



United States  
Department of  
Agriculture

National Institute  
of Food and  
Agriculture



# The Leadership Management Dashboard (LMD) User Guide:

## Introduction to LMD

**SYSTEM VERSION: 5.0**

**DOCUMENT VERSION: 1.0**

**RELEASE DATE: SEPTEMBER 29, 2014**

## Contact Us:

---

For general questions about this application, or support for the Reporting Portal and Logging in: [electronic@nifa.usda.gov](mailto:electronic@nifa.usda.gov) (Tier 1 support for all users)

### Document Comments:

We value your feedback on this document. Please email your comments to [LMDsupport@nifa.usda.gov](mailto:LMDsupport@nifa.usda.gov). (Tier 2 support for Internal Staff)

Hours: M-F 7AM – 3:30PM

### Troubleshooting for second tier IT Support:

[LMDfeedback@nifa.usda.gov](mailto:LMDfeedback@nifa.usda.gov) (Tier 3 Support)

**This document was created by users for users. We value your feedback! The Planning, Accountability and Reporting Staff (PARS) at NIFA has super-users that may be able to help if you encounter problems:**

Laurie Fortis: [lfortis@nifa.usda.gov](mailto:lfortis@nifa.usda.gov) Falita Liles: [fliles@nifa.usda.gov](mailto:fliles@nifa.usda.gov) or

Bart Hewitt: [bhewitt@nifa.usda.gov](mailto:bhewitt@nifa.usda.gov) (Supervisor)

*Please remember, the data shown in this guide may not be available to the public. This guide is intended for internal use only.*

## User Guide Organization:

Guides are available under the “Help” link. The Basic Navigation Guide shows you the basics of LMD. Every other guide is specific to one “Tab” in LMD, which are listed below. To download the complete Guide, please visit the Intranet site: <http://intranet.nifa.usda.gov/groups/OfficesUnits/OA/PA/Reporting>

Tab	User Guide
General Introduction Guide	1 - Basic Navigation in LMD – User Start Guide v1.0
Acronyms	Acronym List v1.0
Activities	Activities User Guide v1.0
Analyze	Analyze User Guide v1.0
AREERA POW	AREERA POW User Guide v1.0
Awards	Budget and Awards User Guide v1.0
Search	Enterprise Search User Guide – Faceted Search Overview v1.0
Search	Enterprise Search User Guide v1.0
Goals	Goals and Portfolios User Guide v1.0
Portfolios	Goals and Portfolios User Guide v1.0
My Snapshots	My Snapshots User Guide v1.0
State Snapshots	State Snapshots User Guide v1.0
Workload	Workload User Guide v1.0
CRIS Classification Reference	My Snapshots User Guide v1.0

**Table of Contents**

Contact Us:..... 2

User Guide Organization:..... 2

How to log into LMD:..... 4

Introduction: ..... 6

Basic Page Navigation: ..... 6

How to Navigate the Menus: ..... 7

Menus (Tabs) Overview – What can LMD do for you? ..... 7

Financial Data in LMD: ..... 8

How to query data (How to create a search):..... 10

Results Pages Overview: ..... 11

Searching for Definitions:..... 12

Downloading User Guides under the Help Menu:..... 13

## How to log into LMD:

The NIFA Reporting Portal is a launching page for all the newest NIFA Reporting systems offering access to LMD (Leadership Management Dashboard), REEport, and POW (Plan of Work). It also has links at the bottom of the page to REEIS (Research, Education and Economics Information System), CRIS (Current Research Information System) and PRS (Peer Review System).

LMD – Logging In: Go to the website at <http://portal.nifa.usda.gov/portal/front/login> (screenshot below)

1. Enter your work login (i.e. lfortis) and NIFA network password (same for your NIFA login)

**NIFA** REPORTING PORTAL

Email Password Log In

→ Register for the NIFA Leadership Management Dashboard (LMD)  
→ Reset password

**USDA**

### LMD

The National Institute of Food and Agriculture (NIFA) created the Leadership Management Dashboard (LMD) to provide State Partners, Agency Executives, National Program Leaders, Program Specialists, and Program Assistants at NIFA with actionable business information in a format that is both intuitive and insightful. [More...](#)

#### Latest News

##### Welcome to the NIFA Reporting Portal

The NIFA Reporting Portal provides a single point of access to the Leadership Management Dashboard (LMD), REEport, and the Plan of Work (POW) applications.

NIFA Users: Log in using your NIFA network credentials.  
Other Users: Log in using your NIFA Reporting Portal credentials.

For help logging into the Reporting Portal, email [electronic@nifa.usda.gov](mailto:electronic@nifa.usda.gov).  
[More...](#)

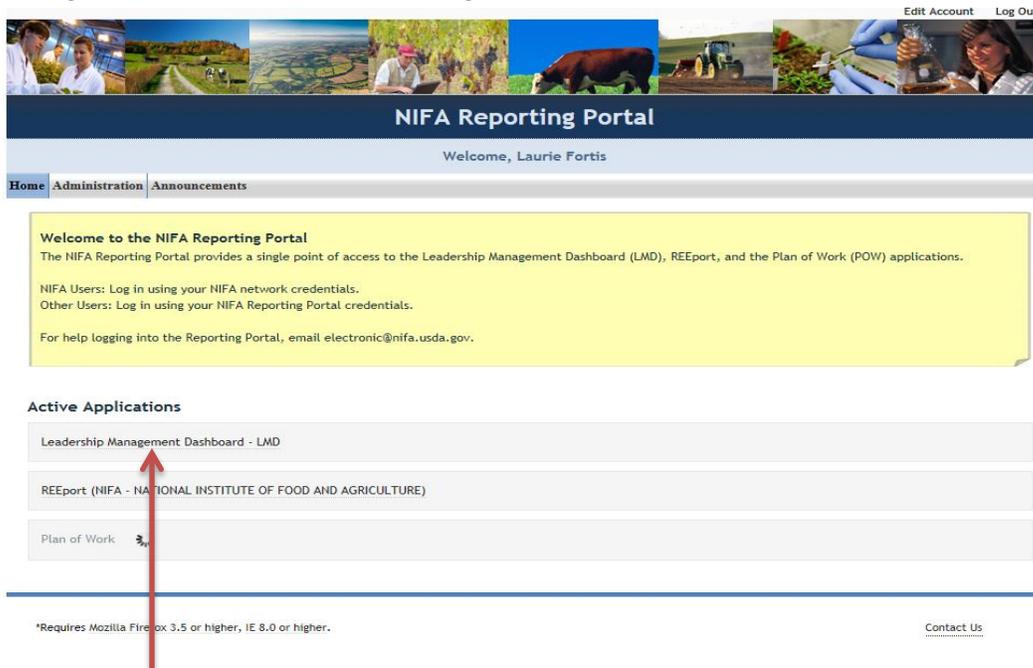
#### Links to Other Systems

<b>REEIS</b> <a href="http://www.reeis.usda.gov">http://www.reeis.usda.gov</a> The Research, Education, and Economics Information System (REEIS) is a source of information on the research, education and extension programs, projects and activities of the U. S. Department of Agriculture (USDA) and its partner institutions in the	<b>CRIS</b> <a href="http://cris.nifa.usda.gov/">http://cris.nifa.usda.gov/</a> CRIS is the U.S. Department of Agriculture's documentation and reporting system for ongoing and recently completed research and education projects in agriculture, food and nutrition, and forestry. Projects are conducted or sponsored by USDA research agencies, state agricultural experiment stations, land-grant universities, other	<b>PRS</b> <a href="https://prs.nifa.usda.gov">https://prs.nifa.usda.gov</a> The Peer Review System (PRS) allows reviewers and potential reviewers to update personal information and to complete and submit reviews online.
--	--	--

<http://portal.nifa.usda.gov/portal/front/login#>

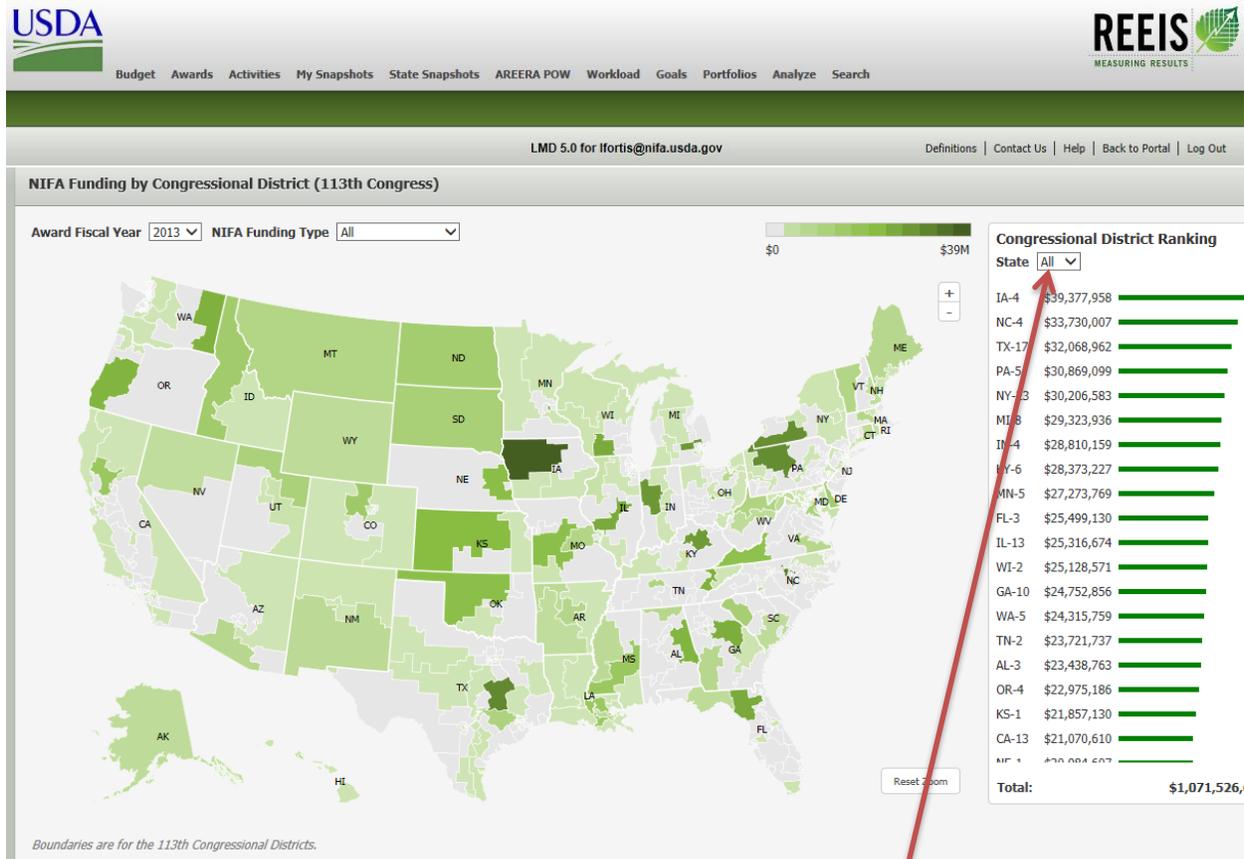
If you need any help on the Login Page, please email [electronic@nifa.usda.gov](mailto:electronic@nifa.usda.gov) which is now the primary contact for all support services for these applications.

After you login, the screen will look something like the below screenshot:



Click on LMD to open the application.

The program opens to a landing page with the Congressional Map (screenshot below).



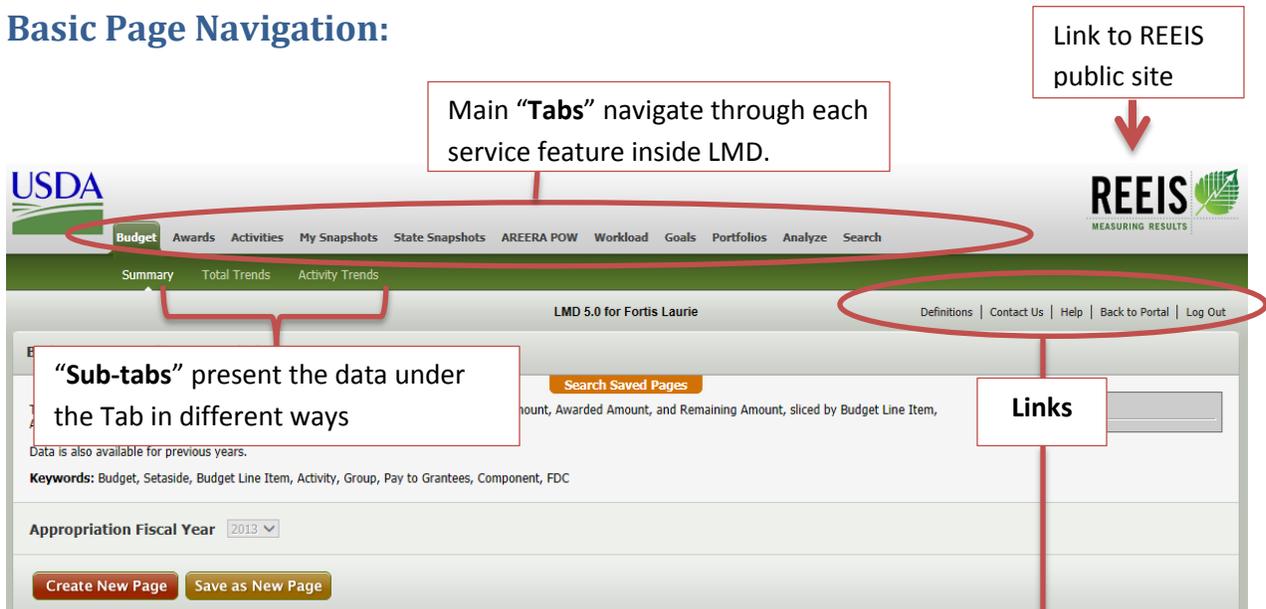
Move your mouse over a congressional district in any State to see the Capacity and Non-Capacity total funding to that district. To look at one State, choose the State in the State drop down box on the right.

## Introduction:

The Leadership Management Dashboard (LMD) serves NIFA as a one stop shop to find and report budget, program, and project information for NIFA Staff and the public. Each tab of LMD serves a particular purpose or Office. For example, the Budget tab should have information relevant to the Budget and Financial Offices. The Awards tab contains information and reports that are relevant for the Awards Management Division at NIFA.

Other tabs are designed to serve the Program staff at NIFA, including the Activities tab, My Snapshots, State Snapshots and Workload tabs. These are the tabs recently updates with help text denoted with a question mark icon like this .

## Basic Page Navigation:



The screenshot shows the USDA LMD 5.0 interface for Fortis Laurie. The main navigation tabs are: Budget, Awards, Activities, My Snapshots, State Snapshots, AREERA POW, Workload, Goals, Portfolios, Analyze, and Search. A red oval highlights these tabs, with a callout box stating: "Main 'Tabs' navigate through each service feature inside LMD." The sub-navigation for the Budget tab includes: Summary, Total Trends, and Activity Trends. A red oval highlights the "Links" section in the top right, with a callout box stating: "Links". A red arrow points from a box labeled "Link to REEIS public site" to the REEIS logo. Another red oval highlights the footer links: Definitions, Contact Us, Help, Back to Portal, and Log Out. A callout box for the sub-tabs states: "'Sub-tabs' present the data under the Tab in different ways".

### Links include:

Definitions link has been updated and is now searchable. Clicking the link will open a new tab in your browser. Open the tab, and type the name of the field you need to know about in the search box to find out about that term. ([click here for more information](#))

Contact Us link opens a pop-up with links to email Customer Support.

Help link now opens a table of LMD User Guides for each Tab. In addition, links to screencasts are available to view for the more difficult tabs. These links are in the guides for those tabs.

Back to Portal takes you to the Reporting Portal landing page to navigate to REEport and the Plan of Work Application.

Log out will log you out of the Reporting Portal and all three applications (LMD, REEport, POW)

## How to Navigate the Menus:

As you pass your mouse pointer over the Menu Tabs in LMD the sub-tabs appear below the item your pointer is over. In order to keep the sub-tab menu open, move your mouse pointer underneath the menu and then up onto the sub-tab you wish to open. Click the sub-tab to open it.

## Menus (Tabs) Overview – What can LMD do for you?

Budget	Shows NIFA budget information including Appropriations, Reimbursable, and Setaside funds. Information available includes Budget Dollar Amount, Setaside Amounts, Pay to Grantees Amount, Awarded Amount, and Remaining Amount, sliced by Budget Line Item, Activity Type, Group, Category, Component, and FDC.
Awards	The Awards Management Division uses this tab which has two pre-made reports, The Recent Awards and AMD Closeout Reports. Information available includes Budgeted for Grantees Amount, Awarded Amount, and Remaining Amount by Budget Line Item, Activity Type, Group, Category, Component, and FDC. Users are able to drill to Award Listing pages showing each individual Award.
Activities	NIFA Staff can use this tab for a personalized and agency-wide view of both capacity and non-capacity projects. Alerts for new awards or project changes are located under this tab as well. Multistate sub-tabs provide a similar personalized and agency-wide view of Hatch Multistate projects. Clicking on project numbers will provide a listing of individual projects. Multistate titles open projects in NIMSS.
My Snapshots	This tab shows the total number of projects, funding, capacity programs, scientist FTEs, and the percent of total funding by State, fiscal year and sponsoring agency for selected Knowledge Areas, Subjects of Interest, and Fields of Science.
State Snapshots	This tab provides a view of financial reporting by funding mechanism or organization type, including federal and non-federal sources from the AD-419 Annual Financial Report (expenditures for capacity projects) by fiscal year and State.
AREERA POW	This tab provides Annual Financial and Outcome data from the POW Annual Reports submitted to NIFA for capacity reporting. Data can be mined many ways including by Activity, Institution Type, Knowledge Area, State, and Region.
Workload	This tab is for Supervisors to see the workload of NIFA staff including the number of Capacity (Formula), Non-Capacity (Non-Formula), and Special Projects in addition to the Panels and Number of Proposals for the panels for the current fiscal year. (panel numbers reset each October 1st). Numbers drill down to project level.
Goals	NIFA funding (both Reported Expenditure Dollars and Grant Obligation Dollars) for NIFA sponsored projects by USDA Strategic Goals. Information can be searched by Sponsoring Agency and fiscal year, and is compared to funding for the same projects from all other sources. Users may drill-through from each Goal to related Objectives and from each Objective to related Knowledge Areas. The trends sub-tab shows NIFA Formula Expenditure trends by USDA Strategic Goals in a similar way.
Portfolios	The summary sub-tab illustrates NIFA funding (both Reported Expenditure Dollars and Grant Obligation Dollars) for NIFA sponsored projects by NIFA Portfolios, compared to funding for the same projects from all other sources. This page also provides a drill-through from each Portfolio to related Knowledge Areas. Data is available by Sponsoring Agency and by fiscal year. The trends sub-tab illustrates NIFA Formula Expenditure trends by NIFA Portfolios with the same drill through connections.

Analyze	For more advanced searching using “cubes” or data sets which include AREERA POW Annual Financials (AD-419), Awards, Projects and Budget. The "Compare", “Cross-tab” and “Rank” sub-tabs show the analysis features available in LMD. Each Cube can be searched using the full range of dimensions and filters available in LMD.
Search	Enterprise Search for LMD and REEIS allows for text searching of Project Pages (CRIS Report), Annual Reports on Planned Programs (Capacity Outcomes), and Project Components (Faceted).

## Financial Data in LMD:

The table below illustrates the data available in LMD and how it is reported. Capacity or Formula funds are reported after the end of the fiscal year as Expenditures, while Award funding for Non-Capacity (also known as Competitive or Non-Formula) is reported during the fiscal year as Obligations from C-REEMS. Expenditure data is not available until after NIFA “Closes Out” the fiscal year, meaning all data is reported by our LGU Partners and will not change any further.

Non-Capacity data is further analyzed for reporting to the Budget Office using the Cross-Cut process after which the data is “Closed Out” meaning it does not change. When the data is closed out, it is reported as “Actuals” to the Budget Office. Until this process is complete the data is “Estimated” and may be updated or changed by actions in C-REEMS.

How to Report Funding => Expenditure vs. Award		
	For Project Types	Funding Data Reflects
NON-NIFA Grants	<ul style="list-style-type: none"> <li>▪ USDA Contracts</li> <li>▪ USDA Cooperative Agreements</li> <li>▪ USDA Grants</li> <li>▪ USDA In House Grants</li> </ul>	Expenditure Amount from AD-418
	<ul style="list-style-type: none"> <li>▪ STATE</li> </ul>	
Formula	<ul style="list-style-type: none"> <li>▪ Animal Health</li> <li>▪ Evans-Allen</li> <li>▪ Hatch</li> <li>▪ McIntire-Stennis</li> <li>▪ Smith-Lever 3b &amp; C</li> <li>▪ 1890 Extension</li> </ul>	Expenditure Amount from AD-419
		Plan of Work
NIFA Grants	<ul style="list-style-type: none"> <li>▪ 3D Grants</li> <li>▪ Cooperative Agreements</li> <li>▪ NRI/AFRI Grants</li> <li>▪ Other Extension Grants</li> <li>▪ Other Research Grants</li> <li>▪ SERD Grants</li> <li>▪ Small Business Grants</li> <li>▪ Special Research Grants</li> </ul>	Award Amount (reported only in the Fiscal Year of the Award)

Financial data is the linchpin of the data in LMD. Tabs that allow you to pull Program information must follow the format of funding in C-REEMS. The below example illustrates how an example program, AFRI is presented in the C-REEMS funding classification.

This **Summary** sub-tab shows the Budgeted for Grantees Amount, Awarded Amount, and Remaining Amount by **Budget Line Item, Activity Type, Group, Category, Component, and FDC** by Appropriation Fiscal Year.

Appropriations		\$1,078,216,866	\$1,060,067,761	\$18,149,105
Extension		\$424,379,959	\$423,579,146	\$800,813
Integrated		\$18,857,708	\$18,857,708	\$0
Research		\$634,979,199	\$617,630,907	\$17,348,292
1994 Research Program		\$1,554,080	\$1,476,978	\$77,102
N/A		\$1,554,080	\$1,476,978	\$77,102
Agriculture and Food Research Initiative Grants		\$254,067,673	\$245,744,255	\$8,323,418
N/A		\$254,067,673	\$245,744,255	\$8,323,418
N/A		\$254,067,673	\$245,744,255	\$8,323,418
65102: WATER AND WATERSHEDS		\$0	\$0	\$0
65104: ORGANISMAL ARTH & NEMATODES		\$0	\$0	\$0
65105: SUBORGANISMAL ARTH & NEMATODE		\$0	\$0	\$0
65106: TOOLS, RESOURCES, GENOMICS		\$0	\$0	\$0

Users are able to drill to Award Listing page showing each individual Award.

**In order to pull program information and not see N/A in the label for the row, you must use the “FDC by Activity Type > Group” options for the rows.**

(see next page for general information about how to search LMD)

## How to query data (How to create a search):

Click the tab you wish to search under to open the search page.

To start a new search on any page, scroll down and click the “Create New Page” button.

The screenshot shows the USDA REEIS portal interface. At the top, there are navigation tabs for Budget, Awards, Activities, My Snapshots, State Snapshots, AREERA POW, Workload, Goals, Portfolios, Analyze, and Search. Below this, there are sub-tabs for Summary, Total Trends, and Activity Trends. The main content area is titled "Budget Summary for Appropriation Year 2013" and includes a "Search Saved Pages" button. A "Default Page" dropdown is also visible. Below the search options, there are buttons for "Create New Page" and "Save as New Page". A table of data is displayed with columns for Activity Type / Group / Component / FDC, Budget Source Dollars, Federal Admin, SBIR, Biotech, CRIS/Peer Panel, and Pay to Grantees. A "CSV" export button is located on the right side of the table. Red arrows and callout boxes provide instructions: "Click to start a new search." points to the "Create New Page" button; "Open a saved search: Choose your saved search, or other public saved searches." points to the "Search Saved Pages" button; "Export results to Excel in csv format. Be sure to resave as an xls file" points to the "CSV" button; and "Resulting Data from Searches" points to the data table.

This activates all the choices on the page for your search. Some pages, such as the AREERA POW tab, open a new search page automatically without this step.

**Public Saved Searches:** If you would like to look at public saved searches, click the “Search Saved Pages” tab at the top of the page where you may search by keyword or scroll through the available shared searches. Click the search to open the page, which will update the results. You can modify a saved search by adjusting the search limits and clicking “Show Results”.

LMD is set up for spreadsheets. Many pages ask you to choose a Dimension for Rows and Columns of the spreadsheet, and allow you to filter the same dimension by limiting it to a specific year or other selection. Clicking on the drop down box in these fields will show you your choices for analysis.

The screenshot shows the "AREERA - New Analysis Page" with several configuration options: "Dimension for Rows" (a dropdown menu with "Choose a dimension..." selected), "Report Fiscal Year" (a dropdown menu with "2012" selected), and "Filters" (a dropdown menu with "Add a filter..." selected). A "Show Results" button is located at the bottom left of the form.

Each User Guide will have a list of available search limits for quick reference.

In this example (left), the Year will be in the columns of the resulting spreadsheet. Add a filter to limit the information in the Row Dimension. Then click “Show Results” to see the data.

## Results Pages Overview:

**Project level results pages** open in a new tab of your browser (either from reports such as the AMD Closeout Report, or when drilling down to the project level) and present your view options differently:

The screenshot shows the "AMD Closeout Report (Expired in last 90 days)" interface. At the top, there is a search bar for "Search Proposal Listing" with a "GO" button. Below the search bar is a table with columns: Grant Number, Proposal Number, Grantee Name, State, Expiration, Final Technical Report Received, and Final Financial Report Received. The table contains several rows of data, including Tennessee State University, For Agriculture in the Classroom, Tuskegee University, University of the Virgin Islands, SAES - University of Puerto Rico, and SAES - Virginia Polytechnic Institute and State University. To the right of the table, there are navigation options: "current filters", "columns" (with a dropdown arrow), "export" (with a dropdown arrow), and a "Choose >>" button. Red arrows point from the "columns" and "export" buttons to the text below.

Grant Number	Proposal Number	Grantee Name	State	Expiration	Final Technical Report Received	Final Financial Report Received
98-EF98-1-8915	2002-04448	TENNESSEE STATE UNIVERSITY	TENNESSEE	08/31/2014	N	N
98-EF98-1-8914	2002-04400	FOR AGRICULTURE IN THE CLASSROOM	NORTH CAROLINA	08/31/2014	N	N
98-EF98-1-8902	2002-04392	TUSKEGEE UNIVERSITY	ALABAMA	08/31/2014	Y	N
2013-70004-21317	2013-04300	UNIVERSITY OF THE VIRGIN ISLANDS	VIRGIN ISLANDS OF THE U.S.	08/31/2014	N	N
2013-70004-21018	2013-02452	SAES - UNIVERSITY OF PUERTO RICO	PUERTO RICO	08/31/2014	N	N
2013-70003-20971	2013-05251	SAES - VIRGINIA POLYTECHNIC INSTITUTE AND STATE UNIVERSITY	VIRGINIA	08/31/2014	N	N

Columns: Click this to bring up the columns available for the report.

Export: Click this to open the current data in Excel.

After clicking export, your browser will ask if you want to open or save the report.

Clicking on the **Proposal number** of a project will open a pop-up window of basic project information.

When drilling down from a total dollar amount in your search results, project level information is displayed with even more columns to choose from. Click the box next to the field to include a column with the information you wish to view. Uncheck the box to remove the field.

The screenshot shows the "Award Listing" interface. At the top, there is a search bar for "Search Award Listing" with a "GO" button. Below the search bar is a table with columns: Grant Number, Accession Number, Proposal Number, Award Type, Program Code, Formula Flag, Award Date, and Award Amount. The table contains one row of data: Grant Number 2011-67009-20030, Accession Number 0224069, Proposal Number 2011-04445, Award Type New, Program Code A6121, Formula Flag N, Award Date 12/08/2011, and Award Amount \$394,765.00. To the right of the table, there are navigation options: "current filters", "columns" (with a dropdown arrow), "export" (with a dropdown arrow), and a "Choose >>" button. Red arrows point from the "columns" and "Choose >>" buttons to the text below.

Grant Number	Accession Number	Proposal Number	Award Type	Program Code	Formula Flag	Award Date	Award Amount
2011-67009-20030	0224069	2011-04445	New	A6121	N	12/08/2011	\$394,765.00

To refresh the page and view your specified columns click the "Choose" button.

Clicking on the **Accession number** will open the Technical Report for that project in a new tab of your browser.

Many tabs show the results of a search with an Excel button on the top-right to download the report of results.



The screenshot shows a report interface. At the top, there are two checkboxes: "Exclude zero rows" and "Show visualization", both currently unchecked. Below these are two buttons: "Show Results" and "Save This Page". A table titled "Award Dollars - Sum" is displayed below. The table has columns for "Formula Flag", "2012", and "2013". A red arrow points from the text above to the "Exclude zero rows" checkbox. Another red arrow points from the text above to the "Save This Page" button. A third red arrow points from the text above to the "Excel" download icon in the top right corner of the table area.

Formula Flag ▲	2012	2013
N	\$581,941,662	\$450,231,146
Y	\$701,979,756	\$648,349,537
Total	\$1,283,921,418	\$1,098,580,683

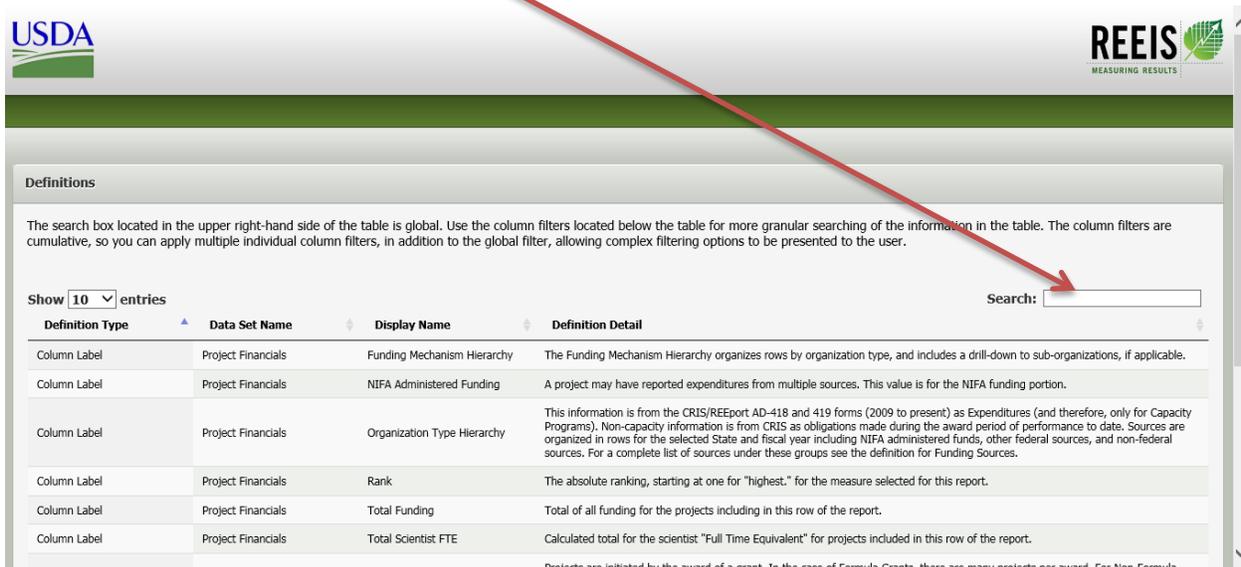
When analyzing large data sets, you may want to “Exclude zero rows”. This feature has a glitch.

Be sure to **save the search in LMD before you export to Excel** in order for the “exclude zero rows” feature to work correctly if available on the page.

**After downloading your results as a .csv file, be sure to resave it as an Excel Workbook.** If you work with the results in Excel, and you do not resave the file as an .xls file, you will lose your work because .csv files do not support Excel functionality.

## Searching for Definitions:

Clicking the definitions link opens the below page in a new tab on your browser shown below. To begin a search, just start typing in the search box, which searches all the definitions fields:



The screenshot shows the REEIS Definitions page. At the top left is the USDA logo, and at the top right is the REEIS logo with the tagline "MEASURING RESULTS". Below the logos is a section titled "Definitions". The text in this section reads: "The search box located in the upper right-hand side of the table is global. Use the column filters located below the table for more granular searching of the information in the table. The column filters are cumulative, so you can apply multiple individual column filters, in addition to the global filter, allowing complex filtering options to be presented to the user." Below this text is a table with columns: "Definition Type", "Data Set Name", "Display Name", and "Definition Detail". A search box is located in the upper right-hand side of the table area. A red arrow points from the text above to the search box. The table contains several rows of definitions, including "Funding Mechanism Hierarchy", "NIFA Administered Funding", "Organization Type Hierarchy", "Rank", "Total Funding", and "Total Scientist FTE".

Definitions

The search box located in the upper right-hand side of the table is global. Use the column filters located below the table for more granular searching of the information in the table. The column filters are cumulative, so you can apply multiple individual column filters, in addition to the global filter, allowing complex filtering options to be presented to the user.

Show 10 entries Search:

Definition Type	Data Set Name	Display Name	Definition Detail
Column Label	Project Financials	Funding Mechanism Hierarchy	The Funding Mechanism Hierarchy organizes rows by organization type, and includes a drill-down to sub-organizations, if applicable.
Column Label	Project Financials	NIFA Administered Funding	A project may have reported expenditures from multiple sources. This value is for the NIFA funding portion.
Column Label	Project Financials	Organization Type Hierarchy	This information is from the CRIS/REEport AD-418 and 419 forms (2009 to present) as Expenditures (and therefore, only for Capacity Programs). Non-capacity information is from CRIS as obligations made during the award period of performance to date. Sources are organized in rows for the selected State and fiscal year including NIFA administered funds, other federal sources, and non-federal sources. For a complete list of sources under these groups see the definition for Funding Sources.
Column Label	Project Financials	Rank	The absolute ranking, starting at one for "highest." for the measure selected for this report.
Column Label	Project Financials	Total Funding	Total of all funding for the projects including in this row of the report.
Column Label	Project Financials	Total Scientist FTE	Calculated total for the scientist "Full Time Equivalent" for projects included in this row of the report.

**The most important parts of LMD are often at the bottom of the page.**

At the bottom of the page shown above are more specific search options, shown below:

Global	Project Financials	Funding	AD-419 reported total funding for the federal, other non-federal, and state
Dimension/Filter	Project Financials	Sponsoring Agency	Agencies/Organizations that issue the and Agriculture; ARS - USDA's Agricu USDA's U.S. Forest Service; RD/RBS (http://eligibility.sc.egov.usda.gov/el Institutions or NIFA State Partner Ins
<input type="text" value="Search Definition Type"/>	<input type="text" value="Search Data Set Name"/>	<input type="text" value="Search Display Name"/>	<input type="text" value="Search Definition Detail"/>

Showing 1 to 10 of 116 entries

If you are looking for a specific term then type it in the **“Search Display Name”** search box at the bottom of the page.

Information about each term with help text is available to search. These pieces of information are displayed as columns which include the Definition Type (where the term is located on the page), the Data Set Name, the Display Name of the term on the page, and the Definition Detail which defines the term. [\(Click here to return to the Basic Page Navigation\)](#)

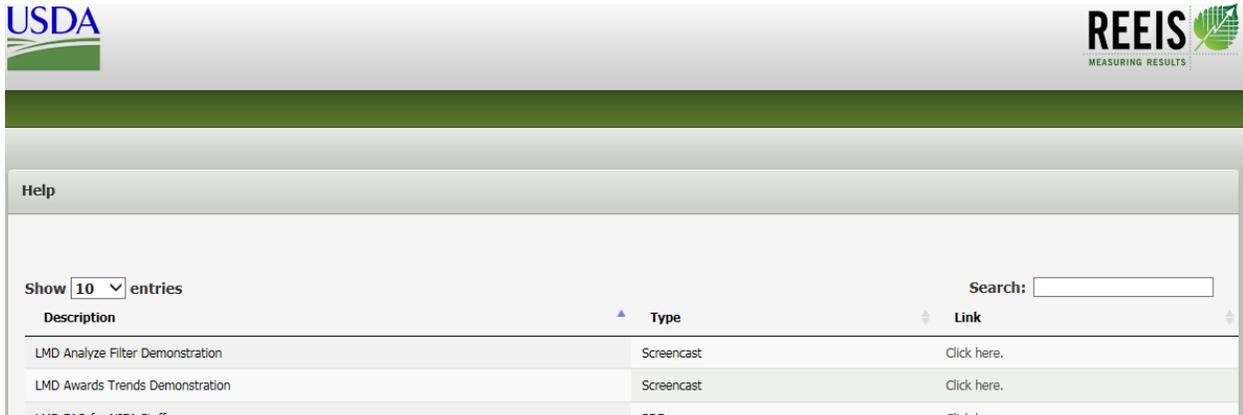
### Downloading User Guides under the Help Menu:

Clicking on the Help link will open a new tab in your browser displaying all the resources we have put together for LMD.



The page that will open looks like the screenshot on the next page.

Help Screenshot:



The screenshot shows the top of a web page with the USDA logo on the left and the REEIS logo (Measuring Results) on the right. Below the logos is a green horizontal bar. Underneath is a 'Help' section with a search bar and a table of documents. The table has three columns: 'Description', 'Type', and 'Link'. The first two rows are visible, both showing 'Screencast' as the type and 'Click here.' as the link.

Description	Type	Link
LMD Analyze Filter Demonstration	Screencast	Click here.
LMD Awards Trends Demonstration	Screencast	Click here.

The Titles of available documents are under “Description”

The type of link is under “Type” and may include a PDF document or Screencast videos that demonstrate how to use LMD.

Each document or screencast is specific to a Tab Menu in LMD. A list of available User Guides is in the beginning of each User Guide. ([click here for the User Guide table](#))