



FEMA

# Mitigation Planning Portal (MPP) Tutorial

## Scheduling Reports

*Updated: 8/8/2014*

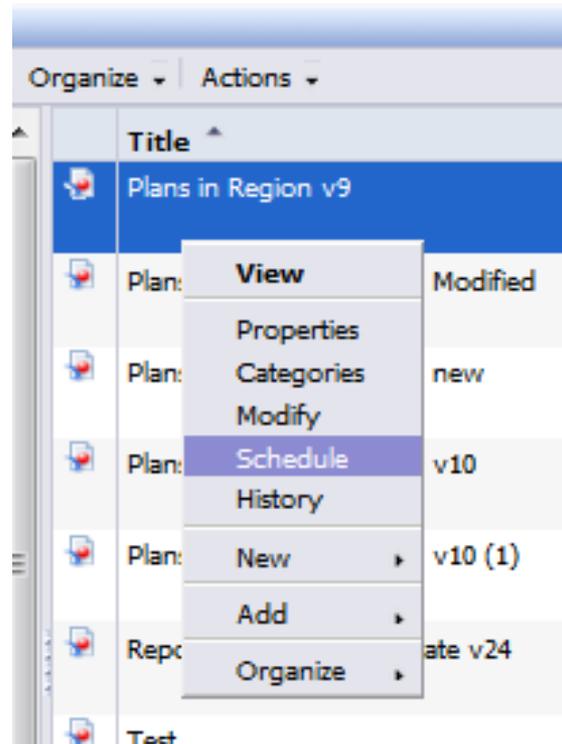
**RiskMAP**

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

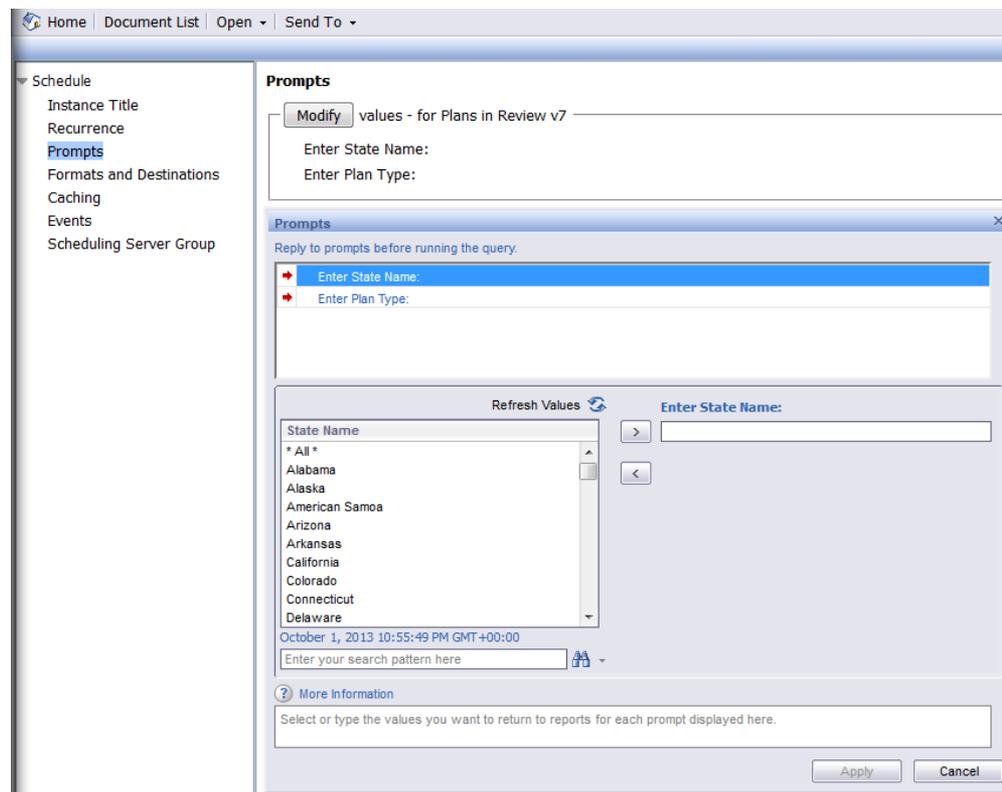
2. Click on **Recurrence** in the left hand navigation, and in the **Run object** drop down box, select the frequency of when you would like the report to run and enter associated details to schedule when the report will run (which day of the week and which time). The start and end dates/times only specify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

The screenshot displays the 'Recurrence' configuration page in the MPP Reporting System. The left-hand navigation pane is expanded to show the 'Recurrence' option. The main content area is titled 'Recurrence' and contains the following fields and options:

- Run object:** A dropdown menu set to 'Weekly'.
- Object will run every week on the following days.** A list of days with checkboxes: Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, and Sunday. All checkboxes are currently unchecked.
- Start Date/Time:** A field with dropdowns for hour (04), minute (32), and period (PM), followed by a date field set to 11/1/2013.
- End Date/Time:** A field with dropdowns for hour (04), minute (32), and period (PM), followed by a date field set to 11/1/2023.

# 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

# MPP Reporting System – Scheduling a Report

▼ Schedule

- Instance Title
- Recurrence
- Formats and Destinations**
- Caching
- Events
- Scheduling Server Group

**Formats and Destinations**

▼ **Output Format and Destination**

Output Format	Output Format Details
<input type="checkbox"/> Web Intelligence <input checked="" type="checkbox"/> Microsoft Excel <input type="checkbox"/> Adobe Acrobat <input type="checkbox"/> Comma Separated Values(CSV)	Destinations for Microsoft Excel - Adhoc Report for New York <input type="checkbox"/> Inbox <input type="checkbox"/> File location <input type="checkbox"/> FTP server <input checked="" type="checkbox"/> Email recipients

► **Destinations Options and Settings**

Schedule Cancel

# 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



The screenshot shows the FEMA Planning Portal interface. At the top, there is a navigation bar with a "Home" button and a "Document List" button, which 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 navigation bar, there is a large FEMA logo and the text "FEMA". Below the logo, there is a section titled "MPP Reporting System" with a description and a list of features. At the bottom of the page, there is a link to view instructional material on how to use the MPP Reporting System.

**Navigate**

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

- [Document List](#)
- [My Favorites](#)
- [My Inbox](#)
- [Help](#)

**FEMA**

**MPP Reporting System**

The MPP Reporting System is a reporting application providing access to MPP mitigation

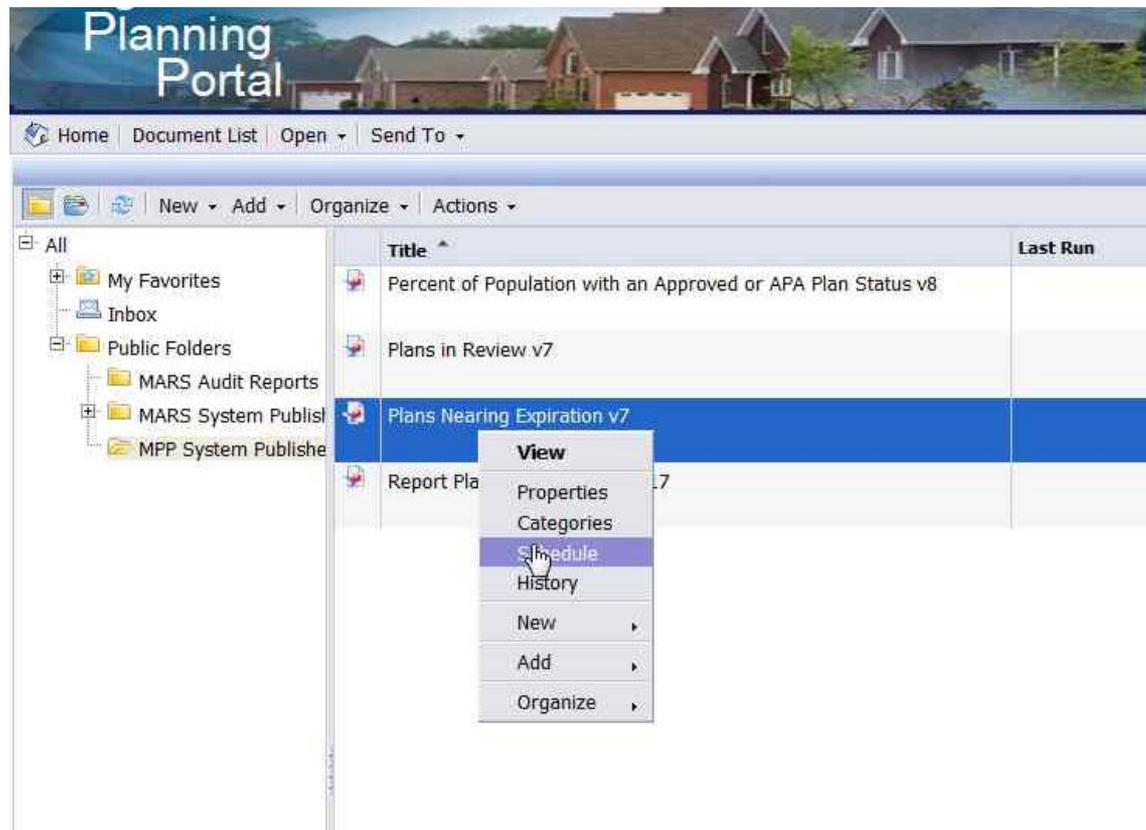
Features of the MPP Ad hoc Reporting System include:

- 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.](#)

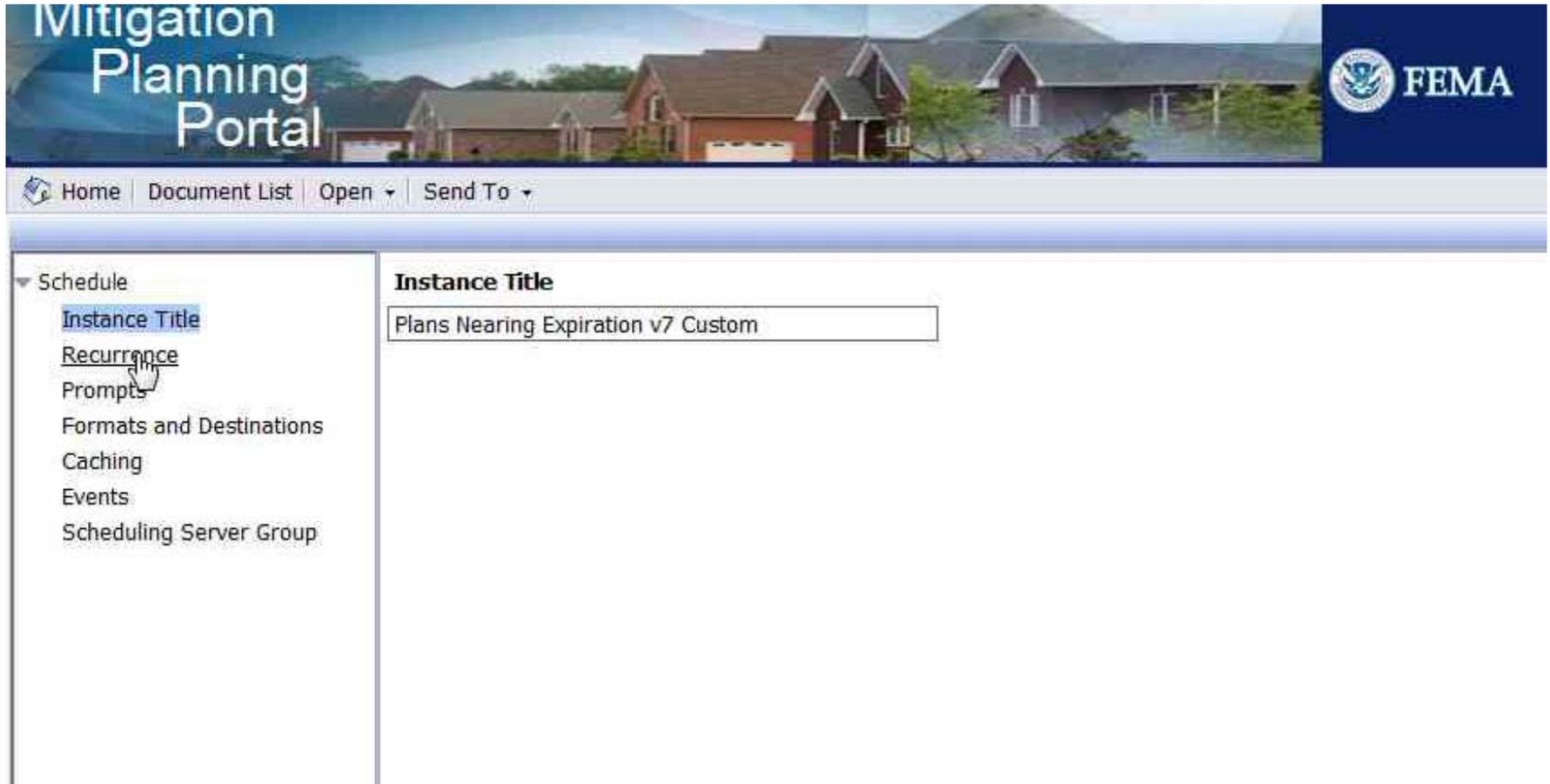
# MPP Reporting System – Scheduling a Report Example

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



The screenshot displays 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 links for "Home", "Document List", "Open", and "Send To". The main content area is divided into two sections. On the left, a "Schedule" menu is expanded, showing options: "Instance Title", "Recurrence", "Prompts", "Formats and Destinations", "Caching", "Events", and "Scheduling Server Group". The "Instance Title" option is selected and highlighted. On the right, the "Instance Title" field is populated with the text "Plans Nearing Expiration v7 Custom".

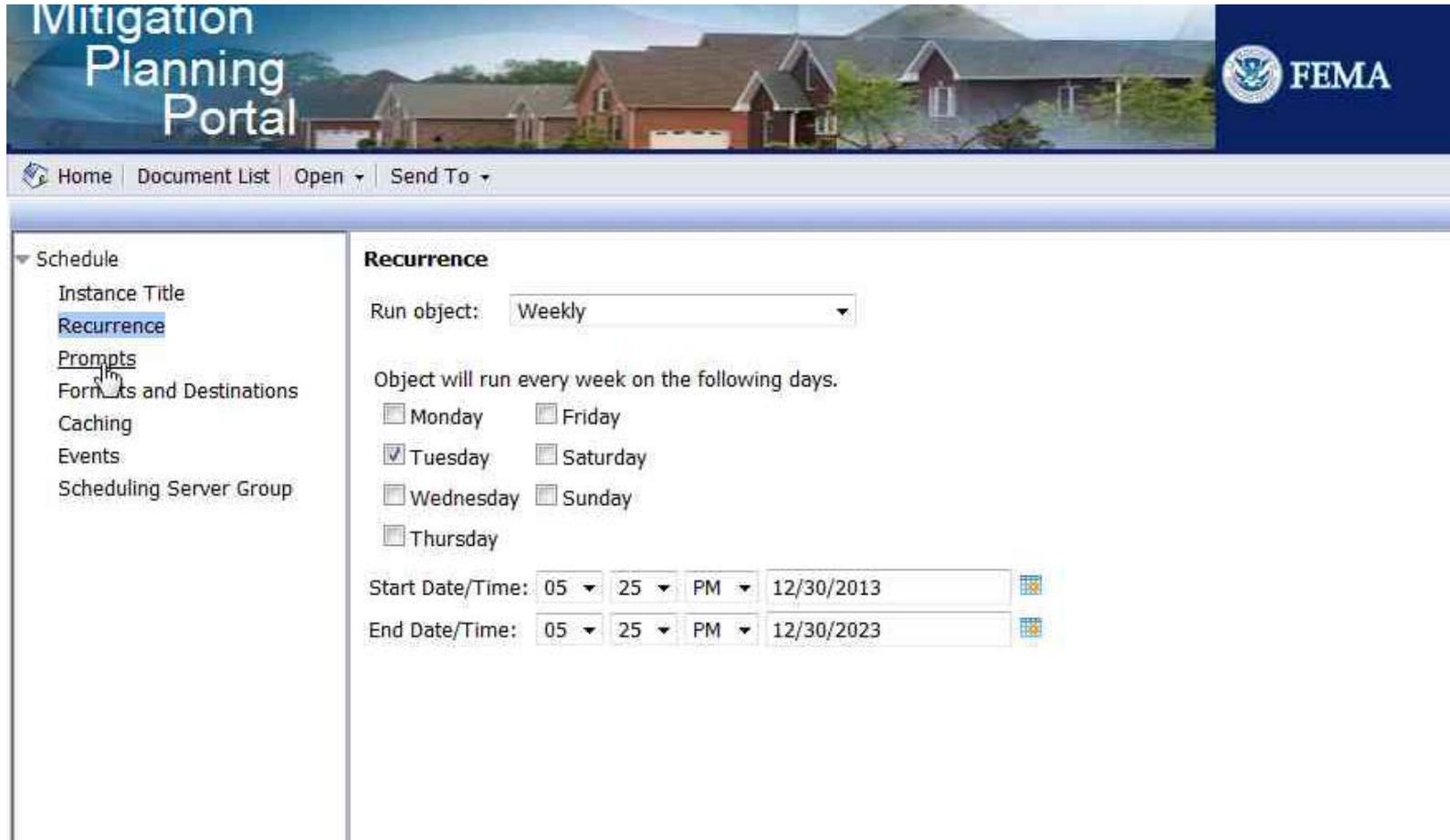
# MPP Reporting System – Scheduling a Report Example

## Enter **Recurrence** information

The screenshot displays the FEMA Mitigation Planning Portal interface. The header includes the text "Mitigation Planning Portal" and the FEMA logo. Below the header is a navigation bar with links for "Home", "Document List", "Open", and "Send To". The main content area is divided into two sections: "Schedule" on the left and "Recurrence" on the right. The "Recurrence" section contains a "Run object:" dropdown menu with a list of options: "Now", "Once", "Hourly", "Daily", "Weekly", "Monthly", "Nth Day of Month", "1st Monday of Month", "Last Day of Month", "X Day of Nth Week of the Month", and "Calendar". The "Weekly" option is highlighted in blue, and a green rectangular box is drawn around the entire dropdown menu. A mouse cursor is visible over the "Weekly" option.

# MPP Reporting System – Scheduling a Report Example

## Enter **Recurrence** information



The screenshot displays 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 links for "Home", "Document List", "Open", and "Send To". The main content area is divided into two sections. On the left, a sidebar menu is expanded to show "Schedule", with sub-items: "Instance Title", "Recurrence" (highlighted), "Prompts", "Formats and Destinations", "Caching", "Events", and "Scheduling Server Group". The right section is titled "Recurrence" and contains the following fields:

- Run object: Weekly
- Object will run every week on the following days:
  - Monday
  - Tuesday
  - Wednesday
  - Thursday
  - Friday
  - Saturday
  - Sunday
- Start Date/Time: 05 25 PM 12/30/2013
- End Date/Time: 05 25 PM 12/30/2023

# MPP Reporting System – Scheduling a Report Example

Enter **Prompt** information

The screenshot displays the 'Planning Portal' interface. At the top, there is a navigation bar with links for 'Home', 'Document List', 'Open', and 'Send To'. Below this, a left-hand sidebar lists various options under the 'Schedule' category: 'Instance Title', 'Recurrence', 'Prompts' (which is highlighted in blue), 'Formats and Destinations', 'Caching', 'Events', and 'Scheduling Server Group'. The main content area is titled 'Prompts' and shows a report titled 'values - for Plans Nearing Expiration v7'. A 'Modify' button is highlighted with a mouse cursor. Below the button, there are two input fields: 'Enter State Name:' and 'Enter Plan Type:'.

# MPP Reporting System – Scheduling a Report Example

## Enter **Prompt** information

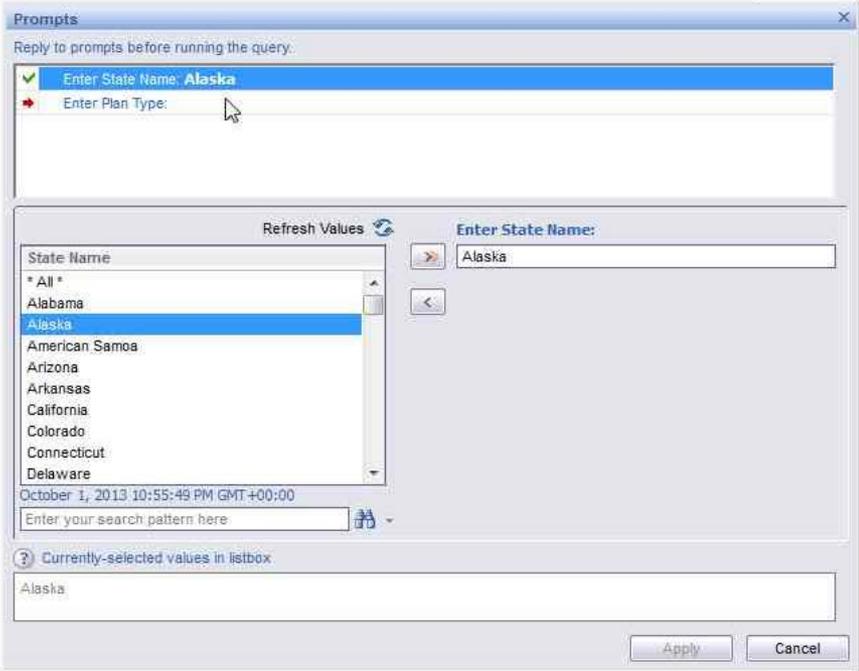
Schedule

- Instance Title
- Recurrence
- Prompts**
- Formats and Destinations
- Caching
- Events
- Scheduling Server Group

**Prompts**

Modify values - for Plans Nearing Expiration v7

Enter State Name:  
Enter Plan Type:



Reply to prompts before running the query:

- Enter State Name: **Alaska**
- Enter Plan Type:

Refresh Values

State Name

- \* All \*
- Alabama
- Alaska**
- American Samoa
- Arizona
- Arkansas
- California
- Colorado
- Connecticut
- Delaware

Enter State Name: Alaska

October 1, 2013 10:55:49 PM GMT +00:00

Enter your search pattern here

Currently-selected values in listbox

Alaska

Apply Cancel

# MPP Reporting System – Scheduling a Report Example

## Enter **Prompt** information

Prompts

Reply to prompts before running the query.

- ✓ Enter State Name: **Alaska**
- ✓ Enter Plan Type: **Enhanced Tribal**

Refresh Values

Plan Type

- All
- Enhanced State
- Enhanced Tribal**
- Multi-Jurisdiction
- Single Jurisdiction
- Standard State
- Standard Tribal

Enter Plan Type:

Enhanced Tribal

October 2, 2013 2:23:12 PM GMT+00:00

Enter your search pattern here

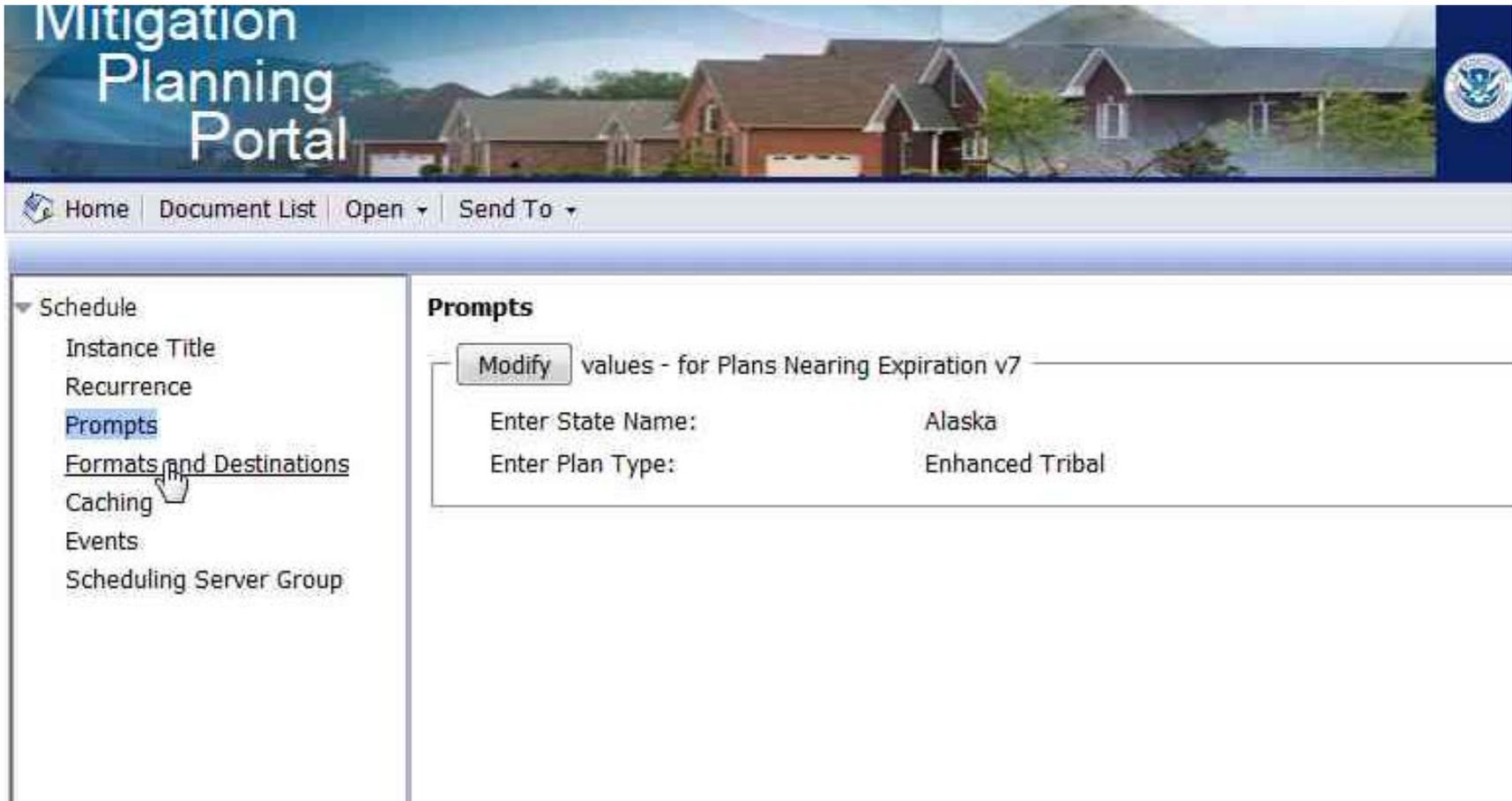
Currently-selected values in listbox

Enhanced Tribal

Apply Cancel

# MPP Reporting System – Scheduling a Report Example

## Enter **Prompt** information



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 a residential street. Below the banner is a navigation bar with links for "Home", "Document List", "Open", and "Send To". The main content area is divided into two sections. On the left, a sidebar menu is expanded to show "Schedule", with sub-items: "Instance Title", "Recurrence", "Prompts" (highlighted), "Formats and Destinations", "Caching", "Events", and "Scheduling Server Group". On the right, the "Prompts" section is active, showing a "Modify" button and the text "values - for Plans Nearing Expiration v7". Below this, there are two input fields: "Enter State Name:" with the value "Alaska" and "Enter Plan Type:" with the value "Enhanced Tribal".

# MPP Reporting System – Scheduling a Report Example

Enter the **Output Format and Destination** information

The screenshot displays the FEMA Planning Portal interface. The top navigation bar includes 'Home', 'Document List', 'Open', and 'Send To'. A left sidebar lists configuration options: 'Schedule', 'Instance Title', 'Recurrence', 'Prompts', 'Formats and Destinations' (highlighted), 'Caching', 'Events', and 'Scheduling Server Group'. The main content area is titled 'Formats and Destinations' and contains a section for 'Output Format and Destination'. This section is divided into two panels: 'Output Format' and 'Output Format Details'. In the 'Output Format' panel, 'Microsoft Excel' is selected with a checkmark. In the 'Output Format Details' panel, the title is 'Destinations for Microsoft Excel - Plans Nearing Expiration v7' and 'Email recipients' is selected with a checkmark. Below this section is a link for 'Destinations Options and Settings' with a mouse cursor pointing to it.

# MPP Reporting System – Scheduling a Report Example

Enter the **Output Format and Destination** information

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 a residential street. Below the banner is a navigation bar with links for "Home", "Document List", "Open", and "Send To".

The main content area is divided into two columns. The left column contains a sidebar menu with the following items: "Schedule", "Instance Title", "Recurrence", "Prompts", "Formats and Destinations" (highlighted in blue), "Caching", "Events", and "Scheduling Server Group".

The right column is titled "Formats and Destinations" and contains two expandable sections: "Output Format and Destination" (expanded) and "Destinations Options and Settings" (collapsed). The "Output Format and Destination" section is further divided into two sub-sections: "Destinations for the output format" and "Options and Settings".

Under "Destinations for the output format", there is a table with one row:

Destinations for the output format
Email recipients

Under "Options and Settings", there are two checkboxes:

- Use the Job Server's defaults
- Cleanup instance after scheduling

# MPP Reporting System – Scheduling a Report Example

Enter the **Output Format and Destination** information

*Output Format and Destination*

*Destinations Options and Settings*

Destinations for the output format

Options and Settings

Email recipients

Use the Job Server's defaults

From:

To:

Cc:

Subject:

Add attachment

Attachment:

Automatically generated

Specific name:

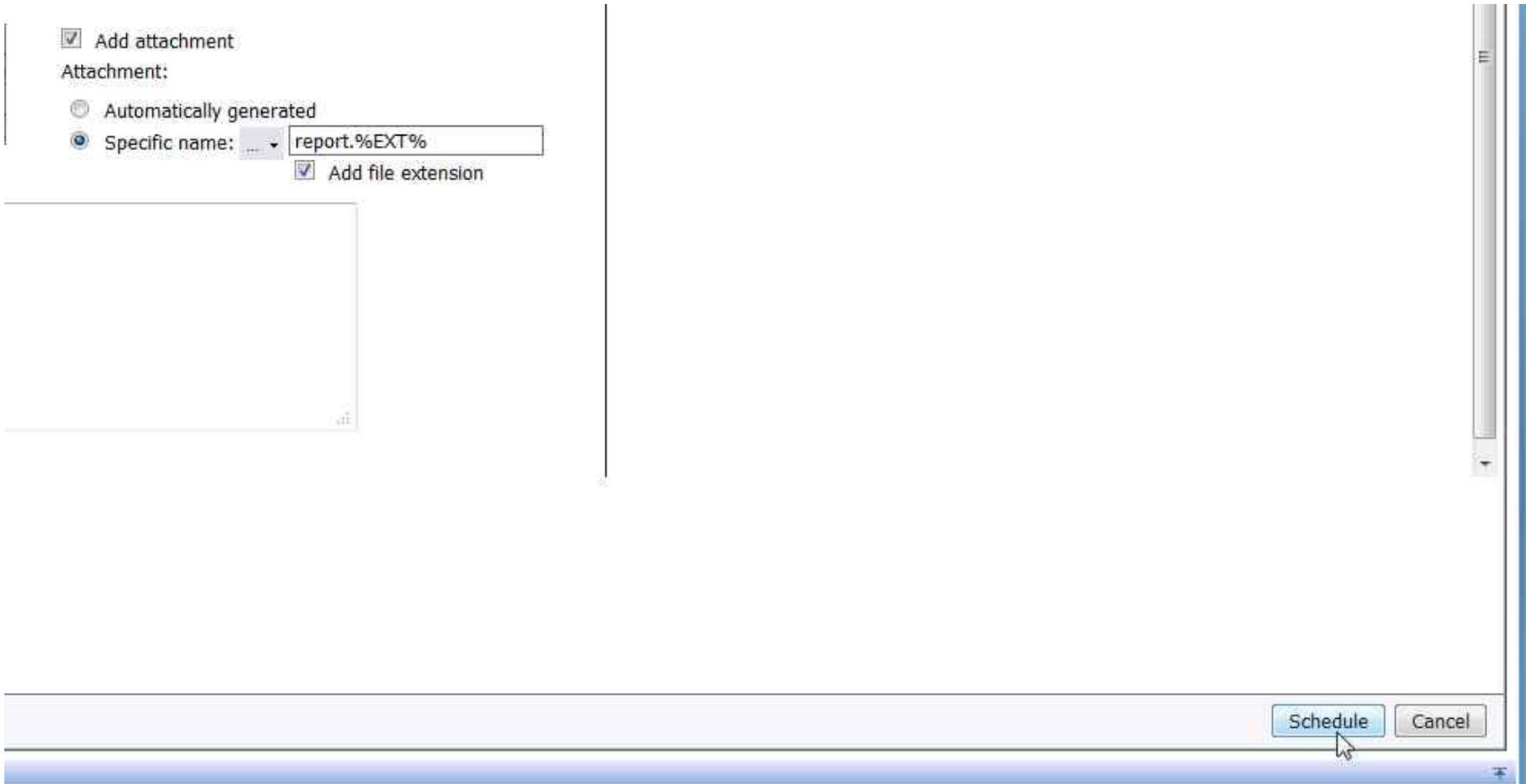
Add file extension

Message:

Cleanup instance after scheduling

# MPP Reporting System – Scheduling a Report Example

Click the **Schedule** button



The screenshot displays a web-based form for scheduling a report. The form includes the following elements:

- Add attachment
- Attachment:
  - Automatically generated
  - Specific name:
- Add file extension

A large empty text area is located below the attachment options. At the bottom right of the form, there are two buttons: "Schedule" and "Cancel". A mouse cursor is pointing at the "Schedule" button.