



FEMA

Mitigation Planning Portal (MPP) Tutorial

Ad Hoc Reports

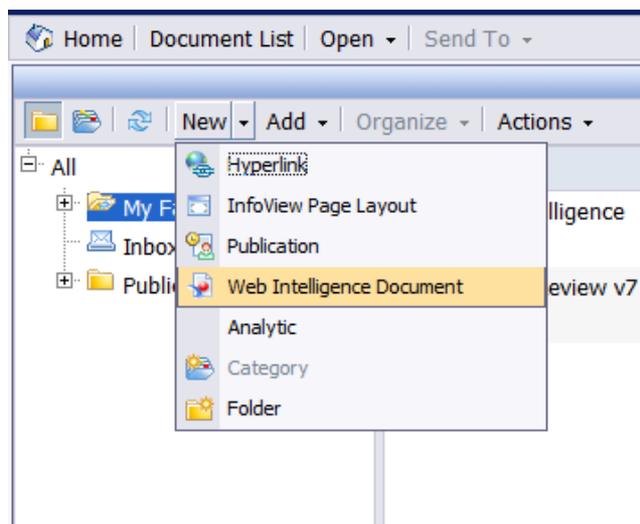
Updated: 5/18/2015

RiskMAP
Increasing Resilience Together



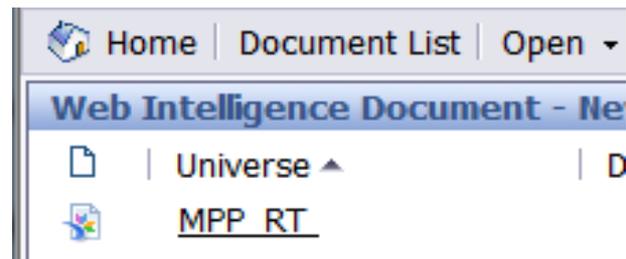
MPP Reporting System – Creating an Ad Hoc Report

1. To create a new report in the **Document List** screen click the **New** button on the **Reporting Navigation** menu and click on the **Web Intelligence Document** button. To edit an existing custom report find your existing custom report, right click on it, and press the **Modify** menu option



MPP Reporting System – Creating an Ad Hoc Report

2. Click on the **MPP_RT** Universe
3. Pass through any warnings or pop-ups you might see. Don't block or restrict anything



MPP Reporting System – Creating an Ad Hoc Report

Universe Objects Pane – These are the available data elements you can query or report on

Result Objects Pane – These are the data elements you can display on your report

The screenshot shows the MPP Reporting System interface. The top menu bar includes 'New Web Intelligence Document', 'Edit Query', and 'Edit Report'. A 'Run Query' button is highlighted in the top right corner. The main interface is divided into several panes: 'Data' (left), 'Result Objects' (top right), and 'Query Filters' (bottom right). The 'Data' pane shows a tree view of objects under 'MPP_RT', including 'MITIGATION PLANNING', 'GEOGRAPHY', 'PLAN', 'JURISDICTION', 'REVIEWS', 'STATISTICS', 'FUNDING', and 'CENSUS 2010'. The 'Result Objects' pane contains the text: 'To include data in the report, select objects in the Data tab and drag them here. Click Run Query to return results.' The 'Query Filters' pane contains the text: 'To filter the query, drag predefined filters here or drag objects here then use the Filter Editor to define custom filters.' A 'Run Query Button' callout box points to the 'Run Query' button. A 'Query Filters Pane' callout box points to the 'Query Filters' pane. A 'Run Query Button' callout box points to the 'Run Query' button. A 'Query Filters Pane' callout box points to the 'Query Filters' pane. A 'Run Query Button' callout box points to the 'Run Query' button. A 'Query Filters Pane' callout box points to the 'Query Filters' pane.

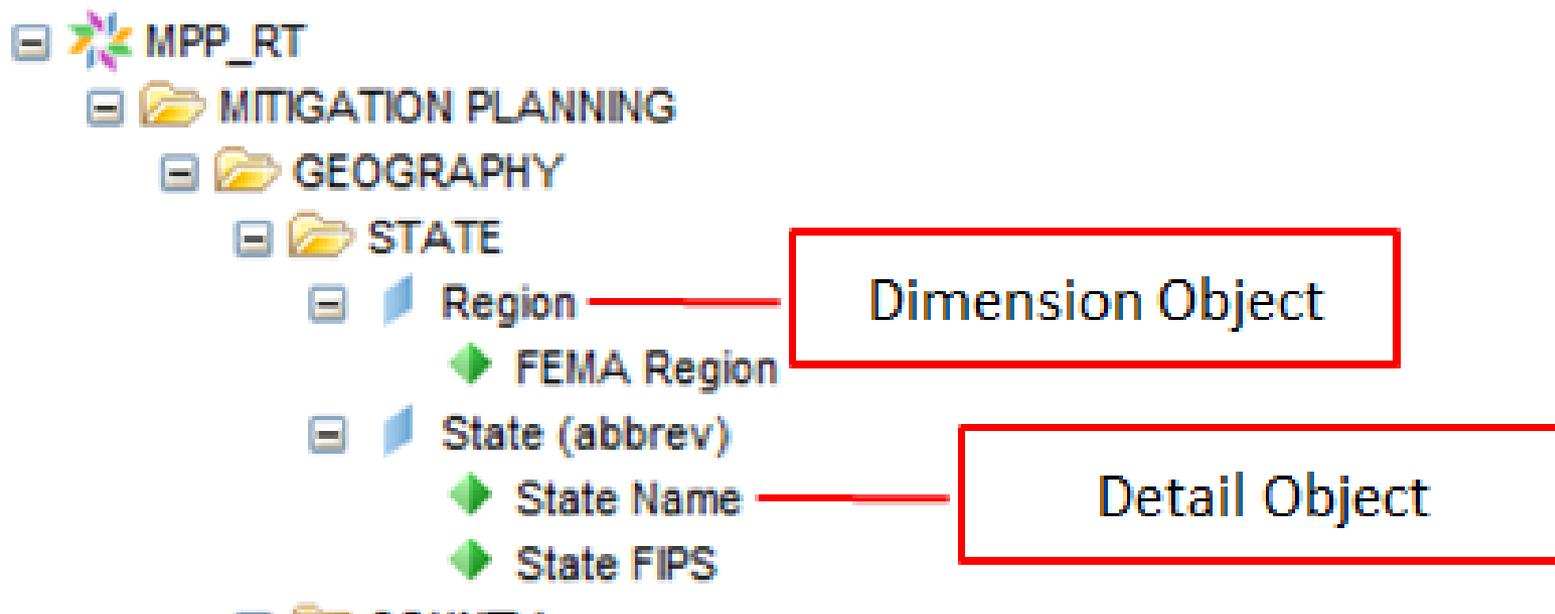
Run Query Button – Click this button to report on the data elements you included in the Results Objects section based on your Query Filters

Query Filters Pane – These are the data elements you base your query on. You can filter plans data based on the filters you apply here

MPP Reporting System – Creating an Ad Hoc Report

4. Once you're on the page showing the available data, navigate through the data elements on the left hand side under the **Universe Objects** pane. Click on the **+** to open folders containing data elements
5. Move the data elements into the **Result Objects** pane that you want to include in the report. They will automatically populate a table in your report, after you run the query. You can select and drag elements or double-click on them to move them to the **Results Objects** pane. Notice that when you drop data element marked with a green pyramid, it will always bring over the parent data element. The following **Object Types** are available:
 - Dimension Object (blue box) – base elements for creating a query
 - Detail Object (green pyramid) – provides additional information for a dimension object, but does not form the basis of a query

MPP Reporting System – Creating an Ad Hoc Report



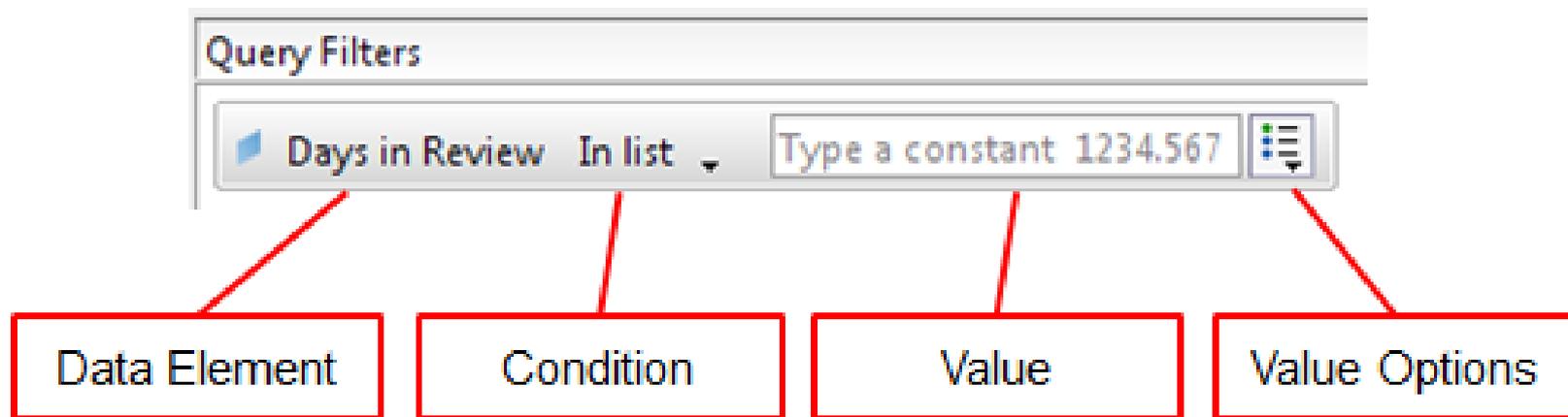
MPP Reporting System – Creating an Ad Hoc Report

6. To filter the query, drag and drop the data element(s) to the **Query Filters** pane below the **Results Objects** pane. The data elements that you place in the **Query Filters** pane are used to define which plans will be reported on once the query is run. For each data element you add to the **Query Filters** pane you must specify the conditions that must be met for plans to be included in the report

MPP Reporting System – Creating an Ad Hoc Report

7. Once you add a data element to a **Query Filter** you should configure the filter settings for the element:
 - Condition – The system compares the records to the **Value** using the **Condition**. The available conditions include **Equal To**, **Not Equal To**, **Greater Than**, **Greater Than Or Equal To**, **Less Than**, **Less Than Or Equal To**, **Between**, **Not Between**, **In List**, **Not In List**, **Is Null**, **Is Not Null**, **Matches Pattern**, **Different From Pattern**, **Both**, and **Except**
 - Value- You can enter free text in the **Value** field when the **Value Options** menu is set to **Constant**
 - Value Options- The options in the this menu allow you to vary how you obtain the Value for your Query:
 - Constant – Free text entry of the **Value**
 - Value(s) from List – Pull **Values** from a list of available **Constant**
 - Prompt – Have a **Prompt** window pop-up whenever you run the report requesting a value
 - Result from Another Query – You will not need to use this option

MPP Reporting System – Creating an Ad Hoc Report



MPP Reporting System – Creating an Ad Hoc Report

8. Once you have set your data elements and filters, click the **Run Query** button to view the report results
9. After querying your data, you will see the resulting report. The data elements you picked will be structured in the same order that you placed them in the **Results Objects** pane. You can edit the report's formatting and structure
10. If you need to refresh your data, press the **Refresh Data** button
11. If you would like to make changes to the query or add new data elements to display, click on the **Edit Query** button
12. You can save your new report by clicking arrow next to the **Save** button on top left corner of the screen. To save to save to **My Favorites** click on the **save as** option, and to save to your computer click on the **save to my computer as** option and click **Excel** or **PDF**
13. You can also schedule your custom report to be emailed to you the same way that you schedule your saved versions of canned reports

MPP Reporting System – Creating an Ad Hoc Report

Toolbars – Use these tools to make formatting changes and add content to your report

Save Button

Edit Query and Refresh Data Buttons

Left Pane – Make changes to structure and formatting of the report within the pane's tabs

Report Window – Edit and view your report in this window

The screenshot shows the MPP Reporting System interface. At the top, there is a toolbar with various icons for editing and viewing. Below the toolbar is a report title field. The main area contains a data table with columns for APA Date, Created date, Expiration Date, and Extraordinary Circ. The table lists various plans with their respective dates and statuses. On the left side, there is a left pane with a tree view of report structure and formatting options. On the right side, there is a report window showing the report content. Red boxes and lines highlight specific features: the toolbar, the save button, the edit query and refresh data buttons, the left pane, and the report window.

APA Date	Created date	Expiration Date	Extraordinary Circ	Extraordinary Circ	Extraordinary Circ	Status	Plan Title
2003-12-01	8/20/13	2/9/09					Kittitas Water Dist
2003-							Highline WD Vulne
2003-							Renton H&P
2004-							North River S.D. En
2004-							Bethel S.D. All-Haz
2004-							Stuyway WSD Vulne
2004-							South Bend's Haza
2004-							Douglas H&P
2004-							Clark Regional Haz
2004-							Ferry County H&P
2004-							Lummi Island Fire I
2004-							Lake Washington T
2004-							Lakehaven Utility D
2004-							Benton County H&P
2004-							Mercer Island H&P
2004-07-09	8/20/13	7/9/09					Kent All-Hazards M
2004-09-30	8/20/13	1/9/09					Monroe County
2004-09-30	8/20/13	1/27/10					King County Regio
2004-10-01	9/26/13	2/4/10	No				
2004-10-04	8/20/13	1/5/09					
2004-10-04	8/20/13	1/5/09					

MPP Reporting System – Example Ad Hoc Report

If you wanted to print out the **Plan Title**, **Plan Approval Date**, and **Plan Status**, for all plans from region three that were approved during 2013, you would follow these steps:

MPP Reporting System – Example Ad Hoc Report

Click on the **Document List** button



The screenshot shows the Mitigation Planning Portal interface. At the top, there is a banner with the text "Mitigation Planning Portal" and the FEMA logo. Below the banner is a navigation bar with buttons for "Home", "Document List", "Open", and "Send To". The "Document List" button is highlighted with a mouse cursor. Below the navigation bar, there is a "Navigate" section with a list of links: "Document List", "My Favorites", "My Inbox", and "Help". To the right of the "Navigate" section is the FEMA logo and the text "FEMA". Below the FEMA logo is the heading "MPP Reporting System" and a paragraph of text: "The MPP Reporting System is a reporting application providing access to MPP mitigation pl". Below this paragraph is a list of features: "Features of the MPP Ad hoc Reporting System include:" followed by four bullet points: "Report on plan data elements in real time", "Access to 4 pre-built canned reports", "Save ad hoc customized reports", and "Export results to worksheet or PDF". At the bottom of the page, there is a link: "Click here to view instructional material on how to use the MPP Reporting System."

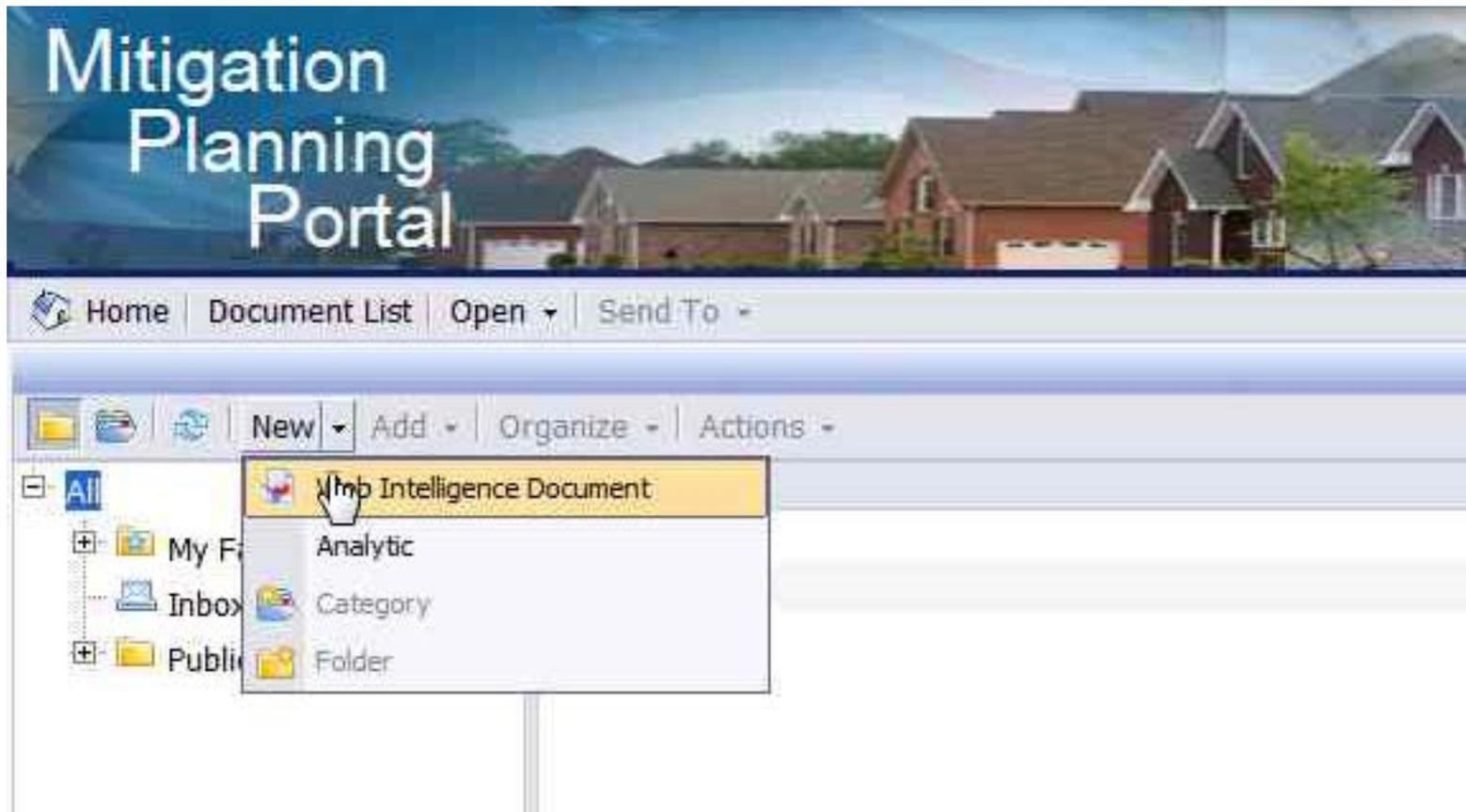
MPP Reporting System – Example Ad Hoc Report

Click on the **New** button



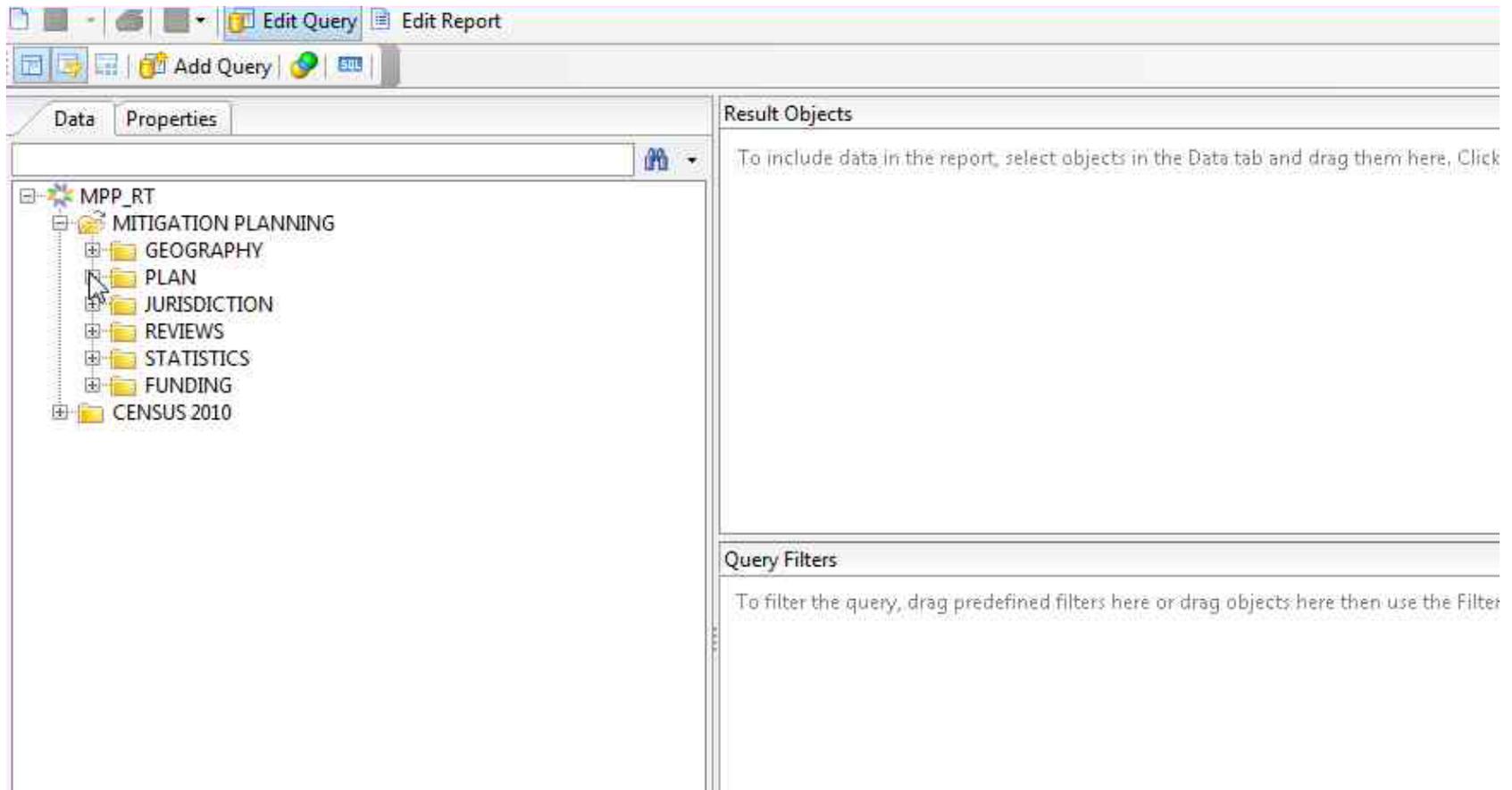
MPP Reporting System – Example Ad Hoc Report

Select the **Web Intelligence Document** option



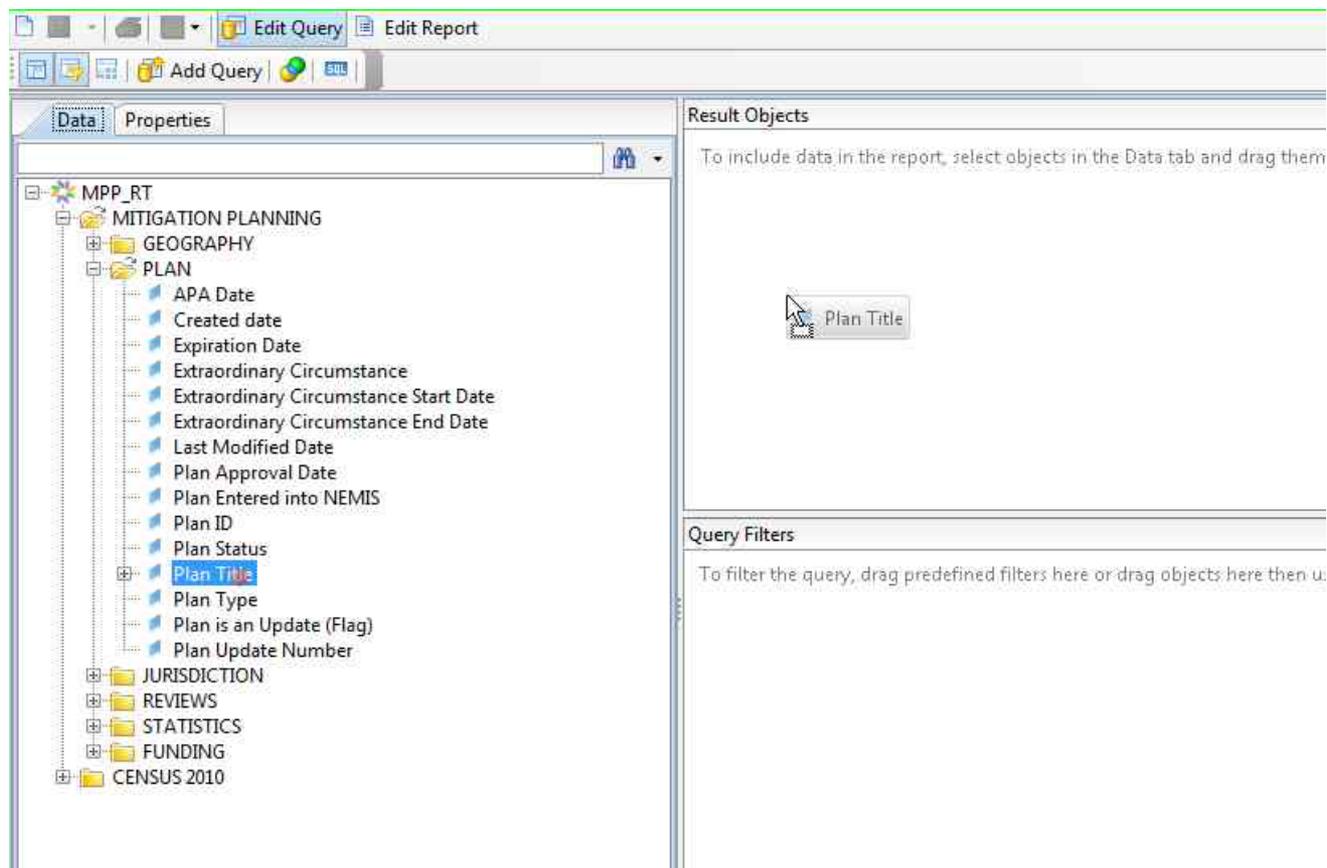
MPP Reporting System – Example Ad Hoc Report

Click on the **Plus Sign** next to the **PLAN** folder



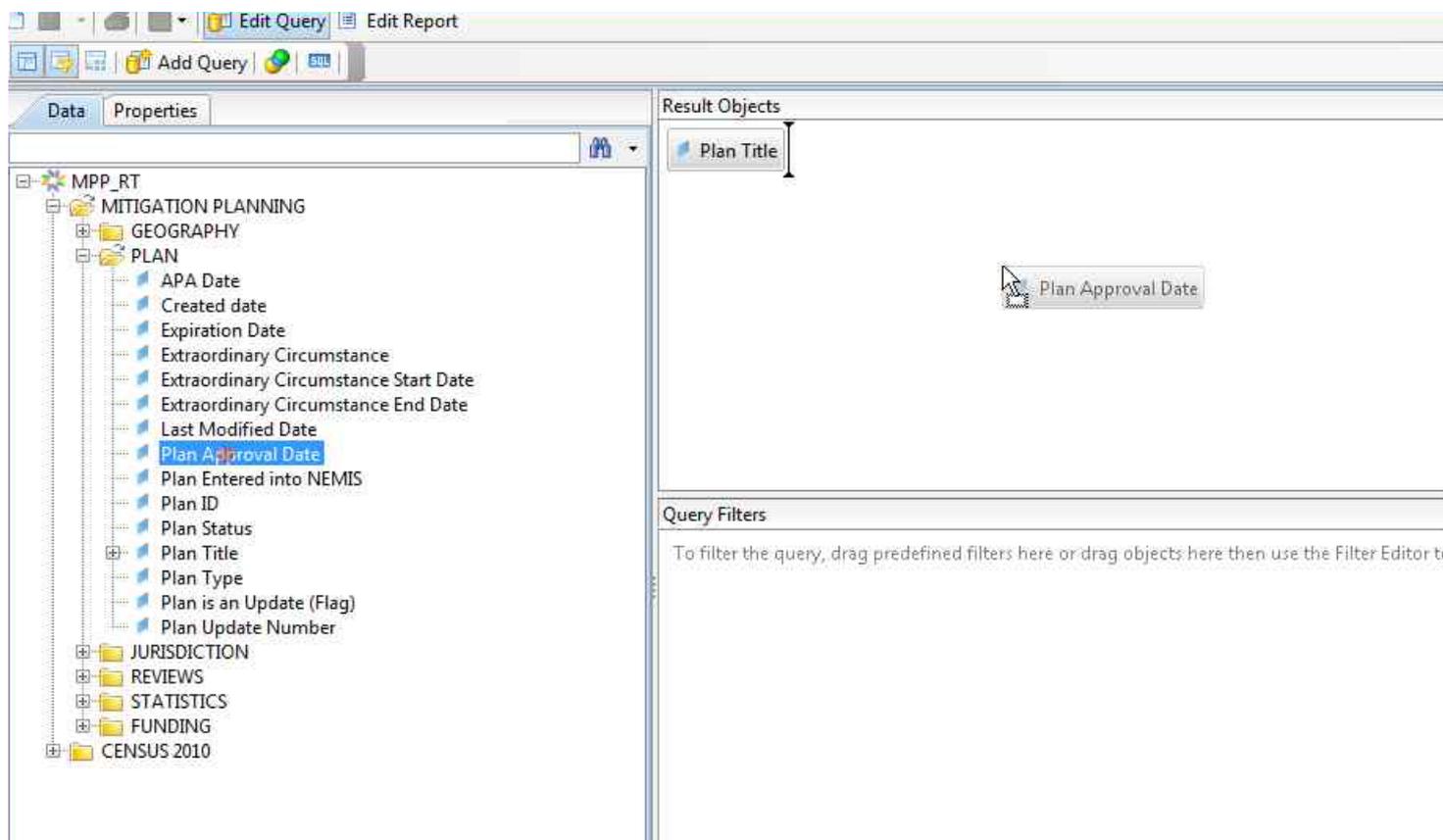
MPP Reporting System – Example Ad Hoc Report

Drag and drop the **Plan Title** object to the **Result Objects** pane



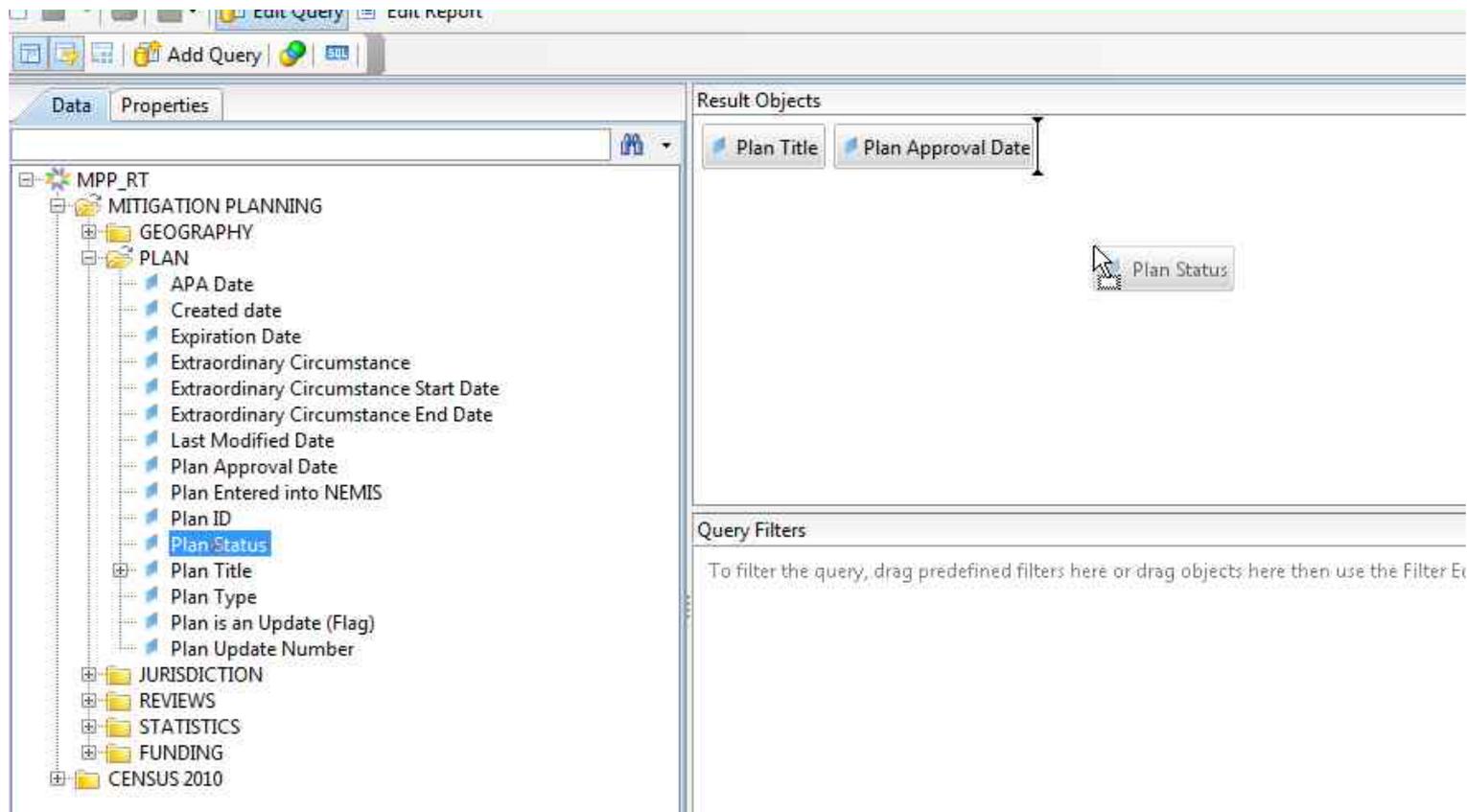
MPP Reporting System – Example Ad Hoc Report

Drag and drop the **Plan Approval Date** object to the **Result Objects** pane



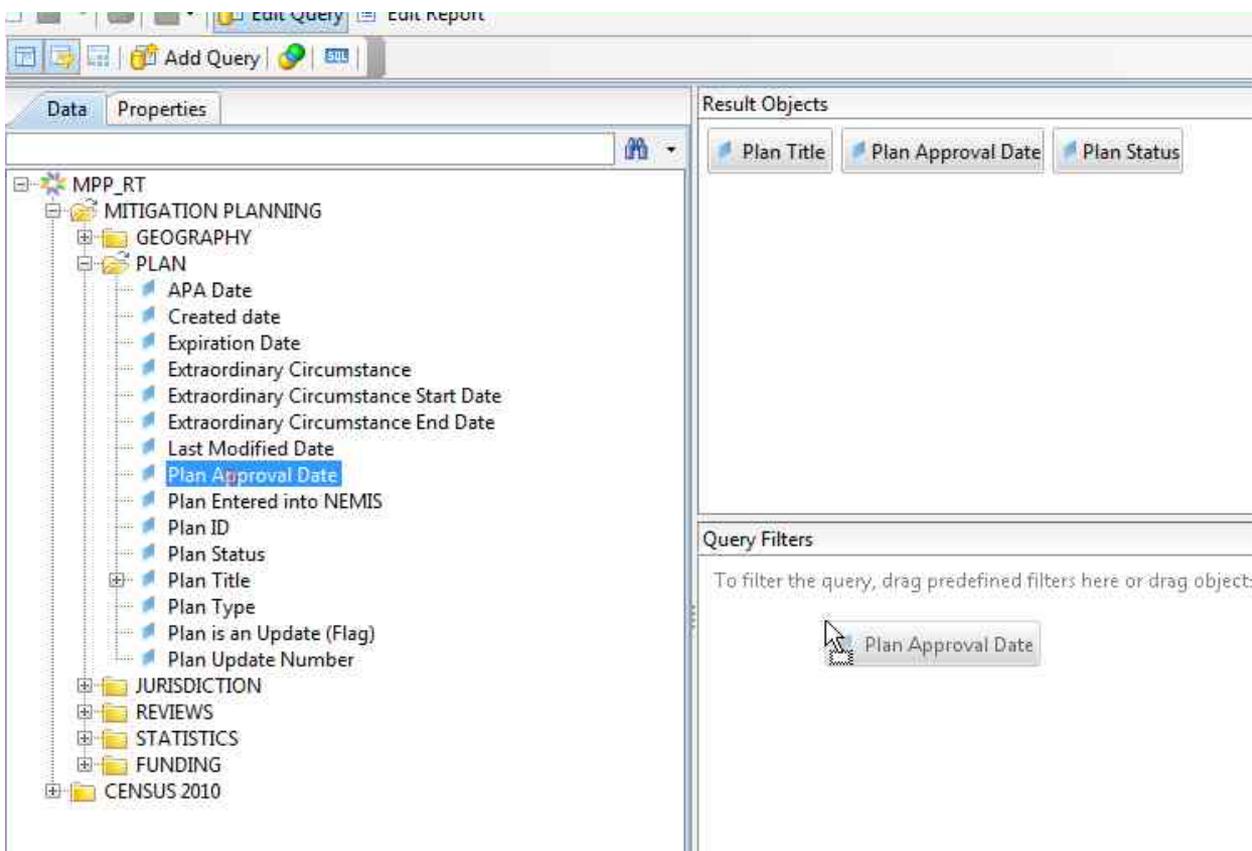
MPP Reporting System – Example Ad Hoc Report

Drag and drop the **Plan Status** object to the **Result Objects** pane



MPP Reporting System – Example Ad Hoc Report

Drag and drop the **Plan Approval Date** object to the **Query Filters** pane



MPP Reporting System – Example Ad Hoc Report

Drag and drop a second copy of the **Plan Approval Date** object to the **Query Filters** pane

The screenshot displays the MPP Reporting System interface. On the left, the 'Data' pane shows a tree view of the database structure. Under 'MPP_RT' > 'MITIGATION PLANNING' > 'PLAN', the 'Plan Approval Date' field is selected. On the right, the 'Result Objects' pane shows three objects: 'Plan Title', 'Plan Approval Date', and 'Plan Status'. Below this, the 'Query Filters' pane contains a filter for 'Plan Approval Date' with a date of '1/2/2014'. A mouse cursor is shown dragging a second instance of the 'Plan Approval Date' object from the 'Result Objects' pane into the 'Query Filters' pane.

MPP Reporting System – Example Ad Hoc Report

Change the condition by clicking the **Arrow** button

The screenshot displays the MPP Reporting System interface. On the left, a tree view under 'MPP_RT' shows various data categories: MITIGATION PLANNING, GEOGRAPHY, PLAN, JURISDICTION, REVIEWS, STATISTICS, FUNDING, and CENSUS 2010. The 'PLAN' category is expanded, listing fields such as APA Date, Created date, Expiration Date, Extraordinary Circumstance, and Plan Approval Date. The 'Plan Approval Date' field is highlighted. On the right, the 'Result Objects' section shows 'Plan Title', 'Plan Approval Date', and 'Plan Status'. Below, the 'Query Filters' section shows two filter conditions: 'Plan Approval Date In list 1/2/2014'. A mouse cursor is pointing to the 'Arrow' button (a small blue square with a white arrow) next to the first filter condition, indicating the action to change the condition.

MPP Reporting System – Example Ad Hoc Report

Change the condition to **Greater than or Equal to**

The screenshot shows the 'Edit Query' window in the MPP Reporting System. The left pane displays a tree view of the data model, with 'Plan Approval Date' selected under the 'PLAN' folder. The right pane shows the 'Result Objects' section with 'Plan Title', 'Plan Approval Date', and 'Plan Status' listed. Below this, the 'Query Filters' section shows a filter for 'Plan Approval Date' with a value of '1/2/2014'. A dropdown menu is open, showing various comparison operators. The 'Greater than or Equal to' option is highlighted in blue and enclosed in a green rectangular box. Other options in the menu include 'Equal to', 'Not Equal to', 'Greater than', 'Less than', 'Less than or Equal to', 'Between', 'Not Between', 'In list', 'Not in list', 'Is null', 'Is not null', 'Both', and 'Except'.

MPP Reporting System – Example Ad Hoc Report

Click on the **Calendar** button

The screenshot displays the MPP Reporting System interface. On the left, a tree view shows the following categories: MPP_RT, MITIGATION PLANNING, GEOGRAPHY, PLAN, JURISDICTION, REVIEWS, STATISTICS, FUNDING, and CENSUS 2010. Under the PLAN category, several fields are listed, with 'Plan Approval Date' highlighted in blue. On the right, the 'Result Objects' section shows 'Plan Title', 'Plan Approval Date', and 'Plan Status'. Below this, the 'Query Filters' section contains two filters: 'Plan Approval Date Greater than or Equal to 1/2/2014' and 'Plan Approval Date In list 1/2/2014'. A mouse cursor is pointing at the calendar icon next to the date '1/2/2014' in the first filter.

MPP Reporting System – Example Ad Hoc Report

Change the date to January 1st 2013

The screenshot displays the MPP Reporting System interface. The left pane shows a tree view of data sources under 'MPP_RT', including 'MITIGATION PLANNING', 'GEOGRAPHY', 'PLAN', 'JURISDICTION', 'REVIEWS', 'STATISTICS', 'FUNDING', and 'CENSUS 2010'. The 'PLAN' folder is expanded, showing fields like 'Plan Approval Date'. The right pane shows 'Result Objects' with 'Plan Title', 'Plan Approval Date', and 'Plan Status'. The 'Query Filters' section shows a filter for 'Plan Approval Date' greater than or equal to '1/2/2014'. A calendar pop-up for January 2013 is shown, with the 1st highlighted.

Query Filters

And

Plan Approval Date Greater than or Equal to 1/2/2014

Plan Approv

January 2013

	S	M	T	W	T	F	S
1	30	31	1	2	3	4	5
2	6	7	8	9	10	11	12
3	13	14	15	16	17	18	19
4	20	21	22	23	24	25	26
5	27	28	29	30	31	1	2
6	3	4	5	6	7	8	9

Today

MPP Reporting System – Example Ad Hoc Report

Change the condition by clicking the **Arrow** button

The screenshot displays the MPP Reporting System interface. On the left, a tree view shows the database structure under 'MPP_RT', with 'PLAN' expanded to show fields like 'Plan Approval Date'. The 'Query Filters' section on the right shows two filters: 'Plan Approval Date Greater than or Equal to 1/1/2013' and 'Plan Approval Date In list 1/2/2014'. A mouse cursor is pointing at the 'Arrow' button next to the second filter's condition.

MPP Reporting System – Example Ad Hoc Report

Change the condition to **Less than or Equal to**

The screenshot displays the MPP Reporting System interface. On the left, a tree view shows the hierarchy: MPP_RT > MITIGATION PLANNING > GEOGRAPHY > PLAN. The 'Plan Approval Date' field is selected. On the right, the 'Query Filters' section shows two filters: 'Plan Approval Date Greater than or Equal to 1/1/2013' and 'Plan Approval Date In list 1/2/2014'. A dropdown menu is open for the second filter, listing various conditions. The 'Less than or Equal to' option is highlighted in blue and enclosed in a green box.

Result Objects: Plan Title, Plan Approval Date, Plan Status

Query Filters:

- Plan Approval Date Greater than or Equal to 1/1/2013
- Plan Approval Date In list 1/2/2014

Dropdown menu options:

- Equal to
- Not Equal to
- Greater than
- Greater than or Equal to
- Less than
- Less than or Equal to**
- Between
- Not Between
- In list
- Not in list
- Is null
- Is not null
- Both
- Except

MPP Reporting System – Example Ad Hoc Report

Change the date to 12/31/2013 by clicking on the **Value** field

The screenshot displays the MPP Reporting System interface. On the left, a tree view shows the hierarchy: MPP_RT > MITIGATION PLANNING > PLAN. The 'Plan Approval Date' field is highlighted in blue. On the right, the 'Result Objects' section shows 'Plan Title', 'Plan Approval Date', and 'Plan Status'. Below that, the 'Query Filters' section shows two filters: 'Plan Approval Date Greater than or Equal to 1/1/2013' and 'Plan Approval Date Less than or Equal to 2/31/2013'. The date '2/31/2013' is highlighted in blue, indicating it is the field being modified.

MPP Reporting System – Example Ad Hoc Report

Drag and drop the **Region** object to the **Query Filters** pane

The screenshot displays the MPP Reporting System interface. On the left, a tree view under 'MPP_RT' shows a hierarchy of folders: MITIGATION PLANNING, GEOGRAPHY, STATE, COUNTY, COMMUNITY, and PLAN. The 'Region' object is highlighted in blue. Below the tree, various fields are listed, including 'Plan Approval Date'. On the right, the 'Result Objects' pane shows 'Plan Title', 'Plan Approval Date', and 'Plan Status'. The 'Query Filters' pane contains two filters: 'Plan Approval Date Greater than or Equal to 1/1/2013' and 'Plan Approval Date Less than or Equal to 2/31/2013'. A mouse cursor is positioned over the 'Region' object, which is being dragged towards the 'Query Filters' pane.

MPP Reporting System – Example Ad Hoc Report

Change the condition to **Equal to**

The screenshot displays the MPP Reporting System interface. On the left, a tree view shows the hierarchy: STATE (Region, State (abbrev)), COUNTY, COMMUNITY, PLAN (APA Date, Created date, Expiration Date, Extraordinary Circumstance, Extraordinary Circumstance Start Date, Extraordinary Circumstance End Date, Last Modified Date, Plan Approval Date, Plan Entered into NEMIS, Plan ID, Plan Status, Plan Title, Plan Type, Plan is an Update (Flag), Plan Update Number), JURISDICTION, REVIEWS, STATISTICS, FUNDING, and CENSUS 2010. The 'Display by objects' radio button is selected. At the bottom left, 'Query 1' is visible.

On the right, the 'Query Filters' section contains three filters:

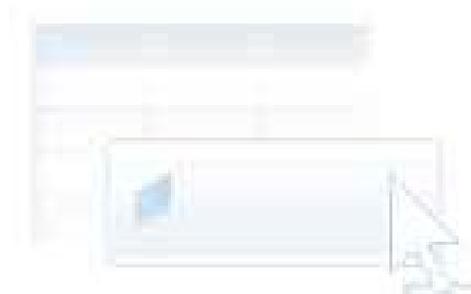
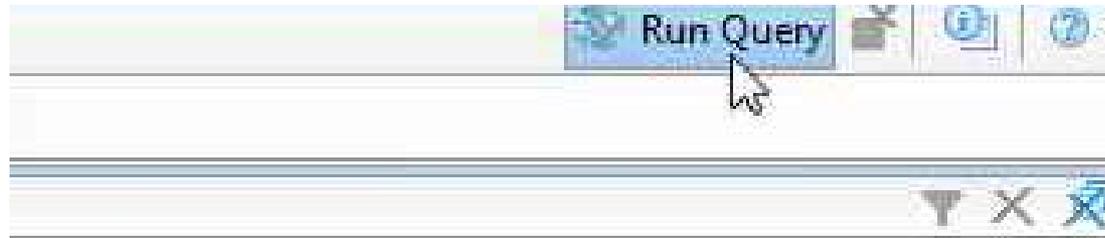
- Plan Approval Date Greater than or Equal to 1/1/2013
- Plan Approval Date Less than or Equal to 2/31/2013
- Region In list Type a constant 1234.567

A dropdown menu is open for the 'Region' filter, showing the following options:

- Equal to
- Not Equal to
- Greater than
- Greater than or Equal to
- Less than
- Less than or Equal to
- Between
- Not Between
- In list
- Not in list
- Is null
- Is not null
- Both
- Except

MPP Reporting System – Example Ad Hoc Report

Click the **Run Query** button



MPP Reporting System – Example Ad Hoc Report

Click the **Report Title** field to edit its value

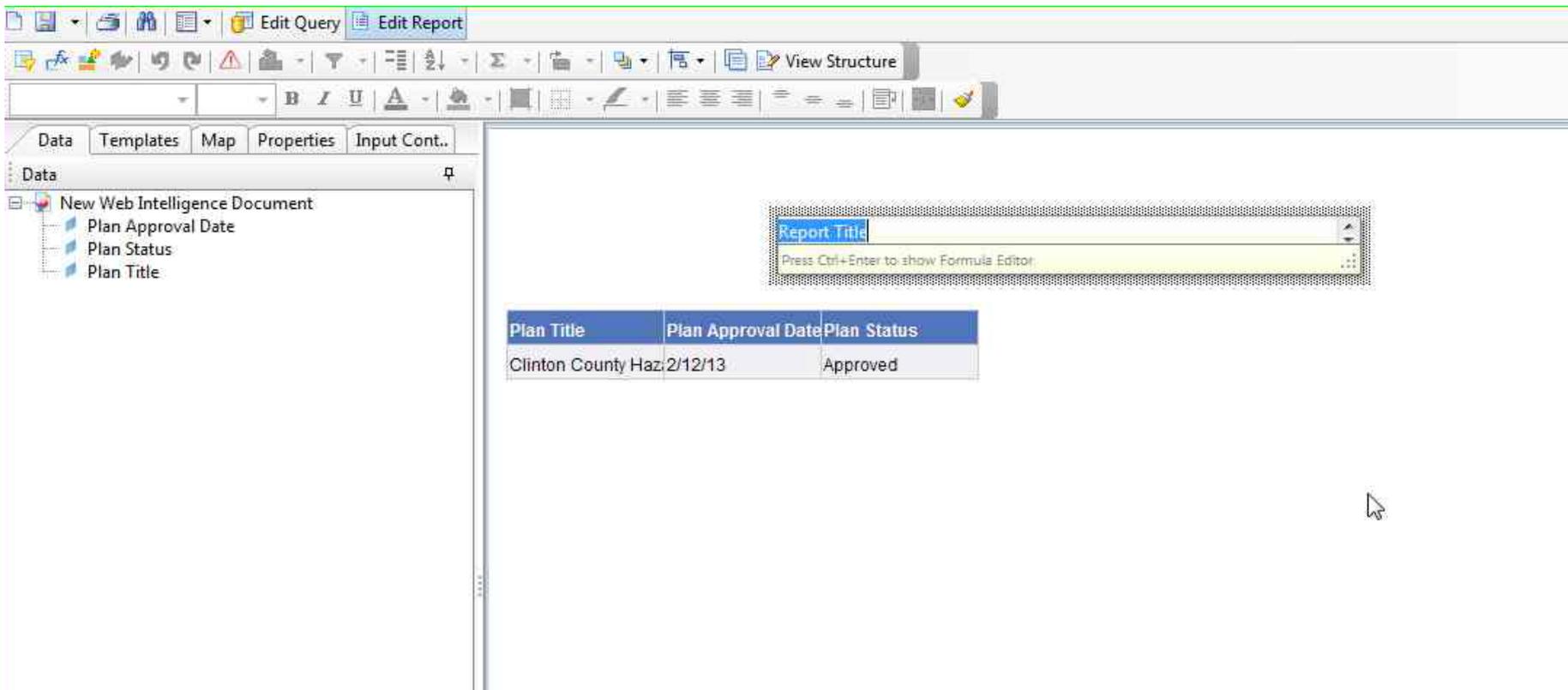
The screenshot displays the MPP Reporting System interface. The top toolbar contains buttons for 'Edit Query' and 'Edit Report'. Below the toolbar is a menu bar with options: 'Data', 'Templates', 'Map', 'Properties', and 'Input Cont..'. On the left side, there is a 'Data' pane showing a tree structure under 'New Web Intelligence Document' with sub-items: 'Plan Approval Date', 'Plan Status', and 'Plan Title'. The main report area features a table with the following data:

Plan Title	Plan Approval Date	Plan Status
Clinton County Haz	2/12/13	Approved

Below the table, the text 'Report Title' is displayed, indicating the field to be edited.

MPP Reporting System – Example Ad Hoc Report

Modify the title



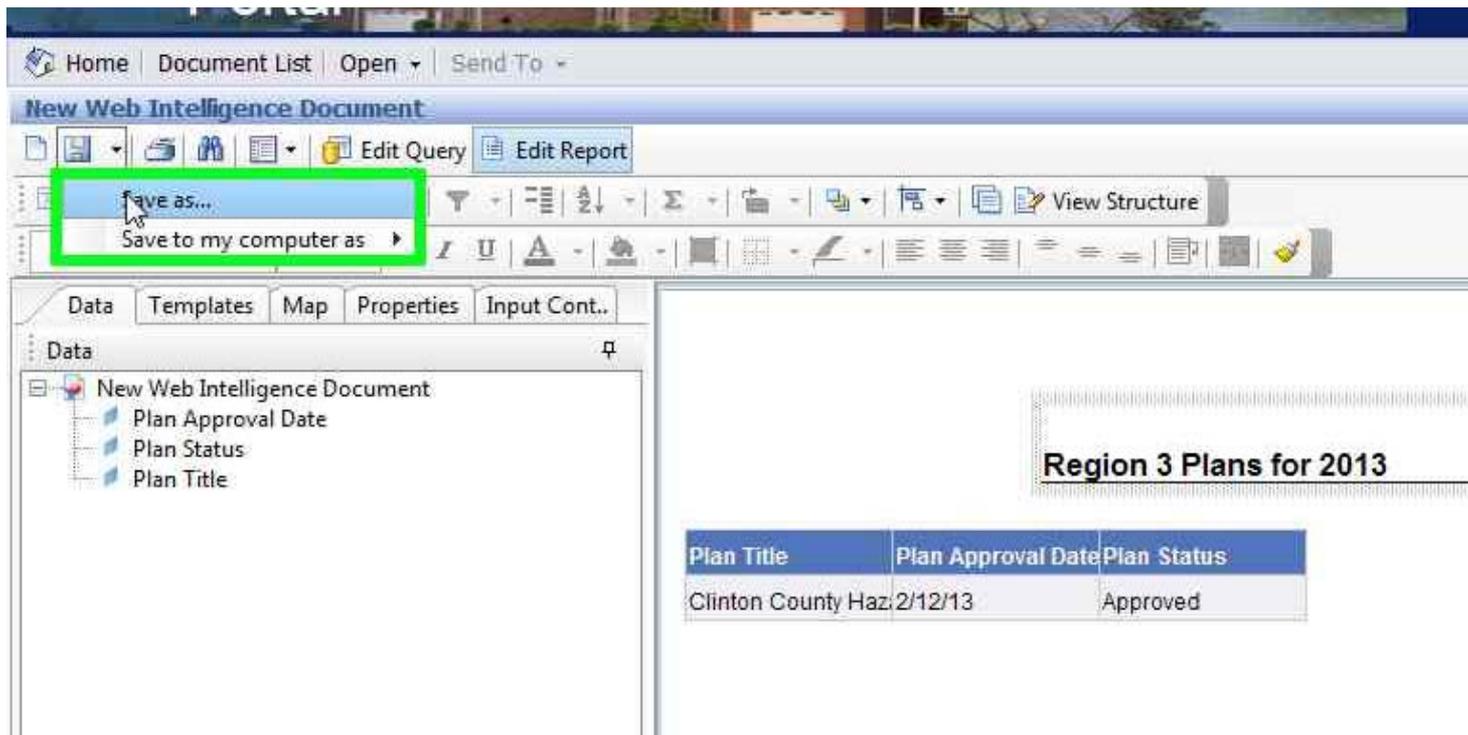
The screenshot displays the MPP Reporting System interface. The top menu bar includes 'Edit Query' and 'Edit Report'. The toolbar contains various icons for report manipulation, including 'View Structure'. The main window is divided into a left sidebar and a central report area. The sidebar, titled 'Data', shows a tree view with 'New Web Intelligence Document' and its sub-items: 'Plan Approval Date', 'Plan Status', and 'Plan Title'. The central report area features a table with the following data:

Plan Title	Plan Approval Date	Plan Status
Clinton County Haz	2/12/13	Approved

Below the table, a 'Report Title' field is highlighted with a yellow background and a dotted border. The field contains the text 'Report Title' and a prompt: 'Press Ctrl+Enter to show Formula Editor:'. A mouse cursor is visible near the bottom right of the report area.

MPP Reporting System – Example Ad Hoc Report

Now that the title is now “Region 3 Plans for 2013,” click the arrow next to the **Save** button and select **Save as...** in the menu

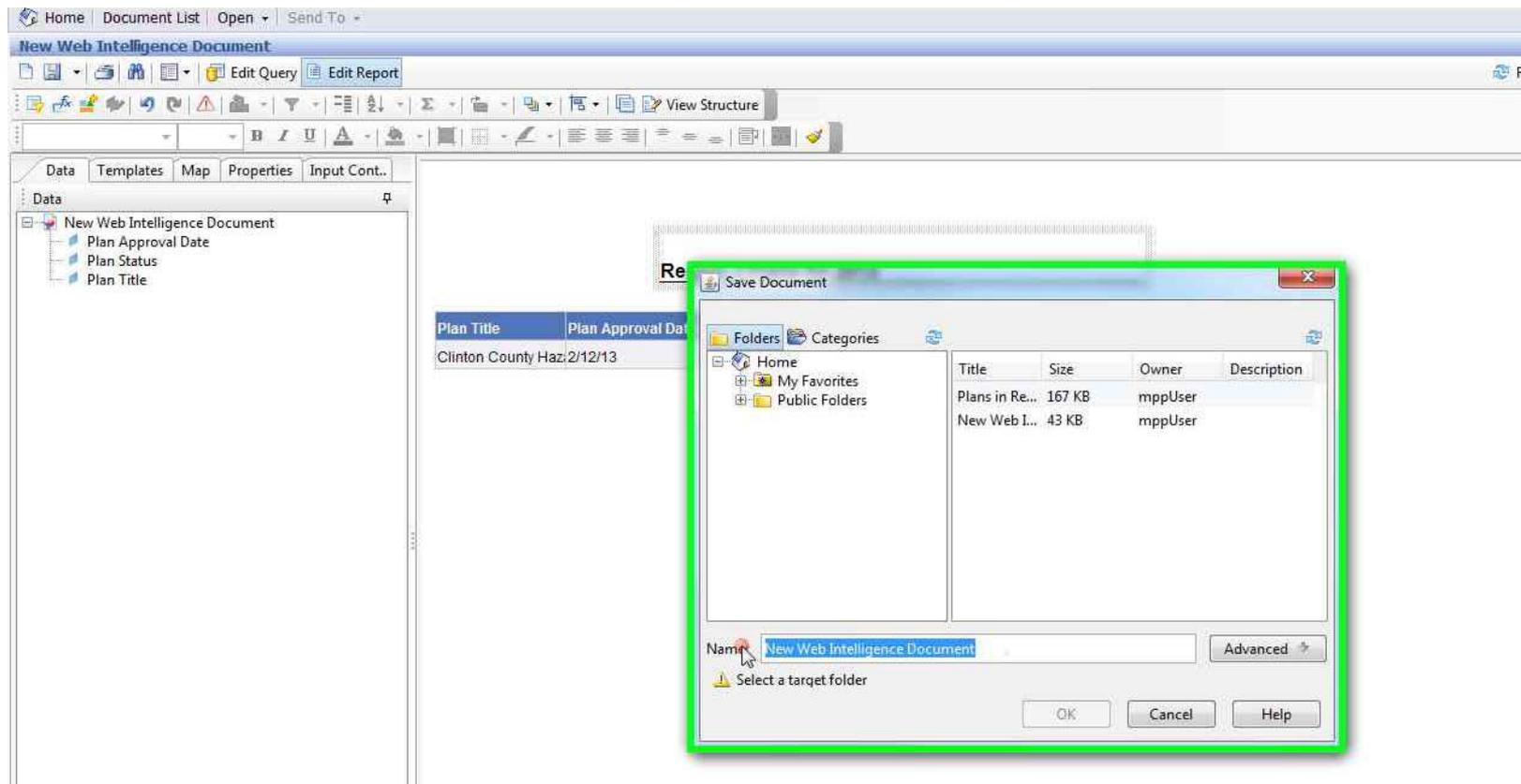


The screenshot shows the MPP Reporting System interface. The title bar reads "New Web Intelligence Document". The menu bar includes "Home", "Document List", "Open", and "Send To". The toolbar contains "Save", "Print", "Edit Query", and "Edit Report". The "Save" button is highlighted with a green box, and its dropdown menu is open, showing "Save as..." and "Save to my computer as". The main content area displays a report titled "Region 3 Plans for 2013" with a table of data.

Plan Title	Plan Approval Date	Plan Status
Clinton County Haz	2/12/13	Approved

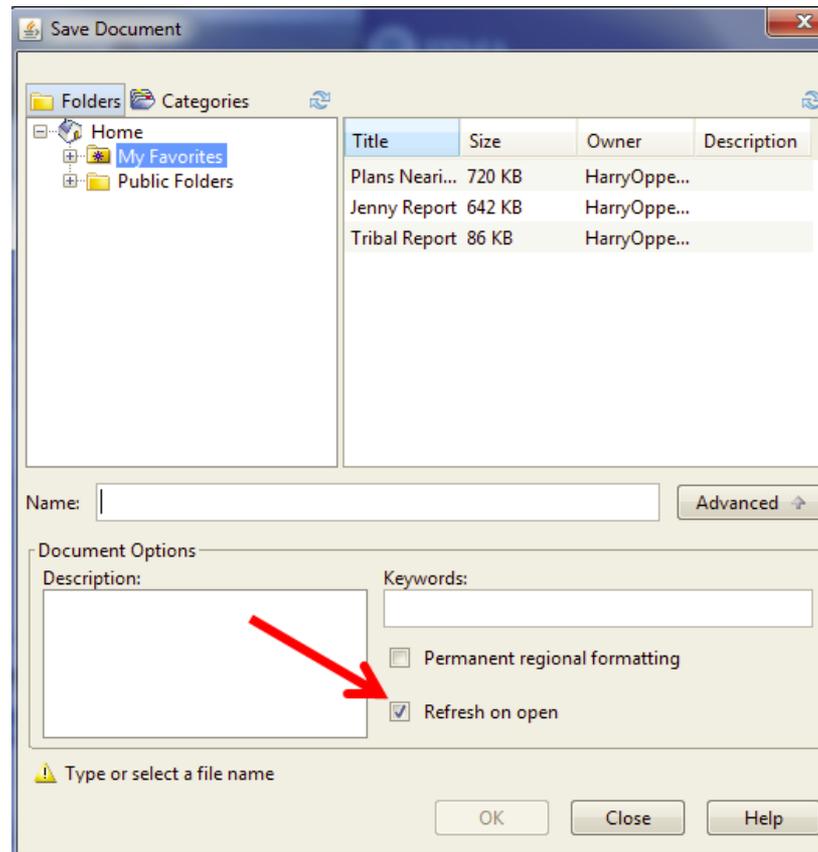
MPP Reporting System – Example Ad Hoc Report

Enter a name after clicking on **My Favorites**



MPP Reporting System – Example Ad Hoc Report

Make sure to check the **Refresh on open** box under **Advanced** when saving the report



MPP Reporting System – Tips for Creating Ad hoc Reports

1. Start by creating a simple query
2. Modify your filters till you are pulling only the plan records you desire
3. Once you have finished configuring the filters, make sure you include all the data elements that you would like to report on in the **Result Objects** pane
4. Format your report to your liking, and share it with your colleagues by saving it to your computer and emailing it

MPP Reporting System – Performance Considerations

- Always try to apply filters, so you are only querying the plans you are interested in. Adding too many objects to the **Results Objects** pane may also have a performance impact
- If you do have performance problems where an ad hoc report takes more than 15 seconds to run, take the following steps:
 - Add more restrictive filters
 - Remove objects from the **Results Objects** pane
 - Confirming that the **Retrieve Duplicate Rows** property is unchecked

MPP Reporting System – Performance Considerations

- You can uncheck the **Retrieve Duplicate Rows** property by clicking on the **Properties** tab in the **Universe Objects Pane** on the left side of the **Query Editor Screen**, scrolling down to the **Data** section and unchecking the **Retrieve Duplicate Rows** checkbox

