



Department
for Education

COLLECT user guide

**Instructions for local authorities on how
to use COLLECT to submit their phonics
return for 2016**

June 2016

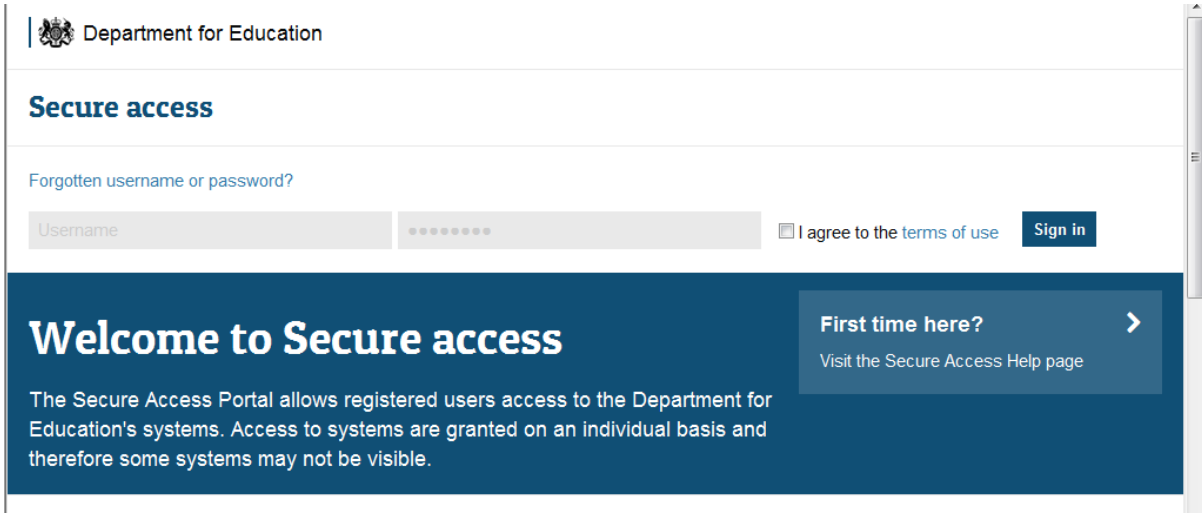
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COLLECT and Secure Access

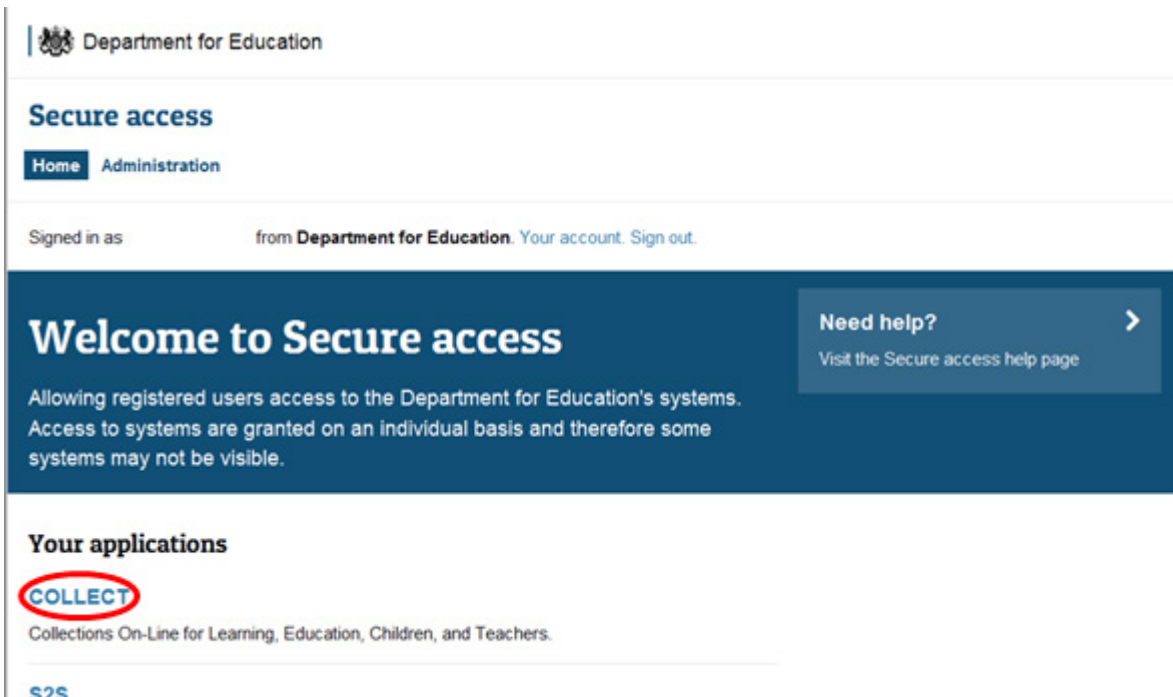
Please note that some images may refer to 2015 however remain the same for 2016.



Access to COLLECT is now through the Department's [Secure Access System](#) (SA).

To access Secure Access existing users will need their COLLECT username and password.

If you are a new user and require access to COLLECT or have forgotten your login details, you will need to speak to your Approver. Full Secure Access guidance is published on the [Secure Access Website](#).



Once successfully logged in, click on the COLLECT link to access COLLECT, as above.



Click on 'continue', as above

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.

Home Page

MY DATA COLLECTIONS						
Data Collection	Agent	Organisation	Status	Due Date	Days Due	
Phonics2015	Agent	Department for Education	Testing	25/09/2015 00:00:00	115	
S251 Budget_2014-15	Collector	Department for Education	Open	30/03/2014 00:00:00	-429	
S251 Budget_2014-15	Administrator	Department for Education	Open/Live	30/03/2014 00:00:00	-429	
S251 Budget_2014-15	Source	Darlington	Open	30/03/2014 00:00:00	-429	
S251 Budget_2015-16	Collector	Department for Education	Open	30/03/2015 00:00:00	-64	
SCAP - Capacity 2015	Collector	Department for Education	Open	24/07/2015 00:00:00	52	
SCAP - Capacity 2015	Source	Test Organisation 123	Open	24/07/2015 00:00:00	52	
SCAP - Forecasts 2015	Collector	Department for Education	Open	25/07/2014 00:00:00	-312	

The agent (local authority) main screen will now be displayed listing all the schools for your local authority.

MY SOURCES

Filter By: Name Native ID Status Org Group Queue

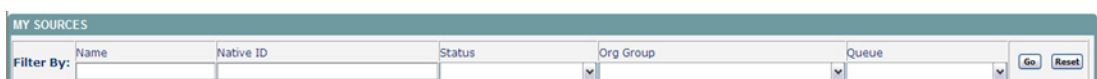
Performance summary									
Expected	Outstanding	Submitted	Approved	Authorised	Errors				
4	0	3	0	1	E	Q	OK		
					12	18	0		
Sources									
Source ID	Source Name	Status	SubmittedDate	ApprovedDate	AuthorisedDate	Queue	Errors	Queries	OK Errors
0014009	TDUSchool10	Amended_by_agent	07/05/2015				4	4	0
0014002	TDUSchool3	Submitted	08/05/2015				2	8	0
0014003	TDUSchool4	Submitted	22/05/2015				5	4	0
0014004	TDUSchool5	Authorised	18/05/2015	18/05/2015	01/06/2015		1	2	0

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The agent screen comprises four main sections:

- 'Filter by'
- 'Performance Summary'
- 'Sources'
- 'Agent Functions'

Filter by



This section allows you to limit the number of schools displayed in the source section of the screen. It can be used to display a single school or a group of schools that have the same characteristics.

For example by entering an establishment number in the 'Native ID' cell and selecting the 'Go' button then only the school with that establishment will appear on the screen. This saves the user having to go through numerous screens to get to the particular school return they want to work on.

The user can only change the sort order by clicking on one of the headers with a blue text. For example by clicking on the 'Source Name' header all the schools in the local authority return will be sorted in ascending school name order, click again and they will be sorted in descending school name order.

Performance summary

Performance summary							
Expected	Outstanding	Submitted	Approved	Authorised	Errors		
					E	Q	OK
2533	2530	3	0	0	75	51	0

This area of the screen shows a breakdown of the status of the returns for the local authority's schools that are part of the collection.

It shows

- The total number of schools that a return is expected from;
- The total number of schools who have yet to submit their return;
- The total number of schools who have submitted their return;
- The total number of school returns approved by the local authority;
- The total number of school returns authorised by the Department for Education (DfE);
- The total number of errors across all returns, sorted by error severity.

This section is refreshed any time a change is made to the underlying data, for example when the status of a school return has changed from 'Submitted' to 'Approved', the approved total will be incremented by 1, while the submitted total will decrease by 1.

Sources

Sources							Errors		
Source ID	Source Name	Status	SubmittedDate	ApprovedDate	AuthorisedDate	Queue	Errors	Queries	OK Errors
0014009	TDUSchool10	Amended_by_agent	07/05/2015				4	4	0
0014002	TDUSchool3	Submitted	08/05/2015				2	8	0
0014003	TDUSchool4	Submitted	22/05/2015				5	4	0
0014004	TDUSchool5	Authorised	18/05/2015	18/05/2015	01/06/2015		1	2	0

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This section lists all of the data sources for whom a data return is expected for the collection (unless a filter has been applied).

Agent functions

The screenshot displays the 'Agent Administration' interface. At the top, there is a row of buttons: 'Open Return...', 'Approve...', 'Approve All...', 'Unapprove...', 'Reject...', 'Delete...', 'Export Selected...', 'Export Multiple...', and 'Export All...'. Below this, there are two main sections. The left section contains 'Upload Return for selected Source...', 'Validate Selected Returns...', and 'Launch Reports...'. The right section contains 'Upload Multiple Returns (zip file)...', 'Validate All Non-validated Returns...', and 'Agent Administration...'. At the bottom, there are buttons for 'Queue Management...', 'Change Queue...', and 'Move to this queue ->' followed by a dropdown menu currently set to 'Academies'.

This section contains the functions that an agent (the local authority) can use to manage the returns it is responsible for.

Uploading single XML files

As you are loading your data on behalf of your schools, please follow the instructions below.

The school file must be suffixed with .XML but can be named anything. Usually this can be extracted from the management information system (MIS) or for some collections a spreadsheet or XML generator is provided by the DfE.

You may upload your schools files in two ways: individually or multiply in a zipped file.

Individual upload of XML files

First, highlight the school in the list of schools on the 'Main Agent' screen. Then click on the 'Upload return for selected source...' button in the 'Return Management' section.

The screenshot shows the 'MY SOURCES' interface. At the top, there are filter options for Name, Native ID, Status, Org Group, and Queue. Below this is a 'Performance summary' table with columns for Expected, Outstanding, Submitted, Approved, Authorised, and Errors (E, Q, OK). The main table lists sources with columns for Source ID, Source Name, Status, Amended_by_agent, SubmittedDate, ApprovedDate, AuthorisedDate, Queue, Errors, Queries, and OK Errors. The source '0014009' with name 'TDSchool10' is highlighted with a red circle. Below the table, there are several buttons: 'Open Returns...', 'Approve...', 'Approve All...', 'Unapprove...', 'Reject...', 'Delete...', 'Export Selected...', 'Export Multiple...', and 'Export All...'. The button 'Upload Return for selected source...' is also highlighted with a red circle.

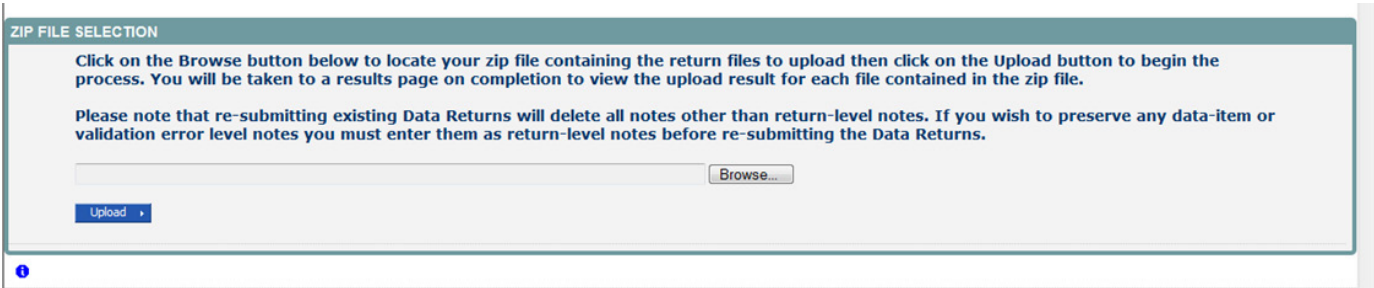
Uploading multiple XMLs (in a zipped file)

Local authorities have the option to upload multiple returns in one zipped file. Each return within the .zip file should be a separate .xml file.

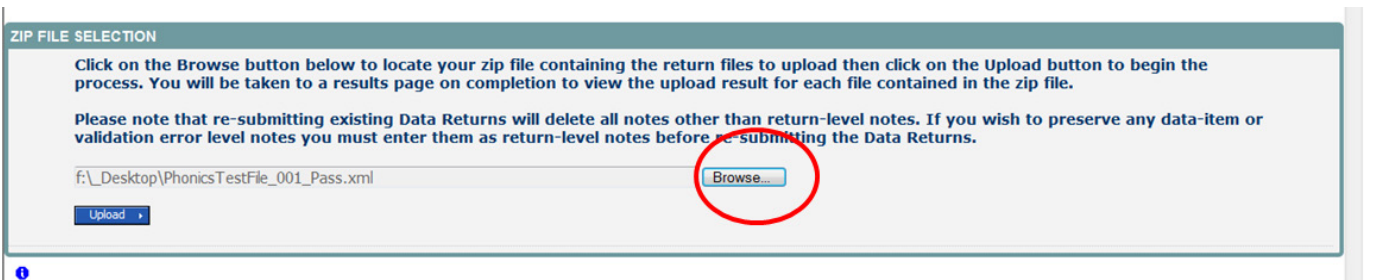
From the main screen below, select the 'Upload Multiple Returns (zip file)' button. The next screen is the same as uploading a single return. Select the appropriate zipped file from the browser then select the 'Upload Multiple Returns (zip file)...' button. All the files will be uploaded and their status set to submitted.

This screenshot is identical to the one above, showing the 'MY SOURCES' interface. In this view, the button 'Upload Multiple Returns (zip file)...' is highlighted with a red circle, indicating the next step in the process.

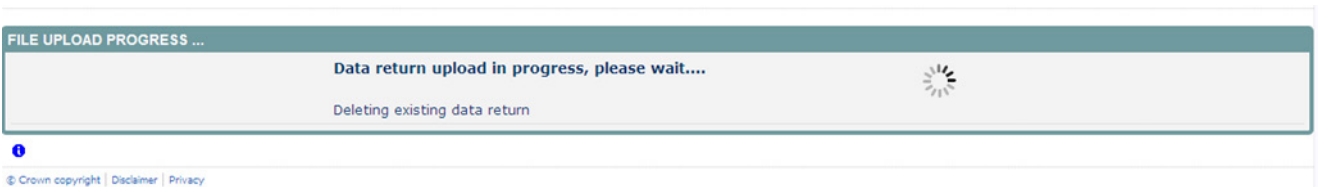
The upload screen will be displayed:



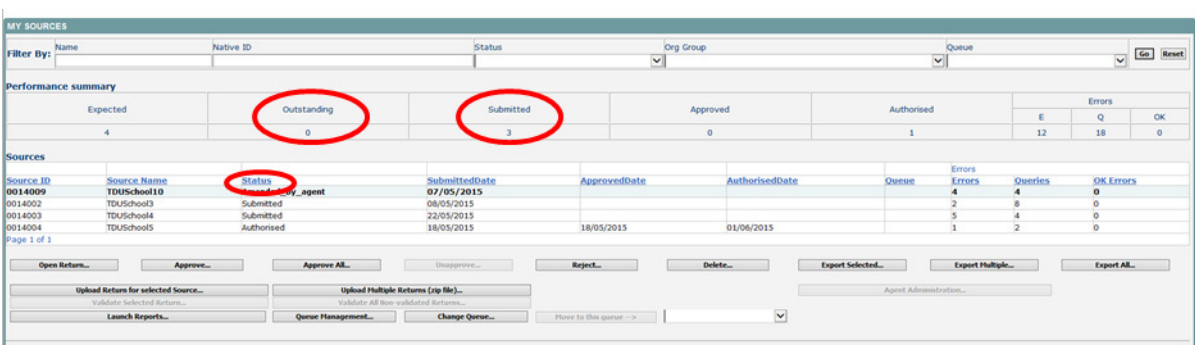
Use the browse button to locate the file you wish to upload. Highlight the file name and click on 'Open' to select it. Then click on the 'Upload' button to load the file.



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



Once the upload has completed, the source main page will be re-displayed and the return status section will be updated to 'Submitted' for the school(s) you have loaded. The total number of outstanding and submitted returns for your local authority will also be updated.



Please note - there are more highlighted buttons available after a return has been loaded.

The return status will change depending on whether the school or local authority has loaded or edited the return:

- 'No Data' – the return has not been loaded into the system.
- 'Import in Progress' – a return is currently being loaded from the source.
- 'Waiting for Validation' – the return is currently in a queue and is waiting to be validated within COLLECT.
- 'Validation in Progress' – the system is currently running validation checks against the return. The system will usually run validation checks on loading of the return or after data within the return has been changed.
- 'Submitted' – the return has been submitted by the source.
- 'Rejected by Agent' – the return has been rejected by the local authority. A return is only rejected if there is a fundamental issue with it for example, a data return for the wrong year has been loaded.
- 'Amended by Agent' – the return has been submitted by the source and it has been amended on line by the agent (local authority). A local authority should only amend data submitted by the source after seeking permission from the source to do so
- 'Approved' – the return has been approved by the local authority after all data checks have been carried out and they are happy for the DfE to take that version as final (changes can still be made).
- 'Amended by Collector' – the return has been approved by the agent, but it has then been amended on-line by the collector (DfE). The DfE will only amend data approved by the agent or to un-authorise a return if needed, after agreeing changes with the agent. A not to the effect will be added onto COLLECT.
- 'Rejected by Collector' – the return has been rejected by the collector (DfE).
- 'Authorised' – the return has been checked and authorised by the collector (DfE).

Viewing returns

Once you have loaded the return(s) you will need to go into the school(s) to check the data is correct and also to ensure notes have been entered against any queries or errors that can-not be corrected.

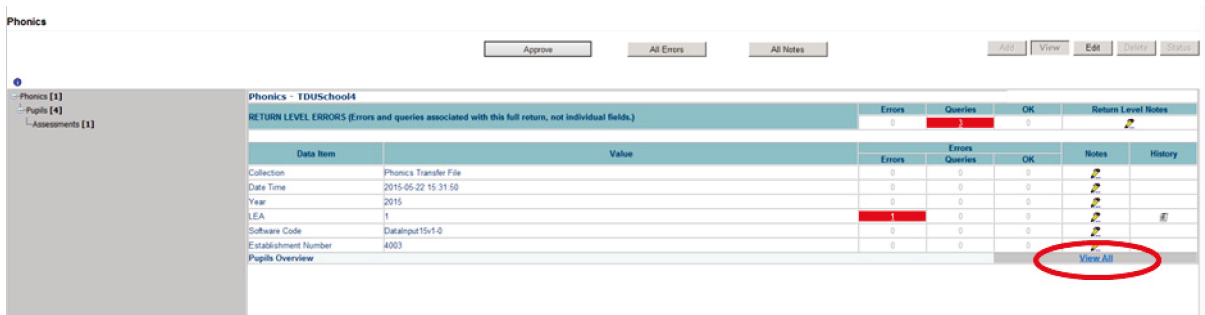
To view returns, select the school you want by clicking on its name (you can search for a school using the 'Filter by' tool bar options) and then click on 'Open Return'.

The screenshot displays the 'MY SOURCES' interface. At the top, there is a 'Filter By' section with fields for Name, Native ID, Status, Org Group, and Queue. Below this is a 'Performance summary' table with columns: Expected (4), Outstanding (0), Submitted (3), Approved (0), Authorised (1), and Errors (E: 12, Q: 18, OK: 0). The 'Expected' cell is circled in red. Below the performance summary is a 'Sources' table with columns: Source ID, Source Name, Status, Amended_by_agent, SubmittedDate (circled in red), ApprovedDate, AuthorisedDate, Queue, Errors (Errors: 4, Errors: 4, Queries: 8, OK Errors: 0), and Errors (Errors: 5, Errors: 4, OK Errors: 0). Below the sources table is a row of action buttons: Open Return... (circled in red), Approve..., Approve All..., Unapprove..., Reject..., Delete..., Export Selected..., Export Multiple..., and Export All....

Navigating through the screens

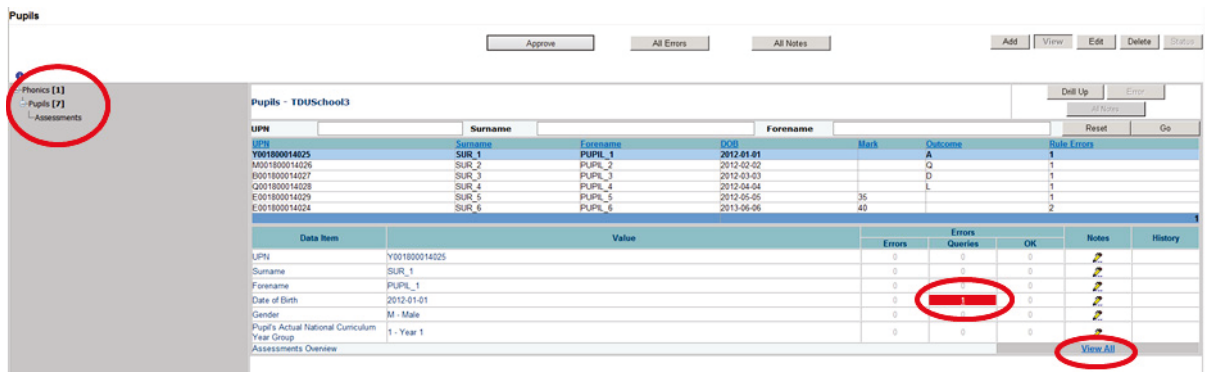
This screen shows the header information from the XML file. It also allows you to view the errors and queries associated with that return and the notes associated with that return. Please note any errors or queries showing on the header screen will only relate to the data on that screen and not the whole return.

You can use 'View All' buttons in order to navigate through the return or the grey menu on the left hand side.



The pupils screen shows the pupils who have taken part in the phonics screening and allows access to the pssessments screen. To access these screens just select the relevant pupil and click 'View All' or navigate using the grey menu.

Errors will be displayed in red in the 'Errors' column; queries will be displayed in red in the 'Queries' column.



Assessments

Assessments

- ▶ Phases [1]
- ▶ Pupils [7]
- ▶ Assessments

Assessments - TDUSchool3

Subject	Method	Component	Result Qualifier	Result	Units Errors
PHO	TT	CHK	NY	A	0

Data Item	Value	Errors	Queries	OK	Notes	History
Subject	PHO	0	0	0		
Method	TT	0	0	0		
Component	CHK	0	0	0		
Result Qualifier	NY	0	0	0		
Result	A	0	0	0		

Viewing the query and error screen

You will need to 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.

Phonics

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

Phonics - TDUSchooE3

RETURN LEVEL ERRORS (Errors and queries associated with this full return, not individual fields.)

		Errors	Queries	OK	Return Level Notes
		0	7	0	

Data Item	Value	Errors	Queries	OK	Notes	History
Collection	Phonics Transfer File	0	0	0		
Date Time	2015-05-08 10:47:12	0	0	0		
Year	2015	0	0	0		
LEA	1	1	0	0		
Software Code	Datalpou15v1-0	0	0	0		
Establishment Number	4002	0	0	0		

Pupils Overview [View All](#)

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

Blade Error Report - Phonics2015

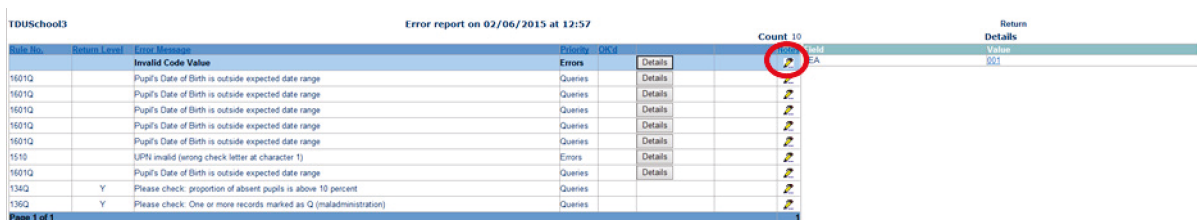
TDUSchooE3 Error report on 02/06/2015 at 09:22 Count 10 Return Details

Rule No.	Return Level	Error Message	Priority	OK?	Notes	Field	Value
		Invalid Code Value	Errors		Details	LEA	00
1601Q		Pupil's Date of Birth is outside expected date range	Queries		Details		
1601Q		Pupil's Date of Birth is outside expected date range	Queries		Details		
1601Q		Pupil's Date of Birth is outside expected date range	Queries		Details		
1601Q		Pupil's Date of Birth is outside expected date range	Queries		Details		
1601Q		Pupil's Date of Birth is outside expected date range	Queries		Details		
1510		UPN invalid (wrong check letter at character 1)	Errors		Details		
1601Q		Pupil's Date of Birth is outside expected date range	Queries		Details		
134Q	Y	Please check: proportion of absent pupils is above 10 percent	Queries				
136Q	Y	Please check: One or more records marked as Q (maladministration)	Queries				

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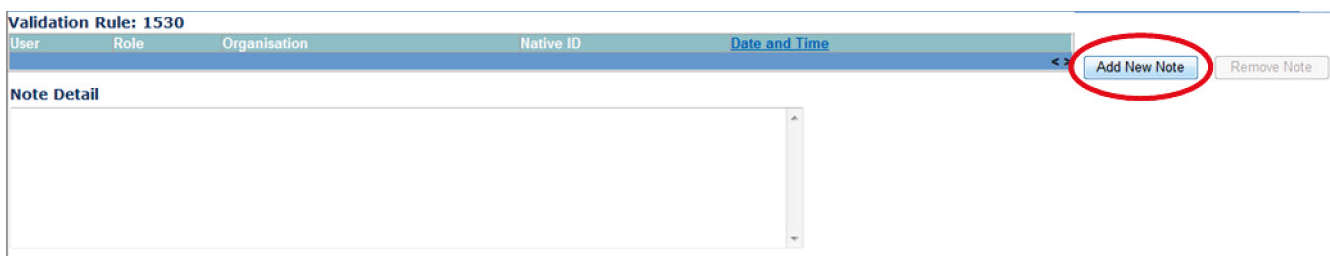
Adding notes

You can add your own notes to a query or error that cannot be resolved before submitting the data to the DfE if not already done by the school. Notes can be added to a return from within the 'All Errors' screen.



Rule No.	Return Level	Error Message	Priority	OK'd	Count	Field	Return Details
1601Q		Invalid Code Value	Errors		10	EA	903
1601Q		Pupils Date of Birth is outside expected date range	Queries				
1601Q		Pupils Date of Birth is outside expected date range	Queries				
1601Q		Pupils Date of Birth is outside expected date range	Queries				
1601Q		Pupils Date of Birth is outside expected date range	Queries				
1601Q		Pupils Date of Birth is outside expected date range	Queries				
1510		UPN invalid (wrong check letter at character 1)	Errors				
1601Q		Pupils Date of Birth is outside expected date range	Queries				
134Q	Y	Please check: proportion of absent pupils is above 10 percent	Queries				
136Q	Y	Please check: One or more records marked as Q (maladministration)	Queries				

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:



Validation Rule: 1530

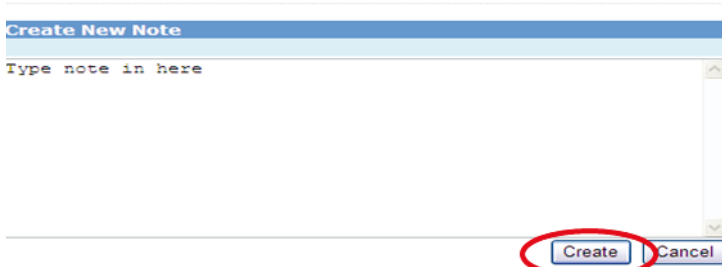
User	Role	Organisation	Native ID	Date and Time
------	------	--------------	-----------	---------------

Note Detail

< Add New Note Remove 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

Once you've typed in your explanation please click on 'Create Note'. 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:

TDUSchool3						Error report on 02/06/2015 at 12:59		Count 10	Return
Rule No.	Return Level	Error Message	Priority	OK'd	Details	Notepad	Value		
		Invalid Code Value	Errors						
1601Q		Pup's Date of Birth is outside expected date range	Queries		Details				
1601Q		Pup's Date of Birth is outside expected date range	Queries		Details				
1601Q		Pup's Date of Birth is outside expected date range	Queries		Details				
1601Q		Pup's Date of Birth is outside expected date range	Queries		Details				
1601Q		Pup's Date of Birth is outside expected date range	Queries		Details				
1510		UPN invalid (wrong check letter at character 1)	Errors		Details				
1601Q		Pup's Date of Birth is outside expected date range	Queries		Details				
134Q	Y	Please check: proportion of absent pupils is above 10 percent	Queries						
136Q	Y	Please check: One or more records marked as Q (maladministration)	Queries						

To view those notes just click on the notepad.

Please note even though you have entered an explanatory note against the errors and queries they will not disappear from COLLECT until they have been reviewed by the DfE.

To get back to the previous screen please select the return button.

Editing a return

First highlight the school where you wish to edit data in the list of schools on the main agent screen. Then Click on the 'Open Return' button in the 'Return Management' section.

The screenshot shows the 'MY SOURCES' interface. At the top, there are filter options for Name, Native ID, Status, Org Group, and Queue. Below this is a 'Performance summary' table with columns for Expected, Outstanding, Submitted, Approved, Authorised, and Errors (E, Q, OK). The main table lists sources with columns for Source ID, Source Name, Status, Submitted Date, Approved Date, Authorised Date, Queue, Errors, Queries, and OK Errors. The source 'TDUSchool3' is highlighted with a red circle. Below the table, there are several buttons: 'Open Return...' (highlighted with a red circle), 'Approve...', 'Approve All...', 'Disapprove...', 'Reject...', 'Delete...', 'Export Selected...', 'Export Multiple...', and 'Export All...'. There are also buttons for 'Upload Returns for selected Source...', 'Upload Multiple Returns (zip file)', 'Launch Reports...', 'Queue Management...', and 'Change Queue...'.

This will bring up all the same screens as described in the school section.

Once a return has been uploaded, a local authority may go in and edit the data if necessary. The recommended approach is that if there are errors on the data when it is uploaded into COLLECT the corrections should be made in the school MIS and a new output file generated and uploaded into COLLECT. This will ensure that the data in the school MIS system is kept in line with the data being provided in the data collection return to the DfE, however there may be circumstances when it is necessary for data to be edited rather than a new file uploaded.

The first screen that can be edited is the Source School screen. 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. You'll 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.

The screenshot shows the 'Phonics' interface. At the top, there are buttons for 'Approve', 'All Errors', 'All Notes', 'Add', 'View', 'Edit' (highlighted with a red circle), 'Cancel', and 'Status'. Below this is a table titled 'Phonics - TDUSchool3' with columns for Errors, Queries, OK, and Return Level Notes. The table shows a summary of errors and queries. Below the summary is a table with columns for Data Item, Value, Errors, Queries, OK, Notes, and History. The data items include Collection, Date Time, Year, LEA, Software Code, Establishment Number, and Pupils Overview. The 'Edit' button is highlighted with a red circle.

Approving a return

Once you have checked the schools and ensured you have added relevant notes to queries, please approve all your returns. By pressing the 'Approve All' button you are submitting the data to the DfE. The DfE can see the data as soon as it's loaded but cannot access it until you have approved it.

Users should highlight the return for approval and press the 'Approve' button. See below.

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

Expected	Outstanding	Submitted	Approved	Authorised	Errors		
					E	Q	OK
4	0	4	0	0	19	20	0

Below the summary is a table of sources:

Source ID	Source Name	Status	SubmittedDate	ApprovedDate	AuthorisedDate	Queue	Errors	Queries	OK Errors
0014009	TDUSchool10	Amended_by_agent	07/05/2015				4	4	0
0014002	TDUSchool3	Submitted	08/05/2015				2	8	0
0014003	TDUSchool4	Submitted	22/05/2015				5	4	0
0014004	TDUSchool5	Submitted	02/06/2015				8	4	0

At the bottom, there is a row of action buttons: 'Open Returns...', 'Approve...' (circled in red), 'Approve All...' (circled in red), 'Unapprove...', 'Reject...', 'Delete...', 'Export Selected...', 'Export Multiple...', and 'Export All...'. Below these are buttons for 'Upload Return for selected Source...', 'Upload Multiple Returns (zip file)...', 'Validate Selected Returns...', 'Validate All Non-validated Returns...', 'Launch Reports...', 'Queue Management...', 'Change Queue...', and a 'Move to this queue' dropdown menu.

Deleting a return

This function allows the local authority user to delete a selected school return. First highlight the school on the screen then select the 'Delete' button. This will delete the return and that school status will reset to 'No-Data'.

The screenshot displays the 'MY SOURCES' interface. At the top, there are filter fields for Name, Native ID, Status, Org Group, and Queue, along with 'Go' and 'Reset' buttons. Below this is a 'Performance summary' table with columns for Expected, Outstanding, Submitted, Approved, and Authorised, and a sub-table for Errors (E, Q, OK). The main table lists sources with columns for Source ID, Source Name, Status, SubmittedDate, ApprovedDate, AuthorisedDate, Queue, Errors, Queries, and OK Errors. The 'Delete' button in the bottom toolbar is circled in red.

Expected	Outstanding	Submitted	Approved	Authorised	Errors		
4	2	2	0	0	E	Q	OK
					6	2	0

Source ID	Source Name	Status	SubmittedDate	ApprovedDate	AuthorisedDate	Queue	Errors	Queries	OK Errors
0014009	TDUSchool10	Amended_by_agent	16/05/2016				3	2	0
0014001	TDUSchool2	Submitted	26/04/2016				3	0	0
0014002	TDUSchool3	No_Data					0	0	0
0014003	TDUSchool4	No_Data					0	0	0

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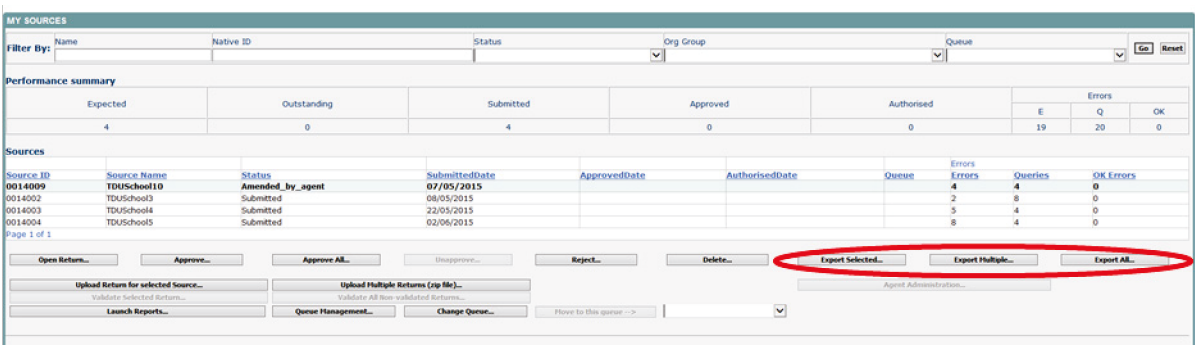
Buttons: Open Return..., Approve..., Approve All..., Disapprove..., Reject..., **Delete...**, Export Selected..., Export Multiple..., Export All...

Upload Return for selected Source... Upload Multiple Returns (zip file)...
Validate Selected Return... Validate All Non-validated Returns...
Launch Reports... Queue Management... Change Queue... Move to this queue -->

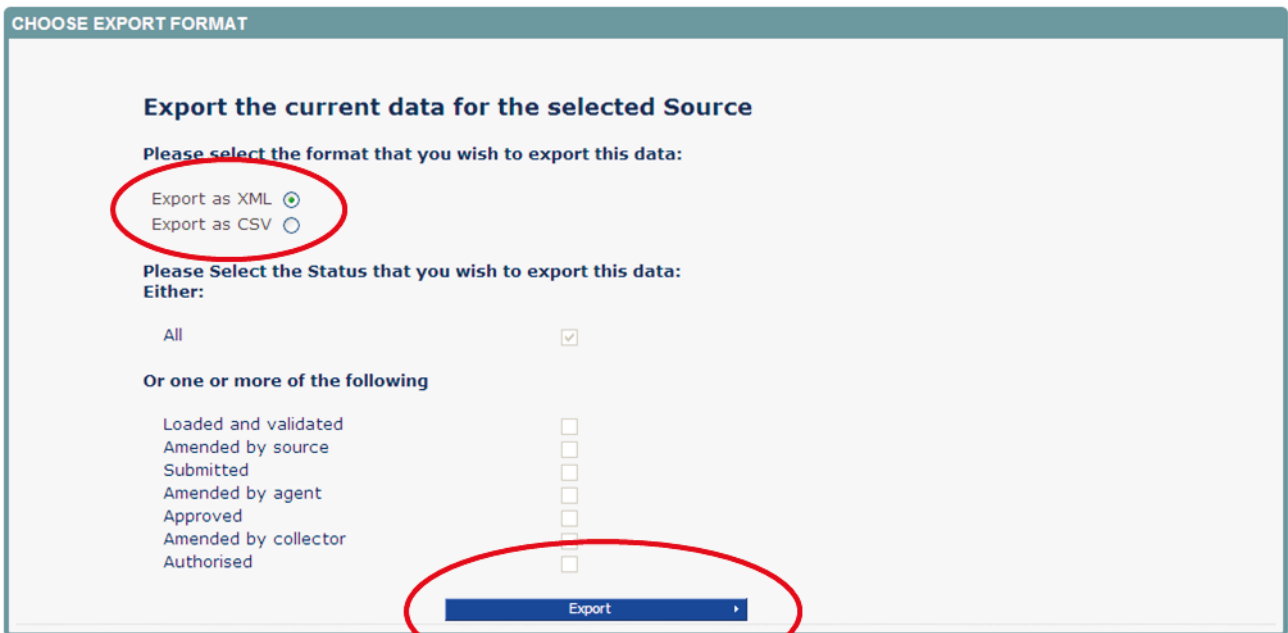
Exporting a return

Once the data has been submitted you can produce an export. An export will show all data submitted in either XML or CSV (spreadsheet) format. You can then save a hard copy of the submitted data for reference.

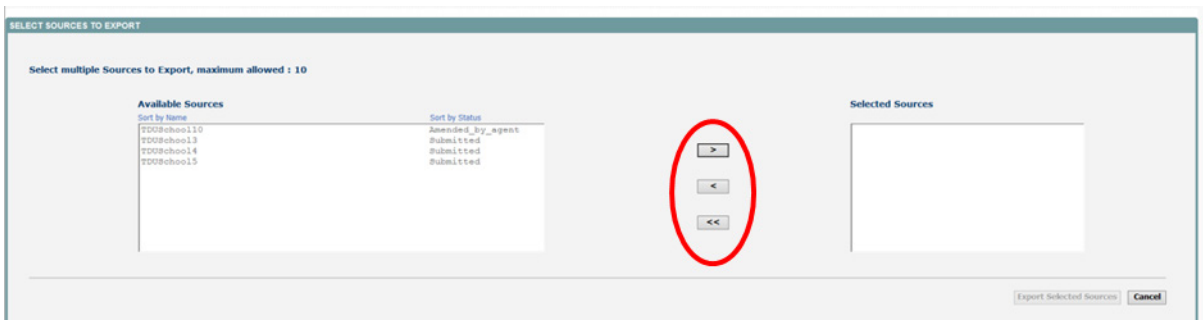
To export the data, choose one of the three export options by clicking the button from the front screen.



Select the format for the export, XML or CSV then select the 'Export' button. You will be prompted to save or open the export file. Once this has run you will get an option to open or save the export.



If exporting multiple returns you will be presented with the following. 'Select sources to Export' screen.

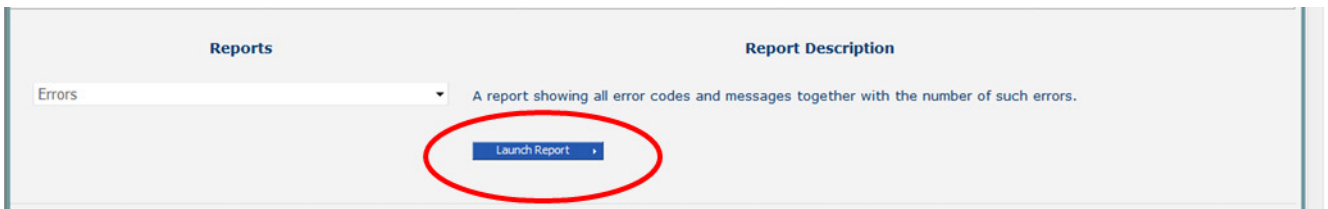


Select 'Available Sources' and use the arrow keys to move them into or out of the 'Selected Sources' box. Once you are happy with your selection, use the 'Export Selected Sources' button.

Launching reports

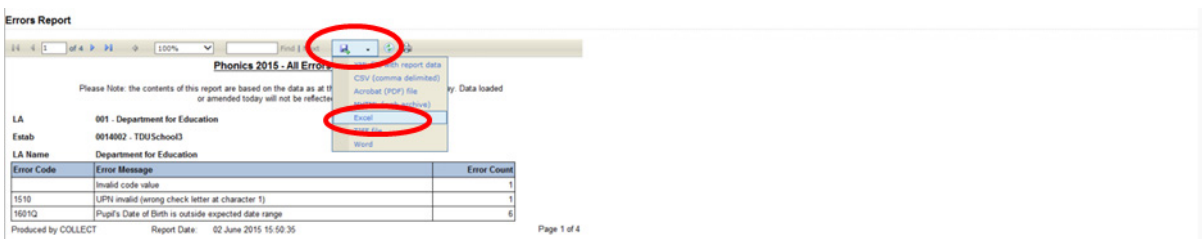
The 'Launch Reports' option is available for each collection. This is where you can run various reports such as expected lists, error reports and school status reports amongst others.

Select the report you require from the drop down list and then select 'Launch Report' button.



The report will show on screen. Selecting the Export button will bring up a drop down list of export options. Selecting one will allow you to export the report to Excel, CSV etc.

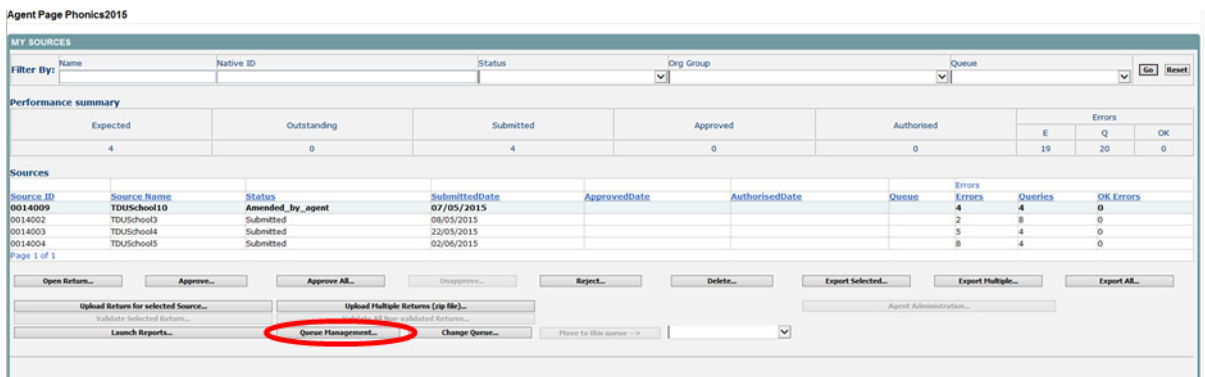
You cannot print or sort the data in the report from COLLECT you need to export into Excel to be able to sort or print the data.



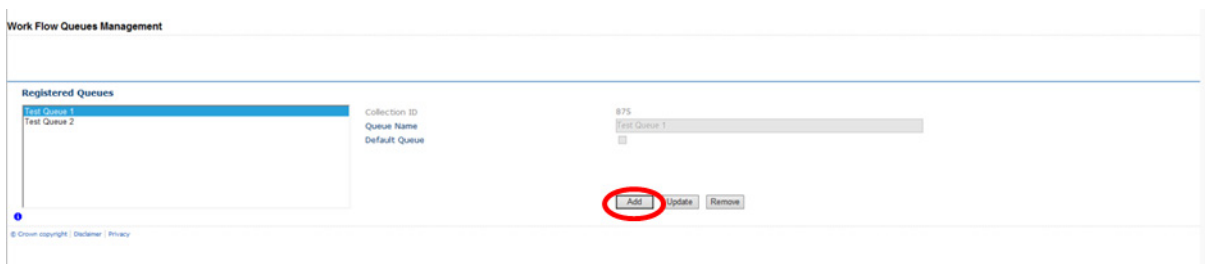
Queues

When a number of people are working on a data collection within the local authority, the use of the 'Queue' facility can help effective working. The use of queues helps in the allocation and identification of who is working on which schools and therefore helps to ensure that two or more people don't try and work on the same one.

Return to the 'Agent' page and click the 'Queue Management' button.



This will take you to the page entitled 'Work Flow Queues Management'



To add a name, click the 'Add' button.

Type your name (or the name of a colleague) into the 'Queue Name' box then click 'OK'. Instead of a name you may wish to apportion schools by a day of the week or by some other description depending on your local authorities validation procedures.

The name/description will now be displayed in alphabetical order in the Registered Queues box.

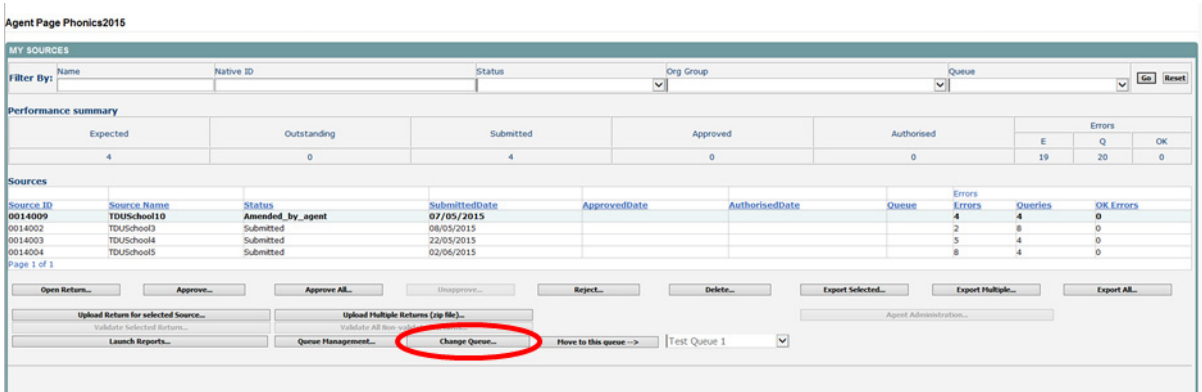
Use the 'Update' button to modify a selected name/description.

The 'Remove' button allows you to remove a name/description from the 'Registered Queues' list. This can only be done if any schools linked with a particular name are removed first.

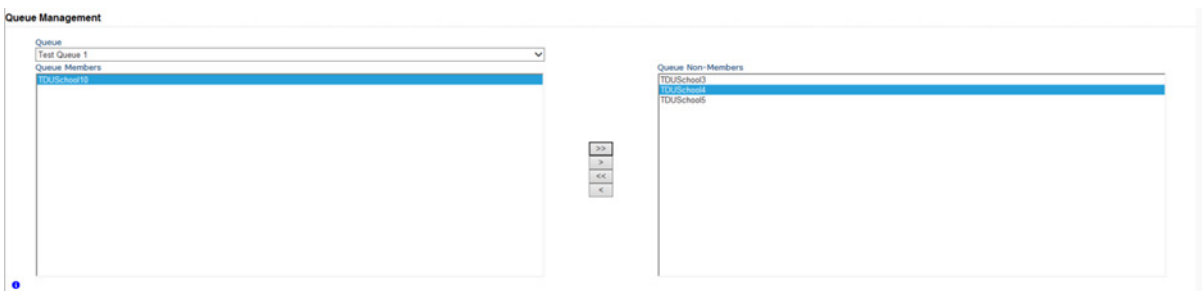
The check box used to set the 'Default Queue' was originally intended to allow a default queue to be allocated for a workflow stage; however the emerging requirement for the

use of queues is for local authorities to assign their own, as they work in different ways. It is therefore not applicable and has no effect on 'Queues'.

To add schools to the newly created queues return to the agent page and click the 'Change Queue' button to go to the screen entitled 'Queue Management'.



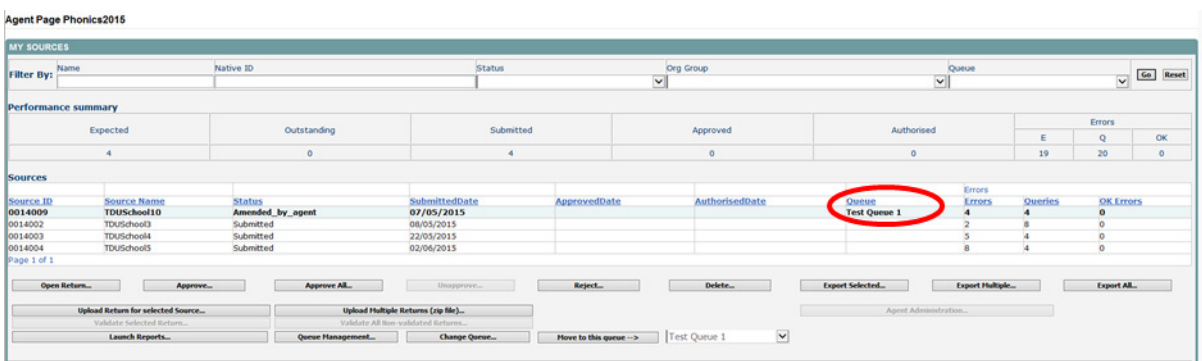
You can now select and add or remove schools to and from different queues (click the right hand down arrow alongside the queue box to see a drop down list of names).



< or > will move individual schools or a group of schools selected in the direction of arrow. << or >> will move all schools in the direction of the arrows (although you will first be prompted to confirm this global move).

Highlight a school in the 'Queue Non-Members' box and press the '<' button. This school will now appear in the box of 'Queue Members'.

Return to the agent page and you will see that the selected school has now been assigned to the selected queue.



An alternative way to attach a school to a particular person is to highlight the school under source name then click the 'Move to this Queue' button. This is a safer way to allocate schools to queues because you can see if any schools are already allocated to another queue first.

Agent Page Phonics2015

MY SOURCES

Filter By: Name Native ID Status Org Group Queue

Performance summary

Expected	Outstanding	Submitted	Approved	Authorised	Errors		
					E	Q	OK
4	0	4	0	0	19	20	0

Sources

Source ID	Source Name	Status	SubmittedDate	ApprovedDate	AuthorisedDate	Queue	Errors	Queries	OK	Errors
0014001	TDUSchool1	Amended_by_agent	07/05/2015			Test Queue 1	4	4	0	
0014002	TDUSchool3	Submitted	08/05/2015			Test Queue 1	2	8	0	
0014003	TDUSchool4	Submitted	22/05/2015				5	4	0	
0014004	TDUSchool5	Submitted	02/06/2015				8	4	0	

Page 1 of 1

| Test Queue 1

Using the 'Queue' facility as indicated above should enable a number of individuals to work on a data collection without running the risk of duplicating effort.

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, for example '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, for example 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

Filter bars

UPN	<input type="text"/>	Surname	<input type="text"/>	Forename	<input type="text"/>
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Only available on screens that could have a large record set record list. These allow you to sort the records on the screen.

Left hand menu

The left hand menu can also be used to migrate to different screens.

The screenshot shows a software interface with a left-hand menu and a main content area. The left-hand menu is a vertical list of items: "Phonics [1]", "Pupils [7]", and "Assessments". The main content area is titled "Phonics - TDUSchool3" and contains a table with the following data:

Data Item	Value
Collection	Phonics Transfer File
Date Time	2015-05-08 10:47:12
Year	2015
LEA	1
Software Code	DataInput15v1-0
Establishment Number	4002

Below the table, there is a link labeled "Pupils Overview".

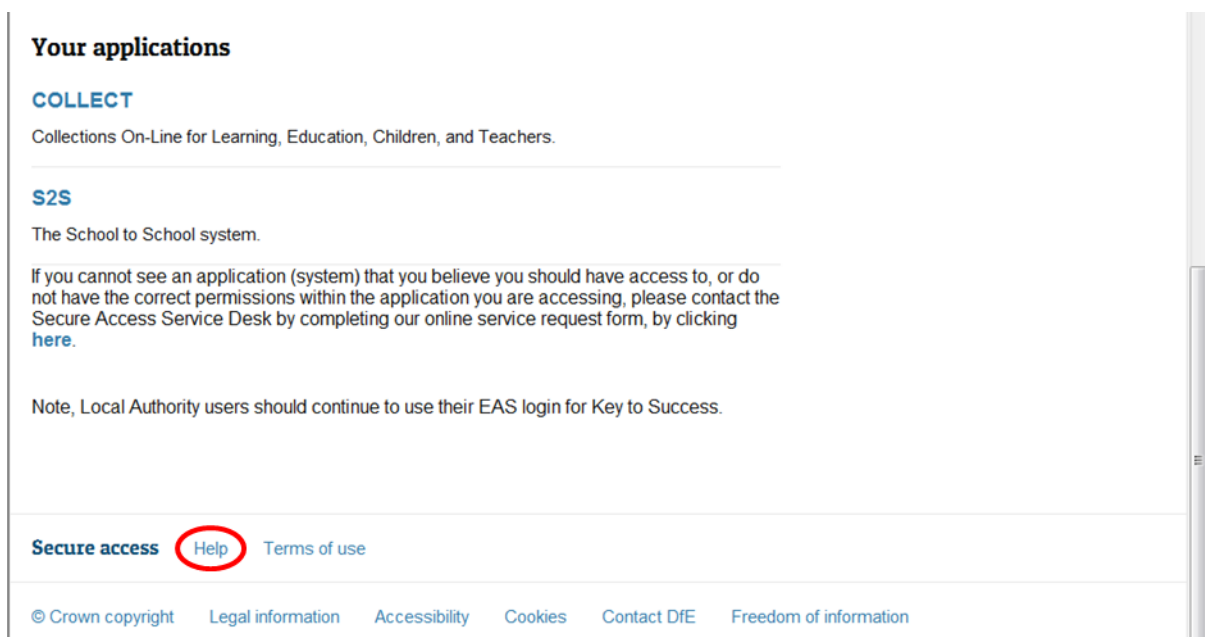
Help

COLLECT issues and data collection queries

If you are experiencing problems with COLLECT or have a data collection query, please submit a [data collection service request form](#) to the Data Collections Helpdesk.

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 Secure Access service desk.

Secure Access issues



The screenshot shows a web page titled "Your applications" under the heading "Secure access". It lists two applications: "COLLECT" (Collections On-Line for Learning, Education, Children, and Teachers) and "S2S" (The School to School system). Below the S2S section, there is a paragraph of text and a note for Local Authority users. At the bottom, there is a navigation bar with "Secure access", "Help" (circled in red), and "Terms of use". A footer contains links for "© Crown copyright", "Legal information", "Accessibility", "Cookies", "Contact DfE", and "Freedom of information".

Your applications

COLLECT
Collections On-Line for Learning, Education, Children, and Teachers.

S2S
The School to School system.

If you cannot see an application (system) that you believe you should have access to, or do not have the correct permissions within the application you are accessing, please contact the Secure Access Service Desk by completing our online service request form, by clicking [here](#).

Note, Local Authority users should continue to use their EAS login for Key to Success.

Secure access [Help](#) [Terms of use](#)

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for Education

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

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Reference: DFE-00148-2016



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