Quick Reference Guide
VIEWING OR AMENDING A SCHEME FILE

SINGLE SCHEME DATABANK

Did you know that video tutorials are available to assist administrators using the Single Scheme Databank?

CLICK HERE FOR THE TUTORIAL LIBRARY

Can any user of the Single Scheme Databank download or amend a file?

Only users with Level 2 permissions will be able to:

• Download a copy of a Scheme File previously uploaded using the Databank BI Reports Tool application.

• Upload a new Scheme File using the DGVT application

If you feel that you require Level 2 permissions for business purposes, please discuss your business requirements with your Local Databank Coordinator.

If your organisation is not on the Government Network or HEAnet, you will not be able to access the BI Reports Tool Application and will instead have to use a locally saved copy of the file that was uploaded to the Databank.

## How do I download a file from the Single Scheme Databank?

To download a file, you will first need to log into the **Databank BI Reports Tool** application by entering the relevant URL on your internet browser.

Depending on what IT network your organisation is affiliated with, the URL will be:

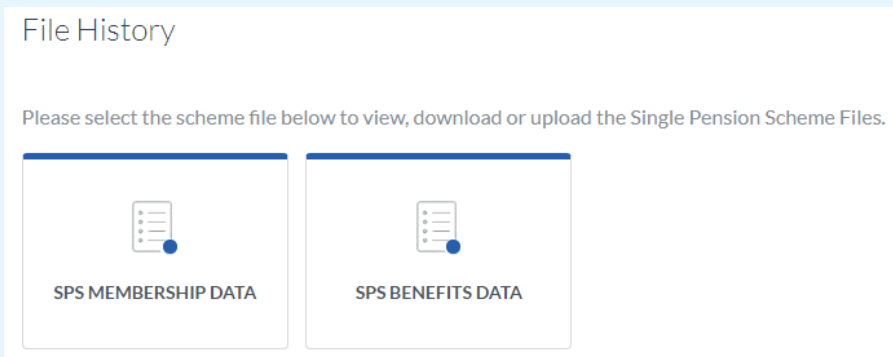| Government Network	https://spsreports.gov.ie/
HEAnet	https://hea.spsreports.gov.ie/
Neither	You will not be able to access the BI Reports Tool

If you are accessing the BI Report Tool for the first time, please see the Quick Reference Guide *"Accessing the Single Scheme Databank"* or watch the video tutorial titled *"Logging into the Databank for the first time"*.

Once you have logged on successfully, you will need to navigate to the "File History" page for your organisation by clicking on your username at the top right corner of your screen. A dropdown menu will appear. From this dropdown menu, click the "File History" option:
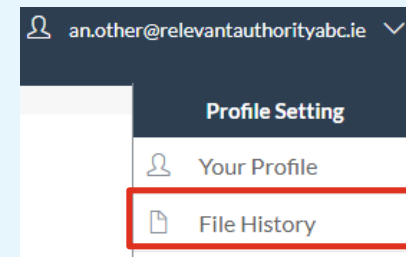
On the File History page, you will see two icons displayed - one for each of the different types of Databank Scheme Files.

Click on the icon corresponding to the type of file that you wish to download:

File History

Please select the scheme file below to view, download or upload the Single Pension Scheme Files.

SPS MEMBERSHIP DATA   **SPS BENEFITS DATA**

Once you click on an icon, the Scheme File Dashboard for your Relevant Authority will be displayed.
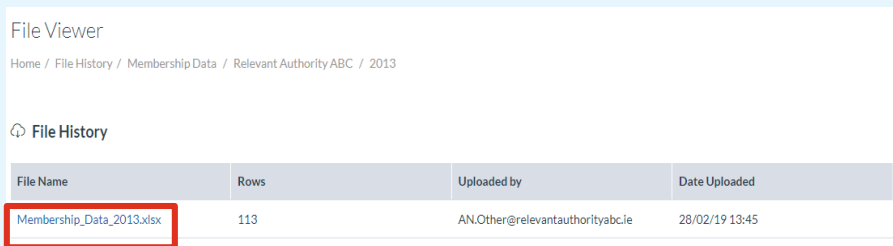
If you work in a Pensions Shared Service Centre, you will see a list of relevant authorities affiliated to your Shared Service Centre. Click on the name of the Relevant Authority in question to access the relevant Membership Data Dashboard.

On the Scheme File Dashboard, the graph will display data for each year that a Scheme File has been uploaded. The data is based on the number of rows of data in the last file uploaded for each year.

To download a Scheme File for a particular year, click on the blue View button corresponding to the year that you are interested in.

2013

VIEW

This will open the File Viewer page where you will see a list of files that have been previously uploaded for that year by your organisation.

File Viewer

Home / File History / Membership Data / Relevant Authority ABC / 2013

File History

File Name	Rows	Uploaded by	Date Uploaded
Membership_Data_2013.xlsx	113	AN.Other@relevantauthorityabc.ie	28/02/19 13:45

If more than 1 file has been uploaded for that year, the files will be displayed in chronological order according to when they were first uploaded. **The current/last uploaded file will always appear at the top of the list of files**. Older files (subsequently overwritten) will appear further down the list.

To download a file, click on the file name for the file in question. This will then download the file to your computer for you to securely save. *As the files contain personal data, inclusive sensitive personal data, it is essential that you are mindful of your data protection obligations when saving any downloaded files.*

Can I correct / amend data for a particular year that has been uploaded previously to the Databank?

To amend a file that has been previously uploaded to the Databank by your organisation, you will need to upload an amended Scheme File for the relevant year.

Please note that uploading a new Scheme File for a particular year will automatically overwrite all previous data submitted for that year.

What changes can I make to a previously uploaded file?

It is recommended that you download the most recent Scheme File for the year in question and methodically make the necessary amendments to the File before saving it locally.

The file format and data in the amended file must match the guidance issued by DPER. If the file format or data do not match the guidance issue by DPER, the amended file will not upload to the Databank.

As noted above, uploading a new Scheme File for a particular year will automatically overwrite all previous data submitted for that year. **It is therefore important that you complete all quality assurance checks on your new Scheme File prior to uploading your file to the Databank**.

How do I upload an amended file to the Databank?

Once you have completed all quality assurance checks on your new Scheme file, a Level 2 user can upload the file to the Databank using the Data Gathering & Validation Tool in the normal manner.

For guidance on how to upload a Scheme File to the Databank, please see the Quick Reference Guide or watch the tutorial titled *"Uploading a file to the Databank"*.