Topic 04 - Introduction to recording Appeals

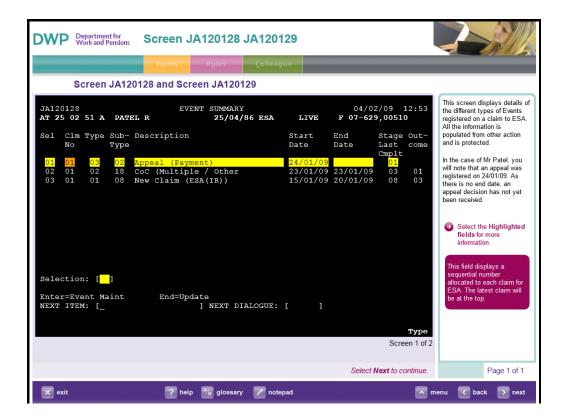


This screen displays details of the different types of Events registered on a claim to ESA. All the information is populated from other action and is protected.

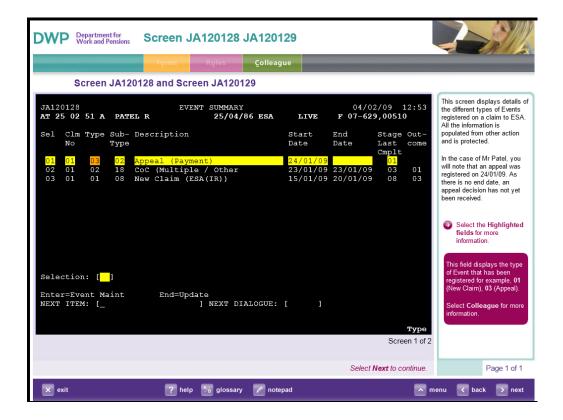
In the case of Mr Patel, you will note that an appeal was registered on 24/01/09. As there is no end date, an appeal decision has not yet been received.

Select the Highlighted fields for more information.

This field displays a sequential number allocated to each event, the latest Event to be registered is displayed at the top.

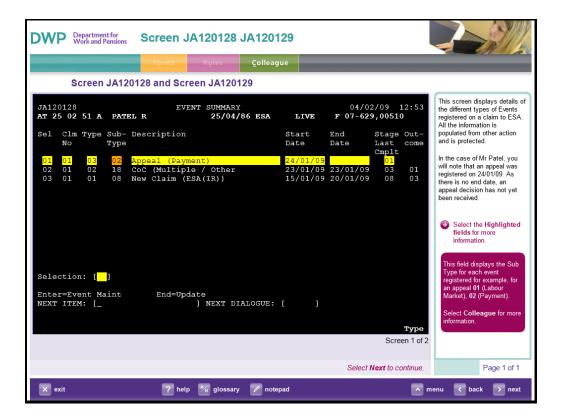


This field displays a sequential number allocated to each claim for ESA. The latest claim will be at the top.



This field displays the type of Event that has been registered for example, **01** (New Claim), **03** (Appeal).

A list of Event types will be found on the A list of codes can be found on the ESA JSAPS Code Card.

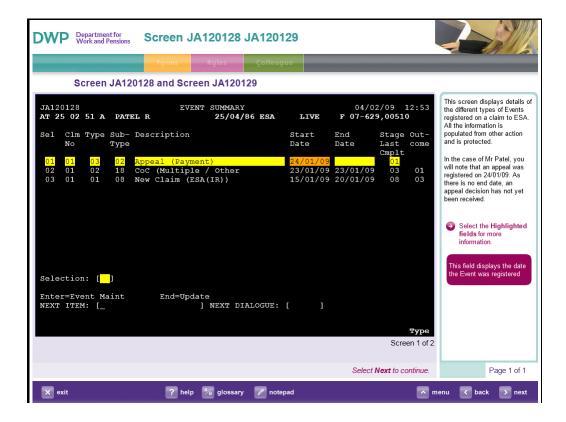


This field displays the Sub Type for each event registered for example, for an appeal **01** (Labour Market), **02** (Payment).

A list of event sub-types can be found on the ESA JSA JSAPS Code Card.



This field displays a description of the Events and sub-types.



This field displays the date the Event was registered.



This field displays the date the Event was finally decided on.

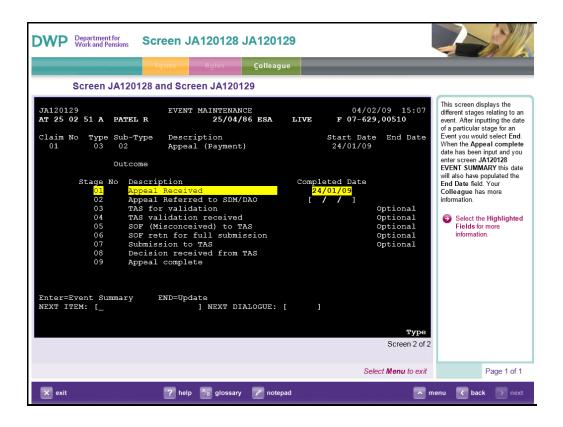
Some events are registered and decided on the same date. This would not normally apply to Appeals. You would register the Appeal upon receipt from the claimant but it may be many weeks or months before a decision is received.



This field displays the stage number an event is at. Each type of Event has various stages and later in the module we will learn about screen **JA120129 EVENT**MAINTENANCE for an Appeal.



In this field you would enter the **Sel** number for the Event you wish to review details of. You would then select **Enter**. This will take you to screen **JA120129 EVENT MAINTENANCE** which we will explore next.

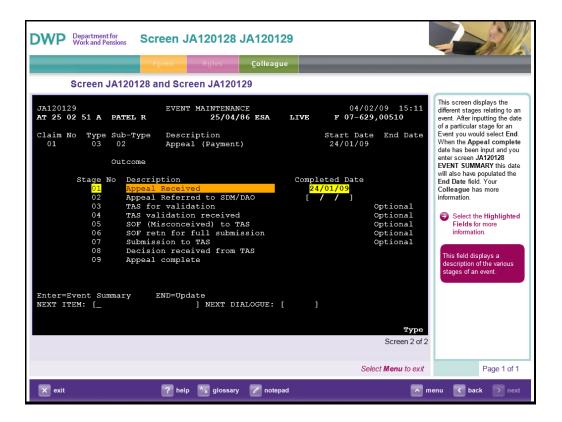


This screen displays the different stages relating to an event. After inputting the date of a particular stage for an Event you would select **End**. When the **Appeal complete** date has been input and you enter screen **JA120128 EVENT SUMMARY** this date will also have populated the **End Date** field. Note that Mr Patel's appeal was received on 24/01/09

Select the Highlighted Fields for more information.



This field displays the stage numbers of the appeal. The stages are given a sequential number in the order that they are completed. Some stages are optional. For example, not all appeals will be sent to The Appeals Service (TAS).



This field displays a description of the various stages of an event.



This field displays the date each stage was completed. Stages that have been completed earlier are protected. The field will only be accessible for the latest stage of the appeal.

As appeals are a more specialised topic, the JSAPS action may be allocated to a nominated person or section, for example the Appeals section. You may not have a good knowledge about appeals, however you will have a knowledge of screens JA120128 EVENT SUMMARY and JA120129 EVENT MAINTENANCE and may be called upon to assist a colleague with input to the screens.