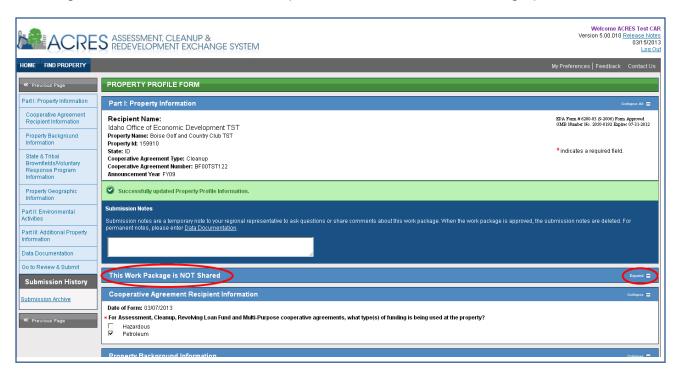
Work Package Sharing

ACRES provides CAR users with the ability to collaborate on a shared work package. The work package 'owner' starts the work package and can select 'collaborators', who are other CARs associated with the Cooperative Agreement, to update information on the Property Profile File.

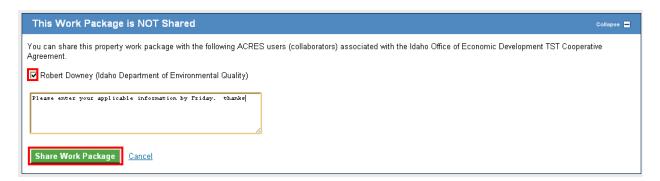
1. From the Home page, access the property to be shared. You can locate the property under your Open Work Packages or All My Projects tab. Click the Enter Data button for the property. This opens the Property Profile Form.



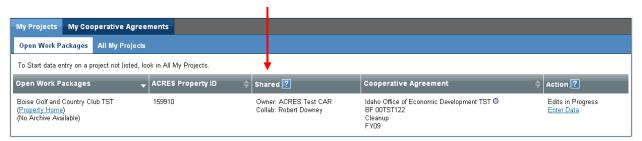
2. Scroll to locate the collaborative sharing function which can be found in the "This Work Package is/is not shared" section. Expand this section to view sharing options.



3. All other users that are associated to the CA will be listed in this section. To add sharing ability, click the checkbox next to the name of potential collaborators. If desired, type instructional information in the message box. When the shared work package is created, collaborators are notified by email that a work package has been shared with them. The email will include the optional message from the owner. To complete the share process, click the Share Work Package button. If you do not wish to save the selections, click the Cancel button.



4. Collaborative sharing status is displayed on the Home page under the Open Work Packages tab. A column titled "Shared" lists both owner and collaborator names. Because only one user can make edits at a time, if a user tries to access a work package that is being edited by another collaborator/owner, a lock icon will appear next the work package on the Home page. As soon as the user finishes editing (by logging out, timing out, or moving to another area of ACRES) the lock will be removed.



5. To remove collaborative sharing, return to the Property Profile Form. Expand the "This Work Package is Shared" section. To remove sharing for a collaborator, click the "X" located next to that user's name. Click "OK" at the confirmation prompt. The collaborative sharing is ended for the selected user.

Important Note: Only the owner can submit a work package for regional review.

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ACRES HELP DESK acres_help@epa.gov or 703-284-8212 M-F, 9am-5pm ES

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