



# ANNOTATED INSTRUCTIONAL SCREENSHOTS

*(same as Annex IV in the FY16 FTFMS Guidance)*

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# Annex VI: Annotated Instructional Screenshots

These screenshots explain exactly how to use FTfMS

## Login Screen

Go to [www.ftfms.net](http://www.ftfms.net)

The screenshot shows the login page for the FEED THE FUTURE Future Monitoring System. The page has a blue header with the logo and title. Below the header, there is a login form with fields for Username and Password, and a Log In button. A yellow callout box points to the Username field with the text: "Enter your full e-mail address (such as kawest@USAID.gov)". Another yellow callout box points to the Password field with the text: "Enter your password from last year. Or enter your temporary password if you are a new user or forgot your old password (see 'forgot password' box below). A password reset screen will appear. FTfMS passwords last for 90 days." A third yellow callout box points to a "Forgot password" link at the bottom of the page with the text: "Click 'forgot password' to have a temporary password sent to your e-mail address. You will be asked to set a custom password when you log in." The page also contains a USAID SECURITY/MONITORING STATEMENT and a footer with technical information.

The screenshot shows the "Change Password" dialog box. It has a title bar and a close button. The main text reads: "If you would like to use the auto generated password, click 'Save' to log in. The password will be sent via e-mail for future use. If you prefer to create a custom password, please enter it below (press 'auto-generate' if you change your mind)". Below this, it lists "FTfMS Password Requirements:" with a bulleted list: "At least 12 characters", "No more than 3 sequential letters", "Password should not contain any portion of username longer than 2 characters", "Password can't begin or end with a number", "Must include characters from at least 3 of the following groups: uppercase, lowercase, symbols, numbers.", and "Must not repeat previous passwords". There are two password input fields: "New Password \*" and "Confirm Password \*", both with asterisks indicating they are required. At the bottom, there are three buttons: "Auto-Generate", "Save", and "Cancel". A yellow callout box points to the "Auto-Generate" button with the text: "You can also have the system auto-generate a new password for you that will be sure to meet the password criteria."

## FTFMS Menu

FEED THE FUTURE Feed the Future Monitoring System

Help | About | Log Out

Welcome, John Spears!

>> Home Page

Menu

Home Page

Enter Mechanism Information

Select Indicators and Commodities

Enter Indicator Data

Enter or View Narratives

Update or View Budget Data

Download Reports and Check Data Entry Status

Explore Indicators

Configure & Setup

Enter Indicator Data

Download Reports and Check Data Entry Status

Enter or View Narratives

Explore Indicators

Update or View Budget Data

Configure & Setup

Use the menu to navigate from screen to screen, or click on the links at the bottom of the Home Page. (You will only see the menu options you need.)

## Enter Mechanism Information Screen

Go to this option on the menu

FEED THE FUTURE

>> Home Page

Menu

Home Page

Enter Mechanism Information

Select Indicators and Commodities

Enter Indicator Data

Enter or View Narratives

Update or View Budget Data

Download Reports and Check Data Entry Status

Explore Indicators

Configure & Setup

## Enter Mechanism Information Screen (continued...)

FEED THE FUTURE

Feed the Future

>> Enter Mechanism Information

+ Search

+ Screen Instructions ([click here to edit screen instructions](#))

+ Export/Print

- Current Selection

Reporting Organization: USAID

Bureau: Africa

Operating unit: Democratic Repu

Prime Partner: All

**Go**

[Display Hidden Projects](#)

ID	Award Number	Implementing Mechanism	Prime Partner	Total Indicators	FY Created	IM Details	Configure Indicators
	50661	TBD	Agriculture Policy Support	TBD	0	2013	
	42234		Cassava III Supplement	International Institute of Tropical Agriculture, The	1	2012	
	42324	AID-623-A-09-00014	Farmers to Market (Paul Carlson Partnership)	The Paul Carlson Partnership	1	2009	
	42229	AID-623-C-11-00008	Food Production Processing and Marketing Activity (FPPM)	Development Alternatives, Inc.	3	2012	

**--USAID Missions / Offices:** Choose your Mission or Office from the drop-down menu (should be the only option) and click "Go."

**--Implementing partners:** You will be able to select your IM (the one(s) assigned to you in your system user profile)...Email [Support@FTFMS.net](mailto:Support@FTFMS.net) and copy your USAID contact to request additional access.

**--Other USG Agencies:** Select your office/post/project, as applicable. You will only be able to see projects in your Agency.

You can export the list of mechanisms to Microsoft Excel.

## Enter Mechanism Information (continued...)

FEED THE FUTURE

Feed the Future Monitoring System

[Help](#) | [About](#) | [Log Out](#)

Menu

>> Enter Mechanism Information

Welcome, John Spears!

+ Search

+ Screen Instructions ([click here to edit screen instructions](#))

+ Export/Print

- Current Selection

**Reporting Organization:** USAID

**Bureau:** Africa

**Operating unit:** Democratic Republic of t

**Prime Partner:** All

▼

▼

▼

▼

Go

[Display Hidden Projects](#)

	ID	Award Number	Implementing Mechanism	Prime Partner	Total Indicators	FY Created	IM Details	Configure Indicators
✕ ✓	40661	TBD	Agriculture Policy Support	TBD	0	2013		
✕ ✓	42234		Cassava III Supplement	International Institute of Tropical Agriculture, The	1	2012		
✕ ✓	42324	AID-623-A-09-00014	Farmers to Market (Paul Carlson Partnership)	The Paul Carlson Partnership	1	2009		
✕ ✓	42229	AID-623-C-11-00008	Food Production Processing and Marketing Activity (FPPM)	Development Alternatives, Inc.	3	2012		

**Mission users / Agency POCs:** Click on the green checkmark to hide an IM that is a duplicate or will not be used (e.g. "Program Support" or a similar IM), or is closed out. IMs can be recovered by selecting "display hidden projects" at the right.

**IM Details:** Each row in the list is a different IM / project / activity. Click on the pencil icon in the "IM Details" column to see more identifying information about each one. A pop-up screen will appear. See next screenshot.

## IM Details

This screen appears after clicking on the pencil icon in the “IM Details” column (see “Enter Project Information” screen – previous screenshot).

Implementing Mechanism Details

IM ID: 27510

IM Name: Integrated Improved Livelihood Program

Prime Partner: Cooperative Housing Foundation Inc

Type: Direct Grant/Cooperative Agreement

Award Number: AID-696-A-11-00008

Reporting Organization: USAID

Operating Unit: Rwanda

Benefiting Country: Rwanda

IM Tag: Agricultural Productivity, CAM Test, Climate Change testing, testing 2

Make sure basic implementing mechanism information is correct.

**USAID staff:** You must enter updates or corrections in your Operational Plan (OP) in the NextGen system (formerly FACTSInfo), since our systems are connected. Then changes will appear in FTfMS the next day. Let us know if you need help communicating to your Program Office to make these changes.

**Other USG Agencies:** You can make updates/edits directly in FTfMS.

Please contact us at [Support@FTFMS.net](mailto:Support@FTFMS.net) if you are unable to locate an implementing mechanism (IM) / activity / project.

Implementing Mechanism Details

\* FACTSInfo Transferred

IM ID: 27510

IM Name: Integrated Improved Livelihood Program

Prime Partner: Cooperative Housing Foundation Inc

Type: Direct Grant/Cooperative Agreement

Award Number: AID-696-A-11-00008

Reporting Organization: USAID

Operating Unit: Rwanda

Benefiting Country: Rwanda

IM Tag: Agricultural Productivity, CAM Test, Climate Change testing, testing 2

### FOR USAID only:

Most IMs were transferred from your OU's Operational Plan via NextGen (formerly FACTSInfo). For FACTSInfo-transferred IMs, fields with a red "\*" are locked in FTfMS. Edits to these fields must be made to your Mission's 2016 OP in NextGen (NextGen pushes updates to FTfMS daily).

Some IMs are created in FTfMS directly. This is usually done to create a placeholder when an IM does not appear in the OP for some reason. In this case, fields with a red \* will be unlocked and you can make updates directly.

## IM Details (continued...)

**Implementing Mechanism Details**

IM ID: \* 27510

IM Name: Integrated Improved Livelihood Program

Prime Partner: \*

Benefiting Country: \*  
Abc  
Afghanistan  
AFR-SD  
African Union  
Albania  
Algeria

IM Tag:  
Agricultural Productivity  
CAM Test  
Climate Change  
testing  
testing 2

Rwanda

[Create new](#)

Save Cancel

\* FACTSInfo Transferred

All choices for these IM details on this screen in FTMS are in the boxes on the left, and you must use the arrows in the middle to make selections and move them to the box on the right side.

**IM TAGS:**  
Tags are helpful for labeling IMs/projects/activities by a topic, by cross-cutting theme, or by other designation, such as all of USAID's coffee-related efforts. Please select all tags that apply. If needed, create a new tag (select "create new").

## IM Details (continued...)

**KEY ISSUE (USAID only):**  
Key Issue selections (for USAID IMs only) come over from what was assigned in your Operational Plan (OP) in NextGen.

**IM CONTACT:**  
Select contacts for each IM.  
NEW!!: Select "Add Contact" and then choose what type of contact they are (see next screen shot). It's very important that all USAID AOR/CORs are identified and labeled as such.  
All previously entered contacts were placed in the "Other" category by default, but you should update them to their correct "Contact Type".

**Form Fields:**  
 Key Issue: \*  
 IM Contact: \*  
 Locations: \*  
 Fiscal Year Created: \*  
 Life of IM: \*

**ADD NEW PROJECT CONTACT:**  
Use the new "filter" feature to more easily find contact names. Anyone with an FTfMS account is already populated in your list of options. Or you can hit "create new" if a contact does not have an FTfMS account.

**Form Fields:**  
 Contact (Filter): \*  
 Contact Type: \*

**Find the contact's name, choose the type of contact they are, and hit "Add".**

## IM Details (continued...)

**Implementing Mechanism Details** \* FACTSInfo Transferred

**Key Issue: \*** Capacity Bu  
Capacity Bu  
Capacity Bu  
Climate Ch  
Climate Cha  
Climate Cha

**IM Contact:** Haluzimana  
Kiyisanabo,  
Kibe, Waring  
Mbagurire, J

**Locations:**

- Rwanda
- Rwanda->Southern Province->Gisagara
- Rwanda->Southern Province->Huye
- Rwanda->Southern Province->Nyamagabe
- Rwanda->Southern Province->Nyanza
- Rwanda->Southern Province->Nyaruguru
- Rwanda->Western Province->Karongi
- Rwanda->Western Province->Ngororero
- Rwanda->Western Province->Rutsiro

[Remove Location](#) [Add Location](#)

**Fiscal Year Created:** 2011

**Life of IM: \*** from (YYYY) 2011-07-1 to (YYYY) 2016-07-1

[Save](#) [Cancel](#)

**LOCATIONS:**  
Please geotag ALL of your IMs using the Location feature here, as this enables us to map where our initiative is working and improve our data analysis by overlaying maps of where we work with climate change information, crop information, population or disease information, etc. for more informed policy decisions, programming priorities, establishing zones of influence, etc.

**Locations:**

- Rwanda
- Rwanda->Southern Province->Gisagara
- Rwanda->Southern Province->Huye
- Rwanda->Southern Province->Nyamagabe
- Rwanda->Southern Province->Nyanza
- Rwanda->Southern Province->Nyaruguru
- Rwanda->Western Province->Karongi
- Rwanda->Western Province->Ngororero
- Rwanda->Western Province->Rutsiro

[Remove Location](#) [Add Location](#)

**Add New Project Location**

**Admin Level 0 \*** -- Select --

**Admin Level 1** -- Select --

**Admin Level 2**

**Location**

[Add](#) [Cancel](#)

**ADD NEW PROJECT LOCATION:**  
Hit "Add Location", then choose the location of where this project is working down to as granular as you have for this IM/ project:  
--Admin Level 0 (country)  
--Admin Level 1 (state or province level)  
--Admin Level 2 (district or county level)  
Add all areas where the project is working. If working on national-level policies, just choose the country level (Admin 0).

Hit "Add". You can hold the "shift" key to select multiple locations at once.

## IM Details (continued...)

**LIFE OF IM:**  
Please be sure the first and last year of the IM/project/activity is listed here! This tells us when to expect results and out-year targets from you.

**LOCAL / NON-LOCAL PARTNERS LEVERAGED:**  
Please list any partner organizations (local and non-local) other than the Prime Partner (which is already listed at the top). You can select from the lists or click on "create new" to enter a new partner. This information allows us to search by partner name and helps answer Front Office information requests.

**TRADING COUNTRIES (Regional USAID Missions only):**  
Choose the countries here for the "intra-regional trade" indicator to populate correctly.

**Be sure to hit "Save" so you don't lose your information!**

Once you enter all these IM Details, this info will carry forward each year this IM / activity / project is active in FTFMS.

You can always correct or edit if needed but you will not need to re-enter the same info each year (phew! Right?!)

The screenshot shows the 'Implementing Mechanism Details' form with the following fields and callouts:

- Fiscal Year Created:** 2011
- Life of IM:** from (YYYY) 2011-07-1 to (YYYY) 2016-07-1
- Local partners leveraged / involved:** List of partner organizations including Abt Associates Inc, Abyssinia Bank, Academy For Educational Development, ACIDI/VOCA, ACPA, Action For Enterprises, Inc, Acumen Fund, etc.
- Non-local partners leveraged / involved:** Same list of partner organizations as above.
- Trading Countries:** List of countries including Algeria, Angola, Benin, Botswana, Brunei, Burkina Faso, etc.
- Buttons:** Save, Cancel

**Be sure to hit "Save" so you don't lose your information!**

Once you enter all these IM Details, this info will carry forward each year this IM / activity / project is active in FTFMS.

You can always correct or edit if needed but you will not need to re-enter the same info each year (phew! Right?!)

## Select Indicators and Commodities Screen

After you check / update the IM Details for each of your IMs / projects / activities, then go to the "Select Indicators & Commodities" screen, which is next on the dropdown menu.

**CORs/AORs/Project Managers:** Please make sure each of your IMs/projects has the correct selection of indicators for the IP to report on that year!



The screenshot shows the main interface of the 'Select Indicators and Commodities' screen. It includes a search bar, a 'Current Selection' section with dropdown menus for Reporting Organization (USAID), Bureau (Africa), Operating unit (Democratic Republic of the Congo), and Implementing Mechanism (All). A 'Go' button is highlighted with a blue box. Below this are tabs for 'Implementing Mechanism / Indicator / Commodity', 'Indicator / Implementing Mechanism / Commodity', and 'Commodity / Indicator / Implementing Mechanism'. There is a checkbox for 'Enable Notification Delivery' and buttons for 'Show Numbers' and 'Save'. At the bottom is a table with columns: 'Implementing Mechanism / Indicator / Commodity', 'Total Indicators', '# of Commodities', 'View', 'Implementing Mechanism Status', and 'Configure'. The table lists several projects, each with a '+' icon in the first column. A blue box highlights the '+' icon for the last row, '42353: Tuendelee Pamoja'. Three yellow callout boxes provide instructions: one for selecting an implementing mechanism, one for notification delivery, and one for using the '+' icon in the table.

Choose the implementing mechanism / activity / project from the drop-down menu. Then hit "Go".

USAID Mission users: select "all" to see all IMs

Leave this checked. FTFMS will send e-mails to the implementing partners once data entry is opened.

Click the "+" next to an IM name to see selected indicators for that project. Click "add indicator" to select more indicators from a list of the FTF indicators. You will see a similar option for indicators that require a commodity. Click the "+" sign next to the indicator and choose from a list of

Implementing Mechanism / Indicator / Commodity	Total Indicators	# of Commodities	View	Implementing Mechanism Status	Configure
+ 50661: Agriculture Policy Support			Details	Start Data Entry	
+ 42234: Cassava III Supplement			Details	Start Data Entry	
+ 42324: Farmers to Market (Paul Carls)			Details	Start Data Entry	
+ 42229: Food Production Processing a			Details	Start Data Entry	
+ 28501: Integrated Health Project (IHP)			Details	Start Data Entry	
+ 42364: Jenga Jamaa 2			Details	Start Data Entry	
+ FTMS Only Pool Malebo Rice (Bralima Rice (BDA))			Details	Start Data Entry	
+ 42355: Resources to improve food security in Eastern DRC (RISE)			Details	Start Data Entry	
+ 42353: Tuendelee Pamoja			Details	Start Data Entry	

## Select Indicators and Commodities screen (continued...)

<input checked="" type="checkbox"/>	42353: Tuendelee Pamoja		<a href="#">Details</a>
<input checked="" type="checkbox"/>	3.1.9(1): Number of people trained in child protection through USG-supported programs (S)(disaggregation by: Sex)		<a href="#">Reference Sheet</a>
<input checked="" type="checkbox"/>	4.5.2(2): Number of hectares of land under improved technologies or management practices with USG assistance (RAA) (WOG)(disaggregation by: Technology)		<a href="#">Reference Sheet</a>
<input checked="" type="checkbox"/>	4.5.2(7): Number of individuals who have received supported short-term agricultural sector extension or security training (RAA) (WOG)(disaggregation by: Individual, Sex)		<a href="#">Reference Sheet</a>
<input checked="" type="checkbox"/>	4.5.2(13): Number of rural households benefiting directly from USG interventions (RAA)(disaggregation by: New/Continuing, Gendered Household Type)		<a href="#">Reference Sheet</a>
<input checked="" type="checkbox"/>	4.5.2(42): (4.5.2-28) Number of for-profit private enterprises, producers organizations, water users associations, women's groups, trade and business associations and community-based organizations (CBOs) that applied improved organization-level technologies or management practices with USG assistance (RAA) (WOG)(disaggregation by: Type of organization, New/Continuing)		<a href="#">Reference Sheet</a>
<a href="#">Add Indicator</a>			

Once the list of indicators appears, you can:

- Click the red "X" to **delete** indicators that this project no longer reports on (don't worry, historical data is always saved!)
- Add** indicators for this project to report on by clicking "Add indicator" at the bottom and a pop-up window will appear from which you can select from a list of all the FTF indicators.

**Add Indicator** ✕

\* - Required Field

Sort indicators by: FTF Results Framework

FTF Results Framework: All

Indicators	Name	Whole Government
<input type="checkbox"/>	4.5.2(5): Number of farmers and others who have applied improved technologies or management practices with USG assistance (RAA) (WOG)	
<input type="checkbox"/>	4.5.2(11): Number of for-profit private enterprises, producers organizations, water users associations, women's groups, trade and business associations, and community based organizations (CBOs) receiving USG food security related organizational development assistance (RAA) (WOG)	
<input type="checkbox"/>	4.5.2(29): Value of agricultural and rural loans as a result of USG assistance (RAA) (WOG)	
<input type="checkbox"/>	4.5.1(17): Kilometers of roads improved or constructed as a result of USG assistance (RAA) (WOG)	
<input type="checkbox"/>	4.5.1(25): Number of households with formalized land with USG assistance (RAA) (WOG)	
<input type="checkbox"/>	4.5.1(28): Hectares under new or improved/rehabilitated irrigation and drainage services as a result of USG assistance (RAA) (WOG)	

[Add](#) [Cancel](#)

## Select Indicators and Commodities screen (continued...)

EG.3-6, -7, -8: (4.5-16,17,18) Farmer's gross margin per hectare, per animal, or per cage obtained with USG assistance (RAA) (disaggregation by: Commodity, Area/Production/Value of Sales/Quantity of Sales/Purchased



You will see a similar option for indicators that require a commodity. Click the "+" sign next to the indicator, and then "Add Commodity" will appear and you can then choose from a list of commodities.

EG.3-6, -7, -8: (4.5-16,17,18) Farmer's gross margin per hectare, per animal, or per cage obtained with USG assistance (RAA) (disaggregation by: Commodity, Area/Production/Value of Sales/Quantity of Sales/Purchased input costs, Sex of farmer )

**Add Commodity**

EG.3-c: (4.5-3) Percent change in agricultural gross domestic product (GDP) (Reference)

EG.3-d: (4.5-12) agriculture (RAA) (agriculture) (New/Continuing)

EG.3-9: (4.5-2) with USG assistance (New/Continuing)

EG.3-6, -7, -8: (4.5-16,17,18) Farmer's gross margin per animal, or per cage obtained with USG assistance (RAA) (disaggregation by: Sales/Quantity of Sales/Purchased input costs, Sex of farmer )

**Add Commodity**

EG.3.1-a: (4.5-1) trade in targeted commodities (RAA)(disaggregation by: Formal/Informal)

EG.3.1-b: (4.5-1) supporting regional level implementation (RAA)(disaggregation by: Area/Process/Step)

EG.3.1-x24: (4.5-1) Policies/Regulations following stages of development (Stages of development)

EG.3.1-12: (4.5-1) enabling environment (revised, approved) (disaggregation by: Area/Process/Step)

**Add Commodity**

<p><b>General list of commodities</b></p> <ul style="list-style-type: none"> <li>Animal feed - Other</li> <li>Apples - Horticulture</li> <li>Avocado - Horticulture</li> <li>Bambara/Round nut (Vigna subterranea) - D</li> <li>Bananas - Horticulture</li> <li>Beans (biofortified) - Dry Grain Pulses &amp; Legu</li> <li>Beans (non-biofortified) - Dry Grain Pulses &amp;</li> <li>Beans and pulses - Dry Grain Pulses &amp; Legurr</li> <li>Birds Eye Chili - Horticulture</li> <li>Bitter Gourd - Horticulture</li> <li>Bt cotton - Cottons</li> <li>Butternut Squash - Horticulture</li> <li>Cabbage - Horticulture</li> <li>Camel (live) - Animal Products</li> <li>Camel (meat) - Animal Products</li> <li>Carrots - Horticulture</li> <li>Cashews - Horticulture</li> <li>Cassava - Roots, Tubers &amp; Other Staples</li> <li>Cattle (Beef) - Animal Products</li> <li>Cattle (live) - Animal Products</li> <li>Cauliflower - Horticulture</li> <li>Cherries - Horticulture</li> <li>Chickens (poultry) - Animal Products</li> <li>Chickpea - Dry Grain Pulses &amp; Legumes</li> </ul>	<p>&gt;</p> <p>&lt;</p>	<p><b>Selected list of commodities</b></p> <div style="border: 1px solid gray; height: 150px; width: 100%;"></div>
<p><b>Add</b> <b>Cancel</b></p>		

## Select Indicators and Commodities screen (continued...)

**Add Commodity**

**General list of commodities**

- Animal feed - Other
- Apples - Horticulture
- Avocado - Horticulture
- Bambara/Round nut (Vigna subterranea) - D
- Bananas - Horticulture
- Beans (non-biofortified) - Dry Grain Pulses &
- Beans and pulses - Dry Grain Pulses & Legurr
- Birds Eye Chili - Horticulture
- Bitter Gourd - Horticulture
- Bt cotton - Cottons
- Butternut Squash - Horticulture
- Cabbage - Horticulture
- Camel (live) - Animal Products
- Camel (meat) - Animal Products
- Carrots - Horticulture
- Cashews - Horticulture
- Cassava - Roots, Tubers & Other Staples
- Cattle (Beef) - Animal Products
- Cattle (live) - Animal Products
- Cauliflower - Horticulture
- Cherries - Horticulture
- Chickens (poultry) - Animal Products
- Chickpea - Dry Grain Pulses & Legumes
- Chili Pepper - Horticulture

**Selected list of commodities**

- Beans (biofortified) - Dry Grain Pulses & Legu

Choose from the commodities at the left and click the middle arrow to move your selections to the right-hand box. Click "Add".

**Add** **Cancel**

EG.3-6, -7, -8: (4.5-16,17,18) Farmer's gross animal, or per cage obtained with USG assi  
(disaggregation by: Commodity, Area/Product Sales/Quantity of Sales/Purchased input costs, Sex of farmer )

**Beans (biofortified) (Dry Grain Pulses & Legumes)**

**Add Commodity**

Once you hit "Add", your commodity will now appear back under the indicator.

### **NEW THIS YEAR:**

You will need to add commodities (just like shown above) for two additional indicators this year, because of changes made during the redesign process:

- --EG.3.2-17 "#Number of farmers and others applying ..."
- --EG.3.2-18 "Number of hectares under improved technologies..."

## Select Indicators and Commodities screen (continued...)

FEED

THE FUTURE

Feed the Future Monitoring System

[Help](#) | [About](#) | [Log Out](#)



>> **Select Indicators and Commodities**

Welcome, John Spears !

+ Search

+ Screen Instructions [\(click here to edit screen instructions\)](#)

+ Export/Print

- Current Selection

**Reporting Organization:**

**Bureau:**

**Operating unit:**

**Implementing Mechanism:**

Implementing Mechanism / Indicator / Commodity

Indicator / Implementing Mechanism / Commodity

Commodity / Indicator / Implementing Mechanism

**Enable Notification Delivery**

**Show Numbers**

**Save**

Implementing Mechanism / Indicator / Commodity	Total Indicators	# of Commodities	View	Implementing Mechanism Status	Configure
<input type="checkbox"/> + 50661: Agriculture Policy Support			<a href="#">Details</a>	<a href="#">Start Data Entry</a>	
<input type="checkbox"/> + 42234: Cassava III Supplement			<a href="#">Details</a>	<a href="#">Start Data Entry</a>	
<input checked="" type="checkbox"/> + 42324: Farmers to Market (Paul Carlson Partnership)			<a href="#">Details</a>	<a href="#">Start Data Entry</a>	
<input type="checkbox"/> + 42229: Food Production Processing and Marketing Activity (FPPM)			<a href="#">Details</a>	<a href="#">Start Data Entry</a>	
<input type="checkbox"/> + 28501: Integrated Health Project (IHP)			<a href="#">Details</a>	<a href="#">Start Data Entry</a>	
<input type="checkbox"/> + 42364: Jenga Jamaa 2			<a href="#">Details</a>	<a href="#">Start Data Entry</a>	
<input checked="" type="checkbox"/> + FTFMS Only Pool: Pool Malebo Rice Intensification Project (Winrock-Bralima Rice GDA)			<a href="#">Details</a>	<a href="#">Start Data Entry</a>	
<input type="checkbox"/> + 42355: Resources to improve food security in Eastern DRC (RISE)			<a href="#">Details</a>	<a href="#">Start Data Entry</a>	
<input type="checkbox"/> + 42353: Tuendelee Pamoja			<a href="#">Details</a>	<a href="#">Start Data Entry</a>	

**Go**

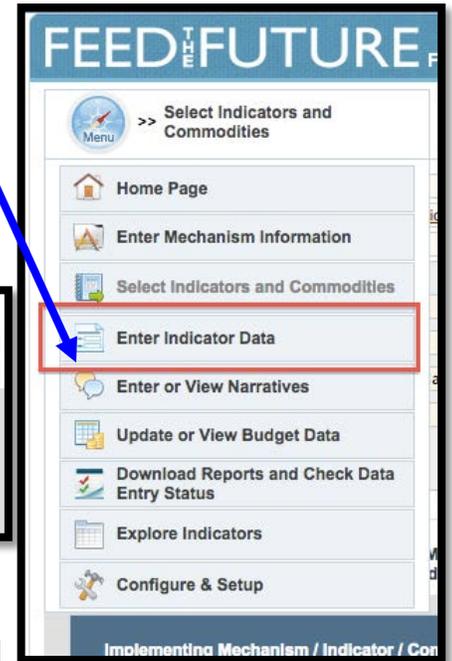
### VERY IMPORTANT

After you've confirmed / updated the indicator selections for each of your IMs/projects, you need to hit "Start Data Entry" to open the Implementing Mechanism (IM) for data entry. Implementing Partners (IPs), or anyone else, will **not** be able to enter data until this step is completed.

## Enter Indicator Data Screen (Part 1)

Now you can go to the “Enter Indicator Data” option in the dropdown menu. You can get to this same screen by choosing the  icon next to an IM’s name (**AFTER** the “Start Data Entry” button has been clicked.)

Implementing Mechanism / Indicator / Commodity	Total Indicators	# of Commodities	View	Implementing Mechanism Status	Configure
50661: Agriculture Policy Support			<a href="#">Details</a>	<a href="#">Start Data Entry</a>	
42234: Cassava III Supplement			<a href="#">Details</a>	<a href="#">Start Data Entry</a>	



Once on the “Enter Indicator Data” screen, choose your Implementing Mechanism (IM) / project / activity from the drop down menu if it is not already selected, and hit “Go”.

Menu >> Enter Indicator Data

Submit/Approve Data  
Current Status: IP Data Entry

Available Actions: -- Select Action --

Reporting Organization: USAID  
Bureau: Bureau for Food Security  
Operating unit: USAID/BFS HQ  
Prime Partner: All  
Implementing Mechanism: The Africa Leadership Training and Capacity Building Program (AFRICA LEAD)

## VERY IMPORTANT

**Implementing Partners:** After data entry is complete (steps for that discussed in next section), come back to this orange status bar, select “Submit to OU” from the dropdown menu of “Available Actions” and click “Go”. This action sends your reported data to the USAID Mission, Office, or USG Agency HQ for review.

**USAID Mission Staff:** Data entry will be locked for you until one of two things happen:

1. The implementing partner enters data **and submits it to you.**
2. You bypass the implementing partner stage (because the implementing partner is not using FTFMS). Bypass the implementing partner stage by selecting “Submit to OU” for them and click “Go.”

**Mission Staff:** Once your data entry and/or data review is complete, please select “Data Approved by OU” and click “Go” to send the data to BFS.

## Enter Indicator Data Screen (Part 2)

Once you're ready to enter data, select your IM from the dropdown menu (if it's not already selected), and its indicators will appear underneath for reporting.

- Current Selection

Reporting Organization: USAID  
 Bureau: Africa  
 Operating unit: Comoros  
 Prime Partner: All  
 Implementing Mechanism: Kate's TEST mechanism

Choose the implementing mechanism from the drop-down menu if it is not already selected. Hit "Go".

Go

Indicator data

Indicators selected for the IM will appear. Move between indicators using the drop-down menu.

Indicator: EG.3.2-6: (4.5.2-29) Value of agricultural and rural loans as a result of USG assistance (RAA) (WOG)

<< Go to Previous Indicator      Go to Next Indicator >>

Calculate totals      Save

Indicator / Disaggregation	2016 Deviation Narrative	2016 Comment	Baseline Year	Baseline Value	2016		2017	2018	2019
					Target	Actual	Target	Target	Target
EG.3.2-6: (4.5.2-29) Value of agricultural and rural loans as a result of USG assistance (RAA) (WOG)	Add	Add							
Type of loan recipient									
Producers									
Local traders/assemblers									
Wholesalers/processors									
Others									
Disaggregates Not Available									
Sex of recipient									
Male									
Female									
Joint									
n/a									
Disaggregates Not Available									

Enter data in the yellow cells:  
 --FY16 actual (FY16 target column will be un-editable because you set targets for this last year)  
 --FY17/18/19 out-year targets

FTFMS will sum the disaggregates for you and populate the blue/gray total cells. Hit the "Calculate Totals" button to see the sum FTFMS is calculating.

Please note that the total for each disaggregate must match. FTFMS will alert you if they do not match.

First name      Last name      Comment date      Implementing Mechanism Comment

Add comment about this mechanism (not about an indicator)

Click "Add" to enter a deviation narrative or indicator comment (different from an IM comment, which is at the bottom!

Type the deviation narrative/indicator comment into the box that will appear. FTFMS will alert you to enter a deviation narrative for results that are 10% above or below target (unless you already entered it).

**Do not** add deviation narratives or indicator comments here. Only enter comments that apply to the entire implementing mechanism.

## Enter Indicator Data Screen (Part 2) (continued...)

- Current Selection

Reporting Organization: USAID  
 Bureau: Africa  
 Operating unit: Comoros  
 Prime Partner: All  
 Implementing Mechanism: Kate's TEST mechanism

**Go**

After you enter your data for each indicator, **hit "SAVE"** and then move to the next indicator.

Indicator data

Indicator: EG.3.2-6: (4.5.2-29) Value of agricultural and rural loans as a result of USG assistance (RAA) (WOG) **Calculate totals**

[<< Go to Previous Indicator](#)
[Go to Next Indicator >>](#)
**Save**

Indicator / Disaggregation	2016 Deviation Narrative	2016 Comment	Baseline Year	Baseline Value	2016		2017	2018	2019
					Target	Actual	Target	Target	Target
EG.3.2-6: (4.5.2-29) Value of agricultural and rural loans as a result of USG assistance (RAA) (WOG)	Add	Add	2015			300.00			
Type of loan recipient						300.00			
Producers						200.00			
Local traders/assemblers						100.00			
Wholesalers/processors									
Others									
Disaggregates Not Available									
Sex of recipient						300.00			
Male						100.00			
Female						200.00			
Joint									
n/a									
Disaggregates Not Available									

First name	Last name	Comment date	Implementing Mechanism Comment
<a href="#">Add comment about this mechanism (not about an indicator)</a>			

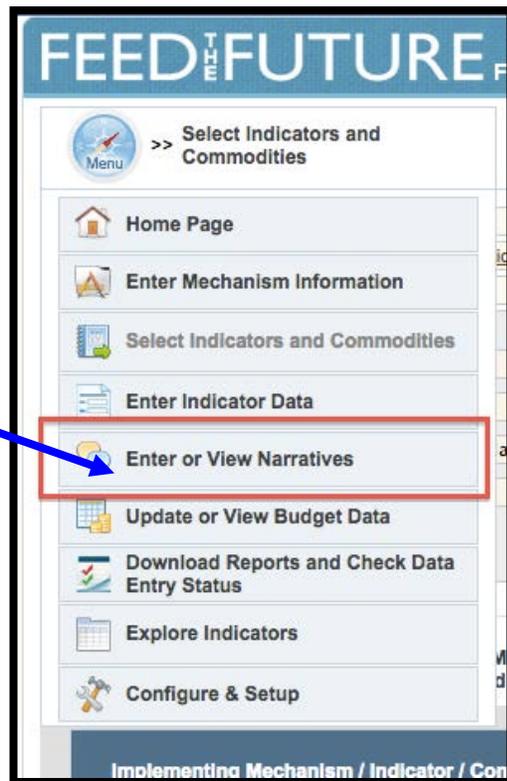
See how the \$100 in loans to male recipients + the \$200 in loans to female recipients adds up to a total of \$300 in loans. This \$300 also matches the other disaggregate above ("Type of loan recipient"), which indicates that out of the \$300 total loans amount received, \$200 of it went to people who are producers and \$100 of it went to people who are local traders. Again, for a matching total of \$300.

## Enter or View Narratives Screen

In addition to reporting indicator data, narrative reporting is also required. See page 12 of this guidance.

As a reminder, FTFMS requires four different narratives

- The **Deviation Narratives** and **Indicator Comments** are done in the indicator data entry screen as shown above.
- **IM Performance Narratives** and the **FTF Key Issue Narratives** are done in the “Enter or View Narratives” screen in FTFMS.



TYPE OF NARRATIVE	WHO'S RESPONSIBLE	PURPOSE
Indicator deviation narratives	Implementing Partners (IPs)	Required if the FY15 actual deviates +/- 10% from the FY15 target. Deviation narratives may be short (two or three sentences), but must directly address the deviation and its cause.
Indicator comments	IPs	To provide details on a specific indicator, list public-private partnerships being counted (for PPP indicator), list technologies ready for dissemination (tech indicator), explain unique circumstances or outline data collection challenges.  (Refer to the indicator PIRS to determine if specific comment is required for an indicator.)
<b>IM performance narratives</b> <i>(see template pg.12)</i>	IPs ...One per IM	To explain what the IM is doing, explain the context not evident in the numerical data, discuss successes and challenges, etc.
<b>FTF Key Issue narratives</b> <i>(see template pg.12)</i>	OUs ...One USAID OU – same as the PPR	To provide an overall picture of the OU's efforts in the FTF Initiative and discuss overarching goals, ZOI selection (Focus Countries only), overall country context, and to help interpret FTFMS data and prepare for the FTF Portfolio Reviews.

# Enter or View Narratives Screen (continued...)

**FEED THE FUTURE** Feed the Future Monitoring System Help | About | Log Out

Welcome, Kate West !

**>> Enter or View Narratives**

+ Search  
 + Screen Instructions (click here to edit screen instructions)  
 + Export/Print

- Current Selection

Reporting Organization: USAID  
 Bureau: Africa  
 Operating unit: Comoros  
 Prime Partner: All  
 Implementing Mechanism: Kate's TEST mechanism

**Go**

**IM Performance Narratives:** Ensure the IM for which you want to enter narratives is selected, if it's not already. Click "Go".

**USAID Mission users:** To enter your Mission FTF Key Issue Narrative, be sure to select the IM titled **"High-level Indicators – xx country name"** (for Focus Countries) or **"FTF Key Issue/Smallholders"** (for Aligned Countries).

Performance Narratives    Planning Narratives    Other Reporting Documents

Name	Last Modified On	Last Modified By
<a href="#">Add Narrative</a>		
Historical documents for previous reporting periods		
FY Year		
FY 2015	Kate's TEST mechanism	

There are three tabs on this screen:

- (1) the "Performance Narratives" tab = IM Performance and FTF Key Issue Narratives
- (2) the "Planning Narratives" tab = Imported narrative from the OP in NextGen – for your reference only;
- (3) the "Other Reporting Documents", where you can upload Annual Reports, photos, etc.

**Narrative Type**  
Performance Narratives

**Template \***

- Select --
- IM Performance Narrative (Multi Tabs)
- FTF Key Issue (Multi Tabs)
- Kate's TEST mechanism

Click "Add Narrative" to open the box here. **Select the template you need:**

- IPs should be doing IM Performance Narrative [one per IM];
- USAID Mission staff should be doing FTF Key Issue Narratives [one per Focus Country OU]

## Enter or View Narratives Screen (continued...)

IM Performance Narratives in FTFMS:

**Narrative Type**  
Performance Narratives

**Template \***  
IM Performance Narrative (Multi Tabs)

**Instruction**  
Please complete all 5 sections: Project Summary, Reporting FY Performance, Successes, Challenges, Description of Expected FY Activities.

**Narrative Title \***  
Kate's TEST mechanism

**Project Summary** | **Reporting FY Performance** | **Successes** | **Challenges** | **Description of Expected Activities**

*(One short paragraph listing project context, geographic location (for BFS mechanisms), purpose, scope, key approaches, and goals. Mention the main beneficiaries and key stakeholders/partners—one option is to modify/update the OP narrative.)*

**Narrative Text: \*** Total Characters: 654

**Annotations:**

- A yellow box at the top right states: **New this year!** The sections of the narrative should be entered on different tabs in FTFMS so we can extract them separately later. Click on each tab to show the data entry field where you should type.
- A yellow box at the bottom right states: Type the narrative in the text box (or cut/paste from a Word/Google doc – formatting will be preserved) – but you must paste each part under its respective tab. Click "Save".

**Buttons:** Save, Close

## Enter or View Narratives Screen (continued...)

FTF Key Issue Narratives in FTFMS:

**New this year!** The sections of the narrative should be entered on different tabs in FTFMS so we can extract them separately later.

Click on each tab to show the data entry field where you should type.

**Narrative Type**  
Performance Narratives

**Template \***  
FTF Key Issue (Multi Tabs)

**Instruction**  
Please complete all 6 sections: Overview, ZOI PBS findings, Value chain/outcome targets, Other results, Success highlights and Challenges.

**Narrative Title \***  
Kate's TEST mechanism

Overview    ZOI PBS findings    Value chain/outcome targets    Other results    Success highlights    Challenges

*1-2 sentence summary of Mission's overall objectives and approach to implementing FTF, including largest intervention areas (e.g., key value chains).*

**Narrative Text: \*** Total Characters: 654

Rich text editor toolbar: Bold, Italic, Underline, ABC, Paragraph, Font Family, Font Size, etc.

**Save**    Close

Narratives can be re-edited and/or deleted if necessary. Narratives submitted in prior years can be seen at the bottom.

Performance Narratives    Planning Narratives    Other Reporting Documents

	Name	Last Modified On	Last Modified By
	<a href="#">Kate's TEST mechanism</a>	Nov 19, 2015	Charisse McBride
	<a href="#">Kate's TEST mechanism w/ Ahmed's format</a>	Nov 05, 2015	Kate West

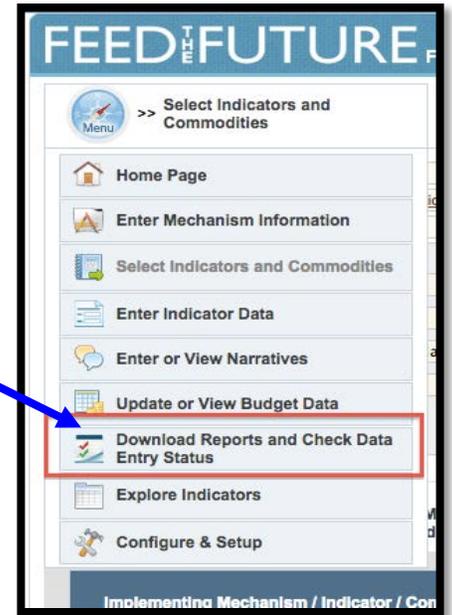
[Add Narrative](#)

Historical documents for previous rounds

FY Year	Name	Last Modified On	Last Modified By
---------	------	------------------	------------------

## Download Reports and Check Data Entry Status Screen

After indicator and narrative data entry, you can also download reports in FTFMS (with data as far back as 2011!). Navigate to this screen in the menu:



Several tabs are available:

Use the **“Export Data by IM”** tab to export data for a specific IM exactly as the data appear on the data entry screen.

The **“Portfolio Report”** creates a Word or PDF file of all the IM details (tags, key issues, start date, COR, etc.) and the IM performance narratives. BFS uses this for the BFS Portfolio Reviews and for project fact sheets.

**Custom Reports:** Click this tab to create custom reports. See next screenshot.

The **“By Status”** tab tells you the actions taken by the implementing partner and the mission. (Submitted, approved, etc.)

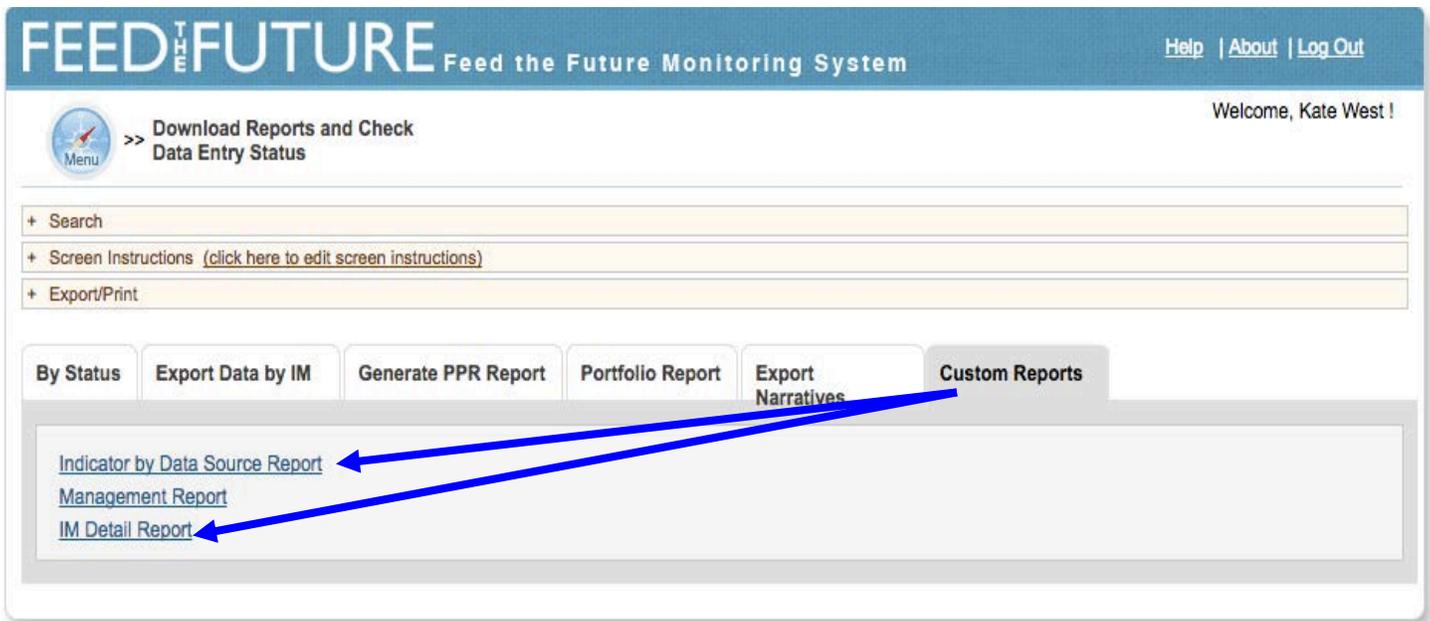
**Generate PPR Report (USAID OU staff only):** This tab allows you to export your OU’s FTFMS PPR Report: Make sure your mission/office is selected and click “Go.” Click “Export to MS Excel File” for current data (FY16 actuals and FY17-19 targets). “Export historical data to Excel” will include all data since FY11, including current data.

**Export Narratives:** Click this tab to export IM Performance Narratives. It is a Word-compatible file. All narratives for an OU can be exported in a single file.

## Download Reports Screen (continued...) → Custom Reports

After going to the “Custom Reports” tab, there are two options of interest:

- The “**Indicator by Data Source Report**”, which pulls the indicator results data in a variety of formats;
- The “**IM Detail Report**”, which pulls a list of IMs / activities / projects for your Mission or office with all of their identifying info, such as ID number, Award number, AOR/COR contact, etc. No indicator data is included in this report.



The screenshot displays the FEED THE FUTURE monitoring system interface. At the top, the logo "FEED THE FUTURE" is followed by "Feed the Future Monitoring System". Navigation links for "Help", "About", and "Log Out" are in the top right. A user greeting "Welcome, Kate West!" is visible. The main navigation area includes a "Menu" icon and a "Download Reports and Check Data Entry Status" link. Below this are three expandable sections: "+ Search", "+ Screen Instructions (click here to edit screen instructions)", and "+ Export/Print". A horizontal menu contains several report options: "By Status", "Export Data by IM", "Generate PPR Report", "Portfolio Report", "Export Narratives", and "Custom Reports". The "Custom Reports" tab is selected and expanded, showing three sub-options: "Indicator by Data Source Report", "Management Report", and "IM Detail Report". Two blue arrows originate from the "Custom Reports" tab and point to the "Indicator by Data Source Report" and "IM Detail Report" links.

Download Reports Screen (continued...) →  
 Custom Reports → **Indicator by Data Source Report** - part 1

**FEED THE FUTURE** Feed the Future Monitoring System

Indicators by Reporting Organization/OU/IM/Year

Click to collapse

Reporting Organization: USAID  
 Bureau: Africa  
 Operating unit: Comoros  
 Implementing Mechanism: All

Indicator Status: Active  
 Indicator Grouping: All

Indicator: [FTF 01-: Estimated number and per HL.9-a: (3.1.9-11) Prevalence of stu HL.9-b: (3.1.9-12) Prevalence of wa HL.9-d: (3.1.9-13) Prevalence of un HL.9-e: (4.7-16) Prevalence of house]

Commodity: Animal feed, Apples, Avocado, Bambara/Round nut (Vigi), Bananas

Groupings: Reporting Organization, Bureau, Operating Unit, Implementing Mechanism

Years: 2004, 2005, 2006, 2007, 2008

Values: Baseline, Target, Actual

Tags: 56482, Agricultural Markets and Agricultural Productivity, Agriculture and Food Sec, Agriculture/Nutrition Inte

Include All in Report  
 Convert to Metric Tons:   
 Include FFP IM's:   
 Show IM\* Number:   
 Show IM\* Prime Partner:   
 Show IM\* Locations:   
 Show IM\*(Ac)   
 Show IM\* Deviation Narratives and Indicator Comments:   
 Show IM\* Narrative/Comment Year: FY 2015

Submit Reset

This report is configured by moving options from boxes on the left side to the boxes on the right side to mark your selections.

**Indicator Filter:** Choose from the drop-down menu if you only want to see certain types of indicators.

**Indicators:** Select as many indicators as desired (use "shift" to choose more than one at a time). If indicators are not selected, all indicators will be selected by default.

**Commodity:** Filter by commodity if you want (but this NARROWS the report output). All commodities will be displayed by default.

**Groupings:** This determines how the report output will be organized (e.g. an indicator with all IMs contributing underneath, or an IM first, with all its indicators underneath, etc.). The report will be grouped by the top grouping. Use "move up" or "move down" buttons to arrange.

**Years:** FY11 is the first year of FTFMS data, but older data may be available for Africa OUs.

## Download Reports Screen (continued...) →

### Custom Reports → **Indicator by Data Source Report** – part 2

The screenshot shows the configuration interface for the 'Indicator by Data Source Report'. It includes sections for 'Groupings' (Reporting Organization, Operating Unit, Implementing Med), 'Years' (2004-2008), 'Values' (Baseline, Target, Actual), and 'Tags' (6482, Agricultural M, Agricultural P, Agriculture an, Agriculture/M). A large yellow callout box explains the 'Values' and 'Tags' fields. Another yellow callout box at the bottom explains the 'Include All in Report', 'Show Disaggregates', 'Include FFP IM's', and 'Include Non-FFP's IM's' options. A third yellow callout box at the bottom right explains the 'Submit and Export' button. A blue callout box at the bottom left explains the 'Show IM' Number', 'Show IM' Life Of Activity', 'Show IM' Prime Partner', 'Show IM' Locations', 'Show IM' Tags', 'Show IM' Deviation Narratives and Indicator Comments', and 'Show IM' Narrative/Comment Year' options. The 'Submit' button is highlighted with a blue box and an arrow pointing to a callout box.

**Values:** Choose which of the indicator data entry columns you want to see in the report.

**Tags:** Choose tags to filter/narrow the report to only show those IMs with the selected tag. See NEW geographic-related tags at the bottom of the list.

The bottom of the screen provides a variety of options for what you want to be included / displayed in the report, including:

- Choose **"Include All"** to ensure closed-out (but legitimate) projects are included in the report totals.
- **"Show Disaggregates"** (for more detail) or **"Hide Disaggregates"** (for less detail and faster reports).
- Use the checkboxes next to **"Include FFP IMs"** or **"Include Non-FFP IMs"** if you want to only see FFP data or see all but FFP data. By default, both "regular" FTF and FFP results will be included (i.e. both are checked).

**Include All in Report**  **Show Disaggregates**

**Include FFP IM's:**  **Include Non-FFP's IM's:**

**Show IM' Number:**  **Show IM' Life Of Activity:**

**Show IM' Prime Partner:**  **Show IM' Tags:**

**Show IM' Locations:**  **Show IM'Activity' Comments:**

**Show IM' Deviation Narratives and Indicator Comments:**  **Sort IM'Activity' Title:**

**Show IM' Narrative/Comment Year:** FY 2015

\*Option requires IMM activity be included in Groupings selections  
\*\*Show Commodity Disaggregates Only for Gross Margin and Incremental Sales Indicators  
Green options only included in Excel output.

**Submit**  **Reset**

**"Show life of activity"** will add a row with start/end dates;

**"Show IM number"** will add another row with the NextGen / FACTSInfo ID number (unique ID number per IM – same here as in F's system).

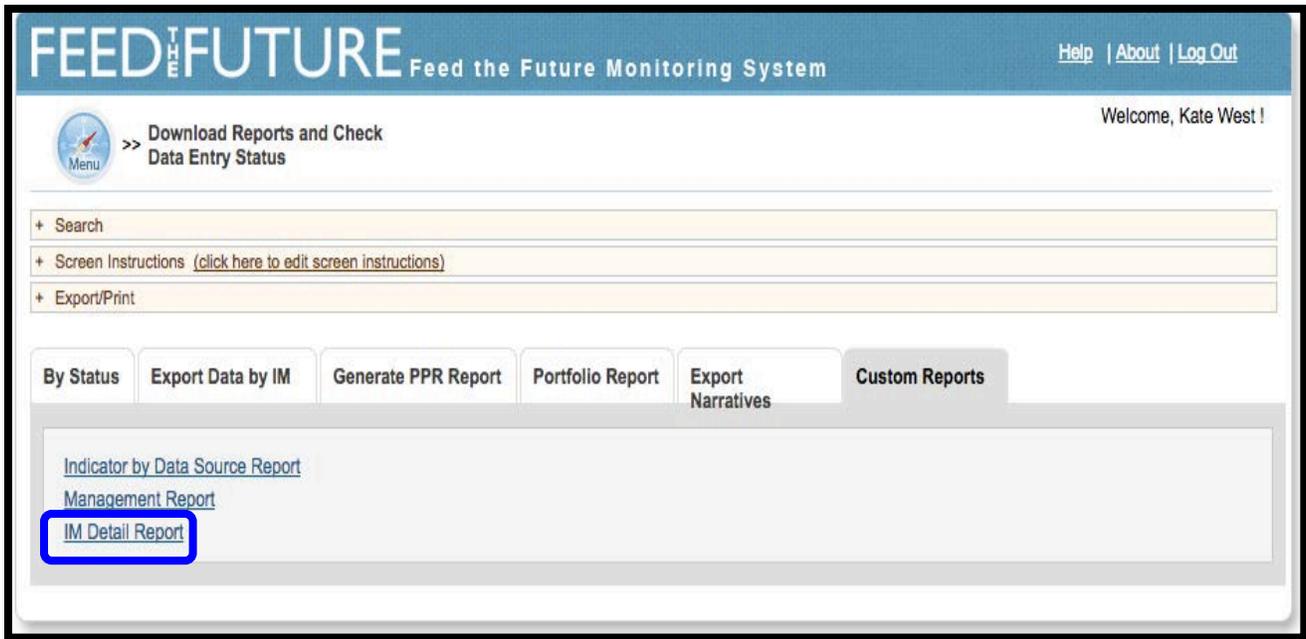
The other options simply add a column in the FTFMS report output to include whichever information you choose, including **"Show Prime Partner"**, **"Show IM Locations"**, **"Show IM Tags"**, **"Show IM/Activity Comments"**, etc.

**Submit and Export:** Click "Submit" once the report is configured. Click the Excel icon  (will be at the top right of the screen) to export to Excel.

Large reports can take several minutes (to an hour!) to run so only choose what you need to see.

Download Reports Screen (continued...) → Custom Reports → **IM Details Report**

The other option is the IM Details Report – **new this year!**



**Choose the “universe” you want to see in the report (you will only have access to those projects allowed in your user profile).**

Again, see the options on the left and move your selection to the right-hand box. Leave “Tags” and “Key Issues” blank unless you want to **narrow** the report by those filters.

Choose the IM Details you’d like in the report, or choose “Show All Columns” for each of these pieces of info to show.

For “Contact”, you can choose to show only certain types, like a list of AORs/CORs, if you want. Just choose from the dropdown. All Contact Role Types are included by default.

After you make your selections, hit “Submit” to generate the report. A preview appears at the bottom of the screen, but hit the Excel icon  (top right of screen) to export to Excel.