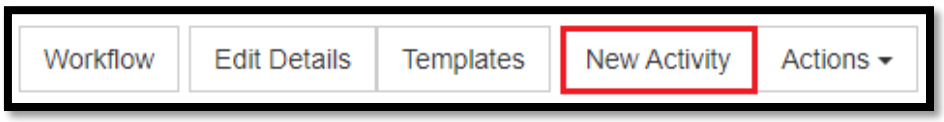
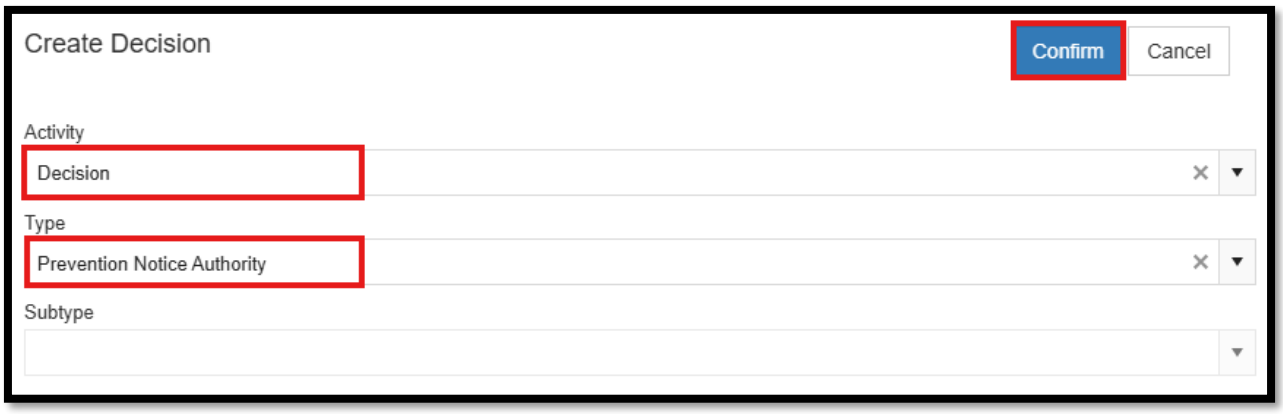
INSTRUCTIONS FOR CREATING NOTICES ON PREVENTION PROJECTS IN LOIS

The creation of a notice in LOIS is a 2 step process. First, a decision activity is created for the memo and then a notice activity is created within the decision activity. These instructions cover all notices under a Notice activity in LOIS including section 54, 55, 58 and 69.

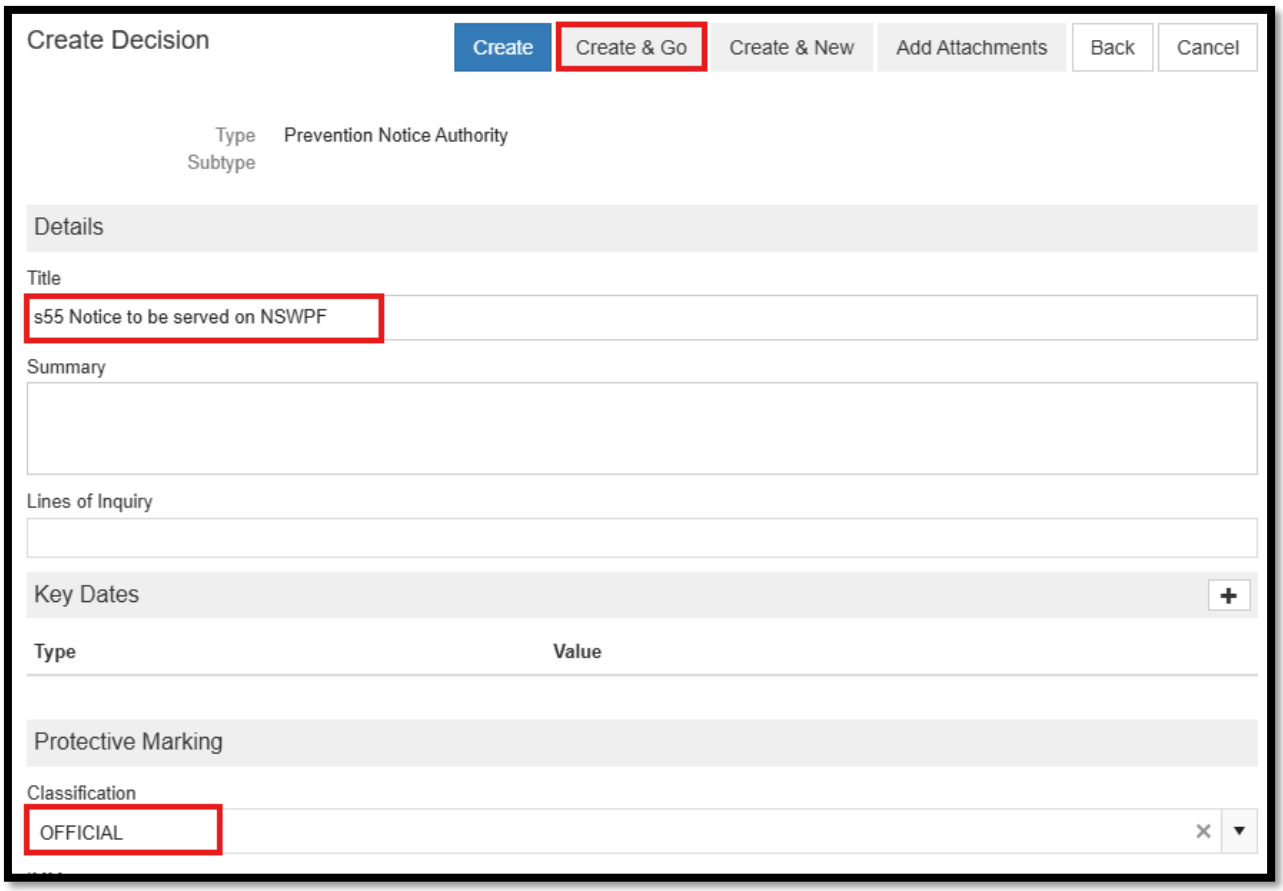
1. To create a decision activity, click on **New Activity**



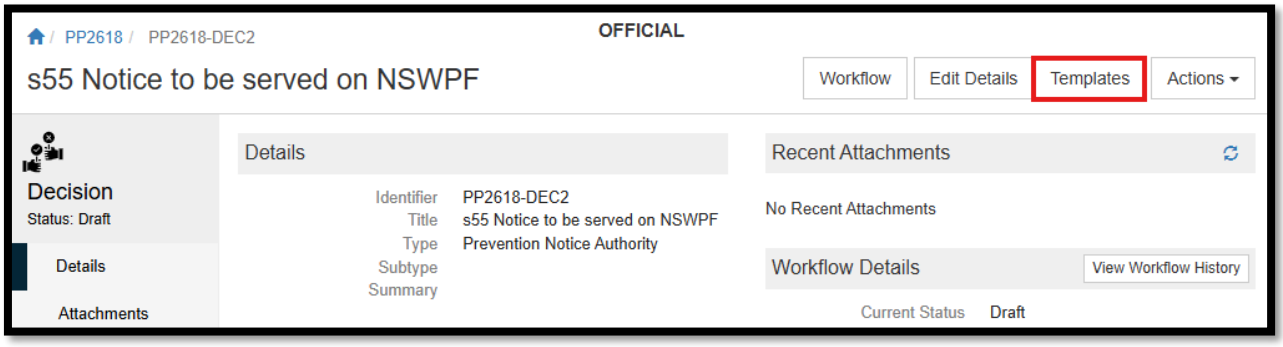
2. Click on the drop down arrow for **Activity** and select **Decision**, then click on the drop down arrow for **Type** and select **Prevention Notice Authority**. Click on **Confirm** to continue



3. Insert a **Title**. Select the **Classification** (ie Official). Click **Create & Go**



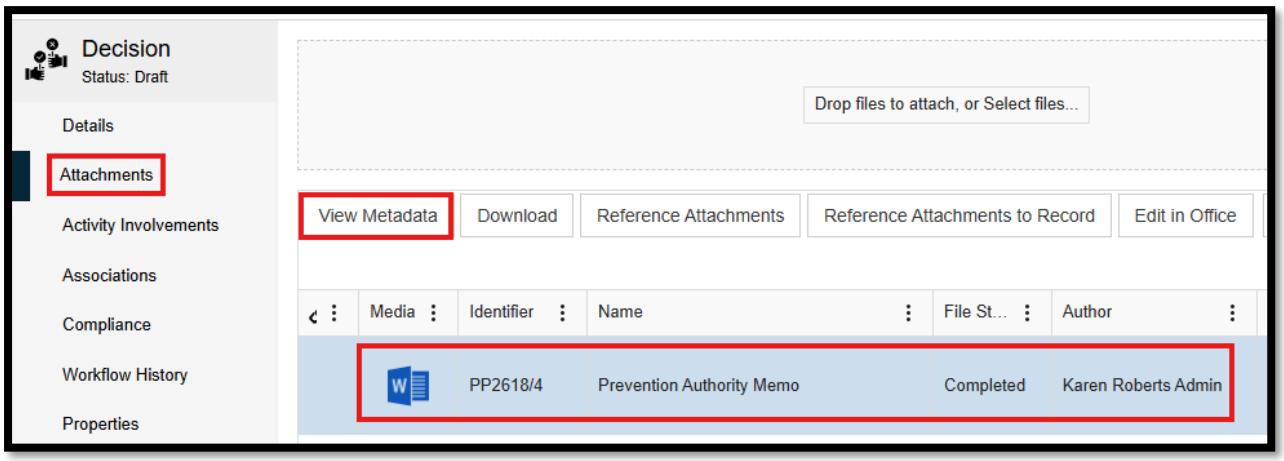
4. You will be taken to the Details page of the activity. To generate your memo click on **Templates**



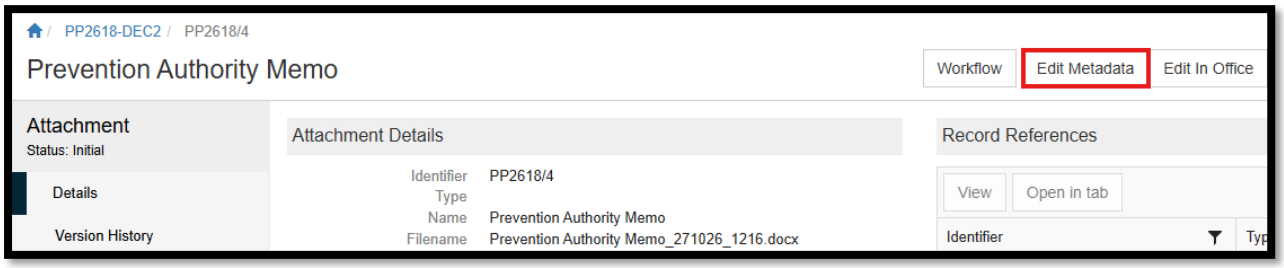
5. From the templates screen, select **Prevention Authority Memo**



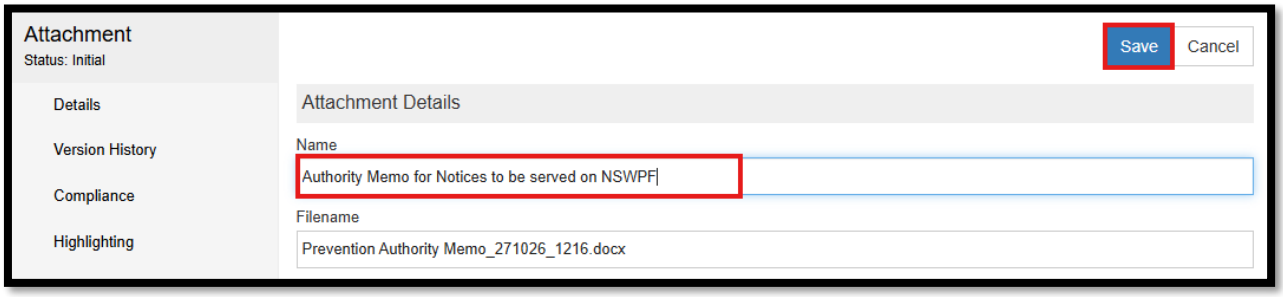
6. The memo template will be generated. Because all documents created from a template are named the same by default, it is good practice to rename the document. To do this, **select** your document on the **Attachments** tab and click on **View Metadata**



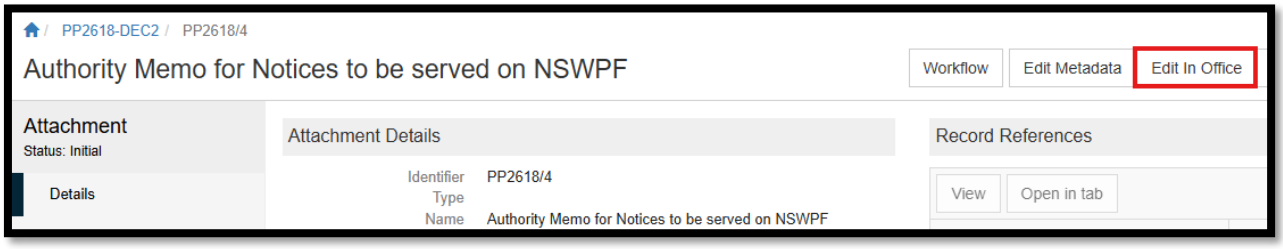
7. Click on **Edit Metadata**



8. Update the **Name** field to be more meaningful and then click on **Save**



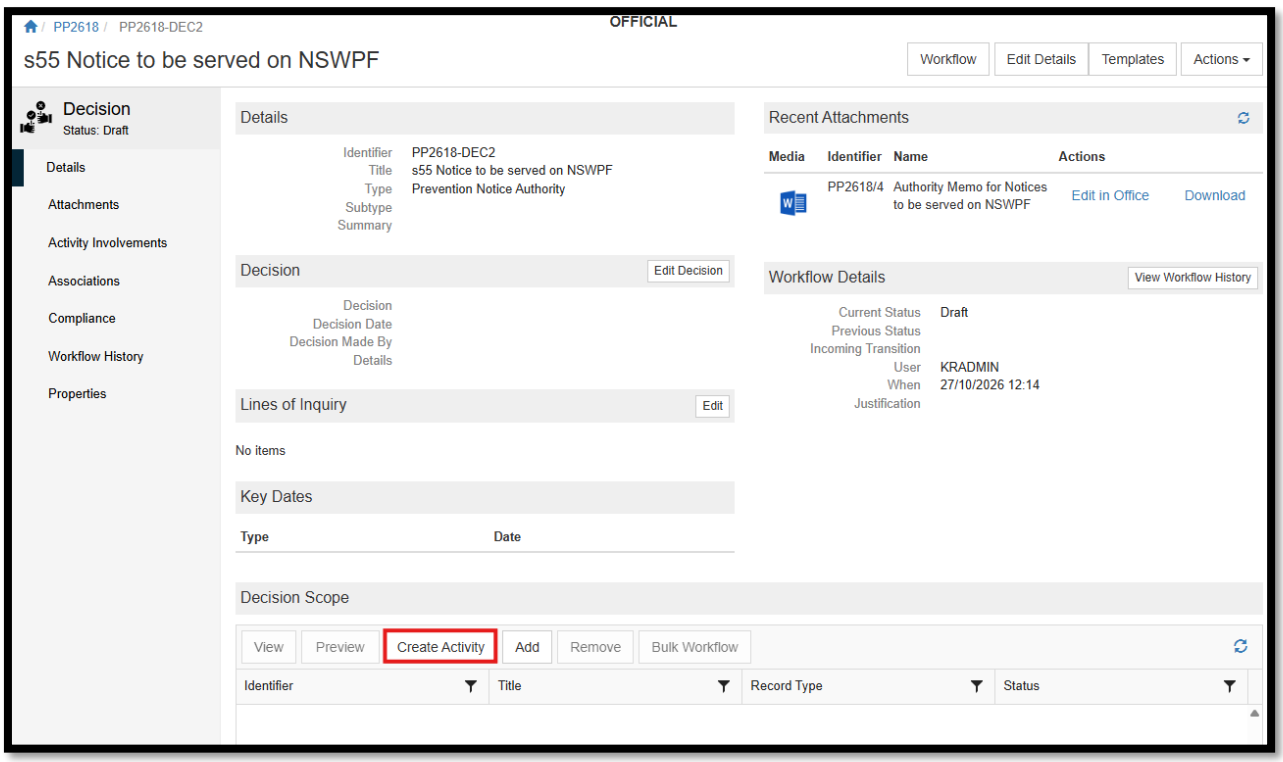
9. To complete your memo, click on **Edit in Office**



NOTE: If you do not need to rename the document, you can click on **Edit in Office** located under Recent Attachments on the Details tab.



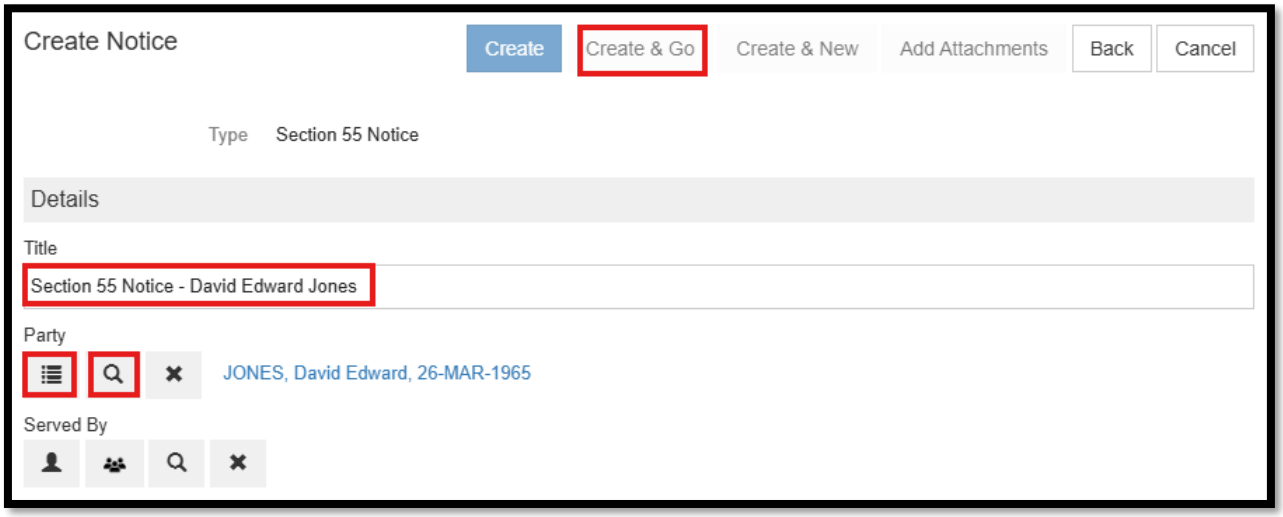
10. To create the notice, click on **Details** on the left hand side and then click on **Create Activity**



11. Click on the dropdown for **Type** and select the applicable notice (ie s54, 55, 58 or 69) then click on **Confirm**

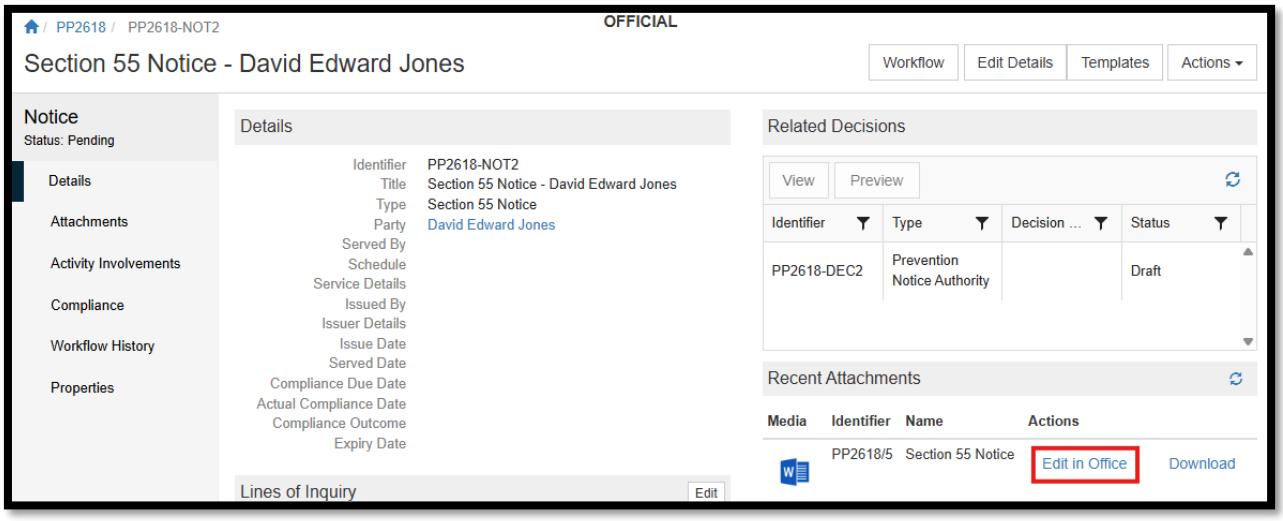


12. Insert a **Title**, select (or search for) the **Party**. Select the **Classification** and then click on **Create & Go**

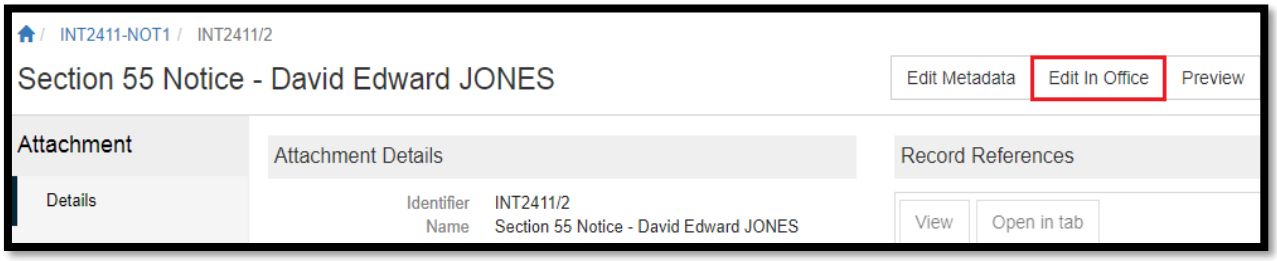


IMPORTANT: Once the notice is served you will need to return back to the Notice activity and fill in the outstanding boxes which is **Service Details and Served Date**. This is covered in steps 26-28.

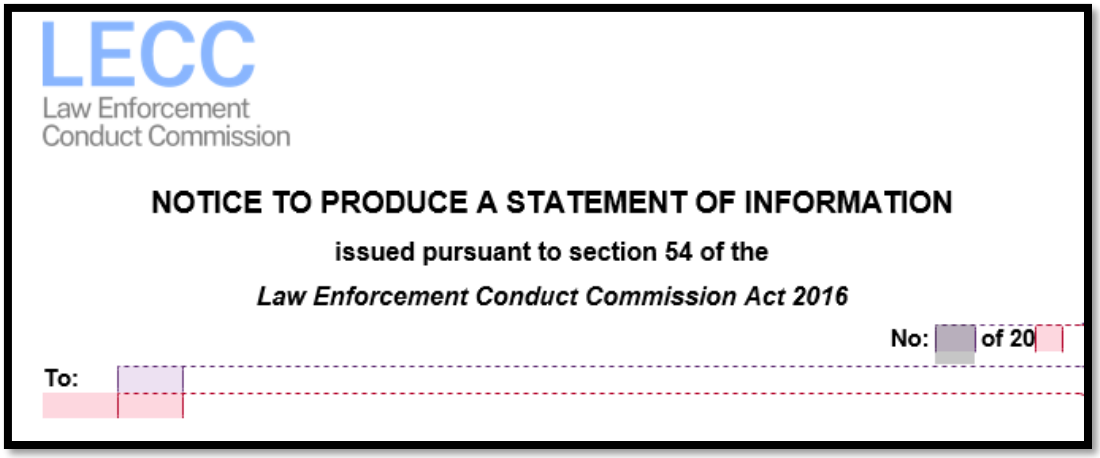
13. Once the notice is created you will be taken back to the Details page. To open the notice, click on **Edit in Office**.



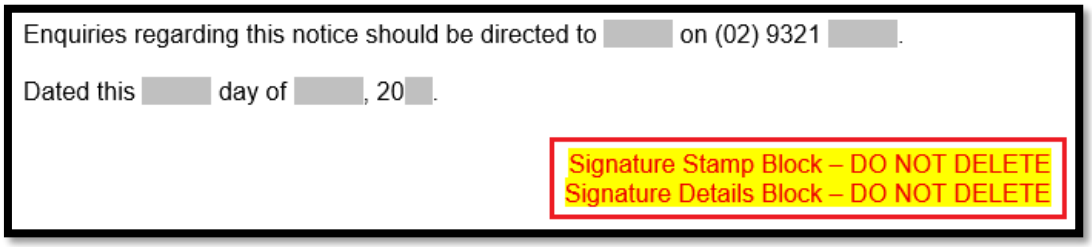
14. To complete your notice, click on **Edit in Office**



15. The Notice will open in in Word. You can now complete the fields in the document. Start typing to complete the 1st field and then **tab** through all of the remaining fields until the document unprotects. **There is a macro on the last field which unprotects the document and deletes all the comments in the document.**

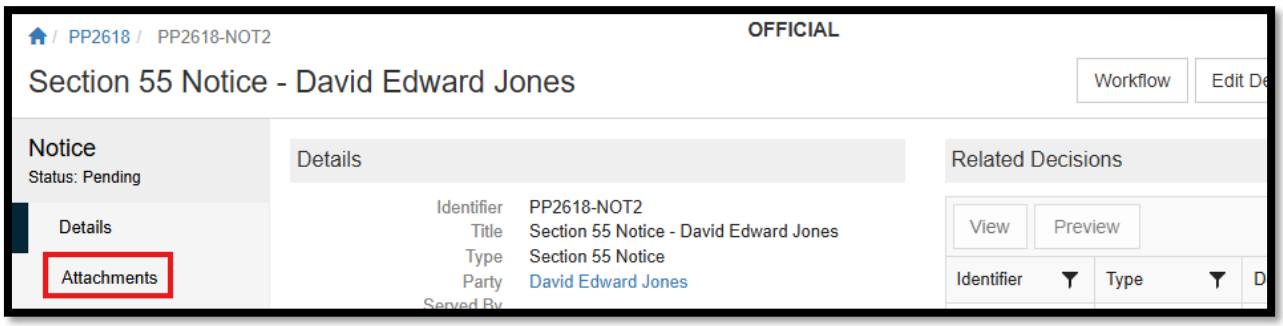


IMPORTANT: Notice templates have been setup for digital signing by the Chief Commissioner. Please do not delete the highlighted yellow tags in the document:

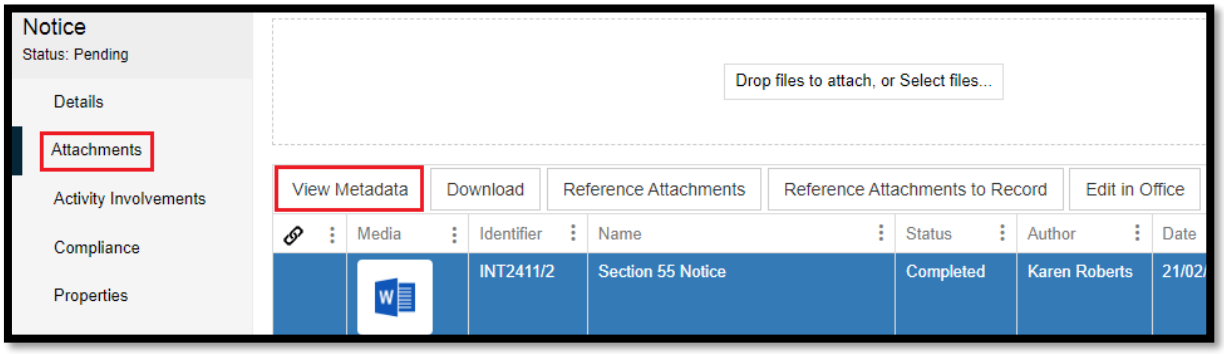


16. Once you have completed your notice, you can close the Word document. You will be taken back to the Attachments tab of the Notice activity.

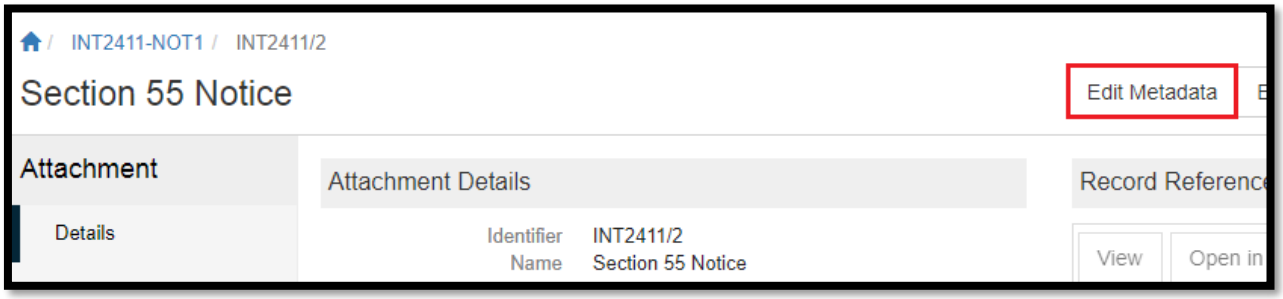
17. Because all documents created from a template are named the same by default, it is good practice to rename the document. To do this click on **Attachments**.



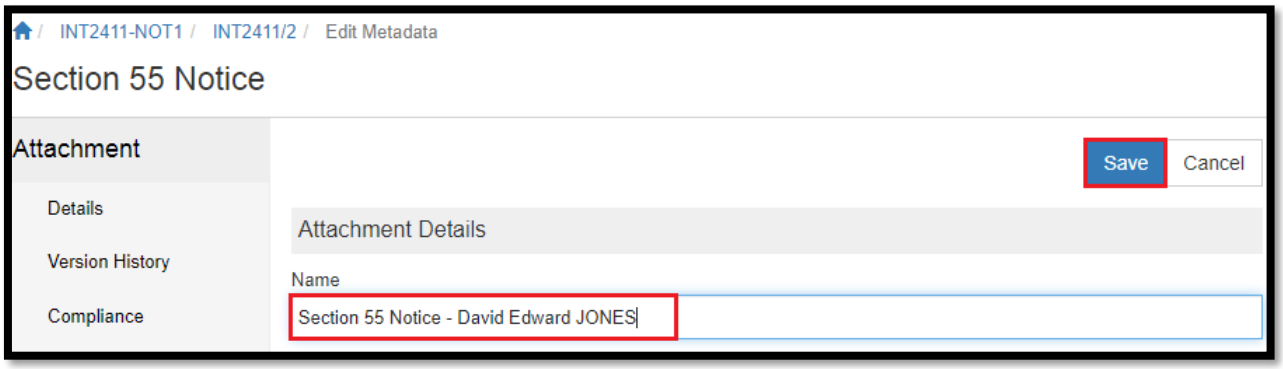
18. Select your document and click on **View Metadata**



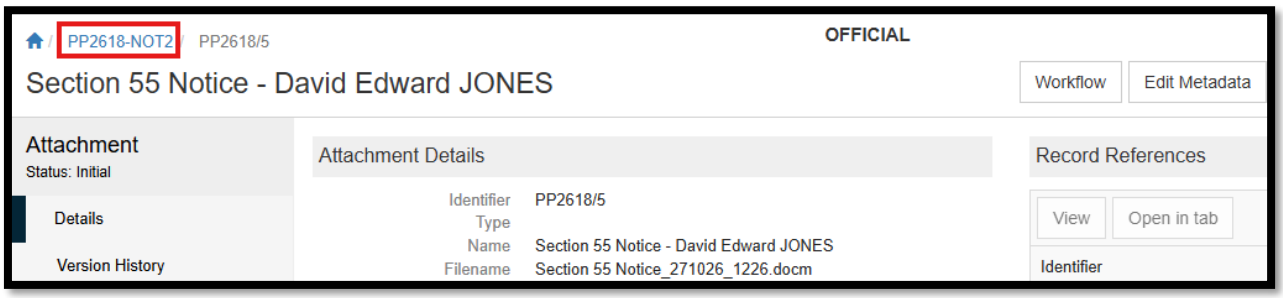
19. Click on **Edit Metadata**



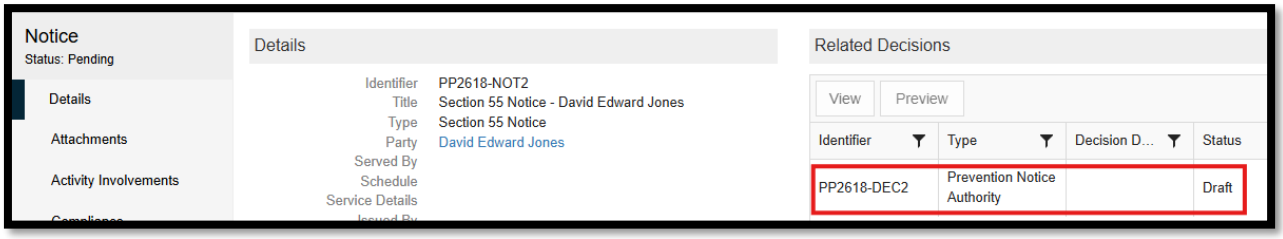
20. Update the **Name** field to be more meaningful and then click on **Save**



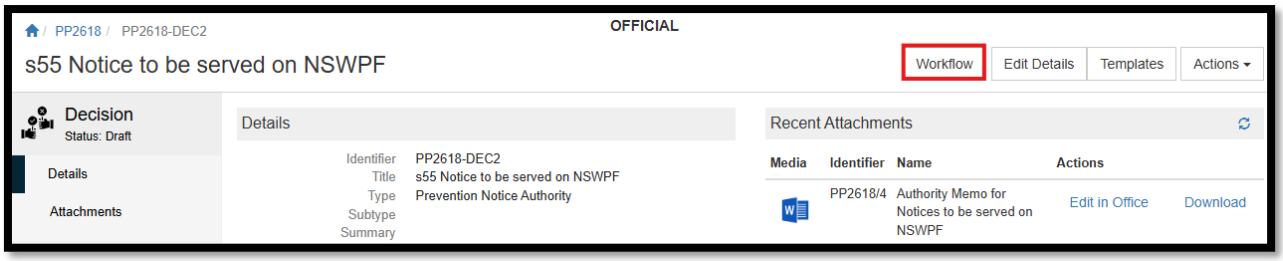
21. You will be taken back to Attachment Details. Click on the breadcrumb up the top to go back to the Notice activity



22. The last step is to workflow the Decision activity for Manager Review. On the right hand side, you will see the **Prevention Notice Authority Decision activity** under Related Decisions. Double click on this activity OR select it, right click on **View** and open it on a new tab.



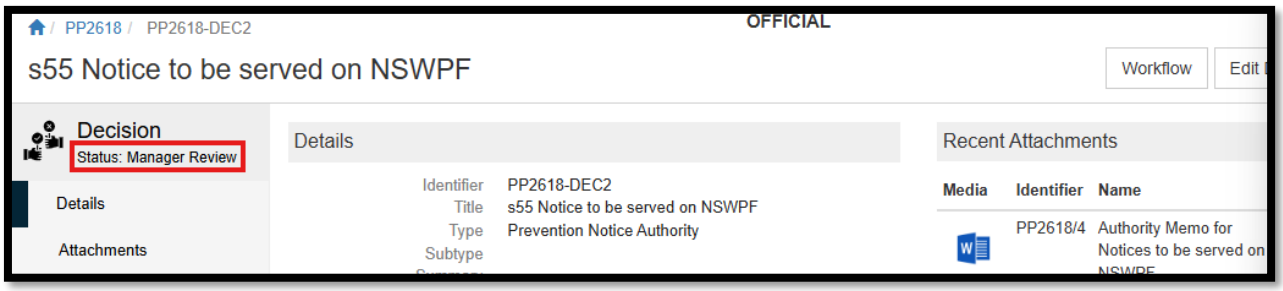
23. You will be taken to your **Prevention Notice Authority Decision** activity. Click on **Workflow**



24. Select **Manager Review**



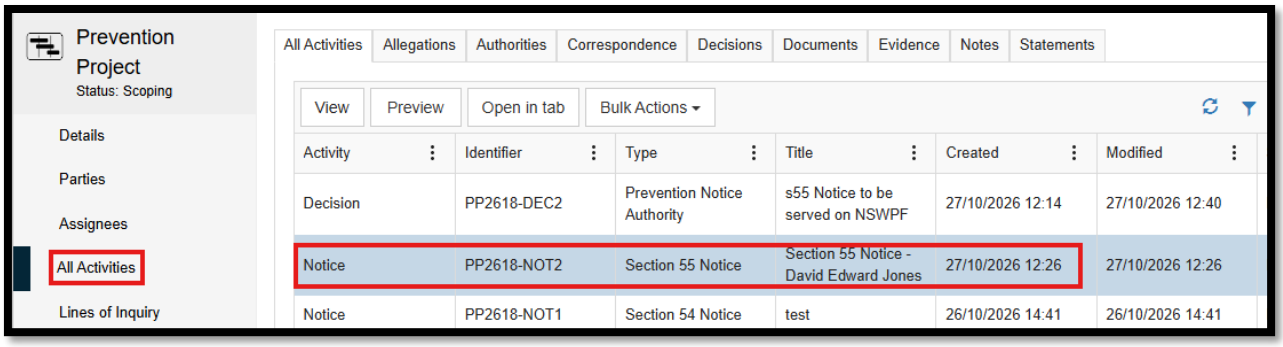
25. The status of your decision activity will change to Manager Review. The decision activity will now appear in the Project - Prevention > Manager Approval queue.



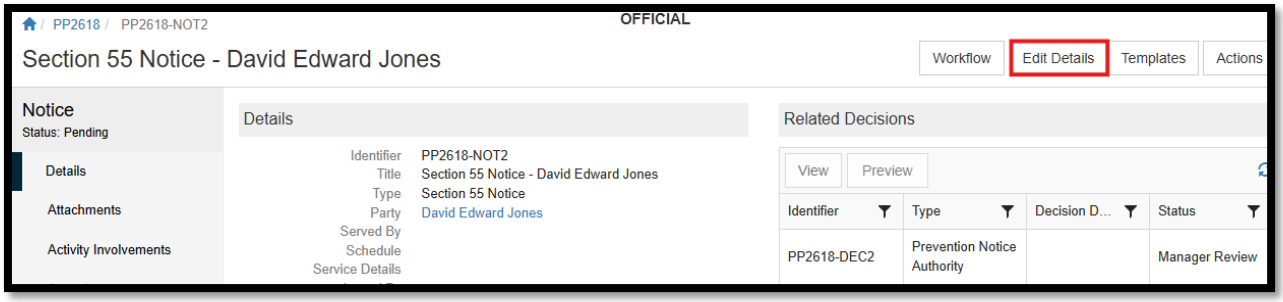
26. The Decision activity will need to continue to be workflowed all the way through to Commissioner Approval in order for it to appear in the Chief Commissioner's queue for approval and signing.



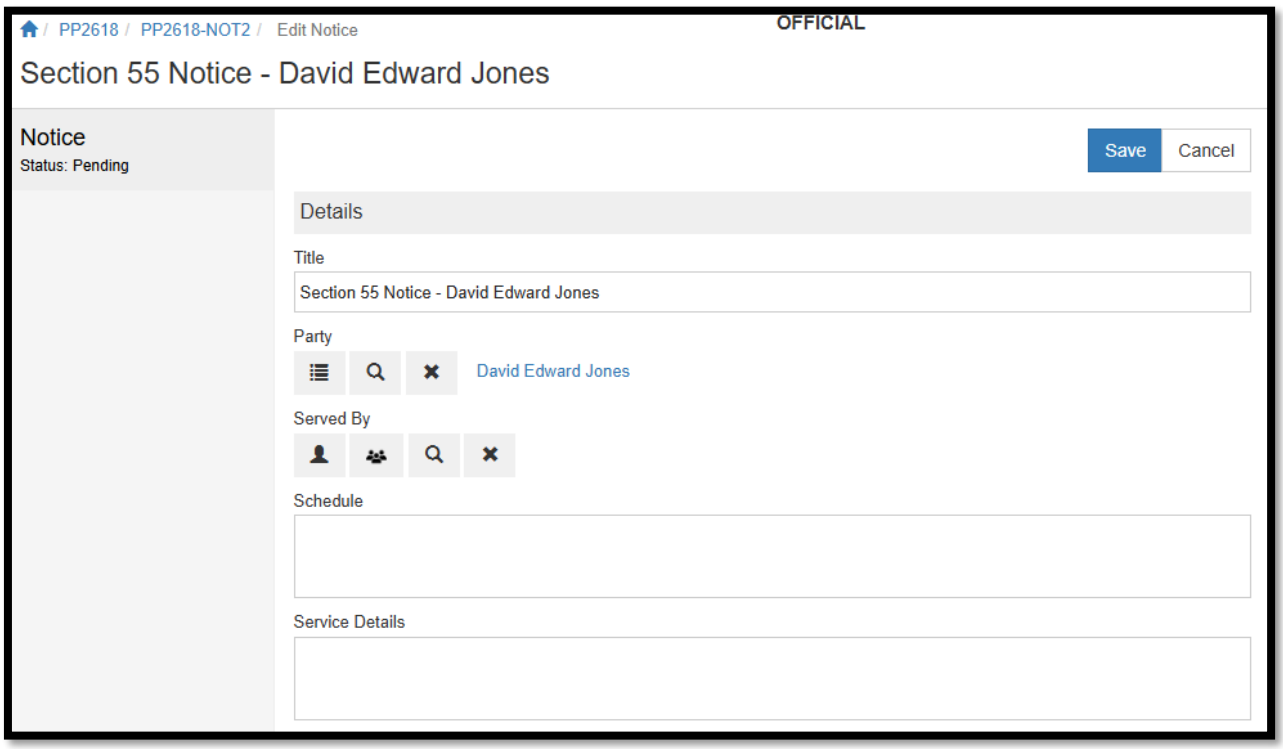
27. REMEMBER once your notice has been served, you will need to go back and update the service details. To do this, locate your Notice activity on the All Activities page, and then double click to open it.



28. Click on **Edit Details**.



29. Fill in the service details, compliance due date and click on **Save**.


PP2618 / PP2618-NOT2 / Edit Notice
Section 55 Notice - David Edward Jones
Notice
Status: Pending
Save
Cancel
Details
Title
Section 55 Notice - David Edward Jones
Party
David Edward Jones
Served By
Schedule
Service Details