Managing State Reviewer or EPA Regional Reviewer Role Notifications

This job aide covers managing email notifications for both the State and EPA Regional Reviewer roles.

As a State Reviewer or EPA Regional Reviewer, you can manage which emails you receive from CEDRI notifying you of reports submitted in CEDRI by facilities in your State.

Note: The default setting in CEDRI is all email notification filters are disabled. This means that you will receive an email notifying any time a report is submitted in CEDRI in your jurisdiction (state or region). Notification filters are used to restrict the email notification you receive by geography, rule, or type of report.

To begin, select the ‘State Reviewer Notifications’ tab at the top of the CEDRI History page (Exhibit 1).

After selecting the ‘State Reviewer Notifications’ tab, the My Notifications page displays. From here, you may toggle notifications on/off (Exhibit 2) or add filters to notifications you receive (Exhibit 2).
Add a Notification Filter

There are 3 steps to set notification filters (Exhibit 3):

Step 1:

Create/Edit Filters:

- Filter by Report Type
- Filter by Geography
- Filter by Rule

Step 2:

Choose Notification Destination

Step 3:

Review & Save

Clicking the ‘Add Filter’ button (Exhibit 2) brings you to the Create/Edit Notification Filter page (Exhibit 3). To create a new filter, enter a name and description (Exhibit 3). After adding a name and description, select the Filter Contents you wish to use by clicking the toggle button next to each question (Exhibit 3).
Exhibit 3
Filtering by Report Type

To filter by Report Type, click the toggle to ‘Yes’ to expand the filter pane (Exhibit 4). The default setting is to allow notifications for all report types. To filter by individual reports, click the toggle in the filter pane to change from ‘Select All’ to ‘Select from List’ and then select one or more items from the list (Exhibit 5). To remove an individual filter selection, click the ‘x’ on the report type selection. To clear all selections click the ‘x’ on the selection window. To close the dropdown list, click outside of the dropdown (Exhibit 6).

You may set geography and rule filters in a similar manner. When you are satisfied with your filter settings, click ‘Next: Choose Notification Destination’ to continue with the process (Exhibit 7).
Filter Contents

Would you like to filter email notifications by Report Type?
Report Types:
- Select from List
- CEMS QA Tests
- Facility 114 ICR

Would you like to filter email notifications by Geography?
No

Would you like to filter email notifications by Rule?
No

< Return to Notification Filters  Cancel  Next: Choose Notification Destination >

Exhibit 7
Filtering by Geography

To filter by geography, click the toggle to ‘Yes’ to expand the filter pane (Exhibit 8). The default setting is to allow notifications for all states that you are associated with as a State Reviewer. To add a state filter, select the ‘Add a State’ button (Exhibit 8).

Selecting ‘Add a State’ launches the ‘Select State and Counties’ window (Exhibit 9). To begin, select the States or U.S. Territories to filter on from the ‘State/Territories’ dropdown. This dropdown only contains the states or territories that are associated to your CDX State Reviewer profile (Exhibit 10).
Once you have selected your state or territory, you may filter to the county level. To do this, switch the ‘Counties’ toggle from ‘Select All’ to ‘Select from List’ to select applicable counties (Exhibit 11).

![Select State and Counties](image)

*Exhibit 11*

After selecting applicable counties, click outside of the dropdown to continue (Exhibit 12). Review your choices, and when satisfied, click ‘Add’ to add the filter.

![Select State and Counties](image)

*Exhibit 12*

When satisfied with the filters, click ‘Next: Choose Notification Destination’ to continue with the process (Exhibit 13).
Filter Contents

Would you like to filter email notifications by Report Type?  No

Would you like to filter email notifications by Geography?  Yes

State  County  Actions
Virginia  FAIRFAX COUNTY  Delete

Would you like to filter email notifications by Rule?  No

Exhibit 13
Filtering by Rule

To filter by Rule, click the toggle to ‘Yes’ to expand the filter pane (Exhibit 14). The default setting is to allow notifications for all rules.

Would you like to filter email notifications by Rule?

[Exhibit 14]

Selecting a rule follows the same process for all Parts & Subparts. First, click the toggle of your desired Part to change it from ‘Select All’ to ‘Select from List’ (Exhibit 15). Next, select all applicable subparts from the ‘Select options’ field (Exhibit 15), and click outside the dropdown to close the dropdown. When you are satisfied with the rules you have selected, click ‘Next: Choose Notification Destination’ to continue with the process (Exhibit 15).

[Exhibit 15]
Choosing a Notification Destination

Choosing your notification destination requires setting the destination email address for the notifications. The default is to send notifications to your CDX registered email address (Exhibit 16).

Note: You may receive notifications at multiple email address by enabling delivery to the CDX registered email and another email address.

To change your desired email address, switch the top toggle to ‘No’, and the bottom toggle to ‘Yes’ and click ‘Add Email Address’ to add an email to your notification filter (Exhibit 17).

Clicking ‘Add Email Address’ launches a window prompting you for an email address. Select ‘Save’ to save your new email address and continue (Exhibit 18).
Once you are satisfied with your email destinations, select ‘Next: Review & Save Notification Filter’ to continue (Exhibit 19).
Review and Save your Notification Filter

Once you have completed the Create/Edit Filter and Choose Destination steps, it is time to review your filter information and save your notification filter. Verify the filter settings and select ‘Save Notification Filter’ to apply your filter (Exhibit 20). Future report submissions satisfying your filter criteria will be delivered to the specified email address(es).

Note: You may set up as many notification filters as necessary to effectively manage the notifications you receive from CEDRI. Click the ‘Add Filter’ button on the My Notifications page (Exhibit 2) to repeat the filter set up process.

Exhibit 20