

Work Instruction
RSC or MOD HQ – Perform
National DFIRM QA

Purpose

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

- Approve or reject the submission
- Enter comments or upload a file, as appropriate
- View DFIRM DB QA Results

This activity occurs twice in the workflow – once after Produce Preliminary Map Products and again after Submit MSC Deliverable.

Prerequisites

- In Preliminary Map Production, the Produce Preliminary Map Products and Validate Content Submission activities are complete
- In Post-Preliminary Processing, the Submit MSC Deliverable and Validate Content Submission activities are complete

Navigation

Via Menu Path	Log in to the MIP > Workbench > Work Items > and Claim > Perform National DFIRM QA: Preliminary Map
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Work Steps

Mapping INFORMATION PLATFORM
FEMA

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Work Item List - modhjill - January 26, 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	Community	Date Posted ↑	Workflow History
Claim	Perform National DFIRM QA: Preliminary Map	09-04-0016S	Dickson County TN MapMod07	Dickson County-wide	01/26/2009	i



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



Perform National DFIRM QA - This activity is performed by the RSC or MOD HQ after the Validate Content Submission is completed for Preliminary Map Production and Post Preliminary Processing. The purpose of the task is to denote the approval or rejection of the submission.

This activity is also known as QR3 when done for Preliminary Map Production. When data from the Submit MSC Deliverable is validated and approved it is recorded in Perform National DFIRM QA: Final Map, also known as QR7.

2. Click on: [Perform National DFIRM QA: Preliminary Map](#) to enter the Perform National DFIRM QA: Preliminary Map activity

Work Item Details - Project # 09-04-0016S ?

Task Information | [Review](#)

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

Perform National DFIRM QA : Task Information (Dickson County-wide)

Approve or Reject the data submission. 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. To upload a QA report (in XLS format only), browse to the location of the file and click "Upload". Click "Continue" when complete.

Project and Task Information

Project Name: Dickson County TN MapMod07

Preliminary Map Production Description:

Preliminary Map Production Completed by: Watershed IV Alliance

Projected Preliminary Date:

QA Status

* **Reviewer Name**

* **Review Start Date**

* **Review End Date**

* **Approve or Reject QA** Approve Reject

* **Comments**

[DFIRM DB QA Results](#)

File Submission

QA Submission:

Choose a File to Upload

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

3. If another person(s) actually conducted the review, update the Reviewer Name to the user ID of that person or enter a group, e.g. "RSC 4."
4. Click to enter the Review Start Date
5. Click to enter the Review End Date

Work Item Details - Project # 09-04-0016S ?

Task Information | [Review](#)

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

Perform National DFIRM QA : Task Information (Dickson County-wide)

Approve or Reject the data submission. 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. To upload a QA report (in XLS format only), browse to the location of the file and click "Upload". Click "Continue" when complete.

Project and Task Information

Project Name: Dickson County TN MapMod07

Preliminary Map Production Description:

Preliminary Map Production Completed by: Watershed IV Alliance

Projected Preliminary Date:

QA Status

* **Reviewer Name**

* **Review Start Date**

* **Review End Date**

* **Approve or Reject QA** Approve Reject

* **Comments**

[DFIRM DB QA Results](#)

File Submission

QA Submission:

Choose a File to Upload

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

	<p>For more information on performing the National DFIRM QA review, refer to the Revised Procedure Memorandum (PM) 42 - Quality Control Requirements in the DFIRM Production Process on www.fema.gov.</p>
	<p>If Reject is selected, Comments are required.</p>

6. Upon completing the review, return to the MIP and click Approve or Reject
7. Use the File Submission section to upload an applicable QA report (.xls format only)
8. Click on:  to move to the Review screen

Work Item Details - Project # 09-04-0016S ?

Task Information | **Review**

Perform National DFIRM QA : 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

Preliminary Map Production Description:

Preliminary Map Production Completed by: Watershed IV Alliance

Projected Preliminary Date:

QA Status

Reviewer Name: modhqjill

Review Start Date: 07/22/2007

Review End Date: 08/22/2007

Approve or Reject QA: Approve

Comments:

File Submission

QA Submission:

	<p>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.</p>
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9. Review the information and when satisfied, click 

Results

- Preliminary Map submission passed Quality Assurance. User can complete Produce Preliminary Map Products activity
- Final Map submission passed Quality Assurance. User can complete Produce Final Map Products activity
- Preliminary Map submission failed Quality Assurance. User will be returned to Produce Preliminary Map Products activity
- Final Map submission failed Quality Assurance. User can will be returned to Produce Final Map Products activity

Last updated: March 2009