



Department
for Education

School preference (child level) data collections 2016

COLLECT user guide

February 2016

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Introduction

The COLLECT (collection on line for learning, education, children and teachers) portal is used by local authorities and the department 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 the department when queries arise and being a website there are no installation issues.

This document is designed to guide local authority users through the various aspects of COLLECT as related to the school preference (secondary and primary) returns from initial submission, data validation and final approval by the department.

Note on terminology - as 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 the 'Collector' is the final destination of the information. School preference has local authorities as the 'Source' and the department as the 'Collector'.

Workflow

Within the COLLECT portal, data returns progress through a workflow of 'loaded' and 'submitted' by the local authorities and they are then authorised by the department. At each point in the workflow the local authority is able to view or export the return.

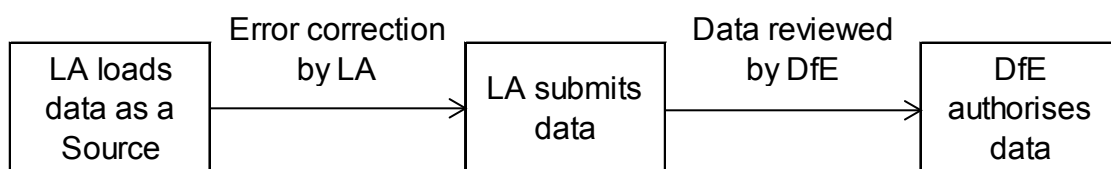


Figure 1: Workflow

Data will only be used for analysis once it has been authorised.

Please note some screen shots may refer to previous years however the process is the same for the 2016 collection.

COLLECT and Secure Access

Access to COLLECT is now through the department's Secure Access system.

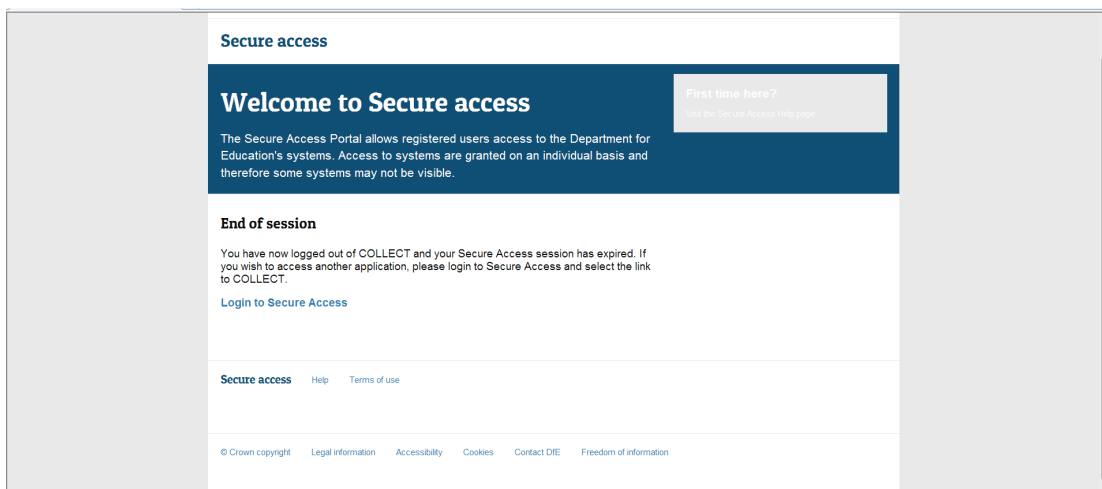


Figure 2: Screenshot of Secure Access

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

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

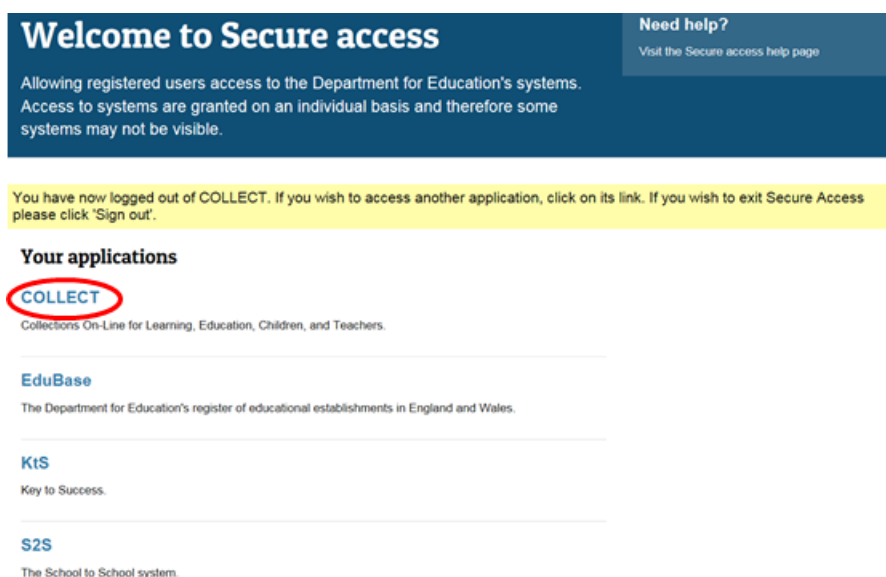


Figure 3: Screenshot of Secure Access highlighting COLLECT

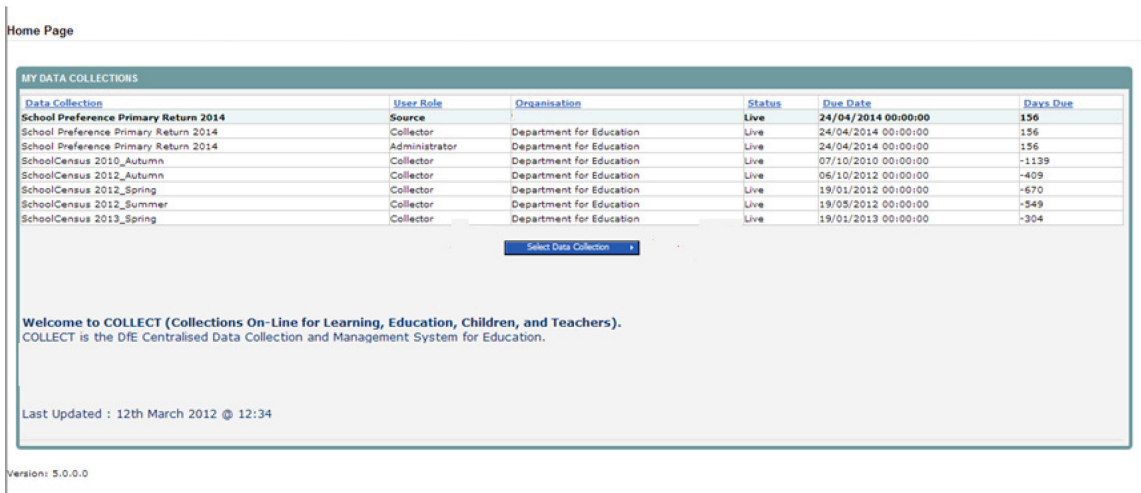


Figure 4: Screenshot of COLLECT homepage

To continue, the source user (local authority) will click on the required data collection so that it is highlighted in blue and then click on the 'Select Data Collection' button.

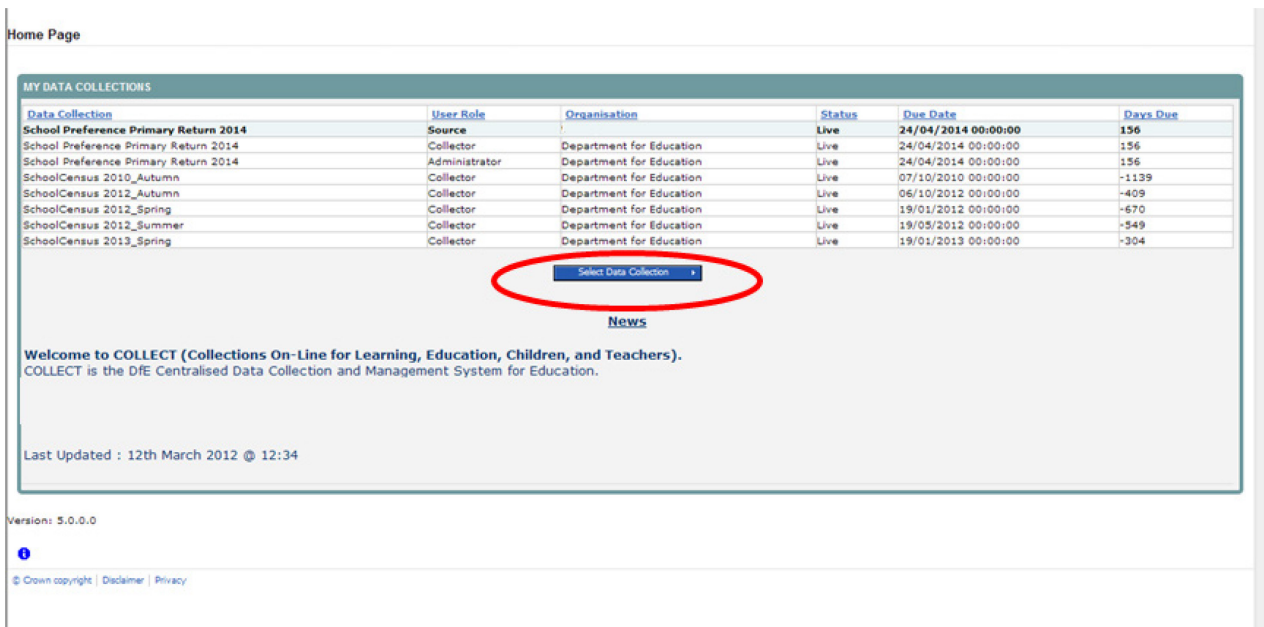


Figure 5: Screenshot of COLLECT data collections

Local authority (source) page screen

The next screen ('Source' page) provides a summary of the latest position for the selected data collection. The user will see information on the current status of their return and is presented with a number of options.

Source Page School Preference Primary Return 2014

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
Export to file...	Press this button to Export your data return to a file
Launch Reports...	Press this button to Report on your data return
Delete Return...	Press this button to Delete your data return

What is happening to My Data 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.

Figure 6: Screenshot of return status

My data return

This area shows the status of the return, the number of errors, queries and OK errors. . Ok errors can be Okayed by the department when a suitable explanation is provided by the local authority.

Status will be one of the following:

'No_Data'	data hasn't been loaded.
'Waiting_for_Validation'	data loaded and waiting to be validated.
'Validation_in_progress'	data loaded and validation in progress.
'Loaded'	data loaded and validated but not submitted.
'Amended_by_Source'	data has been manually edited by the source (local authority).
'Awaiting_Submission'	data queued, waiting for submission.
'Submission_in_progress'	submitted snapshot is being created.
'Submitted'	data loaded and submitted.
'Amended_by_Collector'	data has been manually edited by the department after submission.
'Authorised'	data loaded, submitted by local authority and authorised by the department
'Rejected'	data load rejected – due to invalid format and/or contents.

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

Upload return

Clicking on this button launches a page to allow the local authority user (source) to browse for their XML file and load.

Add return on screen

Allows the source to input the return on screen – this is generally not recommended but may be a possibility if the number of data lines to be returned is very small.

Open return

This option is greyed out until data is loaded and is used to access the loaded data for editing or viewing.

Submit return

This option is greyed out until data is loaded and validated and is used to submit the data to the department – this should only be done when the data is complete and clean. Control then passes to the department.

Export to file

This option is greyed out until data is loaded and is used to export the loaded data.

Launch reports

This option launches the local authority reports options.

Delete return

This option is greyed out until data is loaded and is used to delete the local authority data from the system.

Upload a return

Please click upload return from file

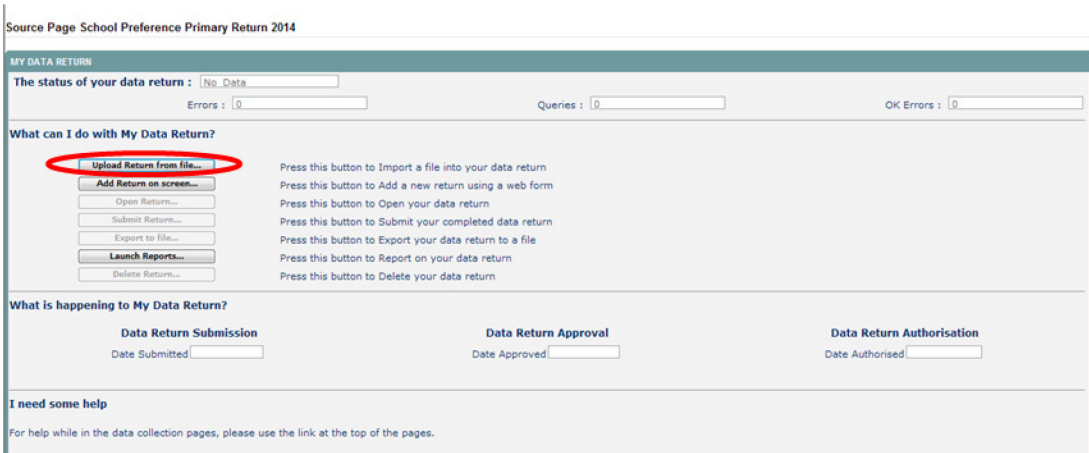


Figure 7: Screenshot of upload return

The source can enter the file path or name of the return or alternatively click on the 'Browse...' button to navigate to the required file. Then select 'Upload' to load the data. If you have previously loaded data it will be deleted and replaced by the latest version. Any changes that you have made to the previous data within COLLECT, including notes and history, will be lost. Return level notes however, will be retained.

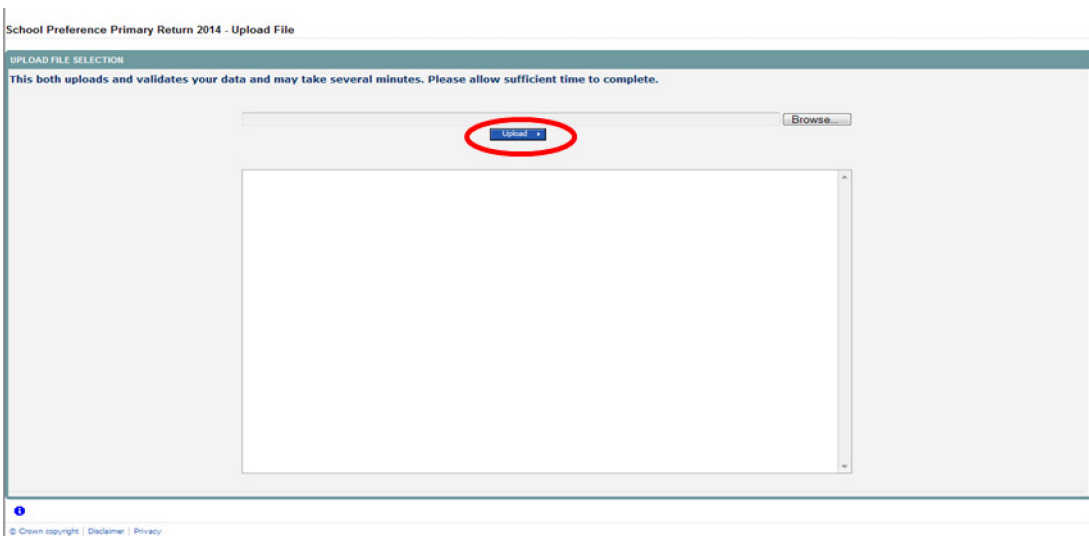


Figure 8: Screenshot of upload button

If data is already loaded you will be asked if you want to overwrite it. Answering 'no' will stop the data load, answering 'yes' will delete the existing data and load the new data.

If the XML file is in the wrong format or contains the wrong type of data, eg a letter in a date field, the file will be rejected with an explanatory message.

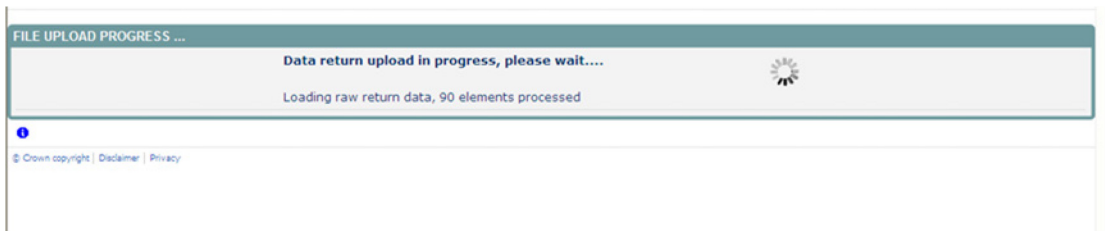


Figure 9: Screenshot of upload in progress

Whilst the data is being loaded the above message will be displayed.

Once the file has been successfully loaded the following message will appear.

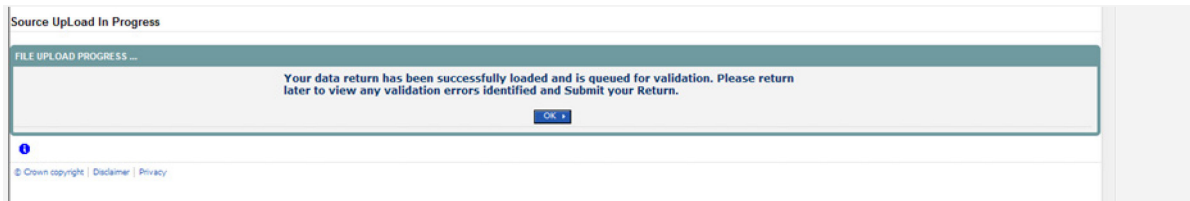


Figure 10: Screenshot of return loaded message

The return has now been placed in a queue to be validated. When COLLECT is busy this process may take some time and users may come back later to view any validation errors present within the return.

When you click on 'OK' you will be returned to the source page and the status will be 'Waiting_for_validation'. When the return reaches the front of the queue, the status on the source page will change to 'Validation_in_progress' and then 'Loaded' when it is finished.

You can view the data whilst waiting for the validation to start or when validation is completed. You cannot edit data until after it has been validated.

Viewing a return

Once you have loaded the return you will need to check the data is correct and also ensure notes have been entered against any queries or errors that cannot be corrected.

To view your return, click on 'Open Return'.

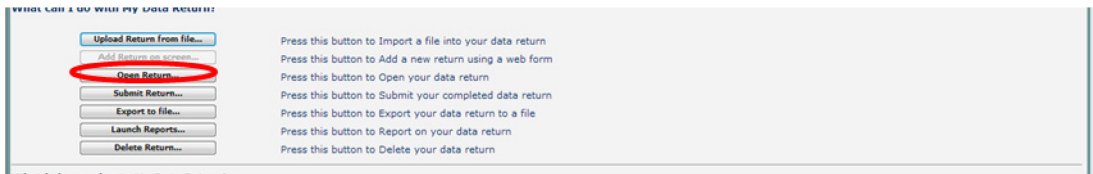


Figure 11: Screenshot of open return

Your return will now be displayed. To navigate through return please use 'View All' button.

A screenshot of a data return table titled "School Preference Secondary Return 2016Root - Test Organisation 1". The table has columns for "Data Item", "Value", "Errors" (subdivided into "E" and "Q"), "OK Errors", "Notes", and "History". The "Errors" column for "LA" is highlighted in red with the value "1". The "Notes" column for "LA" is highlighted in red with the value "2". The "View All" button in the "Notes" column is circled in red. The table also includes a "Return Level Errors" section with columns for "E", "Q", and "OK Errors".

Return Level Errors		Errors		OK Errors	Return Level Notes
E	Q	E	Q		
0	2	0	0	0	

Data Item	Value	Errors		OK Errors	Notes	History
		E	Q			
School Preference Secondary Return		0	0	0		
Collection	PREFSEC	0	0	0		
Year	2016	0	0	0		
Reference Date	2016-03-01	0	0	0		
Source Level	L	0	0	0		
LA		1	0	0		
Supplier ID	Supplier Name	0	0	0		
Release	1	0	0	0		
Serial No	1	0	0	0		
DateTime	2015-10-08 15:00:00	0	0	0		
Levels					View All	
LA Admissions Places					View All	
Admissions Child					View All	

Figure 12: Screenshot of return showing view all buttons

Handling errors and queries

You will need to try and correct any errors on your return and enter notes against queries.

To view errors and queries on the return please select the 'All Errors' button and a screen will be displayed containing a list of all the errors on that return. Please see below.

Return Level Errors		Errors		OK Errors	Return Level Notes
E	Q	E	Q		
0	2	0	0	0	

Data Item	Value	Errors		OK Errors	Notes	History
		E	Q			
Collection	PREFSEC	0	0	0		
Year	2016	0	0	0		
Reference Date	2016-03-01	0	0	0		
Source Level	L	0	0	0		
LA		1	0	0		
Supplier ID	Supplier Name	0	0	0		
Release	1	0	0	0		
Serial No	1	0	0	0		
Date/Time	2015-10-08 15:00:00	0	0	0		
Levels						View All
LA Admissions Places						View All
Admissions Child						View All

Figure 13: Screenshot of all errors

Clicking on the 'Details' button will display the data item that is in error.

Rule No.	Return Level	Error Message	Priority	OK'd	Notes
053		Reference Date must be 16 April 2014	Errors	Details	
		Invalid Code Value	Errors	Details	

Page 1 of 1

Figure 14: Screenshot of errors and queries

Adding notes

You can add your own notes to a query or error that cannot be resolved before submitting the data to the department. Notes can be added to a return from within the 'All Errors' screen.

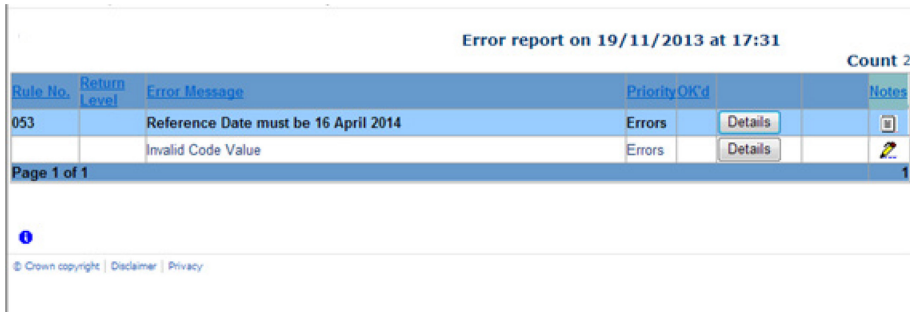


Figure 15 is a screenshot of an error report. At the top, it says "Error report on 19/11/2013 at 17:31" and "Count 2". Below this is a table with the following columns: "Rule No.", "Return Level", "Error Message", "Priority OK'd", and "Notes". The first row of data has "053" in the "Rule No." column, "Invalid Code Value" in the "Error Message" column, and "Errors" in the "Priority OK'd" column. In the "Notes" column, there is a pencil icon. Below the table, it says "Page 1 of 1". At the bottom left, there is a small blue circle with an 'i' and the text "© Crown copyright | Disclaimer | Privacy".

Rule No.	Return Level	Error Message	Priority OK'd	Notes
053		Reference Date must be 16 April 2014	Errors	
		Invalid Code Value	Errors	

Figure 15: Screenshot of note section

As you can see from the above there is a pencil icon at the end of each row. To add a note relating to each query please click on the pencil icon. You will then be presented with the screen below.

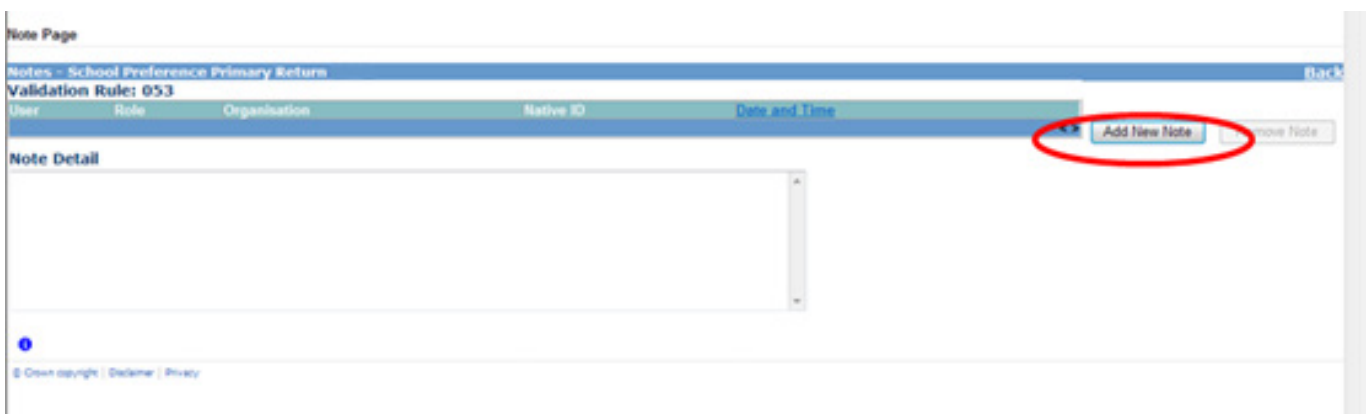


Figure 16 is a screenshot of the "Add New Note" screen. At the top, it says "Note Page" and "Notes - School Preference Primary Return". Below this is a "Validation Rule: 053" and a table with columns: "User", "Role", "Organisation", "Native ID", and "Date and Time". To the right of the table, there is a red circle around the "Add New Note" button. Below the table, there is a "Note Detail" section with a large text area. At the bottom left, there is a small blue circle with an 'i' and the text "© Crown copyright | Disclaimer | Privacy".

Figure 16: Screenshot of add new note

You need to click on 'Add New Note' to type in the notes box. To go back to the previous screen please select the back button.

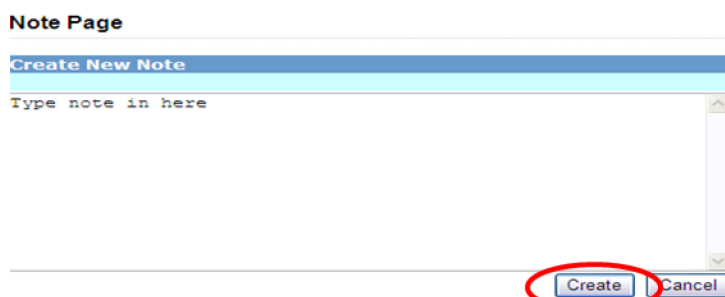


Figure 17 is a screenshot of the "Create New Note" form. At the top, it says "Note Page" and "Create New Note". Below this is a text area with the placeholder text "Type note in here". At the bottom of the text area, there are two buttons: "Create" and "Cancel". The "Create" button is circled in red.

Figure 17: Screenshot of create new note

Once you've typed in your explanation please click on 'Create'. This saves that note against the return.

The pencil icon will change to a notepad once a note has been successfully associated with a query. See below:

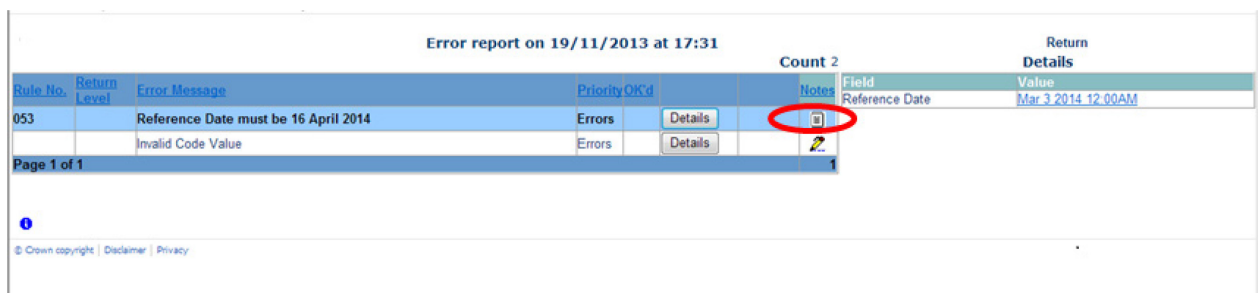


Figure 18: Screenshot of notepad

Click on the notepad to view notes.

Even though you have entered an explanatory note against the errors and queries they will not disappear from COLLECT until they have been reviewed by the department.

To get back to the previous screen please select the 'return' button. Click on the 'Open Return' button.

This will bring up all the same screen as described in the viewing return section.

Editing a return

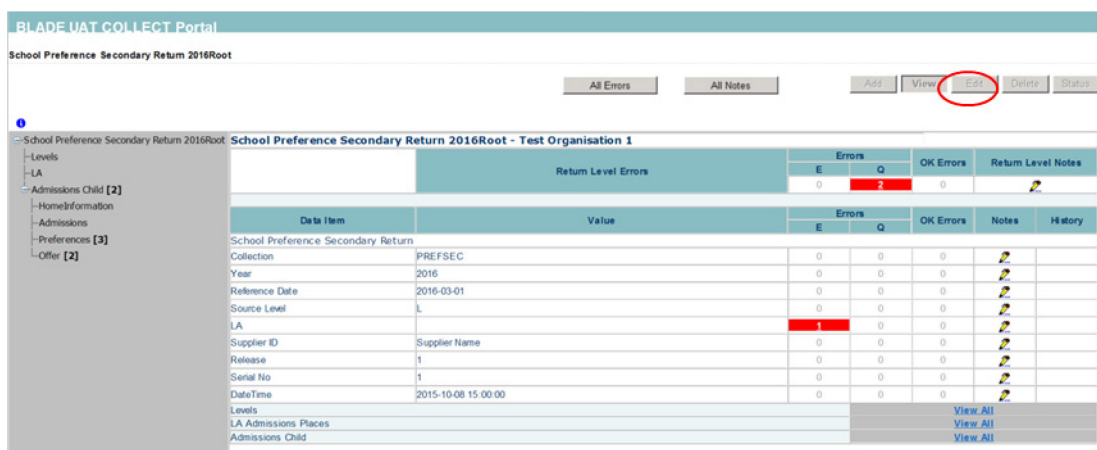


Figure 19: Screenshot of editing a return

Once a return has been uploaded, a local authority may edit the data if necessary. The recommended approach would be to create a new output file and upload into COLLECT. This will ensure that the data held at the local authority is consistent with the data being provided in the data collection return to the department, however there may be circumstances when it is necessary for data to be edited in COLLECT rather than uploading a new file .

Click on the error to navigate to the screen that you would like to edit. When you first enter the screen it will be in 'view mode'. To go into 'edit mode' select the 'Edit' button at the top of the screen. All the fields can be updated by typing directly into the value cell.

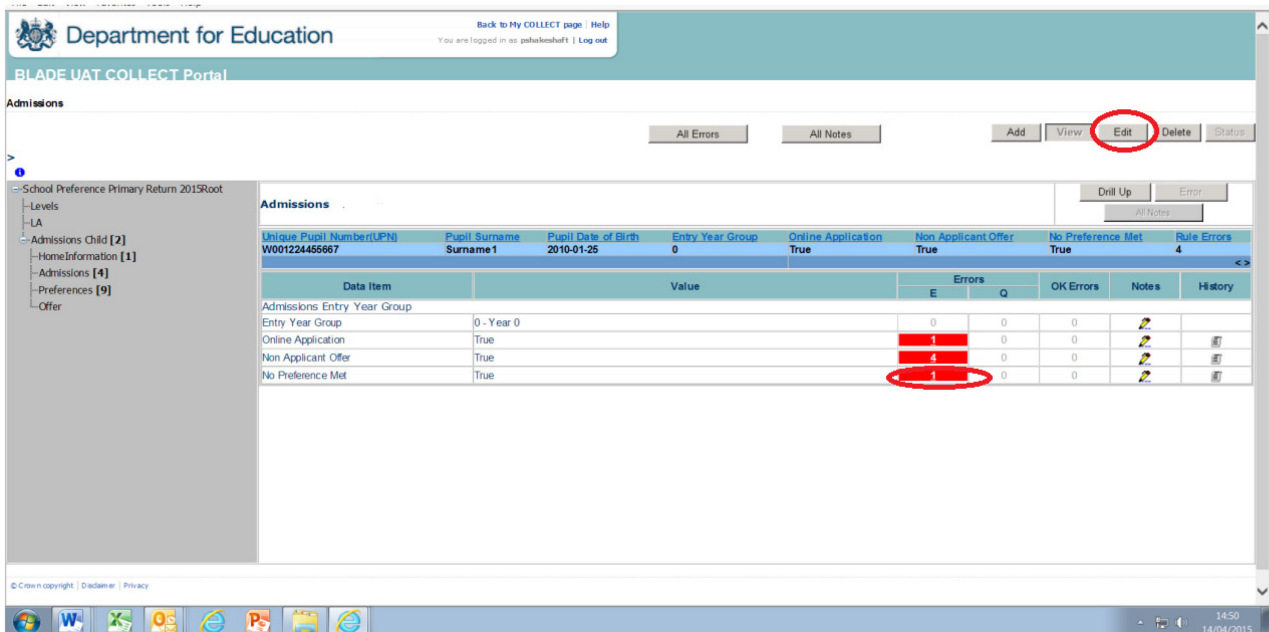


Figure 20: Screenshot of edit screen

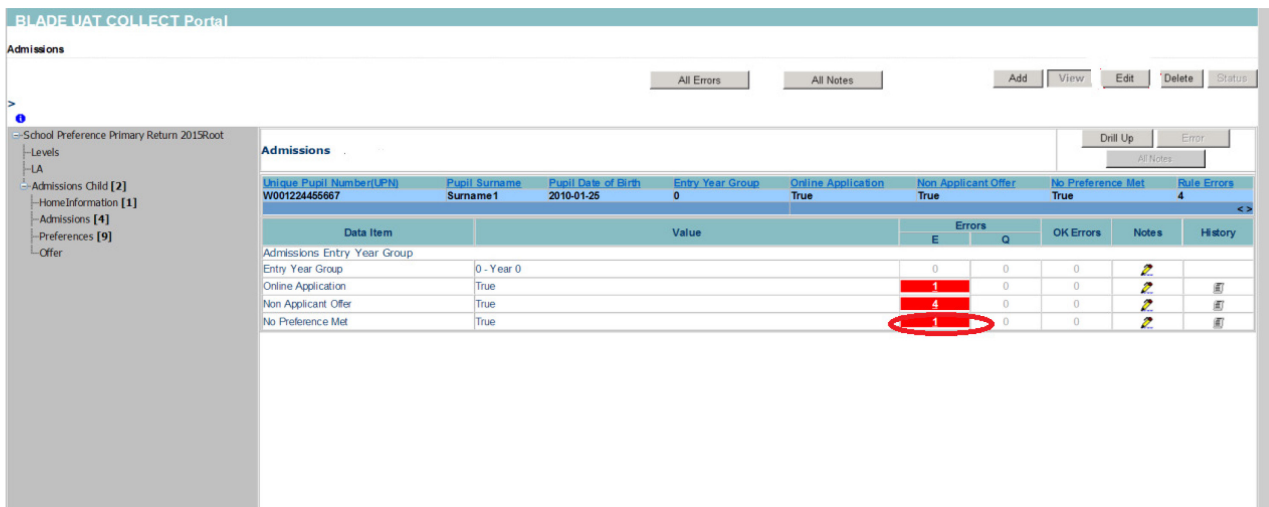


Figure 21: Screenshot on how to correct error

Once the data has been changed you will need to click elsewhere on the screen for the field to update. If this results in error corrections then the errors will disappear. To save any changes made, select the 'View' button.

Department for Education

Back to My COLLECT page | Help
You are logged in as pshaleshett | Log out

BLADE UAT COLLECT Portal

Admissions

All Errors All Notes Add View Edit Delete Status

School Preference Primary Return 2015Root

Levels
LA
Admissions Child [2]
HomeInformation [1]
Admissions [4]
Preferences [9]
Offer

Unique Pupil Number(LPN)	Pupil Surname	Pupil Date of Birth	Entry Year Group	Online Application	Non Applicant Offer	No Preference Met	Rule Errors
W001224455667	Surname1	2010-01-25	0	True	True	True	4

Data Item	Value	Errors		OK Errors	Notes	History
		E	Q			
Admissions Entry Year Group	0 - Year 0	0	0	0		
Entry Year Group	True	1	0	0		
Online Application	False	1	0	0		
Non Applicant Offer	True	1	0	0		

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1441
14/04/2015

Figure 22: Screen shot on how to save amendment

Before submitting your return please check for any further errors by clicking on 'All Errors'.

Submitting your return

Once you are happy for your return to be submitted for the department to access, select 'Submit Return'.

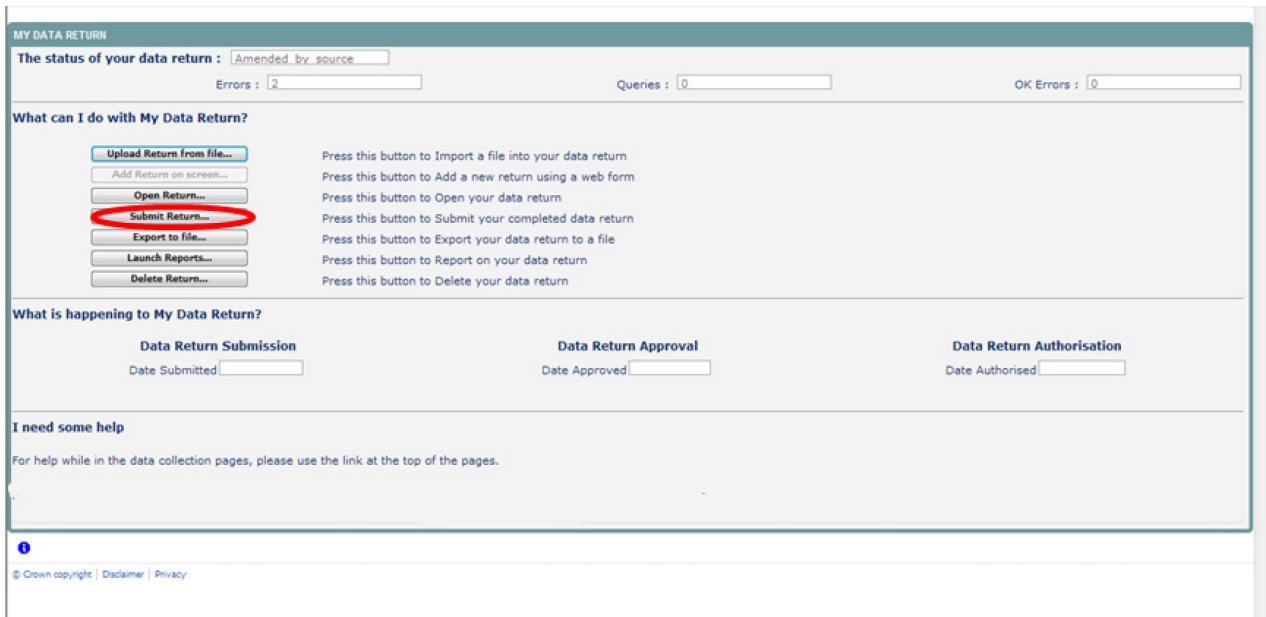
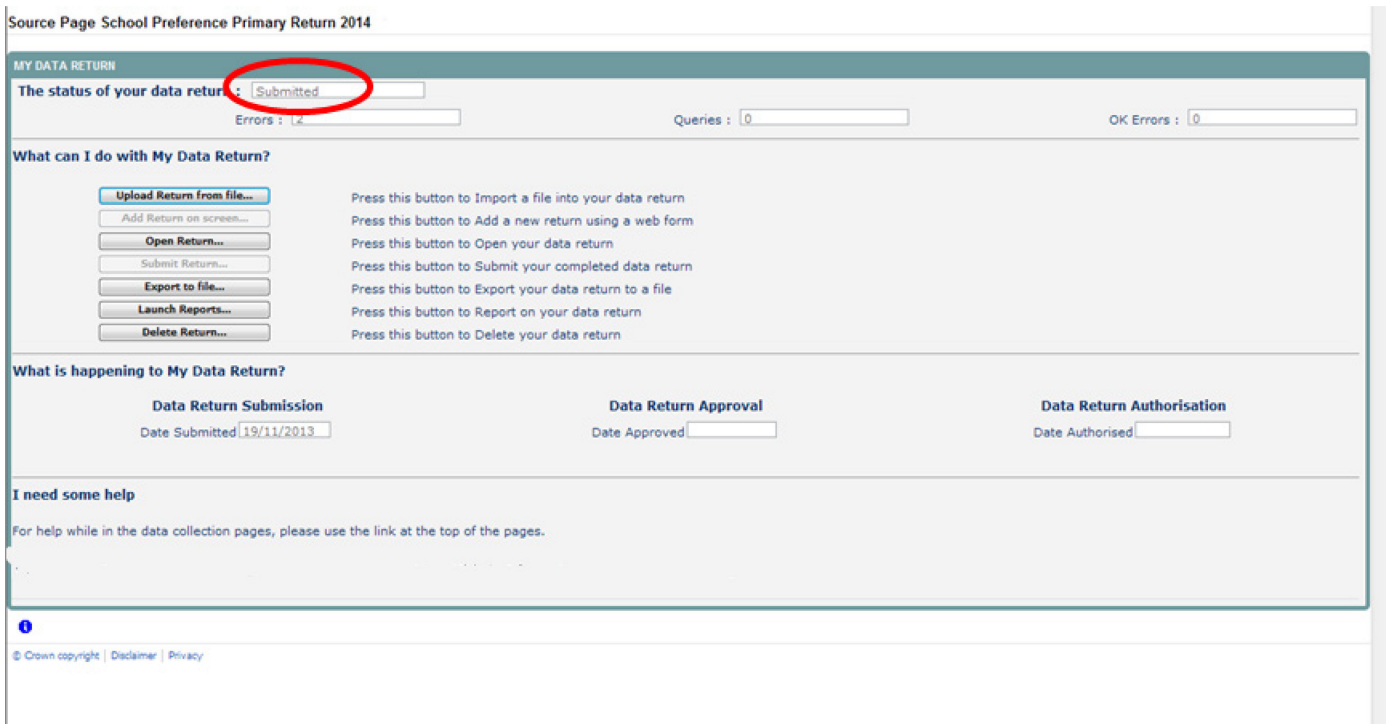


Figure 23: Screenshot of submit return



Your return status will now show 'submitted'.

MY DATA RETURN

The status of your data return : **Submitted**

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 Returns...	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 My Data Return?

Data Return Submission Date Submitted: 19/11/2013	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.

Figure 24: Screenshot of submitted return

Exporting data

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

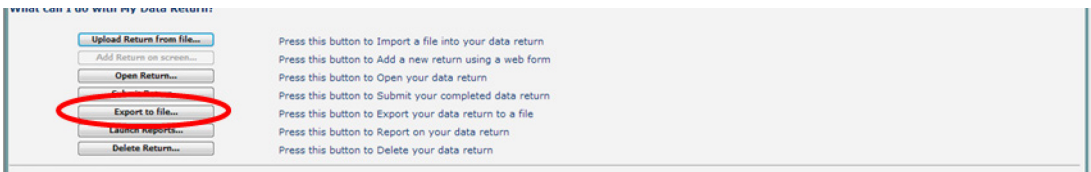


Figure 25: Screenshot of export button

Selecting the 'Export' button displays the output options of either CSV or XML.

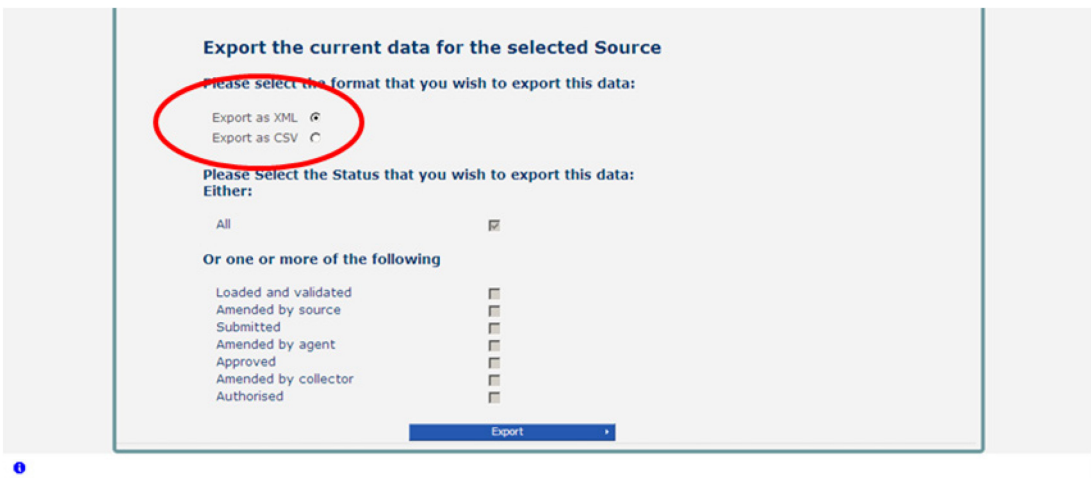


Figure 26: Screenshot of export screen

Exporting as XML will generate a zip file containing the export XML data.

Reports

There are a number of reports available, which can be run at any time once data has been loaded for your local authority. These can be accessed by selecting 'Launch Reports' on the COLLECT portal screen.

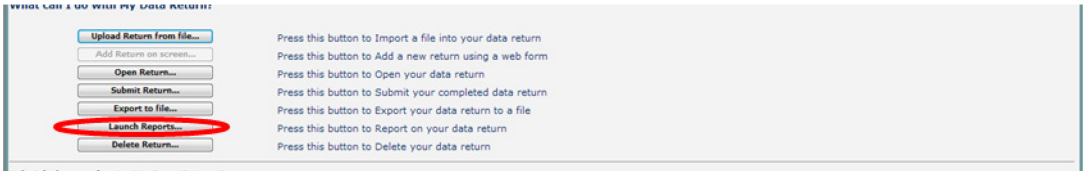


Figure 27: Screenshot of launch reports

Selecting 'Launch Reports' presents the report page with a drop down list of any reports which are available.

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 or forward buttons on your web browser's toolbar.

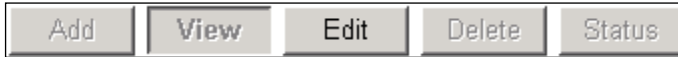
Navigation through a return

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

Control	Usually located	Action
Back to 'My COLLECT' page	All screens within a return except the main page which shows 'Back to Home' page	Takes you back 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.	Takes you to the sub module level details

Mode buttons

These buttons determine which operation mode the screen is currently 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 bars



Only available on screens that could have a large record set list. These allow you to sort the records on the screen.

Left hand menu

The left hand menu can also be used to move to different screens although some of the mode buttons may not work as expected when using this view.

The screenshot shows the COLLECT software interface. On the left is a tree view menu with the following items: School Preference Primary Return 2015Root, Levels, LA, Admissions Child [2], Home Information [1], Admissions, Preferences [6], and Offer. The main area displays the 'Admissions Child' screen. At the top, there are buttons for 'All Errors', 'All Notes', 'Add', 'View', 'Edit', 'Delete', and 'Status'. Below this is a search bar with 'UPN' and 'Surname' fields, and buttons for 'Reset' and 'Go'. The main data table has columns: Unique Pupil Number (UPN), Pupil Surname, Pupil Forename, Pupil Date of Birth, Entry Year Group, and Rule Errors. The table contains several rows of data, including one for UPN W001224455667. Below the main table is a detailed view table with columns: Data Item, Value, Errors (E, Q), OK Errors, Notes, and History. This table shows details for 'Admission Pupil Identifiers' and 'Unique Pupil Number (UPN)'. At the bottom left, there is a copyright notice: '© Crown copyright | D. Sadamer | Privacy'.

UPN	Surname	Forename	Date of Birth	Entry Year Group	Rule Errors
W001224455667	Surname1	Forename1	2010-01-25	0	2
Z001947542156	Surname2	Forename2	2010-08-09	0	0
	Surname3	Forename3	2010-04-05	0	0
E001615283946	Surname4	Forename4	2010-04-09	0	0
M001949504972	Surname5	Forename5	2010-01-21	0	0
W001224455667	Surname6	Forename6	2010-08-25	2	1
Z001999088880	Surname7	Forename7	2010-04-12	0	0
D001764821039	Surname8	Forename8	2010-08-27	0	0
N001292992929	Surname9	Forename9	2010-05-20	0	0
Y001649191264	Surname10	Forename10	2010-05-26	0	0

Data Item	Value	Errors		OK Errors	Notes	History
		E	Q			
Admission Pupil Identifiers						
Unique Pupil Number (UPN)	W001224455667	1	0	0		
Pupil Surname	Surname1	1	0	0		
Pupil Forename	Forename1	0	0	0		
Pupil Middle Names		0	0	0		
Pupil Date of Birth	2010-01-25	0	0	0		
Gender of Pupil	F - Female	0	0	0		
Home Information						
Admissions						View All
Preference Details						View All
Offer						View All

Figure 28: Screenshot from COLLECT showing left hand menu

Help

If you have a query regarding COLLECT or school preference (secondary or primary) data collections, please submit a data collection [service request form](#) to the data collections helpdesk.



Department
for Education

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Reference: DFE-00045-2016



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