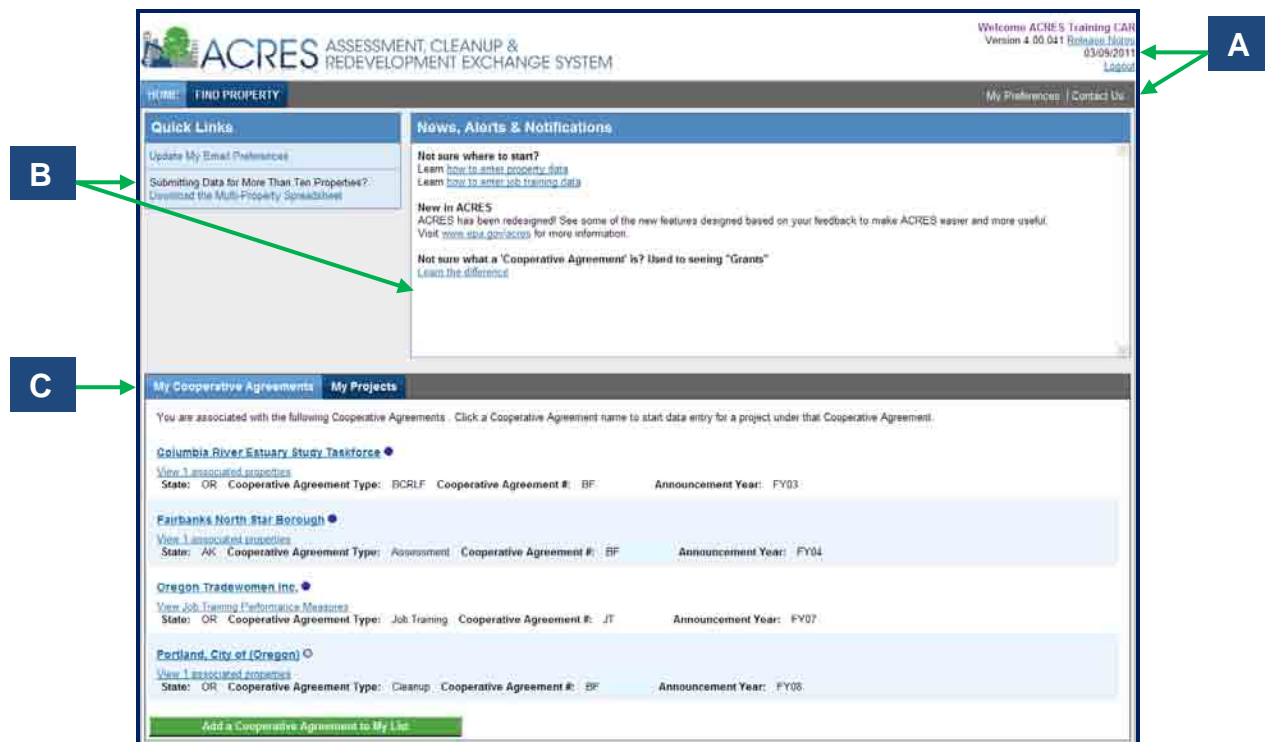


Using Your ACRES Home Screen

The ACRES Home screen is designed to give you quick and easy access to the tasks you perform most often and to your property and Cooperative Agreement information.



A Screen Header

The Screen Header appears on every screen in ACRES and consists of two parts:

General Information

The general information header displays the name with which you registered, the current ACRES version number, a link to Release Notes, the date, and a link to logout of ACRES.

The Release Notes link accesses an EPA Web page providing a list of changes that were made in the current release of ACRES, an archive of all Release Notes for previous versions of ACRES, and a link to the known defects and enhancement requests that are being tracked.

Module Bar

The Module Bar appears on every screen in ACRES, and provides access to your Home screen, the ACRES search function, email preference, and ACRES support contact information.

- **Home:** Allows you to jump back to your Home screen from anywhere in ACRES.
- **Find Property:** Accesses the ACRES search function where you can look up information about properties addressed under EPA's Brownfields Program.

- **My Preferences:** Accesses the screen to set your email notification preferences.
- **Contact Us:** Accesses a screen displaying resources for obtaining more information about the EPA Brownfields Program and contact information for the ACRES Help Desk.

B Communications

The Communications features on the ACRES Home screen are used to provide information, news, and access to resources to all ACRES users.

Quick Links

The Quick Links box may periodically be updated to include links to new features or useful resources. The Quick Links box currently includes:

- **Update My Email Preferences:** Accesses the screen to set your email notification preferences (same screen as accessed through the My Preferences link in the Module Bar).
- **Download the Multi-Property Spreadsheet:** Accesses the EPA Web page to download Grantee reporting forms. The Multiple Property Spreadsheet is an Excel file that you can use to submit data for ten or more properties addressed under a single Cooperative Agreement at one time. Contact your EPA Regional Brownfields Representative to determine if it is appropriate to use the Multiple Property Spreadsheet.

News, Alerts & Notifications

News, Alerts & Notifications displays any news or notifications that need to be communicated to all ACRES users. For example, if there is a planned system outage, a notification will be posted in this area of your Home screen.

C Project Access

Your Home screen provides access to your projects under two tabs:

My Cooperative Agreements

The My Cooperative Agreements tab provides a list of all Cooperative Agreements to which your user account is associated. The Cooperative Agreement you used in the CDX registration process will automatically be included in your list of Cooperative Agreements. If you need to associate to additional Cooperative Agreements, click “Add a Cooperative Agreement to My List” in the green button at the bottom of the screen and follow the prompts.

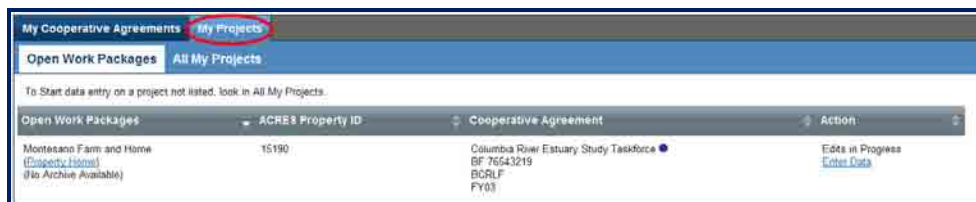


Click the name of a Cooperative Agreement to see detailed information about the Cooperative Agreement, such as contacts, associated properties, funded activities, and leveraged accomplishments. The “[View \[#\] associated properties](#)” link under each Cooperative Agreement name will take you directly to the list of associated properties on the Cooperative Agreement Home screen.

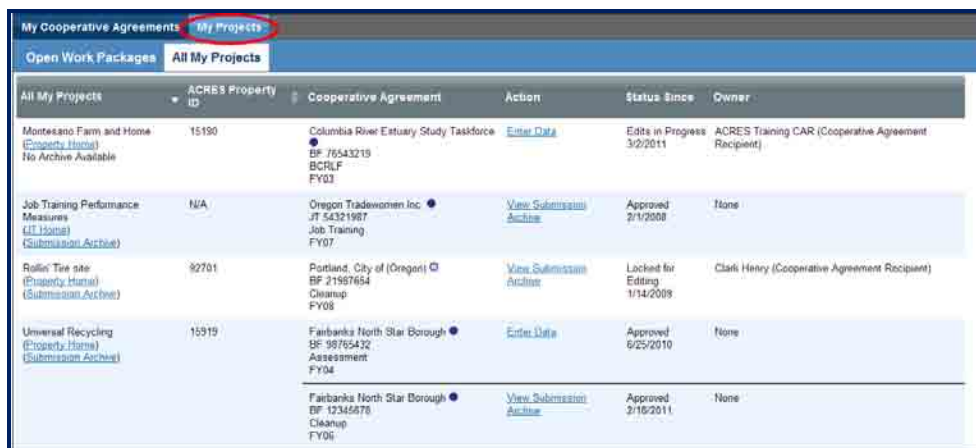
My Projects

The My Projects tab consists of two subtabs, Open Work Packages and All My Projects.

- **Open Work Packages:** Provides a list of all work packages that are currently available for editing.
 - To open the work package and continue editing, click “[Enter Data](#)” in the Action column to the right of the screen.
 - To open the Property Home screen and look at the property information in a read-only format, click “[Property Home](#)” under the name of the property to the left of the screen.



- **All My Projects:** Provides a list of all properties with which you are associated. Once you submit a work package for a property, ACRES will associate your user account with that property and it will appear in this list.
 - To continue editing an open work package that you own, click “[Enter Data](#)” in the Action column. If the “[Enter Data](#)” link is not provided in the Action column, it indicates that property record is not available for editing at that time.
 - To open the Property Home screen and look at the property information in a read-only format, click “[Property Home](#)” under the name of the property to the left of the screen.
 - To see a history of all work package submissions in ACRES for a particular property, click “[Submission Archive](#)” under the name of the property to the left of the screen.



ACRES HELP DESK
 acres_help@epa.gov or 703-284-8212
 M-F, 9am-5pm EST