



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.

The screenshot shows the ACRES Home Screen interface. At the top right, it says "Welcome Ron" and "Version 4.01.120" with links for "Release Notes", "02/15/2013", and "Logout". Below this is a navigation bar with "HOME" and "FIND PROPERTY" buttons, and links for "My Preferences", "Feedback", and "Contact Us". The main content area is divided into "Quick Links" (with links like "Update My Email Preferences", "Submitting Data for More Than Ten Properties?", "Download the Multi-Property Spreadsheet", "ACRES Online Training Information", and "About ACRES") and "News, Alerts & Notifications" (with "ACRES Online Training" information). At the bottom, there are tabs for "My Projects" and "My Cooperative Agreements", with sub-tabs for "Open Work Packages" and "All My Projects". A table below shows project details.

Open Work Packages	ACRES Property ID	Shared ?	Cooperative Agreement	Action ?
Anchor Glass 45th Street (Property Home) (Submission Archive)	141661	No	Chattanooga, City of BF 95440809 Cleanup FY09	Edits in Progress Enter Data

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 that provides a list of changes that were made in the current release of ACRES and an archive of all Release Notes for previous versions of ACRES.

Module Bar

The Module Bar appears on every screen in ACRES, and provides access to your Home screen, the ACRES search function, email preference, feedback 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.
- **Feedback:** Allows you to send suggestions, comments, or issues directly to the ACRES Team. Your information is used to create a ticket for the ACRES Help Desk and you will be sent a receipt confirmation by email.
- **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.
- **ACRES Online Training Information:** Accesses the EPA website, displaying information on the training schedule and instructions for joining a training.
- **About ACRES:** accesses the EPA ACRES information page which includes links to Release Notes, Frequently Asked Questions (FAQs), Training and Tutorials, and to Quick Reference Guides/Videos.

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 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 the “[Enter Data](#)” link in the Action column to the right of the screen. This will open the Property Profile Form.
 - To open the Property Home screen and look at the property information in a read-only format, click the “[Property Home](#)” link under the name of the property to the left of the screen.

My Projects		My Cooperative Agreements	
Open Work Packages		All My Projects	
To Start data entry on a project not listed, look in All My Projects.			
Open Work Packages	ACRES Property ID	Shared ?	Cooperative Agreement
Anchor Glass 45th Street (Property Home) (Submission Archive)	141661	No	Chattanooga, City of BF 95440809 Cleanup FY09
			Edits in Progress Enter Data

- **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 the “[Enter Data](#)” link 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 the “[Property Home](#)” link 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 the “[Submission Archive](#)” link under the name of the property to the left of the screen.

My Projects		My Cooperative Agreements	
Open Work Packages		All My Projects	
All My Projects	ACRES Property ID	Cooperative Agreement	Action ?
Anchor Glass 45th Street (Property Home) (Submission Archive)	141661	Chattanooga, City of BF 95440809 Cleanup FY09	Enter Data Edits in Progress 2/15/2013
Cavalier (Property Home) (Submission Archive)	120681	Southeast Local Development Corporation BF 96490107 Cleanup FY07	Enter Data
Ohls Avenue (Property Home) No Archive Available	134681	Chattanooga, City of BF 95406208 Cleanup FY08	Enter Data
ReMax Center (Property Home) No Archive Available	142321	Chattanooga, City of BF 95441209 BCRLF FY09	Enter Data
ReMax Center (Property Home) No Archive Available	142322	Chattanooga, City of BF 95441209 BCRLF FY09	Enter Data

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 ACRES registration process will automatically be included in your list of Cooperative Agreements. If you need to associate to additional Cooperative Agreements, click the “Add a Cooperative Agreement to My List” button at the bottom of the screen and follow the prompts.

My Projects **My Cooperative Agreements**

You are associated with the following Cooperative Agreements [?](#). Click a Cooperative Agreement name to start data entry for a project under that Cooperative Agreement.

Southeast Local Development Corporation ●

[View 1 associated properties](#)
State: TN Cooperative Agreement Type: Cleanup Cooperative Agreement #: BF 96490107 Announcement Year: FY07
Funding Type(s): Hazardous - \$200,000.00

Chattanooga, City of ○

[View 1 associated properties](#)
State: TN Cooperative Agreement Type: Cleanup Cooperative Agreement #: BF 95408208 Announcement Year: FY08
Funding Type(s): Hazardous - \$200,000.00

Chattanooga, City of ○

[View 1 associated properties](#)
State: TN Cooperative Agreement Type: Cleanup Cooperative Agreement #: BF 95440809 Announcement Year: FY09
Funding Type(s): Hazardous - \$200,000.00

Chattanooga, City of ○

There are 0 associated properties
State: TN Cooperative Agreement Type: Cleanup Cooperative Agreement #: BF 95462810 Announcement Year: FY10
Funding Type(s): Hazardous - \$400,000.00 & - \$400,000.00

Chattanooga, City of ○

[View 2 associated properties](#)
State: TN Cooperative Agreement Type: BCRLF Cooperative Agreement #: BF 95441209 Announcement Year: FY09
Funding Type(s): No Funding Information Available

Add a Cooperative Agreement to My List

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.

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