Mapping
INFORMATION PLATFORM

Work Instruction
Task Lead - Receive Additional Data

Purpose

This work instruction is used to outline the process conducted by the Task Lead to acknowledge receipt of the requested information/fee from the requestor.

Prerequisites

- The Review Data Received activity is complete
- Additional data has been requested

Navigation

Via Menu Path	**Log in to the MIP ➔ Workbench ➔ Work Items ➔**
	and
	Claim ➔ Receive Additional Data

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: <u>Receive Additional Data</u> to enter the Receive Additional Data activity

> ℹ️ At any point, the user may click the ? to access helpful hints regarding the information on this screen.

> ℹ️ If Additional Data have been received, select Yes. If not, select No. If No is selected, the project will not advance from this task until all data have been received and noted as such.

3. Click the applicable radio button on Additional Data Received

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

Mapping INFORMATION PLATFORM

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

Receive Additional Data | **Review**

Receive Additional Data

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:**

▶ **Letters**

▶ **Assign Project Resource**

▶ **Administer Fee/Receive Additional Fee**

▶ **Receive Additional Data**

▶ **Suspend Project**

[< Back]   [Continue >]

| | On the Review screen, click the twisties to the left of the listed name to expand a single element. To view all elements, click the Expand All link to show all data fields and information entered. |

5.   Click on: [Continue >]   to advance to Complete Task

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

Receive Additional Data | Review

Receive Additional Data

[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 requestor compiles and submits requested information/fee.

Click to view the workflow history for this project.

[< Back]

| | 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** to complete the activity

Results
The next activity for the Task Lead is Review Data Received.

Last updated: March 2009