

Enhanced Information System (EIS)  
Mississippi Department of Finance and Administration

# Training Manual

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July 29, 2020



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## WELCOME

The Enhanced Information System (EIS) was developed by the Mississippi Department of Finance and Administration, Bureau of Building Real Property Management and the Office of State Property Insurance. Its purpose is to maintain an accurate account of the real and personal property in State-owned buildings. You have been granted access to this system. This is your guide to the operation of the application.

The EIS application can be found at:

<https://eis.dfa.ms.gov/eis/login.aspx> (This is for all agencies except DFA)

<https://dfa-eis.dfa.ms.gov/eis/login.aspx> (This is for the DFA agency)

Your username and password are:

User Name: \_\_\_\_\_

Password: \_\_\_\_\_ (must be 15 characters)

For information regarding system access, resetting or changing passwords, or any other questions, please contact:

Kent Adams or George Roberson  
Bureau of Building, Grounds and Real Property Management  
Office of State Property Insurance  
501 North West Street, Suite 1400  
Jackson, Mississippi 39201

kent.adams@dfa.ms.gov  
george.roberson@dfa.ms.gov

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## AGENCY AND INSTITUTION REQUIREMENTS

The value and importance of the EIS to the State of Mississippi cannot be understated. It is the sole resource to produce the annual Inventory of Buildings report that is required by law to distribute to the Mississippi Legislature and Executive Branch of our government.

Secondly, it is the method to manage the state property Bureau of Building (BOB) roof survey, maintenance and management process, including the reports and requirements established by the Mississippi legislature.

Lastly, it maintains the Statement of Values data that is also required by law, and used in multiple reports and programs for our Office of State Property Insurance. It contains data relating to the physical address, physical building, personal property, roof, flood zones, lat/long, departmental contact, accounting history, photos, videos, attachments, and most recently added was current appraisal data.

**VERY IMPORTANT - It is the responsibility of every state government agency and institution to log in and use the EIS, and to continually monitor, manage, and update information for every property that belongs to its agency . This is an ongoing and very important task that one or more persons at every agency and institution must adhere to, no exceptions.**

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# Login

The EIS application can be found at:

<https://eis.dfa.ms.gov/eis/login.aspx> (This is for all agencies except DFA)

<https://dfa-eis.dfa.ms.gov/eis/login.aspx> (This is for the DFA agency)

The figure below shows the login page for the EIS. Enter your provided user name and password for access to the system. For questions about access or your user name and password, please contact Kent Adams at [kent.adams@dfa.ms.gov](mailto:kent.adams@dfa.ms.gov) or George Roberson at [george.roberson@dfa.ms.gov](mailto:george.roberson@dfa.ms.gov).



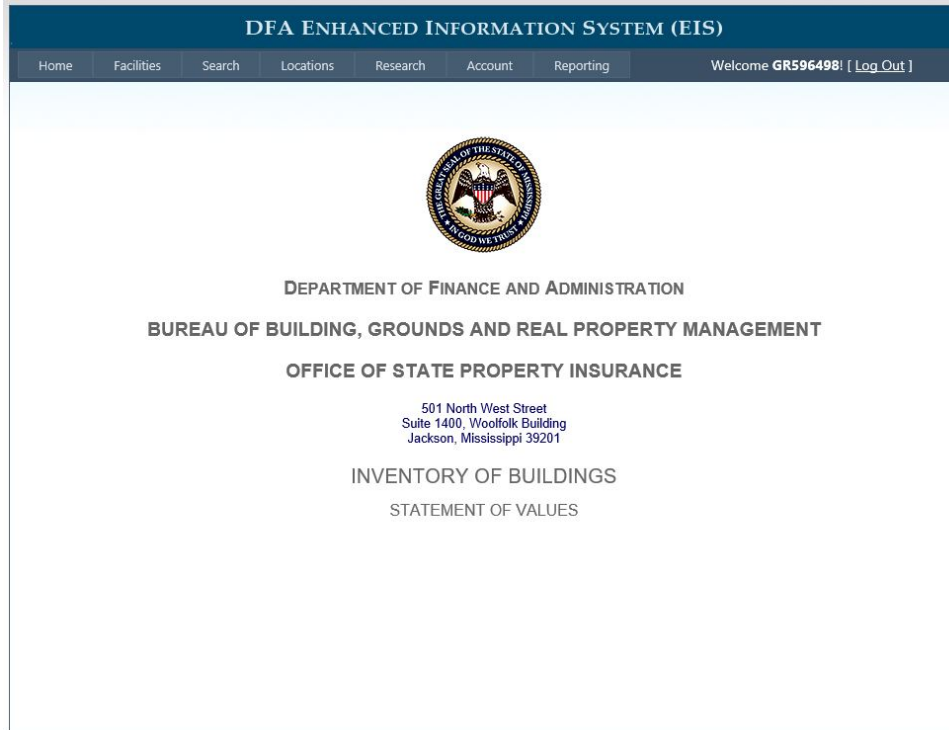
The screenshot shows the login page for the DFA Enhanced Information System (EIS). At the top, there is a yellow banner with the DFA logo and the text "MISSISSIPPI Department of FINANCE & ADMINISTRATION". Below this is a dark blue banner with the text "DFA ENHANCED INFORMATION SYSTEM (EIS)". The main content area is light blue and contains the following elements:

- The text "Log In" centered above the form.
- A "User Name:" label followed by a text input field with an asterisk (\*) to its right.
- A "Password:" label followed by a text input field.
- A checkbox labeled "Remember me next time."
- A "Log In" button centered below the form.

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# Home Page

The figure below shows the home screen you should see once you have successfully logged into the EIS.

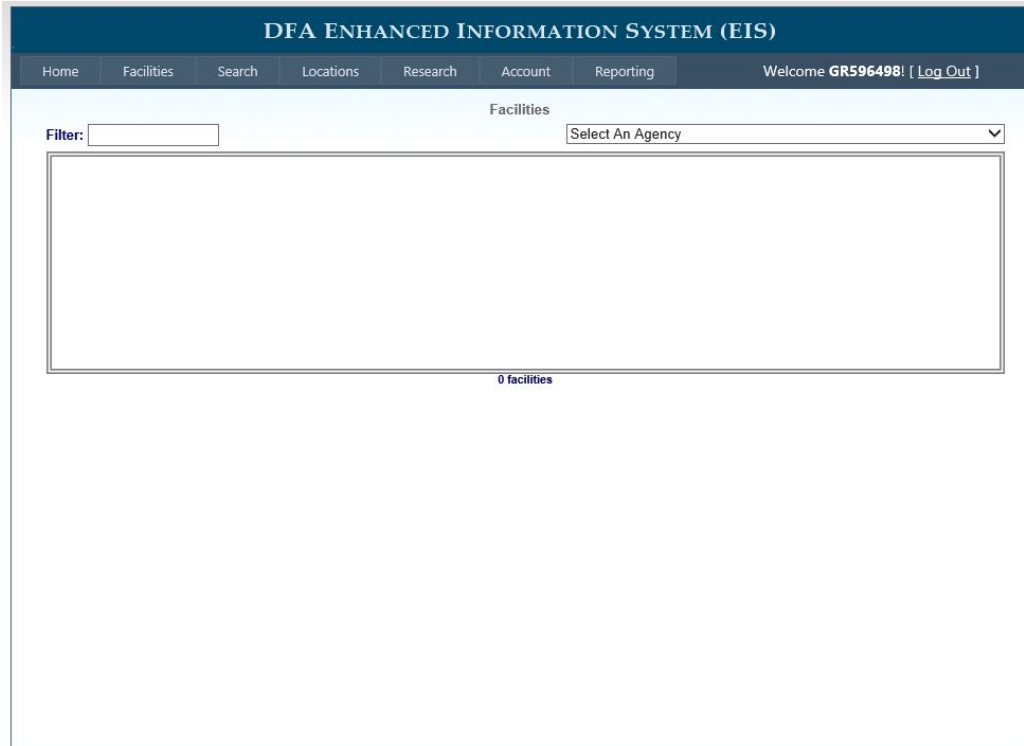


From here, you can select any of the tab links at the top of the page. These tabs will always be located at the top of each page for easy navigation.

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# Facilities Page

After clicking on the Facilities tab, the screen below is displayed.



The Facilities page lists the buildings managed by your agency.

Filter: Type in part of a building name to filter the list of buildings.

Building Number: Displays the database Asset Number as it exists within the DFA Database. This number will be user defined. A list of comparable numbers will be given when adding a new building. This may be changed at a later date.

Building Name: Displays the building name as listed on your Inventory of Buildings report which can be modified on the *Edit Facility* page. Information associated with any listed building can be added and edited by clicking the building's name in the Building Name column.

Use: Displays the primary use for each building. A building can have multiple uses.

Date: Displays the first entry for a building. This is usually the construction date.

Location: Clicking the Map link directs the user to the locations page which immediately loads a map of all buildings and zooms to the selected building.

Add Facility: An entirely new facility can be added by clicking the *Add Facility* link in the lower right corner of the page.

## Edit Facilities Page

Clicking on a listed building on the Facilities page will direct the user to the Edit Facilities Page for that specific building. An example of this page is displayed below.

The screenshot shows the 'Edit Facilities' page in the DFA ENHANCED INFORMATION SYSTEM (EIS). The page title is 'Office of Capitol Facilities' and the asset number is '135-A000000004'. The form is divided into several sections:

- General Information:** Includes fields for Building Name (E.T. Woolfolk State Office Building), Campus, Year (1949), Age (71), Address 1 (501 N. West Street), Address 2 (501 N West Street), City (Jackson), State (MS), Zip (39201), County (Hinds), Latitude (32.304182), Longitude (-90.184025), and Flood Zone (X).
- Construction Details:** Includes Type of Construction (Type II/Concrete Frame), No. Floors (15), Primary Use (Office), Present Condition (Good), Gross Sq Footage (448,616), and Assignable Sq Footage.
- Cost and Value:** Includes Cost (\$3,844,515.00), Replacement Value (\$158,994,600.00), Building Contents (\$14,795,200.00), Facility Needs Cost, Outstanding Debt, Repairs For Prior Year, Estimated Repairs, and Facility Needs.
- Contact Information:** Includes First Name (Glenn), Last Name (Kombrek), Phone (8013593402), Fax, and Email (Glenn.Kombrek@dfa.ms.gov).
- Accounting History:** A table showing improvement dates and costs. The table has columns for 'Improvement Date', 'Accounting Description', and 'Accounting Cost'. The entry for 2019 shows 'Changed Bldg No. From 135-B000000100 To 135-A000000004' with a cost of \$0.00.
- Media Sections:** Includes links for Photos, Videos, and Attachments.

A 'Save' button is located at the bottom of the form. A 'close' link is located in the top right corner of the form area.

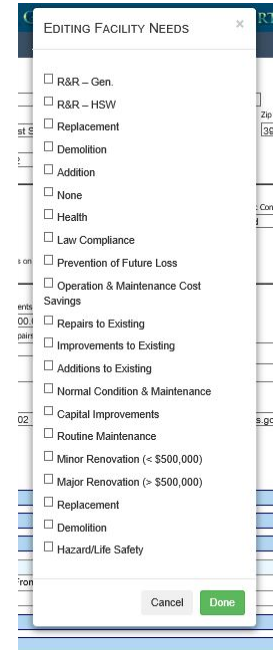
To close this window and return to the previous screen, just click the close link located at the top right corner of the Edit Facilities page.

The edit facilities page consists of seven sections: *General (at the top)*, *Enhanced information*, *Appraisal information* and *Accounting History*, plus three media sections.



## General Data

The General Data section consists of generic information to serve the user with an overview of the property. Each field is a simple single entry box or selectable itemized dropdown with the exception of the *Facility Needs* item. The Facility Needs entry feature allows the selection of multiple items which are displayed in the bar at the top. As each section functions independently, any changes to the General Data section must be saved by clicking the save button just above the Enhanced Information section.



## Enhanced Data

Clicking anywhere on the blue bar marked *Enhanced Information* slides open this section which consists of five subsections: *Roof*, *HVAC*, *Control System*, *Foundation*, and *Uses*.

Enhanced Information					
<b>Roof</b>					
Control Number	Material	Type	Area	Date Installed	
123	Modified Bitumen	Flat		01-01-2012	
<a href="#">(add new entry)</a>					
<b>HVAC</b>					
Control Number	Description	Type	Capacity	Date	
<a href="#">(add new entry)</a>					
<b>Control System</b>					
Control Number	Description	Type	Date		
<a href="#">(add new entry)</a>					
<b>Foundation</b>					
Control Number	Description	Type	Date		
<a href="#">(add new entry)</a>					
<b>Uses</b>					
Control Number	Use	Percent of Building			
<a href="#">(add new entry)</a>					

Each of these subsections share the capability of adding, editing, and deleting line items in exactly the same way. For demonstration purposes we will add an entry to the *roof* subsection.

By clicking **(add new entry)** at the lower left of the subsection (just above the bar labeled *HVAC*) a new window opens.

The windows for adding data to the different subsections vary slightly but always include a control number for tracking purposes. In the case of adding a roof entry dropdowns are included for the roof material used, the type or shape of the roof design, a numerical entry for area of coverage as in a percentage or square feet, and a date for installation.

The screenshot shows a web application interface for adding a roof entry. The main window is titled 'Office of Capitol Facilities' and contains various input fields for building information, including name, address, county, and construction details. A modal dialog box titled 'ADDING ROOF' is open in the foreground, containing the following fields and controls:

- Control Number: [Text input]
- Material: [Dropdown menu]
- Type: [Dropdown menu]
- Area (sq ft): [Text input]
- Year Installed: [Text input]
- Rating: [Dropdown menu]
- Date Inspected: [Text input]
- Method By: [Dropdown menu]
- Anchor:
- Bracing:

At the bottom of the dialog box are 'Cancel' and 'Add' buttons. Below the dialog box, a 'Save' button is visible. The background form includes a table for 'Roof' with the following columns: Control Number, Material, Type, Area, Date Installed, Rating, Date Inspected, Method By, Anchor, and Bracing. A link '[add new entry]' is located below the table.

By entering some test data for each field and clicking the button marked *Add*, the Add window closes and the Edit Facility screen below refreshes confirming the new roof entry.

The user can now click on the line item to edit it as desired. For example by hovering and clicking over the words *Shingle – Fiberglass/Asphalt* (although you can click virtually anywhere on the line). A window appears which is similar to that for adding an entry.

Also notice that the top bar of the window says *Editing Roof*. There is another button that was not present on the window when adding this entry: a button marked *Delete*. If desired the user can remove the entire line item by pressing this button. For now though the save button is clicked to retain the edited line item.

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## Search Page

After clicking on the Search tab, the screen below is displayed.

The screenshot shows the 'DFA ENHANCED INFORMATION SYSTEM (EIS)' interface. At the top, there is a navigation bar with tabs for Home, Facilities, Search, Locations, Research, Account, and Reporting. The user is logged in as 'GR596498' and has a 'Log Out' link. Below the navigation bar is a search form with a dropdown menu for 'All Institutions'. The form contains various search criteria fields, including text boxes for 'Building Name', 'Campus', and 'City', and dropdown menus for 'Present Condition', 'County', 'Type of Construction', 'Facility Needs', 'Roof Type', 'HVAC Type', 'Control System Type', 'Foundation Type', 'Use', 'Roof Date Range', 'HVAC Date Range', 'Control System Date Range', 'Gross Sq Feet Range', 'Assignable Sq Feet Range', 'Outstanding Indebtedness Range', 'Construction Date Range', 'Previous Year Costs Range', 'Estimated Repairs Range', 'Added Deleted', 'Detailed Use', 'Roof Rating', 'Roof Date Inspection Range', 'Roof Inspection Method', and a checkbox for 'Building is on Historic Registry'. A 'Save To CSV' button is located below the search criteria, and a 'Run' button is in the bottom right corner.

The Search screen allows the user to search all facilities the user can access by many of the fields entered on the Edit Facilities Page. There are multiple types of search boxes.

Without filling in any items on this page, clicking the Run button will return a list of all facilities that fit your search criteria. The results in this list can be reduced by filling in one or more items. The number of records in the list is displayed beneath the results.

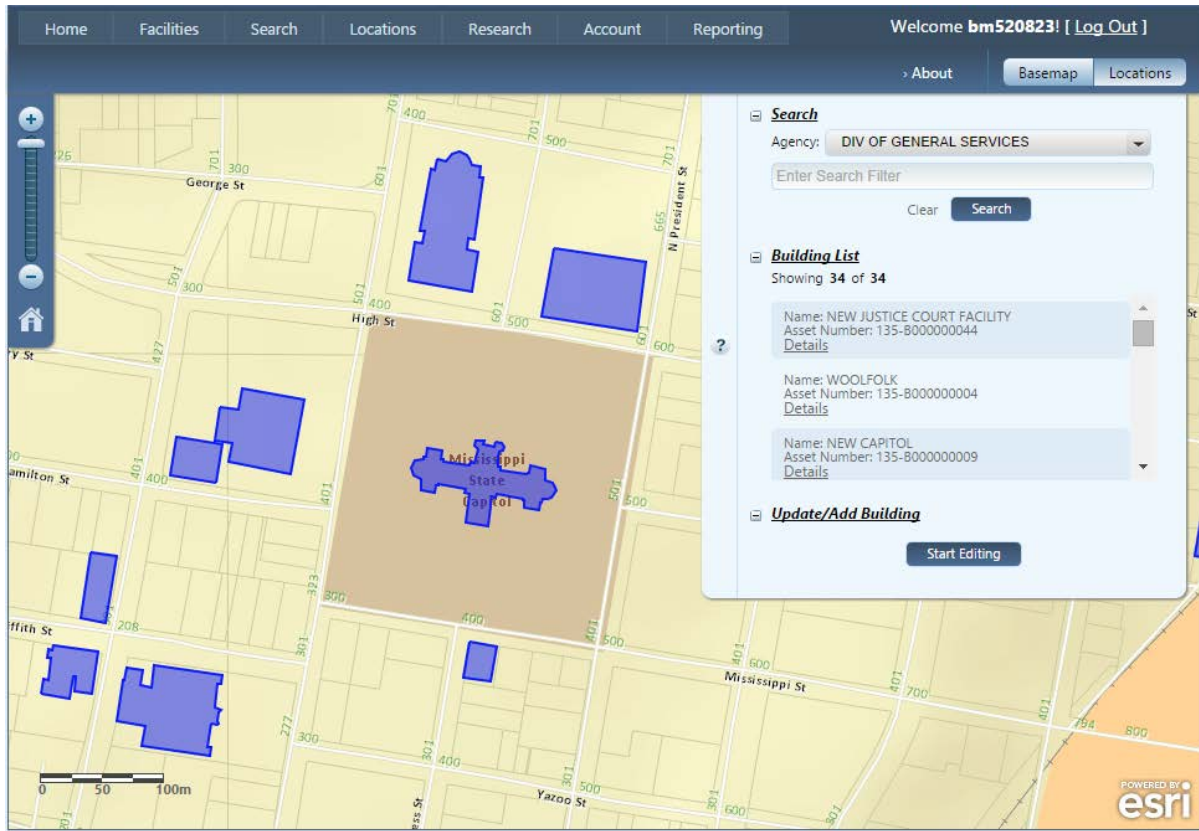
Clicking on any returned record will bring the user to the Edit Facilities Page for that record.

Clicking the “Save To CSV” button will create a Comma Separated Values file that will automatically be downloaded. This file can be opened in a program like Microsoft Excel to further research or report your data.

The Search screen above is very useful for running quick queries and searches based on specific characteristics of a building.

# Locations Page

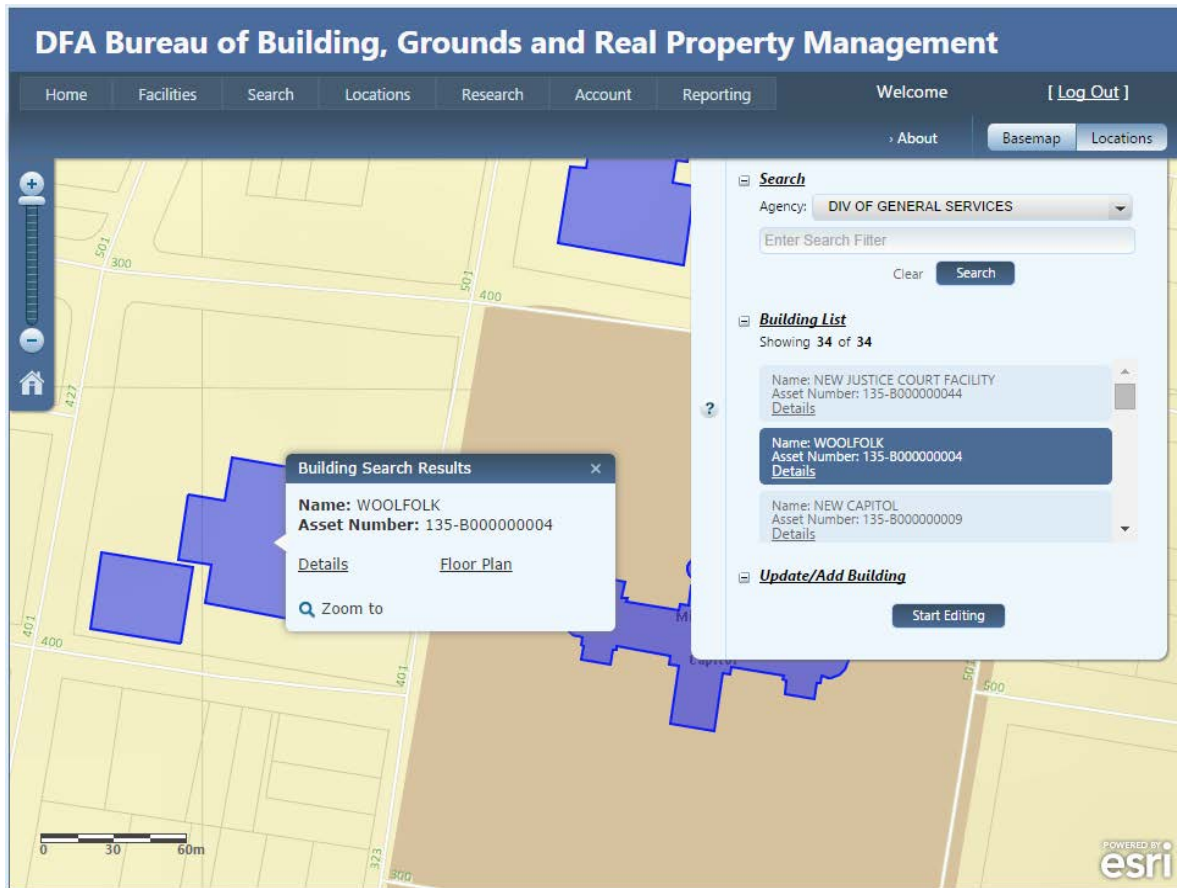
After clicking on the Locations tab, the screen below is displayed.



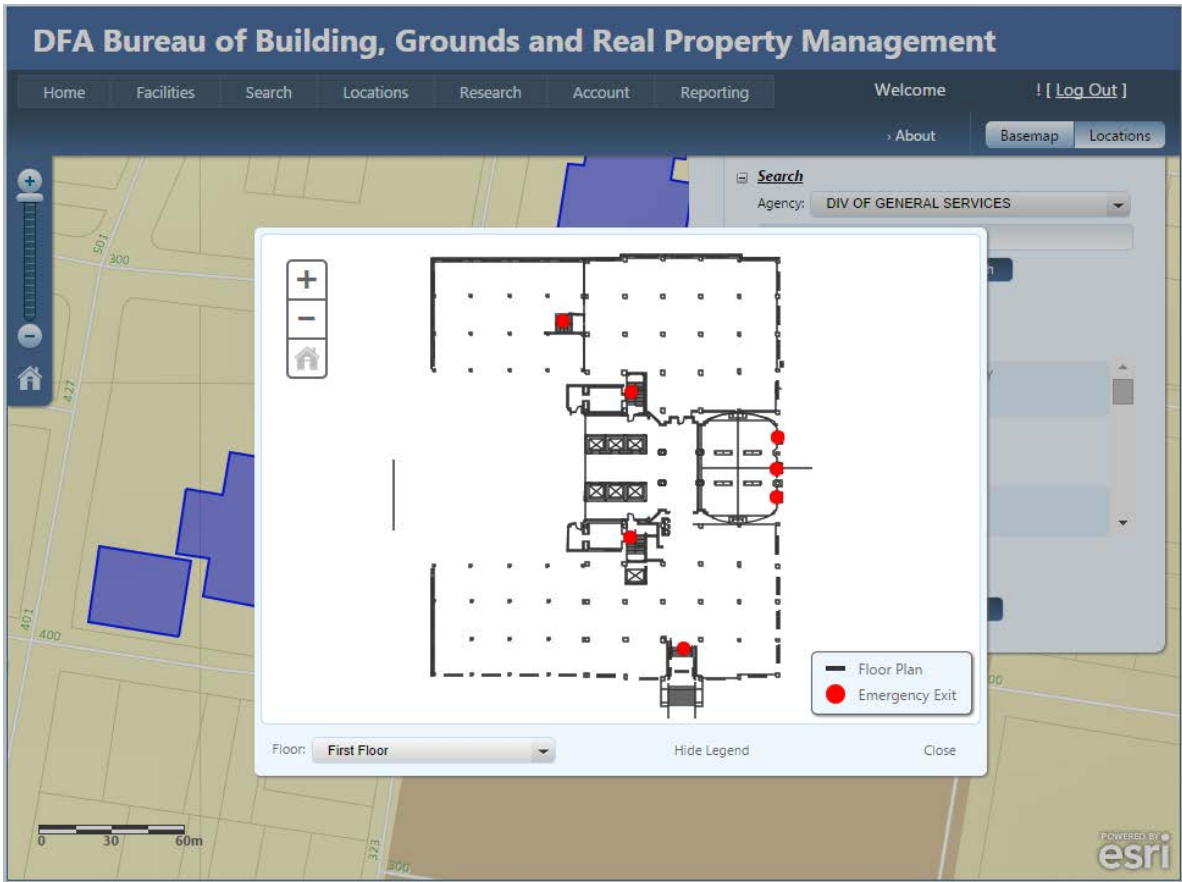
This page will also be displayed if you click on the Map link at the end of each facility record on the Facilities page. If you open the Locations page by clicking on the map link on a facility, the map will display all buildings and zoom to the selected building. If the Locations tab is clicked, then the map will display and will zoom to all buildings in the agency.

Clicking on the Basemap button towards the top right allows you to change the basemap to an aerial view if you prefer.

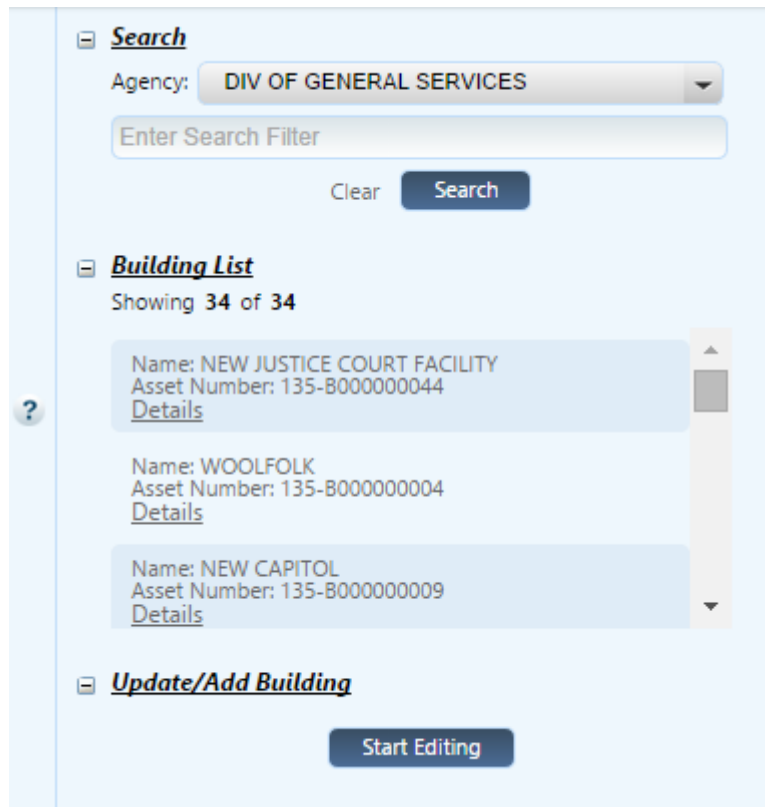
All buildings currently mapped are displayed in the Building List Section. This list can be filtered by entering part of a building name or asset number in the Search Filter towards the top. Clicking on a building in the list causes the map to zoom to that building and display a popup of the building.



This popup displays the building name and asset number. It also provides a link to the Edit Facilities Page for the building. The Floor Plan link will display an interactive floor plan viewer for the specific building. Individual floors can be selected for viewing. This floor plan viewer can show as much detail as required by the user. To load floor plans for individual buildings, please contact DFA for specifics. Below is a display of an existing floor plan.



If a building has not yet been mapped but has a record in the Facilities Page, clicking the Map link will open the Locations page and give the user an opportunity to create the building footprint. Click the Start Editing button to begin an editing session and digitize a new building foot print or edit an existing one.



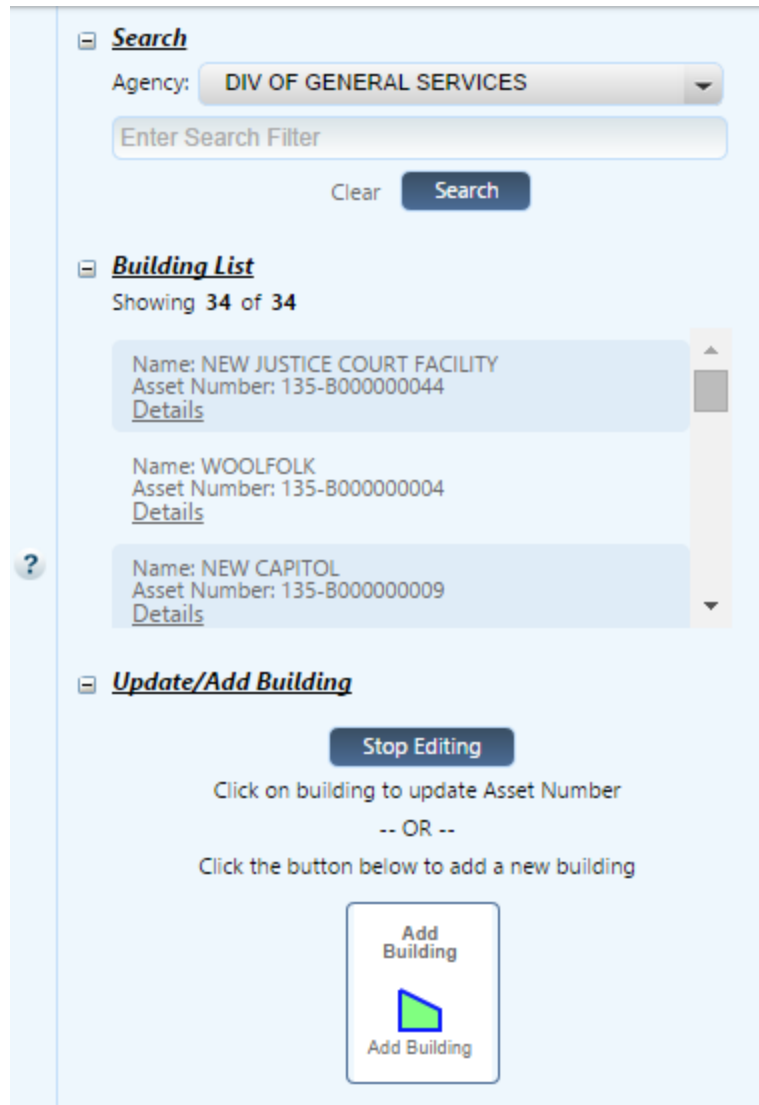
Clicking the Start Editing button changes the user interface to look like the figure to the right.

To edit an existing building, click on a building on the map. The building can be reshaped, moved, and updated with a new asset number. Be careful, it is easy to accidentally move a building. To end editing click anywhere else on the map.

To digitize a new building, click the large Add Building button. Move your cursor to the map and start digitizing the building. Double-click to finish. A popup will display where you should fill in the asset number.

When finished editing, be sure to click the Stop Editing button.

Help is always available by clicking on the question mark symbol.

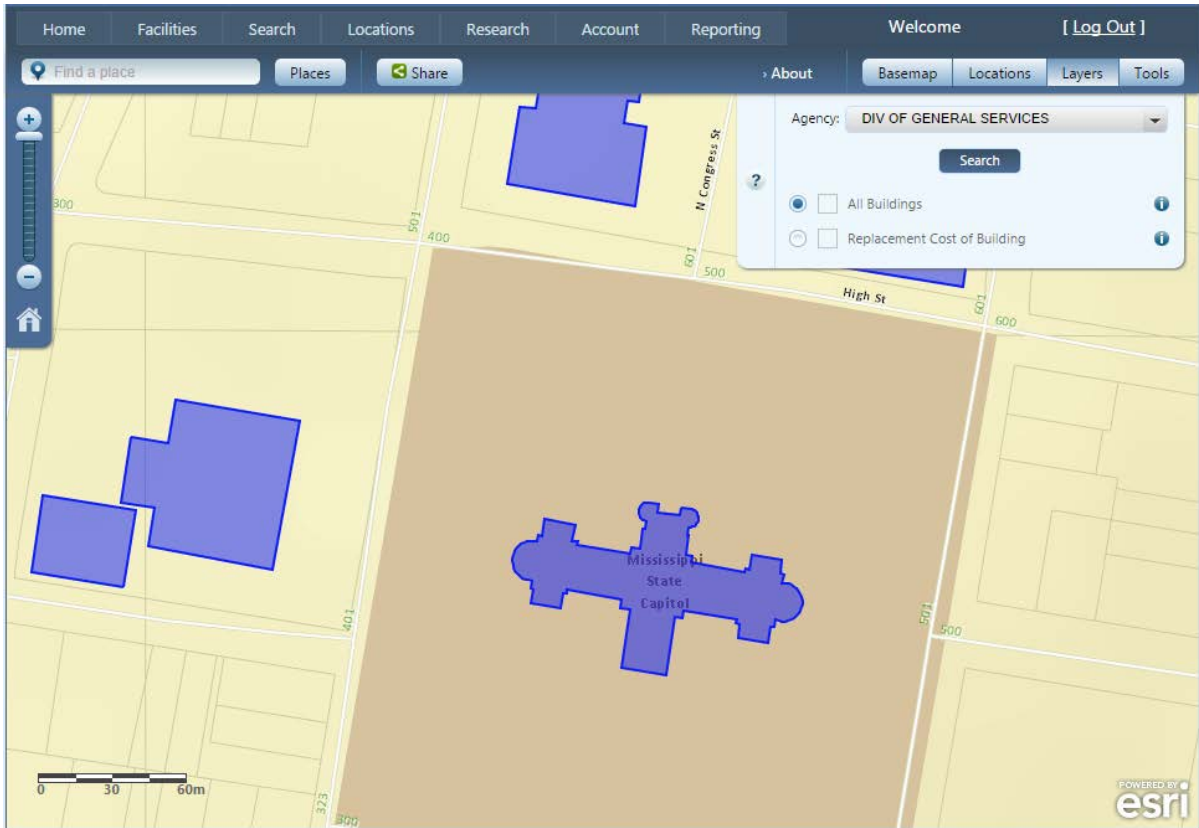


The screenshot displays a web-based interface for managing buildings. It is organized into three main sections:

- Search:** Features a dropdown menu for "Agency" set to "DIV OF GENERAL SERVICES", a text input field for "Enter Search Filter", and "Clear" and "Search" buttons.
- Building List:** Shows "Showing 34 of 34" buildings. Three entries are visible, each with a name, asset number, and a "Details" link:
  - Name: NEW JUSTICE COURT FACILITY, Asset Number: 135-8000000044
  - Name: WOOLFOLK, Asset Number: 135-8000000004
  - Name: NEW CAPITOL, Asset Number: 135-8000000009
- Update/Add Building:** Contains a "Stop Editing" button, instructions to "Click on building to update Asset Number" or "Click the button below to add a new building", and a large "Add Building" button with a green trapezoid icon.

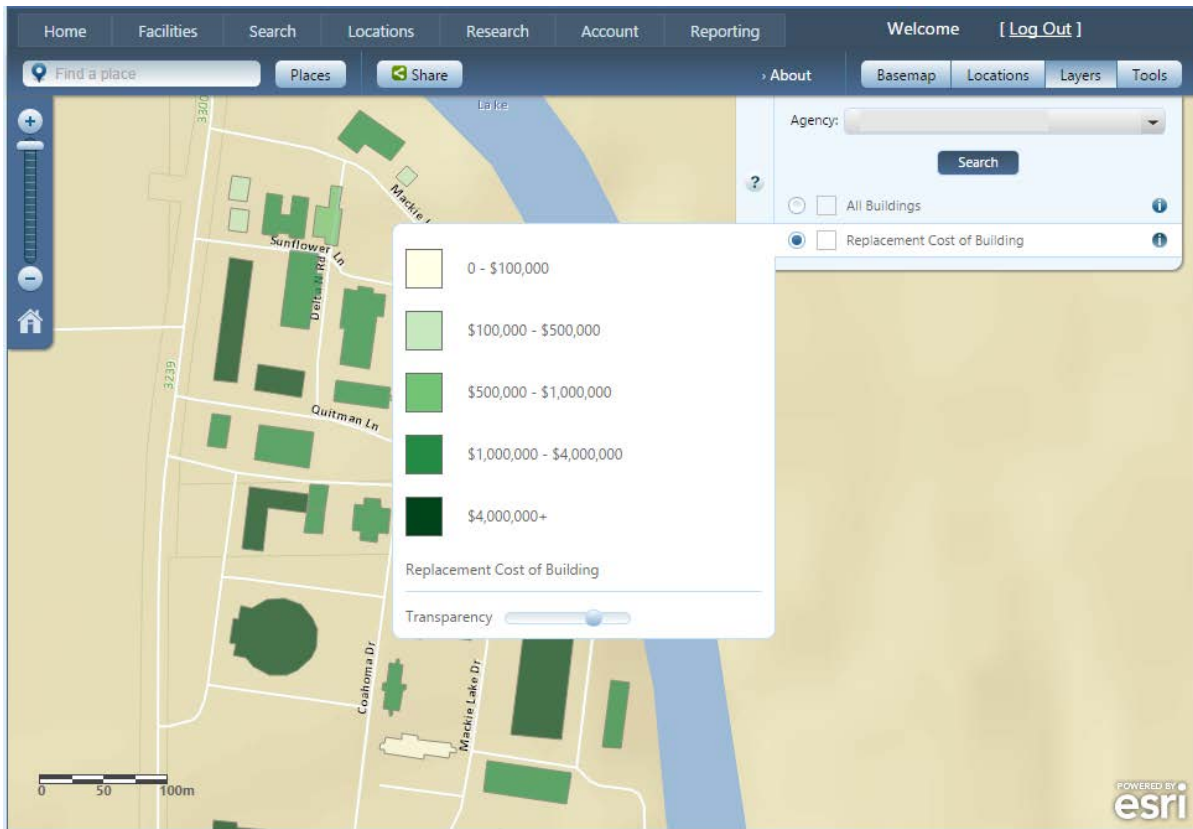
# Research Page

After clicking on the Research tab and clicking on the Layers button, the screen similar to the one below is displayed.

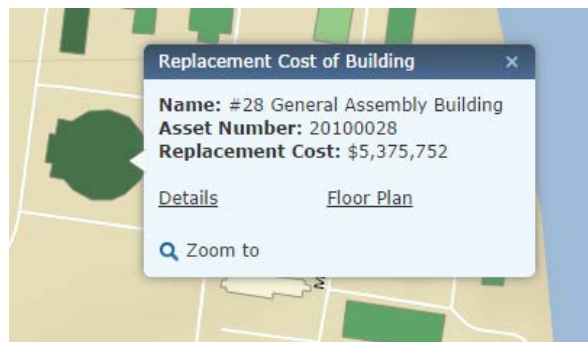


By default the Research tab displays a layer called “All Buildings”. Clicking the small radio button in front of each layer turns the previously selected layer off and the new layer on. The legend for the new layer is also displayed. This layer can be toggled on and off by clicking the small (i) button on the far right after each layer. The display for Replacement Cost will look similar to the following figure.





Clicking on a building with this layer turned on returns layer specific information in the popup as shown in the figure below.



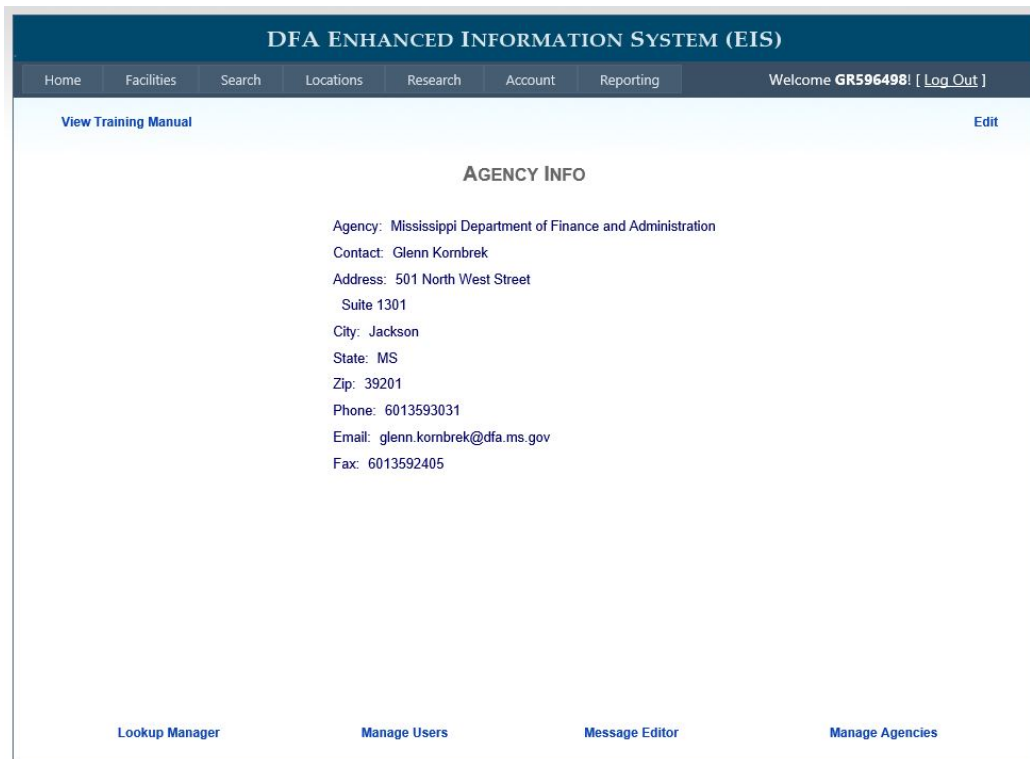
More layers will be available soon.

The Research Tab and Layers Tab are very helpful for providing a quick and easy snapshot of all buildings defined by specific characteristics. Whether it is Replacement Value, Roof Age, Age of the Building, or others, this tab provides a very quick method of putting those details into a visual perspective.

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## Account Page

After clicking on the Account tab, the screen similar to the one below is displayed.



The screenshot displays the 'DFA ENHANCED INFORMATION SYSTEM (EIS)' interface. At the top, a dark blue header contains the system name. Below it is a navigation menu with tabs for Home, Facilities, Search, Locations, Research, Account, and Reporting. The 'Account' tab is selected. On the right side of the header, it says 'Welcome GR596498! [ Log\_Out ]'. The main content area has a light blue background and contains the following elements:

- Top left: [View Training Manual](#)
- Top right: [Edit](#)
- Center: **AGENCY INFO**
- Agency: Mississippi Department of Finance and Administration
- Contact: Glenn Kornbrek
- Address: 501 North West Street  
Suite 1301
- City: Jackson
- State: MS
- Zip: 39201
- Phone: 6013593031
- Email: [glenn.kornbrek@dfa.ms.gov](mailto:glenn.kornbrek@dfa.ms.gov)
- Fax: 6013592405

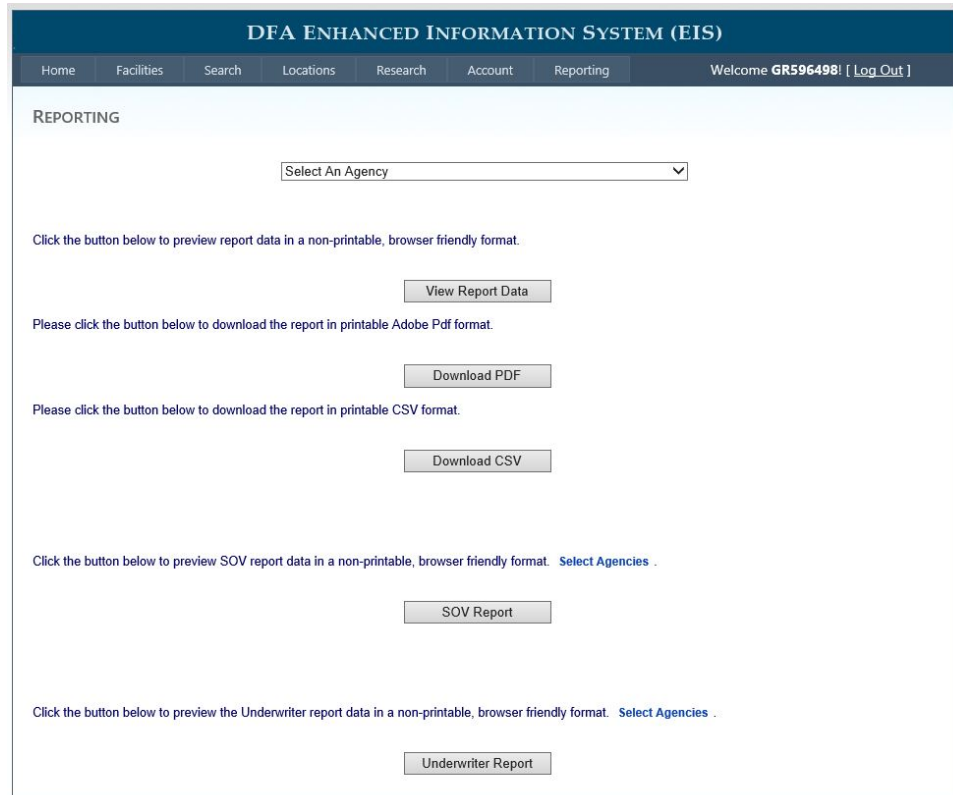
At the bottom of the page, there are four navigation links: [Lookup Manager](#), [Manage Users](#), [Message Editor](#), and [Manage Agencies](#).

The Account page has multiple options, but you will have only one option. That option will be to choose Edit at the top right to change the address information for your agency/institution.

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# Reporting Page

After clicking on the Reporting tab, the screen similar to the one below is displayed.



The Reporting Page has multiple options. The View Report button will display a list of all buildings for your agency in a separate browser tab. This report is similar to your agencies list in the Bureau of Building Inventory of Buildings Report. The Download PDF and CSV buttons format the same reports into a printable formats. You can use these reports to check the completeness and accuracy of records in the EIS.

When first utilizing this system and in order to check the accuracy of your building records, it may be helpful to print or download this report of all buildings to check the accuracy. If any records need correction at any time, this might be easier than opening each individual building one at a time.

The SOV Report and Underwriter Report is used only by the personnel of the Office of State Property Insurance.