



How Do I Download My Facility Inventory Data?

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U.S. Environmental Protection Agency
Office of Air Quality Planning and Standards
Air Quality Assessment Division
Research Triangle Park, NC



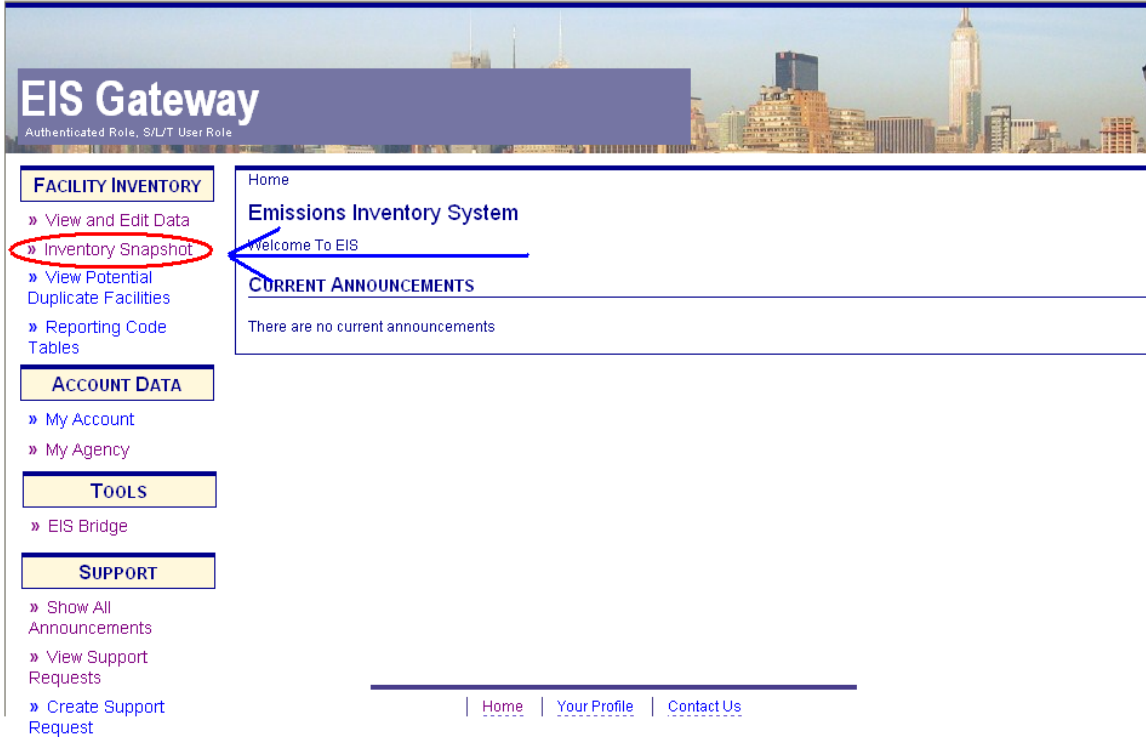
How Do I Download My Facility Inventory Data?

Introduction

The EIS Gateway contains a feature, Inventory Snapshot, which allows you to download your complete facility inventory from the EIS database. This feature will generate an EIS CERS XML file with your facility inventory as of the time you request the snapshot. This section of the EIS User's Manual describes the steps involved in downloading an Inventory Snapshot.

Step 1:

From within the EIS Gateway, you will see on the left side of the page a heading entitled “Facility Inventory.” Under this heading, select the option “Inventory Snapshot.”



The screenshot displays the EIS Gateway interface. At the top, there is a banner with the text "EIS Gateway" and "Authenticated Role, S/L/T User Role". Below the banner, the main content area is divided into several sections. On the left, there is a navigation menu with the following categories and items:

- FACILITY INVENTORY**
 - » View and Edit Data
 - » **Inventory Snapshot** (circled in red)
 - » View Potential Duplicate Facilities
 - » Reporting Code Tables
- ACCOUNT DATA**
 - » My Account
 - » My Agency
- TOOLS**
 - » EIS Bridge
- SUPPORT**
 - » Show All Announcements
 - » View Support Requests
 - » Create Support Request

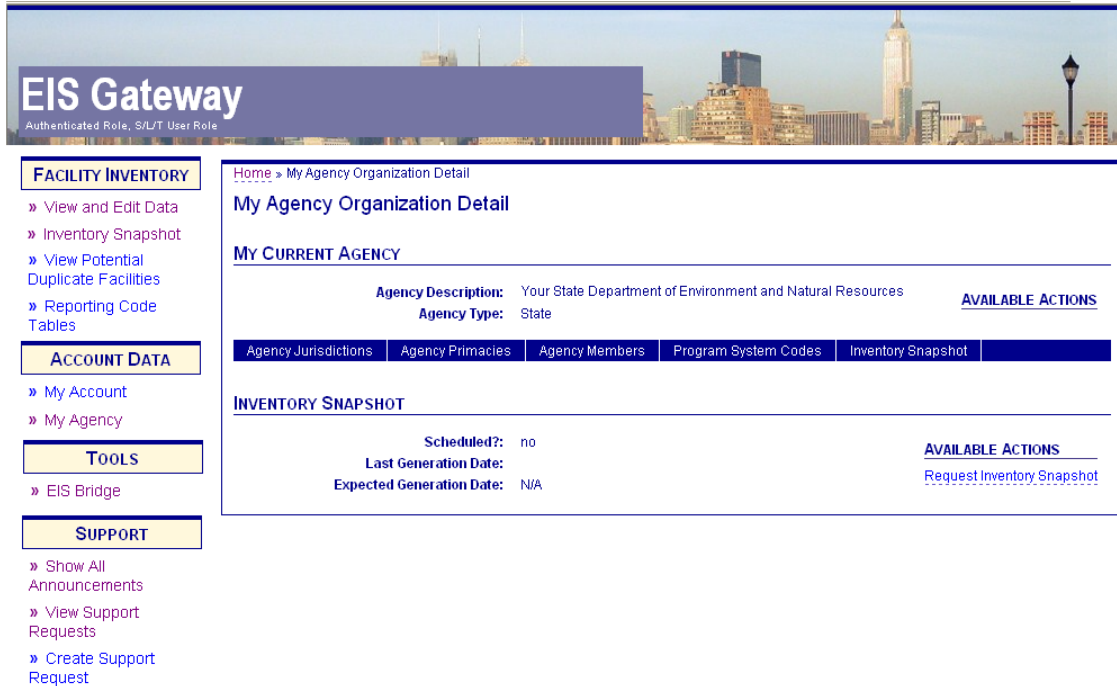
On the right side of the page, there is a main content area with the following elements:

- Home
- Emissions Inventory System**
- Welcome To EIS
- CURRENT ANNOUNCEMENTS**
- There are no current announcements

At the bottom of the page, there is a footer with the following links: Home | Your Profile | Contact Us

Step 2:

After you have selected the Inventory Snapshot option from the main page, you will be presented with the My Agency Organizational Detail screen. This is where you'll request an inventory snapshot.



The screenshot shows the EIS Gateway interface. At the top, there's a header with the EIS Gateway logo and a cityscape background. Below the header, there's a navigation menu on the left with categories: FACILITY INVENTORY, ACCOUNT DATA, TOOLS, and SUPPORT. The main content area is titled 'My Agency Organization Detail' and contains the following information:

- MY CURRENT AGENCY**
 - Agency Description: Your State Department of Environment and Natural Resources
 - Agency Type: State
 - AVAILABLE ACTIONS: (link)
- A navigation bar with tabs: Agency Jurisdictions, Agency Primacies, Agency Members, Program System Codes, Inventory Snapshot (selected).
- INVENTORY SNAPSHOT**
 - Scheduled?: no
 - Last Generation Date: (blank)
 - Expected Generation Date: N/A
 - AVAILABLE ACTIONS: (link) Request Inventory Snapshot

Under the Inventory Snapshot section, there are several items that indicate the status of your request and links for Available Actions. To understand how to use these functions, let's begin with a few definitions.

Scheduled?: This status indicates whether EIS is scheduled to generate a requested inventory snapshot. This status is set to NA as a default, but will be either be YES or NO after the first time you request an inventory snapshot.

Last Generation Date: This will indicate the date and time of the last inventory snapshot that was generated for you. It is updated each time you request a new inventory snapshot.

Expected Generation Date: After you select the Request Inventory Snapshot link, this status will be populated with the date and time of when EIS will generate your inventory snapshot.

Available Actions: The links presented here will change after you select the Request Inventory Snapshot link. Other links will be Download Inventory Snapshot and Cancel Inventory Snapshot.

Step 3:

Under Available Actions, select the Request Inventory Snapshot link.



The screenshot shows the 'My Agency Organization Detail' page. On the left, there are navigation menus for 'FACILITY INVENTORY', 'ACCOUNT DATA', 'TOOLS', and 'SUPPORT'. The main content area shows 'My Agency Organization Detail' with the following information:

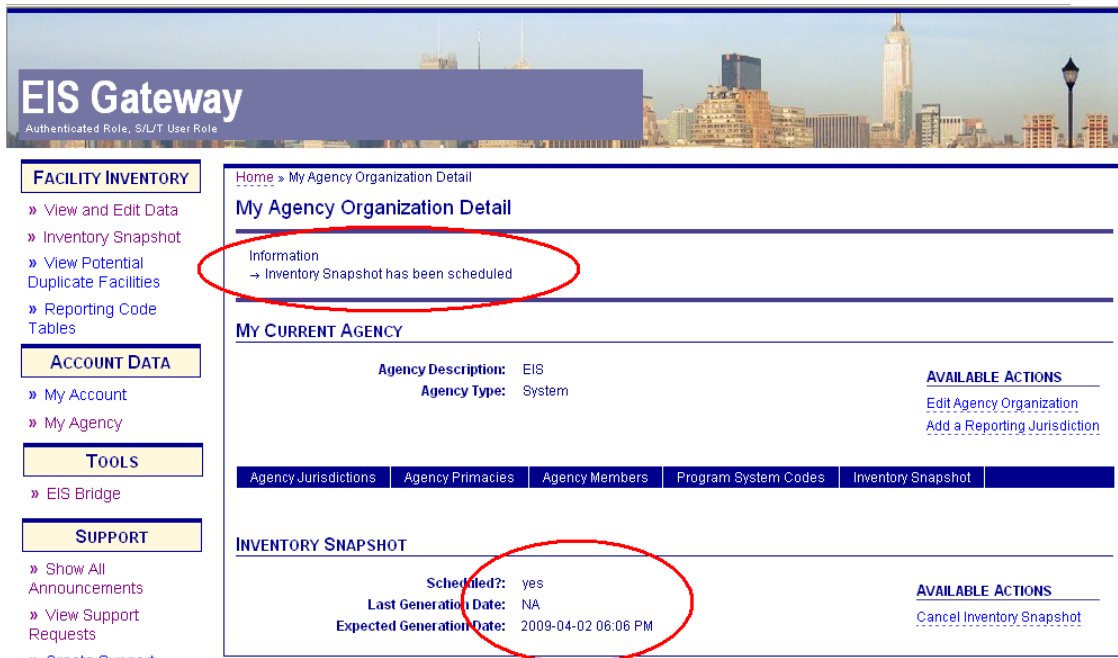
- Agency Description: Your State Department of Environment and Natural Resources
- Agency Type: State

Below this is a table of navigation links: Agency Jurisdictions, Agency Primacies, Agency Members, Program System Codes, Inventory Snapshot. Under the 'INVENTORY SNAPSHOT' section, the following details are shown:

- Scheduled?: no
- Last Generation Date:
- Expected Generation Date: N/A

The 'AVAILABLE ACTIONS' section is circled in red, containing the link 'Request Inventory Snapshot'. A blue arrow points from the 'Request Inventory Snapshot' link in the 'AVAILABLE ACTIONS' section to the 'Request Inventory Snapshot' link in the 'AVAILABLE ACTIONS' section.

Once you do that, a notice will appear at the top of the screen that an inventory snapshot has been scheduled and updates will be made to the three status items:



The screenshot shows the 'My Agency Organization Detail' page after scheduling an inventory snapshot. The 'Information' section at the top is circled in red, showing the message: 'Information → Inventory Snapshot has been scheduled'. The 'INVENTORY SNAPSHOT' section is also circled in red, showing the following updated details:

- Scheduled?: yes
- Last Generation Date: NA
- Expected Generation Date: 2009-04-02 06:06 PM

The 'AVAILABLE ACTIONS' section now includes the link 'Cancel Inventory Snapshot'.

- **Scheduled?** will appear as YES since you have requested an inventory snapshot.
- **Last Generation Date** will appear as NA since this is your first requested snapshot.
- **Expected Generation Date** will be populated with the date and time the snapshot will be ready for download.
- **Available Action** will now include a link to allow you to cancel the requested snapshot. If you cancel the snapshot, the Scheduled? Status will return to NO.

Step 4:

When the snapshot is ready to be downloaded, a Download Inventory Snapshot link will appear under the Available Actions.



EIS Gateway
Authenticated Role, S/L/T User Role

FACILITY INVENTORY

- » View and Edit Data
- » Inventory Snapshot
- » View Potential Duplicate Facilities
- » Reporting Code Tables

ACCOUNT DATA

- » My Account
- » My Agency

TOOLS

- » EIS Bridge

SUPPORT

- » Show All Announcements
- » View Support Requests
- » Create Support Request

Home > My Agency Organization Detail

My Agency Organization Detail

MY CURRENT AGENCY

Agency Description: EIS	AVAILABLE ACTIONS
Agency Type: System	Edit Agency Organization
	Add a Reporting Jurisdiction

Agency Jurisdictions | Agency Primacies | Agency Members | Program System Codes | Inventory Snapshot

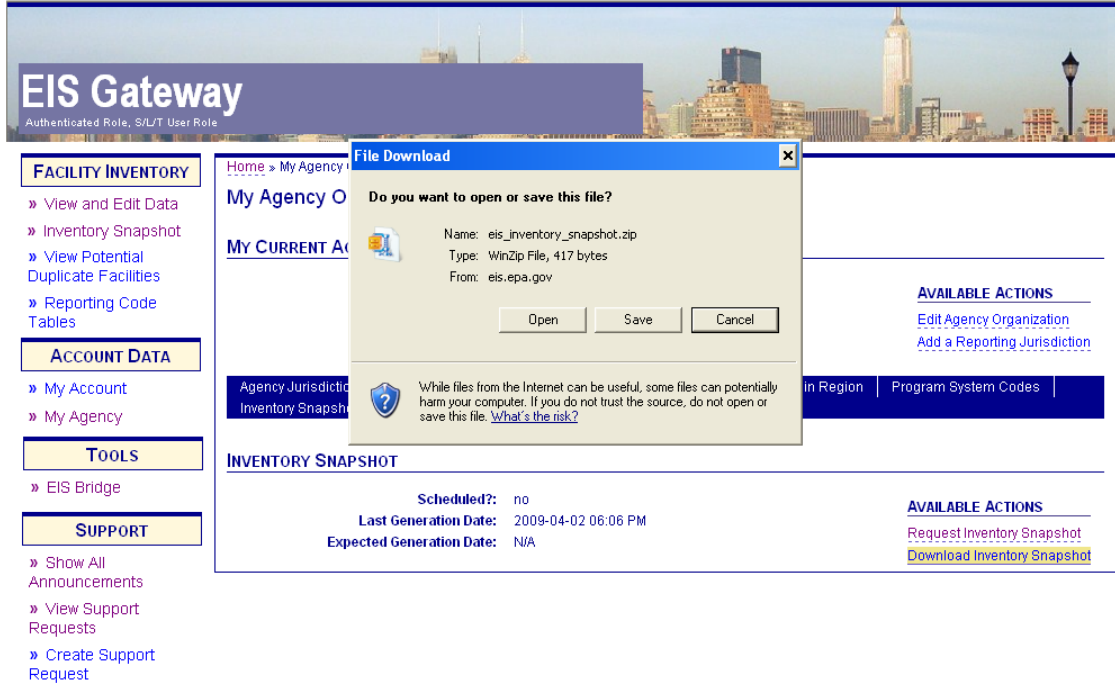
INVENTORY SNAPSHOT

Scheduled?: no	AVAILABLE ACTIONS
Last Generation Date: 2009-04-02 06:06 PM	Request Inventory Snapshot
Expected Generation Date: N/A	Download Inventory Snapshot

- **Scheduled?** status will be reset to NO since the job is complete and the file is ready for download.
- **Last Generation Date** will be the date and time your most recent snapshot was generated.
- **Expected Generation Date** will be set to NA as no other jobs to create a snapshot are scheduled.

Step 5:

Select the Download Inventory Snapshot link and a File Download window will appear. You can either open the file or save it to your specified location.



The screenshot shows the EIS Gateway website interface. A "File Download" dialog box is open in the center, asking "Do you want to open or save this file?". The dialog box displays the following information:

- Name: eis_inventory_snapshot.zip
- Type: WinZip File, 417 bytes
- From: eis.epa.gov

Buttons for "Open", "Save", and "Cancel" are visible. Below the dialog box, a warning message states: "While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)"

The background shows the EIS Gateway website with the following sections:

- FACILITY INVENTORY**
 - » View and Edit Data
 - » Inventory Snapshot
 - » View Potential Duplicate Facilities
 - » Reporting Code Tables
- ACCOUNT DATA**
 - » My Account
 - » My Agency
- TOOLS**
 - » EIS Bridge
- SUPPORT**
 - » Show All Announcements
 - » View Support Requests
 - » Create Support Request

The "INVENTORY SNAPSHOT" section contains the following table:

Scheduled?:	no
Last Generation Date:	2009-04-02 06:06 PM
Expected Generation Date:	N/A

Available Actions for the Inventory Snapshot include:

- [Request Inventory Snapshot](#)
- [Download Inventory Snapshot](#)

Additional Information

1. An Inventory Snapshot will remain available until you request another inventory snapshot.
2. When you request another inventory snapshot, the previous snapshot remains available until the new one is generated, at which time it overwrites the previous snapshot.

United States
Environmental Protection
Agency

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