

## Accessing and Analyzing Data from Spreadsheet Templates

As an EPA Reviewer, you have access to CEDRI Reports and Statistics. From the CEDRI History page click the Qlik Reports tab to open the Qlik Reports page (Exhibit 1).

Two categories of reports are available from the Qlik Reports page:

CEDRI Statistics: Statistics covering reports submitted, users registered for CEDRI, and

help desk contacts. Only available to EPA Reviewers that have access to the OAR OAQPS CEDRI restricted folder. To receive access, a CEDRI System Owner will need to email analytics@epa.gov, with the user's

email address and LAN ID.

CEDRI Reports: Aggregate data reports for each periodic report collected by CEDRI.

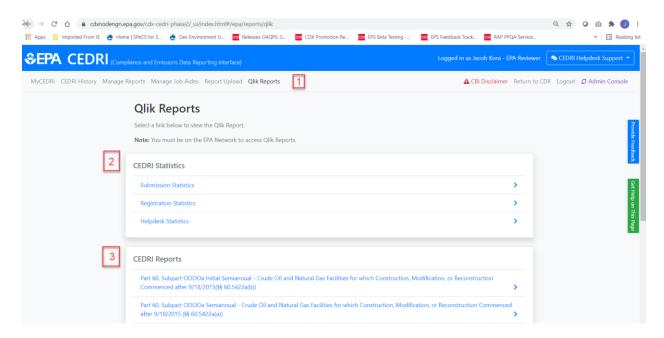


Exhibit 1

# Table of Contents

- 1. Navigation Menu
- 2. CEDRI Statistics

3. CEDRI Reports

### Navigation Menu

Use the Navigation Menu to open other pages in CEDRI (Exhibit 2). The Navigation Menu is available from all pages in CEDRI. A summary of the pages available to EPA Reviewers is listed below:





Exhibit 2

#### **Navigation Menu Items**

My CEDRI	Ushers the user back to the CEDRI home page.
CEDRI History	From this page you can search for and view submitted reports.
Manage Reports	Allows EPA Reviewers to set parameters for reports and update templates. (EPA Reviewers only)
Manage Job Aides	Allows EPA Reviewers to update job aids, determine who can see the documents, and where they will be displayed/accessed within CEDRI. (EPA Reviewers only)
Report Upload	Use this page to upload WebFIRE templates, ICR Data, CEMS QA Test, etc.
Qlik Reports	Use this link to return to the Qlik Reports page to view CEDRI Statistics and CEDRI Reports.

## **CEDRI Statistics**

Note: CEDRI Statistics Qlik Reports are only available to users with the role of 'EPA Reviewer'. For 'EPA Regional Reviewers' and 'EPA Rule Leads', only the CEDRI Reports will be available.

Three CEDRI Statistics reports are available to EPA Reviewers (Exhibit 3).



Exhibit 3

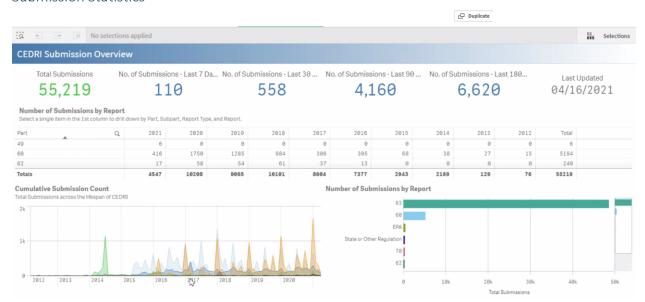




Click the report you wish to view and the report dashboard will open in a new tab in your browser.

Submission Statistics (Exhibit 4)	Number of reports submitted through CEDRI by report type, regulation part/subpart and time period.
Registration Statistics (Exhibit 5)	CEDRI user registration and log in activity by role.
Helpdesk Statistics (Exhibit 6)	Number of Helpdesk contacts by time period and type.

#### **Submission Statistics**



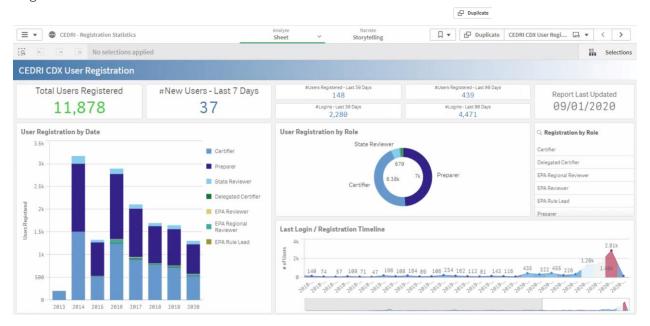
**Submission Statistics Dashboard** 

Exhibit 4



# Navigating the MyCEDRI Dashboard

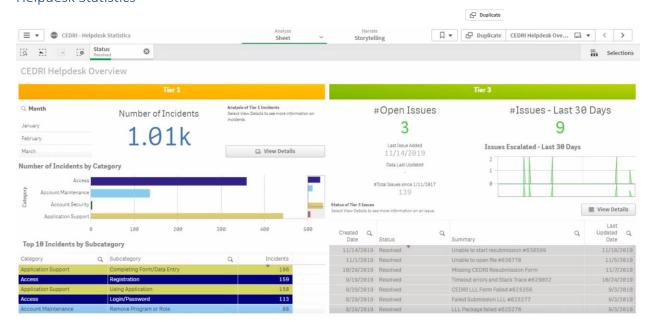
#### **Registration Statistics**



#### **Registration Statistics Dashboard**

#### Exhibit 5

### **Helpdesk Statistics**



Helpdesk Statistics Dashboard

Exhibit 6



In order to access additional sheets in the report, use the <u>Selections Tool</u> dropdown to select the sheet you would like to view (Exhibit 7).

Additionally, you can select the <u>Insights</u> button within the Selections Tool to generate additional visualizations based upon the data in the report. Selecting the <u>Insights</u> button will open up a separate page containing pre-made visualizations (Exhibit 7). You can select additional fields from the left-hand side of the page to generate different visualizations (Exhibit 7).

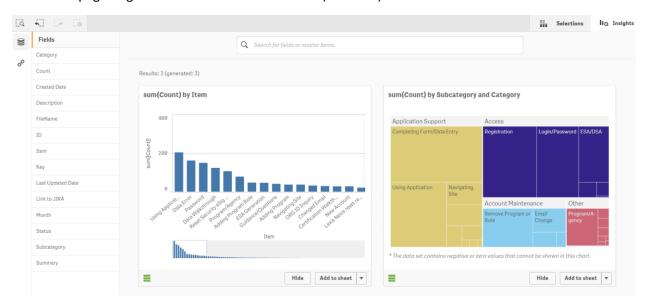


Exhibit 7

#### **CEDRI** Reports

A CEDRI Qlik Report is available for each spreadsheet template report collected through CEDRI. The CEDRI report aggregates the data from reports submitted to EPA for the subject Part/Subpart periodic reports, as well as Notification Reports and Notification and Periodic Reports utilizing spreadsheet templates (Exhibit 8).

Reports open in a new browser window in a tabular format. Table columns may be added, removed, and re-sequenced as necessary. Table data may also be exported to a spreadsheet for offline analysis.

Click the report you wish to view and the report dashboard will open in a new tab in your browser.





Exhibit 8

The CEDRI Reports are presented using table format (Exhibit 9). Report features and use are explained below.

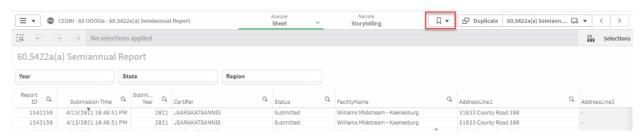


Exhibit 9

## **Features**

- Report View Tabs Switch views between Data, Analysis (Default), and Story view. Story view shows different Qlik pages that have been combined in a specific order, much like a PowerPoint presentation. This view may not have any results in the Qlik file you are viewing.
- 2. Bookmarks Save data set configurations for later retrieval. (Highlighted in red on Exhibit 9)



#### Sorting & Filtering

To sort data across the entire table by Year, State, or Region, select the desired filter and apply the filter parameters. Be advised, if the user selects states from 3 different regions, then only those three regions will be available in the region filter.

To sort data in specific columns, click the column title. The sort order is indicated by the arrow in the cell (Exhibit 10). If the arrow is pointing up, the data is sorting ascending. If the arrow is pointing down, the data is sorting descending.

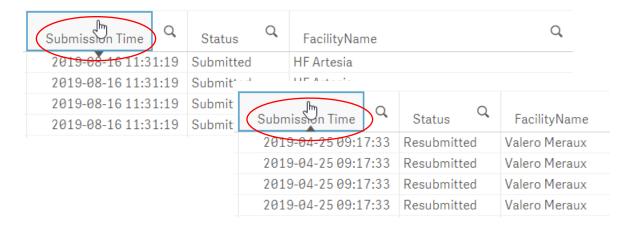


Exhibit 10

To filter data on specific values in a column, click the magnifying glass icon. Doing so opens a selection list that allows you to choose the values(s) to filter the data. Select the desired value(s) and click the green check button to apply the filters (Exhibit 11).

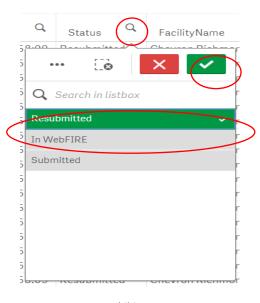


Exhibit 11



### **Exporting Data**

To export data in the table, right-click the table and select 'Download'  $\rightarrow$  'Data'  $\rightarrow$  'Download' (Exhibit 12 & Exhibit 13).

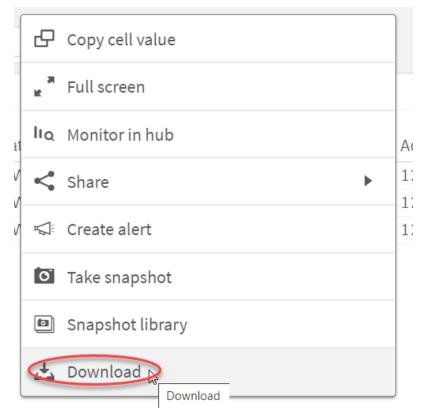


Exhibit 12

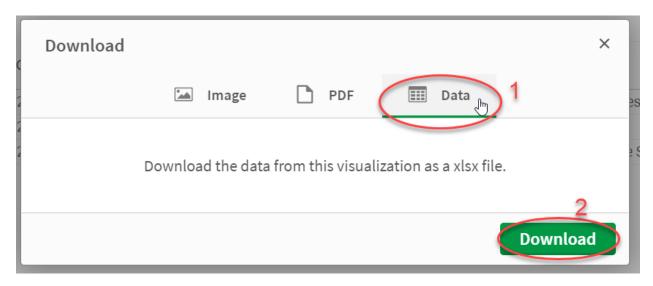


Exhibit 13



Doing so launches the link to download the exported data file (Exhibit 14Error! Reference source not found.). Clicking the link, downloads the .xlsx file to your browser.

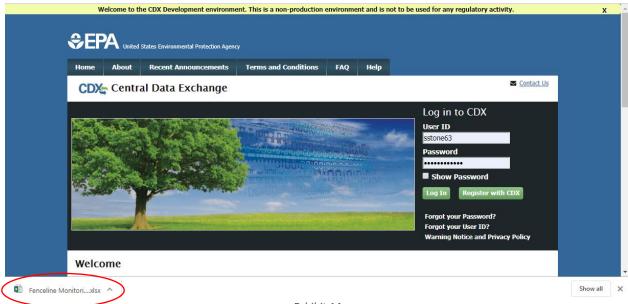


Exhibit 14