



## 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.

My Projects		My Cooperative Agreements			
Open Work Packages		All My Projects			
To Start data entry on a project not listed, look in All My Projects.					
Open Work Packages	ACRES Property ID	Shared ?	Cooperative Agreement	Action ?	
Boise Golf and Country Club TST <a href="#">(Property Home)</a> (No Archive Available)	159910	Owner: ACRES Test CAR Collab: Robert Downey	Idaho Office of Economic Development TST BF 00TST122 Cleanup FY09	Edits in Progress <a href="#">Enter Data</a>	

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.

ASSESSMENT, CLEANUP & REDEVELOPMENT EXCHANGE SYSTEM

HOME FIND PROPERTY

Welcome ACRES Test CAR  
Version 5.00.010 [Release Notes](#)  
03/15/2013  
[Log Out](#)

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Go to Review & Submit

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PROPERTY PROFILE FORM

Part I: Property Information Collapse All

**Recipient Name:** Idaho Office of Economic Development TST  
**Property Name:** Boise Golf and Country Club TST  
**Property ID:** 159910  
**State:** ID  
**Cooperative Agreement Type:** Cleanup  
**Cooperative Agreement Number:** BF00TST122  
**Announcement Year:** FY09

EPA Form # 6200-03 (9-2006) Form Approved  
OMB Number No. 2050-0192 Expires 07-31-2012

\* Indicates a required field.

✔ Successfully updated Property Profile Information.

**Submission Notes**  
 Submission notes are a temporary note to your regional representative to ask questions 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](#)

This Work Package is NOT Shared
Expand

Cooperative Agreement Recipient Information Collapse

**Date of Form:** 03/07/2013

\* 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 Collapse



- 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.

**This Work Package is NOT Shared** Collapse

You can share this property work package with the following ACRES users (collaborators) associated with the Idaho Office of Economic Development TST Cooperative Agreement.

Robert Downey (Idaho Department of Environmental Quality)

Please enter your applicable information by Friday. thanks!

- 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.

Open Work Packages	ACRES Property ID	Shared ?	Cooperative Agreement	Action ?
Boise Golf and Country Club TST <a href="#">(Property Home)</a> (No Archive Available)	159810	Owner: ACRES Test CAR Collab: Robert Downey	Idaho Office of Economic Development TST BF 00TST122 Cleanup FY09	Edits in Progress <a href="#">Enter Data</a>

- 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.



# ACRES QUICK REFERENCE GUIDE

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