



# VERIFY Motorcycle Demo

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# VERIFY – Motorcycle Agenda

- **VERIFY – Registration Process Overview**
  - Registration Process
  - Authentication / Security
- **Motorcycle Data Entry / Submission Overview**
  - Entry/Submission – CDX Web Forms
  - Load Data Sets
- **Sessions, Data Entry, and the Web**
- **Live Demo**
- **Questions and Answers**



# VERIFY – Registration Process Overview

- **Manual Process**

- Requires users to be identified by Manufacturer / EPA
- Customer Retrieval Keys (CRKs) generated and distributed to users (postal mail or verbal)
- Users register with CDX using CRK

- **Online Process**

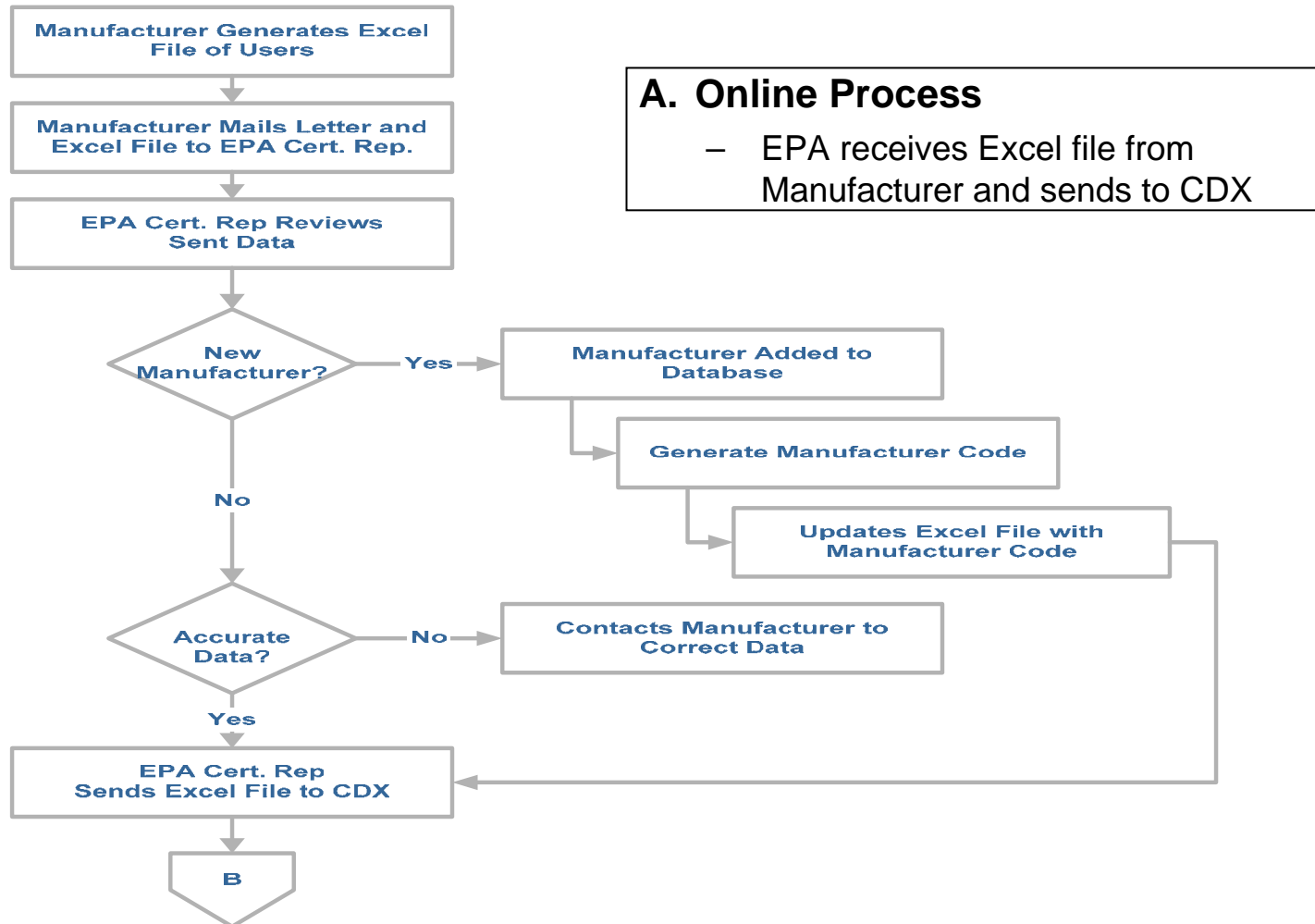
(A) EPA receives Excel file from Manufacturer and sends to CDX

(B) CDX generates CRKs and notifies users

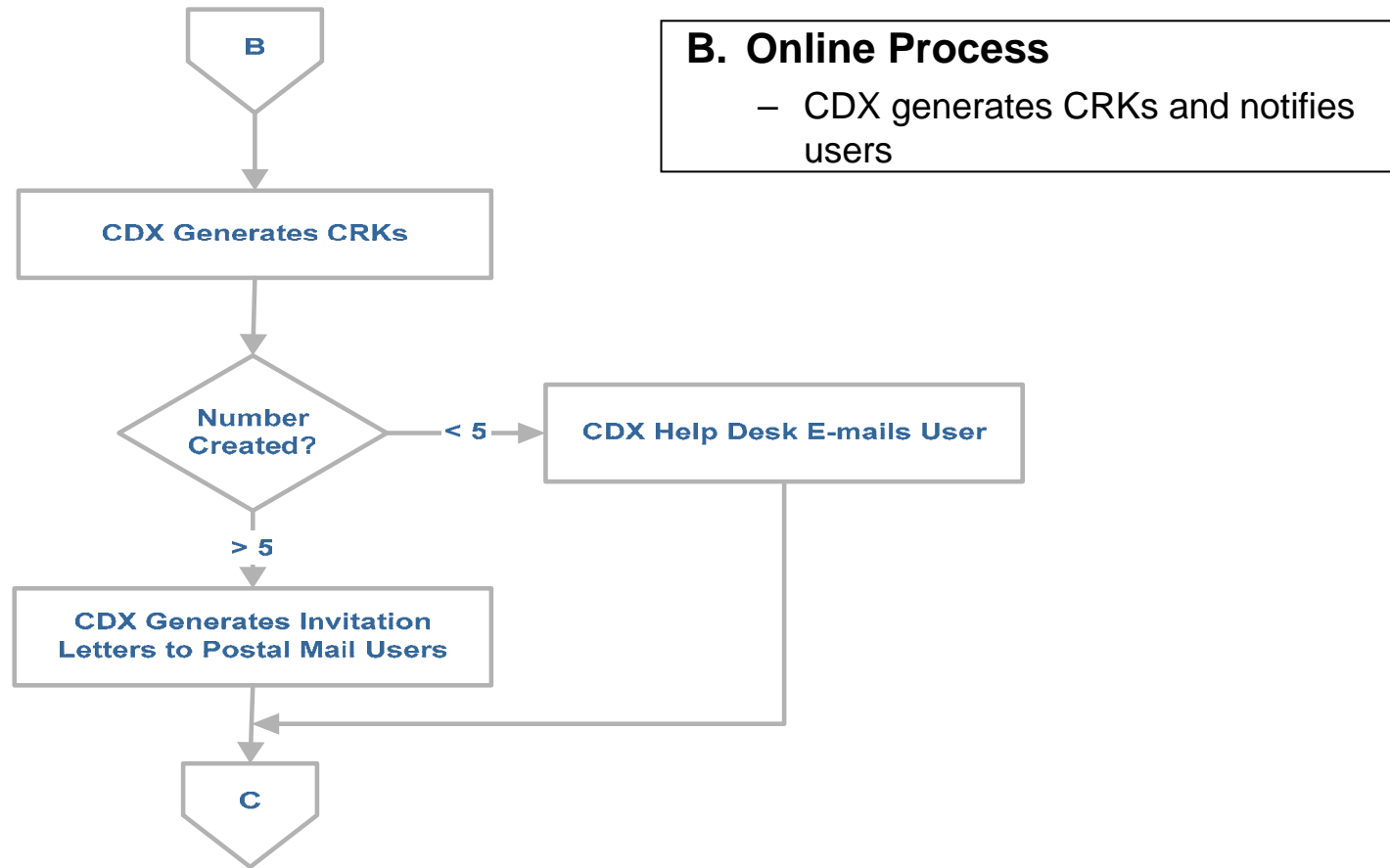
(C) Users receive notification and register with CDX



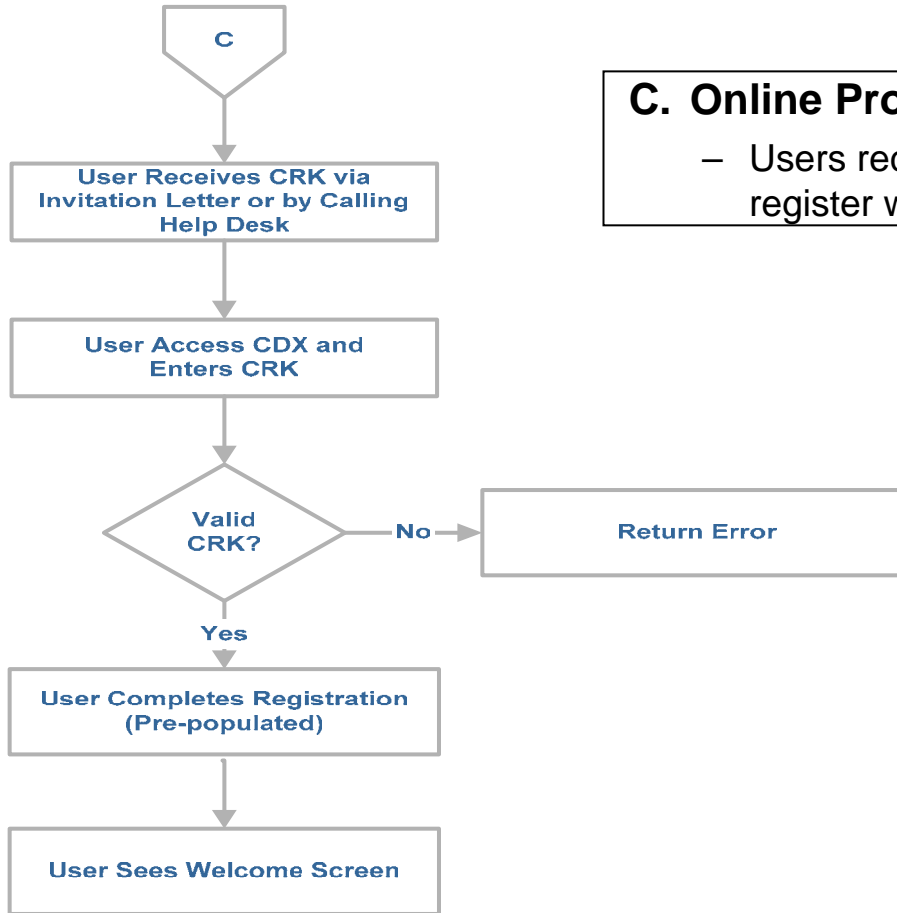
# VERIFY – Registration Process Overview



# VERIFY – Registration Process Overview (Cont'd)



# VERIFY – Registration Process Overview (Cont'd)



## C. Online Process

- Users receive notification and register with CDX



# VERIFY – Registration Process Overview (Cont'd)

- **Authentication / Security**
  - End User Access Control
    - New account authorization/registration process
    - Password controls (forced change of Help Desk-provided password)
      - 90-day lifespan
      - 10 failed password change attempts lock account
      - Mandatory eight character minimum requiring alpha and numeric
    - Inactivity ends session
    - System-identified warning and terms and conditions
  - **Encryption**
    - Secure socket layer (SSL) session for end users
  - **Supports auditing and logging**





# VERIFY – Motorcycle Data Entry/Submission Overview

- **Entry / Submission – CDX Web Forms**
  - CDX Web allows users to complete an online Web form
  - Users can save their submissions mid-process locally and return at a later time
- **Load Data Set**
  - Users can load data sets that are saved locally





# VERIFY – Sessions, Data Entry, and the Web

- **Inactivity Ends Session**

- Inactivity, on a Web page, is different than Windows
- In Windows, simply typing or moving the mouse causes your computer to become active
- On the Web, your computer is only “active” for 20 minutes after a page loads from the server



# VERIFY – Sessions, Data Entry, and the Web (Cont'd)

- **When does 20 minutes countdown begin?**
  - Anytime a page is loaded from the server
    - Moving from page to page
    - Changing tabs
    - Clicking any buttons in the CSI, e.g.
      - Adding Vehicles (CSI.5)
      - Adding Tests (CSI.5)
      - Adding Models (CSI.7)
    - Clicking any button
      - Save Form
      - Print
      - Review and Finalize



# VERIFY – Sessions, Data Entry, and the Web (Cont'd)

- **If you time out after 20 minutes, what happens?**
  - You will be required to log back in and you will have to load the last saved of the data set you were working on
- **How do you know if you have logged out?**
  - You will be directed to a login page when
    - You click a link
    - You click a button
    - You request a page from the server
- **Good Practices and Procedures**
  - Save often
  - Be aware of the amount of time spent on a screen
  - Save your data set before leaving your desk



# VERIFY – Sessions, Data Entry, and the Web (Cont'd)

- **Saving Data Sets**

- Saves of data sets to the local workstation are initiated by an automatic request from the client
- Some browsers may block these requests as a security feature
- If you do not receive a prompt to save the file, there is a link you can click to manually initiate the save



# Live Demo

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## **VERIFY – Motorcycle / ATV** **Live Web Demo**



# Questions?

