

Quick Sheet - SMTV/TV FER Review & Workflow

1. Click on your Home Tab to find task items named **DO/LAA FER Approval**. You have the ability to filter your home tasks by choosing Workflow Type: *Emissions Reporting*, and Workflow Name: *SMTV/TV Review*. Click the button.
2. In the 'To Do' section, click on the hyperlinked **task id#** for the report you want to review. This will take you directly to the emissions report detail page for this report. {Alternate Route: Under the task profile section, click on task [DO/LAA FER Approval](#) which will take you to the task profile page for the report workflow. You can then click on to get to your report for review}.
3. Review emissions information provided by the facility and/or as entered by DAPC-CO entry staff.
4. For in depth review, you can choose the function, . You will be prompted to choose from a table of previously approved reports to compare.
5. Any special staff notes concerning the report are shown in the notes section at the bottom. You can also add notes concerning your review in notes section. Important: changes are automatically made to the facility profile upon approval. This includes facility name, contact information, ownership.
6.
 - To Approve & create invoice for company: click on or . Go to step 7A, below.
 - To Request Revision and not generate invoice: click on . **DO NOT** proceed to Step 7 to complete workflow task if you request revision. (Only once company submits revision, you need to cancel the workflow at the workflow diagram level).
 - To mark report as not needed, click on . {Note: If selected, DAPC will not be able to edit or approve the report later. This should only be used for cases where the report was submitted in error, or a more recent corrected or approvable report was sent to DAPC}. Go to step 7B below.
7. A. If you've chosen or , click at the bottom of the emissions report page. This takes you to the Task Profile page to complete the workflow steps. Under task profile, click to complete your workflow step. This action of completion allows invoicing task to occur, if necessary.

B. If you've chosen, **Report Not Needed**, click **Workflow Task** at the bottom of the emissions report page. This takes you to the Task Profile page to complete the workflow steps. Do NOT complete the workflow. Instead, you MUST click on Workflow Diagram in 2nd level menu and Cancel the workflow so that the report is not invoiced.

8. For any approved report with invoiceable emissions, the task is now in the 'Post to Revenues' state, which is viewable by clicking on the workflow diagram.