Upload Reports

This job aide guides you through the process of uploading reports to CEDRI as an EPA Reviewer and EPA Rule Lead. From the MyCEDRI Dashboard, click 'Report Upload' or 'Upload Reports' (Exhibit 1) to start the report upload process.
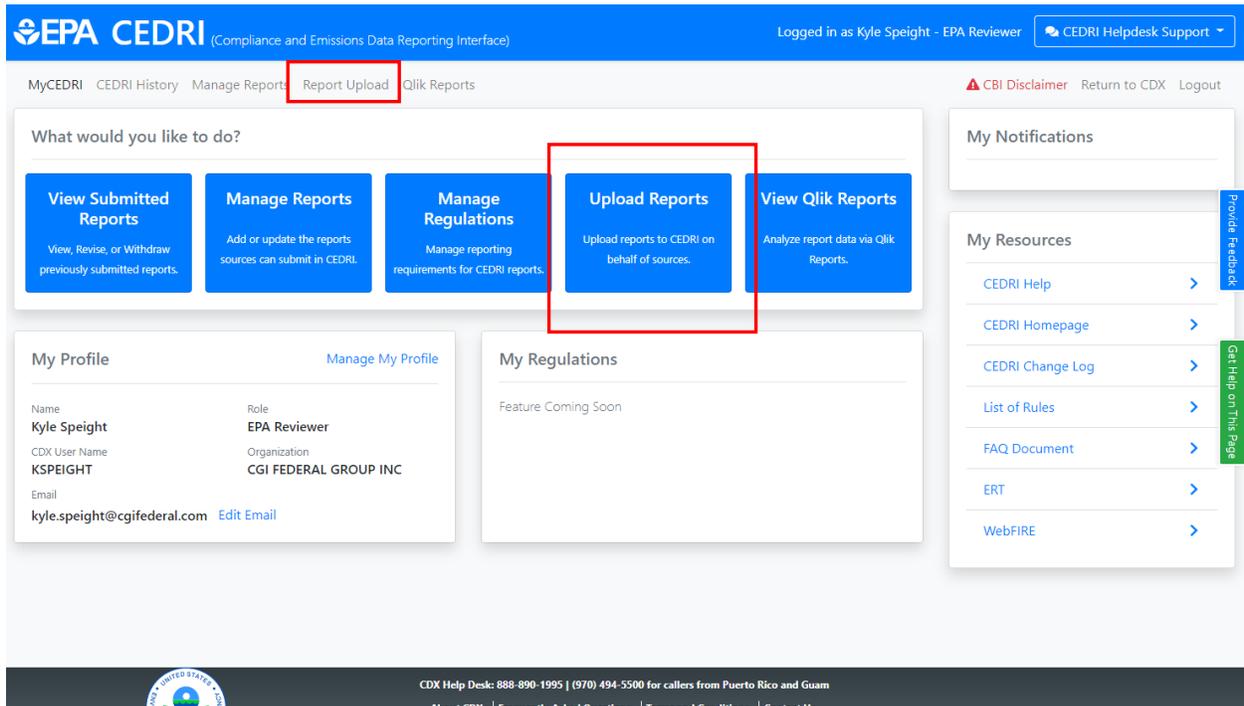
Exhibit 1

As you go through the Report Upload process, take note of the 'Important Instructions' section that provides pertinent details on the roles, data elements, and report subtype designations (Exhibit 2).

Exhibit 2

To proceed with the upload, select 'Report Subtype' and 'Part' options (Exhibit 3) from the respective dropdowns presented. Based on the selection within these fields, the 'Subparts' field is enabled (Exhibit 3). Fields marked with an asterisk are required.

Click the 'Choose File' button to locate the file you would like to upload and click the 'Upload' button to upload the report into CEDRI.
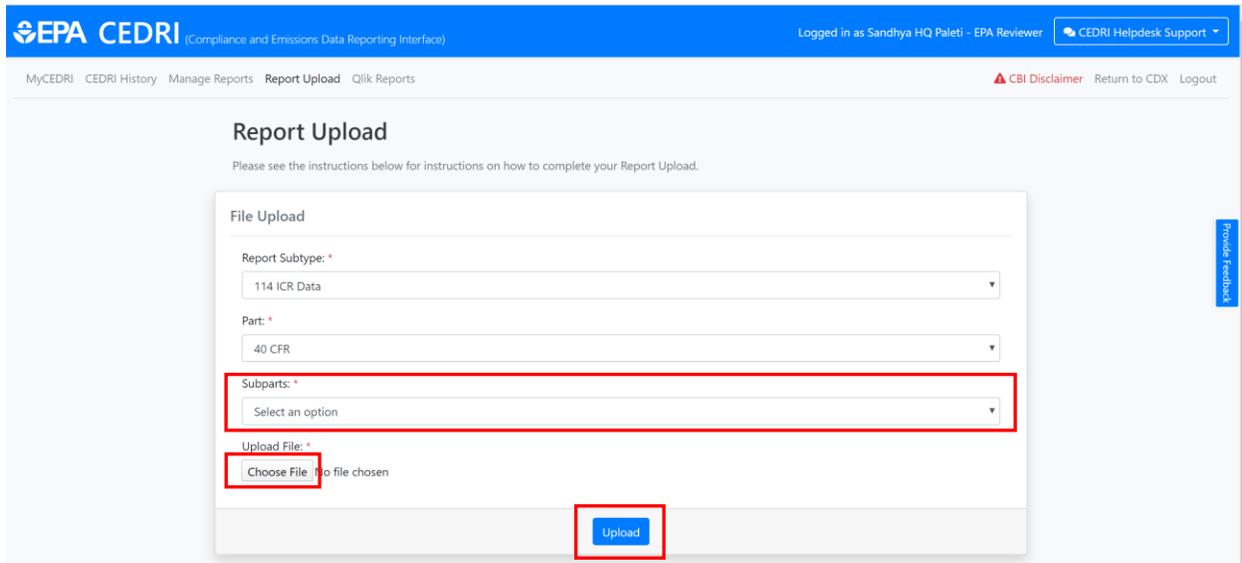
Exhibit 3

Once you click the upload button, you will see a 'Success' banner at the top of the screen (Exhibit 4) if you have uploaded the correct report format.
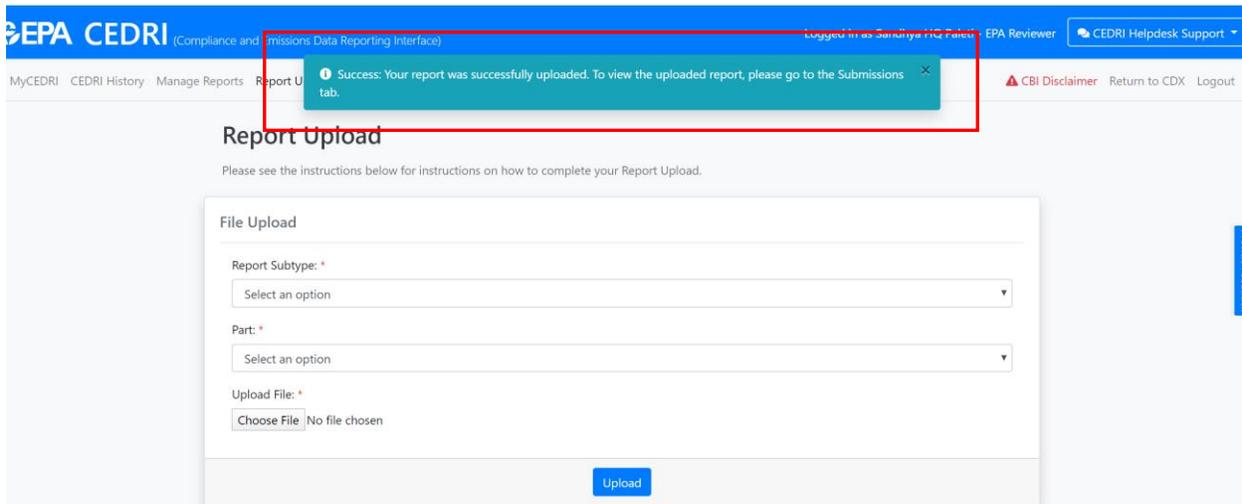
Exhibit 4

Incorrect file uploads will receive an error message (Exhibit 5). Please refer back to the 'Important Instructions' section (Exhibit 2) in order to find the correct file type to upload.

Upload Error (101)

Error parsing Excel File. Please Upload correct WebFIRE Template.

OK
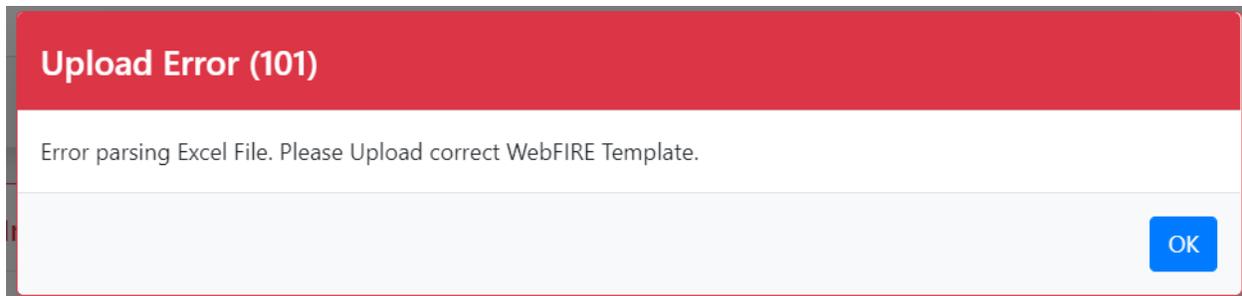
Exhibit 5

You can find your successfully uploaded report by navigating to the 'CEDRI History' page. To access this page, select 'CEDRI History' from the navigation pane at the top of the page (Exhibit 6).
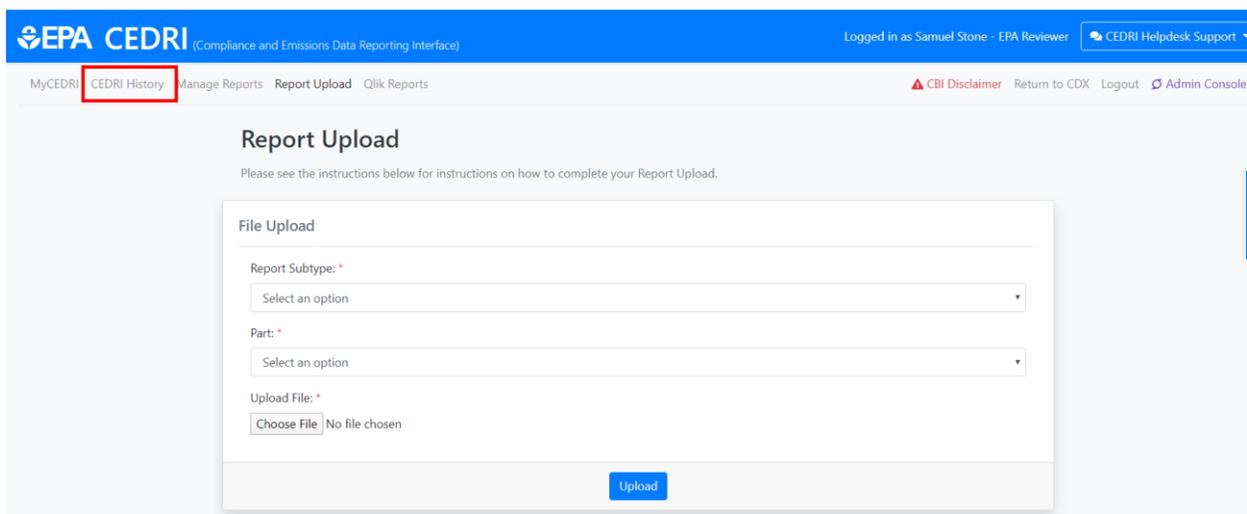
Exhibit 6

Once you navigate to the CEDRI History page, your report will be visible at the top of the CEDRI History table (Exhibit 7). To view report details regarding your upload, click the row containing your report in CEDRI History. For more information about Report Details, please refer to the Report Details Job Aide.

Exhibit 7