Navigating the My Reports Dashboard

This job-aide guides you through navigating the CEDRI My Reports dashboard. Selecting either ‘My Reports’ or ‘Complete Reports Under Development’ (Exhibit 1) takes you to the ‘My Reports’ page where you are able to view all reports that have been created, but not yet been submitted to EPA.

Exhibit 1
Navigating the My Reports Dashboard

My Reports Page

There are two tables on the My Reports page (Exhibit 2):

1. **Reports Under Development**: This table displays reports that are being prepared for submission and require additional information in order to receive the status of ‘Pending Signature’.
2. **Reports Pending Signature**: This table displays reports that are no longer under development and a Certifier has been notified that the reports are awaiting signature and submission to EPA.

You may also begin preparation of a new report from this page by clicking the ‘Create New Report’ button.

![Exhibit 2](image-url)
Navigating the My Reports Dashboard

Reports Under Development
The ‘Reports Under Development’ table displays reports that are being prepared for submission but do not yet have a Certifier assigned to sign and submit the report. (Exhibit 3). When a report is complete and a Certifier is notified the report is placed in ‘Pending Signature’ status and moved to the ‘Reports Pending Signature’ table.

To edit reports in this table, check the checkboxes on the left-hand side, and click ‘Edit Selected Report(s)’. This allows you to edit multiple submissions at once (Exhibit 3).

Note: In this version of CEDRI you may only select only one ERT Performance Test Report at a time to upload. In a future release of CEDRI you will be able to select multiple ERT Performance Test Reports and sequentially upload the reports.
Navigating the My Reports Dashboard

Alternatively, you may click the link in the ‘Report Name’ or ‘ID’ columns to open and edit a single report. Clicking ‘Edit Selected Report(s)’ initiates the Create Report process. To find more information about this process, please refer to the [Create Reports Job Aide](#).

Reports under development status indicates the current step in the workflow for the report. Depending on the type of report you are submitting, 1 of 2 workflows are used as shown below.

<table>
<thead>
<tr>
<th>Status</th>
<th>Non-ERT Reports</th>
<th>ERT Reports</th>
</tr>
</thead>
<tbody>
<tr>
<td>Under Development (Step 1)</td>
<td>Select Your Reports</td>
<td>Upload Documents</td>
</tr>
<tr>
<td>Under Development (Step 2)</td>
<td>Upload Documents</td>
<td>Select Your Reports</td>
</tr>
<tr>
<td>Under Development (Step 3)</td>
<td>Select Your Reports</td>
<td>Notify Certifier</td>
</tr>
</tbody>
</table>

* ERT – Electronic Reporting Tool (Performance Test Reports)

You can delete any reports under development by selecting the checkboxes on the left and clicking the ‘Delete Selected Report(s)’ button (Exhibit 3). Doing so permanently deletes the selected reports from CEDRI.
Navigating the My Reports Dashboard

Reports Pending Signature

The ‘Reports Pending Signature’ table displays reports that are awaiting signature by a Certifier (Exhibit 4). Like ‘Reports Under Development’, this table displays the status of your report(s) and allows you to edit/review/sign multiple reports at once.

In order to sign and submit the reports from this table, check the checkboxes on the left-hand side of the reports you want to sign, and then click ‘Submit Selected Report(s)’ (Exhibit 4). You are taken to Step 3 of the Create Reports process, where you may review information associated with the reports you selected to sign and open each report for viewing (Exhibit 5).
To sign your reports, select ‘Sign and Submit All Report(s)’ (Exhibit 5). CEDRI displays a confirmation message, asking you to verify that all information contained in your submission is accurate (Exhibit 6). After reading the message, click ‘I confirm’ to continue to the eSignature signing process.
Navigating the My Reports Dashboard

Selecting ‘I Confirm’ on the confirmation message launches the eSignature widget (Exhibit 7). This prompts you to enter your CDX password and the answer to one of your security questions. Once you have entered this information, select ‘Sign’ to sign and submit your reports.
Navigating the My Reports Dashboard

Create New Report

Selecting the ‘Create New Report’ button is going to lunch a modal to allow you to choose the desired report type and begin creating a new submission within CEDRI. To learn more about how to create a new report, please refer to the Create New Reports Job Aide.

Exhibit 8