

How to Share a Cycle in ATTAINS

Version: 12/16/2019

Purpose: To explain how an Organization can share a Draft or Working Copy (In Progress) Assessment cycle with EPA in ATTAINS. This document pertains to a new feature in the December 2019 ATTAINS release.

Audience: State/Territory/Tribal Assessment Administrators

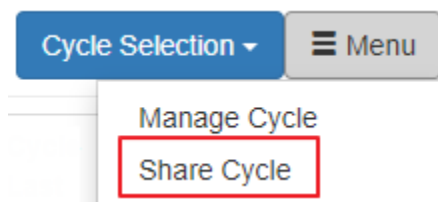
Introduction

By default, a Draft Assessment Cycle in ATTAINS can only be viewed by users from the State/Territory/Tribal Organization. Once the Assessment Cycle has been promoted beyond Draft (i.e., Organization Public Comment status or later), then the Snapshot that was created at the time of Promotion becomes visible to EPA as Read-only. However, EPA cannot see any changes the Organization has made since the Snapshot was created until the Cycle is promoted again and a new Snapshot is created.

Some Organizations wanted to allow EPA to see the Draft Assessment Cycle or changes that the Organization had made following the previous Snapshot (i.e., to see the Working Copy (“In Progress”) version), to make it easier to collaborate with EPA regions. The December 2019 ATTAINS Release allows Assessment Administrators to decide whether to share the Draft or Working Copy (In Progress) version with EPA.

Sharing Cycle Options

The Share Cycle feature is available from the Menu button on the Assessments tab. It is only visible to Assessment Administrators.



There are three options under the Share Cycle screen.

- The cycle can be “Not Shared” (this is the default option). When this setting is chosen, EPA cannot see the Draft cycle. EPA can see the Snapshots created upon cycle promotion, but cannot see any changes made since the Snapshot was created.
- The cycle can be shared as “View (Read-Only)”. This allows EPA to see the Draft cycle which is normally hidden from EPA. It also allows EPA to see any changes the Organization has made in their Working Copy (In Progress version) since a prior Snapshot if it has been promoted.
- The cycle can be shared as “Editable by EPA”. This only applies if the cycle is in Draft status. It allows EPA to more easily respond to user support questions because the EPA user can see the same screens

the Organization user can see. It also allows EPA to assist by entering or editing data if the Organization requests help. This option also allows EPA to provide assistance with Batch Upload, if requested.

Note: EPA users with Assessments Read-Only permissions for the Organization will not be able to edit, even if the cycle is shared as Editable by EPA. Only EPA users with Assessment Reviewer permissions may edit Draft cycle data shared as Editable by EPA.

Share Cycle 2020 with EPA

Sharing: Not Shared View (Read-Only) Editable by EPA

[Update Sharing Permissions](#)

The Share Cycle setting applies to the current cycle. By default, cycle sharing is set to Not Shared. The setting may be changed at any time during the cycle and updated as often as necessary. For example, a cycle could be shared temporarily, and then reverted to Not Shared. Once a new cycle has been created, the setting resets to the default of Not Shared.