



Department  
for Education

# **School capacity (SCAP) forecast 2014**

## **COLLECT guide**

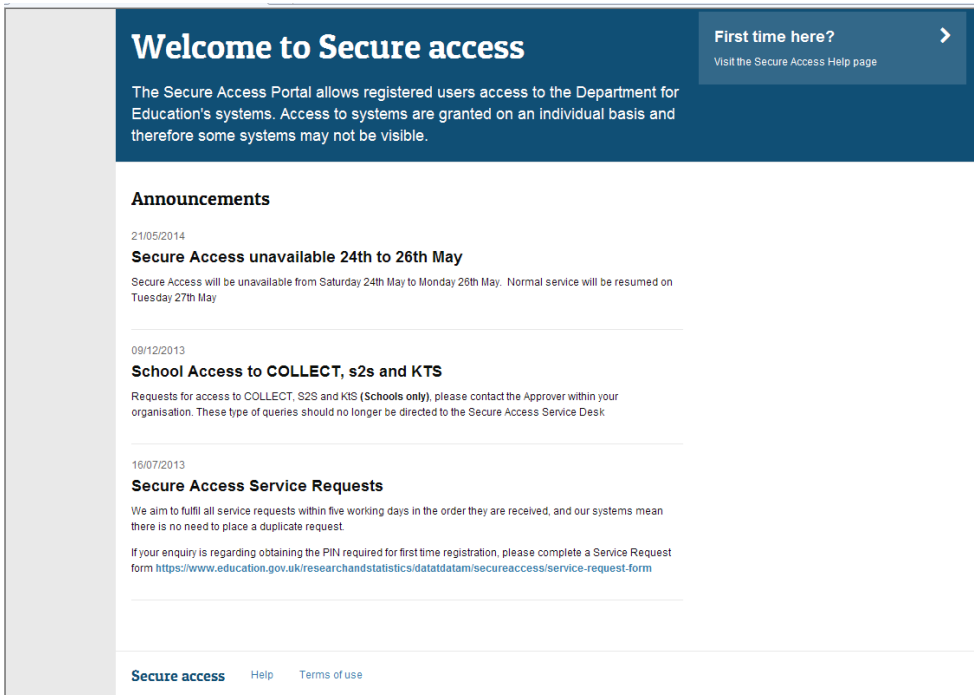
**May 2014**

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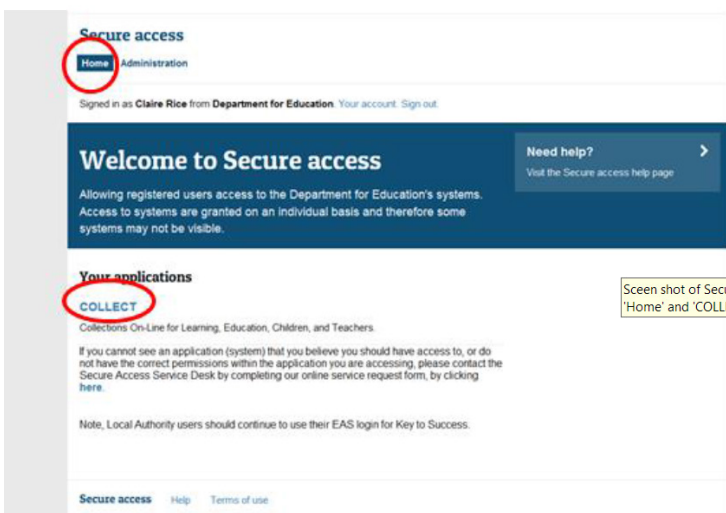
# COLLECT and Secure Access

Access to COLLECT is through the Department's Secure access system



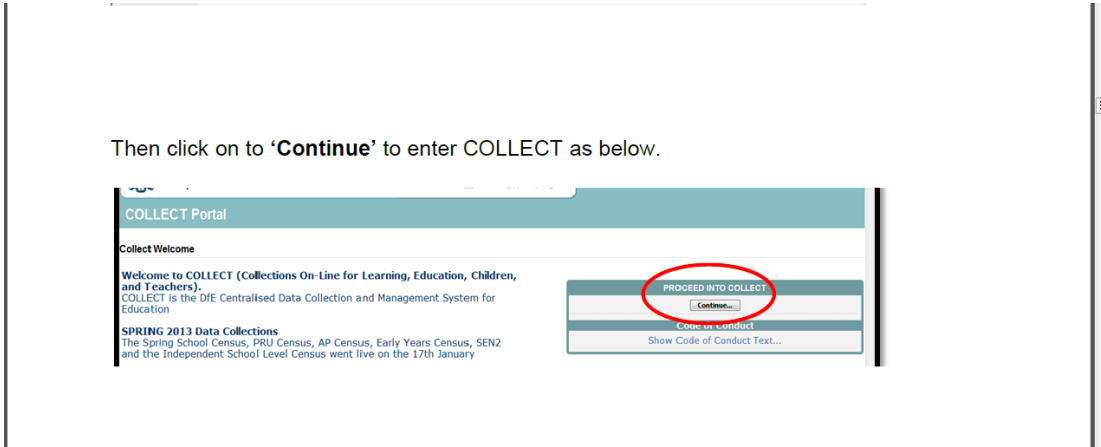
Full secure access guides are published on the [Secure Access Website](#).

Once successfully registered click on to **Home** and then click onto **COLLECT** to enter COLLECT as below



Screen shot of Secure Access home page highlighting 'Home' and 'COLLECT' buttons.

Then click on to **Continue** to enter COLLECT as below



Please note some screen shots refer to 2013 however the process is the same for all 2014 collections.

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.

Data Collection	User Role	Organisation	Status	Due Date	Days Due
SCAP - Capacity 2012	Collector	Department for Education	Open	25/06/2012 00:00:00	-351
SCAP - Capacity 2013	Source	Bromley	Testing	25/06/2012 00:00:00	-351
SCAP - Capacity 2013	Collector	Department for Education	Testing	25/06/2012 00:00:00	-351
SCAP - Capacity 2013	Administrator	Department for Education	Testing/Live	25/06/2012 00:00:00	-351
SCAP - Forecasts 2012	Administrator	Department for Education	Open/Live	25/06/2012 00:00:00	-351
SCAP - Forecasts 2012	Collector	Department for Education	Open	25/06/2012 00:00:00	-351
<b>SCAP - Forecasts 2013</b>	<b>Source</b>	<b>Bromley</b>	<b>Testing</b>	<b>25/06/2012 00:00:00</b>	<b>-351</b>
SCAP - Forecasts 2013	Collector	Department for Education	Testing	25/06/2012 00:00:00	-351
SCAP - Forecasts 2013	Administrator	Department for Education	Testing/Live	25/06/2012 00:00:00	-351
School Closure September 2012	Administrator	Department for Education	Testing/Live	29/03/2012 00:00:00	-439

Page 2 of 3

Select Data Collection

The Source main screen will be displayed

**COLLECT Portal**

Source Page SCAP - Forecasts 2013

**MY DATA RETURN**

The status of your data return :

Errors :       Queries :       OK Errors :

**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?**

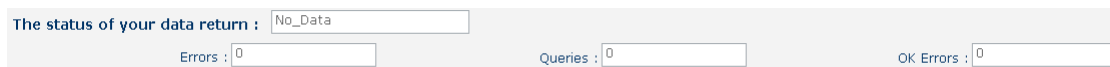
<b>Data Return Submission</b>	<b>Data Return Approval</b>	<b>Data Return Authorisation</b>
Date Submitted <input type="text"/>	Date Approved <input type="text"/>	Date Authorised <input type="text"/>

The screen is divided into three main sections:

- Return status;
- Return management;
- Return progress.

## Return status

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



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

## Return management

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

**What can I do with My Data Return?**

<b>Upload Return from file...</b>	Press this button to Import a file into your data return
<b>Add Return on screen...</b>	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
<b>Launch Reports...</b>	Press this button to Report on your data return
Delete Return...	Press this button to Delete your data return

## Return progress

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.

**What is happening to My Data Return?**

Data Return Submission	Data Return Approval	Data Return Authorisation
Date Submitted <input type="text"/>	Date Approved <input type="text"/>	Date Authorised <input type="text"/>
<input type="button" value="View submitted data return..."/>	<input type="button" value="View approved data return..."/>	<input type="button" value="View authorised data return..."/>
<input type="button" value="Export submitted data return..."/>	<input type="button" value="Export approved data return..."/>	<input type="button" value="Export authorised data return..."/>

# Adding a return on screen

In order to view your pre-populated data you need to click on 'Add Return on screen'.

**COLLECT Portal**

Source Page SCAP - Forecasts 2013

**MY DATA RETURN**

The status of your data return :

Errors :       Queries :       OK Errors :

**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?**

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

The following screen will be displayed; please click on the 'Save' button, to start your return.

**COLLECT Portal**

SchoolCapacity

Add new record ?      **Save**      Cancel

**SchoolCapacity - Bromley**

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

**School Capacity - Forecasts**

Data Item	Value	Errors		OK Errors	Notes	History
		E	Q			
Collection	School Capacity	0	0	0		
DateTime	2013-06-11 14:04:33	0	0	0		
Year	2013	0	0	0		
LEA Number	305	0	0	0		

Forecast by LA Planning Area Primary      View All

Forecast by LA Planning Area Secondary      View All

Validation check for authorities      View All

Forecast methodology      View All

To view your data, please click on the 'View All' buttons.

**COLLECT Portal**

**SchoolCapacity**

All Errors All Notes Add View Edit Delete Status

**SchoolCapacity - Bromley**

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

**School Capacity - Forecasts**

Data Item	Value	Errors		OK Errors	Notes	History
		E	Q			
Collection	School Capacity	0	0	0		
DateTime	2013-06-11 14:04:33	0	0	0		
Year	2013	0	0	0		
LEA Number	305	0	0	0		
Forecast by LA Planning Area Primary				<a href="#">View All</a>		
Forecast by LA Planning Area Secondary				<a href="#">View All</a>		
Validation check for authorities				<a href="#">View All</a>		
Forecast methodology				<a href="#">View All</a>		

To return to the previous page, press the 'Drill Up' button.

**COLLECT Portal**

**LAArea - Forecasts by LA District Primary**

All Errors All Notes Add View Edit Delete Status

**LAArea - Forecasts by LA District Primary - Bromley**

[Drill Up](#) [Error](#)

All Notes

LA Area Code	LA Planning Area Name	Complete
3050000	Bromley LA	N
3050001	PA1	N
3050002	PA2	N
3050003	PA3	N
3050004	PA4	N
3050005	PA5	N
3050006	PA6	N
3050007	PA7	N
3050008	PA8	N
3050009	PA9	N

Page 1 of 2 (Records:11) 1 2

Forecast by LA Planning Area  
Primary Schools

Time of Year  
To which month during the year do the projections relate? i.e. Jan, Apr, Sep.

Data Item	Data Item Value	Errors		OK Errors	Notes	History
		E	Q			
Primary Schools Reception to Year 6		1	0	0		

Year Groups for Selected Area [View All](#)

# Updating forecast by LA district primary & secondary

You need to update the forecast by LA sections of the return. To do this you need to click on the 'View All' for primary or secondary.

**COLLECT Portal**

**SchoolCapacity**

All Errors All Notes Add View Edit Delete Status

**SchoolCapacity - Bromley**

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

**School Capacity - Forecasts**

Data Item	Value	Errors		OK Errors	Notes	History
		E	Q			
Collection	School Capacity	0	0	0		
DateTime	2013-06-11 14:04:33	0	0	0		
Year	2013	0	0	0		
LEA Number	305	0	0	0		

Forecast by LA Planning Area Primary [View All](#)

Forecast by LA Planning Area Secondary [View All](#)

Validation check for authorities [View All](#)

Forecast methodology [View All](#)

You will then be presented with the following screen. You may have more than one district here, please select the one you want to update first by clicking on it, this will highlight the selected district in blue, then click the **edit** button.

**COLLECT Portal**

**LAArea - Forecasts by LA District Primary**

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

**LAArea - Forecasts by LA District Primary - Bromley**

LA Area Code	LA Planning Area Name	Complete
3050000	Bromley LA	N
3050001	PA1	N
3050002	PA2	N
3050003	PA3	N
3050004	PA4	N
3050005	PA5	N
3050006	PA6	N
3050007	PA7	N
3050008	PA8	N
3050009	PA9	N

Page 1 of 2 (Records:11) 12

Forecast by LA Planning Area  
Primary Schools

Time of Year  
To which month during the year do the projections relate? i.e. Jan, Apr, Sep.

Data Item	Data Item Value	Errors		OK Errors	Notes	History
		E	Q			
Primary Schools Reception to Year 6		1	0	0		

Year Groups for Selected Area [View All](#)



Please use the dropdown box to select the month the projections relate to. Then click on the 'View All' link for year groups for selected districts.

COLLECT Portal

LAArea - Forecasts by LA District Primary

All Errors All Notes Add View Edit Delete Status

SchoolCapacity

- Forecast Methodology
- ValidationCheck
- LAArea
  - AggregatedLAForecast
  - Forecasts by LA District Primary
  - Forecasts by LA District Secondary
  - YearGroups
    - YearGroupsPrimary
    - YearGroupsSecondary
  - ForecastYears
    - ForecastYearsPrimary
    - ForecastYearsSecondary

LAArea - Forecasts by LA District Primary - Bromley

LA Area Code	LA Planning Area Name	Complete
3050000	Bromley LA	N
3050001	PA1	N
3050002	PA2	N
3050003	PA3	N
3050004	PA4	N
3050005	PA5	N
3050006	PA6	N
3050007	PA7	N
3050008	PA8	N
3050009	PA9	N

Page 1 of 2 (Records:11) 1

Forecast by LA Planning Area

Primary Schools

Time of Year

To which month during the year do the projections relate? i.e. Jan, Apr, Sep.

Data Item	Data Item Value	Errors		OK Errors	Notes	History
		E	Q			
Primary Schools Reception to Year 6	1	1	0	0		
Year Groups for Selected Area	January April September					<a href="#">View All</a>

Please select the year group you want to update by clicking on it, this will highlight it in blue, then click the 'View all' link.

COLLECT Portal

YearGroups - YearGroupsPrimary

All Errors All Notes Add View Edit Delete Status

SchoolCapacity

- Forecast Methodology
- ValidationCheck
- LAArea
  - AggregatedLAForecast
  - Forecasts by LA District Primary
  - Forecasts by LA District Secondary
  - YearGroups
    - YearGroupsPrimary
    - YearGroupsSecondary
  - ForecastYears
    - ForecastYearsPrimary
    - ForecastYearsSecondary

YearGroups - YearGroupsPrimary - Bromley

Drill Up Error All Notes

LAAreaCode	YearGroup	Complete
3050000	R	N
3050000	1	N
3050000	2	N
3050000	3	N
3050000	4	N
3050000	5	N
3050000	6	N

Year Groups - Primary

Forecast Years for Selected Year Group

[View All](#)

Please select the academic year you want to update by clicking on it, this will highlight it in blue, then click the 'edit' button. Enter the forecast in the box below. Once you click out of the box the data will be populated in the pupil numbers section below. Complete this for all years shown.

COLLECT Portal

ForecastYears - ForecastYearsPrimary

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

> >

SchoolCapacity

- > Forecast Methodology
- > ValidationCheck
- > LAArea
  - > AggregatedLAForecast
  - > Forecasts by LA District Primary
  - > Forecasts by LA District Secondary
- > YearGroups
  - > YearGroupsPrimary
  - > YearGroupsSecondary
- > ForecastYears
  - > ForecastYearsPrimary
  - > ForecastYearsSecondary

ForecastYears - ForecastYearsPrimary - Bromley

Drill Up Error

All Notes

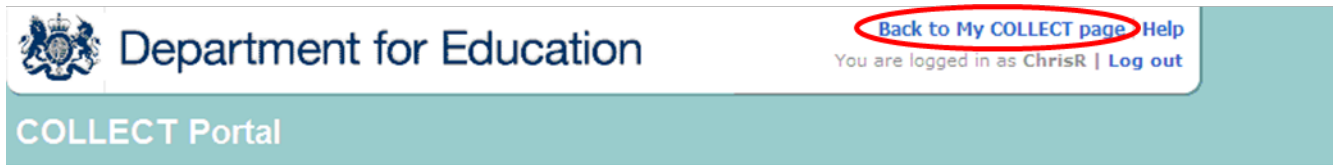
LA Planning Area Code	YearGroup	Year	PupilNos
3050000	R	2013/14	
3050000	R	2014/15	
3050000	R	2015/16	
3050000	R	2016/17	
3050000	R	2017/18	

Forecast Year - Primary

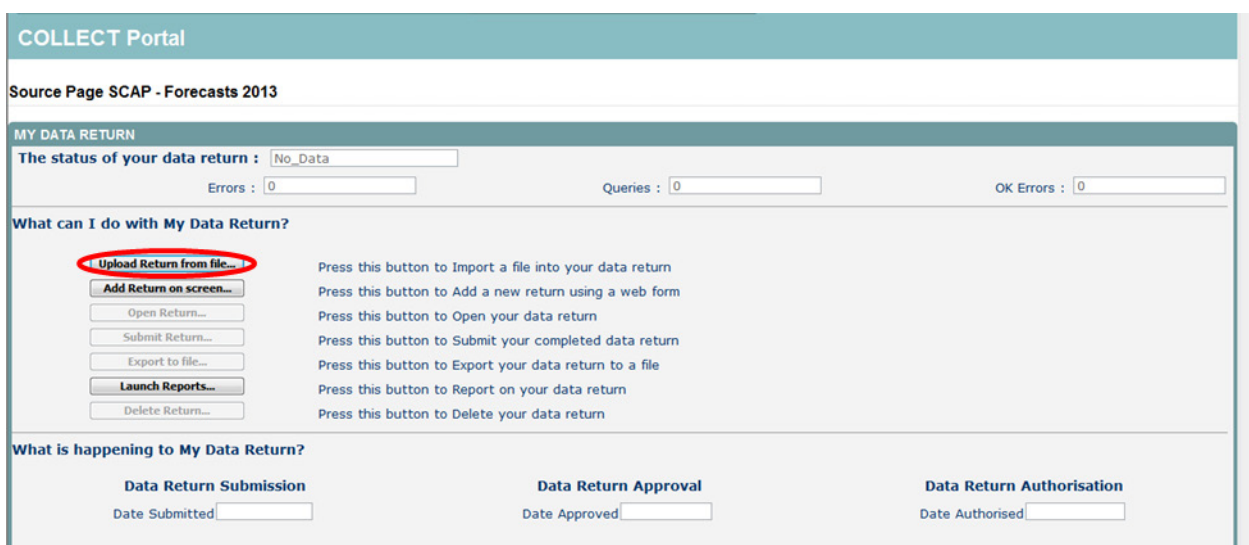
Data Item	Data Item Value	Errors		OK Errors	Notes	History
		E	Q			
Pupil Numbers	1	0	0	0		

## Loading forecast data

You can also load your forecast data as an XML File, to do this you must return to your SOURCE page, which you can do by clicking 'Back to my COLLECT page' at the top of the screen, next to help.

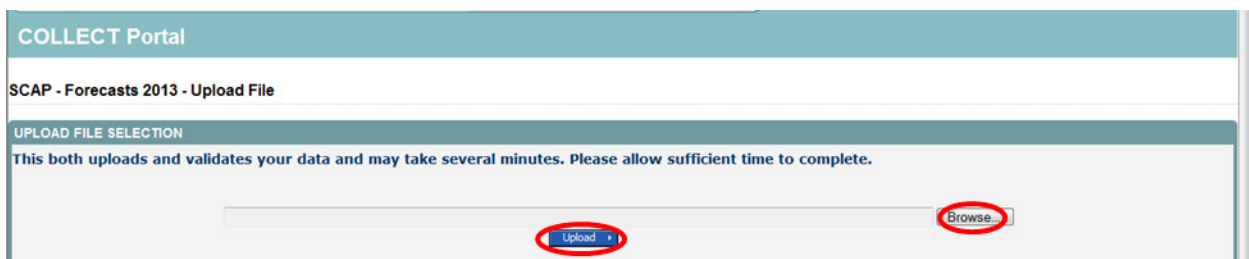


To upload your XML file, please select the 'Upload Return from File' button from the Source main screen.



Use the browse button to locate the file on your computer. This will be suffixed with .xml

Highlight the file name and click on **Open** to select the return. Then click on the 'Upload' button to load the return.



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

**COLLECT Portal**


**Uploading**

---

**FILE UPLOAD PROGRESS ...**

**Data return upload in progress, please wait....**

Loading raw return data



Once the upload has completed the source main page will be redisplayed and the return status section will have been updated to “Loaded\_and\_Validated” the total number of errors and queries found in the return will be displayed. Additional function buttons will now be available in the Return Management section.

**What can I do with My Data Return?**

<b>Upload Return from file...</b>	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
<b>Open Return...</b>	Press this button to Open your data return
<b>Submit Return...</b>	Press this button to Submit your completed data return
<b>Export to file...</b>	Press this button to Export your data return to a file
<b>Launch Reports...</b>	Press this button to Report on your data return
<b>Delete Return...</b>	Press this button to Delete your data return

# Validation check for authorities

You will need to check this part of the return. Please click the 'View all' link to access this section.

COLLECT Portal

SchoolCapacity

All Errors All Notes Add View Edit Delete Status

SchoolCapacity - Bromley

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

School Capacity - Forecasts

Data Item	Value	Errors		OK Errors	Notes	History
		E	Q			
Collection	School Capacity	0	0	0		
DateTime	2013-06-19 14:03:52	0	0	0		
Year	2013	0	0	0		
LEA Number	305	0	0	0		
Forecast by LA Planning Area Primary				<a href="#">View All</a>		
Forecast by LA Planning Area Secondary				<a href="#">View All</a>		
Validation check for authorities				<a href="#">View All</a>		
Forecast methodology				<a href="#">View All</a>		

Please select the 'View all' for **Total LA district forecasts** to view your data.

COLLECT Portal

SchoolCapacity - ValidationCheck

All Errors All Notes Add View Edit Delete Status

SchoolCapacity - ValidationCheck - Bromley

[Drill Up](#)

Validation Check Screen

If the totals in the Total LA Planning Area forecasts do not match what you expect for the LA as a whole then you should submit details to the Pupil Place Planning Team  
Email: SCAP.PPP@education.gsi.gov.uk

Data Item	Data Item Value	Errors		OK Errors	Notes	History
		E	Q			
Please Indicate Issue	False	0	0	0		
Total LA Area Forecasts				<a href="#">View All</a>		

Please check your Aggregated LA forecast is as you expected. To go back to the previous screen please click the **Drill up** button.

COLLECT Portal

LADistrict - AggregatedLAForecast

All Errors All Notes Add View Edit Delete Status

**Drill Up** Error

All Notes

LADistrict - AggregatedLAForecast - Durham

R to Year 6	7 to 11 Years	12 and 13 Years	ForecastYear
152	0	0	2012/13
0	0	0	2013/14
0	0	0	2014/15
0	0	0	2015/16
0	0	0	2016/17

Please click on the **Edit** button at the top of the screen.

COLLECT Portal

SchoolCapacity - ValidationCheck

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

**Drill Up**

SchoolCapacity - ValidationCheck - Bromley

Validation Check Screen

If the totals in the Total LA Planning Area forecasts do not match what you expect for the LA as a whole then you should submit details to the Pupil Place Planning Team  
Email: SCAP.PPP@education.gsi.gov.uk

Data Item	Data Item Value	Errors		OK Errors	Notes	History
		E	Q			
Please Indicate Issue	<b>False</b>	0	0	0		

Total LA Area Forecasts [View All](#)

You will then need to select from the drop down box to indicate if there is an issue. If you enter **'True'** you will need to submit details to partnership for schools via email.

Once this page is completed click on the **'drill up'** button in the middle of the page to go back to the main page.



# Inputting forecast methodology

On the main page, click on the 'View all' for forecast methodology.

The screenshot shows the COLLECT Portal interface for 'SchoolCapacity - Bromley'. On the left is a navigation tree with 'ForecastMethodology' selected. The main content area has a table with columns: Return Level Errors, Errors (E, Q), OK Errors, and Return Level Notes. Below this is a 'School Capacity - Forecasts' table with columns: Data Item, Value, Errors (E, Q), OK Errors, Notes, and History. The 'Forecast methodology' link at the bottom of the table is circled in red.

When on the forecast methodology page, you must then press the 'Edit' button, various boxes will then appear on the page for you to input each part of your methodology.

The screenshot shows the COLLECT Portal interface for 'SchoolCapacity - Forecast Methodology - Bromley'. The 'Edit' button in the top navigation bar is circled in red. The main content area contains a 'Forecast Methodology' section with a 'Drill Up' link. Below this is a 'BASIS OF FORECASTS' section with text explaining that LAs use different methods to forecast pupil numbers and take different factors into account. It lists sources of data (e.g. health authority, population census, pupil numbers), how raw data are processed to arrive at final figures (Trend data, weighting factors), information on adjustment factors (wastage rates, post-16 staying-on rates), additional factors allowed for (housing developments, existing Academies, proposed Academies, boundary changes, migration, rationalisation proposals, age of transfer changes, error margins), potential variations, and any other factors.

## Submitting your return

In order to submit your return, you must first return to your source page by pressing the **'Back to My COLLECT'** at the top of the page next to help, you will then see the screen below. You will notice that there are various other buttons available, you just need to press **'Submit Return'** and you will see the status of your return change to 'submitted'

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



# Launching reports

Please note any changes made to a return will not appear on the reports until the following day.

In order to gain a hard copy of your return, you can run a number of reports showing different aspects of the return. You must return to your source page to launch a report, you will see that the launch report button is still available after submitting your return.

**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

You can select one of the reports from the drop down box and click **'Launch Report'** then on the next screen **'Launch Report'** again to confirm.

**COLLECT Portal**

Report Launch

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**REPORT SELECTOR**

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Reports	Report Description
<input type="text" value="Data Summary. Forecasts Data"/>	(including forecasts methodology)
<input type="button" value="Launch Report"/>	

**COLLECT Portal**

Report Parameter Selection

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Your report will then be displayed. At this point you can export the report in to excel to save a copy, just select the format you wish to use from the drop down (please note that not all formats will produce the report in a readable format, the most useable format is excel) then click **export**.

**Data Summary. Forecasts Data Report**

The screenshot shows a web application interface for 'Data Summary. Forecasts Data Report'. At the top, there is a navigation bar with a search box containing '1 of 2 ?' and a 'Find | Next' button. To the right of the search box is a dropdown menu for export options, which is currently open. The dropdown menu lists several options: 'XML file with report data', 'CSV (comma delimited)', 'Acrobat (PDF) file', 'MHTML (web archive)', 'Excel', 'TIFF file', and 'Word'. The 'Excel' option is highlighted with a blue background and a red circle around it. Below the navigation bar, the main content area displays 'LA Forecasts' and 'LA Number: 840'. Below this is a table with the following data:

Forecast Year	R	1	2	3	4	5	6	7	8	9	10	11	12	13	14
2011/12	1641 9	1620 6	1610 4	1558 7	1500 6	1443 6	1448 4	1475 7	1521 6	1512 6	1415 8	1391 6	1321 3	1215 2	
2012/13	316	13	1	7	4	6	3	3	6	7	1	4	3	2	
2013/14	9	11	2	8	4	5	3	3	6	3	12	7	21	3	
2014/15	14	10	3	8	4	3	3	3	9	3	34	6	2	3	

# Extra functions of COLLECT

## Notes

You can add notes to the return i.e. to indicate that you have been back in to the return and checked the pre-populated data. If you put this in the return level notes, these notes will always remain against the return despite any re-uploads.

The screenshot shows the COLLECT Portal interface for 'SchoolCapacity'. A navigation tree on the left includes 'SchoolCapacity', 'Forecast Methodology', 'ValidationCheck', 'LAArea', 'AggregatedLAForecast', 'Forecasts by LA District Primary', 'Forecasts by LA District Secondary', 'YearGroups', 'YearGroupsPrimary', 'YearGroupsSecondary', 'ForecastYears', 'ForecastYearsPrimary', and 'ForecastYearsSecondary'. The main content area displays 'SchoolCapacity - Bromley' with a table of errors and a 'Return Level Notes' button circled in red. Below this is a 'School Capacity - Forecasts' table with columns for Data Item, Value, Errors (E, Q), OK Errors, Notes, and History. The 'Notes' column contains a pencil icon for each row. At the bottom, there are links for 'View All' for various forecast categories.

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

Data Item	Value	E	Q	OK Errors	Notes	History
Collection	School Capacity	0	0	0		
DateTime	2013-06-11 14:52:23	0	0	0		
Year	2013	0	0	0		
LEA Number	305	0	0	0		

The screenshot shows the 'Note Page' in the COLLECT Portal. It features a table with columns for 'User', 'Role', 'Organisation', 'Native ID', and 'Date and Time'. Below the table is a large text area for 'Note Detail'. To the right of the table, an 'Add New Note' button is circled in red. Below the main table is a section for 'Preserved notes deleted by resubmissions' with a similar table structure and a 'Remove Preserved Note' button. The footer contains copyright information: '© Crown copyright | Disclaimer | Privacy'.

## Errors and queries

You can gain further information on the **Errors and queries** associated with the return by clicking on the **'All Errors'** button.

COLLECT Portal

SchoolCapacity

All Errors
All Notes
Add
View
Edit
Delete
Status

- SchoolCapacity
  - Forecast Methodology
  - ValidationCheck
  - LAArea
    - AggregatedLAForecast
    - Forecasts by LA District Primary
    - Forecasts by LA District Secondary
  - YearGroups
    - YearGroupsPrimary
    - YearGroupsSecondary
  - ForecastYears
    - ForecastYearsPrimary
    - ForecastYearsSecondary

**SchoolCapacity - Bromley**

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

**School Capacity - Forecasts**

Data Item	Value	Errors		OK Errors	Notes	History
		E	Q			
Collection	School Capacity	0	0	0		
DateTime	2013-06-11 14:52:23	0	0	0		
Year	2013	0	0	0		
LEA Number	305	0	0	0		

Forecast by LA Planning Area Primary [View All](#)

Forecast by LA Planning Area Secondary [View All](#)

Validation check for authorities [View All](#)

Forecast methodology [View All](#)

## 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 MyCollect 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, e.g. accesses contract details for a workforce member	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 left hand menu

Please avoid using the left hand filter menu to navigate through the return as it does not always display sections of the return in the correct format.

COLLECT Portal

SchoolCapacity

All Errors All Notes Add View Edit Delete Status

SchoolCapacity - Bromley

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

School Capacity - Forecasts

Data Item	Value	Errors		OK Errors	Notes	History
		E	Q			
Collection	School Capacity	0	0	0		
DateTime	2013-06-11 14:52:23	0	0	0		
Year	2013	0	0	0		
LEA Number	305	0	0	0		
Forecast by LA Planning Area Primary				<a href="#">View All</a>		
Forecast by LA Planning Area Secondary				<a href="#">View All</a>		
Validation check for authorities				<a href="#">View All</a>		
Forecast methodology				<a href="#">View All</a>		

Left hand filter menu:

- SchoolCapacity
  - Forecast Methodology
  - ValidationCheck
  - LAArea
    - AggregatedLAForecast
    - Forecasts by LA District Primary
    - Forecasts by LA District Secondary
    - YearGroups
      - YearGroupsPrimary
      - YearGroupsSecondary
      - ForecastYears
        - ForecastYearsPrimary
        - ForecastYearsSecondary

## Help

COLLECT access is now administered directly by LAs 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 LA who will be able to make sure that you have the appropriate access.

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 school capacity.



Department  
for Education

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About this publication:

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

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