



**GLOBAL
FARM
METRIC**

**Global Farm
Metric Research
Tool
Technical Guide**

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1) Orientation



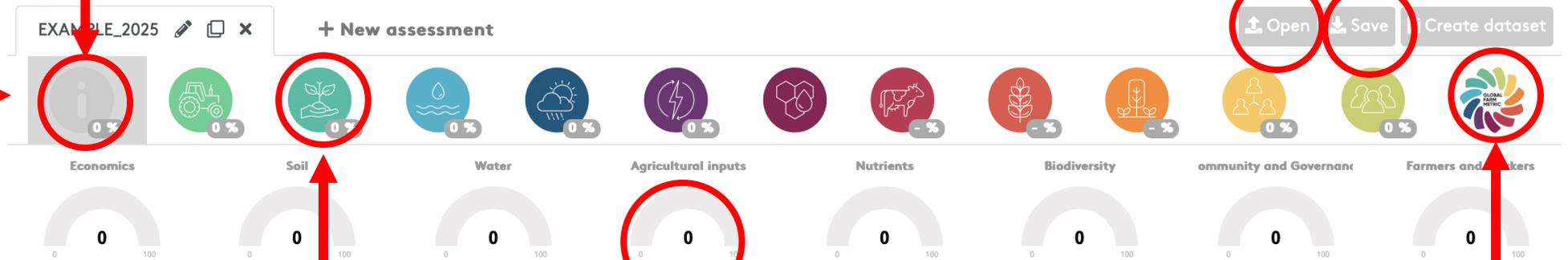
Start here

Continue/
upload
assessment

Save/
download
assessment

Categories

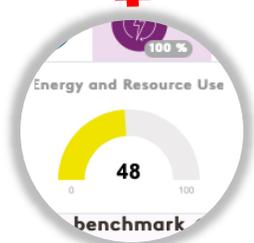
Category
scores



% progress
made

Category
score

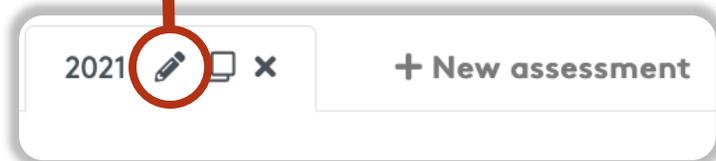
Final
results



2) Naming a new assessment



1) Click on pencil to edit



2) Rename



3) Save



3a) Filling in questions



Start by completing the initial data category and move from left to right along the category bar.



All compulsory questions are marked with a *
These are needed to produce a final score.

6.0.0 | Fuel Type *

Click on the (?) for more information and guidance on answering questions

Total energy use by type (?)

Your total fuel use per fuel type is converted to MegaJoules.

6.0.41 | Red diesel

3b) Filling in questions



Some questions contain drop-down lists to choose from.

4.1.0 | Do you irrigate arable crops? *

A screenshot of a form field for question 4.1.0. The field is currently empty, and a red circle highlights the dropdown arrow on the right side of the input box.

4.1.0 | Do you irrigate arable crops? *

A screenshot of the dropdown menu for question 4.1.0. The menu is open, showing three options: "Yes" (selected with a checkmark), "No", and "N/A (I don't have arable crops)".

Others require information to be added.

A screenshot of a form section for Soil Organic Matter (SOM). It includes a "Field" label, a "Land use" input field, and two percentage input fields for "Last year's SOM (%)" and "This year's SOM (%)". A red circle highlights the "Field" input field.

Select 'add row' to input more information.
To delete a row, select the grey cross on the right.

A screenshot of a table for forage crops. The table has columns for "Forage crop", "If you selected 'Other' please describe which one", and "Area (ha)". A red circle highlights the "Add row" button at the bottom left, and another red circle highlights a grey cross icon on the right side of a row, used for deleting rows.

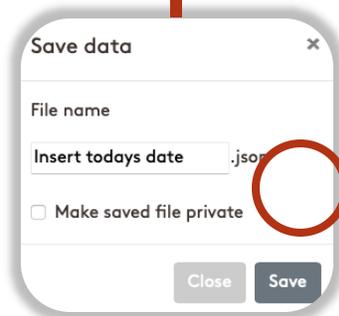
4) Pausing and saving an assessment

Please note, your information is not saved online – once you exit the tool, your progress will be lost. We recommend frequently downloading your assessment to prevent accidental data loss.

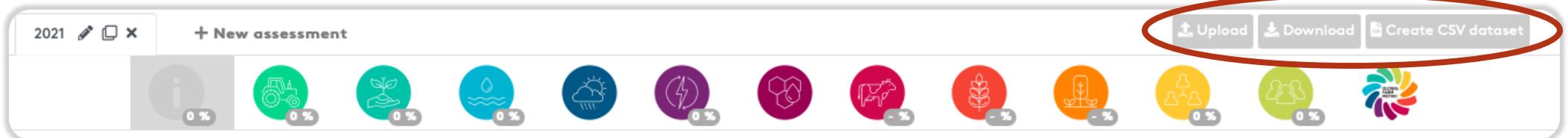
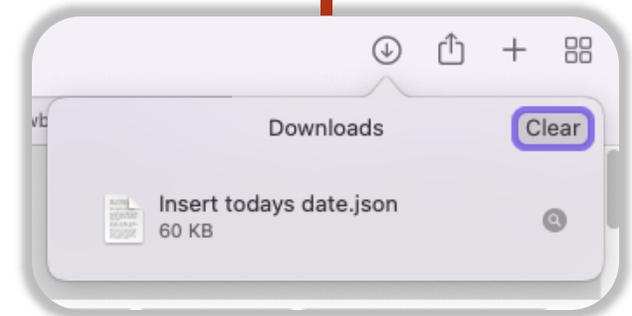
1) Select download. This will save your assessment as a .json file on your computer.



2) Label the file with the date so you can easily find your latest version. Select save.



3) Your assessment will now be saved on your computer in your downloads folder.

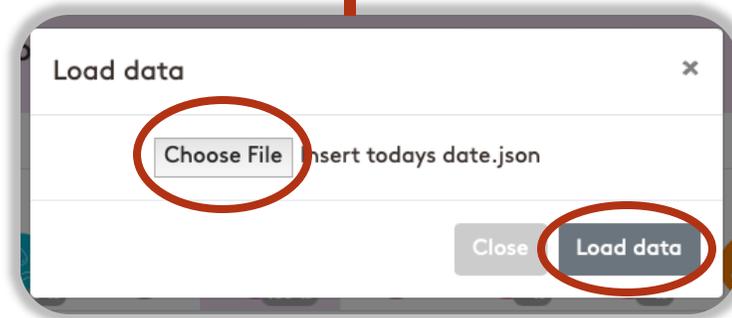


5) Continuing an assessment

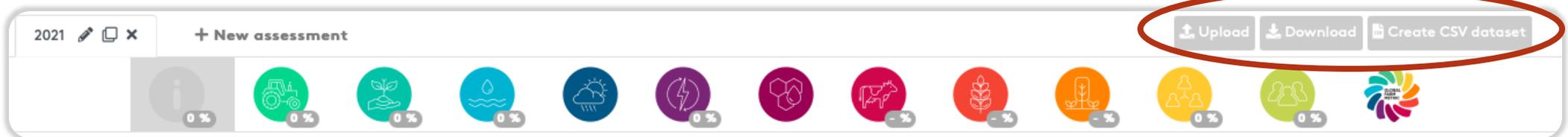
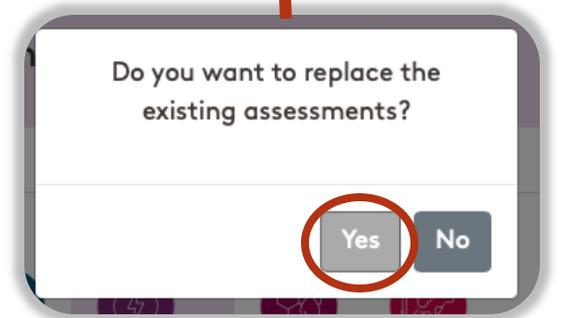
1) Select upload



2) Choose your last saved assessment file and select load data



3) Select 'no' if you have started to enter information online that you don't want to lose. Select 'yes' if no other assessment is in progress.



6) Revealing a score

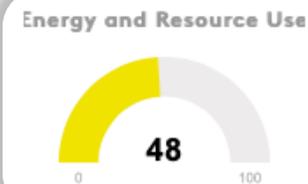
1) Complete all questions marked with a *

6.0.0 | Fuel Type *

2) At the end of the category questions, select 'update score'

Update Score

3) View your category score on the top bar



4) Once all relevant categories are completed, you can view your final results and download them as a PDF

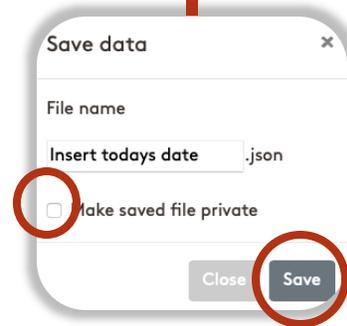


7) Submitting an assessment

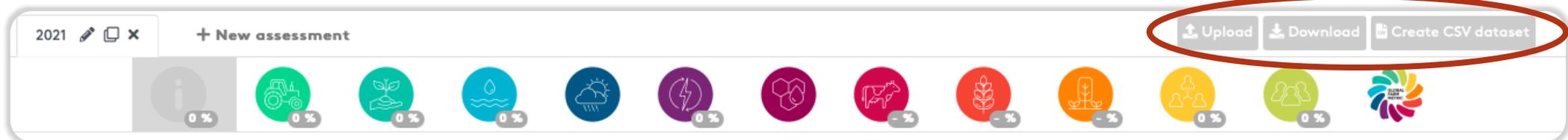
1) Once you have completed all questions,, select download.



2) Label the file '[your farm name] final assessment'.
Option to make file private and anonymise assessment.



3) Email the .json file to your key contact or info@globalfarmmetric.org



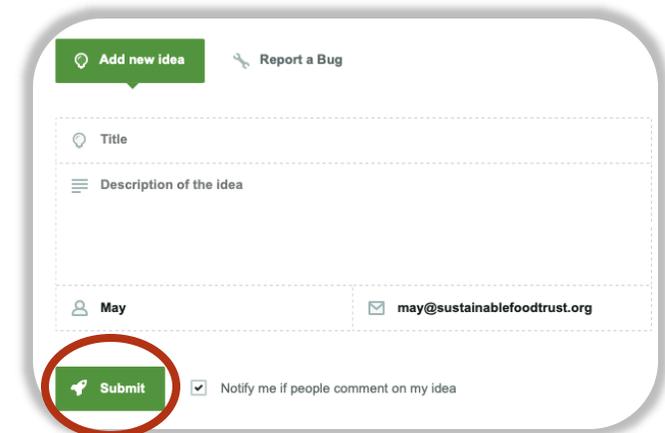
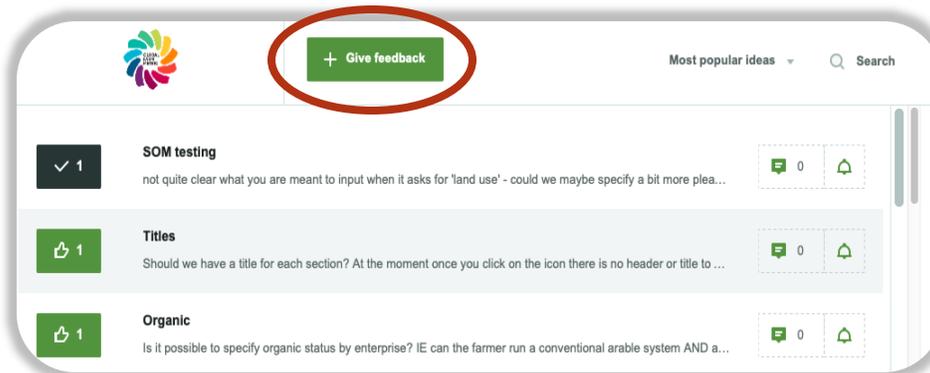
8) How do I share feedback and report bugs?



a) Select the green face icon or the 'Ideas & Feedback' button



b) A new window will open. Select 'give feedback', share your thoughts and click 'submit'



c) Fill in the short feedback survey embedded within the tool

GFM Research Tool (UK) Feedback

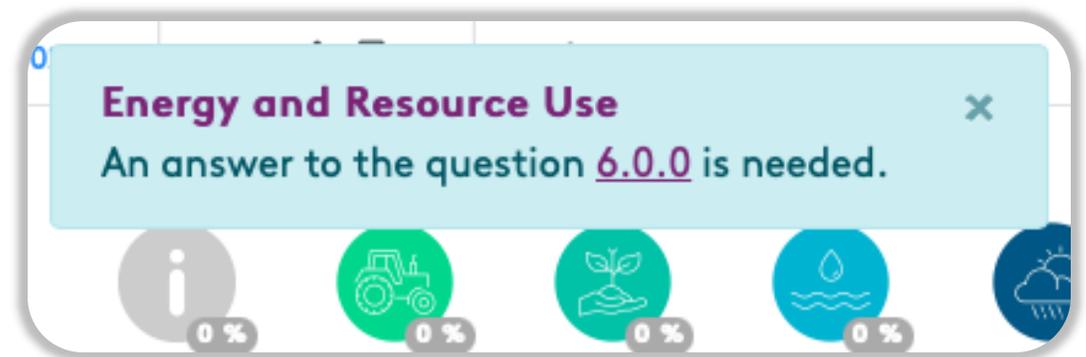
Thank you for taking the time to offer your feedback in this 5 minute survey - this is an important part of the trials process that helps us develop the tool and the Global Farm Metric framework.

9) Why is there an error message?



- Once you've selected update score, an error message may pop up that prevents you from seeing your category score or final results.
- This is because answers to previous questions marked with a * are still missing.
- Please follow the link in the message and make sure all compulsory questions are answered.
- If you think there's a bug, please leave feedback as per the previous page.

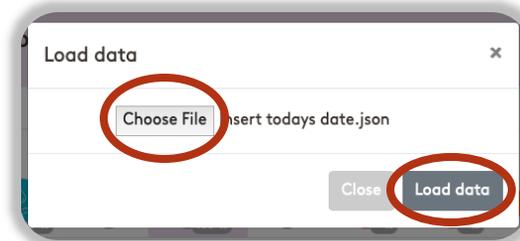
Tip: the answers you provide in the initial data category are used in calculations throughout the rest of the tool – make sure you fill this in fully first!



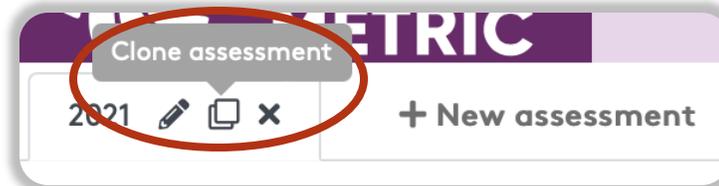
10) How do I duplicate an assessment?

You can duplicate an assessment to reduce the time taken to fill in next years assessment, scenario plan, or if you have several operations. We recommend saving each assessment with an identifiable name – see ‘naming an assessment’ for more detail.

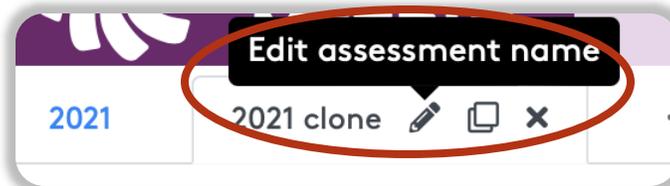
1) If you want to use a previous year’s assessment as a starting point for a new year, upload the file as before.



2) Then make a copy.



3) Rename and delete any default blank assessments (otherwise this gets included the .json file).



Now when you download the .json file it will contain both assessments.

Tip: you can also predict what the impact of a practice may be. To test different scenarios, duplicate an assessment and edit your answers to see how your score changes.