

School workforce census 2015: COLLECT guide for maintained schools

Instructions for maintained schools on how to use COLLECT to submit their data

September 2015

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Introduction

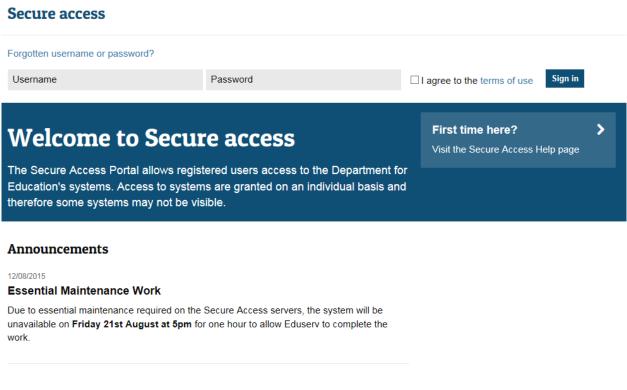
The COLLECT (Collections Online for Learning, Education, Children and Teachers) Portal is used by schools, academies, local authorities and the Department for Education (DfE) for processing data collection returns. Major benefits of the portal include real time data collection monitoring and progress 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', an 'agent' is someone who undertakes verification and checking of the data 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.



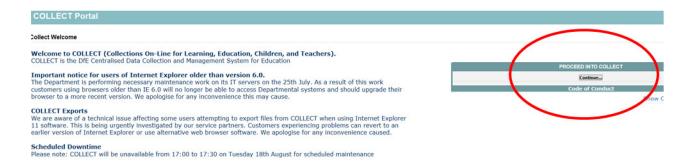
If you are a new user and require access to COLLECT, you will need to speak to your Approver. Full Secure Access guidance is published on the <u>Secure Access Website</u>.

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

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 Sollections On-Line for Learning, Education, Children, and Teachers.		

Click the continue button.

Then click on to 'Continue' to enter COLLECT



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 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

AY DATA RETURN					
The status of your data return : No_Data					
	Errors : 0		Queries : 0	OK Errors : 0	
What can I do with I	My Data Return?				
	Upload Return from file	Press this button to Import a file into your data return			
	Add Return on screen	Press this button to Add a new return using a web form			
	Open Return	Press this button to Open your data return			
	Submit Return	Press this button to Submit your completed data return			
	Export to file	Press this button to Export your data return to a file			
	Launch Reports	Press this button to Report on your data return			
	Delete Return	Press this button to Delete your data return			
What is happening to	o My Data Return?				
	Data Return Submission	Data	Return Approval	Data Return Authorisation	
	Date Submitted	Date A	proved	Date Authorised	
(need some help					
or help while in the dat	help while in the data collection pages, please use the link at the top of the pages.				
For further help please of	contact the help desk on 01325 392626 an	I select Option 1, or dsg.helpdesk@education.gsi.gov.uk			
0					

The screen is divided into three main sections:

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

Return Status

The status of your data return :	No_Data		
Errors : 0		Queries : 0	OK Errors : 0

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

Upload Return from file	Press this button to Import a file into your data return
dd 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

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

happening to My Data Return?		
Data Return Submission	Data Return Approval	Data Return Authorisation
Date Submitted	Date Approved	Date Authorised
View submitted data return	View approved data return	View authorised data return
Export submitted data return	Export approved data return	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

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

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 sev	eral minutes. Please allow sufficient time to complete.	
	Upload ,	Browse

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_cnool Return.xm	Browse				
	Upload ,					

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

FILE UPLOAD PROGRESS			
	Data return upload in progress, please wait	2.14	
	Deleting existing data return	217	
0			
© Crown copyright Disclaimer Privacy			

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.
	06.)

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.

The status of your data return : Loa		-
Errors :	Queries : 1	OK Errors : 0
hat can I do with My Data Return?		
Upload Return from file	Press this button to Import a file into your data return	
Add Return on screen	Press this button to Add a new return using a web form	
Open Return	Press this button to Open your data return	
Submit Return	Press this button to Submit your completed data return	
Export to file	Press this button to Export your data return to a file	
Launch Reports	Press this button to Report on your data return	
Delete Return	Press this button to Delete your data return	
hat is happening to My Data Return	?	
Data Return Submissio	n Data Return Approval	Data Return Authorisation
Date Submitted	Date Approved	Date Authorised

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 : Loaded_and_Validated			
	Errors : 3		Queries : 6	OK Errors : 0
What can I do with	My Data Return?			
	Upload Return from file	Press this button to Import a file into	your data return	
	-	Press this button to Add a new return	using a web form	
	Open Return	Press this button to Open your data re	etum	
	Contract of the second s	Press this button to Submit your comp	leted 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 da	ita return	
	Delete Return	Press this button to Delete your data	return	
What is happening t	to My Data Return?			
	Data Return Submission		Data Return Approval	Data Return Authorisation
	Date Submitted		Date Approved	Date Authorised
I need some help				
For help while in the da	ta collection pages, please use the link at t	he top of the pages.		
For further help please	contact the help desk on 01325 392626 an	d select Option 1, or dsg.helpdesk@educat	ion.gsi.gov.uk	
0				

The header information for the return will be displayed.

		All Errors	All Notes			Add	View	Edit Del	iete St
chool Workforce Annual Collection	School Workforce Annual Collection - TDUSch	ool10							
Source	RETURN LEVEL ERRORS (Errors and queries associated	while their fault and some some in dividual final day h		Errors	Queries	OK	Re	turn Level No	ites
CBDS Levels	REFORM LEVEL ERRORS (EITOIS and queries associated	with this full return, not individual neids.)		0	2	0		2	
SchoolWorkforceModules							_		
School Workforce Member [7]	Data Item		Value			Errors	Errors Queries	ОК	Histo
-Given Name	HEADER INFORMATION					Ellois	Queries	UN	
-Former Family Name	Collection	School Workforce Census				0	0	0	
-Contract or Service	Year	2015				0	0	0	
Additional Payment	Reference Date	2015-11-05				0	0	0	
-Role	View Source Details								View
Absence									
-Curriculum									
Qualification									
Subjects									
School									
-Vacancy									
Occasionals									
-Agency TP Support Count									
LLA									

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

chool Workforce Annual Collection					- 1			_
Source	Source - TDUSchool1	0				Drill Up	Error	_
-CBDS Levels						-	Notes	
SchoolWorkforceModules	LA	Estab	Source Level	Software Code	Rule E	TOTS		
School Workforce Member [7]	SWF LA 1	4009	School	SWF Convertor	0			
-Given Name						Francis		
-Former Family Name		Data Item		Value	Errors	Errors Queries	ОК	Hist
Contract or Service	SOURCE				Citora	Goottos	ON	
-Additional Payment	Source Level		School		0	0	0	
Role	LA		SWF LA 1		0	0	0	
-Additional Payment	Estab		4009	0	0	0	1	
Absence	Software Code		SWF Convertor				0	-
Curriculum	Release		1		0	0	0	1
Qualification	Xversion				0	0	0	-
LSubjects	Serial No		1		0	0	0	
School	DateTime		2015-03-26 13:20:20		0	0	0	
Vacancy	View CBDS Levels							View
Occasionals	View School Workforce M							Mies
-Agency TP Support Count	View School Workforce M	embers						View
LA	View School Details View LA Details							View

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

Add	View	Edit	Delete	Statu
-----	------	------	--------	-------

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

Workforce Annual Collection	Source - TDUSchool1	0		
DS Levels hoolWorkforceModules	LA	Estab	Source Level	Software Code
hool Workforce Member [7]	SWF LA 1	4009	School	SWF Convertor
Given Name				
Former Family Name		Data Item		Value
Contract or Service	SOURCE			
-Additional Payment	Source Level		School	
Role	LA		SWF LA 1	
-Additional Payment	Estab		4009	
Absence	Software Code		SWF Convertor	
Curriculum	Release		1	
Qualification	Xversion			
Subjects	Serial No		1	
hool	DateTime		2015-03-26 13:20:20	
Vacancy	View CBDS Levels		2010/00/20 10:20:20	
Occasionals	View School Workforce M			
Agency TP Support Count	View School Workforce M	lembers		
	View School Details View LA Details			

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.

		All Erro	All Notes			Add	View Edit Delete Status
chool Workforce Annual Collection	School Workforce Annual Collection - TDUS	chool10					
Source 	RETURN LEVEL ERRORS (Errors and queries associate			Errors	Queries 2	0K 0	Return Level Notes
-SchoolWorkforceModules -School Workforce Member [7]	Data Item		Value			Errors	Errors History Queries OK
Former Family Name	HEADER INFORMATION Collection	School Workforce Census				0	
Contract or Service	Year	2015				0	
-Additional Payment	Reference Date	2015-2015-2015-2015-2015-2015-2015-2015-				0	
Role	View Source Details	2013-11-05					View All
Absence							
Curriculum							
Qualification							
Subjects							
School							
-Vacancy							
Occasionals							
-Agency TP Support Count							

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

Source - TDUSchool10					Drill Up	Error			
LA SWF LA 1	Estab 4009	Source Level School	Software Code SWF Convertor	Rule E	rrors				
SWF LA I	4003	School	SWF Convertor	0					
Data Item			Value	Errors			History		
SOURCE				Errors	Queries	ОК			
Source Level		School		0	0	0			
A		SWF LA 1		0	0	0	-		
İstab		4009		0	0	0			
Software Code		SWF Convertor		0	0	0			
telease		1		0	0	0	-		
version				0	0	0			
Serial No		1		0	0	0			
DateTime		2015-03-26 13:20:20		0	0	0			
View CBDS Levels							View Al		
/iew School Workforce Mod						-	View A		
View School Workforce Mer View School Details	nbers					- (View A		

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

chool Workforce Annual Collection							(Drill Up	Error	r
Source	School Workforce Member - TI	DUSchool10							AlNotes	<u> </u>
-CBDS Levels	-									1
SchoolWorkforceModules	Filter Teacher Number	Family Name	Gender	✓ Date of Birt	h	QT Status		✓ F	Reset	Go
-School Workforce Member [7]	Teacher Number	Name		Gender	Date of Birth		QT Status	Rule	Errors	
-Given Name	9999999	SURNAME 1,NAME		Not Known	2000-10-01		True	2		
-Former Family Name	9999998	SURNAME_2,NAME	2	Not Known	2000-10-01		True	2		
Contract or Service	9999997	SURNAME_3,NAME	_3	Not Known	2000-10-01		True	3		
-Additional Payment										
Role	Data Iter	n		Value			Errors	Errors Queries	ОК	Hi
-Additional Payment	WORKFORCE MEMBER						Errors	Queries	UN	
-Absence	Staff Details									
-Curriculum	Teacher Number	k	9999999				0	0	0	
	Family Name		SURNAME 1				0	0	0	
Qualification	Given Name	1	JORIDANIC_1						1 0	_
LSubjects	NAME 1									-
School	MIDNAME 1									
Vacancy	View Given Name(s)									Vi
-Occasionals	Former Family Name									_
-Agency TP Support Count	FORMER_1									
A	View Former Family Name(S)									Vi
	NI Number	þ	0X999999C				0	0	0	
	Gender		Not Known				0	0	0	
	Date of Birth		2000-10-01				1		0	<u> </u>
	Ethnic Code		WBRI - White - British				0	0	0	
	Disability						0		0	
			10				0	0	-	
	QT Status		Frue				0		0	_
	HLTA Status		True				1	0	0	
	QTS Route		Mutual Recognition from NI, Scotland	or the EEA			0	0	0	
	View Contract/Agreement Details									Vie
	View Absence Details View Curriculum Details									Vie

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.

hool Workforce Annual Collection								Drill Up	Error	38
Source	School Workforce Member - TD	USchool10			-			A	Notes	
-CBDS Levels	Filter Teacher Number	Family Name	Gender	V Dat of			_	✓ Re		-
SchoolWorkforceModules	ву:		Gender			QT Status				Go
-School Workforce Member [7]	Teacher Number 9999999	Name		Gender	Date of Birth	QT 3		Rule E	riors	
-Given Name	9999999 9999998	SURNAME_1,NAME SURNAME_2,NAME		Not Known Not Known	2000-10-01 2000-10-02	True		2		
-Former Family Name	9999997	SURNAME_3,NAME	3	Not Known	2000-10-02	True		5		
Contract or Service		and the second					246			
-Additional Payment	Data Item			Value		/		Errors		
Role				Value			Errors	Queries	OK	Hist
-Additional Payment	WORKFORCE MEMBER									
-Absence	Staff Details									
Curriculum	Teacher Number		9999999				0	0	0	-
-Qualification	Family Name		SURNAME_1				0	0	0	
LSubjects	Given Name	202								
	NAME_1		an a							
LSubjects	NAME_1 MIDNAME_1									Min
L-Subjects -School	NAME_1 MIDNAME_1 View Given Name(s)									Viev
L-Subjects School -Vacancy	NAME_1 MIDNAME_1									View
Lubjects -School -Vacancy -Occasionals	VANE_1 MIDHAME_1 View Given Name(s) Former Family Name									
Subjects School -Vacancy -Occasionals -Agency TP Support Count	MAKE_1 MDNAME_1 View Given Name(s) Former Family Name FORMER_1		00599999C				0	0	0	
Subjects School -Vacancy -Occasionals -Agency TP Support Count	NAME 1 MENAARE_1 View Given Name(s) Former Family Name FORMER_1 View Former Family Name(5)		0(999998C Not Known				0	0	0	
Subjects School -Vacancy -Occasionals -Agency TP Support Count	NAME_1 MCNAME_1 View Given Name(s) Formed Journity Harmed FORMER_1 View Former Family Name(5) N Number						0	0		
Subjects School -Vacancy -Occasionals -Agency TP Support Count	UANE 1 MINAME 1 View Given Name(s) Former Family Name FORMER 1 View Former Family Name(S) Will Namber Gender		Not Known 2000-10-01				0	0	0	
Subjects School -Vacancy -Occasionals -Agency TP Support Count	VLNE_1 NCVLKG_1 View Given Tame(b) Contects_1 View Former Family Name(5) View Former Family Name(5) Vie Runber Gender Date of Birth Ethnic Code		Not Known 2000-10-01 WBRI - White - British				0	0	0 0 0	
Subjects School -Vacancy -Occasionals -Agency TP Support Count	VUME_1 MCRUAKE_1 View Given Name() Forest amply home FORKER_1 View Former Family Name(5) Ni Namber Godor Date of Birth Ethnic Gode Databity		Not Known 2000-10-01 WBRI - White - British no				0		0 0 0	
Subjects School -Vacancy -Occasionals -Agency TP Support Count	UAME_1 UNVE_1 View Green Name() Const (aminy latence) Const (aminy latence) Const (aminy latence) View Former Family Name(S) N & Number Cander Obte of Binh Date of Binh Elinic Code Disability Cit Status		Not Known 2000-10-01 WBRI - White - British no True					0	0 0 0 0 0 0 0	
Subjects School -Vacancy -Occasionals -Agency TP Support Count	VANE_1 MCRAAE_1 View Given Name() Former Eamly Name() View Former Eamly Name(5) View Former Eamly Name(5) View Former Eamly Name(5) Date of Birth Ethics Code Data of Birth Ethics Code Disability QT Status		Not Known 2000-10-01 WBRI - White - Bintish no True True					0	0 0 0 0 0	
Subjects School -Vacancy -Occasionals -Agency TP Support Count	UAME_1 UNVE_1 View Green Name() Const (aminy latence) Const (aminy latence) Const (aminy latence) View Former Family Name(S) N & Number Cander Obte of Binh Date of Binh Elinic Code Disability Cit Status		Not Known 2000-10-01 WBRI - White - British no True	v the EEA			0 0 1 0 0 0 0 1 0 0	0	0 0 0 0 0 0 0	View

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

chool Workforce Annual Collection Source	School Workforce Member - TE	USchool 10						Drill Up	Error	
-CBDS Levels	School Workforce Member - Te	050100110						. 48	Notes	
-Cebs Levels -SchoolWorkforceModules	Filter Teacher Number	Family Name	Gender	VDate	of Birth	OT Status		✓ Res	et	Go
School Workforce Member [7]	By: Teacher Number									
-Given Name		SURNAME 1.NAME	1	Not Known	Date of Birth 2000-10-01	True	1005	2		
-Former Family Name	9999998	SURNAME_2,NAME	2	Not Known	2000-10-02	True		2		
Contract or Service	9999997	SURNAME_3,NAME	3	Not Known	2000-10-03	True		3		_
-Additional Payment										
Role	Data Item			Value			Errors	Errors Queries	ок	History
-Additional Payment	WORKFORCE MEMBER						Errors	Queries	UN	
Absence	Staff Details									
Curriculum	Teacher Number		9999999				0	0	0	
Oualification	Family Name		SURNAME_1				0	0	0	-
Subjects	Given Name									-
School	NAME_1									
-Vacancy	MIDNAME_1									
-Occasionals	View Given Name(s)									View A
Agency TP Support Count	Former Family Name FORMER 1									
-LA	View Former Family Name(S)									View A
-04	NI Number		009999990				0		0	XISW.P
	Gender		Not Known				0		-	-
	Date of B		2000-10-01					<u> </u>	0	
			WBRI - White - British						0	
	Ethec Code						0	0	0	-
	sability		no				0	0	0	
	GT Status		True				0	1	0	
	HLTA: Edus		True				1	0	0	-
			Midual Deconsition from M. Scotland -	the EEA			0	0	0	
	QTS Route Mutual Recognition from NI, Scotland or the EEA									
	View Contract/Agreement Catalla View Absence Details		nation recognized and the occurrent	a bit such					-	View A

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

School Workforce Annual Collection										Drill Up	Err	8
Source	School Workforce Member - TDUS	chool10									AS Notes	_
-CBDS Levels												-
SchoolWorkforceModules	Filter Teacher Number	Family Name	Gene	der 🛛	✓ Date of Birth		QT Status			× 1	leset	Go
School Workforce Member [7]	Teacher Number	Name		Gender		Date of Birth		QT Status		Rule	Errors	
-Given Name	9999999	SURROUME 1,NAM	1	Not Known		2000-10-01		True		2		
-Former Family Name	9999998	SURNAME_2,NAM	2	Not Known		2000-10-02		True		2		
Contract or Service	9999997	SURNAME_3,NAM		Not Known		2000-10-03		True		3		
-Additional Payment										Errors		
Role	Data Item				Value				Errors	Queries	ОК	Hist
-Additional Payment	WORKFORCE MEMBER								LIIVIA	Guerres	UN	
Absence	Staff Details											
Curriculum	Teacher Number		9999999						0	0	0	
Qualification	Family Name		SURNAME_1						0	0	0	
LSubjects	Given Name										1	
School	NAME_1											
Vacancy	MIDNAME_1											_
Occasionals	View Given Name(s)											Viev
Agency TP Support Count	Former Family Name FORMER 1											
-LA	View Former Family Name(5)											Viev
-UA	Ni Number		xx999999C					_		A	0	XIEX
			N33333396						0	-	0	
	Contra		Max Manual								0	
	Gender		Not Known					_				
	Date of Birth		2000-10-01					-	1	1	0	_
	Date of Birth Ethnic Code		2000-10-01 WBRI - White - British					-	0	0	0	
	Date of Birth Ethnic Code Disability		2000-10-01 WBRI - White - British no					-	0	0	0	
	Date of Birth Ethnic Code Disability QT Status		2000-10-01 WBRI - White - British						0	1 0 0	0 0 0 0 0 0	
	Date of Birth Ethnic Code Disability		2000-10-01 WBRI - White - British no						0	1 0 0 1	0 0 0 0 0 0 0 0 0	
	Date of Birth Ethnic Code Disability QT Status		2000-10-01 WBRI - White - British no True	Scotland or the EEA					0	1 0 0 1 0 0	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	
	Date of Birth Ethnic Code Disability QT Status HLTA Status		2000-10-01 WBRI - White - British no True True	Scotland or the EEA					0	1 0 0 1 0 0	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	View

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.

chool Workforce Annual Collection									Drill Up	Error	10
Source	School Workforce Member - TD	USchool10							H	Notes	
-CBDS Levels	Cillana -	-					_				
SchoolWorkforceModules	Filter By: Teacher Number	Family Name	Gerder	✓ Date of Bi	rth	QT Status			✓ Ret	et	Go
-School Workforce Member [7]	Teacher Number	Name		Gender	Date of Birth		QT Status		Rule E	riors	
-Given Name	9999999	SURNAME_1,NAME_1		Not Known	2000-10-01		True		2		
-Former Family Name	9999998	SURNAME_2,NAME_2		Not Known	2000-10-02		True		2		
-Contract or Service	9999997	SURNAME_3,NAME_3		Not Known	2000-10-03		True	_	3		
-Additional Payment									Errors		
Role	Data Item			Value				rrors	Queries	ОК	His
-Additional Payment	WORKFORCE MEMBER							1010	querres	UII	
Absence	Staff Details										
Curriculum	Teacher Number	999999	j					0	0	0	
Qualification	Family Name	SURNA	ME_1					0	0	0	
LSubjects	Given Name		- 1995								-
School	NAME_1										
Vacancy	MIDNAME_1										
-Occasionals	View Given Name(s)							_			Vies
	Former Family Name										
Agency TP Support Count	FORMER_1										Man
	FORMER_1 View Former Family Name(5)	hypeper	67					0	0	0	View
	FORMER_1 View Former Family Name(S) NI Number	0039993						0	0	0	Viev
	FORMER_1 View Former Family Name(5) NI Number Gender	Not Kno	wn					0	0	0	Vies
	FORMER_1 View Former Family Name(S) Nil Number Gender Date of Birth	Not Kno 2000-10	wn -01					0	0	0 0	View
	FORMER, 1 View Former Family Name(S) N Number Gander Date of Birth Ethnic Code	Not Kno 2000-10 WBRI -	wn					0	0 0 1 0	0 0 0	Vies
	FORMER, 1 View Former Family Name(S) NI Number Gender Date of Birth Ethnic Code Disability	Not Kno 2000-10 WBRI - no	wn -01					0 0 1 0 0	0 0 1 0 0	0 0 0 0	Vies
	FORMER, 1 View Former Family Name(S) N Number Gander Date of Birth Ethnic Code	Not Kno 2000-10 WBRI - no True	wn -01					0	0 0 1 0 0	0 0 0 0 0	Vies
	FORMER, 1 View Former Family Name(S) NI Number Gender Date of Birth Ethnic Code Disability	Not Kno 2000-10 WBRI - no	wn -01					0 0 1 0 0 0 0	0 0 1 0 0 1	0 0 0 0 0 0	Viet
	FORMER, 1 View Former Family Name(5) Ni Number Gender Date flich Ethnic Code Disability GT Status	Not Kino 2000-10 WBRI noi True True	wn -01	• EEA				0 0 1 0 0 0 0 1 0	0	0 0 0 0 0 0 0	Vier
'-Agincy TP Support Count −A	FORUER 1 Vew Former Family Name(5) 18 Number Godor Date of Both Ethnic Code Diability OT Stativit HLTA Stativit	Not Kino 2000-10 WBRI noi True True	wn +01 White - British	• EEA				0 0 1 0 0 0 0 1 0	0 0 1 0 0 1 0 0	0 0 0 0 0 0 0	Viso

Editing within the Data Return

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

chool Workforce Annual Collection Source	School Workforce Member - TD	USchool10							Drill Up	Error	
-CBDS Levels										41 Notes	
SchoolWorkforceModules	Filter Teacher Number	Family Name		Gender	✓ Date of Birth		QT Status		Y R	eset	Go
School Workforce Member [7]	By: Teacher Number			Gender	- pare or birth	Date of Birth	91.5		Rule		
-Given Name	9999999	SURNAME 1,NAM	6.4	Not Know	(D)	2000-10-01	True		Rule	Errom	
Former Family Name	9999998	SURNAME_2,NAM		Not Know		2000-10-02	True		2		
	9999997	SURNAME 3.NAM	E 3	Not Know		2000-10-03	True		3		
Contract or Service							5885s				
-Additional Payment	Data Item				Value				Errors		Hit
Role		·			value			Errors	Queries	OK	- ne
-Additional Payment	WORKFORCE MEMBER										
Absence	Staff Details										
Curriculum	Teacher Number		9999999					0	0	0	
Qualification	Family Name		SURNAME_1					0	0	0	
LSubjects	Given Name										
School	NAME_1										
	MIDNAME_1										_
Vacancy	View Given Name(s)										Vie
Occasionals	Former Family Name										
-Agency TP Support Count	FORMER_1										_
LA	View Former Family Name(S)										Vie
	NI Number		x8999999C					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						_		
	MI CHANNA		1104								

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.

School Workforce Annual Collection	School Workforce Member - TDUS	chool10							
Source	Filter Teacher Number	Family Name	Gender	VDate	of Birth	QT Status		✓ Res	iet
-CBDS Levels	By: Teacher Number	Name		Gender	Date of Birth	QT State		Rule E	
-SchoolWorkforceModules	9999999	SURNAME 1,NAM	E 1	Not Known	2000-10-01	True		2	mora
School Workforce Member [7]	9999998	SURNAME 2.NAM	IE 2	Not Known	2000-10-02	True		2	
-Given Name	9999997	SURNAME_3.NAM	Æ_3	Not Known	2000-10-03	True		3	
-Former Family Name									
Contract or Service	Data Item			Value			Errors	Errors Queries	0
-Additional Payment	WORKFORCE MEMBER			742.0000000			Errors	Queries	0
Role	Staff Details								
-Additional Payment	Teacher Number		9999999				0	0	0
Absence	Family Name		SURNAME 1				0	0	0
Curriculum	Given Name		lease me						
-Qualification	NAME 1								
LSubjects	MDNAME_1								
School	View Given Name(s)								
Vacancy	Former Family Name								
-Occasionals	FORMER_1								
Agency TP Support Count	View Former Family Name(5)								
			XX9999999C				0	0	0
	NI Number		- Contraction of the Contraction					0	0
	Gender		Not Known			~	0	0	
						- V	0	1	0
	Gender			rse e Course			0	0	
	Gender Date of Birth Ethnic Code		Annual College Exit - Graduate Cour Annual College Exit - Post Graduate Corrseas Trained Teacher Program	rse e Course me		Ţ	0	1	0
	Gender Date of Birth Ethnic Code Disability		Annual College Exit - Graduate Cour Annual College Exit - Post Graduate Perseas Trained Teacher Program Overseas Trained Teacher, not yet o	rse e Course ne Programme		Ţ	0	1	0
	Gender Date of Birth Ethnic Code Disability QT Status	(Annual College Exit - Graduate Cou Annum college Exit - Post Graduate Corseas Trained Teacher Program Overseas Trained Teacher, not yet o Registered Teacher Programme Graduate Teacher Programme	in Programme		Ň	0	1 0 0	0
	Gender Date of Birth Ethnic Code Disability Q' Status HLTA Status	(Annual College Exit - Graduate Cou Annum college Exit - Post Graduate Corseas Trained Teacher Program Overseas Trained Teacher, not yet o Registered Teacher Programme Graduate Teacher Programme	in Programme) ,	0	1 0 0 1 0	0 0 0 0 0
	Gender Date of Bath Ethnic Code Disability QT Status H,TA Status QT Status	(Annual College Exit - Graduate Cou Annua College Exit - Post Graduate Overseas Trained Teacher Program Overseas Trained Teacher Programme Graduate Teacher Programme Teacher First Programme Teacher First Programme Mutual Recorders from NL Scotland	in Programme			0 0 0 0 0 1 0 0 0 0 0 0 0 0 0 0 0 0 0 0	1 0 0	0
- A super cost	Gender Date of Brith Ethic Code Dashilty QT Status HTA Status QTS Roate View ContactAgreement Details	(Annual College Exit - Graduate Cou Annual College Exit - Post Graduate Definesa Traned Teacher Program Overseas Traned Teacher Programme Graduate Teacher Programme Teach Frist Programme Teach Frist Programme Mutue Tecopretion from Stall Scottie Flexible Routes	in Programme			0	1 0 0 1 0	0 0 0 0 0
	Gender Date of Bath Ethnic Code Disability QT Status H,TA Status QT Status	(Annual Colony Coli - Graduate Cou Annual Colony Exit - Post Graduate Coresaa Trained Teacher Program Overseas Trained Teacher Programme Graduate Teacher Programme Teach Frast Programme Meteu Programme Meteu Programme Meteu Programme Piexble Recognition from 10. Scotter Piexble Recognition from 10. Scotter	in Programme			0	1 0 0 1 0	0 0 0 0 0 0 0 0

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

chool Workforce Annual Collection Source	School Workforce Member - TE	USchool10							Drill Up	Error	
-CBDS Levels -SchoolWorkforceModules	Filter Teacher Number	Family Name	Gender		✓ Date of Birth	-	QT Status		✓ Re		Go
-School Workforce Member [7]	BY:		Gender								00
Given Name	Teacher Number 9999999	SURNAME 1,NAME		Gender Not Known		Date of Birth 2000-10-01	QT_St True	atus	Rule E	TOIS	
	9999998	SURNAME_1,NAME		Not Known		2000-10-01	True		2		
-Former Family Name	9999997	SURNAME 3 NAME	5	Not Known		2000-10-03	True		6		
Contract or Service			5						2014		
-Additional Payment	Data Item				Value				Errors		Histo
Role					value			Errors	Queries	OK	Phisto
-Additional Payment	WORKFORCE MEMBER										
Absence	Staff Details										-
Curriculum	Teacher Number		9999999					0	0	0	_
Qualification	Family Name		SURNAME_1					0	0	0	
LSubjects	Given Name										
School	NAME_1 MIDNAME_1										
-Vacancy	View Given Name(s)										View
Occasionals	Former Family Name										XIOW
Agency TP Support Count	FORMER 1										-
-LA	View Former Family Name(S)										View
	NI Number		XX3999999C					0	0	0	-
	Gender		Not Known					0	0	0	-
	Date of Birth		2000-10-01							0	
	Ethnic Code										
			WBRI - White - British					0	0	0	_
	Disability		no					0	0	0	_
	QT Status		Tous					0		0	
	HLTA Status		True	10 C C C C C C C C C C C C C C C C C C C				1	0	0	-
	QTS Route		Annual College Exit - Graduate Co	urse				0	0	0	8
	View Contract/Agreement Details										View

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



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 :	Amended_by_source		
Errors :	2	Queries : 2	OK Errors : 0

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, e.g. 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

School Workforce Annual Collection - TE RETURN LEVEL ERRORS (Errors and queries asso		C	Errors Queries	<u>ОК</u> 0	Re	turn Level No 2.	tes
Data Item		Value		Errors	Errors Queries	OK	History
HEADER INFORMATION					auction		
Collection	School Workforce Census			0	0	0	
Year	2015			0	0	0	
Reference Date /iew Source Details	2015-11-05			0	0	0	View 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. E.g. 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 - TD	USchool10							Drill Up	Error	
Filter By: Teacher Number	Family Name		Gender	✓ Date of Birth		QT Status		✓ Re	eset	G
Teacher Number	Name			Gender	Date of Birth		T Status	Rule	Errors	
9999999	SURNAME_1,NAM	E_1		Not Known	2000-10-01		frue	2		
9999998	SURNAME_2,NAM	E_2		Not Known	2000-10-02		lrue Irue	2		
9999997	SURNAME_3,NAM	E_3		Not Known	2000-10-03		rue	3		
								Errors		
Data Item				Value			Errors	Queries	OK	- +
WORKFORCE MEMBER										_
Staff Details										
Teacher Number		9999999					0	0	0	
Family Name		SURNAME_1					0	0	0	
Given Name										
NAME_1										
MIDNAME_1										
View Given Name(s)										y
Former Family Name										
FORMER_1										
View Former Family Name(S)		XX9999999C					0	0	0	Y
							v			
Gender		Not Known					0	0	0	_
Date of Birth		2000-10-01					1	1	0	_
Ethnic Code		WBRI - White - B	ntish				0	0	0	
Disability		no					0	0	0	
QT Status		True					0	1	0	
HLTA Status		True					1	0	0	
QTS Route		Annual College E	xit - Graduate Course	1			0	0	0	>
View Contract/Agreement Details		,							1	V
View Absence Details										V
View Curriculum Details										V
View Qualification Details										V

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

Absence - TDUSchool10					Drill	Jp Erro Al Notes	1
Name SURNAME_1,NAME_1	NI Number XX999999C	Eirst Day 2015-01-12	Last Day 2015-01-10	Absence Category Sickness	Rs 2	ile Errors	,
Data Item			Value		Errors Querie		
ABSENCE					Liters docte		
First Day	2015-01-12				0	0	
Last Day	2015-01-10				2	0	
Working Days Lost					0	0	
Absence Category	Sickness				1 0	0	

An error report will be displayed

TDUSchoo	Error report on 25/08/2015 at 09:15		
Data Field	LastDayOfAbsence		
Priority	Errors		Count 2
Rule No.	Error Message		Notes
4940	Last Day of absence cannot be before First Day of absence	Details	×
4990	Where Last Day of a sickness absence is provided then the number of Working Days Lost must be greater than zero.	Details	×
Page 1 of 1			1
Priority	Queries		Count 0
Rule No.	Error Message		Notes
Page 1 of 1			1
Priority	ОК		Count 0
Rule No.	Error Message Priority		Notes
Page 1 of 1			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.

TDUSchoo	110	Error report on 25/08/2015 at 09:15	
Data Field	LastDayOfAbsence		
Priority	Errors		Coun
Rule No.	Error Message		Not
4940	Last Day of absence cannot be before First Day of absence		Details
4990	Where Last Day of a sickness absence is provided then the number of Working Da	ys Lost must be greater than zero.	Detaile
Page 1 of 1			
Priority	Queries		Coun
Priority Rule No.	Queries Error Message		Coun
Rule No.			
Rule No. Page 1 of 1			
	Error Message	Priority	No

The information will be displayed as hyperlinks on the right

TDUSchoo	10 En	ror report on 25/08/2015 at 09:27				
Data Field	LastDayOfAbsence					
Priority	Errors			Count		
					Field	Value
4940	Last Day of absence cannot be before First Day of absence		Details	X	First Day Last Day	Jan 12 2015 12 00AM Jan 10 2015 12 00AM
4990	Where Last Day of a sickness absence is provided then the number of Working Days L	ost must be greater than zero.	Details	X	Last Day	part 10 2015 12 0040
Page 1 of 1						
Priority	Queries			Count		
Rule No.	Error Message			Note		
Page 1 of 1						
Priority	OK			Count		
Rule No.	Error Message	Priority		Notes		
Page 1 of 1				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

ol Workforce Annual Collection	School Workforce Annual Collection - TDUS	chool10						-
urce BDS Levels choolWorkforceModules	RETURN LEVEL ERRORS (Errors and queries associate	d with this full return, not individual fields.)	Errors	Queries	ОК 0	Ret	turn Level No 2	des .
chool Workforce Member [7]	Data Item	Value			Errors	Errors Queries	ок	History
-Former Family Name	HEADER INFORMATION							
-Contract or Service	Collection	School Workforce Census			0	0	0	
-Additional Payment	Year	2015			0	0	0	
Additional Payment	Reference Date View Source Details	2015-11-05			U	0	0	View A
-Curriculum -Qualification								
Qualification Subjects								

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	0	Error report on 25/08/2015 at 09:39 Count 10					Return Details
Rule No.	Return Level	Error Message	Priority			Field	Value
4235Q		Person is not expected to have QT status and be under 21 years of age on ReferenceDate05/11/2015	Queries	Details	X	PersonBirthDate QTStatus	Oct. 1 2000 12 00AM
4245		Person cannot be shown as having HLTA status and be under 18 on ReferenceDate05/11/2015	Errors	Details	X	ur ocatus	
4160Q		Member of workforce with missing NI Number	Queries	Details	X		
6540Q	Y	At least one staff record in this school's return should show a role of Head Teacher or Executive Head Teacher	Queries		X		
4235Q		Person is not expected to have QT status and be under 21 years of age on ReferenceDate05/11/2015	Queries	Details	X		
4245		Person cannot be shown as having HLTA status and be under 18 on ReferenceDate05/11/2015	Errors	Details	X		
4235Q		Person is not expected to have QT status and be under 21 years of age on ReferenceDate05/11/2015	Queries	Details	X		
4245		Person cannot be shown as having HLTA status and be under 18 on ReferenceDate05/11/2015	Errors	Details	X		
4940		Last Day of absence cannot be before First Day of absence	Errors	Details	×		
4990		Where Last Day of a sickness absence is provided then the number of Working Days Lost must be greater than ze	ro Errors	Details	X		
Page 1 of 1			0000000000		1		
0							

Return Level notes

If a notepad entry is not returned the local authority 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.

ool Workforce Annual Collection	School Workforce Annual Collection - TDUS				_		
surce CBDS Levels	RETURN LEVEL ERRORS (Errors and queries associat		Errors Querles	ОК 0	Re	turn Level Not	
SchoolWorkforceModules School Workforce Member [7]					Errors		
Given Name	Data Item	Value		Errors	Queries	ОК	Histor
-Former Family Name	HEADER INFORMATION	School Workforce Census				0	
-Contract or Service	Collection			0	0	0	
-Additional Payment	Year	2015		0	0	0	
Role	Reference Date View Source Details	2015-11-05		0	0	0	View
-Additional Payment	View Source Decails						XHWA
-Absence [2]							
Curriculum							
Qualification							
Subjects							
School							
-Vacancy							
Augusta alla							
-Occasionals -Agency TP Support Count							

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

Note Page					
Notes - SchoolWorkf					Back
User	Role	Organisation	Native ID	Date and Time	Add New Note Repowe Note
Note Detail				Ĵ	

Click create.

Note Page	
Create New Note	
Type you notes in this box	^
0	Create Gancel
© Crown copyright Disclaimer Privacy	\smile

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

Isername			Native ID	Date and
serridille	Source	Department for Education	001	Date here
ote Detail				
ote Detail /pe you notes in this b				
pe you notes in this b	xox		~	

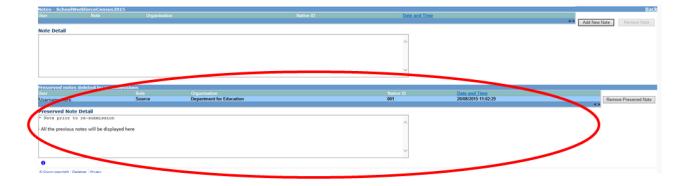
Return to the previous screen by clicking on 'back'.

Note Page						\frown
Notes - SchoolWorkforceC User crutherford	Census 2015 Role Source	Organisation Department for Education	Native ID 001	Date and Time 25/08/2015 11:36:43	Add New Note	Remove Note
Note Detail						
Type you notes in this b	box		^			

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.

		All Errors	All Notes			Add	View	Edit De	ete Stat
chool Workforce Annual Collection									
	School Workforce Annual Collection - TDUS	chool10		Errors	Queries	OK		etra Level No	
Source	RETURN LEVEL ERRORS (Errors and queries associate	ed with this full return, not individual fields.)		Errors	Queries	UN			aces .
-CBDS Levels				0	_	0	- /		
-SchoolWorkforceModules							Errors		
-School Workforce Member [7]	Data Item		Value			Errors	Queries	OK	Histo
-Given Name	HEADER INFORMATION							1	1
-Former Family Name	Collection	School Workforce Census				0	0	0	1
Contract or Service	Year	2015				0	0	0	-
-Additional Payment	Reference Date	2015-11-05				0	0	0	
-Role	View Source Details								View
Absence [2]									
Curriculum									
Qualification									
Subjects									
School									
Vacancy									
-Occasionals									
Agency TP Support Count									
-Agency IP Support Count									

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 local authority 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 local authority can approve and the Department can 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'.

MY DATA RETURN			
The status of your data return : Load	ded_and_Validated		
	Errors : 3	Queries : 6	OK Errors : 0
What can I do with My Data Return?			
Upload Return from file	Press this button to	Import a file into your data return	
Add Return on screen	Press this button to	Add a new return using a web form	
Open Return. Press this button to Open your data return			
Submit Return	Press this button to	Submit your completed data return	
Export to me	Press this button to	Export your data return to a file	
Launch Reports	Press this button to	Report on your data return	
Delete Return	Press this button to	Delete your data return	
What is happening to My Data Return?	E. C.		
Data Retu	rn Submission	Data Return Approval	Data Return Authorisation
Date Submitt	ed	Date Approved	Date Authorised
I need some help			
For help while in the data collection pages, p	lease use the link at the top of the pages.		
For further help please contact the help desi	k on 01325 392626 and select Option 1, or dsg.	helpdesk@education.gsi.gov.uk	
0			

You will be asked to confirm this function,



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.

hat can I do with My Data Retur			Queries : 6	OK Errors : 0
Upload Return fr	Press	his button to Import a file into your		
Add Return on s	Press	his button to Add a new return using		
Open Retur Submit Retu		his button to Open your data return		
Expert to fil	Fress	his button to Submit your completed		
Launch Repo	Fless	his button to Export your data return		
Delete Retu	Fiess	his button to Report on your data re		
Delete Ketu	Press	his button to Delete your data return	n	
hat is happening to My Data Ret	urn?			
		• • • • • • • • • • • • • • • • • • •	Data Return Approval	Data Return Authorisation
Data	Return Submission			
)	Date Approved	Date Authorised
	bmitted 10/09/2015	>	Date Approved	Date Authorised
)	Date Approved	Date Authorised
Date Su	bmitted 10/09/2015	,	Date Approved	Date Authorised
Date Su		he pages.	Date Approved	Date Authorised

The local authority will then approve and the Department will analyse 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.

MY DATA RETURN		
The status of your data return : No_Data		
Errors : 0	Queries : 0	OK Errors : 0
What can I do with My Data Return?		
Upload Return from file	Press this button to Import a file 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	
	Press this button to Export your data return to a file	
Launch Reports	Press this button to Report on your data return	
DERIC RETURN-	Press this button to Delete your data return	
What is happening to My Data Return?		
Data Return Submission	Data Return Approval	Data Return Authorisation
Date Submitted	Date Approved	Date Authorised
I need some help		
or help while in the data collection pages, please use the link at the tr	p of the pages.	
or further help please contact the help desk on 01325 392626 and sel	ct Option 1, or dsg.helpdesk@education.gsi.gov.uk	
0		

A drop down menu will be displayed and a report can be selected from that drop down list. The following reports are available to schools.

REPORT SELECTOR	
Reports	Report Description
Missing Contracts	To show Staff Members with missing Contracts/Service Agreements. Please Note: Data from previous day
Missing Payment Details for Contracts	
Notes Report Return Credibility Check	Laundh Report
School Error	
Teacher Data Consistency Teachers with Multiple Contracts	
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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.

REPORT SELECTOR		
Re	ports	Report Description
Missing Contracts		To show Staff Members with missing Contracts/Service Agreements. Please Note: Data from previous day
		Launch Report
0		
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From here, you will need to then select Launch reports again

Report Parameter Sele	on	
	Launch Report	
0		

You can export the data in various formats.

Missing Contracts Report							
14 4 1 of 1 ▷ ▷1 4 100%	~	Find	d Next	• 😳 🖨			
Miss	ing Con	tracts/Serv	vice Ag	XML file with report data CSV (comma delimited)			
Local A	uthority	:	(_	Acrobat (PDF) file MHTML (web archive) Excel	t Pat	e: 25/0	8/2015
School	Estab No	Source	Seri Nun	TIFF file Word	T	Date of Birth	NI Number
Produced by COLLECT		Report Date 2	25/08/2015 14:	9.10		Page	1 of 1
© Crown copyright Disclaimer Privacy							

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.

MY DATA RETURN			
The status of your data return : Submitted			
Errors :	3	Queries : 6	OK Errors : 0
What can I do with My Data Return?			
Upload Return from file	Press this button to Import a file into you	data return	
Add Return on screen	Press this button to Add a new return usin	ig a web form	
Open Return	Press this button to Open your data return	1	
Submit Return	Press this button to Submit your complete	d data return	
Export to file	Press this button to Export your data retu	m to a file	
Country	Press this button to Report on your data r	eturn	
Delete Return	Press this button to Delete your data retu	m	
What is happening to My Data Return?			
Data Return Submissio	m	Data Return Approval	Data Return Authorisation
Date Submitted 10/09/2015		Date Approved	Date Authorised
I need some help			
For help while in the data collection pages, please use the	ink at the top of the pages.		
For further help please contact the help desk on 01325 392	626 and select Option 1, or dsg.helpdesk@education.	gsi.gov.uk	
0			
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The following screen will be displayed. Select the format for the export, CSV or XML then select the 'Export' button.

A REAL PROPERTY AND A REAL PROPERTY A REAL PROPERTY A REAL PROPERTY AND A REAL PROPERT		
Export the current data	for the selected Source	
Please select the format that yo	ou wish to export this data:	
Export as XML 💿		
Export as CSV 🔘		
Please Select the Status that yo Either:	ou wish to export this data:	
All		
Or one or more of the following	g	
Loaded and validated		
Amended by source		
Submitted		
Amended by agent		
Approved Amended by collector		

Exporting (Processed 0 of 1)			
EXPORT PROGRESS			
		Export in progress, please wait	
		Checking status for TDUSchool10 (0014009)	
Folder	Organisation Name		Native Id
θ			

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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

WinZip - Current-Blade-Export.zip File Actions View Jobs Options Help		
New Open Favorites Add	Extract Mail Encrypt View	w CheckOut Wizard View Style
Address \		- 🖸 🔊 🔂 🗤 🗀
Folders ×	A Name	Тур
 [Current-Blade-Export.zip] Details EstabNo=0014009 	Details EstabNo=0014009	Fole
	< [III	
Selected 0 files, 0 bytes	Total 2 files, 6KB	

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

WinZip - Current-Blade-Export.zip File Actions View Jobs Options H	elo			
🗐 🚯 🔯 🖡	K Kract Mail Encrypt View CheckOut Wizard	View Style		
Address \				- 🗗 🔊 💽 🖽 - 🗀
Folders	× 🔒 Name	Type Modified	Size Ratio Packed	ł
Q [Current-Blade-Export.zip]	Details	Folder 25/08/2015 14:40		
鷆 Details	Blade-Export_25-08-2015_absence.csv	Microsoft Ex 25/08/2015 14:40	299 32% 204	
	Blade-Export_25-08-2015_additionalpayment.csv	Microsoft Ex 25/08/2015 14:40	151 34% 99	
	Blade-Export_25-08-2015_agencytpsupport.csv	Microsoft Ex 25/08/2015 14:40	226 25% 169	
	Blade-Export_25-08-2015_cbdslevels.csv	Microsoft Ex 25/08/2015 14:40	192 25% 144	
	Blade-Export_25-08-2015_contractorservice.csv	Microsoft Ex 25/08/2015 14:40	1,141 56% 502	
	Blade-Export_25-08-2015_curriculum.csv	Microsoft Ex 25/08/2015 14:40	122 25% 92	
	Blade-Export_25-08-2015_formerfamilyname.csv	Microsoft Ex 25/08/2015 14:40	435 37% 274	
	Blade-Export_25-08-2015_givenname.csv	Microsoft Ex 25/08/2015 14:40	744 52% 357	
	Blade-Export_25-08-2015_la.csv	Microsoft Ex 25/08/2015 14:40	94 29% 67	
	Blade-Export_25-08-2015_occasionals.csv	Microsoft Ex 25/08/2015 14:40	230 34% 152	
	Blade-Export_25-08-2015_qualification.csv	Microsoft Ex 25/08/2015 14:40	129 29% 92	
	Blade-Export_25-08-2015_role.csv	Microsoft Ex 25/08/2015 14:40	559 40% 333	
	Blade-Export_25-08-2015_roleadditionalpayment.csv	Microsoft Ex 25/08/2015 14:40	146 37% 92	
	Blade-Export_25-08-2015_school.csv	Microsoft Ex 25/08/2015 14:40	212 25% 160	
	Blade-Export_25-08-2015_schoolworkforceannual.csv	Microsoft Ex 25/08/2015 14:40	225 25% 169	
	Blade-Export_25-08-2015_schoolworkforcemember.csv	Microsoft Ex 25/08/2015 14:40	765 52% 367	
	Blade-Export_25-08-2015_schoolworkforcemodules.csv	Microsoft Ex 25/08/2015 14:40	186 40% 112	
	Blade-Export_25-08-2015_source.csv	Microsoft Ex 25/08/2015 14:40	310 26% 230	
	Blade-Export_25-08-2015_subjects.csv	Microsoft Ex 25/08/2015 14:40	100 28% 72	
	ጫ Blade-Export_25-08-2015_vacancy.csv	Microsoft Ex 25/08/2015 14:40	261 25% 196	
Selected 0 files, 0 bytes	Total 21 files,	7КВ		

Useful hints

 VERY IMPORTANT - Re-submissions – if a data return for a local authority 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). This overwrite will include any notes that have not been entered in the return level notes. If you try to upload a file that is already in the system then you will be given the following message

UPLOAD FILE SELECTION	
This both uploads and validates your data and may take several minutes. Please allow sufficient time to complete.	
Delete Existing Return Confir	mation
Data Return already exists do you wish to o source to it?	overwrite/add another
Please note that replacing a Data Return will than return-level notes. If you wish to pres- validation error level notes you must enter th before re-submitting this Data	erve any data-item or em as return-level notes
Yes , No ,	

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 resubmission. 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.

- 2. 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.
- 3. 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 local authorities 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 local authority 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 <u>service request</u> 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 <u>service</u> <u>request</u> to the SA service desk.



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email	psi@nationalarchives.gsi.gov.uk
write to	Information Policy Team, The National Archives, Kew, London, TW9 4DU

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enquiries <u>https://www.education.gov.uk/form/data-collection-request-form</u> download <u>www.gov.uk/government/publications</u>

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