

# e-GGRT Basic Use and Navigation

This page describes the basic use and navigation features of e-GGRT that are common to all e-GGRT pages.

The screenshot shows the e-GGRT homepage with the following elements:

- 1**: EPA United States Environmental Protection Agency logo.
- 2**: e-GGRT Help link in the left sidebar.
- 3**: Navigation tabs: HOME, FACILITY REGISTRATION, FACILITY MANAGEMENT, DATA REPORTING.
- 4**: ACTION REQUIRED: Sign Notice of Delegation for Matt Foley's Rocking Facility.
- 5**: FACILITIES YOU RECENTLY SUBMITTED FOR REGISTRATION: GHGRP ID 512669, Facility or Supplier Foley Corporation (McLean, VA).
- 6**: REGISTER A FACILITY button.
- 7**: ACCESS YOUR FACILITIES: Table with columns Facility or Supplier and Your Role.
- 8**: ACCEPT AN INVITATION: Use a 1-time Invitation Code? Paste an Invitation Code into the field, then click 'GO'.
- 9**: e-GGRT Announcements section.
- 10**: Footer: Paperwork Reduction Act Burden Statement | Contact Us, e-GGRT RY2011.R.13 | UA1-2.

Please note that all e-GGRT sessions end after 15 minutes of inactivity. e-GGRT will generate a 5-minute warning message before automatically ending your e-GGRT session. If your session is ended due to inactivity, any unsaved data on current page will be lost.

After 10 minutes of inactivity, a countdown will begin, starting from 5 minutes, and signing the user out when it reaches zero. The counter is visible in both the popup warning screen and the tab header where e-GGRT is open.

>> click this link to expand

The screenshot shows the e-GGRT Greenhouse Gas Data Reporting (2020) page. A red box highlights a "Timeout Warning" message that appears when the user is inactive for 10 minutes. The message states: "For your protection, your session will end in approximately 5 minutes because of a lack of activity for the last 10 minutes. If your session ends any unsaved e-GGRT reporting data will be lost, including any data entered in the Input Verifier Tool that has not been saved locally. Please be sure to save your Input Verifier data locally and log out before stepping away from your computer for extended periods of time. Please click OK within the next 5 mins to keep your session active." The background shows the "e-GGRT Greenhouse Gas Data Reporting (2020)" page with a table of facilities and a "Facilities Expected to Report by 2020" section.



<b>Data Reporting tab</b>	Click the Data Reporting tab to report required information and submit an Annual Report for a facility
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## 2. Help Panel

The Help Panel is located on the left side of the screen and provides access to general e-GGRT help as well as more detailed help content that is relevant to the active e-GGRT page.

Feature Element	Element Description and Functionality
<b>e-GGRT Help link</b>	Click this link to access general help for the e-GGRT system
<b>Page-specific/related help links</b>	Click this link to access specific help content related to the page being viewed ( <i>multiple links will be available for some pages</i> )

## 3. Header Ribbon

The header ribbon is located near the top of the screen below the e-GGRT section tabs and provides access to your user profile information and a link to log out of e-GGRT.

Feature Element	Element Description and Functionality
<b>User greeting</b>	The user greeting displays the name of the user currently logged into the e-GGRT system
<b>My profile</b>	Click the "My Profile" link in the header ribbon to edit your profile organization name, address, phone and FAX, email, password, secret question/answer or challenge questions. For more information please refer to the <a href="#">User Profile</a> help page.
<b>Logout</b>	Click the "Logout" link in the header ribbon to end your e-GGRT session

## 4. Workspace

The white section of each e-GGRT page represents the workspace for that page. The workspace features and elements are unique for each e-GGRT tab and underlying page.

## 5. Page Footer

The Page Footer, located at the bottom of each e-GGRT page, provides access to the Paperwork Reduction Act Burden Statement and e-GGRT contact information and displays the e-GGRT version and page identifier for reference.

Feature Element	Element Description and Functionality
<b>Paperwork Reduction Act Burden Statement</b>	Click the link to view the Paperwork Reduction Act Burden Statement
<b>Contact Us</b>	Click the link to search the FAQs (Frequently Asked Questions), submit a question about e-GGRT, submit a question about the Greenhouse Gas Reporting Program (Final and Proposed Rules), or Contact the e-GGRT Help Desk
<b>e-GGRT version</b>	The current version of e-GGRT is displayed in the lower right corner of the page. The version code includes the reporting year (RY) and the current release number.
<b>e-GGRT page identifier</b>	The page ID displayed in the lower right corner of the screen is unique for each e-GGRT page. This page ID may be useful when submitting questions to the e-GGRT Help Desk.

## See Also

[Screen Errors](#)  
[Timeout Warning](#)