NOAA ACQUISITION AND GRANTS OFFICE
NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION

Sharing Work in C.suite

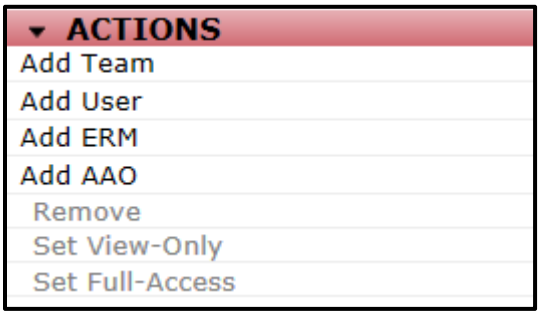
The work assigned to an individual can only be worked on by that individual. If ownership of the work needs to be reassigned to another individual in the office, the supervisor of that individuals account can move the documents to another staff member; or the Web Form located on the AGO Website can be used to submit a request to move a document from one owner to another.

- To access the request form, click on the following link. http://www.ago.noaa.gov/acquisition/worktransfer.html
- Requisitions, Purchase Requests, Solicitations, and Award Documents can be shared from the user account to individual staff members in the users work group or to teams the user has been assigned to so that the selected individuals or team members can access the document and work on the assignment.
- Ownership of the document remains with the original owner.
- Work cannot be moved to the Team Folder or the individual; **it must be assigned to the Team Folder or the individual by the owner**. The owner still maintains access to the document.

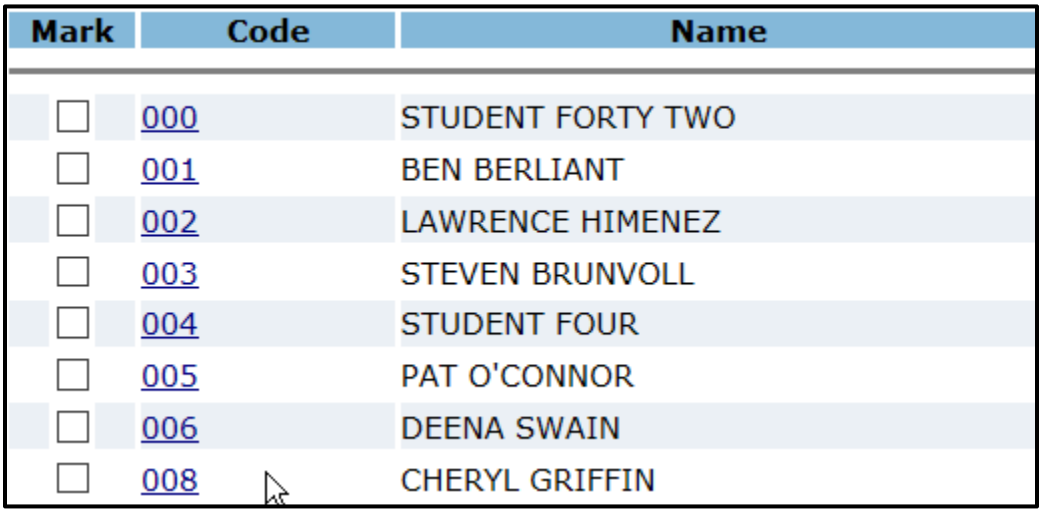
Sharing A Document - One or More Users.

1. From the document summary menu, click on Sharing under Properties.

2. From the share permissions menu, Actions section, select Add User.

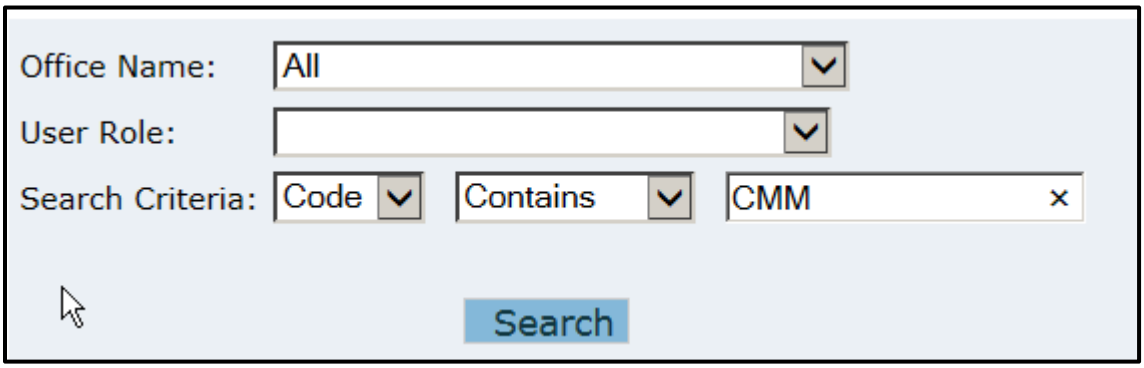


3. All available users in your work group will appear on the search screen

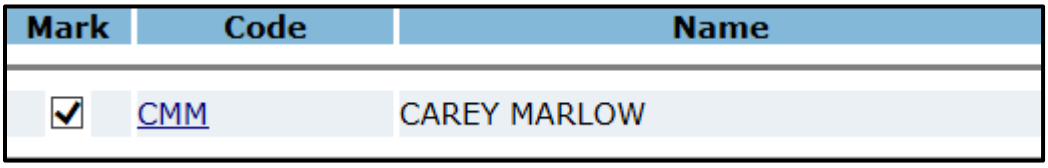


Mark	Code	Name
☐	000	STUDENT FORTY TWO
☐	001	BEN BERLIANT
☐	002	LAWRENCE HIMENEZ
☐	003	STEVEN BRUNVOLL
☐	004	STUDENT FOUR
☐	005	PAT O'CONNOR
☐	006	DEENA SWAIN
☐	008	CHERYL GRIFFIN

4. Enter the user name or user code and click search to select the specific user.

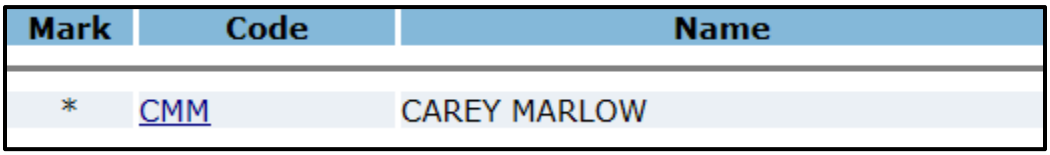


5. The user search results will be displayed
6. Place check mark in the check box preceding the user name.

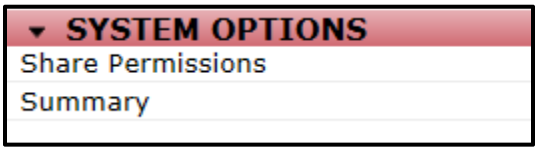


7. Click Add Select from the menu.

8. The system will return confirmation by showing the selected user with an astrix in the first column of the display.



9. Click Share Permissions from the menu...



10. System will return permission status of selected party.

Code	Name	Team	Share Permission
CMM	CAREY MARLOW	User	Full Access

11. Place a check mark in the check box preceding the selected user name.

Mark	Code	Name
☑	CMM	CAREY MARLOW

12. Click Share to release the document to share status.

TOOLS
Share
Unshare

13. Return to document summary.

OPTIONS
Summary

14. From the document summary menu, click on share to confirm who the document was shared with. The system will display the selected name.

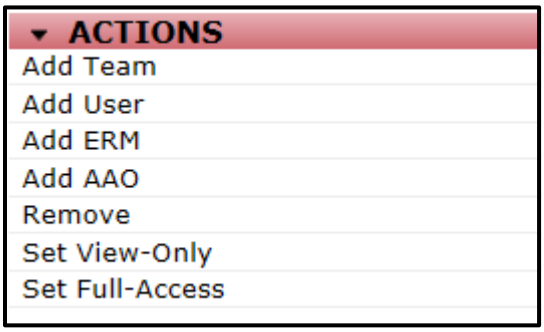
Mark	Code	Name
☐	CMM	CAREY MARLOW

15. To un-share a document, from the document summary menu click on Sharing.
16. Place a check mark preceding the individual name.

Mark	Code	Name
☑	CMM	CAREY MARLOW

17. Click Unshare and return to document summary.

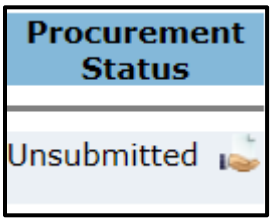
18. The selected individual will still display when clicking on Sharing but the document will not be shared. The selected individual name remains on the sharing list so it can be used again to share if the need arises. If the individual is to be removed from the users share list, place a check mark proceeding the user name and Click on Remove from the menu.



Confirm Share Status.

The share status can always be confirmed from the Worksheet by searching for the document you have shared or un-shared.

When the document searched for opens on the worksheet, the last column will display the status of the document. The Hand Icon indicates that the document is shared.

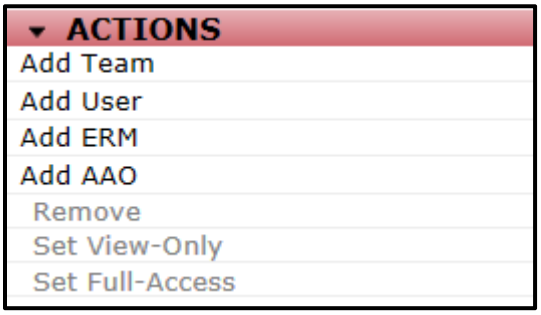


Sharing Work with a Team.

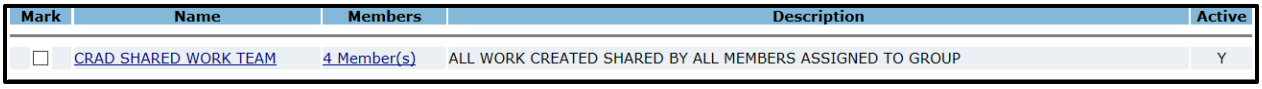
Many users are assigned to specific Team folders which allow the user to share a document with a specific team and that team's members.

1. From the document summary menu, click on Sharing.

2. Click on Add Team

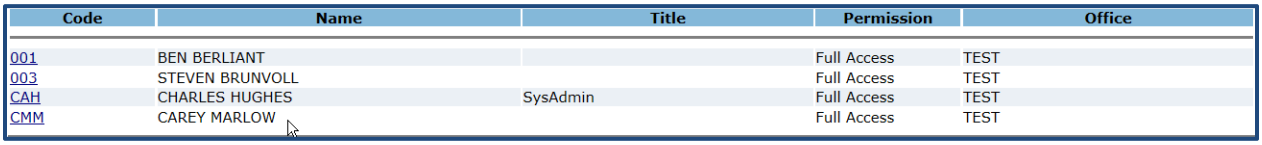


3. All teams the user is assigned to will appear on the summary screen. Note the drop down "My Teams".



Mark	Name	Members	Description	Active
☐	CRAD SHARED WORK TEAM	4 Member(s)	ALL WORK CREATED SHARED BY ALL MEMBERS ASSIGNED TO GROUP	Y

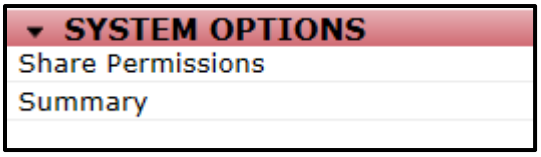
Click on the link for Members to see who the members of the group are.



Code	Name	Title	Permission	Office
001	BEN BERLIANT		Full Access	TEST
003	STEVEN BRUNVOLL		Full Access	TEST
CAH	CHARLES HUGHES	SysAdmin	Full Access	TEST
CMM	CAREY MARLOW		Full Access	TEST

4. Place a check mark in the check box proceeding the team name and click on Add Select from the menu.

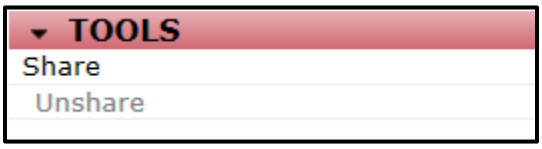
5. Click on Share Permissions to view the permission level.



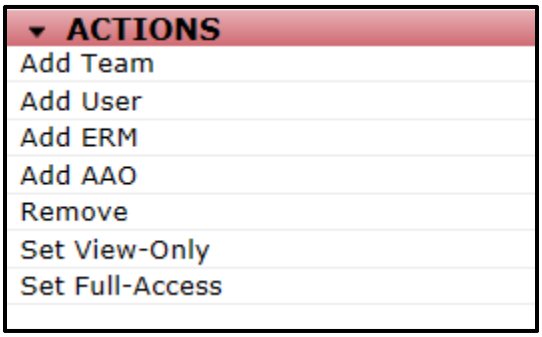
6. The display screen will show the status of the document shared with the team.

Mark	Code	Name	Team	Share Permission
☐	001	BEN BERLIANT	CRAD SHARED WORK TEAM	Full Access
☐	003	STEVEN BRUNVOLL	CRAD SHARED WORK TEAM	Full Access
☐	CAH	CHARLES HUGHES	CRAD SHARED WORK TEAM	Full Access
☐	CMM	CAREY MARLOW	CRAD SHARED WORK TEAM	Full Access

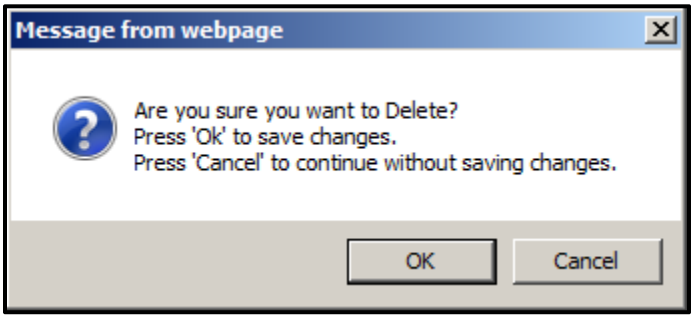
7. Place a check mark in the check box preceding the team name and click Share from the menu.



If the document should not be shared with all team members listed, place a check mark in the check box proceeding the user name and click on Remove from the menu.



The following screen will appear. Click OK to delete user from share.



If certain members of the team should not have working access but be able to view, place a check mark in the box proceeding the user name and select Set-View Only from the menu shown above. The revised share permissions for the list of team members will show view only for the individual access was taken from as shown below.

Mark	Code	Name	Team	Share Permission
☐	003	STEVEN BRUNVOLL	CRAD SHARED WORK TEAM	View Only
☐	CMM	CAREY MARLOW	CRAD SHARED WORK TEAM	Full Access

C.Suite Help Desk

For C.Suite (C.Request and C.Award) help, contact Client Services:
Phone: 301-444-3400 (Choose Option 1 for password resets or Option 3 for all other C.Suite issues.)
e-mail: clientservices@noaa.gov
Hours: 7:00 a.m. - 5:00 p.m. ET, Monday - Friday