

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.

The screenshot displays the EDM interface with two main panels: 'Upload Data' and 'View Data'.

Upload Data Panel:

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

Download CSV Template: Starter, Leaver, Annual Return, Service Change, Misc Update, Amendment

View Data Panel:

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

Type of Form	View Submitted Data
Starter	[Download Icon]
Leaver	[Download Icon]
Annual Return	[Download Icon]
Service Change	[Download Icon]
Misc Update	[Download Icon]
Amendment	[Download Icon]

Data Downloads from SPPA: File Splitting Downloads

Unread Messages from SPPA: Message, Attachments

EDM User Guides: User Guidance (Manual Entry), Forms Guidance (Starter), Additional Guidance (Part-Time Days to Hours Calculator)

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 01/04/2017

Uploaded Date To 24/04/2018

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

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

Uploaded Date To

Manual Forms or Bulk

Uploads

Surname

Superannuation Number

NI Number

Employment Number

Date Of Birth

Pay Reference

Employer Code

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	Employee 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 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 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	Employee 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

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
1	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	Full Time Hours	Employees Pensionable Pay	Overtime or CARE Pensionable Pay	Employers Pensionable Pay	Employees Pensionable Pay	Additional	Additional	Salary Rate	State Schd	Start Date	Cons on a	Notes
2	03	00430	129124	203178	24/06/1965	MR	M	SMITH	JONES		AB123456.1	0870	351	0000		02919157	02919157	00000000	0253770	0475769	00000000	00000000	03015000	023169	14042015	00000000	
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	00000000	
4	03	00430	077097	300020	09091956	MRS	F	TRUMP	DONALD		AB123456.1	0970	365	0000		04089744	04089744	00000000	0396706	0664783	00000000	00000000	03735000	034212	01042015	00000000	
5	03	00430	087033	300055141	10021966	MRS	F	KENNEDY	JOHN	F	AB123456.7	0720	000	0014	1365	00038321	00038321	00000000	0002759	0006591	00000000	00000000	03735000	000259	01042015	00000000	
6	03	00430	087033	300055413	10021966	MRS	F	OBAMA	BARACK		AB123456.7	0720	000	0544	1365	01487230	01487230	00000000	0107082	0242181	00000000	00000000	03735000	009242	01042015	00000000	
7	03	00430	087033	300055480	10021966	MRS	F	CLINTON	BILL		AB123456.7	0720	000	0011	1365	00022891	00022891	00000000	0001648	0003677	00000000	00000000	02856900	000151	01042015	00000000	
8	03	00430	085002	300057	07111963	MISS	F	GEORGE	BUSH	W	AB123456.1	0970	365	0000		03735648	03735648	00000000	0362356	0607223	00000000	00000000	03735000	031444	01042015	00000000	
9	03	00430	085026	300058	11101963	MRS	F	CARTER	JIMMY		AB123456.1	0970	365	0000		03942900	03942900	00000000	0382460	0638103	00000000	00000000	03735000	033188	01042015	00000000	
10	03	00430	077394	300071	03071957	MRS	F	EISENHOWER	DWIGHT	D	AB123456.1	0970	365	0000		03735648	03735648	00000000	0362356	0607223	00000000	00000000	03735000	031444	01042015	00000000	
11	03	00430	082028	300150	30011960	MRS	F	TRUMAN	HARRY	S	AB123456.1	1040	365	0000		05312148	05312148	00000000	0552465	0863498	00000000	00000000	05311500	034212	01042015	00000000	
12	03	00430	104652	2	31071970	MR	M	BAGGIO	ROBERTO		NW1234567	0720	000	0024	1365	00193838	00193838	00000000	0016089	0020000	00000000	00000000	03108000	001458	01042017	00000000	
13	03	00430	083057	1	31071970	MR	M	GRAY	DAVID		NW1234567	0720	000	0057	1365	00108578	00108578	00000000	0010314	0020000	00000000	00000000	03488700	002530	01042017	00000000	
14	03	00430	093505	3	31071970	MR	M	RONALDC	CHRISTIANO		NW1234567	0720	000	0091	1365	00220694	00220694	00000000	0020966	0030000	00000000	00000000	03304500	001727	01042017	00000000	
15	03	00430	793053	4	31071970	MR	M	STUBBS	ALAN		NW1234567	0720	000	0111	1365	00369982	00369982	00000000	0036628	0040000	00000000	00000000	04435200	002427	01042017	00000000	