



FEMA

# Mitigation Planning Portal (MPP) Tutorial

## Canned Reports

*Updated 8/8/2014*

**RiskMAP**

Increasing Resilience Together



# MPP Reporting System – Introduction

- Access the MPP Reporting System by clicking on the **Reports** tab and clicking the **Launch** button. Within the system, you can report on plan information in real time, run pre-built reports, create custom reports, and export reports to a worksheet or PDF.
- MPP Reporting System Capabilities:
  - View plan data for all regions
  - Data is real time
- Key Terms:
  - Business Objects - The MPP Reporting System software
  - Web Intelligence Document - Query template
  - Query - Included data elements and filters needed to create/modify a report
  - Report - the result of a query
  - Ad hoc Reports - These are custom reports you can create
  - Canned Reports - These are pre-built reports

# MPP Reporting System – Introduction

- On the MPP Reporting System Home Page you will see a toolbar along the top and a list of navigation links on the left. The toolbar is available throughout the system. The only buttons you will often use are the **Home** and **Document List** buttons. The **Home** button takes you to the Reporting System **Home Page** shown below and the **Document List** button takes you to the page where you can run and edit reports.
- The **Navigation Links** include a link to the **Document List**, **My Favorites** (a folder within the **Document List** where you can add your custom reports), **My Inbox** (a folder within the **Document List** where you can receive the results of recurring reports and other report items), and **Help** (general Business Objects help text)

# MPP Reporting System – Introduction

The screenshot shows the Mitigation Planning Portal interface. At the top left, the text 'Mitigation Planning Portal' is displayed. To the right is the FEMA logo and the text 'Welcome: mppUser'. Below this is a toolbar with links for 'Home', 'Document List', 'Open', and 'Send To', along with 'Help', 'Preferences', and 'About'. A red box labeled 'Toolbar' points to this area. On the left side, there is a 'Navigate' section with a list of links: 'Document List', 'My Favorites', 'My Inbox', and 'Help'. A red box labeled 'Navigation links' points to this section. The main content area features the FEMA logo and the heading 'MPP Reporting System'. Below this, there is a paragraph describing the system and a list of features.

**Mitigation Planning Portal**

Home | Document List | Open | Send To | Help | Preferences | About

Welcome: mppUser

**Navigate**

View your Inbox, Favorites, or Document Lists. Use the Help to learn more about InfoView.

- Document List
- My Favorites
- My Inbox
- Help

**Navigation links**

**MPP Reporting System**

The MPP Reporting System is a reporting application providing access to MPP mitigation plan data. Using the system, users can create ad hoc reports on demand and view results of canned reports..

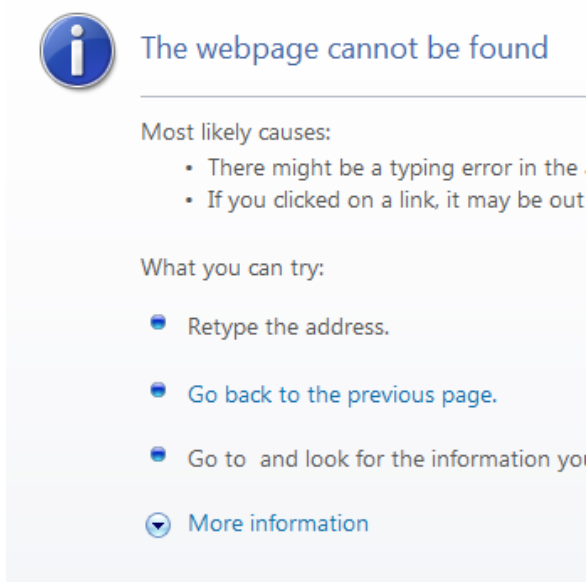
Features of the MPP Ad hoc Reporting System include:

- Report on plan data elements in real time
- Access to 4 pre-built canned reports
- Save ad hoc customized reports
- Export results to worksheet or PDF

[Click here to view instructional material on how to use the MPP Reporting System](#)

# MPP Reporting System – Introduction

Some users of Internet Explorer will receive a Webpage Cannot Be Found error. If you see this error, simply click on the **Preferences** button on the toolbar and close the **Preferences** window by clicking the small **x** below the **About** button in the toolbar



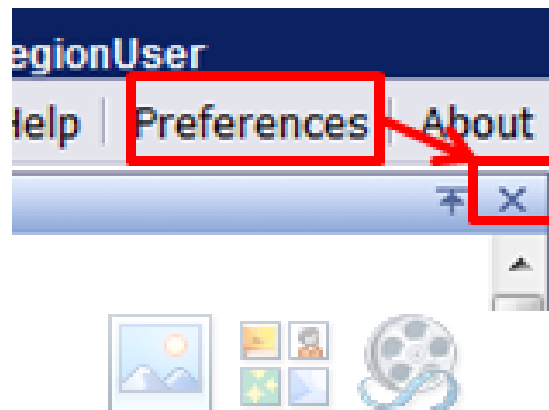
The webpage cannot be found

Most likely causes:

- There might be a typing error in the address.
- If you clicked on a link, it may be out of date.

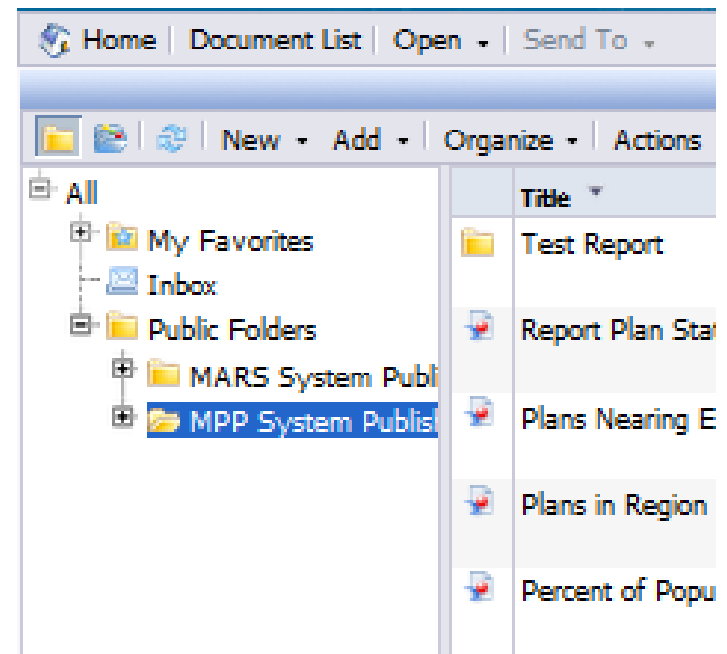
What you can try:

- Retype the address.
- [Go back to the previous page.](#)
- Go to [Internet Options](#) and look for the information you need.
- [More information](#)



# MPP Reporting System – Canned Reports

1. Access the **Document List** through the toolbar or the **Navigation Links**
2. On the left hand navigation, click the plus sign (+) next to the **Public Folders** to expand the folder
3. Click on **MPP System Published Reports**
4. Open the report you would like to run by double clicking on the canned report



# MPP Reporting System – Canned Reports

5. You may need to fill out a prompt that appears. For example, in the **Plans in Region** canned report, you will need to enter the **State** and **Plan Type** you will be reporting on. Select values on the **Prompt** screen by double clicking on the value or by clicking once on the value and pressing the “>” button in the middle of the screen. Remove selected values by clicking the “<” button. After you have filled out all prompts the **Run Query** button on the bottom right of the **Prompt** screen will activate
6. Press the **Run Query** button to run the report

# MPP Reporting System – Canned Reports

The screenshot shows a 'Prompts' dialog box with the following elements and callouts:

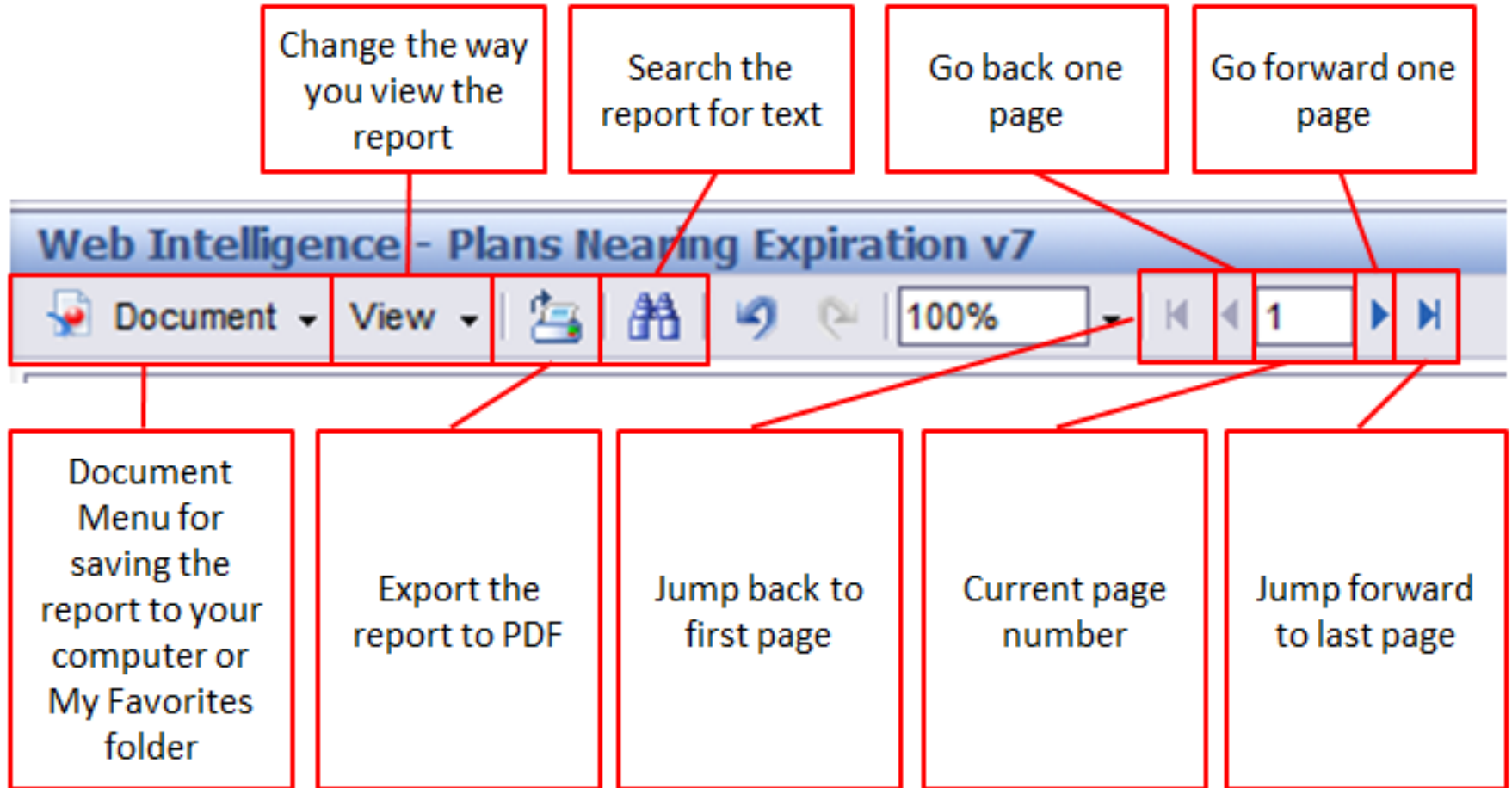
- Prompts needing values:** A box containing 'Enter State Name:' and 'Enter Plan Type:'.
- Query Values:** A box containing 'Enter State Name:' above a text input field.
- '<' and '>' buttons:** A box containing left and right arrow buttons.
- Potential Values:** A box containing a list of state names: 'Alabama', 'Alaska', 'American Samoa', 'Arizona', 'Arkansas', 'California', 'Colorado', 'Connecticut', and 'Delaware'. Below the list is a search bar with the text 'October 1, 2013 10:55:49 PM GMT+00:00' and 'Enter your search pattern here'.
- Run Query button:** A box containing the 'Run Query' button at the bottom of the dialog.



# MPP Reporting System – Canned Reports

7. On the **Report Navigation** menu you can navigate the report by pressing the arrows to move forward or backwards one page or jump to the first and last pages. When you run a report, only the first page will display and the **Report Navigation** menu will only show 1 of 1 pages even if there is more than 1 page. To view the total number of pages you will have to click on the **Jump Forward** button to skip to the last page. To change the values you entered in the prompt simply press the **Refresh Data** button

# MPP Reporting System – Canned Reports



# MPP Reporting System – Canned Reports

The screenshot shows a web browser window titled "Web Intelligence - Plans in Region v9". The browser's address bar shows a URL with a page number of 1. The page content includes a legend, a source note, and a table header. A "Refresh Data" button is highlighted with a red box, and a callout box points to it with the text "Refresh Data Button".

**LEGEND**

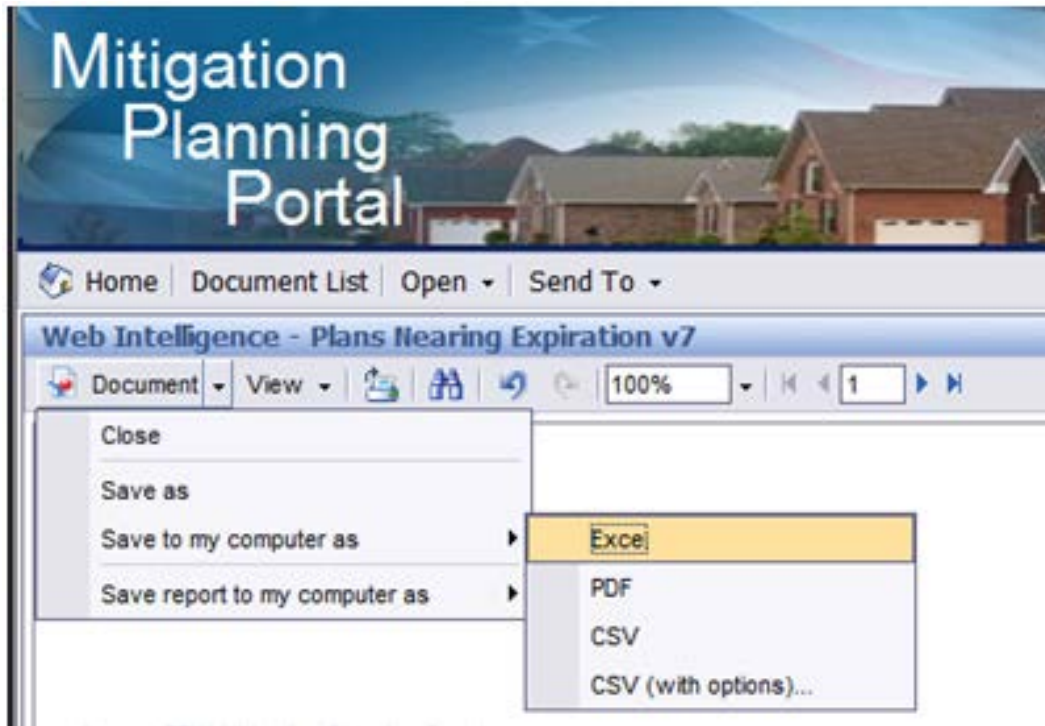
- Plan expires in 24 months or less
- Plan expires in 12 months or less
- Plan expires in 6 month or less
- Plan expires in 1 month or less
- Number of Days in Region is 46 days or more

Source: FEMA Mitigation Planning Portal  
As of 5/6/14 - 2:57:41 PM GMT+00:00

STATE	Plan Title	Plan Update Number	Plan Type	Date Plan Received	45 Day date	Number of Days in Region	Plan Approval Date

# MPP Reporting System – Saving a Report

- You can save your report to your computer or to your **Favorites** folder. To see the saving options click the **Document** drop down arrow on the top left of the screen

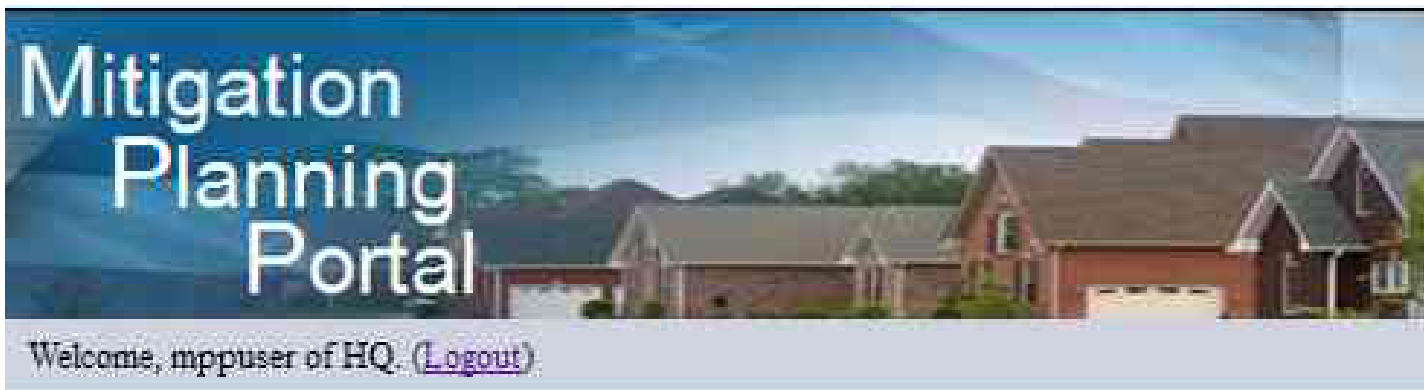


# MPP Reporting System – Saving a Report

- To Save to Your Computer:
  - Click on **Save To My Computer As**
  - Click on **Excel** to save the report into an Excel spreadsheet or **PDF** to save the report into a PDF document or on your computer. NOTE: Depending on your security settings, a pop up blocker may appear when you try to download a file to your computer. To avoid a pop up blocker appearing on your screen, hold down the Ctrl key when you click on the drop down menu. Continue to hold down the Ctrl key until the Save As screen
- Saving to **My Favorites**:
  - You must save canned reports to **My Favorites** before being able to edit them. Also, make sure to change file names and titles of your copies of canned reports to distinguish them from the original reports. You can also schedule reports saved in **My Favorites** to run automatically on a schedule and email the results to you. To save a canned report to **My Favorites** while a report is open, click on the **Document** drop down arrow and click on **Save As**
  - You save ad hoc reports that you create to **My Favorites** as well. The workflow for saving ad hoc reports is identical to saving copies of canned reports

# MPP Reporting System – Canned Report Example

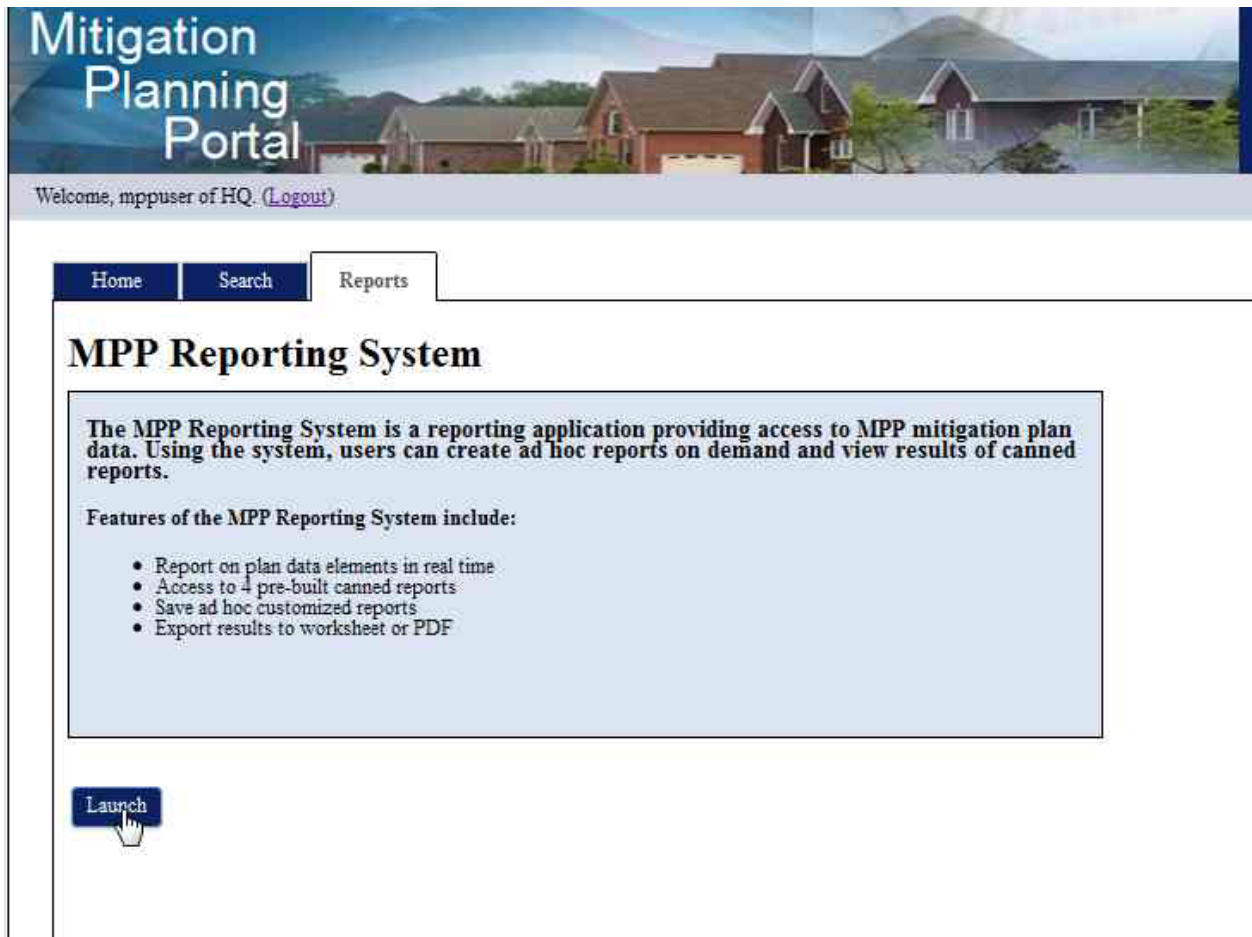
Click the **Reports** tab



Status	Region 1	Region 2	Region 3
Approved	9	56	19
APA	0	5	0
Expired	0	26	1
In Review	0	28	1

# MPP Reporting System – Canned Report Example

Click the **Launch** button



The screenshot displays the Mitigation Planning Portal interface. At the top, there is a banner with the text "Mitigation Planning Portal" and a background image of houses. Below the banner, a welcome message reads "Welcome, mppuser of HQ. (Logout)". A navigation menu contains "Home", "Search", and "Reports" tabs. The main content area is titled "MPP Reporting System" and contains the following text:

**The MPP Reporting System is a reporting application providing access to MPP mitigation plan data. Using the system, users can create ad hoc reports on demand and view results of canned reports.**

**Features of the MPP Reporting System include:**

- Report on plan data elements in real time
- Access to 4 pre-built canned reports
- Save ad hoc customized reports
- Export results to worksheet or PDF

At the bottom left of the content area, there is a blue "Launch" button with a mouse cursor pointing to it.

# MPP Reporting System – Canned Report Example

Click the **Document List** button

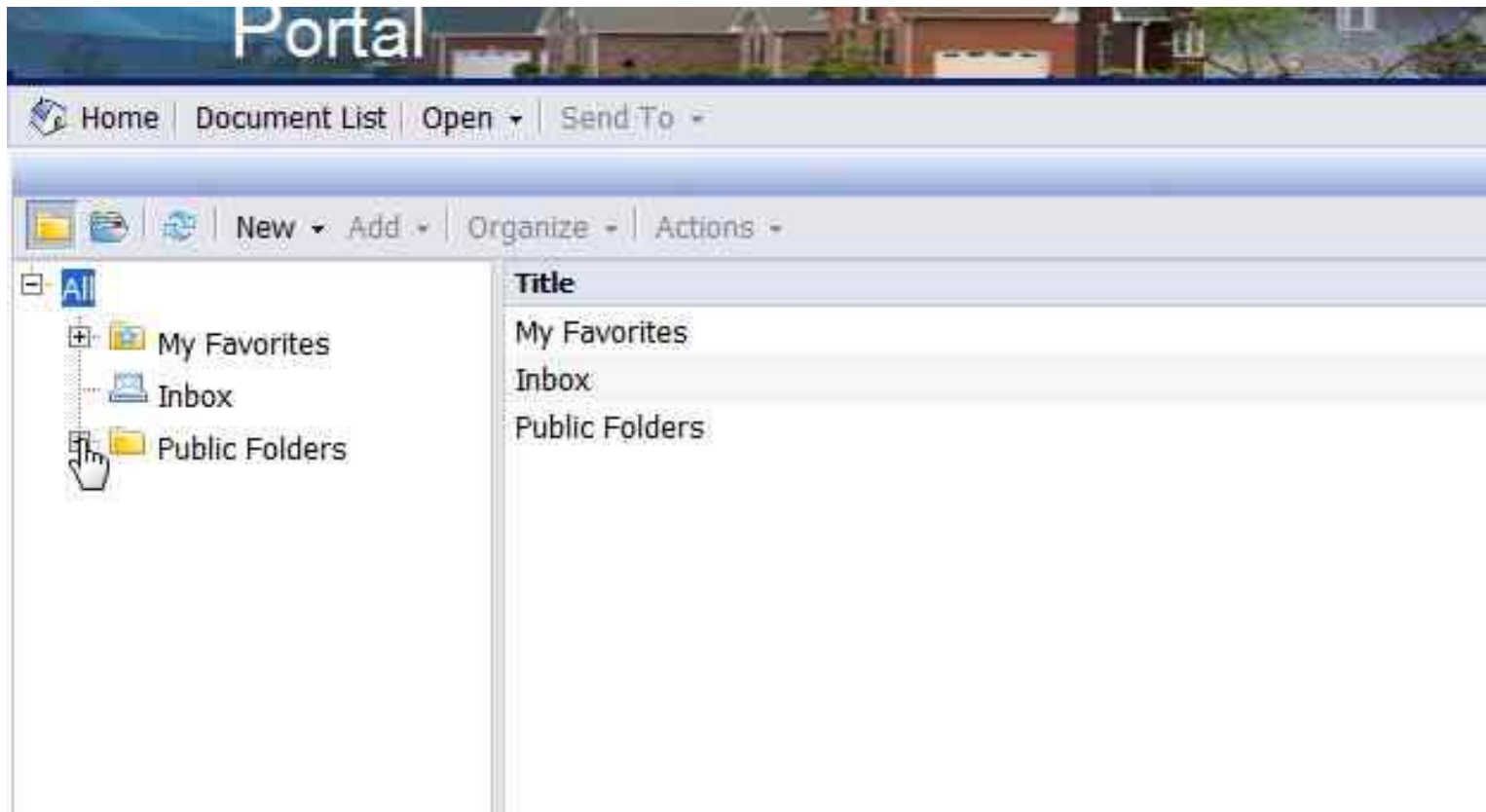


The screenshot shows the Mitigation Planning Portal interface. At the top, there is a banner with the text "Mitigation Planning Portal" and the FEMA logo. Below the banner is a navigation bar with buttons for "Home", "Document List", "Open", and "Send To". The "Document List" button is highlighted with 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 describing the system. The paragraph states: "The MPP Reporting System is a reporting application providing access to MPP mitigation pl". Below this paragraph is a list of features of the MPP Ad hoc Reporting System, including: "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 that says "Click here to view instructional material on how to use the MPP Reporting System."



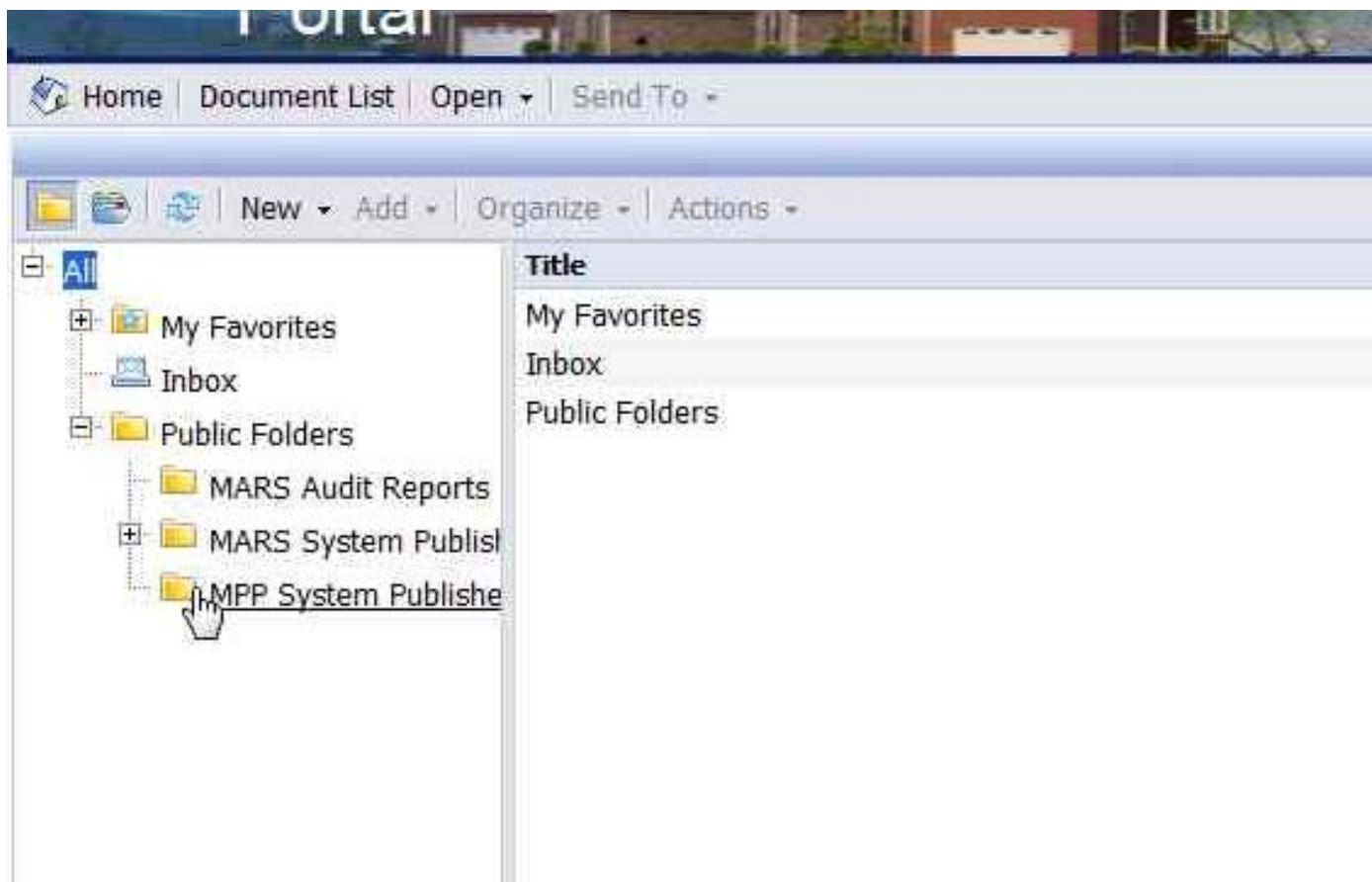
# MPP Reporting System – Canned Report Example

Click the **Plus Sign** next to the **Public Folders** folder to expand the folder



# MPP Reporting System – Canned Report Example

Click on the **MPP System** folder to view its contents



# MPP Reporting System – Canned Report Example

Title	Last Run	Type
Percent of Population with an Approved or APA Plan Status v13		Web Intelligence Repo
Plans in Region v9		Web Intelligence Repo
Plans Nearing Expiration v11		Web Intelligence Repo
Report Plan Status by State v25		Web Intelligence Repo

# MPP Reporting System – Canned Report Example

Complete the prompts on the **Prompt** screen and click the **Run Query** button

The screenshot displays the MPP Reporting System interface. At the top right, the title "PLANS NEARING EXPIRATION DATE" is visible. A "Prompts" dialog box is open in the center, titled "Reply to prompts before running the query." It contains two prompts: "Enter State Name: \* All \*" (checked) and "Enter Plan Type:" (unchecked). Below the prompts, there is a "Refresh Values" button and a list of state names: Alabama, Alaska, American Samoa, Arizona, Arkansas, California, Colorado, Connecticut, and Delaware. To the right of the list is an "Enter State Name:" input field containing "\* All \*". At the bottom of the dialog, there is a "Run Query" button and a "Cancel" button. The background shows a table with columns for "State" and "County Name", and a "Page 1/1" indicator.

# MPP Reporting System – Canned Report Example

Complete the prompts on the **Prompt** screen and click the **Run Query** button

The screenshot shows a 'Prompts' dialog box with the following content:

- Header: Prompts
- Instruction: Reply to prompts before running the query.
- Prompts list:
  - Enter State Name: \* All \*
  - Enter Plan Type: Single Jurisdiction
- Plan Type selection area:
  - Refresh Values button
  - Plan Type list: All, Enhanced State, Enhanced Tribal, Multi-Jurisdiction, Single Jurisdiction (selected), Standard State, Standard Tribal
  - Enter Plan Type: Single Jurisdiction
- Footer:
  - October 2, 2013 2:23:12 PM GMT-00:00
  - Enter your search pattern here
  - Currently-selected values in listbox: Single Jurisdiction
  - Run Query button (highlighted)
  - Cancel button

# MPP Reporting System – Canned Report Example

Click on the **Document Button** and **Save to my computer as** to select a file type to save the report to your computer as

Mitigation Planning Portal

Home | Document List | Open | Send To

Web Intelligence - Plans Nearing Expiration v7

Document | View

Plan Type(s) Found

Excel

PDF

CSV

CSV (with options)...

Source: FEMA/Mitigation Planning Portal

As of 12/30/13 - 10:09:50 PM GMT+00:00