Work Instruction
Document Control Group - Capture Interim 65 Publication Date

Purpose
This work instruction is used to outline the process conducted by the Document Control Group to enter the Federal Register's publication date corresponding to the Interim Rule Part 65.

Prerequisites
- Receive BFE Publication Affidavit activity is complete

Navigation

| Via Menu Path               | Log in to the MIP ➔ Workbench ➔ Work Items ➔
|                            | and
|                            | Claim ➔ Capture Interim 65 Publication Date |
Only claim an activity that you are certain you own or have been instructed to claim. Contact your manager if you claimed an activity in error.

1. Click on: to claim the activity

2. Click on: to enter the Capture Interim 65 Publication Date activity

3. Click to enter the Interim 65 Publication Date in MM/DD/YYYY format

4. Repeat for each community that has publication dates

5. Click on: to move to the Review screen
On the Review screen, click the twistie to the left of the listed name to expand a single element. To view all elements, click the Expand All hot link to show all data fields and information entered.

6. Review the information and click Continue >
Once you click Complete Task you cannot return to this task. Confirm all information is correct before clicking the Complete Task button. Click the Back button to make any changes to previous screens.

7. Click on: Complete Task to complete activity

<table>
<thead>
<tr>
<th>Results</th>
</tr>
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<tbody>
<tr>
<td>This activity is a hanging activity in the workflow which means that it does not have to be completed in order for the case to progress through the workflow.</td>
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</tbody>
</table>

Last updated: March 2009