

Screenshot Instructions (with Annotations!) for using FTFMS

These screenshots explain exactly how to use FTFMS. Click on the links below to navigate to a specific part of the instructions:

Table of Contents

Login Screen	2
FTFMS Menu.....	4
Enter Mechanism Information Screen.....	5
Enter Mechanism Information Screen: Current Selection.....	6
Enter Mechanism Information: IM List	7
IM Details:.....	8
IM Details: Life of IM	10
IM Details: Benefitting Country	11
IM Details: Locations.....	12
IM Details: IM Tag and Key Issue	14
Select Indicators and Commodities Screen.....	16
Select Indicators and Commodities screen: Adding Indicators.....	17
Select Indicators and Commodities screen: Adding Commodities	18
Select Indicators and Commodities screen: Add Commodities Screen.....	19
List of Commodity Indicators, the following indicators require an Assigned Commodity.....	20
Select Indicators and Commodities screen: Start Data Entry	21
Enter Indicator Data Screen (Part 1).....	22
Enter Indicator Data Screen: Data Entry Screen	24
Enter Indicator Data Screen Data Entry Screen (continued...)	25
Enter or View Narratives Screen.....	26
Enter or View Narratives Screen: Add Narrative	27
Enter or View Narratives Screen: IM Performance Narrative	28
Enter or View Narratives Screen: FTF Key Issue.....	29
Download Reports and Check Data Entry Status Screen	30
Download Reports Screen: Custom Reports	31
Download Reports Screen (continued...) → Custom Reports → Indicator by Data Source Report – part 1.....	32
Download Reports Screen (continued...) → Custom Reports → Indicator by Data Source Report – part 2.....	33
Download Reports Screen (continued...) → Custom Reports → IM Details Report.....	33
Entering Location Data in FTFMS.....	36

Login Screen

Go to www.ftfms.net

Enter your full e-mail address
(such as kawest@USAID.gov)

FEED THE FUTURE
Feed the Future Monitoring System

Username

Password [Forgot password](#)

USAID SECURITY/MONITORING STATEMENT
You are using an official United States Government system, which may be used only for authorized U.S. Government purposes. Unauthorized access or use of this system may subject you to administrative, civil, or criminal actions, as well as fines or other penalties. In accordance with Federal Regulations, employees have "a duty to protect and conserve Government property and must not use such property, or allow its use, for other than authorized purposes."
This computer system may be monitored and information disclosed for any lawful purposes, including for the management and maintenance of the system, to ensure that the system is authorized to facilitate protection against unauthorized access, and to verify security procedures, survivability and operational security. You have no reasonable expectation of privacy while using this system. Use of this system by any user, authorized or unauthorized, constitutes express consent to this monitoring.

Minimum required screen resolution is 1024x768.

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.

Click the "Forgot Password" link to have a temporary password sent to your e-mail address. You will be asked to change your password when you log in with the temporary password.

Forgot Password

* - Required Field

Username *

Once the 'Forgot Password' link is clicked, FTFMS will prompt you to enter your Username, which is your full email address. Enter your Username and click 'Send Email' to have FTFMS send you a temporary password that must be changed after being used. See next screenshot for instructions for the 'Change Password' screen.

Change Password * - Required Field

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)

FTFMS Password Requirements:

- 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.
- Must not repeat previous passwords

New Password *

Confirm Password *



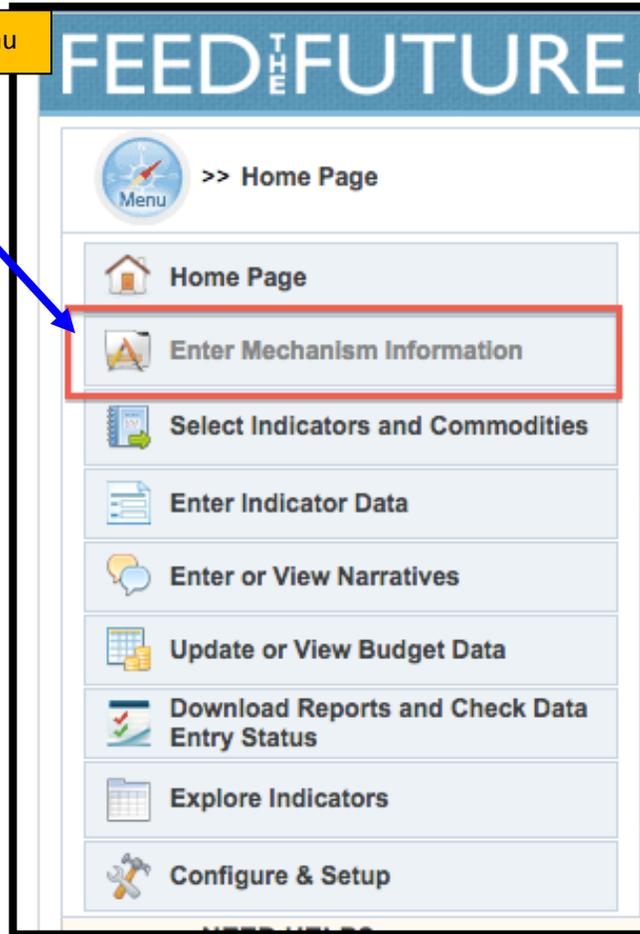
In the 'Change Password' screen, you must create a password that meets the password requirements listed on the screen. You can have the system auto-generate a new password that will meet the password criteria by clicking the 'Auto-Generate' button.

FTFMS Menu

The screenshot displays the 'FEED THE FUTURE' monitoring system interface. At the top, the logo 'FEED THE FUTURE' is followed by the text 'Feed the Future Monitoring System'. A navigation menu is open on the left side, listing several options: '>> Home Page', 'Home Page', 'Enter Mechanism Information', 'Select Indicators and Commodities', 'Enter Indicator Data', 'Enter or View Narratives', 'Download Reports and Check Data Entry Status', 'Explore Indicators', and 'Configure & Setup'. A blue arrow points from the 'Menu' icon at the top of the menu to a yellow callout box. The callout box contains the text: '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.)'. The background of the interface shows a grid of icons for various functions: 'Enter Indicator Data', 'Enter or View Narratives', 'Download Reports and Ch...', 'Explore Indicators', and 'Configure & Setup'.

Enter Mechanism Information Screen

Go to this option on the menu



Enter Mechanism Information Screen: Current Selection



>> Enter Mechanism Information

Menu

+ 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

--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 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.

[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	✎	📄

Enter Mechanism Information: IM List

FEED THE FUTURE Feed the Future Monitoring System [Help](#) | [About](#) | [Log Out](#)

Welcome, John Spears!

>> Enter Mechanism Information

+ 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

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.

[Display Hidden Projects](#)

	ID	Award Number	Implementing Mechanism	Prime Partner	Total Indicators	FY Created	IM Details	Configure Indicators
<input checked="" type="checkbox"/>	0661	TBD	Agriculture Policy Support	TBD	0	2013		
<input checked="" type="checkbox"/>	42234		Cassava III Supplement	International Institute of Tropical Agriculture, The	1	2012		
<input checked="" type="checkbox"/>	42324	AID-623-A-09-00014	Farmers to Market (Paul Carlson Partnership)	The Paul Carlson Partnership	1	2009		
<input checked="" type="checkbox"/>	42229	AID-623-C-11-00008	Food Production Processing and Marketing Activity (FPPM)	Development Alternatives, Inc.	0	2012		

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:

Implementing Mechanism Details

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

Reporting Organization: * USAID

IM ID: * 42385

IM Name: Agricultural Growth Program –Agri-business and Value Chain Development project (AGP-AMDe)

Prime Partner: * ACDI/VOCA

Type: * Direct Contract

Fiscal Year Created: * 2011

Life of IM: (YYYY) * from 2011-05-1 to 2016-05-1

Benefiting Country: *
The country (ies) which benefit from the implementing mechanism, even if the implementing mechanism is not physically located there.

- Afghanistan
- AFR-SD
- Africa
- African Union
- Albania
- Algeria
- Ethiopia

Website:

Locations:
The physical place(s)/geographic location(s) where the implementing mechanism is operating.

- Ethiopia -> Amhara
- Ethiopia -> Oromia
- Ethiopia -> Southern Nations, N
- Ethiopia -> Tigray

[Download Template](#)
[Import Location Data](#)
[Download Location Data](#)
[Remove Location](#)

Longitude and Latitude:
The Longitude and Latitude of the location(s) where the implementing mechanism is operating.

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.

Implementing Partners: Alert your USAID POC if you notice any data here is incorrect or incomplete.

Please contact us at Support@FTFMS.net if you are unable to locate an implementing mechanism. / activity / project.

Download Template
Import Location Data
Download Location Data
* Scroll to the bottom for Save button.

Implementing Mechanism Details

* FACTSInfo Transferred

Reporting Organization: * USAID OU: * Ethiopia

IM ID: * 42385 Award #: * AID-663-TO-11-00003

IM Name: Agricultural Growth Program –Agri-business and Value Chain Development project (AGP-AMDe)

Prime Partner: * ACDIVOCA

Type: * Direct Contract

Fiscal Year Created: * 2011 Life of IM: (YYYY) *

Benefiting Country: *
The country (ies) which benefit from the implementing mechanism, even if the implementing mechanism is not physically located there.

Afghanistan
 AFR-SD
 Africa
 African Union
 Albania
 Algeria

Website:

Locations:
The physical place(s)/geographic location(s) where the implementing mechanism is operating.

Ethiopia -> Amhara
 Ethiopia -> Oromia
 Ethiopia -> Southern Nations, Nationalities and Peoples
 Ethiopia -> Tigray

[Download Template](#)
[Import Location Data](#)
[Download Location Data](#) [Remove Location](#) [Add Location](#)

Longitude and Latitude:
The Longitude and Latitude of the location(s) where the implementing mechanism is operating.

[Download Template](#) [Import Location Data](#) [Download Location Data](#) * Scroll to the bottom for Save button.

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 FTMS. Edits to these fields must be made to your Mission's 2016 OP in NextGen (NextGen pushes updates to FTMS daily).
 Some IMs are created in FTMS 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: Life of IM

Implementing Mechanism Details * FACTSInfo Transferred

Reporting Organization: * USAID **OU:** * Ethiopia

IM ID: * 42385 **Award #:** * AID-663-TO-11-00003

IM Name: Agricultural Growth Program –Agri-business and Value Chain Development project (AGP-AMDe)

Prime Partner: * ACDI/VOCA

Type: * Direct Contract

Fiscal Year Created: * 2011

Life of IM: * from 2011-05-1 to 2016-05-1

Benefiting Country: *
The country (ies) which benefit from the implementing mechanism, even if the implementing mechanism is not physically located there.

Afghanistan
AFR-SD
Africa
African Union
Albania
Algeria

Ethiopia

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.

Website:

Locations:
The physical place(s)/geographic location(s) where the implementing mechanism is operating.

Ethiopia -> Amhara
Ethiopia -> Oromia
Ethiopia -> Southern Nations, Nationalities and Peoples
Ethiopia -> Tigray

[Download Template](#)
[Import Location Data](#)
[Download Location Data](#) [Remove Location](#) [Add Location](#)

Longitude and Latitude:
The Longitude and Latitude of the location(s) where the implementing mechanism is operating.

[Download Template](#) [Import Location Data](#) [Download Location Data](#) * Scroll to the bottom for Save button.

IM Details: Benefitting Country

Implementing Mechanism Details * FACTSInfo Transferred

Reporting Organization: * USAID **OU:** * Ethiopia

IM ID: * 42385 **Award #:** * AID-663-TO-11-00003

IM Name: Agricultural Growth Program –Agri-business and Value Chain Development project (AGP-AMDe)

Prime Partner: * ACDI/ **Type:** * Direct

Fiscal Year Created: *

Benefiting Country: *
The country (ies) which benefit from the implementing mechanism, even if the implementing mechanism is not physically located there.

Afghanistan AFR-SD Africa African Union Albania Algeria Ethiopia

Website:

Locations:
The physical place(s)/geographic location(s) where the implementing mechanism is operating.

Ethiopia -> Amhara
Ethiopia -> Oromia
Ethiopia -> Southern Nations, Nationalities and Peoples
Ethiopia -> Tigray

[Download Template](#) [Import Location Data](#) [Download Location Data](#) [Remove Location](#) [Add Location](#)

Longitude and Latitude:
The Longitude and Latitude of the location(s) where the implementing mechanism is operating.

[Download Template](#) [Import Location Data](#) [Download Location Data](#) * Scroll to the bottom for Save button.

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 Details: Locations

Please see the “Enter Location data” section for instructions on how to use the bulk location data upload tool.

Implementing Mechanism Details

Website: _____

Locations:
The physical place(s)/geographic location(s) where the implementing mechanism is operating

Download Template
Import Location Data

Remove Location **Add Location**

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.

Longitude and Latitude:
The Longitude and Latitude of the location(s) where the implementing mechanism is operating.

IM Contact: _____

IM Tag:
Energy
Evaluation and Population Based Survey Services
Facilitation
Farmer Training
Feed the Future Nigeria Agro-Inputs Project
FFPMIS

Key Issue: * Adaptation

Download Template Import Location Data * Scroll to the bottom for Save button

Add New Project Location

Admin Level 0: -- Select --

Admin Level 1: -- Select --

Admin Level 2: -- Select --

Admin Level 3: -- Select --

Admin Level 4: -- Select --

Admin Level 5: _____

Note: _____

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)
--Other Admin levels as needed
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.

Implementing Mechanism Details * FACTSInfo Transferred

IM Contact: test, test (test@ffms.net) (AM)

[Remove Contact](#) [Add Contact](#)

IM Tag: FFPMS
Food For Education and Nutrition
Gender Equity
Impact Evaluation
Improved Agricultural Policy environment
Improved Nutrition

Key Issue: * Adaptation
Adaptation - Indirect
Advancing Human Rights
Agricultural Development - Earmark
Agriculture and Food Security - Dairy
Agriculture and Food Security - Global Food Security

Local partners leveraged / involved: Partnership for Rural Development Action
Community Aid for Rural Development
Abt Associates Inc
ABT ASSOCIATES INC.
Abyssinia Bank
Acacia Water

[Create new](#)

IM CONTACT:
Select contacts for each IM.

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".

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

Add New Project Contact *- Required Field

Contact (Filter): * -- Select --

Contact Type: -- Select --

[Create Contact](#)

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

ADD NEW PROJECT CONTACT:

Use the "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 Contact" if a contact does not have an FTFMS account to create a contact.

IM Details: IM Tag and Key Issue

The screenshot shows a web form titled "Implementing Mechanism Details" with a "FACTSInfo Transferred" status. It features several dropdown menus for selecting "IM Tag", "Key Issue", "Local partners leveraged / involved", and "Non-local partners". Two callout boxes provide instructions: one for "KEY ISSUE (USAID only)" and another for "IM TAGS".

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 TAGS:
Tags are helpful for labeling IMs/Projects/activities by a topic, cross-cutting theme, or 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").

Implementing Mechanism Details * FACTSInfo Transferred

Local partners leveraged / involved:

- Partnership for Rural Development Action
- Community Aid for Rural Development
- Abt Associates Inc
- ABT ASSOCIATES INC.
- Abyssinia Bank
- Acacia Water

Non-local partners leveraged / involved:

- African Center for Economic Transformation
- African Ceramics

Trading Countries:

- Algeria
- Angola
- Benin
- Botswana
- Brunei
- Burkina Faso

* Scroll to the bottom for Save button.

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.

Click 'Save' once you have completed entering IM information!

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!



FEED THE FUTURE Feed the Future Monitoring

Menu >> Select Indicators and Commodities

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

- Current Selection

Reporting Organization: USAID
Bureau: Africa
Operating unit: Democratic Republic of the Congo
Implementing Mechanism: All

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.

Enable Notification Delivery

Show Numbers
Save

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			Details	Start Data Entry	
+ 28501: Integrated Health Project (IHP)			Details	Start Data Entry	
+ 42364: Jenga Jamaa 2			Details	Start Data Entry	
+ FTFMS Only Pool Malebo Rice (Bralima Rice SDA)			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	

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

Select Indicators and Commodities screen: Adding Indicators

<input checked="" type="checkbox"/>	42353: Tuendelele Pamoja		Details
<input checked="" type="checkbox"/>	3.1.9(1): Number of people trained in child protection through USAID-supported programs (S)(di)		Reference Sheet;
<input checked="" type="checkbox"/>	4.5.2(2): Number of hectares of land under improved technologies or management practices with USAID assistance (RAA) (WOG)(disaggregation by: Techno		Reference Sheet;
<input checked="" type="checkbox"/>	4.5.2(7): Number of individuals who have received supported short-term agricultural sector (RAA) (WOG)(disaggregation by: individual, Sex)		Reference Sheet;
<input checked="" type="checkbox"/>	4.5.2(13): Number of rural households benefiting directly from USAID interventions (RAA)(disaggregation by: New/Continuing, Gendered Household Type)		Reference Sheet;
<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 USAID assistance (RAA) (WOG)(disaggregation by: Type of organization, New/Continuing)		Reference Sheet;
Add Indicator			

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:

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 USAID 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 USAID 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 USAID assistance (RAA) (WOG)	🏛️
<input type="checkbox"/>	4.5.1(17): Kilometers of roads improved or constructed as a result of USAID assistance (RAA) (WOG)	🏛️
<input type="checkbox"/>	4.5.1(25): Number of households with formalized land with USAID assistance (RAA) (WOG)	🏛️
<input type="checkbox"/>	4.5.1(28): Hectares under new or improved/rehabilitated irrigation and drainage services as a result of USAID assistance (RAA) (WOG)	🏛️

Select Indicators and Commodities screen: Adding 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**)

+

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)	
×	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: Commodity, Area/Production/Value of Sales/Quantity of Sales/Purchased)	
	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 (RAA) (disaggregation by: Area/Process/Step)	
×	EG.3.1-12: (4.5-1) enabling environment (RAA) (disaggregation by: Area/Process/Step)	

Add Commodity

<p>General list of commodities</p> <ul style="list-style-type: none"> Animal feed - Other Apples - Horticulture Avocado - Horticulture Bambara/Round nut (Vigna subterranea) - D Bananas - Horticulture Beans (biofortified) - Dry Grain Pulses & Legu 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 	<p>></p> <p><</p>	<p>Selected list of commodities</p> <div style="border: 1px solid gray; height: 150px; width: 100%;"></div>
--	-------------------------	--

Select Indicators and Commodities screen: Add Commodities Screen

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 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**)

Beans (biofortified) (Dry Grain Pulses & Legumes)

Add Commodity

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

List of Commodity Indicators, the following indicators require an Assigned Commodity

You will need to add commodities (just like shown above) for all commodity-related indicators, which include:

2016 Set of Commodity-related indicators:

- EG.3-6, -7, -8: Farmer's gross margin per hectare, per animal or per cage obtained with USG assistance (RAA)
- EG.3.1-a: Percent change in value of intraregional trade in targeted agricultural commodities (RAA) (for regional OUs)
- EG.3.2-17: Number of farmers and others who have applied improved technologies or management practices with USG assistance (RAA) (WOG)
- EG.3.2-18: Number of hectares of land under improved technologies or management practices with USG assistance (RAA) (WOG)
- EG.3.2-19: Value of small-holder incremental sales generated with USG assistance (RAA)
- EG.3.2-23: Value of targeted agricultural commodities exported with USG assistance (RAA)
- EG.3.3-a: Prevalence of women of reproductive age who consume targeted nutrient-rich value chain commodities (O)
- EG.3.3-b: Prevalence of children 6-23 months who consume targeted nutrient-rich value chain commodities (O)
- EG.3.3-11: Total quantity of targeted nutrient-rich value chain commodities produced by direct beneficiaries with USG assistance that is set aside for home consumption (RAA)

NEW! 2018 set of Commodity-related indicators:

- EG.3-10, 11, 12: Yield of targeted agricultural commodities among program participants with USG assistance
- EG.3.1-c: Value of targeted agricultural commodities exported at a national level
- EG.3.2-26: Value of annual sales of farms and firms receiving USG assistance
- EG.3.2-a: Proportion of producers who have applied targeted improved management practices or technologies
- FTF Context-11: Yield of targeted agricultural commodities
- EG.3.2-24: Number of individuals in the agriculture system who have applied improved management practices or technologies with USG assistance
- EG.3.2-25: Number of hectares under improved management practices or technologies with USG assistance

Select Indicators and Commodities screen: Start Data Entry

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.

Reporting Organization: USAID
Bureau: Africa
Operating unit: Democratic Republic of the Congo
Implementing Mechanism: All

Go

Implementing Mechanism / Indicator / Commodity | Indicator / Implementing Mechanism / Commodity | Commodity / Indicator / Implementing Mechanism

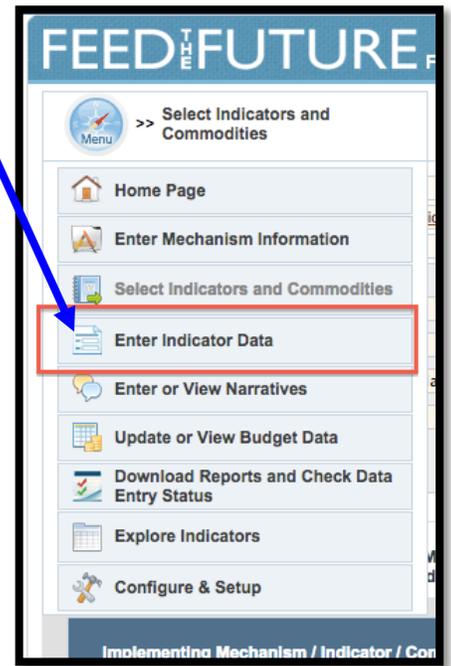
Enable Notification Delivery Show Numbers Save

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

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			Details	Start Data Entry	
+ 42234: Cassava III Supplement			Details	Start Data Entry	

Implementing Mechanism / Indicator / Commodity Indicator / Implementing Mechanism / Commodity Commodity / Indicator / Implementing Mechanism Enable Notification Delivery Show Numbers Save

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".

FEED

Help | About | Log Out

Welcome, Emily Hogue!

>> Enter Indicator Data

+ Search

+ Special Instructions [\(click here to edit special instructions\)](#)

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

+ Export/Print

Submit/Approve Data

Current Status: IP Data Entry Submitted Versions

Available Actions: -- Select Action --

- Current selection

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."

When your data entry and review is complete, select "**Data Approved by OU**" and click "Go" to send the data to BFS.

Interagency: You have the same workflow steps, even though you use different terms / organizational levels. There is still data entry, data review, and data submission, and you can work out the exact process specific to your Agency.

Enter Indicator Data Screen: Data Entry Screen

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: Webinar Project 2

Go

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

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

Indicator data

Indicator: EG.3.2-6: Value of agricultural and rural loans as a result of USG assistance

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

Calculate totals Save

Indicator / Disaggregation	2017 Deviation Narrative	2017 Comment	Baseline Year	Baseline Value	2017		2018	2019	2020
					Target	Actual	Target	Target	Target
EG.3.2-6: Value of agricultural and rural loans as a result of USG assistance	Add	Add							
Type of loan recipient									
Producers									
Local traders/ass									
Wholesalers/pro									
Others									
Disaggregates N									
Sex of recipient									
Male									
Female									
Joint									
n/a									
Disaggregates N									

Please note that the total for each disaggregate category must match (e.g. total number entered by Sex should match total number entered by "type of loan recipient". FTFMS will alert you if they do not match.

Enter data in the yellow cells:

- FY17 actual (FY17 target column will be un-editable because you set targets for this last year)
- FY18/19/20 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.

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.

Deviation Narratives and indicator comments go above next to indicator title.

Enter Indicator Data Screen Data Entry Screen (continued...)

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

Indicator data

Indicator: EG.3.2-6: Value of agricultural and rural loans as a result of USG assistance

<< Go to Previous Indicator Go to Next Indicator >> Calculate totals
Save

Indicator / Disaggregation	2017 Deviation Narrative	2017 Comment	Baseline Year	Baseline Value	2017		2018	2019	2020
					Target	Actual	Target	Target	Target
EG.3.2-6: Value of agricultural and rural loans as a result of USG assistance	Add	Add				300.00			
Type of loan recipient						300.00			
Producers						100.00			
Local traders/assemblers						200.00			
Wholesalers/processors									
Others									
Disaggregates Not Available									
Sex of recipient						300.00			
Male						200.00			
Female						100.00			
Joint									
n/a									
Disaggregates Not Available									

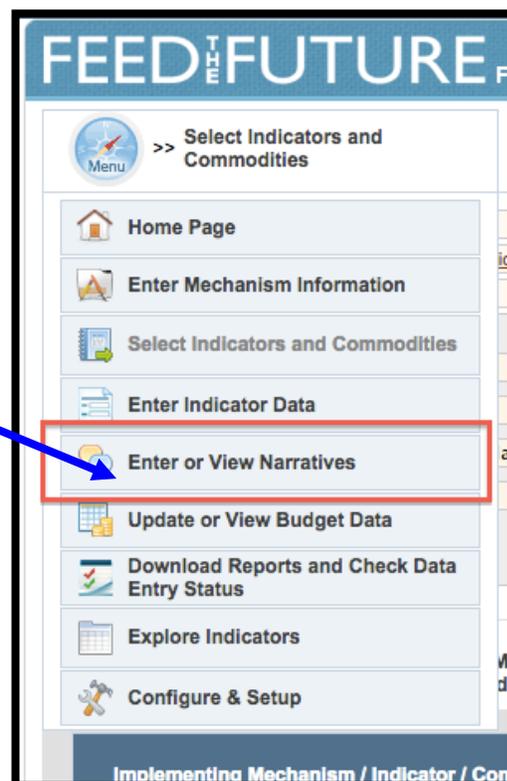
See how the \$100 in loans to male recipients + the \$200 in loans to female recipients adds up to a total of \$300 in loans. This \$300 also matches the other disaggregate above ("Type of loan recipient"), which indicates that out of the \$300 total loans amount received, \$200 of it went to people 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 FY18 actual deviates +/- 10% from the FY18 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, explain unique circumstances or outline data collection challenges. (Refer to the indicator PIRS to determine if specific comment is required for an indicator.)
IM performance narratives (see template on www.agrilinks.org/FTFMS)	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.
FTF Key Issue narratives (see template on www.agrilinks.org/FTFMS)	OUs ...One per Focus Country Mission / Regional 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, overall country context, and to help interpret FTFMS data and prepare for the FTF Portfolio Reviews.

Enter or View Narratives Screen: Add Narrative

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
Add Narrative		

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.

Historical documents for previous reporting periods

FY Year	Implementing Mechanism
FY 2015	Kate's TEST mechanism

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: IM Performance Narrative

IM Performance Narratives in FTFMS:

Narrative Type
Performance Narratives

template
IM Performance Narrative (Multi Tabs)

Instruction
FTFMS requires a one-page performance narrative for each Implementing Mechanism (IM). Narratives should include the components described below and complement / provide context for the indicator data reported into FTFMS by explaining how FY2018 results are linked to the desired outcomes -- do not just repeat the numerical data you entered in the indicators. Please identify successes and challenges and mention unique conditions or circumstances. Be sure to highlight challenges that are both within your manageable control and those that are not. Spell-out project names and acronyms; do not use jargon. For reference, an example narrative is included on the FTFMS Resources Website: <https://www.agrilinks.org/ftfms>. Please fill in all six tabs / sections below.

Narrative Title *
Kate's TEST mechanism

Project Summary
One short paragraph that starts with project context, geographic location, beneficiaries and key stakeholders/partners, etc. One option is to start by modifying/Updating the OP Planning Narrative for your IM.

FY18 Performance

Successes

IM Challenges

Lessons Learned

Desc. of Expected Activities

Narrative Text: *Total Characters: 1201

Save **Close**

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.

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”.

Enter or View Narratives Screen: FTF Key Issue

FTF Key Issue Narratives in FTFMS:

Narrative Type
Performance Narratives

Template *
FTF Key Issue (Multi Tabs)

Instruction
Each USAID OU assigned the FTF Key Issue must write a narrative for indicator reporting and is used as a comprehensive summary of the Feed the Future under the Global Food Security Strategy principles. Please write your narrative under the following categories for Peace Title II Development, water, sanitation, and nutrition. <https://www.agrilinks.org/ftfms>.

Narrative Title *
Kate's TEST mechanism

Overview

- Key results - Objective 1
- Key results - Objective 2
- Key results - Objective 3
- Self-reliance & Sustainability
- Success highlights
- Challenges

Narrative Text : *Total Characters: 1201

Save **Close**

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

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".

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		
Kate's TEST mechanism	Nov 19, 2015	Charisse McBride		
Kate's TEST mechanism w/ Ahmed's format	Nov 05, 2015	Kate West		

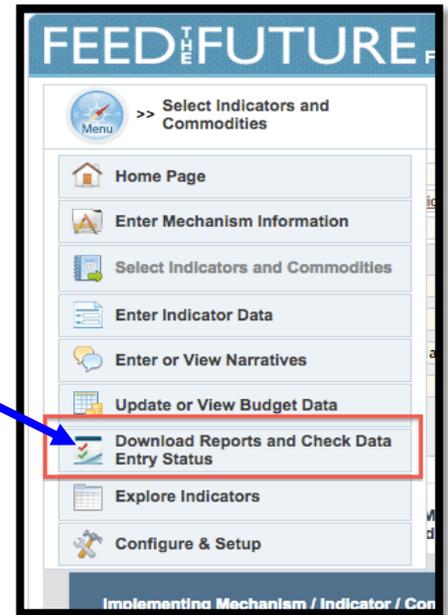
[Add Narrative](#)

Historical documents for previous rounds

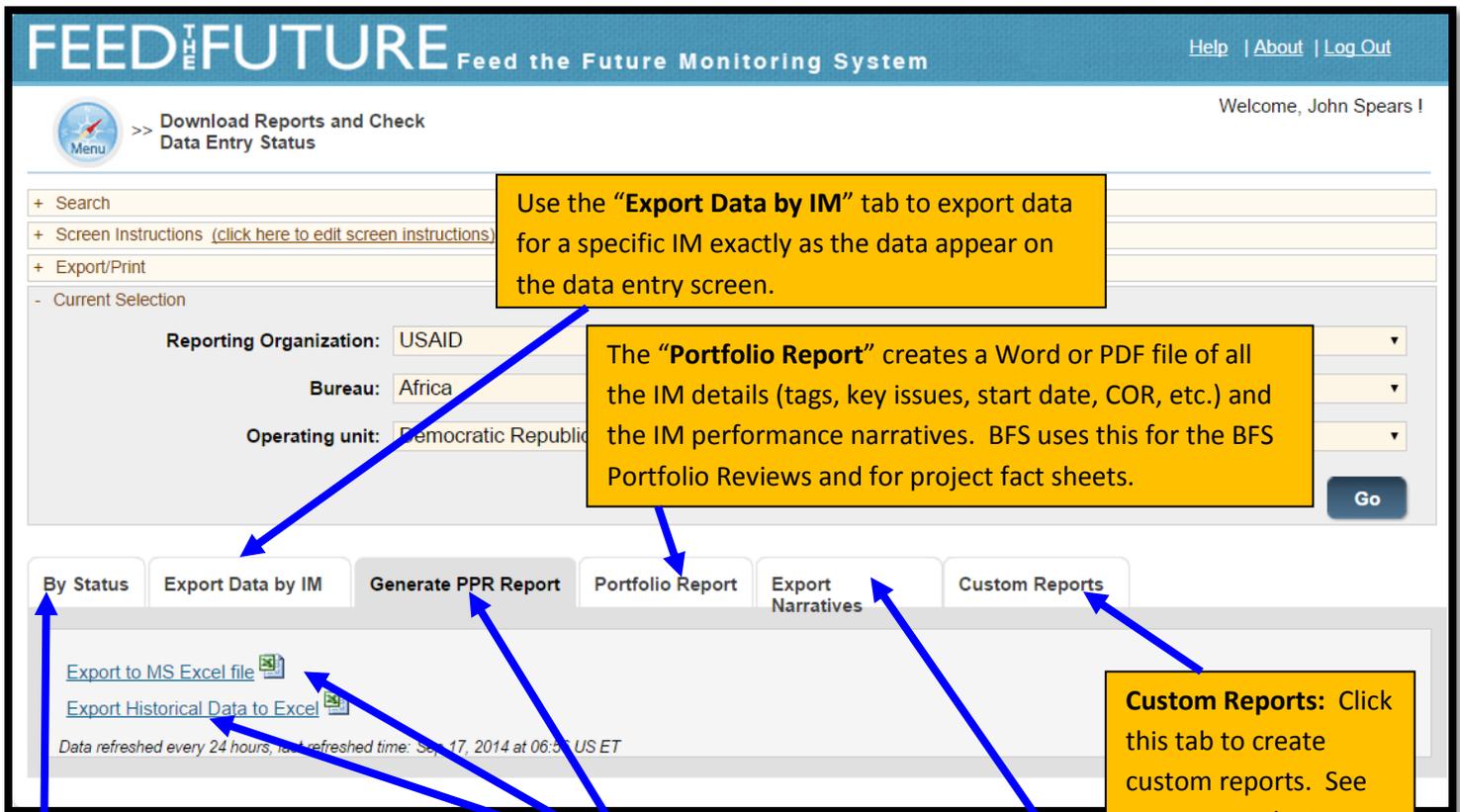
FY Year	Name	Last Modified On	Last Modified By
---------	------	------------------	------------------

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.)

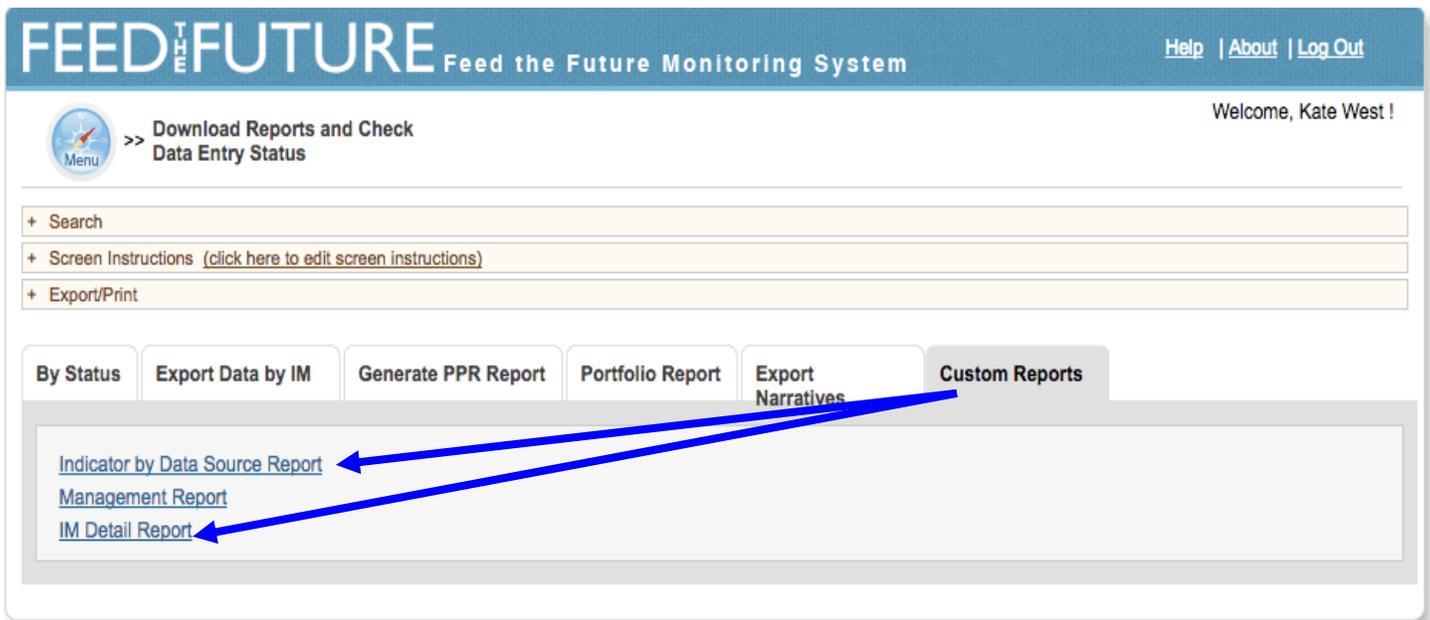
Generate PPR Report (USAID OU staff only): This tab allows you to export your OU’s FTFMS PPR Report: Make sure your mission/office is selected and click “Go.” Click “Export to MS Excel File” for current data (FY16 actuals and FY17-19 targets). “Export historical data to Excel” will include all data since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



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

FEEDFUTURE 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: *
Blue=Active Indicators, Green=Active Commodity Indicators, Black=Inactive Indicators
 FTF 01- Estimated number of...
 HL.9-a: (3.1.9-11) Prevalence of stu...
 HL.9-b: (3.1.9-12) Prevalence of...
 HL.9-c: (3.1.9-13) Prevalence of un...
 HL.9-d: (3.1.9-14) Prevalence of house...

Commodity:
 Animal feed
 Apples
 Avocado
 Bananas/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

Indicator

Move Up Move Down

Include All in Report

Convert to Metric Tons:

Include FFP IM's:

Show IM* Number:

Show IM* Prime Partner:

Show IM* Locations:

Show IM* Deviation Narratives and Indicator Comments:

Show IM* Narrative/Comment Year: FY 2015

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

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

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).

Options shown in the screenshot include:

- Include All in Report
- Show Disaggregates
- Include FFP IMs:
- Include Non-FFPs IMs:
- 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

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, which displays lists of IM with details (but no indicator data)

The screenshot displays the 'FEED THE FUTURE' monitoring system interface. The header includes the logo and the text 'Feed the Future Monitoring System', along with navigation links for 'Help', 'About', and 'Log Out'. A user greeting 'Welcome, Kate West!' is visible in the top right. Below the header, there is a 'Menu' icon and a link to 'Download Reports and Check Data Entry Status'. A search bar and links for 'Screen Instructions' and 'Export/Print' are also present. A horizontal menu contains several options: 'By Status', 'Export Data by IM', 'Generate PPR Report', 'Portfolio Report', 'Export Narratives', and 'Custom Reports'. The 'Custom Reports' option is selected and highlighted. Underneath, a list of report options is shown: 'Indicator by Data Source Report', 'Management Report', and 'IM Detail Report'. The 'IM Detail Report' option is circled in blue.

IM Detail Report

- Click to collapse

Reporting Organization: All

56482
Agricultural Markets and Trade
Agricultural Productivity
Tags: Agriculture and Food Security - Feed the Future (FTF)
Agriculture/Nutrition Integration
Building Resilience
Capacity building

Key Issues: Agriculture and Food Security - Dairy (DRY)
Agriculture and Food Security - Feed the Future (FTF)
Capacity Building - Lower Mekong Initiative (LMI)
Capacity Building - Relief to Development (R2DT)
Capacity Building - Trade Capacity Building (TCB)
Climate Change and Environment - Biodiversity - Indirect (BID Indirect)
Climate Change and Environment - Biodiversity (BID)

Include All in Report
 Include FFP IM's
 Include Non-FFP IM's
 Sort IM/Activity Title

Show All Columns

Show Prime Partner
 Show Financial Type
 Show Award Number
 Show Benefitting Countries
 Show Tags
 Show Key Issues
 Show IM/Activity Comments for Year FY 2015
 Show Number of Indicators Assigned
 Show User Groups Assigned

Show Locations
 Show Life of Activity
 Show Local Partners
 Show Non-local Partners
 Show Trading Countries

Show All Contact Roles

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.

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.

Submit Reset

Entering Location Data in FTFMS

(1) Click on **Enter Mechanism Information** in the drop-down menu under **Home Page**

FEED THE FUTURE Feed the Future Monitoring System [Help](#) | [About](#) | [Log Out](#)

Welcome, AnnaBrenes !

>> Home Page

- Home Page
- Enter Mechanism Information**
- Select Indicators and Commodities
- Enter Indicator Data
- Enter or View Narratives
- Download Reports and Check Data Entry Status
- Explore Indicators

Welcome to FTFMS

FTFMS reporting season is coming soon!

ber 15th for reporting. Guidance documents will be sent out soon. Annual FTFMS webinar will be held Thursday, October 4th @ 9am.

In the meantime, please review the [FTF Indicator Handbook \(especially Appendix 2!\)](#), [view the recorded webinars from our MEL Webinar Series](#), **and (for USAID OUs) make sure your OP is up-to-date in FACTSInfo/NextGen with all the details of your FTF-funded IMs (Prime Partner, Title, start/end dates, etc.)**

- HELPFUL LINKS:** [FTFMS Resources Page](#) / [FTFMS Checklist](#) / [FTFMS Guidance](#) / [FTF Indicator Handbook](#) / [FAQs](#)
- LEARN the SYSTEM:** See the screenshots and training exercise in the FTFMS Guidance and/or watch [the How-to Video](#)
- WANT PRACTICE?:** Try the FTFMS training site (<https://training.ftfms.net>) to practice data entry (same username but add "TRN_" to the front; same password)
- NEED HELP?:** Contact Mike from the HelpDesk (Support@ftfms.net) for accounts and system issues. Contact your M&E Technical Advisor for indicator/reporting questions.
- FTF Indicator Changes Webinar 2018:** <https://www.agrilinks.org/event/standard-indicator-overview-feed-future-mel-webinar-series>

(2) Select appropriate Reporting Organization, Bureau, OU and Prime Partner (if applicable) from the drop-down menus then click **Go**

FEED THE FUTURE Feed the Future Monitoring System [Help](#) | [About](#) | [Log Out](#)

Welcome, AnnaBrenes !

>> Enter Mechanism Information

+ Search

- Screen Instructions

+ Export/Print

- Current Selection

Reporting Organization:

Bureau:

Operating unit:

Prime Partner:

Go

(3) Click on the pencil icon under the Implementing mechanism you want to add location information to

FEED THE FUTURE Feed the Future Monitoring System [Help](#) | [About](#) | [Log Out](#)

Welcome, AnnaBrenes !

 >> Enter Mechanism Information

+ Search
- Screen Instructions
+ Export/Print
- Current Selection

Reporting Organization: USAID
Bureau: Africa
Operating unit: Comoros
Prime Partner: All

[Go](#)

[Download Location Data](#) [Display Hidden Projects](#)

	ID	Award Number	Implementing Mechanism	Prime Partner	Total Indicators	FY Created	IM Details	Configure Indicators
 	COM-15-001	n/a	High-level indicators - Comoros	Comoros - Implementing Partner	19	2015		
 	COM-15-002	123-456-789	Kate's TEST mechanism	Pennsylvania State University	11	2015		
 	Comoros 4	Comoros2	Webinar Project 2	Abt Associates Inc	57	2013		

(4) Enter Implementing Mechanism (IM) Location information as applicable

Implementing Mechanism Details * - Required Field

Prime Partner: * Comoros - Implementing Partner [Create new](#)

Type: * N/A

Fiscal Year Created: * 2015 **Life of IM: (YYYY) *** from 2015 to 2018

Benefiting Country: *
The country (ies) which benefit from the implementing mechanism, even if the implementing mechanism is not physically located there.

Afghanistan AFR-SD Africa African Union Albania Algeria Comoros [Create new](#)

Website:

Locations:
The physical place(s)/geographic location(s) where the implementing mechanism is operating.

[Download Template](#) [Import Location Data](#) [Download Location Data](#) [Remove Location](#) [Add Location](#)

Longitude and Latitude:
The Longitude and Latitude of the location(s) where the implementing mechanism is operating.

43° 18' 50.7492"E, 11° 42' 50.1084"S (43.314097,-11.713919) (Livestock activity)
43° 15' 42.7896"E, 11° 44' 53.9304"S (43.261886,-11.748314) (Livestock activity) [Remove Coordinates](#) [Add Coordinates](#)

[Download Template](#) [Import Location Data](#) [Download Location Data](#) * Scroll to the bottom for Save button.

[Create new IM](#)

(5) BULK UPLOADS: Click the Download Template button

Implementing Mechanism Details * - Required Field

Prime Partner: * Comoros - Implementing Partner [Create new](#)

Type: * N/A

Fiscal Year Created: * 2015 **Life of IM: (YYYY) *** from 2015 to 2018

Benefiting Country: *
The country (ies) which benefit from the implementing mechanism, even if the implementing mechanism is not physically located there.

Afghanistan
AFR-SD
Africa
African Union
Albania
Algeria

Comoros [Create new](#)

Website:

Locations:
The physical place(s)/geographic location(s) where the implementing mechanism is operating.

[Download Template](#)
[Import Location Data](#)
[Download Location Data](#)

Comoros -> Mwali

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

Longitude and Latitude:
The Longitude and Latitude of the location(s) where the implementing mechanism is operating.

43° 18' 50.7492"E, 11° 42' 50.1084"S (43.314097,-11.713919) (Livestock activity)
43° 15' 42.7896"E, 11° 44' 53.9304"S (43.261886,-11.748314) (Livestock activity)

[Remove Coordinates](#) [Add Coordinates](#)

Download Template **Import Location Data** **Download Location Data** * Scroll to the bottom for Save button.

[Create new IM](#)

(5a) BULK UPLOADS: Enter Implementing Mechanism (IM) Location information in the Latitude and Longitude columns and/or select Admin Unit from the dropdowns – if facility enter “Yes” in the Facility column, if not enter “No” – add comments. Save your spreadsheet on your local machine.

IM	Title	WebSite	Contacts	PrimePartAwardNum	Facility	Admin0	Admin1	Admin2	Admin3	Admin4	Admin5	Longitude	Latitude	Comments
1	This is not necessarily official authoritative US Government admin boundaries.													
2	COM-15-0 High-level indicators - Comoro	Comoros	n/a		YES							43.3141	-11.7139	Livestock activity
4	COM-15-0 High-level indicators - Comoro	Comoros	n/a		YES							43.26189	-11.7483	Livestock activity
5	COM-15-0 High-level indicators - Comoro	Comoros	n/a		NO	Comoros	Mwali					44.43644	-12.2222	
6	COM-15-0 High-level indicators - Comoros				YES							44.43655	-12.2222	Poultry farm

(5c) BULK UPLOADS: Click "Import Location Data"

Implementing Mechanism Details * - Required Field

Reporting Organization: * USAID **OU:** * Comoros

IM ID: * Comoros4 **Award #:** * Comoros2

IM Name: * Webinar Project 2

Prime Partner: * Abt Associates Inc [Create new](#)

Type: * Direct Contract

Fiscal Year Created: * 2013 **Life of IM: (YYYY) *** from 2013 to 2099

Benefiting Country: *
The country (ies) which benefit from the implementing mechanism, even if the implementing mechanism is not physically located there.

Afghanistan
AFR-SD
Africa
African Union
Algeria
All 15 ECOWAS countries

Albania
Canada

[Create new](#)

Website:

Locations:
The physical place(s)/geographic location(s) where the implementing mechanism is operating.

Ghana -> Volta -> Offinso North
Ghana -> Volta -> Offinso South Municipal

[Download Template](#)
[Import Location Data](#)
[Download Location Data](#)

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

Longitude and Latitude:
The Longitude and Latitude of the location(s) where the implementing mechanism is operating.

[Download Template](#) [Import Location Data](#) [Download Location Data](#) * Scroll to the bottom for Save button.

- (5d) BULK UPLOADS: Follow the on screen instructions in order from 1 – 3, to
- 1) Choose the template (excel file you previously saved)
 - 2) Validate the data on the template
 - 3) Import data to FTFMS. After importing the data, FTFMS will save the data.

Import Location Data
✕

Instructions:

1. Click on "Choose File" to locate the template with location data.
2. Click on "Validate" button to verify the data.
3. Click on "Import" button to save to the database.

Choose File
No file chosen

Validate

Sheet	Data	Message

Validation Summary:

Import

Close

n(s) where the implementing mechanism is operating

Download Template

Import Location Data

Download Location Data

* Scroll to the bottom for Save button.