Navigating the MyCEDRI Dashboard

Explore the dashboard below by pressing <Ctrl> and clicking the reference tags next to each hyperlink, button, or 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.

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Create a Report

Selecting the ‘Create a Report’ button (1) opens the ‘Select Report Type’ window where you select the type of report you intend to submit to EPA (Exhibit 2).

Exhibit 2

Click the Report Type you are submitting to launch the Create Report workflow (Exhibit 3). Two Create Report workflows are used: one for ERT report submissions and one for Non-ERT report submissions. Both workflows consist of three steps with slightly different sequence of activities.

<table>
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<tr>
<th>Workflow Step</th>
<th>Non-ERT Reports</th>
<th>ERT Reports</th>
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<td>Step 1</td>
<td>Select Your Reports</td>
<td>Upload Documents</td>
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<tr>
<td>Step 2</td>
<td>Upload Documents</td>
<td>Select Your Reports</td>
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<tr>
<td>Step 3</td>
<td>Notify Certifier Or Sign &amp; Submit</td>
<td>Notify Certifier Or Sign and Submit</td>
</tr>
</tbody>
</table>

* ERT – Electronic Reporting Tool (Performance Test Reports)

The workflow shown in Exhibit 3 illustrates the non-ERT report workflow. For more information about creating reports, refer to the Create Reports Job Aide.
Step 1: Select Your Report

Select your ‘Report type’, ‘Sector’, ‘Source Category’, ‘Part’, ‘Subpart’, and ‘Report Name’ from the available dropdowns. You do not have to enter a value in each field in order to search for reports.

Search Criteria

Sectors
Select options

Source Categories
Select options

Report Type
- Notification and Periodic Report
- Periodic Report

Parts
Select options

Subparts
Select options

Report Names
Select options

24 Results (10 Required)

Exhibit 3
Complete Reports Under Development

Selecting ‘Complete Reports Under Development’ (2) or ‘My Reports’ (2a) takes you to the ‘My Reports’ page where you are able to view all reports under development and reports pending signature (Exhibit 4). From this page, clicking the Report Name link opens the report for editing and/or signing.

For more information about viewing submitted reports, refer to the [My Reports Job Aide](#).
View Submitted Reports

Selecting ‘View Submitted Reports’ (3) or ‘CEDRI History’ (3a) brings you to the CEDRI History page (Exhibit 5). Clicking the table row of the target report opens the Report Details page where you can view and download submitted reports and report attachments (Exhibit 6).

For more information about viewing an individual submitted report, refer to section 4.6 Viewing Your Submissions in the Report Details Job Aide.
Submission Search

The ‘Search’ function is found on the CEDRI History page (Exhibit 7). To expand the filter panes, click the ‘Add/View Filters’ button display the filters pane to hide the filter pane (Exhibit 8), click the ‘Hide Filters’ button close the filters pane.

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

Selecting ‘Manage Facilities’ (5) redirects you to the ‘Manage Facilities’ section (9) 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 (Exhibit 9).

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.
Navigating the MyCEDRI Dashboard

Reports Pending Signature & Reports Under Development

The ‘Reports Pending Signature’ panel (6) displays the number of reports completed but not yet signed and submitted to EPA, while the ‘Reports Under Development’ panel (7) displays the number of reports prepared but not yet marked as complete (i.e. ready for Certifying Official signature and submission to EPA) (Exhibit 10).

Clicking the View Reports link in either of these panels takes you to the existing ‘My Reports’ page, where you can view all reports that are under development and awaiting signature by a Certifier and submission to EPA. See the [Create Reports Job Aide](#) for details on creating, editing, and signing reports.
Manage My Profile

The ‘My Profile’ panel (8) displays CDX registration information about the logged in user (Exhibit 11). 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.

Exhibit 11
My Resources

The ‘My Resources’ panel provides links to useful resources to assist you in preparing and submitting reports through CEDRI (Exhibit 12). Selecting the links in ‘My Resources’ panel takes you to either pages within CEDRI or web pages on EPA’s website where the tools or information are located. These resources contain helpful information regarding CEDRI procedures and FAQs.

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
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<tbody>
<tr>
<td><strong>1. CEDRI Help</strong></td>
<td>Links you to help pages, report templates, term glossary, and other web links available under ‘My Resources’. See Section 4.2 Accessing CEDRI Help in the <a href="#">CEDRI User Guide</a>.</td>
</tr>
<tr>
<td><strong>2. CEDRI Homepage</strong></td>
<td>Links you to EPA’s <a href="#">CEDRI Homepage</a>, which contains CEDRI announcements, guidance, and submission statistics.</td>
</tr>
<tr>
<td><strong>3. CEDRI Change Log</strong></td>
<td>Links you to the <a href="#">CEDRI Change Log</a>, which contains information about the latest CEDRI application releases.</td>
</tr>
<tr>
<td><strong>4. CEDRI User’s Guide</strong></td>
<td>Links you to the <a href="#">CEDRI User Guide</a>, which contains all pertinent information related to CEDRI processes and procedures.</td>
</tr>
<tr>
<td><strong>5. List of Rules</strong></td>
<td>Links you to the page, <a href="#">EPA Rules and Reports</a>, which contains a comprehensive list of all rules and required reports available in CEDRI.</td>
</tr>
<tr>
<td><strong>6. FAQ Document</strong></td>
<td>Links you to a <a href="#">Word Document</a> download containing the most frequently asked questions in CEDRI.</td>
</tr>
<tr>
<td><strong>7. ERT</strong></td>
<td>Links you to the page, <a href="#">EPA Electronic Reporting Tool</a>, which contains guidance for using the tool and submitting reports.</td>
</tr>
<tr>
<td><strong>8. WebFIRE</strong></td>
<td>Links you to the page, <a href="#">EPA WebFIRE</a>, which contains information about WebFIRE, which is EPA’s online emissions factor repository, retrieval, and development.</td>
</tr>
</tbody>
</table>

*Exhibit 12*
CEDRI Support

Selecting the ‘CEDRI Helpdesk Support’ dropdown (11) exposes links to CEDRI helpdesk contact information (Exhibit 13).

Exhibit 13

1. Chat When selected will start an active chat session with the CDX Helpdesk agent. Available 8am-6pm EST.

2. Call CDX Helpdesk hotline for direct interaction with help desk agent Available 8am-6pm EST,

3. Email Prompts your email client to open a new email message to the CDX Helpdesk (helpdesk@epacdx.net). CDX Helpdesk will respond during normal operation hours (8am-6pm EST).

4. Policy Questions Prompts your email client to open a new email message to EPA’s CEDRI team where you will be able to address policy-related questions.

5. Tutorials Links to an EPA web page containing tutorial videos relating to different CEDRI processes and procedures. Feature not yet implemented.
Returning to MyCEDRI Dashboard

A ‘MyCEDRI’ link (12) is included on each page of the application. The MyCEDRI link returns you to the MyCEDRI dashboard.

Exhibit 14