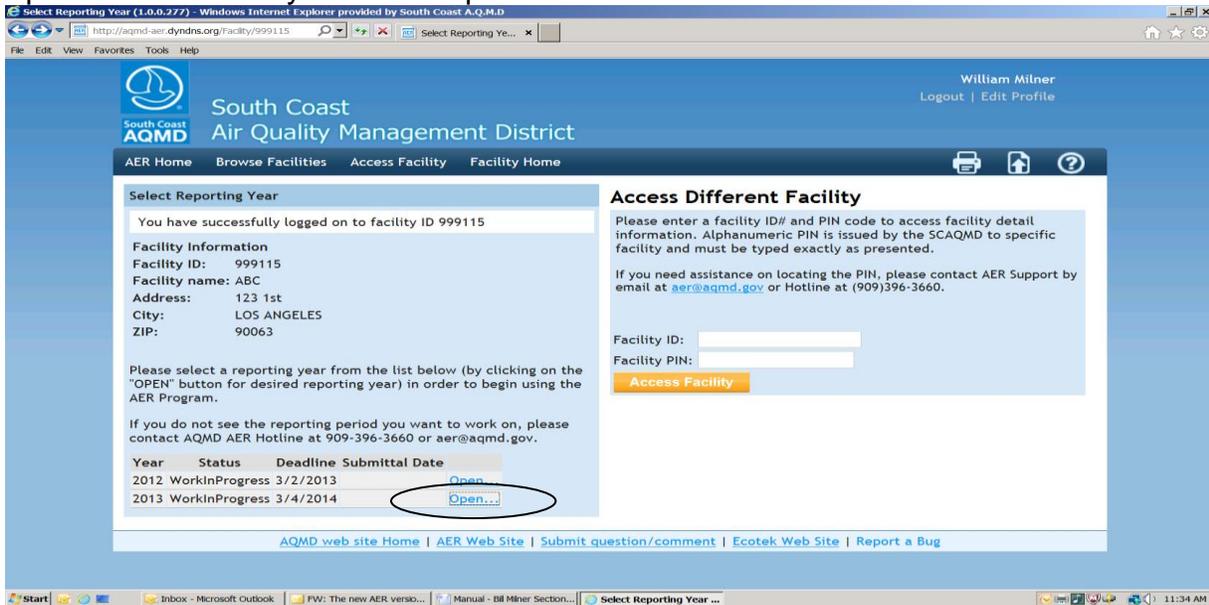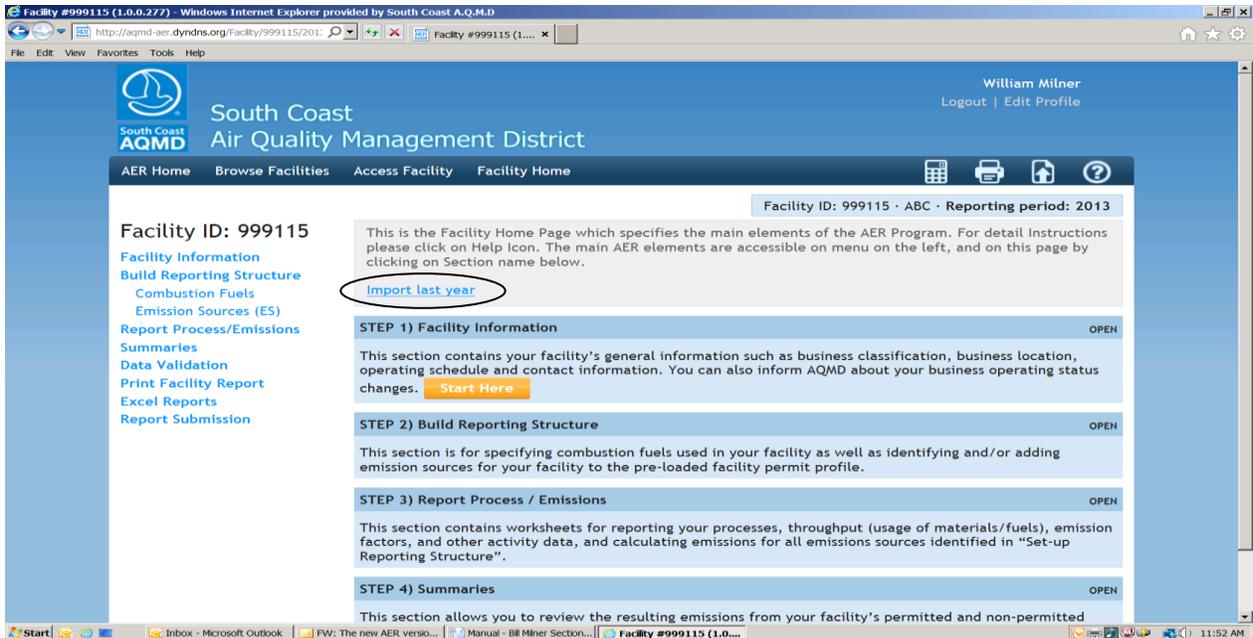# IMPORT AND EXPORT DATA

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:
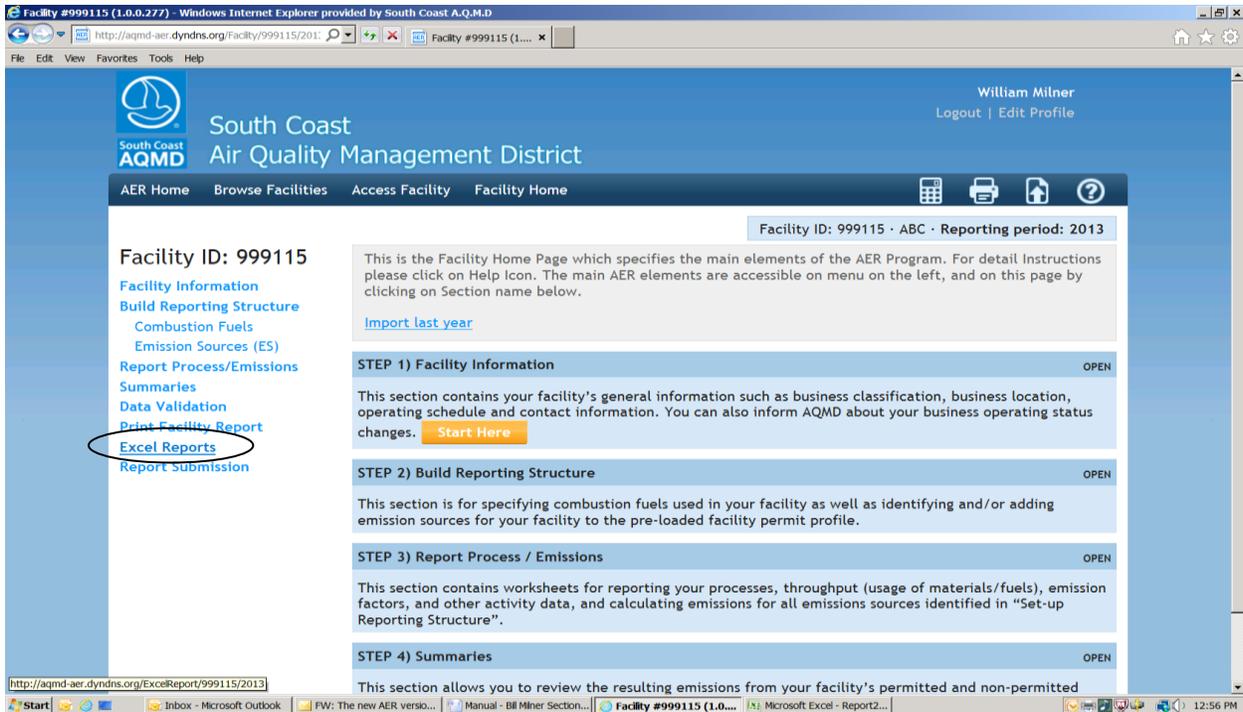
Open the link to the year to be reported:

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

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.