

# Mitigation Planning Portal - Searching for a Plan

Updated: 8/8/2014

## Use Search to Open and Edit Existing Plans

All users have the ability to search for a plan. You can use the search to open and possibly edit an existing plan. There is no other way to edit a plan. You can also find a plan and view its details using the MPP Reporting System, but the search is often more efficient. Regional and headquarters users see different search criteria (headquarters users can search by region). To begin searching for plans simply click on the **Search** tab in the MPP.

The screenshot shows the Mitigation Planning Portal search interface. At the top, there is a header with the 'Mitigation Planning Portal' logo on the left and the FEMA logo on the right. Below the header, a navigation bar contains tabs for 'Home', 'Search', 'Create Plan', and 'Reports'. The 'Search' tab is currently selected. The main content area is titled 'Search' and includes a search bar and a list of search criteria: '\*State, District or Territory', 'Community Name', 'Plan Type', and 'Plan Title'. Each criterion has a corresponding input field. Below the input fields are two buttons labeled 'Search' and 'Reset'. A 'Search Results' section is located below the search form, but it is currently empty. At the bottom of the page, there is a footer with links for 'DHS', 'FEMA.gov', 'Privacy Policy', 'Accessibility', 'Site Help', and 'Contact Us'.

**Regional User Search Screen**

## Regional User

The search allows regional users to search for plans based on **State, District, or Territory, Community Name, Plan Type, and Plan Title**. They can only search for plans within their own region. If they need to view plans outside of their region, they can use the MPP Reporting System.

By clicking on the arrow to the right of the search field, you can view a drop-down list with available values. If the **Plan Title** field is grayed out, then you have already filtered out all possible results, so no plans exist based on the criteria, which require you to remove at least one of the filters applied to see plans.

You cannot search for plans with the status of **Archived**. You can sort the results by the values in any of the columns by clicking on the associated column header.

View and edit (if you are a read/write user) a plan returned by the search by double clicking on the associated row. The plan will open in the **View Plan** screen. This screen will replace the **Create Plan** screen read/write users utilize for creating new plans.

## Headquarters User

The only difference between headquarters and regional users when searching for a plan is that headquarters users can search for plans in any region. Headquarters users can take advantage of searching by region using the **Region** field.

*Region	<input type="text"/>
State, District or Territory	<input type="text"/>
Community Name	<input type="text"/>
Plan Type	<input type="text"/>
Plan Title	<input type="text"/>

### *Headquarters User's Search Fields*

*State, District or Territory	<input type="text"/>
Community Name	<input type="text"/>
Plan Type	<input type="text"/>
Plan Title	<input type="text"/>

### *Regional User's Search Fields*