

# HOW TO EXPORT AND PRINT TIER II REPORTS IN XML & PDF FORMATS

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## Options to export and print your Tier II Report after submission

After you submit your Tier II report online, the Tier II Reporting application will automatically create report files for you to export/download. These automatically generated report files will be permanently stored in the online system. Additionally, you will be able to create temporary custom reports to download at any time. These custom reports will be stored for five calendar days in the online system.

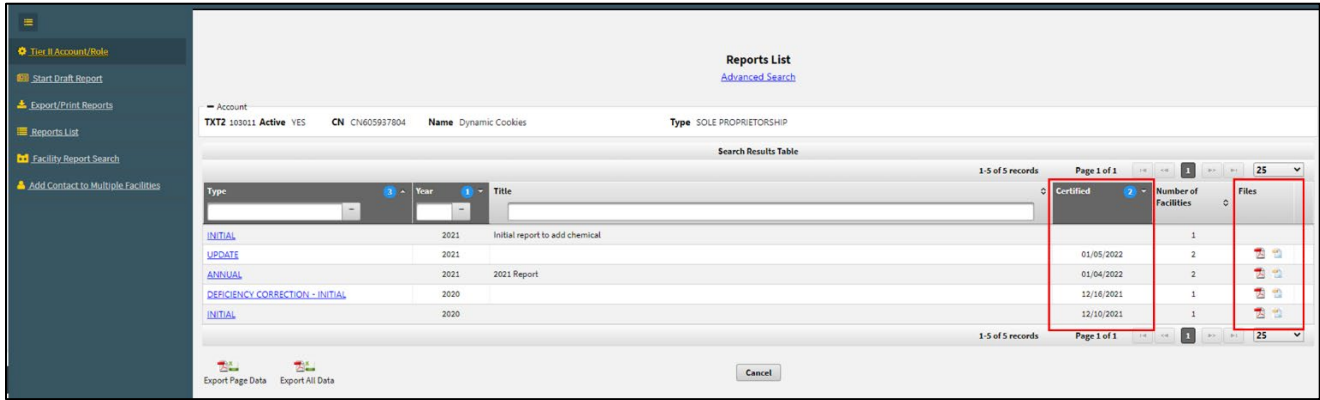
### *File types*

Two types of files will be created for your Tier II report. One file will be a readable and printable version of the entire report (PDF file) and the other file will be an XML file that can be imported into other software applications like Tier2 Submit and CAMEO. Automatically generated reports will have the entire report that was submitted that includes all facility reports.

All files are compressed into a ZIP file format. For the PDF files, the .zip extension will need to be unzipped see the data. For the XML file, the zipped file will need to be saved on your computer and then imported into the desired software application.

## Report List Page:

The Tier II Reporting Application opens to the Report List, found under the Tier II Account/Role menu. This displays a list of all draft and submitted reports since the online system was implemented in 2018. Available files are found under the “Files” column for submitted reports. Draft reports will not have file or a date under the “Certified” column.

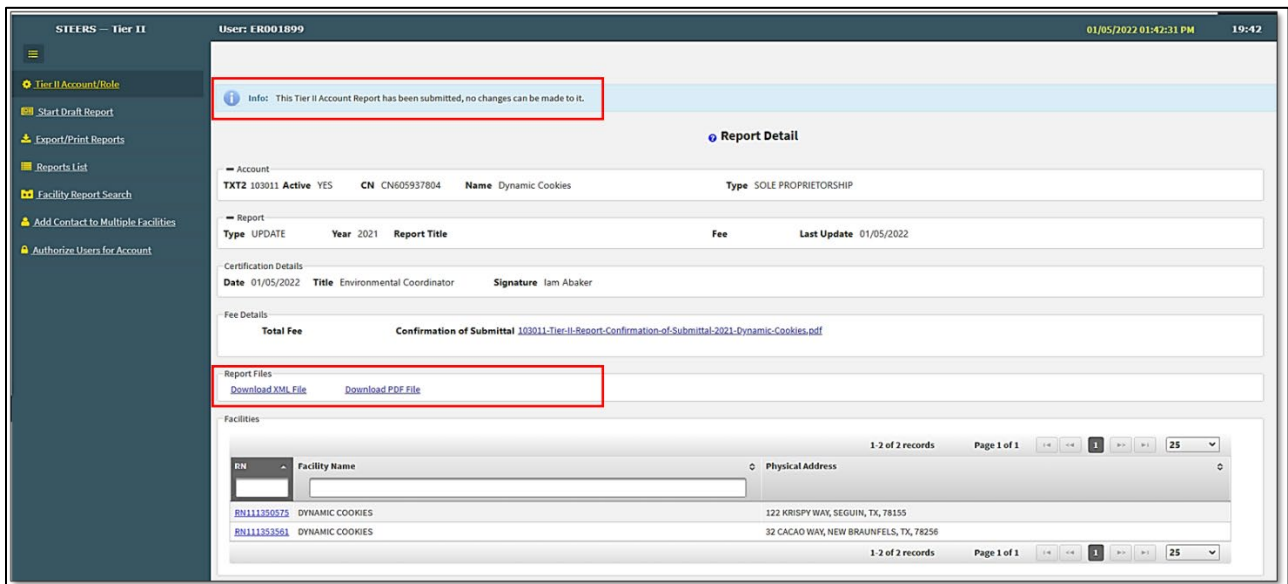


## Automatically generated reports:

After submitting your Tier II report, the online reporting application will automatically create downloadable report files. If you only have a few facilities, the report submission is processed immediately. If you have numerous facilities, the report submission will take longer, and you will receive an email when the report submission is completed.

## Example of report that was submitted and processed immediately

Below is an image from a report submission that was processed immediately. The blue banner at the top indicates the report was submitted and below under the “Report File” section there are two files available to download.



## Example of report that was submitted and needs time to process

Reports with multiple facilities may take time to process the submission. When you submit your report, a message at the top of the screen states:

“Your TCEQ Tier II report has been submitted and may take up to 24 hours to process. An email will be sent to your email address when it has been processed and will have further instructions for you. If you do not receive this email within 24 hours please contact the TCEQ Tier II Program at 512-239-5060 or [tier2help@tceq.texas.gov](mailto:tier2help@tceq.texas.gov)”.

Your TCEQ Tier II report has been submitted and may take up to 24 hours to process. An email will be sent to tier2tester101@gmail.com when it has been processed and will have further instructions for you. If you do not receive this email within 24 hours, please contact the TCEQ Tier II Program at 512-239-5060, or tier2help@tceq.texas.gov

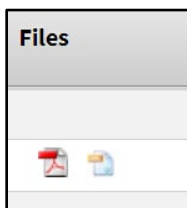
Once you receive your email go back into STEERS and the Tier II Reporting application and you will find your reports on the Report List page. More information is below.

## Finding your autogenerated files

Automatically generated Tier II Reports files are found and stored on the “Report List” page. This page is accessed when you open the Tier II application for a given Tier II Account or when you use the “Report Search” function. These files will reside permanently in the system and are located under the “Files” column.

All files are compressed into a ZIP file format. Select the first icon to download a zip file with the PDF file format. Select the second icon to download a zip file with the XML file format. Clicking either icon will download a zip file to your computer. For a PDF file, the .zip extension will need to be unzipped see the data. For an XML file, the zipped file will need to be saved on your computer and then imported into the desired software application.

Type	Year	Title	Certified	Number of Facilities	Files
<a href="#">UPDATE</a>	2021		01/05/2022	2	
<a href="#">ANNUAL</a>	2021	2021 Report	01/04/2022	2	
<a href="#">DEFICIENCY CORRECTION - INITIAL</a>	2020		12/16/2021	1	
<a href="#">INITIAL</a>	2020		12/10/2021	1	

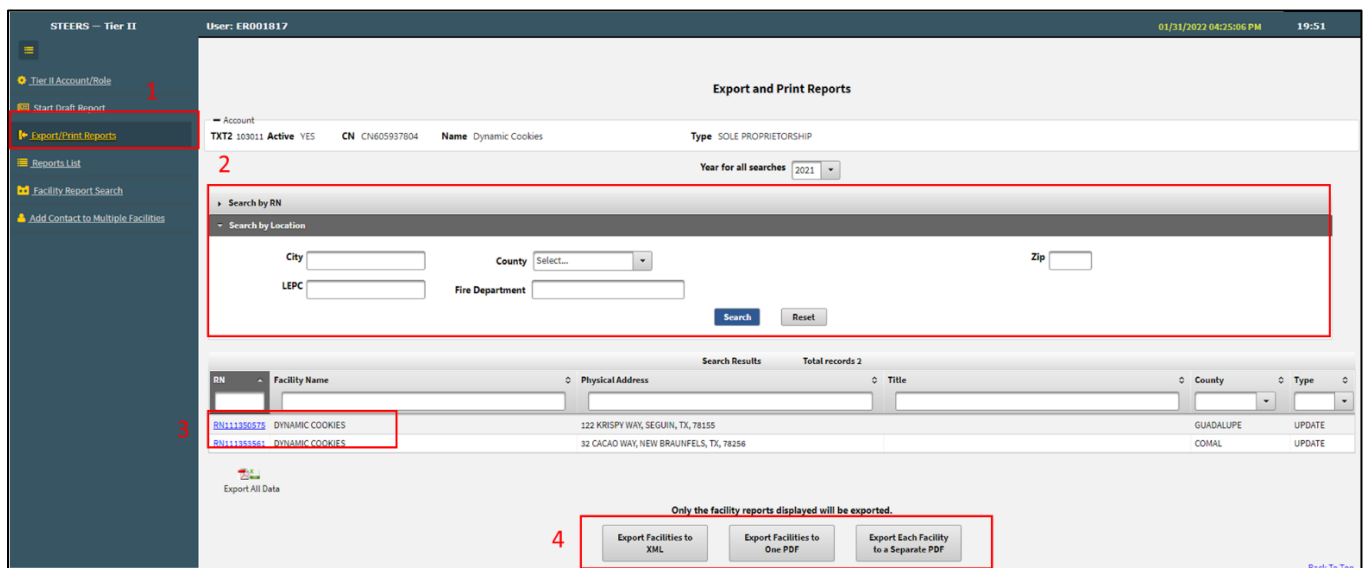


## Custom reports:

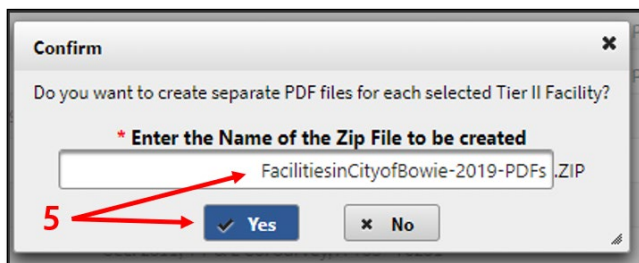
In addition to the automatically generated reports, you will also be able to create customized Tier II Reports using the “Export/Print Report” function. These reports will stay in the online Tier II Reporting system for five calendar days. Custom reports allow you the flexibility to create reports with selected facilities in them based on the search fields you choose.

### Steps to create a customized Tier II report

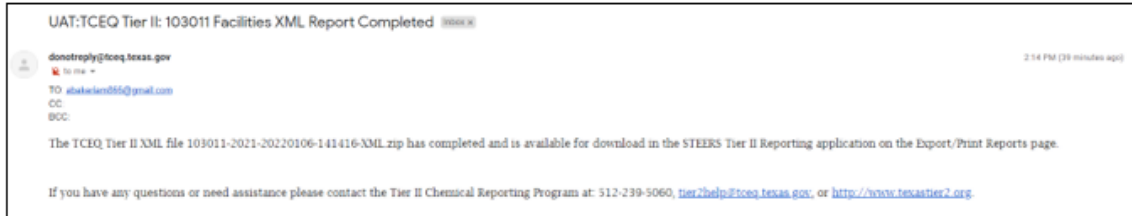
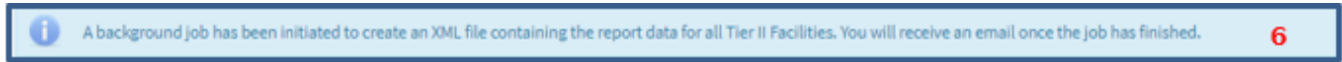
1. On the main left-hand menu, select “Export/Print Report” to go to the “Export and Print Reports” page.
2. Search for facilities: select the “Report Year” if you are not using the default year and then, if needed, choose other fields you want to search on. Click the “Search” button.
3. Select the facility reports you want to export by checking the boxes to the left of each RN number or if you want to select all, you can check the box in the filter header above – see image below.
4. Choose if you want your exported reports in the XML or PDF format by selecting one of the three options.



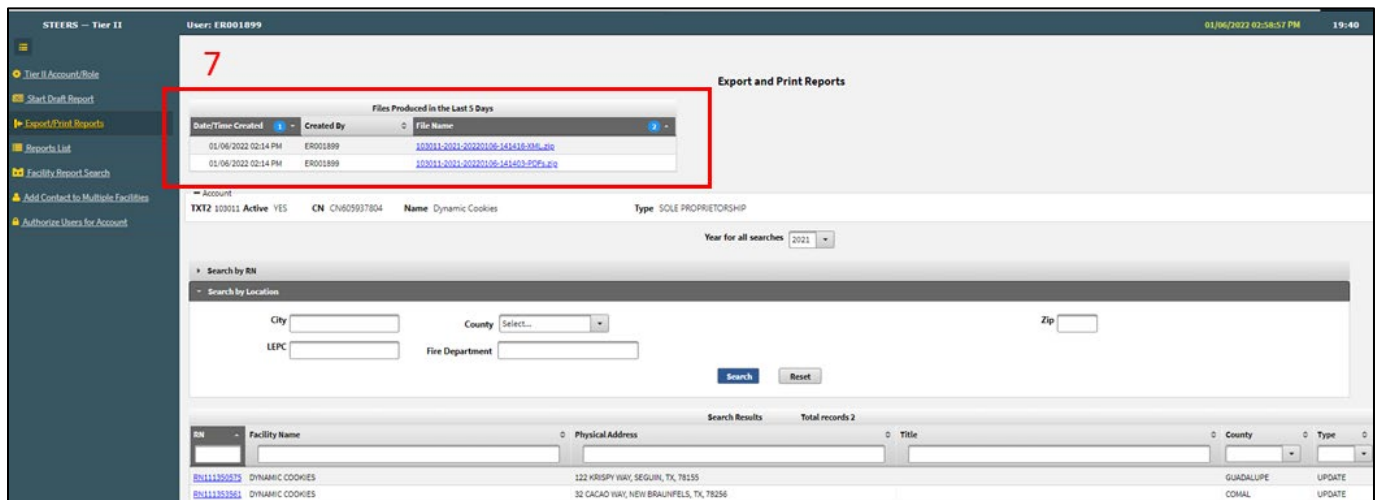
5. Confirm that you want to create the report and name the ZIP file to be created or use the default name. Numbers, letters and hyphens can be used in the file name.



6. A blue banner will appear at the top of the page with a message that you will be emailed when you report is completed and ready for download. Example of an email is below.

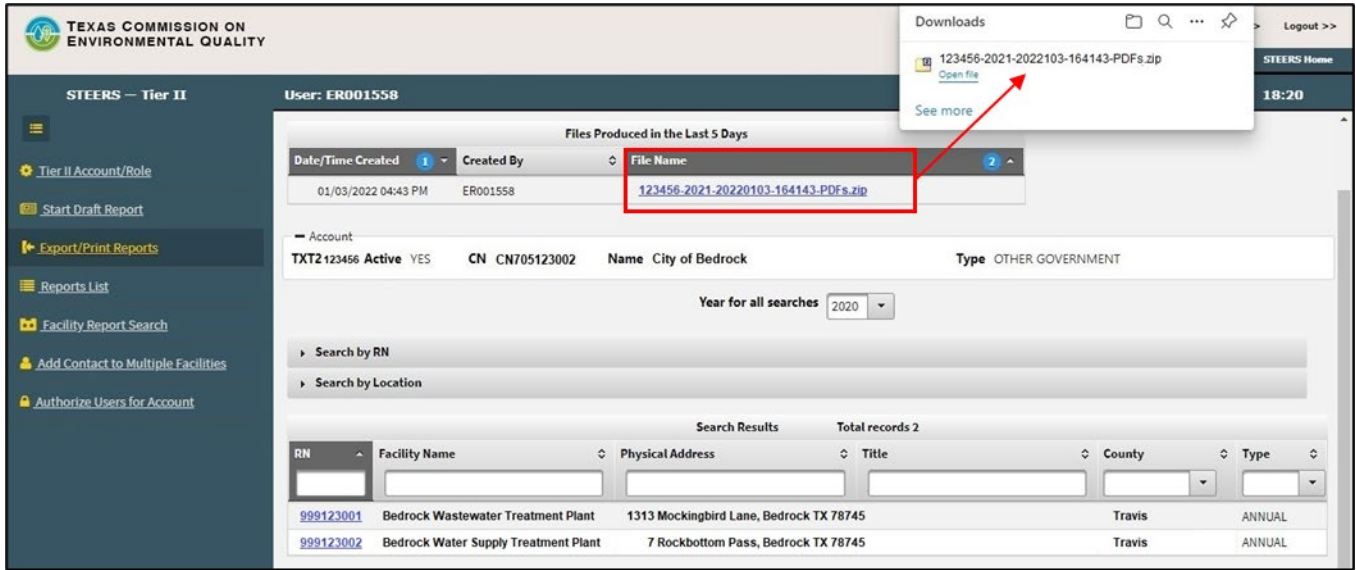


7. Created reports can be found on the top of the “Export and Print Reports” page and will remain available for five calendar days. To access this page on main left-hand menu, select “Export/Print Report”.

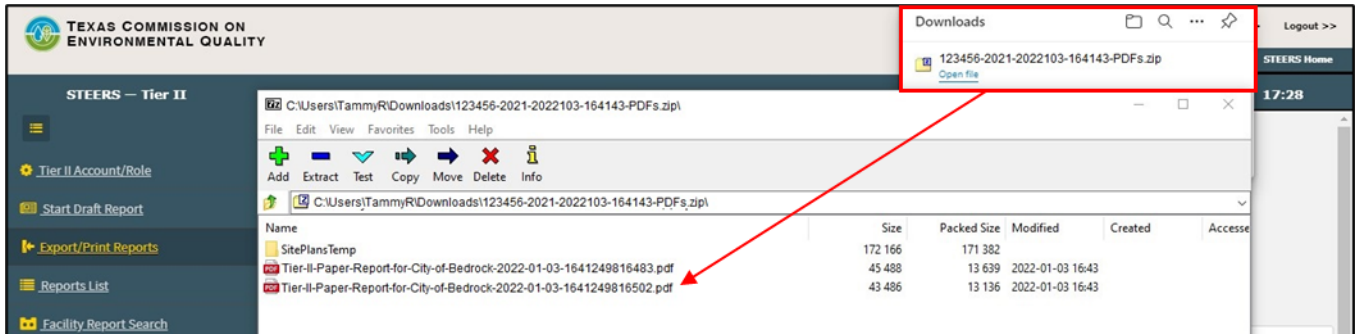


## How to open the zipped PDF of the Tier II Report:

- Click on the blue file name under “Files Produced in the Last 5 Days” to download your custom report. Go to your Downloads folder to find the zip file.
- The downloaded zip file containing the PDF must be unzipped to extract the report and site plans.
  - Double click on the zip file to open it. (Only the zip file containing the PDF should be opened. **The XML file should not be unzipped.** The XML file must be saved as a zipped file in order to import it into other software.)



- The PDF of the report can be seen inside the opened zip file below. You can open and save the report. Double click on the PDF to open it.
- The site plans and any other attachments are inside the folder marked Site Plans.



- Example of a PDF of a Tier II Report:

