

Work Instruction
Producer - Produce Preliminary
Map Products

Purpose

This work instruction is used to provide an overview of the steps to:

- Upload the Preliminary Map Products and associated metadata into the MIP for QA
- Validate the submitted data
- Insert the number of printed panels

Prerequisites

- All data development activities are complete
- All applicable Quality Assurance (QA) activities are complete
- If applicable, the Setup Map Production activity is complete

Navigation

Via Menu Path	Log in to the MIP > Workbench > Work Items > and Claim > Produce Preliminary Map Products
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Work Steps

Mapping
INFORMATION PLATFORM

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Work Item List - bobproducer - January 21, 2009

Claim a task by clicking the Claim button. Clicking on the Activity Name link will display information in the Work Item Details (below). Click on column names to sort by that column. The input fields 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	Date Posted ↑	CID
All	All	All			All
Claim	Produce Preliminary Map Products	09-04-00155	Dickson County TN MapMod07	01/20/2009	47043C



Only claim an activity that you are certain you should own or you have been instructed to claim. Contact your manager if you claim an activity in error.

1. Click on: **Claim** to claim activity



Produce Preliminary Map Products - This activity allows the Producer to upload and validate the Preliminary Map Products and associated metadata into the MIP for QA. The upload of this data is the submission for QR2 and QR3. In addition, the number of printed panels is required.

2. Click on: [Produce Preliminary Map Products](#) to enter the Produce Preliminary Map Products activity

Work Item Details - Project # 09-04-0015S

Data Submission | Analysis | Review

Save and Close Continue >

Produce Preliminary Map Products : Data Submission (Dickson County-wide)

Click the Submit Data arrow to view data content or to Submit Data Files.
Click the Submission Status arrow to view the status of submitted data. Once all data has been uploaded and has passed all validation, click "Continue".

* indicates a required field.

Expand All Collapse All

Project and Task Information

Project Name: Dickson County TN MapMod07
Case Number: 09-04-0015S
Task Description:
Baseline Task End Date: 09/30/2007
Projected Preliminary Date: 09/30/2007

Submit Data

Submission Contents

/R04/TENNESSEE_47/DICKSON_47043/DICKSON_043C/09-04-0015S/SubmissionUpload/Mapping.Preliminary_DFIRM_DB/1116648

Update Contents Submit Data Files...

[Download Sample Metadata Template](#) to view the data file submission format.

Submission Status

Metadata Profile Validation	No Data	Update Status
DFIRM DB QA Validation	No Data	

Save and Close Continue >



For more information on the DFIRM upload process, refer to the DFIRM Upload Guidance document posted on MIP User Care > Guides & Documentation > User Guidance

3. Click on: **Submit Data Files...** to open a new screen

Submit Data Files

Select the appropriate submission method for instructions to upload or mail your data to the MIP. A tool to estimate data upload time is provided for your use in deciding whether data should be uploaded to the MIP or mailed in.

* indicates a required field.

Estimate Upload Time (optional)

Internet Connection Speed

File Size Units

Estimated Time to Upload Data:

Submit Data Files

DFIRM verification is initiated when the user clicks Validate Contents button. For efficiency in QA processing, do not click the Validate Contents button until you have assembled and uploaded the entire submission package.

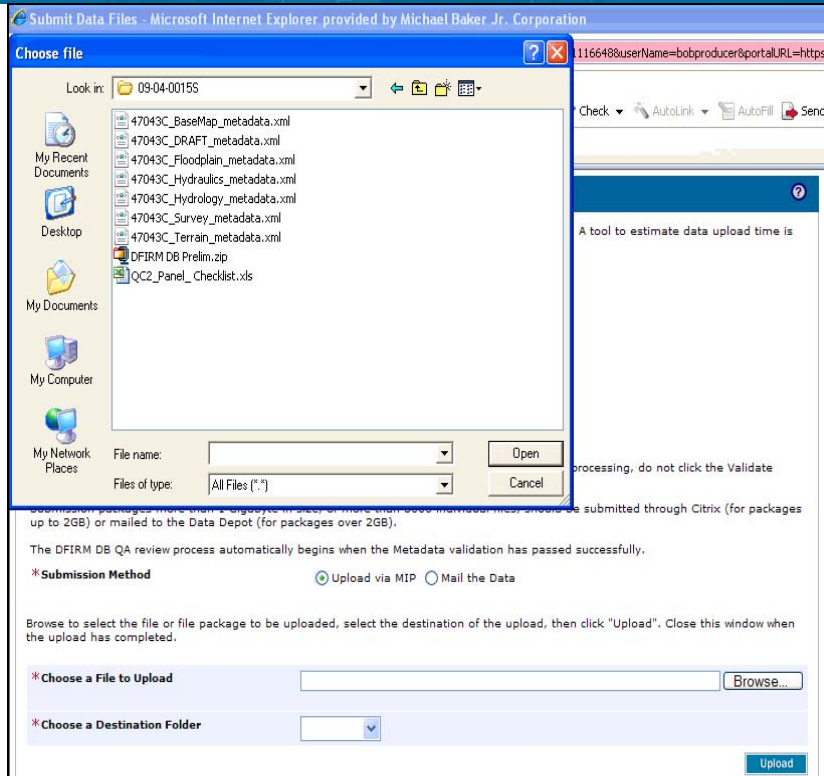
Submission packages more than 1 Gigabyte in size, or more than 8000 individual files, should be submitted through Citrix (for packages up to 2GB) or mailed to the Data Depot (for packages over 2GB).

The DFIRM DB QA review process automatically begins when the Metadata validation has passed successfully.

*Submission Method Upload via MIP Mail the Data

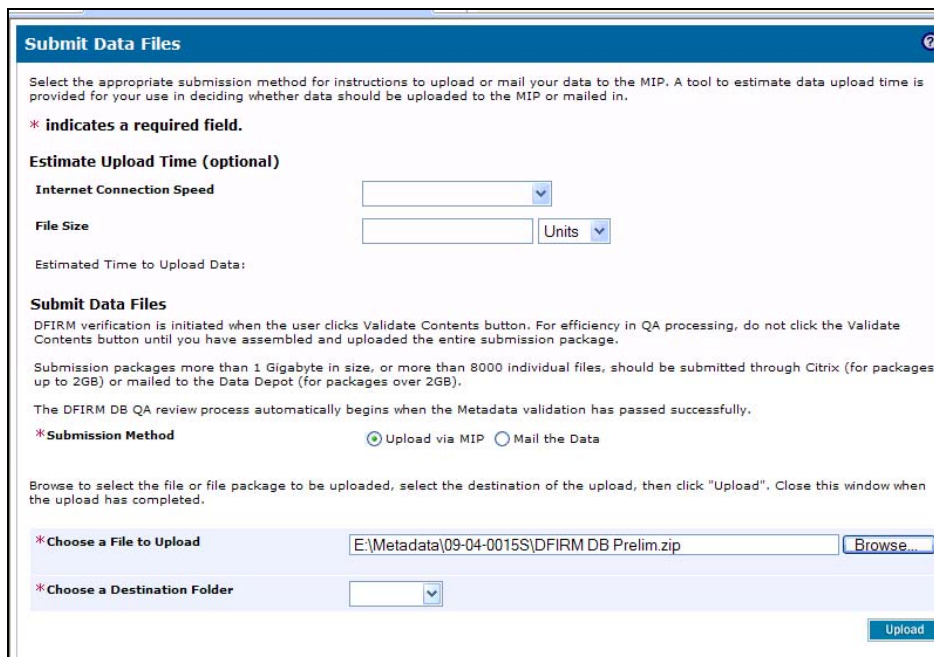
4. Click on: **Upload via MIP** to upload via the MIP

5. Click on: **Browse...** to find the applicable file




6. Navigate to your file and click to select it

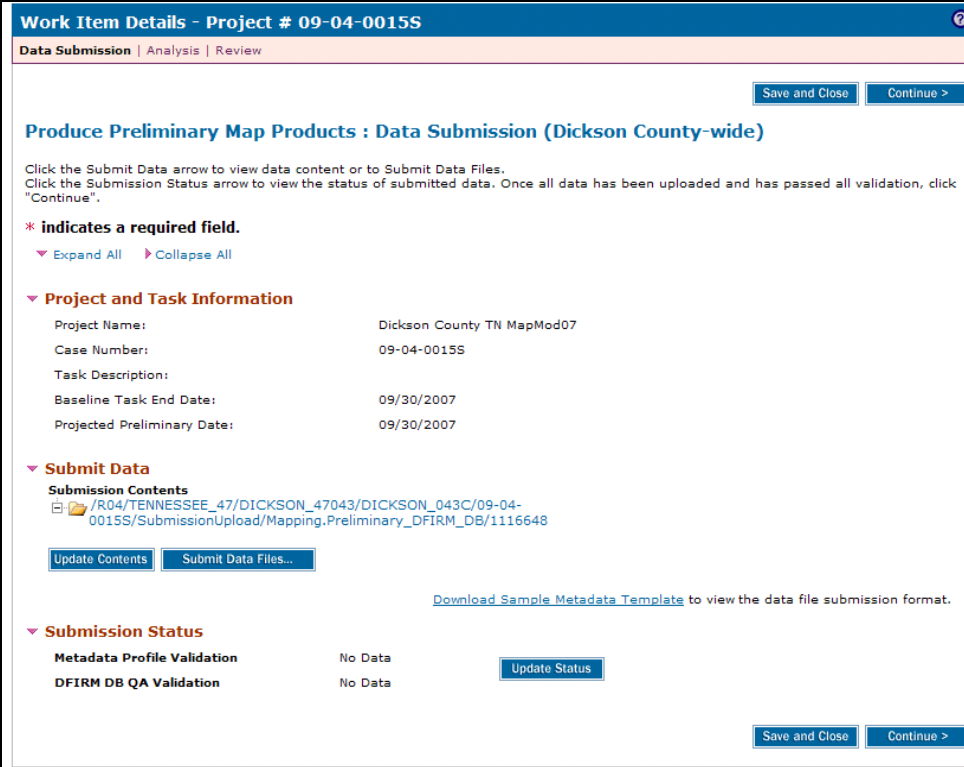
7. Click on:  to Open




8. Click the Choose a Destination Folder dropdown box and select the number indicated

	<p>At this point, the files are uploaded to the J drive.</p> <p>Upon successful upload of the data, close the Data Submission Form window.</p>
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9. Click on:  to upload the files



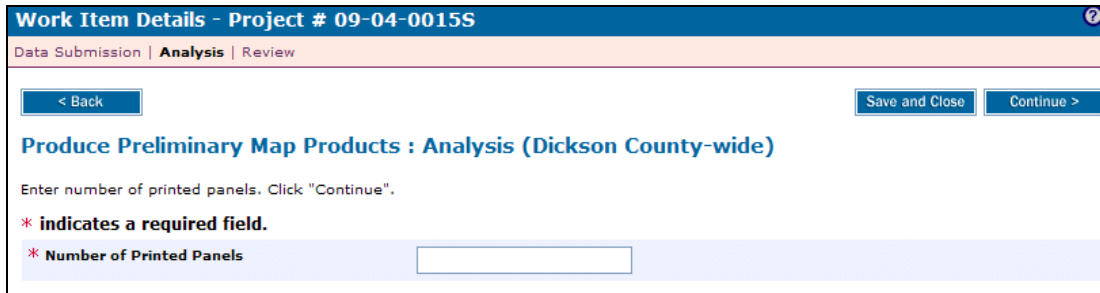
10. Click on:  to view the submitted files

	<p>The metadata validation is performed first. If the metadata passes validation, the MIP automatically sends the DFIRM DB for QA validation.</p> <p>If the metadata fails validation, the user is required to fix the metadata, re-upload to the MIP, and receive a passing report before the DFIRM DB QA validation is automatically started.</p>
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11. Click on:  to send for auto review

	A passing report for DFIRM DB QA Validation indicates having passed QR2.
	You can only continue if the Submission Status reads Passed for both Metadata Profile Validation and DFIRM DB QA Validation.

12. Click on:  to move to the Analysis screen



Work Item Details - Project # 09-04-0015S

Data Submission | **Analysis** | Review

< Back Save and Close Continue >

Produce Preliminary Map Products : Analysis (Dickson County-wide)

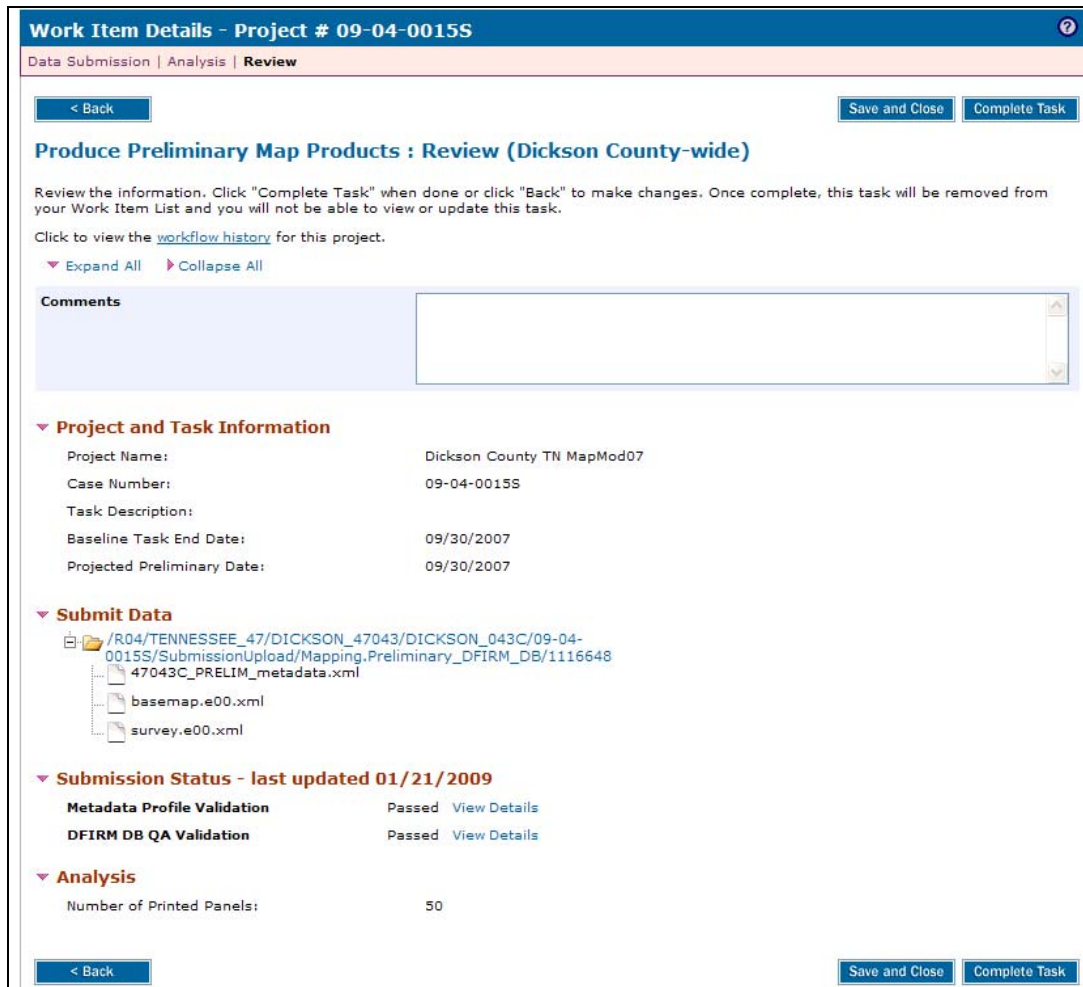
Enter number of printed panels. Click "Continue".

* indicates a required field.

* **Number of Printed Panels**

13. Click to enter the number of Printed Panels

14. Click on:  to move to the Review screen



Work Item Details - Project # 09-04-0015S

Data Submission | Analysis | **Review**

< Back Save and Close Complete Task

Produce Preliminary Map Products : Review (Dickson County-wide)

Review the information. Click "Complete Task" when done or click "Back" to make changes. Once complete, this task will be removed from your Work Item List and you will not be able to view or update this task.

Click to view the [workflow history](#) for this project.

▼ Expand All ▶ Collapse All

Comments

Project and Task Information

Project Name:	Dickson County TN MapMod07
Case Number:	09-04-0015S
Task Description:	
Baseline Task End Date:	09/30/2007
Projected Preliminary Date:	09/30/2007

Submit Data

- /R04/TENNESSEE_47/DICKSON_47043/DICKSON_043C/09-04-0015S/SubmissionUpload/Mapping.Preliminary_DFIRM_DB/1116648
 - 47043C_PRELIM_metadata.xml
 - basemap.e00.xml
 - survey.e00.xml



Submission Status - last updated 01/21/2009

Metadata Profile Validation	Passed	View Details
DFIRM DB QA Validation	Passed	View Details

Analysis

Number of Printed Panels:	50
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< Back Save and Close Complete Task

	Completing this task copies the uploaded files from the J drive to the K drive.
	Once you click Complete Task you cannot return to this task. Confirm all information is correct before clicking the Complete Task button. Click the Back button to make any changes to previous screens.

15. Review the information and when satisfied, click

[Complete Task](#)

Results

The next activities are Validate Content Submission and Perform National QA completed by the RSC, MOD HQ or FEMA. The next activity for the Producer is Distribute Preliminary Map Products.

Last updated: March 2009