



Department  
for Education

# **SLASC Independent Schools 2014**

**COLLECT User Guide**

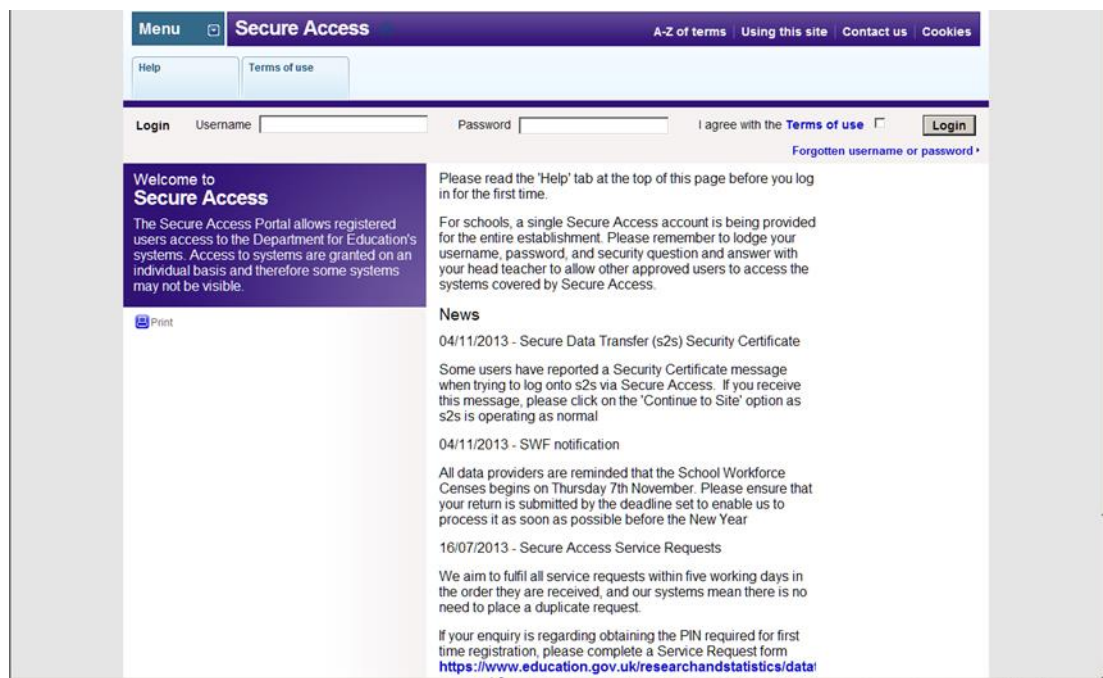
**December 2013**

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# COLLECT and Secure Access

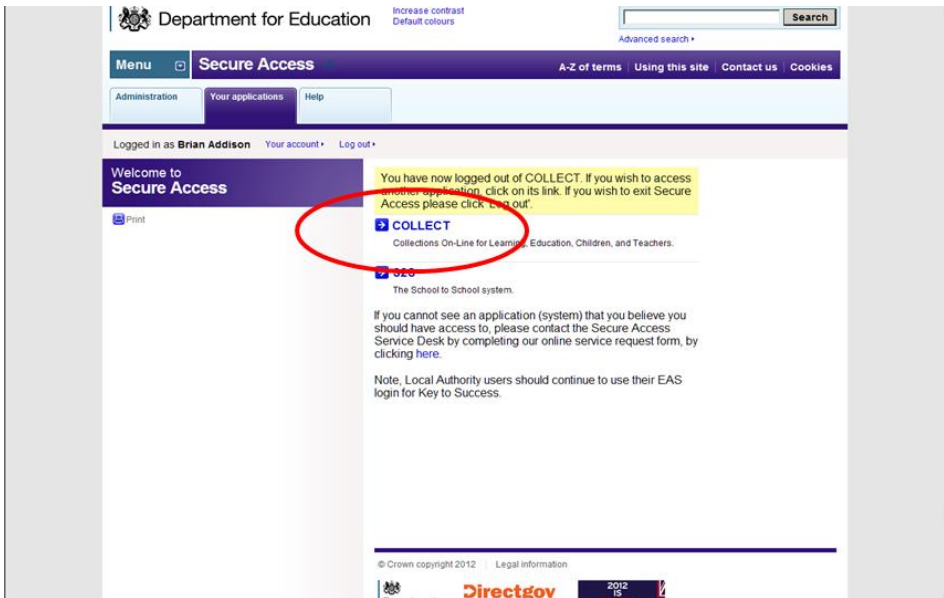
Access to COLLECT is through the Department's Secure Access System (SA)



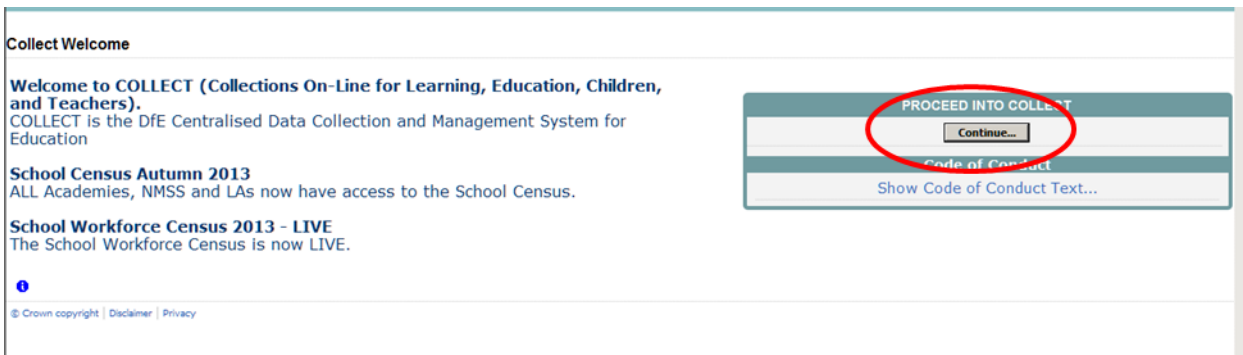
If you have forgotten your login details, or have not received details of your unique PIN, please complete a ['Service Request' form](#) on our website.

Full Secure Access guidance is published on the [Secure Access Website](#).

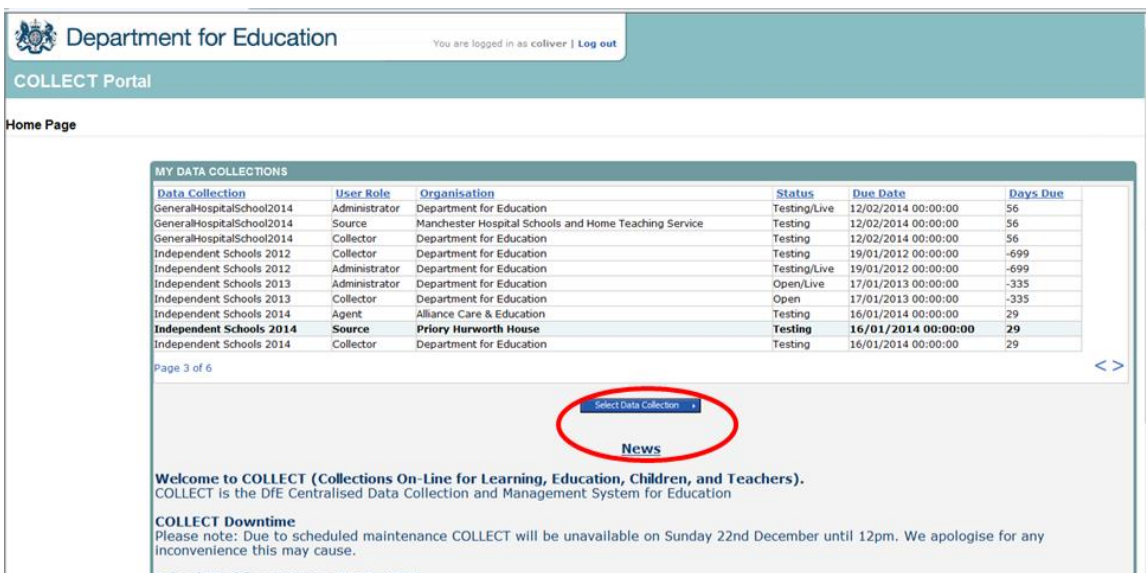
# Accessing COLLECT



Click the continue button



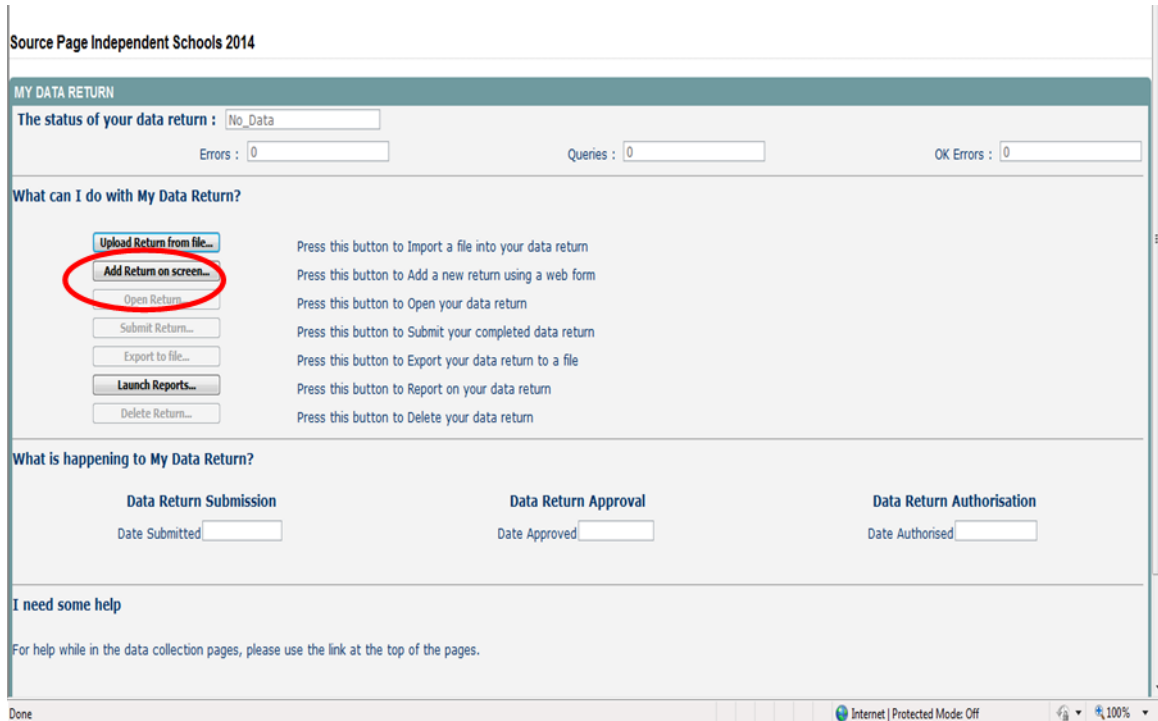
To continue, you need to click on Independent Schools 2014 and then the 'Select Data Collection' button.



# Adding your return on screen

To add a return manually click the 'Add Return on Screen'

**Please note:** You can only add a full return on screen using this function when there is a status of "No Data". If the status has any value other than "No Data" then the "Add return on screen" button will be disabled, you will then only be able to make changes using "Open Return".



## Sections 1-3

The first time the user accesses this section you will need to select 'Save' to verify the opening page of the form

Independent Schools

All Errors All Notes Add View **Edit** Drop Status

Independent Schools [11]

- > Annex C Parts Bi Bi Proprietor Bod
- > Section 4 to 5
- > Section 6 to 7
- > Section 8 to 10
- Annex A Part A - Teacher New Appo
- Annex A Part B - Teacher Leavers
- Annex B Part A - Support Staff New
- Annex B Part B - Support Staff Leav
- Annex C Part A - Individual Propriet
- Annex C Part Bi - Newly Appointed

**Independent Schools - Priory Hurworth House**

RETURN LEVEL ERRORS Errors Queries OK Notes You are currently in Section 1-3  
(Errors and queries associated with this full return, not individual fields.) 1 2 0

Please select one of the tabs below to move to the next section:

Sections 1-3 Sections 4-5 Sections 6-7 Sections 8-10 Annex A Part A Annex A Part B Annex B Part A Annex B Part B Annex C Part A Annex C Parts Bi-Bi Annex C Part Bi

Section 1: General school information (see Notes for Guidance, Section 1)

		Errors	Queries	OK	Notes	History
Contact name (for enquiries)	Joe Bloggs	0	0	0		
Telephone STD	1234	0	0	0		
Telephone number	123456	0	0	0		
School e-mail address	joe@bloggs	0	0	0		

**NOTE: Please check the information shown below and if necessary correct it in the space on the right-hand side**

CURRENT DETAILS	AMENDED DETAILS
School name	School name
City of London School for Girls	
Main school address	Main school address
Line 1 St Giles' Terrace	Line 1
Line 2 Barbican	Line 2
Line 3	Line 3

After saving the user will be able to Edit this page and access each part of the form section by section from this page.

## Sections 4 - 5

The first time the user accesses this section there will be no data present as with the previous screen you will need to click on the grey edit button on the top right hand side.

Independent Schools - Section 4 to 5

All Errors   All Notes   Add   **Edit**   Delete   Cancel

Independent Schools - Section 4 to 5 - Priory Hurworth House

**RETURN LEVEL ERRORS**   Errors: 2   Queries: 0   OK: 0   Notes: You are in Sections 4-5

(Errors and queries associated with this full return, not individual fields)

Please select one of the tabs below to move to the next section:

Sections 1-3   **Sections 4-5**   Sections 6-7   Sections 8-11   Annex A Part A   Annex A Part B   Annex B Part A   Annex B Part B   Annex C Part A   **Annex C Part B**   Annex C Part C

**Section 4: Boarding Schools ONLY (see Notes for Guidance, Section 4)**

**A. Approved Places**

How many beds are available (including those unoccupied on the census date) in boarding accommodation?   Errors: 0   Queries: 0   OK: 0   Notes: 0   History: 0

**B. Pupils provided with accommodation for more than 295 days a year (if you are already registered as a Children's Home with Ofsted please do not complete this section)**

How many pupils were provided with accommodation for more than 295 days at the school, or elsewhere under arrangements made by the school's proprietor, in each of the 2 years preceding 31st December 2012? If none go to Section 5

Year	Number of Pupils	Errors	Queries	OK	Notes	History
Boarding Pupils up to 31st Dec 2011	0	0	0	0	0	0
Boarding Pupils up to 31st Dec 2012	0	0	0	0	0	0

How many pupils do you intend to provide with accommodation for more than 295 days at the school, or elsewhere under arrangements made by the school's proprietor, in the forthcoming year? If none go to Section 5

Year	Number of Pupils	Errors	Queries	OK	Notes	History
Boarding pupils up to 31st Dec 2013	0	0	0	0	0	0

**Section 5: Teaching staff (including headteacher) employed in week commencing 14th January 2013 (see Notes for Guidance, Section 5)**

Category	Sub-category	Value	Errors	Queries	OK	Notes	History
Full-time staff	Number of men	10	0	0	0	0	0
	Number of women	10	0	0	0	0	0
Part-time staff	Number of men	8	0	0	0	0	0
	Total hours per week (including lunch hours)	28	0	0	0	0	0
	Number of women	8	0	0	0	0	0
	Total hours per week (including lunch hours)	15	0	0	0	0	0

You have reached the end of this page. Please go back to the top of the page to select a different section or Annex by clicking on one of the tabs at the top of the page.

# Sections 6-7

The first time the user accesses this section there will be no data present; as with the previous screen you will need to click on the grey edit button on the top right hand side.

Independent Schools - Section 6 to 7

Add View **Edit** Delete Status

Independent Schools [6]

- Annex C Parts B1 B11 Proprietor Body
- Section 4 to 5
- Section 6 to 7
- Section 8 to 10
- Annex A Part A - Teacher New Appoint
- Annex A Part B - Teacher Leavers
- Annex B Part A - Support Staff New Appoint
- Annex B Part B - Support Staff Leavers
- Annex C Part A - Individual Proprietors
- Annex C Part B11 - Newly Appointed Board

**Independent Schools - Section 6 to 7 - Priory Hurworth House**

RETURN LEVEL ERRORS Errors Queries OK Notes You are in Sections 6-7

(Errors and queries associated with this full return, not individual fields) 1 0 0

Please select one of the tabs below to move to the next section:

Sections 1-3 Sections 4-5 Sections 6-7 Sections 8-10 Annex A Part A Annex A Part B Annex B Part A Annex B Part B Annex C Part A Annex C Parts B1-B11 Annex C Part B11

Section 6: Pupils on the register (see Notes for Guidance, Section 6)

**6.1 ALL pupils on the register on Thursday 17th January 2013**

- Only show those pupils who are entered on an Admissions Register in accordance with Regulation 5 of the Education (Pupil Registration)(England) Regulations 2006
- Do not enter zeros in the boxes where no entry is required

Age on 31.8.12	Date of Birth	Full-time		Part-time		Errors	Queries	OK	Notes
		Boys	Girls	Boys	Girls				
19 and over	31.8.93 and earlier					0	0	0	
18	1.9.93 to 31.8.94					0	0	0	
17	1.9.94 to 31.8.95					0	0	0	
16	1.9.95 to 31.8.96					0	0	0	
15	1.9.96 to 31.8.97					0	0	0	
14	1.9.97 to 31.8.98					0	0	0	
13	1.9.98 to 31.8.99					0	0	0	
12	1.9.99 to 31.8.00					0	0	0	
11	1.9.00 to 31.8.01					0	0	0	
10	1.9.01 to 31.8.02					0	0	0	
9	1.9.02 to 31.8.03					0	0	0	
8	1.9.03 to 31.8.04					0	0	0	
7	1.9.04 to 31.8.05					0	0	0	
6	1.9.05 to 31.8.06					0	0	0	
5	1.9.06 to 31.8.07					0	0	0	
4	1.9.07 to 31.12.07					0	0	0	
	1.1.08 to 31.3.08					0	0	0	
	1.4.08 to 31.8.08					0	0	0	
3	1.9.08 to 31.12.08					0	0	0	
	1.1.09 to 31.3.09					0	0	0	
2	1.4.09 to 31.8.09					0	0	0	
	1.9.09 to 31.8.10					0	0	0	
1	1.9.10 to 31.8.11					0	0	0	
Under 1	1.9.11 and later					0	0	0	
<b>TOTALS</b>						1	0	0	

**6.2 Total number of pupils on the register on Thursday 17th January 2013** Errors Queries OK Notes History

- This figure must agree with the sum of the TOTALS boxes in 6.1 0 0 0 0

**6.3 BOARDING pupils on the register on Thursday 17th January 2013 (included in 6.1)** Errors Queries OK Notes History

- Do not enter zeros in the boxes where no entry is required

Number of boy boarders 0 0 0 0

Number of girl boarders 0 0 0 0

**6.4 Pupils in care (see Notes for Guidance, Section 6.4)** Errors Queries OK Notes History

Please enter the number of pupils who as at the 17th January 2013 are looked after by a local authority (within the meaning of Section 22 of the Children Act 1989) 0 0 0 0

Section 7: Pupils with special educational needs (SEN) (see Notes for Guidance, Section 7)

**7.1 Number of pupils (full-time and part-time) for whom a statement of SEN is maintained by a LA** Errors Queries OK Notes History

0 1 0 0

**7.2 Number of pupils (full-time and part-time) with SEN but no statement** Errors Queries OK Notes History

0 1 0 0

On completing your data you must select 'Save' to continue or 'Cancel' to delete the data you have just added



# Sections 8 – 10

The first time the user accesses this section there will be no data present as with the previous screen you will need to click on the grey edit button on the top right hand side.

Independent Schools - Section 8 to 10

Add **View** Edit Done  
Status

All Errors All Notes

Independent Schools - Section 8 to 10 - Priory Hurworth House

RETURN LEVEL ERRORS Errors Queries OK Notes You are currently in Sections 8-10  
 (Errors and queries associated with this full return, not individual fields.) 1 0 0

Please select one of the tabs below to move to the next section:

Sections 1-3 Sections 4-5 Sections 6-7 Sections 8-10 Annex A Part A Annex A Part B Annex B Part A Annex B Part B Annex C Part A Annex C Parts BI-BII Annex C Part BIII

Section 8: Courses of study for all pupils aged 15 and over as at 31st August 2012

8.1 Courses of study for boys	15	16	17	18 and over	Errors	Queries	OK	Notes
Principal aim of study					0	0	0	
Level 4 and above					0	0	0	
International Baccalaureate					0	0	0	
GCE 'A' Level/Pre-U Principal Subject					0	0	0	
GCE 'AS' Level/Pre-U Short Course Subject					0	0	0	
Other Level 3 Equivalents (e.g. BTEC National Diploma)					0	0	0	
GCSE / IGCSE					0	0	0	
Other Level 2 Courses					0	0	0	
Other Level 1 Courses					0	0	0	
Other Courses					0	0	0	
TOTALS (must agree with the relevant boxes in 6.1)	0	0	0	0	0	0	0	

8.2 Courses of study for girls	15	16	17	18 and over	Errors	Queries	OK	Notes
Principal aim of study					0	0	0	
Level 4 and above					0	0	0	
International Baccalaureate					0	0	0	
GCE 'A' Level/Pre-U Principal Subject					0	0	0	
GCE 'AS' Level/Pre-U Short Course Subject					0	0	0	
Other Level 3 Equivalents (e.g. BTEC National Diploma)					0	0	0	
GCSE / IGCSE					0	0	0	
Other Level 2 Courses					0	0	0	
Other Level 1 Courses					0	0	0	
Other Courses					0	0	0	
TOTALS (must agree with the relevant boxes in 6.1)	0	0	0	0	0	0	0	

Section 9: Final year of Key Stage 4 study

Please enter the number of pupils (regardless of age) who are in the final year of Key Stage 4 study Errors Queries OK Notes History

Number of boys in final year of Key Stage 4 study	0	0	0	
Number of girls in final year of Key Stage 4 study	0	0	0	

Section 10: Annex Completions

Annex A: Teachers who are newly appointed or have left Errors Queries OK Notes History

Have any new teachers been appointed since 19 January 2012? If yes, please enter details in Annex A Part A and select 'Yes' from the drop down. 0 0 0

Have any new teachers left your employment since 19 January 2012? If yes, please enter details in Annex A Part B and select 'Yes' from the drop down. 0 0 0

Annex B: Non-teaching and ancillary staff who are newly appointed or have left Errors Queries OK Notes History

Have any non teaching or ancillary staff been appointed since 19 January 2012? If yes, please enter details in Annex B Part A and select 'Yes' from the drop down. 0 0 0

Have any non teaching or ancillary staff left your employment since 19 January 2012? If yes, please enter details in Annex B Part B and select 'Yes' from the drop down. 0 0 0

Annex C: Details of Individual Proprietors and Proprietorial Bodies including chair and members Errors Queries OK Notes History

Have you individual proprietors, regardless of the date of appointment? If yes, please enter details in Annex C Part A and select 'Yes' from the drop down. 0 0 0

Do you have a corporate or unincorporated body or Chair? If yes, please enter details in Annex C Parts BI - BII and select 'Yes' from the drop down. 0 0 0

Have you any newly appointed members of the proprietorial body since 19 January 2012? If yes, please enter details in Annex C Part BIII and select 'Yes' from the drop down. 0 0 0

You have reached the end of this page. Please go back to the top of the page to select a different Section or Annex by clicking on one of the tabs at the top of the page.

## Annexes

On each of the Annexes the user can add multiple records.

The first time the user accesses this section there will be no data present please click on the 'Add' button, this will activate the screen to enable you to add your data.

The screenshot displays the 'Annex A Part A - Teacher New Appointments' page. At the top, an 'INFORMATION' banner states 'No matching NewAppointmentTeacher records found'. Below this, a row of buttons includes 'All Errors', 'All Notes', 'Add', 'View', 'Edit', 'Delete', and 'Status'. The 'Add' button is highlighted with a red circle. The main content area is titled 'Annex A Part A - Teacher New Appointments - Priory Hurworth House' and features a table with columns for 'Post', 'Surname', 'Previous Surname', 'First Name', and 'Rule Errors'. Below the table, there are sections for 'RETURN LEVEL ERRORS' and 'Annex A Part A: New Teacher Appointments', which includes a form for entering details of teachers appointed since 19th January 2012. The form has fields for 'Surname', 'Previous surname (most recent)', and 'First name(s)', each with a corresponding 'Errors', 'Queries', 'OK', and 'Notes' column. A 'History' column is also present. At the bottom of the form, a note instructs the user to go back to the top and click 'Save' to add another entry.

On completing your data you must select 'Save' to continue or 'Cancel' to delete the data you have just added if necessary.

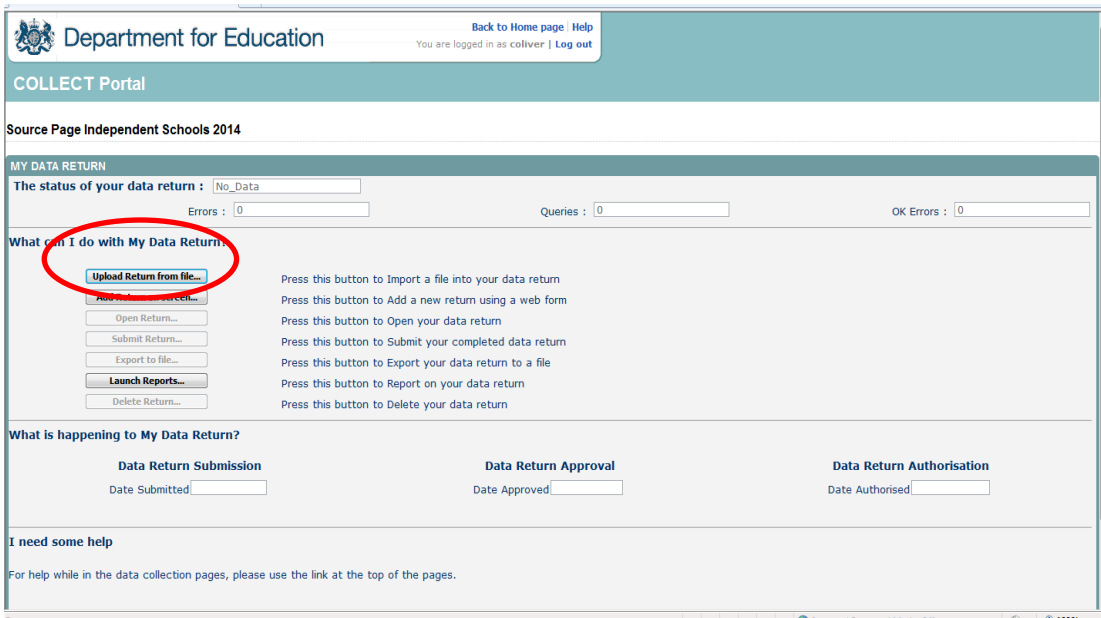
After saving the user will be able to Add, Edit or Delete. This is applicable to each annexe completed.

By drilling up the user will return to the Nil Return page. On completing your data you must select 'Save' to continue or 'Cancel' to delete the data you have just added if necessary.

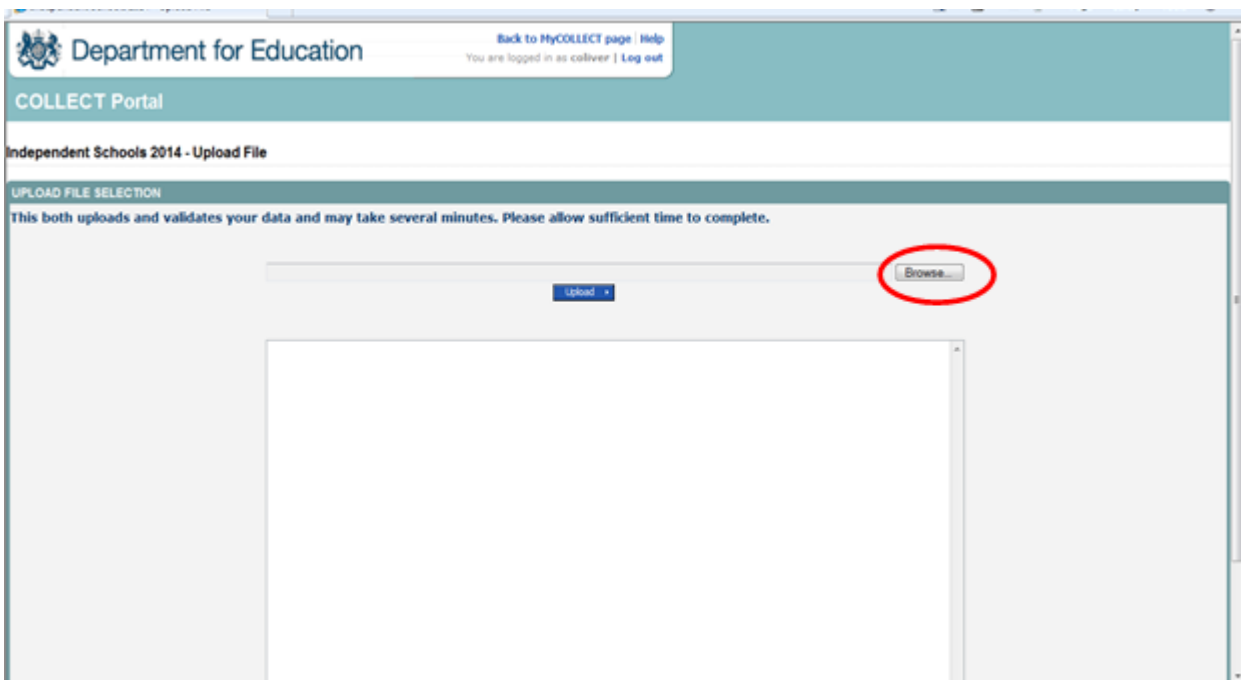
# Uploading your return

If you have output an XML file direct from your Management Information System (MIS) you should follow this section for guidance on how to load the file into COLLECT.

To upload a file, click the 'Upload Return from File' button; the following screen will be displayed.



Enter the file path/name of the return or alternatively click on the 'Browse...' button to navigate to the required file.



If you have used the 'Browse...' option, once the relevant file has been located, either highlight the file and click on the 'open' button or double click on the file name. With the file name displayed click on the 'Upload' button to load the data into COLLECT.

Once the file has been successfully loaded the following message will appear.



**You must also return to COLLECT in order to submit your data return** to the Department for Education (See Section below).

## Submitting a Return

Once your return has been completed or loaded, you have checked the amended address and chairperson sections and you are satisfied with its content, the data is ready to be submitted; to do this, click the 'Submit Return' button.

The screenshot shows the Department for Education COLLECT Portal interface. At the top, it says 'Department for Education' and 'COLLECT Portal'. Below that, it indicates 'Source Page Independent Schools 2014'. The main section is titled 'MY DATA RETURN' and shows 'The status of your data return : Loaded\_and\_Validated'. There are input fields for 'Errors : 5', 'Queries : 4', and 'OK Errors : 0'. A section titled 'What can I do with My Data Return?' lists several actions: 'Upload Return from file...', 'Add Return on screen...', 'Open Return...', 'Submit Return...' (circled in red), 'Export to file...', 'Launch Reports...', and 'Delete Return...'. Each action has a brief description. Below this, there are three sections: 'Data Return Submission' with a 'Date Submitted' field, 'Data Return Approval' with a 'Date Approved' field, and 'Data Return Authorisation' with a 'Date Authorised' field. At the bottom, there is a 'I need some help' section with a link to help pages.

## Awaiting Submission

Once the user has selected "Submit Return", the status MAY change to awaiting submission if the system is busy. This is in a queue. The user still has several options at this stage.

At this stage the user can:

- *Upload Return from file...* - if the user needs to re-upload the file for any reason they can do so at this stage. This will delete the current submission and replace it with the new return. The return will re-join the queue to be validated.
- *Open Return...* - the user can open and view the return they have made, all errors will now be available to view.
- *Delete Return...* - if the user is unhappy with the return submitted, they can delete it at this point. This will completely delete the return. Any new uploads will join at the end of the validation queue.

## Submission in Progress

At this stage submission has begun. The user at this stage cannot make any further changes to the return.

## Submitted

At this stage the return has been submitted to the DfE. This means that the return is now available for any appropriate checking and verification actions by the Department for Education (DfE).

If required, you can reload a data return or edit it, on doing so, the status will return 'Loaded' after loading or 'Amended by Source' if amended on line.

NOTE: After making changes you must "Submit Return" again to pass the return back to the DfE.

## My Data Return

This area shows the status of the return, the number of errors, queries and OK errors.

Status will be one of the following:

No_Data	Data hasn't been loaded
Waiting_for_Validation	Data loaded and waiting to be validated
Validation_in_progress	Data loaded and validation in progress
Loaded	Data loaded and validated but not submitted
Amended_by_Source	Data has been manually edited by the school
Awaiting_Submission	Data queued, waiting for submission
Submission_in_progress	Submitted snapshot is being created
Submitted	Data loaded and submitted
Amended_by_Collector	Data has been manually edited by DfE after submission
Authorised	Data loaded, submitted by school and Authorised by DfE
Rejected	Data load rejected – due to invalid format and/or contents

# Navigating around your Return on COLLECT

To open your return, click 'Open return'.

## Table of Contents

The table of Contents allows the user to navigate to a specific part of the collection. For example, if the user was to select an item from the table of Contents, the user would be taken directly to that corresponding page.

The screenshot displays the COLLECT system interface for 'Independent Schools - Section 4 to 5'. The left-hand navigation pane shows a tree structure with 'Independent Schools [6]' expanded to show 'Section 4 to 5'. The main content area is titled 'Independent Schools - Section 4 to 5 - Priory Hurworth House'. At the top, there are buttons for 'All Errors', 'All Notes', 'Add', 'View', 'Edit', 'Delete', and 'Status'. Below this, a 'RETURN LEVEL ERRORS' section is highlighted with a red circle, containing a table with columns for 'Errors', 'Queries', 'OK', and 'Notes'. The table lists 'RETURN LEVEL ERRORS' with 1 error and 2 queries. Below this, a navigation bar contains links for 'Sections 1-3', 'Sections 4-5', 'Sections 6-7', 'Sections 8-10', 'Annex A Part A', 'Annex A Part B', 'Annex B Part A', 'Annex B Part B', 'Annex C Part A', 'Annex C Part B', 'Annex C Part C', 'Annex C Part D', 'Annex C Part E', 'Annex C Part F', 'Annex C Part G', 'Annex C Part H', 'Annex C Part I', 'Annex C Part J', 'Annex C Part K', 'Annex C Part L', 'Annex C Part M', 'Annex C Part N', 'Annex C Part O', 'Annex C Part P', 'Annex C Part Q', 'Annex C Part R', 'Annex C Part S', 'Annex C Part T', 'Annex C Part U', 'Annex C Part V', 'Annex C Part W', 'Annex C Part X', 'Annex C Part Y', 'Annex C Part Z'. The main content area shows 'Section 4: Boarding Schools ONLY (see Notes for Guidance, Section 4)' and 'Section 5: Teaching Staff (including headteacher) employed in week commencing 14th January 2013. (see Notes for Guidance, Section 5)'. The 'Section 4' section includes 'a. Approved Places' and 'b. Pupils provided with accommodation for more than 295 days a year'. The 'Section 5' section includes 'Include:' and 'Exclude:' lists. At the bottom, there is a table for 'Full-time staff' with columns for 'Number of men', 'Number of women', 'Total', 'Errors', 'Queries', 'OK', and 'Notes History'. The 'Total' row shows 0 men, 2 women, and 2 total.

# Errors

## All Errors

Selecting this option will allow the user to see all errors/queries that currently exist against the collection.

The screenshot shows the 'Independent Schools' interface. At the top, there are buttons for 'Add', 'View', 'Edit', 'Delete', and 'Status'. Below these, there are two buttons: 'All Errors' and 'All Notes'. The 'All Errors' button is circled in red. The main content area displays 'Independent Schools - Priory Hurworth House' with a summary table showing 'Errors: 1', 'Queries: 2', and 'OK: 0'. Below this, there are tabs for 'Sections 1-3', 'Sections 4-5', 'Sections 6-7', 'Sections 8-10', and various Annexes. The 'Section 1: General school information' is expanded, showing a table with fields like 'Contact name', 'Telephone STD', 'Telephone number', and 'School e-mail address', each with a count of 0 errors and 0 queries.

The following screen will be displayed.

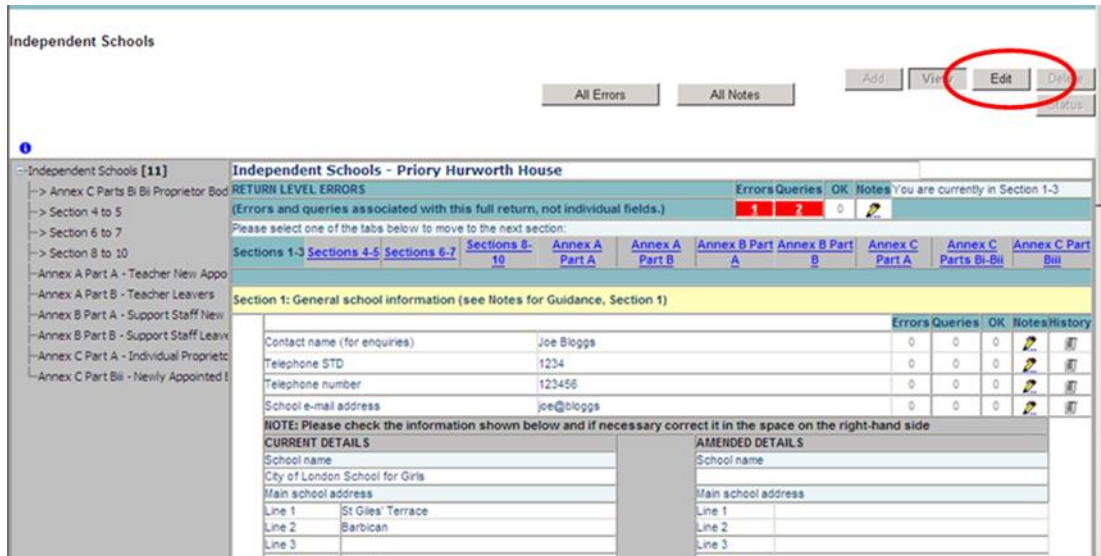
The screenshot shows the 'Blade Error Report - Independent Schools 2014' for 'Priory Hurworth House'. The report is dated '11/12/2013 at 11:06' and has a 'Count' of 9. The report is displayed in a table with columns for 'Route No.', 'Return Level', 'Error Message', 'Priority OKCD', and 'Notes'. The table lists several errors and queries, such as 'School contact name is missing', 'Telephone number of contact is missing', 'School email address is missing', and 'There are no full time staff present'. Each row has a 'Details' button and a 'Notes' icon. The report is on 'Page 1 of 1'.

Route No.	Return Level	Error Message	Priority OKCD	Notes
3228		School contact name is missing.	Errors	[Details] [Notes]
3229		Telephone number of contact is missing	Errors	[Details] [Notes]
3230		School email address is missing	Queries	[Details] [Notes]
860c		There are no full time staff present	Queries	[Details] [Notes]
3246		There are no pupils with SEN recorded. Are you sure?	Queries	[Details] [Notes]
1040		The school must have a reasonable ratio of teachers to pupils	Queries	[Details] [Notes]
4270		Total pupils entry is missing	Errors	[Details] [Notes]
3231		School accommodation change value must be present.	Errors	[Details] [Notes]
3239	Y	There must be details for either individual proprietors (Annex C Part A) or proprietor body (Annex C Part B)	Errors	[Details] [Notes]



By selecting

- (a) DETAILS, you can see the details that the error sits against.
- (b) VALUE, COLLECT will take you to the field and allow you to correct the error.
- (c) RETURN, once pressed this will return you to the previous screen.



## Return level Errors and Queries

Return level errors and queries relate to a validation rule that applies to the return as a whole rather than an individual data item within the return.







Return level errors and queries are displayed and are accessible from the 'Header Information' screen by selecting the field when highlighted in red.

Independent Schools - Priory Hurworth House				
RETURN LEVEL ERRORS	Errors	Queries	OK	Notes
(Errors and queries associated with this full return, not individual fields.)	1	0	0	You are currently in Section 1-3

## Data Level Errors and Queries

Data item errors/queries/OK errors are highlighted against the item to which they relate. All data items that are part of a failed validation rule will contain an error marker, not only the item containing the potentially invalid value. Return level errors relate to a validation rule that applies to the return as a whole rather than an individual data item within the return.

To view the error, select the red marker.

Errors	Queries	OK	Notes	History
0	2	0		
0	2	0		
0	0	0		
0	1	0		
0	0	0		
0	1	0		









Selecting this option will allow the user to see all errors that currently exist against the field. From here the user can view the field details that the error sits against. As with “All Errors” errors can be edited from here.

**IMPORTANT:** If the user has completed this form using an XML file output from a MIS any changes made directly in COLLECT must also be made to the MIS. If there are large numbers of changes it is advised that changes are made in the MIS first, and the users file is reloaded to the collection.

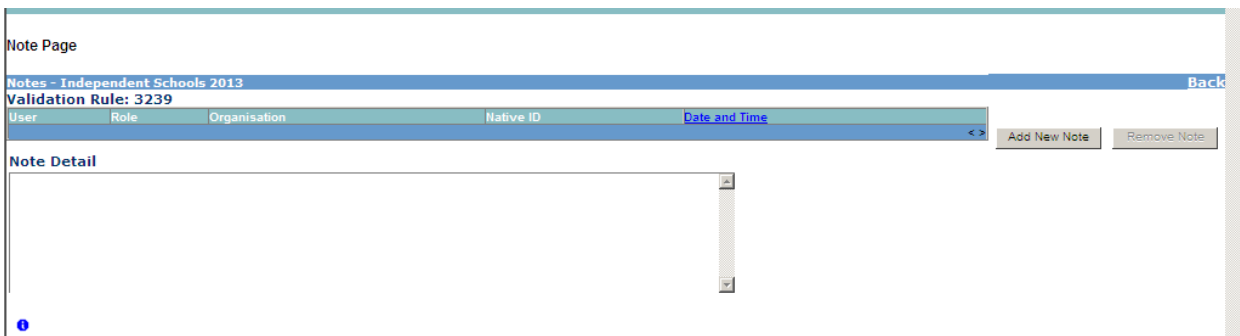
Changes by the Agent/Collector (i.e. the DfE) will always be done in consultation with the Source (i.e. the school).

## Notes and History

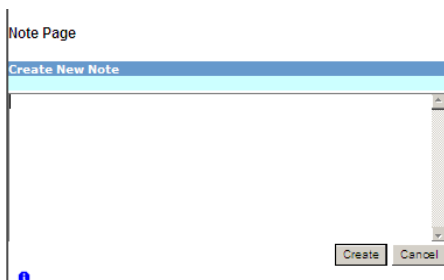
Each data item within the return has a note field. This allows the user to add explanatory information about a data value, in particular when an item has an associated query against it. To add a note the user should select the Pen icon.

Errors	Queries	OK	Notes	History
0	0	0		
0	0	0		
0	0	0		
0	0	0		









This will take the user to the note page; by selecting Add New Note the user can then add free text to the box.



To save this the user should select Create.











When the user returns to the main screen the pen icon will have changed to a Note Pad icon.

Errors	Queries	OK	Notes	History
0	0	0		
0	0	0		
0	0	0		
0	0	0		

## History

The History item appears next to a field every time a data item is changed. By selecting the History Scroll icon any previous entries can be viewed.

Errors	Queries	OK	Notes	History
0	0	0		
0	0	0		
0	0	0		
0	0	0		

The user can view the changes of value, User Details and the date when the changes were made.

Data Log Page						
History Report - Independent Schools 2013						Back
<b>Priory Hurworth House</b> History report on 25/10/2012 at 14:18:04 Data Contact Name (for enquiries):						
Filter By:	Action	User	Start Date	End Date	Go	Reset
Action	Old Value	New Value	User	Role	Organisation	Date
Update		Adrian Smith	Linda May	Source	Department for Education	25/10/2012 14:13:32

## Mode Buttons

Mode buttons determine which operation mode the data form on screen is in, and which operations are available.

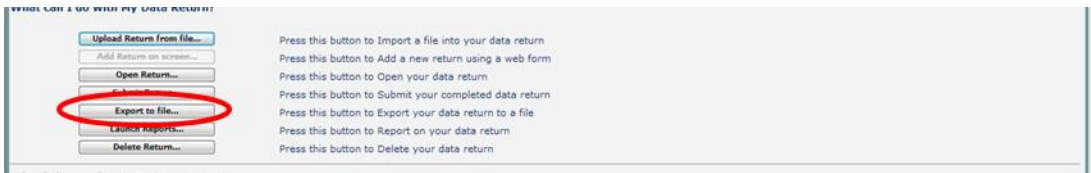
- Dark Grey text on sunken button with light border = Active Mode
- Black Text on button and highlighted border = Available Mode
- Light Grey text on button with light border = Unavailable Mode



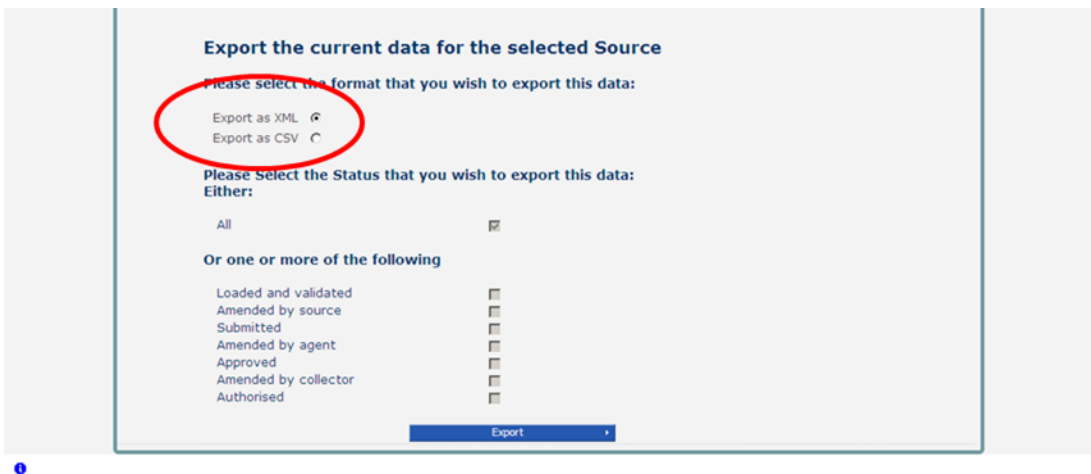
1. Add - Allows the user to add a new record to the return.
2. View - Allows the user to view the record data.
3. Edit - Allows the user to edit existing record data.
4. Status - Allows the user to view the status of the record.
5. Delete - Allows the user to delete the record.

## Exporting data

COLLECT provides options to export data returns in CSV or XML format. Exporting data can be performed by clicking on the 'Export...' button.



This then displays the output options of either CSV or XML.



Exporting as XML will generate a zip file containing the export XML data. Exporting as CSV generates a zip file containing CSV files that relate to how data is stored within COLLECT i.e. 1 file per table in the database.

## Help

For all queries regarding COLLECT or SLASC - IS in general please contact the Education Data Division (EDD) Helpdesk via a Service request Form which can be found [here](#)



Department  
for Education

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