



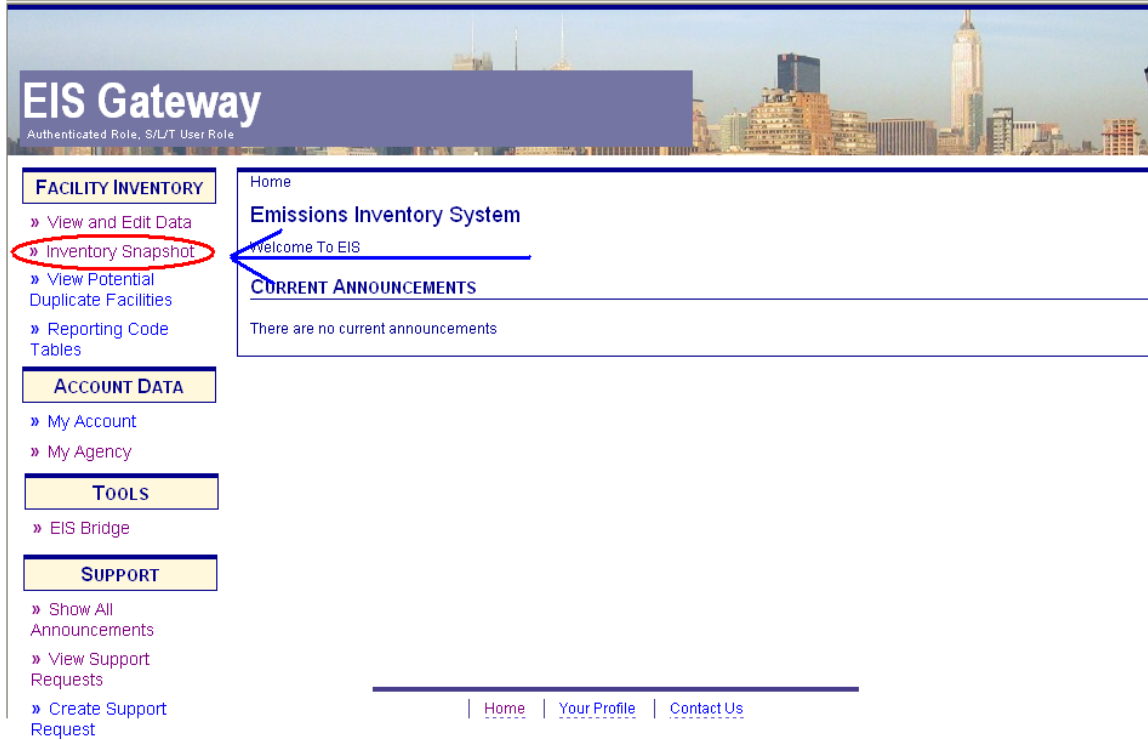
How Do I Download My Facility Inventory Data?

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

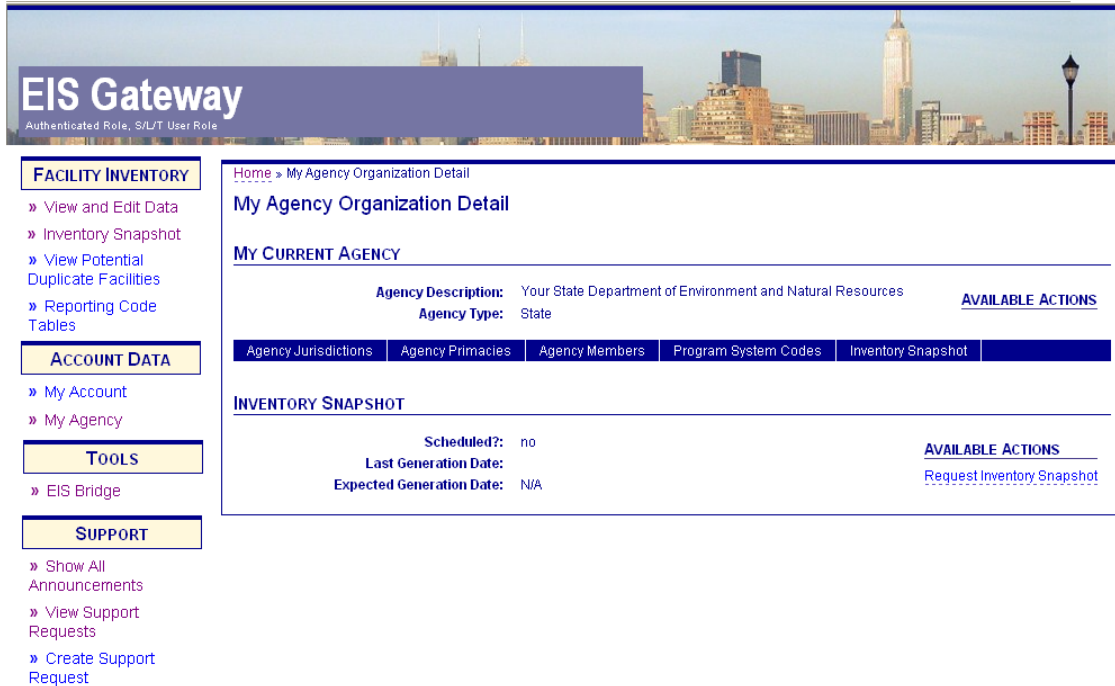
CURRENT ANNOUNCEMENTS

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.



The screenshot displays the EIS Gateway interface. At the top left, the 'EIS Gateway' logo is visible with the text 'Authenticated Role: SILT User Role'. Below the logo is a navigation menu with categories: FACILITY INVENTORY (View and Edit Data, Inventory Snapshot, View Potential Duplicate Facilities, Reporting Code Tables), ACCOUNT DATA (My Account, My Agency), TOOLS (EIS Bridge), and SUPPORT (Show All Announcements, View Support Requests, Create Support Request). The main content area shows the breadcrumb 'Home > My Agency Organization Detail' and the title 'My Agency Organization Detail'. Under 'MY CURRENT AGENCY', the 'Agency Description' is 'Your State Department of Environment and Natural Resources' and 'Agency Type' is 'State'. An 'AVAILABLE ACTIONS' link is present. A horizontal menu below includes 'Agency Jurisdictions', 'Agency Primacies', 'Agency Members', 'Program System Codes', and 'Inventory Snapshot'. The 'INVENTORY SNAPSHOT' section shows 'Scheduled?: no', 'Last Generation Date:', and 'Expected Generation Date: N/A'. An 'AVAILABLE ACTIONS' link with the text 'Request Inventory Snapshot' is also present.

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:

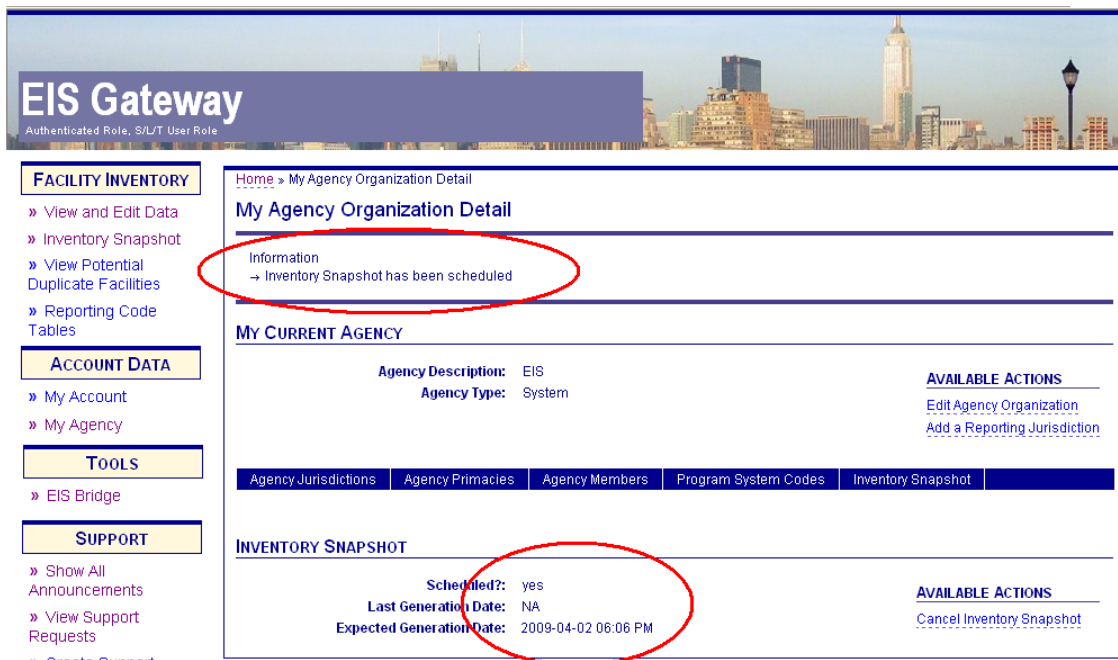
- Agency Description: Your State Department of Environment and Natural Resources
- Agency Type: State

Below this is a table of 'AVAILABLE ACTIONS' with the following tabs: Agency Jurisdictions, Agency Primacies, Agency Members, Program System Codes, Inventory Snapshot, and a circled 'AVAILABLE ACTIONS' link. Underneath is the 'INVENTORY SNAPSHOT' section with the following details:

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

A blue arrow points from the 'Request Inventory Snapshot' link in the 'AVAILABLE ACTIONS' section to the 'Request Inventory Snapshot' link in the 'INVENTORY SNAPSHOT' 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 and contains the message: 'Information → Inventory Snapshot has been scheduled'. The 'INVENTORY SNAPSHOT' section at the bottom is also circled in red and contains the following updated information:


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

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

- **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 Primaries | Agency Members | Program System Codes | Inventory Snapshot

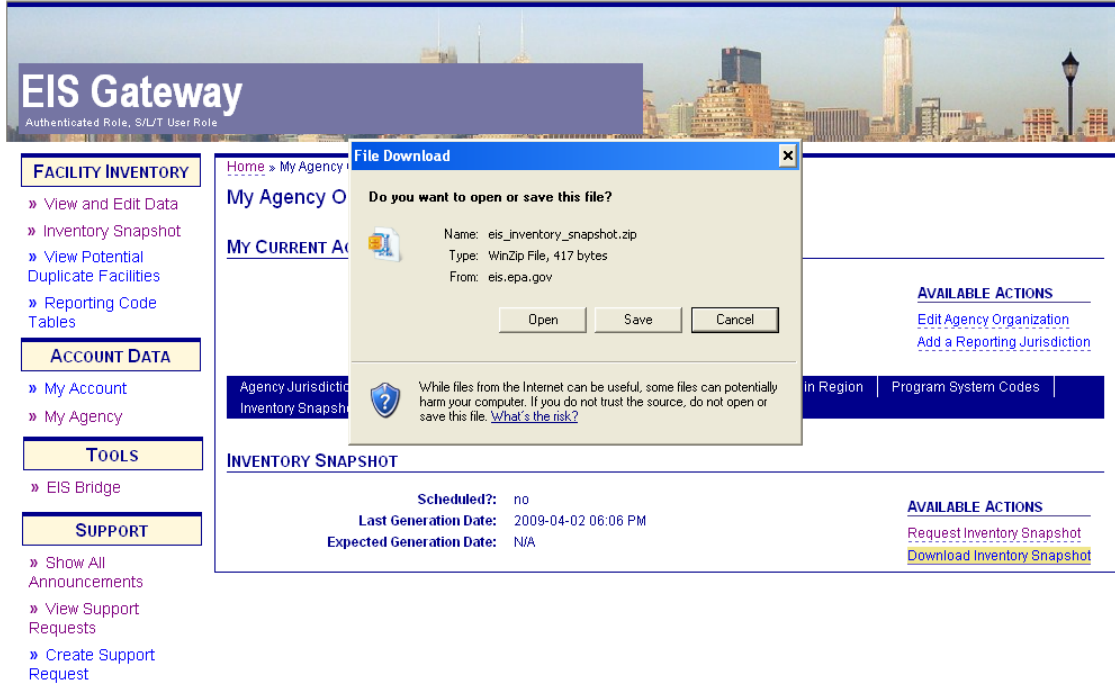
INVENTORY SNAPSHOT

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 displays the EIS Gateway web application. A "File Download" dialog box is open in the center, asking "Do you want to open or save this file?". The dialog provides the following information: Name: eis_inventory_snapshot.zip, Type: WinZip File, 417 bytes, and From: eis.epa.gov. Below the information are "Open", "Save", and "Cancel" buttons. A security warning is visible at the bottom of the dialog: "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 interface with a navigation menu on the left and a main content area. The main content area is titled "INVENTORY SNAPSHOT" and includes the following information:

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

There are also "AVAILABLE ACTIONS" links: "Request Inventory Snapshot" and "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.