

HOW TO USE THE ADVANCED SEARCH TOOLS ON FTS

Finding financial information on FTS is possible in just a few clicks. Most of the information you need is available on standard, pre-set tables.

- 1) Tables A and B provide information about all humanitarian funding (both inside and outside the appeal)¹ to a particular emergency (e.g. Chad 2012).
- 2) Tables C, D, E, F and G provide information about all humanitarian funding inside an appeal. For example, Table C includes total requirements and funding by appealing organization and Table E provides information about the funding status of each project in the appeal (along with a link to the individual project sheets). Table H is a list of contributions outside the appeal.
- 3) The gender marker tables and the tables by IASC standard sector are included in the “see also” section.
- 4) The “see also” section also includes tables that are specific to each appeal, such as location, priority, etc. In addition, you can find a link to a full compendium of all projects under the “see also” section, as well as the link to the “print projects on demand” tool.

In some instances, however, you may need to do an **advanced search** using the “custom search” function. The first step is to decide if you want your analysis to include information about contributions to specific emergencies, countries, organisations, sectors and/or by donor (section 1 below) OR if you only want an overview of funding status of projects in humanitarian appeals only (section 2 below).

For both searches, begin by going to <http://fts.unocha.org>.

1. List of all contributions

First, click on “Custom Search”.



Second, click on “Search by Contribution”.



You must then select the criteria to limit or filter your search: Donor Country(ies), Destination Country(ies), Year(s), Recipient Organisation(s), Recent Appeal(s), Sector(s), etc. Note that you can select as many boxes as you wish. In most cases, you will select either the name of the emergency(ies) or the name of the appeal(s).

If you want information about a specific organization(s) and do not find it, click on “complete list of recipient organizations” underneath the recipient organizations box. This list may take some time to fully load.

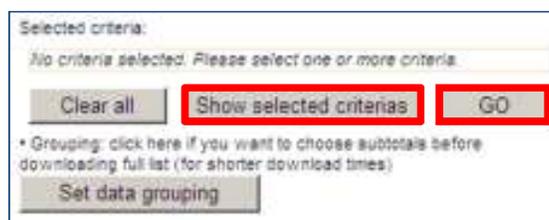


Choose either
Emergency or Appeal

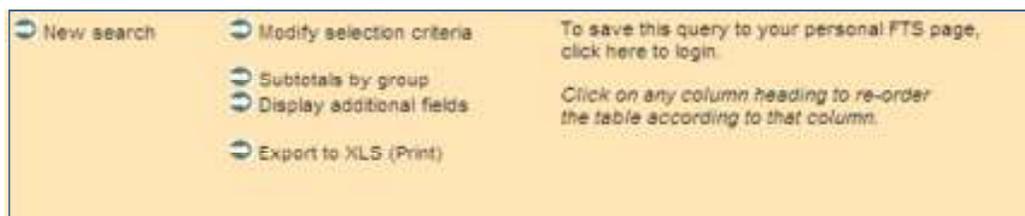


¹Contributions to projects in appeals (Consolidated, Flash, Other) are considered “inside” the appeal. Contributions that are not to projects in appeals (bilateral, in-kind, Red Cross/Red Crescent, activities/organizations not in the appeal) are considered “outside” the appeal.

Click "Show selected criteria" to see a preview of the criteria you have selected and then click "GO".



You now have a few options:



- You can use the [Subtotals by group](#) link to easily organize data before downloading. Once you have grouped the data, click on [Show full details / itemised list under each sub-total](#) to see details. Click on [Show only summary table & hide individuals contributions by group](#) to regroup.
- [Display additional fields](#) allow you to choose additional fields. The most useful ones might be: "reported by" and "project title".
- All custom searches can be downloaded to Excel by clicking on: [Export to XLS \(Print\)](#). Save the file (instead of simply opening it) and rename it. Once your search is downloaded and saved in Excel format, you can reorganise, subtotal and analyse the information in different ways. Before using Excel functions delete all rows above the column headings (since these rows contain merged cells) and delete the "Total" row. In the Excel tables, to sort the information, click on the Data tab → Sort and choose your sort criteria. To add a filter to an Excel table, highlight the first row (column headings), go to: Data → Filter → and click on the arrow in the column header to choose your preferred filter.

2. Funding status of projects

If you wish to know the funding status of an appeal project(s) (without the details of each contribution), you must use the "Funding and requirements by project".



After clicking on this icon, follow the instructions above.

3. Examples of different searches

Search by contribution (#1):

- How much did the UK, Sweden and Japan contribute to Afghanistan in 2010-2011?
- How much funding was recorded for Save the Children from 2005-2011?
- Did Sudan or Somalia receive more funding in 2011?
- How much funding was recorded for Chad in 2011 for the food sector?

Funding and requirements by project (#2):

- What were the total requirements and reported funding for OPT projects from 2009 to 2011?
- How many projects did Oxfam include in Consolidated Appeals last year, which appeals, and what was the overall funding status of these projects?
- What were total requirements and reported funding for all appeals from 2000-2010?

4. Additional information

FTS is updated on a daily basis and these updates are available immediately on the website.

Contributions are reported by donors and the recipient organizations. If you discover that information is missing or if there are corrections to be made, please send an email with full details (per donor, per contribution, dates, amounts, etc.).