

Managing eMail Notifications

This job aide covers managing email notifications for State Reviewer, EPA Rule Lead, and EPA Regional Reviewer roles.

As a State Reviewer, EPA Regional Reviewer, or EPA Rule lead, you can manage the emails you receive from CEDRI notifying you of reporting activity for facilities in your jurisdiction. Notification delivered to state and EPA roles are summarized in Table 1, indicating the event triggering the email and the role receiving the email.

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 This means that you will receive an email notification any time a report is submitted, withdrawn, or has its transfer date extended for facilities in your jurisdiction (state or region).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

Notification	Roles that receive the notification	When it is sent
Submission Signed by Industry (includes Push Backs)	State Reviewer, EPA Rule Lead, EPA Regional Reviewer	When a Certifier submits a report
Submission Signed by EPA	Certifier, Preparer	When EPA submits a report
Report Withdrawn	State Reviewer, EPA Rule Lead, EPA Regional Reviewer	When a report is withdrawn by a Certifier or EPA Reviewer within your jurisdiction
Extend Transfer Date	State Reviewer, EPA Rule Lead, EPA Regional Reviewer, EPA Reviewer	When a report has it's WebFIRE transfer date extended by a State Reviewer or Regional Reviewer

Table 1

To begin, select the 'Manage eMail Notifications' button in the dashboard or 'My Notifications' tab at the top of the CEDRI page (Exhibit 1).

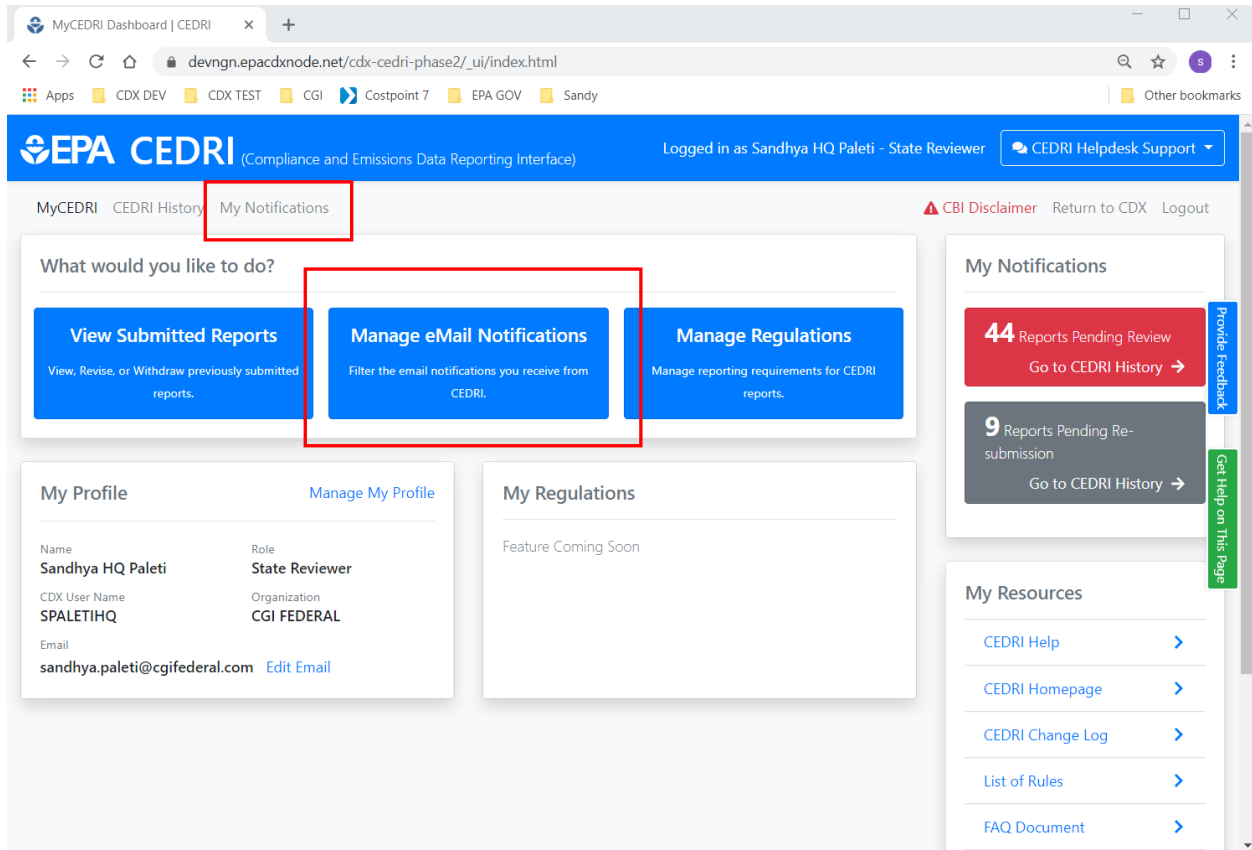


Exhibit 1

After selecting the 'My Notifications' tab, you are brought to the 'My Notifications' page. From here, you may toggle notifications on/off (Exhibit 2), add filters to notifications you receive (Exhibit 2), or View/Edit/Deactivate/Delete notifications (Exhibit 2).

My Notifications

Notification filters allow you to restrict the types of email notifications you receive from CEDRI.

e.g. You would add a filter if you would like to ONLY receive notifications regarding the Part 63 DDDDD Compliance Reports for the State of Florida.

Notifications Status

Your CEDRI Email Notifications are: ON Turn Off Notifications

Notification Filters

Results per page Add a Filter

Filter Name	Description	Active	Updated	Actions
Fairfax Filter	Filter by Fairfax County	Yes	2019-10-08 01:39:33 pm	View / Edit Deactivate Delete

Showing 1 to 1 of 1 First < 1 > Last

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 and 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 Filter Name and Description (Exhibit 3). After adding a Filter Name and Description, select the Filter Contents you wish to use by clicking the toggle button next to each question (Exhibit 3).

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

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Step 1 Step 2 Step 3
Create/Edit Filter Choose Destination Review & Save

Create/Edit Notification Filter

Filter Information

Filter Name: * Description: *

Filter Contents

Would you like to filter email notifications by Report Type?

Would you like to filter email notifications by Geography?

Would you like to filter email notifications by Rule?

[Provide Feedback](#) [Get Help on This Page](#)

[Return to Notification Filters](#) [Cancel](#) [Next: Choose Notification Destination](#)

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).

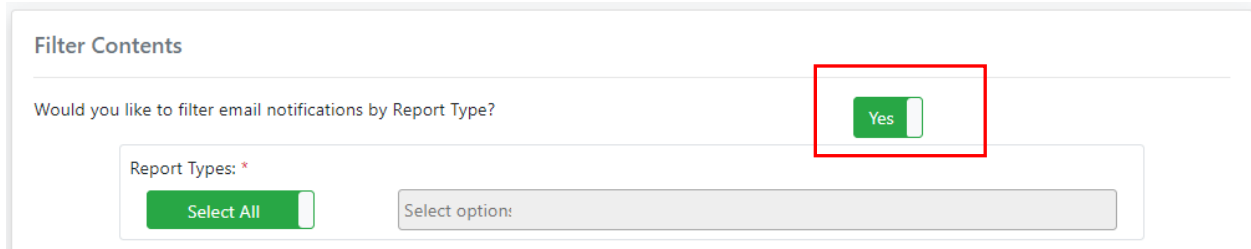


Exhibit 4

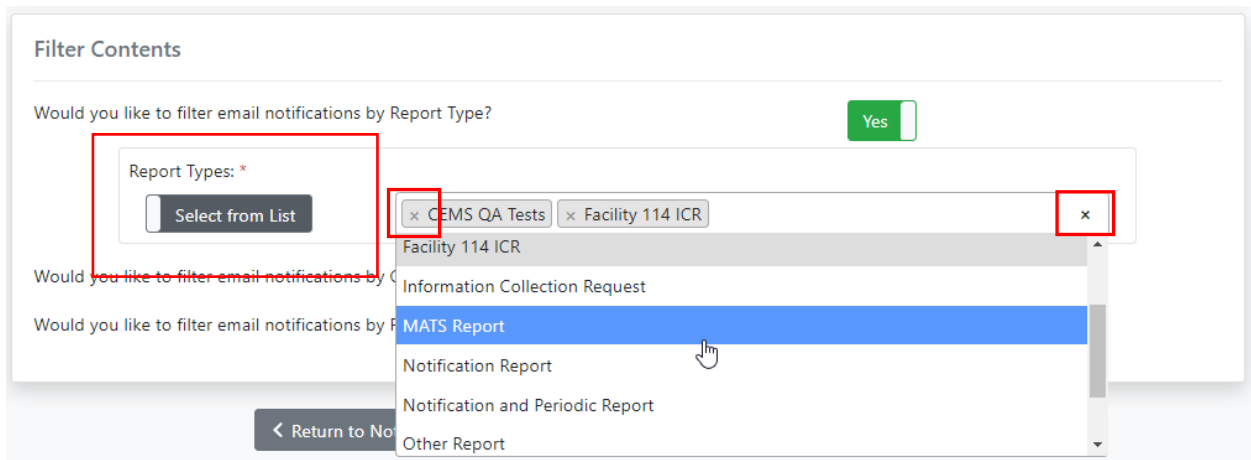


Exhibit 5

Step 1: Create/Edit Filter | Step 2: Choose Destination | Step 3: Review & Save

Create/Edit Notification Filter

Filter Information

Filter Name: * Description: *

Filter Contents

Would you like to filter email notifications by Report Type? Yes

Report Types: *

Would you like to filter email notifications by Geography? No

Would you like to filter email notifications by Rule? No

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? Yes

Report Types: *

Would you like to filter email notifications by Geography? No

Would you like to filter email notifications by Rule? No

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).

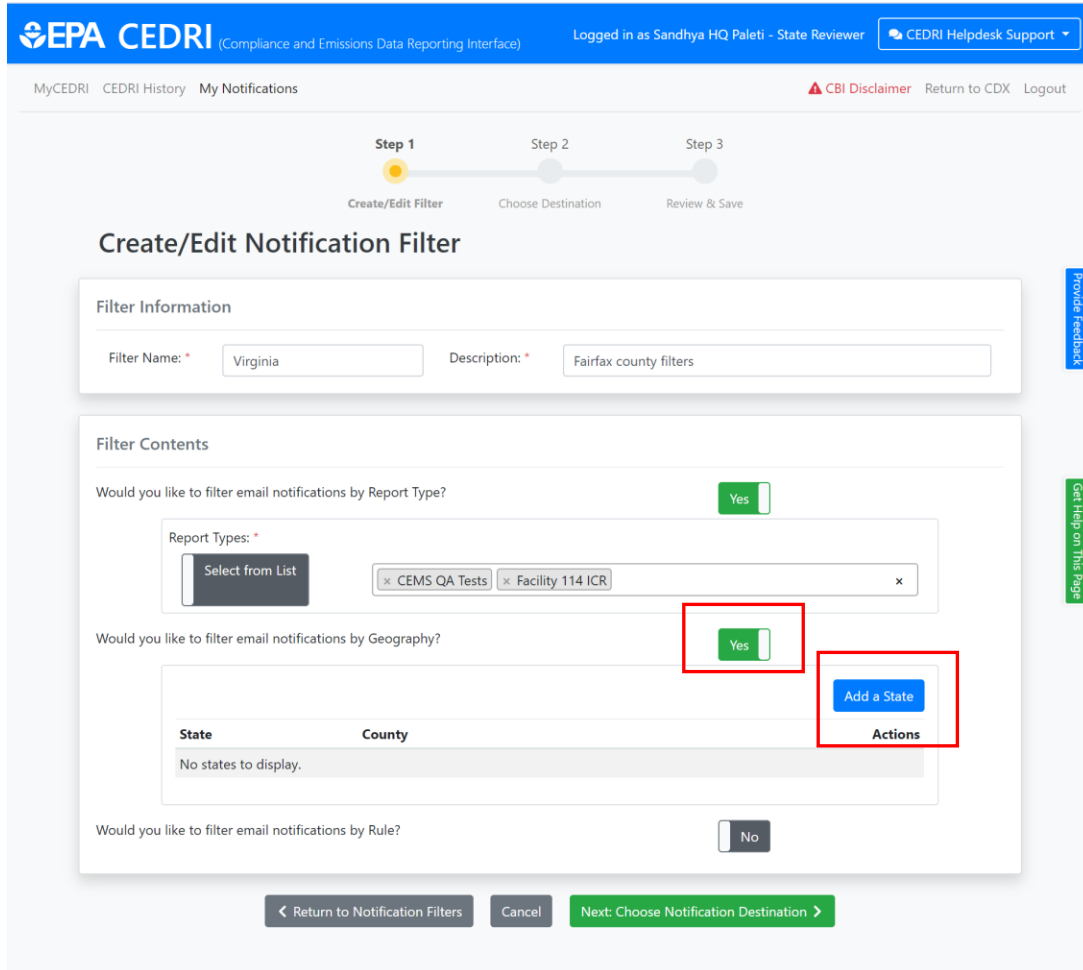


Exhibit 8

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 or EPA Regional Reviewer profile (Exhibit 10)

Select State and Counties

State/Territories: *
Select options

Counties: *
Select All Select options

Cancel Add

Exhibit 9

Select State and Counties

State/Territories: *
Select options

Co
Select options
Virginia

Cancel Add

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).

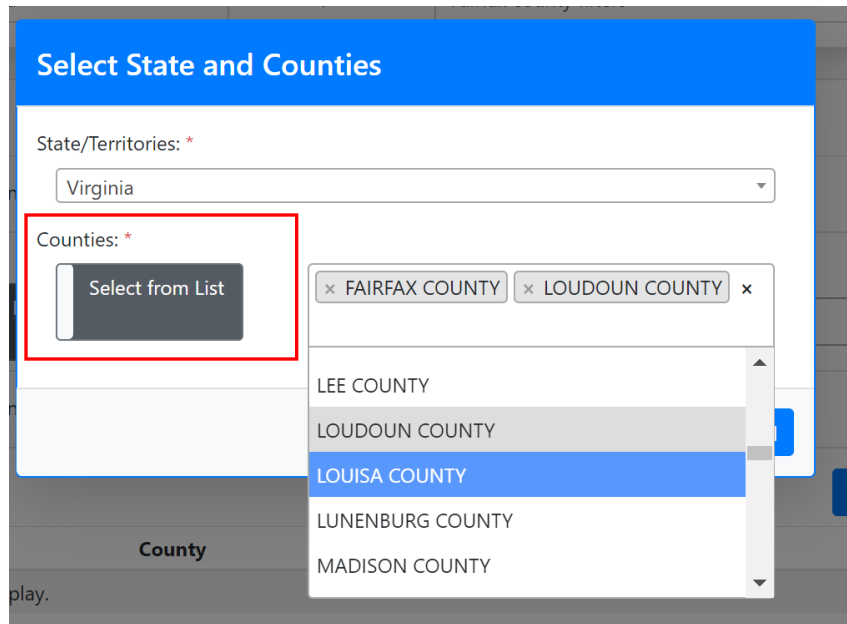


Exhibit 11

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.

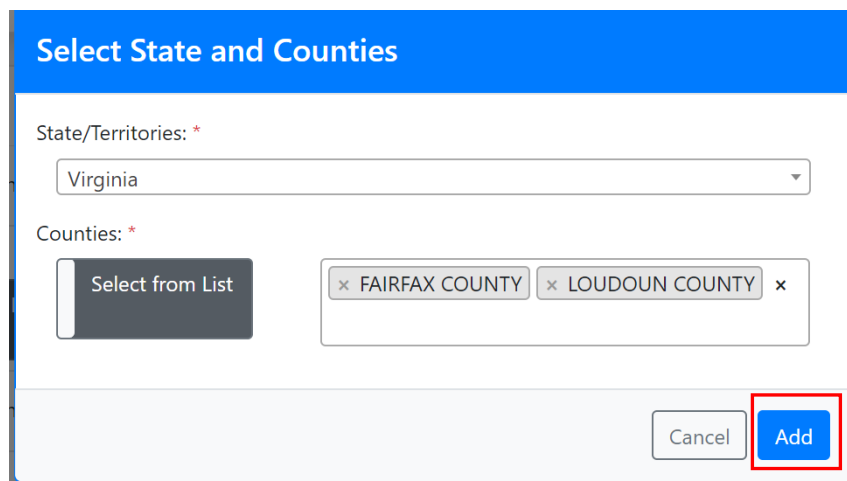


Exhibit 12

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

[Add a State](#)

State	County	Actions
Virginia	FAIRFAX COUNTY	Delete

Would you like to filter email notifications by Rule? No

[< Return to Notification Filters](#) [Cancel](#) [Next: Choose Notification Destination >](#)

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? Yes

Part 60 Subparts:

Part 62 Subparts:

Part 63 Subparts:

State or Other Regulation Subparts:

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).

Would you like to filter email notifications by Rule? Yes

Part 60 Subparts:

Part 62 Subparts:

Part 63 Subparts:

State or Other Regulation Subparts:

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).

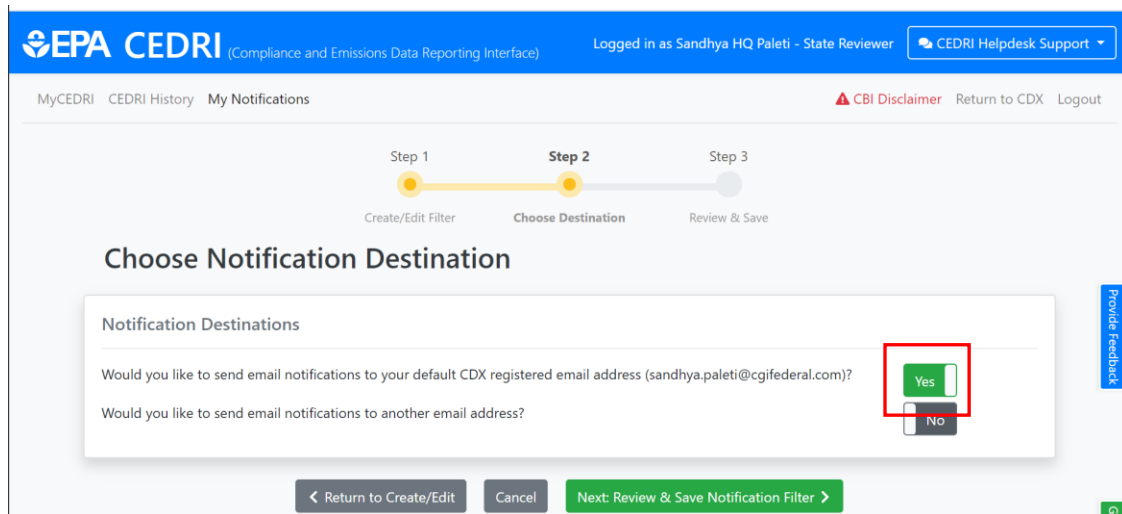


Exhibit 16

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 address to your notification filter (Exhibit 17).

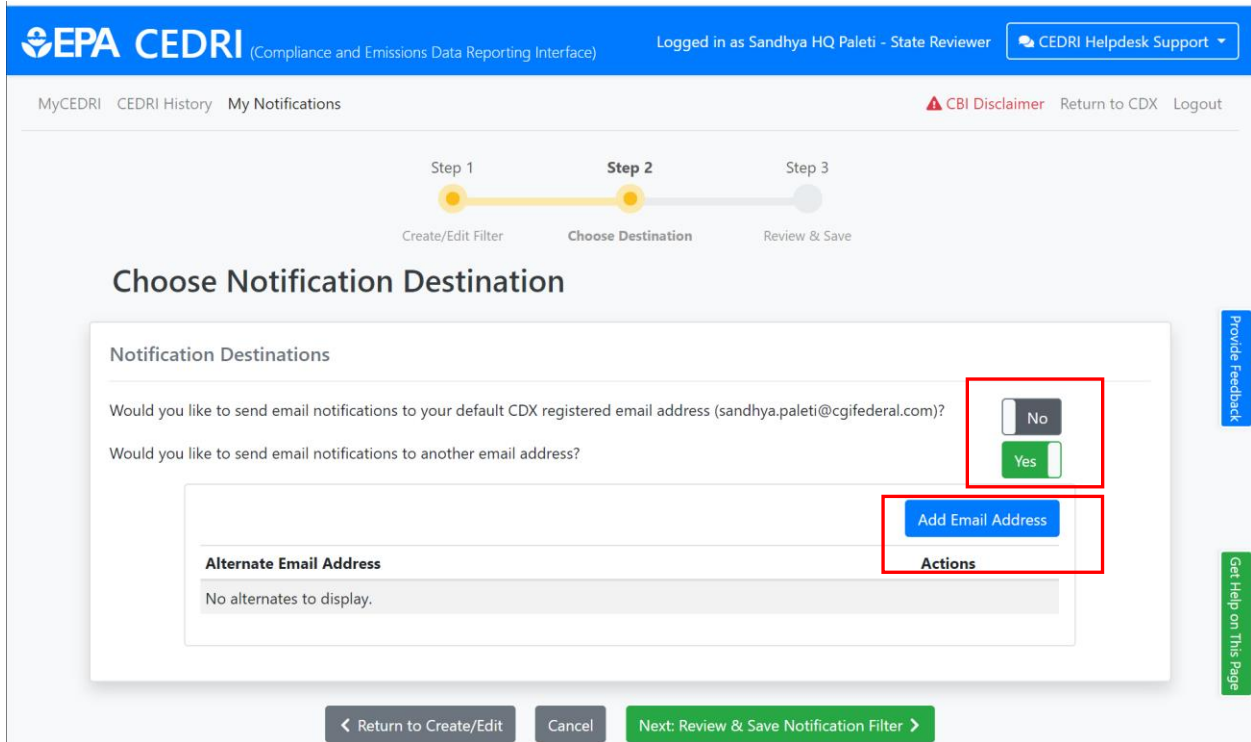


Exhibit 17

Clicking 'Add Email Address' launches a window prompting you to enter in the alternate email address. Select 'Save' to save your new email address and continue (Exhibit 18).

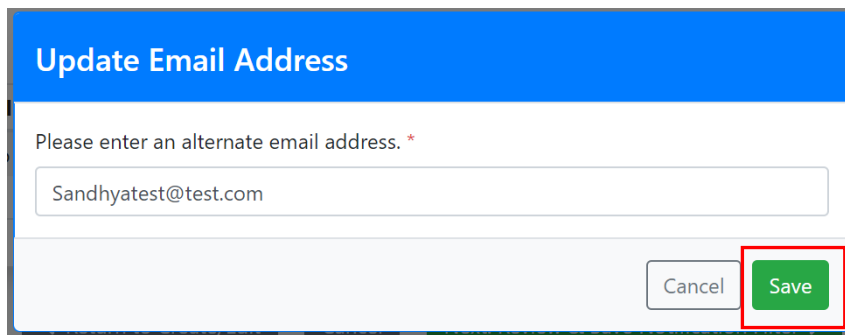


Exhibit 18

Once you are satisfied with your email destinations, select 'Next: Review & Save Notification Filter' to continue (Exhibit 19).

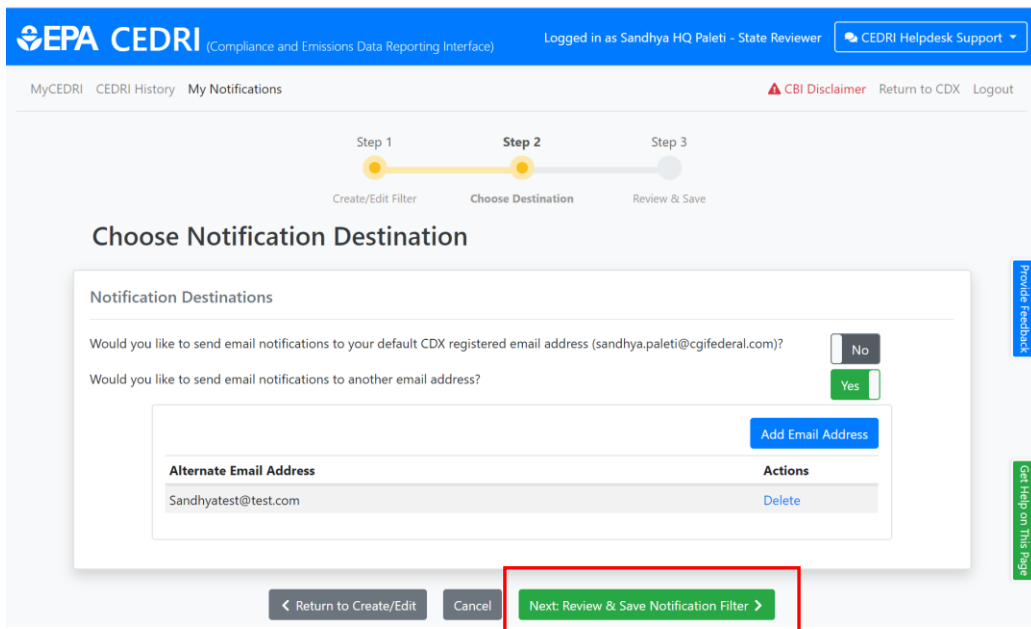


Exhibit 19

Review and Save your Notification Filter

Once you have completed the Create/Edit Filter and Choose Notification 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).

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Step 1 Step 2 Step 3
Create/Edit Filter Choose Destination Review & Save

Notification Filter Details

Filter Details

Filter Name:	Virginia
Filter Description:	Fairfax county filters
State/Territories:	Virginia
Counties:	FAIRFAX COUNTY, LOUDOUN COUNTY
Report Type:	CEMS QA Tests, Facility 114 ICR
Part 60 Subparts:	All Part 60 Subparts selected.
Part 62 Subparts:	All Part 62 Subparts selected.
Part 63 Subparts:	Major Sources: Industrial, Commercial, and Institutional Boilers and Process Heaters
State or Other Regulation Subparts:	All State or Other Regulation selected.
Notification Destinations:	sandhya.paleti@cgifederal.com

[Return to Choose Notification Destination](#) [Cancel](#) [Save Notification Filter](#)

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Exhibit 20