



Department
for Education

General hospital schools census 2016

COLLECT guide

January 2016

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COLLECT and Secure Access

Access to COLLECT is through the department's Secure Access system (SA)

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](#)

You have now logged out of COLLECT. If you wish to access another application, click on its link. If you wish to exit Secure Access please click 'Sign out'.

Your applications

- COLLECT**
Collections On-Line for Learning, Education, Children, and Teachers.
- EduBase**
The Department for Education's register of educational establishments in England and Wales.
- KtS**
Key to Success.
- S2S**
The School to School system.

Full Secure Access information is published on the [Secure Access website](#).

Once successfully registered click on COLLECT (collection on line for learning, education, children and teachers) to access as below

Secure access

Home

Signed in as [user] from [location] [Your account](#) [Sign out](#)

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](#)

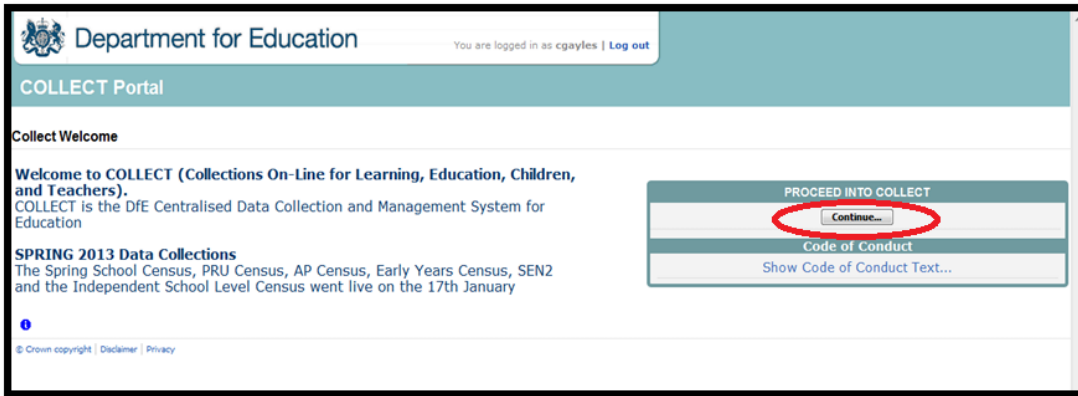
Your applications

- COLLECT**
Collections On-Line for Learning, Education, Children, and Teachers.

If you cannot see an application (system) that you believe you should have access to, or do not have the correct permissions within the application you are accessing, please contact your organisation's Approver.

Note, Local Authority users should continue to use their EAS login for Key to Success.

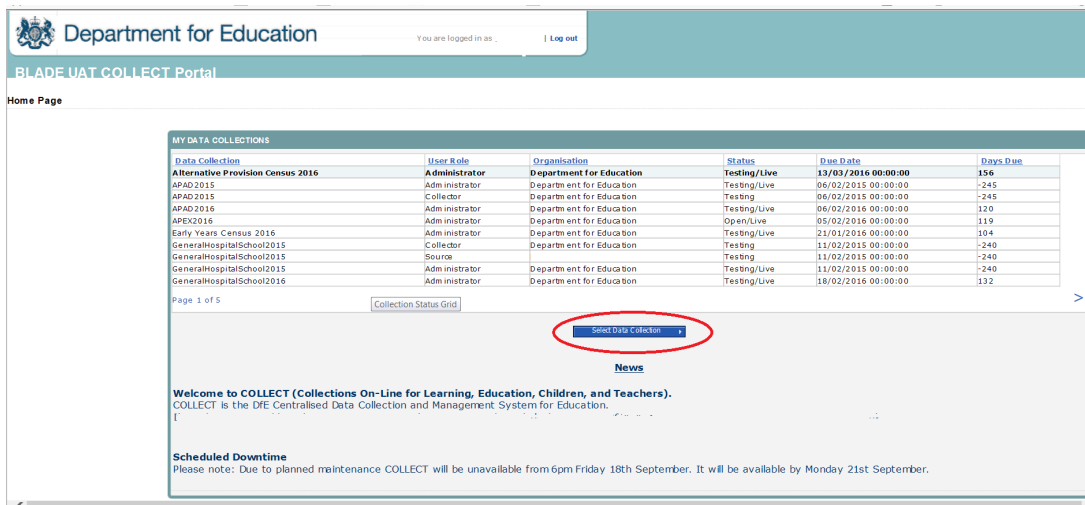
Click on 'continue'



Please note some screen shots refer to previous years however the process is the same.

Some screenshots are taken from our test environment. They should not be any different to the screens you use.

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.



Source screen page

The source page provides a summary of the latest position with respect to the data collection.

Source Page GeneralHospitalSchool2015

MY DATA RETURN

The status of your data return :

Errors : Queries : OK Errors :

What can I do with My Data Return?

<input type="button" value="Upload Return from file..."/>	Press this button to Import a file into your data return
<input type="button" value="Add Return on screen..."/>	Press this button to Add a new return using a web form
<input type="button" value="Open Return..."/>	Press this button to Open your data return
<input type="button" value="Submit Return..."/>	Press this button to Submit your completed data return
<input type="button" value="Export to file..."/>	Press this button to Export your data return to a file
<input type="button" value="Launch Reports..."/>	Press this button to Report on your data return
<input type="button" value="Delete Return..."/>	Press this button to Delete your data return

What is happening to My Data Return?

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

I need some help

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

My data return

This area shows the status of the return, the number of errors, queries and ok errors.

Status will be one of the following:

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

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

Submitted – the return has been submitted.

Amended by source - the return has been amended by the local authority.

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

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

Add return on screen – allows the source to type the return on screen – this return should be added on screen.

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

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

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

Launch reports – there is one report available for this data collection.

Delete return – this option is only available when data has been entered and is used to delete the local authority data from the system.

Adding a return

To add a return, the user must click the 'Add Return on screen' 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...
- Add Return on screen...** (circled in red)
- Open Return...
- Submit Return...
- Export to file...
- Launch Reports...
- Delete Return...

What is happening to My Data Return?

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

Click 'save' to allow you to continue.

BLADE UAT COLLECT Portal
General Hospital School Root
Add new record ? **Save** (circled in red) Cancel

General Hospital School Root - Department for Education

Data Item	Value	Errors		OK Errors	Return Level Notes
		E	Q		
Collection	General Hospital Collection	0	0	0	
Year	2016	0	0	0	
LA		0	0	0	
Datetime	2015-10-09	0	0	0	
Estab	001	0	0	0	
CensusDate	2016-01-21	0	0	0	

General Hospital School Aggregates [View General Hospital School Aggregate Data](#)

The local authority, establishment number and name will be automatically pre-populated.

Select 'view aggregate data'.

BLADE UAT COLLECT Portal
General Hospital School Root
All Errors All Notes Add View Edit Delete Status

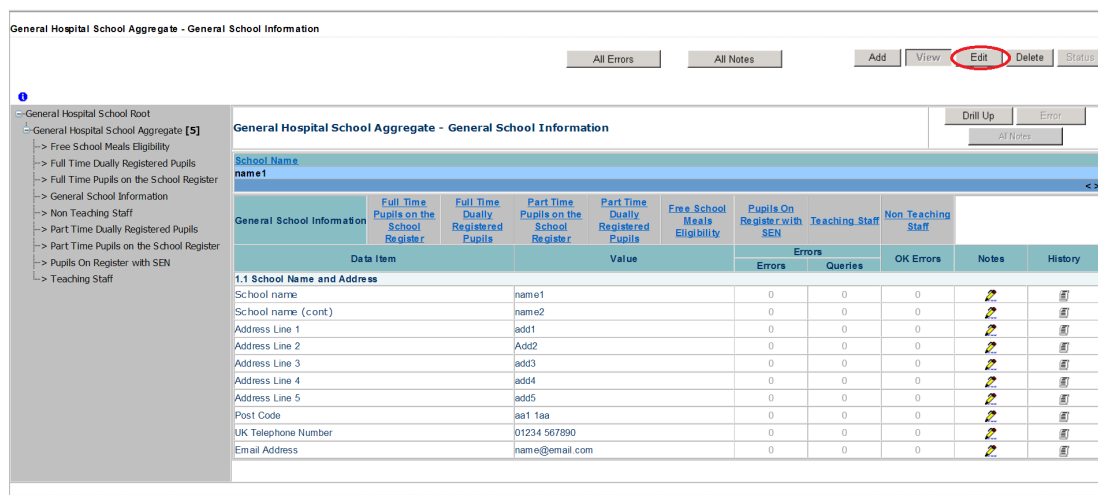
General Hospital School

Data Item	Value	Errors		OK Errors	Return Level Notes
		E	Q		
Collection	General Hospital Collection	0	0	0	
Year	2016	0	0	0	
LA		0	0	0	
Datetime	2015-10-09	0	0	0	
Estab	7073	0	0	0	
CensusDate	2016-01-21	0	0	0	

General Hospital School Aggregates [View General Hospital School Aggregate Data](#) (circled in red)

Access each of the sections adjacent to the general school information by clicking on the title. This will direct you to the relevant section. To input data in these sections, you will

need to click on the grey edit button. To save the data click on view. Please note do not click the add button as this will add another record.



Viewing errors and queries on screen

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

A user can also access the error report by clicking in the error field next to each data value.

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

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

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

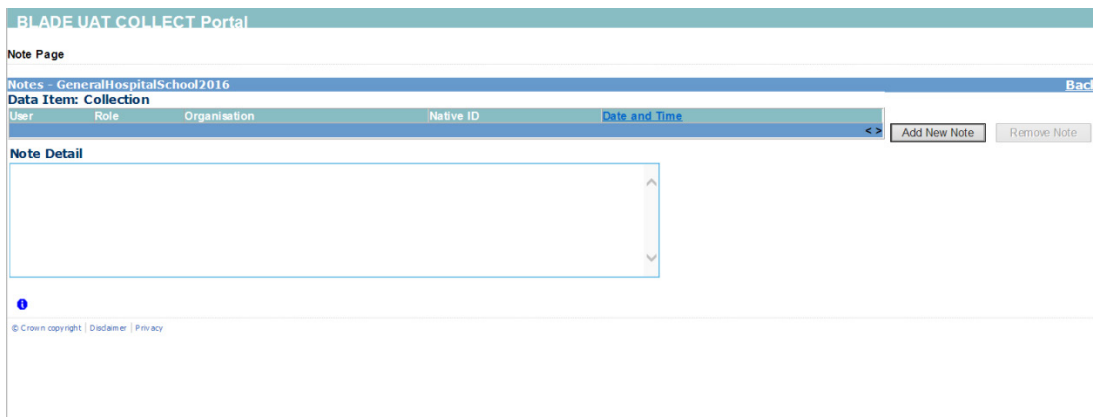
Once the user has clicked this 'Value', they will be taken to the section where that error is occurring and allow an amendment to be made.

Adding return level notes

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

You will then be presented with the 'Note Page' screen.

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



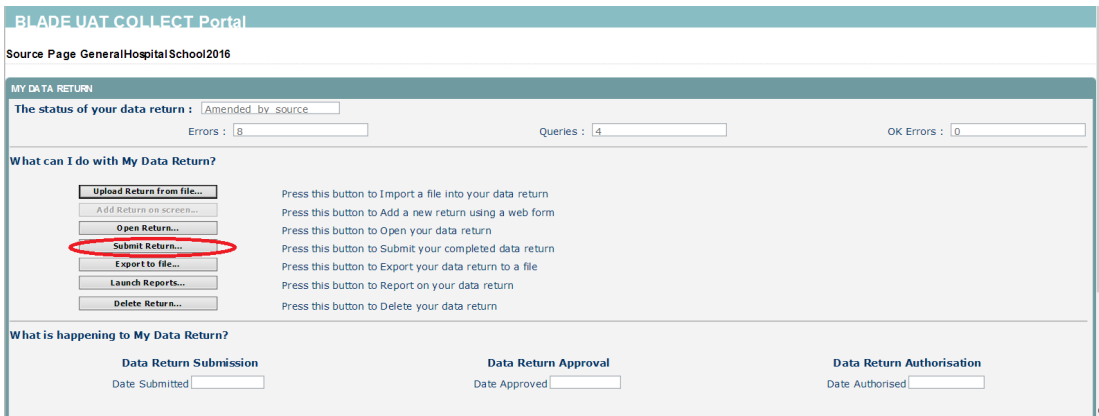
Once a note has been added, click on 'Create'. This will then save that note against the return. The pencil icon will then change to a notepad icon, which indicates a note has been added.

Please note all errors must be resolved. Return level notes added against outstanding queries will be reviewed by the department on submission of the return by the local authority.

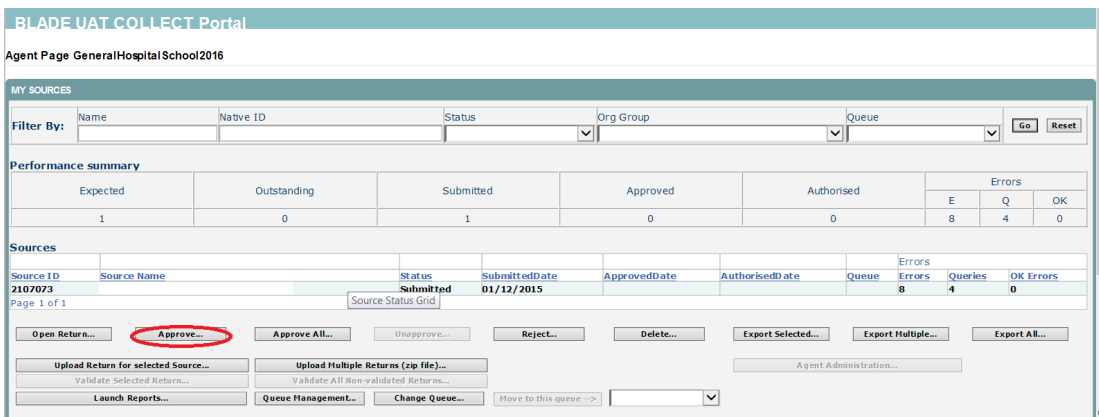
Submitting a return

You will be unable to submit your return in COLLECT if it contains validation errors. These must be corrected before the 'submit' button becomes available. This function is called 'clean data submit'. Once you are happy for the return to be submitted for DfE access, return to the 'Source Page' by clicking on 'Back to my COLLECT page' located at the top of the form.

Then select 'Submit Return'.

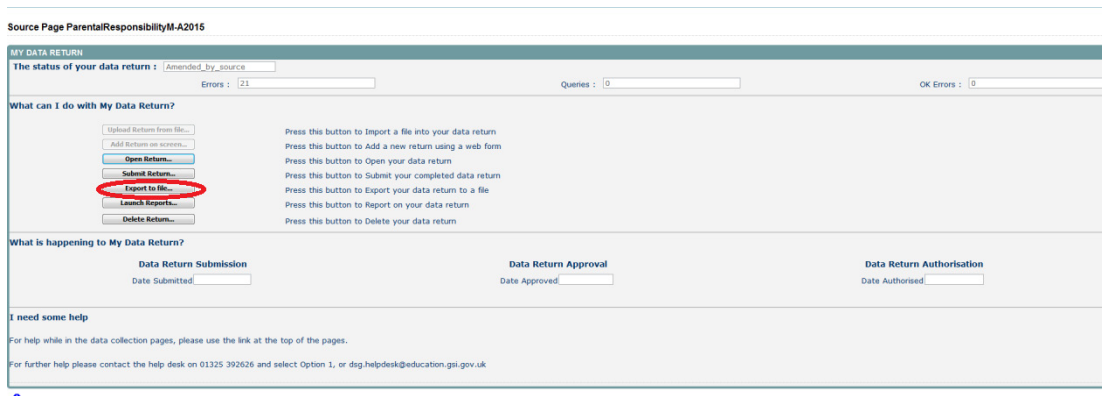


Local authorities submitting a return on a hospital school's behalf will need to click on the 'approve' button.

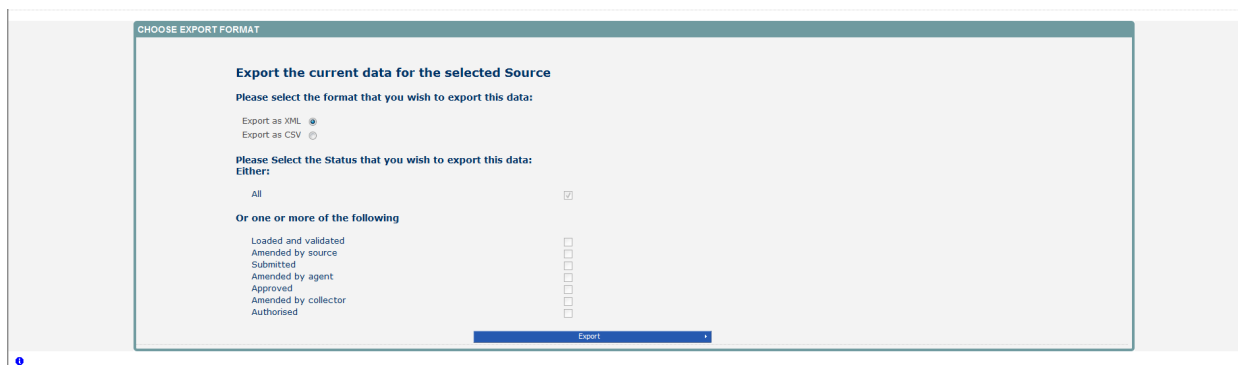


Exporting a return

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



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



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

Screen functionality

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

Do not use the browser buttons. When in the data collection, unpredictable behaviour may be experienced if you use the back and forward buttons on your web browser's toolbar.

Navigate through a return

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

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

Mode buttons

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

Dark grey text on sunken button with light border = active mode.

Black text on button and highlighted border = available mode.

Light grey text on button with light border = unavailable mode.

Left hand menu

The left hand menu can also be used to migrate to different screens however this is read only.

Help

COLLECT issues and data collection queries

If you are experiencing problems with COLLECT or have a data collection query, please submit a data collection [service request form](#) to the Education Data Division helpdesk



Department
for Education

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