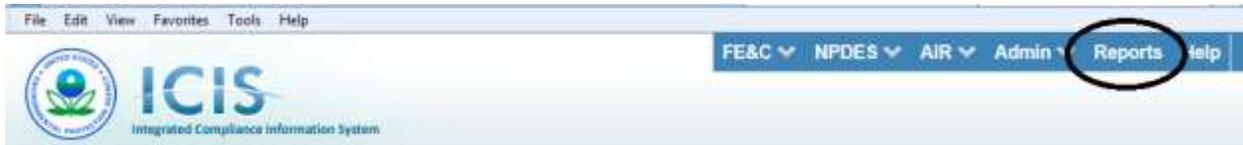


# ICIS-Air Extracts for EDT Agencies Using Business Objects

Follow these instructions to extract your data from ICIS-Air for populating staging tables or for QA purposes.

1. Log into ICIS-Air and click on the Reports menu option:



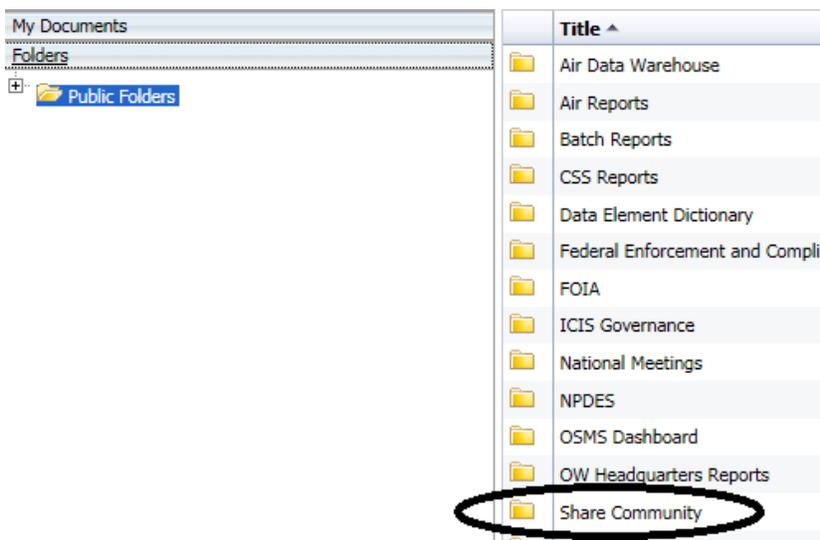
2. Click on the "Documents" tab:



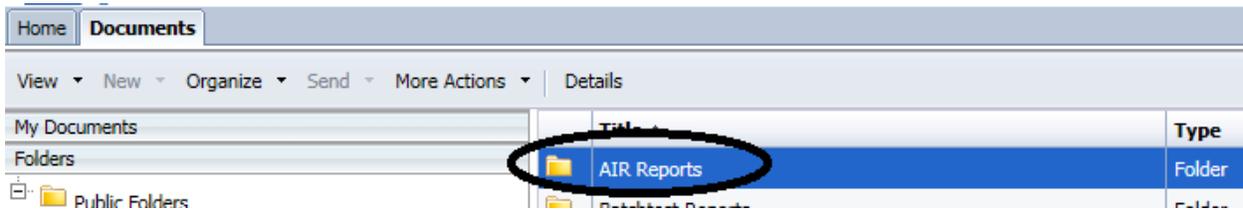
3. Click on the "Folders" item in the bottom left corner of the page:



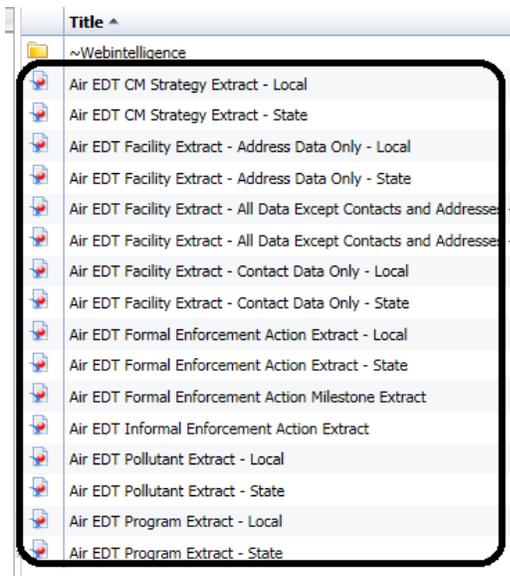
4. Double-Click on the "Share Community" folder:



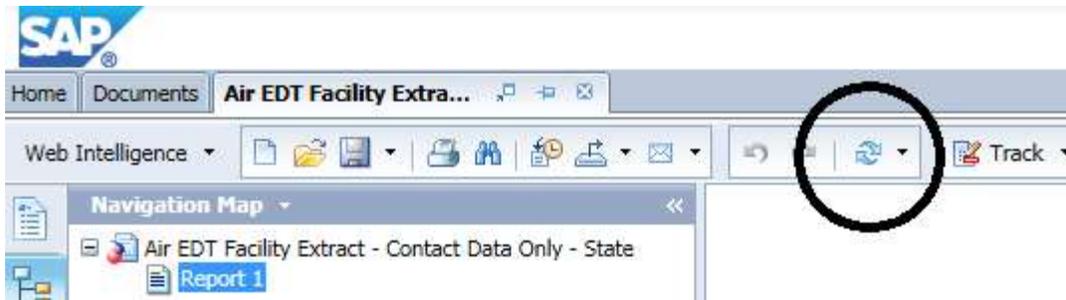
5. **Double-Click** on the “Air Reports” folder:



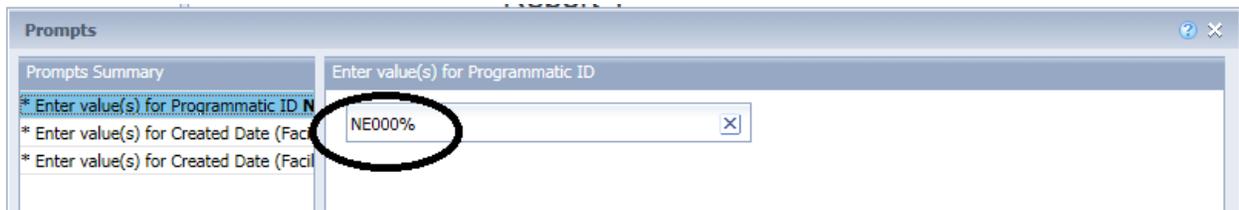
6. **Double-Click** any one of the reports that begin with “Air EDT” and ends with “State” or “Local” as applicable for your agency and type of data desired:



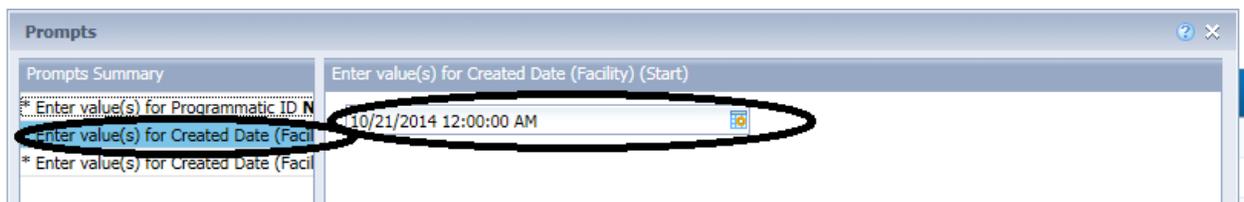
7. Click on the Refresh  button to run the report:



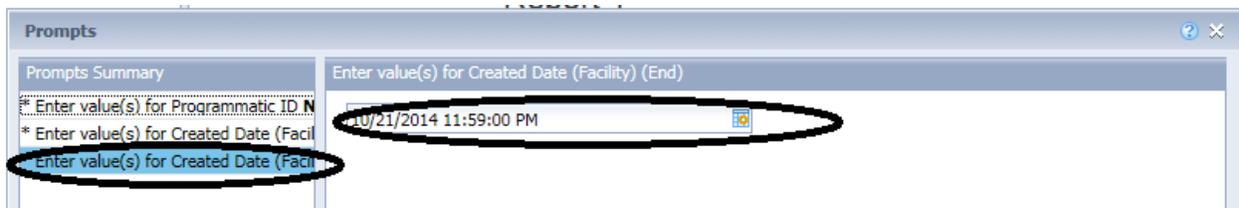
8. Click on the “Enter value(s) for ...” box.
  - a. **States** = for **facility level reports** enter your 2 character state postal code followed by three zeroes and ending with a percent sign (example: Colorado staff enters “CO000%”), or for **activity level reports** (compliance monitoring, enforcement action, case file) enter your 2 character state postal code followed by three zeroes with an “A” and ending with a percent sign (example: Colorado staff enters “CO000A%”)
  - b. **Locals** = for **facility level reports** enter your 2 characters state postal code followed by your three character ICIS-Air LCON Code and ending with a percent sign (example: California San Joaquin Valley staff enters “CASJV%”), or for **activity level reports** (compliance monitoring, enforcement action, case file) enter your 2 character state postal code followed by followed by your three character ICIS-Air LCON Code with an “A” and ending with a percent sign (example: California San Joaquin staff enters “CAPSIVA%”)



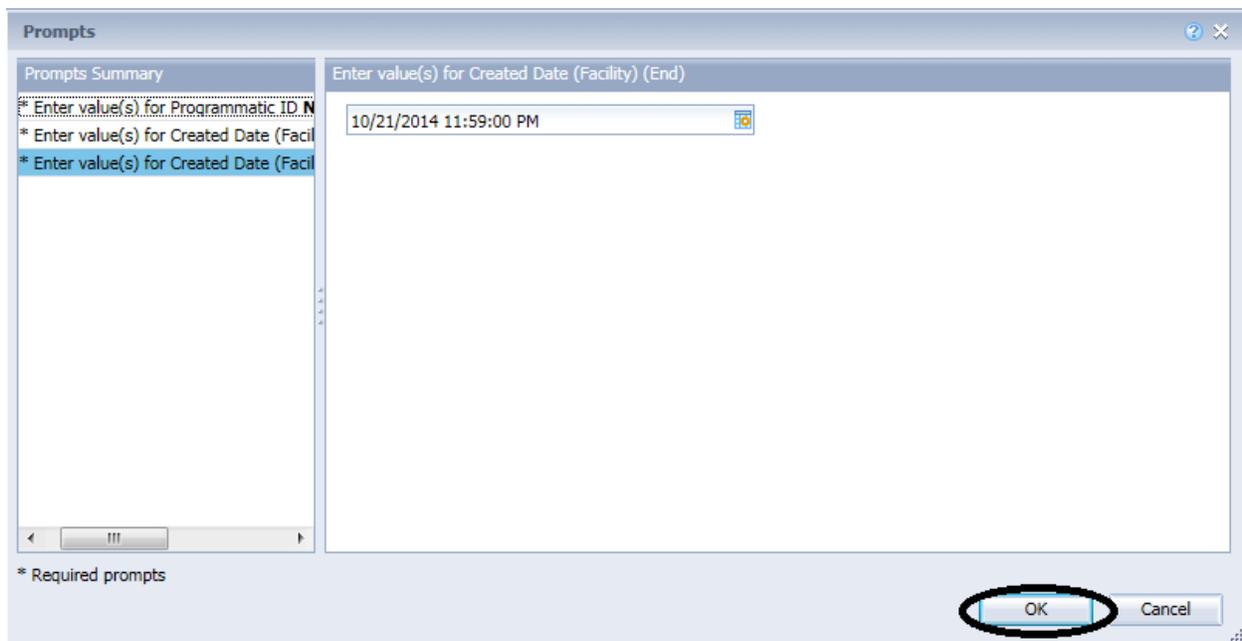
9. **(OPTIONAL)** Click on the top “Enter value(s) for Created Date...” to enter a start date to use for selecting a range of records having been originally created within ICIS on, such as using 10/17/2014 for AFS migrated data, or 10/26/2014 for non AFS migrated data. You can also select a date from an online calendar by clicking on the calendar icon  at the far right side of the data entry box.



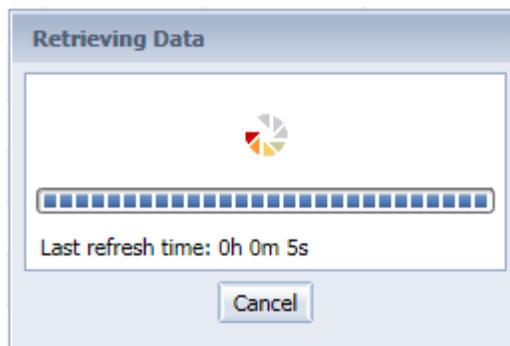
10. **(OPTIONAL)** Click on the bottom “Enter value(s) for Created Date...” to enter an end date to use for selecting a range of records having been originally created within ICIS on, such as using 10/27/2014 for AFS migrated data. You can also select a date from an online calendar by clicking on the calendar icon  at the far right side of the data entry box:



11. Click on the “OK” button  in the bottom right corner of the Prompts window to run your report:

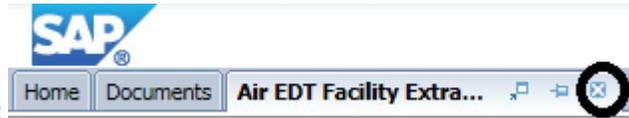


12. Wait until the “Receiving Data” progress popup disappears for your report results to appear:



13. Your results should appear similar to what is shown below.

- a. If there are no rows being displayed and you are certain there should be, or you receive an error, repeat steps 8 through 13 above to make sure you entered your search criteria correctly. If after repeating the steps and your search criteria is good but no results are returned when you are certain results should be returned, contact [ICIS@epa.gov](mailto:ICIS@epa.gov) for assistance.
- b. If there are no results and you did not expect any, Click on the X on the report header



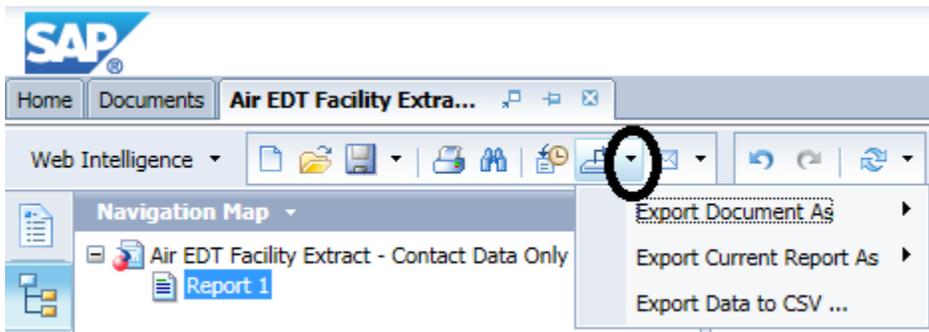
to exit the report:

- c. If results are returned, go to the next step for instructions on how to download the data.

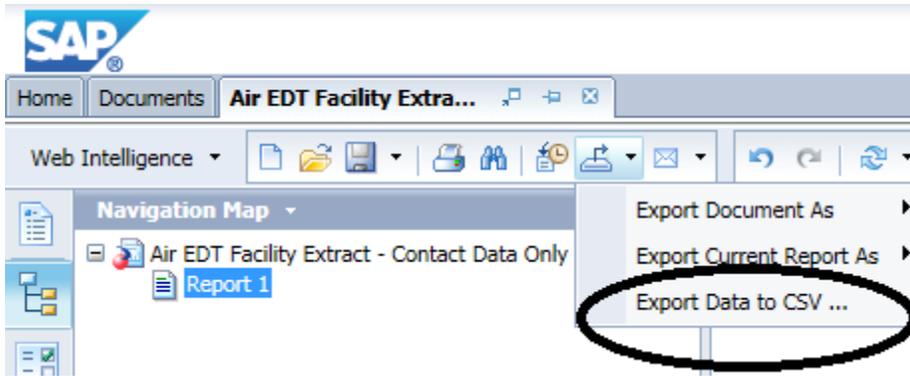
### Report 1

Programmat	Affiliation Ty	First Name	Middle Name	Last Name	Title	Organization	Region Code	State Code (	Contact Pho	Contact Pho
CO00000008	CMC	GARY		MAGNO	MIG				3035717026	
CO00000008	CMC	JAY		CHRISTOPH	MIG				3032865890	
CO00000008	CMC	MARK		SUYAMA	MIG				3032272414	
CO00000008	CMC	MARK		L PREWITT	MIG				3167739000	
CO00000008	CMC	KEITH		DEVOE	MIG				3032896147	

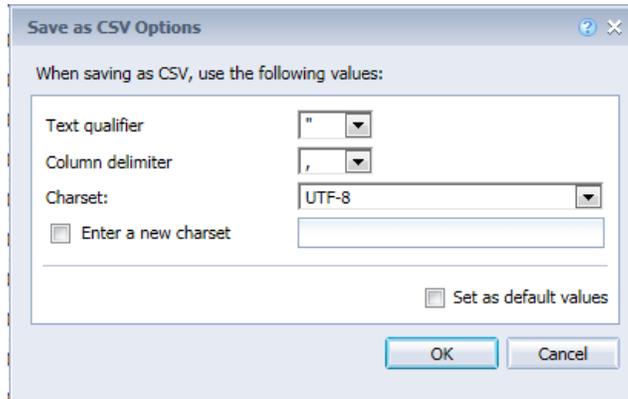
- 14. Click on the Down Arrow of the “Export” icon to display a list of file formats to export the data into:

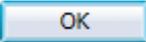


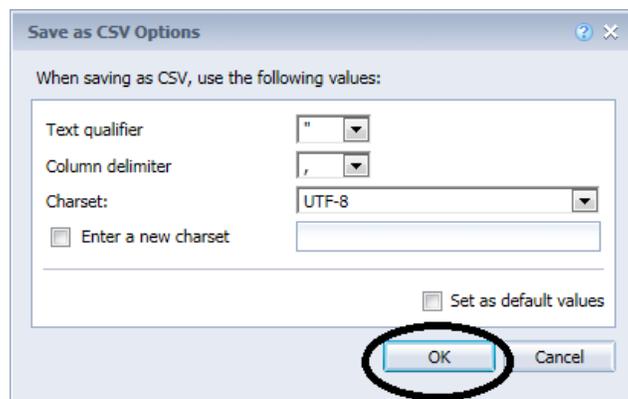
- 15. Click on the “Export Data to CSV...” menu item:



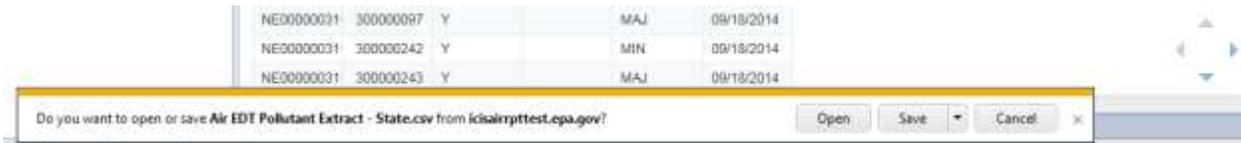
16. Click on the Down Arrow  next to the “Text qualifier”, “Comma Delimited” or “Charset” to display a list of options to choose from when saving your data in comma delimited format. (We recommend using the defaults shown below unless you store quotes and/or commas within the comment fields of your ICIS-Air records).



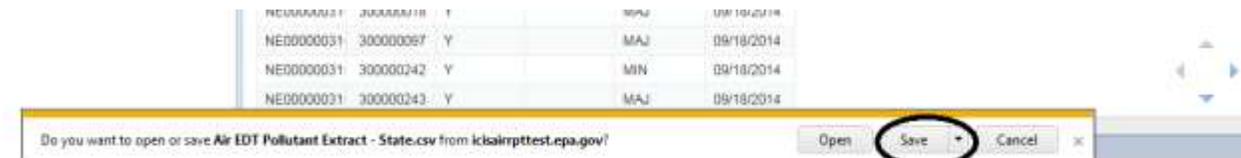
17. Click on the “OK” button  to save your file:



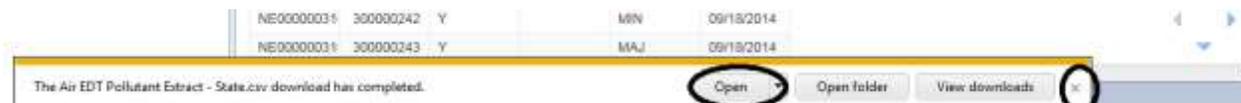
18. A dialog box should appear on your screen asking if you want to open or save your report, similar to this (but not identical and may be somewhere near the bottom of your screen):



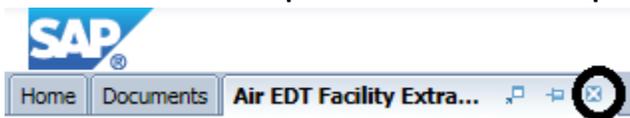
19. Click on the "Save" button to save the file to your computer. The file will have the same name as the name of the report:



20. The dialog box should reappear on your screen telling you the file has been saved and its name. Click on the "Open" button to open the file with MS Excel, or click on the "X" on the right side of the dialog box to exit the dialog, then use Windows Explorer to find the file in your "Downloads" folder on your computer and move it to another location.

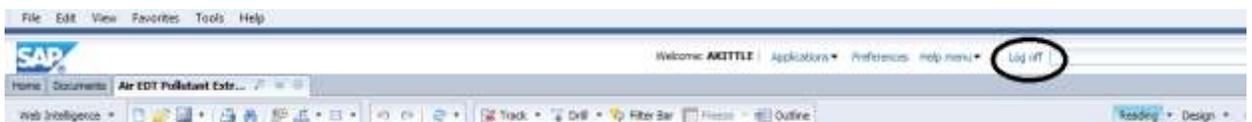


21. Click on the X on the report header to exit the report:

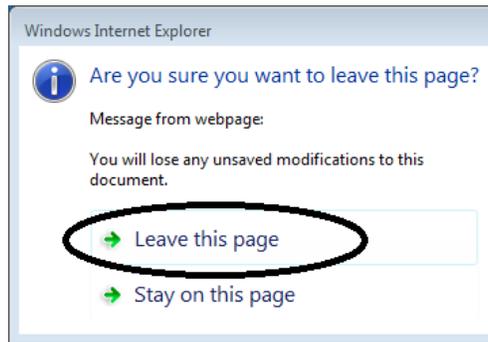


22. Repeat steps 6 through 22 above for each report you need to run.

23. To exit Business Objects, Click on the "Log off" hyperlink in the upper right corner of the screen:



24. Click on “Leave this page” in the popup window that appears:



25. Click on the “X” of the “BI launch pad” tab of your web browser to close the “SAP BusinessObjects” web page:

