

ECGrid Portal – How to Create a Carbon Copy

You can set up carbon copies directly from your portal site! Click on Data Management from the left-side navigation panel, then choose Carbon Copy from the top. You can then click on “Create”:



You will then pick from the drop-down menus to determine the original partnership that you will be copying. You can then set up the carbon copy IDs by either Selecting from the drop down or entering them manually:

Carbon copies are only allowed for IDs that are associated with your mailboxes.

Mailbox: *

Original From: *

Original To: *

Carbon Copy From: *

☒ Select ☐ Enter

Select: *

Carbon Copy To: *

☒ Select ☐ Enter

Select: *

GS From:

GS To:

Transaction Set:

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You can further filter the carbon copies by GS IDs and/or the Transaction Set.