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.

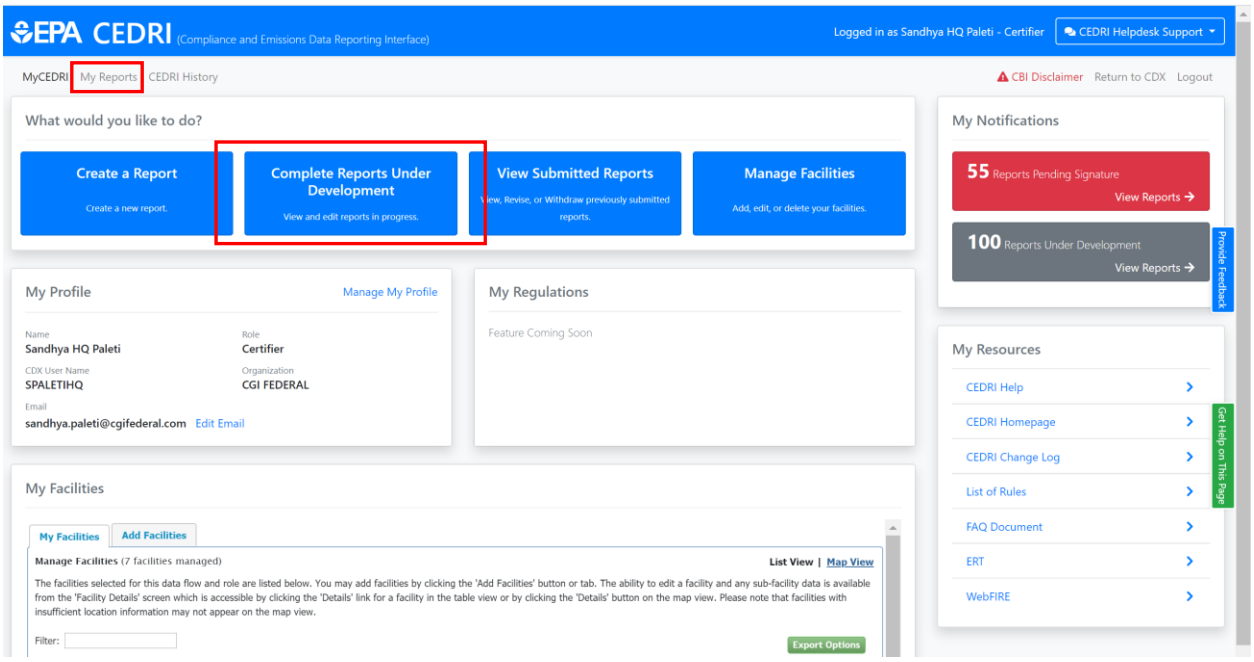

Exhibit 1

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.

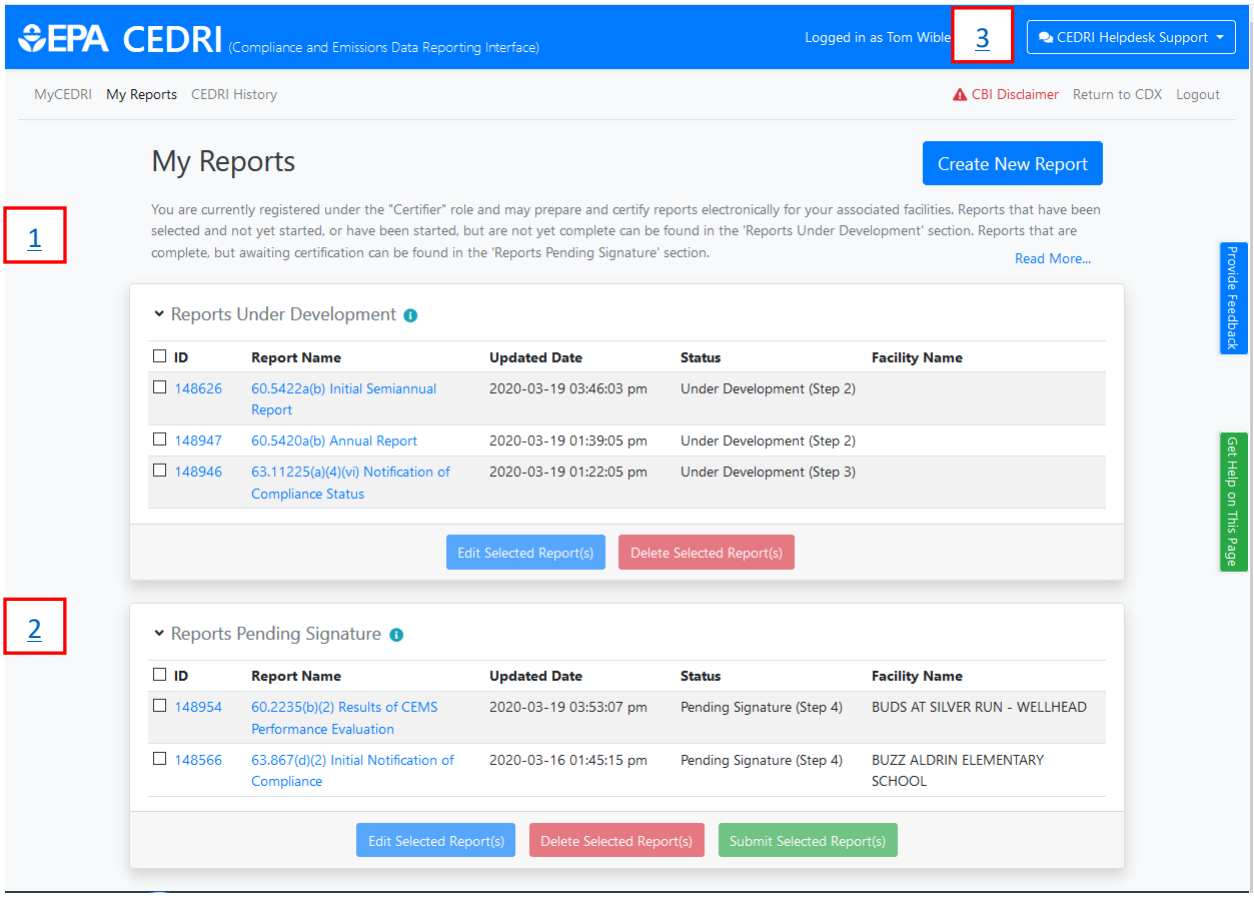

Exhibit 2

1. Reports Under Development
2. Reports Pending Signature
3. Create New Report

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.

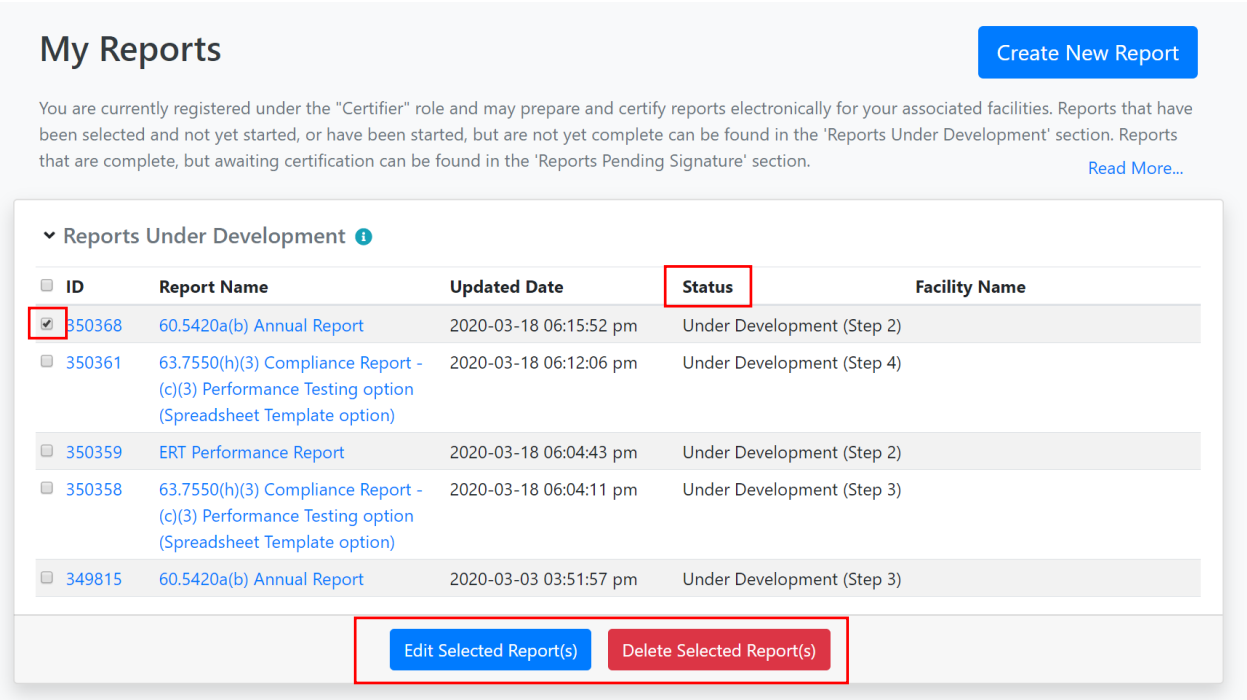

Exhibit 3

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 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 then upload the ERT files.

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.

Status	Workflow Step	
	Non-ERT* Reports	ERT* Reports
Under Development (Step 1)	Select Report Type	Select Report Type
Under Development (Step 2)	Select Your Report	Upload Documents

Under Development (Step 3)	Upload Documents	Select Your Reports
Under Development (Step 4)	Select Certifier (Preparer) Sign and Submit (Certifier)	Select Certifier (Preparer) Sign and Submit (Certifier)

* ERT – Electronic Reporting Tool (Performance Test Reports)

You can delete any reports under development by selecting the checkbox on the left and clicking the 'Delete Selected Report(s)' button (Exhibit 3). Doing so permanently deletes the selected reports from CEDRI.

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.

Note: The reports under the 'Reports Pending Signature' table are visible to the Preparer who prepared the report to be submitted by a Certifier, as well as the Certifier that was sent the report from the Preparer.

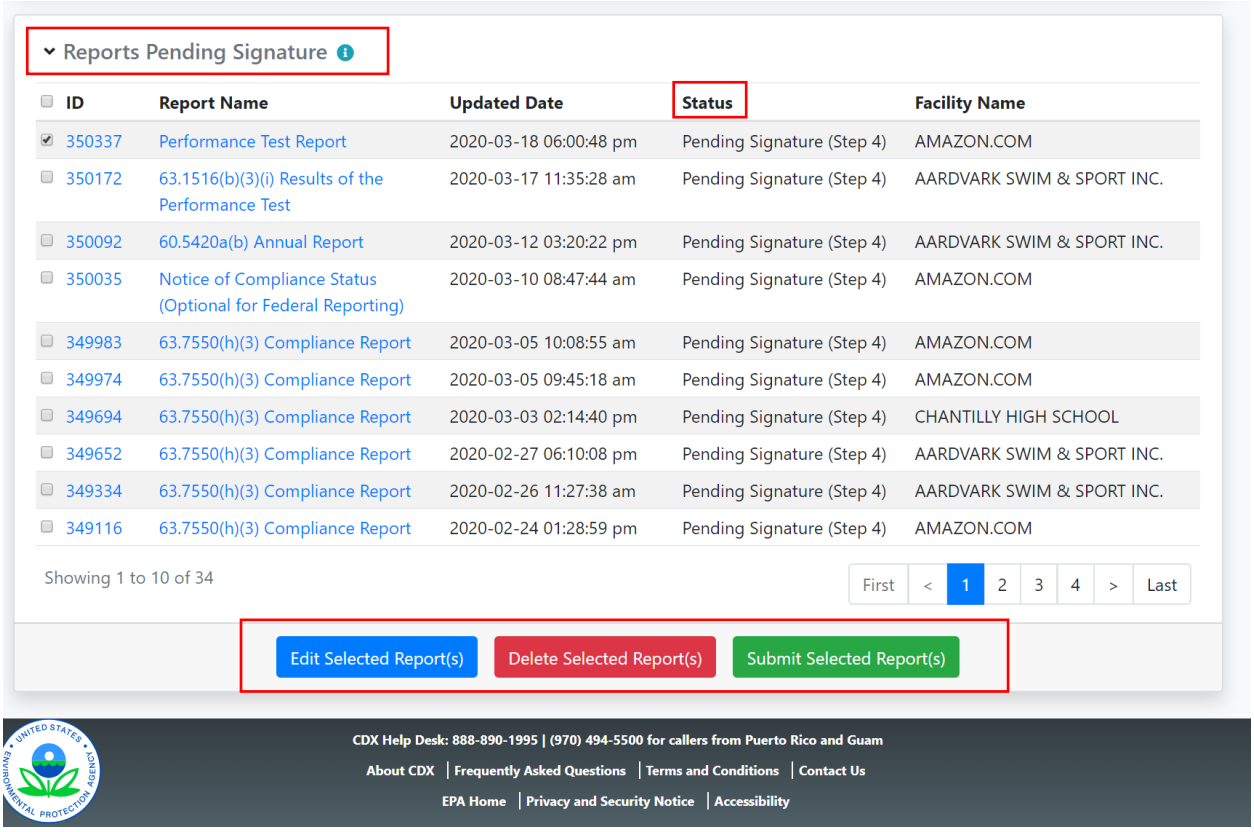

Exhibit 4

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 4 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).

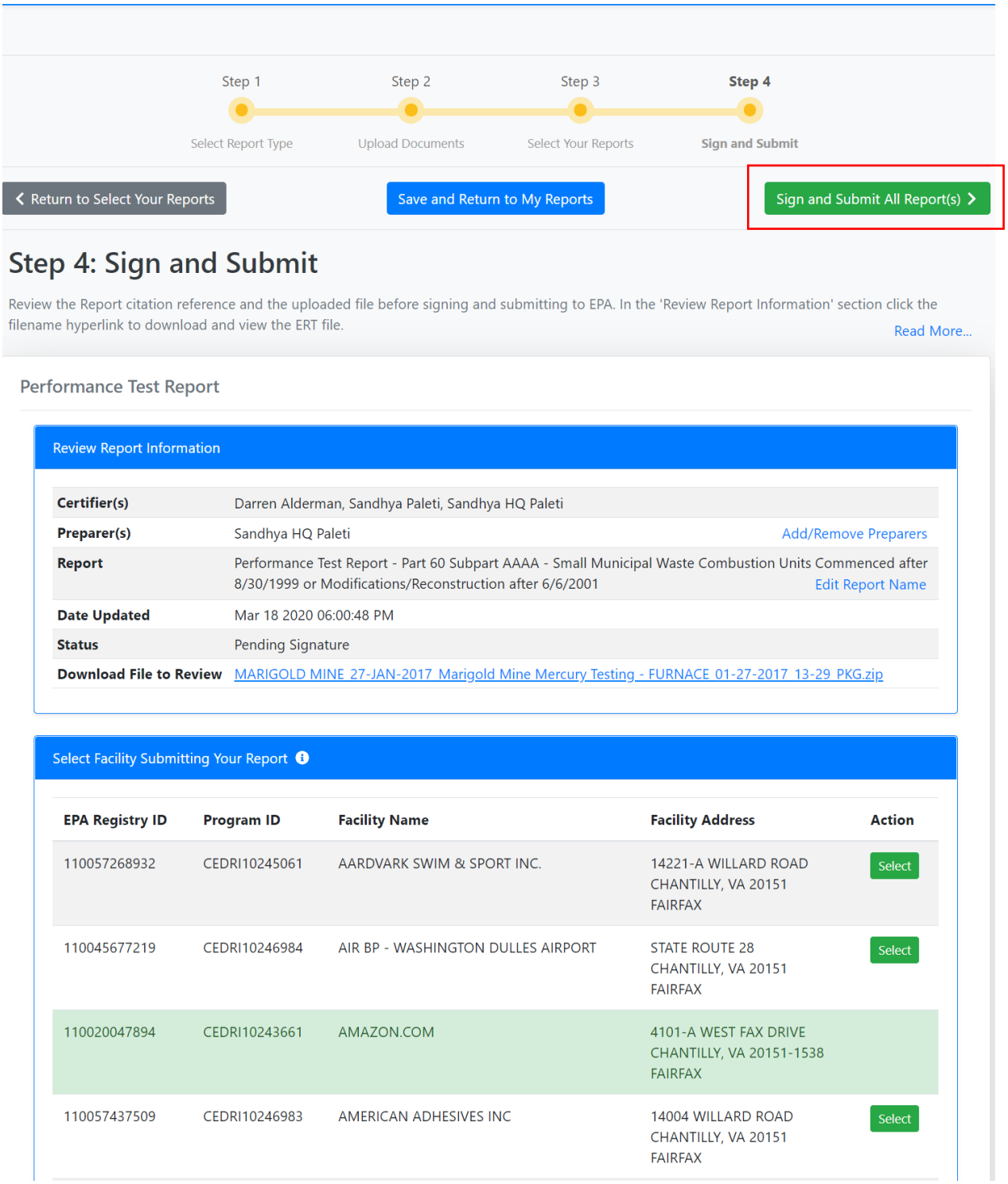

Exhibit 5

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.

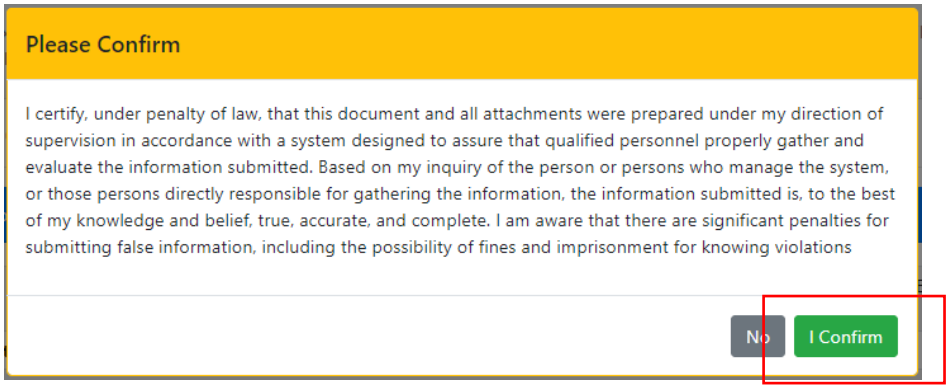

Exhibit 6

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.

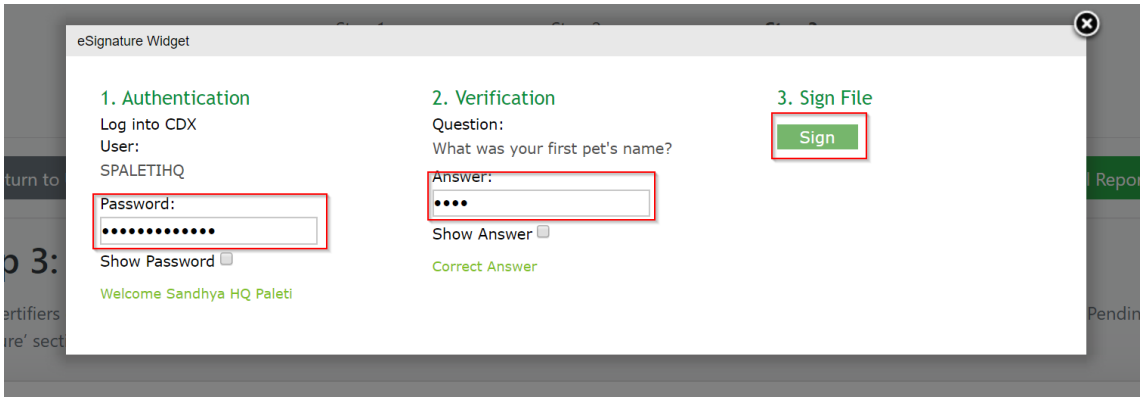

Exhibit 7

After clicking the Sign button, a 'Submission Receipt' displays showing details of the report(s) submitted. By clicking the 'View/Print Receipt' button, you are able to print or view the report details.

Exhibit 8

Click 'Go to My Reports' to return to My Reports dashboard, or 'Go to MyCEDRI Dashboard' to return to the CEDRI homepage.