



Department
for Education

Early years census 2014

COLLECT guide

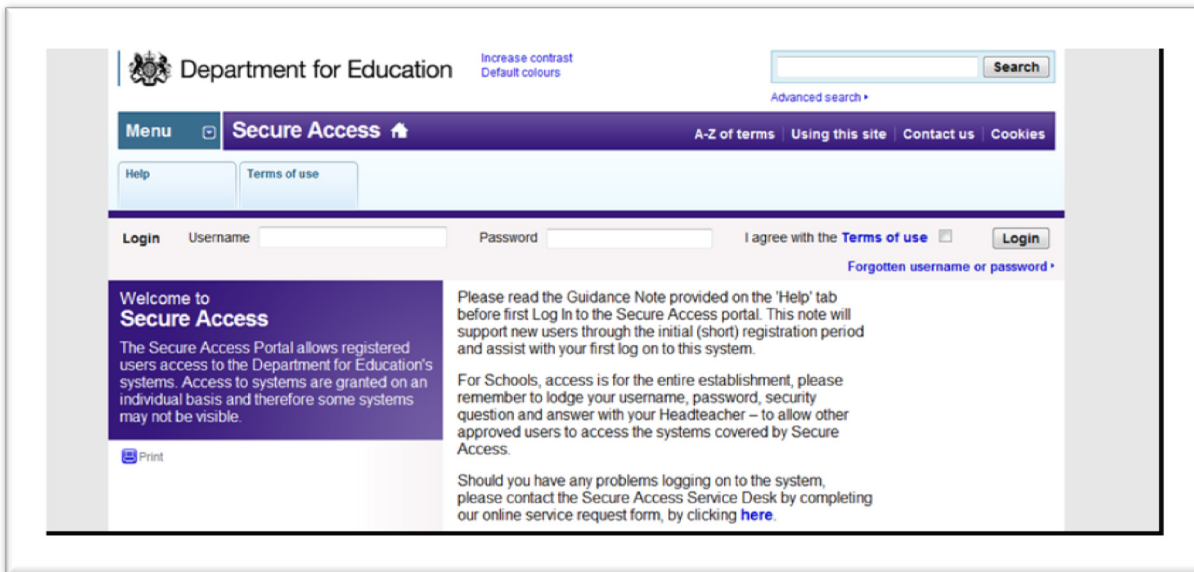
December 2013

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COLLECT and Secure Access

Access to COLLECT is now through the Department's [Secure Access System](#) (SA), which was implemented on 10 December 2012.



To access Secure Access existing users will need their COLLECT username and password, which should have been retained from the 2013 data collection. You may also need the unique PIN number that had been issued to all existing LA COLLECT users in November 2012.

If you have forgotten your login details, or have not received details of your unique PIN, please complete a ['Service Request' form](#) on our website.

Full Secure Access guidance is published on the [Secure Access Website](#).

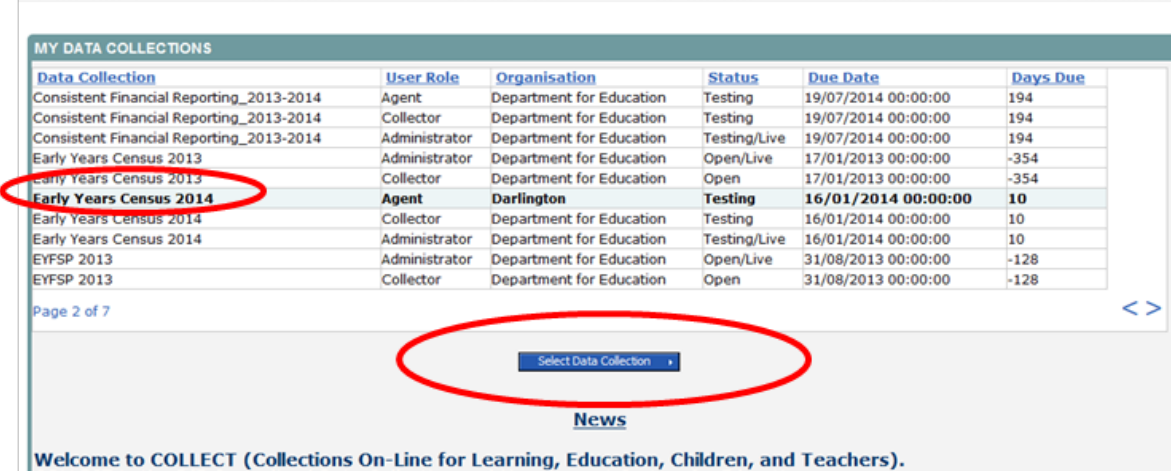


Once successfully registered, open the 'Your applications' tab to access COLLECT, as above.



Click on 'continue', as above

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.



LA Summary (Agent Page)

The Agent page provides a summary of the latest position with respect to the selected data collection. This performance summary shows how many returns that are expected, outstanding and the number that have been loaded and submitted and approved (by the LA) and authorised (by the DfE).

MY SOURCES

Filter By:	Name	Native ID	Status	Org Group	Queue	Go	Reset
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Performance summary

Expected	Outstanding	Submitted	Approved	Authorised	Errors		
					E	Q	OK
391	391	0	0	0	0	0	0

Sources

Source ID	Source Name	Status	SubmittedDate	ApprovedDate	AuthorisedDate	Queue	Errors		
							Errors	Queries	OK Errors
510356	ABBOTSBURY SCHOOL	No_Data					0	0	0
521060	ABBOTSHAM & ALWINGTON PRE-SCHOOL	No_Data					0	0	0
582497	ABBOTSKERSWELL (PLAYGROUP) PRE SCHOOL	No_Data					0	0	0
541651	ABC DAY NURSERY	No_Data					0	0	0
522301	ABC DAY NURSERY	No_Data					0	0	0
511843	ACORN KINDERGARTEN	No_Data					0	0	0
512539	ACORNS (EXETER)	No_Data					0	0	0
581753	ACORNS DAY NURSERY UNIT	No_Data					0	0	0
517171	ALL SAINTS PRE-SCHOOL (AXMINSTER)	No_Data					0	0	0
511336	ALL SAINTS PRE-SCHOOL (EXMOUTH)	No_Data					0	0	0

Page 1 of 40 2 3 4 5 6 7 8 9 10 ...

Open Return...	Approve...	Approve All...	Unapprove...	Reject...	Delete...	Export Selected...	Export Multiple...	Export All...
Upload Return for selected Source...		Upload Multiple Returns (zip file)...		Delete selected Return (Agent)		Agent Administration...		
Validate Selected Return...		Validate All Non-validated Returns...						
Launch Reports...	Queue Management...	Change Queue...	Move to this queue -->					

Only Early Years settings which the LA is responsible for will be displayed. The columns can be sorted in ascending or descending order by clicking on each heading. Ten sources are shown per page with navigation through the pages being achieved by the page number buttons.

Return Status

Source ID	Source Name	Status	SubmittedDate	ApprovedDate	AuthorisedDate	Queue	Errors		
							Errors	Queries	OK Errors
510356	ABBOTSBURY SCHOOL	No_Data					0	0	0
521060	ABBOTSHAM & ALWINGTON PRE-SCHOOL	No_Data					0	0	0
582497	ABBOTSKERSWELL (PLAYGROUP) PRE SCHOOL	No_Data					0	0	0
541651	ABC DAY NURSERY	No_Data					0	0	0
522301	ABC DAY NURSERY	No_Data					0	0	0

This shows the current status of the return and a breakdown of the errors within them. All information is read only.

Open Return...	Approve...	Approve All...	Unapprove...	Reject...	Delete...	Export Selected...	Export Multiple...	Export All...
Upload Return for selected Source...		Upload Multiple Returns (zip file)...		Delete selected Return (Agent)		Agent Administration...		
Validate Selected Return...		Validate All Non-validated Returns...						
Launch Reports...	Queue Management...	Change Queue...	Move to this queue -->					

Return Management

This provides a set of functions that can be used to manage/progress the returns. Those with bold text and highlighted borders are available.

Uploading a Return

LA users can upload their returns on behalf of their early years settings as either a single or multiple zipped file.

Upload a Single Return

To upload a single return the relevant early years setting must first be highlighted from the list of sources and then the 'Upload Return for Selected Source' button should be clicked.

The screenshot shows a table with columns: Source ID, Source Name, Status, SubmittedDate, ApprovedDate, AuthorisedDate, Queue, Errors (Errors, Queries, OK Errors). The first row is highlighted. Below the table are various action buttons. The button 'Upload Return for selected Source...' is circled in red.

Source ID	Source Name	Status	SubmittedDate	ApprovedDate	AuthorisedDate	Queue	Errors	Queries	OK Errors
510356	ABBOTSBURY SCHOOL	No_Data					0	0	0
521060	ABBOTSHAM & ALWINGTON PRE-SCHOOL	No_Data					0	0	0
582497	ABBOTSKERSWELL (PLAYGROUP) PRE SCHOOL	No_Data					0	0	0
541651	ABC DAY NURSERY	No_Data					0	0	0
522301	ABC DAY NURSERY	No_Data					0	0	0
511843	ACORN KINDERGARTEN	No_Data					0	0	0
512539	ACORNS (EXETER)	No_Data					0	0	0
581753	ACORNS DAY NURSERY UNIT	No_Data					0	0	0
517171	ALL SAINTS PRE-SCHOOL (AXMINSTER)	No_Data					0	0	0
511336	ALL SAINTS PRE-SCHOOL (EXMOUTH)	No_Data					0	0	0

This will present the Agent with the upload screen

The screenshot shows the 'UPLOAD FILE SELECTION' screen. It contains a text box and a 'Browse...' button circled in red. Below the text box is an 'Upload' button.

The screenshot shows the 'UPLOAD FILE SELECTION' screen. The text box now contains the file path 'G:\EYC 2014\file\841.xml'. The 'Upload' button is circled in red.

The Agent needs to click on the browse button to navigate to the required file. Once selected the upload button should become available. Once the return has been loaded, the following message will be displayed on the screen

The screenshot shows a dialog box titled 'Source UpLoad In Progress'. The message reads: 'Your data return has been successfully loaded and is queued for validation. Please return later to view any validation errors identified.' The 'OK' button is circled in red.

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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 Agent main page.

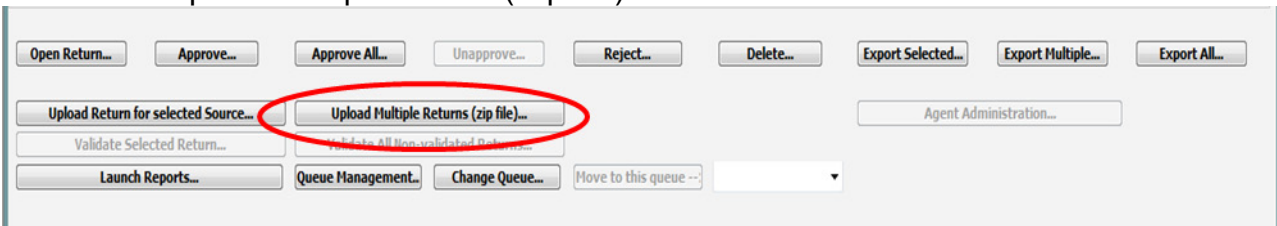
During periods of heavy demand, there may be a delay before the return is validated. Whilst the return has a status of "Waiting_for_validation" then the return cannot be viewed or edited.

Once the return has been validated, the return status section on the source main page will display "Submitted" and the date. The total number of errors and queries found in the return will also be displayed.

Source ID	Source Name	Status	SubmittedDate	ApprovedDate	AuthorisedDate	Queue	Errors	Queries	OK Errors
538199	All Saints Blackwell	Submitted	24/12/2013				2	6	0
599492	Amanda Yarrow	No_Data					0	0	0
598640	Big Kids Little Kids	No_Data					0	0	0
538187	BISHOPTON PRESCHOOL	No_Data					0	0	0
599423	Broadway Daycare Ltd.	No_Data					0	0	0
641470	Danesmoor House Day Care	No_Data					0	0	0
538195	Elm Ridge Methodist Playgroup	No_Data					0	0	0

Upload Multiple Returns

To upload multiple returns the files must first be placed inside a zip file. The Agent should click on the upload multiple returns (.zip file) button.



The Agent will then be required to browse for the relevant zip file and click on the upload button.

Once the zip file has been completed loading the Agent will be presented with a page providing the upload result for each file contained in the zip file.

Agent Upload Multiple Files Results Page

FILE UPLOAD RESULTS					
Results of multiple file upload					
File Name	Organisation Type	Native ID Tags	Native ID	Source Organisation	Upload Result
all saints blackwell.xml	Early Years Settings	URN	538199	All Saints Blackwell	File Loaded OK.
flora house.xml	Early Years Settings	URN	525459	FLORA HOUSE DAY NURSERY	File Loaded OK.

Successfully loaded data returns are now queued for validation. Please return later to view any validation errors identified.

Viewing a Submitted Return

Source ID	Source Name	Status	SubmittedDate	ApprovedDate	AuthorisedDate	Queue	Errors		
							Errors	Queries	OK Errors
538199	All Saints Blackwell	Submitted	24/12/2013			2	6	0	
599492	Amanda Yarrow	No_Data				0	0	0	
598640	Big Kids Little Kids	No_Data				0	0	0	
538187	BISHOPTON PRESCHOOL	No_Data				0	0	0	
599423	Broadway Daycare Ltd.	No_Data				0	0	0	
641470	Danesmoor House Day Care	No_Data				0	0	0	
538195	Elm Ridge Methodist Playgroup	No_Data				0	0	0	
510124	FERNDENE NURSERY	No_Data				0	0	0	
525459	FLORA HOUSE DAY NURSERY	No_Data				0	0	0	
585573	HEIGHINGTON PRE-SCHOOL	No_Data				0	0	0	

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From the My Collect page the LA user can select an early years setting return that has been submitted and open it. To do so the relevant setting should be highlighted and then the open return button clicked.

Once the return has been opened the Agent will see the following screen. The left hand menu bar enables the user to drill down into all records within a particular module.

Please note you cannot make amendments to the return via this left hand panel.

View All enables the user to drill down to view child identifiers and characteristics.

Amendments can be made using this option.

EY Setting Details

EY Setting Details - All Saints Blackwell								
RETURN LEVEL ERRORS (Errors and queries associated with this full return, not individual fields.)				Errors	Queries	OK	Notes	
				0	0	0		
Setting Details	Other Characteristics	Staff Information & Pupil/Child Statistics	Header Information					
Data Description	Value				Errors		Notes	History
SETTING DETAILS								
Establishment Characteristics								
LA	841 - DARLINGTON		0	0	0			
DCSF EY Setting URN	538199		0	0	0			
OFSTED EY URN	556677		0	0	0			
Establishment Name	Bizzy Bees Pre School		0	0	0			
UK Telephone Number	768318		0	0	0			
Postcode	MK43 9NN		0	0	0			
EY Setting Email	nnnnnnn@gmail.com		0	0	0			
Contact Details								
Contact Surname	Gibbs		0	0	0			
Contact Forename	Edward		0	0	0			
Contact Middle Names	Allen		0	0	0			
Contact Position	234234234		0	0	0			
View Pupil/Child Details							<input type="button" value="View All"/>	

Child Details

Approve All Errors All Notes Add View Edit Delete Status

Child Details - All Saints Blackwell

Drill Up Error

All Notes

Pupil/Child Surname	Pupil/Child Forename	Date of Birth	Gender	Postcode	Reset	Go
Pupil/Child Surname	Pupil/Child Forename	Date of Birth	Gender	Child Ethnic Code	Postcode	Rule Errors
Archer1111	Rachaelwewqrewq	2008-11-16	2- Female	AKPA: Kashmiri Pakistani	MK40 3QW	1
Sables	Leah	2009-04-27	2- Female	ANEP: Nepali	MK40 1PZ	0
Sadler	Rachel	2009-05-01	2- Female	ABAN: Bangladeshi	MK40 1DR	0
Sadler	Thomas		1- Male		DL3 9HH	2
Safo	Daniel	2008-12-14	1- Male		M40 7LJ	1
Sagoo	Anushka	2008-10-30	2- Female	WBRI: White - British	A1 1AA	1
Saide	Nicholas	2009-03-02	1- Male		M12 6EZ	0
Salman	Danielle	2008-06-12	2- Female		MK40 1DR	1
Samuel	Damien	2009-06-07	1- Male		M16 9WE	0
Sarr	Andrew	2009-12-03	1- Male		MK40 2BD	0

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Pupil/Child Identifiers & Characteristics Pupil/Child Address Details

Data Description	Value	Errors	Queries	OK	Notes	History
Pupil/Child Identifiers						
Pupil/Child Surname	Archer1111	0	0	0		

When drilling down to pupil level the Agent will see all of the children that make up the return within the selection grid. Ten child records are shown per page and navigation through the pages is via the < > buttons. This page also contains a series of links to 'sibling' pages showing different categories of child level data. These can be accessed by clicking on the blue hyperlinks.

Handling Errors and Queries

You can view all the errors in a return by clicking the All Errors button in the top centre of the page. Alternatively, you can click on the specific error highlighted in red on any of the errors, queries or OK columns on the screen.

Child Details

Approve **All Errors** All Notes Add View Edit Delete Status

Drill Up Error

All Notes

Child Details - All Saints Blackwell

Pupil/Child Surname	Pupil/Child Forename	Date of Birth	Gender	Postcode	Reset	Go
Archer1111	Rachaelwewqreq	2008-11-16	2- Female	AKPA: Kashmiri Pakistani	MK40 3QW	1
Sables Leah		2009-04-27	2- Female	ANEP: Nepali	MK40 1PZ	0
Sadler Rachel		2009-05-01	2- Female	ABAN: Bangladeshi	MK40 1DR	0
Sadler Thomas			1- Male		DL3 9HH	2
Safo Daniel		2008-12-14	1- Male		M40 7JJ	1
Sagoo Anushka		2008-10-30	2- Female	WBRI: White - British	A1 1AA	1
Saide Nicholas		2009-03-02	1- Male		M12 6EZ	0
Salman Danielle		2008-06-12	2- Female		MK40 1DR	1
Samuel Damien		2009-06-07	1- Male		M16 9VE	0
Sarr Andrew		2009-12-03	1- Male		MK40 2BD	0

Page 1 of 2 (Records:11)

Pupil/Child Identifiers & Characteristics		Pupil/Child Address Details		Errors			Notes	History
Data Description	Value	Errors	Queries	OK				
Pupil/Child Identifiers								
Pupil/Child Surname	Archer1111	0	0	0				
Pupil/Child Forename	Rachaelwewqreq	0	0	0				
Pupil/Child Middle Names	ddddddd	0	0	0				
Pupil/Child Preferred Surname	Archer dd	0	0	0				
Date of Birth	2008-11-16	0	1	0				
Gender	2- Female	0	0	0				
Pupil/Child Characteristics								
Child Ethnic Code	AKPA: Kashmiri Pakistani	0	0	0				
Funded Hours	11.0	0	0	0				

If you click one of these error buttons, you will see the appropriate errors on the return. Any explanatory notes should be entered by clicking on the pencil symbol. Notes should be a full but brief explanation as to why the return has been approved yet still contains errors or queries.

Blade Error Report - Early Years Census 2014

All Saints Blackwell Error report on 06/01/2014 at 15:08

Count 8

Rule No.	Return Level	Error Message	Priority	OK'd	Notes
8141Q		Please check: EY Staff with Early Years Professional Status is missing or outside the range 0 to 6	Queries	Details	
8200Q		Please check: child not 2, 3 or 4 year old	Queries	Details	
8200Q		Please check: child not 2, 3 or 4 year old	Queries	Details	
1600		Child's date of birth is missing	Errors	Details	
8200Q		Please check: child not 2, 3 or 4 year old	Queries	Details	
8200Q		Please check: child not 2, 3 or 4 year old	Queries	Details	
8200Q		Please check: child not 2, 3 or 4 year old	Queries	Details	
8212		Child's funded hours not provided or out of the valid range for a 4 year old (0.5 to 25 to the nearest 0.5)	Errors	Details	

Page 1 of 1

Clicking on the details button will bring up the field and value. By clicking on the value the system will take you automatically to the page containing that error.

Blade Error Report - Early Years Census 2014

All Saints Blackwell Error report on 06/01/2014 at 15:11 Count 8 Return Details

Rule No.	Return Level	Error Message	Priority	OK'd	Notes	Field	Value
8141Q		Please check: EY Staff with Early Years Professional Status is missing or outside the range 0 to 6	Queries			EY staff with EYPS	null
8200Q		Please check: child not 2, 3 or 4 year old	Queries				
8200Q		Please check: child not 2, 3 or 4 year old	Queries				
1600		Child's date of birth is missing	Errors				
8200Q		Please check: child not 2, 3 or 4 year old	Queries				
8200Q		Please check: child not 2, 3 or 4 year old	Queries				
8200Q		Please check: child not 2, 3 or 4 year old	Queries				
8212		Child's funded hours not provided or out of the valid range for a 4 year old (0.5 to 25 to the nearest 0.5)	Errors				

Page 1 of 1

A return can legitimately contain data that raises a query but is perfectly acceptable. Once approved by the LA the errors and queries will be processed by a DfE operator, providing that the LA have given a satisfactory explanation why that return has information laying outside the usual parameters.

If there is no or inadequate explanation notes provided then the DfE will contact the LA to gain clarification as to why the return has been approved. Errors always need to be corrected.

Making Amendments

To make an amendment simply click the edit button, amend the field and by pressing the enter key or clicking the add button will re-validate the return.

EY Setting Details

Approve All Errors All Notes Add **View** Edit Delete Status

EY Setting Details - All Saints Blackwell

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

Errors	Queries	OK	Notes
0	0	0	

Setting Details	Other Characteristics	Staff Information & Pupil/Child Statistics	Header Information
Data Description	Value	Errors	Errors Queries OK Notes History
SETTING DETAILS			
Establishment Characteristics			
LA	841 - DARLINGTON	0	0 0 0
DCSF EY Setting URN	538199	0	0 0 0
OFSTED EY URN	556677	0	0 0 0
Establishment Name	Bizzy Bees Pre School	0	0 0 0
UK Telephone Number	768318	0	0 0 0
Postcode	MK43 9NN	0	0 0 0
EY Setting Email	nnnnnnn@gmail.com	0	0 0 0
Contact Details			
Contact Surname	Gibbs	0	0 0 0
Contact Forename	Edward	0	0 0 0
Contact Middle Names	Allen	0	0 0 0
Contact Position	234234234	0	0 0 0

View Pupil/Child Details View All

If you need to add a pupil record or address you will need to go via the view all route. Click the add button, add the information in the required fields and press save. Once the record has been saved any other changes must be made via the edit button.

Child Details

Approve All Errors All Notes **Add** View Edit Delete Status

Child Details - All Saints Blackwell

Drill Up Error All Notes

Pupil/Child Surname	Pupil/Child Forename	Date of Birth	Gender	Postcode	Reset	Go
Pupil/Child Surname	Pupil/Child Forename	Date of Birth	Gender	Child Ethnic Code	Postcode	Rule Errors
Archer1111	Rachaelwegrewq	2008-11-16	2- Female	AKPA: Kashmiri Pakistani	MK40 3QW	1
Sables	Leah	2009-04-27	2- Female	ANEP: Nepali	MK40 1PZ	0
Sadler	Rachel	2009-05-01	2- Female	ABAN: Bangladeshi	MK40 1DR	0
Sadler	Thomas		1- Male		DL3 9HH	2
Safo	Daniel	2008-12-14	1- Male		M40 7J	1
Sagoo	Anushka	2008-10-30	2- Female	WBRI: White - British	A1 1AA	1
Saide	Nicholas	2009-03-02	1- Male		M12 6EZ	0
Salman	Danielle	2008-06-12	2- Female		MK40 1DR	1
Samuel	Damien	2009-06-07	1- Male		M16 9WE	0
Sarr	Andrew	2009-12-03	1- Male		MK40 2BD	0

Page 1 of 2 (Records:11)

Data Description	Value	Errors	Errors Queries OK	Notes	History
Pupil/Child Identifiers & Characteristics					
Pupil/Child Identifiers					
Pupil/Child Surname	Archer1111	0	0 0 0		
Pupil/Child Forename	Rachaelwegrewq	0	0 0 0		
Pupil/Child Middle Names	ddddddd	0	0 0 0		

History

Pupil/Child Surname	Pupil/Child Forename	Date of Birth	Gender	Postcode	Reset	Go
Archer1111	Rachaelwewqrewq	2008-11-16	1- Male	AKPA: Kashmiri Pakistani	MK40 3QW	1
Sables	Leah	2009-04-27	2- Female	ANEP: Nepali	MK40 1PZ	0
Sadler	Rachel	2009-05-01	2- Female	ABAN: Bangladeshi	MK40 1DR	0
Sadler	Thomas		1- Male		DL3 9HH	2
Safo	Daniel	2008-12-14	1- Male		M40 7JJ	1
Sagoo	Anushka	2008-10-30	2- Female	WBRI: White - British	A1 1AA	1
Saide	Nicholas	2009-03-02	1- Male		M12 6EZ	0
Salman	Danielle	2008-06-12	2- Female		MK40 1DR	1
Samuel	Damien	2009-06-07	1- Male		M16 9WE	0
Sarr	Andrew	2009-12-03	1- Male		MK40 2BD	0

Page 1 of 2 (Records:11)

Pupil/Child Identifiers & Characteristics		Pupil/Child Address Details			Errors		Notes	History
Data Description	Value	Errors	Queries	OK				
Pupil/Child Identifiers								
Pupil/Child Surname	Archer1111	0	0	0				
Pupil/Child Forename	Rachaelwewqrewq	0	0	0				
Pupil/Child Middle Names	dddddd	0	0	0				
Pupil/Child Preferred Surname	Archer dd	0	0	0				
Date of Birth	2008-11-16	0	1	0				
Gender	1- Male	0	0	0				
Pupil/Child Characteristics								
Child Ethnic Code	AKPA: Kashmiri Pakistani	0	0	0				
Funded Hours	11.0	0	0	0				
Total Hours at Setting	11.0	0	0	0				

Changes that are made to data items are recorded in the history log and indicated with an icon in the history column against that data item.

Data Log Page

History Report - Early Years Census 2014 Back

All Saints Blackwell
History report on 06/01/2014 at 16:10:57

Data Gender

Filter By:	Action	User	Start Date	End Date	Go	Reset
	Update	Naomi Williamson				

Action	Old Value	New Value	User	Role	Organisation	Date
Update	2- Female	1- Male	Naomi Williamson	Agent	Department for Education	06/01/2014 16:07:47

Clicking on the history icon will display the full audit history for that data item.

Once a data item has been changed the status of the return will change to Amended by Agent.

Return Level Notes

EY Setting Details

Approve All Errors All Notes Add View Edit Delete Status

EY Setting Details - All Saints Blackwell

RETURN LEVEL ERRORS (Errors and queries associated with this full return, not individual fields.)	Errors	Queries	OK	Notes
	0	0	0	

Setting Details Other Characteristics Staff Information & Pupil/Child Statistics Header Information

Data Description	Value	Errors	Queries	OK	Notes	History
SETTING DETAILS						
Establishment Characteristics						
LA	341 - DARLINGTON	0	0	0		
DCSF EY Setting URN	538199	0	0	0		
OFSTED EY URN	556677	0	0	0		
Establishment Name	Bizzy Bees Pre School	0	0	0		
UK Telephone Number	768318	0	0	0		

To add notes to annotate the errors and queries that may appear on the return click on the pencil on the first screen of the return. To add a note click on the Add New Note button.

Note Page

Notes - Early Years Census 2014 Back

User	Role	Organisation	Native ID	Date and Time
------	------	--------------	-----------	---------------

Add New Note Remove Note

Note Detail

Once the note has been entered click on the Create button

Note Page

Create New Note

Test note

Create Cancel

Approving a Return

Agent Page Early Years Census 2014

MY SOURCES

Filter By: Name Native ID Status Org Group Queue

Performance summary

Expected	Outstanding	Submitted	Approved	Authorised	Errors		
					E	Q	OK
34	33	1	0	0	2	6	0

Sources

Source ID	Source Name	Status	SubmittedDate	ApprovedDate	AuthorisedDate	Queue	Errors	Queries	OK Errors
538199	All Saints Blackwell	Amended_by_agent	24/12/2013				2	6	0
599492	Amanda Yarrow	No_Data					0	0	0
598640	Big Kids Little Kids	No_Data					0	0	0
538187	BISHOPTON PRESCHOOL	No_Data					0	0	0
599423	Broadway Daycare Ltd.	No_Data					0	0	0
641470	Danesmoor House Day Care	No_Data					0	0	0
538195	Elm Ridge Methodist Playgroup	No_Data					0	0	0
510124	FERNDENE NURSERY	No_Data					0	0	0
525459	FLORA HOUSE DAY NURSERY	No_Data					0	0	0
585573	HEIGHINGTON PRE-SCHOOL	No_Data					0	0	0

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Once the LA is satisfied and happy to approve the data return, the relevant early years setting must be highlighted from the list of sources and click the approve button. You can also approve all records that have the status submitted or amended by agent, however, be very careful in using this, as there is not an un approve all button. This would have to be performed on an individual setting basis.

Exporting Data

Collect provides options to export data returns in CSV or XML format.

Exporting data can be performed for the currently selected early years setting in the sources list by clicking on the export selected button. Alternatively data can be exported for all currently loaded returns by clicking on the export all button.

The user will be given the option of choosing the format in which the data should be exported.

Early Years Census 2014 Export

CHOOSE EXPORT FORMAT

Export the current data for the selected Source

Please select the format that you wish to export this data:

Export as XML

Export as CSV

Please Select the Status that you wish to export this data:
Either:

All

Or one or more of the following

Loaded and validated

Amended by source

Submitted

Amended by agent

Approved

Amended by collector

Authorised

[Export](#)

Exporting as XML will generate a zip file containing the selected early years setting, exporting as CSV generates a zip file containing CSV files that relate to how data is stored within collect.

Reports

Agent Page Early Years Census 2014

MY SOURCES

Filter By: Name Native ID Status Org Group Queue

Performance summary

Expected	Outstanding	Submitted	Approved	Authorised	Errors		
					E	Q	OK
34	33	1	0	0	2	6	0

Sources

Source ID	Source Name	Status	SubmittedDate	ApprovedDate	AuthorisedDate	Queue	Errors		
							Errors	Queries	OK Errors
538199	All Saints Blackwell	Amended_by_agent	24/12/2013				2	6	0
599492	Amanda Yarrow	No_Data					0	0	0
598640	Big Kids Little Kids	No_Data					0	0	0
538187	BISHOPTON PRESCHOOL	No_Data					0	0	0
599423	Broadway Daycare Ltd.	No_Data					0	0	0
641470	Danesmoor House Day Care	No_Data					0	0	0
538195	Elm Ridge Methodist Playgroup	No_Data					0	0	0
510124	FERNDENE NURSERY	No_Data					0	0	0
525459	FLORA HOUSE DAY NURSERY	No_Data					0	0	0
585573	HEIGHINGTON PRE-SCHOOL	No_Data					0	0	0

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There are a number of reports available to the LA. To use click on launch reports on the source page. This will take you to the list of reports available to you.

Report Launch

REPORT SELECTOR

Performance summary - Collection

Expected	Outstanding	Submitted	Approved	Authorised
21017	100.0%	0.0%	0.0%	0.0%

Performance summary - Agent

Expected	Outstanding	Submitted	Approved	Authorised
34	97.1%	2.9%	0.0%	0.0%

Reports

- EYC Duplicates
- EYC Duplicates**
- EYC Errors
- EYC Funded Children Hours Status Report
- EYC Funding Report (Approved Status or Above)
- EYC Funding Report (Submitted Status or Above)
- EYC Notes
- EYC Number of 2, 3 & 4 Year Olds
- EYC Private Providers By Type of Setting
- EYC Providers By Category
- EYC Prov's in Another Estab Partnership
- EYC Prov's on Maintained School Premises
- EYC SEN Analysis
- EYC Teaching Staff by Providers
- EYC Voluntary Providers By Type of Setting
- EYC Year on Year

Report Description

A report detailing the potential duplicate children that need further investigation.

Help

In order to access the collect system for Early Years you will need to contact the approver within your LA.

If you have any queries or have a change to your contact details please could you complete [Service Request form](#) a Service Request form and select the option Early Years.



Department
for Education

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