Mapping
INFORMATION PLATFORM

Work Instruction
Document Control - Receive Appeal or Protest - Receive Appeal

Purpose

This work instruction is used to outline the process conducted by the Document Control Group to denote receipt of appeals or protests as well as mark the end of the appeal period.

This particular work instruction shows how to complete this activity with an appeal. See the alternate Receive Appeal or Protest module that provides detail on how to complete the task without an appeal or protest.

Prerequisites

- The Receive BFE Publication Affidavit activity is complete

Navigation

Via Menu Path	**Log in to the MIP ➔ Workbench ➔ Work Items ➔**
	and
	Claim ➔ Receive Appeal or Protest

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: **Receive Appeal or Protest** to enter the Receive Appeal or Protest activity

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3. Click the Type Received dropdown box and select the type received

4. Click to enter Appellant Name

5. Click to enter Date Received

6. Click Appellant Type dropdown box to select the appellant type

7. Click to enter Comments

⚠️	The Add Appeal/Protest button must be clicked in order to save the information after *each* entry prior to clicking the Continue button or data will not be saved.

8. Click on: **Add Appeal/Protest** to add the entry to the table

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Work Item Details - Project # 09-05-0012P ❓

Receive Appeals and Protests | Review

Receive Appeals or Protest

Enter or modify Appeal or Protest information. Click "Add Appeal/ Protest". Repeat for each Appeal or Protest. Click "Continue".

* indicates a required field.

* Community	FORT WAYNE, CITY OF (180003) ▾
* Type Received	▾
* Appellant Name	
* Date Received	(MM/DD/YYYY)
* Appellant Type	▾
Comments	

Add Appeal/Protest   Add Appeal/Protest

Community:FORT WAYNE, CITY OF CID: 180003   Modify
Type Received: Appeal
Appellant Name: Joan Turner   Delete
Date Received: 12/16/2008
Appellant Type: Non-community
Comments: Appealing the BFEs

Identify if the Appeal or Protest period is complete. Click "Continue".

Appeal Period for All Impacted Communities Expired	○ Yes ⦿ No

Continue >

ℹ️	If No is selected, the activity will remain on Document Control's workbench until the appeal/protest period has expired.

9. Once the appeal/protest period has ended, select the Yes radio button in order for the case to continue through the workflow.

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10. Click on: [Continue >] to move to the Review screen
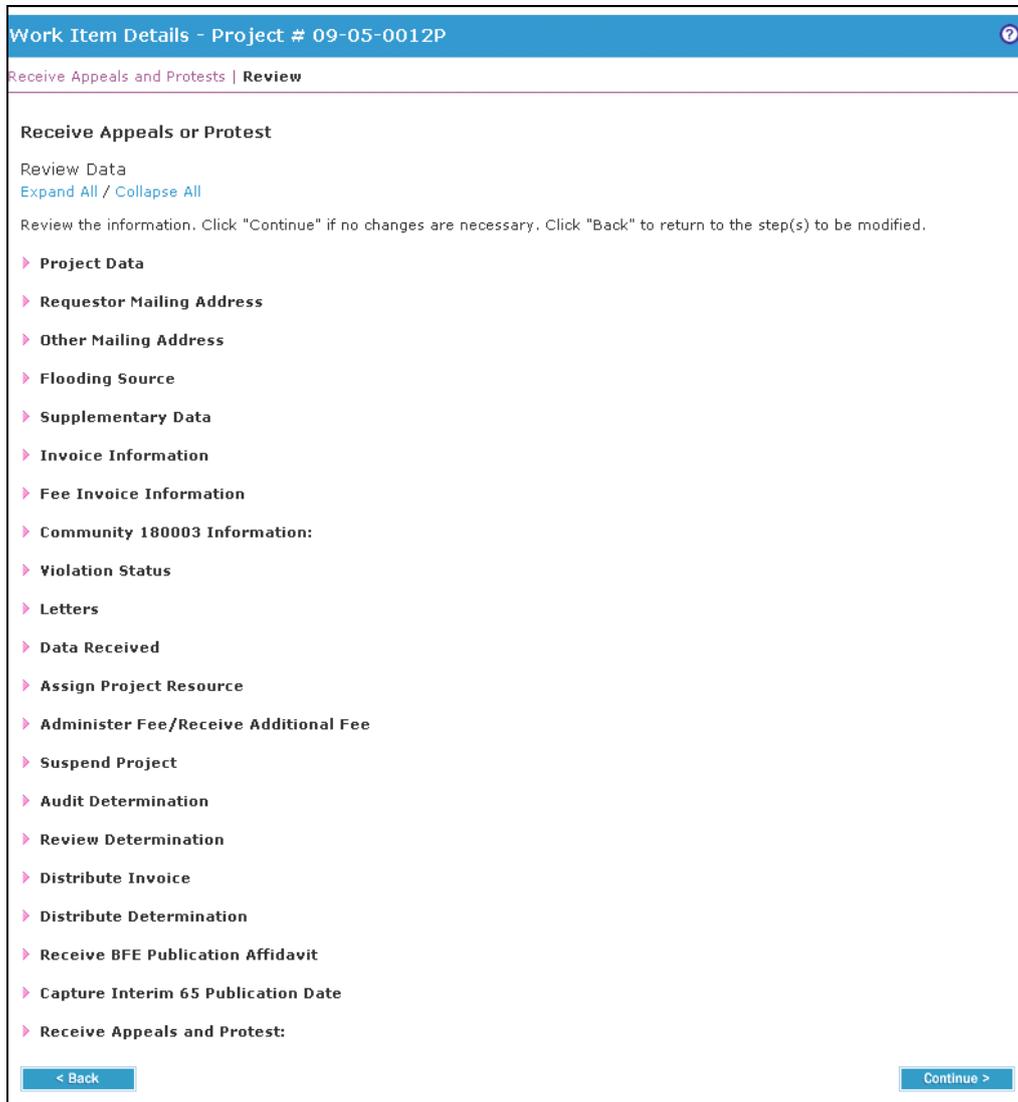
Work Item Details - Project # 09-05-0012P

Receive Appeals and Protests | **Review**

Receive Appeals or Protest

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

▶ Invoice Information

▶ Fee Invoice Information

▶ Community 180003 Information:

▶ Violation Status

▶ Letters

▶ Data Received

▶ Assign Project Resource

▶ Administer Fee/Receive Additional Fee

▶ Suspend Project

▶ Audit Determination

▶ Review Determination

▶ Distribute Invoice

▶ Distribute Determination

▶ Receive BFE Publication Affidavit

▶ Capture Interim 65 Publication Date

▶ Receive Appeals and Protest:

[< 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.

11. Review the information and click [Continue >]

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Work Item Details - Project # 09-05-0012P   ❓

Receive Appeals and Protests | Review

Receive Appeals or Protest

[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 appeal period for a completed Letter of Map Revision.

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.

12.   Click on: [Complete Task] to complete activity

Results
Since an appeal was received, the next activity is Resolve Appeal or Protest completed by the Task Lead.