Using the DfES Data Collection Website

This guide is for use with the DfES Consistent Financial Reporting (CFR) data collection website. Not all schools will use this guide. Please confirm with your LEA. This also contains information regarding the method of submitting your data via S2S, the School to School transfer web site provided through TeacherNet.

Accessing the CFR website

The CFR website is accessed through the DfES homepage. Point your browser towards www.dfes.gov.uk/datacollection and you will be taken to the site entrance. To proceed further you will need the username and password allocated to your school. The Helpdesk (01325 392626) can replace lost usernames and passwords as can your LEA.

On clicking *Enter The Site* a secure connection will be established with the DfES server.

Logging In

A window will appear prompting you to enter the school's username and password (Figure 1). Please bear in mind that both the username and password are case sensitive.

You will then be taken to the *Data Collection* homepage that lists recent news items of interest. To start entering the CFR data, click on *Surveys and Submissions* located on the left hand side of the screen (Figure 2). The site will direct you to the *Current Survey* Status page that will list the surveys open to your school.

Figure 1 - Username and password prompt.

Getting Help

At this stage help is available by clicking the *Support* link, which will take you to a page that lists the Helpdesk's telephone number and email address.

Access the Survey

If you do not require help, click on the *CFR2003* link. A new window will open that will have the heading *Consistent Financial Reporting*. This is the page that will allow you to submit your financial data.

The beginning of the page provides some information that you are advised to read as it gives background on the CFR project, information on how to fill in the form and how to access help facilities. The *How to fill in a Survey* link opens another window that contains generic information on how to fill in surveys, including how to save a partially completed survey and come back to it later. This help page can be printed by selecting the link at the bottom of the page.

Figure 2 - Surveys and submissions

Saving Partially Completed Surveys

The website allows you to save a partially completed survey so that you can come back and complete the form at your convenience. The survey can be saved at anytime by clicking on the Save Data button at the bottom of the page (Figure 3). This will save but not submit your form so that you can log in again, in the same way, and finish the form.

When you log back in, the form will be as you left it when you saved it. If you close the window without saving the data then the form will reset and you will lose any data that you inputted previously.

Queries and Errors

Where the website has a query regarding the data it will highlight that specific field with yellow. Double clicking on that field will then bring up a prompt that will tell the user the nature of the query.
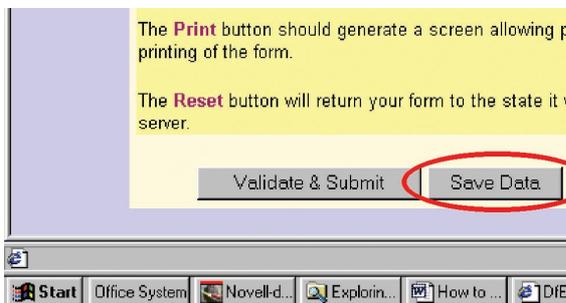
Figure 3 - Saving an incomplete form.

Similarly where the website detects an error, the incorrect field will be highlighted in red. Double clicking on the field will return a prompt that identifies the error.

Submitting the Form

The form cannot be validated and submitted if there are errors i.e. red highlights, on the page. These have to be resolved. Yellow highlights, indicating queries, are permissible only if the data pertaining to the query is accurate. In such an event, an explanation of the query has to be submitted in the box headed *Explanatory Notes.*

The form is submitted by clicking the *Validate & Submit* button at the bottom of the page. A screen will acknowledge the submission of your form (Figure 4).
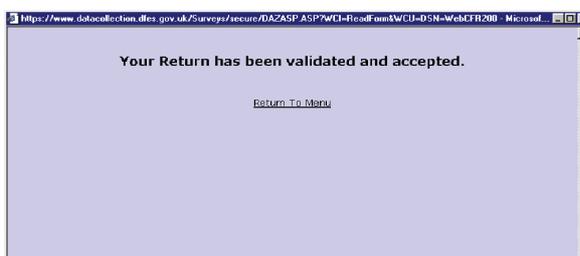
Figure 4 - Successful validation and submission.

Submitting your CFR data files to LEAs and DfES via S2S

You will be able to submit your CFR 2003/04 returns via S2S for those schools who are submitting their returns as data files output from your software supplier's management information system, not via the web screens as above.

You will be able to access this in the same way as you do for your PLASC returns by entering the TeacherNet web site and entering your unique usernames and passwords. If you do not have access to these then you can contact the helpdesk on (01325) 392626 or alternatively your LEAs should be able to supply them.

On entering the site, information will be supplied on where to access the CFR option and how to submit your data. We will also supply further guidance in the near future.