

ICIS-Air Reference Table Value Extractions Using Business Objects

The contents of ICIS-Air reference code tables can be extracted out of ICIS-Air by State or Local agencies planning to submit their data to ICIS-Air via Electronic Data Transfer (EDT). The extracted data is intended to be used for providing the most recent values in these reference tables.

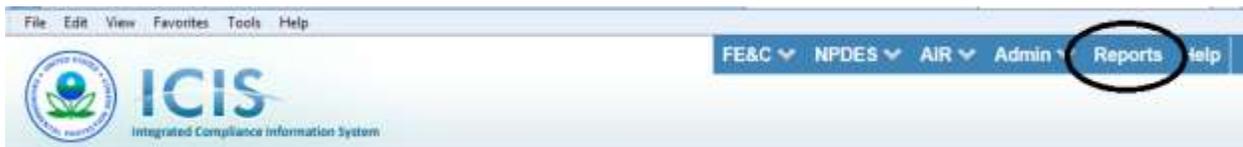
Note that these extracts only exist in ICIS Production and will only retrieve all values stored in the tables including inactive codes and fields that indicate if the data can be used for ICIS-Air or for a particular data family. For details on selecting the appropriate values to use from these reference code tables, visit www.exchangenetwork.net/afsdocs and click on the “Guidelines for Mapping Data Fields and Code Values into ICIS-Air Staging Tables” hyperlink.

Follow these steps to extract reference table data from ICIS-Air:

1. **Log into the ICIS-Air Production web application at <https://icis.epa.gov/icis/>**

(Contact the Air Regional Coordinator for your agency as listed at <https://icis.zendesk.com/entries/43266136-Requesting-Access> for assistance with getting a “WAM ID” to log into the ICIS-Air Production environment).

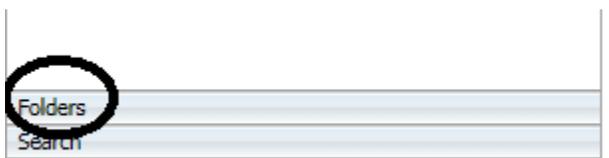
2. **Click on the Reports menu option:**



3. **Click on the “Documents” tab:**



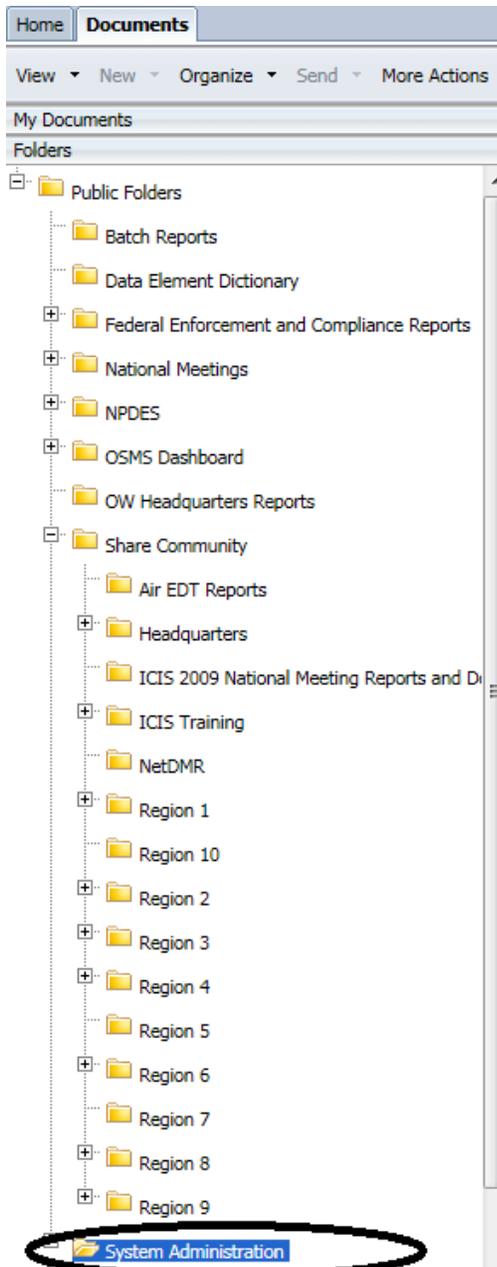
4. **Click on the “Folders” item in the bottom left corner of the page:**



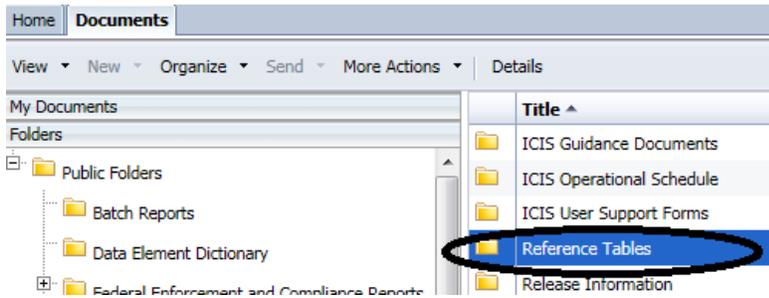
5. **Double-Click** on the “Public Folders” folder:



6. **Double-Click** on the “System Administration” folder:



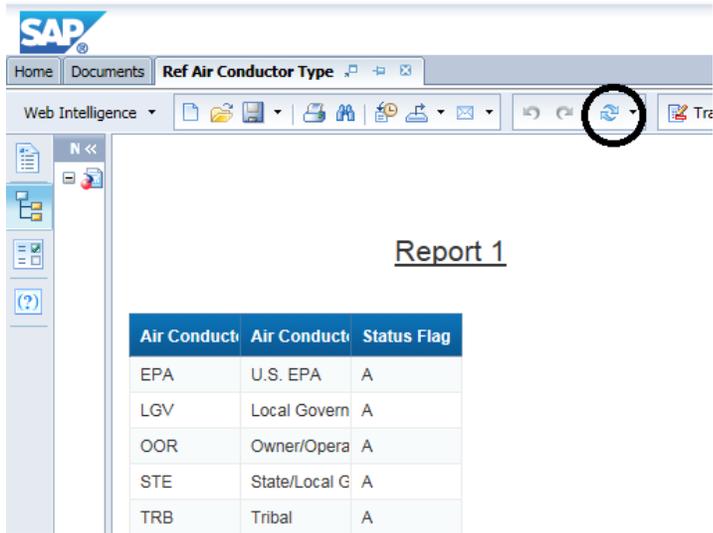
7. Double-Click on the “Reference Tables” folder:



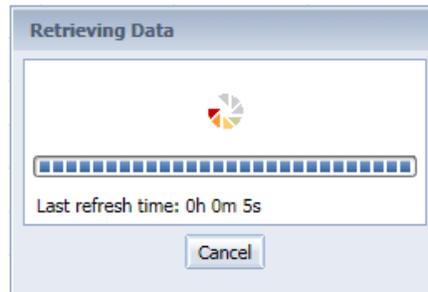
8. Double-Click any one of the reports that are listed under the Details block:



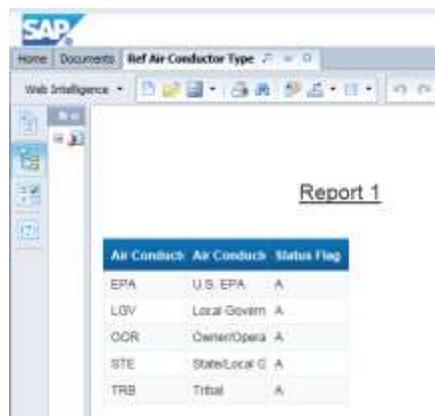
9. Click on the Refresh  button to run the report:



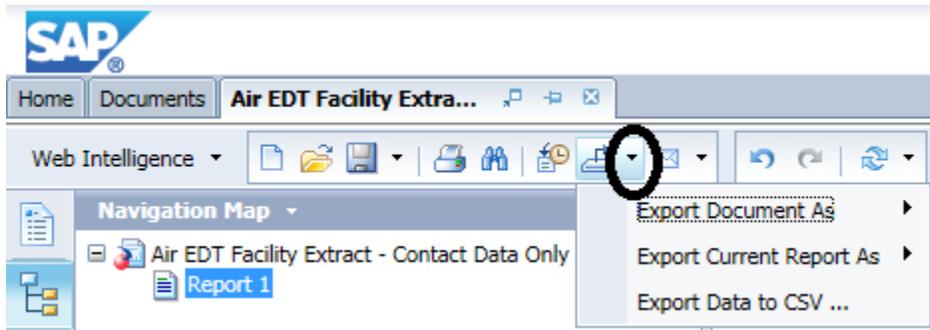
10. Wait until the “Receiving Data” progress popup disappears for your report results to appear:



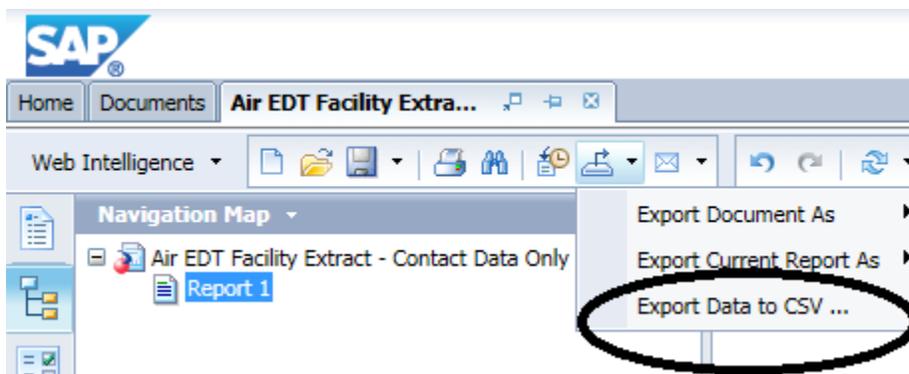
11. Your results should appear similar to what is shown below (if there are no rows being displayed contact ICIS@epa.gov for assistance)



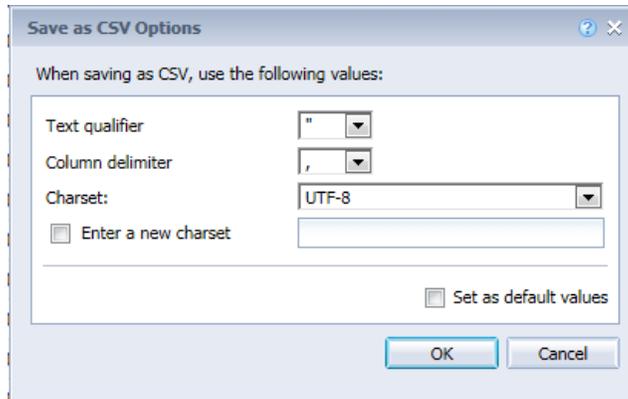
12. Click on the Down Arrow  of the “Export” icon  to display a list of file formats to export the data into:

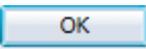


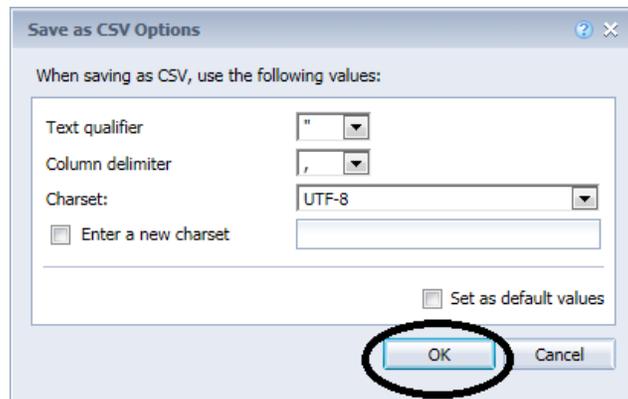
13. Click on the “Export Data to CSV...” menu item:



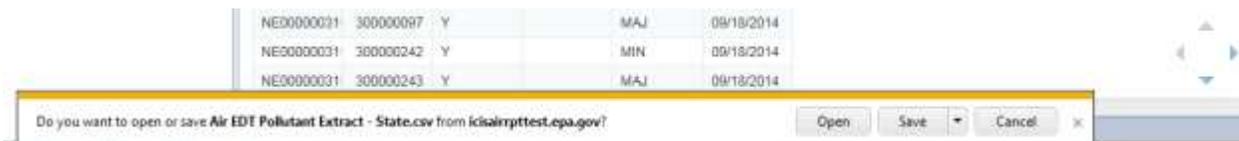
14. Click on the Down Arrow  next to the “Text qualifier”, “Comma Delimited” or “Charset” to display a list of options to choose from when saving your data in comma delimited format. (We recommend using the defaults shown below unless you store quotes and/or commas within the comment fields of your ICIS-Air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



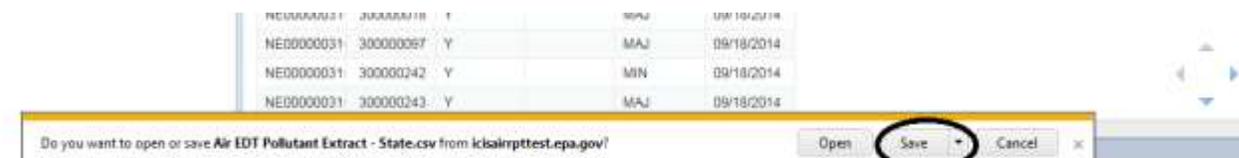
15. Click on the “OK” button  to save your file:



16. 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):



17. 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:



18. 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.



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

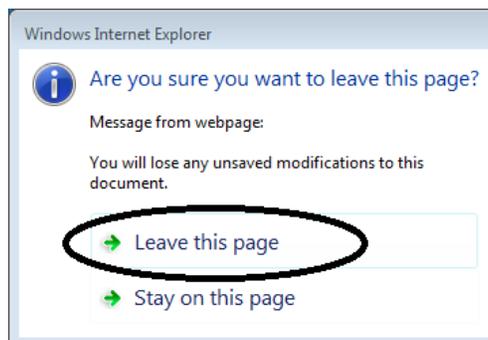


20. Repeat steps 6 through 19 above for each report you need to run.

21. To exit Business Objects, Click on the “Log off” hyperlink in the upper right corner of the screen:



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



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



SAP BusinessObjects
BI launch pad

Enter your user information, and click "Log On".
If you are unsure of your account information, contact your system administrator.

System:

User Name:

Password:

 [help](#)