Queue Point – Share Feature

This user guide will show you how to use the new sharing feature in Queue Point.

What You Need to Know

You understand and acknowledge that:

- You are responsible for the accuracy of the information you provide in order to grant access to the Queue Point system

- You are responsible for any errors or omissions in your submission

- Such information will not be independently verified by PJM

PJM hereby disclaims any and all liability of any nature arising from granting access to the Queue Point system in response to your request.
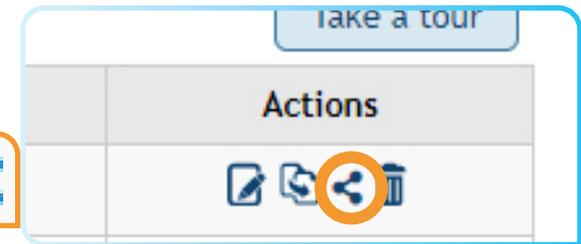
Questions?

Email IPAdmin@pjm.com

1) Accessing the Share Dialog

In the *Existing Requests* tab, there is now a new *Share* icon.

Selecting this button will display the **Share Request** form.

Share Request

⚠ This request can only be shared with the authorized users who have Queue Point access.

Your Access Type: Superuser (Autho...

Username	Name	Email	Access Type	Role	Shared by	Shared Date	Actions
IAN.MUNDELL	Ian Mundell	ian.mundell@pjm.com	Full - View, Edit, Submit, Override	Superuser (Author)		07.29.2020	

2) Add a User

To share a submission with another user, they must be a Queue Point user, and you must know their Queue Point username and their email address.

1. Select the **Add New User** 🔺 button. This adds a new blank row in the list of users.

2. Select the **Edit** button.

2) Add a User (continued)

3. Fill in the details for the new user and select the **Save & Validate** button.

4. Select the **checkbox** next to the legal disclaimer text. ▲

5. Click **Submit**.

> The user must use the same username to log in to Queue Point in order to access this submission.

Share Request

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Add New User					Your Access Type:	Superuser (Author)

Username	Name	Email	Access Type	Role	Shared by	Shared Date	Actions
MY.COLLEAGUE	Josie Smith	Josie.Smith@pjm.com	Full - View, Edit, Submit, Ov ▼		Ian Mundell	09.16.2020	✓
IAN.MUNDELL	Ian Mundell	ian.mundell@pjm.com	Full - View, Edit, Submit, Override	Superuser (Author)		07.29.2020	

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3) Understanding Roles

There are four levels of access available.

View | Read/Write | Superuser | Admin

The Admin role can only be held by one user on a submission, and is the default access level for the user who creates the submission. The Admin is the only user who can share a submission.

	View	Read/Write	Superuser	Admin (only one)
Submission is displayed on dashboard	○	○	○	
View submission	○	○	○	
Edit all fields		○	○	
Delete generators/transformers		○	○	
Upload files		○	○	
Overwrite uploaded files already in place		○	○	
Create impact study from feasibility study		○	○	
Delete (archive) the submission			○	○ Access to all actions
Copy the submission			○	
Auto-subscribed to emails			○	
Able to submit the request			○	
Share the submission with others				