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.
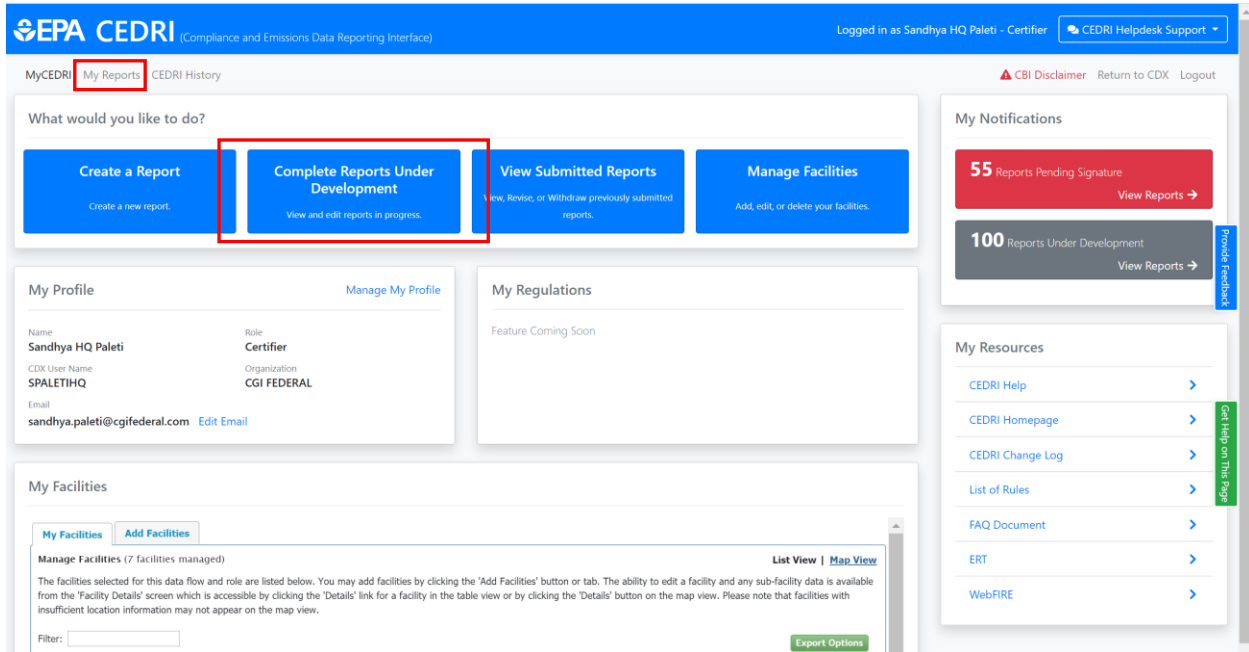

Exhibit 1

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   3. Create New Report
2. Reports Pending Signature

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)	Select Certifier (Preparer)
	Sign and Submit (Certifier)	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.

ID	Report Name	Updated Date	Status	Facility Name
☑ 350337	Performance Test Report	2020-03-18 06:00:48 pm	Pending Signature (Step 4)	AMAZON.COM
☐ 350172	63.1516(b)(3)(i) Results of the Performance Test	2020-03-17 11:35:28 am	Pending Signature (Step 4)	AARDVARK SWIM & SPORT INC.
☐ 350092	60.5420a(b) Annual Report	2020-03-12 03:20:22 pm	Pending Signature (Step 4)	AARDVARK SWIM & SPORT INC.
☐ 350035	Notice of Compliance Status (Optional for Federal Reporting)	2020-03-10 08:47:44 am	Pending Signature (Step 4)	AMAZON.COM
☐ 349983	63.7550(h)(3) Compliance Report	2020-03-05 10:08:55 am	Pending Signature (Step 4)	AMAZON.COM
☐ 349974	63.7550(h)(3) Compliance Report	2020-03-05 09:45:18 am	Pending Signature (Step 4)	AMAZON.COM
☐ 349694	63.7550(h)(3) Compliance Report	2020-03-03 02:14:40 pm	Pending Signature (Step 4)	CHANTILLY HIGH SCHOOL
☐ 349652	63.7550(h)(3) Compliance Report	2020-02-27 06:10:08 pm	Pending Signature (Step 4)	AARDVARK SWIM & SPORT INC.
☐ 349334	63.7550(h)(3) Compliance Report	2020-02-26 11:27:38 am	Pending Signature (Step 4)	AARDVARK SWIM & SPORT INC.
☐ 349116	63.7550(h)(3) Compliance Report	2020-02-24 01:28:59 pm	Pending Signature (Step 4)	AMAZON.COM

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Edit Selected Report(s) | Delete Selected Report(s) | Submit Selected Report(s)

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).

Step 1	Step 2	Step 3	Step 4
Select Report Type	Upload Documents	Select Your Reports	Sign and Submit
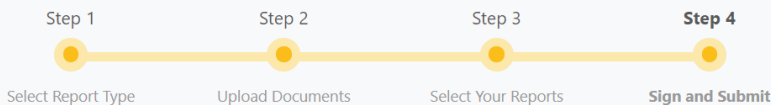
‹ Return to Select Your Reports   **Save and Return to My Reports**   **Sign and Submit All Report(s) ›**

Step 4: Sign and Submit

Review the Report citation reference and the uploaded file before signing and submitting to EPA. In the 'Review Report Information' section click the filename hyperlink to download and view the ERT file.

Read More...

Performance Test Report

Review Report Information

Certifier(s)	Darren Alderman, Sandhya Paleti, Sandhya HQ Paleti	
Preparer(s)	Sandhya HQ Paleti	Add/Remove Preparers
Report	Performance Test Report - Part 60 Subpart AAAA - Small Municipal Waste Combustion Units Commenced after 8/30/1999 or Modifications/Reconstruction after 6/6/2001	Edit Report Name
Date Updated	Mar 18 2020 06:00:48 PM	
Status	Pending Signature	
Download File to Review	MARIGOLD MINE_27-JAN-2017_Marigold Mine Mercury Testing - FURNACE_01-27-2017_13-29_PKG.zip	

Select Facility Submitting Your Report ⓘ

EPA Registry ID	Program ID	Facility Name	Facility Address	Action
110057268932	CEDRI10245061	AARDVARK SWIM & SPORT INC.	14221-A WILLARD ROAD CHANTILLY, VA 20151 FAIRFAX	Select
110045677219	CEDRI10246984	AIR BP - WASHINGTON DULLES AIRPORT	STATE ROUTE 28 CHANTILLY, VA 20151 FAIRFAX	Select
110020047894	CEDRI10243661	AMAZON.COM	4101-A WEST FAX DRIVE CHANTILLY, VA 20151-1538 FAIRFAX	
110057437509	CEDRI10246983	AMERICAN ADHESIVES INC	14004 WILLARD ROAD CHANTILLY, VA 20151 FAIRFAX	Select

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.
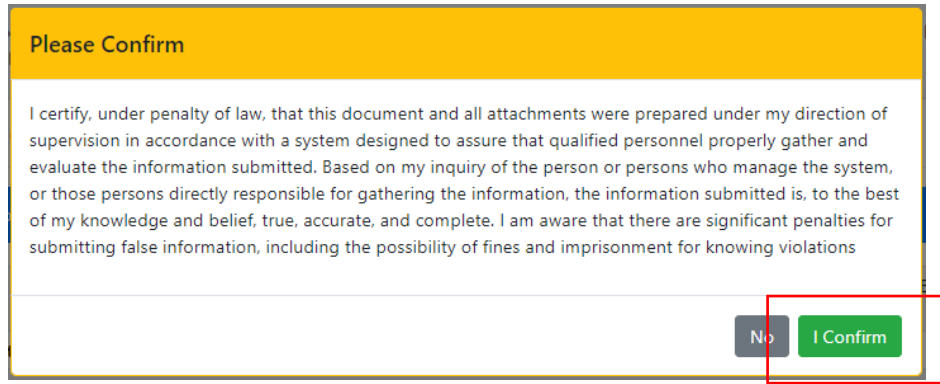
Exhibit 6

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.
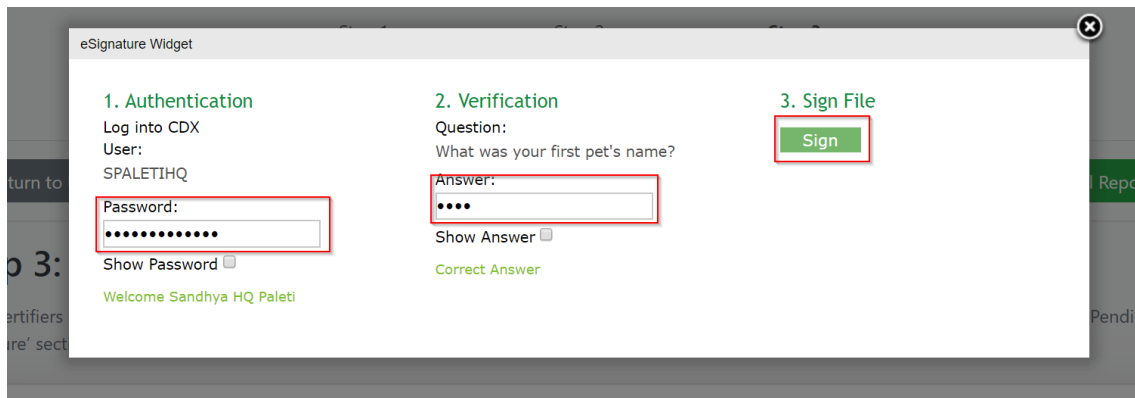

Exhibit 7

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.
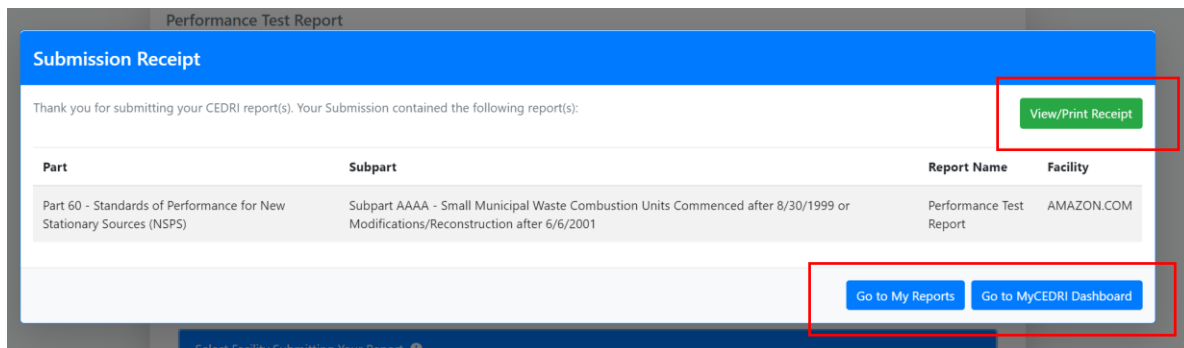

Exhibit 8

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