Navigating the MyCEDRI Dashboard

Explore the dashboard below by pressing <Ctrl> and clicking the reference tags next to each hyperlink, button, and section of the page to learn more about the feature. Alternatively click the links in the index below the table to jump to the job aid topic.

Note: This job aid will be updated as the rollout of CEDRI updates continue through the year and existing pages are incrementally replaced with updated features.

Exhibit 1

Table of Contents

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1. Create a Report

Selecting the ‘Create a Report’ button takes you to the existing ‘Create a Report’ screen where you may create a report following the existing report creation protocol:

1. Name the Submission Package by Entering a Package Name.
2. Select a facility from your profile. If a facility is not already in your profile, you will be prompted to add one. You may also return to the MyCEDRI Dashboard and add a facility to your profile (see Section 4 Manage Facilities).
3. Select Part, Subpart and Report Type
4. Enter or upload report data.

For more information about creating reports, refer to the Create Reports Job Aide.
2. View & Certify Reports

Selecting ‘View & Certify Reports’ or ‘My Reports’ takes you to the existing ‘Submission Home’ page where you are able to view all pending submissions packages. From this page, clicking the Package Name link opens the package for editing and/or submitting.

For more information about viewing submitted reports, refer to the CEDRI History Job Aide.
3. View Submitted Reports

Selecting ‘View Submitted Reports’ or ‘CEDRI History’ brings you to the CEDRI History page. Clicking the table row of the target report opens the Submission Detail page where the submitted report and report attachments are viewed and downloaded.

For more information about viewing an individual submitted report, refer to the Report Details Job Aide.

### CEDRI History

Below are the recent CEDRI submissions that you have either certified electronically or have been submitted by another “Certifier” in your organization, listed by individual report. You may search for specific submissions by selecting Add/View Filters. Filter the CEDRI History by selecting any of the filter categories: Date, Status, Geography, Facility, and Sector / Rule. Click on any record in the CEDRI History table to see the report details, download associated files, and if necessary, Review & Re-submit or Withdraw a report.

<table>
<thead>
<tr>
<th>Certification Date</th>
<th>Report Description</th>
<th>Port</th>
<th>Subport</th>
<th>Subport Name</th>
<th>Facility</th>
<th>County</th>
<th>State</th>
<th>Format</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019-09-17 11:26:14</td>
<td>Notice of Compliance (Optional for Federal Reporting)</td>
<td>620</td>
<td>DODD</td>
<td>Major Sources Industrial, Commercial, and Institutional Boilers and Process Heaters</td>
<td>BUZZ ADWIN ELEMENTARY SCHOOL</td>
<td>FAIRFAX COUNTY</td>
<td>VA</td>
<td>File</td>
<td>In WAFIRE</td>
</tr>
<tr>
<td>2019-09-16 15:01:31</td>
<td>Site Specific Monitoring Plan (33650), Optional for Federal Reporting</td>
<td>620</td>
<td>CC</td>
<td>Petroleum Refineries</td>
<td>ARTS OIL &amp; GAS INC</td>
<td>JEFFERSON</td>
<td>LA</td>
<td>File</td>
<td>In WAFIRE</td>
</tr>
</tbody>
</table>

*Exhibit 4*
4. Submission Search

The ‘Search’ function is now contained on the CEDRI History page. To expand the filter panes, click the ‘Add/View Filters’ button (Exhibit 5). To hide the filter panes, click the ‘Hide Filters’ button (Exhibit 6).

For more information about searching submitted reports, refer the CEDRI Search Job Aide.
5. Manage Facilities

Selecting ‘Manage Facilities’ redirects you to the ‘Manage Facilities’ section of the dashboard, where you can add and remove facilities from your profile, or edit facility and sub-facility information of facilities already in your profile.

Note: You no longer need to navigate to the MyCDX page to add and remove facilities from your profile. The Facility widget is now part of the MyCEDRI dashboard.

For more information about managing facilities, refer to the Managing Facilities Job Aide.
6. User Management

Clicking the ‘User Management’ button brings you to the User Management page, where you can select a pending submission package and manage Preparers edit permissions.

For more information about managing user access to submission packages, refer to the Managing User Access to Submissions Job Aide.
The ‘Reports Pending Signature’ panel displays the number of reports completed but not yet signed and submitted to EPA, while the ‘Reports Under Development’ panel displays the number of reports prepared but not yet complete (i.e. ready for Certifying Official signature and submission to EPA).

Note: The ‘Reports Pending Signature’ panel and ‘Reports Under Development’ panel displays the number of reports across all submission packages. The counts do not reflect the number of packages pending completion and signature.

Clicking the View Reports link in either of these panels takes you to the existing ‘Submission Home’ page, where you can view all reports that are under development and awaiting signature by a Certifier and submission to EPA. See View and Certify Reports above.
9. Manage My Profile

The ‘My Profile’ panel on the MyCEDRI dashboard displays CDX registration information about the logged in user.

Clicking the ‘Manage My Profile’ link redirects you to the CDX My Profile page where you may edit profile information such as email address, organization, etc.
10  My Facilities
You may add, view, and edit facilities to your CEDRI profile directly from the MyCEDRI dashboard. By default the List View displays the facilities currently associated with your profile (Exhibit 7). You may also view your facilities on a map by clicking the ‘Map View’.

Exhibit 12

For more information about managing facilities, refer to the Managing Facilities Job Aide.
Navigating the MyCEDRI Dashboard

11. My Resources

The ‘My Resources’ panel provides links to useful resources to assist you in preparing and submitting reports through CEDRI. Selecting any of the links in ‘My Resources’ panel takes you to either pages within CEDRI application or web pages on EPA’s website where the tools or information are located. These resources contain an abundance of helpful information regarding CEDRI procedures and FAQs.

<table>
<thead>
<tr>
<th>My Resources</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. CEDRI Homepage</td>
</tr>
<tr>
<td>3. CEDRI Change Log</td>
</tr>
<tr>
<td>5. List of Rules</td>
</tr>
<tr>
<td>6. FAQ Document</td>
</tr>
<tr>
<td>7. ERT</td>
</tr>
<tr>
<td>8. WebFIRE</td>
</tr>
</tbody>
</table>
12. CEDRI Support

Selecting the ‘CEDRI Helpdesk Support’ dropdown exposes links to CEDRI helpdesk contact information.

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. Chat</strong></td>
<td>When selected will start an active chat session with the CDX Helpdesk agent. Available 8am-6pm EST.</td>
</tr>
<tr>
<td><strong>2. Call</strong></td>
<td>CDX Helpdesk hotline for direct interaction with help desk agent Available 8am-6pm EST,</td>
</tr>
<tr>
<td><strong>3. Email</strong></td>
<td>Prompts your email client to open a new email message to the CDX Helpdesk (<a href="mailto:helpdesk@epacdx.net">helpdesk@epacdx.net</a>). CDX Helpdesk will respond during normal operation hours (8am-6pm EST).</td>
</tr>
<tr>
<td><strong>4. Policy Questions</strong></td>
<td>Prompts your email client to open a new email message to EPA’s CEDRI team (<a href="mailto:cedri@epa.gov">cedri@epa.gov</a>) where you will be able to address policy-related questions.</td>
</tr>
<tr>
<td><strong>5. Tutorials</strong></td>
<td>Links to an EPA web page containing tutorial videos relating to different CEDRI processes and procedures. Feature not yet implemented.</td>
</tr>
</tbody>
</table>
13. Returning to MyCEDRI Dashboard

A ‘MyCEDRI’ link is included on each page of the new user interface and the My CEDRI tab on the old user interface. The MyCEDRI link and MyCEDRI tab returns you to the MyCEDRI dashboard.