FEMA

Mitigation Planning Portal (MPP) Tutorial

Scheduling Reports

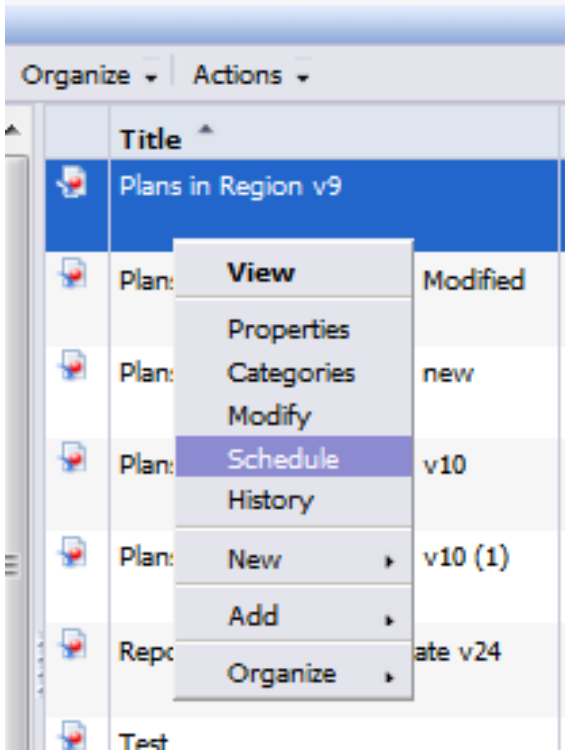
Updated: 8/8/2014

RiskMAP

Increasing Resilience Together

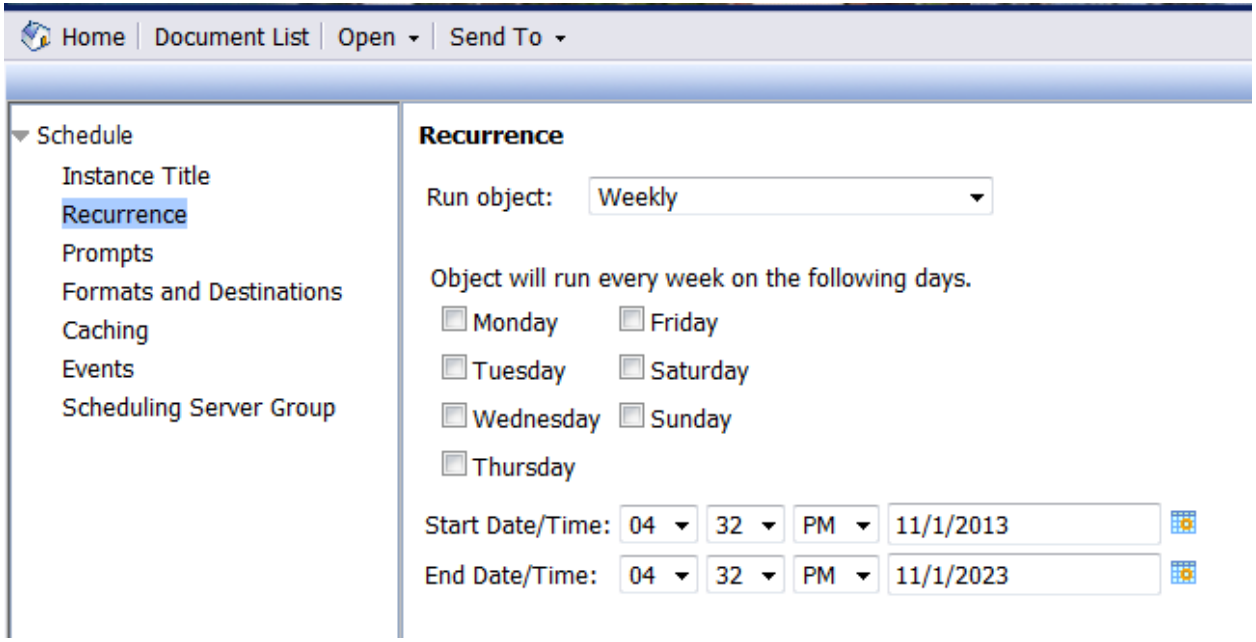
MPP Reporting System – Scheduling a Report

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



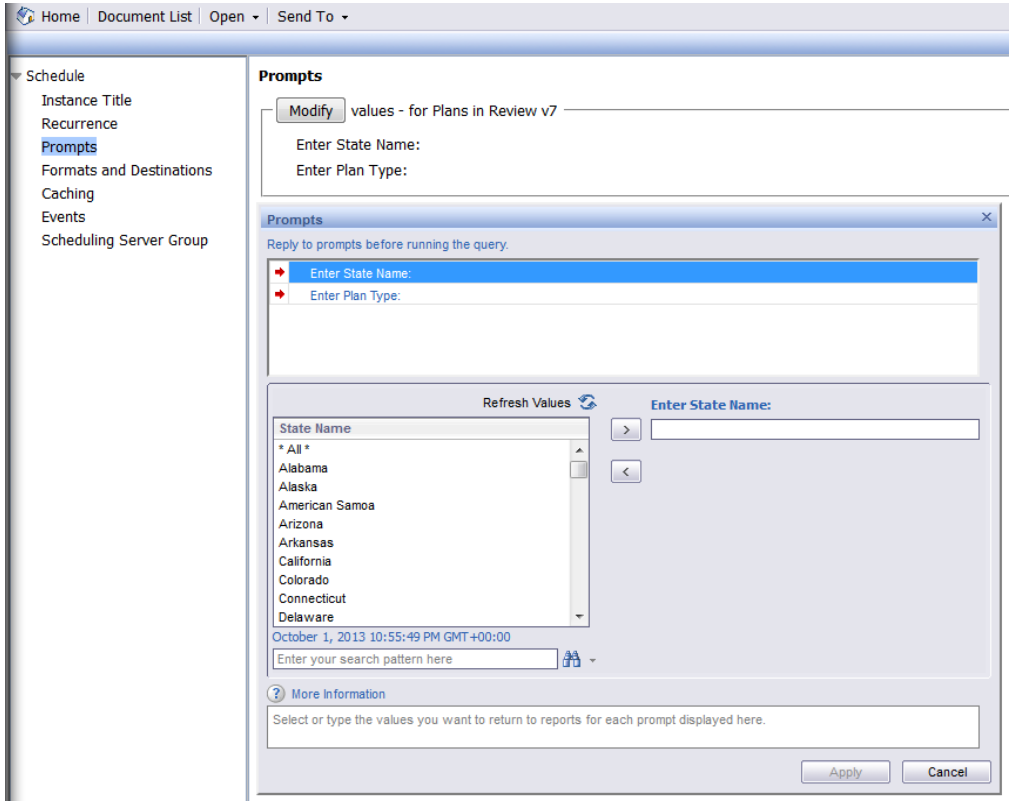
MPP Reporting System – Scheduling a Report

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



MPP Reporting System – Scheduling a Report

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



MPP Reporting System – Scheduling a Report

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.

MPP Reporting System – Scheduling a Report

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

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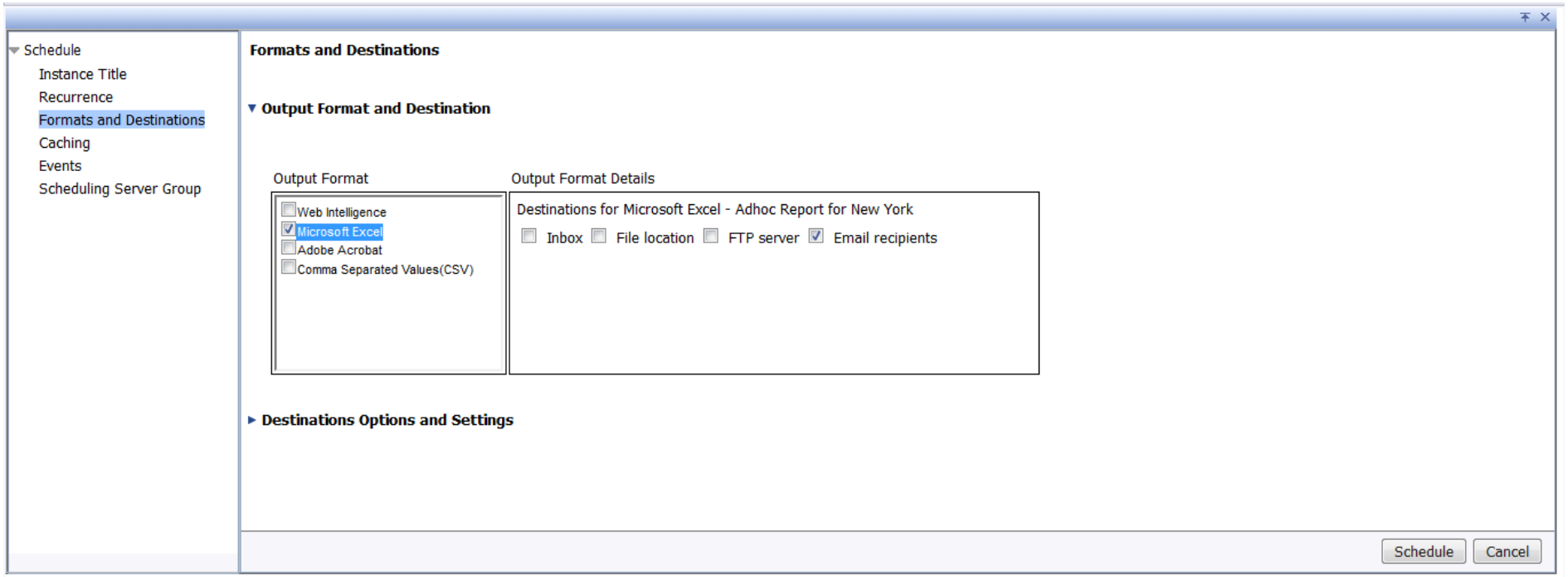
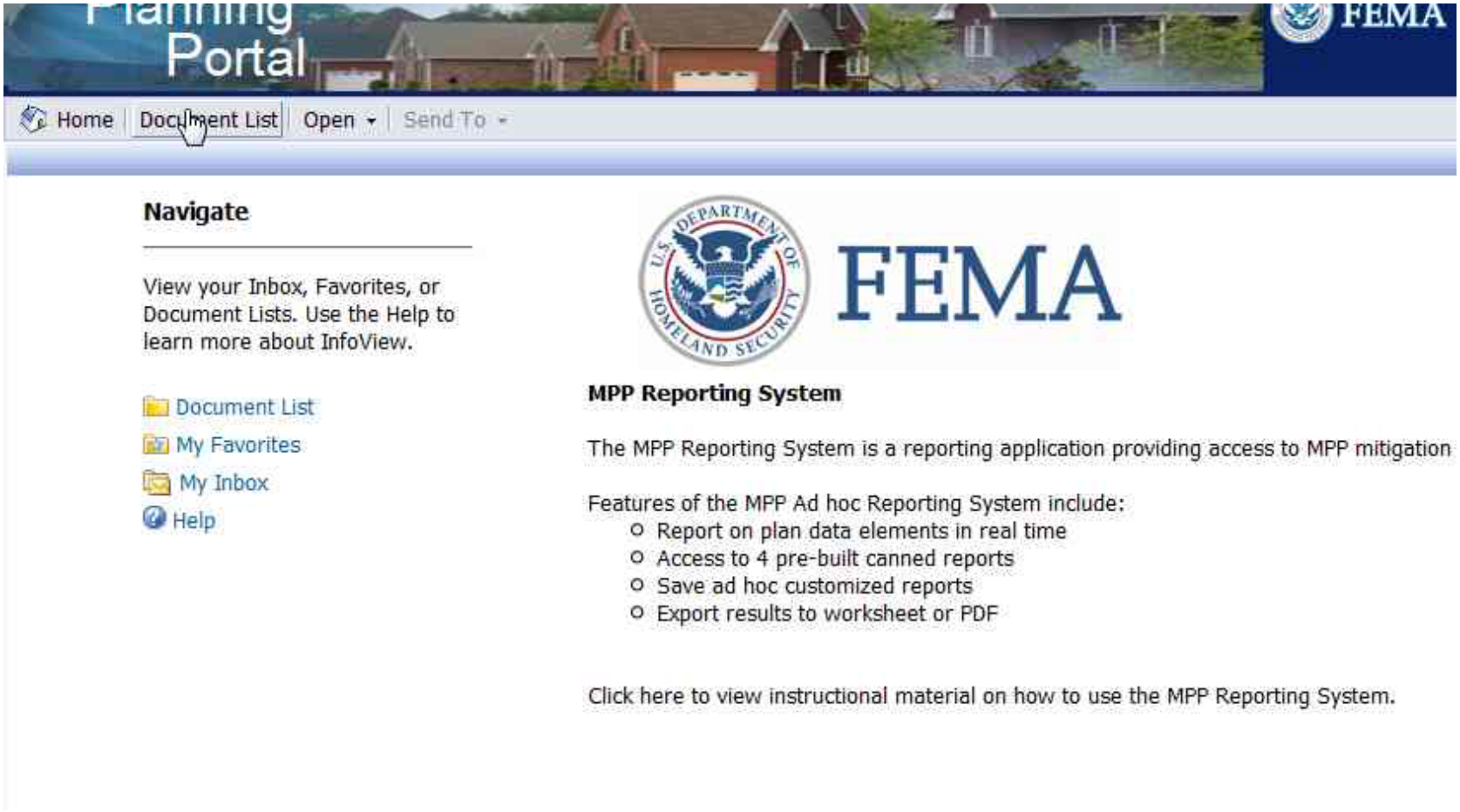


MPP Reporting System – Scheduling a Report

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**

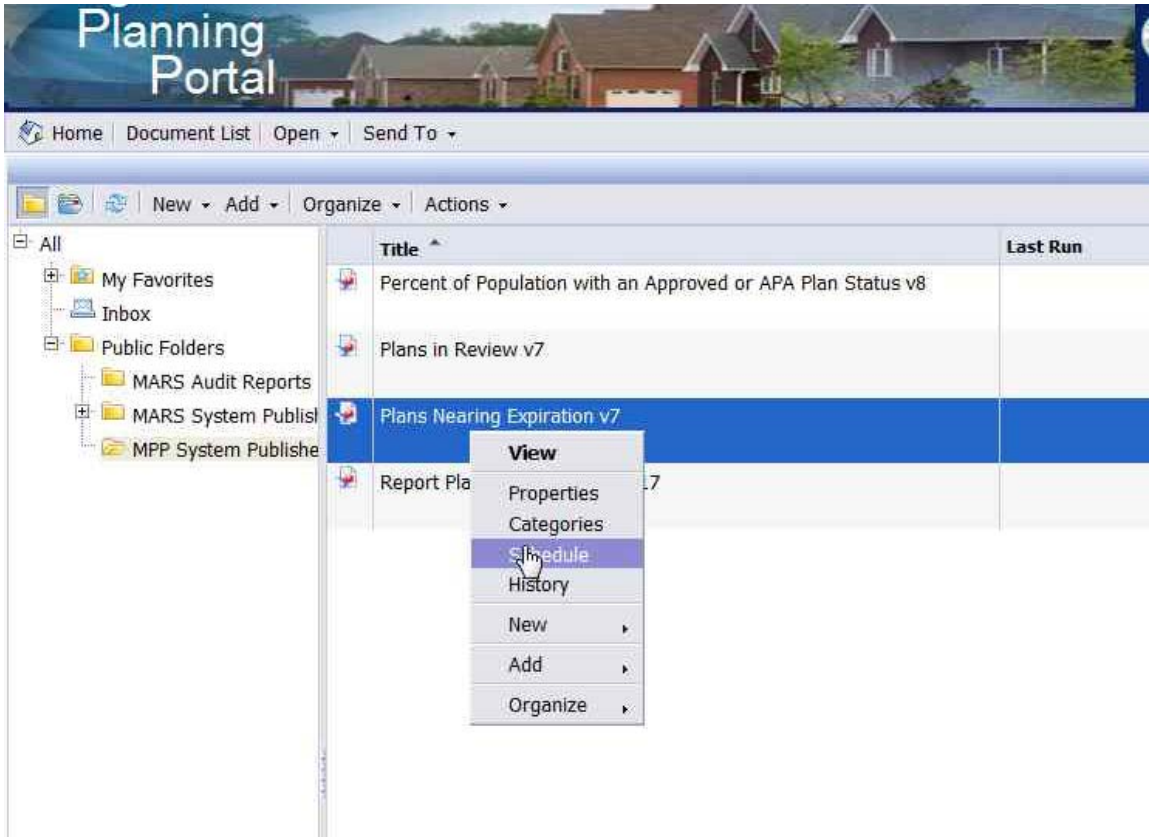
MPP Reporting System – Scheduling a Report Example

Click on the **Document List** button



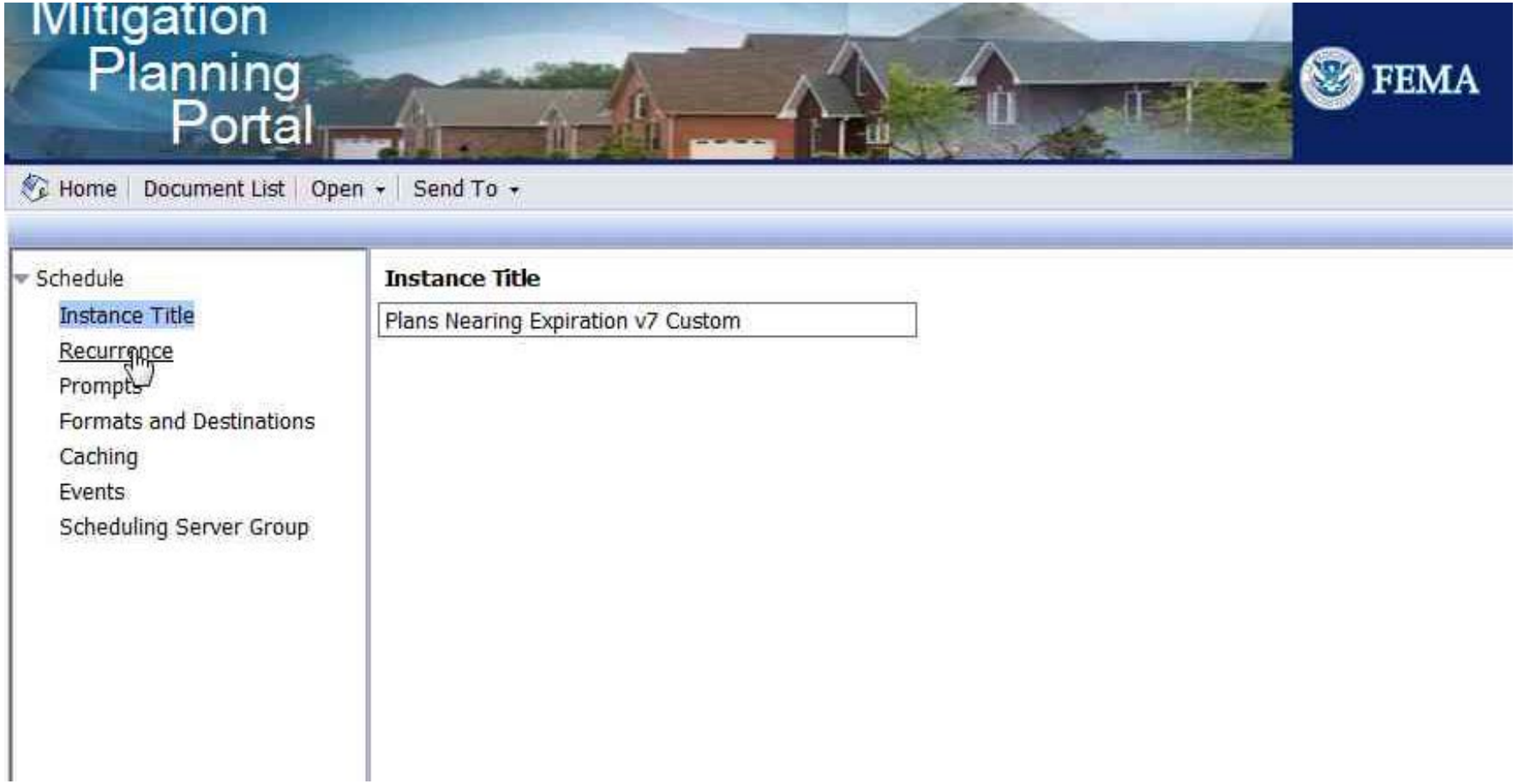
MPP Reporting System – Scheduling a Report Example

Right click on the report you wish to schedule and click on the **Schedule** menu option



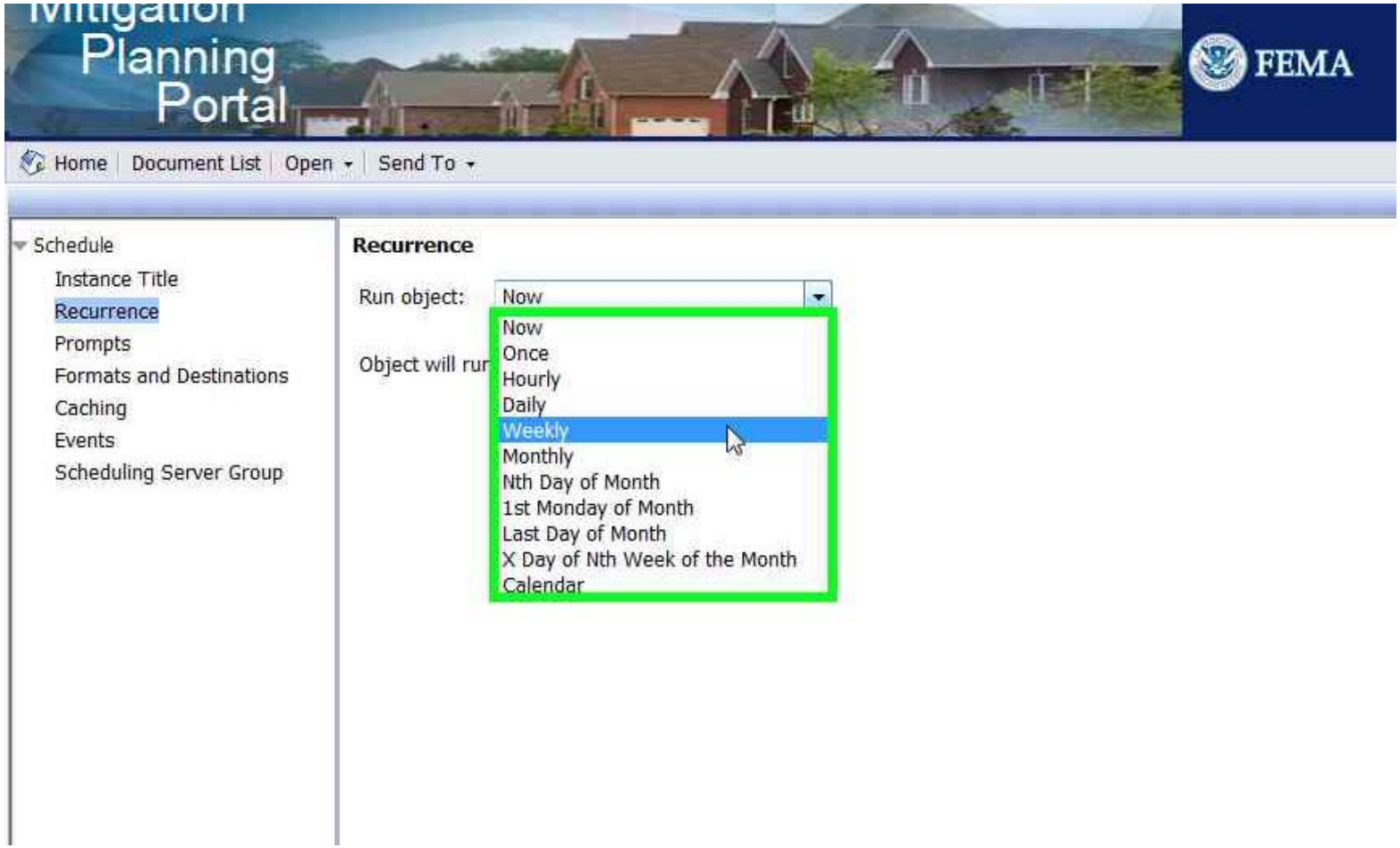
MPP Reporting System – Scheduling a Report Example

Enter an **Instance Title**



MPP Reporting System – Scheduling a Report Example

Enter **Recurrence** information



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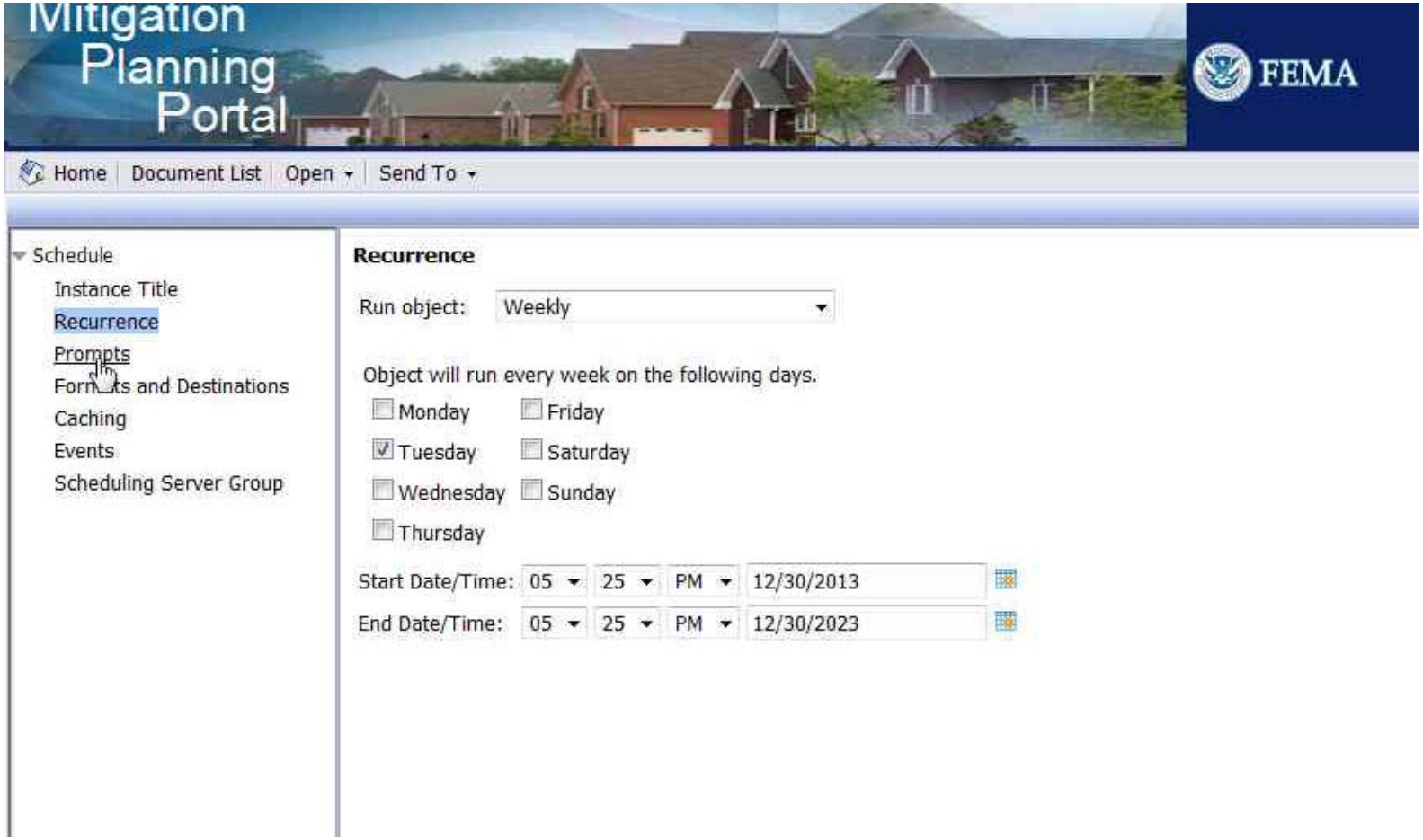
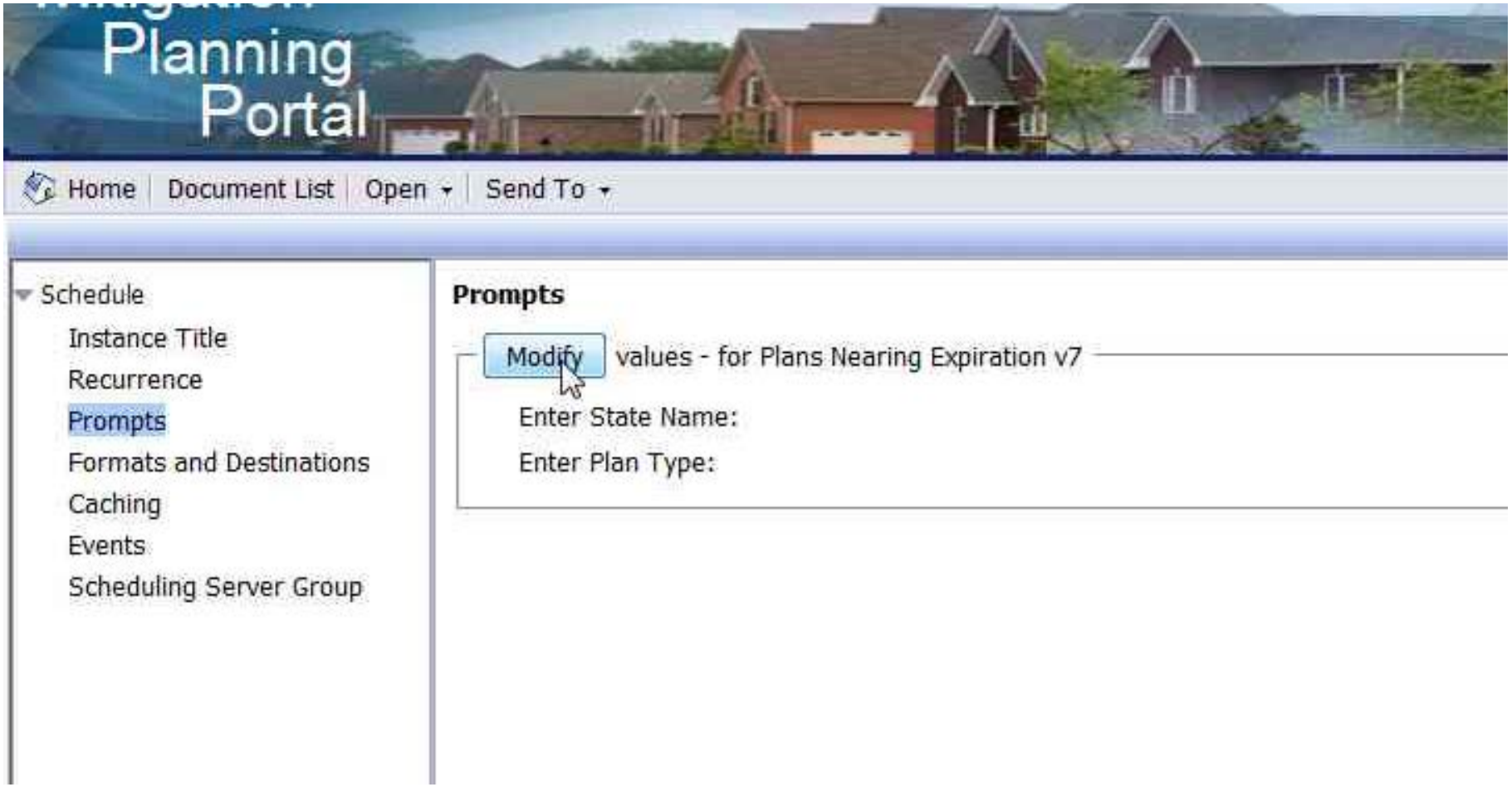


MPP Reporting System – Scheduling a Report Example

Enter **Prompt** information



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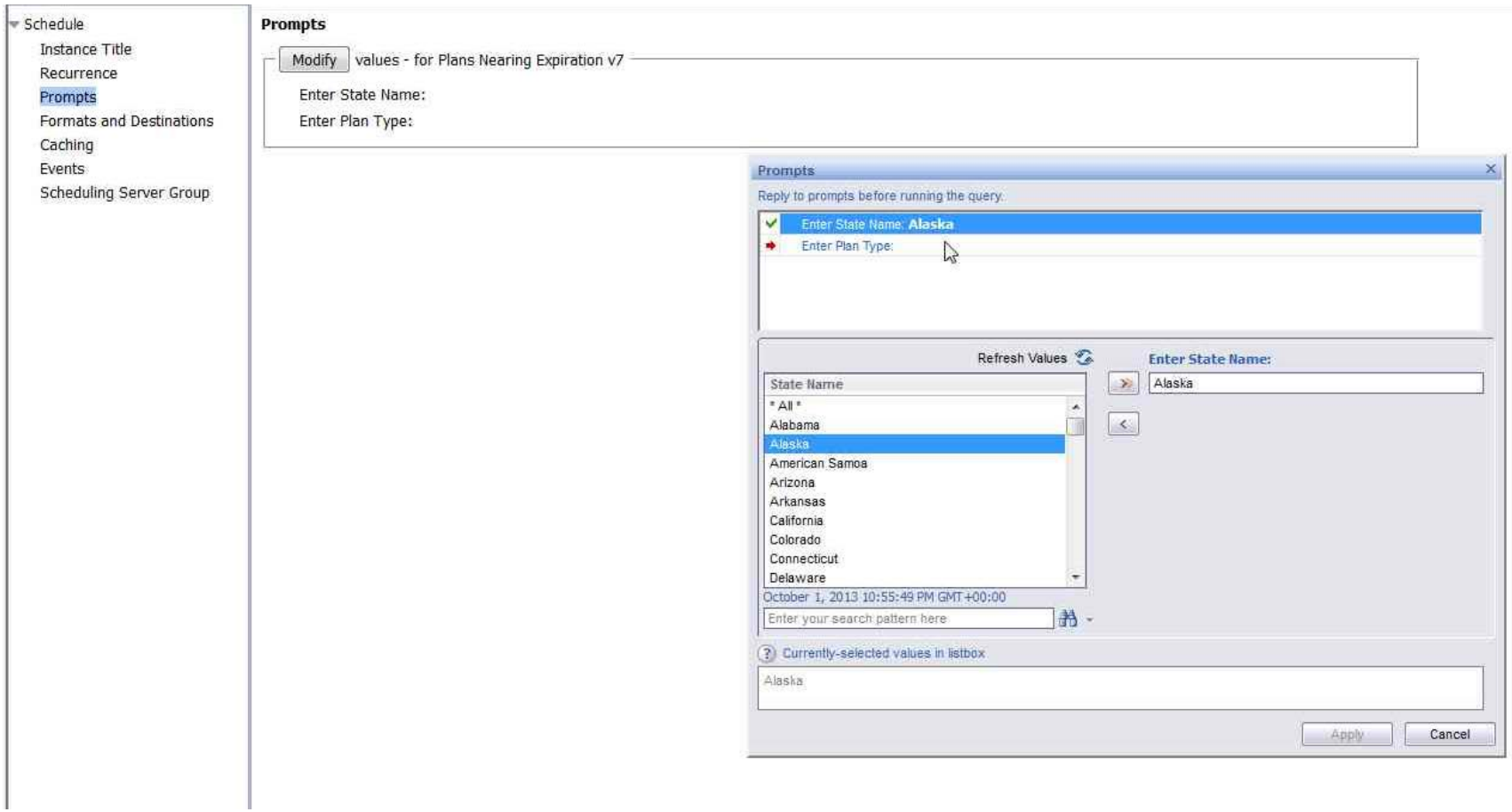

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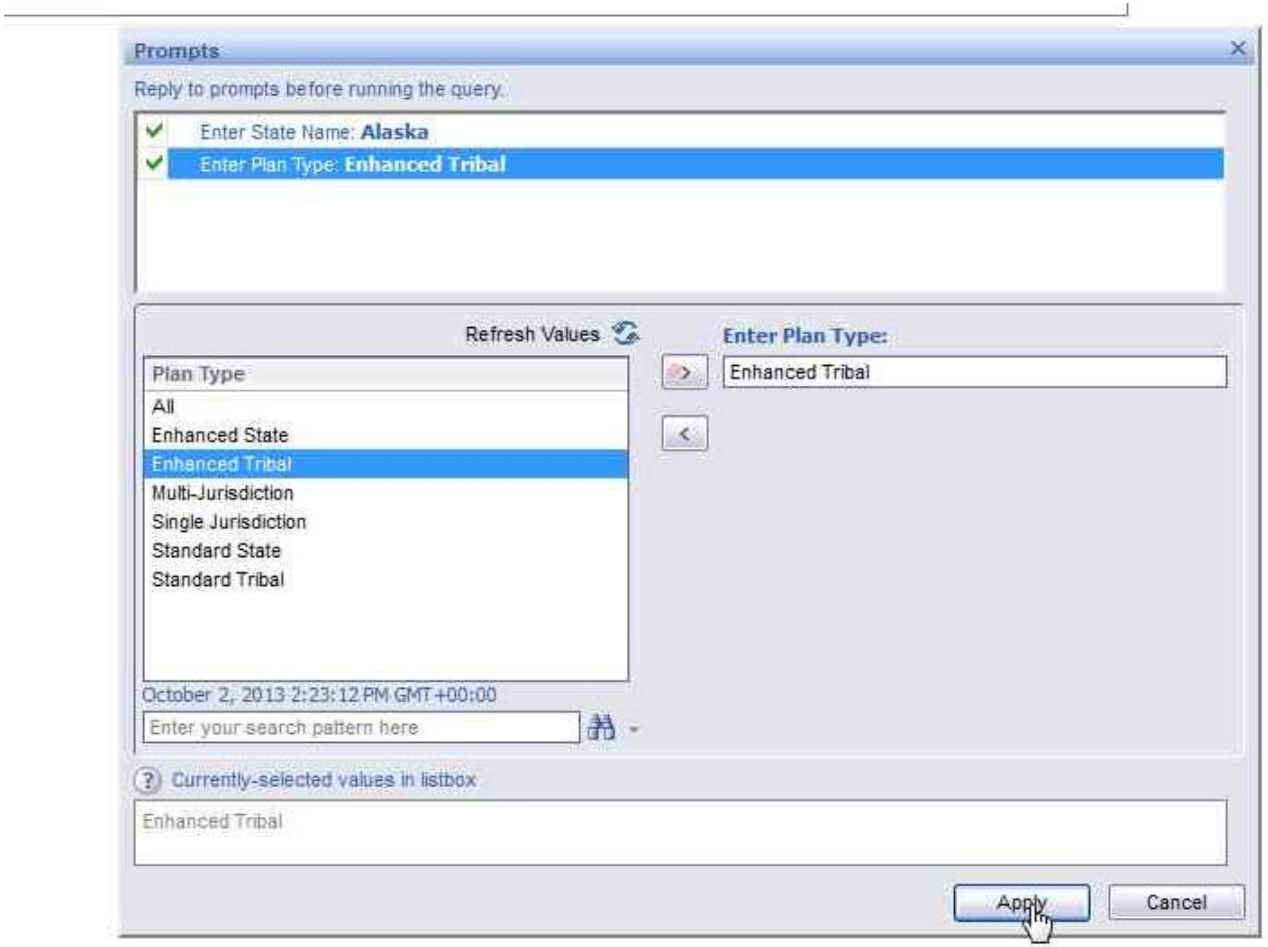

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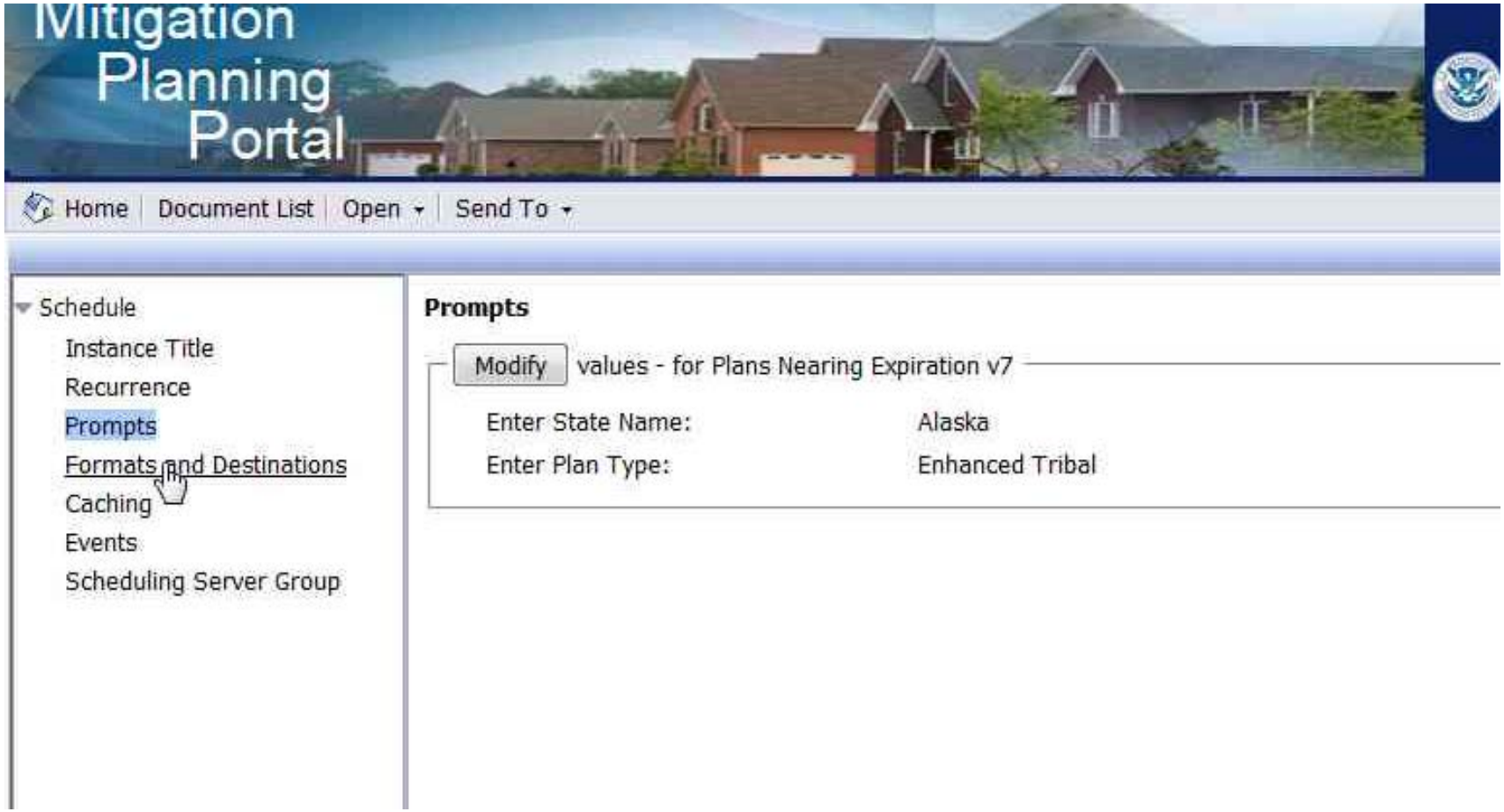
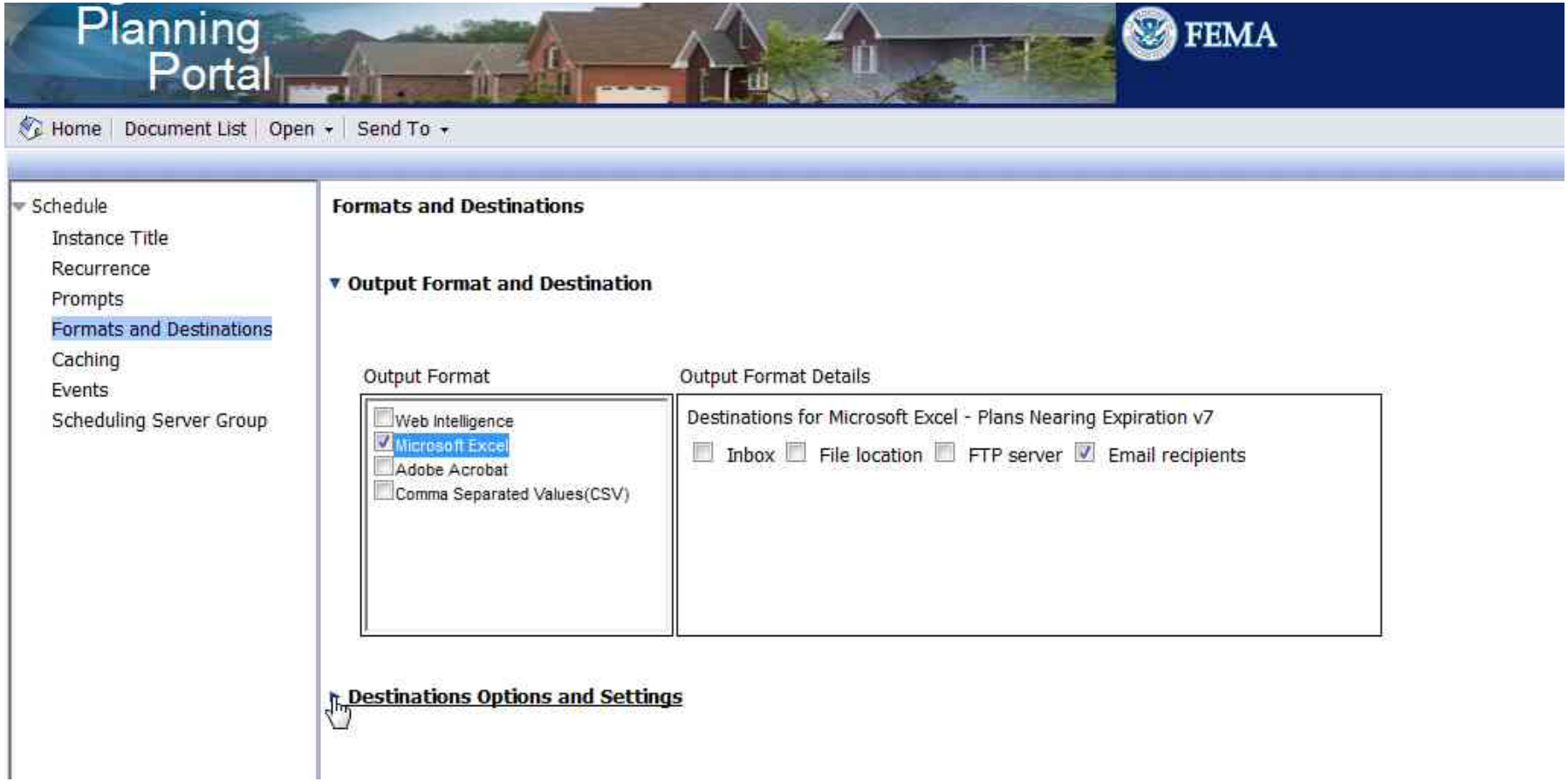


MPP Reporting System – Scheduling a Report Example

Enter the **Output Format and Destination** information



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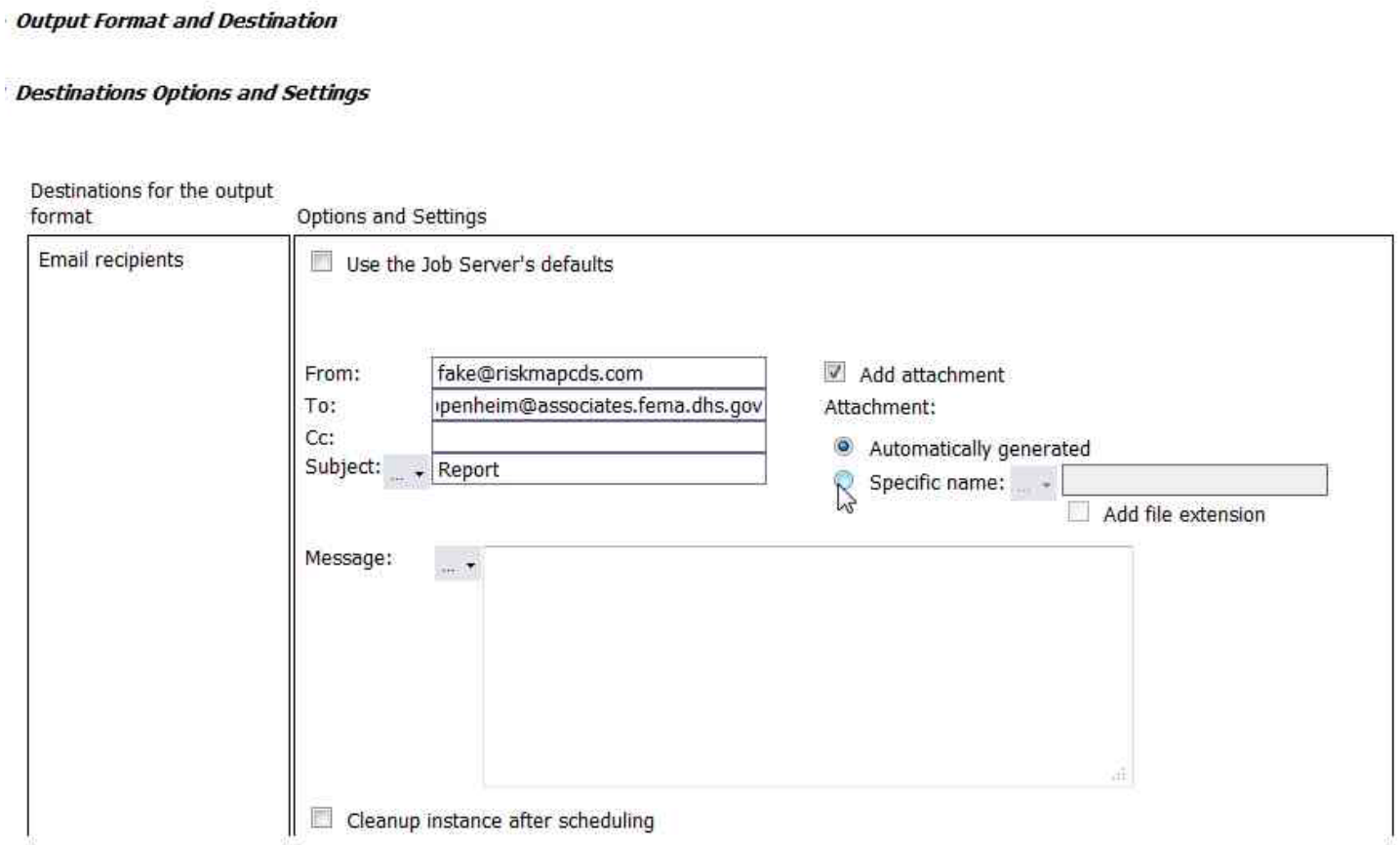

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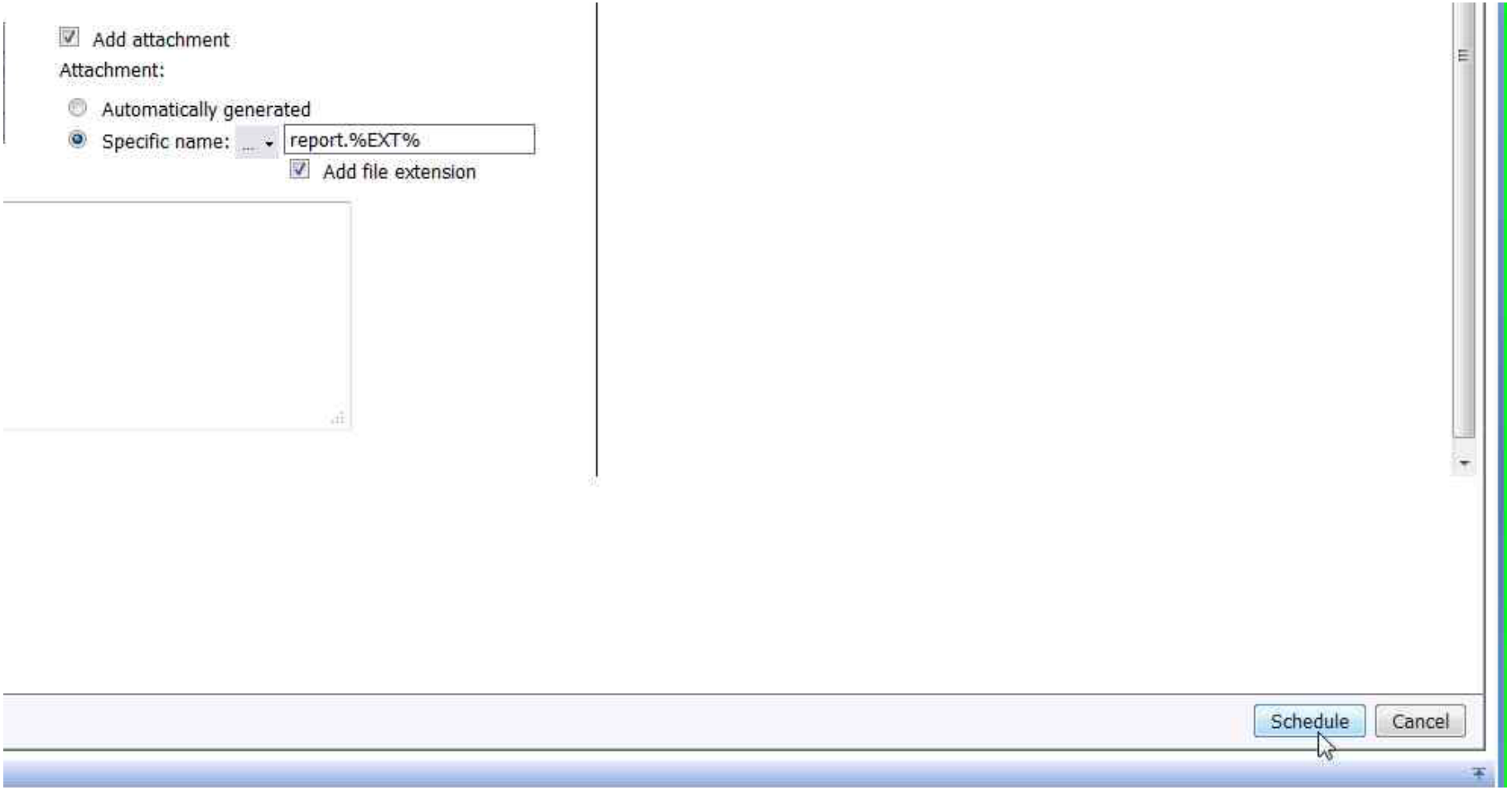
Click the **Schedule** button