

# Permit Administrator - Manage Access

Click on “Manage Access”

During May 11<sup>th</sup> demo the Signatory requested access first. Only the initial Signatory will be granted Permit Administrator access also. Once the first person’s Signatory access is approved, others can request Permit Administrator, Edit, View, Signatory or Data Providers can request Edit or View roles. Refer back to the handout used on May 11<sup>th</sup> to process the first Signatory request.

These instructions are based on the fact that the Signatory already has been approved for your NPDES ID.

A list of Pending Access Requests for External and Internal View Partial may be displayed. On page 3.1 of the User Guide describes the specific types of access requests you can respond to which include: External Edit, External View, External Data Provider, Internal View Partial. You will need to approve or deny their request. If you deny the request, you must enter a comment.

**NetDMR**

**Manage Access Requests** | Search All DMRs & CORs Permits Users | Import DMRs Perform Import Check Results | View Permits Users | Download Blank DMR Form | Session Lockout Timer: 29:26

### Manage Access Requests

#### Pending Access Requests - External

Permits 1 through 4 of 4

Name	User Name	Facility	Permit ID	Requested Access Rights	Request Date	Approve	Deny	Comment	View Details
Cathy Bius	cathydataprov@yahoo.com	CITY OF ARTESIA	NM0022268	Edit	04/16/09	<input type="checkbox"/>	<input type="checkbox"/>		
Cathy Bius	cathydataprov@yahoo.com	CITY OF ARTESIA	NM0022268	View	04/16/09	<input type="checkbox"/>	<input type="checkbox"/>		
Cathy PA Bius	cathyperadm@yahoo.com	ALBUQUERQUE, CITY OF (WWTP #2)	NM0022250	Edit	04/27/09	<input type="checkbox"/>	<input type="checkbox"/>		
Cathy PA Bius	cathyperadm@yahoo.com	CITY OF ARTESIA	NM0022268	Edit	04/27/09	<input type="checkbox"/>	<input type="checkbox"/>		

#### Pending Access Requests - Internal

A confirmation screen appears. Click “SUBMIT”.

Manage Access Requests | Search All DMRs & CORs Permits Users | Import DMRs Perform Import Check Results | View Permits Users | Download Blank DMR Form | Session Lockout Timer: 29:11

**Manage Access Requests**

**You have requested access rights update for the following users. Please confirm.**

**Pending Access Requests - External**

Name	User Name	Facility	Permit ID	Requested Access Rights	Request Date	Approve	Deny	Comment	View Details
Cathy PA Bius	cathyperadm@yahoo.com	ALBUQUERQUE, CITY OF (WWTP #2)	NM0022250	Edit	04/27/09	<input checked="" type="checkbox"/>	<input type="checkbox"/>		

Submit Cancel

**Pending Access Requests - Internal**

No results.

Submit Cancel

Screen appears stating that Access rights have been updated.

Manage Access Requests | Search All DMRs & CORs Permits Users | Import DMRs Perform Import Check Results | View Permits Users | Download Blank DMR Form | Session Lockout Timer: 29:54

**Confirm Access Requests**

**Access rights have been updated.**

**Pending Access Requests - External**

Name	User Name	Facility	Permit ID	Requested Access Rights	Request Date	Approve	Deny	Comment	View Details
Cathy PA Bius	cathyperadm@yahoo.com	ALBUQUERQUE, CITY OF (WWTP #2)	NM0022250	Edit	04/27/09	<input checked="" type="checkbox"/>	<input type="checkbox"/>		

Back

You will be able to view an entire list of users and their current access status. In the View section, click on “Users.”

Manage Access Requests | Search All DMRs & CORs Permits Users | Import DMRs Perform Import Check Results | **View Permits Users** | Download Blank DMR Form | Session Lockout Timer: 29:49

**View Users**

The following users are associated with your permits. Click any underlined column title to sort the table rows in ascending or descending order by the information in that column. If you click View All or View Partial, the table will be displayed with the default sort order applied and any selected check boxes will be reset to unselected.

Users 1 through 10 of 25 << 1, 2, 3 >> View All

First Name	Last Name	User Name	Facility	Permit ID	User Type	Role	Delete Role	Email	
Cathy	Bius	cathysigauth@yahoo.com	UNIVERSITY OF CALIFORNIA	NM0028355	External	Signatory	<input type="checkbox"/>	cathysigauth@yahoo.com	
Cathy	Bius	cathysigauth@yahoo.com	UNIVERSITY OF CALIFORNIA	NM0028355	External	Permit Administrator	<input type="checkbox"/>	cathysigauth@yahoo.com	
Cathy	Bius	cathysigauth@yahoo.com	UNIVERSITY OF CALIFORNIA	NM0028355	External	View	<input type="checkbox"/>	cathysigauth@yahoo.com	
Cathy	Bius	cathydataprov@yahoo.com	UNIVERSITY OF CALIFORNIA	NM0028355	External	Edit	<input type="checkbox"/>	cathydataprov@yahoo.com	
Cathy	Bius	cathysigm11@yahoo.com	UNIVERSITY OF CALIFORNIA	NM0028355	External	Edit	<input type="checkbox"/>	cathysigm11@yahoo.com	

You can Sort (hyperlinks), View All, View Partial, or Delete Role.

Delete Role – The Add Comments for Access Rights Removal page will appear. Enter comments and click on “Confirm Removal”.

User Account Details - Click on the icon on far right to see additional user account details.

The following users are associated with your permits. Click any underlined column title to sort the table rows in ascending or descending order by the information in that column. If you click View All or View Partial, the table will be displayed with the default sort order applied and any selected check boxes will be reset to unselected.

Users 1 through 10 of 13 [View All](#)

<u>First Name</u>	<u>Last Name</u>	<u>User Name</u>	<u>Facility</u>	<u>Permit ID</u>	<u>User Type</u>	<u>Role</u>	<u>Delete Role</u>	<u>Email</u>	
Cathy	Bius	cathydataprov@yahoo.com	CITY OF ARTESIA	NM0022268	External	Edit	<input type="checkbox"/>	cathydataprov@yahoo.com	
Cathy	Bius	cathydataprov@yahoo.com	CITY OF ARTESIA	NM0022268	External	View	<input type="checkbox"/>	cathydataprov@yahoo.com	
Cathy PA	Bius	cathyperadm@yahoo.com	ALBUQUERQUE, CITY OF (WWTP #2)	NM0022250	External	Signatory	<input type="checkbox"/>	cathyperadm@yahoo.com	
Cathy PA	Bius	cathyperadm@yahoo.com	ALBUQUERQUE, CITY OF (WWTP #2)	NM0022250	External	Permit Administrator	<input type="checkbox"/>	cathyperadm@yahoo.com	
Cathy PA	Bius	cathyperadm@yahoo.com	ALBUQUERQUE, CITY OF (WWTP #2)	NM0022250	External	View	<input type="checkbox"/>	cathyperadm@yahoo.com	
Cathy PA	Bius	cathyperadm@yahoo.com	ALBUQUERQUE, CITY OF (WWTP #2)	NM0022250	External	Edit	<input type="checkbox"/>	cathyperadm@yahoo.com	
Cathy PA	Bius	cathyperadm@yahoo.com	CITY OF ARTESIA	NM0022268	External	Signatory	<input type="checkbox"/>	cathyperadm@yahoo.com	
Cathy PA	Bius	cathyperadm@yahoo.com	CITY OF ARTESIA	NM0022268	External	Permit Administrator	<input type="checkbox"/>	cathyperadm@yahoo.com	
Cathy PA	Bius	cathyperadm@yahoo.com	CITY OF ARTESIA	NM0022268	External	View	<input type="checkbox"/>	cathyperadm@yahoo.com	
Cathy PA	Bius	cathyperadm@yahoo.com	CITY OF ARTESIA	NM0022268	External	Edit	<input type="checkbox"/>	cathyperadm@yahoo.com	

You can also Search Users to identify who has access to that specific permit number or search on any other fields that are listed below.

Search Users

Search for Users using any combination of search criteria. For text and numeric information, you can enter full or partial criteria. For example, entering a user name of 'jo' would return 'johnsmith' and 'sjohnson'.

User First Name	<input type="text"/>
User Last Name	<input type="text"/>
User Name	<input type="text"/>
Email	<input type="text"/>
Permit ID	<input type="text" value="NM0022250"/>
Facility Name	<input type="text"/>

A list of users that have access to NM0022250 appears.

The screenshot shows the NetDMR web application interface. At the top, there is a navigation bar with the NetDMR logo and the text "EPA HQ - 10-NM". Below the navigation bar, there are several menu items: "Manage Access Requests", "Search All DMRs & CORs Permits Users", "Import DMRs Perform Import Check Results", "View Permits Users", and "Download Blank DMR Form". A session lockout timer is displayed as "Session Lockout Timer: 29:55".

The main content area is titled "View Users". Below the title, there is a paragraph of text: "The following users are associated with your permits. Click any underlined column title to sort the table rows in ascending or descending order by the information in that column. If you click View All or View Partial, the table will be displayed with the default sort order applied and any selected check boxes will be reset to unselected." There are also links for "Refine Search" and "New Search".

Below the text, it says "Users 1 through 4 of 4". A table with 10 columns is displayed. The columns are: First Name, Last Name, User Name, Facility, Permit ID, User Type, Role, Delete Role, and Email. There are four rows of data, all for the user "Cathy PA Bius" with email "cathyperadm@yahoo.com" and permit ID "NM0022250". The roles are Signatory, Permit Administrator, View, and Edit. Each row has a checkbox in the "Delete Role" column.

<u>First Name</u>	<u>Last Name</u>	<u>User Name</u>	<u>Facility</u>	<u>Permit ID</u>	<u>User Type</u>	<u>Role</u>	<u>Delete Role</u>	<u>Email</u>	
Cathy PA	Bius	cathyperadm@yahoo.com	ALBUQUERQUE, CITY OF (WWTP #2)	NM0022250	External	Signatory	<input type="checkbox"/>	cathyperadm@yahoo.com	
Cathy PA	Bius	cathyperadm@yahoo.com	ALBUQUERQUE, CITY OF (WWTP #2)	NM0022250	External	Permit Administrator	<input type="checkbox"/>	cathyperadm@yahoo.com	
Cathy PA	Bius	cathyperadm@yahoo.com	ALBUQUERQUE, CITY OF (WWTP #2)	NM0022250	External	View	<input type="checkbox"/>	cathyperadm@yahoo.com	
Cathy PA	Bius	cathyperadm@yahoo.com	ALBUQUERQUE, CITY OF (WWTP #2)	NM0022250	External	Edit	<input type="checkbox"/>	cathyperadm@yahoo.com	

Below the table, there is a "Submit" button.

## View Partial DMR Access –

State or EPA must request access for a specific permit, permitted feature and Discharge number to assist with troubleshooting. From Manage – Access Requests, see the Pending Access Requests – Internal. Under the Requested Access Rights, you will be able to see “Partial DMR”. You can click on the figure on the far right in the View Details column.

🔔 Session Lockout Timer: 29:50

[Manage  
Access Requests](#)

[Search  
All DMRs & CORs  
Permits  
Users](#)

[Import DMRs  
Perform Import  
Check Results](#)

[View  
Permits  
Users](#)

[Download  
Blank DMR Form](#)

### 📁 Manage Access Requests

**Pending Access Requests - External**

Permits 1 through 2 of 2

Name	User Name	Facility	Permit ID	Requested Access Rights	Request Date	Approve	Deny	Comment	View Details
Cathy Bius	cathydataprov@yahoo.com	CHEVRON MINING INC.	NM0022306	Edit	05/11/09	<input type="checkbox"/>	<input type="checkbox"/>		
Cathy Bius	cathydataprov2@yahoo.com	UNIVERSITY OF CALIFORNIA	NM0028355	Edit	05/06/09	<input type="checkbox"/>	<input type="checkbox"/>		

**Pending Access Requests - Internal**

One item found

Name	User Name	Organization	Permit ID	Permitted Feature ID	Limit Set Designator	Monitoring Period End Date	Requested Access Rights	Approve	Deny	Comment	View Details
EPAAAdministrator	netdmria@gmail.com	EPA	NM0022306	001	A	5/31/09	Partial DMR	<input type="checkbox"/>	<input type="checkbox"/>		

## View Details.

### 🔍 View User Account Details

#### General Account Information

First Name	EPA
Last Name	Administrator
User Name	netdmria@gmail.com
E-mail Address	netdmria@gmail.com
Telephone Number	202-564-5013
Organization	EPA
Type of User	Internal

#### Partial Access Permits and Roles

Internal users by default can view the Copies of Record (CORs) for all submitted DMRs managed by the Regulatory Authority. Permits that you administer and for which this user has requested or been granted partially completed access to are listed in this table.

One DMR found

Permit ID	Permitted Feature ID	Limit Set Designator	Monitoring Period End Date	Role	Role Request Status	Delete Role	Comment
NM0022306	001	A	5/31/09	Partial DMR	Pending	<input type="checkbox"/>	

You can approve or deny request. If you deny – must add comment. Click Submit.

Pending Access Requests - Internal

One item found

Name	User Name	Organization	Permit ID	Permitted Feature ID	Limit Set Designator	Monitoring Period End Date	Requested Access Rights	Approve	Deny	Comment	View Details
EPAAdministrator	netdmria@gmail.com	EPA	NM0022306	001	A	5/31/09	Partial DMR	<input checked="" type="checkbox"/>	<input type="checkbox"/>		

Confirmation Screen appears. Click Submit.

Manage Access Requests

You have requested access rights update for the following users. Please confirm.

Pending Access Requests - External

No results.

Pending Access Requests - Internal

Name	User Name	Organization	Permit ID	Permitted Feature ID	Limit Set Designator	Monitoring Period End Date	Requested Access Rights	Approve	Deny	Comment	View Details
EPAAdministrator	netdmria@gmail.com	EPA	NM0022306	001	A	5/31/09	Partial DMR	<input checked="" type="checkbox"/>	<input type="checkbox"/>		

Notification that access has been granted appears.

Confirm Access Requests

Access rights have been updated.

Pending Access Requests - External

No results.

Pending Access Requests - Internal

Name	User Name	Organization	Permit ID	Permitted Feature ID	Limit Set Designator	Monitoring Period End Date	Requested Access Rights	Approve	Deny	Comment	View Details
EPAAdministrator	netdmria@gmail.com	EPA	NM0022306	001	A	5/31/09	Partial DMR	<input checked="" type="checkbox"/>	<input type="checkbox"/>		

You can view Users to confirm.

[Manage Access Requests](#) | 
 [Search All DMRs & CORs Permits Users](#) | 
 [Import DMRs Perform Import Check Results](#) | 
 [View Permits Users](#) | 
 [Download Blank DMR Form](#)
Session Lockout Timer: 29:49

**View Users**

The following users are associated with your permits. Click any underlined column title to sort the table rows in ascending or descending order by the information in that column. If you click View All or View Partial, the table will be displayed with the default sort order applied and any selected check boxes will be reset to unselected.

Users 21 through 27 of 27 [View All](#)

<u>First Name</u>	<u>Last Name</u>	<u>User Name</u>	<u>Facility</u>	<u>Permit ID</u>	<u>User Type</u>	<u>Role</u>	<u>Delete Role</u>	<u>Email</u>
Cathy	Bius	cathysigauth@yahoo.com	UNIVERSITY OF CALIFORNIA	NM0028355	External	Edit	<input type="checkbox"/>	cathysigauth@yahoo.com
Cathy	Bius	cathysig01@yahoo.com	SANTA FE WWTP	NM0022292	External	Signatory	<input type="checkbox"/>	cathysig01@yahoo.com
Cathy	Bius	cathysig02@yahoo.com	UNIVERSITY OF CALIFORNIA	NM0028355	External	Edit	<input type="checkbox"/>	cathysig02@yahoo.com
Cathy	Bius	cathydataprov2@yahoo.com	UNIVERSITY OF CALIFORNIA	NM0028355	External	Edit	<input type="checkbox"/>	cathydataprov2@yahoo.com
Cathy	Bius	cathyintuser@yahoo.com	UNIVERSITY OF CALIFORNIA	NM0028355	Internal	Partial DMR Data	<input type="checkbox"/>	cathyintuser@yahoo.com
Cathy	Bius	cathyintuser@yahoo.com	UNIVERSITY OF CALIFORNIA	NM0028355	Internal	Partial DMR Data	<input type="checkbox"/>	cathyintuser@yahoo.com
EPA	Administrator	netdmria@gmail.com	CHEVRON MINING INC.	NM0022306	Internal	Partial DMR Data	<input type="checkbox"/>	netdmria@gmail.com

Submit

If you click on the gray DMR data box: detailed information is displayed for the DMR data requested.

[Manage Access Requests](#) | 
 [Search All DMRs & CORs Permits Users](#) | 
 [Import DMRs Perform Import Check Results](#) | 
 [View Permits Users](#) | 
 [Download Blank DMR Form](#)
Session Lockout Timer: 29:04

**View Users**

The following users are associated with your permits. Click any underlined column title to sort the table rows in ascending or descending order by the information in that column. If you click View All or View Partial, the table will be displayed with the default sort order applied and any selected check boxes will be reset to unselected.

The page at <https://netdmrtest.epacdx.net> says:

**DMR Information**  
 Permit ID = NM0028355  
 Permitted Feature ID = 021  
 Limit Set Designator = A  
 Monitoring Period End Date = 4/30/09

OK

<u>First Name</u>	<u>Last Name</u>	<u>User Name</u>	<u>Facility</u>	<u>Permit ID</u>	<u>User Type</u>	<u>Role</u>	<u>Delete Role</u>	<u>Email</u>
Cathy	Bius	cathysigauth@yahoo.com	UNIVERSITY OF CALIFORNIA	NM0028355	External	Edit	<input type="checkbox"/>	cathysigauth@yahoo.com
Cathy	Bius	cathysig01@yahoo.com	SANTA FE WWTP	NM0022292	External	Signatory	<input type="checkbox"/>	cathysig01@yahoo.com
Cathy	Bius	cathysig02@yahoo.com	UNIVERSITY OF CALIFORNIA	NM0028355	External	Edit	<input type="checkbox"/>	cathysig02@yahoo.com
Cathy	Bius	cathydataprov2@yahoo.com	UNIVERSITY OF CALIFORNIA	NM0028355	External	Edit	<input type="checkbox"/>	cathydataprov2@yahoo.com
Cathy	Bius	cathyintuser@yahoo.com	UNIVERSITY OF CALIFORNIA	NM0028355	Internal	Partial DMR Data	<input type="checkbox"/>	cathyintuser@yahoo.com
Cathy	Bius	cathyintuser@yahoo.com	UNIVERSITY OF CALIFORNIA	NM0028355	Internal	Partial DMR Data	<input type="checkbox"/>	cathyintuser@yahoo.com
EPA	Administrator	netdmria@gmail.com	CHEVRON MINING INC.	NM0022306	Internal	Partial DMR Data	<input type="checkbox"/>	netdmria@gmail.com

Submit