Mapping
INFORMATION PLATFORM

Work Instruction
Document Control - Receive Appeal or Protest (None)

Purpose

This work instruction is used to outline the process conducted by the Document Control Group to denote receipt of appeals or protests as well as mark the end of the appeal period.

This particular work instruction will show how to complete this activity without an appeal or protest. See the alternate Receive Appeal or Protest module that provides detail on receiving an appeal.

Prerequisites

- Receive BFE Publication Affidavit activity is complete

Navigation

Via Menu Path	Log in to the MIP ➔ Workbench ➔ Work Items ➔ and Claim ➔ Receive Appeal or Protest

Work Steps

⚠️	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: Receive Appeal or Protest to enter the Receive Appeal or Protest

(i)	If no appeals or protests were received during the Appeals/Protest Period, then the top section of the screen can be left blank.
(i)	Once the appeal/protest period has ended, select the Yes radio button in order for the case to continue through the workflow. If No is selected, the activity will remain on Document Control's Work Item List until the appeal/protest period has expired.

3.   Select the appropriate option for Appeal Period for All Impacted Communities Expired

4.   Click on: **Continue >** to move to the Review screen

Receive Appeals or Protest

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**
▶ **Receive Appeals and Protest:**

< Back   Continue >

(i)	On the Review screen, click the twisty 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.

5.   Review the information and click **Continue >** to advance to Complete Task

Mapping INFORMATION PLATFORM

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

Receive Appeals and Protests | Review

Receive Appeals or Protest

[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 appeal period for a completed Letter of Map Revision.

Click to view the workflow history for this project.

❌	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.

6.   Click on: [Complete Task]

Results
Possible next activities include Distribute Final BFE Determination completed by Document Control or Resolve Appeal or Protest completed by the Task Lead.

Last updated: March 2009