

IMPORT AND EXPORT DATA

Importing of Previous Year Data

At least one previous AER period is in a **Work in Progress** or has been submitted, importation of the data can be accomplished into the following year's report. See screenshot below:

Open the link to the year to be reported:

The screenshot shows the AER Home interface. At the top, there are navigation links: AER Home, Access Facility, and Facility Home. Below this, there are icons for printing, home, and help. The main content area is divided into two sections. The left section, titled 'Select Reporting Year', shows that the user is logged on to facility ID 999001. It lists facility information: Facility ID: 999001, Facility name: ABC, Address: 123 1st, City: LOS ANGELES, ZIP: 90063. Below this, there is a table of reporting years with columns for Year, Status, Deadline, and Submittal Date. The 2020 row is highlighted with a red box around the 'Open...' link. The right section, titled 'Access Different Facility', provides instructions on how to enter a facility ID and PIN to access facility details. It also includes a form with input fields for Facility ID and Facility PIN, and an 'Access Facility' button. At the bottom of the page, there are links for AQMD web site Home, AER Web Site, Submit question/comment, and Report a Bug.

Year	Status	Deadline	Submittal Date
2017	Work In Progress	3/6/2018	Open...
2018	Work In Progress	3/19/2019	Open...
2019	Work In Progress	4/17/2020	Open...
2020	Work In Progress	3/17/2021	Open...

In the following screen, click the link to import last year.

The screenshot shows the AER Home interface for Facility ID: 999001. At the top, there are navigation links: AER Home, Access Facility, and Facility Home. Below this, there are icons for calculator, printing, home, and help. The main content area is divided into two sections. The left section, titled 'Facility ID: 999001', lists various options: Facility Information, Build Reporting Structure (with sub-links for Combustion Fuels and Emission Sources (ES)), Report Process/Emissions Summaries, Data Validation, Print Facility Report, Excel Reports, and Report Submission. The right section, titled 'Facility ID: 999001 · SOUTH COAST AIR QUALITY MGT DIST(SCAQMD) · Reporting period: 2020', provides instructions on how to use the Facility Home Page. It includes a link to 'Import Last Year' information, which is highlighted with a red box. Below this, there are four steps: STEP 1) Facility Information (OPEN), STEP 2) Build Reporting Structure (OPEN), STEP 3) Report Process / Emissions (OPEN), and STEP 4) Summaries (OPEN). Each step has a brief description of its content.

Exporting to Excel

Once any amount of emission data is entered, users can access export to Excel. Click on **Excel Reports** as seen in the following screenshot. Click on **Download Report**. An Excel sheet will be created.

