



PA-SHARE Tutorial: SUBMITTING KEYSTONE GRANT PROJECT INFORMATION

This tutorial will teach users how to enter additional information for an [existing](#) Keystone Grant Project. This process is consistent for Status Reporting - both quarterly and final, Preliminary Project Reviews, and final Work Products.

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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Overview

This section will outline the steps needed to submit information such as a Quarterly Status or Final Report, plans and specifications for review, or grant work products for an **existing** Keystone grant project using the Project Supplement wizard. You are **NOT** using this process to data enter any **NEW** projects into PA-SHARE.

The PA-SHARE system is available at <https://share.phmc.pa.gov/pashare/landing>. Step-by-step instructions for signing in to PA-SHARE, understanding the map, and other functions are available on the PA SHPO website at www.phmc.pa.gov/PA-SHARE/Pages/Help-Materials.aspx. The Frequently Asked Questions webpage at <https://www.phmc.pa.gov/PA-SHARE/Pages/PA-SHARE-FAQ.aspx> also has helpful information. Users are also encouraged to contact the PA-SHARE Help Desk at pashare@pa.gov with questions or problems.

Accessing the Project Supplement Wizard

There are two ways users can access the Project Supplement wizard:

From email link

Click the link sent to you in an email from PA-SHARE. To use this link, you must be listed as a project contact in PA-SHARE. We recommend signing in to PA-SHARE and having it open in your browser *before* clicking the link the in email. This will automatically take you the Project Supplement wizard for your specific covenant project.

From PA-SHARE

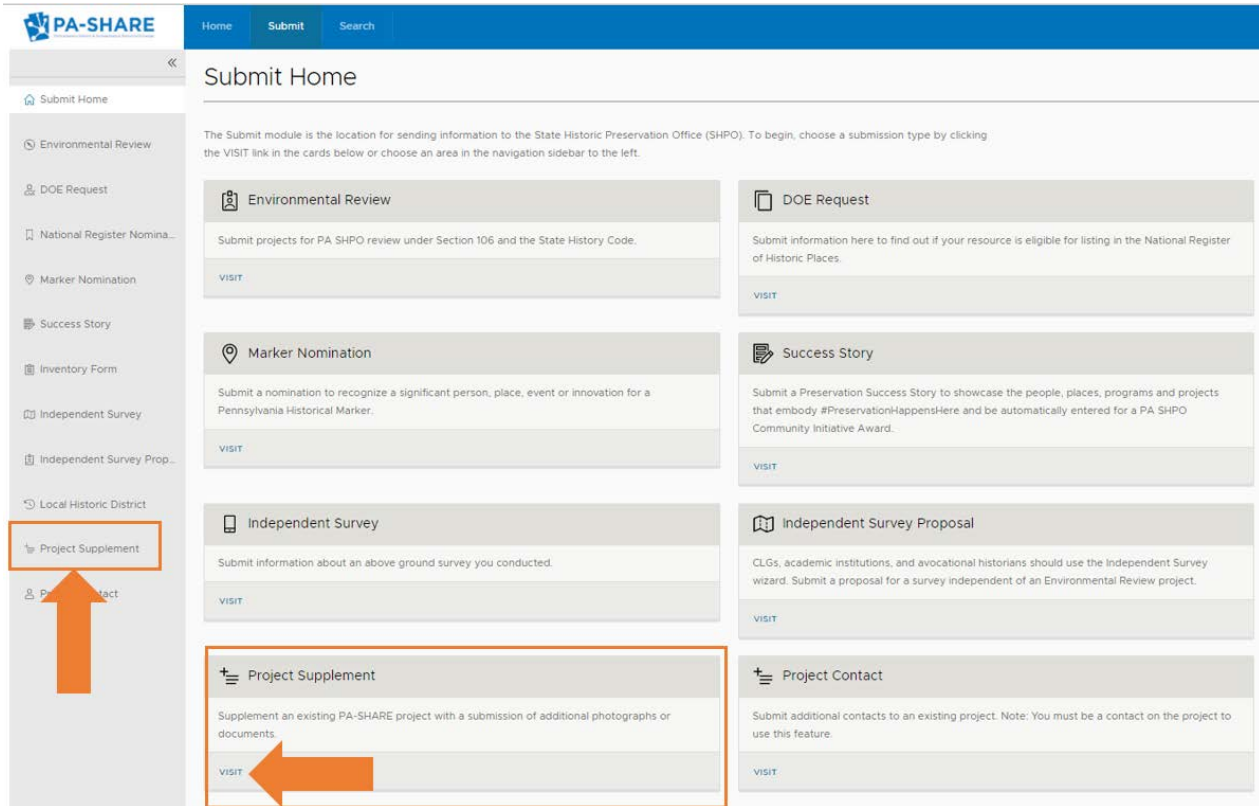
You can also get to the Project Supplement screens through the Project Supplement wizard on the Submit home screen. Once you sign in to PA-SHARE, you will see the Home screen. To go to the Submit screen, click the “Submit” button at the top of the screen or click on the icon in the second blue tile in the left column.

The screenshot shows the PA-SHARE Home screen. At the top, there is a blue navigation bar with the PA-SHARE logo on the left and three buttons: 'Home', 'Submit', and 'Search'. An orange arrow points to the 'Submit' button. Below the navigation bar, the text 'Welcome to PA-SHARE' is displayed. The main content area is divided into two columns of blue tiles. The left column contains three tiles: 'PA-SHARE Bulletin Board: TEST', 'Search the PA-SHARE database for:' (with a list of search criteria), and 'Submit to the PA SHPO:' (with a list of submission types). An orange arrow points to the 'Submit to the PA SHPO:' tile. The right column contains three tiles: 'Subscribe to PA-SHARE', 'Access your "My Projects" dashboard:', and 'Access your organization's dashboard:'.

From the Submit home screen, you can navigate to Project Supplement wizard by clicking “Project Supplement” from the gray navigation bar on the left side of the screen OR by clicking “VISIT” on the Project Supplement card.



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This is how the Project Supplement Submission screen will look when it opens in PA-SHARE:

Project Supplemental Submission

All fields are **OPTIONAL** unless specified as **required**.

Search Existing Projects

Email Address !
An email address is required!

Project Number

PA-SHARE
Pennsylvania's Historic & Archaeological Resource Exchange

The email address you used to register for PA-SHARE will auto-populate in the Email Address field. The email address must be an existing project contact for the Keystone grant project you are searching for; if not, you will not be able to find the project and submit the additional information.



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Enter the project number of Keystone grant project. This number will be the 11-digit PA-SHARE project number format of YYYYPR#####. Please contact Karen Arnold, kaarnold@pa.gov if the Project Number of the Keystone grant project cannot be found.

Once both fields are completed, click “Search”. Once the search is completed, the full Project Supplemental Submission Screen will open.

Project Supplement Wizard Data Entry

NOTE: Your session will timeout after 30 minutes of inactivity and any unsaved changes will be discarded. To ensure information is not lost, we recommend saving the information you enter after completion of each section.

The Project Supplemental Submission screen includes three sections that need to be completed:

- Project Supplemental Description
- Project Documents
- Project Photos

Project Supplement Description * 


1,000 of 1,000 characters remaining

Project Supplemental Description:

Include a very brief description of the information submitted. Quarterly Status Report or Preliminary Project details are sufficient.

This field is limited to 1,000 characters. Users are able to copy and paste from another document into this field using the ctrl+V function.

Project Documents

 ADD AN ATTACHMENT

Attachment Type	Attachment Name	Date Created

Project Documents: The report templates provided by the Keystone Grant Manager can be uploaded in the Project Documents section.

Include information that would be useful to the understand the status of the project such as:

- Ongoing fundraising efforts or source of cash match
 - Consultants under contract or status of selection process
 - Architectural or engineering plans
-



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- Specifications for proposed work, including methods and materials, if ready for review

Project Photos

The screenshot shows a web interface for adding project photos. At the top, there is a button labeled "ADD A PHOTO(S)" with a camera icon. Below this is a table with three columns: "Image", "Name", and "Date". The table is currently empty, and there is a scroll bar at the bottom.

Project Photographs: Color photographs showing work in progress must accompany each quarterly report. Please provide views that provide not only the existing condition and context of proposed project location.

Instructions for Adding Attachments

The screenshot shows a button labeled "ADD AN ATTACHMENT" with a document icon. A large orange arrow points to the right side of the button. Below the button is a table header with two columns: "Attachment Type" and "Attachment Name".

Click the “Add An Attachment” button to begin.

More than one attachment may be added.

Attachment Detail

The screenshot shows the "Attachment Detail" form. It has three main sections:

- Attachment Source:** A dropdown menu with "Choose value" selected.
- Name/Title:** A text input field with a red asterisk indicating it is required. Below the field, it says "e.g. Report Name (required)" and "200 characters remaining".
- Description:** A text area with a red asterisk indicating it is required. Below the area, it says "1000 characters remaining".

 To the right of the form is an "Upload Help" section:

- Upload Help:** Text explaining that users can upload a file from their computer or point to an online resource by submitting a valid URL. It notes that URLs requiring authentication may be rejected.
- Acceptable file types:** A list of supported file extensions: .pdf, .doc, .docx, .ppt, .pptx, .xls, .xlsx, .rtf, .txt, .bmp, .gif, .jpe, .jpg, .jpeg, .png, .tif, .zip.

The Attachment Detail window will open.

Complete each of the required fields on the Attachment Detail screen.

Direction for uploading attachments is provided in the help on the right side of the screen.

NOTE: The maximum file size is 70MB.



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Attachment Source *
File from Local Disk

Name/Title *
Test
196 characters remaining

Select An Attachment Type *
Document
Select an attachment type

Description
Description
1000 characters remaining

Select files... Drop files here to upload

Attachment Source: Select attachment source. Always choose “File from Local Disk” to upload a file from your computer (or shared network like SharePoint or common server).

Name/Title: Provide a general descriptive name for the attachment.

Select An Attachment Type: Select the type of attachment from the dropdown menu. If you are unsure, choose “Document”.

Description: Provide a more detailed description of what is included in the attachment or what information the attachment provides.

Once the last field is completed, the Select Files button at the bottom of the Attachment window will be activated.

Select files... Drop files here to upload

PA SHPO Annual Report 2020 FINAL.pdf
10.12 MB

Upload

Click the “Select Files” button to select the location of the file to be uploaded from your computer.

Once the file has been selected, the name and size will show in the space below.

Click “Upload” to add the attachment.

Attachments

ADD AN ATTACHMENT VIEW EDIT DELETE

Attachment Type	Attachment Name	Date Created	Description
Document	Test	06/21/2021	

Attachments: 1

Once the attachment is uploaded, it will appear in the attachments grid. Select the attachment to view, edit, or delete.

Instructions for Adding Photographs

Project Documents

ADD A PHOTO(S)

Image	Name	Date
-------	------	------

Click the Add A Photo(s) button to begin.



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Photo Detail

Photo Source *
Choose value

Name/Title *
Name/Title
200 characters remaining

Description *
Description
1000 characters remaining

Photo Date *
Photo Date
1000 characters remaining

Upload Help

You can either upload a file from your computer or point to an online resource by submitting a valid URL. Please indicate which option you'd like to use in the "Photo Source" field on the form, then fill out all of the remaining fields (all visible fields are required).

Acceptable URLs either point directly to an image, or they reference an online resource that contains numerous images of the submitted resource. URLs that require authentication for viewing may be rejected by SHPO staff, who will be assessing the utility and accuracy of the submitted information.

Acceptable file types:
• .bmp • .gif • .jpe • .jpg • .jpeg • .png • .tif

Max file size: 70mb

The Photo Detail window will open.

All of the fields on the Photo Detail screen are required.

Direction for uploading photos is provided in the help on the right side of the screen.

NOTE: The maximum file size is 70MB.

Photo Source *
File from Local Disk

Name/Title * ←

Description * ←

Photo Date * ←

Select files... ← Drop files here to upload

Photo Source: Select photos source. Always choose "File from Local Disk" to upload a file from your computer (or shared network like SharePoint or common server).

Name/Title: Provide a general descriptive name for the photo indicating what is shown, such as House, Exterior.

Description: Provide a more detailed description of what is shown in the photo, such as south elevation.

Photo Date: Provide the date the photo was taken. If the exact date is not known, provide an approximate date.

Once the last field is completed, the Select Files button at the bottom of the Photo Detail window will be activated.

Select files... ← Drop files here to upload

1 w main st.JPG
22.63 KB

Upload →


Click the Select Files button to select the location of the file to be uploaded from your computer.

Once the photo has been selected, the photo name and size will show in the space below.



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ADD A PHOTO(S) VIEW EDIT DELETE

Image	Name	Date	Date Created	Description
	house	1.2020	02/11/2021	south elevation

Photos: 1

Once a photo is uploaded, it will appear as a thumbnail with the name, date of the photo, date the record was created, and description of the photo.

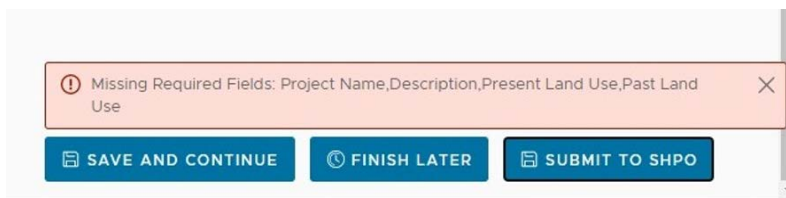
Repeat the same process to add additional photos.

Submit Your Project to the SHPO



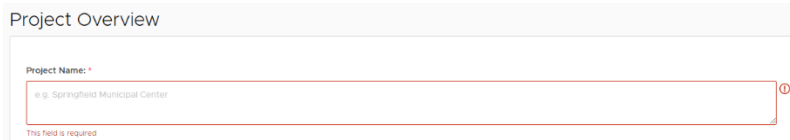
Once you have completed each section, send your submission to the PA SHPO.

Click the Submit to SHPO button.



If required fields were not completed, a red box identifying which fields are outstanding will appear above the buttons.

Close the red box by clicking the X in the upper right corner. You will need to return to and complete the listed fields before saving.



Scroll to the top of the submission screen to find the sections with missing information.

They will be highlighted with a red box and a red exclamation point. These will disappear as you enter the information.

Thank you for your Submission

Submission Token: 2LRTP6AOGXOF

Information about your Submission has been transmitted by email to the Contacts you listed on the previous screen.

Please monitor your email and PA-SHARE for further actions required of you. For more information about what comes next and how to monitor the status of your Submission please review information in the Help documentation.

When your submission is complete, a window will appear with your submission token number.

This token number will also be sent to the primary contact on the project.



Reimbursement Requests for Your Project

The PA-SHARE system will not process reimbursement requests for the Keystone program. All such requests should be emailed directly to Karen Arnold, Keystone Grant Manager at kaarnold@pa.gov.