School preference data collections 2014

Secondary March 2014; Primary April 2014

COLLECT user guide

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Introduction

The COLLECT Portal is used by Local Authorities (LAs) 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 an LA 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 LA users through the various aspects of COLLECT as related to the School preference 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 LAs as the '**Source**' and the the department as the '**Collector**'.

Workflow

Within the COLLECT Portal data returns progress through a workflow of loaded and submitted by the LA and authorised by the department. At each point in the workflow the LA is able to View or Export the return as it stood at each stage.

Please note – the data will not be used for analysis purposes, at any point throughout the workflow, until it has been authorised by the department.
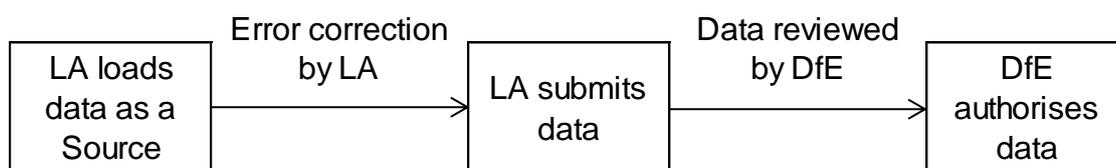
| LA loads data as a Source | Error correction by LA → | LA submits data | Data reviewed by DfE → | DfE authorises data |

Figure 1: Workflow

COLLECT and Secure Access

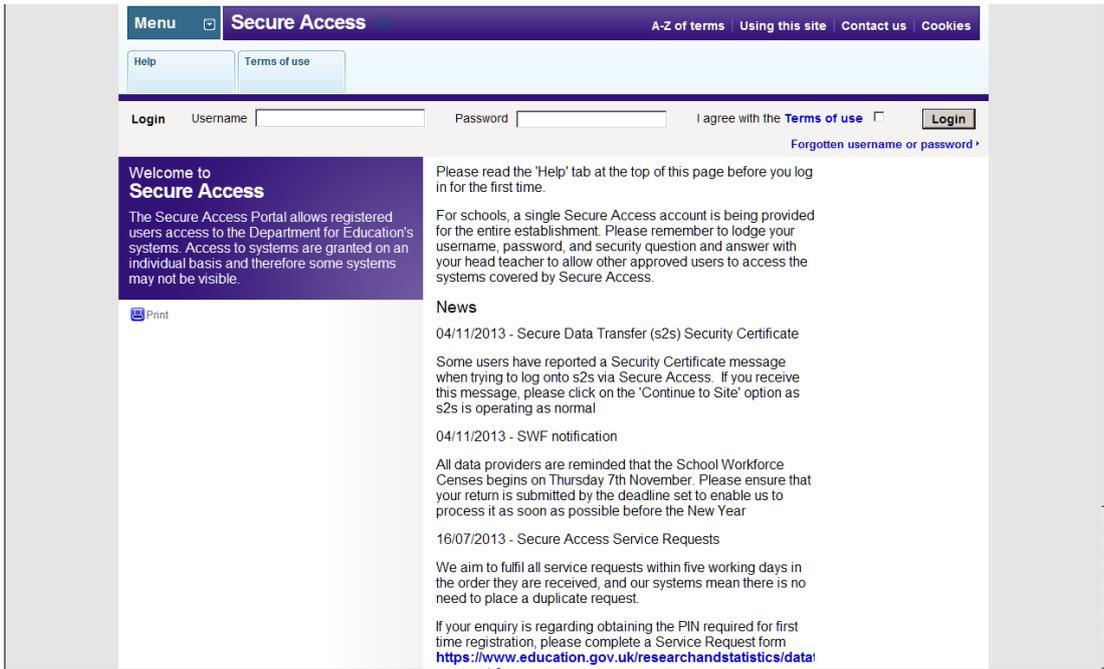Access to COLLECT is now through the department's Secure Access system.

Figure 2: Screenshot of Secure Access

If you have forgotten your login details, or have not been given your PIN, please complete a 'Service Request' form on our website.

Full Secure Access guidance is published on the Secure Access Website.
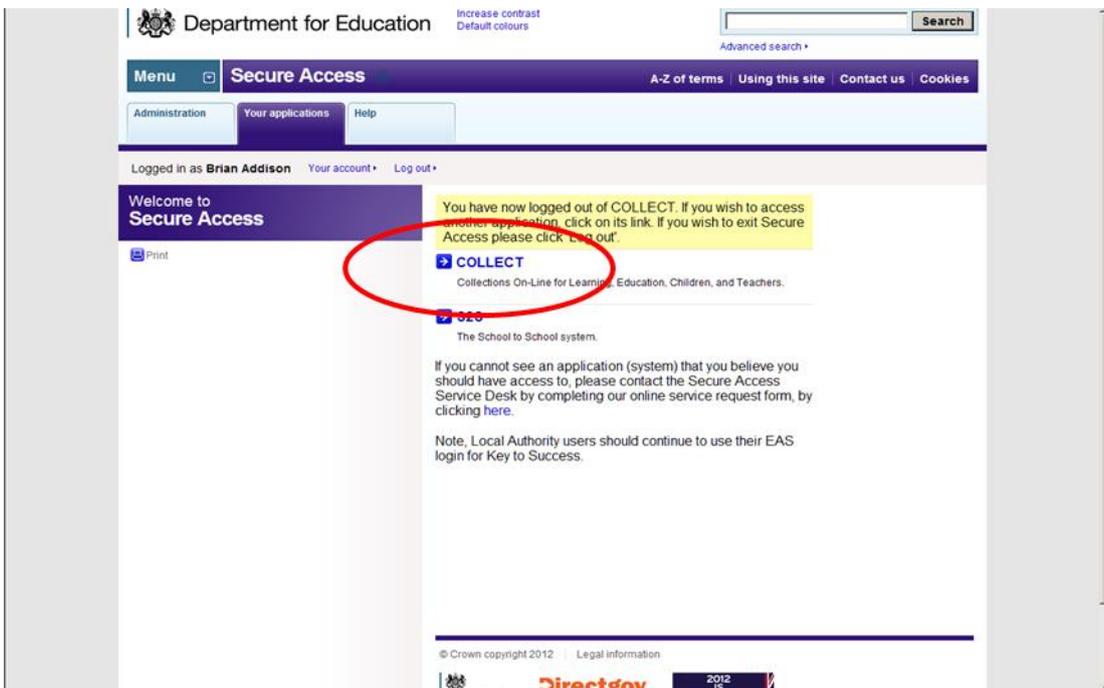

Figure 3: Screenshot of Secure Access highlighting COLLECT
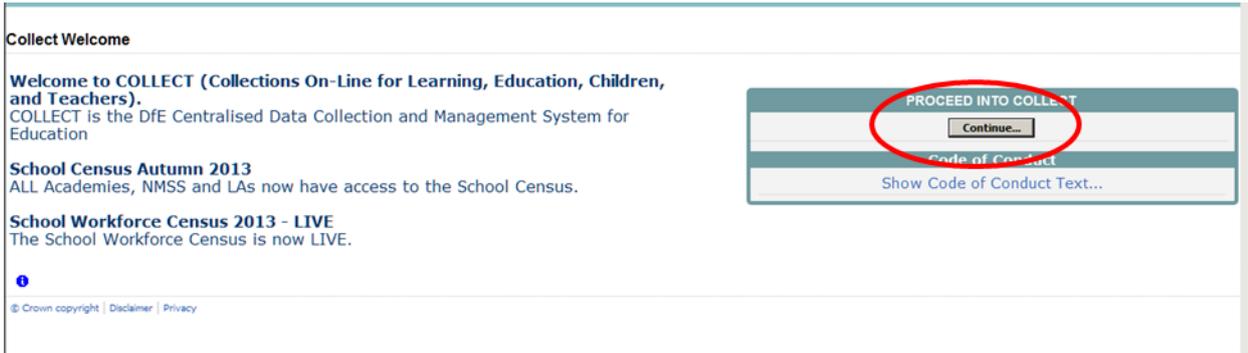
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Click the continue button

Figure 4: Screenshot of COLLECT homepage

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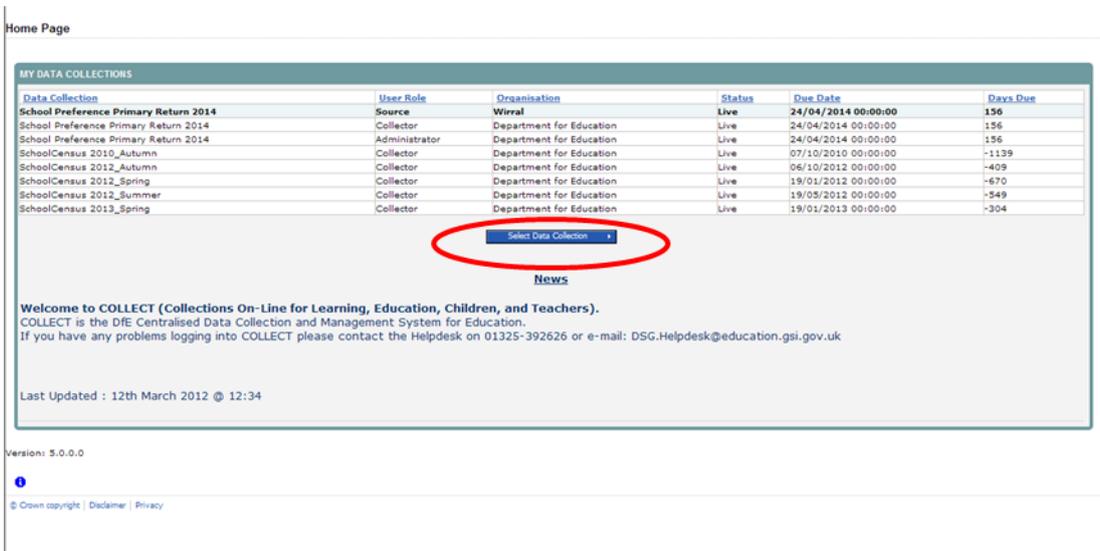

Figure 5: Screenshot of COLLECT data collections

LA (source) page screen

The next screen (Source Page) provides a summary of the latest position with respect to the selected data collection. The User will see information on the current status of their return and presents a number of options.
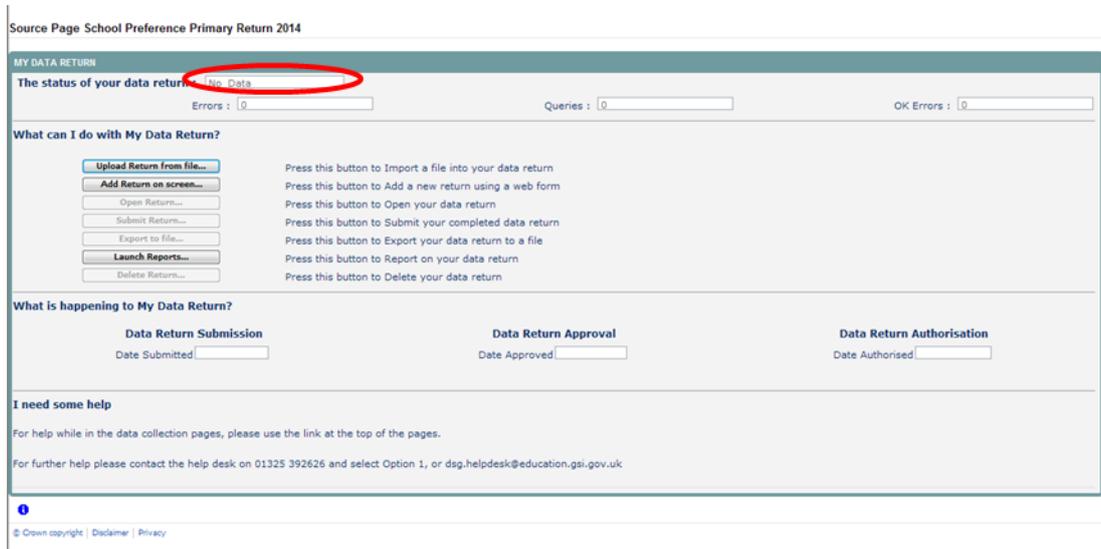

Figure 6: Screenshot of source page

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	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 (LA)
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 DfE after submission
Authorised	Data loaded, submitted by LA and Authorised by DfE
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 LA user (Source) to browse for the XML file and load.

Add return on screen

Allows the Source to type the Return on screen – this is generally not recommended but would be useful if the amount of data was limited.

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 depart– 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 either as a single XML file (in the input XML format) or as a number of CSV files with one file per data table.

Launch reports

This option launches the LA reports options.

Delete return

This option is greyed out until data is loaded and is used to delete the LA data from the system.
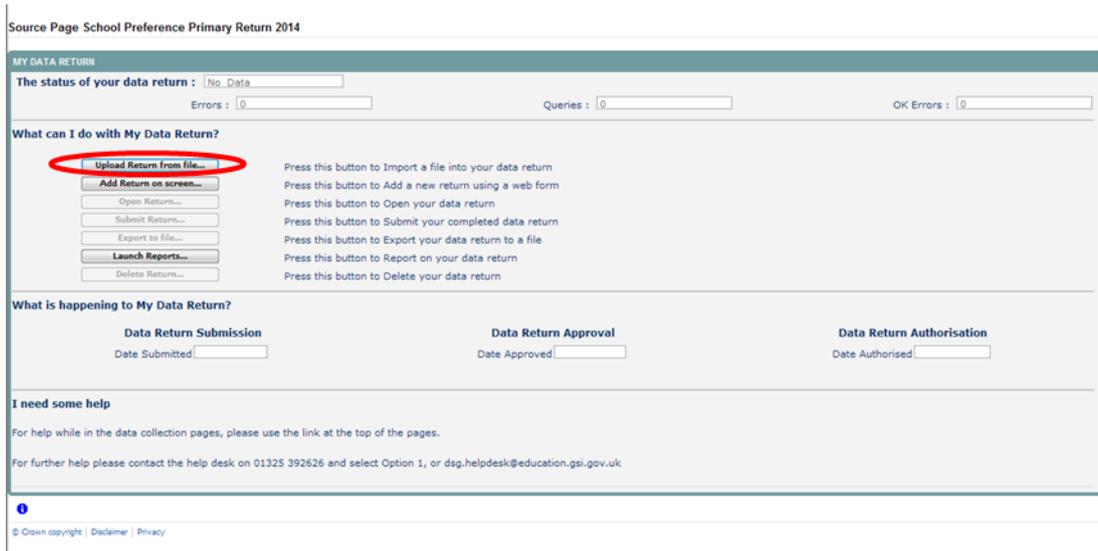
Upload a return

Please click upload return from file

Figure 7: Screenshot of upload return

The Source can enter the file path/name of the return or alternatively click on the 'Browse…' button to navigate to the required file. Then select Upload to load the data. PLEASE NOTE: If you have previously loaded data it will be deleted and replaced by the latest version, any changes that you have made to it within COLLECT, Notes and History will be lost.
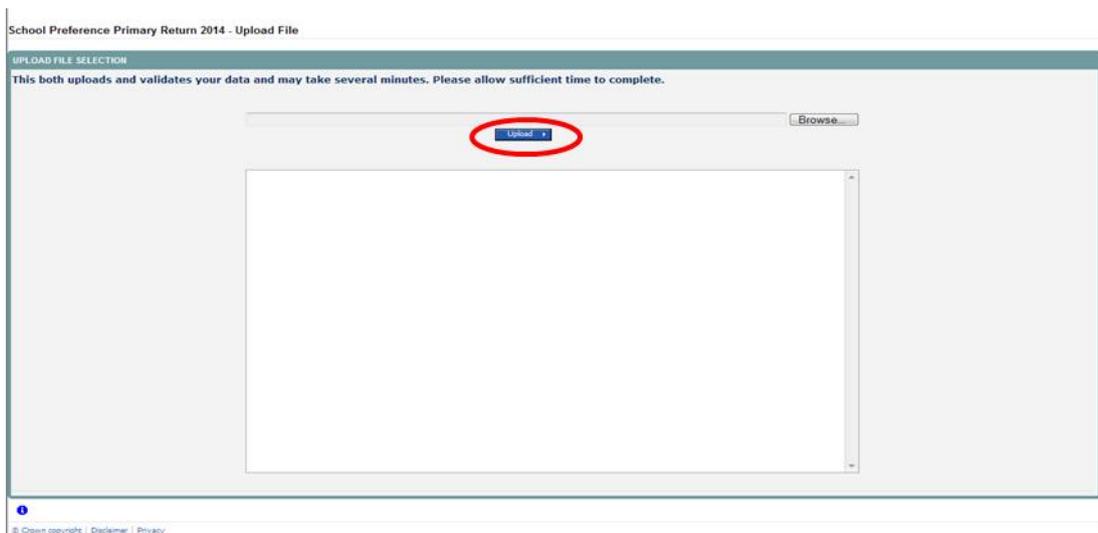

Figure 8: Screenshot of upload button

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 number 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.

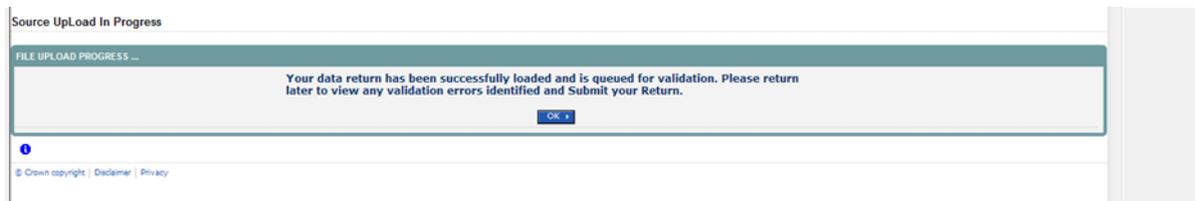Once the file has been successfully loaded the following message will appear.

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 can come back later to view any validation errors present within the return.

When you click on OK you will return to the Source page and 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_progess 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 to ensure notes have been entered against any queries or errors that cannot be corrected.
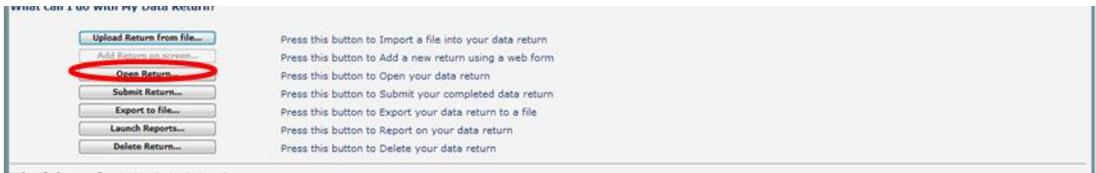
To view your return, click on **'Open Return'**.

Figure 11: Screenshot of open return

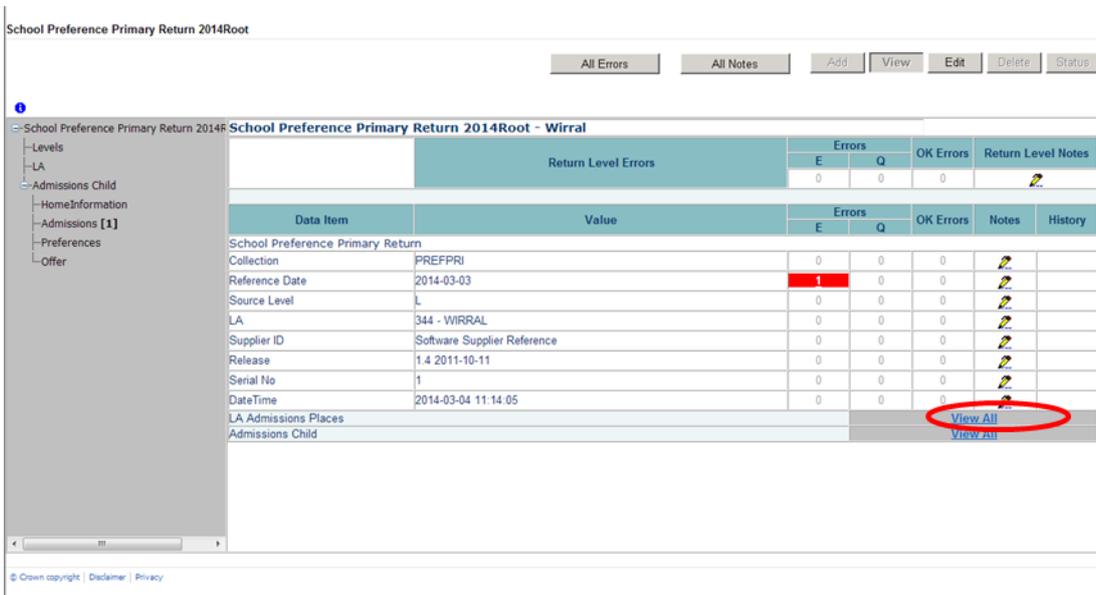Your return will now be displayed, to navigate through return please use **'View All'** button.

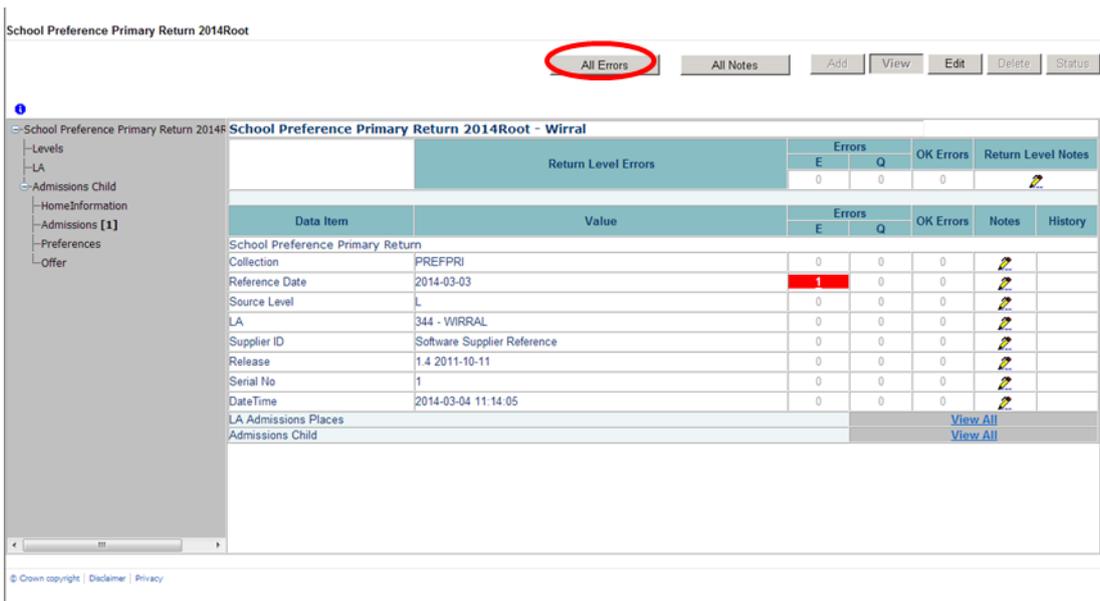**Figure 12: Screenshot of return showing view all buttons**

Handling errors and queries

Figure 13: Screenshot of all errors

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.

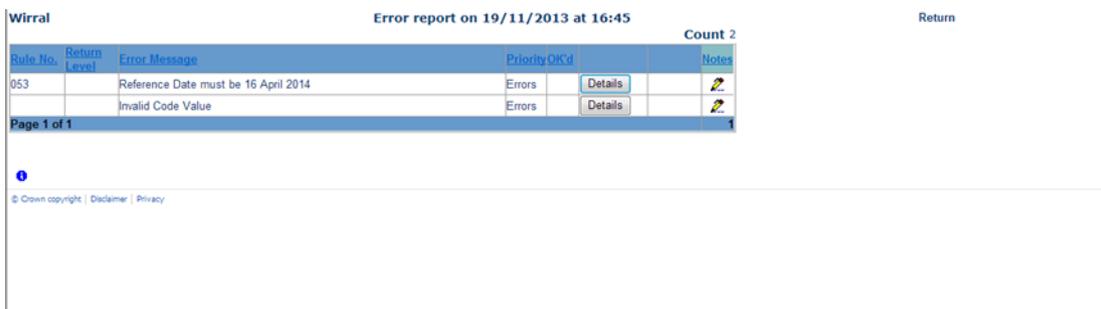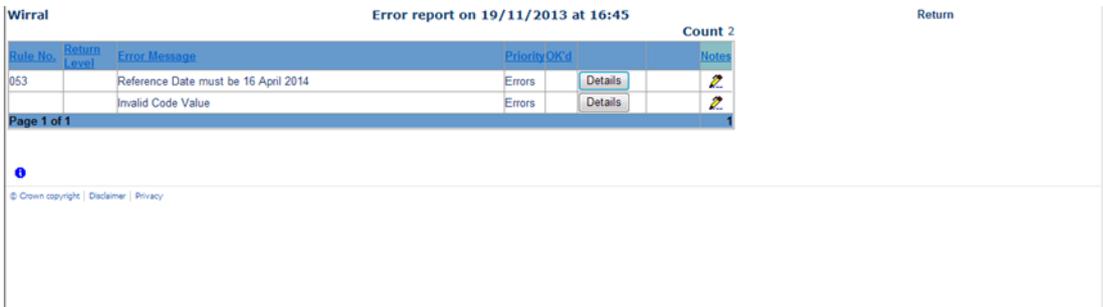Clicking on the **'Details'** button will display the data item that is in error.

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: 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. You will then be presented with the screen below

Figure 16: Screenshot of add new note

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

Figure 17: Screenshot of create new note

Once you've typed in your explanation please click on **'Create'**. This will then save that note against the return.

You can tell if a note has been put beside a query as the pencil icon will change to a notepad, see below:

Figure 18: Screenshot of notepad

To view those notes just click on the notepad.

Please note 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.

Editing a return

Click on the **'Open Return'** button.

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

Figure 19: Screenshot of editing a return

Once a return has been uploaded, an LA may go in and 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 at the LA is kept in line 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 a new file uploaded.

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.
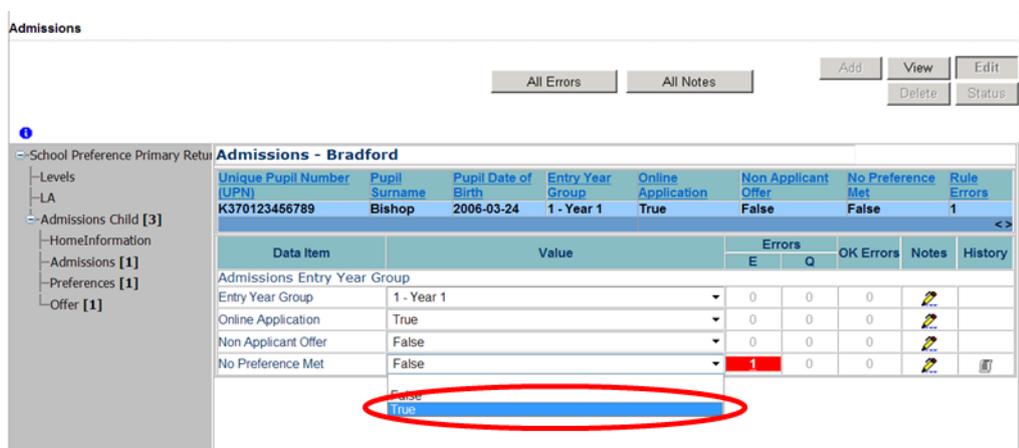

Figure 20: Screenshot of edit screen

Figure 21: Screenshot on how to correct error

Once the figure 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.

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 department access then the procedure is very straightforward – just select Submit Return.
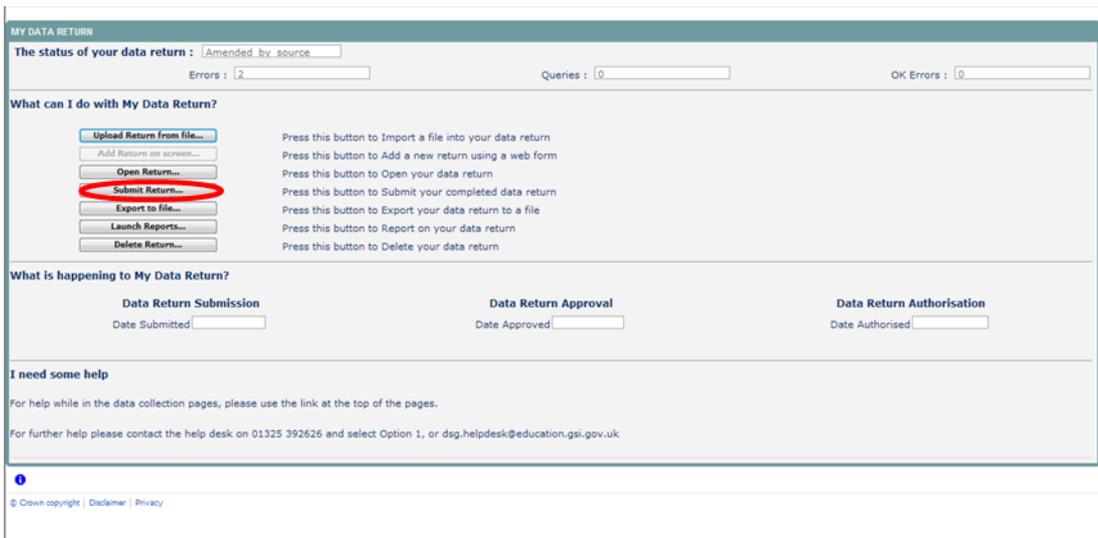

Figure 23: Screenshot of submit return

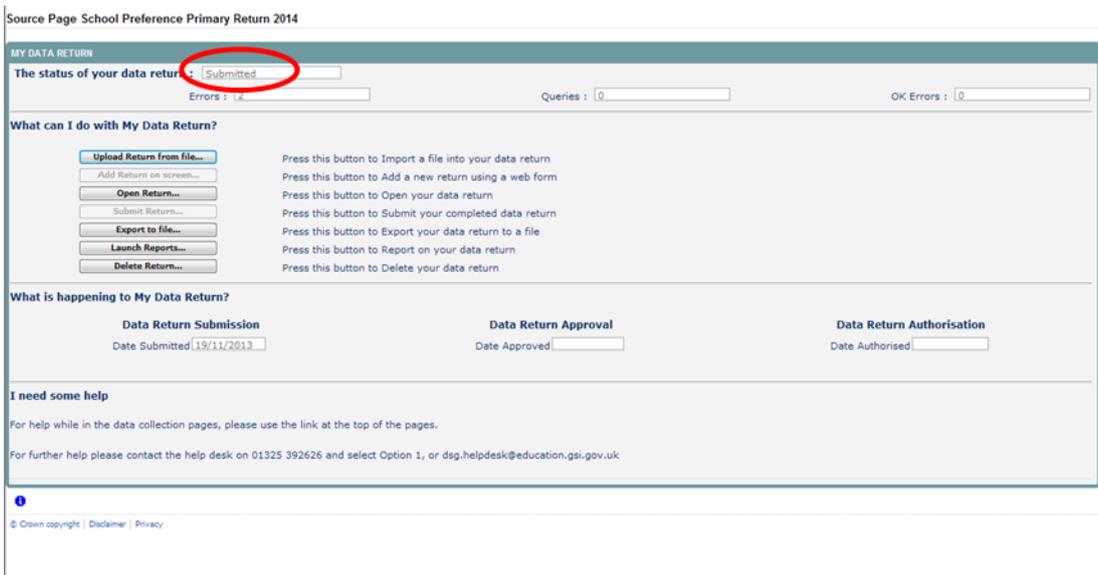Your return status will now show **submitted.**

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

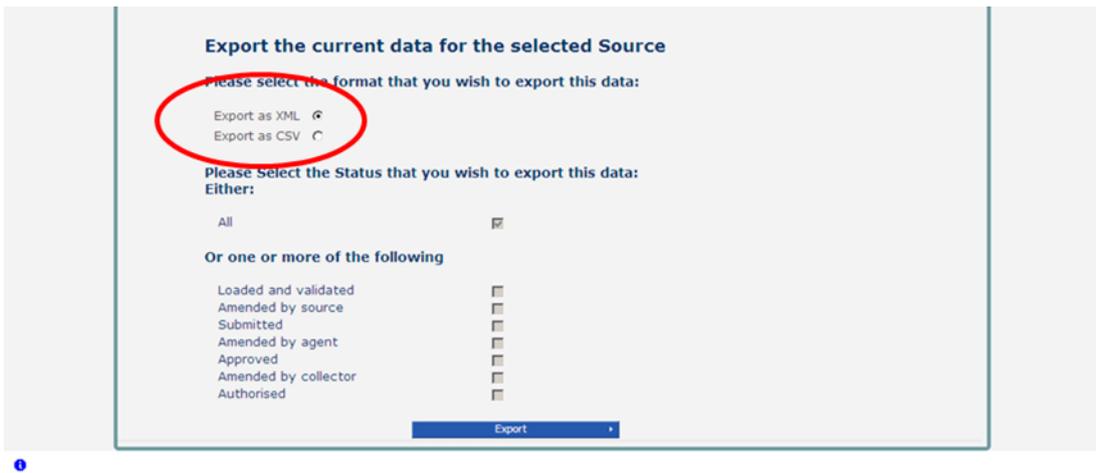This then displays the output options of either CSV or XML.

Figure 26: Screenshot of export screen

Exporting as XML will generate a zip file containing the export XML data. Exporting as CSV generates a zip file containing CSV files that relate to how data is stored within COLLECT ie 1 file per table in the database.

Reports

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

Figure 27: Screenshot of launch reports

Selecting Launch Reports gives you 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.

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.
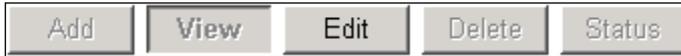
Navigation through a return

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	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, e.g. 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

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

Filter bars

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

Left hand menu

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

Help

If you have a query regarding COLLECT or school preference data collections, please submit a service request form to the EDD helpdesk.

Department for Education