

Group Leader Permission

1. Getting Started

Go to the website www.pbi.ie – PastureBase Ireland is now compatible with all smart devices.

PastureBase Ireland can also be found by **typing 'PastureBase Ireland' into Google**. It will be the first option on this page.

When you are on the log in page you will need to type in your email address and your password.

Below is a screen shot of the PastureBase Ireland log in page.

If you are not set up on the system by now, you will have to contact the **Help Centre**.

The screenshot shows the PastureBase Ireland website interface. At the top, there are logos for Teagasc, PastureBase IRELAND, and FBD Trust. Below the logos is a login form with fields for Email and Password, a LOG IN button, a Remember me next time checkbox, and a Forgot password? link. Below the login form is a navigation bar with Login and Help Centre buttons. The main content area is divided into three sections: 1. GRASS GROWTH: A map of Ireland showing grass growth data for four regions: Ulster (0), Connacht (0), Leinster (0), and Munster (15). Below the map, it says 'Last Updated 09/01/2017' and 'Dry Matter Kg / Ha / Day'. 2. Reasons to Measure Grass: A section for Curtins Farm showing FARM COVER DETAILS. The details include: Cover Date (09/01/2017), DM% (15), Farm Cover (kg DM/ha), Cover/LU (kg DM/LU), Growth/Ha (kg DM/ha), Demand/Ha (kg DM/ha), Demand/Day (kg DM/day), and LU/ha (LU/ha). There is a VIEW WEDGE button below the details. 3. Tweets by @teagasc: A section showing two tweets. The first tweet is from Animal Health IRL (@animalhealthire) about a #CalfCare event in Newbawn Wexford. The second tweet is from Glanbia Agribusiness (@GlanbiaAgri) about an Open Day on 9th Jan in Old Ross, Newbawn Wexford.

You have **eight attempts** to log in after this your profile will become locked, this should be avoided. If you do get locked out, contact the **Help Centre** to unlock your profile. See below.

This screenshot shows a close-up of the login form. The Email and Password fields are empty. The LOG IN button is green. Below the fields is a Remember me next time checkbox and a Forgot password? link, which is highlighted with a yellow box. Below the login form is a navigation bar with Login and Help Centre buttons.

If you have forgotten your password, there is a link on the log in screen called **'Forgot Password'**. Click on this you will be asked to type in your email address and a code. See below.

Recover Password

Email
newuser@teagasc.ie

18att

18att

Type the code from the image

SUBMIT

Once submitted you will receive **an email** from the PastureBase Ireland admin team. In this email there will be a link, see below.

“Please go to [Pasturebase website](#) and change your password in order to activate your account for email newuser@gmail.com

Click on the link **'PastureBase Website'**.”

A new window will open and you will be asked to create a password, this must be typed twice.

Your password must contain at least **eight characters** and include an upper case, lower case and a number.

If your password meets the required criteria you will then have access to your PastureBase Ireland profile.

Remember to write down your password or save it on your mobile phone.

teagasc

PastureBase IRELAND

FOUNDED WITH THE SUPPORT OF FIBD Trust

User: Micheal O'L...
Farm: Test Farm 4

PASTUREBASE IRELAND: A TEAGASC PROJECT

Help Centre

Home

FARM OPTIONS

- Paddocks
- Grass Cover/Wedge
- Grazed/Cut Silage
- Fertiliser/Slurry Application
- Spring Rotation Planner
- Reseed Event
- Soil Test Results

REPORTS

- Annual Tonnage
- Growth Curve
- Group Report
- Fertiliser Slurry

Summary Options

- Last Cover: 1062 on 07/04/2016
- Active Spring Planner: View SR Plans
- Last Fertilizer/Slurry: 02/01/2017
- Last Reseeding: 15/03/2016
- Last Soil Test: 06/01/2017

Grass Growth Curve 2015 vs. 2016

Zoom In Zoom Out Reset

Grass Growth Curve 2016 vs 2016

2016

Growth Rate (Fam)

Month	Growth Rate (Fam)
Jan	48
Feb	55
Mar	72
Apr	75

HEAD OFFICE:
Teagasc, Oak Park, Carlow, Ireland Tel: +353 59 917 0200 Fax: +353 59 918 2097
PastureBase Administrator: Tel: +353 87 9309936 Email: PastureBaseAdmin@teagasc.ie ©2017 Copyright Teagasc

2. Creating a Group

If you want to add a farm to PastureBase Ireland the first requirement is to **create a group**.

Click on the **Teagasc Logo** on the top left hand side of the screen. This opens the **'old' PastureBase Ireland**. Then click on the **'Maintenance'** tab on the top of the screen and click on 'Group'.

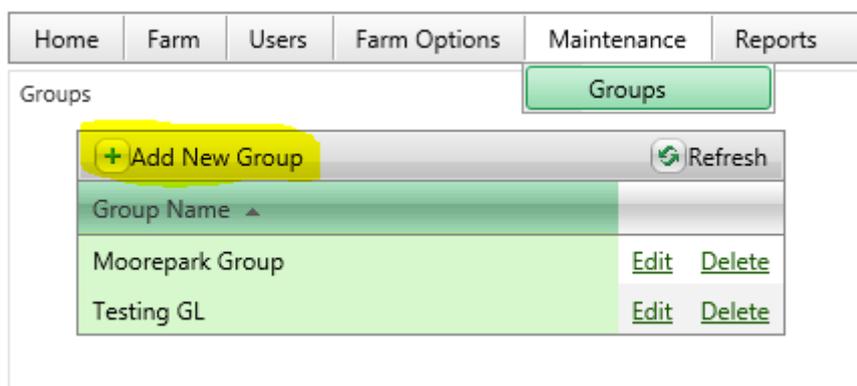
From the screenshot below you can see that a group leader has already created the 'Moorepark Group' and the 'Testing GL' group.

If you wish to add a group to PastureBase Ireland – click on **'Add New Group'** button and type in the name of your group. See screen shot below.

Note that the name of all groups are unique so using general names for example 'Cork Group' should be avoid as if this group name already exists in PastureBase Ireland you will not be able to save these details. Names can be edited by clicking on the **'Edit'** function on the right of the group name and then **'Update'** once you have made the change.

The number of groups created by a group leader should be minimised. Groups cannot be deleted once created, so be care is needed here.

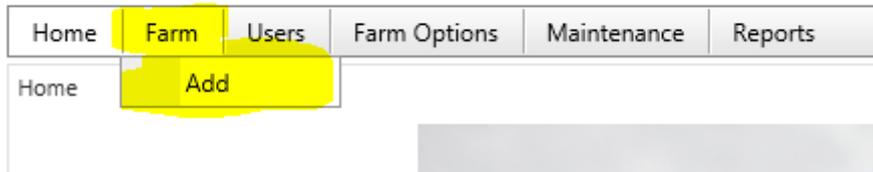
If you have a group already on PastureBase Ireland and want to see the details for each farmer, contact the **Help Centre**. If you have a client that is already measuring on PastureBase Ireland and you want to put this client is your group, contact the **Help Centre**. If a farm is already on PastureBase Ireland, do not add the farm again even if the farmer did not use the application previously, contact the **Help Centre**.



3. Adding a Farm

Once a group is created - now you need to add a farm.

Click on the 'Farm' tab and then on 'Add' – see screen shot below.



This will bring you into the screen below;

A screenshot of the 'Farm / Add' form in a web application. The form is displayed in a browser window with a navigation bar at the top containing 'Home', 'Farm', 'Users', 'Farm Options', 'Maintenance', and 'Reports'. Below the navigation bar, the page title is 'Farm / Add'. The form itself has a toolbar with 'Save', 'Save & Close', and 'Cancel' buttons. The form fields are arranged in two columns. The left column includes: 'Farm Name' (text input with an asterisk), 'Farmer First Name' (text input with an asterisk), 'Farmer Surname' (text input with an asterisk), 'Address 1' (text input with an asterisk), 'Address 2' (text input), 'Address 3' (text input), 'County' (dropdown menu with an asterisk), 'Farm Type' (dropdown menu with an asterisk), 'Weather Station' (dropdown menu), 'Active' (checkbox, checked), and 'Farm Manager(s)' (text input). The right column includes: 'Client Number' (text input), 'Estimate Cover Residual' (text input with value '4.00'), 'Herd Code' (text input with an asterisk), 'IE Number' (text input with an asterisk), 'Enterprise' (dropdown menu with an asterisk), 'Cover Estimation Method' (dropdown menu with value 'Visual Assessment' and an asterisk), 'Cover Estimation Sub Method' (dropdown menu with value 'Available'), 'GPS Coordinates' (text input), 'Groups' (checkboxes for 'Moorepark Group' and 'Testing GL' with a red error message below: 'You must select at least one group'), 'Farm Map' (text input with a 'Select' button), and 'Digital Vector Farm Map' (text input with a 'Select' button'). At the bottom of the form, there is a toolbar with 'Save', 'Save & Close', and 'Cancel' buttons.

Now you need to enter the data relevant to the farm

A box with an asterisk beside it is mandatory and must be filled in

A single text input field with a red asterisk to its right, indicating it is a mandatory field.

The 'Farm Name' must be unique. There is more than one John Murphy measuring grass on PastureBase Ireland. When you go to save the farm details an error will occur 'Farm Name must be

unique', you then need to change the name. Use John Murphy and his address i.e. 'John Murphy Woodfield' to overcome this problem.

Farm Name

Under the 'Farm Type' tab there are two options 'Commercial' and 'Research'. All farms you will be adding will be 'commercial' – there is no need to change this option.

Farm Type

All farms need to be 'active' in order to add paddocks and record a cover etc. Ensure this option is ticked

Active

The 'Farm Manger' box will be left empty in this screen when you are adding a farm. This box will populate automatically when you add a 'Farm Manager' to the farm. See page 8.

Farm Manager(s)

'Client Number' is required when the farmers is a client of Teagasc. It is important that this field is filled in.

Client Number

'Estimation Cover Residual' - what residual is the livestock grazing to? Centimetres are the units used here. This figure defaults to 4.00cm. This should be the target for all Dairy and Beef farms however on specialised Sheep farms it is advisable to reduce this to 3.5cm.

Estimate Cover Residual

It is important to enter the 'Herd/Flock Code' correctly as this is used by the PastureBase Ireland team identify farms on the application. It is also used to link a 'Grasshopper' to a particular farm in order to send covers from the paddock directly to the farmers PastureBase Ireland account.

Herd Code

The 'IE number' must start with 'IE' and have seven numbers, with no spaces. This is a rule in the application.

IE Number

‘Cover Estimation Method’ – there are two options; ‘Visual Assessment’ and ‘Platemeter’. If the farmer wants to record grass covers in kg DM/ha choose ‘visual assessment’. If the farmer has a manual rising platemeter which will not automatically calculate kg DM/ha by selecting the ‘platemeter’ option the farmer can enter the height of the sward of each paddock in cm and the programme will convert heights in cm to kg DM/ha automatically. If the farmer has a digital platemeter or a ‘Grasshopper’ leave ‘cover estimation method’ at ‘Visual Assessment’.

Cover Estimation Method

Visual Assessment  *

‘Cover Estimation Submethod’ – Grass covers can be measured using ‘Available’ or ‘Total’ Cover system. In Ireland **‘Available’ cover** is generally used, where **‘Total’ cover is used in the UK and NZ**. ‘Available’ cover, livestock graze to a residual of 4cm (0kg DM/ha) while ‘Total’ cover livestock graze to 1,500kg DM/kg. Leave this option at ‘Available’.

Cover Estimation Sub Method

Available 

Next, link the farm to a group by ticking the box in front of the group name. A farm can be linked to more than one group if he/she wishes. All farms must be linked to a group. The farm below is linked to the Aurivo Joint Programme.

Groups

<input type="checkbox"/>	AMS Monitor Farms
<input type="checkbox"/>	Aurivo Grass Pods
<input checked="" type="checkbox"/>	Aurivo Joint Programme
<input type="checkbox"/>	Bandon Budgeting Group

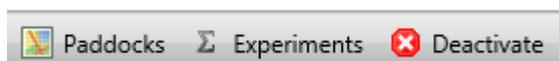
You must select at least one group

There is **no need to fill** in the remaining entries; ‘GPS Coordinates’, ‘Farm Map’ and ‘Digital Vector Farm Map’.

Once all data is entered select **‘Save’** or **‘Save and Close’**. ‘Save’ will save the details entered and remain on the screen, while ‘Save & Close’ will save the details entered and close the ‘Farm Details’ screen. The ‘Cancel’ option will exit the ‘User Details’ screen and will bring you back to the ‘Farm’ screen. The farm details will not be saved.

There are a couple of other options on this screen for example ‘Paddocks’, ‘Experiments’, and ‘Deactivate’. There is no need to use these options on this screen.

Note that if you deactivate a farm, it is deleted from the application and cannot be reactivated. A farm should only be deactivated if the farmer stops grass measuring.



If you want to make any changes to the **‘Farm Details’** of a particular farm – you can select the **‘Farm’** tab on the top of the page and you will be able to see the list of farms you added. One can **search for a farm** by ‘Farmer Surname’, ‘Farm Name’, ‘Group’ etc. **Select ‘Edit / Details’** on the right hand side of the farm in question, the **‘Farm Details’** screen will open and edits can be made.

Remember to select **'Save'** or **'Save & Close'** when you have made changes.

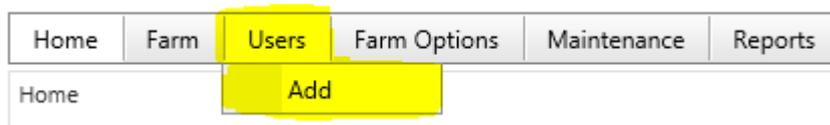
The screen shot below shows the list of farms associated with a Group Leader. Note the **'Details/Edit'** function on the right hand side.

Name	Surname	Firstname	Address 1	County	Farm Type	Active	
<input type="checkbox"/> Michael	McCarthy	Michael	Moorepark	Monaghan	Commercial	Yes	Details / Edit
<input type="checkbox"/> Test 1	O'Leary	Micheal	Moorepark	Cork	Commercial	Yes	Details / Edit

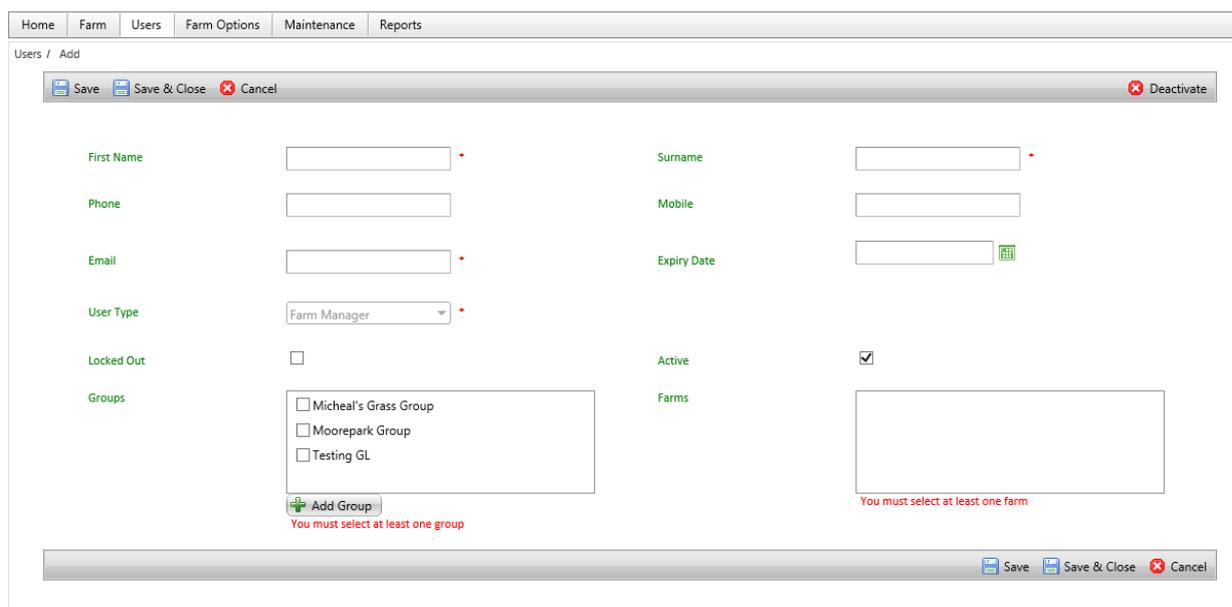
Now you are finished adding a farm – the next task is to add a **'Farm Manager'** and link him/her to their farm. A **'Farm Manager'** is the farmer in this case.

4. Creating a User

Click on the 'User' tab and then on 'Add'.



This will bring you into the screen below.

A screenshot of the 'Users / Add' form in a web application. The form is titled 'Users / Add' and has a toolbar at the top with buttons for 'Save', 'Save & Close', 'Cancel', and 'Deactivate'. The form contains several input fields and checkboxes. The 'First Name' and 'Surname' fields are mandatory, indicated by a red asterisk. The 'Phone' and 'Mobile' fields are optional. The 'Email' field is mandatory. The 'User Type' is a dropdown menu set to 'Farm Manager'. The 'Locked Out' checkbox is unchecked. The 'Active' checkbox is checked. The 'Groups' section has a list of checkboxes for 'Micheal's Grass Group', 'Moorepark Group', and 'Testing GL'. Below this list is an 'Add Group' button. The 'Farms' section has a large empty text box with a red error message below it: 'You must select at least one farm'. The form has a toolbar at the bottom with buttons for 'Save', 'Save & Close', and 'Cancel'.

A box with an **asterisk** beside it is **mandatory** and must be filled in.

Note that 'Mobile' is not mandatory, but would strongly recommend to enter and save the 'Farm Manager's' mobile number for future record.

All 'Farm Managers' must have their **own email address** in order to log onto PastureBase Ireland. All email address' **must be unique** – no two 'Farm Managers' or any type of user can have the same email address. Please note that it is important to enter the correct email address.

'**Expiry Date**' – this option can be ignored.

'**User Type**' – 'Farm Manager', this cannot be changed.

After entered 'First Name', 'Surname', 'Mobile' and 'Email', select the group the 'Farm Manager' is associated to. After selecting a group all the 'Farms' in the group should populate in the box on the bottom right of the page. Then select the 'Farm Name'.

Now the 'Farm Manager' is linked to a group and his/her farm.

Select **'Save'** or **'Save & Close'** to finish. The **'Cancel'** option will exit the **'User Details'** screen, user details will not be saved and it will bring you back to the **'User'** screen.



An **email** is now sent to the **'Farm Manager'**, the **'Group Leader'** (you) and the **'Administrator'**. A correct email address for the **'Farm Manager'** is important. If the email is incorrect the **'Farm Manager'** will not receive an email and will not be able to create a password. This email contains a link. See example of email below.

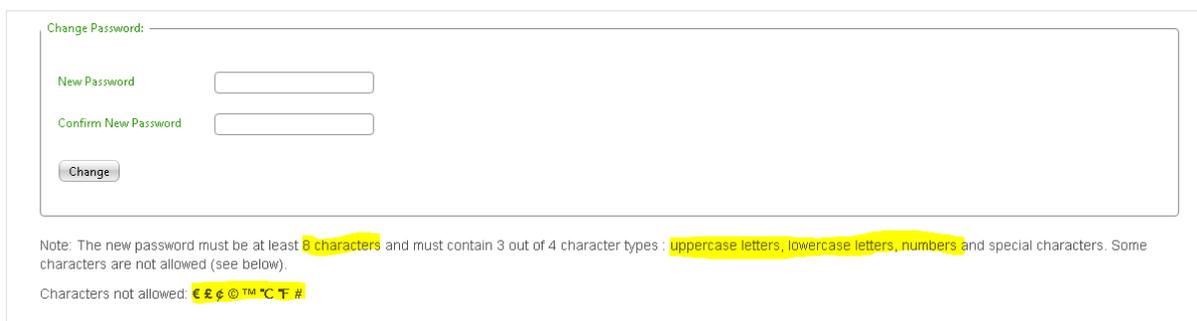
Your new PastureBase Ireland account has been setup.

Please go to [Pasturebase website](#) and change your password in order to activate your account for email info@farmerjohn@hotmail.com!

Regards,
PastureBase Ireland Admin

To create a password the **'Farm Manager'** clicks on the link **'PastureBase website'**. A new window will open where he/she will be asked to enter their new password. Your password must contain at least **eight characters** and include upper case, lower case and a number.

See screen shot below. Note the characters that are not allowed are highlighted in yellow below.

A screenshot of a web form titled 'Change Password:'. It contains two input fields: 'New Password' and 'Confirm New Password'. Below the fields is a 'Change' button. Below the form, there is a note: 'Note: The new password must be at least 8 characters and must contain 3 out of 4 character types : uppercase letters, lowercase letters, numbers and special characters. Some characters are not allowed (see below). Characters not allowed: € & © ™ *C T #'. The numbers '8', 'uppercase letters', 'lowercase letters', 'numbers', and the list of disallowed characters are highlighted in yellow in the original image.

5. 'Farm Manager' Locked out

If a 'Farm Manager' logs onto PastureBase Ireland and types in an incorrect username or password his/her profile may **become locked**. The 'Group Leader' then needs to unlock his/her profile.

First you must find the user on the system. Select **'User'** tab. Search for the user **by 'Surname'**. Select **'Edit'** on the right hand side. If the 'Farm Manger' is locked out, the **'active'** option will be unselected and the 'Locked Out' option will be selected. To unlock the 'Farm Manager' the 'Locked Out' option needs to be unselected and then select 'Active'. After making this change select on **'Save' or 'Close & Save'** to finish. The screen shot below shows a 'Farm Manager' that is locked out.

Locked Out Active

6. Resetting a password for a 'Farm Manager'

If a 'Farm Manager' contacts you to reset their password, the easiest option to take is to encourage the 'Farm Manager' to select **'Forgot Password'** option where he/she logs in. But you can also reset their password from the **'User Details'** screen. Again select the **'User' tab**, search for the **'Farm Manager' by 'Username'**. Select **'Edit'**, this is the **'User Details'** screen. On the top right side of this screen, there is an option **'Reset Password'**. By selecting this option you will reset the password for the 'Farm Manager'. An email with a link to reset his/her password will be sent to the 'Farm Manager' email address and also to your own email adress. (This email is identical to the email received when the 'Farm Manager' was set up on day one). The 'Farm Manager' selects the link and is able to reset their password from there. It is important to note than the 'Farm Managers' profile must be 'Active'.

The screen shot below shows the 'Reset Password' highlighted in yellow.

User Details

Home Farm Users Farm Options Maintenance Reports

Users / User Test

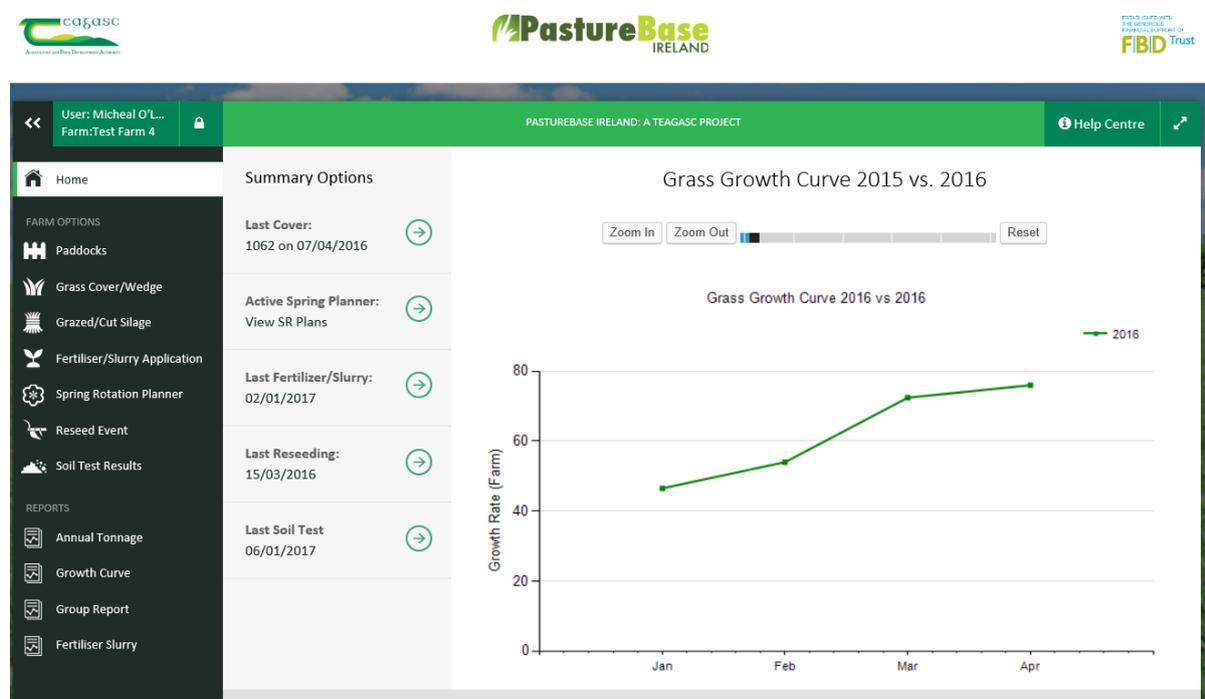
Save Save & Close Cancel Password Reset Deactivate

First Name	User	Surname	Test
Phone		Mobile	
Email	user.test@hotmail.com	Expiry Date	
User Type	Group Leader		
Locked Out	<input type="checkbox"/>	Active	<input checked="" type="checkbox"/>
Groups	<ul style="list-style-type: none"><input type="checkbox"/> Agricultural Colleges<input type="checkbox"/> Aileen Walsh<input type="checkbox"/> AMS Monitor Farms<input type="checkbox"/> Aurivo Grass Pods <p>Add Group</p> <p>You must select at least one group</p>		

7. What to do next?

At this stage a group is created, a farm is created and linked to the group and a 'Farm Manager' is added to the farm. The 'Farm Manager' has created a password, so what is the next step?

When a 'Farm Manager' logs onto PastureBase Ireland he/his will see the screen below.



The Menu on the right hand side is divided in two. '**Farm Options**' is the first half; 'Paddocks' Grass Cover/wedge' etc this is where the farmer will enter their details. While the second half allows the farmer to generate '**Reports**' on the data they have entered.

8. Paddocks

When a farmer has access to PastureBase Ireland to **first task** is to **add their paddocks** to their profile i.e. create their farm on the application.

Paddocks need to have a code or a number and an area in hectares. The name should be a short as There are a number of apps that can measure land area, if the farmer does not know the area of his/her paddocks. For example '**Map My Farm**', '**Geomeasure**' and '**Measure Land**'.

Paddocks can be added by selecting '**Paddocks**'. Paddocks are added individually. Select '**Add New Paddock**' on the top right of the screen. Below is a screen shot from the '**Paddock**' screen. Select Type in the number/code of the paddock, along with the area in hectare and select '**Save and Next**' to save that paddock and move onto the next.

User: Micheal O'L...
Farm: Test Farm 4

PASTUREBASE IRELAND: A TEAGASC PROJECT

Help Centre

Home

FARM OPTIONS

Paddock

Grass Cover/Wedge

Grazed/Cut Silage

Fertiliser/Slurry Application

Spring Rotation Planner

Reseed Event

Soil Test Results

REPORTS

Annual Tonnage

Growth Curve

Group Report

Fertiliser Slurry

PADDOCKS

SHOW FILTERS

Main Details Total active area is 16.24 ha. ADD NEW PADDOCK

CODE	AREA (ha)	NAME	WALK ORDER	STATUS	EXCLUDED ON	MOB	
agroscope	0.239	agroscope	2	Included	N/A	1	Edit
1	5	1	5	Included	N/A	1	Edit
2	2	2	4	Included	N/A	1	Edit
3	4	3	1	Included	N/A	1	Edit
4	5	4	3	Included	N/A	1	Edit

Page 1 of 1

When an adviser/group leader is logged onto PastureBase Ireland as a **'Group Leader'** he/she **cannot enter any data for a farmer**, they can only **view data** entered by the farmer and **generate reports**. In order for an adviser to enter data for a farmer he/she will have to get the **username and password** from the farmer.

Once all the paddocks details are entered the farmer is ready to record his/her first grass cover.

9. Cover Estimations

To record a grass cover, select the **'Grass Covers/Wedge'** module on the left hand menu.

Then select **'Add New Grass Cover'** on the top right. The farmer will be asked for the cover date. If the farmer is using a manual platemeter the farmers will be also asked for the 'kg of DM per cm'.

When the farmer has the information entered, click on **'Continue'**. Then you will be able to view the paddocks on the farm and enter a cover or height for each paddock. See Screen shot below. After entering a grass cover or height for each paddock, select **'Save and Move to Livestock'**.

The screenshot shows the 'Grass Measurements and Wedge' interface. The top navigation bar includes the user name 'User: Micheal O'L...', farm name 'Farm: Test Farm 4', and the project name 'PASTUREBASE IRELAND: A TEAGASC PROJECT'. The left sidebar lists various farm options, with 'Grass Cover/Wedge' selected. The main content area shows the 'COVER DATE: 10/01/2017 - PREVIOUS FARM COVER - N / A'. Below this, there are tabs for 'Cover Estimations', 'Livestock / Management', and 'Wedge'. The 'Cover Estimations' tab is active, displaying a table with columns: Paddock, Mob, New Cover (kg DM/ha), Paddock Status, Daily Growth, and Comments. The table contains five rows of data for different paddocks, each with a 'Mob 1' entry and a 'Grass' status.

Paddock	Mob	NEW COVER (kg DM/ha)	Paddock Status	DAILY GROWTH	COMMENTS
3	Mob 1	<input type="text"/>	Grass		<input type="text"/>
agroscope	Mob 1	<input type="text"/>	Grass		<input type="text"/>
4	Mob 1	<input type="text"/>	Grass		<input type="text"/>
2	Mob 1	<input type="text"/>	Grass		<input type="text"/>
1	Mob 1	<input type="text"/>	Grass		<input type="text"/>

10. Livestock/Management

Here the farmer enters the **number of livestock** and the **intake of grass**, along with the **rotation length**. Where drystock categories are used and average liveweight must be entered and the grass intake is then calculated according to the liveweight. **Remember** a **rotation length** is required to calculate a **demand line** on the wedge.

The screenshot shows the 'Livestock / Management' interface. The top navigation bar includes the user name 'User: Micheal O'L...', farm name 'Farm: Test Farm 4', and the project name 'PASTUREBASE IRELAND: A TEAGASC PROJECT'. The left sidebar lists various farm options, with 'Livestock / Management' selected. The main content area shows the 'COVER DATE: 25/07/2016 - PREVIOUS FARM COVER - 868kg DM/ha on 20/07/2016'. Below this, there are tabs for 'Cover Estimations', 'Livestock / Management', and 'Wedge'. The 'Livestock / Management' tab is active, displaying a 'Management' section with input fields for 'Rotation Length (days)' (21) and 'Residual Height (cm)' (4). Below this, there is a table with columns: Stock Types, Number of Stock, Average kg LWT, Grass Intake, Meal Intake, Silage Intake, Total Intake, and Mob. The table contains four rows of data for different stock types, each with a 'Mob 1' entry.

STOCK TYPES	NUMBER OF STOCK	AVERAGE KG LWT	GRASS INTAKE	MEAL INTAKE	SILAGE INTAKE	TOTAL INTAKE	MOB
Spring Milkers	<input type="text" value="121"/>		<input type="text" value="17"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="17"/>	Mob 1
1 - 2 years	<input type="text" value="0"/>	<input type="text" value="360"/>	<input type="text" value="7"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="7"/>	Mob 1
More than 2 years	<input type="text" value="2"/>	<input type="text" value="550"/>	<input type="text" value="11"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="11"/>	Mob 1
Dry Cows	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="10"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="10"/>	Mob 1

11. Grass Wedge

The final step is the click on **'Save and View Wedge'**. See screenshot below. If there is a surplus on the farm and you want to take out paddocks for surplus silage, change the paddock status of the paddock from **grass** to **silage**. Then select **'Save and Update Wedge'**. The area of this paddock is then excluded for grazing and **increases the stocking rate** on the farm. To print or save a grass wedge, select export to PDF.

