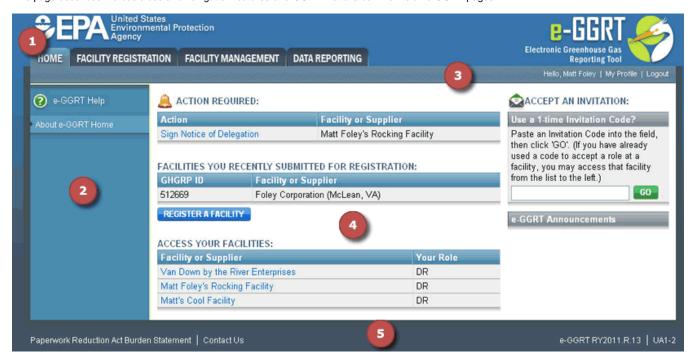
# e-GGRT Basic Use and Navigation

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

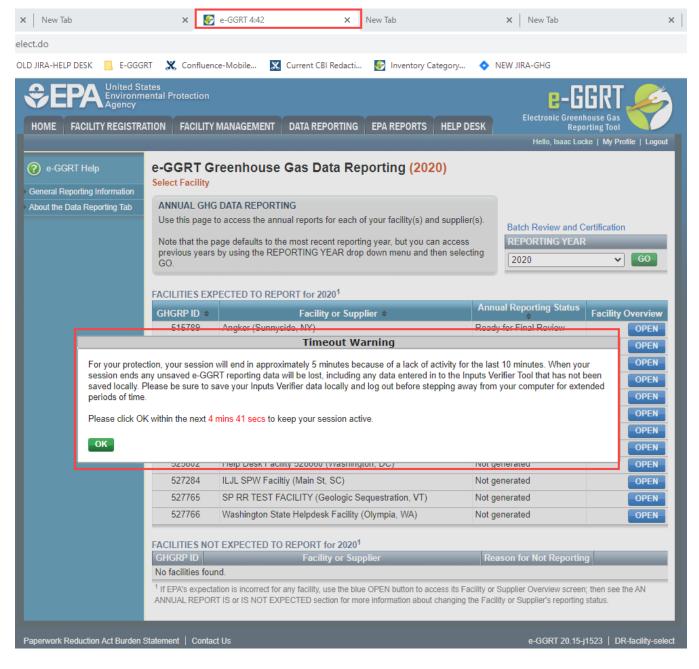


Please note that all e-GGRT sessions end after 15 minutes of inactivity. e-GGRT will generate a 5-minute warning message before automatically ending your e-GGRT session. If your session is ended due to inactivity, any unsaved data on current page will be lost.

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





#### 1. e-GGRT Section Tabs

The e-GGRT application is divided into the following basic sections:

- Home
- Facility Registration
- Facility Management
- Data Reporting

You may access each section using the navigation tabs at the top of the screen.

| Feature<br>Element           | Element Description and Functionality  |
|------------------------------|--|
| Home tab                     | The Home tab serves as the primary landing page when users log in to the e-GGRT system. For more information please refer to the e-GGRT Home Help page.  |
| Facility<br>Registration tab | Click the Facility Registration tab to register a facility. For more information please refer to the Facility Registration help page.  |
| Facility<br>Management tab   | Click the Facility Management tab to perform personnel management for a facility and any other facility editing functionality. For more information please refer to the Facility Management help page. |

| Data Reporting | Click the Data Reporting tab to report required information and submit an Annual Report for a facility |
|----------------|--|
| tab            |  |

# 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  |
|----------------------------------|--|
| e-GGRT Help link                 | Click this link to access general help for the e-GGRT system   |
| Page-specific/related help links | Click this link to access specific help content related to the page being viewed (multiple links will be available for some pages) |

### 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<br>Element | Element Description and Functionality   |
|--------------------|---|
| User<br>greeting   | The user greeting displays the name of the user currently logged into the e-GGRT system   |
| My profile         | 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 User Profile help page. |
| Logout             | 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  |
|---|--|
| Paperwork Reduction Act<br>Burden Statement | Click the link to view the Paperwork Reduction Act Burden Statement  |
| Contact Us                                  | 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 |
| e-GGRT version                              | 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.  |
| e-GGRT page identifier                      | 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