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:

- > Total Cooperative Agreements link on your My Account card
- > Total 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.

			Logged in as: Help Logout
🟫 Quick Start - Work Packages Reports - My Acc	ount -		Property - Type property name or ID Advanced Search
Welcome,			
WHERE DO I START?	WORK PACKAGES	QUARTERLY REPORTS	MY ACCOUNT
 Add a new property. Add a CA to my list Edit an existing property. 	 7 Open Work Packages Actions for Me ▶ 7 work packages in progress Actions for PO 	 ☐ 1 Open Quarterly Reports O Due 04/30/2023 (6 days) Actions for Me ► 1 reports in progress Actions for PO View all: Manage my Quarterly Reports 	Email: acres_test@sra.com Notifications: Weekly Summary My email preferences 4 Total Cooperative Agreements 54 Total Properties
What is a CA and a property? >	What is a work package? >	When should I submit a Quarterly Report? >	E.
MESSAGE CENTER New Releases • ACRES is updated every 4 weeks. View a summary of the more recent changes in the Release Notes Exert Direct Reference • Instructions for completing a Property Profile Form Exert • Instructions for completing the PALs Form Exert • Instructions for completing the PALs Form Exert • ACRES Buildins Exert • Brownfields Grant Reporting in ACRES Exert	 UPCOMING TRAINING Online training classes are offered the second Tuesday of each month, and alternate between helping users new to ACRES and providing more details for those already familiar with the system. Training for Job Training Recipients is offered quarterly. Access Online Training IEXT 		



 On your My Account card, select the Total Cooperative Agreement link to access your Cooperative Agreements, and the property or properties associated with each Agreement. You will navigate to the My Cooperative Agreements screen, which displays your list of Cooperative Agreements.



2. On the My Cooperative Agreements screen (below), click the <u>+View Details</u> link, in the Associated Properties column to display the list of properties linked to the CA.

n Quick Start - Work Packages	Reports - My Account -							Property -	- Type property nam	e or ID	Advanced Search
My Cooperative Agree You are associated with the following Coope Add a Cooperative Agreement to My List	eements rative Agreements (CAs) 9									Norrey Populit	-
CA Name (CA#)	Associated Properties	it CA it Status	Lî CA Type	Announce [] Year	L1 State	Funding Type(s)	Award Amount	Jî Quar	‡î rterly Reports ⊖	Additional A	Actions
Pembroke, Town of (BF96460706)	10 Properties 🖸 View Details	Closed	Assessment	FY06	NC	Petroleum	\$200,000.00)			
Boise DEP TST (BF00TST120)	18 Properties 🖸 View Details	D pen	Assessment	FY18	ID	Hazardous		+ A	dd QR (FY2023 Qtr2)		
Coalition for a Clean Boise TST (BF00TST128)	2 Properties 🔮 <u>View Details</u>	Open	BCRLF	FY16	ID	Hazardous		+ A	dd QR (FY2023 Qtr2)		
Idaho Office of Economic Development TST (BF00TST122)	24 Properties View Details	Open	Cleanup	FY18	ID	Hazardous		Edi	t QR (FY2023 Qtr2)		
Showing 1 to 4 of 4 entries											
• Add a Cooperative Agreement to My List											

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

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

	A Quick Start - Work Packages	Reports - My Account -						F	Property +	Type property nam	e or ID	Advanced Search
N Ye	Ay Cooperative Agree ou are associated with the following Coope • Add a Cooperative Agreement to My List	eements rative Agreements (CAs) 9										
c	A Name (CA#)	Associated Properties	CA ↓† Status	lî CA Type	Announce It Year	11 State	Funding lî Type(s)	Award Amount	11 Quarter	ly Reports 😯	Additional Ac	ctions
<u>P</u> (1	<u>'embroke, Town of</u> BF96460706)	10 Properties S View Details	Closed	Assessment	FY06	NC	Petroleum	\$200,000.00				
B (1	boise DEP TST BF00TST120)	18 Properties C View Details	Open	Assessment	FY18	ID	Hazardous		+ Add	QR (FY2023 Qtr2)		
<u>(</u> (icalition for a Clean Boise TST 3F00TST128)	2 Properties Thide Details Property Name Action/Status Former Saw Mill Enter data River Front Enter data Properties Add a Property	Open	BCRLF	FY16	ID	Hazardous		+ Add	QR (FY2023 Qtr2)		
<u>іс</u> Т (І	daho Office of Economic Development ST 3F00TST122)	24 Properties View Details	Open	Cleanup	FY18	ID	Hazardous		Edit QI	R (FY2023 Qtr2)		
St	nowing 1 to 4 of 4 entries • Add a Cooperative Agreement to My List											

4. On Step 1 of the Property Profile Form Part 1: Property Information screen (below), select the <u>+Expand</u> link next to the Work Package Sharing (Not Shared) row.

ACRES	Logged in as: test_case Help Logou
A Quick Start - Work Packages Reports - My Account -	Property - Type property name or ID Advance Search
STEP 1 in Editing a Property to Coalition for a Clean Boise TST	
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) Recipient Information	
CA Name & Number: Coalition for a Clean Boise TST BF00TST128 For Assessment, Cleanup, Multipurpose and Revolving Loan Fund cooperative agreements, what type of funding is being used at this property?	31-2026
Hazardous Petroleum Both	+ Expand
Property Background Information	+ Expand

<u>NOTE</u>: If the work package is already shared, this row displays **Work Package Sharing** (*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 <u>must</u> be associated with the current CA, as stated in the highlighted text.

🔒 Quick Start - Work	Packages Reports - My Accou	int •		Property - 7	ype property name or ID	Advanced Search	
STEP 1 in Editi	STEP 1 in Editing a Property to Pembroke, Town of						
Property Profile Form Pa	D	2 Property Profile Form Part II: Environmental Activities	3 Property Profile Form Part III: Artillional Property Information	Review	4 & Submit		
Cooperative Agreem	ent (CA) Recipient Informat	ion	General Notes	<u>I (OHOII</u>			
 * CA Name & Number: * For Assessment, Cleanup, Multipur 	Pembroke, Town of BF96460706 rpose and Revolving Loan Fund cooperative a	igreements, what type of funding is being used at this property?	Required fields denoted with * EPA Form #6200-03, Form Approved, OMB No. 2050-0192, Expires	03-31-2026			
 Hazardous Petroleum Both 			> Deletion or Disassociation (Not Marked)		+ Expand	1	
Property Background	d Information		✓ Work Package Sharing (Not Shared)		- Collapse	2	
Property ID:	108385		You can share this property work package with the following ACRES user Town of Cooperative Agreement:	rs (collaborators) ass	ociated with the Pembroke,		
* Property Name:	All About Hair		ACRES Test JT CAR ACRES Test CAR				
Alias:			Enter a message to send to collaborators				
Property Owner:	O Government (Tribal, State, Local) O F	rivate					
* Address:	713 E. Third St.		Share Work Package				

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

5. 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.

🔒 Quick Start - Work	Packages Reports - My Account -	Property - Type property name or ID Advanced Search
STEP 1 in Edit	ing a Property to Pembroke, Town of	
Property Profile Form P	Image: Description Property Profile Form Part II: Environmental Activities Property Profile Form Part II: Additional Property Information	a Review & Submit
Cooperative Agreem	nent (CA) Recipient Information	
* CA Name & Number:	Pembroke, Town of BF96460706 • Required fields denoted with * • EPA Form #6200-03. Form Approved. OMB No. 2	2050-0192 Expires 03-31-2026
* For Assessment, Cleanup, Multipu	prose and Revolving Loan Fund cooperative agreements, what type of funding is being used at this property?	
 Hazardous Petroleum Both 	> Deletion or Disassociation (Not Marked)	+ Expand
Property Backgroup	Multi Mork Package Sharing (Not Shared)	- <u>Collapse</u>
Property ID:	108385 You can share this property work package with the fol Town of Cooperative Agreement:	llowing ACRES users (collaborators) associated with the Pembroke,
* Property Name:	All About Hair	
Alias:	C Government (Tribal State Local) O Private	
* Address:	713 E. Third St. Share Work Package	

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

✓ Work Package Sharing (Not Shared)	- <u>Collapse</u>
You can share this property work package with the following ACRES users (collaborators) associated with the Pen Town of Cooperative Agreement:	ıbroke,
ACRES Test JT CAR	
ACRES Test CAR	
Enter a message to send to collaborators	11.
Share Work Package	

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

✓ Work Package Sharing (Not Shared)	- <u>Collapse</u>
You can share this property work package with the following ACRES users (collaborators) associated with the Per Town of Cooperative Agreement:	mbroke,
Z ACRES Test JT CAR	
ACRES Test CAR	
Enter a message to send to collaborators	
	14.
Share Work Package	
E)	

Note: 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.

8. 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 <u>-Hide</u> link to hide this information.

🔒 Quick Start - Work	Packages Reports - My Account	•	Property - Type property name or ID Advance Search				
STEP 1 in Edit	STEP 1 in Editing a Property to Pembroke, Town of						
Property Profile Form P	1 art I: Property Information	2 Property Profile Form Part II: Environmental Activities	3 Property Profile Form Part III: Additional Property Information Review & Submit				
Cooperative Agreement (CA Name & ID: CA Recipient Information For Assessment, Cleanup, Revolving Lean Fund, and Hazardous C Petroleum Property Background Info Property ID: * Property Name:	(CA) Information Boise DEP TST BF00TST120 9 Multi-Purpose cooperative agreements, what type(s) of funds formation 239849 TWIN FALLS IDENTICAL TST	g is being used as the property?	Notes * Indicates a required field EPA Form #200-03 (#-2005). Form Approved, OVB No. 2005-0192. Expins 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 Shared - Hide You have shared this property work package with the following ACRES users associated with the Boise DEP TST Cooperative Agreement. • ACRES Test JT CAR, (shared on 4/20/2023 ACRES Test CAR, (shared on 4/20/2023 ACRES Test CAR, (shared on 4/20/2023)				
Alas: * Adress: * Zip Code: * City: * State: County:	515 WASHINGTON ST, N. 83401 IDAHO FALLS Idaho BONNEVILLE		Update Sharing 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				
* Size (in acres):	6		+ 43.46709406640254				

Deleting a Collaborator

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

otes	
Indicates a required field	
PA Form #8200-03 (9-2008), Form Approved, OMB No. 2050-0192, Expires 07-31-2019	
lark Property for Deletion or Disassociation 😔	
Mark this property for Deletion or mark to Directory om the CA	
his Work Package is Shared + View	
ubmission Notes	
ubmission notes are a temporary note to your regional representative to ask a question or share comments about this work particular package is approved, the submission notes are deleted. For permanent notes, please enter Data Documentation	ackage. When the

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

🔒 Quick Start - Work	Packages Reports - My Acco	ount +		Property -	Type property name or ID	Advanced Search
STEP 1 in Edit	ing a Property to	Pembroke, Town of				
	1	(2)	(3)		(4)	
Property Profile Form P	art I: Property Information	Property Profile Form Part II: Environmental Activities	Property Profile Form Part III: Additional Property Information	Rev	iew & Submit	
Cooperative Agreement	(CA) Information		Notes			
* CA Name & ID:	Boise DEP TST BF00TST120		 Indicates a required field EPA Form #0200-03 (9-2008), Form Approved, OMB No. 2080-0192, Expines 07-31-2019 			
* CA Recipient Information For Assessment, Cleanup, Revolving Loan Fund, an	d Multi-Purpose cooperative agreements, what type(s) of	funding is being used at the property?	Mark Property for Deletion or Disassociation 😣			-
Hazardous			Mark this property for Deletion or mark to Disassociate from the CA			
d Petroleum			This Work Baskage is Shared Lide			-
Property Background In	formation		You have shared this property work package with the following ACRES users asso	ciated with the B	oise DEP TST Cooperative	
Property ID:	239849	y the	Agreement.			
* Property Name:	TWIN FALLS IDENTICAL TST		ACRES Test JT CAR, (shared on 4/20/2023 ACRES Test CAR, (shared on 4/20/2023)			
Alias:						
* Address:	515 WASHINGTON ST, N.		Update Sharing Cancel			
* Zip Code:	83401		Submission Notes			
* City:	IDAHO FALLS		Submission notes are a temporary note to your regional representative to ask a question work package is approved, the submission notes are deleted. For permanent notes, plea	or share comment se enter Data Doc	ts about this work package. When the cumentation	
* State:	Idaho					
County:	BONNEVILLE		225m St S			
* Size (in acres):	6		+	700406640364		



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	