Work Package Sharing

The ACRES system allows Cooperative Agreement Recipients (CARs) the ability to share a work package with other users to enter additional data or update information for the property.

The CAR who starts a work package is referred to as the '***Owner***' of the package, and the owner has the ability to select other users, known as "collaborators", to have access to the work package. The collaborators must be associated with the CA in order to enter property information.

Only the ***Owner*** can submit the work package for regional review.

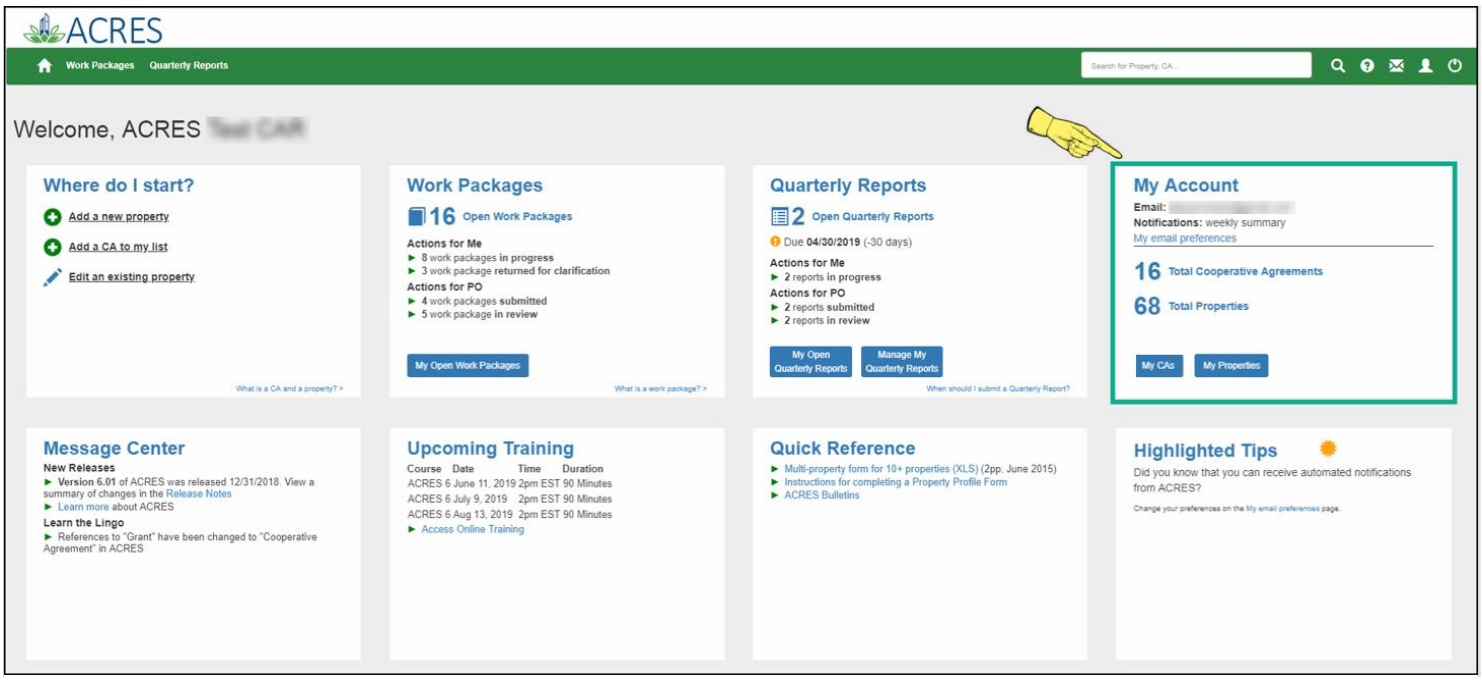
Accessing the Property Profile Form – Part 1: Property Information to share a Work Package

To share a work package, you need to access (Step 3) **Part 1: Property Information** of the **Property Profile Form (PPF)** for the selected property. You can access the PPF – Part 1, by:

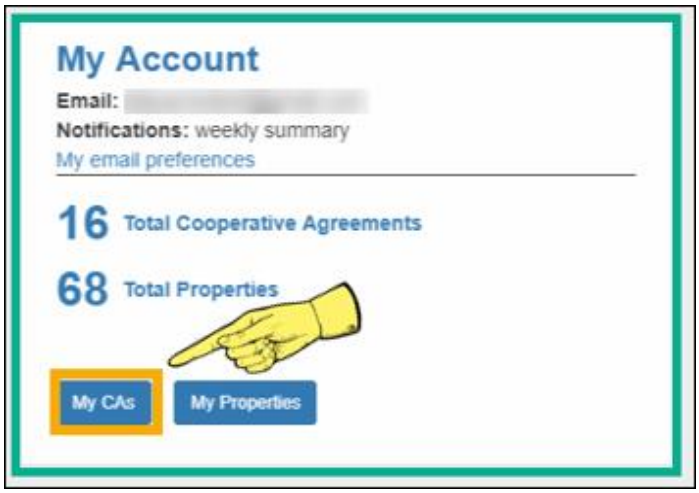
- **My CAs** button on your **My Account** card
- **My Properties** button on your **My Account** card

Sharing a Work Package via My CAs

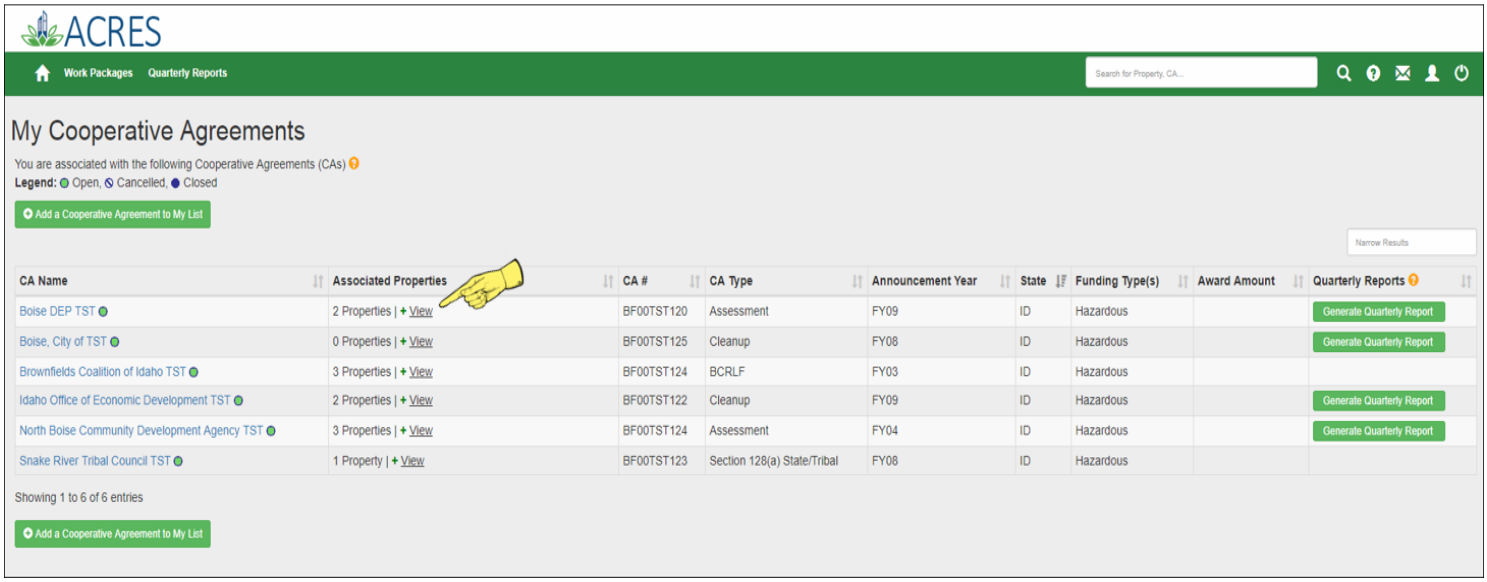
1. On your ACRES Homepage, go to your **My Accounts** card.



2. On your **My Account** card, select the **My CAs** button to access your Cooperative Agreements, and the property or properties associated with each Agreement.

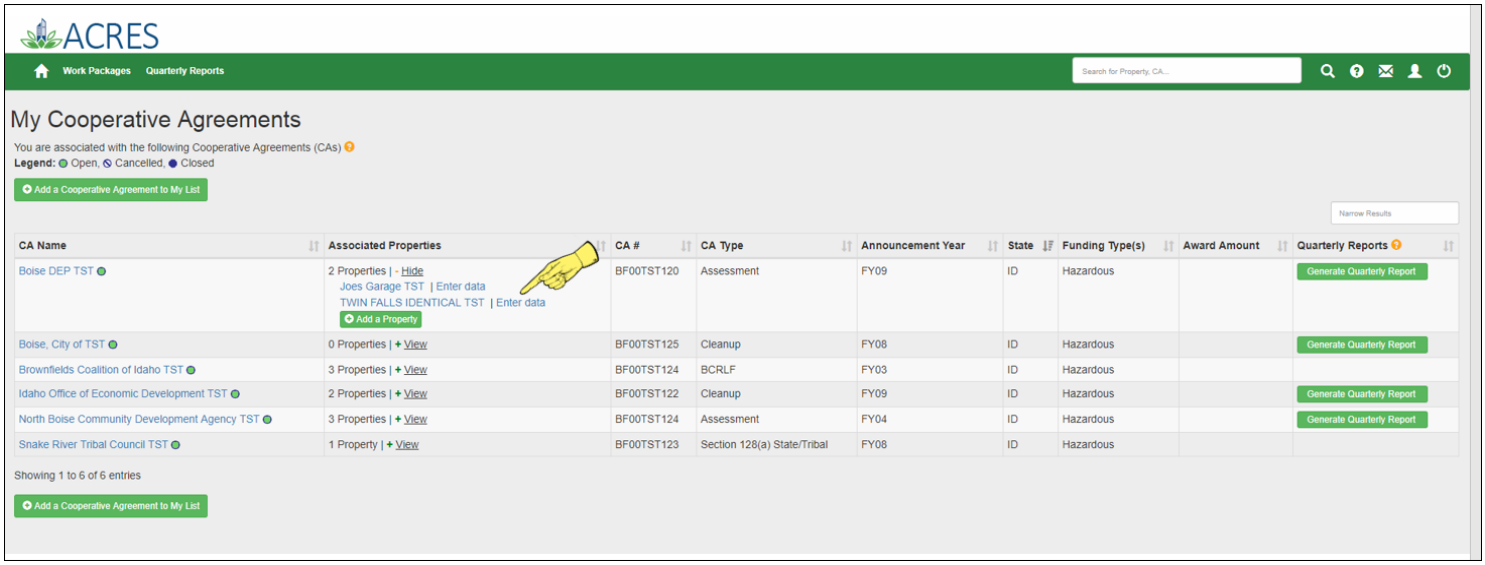


3. On your **My Accounts** card, click the **My CAs** button. You will navigate to the **My Cooperative Agreements** screen, which displays your list of Cooperative Agreements.
4. On the **My Cooperative Agreements** screen (below), click the **+View** link, in the **Associated Properties** column, to display the list of properties linked to the CA.



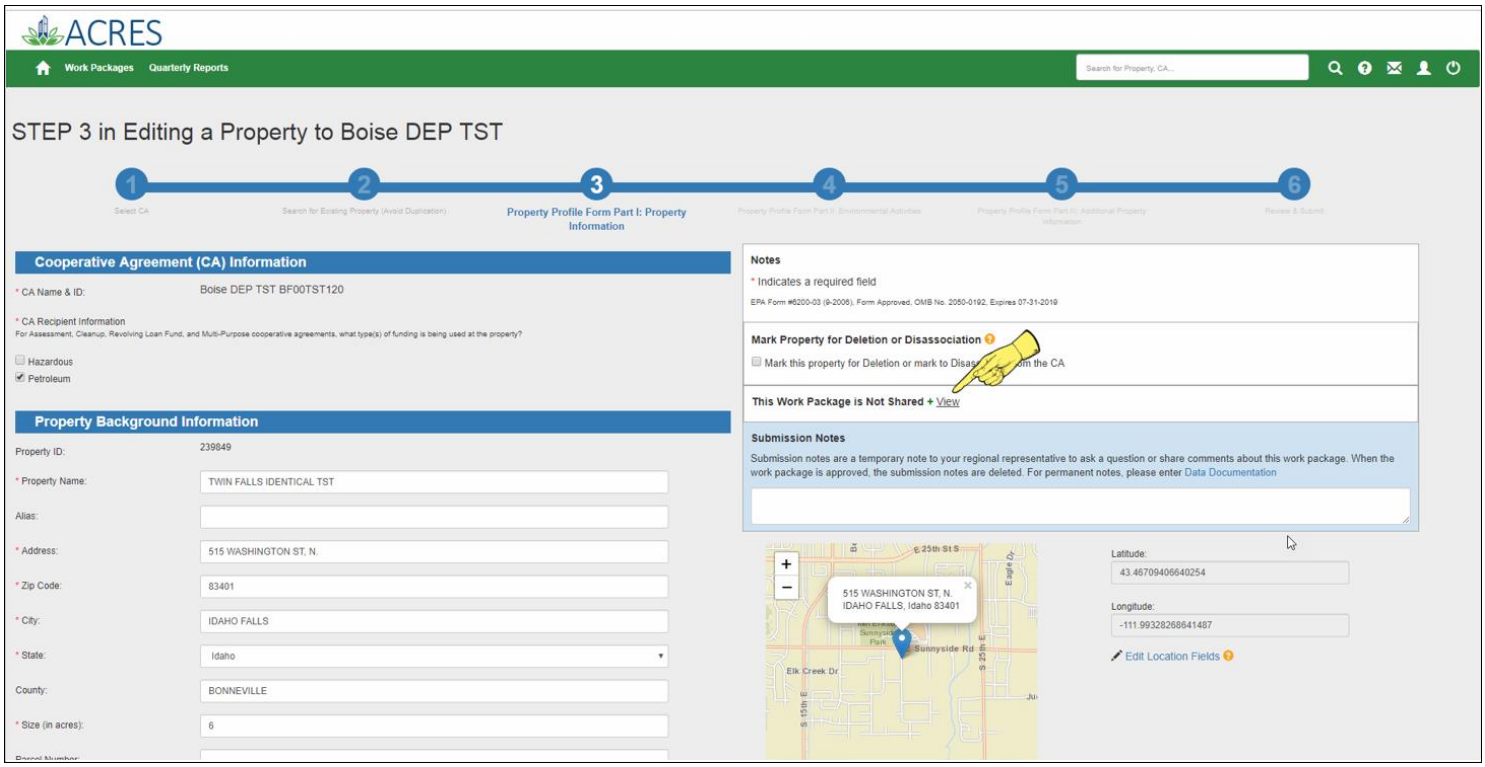
NOTE: The **Associated Properties** column displays the number of properties attached to the CA.

5. Select the **Enter Data** link of the property in which you want to share the work package.

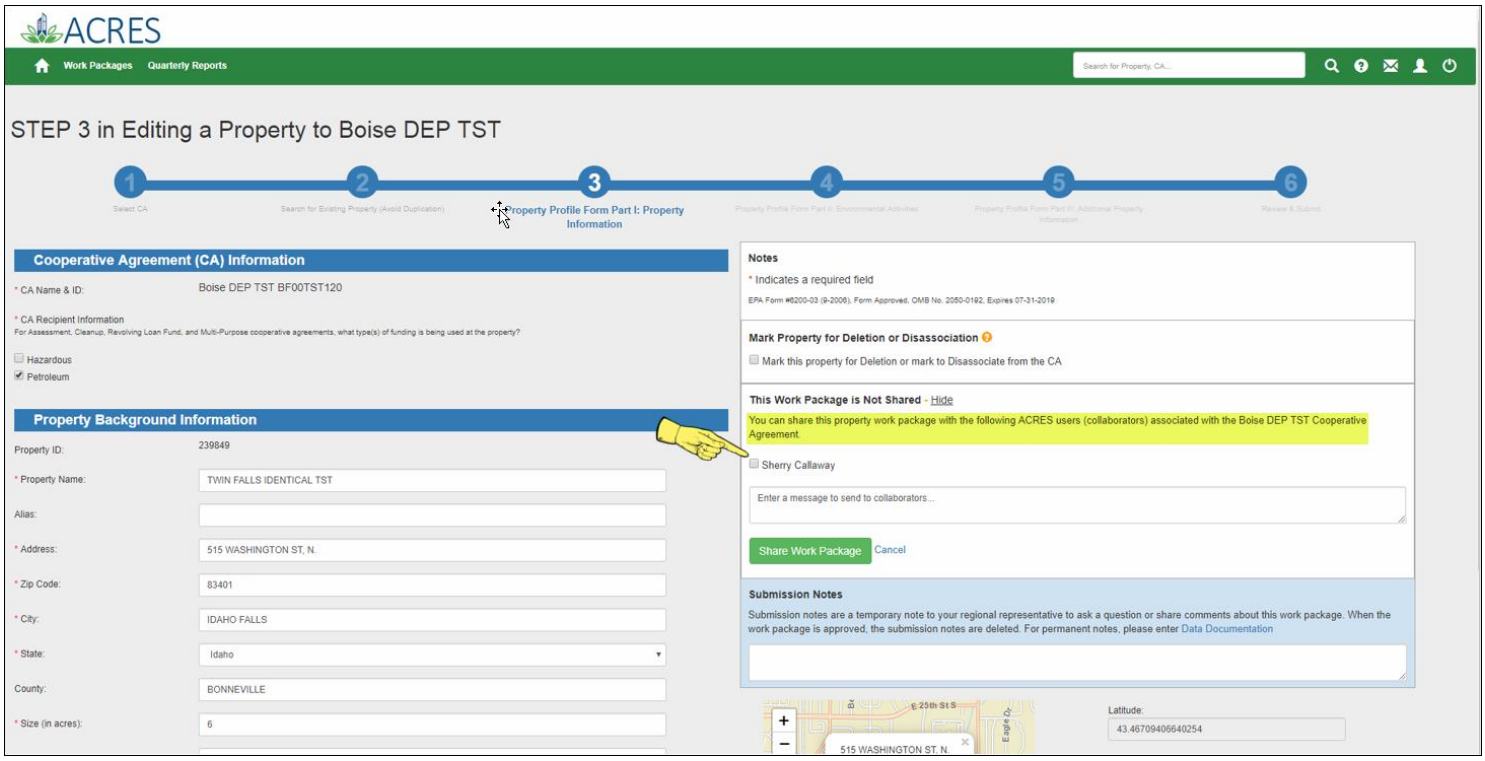


6. On Step 3 of the **Property Profile Form Part 1: Property Information** screen (below), select the **+View** link next to the **This Work Package is Not Shared** row.

NOTE: If the work package is already shared, this row displays **This Work Package is Shared**. Click the **+View** link to see the 'collaborator(s)', who are the users that currently share the work package.

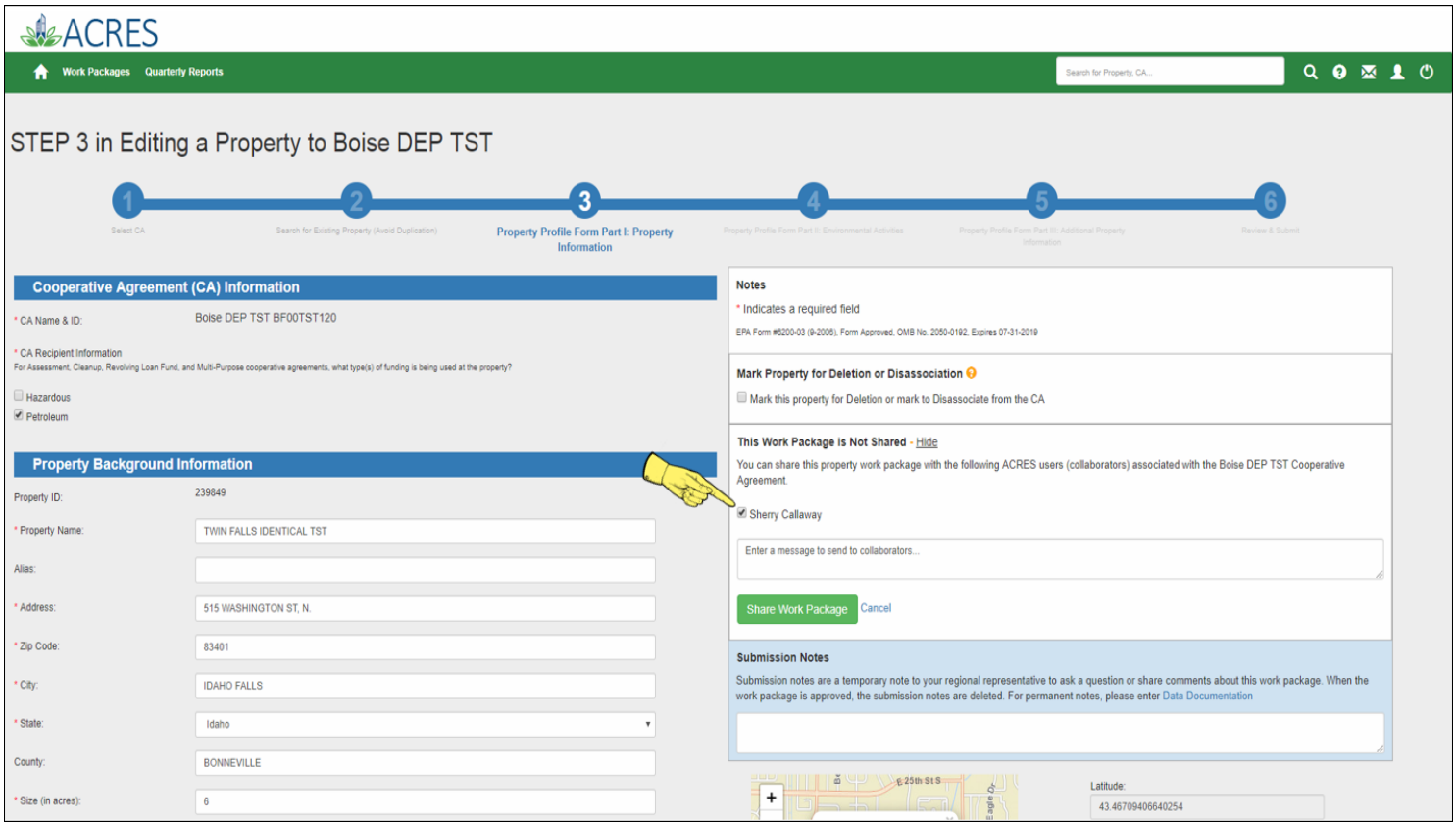


IMPORTANT: In order to share a work package, the 'collaborator(s)' you select **must** be associated with the current CA, as stated in the highlighted text.

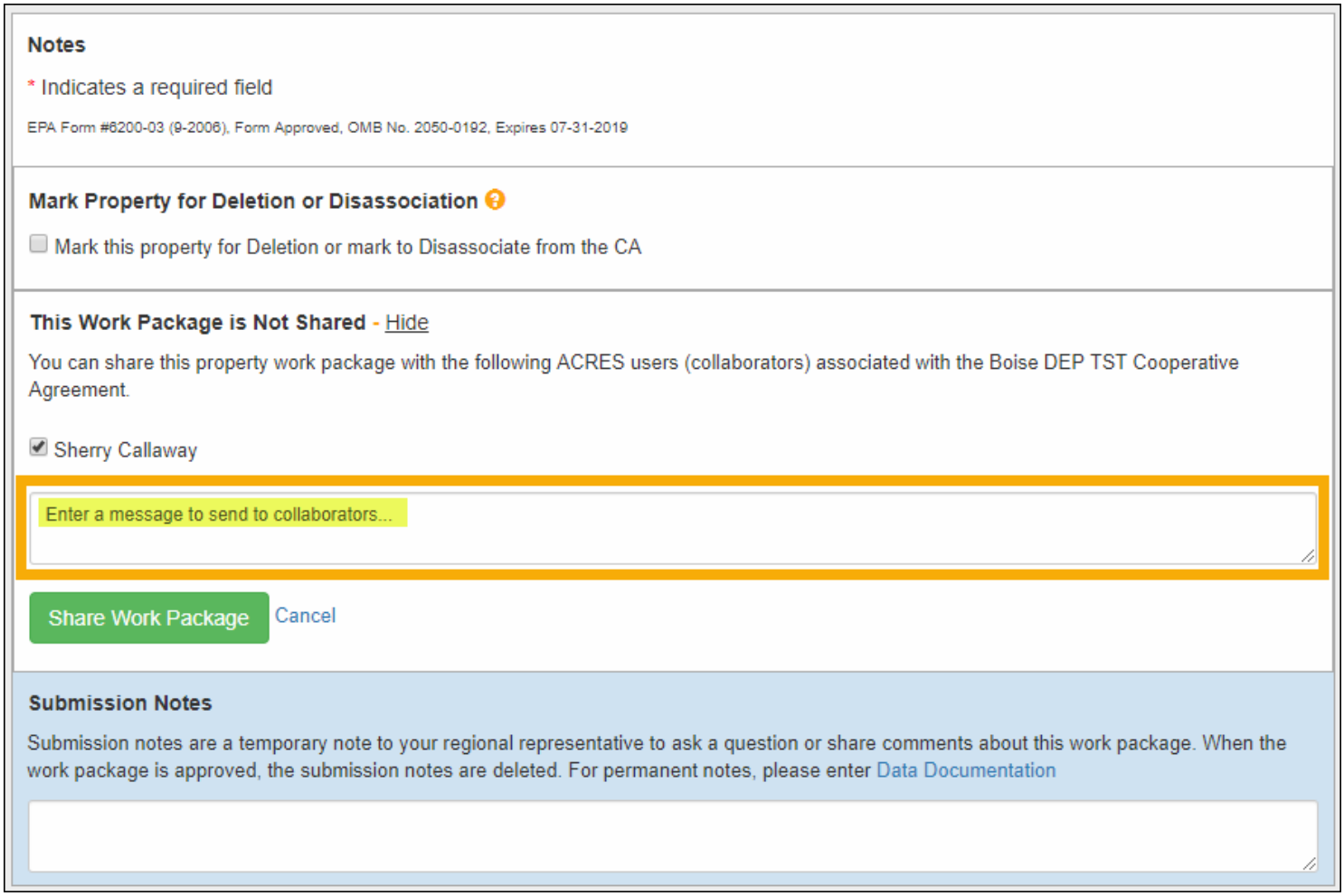


NOTE: There are no restrictions on how many collaborators you can select to share the work package.

7. The collaborators in which can share the work package will display.
   Select the checkbox in front of the user you wish to share the package.


ACRES
Work Packages
Quarterly Reports
Search for Property, CA...
STEP 3 in Editing a Property to Boise DEP TST
1
2
3
4
5
6
Select CA
Search for Existing Property (Avoid Duplication)
Property Profile Form Part I: Property Information
Property Profile Form Part II: Environmental Activities
Property Profile Form Part III: Additional Property Information
Review & Submit
Cooperative Agreement (CA) Information
* CA Name & ID:
Boise DEP TST BF00TST120
* CA Recipient Information
For Assessment, Cleanup, Revolving Loan Fund, and Multi-Purpose cooperative agreements, what type(s) of funding is being used at the property?
Hazardous
Petroleum
Property Background Information
Property ID:
239849
* Property Name:
TWIN FALLS IDENTICAL TST
Alias:
* Address:
515 WASHINGTON ST, N.
* Zip Code:
83401
* City:
IDAHO FALLS
* State:
Idaho
County:
BONNEVILLE
* Size (in acres):
6
Notes
* Indicates a required field
EPA Form #6200-03 (9-2006), Form Approved, OMB No. 2050-0192, Expires 07-31-2019
Mark Property for Deletion or Disassociation
Mark this property for Deletion or mark to Disassociate from the CA
This Work Package is Not Shared - Hide
You can share this property work package with the following ACRES users (collaborators) associated with the Boise DEP TST Cooperative Agreement.
Sherry Callaway
Enter a message to send to collaborators...
Share Work Package
Cancel
Submission Notes
Submission notes are a temporary note to your regional representative to ask a question or share comments about this work package. When the work package is approved, the submission notes are deleted. For permanent notes, please enter Data Documentation
E 25th St S
Latitude:
43.46709406640254

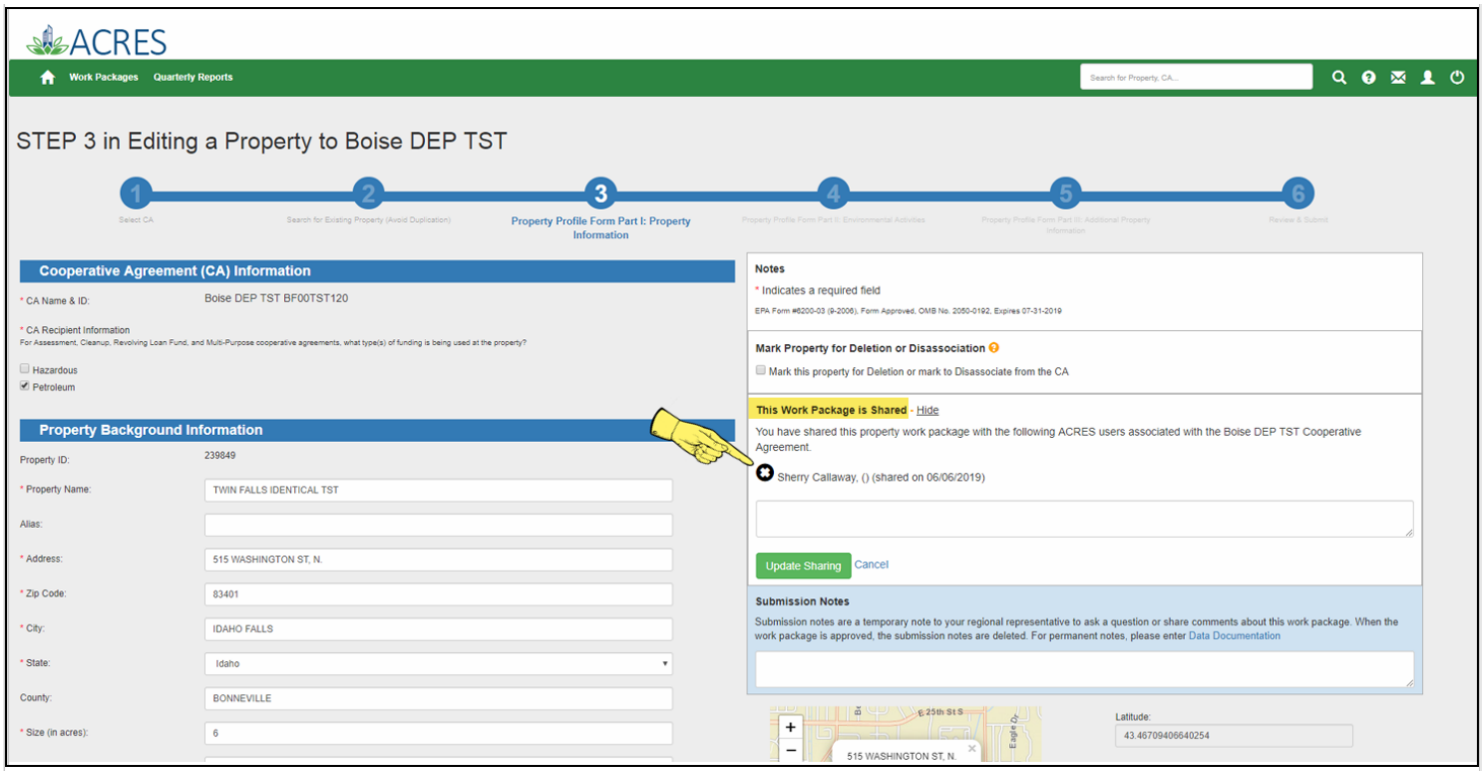
8. You can enter a message to your collaborator(s) in the Message box directly under the collaborator name.



9. Once you have selected the collaborator(s), select the **Share Work Package** button.

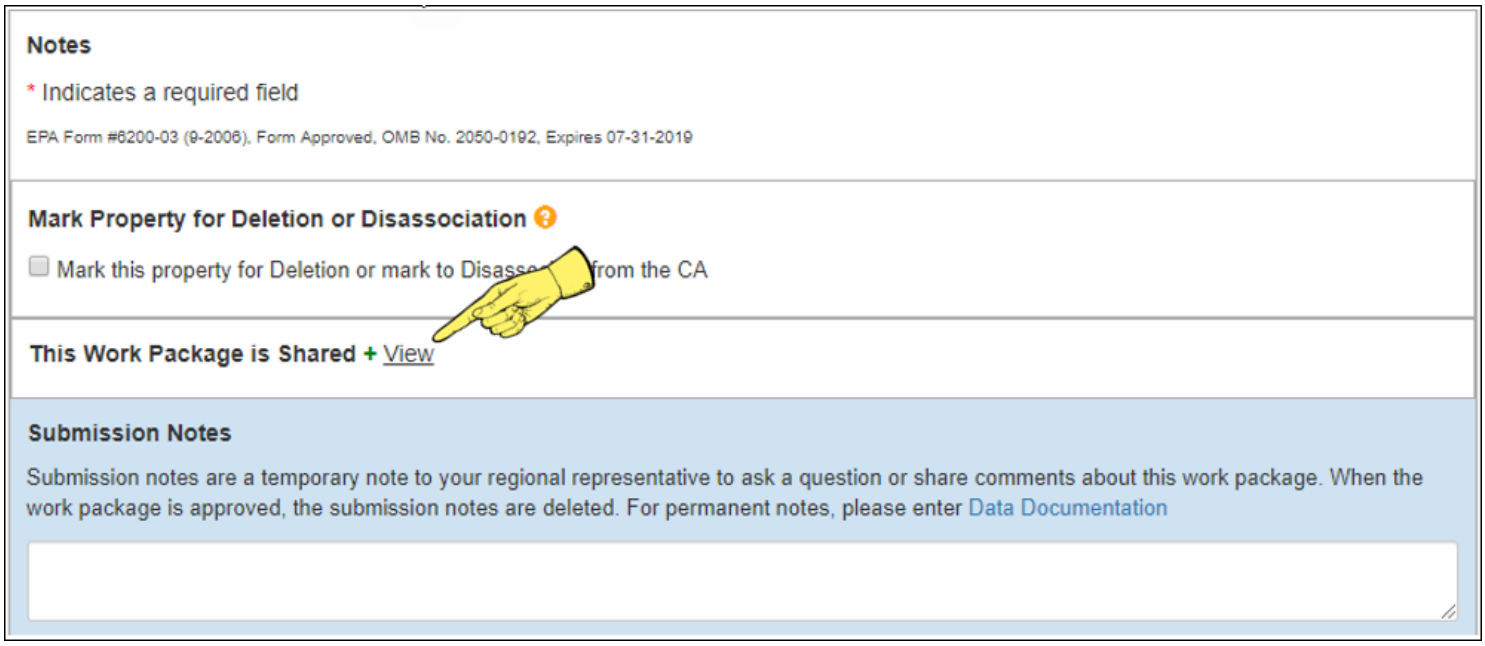
10. Each collaborator that is selected to share a work package will receive an email notifying them that the specific work package is shared with them.

11. The screen displays and indicates the work package is now shared, and also displays the name(s) of the collaborator(s). You can select the **-Hide** link to hide this information.

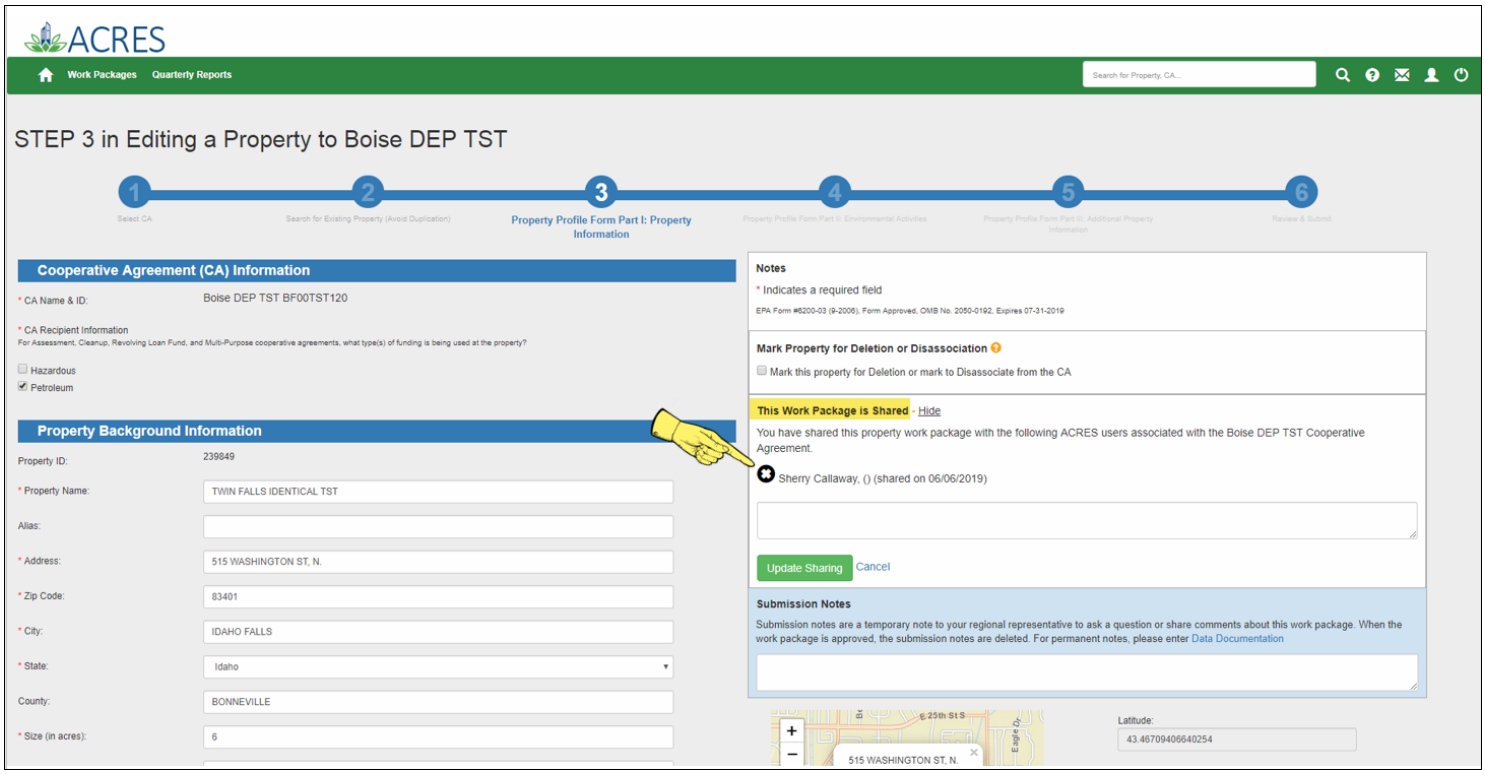


Deleting a Collaborator

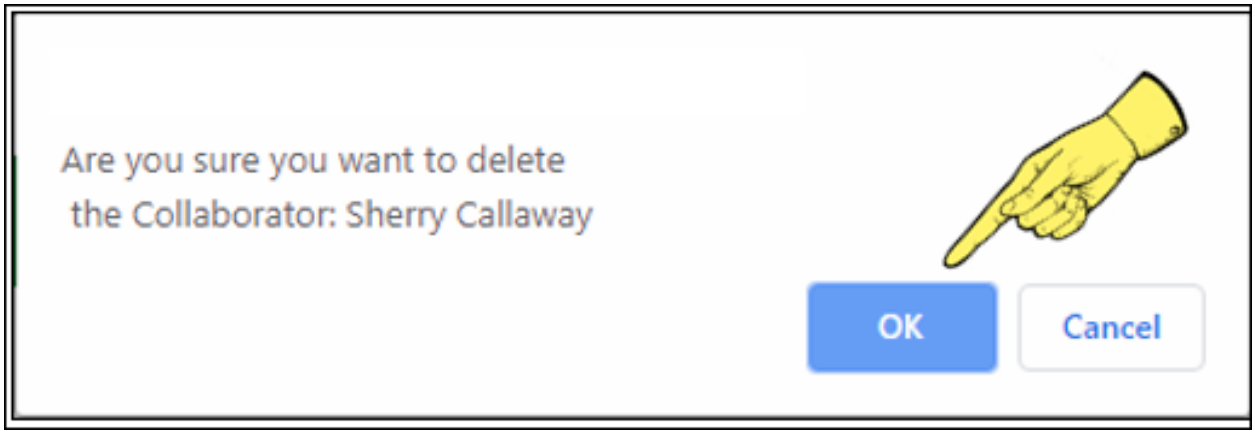
1. To delete a collaborator from sharing a work package, select the **+View** link to display the collaborator(s) who share the work package.



2. Select the in front of the collaborator's name in which you want to delete from the work package.



3. An ACRES dialog box displays for you to confirm or cancel the deletion of the selected user. Select **OK** to confirm the deletion, or **Cancel** to continue to allow the collaborator access to the work package.



Update Sharing

1. Select the **Update Sharing** button to select additional collaborators and give access to share the work package.

   Remember, a user must be associated with the selected CA in order to be selected as a collaborator, and to share the work package.

NOTE: Only one user can edit or update a work package. If a collaborator tries to access a work package that is being edited by another user; a Lock icon appears next to the work package on your **My Work Packages** screen, in the **Shared** column.

When the work package is available for edit, the lock icon is removed.

ACRES Help Desk	
Email	**Acres_help@epa.gov**
Phone	**703-284-8212**
Day/Time	**Mon – Thurs/ 9am -5pm EST**