

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

Training Manual

June 18, 2026



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WELCOME

The EIS was originally developed by the Mississippi Department of Finance and Administration, Bureau of Building Real Property Management. It has been refined by the Office of State Property Insurance and Office of Insurance. Its purpose is to maintain an accurate account of the real and personal property in state-owned buildings. Users are granted secure access to this online database system. This is a guide to the operation of this system.

The EIS Log in page can be found at:

eis.dfa.ms.gov

After you have been added and given access to the system, at the Log in page, enter your Username and Password. If you need to establish a password, select "Forgot your password?". You will receive an email to step you through the process to set up a new password.

For any information or questions regarding the system, contact:

George Roberson
george.roberson@dfa.ms.gov
Office of Insurance

or

Kent Adams
kent.adams@dfa.ms.gov
Bureau of Building, Grounds and Real Property Management

AGENCY AND INSTITUTION REQUIREMENTS

The EIS database is of great importance to the State of Mississippi. It contains the physical property data of all state-owned property and buildings. It is a resource to produce the annual Inventory of Buildings reports that are required by law for the Mississippi legislature and Executive Branch of our government.

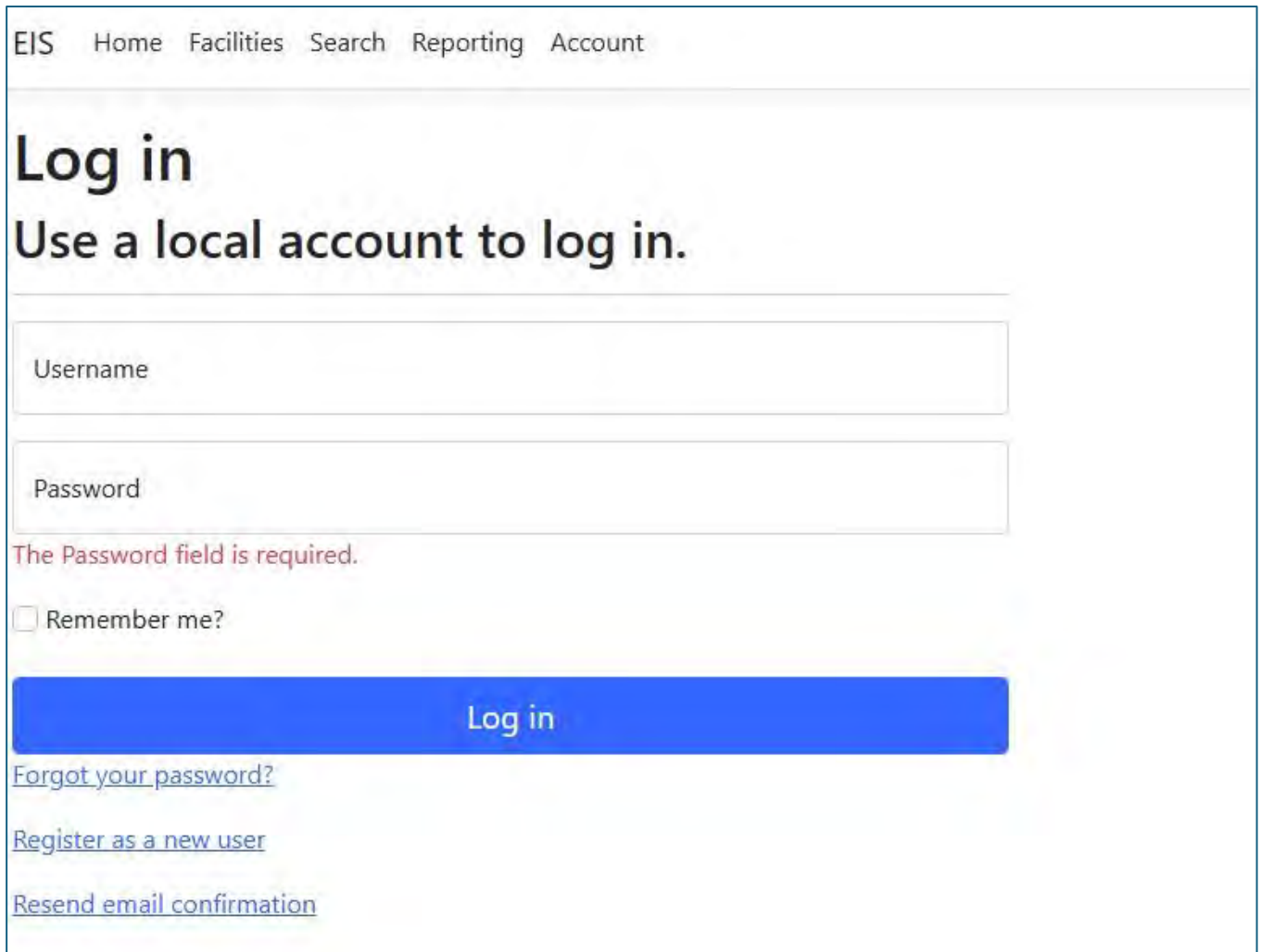
It maintains the Statement of Values (SOV), the collection of all state-owned buildings and personal property required by law and required by our property insurers.

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.

It is the responsibility of every state government agency and institution to have at least one person capable of using and maintaining this system.

LOGIN

The figure below shows the login page for the EIS. Enter your username and password for access to the system. Use the options below for gaining access to various pages.



The screenshot shows the EIS login interface. At the top is a navigation bar with links: EIS, Home, Facilities, Search, Reporting, and Account. Below this is a large heading 'Log in' followed by the instruction 'Use a local account to log in.' There are two input fields: 'Username' and 'Password'. A red error message 'The Password field is required.' is displayed below the password field. Below the error message is a checkbox labeled 'Remember me?'. A large blue button labeled 'Log in' is positioned below the checkbox. At the bottom of the form are three links: 'Forgot your password?', 'Register as a new user', and 'Resend email confirmation'.

EIS Home Facilities Search Reporting Account

Log in

Use a local account to log in.

Username

Password

The Password field is required.

☐ Remember me?

Log in

[Forgot your password?](#)

[Register as a new user](#)

[Resend email confirmation](#)

HOME

The figure below is the **Home** screen after successfully logging into the EIS.



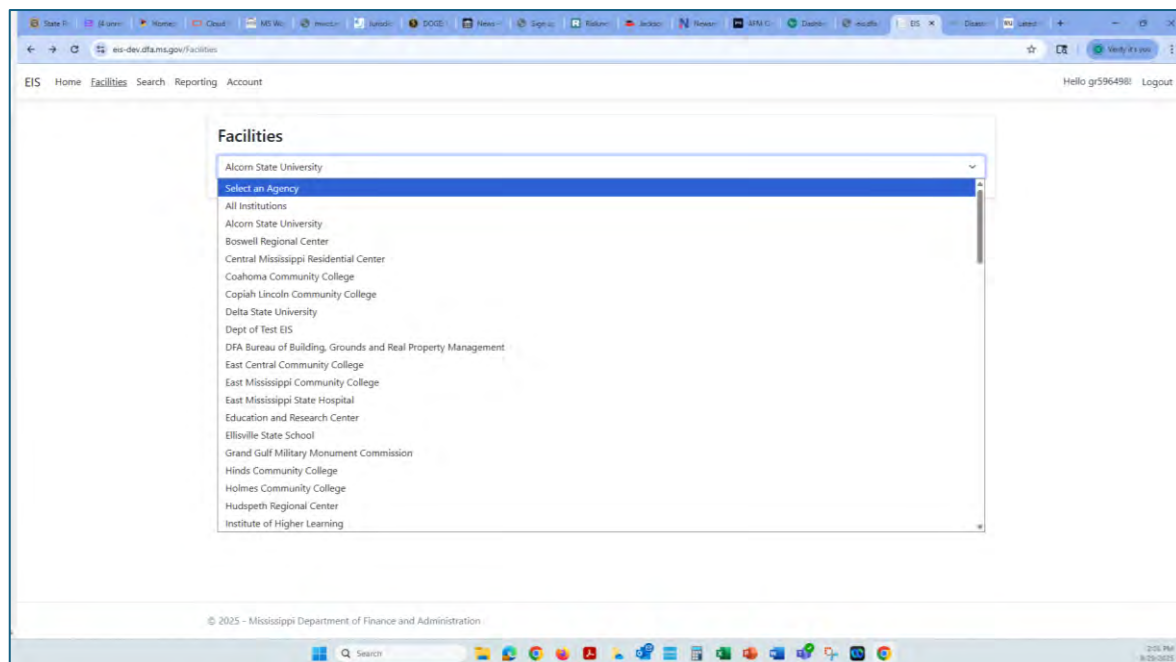
This page allow single click access to each of the pages shown including: **Home**, **Facilities**, **Unimproved Land**, **Search**, **Reporting**, **Account** and **Training Manual**.

FACILITIES

After selecting the **Facilities** tab, the screen below is displayed.



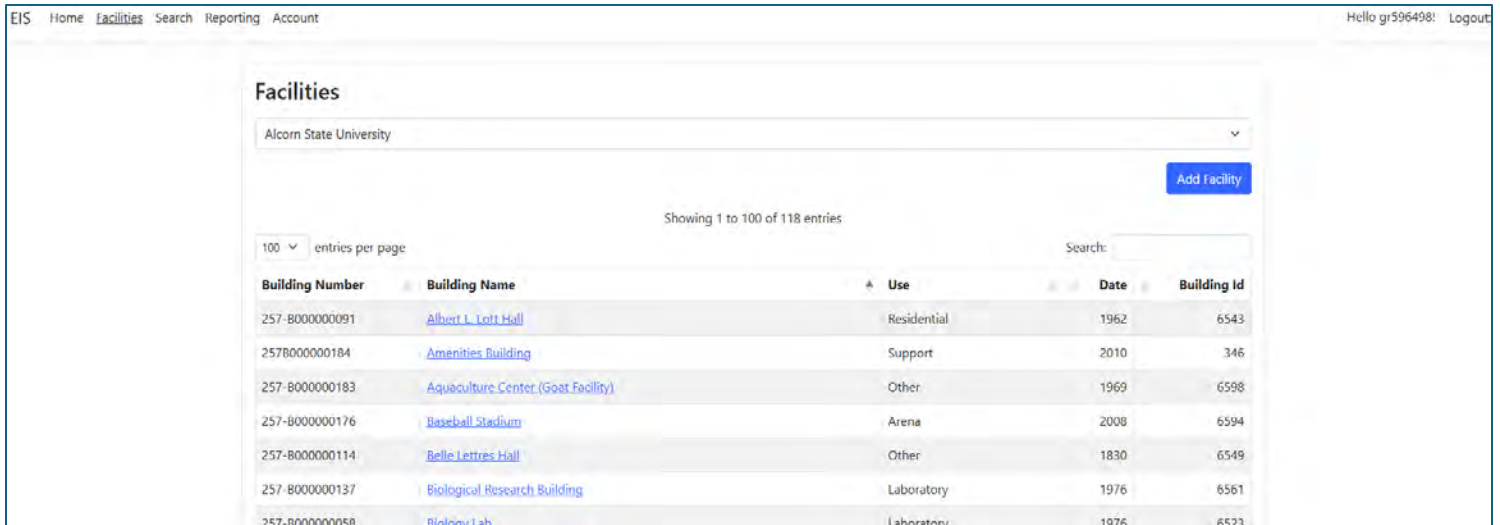
Click on the **Select an Agency** area and a single agency or listing of agencies will display as shown below. Use this page to select your agency.



Facilities continued...

You can change the page display by changing the # of entries per page at the top left. You can also sort the data by clicking a column to sort.

You can search for one or a group of buildings by entering a partial name in the **Search** field. Select the desired building by clicking the highlighted **Building Name**.



The screenshot shows a web application interface for managing facilities. At the top, there is a navigation bar with links: EIS, Home, Facilities (active), Search, Reporting, and Account. On the right, a user is logged in as 'Hello gr596498!' with a 'Logout' link. The main content area is titled 'Facilities' and features a dropdown menu set to 'Alcorn State University'. Below this, there is a table of facilities. The table has columns for Building Number, Building Name, Use, Date, and Building Id. The first six rows of the table are visible, showing various buildings like 'Albert L. Loft Hall', 'Amenities Building', 'Aquaculture Center (Goat Facility)', 'Baseball Stadium', 'Belle Lettres Hall', and 'Biological Research Building'. A search bar is located to the right of the table. Above the table, there is a dropdown for 'entries per page' set to 100 and a status message 'Showing 1 to 100 of 118 entries'. An 'Add Facility' button is located in the top right corner of the table area.

Building Number	Building Name	Use	Date	Building Id
257-8000000091	Albert L. Loft Hall	Residential	1962	6543
2578000000184	Amenities Building	Support	2010	346
257-8000000183	Aquaculture Center (Goat Facility)	Other	1969	6598
257-8000000176	Baseball Stadium	Arena	2008	6594
257-8000000114	Belle Lettres Hall	Other	1830	6549
257-8000000137	Biological Research Building	Laboratory	1976	6561
257-8000000058	Biological Lab	Laboratory	1976	6523

The building data will display and can be edited and saved with the **Save** button at bottom. There are two data fields, replacement value and building contents, that can only be updated by Admin users. All other fields are editable by all users. After the record is saved, you can return to the listing with the red **Return to List** button.

Some data fields will display data options or remain blank for data entry.

Facilities continued...

The options in blue at bottom can be expanded and edited.

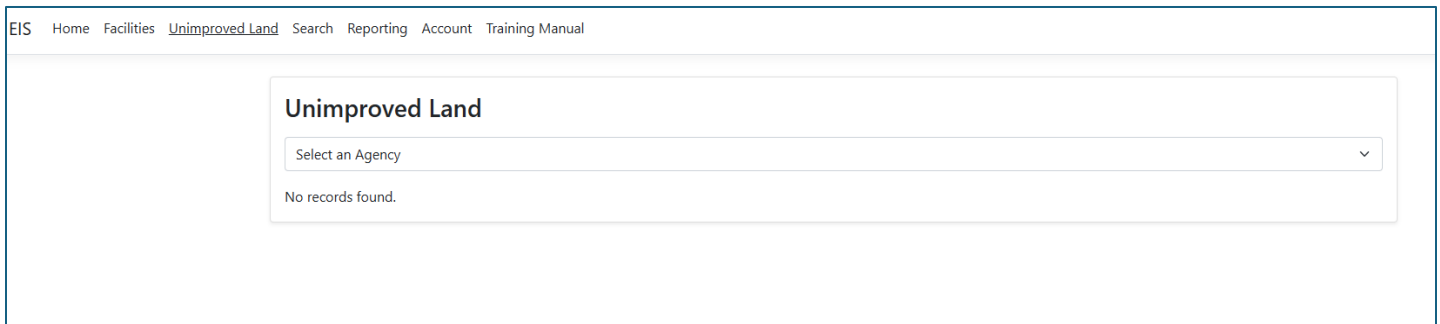
[+] Facilities Needs
[+] Enhanced Information
[+] Appraisal Information
[+] Accounting History

Add Accounting History

[+] Photos
[+] Videos
[+] Attachments

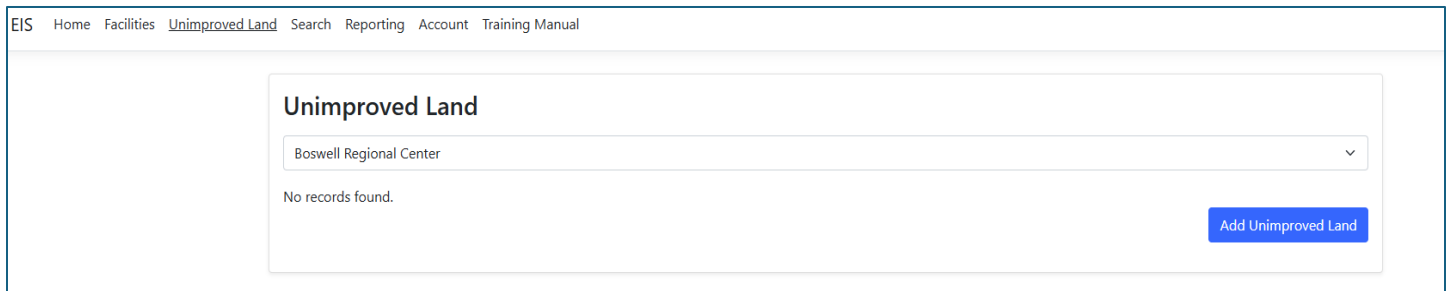
UNIMPROVED LAND

This is a new page. Enter all new unimproved land properties into these pages. After clicking on the **Unimproved land** tab, the screen below is displayed.



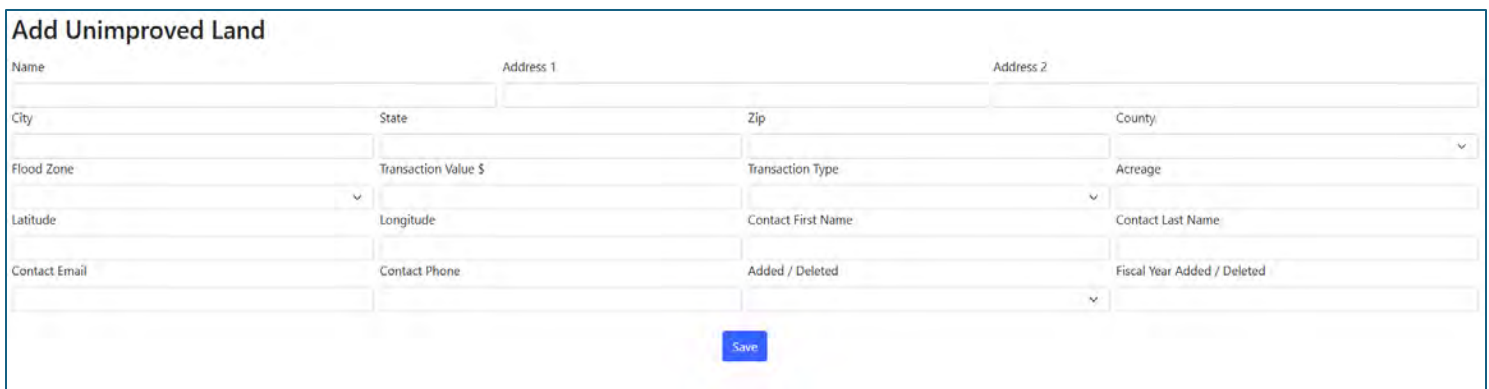
The screenshot shows a web application interface. At the top is a navigation bar with links: EIS, Home, Facilities, Unimproved Land, Search, Reporting, Account, and Training Manual. Below the navigation bar is a large white box titled "Unimproved Land". Inside this box is a dropdown menu labeled "Select an Agency" with a downward arrow. Below the dropdown, the text "No records found." is displayed.

Select your agency from the **Select an Agency** drop down and the following screen appears.



This screenshot shows the same "Unimproved Land" page, but the dropdown menu now displays "Boswell Regional Center". A blue button labeled "Add Unimproved Land" has appeared in the bottom right corner of the white box. The text "No records found." remains.

Select the **Add Unimproved Land** button and the following screen appears. Enter all known data elements and select the **Save** button at the bottom.



The screenshot displays the "Add Unimproved Land" form. It features a grid of input fields for the following information: Name, Address 1, Address 2, City, State, Zip, County, Flood Zone, Transaction Value \$, Transaction Type, Acreage, Latitude, Longitude, Contact First Name, Contact Last Name, Contact Email, Contact Phone, Added / Deleted, and Fiscal Year Added / Deleted. Each field has a corresponding input box, some with dropdown arrows. At the bottom center of the form is a blue button labeled "Save".

SEARCH

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

The screenshot shows the EIS Search interface. At the top, there is a navigation bar with links: EIS, Home, Facilities, Search, Reporting, Account, and Training Manual. On the right, it says 'Hello gr596498! Logout'. Below the navigation bar, there are several filter sections:

- Agency/Institution:** A dropdown menu with 'All Institutions' selected.
- Building Name:** A text input field.
- Campus:** A text input field.
- City:** A text input field.
- Present Condition:** A dropdown menu.
- County:** A dropdown menu.
- Type of Construction:** A dropdown menu.
- Replacement Value Range:** Two text input fields with a 'to' separator.
- Facility Needs:** A dropdown menu.
- Roof Type:** A dropdown menu.
- HVAC Type:** A dropdown menu.
- Control System Type:** A dropdown menu.
- Foundation Type:** A dropdown menu.
- Use:** A dropdown menu.
- Roof Date Range:** Two text input fields with a 'to' separator.
- HVAC Date Range:** Two text input fields with a 'to' separator.
- Control System Date Range:** Two text input fields with a 'to' separator.
- Gross Sq Feet Range:** Two text input fields with a 'to' separator.
- Assignable Sq Feet Range:** Two text input fields with a 'to' separator.
- Outstanding Indebtedness Range:** Two text input fields with a 'to' separator.
- Construction Date Range:** Two text input fields with a 'to' separator.
- Previous Year Costs Range:** Two text input fields with a 'to' separator.
- Estimated Repairs Range:** Two text input fields with a 'to' separator.
- Added Deleted:** A dropdown menu.
- Detailed Use:** A text input field.
- Roof Rating:** A dropdown menu.
- Roof Date Inspection Range:** Two text input fields with a 'to' separator and calendar icons.
- Roof Inspection Method:** A text input field.
- Building is on Historic Registry:** A checkbox.

At the bottom left, there is a blue **Search** button. Below it, it says 'Search returned no results.'

The Search screen allows the user to search one or more records in whatever combination of data that is necessary. Enter data in one or more fields, click the **Search** button at the bottom left, and all corresponding properties matching the data request will be displayed.

After the data is displayed, it can be sorted by any of the columns, and it can be copied or exported into a CSV or Excel report, or it can be printed as shown below.

The screenshot shows the EIS Search results table. At the top, there are buttons: Copy, CSV, Excel, and Print. On the right, it says 'Showing 1 to 70 of 70 entries' and '1'. The table has the following columns:

Building Number and Name	Property Type	Item Use	Replacement Value	Transaction Value	Outstanding Indebtedness	Repairs for Prior Year	Present Condition	Facility Needs	Estimated Repairs	Flood Plain	Flood Zone	Gross Sq Ft	Assignable Sq Ft	Type of Construction	Added/Deleted	Fiscal Year Added/Deleted
50 RV PADS - NAICHEZ	Building	Other	285442.0000				Good					30000		Type II/Concrete Frame		2021

REPORTING

After clicking on the **Reporting** tab, the screen below is displayed.

SSRS Reports

Run Inventory of Buildings Report

SOV Report

Select Agencies

Select Columns

Run Report

Underwriter Report

Select Agencies

Select Columns

Run Report

Unimproved Land Report

Select Agencies

Select Columns

Run Report

All users have access to the Reporting page. Reports can be generated for all buildings belonging to the Agency. Using the **Select Agencies** and **Select Columns** buttons as shown to the following page, reports can be tailored the specific data element required.

Admin users will have access to all buildings of all agencies.

Select Agencies

×

☐ Select All
 ☐ IHL Locations
 ☐ State Agencies

☐ Alcorn State University
 ☐ Boswell Regional Center
 ☐ Central Mississippi Residential Center
 ☐ Coahoma Community College
 ☐ Copiah Lincoln Community College
 ☐ Delta State University
 ☐ East Central Community College
 ☐ East Mississippi Community College
 ☐ East Mississippi State Hospital
 ☐ Education And Research Center
 ☐ Ellisville State School
 ☐ Grand Gulf Military Monument Commission
 ☐ Hinds Community College
 ☐ Holmes Community College
 ☐ Hudspeith Regional Center
 ☐ Institute Of Higher Learning
 ☐ Itawamba Community College
 ☐ Jackson State University
 ☐ Jones County Junior College
 ☐ Meridian Community College
 ☐ Mississippi Agricultural And Forestry Aviation Museum
 ☐ Mississippi Board Of Pharmacy
 ☐ Mississippi Bureau Of Narcotics
 ☐ Mississippi Delta Community College
 ☐ Mississippi Department Of Agriculture & Commerce
 ☐ Mississippi Department Of Archives And History

Drag labels to the right to select columns

×

Available Columns

Asset Number

Address

City

County

State Code

Zip

ISO Const

Construction Description

of Stories

Date

Occupancy

Square Footage

Flood Zone

Department Number

Contact

Contact Email

Contact Phone

Appr Company

Appr Date

Selected Columns

Location Name

Building

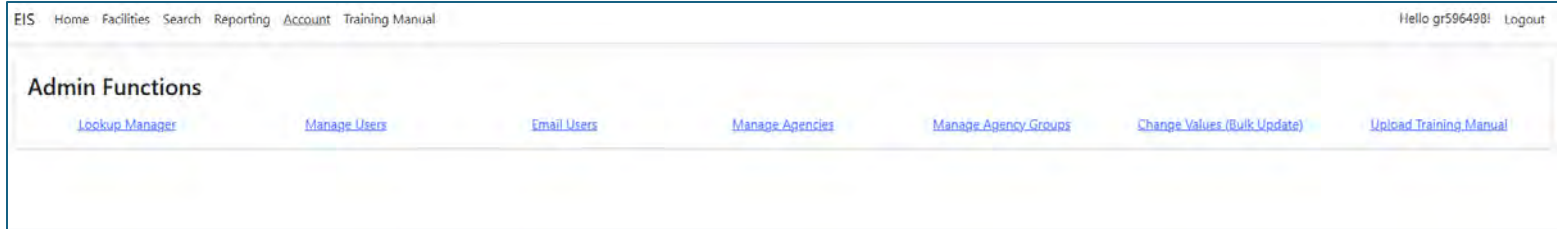
Personal Property

Total TIV

Department Name

ACCOUNT

After clicking on the **Account** tab, the screen below is displayed.



All users have access to the Account page but the options available will differ depending on whether an Admin or Agency user. The live links in blue can be selected, and modifications of data can be accomplished if necessary. Admin users should be **extremely** careful when editing content. If you have any question about this screen, contact George Roberson, george.roberson@dfa.ms.gov, 601-720-4207 or 601-576-2553.