

Address Book

Mapping Information Platform

January 2007



FEMA

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Mapping information Platform (MIP) Address Book

General Information

The new address book feature, available to authenticated users, facilitates the management of contact information available through the MIP. Users can utilize this feature, located as a tab on your screen under Tools and Links, to search, retrieve, add, and edit certain contact information.

Contact information is stored in two categories within the MIP: *editable* and *non-editable contacts*. Editable contacts are created using the MIP Address Book's *add record* functionality and can be updated using the *edit record* feature. Non-editable contacts consist of information that is retrieved by the MIP Address Book from an outside application. Users will not be permitted to edit this information via the MIP Address Book.

The Address Book allows users to search contact information available through the MIP. Once the user has found the contact records that they've searched for, the user can then print that information to an envelope or label, as the information is automatically exported to MS Word. Multiple addresses can be printed simultaneously (see Figure 5).

User Interface and Features

Once logged into the MIP, users may access the MIP Address Book from the Tools and Links page. The Address Book tab is located on the secondary tab bar on the screen, as seen in Figure 1. From this point the user has the option either search for a record based on category or add a new “editable” record.

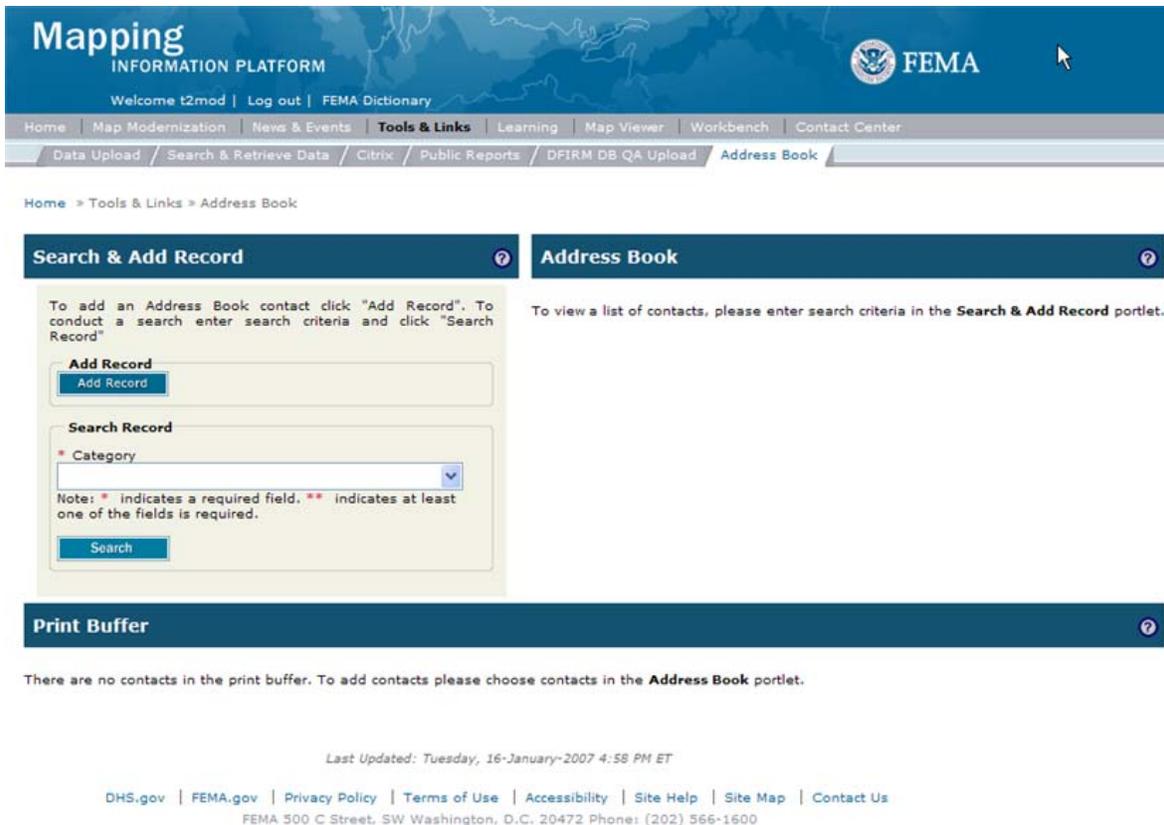


Figure 1. Address Book Startup Page

Utilizing the MIP Address Book “Search” Feature

Users may search the Address book through various categories, including but not limited to: Community, Cooperating Technical Partners (CTP), Baker office/Regional Management Center (RMC), and FEMA/Regions. Once the user chooses the appropriate category a series of related subcategories are presented as drop-down and/or editable text fields to finalize the search.

In the example below, Figure 2, the user has chosen to search by “Community.” The user is presented with the following subcategories: Region, State, and County. These Categories will help the user narrow down to the appropriate community based on name. The user may also choose to circumvent the other search fields and type in the appropriate Community ID.

The screenshot shows the FEMA Mapping Information Platform interface. At the top, there is a blue header with the FEMA logo and the text "Mapping INFORMATION PLATFORM". Below this is a navigation bar with links for Home, Map Modernization, News & Events, Tools & Links, Learning, Map Viewer, Workbench, and Contact Center. A secondary navigation bar includes links for Data Upload, Search & Retrieve Data, Citrix, Public Reports, DFIRM DB QA Upload, and Address Book. The breadcrumb trail reads "Home > Tools & Links > Address Book".

The main content area is divided into two panels. The left panel, titled "Search & Add Record", contains instructions: "To add an Address Book contact click 'Add Record'. To conduct a search enter search criteria and click 'Search Record'". It features two sections: "Add Record" with an "Add Record" button, and "Search Record" with several dropdown menus for "Category" (set to "Community"), "Region", "State", and "County", and two text input fields for "Community Name" and "Community ID". A "Search" button is at the bottom. A note states: "Note: * indicates a required field. ** indicates at least one of the fields is required." The right panel, titled "Address Book", contains the instruction: "To view a list of contacts, please enter search criteria in the Search & Add Record portlet."

Below the search panels is a "Print Buffer" section with the message: "There are no contacts in the print buffer. To add contacts please choose contacts in the Address Book portlet." At the bottom of the page, there is a footer with the text "Last Updated: Tuesday, 16-January-2007 5:05 PM ET" and a navigation bar with links for DHS.gov, FEMA.gov, Privacy Policy, Terms of Use, Accessibility, Site Help, Site Map, and Contact Us.

Figure 2. Search by Community

Utilizing the Search Results

Once the user has entered the appropriate information, the Address Book will provide Search Results as seen in Figure 3 (actual names have been blacked out for this user guide, Figures 3 – 6). From this point the user may record the information or choose to add the address by clicking *add to buffer*.

By adding an address to the buffer, users may continue searching for addresses. In this sense the buffer acts as an information/contact queue. This will enable the user to export the appropriate addresses to MS Word to print to envelopes or labels.

The screenshot shows the FEMA Mapping Information Platform interface. The top navigation bar includes 'Home', 'Map Modernization', 'News & Events', 'Tools & Links', 'Learning', 'Map Viewer', 'Workbench', and 'Contact Center'. The 'Tools & Links' section is active, showing 'Data Upload', 'Search & Retrieve Data', 'Citrix', 'Public Reports', 'DFIRM DB QA Upload', and 'Address Book'. The breadcrumb trail is 'Home > Tools & Links > Address Book'.

The main content area is divided into two panels: 'Search & Add Record' and 'Address Book'.

Search & Add Record Panel:

- Add Record:** A button labeled 'Add Record'.
- Search Record:** A form with the following fields:
 - Category: Community (dropdown)
 - Region: 3 (dropdown)
 - State: VA (dropdown)
 - County: Fairfax County (dropdown)
 - Community Name: VIENNA, TOWN OF (dropdown)
 - Community ID: (text input)
- Note: * indicates a required field. ** indicates at least one of the fields is required.
- Search button.

Address Book Panel:

- Search Results:** A table with columns: Last Name, First Name, Address, City, ST.
- Instructions: 'Select the contacts to be printed and click on "Add to Buffer".'
- Table content:

	Last Name	First Name	Address	City	ST
<input type="checkbox"/>	[Redacted]	[Redacted]	127 CENTER ST., S.	VIENNA	VA
<input type="checkbox"/>	[Redacted]	[Redacted]	127 CENTER ST., S.	VIENNA	VA
<input type="checkbox"/>					VA
- Summary: '3 items Found, displaying all items.'
- Buttons: 'Add to Buffer'.

Print Buffer Panel:

- Message: 'There are no contacts in the print buffer. To add contacts please choose contacts in the Address Book portlet.'

Footer: 'Last Updated: Tuesday, 16-January-2007 5:08 PM ET'

Figure 3. Community Record(s) Found

Utilizing the “Search” Feature to Export & Print

The user may also choose to print the appropriate address information from the results screen (see Figure 4). Once the user clicks *print buffer portlet* feature, he or she is given the option to print to envelopes or labels from the drop-down menu. At this point the user may print from the “Search Results” screen by clicking on the appropriate radio button; users may add the appropriate addresses to the *buffer* and continue their search – adding more names to the *print buffer* if/when necessary. If a name is not placed in the *print buffer*’s queue the field below the print buffer portlet will remain blank.

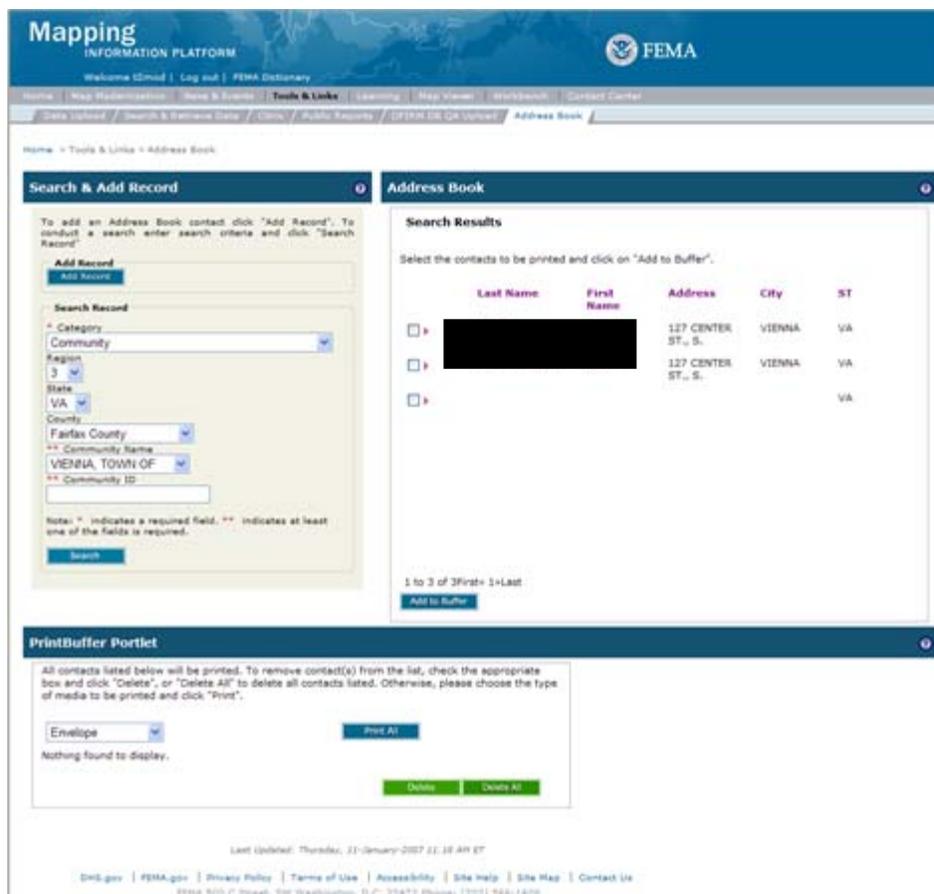


Figure 4. Community Contact Print to Envelope

Once the user is ready to print the appropriate information, he or she may manage the print buffer queue by removing any of the names listed (see Figure 5), by clicking the radio button and click *delete*. Users may also click *delete all* to clear the buffer queue. From this point the user has the option to click *print all* which will export the remaining contact information to MS Word.

The MOD Team

Mapping INFORMATION PLATFORM FEMA

Welcome t2mod | Log out | FEMA Dictionary

Home | Map Modernization | News & Events | **Tools & Links** | Learning | Map Viewer | Workbench | Contact Center

Data Upload | Search & Retrieve Data | Citrix | Public Reports | DFIRM DB QA Upload | Address Book

Home > Tools & Links > Address Book

Search & Add Record

To add an Address Book contact click "Add Record". To conduct a search enter search criteria and click "Search Record"

Add Record
Add Record

Search Record

* Category: Map Repository
Region: 3
State: VA
County: Fairfax County
** Community Name: VIENNA, TOWN OF
** Community ID: []

Note: * Indicates a required field. ** indicates at least one of the fields is required.

Search

Address Book

Search Results

Select the contacts to be printed and click on "Add to Buffer".

	Last Name	First Name	Address	City	ST
<input type="checkbox"/>	[REDACTED]	[REDACTED]	127 CENTER ST., S.	VIENNA	VA
<input type="checkbox"/>	[REDACTED]	[REDACTED]	127 CENTER ST., S.	VIENNA	VA
<input type="checkbox"/>					VA

3 items Found, displaying all items.
Add to Buffer

Print Buffer

All contacts listed below will be printed. To remove contact(s) from the list, check the appropriate box and click "Delete", or "Delete All" to delete all contacts listed. Otherwise, please choose the type of media to be printed and click "Print".

Label(4 Per Page) | Print All

	Last Name	First Name	Last Updated on
<input checked="" type="checkbox"/>	[REDACTED]	[REDACTED]	09/14/2005
<input type="checkbox"/>	[REDACTED]	[REDACTED]	09/14/2005

2 items found, displaying all items.
Delete | Delete All

Last Updated: Tuesday, 16-January-2007 5:18 PM ET

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FEMA 500 C Street, SW Washington, D.C. 20472 Phone: (202) 566-1600

Figure 5. Contact Information in Print Buffer

Once the appropriate information has been imported the user can make any other edits or changes to the envelope and/or label that he or she has created from the MIP, by utilizing MS Word (See Figure 6).

MIP Address Book User Guide

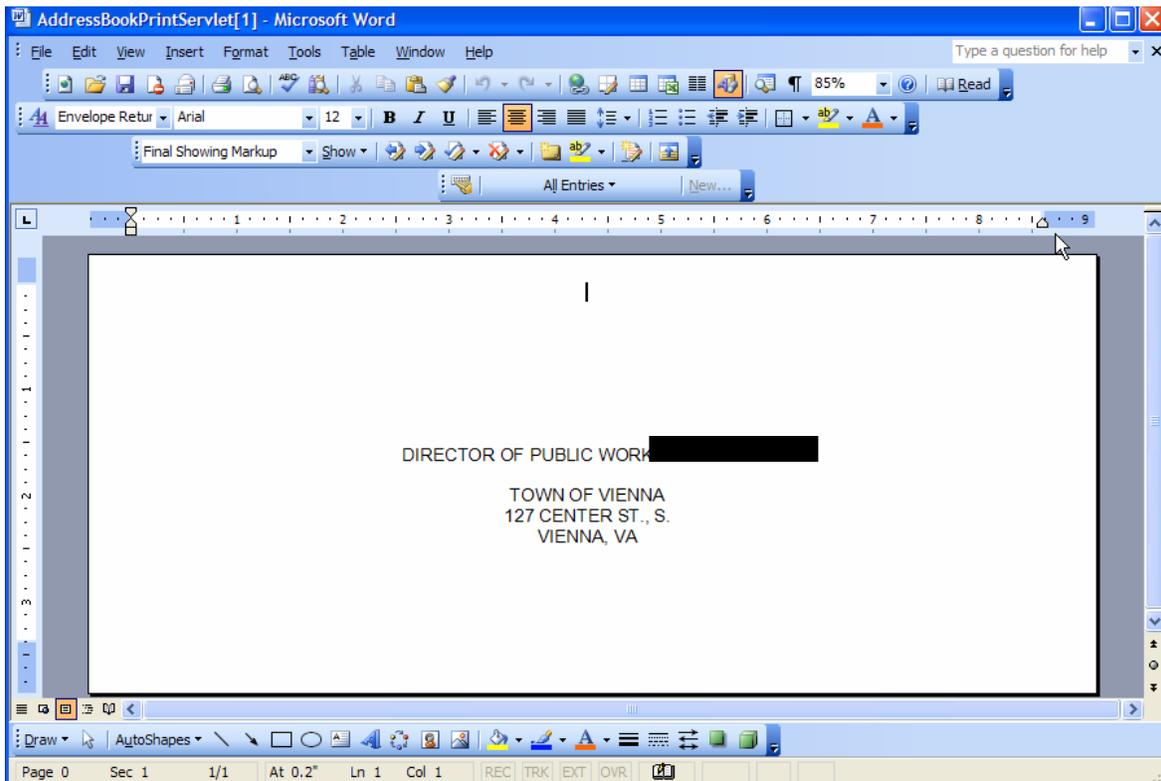


Figure 6. Contact Information Exported to MS Word

Utilizing the MIP Address Book "Add" Feature

Users may add to the address book and update these *editable contacts*. To do so, users must click *add record* under the *search & add record feature*. Users are then given a form to enter the appropriate information utilizing click boxes, free text, and drop-down menus (see Figure 7).

The MOD Team

The screenshot shows the 'Add Record' feature within the FEMA Mapping Information Platform. The page is titled 'Address Book' and includes a navigation menu with options like 'Home', 'Map Modernization', 'News & Events', 'Tools & Links', 'Learning', 'Map Viewer', 'Watchlists', and 'Contact Center'. The main content area is divided into two sections: 'Search & Add Record' and 'Address Book'. The 'Search & Add Record' section contains instructions on how to add a record and a search form with a 'Category' dropdown and a 'Search' button. The 'Address Book' section is the main form for adding a new record, featuring a list of categories with checkboxes, followed by various text and dropdown fields for personal and professional information. A 'Print Buffer' section at the bottom indicates that there are no contacts currently in the buffer. The footer includes the date 'Last Updated: Friday, 12-January-2007 02:57 PM ET' and a list of links such as 'DHS.gov', 'FEMA.gov', 'Privacy Policy', 'Terms of Use', 'Accessibility', 'Site Help', 'Site Map', and 'Contact Us'.

Mapping INFORMATION PLATFORM FEMA

Welcome | Log out | FEMA Dictionary

Home | Map Modernization | News & Events | **Tools & Links** | Learning | Map Viewer | Watchlists | Contact Center

Data Upload | Search & Retrieve Data | Clinic | Public Reports | DFRM QA Update | **Address Book**

Home > Tools & Links > Address Book

Search & Add Record

To add an Address Book contact click "Add Record". To conduct a search enter search criteria and click "Search Record".

Add Record
Add Record

Search Record
* Category
* indicates a required field. ** indicates at least one of the fields is required.
Search

Address Book

Add Record

* indicates a required field.

* **Category**

- Baker Office/EMC
- CEO
- CTF
- Engineer
- FEMA/Regions
- Flood Plain Administrator
- GIS Specialist
- Map Repository
- Newspaper
- Requestor
- State Contact/Coordinator
- State Coordinating Agency/NISP Coordinator
- State DNR/DEQ Contact
- Study Contractor
- USACE
- Other

Title

* **First Name**

Middle Name

* **Last Name**

Suffix

Professional Designation

Position

Company/Organization/CTP

* **Street Address 1**

Street Address 2

* **City**

* **State**

* **Zip Code**

Email

Phone Number

Alternate Phone Number

Mobile Number

Fax Number

Pager Number

Region

Community

CID

USACE

Office

Newspaper Name

Comments

Term Expires on

Cancel Continue

Print Buffer

There are no contacts in the print buffer. To add contacts please choose contacts in the Address Book portal.

Last Updated: Friday, 12-January-2007 02:57 PM ET

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FEMA 300 C Street, SW Washington, D.C. 20472 Phone: (202) 566-1855

Figure 7. Add Record Feature

Once the user enters the appropriate information, he or she will be prompted to review their data prior to confirmation and submission of the new contact (see Figure 8).

Mapping
INFORMATION PLATFORM
Welcome | Log out | FEMA Dictionary

Home | Map Administration | News & Events | Tools & Links | Learning | Help Center | Search & Add Record | Contact Center

Home > Tools & Links > Address Book

Search & Add Record

To add an Address Book contact click "Add Record". To conduct a search enter search criteria and click "Search Record".

Add Record
Add Record

Search Record
Category
Notes: * indicates a required field. ** indicates at least one of the fields is required.
Search

Address Book

Add Record Review

Category	Baker Office/SBC
Title	
First Name	HOO
Middle Name	
Last Name	Team
Suffix	
Professional Designation	
Position	
Company/Organization/CTP	
Street Address 1	3601 Eisenhower Avenue
Street Address 2	
City	Alexandria
State	VA
Zip Code	22304
Email	
Phone Number	
Alternate Phone Number	
Mobile Number	
Fax Number	
Pager Number	
Region	
Community	
CID	
USACE	
Office	Alexandria
Newspaper Name	
Comments	
Term Expires on	
Verified on	
Verified By	

Cancel < Back Add Record

Print Buffer

There are no contacts in the print buffer. To add contacts please choose contacts in the Address Book portal.

Last updated: Friday, 12-January-2007 1:18 PM ET

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Figure 8. Add Record Review

Once the information is deemed accurate, the user clicks *add record* to submit to the MIP Address Book. After the record is successfully submitted the users will be directed to the following confirmation screen (see Figure 9).

The MOD Team

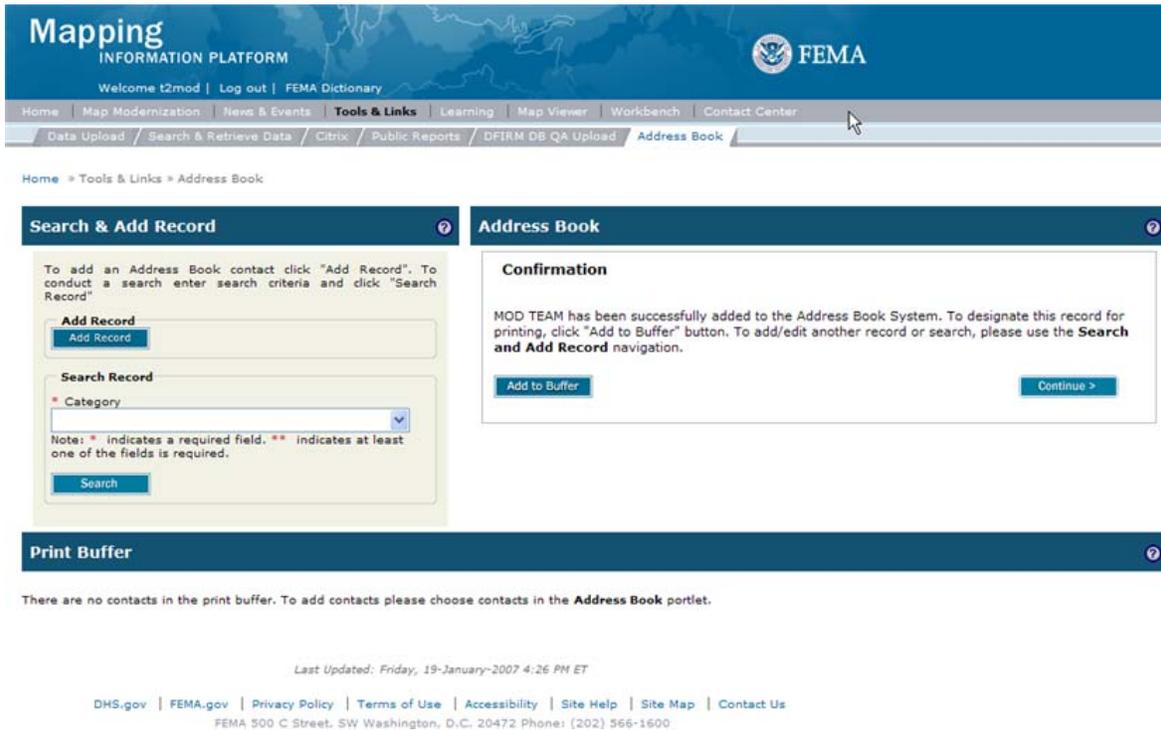


Figure 9. Add Record Confirmation

MIP Address Book Sources

The MIP Address Book allows users to search and retrieve contact records from several sources. The following are a list of these sources:

Table 1. Address Book Source Information

Source	Source Description
Project Contacts	All entries related to projects that are entered in the workflow. Also known as <i>non-editable contacts</i> .
MIP Contacts	All entries that have been entered in to the MIP database and are used as reference information by the MIP. Also known as <i>non-editable contacts</i> .
CIS Contacts	All entries that are from the CIS system that are accessed by the MIP system as "Read Only." Also known as <i>non-editable contacts</i> .
Custom Contacts	All entries that are created through the address book. Also known as <i>editable contacts</i> .