



FEMA

MIP File Server Re-Architecture and Enhanced Search Changes for Amendments & Revisions

Customer and Data Services
June 6, 2014

RiskMAP
Increasing Resilience Together



File Uploads: Tools & Links

When files are uploaded in the MIP - Data Upload via Tools and Links, they are automatically searchable and retrievable *for authenticated MIP Users* through the Flood Risk Study Engineering Library

- For Amendments and Revisions: There are new product types to upload
- For Amendments and Revisions: Replacing the 'Access Restriction' drop down, MIP users will be able to override the pre-defined Public Access Restrictions by selecting options for:
 - Allow for Public Discovery? - Will the public see the upload dataset returned in Search results? (Yes or No)
 - Allow File Names Displayed? – After selecting an upload dataset, can the public view the file names within the specific upload? (Yes or No)
 - Allow for Public Download? - Can the public download the files associated with the specific upload? (Yes or No)
 - Selecting 'No' on all 3 options will cause the search engine to not display the uploaded artifacts at anytime
 - **By default, the public access permissions will be set as defined in the [Public Access Rules](#) document**

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File Uploads: Tools & Links

[Home](#) » [Tools & Links](#) » [Data Upload](#) » [Load Amendments/Revisions Data Artifacts](#)



Load Amendments/Revisions Data Artifacts

* indicates a required field.

Case Information:

FEMA Case Number: 13-03-0343C

Submission Details:

Product Type: Supporting Artifacts

Effective Date: 01/01/2014

Abstract: test

Access Restriction:

Allow for Public Discovery? Yes No

Allow File Names Displayed? Yes No

Allow for Public Download? Yes No

Submission Method:

Select File to Upload:

If a user has multiple files, these files should be zipped together, and uploaded as a single file.

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File Uploads: Tools & Links

- **Amendments** Data Upload via Tools & Links product types:

- Correspondence/Data
- Final Letter
- Cover Letter *
- Final Determination *
- Violation Letter *
- Other Response *
- Supporting Artifacts *
- 216 Letter *

- **Revisions** Data Upload via Tools & Links product types:

- Modeling Hydraulics
- Modeling Hydrology
- Review Notes
- Annotations
- Final Determination
- Correspondence
- Cover Letter *
- Special Response Letter *
- Violation Letter *
- 116 Letter *
- Best Available Data Letter *
- 316-PMR *
- FEDD File *
- Supporting Artifacts *
- Work Maps *

* = new

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Distribute Determinations: Amendments & Revisions

MIP will not allow users to complete Distribute Determination activities until E-Mail notification or Determination Documents have been uploaded

- For Online LOMC, MIP user must upload the Determination Documents and optionally send an email notification in order to complete activities. They may upload the file through Data Upload **or** the email notification workflow. The newly uploaded documents will then appear in the Flood Risk Study Engineering Library
- For paper-based, upload of the Determination Document is likewise required
- This stipulation ensures that the MIP contains an authoritative and easily accessible record of the actual Final Determination that was distributed

UC165

UC197

File Uploads: Amendments

- New Data Upload Portal in Distribute Determination Activity for Amendments for both Online LOMC and paper workflows
- If a document with the Final Determination upload type has been uploaded prior to the Distribute Determination workflow step, i.e. through Tools & Links Data Upload, the MIP will recognize this and allow the Distribute Determination activity to complete

Work Item Details - Project # 14-02-0010C ?

Distribute Determination | [Review](#) |

Distribute Determination [Save Work](#)

Enter the letter date and the mailing date for the determination letter. Click "Continue".

* indicates a required field.

Audit?	No
FEMA Audit?	No
* Date of Letter	<input type="text" value="03/18/2014"/> (MM/DD/YYYY)
Date Mailed	<input type="text"/> (MM/DD/YYYY)

[Continue >](#)

Load Data Artifacts ?

* indicates a required field.

Submission Details:

* Product Type:	<input type="text" value="-- make selection --"/>
* Effective Date:	<input type="text"/> <input type="text"/>
* Abstract:	<input type="text"/>

Submission Method:

Packages more than 1 Gigabyte in size or containing more than 8000 files can be separated into multiple uploads.

File Upload

If a user has multiple files, these files should be zipped together, and uploaded as a single file.

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File Uploads: Revisions

- The Data Upload Portal has been updated in the Distribute Determination and Distribute Final BFE Determination Activities for Revisions for both Online LOMC and paper workflows

Load Data Artifacts

* indicates a required field.

Submission Details:

* Product Type:	Final Determination
* Effective Date:	06/03/2014
* Abstract:	Test

Submission Method:

Packages more than 1 Gigabyte in size or containing more than 8000 files can be separated into multiple uploads.

File Upload

If a user has multiple files, these files should be zipped together, and uploaded as a single file.

Warning: During the upload process, if there isn't activity in your current MIP session after 30 minutes you will be disconnected.

[Continue >](#)

File Uploads: Online LOMC

When uploading files through the Send E-mail Hyperlink for Online LOMC cases, the files will be automatically searchable and retrievable *for authenticated MIP Users* through the Flood Risk Study Engineering Library. They may also be publicly discoverable, including filenames, (but not downloadable) according to the default [Public Access Rules](#).

Distribute Invoice

Enter the mailing date of the Invoice. Click "Continue".

▪ indicates a required field.

Balance Due	\$500.00
▪ Letter Date	<input type="text"/> (MM/DD/YYYY)
Comments	<input type="text"/>

[Upload Artifacts](#) [Review Artifacts](#) [Send Invoice Letter](#)

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File Uploads: Online LOMC Cases

For Online LOMC cases, when the following product types are uploaded through MIP Data Upload, they will be searchable and retrievable through the Flood Risk Study Engineering Library and available to the Requestor through the Online LOMC application:

- Amendments
 - Cover Letter
 - Final Determination
 - Violation Letter
 - Other Response
 - 216 Letter
- Revisions
 - Cover Letter
 - Final Determination
 - Special Response Letter
 - 116 Letter
 - 316-PMR

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Online LOMC Project File Copy to K:

Online LOMC files uploaded by the Requestor can be directly transferred to the K: Drive, without having to download and re-upload them.

- For MIP case numbers that are associated with an Online LOMC project, MIP users can select Online LOMC files uploaded by the Requestor to move to K: Drive. Those files will automatically become searchable within the Flood Risk Study Engineering Library unless the default Access Restrictions are changed
 - Access Data Upload via Tools & Links
 - Select the 'Supporting Artifacts' product type on the first Data Upload screen

Load Amendments/Revisions Data Artifacts

* indicates a required field.

Case Information:

* FEMA Case Number:

Submission Details:

* Product Type:

* Effective Date: 

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Online LOMC Project File Copy to K: (continued)

Submission Method:

Select File to Upload:

If a user has multiple files, these files should be zipped together, and uploaded as a single file.

Select file(s) uploaded to Online Lomc Application Id: 36537160258 to be copied to submittal drive and registered.

File Name	Description	Date Uploaded
<input type="checkbox"/> CoverLetter.txt	Final Cover Letter	08/20/2013 1:36 PM
<input type="checkbox"/> DraftDoc.txt	Final Determination Document	08/20/2013 1:36 PM

- On the second Data Upload Screen, you can use the checkboxes to select individual files that will become searchable and retrievable via Flood Risk Study Engineering Library
- The selected Online LOMC artifacts will be stored in the MIP K: Drive under Supporting Artifacts folder within Submission Repository folder
- The combination of what is uploaded through the Amendments or Revisions Workflow and what is uploaded through the Data Upload tab will constitute the Final Case File for MT-1 and MT-2. Mapping partners will no longer upload files using the Online LOMC Search tab, but through Data Upload. Since these files will be tagged as “Supporting Artifacts,” they will not be downloadable by the general public through the Flood Risk Study Engineering Library.

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Online LOMC Search

- A new Registered column in the Online LOMC Search gives the registration status of the uploaded file
- A registered file is one that is accessible through the Flood Risk Study Engineering Library
- Once a file has been registered, it cannot be removed except through a MIP Help ticket

Online LOMC Search

Enter a case number or an application ID to search.

FEMA Case Number:

Application ID:

Select a file to upload additional documentation.

* File: No file selected.

* Description:

* Allow requester to view artifact? Yes No

General Information

LOMC Type	FEMA Case Number	Projected Due Date/Completion Date	Date Submitted	Information Submitted
LOMR	13-03-0274P	11/23/2013	08/25/2013	View Details

Community Information

Community ID	Community Name	County Name	State	Region
S10054	FALLS CHURCH, CITY OF	Falls Church City	VA	3

Documentation

File Name	Description	Display	Date Uploaded	Registered	
Test.doc	test	Yes	08/25/2013 04:02 PM	No	<input type="button" value="Delete"/>

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