

RegData user guide

Finding a previously submitted data item

A 'data item' is each individual form you need to fill in, eg CCR007, FSA001.

A 'return' is all data items due for the same reporting period, due on the same due date.

This user explains how to find a data item you have previously submitted.

1. Navigating to your submission history

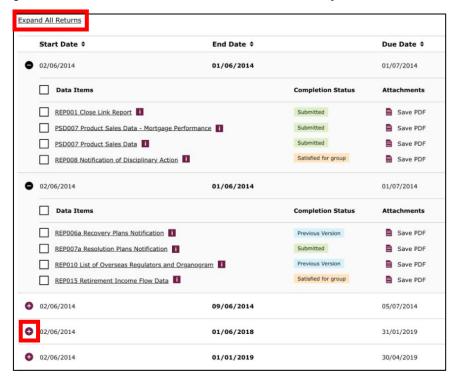
After logging in, select **Submission History** at the top of the screen:



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To find a data item, you can either scroll through your list of previously submitted returns, or use the search functionality.

Scroll through the list of returns at the bottom of the page and either click on the + symbol for the relevant return, or on **Expand All Returns**:



Click on the data item that you are looking for.

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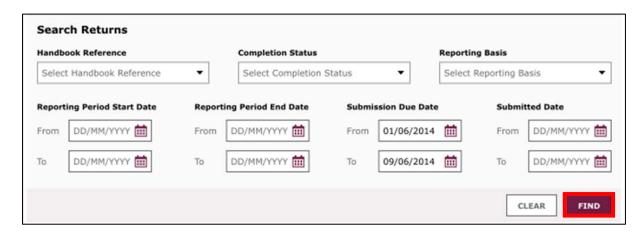
2. Using the search criteria to find a submitted data item

Use the search returns option at the top of the screen.

You can search with multiple criteria:

- the Handbook Reference for the data item, eg CCR007, FSA001
- the data items completion status, eg Submitted, Resubmission
- Reporting Basis, eg Unconsolidated, Solo-Consolidated
- the reporting period start and end dates for the data item
- the submission due date for the data item
- when the data item was submitted

Enter the criteria you wish to use to search, then click on **find**:



The results of your search will appear below the Search Returns box.

Scroll down to see your results, and click on the required data item.

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