



# Organic Farm Knowledge Handbook

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## Organic Farm Knowledge most important guidelines:

- Select a tool which is **practice relevant and user friendly** for organic farmers and advisors, following the criteria laid out in the checklist for suggested tools document.
- All tool descriptions must be written in English, regardless of the tool language.
- Follow the instructions contained in the **tool description form** when entering the tool into Organic Eprints.
- Tools must be **open access and have permission** in writing.
- Select the Eprint type "**Practice tool**" with tag '**ofk**' in field "ID for Organic Farm Knowledge selection" under Details tab.
- Use the **Agrovoc keywords** according to the **official Organic Farm Knowledge keyword list** in the tool description form.
- The fields "Problem", "Solution" and "Description" must be completed **using complete sentences** and **proper grammar in English**.

# 1. About Organic-farmknowledge.org

## 1.1 Introduction

Organic-Farmknowledge.org is a European web platform with information for organic farmers and information exchange.

The Organic Farm Knowledge platform provides access to a wide range of tools and resources about organic farming that can help improve production. It also aims to serve as a virtual meeting place for cross-border learning.

The platform promotes the exchange of knowledge among farmers, farm advisers and scientists, intending to increase productivity and quality in organic farming across Europe.

At the core of the platform is the toolbox, a database with tools for organic practitioners such as calculation tools, leaflets and guidelines, practice abstracts, books and reports, videos and further web-based materials.

Organic Farm Knowledge is maintained by the [executive board](#) and the [editorial board](#). The institutions that are part of these boards contribute to the platform's maintenance and further development (see chapter 1.3.1.). Additionally, the platform cooperated with several projects funded by the European Union.

It was initially set up in the framework of the Horizon 2020 project "Organic Knowledge Network OK-Net Arable".

This handbook describes how to upload information to the toolbox and the other features of Organic Farm Knowledge, which include a news and event section, linked social media accounts, a discussion forum, and shared knowledge from farmers.

## 1.2 Benefits of Organic Farm Knowledge

The Organic Farm Knowledge is a unique platform as it offers the opportunity to share knowledge from farmers and advisors across language borders. It provides a unique opportunity for co-learning and co-innovation across Europe and can be an important driver for further expanding organic agriculture in Europe.

Thus, the use of the platform constitutes an important service for the European organic sector as a whole, as well as for individual institutions and projects to share their information and gain knowledge from others.

## 1.3 Management of Organic Farm Knowledge

The platform Organic Farm Knowledge ([www.organic-farmknowledge.org](http://www.organic-farmknowledge.org)) is hosted and managed by the Research Institute of Organic Agriculture FiBL. The toolbox, that allows easy access to the content, is fed via the Organic Eprints archive [www.orgprints.org](http://www.orgprints.org). Organic Eprints is maintained by the International Centre of Research in Organic Food and Farming Systems (ICROFS). IFOAM Organics Europes (IFOAM EU) is the key partner in promoting and expanding partnerships with the platform, particularly from European projects, some of which have already joined the platform as partner projects. The platforms activities are overseen by the executive and the editorial board.

### 1.3.1 Administrators

The core partners of the Organic Farm Knowledge platform are FiBL (hosting, management, and maintenance of [www.organic-farmknowledge.org](http://www.organic-farmknowledge.org)), ICROFS (management and maintenance of Organic Eprints, [www.orgprints.org](http://www.orgprints.org)) and IFOAM EU (coordination and promotion).

### 1.3.2 Executive board & editorial board

The executive & editorial board, in which partner organisations of the OK-Net Arable and the OK-Net EcoFeed projects are represented, as well as new partnerships developed after the finish of these projects. These boards are responsible for the platform's strategic development, establishing quality criteria, and securing the maintenance and continuity of the platform. The boards bear the editorial end-responsibility of the platform, and individual board members are in charge of specific sections of the platform. The editorial board undertakes an annual review of all tools, to ensure that all knowledge provided on the platform is kept up to date.

An overview of the members of the executive<sup>1</sup> and editorial<sup>2</sup> boards is available on the platform.

### 1.3.3 Project partnerships: Past and ongoing projects using Organic Farm Knowledge

The following past and ongoing projects are part of the partnership, contributing tools and information to the platform.

- OK-Net Arable
- OK-Net EcoFeed
- LIVESEED
- Relacs
- ReMIX
- CORE Organic
- Future EU Aqua
- Biofruitnet
- Best4Soil

Projects interested in disseminating and storing their practice-oriented output on the platform should contact [organic-farmknowledge\(at\)fiBL.org](mailto:organic-farmknowledge(at)fiBL.org) for further information.

## 1.4 Costs of using the Organic Farm Knowledge

Projects and institutions are welcome to use the Organic Farm Knowledge platform to further disseminate their practice-oriented tools. In Table 1 the suggested costs for contributing to the maintenance and development of the platform are shown. On the intranet, you find the detailed [cost calculator for using OFK in projects](#). Tools uploaded will be stored indefinitely on the platform and will only be removed if the information contained within them are deemed out-of-date or no longer appropriate by the editorial board during the annual review. These tools will, however, always remain on the Organic Eprints archive.

Table 1: Costs for using Organic Farm Knowledge Platform

Item	Unit	Service provider	Estimated costs per Unit
1. Overhead: coordination, promotion, etc.	One-off fee	IFOAM OE, ICROFS	1057 EUR
2. Webhosting per project	Costs per project	FiBL	1000 EUR
3. Project partner page	Cost per page	FiBL	300 EUR
4. Promotion of tool	Per tool	FiBL	30 EUR

<sup>1</sup> Executive Board: [www.organic-farmknowledge.org/about/executive-board](http://www.organic-farmknowledge.org/about/executive-board)

<sup>2</sup> Editorial Board: [www.organic-farmknowledge.org/about/editorial-board](http://www.organic-farmknowledge.org/about/editorial-board)

<b>Item</b>	<b>Unit</b>	<b>Service provider</b>	<b>Estimated costs per Unit</b>
5. Optional: Language editing of tool (500 words per tool)	Per tools edited	FiBL	200 EUR
6. Optional: Language editing of tool description	Per tool description edited	FiBL	10 EUR
7. Optional: Writing tool description	Per tool description written	FiBL	18.5 EUR
8. Optional: Entering of tools to Organic Eprints <sup>3</sup>	Per entry	FiBL	20 EUR
9. Optional: Using the FiBL services in general, not itemized (excluding items 1 and 2).	Per day	FiBL	500 EUR

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<sup>3</sup> Assuming that tool descriptions are delivered using the tool description form available on the Organic Farm knowledge intranet, and that the English language check has been done.

## 2. Description of the platform and its features

In the following sections, the platform's main features (Figure 1) are described, following the website's navigation.

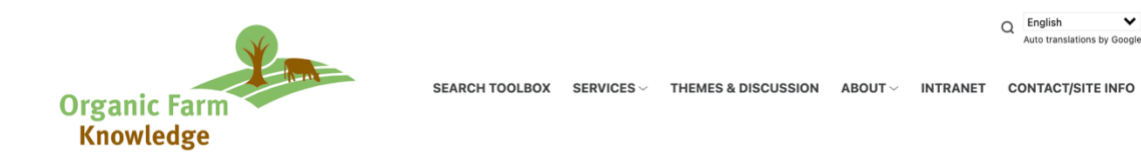


Figure 1: Organic Farm Knowledge platforms' menu bar

### 2.1 Homepage

In Figure 2, the homepage of Organic Farm Knowledge, there is a **search field** in yellow that guides users directly into the toolbox, which features tools and materials for organic farmers and advisors.

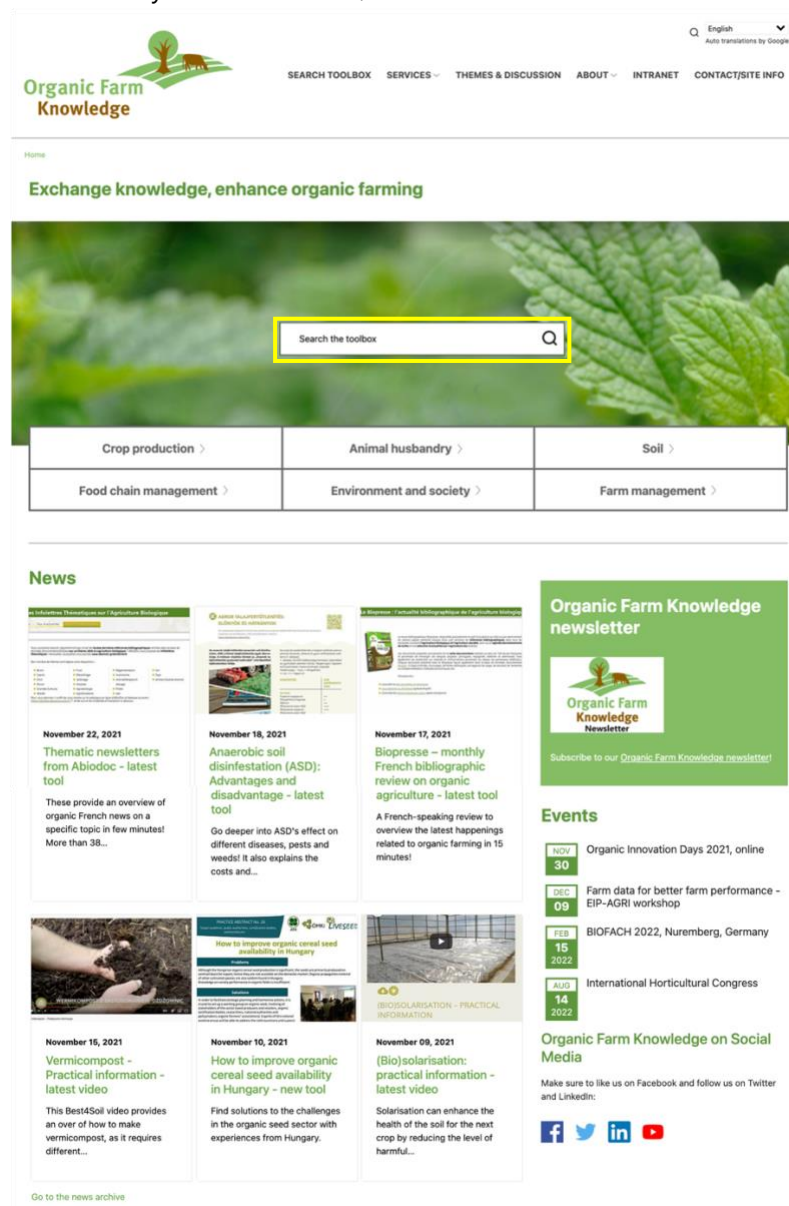


Figure 2: Screenshot of the homepage of Organic Farm Knowledge



Below the search field, access is given to the current six **theme blocks**:

- Crop production
- Animal husbandry
- Soil
- Food chain management
- Environment and society
- Farm management

**News items** are provided to inform visitors of new tools, events and the latest relevant developments in the organic farming sector. Furthermore, **events** of European-wide relevance, which are of interest to organic farmers and advisors, are listed chronologically. Once a month, a newsletter is sent out to subscribers<sup>4</sup> with the latest tool uploads, general news, videos and upcoming events. Social media accounts (Facebook, Twitter, LinkedIn and YouTube) are also linked on the homepage as well as on the social media subpage<sup>5</sup>.



Furthermore, a featured tools section shows a randomised **recommended tool**, the **most popular tool** (based on the ratings of users) and the **latest tool** entered in the toolbox, as seen in Figure 3.

### Featured tools



Figure 3: The featured tools section on the homepage of the Organic Farm Knowledge platform

## 2.2 The toolbox – the core of the platform

The core of the Organic Farm Knowledge platform is the [toolbox](#). At the time of writing, it contained more than 500 tools (for more information about the toolbox and its search function, see chapter 3). The toolbox provides access to all resources available on the platform, aimed at the target audiences: organic farmers and advisors. Currently, the majority of the tools featured were selected or created in the framework of the two European-funded projects which founded the platform, OK-Net Arable and OK-Net EcoFeed. Further projects have joined, thus ensuring the continual expansion of the knowledge available on the platform. For more information have a look at the [collaborating partners page](#).

The Organic Farm Knowledge platform is directly linked to the [Organic Eprints online archive](#), where all tools which appear on the platform are stored. Organic Eprints is maintained by the [International Centre for Research in Organic Food Systems \(ICROFS\)](#).

### 2.2.1 Searching the toolbox

Apart from the arbitrary keyword search, the tools in the toolbox can be searched/filtered by

<sup>4</sup> Organic Farm Knowledge Newsletter: [www.organic-farmknowledge.org/news-events/newsletter](http://www.organic-farmknowledge.org/news-events/newsletter)

<sup>5</sup> Social media subpage: <https://organic-farmknowledge.org/about/social-media>

- Type, i.e., Books/reports, practice abstracts, calculation tools, videos, etc.
- Level I theme, i.e., Crop production
- Level II theme, i.e., Horticulture, the search box appears after selecting a theme
- Level III theme, i.e., Protected cultivation, the search box appears after selecting a sub-theme
- Language, i.e., the original language in which a tool is available
- Year, i.e., year of publication
- Country of origin
- Keywords, i.e., by predefined keywords for the platform (see section 4.2.10, page 9)
- Project, i.e., OK-Net Arable
- Organisation

Search results are shown in the tool list, which includes not only the title but also the issuing organisation, the associated project under which a tool was selected or produced, the year of release, and the rating of the tool. It is possible to sort the entries on the list according to these fields.

### 2.2.2 Detailed tool view

The detailed view (Figure 4) of an entry (tool) contains the following:

- Icon symbolising the type of tool
- Associated project (when relevant)
- Rating of a tool and the rating function
- Social media links
- Applicability: Theme and keywords, the language(s) in which it is available, year of release, country of origin, link to the issuing institution, and the e-mail address of a contact person
- Tool entry on Organic Eprints
- Information on the problem that the tool addresses, the solution it offers and a description of the tool or recommendations
- Cover picture (Note: for practice abstracts, no cover image is required, as a placeholder is used. For other tool types, a cover picture is required. For more information on how to generate a cover image refer to Annex A)
- A link to the tool (link to download, webpage, YouTube)
- The possibility to discuss the tool using Disqus

Home >> Tool

← BACK

## SoilDoc

Monitor your soil with the spade test!



[Link to the tool](#)

### Other type of tool

Average rating to the tool: 0 ★  
 Number of ratings to the tool: 0 👤  
 Give your rating to the tool:  
 ★ ★ ★ ★ ★ 0 ★

### Social Media

<https://www.facebook.com/organicfar...>  
[https://twitter.com/farm\\_knowledge/...](https://twitter.com/farm_knowledge/)

### Applicability

**THEME**  
Soil quality and fertility

**LANGUAGES**  
English

**KEYWORDS**  
soil , soil management , soil analysis

**YEAR OF RELEASE**  
2019

**COUNTRY OF ORIGIN**  
Switzerland

**ISSUING ORGANISATION**  
FiBL - Research Institute of Organic Agriculture  
<https://www.fibl.org/>

**CONTACT**  
[info.switze@fibl.org](mailto:info.switze@fibl.org)

[MORE ABOUT THE TOOL ON ORGANIC EPRINTS](#)

### Problem

Soil structure is an essential component of soil fertility. The spade diagnosis is a suitable method for assessing the soil structure and other attributes of soil quality from observations such as odour, colour, roots, soil particles or soil layers.

### Solution

The SoilDoc app guides you through the spade diagnosis and the observations for a complete assessment of a selected soil.


### Description

The SoilDoc is mobile phone application to monitor your soil with the spade diagnosis. It asks questions about the soil, which can be answered with a simple click. Questions relate to your location, the crops grown, any problems occurring on the plot, and appearance of soil surface. Then you are instructed how to do a spade diagnosis and answer related questions. Additional information and pictures help to find the answers. During the evaluation, the app collects all observations made and generates a report. The report is stored on the mobile phone and can then be exported in csv, txt or html format and saved as a PDF file on a computer. The simple archiving of the observations facilitates the comparison of different surveys at the same location. The tool is useful to organic and conventional farmers alike. The app is relevant to farmers around the world. Change the language settings of your device to use the app in German, English or French.

Comments on this entire site are premoderated (only moderators can see this message). [Change site settings.](#)

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[Suggest a tool](#)


 Organic Farm Knowledge is a product of OK-Net Arable and OK-Net EcoFeed. These projects have received funding from the European Union's Horizon 2020 research and innovation programme under grant agreements No. 652654 and No. 773811 respectively. The information contained within this platform only reflects the author's view. The Research Executive Agency is not responsible for any use that may be made of the information provided.

Figure 4: Screenshot of a tool entry, 38200: SoilDoc

## **2.3 Services**

All current and past news and events are archived chronologically on the services pages. The services also include the newsletter subscription and archive.

The shared knowledge from farms generated in Horizon 2020 projects is also presented here. The [organic advisory services directory](#) contains the contact lists and addresses of organic advisers in several European countries. Updates and additions can be sent to [organic-farmknowledge\(at\)fibl.org](mailto:organic-farmknowledge(at)fibl.org).

## **2.4 Themes and discussion page**

The themes & discussion page provides access to the platform's themes, allowing users to browse the platforms' tools by theme, read the theme descriptions and discuss the themes and tool articles.

## **2.5 About**

The about page provides information on the background and funding of the platform, the partners and related projects, a brief introduction to the executive and editorial boards and an information on the social media presence.

## **2.6 Language and translations**

To make the platform available to a wide audience, Google Translate (toolbox entries and other pages) and DeepL (News) are used to automatically translate the platform. It is possible to change or manually translate individual parts of the Organic Farm Knowledge website; this is done in collaboration with the platforms partners and the editorial board where the automatic translations are not satisfactory.

## **2.7 Disqus - discussion application**

Disqus, Inc. (pronounced discuss) is a blog comment hosting service for web sites and online communities that use a networked platform. Disqus includes various features, such as social integration, social networking, user profiles, spam and moderation tools, analytics, e-mail notifications, and mobile commenting. For detailed user instruction refer to Annexe B. Disqus manual for users.

### 3. Entering tools into the Organic Farm Knowledge platform

We suggest following the processes outlined in Figure 5 and detailed in the following subchapters.

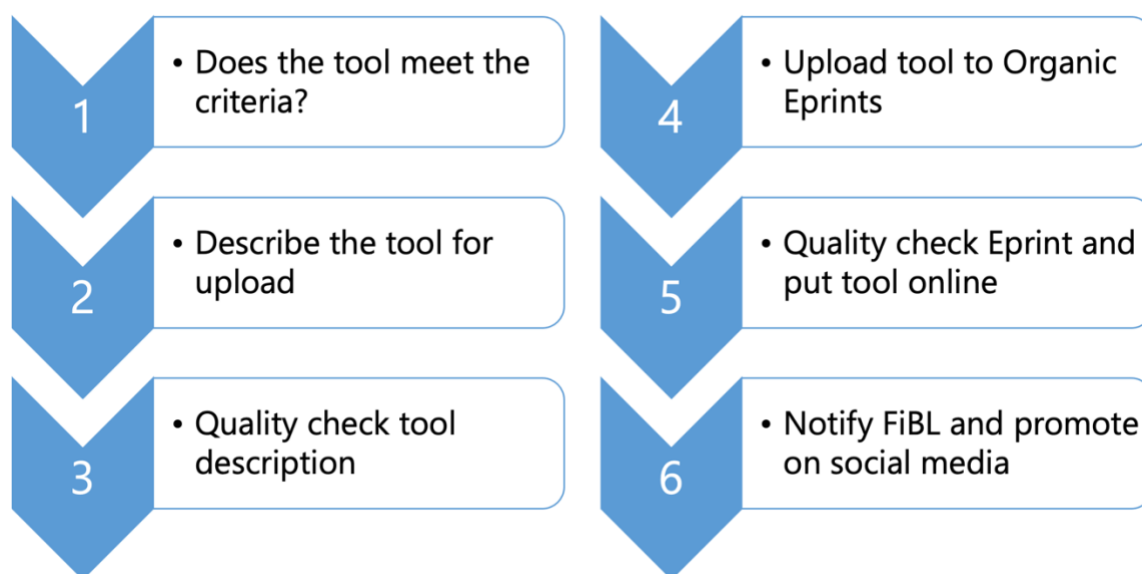


Figure 5: The processes for entering tools into the toolbox

#### 3.1 Step 1: Does the tool meet the criteria?

To ensure that the Organic Farm Knowledge platform tools are consistent, high-quality a suggested tool is assessed using the '[Checklist for suggested tools](#)' form. This form helps score a tool according to set criteria minimum and additional criteria developed by the editorial board. It can be downloaded directly from the intranet.

If the tool is found suitable for Organic Farm Knowledge according to the form, continue to step 2. If not found suitable, but you still find it relevant and appropriate, get in contact with an editorial board member for review (enquiries can be sent to [organic-farmknowledge\(at\)fibl.org](mailto:organic-farmknowledge(at)fibl.org) ).

#### 3.2 Step 2: Describe the tool for upload

All tools uploaded require the same information, documented using the '[Tool description form](#)' found on the intranet. Please fill in the third column of the table in the form and enter the text as instructed.

##### Some tips:

- Check if project/institution and subject affiliations are correct
- Ensure that you highlight the specific keywords relevant to the tool in the 'Themes agrovoc keywords table' on page 9
- Ensure that the tool can be made accessible open access and, if not, that the access is restricted.
- If you do not have the copyright to upload the tool, get written permission using the 'tool deposit agreement' on page 8 – and send to FiBL for storage.

#### 3.3 Step 3: Quality check tool description

The tool description must be of high quality, particularly regarding the English language. The reason for this is that the platform is automatically translated into other major European languages. Mediocre English, longish, complicated sentences will result in very bad, if not incomprehensible, translations.

### Language requirements for tool description

- must be in **very good** English
- the grammar is **correct**
- the terminology is **correct**
- sentences are **short** and clear
- a native English speaker has checked the tool description
- use **the MS Word spell checker** or **Grammarly** for help.

### 3.4 Step 4: Upload tool to Organic Eprints

Upload the tool based on the information in the tool description template into the submission buffer of Organic Eprints.

More information about how to upload to Organic Eprints is available in the following chapter 4 **Uploading tools to Organic Eprints.**

### 3.5 Step 5: Quality check Eprint and put tool online

The Organic Farm Knowledge editors are responsible for the final quality check and moving the tool into the public archive. Editors are responsible for ensuring that:

- all fields are correct
- keywords and theme/subject allocations are correct so that the tool will be searchable on Organic Farm Knowledge
- specific codes for tools for Organic Farm Knowledge are used
- no copyright issues, and permissions are given to upload the tool. In case of doubt, check back with the responsible person.

Refer to the '[Checklist for suggested tools](#)' to ensure the tool follows the guidelines set out by the editorial board. If you are unsure, get in contact with an editorial board member for further review

### 3.6 Step 6: Notify FiBL editors and promote on social media

When the tool is online, you must notify the Organic Farm Knowledge editors at FiBL (organic-farmknowledge(at)fibl.org), who are responsible for keeping track of the tools submitted and relevant processes on the internal Organic Farm Knowledge [intranet](#). More information about the Organic Farm Knowledge intranet and its management is available in chapter 7.

The FiBL editors will announce the tools on the platform and promote them on [social media](#), tagging responsible projects and institutions. Please share the tool on your own social media channels but always make sure that you tag the Organic Farm Knowledge accounts so that the administrators can share it directly on the social media pages:

- Twitter, tag @farm\_knowledge
- Facebook, tag @organicfarmknowledge
- LinkedIn, tag @Organic Farm Knowledge

The Twitter and Facebook links are added to the tool entry by the FiBL editors (use the related link fields in the Organic Eprints input mask).

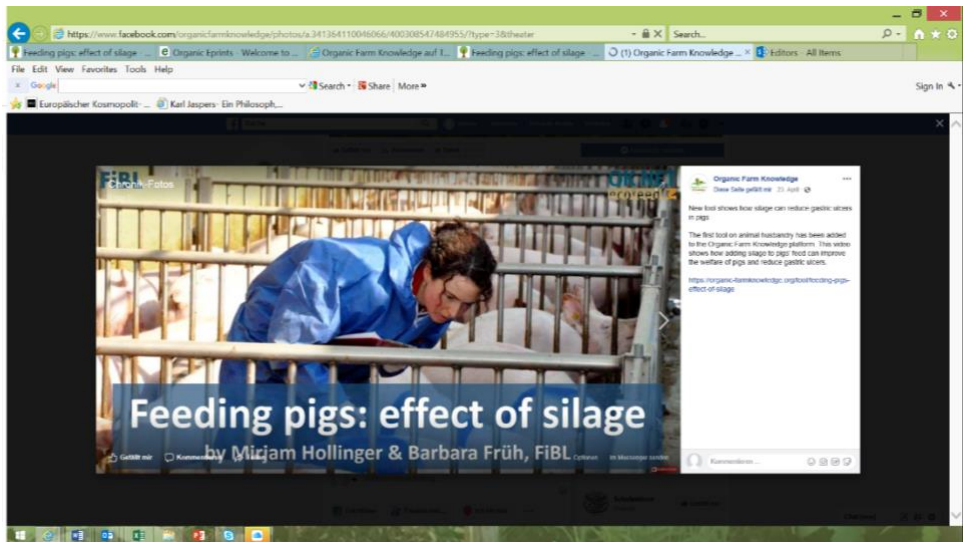


Figure 6: Facebook entry. Available at <https://www.facebook.com/organicfarmknowledge/photos/a.341364110046066/400308547484955/?type=1&theater>

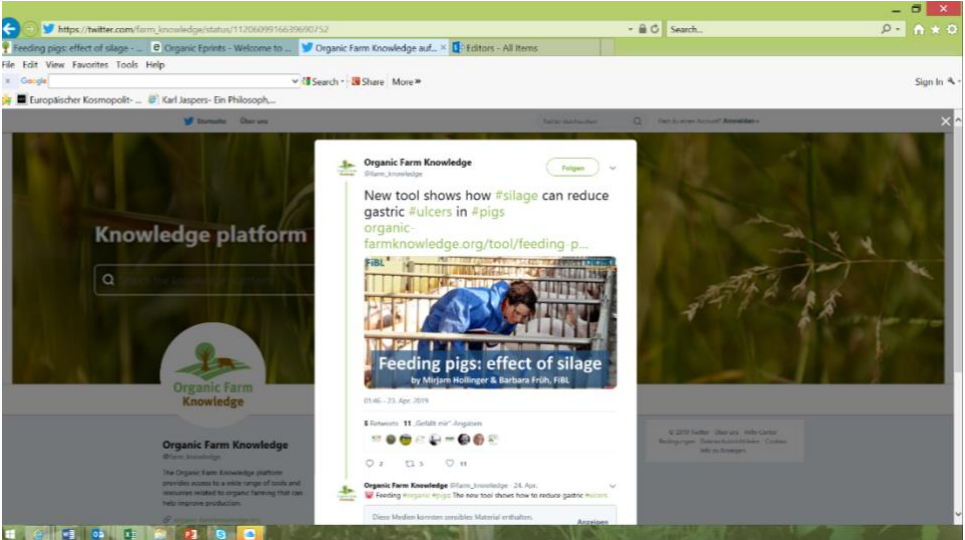


Figure 7: Twitter entry. Available at [https://twitter.com/farm\\_knowledge/status/1120609916639690752](https://twitter.com/farm_knowledge/status/1120609916639690752)

## 4. Uploading tools to Organic Eprints - step by step

All tools that go on Organic Farm Knowledge must first be uploaded to Organic Eprints<sup>6</sup>. This section describes the specific instructions for uploading tools to Organic Eprints; step 4 in Figure 5 'Upload tools to Organic Eprints'.

Before uploading to Organic Eprints, you need to register for the system. This can be done by clicking on 'Create Account' on the homepage. General instructions on uploading publications to Organic Eprints can be found in the screenshot manual<sup>7</sup> for Organic Eprints as prepared by ICROFS.

The major things to remember when uploading are:

- All tools, regardless of the tool language, are entered in English.
- Follow the instructions contained in the tool description form when entering the tool into Organic Eprints.
- Tools must be open access and have permission in writing.
- Eprint type "Practice tool" with tag organic farm knowledge in field "ID for Organic Farm Knowledge selection" under Details tab.
- Use the Agrovoc keywords according to the official OFK keyword list in the tool description form.
- The fields "Problem", "Solution" and "Description" must be completed using complete sentences and proper grammar in English.

In the following sections, we highlight the most important things that need to be considered when uploading practice tools to Organic Eprints.

### 4.1 "Type" page - "Practice tool"

To start a new tool entry, you need to go to "Manage deposits", and there you have to click on "New item". Then the page "Type" will open. To upload a practice tool to Organic Farm Knowledge, you need to choose the Eprint type "Practice tool – Research-based tools for farming practice and training".

### 4.2 Complete required fields on the "Details" page

**Fill in all details** as requested for the input mask, according to the completed tool description form found on the intranet. There are several specific fields for Organic Farm Knowledge that you need to consider.

#### 4.2.1 Language

Here you need to select the language(s) of your tool. If the tool is available in more than one language, you can select more than one by holding down the 'Command' or "Control" key while clicking on the relevant languages.

**Note:** If you are entering a video which has one language version with subtitles you should select the language spoken in the video and all subtitled language(s) here.

#### 4.2.2 Issuing organisation

The field "**Issuing organisation(s)**" should have only the acronym and the name (e.g. Research Institute of Organic Agriculture FiBL) of the issuing organisation. **Ensure that you check whether the**

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<sup>6</sup> Organic Eprints: [www.orgprints.org](http://www.orgprints.org)

<sup>7</sup> [https://icrofs.dk/fileadmin/icrofs/Nyheder\\_PDF/2013\\_Screenshot\\_manual\\_orgeprints.pdf](https://icrofs.dk/fileadmin/icrofs/Nyheder_PDF/2013_Screenshot_manual_orgeprints.pdf)



**organisation already exists in the toolbox**<sup>8</sup> and enter the name the same way; otherwise, there will be another entry from the same institution.

The field "**Issuing organisation details**" is a special field for Organic Farm Knowledge. Please enter the name of the issuing organisation with all relevant details:

- Full name of the issuing institution, including acronym (the same format as above).
- Web address

Example:

Research Institute of Organic Agriculture FiBL  
<https://www.fibl.org/>

#### 4.2.3 "Document available online at"

All documents which are available online only, for example websites, online calculations tools, videos not on YouTube, must be entered here with the full URL.

#### 4.2.4 "What problem does the tool address?"

The field "**What problem does the tool address?**" is a specific field for Organic Farm Knowledge, and the problem addressed should be described in 1-2 sentences here.

#### 4.2.5 "What solution does the tool offer?"

"**What solution does the tool offer?**" is another Organic Farm Knowledge specific field that should be addressed in 1-2 sentences.

#### 4.2.6 Description (Summary)

This field is intended to provide a summary of the tool in a maximum of 1,000 characters, describing briefly:

- the purpose of the tool and which solutions it provides,
- 1-2 key recommendations
- the type of tool and how it works
- the target group of the tool (new/converted farmers, experienced farmers, advisors etc.)
- if the tool is specific for organic farming or not only
- relevant/specific location where the tools can be used
- other specificities of the tool

If the tool is in another language than English, you can describe the tool in this language using the following field 'Description in another language'.

#### 4.2.7 Teaser

Here a brief and catchy **teaser** about what you can achieve with the tool can be added. This teaser should have a maximum of ten words! It is optional, but it is helpful for readers.

#### 4.2.8 Tool type

Select the relevant type of practice tool (i.e., practice abstract, video, leaflet, etc.).

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<sup>8</sup> The Organic Farm Knowledge toolbox: [www.organic-farmknowledge.org/search-toolbox](http://www.organic-farmknowledge.org/search-toolbox)

#### 4.2.9 ID for Organic Farm Knowledge selection

Here you need to enter 'ofk' to make sure the tool is shown on the Organic Farm Knowledge platform.

#### 4.2.10 Agrovoc keywords

Add relevant predetermined Agrovoc keywords from the table featured on page nine of the tool description form or in chapter 6.2 The keywords.

If you want to add a practice tool to a specific predefined theme for your project, you need to select the respective keywords. Please use the themes/keywords as defined in chapter 6.3 The themes.

#### 4.2.11 Related links: Link to the tool in Organic Farm Knowledge

The "related links" field. Please enter here the URL for the tool on the Organic Farm Knowledge, e.g., <https://organic-farmknowledge.org/tool/XXXX>.

You need to add the correct Organic Eprint number (highlighted in Figure 8) at the end of the link, as mentioned above. (While editing an entry, you can find the Eprint number at the top of the entry):

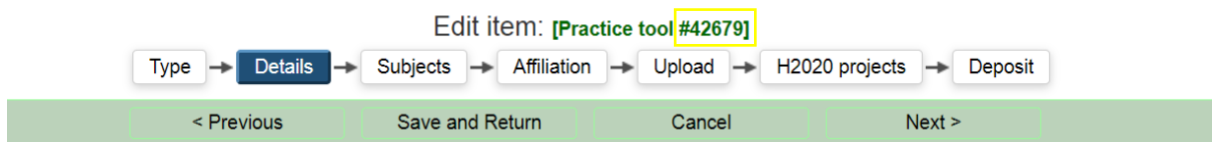


Figure 8: Top of a new entry with the Organic Eprint number, in yellow.

If relevant, you may add a link to e.g. another relevant tool on the platform (e.g. from the same project), a relevant website other than the link to the tool or the issuing organisation.

### 4.3 Page "Subjects"

Please choose the suitable Organic Eprints subject area(s) that fits your tool and click on "add" to associate your tool with that subject.

### 4.4 Page "Affiliation"

Please choose the correct affiliation(s). Affiliation refers to institution and project affiliation with the tool (e.g. OK-Net Arable + Research Institute of Organic Agriculture FiBL).

### 4.5 Page "Upload"

Please upload the tool here. Please make sure you have permission to upload it. If you do not have permission, please try to get it.

Once the tool is successfully uploaded you will need to complete the metadata. For the language, here you only enter that documents language. If, for example, it is a video that the spoken language is German and it is subtitled in French, you would only enter German here. For a tool that has multiple language versions, one must upload each version separately and update the metadata accordingly.

#### 4.5.1 Uploading the tools as files

All tool document files can be uploaded using the 'File' tab. If the tool is only available online, then you must enter the full URL the 'Document available online at' in the 'Details' section.

Once the document file has been uploaded be sure to complete the metadata, particularly those indicated with the yellow stars.

#### 4.5.2 Uploading videos from YouTube

You need to upload the YouTube video URL using the 'helping program' on Organic Eprints, as shown in Figure 9.

The screenshot shows a navigation bar with buttons: Type → Details → Subjects → Affiliation → Upload → H2020 projects → Deposit. Below this is a green bar with buttons: < Previous, Save and Return, Cancel, Next >. The main area is titled 'Add a new document' and has two tabs: 'File' and 'From URL'. The 'From URL' tab is active and contains the text: 'For Youtube videos, please use this helping-program'. Below this text is a text input field labeled 'Capture from URL:' and a green 'Upload' button. At the bottom is another green bar with buttons: < Previous, Save and Return, Cancel, Next >. Below the main area is a grey pop-up window titled 'Create link to video in Organic Eprints' with the text: 'Enter the complete link to the Youtube video:' and a text input field, followed by a green 'OK' button.

Figure 9: Above: Organic eprints 'Upload tab', 'From URL' subtab. Below: The pop-up window, available when clicking on 'helping-program'. This feature is only used for uploading YouTube videos.

In this instance, you do not need to upload a cover image, as it is automatically generated from the YouTube thumbnail. After the upload, the relevant language of the file is selected (only what is spoken in the video, not subtitles), and the format type "Video (MPEG)" is selected.

#### 4.5.3 Uploading the cover image

All tools, except practice abstracts and YouTube videos, require a 'Cover image', which is typically the first page of the publication. Keep in mind, this will be the image which is shown in the detailed tool view, as seen in Figure 4.

The image you want to use can be uploaded to Organic Eprints via 'Choose file'. Be sure to change the metadata to the 'Content type' in 'Cover image'. Organic Eprints will automatically detect the 'Format type'. Cover images need to have a height:width ratio at 4:5, preferably size 4 cm X 5 cm and can be of the type .png, .jpg, .gif, .tiff or .bmp. For more information on how to generate a cover image refer to Annexe A.

#### 4.6 Page "H2020 projects"

Here you can associate your tool with the relevant H2020 project using the Grant Agreement Number.

#### 4.7 Page "Deposit"

See above. Do not upload tools publically, which you do not have the right to upload.

## 5. Preparing the toolbox for partner projects and institutions

For all project and institutional partners, we recommend that you have a good workflow in place, for example:

- tool selection process
- production of tools and descriptions
- quality check of tools
- tool upload

However, before you start uploading tools, we need to make the toolbox ready for your project's tools.

### 5.1 Decide on storage place on Organic Eprints

Projects wishing to store their output for practitioners on Organic Eprints need to ensure a suitable storage place on Organic Eprints for their output (e. g., a project folder with a subfolder for the tools).

If you need a subfolder to be established, please contact [organic-farmknowledge\(at\)fibl.org](mailto:organic-farmknowledge(at)fibl.org)

### 5.2 Decide on roles

The responsibilities for the various tasks associated with the tool upload must be clear.

We, therefore, recommend that you follow these steps to establish responsibilities within your institution or project for:

1. Producing or selecting tools to be uploaded to Organic Farm Knowledge
2. Reviewing and ensuring quality of produced or selected tools
3. Writing tool descriptions
4. Checking the quality of tool descriptions
5. Actual upload to Organic Eprints
6. Organic Eprints editor and for the quality check of the upload and checking tools through (internal Organic Eprints editor or FiBL editor)
7. Notifying FiBL editors that a new tool is available on the platform
8. Communication with partners, dissemination, social media, etc.
9. Overall process, i.e. who is the project editor

Once the roles are clear, please communicate them with [organic-farmknowledge\(at\)fibl.org](mailto:organic-farmknowledge(at)fibl.org).

## 6. Keywords and themes

Organic Farm Knowledge uses themes and keywords to systemise the platforms' tools. Themes are used on the platform's front-end to allow users to browse through topics and discover interesting tools. Keywords link the tools with their relevant themes.

### 6.1 Introduction

To ensure that the tools are searchable in the toolbox, they need to be identified with keywords (from the provided predefined AGROVOC keyword list), which links them to the established Organic Farm Knowledge themes. AGROVOC (see below), on which the Organic Farm Knowledge keywords are based, provides the keywords in several languages but not all need for the Organic Farm Knowledge platform, so partners have provided relevant translations.

### 6.2 The keywords

The basis for the keywords used on the platform is AGROVOC, a multilingual controlled vocabulary covering all areas of interest to the Food and Agriculture Organization of the United Nations (FAO). It includes keywords related to food, nutrition, agriculture, fisheries, forestry and the environment. It is a collaborative effort, edited by a community of experts and coordinated by FAO<sup>9</sup>.

The AGROVOC keywords have been carefully chosen according to the Organic Farm Knowledge themes. Although the chosen keywords cover all themes, the number of keywords was purposefully kept to a minimum, and therefore specific keywords are not used (for example, specific crops like 'wheat' or 'rye', here the keyword 'cereal crops' should be used instead). The use of keywords is restricted to the predetermined keyword list featured below. In order to keep the categorisation consistent, no additional keywords will be added at this time. Selected keywords can be chosen by highlight relevant keywords in the 'tool description form'.

The platform features a total of six Level I themes. These six 'first level' themes (first column in the table below) are further characterised into two additional 'levels', (second and third column). Note that not all Themes are categorised into the three levels; some feature only the first two levels.

### 6.3 The themes

On the platform, the theme pages can be explored by clicking on the boxes on the homepage, or via 'Themes & discussion' page. Level II and III themes contain:

1. An introductory text and picture
2. The latest, recommended and most popular tool related to the theme
3. A list of all tools related to the theme (based on a tool's keywords, which are all linked to a theme)
4. The option to discuss a theme with the Disqus app (Refer to Annexe B for more information)

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<sup>9</sup> More information is available at [aims.fao.org/agrovoc](https://aims.fao.org/agrovoc).

## 7. The Intranet of Organic Farm Knowledge

The intranet of Organic Farm Knowledge is an instrument for the internal management of the tools. It is available at [co-works.fibl.org/farmknowledge](https://co-works.fibl.org/farmknowledge).

It contains the following sections:

### Meeting documents

Relevant documents and minutes of meetings held in relation to Organic Farm Knowledge are stored here.

### Tool management

- A tool table, where all tools are listed, managed, their current status is visible (suggested, uploaded etc.) and to which project they belong.
- A tool document table where the original documents belonging to a tool are stored (actual tool, permission, evaluation).

### Partners and roles

List and contacts for editors and editorial board are stored here.

### Directory

This is where all contacts featured on the [organic advisory service page](#) are stored.

### Template – Forms

Here, relevant templates and forms for the platform are stored.

### Promotional materials

This folder is a constant work-in-progress, as we aim to further promote the platform.

### Translations

All websites translations, other than keywords and those which are made automatically, are stored here.

### Keywords

Here all keyword translations and relevant links, are stored.

### Work in progress

In an internal workspace for developments on the platform.

### Workspace for projects

A project workspace can be created if needed.

## **Annexe A. Generating cover images**

All tool types, except practice abstracts and YouTube videos, are required to have a cover image. Here you will find instructions on how to generate cover images for upload using Microsoft and Mac, as well as some requirements.

The first step is to decide which image you would like to have as your cover image. If you already have it as an image (e.g., .png, .jpg, .gif, .tiff or .bmp), you can upload it directly. If you do not have an image file, e.g. your document is in PDF, Excel, Word, online format, then you will need to take a screenshot of the selected area, or of your entire screen, and save it as an image. Here are some ways to take a screenshot:

1. On Macintosh computers: Press the Command + Shift + 4 to capture a selected part of your screen, the mouse pointer will change, and you can drag to select a portion of the screen to capture. To take a screenshot of the entire screen, press Command + shift + 3. In both cases, the screenshot will be copied to desktop.
2. On Windows computers: Press down Windows key + Shift + S, Windows key + PrtScn. This saves the entire screen as an image file. You can find it in the "Pictures" folder, in a subfolder called "Screenshots."

There are many tools for image processing which can be used to create a cover image. For example, PowerPoint can be used as an image processing tool to create the cover image from a screenshot that has been pasted into a slide and then cropped and/or resized to the correct ratio. 4:5 ratio between height and width (height X width: 4cm X 5cm).

### **Image specifications**

Cover images need to have a height:width ratio at 4:5, preferably size 4 cm X 5 cm and can be of the type .png .jpg .gif .tiff or .bmp.

## Annex B. Disqus manual for users

### About Disqus

Disqus, Inc. (pronounced discuss) is a blog comment hosting service for web sites and online communities that use a networked platform. Disqus includes various features, such as social integration, social networking, user profiles, spam and moderation tools, analytics, e-mail notifications, and mobile commenting.

The first time you use Disqus you have to login via a social media account or create a Disqus account. Disqus pulls information from the given account (this only happens when you create the login). Disqus pulls information about your e-mail address and your profile information (on your social media account). Read more about:

- [Basic rules of Disqus](#)
- [Terms of Service](#)
- [Privacy Policy](#)

### How to create an account

You can create an account for Disqus by either

- Visiting [www.disqus.com](http://www.disqus.com) or
- Via the Organic Farm Knowledge platform in one of the discussion forums.

### Create an account on Disqus.com

To create an account on Disqus, go to <https://disqus.com/profile/signup>.

Signup Login

Sign up for Disqus with your social media account or email address

f Twitter g

Name

Email

Password

Ich bin kein Roboter. reCAPTCHA  
Datenschutzerklärung • Nutzungsbedingungen

Please access our [Privacy Policy](#) to learn what personal data Disqus collects and your choices about how it is used. All users of our service are also subject to our [Terms of Service](#).

Signup



Sign up for an account using your e-mail or social media accounts. Fill in your name, email address and then write a password that can be used for your Disqus account. Then you can choose whether to install Disqus on your website or if you want to make comments on sites – click “I want to comment on sites”. Then you are asked to follow three channels, this is not necessary. Your profile is ready for use and you can close the page.

Disqus will receive the following info: your public profile, friend list and e-mail address. This does not let the app post to Facebook. After signing up you are welcomed by Disqus. Disqus asks you to follow 3 channels – but you can skip this step and close the page. Your account is now ready to use.

### Create a Disqus account on the platform

If you prefer to create an account, visiting the platform, first activate the application, create an account by choosing to log in with a social media account or fill in your name in the field “sign up with Disqus”.

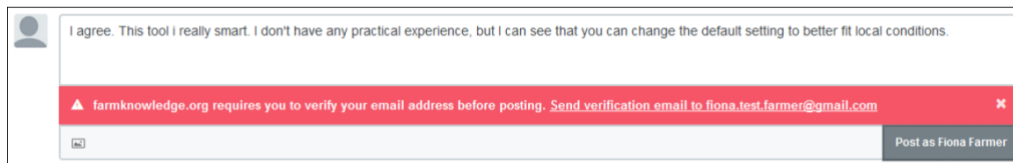
#### Discussion forum

Here you can discuss your problems and solutions for this theme

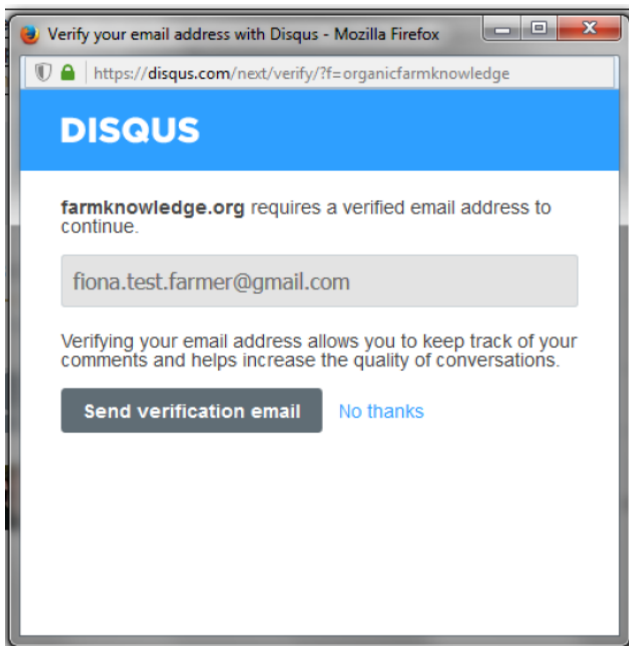


### Security check when you comment for the first time

When your Disqus account has been created and you want to make your first comment on the platform, you will be met with this message. This is a security step to check that you actually have access to the e-mail account in question. It will only happen once, and it serves to ensure that no one else can make comments in your name.



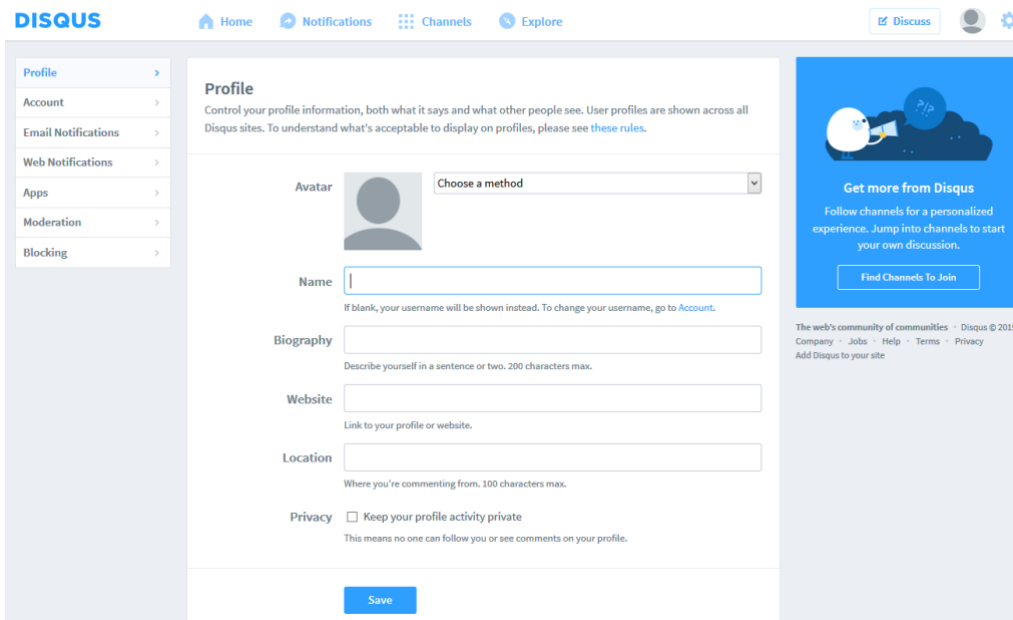
When you activate the link “Send verification e-mail to ...” a pop-up window will emerge:



Just send the verification e-mail and go to your mailbox to finish the process. On activation of the verify button you will be sent to "Disqus". You may have to choose a user name and you will be asked to choose three topics to follow. From now on commenting will be straight forward.

## Edit your profile

You do not have to edit you profile to use your Disqus account, but here is a description of how to do it. To edit your profile, click on the gearwheel in the top right corner, then choose "Profile" in the left menu. Here it is possible to upload a picture of yourself or your organisation's logo. You can enter your name etc. and add a link to your organisation's website. Click "Save" when you have done these changes.



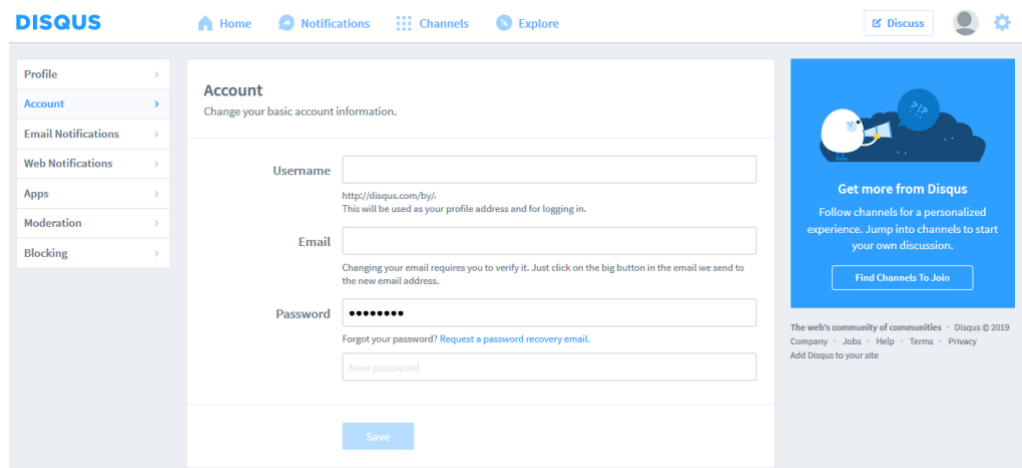
## Edit your account

To edit your account, click on the gearwheel in the top right corner, then choose “Account” in the left menu.

Here you choose a username, preferably the name of your organisation.

Then fill in your e-mail address you used when signing up. This is done to verify your account; you will receive a verification e-mail if you haven’t received one yet.

Click “Save”.

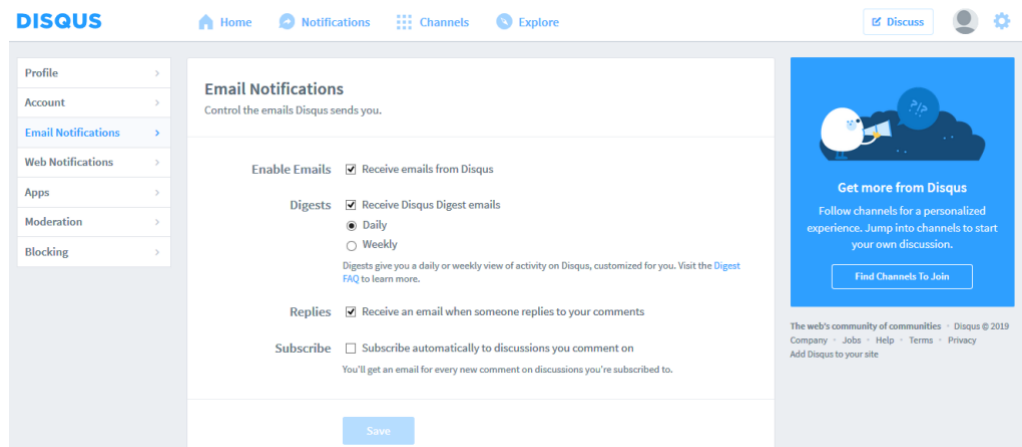


The screenshot shows the Disqus website interface. At the top, there is a navigation bar with 'DISQUS' on the left and 'Home', 'Notifications', 'Channels', and 'Explore' in the center. On the right, there are links for 'Discuss', a user profile icon, and a gear icon for settings. A left sidebar menu contains 'Profile', 'Account', 'Email Notifications', 'Web Notifications', 'Apps', 'Moderation', and 'Blocking'. The main content area is titled 'Account' and contains the following fields: 'Username' (with a URL example 'http://disqus.com/tyjl'), 'Email', and 'Password' (with a 'Forgot your password?' link and a 'New password' field). A 'Save' button is at the bottom. On the right, there is a blue promotional banner for 'Get more from Disqus' with a 'Find Channels To Join' button and footer text: 'The web's community of communities · Disqus © 2019 · Company · Jobs · Help · Terms · Privacy · Add Disqus to your site'.

## Disqus functions

When you sign up for a Disqus account, Disqus has already made some pre-settings, regarding notifications. You are able to change these settings. Below the pre-settings for e-mails and web notifications are shown.

## E-mail Notifications



The screenshot shows the Disqus website interface with the 'Email Notifications' settings page. The navigation bar and sidebar are the same as in the previous screenshot. The main content area is titled 'Email Notifications' and contains the following settings: 'Enable Emails' (checked), 'Digests' (with 'Receive Disqus Digest emails' checked and 'Daily' selected over 'Weekly'), 'Replies' (checked), and 'Subscribe' (unchecked). A 'Save' button is at the bottom. The right sidebar promotional banner is identical to the previous screenshot.

## Web notifications

The screenshot shows the 'Web Notifications' settings page in the Disqus user interface. The left sidebar contains a menu with options: Profile, Account, Email Notifications, Web Notifications (selected), Apps, Moderation, and Blocking. The main content area is titled 'Web Notifications' and includes the instruction: 'Control what Disqus notifies you about in your Notifications. Looking for email instead? Go to Email Notifications.' Below this, there is a section 'Notify you when' with five checked options: 'Someone upvotes your comment', 'Someone invites you to a discussion', 'Someone recommends a discussion you started', 'Someone comments on a discussion you started', and 'Someone mentions you in a discussion'. A 'Save' button is located at the bottom of this section. On the right, there is a blue promotional banner for 'Get more from Disqus' with a 'Find Channels To Join' button. The footer contains the text: 'The web's community of communities · Disqus © 2019 Company · Jobs · Help · Terms · Privacy Add Disqus to your site'.

## Apps

Here you can change the settings of apps. However, as it is for now, no apps have been installed.

The screenshot shows the 'Apps' settings page in the Disqus user interface. The left sidebar contains a menu with options: Profile, Account, Email Notifications, Web Notifications, Apps (selected), Moderation, and Blocking. The main content area is titled 'Apps' and includes the instruction: 'Control what apps can access your Disqus account.' Below this, it states: 'You haven't given access to any applications yet.' On the right, there is a blue promotional banner for 'Get more from Disqus' with a 'Find Channels To Join' button. The footer contains the text: 'The web's community of communities · Disqus © 2019 Company · Jobs · Help · Terms · Privacy Add Disqus to your site'.

## Moderation

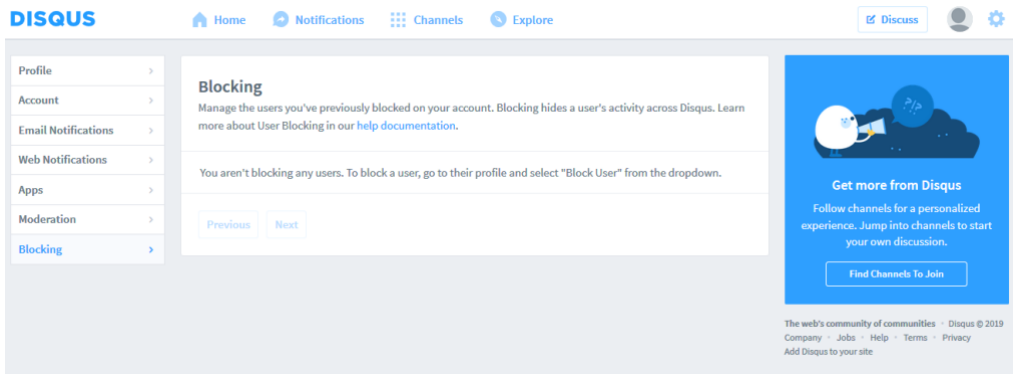
When you have been added as a moderator, this are the pre-settings:

The screenshot shows the 'Moderation' settings page in the Disqus user interface. The left sidebar contains a menu with options: Profile, Account, Email Notifications, Web Notifications, Apps, Moderation (selected), and Blocking. The main content area is titled 'Moderation' and includes the instruction: 'Control which moderation email notifications you receive for sites you moderate. To moderate comments posted on your site and adjust your site's settings, visit your [moderation panel](#).' Below this, there is a section 'Receive email notifications for comments that are' with three checked options: 'Newly posted', 'Pending (waiting for moderation)', and 'Marked as spam'. There is also a section 'Sites to receive emails for' with three unchecked options: 'organic-farmknowledge.org (organicfarmknowledge)', 'DiverIMPACTS (diverimpacts)', and 'SoLACE (solace-1)'. A 'Save' button is located at the bottom of this section. On the right, there is a blue promotional banner for 'Get more from Disqus' with a 'Find Channels To Join' button. The footer contains the text: 'The web's community of communities · Disqus © 2019 Company · Jobs · Help · Terms · Privacy Add Disqus to your site'.

Here you can choose whether you want to receive e-mails for newly posted content, spam etc. It is important to tick these options if you want e-mail notifications. If you want to moderate comments on the Organic Farm Knowledge platform and adjust your site's settings, go to the [moderation panel](#). As a moderator for the Organic Farm Knowledge platform, you do not necessarily have to make any changes in the settings in the moderation panel.

## Blocking

The last sub menu on the left is "Blocking".



Here, you can see a list of people you might have blocked on Disqus for various reasons.

## Additional DISQUS information for moderators

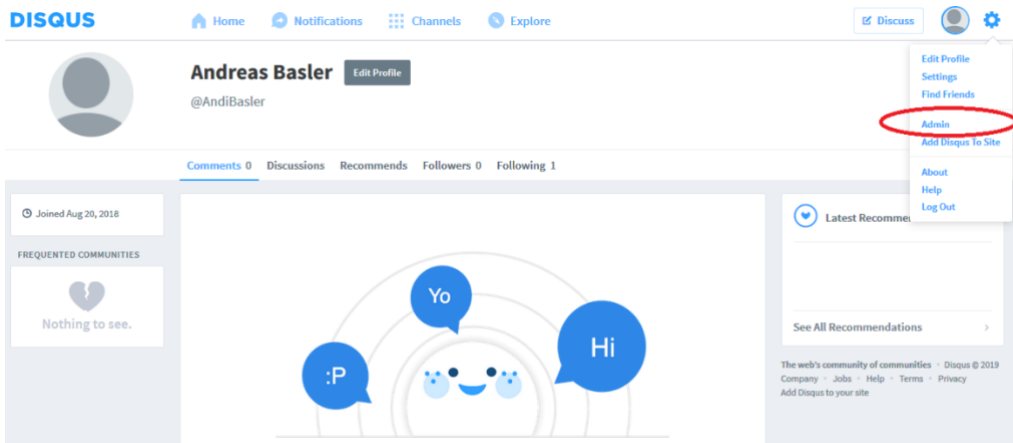
### How to deal with spam

As a moderator you can delete spam.

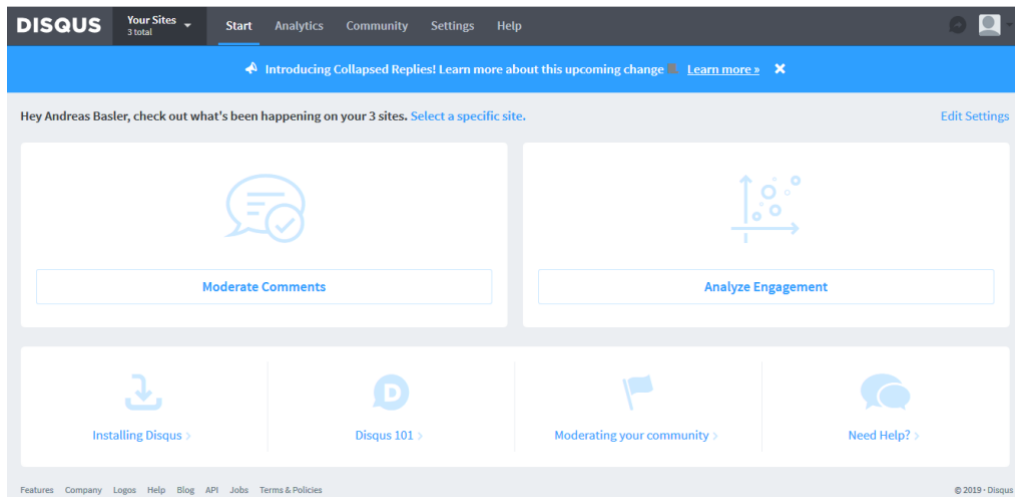
You are also able to put users on a blacklist if you want them banned from the website.

Go to the front page of Disqus by clicking on the logo "DISQUS" in the upper left corner of the website (works like a home button).

Then click on "Admin" under "settings" in the menu, as shown below.



This is your Admin panel:



Click on [“Dealing with spam”](#) to read about spam filters and how to add users to a “blacklist”.

### Visitors can report spam

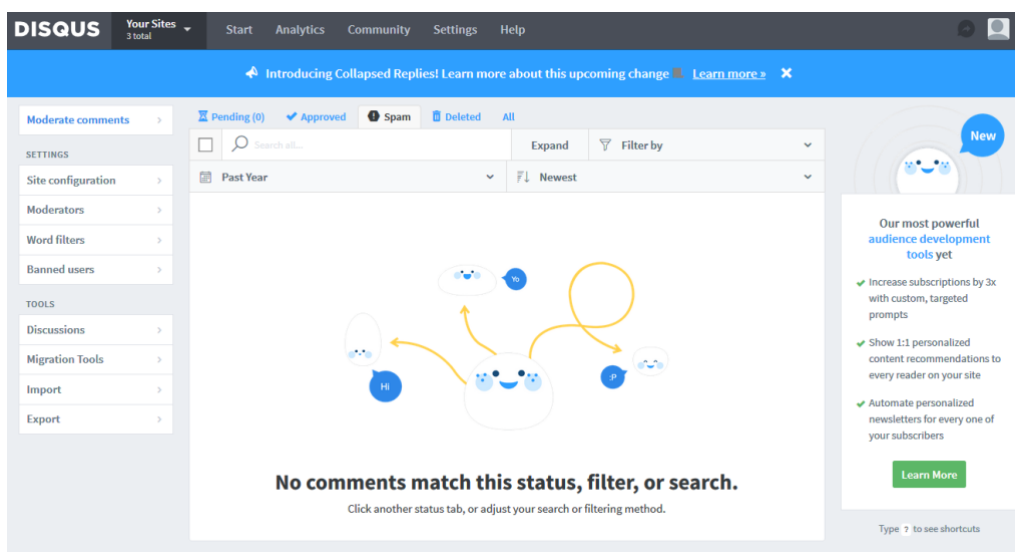
Visitors on the Knowledge Platform are also able to mark posts as inappropriate (flag them). When this happens, the administrators of Disqus are notified by an e-mail (if chosen under “settings”, as described earlier).

### Get notifications about spam

When moderators or visitors report spam, it is shown on a list under “Admin” and the link [“Community”](#) in the top bar.

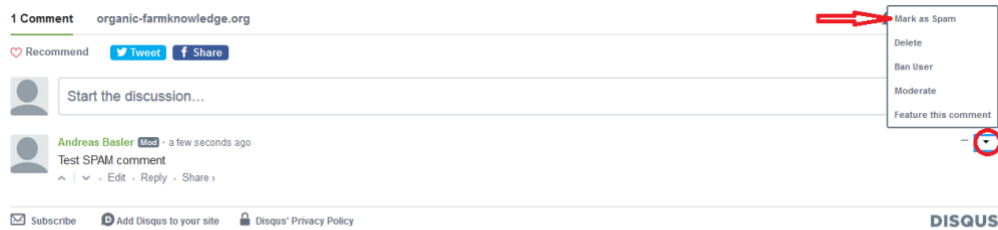
Click on “Spam” and you will then see the list of comments, which have been flagged as spam by users or administrators.

From here, you are able to reinsert the comment by clicking “approve”, or you can choose to delete the comment. If you tick of the comment, you can add the user to your “blacklist”, if wanted. In other words, this person will not be able to make any new comments as long as they are on this list.



## How to mark spam as a moderator (on the comment threads on the Knowledge Platform)

As a moderator, you can also put a mark on spam or add users to a blacklist, directly on the Organic Farm Knowledge platform under a specific comment thread. This is done by clicking on the arrow (marked in red on the picture below). Choose "Mark as spam"; then the comment will be deleted and added to the spam list in the Administration panel under "Spam" as earlier described.



## Analyse engagement

[On this page](#), you can analyse the visitors' engagement – in other words – the comment activity on the platform.