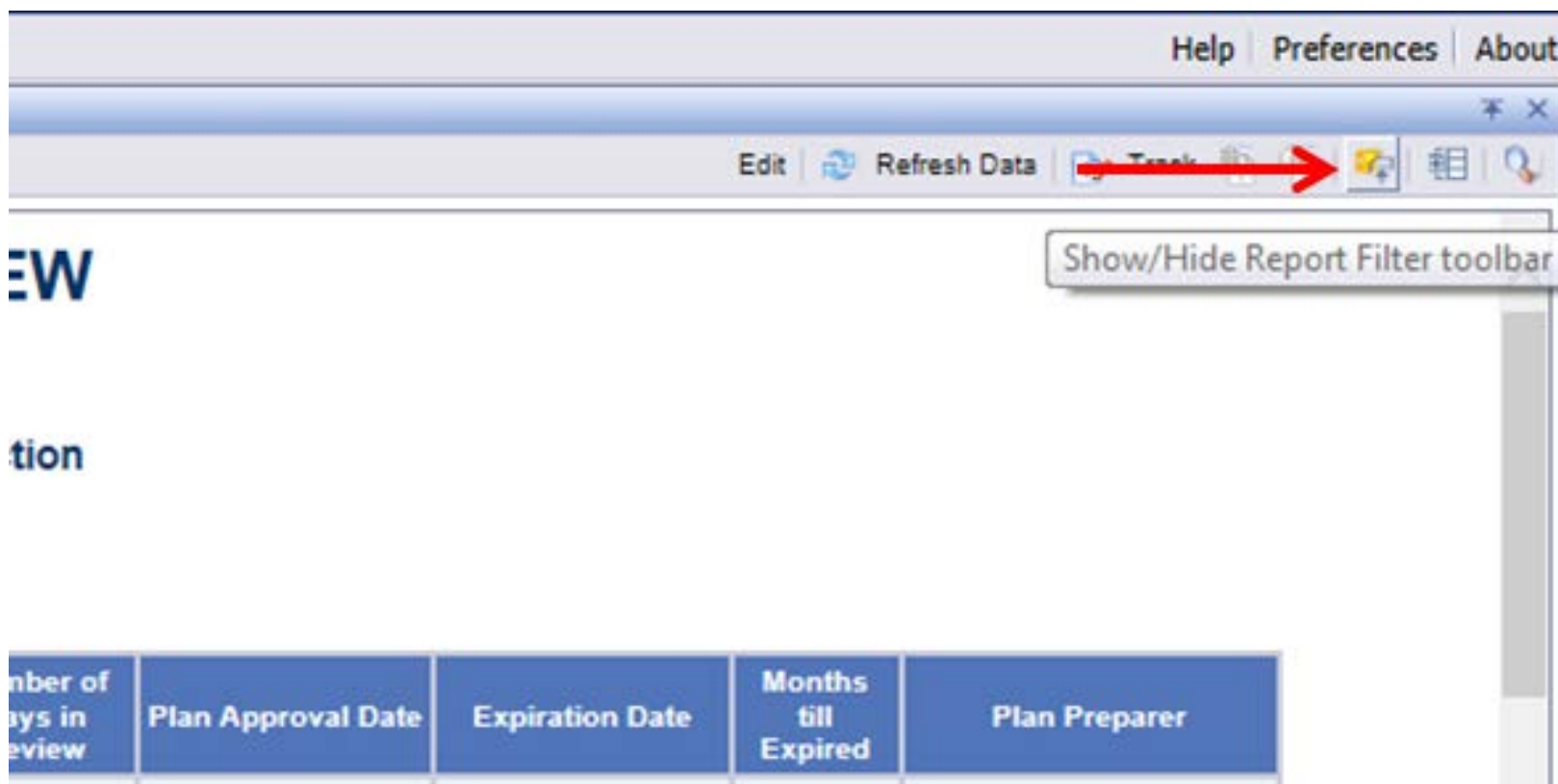# Mitigation Planning Portal (MPP) Tutorial
Advanced Report Viewing and Writing

RiskMAP
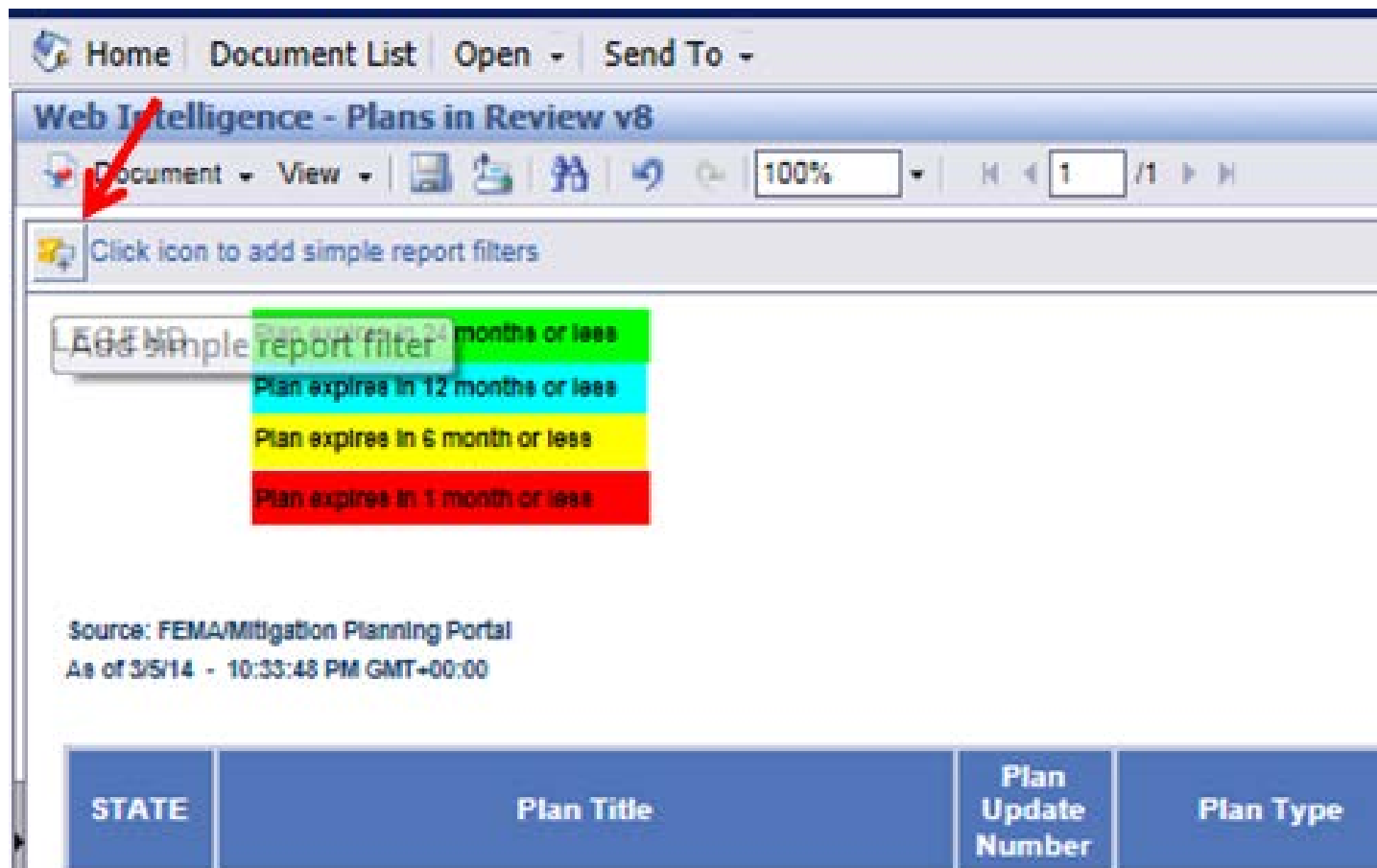Increasing Resilience Together

Advanced Reports – Canned Report Filters

You can filter the results of a canned report by clicking on the **Show/Hide Report Filter toolbar**

Advanced Reports – Canned Report Filters

Click the button on the left of the new toolbar

Advanced Reports – Canned Report Filters

Select the data element that you would like to filter

Advanced Reports – Canned Report Filters

Click on the value that you would like to filter

Advanced Reports – Canned Report Filters

The report will apply your filter

Advanced Reports – Sorting Columns

In ad-hoc reports, you can sort the values in the columns. Click on the column, you would like to sort the results by.

Advanced Reports – Sorting Columns

Click on the **Apply/Remove Sort** button

Advanced Reports – Sorting Columns

Select **Ascending**, **Descending**, or **Custom Sort**

Advanced Reports – Sorting Columns

The report will now sort the results

Advanced Reports – Using the Formula Editor

When editing a report, you can use the **Formula Editor** to create dynamic values. To edit a field (e.g. the report title), double click on it. The field will then be editable
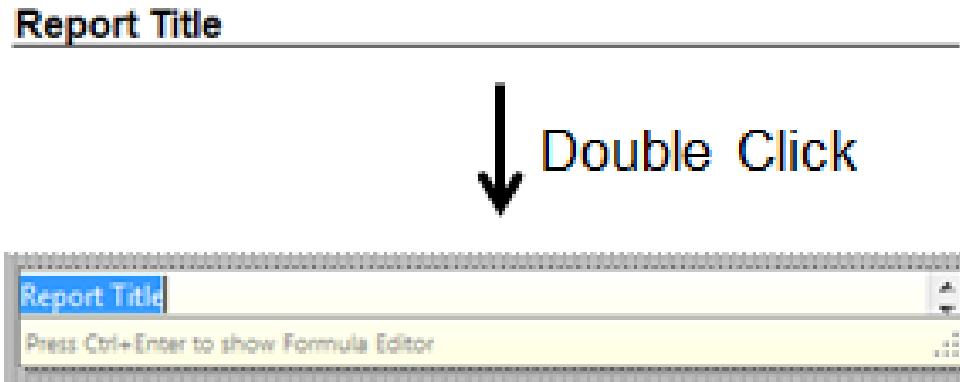
Advanced Reports – Using the Formula Editor

You can either type in your formula or text into the field directly or press **control** and **enter** to open the **Formula Editor**
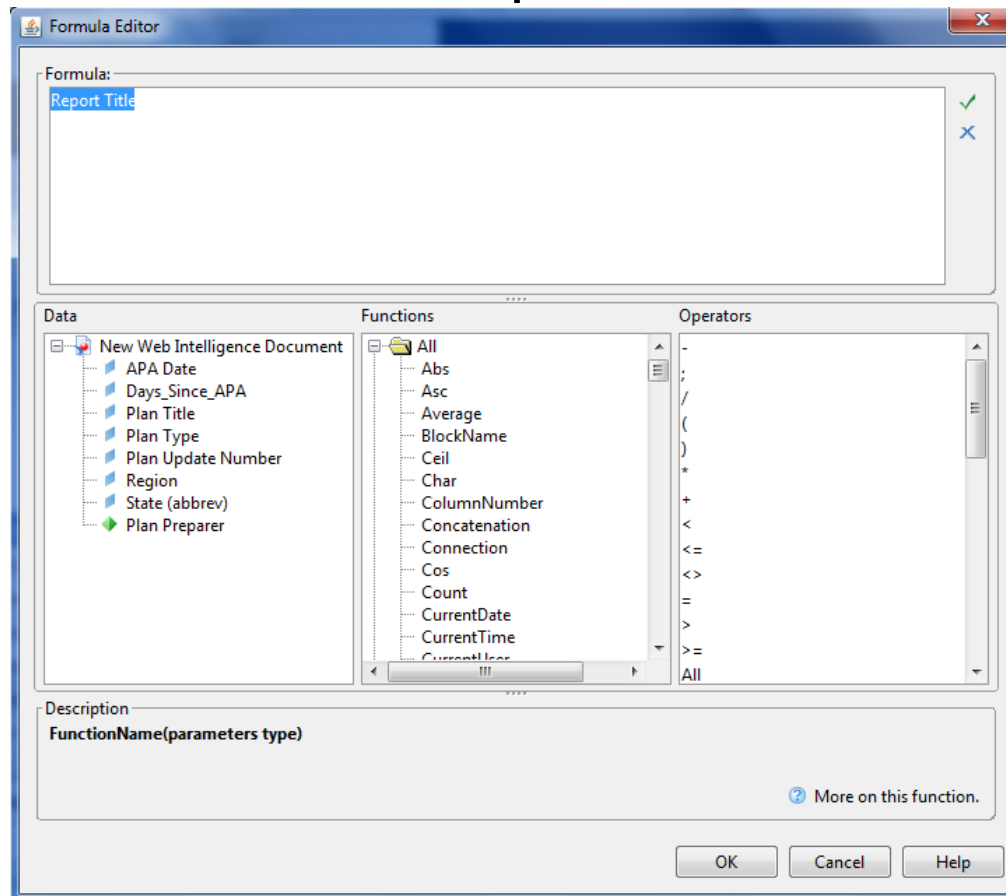
Advanced Reports – Using the Formula Editor

Enter your formula in the **Formula** field. Drag and drop data elements, functions, and operators from the corresponding fields: **Data, Functions,** and **Operators**.
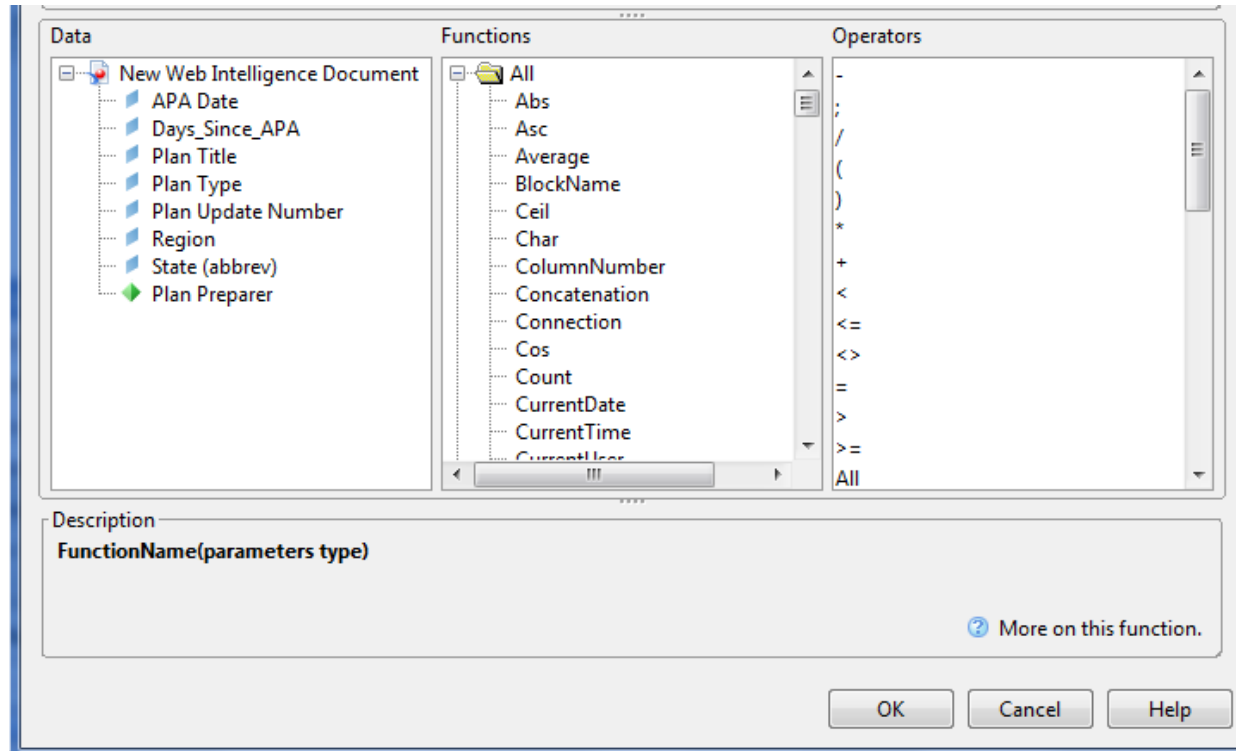
Advanced Reports – Using the Formula Editor

When you click on a function, a description will appear in the bottom of the screen. To learn more about the function click on the **More on this function** button. A pop-up window will provide a detailed description of the function and an example. Functions operate similarly to functions in other types of software like Excel. You will need to enter parameters, which can be constant values or data elements
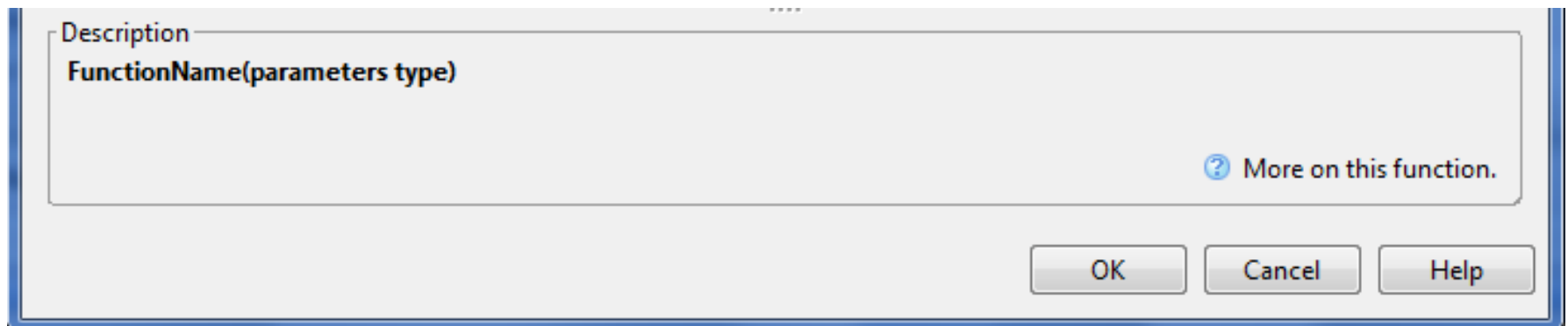
Advanced Reports – Using the Formula Editor

You can combine a data element and text to create dynamic text in your report. This is often useful for the report title. To do this first enter a "=" (like in Excel), then type or drag and drop the rest of the contents of your formula. To enter free text, simply place quotation marks around the text. You can concatenate free text with data elements and functions using a "+". For example, below is a report title formula that will display the title as "Days since APA Date Region" followed by the region selected on the prompt window when running the report.

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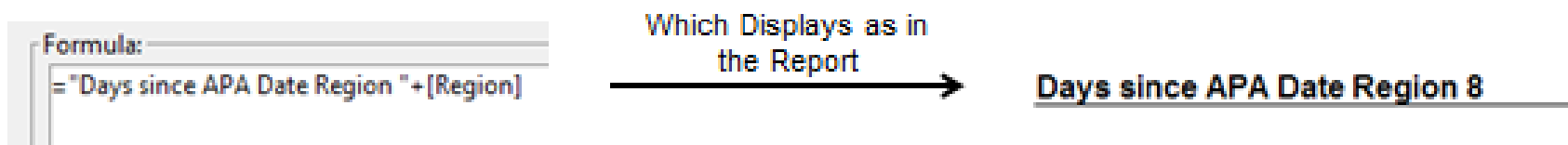
Advanced Reports – Using the Formula Editor

Once you have completed your formula click on the check mark on the right side of the screen to validate your formula. If it is valid, press the okay button to close the **Formula Editor**. If it is not valid, a pop-up will notify you why the formula failed validation.
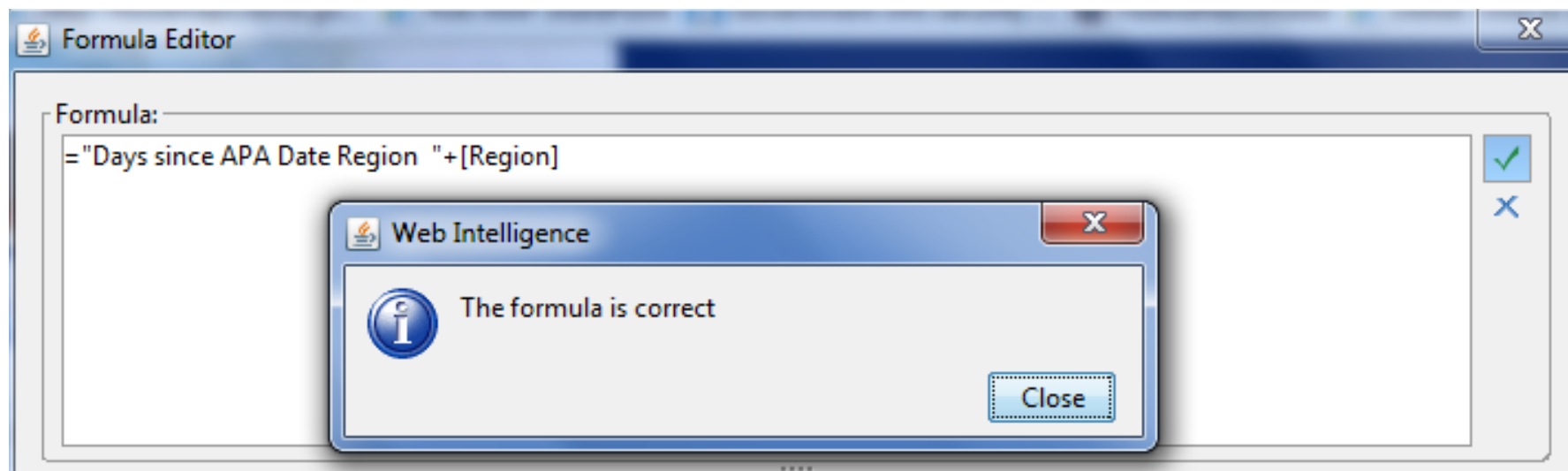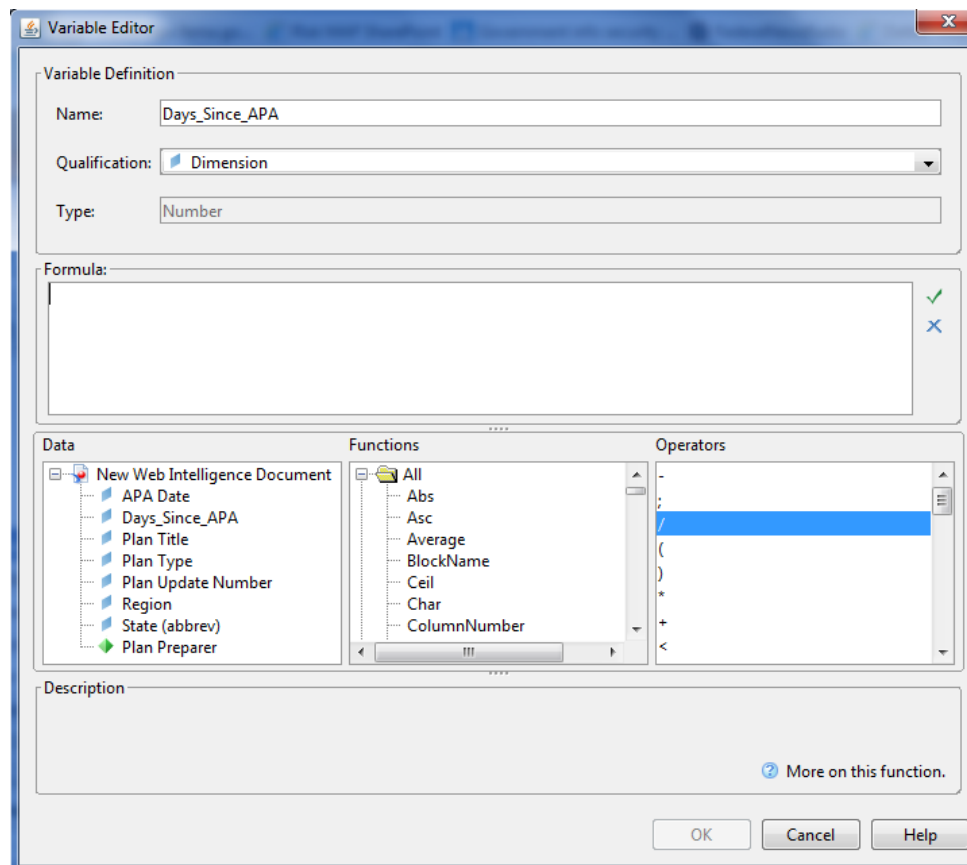
Advanced Reports – Creating Custom Variables

Creating custom variables is very similar to using the **Formula Editor.** First click on the **Variable Editor** button
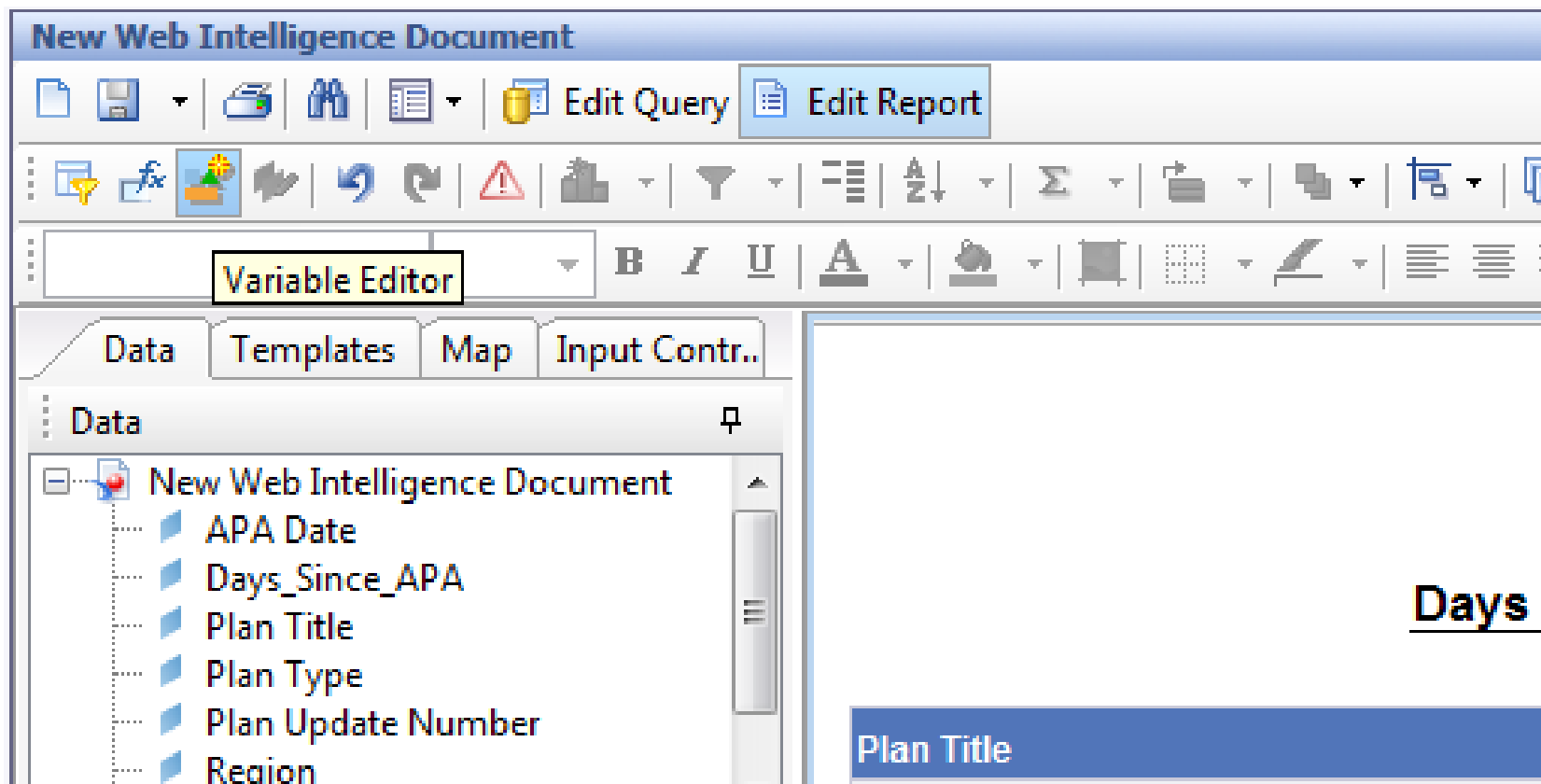
Advanced Reports – Creating Custom Variables

In the **Variable Editor** you need to name your variable and create a formula to calculate the value of your variable
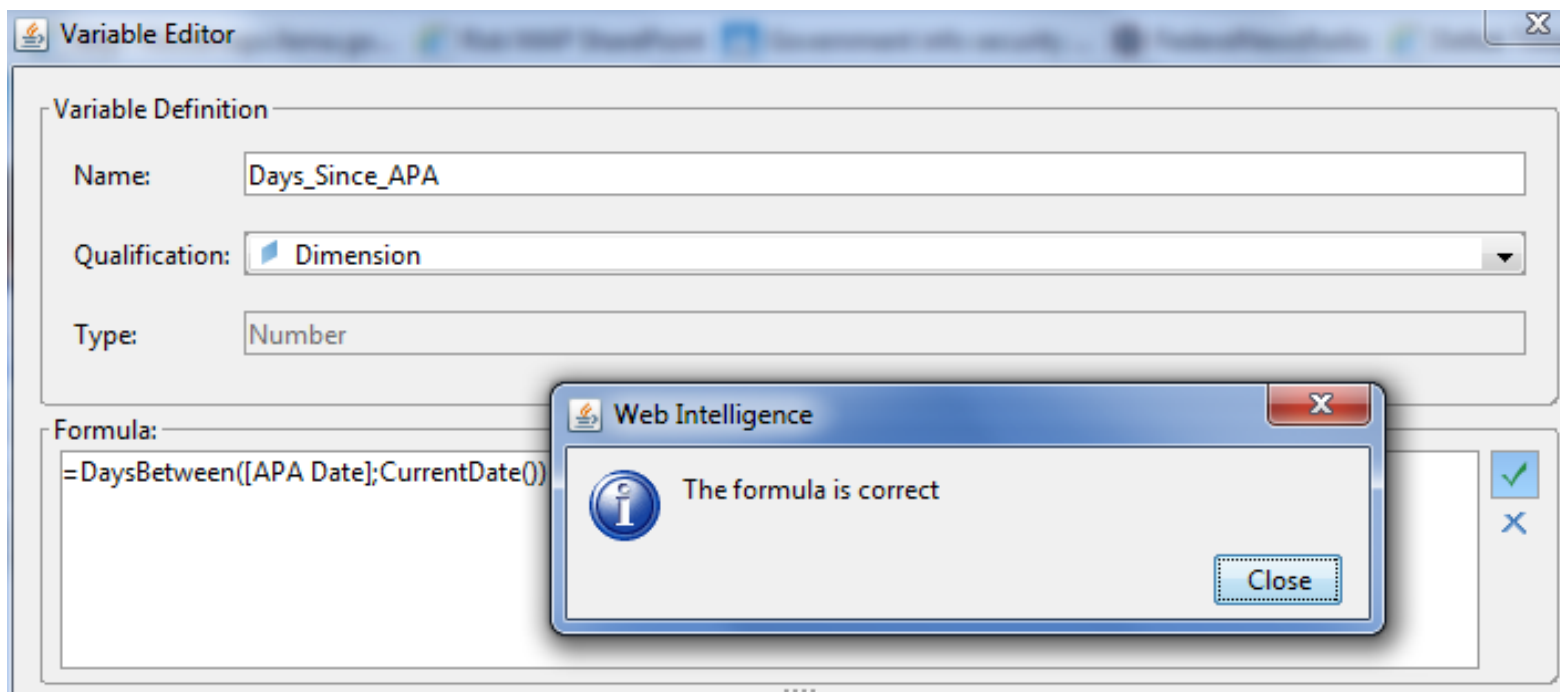
Advanced Reports – Creating Custom Variables

You have a wide range of options when entering your formula. For example, if you wanted to calculate the days since a plan went APA, you would use the following formula: =DaysBetween([APA Date];CurrentDate())

- [APA Date] – This is a data element from the query

- CurrentDate() – This is a function that outputs the current date

- DaysBetween(first_date;last_date) – This is a function that outputs the number of days between the 1st parameter (first_date) and the 2nd parameter (last_date)
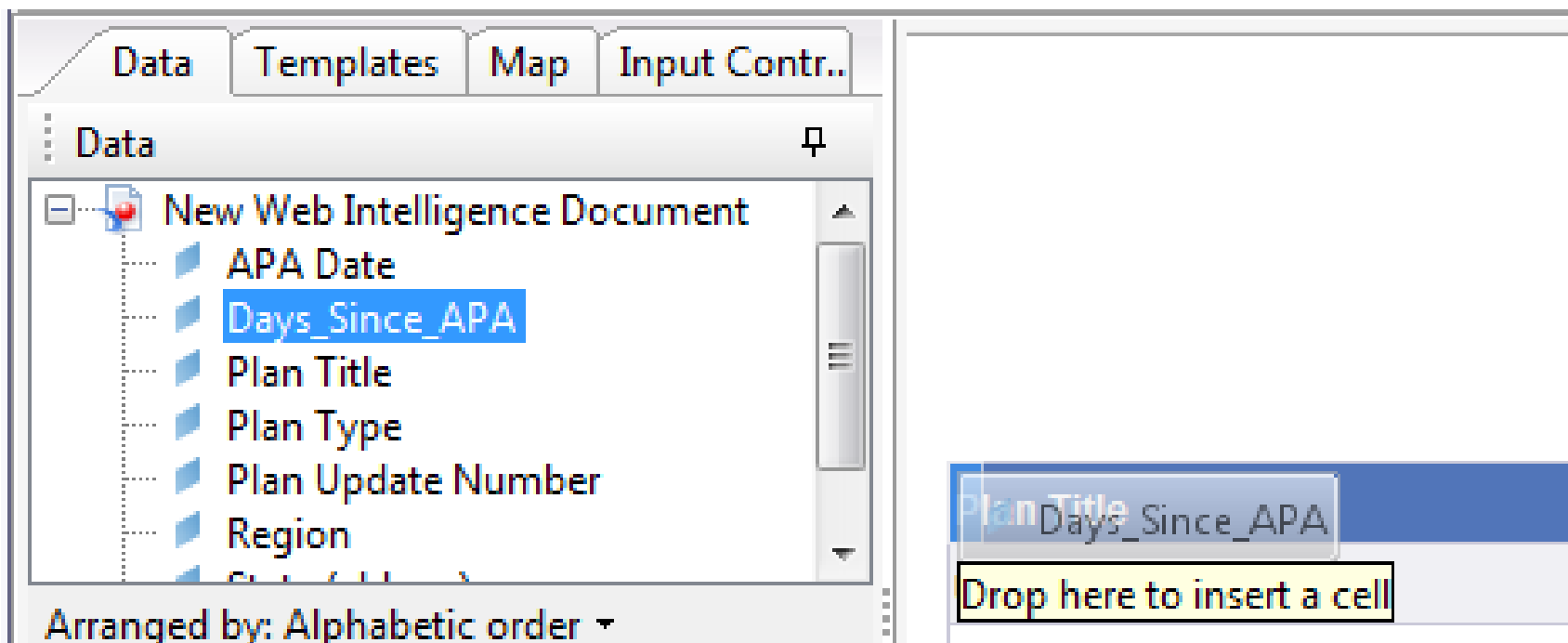
Advanced Reports – Creating Custom Variables

After you have completed entering your formula, click the checkmark to validate. If it is valid, press the okay button to close the **Variable Editor**. If it is not valid, a pop-up will notify you why the formula failed validation.

Advanced Reports – Creating Custom Variables

You can now add your custom variable to your report. Simply drag and drop your variable from the **Data** tab to the spot in the report where you would like to drop it.

Advanced Reports – Creating Custom Variables
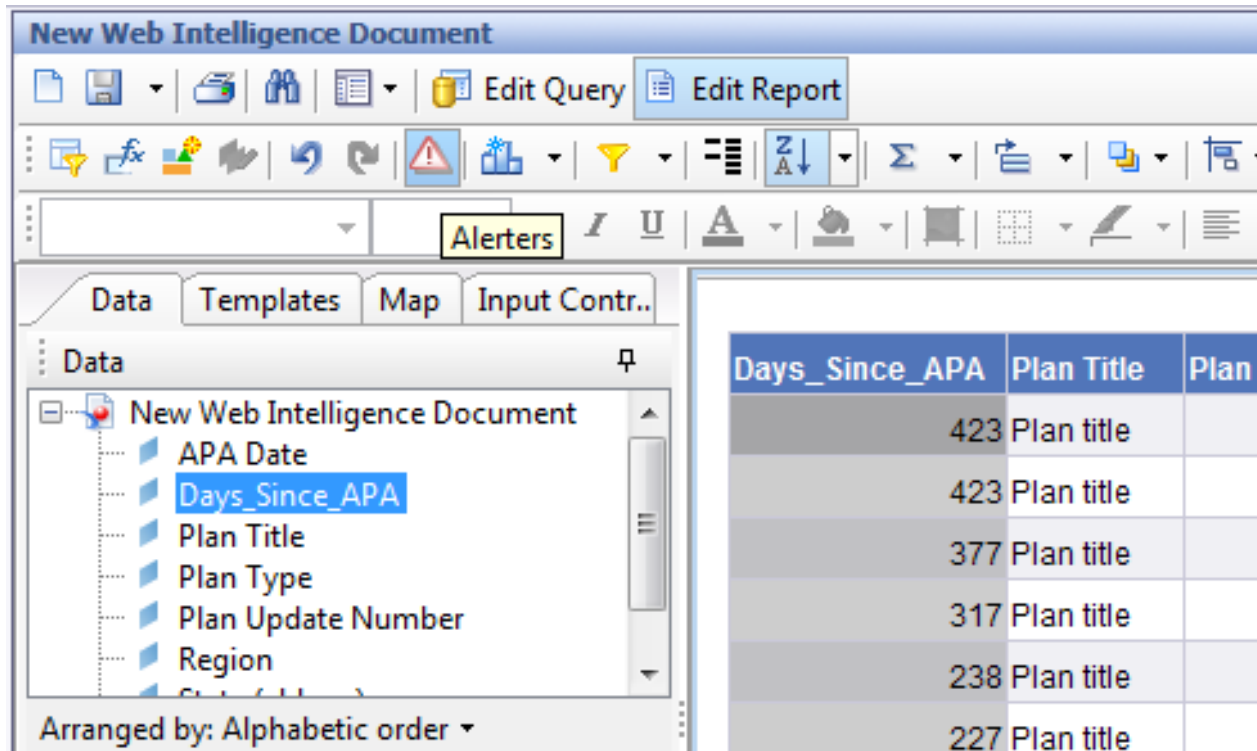
The new custom variable will now be displayed in the report

Advanced Reports – Alerters

You can add conditional formatting to your report using **Alerters**. To add conditional formatting to a column, click on a column and then click the **Alerters** button.
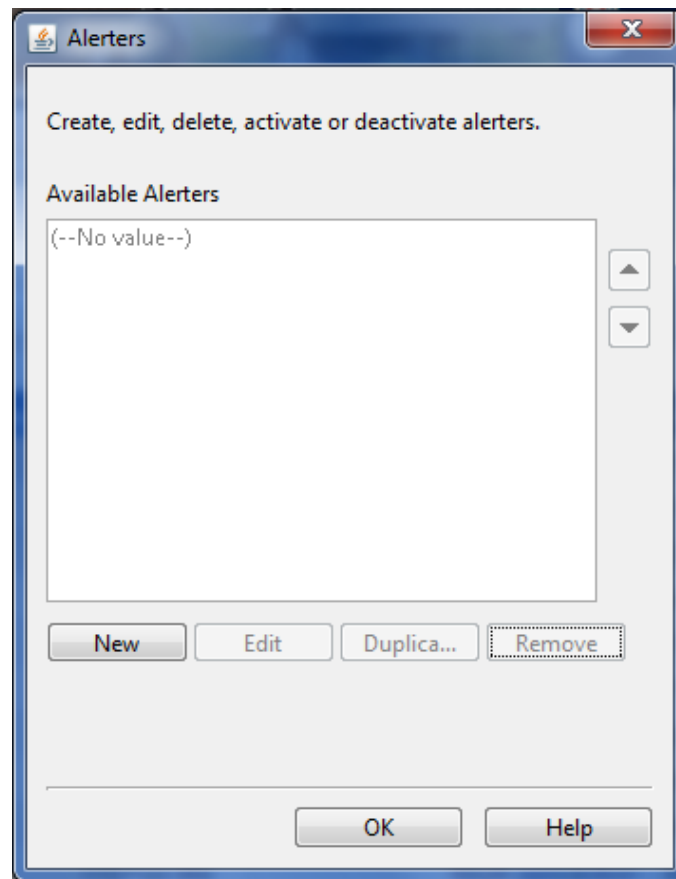
Advanced Reports – Alerters

You will then see the **Alerters** window. Click the **New** button to add a new Alerter using the **Alerter Editor**.

Advanced Reports – Alerters

In the **Alerter Editor**, you will want to type a descriptive name. In the **Sub-Alerter** section, you specify the conditions that the Alerter will be active.

Advanced Reports – Alerters

In the Sub-Alerter, the filtered column will auto-populate under the **Filtered object or cell** field. You will want to enter values in the **Operator** (e.g. equal to, less than, and greater than or equal to) and **Operands**, which is a value that the object or cell will be compared to using the **Operator.** You can add multiple conditions to the Sub-Alerter using the **Plus** button on the right of the condition. Remove conditions using the **Minus** button. Click the **Format** button within the Sub-Alerter to specify the format of the cells that meet the conditions within the Sub-Alerter.

Advanced Reports – Alerters

Advanced Reports – Alerters

You can add multiple Sub-Alerters by clicking on the **Add Sub-Alerter** button

Advanced Reports – Alerters

Once you are done with configuring the Alerter, click on the **OK** button. The Alerter will now be on the list of Alerters. Click the **OK** for the Alterer to take effect.
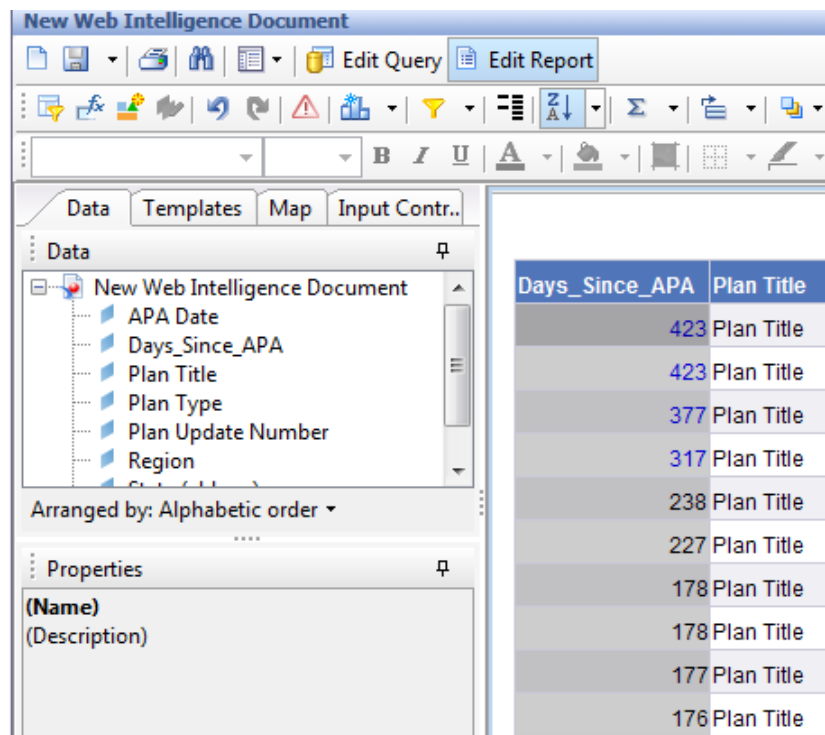
Advanced Reports – Alerters

Advanced Reports – Inserting a Calculation

You can easily add the following calculations to any columns in your report: **Sum, Count, Average, Minimum, Maximum,** and **Percentage**. Simply click on the column that you would like to perform the calculation on.
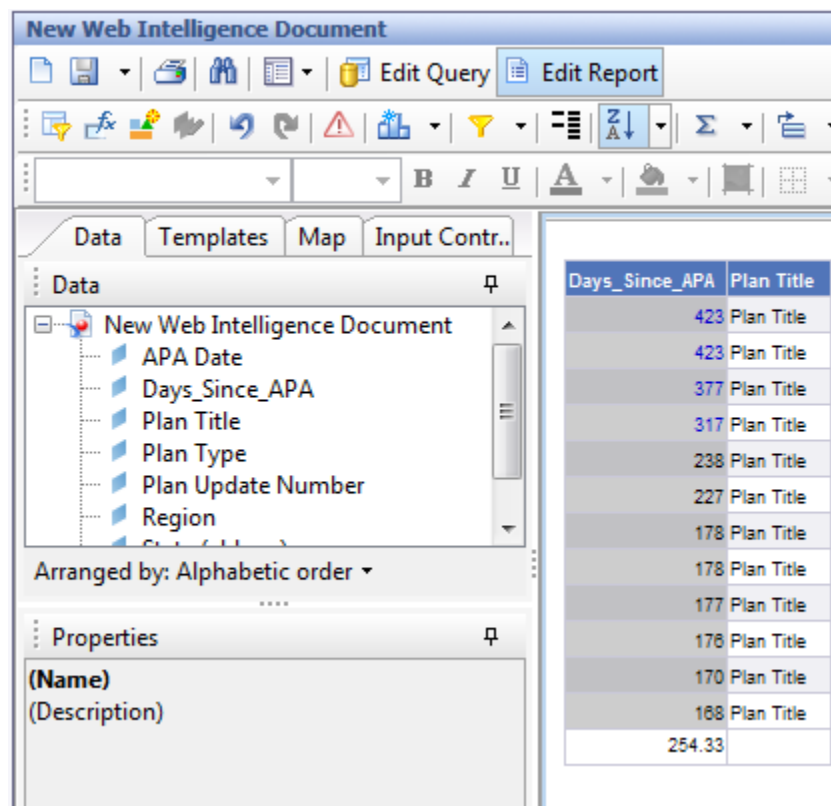
Advanced Reports – Inserting a Calculation

Click on the downward arrow next to the **Sigma** button on the toolbar and select the calculation that you wish to add.
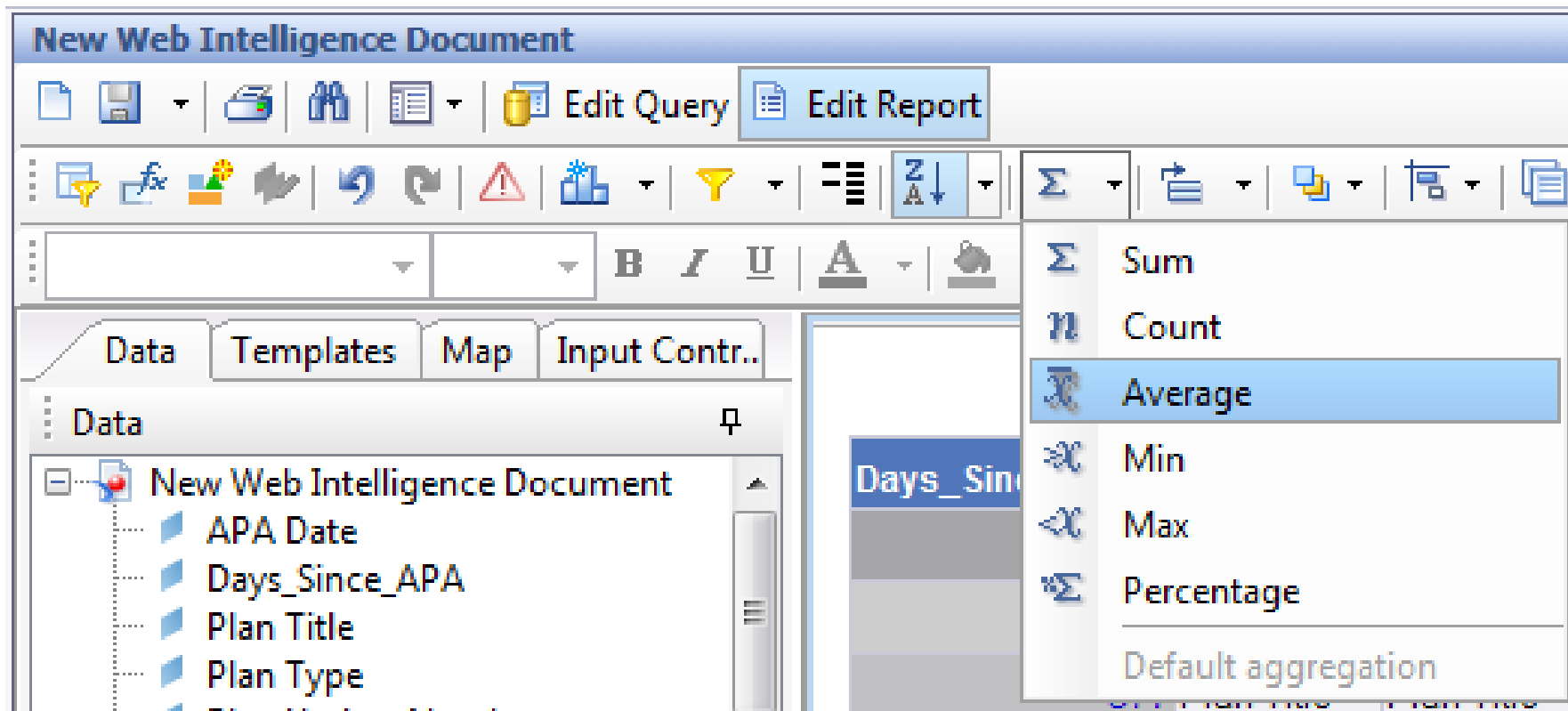
Advanced Reports – Inserting a Calculation

The system will add an additional row at the bottom of the report and insert the result of the calculation. In the example below, the average Days_Since_APA is 254.33.