

Withdrawing a Report

This job aide guides you through the process of withdrawing a report in CEDRI. Only Certifiers for the facility may withdraw a CEDRI report.

Note: Withdrawing a report removes the report from CEDRI and WebFIRE. If you intend to replace the report you should Revise and Resubmit instead of Withdrawing the report. Refer to the [Revising and Resubmitting a Report job aide](#) to replace a report in CEDRI.

From the 'CEDRI History' page, locate the report you wish to withdraw and select the report to view the Report Details. From the 'Report Details' page confirm you have selected the desired report and click the 'Withdraw Report' button (Exhibit 1).

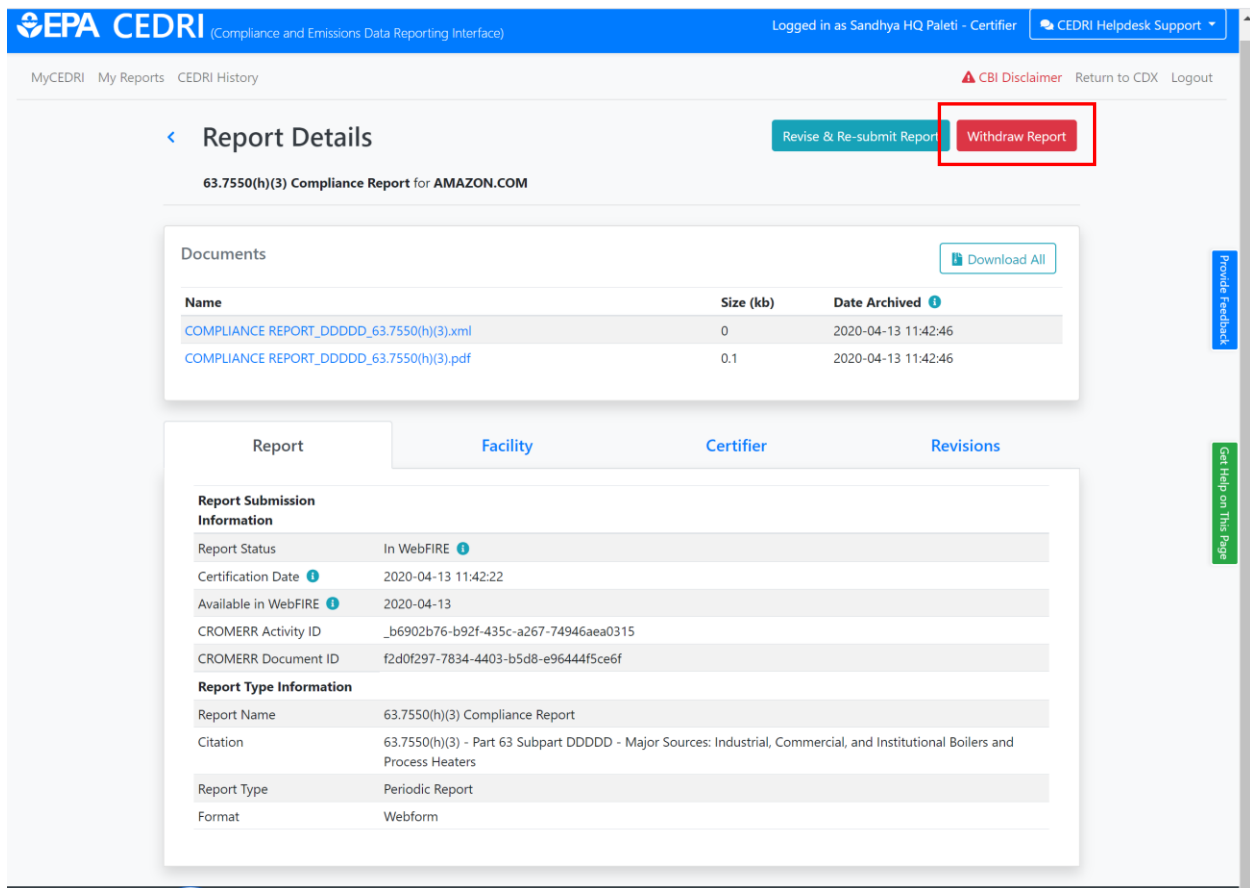


Exhibit 1

Clicking the button displays a 'Withdraw Warning' message informing you that withdrawing your report removes the report from WebFIRE as well as from CEDRI (Exhibit 2).

Just as the submission of the report required signing by a Certifier, withdrawing the report also requires signing by a Certifier. To continue withdrawing the report, click the green 'Confirm & Authenticate' button (Exhibit 2) to proceed to signing and submitting your withdrawal request (Exhibit 3).

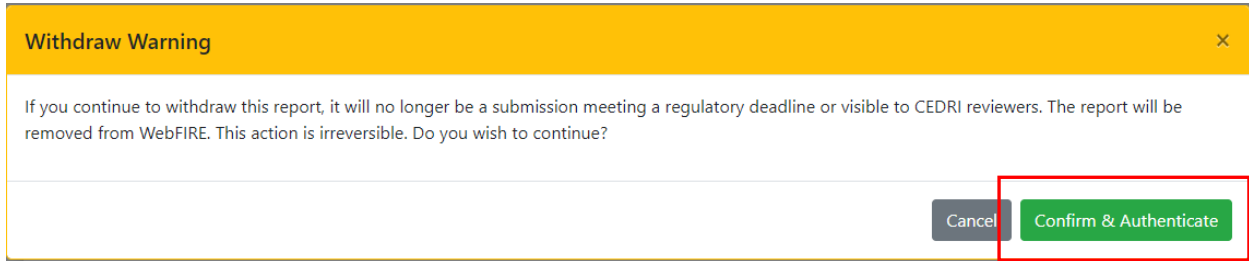


Exhibit 2

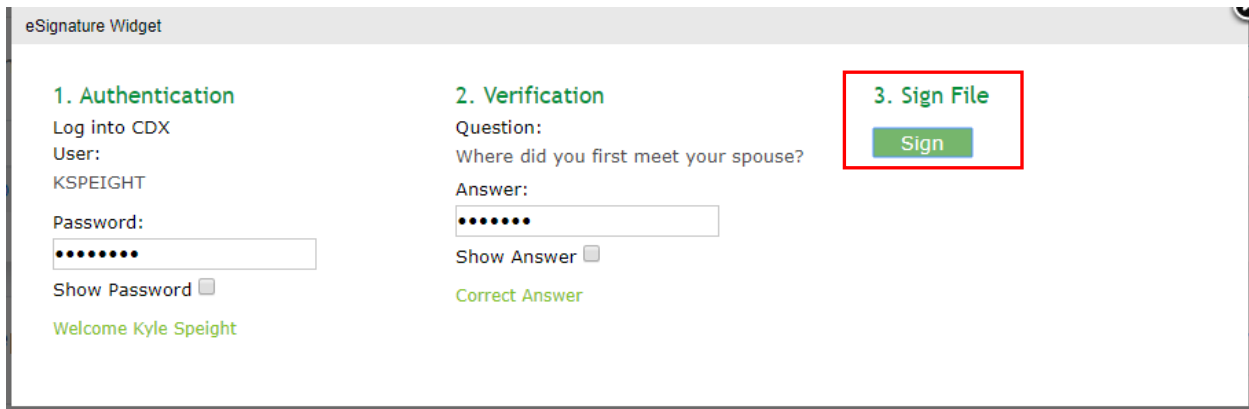


Exhibit 3

After signing your withdrawal request, the report status is now shown as "Withdrawn" on the 'Report Detail' and 'CEDRI History' pages (Exhibit 4).

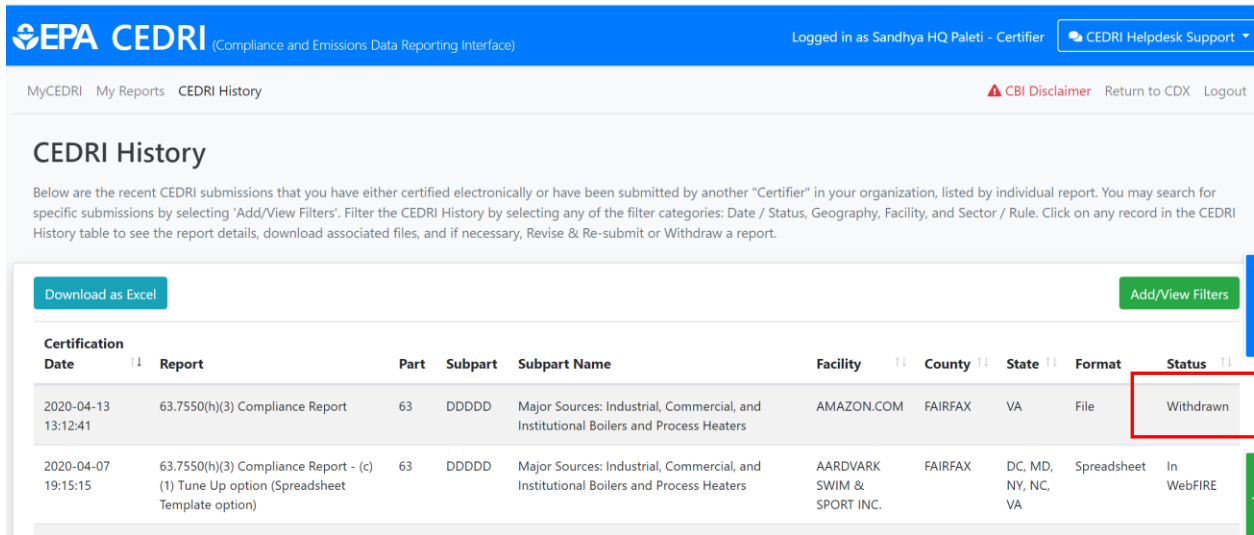


Exhibit 4