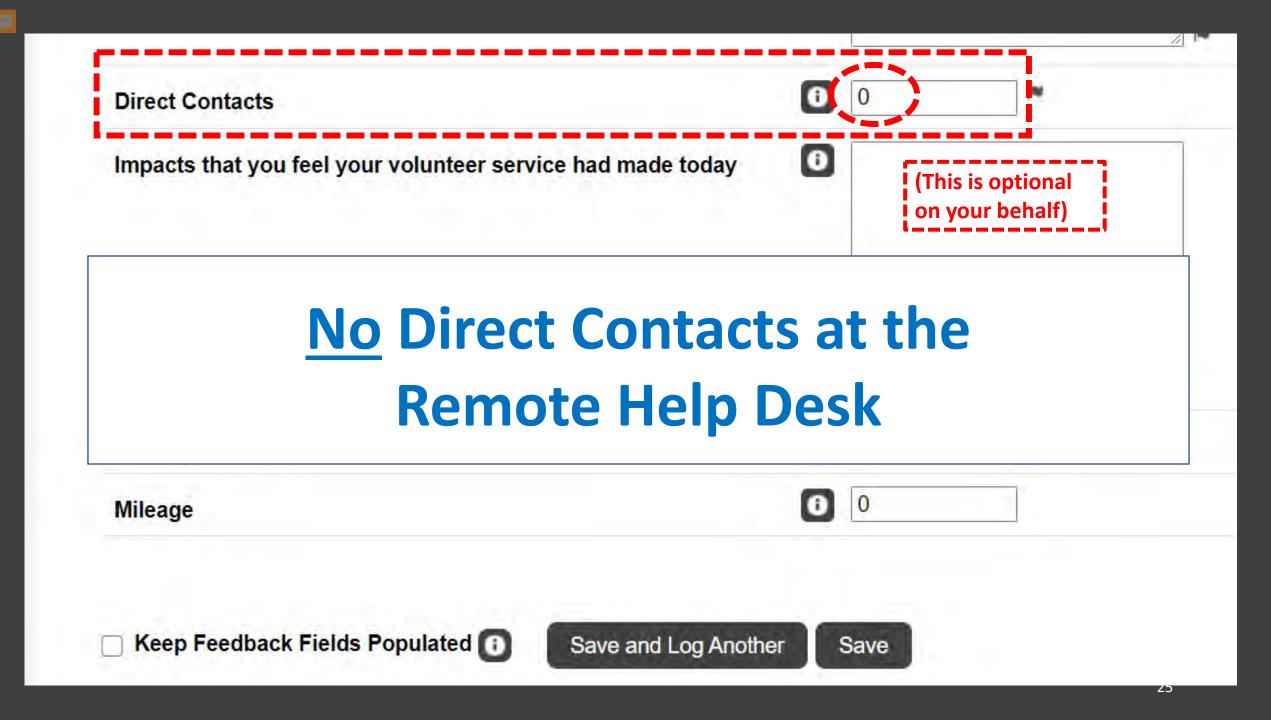


Example of Logging Hours & Contacts

- On April 6, I logged onto the Help Desk's Gmail account and responded to three emails, each from a different client.
- I started at 9:00 am and finished at 12:15 pm.







Direct Contacts

Impacts that you feel your volunteer service had made today

ALL Contacts at the Help Desk are INDIRECT contacts:

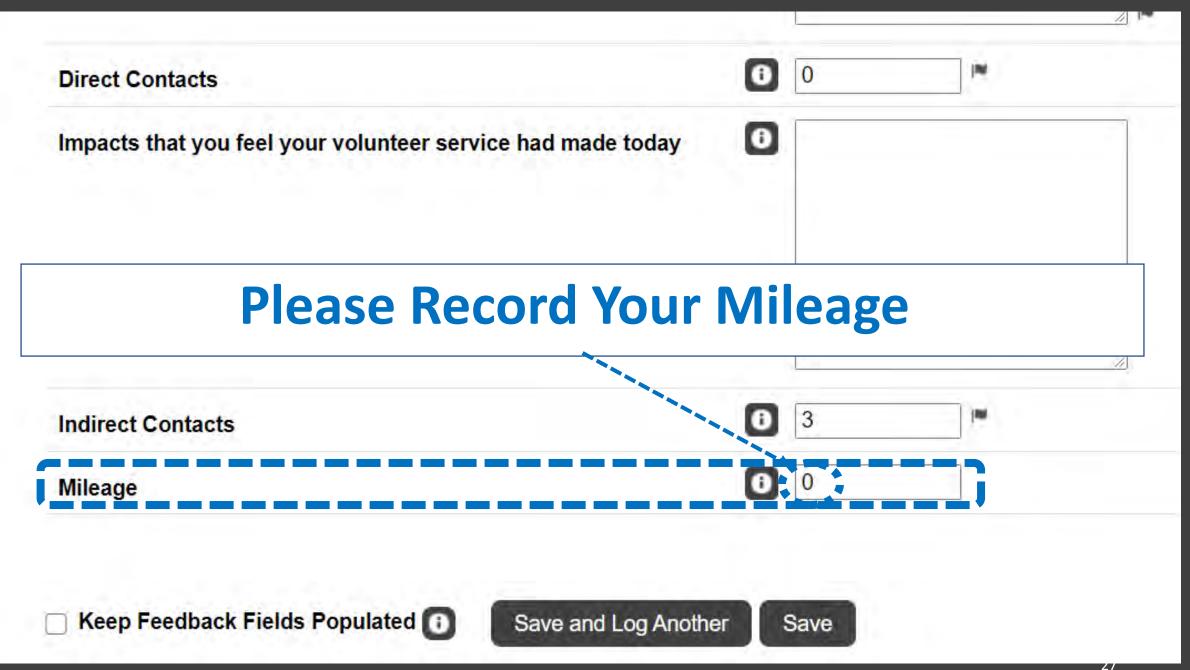
Indirect Contacts

Mileage

Keep Feedback Fields Populated

Save and Log Another

Save

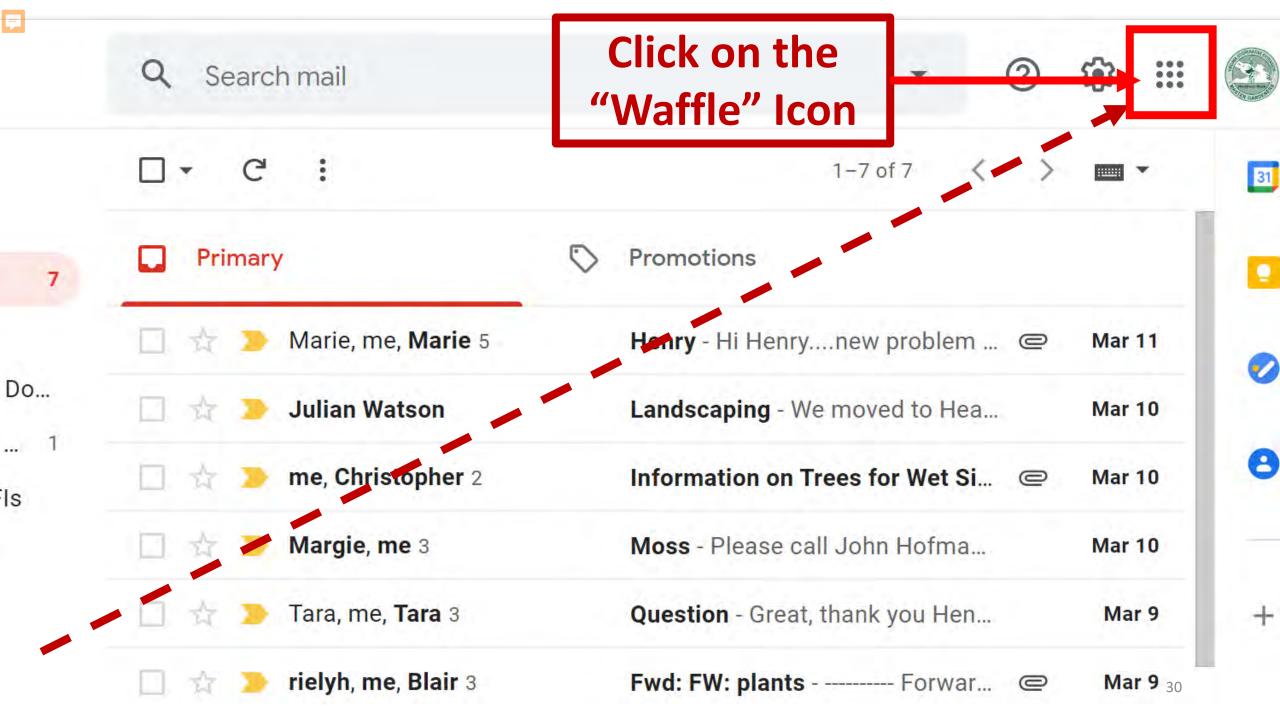






The Google Drive App







me 2







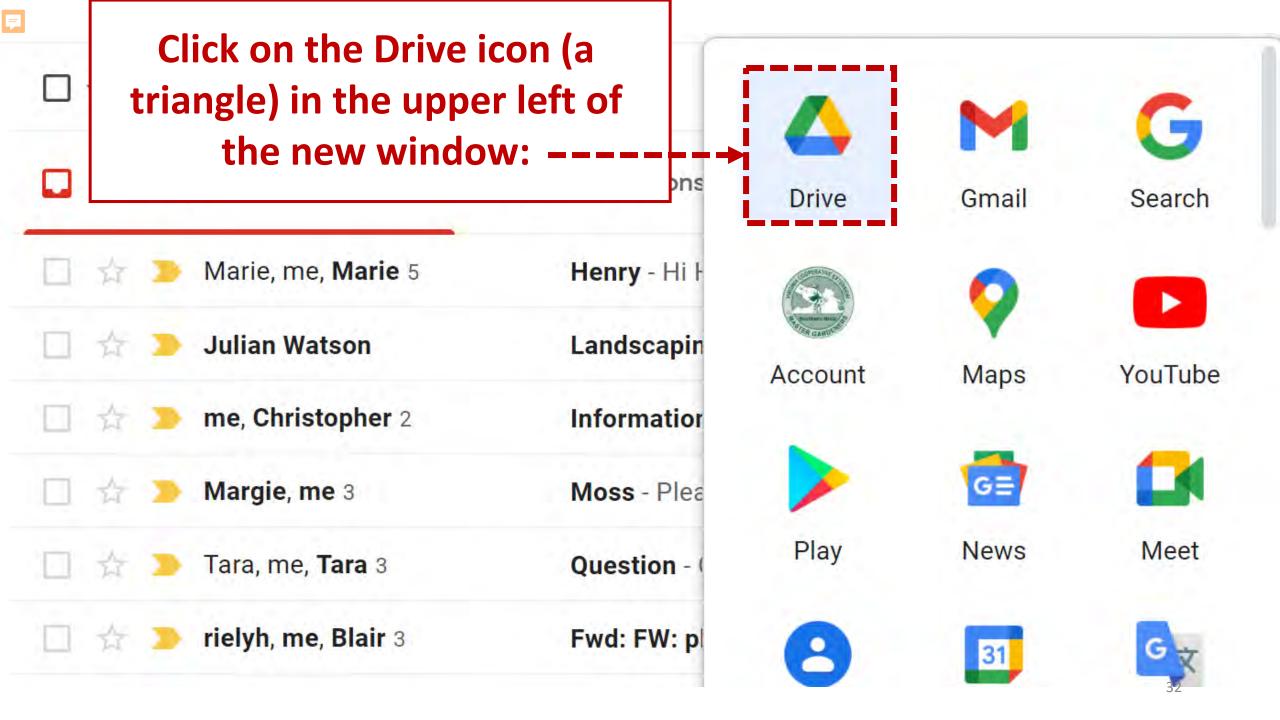




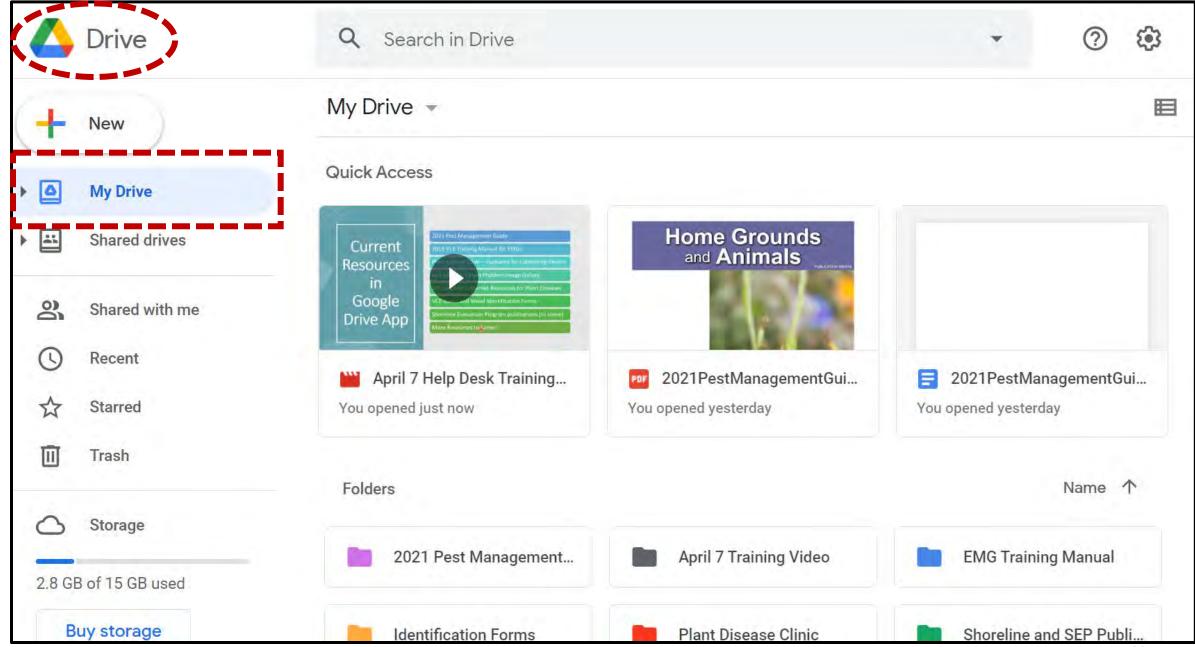


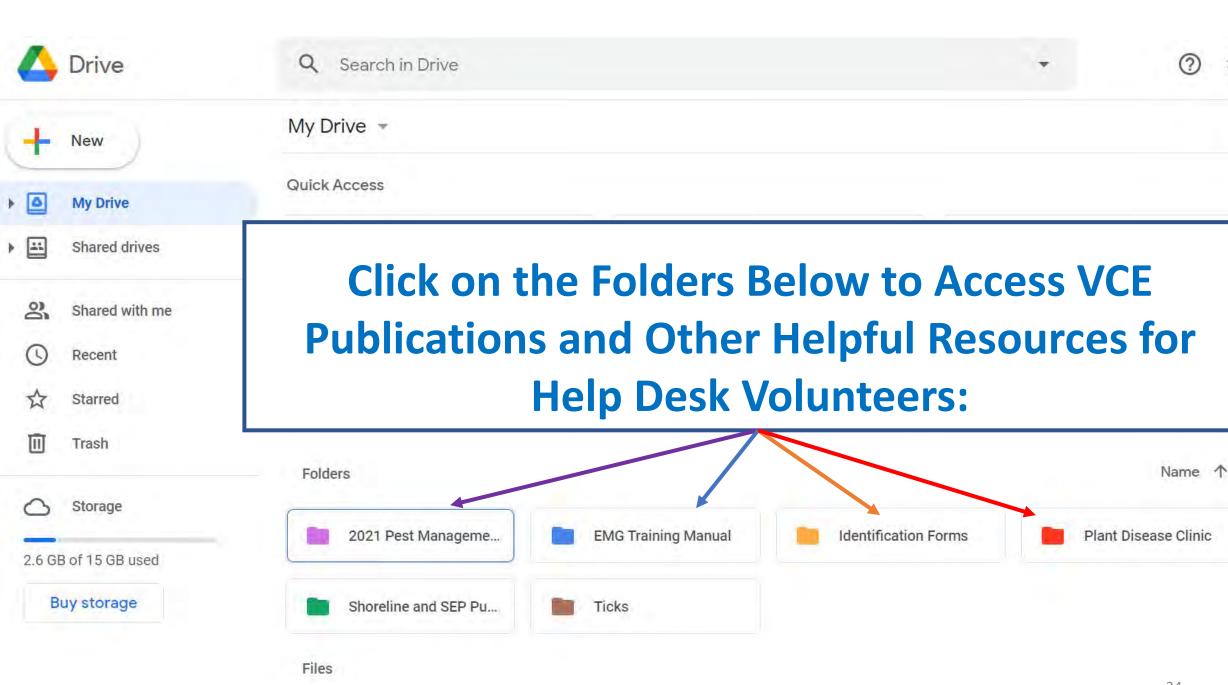
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Current Resources in Google Drive App

2021 Pest Management Guide

2015 VCE Training Manual for EMGs

Plant Disease Clinic – Guidance for Submitting Photos

Link to Clinic's Plant Problem Image Gallery

Link to Clinic's Internet Resources for Plant Diseases

VCE Insect and Weed Identification Forms

Shoreline Evaluation Program publications (to come)

More Resources to Come!



Home Grounds and Animals

PUBLICATION 456-018

PEST MANAGEMENT GUIDE

2021

Published by: Virginia Cooperative Extension

Content Coordinators:

Joyce G. Latimer and David Close, School of Plant and Environmental Sciences

Produced by Virginia Cooperative Extension Publications, Virginia Tech, 2021



www.ext.vt.edu

ENTO-397P



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Welcome to VCE Master Gardenering

Chapter 1: Resource & Reference Guide

Taken from VCE Publication 426-699 and revised 2015





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Guidance for Submitting a Good Digital Submission to the Plant Disease Clinic

Although digital diagnosis is more difficult for disease samples than for insect or weed identification, we can often provide at least a preliminary diagnosis if we receive images of good quality. Smartphones generally take good images if you follow a few guidelines.

- 1. Submit only digital images that are clear and in focus.
- 2. Include ~3 to a maximum of 7 well-focused images that show:
 - a. the pattern of the problem in the location (e.g. field, orchard, nursery, landscape, garden)
 - b. the overall symptoms on the whole plant
 - c. a close-up of the symptoms on an affected plant, including images of both leaf surfaces if there are symptoms on leaves
- 3. Try to avoid strong shadows on the sample; outdoor images taken on a cloudy day are best. When taking pictures indoors, try to illuminate the plant from both sides to eliminate shadows in the photo and place on a neutral background.
- 4. Please request new images from clients if the images are not of good quality and therefore not appropriate for diagnosing the problem.

Image Size/File Type

- . All images must be in GIF, JPG, PNG, or PDF, but we prefer GIF or JPG.
- Do not send small-size images (e.g. < 500 pixels); ~2,000 pixels is great.

Examples of Good Digital Submissions



Well-focused close-up image

Boxwood Problem



Overall image of the whole plant



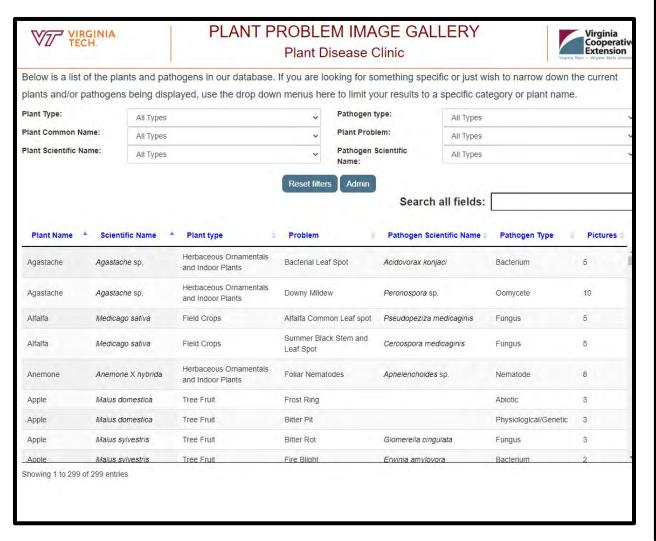
Image of the plant in the landscape



Plant Disease

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I. Plant		Cultivar/Variety			
2. Extension Agent	Count	ty	Phone ()	
Grower		Grower email			
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Home lawn/garde Plant Part Affected roots crown	General Appearance wilted yellowed	Disease Distribution general scattered plants	field/farr	Location	golf course
Home lawn/garde Plant Part Affected roots crown stem or branch	General Appearance wilted yellowed stunted	Disease Distribution general scattered plants in spots or groups	☐ field/farr ☐ garden ☐ landsca	Location m [golf course sod farm Christmas tree farr
Home lawn/garde Plant Part Affected roots crown stem or branch leaves	General Appearance wilted yellowed stunted stained/streaked	Disease Distribution general scattered plants in spots or groups certain cultivar	field/farr garden landsca	Location m [pe [golf course sod farm Christmas tree farr vineyard
Home lawn/garde Plant Part Affected roots crown stem or branch leaves flower	General Appearance wilted yellowed stunted stained/streaked leaf spot/blight	Disease Distribution general scattered plants in spots or groups certain cultivar in low areas	field/farr garden landsca nursery greenho	Location m [pe [ouse [golf course sod farm Christmas tree farr vineyard orchard
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Home lawn/garde	General Appearance wilted yellowed stunted stained/streaked leaf spot/blight leaf mottle	Disease Distribution general scattered plants in spots or groups certain cultivar in low areas upland areas other	field/farr garden landsca nursery greenhc athletic other	Location m [pe [couse [field [golf course sod farm Christmas tree farr vineyard orchard forest indoor plant
Home lawn/garde Plant Part Affected roots crown stem or branch leaves flower fruit seeds Size of total planting.	General Appearance wilted yellowed stunted stained/streaked leaf spot/blight leaf mottle other	Disease Distribution general scattered plants in spots or groups certain cultivar in low areas upland areas other	field/farr garden landsca nursery greenhc athletic or number of	Location m [pe [couse [field [golf course sod farm Christmas tree farr vineyard orchard forest indoor plant







Download this Useful Article from the Google Drive app of the Help Desk's Gmail Account





SPES-275P

The Right Answer: How to Find Unbiased, Research-Based Answers Horticultural Questions

Authored by Megan Tierney, Agriculture and Natural Resources-Horticulture Extension Agent, York/Poquoson, Virginia Cooperative Extension; Inga Haugen, Agriculture, Life Sciences, and Scholarly Communication Librarian, Newman Library, Virginia Tech; Laurie Fox, Research Associate, Hampton Roads Agricultural Research and Extension Center, School of Plant and Environmental Sciences, Virginia Tech

Introduction

How do you find reliable, up-to-date, unbiased, research-based answers to gardening/horticulture questions? Online searches are the most common and easily accessible way to look for answers, but the web contains a lot of conflicting information, advertisements, and information that does not apply to your geographic area. How do you quickly sort through it all to find the right answer to your question in order to save yourself.

Starting the Search

Web Browsers

Computers and mobile devices use different web browsers to access the internet.

 Examples for Macs: Safari, Google Chrome, Firefox, Opera, and Chromium.

T 1 C DO O 1 OI T' C O

Helpful Websites:

VCE Website: https://ext.vt.edu/

VCE Extension Publications: https://resources.ext.vt.edu/

OneSearch Website: https://impact.extension.org/search/

National Extension "Ask an Expert" portal – Click <u>Here</u>



One Search: Hundreds of Cooperative **Extension Sites**

Easy search access to resources provided by your Land-Grant institutions.

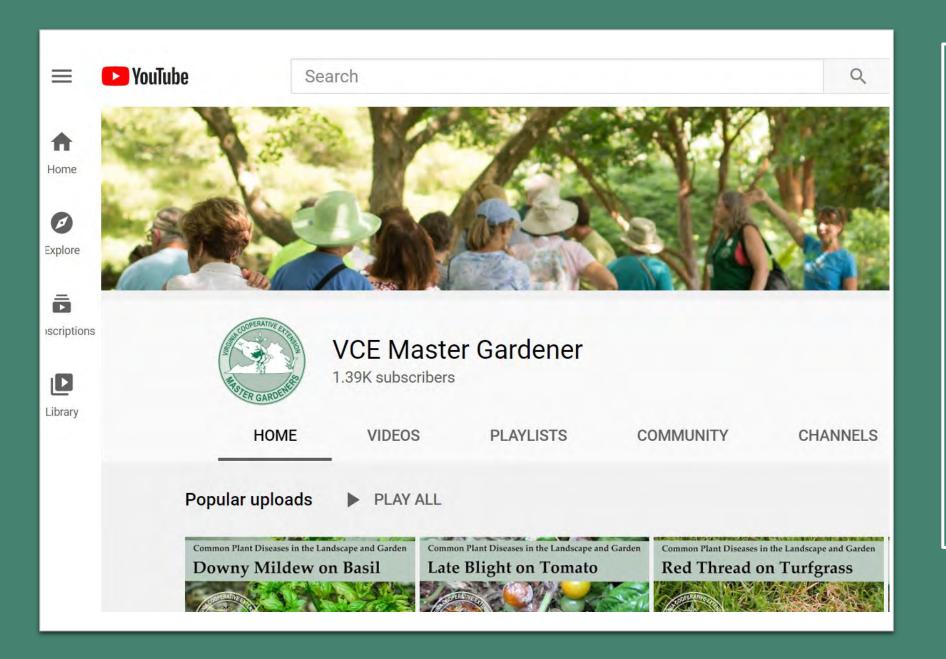
This service allows you to search the resources provided by your Cooperative Extension Service using a Google Custom Search Engine that includes many of the Cooperative Extension web sites provided by your Land-Grant institutions.

LATEST NEWS

Extension Foundation Pilots a National Registry

Enter search term here:

ENHANCED BY Google

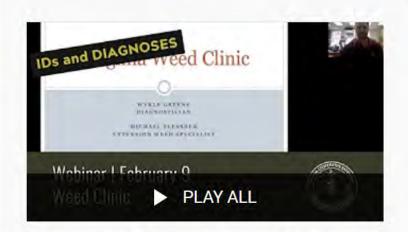


VCE Master Gardener Videos on YouTube: Click



Search

Q



IDs and Diagnoses Webinar Series

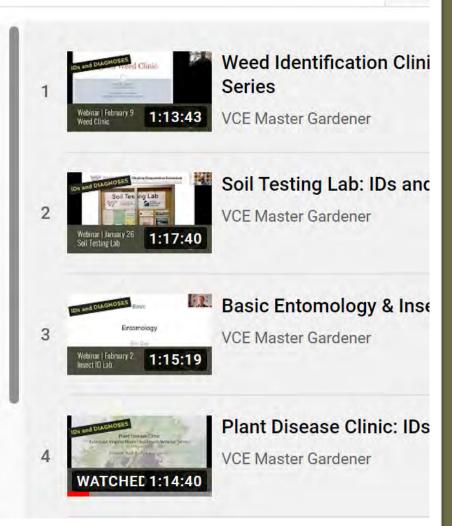
4 videos • 74 views • Last updated on Feb 18, 2021







Are you an EMG or Extension employee responsible for collecting and mailing soil tests,



VCE IDs and Diagnoses Webinars on YouTube:

Click Here

VCE's Plant Disease Clinic, Soil Sample Lab, Weed & Insect ID Clinics

- Plant Disease Clinic not accepting live samples but will accept digital photos.
 - See publications under Plant Disease Clinic folder in Google Drive
- Soil Sample Lab accepting soil samples
 - Sample boxes & forms available at each VCE office for pickup
- <u>Weed Identification Lab</u>: Email <u>Stephanie</u> or <u>Trent</u> for their assistance in submitting samples.
- Insect Identification Lab: Email <u>Stephanie</u> or <u>Trent</u> for their assistance in submitting samples.



VCE Offices in the Northern Neck

County	Address	Telephone
Lancaster	8311 Mary Ball Road, Ste 302 Lancaster, VA 22503	(804) 462-5780
Northumberland	7154 Northumberland Hwy Heathsville, Virginia, VA 22473	(804) 580-5694
Richmond	460 Main Street Warsaw, VA 22572	(804) 333-3420
Westmoreland	18849 Kings Highway Montross, VA 22520	(804) 493-8924

Questions or Comments?

Please email Henry Riely at rielyh@gmail.com with any questions, comments or suggestions you may have about the Remote Help Desk.

Thank you for Volunteering at the Remote Help Desk!