

Reporting Tool

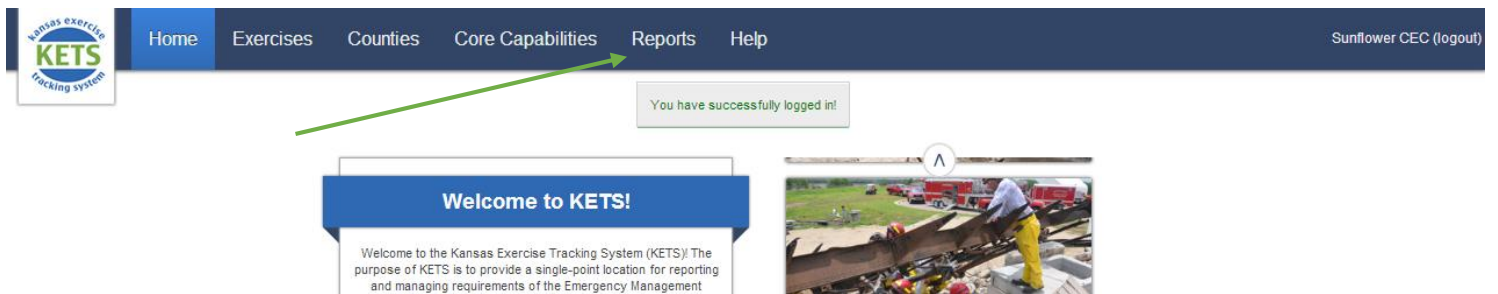
The reporting tool allows users to run and print data reports. County Exercise Coordinators can only view data reports for their county, and Regional Coordinators may view reports for their counties in their respective regions.

Reports available to County Exercise Coordinators and Regional Coordinators include:

- County Reports
 - **County Exercise Overview.** This report lists the number of exercises by county and if it counts toward a TEP. A column on the right will show if a county has met the minimum requirements outlined in the grant guidance (TEPW plus two exercises). You may sort this list alphabetically by clicking on County at the top. Only exercises that have completed the submission process and have been approved by an Administrator will appear in this report.
 - **County Detail Report.** This report lists the exercises by exercise type (TEPW, Seminar, Workshop, Tabletop, Game, Drill, Functional, Full Scale), as well as start and end dates, if it counts toward a TEP, number of participants, number of EMPG-funded personnel, and a link to files uploaded for that exercise. Only exercises that have completed the submission process and have been approved by an Administrator will appear in this report.
- Individual Reports
 - **Individual Participation Overview.** This report shows EMPG-funded individuals and their exercise participation by exercise type and if they have met the minimum 3 required exercises. You may sort this list alphabetically by clicking on “Name” at the top or sort by County by clicking on “County.”
 - **Individual Detail Report.** This report provides detail by person of their exercise activity including type of exercise, start and end dates, and participant role.
- Core Capabilities Reports
 - **Exercise Type Core Capabilities.** This report counts the instances a core capability was exercised under each exercise type.
 - **County TEPW Core Capabilities.** This report shows the number of core capabilities selected in the county’s TEPWs, within the selected date range.

County Exercise Overview

1. Click on Reports in the top menu bar.



2. Find and click on the report you would like to view.



3. The County Exercise Overview shows your counties and the number of each type of exercise that your counties have completed. For an exercise to be counted in the report, counties must upload the required documentation for the exercise and the exercise must be approved by an Administrator.

County Exercise Overview

Period: Jan 1, 2016 - Dec 31, 2016

Only exercises that have been submitted and approved at the county-level are included in this report.

TEP: Indicates the percentage of exercises that count towards multi-year Training and Exercise Plan (TEP)

Report Filters

Start Date

1-1-2016

End Date

12-31-2016

Filter

[Print Report](#) | [CSV Export](#)

Sort table by clicking on sortable column headers

County ^	TEPW	Seminar	Workshop	TTX	Game	Drill	Functional	Full-Scale	Total	TEP	Meets Req.*
Sunflower	1	1	0	0	0	0	0	0	2	100%	No
Totals	1	1	0	0	0	0	0	0	2	100.00%	

* - Marked as "Yes" if the county has completed a TEPW, a TTX or higher (TTX, Functional, or Full-Scale), and at least one additional exercise within the date range. To fill grant reporting requirements, counties are required to complete three exercises within the fiscal year, which must include a TEPW and a TTX or higher.

- In the Report Filters box, you can filter the report by date. The Start Date and End Date will be preset to the current calendar year. To change the date span, click on the date you would like to change and select a new one from the calendar or type it in manually using the same format (i.e. 1-1-2014).

The screenshot shows a 'Report Filters' box with two input fields: 'Start Date' (containing '1-1-2014') and 'End Date' (containing '12-31-2014'). A blue 'Filter' button is to the right. Below the input fields is a calendar for 'January 2014' with days of the week (Su, Mo, Tu, We, Th, Fr, Sa) and dates (1-31). To the right of the calendar is a table with columns 'TTX' and 'Game'.

TEP	TTX	Game	Dr
0	2	0	(
0	2	0	(
0	1	0	(

- To sort the report by a different column category, click on the column header. Clicking once will sort by descending order (A to Z, highest to lowest value). Click the header a second time to sort by ascending order (Z to A, lowest to highest value).
- The “Meets Req.*” box will say Yes and turn green when a county has completed a TEPW, a TTX or higher-level exercise (TTX, Functional, or Full-Scale), and at least one additional exercise within the date range. To fill grant reporting requirements, counties are required to complete three exercises within the calendar year, which must include a TEPW and a TTX, Functional, or Full-Scale exercise.

County Detail

1. The County Detail Report shows a list of what exercises your counties have completed and includes details such as the start and end dates, whether the exercise is included in the TEP, number of overall participants and the number of EMPG-funded participants. This report also allows you to click on a direct link to the Files that have been uploaded for that exercise. Counties must upload the required documentation for an exercise and have the exercise approved by an Administrator for it to be counted in the report.

County Detail Report

Period: Jan 1, 2016 - Dec 31, 2016

Only exercises that have been submitted and approved at the county-level are included in this report.

TEP: Indicates if the exercise counts towards multi-year Training and Exercise Plan (TEP)

Report Filters

County	Type	Start Date	End Date	
All Counties ▼	All Types ▼	1-1-2016	12-31-2016	Filter

[Print Report](#) | [CSV Export](#)

Sort table by clicking on sortable column headers

Sunflower County								
Exercise	Type	Start Date	End Date	TEP	# of Participants	# of EMPG Funded	Files	
Sunflower TEPW 2016	TEPW	8-9-2016	8-9-2016	Y	16	0	File	
Example Seminar Exercise 3	Seminar	2-24-2016	2-24-2016	Y	2	2	File	
Totals*:	2			2	18	2		

* - The totals for the "# of EMPG Funded" column only counts unique values.

2. The total for “# of EMPG Funded” counts the number of unique people (i.e. will count each person once), not the number of exercises.
3. Click on the name of an exercise to view the exercise’s details.

Individual Participation Overview

1. In the Individual Participation Overview, all EMPG funded personnel in your county and the exercises they have completed are viewable by exercise type. The “At Least 3?” column which indicates whether personnel have completed at least three exercises of any kind.

Individual Participation Overview

Period: Jan 1, 2017 - Dec 31, 2017



This report includes all EMPG-funded individuals. Archived individuals will also appear, unless they were archived before the selected date range.

At least 3?: Indicates if the individual has participated in at least three exercises.

Report Filters

Start Date

End Date

 [Print Report](#) |  [CSV Export](#)

Sort table by clicking on sortable column headers

Name	County ^	TEPW	Seminar	Workshop	TTX	Game	Drill	Functional	Full-Scale	Total	At Least 3?
Participant, Example	Sunflower	1	0	0	0	0	0	1	0	2	No
CEC, Sunflower	Sunflower	1	0	0	2	0	0	1	0	4	Yes
Bailey, Emily	Sunflower	1	0	0	1	0	0	1	0	3	Yes
Totals		3	0	0	3	0	0	3	0	9	

* - Assigned to multiple counties (may be on the report more than once).

2. Totals at the bottom sum the number of exercises in each column.
3. Note for Regional Coordinators/Administrators: Some personnel may be listed more than once if they are a coordinator for more than one county.

Individual Detail Report

1. Click on the Reports tab at the top of the screen.
2. Under Individual Reports, click Individual Detail Report. On this report you can view the details such as exercise name, type, start and end dates, and an individual's role for each completed exercises for all EMPG funded personnel in your counties or region. Any exercise that a person is assigned to will show up under their name.

Individual Detail Report

Period: Jan 1, 2017 - Dec 31, 2017

This report includes all EMPG-funded individuals. Archived individuals will also appear, unless they were archived before the selected date range.

Report Filters

Type: Start Date: End Date:

Print Report | CSV Export

Sort table by clicking on sortable column headers

Emily Bailey - Sunflower County

Exercise	Type	Start Date	End Date	Role
2017 Sunflower TEPW	TEPW	2-4-2017	2-4-2017	None
test six	Functional	1-25-2017	1-27-2017	None
Winter Weather Catastrophe Exercise	TTX	2-2-2017	2-2-2017	None

Example Participant - Sunflower County

Exercise	Type	Start Date	End Date	Role
2017 Sunflower TEPW	TEPW	2-4-2017	2-4-2017	None
test six	Functional	1-25-2017	1-27-2017	None

Sunflower CEC - Sunflower County

Exercise	Type	Start Date	End Date	Role
2017 Sunflower TEPW	TEPW	2-4-2017	2-4-2017	None
test six	Functional	1-25-2017	1-27-2017	None
Winter Weather Catastrophe Exercise	TTX	2-2-2017	2-2-2017	None
Sunflower County Exercise	TTX	1-1-2017	1-3-2017	None

Exercise Type Core Capabilities

1. Click on the Reports tab at the top of the screen.
2. Click on “Exercise Type Core Capabilities” from the Core Capability Reports list.
3. This report shows the number of times each core capability was indicated for each exercise type within the dates selected.

Note: All TEPWs automatically set Planning as the Primary Core Capability.

Exercise Type Core Capabilities Overview

Period: Jan 1, 2016 - Dec 31, 2016

This report counts the instances a core capability was exercised under each exercise type. All added or requested exercises are included in these counts.

Report Filters

Start Date

1-1-2016

End Date

12-31-2016

Filter

 [Print Report](#)

Sort table by clicking on sortable column headers

Core Capability	TEPW	Seminar	Workshop	TTX	Game	Drill	Functional	Full-Scale
Access Control and Identity Verification	0	2	0	1	2	0	1	0
Community Resilience	0	3	0	1	0	0	1	0
Critical Transportation	0	1	2	1	1	0	0	0
Cybersecurity	0	1	1	2	1	1	1	1
Economic Recovery	0	1	1	1	0	0	0	1
Environmental Response/Health and Safety	0	1	0	1	3	1	1	0
Fatality Management Services	0	0	0	2	0	2	2	1
Forensics and Attribution	0	0	0	1	1	1	1	1

County TEPW Core Capabilities

1. Click on the Reports tab at the top of the screen.
2. Click on “County TEPW Core Capabilities” from the Core Capability Reports list.
3. This report counts Primary Core Capabilities and additional core capabilities selected at the exercise level.

Note: All TEPWs automatically set Planning as the Primary Core Capability.

County TEPW Core Capabilities

Period: Jan 1, 2016 - Dec 31, 2016

This report counts the number of core capabilities that were assigned in the TEPW(s) for each county. Only core capabilities assigned to TEPW exercises that have been submitted and approved at the county-level are included in these counts.

Report Filters


County	Start Date	End Date	
All Counties ▾	1-1-2016	12-31-2016	Filter

 [Print Report](#)

Sort table by clicking on sortable column headers

County ▲	# of Core Capabilities
Sunflower	2

Reports - Printing Info and Tips

- Print reports using the  Print Report button (upper left corner when viewing a report) or use your browser's print option. Both approaches will print a version of the report that has been optimally formatted for printing.
- **Do not print until the ENTIRE report has loaded. Failing to do so will result in a printed report with no data or incomplete data.**
- Any current filters applied to the report in the browser (date, submitted only, county, etc.) will also apply to the printed report.
 - The date range appears in the top right corner on the first page of the report.

Internet Explorer *(Best browser for printing KETS Reports)*

- To see a print preview click on the gear icon in the top right of the browser, hover over print, and a menu will appear; the second option down is Print preview. Or right click anywhere on the page; print preview is fifth from the bottom.

Firefox

- Print Preview will not appear using the Print Report button. Print preview automatically appears after pressing Print using the browser's print option.
 - After seeing the Print Preview, to continue with the print click Print in the upper left corner.
- Table grid lines may not appear correctly in the Print Preview. They will still print correctly.

Google Chrome

- Print Preview will appear automatically using the Print Report button or the browser's print option.
 - After seeing the Print Preview, to continue with the print click Print in the upper left corner.
- Headers will only appear once within a table, even if the table is split between multiple pages.