



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.”

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
Emissions Inventory System
Welcome To EIS

CURRENT ANNOUNCEMENTS

There are no current announcements

[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.



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

FACILITY INVENTORY

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- » Inventory Snapshot
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Home » My Agency Organization Detail

My Agency Organization Detail

MY CURRENT AGENCY

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

AVAILABLE ACTIONS

Agency Jurisdictions	Agency Primaries	Agency Members	Program System Codes	Inventory Snapshot

INVENTORY SNAPSHOT

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

AVAILABLE ACTIONS

[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.



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

FACILITY INVENTORY

- » View and Edit Data
- » Inventory Snapshot
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- » Reporting Code Tables

ACCOUNT DATA

- » My Account
- » My Agency

TOOLS

- » EIS Bridge

Home » My Agency Organization Detail

My Agency Organization Detail

MY CURRENT AGENCY

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

AVAILABLE ACTIONS

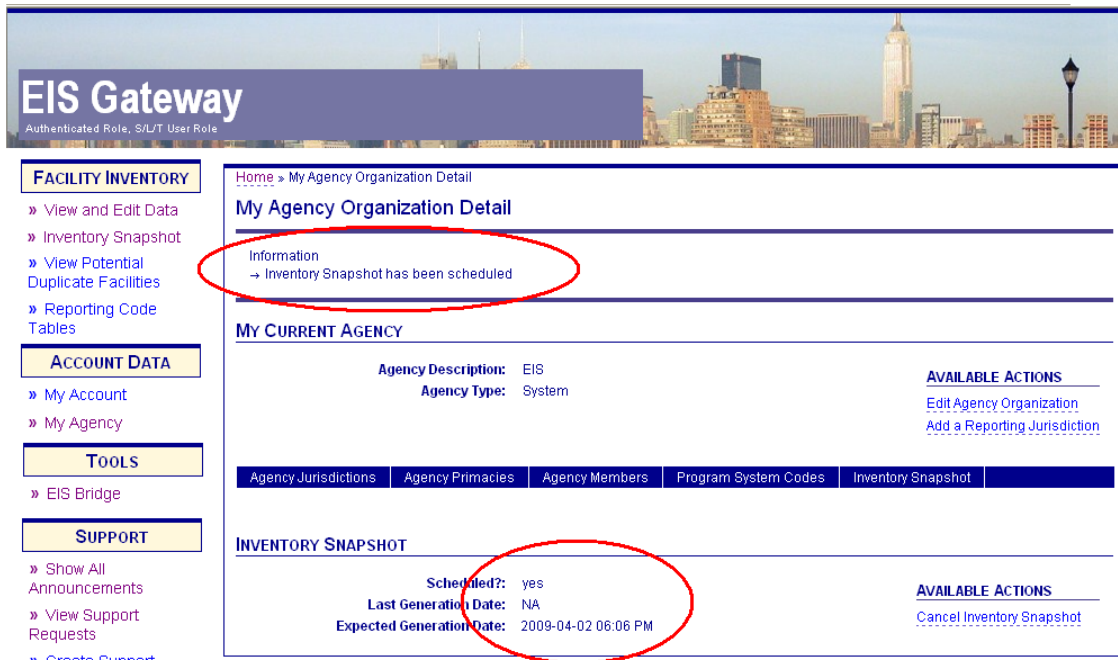
Agency Jurisdictions | Agency Primacies | Agency Members | Program System Codes | Inventory Snapshot

INVENTORY SNAPSHOT

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

AVAILABLE ACTIONS
[Request Inventory Snapshot](#)

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:



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

FACILITY INVENTORY

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

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My Agency Organization Detail

Information
→ Inventory Snapshot has been scheduled

MY CURRENT AGENCY

Agency Description: EIS
Agency Type: System

AVAILABLE ACTIONS
[Edit Agency Organization](#)
[Add a Reporting Jurisdiction](#)

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

INVENTORY SNAPSHOT

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

AVAILABLE ACTIONS
[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

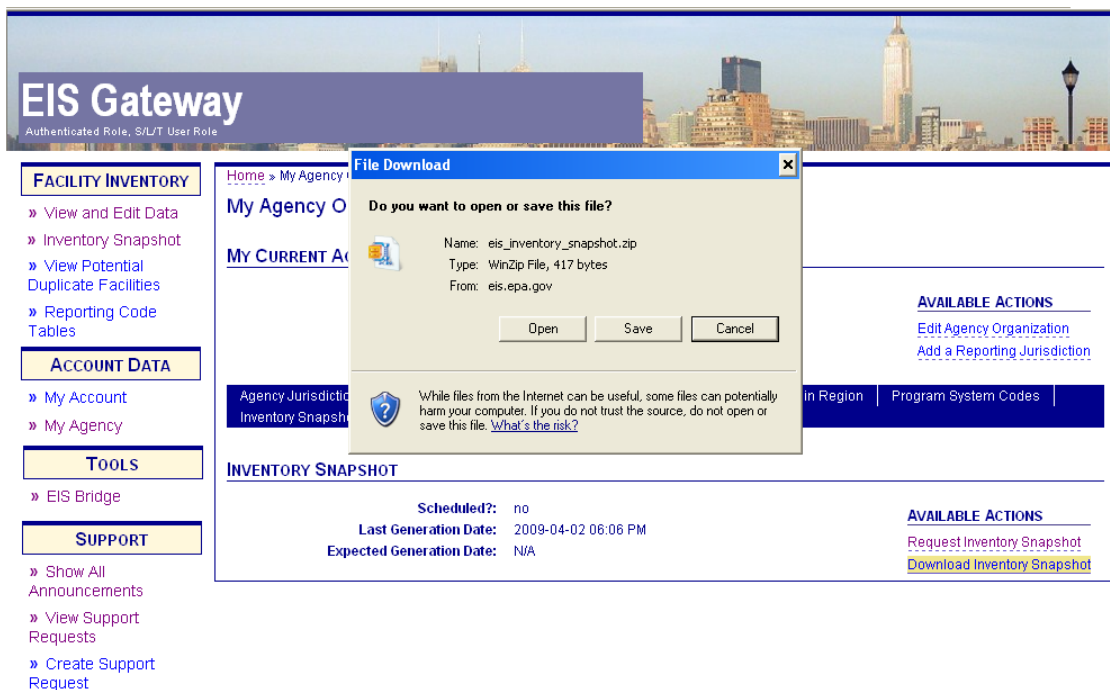
INVENTORY SNAPSHOT

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.



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.