

ENCODING INSTRUCTIONS

Go to PDG Workspace at:

<https://pdgprod.lbl.gov/pdgprod/PdgWorkspace/>

Login with: your email address used by PDG (probably your work email). If you need to choose a password, click on “Request new password”.

There is a valuable **Help** page, see link in upper right (including FAQs). It includes a very useful “**Video tutorial**” on that page. Do that before anything else.

Select: Encodings (not Reviews)

Select: Show “Pending Tasks” for user: Your last name.

1. Select **Pending Tasks** (as above)
2. Under the header “**Paper**”, if you click on the journal address, it will take you to the INSPIRE listing from which you can download the full paper. (More opportunities later to download).
3. Under the header “**Task**”, click on the first author of a paper to start the encoding process.
4. Click on the tab “**reference details**”, and enter bibliographic information.
5. If your measurements do not require new datablocks, enter the measurements at the “**add measurements**” tab.
6. If you need to create new decay modes and/or datablock nodes for your encoding, go to the “**toolbox**” tab and use add decay mode, add branching ratio or add generic node subtabs. After new nodes are created, go to add measurements tab to add measurements for new nodes
7. Go to “**review & sign off**” tab to see the summary of your encoding.
Click on a link under “**avg, fit, PDF**” to run fits & averages and to check PDF files.
This tab is the final step of the encoding process, where, for this paper, you can “Sign off” your encoding. Also it is the page where you can check and edit all the data that you encoded.
Click “edit” links to edit measurements, decay texts, datablock headers, or to change decays/datablocks locations.
Click “del” links to delete data, if needed.

When encoding is done - click “**Sign off**” button, and it will bring you back to the tasklist, where you can select another paper to encode.

“Signed off” encodings will disappear from your pending tasks list; to see them select **Completed Tasks** on the “tasklist filter”, near the top of the page.