



## Preparing a Project for Archiving

Form records, Files, and Photos that have not been *shared* are only available for the creator to access and therefore will not be included in the archiving of the project. For archiving purposes, everything should be shared with the NPS – Project Manager/Project Specialist/COR share group.

[Share All Form Records](#)

[Upload Project Documents to a Shared Folder](#)

[Add Photos to a Shared Album](#)

[Additional Resources](#)

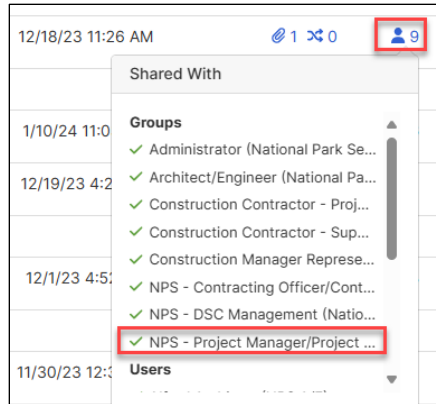
## Share All Form Records

The NPS project team should direct all users to ensure all applicable forms have been shared with the NPS - Project Manager/Project Specialist/COR share group. This will make forms available to be included in archive reports. See the ***NPS Sharing Records QRG***.

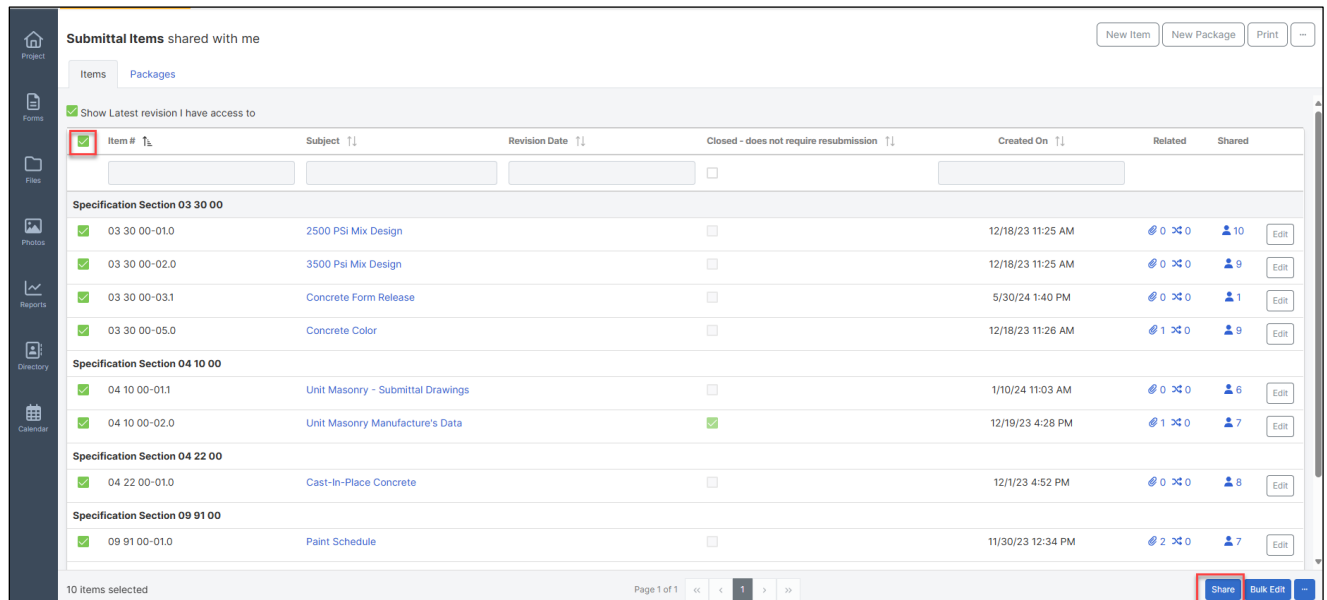
1. Open the Form Log. You can see if a form has been shared from the *Shared* column. If it shows “1”, you are the only person that has access to that form.

Item #	Subject	Revision Date	Closed - does not require resubmission	Created On	Related	Shared
03 30 00-01.0	2500 PSI Mix Design	12/18/23 11:25 AM	<input type="checkbox"/>	12/18/23 11:25 AM	0  0	10
03 30 00-02.0	3500 Psi Mix Design	12/18/23 11:25 AM	<input type="checkbox"/>	12/18/23 11:25 AM	0  0	9
03 30 00-03.1	Concrete Form Release	5/30/24 1:40 PM	<input type="checkbox"/>	5/30/24 1:40 PM	0  0	1
03 30 00-05.0	Concrete Color	12/18/23 11:26 AM	<input type="checkbox"/>	12/18/23 11:26 AM	1  0	9

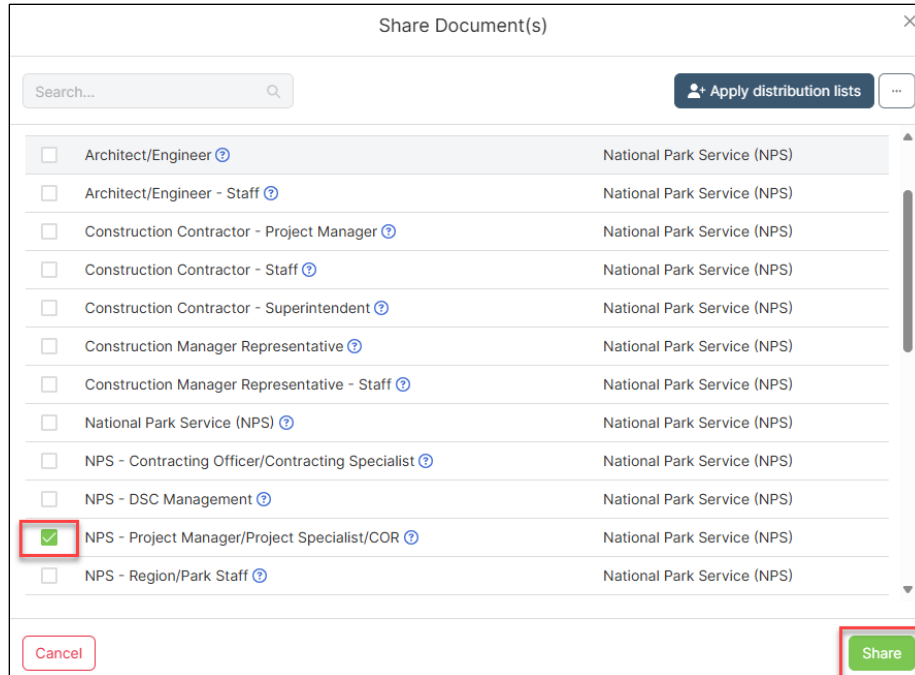
- a. You can see who has access to a form by clicking on the number in the *Shared* column.



2. Select one or more forms to share or **Select All** by clicking the box at the top of the checkboxes.
3. Click **Share**.



4. Select **NPS -Project Manager/Project Specialist/COR**. You may need to scroll down a little bit.
5. **Share**.



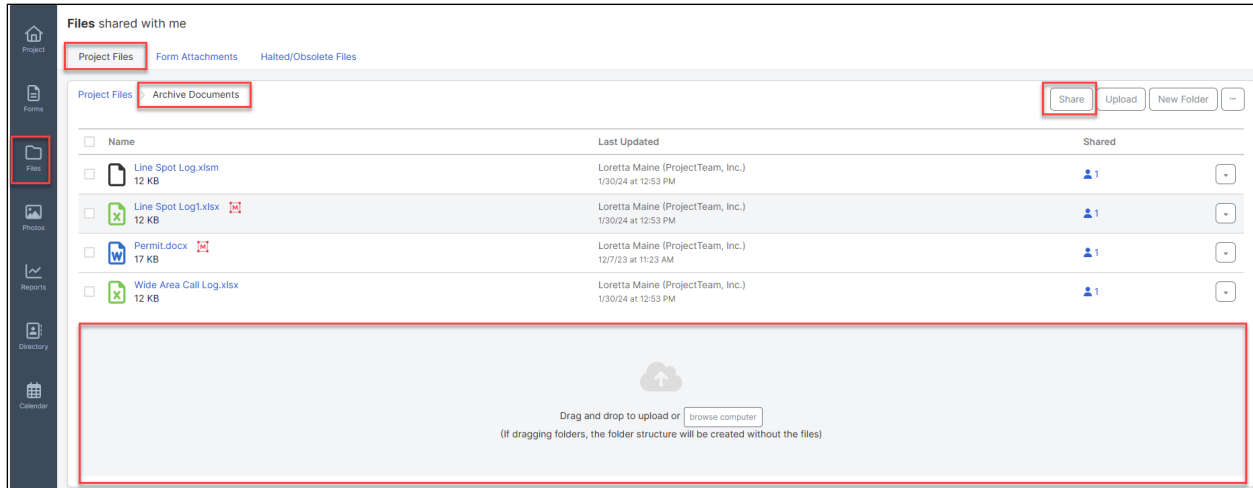
6. Repeat for each form type where the user may have created a new form.

## Upload Project Documents to a Shared Folder

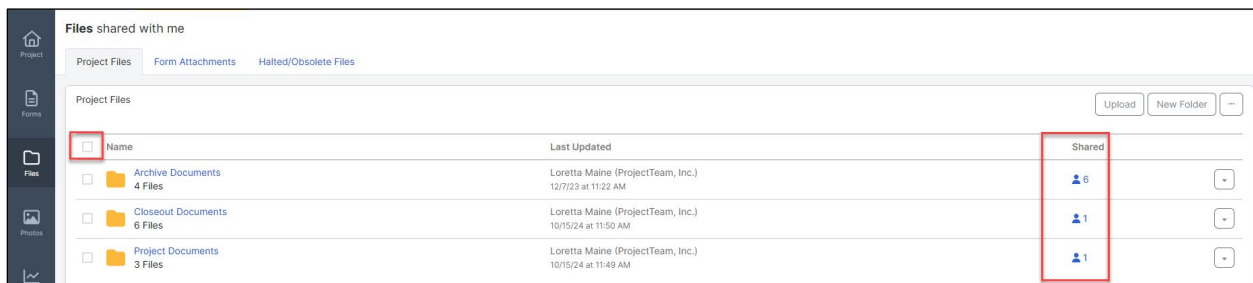
Any project documents that are not already stored in ProjectTeam can be uploaded to a shared folder in the Files to be included in the project's archive. The File or Folder must be Shared with the NPS – Project Manager/Project Specialist/COR share group to ensure they are available for archiving.

### [File Management QRG](#)

1. Open **Files**.
2. In the **Project Files** tab open an existing folder or create a **New Folder** and **Share** it with the **NPS – Project Manager/Project Specialist/COR** share group.
  - a. If the number in the Shared column is "1", only you have access to the folder and it will not be available for archiving.
3. **Drag and Drop** files into the folder.



4. Ensure all applicable folders under the Project Files tab have been shared with the **NPS – Project Manager/Project Specialist/COR** share group.



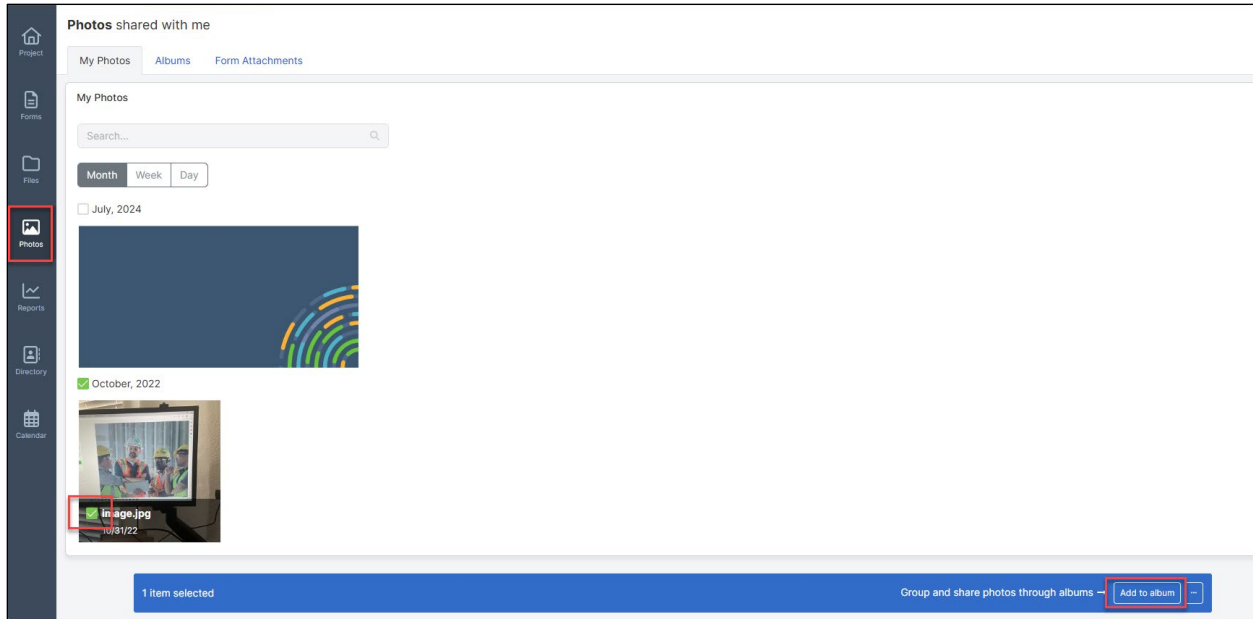
5. Open and Share any that aren't already shared with **NPS – Project Manager/Project Specialist/COR** share group.

## Add Photos to a Shared Album

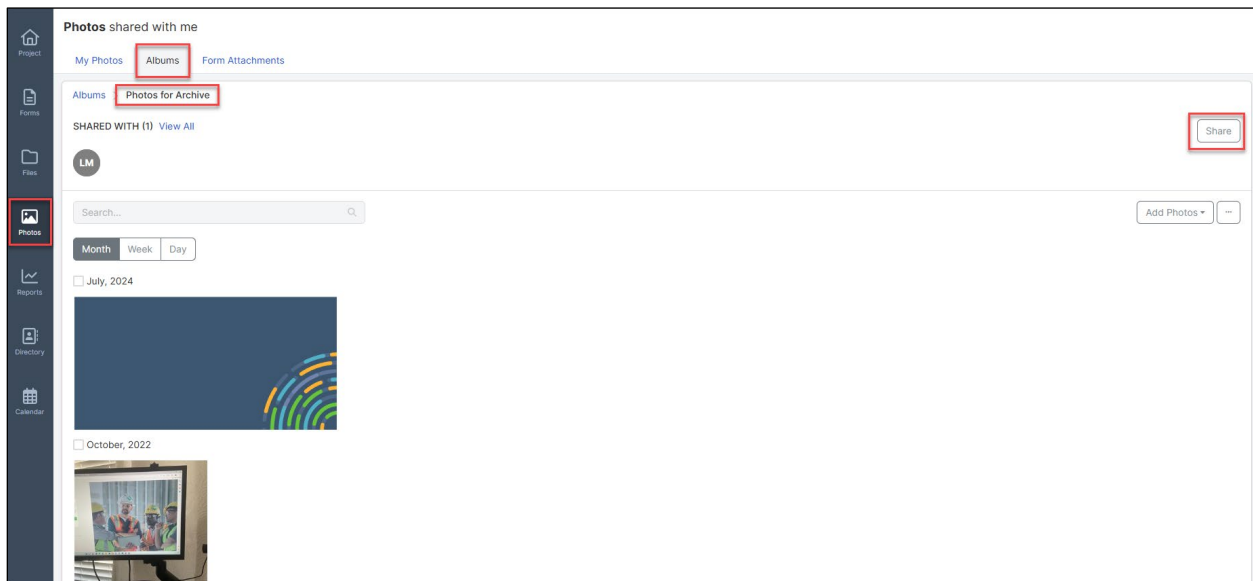
Only photos in a shared Album will be included in the project's archive. The Album must be Shared with the NPS – Project Manager/Project Specialist/COR share group to ensure they are available for archiving.

### [NPS Photo Management QRG](#)

1. Open **Photos**.
2. From the **My Photos** tab, select any applicable photos that aren't already in an album.
3. Click **Add to Album**.



4. Select an existing album and click **Add to Album** or create a **New Album**.
5. Switch to the **Album** tab.
6. Click on the album the photos were added to.
7. **Share** it with the **NPS – Project Manager/Project Specialist/COR** share group.



## Additional Resources

- [NPS Training Site | ProjectTeam.com](#)
  - [Sharing Records](#)
- [Help Center Home \(projectteam.com\)](#)
- [support@projectteam.com](mailto:support@projectteam.com)