Parental responsibility measures: attendance data collection (PRM-A) 2014

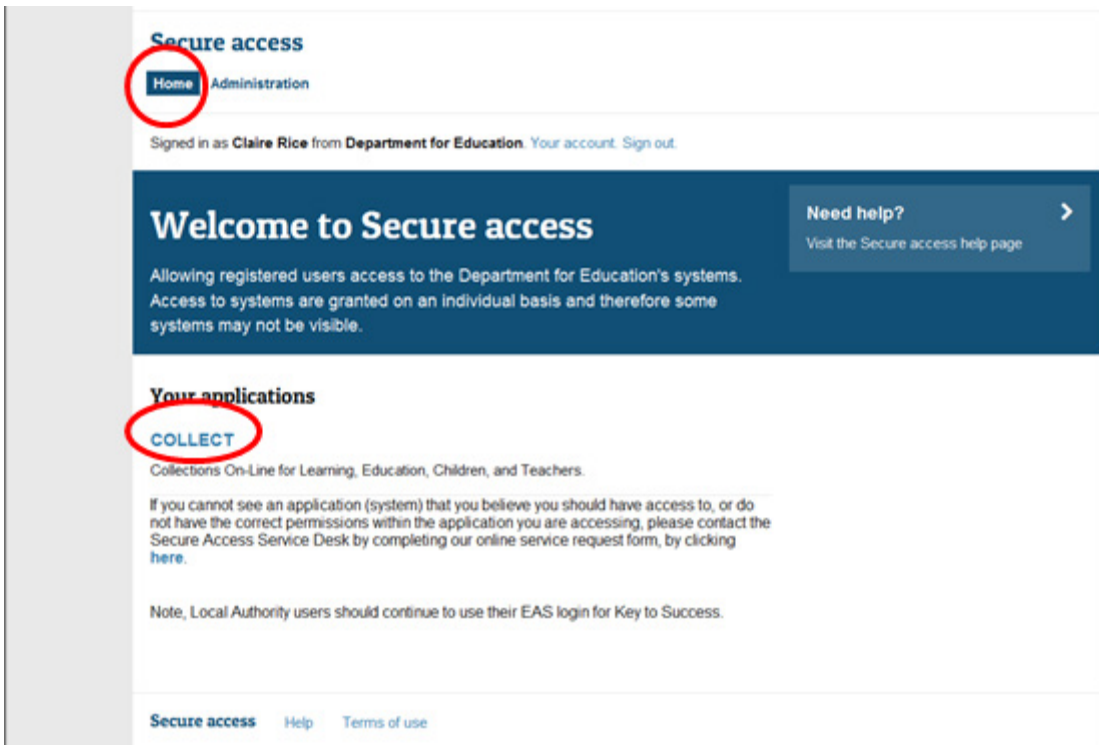## Instructions for local authorities on how to use COLLECT 2014

August 2014

Contents

COLLECT and Secure Access

Access to COLLECT is through the Department's Secure Access System (SA)

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

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

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

Click on 'continue', as above

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

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

Select the collection by clicking on the collection name to highlight it (if there is only one it will be automatically highlighted) and then click on the '**Select Data Collection'** button to open it.

BLADE UAT COLLECT Portal

Home Page

MY DATA COLLECTIONS					
Data Collection	**User Role**	**Organisation**	**Status**	**Due Date**	**Days Due**
ParentalResponsibilityM-A2013	Source	Darlington	Live	31/10/2013 00:00:00	86

< >

Select Data Collection ▸

News

Data Collection	**User Role**	**Organisation**	**Status**	**Due Date**	**Days Due**
ParentalResponsibilityM-A2013	Source	Darlington	Live	31/10/2013 00:00:00	86

LA (Source Page) Screen

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

Source Page ParentalResponsibilityM-A2013

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	Data Return Approval	Data Return Authorisation
Date Submitted	Date Approved	Date Authorised

I need some help

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

For further help please contact the help desk on 01325 392626 and select Option 1, or dsg.helpdesk@education.gsi.gov.uk

My data return

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

Status will be one of the following:

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

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

Submitted – the return has been submitted by the LA .

Amended by Source - the return has been amended by the LA (source).

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

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

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

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

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

Export to File – This is unavailable until the data has been entered and is used to

export the data either as a single XML file or a CSV file.

Launch Reports – There are no reports available for this data collection

Delete Return – This option is only available when data has been entered and is used to delete the LA data from the system.

Adding a Return

To add a return, the user must click the 'Add Return on screen' button.

The next screen to appear is the Parental Responsibility Measures - Attendance return form, as shown.

First click on 'Save'

Your LA number and Name will be automatically pre-populated.
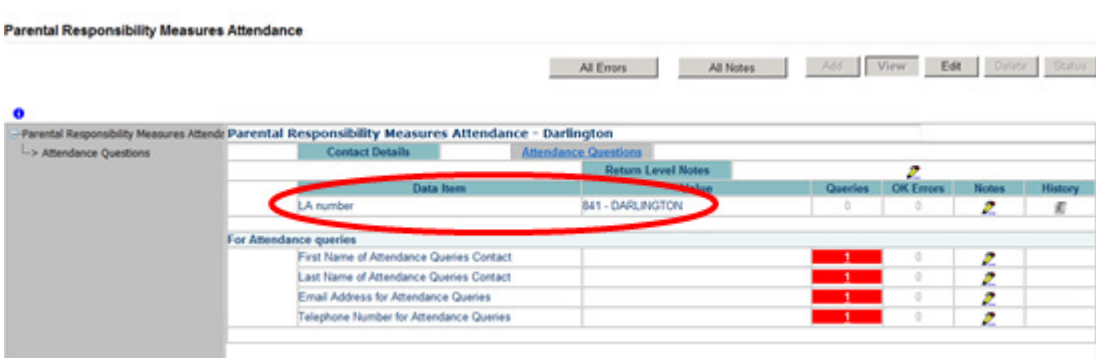
Navigating through the screens

Contact Details

The first screen of the PRM-A return allows the user to edit their contact details.
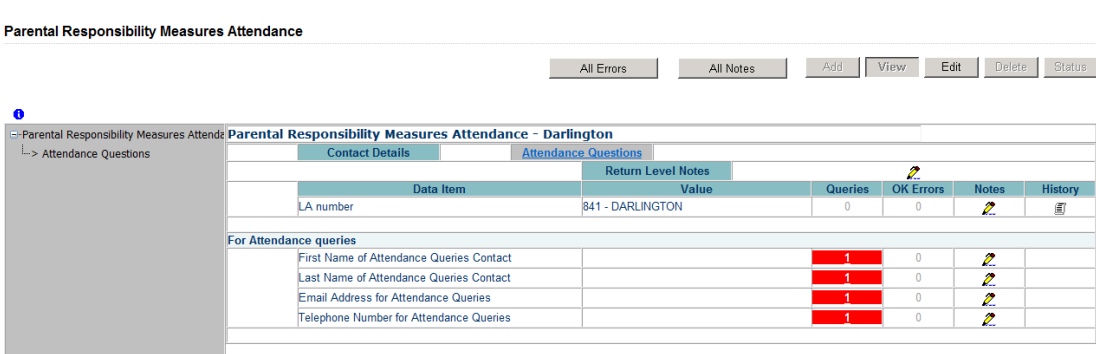
Once completed and to navigate to the attendance questions section of the return, click on Attendance Questions.

Attendance Questions

The next screen to appear, allows the LA user to input their attendance data.

To enter data the user must first click on 'Edit'.

Editing a return

Clicking on the 'Edit' button, opens the value boxes, allowing the user to add and amend their data next to each questions (Q1 to Q14).
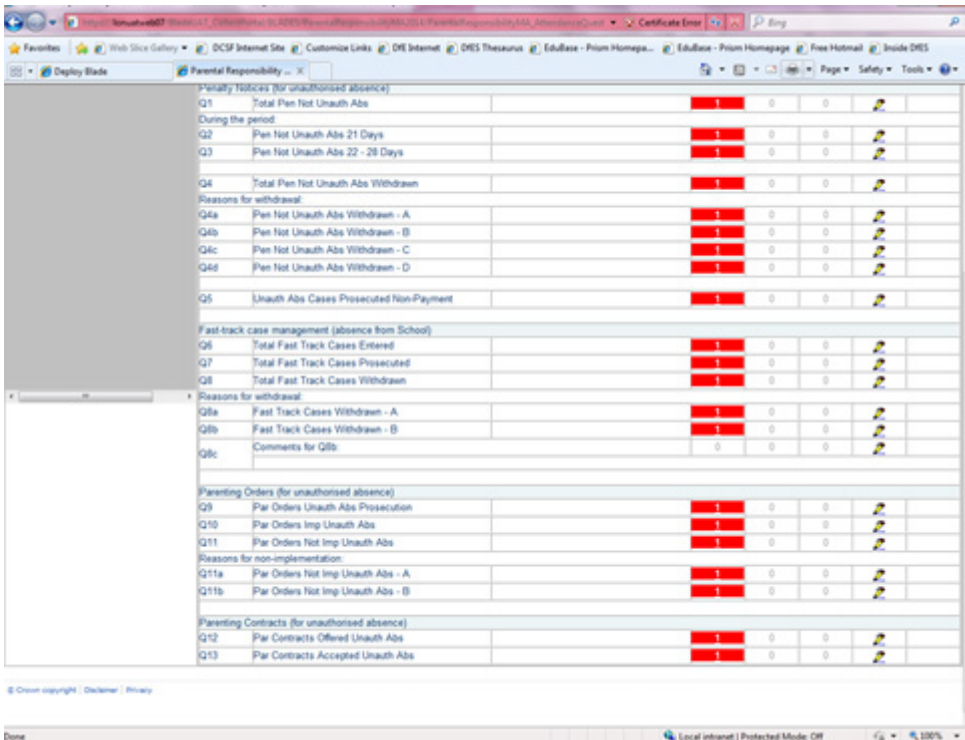
Clicking on view will close the value boxes and save any data that has been added/amended.
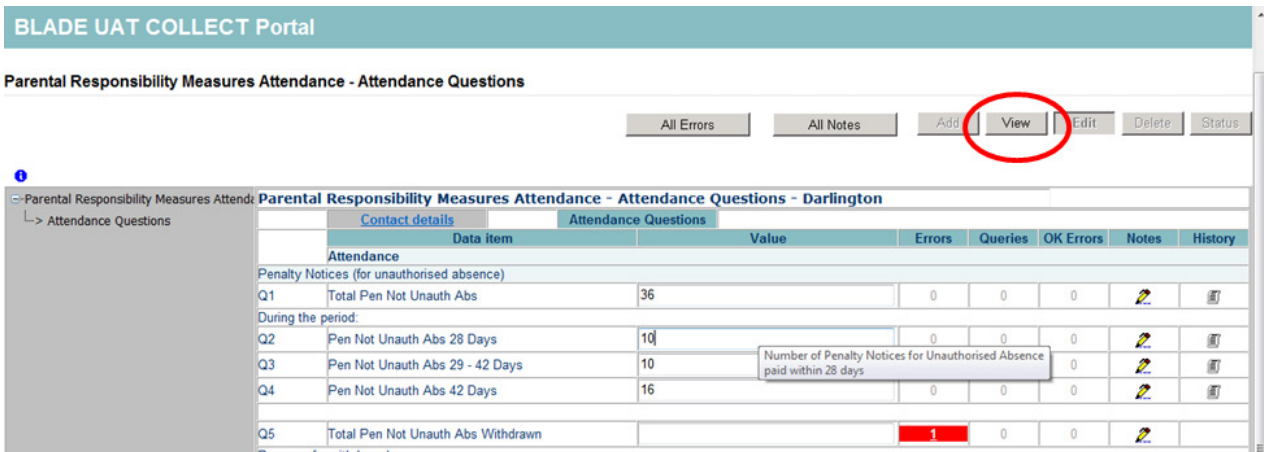
Viewing errors/queries screen

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

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

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


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

The user can then navigate to an error by clicking the 'Value' of an error on the right hand side of the screen (which is 'null' in this case).
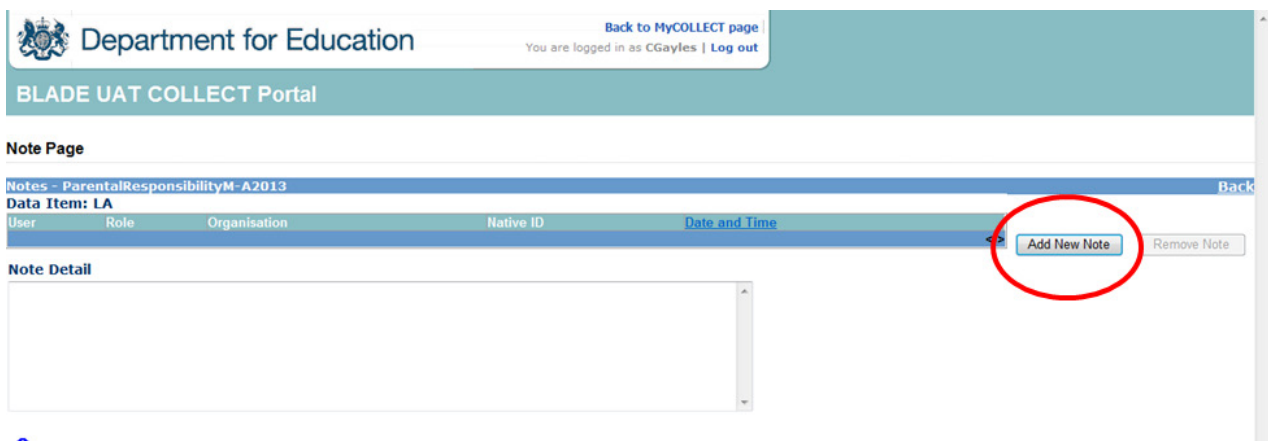
Once the user has clicked this 'Value', they will be taken to the Section where that error is occurring and allow an amendment to be made.
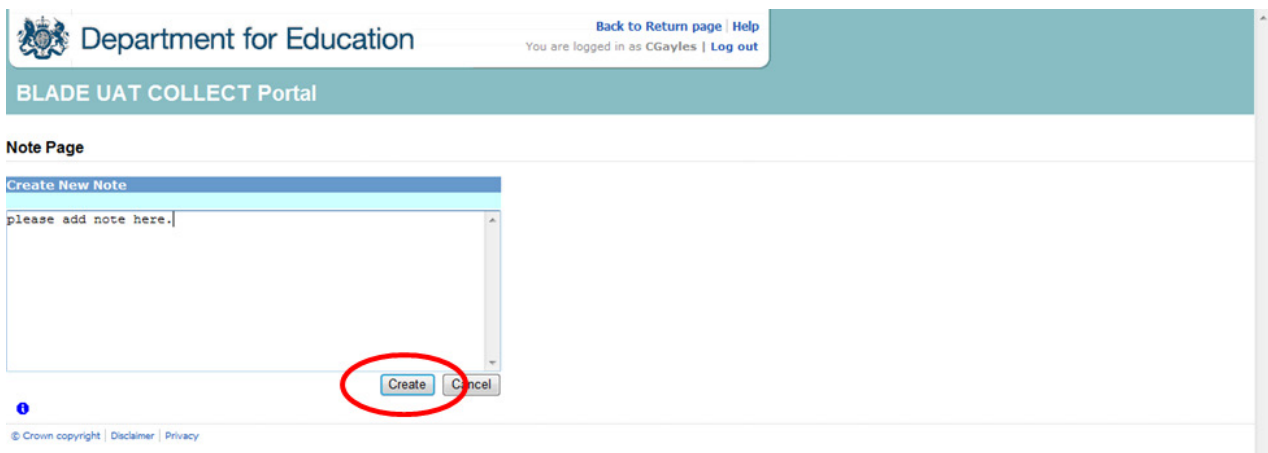
Adding return level notes

There is a pencil icon located next to the LA number section. To add a note relating to an outstanding query, please click on the pencil.
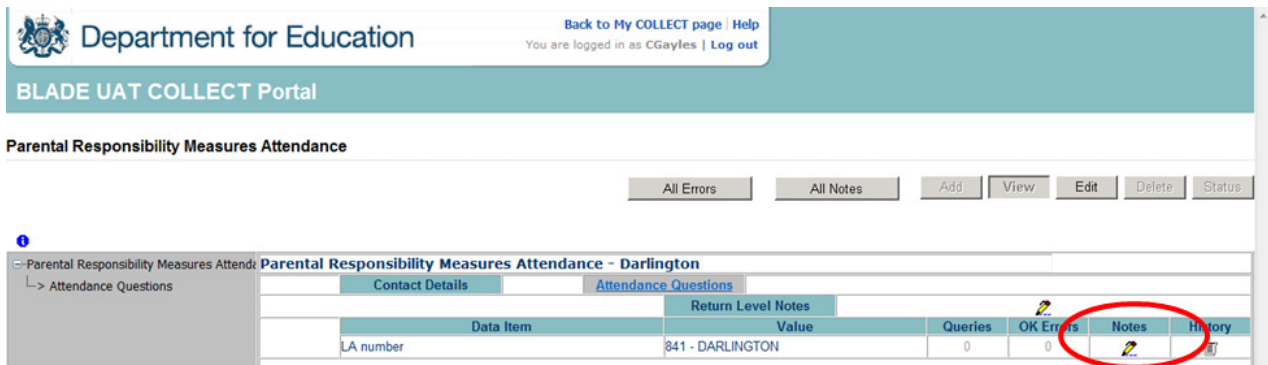
You will then be presented with the Note Page screen below:

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

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

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

Submitting a return

Once the LA user is happy for their return to be submitted for DfE access the procedure is very straightforward. First return to the 'Source Page' by clicking on 'Back to my COLLECT page' located at the top of the form.


Then select Submit Return.

Deleting a return

If a LA User wants to delete a full return, they can do so by clicking 'Delete Return'.

The status of the data return will revert back to 'No Data' and the LA user will need to click on 'Add return on screen' to re-enter their data.

Exporting a return

COLLECT provides options to export data in CSV or XML format. Exporting data can be performed by clicking on the 'Export to file' button
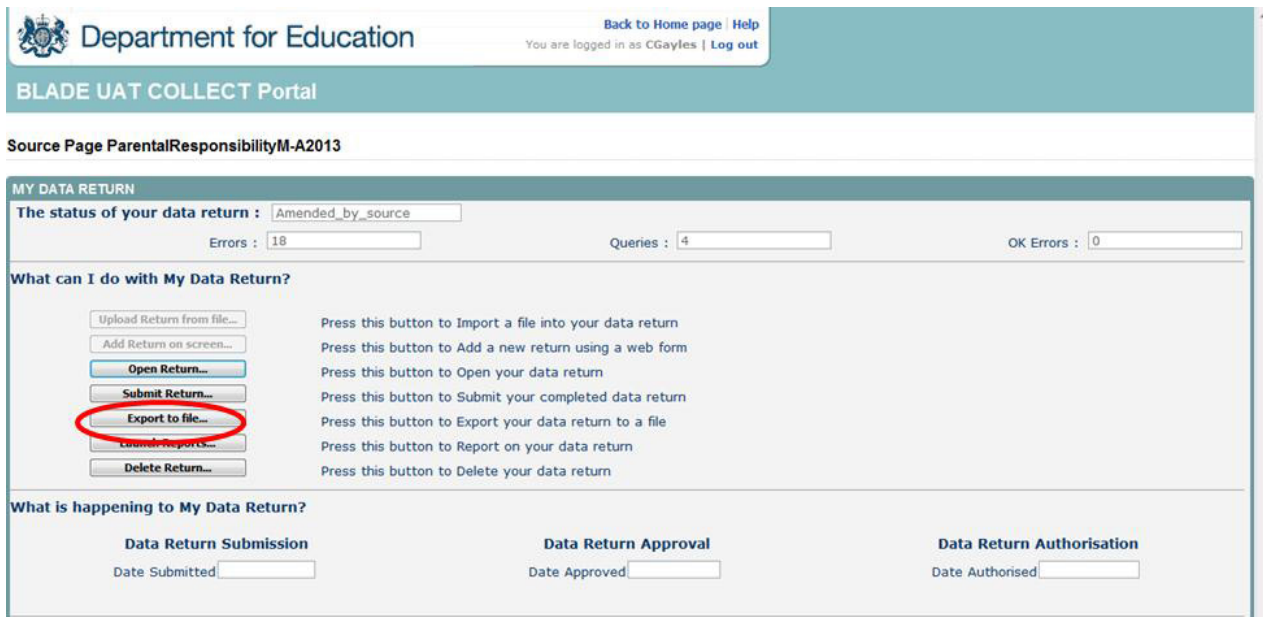
Once the user has clicked 'Export to File' button, they will be taken to the Export Report Format.
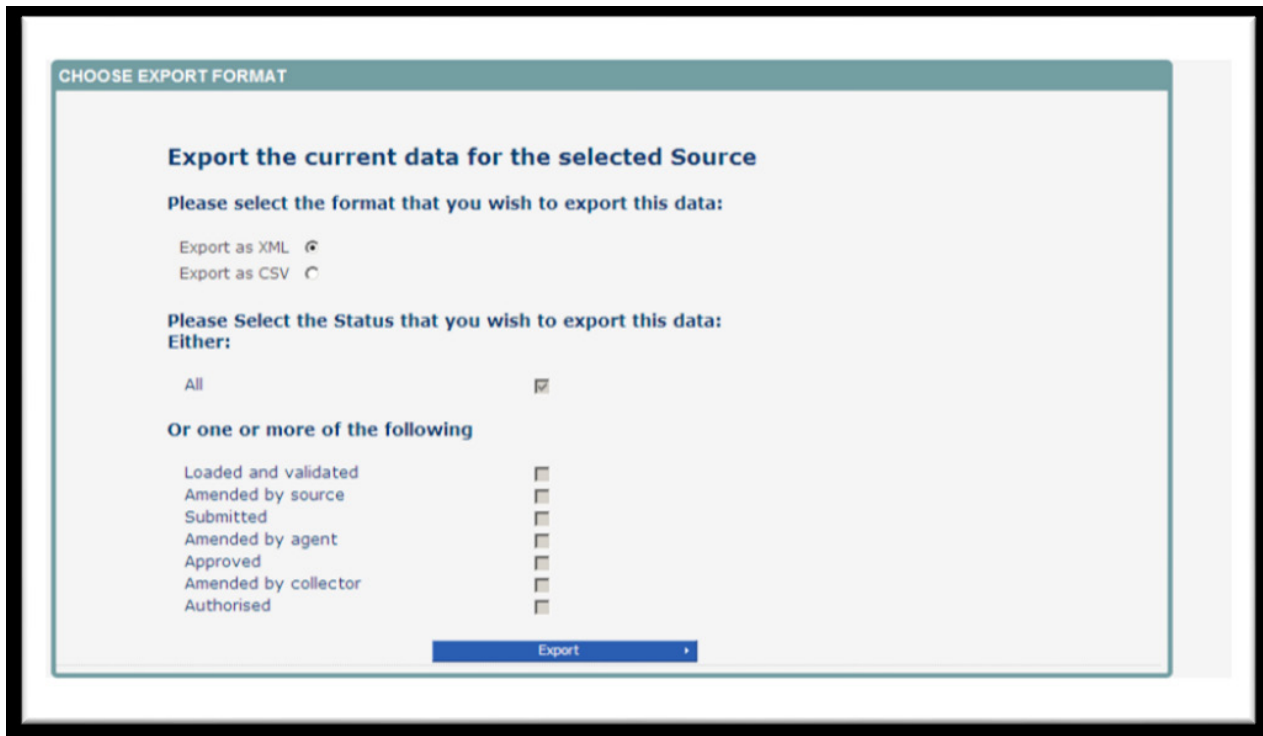
Select the format of exported data that you require and when prompted you can either save the file to a specific location, or can open the file for viewing.

Screen Functionality

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

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, e.g. assessments	Takes you to the sub module level details

Mode Buttons

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

Dark Grey text on sunken button with light border = Active Mode

Black Text on button and highlighted border = Available Mode

Light Grey text on button with light border = Unavailable Mode

Left Hand Menu

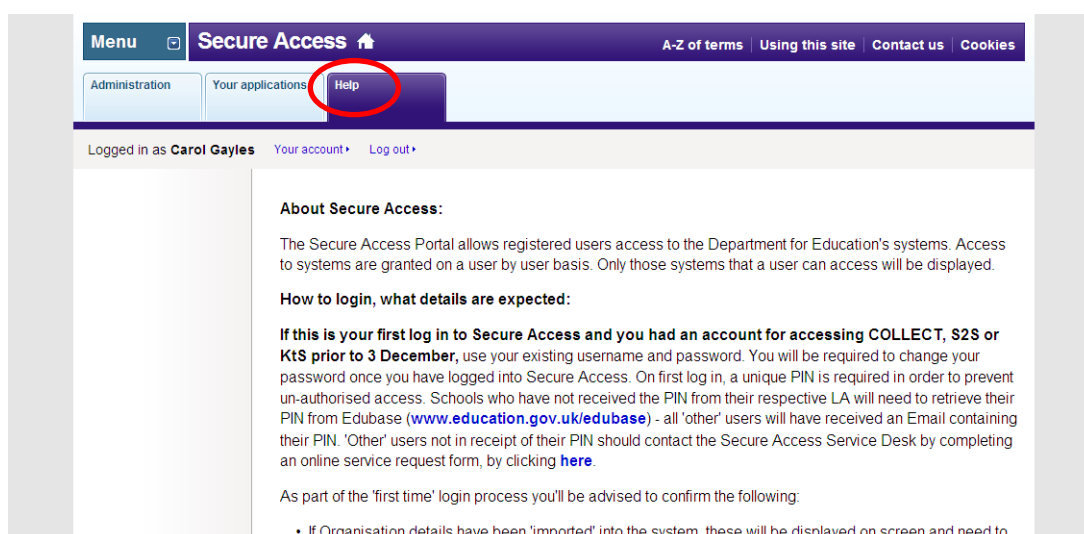The left hand menu can also be used to migrate to different screens however this is 'read only'.

Help

COLLECT issues and data collection queries

If you are experiencing problems with COLLECT or have a data collection query, please submit a service request form to the Data Collection Helpdesk.

Secure Access issues

If you are having problems logging into Secure Access, please refer to the 'Help' section on Secure Access. If you are still unable to resolve your issue, please submit a service request to the SA Service Desk.

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