

# FFT Performance Report Guide

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Follow the steps listed in this guide to run the FFT Performance Report in Salesforce. For any question, visit the Salesforce support sessions or send an email to [fftfocusupport@lisc.org](mailto:fftfocusupport@lisc.org).

**Step 1:** Login to Salesforce using your user account information.

**Website:** <https://lisc.force.com/partners/login>

**Step 2:** Expand the left hand side panel (optional) by clicking on the blue arrow.

**Step 3:** Click on the FFT Performance Report\_v1 link.

**Step 4:** Enter your report period (start date and end date) and click on the “Run Report” button.

**Step 5:** Once the report fully loads, click on the “Download PDF” to print and/or save the file.

## General notes:

- To view the list of clients populating each line click on the number being reported.
- To navigate directly into the client’s *Case Record* click the “Show in Salesforce” link.
- Refer to the FFT Performance Report Definitions Guide to troubleshoot the report lines.

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