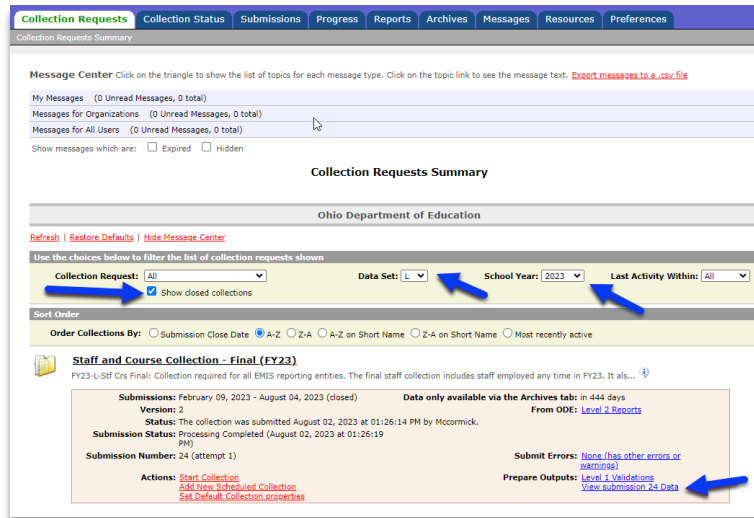# EMIS -Viewing a Previous Submission File

1. Log in to the Data Collector
2. In the Collection Requests tab, filter on Data Set "L" & School Year "2024"
3. Click the checkbox to "Show closed collections"
4. In the bottom right corner of the Staff and Course Collection – Final (FY24) box, click "View submission Data" (see below)



5. Choose a file format. HTML is best for reviewing data.
6. Click the Link to Generate Review Data
7. Click Staff Demographic Record (CI).csv
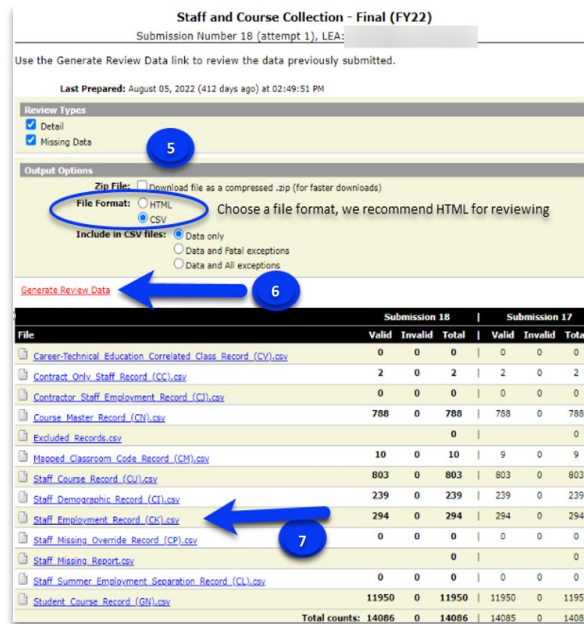


8. Open the file and sort data as needed to review records that have a reported separation date and reason.