



Department
for Education

School preference (child level) data collections 2015

**Secondary March 2015; Primary April
2015 COLLECT user guide**

November 2014

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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 (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 LAs 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 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.

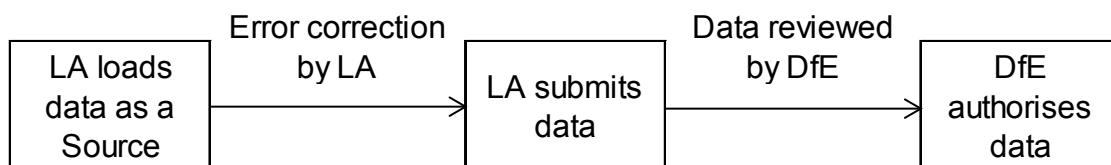


Figure 1: Workflow

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

Please note some screen shots may refer to 2014 however the process is the same for the 2015 collection.

COLLECT and Secure access

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

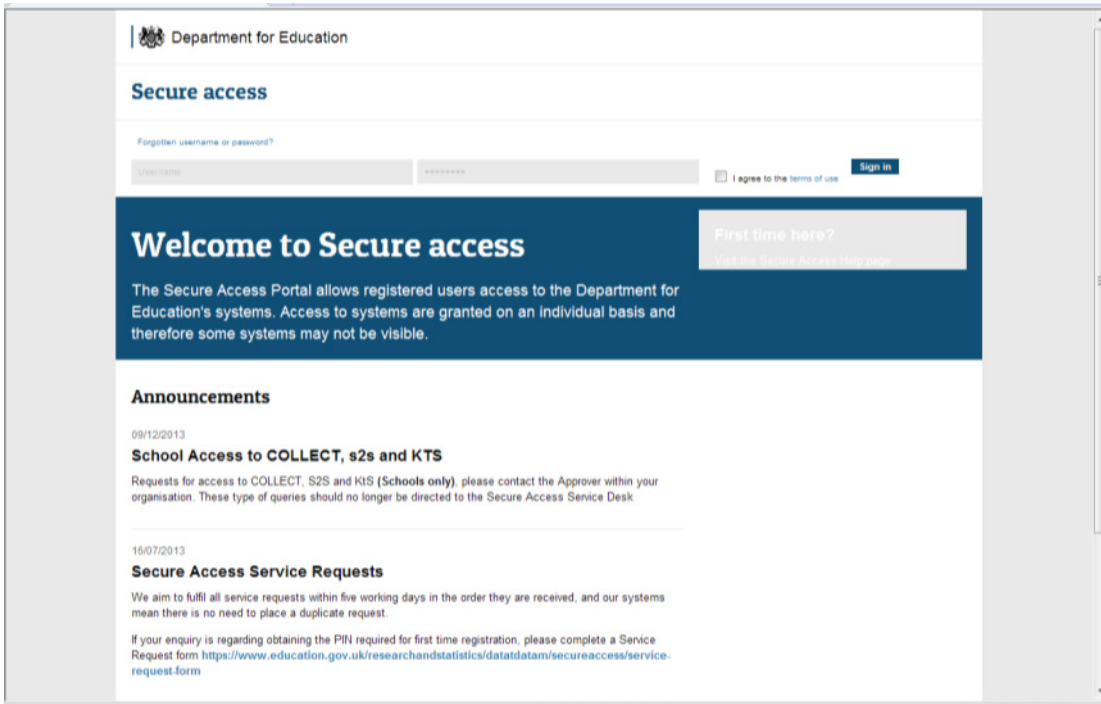


Figure 2: Screenshot of Secure access

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 guidance is published on the [Secure access website](#).

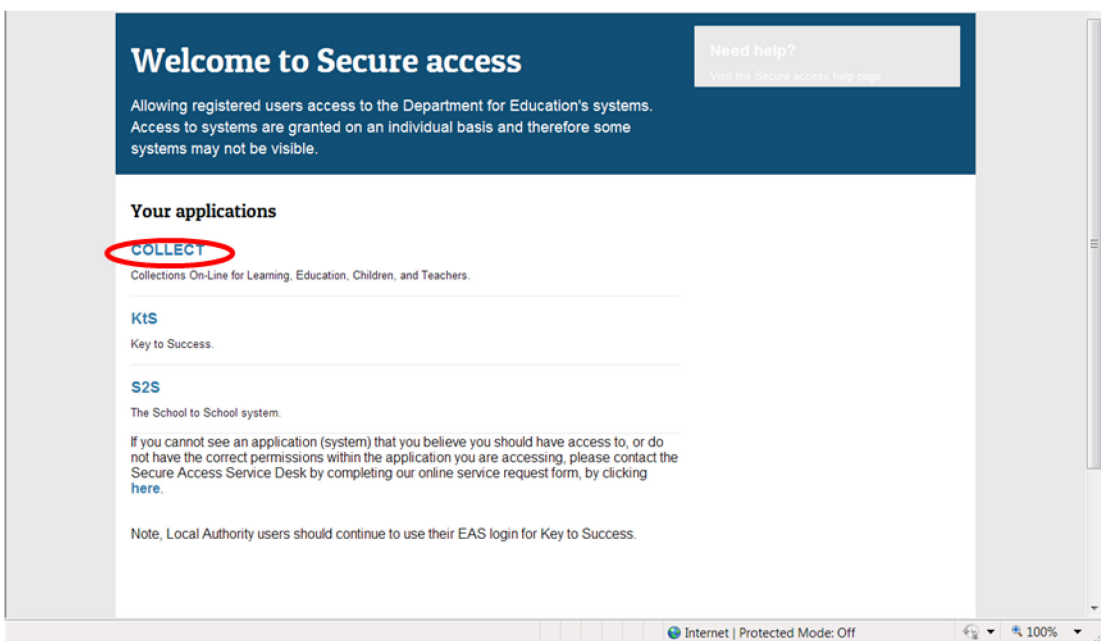


Figure 3: Screenshot of secure access highlighting COLLECT

Click the continue button

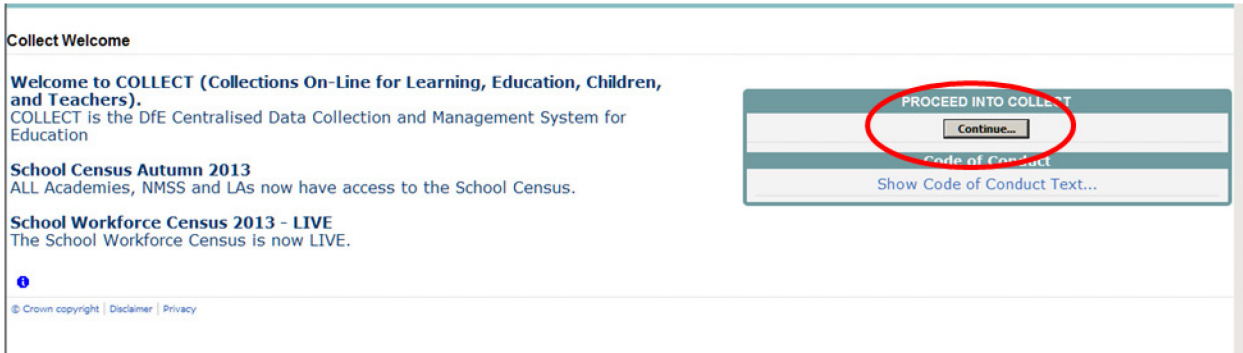


Figure 4: Screenshot of COLLECT homepage

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.

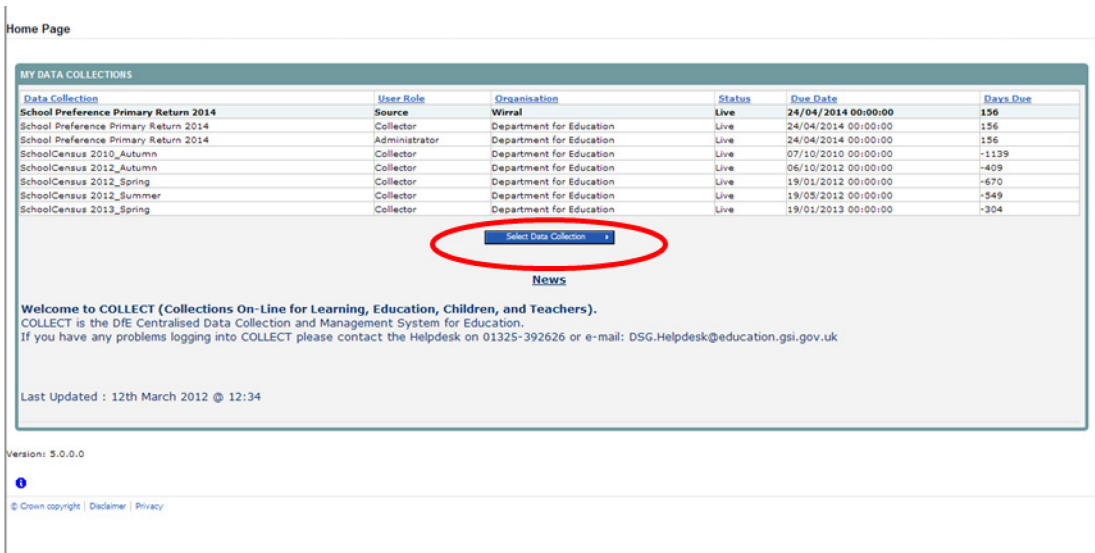


Figure 5: Screenshot of COLLECT data collections

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.

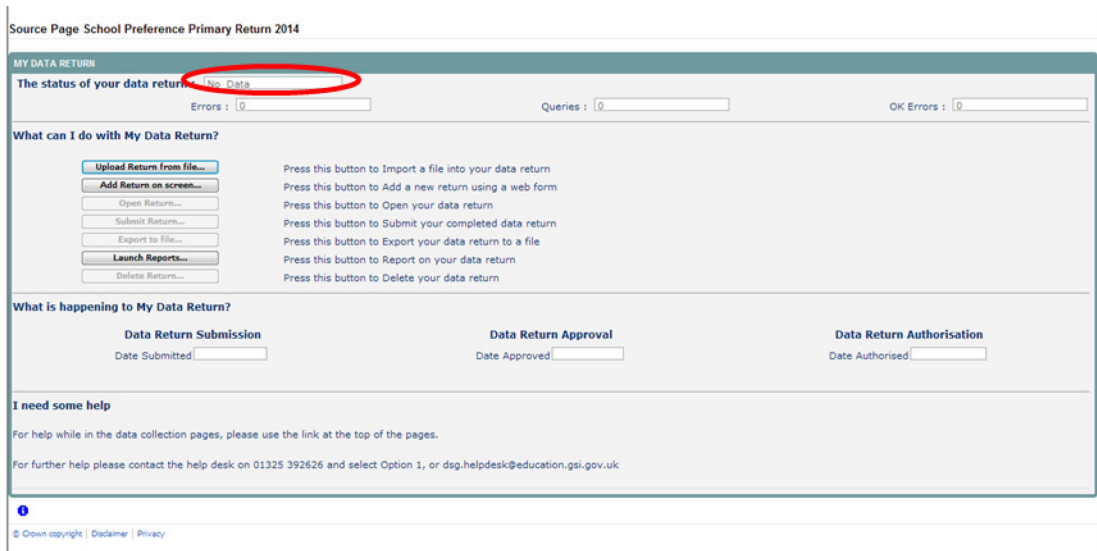


Figure 6: Screenshot of source page

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 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 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

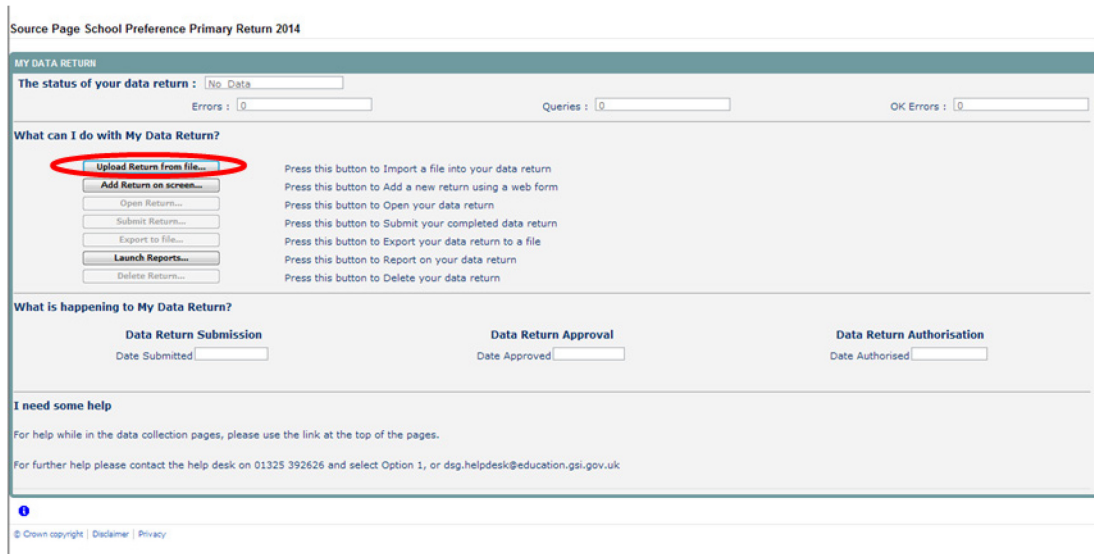


Figure 7: Screenshot of upload return

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. 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. Return level notes however, will be retained.

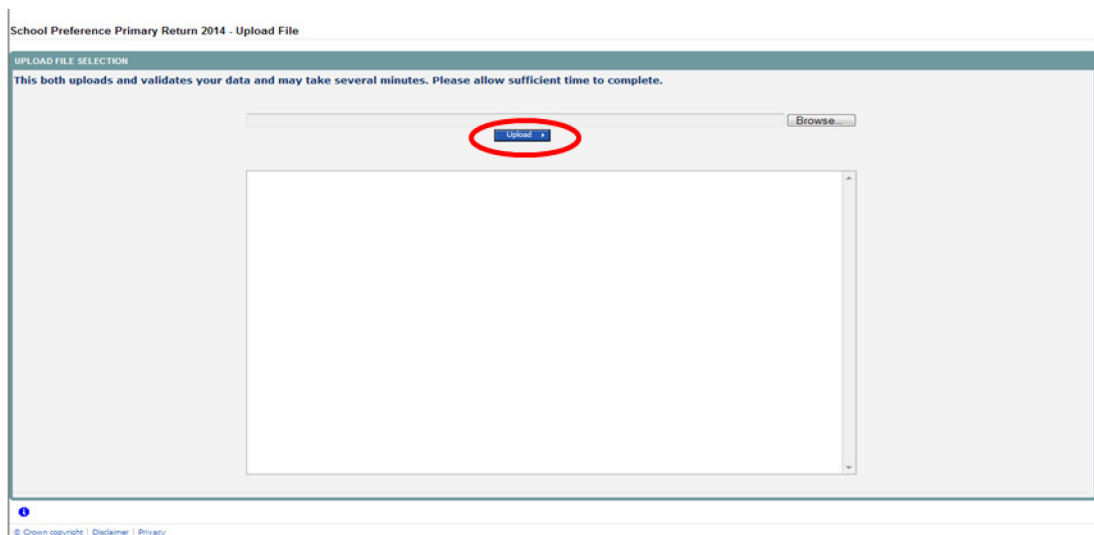


Figure 8: Screenshot of upload button

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 number in a date field, the file will be rejected with an explanatory message.

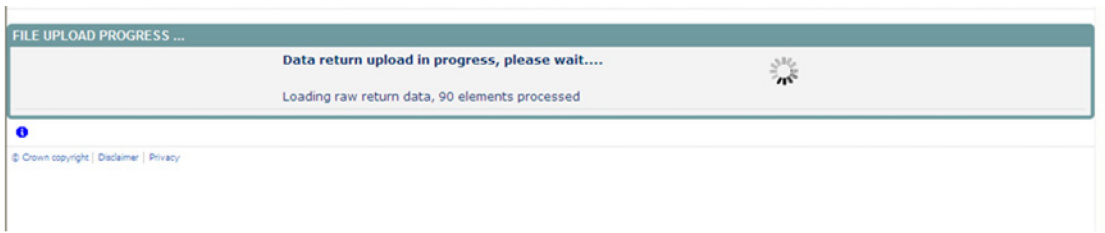


Figure 9: Screenshot of upload in progress

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

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

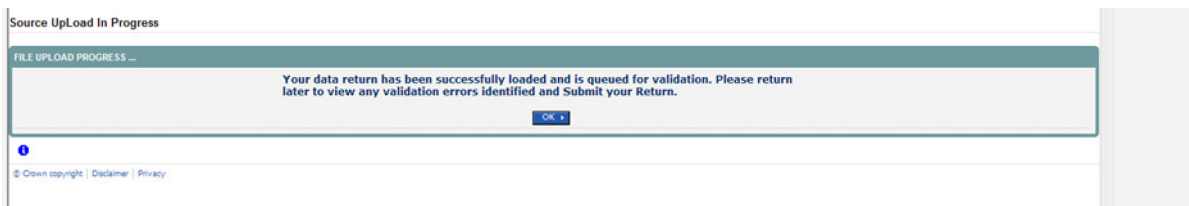


Figure 10: Screenshot of return loaded message

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_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 to ensure notes have been entered against any queries or errors that cannot be corrected.

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

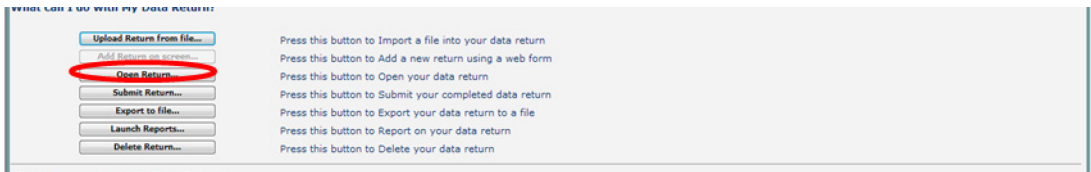


Figure 11: Screenshot of open return

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

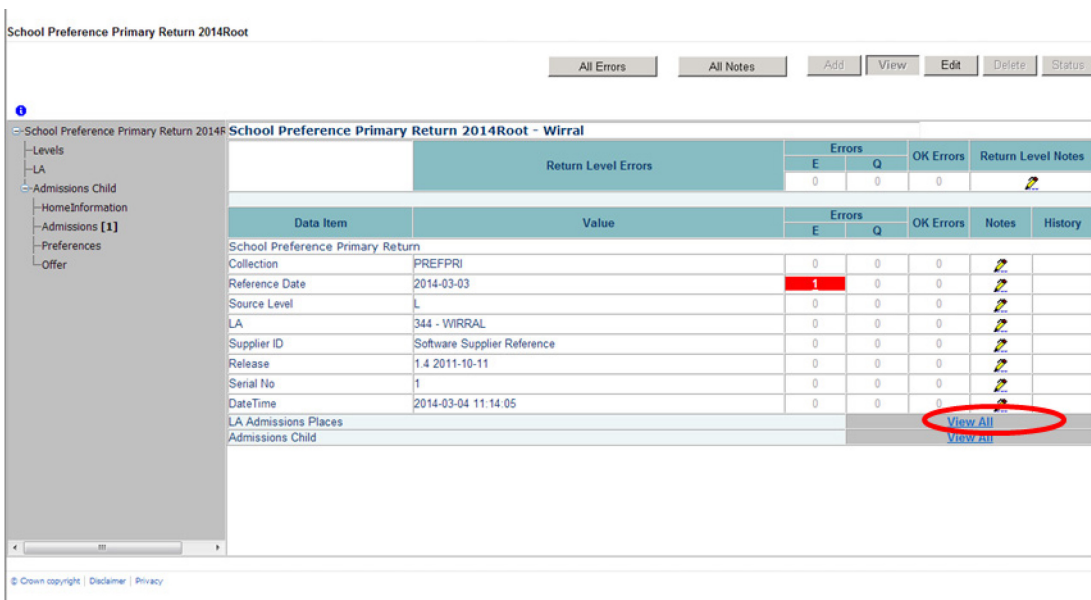


Figure 12: Screenshot of return showing view all buttons

Handling errors and queries

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.

School Preference Primary Return 2014Root

All Errors All Notes Add View Edit Delete Status

School Preference Primary Return 2014Root - Wirral

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

Data Item	Value	Errors		OK Errors	Notes	History
School Preference Primary Return						
Collection	PREFPRI	0	0	0		
Reference Date	2014-03-03	1	0	0		
Source Level	L	0	0	0		
LA	344 - WIRRAL	0	0	0		
Supplier ID	Software Supplier Reference	0	0	0		
Release	1.4 2011-10-11	0	0	0		
Serial No	1	0	0	0		
Date/Time	2014-03-04 11:14:05	0	0	0		
LA Admissions Places					View All	
Admissions Child					View All	

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Figure 13: Screenshot of all errors

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

Wirral Error report on 19/11/2013 at 16:45 Count 2 Return

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

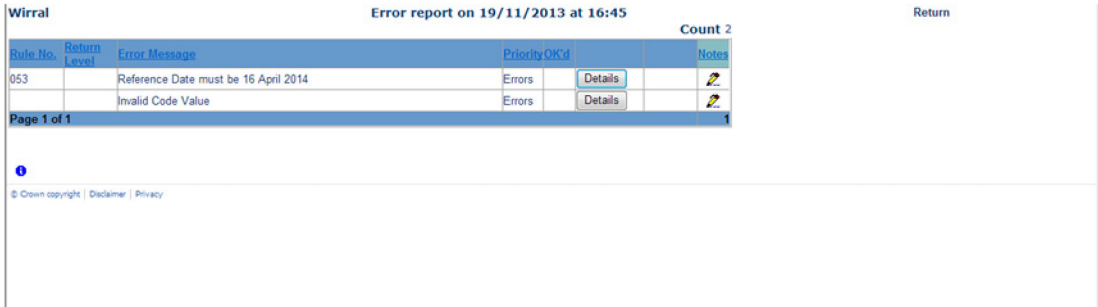
Page 1 of 1

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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.



Wirral Error report on 19/11/2013 at 16:45 Count 2 Return

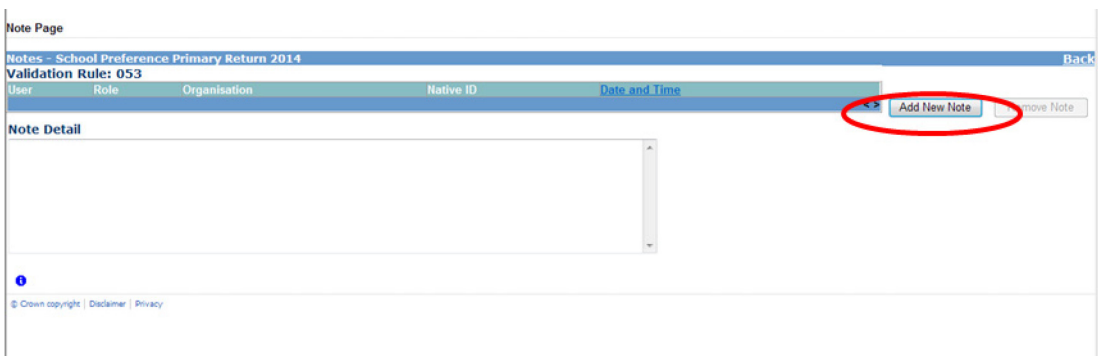
Rule No.	Return Level	Error Message	Priority	OKCd	Notes
053		Reference Date must be 16 April 2014	Errors	Details	
		Invalid Code Value	Errors	Details	

Page 1 of 1

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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



Note Page

Notes - School Preference Primary Return 2014 Back

Validation Rule: 053

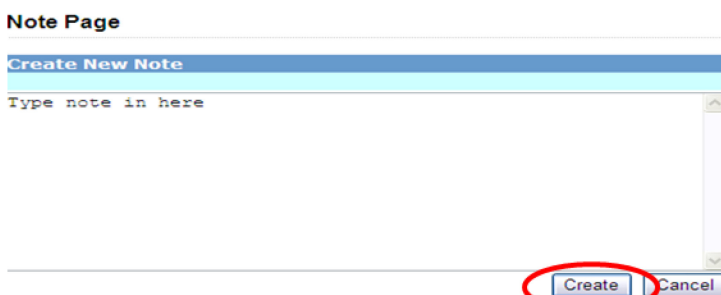
User	Role	Organisation	Native ID	Date and Time	
					Add New Note Remove Note

Note Detail

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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.



Note Page

Create New Note

Type note in here

Create Cancel

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:

Rule No.	Return Level	Error Message	Priority	OK'd	Notes	Field	Value
053		Reference Date must be 16 April 2014	Errors	Details		Reference Date	Mar 3 2014 12:00AM
		Invalid Code Value	Errors	Details			

Figure 18: Screenshot of notepad

To view those notes just click on the notepad.

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.

Return Level Errors		Errors		OK Errors	Return Level Notes
E	Q	E	Q		
0	0	0	0	0	
1	0	0	0	0	

Data Item	Value	Errors		OK Errors	Notes	History
		E	Q			
School Preference Primary Return						
Collection	PREFPRI	0	0	0		
Reference Date	2014-03-03	1	0	0		
Source Level	L	0	0	0		
LA	344 - WIRRAL	0	0	0		
Supplier ID	Software Supplier Reference	0	0	0		
Release	1.4 2011-10-11	0	0	0		
Serial No	1	0	0	0		
DateTime	2014-03-04 11:14:05	0	0	0		
LA Admissions Places					View All	
Admissions Child					View All	

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.

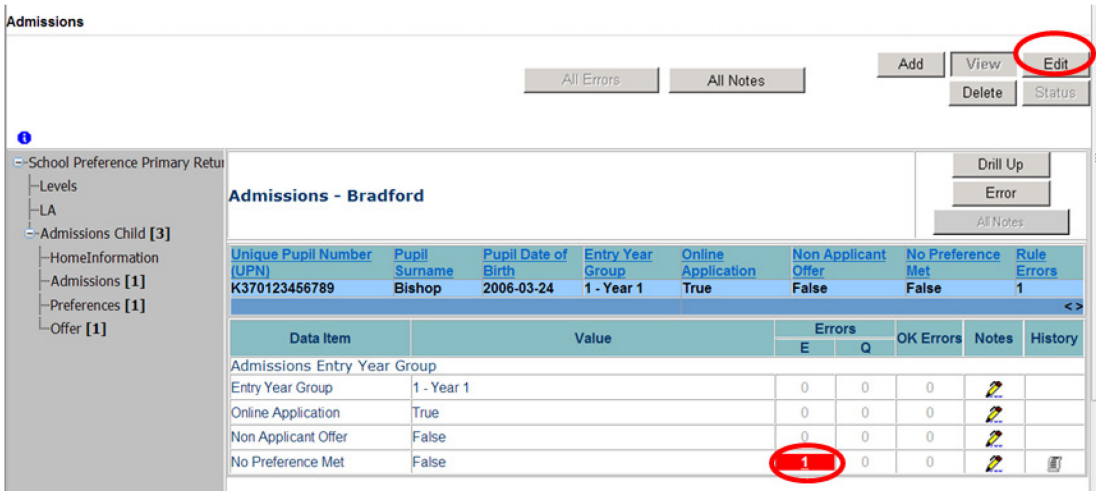


Figure 20: Screenshot of edit screen

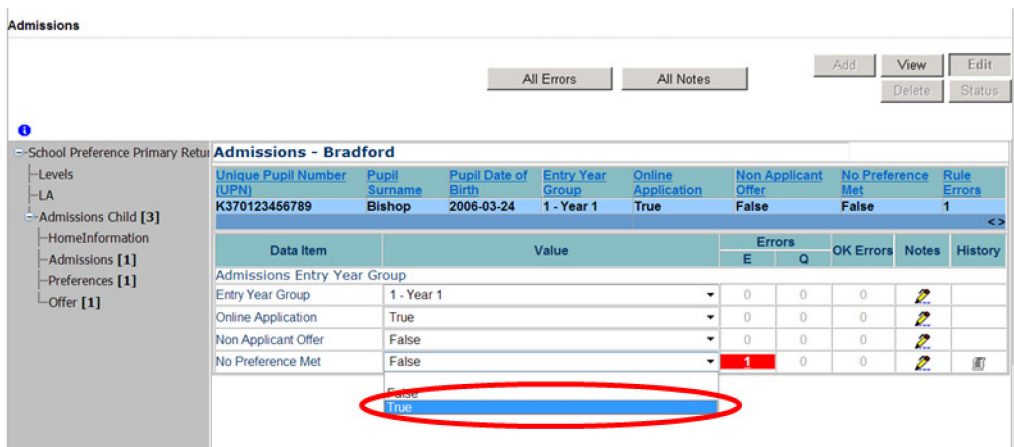


Figure 21: Screenshot on how to correct error

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.

Admissions

Add **View** Edit

All Errors All Notes

Status
Delete the rec

School Preference Primary Return

Admissions - Bradford

Unique Pupil Number (UPN)	Pupil Surname	Pupil Date of Birth	Entry Year Group	Online Application	Non Applicant Offer	No Preference Met	Rule Errors
K370123456789	Bishop	2006-03-24	1 - Year 1	True	False	True	0

Data Item	Value	Errors		OK Errors	Notes	History
		E	Q			
Admissions Entry Year Group						
Entry Year Group	1 - Year 1	0	0	0		
Online Application	True	0	0	0		
Non Applicant Offer	False	0	0	0		
No Preference Met	True	0	0	0		

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.

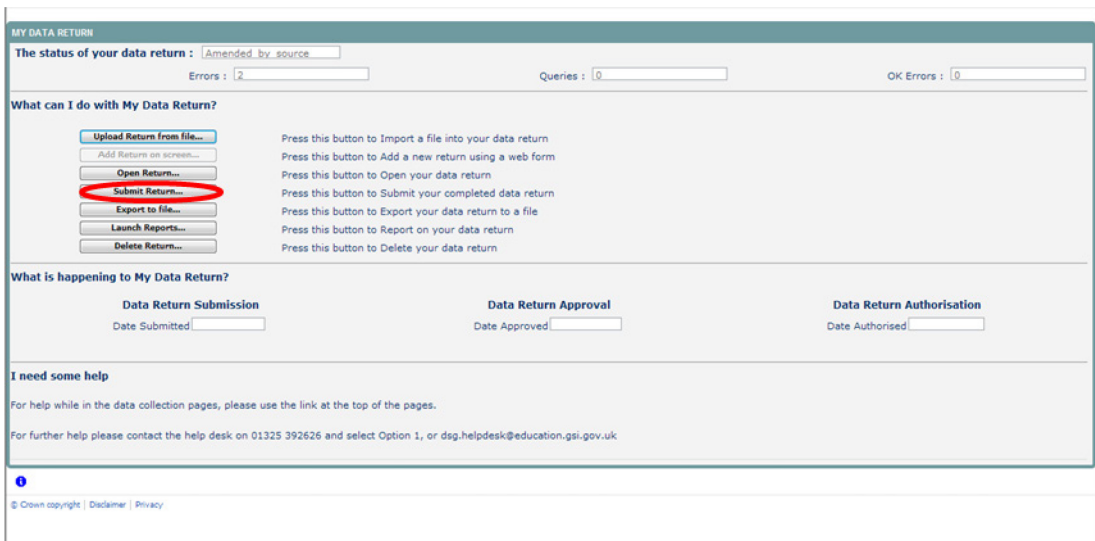


Figure 23: Screenshot of submit return

Your return status will now show submitted.

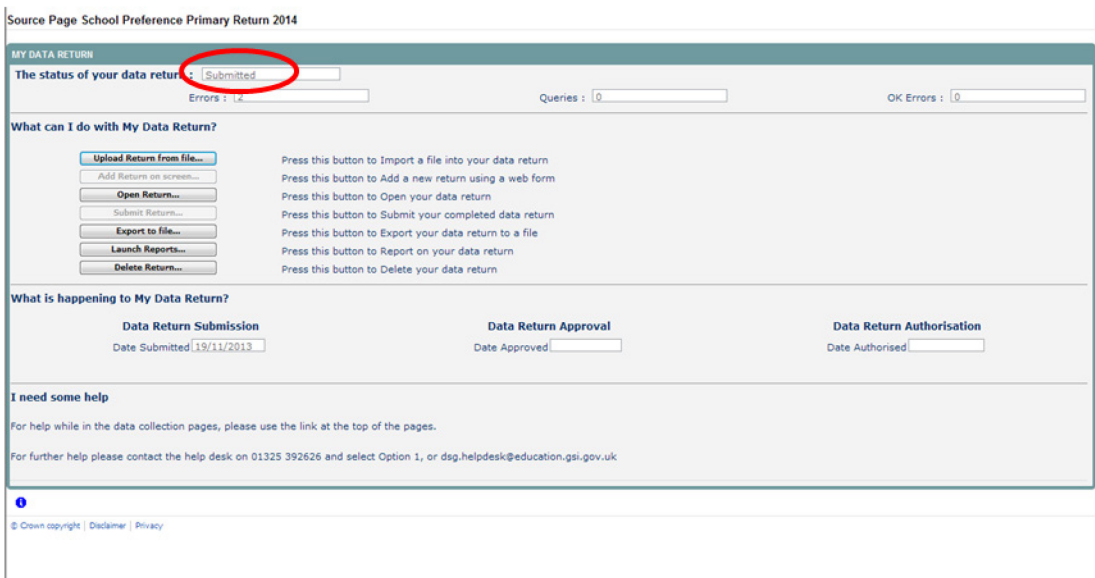


Figure 24: Screenshot of submitted return

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.

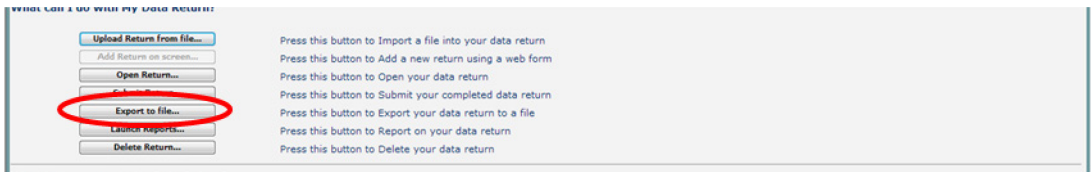


Figure 25: Screenshot of export button

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

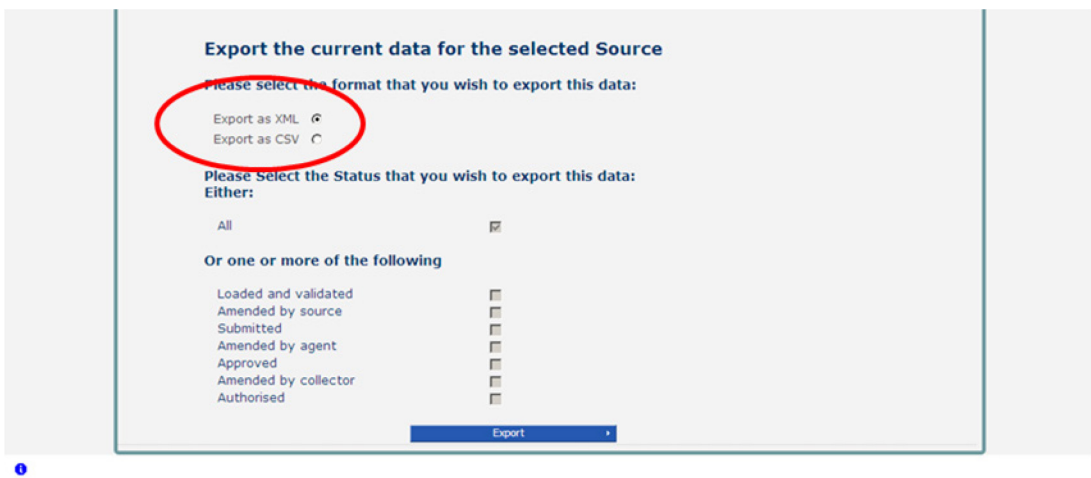


Figure 26: Screenshot of export screen

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.

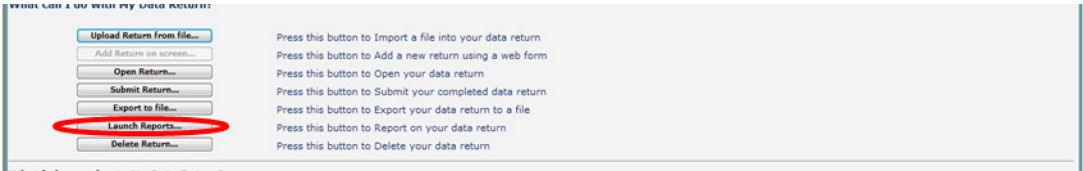


Figure 27: Screenshot of launch reports

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.

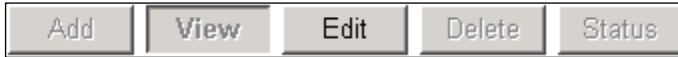
Navigation through a return

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 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.

Admissions Child

Admissions Child - Solihull

UPN	Surname	Reset	Go
Unique Pupil Number(UPN)	Pupil Surname	Pupil Forename	Pupil Date of Birth
K370123451234	Bishop	Jane	2009-03-24
K370123456789	Mackintosh	Sophie	2008-11-11
H370123432101	Jones	Geoffrey	2008-10-01
K370141414141	Bray	John	2008-05-31
X313290012456	Triad	Andrew	2009-03-15
G850400010122	Poor	Anna	2008-01-20

Data Item	Value	Errors		OK Errors	Notes	History
		E	Q			
Admission Pupil Identifiers						
Unique Pupil Number(UPN)	K370123451234	0	0	0		
Pupil Surname	Bishop	0	0	0		
Pupil Forename	Jane	0	0	0		
Pupil Middle Names	Julia	0	0	0		
Pupil Date of Birth	2009-03-24	0	0	0		
Gender of Pupil	F - Female	0	0	0		
Home Information		View All				
Admissions		View All				
Preference Details		View All				

Left hand menu items:

- School Preference Primary Return
- Levels
- LA
- Admissions Child
 - HomeInformation
 - Admissions
 - Preferences
 - Offer

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 [service request form](#) to the EDD helpdesk.



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