

Work Instruction
Studies Data Upload and Search
& Retrieve

Purpose

The purpose of this work instruction is to outline the process to upload Studies material to the MIP, including:

- TSDN
- Appeals
- Correspondence
- Preliminary FIS
- Scoping

In addition, the simulation outlines the Search & Retrieve functionality.

Prerequisites

None.

Navigation

Via Menu Path	Log in to the MIP → Tools & Links → and Click Data Upload
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Work Steps

The screenshot shows the 'Load Studies Data Artifacts' form in the Mapping Information Platform. The form is titled 'Load Studies Data Artifacts' and includes a help icon. A note states '* indicates a required field.' The form is divided into several sections:

- Case Information:** Contains a required field for 'FEMA Case Number' with an input box.
- Submission Details:** Contains four required fields:
 - 'Study Data Type' with a dropdown menu showing '-- make selection --'.
 - 'Effective Date' with an input box and a calendar icon.
 - 'Abstract' with a large text area.
 - 'Access Restriction' with a dropdown menu showing '-- make selection --'.
- Submission Method:** Contains a note about file size and quantity, and two radio button options:
 - 'File Upload (Under 1 Gigabyte)'
 - 'Mail CD, DVD or Hard Drive (Over 1 Gigabyte)'

A 'Continue >' button is located at the bottom right of the form.

1. Click to enter FEMA Case Number
2. Click the Study Data Type dropdown box and select the appropriate option
3. Use the calendar icon or click to enter the Effective Date
4. Click to enter the Abstract

	<p>The options for Access Restriction include:</p> <p>No restriction: Anyone can download the document(s)</p> <p>R/W access to authorized users only: Read and write access for only the user who uploads the material</p> <p>R access is granted to all users: Read only access is granted to any user</p> <p>Note: Once entered, the access restriction level cannot be changed. To adjust a restriction level for a document, contact MIP Help to remove the document and re-upload the document with the correct access restriction.</p>
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5. Click the Access Restriction dropdown box and select the appropriate option



File Upload: Upload individual or zipped files from the user's workstation to the K drive. Recommended for files smaller than 1G.

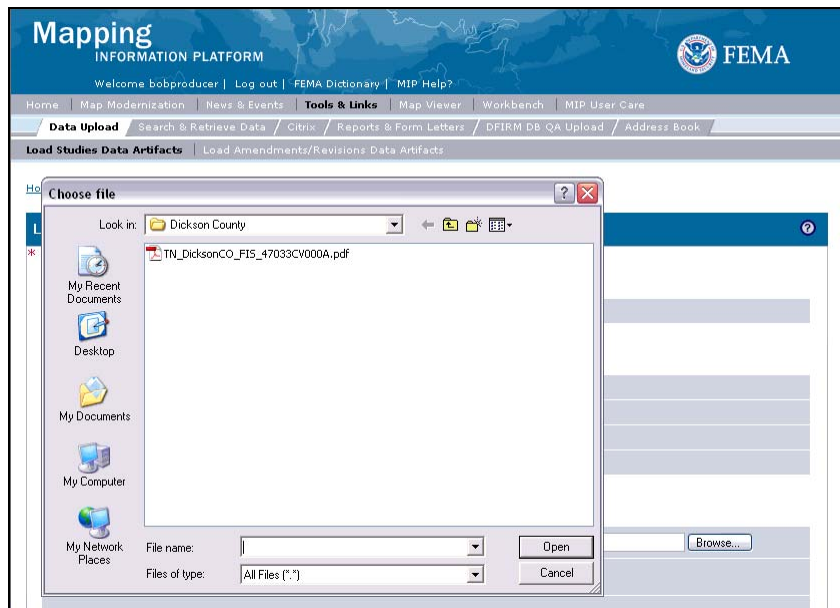
Mail CD, DVD or HD: Indicates that files will be mailed to the Data Depot. Recommended for files over 1G.

6. Select a Submission Method option

7. Click on:

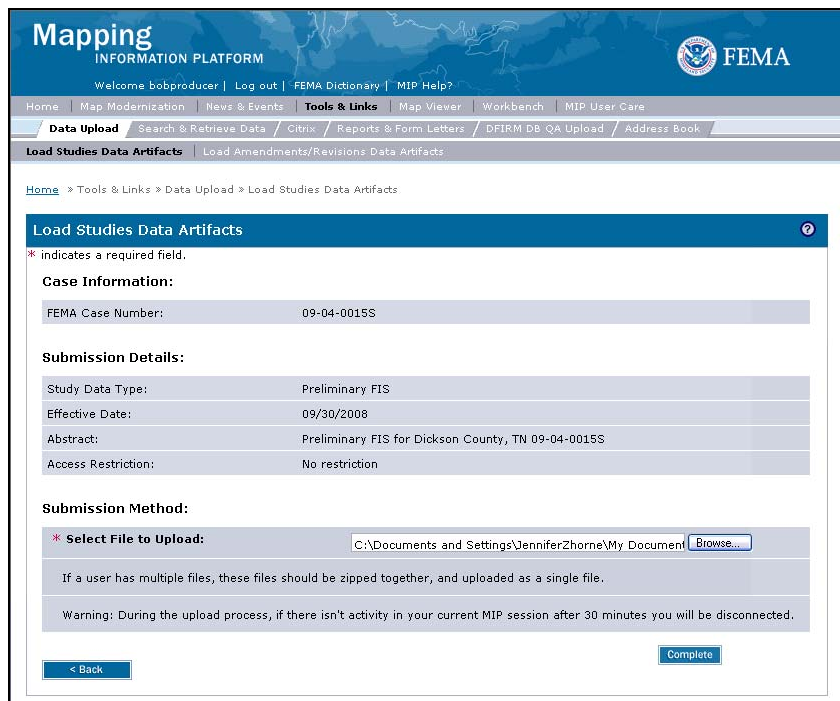


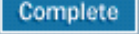
8. Click Browse



9. Navigate to the file and click to select it

10. Click Open



11. Click on: 

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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

Case Information:

FEMA Case Number: 09-04-0015S

Submission Details:

Study Data Type: Preliminary FIS
 Effective Date: 09/30/2008
 Abstract: Preliminary FIS for Dickson County, TN 09-04-0015S
 Access Restriction: No restriction

Submission Method:

File(s) Uploaded/Overwritten: TN_DicksonCO_FIS_47033CV000A.pdf

Exit

12.

Click on:



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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: -- make selection --
 * Effective Date:
 * Abstract:
 * Access Restriction: -- make selection --

***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 >





The file has been uploaded to the MIP Content Manager. Use the Search & Retrieve Data function to search for the uploaded data.





The Search & Retrieve tab can be found under Tools & Links or Workbench.

13. Click Search & Retrieve Data

The screenshot displays the FEMA Mapping Information Platform interface. At the top, there is a navigation bar with the FEMA logo and various menu items like 'Home', 'Map Modernization', 'News & Events', 'Tools & Links', 'Map Viewer', 'Workbench', and 'MIP User Care'. Below this is a breadcrumb trail: 'Home > Tools & Links > Search & Retrieve Data'. The main content area is divided into two sections: 'SearchContent portlet' and 'Flood Map Viewer'. The 'SearchContent portlet' contains a search form with fields for 'FEMA Case Number (00-00-0000X)', 'Project ID/Keywords', 'Originator', 'Contact Name', 'Effective Date From (MM/DD/YYYY)', 'Effective Date To (MM/DD/YYYY)', 'Region/State', 'County', 'Community Name', 'Community ID', and 'Abstract'. Below the form is a note: 'Limit your results to DFIRM/DCS Data by filling in one or more fields below. Entity Type and Theme Keyword are case sensitive.' The 'Flood Map Viewer' section shows a map of the United States with various colored overlays representing flood data. It includes navigation tools like 'Navigation' and 'Quick Zoom' with buttons for 'PR & VI', 'AS', 'GU & MP', 'AK', and 'HI'. Below the map, there is a message: 'The current map contains layers that do not comply with DFIRM specifications. To show only DFIRM compliant layers, click here [DFIRM View](#)'.

	<p>Click the ? to open a new window with help text on the SearchContent portlet</p>
	<p>Flood Map Viewer is currently under development.</p>

	<p>Most Studies searches occur in one of two ways:</p> <ol style="list-style-type: none"> 1. Search by State and County to find the community and see what data pertaining to Flood Mapping is available. 2. Search by Case Number to find details on a particular project.
	<p>If data was uploaded through the MIP Workflow, searches can be conducted using any of the search fields, except Effective From/To Date and Contact Name.</p> <p>If data was uploaded through Tools & Links, search using only Case Number or Abstract search fields.</p> <p>Note: All search fields are case sensitive based on how information was added to the metadata.</p> <p>FEMA Case Number - MIP generated project number</p> <p>Project ID/Keywords - a search of the metadata for the <i>theme key</i> and <i>place key</i>.</p> <p>Originator - if uploaded through Tools & Links, the originator is 'FEMA Mapping Information Platform'; if uploaded through the workflow, search based on <i>origin</i> field of metadata</p> <p>Contact Name - if uploaded through Tools & Links, search based on MIP user ID; search is not applicable if uploaded through workflow</p> <p>Effective Data From/To - under development, not currently applicable</p> <p>Region/State - search for information associated with an entire state or region, as entered in the <i>Region or State</i> place key field in the metadata</p> <p>County - search based on <i>county</i> name place key field in the metadata</p> <p>Community Name - search based on <i>community</i> name place key field in the metadata</p> <p>Community ID - search based on <i>community ID</i> place key field in the metadata</p> <p>Abstract - if uploaded through Tool & Links, any text added in an Abstract field; if uploaded through workflow, any text added in the <i>abstract</i> field in the metadata.</p>

14. Click Region/State dropdown box and select the appropriate state or region
15. Click to enter the County



The bottom section of the SearchContent portlet allows the user to limit the search results to DFIRM/DCS data and is applicable for just Studies projects. All fields search the metadata that was uploaded through the MIP workflow.

Entity Type - a search of the *enttyp* field

Theme Keyword - a search of the *theme key* field

Project Status - a search of the *status* field

Submission Type - a search of the *geo form* field

Projection - under development, currently not applicable

Grid Coordinate System - a search of the *gridsys* field

Decimal Degree Coordinates - a search of coordinates entered in the gridsys section of the metadata

16. Click on:



The screenshot shows the 'Search & Retrieve Data' page of the Mapping Information Platform. The search results table is as follows:

Link	FEMA Case Number	Title/LOMC Type	Publication/Effective Date
Link	09-04-0015S	ConductScopingMeeting.Study	N/A
Link	01-04-133R	Library Project Record	N/A
Link	01-04-2814A	Library Project Record	N/A
Link	02-04-377R	Library Project Record	N/A
Link	01-04-133R	Library Project Record	N/A
Link	01-04-2814A	Library Project Record	N/A
Link	02-04-377R	Library Project Record	N/A
Link	09-04-0015S	PrelimFIS	N/A
Link	07-04-4958S	TSDN	N/A



Links to case numbers and previously uploaded data for all projects in the community appear in the Search Results.

17. Click Link to view the file

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

Home > Tools & Links > Search & Retrieve Data

SearchContent portlet

Start New Search | Return to Results

Data Files:

Certain data files that had not been accessed recently may have been migrated to the archival storage by the Hierarchical Storage Management application. You can still access these archived files exactly the same way as before, except that you might notice a minor delay in retrieval time. Please contact MIP Help by either emailing miphelp@mapmodteam.com or by placing a telephone call to 877-FEMA-MAP if you encounter any difficulties.


File Name	Download URL (Download All Files)
Sign+in+sheet+9.15.06.doc	Sign+in+sheet+9.15.06.doc
Dickson+Meeting+Minutes+9.15.06.doc	Dickson+Meeting+Minutes+9.15.06.doc

Metadata:

```

idinfo:
  case: 09-04-0015S
  title: ConductScopingMeeting.Study
  abstract: Scoping report for Dickson County TN
  accconst: None
  progress: Completed
  place:
    placekey: FEMA CID 47043C
    placekey: COMMUNITY Dickson County-wide
    placekey: COUNTY FIPS 47043
    placekey: COUNTY Dickson County
    placekey:
number:
  case: 09-04-0015S
  title: ConductScopingMeeting.Study
  abstract: Scoping report for Dickson County TN
  accconst: None
  progress: Completed
  place:
    placekey: FEMA CID 47043C
    placekey: COMMUNITY Dickson County-wide
    placekey: COUNTY FIPS 47043
    placekey: COUNTY Dickson County
    placekey: STATE TN
    placekey: REGION 4
  theme:
    themekey: Dickson County TN MapMod07
  project: 1111627
  contact: bobproducer
  origin:
    originator: FEMA Mapping Information Platform
  documents:
    onlink: Sign in sheet 9.15.06.doc
    onlink: Dickson Meeting Minutes 9.15.06.doc
  
```

Start New Search | Return to Results

18. Click the URL to open or save the file
19. Click the Download All Files link to download all files in a zipped folder
20. Click on: 

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SearchContent portlet

Search Results:

Link	FEMA Case Number	Title/LOMC Type	Publication/Effective Date
Link	09-04-0015S	ConductScopingMeeting, Study	N/A
Link	01-04-133R	Library Project Record	N/A
Link	01-04-2814A	Library Project Record	N/A
Link	02-04-377R	Library Project Record	N/A
Link	01-04-133R	Library Project Record	N/A
Link	01-04-2814A	Library Project Record	N/A
Link	02-04-377R	Library Project Record	N/A
Link	09-04-0015S	PrelimFIS	N/A
Link	07-04-4958S	TSDN	N/A

[Start New Search](#)

21. Click on:



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Data Upload

[Search & Retrieve Data](#) | [Citrix](#) | [Reports & Form Letters](#) | [DFIRM DB QA Upload](#) | [Address Book](#)

[Home](#) > [Tools & Links](#) > [Search & Retrieve Data](#)

SearchContent portlet

By filling in common search fields you will return both DFIRM/DCS and Non DFIRM/DCS results. Fields are case sensitive, except FEMA Case Number.

Common Search:

FEMA Case Number (00-00-0000X)

Project ID/Keywords

Originator

Contact Name

Effective Date From (MM/DD/YYYY)

Effective Date To (MM/DD/YYYY)

Region/State

County

Community Name

Community ID

Abstract

Limit your results to DFIRM/DCS Data by filling in one or more fields below. Entity Type and Theme Keyword are case sensitive.

Flood Map Viewer

Navigation Quick Zoom

The current map contains layers that do not comply with DFIRM specifications
To show only DFIRM compliant layers, click here

DFIRM/DCS Search

Entity Type

Theme Keyword

Project Status

Submission Type

Projection

Grid Coordinate System

Enter decimal degrees coordinates:

North (e.g., 36.6017)

West (e.g., -115.6571) East (e.g., -113.8785)

South (e.g., 35.1196)

22. To find data on a particular project, click to enter the Case Number

23. Click on:

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Home > Tools & Links > Search & Retrieve Data

SearchContent portlet

Search Results:

Link	FEMA Case Number	Title/LOMC Type	Publication/Effective Date
Link	FEMA CASE 09-04-00155	BASEMAP, DICKSON COUNTY AND INCORPORATED AREAS, TENNESSEE	05/14/2007
Link	09-04-00155	ConductScopingMeeting.Study	N/A
Link	FEMA CASE 09-04-00155	DIGITAL FLOOD INSURANCE RATE MAP DATABASE, DICKSON COUNTY, TENNESSEE AND INCORPORATED AREAS	01/06/2006
Link	FEMA CASE 09-04-00155	Floodplain Mapping for Dickson County, TN	02/23/2007
Link	FEMA CASE 09-04-00155	Hydraulics, DICKSON COUNTY AND INCORPORATED AREAS, TENNESSEE	06/10/2008
Link	FEMA CASE 09-04-00155	Hydrology, DICKSON COUNTY AND INCORPORATED AREAS, TENNESSEE	06/10/2008
Link	09-04-00155	DCS Terrain Submission for Dickson, TN	01/23/2008
Link	09-04-00155	FinalizeProjectScope.Study	09/30/2009
Link	09-04-00155	PrelimFIS	N/A
Link	FEMA CASE 09-04-00155	Survey, DICKSON COUNTY AND INCORPORATED AREAS, TENNESSEE	02/20/2008
Link	FEMA CASE 09-04-00155	TSDN	N/A

[Start New Search](#)

24. Click Link to view specific data

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

Home > Tools & Links > Search & Retrieve Data

Search Content Portlet

[Start New Search](#) [Return to Results](#)

Data Files:

Certain data files that had not been accessed recently may have been migrated to the archival storage by the Hierarchical Storage Management application. You can still access these archived files exactly the same way as before, except that you might notice a minor delay in retrieval time. Please contact MIP Help by either emailing miphelp@mapmodteam.com or by placing a telephone call to 877-FEMA-MAP if you encounter any difficulties.

File Name	Download URL
47043C_BaseMap_metadata.txt	Restricted File. Contact distributor to obtain data.
Dickson_DFIRM+Basemap+Certification.pdf	Restricted File. Contact distributor to obtain data.
TNDataSharingFEB2006.pdf	Restricted File. Contact distributor to obtain data.

Metadata:

```

metadata:
  idinfo:
    citation:
      citeinfo:
        origin:
          Department of Finance and Administration, Office for Information Resource
        pubdate:
          20080220
        title:
          BASEMAP, DICKSON COUNTY AND INCORPORATED AREAS, TENNESSEE
        geoform:
          FGDC-Framework-Basemap
        pubinfo:
          pubplace:
            Washington, DC
          publish:
            Federal Emergency Management Agency
        onlink:
          http://hazards.fema.gov
  
```

25. Note files may be restricted and cannot be downloaded or viewed by the user

Results

The process to upload and search and retrieve data was shown.

Last updated: March 2009