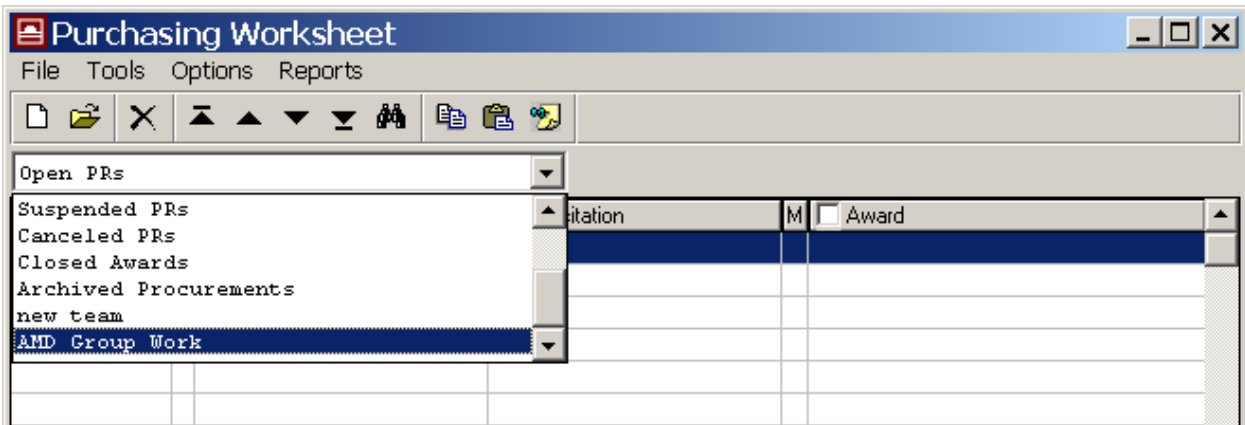


## General Instructions on How To Share Work in C.Buy

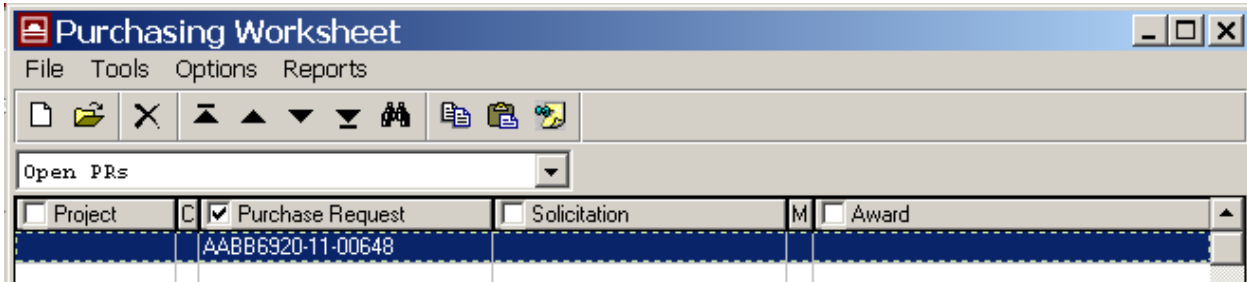
- Incoming requisitions received in the office are assigned from the office account to individual staff members in that office. The work assigned to and individual can only worked on by that individual.
- If ownership of the work needs to be reassigned to another individual in the office, the supervisor 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.
- When worked needs to be shared with everyone in a team, the requisition, solicitation, or award documents can be shared to a team folder so that everyone in that team 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, it must be assigned to the Team Folder by the owner. The owner still maintains access to the document.

## Sharing Work in C.Buy

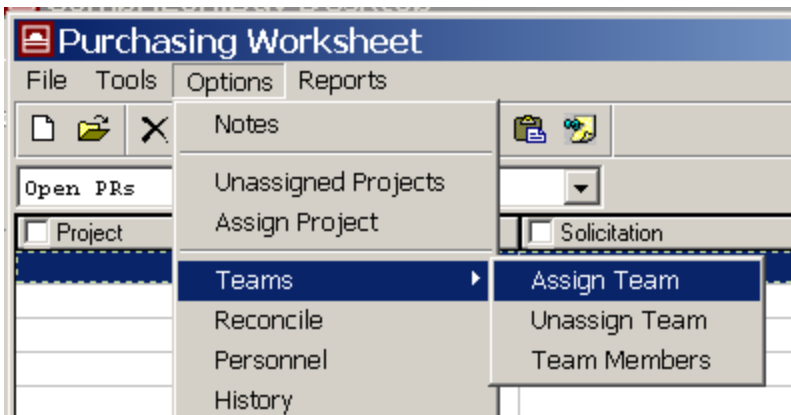
- To share work within the office, a Team Folder is established for an office and all members of the working group are assigned to that team folder.
- To see the team folders you are assigned to, open your contracting or purchasing worksheet and use the drop down as shown to see what team folders you are a member of.



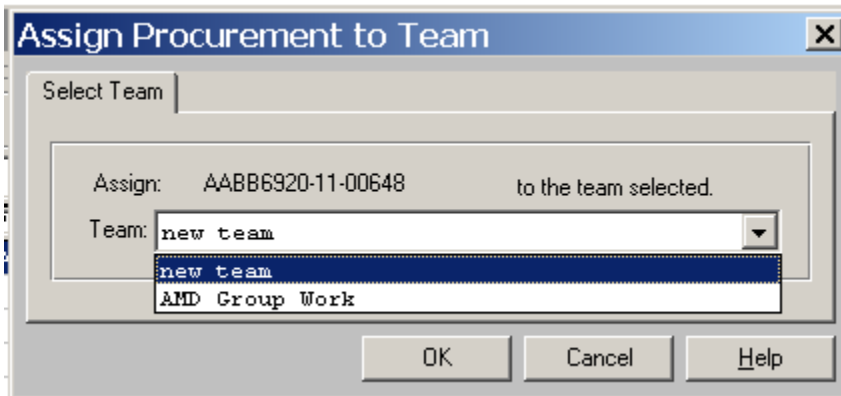
- To share a specific document, requisition, solicitation, or award; the first step is to open the appropriate worksheet and locate the document. With the document highlighted as shown,



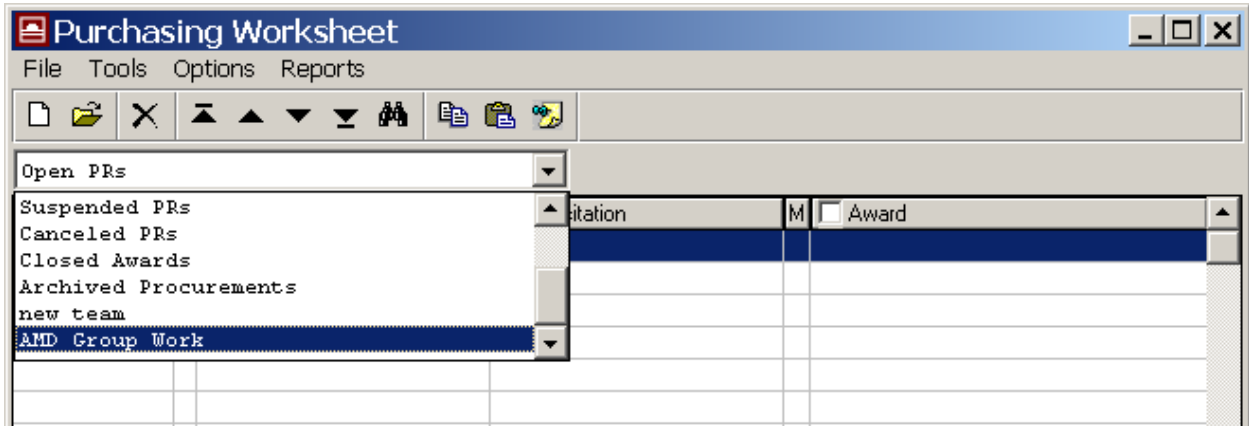
- Click Options, Teams, Assign Team.



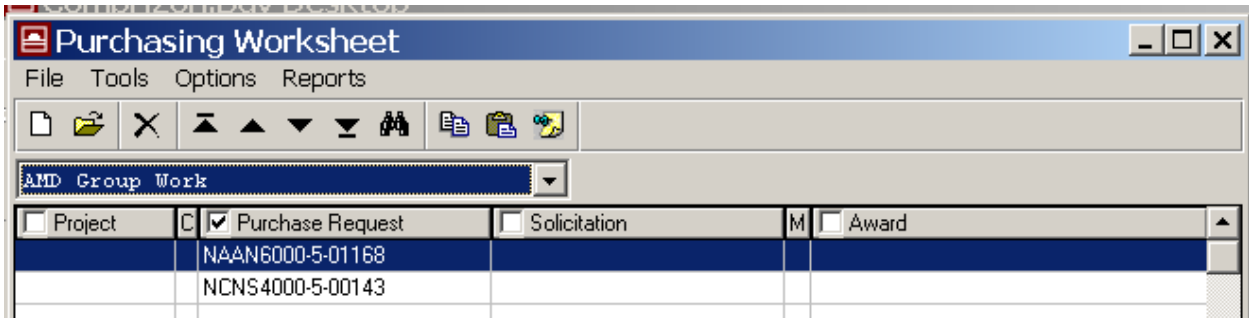
- Select the Team Folder you wish to share the document with, click OK. The document will be linked to the Team Folder Selected.



- You can confirm the shared document was linked to the Team Folder by using the drop down as shown from the worksheet and select the Team Folder from the drop down list.



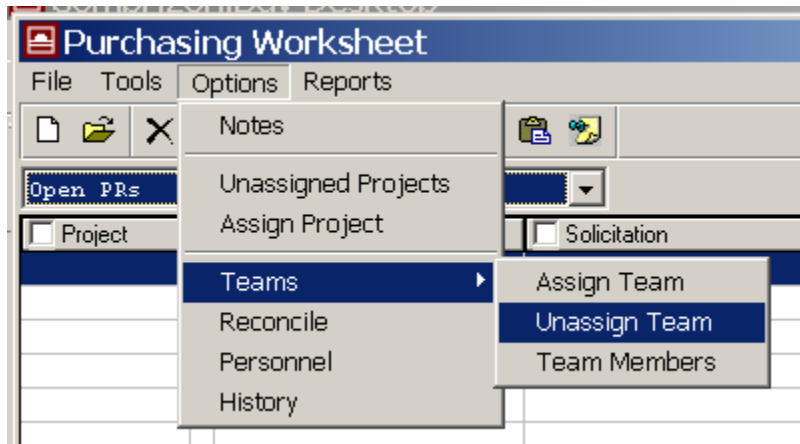
- The next view will show all of the work shared to the Team Folder.



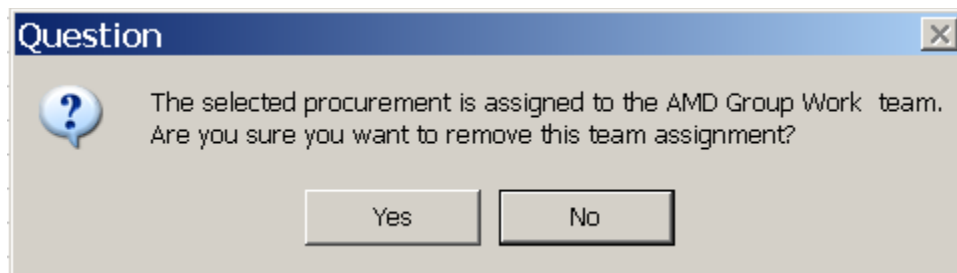
- To work on the document, highlight and click to open.

### Removing the Shared Document from the Team Folder.

- To remove a document that has been shared to a Team Folder, open your contracting or purchasing worksheet, locate and highlight the document. Select Options, Teams, Un-assign Team.



- Click Yes and the document will be removed from the shared Team folder.



Note: When a requisition is used in the Team Folder and the team member is not the owner of the document, then the following should be observed.

- If a requisition is used to create a solicitation document from the Team Folder, the creator of the solicitation document will need to share the solicitation document to the Team Folder.
- If a solicitation is used to create an award from the Team Folder, the creator of the award document will need to share the award document to the Team Folder.
- If a requisition shared to the Team Folder is used to create an award, the award document will need to be shared to the Team Folder.