

‘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.

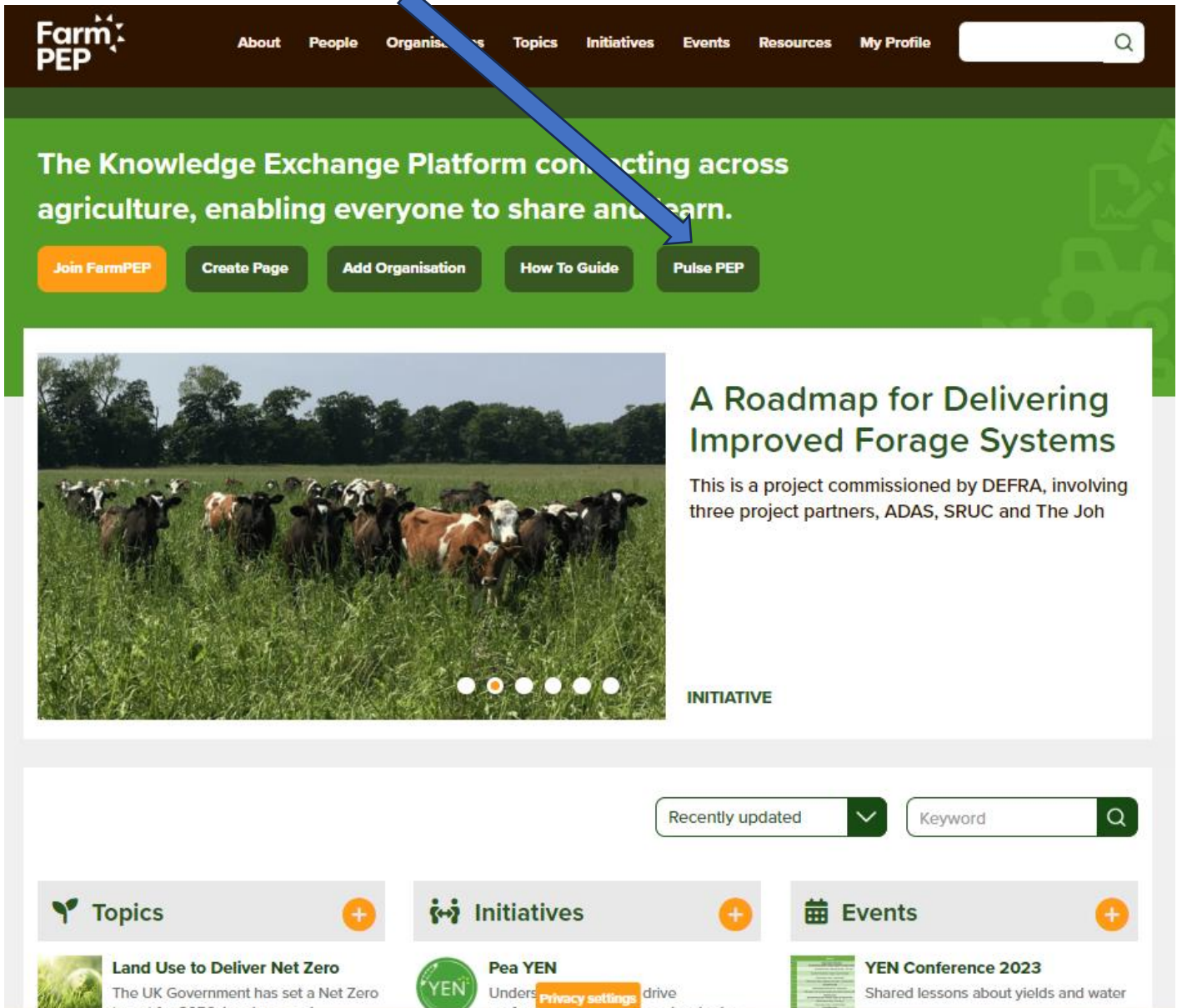
Contents and Trials Page Checklist (*)

1.	The Home Page.....	2
2.	Uploading trials pages*	4
2.1.	Creating an account*	4
2.2.	Selecting the right page type*	4
2.3.	Tips for trial page structure*	5
2.4.	Uploading an Image*	6
2.5.	Adding documents and related content*	7
2.6.	Tagging your page to the PulsePEP and NCS Project*	8
2.7.	Editing and managing your page*	8
3.	Profile Page.....	9
4.	Interacting with Content	9
5.	Notifications	10
6.	Glossary	11
6.1.	Topics.....	11
6.2.	Initiatives	11
6.3.	Resources	11
6.4.	Events	11
6.5.	Organisations	11



1. The Home Page

Navigate to PulsePEP from the FarmPEP home page.



The screenshot shows the FarmPEP website interface. At the top, there is a dark brown navigation bar with the FarmPEP logo on the left and a menu of links: About, People, Organisations, Topics, Initiatives, Events, Resources, and My Profile. A search bar is located on the right side of the navigation bar. Below the navigation bar is a green banner with the text: "The Knowledge Exchange Platform connecting across agriculture, enabling everyone to share and learn." Underneath the banner are five buttons: "Join FarmPEP" (orange), "Create Page", "Add Organisation", "How To Guide", and "Pulse PEP" (dark green). A blue arrow points from the top of the page down to the "Pulse PEP" button. Below the banner is a featured article titled "A Roadmap for Delivering Improved Forage Systems" with a photo of cows in a field. Below the article is a "Recently updated" dropdown menu and a "Keyword" search bar. At the bottom, there are three main categories: "Topics", "Initiatives", and "Events", each with a plus sign icon. Below these categories are three featured items: "Land Use to Deliver Net Zero", "Pea YEN", and "YEN Conference 2023".



Pulse Pioneers

The Nitrogen Efficient Plants for Climate Smart Arable Cropping Systems (NCS) P

INITIATIVE

Topics



Pulse Crops

Pulses are leguminous crops harvested for dry protein-rich seed, with peas...



Resources



Livestock farmer trials peas and beans as soya alt...

Protein-rich peas and beans are replacing concentrates in the winter



Events



Cheltenham Monitor Farm: Check your pulse! Managin...

Join us for the third (and final) Cheltenham Monitor

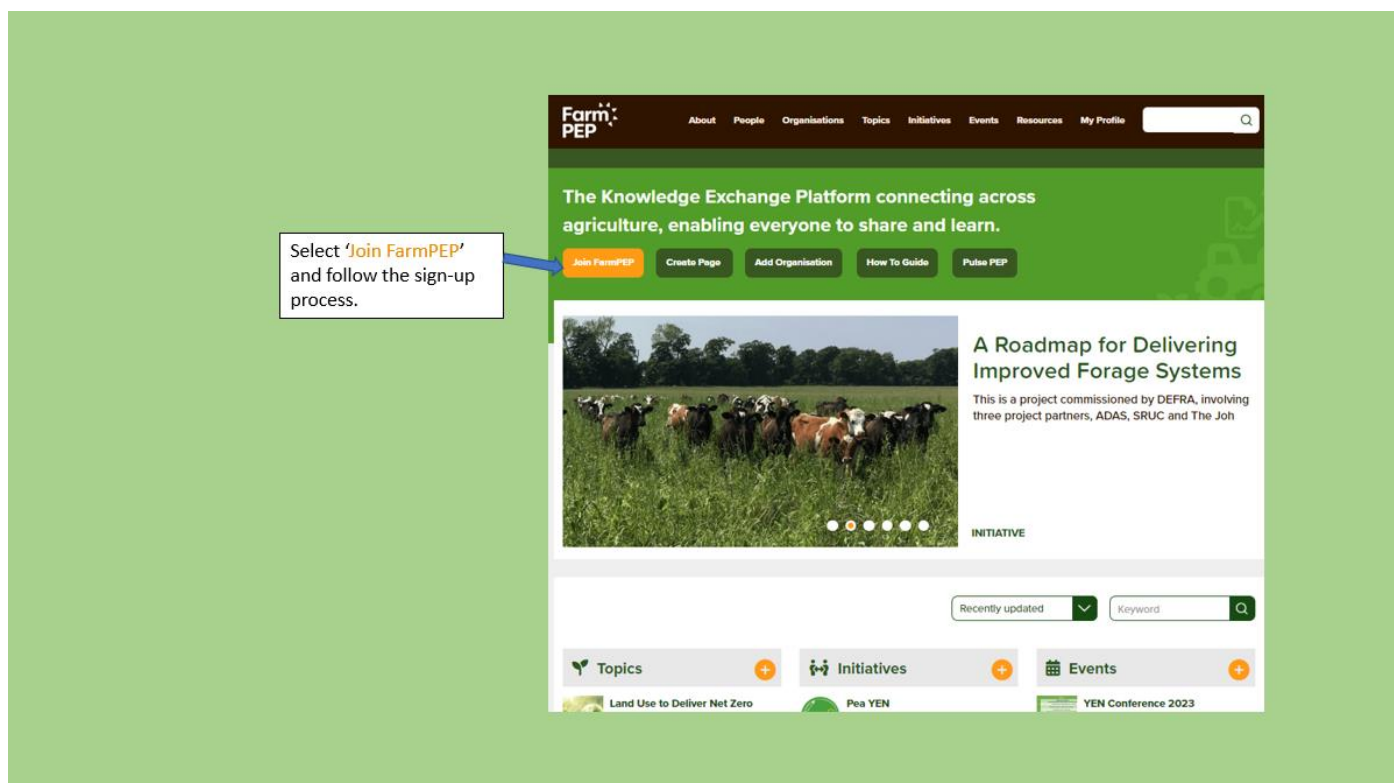


Under the different page categories are listed the most recently added/edited items or those with the most user interaction (likes or comments). This allows users to quickly find fresh or popular information.

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 *



2.2. Selecting the right page type *

This is a very important step!

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.

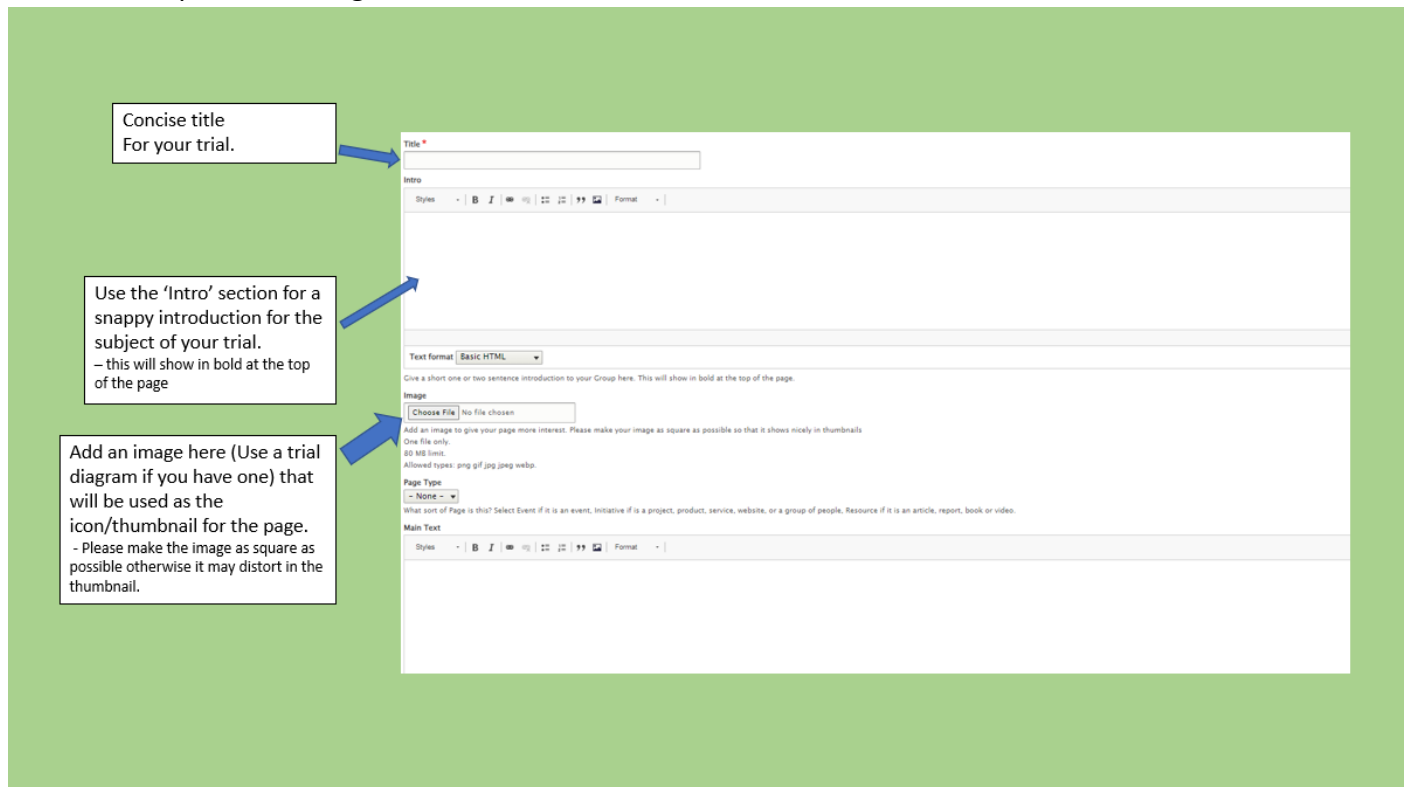
For Pulse Pioneers trial pages, create a 'Resource' page.

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.

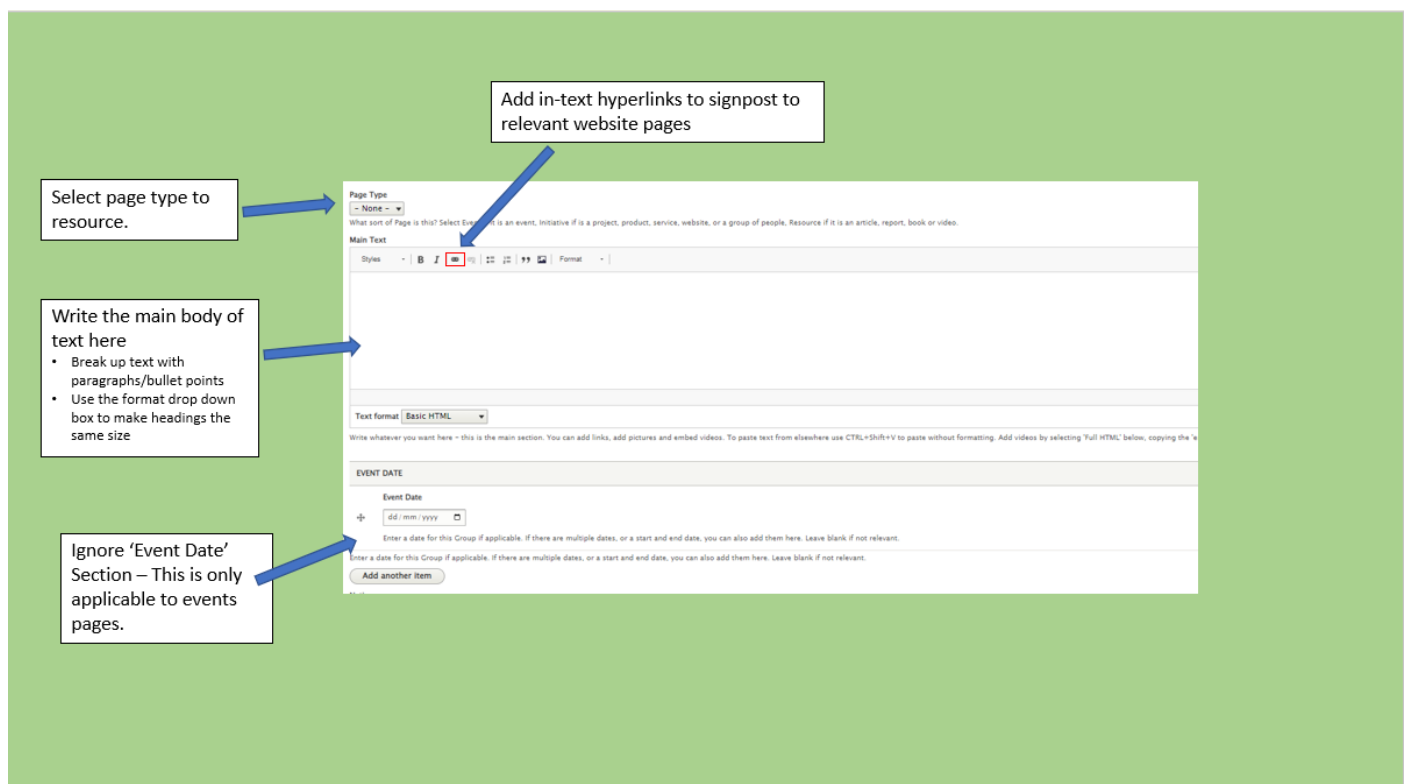


Concise title
For your trial.

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/thumbnaill for the page.
- Please make the image as square as possible otherwise it may distort in the thumbnaill.

The screenshot shows a form with fields for 'Title', 'Intro', 'Image', 'Text format', 'Page Type', and 'Main Text'. The 'Intro' field is highlighted with a blue arrow pointing to the callout. The 'Image' field has a 'Choose File' button and a note: 'Add an image to give your page more interest. Please make your image as square as possible so that it shows nicely in thumbnails. One file only. 50 MB limit. Allowed types: png gif jpg jpeg webp.' The 'Page Type' dropdown is set to 'None'.



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.

Add in-text hyperlinks to signpost to relevant website pages

The screenshot shows the 'Page Type' dropdown set to 'None'. The 'Main Text' field is highlighted with a blue arrow pointing to the callout. The 'Text format' dropdown is set to 'Basic HTML'. The 'EVENT DATE' section is visible at the bottom, with a callout pointing to it.

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

body image

Enter caption here

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.

The image shows a text editor interface. At the top, there is a toolbar with various icons, including an image icon. A blue arrow points to this icon with the text 'Upload an image to use in the body of text by using the image icon'. Below the toolbar, the main text area contains a large image of a person's hands holding a large amount of dark brown soil. A blue arrow points to the image with the text 'Right click on image to access 'Image Properties':'. To the left of the image, there is a dialog box titled 'Edit Image'. This dialog has several sections: 'Image*' with a text input field containing 'hand holding soil.jpeg' and a 'Remove' button; 'Alternative text*' with an empty text input field; 'Align' with radio buttons for 'None', 'Left', 'Center', and 'Right', and a checked checkbox for 'Caption'. Below the image in the editor, there is a text input field with the placeholder text 'Enter caption here'. A blue arrow points to the bottom-right corner of the image with the text 'Resize image by dragging corners'. At the bottom of the editor, there is a 'Basic HTML' dropdown menu and an 'About text formats' link. A small footer text at the very bottom provides instructions on how to use the editor.

2.5. Adding documents and related content *

Upload a file relevant to the trial if needed

Signpost readers to other useful or relevant pages on FarmPEP

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
+
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

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

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

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

ORGANISATION
+
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
+
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 pages.
Add another item

RELATED TOPICS
+
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 the page.
Add another item

2.6. Tagging your page to the PulsePEP and 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

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

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
- + Add content
- Edit Page
- Manage authors
- Report this
- Promoted

See views, likes and follows on your page

Click here to edit and update your page

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:

The screenshot shows a user profile for 'Example User' with the following sections and callouts:

- Profile Bio:** A callout box on the left says, "Write a short bio about your occupation and interests so people can find out a bit more about you." It points to the bio text: "I am a researcher in Arable Weeds".
- My Topics:** A callout box on the left says, "Topics you have created or joined show up here". It points to the topic "Grass Weeds".
- My Groups:** A callout box on the left says, "Pages here". It points to the group "Weeds Conference 2023".
- My Followed Content:** A callout box on the right says, "Content you follow shows up here". It points to the content "LEAF (Linking Environment and Farming)".
- Actions:** A list of buttons on the right: "Edit Profile", "Create Page", "Add Topic", "Add Organisation", and "Log out".

4. Interacting with Content

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

The screenshot shows the 'Actions / Stats' section with the following buttons and callouts:

- Like:** A callout box on the left says, "Like" pages to show your appreciation and make it show higher in lists and on the Home page. It points to the "Like" button with a count of 6.
- Follow this:** A callout box on the left says, "Follow" to keep track of a page via your profile page. It points to the "Follow this" button with a count of 4.
- Views:** A callout box on the right says, "Views" to see how popular a page is. It points to the "Views" button with a count of 905.
- Join Page:** A callout box on the left says, Request to 'Join Page' to become a member of the page and edit content. It points to the "Join Page" button.
- Add content:** A callout box on the right says, Add your own content/pages via this button. It points to the "Add content" button.
- Report this:** A callout box on the left says, "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. It points to the "Report this" button.
- Social Media:** A callout box on the right says, Share content via social media, email or hyperlink. It points to the social media icons (Facebook, Twitter, LinkedIn, Email, and 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.

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

To disable notifications, uncheck this box.

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.