FarmPEP

Pulse PEP

'Pulse Pioneers' How To Guide

The PulsePEP is a community of farmers, researchers and industry interested in understanding and making the most out of UK grown pulses, both from a production and end use perspective (e.g feeding to livestock). The PulsePEP web platform hosted on the FarmPEP website aims to make knowledge around pulses easily accessible and sharable to a wide audience. The PulsePEP on TFF aims to support in depth discussion. As a Pulse Pioneer you are expected to share the plans and progress of your on farm pulse trials via the PulsePEP web platform. This guide provides the steps you need to take to share your trial plans with the PulsePEP community (requirements indicated with * in the contents) and also how you may best interact with the PulsePEP web platform for your own use.
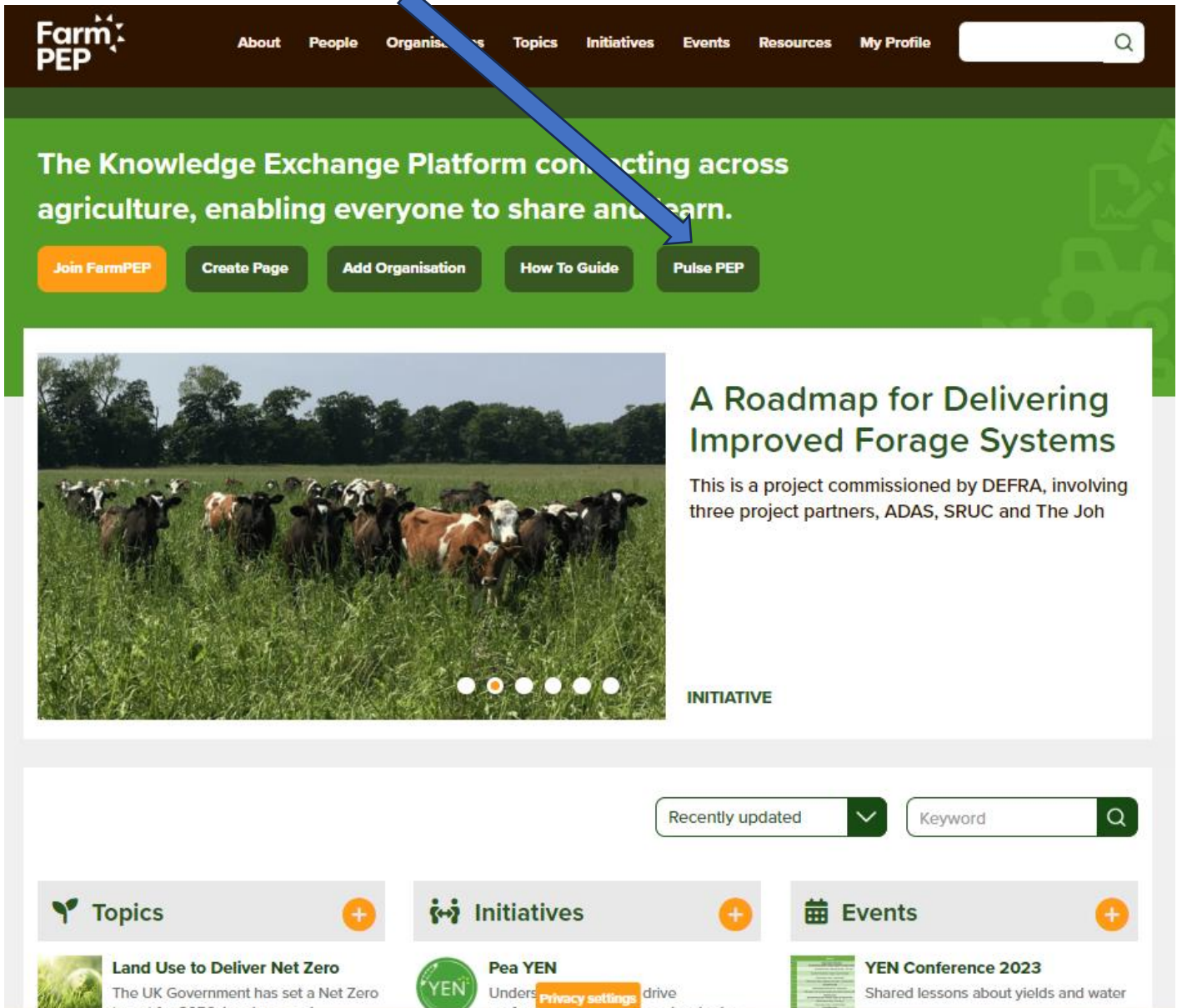
Contents and Trials Page Checklist (*)

1. The Home Page

Navigate to **PulsePEP** from the **FarmPEP** home page.

Under the different page categories are listed the most recently added/edited items or those with the most user interaction (likes or comments). This allows users to quickly find fresh or popular information.

Navigate from here to all the key pages or search for any of particular interest, using the **search bars**.

2. Uploading trials pages *

2.1.   Creating an account *

Select 'Join FarmPEP' and follow the sign-up process.
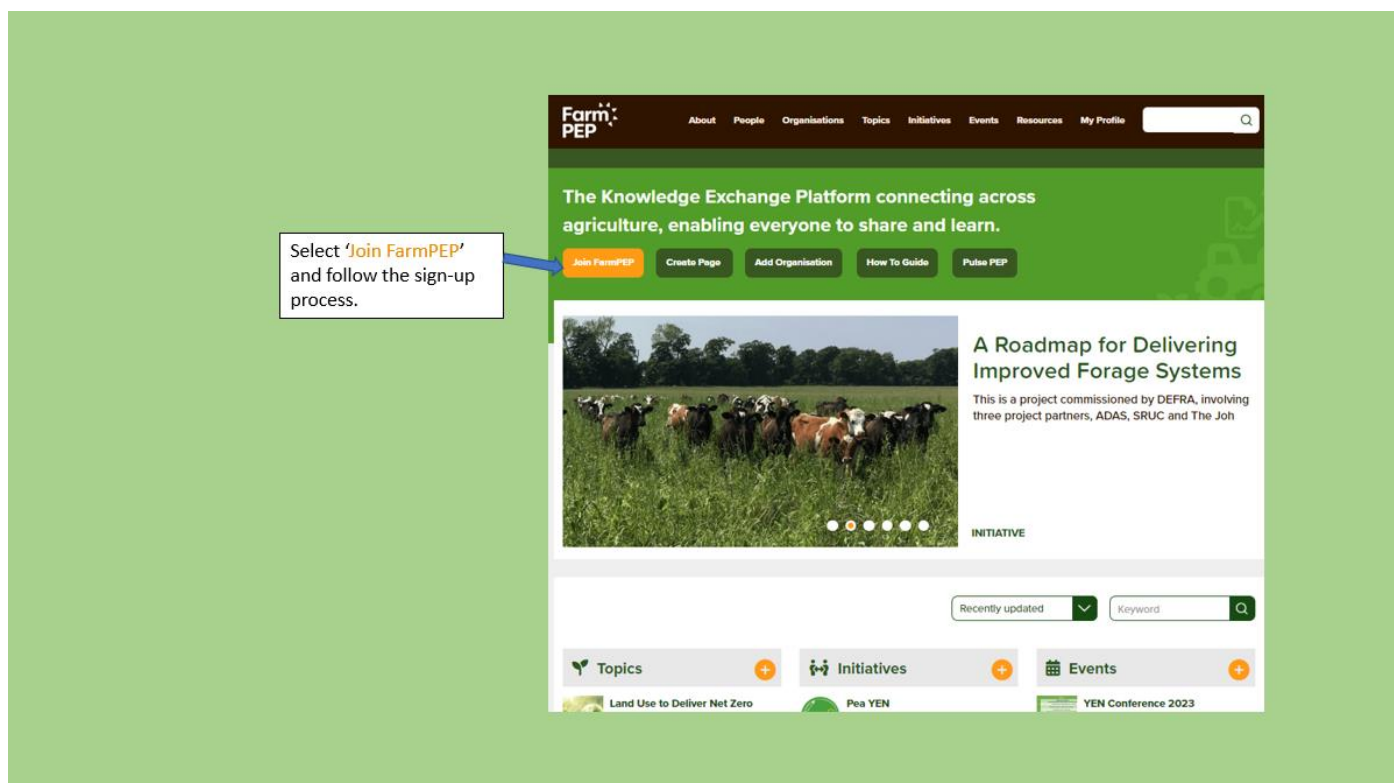
2.2.   Selecting the right page type *

<mark>This is a very important step!</mark>

Choosing the right page type for your content allows it to be found and viewed in the most appropriate way. Refer to the **Glossary** at the end of this document for definitions of the page types.
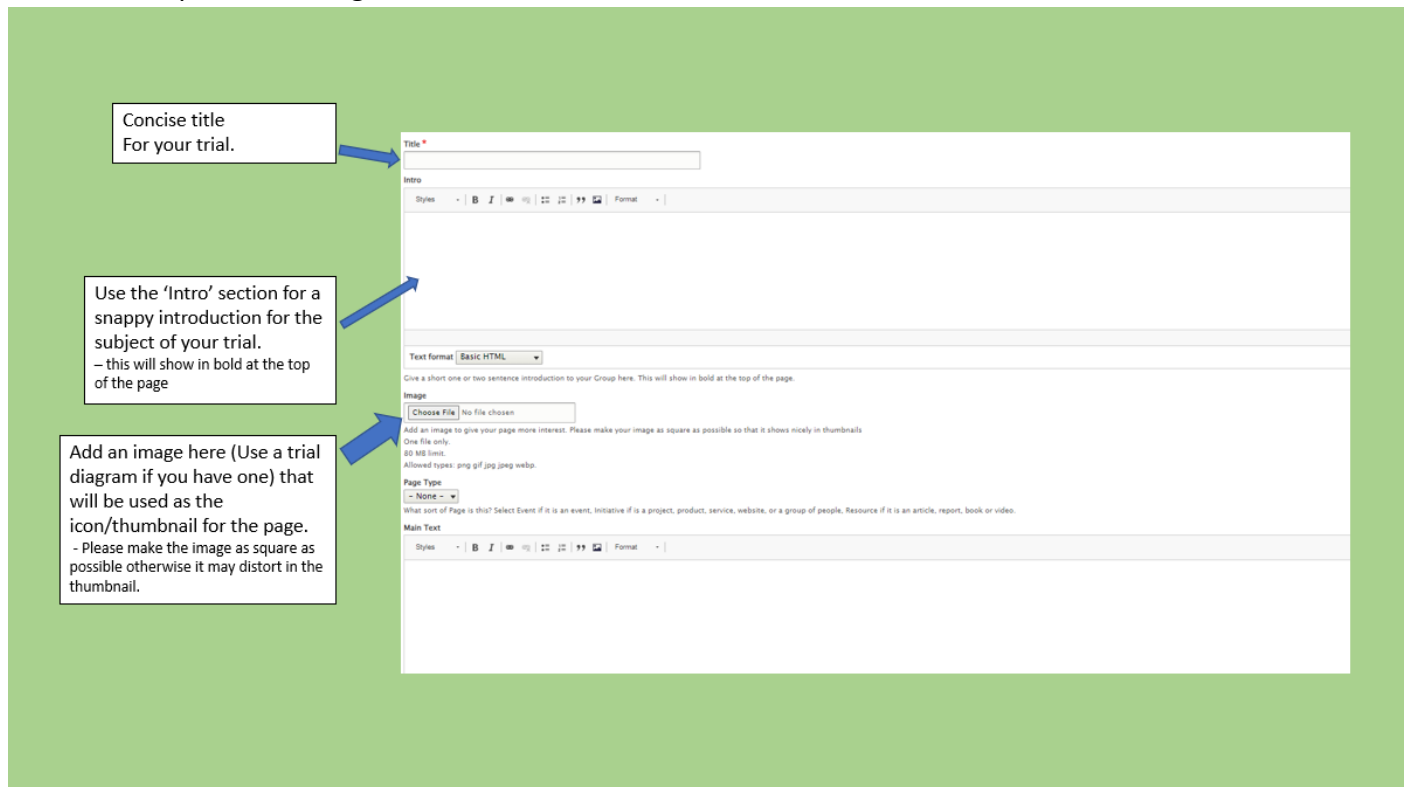
For Pulse Pioneers trial pages, create a 'Resource' page.

For **Events**, **Initiatives** and **Resources** – use the 'Create Page' button on the home page or your Profile Page. Alternatively, there is a button at the right side of the Events/Initiatives/Resources pages. Select the page type from the drop down list on the editing page.

If you wished to add a **Topic** or **Organisation** use the 'Create Topic' or 'Add Organisation' buttons found on the home page or on the Topic/Organisations pages.

2.3.　　Tips for trial page structure *

FarmPEP aims to share **distilled**, **trusted** knowledge. Write a concise explanation of your trial and its aims, that can be updated throughout the duration of the trial and when data has been collected.
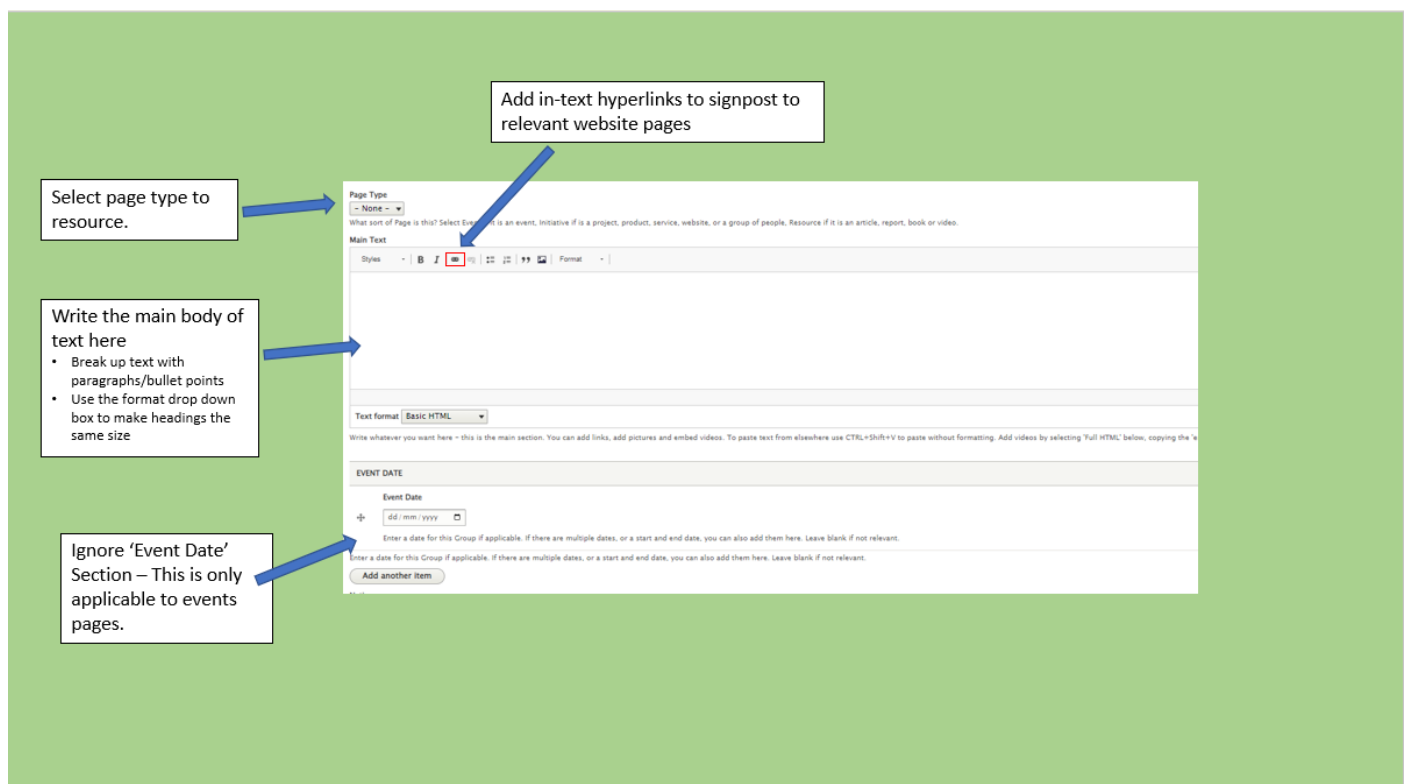
Concise title
For your trial.

Use the 'Intro' section for a snappy introduction for the subject of your trial.
– this will show in bold at the top of the page

Add an image here (Use a trial diagram if you have one) that will be used as the icon/thumbnail for the page.
- Please make the image as square as possible otherwise it may distort in the thumbnail.

Add in-text hyperlinks to signpost to relevant website pages

Select page type to resource.

Write the main body of text here
• Break up text with paragraphs/bullet points
• Use the format drop down box to make headings the same size

Ignore 'Event Date' Section – This is only applicable to events pages.

2.4.   Uploading an Image *

Upload an image to use in the body of text by using the image icon

Right click on image to access 'Image Properties':
- Align image (centre looks best)
- Add a caption and alternative text

Main Text

Styles | B *I* | ∞ ⇎ | ≔ ≣ | 99 🖼 | Format ▾ |

Edit Image

Image*

🖼 hand holding soil jpeg

Remove

Alternative text*

[   ]

Align
○None ○Left ●Center ○Right
☑ Caption

Enter caption here

body image

Basic HTML ▾

❓ About text formats

Write whatever you want here - this is the main section. You can add links, add pictures and embed videos. To paste text from elsewhere use CTRL+Shift+V to paste without formatting. Add videos by selecting 'Full HTML' below, copying the 'embed html' from the source page (eg Youtube), clicking 'Source' above and pasting where you want the video to appear.

Resize image by dragging corners

2.5.   Adding documents and related content *

Upload a file relevant to the trial if needed

▾ FILE

You can upload a file here, such as a pdf report, or MS Office documents, Excel spreadsheet or Powerpoint Slides.

Add a new file

[Choose Files] No file chosen

Unlimited number of files can be uploaded to this field.
80 MB limit.
Allowed types: txt doc rtf docx pdf odt xls xlsx ppt.

RECOMMENDED CONTENT

Signpost readers to other useful or relevant pages on FarmPEP

✛ [   ]

Connect to other pages on PEP that you recommend or want to highlight in the 'Recommended Content' Section. Start typing the title of the page you want to connect to, then select it
There is no limit to how many pages you can recommend.

[Add another item]

RECOMMENDED POSTS

✛ [   ]

Note: Posts are retired. This field is only here for data consistency purposes.

[Add another item]

ORGANISATION

Link to relevant organisations.
These could be involved in the project or do work in a related field.

✛ [   ]

Link this page to one or more related organisations. Start typing the name of the organisation then click on it to add. To add another organisation click the 'Add another item' button below.

[Add another item]

RELATED PAGES

Link to Pages of a similar theme elsewhere on FarmPEP (Resources, Initiatives, Events)

✛ [   ]

Connect this page to one or more related Pages from elsewhere on PEP. Start typing the title of the page in the box then click on it to add. Click 'Add another item' to connect to multiple page

[Add another item]

RELATED TOPICS

Link to related Topics on FarmPEP e.g. 'On-farm Trials'

✛ [   ]

Connect this group page to relevant Topics. Any Topics you select will show up in the right hand list of Related Topics. By connecting to a Topic this Group will show as 'Connected Content' at

2.6.   Tagging your page to the PulsePEP and NCS Project *

Check these two boxes to tag your page to PulsePEP and the NCS Project

Connect this group page to relevant Topics. Any Topics you select will show up in the right hand list of Related Topics. By connecting to a Topic this Group will show as 'Connected Content' at the bottom of that Topic page. To add a Topic start typing the name of the Topic then click to select it. To add more connected Topics click the 'Add another item' button.

Add another item

Programme
☐ NCS (Taxonomy term:251)
☐ Pulse PEP (Taxonomy term:252)

Associate this resource with a major programme on the website. WARNING: Association with the Nitrogen Climate Smart programme is reserved for the programme administrators.

☑ Published

Please ensure that you have proof-read your content. Pages are not edited further once submitted and will go live immediately.

Comment settings

Revision information
No revision

URL alias
Automatic alias

Revision log message

Briefly describe the changes you have made.

Create Page and become a member

2.7.   Editing and managing your page *

Update your page throughout the trial to show progress and upload any data collected. To do this, find your page on FarmPEP by using the search tool and using the actions box on the right hand side of the page: Editing a

Actions / Stats

💬 Discuss

❤ Like   3

➕ Follow this   2

👁 Views: 513

See views, likes and follows on your page

＋ Add content

✏ Edit Page

Click here to edit and update your page

📋 Manage authors

🚩 Report this

🚩 Promoted

3. Profile Page

Use your profile page to tell other members a bit about yourself. Pages you follow or create will also show up here as shown below:

Example User

Write a short bio about your occupation and interests so people can find out a bit more about you.

Topics you have created or joined show up here

Pages here

Example User

Vocation: Researcher

I am a researcher in Arable Weeds

My Followed Content

Black-grass

LEAF (Linking Environment and Farming)

Content you follow shows up here

My Topics

Grass Weeds

My Groups

Weeds Conference 2023

Actions

- Edit Profile
- + Create Page
- + Add Topic
- + Add Organisation
- Log out

4. Interacting with Content

Use the 'Actions/Stats' buttons to interact with content.

Actions / Stats

"Like" pages to show your appreciation and make it show higher in lists and on the Home page.

♥ Like   6

"Follow" to keep track of a page via your profile page.

● Follow this   4

⊙ Views: 905

Use "Views" to see how popular a page is.

Request to 'Join Page' to become a member of the page and edit content.

Join Page

+ Add content

Add your own content/pages via this button.

⚑ Report this

"Report" inappropriate content or that which you think needs particular attention.
*The site administrator will subsequently contact you to find out why the page was reported.

f 🐦 in ✉ 🔗

Share content via social media, email or hyperlink.

5. Notifications

Receive email notifications when changes or comments are made on your liked or followed content as well as any page you are a member of. Use your profile page to manage notifications preferences.

Actions / Stats

- ♥ Like — 6
- ⊕ Follow this — 4
- 👁 Views: — 905
- 👤⁺ Join Page
- + Add content
- ⚑ Report this

f 𝕏 in ✉ 🔗

"Like" "Follow" or "Join" pages to activate notifications for that content.

To disable notifications, uncheck this box.

☑ Email subscriptions
Email option will be checked automatically when subscribing to something.
Message digest interval *
Send immediately ▾
Send immediately   uently message notifications are delivered.
Daily
Weekly
                        ccount

To manage notification frequency, use this section in "Edit Profile".

6. Glossary

6.1.　　Topics

A Topic is any subject area, issue, or practice. Topic pages connect interested people, organisations and initiatives with useful information and resources.

Any member can create a Topic and write their own content. Please try to use the most up to date information possible and update Topic pages when new information becomes available.

Topics are managed by Members and other site users must first request to join the page before being able to edit. Requests are approved by the Site Administrator.

6.2.　　Initiatives

A collaborative endeavour. It could be a project or a network, or a group of like-minded people interested in a topic area. Working together as a benchmark group or across a landscape or catchment. It could also be an idea that you would like to share with others.

6.3.　　Resources

A resource can be a report, paper, article, study, video, or any other output.

6.4.　　Events

Any event, conference, show, workshop, webinar or meeting.

6.5.　　Organisations

An organisation is a company, institute, charity, university, agency or department that you work for.

Add your organisation to connect with everyone in UK Agriculture's knowledge landscape. You can describe what you do, link to your website, connect with all relevant Topics, join together all employees, host projects, share information on your tools, products and services.