FFT Performance Report Guide

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 fftfocsupport@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_v2 link.

Step 4: Enter your report period (start date and end date), filter (Group(s) for reporting if applicable) , and report section then 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.