SEN2 2014

COLLECT guide for local authorities

October 2013

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COLLECT and secure access

Access to COLLECT is now through the department's [Secure Access System](#) (SA), which was implemented on 10 December 2012.

To access secure access existing users will need their login details you retained from the 2013 data collection. If you have forgotten your login details, or are a new user and require access to COLLECT, you will need to contact the Approver within your local authority.

Full secure access guide is published on the [Secure Access Website](#)

Logging in

Insert your username and password and click to agree to the terms of use.
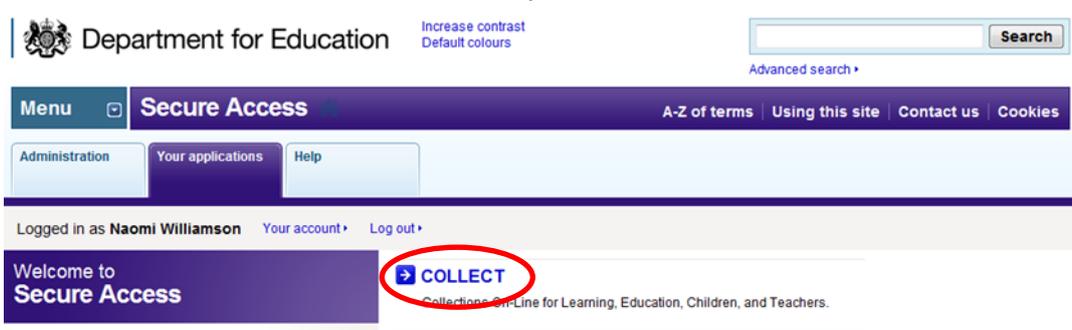
Fig 1
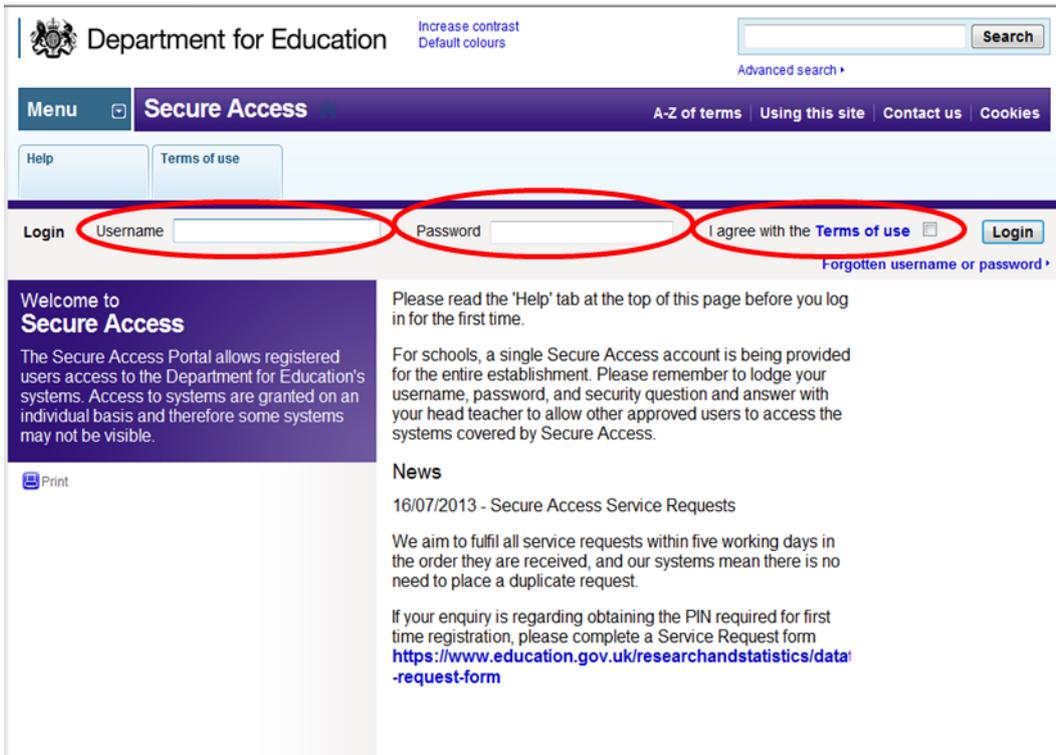
Once successfully logged in you will be presented with the screen below. Select COLLECT.
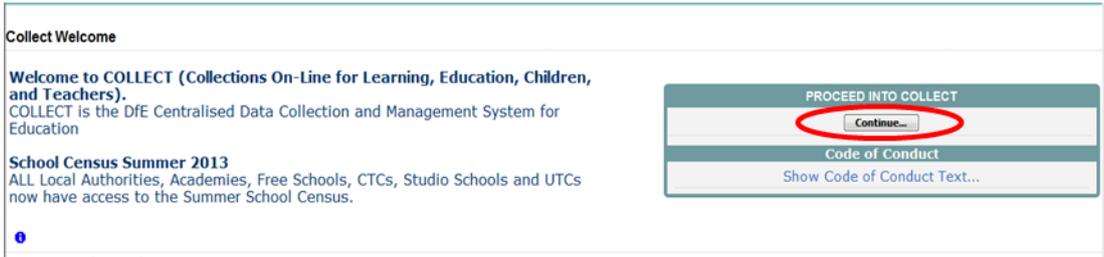
Fig 2

You will be taken into the COLLECT portal

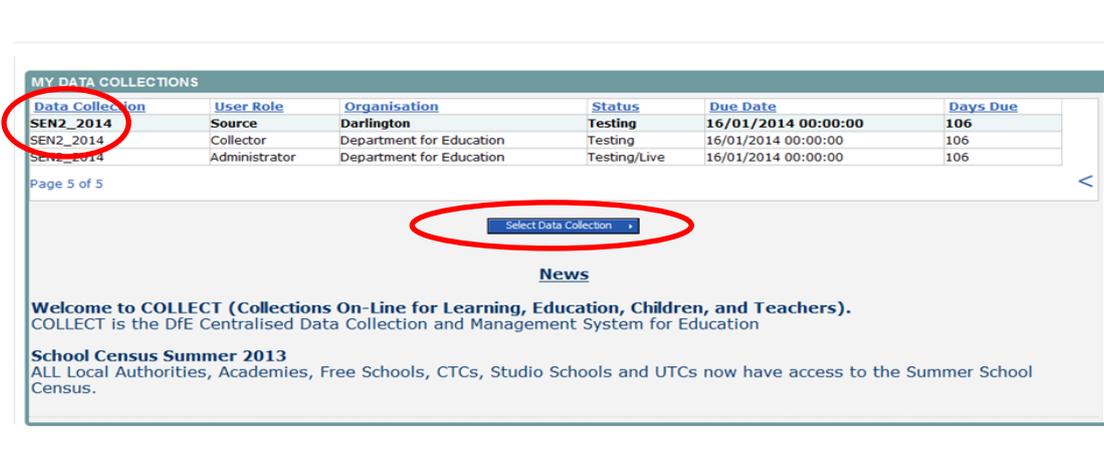

Click the Continue button
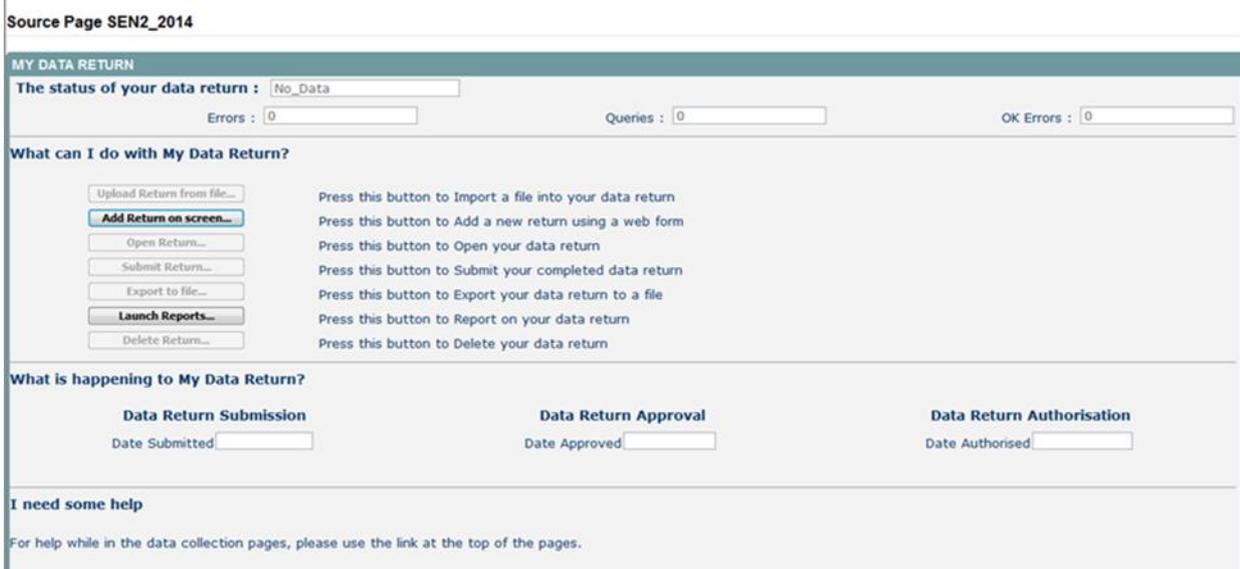
Fig 3

COLLECT portal

Select the collection by clicking on the collection name to highlight it (if there is only one it will be automatically highlighted) and then click on the 'Select Data Collection' button to open it.

Fig 4

This will take you to the Source page

Fig 5

This screen provides a summary of the latest position of the selected data collection.

Status could be:

No Data	Data hasn't been loaded
Loaded	Data loaded but not submitted
Submitted	Data loaded and submitted
Authorised	Data loaded, submitted and authorised by the department
Amended by Source	Data amended by local authority
Rejected	Data loaded but rejected due to invalid format and or contents
Amended by collector	Data amended by the department

Adding a return

Click on the 'Add Return on screen' button.

Fig 6

The next screen to appear is the SEN2 web form. You will need to enter the information in each field then click 'Save'.

Fig 7

Once the contact details have been completed and saved you can then move on to enter the data in part 1 of the online form. To navigate to part 1, click on the tab.

Fig 8

To continue you will need to click "Edit" then enter your data.

Fig 9

Once part 1 has been completed move on to part 2 by clicking the Part 2 tab. As in part 1 you will need to click 'Edit' before entering data into the fields.

Checking data

COLLECT will notify the user of any values outside usual parameters by producing a red box next to that field, users can navigate to an error by clicking 'All Errors'. If there are no errors on your return please proceed to submitting return.

Fig 10

Fig

Once the user has clicked the 'All Errors' button they will be taken to the error report, shown below. A user can view details of a particular error, by clicking on the 'Details' button.

Fig 11

Errors

Once the user has clicked the 'Details' button they will see the details appear on the right hand side of the screen. The user can then navigate to an error by clicking on the 'Value' of an error, which will take them to the section of the return where that error is occurring.

Fig 12

Adding notes

A user can then amend the data by clicking the edit button or if the data is correct then a user can add notes against data items to provide information as to why the data is outside usual parameters. This is done by selecting the note icon (pencil) on the return screen.

Fig 13

Fig

To add a note to an error or query click on 'Add New Note' button and add a valid explanation as to why the error cannot be rectified. Please make sure that any notes are as comprehensive as possible.

Fig 14

Submitting return

Once you are satisfied with the quality of the data select 'Submit Return'. This indicates to the department that your return is complete.

Fig 15

Exporting data

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

Fig 16
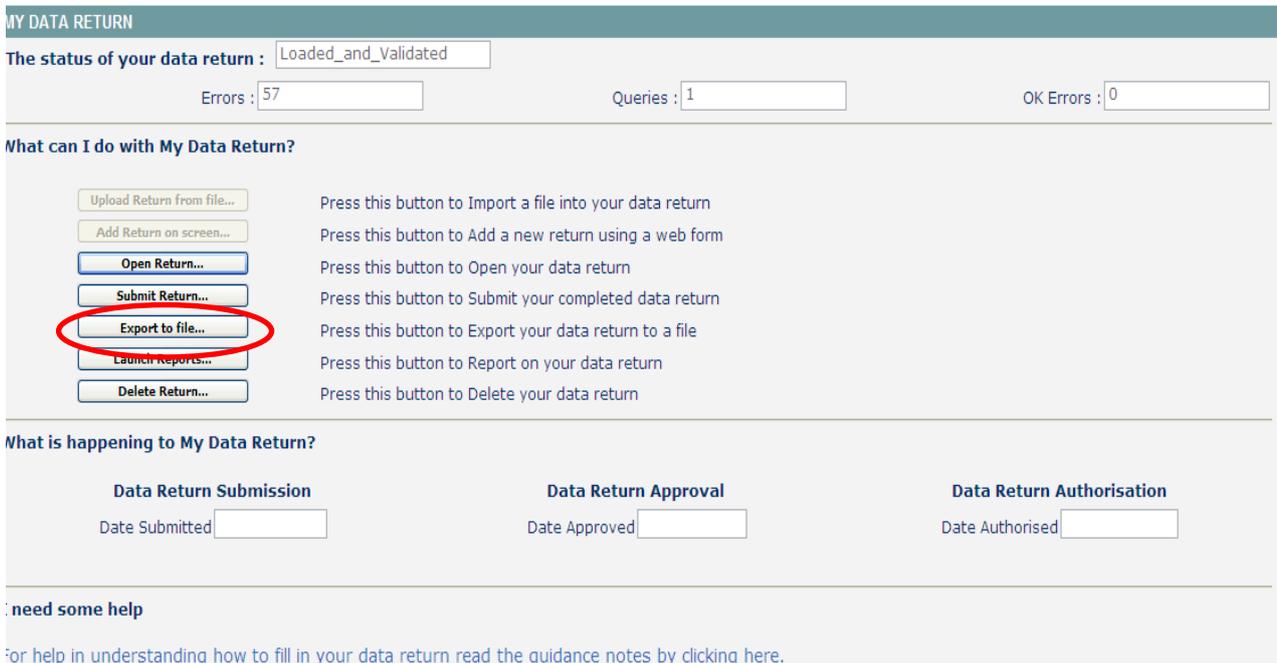
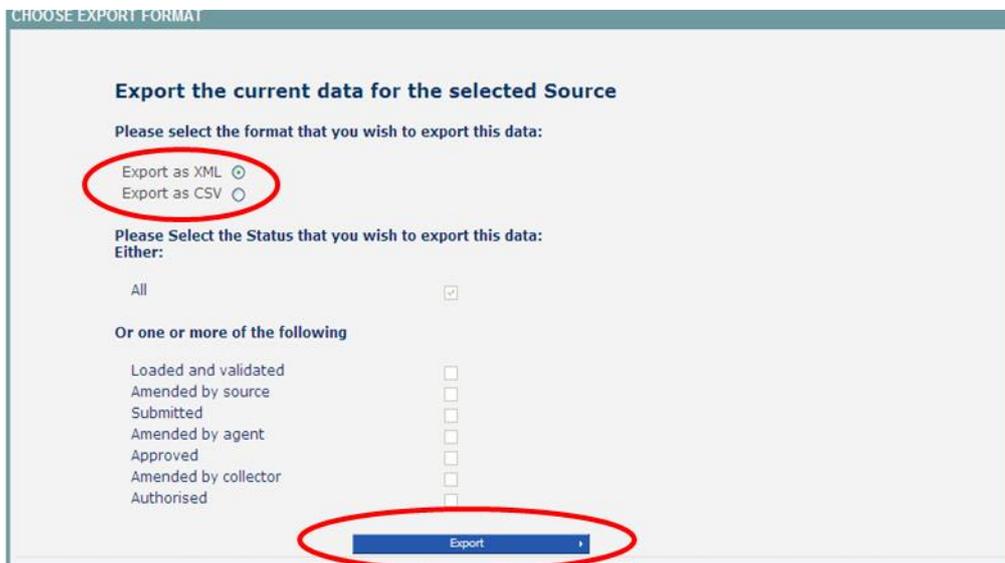Exporting as XML will generate a zip file containing the export XML data. Exporting as CSV generates a zip file containing CSV files that relate to how data is stored within COLLECT. After selecting the format click 'Export'.
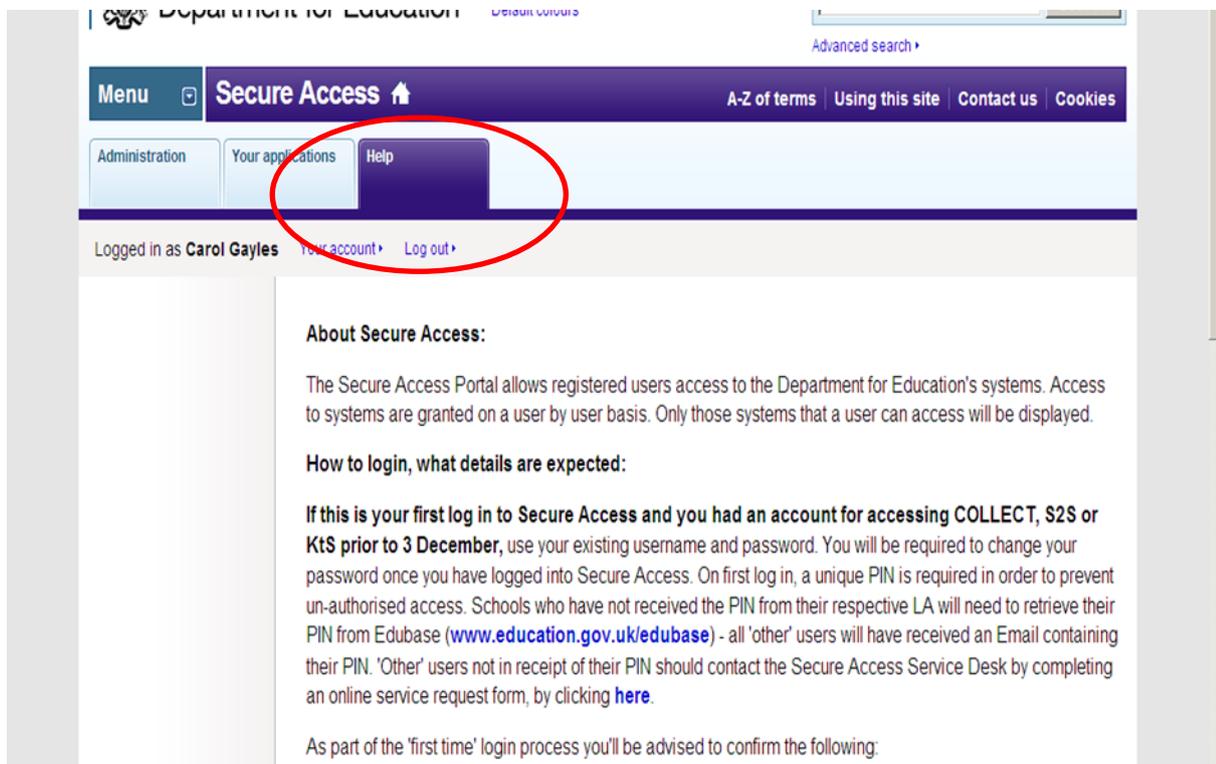
Fig 17

Help

If you have a query regarding COLLECT or SEN2 please submit a service request form to the EDD helpdesk.

If you have any secure access queries please refer to the 'Help' section on the secure access homepage.

Fig 18

 Fig

If you are still unable to resolve your query please submit a service request to the SA service desk.