



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**

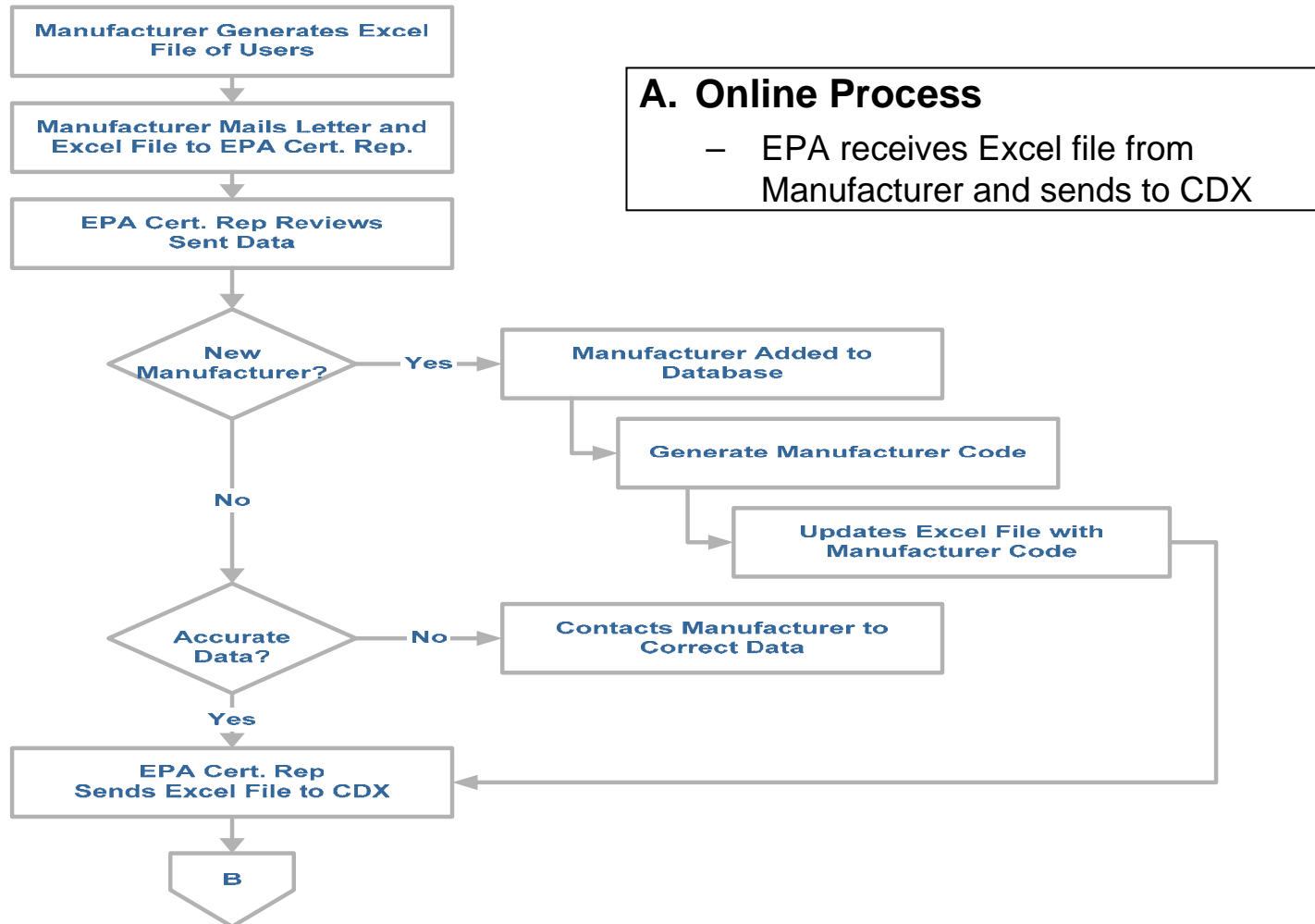
(A) EPA receives Excel file from Manufacturer and sends to CDX

(B) CDX generates CRKs and notifies users

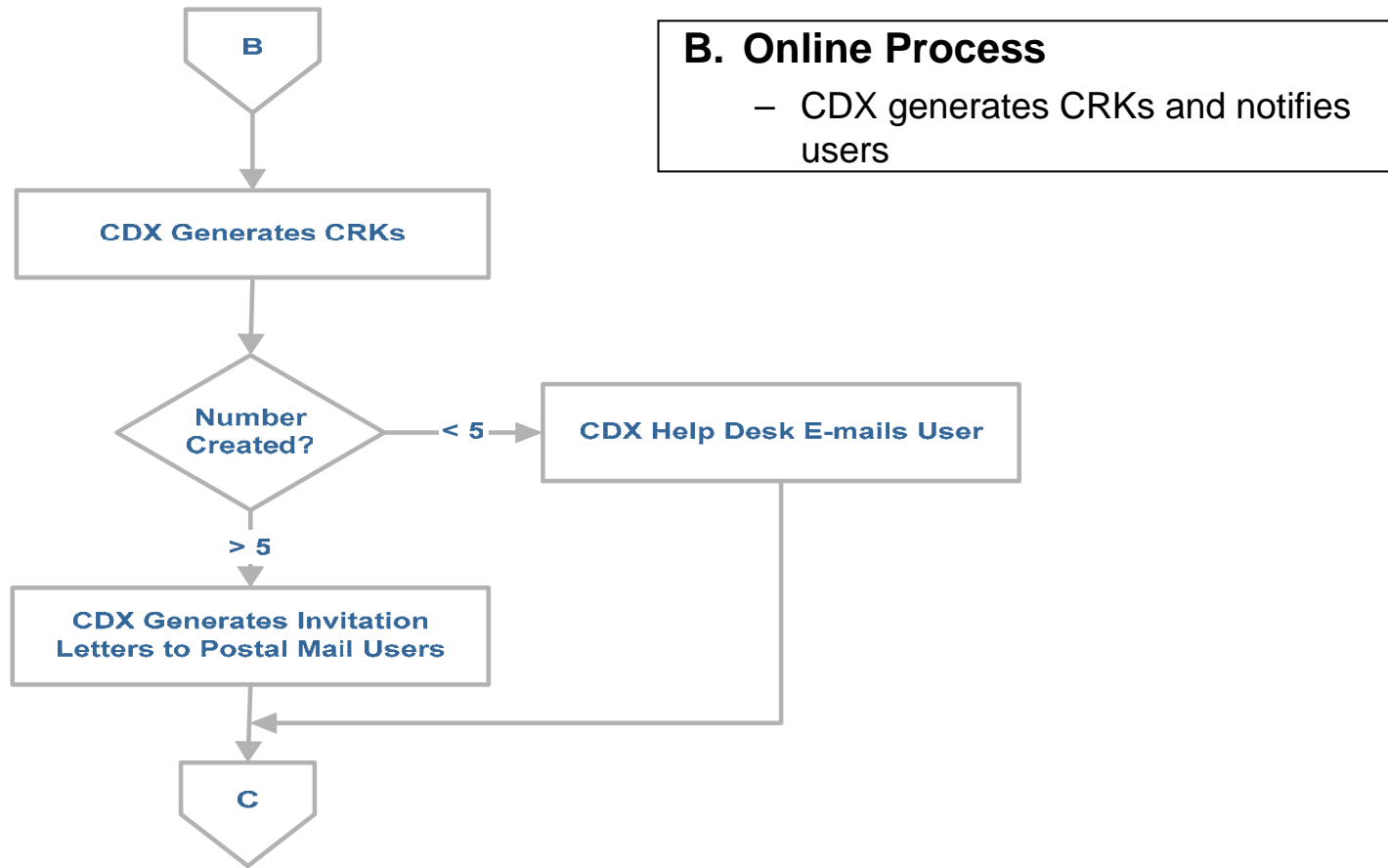
(C) Users receive notification and register with CDX



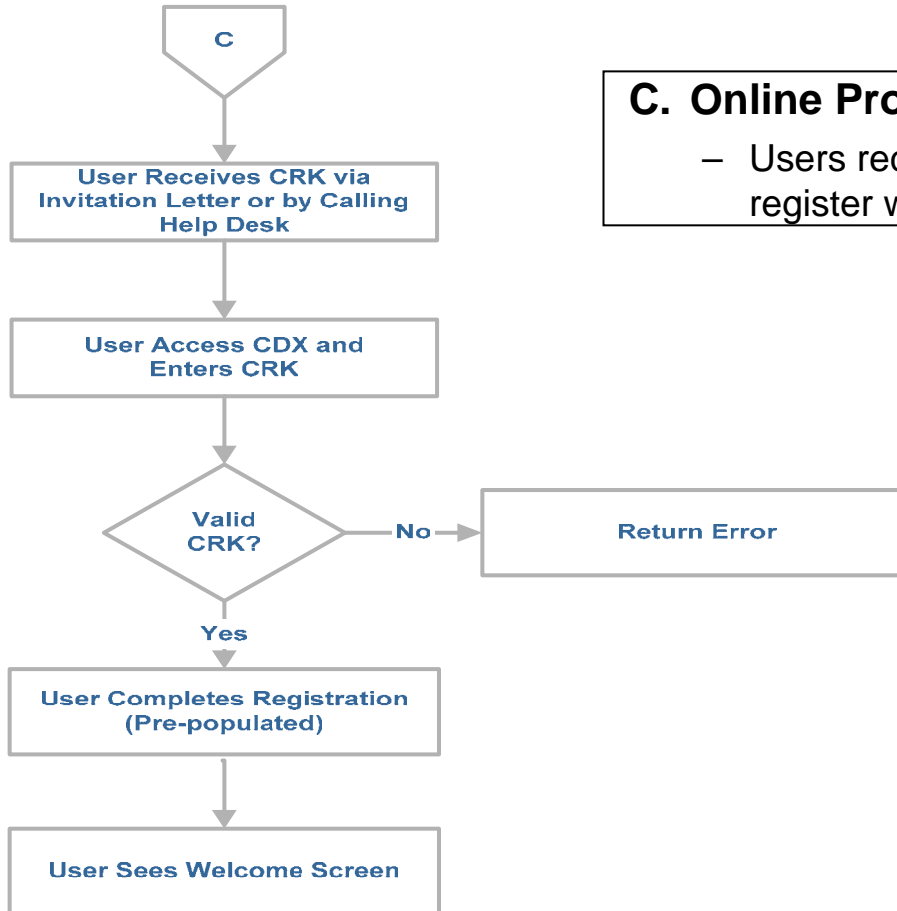
VERIFY – Registration Process Overview



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

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



Questions?

