Mitigation Planning Portal – MPP Reporting System

Updated: 7/13/2015

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:

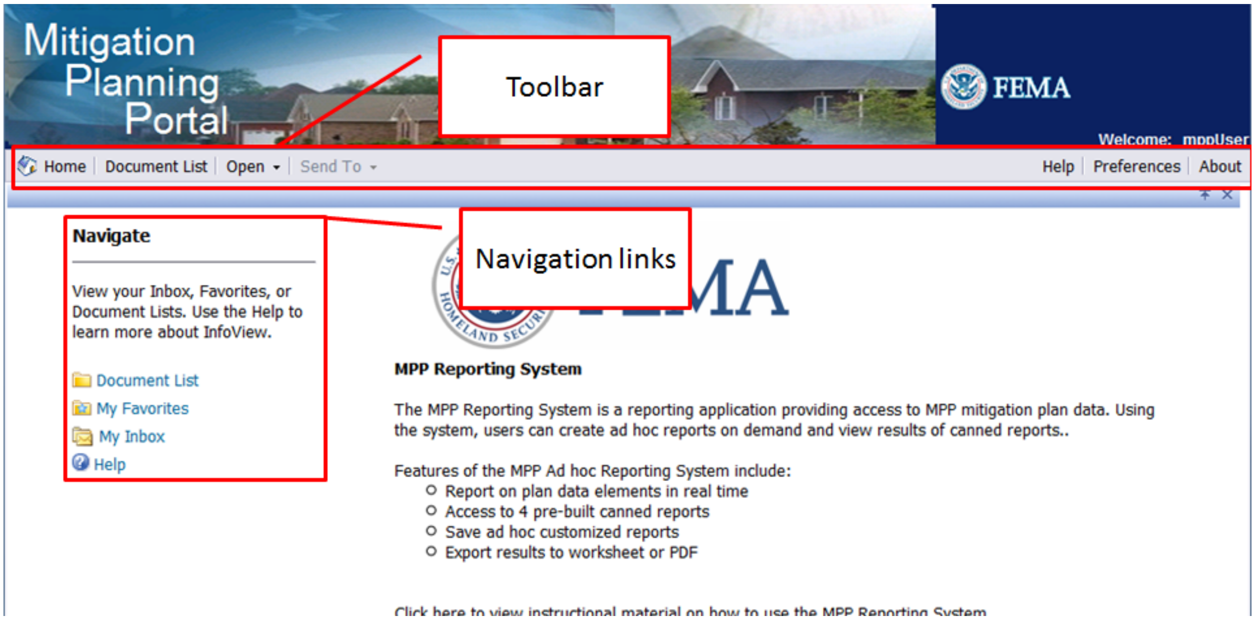
- View plan data for all regions
- Data is real time

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

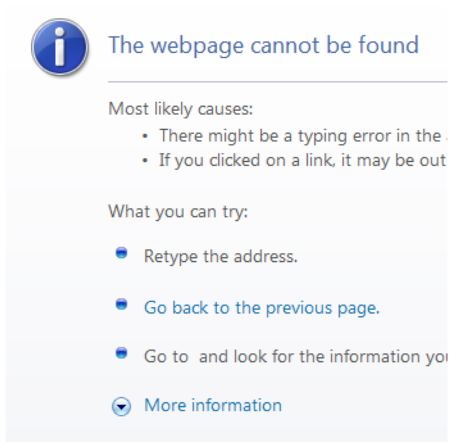
On the MPP Reporting System Home Page you will see a toolbar along the top and a list of navigation links on the left. The toolbar is available throughout the system. The only buttons you will often use are the **Home** and **Document List** buttons. The **Home** button takes you to the Reporting System **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).

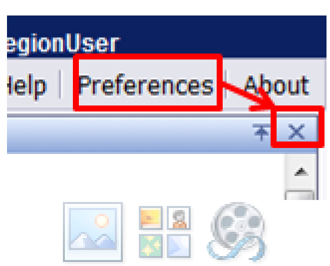


MPP Reporting System Home Page

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.



Error Message

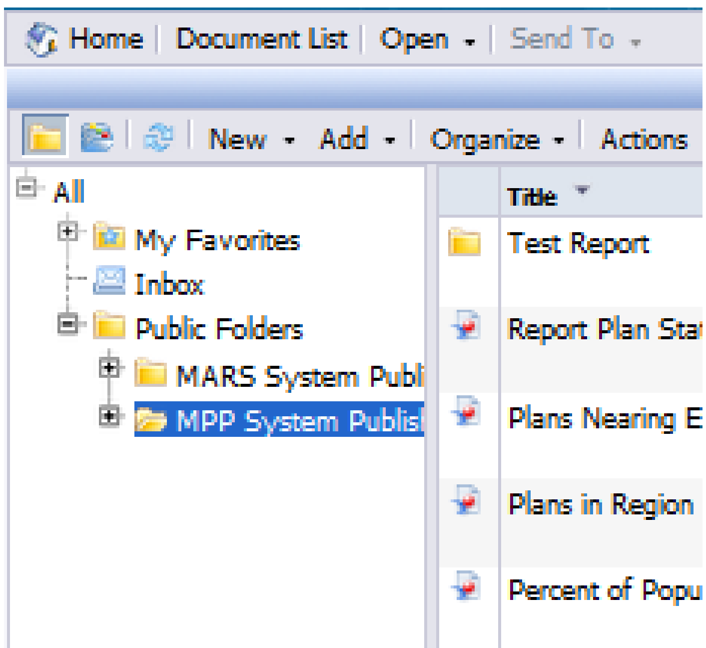


Click the Preferences Button and then the "X" Button

Canned Reports

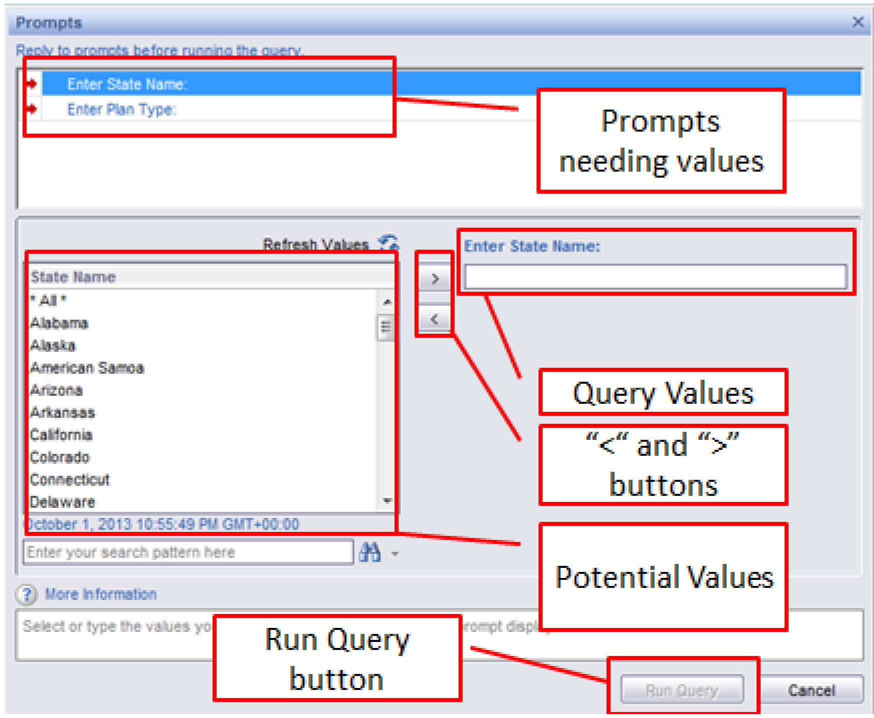
Canned Reports are pre-built reports that you can run in the reporting system. Complete the following steps to run a canned report:

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



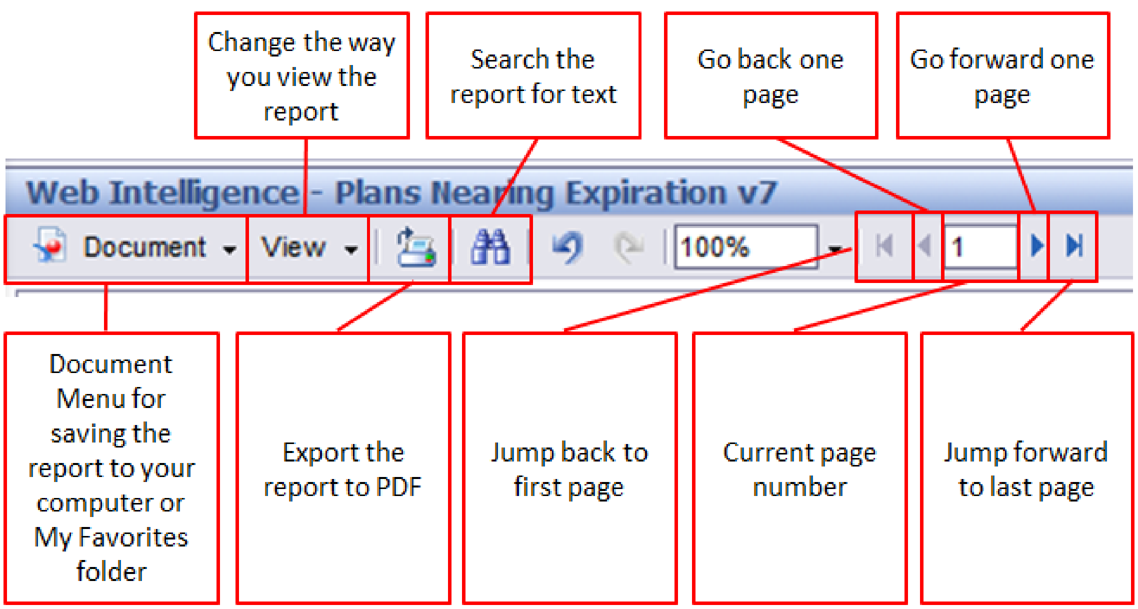
Report Navigation Menu in the Document List

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

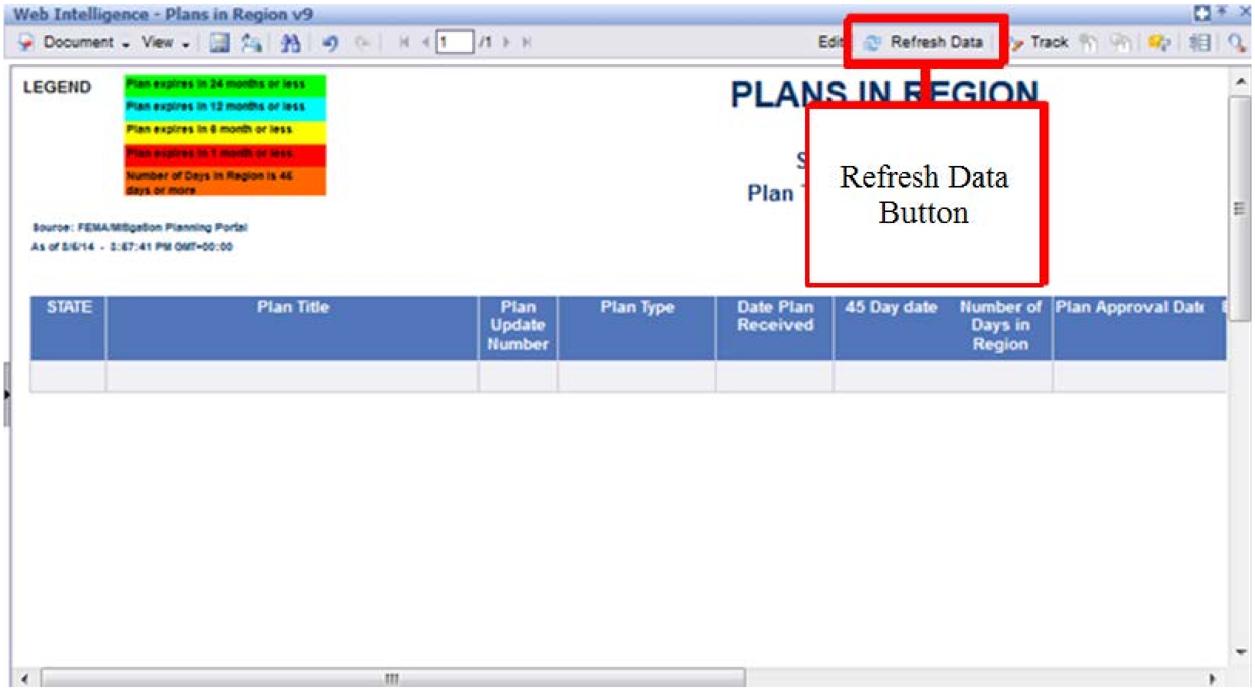


Prompt Screen

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.



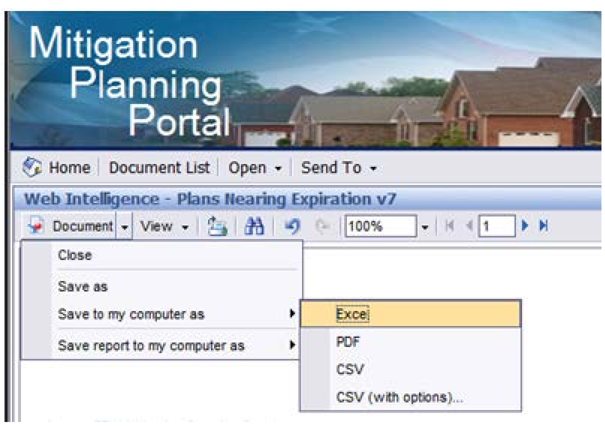
Report Navigation Menu



To change the values you entered in the prompt simply press the Refresh Data button

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:

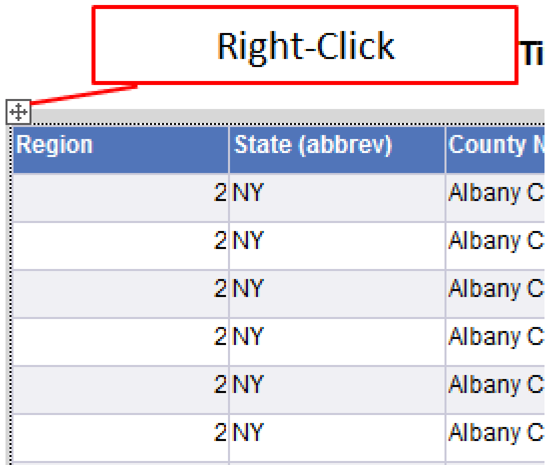


Document Menu

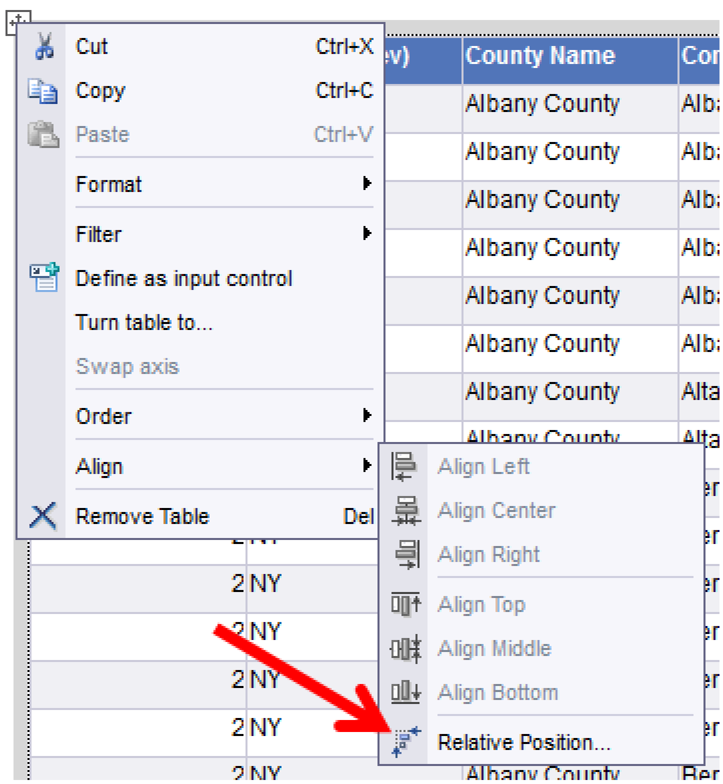
- To Save to Your Computer:
  - o Click on **Save To My Computer As**
  - o Click on **Excel** to save the report into an Excel spreadsheet or **PDF** to save the report into a PDF document or on your computer. NOTE: Depending on your security settings, a pop up blocker may appear when you try to download 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

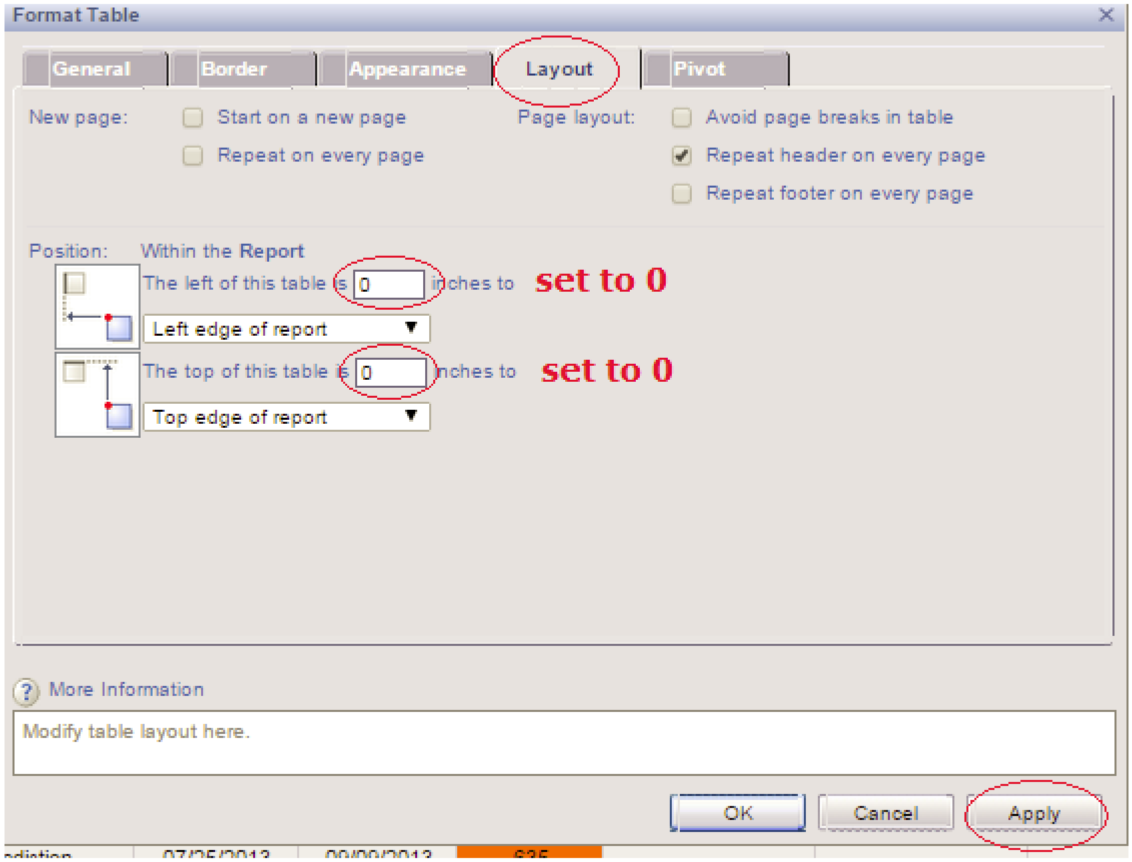
- When exporting your report to Excel, by default the upper left of the table will not be located at cell A1. To ensure the table is at the top left corner take the following steps:
  1. Right-click on the four small arrows on the top left corner of the table in the report



  2. On the menu select **Align** and then **Relative Position…**



  3. On the menu that pops-up, go to the **Layout** tab, set the left and top positions of the table to 0 inches, and click **Apply** and then **OK**

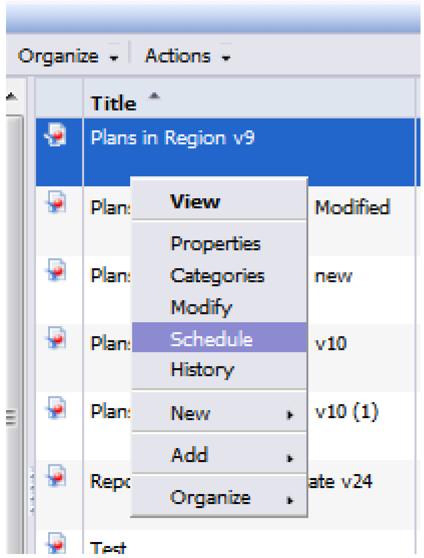


- Saving to **My Favorites**:
  - You must save canned reports to **My Favorites** before being able to edit them. Also, make sure to change file names and titles of your copies of canned reports to distinguish them from the original reports. You can also schedule reports saved in **My Favorites** to 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

Scheduling a Report

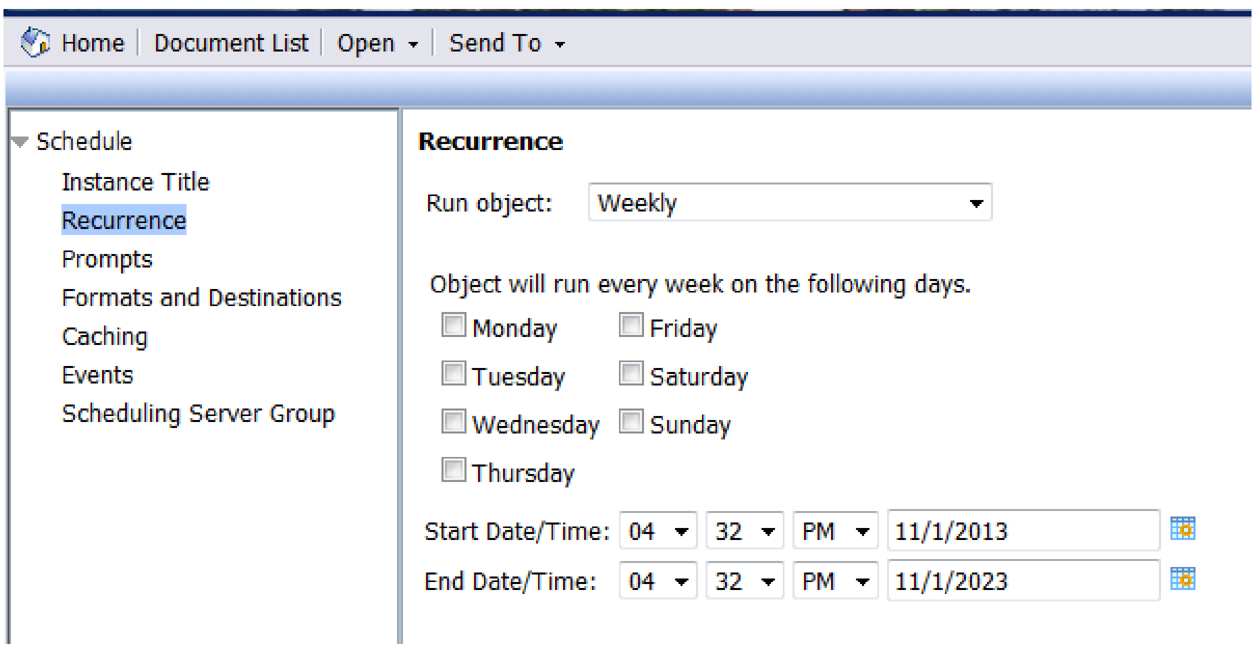
You can configure the MPP Reporting System to schedule recurring reports:

1. Right click on the report contained in **My Favorites** within the **Document List** and click on **Schedule** within the drop down menu



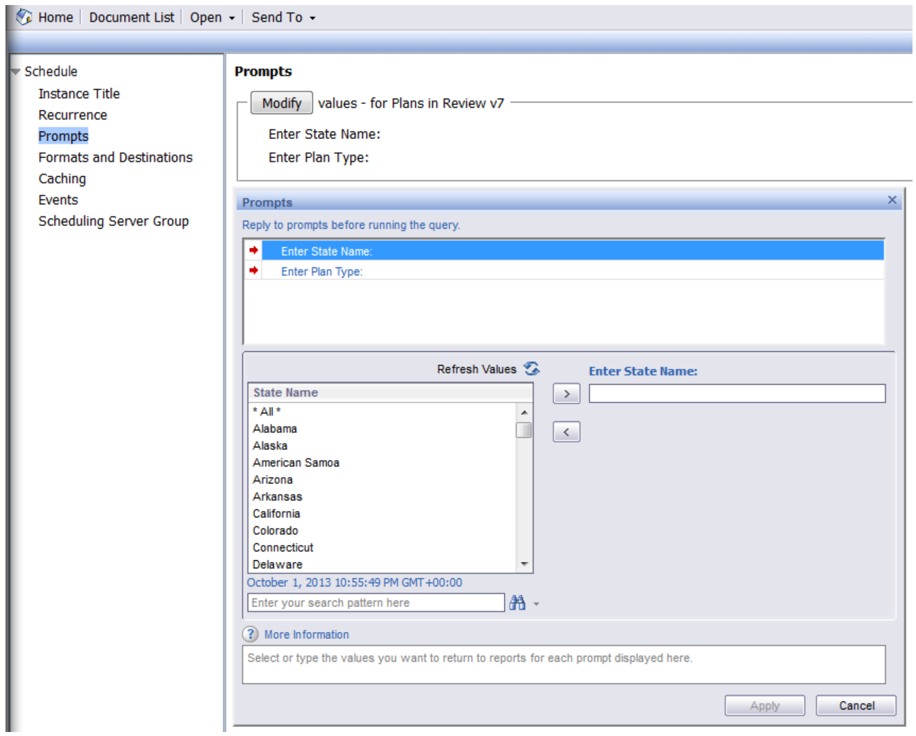
Right-click on report to bring up menu and select Schedule

2. Click on **Recurrence** in the left hand navigation, and in the **Run object** drop down box, select the frequency of when you would like the report to run and enter associated details to schedule when the report will run (which day of the week and which time). The start and end dates/times only specify during which time periods the reports can run



Recurrence Menu

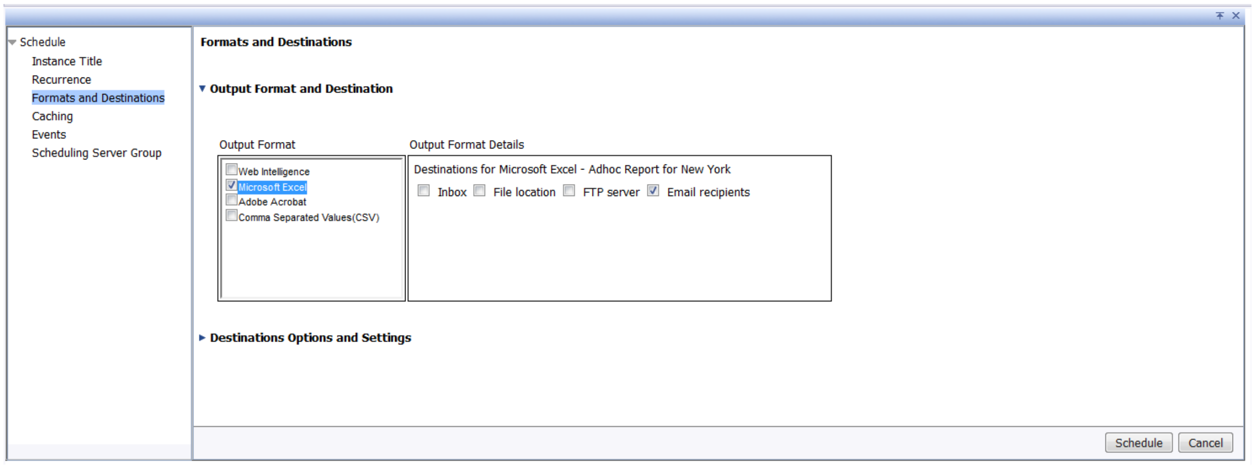
3. If the report requires you to enter values in a **Prompt** screen, click on **Prompts** in the left hand navigation bar. Then click the **Modify** button to pop up the **Prompt** screen, where you can enter the prompt information



Prompt Screen

4. Click on the **Formats and Designations** in the left hand navigation bar to choose the format and designation options
5. Under **Output Format and Destination**, check the box next to the format and destination you would like to send your report. NOTE: Always choose **Inbox** or **Email recipients**. When emailing a recipient, choose either **Microsoft Excel** or **Adobe Acrobat**. Do not select **Web Intelligence** if emailing the recipient. They will receive the link in their email, but the tool is not set up to work off of their email. Only select **Web Intelligence** if you select **Inbox** in the **Destination** drop down box. What is the difference between **Inbox** and **Email** recipients?
    - **Inbox** - This is not the user's email inbox, but the user's Reporting System inbox. Use this option to send reports to other users. Sending to the inbox as a **Web Intelligence** document allows the user to modify the data elements and filters.
    - **Email recipients** - This option can be used for sending reports to other users. The report will appear as an Excel or PDF attachment in the user's email account of their choice.
6. Under **Destinations Options and Settings**, uncheck **Use the Job Server’s defaults**
7. Complete the email fields to send the report to a user. You can enter any email address you would like under the **To** field
8. Under **Destinations Options and Setting**, click on the **Add Attachment** check box

9. Check the **Specific name** radio button to add a name of the report to display in the email attachment. If you select **Automatically Generated**, then the report name will be a random set of numbers and letters that appears in the user's attachment
10. Keep the **Add file extension** box checked. This will automatically add the correct extension



Formats and Destinations Menu

11. Click the **Schedule** button on the bottom right corner to schedule to report
12. To view the status of your scheduled report find the report in **Document List**, right click on the report, and select **History**. You can also delete, pause, and edit scheduled instances from the **History** menu

Ad hoc Reports

What is an ad hoc report?

Using an ad hoc report, you can generate data on the fly for any plan in the MPP system and manipulate the data to create a custom report.

What are the basic steps to running an ad hoc report?

1. First pick what plan information you will display in your report
2. Decide how you will select plan information to report on by creating a filter
3. Run your query, which pulls the plans that meet the criteria set in your filter and displays the information you specified
4. Edit the resulting report to meet your needs
5. Save the report, so you can run it on demand

Ad hoc reports and Java

You may run into issues with Java compatibility when creating ad hoc reports. Follow the steps detailed Resolving Compatibility Issues in the MPP guide posted to the MPP Resources Page to resolve any issues you run into.

What are the data elements that you can report on?

Community Layer Geography
FEMA Region
Region Population
State (Abbrev)
State Name
State FIPS
State Population
County Name
County Fips
Community Name
Community MPP GeoID
Community Population
Other Community Name
FEMA Community Name
FEMA Community Identifier (CID)
FEMA Comments

Jurisdiction
Jurisdiction State
State Name
FEMA Region
Adoption Date
CRS Participation
Jurisdiction Approval Date
Jurisdiction Comments
Jurisdiction Plan ID
Jurisdiction Status
Jurisdiction Type
NFIP Participation Status
MPP Jurisdiction ID
Community Multi Instances Flag
Other Jurisdiction Type
Risk Map Deployed
Comments

Plan
APA Date
Created Date
Expiration Date
Extraordinary Circumstance
Extraordinary Circumstance Start Date
Extraordinary Circumstance End Date
Last Modified Date
Plan Expired
Months till Expired
Plan Approval Date
Plan Entered into NEMIS
Plan ID
Plan Status
Plan Title
Plan Preparer
Plan Type
Plan is an Update
Plan Update Number

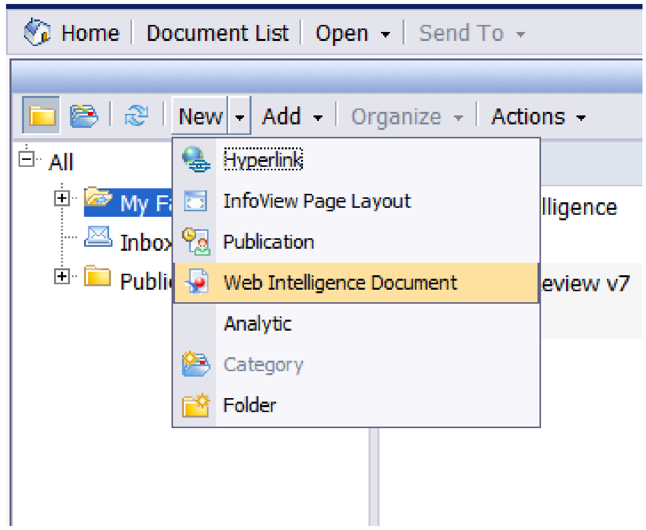
Reviews
Correspondence Date
Correspondence Type
Days in Region
Days in Review
Date All Plan Documentation Completed
Date Plan Received
45 Day Date
Review Type
Submission Number
Reviewer Full Name
Date Review Started
Date Review Completed
Reviewer Comments

Statistics
State Total Number for Jurisdiction with
State Total Number of Plans
State Total Number of Jurisdictions

Funding
Grant Number
Funding Source Other
Funding Source

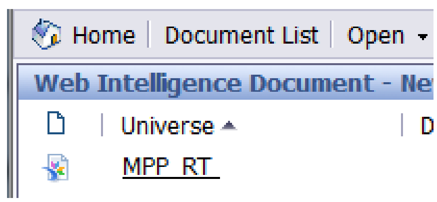
Create and edit custom ad hoc reports by following these steps:

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



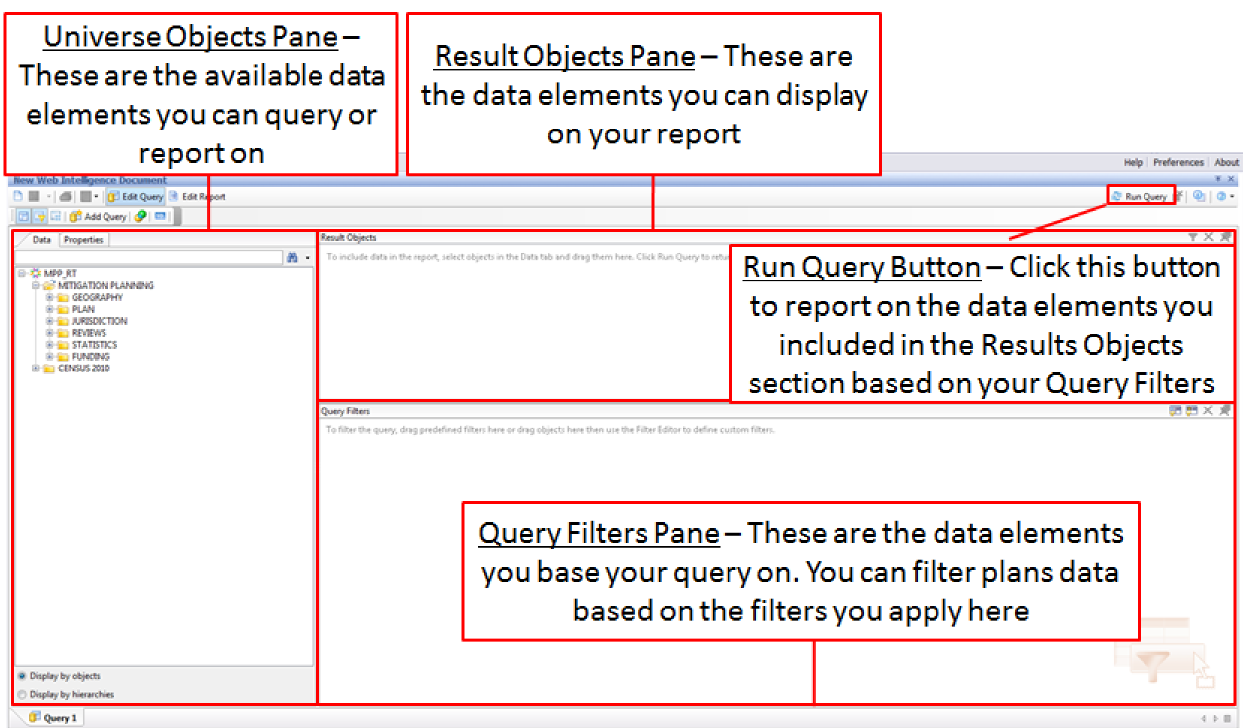
Menu for creating a new ad hoc report

2. Click on the **MPP_RT** Universe



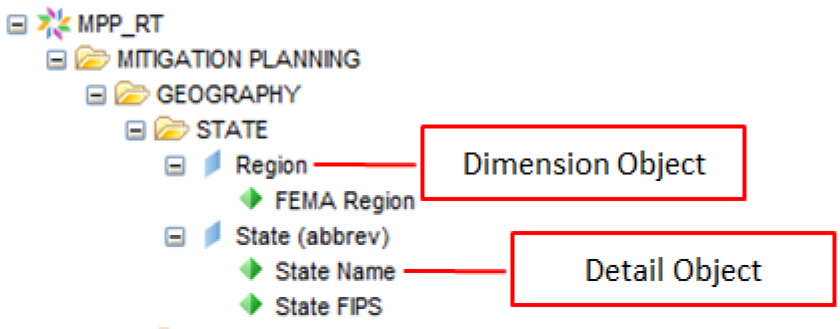
Menu for selecting the MPP_RT Universe

3. Pass through any warnings or pop-ups you might see. Don't block or restrict anything



Query Editor Screen

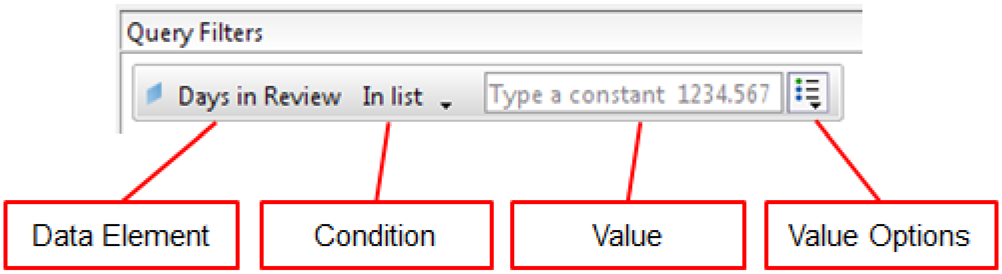
4. Once you're on the page showing the available data, navigate through the data elements on the left hand side under the **Universe Objects** pane. Click on the **+** to open folders containing data elements
5. Move the data elements into the **Result Objects** pane that you want to include in the report. 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



Object Types

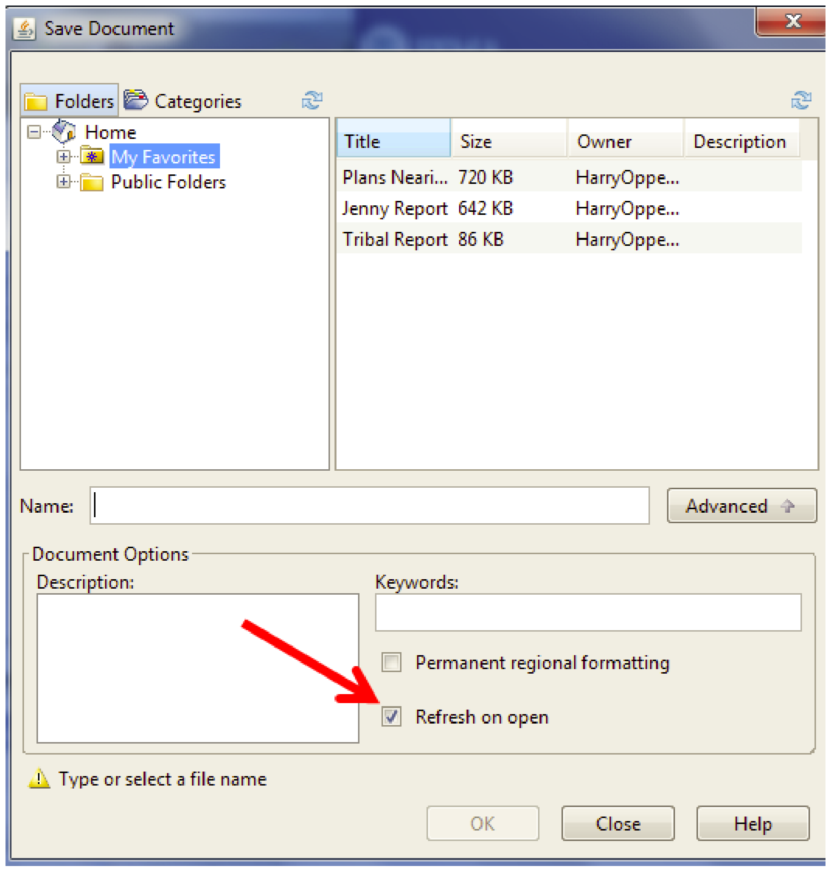
6. To filter the query, drag and drop the data element(s) to the **Query Filters** pane below the **Results Objects** pane. The data elements that you place in the **Query Filters** pane are used to define which plans will be reported on once the query is run. For each data element you add to the **Query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

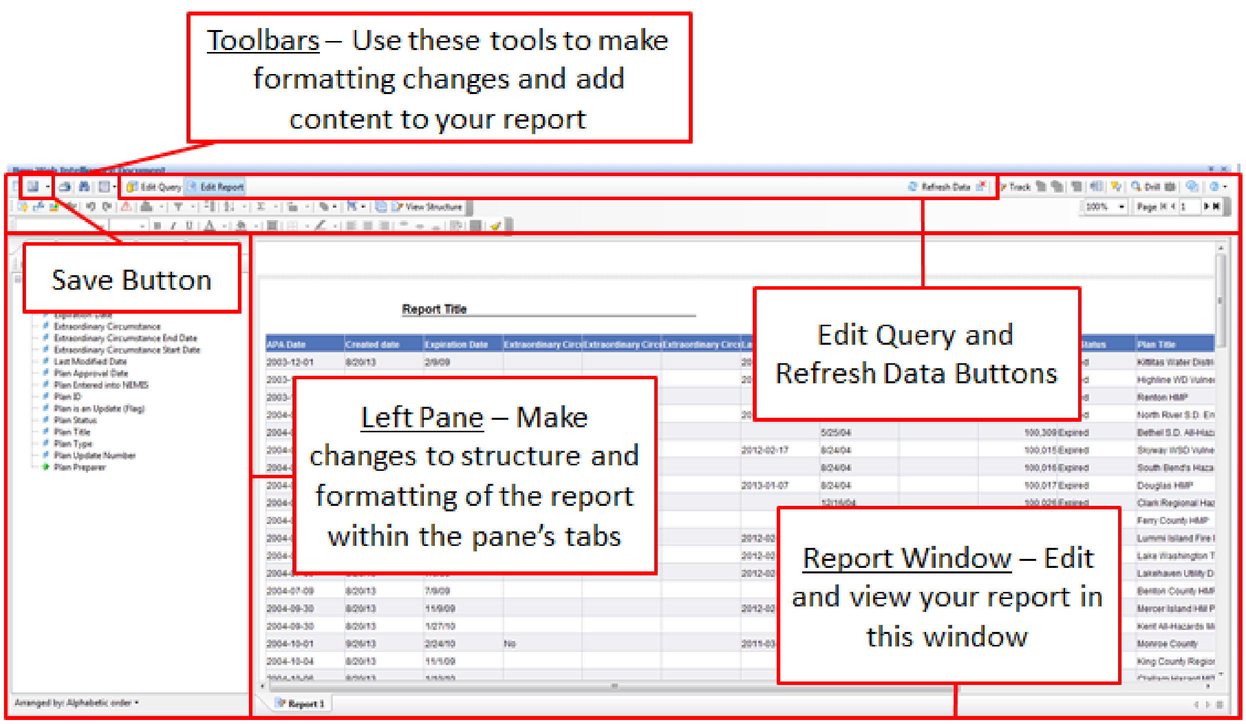


Query Filter Settings

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 **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.** **Attention:** If you are saving a report to **My Favorites** make sure to check the **Refresh on open** box under **Advanced** when saving the report



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

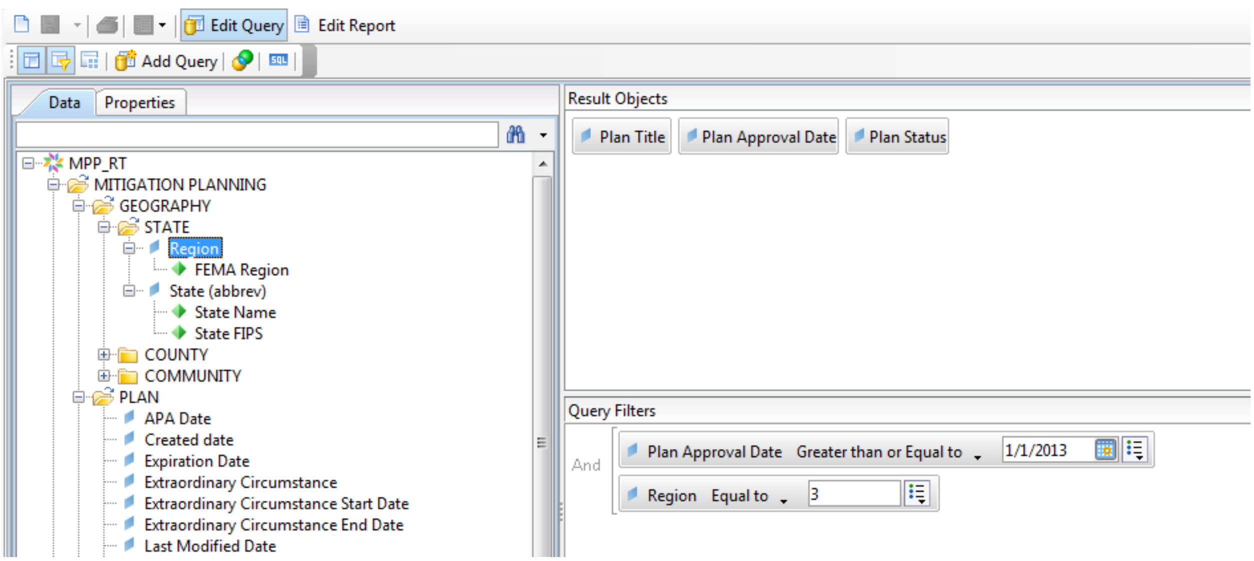


Edit Report Screen

Example 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:

1. Place the following data elements into the **Result Objects** pane: **Plan Title**, **Plan Approval Date**, and **Plan Status**
2. Place the following data elements into the **Query Filters** pane: **Plan Approval Date** and **Region**
3. In the **Query Filters** pane change the **Plan Approval Date** condition to **Greater than or Equal to** and the value to **1/1/2013**. Also in the **Query Filters** pane change the **Region** condition to **Equal to** and the value to 3
4. Run your query



Query for example report

Tips for Creating Ad hoc Reports

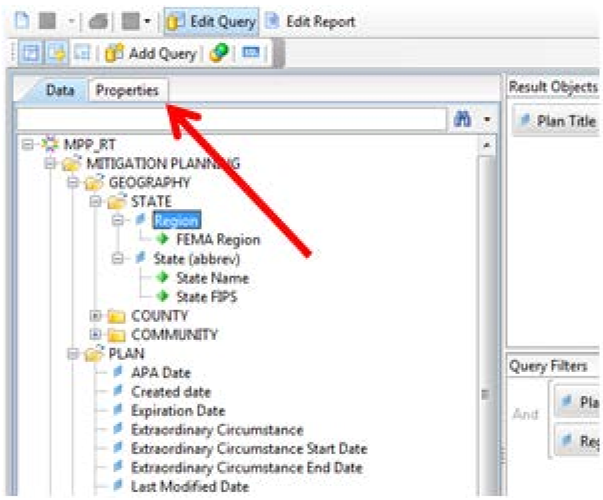
When creating ad hoc reports, start by creating a simple query. Modify your filters till you are pulling only the plan records you desire. Once you have finished configuring the filters, make sure you include all the data elements that you would like to report on in the **Result Objects** pane. Finally, format your report to your liking, and share it with your colleagues by saving it to your computer and emailing it.

Performance Considerations

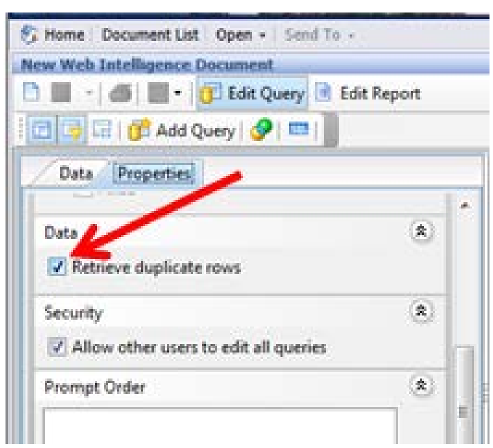
When running ad hoc reports, you must be careful to query too much data at once, which can cause performance problems. Always try to apply filters, so you are only querying the plans you are interested in. Adding too many objects to the **Results Objects** pane may also have a performance impact. If 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

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.



Properties tab



Retrieve Duplicate Rows property checkbox