

Work Instruction
Producer - Distribute
Preliminary Map Products

Purpose

This work instruction is used to provide an overview of the steps to:

- Enter the date the map products were mailed or delivered to the community
- Denote any BFE changes and if advanced copies were sent
- Enter the recipient of the maps

Prerequisites

- The Produce Preliminary Map Products activity is complete
- All applicable quality assurance (QA) activities are complete

Navigation

Via Menu Path	Log in to the MIP and click Workbench > Work Items > and Claim > Distribute Preliminary Map Products
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Work Steps

Work Item List - bobproducer - January 22, 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 fields below may be used to 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	Date Posted ↑	Workflow History
Claim	Distribute Preliminary Map Products	09-04-00155	Dickson County TN MapMod07	01/22/2009	



Only claim an activity that you are certain you should own or you have been instructed to claim. Contact your manager if you claim an activity in error.

1. Click on:  to claim the activity

Mapping
INFORMATION PLATFORM

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Workbench Home | **Work Items** | Project Dashboard | Reports & Form Letters | Search & Retrieve Data | Create Project | SOMA | Compendium Panel

Home > Workbench > Work Items

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Action	Activity Name	Case Number	Project Name	Date Posted ↑	Workflow History
	Distribute Preliminary Map Products	09-04-00155	Dickson County TN MapMod07	01/22/2009	



Distribute Preliminary Map Products - This activity is performed by the Producer. For each community with a preliminary map, enter the date the map products were mailed or delivered to the community. This date should be stamped on the maps and starts the 30-day comment period.

This activity also captures if the maps include any BFE changes and whether advanced copies were sent to the communities. The user must also include the person to whom the maps were mailed or delivered.

2. Click on: [Distribute Preliminary Map Products](#) to enter the Distribute Preliminary Map Products activity

Work Item Details - Project # 09-04-0015S

Task Information | Review

Distribute Preliminary Map Products : Task Information (Dickson County-wide)

** indicates a required field.*

Enter the date that the preliminary maps were mailed. Identify the recipients of advanced copies. Click "Add Community". Repeat for each community. Click "Continue".

Project and Task Information

Project Name: Dickson County TN MapMod07
Case Number: 09-04-0015S
Task Description:
Baseline Task End Date: 09/30/2007
Projected Preliminary Date: 09/30/2007

Community Information

** Date Preliminary Mailed*
Comment period ends 30 days after the date that preliminary is mailed.

** Community Name*

** BFE Changes* Yes No

** Advanced Copies Sent* Yes No

** Preliminary Maps Distributed To*



This Date Preliminary Mailed is your Actual Preliminary Date that is used to calculate KPI 1. When the Distribute Preliminary Map Products activity is completed, the Actual KPI 1 is recorded in reports.

This date should be on or near the Projected Preliminary Date.

3. Use the calendar icon or click to enter Date Preliminary Mailed
4. Click the Community Name dropdown box to select a community
5. Click to indicate BFE Changes
6. Click to indicate Advanced Copies Sent
7. Click to enter who Preliminary Maps Distributed To

Work Item Details - Project # 09-04-0015S ?

Task Information | Review

[Save and Close](#) [Continue >](#)


Distribute Preliminary Map Products : Task Information (Dickson County-wide)


*** indicates a required field.**
Enter the date that the preliminary maps were mailed. Identify the recipients of advanced copies. Click "Add Community". Repeat for each community. Click "Continue".

Project and Task Information

Project Name: Dickson County TN MapMod07
Case Number: 09-04-0015S
Task Description:
Baseline Task End Date: 09/30/2007
Projected Preliminary Date: 09/30/2007

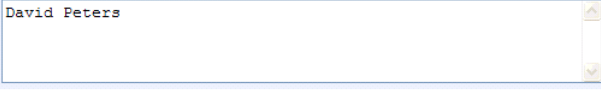
Community Information

* **Date Preliminary Mailed** 
Comment period ends 30 days after the date that preliminary is mailed.

* **Community Name** 

* **BFE Changes** Yes No

* **Advanced Copies Sent** Yes No

* **Preliminary Maps Distributed To**


[Add Community](#)

[Save and Close](#) [Continue >](#)



Always click Add Community before continuing. If you click Save and Close or Continue before Add Community, all previously entered information will be lost.

8.

Click on:



Each community that has been added drops off the Community Name dropdown.

9.

The community is added to the table. Continue to enter information for every community in the dropdown list.



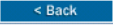


If any of the communities have an incomplete Preliminary SOMA, save and close this screen and return to the SOMA Tool to complete the LOMCs.

You cannot continue on this screen until the Preliminary SOMA for all communities is complete.

10. Click on:  to the Review screen

Work Item Details - Project # 09-04-0015S ?

Task Information | **Review**

Distribute Preliminary Map Products : Review (Dickson County-wide)

Review the information. Click "Complete Task" when done or click "Back" to make changes. Once complete, this task will be removed from your Work Item List and you will not be able to view or update this task.

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




Project and Task Information

Project Name: Dickson County TN MapMod07
Case Number: 09-04-0015S
Task Description:
Baseline Task End Date: 09/30/2007
Projected Preliminary Date: 09/30/2007

Community Information

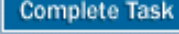
Date Preliminary Mailed: 09/30/2007
30-Day comment period date: 10/30/2007

Community Name	BFE Changes	Advanced Copies Sent	Preliminary Maps Distributed To	Preliminary SOMA
DICKSON, CITY OF	Yes	Yes	Larry Outer	Complete
VANLEER, TOWN OF	Yes	Yes	Ken Kish	Complete
BURNS, TOWN OF	Yes	Yes	David Peters	Complete
WHITE BLUFF, TOWN OF	Yes	Yes	Elise Ditmore	Complete
SLAYDEN, TOWN OF	Yes	Yes	Andrew Sims	Complete
CHARLOTTE, TOWN OF	Yes	Yes	Erin Heath	Complete
DICKSON COUNTY *	Yes	Yes	Jen Tichenor	Complete



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.

11. Review the information and when satisfied, click 

Results

Once the Manager completes the Manage Preliminary Map Production activity, the workflow moves to Post Preliminary Processing. The next activity is Determine Community Meeting, completed by the Producer.

Last updated: March 2009