

**Work Instruction**  
**All Users - Data Upload**

## Purpose

This work instruction is used to outline the process conducted by any revisions user to upload data to the MIP.

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## Prerequisites

- Document needs to be uploaded to MIP

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## Navigation

Via Menu Path	<b>Log in to the MIP → Tools &amp; Links → Data Upload →</b> <b>And</b> <b>Load Amendments/Revisions Data Artifacts</b>
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## Work Steps

The screenshot shows the Mapping Information Platform website. The header includes the logo and the text 'Mapping INFORMATION PLATFORM'. Below the header is a navigation bar with the following tabs: Home, Map Modernization, News & Events, **Tools & Links**, Map Viewer, Workbench, and MIP User Care. A secondary navigation bar contains: Data Upload, Search & Retrieve Data, Citrix, Reports & Form Letters, DFIRM DB QA Upload, and Address Book. The main content area is titled 'Tools & Links' and is divided into several sections:

- Resources for Mapping Partners**
  - Mapping and Engineering Tools
    - DFIRM Production Tools
    - WISE (includes Scoping Tools)
    - Submitting MIP Support Requests
    - User Access to Engineering Tools
    - Mapping & Engineering Tools Training
  - Additional Resources
    - Geospatial Data Coordination Policy
    - Geospatial Data Coordination Implementation Guide
    - Geospatial Coordination Reports
    - State Geospatial Data Coordination Procedures
    - Geospatial Data Coordination Contacts by State
    - Federal Mapping Program Factsheets
    - NDEP Project Tracker Web site
    - NDOP Project Tracker Web site
    - Hazard Catalog
    - Metadata Profiles
    - Geospatial Data Coordination Email List-Subscribe!
- MIP Web Services**
  - FEMA National Flood Hazard Layer Web Map Service
  - Using the National Flood Hazard Layer in Google Earth
- Resources for Homeowners**
  - Flood Hazard Mapping
    - Information for Homeowners
  - The FEMA Flood Map Store (Password required to purchase products)
  - National Flood Insurance Program
  - FloodSmart.Gov
  - Floodplain Management
  - Mitigation
  - Hazards
  - Ready.Gov
- Other Resources**
  - Flood Hazard Mapping
    - Insurance Professionals & Lenders
    - What is eLOMA?
    - eLOMA (Password Required)
    - Engineers and Surveyors
    - Floodplain Managers
  - Hazards
  - FEMA Map Service Center (MSC)
  - FloodSmart.Gov
  - Ready.Gov
  - DisasterHelp.Gov
  - Mapping Needs Update Support System (Password required)
  - FEMA Levee Inventory System (FLIS) (Password required)

1. Click on:  tab

Home | Map Modernization | News & Events | **Tools & Links** | Map Viewer | Workbench | MIP User Care

**Data Upload** | Search & Retrieve Data | Citrix | Reports & Form Letters | DFIRM DB QA Upload | Address Book

**Load Studies Data Artifacts** | Load Amendments/Revisions Data Artifacts

Home » Tools & Links » Data Upload » Load Studies Data Artifacts

### Load Studies Data Artifacts

\* indicates a required field.

**Case Information:**

\* FEMA Case Number:

**Submission Details:**

\* Study Data Type:

\* Effective Date:

\* Abstract:

\* Access Restriction:

**\*Submission Method:**

Files packages less than 1 Gigabyte in size can be uploaded. Any packages more than 1 Gigabyte in size or containing more than 8000 files should be separated into multiple uploads or transferred to a CD, DVD, or Hard Drive and mailed to the FEMA Data Depot.

File Upload (Under 1 Gigabyte)

Mail CD, DVD or Hard Drive (Over 1 Gigabyte)

[Continue >](#)

2. Click the Load Amendments/Revisions Data Artifacts tab

### Load Amendments/Revisions Data Artifacts

\* indicates a required field.

**Case Information:**

\* FEMA Case Number:

**Submission Details:**

\* Upload Type:

\* Effective Date:

\* Abstract:

\* Access Restriction:

**\*Submission Method:**

Files packages less than 1 Gigabyte in size can be uploaded. Any packages more than 1 Gigabyte in size or containing more than 8000 files should be separated into multiple uploads or transferred to a CD, DVD, or Hard Drive and mailed to the FEMA Data Depot.

File Upload (Under 1 Gigabyte)

Mail CD, DVD or Hard Drive (Over 1 Gigabyte)

[Continue >](#)



At any point, click the ? to access helpful hints regarding the information on this screen.

3. Click to enter FEMA Case Number

Load Amendments/Revisions Data Artifacts ?

\* indicates a required field.

**Case Information:**

\* FEMA Case Number:

**Submission Details:**

\* Revision Type:

\* Effective Date:

\* Abstract:

\* Access Restriction:

\* Submission Method:

Files packages less than 1 Gigabyte in size can be uploaded. Any packages more than 1 Gigabyte in size or containing more than 8000 files should be separated into multiple uploads or transferred to a CD, DVD, or Hard Drive and mailed to the FEMA Data Depot.

File Upload (Under 1 Gigabyte)

Mail CD, DVD or Hard Drive (Over 1 Gigabyte)

[Continue >](#)

4. Click the Revision Type dropdown box and select the revision type
5. Click to enter Effective Date



For uploaded files, it is critical that the Flooding Source be included in the abstract to facilitate searches in the Search & Retrieve portal in the MIP.

Therefore, the abstract field must include the Flooding Source(s) exactly as it appears on the FIRM, the Model Type, and a BFE Range and Reach Description. The BFE Range and Reach Description should state the downstream point and the upstream point for which the model is effective. Refer to the help text for more information.

6. Click to enter Abstract
7. Click the Access Restriction dropdown box and select a restriction level
8. Click File Upload radio button

9. Click on: 

**Load Amendments/Revisions Data Artifacts** ?

\* indicates a required field.

**Case Information:**

FEMA Case Number:	09-05-0009P
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**Submission Details:**

Amendment/Revision Type:	Modeling Hydraulics
Effective Date:	01/03/2009
Abstract:	Becketts Run HEC-RAS from BFE 799 to BFE 814 and from approximately 220 feet upstream of Coldwater Road to just upstream of the Abandoned Railroad Bridge.
Access Restriction:	No restriction

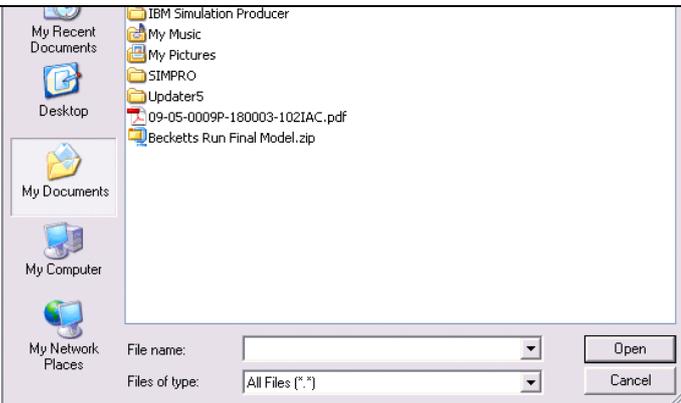
**Submission Method:**

**\* Select File to 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.

10. Click on: 



MIP User Care

Upload / Address Book

**Submission Details:**

Amendment/Revision Type:	Modeling Hydraulics
Effective Date:	01/03/2009
Abstract:	Becketts Run HEC-RAS from BFE 799 to BFE 814 and from approximately 220 feet upstream of Coldwater Road to just upstream of the Abandoned Railroad Bridge.
Access Restriction:	No restriction

**Submission Method:**

**\* Select File to 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.

11. Navigate to the file and select it

12. Click  to add the file to be uploaded

13. Click on:  to upload the document

**Load Amendments/Revisions Data Artifacts**

**Case Information:**

FEMA Case Number:	09-05-0009P
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**Submission Details:**

Amendment/Revision Type:	Modeling Hydraulics
Effective Date:	01/03/2009
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Access Restriction:	No restriction

**Submission Method:**

File(s) Uploaded/Overwritten:	Becketts Run Final Model/final.f01 Becketts Run Final Model/final.g01 Becketts Run Final Model/final.O01 Becketts Run Final Model/final.p01 Becketts Run Final Model/final.prj
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14. Click on:  to complete the activity

Results
The files automatically unzip and display on the screen.

Last updated: March 2009