Work Instruction
Document Control - Receive Appeal or Protest - Receive Appeal

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 shows how to complete this activity with an appeal. See the alternate Receive Appeal or Protest module that provides detail on how to complete the task without an appeal or protest.

Prerequisites

- The Receive BFE Publication Affidavit activity is complete

Navigation

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<th>Via Menu Path</th>
<th>Log in to the MIP ➔ Workbench ➔ Work Items ➔</th>
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<td>and</td>
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<tr>
<td></td>
<td>Claim ➔ Receive Appeal or Protest</td>
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</tbody>
</table>
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 activity
3. Click the Type Received dropdown box and select the type received
4. Click to enter Appellant Name
5. Click to enter Date Received
6. Click Appellant Type dropdown box to select the appellant type
7. Click to enter Comments

The Add Appeal/Protest button must be clicked in order to save the information after each entry prior to clicking the Continue button or data will not be saved.

8. Click on: [Add Appeal/Protest] to add the entry to the table

If No is selected, the activity will remain on Document Control's workbench until the appeal/protest period has expired.

9. Once the appeal/protest period has ended, select the Yes radio button in order for the case to continue through the workflow.
10. Click on: Continue > to move to the Review screen

11. 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.

12. Click on: **Complete Task** to complete activity

**Results**

Since an appeal was received, the next activity is Resolve Appeal or Protest completed by the Task Lead.