

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
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Work Steps

Mapping INFORMATION PLATFORM
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Home > Workbench > Work Items

Work Item List - JenDocControl - February 12, 2009

Claim a task by clicking the Claim button. Clicking on the Activity Name link will display information in the Work Item Details (below). Click on column names to sort by that column. The input field filter your work item list.

- **Options:** Add, remove, and reorder columns in your Work Items list
- **Refresh:** Display new activities in your Work Items list and remove activities claimed by others
- **Activity Reference Guide:** Display an overview of information needed to complete Studies activities

Action	Activity Name	Case Number	Project Name
All	All	All	
Claim	Capture Interim 65 Publication Date	09-05-0009P	The Villas at Dawson's Creek
Claim	Receive Appeal or Protest	09-05-0009P	The Villas at Dawson's Creek



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: **Claim** to claim the activity
2. Click on: [Capture Interim 65 Publication Date](#) to enter the Capture Interim 65 Publication Date activity

Work Item Details - Project # 09-05-0009P

Capture Interim 65 Publication Date | Review

Capture Interim 65 Publication Date

Community Information

* indicates a required field.

Community Name	Community ID	* Interim 65 Publication Date
FORT WAYNE, CITY OF	180003	<input type="text"/> (MM/DD/YYYY)

Continue >

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: **Continue >** to move to the Review screen

Capture Interim 65 Publication Date

Review Data
[Expand All](#) / [Collapse All](#)

Review the information. Click "Continue" if no changes are necessary. Click "Back" to return to the step(s) to be modified.

- ▶ **Project Data**
- ▶ **Requestor Mailing Address**
- ▶ **Other Mailing Address**
- ▶ **Flooding Source**
- ▶ **Supplementary Data**
- ▶ **Fee Invoice Information**
- ▶ **Community 180003 Information:**
- ▶ **Violation Status**
- ▶ **Letters**
- ▶ **Data Received**
- ▶ **Assign Project Resource**
- ▶ **Administer Fee/Receive Additional Fee**
- ▶ **Suspend Project**
- ▶ **Audit Determination**
- ▶ **Review Determination**
- ▶ **Distribute Determination**
- ▶ **Receive BFE Publication Affidavit**
- ▶ **Capture Interim 65 Publication Date**

[< Back](#) [Continue >](#)



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 >](#)

Work Item Details - Project # 09-05-0009P

Capture Interim 65 Publication Date | Review

Capture Interim 65 Publication Date [Complete Task](#)

Click "Complete Task" when you have completed this task. Once complete, this task will be removed from your Work Item List and you will not be able to view or update this task.

The Interim 65 Publication Date is entered by the Document Control Group.

Click to view the [workflow history](#) for this project.

[< Back](#)



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:  to complete activity

Results

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.

Last updated: March 2009