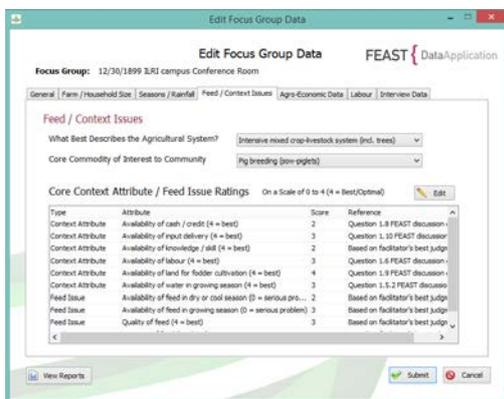
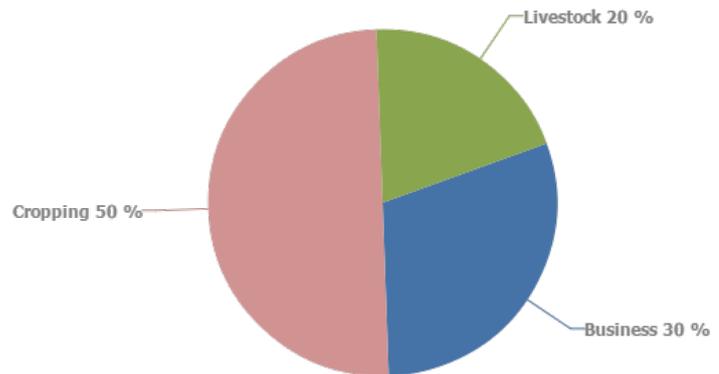


FEAST Data Application user manual



Average Household Income by Activity Category



Version: 24 August 2016



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Citation: ILRI. 2015. Feed Assessment Tool (FEAST) focus group discussion guide. Nairobi: ILRI

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Introduction

Approximately 500 million smallholder farmers provide food for over 2 billion people worldwide. Feed for livestock is often cited as the main constraint to improved productivity for smallholder farms. Overcoming this constraint often seems an elusive goal as intervention programs tend to adopt a scattergun or trial-and-error approach which often fails to adequately diagnose the nature of the feed problem and therefore the means to deal with it.

The Farmer-Centred Diagnosis methodology provides a means to systematically and rapidly assess feed resources at site level with a view to developing a site-specific strategy for improving feed supply and utilization through technical or organizational interventions.

Part of the Farmer-Centred Diagnosis approach involves using the Feed Assessment Tool (FEAST), a set of forms and spreadsheets to help collect and analyze data related to local conditions and agricultural practices.

Components of the FEAST Tool

- Focus Group Discussion Guide
- Individual Farmer Interview Questionnaire
- FEAST Data Application Manual
- FEAST Data Application

More information: <https://www.ilri.org/feast>

FEAST Data Application Overview

The FEAST Data Application is a software utility for collecting and analyzing data related to smallholder farming communities' livestock feed resources. It is intended for use in conjunction with the Farmer-Centred Diagnosis research methodology, which involves holding focus group discussions and one-on-one interviews with farmers to get their input on local conditions, feed-related problems and potential solutions. If you are unfamiliar with the Farmer-Centred Diagnosis methodology, we would recommend visiting the International Livestock Research Institute's website at www.ilri.org/feast for additional information and online training materials.

Minimum System Requirements

The FEAST Data Application can be used with any computer installed with one of the following versions of Microsoft Windows

- XP (service pack 2)
- Vista
- 7
- 8
- 10

If you wish to make use of the Excel export feature (optional, but recommended), you will need a copy of Microsoft Excel 2007 or later.

Initial Setup

Installation

The FEAST Data Application is designed to run without the need to install it as a program in Windows.

Just download one of the installation packages from www.ilri.org/feast, unzip the contents to any folder on your computer's hard drive or a removable USB drive, then double-click "launch_feast.bat" and it should run.

Some notes regarding installation:

- Always launch the program using “launch_feast.bat”. Do not click any of the files inside the “feast_data_app” folder directly.
- While we strongly recommend installing a fresh copy from the original installation package, you can also copy the entire application from one directory or one computer to another. Just be sure to include the “launch_feast.bat” file and the “feast_data_app” folder.
- Most versions of Windows have a 260-character limit on path names. Some of the paths within the “feast_data_app” folder are close to 100 characters long. So you might encounter problems if you try to install the program to a folder with a very long path name (e.g., “My Documents\work documents\research projects\livestock feed intervention projects\software utilities\FEAST Data Application\version \...”
- Because the FEAST Data Application runs without being formally installed and registered, a few of the more sensitive antivirus programs might regard it as suspicious activity, or even mistake it for a virus or malware. If your antivirus blocks the app from launching or if the application fails to launch, you may wish to try adding the directory where the application is installed to your exceptions list or telling the antivirus software to accept the file as secure. If neither of these options work, you can try disabling antivirus during installation then reactivating it afterwards. If you still have issues, contact ILRI for support.

Registering Your Copy

The first time you run a new copy of the FEAST Data Application, you will be prompted to enter your name, email address and some details about the organization you work with.



First Name (required)* Frodo

Last Name (optional) Baggins

Organization The Fellowship of the Ring

Organization Type Extension

Country New Zealand

Email fbaggins@shire.net

Submit Cancel

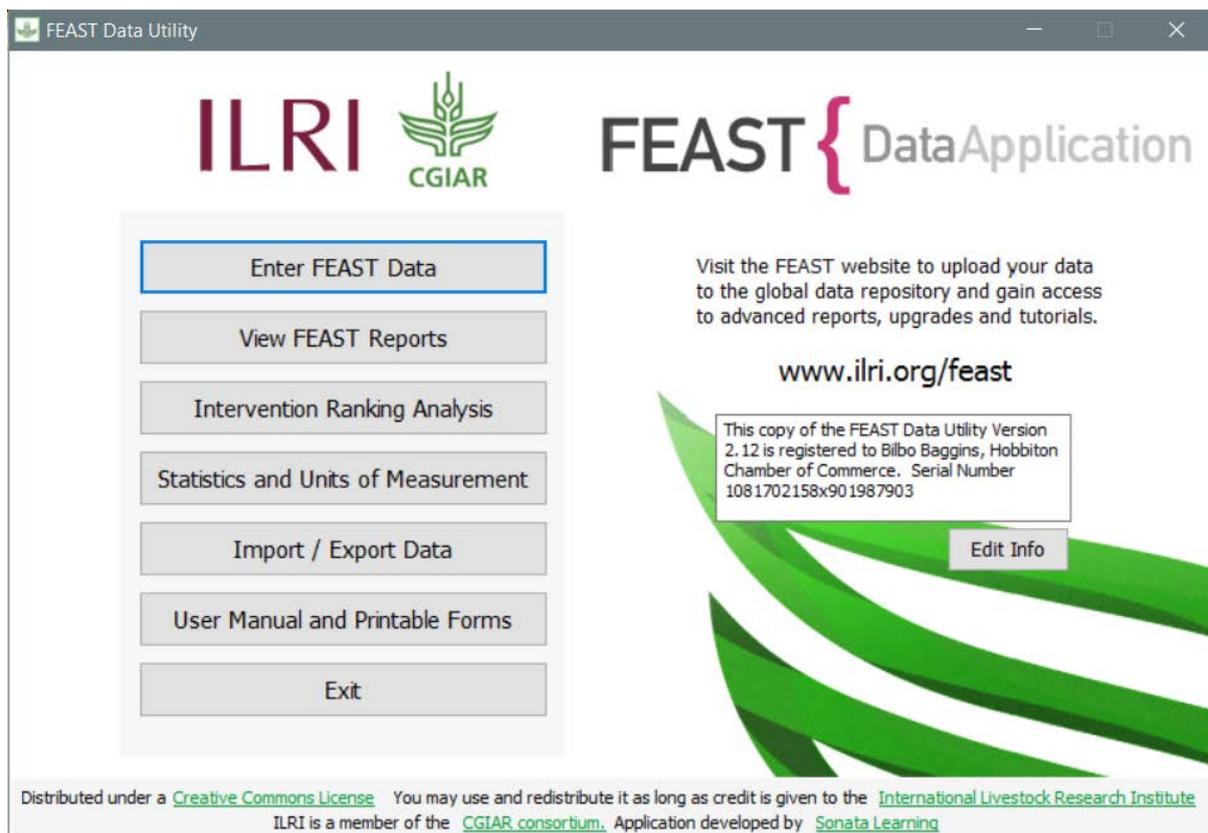
Some notes regarding registration:

FEAST Data Application User Manual

- If you copy the FEAST Data Application from another computer, rather than doing a fresh install, the fields in the registration window will be pre-filled with data from the original copy. You can keep or change this information, but either way a new serial number will be assigned to the new copy
- ILRI/CGIAR will keep all of your personal contact information private, and not share it with other organizations
- While only a first name and email address are required, we would appreciate it if you could fill out all of the information, as it helps with our data collection efforts

Getting Started: The Home Menu

After registering your copy, the first thing you will see upon launching the FEAST Data Application is the home menu.



You may select from the following options:

- **Enter Data** – Create projects, add sites and enter data from focus group discussions and individual farmer interviews

- **View FEAST Reports** – View charts, graphs and tables of key statistics based on the data you entered.
- **Intervention Ranking Analysis** – View a special report that suggests potential interventions based on survey data entered into the app.
- **Statistics and Units of Measurement** – Add new crops, livestock species, units of weight and mass and other custom values for use when entering data.
- **Import / Export Data** – You may export data to a compressed file which may then be imported into a different copy of the FEAST Data Application or uploaded/emailed to the worldwide FEAST data repository at www.ilri.org/feast
- **User Manual and Printable Forms** – Contains links to PDF copies of this manual plus the discussion guide and questionnaire used for collecting data from focus groups and farmer interviews as part of the Farmer-Centred Diagnosis methodology.
- **Exit** – Close the FEAST Data Application
- **Edit Info** – You may edit the name, email and organization information associated with this copy of the FEAST Data Application. Doing so will not change the serial number.

Entering Data

Data in the FEAST Data Application is organized per the following hierarchy:

- **Project** – A collection of related Farmer-Centred Diagnosis data, grouped in any way that makes sense to you. For instance, you might have a project devoted to sites in a particular country or to communities with a particular core agricultural commodity or livestock production system or to research conducted with a particular partner organization.
- **Site** – A general geographic area in which focus group discussions are held. It may be defined as widely as a province/state or as narrowly as an individual community. The only stipulation is that communities in a site must share the following:
 - *Country* – all communities associated with the site must be located in the same country
 - *Currency* – all communities associated with the site must use the same currency

- *Nutritional value of pasture and collected feed* – all communities associated with the site must have similar naturally occurring forage, to ensure that comparisons of animal nutrition are equivalent
- **Focus Group** – Data collected from meetings of local farmers related to livestock feed resources, agriculture and livestock production systems, etc.
- **Interview Respondent** – Data collected from one-on-one interviews with participants in a focus group including the farmer’s livestock holdings, crops grown on the farm, feed purchases, income from milk and livestock sales, etc.

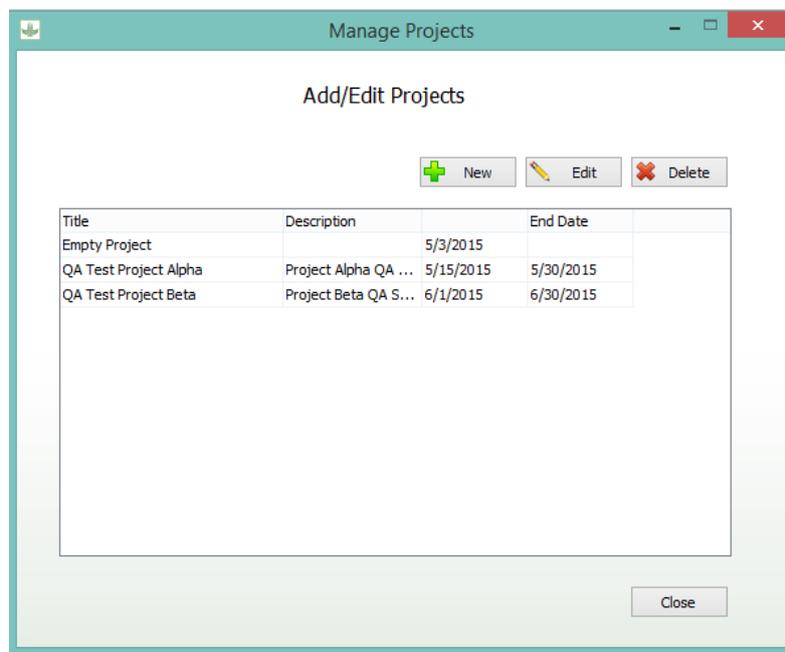
The Entering Data menu option on the home menu will open a form where you may select a project and site or add new projects/sites, then add or edit focus groups.

Date/Time	Community	Venue	Description
12/30/1899...	ILRI campus	Conference R...	

When entering data, you must proceed in the order of the hierarchy. That is, you must create a project before you can add sites and you must create a site before you can add focus groups. If you attempt to add a focus group without an associated site, the system will prompt you to select a site before proceeding.

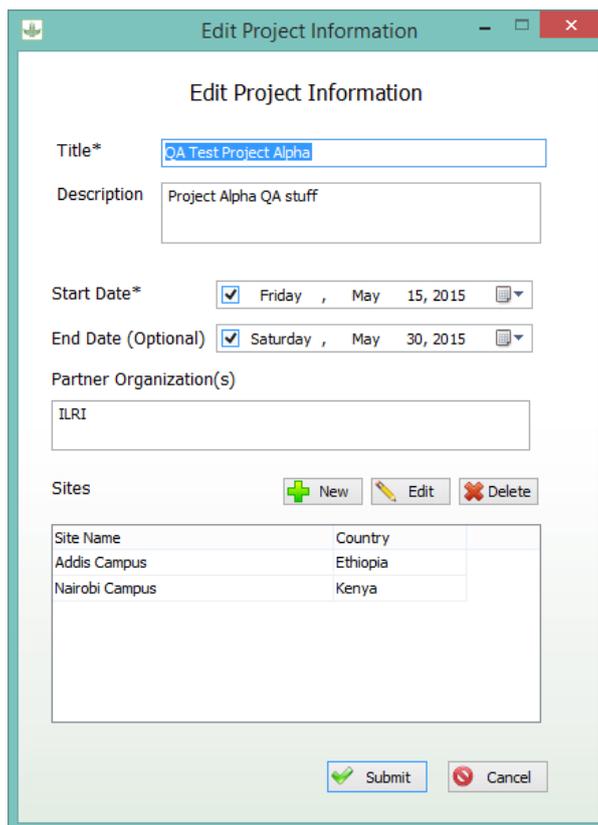
Creating and Managing Projects

Click the Add/Edit Projects button to define new projects or edit or delete existing projects.



Selecting a project then clicking “Delete” will permanently erase the project as well as all sites, focus groups and individual interview respondents associated with that project!

Click ‘New’ or ‘Edit’ to open a form where you can enter or update details for the project.



Edit Project Information

Title*

Description

Start Date* Friday, May 15, 2015

End Date (Optional) Saturday, May 30, 2015

Partner Organization(s)

Sites

Site Name	Country
Addis Campus	Ethiopia
Nairobi Campus	Kenya

The fields Title and Start Date are required, all others are optional.

Adding and Updating Sites

At the bottom of the project form there is another grid for adding, updating or deleting sites to the project.

Again, selecting a site and clicking “Delete” will **permanently** erase **all** data for the site and any focus groups and individual interview respondents related to the site.

Clicking “Add” or “Edit” will open a form for entering details about the site.

Edit Site Information FEAST DataApplication

Name* *The following details may be changed at the focus group level.*

Description Major Region (e.g., State/Province)

World Region* Minor Region (e.g., County)

Country* Sub-Region

Local Currency* Village / Community
(=0.0495 USD) [Set Exchange Rate](#) [Define New Type](#)

Community Type

Local Fodder Resource Data

Grazing Metabolisable Energy MJ/KG (Default 9)

Grazing Crude Protein Percentage (Default 8%)

Collected Fodder Metabolisable Energy MJ/KG (Default 10)

Collected Fodder Crude Protein Percentage (Default 8%)

Local Custom Feed Sources

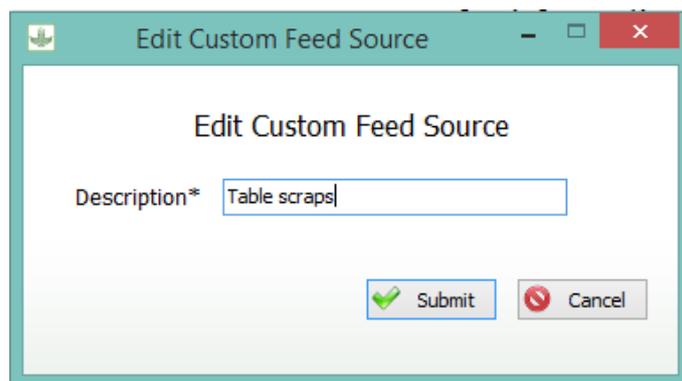
description
Fast Food

The fields Name, World Region, Country and Local Currency are required. You may enter more specific geographic information that will pre-populate in any focus groups you create for this site, though you can still edit the major region, minor region, sub-region, village/community and community type on a focus-group-by-focus-group basis.

If you do not have specific data about the nutritional value of local collected fodder and pasture, we recommend leaving the default values.

You also have the option of adding custom feed sources in addition to the standard options of cereal crop residues, leguminous crop residues, grazing, green forage and “other”. However, **for the sake of keeping data as organized and standardized as possible, we recommend using the “other” category for less significant sources of feed and only adding additional feed sources if the standard categories do not cover major local sources of animal nutrition.**

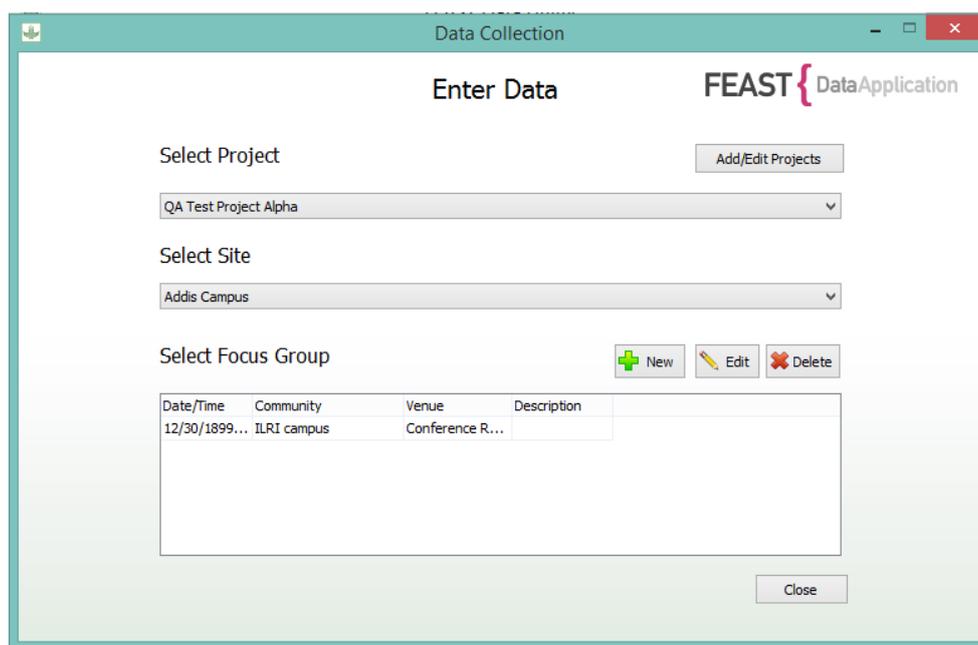
The feed source grid uses the standard New/Edit/Delete buttons. Creating a new source or editing an existing source will bring up the custom feed source form.



You may enter a name for the feed source, which may then be included in allocations of feed sources in other forms. Custom feed sources are unique to the site, so if you want to include the same custom feed source for another site you will have to re-enter it.

Creating Focus Groups

At the bottom of the 'enter data' form there is a grid for adding, updating or deleting focus groups.



Date/Time	Community	Venue	Description
12/30/1899...	ILRI campus	Conference R...	

Again, you must create and select a project and a site before adding focus groups.

Upon adding or editing a focus group the following form will appear:

Edit Focus Group Data FEAST {DataApplication}

Focus Group: 12/30/1899 ILRI campus Conference Room

General | Farm / Household Size | Seasons / Rainfall | Feed / Context Issues | Agro-Economic Data | Labour | Interview Data

General Focus Group Information

Venue*	Conference Room	Meeting Date*	<input checked="" type="checkbox"/> 12/30/1899
Country	Ethiopia	Start Time*	<input checked="" type="checkbox"/> 07:06 AM
Major Region (e.g., State/Province)	Don't know	End Time	<input checked="" type="checkbox"/> 10:06 AM
Minor Region (e.g., County)	Not familiar with Eth	Number of Female Participants*	15
Sub-Region	AU headquarters	Number of Male Participants*	10
Community*	ILRI campus	Other Attendees	Tito Puente
Community Type*	Village	Partner Organization(s)	The Girl Scouts

Define New Type

Enter GPS latitude and longitude in format +/- ddd, mm, ss

GPS Latitude: 90 deg 40 m 20 s

GPS Longitude: -120 deg 20 m 30 s

[View Reports](#)

The form has the following tabs, which generally correspond to sections in the Focus Group Discussion Guide:

- **General**
- **Farm / Household Size**
- **Seasons/Rainfall**
- **Feed/Context Issues**
- **Agro-Economic Data**
- **Labour**
- **Interview Data**

You must enter **all** required fields before submitting the focus group. We will now go through the tabs and the required fields in each.

General Tab

The general tab contains information about the time and place of the focus group discussion and participants.

Edit Focus Group Data FEAST { DataApplication

Focus Group: 12/30/1899 ILRI campus Conference Room

General | Farm / Household Size | Seasons / Rainfall | Feed / Context Issues | Agro-Economic Data | Labour | Interview Data

General Focus Group Information

Venue* Meeting Date* 12/30/1899

Country Start Time* 07:06 AM

Major Region (e.g., State/Province) End Time 10:06 AM

Minor Region (e.g., County) Number of Female Participants*

Sub-Region Number of Male Participants*

Community* Other Attendees

Community Type* Define New Type

Enter GPS latitude and longitude in format +/- ddd, mm, ss

GPS Latitude deg m s

GPS Longitude deg m s

Required fields are venue, meeting date, start time, numbers of male and female participants, community and community type.

You may optionally add GPS data, an end time, other attendees and any partner organizations involved.

Farm/Household Size Tab

This tab contains basic demographic information about farmers in the community.

Edit Focus Group Data FEAST {DataApplication}

Focus Group: 12/30/1899 ILRI campus Conference Room

General | **Farm / Household Size** | Seasons / Rainfall | Feed / Context Issues | Agro-Economic Data | Labour | Interview Data

Household Information

Total households in the Village: Average members per household*:

% of HH members migrating outside the area %

Range of Farm Sizes*	% Households*
Landless n/a	<input type="text" value="10"/> %
Small Farm Less than <input type="text" value="3"/>	<input type="text" value="20"/> %
Medium Farm <input type="text" value="3"/> to <input type="text" value="5"/>	<input type="text" value="40"/> %
Large Farm <input type="text" value="5"/> or Larger	<input type="text" value="30"/> %

Units: (total)

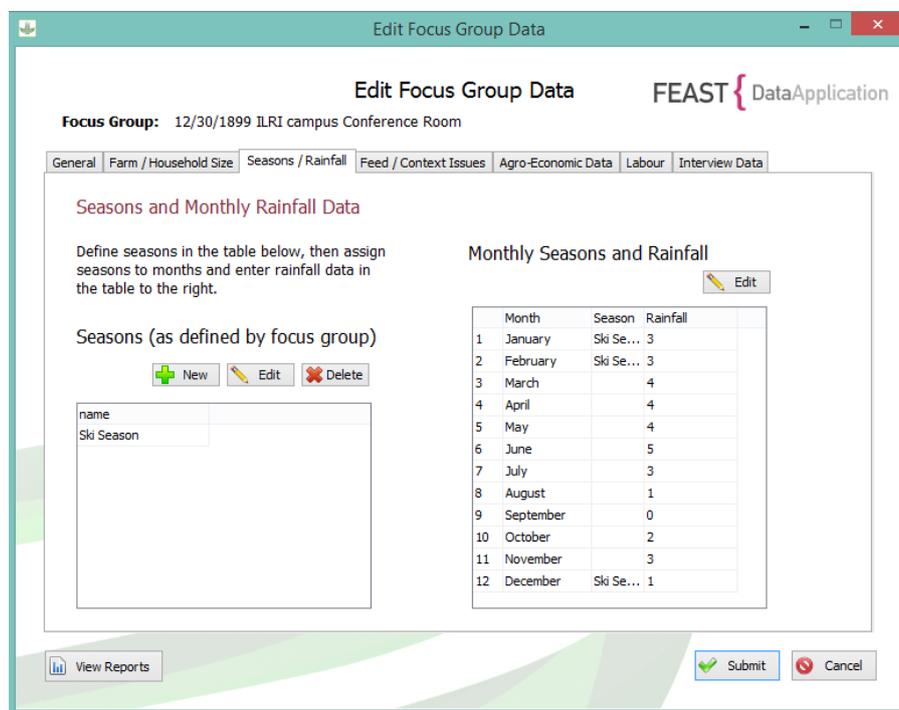
[Define a New Unit](#)

Required fields include total households in the area, average members per household, the ranges for small, medium and large farms (and a selector for units of area) then the percentage breakdown of farmers who fall into each category.

There is an optional field for the percentage of household members migrating outside the area.

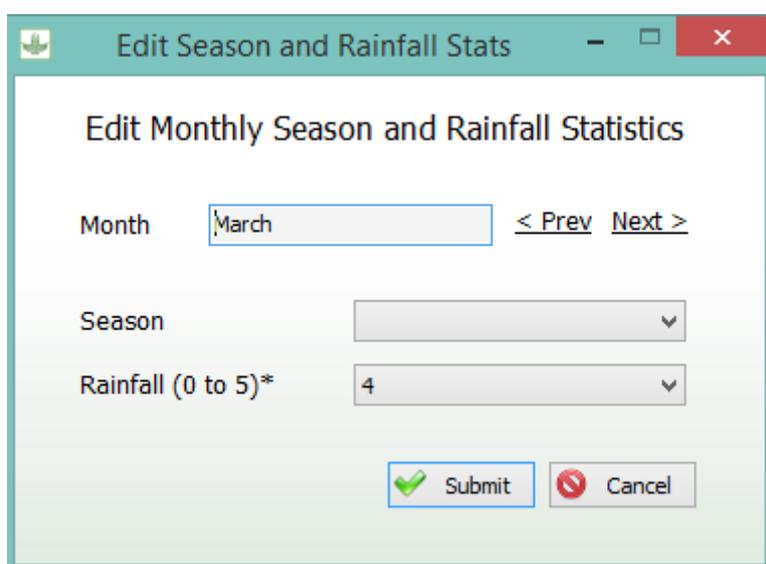
Seasons/Rainfall Tab

The seasons and rainfall tab allows you to define seasons, assign seasons to months and add ratings for rainfall for each month.



Note that defining seasons is entirely optional. Season definitions are stored at the focus group level, so if you want to have the same season available for other focus groups you will need to enter it again.

Ratings for monthly rainfall are required. Double-click any row on the rainfall grid to open the monthly statistics form:



FEAST Data Application User Manual

Here you may choose one of your defined seasons from the drop-down (optional) and assign a rainfall rating on a scale of 0 to 5, per your notes from the focus group discussion guide (required).

The previous and next buttons will allow you to cycle through the months, rather than have to exit and select a different month.

Feed / Context Issues Tab

On this tab, you need to select a general description of the local livestock system and core commodity from the drop-downs, then enter the ratings given by farmers for each of the issues in the grid.

Edit Focus Group Data FEAST DataApplication

Focus Group: 12/30/1899 ILRI Research Campus Tent

General Farm / Household Size Seasons / Rainfall **Feed / Context Issues** Agro-Economic Data Labour Interview Data

Feed / Context Issues

What Best Describes the Agricultural System? Agro-pastoral / extensive mixed systems

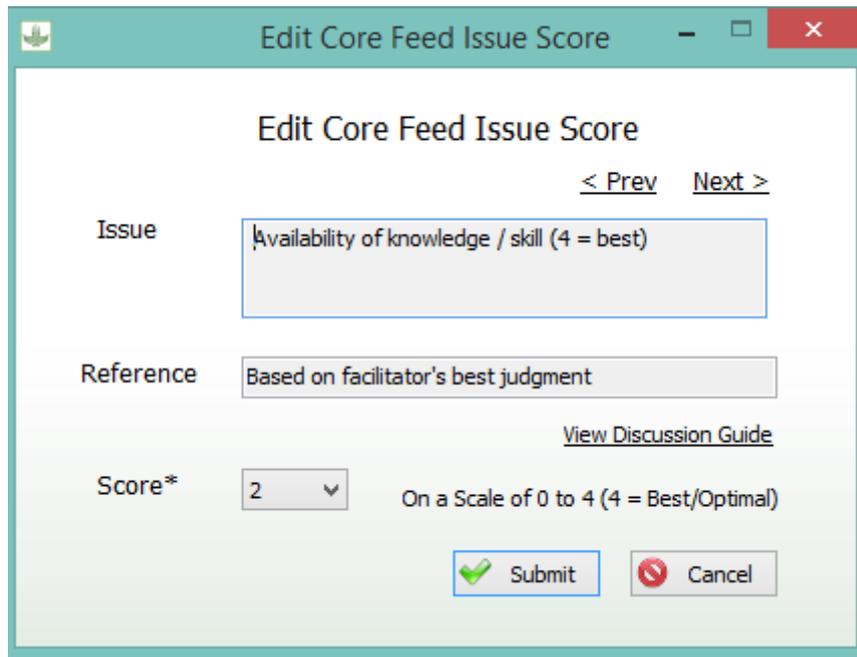
Core Commodity of Interest to Community Dairy cattle / buffalo

Core Context Attribute / Feed Issue Ratings On a Scale of 0 to 4 Edit

Attribute	Score	Reference
Availability of cash / credit (4 = best)	3	Question 1.8 FEAST discussion
Availability of input delivery (4 = best)	2	Question 1.10 FEAST discussion
Availability of knowledge / skill (4 = best)	2	Based on facilitator's best judgment
Availability of labour (4 = best)	1	Question 1.6 FEAST discussion
Availability of land for fodder cultivation (4 = best)	3	Question 1.9 FEAST discussion
Availability of water in growing season (4 = best)	4	Question 1.5.2 FEAST discussion
Is energy / protein shortage a problem? (0 = no, 4 = serious problem)	2	Based on facilitator's best judgment
Is quantity a problem? (0 = no, 4 = serious problem)	3	Based on facilitator's best judgment
Is scarcity of feed in the dry/cool season a problem? (0 = no, 4 = serious problem)	3	Based on facilitator's best judgment

View Reports Submit Cancel

Double-clicking an issue in the grid brings up the following form:



The screenshot shows a web browser window titled "Edit Core Feed Issue Score". The form has the same title and includes navigation links "< Prev" and "Next >". It contains three main input fields: "Issue" with the text "Availability of knowledge / skill (4 = best)", "Reference" with the text "Based on facilitator's best judgment", and "Score*" with a dropdown menu set to "2". Below the score field is the text "On a Scale of 0 to 4 (4 = Best/Optimal)". There is also a link "View Discussion Guide" and two buttons: "Submit" (with a green checkmark icon) and "Cancel" (with a red X icon).

The issue text is predetermined. You must assign a score of 0 to 4 from the drop-down for each issue on the list. Previous and next buttons allow you to cycle through the list without exiting.

Agro-Economic Data

This tab contains additional, optional information related to local agriculture and livestock production. There are no required fields, though you should still enter the information from the Focus Group Discussion Guide to keep everything together, especially since some of these statistics will factor into reports included in future versions of the FEAST Data Application.

Edit Focus Group Data FEAST {DataApplication}

Focus Group: 12/30/1899 ILRI campus Conference Room

General | Farm / Household Size | Seasons / Rainfall | Feed / Context Issues | **Agro-Economic Data** | Labour | Interview Data

Agro-Economic Data

All prices in **Ethiopian Birr** (=0.0495 USD) [Set Exchange Rate](#)

Price to lease 1 ha of land

% of land under cultivation %

% of land left fallow %

% of Cultivated Land Devoted to

Cash Crops	Subsistence	Fodder
<input type="text" value="30"/>	<input type="text" value="30"/>	<input type="text" value="40"/>

% of Farmers Who Use Bull vs. A.I.

A.I. Service	Bull Service
<input type="text" value="60"/>	<input type="text" value="40"/>

Informal credit as % of all credit %

Formal credit as % of all credit %

Farmers engaged in feed processing %

Gender Balance of Farmers Engaged in Processing

Female	Male
<input type="text" value="30"/> %	<input type="text" value="70"/> %

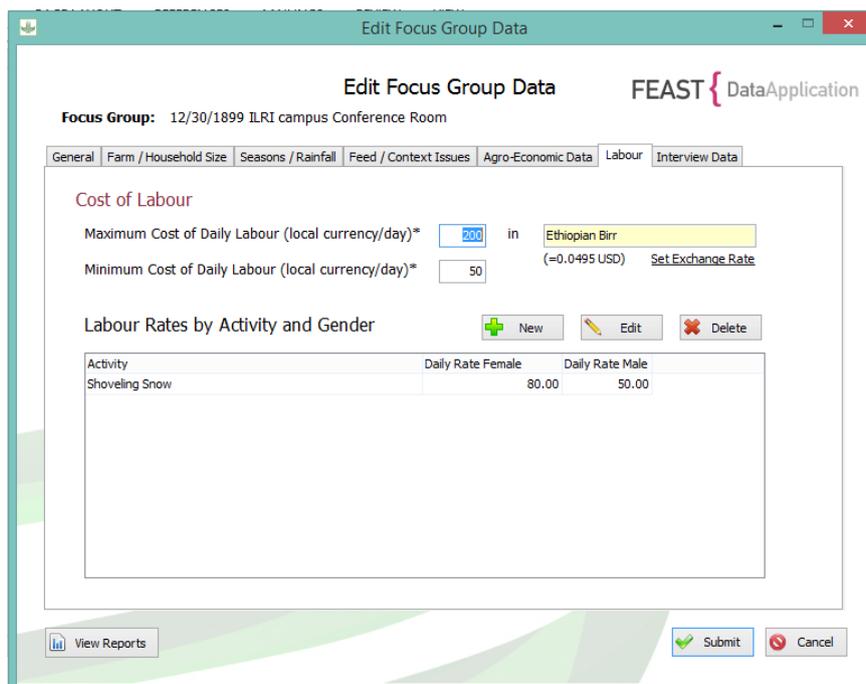
Average distance to market (km)

Average cost of travel to market

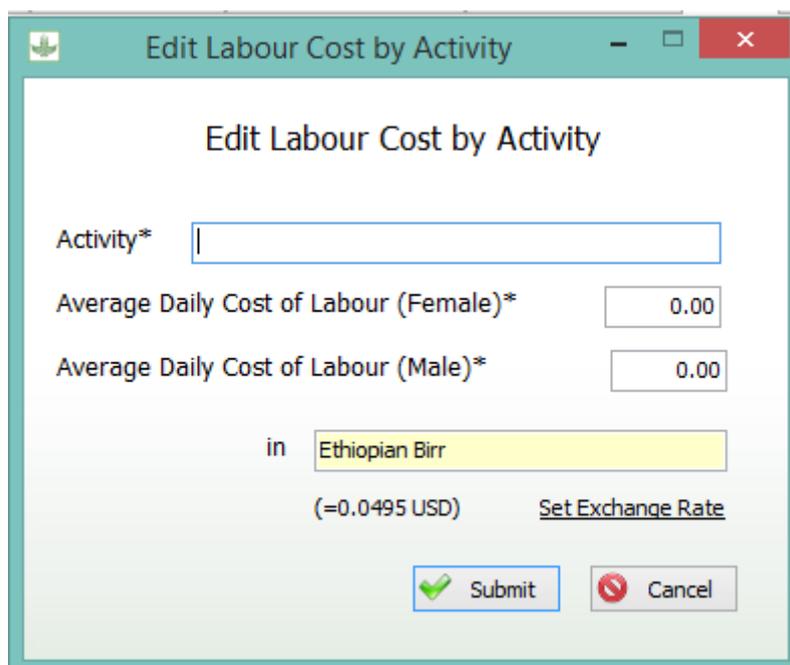
[View Reports](#)

Labour Tab

On this tab, you should enter overall maximum and minimum rates for daily labour, then may optionally define specific labour activities and enter the average daily rates paid to male and female workers, respectively.



Adding or editing an activity will open the following form:



Interview Data

On this tab you may use the grid to add, edit or delete individual interview respondents.

Individual Interview Respondents

Name	Age	Gender	Medium Farm
Anabelle	33	female	Medium Farm

The form for entering interview data is quite lengthy and completing it will be the subject of the next section of this manual.

If you delete an interview respondent from the grid you will permanently lose all associated data for that interview respondent. Be extremely careful when deleting.

Entering Individual Interview Respondent Data

The form to edit individual interview respondent data is another multi-tab form.

Edit Interview Respondent Data FEAST { DataApplication

Respondent: Anabelle

General | Property / Income | Livestock Holding | Crops | Fodder and Diet | Livestock Sales | Milk | Feed Availability

General Interview Respondent Information

Interview Date* 5/15/2015

Respondent Name* Anabelle

Age* 33

Gender* female

Respondent is Head of Household

Head of Household Information

Head of HH Name* Anabelle

Head of HH Age* 33

Head of HH Gender* female

Country Ethiopia

Major Region (e.g., State/Province) Don't know

Minor Region (e.g., County) Not familiar with Eth

Sub-Region AU headquarters

Community ILRI campus

Community Type Village [Define New Type](#)

Organization Affiliations of Household Members

Field Hockey Team

The tabs include:

- **General**
- **Property / Income**
- **Livestock Holding**
- **Crops**
- **Fodder and Diet**
- **Livestock Sales**
- **Milk**
- **Feed**
- **Availability**

You must enter **all** required fields before submitting the interview respondent. We will now go through the tabs and the required fields in each.

General

This tab contains general personal information about the respondent and their household.

The screenshot shows a web application window titled "Edit Interview Respondent Data". The respondent's name is "Anabelle". The "General" tab is active, displaying various fields for data entry. The "Interview Date" is set to 5/15/2015. The "Respondent Name" is "Anabelle", "Age" is 33, and "Gender" is female. A checkbox labeled "Respondent is Head of Household" is checked. Below this, the "Head of Household Information" section includes fields for "Head of HH Name" (Anabelle), "Head of HH Age" (33), and "Head of HH Gender" (female). Other fields include "Country" (Ethiopia), "Major Region" (Don't know), "Minor Region" (Not familiar with Eth), "Sub-Region" (AU headquarters), "Community" (ILRI campus), and "Community Type" (Village). There is a "Define New Type" link next to the "Community Type" dropdown. The "Organization Affiliations of Household Members" section contains the text "Field Hockey Team". At the bottom of the form, there are buttons for "View Reports", "Submit", and "Cancel".

Required fields include the interview date (which will default to the date of the focus group discussion), the respondent's name, age and gender. If the respondent is the head of their household, check the box below their information. If not, you will need to enter the same information for the head of household.

You may also enter information on their place of residence. By default, it will be populated with the same values as the focus group discussion.

There is an optional field for any organizations the respondent or their household members might belong to.

Property / Income

The property / income tab includes fields for how much property the respondent owns, the landholding category they fall into (small, medium, large or landless) as defined by the focus group participants and the head of household's occupation.

Edit Interview Respondent Data FEAST {DataApplication

Respondent: Anabelle

General Property / Income Livestock Holding Crops Fodder and Diet Livestock Sales Milk Feed Availability

Household Wealth and Sources of Income

Land Under Cultivation*

Units* [Define New Unit](#)

Landholding Category*

Head of HH Occupation*

Sources of Income (Top 4)
*Percentages must add up to 100**

Category	Activity	Pct.
Livestock	Fattening Animals - Ca...	20
Cropping	Food Crops	30
Business	Off-Farm Business	30
Cropping	Cash Crops	20

There is also a grid form to enter the top four sources of household income and the percentage of income derived from each. The percentages for the four items must add up to 100.

When you add or edit an income source, the following form appears:

Edit Source of Income

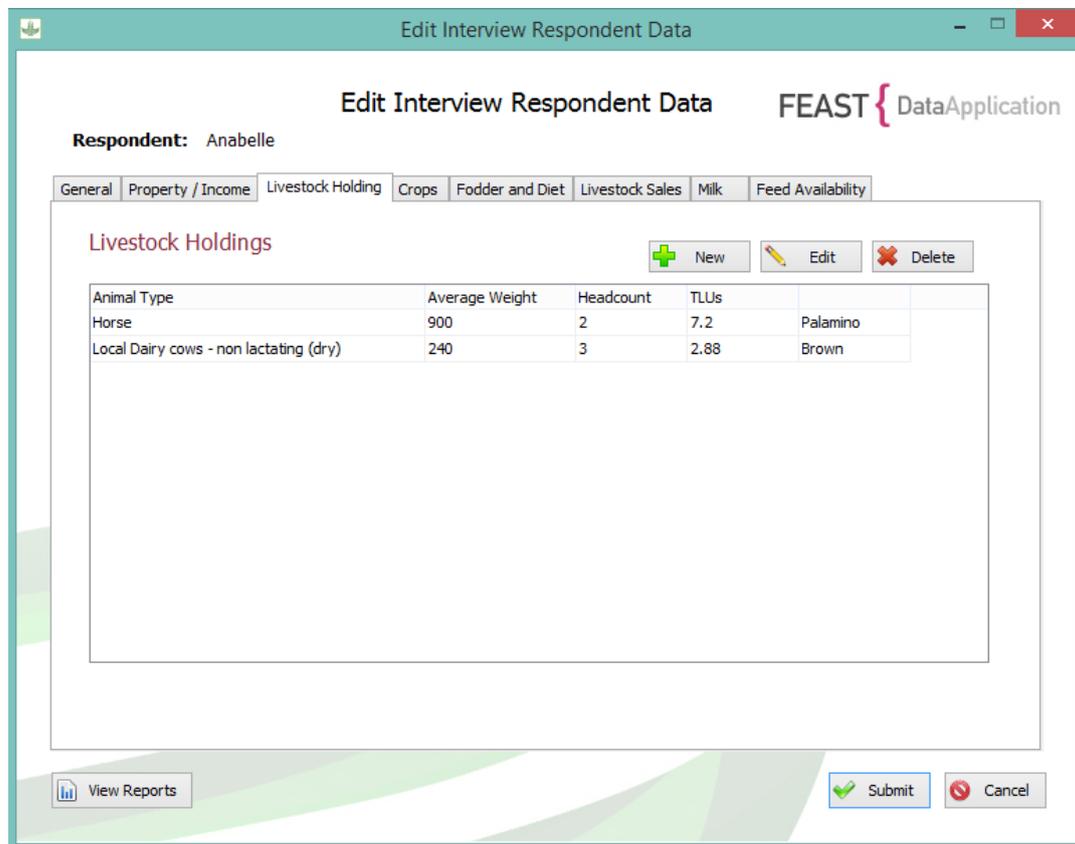
Activity* [Define New Activity](#)

% Contribution to Household Income* %

You may select an activity from the drop down and enter the percentage of the respondent's income derived from that activity.

Livestock Holding

The livestock holding form allows you to add records for the different types of animals owned by the respondent.



When you add or edit a record via the grid, the following form will appear:

Livestock Category*

Animal Type* [Define New Animal Type](#)

Headcount* Dominant Breed

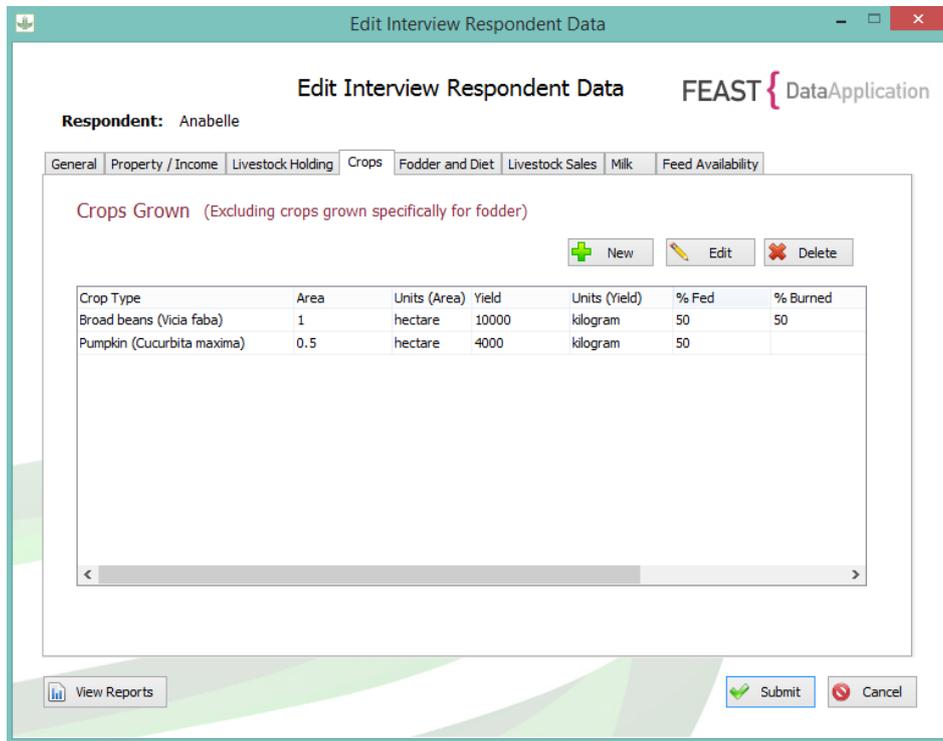
Average Weight (kg)*

Accepted weight range for this type of animal is ___ to ___ kg

You may select a category of livestock via the drop-down at the top then the specific type via the second drop-down. Other required fields include the headcount and average weight. You may optionally add the dominant breed.

Crops

The crops tab lists all crops grown for purposes other than feed.



Adding or editing a record will bring up the following form:

Edit Crop Data

Crop Type* Pumpkin (Cucurbita maxima) Define New Crop Type

Cultivated Area* 0.5 Units* hectare Define New Unit

Annual Yield* 4000 Units* kilogram Define New Unit

Uses of Residue*

Fed to Animals	50	%
Burned		%
Mulched	25	%
Sold	25	%
Other		%
Total	100	

Submit Cancel

Select a crop type from the drop-down, enter the hectares devoted to cultivation and yield, then the uses of residue. Percentages for uses of residue must add up to 100.

Fodder and Diet

The fodder and diet tab contains required fields for percentages of the animals' diet by source plus grids for cultivated fodder crops and feeds purchased by the respondent.

Edit Interview Respondent Data FEAST { DataApplication

Respondent: Anabelle

General Property / Income Livestock Holding Crops **Fodder and Diet** Livestock Sales Milk Feed Availability

Fodder Sources and Animal Diet

Contributions to Animals' Diet

Collected Fodder* %

Grazing* %

Cultivated Fodder* %

Crop Residue* %

Purchased Feed* %

These values do not necessarily need to add up to 100%

Fodder Crops

+ New Edit Delete

Fodder Crop	Cultivat...
Bermuda grass (Cynodon ...)	1 hectare
Italian Ryegrass (Lolium ...)	3 hectare

Feed Purchases

+ New Edit Delete

Feed Type	Quantity	Units (Mass)	Price
Banana (Musa acum...)	100	kilogram	50.00
Pineapple (Ananas ...)	50	kilogram	10.00

View Reports Submit Cancel

Adding or editing a record on the fodder crops grid will open this form:

Edit Fodder Crop Data

Fodder Crop Type* Define New Fodder Crop Type

Cultivated Area* Units* Define New Unit

Submit Cancel

There are three fields available for type of fodder crop, the area cultivated and the unit of area. All fields are required.

Adding or editing a purchased feed source opens this form:

Edit Purchased Feed Data

Fodder Type* Banana (Musa acuminata) - fruit skins [Define New Purchased Feed Type](#)

Quantity Purchased* Units* kilogram [Define New Unit](#)

Price per Unit* in Ethiopian Birr [Set Exchange Rate](#)
 (=0.0495 USD)

Number of Times Purchased per Year*

The required fields include type of fodder, quantity purchased, unit of mass, price per unit (currency defaults to that selected for the site) and the number of purchases made per year.

Edit Interview Respondent Data FEAST { DataApplication

Respondent: Anabelle

General | Property / Income | **Livestock Holding** | Crops | Fodder and Diet | **Livestock Sales** | Milk | Feed Availability

Livestock Sales and Market Prices

Animals Sold (Past 3 Years) [Edit](#)

Species	Gender	Number Sold	Approx. Weigh
Cattle	female	2	100
Cattle	male		
Sheep	female		
Sheep	male		
Goat	female	3	70
Goat	male		

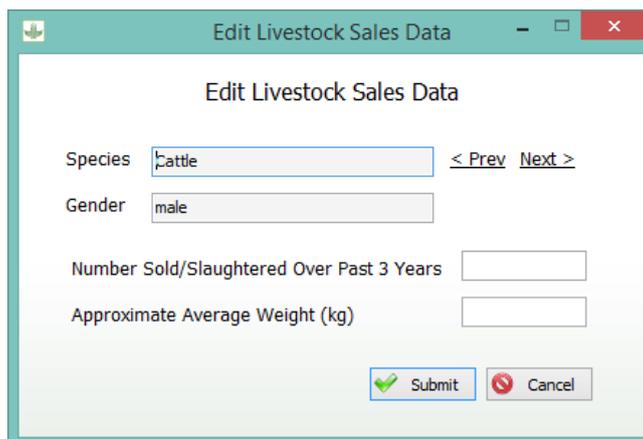
Market Price for Livestock [Edit](#)

Month	Cattle	Sheep	Goat
January	2000.00	500.00	400.00 1
February	2100.00	500.00	300.00 2
March	2200.00	500.00	450.00 3
April	2300.00	600.00	350.00 4
May	2400.00	450.00	450.00 5
June	2500.00	450.00	100.00 6
July	2800.00	200.00	300.00 7
August	3100.00	400.00	250.00 8
September	3300.00	500.00	480.00 9
October	3500.00	600.00	550.00 10
November	3700.00	440.00	320.00 11
December	4000.00	200.00	200.00 12

[View Reports](#)

The livestock sales tab has grids for entering the number of animals sold or slaughtered over the past 3 years and the typical market prices by month.

Editing the records for sales opens this form:



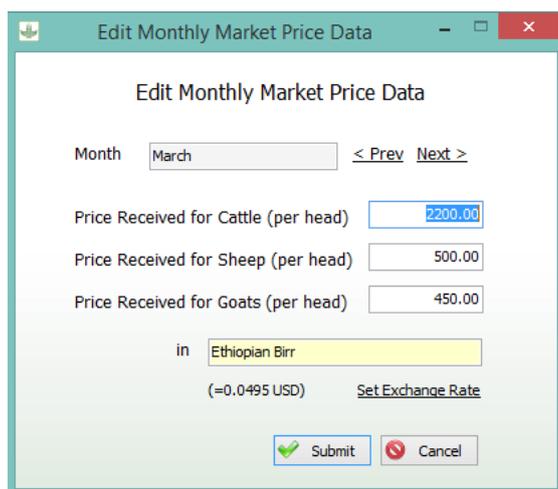
The screenshot shows a window titled "Edit Livestock Sales Data". Inside the window, there is a form with the following fields and controls:

- Species: A dropdown menu with "Cattle" selected. To its right are navigation buttons "< Prev" and "Next >".
- Gender: A dropdown menu with "male" selected.
- Number Sold/Slaughtered Over Past 3 Years: An empty text input field.
- Approximate Average Weight (kg): An empty text input field.
- At the bottom right, there are two buttons: "Submit" (with a green checkmark icon) and "Cancel" (with a red 'X' icon).

For each species / gender, enter the headcount sold or slaughtered and the average weight. You may use the previous and next arrows to cycle through the species / gender categories.

Not all categories require input. If the farmer has not sold or slaughtered any animals of a given type, it is fine to leave it blank.

Editing any of the monthly livestock price records opens this form:



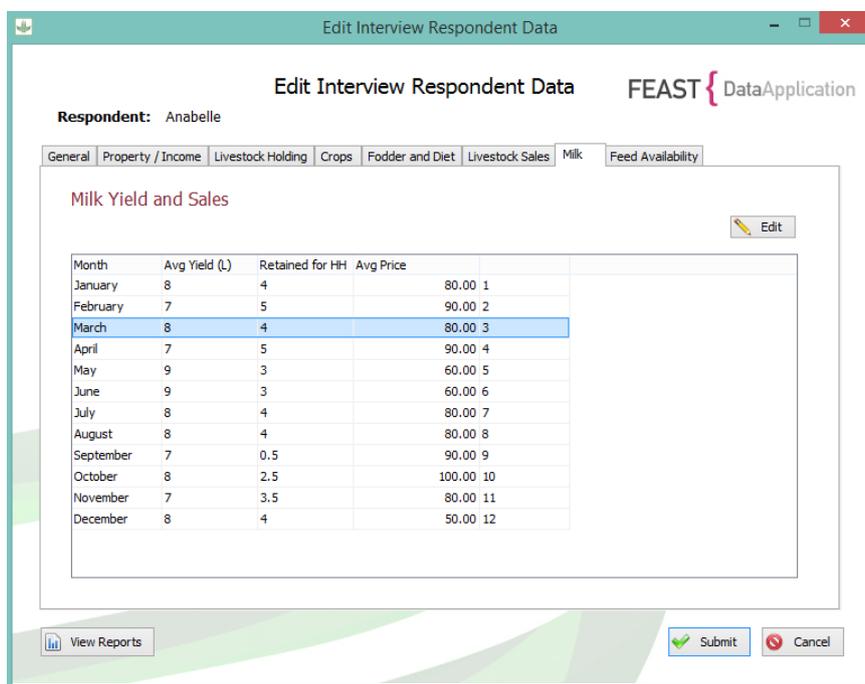
The screenshot shows a window titled "Edit Monthly Market Price Data". Inside the window, there is a form with the following fields and controls:

- Month: A dropdown menu with "March" selected. To its right are navigation buttons "< Prev" and "Next >".
- Price Received for Cattle (per head): A text input field containing "2200.00".
- Price Received for Sheep (per head): A text input field containing "500.00".
- Price Received for Goats (per head): A text input field containing "450.00".
- in: A dropdown menu with "Ethiopian Birr" selected.
- Below the currency dropdown, it says "(=0.0495 USD)" and there is a link "Set Exchange Rate".
- At the bottom right, there are two buttons: "Submit" (with a green checkmark icon) and "Cancel" (with a red 'X' icon).

For each month you may enter average prices for cattle, sheep and goats in local currency. Again, enter as much data as possible, though it is not necessary to enter values for every category for every month.

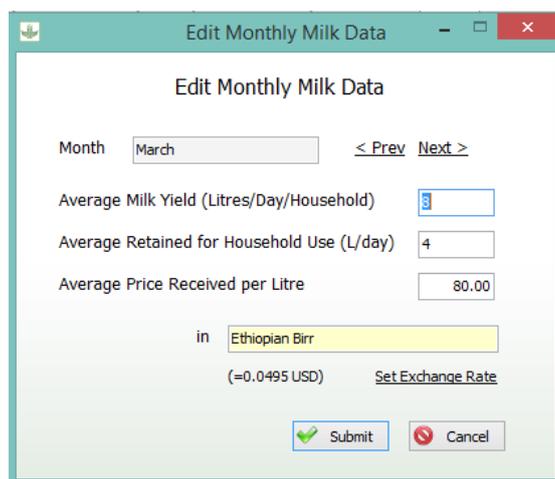
Milk

The milk tab has a grid for entry of average monthly milk production and prices.



Ideally you should enter complete data for all months, though the program will accept partially complete data.

Adding or editing a monthly record will open the following form:



The prev / next buttons allow you to cycle through the months and enter data.

Feed Availability

The feed availability tab allows you to enter overall feed availability by month, then breakdown by feed source.

Edit Interview Respondent Data FEAST {DataApplication

Respondent: Anabelle

General Property / Income Livestock Holding Crops Fodder and Diet Livestock Sales Milk **Feed Availability**

Monthly Feed Availability Edit

Month	Overall Feed ...	Order
January	3	1
February	2	2
March	4	3
April	9	4
May	8	5
June	6	6
July	4	7
August	5	8
September	8	9
October	8	10
November	7	11
December	6	12

View Reports Submit Cancel

Editing a monthly record opens the following form:

Edit Monthly Feed Availability Data

Month: < Prev Next >

Overall Feed Availability*:

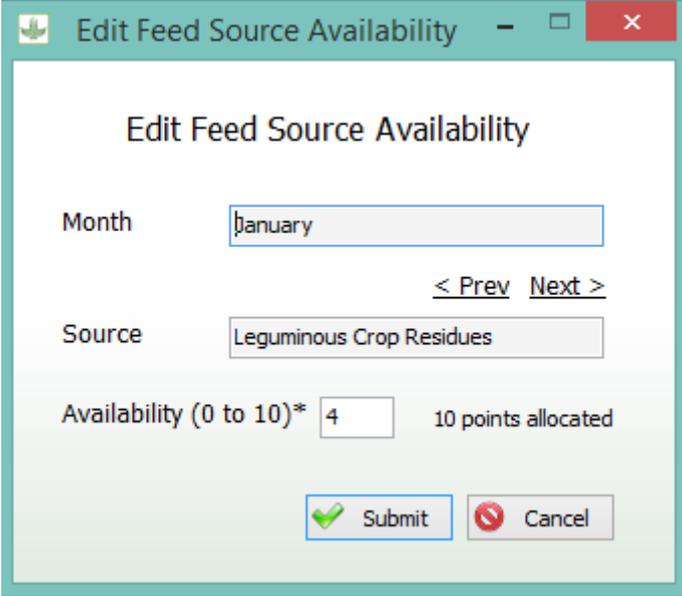
Monthly Diet Composition* Edit

Source	Rating
Cereal Crop Residues	3
Leguminous Crop Residues	4
Grazing	3
Concentrates	
Green Forage (e.g., weeds, ...)	
Other (Unspecified)	
Fast Food	

Total (must equal 10)

Submit Cancel

On the form you may use prev/next to page through months, enter an overall field availability value using the drop-down then edit records for individual feed sources using the grid. Editing a feed source record will open this form:



Edit Feed Source Availability

Month

< Prev Next >

Source

Availability (0 to 10)* 10 points allocated

You may page through the sources using the prev / next buttons and enter a value of 0 to 10 for each source. For each month, the ratings for all sources must total 10.

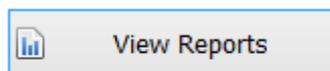
This completes the review of the various input forms.

Viewing FEAST Reports

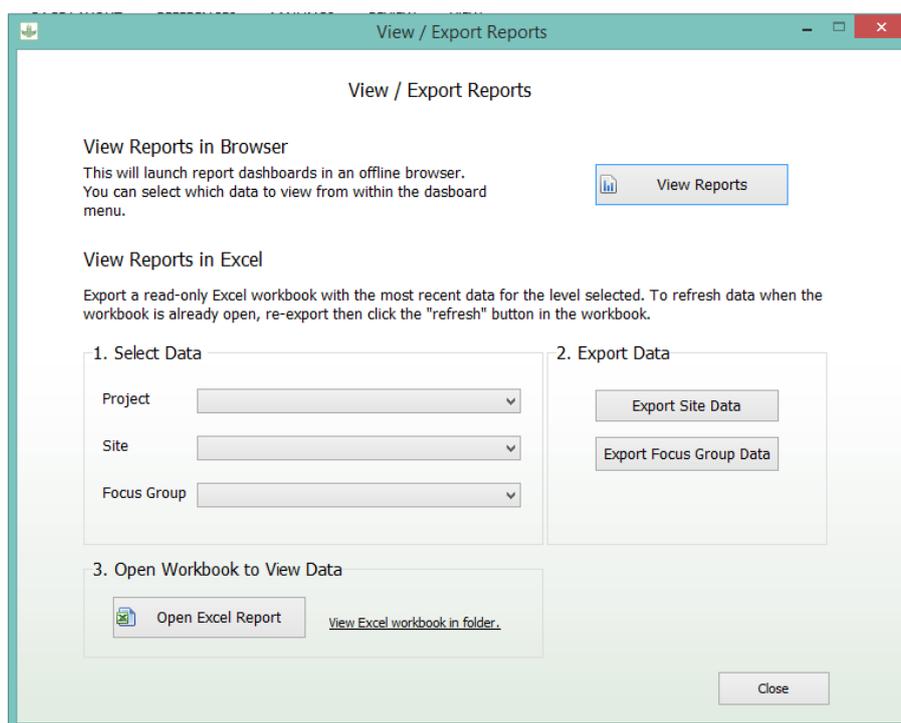
Once you have entered data for one or more focus groups, you will likely want to analyze the data and generate charts for inclusion in your report. The FEAST Data Application has a wide variety of available reports including:

- Animal Diet and Nutrition (Dry Matter, Metabolisable Energy and Crude Protein by source)
- Monthly Rainfall and Feed Availability
- Milk production vs. price per litre
- Dominant livestock species
- Dominant crops, fodder crops and purchased feed types
- Sources of income
- Gender pay equality
- Households by landholding category

The FEAST Data Application offers a variety of options for accomplishing this. The reports menu may be accessed via the home menu or any of the “View Reports” buttons included throughout the interface.



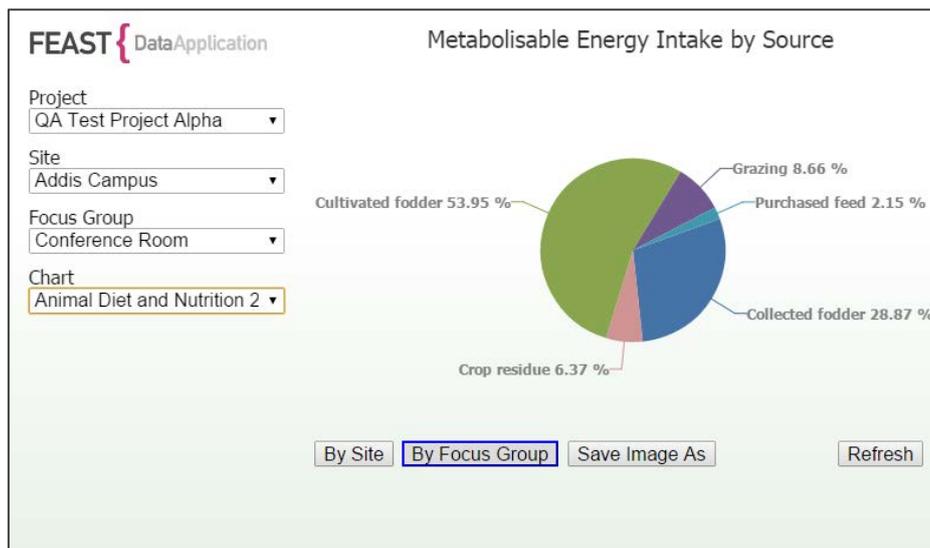
Clicking these buttons will open the report menu.



There are two main options for viewing reports: the browser and in a Microsoft Excel spreadsheet.

Report Browser

The report browser will open in a separate window. On the left hand side you will find drop-down menus allowing you to select a project, site and focus group, then the type of graph you wish to view.



Use the buttons at the bottom of the window to select whether to view data for the entire site or just the selected focus group. You may also save an image to your hard drive in .png format for insertion into a report.

Excel Export

To use these features you must have Microsoft Excel 2007 or later installed on your computer.

Viewing reports in Excel is a multi-step process.

1. Export data from FEAST Data App
2. Open Excel Report package
3. Enable macros / content
4. Refresh data as necessary

Let's start with the "View Reports in Excel" section of the reports menu.

View Reports in Excel

Export a read-only Excel workbook with the most recent data for the level selected. To refresh data when the workbook is already open, re-export then click the "refresh" button in the workbook.

The screenshot shows a user interface for exporting data to Excel. It is divided into three main sections:

- 1. Select Data:** Contains three dropdown menus for 'Project', 'Site', and 'Focus Group'.
- 2. Export Data:** Contains two buttons: 'Export Site Data' and 'Export Focus Group Data'.
- 3. Open Workbook to View Data:** Contains a button 'Open Excel Report' with an Excel icon, and a link 'View Excel workbook in folder.'

The first step is to choose the project, site and focus group for which you wish to view data. If you plan to do a report at the site level, it is not necessary to select a focus group.

This screenshot shows the '1. Select Data' section of the interface. It features three dropdown menus:

- Project:** QA Test Project Alpha
- Site:** Addis Campus
- Focus Group:** Conference Room

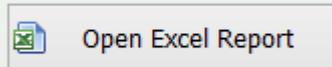
The next step is to export data either for the site or the focus group using the buttons in the second group.

This screenshot shows the '2. Export Data' section of the interface. It contains two buttons:

- Export Site Data
- Export Focus Group Data

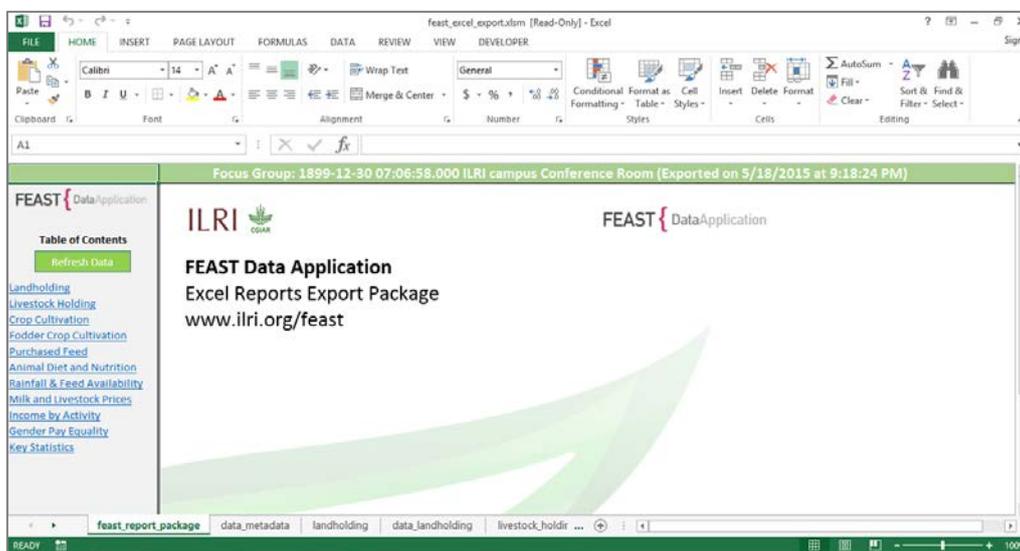
The third step is to click the button to open the Excel report package.

3. Open Workbook to View Data

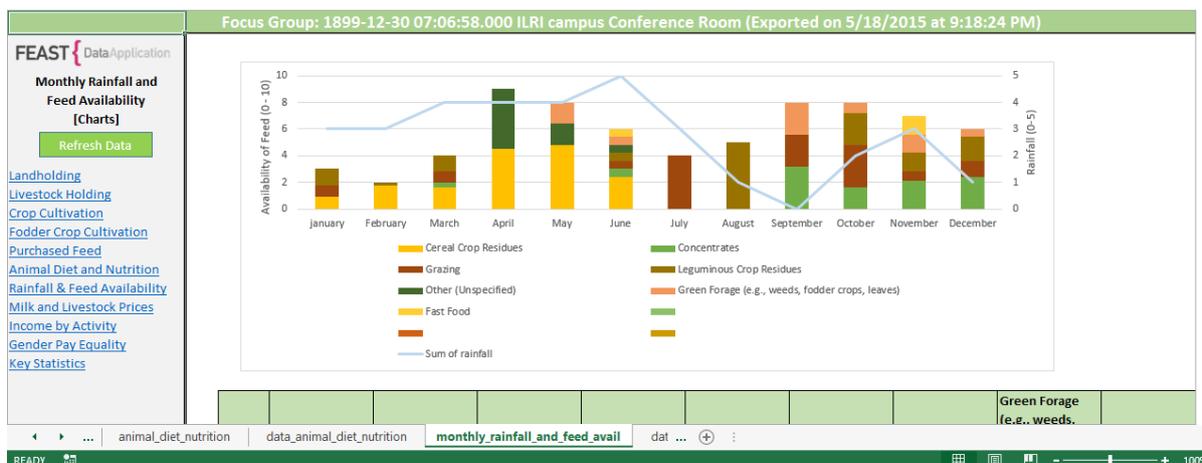


(If, for whatever reason, clicking the button does not open the report package, it can be found inside the “feast_data_app” folder under “Reports\feast_excel_export.xlsx”. However, you should always open the package with the button if possible as it will help ensure that all data is imported correctly.)

If you have Excel 2007 or later, the Excel Report package should appear as soon as Excel launches.



Using the list on the left-hand side you can navigate to the various charts and graphs.



FEAST Data Application User Manual

You can also click the tabs along the bottom of the spreadsheet to view chart source data as a table.

Focus Group: 1899-12-30 07:06:58.000 ILRI campus Conference Room (Exported on 5/18/2015 at 9:18:24 PM)

project_id	site_id	focus_group_id	respondent_id	month_name	ordering	source_of_feed	availability	average_of_avail
6	4	1	1	1 January	1	Cereal Crop Residue	0.9	0.9
6	4	1	1	1 January	1	Concentrates	0	0
6	4	1	1	1 January	1	Fast Food	0	0
6	4	1	1	1 January	1	Grazing	0.9	0.9
6	4	1	1	1 January	1	Green Forage (e.g.,	0	0
6	4	1	1	1 January	1	Leguminous Crop Re	1.2	1.2
6	4	1	1	1 January	1	Other (Unspecified)	0	0
6	4	1	1	1 February	2	Cereal Crop Residue	1.8	1.8
6	4	1	1	1 February	2	Concentrates	0	0
6	4	1	1	1 February	2	Fast Food	0	0
6	4	1	1	1 February	2	Grazing	0	0
6	4	1	1	1 February	2	Green Forage (e.g.,	0	0
6	4	1	1	1 February	2	Leguminous Crop Re	0.2	0.2
6	4	1	1	1 February	2	Other (Unspecified)	0	0
6	4	1	1	1 March	3	Cereal Crop Residue	1.6	1.6
6	4	1	1	1 March	3	Concentrates	0.4	0.4
6	4	1	1	1 March	3	Fast Food	0	0
6	4	1	1	1 March	3	Grazing	0.8	0.8
6	4	1	1	1 March	3	Green Forage (e.g.,	0	0

If you make any further changes to the data via the input forms, simply re-export the data then click “Refresh Data” in the left-hand menu (or Data > Refresh All via the Excel ribbons).

Intervention Ranking Analysis

The Intervention Ranking Analysis Report is a powerful tool that can suggest promising interventions for improving a community's livestock feed resources. The report presents a series of brief survey questions taken from the Focus Group Discussion Guide plus some additional questions for the facilitator, then compares the responses to a database of potential livestock feed interventions to generate a list of suggestions.

Note that the interventions listed in the Intervention Ranking Analysis Report are merely suggestions for your consideration and do not represent formal recommendations by ILRI. The survey upon which the report is based is subjective and the suitability of interventions may be impacted by factors not accounted for in the report.

Click the “Intervention Ranking Analysis” button on the home menu to display the Intervention Analysis menu. As with FEAST focus group data, assessments are associated with projects and sites [see the section on entering FEAST data for details on creating projects and sites].

Title	ID
1899-12-30 06:46:35.000 ILRI Research Campus Tent	1

If you previously entered focus group data for a Farmer-Centred Diagnosis, then you will find an assessment for that focus group pre-populated on the Intervention Analysis menu under its corresponding project and site. The application also allows you to create assessments independent of any focus group.

To add a new assessment, select or create a project, select or create a site, then click “Add New” to enter data for a new assessment. Just note that you cannot delete an assessment that is associated with a focus group, unless you delete the focus group itself.

Double-clicking an assessment in the table will display the “View/Edit Intervention Analysis” form, which displays basic information about the assessment and forms for entering survey data.

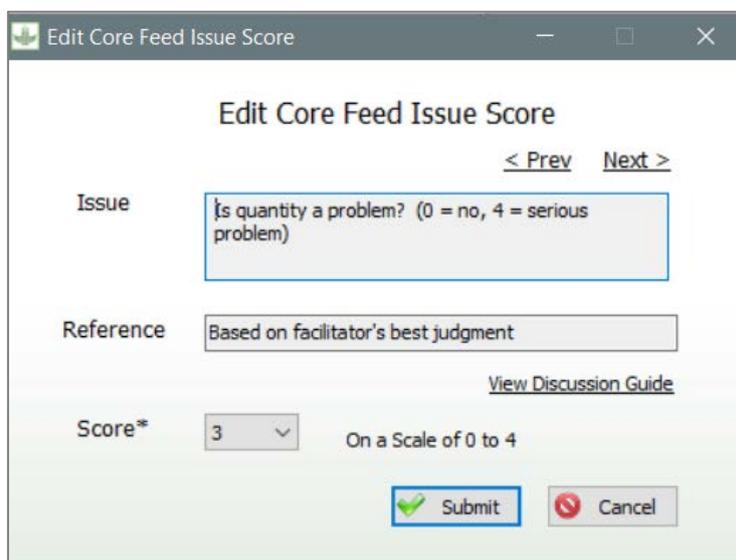
The screenshot shows the 'View/Edit Intervention Analysis' window. At the top, it displays the assessment title '1899-12-30 06:46:35.000 ILRI Research Campus Tent' and the site 'ILRI Antarctica Campus'. There is a 'View Intervention Ranking Report' button. Below this, there are two tabs: 'Core Context Attribute Data' (selected) and 'Attribute Weighting'. The 'Core Context Attribute Data' section includes two dropdown menus: 'What Best Describes the Agricultural System?' (set to 'Agro-pastoral / extensive mixed systems') and 'Core Commodity of Interest to Community' (set to 'Dairy cattle / buffalo'). Below these is a section for 'Core Context Attribute / Feed Issue Ratings' on a scale of 0 to 4, with an 'Edit' button. A table lists the attributes, their scores, and references.

Attribute	Score	Reference
Availability of cash / credit (4 = best)	3	Question 1.8 FEAST discussion
Availability of input delivery (4 = best)	2	Question 1.10 FEAST discussio
Availability of knowledge / skill (4 = best)	2	Based on facilitator's best judg
Availability of labour (4 = best)	1	Question 1.6 FEAST discussion
Availability of land for fodder cultivation (4 = best)	3	Question 1.9 FEAST discussion
Availability of water in growing season (4 = best)	4	Question 1.5.2 FEAST discussi
Is energy / protein shortage a problem? (0 = no, 4 = serious problem)	2	Based on facilitator's best judg

At the bottom right of the form are 'Submit' and 'Cancel' buttons.

The “Core Context Attribute Data” tab contains a table listing survey questions, plus drop-down fields to select the primary livestock commodity of interest to local farmers and the predominant farming system in the area.

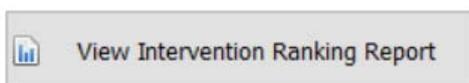
Double clicking a row or selecting a row then clicking “Edit” will open a form where you may enter a score between 0 and 4 for each issue. Use the “< Prev” and “Next >” links to cycle between the issues on the list.



The screenshot shows a web browser window titled "Edit Core Feed Issue Score". The form has the following fields and controls:

- Issue:** A text input field containing the text "Is quantity a problem? (0 = no, 4 = serious problem)".
- Reference:** A text input field containing the text "Based on facilitator's best judgment".
- Score*:** A dropdown menu with the value "3" selected. Below it, the text "On a Scale of 0 to 4" is displayed.
- Navigation:** Links for "< Prev" and "Next >" are located at the top right of the form.
- Buttons:** "Submit" (with a green checkmark icon) and "Cancel" (with a red X icon) buttons are at the bottom right.
- Link:** A link labeled "View Discussion Guide" is located below the Reference field.

Once you have entered the survey responses and selected the primary livestock commodity and predominant farming system, click the “View Intervention Ranking Report” button on the View/Edit Intervention Analysis form to view a list of suggested interventions.



The first page of the report displays a list of suggested interventions and the scores each intervention received for five major ranking criteria.

FEAST DataApplication

Intervention Analysis Report

1899-12-30 06:46:35.000 ILRI Research Campus Tent

Display: Click icons to sort by individual scores. (Click Here for an explanation of scores.)

Scores:

Click intervention to view details.

	Mitigate Core Constraint	Relevance to Commodity	Relevance to Farm System	Match Context Attributes	Production Impact
Grasses - for cut&carry systems (cut from cultivated fodder field under rainfed)	20	20	15	14	20
Short-duration / annual fodder crops (e.g. Oats, maize, sorghum, vetch)	20	20	10	12	20
Rehabilitation of communal/degraded grazing land.	13	20	15	13	20
Use of commercial balanced compounded feeds (e.g. dairy meal)	16	20	10	14	20
Dual purpose legumes e.g. lablab, cowpea, pigeon pea,	14	20	15	16	15

The scores listed in the table include:

- **Mitigate Core Constraint** - The intervention's ability to mitigate the major problems identified by local farmers, such as feed quality or quantity, or scarcity during the dry season or growing season.
- **Relevance to Commodity** - The suitability of the intervention to the main type of livestock raised by local farmers.
- **Relevance to Farm System** – The suitability of the intervention given to the predominant type of farming practiced in the community?
- **Match Context Attributes** - How closely the intervention matches the “core context attributes” rated by the farmers (land, water, labour, credit and inputs plus the level of technical knowledge among local farmers). *If the local area does not meet the minimum threshold for either land or water, then the intervention will be disqualified from the ranking report entirely.*
- **Production Impact:** The overall potential impact of the intervention under ideal conditions.

By default, the Intervention Ranking Analysis Report will show the top five interventions ranked by overall scores. Additional interventions may be listed in the event of ties.

You can click the icon above the column for any one of the factors to see the results ranked by that particular score. There is also an option to expand the list to show rankings for all of the interventions in the database, beyond the top suggestions.

Another available option is to show the normalized score versus the raw score. Normalized scores are always shown on a scale of zero to twenty, to allow for direct comparison of scores across different factors. For raw scores, each factor is measured using a different numerical scale.

From the ranking list, click on an intervention to see a page with a brief summary of the intervention – if available - and rationales for each of the scores it received.

FEAST DataApplication Intervention Analysis Report

[Back to Results](#)

Short-duration / annual fodder crops (e.g. Oats, maize, sorghum, vetch)

Annual or short-duration fodder crops planted for animal feed and harvested in the same season. Includes maize, wheat, barley, sorghum, oats, cowpea, alfalfa and fodder legumes. They can be fed fresh or made into hay or silage. Maize and sorghum need to be chopped before feeding. Growing fodder crops such as fodder oats for cool season feed supply or sorghum/maize for dry season feed supply (hay/silage) is a major strategy to overcome feed scarcity at particular times of the year. Most fodder crops are grown to address a quantity constraint (e.g. sorghum, maize) but some also address quality constraints (e.g. alfalfa, cowpeas).

[Read More Online >](#)

Score	Value	Rationale	Weighting
Mitigate Core Constraint	20	<p>Overall, the scores suggest that this intervention has a very high potential to mitigate the area's core constraints.</p> <ul style="list-style-type: none"> Very high potential to mitigate the area's dry season feed scarcity issues, which the survey rated as a major constraint Very high potential to mitigate the area's growing season feed scarcity issues, which the survey rated as a moderate constraint Very high potential to mitigate the area's feed quality issues, which the survey rated as a moderate constraint High potential to mitigate the area's feed quantity issues, which the survey rated as a major constraint 	0.3125
Relevance to Commodity	20	This intervention is considered very highly suitable for communities reliant on dairy cattle / buffalo.	5
Relevance to Farm System	10	This intervention is considered somewhat suitable for communities where the farming system is largely agro-pastoral / extensive mixed systems.	5
		<p>This intervention is considered:</p> <ul style="list-style-type: none"> Possible (but not ideal) for communities with high land availability. Generally reasonable for communities with very high water availability. 	

Click the “Read More Online” link at the end of the summary to view a full tech sheet on the ILRI website with detailed information about the intervention.

Advanced Settings

The Intervention Ranking Analysis Report allows you to adjust the calculations used for ranking suggested interventions.

Selecting the “attribute weighting” tab on the View/Edit Intervention Analysis menu will let you change how heavily the app weighs each factor when ranking interventions in the report. We do not recommend adjusting these settings without a very strong reason – for instance, if you were aware of specific circumstances within a community that made the type of farming system irrelevant to interventions.

	<u>Current</u>	<u>Default</u>	
Core Feed Issue	<input type="text" value="0.3125"/>	0.3125	The default values for weighting scores were calculated by comparing the number of possible responses for each item. For example, there are 4 possible answers to the "Farming System" question, hence each response is given greater weight than the "Context Attribute" score, for which there are 96 possible responses.
Commodity	<input type="text" value="5"/>	5.6	
Farming System	<input type="text" value="5"/>	5.6	
Context Attribute	<input type="text" value="0.21"/>	0.21	
Impact	<input type="text" value="5"/>	5.6	

If you unintentionally change the weighting or desire to change it back to the pre-set values, then click the “Reset to Defaults” button and the values will be updated to the default settings.

Custom Statistics and Units of Measurement

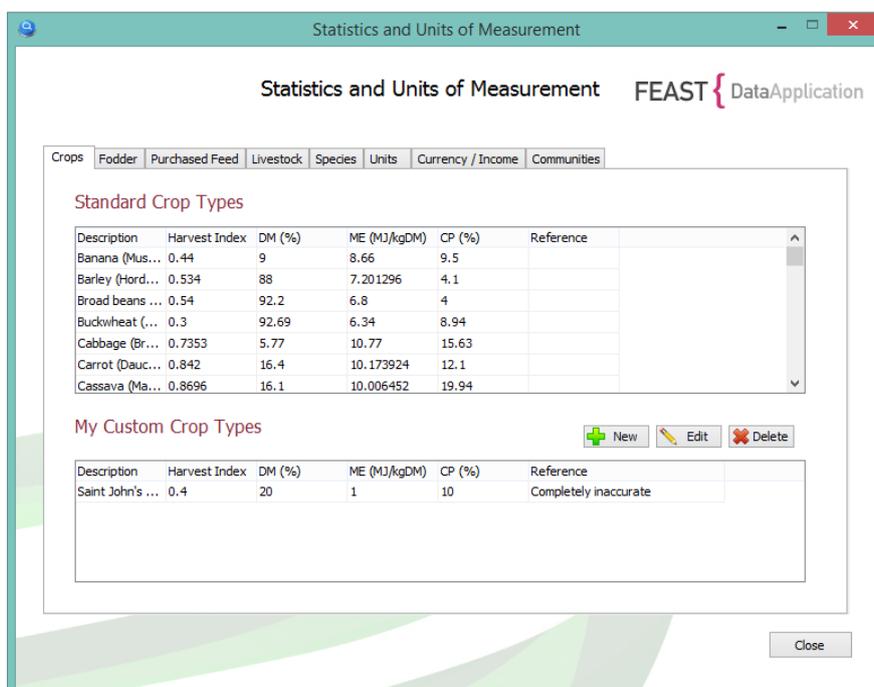
Throughout the interface, you will find many links to add custom statistics and units of measurement, including:

- Units of area
- Units of weight/mass
- Currency exchange rates
- Livestock types
- Crop, Fodder Crop and Purchased Feed types
- Community types

These options are included to help you better represent the unique conditions for the community in the data. However, it must be said that **custom statistics and units of measurement should be defined only when necessary**, as having too many variations of similar statistics will make it difficult for people to interpret the data in a meaningful way (for example, having twenty different types of dairy cows or adding a custom crop type for ‘rhubarb’ for the sake of the one farmer who grows less than a square meter’s worth in their garden).

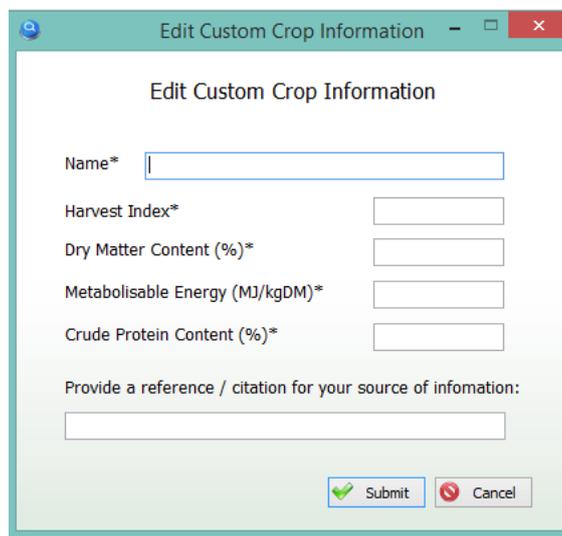
The Statistics and Units of Measurement Section

While the entry forms can be accessed wherever custom units or animal/crop types are used in the data entry interface, you can manage any custom statistics or units of measurement via the “Statistics and Units of Measurement” link on the home page.



Crops

The first page, Crops, has two grids. One displays standard crop types that may not be edited. The second displays any custom crop types you have defined. Adding or editing will bring up the following form:



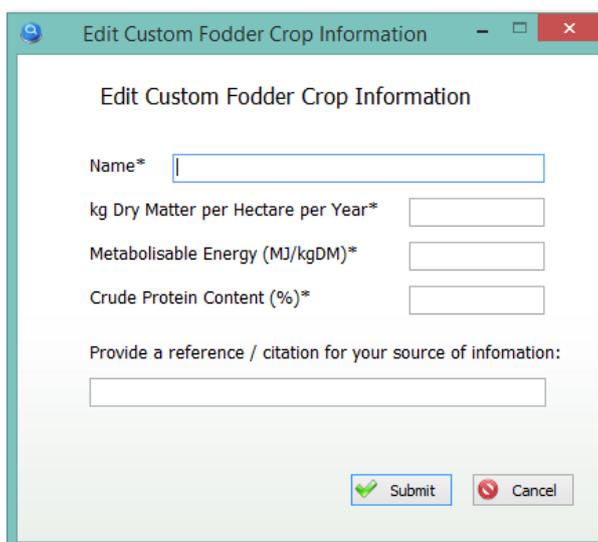
The screenshot shows a dialog box titled "Edit Custom Crop Information". It contains the following fields and controls:

- Name* (text input)
- Harvest Index* (text input)
- Dry Matter Content (%)* (text input)
- Metabolisable Energy (MJ/kgDM)* (text input)
- Crude Protein Content (%)* (text input)
- Provide a reference / citation for your source of information: (text input)
- Submit button (with a green checkmark icon)
- Cancel button (with a red X icon)

In addition to a name, you will need to add data for the Harvest Index, Dry Matter Content %, Metabolisable Energy in MJ/kg and Crude Protein Content %. There is also a field to cite a reference for the statistics. For the sake of the integrity of your reports, make sure that any new crop types you add are based on complete and reliable information.

Fodder

The Fodder tab is structured in a similar way with standard types above and custom types below. Editing or adding custom types opens the following form:



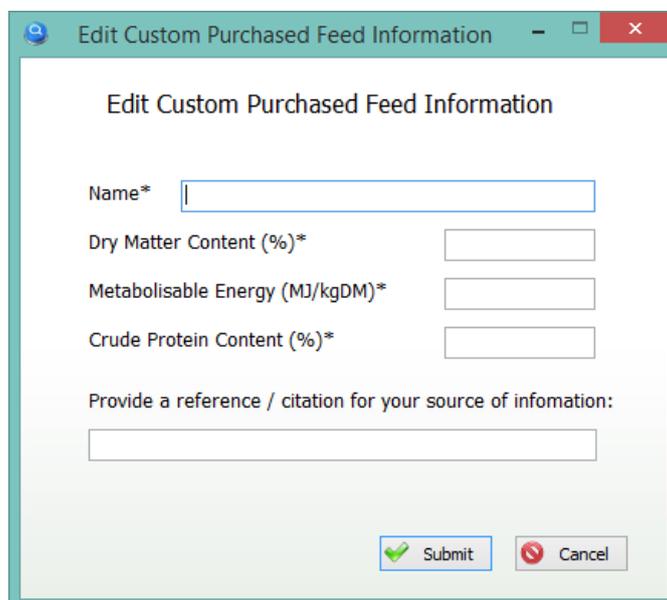
The screenshot shows a dialog box titled "Edit Custom Fodder Crop Information". It contains the following fields and controls:

- Name* (text input)
- kg Dry Matter per Hectare per Year* (text input)
- Metabolisable Energy (MJ/kgDM)* (text input)
- Crude Protein Content (%)* (text input)
- Provide a reference / citation for your source of information: (text input)
- Submit button (with a green checkmark icon)
- Cancel button (with a red X icon)

Once again, you will need to enter key data for the fodder crop and a reference.

Purchased Feed

The Purchased Feed tab also follows the pattern of standard types above, custom types below. When adding or editing, the following form appears.



The screenshot shows a dialog box titled "Edit Custom Purchased Feed Information". The dialog box contains the following fields and controls:

- Name***: A text input field.
- Dry Matter Content (%)***: A text input field.
- Metabolisable Energy (MJ/kgDM)***: A text input field.
- Crude Protein Content (%)***: A text input field.
- Provide a reference / citation for your source of information:**: A text input field.
- Submit**: A button with a green checkmark icon.
- Cancel**: A button with a red X icon.

You will need to add the requisite statistics and a reference.

Livestock Types

The Livestock Types tab also has standard types above, custom types below. Adding or editing custom types opens the following form:

Edit Custom Animal Type

Species* [Define New Species](#)

Category* [Define New Category](#)

Description*

Lactating Dairy

Weight Minimum (kg)* Maximum (kg)*

Don't define the minimum and maximum weight too strictly - leave some margin at either end of the range.

From this form, you may select the species and category for the custom type, and also define custom species and categories. Other requisite data is a description and the minimum and maximum weight range in kilograms.

Species

The Species tab has a different type of layout.

Statistics and Units of Measurement FEAST {DataApplication

Crops Fodder Purchased Feed Livestock **Species** Units Currency / Income Communities

Standard Animal Species

description
Buffalo
Camel
Cattle
Donkey
Goat

Standard Livestock Sales Categories

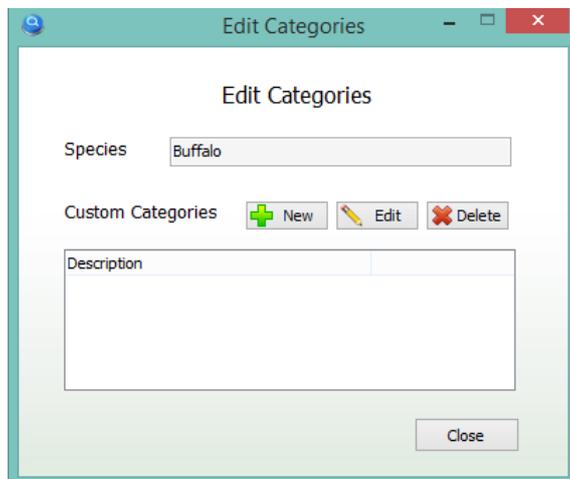
Cattle	female
Cattle	male
Goat	female
Goat	male
Sheep	female
Sheep	male

My Custom Species

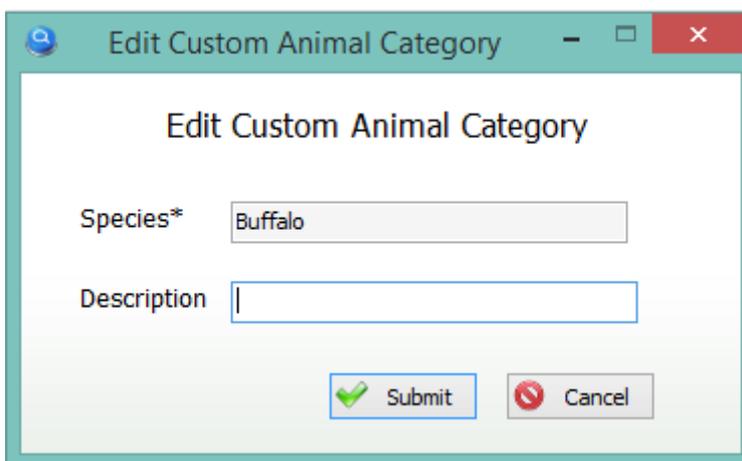
description
Yak

My Custom Livestock Sales Categories

While you cannot edit standard livestock species, clicking “edit” will allow you to add custom categories for that species.

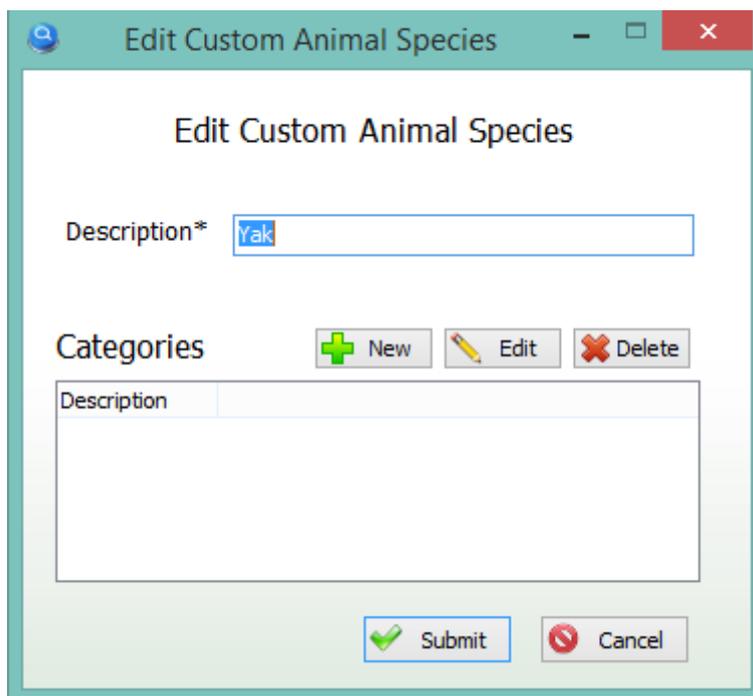


To add, edit or delete custom categories you can use the standard grid controls. Adding or editing opens the following form:



As long as a category with the same name does not already exist for the animal species, it will be added to all relevant drop-down lists.

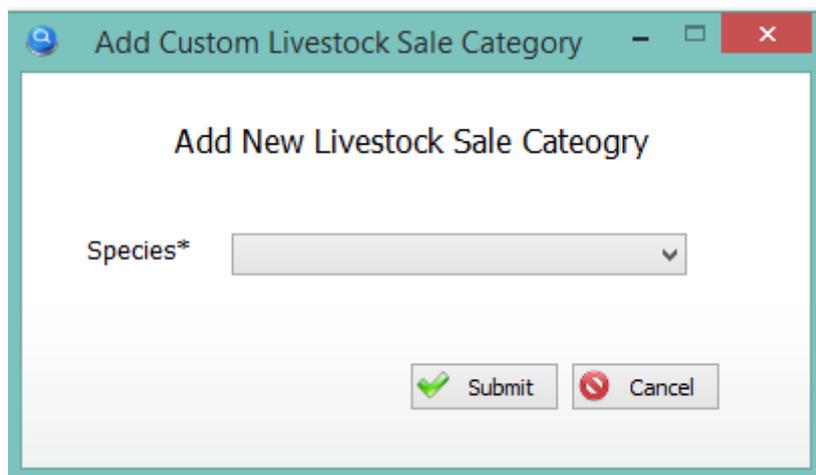
Adding or editing custom species will open this form:



The screenshot shows a window titled "Edit Custom Animal Species". Inside the window, the title "Edit Custom Animal Species" is centered at the top. Below the title is a text input field labeled "Description*" containing the word "Yak". Underneath the input field is a section labeled "Categories" which includes three buttons: a green plus sign followed by "New", a pencil icon followed by "Edit", and a red X icon followed by "Delete". Below these buttons is a table with one column header "Description" and one empty row. At the bottom of the window are two buttons: a green checkmark followed by "Submit" and a red X followed by "Cancel".

You can use the grid to add categories as needed.

To add additional livestock species to the animal sales section, use the grid.

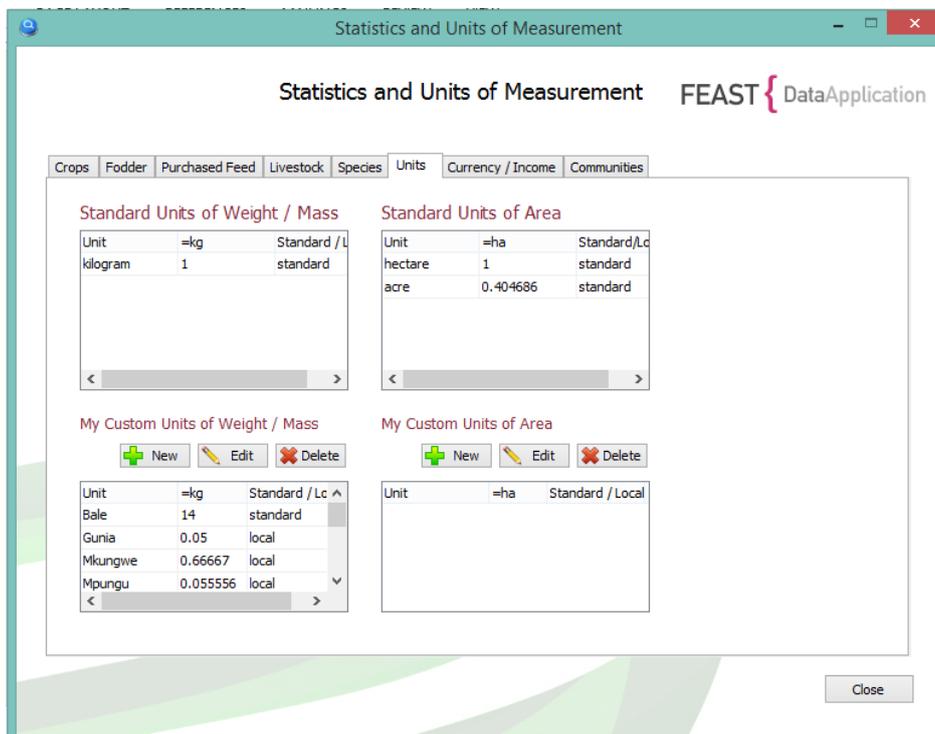


The screenshot shows a window titled "Add Custom Livestock Sale Category". Inside the window, the title "Add New Livestock Sale Category" is centered at the top. Below the title is a dropdown menu labeled "Species*" with a downward arrow on the right side. At the bottom of the window are two buttons: a green checkmark followed by "Submit" and a red X followed by "Cancel".

Select any species from the drop-down and male and female sale categories will be added.

Units Tab

The Units tab reverts to the standard items above, custom items below scheme.



When adding custom units of weight / mass the following form appears:

Edit Custom Unit of Weight / Mass

Name*

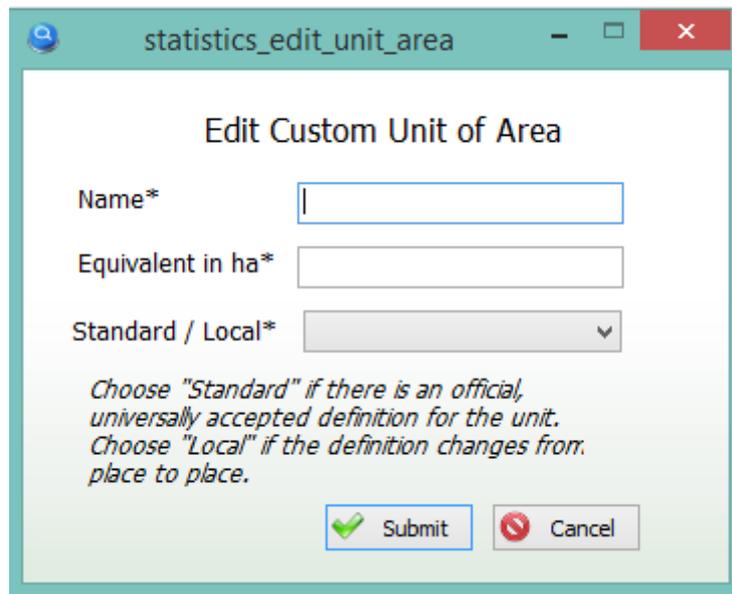
Equivalent in kg*

Standard / Local*

*Choose "Standard" if there is an official, universally accepted definition for the unit.
Choose "Local" if the definition changes from place to place.*

Enter a name for the unit, an equivalent in kilograms and whether the unit is standard (same definition everywhere in the world) or local (changes from community to community).

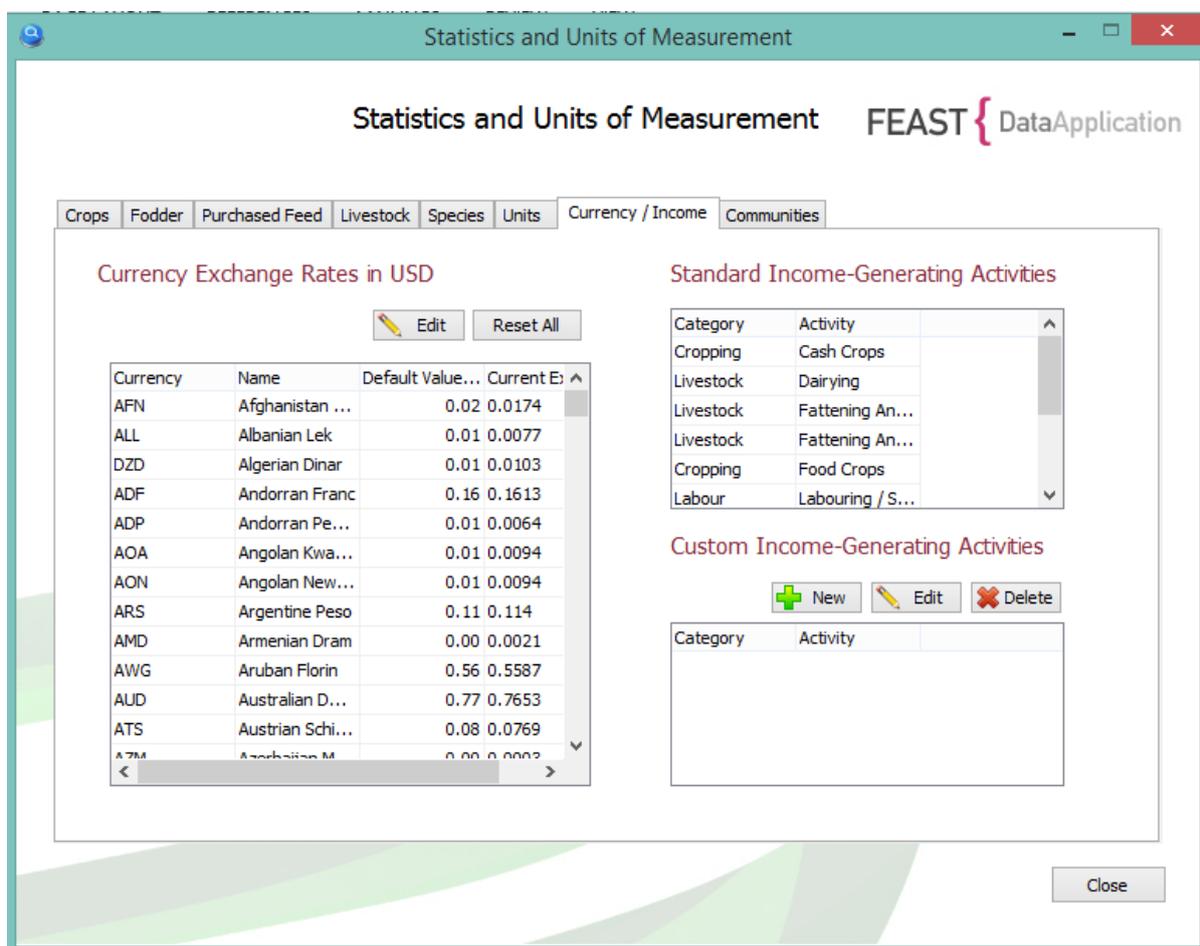
Similarly, the Edit Custom Unit of Area form gives the same options, except with equivalence in hectares.



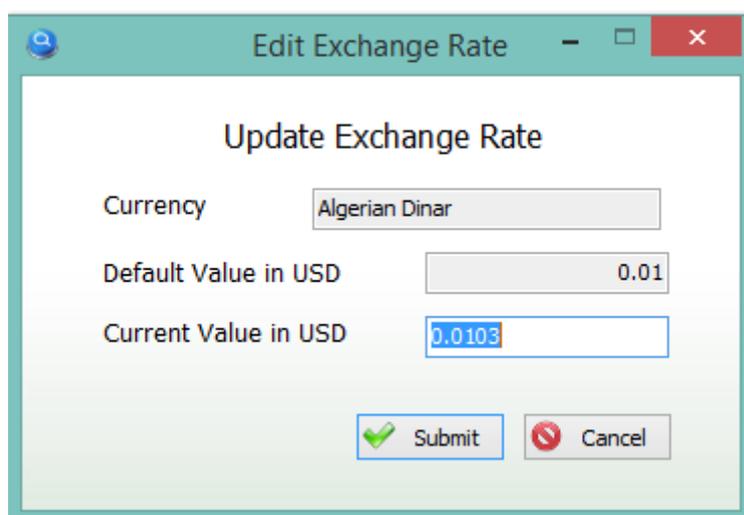
The screenshot shows a window titled "statistics_edit_unit_area" with a teal border. Inside the window, the title "Edit Custom Unit of Area" is centered. Below the title, there are three input fields: "Name*" with a text box, "Equivalent in ha*" with a text box, and "Standard / Local*" with a dropdown menu. Below these fields is a paragraph of instructions: "Choose 'Standard' if there is an official, universally accepted definition for the unit. Choose 'Local' if the definition changes from place to place." At the bottom of the form are two buttons: "Submit" with a green checkmark icon and "Cancel" with a red 'X' icon.

Currency / Income Tab

While you cannot add your own currencies, you may update the exchange rates via the grid.

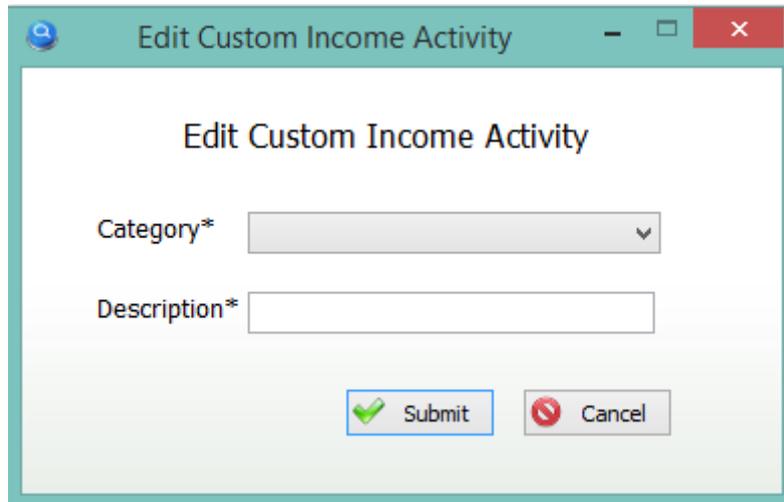


Select a currency and click edit to open this form:



At any time you can click the “Reset All” button above the currency grid to revert to the default exchange rates.

If you add or edit custom income-generating activities, this form appears:

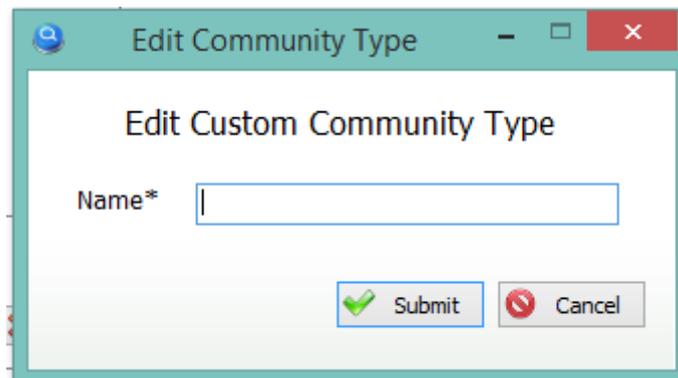


The screenshot shows a dialog box titled "Edit Custom Income Activity". Inside the dialog, there is a title "Edit Custom Income Activity". Below the title, there are two input fields: "Category*" which is a dropdown menu, and "Description*" which is a text input field. At the bottom of the dialog, there are two buttons: "Submit" with a green checkmark icon and "Cancel" with a red X icon.

Select from the pre-defined categories and enter a name. As long as an activity with the same name does not exist, it will be added to relevant drop-downs.

Communities Tab

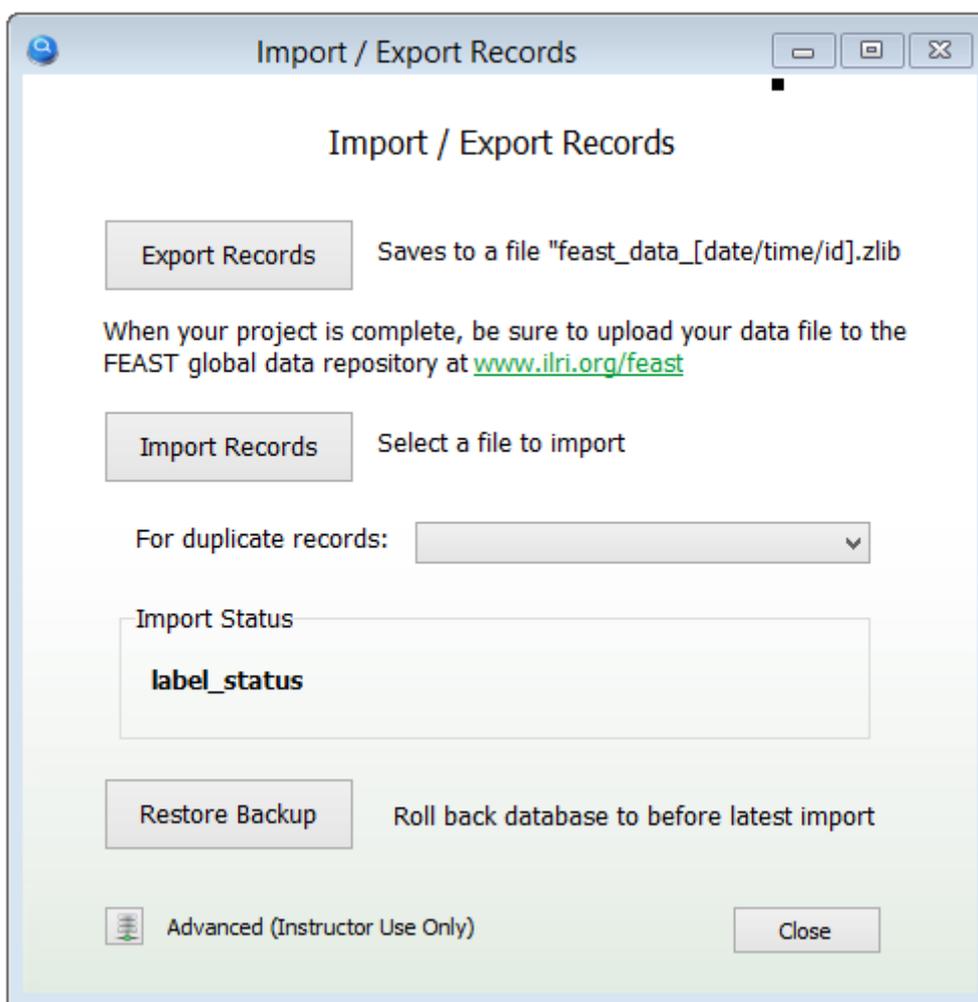
The Communities tab follows the regular standard above / custom below format. You may add new community types with this form:



The screenshot shows a dialog box titled "Edit Community Type". Inside the dialog, there is a title "Edit Custom Community Type". Below the title, there is one input field: "Name*" which is a text input field. At the bottom of the dialog, there are two buttons: "Submit" with a green checkmark icon and "Cancel" with a red X icon.

Importing, Exporting and Uploading Data

You can export data to upload to the FEAST worldwide data repository or import into another instance of the FEAST Data Application (in case you need to switch to a new computer, upgrade to a new version of the application or consolidate all your records in one place).



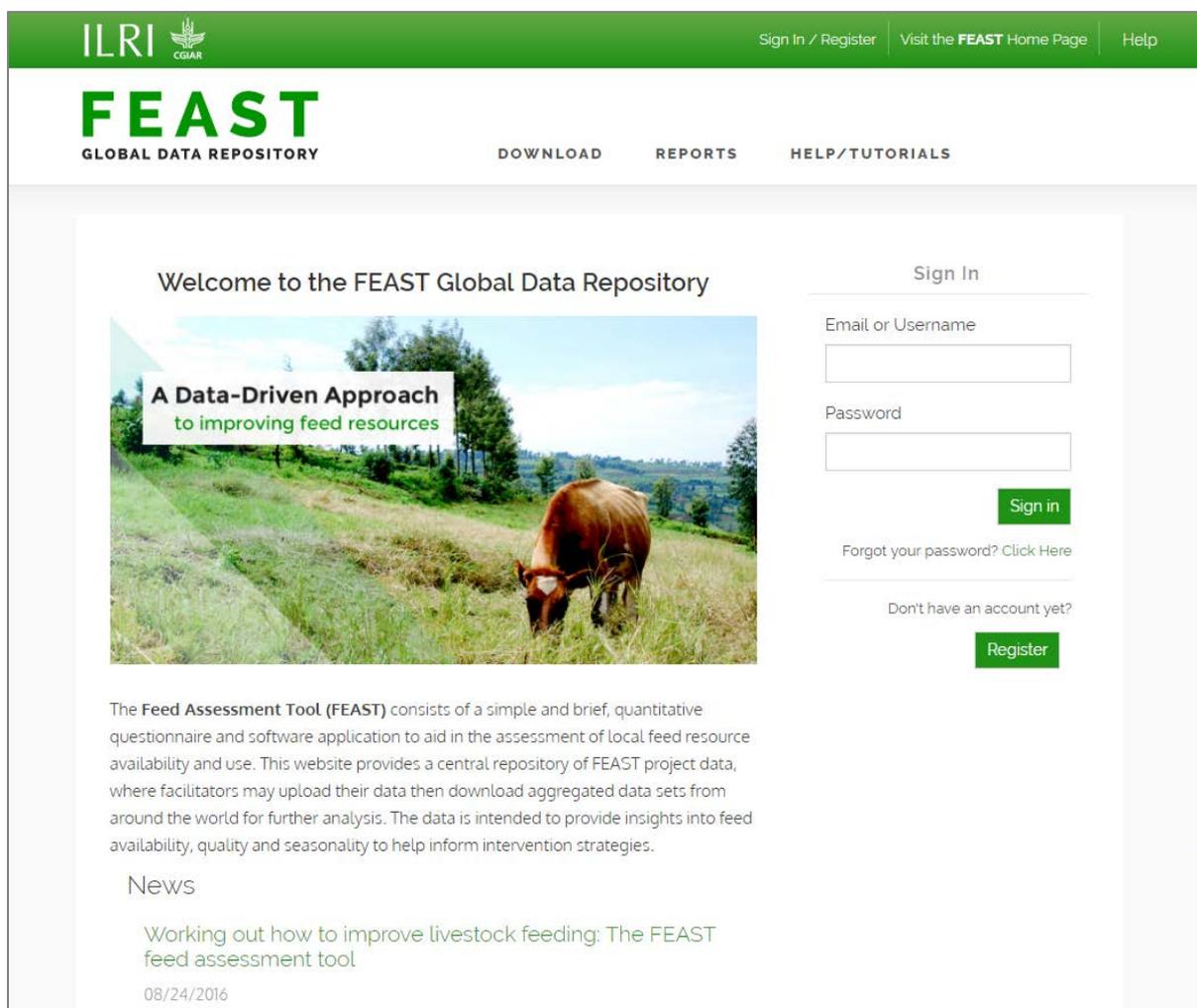
To export, click the “Export” button and select a directory on your computer. A file named “feast_data_[date/time/id].zlib” will be created in the directory indicated.

To import exported data from another instance of the application, click “Import Records”, select a FEAST .zlib file and it will be imported. In the dropdown below you can choose whether to keep the existing, imported or newest version of any duplicate records.

Finally, if you wish to reverse the import, you can click “Restore Backup” to reload the database to the state it was in prior to the last import operation.

Uploading to the FEAST Worldwide Data Repository

We encourage all FEAST facilitators to share their data with the larger community by submitting data to the FEAST worldwide data repository. Visit ilri.org/feast for instructions.



The screenshot shows the FEAST Global Data Repository website. At the top, there is a green header with the ILRI and CGIAR logos on the left, and links for "Sign In / Register", "Visit the FEAST Home Page", and "Help" on the right. Below the header, the "FEAST GLOBAL DATA REPOSITORY" logo is on the left, and navigation links for "DOWNLOAD", "REPORTS", and "HELP/TUTORIALS" are in the center. The main content area features a large banner image of a cow in a field with the text "A Data-Driven Approach to improving feed resources". To the right of the banner is a "Sign In" form with fields for "Email or Username" and "Password", a "Sign in" button, and a link for "Forgot your password? Click Here". Below the sign-in form is a link for "Don't have an account yet?" with a "Register" button. Underneath the banner, there is a paragraph of text describing the FEAST tool and a "News" section with a link to "Working out how to improve livestock feeding: The FEAST feed assessment tool" dated 08/24/2016.