Navigating MyCEDRI Dashboard

Navigating MyCEDRI Dashboard (Reviewer Roles)
Explore the dashboard below by clicking the reference tags next to each hyperlink (Exhibit 1) button or section of the page to learn more about the feature. Alternatively click the links in the index below the table to be directed to the given job aide topic.

Exhibit 1

Table of Contents

1. View Submitted Reports / CEDRI History
2. Manage Reports
3. Manage Regulations
4. Upload Reports / Report Upload
5. View Qlik Reports / Qlik Reports
6. Manage My Profile
7. My Resources
8. CEDRI Helpdesk Support
9. MyCEDRI
10. Provide Feedback
11. Get Help on This Page

Note: All features are not available to all CEDRI roles. The table below summarizes features available to each role.

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### Roles

<table>
<thead>
<tr>
<th>Roles</th>
<th>EPA Reviewer</th>
<th>EPA Rule Lead</th>
<th>EPA Regional Reviewer</th>
<th>State Reviewer</th>
</tr>
</thead>
<tbody>
<tr>
<td>View Submitted Reports / CEDRI History</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Manage Reports</td>
<td>Y</td>
<td>N</td>
<td>N</td>
<td>N</td>
</tr>
<tr>
<td>Manage Regulations</td>
<td>Y</td>
<td>Y</td>
<td>N</td>
<td>N</td>
</tr>
<tr>
<td>Upload Reports / Report Upload</td>
<td>Y</td>
<td>Y</td>
<td>N</td>
<td>N</td>
</tr>
<tr>
<td>View Qlik Reports / Qlik Reports</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>N</td>
</tr>
<tr>
<td>Manage My Profile</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>My Resources</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>MyCEDRI</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>CEDRI Help Desk Support</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Provide Feedback</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Get Help On This Page</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
</tr>
</tbody>
</table>

View Submitted Reports / CEDRI History

Selecting ‘View Submitted Reports’ or ‘CEDRI History’ brings you to the CEDRI History page (Exhibit 2). Clicking the table row of the target report opens the Report Details page (Exhibit 3).

For more Information about the CEDRI History page refer to the CEDRI History Job Aide.

**Note:** The reports that are uploaded by EPA can only be viewed by the EPA Reviewer and EPA Rule Lead roles within CEDRI History.

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Exhibit 2

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The ‘Report Detail’ page contains report metadata, links to the report documents, and information about the report. From this page you can see when the report was submitted to EPA, who signed and submitted the report, for which facility the report was submitted and the comments that are provided by the Certifiers/Preparers or State Reviewers/EPA Regional Reviewer regarding the report. For more Information about the Report Details page refer to the Report Details Job Aide.

Exhibit 3

Manage Reports
Selecting ‘Manage Reports’ takes you to the ‘Manage Reports’ screen (Exhibit 4). Here you are able to add or update the reports collected by CEDRI.

To learn more about adding reporting requirements to CEDRI refer to the Manage Report Templates Job Aide.
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Exhibit 4

Manage Regulations
Selecting ‘Manage Regulations’ allows you to manage reporting requirements for CEDRI reports. This page is still under development (Exhibit 5).

Exhibit 5

Upload Reports
Selecting ‘Upload Reports’ opens the ‘Report Upload’ Screen (Exhibit 6). You can use this page to upload a report to CEDRI as an EPA Reviewer and EPA Rule Lead and submit. For more information on how to upload a report, refer to the Upload Reports Job Aide.

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**Exhibit 6**

**View Qlik Reports**

Selecting ‘View Qlik Reports’ directs you to the ‘Qlik Reports’ page (Exhibit 7) where you are able to access the CEDRI Statistics and Reports.

- **CEDRI Statistics:** Statistics covering reports submitted, users registered for CEDRI, and help desk contacts. This is only available to EPA Reviewers.
- **CEDRI Reports:** Aggregate data reports for each periodic report collected by CEDRI.

**Note:** The CEDRI Statistics Qlik Reports are only available to users with the role of EPA Reviewer. For State Reviewers, EPA Regional Reviewers, and EPA Rule Leads, only CEDRI Reports are available.

**Note:** Uploading Reports can only be done and viewed by EPA Reviewers and EPA Rule Lead.
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**Manage My Profile**

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

**Note:** To get back to the MyCEDRI Dashboard, click the ‘My CDX’ tab and then click your CEDRI role to return to the MyCEDRI Dashboard. You may also click the back button in the browser to return to the MyCEDRI Dashboard.
My Resources

The ‘My Resources’ panel provides links to useful resources to assist you in preparing and submitting reports through CEDRI (Exhibit 9). Selecting the links in the ‘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.
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<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
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</thead>
<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’.</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. 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>5. FAQ Document</strong></td>
<td>Links you to a <a href="#">FAQ</a> download containing the most frequently asked questions in CEDRI.</td>
</tr>
<tr>
<td><strong>6. 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>7. 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>
<tr>
<td><strong>8. Provide Feedback</strong></td>
<td>Opens a comment window where you may rate your experience and provide feedback for improving CEDRI.</td>
</tr>
<tr>
<td><strong>9. Get Help on This Page</strong></td>
<td>Links you to the Job Aides relevant to the page you are on and your role.</td>
</tr>
</tbody>
</table>

### CEDRI Helpdesk Support

Selecting the ‘CEDRI Helpdesk Support’ dropdown (Exhibit 10) exposes links to CEDRI helpdesk contact information.

**Exhibit 10**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td><strong>1. Chat</strong></td>
<td>Once 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 a helpdesk agent Available 8am-6pm EST.</td>
</tr>
</tbody>
</table>
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 business 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 ask policy-related questions.

5. Tutorials
Links to an EPA web page containing tutorial videos relating to different CEDRI processes and procedures.
This feature is not yet implemented.

Returning to MyCEDRI Dashboard
A ‘MyCEDRI’ link is included on each page of the application. The ‘MyCEDRI’ link returns you to the MyCEDRI Dashboard (Exhibit 11).