



Department
for Education

Early years census 2015

COLLECT guide

December 2014

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COLLECT and Secure Access

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

The screenshot shows the 'Secure access' login page. At the top, there is a header 'Secure access' and a link for 'Forgotten username or password?'. Below this are input fields for 'Username' and a password field (represented by dots). To the right of the password field is a checkbox for 'I agree to the terms of use' and a 'Sign in' button. A large blue banner contains the text 'Welcome to Secure access' and a sub-header 'First time here?' with a right-pointing arrow and the text 'Visit the Secure Access Help page'. Below the banner is an 'Announcements' section with three entries: '07/04/2014 S2S Secure Data Transfer - Essential Maintenance', '28/03/2014 Secure Access - Scheduled Downtime', and '09/12/2013 School Access to COLLECT, s2s and KTS'.

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

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

The screenshot shows the 'COLLECT Portal' home page. The header is 'COLLECT Portal'. Below it, the 'Collect Welcome' link is circled in red. The main content area includes a welcome message: 'Welcome to COLLECT (Collections On-Line for Learning, Education, Children, and Teachers). COLLECT is the DfE Centralised Data Collection and Management System for Education'. There are three sections: 'School Workforce Data Collection', 'Network Issues', and 'Code of Conduct'. A 'Proceed into Collect' button is visible on the right, with the 'Continue...' link circled in red. A 'Show Code' link is also present.

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

The screenshot displays a web interface titled "MY DATA COLLECTIONS". It features a table with the following columns: Data Collection, User Role, Organisation, Status, Due Date, and Days Due. The table lists several data collections, with "Early Years Census 2014" highlighted in blue. Below the table, there is a "Page 2 of 7" indicator and a "Select Data Collection" button, both of which are circled in red. The interface also includes a "News" section and a welcome message: "Welcome to COLLECT (Collections On-Line for Learning, Education, Children, and Teachers)."

Data Collection	User Role	Organisation	Status	Due Date	Days Due
Consistent Financial Reporting_2013-2014	Agent	Department for Education	Testing	19/07/2014 00:00:00	194
Consistent Financial Reporting_2013-2014	Collector	Department for Education	Testing	19/07/2014 00:00:00	194
Consistent Financial Reporting_2013-2014	Administrator	Department for Education	Testing/Live	19/07/2014 00:00:00	194
Early Years Census 2013	Administrator	Department for Education	Open/Live	17/01/2013 00:00:00	-354
Early Years Census 2013	Collector	Department for Education	Open	17/01/2013 00:00:00	-354
Early Years Census 2014	Agent	Darlington	Testing	16/01/2014 00:00:00	10
Early Years Census 2014	Collector	Department for Education	Testing	16/01/2014 00:00:00	10
Early Years Census 2014	Administrator	Department for Education	Testing/Live	16/01/2014 00:00:00	10
EYFSP 2013	Administrator	Department for Education	Open/Live	31/08/2013 00:00:00	-128
EYFSP 2013	Collector	Department for Education	Open	31/08/2013 00:00:00	-128

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Select Data Collection

News

Welcome to COLLECT (Collections On-Line for Learning, Education, Children, and Teachers).

Local authority 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 local authority) and authorised (by the DfE).

MY SOURCES

Filter By: Name Native ID Status Org Group Queue

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 ...

Only early years settings which the local authority 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

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

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

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

LOCAL AUTHORITY 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 of sources with columns: Source ID, Source Name, Status, SubmittedDate, ApprovedDate, AuthorisedDate, Queue, Errors, Queries, and OK Errors. The first row is highlighted. Below the table is a control panel with several buttons. The button 'Upload Return for selected Source...' is circled in red.

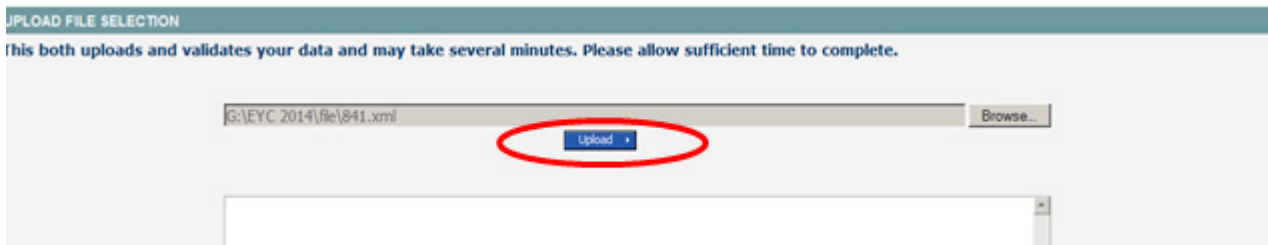
Source ID	Source Name	Status	SubmittedDate	ApprovedDate	AuthorisedDate	Queue	Errors	Queries	OK Errors
538199	All Saints Blackwell	Submitted	24/11/2014				28	14	0
599492	Amanda Yarrow	Submitted	26/11/2014				4	4	0
599493	Anne Storey	No_Data					0	0	0
598640	Big Kids Little Kids	No_Data					0	0	0
538187	BISHOPTON PRESCHOOL	No_Data					0	0	0
599423	Broadway Daycare Ltd.	No_Data					0	0	0
510454	ELM PENTECOSTAL PLAYGROUP	No_Data					0	0	0
538195	Elm Ridge Methodist Playgroup	No_Data					0	0	0
510124	FERNDENE NURSERY	Amended_by_agent	30/10/2014				6	3	0
525459	FLORA HOUSE DAY NURSERY	No_Data					0	0	0

This will present the agent with the upload screen

The screenshot shows a message box titled 'FILE UPLOAD 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.' An 'OK' 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.

The screenshot shows the 'UPLOAD FILE SELECTION' screen. It contains a message: 'This both uploads and validates your data and may take several minutes. Please allow sufficient time to complete.' Below the message is a progress bar and two buttons: 'Upload' and 'Browse...'. The 'Browse...' button is circled in red.



Once the return has been loaded, the following message will be displayed on the screen

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	Errors		
						Queue	Errors	Queries
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 Ridoe 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

From the My Collect page the local authority 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.

The screenshot shows the 'MY SOURCES' interface. At the top, there is a filter section with fields for Name, Native ID, Status, Org Group, and Queue, along with 'Go' and 'Reset' buttons. Below this is a 'Performance summary' table:

Expected	Outstanding	Submitted	Approved	Authorised	Errors		
					E	Q	OK
37	34	3	0	0	38	21	0

Below the summary is a table of sources:

Source ID	Source Name	Status	SubmittedDate	ApprovedDate	AuthorisedDate	Queue	Errors	Queries	OK Errors
538199	All Saints Blackwell	Submitted	24/11/2014				28	14	0
599492	Amanda Yarrow	Submitted	26/11/2014				4	4	0
599493	Anne Storey	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
510454	ELIM PENTECOSTAL PLAYGROUP	No_Data					0	0	0
538195	Elm Ridge Methodist Playgroup	No_Data					0	0	0
510124	FERNDENE NURSERY	Amended_by_agent	30/10/2014				6	3	0
525459	FLORA HOUSE DAY NURSERY	No_Data					0	0	0

At the bottom, there is a control panel with buttons: 'Open Return...' (circled in red), 'Approve...', 'Approve All...', 'Unapprove...', 'Reject...', 'Delete...', 'Export Selected...', 'Export Multiple...', 'Export All...', 'Upload Return for selected Source...', 'Upload Multiple Returns (zip file)...', 'Agent Administration...', 'Validate Selected Return...', 'Validate All Non-validated Returns...', 'Launch Reports...', 'Queue Management...', 'Change Queue...', and 'Move to this queue...'. The page number 'Page 1 of 4' and '234' are also visible.

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.

The screenshot shows the 'EY Setting Details' interface. At the top, there are buttons: 'Approve', 'All Errors', 'All Notes', 'Add', 'View', 'Edit', 'Delete', and 'Status'. Below this is a table of setting details for 'All Saints Blackwell':

Setting Details	Other Characteristics	Staff Information & Pupil/Child Statistics	Header Information
Data Description	Value	Errors	Queries
Errors	Queries	OK	Notes
History			

Below the table is a section titled 'SETTING DETAILS' with sub-sections: 'Establishment Characteristics', 'Contact Details', and 'View Pupil/Child Details'. The 'View Pupil/Child Details' button is circled in red. The left-hand menu is also circled in red and contains: 'Setting Details [1]', 'Characteristics', 'Children Staff', 'Header', 'CBOS Levels', 'Child Details [7]', 'Child Address', and 'Funding Basis Items'.

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 View All button. This page also contains a series of links to 'sibling' pages showing different categories of child level data.

[Approve](#) [All Errors](#) [All Notes](#) [Add](#) [View](#) [Edit](#) [Delete](#) [Status](#)

- EY Setting Details [19]**
- > Characteristics
- > Children Staff
- > Header
- > CBDS Levels
- Child Details [21]**
- > Child Address
- > Funding Basis Items

EY Setting Details - All Saints Blackwell

RETURN LEVEL ERRORS (Errors and queries associated with this full return, not individual fields.)		Errors	Queries	OK	Notes
		3	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	841 - DARLINGTON		0	0	0		
DCSF EY Setting URN	538199		0	0	0		
OFSTED EY URN	555999		0	0	0		
Establishment Name	All Saints		0	0	0		
UK Telephone Number	768318		0	0	0		
Postcode	MK43 9NN		0	0	0		
EY Setting Email	nnnnnn@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 Postcode	234234234		0	0	0		
View Pupil/Child Details							View All

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

Child Details - All Saints Blackwell

Pupil/Child Surname	Pupil/Child Forename	Date of Birth	Gender	Postcode	Reset	Go
Child2	Leah	2012-04-27	2- Female	AK	MK40 3QW	6
Child3	Rachel	2012-05-01	2- Female	ANEP: Nepali		5
Child4	Thomas	2012-10-27	1- Male	ABAN: Bangladeshi	DL3 9HH	3
Child5	Daniel	2010-12-14	1- Male			2
Child6	Anushka	2010-10-30	2- Female	WBR: White - British	MJ3 9UH	0
Child7	Nicholas	2010-03-02	1- Male		M12 6E2	0
Child8	Danielle	2010-06-12	2- Female		MK40 1DR	0
Child9	Damian	2009-06-07	1- Male		M16 9WE	1
Child10	Andrew	2009-12-03	1- Male		MK40 2BD	1











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		1	0	0				
Pupil/Child Forename		1	0	0				
Pupil/Child Middle Names	55555555	0	0	0				
Pupil/Child Preferred Surname	Archer dd	0	0	0				
Date of Birth		1	1	0				
Gender	2- Female	0	0	0				
Pupil/Child Characteristics								
Child Ethnic Code	AK	2	0	0				
Funded Hours	11.0	0	0	0				
Total Hours at Setting	11.0	0	0	0				
Total Funded Spring Hours	39.0	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 2015

All Saints Blackwell Error report on 22/12/2014 at 11:28 Count 42 Return

Rule No.	Return Level	Error Message	Priority	OK'd	Notes
8100Q		Please check: Number of hours open per week is outside the range 1 hour and 70 hours	Queries	<input type="checkbox"/>	
8103		The number of weeks open must be greater than or equal to the number of weeks funded	Errors	<input type="checkbox"/>	
8110Q		Please check: Total teaching staff at the Setting is missing or outside the range 1 to 38	Queries	<input type="checkbox"/>	
8115Q		Please check: Total teaching staff with Qualified Teacher Status is missing or outside the range 0 to 21	Queries	<input type="checkbox"/>	
8125Q		Please check: Teaching staff participating in EY Education is missing or outside the expected range of 0 to 21	Queries	<input type="checkbox"/>	
8142		EY Staff with Early Years Professional Status is greater than the Teaching Staff participating in EY Education	Errors	<input type="checkbox"/>	
8130Q		Please check: EY Staff with Qualified Teacher Status is missing or outside the range 0 to 6	Queries	<input type="checkbox"/>	
8135		EY Staff with Qualified Teacher Status is greater than the Teaching Staff participating in EY Education	Errors	<input type="checkbox"/>	
8138		EY Staff with Qualified Teacher Status is greater than the Teaching Staff with QTS status at the Setting	Errors	<input type="checkbox"/>	
8117Q		Please check: Total teaching staff with Early Years Professional Status is missing or outside the range 0 to 10	Queries	<input type="checkbox"/>	

Page 1 of 5 1 2 3 4 5

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 2015

All Saints Blackwell Error report on 22/12/2014 at 11:34 Count 42 Return Details

Rule No.	Return Level	Error Message	Priority	OK'd	Notes	Field	Value
B100Q		Please check: Number of hours open per week is outside the range 1 hour and 70 hours	Queries	Details		EY Hours Open Per Week	80.0
B103		The number of weeks open must be greater than or equal to the number of weeks funded	Errors	Details			
B110Q		Please check: Total teaching staff at the Setting is missing or outside the range 1 to 38	Queries	Details			
B115Q		Please check: Total teaching staff with Qualified Teacher Status is missing or outside the range 0 to 21	Queries	Details			
B125Q		Please check: Teaching staff participating in EY Education is missing or outside the expected range of 0 to 21	Queries	Details			
B142		EY Staff with Early Years Professional Status is greater than the Teaching Staff participating in EY Education	Errors	Details			
B130Q		Please check: EY Staff with Qualified Teacher Status is missing or outside the range 0 to 6	Queries	Details			
B135		EY Staff with Qualified Teacher Status is greater than the Teaching Staff participating in EY Education	Errors	Details			
B138		EY Staff with Qualified Teacher Status is greater than the Teaching Staff with QTS status at the Setting	Errors	Details			
B117Q		Please check: Total teaching staff with Early Years Professional Status is missing or outside the range 0 to 10	Queries	Details			

A return can legitimately contain data that raises a query but is perfectly acceptable. Once approved by the local authority the errors and queries will be processed by a DfE operator, providing that the local authority 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 local authority 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 [1]

- Characteristics
- Children Staff
- Header
- CDS Levels
- Child Details [7]**
 - Child Address
 - Funding Basis Items

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	841 - DARLINGTON		0	0	0		
DCSF EY Setting URN	538199		0	0	0		
OFSTED EY URN	556677		0	0	0		
Establishment Name	Buzzy Bees Pre School		0	0	0		
UK Telephone Number	768318		0	0	0		
Postcode	MW43 5NN		0	0	0		
EY Setting Email	ynnnnnn@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							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

Pupil/Child Surname	Pupil/Child Forename	Date of Birth	Gender	Postcode	Reset	Go
Archer1111	Rachaelwewgrewq	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	Anushika	2008-10-30	2- Female	WBR: 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	Damsen	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		Errors			Notes	History
Data Description	Value	Errors	Queries	OK	Notes	History		
Pupil/Child Identifiers								
Pupil/Child Surname	Archer1111	0	0	0				
Pupil/Child Forename	Rachaelwewgrewq	0	0	0				
Pupil/Child Middle Names	ddddddd	0	0	0				

History

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.

Approve All Errors All Notes Add View Edit Delete Status

Child Details - All Saints Blackwell

Pupil/Child Surname	Pupil/Child Forename	Date of Birth	Gender	Postcode	Reset	Go
Archer1111	Rachaelwewgrewq	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	Anushika	2008-10-30	2- Female	WBR: 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	Damsen	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	Notes	History		
Pupil/Child Identifiers								
Pupil/Child Surname	Archer1111	0	0	0				
Pupil/Child Forename	Rachaelwewgrewq	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	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				

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'.

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

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

Return level notes

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.

EY Setting Details

Approve All Errors All Notes Add View Edit Delete Status

EY Setting Details [1]

- > Characteristics
- > Children Staff
- > Header
- > CBDS Levels
- > Child Details [7]
 - > Child Address
 - > Funding Basis Items

EY Setting Details - All Saints Blackwell

Setting Details	Other Characteristics	Staff Information & Pupil/Child Statistics	Header Information				
Data Description	Value		Errors	Queries	OK	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	Blizzy Bees Pre School		0	0	0		
UK Telephone Number	768318		0	0	0		

To add a note click on the 'Add New Note' button.

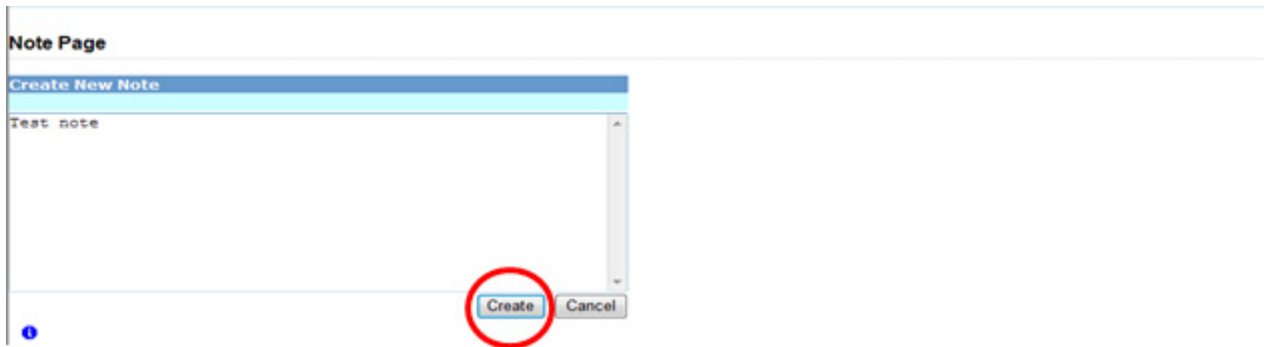
Note Page

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.



Approving a return

Once the local authority 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 unapprove all button. This would have to be performed on an individual setting basis.

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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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.

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.

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

Reports

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

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	
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538195	Elm Ridge Methodist Playgroup	No_Data					0	0	0	
510124	FERDENE 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	

Page 1 of 4 2 3 4

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 local authority.

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



Department
for Education

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