

## How to Get Time Series Data from FTS

It is possible to find information about the timing of international humanitarian contributions on FTS using the “Custom Search” function. This information can be useful for analysing humanitarian funding trends. Begin by going to <http://fts.unocha.org>.

### Downloading the raw data

First, click on “[Custom Search](#)”.

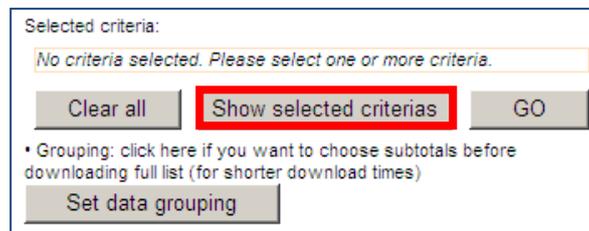


Second, click on “[Search by Contribution](#)”.



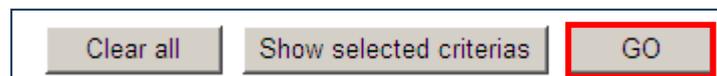
Third, select the criteria to limit or filter your search: Donor Country(ies), Destination Country(ies), Year(s), Recipient Organisation(s), Recent Appeal(s), Sector(s), etc. Note that you can select as many boxes as you wish.

Click “[Show selected criteria](#)” to see a preview of the selected criteria.

The image shows a search criteria selection interface. It includes a text input field with the placeholder text 'No criteria selected. Please select one or more criteria.' Below the input field are three buttons: 'Clear all', 'Show selected criteria' (highlighted with a red box), and 'GO'. There is also a 'Set data grouping' button and a note about grouping: '• Grouping: click here if you want to choose subtotals before downloading full list (for shorter download times)'.

Then there are two options to display the results of your search:

- 1) For a full, ungrouped list, click on “[GO](#)”. Then click on the blue column heading “[Decision date](#)” to order chronologically. This is the best option if you are going to manually manipulate the data after downloading.

The image shows three buttons: 'Clear all', 'Show selected criteria', and 'GO' (highlighted with a red box).

- 2) For a list with subtotals by contribution date, click on “[Set data grouping](#)”.

The image shows the search criteria selection interface. It includes a text input field with the placeholder text 'No criteria selected. Please select one or more criteria.' Below the input field are three buttons: 'Clear all', 'Show selected criteria', and 'GO'. There is also a 'Set data grouping' button (highlighted with a red box) and a note about grouping: '• Grouping: click here if you want to choose subtotals before downloading full list (for shorter download times)'.

Then, click on “Decision date” under the subheading “Contribution” and click “GO”.

The image shows two panels of search criteria. The left panel, titled "Group/Sub-totals contributions by:", lists various categories: Donor, Appealing Agency, Contribution, Emergency, Consolidated Appeal, and Project. The "Contribution" section is highlighted with a red box, and the "Decision date" option is selected with a radio button. A red arrow points from this option to the right panel. The right panel, titled "Contribution", lists the same options: Destination Country, Original currency, Decision date (selected), Status, Contribution Type, Sector, Destination Region, and Aid Type.

Once you have grouped the data, you can click on [»Show full details / itemised list under each subtotal](#) to see details. Click on [»Show only summary table & hide individuals contributions by group](#) to regroup.

In the resulting page, you also have other options:

The image shows a search results page with several options: "New search", "Modify selection criteria", "Subtotals by group", "Display additional fields", and "Export to XLS (Print)". The "Display additional fields" and "Export to XLS (Print)" options are highlighted with red boxes. To the right, there is a message: "To save this query to your personal FTS page, click here to login." and "Click on any column heading to re-order the table according to that column."

- [»Display additional fields](#) allows you to add fields that are not automatically displayed with the custom search. The most common and 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 → Oldest to Newest or *viceversa*. 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. Then, you can create a Pivot table and, using the Group function, you can do an analysis of the data on a monthly or quarterly basis. Otherwise you can click on the Subtotal button on the Data tab to subtotal your list<sup>1</sup>.

## Additional tips

It is advisable to analyse the data month by month, or quarter by quarter. Although the decision date is a required field in reports to FTS, some dates may be approximate if full details were not provided to FTS.<sup>2</sup>

Note that there is significant activity around February/March (for the previous year) and in May/June (when there is the FTS campaign to update the data before the Mid-Year Review).

Please contact us for additional information: [fts@un.org](mailto:fts@un.org)

<sup>1</sup> The functions’ name may vary according to the version of Excel.

<sup>2</sup> Contributions with the decision date of the previous year can be added in the current year.