TAT INFORMATION SYSTEM PROCESS FLOW

START

Login
- **Appelant** creates account or login into the sysetm
- **TAT** Administrators can login

Filing Application
- **Appelant** files a new application form
- **Appelant** attaches all required documents and information.
- **Appelant** can edit halted/rejected applications and add missing requirements.

TAT Reception
- **TAT Receptionist officer** carefully check the application form if it bears all requirements including payment approval
- Can halt/reject Application forms that don't have all requirements
- Assign officer in charge for sucessful applications
- System notifies appelant & officer in charge OF outcomes at this level by email.

Halted

Approved

Officer In Charge
- Receives approved applications
- Review and submit application to Registrar
- System notifies appelant & officer in charge outcomes at this level by email.
- Schedule Events & Reminders

Registrar
- Receives applications
- Change Application Stage
- Schedule Events & Reminders

Update Application Stage

Court
- Schedule Events & Reminders
- Attach events

Under Mediation
- Schedule Events & Reminders

Close & Archive
- Add Remarks

STOP