

Work Instruction Document Control - Distribute Final 65 Publication

Purpose

This work instruction is used to outline the process conducted by the Document Control Group to enter the Federal Register's publication date corresponding to the Final Rule Part 65

Prerequisites

• The Distribute Final BFE Letter activity is complete

Navigation

Via Menu Path	Log in to the MIP → Workbench → Work Items →
	and
	Claim → Distribute Final 65 Publication



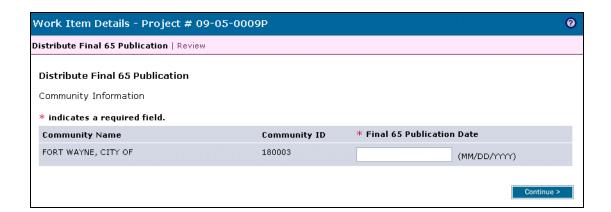
Work Steps





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: Distribute Final 65 Publication to enter the Distribute Final 65 Publication activity

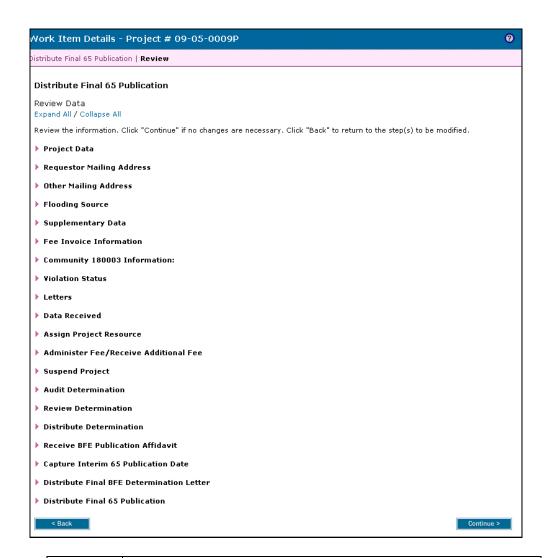




Information should be entered for each community that has publication dates.

- 3. Click to enter the Federal Register's publication date corresponding to the Final Rule Part 65 in MM/DD/YYYY format
- 4. Click on: Continue > to move to the Review screen





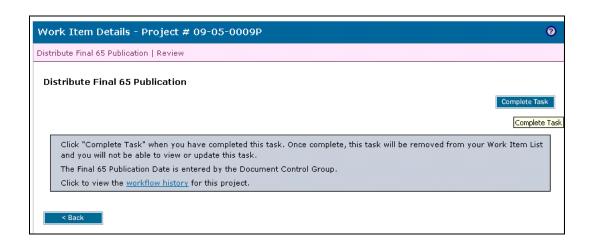


On the Review screen, click the twisties to the left of the listed name to expand a single element. To view all elements, click the Expand All hot link to show all data fields and information entered.

5. Review the information and click

Continue >







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

Results

This activity is a hanging activity in the workflow which means that it does not have to be completed in order for the case to show a Completed status in the MIP. This case will terminate after this activity is completed and will no longer be accessible through the workflow.

Last updated: March 2009