

**Work Instruction**  
**All - Studies Reports and Form Letters Module**

## Purpose

The purpose of this module is to outline the process to generate Studies reports and form letters. Two examples are shown:

- Study Reports: Study Project Progress Report
- Form Letters: Letter 30 Day Suspension

---

## Prerequisites

None

---

## Navigation

Via Menu Path	<b>Log in to the MIP &gt; Workbench OR Tools &amp; Links &gt; Reports &amp; Form Letters</b> <b>and</b> <b>Select appropriate report</b>
---------------	--

## Work Steps



There are two ways to navigate to the Reports & Form Letters tab:

- From the Workbench tab
- From the Tools & Links tab

1. Log in to the MIP and click

Workbench

The screenshot shows the 'Tools & Links' page of the Mapping Information Platform. The navigation bar includes 'Home', 'Map Modernization', 'News & Events', 'Tools & Links' (selected), 'Map Viewer', 'Workbench', and 'MIP User Care'. Below the navigation bar, there are several sections of links and resources:

- Tools & Links:** Includes a link to FEMA's Flood Hazard Mapping website.
- Resources for Mapping Partners:** Includes 'Mapping and Engineering Tools' (DFIRM Production Tools, WISE, MIP Support Requests, etc.) and 'Additional Resources' (Geospatial Data Coordination Policy, etc.).
- MIP Web Services:** Includes 'FEMA National Flood Hazard Layer Web Map Service' and 'Using the National Flood Hazard Layer in Google Earth'.
- Resources for Homeowners:** Includes 'Flood Hazard Mapping' (Information for Homeowners) and 'The FEMA Flood Map Store'.
- Other Resources:** Includes 'Flood Hazard Mapping' (Insurance Professionals & Lenders, etc.) and 'Hazards' (FEMA Map Service Center, etc.).

2. Click Reports & Form Letters

The screenshot shows the 'Reports & Form Letters' page of the Mapping Information Platform. The navigation bar includes 'Home', 'Map Modernization', 'News & Events', 'Tools & Links', 'Map Viewer', 'Workbench', and 'MIP User Care'. The 'Reports & Form Letters' tab is active. Below the navigation bar, there is a 'Report Browser' section with a 'Report Selection' form:

- Report Selection:** Includes a dropdown menu for '\*Select Report Category' and a dropdown menu for '\*Select Report Name'.
- Get Report:** A button to retrieve the report.
- Note:** '\* indicates a required field. \*\* indicates at least one of the fields is required.'
- Warning:** 'The export option for MS Excel (Data Only) may cause the column headers to shift.'

3. For more information on all available reports and form letters in this tab, click:



Report Browser

[Acronyms](#)

**Goal:**

This section will allow the user to generate a report. The user will first select a Report or Letter. Depending on the Report or Letter selected the user will enter report parameters to generate the report. The report or letter will open in a separate window. If the user needs help on a report or letter they may select it from the list below.

**Run Report Button:**

The Run Report button will open a new window with a report or letter based on the parameters entered by the user.

- [Amendment and Revision Reports](#)
- [Compendium Report](#)
- [eLOMA Form Letters](#)
- [eLOMA Reports](#)
- [Form Letters](#)
- [General Reports](#)
- [National Reports](#)
- [Public Reports](#)
- [Planning and Budgeting Reports](#)
- [Study Reports](#)

**Amendment and Revision Reports**

- ▶ [Amendment Cases In-Progress](#)
- ▶ [Amendment Project Data Sheet](#)
- ▶ [Amendment Status](#)
- ▶ [BFE Publication and Letter Tracking](#)
- ▶ [LOMC Case Tracking](#)
- ▶ [MT-1 Docket](#)
- ▶ [Revision Cases In-Progress](#)
- ▶ [Revision Project Data Sheet](#)
- ▶ [Revision Status](#)
- ▶ [Violation Tracking](#)

[Compendium Report](#)

4. A new window opens with the help information. Click Study Reports.

▶ PALT - Forecasted vs Actuals
▶ PALT - Mapping Activity and Partners Report
▶ PALT - MMMS Report
▶ PALT - Planned and Due Dates Report
▶ Population with Digital GIS Flood Data Available Online
▶ Population with Effective Maps
▶ Progress to Date of Counties Funded by Region
<b>Study Reports</b>
▶ Appeal Period Summary
▶ Community Coordination
▶ Community LOMC List
▶ Community Map Actions
▶ Flood Engineering
▶ Flood Mapping
▶ Map Adoption
▶ Post Preliminary
▶ Pre-Scoping
▶ Projected and Actual Study
▶ Study Performance
▶ Study Project Data Sheet
▶ Study Project Progress Report
▶ Study QA
▶ Suspended Communities

- Click the twistie for information on a specific report including the purpose of the report and a listing and description of each data field on the screen

The next section outlines the process to generate a report.

- Click the Select Report Category dropdown box and select Study Reports



The reports displayed in the dropdown box are different depending on which category is selected in the Select Reports Category dropdown box.

- Click the Select Report Name dropdown box and select the appropriate report



The report selected in the Select Report Name dropdown box drives what data fields appear.

- Complete the required and applicable data fields for the report chosen

- Click on:



Home Feeds (3) Print Page Tools Help Research Novell delivered applications

Main Report 1 / 1+ 100% powered by crystal

## PROJECT PROGRESS REPORT

(From 01/16/2009 to 02/10/2009)

**Case Number:** 09-04-0015S      **Project Name:** Dickson County TN MapMod07

---

### PROJECT SUMMARY

**Date Initiated in MIP:** 01/13/2009  
**FEMA Lead Name:** Laura Algeo      **Project Lead Name:** Daryl Fontenot

County Name	State	Federal Fiscal Year	Task Order or MAS Number	Contract or Agreement Number
Dickson County	TN	2007	16	EMA-2002-CO-0011A

**Current Project Activities:**

---

### COMMUNITY INFORMATION

FEMA Region	State	Community Name	Community ID
4	TN	BURNS, TOWN OF	470433
4	TN	CHARLOTTE, TOWN OF	470434
4	TN	DICKSON COUNTY *	470046
4	TN	DICKSON, CITY OF	470335
4	TN	Dickson County-wide	47043C
4	TN	SLAYDEN, TOWN OF	470435
4	TN	VANLEER, TOWN OF	470436
4	TN	WHITE BLUFF, TOWN OF	470248

---

### PROJECT BUDGET

Task Name	Federal Fiscal Year	Cost Type	Current Negotiated Cost	Actual Cost	Percent Complete	Reporting Date
Scoping	2007	Study Contract	\$23,500	\$23,250		01/01/2007
			<b>Sub Total:</b>	<b>\$23,500</b>	<b>\$23,250</b>	
Perform Field Survey	2007	Study Contract	\$22,392	\$10	10%	12/30/2007
			<b>Sub Total:</b>	<b>\$22,392</b>	<b>\$10</b>	
Develop Topographic Data	2007	Study Contract	\$12,601	\$12,555	100%	12/30/2006
			<b>Sub Total:</b>	<b>\$12,601</b>	<b>\$12,555</b>	
Independent QA/QC for Develop Topographic Data	2007	Study Contract	\$1,260	\$1,260	100%	03/04/2007
			<b>Sub Total:</b>	<b>\$1,260</b>	<b>\$1,260</b>	
Acquire Base Map	2007	Study Contract	\$11,328	\$11,107	100%	12/30/2006
			<b>Sub Total:</b>	<b>\$11,328</b>	<b>\$11,107</b>	
Develop Hydrologic Data	2007	Study Contract	\$8,205	\$8,300	100%	03/01/2007
			<b>Sub Total:</b>	<b>\$8,205</b>	<b>\$8,300</b>	

javascript:CrystalEvent('FullPageViewer', 'tb=next')

Click the printer icon to print the report. Click the envelope icon to view export options

10. Review the information and use the arrow icons to move within the report

The next section outlines the process to generate a form letter.

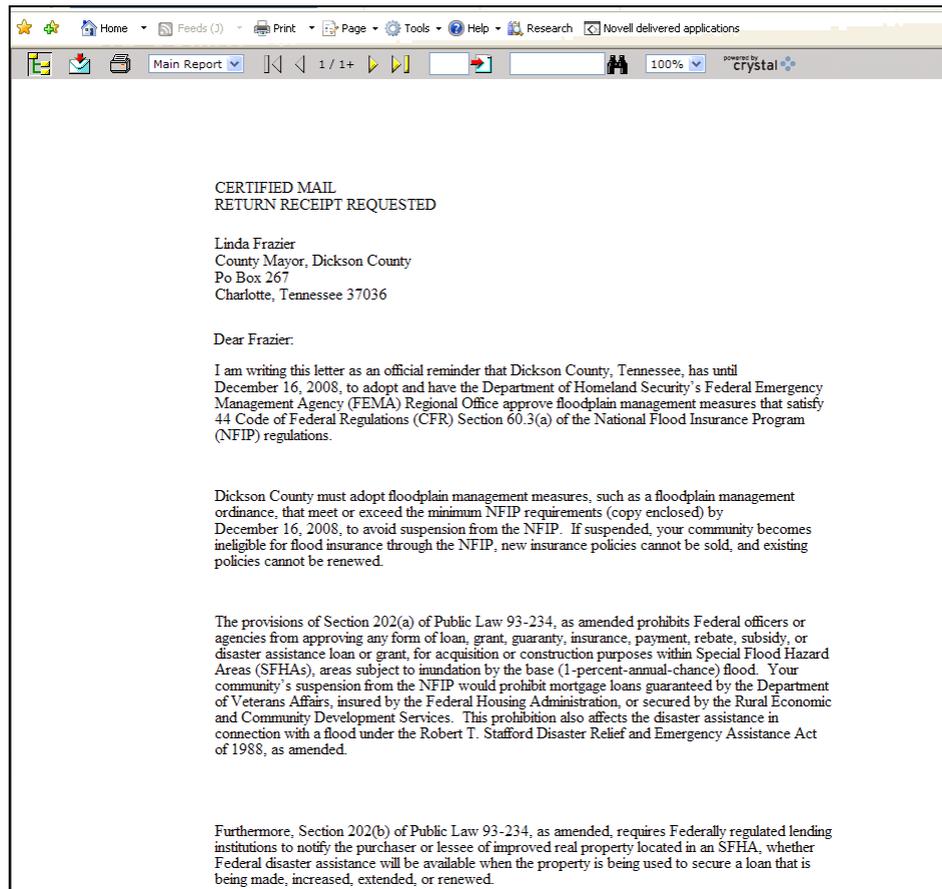


11. Click the Select Report Category dropdown box and select Form Letters
12. Click the Select a Report Name dropdown box and select the appropriate option

	<p>All form letters for Studies, Revisions and Reports display. Form letters specific to Studies include:</p> <ul style="list-style-type: none"> <li>• Final Summary of Map Action (SOMA)</li> <li>• Letter 30 Day Suspension</li> <li>• Letter 90 Day Suspension</li> <li>• Letter Revalidation</li> <li>• Preliminary Summary of Map Action (SOMA)</li> </ul>
---	---

13. Complete the required and applicable data fields for the report chosen

14. Click on: 



15. The letter opens in a new window. Use the arrows to move to different pages. Use the envelope and printer icons for export options and to print, respectively.

## Results

User understands process to generate Studies Reports and Form Letters.

Last updated: March 2009