



FEMA

Mitigation Planning Portal (MPP) Tutorial

Sharing Reports

RiskMAP
Increasing Resilience Together



Sharing Reports – Introduction

- Some users may create new ad-hoc reports that they would like to share with their colleagues. Using the MPP Reporting System you can share any ad-hoc report you have saved in the **My Favorites** folder
- The recipients of the shared report can save it to their **My Favorites** folder. Like with any other saved report, users have the ability to modify the report

Sharing Reports – Sending the Report

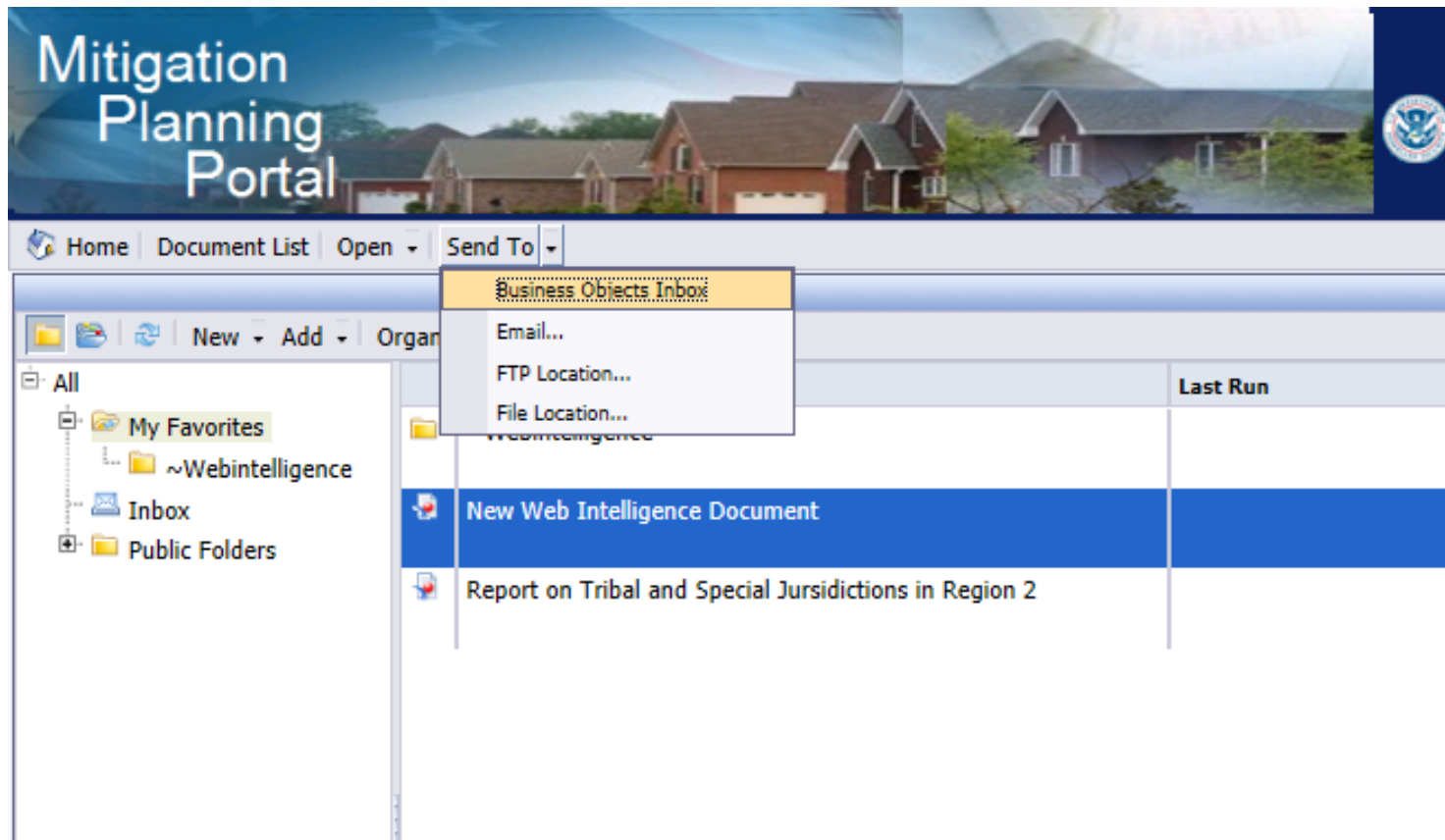
Find the report you would like to share in your **My Favorites** folder within the **Document List**

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, there is a navigation bar with 'Home', 'Document List', 'Open', and 'Send To'. The main content area is a table with the following columns: Title, Last Run, Type, Owner, and Ins. The table contains three rows: a folder named '~Webintelligence', a report titled 'New Web Intelligence Document' (highlighted in blue), and a report titled 'Report on Tribal and Special Jurisdictions in Region 2'. The left sidebar shows a folder structure with 'My Favorites' containing '~Webintelligence', 'Inbox', and 'Public Folders'. A search bar is located at the top right of the table area.

Title	Last Run	Type	Owner	Ins
~Webintelligence		Folder	mppuser	
New Web Intelligence Document		Web Intelligence Report	mppuser	0
Report on Tribal and Special Jurisdictions in Region 2		Web Intelligence Report	mppuser	0

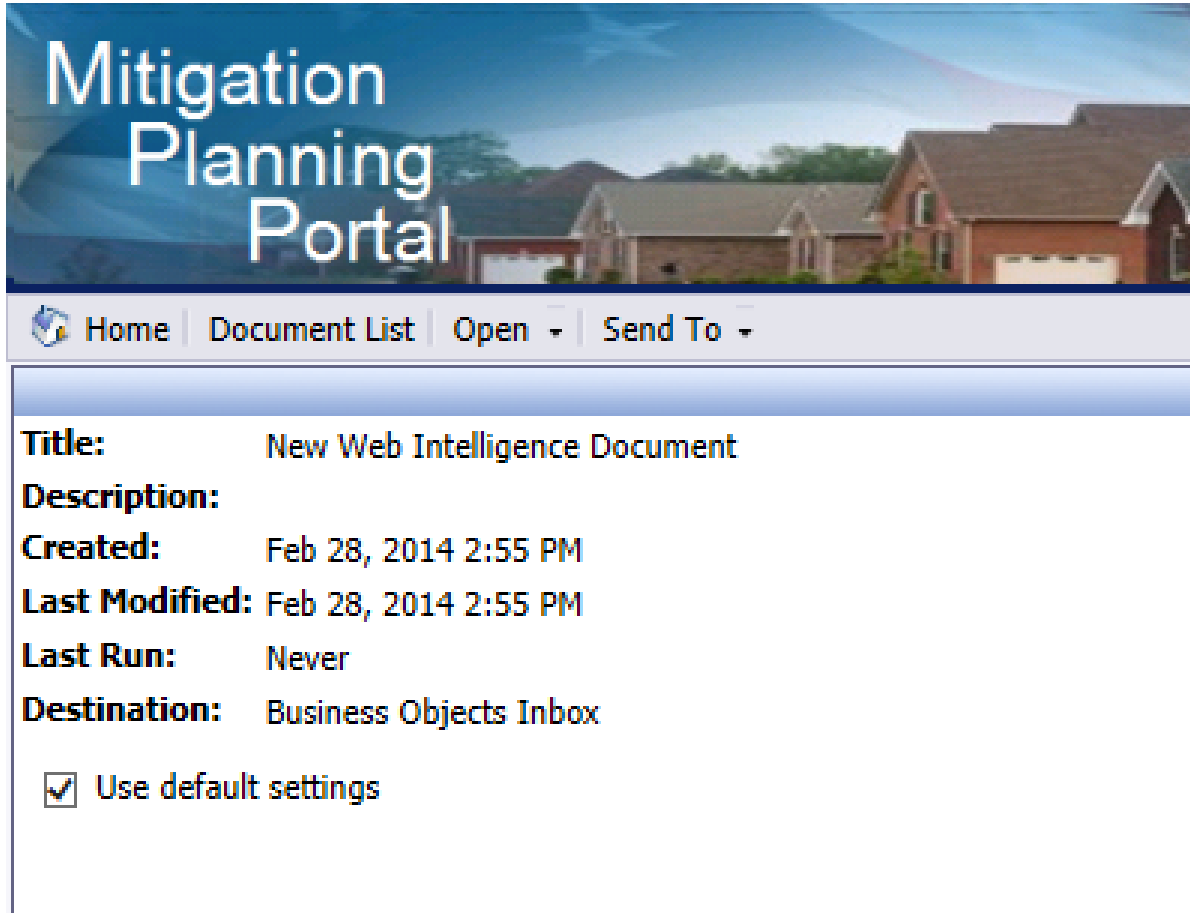
Sharing Reports – Sending the Report

Click once on the report you would like to share, click on the **Share** menu, and select **Business Objects Inbox**



Sharing Reports – Sending the Report

Uncheck the **Use Default Settings** checkbox



The screenshot displays the Mitigation Planning Portal interface. At the top, the title "Mitigation Planning Portal" is overlaid on a background image of houses. Below the title is a navigation bar with links for "Home", "Document List", "Open", and "Send To". The main content area shows the following details for a document:

- Title:** New Web Intelligence Document
- Description:**
- Created:** Feb 28, 2014 2:55 PM
- Last Modified:** Feb 28, 2014 2:55 PM
- Last Run:** Never
- Destination:** Business Objects Inbox

At the bottom of the form, there is a checkbox labeled "Use default settings" which is currently checked.

Sharing Reports – Sending the Report

Select the users you would like to send the reports to by searching for their names in the **Search title** field

Title: New Web Intelligence Document
Description:
Created: Feb 28, 2014 2:55 PM
Last Modified: Feb 28, 2014 2:55 PM
Last Run: Never
Destination: Business Objects Inbox

Use default settings

Available

Search title

1 of 2+

Title	Full Name
aajohnson	
aaouni2	
aballa2	
abarsari	
abarsari_etc	

Selected

1 of 1

Title	Full Name
No item to display	

Target Name:

Sharing Reports – Sending the Report

Once you have found the user you would like to send the report to, click on their name and click on the right arrow button (>)

Title: New Web Intelligence Document
Description:
Created: Feb 28, 2014 2:55 PM
Last Modified: Feb 28, 2014 2:55 PM
Last Run: Never
Destination: Business Objects Inbox

Use default settings

Available

Search title:

1 of 1

Title	Full Name
hoppenheim	

Search result for: "oppenheim" in "User List"
User List
Group List

Selected

1 of 1

Title	Full Name
No item to display	

> Add to Selected

Target Name:

Sharing Reports – Sending the Report

The user should now be in the **Selected** section, meaning that they will receive the report. You can add multiple users to the **Selected** section

Title: New Web Intelligence Document
Description:
Created: Feb 28, 2014 2:55 PM
Last Modified: Feb 28, 2014 2:55 PM
Last Run: Never
Destination: Business Objects Inbox

Use default settings

Available

Search title: oppenheim

1 of 1

Search result for: "oppenheim" in "User List"

- User List
- Group List

Title	Full Name
hoppenheim	

Selected

1 of 1

Title	Full Name
hoppenheim	

Sharing Reports – Sending the Report

Click the **Submit** button to send the report to the recipient's **Inbox**

The screenshot shows a dialog box for sharing a report. The window title is "Home | Document List | Open | Send To" and it includes "Help | Preferences | About" in the top right corner. The "Last Run" is "Never" and the "Destination" is "Business Objects Inbox". There is an unchecked checkbox for "Use default settings".

The "Available" section shows a search for "oppenheim" in a "User List". The search results table has two columns: "Title" and "Full Name". The entry "hoppenheim" is selected and moved to the "Selected" section.

The "Selected" section shows a table with two columns: "Title" and "Full Name". The entry "hoppenheim" is selected.

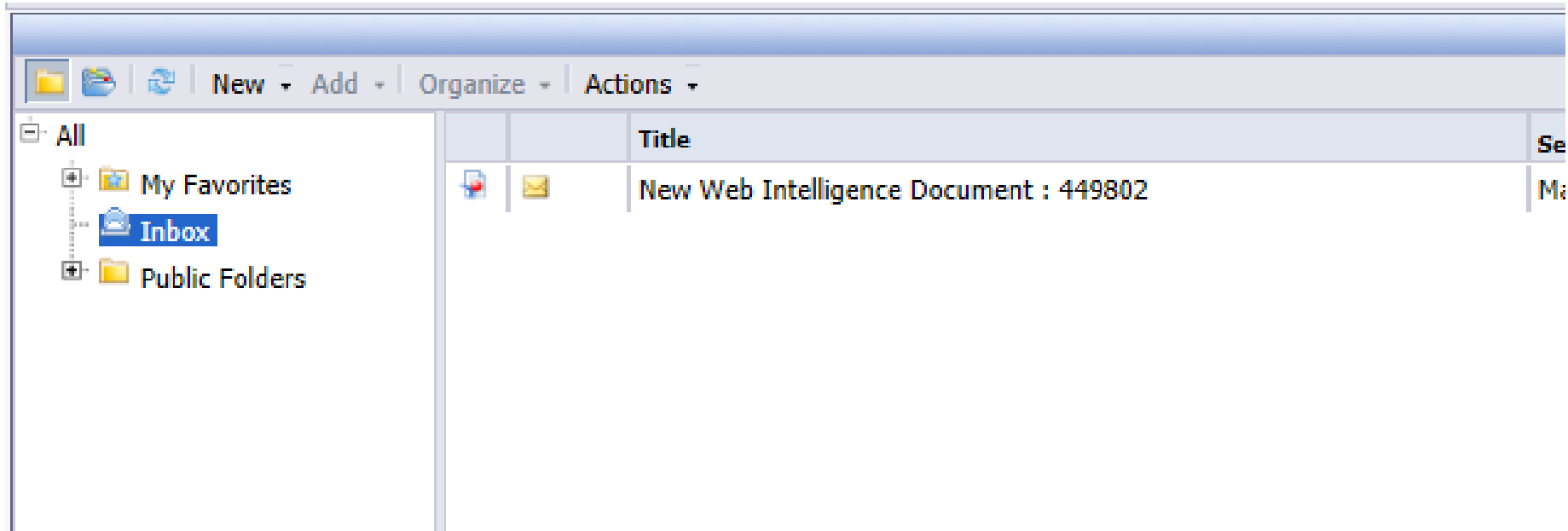
The "Target Name:" section has two radio buttons: "Use Automatically Generated Name" (selected) and "Use Specific Name" (with an empty text field and an "Add placeholder..." dropdown).

The "Send As:" section has two radio buttons: "Shortcut" and "Copy" (selected).

At the bottom right, there are "Submit" and "Cancel" buttons.

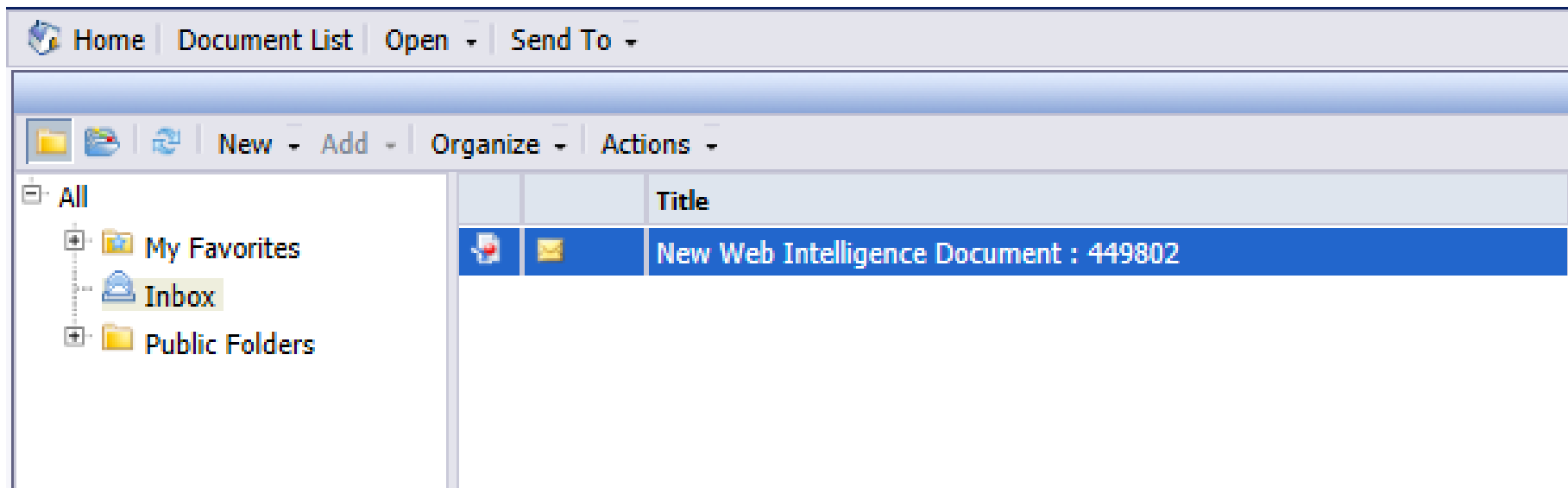
Sharing Reports – Receiving the Report

Users receive the shared reports in their **Inbox**.



Sharing Reports – Receiving the Report

Double click on the message to run the shared report



Sharing Reports – Receiving the Report

To copy the report to your **My Favorites** folder, right click on the message, click on **Organize**, and select **Copy**

The screenshot displays the Mitigation Planning Portal interface. At the top, there is a banner with the text "Mitigation Planning Portal" on the left and the FEMA logo on the right. Below the banner is a navigation bar with "Home", "Document List", "Open", and "Send To". The main content area shows a list of messages. The first message is selected, and a context menu is open over it. The message details are as follows:

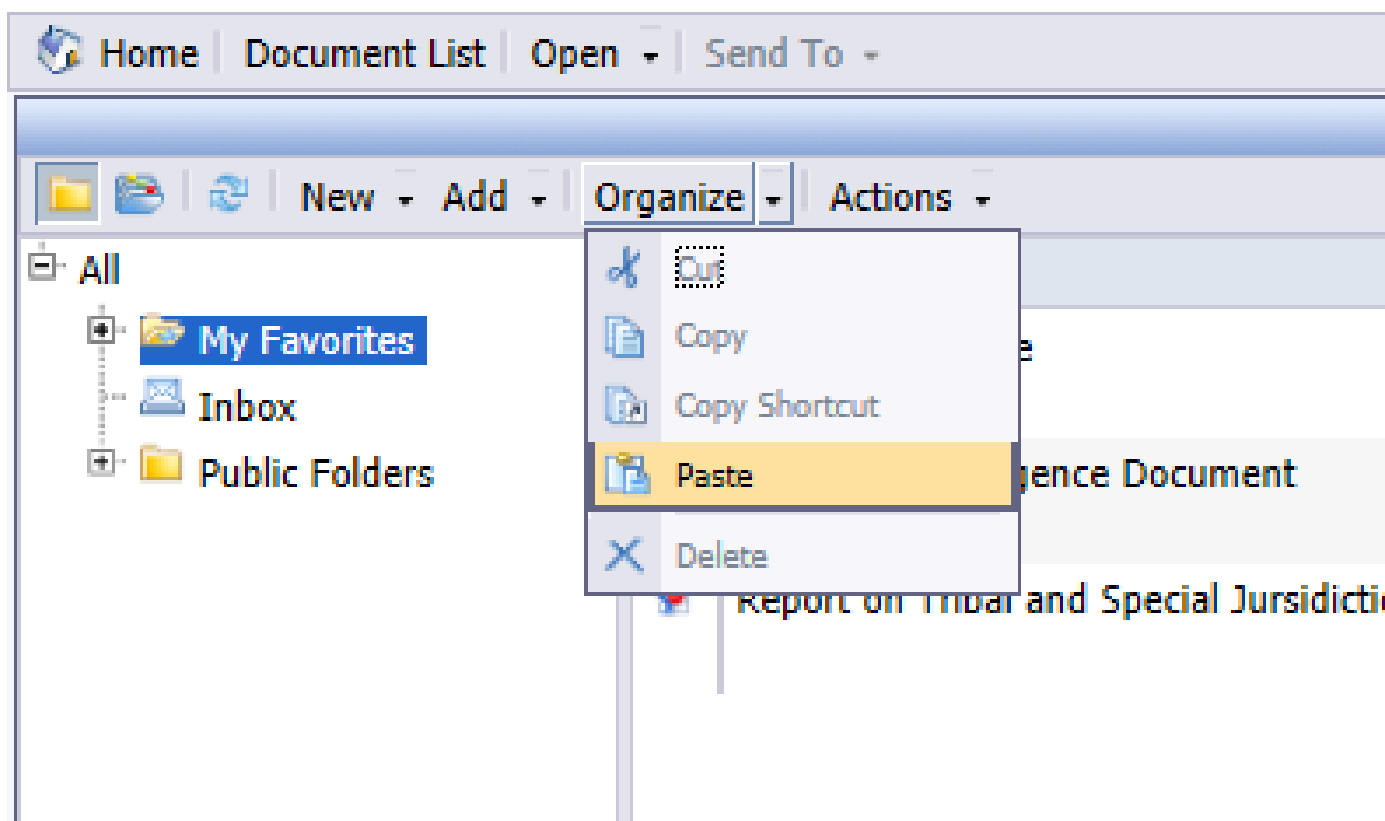
Title	Sent
New Web Intelligence Document : 449802	Mar 5, 2014 3:02 PM

The context menu includes the following options:

- View
- Mark As Read
- New
- Organize (highlighted)
- Cut
- Copy (highlighted)
- Create Shortcut
- Delete

Sharing Reports – Receiving the Report

To paste the report go to **My Favorites**, click on the **Organize** menu and select **Paste**



Sharing Reports – Receiving the Report

The report will now be within your **My Favorites** folder

