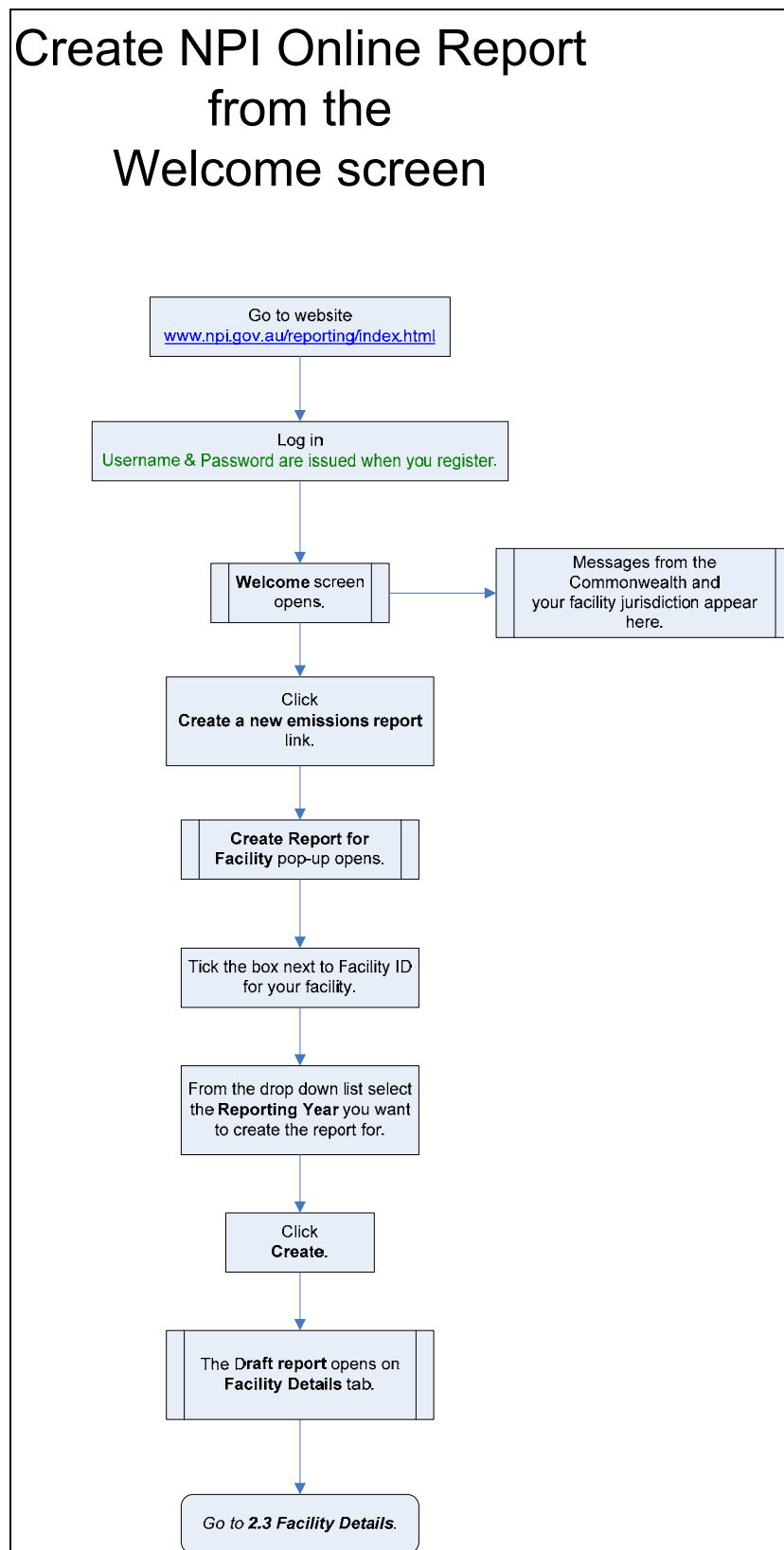


## Appendix B: Creating a report from the *Welcome* screen



Flowchart V - Create NPI Online Report from Welcome screen

Creating a report from the Welcome screen:

1. Click **Create a new emissions report** link.
2. **Create Report for Facility** pop-up opens.

**NPI Online Reporting System** > **Create Report for Facility** [Contact Us](#) | [Help](#)

### Create Report for Facility

This screen allows you to create a report for your facility.

	Facility ID	Facility Name	Technical Contact Name	Technical Contact Phone
<input checked="" type="checkbox"/>	Train050	Dept of Environment - Training facility 50	Sandy Rivers	1800657945

1 records, displaying 1 records, from 1 to 1. Page 1 / 1

Reporting Year

3. Tick the box beside **Facility ID** for the facility you want to create the report for. If you are only reporting for one facility the box will already be ticked!
4. Next to **Reporting Year** use the drop down list to select the Reporting Year you want to create the report for.
5. Click **Create**.
6. The report is now created.

### *Reporting Year*

The Reporting Year is the financial year that the reporting period finishes in. For example, if your facility reports each calendar year, then for the Calendar Year 2008 the end date is 31 December 2008. As this date falls in the 2008/2009 Financial Year, the Reporting Year is 2008/2009.

### *Facility ID*

Each facility is assigned an ID by the jurisdiction for example FED001.