

## View Submission History

In EDM you can view records you have previously submitted.

The example below is based on viewing Annual Return records but you can view any of the data forms you submit.

From the Home page select form type from the View Data menu.

**Upload Data**

Upload Employee Data

Type of Form	Manual Entry	Bulk Upload
Starter		
Leaver		
Annual Return		
Service Change		
Misc Update		
Amendment		

Download CSV Template

 Starter  Leaver  Annual Return  Service Change  Misc Update  Amendment

**View Data**

Submitted Form Data (Note: Invalid bulk uploads will not be shown until fixed)

Type of Form	View Submitted Data
Starter	
Leaver	
Annual Return	
Service Change	
Misc Update	
Amendment	

Data Downloads from SPPA

 File Splitting Downloads

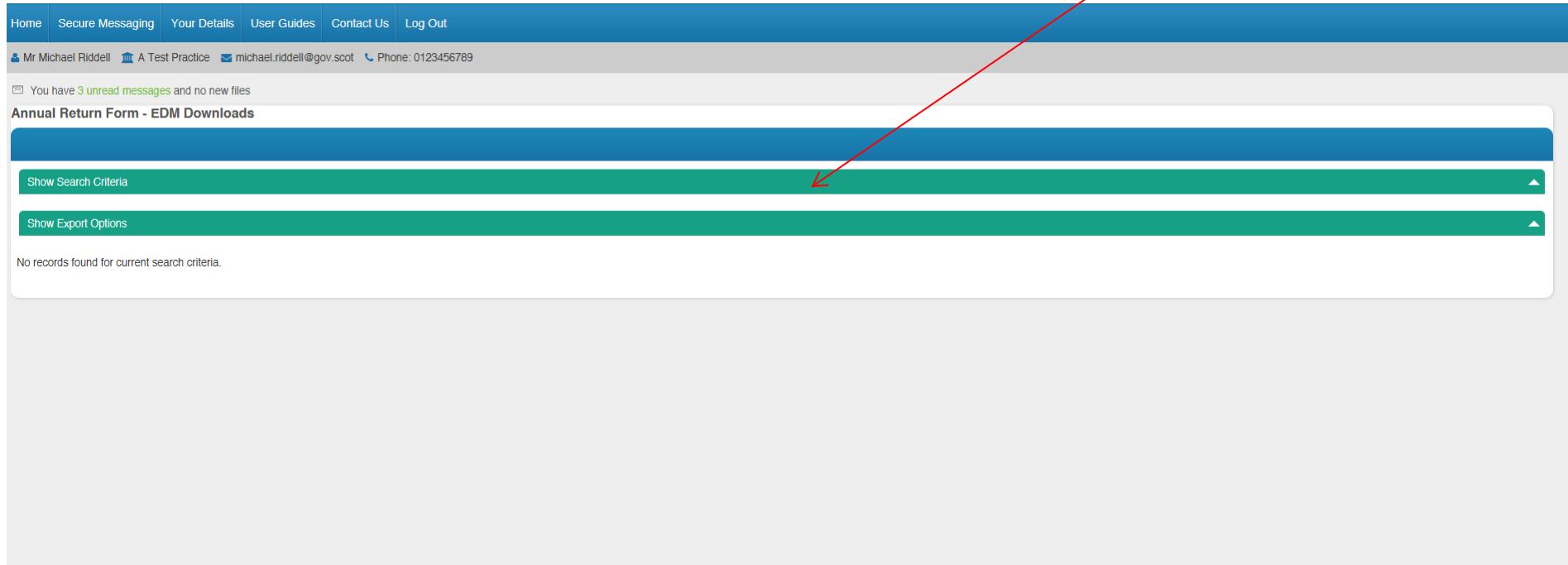
Unread Messages from SPPA

Message	Attachments
	

**EDM User Guides**

<a href="#">User Guidance</a> <a href="#">Manual Entry</a>	<a href="#">Forms Guidance</a> <a href="#">Starter</a>	<a href="#">Additional Guidance</a> <a href="#">Part-Time Days to Hours Calculator</a>
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In the Annual Returns Form – EDM Downloads screen you can select records using the Show Search Criteria drop down menu.



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Mr Michael Riddell A Test Practice michael.riddell@gov.scot Phone: 0123456789

You have 3 unread messages and no new files

Annual Return Form - EDM Downloads

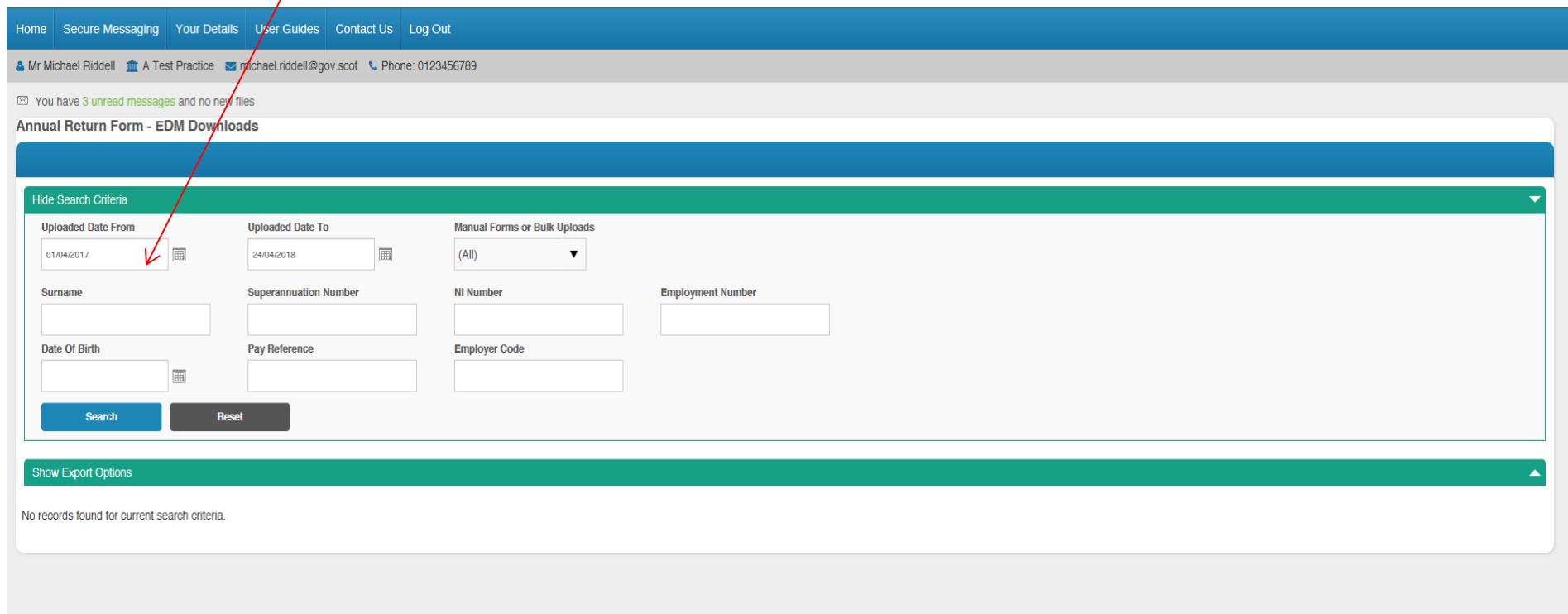
Show Search Criteria

Show Export Options

No records found for current search criteria.

In the Search Criteria drop down menu you can select a date as far back as 11 May 2016. In the screenshot 01/04/2017 has been selected. You have a choice to select 'Manual Forms', 'Bulk Uploads' or '(All)'. in this example, (All) has been selected. This will produce all records submitted between the date parameters.

You can use other search boxes to look for specific data such as, Surname, Date of Birth or NI Number.



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Mr Michael Riddell A Test Practice michael.riddell@gov.scot Phone: 0123456789

You have 3 unread messages and no new files

Annual Return Form - EDM Downloads

Hide Search Criteria

Uploaded Date From	Uploaded Date To	Manual Forms or Bulk Uploads
01/04/2017	24/04/2018	(All)

Surname:

Superannuation Number:

NI Number:

Employment Number:

Date Of Birth:

Pay Reference:

Employer Code:

**Search** **Reset**

Show Export Options

No records found for current search criteria.

You can export a list of previously submitted records using the 'Show Export Options' drop down menu.

Hide Search Criteria

Uploaded Date From: 01/04/2017      Uploaded Date To: 23/04/2018      Manual Forms or Bulk Uploads: (All)

Surname: [ ]      Superannuation Number: [ ]      NI Number: [ ]      Employment Number: [ ]

Date Of Birth: [ ]      Pay Reference: [ ]      Employer Code: [ ]

**Search**      **Reset**

Show Export Options

Form Type Code	Employer Code	Superannuation Number	Pay Reference Number	Date of Birth	Title	Sex	Surname	Forename	Middle Name Initials	National Insurance Number	Type of Service	Employee Contribution Rate	Full Time Days	Part Time Hours (including holiday hours)	Full Time Hours	Employees Pensionable Pay	Overtime or CARE Pensionable Pay	Employers Pensionable Pay	Employees Pension Contributions	Employers Pension Contributions
03	00430	129124	203178	24/06/1965	MR	M	SMITH	JONES		AB123456A	1	8.70	351	0000	29191.57	29191.57	0.00	2537.70	4757.69	
03	00430	088804	300016	20/01/1957	MR	M	REAGAN	RONALD		AB123456A	1	10.40	365	0000	48519.48	48519.48	0.00	5046.05	7880.27	
03	00430	077097	300020	09/09/1956	MRS	M	TRUMP	DONALD		AB123456A	1	9.70	365	0000	40897.44	40897.44	0.00	3967.06	6647.83	
03	00430	087033	3000551418	10/02/1966	MRS	F	KENNEDY	JOHN	F	AB123456A	7	7.20	000	0014	1365	383.21	383.21	0.00	27.59	65.91

You can export with or without headers and output in CSV or Text file. Click the 'Export Records' icon and this will generate a file for you. The example below shows an export with headers and in CSV format.

Hide Export Options

Export header row?  Excel quoted data values?  Export As File Type  CSV  Text **Export records**

Form Type	Employer Code	Superannuation Number	Pay Reference Number	Date of Birth	Title	Sex	Surname	Forename	Middle Name Initials	National Insurance Number	Type of Service	Employee Rate	Full Time Days	Part Time Hours (including holiday hours)	Full Time Hours	Employees Pay	Overtime or CARE Pensionable Pay	Employers Pensionable Pay	Employers Pension Contributions	Employees Pension Contributions	Employee Pension Contribu
03	00430	129124	203178	24/06/1965	MR	M	SMITH	JONES		AB123456A	1	8.70	351	0000	29191.57	29191.57	0.00	2537.70	4757.69		
03	00430	088804	300016	20/01/1957	MR	M	REAGAN	RONALD		AB123456A	1	10.40	365	0000	48519.48	48519.48	0.00	5046.05	7880.27		

### Excel CSV file

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC
1	Form Type	Employer	Superannu	Pay Refere	Date of Bir	Title	Sex	Surname	Forename	Middle Name	National	In Type	Se	Employee	Full Time	Part Time	Employee	Overtime	Employers	Employers	Employers	Additional	Additional	Salary Rat	State Sch	Start Date	Cons on a	Notes
2	03	00430	129124	203178	24061965	MR	M	SMITH	JONES	AB123456.1	0870	351	0000	02919157	02919157	00000000	0253770	0475769	00000000	00000000	00000000	03015000	023169	14042015	0000000			
3	03	00430	088804	300016	20011957	MR	M	REAGAN	RONALD	AB123456.1	1040	365	0000	04851948	04851948	00000000	0504605	0788027	0868340	00000000	04851300	034212	01042015	0000000				
4	03	00430	077394	300071	03071957	MRS	M	TRUMP	DONALD	AB123456.1	0970	365	0000	04089744	04089744	00000000	0396706	0664783	00000000	00000000	00000000	03735000	034212	01042015	0000000			
5	03	00430	087033	300055141	10021966	MRS	F	KENNEDY	JOHN	AB123456.7	0720	000	0014	1365	00038321	00038321	00000000	0002759	0006591	00000000	00000000	00000000	03735000	002529	01042015	0000000		
6	03	00430	087033	300055413	10021966	MRS	F	OBAMA	BARACK	AB123456.7	0720	000	0544	1365	01487230	01487230	00000000	0107082	0242181	00000000	00000000	00000000	03735000	009242	01042015	0000000		
7	03	00430	087033	30005548C	10021966	MRS	F	CLINTON	BILL	AB123456.7	0720	000	0011	1365	00022891	00022891	00000000	0001648	0003677	00000000	00000000	00000000	02856900	000151	01042015	0000000		
8	03	00430	085002	300057	07111963	MISS	F	GEORGE	BUSH	AB123456.1	0970	365	0000	03735648	03735648	00000000	0362356	0607223	00000000	00000000	00000000	03735000	031444	01042015	0000000			
9	03	00430	085026	300058	11101963	MRS	F	CARTER	JIMMY	AB123456.1	0970	365	0000	03942900	03942900	00000000	0382460	0638103	00000000	00000000	00000000	03735000	033188	01042015	0000000			
10	03	00430	077394	300071	03071957	MRS	F	EISENH	DWIGHT	AB123456.1	0970	365	0000	03735648	03735648	00000000	0362356	0607223	00000000	00000000	00000000	03735000	031444	01042015	0000000			
11	03	00430	082028	300150	30011960	MRS	F	TRUMAN	HARRY	AB123456.1	1040	365	0000	05312148	05312148	00000000	0552465	0863498	00000000	00000000	00000000	05311500	034212	01042015	0000000			
12	03	00430	104652	2	31071970	MR	M	BAGGIO	ROBERTO	NW123456.7	0720	000	0024	1365	00193838	00193838	00000000	0016089	0020000	00000000	00000000	00000000	03108000	001458	01042017	0000000		
13	03	00430	083057	1	31071970	MR	M	GRAY	DAVID	NW123456.7	0720	000	0057	1365	00108578	00108578	00000000	0010314	0020000	00000000	00000000	00000000	03488700	002530	01042017	0000000		
14	03	00430	093505	3	31071970	MR	M	RONALDC	CHRISTIANO	NW123456.7	0720	000	0091	1365	00220694	00220694	00000000	0020966	0030000	00000000	00000000	00000000	03304500	001727	01042017	0000000		
15	03	00430	793053	4	31071970	MR	M	STUBBS	ALAN	NW123456.7	0720	000	0111	1365	00369982	00369982	00000000	0036628	0040000	00000000	00000000	00000000	04435200	002427	01042017	0000000		