

School census 2014 to 2015

Editing data within COLLECT

October 2014

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Editing Data

From the 2013 Autumn School Census onwards, the 'edit' facility in COLLECT will be made available for all COLLECT users. This includes **ALL** schools regardless of type – previously the 'edit' functionality was only available to COLLECT users with a role of agent (i.e. LAs) or collector (i.e. DfE).

Directly editing data in COLLECT can sometimes be more appropriate than re-loading a complete new submission, especially when the required amendments are small (e.g. amending a pupil's enrolment status). **However any changes made within COLLECT should always reflect the data within school systems** – i.e. if a change is made to a data item within COLLECT then the same change should also be made to the data within the school MIS. This is important from an audit/inspection viewpoint and will avoid schools manually having to make the same changes every census.

Local Authority maintained schools should consult with their local authority regarding editing of data within COLLECT to agree local responsibilities and/or processes for amending data directly in COLLECT. Audit reports will be available to both schools and LAs in COLLECT to provide an audit trail of any data amendments.

Please note: Not all School Census fields are editable. Anything that you cannot change on COLLECT will need updating in the MIS and the file re-running.

Please note: some screen shots refer to 2013 however the process is the same for all 2014 census collections.

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

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

Filter Left Hand Menu

Please avoid using the left hand filter menu to navigate through the return as it does not always display sections of the return in the correct format.

13 Autumn								
			All Errors All No	otes	Add	View Edi	t Delete	e Stat
SC13 Autumn	*	SC13 Autumn - Abbey Colleg	je, Ramsey					
-Levels					rrors	OK Errors	Return Level Notes	
-School [3]			Return Level Errors	E	Q			
-> Characteristics				0	5	0	4	2
-Pupil On Roll [2]				E	Frors	04.5		
> Annual Attendance		Data Item	Value	E	Q	OK Errors	Notes	Histor
> Characteristics		School Census Autumn 20	13					
> Identifiers		Collection	sc	0	0	0	2	
> Status	Ε	Term	AUT	0	0	0	2	
> Summer Half Term Attendance		Year	2013	0	0	0	2	
> Termly Attendance		Reference Date	2013-10-03	0	0	0	2	
Termly Exclusions		Source Level	s	0	0	0	2	
Termly Session Details		LA	873 - CAMBRIDGESHIRE	0	0	0	2	
Addresses		Estab	4603	0	0	0	2	
AnnualSessionDetails		Software Code	xmlTemplate	0	0	0	2	
Learning Aims [2]		Release	1.00.SC-AUT	0	0	0	2	
FSMperiod		Xversion	2013	0	0	0	2	
Summer Half Term 2 Session Details		Serial No	1	0	0	0	2	
-Pupils No Longer On Roll [1]		Datetime	2013-08-23 11:27:57	0	0	0	2	
> Annual Attendance		School			_	Viev		
-> Characteristics		Pupils on Roll						

Accessing the return

1) Access COLLECT and the data collection in the usual way and click 'Open Return'.

Open Return...

The return will then be displayed

13 Autumn							
		All Errors All Note	S	Add	/iew Edit	Delete	Statu
SC13 Autumn	SC13 Autumn - Abbey Colle	ege, Ramsey					
-Levels		Return Level Errors	E	rors Q	OK Errors	Return Leve	el Notes
-School [3]		Return Lever criors	0	5	0	2	
-Pupil On Roll [2]					-		
-> Annual Attendance	Data Item	Value	Eri	rors	OK Errors	Notes	Histor
> Characteristics	School Census Autumn 2	2013	E	u u			
> Identifiers	Collection	sc	0	0	0	2	
-> Status	≡ Term	AUT	0	0	0	2	
> Summer Half Term Attendance	Year	2013	0	0	0	2	
> Termly Attendance	Reference Date	2013-10-03	0	0	0	2	
Termly Exclusions	Source Level	S	0	0	0	2	
Termly Session Details	LA	873 - CAMBRIDGESHIRE	0	0	0	2	
Addresses	Estab	4603	0	0	0	2	
AnnualSessionDetails	Software Code	xmlTemplate	0	0	0	2	
-Learning Aims [2]	Release	1.00.SC-AUT	0	0	0	2	
FSMperiod	Xversion	2013	0	0	0	2	
Summer Half Term 2 Session Details	Serial No	1	0	0	0	2	
Pupils No Longer On Roll [1]	Datetime	2013-08-23 11:27:57	0	0	0	2	
-> Characteristics	School				View		
-> Characteristics	Pupils on Roll				View	/ All	

2) Choose which section of the return you wish to edit using the 'View All' buttons.

School	View All
Pupils on Roll	View All
Pupils No Longer on Roll	View All

Editing the return level screen

The first screen you see will be the return level screen.

1) To edit click on the 'Edit' button to the top of the screen:

		All Errors All No	les	Add	View Edit	Delete	State
SC 13 Autumn Levels	SC13 Autumn - Abbey Col	lege, Ramsey	Err	ors			
-Levels -School [3]	Return Level Errors		E	Q	OK Errors	Return Level	Notes
-school [3]			0	5	0	2	
Pupi On Roll [2]							
-> Annual Attendance	Data Item	Value	Err	ors	OK Errors	Notes H	Histor
-> Characteristics	School Census Autumn	2013		~	[manual lines		
-> Identifiers	Collection	sc	0	0	0	2	
-> Status	E Term	AUT	0	0	0	2	
-> Summer Half Term Attendance	Year	2013	0	0	0	2	
-> Termly Attendance	Reference Date	2013-10-03	0	0	0	2	
-Termly Exclusions	Source Level	s	0	0	0	2	
-Termly Session Details	LA	873 - CAMBRIDGESHIRE	0	0	0	2	
Addresses	Estab	4603	0	0	0	2	
AnnualSessionDetails	Software Code	xmTemplate	0	0	0	2	
-Learning Aims [2]	Release	1.00.SC-AUT	0	0	0	2	
-FSMperiod -Summer Half Term 2 Session Details	Xversion	2013	0	0	0	2	
	Serial No	1	0	0	0	2	
-Pupils No Longer On Roll [1]	Datetime	2013-08-23 11:27:57	0	0	0	2	
-> Characteristics	School			1	View		
-> Characterisous	Pupils on Roll			12	View	All	

Clicking 'Edit' changes the mode, the screen will refresh and you will now see the fields you are able to edit change to contain black text.

2)	Overtype anything you	wish to change and click on	'View' to save the change.
		9	J

13 Autumn							
				-			
		All Errors All Not		Ad	View Edit	t Delete	State
		Air Entris Air Not					0101
					View record	data	
	SC13 Autumn - Abbey Colle	Presses			-		
SC13 Autumn - Levels	SC13 Autumn - Abbey Colle	ege, kansey	En	ors			
-School [3]		Return Level Errors	E	Q	OK Errors	Return Le	vel Note:
> Characteristics			0	5	0	2	2
-Pupil On Roll [2]							
-> Annual Attendance	Data Item	Value	En	ors	OK Errors	Notes	Histor
-> Characteristics	School Census Autumn 2	013					
-> Identifiers	Collection	sc	0	0	0	2	
-> Status	E Term	AUT	0	0	0	2	
-> Summer Half Term Attendance	Year	2013	0	0	0	2	
-> Termly Attendance	Reference Date	2013-10-03	0	0	0	2	-
-Termly Exclusions	Source Level	S	0	0	0	2	
Termly Session Details	LA	873 - CAMBRIDGESHIRE	0	0	0	2	
Addresses	Estab	4603	0	0	0	2	
-AnnualSessionDetails	Software Code	xmlTemplate	0	0	0	2	
-Learning Aims [2] -FSMperiod	Release	1.00.SC-AUT	0	0	0	2	
Summer Half Term 2 Session Details	Xversion	2013	0	0	0	2	
Pupils No Longer On Rol [1]	Serial No	2	0	0	0	2	
-> Annual Attendance	Datetime	2013-08-23 11:27:57	0	0	0	2	
-> Characteristics	School				View		
	Pupils on Roll				View	All	

You will see a scroll icon has appeared in the history column – this denotes that a change has been made on the return.

13 Autumn									
			All Errors Al	I Notes	1	Add	View Edit	Delete	e Stat
C13 Autumn		SC13 Autumn - Abbey Coll	ege, Ramsey		_				
-Levels						ors	OK Errors	Return Le	evel Noter
School [3]			Return Level Errors		E	Q	0		
-> Characteristics									2
-Pupi On Rol [2] Data Item Value				Errors		OK Errors	Notes	Histor	
-> Annual Attendance					E	Q	OKEITOIS	notes	nistor
-> Characteristics		School Census Autumn 2							
-> Identifiers		Collection	sc		D	0	0	2	
-> Status		Term	AUT		0	0	0	2	
-> Summer Half Term Attendance		Year	2013		D	0	0	2	
-> Termly Attendance		Reference Date	2013-10-03		0	0	0	2	
-Termly Exclusions		Source Level	s		0	0	0	2	
Termly Session Details		LA	873 - CAMBRIDGESHIRE		D	0	0	2	
Addresses		Estab	4603		0	0	0	2	
AnnualSessionDetails		Software Code	xmTemplate		0	0	0	2	
-Learning Aims [2]		Release	1.00.SC-AUT		0	0	0	2	
FSMperiod		Xversion	2013		0	0	0	2	
Summer Half Term 2 Session Details		Serial No	2		0	0	0	20	(87)
Pupils No Longer On Roll [1]		Datetime	2013-08-23 11:27:57		D	0	0	2	
-> Annual Attendance		School			-		View		
-> Characteristics		Pupils on Roll					View		
-> Identifiers		Pupils No Longer on Roll					View	All	

Double clicking on the scroll will show the change that has been made, when and by which username

Data Log F	Page							
listory Rep	port - SchoolCensu	s 2013_Autumn					<u>Back</u>	
	lege, Ramsey port on 29/08/20 al No	13 at 11:43:26						
	Action	User	St	art Date		End Date		
ilter By:		-						Go Reset
Action	Old Value	New Value	User	Role	Organisation		Date	
pdate	1	2	Kirsty Bennett	Source	Department for Education		27/08/2013 13:50:39	

Editing the School Details

1) Use the 'View All' Buttons to navigate to the School section

School	View All
Pupils on Roll Pupils No Longer on Roll	View All
Pupils No Longer on Roll	View All

2) You will be presented with the school details. Click on 'Edit'

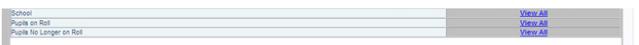
				Add liew	Edit	Dente
-SC13 Autumn -Levels	School - Characteristics -	Abbey College, Ramsey			Drill Up	
-Levels -School [3]	School Characteristics	aber concyc, Runser				All Notes
-> Characteristics	School Name	School Type		Rule Errors		
Pupil On Roll [2]	Test School	49 - Academies	2	3		
-> Annual Attendance		2	Erro	ors		
-> Characteristics	Data Item	Value	E	Q OK	Errors I	Notes Hist
-> Identifiers	School Characteristics					
-> Status	E School Name	Test School	0	0	0	2
-> Summer Half Term Attendance	School Phase	SS - Secondary (including CTCs and Academies)	2	1	0	2
-> Termly Attendance	School Type	49 - Academies	0	0	0	2
-Termly Exclusions	Maximum Year Group	14 - Year 14	1	0	0	2
Termly Session Details	Minimum Year Group	1 - Year 1	0	0	0	2
Addresses	Intake Type	COMP - Comprehensive	2	1	0	2
	Governance	CA - Academies	2	1	0	2
-AnnualSessionDetails						
-AnnualSessionDetails -Learning Aims [2]	School Email Address	SCHOOL@SCHOOL.COM	0	0	0	2

 Overtype the data or use the dropdown options to select updated data and click 'View' to save.

COLLECT Portal								
chool - Characteristics								
		All Errors	All Notes	_	Add	View Edi	t Delet	e Statu
_						View reco	rd data	
• SC13 Autumn	 School - Characteristics - Al 	hey College Bomcov						
SC 13 Autumn Levels	School Name	School Type			Rule Errors			
School [3]	Test School	49 - Academies			3			
-> Characteristics								
- Pupil On Roll [2]	Data Item	Value		Ern	ors Q	OK Errors	Notes	History
> Annual Attendance	School Characteristics			E	Q			
> Characteristics	School Name	Test School		0	0	0	2	
-> Identifiers	School Phase	SS - Secondary (including CTCs and Academies)		2	1	0	2	
-> Status	E School Type	49 - Academies		0	0	0	2	
> Summer Half Term Attendance	Maximum Year Group	14 - Year 14			0	0	2	
> Termly Attendance	Minimum Year Group	1 - Year 1		_	0	0	2	-
-Termly Exclusions		COMP - Comprehensive			0	0		
Termly Session Details	Intake Type			<u> </u>	1	0	2	
Addresses	Governance	CA - Academies			1		2	<u> </u>
AnnualSessionDetails	School Email Address	academy@email.com		0	0	0	2	ļ
Learning Aims [2]	School Telephone Number	01325 39262		0	0	0	2	

Editing a Pupil Record

1) Use the 'View All' buttons to navigate to the 'Pupil on Roll' or 'Pupil no Longer on Roll' section of the return



2) You will be presented with a list of pupils; you can use the filter bar to search for a particular child using UPN, Surname or Date of Birth.

			All Errors		All Notes	Add	View	Edit De	lete Sta	tus
			All Errors		All Notes				010	100
										-
							D	rill Up		
Pupil On Rol	- Identifier	- Abbey Co	ollege, Ramsey				0	vill Up		1
Unique Pupil		- Abbey Co	Pupil Surname			Pupil Date of Birth				
			Pupil	Pupil	Address	of Birth Summer	R	Al Note	Go	FSM
Unique Pupil (UPN)	Number	202	Pupil Surname	Pupil 1	Address Termly	of Birth	R	él Norr	Go	FSM

3) Once you have the correct pupil record shown you need to select which area of the return you wish to edit by clicking on either the headers.

			All Errors	All Notes	-	vdd V	iew Edit	t Delete	Status
13 Autumn							Drill	Un	Error
evels	Pupil On Roll - Identifiers - A	bbey College, Ramsey							
School [3]								Al Notes	
-> Characteristics	Unique Pupil Number (UPN)	Pupil Surname	TEST		Pupil Date of Birth		Rese	et	Go
upil On Roll [2]						er	Annual		Post
-> Annual Attendance	UPN Surname Forename		Pupil Errors	Address Termly Session	s Sessio	ns	Sessions	Exclusion	s 16 FSM
-> Characteristics		1999.05 Corrent (single regis 01 school)	tration at this 1	0 0	0		0	-	0 0
-> Identifiers		action							0
-> Status	Pupil On Roll	Pupil On Roll Status	Pupil On Roll Ter	mly	Pupil On Roll	Summer		Pupil On R	loll Annual
-> Summer Half Term Attendance	Characteristics	Pupil On Roll Status	Attendance		Half Term 2 A	ttendance		Atten	dance
-> Termly Attendance	Data Item		Value		Error	s Q	OK Errors	Notes	History
-Termly Exclusions	Pupil on Roll Identifiers					u			
-Termly Session Details	Missing Address				0	0	0	2	
Addresses	Unique Pupil Number(UPN)	V873460314581				0	0	2	
AnnualSessionDetails	Pupil's Former UPN	1010100011001			0	0	0	2	
-Learning Aims [2]	ULN				0	0	0	2	
FSMperiod	Pupil Surname	TEST			0	0	0	2	
Summer Half Term 2 Session Details	Pupil Forename	ONE			0	0	0	2	
upils No Longer On Roll [1]	Pupil Middle Names	ONE			0	0	0		
-> Annual Attendance	Pupil Former Surname				0	0		2	
-> Characteristics	Pupil Pormer Surname Pupil Preferred Surname				0	0	0	2	
-> Identifiers		E. Family				-		2	
-> Status	- Gender of pupil	F - Female			0	0	0	2	
	Pupil Date of Birth	1999-06-01			0	0	0	2	
	Pupil On Roll Termly Exclusions Pupil On Roll Post 16 Learning Aims				_		View View		
	Pupil On Roll Addresses						View		

Once you have navigated to the correct area of the pupil record please click 'Edit'.

COLLECT Portal				
SC13 Autumn				
	All Errors	All Notes	Add View Edit	Delete Status
0				

4) Overtype or use drop down menus to update the information and click 'View' to save.

pil On Roll - Status											-	-			
						All Errors	- 1		Notes		Add	/iew Edi	Dalat	te S	Caral
						All Errors		All	Notes	_		new Lui	Delei	0 0	2101
												\checkmark			
SC13 Autumn	* Pupil On Ro	II - Stati	us - Abbe	v Collec	ie. Ramsev										-
-Levels	Unique Pupil				Pupil					Pupil Date	-	Res	at	Go	
School [3]	(UPN)	1.5.5		Contraction of the	Surna		Pupil	Lane.	Termh	of Birth	mar	Annual			_
-> Characteristics	UPN	Surname	Forename	DOB	Pupil Enrolment Stat	15	Errors	Addr	Session			Sessions	Exclusion	16	
-Pupil On Roll [2]	V873460314581	TEST	ONE		C - Current (single re	egistration at this	1	0	D	0		0	0	0	
-> Annual Attendance			-	01 1996-05-	school)									-	
-> Characteristics	P873468041542	TESY	TWO	05	M - Current main (dual r	egistration)	1	0	D	0		0	0	2	
-> Identifiers				-											
-> Status	E Pupil On Roll		8		Pupil On Roll Characteristics	Pur	Attendance				Attendance		Pupil On Atter	Roll Ani ndance	
-> Summer Half Term Attendance			-		STRUMENT CONTRACTOR		HIGHNER				ors				
-> Termly Attendance		Data Item				Value				E	Q	OK Errors	Notes	Hist	tor
-Termly Exclusions	Pupil On Ro		IS												_
-Termly Session Details	Pupil Enrolment			C-	Current (single registratio	n at this school)			-	0	0	0	2	_	
Addresses	Pupil Class Type	•		C.	Current (single registratio	at this school)				0	0	0	2	_	
-AnnualSessionDetails	Pupil Date of Ent	try		M - 0	Current main (dual registr	ation)				0	0	0	2		
-Learning Aims [2] -FSMperiod	Pupil Part-Time In	ndicator		S-0	Current subsidiary (dual r	egistration)				0	0	0	2		
Summer Half Term 2 Session Details	Pupil Boarder Ind				Not a boarder				•	0	0	0	2		
Pupils No Longer On Roll [1]	Pupil's Actual Na Group	ational Curr	riculum Year	9-1	Year 9				•	0	0	0	2		
-> Annual Attendance	Pupil SEN Provis	ion		N -	No Special Educational N	eed			•	0	0	0	2		_
-> Characteristics -> Identifiers													-		
	Not Funded Dup	ICate										-	2		

Popular Changes

This section shows the most frequent changes made to a return within COLLECT.

Changing a UPN

1) To make the fields in the return open for editing click on the 'Edit' button displayed in the top right hand corner of the screen

oil On Roll - Identifiers															
							All Errors		All Not	es		Add	√iew Edi	Delet	statu
iC13 Autumn	*	Pupil On Rol	l - Ident	tifiers -	Abbey Co	ollege, Ramsey									
-Levels		Unique Pupil	Numbe	r 🗌		Pupil Surname					Pupil Date of Birth		Res	et 🛛	Go
School [3]		(UPN)	-	,				Pupil		Termly	of Birth	mer	Annual		Post -
> Characteristics		<u>UPN</u>	Surname	Forenam		Pupil Enrolment Status		Errors	Address	Session		sions	Sessions	Exclusion	ns 16 F
Pupil On Roll [2]		V873460314581	TEST	ONE	1999-06- 01	C - Current (single regist school)	tration at this	1	0	D	0		0	0	0 0
> Annual Attendance		P873468041542	TESV	тwo	1996-05-	M - Current main (dual regist	ration)	1	0	0	0		0	0	2 0
> Characteristics		1013400041342	1231	1110	05	in - Current main (ddarregisi	radon)	•	0	с. 	v		•	·	2 0
> Identifiers		Pupil On	Roll				Pu	il On Roll Te	rmly		Pupil On R	oll Summer		Pupil On	Roll Annual
-> Status	н	Character			<u>P</u>	Pupil On Roll Status		Attendance				2 Attendance			ndance
> Summer Half Term Attendance			Data Item				Value					rors	OK Errors	Notes	History
> Termly Attendance Termly Exclusions		Pupil on Ro	ll Idonti	fiore							E	Q			
Termly Session Details		Missing Address		iici 3							0	0	0	2	
		Unique Pupil Num			V87	3460314581					1	0	0	2	-
AnnualSessionDetails		Pupil's Former UF									0	0	0	2	-
-Learning Aims [2]		ULN									0	0	0	2	
FSMperiod		Pupil Surname			TEST	r				_	0	0	0	2	-
-Summer Half Term 2 Session Details		Pupil Forename			ONE						0	0	0	2	-
Pupils No Longer On Roll [1]		Pupil Middle Nam	es.								0	0	0	2	
> Annual Attendance		Pupil Former Sur									0	0	0	2	-
> Characteristics		Pupil Preferred S									0	0	0	2	-
-> Identifiers		Gender of pupil	armanio		F - F	Female				-		0	0	2	-
-> Status		Pupil Date of Birti	h)-06-01					0	0	0	2	
		Pupil On Roll Terr		ions	1,999						1		View		1
		Pupil On Roll Pos											View		
		Pupil On Roll Add	Iresses										View	All	

2) You will need to overtype the UPN with the updated one. Once done click 'View' to save the change

SC13 Autumn	Pupil On Rol	ll - Ider	tifiers -	Abbey C	ollege, Ramsey									
-Levels	Unique Pupil	Numbe	r		Pupil					Pupil Dat	e	Res	et	Go
-School [3]	(UPN)	1	1		Surname		Dunit	1	Termly		mmer	Annual		Dont 1
L-> Characteristics	UPN	Surnam	e Forenan	ne DOB	Pupil Enrolment Status		Pupil Errors	Addre	ss Session	is Se	ssions	Sessions	Exclusion	18 16 F
Pupil On Roll [2]	G87346031102	ATEST	ONE	1999-06-	C - Current (single registratio school)	n at this	1	0	D	0		0	0	0 0
-> Annual Attendance		Trov		1996-05-				-		-			-	
-> Characteristics	P873468041542	TESY	TWO	05	M - Current main (dual registration)	1	0	D	0		0	0	2 0
-> Identifiers						_								
-> Status	E Pupil Or Characte				Pupil On Roll Status	Pupi	I On Roll Te Attendance	mly			Roll Summer			Roll Annua Indance
-> Summer Half Term Attendance		Data Iter				Value					rrors	OK Errors	Notes	
-> Termly Attendance						Value				E	Q	OK Errors	Notes	History
-Termly Exclusions	Pupil on Ro	ll Ident	ifiers											
-Termly Session Details	Missing Address	5		-						0	0	0	2	
-Addresses	Unique Pupil Nur	mber(UPN)		G87	346031102A					1	0	0	2	Ø
AnnualSessionDetails	Pupil's Former U	PN								0	0	0	2	
-Learning Aims [2]	ULN									0	0	0	2	
FSMperiod	Pupil Surname			TES	г					0	0	0	2	
Summer Half Term 2 Session Details	Pupil Forename			ONE						0	0	0	2	1
Pupils No Longer On Roll [1]	Pupil Middle Nam	nes		-						0	0	0	2	
-> Annual Attendance	Pupil Former Sur	mame								0	0	0	2	-
-> Characteristics	Pupil Preferred S									0	0	0	2	
-> Identifiers	- Gender of pupil			F	Female						0	0		
-> Status	Pupil Date of Bir				-emaile 3-06-01					0	0	0	2	
	Pupil Date of Bin Pupil On Roll Ter		1000	liaa						1	U	View	2	
	Pupil On Roll Pos										-	View		
	Pupil On Roll Ad							_	_			View		

3) You can tell that a change has been made by displaying a scroll in the history column of the return.

				All E	rors	All I	lotes		Add	View Edi	t Delet	te Stati
								_				
SC13 Autumn	*									Drill	Up	Error
-Levels	Pupil On Roll -	Identifiers -	Abbey C	ollege, Ramsey						_	Al Notes	1
School [3]											PR 119503	
-> Characteristics	Unique Pupil Nu (UPN)	mber		Pupil Surname				Pupil Date of Birth		Res	et	Go
Pupil On Roll [2]	and the second se				Pupil		Termly	Sum	ner	Annual	Exclusio	Post .
-> Annual Attendance	UPN Su	rname Forenar	and second second	Pupil Enrolment Status	Error	s Addro	Sessio			Sessions	Exclusio	16 F
-> Characteristics	G87346031102A TE	ST ONE	1999-06- 01	C - Current (single registration at t school)	nis 1	0	D	0		0	0	0 0
-> Identifiers	P873468041542 TE	SY TWO	1996-05-	M - Current main (dual registration)				0		0	0	2 0
-> Status	E P073400041542 TE	ST IWO	05	M - Current main (dual registration)		•	2	U		v	U	2 0
-> Summer Half Term Attendance			-								0.110	
-> Termly Attendance	Pupil On Ro Characterist		1	Pupil On Roll Status	Pupil On Rol Attenda			Pupil On Ro Half Term 2	Attendance			Roll Annua ndance
-Termly Exclusions		altem		Value				Erre		OK Errors	Notes	History
-Termly Session Details				Valu	§			E	Q	OKEITOIS	notes	nistory
Addresses	Pupil on Roll I	dentifiers						_				-
AnnualSessionDetails	Missing Address							0	0	0	2	1
-Learning Aims [2]	Unique Pupil Number	(UPN)	G87	346031102A				1	0	0	2	Ø
FSMperiod	Pupil's Former UPN							0	0	0	2	
-Summer Half Term 2 Session Details	ULN							0	0	0	2	
Pupils No Longer On Roll [1]	Pupil Surname		TEST	r				0	0	0	2	
-> Annual Attendance	Pupil Forename		ONE					0	0	0	2	
-> Characteristics	Pupil Middle Names							0	0	0	2	
-> Identifiers	Pupil Former Surnan	e						0	0	0	2	
-> Status	* Pupil Preferred Sum	ame						0	0	0	2	
	Gender of pupil		F - F	emale				0	0	0	2	1
	Pupil Date of Birth		1999	-06-01				0	0	0	2	-
	Pupil On Roll Termly									View	All	-
	Pupil On Roll Post 16									View		
	Pupil On Roll Addres									View		

4) Double clicking on the scroll will show the change that has been made, when and by which username

Data Log	Page						
History Re	port - SchoolCensus 20	13_Autumn				<u>Back</u>	
History re Data Uniq	lege, Ramsey port on 27/08/2013 at ue Pupil Number(UPN)						
Filter By:	Action	User	Start Date		End Date		Go Reset
ritter by:		•					Go Reser
Action			User			Date	
Update	G873460311024	G87346031102A	Kirsty Bennett	Source	Department for Education	27/08/2013 15:24:30	
Jpdate	G873460311020	G873460311024	Kirsty Bennett	Source	Department for Education	27/08/2013 15:24:28	
Jpdate	V873460314581	G873460311020	Kirsty Bennett	Source	Department for Education	27/08/2013 15:24:25	
							0

Off rolling a pupil

- 1) Locate the pupil in the same way as above through the pupils on roll 'View All' and filter bar.
- 2) Once found the correct pupil click on the edit button

Pupil On Roll - Identifiers		
	All Errors All Notes	Add View Edit Delet Status

3) You will see a drop down box becomes available at the bottom of the screen, to transfer the pupil off roll change this to 'True'

						All Errors	- C - F	All	Notes		Add	/iew Edi	t Delet	0 0	Status
					_	All Errors	_	All	Notes		100	Lui Lui	Delet	10	10100
SC13 Autumn				Abbey Co	ollege, Ramsey										
-Levels	Unique Pup (UPN)	il Numbe	er 🛛		Pupil Surname					Pupil Date of Birth		Res	et	Go	
-School [3]	UPN	Surnam	Forenam	DOB	Pupil Enrolment Status		Pupil Errors	Addr	ess Termly Sessions		nmer sions	Annual Sessions	Exclusion	ns Post	FSM
Pupil On Roll [2]	G87346031102	ATECT	ONE	1999-06-	C - Current (single registration	on at this	Errors	0	Session	0	sions	0	0	0	0
-> Annual Attendance	687346031102	ATEST	ONE	01 1996-05-	school)	CORCLARGE TOP				v		v			v
-> Characteristics	P87346804154	2 TESY	тwo	05	M - Current main (dual registration	n)	1	0	o	0		0	0	2	0
-> Identifiers									_						<>
-> Status	E Pupil C Characte			P	Pupil On Roll Status	Pup	il On Roll Te Attendance				2 Attendance		Pupil On	Roll Ani ndance	nual
-> Summer Half Term Attendance	Churden	Data Iter				Value	Alterioariee				TOTS	OK Errors	Notes		5125-55 C
-> Termly Attendance						value				E	Q	OK Errors	notes	nis	tory
-Termly Exclusions	Pupil on R		tifiers												
Termly Session Details	Missing Addres			-						0	0	0	2		
-Addresses	Unique Pupil Nu)	G873	346031102A					1	0	0	2	1	0
-AnnualSessionDetails	Pupil's Former I	UPN								0	0	0	2	_	
Learning Aims [2]	ULN			-						0	0	0	2		
FSMperiod Summer Half Term 2 Session Details	Pupil Surname	0		TEST						0	0	0	2		
-Pupils No Longer On Roll [1]	Pupil Forename	t.		ONE						0	0	0	2	_	
-> Annual Attendance	Pupil Middle Na	mes								0	0	0	2		
-> Characteristics	Pupil Former Su	urname								0	0	0	2		
-> Identifiers	Pupil Preferred	Surname								0	0	0	2		
-> Status	 Gender of pupi 			F - F	Female				-	0	0	0	2		
	Pupil Date of Bi			1999	9-06-01					0	0	0	2		
	Pupil On Roll Te										-	View			
	Pupil On Roll Po Pupil On Roll Ad		ning Aims								-	Viev Viev			
													1		
	Transfer Pup	il to Off Re	llo												-

The record will update overnight and the pupil will show in off roll the next working day.

You need to then find the pupil in the 'Pupil no Longer on Roll' section & add their leaving date.

Adding a missing address

- 1) Locate the pupil in the same way as above through the pupils on roll 'View All' and filter bar.
- 2) Click on the Pupil on roll Addresses 'View All' Link.

						All	rrors		All Notes	1	Add	fiew Edit	Delet	te Statu
										_			_	
		Pupil On Roll -	Ident	Bon	hhou Co	llana Damsou						_		
C13 Autumn Levels		Unique Pupil N			Abbey Co	Pupil				Pupil Date	-	0		0.
School [3]		(UPN)				Surname	_		_	of Birth	1	Rese		Go
L> Characteristics		UPN St	Irname	Forenam	DOB	Pupil Enrolment Status	Pu	rors Add	ress Termly Se	ssions Sessio	er	Annual Sessions	Exclusion	ns Post 16FS
Pupil On Roll [2]		G87346031102ATE	ST	ONE		C - Current (single registration at this	1	0	0	0		0	0	0 0
-> Annual Attendance		P873468041542 TE		71110	01 1996-05-	school)			0	0				2 0
-> Characteristics		P873468041542 11	:57	тwo	05	M - Current main (dual registratio	n) 1	0	U	U		,	V	2 0
-> Identifiers		Pupil On R	oll		-		Dupil	On Roll Termly		Dupil On D	oll Summer		Dunil On	Roll Annual
-> Status	Ħ	Characteris			Pu	upil On Roll Status		ttendance			Attendance			ndance
-> Summer Half Term Attendance		Da	ta Item			Val	e			Err	ors	OK Errors	Notes	History
-> Termly Attendance -Termly Exclusions		Pupil on Roll I	Identi	fiore		1993 (1993 (E	Q			
-Termly Session Details		Missing Address	uenu	licia						0	0	0	2	
Addresses		Unique Pupil Numbe	r(UPN)		P8734	468041542				1	0	0	2	
AnnualSessionDetails		Pupil's Former UPN				0						0	2	-
-Learning Aims [2]		ULN								0	0	0	2	
FSMperiod	Ч	Pupil Surname			TESY					0	0	0	2	
Summer Half Term 2 Session Details		Pupil Forename			TWO					0	0	0	2	-
Pupils No Longer On Roll [1]		Pupil Middle Names								0	0	0	2	
-> Annual Attendance		Pupil Former Surna	me							0	0	0	2	
-> Characteristics		Pupil Preferred Sun	name							0	0	0	2	
-> Identifiers		Gender of pupil			M - N	fale				. 0	0	0	2	
-> Status	-	Pupil Date of Birth			1996-	05-05				0	0	0	2	
	- 1	Pupil On Roll Termly	Exclusi	ions								View		1
		Pupil On Roll Post 1 Pupil On Roll Addre		ing Aims								View		

3) Click 'Add' to bring up fields to enter in missing address details

ddresses								
IFORMATION								
io matching AddressesOnRoll records found								
P873468041542,TWO,TESY 0			All Errors All Notes	\mathbf{C}	Add	Vie v Edi	it Deleti	Stat
SC13 Autumn	*					Drill	Un	
Levels	Addresses - Abbey Col	llege, Ramsey				Uni		Lation
-School [3]							Al Notes	
-> Characteristics	UPN Surname	Forename	DOB Postcode Address Line 1	Dv	velling (PAC	<u>(M)</u>	Er	rors
Pupil On Roll [3]				7				
-> Annual Attendance	Data Item		Value	F	ror	OK Errors	Notes	Histor
-> Characteristics	Pupil On Roll Address							-
-> Identifiers	Postcode			0	0	0	2	
	= BS7666 Format							
-> Status	E Daroovronnat						~	
-> Status -> Summer Half Term Attendance	Sub-dwelling (SAON)			0	0	0	2	
				0	0	0	2	
-> Summer Half Term Attendance	Sub-dwelling (SAON)					_		
-> Summer Half Term Attendance -> Termly Attendance	Sub-dwelling (SAON) Dwelling (PAON)			0	0	0	2	
-> Summer Half Term Attendance -> Termly Attendance -Termly Exclusions	Sub-dwelling (SAON) Dwelling (PAON) Street			0	0	0	2	
-> Summer Half Term Attendance -> Termly Attendance -Termly Exclusions -Termly Session Details	Sub-dweling (SAON) Dweling (PAON) Street Locality			0	0	0	2 2 2	
> Summer Half Term Attendance> Termly AttendanceTermly ExclusionsTermly Exclusion DetailsAddresses	Sub-dwelling (SAON) Dwelling (PAON) Street Locality Town			0 0 0 0 0 0 0	0 0 0 0 0	0 0 0	2 2 2 2	
-> Summer Half Term Attendance -> Termly Attendance -Termly Exclusions -Termly Session Details -Addresses -ArnualSessionDetails -Learning Aims [2] -FSVperiod	Sub-dwelling (SAON) Dwelling (PAON) Street Locality Town Adminstrative Area			0 0 0 0	0 0 0 0 0 0 0	0 0 0 0	2 2 2 2 2	
> Summer Half Term Attendance -> Termly Attendance Termly Exclusions Termly Esseion Details Adresses Adressesion Details Learning Aims [2]	Sub-dwelling (SAON) Dwelling (PAON) Street Locality Town Administrative Area Post Town			0 0 0 0	0 0 0 0 0 0 0	0 0 0 0	2 2 2 2 2	
-> Summer Half Term Attendance -> Termly Attendance -Termly Exclusions -Termly Exclusion Details -Addresses -AnnualSessionDetails -Learning Ams [2] -FSMperiod -Summer Half Term 2 Session Details	Sub-dweling (SAON) Dweling (PAON) Street Locality Town Admistrative Area Post Town Line Address Format			0 0 0 0 0	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	0 0 0 0 0 0	2 2 2 2 2 2	
-> Summer Half Term Attendance -> Termly Attendance -Termly Exclusions -Termly Exclusion Details -Addresses -AnnualSessionDetails -Learning Ams [2] -FSMperiod -Summer Half Term 2 Session Details	Sub-dwelling (SAON) Dwelling (PAON) Street Locality Town Administrative Area Post Town Line Address Format Address Line 1			0 0 0 0 0 0	0 0 0 0 0 0	0 0 0 0 0 0 0	2 2 2 2 2 2 2 2	
-> Summer Half Term Attendance -> Termly Attendance -Termly Exclusions - Termly Exclusions - Addresses - AnnualSessionDetails - Learning Aims [2] Symmer Half Term 2 Session Details - Pupils No Longer On Roll [1]	Sub-dwelling (SAON) Dwelling (PAON) Street Locality Town Administrative Area Post Town Line Address Format Address Line 1 Address Line 2			0 0 0 0 0 0 0 0 0	0 0 0 0 0 0 0	0 0 0 0 0 0 0 0	2 2 2 2 2 2 2 2 2 2 2 2 2	

4) Once all address details entered click on 'Save'

COLLECT Portal					
ddresses					
FORMATION					
io matching AddressesOnRoll records found			-		
P873468041542,TW0,TESY		Add new record ?	ave	-	Cancel
-SC13 Autumn	Addresses - Abbey College,	Ramsey			
-Levels	UPII Sumame	Forename DOB Postcode Address Line 1	DW	relling (PAOII)	Errors
School [3]					
-> Characteristics	Data Item	Value	En	O OK Errors	Notes Hist
Pupil On Roll [3]	Pupil On Roll Address		-	¥.	
-> Annual Attendance	Postcode	DL3 9BG	0	0 0	2
-> Characteristics	BS7666 Format				
-> Identifiers	Sub-dwelling (SAON)		0	0 0	2
-> Status	E Dwelling (PAON)	Mowden Hall	0	0 0	2
-> Summer Half Term Attendance	Street	Staindrop Road	0	0 0	2
-> Termly Attendance	Locality		0	0 0	2
-Termly Exclusions	Town	Darlington	0	0 0	2
-Termly Session Details	Adminstrative Area		0	0 0	2
Addresses	Post Town		0	0 0	2
AnnualSessionDetails	Line Address Format				<i>V</i>
-Learning Aims [2]	Address Line 1		0	0 0	2
FSMperiod	Address Line 2		0	0 0	2
-Pupils No Longer On Roll [1]	Address Line 3		0	0 0	2
-> Annual Attendance	Address Line 4		0	0 0	2
-> Characteristics	Address Line 5		0	0 0	2
-> Identifiers					<i>K</i>

5) This will now save the address and clear any 2355Q query.

Changes to data in Pupil records

E.g. Language, DOB, Enrol Status

You can change any information about the pupil in the same way as changing UPN.

You need to locate the part of the return with the incorrect information and then click 'edit' to change it, either by overwriting or using a drop down menu of options.

Deleting a pupil from the return

Sometimes you may need to completely remove a pupil from the return if they have pulled through in error.

The most common occurrence of this is off roll pupils under 4 where we do not collect attendance/exclusion/post 16 data. You will see errors 1925 or 1926 in this case.

On checking the records if you are <u>confident</u> this is the case and the pupil needs removing please follow these steps.

- 1) Locate the pupil on the return please use the UPN search where possible to ensure the correct pupil is selected.
- 2) Double check you have the correct pupil highlighted in blue and the text is in bold and click the 'Delete' button.

pils No Longer On Roll - Identi	fiers																	
						1	All Error	s All No	otes	Add V	liew Ed	Delet	e Situs					
SC13 Autumn											Dril	IUp	Error					
Levels		Pupils No Long	er On Ro	ll - Identi	fiers - Abbey (College, Ra	msey					Al Notes						
-School [3]												An INDIGS						
-> Characteristics		Unique Pupil N (UPN)	umber	H87354785	1112	Pupil Surname			Pupil Date of Birth	•	Res	et	Go					
Pupil On Roll [2]		UPN	Surname	Forenar	ne DOB	Pupil Error	s Addres	s Termly Sessions	Summer Sessions	Annual	Sessions	Click to fil	ter displayed					
-> Annual Attendance		H873547854112	TEST	THREE	2000-01-01	1	0	0	0	0		U	0					
-> Characteristics																		
-> Identifiers		Pupil No Longer On Roll			Pupil No Longer	On Roll		il No Longer on Roll		Half Term 2			inger On Ro					
-> Status	н	Characteristics			Status		I	ermly Attendance		ndance		Annual A	ttendance					
-> Summer Half Term Attendance		Dat	ta Item				Value		E	rrors Q	OK Errors	Notes	History					
-> Termly Attendance		Dunil No. Long		II Televitif	atifiase E													
-Termly Exclusions							Pupil No Long Missing Address	Jer On Ko	bil Identif	ers				0	0	0		
-Termly Session Details					Unique Pupil Numbe	<010MD		873547854112					0	0	2			
Addresses		Pupil's Former UPN	(UPN)		10/334/034112				0	0	0	2	-					
-AnnualSessionDetails		ULN							0	0	0	2						
-Learning Aims [2]					EST					0		2						
FSMperiod		Pupil Surname							0	-	0	2						
Summer Half Term 2 Session Details		Pupil Forename			HREE				0	0	0	2						
Pupils No Longer On Roll [1]		Pupil Middle Names							0	0	0	2						
-> Annual Attendance		Pupil Former Surnar	me						0	0	0	2						
-> Characteristics		Gender of pupil			- Female				0	0	0	2						
-> Identifiers		Pupil Date of Birth			2000-01-01				0	0	0	2						
-> Status		Pupil No Longer on I								-	View							
		Pupil No Longer On Pupil No Longer On			5						Viev Viev							

You then need to confirm this action or cancel if done in error.

		Confirm deletion ?		Yes			No	l
SC13 Autumn	A Pupils No Longer On Roll - 1	dentifiers - Abbey College, Rams	av a			_		
-Levels	Unique Pupil Number	Pupil	- 1	Pupil Date			1	
School [3]	(UPN)	Surname		of Birth		Reset		Go
-> Characteristics								
-Pupi On Roll [2]	1873547854112 TEST T	HREE 2000-01-01 1	u u	N.	þ		p	, p
-> Annual Attendance				Pupil No Lon	ger On Roll			
-> Characteristics	Pupil No Longer On Roll Characteristics	Pupil No Longer On Roll Status	Pupil No Longer on Roll Termly Attendance	Summer Ha	alf Term 2		Pupil No Lo Annual A	nger On Ro ttendance
-> Identifiers				Attend				
-> Status	Data Item		Value	Erro	Q	OK Errors	Notes	History
-> Summer Half Term Attendance	Pupil No Longer On Roll Id	lentifiers						
-> Termly Attendance	Missing Address			0	0	0	2	
-Termly Exclusions	Unique Pupil Number(UPN)	H873547854112		1	0	0	2	
-Termly Session Details	Pupil's Former UPN			0	0	0	2	
Addresses	ULN			0	0	0	2	-
AnnualSessionDetails	Pupil Surname	TEST		0	0	0	2	-
-Learning Aims [2]	Pupil Forename	THREE		0	0	0	2	-
FSMperiod	Puol Middle Names			0	0	0	2	-
Summer Half Term 2 Session Details	Pupil Former Surname			0	0	0	2	-
Pupils No Longer On Roll [1]	Gender of pupil	F - Female		0	0	0	2	
-> Annual Attendance	Pupil Date of Birth	2000-01-01		0	0	0	2	
-> Characteristics	Pupil No Longer on Roll Termly Exclus					Viev		
-> Identifiers	Pupil No Longer On Roll Post 16 Learn					Viev		
-> Status	 Pupil No Longer On Roll Addresses 					Viev	V All	

Please note – Unlike a change to the return deleting a pupil is irreversible without a reload of data. Please ensure you have highlighted the correct child before removing.

Removing a duplicate record

The DfE will run extra checks on your data prior to authorising such as looking at duplicate records i.e. FSM periods or Exclusions. We will contact you regarding these and ask that you update COLLECT to only show one. Using duplicate exclusions as an example please follow the following steps.

1) Locate the pupil using the 'View All' buttons and filter bar. Once correct pupil highlighted, click on Pupil on Roll Termly Exclusions 'View All'

						All Errors All N	otes	Add V	/iew Ed	it Deleti	e Stati
SC13 Autumn	*								Dril	I Up	Error
-Levels	Pupils No Long	er On Roll	- Identifie	ers - Abbey C	college, Ram	sey				Al Notes	-
School [3]										Patroses	
L-> Characteristics	Unique Pupil N (UPN)	umber			Pupil Surname		Pupil Dat of Birth	e	Res	et	Go
Pupil On Roll [2]	UPN	Surname	Forename	DOB	Pupil Errors	Address Termly Sessions	Summer Session	s Annual	Sessions	Exclusions	Post
-> Annual Attendance	H873547854112	TEST	THREE	2000-01-01	1	0 0	0	0		0	0
-> Characteristics											
-> Identifiers				upil No Longer	On Roll	Pupil No Longer on Roll	Pupil No I Summe	onger On Roll r Half Term 2		Pupil No Lo	
-> Status	E Characteris	tics		Status		Termly Attendance		endance		Annual A	tendance
-> Summer Half Term Attendance	Da	ta Item				Value		rrors	OK Errors	Notes	Histor
-> Termly Attendance	Pupil No Lond	or On Rol	Identifie				E	Q			
-Termly Exclusions	Missing Address		Tuenunei	5			0	0	0	2	
Termly Session Details	Unique Pupil Numbe	(IIDN)	HR	3547854112				0	0	2	-
Addresses	Pupil's Former UPN	(0111)	101	0041004112			0	0	0	2	
AnnualSessionDetails	ULN						0	0	0	2	
-Learning Aims [2]	Pupil Surname		TES	T			0	0	0	2	
FSMperiod	Pupil Forename		THE				0	0	0	2	-
Summer Half Term 2 Session Details	Pupil Middle Names		100	CCC .			0	0	0	2	
Pupils No Longer On Roll [1]							0	0	-		
-> Annual Attendance	Pupil Former Surnal	ne	-	Female			0	0	0	2	
-> Characteristics	Gender of pupil			remale 10-01-01					0	2	
-> Identifiers	Pupil Date of Birth Pupil No Longer on	Del Territ For		0-01-01			0	0	View		1
-> Status	 Pupil No Longer on Pupil No Longer On 							-	View	VAU	
	Pupil No Longer On Pupil No Longer On							-	View	v All	

2) You will see the exclusions listed here. Please highlight the one you wish to remove by clicking on it and then click the delete button.

H873547854112,THREE,TEST					All Errors	All Notes	8.4				
						All Notes	Add	d View	Edit Del	ete Stat	
										_	
SC13 Autumn	<u>^</u>	nai nanas		100000					Drill Up		
-Levels	Termly Exclusi	mly Exclusions - Abbey College, Ramsey									
School [3]			Kennen	000	10.00 M			100-0.0			
-> Characteristics	UPN H873547854112	Surname TEST	Forename THREE	2000-01-01	Category FIXD - Fixed Period	Reason PP - Physical assault against a pup	4	Start Da 2013-01-		0 Error	
Pupil On Roll [2]	H873547854112	TEST	THREE	2000-01-01	FIXD - Fixed Period	PP - Physical assault against a		2013-01-		0	
-> Annual Attendance											
-> Characteristics	Dat	ta Item		Value			Errors	OK Err	ors Notes	Histor	
-> Identifiers								Q	Holes	mator	
-> Status	E Pupil No Long										
-> Summer Half Term Attendance	Exclusion Category		FIXD - Fo	xed Period			0	0 0	2		
	Exclusion Reason		PP - Phys	sical assault agair	nst a pupil		0	0 0	2		
-> Termly Attendance	Exclusion Start Date	e	2013-01-	-30			0	0 0	2		
			s 4				0	0 0	2	-	
-Termly Exclusions	Exclusion actual nu	mper of session		T Sales							
		mber of session	False				0	0 0	2		

3) You then need to confirm this action by clicking 'Yes'

Termly Exclusions			
	Confirm deletion ?	Yes	No
> H873547854112,THREE,TEST			

Reports

A new report has been added to COLLECT which will detail the change history of a school. This report is available to all schools and Local Authority users.

- 1) Click on the Launch Reports button
 - Launch Reports...
- 2) Select Blade Amendments Report from the drop down & click 'Launch Reports'

COLLECT Portal	
Report Launch	
REPORT SELECTOR	
Reports	Report Description
Blade Amendments Audit Report Blade Amendments Audit Report	Shows details of all amendments made online via the blade. Lauch Report

3) Click on Launch Report again on the next page to confirm

- 4) Your report will be displayed detailing any change that has been made to the collection.
- LAs You will see a full list of schools where changes have been made.

Blade Amendments	Audit Report - Windows In	nternet Explorer	_	-		And in case of the local division of the loc		- 0 - X
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Old Value	New Value	User Name	Date/Time of Action	Action	Field	Table		
	50	Kirsty Bennett	24/06/2013 09:59:47	Record Amended	PAON	Addresses		
5Downdery Road	Downdery Road	Kirsty Bennett	24/06/2013 09:59:46	Record Amended	Street	Addresses		
50 Downdery Road	5Downdery Road	Kirsty Bennett	24/06/2013 09:59:45	Record Amended	Street	Addresses		
	50	Kirsty Bennett	24/06/2013 09:59:39	Record Amended	PAON	Addresses		
50 Downdery Road	Downdery Road	Kirsty Bennett	24/06/2013 09:59:37	Record Amended	Street	Addresses		

Please follow the COLLECT user guide to see how to export or print this report.

Help

If you have any queries or have a change to your contact details please could you complete a <u>Service Request form</u>.



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