



Corporate Fiber & Materials Benchmark

Insights. Action. Impact.

Technical Guide



TextileExchange
Creating Material Change

Table of Contents

Sign In	3
Registration	4
Registration for new user and new organization	4
Registration for new user and existing organization	5
Update Password	5
Navigation	6
My Portal	6
Survey Overview	7
Survey Structure	8
Start Your Survey	10
Question Types	10
Single Selection	10
Multi-Selection	10
Text Boxes	11
Number Boxes	11
Dropdown Selection	11
Table Checkbox Multi-Selection	11
Upload Documents	12
Submission	12
Sign Off and Submit	12

Sign In

1. Go to this link: cfmb.textileexchange.org
2. Enter your details and click "Sign In" (Note: your Email is the emailed entered at registration. It is also the User ID for CFMB Portal)
3. If you cannot remember your password, click "Generate a temporary password" at the bottom of the page. Enter your email used at registration, click "Send Email" and you will be emailed a temporary password.

Note that the password you receive is a temporary password. Your previous password will remain active until you change it. To do so, sign in using the temporary password, click Update Profile at the top right of the page, enter your new password and click "Update."

TextileExchange

Corporate Fiber & Materials
Benchmark Portal
Insights. Action. Impact.

ACCESSIBILITY CHANGE PASSWORD LOG OUT

CFMB PORTAL LOGIN

Email

Password

LOGIN

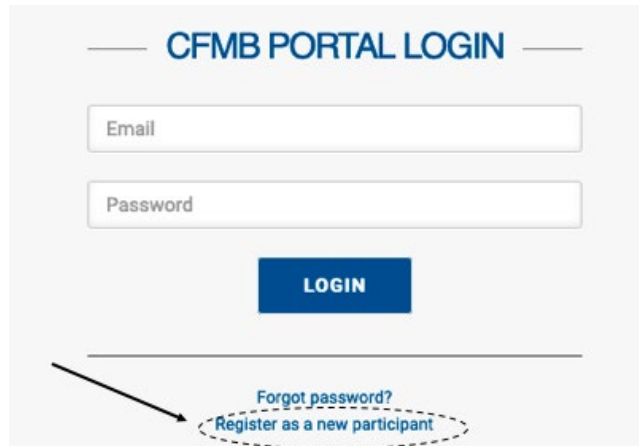
Forgot password?
Register as a new participant

Registration

Textile Exchange PFM Portal differentiates between registration of Users and registration of an Organization because one Organization can have many Users. Below are the steps for registering a new user for a new organization, as well as registering a new user for an existing organization.

Registration for new user and new organization

1. Click “Register as a new participant” at the bottom of the Sign In page (<https://cfmb.textileexchange.org>).

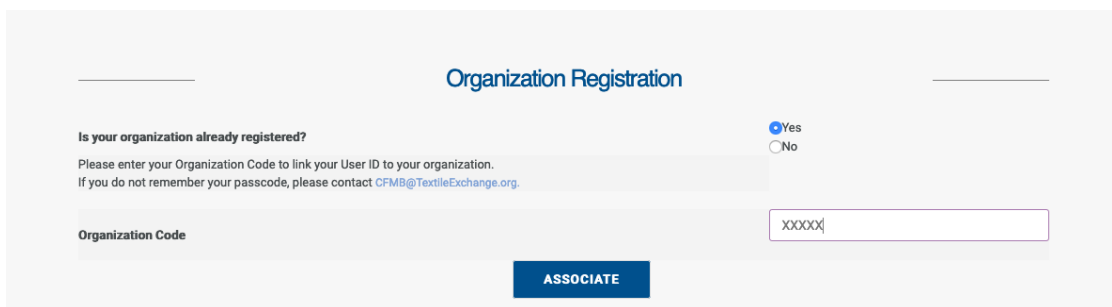


2. Fill in your details and click “Register.” Note that the email address will become your User ID by default for future sign in.
3. You will receive an on-screen message confirming that your User ID is created. Please click the word “here” on the screen message or go to the Sign In page (<https://cfmb.textileexchange.org>). Sign-in using the email and password you just entered to register your organization.
4. Click “**No**” to “Is your organization already registered,” enter your organization name, select the survey category you wish to participate in and click “Associate.”
5. You will receive an on-screen message confirming that your organization registration is being processed. You will receive an email confirming your registration shortly, but should you not hear from us within 24 hours, please contact CFMB@TextileExchange.org.
6. Your registration confirmation email will contain a link for you to sign in or you can go directly to <https://cfmb.textileexchange.org> to sign in. The email will also state your organization code. Please keep this code safe, as it will be required for you to register any additional users to your organization.

Registration for new user and existing organizations

1. Click “Register as a new participant” at the bottom of the Sign In page. (<https://cfmb.textileexchange.org>).
2. Fill in your details and click “Register.” Note that the email address will become your User ID by default for future sign in.
3. You will receive an on-screen message confirming that your User ID is created. Please click the word “[here](#)” on the screen message or go to the Sign In page (<https://cfmb.textileexchange.org>). Sign-in using the email and password you just entered to register your organization.
4. Click “**Yes**” to “Is your organization already registered,” enter your Organization Code and click “Associate” and you will be directed to your company’s My Portal page.

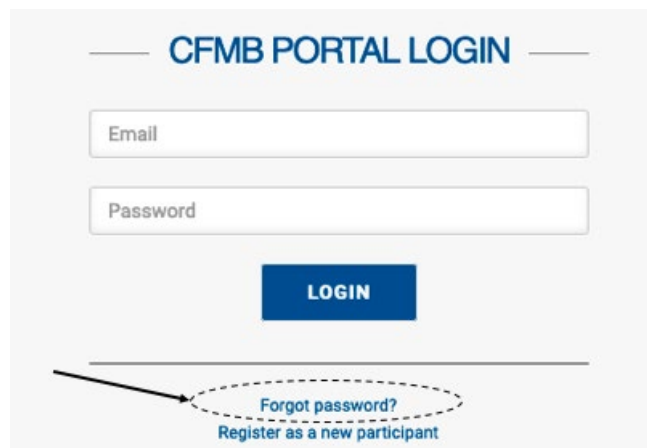
The Organization Code is a code emailed to the first user from your company that registered with Textile Exchange CFMB Portal. If you do not remember or have misplaced your Organization Code, please contact CFMB@TextileExchange.org



The screenshot shows the 'Organization Registration' form. At the top, it asks 'Is your organization already registered?' with radio buttons for 'Yes' (selected) and 'No'. Below this, there is a text input field for the 'Organization Code' with a placeholder 'xxxxx'. A blue 'ASSOCIATE' button is at the bottom right. A link for 'CFMB@TextileExchange.org' is provided for users who do not remember their passcode.

Forgotten Password

If you cannot recall your password, please select “Forgot Password” positioned below the LOGIN button center screen. An email will arrive with instructions and a temporary password for you to reset.



The screenshot shows the 'CFMB PORTAL LOGIN' page. It has input fields for 'Email' and 'Password', and a blue 'LOGIN' button. Below the login button, there are two links: 'Forgot password?' and 'Register as a new participant'. A dashed oval highlights the 'Forgot password?' link, with an arrow pointing to it from the left.

Change Password

To change your password, please select the “Change Password” at the top right corner of your login homepage. An email will arrive with instructions and a temporary password for you to reset.

Navigation

Once signed in, the first page you will see is **My Portal**.

My Portal

My Portal is where you can monitor all new, open and submitted surveys and previous feedback reports.

TextileExchange

Corporate Fiber & Materials
Benchmark Portal
Insights. Action. Impact.

WELCOME SHARKS DONT BITE

Surveys & Reports


NEW OPEN SUBMITTED

#Survey Name	Deadline	Reports
CFMB 2019		
TE PFM Brand Benchmark Survey 2016	15-04-2017 00:00	
TE PFM Consumption Tracker 2018	28-11-2018 00:00	
Test Market Survey		

1. All new surveys are visible in the **New** tab.
2. All open surveys are visible in the **Open** tab. This tab will not be visible unless you are in the process of completing a survey. This is where your CFMB survey will appear once you have started it.
3. If you have submitted surveys in the past, those surveys will appear in the **Submitted** tab as well as all associated feedback reports. This is where your CFMB survey will appear once you have submitted it.
4. There are three sections to our noticeboard, on the right hand side of your homepage.
 - **The CFMB Portal Notes** gives a brief overview of the program.
 - **Resource Library** provides quick access to essential resources to complete the survey.
 - **Contact Us** lists our contact details.

Survey Overview

The survey **Overview** enables you to track the survey you have in progress.

1.  **Click to download the document** enables you to download a word version of the entire survey. Should you wish to, at commencement, you can download a blank version to share with your colleagues and this allows them to fill the survey out offline.
2. The **progress dial** monitors your progress on completing the survey, based on the number of mandatory questions that have been completed and how many remain incomplete.
3. The **home** icon allows you to return to your portal homepage.
4. The **Resource Library** provides quick access to essential resources to complete the survey.
5. All survey **sections** and **modules** will appear here.
6. Section themes are made visible by clicking on the section. Clicking on the theme will direct you to the questions under the theme.

Survey Structure

WELCOME SHARKS DONT BITE

Click to download the document.

CO-1. Risk Management 2 Flag this Indicator

1

CO-1a Feedstock Production

CO-1a-1. How does your company manage environmental and socioeconomic risks associated with cotton cultivation? 3

We have not assessed risks

We have assessed risks but do not have a management system in place

We have assessed the risks and have a management system in place for cotton cultivation including

Please specify your risk management approach.

Policy

Please indicate the coverage.

Covers a minority of risks

Covers a majority of risks

Strategy

Please indicate the coverage.

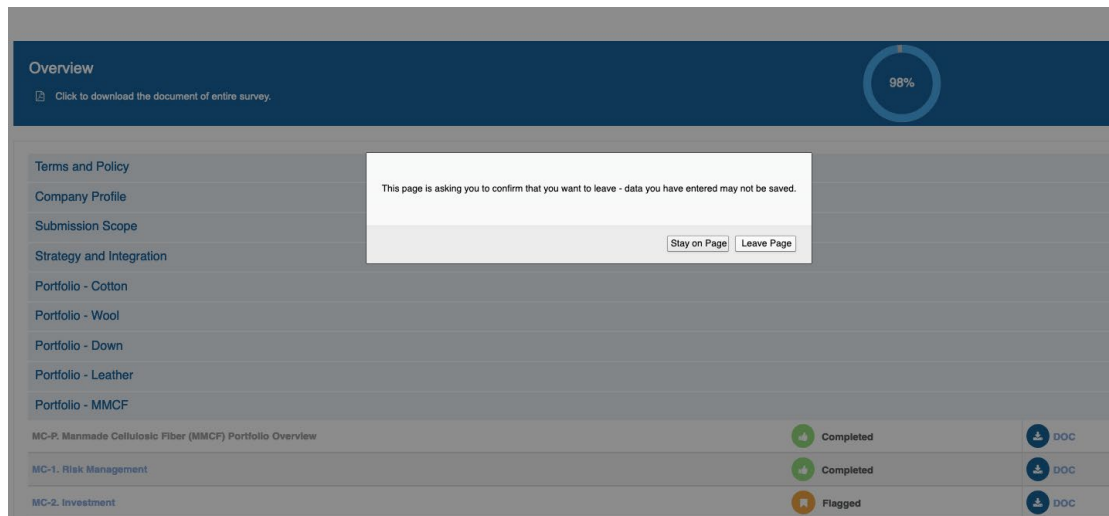
Covers a minority of risks

Covers a majority of risks

← PREVIOUS SAVE SAVE AND CONTINUE NEXT →

1. Quick link that takes you back to the survey **Overview**
2. **Flag This Indicator** marks the section for further attention. Once flagged, a “flagged” icon will appear in your Survey Overview besides the survey theme.
3. Navigation buttons:
Save and Continue Button allows you to save all the responses entered on the page and direct you to the next page. Responses must be saved before you leave the page. You will receive a warning message if you have not saved your answers. However, if you choose to “Leave Page.” your answers on the page **will not be saved.**
Save allows you to save all the responses entered on the page. Responses must be saved before you leave the page. You will receive a warning message if you have not saved your answers. However, if you choose to “Leave Page.” your answers on the page **will not be saved.**
Previous Button takes you to the preceding survey theme. Your responses will not be automatically saved when you click this button. You will need to save your responses by clicking the save button before you navigate off your current page.
Next Button takes you to the next survey theme. You will need to save your responses by clicking save button before you navigate off your current page.
4. **Information** gives a quick link to the guidance notes on this question.

Browser Messages



The screenshot shows a web application interface for a survey. At the top, there is a dark blue header with the word "Overview" and a link to "Click to download the document of entire survey." A circular progress indicator in the top right corner shows "98%". Below the header is a sidebar menu with items: "Terms and Policy", "Company Profile", "Submission Scope", "Strategy and Integration", "Portfolio - Cotton", "Portfolio - Wool", "Portfolio - Down", "Portfolio - Leather", and "Portfolio - MMCF". The main content area displays a list of survey sections: "MC-P. Manmade Cellulosic Fiber (MMCF) Portfolio Overview" (Completed), "MC-1. Risk Management" (Completed), and "MC-2. Investment" (Flagged). Each section has a "DOC" download icon. A white pop-up dialog box is centered on the screen, containing the text: "This page is asking you to confirm that you want to leave - data you have entered may not be saved." Below the text are two buttons: "Stay on Page" and "Leave Page".

When you move around the survey e.g. between questions, or moving from the overview page and into the questions, etc., you will probably encounter your internet browser wanting to check if you want to leave or remain on the page. While this can be irritating, the pop-ups” serve as a reminder and decrease the likelihood of you forgetting to save your work as you go.

Internet browser messages will look different depending on the browser you are using. The example here is from Mozilla Firefox – which happens to be one of the preferred browser for probench,

Start Your Survey

To start your survey, click on **Company Profile** section and click **Next** at the bottom of the page to work your way through the survey, remembering to hit the **save and continue** button to save all answers.

In order to progress beyond the **Submission Scope**, you will have to select one of the options in **Benchmark Preferences** *SS -3-3 Please select the scope of your benchmark submission.*


Beyond this point you are not required to complete the survey in its chronological order. However, to have access to the fiber modules you will have to answer the first portfolio question (*PO-1 Have you used the FIBER/MATERIAL?*) in order to unlock the fiber module questions.

Question Types

Single Selection Questions

Radio buttons allow a single selection among multiple options. To respond to radio selection questions, simply click the appropriate radio button. Only one answer is permitted for this type of question.

SS-3. Benchmark Preference

SS-3-1 Please select the sub-sector you wish to be benchmarked against. 

We wish to benchmark all or selected sections of the benchmark

We wish to benchmark all or selected fiber or materials uptake only (previously known as the "Consumption Tracker")

Multi-Selection Questions

Checkbox Multi-Selection allows respondents to specify many of the choices as part of their answers rather than just one. To respond to these questions, select as many answers as are applicable. Multiple answers (i.e. more than one of the checkboxes being checked) are permitted for this type of question.

S-6a-1b. Please specify where your company reports on its fiber and materials related sustainability activities.

- Not reporting
- Sustainability report
- Financial report
- Integrated report
- Other

Text Boxes

To respond to Text Boxes simply type any combination of text, numbers, or symbols that form your answer.

CO-4a-1a. Please provide your SMART targets.

100% sustainable cotton by 2025

Number Boxes

To respond to Number Boxes simply enter the number. Do not add any additional symbols such as percentages (%) or comma's (,) or full stops (.)

WO-5b-1b. Please report your uptake volumes :

Wool program	Used	2014	2015	2016	2017	2018	Unit	2018 (MT)
RWS	Can fully report	1520	2000	5200	4002	5000	MT	5000
Total wool		1520	2000	5200	4002	5000		5000

Dropdown Selection

To respond to Dropdown Selection questions, click the blue arrow to select from the dropdown list.

CO-4a-1c. If target is set on a portfolio level, please specify all cotton programs included.

Cotton program	Uptake target	Unit	Baseline year	Target year	Public target	Setting year	Target adjusted
Overall target (portfolio level)	100	% of total cotton		2025	<input checked="" type="checkbox"/>	2017	<input type="checkbox"/>
OFT		% of cotton programs			<input type="checkbox"/>		<input type="checkbox"/>
OC		% over base year			<input type="checkbox"/>		<input type="checkbox"/>
FT		% year on year			<input type="checkbox"/>		<input type="checkbox"/>

Table Checkbox Multi-Selection

Table Based Checkbox Multi-Selection questions are row based checkbox questions. To respond to these questions, select one or more appropriate checkboxes for each row. You may respond to one or more rows, and one or more checkboxes per row.

WO-1a-2. Please specify how risks are managed by your company.

Risks - sheep farming	Policy	Strategy	Certification	Intervention	Results monitoring	Remains a priority risk
Mulesing	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Additional animal welfare risks	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Land degradation	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Labour related risks	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Other key risk	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Upload Documents

Upload document enables you to upload a document or provide a weblink specific to the question.

Upload attachments

+ Attach documents (0)

File Attachment Library

Evidence you have uploaded for this survey

These pieces of evidence are associated with this question

Search evidence

Search

Browse evidence

Provide new evidence

URL

or

File

Description / Page number

Files must be smaller than 5MB.

Submission

Sign Off and Submit

Once you and your team are satisfied with your responses, the lead practitioner should download the [sign-off slip](#), add their signature and upload to your survey before submission.

Please make sure your survey is signed off and submitted by the July 12, 2019.

Thank you!