

Integrated Food and Agriculture Resource Management (IFARM) Instructions

Login

Step 1: Go to the following link - <https://www.ncmhtd.com/IFARM/Login.aspx>.

Step 2: Enter your NCID username and password.

A screenshot of the IFARM login page. The page has a blue header with the word "Login" in white. Below the header, the text "Log In" is centered. There are two input fields: "User Name:" and "Password:". Two yellow arrows point from the left towards these fields. Below the input fields is a "Log In" button. At the bottom of the form area, there are two links: "Register Account" and "Forgot Your Password?".

Step 3: Ensure you are logged into the current incident. The name of the incident appears in the top-left corner. If the incident name is not correct, change the event by selecting it from the drop-down menu.



Entering Incident Information

Step 1: Select the clock icon in the top menu.




Step 2: Click "Add Entry" from the lefthand menu.





Step 3: Complete the Work & Expenses information.


Work & Expenses


User: Emily Haggerty






Work period: 

Duty Station (city): 

Work Time (hours): 

Event Time (hours): 

 Subject to Overtime

-  Enter the date of the day you completed incident-related work.
-  Type the city in which you completed incident-related work.
-  Enter the TOTAL number of hours you worked for the day (= REGULAR + INCIDENT).
-  Enter the number of INCIDENT hours you worked for the day.
-  Check the box if your position is subject to overtime compensation.

Step 4: Vehicle Profile

Create a Vehicle Profile for your state-owned vehicle *if it was used for event-related tasks outside of your regular work commute*. Once you have submitted your first entry with the vehicle profile, your vehicle will appear in the dropdown menu for future entries.

The screenshot shows a form titled "Vehicle Profile (optional)" with the following fields and callouts:

- Vehicle*:** A dropdown menu currently showing "-New Profile-". A callout box points to it with the text: "Your vehicle will appear in the dropdown menu after you submit your first entry."
- Class:** A dropdown menu showing "Van/Pickup Truck/SUV". A callout box points to it with the text: "Type a name for your vehicle using your license plate number to create a New Profile."
- Make/Model*:** An empty text input field.
- Plate #:** An empty text input field.
- Personal Vehicle
- Rate Method:** A dropdown menu showing "Mileage".
- Rate:** A text input field showing "\$ 0.670".
- Buttons:** "Begin Reading" and "End Reading" buttons with a right-pointing arrow between them.
- Total:** An empty text input field.

Depending on the event's eligibility for reimbursement and on the class of vehicle used, you will enter **both mileage and hours** in one of two ways to ensure proper documentation and accounting. **Pay attention to any guidance given by the Finance Section for the event to know which method to use.** Please refer to the next two pages for further instructions.

- Employees reporting to their normal duty station should not record mileage at all unless they are making a secondary trip outside of their regular commute.
- If the vehicle is in operation or is serving as a primary base of operations away from other IMT facilities, the vehicle should be considered in use. To avoid duplicate or absent entries, for multiple employees sharing vehicle responsibilities the information provided in this area should follow a single primary user, which should typically be the driver.

Mileage Method:

Record the **mileage** information for your state-owned vehicle. Only mileage pertaining to event-related tasks should be recorded. The current rate for mileage will be automatically programmed into the entry. **Do not alter the Rate.**

Vehicle Profile (optional)

Vehicle*:

Class:

Make/Model*:

Plate #:

Personal Vehicle

Rate Method: Rate: \$

→

Total:

Select **Mileage** from the dropdown menu.

Type the **odometer readings** for the driving completed for the event on this day's entry.

Type the Total number of **Miles** driven for the event on this day's entry.

As a backup in case the information is needed by Finance later, enter the **hours** information in the **Tasks Assigned** box at the **bottom** of the form.

Tasks Assigned/Completed During Operational Period

Type using this format:
Begin Time - End Time
Total: # hours

Hours Method:

Record the **hours** information for your state-owned vehicle. Only hours pertaining to event-related tasks should be recorded. The current rate for hours will be automatically programmed into the entry. **Do not alter the Rate.**

Vehicle Profile (optional)

Vehicle*: [-New Profile-] ?

Class: [Van/Pickup Truck/SUV]

Make/Model*:

Plate #:

Personal Vehicle

Rate Method: [Hours] Rate: \$

Begin Reading → End Reading

Total:

Select **Hours** from the dropdown menu.

Type the **Begin Time** and **End Time** for the driving completed for the event on this day's entry.

Type the Total number of **Hours** driven for the event on this day's entry.

As a backup in case the information is needed by Finance later, enter the **mileage** information in the **Tasks Assigned** box at the **bottom** of the form.


Tasks Assigned/Completed During Operational Period

Submit Clear

Type using this format:
Odometer Begin - End Total: # miles

Step 5: Equipment/Trailer Profile

Equipment / Trailer Profile (optional)

Equipment*: 

Class:

Make/Model*:

VIN / Serial #:

Personal Vehicle

Rate Method: **Rate:** \$

→

Total:

To enter additional **state-owned** equipment (i.e. trailer, decontamination unit, depopulation units, etc.), follow the **same process as the Vehicle Profile** to create a new profile. Once you have submitted your first entry with the Equipment/Trailer profile, your equipment or trailer will appear in the dropdown menu for future entries.

If a plate number is not available, use other uniquely identifying numbers, such as a VIN or serial number.

Pay attention to any guidance given by the Finance Section for the event to know which method to use in reporting both mileage and hours. Use the same methods outlined in the previous pages.

Step 6: Complete the Additional Expenses section *if you qualify for a paid hotel stay or meal reimbursement* during the event. This process will typically require submitting a Travel Expense Reimbursement form at a later date.

Additional Expenses (optional)

Overnight Stay: }
Returning Home/Still in Travel Status: }
Status:

Pick one of the top options before recording meals for the day


Breakfast: }
Lunch: }
Dinner: }

Check **Overnight Stay** on the nights you stayed in the hotel. Check **Returning Home/Still in Travel Status** on the day you checked out of the hotel.

Check the boxes next to the **meals** for which you will claim for reimbursement. Ask Finance if you have questions.

Step 7: Enter the incident-related **tasks** you completed for the day. Enter a **description** of the event-related work that you performed on that day and your **start and stop times**. Include the **group/team** to which you are assigned and the **county/location** if not working in office.

Tasks Assigned/Completed During Operational Period



Step 8: Review your entry and click the **Submit** button to save your entry to the system.

Repeat Steps 1-8 for each day you are assigned to the event.

Editing Entries

Step 1: Click "View My Entries" from the left-side menu.



Step 2: Click the date of the entry you want to edit.



Step 3: Make any changes needed following instructions given in the [Entering Incident Information](#) explained on previous pages. Then, click Submit at the bottom of the page.

