MIP Ad Hoc Reporting System (MARS)

Training

# Overview of MIP Ad Hoc Reporting System

- **Purpose**
  - **Provide selected MIP users with the ability to create ad hoc reports on demand**
- **Pilot - Deployed Rapid Query Tool (RQT) in June 2007**
- **Post-pilot objectives**
  - **Increase functionality with a more flexible data structure**
  - **Mitigate risk to MIP by querying a data warehouse built from MIP data instead of the MIP itself**
  - **Use *Business Objects* tool as user interface**
  - **Increase number of user IDs – Regions, RMCs, FEMA HQ**

MARS Users

- **MIP Champions and Black Belts**
- **Other selected users in the Regions and RMCs**
- **Selected FEMA Headquarters users**
- **NSP**

* Mapping partners will not have access to MARS

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MARS Data Warehouse

- **Data for reporting is not pulled directly from the MIP, but from a separate data warehouse**

- **Accessing data through the data warehouse minimizes interaction and impact to the MIP**

- **Extract, transform and load data into the data warehouse**

- **Data is refreshed to the data warehouse every 24 hours**
  - **Reports now have an overnight delay in data; reports not in real time**

- **MARS will be unavailable every day between 5 AM and 7:30 AM (Eastern) while the data is refreshed**

MIP → Data Warehouse

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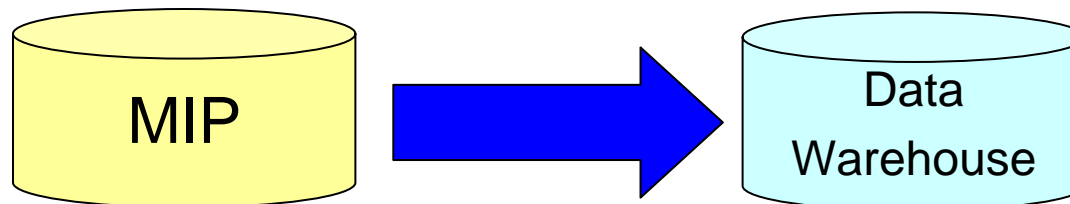
Potential Future Capabilities

- **Support external data sources - Receive data from external data sources (e.g., levees inventory, spreadsheets, etc.) into the data warehouse**

- **Provide data to external systems – Send data from the data warehouse to other systems (i.e., MSC, NCFMIS, NFDA, etc.)**

- **Requests will be evaluated individually and implementation will be based on available resources**

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Accessing MARS

- **Access MARS through the MIP**
  - **No separate link, user name or password**
- **MARS is compatible with Internet Explorer 7 and requires Java**
- **Security – only authenticated users with MARS role**
  - **MARS is 'domain based' meaning you can limit a user to individual universes (Studies, Revisions and Amendments)**
  - **At this time, all users receiving access to MARS will receive access to all universes**
- **Studies, Revisions and/or Amendments data available**

MARS Landing Page

- **Description of MARS and link to access the site**
- **Link to list of data elements and descriptions**
- **Link to list of canned reports and descriptions**
- **MARS support email addresses**

MARS Features

- **Canned reports and capability to create, save and schedule new reports**

- **Studies data elements**

- **Status information for Revisions and Amendments**

Key Terms

- **Business Objects – MARS software**
- **Universe – logical groups of data elements**
  - **Studies**
  - **Revisions**
  - **Amendments**
- **Data element – specific/individual unit of information**
  - **Actual MIP terms and fields**
- **Web Intelligence Document – query template**
- **Query – included data elements and filters needed to create/modify a report**
- **Report – the result of a query**
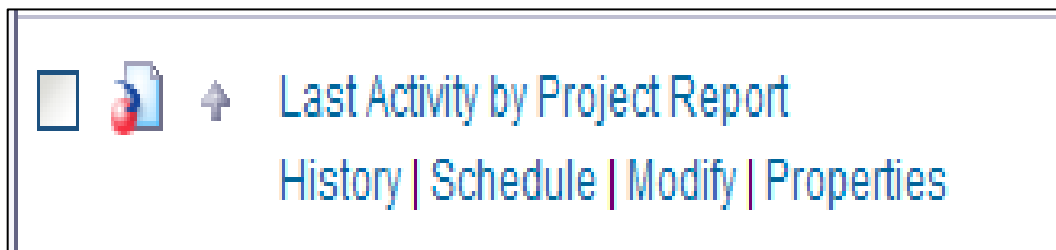
Dimension, Detail and Measure Objects
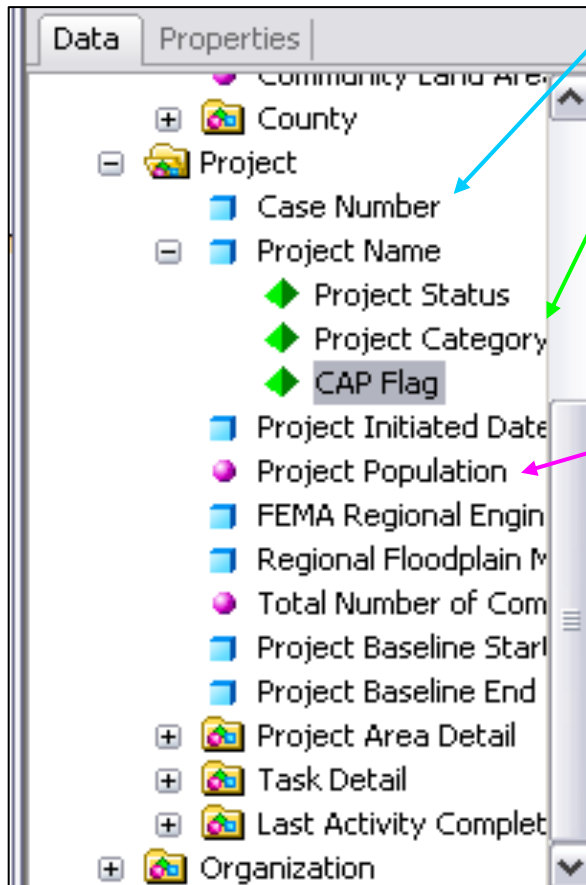
- Dimension object (blue box) – base elements for creating a query
- Detail object (green pyramid) – provides additional information for a dimension object, but does not form the basis of a query
- Measure object (pink circle) – quantity associated with the dimension object (i.e., number of panels, cost, stream miles)
  - Cannot run a query with just a measure object, must also have a dimension object
- Elements marked with an * indicates a rolled up value

Public Folders vs. My Folders

- **Public Folders contain canned reports**
  - **All reports in Public Folders refresh on opening**
  - **23 canned reports**
    - 14 Studies and Earned Value (EV)
    - 5 Revisions
    - 4 Amendments

- **My Folders includes personal reports**
  - **Favorites – individually developed, modified and/or Region specific reports**
  - **Inbox – Report(s) scheduled from another user and sent within the tool to you**
    - This is not your email inbox, but a folder in MARS that displays reports scheduled for you

Links in My Folders

- **History – shows status of scheduled reports; ability to reschedule reports**
- **Schedule – link used to schedule a report to be distributed (when, destination, format, etc.)**
- **Modify –**
  - **My Folders – allows the user to edit the query and/or report**
  - **Public Folders - allows the user to only edit the report (change column titles, rearrange columns, sort, etc.)**
- **Properties – link which displays basic report information (title, description, date created, etc.)**

Last Activity by Project Report

History | Schedule | Modify | Properties

Tips and Tricks – Canned Reports

- **There are two pages of Studies canned reports**

- **Certain canned reports have many columns and are specifically sized to fit on 11x17 paper, but some column widths are scrunched. You cannot adjust the column lengths in the canned report.**
  - **Fix this by saving the report to My Folders and modify the report as needed (e.g., remove unnecessary columns)**

Tips and Tricks - Creating Reports

- **Always choose Web Intelligence Document to create a new report**

- **Any report that includes Project Area Detail information should also include CID to indicate whether it is a county-wide or community project**

- **Select logical data elements when creating the report**
  - **Selection of random data elements may lead to illogical reports**

- **Reports that return a Partial Results message should be further filtered**
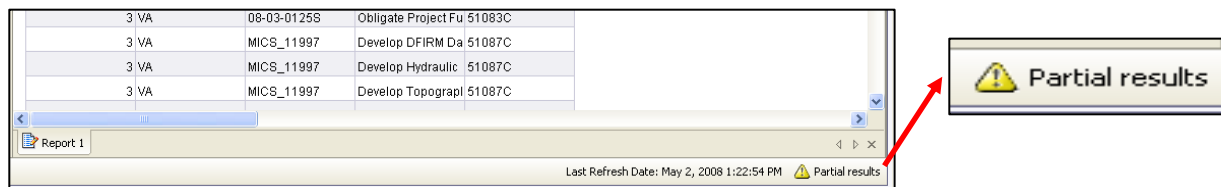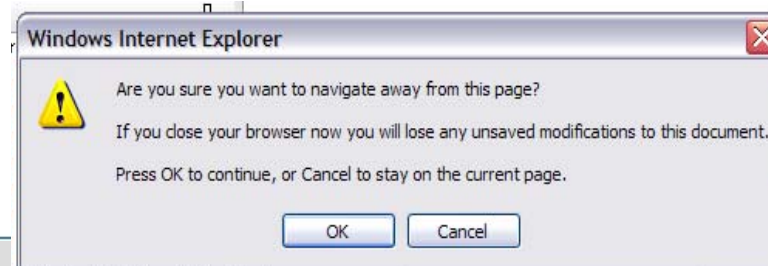
Tips and Tricks – Modify/Format

- **Cannot modify or move canned reports from their original folder**
  - **Must save a copy of the report to My Favorites to schedule (email) or make any modifications**
- **Different format options will appear in the Properties tab depending on whether you select a column, row or the entire table**
- **What to do if you see #MULTIVALUE value in a cell:**
  - **Highlight the report by clicking on the outline of the report**
  - **In the Properties tab, check Yes for Avoid Duplicate Row Aggregation under the Display section**

Tips and Tricks – Saving

- **Use 'Save as' to save a modified report to My Favorites**
- **Use 'Save to my computer as' to export and save a report to your local 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 dropdown box. Continue to hold down the Ctrl key until the Save As screen.
- **If you see this pop up, it means you have made changes to the report and if you click OK, your changes will not be saved. Make sure to click Cancel on the pop up and click the Save icon.**

Windows Internet Explorer

Are you sure you want to navigate away from this page?

If you close your browser now you will lose any unsaved modifications to this document.

Press OK to continue, or Cancel to stay on the current page.

OK   Cancel

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More Tips and Tricks - Scheduling

- When scheduling an email make sure there is at least one mapmodteam email listed in both the To and From fields

- Use the History link to check the status or reschedule scheduled reports

- Caching Options, Server Group and Events are not options we will use in scheduling reports

- Prompts will display when the report has a prompt set up. Open the Prompts link to set the prompt to send to the user.
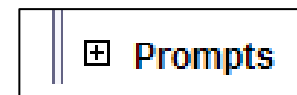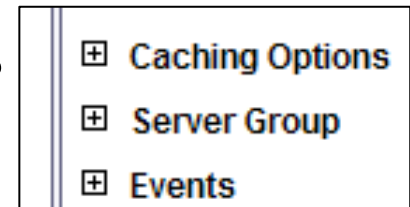
Support

Questions and General Support:

- StudiesReports@mapmodteam.com
- RevisionsReports@mapmodteam.com
- AmendmentsReports@mapmodteam.com

- **Adding new MARS users**
  - Champs or Black Belts should contact MIP Help to request new user access; same process as adding a new MIP user
  - Mapping partners cannot have access to MARS

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Process to Promote a Personal Report to Public Folders

- Send the report to the appropriate SME (Studies, Revisions, Amendments)
  - Suggest sending it to the SME's MARS inbox and following up with an email to let them know you sent it there

- SME evaluates the report and works with requester to modify, if necessary

- If "promotable" SME works with MARS Admin (at NSP) to upload it to the appropriate folder in Public Folders

- MIP Acceptance team communicates new report to MARS users

IMPORTANT REMINDER

- **MARS will be unavailable every day from 5 AM until 7:30 AM while the data is being refreshed to the data warehouse**

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