



FEMA

Mitigation Planning Portal (MPP) Tutorial

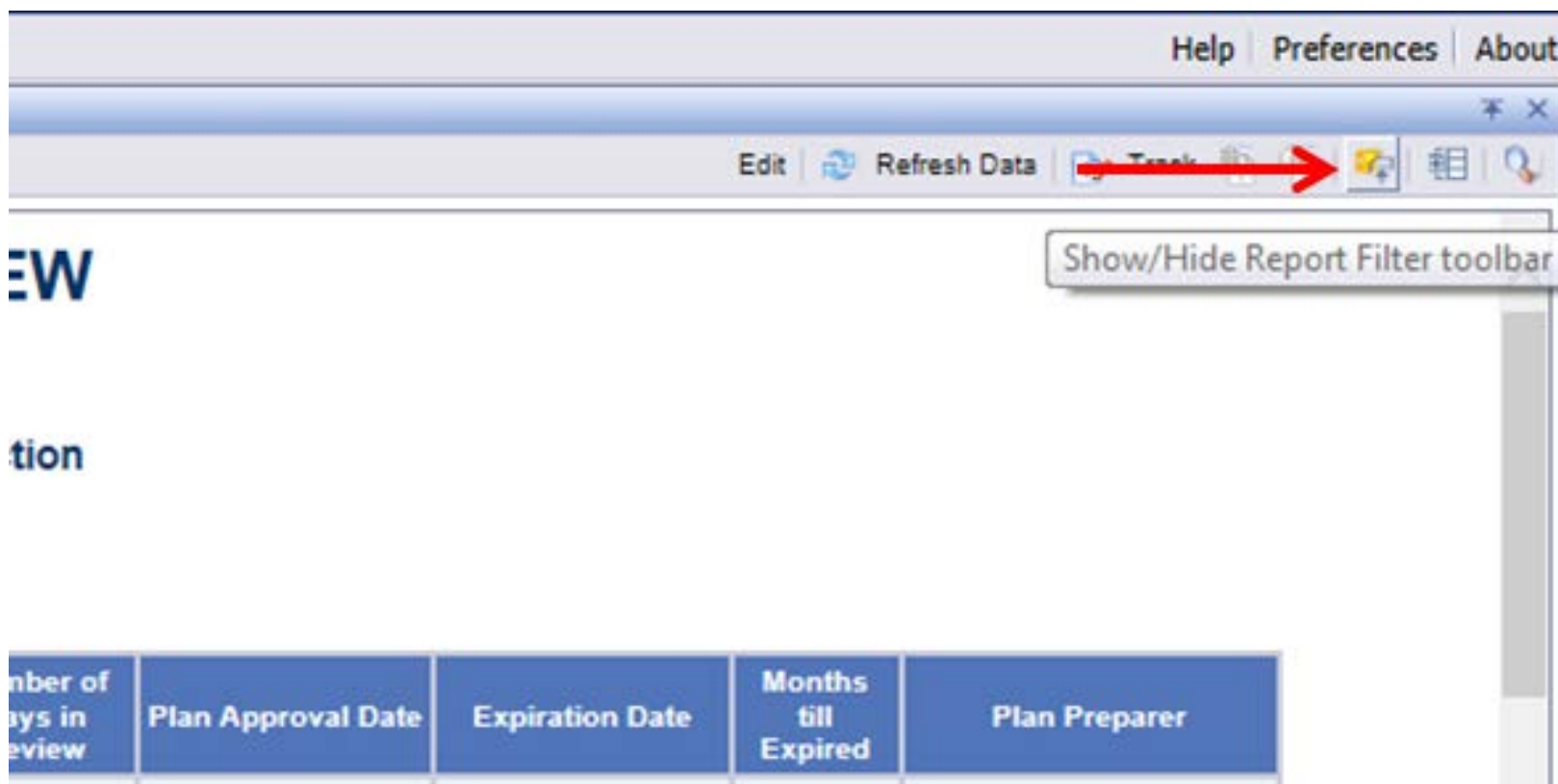
Advanced Report Viewing and Writing

RiskMAP
Increasing Resilience Together



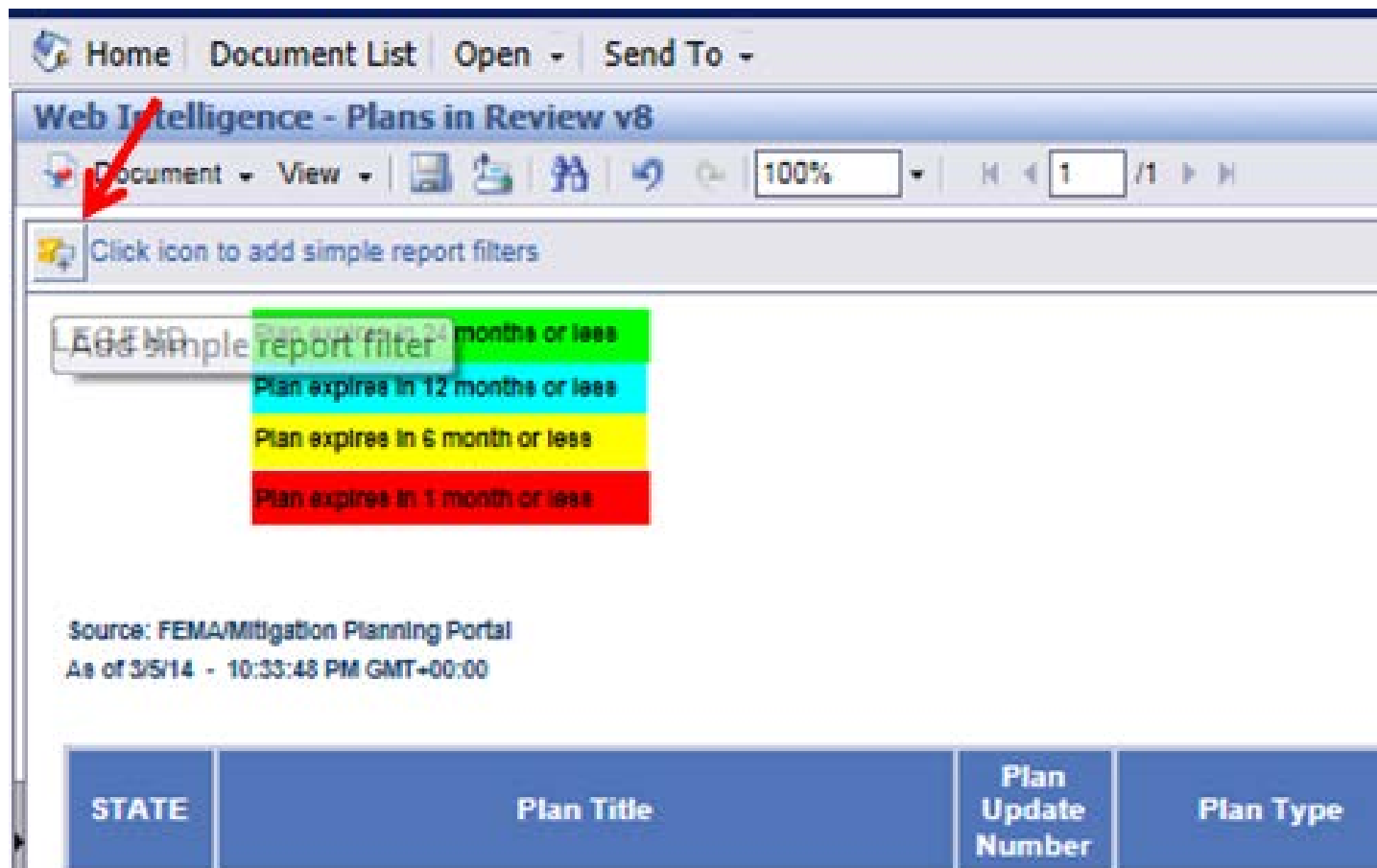
Advanced Reports – Canned Report Filters

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



The screenshot shows a web application interface. At the top, there is a navigation bar with links: Home, Document List, Open, and Send To. Below this is a title bar for the document: Web Intelligence - Plans in Review v8. A toolbar contains various icons, including a document icon, a view icon, a refresh icon, a zoom icon, and a page navigation icon. A red arrow points to a button on the left of the toolbar that says "Click icon to add simple report filters". Below the toolbar is a legend for report filters, which is a table with four rows and one column. The legend is titled "LEGEND" and "Add simple report filter". The rows are: "Plan expires in 3 months or less" (green), "Plan expires in 12 months or less" (cyan), "Plan expires in 6 month or less" (yellow), and "Plan expires in 1 month or less" (red). Below the legend, there is a source attribution: "Source: FEMA/Mitigation Planning Portal" and "As of 3/5/14 - 10:33:48 PM GMT+00:00". At the bottom of the screenshot, there is a table with four columns: STATE, Plan Title, Plan Update Number, and Plan Type.

STATE	Plan Title	Plan Update Number	Plan Type
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Advanced Reports – Canned Report Filters

Select the data element that you would like to filter

Web Intelligence - Plans in Review v8

Document View | 100% | 1

Click icon to add simple report filters

- STATE
- COUNTY
- PLAN
 - Expiration Date
 - Plan Approval Date
 - Plan Title
 - Plan Type
 - Plan Update Number
- REVIEWS
- Others

Source: FEMA/Mitigation
As of 3/5/14 - 10:33:48 P

STATE	Plan Title	Plan Update Number
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Advanced Reports – Canned Report Filters

Click on the value that you would like to filter

Web Intelligence - Plans in Review v8

Document View | 100% | 1

Plan Update Number (All values)

0
1
2
(Remove)

Drill filter on Plan Update Number

Plan expires in 12 months or less
Plan expires in 6 month or less
Plan expires in 1 month or less

Source: FEMA/Mitigation Planning Portal
As of 3/5/14 - 10:41:13 PM GMT+00:00

STATE	Plan Title	Plan Update Number
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Advanced Reports – Canned Report Filters

The report will apply your filter

Web Intelligence - Plans in Review v8

Document View | [Icons] | 100% | 1

0

LEGEND

- Plan expires in 24 months or less
- Plan expires in 12 months or less
- Plan expires in 6 month or less
- Plan expires in 1 month or less

Source: FEMA/Mitigation Planning Portal
As of 3/5/14 - 10:41:13 PM GMT+00:00

STATE	Plan Title	Plan Update Number
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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.

The screenshot shows a software interface for generating reports. The title bar reads "Report on Tribal and Special Jurisdictions in Region 2". The toolbar includes icons for file operations and buttons for "Edit Query" and "Edit Report". Below the toolbar is a rich text editor with various formatting options. On the left, a "Data" pane shows a tree view of the report structure, including "Report on Tribal and Special Jurisdictions" with sub-items like "APA Date", "Census GeoID", "Community Name", "County Name", and "Jurisdiction Status". Below the tree view, it says "Arranged by: Alphabetic order". The main area displays a table with the following data:

Plan Status	Plan Type	APA Date
Approved	Standard Tribal	9/25/12
Approved	Standard Tribal	9/25/12
Approved	Standard Tribal	9/25/12
Approved	Standard Tribal	9/25/12
Approved	Standard Tribal	9/25/12

Advanced Reports – Sorting Columns

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

The screenshot shows a software interface for generating reports. The title bar reads "Report on Tribal and Special Jurisdictions in Region 2". The toolbar includes buttons for "Edit Query" and "Edit Report", and a highlighted "Apply/Remove Sort" button. The left-hand pane shows a tree view of the report structure with fields: APA Date, Census GeoID, Community Name, County Name, and Jurisdiction Status. Below the tree view, it says "Arranged by: Alphabetic order". The main area displays a table with the following data:

Plan Status	Plan Type	APA Date
Approved	Standard Tribal	9/25/12
Approved	Standard Tribal	9/25/12
Approved	Standard Tribal	9/25/12
Approved	Standard Tribal	9/25/12
Approved	Standard Tribal	9/25/12
Approved	Standard Tribal	9/25/12

Advanced Reports – Sorting Columns

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

Report on Tribal

Plan Status	Plan Type	APA Date
Approved	Standard Tribal	9/25/12
Approved	Standard Tribal	9/25/12
Approved	Standard Tribal	9/25/12
Approved	Standard Tribal	9/25/12
Approved	Standard Tribal	9/25/12
Approved	Standard Tribal	9/25/12

Advanced Reports – Sorting Columns

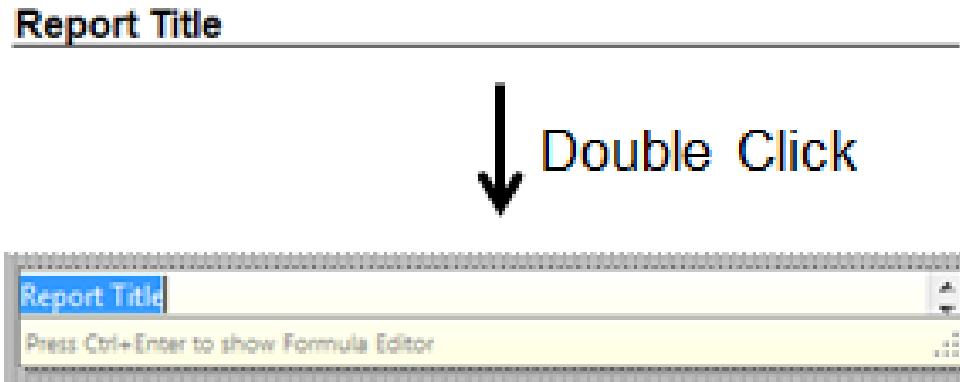
The report will now sort the results

The screenshot shows a software interface for generating reports. The title bar reads "Report on Tribal and Special Jurisdictions in Region 2". The toolbar includes icons for file operations and buttons for "Edit Query" and "Edit Report". Below the toolbar is a rich text editor with bold, italic, and underline options. On the left, a "Data" pane shows a tree view with the following fields: APA Date, Census GeoID, Community Name, County Name, and Jurisdiction Status. Below the tree, it says "Arranged by: Alphabetic order". The main area on the right displays the report title "Report on Tribal ar" and a table with the following data:

Plan Status	Plan Type	APA Date
Awaiting Revisions	Standard Tribal	
Approved	Standard Tribal	9/25/12
Approved	Standard Tribal	9/25/12
Approved	Standard Tribal	9/25/12
Approved	Standard Tribal	9/25/12
Approved	Standard Tribal	9/25/12
Approved	Standard Tribal	9/25/12

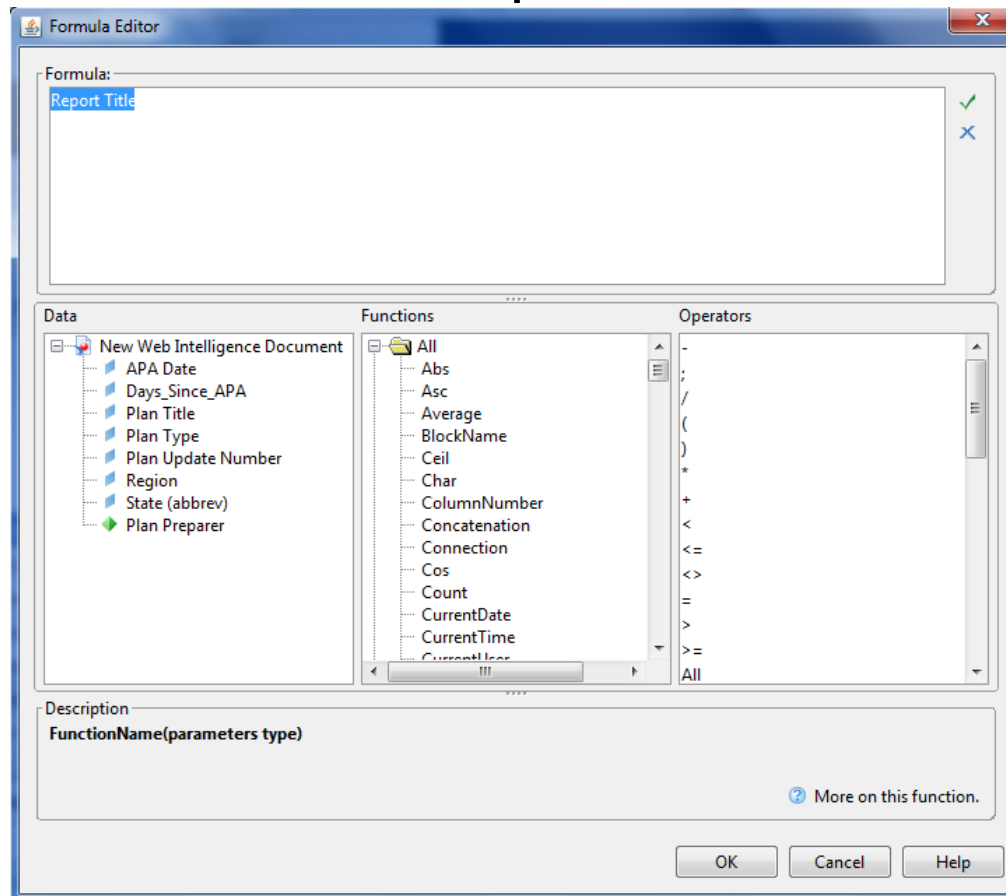
Advanced Reports – Using the Formula Editor

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



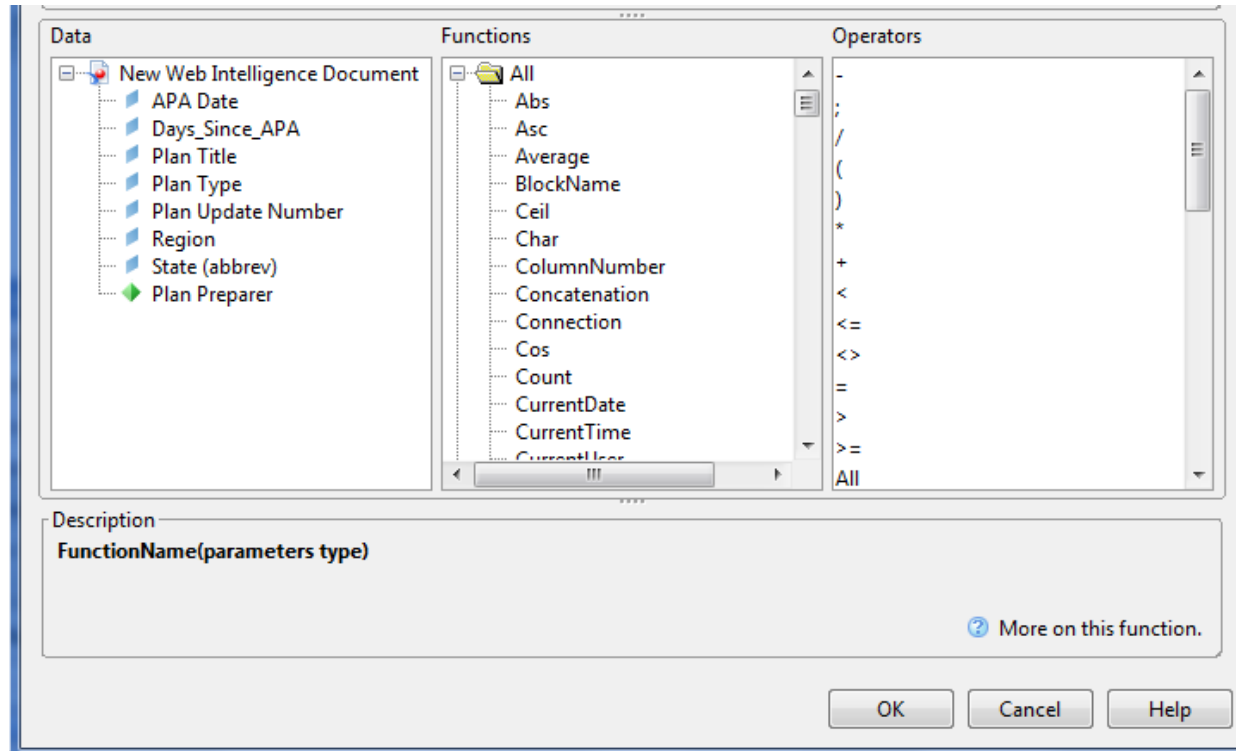
Advanced Reports – Using the Formula Editor

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



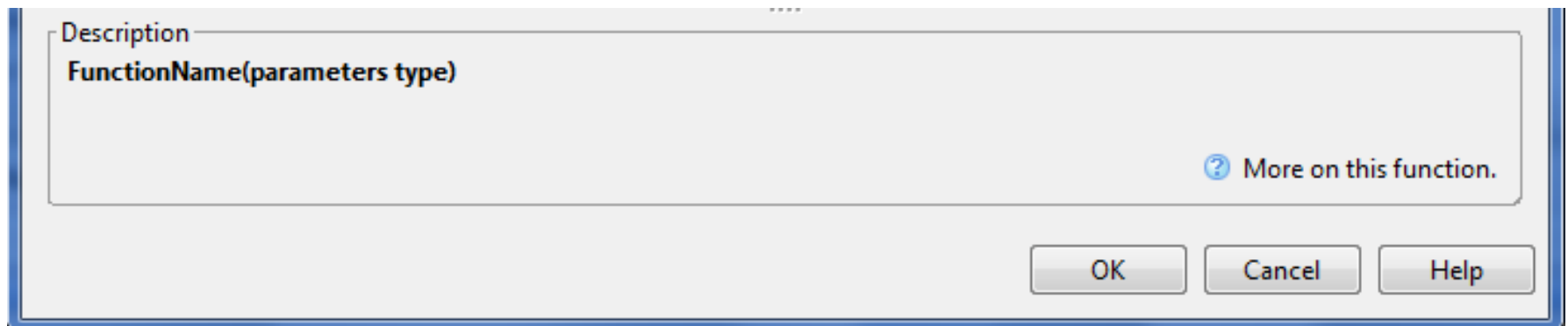
Advanced Reports – Using the Formula Editor

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



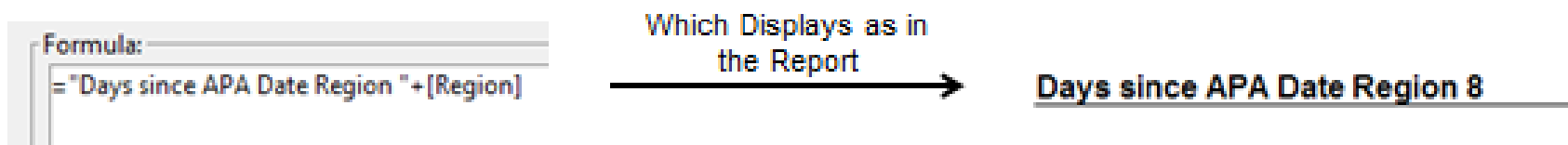
Advanced Reports – Using the Formula Editor

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



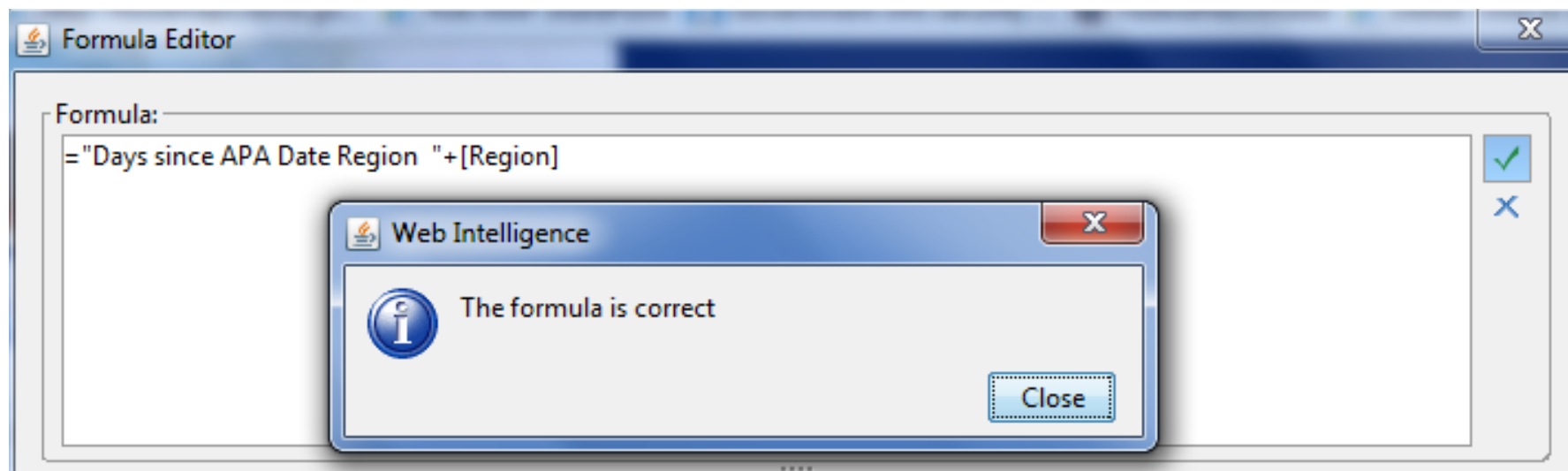
Advanced Reports – Using the Formula Editor

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.



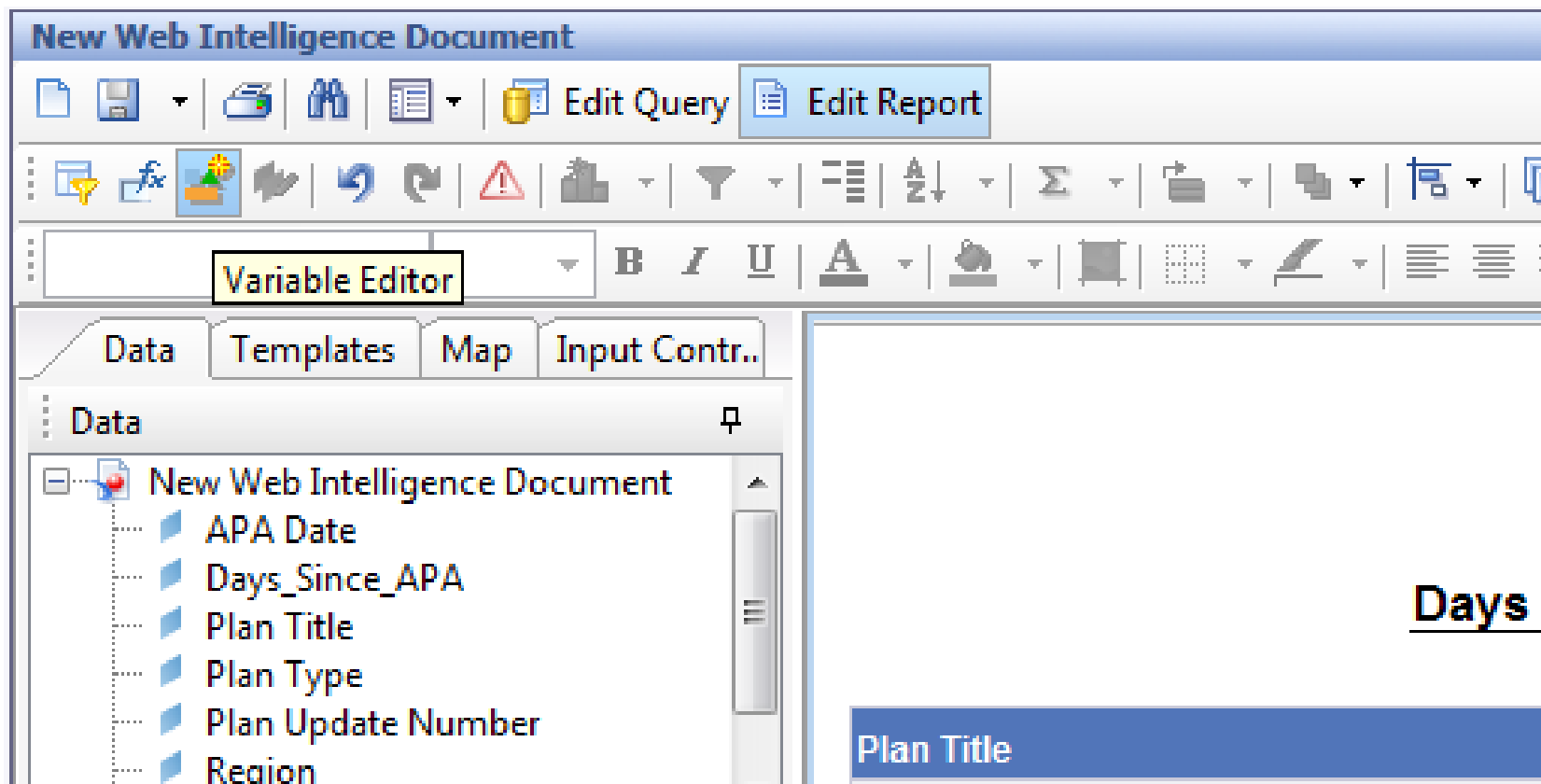
Advanced Reports – Using the Formula Editor

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.



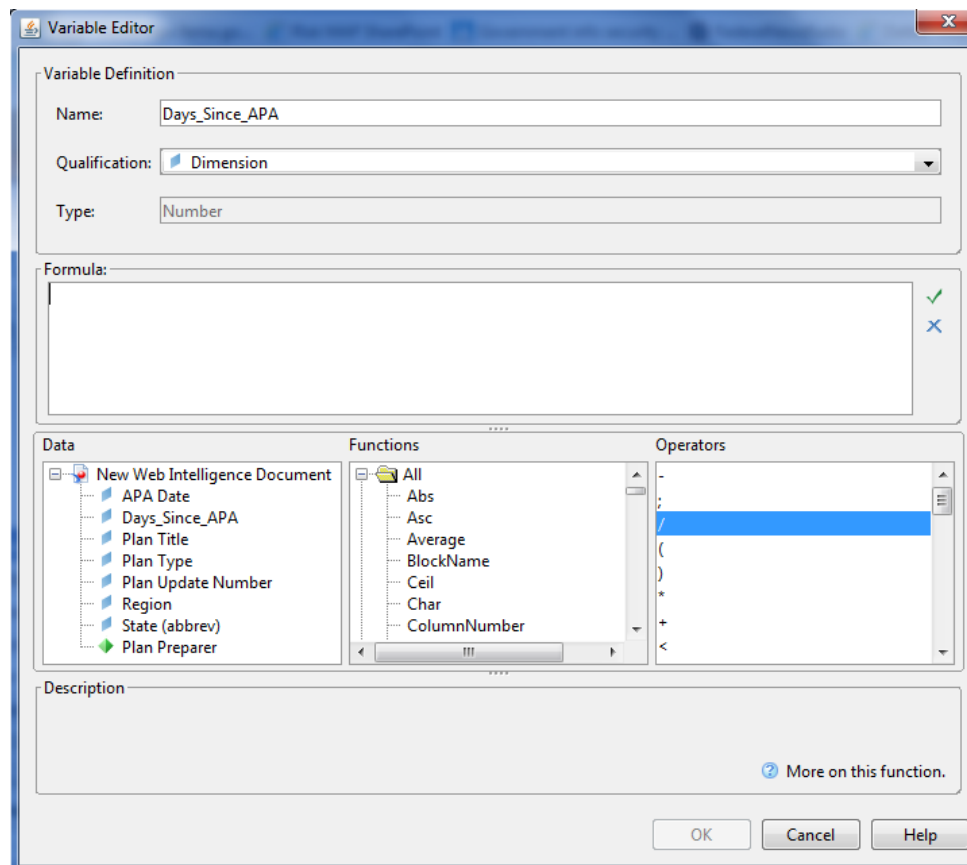
Advanced Reports – Creating Custom Variables

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

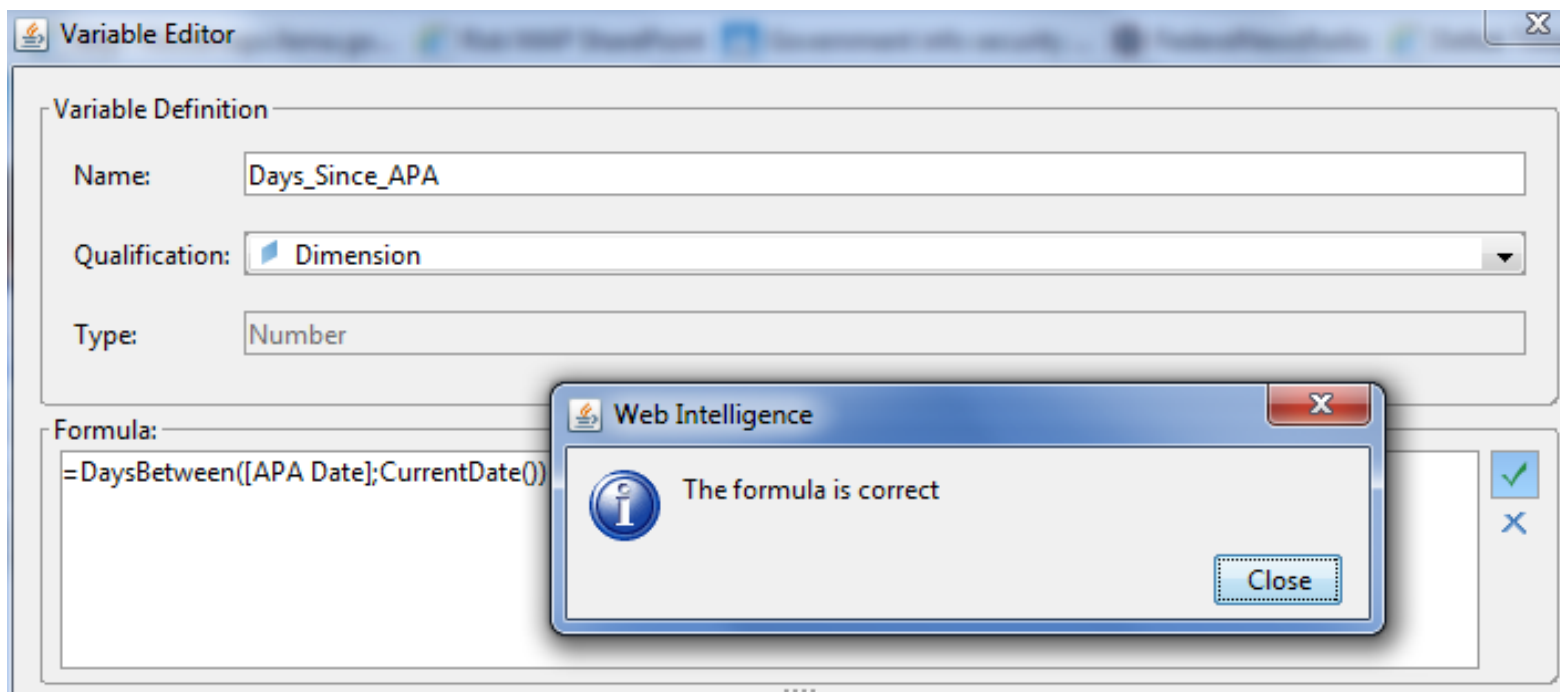
You have a wide range of options when entering your formula. For example, if you wanted to calculate the days since a plan went APA, you would use the following formula:

```
=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)

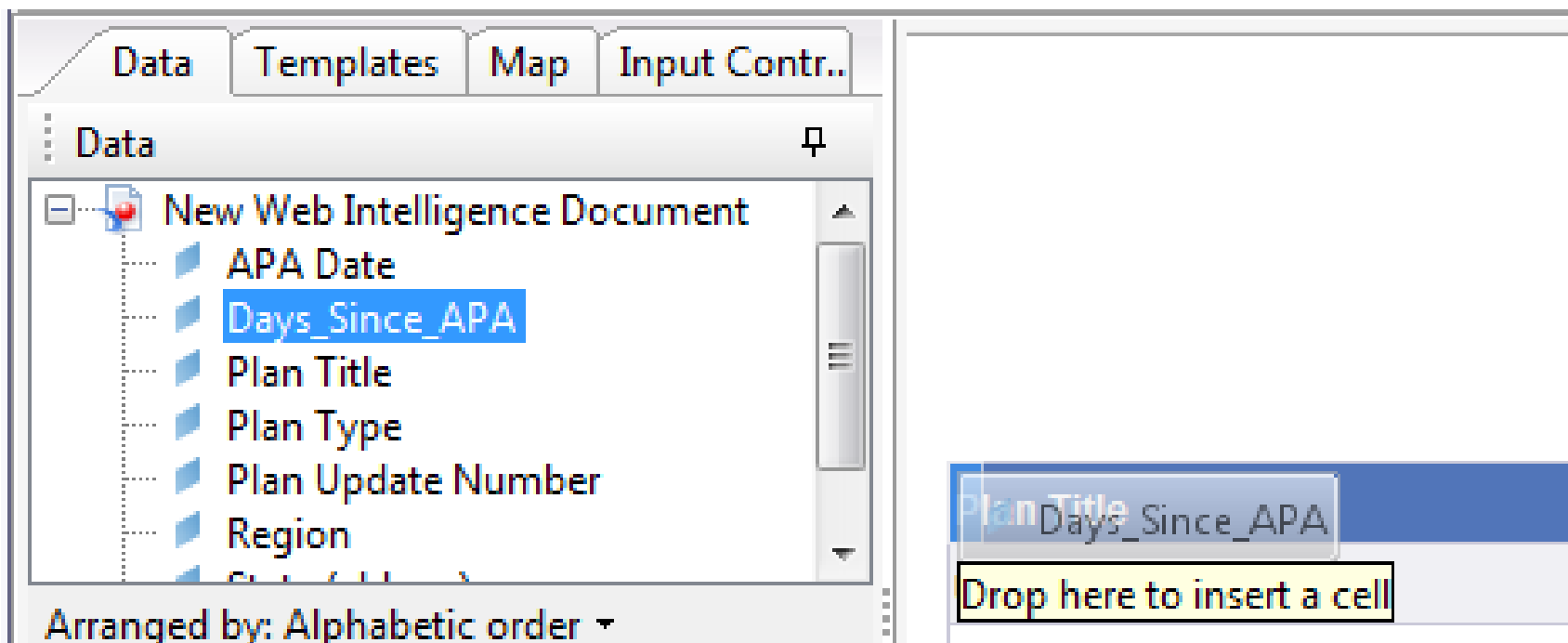
Advanced Reports – Creating Custom Variables

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

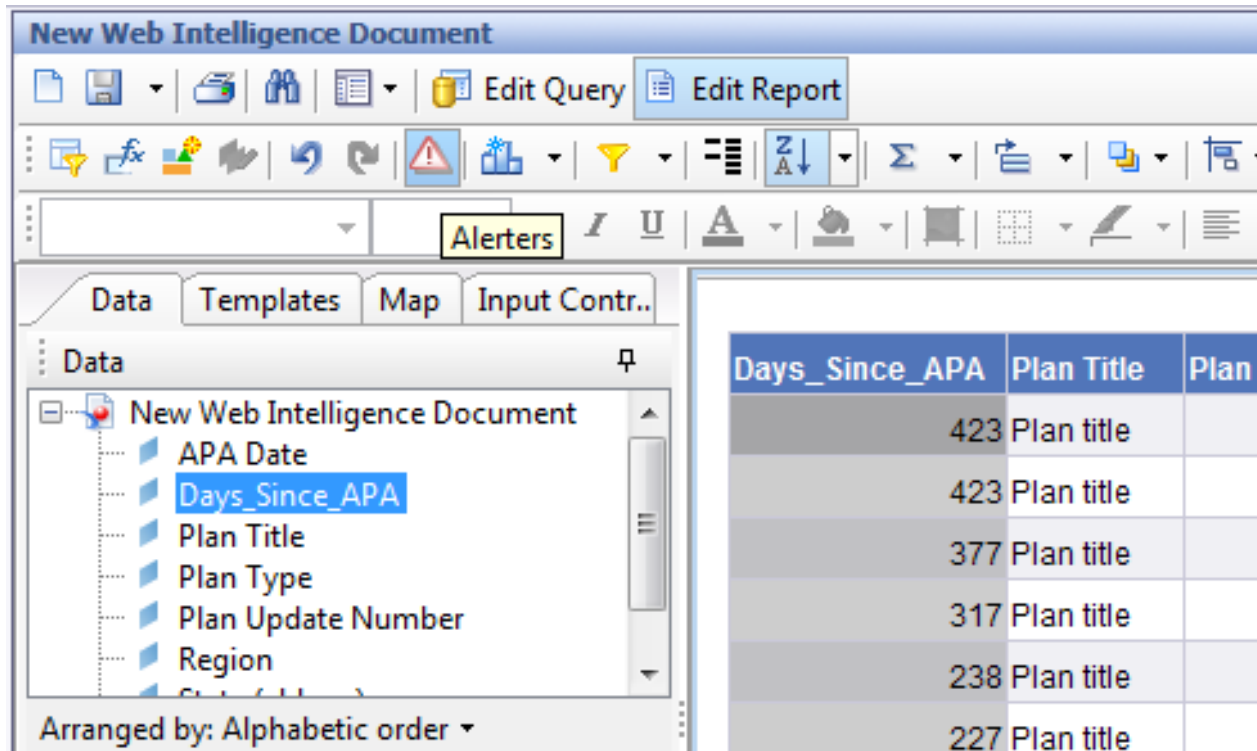
The new custom variable will now be displayed in the report

The screenshot shows a software interface for creating reports. On the left, a tree view under 'Data' lists variables: 'APA Date', 'Days_Since_APA' (highlighted), 'Plan Title', 'Plan Type', 'Plan Update Number', and 'Region'. The main area displays a report titled 'Days since APA Date Region 8'. The report table has the following data:

Days_Since_APA	Plan Title	Plan Update Number	Plan Type	APA
423	Plan title	0	Multi-Jurisdiction	1/7/
423	Plan title	0	Standard Tribal	1/7/
377	Plan title	0	Multi-Jurisdiction	2/22

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.

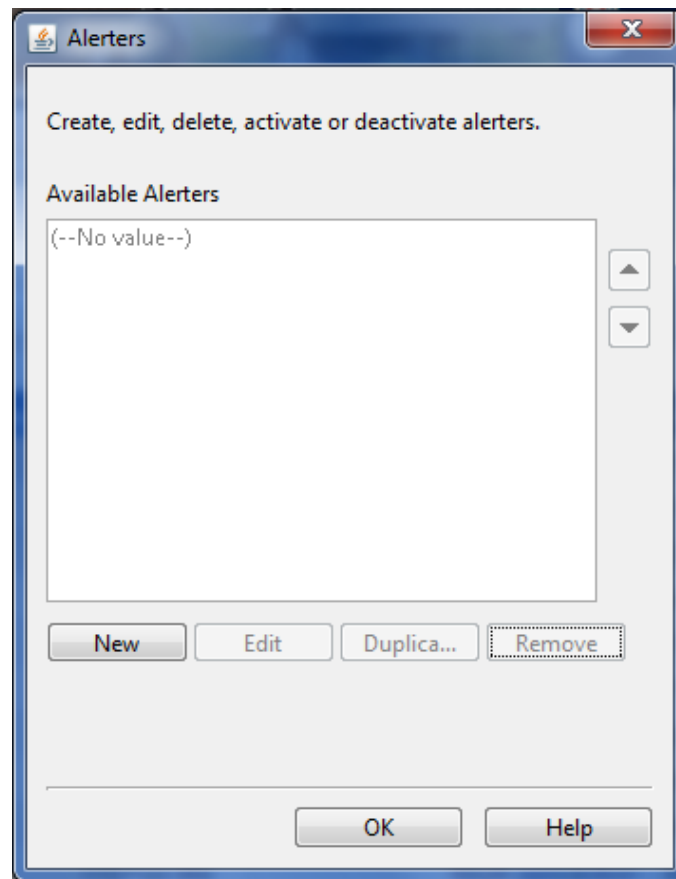


The screenshot shows a software interface for a "New Web Intelligence Document". The toolbar includes buttons for "Edit Query" and "Edit Report", and a highlighted "Alerters" button. The data tree on the left shows a hierarchy with "Days_Since_APA" selected. The main view displays a table with the following data:

Days_Since_APA	Plan Title	Plan
423	Plan title	
423	Plan title	
377	Plan title	
317	Plan title	
238	Plan title	
227	Plan title	

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.

Alerter Editor

Alerter name:

Description:

Sub-Alerter

Filtered object or cell	Operator	Operands
<input type="text" value="Days_Since_APA"/>	<input type="text" value="Equal to"/>	<input type="text" value="Type a value"/>

If the above is true, then display:

Formula

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

Alerter Editor

Alerter name: APA Conditional Formatting

Description:

Sub-Alerter

Filtered object or cell	Operator	Operands
Days_Since_APA	Greater than	50
And		
Days_Since_APA	Less than or Equ...	100

If the above is true, then display: Cell contents

Format ...

Formula

Add Sub-Alerter Remove Sub-Alerter

OK Cancel Help

Advanced Reports – Alerters

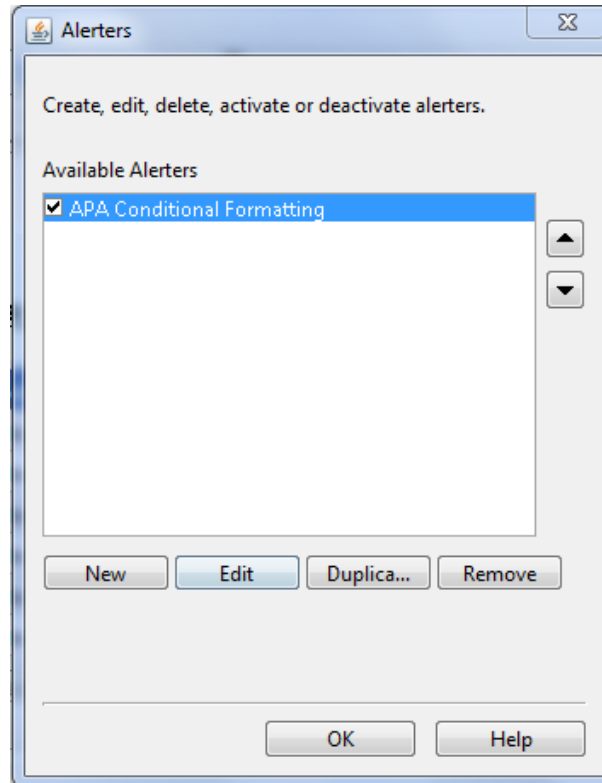
You can add multiple Sub-Alerters by clicking on the **Add Sub-Alerter** button

The screenshot shows the 'Alert Editor' dialog box with the following details:

- Alerter name:** APA Conditional Formatting
- Description:** (empty)
- Sub-Alerter 1:**
 - Filtered object or cell: Days_Since_APA
 - Operator: Greater than
 - Operands: 50
 - And: Days_Since_APA
 - Operator: Less than or Equ...
 - Operands: 100
 - If the above is true, then display: Cell contents (highlighted in green)
 - Format ... button
 - Buttons: Add Sub-Alerter, Remove Sub-Alerter, Formula checkbox
- Sub-Alerter 2:**
 - Filtered object or cell: Days_Since_APA
 - Operator: Greater than
 - Operands: 250
 - If the above is true, then display: Cell contents
 - Format ... button
 - Buttons: Add Sub-Alerter, Remove Sub-Alerter, Formula checkbox
- Bottom buttons:** OK, Cancel, Help

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.



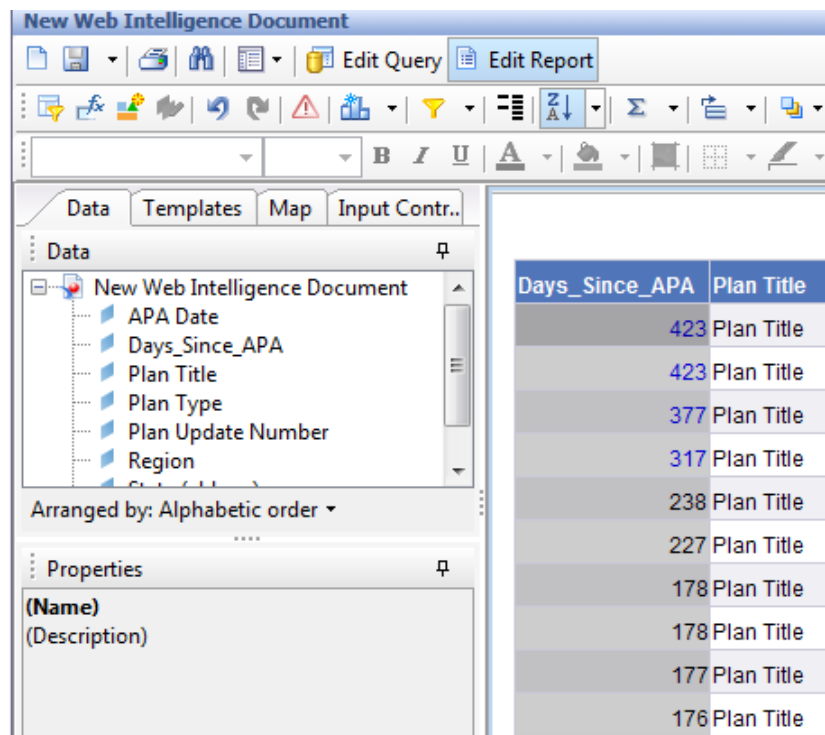
Advanced Reports – Alerters

The screenshot shows a software interface for a 'New Web Intelligence Document'. The interface includes a menu bar with 'Edit Query' and 'Edit Report' options, a toolbar with various icons, and a ribbon with 'Data', 'Templates', 'Map', and 'Input Contr..' tabs. The 'Data' tab is active, showing a tree view of the document structure with fields like 'APA Date', 'Days_Since_APA', 'Plan Title', 'Plan Type', 'Plan Update Number', and 'Region'. Below the tree view, it indicates 'Arranged by: Alphabetic order'. The main area displays a table with the following data:

Days_Since_APA	Plan Title
423	Plan Title
423	Plan Title
377	Plan Title
317	Plan Title
238	Plan Title
227	Plan Title

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.

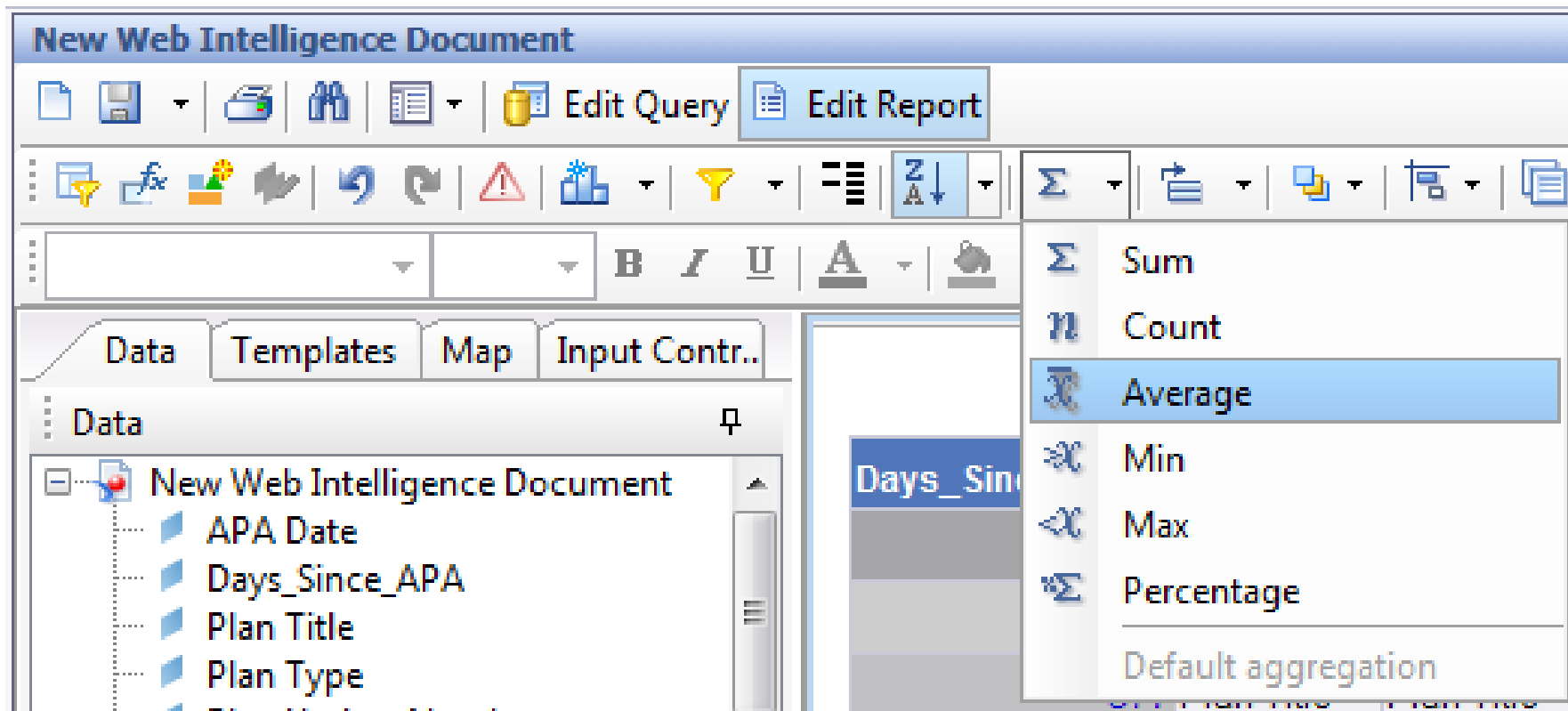


The screenshot shows a software interface titled "New Web Intelligence Document". The interface includes a menu bar with "Edit Query" and "Edit Report", a toolbar with various icons, and a ribbon with "Data", "Templates", "Map", and "Input Contr..". The "Data" pane on the left shows a tree view of the report structure, including "New Web Intelligence Document" with sub-items: "APA Date", "Days_Since_APA", "Plan Title", "Plan Type", "Plan Update Number", and "Region". Below the tree view, it says "Arranged by: Alphabetic order". The "Properties" pane shows "(Name)" and "(Description)". The main report area displays a table with two columns: "Days_Since_APA" and "Plan Title". The table contains 10 rows of data, with the first two rows having a value of 423, and the remaining rows having values of 377, 317, 238, 227, 178, 178, 177, and 176.

Days_Since_APA	Plan Title
423	Plan Title
423	Plan Title
377	Plan Title
317	Plan Title
238	Plan Title
227	Plan Title
178	Plan Title
178	Plan Title
177	Plan Title
176	Plan Title

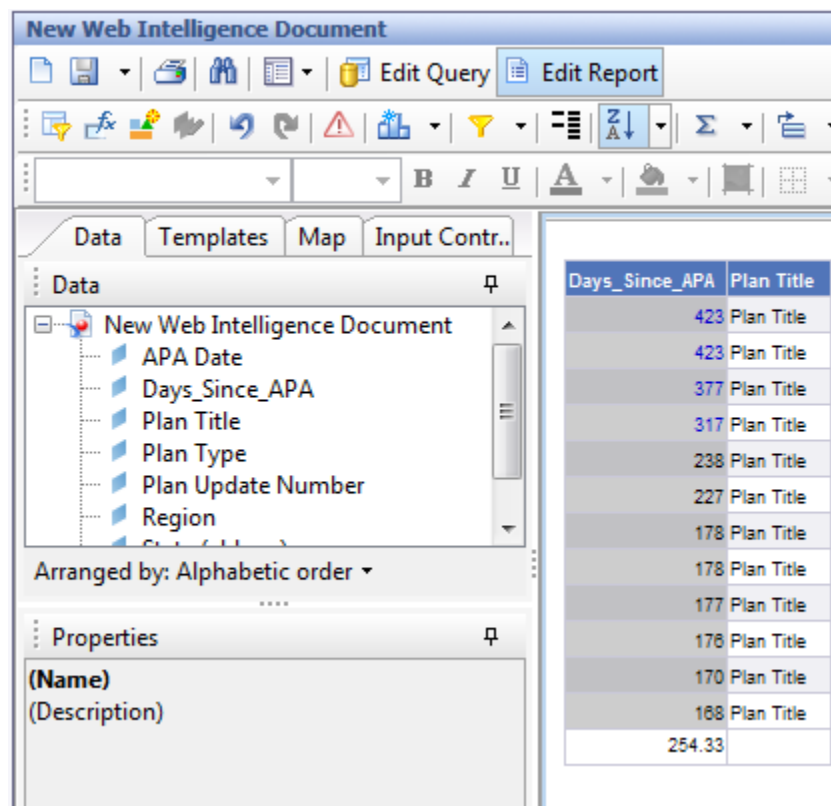
Advanced Reports – Inserting a Calculation

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.



The screenshot displays a software interface titled "New Web Intelligence Document". The interface includes a menu bar with "Edit Query" and "Edit Report" options, and a toolbar with various icons. Below the toolbar, there are tabs for "Data", "Templates", "Map", and "Input Contr..". The "Data" tab is active, showing a tree view of the data source with fields: "APA Date", "Days_Since_APA", "Plan Title", "Plan Type", "Plan Update Number", and "Region". The data is arranged by "Alphabetic order". A "Properties" section is visible at the bottom left. On the right side, a report table is shown with two columns: "Days_Since_APA" and "Plan Title". The table contains 12 rows of data, with the final row showing a calculated average of 254.33.

Days_Since_APA	Plan Title
423	Plan Title
423	Plan Title
377	Plan Title
317	Plan Title
238	Plan Title
227	Plan Title
178	Plan Title
178	Plan Title
177	Plan Title
178	Plan Title
170	Plan Title
168	Plan Title
254.33	