



FEMA

# MIP Release 4.1

## Overview and User Guidance

Updated 08/29/11

**RiskMAP**  
Increasing Resilience Together



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# Introduction

- The purpose of MIP Release 4.1 (R4.1) was to implement a new workflow engine server for Amendments, Revisions and Studies. This resulted in temporary changes to the MIP Workbench Home page and the Process Admin (PA) Home page.
- R4.1 was successfully deployed during the weekend of August 26, 2011. The MIP was available as of 3:30pm Eastern on Sunday, August 28, 2011.

# Workbench Home Page

**Mapping**  
INFORMATION PLATFORM

Welcome miptest742\_fema | Log Out | FEMA Dictionary | MIP Help?

Home | Risk MAP | News & Events | Tools & Links | Map Viewer | **Workbench** | MIP User Care | Process Admin

**Workbench Home** | Work Items | Work Items - Legacy | Project Dashboard | Reports & Form Letters | Search & Retrieve Data | Create Project | SOMA

[Home](#) » [Workbench](#) » [Workbench Home](#)

## Workbench

**Alert Messages**

Friday, July 22, 2011

- Please check this alert section for system status updates and notifications Test.

The Workbench provides access to MIP workflow functions available to you, including access to all Work Items that you can claim to work on.

For assistance in determining MIP workflow roles and access:

- Studies users: Contact your [Regional Service Center \(RSC\)](#). (PDF)
- Revisions and Amendments users: Contact your Subject Matter Expert (SME) or [miphelp@riskmapcds.com](mailto:miphelp@riskmapcds.com).

Case Number:

Enter valid Case Number and click "Locate" to identify the location where the project resides: in Work Items or Work Items - Legacy

[Work Items](#)  
Displays the projects created after August 26, 2011 the user has been assigned or potentially assigned to them.

[Work Items - Legacy](#)  
Displays the projects created prior to August 27, 2011 the user has been assigned or potentially assigned to them.

- All projects are accessed through the **Workbench** tab on the top navigation bar; this step will not change.

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Home » Workbench » Workbench Home

Projects created after August 26, 2011 can be found on the **Work Items** tab.

Projects created before August 27, 2011 can be found on the **Work Items - Legacy** tab.

Case Number:

Enter valid Case Number and click "Locate" to identify the location where the project resides: in Work Items or Work Items - Legacy

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Displays the projects created after August 26, 2011 the user has been assigned or potentially assigned to them.

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Displays the projects created prior to August 27, 2011 the user has been assigned or potentially assigned to them.

- Now that R4.1 has been implemented, there are two separate Work Items tabs on the Workbench home page.

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- A Case Locator search function was added. Users do not have to use this function, however, it will be available to assist users in locating their projects.

# Locate Work Items

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## Workbench

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Case Number:  **Locate**

Enter valid Case N  
Items - Legacy

- 10-01-0325A
- 10-01-0326A
- 10-01-0327A
- 10-01-0328A
- 11-03-0185S
- 11-03-0183S
- 11-03-0184S
- 11-03-0185S

[Work Items](#)  
Displays the proje

[Work Items - Leg](#)  
Displays the proje

Identify the location where the project resides: in Work Items or Work

2011 the user has been assigned or potentially assigned to them.

20, 2011 the user has been assigned or potentially assigned to them.

- Users have the option to input their case number into the search field and click **Locate**.

# Locate Work Items

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[Home](#) » [Workbench](#) » [Workbench Home](#)

### Workbench

#### Alert Messages

Friday, July 22, 2011

- Please check this alert section for system status updates and notification Test.

Case Number:

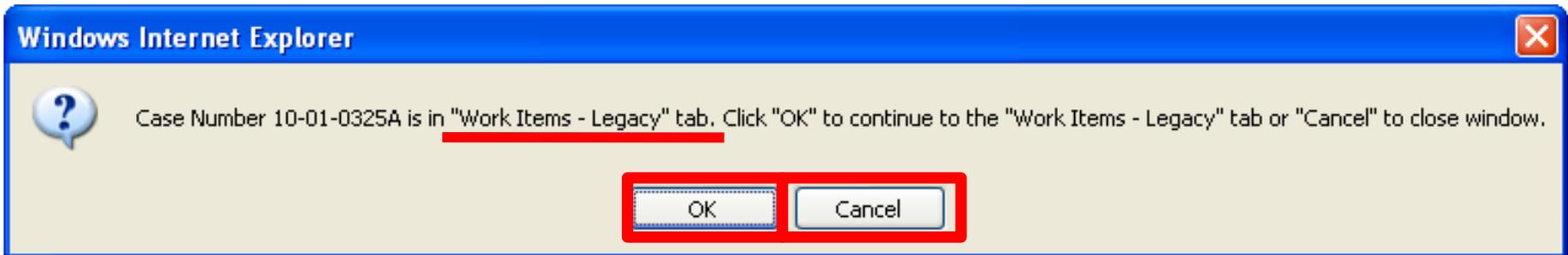
Enter valid Case Number and click "Locate" to identify the location where the project resides: in Work Items or Work Items - Legacy

[Work Items](#)  
Displays the projects created after August 26, 2011 the user has been assigned or potentially assigned to them.

[Work Items - Legacy](#)  
Displays the projects created prior to August 27, 2011 the user has been assigned or potentially assigned to them.

- A dialog box will appear informing the user which Work Items tab the project can be found.

# Locate Work Items



- Users can click **OK** to be automatically directed to the specified tab or click **Cancel** which will close the dialog box. If **Cancel** is selected, the user will need to manually click on the specified tab where the project resides.

# Work Items Tab

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Workbench Home | **Work Items** | Work Items - Legacy | Project Dashboard | Reports & Form Letters | Search & Retrieve Data

Home » Workbench » Work Items

**Work Item List - mipctest742\_fema - July 22, 2011**

Claim an activity by clicking the Claim button. Clicking on the Activity Name link will display information in the Work Item Detail page.

- [Options](#): Add, remove, and reorder columns in your Work Items list
- [Refresh](#): Display new activities in your Work Items list and remove activities claimed by others
- [Activity Reference Guide](#): Display an overview of information needed to complete Studies activities

Action	Activity Name
All	All
<a href="#">Claim</a>	<a href="#">Perform Alluvial Fan Analysis</a>
<a href="#">Claim</a>	<a href="#">Manage Data Development</a>
<a href="#">Claim</a>	<a href="#">Manage Data Development</a>
<a href="#">Claim</a>	<a href="#">Manage Post Preliminary Map Production</a>
<a href="#">Claim</a>	<a href="#">Develop Hydrologic Data</a>
<a href="#">Claim</a>	<a href="#">Perform Floodplain Mapping</a>
<a href="#">Claim</a>	<a href="#">Manage Data Development</a>

- The **Work Items** tab shows the Work Items list. Notice the title bar is shown in **blue**.

# Work Items – Legacy Tab

The screenshot displays the FEMA Mapping Information Platform interface. The top navigation bar includes the FEMA logo and the text 'Mapping INFORMATION PLATFORM'. Below this, a secondary navigation bar contains links for 'Home', 'Risk MAP', 'News & Events', 'Tools & Links', 'Map Viewer', 'Workbench', 'MIP User Care', and 'Process Admin'. The 'Workbench' section is further divided into 'Workbench Home', 'Work Items', and 'Work Items - Legacy', which is the active tab. Below the navigation, a breadcrumb trail reads 'Home » Workbench » Work Items - Legacy'. A green title bar, highlighted with a red box, reads 'Work Item List - Legacy - mipstest742\_fema - July 22, 2011'. Below the title bar, a paragraph explains how to claim an activity and provides instructions for filtering. A bulleted list offers links for 'Options', 'Refresh', and 'Activity Reference Guide'. The main content area features a table with columns for 'Action', 'Activity Name', 'Case Number', and 'Project Name'. Each row contains a 'Claim' button, the activity name 'Setup Map Production', a case number, and a project name.

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Workbench Home / Work Items / **Work Items - Legacy** / Project Dashboard / Reports & Form Letters / Search & Retrieve Data

[Home](#) » [Workbench](#) » [Work Items - Legacy](#)

**Work Item List - Legacy - mipstest742\_fema - July 22, 2011**

Claim an activity by clicking the Claim button. Clicking on the Activity Name link will display information in the Work Item Details (below below may be used to filter your work item list.

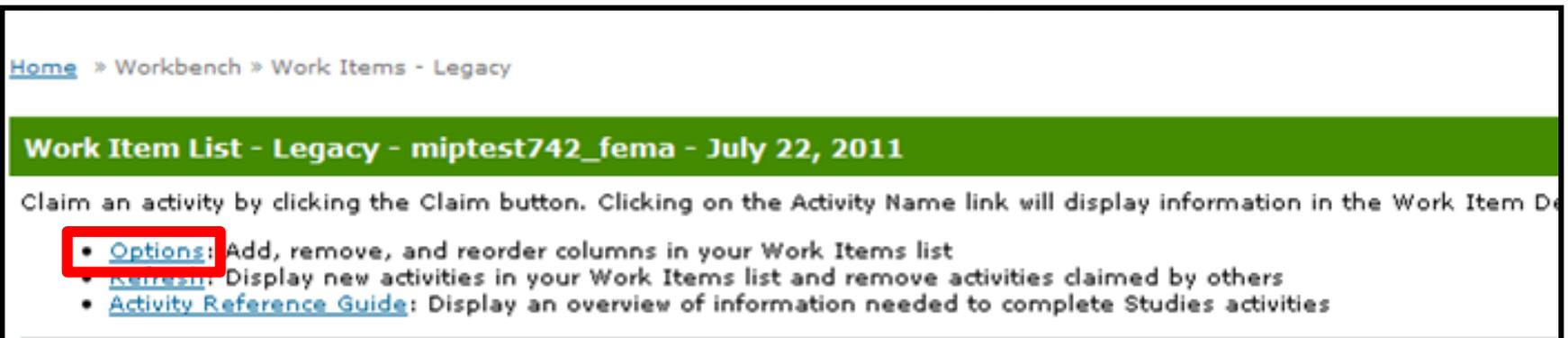
- [Options](#): Add, remove, and reorder columns in your Work Items list
- [Refresh](#): Display new activities in your Work Items list and remove activities claimed by others
- [Activity Reference Guide](#): Display an overview of information needed to complete Studies activities

Action	Activity Name	Case Number	Project Name
All	All	All	
<a href="#">Claim</a>	<a href="#">Setup Map Production</a>	11-03-0183S	The Big 18 - Case 6
<a href="#">Claim</a>	<a href="#">Setup Map Production</a>	11-03-0183S	The Big 18 - Case 6
<a href="#">Claim</a>	<a href="#">Setup Map Production</a>	11-03-0184S	The Big 18 - Case 7
<a href="#">Claim</a>	<a href="#">Setup Map Production</a>	11-03-0185S	The Big 18 - Case 8
<a href="#">Claim</a>	<a href="#">Setup Map Production</a>	11-03-0187S	The Big 18 - Case 10
<a href="#">Claim</a>	<a href="#">Setup Map Production</a>	11-03-0186S	The Big 18 - Case 9

- The **Work Items - Legacy** tab shows the Work Items – Legacy list. Notice the title bar is shown in **green**.

# Work Items – Tips and Tricks

- The previous versions of this guidance stated that the only instance when projects will be moved from the “Work Items – Legacy” tab to the standard “Work Items” tab is when projects must be restarted by MIP Help. **This mechanism has not been implemented. Therefore, if projects require a manual restart, the projects will continue to reside on the same tab they were found prior to the restart. The ticket response from MIP Help will confirm this.**
- Users can always use the “Locate” function on the MIP Workbench Home page to identify on which tab a project can be found.
- If the **Options** are changed on a Work Item list, the user must log out of the system and log back in for the selected options to apply to both Work Item lists.



Home » Workbench » Work Items - Legacy

### Work Item List - Legacy - mipstest742\_fema - July 22, 2011

Claim an activity by clicking the Claim button. Clicking on the Activity Name link will display information in the Work Item De

- **Options:** Add, remove, and reorder columns in your Work Items list
- [Refresh:](#) Display new activities in your Work Items list and remove activities claimed by others
- [Activity Reference Guide:](#) Display an overview of information needed to complete Studies activities

# Work Items - Next Steps

- Once the user has selected the appropriate Work Items tab, all successive activities will be approached in the traditional manner, as there are no further changes.
- The added **Work Items – Legacy** tab will be removed in at least 6 to 8 months, thus returning the Workbench Home page to its original state.

# Process Admin Home Page

- The Process Admin Home page incurred interface modifications similar to the changes made for the MIP Workbench Home page.

# Process Admin Home Page

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Home | Risk MAP | News & Events | Tools & Links | Map Viewer | Workbench | MIP User Care | **Process Admin**

**Process Admin Home** | Process Admin | Process Admin - Legacy

Home » Process Admin » Process Admin Home

The **Process Admin** tab contains information on the following project types, including the following project types, and Studies workflows.

**Process Admin**  
Select this link to work with projects created after August 26, 2011.

**Process Admin - Legacy**  
Select this link to work with projects created prior to August 27, 2011.

**Project Search Home**

Conduct a search to populate the project list.

Case Number

\* Project Type

**Process Admin Home**

To view a list of projects, please enter search criteria in the search portlet.

- Now that R4.1 has been implemented, there are two separate Process Admin tabs on the PA home page.

# Process Admin Home Page

The screenshot displays the 'Process Admin Home' page. On the left is a 'Project Search Home' portlet with search criteria: Case Number (text input), Project Type (Study), Status (Active), Region (text input), and Organization (text input). A 'Search' button is at the bottom. On the right is a table of project results with columns: Case Number, Project Name, Status, Region, and Area. A red callout box points to the 'Case Number' column, stating: 'Search results will be displayed as a list of links to individual projects. Upon clicking a Case Number link, the user will be automatically directed to the appropriate tab where the project is located.'

Case Number	Project Name	Status	Region	Area
<a href="#">11-05-0024S</a>	SKL-R5IL-		3	510052
<a href="#">11-03-0463S</a>	test uploa			510052
<a href="#">11-03-0462S</a>	test			510052
<a href="#">11-03-0459S</a>	Kaushal -			510050
<a href="#">11-03-0454S</a>	Kaushal te		3	510186
<a href="#">11-03-0453S</a>	Kaushal - te			510186
<a href="#">11-03-0452S</a>	test v			510052
<a href="#">11-03-0448S</a>	Venky-S1		3	510186
<a href="#">11-03-0446S</a>	test complete event	Active	3	510052
<a href="#">11-03-0419S</a>	test scoping	Active	3	510186
<a href="#">11-03-0418S</a>	test	Active	3	510052
<a href="#">11-03-0417S</a>	PM-WPS-Study12	Active	3	510052

- Users can enter criteria into the **search portlet** to locate items by case number, project type, status, region, and/or organization and then click **Search**.

# Process Admin - Next Steps

- Once the user has selected a link from the Process Admin search results, all successive activities will be approached in the traditional manner, as there are no further changes.
- The added **Process Admin – Legacy** tab will be removed in at least 6 to 8 months, thus returning the Process Admin Home page to its original state.

# Available Resources

- **MIP Release 4.1 Overview and Guidance:**  
<https://hazards.fema.gov/femaportal/docs/MIP41Overview.pdf>
- **MIP Release 4.1 Frequently Asked Questions (FAQs):**  
<https://hazards.fema.gov/femaportal/docs/MIP41FAQ.pdf>
- **For technical questions, please contact**  
[miphelp@riskmapcds.com](mailto:miphelp@riskmapcds.com)
- **For general questions about MIP R4.1, please contact**  
[themipteam@riskmapcds.com](mailto:themipteam@riskmapcds.com)



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