



PA-SHARE Tutorial: Understanding PA-SHARE’s External User Queues

This tutorial will teach users about the external user queues use in PA-SHARE.

Review the complete tutorial or navigate to a specific section by hovering over an entry in the Table of Contents and following the instructions.

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Queues Overview

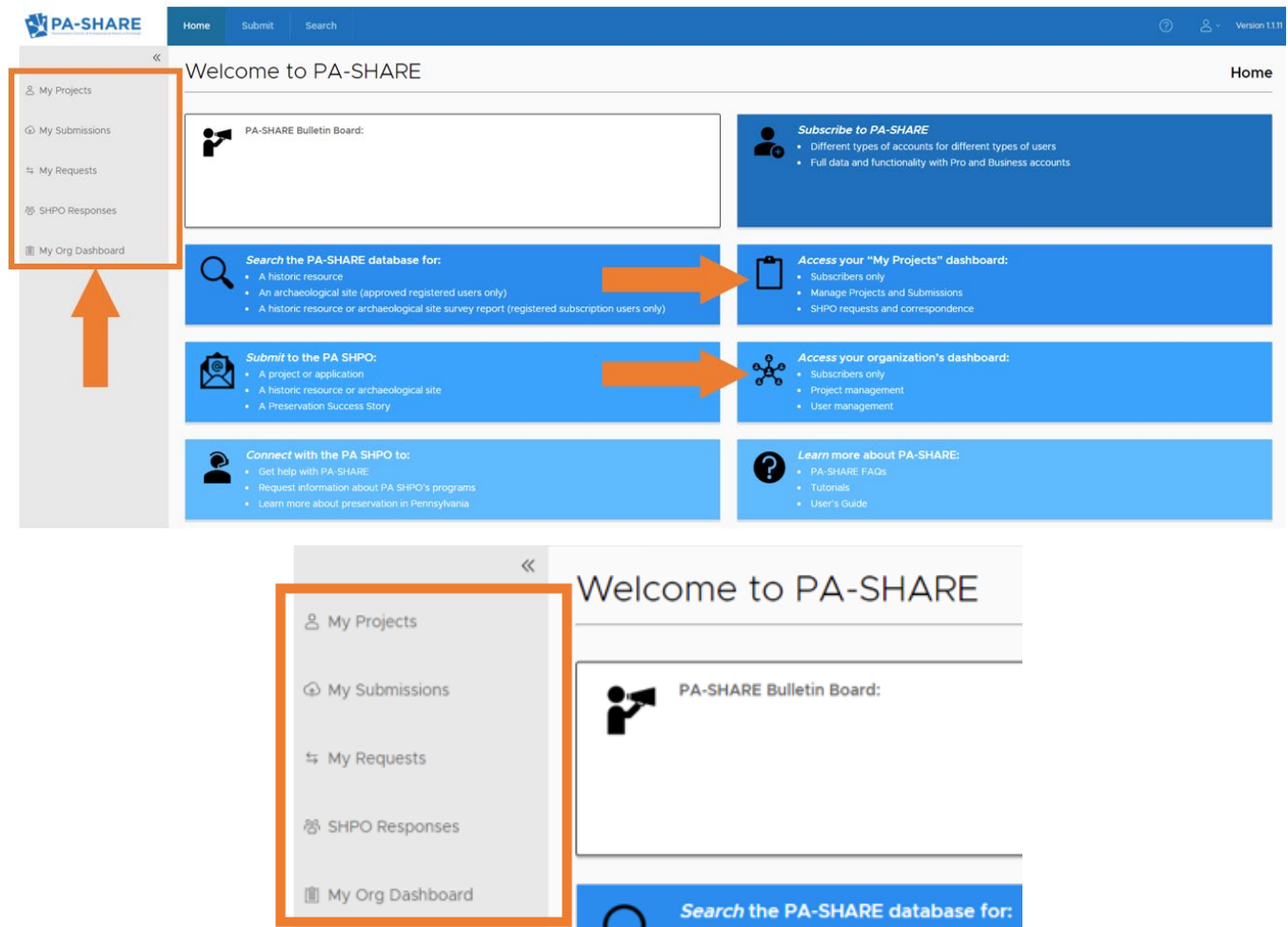
A queue is an organized list of data items (like in a grid) stored in a database that need to be retrieved and referenced by users.

In PA-SHARE, queues are used to organize and group submissions, projects, requests, responses. External users will rely on queues to manage their projects and track SHPO reviews.

The types of PA-SHARE queues covered in this tutorial include:

- My Projects
- My Submissions
- My Requests
- SHPO Responses
- My Org Dashboard (for Pro and Business users only)

Users can get to all of these queues by clicking on the links visible on the left side of the “Welcome to PA-SHARE” screen. Users can also access their “My Projects” and “My Org Dashboard” queues from the blue tiles on the Welcome screen. Links to these queues are only available on the Welcome screen.

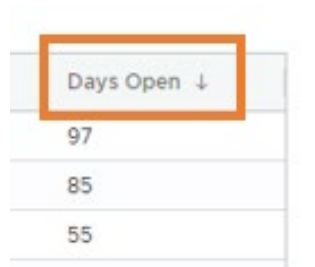




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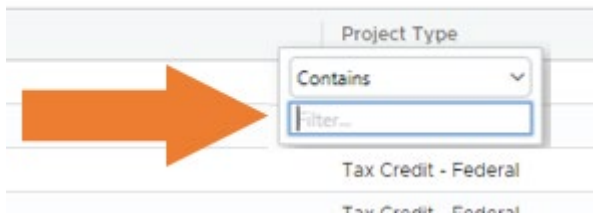
Managing Information in a Queue

Each type of queue can be sorted, searched, filtered, and refreshed to help you find and access information.

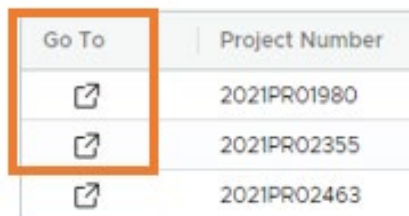


Days Open ↓
97
85
55

Sort: To sort by entries in a column, click the title word in column header. An up arrow will appear for an ascending order and a down arrow will appear for a descending order.



Search: To search within a column for a specific entry, hover over the column header and click on the three lines in the right side of the box. This will allow you to filter results by contains, not contains, equals, not equal, starts with, ends with.



Go To	Project Number
↗	2021PR01980
↗	2021PR02355
↗	2021PR02463

Go To: Click the box with arrow icon to open the record associated with the search result. This will open in the same window. Use your browser's back arrow to return to your search.



Refresh: Click the "Refresh List" button in the upper right corner of the screen to update the queue.



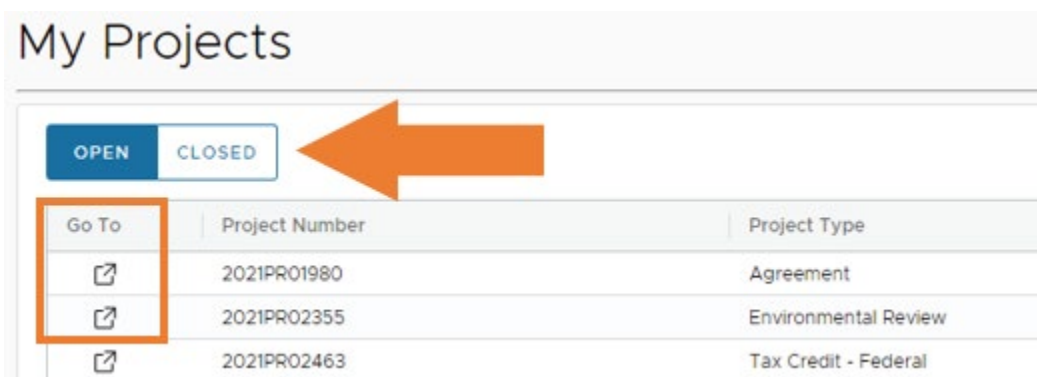
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My Projects

This queue is a list of projects you have submitted through PA-SHARE.

Within this queue, your projects are categorized as “Open” and “Closed.” You access projects in each category by clicking the “Open” and “Closed” buttons at the top of the screen.

- Open projects are projects where consultation with PA SHPO is continuing, or ongoing. This may be for an Environmental Review project, National Register nomination or other type of project. Open projects have not been closed by SHPO staff reviewing your project.
- Closed projects are projects where consultation with the PA SHPO has been completed and the SHPO reviewer manually closes the project. This means that SHPO staff have responded to all submissions and no further consultation is needed.



My Submissions

A submission includes information sent to the PA SHPO for review and that has not yet been accepted in the PA-SHARE system. Submissions can be initial, meaning the first time that information is sent to create a Project, or subsequent, meaning additional information is being provided on an existing Project.

The Submissions queue includes all submissions made through PA-SHARE. Within this queue, your submissions are categorized as Draft, Insufficient, Submitted, and Processed depending on their status. You access submissions in each category by clicking one of the four buttons at the top of the screen.

- DRAFT: Submissions that you have started but haven't submitted to the SHPO for review. Click the “Go To” icon to resume editing the submission.
- INSUFFICIENT: Submissions that were returned by the SHPO as incomplete. You will receive a Submission Insufficient” system generated email if SHPO decide your submission is incomplete. Make sure you take note of what additional information is requested in the email before you click on the link to access your My Submissions queue. Under the Insufficient tab, click the “Go To” icon to access and finalize the submission.
- SUBMITTED: Submissions that have been received and are awaiting SHPO review. If accepted, these submissions will be processed into projects or added to an existing project.



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- **PROCESSED:** Submissions that have been accepted and turned into projects or added to an existing project.

My Submissions			
DRAFT INSUFFICIENT SUBMITTED PROCESSED			
Go To ↓	Project Type	Token	Type
	Environmental Review	KGMGBGFEWTU8	Initial
	Environmental Review	KPUN8AM8MTHP	Unrequested
	Environmental Review	3PG1QQ7BNENF	Initial

My Requests

The My Requests queue is a list of open SHPO requests for more information related to your projects. This queue does not have categories like the My Projects and My Submissions queues and includes all requests that need to be addressed for all of your projects.

This queue includes columns for Project Number, Project Name, Project Type, and the number of Open Requests. To sort this queue, click on the column header. Items will be removed from this list once the SHPO request has been addressed.

To respond to a request from this queue, click the “Go To” icon to access the SHPO Response screen.

My Requests

Go To	Project Number	Project Name	Project Type	Open Requests
	2021PRO2355	PSPII	Environmental Review	1
	2021PRO2355	PSPII	Environmental Review	1
	2021PRO2467	Doyle Test HTC Project	Tax Credit - Federal	1
	2021PRO2355	PSPII	Environmental Review	1

Once on the SHPO Response screen, scroll down to find the “SHPO Requests More Information” section. To address the request, click on the request to highlight it in the list (it will be blue when selected), and click on “PROCESS” in the upper right corner of the section.



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SHPO Requests More Information



Status	Type	Requested By	Description
Information Requested	New Survey	Sara-Ladd Clark	ARCHITECTURAL IDENTIFICATION DOCUMENTATION SUBMISSION FOR THE PROPOSED WILDCAT PIPELINE IN WHITELEY AND GREENE TOWNSHIPS, GREENE COUNTY, PENNSYLVANIA
Information Requested	New Survey	Sara-Ladd Clark	Phase I Archaeological Survey of the Proposed Wildcat Pipeline in Whiteley and Greene Townships, Greene County, Pennsylvania

Requests: 2

SHPO Responses

The SHPO Responses queue is a list of all of SHPO responses for your open and closed projects. This queue includes columns for Submission Number, Project Type, Project Name, Project Status, and Date Closed.

To access the SHPO response screen for a project, click the “Go To” icon. Once on the SHPO Response Screen, you can see the SHPO Response(s) on the project, submit request for more information, and print out response letters. Response letters are found in the Attachments section of the screen.

SHPO Responses

Go To	Submission Number	Project Type	Project Name	Project Status	Date Closed
	2021PRO2355.001	Environmental Review	PSPil	Under Review	2/3/21
	2021PRO2355.002	Environmental Review	PSPil	Under Review	2/3/21
	2021PRO2355.003	Environmental Review	PSPil	Under Review	2/5/21
	2021PRO2355.004	Environmental Review	PSPil	Under Review	2/11/21

My Org Dashboard

The My Org Dashboard is only available to Pro and Business subscribers. It is an At-A-Glance tool that assembles information about an organization's projects, submissions, and requests in one location. At the top of the screen is:

- Organization Name and Details, such as owner, status, subscription expiration date, and organization members.
- Metrics for Projects by Project Type, Open Submissions by Organization Member, and Open Requests by Member.



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My Organization Dashboard

Organization Details

Organization Name

Organization Tier
Business

Organization Owner
D Noel

Organization Status
Subscribed

Subscription Expiration Date
Feb 28, 2026

Organization Members

- Frederick, Barbara
- Splain, Shelby
- Noel, D
- User, Andrea

At A Glance

Open Projects by Project Type ⁴⁵

Project Type	Number of Open Projects
Environmental Review	36
Determination of Eligibility	2
Independent Survey	2
Inventory Form	2
Historical Marker Nomination	1
National Register Nomination	1
Success Story	1

Open Submissions by Member ¹⁵

Member	Open Submissions
Noel, D	8
Frederick, Barbara	7
Splain, Shelby	1

Open Requests by Member ¹¹

Member	Open Requests
Frederick, Barbara	18

Below the At-A-Glance section are:

- Queues for projects, submissions and requests submitted by members of the organization. Each queue in the My Org Dashboard is a compilation of all the queues associated each member of the organization.

NOTE: While a user may see a project, submission, or response in the My Org Dashboard queue, that user can only access a project, submission, or response if they are listed as a project contact. Being part of the organization does not automatically allow you access through the My Org queues.

- Address Book of project contacts.

Organization Projects ⁴⁸

Go To	Project Type	Project Number	Project Name	Project Status	Primary Contact	Date Created
	Environmental Review	2020PRO2079	DEMOLITION OF CREW HEADQUARTERS HOUSE, 5923 BERNVILLE ROAD, STATE GAME LANDS #280	Open		Dec 30, 2019
	Environmental Review	1984PRO9048	HOPEWELL VILLAGE	Closed	bafrederic@pa.gov	Oct 28, 1983

Organization Submissions ⁹²

Go To	Submission Type	Submission Number	Submission Status	Project Type	Project Name	Project Status	Primary Contact	Date Created
	Initial	2021PRO2355.001	Closed	Environmental Review	PSPH	Under Review	chanson@pa.gov	Feb 3, 2021
	Requested	2021PRO2355.002	Closed	Environmental Review	PSPH	Under Review	chanson@pa.gov	Feb 3, 2021
	Unrequested	2020PRO2300.002	Closed	Environmental Review	CDBG ADA RAMP AT MONROETON LIBRARY	Closed	bafrederic@pa.gov	Jan 10, 2020

Organization Requests ⁴¹

Request Status	Request Item	Request Desc.	Submission Type	Submission Number	Submission Status	Project Type	Project Name	Project Status	Primary Contact
Completed	Inquiry	Please provide more information on the height of the proposed new construction.	Initial	2021PRO2422.001	Closed	Environmental Review	test DOE	Under Review	bafrederic@pa.gov
Completed	New Photo	Please provide photos of the other elevations of the barn.	Initial	2021PRO2422.001	Closed	Environmental Review	test DOE	Under Review	bafrederic@pa.gov

Address Book ⁹

VIEW

EDIT

DELETE

Email	Firstname	Lastname
	Shelby	Splain