

Alternative Provision (AP) 2014 COLLECT Guide

January 2014

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COLLECT and Secure Access

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

Department for Education	Default colours		
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Menu 💿 Secure Access 🖷		A-Z of terms Using this site Contact us	Cookies
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Login Username	Password	I agree with the Terms of use	Login
		Forgotten username	or password ·
Welcome to Secure Access The Secure Access Portal allows registered	Please read the Guidanc before first Log In to the S support new users throug and assist with your first I	e Note provided on the 'Help' tab secure Access portal. This note will h the initial (short) registration period og on to this system.	
Users access to the Department for Education's systems. Access to systems are granted on an individual basis and therefore some systems may not be visible.	For Schools, access is for remember to lodge your of question and answer with approved users to access Access	or the entire establishment, please username, password, security your Headteacher – to allow other s the systems covered by Secure	
E Print	Should you have any prot please contact the Secur	e Access Service Desk by completing	

If you are a new user and require access to COLLECT, you will need to contact your local authority.

Full Secure Access guidance is published on the Secure Access Website

Department for Education	Default colours		Search
	Adva	anced search •	
Menu 🖸 Secure Access 🔒	A-Z of terms	Using this site Contact us	Cookies
Administration Your applications Help			
Logged in as Carol Gayles Your account + Log out +			
Welcome to	COLLECT		

Once successfully registered, open the 'Your applications' tab to access COLLECT, as above.



Click on 'continue', as above

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.

Please note: some screen shots refer to previous years however the process is the same for the 2014 collection.

Data Collection	User Role	Organisation	Status	Due Date	Days Due
Iternative Provision Census 2014	Source	Darlington	Testing	07/03/2014 00:00:00	59
Iternative Provision Census 2014	Collector	Department for Education	Testing	07/03/2014 00:00:00	59
Iternative Provision Census 2014	Administrator	Department for Education	Testing/Live	07/03/2014 00:00:00	59
hildrenInNeed1213	Collector	Department for Education	Open	30/06/2013 00:00:00	-191
hildrenInNeed1314	Collector	Department for Education	Familiarisation	30/06/2013 00:00:00	-191
Consistent Financial Reporting_2012-2013	Agent	Department for Education	Open	19/07/2013 00:00:00	-172
Consistent Financial Reporting_2012-2013	Collector	Department for Education	Open	19/07/2013 00:00:00	-172
consistent Financial Reporting_2012-2013	Administrator	Department for Education	Open/Live	19/07/2013 00:00:00	-172
consistent Financial Reporting_2013-2014	Agent	Department for Education	Testing	19/07/2014 00:00:00	193
Consistent Financial Reporting_2013-2014	Collector	Department for Education	Testing	19/07/2014 00:00:00	193

LA (Source Page) Screen

The next screen (Source page) provides a summary of the latest position with respect to the data collection

Errors : 0 /hat can I do with My Data Return? Upload Return from file Pr Add Return on screen Pr	Queries : 0	OK Errors : 0
/hat can I do with My Data Return? Upload Return from file Pr Add Return on screen Pr	ess this button to Import a file into your data return	
Upload Return from file Pr Add Return on screen Pr	ess this button to Import a file into your data return	
Add Return on screen Pr	are this button to Add a new return using a such form	
Onen Peturn	ess this button to Add a new return using a web form	
open Return Pr	ess this button to Open your data return	
Submit Return Pr	ess this button to Submit your completed data return	
Export to file Pr	ess this button to Export your data return to a file	
Launch Reports Pr	ess this button to Report on your data return	
Delete Return Pr	ess this button to Delete your data return	
/hat is happening to My Data Return?		
Data Return Submission	Data Return Approval	Data Return Authorisation
Date Submitted	Date Approved	Date Authorised
need some help		
need some nep		

The different status of data is as follows:

No Data – the return has not been added to the system.

Loaded and Validated – A data return has been added and validated but not yet submitted.

Submitted – the return has been submitted by the LA.

Amended by Source - the return has been amended by the LA (source).

Authorised – the return has been checked and authorised by the Collector (DfE).

Status is followed by a series of buttons as listed below:

Upload return form – allows the source to upload a return **Add Return on Screen** – allows the source to type the return on screen –this return should be added on screen.

Open Return– This option is unavailable until data has been entered and is used to access the data for editing or viewing.

Submit Return – This option is unavailable until the data has been entered and is used to submit the data to the DfE – this should only be done when the data is complete and clean. Control then passes to the DfE.

Export to File – This is unavailable until the data has been entered and is used to export the data either as a single XML file or a CSV file.

Launch Reports – There are no reports available for this data collection Delete Return – This option is only available when data has been entered and is used to delete the LA data from the system.

Uploading a Return

This is where you can load your XML data files directly into the system. To do this:

Click on the 'Upload Return from file' button on the Source Page. This will display the Upload screen:

UPLOAD FILE SELECTION	
This both uploads and validates your data and may take several minutes. Please allow sufficient time to co	omplete.
Upload +	Browse

The LA can type the file path/name of the return or alternatively click on the 'Browse...' button to navigate to the required file.

Once the relevant file has been selected the 'Upload' button should be clicked to save the data into COLLECT. If an attempt is made to upload a file that does not belong to the LA the following error message will be displayed:

"The file you are attempting to upload is not for the selected Source Organisation"

Once the file has been successfully uploaded the return status for that AP Setting will change to Loaded.

Adding a Return

To add a return, the user must click the 'Add Return on screen' button.

he status of your data return : No_	Data	
Errors : 0	Queries : 0	OK Errors : 0
nat can I do with My Data Return?		
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	
Submit Return	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	
at is happening to My Data Return		
Data Return Submission	Data Return Approval	Data Return Authorisation
	Data Approved	Date Authorized

By clicking on the 'Add a Return' button from the Source Page, you are presented with the option to manually add data, simply fill in the fields and use the dropdown lists to add data whilst referring to the specification as defined in the guide.

Once you have completed the data on this page, click the 'Save' button. You can now navigate to the other screens using the 'View All' button at the bottom of the data area.

		All Errors	All Notes		Add	Vi De	ew lete	Edit Statu
6	6							
-Alternative Provision Census	[4] Alternative Provision Ce	ensus - Darlington						
	RETURN LEVEL ERRORS	dentified to fail an term of the distributed	Errors Queries	OK				
AP Pupils [445]	(Errors and queries associate) fields.)	d with this full return, not individual	<u>2</u> 2	0	<i>.</i>			
> Characteristics	lioidoly							
> Home Information	Data Itam	Value			Errors		Noton	Hist
i> Identifiers	Data item	value		Errors	Queries	OK	Notes	mste
	HEADER INFORMATION							
	Collection			0	0	0	2	
	Term	SPR		0	0	0	2	
	Year	2012		0	0	0	2	
	Reference Date	2012-01-19		0	0	0	2	
	Source Level			1	0	0	2	
	LA	841 - DARLINGTON		0	0	0	2	
	Software Code			1	0	0	2	
	Release			0	0	0	2	<u> </u>
	XSLT version			0	0	0	2	<u> </u>
	Serial No			1	0	0	2	1
	DateTime			1	0	0	× 2	
	CBDS Levels					-	Viev	w All
	AP Pupils						Viev	w All

Clicking here allows you to add, edit and delete AP Pupils or the CBDS Levels for this setting.

Alternative Provision CensusCBDS LevelsAP Pupils [1775]> Characteristics	AP Pupils - Identifiers - Darlin	gton							Drill Up Error	
> Home Information	Unique Filter By: Pupil	s	urname	Date o Birth	f		Reset		Go)
1dentiners	Unique Dupil Humber		Sur	0.0004	Date of Birth		Dut	Frrore		
	∆ 384623982631		Δ 10	Marrie Marrie	1994-08-31		1	C LITUIS		
	A		A 16	519NOT	1994-08-31		3			
	A		A 16	519NMS	1994-08-31		3			
	A853109529435		A 16	519IND	1994-08-31		2			
	A		A 16	619NMS	1994-08-31		3			
	A		A 16	519IND	1994-08-31		3			
	A098765432109		A 16	519NOT	1994-08-31		2			
	A		A 16	519IND	1994-08-31		3			
	A		A 16	519IND	1994-08-31		3			
	A Dage 1 of 60 (Decorde:593)		Alt	DT SINIVIS	1994-00-31		3			~ ~
	Fage 10100 (Records.555)	(
	Pupil Characteristics/SEN/Attend	lance		Pupil Identifiers		Home Information		ormation		
	Data Item			Value		Errors			Notes	History
						Errors	queries	OK		
	Unime Deal Number	0.0040000	00004						<i>(</i> 1)	
	Unique Pupil Number	A3646239	02031			<u> </u>	U	U.	<u>/</u>	<u> </u>
	Surname	A 1619NM	s			0	0	0	2	đ
	Forename	А				0	0	0	2	
	Middle Names	в				0	0	0	2	
	Preferred Surname	в				0	0	0	2	
	Date of Birth	1994-08-3	1			0	0	0	2	đ

The user has drilled down to the AP pupils data. Here you can add, delete or edit pupil data.

To add data:

Click on the 'Add' button to add a new record. Once you've filled in the first page, click on 'Save'. You can now complete the rest of the pupil's data by clicking on the 'Edit' button.

To delete data:

Highlight the particular pupil that you wish to delete in the selection area (A), then click on the 'Delete' button. Click 'Yes' to confirm the deletion. The pupil is now removed from the list.

To add Free School Meals (FSM) data:

Highlight the particular pupil in selection area A and click on Pupil Characteristics/SEN/ Attendance. The FSM section appears at the bottom of the screen.

	AP Pupils - Characteristic	s - Darlingtor	1						Error All Notes	
> Home Information > Identifiers	Unique Filter By: Pupil Number	Surnam	e	Date of Birth			Reset		G	>
FSM Period	Unique Pupil Number		Surname	Date of	f Birth		Rı	ile Erro	<u>rs</u>	
	A		A 0304IND	2001-09	9-01		4			
	ABCDE64294056		Brown	2007-09	9-01		3			
	A		A 0304IND	2001-09	9-01		4			
	A		A 0304IND	2001-09	9-01		4			
	A		A 0304IND	2001-09	9-01		4			
	<u>A</u>		A 0304IND	2001-09	9-01		4			
	A		A 0304IND	2001-09	9-01		4			
	A		A 0304IND	2001-09	9-01		4			
	<u>A</u>		A 0304IND	2001-09	9-01		4			
	A		A 0304IND	2001-09	9-01		4			
	Page 1 of 59 (Records:582)									<u> < ></u>
	Pupil Characteristics/SEN/Atte	ndance	dance Pupil Identifiers			Home Informatio			on	
		<u> </u>				Errors				
	DATATIEM		VALUE			Errors	Queries	OK	Notes	History
	PUPIL CHARACTERISTICS / SE	N / ATTENDANCI	E							
	Ethnic Code	WCOR: White - C	Cornish			0	0	0	2	
	Service Child					<u>1</u>	0	0	2	
	Type of Alternative Provision	NMS - Non-maint	ained Special Scho	ol		0	0	0	2	
	SEN Provision	A - School Action	or Early Years Act	tion		0	0	0	2	
	FSM Eligibility Details							Click	To Edit	/View
	FSM Start Date FSM	End Date	UK Country	1						

To make additions/amendments use the 'click to Edit/View' button, then the add button.

This shows the pupil is in receipt of FSM.

AP Pupils - Characteristic	<u>:s - Dariington</u>						Ello		
							All Notes		
Unique		Date	of		Pacat	1	G		
Number	Sumanne	Birth			116361			,	
Unique Pupil Number		Surname	Date of Birth		Ru	le Frro	rs		
A		A 0304IND	2001-09-01		4				
ABCDE64294056		Brown	2007-09-01		3				
A		A 0304IND	2001-09-01		4				
A		A 0304IND	2001-09-01		4				
A		A 0304IND	2001-09-01		4				
A		A 0304IND	2001-09-01		4				
A		A 0304IND	2001-09-01		4				
A	A 0304IND 2001-09-01					4			
A		A 0304IND	2001-09-01	4					
A		A 0304IND	2001-09-01		4	4			
Page 1 of 59 (Records:582)								< >	
Pupil Characteristics/SEN/Atte	endance	Pupil Identifiers	\triangle	E	lome Info	ormatio	<u>n</u>		
			MALUE		Errors		Noton	History	
DATATIEM		VALUE		Errors	Queries	OK	Notes	History	
PUPIL CHARACTERISTICS / SE	EN / ATTENDANCE								
Ethnic Code	WCOR: White - C	ornish		0	0	0	2		
Service Child				1	0	0	2		
Type of Alternative Provision	NMS - Non-mainta	ined Special School		0	0	0	2		
SEN Provision	A - School Action	or Early Years Action		0	0	0	2		
FSM Eligibility Details						Click	To Edit	/View	
FSM Start Date FSM	End Date	UK Country							
2012-09-20		England							
		-	1						
	AP Pupils - Characteristic Filter By: Pupil Number Unique Pupil Number A ABCDE64294056 A DATA ITEM PUPIL CHARACTERISTICS / SI Ethnic Code Service Child Type of Alternative Provision FSM Eligibility Details FSM Start Date FSM 2012-09-20	AP Pupils - Characteristics - Danington Filter By: Pupil Surname Number Unique Pupil Number A ABCDE64294056 A A A A A A A A A A A A A	AP Pupils - Characteristics - Dahlington Filter By: Pupil Number Surname Date Birth Unique Pupil Number Surname Date A A 0304IND A ABCDE64294056 Brown A A A 0304IND A Bert Brown A DATA ITEM VALUE PUPIL CHARACTERISTICS / SEN / ATTENDANCE Ethnic Code Ethnic Code WCOR: White - Cornish	AP Pupils - Characteristics - Darlington Filter By: Pupil Number Surname Date of Birth Unique Pupil Number Surname Date of Birth A A 0304IND 2001-09-01 A BCRCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCC	AP Pupils - Characteristics - Darlington Filter By: Pupil Number Surname Date of Birth Unique Pupil Number Surname Date of Birth A A 0304IND 2001-09-01 ABCDE64294056 Brown 2007-09-01 A A 0304IND 2001-09-01 B Errors Errors PUPIL Characteristics/SEN/Attrendance P	AP Pupils - Characteristics - Darnington Filter By: Pupil Number Surname Date of Birth Reset Unique Pupil Number Surname Date of Birth Ru A A 0304IND 2001-09-01 4 ABCDE64294056 Brown 2007-09-01 3 A A 0304IND 2001-09-01 4 A DATA ITEM VALUE Errors <t< td=""><td>AP Pupils - Characteristics - Darnington Filter By: Pupil Surname Date of Birth Reset Unique Pupil Number Surname Date of Birth Rule Error A A 0304IND 2001-09-01 4 ABCDE64294056 Brown 2001-09-01 4 A A 0304IND 2001-09-01 4 <</td><td>AP Pupils - Characteristics - Darlington Date of Birth Reset Go Filter By: Pupil Number Surname Date of Birth Reset Go Unique Pupil Number Surname Date of Birth Rule Errors A A A 0304IND 2001-09-01 4 ABCDE64294056 Brown 2007-09-01 3 A A 0304IND 2001-09-01 4 A A 0304IND 2001-09-01 4</td></t<>	AP Pupils - Characteristics - Darnington Filter By: Pupil Surname Date of Birth Reset Unique Pupil Number Surname Date of Birth Rule Error A A 0304IND 2001-09-01 4 ABCDE64294056 Brown 2001-09-01 4 A A 0304IND 2001-09-01 4 <	AP Pupils - Characteristics - Darlington Date of Birth Reset Go Filter By: Pupil Number Surname Date of Birth Reset Go Unique Pupil Number Surname Date of Birth Rule Errors A A A 0304IND 2001-09-01 4 ABCDE64294056 Brown 2007-09-01 3 A A 0304IND 2001-09-01 4 A A 0304IND 2001-09-01 4	

AP Pupils [2330]	AP Pupils - Characteristic	s - Darlington						Error All Notes			
> Home Information > Identifiers	Unique Filter By: Pupil Number	Surnam	e Date Birth	of		Reset		G	5		
FSM Period	Unique Pupil Number		<u>Surname</u>	Date of Birth		Ru	le Erro	<u>rs</u>			
	A		A 0304IND	2001-09-01		4					
	ABCDE64294056		Brown	2007-09-01		3					
	A		A 0304IND	2001-09-01		4					
	A		A 0304IND	2001-09-01		4					
	A		A 0304IND	2001-09-01		4					
	A		A 0304IND	2001-09-01		4					
	A		A 0304IND	2001-09-01		4					
	A		A 0304IND	2001-09-01		4					
	A		A 0304IND	2001-09-01		4					
	Page 1 of 59 (Records:582)	Page 1 of 59 (Records:582) <									
	Pupil Characteristics/SEN/Atte	endance	Pupil Identifiers	Δ	H	lome Info	rmatio	<u>n</u>			
	DATA ITEM		VALUE		Errors	Errors Queries	OK	Notes	Histo		
	PUPIL CHARACTERISTICS / SE	EN / ATTENDANCE									
	Ethnic Code	WCOR: White - C	ornish		0	0	0	2			
	Service Child				<u>1</u>	0	0	2			
	Type of Alternative Provision	NMS - Non-mainta	ained Special School		0	0	0	2			
	SEN Provision	A - School Action	or Early Years Action		0	0	0	2			
	FSM Eligibility Details						Click	To Edit	/View		
	FSM Start Date FSM	End Date	UK Country								
	2012-09-20 2012	2-12-19	England								
				1							

This shows the pupil was in receipt of FSM from 29/9/2012 to 19/12/2012.

LA Return screen

By clicking on the 'Open Return' button, you are taken to the following screen that contains the data either manually typed or already loaded into Collect:

U								
⊡-Alternative Provision Census [4]	Alternative Provision Cen	isus - Darlington						
	RETURN LEVEL ERRORS		Errors Queries	OK				
-AP Pupils [445]	(Errors and queries associated fields)	with this full return, not individual	<u>2</u> 2	0	2			
> Characteristics								
> Home Information	Data Itana	Webee			Errors		Neter	III at a m
> Identifiers	Data Item	Value		Errors	Queries	OK	Notes	History
	HEADER INFORMATION							
	Collection	APC		0	0	0	2	
	Term	SPR		0	0	0	2	
	Year	2012		0	0	0	2	
	Reference Date	2012-01-19		0	0	0	2	
	Source Level			1	0	0	2	
	LA	841 - DARLINGTON		0	0	0	2	
	Software Code			1	0	0	2	
	Release			0	0	0	2	
	XSLT version			0	0	0	2	
	Serial No			1	0	0	2	
	DateTime			1	0	0	2	
	CBDS Levels						Viev	<u>N All</u>
	AP Pupils						Viev	<u>N All</u>

You can now navigate around the data using the 'View All' links at the bottom of the page.

Click on the 'Viewing a Return' section of this document for an explanation on how to fully navigate the data.

Editing a Return

Clicking on the 'Edit' button, opens the value boxes, allowing the user to add and amend their data next to each editable data item.



Clicking on view will close the value boxes and save any data that has been added/amended.

Viewing Errors/Queries screen

A user can view an error by clicking on the 'ALL Errors' button on the first page of the return.



Once a user has clicked on either 'All Errors' or the data field error, they will be taken to the Blade Error Report page.

Rule No. Return Leve	Error Message Please check: Child has no LIPN	Priority OK'd			Notes
1500Q	Please check: Child has no UPN	- ·			
		Queries	Details	OK	2
1500Q	Please check: Child has no UPN	Queries	Details	OK	2
8305Q	Please check: pupil over 18 years old	Queries	Details	OK	2
8305Q	Please check: pupil over 18 years old	Queries	Details	OK	2
8305Q	Please check: pupil over 18 years old	Queries	Details	OK	2
8305Q	Please check: pupil over 18 years old	Queries	Details	OK	2
8305Q	Please check: pupil over 18 years old	Queries	Details	OK	2
1500Q	Please check: Child has no UPN	Queries	Details	OK	2
8305Q	Please check: pupil over 18 years old	Queries	Details	OK	2
8305Q	Please check: pupil over 18 years old	Queries	Details	OK	2
Page 1 of 2					1

Once the user has clicked the 'Details' button they will see the details appear on the right hand side of the screen, as shown below.

							Cou	int 18	18 Details
Rule No.	Return Level	Error Message	Priority	OK'd				Notes	Field Value
1500Q		Please chedi: Child has no UPN	Queries		Details		OK	2	Date of Birth Oct 9 1993 12:00AM
1500Q		Please check: Child has no UPN	Queries		Details		OK	2	
8305Q		Please check: pupil over 18 years old	Queries	C	Details)	OK	2	
8305Q		Please check: pupil over 18 years old	Queries				OK	2	
8305Q		Please check: pupil over 18 years old	Queries		Details		OK	2	
8305Q		Please check: pupil over 18 years old	Queries		Details		OK	2	
8305Q		Please check: pupil over 18 years old	Queries		Details		OK	2	
1500Q		Please check: Child has no UPN	Queries		Details		OK	2	
83050		Please check: pupil over 18 years old	Queries		Details		OK	2	
8305Q		Please check: pupil over 18 years old	Queries		Details		OK	2	
Page 1 of 2								12	

The user can then navigate to an error by clicking the 'Value' of an error on the right hand side of the screen (which is 'null' in this case).

Once the user has clicked this 'Value', they will be taken to the Section where that error is occurring and allow an amendment to be made.

Adding return level notes

There is a pencil icon located next to the return level section. To add a note relating to an outstanding query, please click on the pencil.

COLLECT Portal				
Alternative Provision Census				
		All Errors	All Notes	Add View Edit Delete Status
0	11			
	RETURN LEVEL ERRORS		Errors Queries	ок
AP Pupis [18]	(Errors and queries associated with this full return, not individual fields.)		0 0	

You will then be presented with the Note Page screen below:

User	Role	Organisation	Native ID Da	te and Time	
Note Deta	il				Add New Note Remove Note
				~	
Preserved	notes delete	d by resubmissions			
User		Organisation	Native ID	Date and Time	Remove Preserved Note
Preserved	l Note Detail				
				*	
8					
© Crown copyr	right Disclaimer Pr	ivacy			

The user will need to click on 'Add New Note' to enable them to type in the note detail box.

User	Role	Organisation	Native ID	Date and Time	
Note Deta	ii				Add New Note Remove Note
Preserved	notes delete	ed by resubmissions			
User	Role	Organisation	Native ID	Date and Time	S> Pamain Presanind Nata
Preserved	l Note Detai	I			Kenidie Preserved Hote
				*	
0					
© Crown copy	right Disclaimer P	Privacy			

Once a note has been added, click on Create. This will then save that note against the return. The pencil icon will then change to a notepad icon, which indicates a note has been added.

COLLECT Portal							
Alternative Provision Census							
					Λ.	UI Mar	 Balata Statu
		All Errors	All Notes		AL	10 016	Delete Statu
0							
ErAlternative Provision Census	Alternative Provision Census - Newham						
-CBDS Levels	RETURN LEVEL ERRORS		Errors	Queries	OK		
AD Dunie [18]	(Errors and queries associated with this full return, not individual fields.)		0	0	0		

Please Note: All errors must be resolved. Return level notes added against outstanding queries will be reviewed by the Department on submission of the return by the Local Authority.

Submitting a return

Once the LA user is happy for their return to be submitted for DfE access the procedure is very straightforward. First return to the 'Source Page' by clicking on 'Back to my COLLECT page' located at the top of the form.



Then select Submit Return.

MY DATA RETURN		
The status of your data return : Amer	ded_by_source	
Errors : 23	Queries : 3	OK Errors : 0
What can I do with My Data Return?		
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	
Openficture	Press this button to Open your data return	
Submit Return	Press this button to Submit your completed data return	
Expect to filess	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	
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		

Deleting a return

If a LA User wants to delete a full return, they can do so by clicking 'Delete Return'.

MY DATA RETURN			
The status of your data return : Amen	ded_by_source		
Errors : 23		Queries : 3	OK Errors : 0
What can I do with My Data Return?			
Upload Return from file	Press this button to Imp	oort a file into your data return	
Add Return on screen	Press this button to Add	d a new return using a web form	
Open Return	Press this button to Ope	en your data return	
Submit Return	Press this button to Sub	mit your completed data return	
Export to file	Press this button to Exp	ort your data return to a file	
Launch Reports	Press this button to Rep	oort on your data return	
Delete Return	Press this button to Dele	ete 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

The status of the data return will revert back to 'No Data' and the LA user will need to click on 'Add return on screen' to re-enter their data.

Launching Reports

Click on the 'Launch Reports' from the My Source page to view the available reports.

The AP Duplicate Record, AP Funding, AP Funding - Pupil Premium_FSM and AP Funding Report for Service Child Pupil Premium are all available in this census.

Department for Educ	Back to MyCOLLECT page Help You are logged in as rosiehill Log out					
COLLECT Portal						
Report Launch						
REPORT SELECTOR						
Reports		Report Description				
AP Duplicate Record	A report showing AP Duplicates					
AP bupilcate Record AP Funding AP Funding - Pupil Premium Report_FSM AP Funding Report for Service Child Pupil Premium	Launch Report →					
0						
© Crown copyright Disclaimer Privacy						

Click on the 'Launch Report' button to go to the report selection page, by highlighting the one you require. The instructions are very similar for both reports – we have provided examples for Duplicate Records.

Report Parameter Selection

Check For Duplicates:	WithinAuthority 💌
	Launch Report

There are two options that you can select from the Check for Duplicates dropdown box.

Within Authority - runs the report to check whether there are duplicate pupils in your data that may need further

Across All Authorities' - runs the report to check whether there are duplicate pupils in your Authority and in with other LAs.

Click on the 'Launch Report' button to run the report. This may take a while to run depending upon the amount of data.

From here, you can navigate the pages, export the data in various formats or print out the report.

14	⊳∎	100%	Find Next	Select a format 💽	Export	¢	٢
				Select a format XML file with report data CSV (comma delimited) TIFF file Acrobat (PDF) file Web archive Excel			

Once you have finished viewing the report, click on the 'Back to Reports' link at the top right hand side of the page.

From here, select the 'Back to My COLLECT Page' to return back to your 'My Source' page.

Exporting a return

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

The status of your data return :			
	mended_by_source		
Errors : 23	Queries :	3	OK Errors : 0
What can I do with My Data Return	?		
Upload Return from file	Press this button to Import a file into your data retur	m	
Add Return on screen	Press this button to Add a new return using a web fo	orm	
Open Return	Press this button to Open your data return		
Submit Peturn	Press this button to Submit your completed data retu	um	
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		
What is happening to My Data Retu	rn?		
Data Return Submiss	ion Data Return App	proval	Data Return Authorisation
Date Submitted	Date Approved		Date Authorised

Once the user has clicked 'Export to File' button, they will be taken to the Export Report Format.

Export the current dat	a for the selected Source	
Please select the format that	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	2	
Or one or more of the follow	ng	
Loaded and validated	=	
Amended by source		
Submitted		
Amended by agent		
Amended by collector		
Amended by collector		

Select the format of exported data that you require and when prompted you can either save the file to a specific location, or can open the file for viewing.

Screen Functionality

Before viewing the return it is useful to understand some of the basic controls and screen operations.



Don't use the browser buttons! When in the data collection, unpredictable behaviour may be experienced if you use the back/forward buttons on your web browser's toolbar.

Navigation through a return

To navigate through the system, links are provided on all pages either as **Back** or **Drill Up** options. Please use these links to navigate between screens when using the system

Control	Usually located	Action		
-Back to MyCOLLECT page	All screens within a	Returns you to the		
	return except the main	main page for your		
	page which shows Back	user role (Agent,		
	to Home page	Source etc)		
Drill Up	Any data screen within a	Returns you to the		
	return apart from the	previous data screen		
	header screen			
Return	Report screens, e.g.	Returns you to the		
	History and errors	previous screen		
		_		
Back	Notes screens	Returns you to the		
		previous screen		
View All	Data entry screens that	Takes you to the sub		
	have additional linked	module level details		
	data, e.g. assessments			

Mode Buttons

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

Add	View	Edit	Delete
			Status

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

Left Hand Menu

The left hand menu can also be used to migrate to different screens although this may disable 'edit' functionality.

		All Errors	All Notes	Ad	d View	Edit	Delete	Sta			
Alternative Provision Census - Newh	nam										
RETURN LEVEL ERRORS			Errors Queries	OK	m						
Errors and queries associated with this full retu	urn, not individual fields.)		0 0	0							
					Errors						
Data Item		Value		Errors	Queries	ОК	Notes	Hist			
EADER INFORMATION											
Collection	APC			0	0	0	2				
lerm .	SPR			0	0	0	2	_			
/ear	2014			0	0	0	2				
Reference Date	2014-01-18			0	0	0	2				
Source Level	L			0	0	0	2				
A	316 - NEWHAM			0	0	0	2				
Software Code	LA Spreadsheet			0	0	0	2				
Release				0	0	0	2				
(SLT version				0	0	0	2				
Serial No	1			0	0	0	2				
DateTime	2013-02-20 11:37:46			0	0	0	2				
BDS Levels							View	w All			
	Iternative Provision Census - Newl ETURN LEVEL ERRORS Errors and queries associated with this full ret Data Item EADER INFORMATION Offection error ear eference Date ource Level A othware Code elease SLT vestion erial No Data Item DS Levels	Alternative Provision Census - Newham ETURN LEVEL ERRORS Errors and queries associated with this full return, not individual fields.) EADER INFORMATION Calledion APC EADER INFORMATION Collection APC ear SPR ear 2014 eference Date 2014-01-10 course Level L A 310 - NEWHAM oftware Code LA Spreadsheet elease Elease S SLT vention 1 ear and No 1 staTime 2013-02-20 11:37:46 BO SLEvels	Alternative Provision Census - Newham ETURN LEVEL ERRORS ETURN LEVEL ERRORS Colspan="2">Colspan="2" Colspan="2">Colspan="2">Colspan="2" Colspan="2">Colspan="2" Colspan="2">Colspan="2" Colspan="2" Colspan="	Alternative Provision Census - Newham ETIVRI LEVEL ERRORS Queries Data Item Value 0	Iternative Provision Census - Newham Entropy Reveals associated with this full return not individual fields.) OK OK </td <td>Alternative Provision Census - Newham Errors and queries associated with this full return, not individual fields.) Errors Queries OK Queries Colspan="2">Errors and queries associated with this full return, not individual fields.) 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Help

COLLECT issues and data collection queries

If you are experiencing problems with COLLECT or have a data collection query, please submit a <u>service request form</u> to the Education Data Division Helpdesk.

Secure Access issues

Menu 🖸 Secure	Access n	A-Z of terms	Using this site	Contact us Co	ookies
Administration Your appl	ications Help				
Logged in as Carol Gayles	Your account + Log out +				
	About Secure Access:				
	The Secure Access Portal allows registered users access to the Department for Education's systems. Access to systems are granted on a user by user basis. Only those systems that a user can access will be displayed.				
	How to login, what details are exp	pected:			
	If this is your first log in to Secure KtS prior to 3 December, use your password once you have logged into un-authorised access. Schools who PIN from Edubase (www.education their PIN. 'Other' users not in receipt an online service request form, by cli	Access and you had an accou existing username and password. Decure Access. On first log in, a unave not received the PIN from thein. n.gov.uk/edubase) - all 'other' use of their PIN should contact the Sec cking here.	nt for accessing You will be requir unique PIN is requ ir respective LA w ers will have receiv ure Access Servi	COLLECT, S2S red to change you irred in order to pr vill need to retrieve ved an Email cont ce Desk by comp	S or ir revent te their taining bleting
	As part of the 'first time' login proces	s you'll be advised to confirm the fo	ollowing:		
	If Organisation details have bee	n 'imported' into the system, these	will be displayed	on screen and ne	ed to

If you are having problems logging into Secure Access, please refer to the 'Help' section on Secure Access. If you are still unable to resolve your issue, please submit a <u>service</u> request to the SA Service desk.



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Any enquiries regarding this publication should be sent to the data collections helpdesk.

This document is available for download from the **Department's website**.