

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)

G	ollectio	n Requests	Collection Status	Submissions	Progress	Reports	Archives	Messages	Resources	Preferences		
Co	llection Red											
	Messag	e Center Click	on the triangle to show t	he list of topics for	each message I	type. Click on	the topic link t	to see the messa	age text. <mark>Export (</mark>	messages to a .csv	file	
	My Messa	ges (O Unread	Messages, 0 total)									
	Messages	for Organization	s (O Unread Messages,	0 total)								
	Messages for All Users (O Unread Messages, O total)											
	Show me	sages which are:	: Expired Hide	len								
	Collection Requests Summary											
	Ohio Department of Education											
Refresh Restore Defaults Hide Message Center												
Use the choices below to filter the list of collection requests shown												
	Col	lection Request	All	✓ tions	D	ata Set: L	× 🔨	School Year	2023 🗸	Last Activity W	ithin: All 🗸	
	Sort Ord	ler										
Order Collections By: Osubmission Close Date A-Z OZ-A A-Z on Short Name OZ-A on Short Name OMost recently active												
	Staff and Course Collection - Final (FY23) FY23-U-Stf Crs Final: Collection required for all BHS reporting entities. The final staff collection includes staff employed any time in FY23. It als If											
subunitasions: Fecuary or, aux3 - nugas (eq. aux3 (uose)) and any avanance via the Archives table in read tabys Version: Status: The collection was submitted August 02, 2023 et 01:25:14 PH by Mocornick. Submission Status: Proprioting Completed (August 02, 2023 et 01:26:14 PH by Mocornick.												
		Submission	Number: 24 (attempt 1)				Subn	nit Errors: <u>None</u> warni	(has other errors o ngs)	£	
			Actions: Start Collectio Add New Sch Set Default Co	on aduled Collection ollection properties				Prepare	Outputs: Level	1 Validations submission 24 Data	-	

- 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

		122)					
Submission Number 18 (attempt 1), t	LEA:			H			
Jse the Generate Review Data link to review the data previou	sly submitted.						
Last Prepared: August 05, 2022 (412 days ago) at 02:49:51 PM							
Review Types							
2 Detail							
Missing Data 5							
Output Options							
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8. Open the file and sort data as needed to review records that have a reported separation date and reason.