



Department  
for Education

# **School workforce census 2015: COLLECT guide for academies**

**Instructions for academies, CTCs and  
free schools on how to use COLLECT to  
submit their data**

**September 2015**

# Contents

Introduction	4
Secure Access (SA) and the COLLECT Portal	5
Source Page Screen	7
Return Status	7
Return Management	8
Return Progress	8
Uploading a Return	9
Viewing the Data Return	11
Opening the Return	11
Screen Functionality	11
Screen Navigation	11
Mode Buttons	12
Filter Left Hand Menu	12
Viewing the Return Details	14
Record List	15
Editing within the Data Return	17
Errors	19
Total Return Errors	19
Return Level Errors	19
Data Item Level Errors and Queries	19
Correcting Errors	21
Viewing Errors and queries	21
Return Level notes	23
Submitting your return	25

Launching Reports	27
Exporting reports	27
Exporting a data return	29
Matching and reconciliation	32
Matching	33
Status of Return during Matching Process	35
Rules for Matching	35
Resolve Matching	35
Automatic Matches	36
Manual Matches	37
Reconciliation	37
Resolve Reconciliation	39
Reconciliation Business Rules	39
Rolling back a manual reconciliation	43
Useful hints	45
Help	46

## Introduction

The COLLECT (Collections Online for Learning, Education, Children and Teachers) Portal is used by schools, academies, local authorities and the Department for Education (DfE) for processing data collection returns. Major benefits of the portal include real time data collection monitoring and progress reporting, the ability of a local authority to view exactly the same information as DfE when queries arise and being a website there are no installation issues.

This document is designed to guide users through the various aspects of COLLECT as related to the school workforce census data return from initial submission, data validation and final approval by DfE.

The department now collects data from a wide range of users; generic terminology must be used within COLLECT. A provider of data is known as a 'source', and a 'collector' is the final destination of the information.

# Secure Access (SA) and the COLLECT Portal

To access Secure Access existing users will need their username and password.

## Secure access

[Forgotten username or password?](#)

 I agree to the terms of use

## Welcome to Secure access

The Secure Access Portal allows registered 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.

First time here?

[Visit the Secure Access Help page](#)

## Announcements

12/08/2015

### Essential Maintenance Work

Due to essential maintenance required on the Secure Access servers, the system will be unavailable on **Friday 21st August at 5pm** for one hour to allow Eduserv to complete the work.

If you are a new user and require access to COLLECT, you will need to speak to your Approver. Full Secure Access guidance is published on the [Secure Access Website](#).

## Welcome to Secure access

Allowing registered 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.

Need help?

[Visit the Secure access help page](#)

## Your applications

**COLLECT**

[Collections On-Line for Learning, Education, Children, and Teachers.](#)

Once you have logged in you will see the link for COLLECT, click on this link highlighted below.

Click the continue button.

Then click on to **'Continue'** to enter COLLECT

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

Important notice for users of Internet Explorer older than version 6.0.

The Department is performing necessary maintenance work on its IT servers on the 25th July. As a result of this work customers using browsers older than IE 6.0 will no longer be able to access Departmental systems and should upgrade their browser to a more recent version. We apologise for any inconvenience this may cause.

COLLECT Exports

We are aware of a technical issue affecting some users attempting to export files from COLLECT when using Internet Explorer 11 software. This is being urgently investigated by our service partners. Customers experiencing problems can revert to an earlier version of Internet Explorer or use alternative web browser software. We apologise for any inconvenience caused.

Scheduled Downtime

Please note: COLLECT will be unavailable from 17:00 to 17:30 on Tuesday 18th August for scheduled maintenance



If you are bounced back to your homepage at this point please check that you are not trying to access the site from a link within an e-mail. Please copy and paste the address into the address bar then save it to your favourites.

Please follow the steps below to add the web addresses to your trusted sites

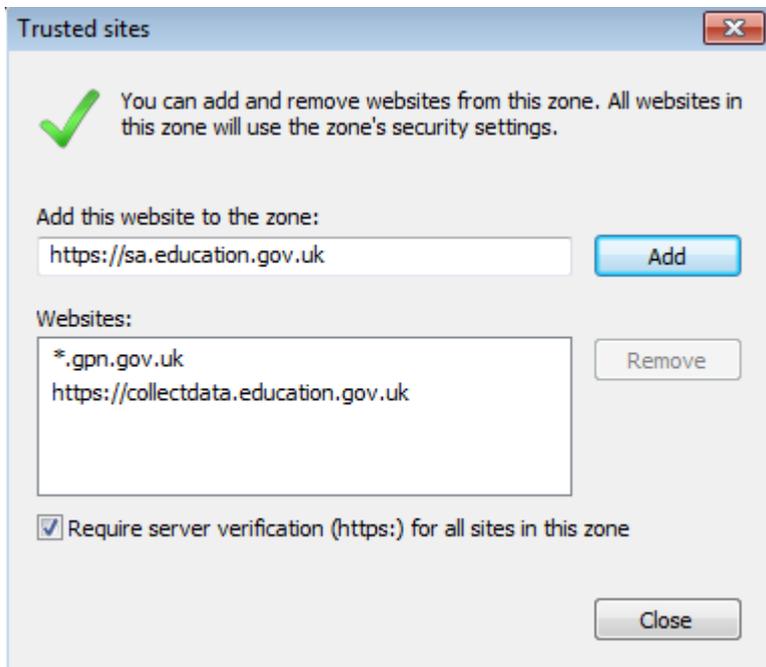
Go into the 'Tools' menu option at the top of the screen.

Select 'Internet Options' from the drop down menu. Select 'Security' from the option buttons, Selected 'Trusted Sites', Select 'Sites', Then select 'Add' and type the following into the text box:

<https://collectdata.education.gov.uk>

Then select ok and ok. Please check that the secure access site is also in the trusted sites

The addresses should appear in the large box



# Source Page Screen

The Source main screen will be displayed

MY DATA COLLECTIONS					
Data Collection	User Role	Organisation	Status	Due Date	Days Due
SchoolWorkforceCensus2015	Source	Name of school	Open	Date census is due	

[Select Data Collection](#)

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.

The Source data return screen will be displayed

MY DATA RETURN

The status of your data return :

Errors :       Queries :       OK Errors :

What can I do with My Data Return?

<a href="#">Upload Return from file...</a>	Press this button to Import a file into your data return
<a href="#">Add Return on screen...</a>	Press this button to Add a new return using a web form
<a href="#">Open Return...</a>	Press this button to Open your data return
<a href="#">Submit Return...</a>	Press this button to Submit your completed data return
<a href="#">Export to file...</a>	Press this button to Export your data return to a file
<a href="#">Launch Reports...</a>	Press this button to Report on your data return
<a href="#">Run Matching</a>	Press this button to match records from different sources in your return
<a href="#">Resolve Matching</a>	Press this button to manually match records from different sources in your return
<a href="#">Run Reconciliation</a>	Press this button to automatically reconcile matched records
<a href="#">Resolve Reconciliation</a>	Press this button to manually reconcile matched records
<a href="#">Delete Return...</a>	Press this button to Delete your data return

What is happening to My Data Return?

<b>Data Return Submission</b>	<b>Data Return Approval</b>	<b>Data Return Authorisation</b>
Date Submitted: <input type="text"/>	Date Approved: <input type="text"/>	Date Authorised: <input type="text"/>

The screen is divided into three main sections:

- Return Status;
- Return Management;
- Return Progress.

## Return Status

The status of your data return :

Errors :       Queries :       OK Errors :

This shows the current status of the return and a breakdown of the errors within it. All information is read only. In the example above no return data has been uploaded so status reads 'No\_Data'

## Return Management

### What can I do with My Data Return?

<b>Upload Return from file...</b>	Press this button to Import a file into your data return
<b>Add Return on screen...</b>	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
<b>Launch Reports...</b>	Press this button to Report on your data return
Delete Return...	Press this button to Delete your data return

Provides a set of functions that can be used to manage the return. Those with bold text and highlighted borders are available. The availability of the functions is dictated by the status of the return.

## Return Progress

### What is happening to My Data Return?

<b>Data Return Submission</b>	<b>Data Return Approval</b>	<b>Data Return Authorisation</b>
Date Submitted <input type="text"/>	Date Approved <input type="text"/>	Date Authorised <input type="text"/>
<input type="button" value="View submitted data return..."/>	<input type="button" value="View approved data return..."/>	<input type="button" value="View authorised data return..."/>
<input type="button" value="Export submitted data return..."/>	<input type="button" value="Export approved data return..."/>	<input type="button" value="Export authorised data return..."/>

This shows the dates on which the return completed the three process milestones. This section is completed automatically as the return progresses through the workflow process.

# Uploading a Return

Click on the **Upload return from file** button

What can I do with My Data Return?

<b>Upload Return from file...</b>	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

Use the browse button to locate the file you wish to upload.

UPLOAD FILE SELECTION

This both uploads and validates your data and may take several minutes. Please allow sufficient time to complete.

Highlight the file name and click on Open to select it. Then click on the Upload button to load the file.

UPLOAD FILE SELECTION

This both uploads and validates your data and may take several minutes. Please allow sufficient time to complete.

L:\DSGD2\School Workforce 2015\Helpdesk\SWF Test\School Return.xml

A progress message will be displayed while the upload is taking place.

FILE UPLOAD PROGRESS ...

Data return upload in progress, please wait....

Deleting existing data return



Once the return has been loaded, the following message will be displayed on screen

Source UpLoad In Progress

FILE UPLOAD PROGRESS ...

Your data return has been successfully loaded and is queued for validation.  
Please return later to view any validation errors identified.

This indicates that the return has successfully loaded and is now placed in the validation queue to be validated. Press the OK button to return to the source main page.

During periods of heavy demand, there may be a delay before the return is validated. Whilst the return has a status of "Waiting\_for\_validation" then the return cannot be viewed or edited.

Once the return has been validated, the return status section on main page will display "Loaded\_and\_Validated" and the total number of errors and queries found in the return will be displayed.

**MY DATA RETURN**

The status of your data return : **Loaded\_and\_Validated**

Errors :  Queries :  OK Errors :

**What can I do with My Data Return?**

<b>Upload Return from file...</b>	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
<b>Open Return...</b>	Press this button to Open your data return
<b>Submit Return...</b>	Press this button to Submit your completed data return
<b>Export to file...</b>	Press this button to Export your data return to a file
<b>Launch Reports...</b>	Press this button to Report on your data return
<b>Delete Return...</b>	Press this button to Delete your data return

**What is happening to My Data Return?**

<b>Data Return Submission</b> Date Submitted <input type="text"/>	<b>Data Return Approval</b> Date Approved <input type="text"/>	<b>Data Return Authorisation</b> Date Authorised <input type="text"/>
--	---	--

# Viewing the Data Return

## Opening the Return

Open the return by clicking on the **Open Return** button.

**MY DATA RETURN**  
The status of your data return :   
Errors :       Queries :

**What can I do with My Data Return?**

<b>Upload Return from file...</b>	Press this button to Import a file into your data return
<b>Add Return on screen</b>	Press this button to Add a new return using a web form
<b>Open Return...</b>	Press this button to Open your data return
<b>Submit Return...</b>	Press this button to Submit your completed data return
<b>Export to file...</b>	Press this button to Export your data return to a file
<b>Launch Reports...</b>	Press this button to Report on your data return
<b>Run Matching</b>	Press this button to match records from different sources in your return
<b>Resolve Matching</b>	Press this button to manually match records from different sources in your return
<b>Run Reconciliation</b>	Press this button to automatically reconcile matched records
<b>Resolve Reconciliation</b>	Press this button to manually reconcile matched records
<b>Delete Return...</b>	Press this button to Delete your data return

**What is happening to My Data Return?**

<b>Data Return Submission</b> Date Submitted: <input type="text"/>	<b>Data Return Approval</b> Date Approved: <input type="text"/>
---	--

The header information for the return will be displayed.

School Workforce Annual Collection

All Errors    All Notes    Add    View    Edit    Delete    Status

School Workforce Annual Collection - TDUSchool10

Errors	Queries	OK	Return Level Notes
0	7	0	

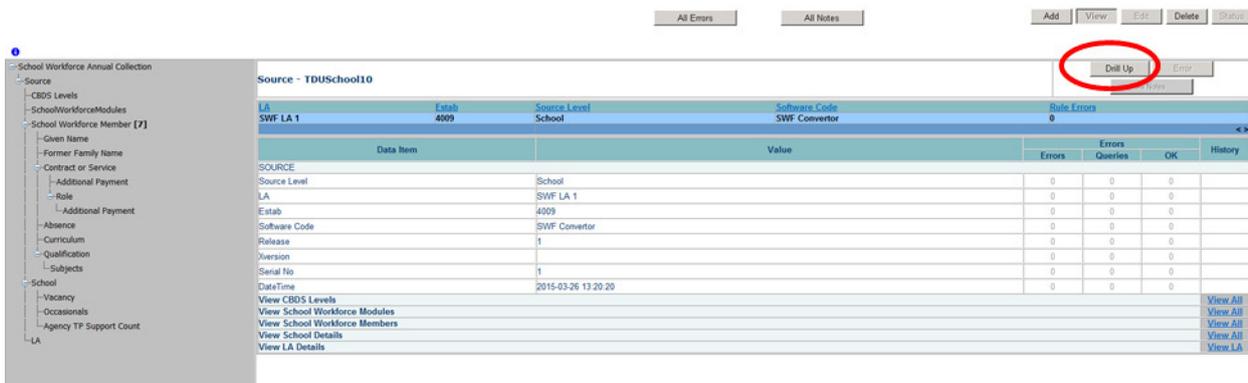
Data Item	Value	Errors	Queries	OK	History
<b>HEADER INFORMATION</b>					
Collection	School Workforce Census	0	0	0	
Year	2015	0	0	0	
Reference Date	2015-11-05	0	0	0	
<a href="#">View Source Details</a>					

## Screen Functionality

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

## Screen Navigation

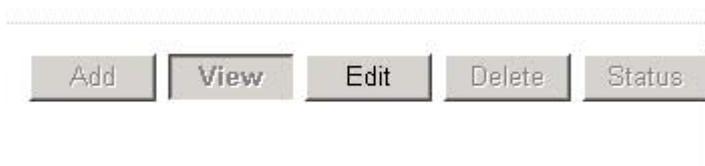
To return to the previous page, press the **'Drill Up'** button



**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.

## Mode Buttons

Those buttons determine which operation mode the on-screen data form 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

## Filter Left Hand Menu

Please avoid using the left hand filter menu (**grey panel on the left hand side of the page**) to navigate through the return as it does not always display sections of the return in the correct format and functions such as Add or Edit are not always available

All Errors

All Notes

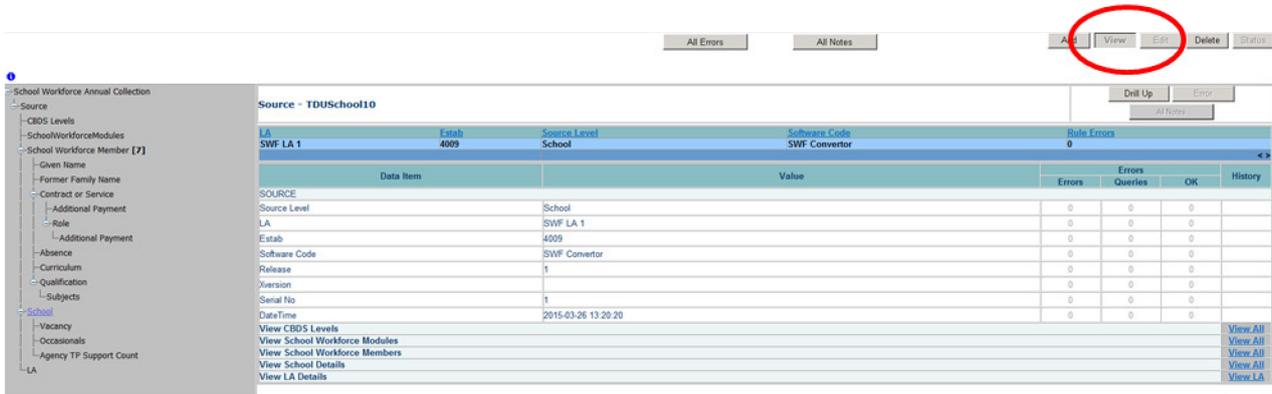
- School Workforce Annual Collection
  - Source
    - CBDS Levels
    - SchoolWorkforceModules
    - School Workforce Member [7]
      - Given Name
      - Former Family Name
      - Contract or Service
        - Additional Payment
        - Role
          - Additional Payment
        - Absence
        - Curriculum
        - Qualification
        - Subjects
      - School
        - Vacancy
        - Occasionals
        - Agency TP Support Count
      - LA

Source - TDUSchool10

LA	Estab	Source Level	Software Code
SWF LA 1	4009	School	SWF Converter
Data Item		Value	
SOURCE			
Source Level	School		
LA	SWF LA 1		
Estab	4009		
Software Code	SWF Converter		
Release	1		
Xversion			
Serial No	1		
DateTime	2015-03-26 13:20:20		
<a href="#">View CBDS Levels</a>			
<a href="#">View School Workforce Modules</a>			
<a href="#">View School Workforce Members</a>			
<a href="#">View School Details</a>			
<a href="#">View LA Details</a>			

# Viewing the Return Details

Access the source details by clicking on the **View All** button in the 'View Source Details' row on the original screen displaying the header details for the return.



Now access the workforce member details by clicking on the **View All** button in the 'View School Workforce Members' row



This displays the 'Records List' section, with all members of staff visible

Teacher Number	Name	Gender	Date of Birth	QT Status	Rule Errors
9999999	SURNAME_1.NAME_1	Not Known	2000-10-01	True	2
9999998	SURNAME_2.NAME_2	Not Known	2000-10-01	True	2
9999997	SURNAME_3.NAME_3	Not Known	2000-10-01	True	3

Data Item	Value	Errors	Queries	OK	History
<b>WORKFORCE MEMBER</b>					
<b>Staff Details</b>					
Teacher Number	9999999	0	0	0	
Family Name	SURNAME_1	0	0	0	
<b>Given Name</b>					
NAME_1					
MIDNAME_1					
<b>View Given Name(s)</b> <a href="#">View All</a>					
<b>Former Family Name</b>					
<b>FORMER_1</b>					
<b>View Former Family Name(s)</b> <a href="#">View All</a>					
NI Number	X0999999C	0	0	0	
Gender	Not Known	0	0	0	
Date of Birth	2000-10-01	1	1	0	
Ethnic Code	WBRI - White - British	0	0	0	
Disability	no	0	0	0	
QT Status	True	0	1	0	
HLTA Status	True	1	0	0	
QTS Route	Mutual Recognition from NI, Scotland or the EEA	0	0	0	

## Record List

Clicking on one of the blue column headers e.g. 'Date of Birth' will order all the records in date of birth. The record list can be sorted ascending or descending by clicking once or twice on the header of any of the columns.

Teacher Number	Name	Gender	Date of Birth	QT Status	Rule Errors
9999999	SURNAME_1.NAME_1	Not Known	2000-10-01	True	2
9999998	SURNAME_2.NAME_2	Not Known	2000-10-02	True	2
9999997	SURNAME_3.NAME_3	Not Known	2000-10-03	True	3

Data Item	Value	Errors	Queries	OK	History
<b>WORKFORCE MEMBER</b>					
<b>Staff Details</b>					
Teacher Number	9999999	0	0	0	
Family Name	SURNAME_1	0	0	0	
<b>Given Name</b>					
NAME_1					
MIDNAME_1					
<b>View Given Name(s)</b> <a href="#">View All</a>					
<b>Former Family Name</b>					
<b>FORMER_1</b>					
<b>View Former Family Name(s)</b> <a href="#">View All</a>					
NI Number	X0999999C	0	0	0	
Gender	Not Known	0	0	0	
Date of Birth	2000-10-01	1	1	0	
Ethnic Code	WBRI - White - British	0	0	0	
Disability	no	0	0	0	
QT Status	True	0	1	0	
HLTA Status	True	1	0	0	
QTS Route	Mutual Recognition from NI, Scotland or the EEA	0	0	0	

The lower part of the screen will show the record details of the record highlighted in the top half of the screen

School Workforce Annual Collection

School Workforce Member - TDUSchool10

Filter By: Teacher Number Family Name Gender Date of Birth QT Status

Teacher Number	Name	Gender	Date of Birth	QT Status	Rule Errors
9999999	SURNAME_1 NAME_1	Not Known	2000-10-01	True	2
9999998	SURNAME_2 NAME_2	Not Known	2000-10-02	True	2
9999997	SURNAME_3 NAME_3	Not Known	2000-10-03	True	3

WORKFORCE MEMBER

Staff Details

Teacher Number: 9999999

Family Name: SURNAME\_1

Given Name: NAME\_1

MIDNAME: 1

View Given Name(s)

Former Family Name: FORMER\_1

View Former Family Name(s)

NI Number: X0999999C

Gender: Not Known

Date of Birth: 2000-10-01

Ethnic Code: WBRI - White - British

Disability: no

QT Status: True

HLTA Status: True

QTS Route: Mutual Recognition from NI, Scotland or the EEA

You can sort the record set by given name by clicking on the 'Name' column in the 'Record List' section

School Workforce Annual Collection

School Workforce Member - TDUSchool10

Filter By: Teacher Number Family Name Gender Date of Birth QT Status

Teacher Number	Name	Gender	Date of Birth	QT Status	Rule Errors
9999999	SURNAME_1 NAME_1	Not Known	2000-10-01	True	2
9999998	SURNAME_2 NAME_2	Not Known	2000-10-02	True	2
9999997	SURNAME_3 NAME_3	Not Known	2000-10-03	True	3

WORKFORCE MEMBER

Staff Details

Teacher Number: 9999999

Family Name: SURNAME\_1

Given Name: NAME\_1

MIDNAME: 1

View Given Name(s)

Former Family Name: FORMER\_1

View Former Family Name(s)

NI Number: X0999999C

Gender: Not Known

Date of Birth: 2000-10-01

Ethnic Code: WBRI - White - British

Disability: no

QT Status: True

HLTA Status: True

QTS Route: Mutual Recognition from NI, Scotland or the EEA

You can also filter the record set by typing the surname in the 'Family Name' box in the 'Filter Section' and then click on the Go button. The record details for that staff member should be displayed on screen.

School Workforce Annual Collection

School Workforce Member - TDUSchool10

Filter By: Teacher Number Family Name Gender Date of Birth QT Status

Teacher Number	Name	Gender	Date of Birth	QT Status	Rule Errors
9999999	SURNAME_1 NAME_1	Not Known	2000-10-01	True	2
9999998	SURNAME_2 NAME_2	Not Known	2000-10-02	True	2
9999997	SURNAME_3 NAME_3	Not Known	2000-10-03	True	3

WORKFORCE MEMBER

Staff Details

Teacher Number: 9999999

Family Name: SURNAME\_1

Given Name: NAME\_1

MIDNAME: 1

View Given Name(s)

Former Family Name: FORMER\_1

View Former Family Name(s)

NI Number: X0999999C

Gender: Not Known

Date of Birth: 2000-10-01

Ethnic Code: WBRI - White - British

Disability: no

QT Status: True

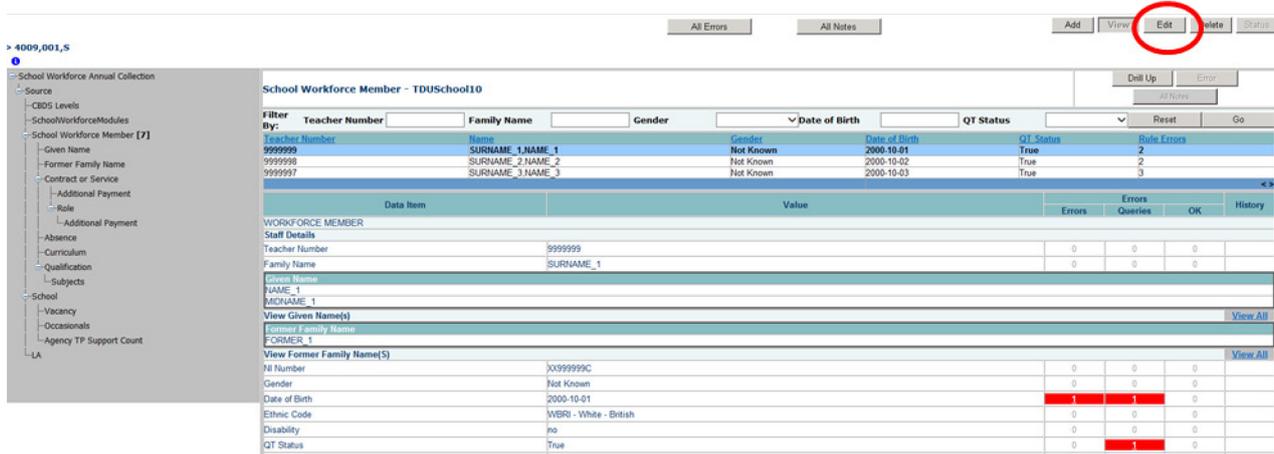
HLTA Status: True

QTS Route: Mutual Recognition from NI, Scotland or the EEA

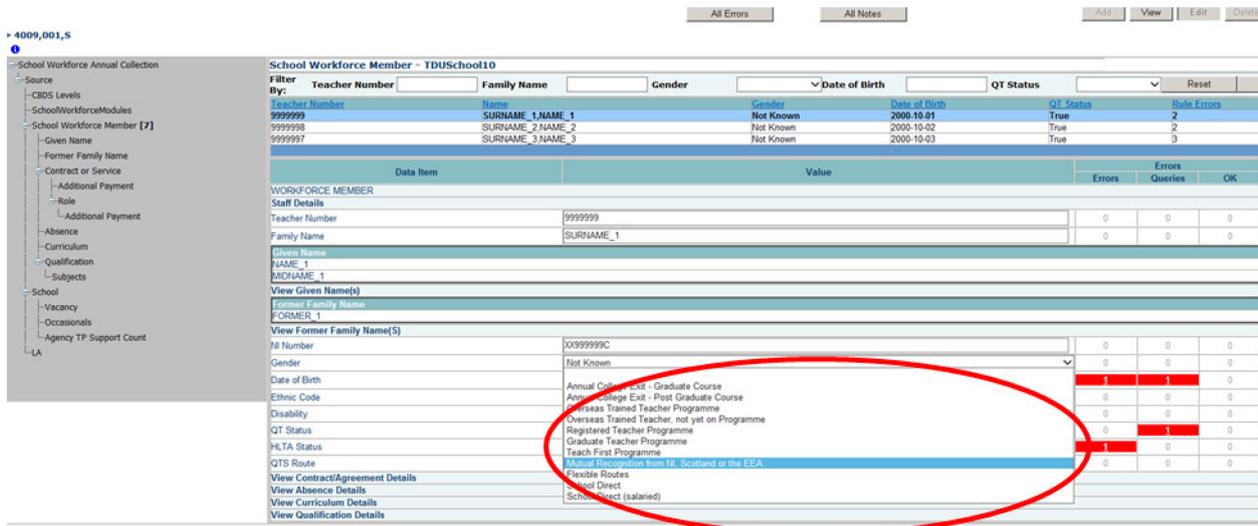
# Editing within the Data Return

Where possible data should be amended within the Schools Management Information System and a new return re-uploaded.

The default view when a screen is displayed is 'View' mode. To edit the details click on the 'Edit' button. The details for the workforce member will now be available to edit



Click on the 'QTS Route' cell in the 'Value' column: a drop down list of selectable values will be displayed.



Selecting Annual College Exit – Graduate Course from the list. The selected value will be displayed and the details will be saved. If data is entered rather than selected from a list, navigating to another field or hitting the return/enter key will save the data

Editing existing information will create a history record for the item that has been changed/added

Changed items are identified by an icon displayed in the 'History' column

4009,001,5

School Workforce Annual Collection

School Workforce Member - TDUSchool10

Filter By: Teacher Number Family Name Gender Date of Birth QT Status

Teacher Number	Name	Gender	Date of Birth	QT Status	Date Errors
999999	SURNAME_1.NAME_1	Not Known	2000-10-01	True	2
999998	SURNAME_2.NAME_2	Not Known	2000-10-02	True	2
999997	SURNAME_3.NAME_3	Not Known	2000-10-03	True	3

Data Item	Value	Errors	Queries	OK	History
<b>WORKFORCE MEMBER</b>					
<b>Staff Details</b>					
Teacher Number	999999	0	0	0	
Family Name	SURNAME_1	0	0	0	
<b>Given Name</b>					
NAME_1					
MIDNAME_1					
<b>View Given Name(s)</b> <a href="#">View All</a>					
<b>Former Family Name(s)</b>					
<b>FORMER_1</b>					
<b>View Former Family Name(s)</b> <a href="#">View All</a>					
Nil Number	00999999C	0	0	0	
Gender	Not Known	0	0	0	
Date of Birth	2000-10-01	1	1	0	
Ethnic Code	WBRI - White - British	0	0	0	
Disability	no	0	0	0	
QT Status	True	1	1	0	
HLTA Status	True	1	0	0	
QTS Route	Annual College Exit - Graduate Course	0	0	0	
<b>View Contract/Agreement Details</b>					
<b>View Absence Details</b>					
<b>View Curriculum Details</b> <a href="#">View All</a>					
<b>View Qualification Details</b> <a href="#">View All</a>					

Click on the 'History' icon for the 'QTS Route' item that we have just amended. Details of all changes made to the item are displayed (1 row per change), including the name of the user who made the change.

Filter By:	Action	User	Start Date	End Date	Go	Reset
Origin	Original Values					
Update	Mutual Recognition from NI, Scotland or the EEA					
	New Values					
	Annual College Exit - Graduate Course	 Username displayed here				
		Role	Department for Education	Date	Date the change took place	

# Errors

When a return has been uploaded a number of validation checks are run against the data in that return and all errors and queries are highlighted in red against the relevant data item. There are different levels of errors, 'Return Level' and 'Data Item Level'

## Total Return Errors

MY DATA RETURN

The status of your data return :

Errors :       Queries :       OK Errors :

The breakdown of errors for a school return is shown in the Return Status section of the school's main screen

## Return Level Errors

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, eg the school return must contain details on occasional teachers and a return-level error is generated if this information is missing

Return level errors are displayed and are accessible from the 'Header Information' screen

All Errors    All Notes    Add    View    Edit    Delete    Status

School Workforce Annual Collection - TDUSchool10		Errors	Queries	OK	Return Level Notes
RETURN LEVEL ERRORS (Errors and queries associated with this full return, not individual fields.)		0	2	0	
Data Item	Value	Errors	Queries	OK	History
HEADER INFORMATION					
Collection	School Workforce Census	0	0	0	
Year	2015	0	0	0	
Reference Date	2015-11-05	0	0	0	
View Source Details					<a href="#">View All</a>

## Data Item Level Errors and Queries

Data item 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. Eg the rule that checks whether a person appears to be aged over 100 years compares the date of birth with the date of the census, so both items would be flagged if that validation failed, even though it is probably only the date of birth that is wrong.

From the Workforce Members screen, select the record, then click **View All** in the 'View Absence Details' row. Errors are displayed against the 'First Day' and 'Last Day' data items in the 'Errors' section of the screen.

School Workforce Member - TDUSchool10

Filter By: Teacher Number, Family Name, Gender, Date of Birth, QT Status

Teacher Number	Name	Gender	Date of Birth	QT Status	Rule Errors
9999999	SURNAME_1_NAME_1	Not Known	2000-10-01	True	2
9999998	SURNAME_2_NAME_2	Not Known	2000-10-02	True	2
9999997	SURNAME_3_NAME_3	Not Known	2000-10-03	True	3

Data Item	Value	Errors	Queries	OK	History
<b>WORKFORCE MEMBER</b>					
<b>Staff Details</b>					
Teacher Number	9999999	0	0	0	
Family Name	SURNAME_1	0	0	0	
<b>Given Name</b>					
NAME_1					
MIDNAME_1					
<b>View Given Name(s)</b> <a href="#">View All</a>					
<b>Former Family Name</b>					
<b>FORMER_1</b>					
<b>View Former Family Name(s)</b> <a href="#">View All</a>					
NI Number	XX999999C	0	0	0	
Gender	Not Known	0	0	0	
Date of Birth	2000-10-01	1	1	0	
Ethnic Code	WBRI - White - British	0	0	0	
Disability	no	0	0	0	
QT Status	True	0	1	0	
HLTA Status	True	1	0	0	
QTS Route	Annual College Exit - Graduate Course	0	0	0	
<b>View Contract/Agreement Details</b>					
<b>View Absence Details</b> <a href="#">View All</a>					
<b>View Curriculum Details</b> <a href="#">View All</a>					
<b>View Qualification Details</b> <a href="#">View All</a>					

Click on the red box in the row for 'Last Day'.

Absence - TDUSchool10

Name	NI Number	First Day	Last Day	Absence Category	Rule Errors
SURNAME_1_NAME_1	XX999999C	2015-01-12	2015-01-10	Sickness	2

Data Item	Value	Errors	Queries	OK	History
<b>ABSENCE</b>					
First Day	2015-01-12	1	0	0	
Last Day	2015-01-10	2	0	0	
Working Days Lost		2	0	0	
Absence Category	Sickness	1	0	0	

An error report will be displayed

TDUSchool10 Error report on 25/08/2015 at 09:15

Priority	Data Field	LastDayOfAbsence	Errors	Count
4940	Rule No.	Last Day of absence cannot be before First Day of absence	Details	2
4990	Rule No.	Where Last Day of a sickness absence is provided then the number of Working Days Lost must be greater than zero.	Details	2
Page 1 of 1				
<b>Queries</b>				
Count 0				
Page 1 of 1				
<b>OK</b>				
Count 0				
Page 1 of 1				

The report shows that 'Last Day of absence' cannot be before the 'First Day of absence'. To see all the data items that are possibly affected by this validation click on the **Details** button next to the error message.

TDUSchool10 Error report on 25/08/2015 at 09:15

Rule No.	Error Message	Priority	Count
4940	Last Day of absence cannot be before First Day of absence	Errors	2
4990	Where Last Day of a sickness absence is provided then the number of Working Days Lost must be greater than zero.	Errors	1

Page 1 of 1

Rule No.	Error Message	Priority	Count
		Queries	0

Page 1 of 1

Rule No.	Error Message	Priority	Count
		OK	0

Page 1 of 1

The information will be displayed as hyperlinks on the right

TDUSchool10 Error report on 25/08/2015 at 09:27

Rule No.	Error Message	Priority	Count	Field	Value
4940	Last Day of absence cannot be before First Day of absence	Errors	2	Last Day	Jan 12 2015 12:00AM
4990	Where Last Day of a sickness absence is provided then the number of Working Days Lost must be greater than zero.	Errors	1	Last Day	Jan 10 2015 12:00AM

Page 1 of 1

Rule No.	Error Message	Priority	Count
		Queries	0

Page 1 of 1

Rule No.	Error Message	Priority	Count
		OK	0

Page 1 of 1

## Correcting Errors

Identify which of the fields contains the incorrect value and return to the screen that contains it by clicking on the field value in the details section. Change the mode of the form to 'Edit' and then click on the data item that needs to be changed

## Viewing Errors and queries

To view all errors and queries on the return click on the 'All Errors' button

School Workforce Annual Collection - TDUSchool10

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

Errors	Queries	OK	Return Level Notes
0	1	0	

Data Item	Value	Errors	Queries	OK	History
HEADER INFORMATION					
Collection	School Workforce Census	0	0	0	
Year	2015	0	0	0	
Reference Date	2015-11-05	0	0	0	

View Source Details

This will show you a list of all queries and errors. You can see the error number, message and also click on 'details' to see what data is not passing validation

You can click on the underlined data values to the right of the screen to be taken to that field in the return

TDUSchool10						Error report on 25/08/2015 at 09:39		Count 10		Return	
Rule No.	Return Level	Error Message	Priority	UCat	Details	Field	Value	Field	Value	Details	
4235Q		Person is not expected to have QT status and be under 21 years of age on ReferenceDate05/11/2015	Queries		<a href="#">Details</a>	PersonBirthDate	Oct 1, 2009 12:00AM	QTStatus	1		
4245		Person cannot be shown as having HLTA status and be under 18 on ReferenceDate05/11/2015	Errors		<a href="#">Details</a>						
4160Q		Member of workforce with missing NI Number	Queries		<a href="#">Details</a>						
6540Q	Y	At least one staff record in this school's return should show a role of Head Teacher or Executive Head Teacher	Queries		<a href="#">Details</a>						
4235Q		Person is not expected to have QT status and be under 21 years of age on ReferenceDate05/11/2015	Queries		<a href="#">Details</a>						
4245		Person cannot be shown as having HLTA status and be under 18 on ReferenceDate05/11/2015	Errors		<a href="#">Details</a>						
4235Q		Person is not expected to have QT status and be under 21 years of age on ReferenceDate05/11/2015	Queries		<a href="#">Details</a>						
4245		Person cannot be shown as having HLTA status and be under 18 on ReferenceDate05/11/2015	Errors		<a href="#">Details</a>						
4340		Last Day of absence cannot be before First Day of absence	Errors		<a href="#">Details</a>						
4390		Where Last Day of a sickness absence is provided then the number of Working Days Lost must be greater than zero	Errors		<a href="#">Details</a>						

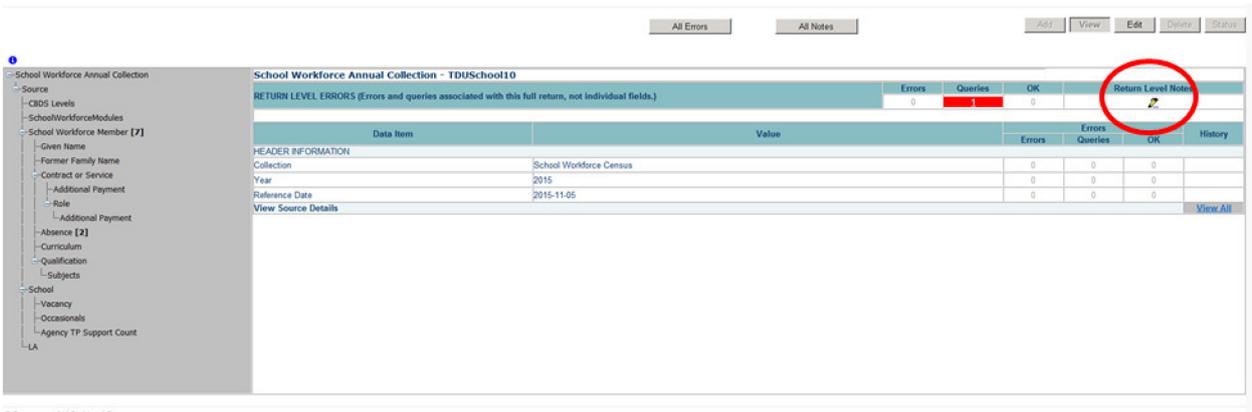
Page 1 of 1

# Return Level notes

If a notepad entry is not returned the EDD helpdesk will have to contact you for further information.

**Please note from November 2015 it will only be possible to complete 'return level' notes. Return level notes are not overwritten if a resubmission is made.**

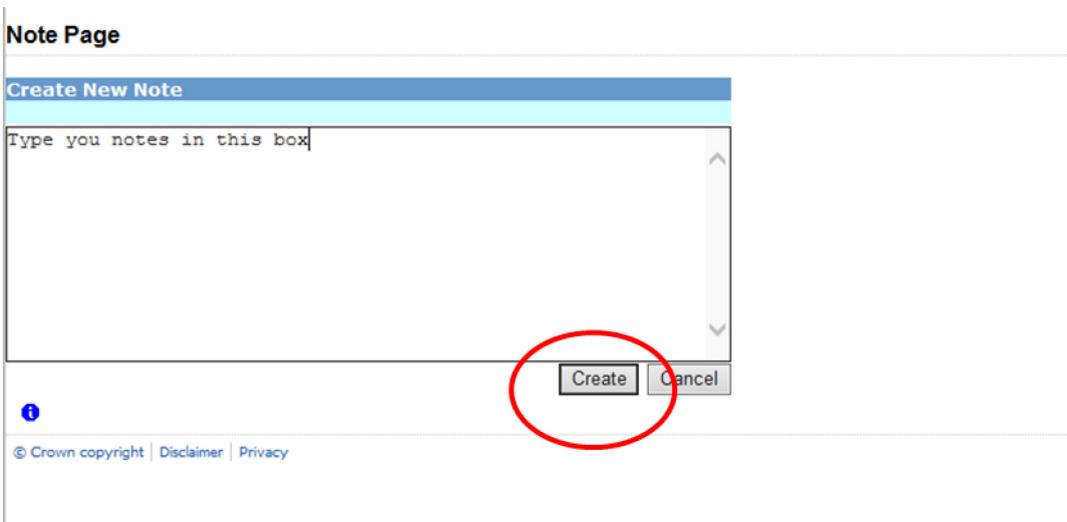
To add a return level note double click on the pen icon in the return level notes section.



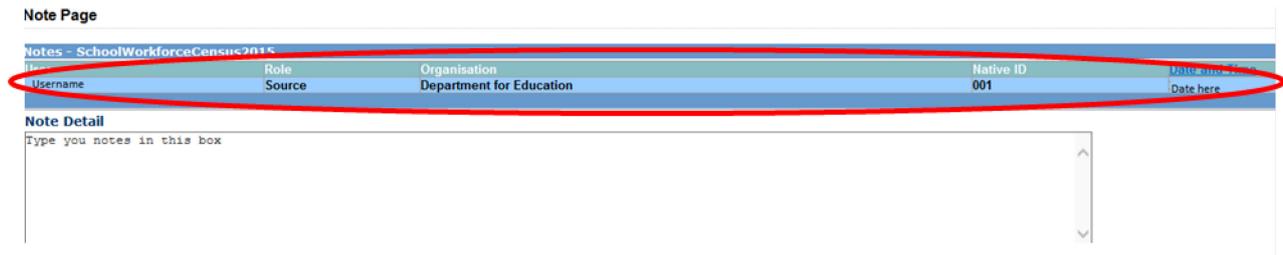
Click add new note and type your note and the error number in the box provided– Do this for all queries/errors you need to provide extra information for



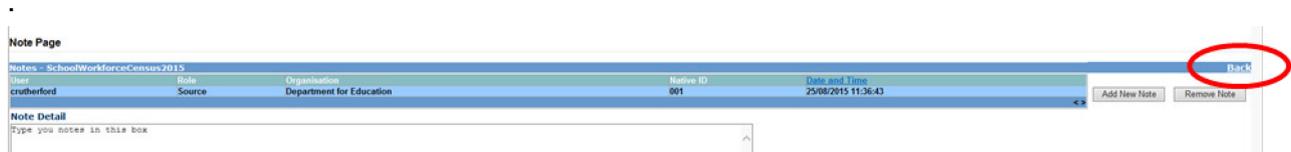
Click create.



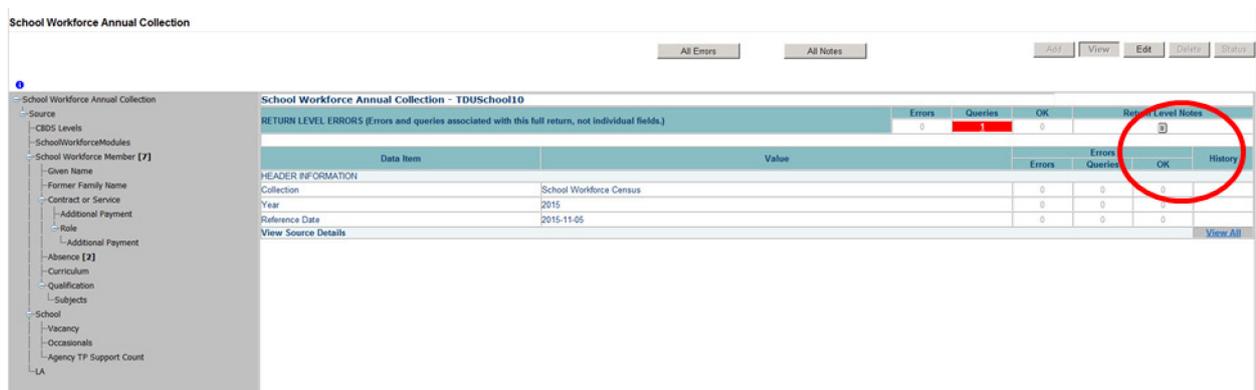
The note will be saved and a record row will be created showing who created the note and when.



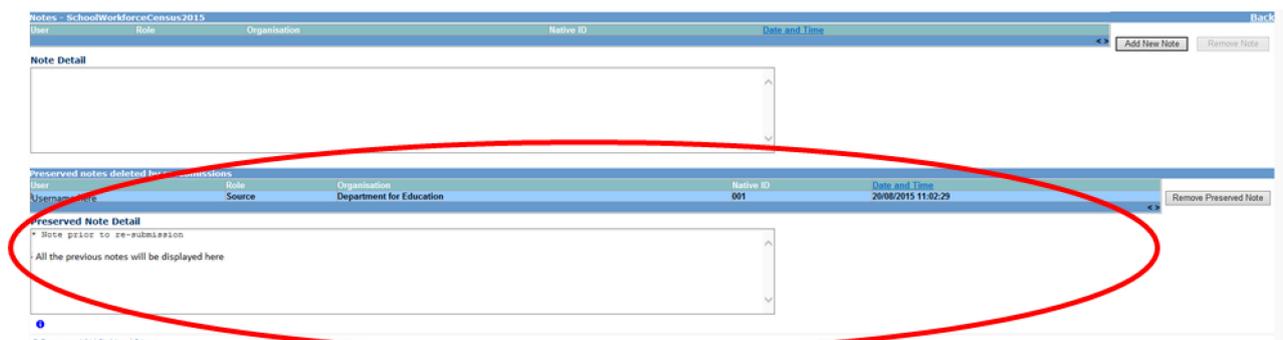
Return to the previous screen by clicking on 'back'



The pen icon will have changed to a notepad icon, which shows that the item has one or more notes attached to it. You are able to record notes in both **Edit** and **View** modes.



Within the return level notes page is the preserved notes. If you need to upload the return at any time the notes already added will appear in this box.



## Submitting your return

Once the school is happy with their return they will need to submit it. Until the return has been submitted the Department for Education will not be able to approve the return; prior to submission they will only be able to view it **so it is important that the School, having corrected the errors remembers to go in and 'Submit' the return in order the Department can approve and authorise the return.**

To submit the return, navigate to the school main screen by clicking on **Back to MyCOLLECT page** and click on the **Submit Return** button in the 'Return Management' section. The status of the return will change to 'Submitted'.

The screenshot shows the 'MY DATA RETURN' interface. At the top, it displays 'The status of your data return : Amended\_by\_source' and 'Errors : 5'. Below this, there is a section titled 'What can I do with My Data Return?' containing a list of buttons: 'Validate Return', 'Upload Return from file...', 'Add Return on screen...', 'Open Return...', 'Submit Return...' (circled in red), 'Export to file...', 'Launch Reports...', 'Run Matching', 'Resolve Matching', 'Run Reconciliation', 'Resolve Reconciliation', and 'Delete Return...'. To the right of these buttons are instructions for each function. Below this section, there is a 'What is happening to My Data Return?' section with three columns: 'Data Return Submission' (Date Submitted: [input]), 'Data Return Approval' (Date Approved: [input]), and 'Data Return Authorisation' (Date Authorised: [input]). At the bottom left, there is a link that says 'need some help'.

You will be asked to confirm this function,

The dialog box has a teal header with the text 'Submit Return Confirmation'. Below the header, the main text asks 'Are you sure you wish to submit this Data Return?'. At the bottom, there are two buttons: 'Yes' and 'No', both with right-pointing arrows.

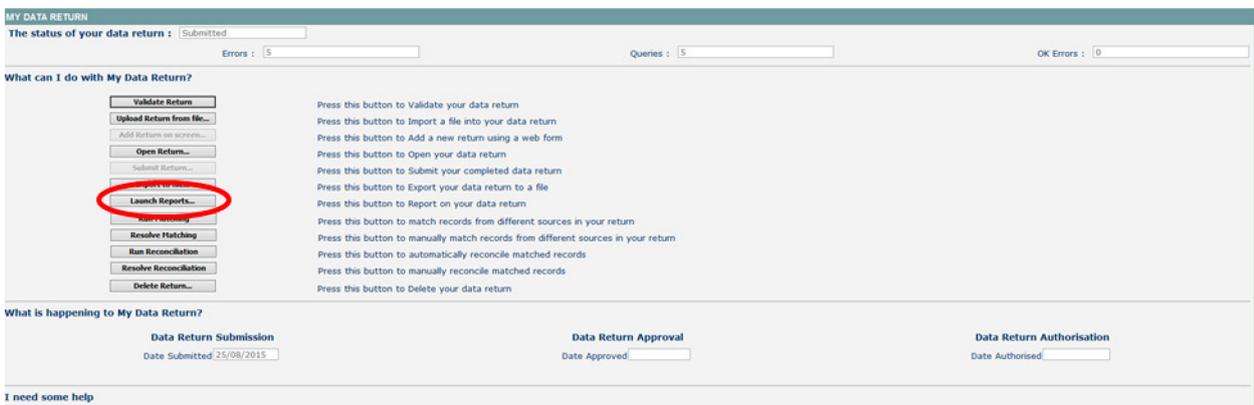
Once you have submitted the button will be greyed out and the box “The status of your data return” will show as “Submitted” & the date will appear in the data submitted box in the “what is happening to my data return” section of the screen.

The screenshot displays the 'MY DATA RETURN' interface. At the top, the status of the data return is shown as 'Submitted' in a dropdown menu, which is circled in red. Below this, there are fields for 'Errors : 5', 'Queries : 5', and 'OK Errors : 0'. The main section is titled 'What can I do with My Data Return?' and contains a list of buttons with corresponding instructions: 'Validate Return', 'Upload Return from file...', 'Add Return on screen...', 'Open Return...', 'Submit Return...', 'Export to file...', 'Launch Reports...', 'Run Hatching', 'Resolve Hatching', 'Run Reconciliation', 'Resolve Reconciliation', and 'Delete Return...'. At the bottom, the 'What is happening to My Data Return?' section shows three columns: 'Data Return Submission' with 'Date Submitted: 25/08/2015' (circled in red), 'Data Return Approval' with 'Date Approved:', and 'Data Return Authorisation' with 'Date Authorised:'.

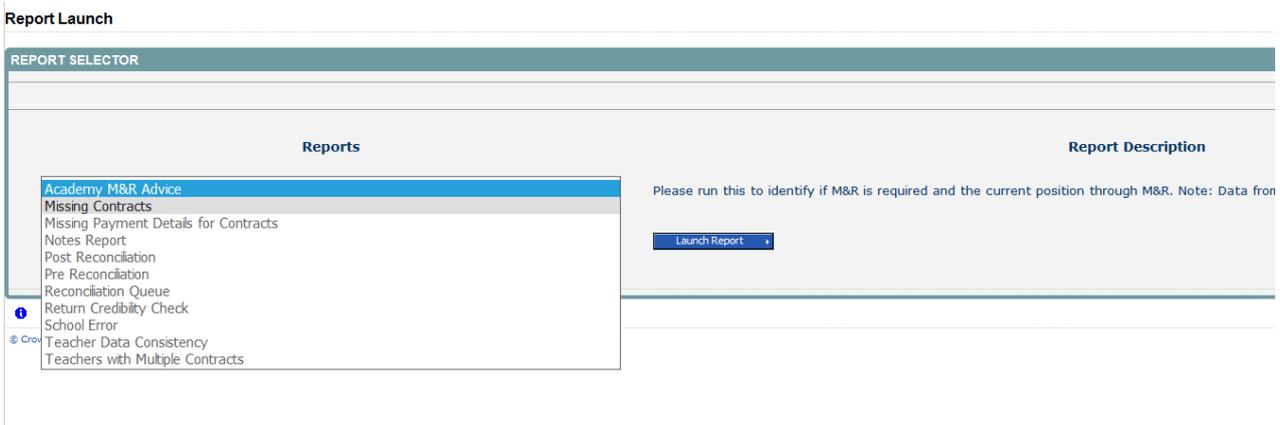
The Department will then approve and look at the data and authorise the return. Once these have been completed the subsequent dates will appear.

# Launching Reports

A number of reports are available on COLLECT, return to the **Source page** by selecting **Back to My Collect page** at the top of the page and click on the **Launch Reports** button

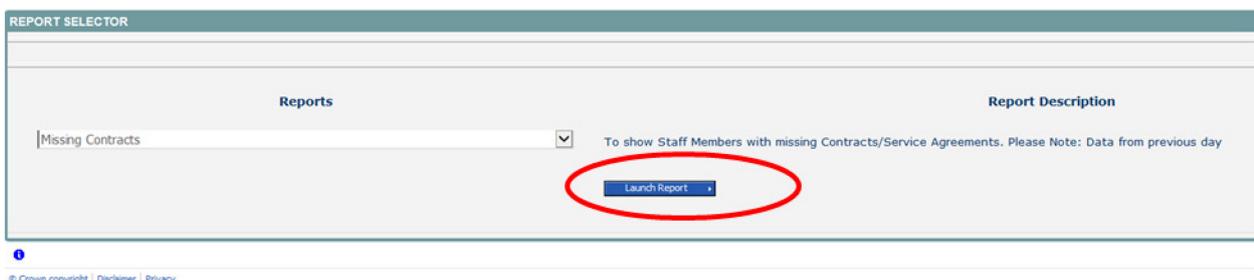


A drop down menu will be displayed and a report can be selected from that drop down list.



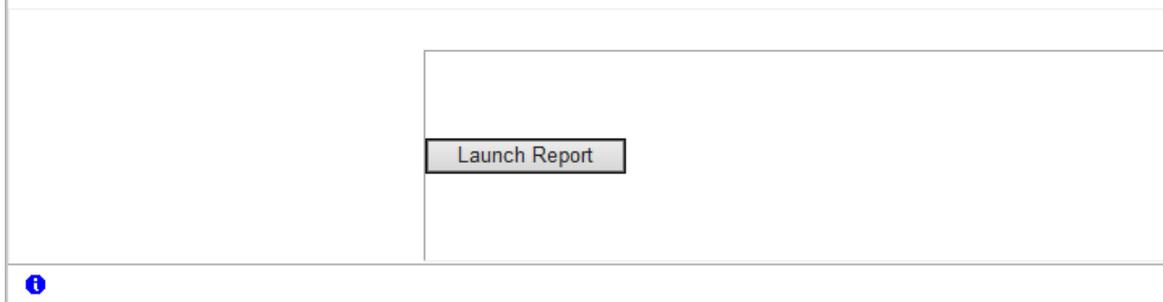
# Exporting reports

Once you have clicked on the report you would like to run you will need to click on the Launch report button. This may take a while to run depending upon the amount of data.



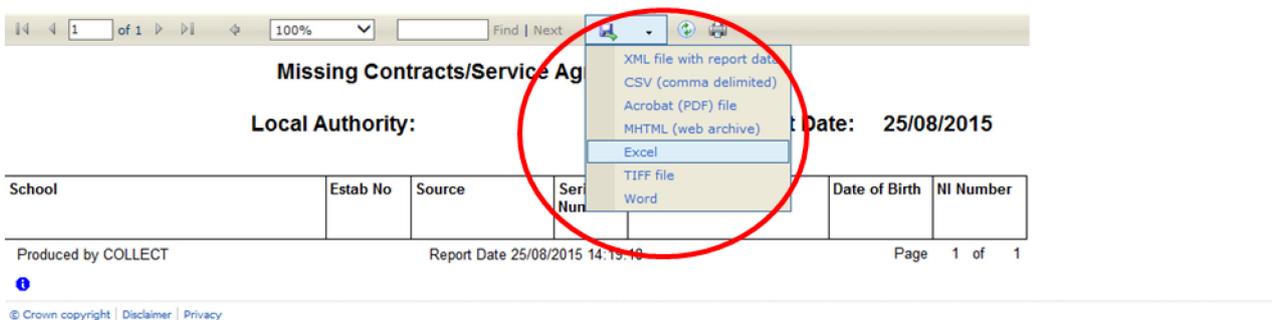
From here, you will need to then select Launch reports again

### Report Parameter Selection



You can export the data in various formats.

### Missing Contracts Report



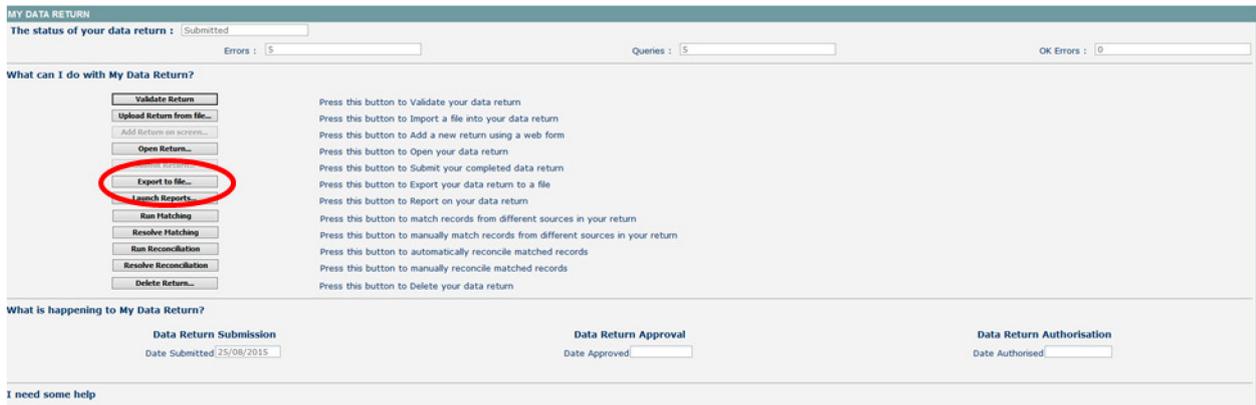
The reports are run against a copy of the data as at close of play the previous day. If any data has been edited, deleted, inserted or reloaded since the data was copied, the report will not match the live data.

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 'MySource' page.

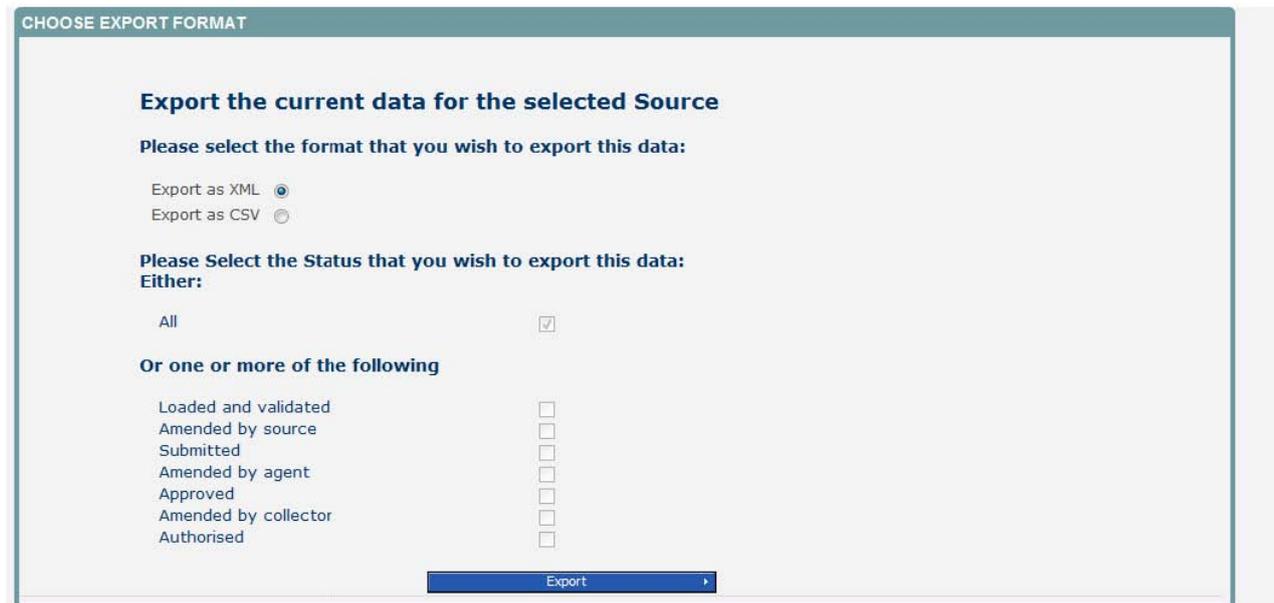
# Exporting a data return

Once the data has been submitted you can produce an export. An export will show all data submitted in either XML format or CSV (spreadsheet). You can then save a hard copy of the submitted data for reference.

To export the data, click on the export to file button on the front screen.



The following screen will be displayed. Select the format for the export, CSV or XML then select the 'Export' button.



Exporting (Processed 0 of 1)



Once this has run you will get an option to open or save the export.

Exporting as XML will generate a zip file containing the selected return data. Exporting as CSV generates a zip file containing CSV files that relate to how data is stored within COLLECT. Make your choice and click the 'Export' Button and follow the web browser prompts on screen.

The reports are run against a copy of the data as at close of play the previous day. If any data has been edited, deleted, inserted or reloaded since the data was copied, the report will not match the live data.

**Important Note:** If the export process fails, with a message stating that Internet Explorer has blocked download of a file, you might succeed if you try again. On the second attempt, hold down the Ctrl key down continuously from before you click on **Export** until after you see the resulting files displayed in Windows Explorer. If this is still not successful, you will have to adjust the security settings on your internet browser.

When complete the result of the export will be displayed and you will be offered the options of saving or opening the export file. Click on the **Open** button

The security settings on your pc may prevent the '**File Download**' appearing If this is the case then go into the '**Tools**' menu option at the top of the screen.

Select '**Internet Options**' from the drop down menu.

Select '**Security**' from the option buttons

Selected '**Trusted Sites**'

Select '**Sites**'

The select '**Add**' and type the following into the text box:

<https://collectdata.education.gov.uk>

Then select ok and ok.

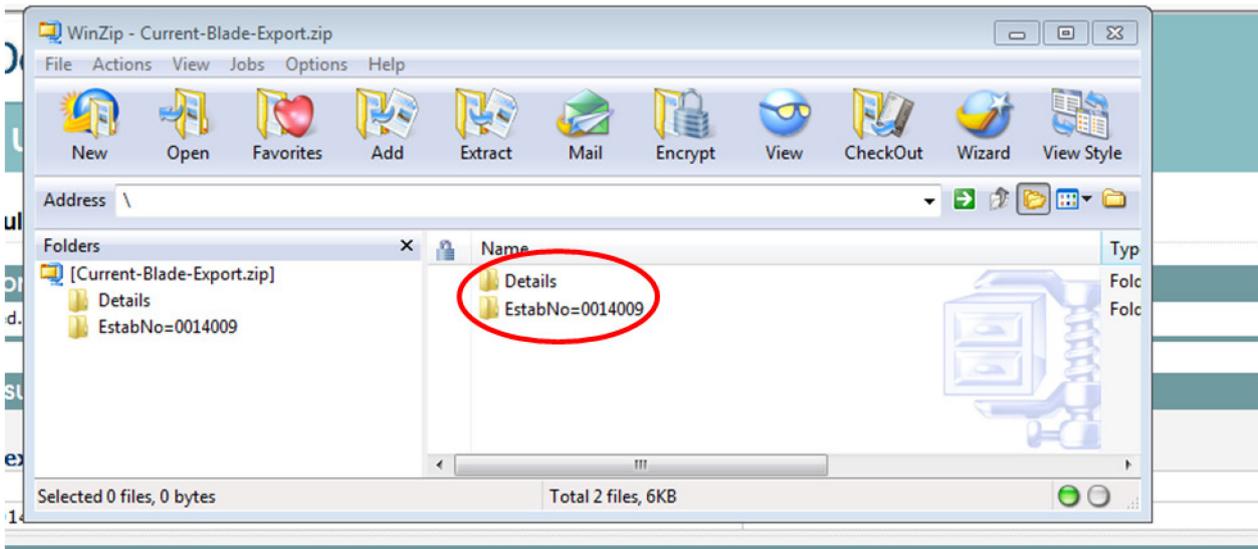
Alternatively you could try changing you security settings by

Going into the **Tools** menu option at the top of the screen, Select **Internet Options**, Select **Security**, Click on the **custom level** button, then make sure that **automatic prompting for file downloads** is set to **enabled** (it's a third of the way down the list)

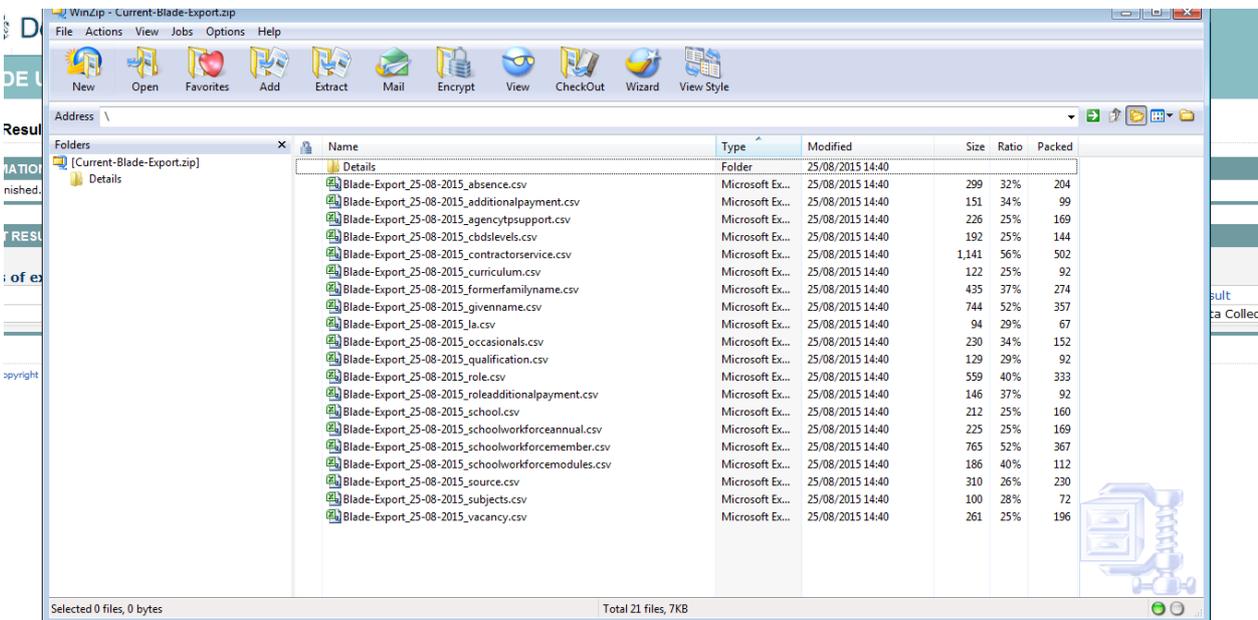
Then try producing the export again and this time the Open/Save/Cancel dialogue box should appear

Click on the **Open** button to bring up the file details in Windows Explorer

Double click on the folder '**EstabNo=**' to open it; it contains the exported XML file, which you can double click to display the data



Exports can also be provided in CSV format. Select 'Export as CSV' and when the **Save** and **Open** options appear click on the **Open** button



## Matching and reconciliation

**IMPORTANT INFORMATION:** You only need to complete matching and reconciliation if you have uploaded data from two separate sources e.g. staff information from the MIS and pay details from your HR system.

There are four stages to this process:

Run Matching

Resolve Matching

Run Reconciliation

Resolve Reconciliation

This process allows Academies who have more than one return to merge the data from the multiple returns thereby creating one return only per school. Academies that only have one return do not need to run M & R.

**IMPORTANT INFORMATION: The guidance below is provided due to issues that arose around M & R in previous collections.**

1. After completing Matching and Reconciliation the return should be 're-validated'. Do this by going to the main source data return page and selecting the 'Validate Return' button. This will remove all the errors associated with the original partial returns and re-validate the data in the 'Master Collect' return.
2. Issues with data – Some returns had multiple records with very similar or the same data in them. For example curriculum records with the same Year Group and Subject and multiple contract records which had the same role and post and overlapping start and end periods. The M & R process does not handle these as they would seem to be duplication in the original data from the MIS system. If the Academy experience this then they should investigate why these are occurring in the XML file before trying to complete the M & R process. Reason being that they might need to produce new XSLT files from their MIS to eliminate these duplicates and then run M & R against the new files. This was typically occurring on Contract, Curriculum and Absence records
3. Once the process of M & R has been started or is part way through i.e. return has been matched but not yet reconciled, **then the data in the original returns and the master collect returns should not be edited or records added or deleted** as these will corrupt the M & R process. If it is necessary to add, edit or delete data then the user should go back and amend the original return data and then re-run M & R on the amended return.

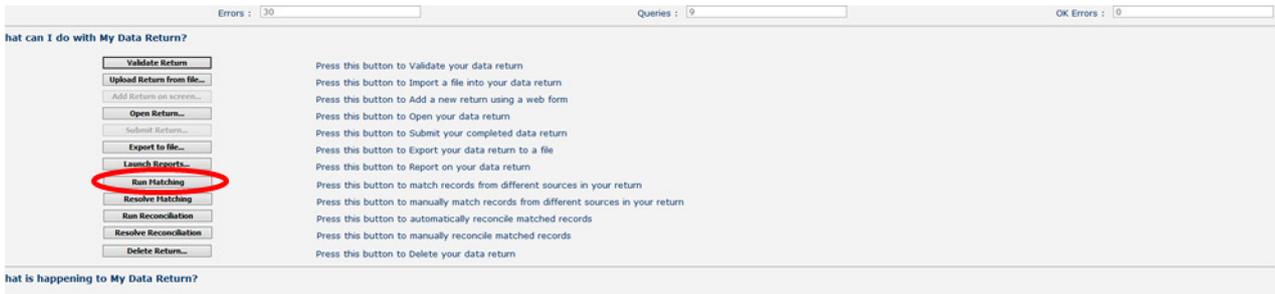
4. If this is not done then sometimes after running reconciliation the return will have a status of 'Reconciliation\_Failed'. If this happens then re-run matching again, resolve any outstanding matches and then re-run reconciliation.
5. To help Academies Identify what stage their return is at a number of new reports have been provided. These are only relevant for academies using M & R and we would not recommend that these are run by Academies who do not use M & R. Please see details on M & R reports at the end of this section.
6. Matching functionality will only be available on academies with more than one return associated with it.
7. Reconciliation' functionality will only be available when more than one return for that school has been uploaded and matching has been successfully completed on that return.
8. **Please note** when matching, if one return has blanks, or NOBT in a field e.g. QTS Route, Ethnic Code, Disability and the other return has these fields populated then the 'Master Collect' return will be populated with the **valid values rather than the nulls or 'NOBT' values.**
9. After M & R has been successfully completed there should only be one visible source in COLLECT. This should be 'Collect Master' source. If there is still more than one source then M & R has not yet been fully completed.
10. **WARNING:** If a return has already been reconciled, re-running the matching again will undo any reconciliation action previously taken.
11. Whenever contract data is supplied then the post and allowance data should also be supplied alongside the contract data in the same return. If some contract information comes in on one return and post and allowance information comes in on another return then this can result in two contract records being generated even after matching and reconciliation.

## Matching

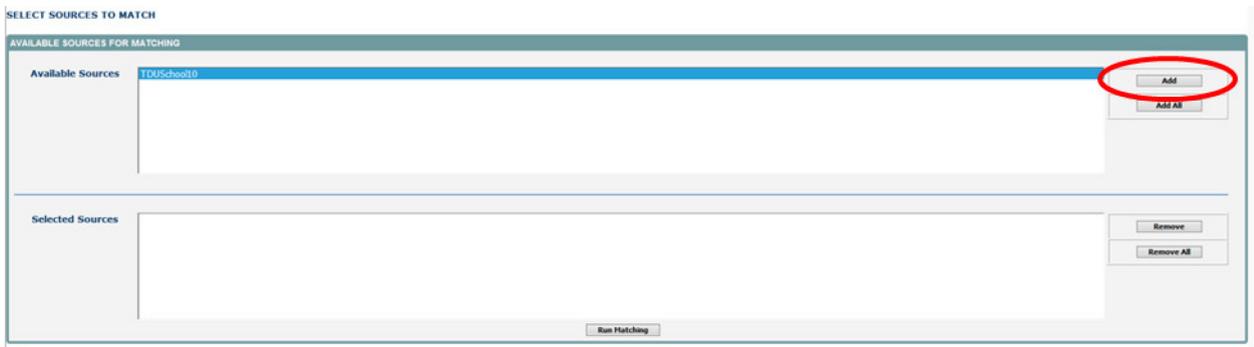
Matching is the first part of the M & R process and is concerned with identifying and matching the data at staff member level. Staff members will only be matched using a predefined set of business rules (see Annex A). Using these rules the majority of the staff workforce members will be matched but a few will need to be matched manually if some of the key id fields vary so the system cannot be certain that two or more member records are the same person.

Returns for a school should have a status of submitted or amended by source in order to run Matching.

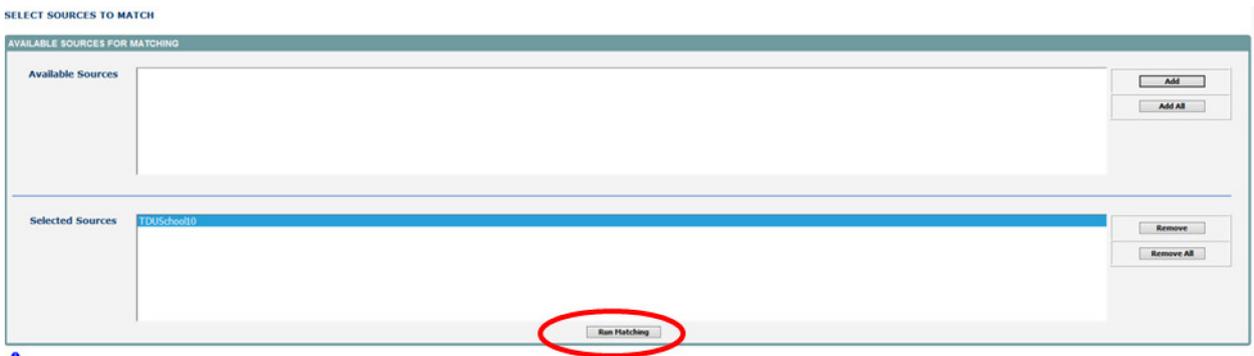
To run matching, go into the source page and select the 'Run Matching' button



Highlight the school and selected the 'Add' button.



This will move the school highlighted across to the right hand box. Then select the 'Run Matching' button



By selecting this button you will have started the matching process for the return. The user will be returned to the source screen and the matching process will be queued. The status of the return will allow you to see the stage the return is at in the process

## Status of Return during Matching Process

'Awaiting\_Matching' - the return has been marked ready for matching but is still in a queue waiting for the matching process to start.

'Matching\_in\_Progress' - This is when the matching is actually being completed on that return. While the return has this status then a user cannot view or edit that return.

'Matching\_Failed' - This is when the matching process has failed to complete. In these cases then matching will need to be rerun.

'Amended\_By\_Source' - the matching has been completed and is now ready for the user to check whether a records need to be manually matched.

## Rules for Matching

Please refer to Annex A for more detail on the rules used for producing the matches. Matching will be performed at Staff Details level i.e. identifying whether the individual staff members are the same individual or could be the same individual. There are two levels of matching, automatic and manual.

Automatic Matches – no manual intervention is required, the record will be marked as a match and resolved

Potential Matches – Will need to be manually matched

No Match Identified – There are no matching records

## Resolve Matching

Once the Matching has been run and the 'Amended\_By\_Source' is shown as the status you will need to resolve any records not automatically matched. Click on the Resolve Matching button to run this

MY DATA RETURN

The status of your data return :

Errors :  Queries :  OK Errors :

What can I do with My Data Return?

- Press this button to Validate your data return
- Press this button to Import a file into your data return
- Press this button to Add a new return using a web form
- Press this button to Open your data return
- Press this button to Submit your completed data return
- Press this button to Export your data return to a file
- Press this button to Report on your data return
- Press this button to match records from different sources in your return
- Press this button to manually match records from different sources in your return
- Press this button to automatically reconcile matched records
- Press this button to manually reconcile matched records
- Press this button to Delete your data return

What is happening to My Data Return?

Data Return Submission Date Submitted:

Data Return Approval Date Approved:

Data Return Authorisation Date Authorised:

I need some help

For help while in the data collection pages, please use the link at the top of the pages.

For further help please contact the help desk on 01325 392626 and select Option 1, or [dsg.helpdesk@education.gsi.gov.uk](mailto:dsg.helpdesk@education.gsi.gov.uk)

## Automatic Matches

The example below shows where there are two records one from each return which can be automatically matched as they match on a number of 'key' fields. The given name and NI number are different but teacher number, family name and DOB all match. So this will result in one individual going through to reconciliation rather than two. Please see example below.

TDUSchool10

Select match type:

Automatic Matches No of Automatic Matches: 2

AUTOMATICALLY MATCHED DATA ITEMS

First record in set	No of records in set
9999999: SURNAME_1, NAME_1 - 01/10/2000	2
9999998: SURNAME_2, NAME_2 - 01/10/2000	2
9999997: SURNAME_3, NAME_3 - 01/10/2000	2

Page 1 of 1

MATCHES FOR THIS DATA ITEM

Result	Teacher Number	Family Name	Given Name(s)	Former Family Name(s)	Date of Birth	Gender	NI Number	LA No	Estab No	Software Code	Source Level
Match - 1	9999999	SURNAME_1	NAME_1, MIDNAME_1	FORMER_1	01/10/2000	Not Known	XX999999C	001	4009	SWF Convertor	School
Match - 1	9999999	SURNAME_1	NAME_1, MIDNAME_1	FORMER_1	01/10/2000	Not Known	XX999999C	001	4009	SWF Convertor2	School

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The user does not have to take any action on these matches unless they do not want them to be a match.

TDUSchool10

Select match type:

Automatic Matches No of Automatic Matches: 3

AUTOMATICALLY MATCHED DATA ITEMS

First record in set	No of records in set
9999999: SURNAME_1, NAME_1 - 01/10/2000	2
9999998: SURNAME_2, NAME_2 - 01/10/2000	2
9999997: SURNAME_3, NAME_3 - 01/10/2000	2

Page 1 of 1

MATCHES FOR THIS DATA ITEM

Result	Teacher Number	Family Name	Given Name(s)	Former Family Name(s)	Date of Birth	Gender	NI Number	LA No	Estab No	Software Code	Source Level
Match - 1	9999999	SURNAME_1	NAME_1, MIDNAME_1	FORMER_1	01/10/2000	Not Known	XX999999C	001	4009	SWF Convertor	School
Match - 1	9999999	SURNAME_1	NAME_1, MIDNAME_1	FORMER_1	01/10/2000	Not Known	XX999999C	001	4009	SWF Convertor2	School

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If user decides that these are in fact not a match then they can change the result from 'Match – 1' to 'No match' by either using the 'Flip all match results' button or change each line by selecting from the 'Result' column, then select the 'Update Matches'. This will result in two workforce members going through to reconciliation rather than one.

## Manual Matches

If there are records which match on a few of the key ID fields eg Teacher Number, family name, DOB, NI Number but not enough of them then they will be identified in the 'Manual Matches – unresolved' as COLLECT does not know whether to treat them as one person or not so the user has to resolve these, please see example below.

The screenshot shows the 'Manual Matching' interface for school 'TDUSchool10'. A dropdown menu is set to 'Manual Matches - Unresolved'. Below this, a table titled 'DATA ITEMS THAT REQUIRE MANUAL MATCHING' shows one record with 2 records in the set. A section titled 'POTENTIAL MATCHES FOR THIS ITEM' contains a table with two rows of match data. At the bottom, there are buttons for 'Flip All Match Results' and 'Update Matches'.

Result	Teacher Number	Family Name	Given Name(s)	Former Family Name(s)	Date of Birth	Gender	NI Number	LA No	Estab No	Software Code	Source Level
Match - 1	9999998	SURNAME_2	NAME_2	FORMER_2	11/03/2006	Male	Z2999998L	001	4009	SWF Convertor	School
Match - 1	9999998	SURNAME_2	NAME_2	FORMER_2	01/10/2000	Not Known	XX999998C	001	4009	SWF Convertor2	School

If these are the same person then select 'Update Matches' and that will treat them as one individual, if user selects 'Flip all match results' button and set them to no match then that will be treated as two none matching individuals.

## Reconciliation

The aim of reconciliation is to allow the system to decide how to process more than one set of data for a school e.g. should the records be merged and which records should be merged and which kept separate. Data reconciliation will be performed automatically using a set of predefined business rules (please see Annex B): however there is also a requirement for manual reconciliation where data differences across records cannot be resolved automatically.

Unlike Matching which is just done at 'Workforce member' level reconciliation is carried out at record level for example all the 'curriculum' records for an individual will be reconciled, 'absences' records for an individual will be reconciled.

To run reconciliation, select the 'Run Reconciliation' button from the source screen. Schools will only be included in the picklist of schools to reconcile if they have more than one return and matching has been run and all manual matches have been resolved.

If return has a status of 'Matching\_Failed' then again Matching will have to be rerun before reconciliation can be run.

MY DATA RETURN

The status of your data return : Amended\_by\_source

Errors : 30      Queries : 10      OK Errors : 0

What can I do with My Data Return?

Validate Return	Press this button to Validate your 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
Run Matching	Press this button to match records from different sources in your return
Resolve Matching	Press this button to manually match records from different sources in your return
<b>Run Reconciliation</b>	Press this button to automatically reconcile matched records
Resolve Reconciliation	Press this button to manually reconcile matched records
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: _____

## Reconciliation (Running)

Once all the manual matches on a return have been resolved then the user can go on and run 'Reconciliation' against that return.

SELECT SOURCES TO RECONCILE

AVAILABLE SOURCES FOR RECONCILIATION

Available Sources	TDUSchool10	<b>Add</b>
		Add All

Selected Sources		Remove
		Remove All

Run Reconciliation

Highlight the School, click add and then select the 'Run Reconciliation'.

SELECT SOURCES TO RECONCILE

AVAILABLE SOURCES FOR RECONCILIATION

Available Sources		Add
		Add All

Selected Sources	TDUSchool10	Remove
		Remove All

**Run Reconciliation**

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This will start the reconciliation process which will now run in the background so a number of schools can be run overnight and will then be ready to work on the next day. Use the status of the return to identify whether reconciliation has been run successfully or not.

'Awaiting\_Reconciliation' - when the return has been placed in the reconciliation queue but reconciliation has not yet been completed.

Reconciliation\_in\_Progress'. - when the return has reached the top of the reconciliation queue and is currently being reconciled.

'Reconciliation\_Failed'. - shows that there has been an error during the reconciliation process. This can be caused because the return has been editing between matching being completed and reconciliation being run and unresolved matches have been generated. These need to be resolved before reconciliation should be re-run.

'Amended\_By\_Source' - the reconciliation has been completed and is now ready for the user to check whether all records have been automatically reconciled or whether some need to be manually reconciled

**While the process of reconciliation is being carried out on the return then the user will not be able to added/edit/delete.**

## Resolve Reconciliation

Once the reconciliation has been run and the 'Amended\_By\_Source' is shown as the status you will need to resolve any records not automatically reconciled. Click on the resolve reconciliation button to run this.

The screenshot shows a web interface titled 'MY DATA RETURN'. At the top, it displays 'The status of your data return : Amended\_by\_source' and 'Errors : 30' and 'Queries : 11'. Below this, a section titled 'What can I do with My Data Return?' lists several actions with corresponding buttons and descriptions:

- Validate Return: Press this button to Validate your 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
- Run Matching: Press this button to match records from different sources in your return
- Resolve Matching: Press this button to manually match records from different sources in your return
- Run Reconciliation: Press this button to automatically reconcile matched records
- Resolve Reconciliation: Press this button to manually reconcile matched records
- Delete Return...: Press this button to Delete your data return

At the bottom, there are two tabs: 'Data Return Submission' and 'Data Return Approval'.

## Reconciliation Business Rules

To be able to combine multiple records into one record, the SWF Collect system uses defined business rules (please refer to Annex B) to determine when these can be reconciled automatically and when they have to be reconciled manually.

When the return status returns to Amended\_By\_Source then the user's needs to go in and check the results of the reconciliation. To go in and check the result of the reconciliation select the 'Resolve Reconciliation' button. The following screen will appear

and you have the choice of checking the 'Reconciled Records' or the 'Unreconciled Records'.

TDUSchool10  
 Select reconciliation type: **Reconciled Records**  
 Select record type: SchoolWorkforceMember (1)  
 Unreconciled SchoolWorkforceMember Records  
 No of Unreconciled Records: 1

There is no action required on the 'Reconciled Records' as these are the ones that COLLECT has been able to automatically reconcile. The number in brackets is the number of records which were reconciled.

TDUSchool10  
 Select reconciliation type: Reconciled Records  
 Select record type: **SchoolWorkforceMember (1)**  
 Undo Reconciliation  
 Reconciled SchoolWorkforceMember Records  
 No of Reconciled Records: 3

Software Code	Source Level	TeacherNumber	PersonFamilyName	Current	PersonBirthDate	Ethnicity	Disability	QTStatus	HLTASStatus	QTSRoute
COLLECT System	School	9999997	SURNAME_1	True	01/10/2000	WBRI - White - British	No	True	True	Mutual Recognition from NI, Scotland or the EEA
COLLECT System	School	9999996	SURNAME_1	True	08/03/2001	WBRI - White - British	No	True	True	Mutual Recognition from NI, Scotland or the EEA
COLLECT System	School	9999999	SURNAME_1	True	01/10/2000	WBRI - White - British	No	True	True	Mutual Recognition from NI, Scotland or the EEA

PARENT MASTER RECORD (SOURCE)

Software Code	Source Level	Estab	SoftwareCode	Release	SerialNo	DateTime	LA	SourceLevel
N/A	N/A	4009	COLLECT System		1	27/08/2015 10:24:01	SWF LA 1	School

SCHOOLWORKFORCEMEMBER DETAILS FOR FIRST SOURCE RECORD SHOWN BELOW

Software Code	Source Level	TeacherNumber	PersonFamilyName	NNumber	GenderCurrent	PersonBirthDate	Ethnicity	Disability	QTStatus	HLTASStatus	QTSRoute
SWF Converter2	School	9999997	SURNAME_3		Not Known	01/10/2000	WBRI - White - British	No	True	True	Mutual Recognition from NI, Scotland or the EEA

SOURCES FOR SELECTED MASTER RECORD

Software Code	Source Level	TeacherNumber	PersonFamilyName	NNumber	GenderCurrent	PersonBirthDate	Ethnicity	Disability	QTStatus	HLTASStatus	QTSRoute
SWF Converter2	School	9999997	SURNAME_3		Not Known	01/10/2000	WBRI - White - British	No	True	True	Mutual Recognition from NI, Scotland or the EEA
SWF Converter	School	9999997	SURNAME_3		Not Known	01/10/2000	WBRI - White - British	No	True	True	Mutual Recognition from NI, Scotland or the EEA

Unreconciled Records – These are records than cannot be resolved using the predefined business rules. In these cases the user has to make decisions as to which data should be included in the 'Master' record.

TDUSchool10  
 Select reconciliation type: **Unreconciled Records**  
 Select record type: SchoolWorkforceMember (1)  
 Unreconciled SchoolWorkforceMember Records  
 No of Unreconciled Records: 1

The user should work down the list of record types, reconciling the SchoolWorkforceMembers first, then the 'GivenName' then the ContractorService' and so on

TDUSchool10  
 Select reconciliation type: Unreconciled Records  
 Select record type: **SchoolWorkforceMember (1)**  
 Unreconciled SchoolWorkforceMember Records  
 No of Unreconciled Records: 1

Software Code	Source Level	TeacherNumber	PersonFamilyName	Current	PersonBirthDate	Ethnicity	Disability	QTStatus	HLTASStatus	QTSRoute
SWF Converter2	School	9999998	SURNAME_2	True	01/10/2000	WBRI - White - British	No	True	True	Mutual Recognition from NI, Scotland or the EEA

PARENT MASTER RECORD (SOURCE)

Software Code	Source Level	Estab	SoftwareCode	Release	SerialNo	DateTime	LA	SourceLevel
N/A	N/A	4009	COLLECT System		1	27/08/2015 10:24:01	SWF LA 1	School

POSSIBLE SOURCES FOR MASTER RECORD

If we look at this example of a workforce member that needs manual reconciling. The bottom half of the screen shows that there is a workforce member record, which has some of the same information and some different. The different fields are and NINumber, GenderCurrent and PersonDateBirth.

TDUSchool10

Select reconciliation type:

Select record type:

No of Unreconciled Records: 1

**SCHOOLWORKFORCEMEMBER DETAILS**

Software Code	Source Level	TeacherNumber	PersonFamilyName	NINumber	GenderCurrent	PersonBirthDate	Ethnicity	Disability	QTStatus	HLTASStatus	QTSRoute
SWF Converter2	School	9999998	SURNAME_2	XX99998C	Not Known	01/10/2000	WBRI - White - British	No	True	True	Mutual Recognition from NI, Scotland or the EEA

Page 1 of 1

**PARENT MASTER RECORD (SOURCE)**

Software Code	Source Level	Estab	SoftwareCode	Release	SerialNo	DateTime	LA	SourceLevel
N/A	N/A	4009	COLLECT System		1	27/08/2015 10:42:14	SWF LA 1	School

**POSSIBLE SOURCES FOR MASTER RECORD**

Software Code	Source Level	TeacherNumber	PersonFamilyName	NINumber	GenderCurrent	PersonBirthDate	Ethnicity	Disability	QTStatus	HLTASStatus	QTSRoute
SWF Converter2	School	9999998	SURNAME_2	XX99998C	Not Known	01/10/2000	WBRI - White - British	No	True	True	Mutual Recognition from NI, Scotland or the EEA
SWF Converter	School	9999998	SURNAME_2	ZZ99998L	Male	11/03/2006	WBRI - White - British	No	True	True	Mutual Recognition from NI, Scotland or the EEA

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By selecting from the drop down options for these fields the user can select the values that will be included in the 'Master Collect' record, and then select the 'Update Master' button to save those selections

Unreconciled SchoolWorkforceMember Records

No of Unreconciled Records: 1

**SCHOOLWORKFORCEMEMBER DETAILS**

Software Code	Source Level	TeacherNumber	PersonFamilyName	NINumber	GenderCurrent	PersonBirthDate	Ethnicity	Disability	QTStatus	HLTASStatus	QTSRoute
SWF Converter2	School	9999998	SURNAME_2	XX99998C	Not Known	01/10/2000	WBRI - White - British	No	True	True	Mutual Recognition from NI, Scotland or the EEA

Page 1 of 1

**PARENT MASTER RECORD (SOURCE)**

Software Code	Source Level	Estab	SoftwareCode	Release	SerialNo	DateTime	LA	SourceLevel
N/A	N/A	4009	COLLECT System		1	27/08/2015 10:42:14	SWF LA 1	School

**POSSIBLE SOURCES FOR MASTER RECORD**

Software Code	Source Level	TeacherNumber	PersonFamilyName	NINumber	GenderCurrent	PersonBirthDate	Ethnicity	Disability	QTStatus	HLTASStatus	QTSRoute
SWF Converter2	School	9999998	SURNAME_2	XX99998C	Not Known	01/10/2000	WBRI - White - British	No	True	True	Mutual Recognition from NI, Scotland or the EEA
SWF Converter	School	9999998	SURNAME_2	ZZ99998L	Male	11/03/2006	WBRI - White - British	No	True	True	Mutual Recognition from NI, Scotland or the EEA

In the next example, this is where there are two 'Given name' entries for the workforce member. The middle part of the screen provides details of the workforce member, the bottom part of the screen show the two 'Given name' records.

TDUSchool10

Select reconciliation type:

Select record type:

No of Unreconciled Records: 1

**Unreconciled GivenName Records**

**SCHOOLWORKFORCEMEMBER DETAILS**

Software Code	Source Level	TeacherNumber	PersonFamilyName	NINumber	GenderCurrent	PersonBirthDate	Ethnicity	Disability	QTStatus	HLTASStatus	QTSRoute
COLLECT System	School	9999998	SURNAME_2	ZZ99998L	Male	11/03/2006	WBRI - White - British	No	True	True	Mutual Recognition from NI, Scotland or the EEA

Page 1 of 1

**PARENT MASTER RECORD (SCHOOLWORKFORCEMEMBER)**

Software Code	Source Level	TeacherNumber	PersonFamilyName	NINumber	GenderCurrent	PersonBirthDate	Ethnicity	Disability	QTStatus	HLTASStatus	QTSRoute
COLLECT System	School	9999998	SURNAME_2	ZZ99998L	Male	11/03/2006	WBRI - White - British	No	True	True	Mutual Recognition from NI, Scotland or the EEA

**POSSIBLE SOURCES FOR MASTER RECORD**

Software Code	Source Level	PersonGivenName
SWF Converter2	School	NAME_2
SWF Converter	School	NAME_2

The user can either save both entries to 'Master Collect' by first selecting the 'Copy to COLLECT Master' button to save one entry.

TDUSchool10

Select reconciliation type: Unreconciled Records

Select record type: GivenName (1)

Unreconciled GivenName Records No of Unreconciled Records: 1

SCHOOLWORKFORCEMEMBER DETAILS												
Software Code	Source Level	TeacherNumber	PersonFamilyName	NINumber	GenderCurrent	PersonBirthDate	Ethnicity	Disability	QTStatus	HLTASStatus	QTSRoute	
COLLECT System	School	9999998	SURNAME_2	ZZ999998L	Male	11/03/2006	WBRI - White - British	No	True	True	Mutual Recognition from NI, Scotland or the EEA	

Page 1 of 1

PARENT MASTER RECORD (SCHOOLWORKFORCEMEMBER)												
Software Code	Source Level	TeacherNumber	PersonFamilyName	NINumber	GenderCurrent	PersonBirthDate	Ethnicity	Disability	QTStatus	HLTASStatus	QTSRoute	
COLLECT System	School	9999998	SURNAME_2	ZZ999998L	Male	11/03/2006	WBRI - White - British	No	True	True	Mutual Recognition from NI, Scotland or the EEA	

POSSIBLE SOURCES FOR MASTER RECORD

Software Code	Source Level	PersonGivenName
SWF Converter2	School	NAME_2
SWF Converter	School	NAME_2

Copy to COLLECT Master

First Given Name - please add any additional given names in the correct order from above prior to updating this record

Update Master

Then select the 'Update Master' to save the second entry. The result of this is that the workforce member will have two 'Given name' records in the 'Master Collect' return

TDUSchool10

Select reconciliation type: Unreconciled Records

Select record type: GivenName (1)

Unreconciled GivenName Records No of Unreconciled Records: 1

SCHOOLWORKFORCEMEMBER DETAILS												
Software Code	Source Level	TeacherNumber	PersonFamilyName	NINumber	GenderCurrent	PersonBirthDate	Ethnicity	Disability	QTStatus	HLTASStatus	QTSRoute	
COLLECT System	School	9999998	SURNAME_2	ZZ999998L	Male	11/03/2006	WBRI - White - British	No	True	True	Mutual Recognition from NI, Scotland or the EEA	

Page 1 of 1

PARENT MASTER RECORD (SCHOOLWORKFORCEMEMBER)												
Software Code	Source Level	TeacherNumber	PersonFamilyName	NINumber	GenderCurrent	PersonBirthDate	Ethnicity	Disability	QTStatus	HLTASStatus	QTSRoute	
COLLECT System	School	9999998	SURNAME_2	ZZ999998L	Male	11/03/2006	WBRI - White - British	No	True	True	Mutual Recognition from NI, Scotland or the EEA	

POSSIBLE SOURCES FOR MASTER RECORD

Software Code	Source Level	PersonGivenName
SWF Converter	School	NAME_2
		NAME_2

Update Master

If the users only want to have one 'Given Name' entry included in the 'Master Collect' return then select the entry from the 'PersonGivenName' drop down list and the select 'Update Master' button.

TDUSchool10

Select reconciliation type: Unreconciled Records

Select record type: GivenName (1)

Unreconciled GivenName Records No of Unreconciled Records: 1

SCHOOLWORKFORCEMEMBER DETAILS												
Software Code	Source Level	TeacherNumber	PersonFamilyName	NINumber	GenderCurrent	PersonBirthDate	Ethnicity	Disability	QTStatus	HLTASStatus	QTSRoute	
SWF Converter	School	9999998	SURNAME_2	ZZ999998L	Male	11/03/2006	WBRI - White - British	No	True	True	Mutual Recognition from NI, Scotland or the EEA	

Page 1 of 1

PARENT MASTER RECORD (SCHOOLWORKFORCEMEMBER) HAS NOT BEEN CREATED

POSSIBLE SOURCES FOR MASTER RECORD

Software Code	Source Level	PersonGivenName
SWF Converter	School	NAME_2
SWF Converter2	School	NAME_2

Copy to COLLECT Master

Copy to COLLECT Master

First Given Name - please add any additional given names in the correct order from above prior to updating this record

Update Master

In this final example there are two 'Additional Payment' records for a workforce member with exactly the same data in them from the same return. In this case there are no different values to pick from but the user must decide whether they should be treated as two separate

'Additional Payments' for the workforce member in which case they must use the 'copy to COLLECT master' and 'Update Master' buttons to take them both into 'Master Collect' return.

PARENT MASTER RECORD (CONTRACTORSERVICE) HAS NOT BEEN CREATED				
POSSIBLE SOURCES FOR MASTER RECORD				
	Software Code	Source Level	PaymentType	PaymentAmount
Copy to COLLECT Master	csv A	School	Inner London Weighting (Support Staff)	1000.99
Copy to COLLECT Master	csv A	School	Inner London Weighting (Support Staff)	1000.99
			Inner London Weighting	1000.99

Update Master

If they are genuine duplicates and only one 'Additional Payment' is required then just select the 'Update Master' and only one of the 'Additional Payment' will be copied across to the 'Master Collect' return

## Rolling back a manual reconciliation

If the user has incorrectly reconciled a record then they can undo the last reconciliation. To do this select 'Reconciled Records' from the drop down list on the 'Manual Reconciliation' screen.

TDUSchool10

Select reconciliation type: Reconciled Records

Select record type: SchoolWorkforceMember (4)

Undo Reconciliation

Reconciled SchoolWorkforceMember Records No of Reconciled Records: 4

Software Code	Source Level	TeacherNumber	PersonFamilyName	NINumber	GenderCurrent	PersonBirthDate	Ethnicity	Disability	OTStatus	HLTAStatus	OTRoute
COLLECT System	School	9999998	SURNAME_2	ZZ999998L	Male	11/03/2006	WBRI - White - British	No	True	True	Mutual Recognition from NI, Scotland or the EEA
COLLECT System	School	9999999	SURNAME_1	XX999999C	Not Known	01/10/2000	WBRI - White - British	No	True	True	Mutual Recognition from NI, Scotland or the EEA
COLLECT System	School	9999996	SURNAME_1	ZZ999999P	Female	08/03/2001	WBRI - White - British	No	True	True	Mutual Recognition from NI, Scotland or the EEA
COLLECT System	School	9999997	SURNAME_3		Not Known	01/10/2000	WBRI - White - British	No	True	True	Mutual Recognition from NI, Scotland or the EEA

Page 1 of 1

Select the appropriate record type from the 'Select record type' drop down list and highlight the select the relevant record from the list of records which have been reconciled then select the 'Undo Reconciliation' button. The user can then work back reconciling more records if required.

When all the manual outstanding reconciliations have been resolved **remember you will need to revalidate the return after finishing your matching and reconciliation**

MY DATA RETURN

The status of your data return : Amended\_by\_source

Errors : 33      Queries : 11      OK Errors : 0

What can I do with My Data Return?

- Validate Return**      Press this button to Validate your 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
- Run Matching      Press this button to match records from different sources in your return
- Resolve Matching      Press this button to manually match records from different sources in your return
- Run Reconciliation      Press this button to automatically reconcile matched records
- Resolve Reconciliation      Press this button to manually reconcile matched records
- Delete Return...      Press this button to Delete your data return

What is happening to My Data Return?

Data Return Submission      Date Submitted: \_\_\_\_\_

Data Return Approval      Date Approved: \_\_\_\_\_

Data Return Authorisation      Date Authorised: \_\_\_\_\_

You should then be left with only be one return visible in the COLLECT system for the school, namely 'Collect System' return. If there are still more than one return then reconciliation has not been completed. You can run the Academy M&R Advice Report to determine this.

**Academy M&R Advice Report**

1 of 1 100% Find | Next

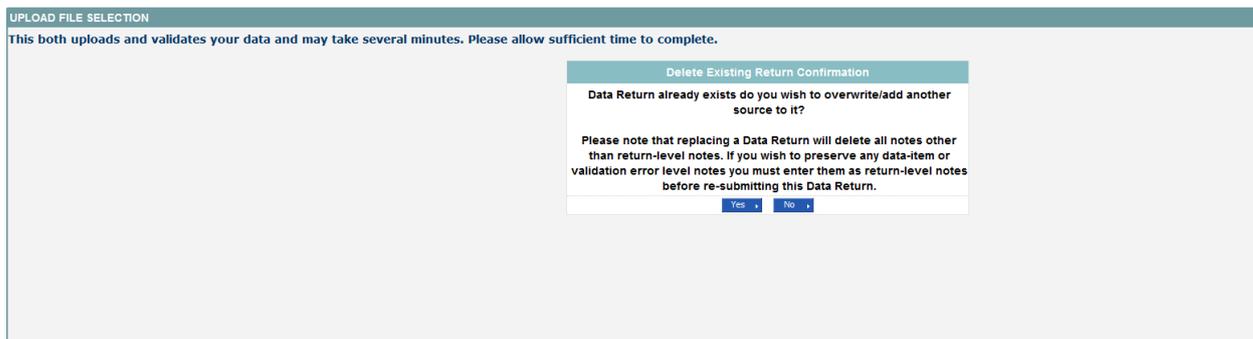
**Matching & Reconciliation Advice**

LAEstab	School Name	Status
0014009	TDUSchool10	M&R Completed

Once you are happy with your data please remember to submit the data from your front screen.

## Useful hints

1. VERY IMPORTANT - Re-submissions – if a data return for a school already exists in the system and you upload another file, it will overwrite the original return completely no matter where it is in the workflow (submitted or authorised). If you try to upload a file that is already in the system then you will be given the following message



2. We recommend that you take great care when selecting this option and make sure that all parties who may be working, or have worked on this return agree to the re-submission. When uploading a zip file containing many data then please be aware that you will not be prompted with the above message if any of the settings contained in the zip file are already on the system. It will automatically overwrite the return without warning you.
3. When navigating around the COLLECT system it is important that you use the COLLECT 'Drill up' button or COLLECT 'back' button which are toward the top right of your COLLECT screen. If the 'Drill up' or 'back' buttons are not visible then you may be in one of the earlier screens and to navigate back from here you will need to click 'Back to My COLLECT page' page located at the top of your COLLECT screen above your login name. You will be either given an error message or 'thrown' out of the system if you use your web browser back button.
4. When amending errors, once you have completed your actions on a particular error you will need to drill back out of that record to the main screen before being able to select another error to investigate. If you try to select an error and have found the error through the 'All Errors' page before drilling out you will be given the error message: 'Cannot choose another error to investigate'

## Help

COLLECT access is administered directly by academies for their users. This includes registering for COLLECT, activating your account and giving you access to specific collections. Please get in touch with the approver in your academy who will be able to make sure that you have the appropriate access.

If you are experiencing problems with COLLECT or have a data collection query, please submit a [service request](#) to the Data Collection Helpdesk.

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 [service request](#) to the SA service desk.



Department  
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write to Information Policy Team, The National Archives, Kew, London, TW9 4DU

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