

# SLASC Independent Schools 2014

## **COLLECT User Guide**

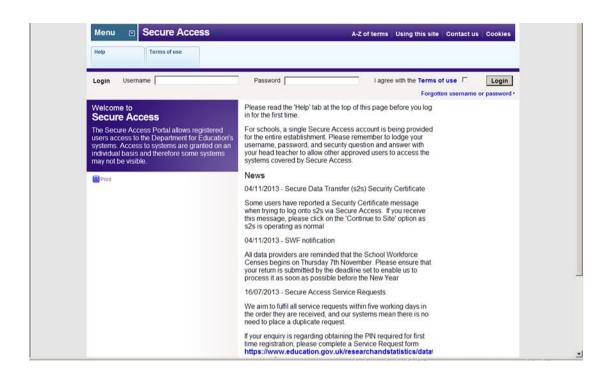
**December 2013** 

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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 <u>'Service Request' form</u> on our website.

Full Secure Access guidance is published on the Secure Access Website.

## Accessing COLLECT

Menu  Secure Access Administration Your applications H	elp	A-Z of terms Using this si	te   Contact Us   Cookies
Automotion Tear syncatons In	erb.		
Logged in as Brian Addison Your accour	nt · Log out ·		
Welcome to Secure Access		of COLLECT. If you wish to access on its link. If you wish to exit Secure out.	
E Print	COLLECT Collections On-Line for Learn	ing, Education, Children, and Teachers.	
	The School to School system		
	should have access to, ple	ation (system) that you believe you ase contact the Secure Access ig our online service request form, by	
	Note, Local Authority users login for Key to Success.	should continue to use their EAS	

Click the continue button

Collect Welcome	
Welcome to COLLECT (Collections On-Line for Learning, Education, Children, and Teachers). COLLECT is the DfE Centralised Data Collection and Management System for Education	PROCEED INTO COLLECT Continue
School Census Autumn 2013 ALL Academies, NMSS and LAs now have access to the School Census.	Show Code of Conduct Text
School Workforce Census 2013 - LIVE The School Workforce Census is now LIVE.	
0	
Crown copyright   Disclaimer   Privacy	

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

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	MY DATA COLLECTIONS						
	Data Collection	User Role	Organisation	Status	Due Date	Days Due	
	GeneralHospitalSchool2014	Administrator	Department for Education	Testing/Live	12/02/2014 00:00:00	56	
	GeneralHospitalSchool2014	Source	Manchester Hospital Schools and Home Teaching Service	Testing	12/02/2014 00:00:00	56	
	GeneralHospitalSchool2014	Collector	Department for Education	Testing	12/02/2014 00:00:00	56	
	Independent Schools 2012	Collector	Department for Education	Testing	19/01/2012 00:00:00	-699	
	Independent Schools 2012	Administrator	Department for Education	Testing/Live	19/01/2012 00:00:00	-699	
	Independent Schools 2013	Administrator	Department for Education	Open/Live	17/01/2013 00:00:00	-335	
	Independent Schools 2013	Collector	Department for Education	Open	17/01/2013 00:00:00	-335	
	Independent Schools 2014	Agent	Alliance Care & Education	Testing	16/01/2014 00:00:00	29	
	Independent Schools 2014	Source	Priory Hurworth House	Testing	16/01/2014 00:00:00	29	
	Independent Schools 2014	Collector	Department for Education	Testing	16/01/2014 00:00:00	29	
	Page 3 of 6						<>
	and the second s						
			n-Line for Learning, Education, Children, and T Collection and Management System for Education	eachers).			
	COLLECT Downtime Please note: Due to sch inconvenience this may		nance COLLECT will be unavailable on Sunday 22r	nd December un	til 12pm. We apologise	e for any	

#### 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".

Source Page Independent Schools 2014				
MY DATA RETURN				
The status of your data return : No_Data				
Errors : 0		Queries : 0	OK Errors : 0	
What can I do with My Data Return?				
Upload Return from file	Press this button to Import a	a file into your data return		
Add Return on screen	Press this button to Add a n	ew return using a web form		
Open Return	Press this button to Open yo	our data return		
Submit Return	Press this button to Submit	your completed data return		
Export to file	Press this button to Export y	your data return to a file		
Launch Reports	Press this button to Report of	on your data return		
Delete Return	Press this button to Delete y	rour data return		
What is happening to My Data Return?				
Data Return Submission		Data Return Approval	Data Return Authorisation	
Date Submitted		Date Approved	Date Authorised	
I need some help			 	
For help while in the data collection pages, please	use the link at the top of the p	ages.		
one			Internet   Protected Mode: Off	- 🖓 🔻 🔍 100%

#### **Sections 1-3**

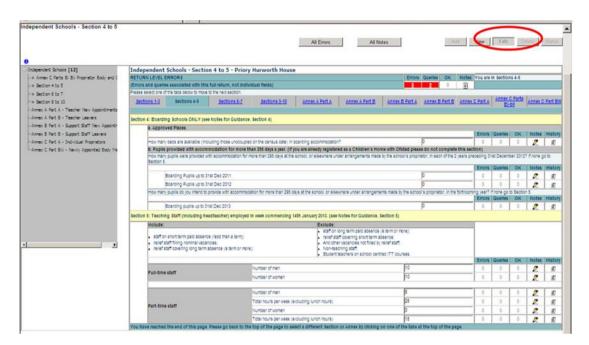
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-> Section 6 to 7	Please select one of the tabs below to move to the next section:												
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-Annex B Part A - Support Staff New		Un r. General	school into mation	(see notes )	or ourdance, a	ection i)			Freedom	Queries	01	Makaal	
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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.



#### 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.

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

#### Sections 8 – 10

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-	OCE 'A' Level/Pre-U Princi     GCE 'A' Level/Pre-U Shor     Subject     Other Level 3 Equivalents     National Diploma)     GCSE / IGCSE     Other Level 2 Courses     Other Level 2 Courses     Other Level 1 Courses     Other Courses     Othe	e study t Course (e.g. BTEC (e.g. BTEC	a 4 study inted or have I inted or have I inted or have I inted shares an aff who are new aff your employ from the drop or rs and Propriet is of the date of n. d body or Chain	eft / 2012? If y inuary 2012 why appoint since 19 Ja ment since formal Bodie appoint ************************************	es, please e 27 If yes, ple ed or have inuary 2012 <sup>1</sup> 19 January 19 January 19 January 19 January 19 January	nter dets ase ente left 2012? If chair ar lease en etails in .	ils in Annex A r details in Ann please enter de yes, please en id <b>members</b> ter details in Ar Annex C Parts I	ex A tails in ter nnex C Bi - Bii		0       0       Errors       0       Errors       0       Errors       0       Errors       0       Errors		о о о о о о о о о о о о о о	0           0

#### 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.

o matching NewAppointmentTeacher rea	cords found							
			All Errors	All Notes	dd Vie	w	Edit	Deleti Statu
Independent Schools [4] -> Annex C Parts Bi Bi Proprietor Body an -> Section 4 to 5 -> Section 6 to 7	Annex	A Part A - Teache	er New Appointments - Priory Hurw	vorth House			Drill Up Error Al Notes	
-> Section 8 to 10	Post	Surname	Previous Surname	First Name	Rule	Errors		
-Annex A Part A - Teacher New Appointme -Annex A Part B - Teacher Leavers -Annex B Part A - Support Staff New Appo -Annex B Part B - Support Staff Leavers	RETURN I (Errors an Please se	lect one of the tabs bel	with this full return, not individual fields.) w to move to the next section: scions 5-7 Sections 5-10 <mark>Annex A Part A</mark> Pi		2			rt A
-Annex C Part A - Individual Proprietors	13							
-Annex C Part A - Individual Proprietors -Annex C Part Bil - Newly Appointed Body	Annex A	Part A: New Teacher A						
	Annex A	er details of teachers	who have been appointed since 19th January	2012				otes Histo
	Annex A I Ent	er details of teachers was select which applie	who have been appointed since 19th January	2012	0	0	0	2
	Annex A I Ent Ple Sur	er details of teachers	who have been appointed since 19th January s	2012			0	

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.

bepartment for Educ	ation You are I	Back to Home page   Help logged in as coliver   Log out		4
COLLECT Portal				
Source Page Independent Schools 2014				
MY DATA RETURN				
The status of your data return : No_Data				
Errors : 0		Queries : 0	OK Errors : 0	
What can I do with My Data Return.				
Upload Return from file	Press this button to Import a file i	· · · · · · · · · · · · · · · · · · ·		
Acontercella	Press this button to Add a new re	-		
Open Return	Press this button to Open your da	ta return		
Submit Return	Press this button to Submit your o	completed data return		
Export to file	Press this button to Export your d	ata return to a file		
Launch Reports	Press this button to Report on you	ur data return		
Delete Return	Press this button to Delete your d	ata return		
What is happening to My Data Return?				
Data Return Submission		Data Return Approval	Data Return Authorisation	
Date Submitted		Date Approved	Date Authorised	
I need some help				
For help while in the data collection pages, please	ice the link at the ten of the pages			
ror help while in the tata collection pages, please	ase the mix at the top of the pages.			
Dana			A Internet   Destacted Moder Off	

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

Department for Education	Back to HyCOLLECT page   Help You are logged in as colliver   Log out	
COLLECT Portal		
dependent Schools 2014 - Upload File		
LOAD FILE SELECTION		
i both uploads and validates your data and may take s	several minutes. Please allow sufficient time to complete.	
	Lipland +	Browse
		A

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.

Loading and Validation Message	
Your data return has been successfully loaded and is queued for validation. Please return later to view any validation errors identified.	
OK +	
OK to Return to Status Pag	ae -
	Your data return has been successfully loaded and is queued for validation. Please return later to view any validation errors

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.

Bepartment for Education	Back to Home page   Help You are logged in as coliver   Log out		Î
COLLECT Portal			
Source Page Independent Schools 2014			
MY DATA RETURN			
The status of your data return : Loaded_and_Validated			
Errors : 5	Queries : 4	OK Errors : 0	
What can I do with My Data Return?			
	ton to Import a file into your data return		E
Press this buck	ton to Add a new return using a web form ton to Open your data return		
Fread this but	ton to Submit your completed data return		
	ton to Export your data return to a file		
	ton to Report on your data return		
Delete Return Press this butt	ton to Delete your data return		
What is happening to My Data Return?			
Data Return Submission	Data Return Approval	Data Return Authorisation	
Date Submitted	Date Approved	Date Authorised	
I need some help			
For help while in the data collection pages, please use the link at th	ne top of the pages.		-
		Internet   Protected Mode: Off	▼ € 100% ▼

#### **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.

	_	All Errors All Notes	View	Edit	Delete	Status			
Independent Schools [6]	Independent Schools - Section 4 to 5 - Priory Hurworth House								
-> Annex C Parts Bi Bi Proprietor Body	ETURN LEVEL ERRORS	Errors Queries OK 1	lotes You a	re in Sec	tions 4-	5			
-> Section 4 to 5	(Errors and queries associated with this follocition, normonologian fields)								
-> Section 6 to 7	leave tered one of the tabs below to move to the next section:			100 I.C.					
-> Section 8 to 10	Sections 1- Sections 4-5 Sections 6-7 Sections 8-10 Ann	ex A Part A Annex A Part B Annex B Part Annex B Part	Annex C Part A	Annex C		Biii			
Annex A Part A - Teacher New Appoint	2		Farta	BI		<u>010</u>			
	section 4: Boarding Schools ONLY (see notes for Option			-	-				
Annex B Part A - Support Staff New Ap				_	_	-			
Annex B Part B - Support Staff Leavers	a. Approved Places		Error	Ouerlas	OK N	lotes History			
-Annex C Part A - Individual Proprietors	How many beds are available (including those unoccupied o	n the gensus date) in boarding		-					
-Annex C Part Bil - Newly Appointed Bo	accommodation?		0	0	0	2			
	complete this section)	days a year. (If you are already registered as a Children's I re than 295 days at the school, or elsewhere under arrangeme							
	each of the 2 years preceding 31st December 2012? If none			đ. 1997. 1997. 1997. 1997. 1997. 1997. 1997. 1997. 1997. 1997. 1997. 1997. 1997. 1997. 1997. 1997. 1997. 1997.		2020202010			
			Error	s Queries		lotes History			
	Boarding Pupils up to 31st Dec 2011	0	0	0	2				
	Boarding Pupils up to 31st Dec 2012	0	0	0	2				
	How many pupils do you intend to provide with accommoda proprietor, in the forthcoming year? If none go to Section 5.	ion for more than 295 days at the school, or elsewhere under	arrangeme	ints made	by the s	chool's			
			Error	s Queries	OK N	lotes History			
	Boarding pupils up to 31st Dec 2013		0	0	0	2			
	ection 5: Teaching Staff (including headteacher) employed in w	eek commencing 14th January 2013, (see Notes for Guidan	ce. Sectio	n 5)					
	Include:	Exclude:							
•	incrude.	<ul> <li>staff on long term absence (a term or more);</li> </ul>							
	<ul> <li>staff on short term paid absence (less than a term);</li> </ul>	<ul> <li>relief staff covering short term absence;</li> </ul>							
	<ul> <li>relief staff filling nominal vacancies;</li> </ul>	<ul> <li>And other vacancies not filled by relief staff;</li> </ul>							
	<ul> <li>relief staff covering long term absence (a term or more);</li> </ul>	<ul> <li>Non-teaching staff;</li> <li>Student teachers on school pentred ITT courses.</li> </ul>							
			Error	s Queries	OK N	lotes History			
	Number of men		0	2	0	2			
	Full-time staff								

## **Errors**

#### **All Errors**

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

lependent Schools													
					A Erro	s	All Notes		Add 1	√iew	Edit		Dele Stati
Independent Schools [11]	Independe	nt Schools -	Priory Hurw	orth Ho	use								_
> Annex C Parts Bi Bii Proprietor Bod	RETURN LEVE	L ERRORS					Errors	Queries OK	Notes You a	re currenti	y in Se	ection 1-	-3
> Section 4 to 5			ated with this f	ull return,	not individua	l fields.)	1	<u>2</u> 0	2				
> Section 6 to 7	Please select (	one of the tabs t	elow to move to	he next se	ction:								
-> Section 8 to 10	Sections 1-3						Annex C Part A	Anne Parts E		Annex B	C F		
-Annex A Part A - Teacher New Appo							<u> </u>						
Annex A Part B - Teacher Leavers	Section 1: Ge	neral school i	nformation (see	Notes fo	r Guidance, S	ection 1)							
Annex B Part A - Support Staff New	<b></b>								Error	Queries	ОК	Notes	Hist
-Annex B Part B - Support Staff Leave	Contact	name (for enqui	ries)		Joe Bloggs				0	0	0	2	ß
-Annex C Part A - Individual Proprieto		× 1			1234				0	0	0	2	ſ
Annex C Part Biii - Newly Appointed B		ne number			123456				0	0	0	2	Œ
									0	0	0	2	1
									0	· ·		<b>.</b>	
		e-mail address	e information		ice@bloggs low and if ner	eeean/ corr	ect it in the er	ace on the ric	ht hand side				
	NOTE: P		ne information			essary corr	ect it in the sp AMENDED DE		ht-hand sid	e			
	NOTE: P	Please check the IT DETAIL \$	ne information :			essary corr			ht-hand sid	B			
	NOTE: P CURREN School r	Please check the IT DETAIL \$				essary corr	AMENDED DE		ht-hand sid	e			
	NOTE: P CURREN School r City of L	Please check the IT DETAILS name				essary corr	AMENDED DE	TAIL S	ht-hand sid	8			
	NOTE: P CURREN School r City of L Main sch Line 1	Please check the IT DETAILS name ondon School for	or Girls			essary corr	AMENDED DE School name Main school ac Line 1	TAIL S	ht-hand sid	9			
	NOTE: P CURREN School r City of L Main sch	Please check th IT DETAILS name .ondon School fo hool address	or Girls			essary corr	AMENDED DE School name Main school ad	TAIL S	ht-hand sid	8			

The following screen will be displayed.

<b>8</b> 8	Depa	artment for Education You are logged in You are	to MyCOLLEC				
COLL	ECT P						
ade Er	ror Repor	t - Independent Schools 2014					
riory H	urworth	House Error report on 11/1	2/2013 at	11:06	Count 9	Return	
ule No.	<u>Return</u> Level	Error Message	Priority OK	<u>id</u>	Notes		
28		School contact name is missing.	Errors	Details	2		
9		Telephone number of contact is missing	Errors	Details	2		
0		School email address is missing	Queries	Details	2		
с		There are no full time staff present	Queries	Details	2		
6		There are no pupils with SEN recorded. Are you sure?	Queries	Details	2		
0		The school must have a reasonable ratio of teachers to pupils	Queries	Details	2		
0		Total pupils entry is missing	Errors	Details	2		
1		School accommodation change value must be present.	Errors	Details	2		
9	Y	There must be details for either individual proprietors (Annex C Part A) or proprietor body (Annex C Part B)	Errors		2		
ge 1 of	1				1		
•							
Drown cop	yright   Disclair	ner   Privacy					
						Internet   Protected Mode: Off	🕢 🔻 🏦 100%

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.

dependent Schools										-	_	_	-
					All Erro	rs	All Note:		Add	liev.	Edi		Defe
Independent Schools [11]	Inde	ependent	Schools - Priory	Hurworth H	ouse								
-> Annex C Parts Bi Bi Proprietor Bod				and the second second	1		Erre	orsQueries OK	Notes You a	re current	tly in S	ection 1	-3
-> Section 4 to 5			ries associated with	h this full retur	n, not individua	I fields.)		2 0	2				
-> Section 6 to 7	Pleas	e select one	of the tabs below to m	ove to the next s	ection:								
-> Section 8 to 10	Secti	ions 1-3 Se	ctions 4-5 Sections (	5-7 Sections 8	Annex A Part A	Annex A Part B	Annex B P	art Annex 8 Par 8	Annex C Part A	Parts		Anne	x C Pa
-Annex A Part A - Teacher New Appo													-
-Annex A Part B - Teacher Leavers	Secti	ion 1: Gene	ral school information	on (see Notes )	for Guidance, S	iection 1)							
-Annex B Part A - Support Staff New	-								Error	Querie	S OK	Notes	Histor
-Annex B Part B - Support Staff Leave		Contact nar	me (for enquiries)		Joe Bloggs				0	0	0	2	iii)
-Annex C Part A - Individual Proprieto		Telephone	STD		1234				0	0	0	2	10
-Annex C Part Bill - Newly Appointed E		Telephone	number		123456				0	0	0	2	10
		School e-m	all address		joe@bloggs				0	0	0	2	郎
		NOTE: Plea	ase check the inform DETAILS	nation shown b	elow and if ne	cessary cor	AMENDED		ight-hand side	•			
		School name				School name							
		City of Long	don School for Girls									-	
		Main schoo	and a president of the second s				Main schoo	address					
		Line 1	St Giles' Terrace				Line 1						
		Line 2	Barbican				Line 2 Line 3						é
												_	ê

#### **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					
ETURN 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	0	0	2	
a i ta ta i i a a construction de la construction d					

#### **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	2	
0	2	0	2	
0	0	0	2	
0	1	0	2	
0	0	0	2	
0	1	0	2	

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		Ø
0	0	0	2	Ø
0	0	0	2	Ø
0	0	0	2	Ø

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

Note Page				
	endent Schools 2013			Back
Validation Ru				
User	Role Organisation	Native ID	Date and Time	
				Add New Note Remove Note
Note Detail			<u>م</u>	

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.

	queries	OK	Notes	History
0	0	0		Ø
0	0	0	2	Ø
0	0	0	2	Ø
0	0	0	2	Ø

#### **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	ОК	Notes	History
0	0	0		Ø
0	0	0	2	Ø
0	0	0	2	Ø
0	0	0	2	Ø

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

Data Log I	Page							
History Re	eport - Independent Sc	hools 2013					<u>Back</u>	
History r	urworth House report on 25/10/201 ntact Name (for enquire							
Filter By:	Action	User	Start [	Date		End Date		Go Reset
					Omerication	End Date	-	Go Reset
Filter By: Action Update	Old Value	Vser Vew Value Adrian Smith	<mark>Start I</mark> User Linda May	Date Role Source	Organisation Department for Education	End Date	Date 25/10/2012 14:13:32	Go Reset

## **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.

Upload Return from file	Press this button to Import a file into your data return	
Add Return on screen	Press this button to Add a new return using a web form	
Open Return	Press this button to Open your data return	
Galaxie Barrow	Press this button to Submit your completed data return	
Export to file	Press this button to Export your data return to a file	
Launch Reports	Press this button to Report on your data return	
Delete Return	Press this button to Delete your data return	

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

	you wish to export this data:	
Export as XML Export as CSV  O		
Please Select the Status that Either:	you wish to export this data:	
All		
Or one or more of the follow	ng	
Loaded and validated	F	
Amended by source Submitted	-	
Amended by agent	-	
Approved		
Amended by collector	Ē	
Authorised	E	

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 <u>here</u>



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