

18. PTN Data Submission Platform

18.1 Statement and scope

Contractors and representatives delivering trials on behalf of the Pasture Trials Network (PTN) are expected to submit data to the PTN promptly using secure submission processes. The PTN Data Submission Platform is the preferred method; email is a secondary option if issues arise with the platform.

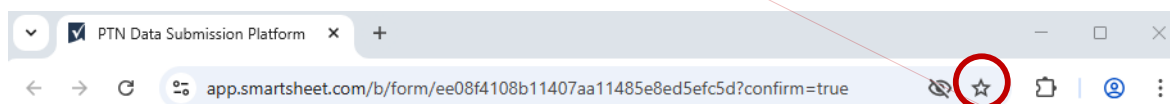
18.2 Accessing the PTN Data Submission Platform

The following outlines the steps in submitting data to PTN via the PTN Data Submission Platform.

1. **Open the PTN Data Submission Form** using the link below:

<https://app.smartsheet.com/b/form/ee08f4108b11407aa11485e8ed5efc5d?confirm=true>

It is recommended that you bookmark this page or save it in your web browser for easy future access. This is typically done by clicking the 'star' icon in the address bar.



Each browser varies, so consult your browser's help if unsure.

18.3 Guides on submitting data to PTN

When submitting data to PTN, please consider:

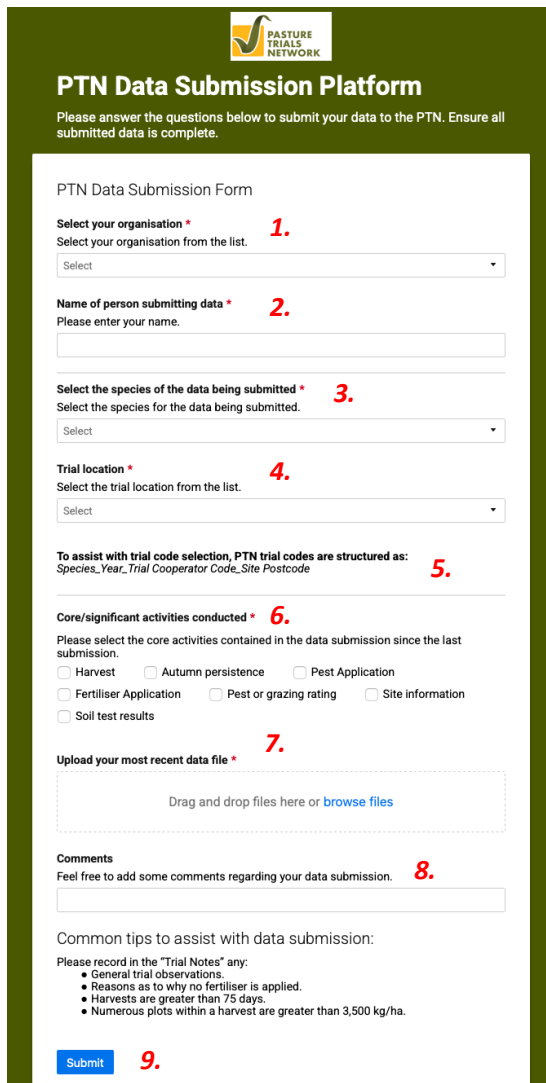
- **Data must be submitted using the PTN-supplied Data Recording Sheet.**
- **Upload data through the Platform as soon as possible.**
 - Data must be submitted no later than 10 days after each cut/harvest.
- **Complete the form using the dropdown lists.**
 - To submit the form, you must complete the fields marked with a red asterisk (*).
- **If information is missing from the dropdowns, please get in touch with the PTN Executive Officer.**
- **Please provide any explanation in the Notes tab** if any activity is beyond the scope or out of protocol, including yields, cut times, etc.

The trial cooperator must keep files secure and accessible on their data management platforms.

18.4 Uploading data via the PTN Data Submission Platform

Below is an outline of the data submission platform's process, with each number corresponding to the text:

- 1. Select your organisation** – Select your company from the dropdown list.



PTN Data Submission Platform

Please answer the questions below to submit your data to the PTN. Ensure all submitted data is complete.

PTN Data Submission Form

Select your organisation * **1.**
Select your organisation from the list.
Select

Name of person submitting data * **2.**
Please enter your name.

Select the species of the data being submitted * **3.**
Select the species for the data being submitted.
Select

Trial location * **4.**
Select the trial location from the list.
Select

To assist with trial code selection, PTN trial codes are structured as:
Species_Year_Trial Cooperator Code_Site Postcode **5.**

Core/significant activities conducted * **6.**
Please select the core activities contained in the data submission since the last submission.
☐ Harvest ☐ Autumn persistence ☐ Pest Application
☐ Fertiliser Application ☐ Pest or grazing rating ☐ Site information
☐ Soil test results

Upload your most recent data file * **7.**
Drag and drop files here or [browse files](#)

Comments **8.**
Feel free to add some comments regarding your data submission.

Common tips to assist with data submission:
Please record in the "Trial Notes" any:

- General trial observations.
- Reasons as to why no fertiliser is applied.
- Harvests are greater than 75 days.
- Numerous plots within a harvest are greater than 3,500 kg/ha.

Submit **9.**

- 2. Name of person submitting data** – Type the name of the person uploading the data.

- 3. Select the species of the data being submitted** – Select the relevant species from the dropdown list.

- 4. Trial location** – Select the relevant trial location from the list, listed alphabetically by location/town name.

- 5. Select the trial code for the data being submitted** – This field appears when the species is selected at step 3, above. Select the trial code of the data being submitted from the list, which includes all PRN trials currently underway in that species. To assist with trial code selection, PTN trial codes are structured as:
Species_Year_Trial Cooperator Code_Site Postcode.

- 6. Core/significant activities conducted** – Tick to indicate which core activities have been updated in the trial's spreadsheet since the last submission. Multiple activities can be selected. Please select all relevant boxes, from:

- **Harvest** – Trial cut/harvest, maintenance trim, wet and/or dry weight.
- **Autumn persistence** – Annual persistence measurements as taken in the autumn.
- **Pest Application**—Detail any herbicide, fungicide, or insecticide applied to the trial area, including the product name, active ingredient and rate of active, application rate, and pest/s targeted.
- **Fertiliser Application**—Any fertiliser applications to the trial, including capital fertiliser, fertiliser to, etc. The protocol requires fertiliser to be applied after each cut to replace nutrients lost at harvest. If no fertiliser is used, the reasons must be noted in the Comments box at the end of the form.

- *The pest or grazing rating tab is to be completed when pest damage needs to be recorded (quantified) on a per-plot basis, for example, due to accidental grazing or disease/insect pressure.*
 - *Site information – Used for submitting details on site selection (e.g. GPS, location, elevation, topography details), sowing (sowing date, rate, conditions) and crop establishment.*
 - *Soil test results – as determined before trial establishment.*
- 7. Upload your most recent data file** – Drag and drop files, or browse your computer for them.
- 8. Comments** – Feel free to add a few remarks regarding your data submission. “Trial Notes” need to be completed if:
- *Harvests are greater than 75 days.*
 - *Numerous plots within a harvest exceed 3,500 kg/ha.*
 - *Add any other comments.*
- 9. Click ‘Submit’** to submit your document to PTN. Confirmation will be presented at the top of the form as it reloads for additional data submission from other trials.
- 10. Done!**

18.5 File limit

The submission platform restricts file sizes to 30 MB each.

- *If this poses a challenge, contact PTN, and you may need to remove some previous harvest photos from the Data Recording sheet to reduce the file size.*
- *PTN will maintain the original harvest tab, including earlier photos, to assist with report writing. The trial cooperator should also retain these files.*