

Quick Sheet: Non-Title V FER Review & Workflow

1. Click on your Home Tab to find task items named **DOLAA Blue Card Review**. You have the ability to filter your home tasks by choosing Workflow Type: Emissions Reporting, and Workflow Name: Blue Card Review. Click the **Submit** button.
2. In the To Do section below, click on the hyperlinked **task id#** 8352-122-1 for the report you want to review. This will take you directly to the emissions report.
3. Review ownership, contact and emissions information provided by the facility and as entered by DAPC-CO entry staff. STARS2 flags changes to facility contact or owner information via **blue text**. Any special notes concerning the report are shown in the notes section at the bottom. {Note: by approving the report, changes are automatically made to the facility profile. This includes facility name, contact information, ownership}.
 - To Approve: click on . Go to step 4a below.
 - To Request Revision: click on or . If either button is selected, this does not alter the workflow or notify the facility. The DO/LAA staff will need to follow up with the facility and Elisa Thomas to have new report sent out. Alternatively, if the company has agreed to have us edit their report follow Quick Sheet Steps on creation of a 'ToDo' task to Elisa Thomas to edit the NTV FER.
 - 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 4B below.
4. A. If you've chosen , 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 needbe.

B. If you've chosen, , 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.
5. For any approved report with invoiceable emissions, you will see that the task is now in the 'Post to Revenues' state if you click on the second level menu, Workflow Diagram.

IMPORTANT NOTE: Important: changes are automatically made to the facility profile upon approval. This includes facility name, contact information, ownership.