# 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:

South Coast	William Milner Logout   Edit Profile
AER Home Browse Facilities Access Facility Facility Home	🖶 🔒 📀
Select Reporting Year	Access Different Facility
Facility Information   Facility ID: 999115   Facility name: ABC   Address: 123 1st   City: LOS ANGELES   ZIP: 90063   Please select a reporting year from the list below (by clicking on the 'OPEN' button for desired reporting year) in order to begin using the AER Program.   If you do not see the reporting period you want to work on, please contact AQMD AER Hotline at 909-396-3660 or aer@aqnd.gov.   Year Status   Deadline Submittal Date   2012 WorkInProgress 3/2/2013   Open	information. Alphanumeric PIN is issued by the SCAQMD to specific facility and must be typed exactly as presented. If you need assistance on locating the PIN, please contact AER Support by email at <u>aer@aqmd,gov</u> or Hotline at (909)396-3660. Facility ID: Facility PIN: Access Facility

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

😂 Facility #999115 (1.0.0.277) - Windows Internet Explorer provi	led by South Coast A.Q.M.D	_ & ×
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File Edit View Favorites Tools Help		
South Coast	William Milner Logout   Edit Profile 1anagement District	Â
AER Home Browse Facilities	Access Facility Facility Home	
	Facility ID: 999115 · ABC · Reporting period: 2013	
Facility ID: 999115 Facility Information Build Reporting Structure	Facility ID: 999115 Facility Information Build Reporting Structure Computing Engle	
Emission Sources (ES) Report Process/Emissions	STEP 1) Facility Information OPEN	
Summaries Data Validation Print Facility Report Excel Reports	This section contains your facility's general information such as business classification, business location, operating schedule and contact information. You can also inform AQMD about your business operating status changes. Start Here	
Report Submission	STEP 2) Build Reporting Structure OPEN	
	This section is for specifying combustion fuels used in your facility as well as identifying and/or adding emission sources for your facility to the pre-loaded facility permit profile.	
	STEP 3) Report Process / Emissions OPEN	
	This section contains worksheets for reporting your processes, throughput (usage of materials/fuels), emission factors, and other activity data, and calculating emissions for all emissions sources identified in "Set-up Reporting Structure".	
	STEP 4) Summaries OPEN	
🎝 Start 🐷 🖉 🔳 🐷 Inbox - Microsoft Outlook 🛛 🖃 FW: Th	This section allows you to review the resulting emissions from your facility's permitted and non-permitted and we want and the section	🚽 🥔 💭 11:52 AM

#### **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.



# The following screen pops up. Click on **Download Report.** An Excel sheet will be created.

