

Work Instruction
RSC or MODHQ - Validate
Content Submission

Purpose

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

- Download the mapping partner's submission
- Approve or reject the submission
- Change the reviewer
- Check workflow history

This is the first activity in the Manage Quality Assurance (QA) process and appears in three places in the workflow – after each data development task, Produce Preliminary Map Products and Submit MSC Deliverable activities are complete.

Prerequisites

- Each Producer Data Development activity is complete, or
- Produce Preliminary Map Products activity is complete, or
- Submit MSC Deliverable activity is complete

Navigation

Via Menu Path	Log in to the MIP > Workbench > Work Items > and Claim > Validate Content Submission
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Work Steps

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Work Item List - modhqjill - January 15, 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
All	All	09-04-0015S			
Claim	Validate Content Submission: Hydraulic Data	09-04-0015S	Dickson County TN MapMod07	01/14/2009	
Claim	Validate Content Submission: Hydrologic Data	09-04-0015S	Dickson County TN MapMod07	01/14/2009	
Claim	Validate Content Submission: Base Map	09-04-0015S	Dickson County TN MapMod07	01/14/2009	
Claim	Validate Content Submission: Topographic Data	09-04-0015S	Dickson County TN MapMod07	01/14/2009	
Claim	Validate Content Submission: Field Survey	09-04-0015S	Dickson County TN MapMod07	01/14/2009	



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: **Claim** to claim the activity



Validate Content Submission - This activity is performed by the RSC or MOD HQ after each activity that requires QA (all data development tasks, Produce Preliminary Map Products, Submit MSC Deliverable) is completed. The purpose of the activity is to ensure that the mapping partner has submitted a complete package.

If the submittal is incomplete, it will be sent back to the user for rework. If the submittal is complete, the workflow will be routed to either Independent QA, Perform National QA, or to the next step in the workflow.

2. Click on: **Validate Content Submission: Hydraulic Data** to enter the Validate Content Submission: Hydraulic Data activity

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

Task Information | Review

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

Validate Content Submission : Task Information (Dickson County-wide)

Approve or Reject the data submission and click "Continue". Comments are required when the submission is rejected. Rejecting the submission will return the work item to the producer and the comments will be viewable by the producer.

* indicates a required field.

Project and Task Information

Project Name: Dickson County TN MapMod07
 Task under QA: Develop Hydraulic Data
 Develop Hydraulic Data Description:
 Develop Hydraulic Data Completed by: Watershed IV Alliance
 Comments from Develop Hydraulic Data:

QA Status

* **Approve or Reject QA** Approve Reject

* **Reviewer Name**

Comments

[Download Submission](#) | Metadata Validation Results | Workflow History

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

	The Reviewer Name is pre-populated with the user's MIP ID. This can be changed if the review was conducted by one or more other people.
	Use the Download Submission, Metadata Validation Results and Workflow History links to view additional information.
	The default is set to Reject. If reject is selected, comments are required.

3. Perform the usual procedures to validate the content and then return to the MIP to note your decision.

4. Click on: to move to the Review screen

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

Task Information | **Review**

< Back
Save and Close Complete Task

Validate Content Submission : 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
Task under QA:	Develop Hydraulic Data
Develop Hydraulic Data Description:	
Develop Hydraulic Data Completed by:	Watershed IV Alliance
Comments from Develop Hydraulic Data:	

QA Status

Approve or Reject QA:	Approve
Reviewer Name:	modhqjill
Comments:	

< Back
Save and Close Complete Task

	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.
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5. Review the information and when satisfied, click

Complete Task

Results

The process to complete the Validate Content Submission activity is always the same. The remainder of these activities would be completed for the project to advance to the next activity in the workflow.

Last updated: March 2009