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

1. Click on: Claim to claim the activity

2. Click on: Receive Additional Data to enter the Receive Additional Data activity

3. Click the applicable radio button on Additional Data Received

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

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

<table>
<thead>
<tr>
<th>Results</th>
</tr>
</thead>
<tbody>
<tr>
<td>The next activity for the Task Lead is Review Data Received.</td>
</tr>
</tbody>
</table>

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