

School workforce census 2016

Instructions for local authorities on how to use COLLECT to submit their data

September 2016

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Introduction

The COLLECT (collections online for learning, education, children and teachers) portal is used by schools, academies, local authorities and the Department for Education (DfE) for processing data collection returns. Major benefits of the portal include real time data collection monitoring and progress reporting, the ability of a local authority to view exactly the same information as DfE when queries arise and being a website there are no installation issues.

This document is designed to guide users through the various aspects of COLLECT as related to the school workforce census data return from initial submission, data validation and final approval by DfE.

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 a 'collector' is the final destination of the information.

Secure access (SA) and the COLLECT portal

To access secure access existing users will need their username and password.

Secure access			
Forgotten username or password?			
Username	Password	□ I agree to the terms of use Sign in	
Welcome to Secur	First time here? Visit the Secure Access Help page	>	
The Secure Access Portal allows regist Education's systems. Access to system therefore some systems may not be vis	ered users access to the Department fo is are granted on an individual basis and ible.		

Announcements

If you are a new user and require access to COLLECT, you will need to speak to your approver. Full secure access guidance is published on the Secure Access Website.

Once you have logged in you will see the link for COLLECT, click on this link highlighted below.



Scheduled Downtime Please note: COLLECT will be unavailable from 17:00 to 17:30 on Tuesday 18th August for scheduled maintenance

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If you are bounced back to your homepage at this point check that you are not trying to access the site from a link within an e-mail. Please copy and paste the address into the address bar then save it to your favourites.

Follow the steps below to add the web addresses to your trusted sites.

Go into the tools menu option at the top of the screen.

Select internet options from the drop down menu. Select security from the option buttons, Selected trusted sites, select sites, then select add and type the following into the text box:

https://collectdata.education.gov.uk

Then select ok and ok. Please check that the secure access site is also in the trusted sites.

The addresses should appear in the large box.

Trusted sites	—X —					
You can add and remove websites from this zor this zone will use the zone's security settings.	ne. All websites in					
Add this website to the zone:						
https://sa.education.gov.uk	Add					
Websites:						
*.gpn.gov.uk https://collectdata.education.gov.uk	Remove					
Require server verification (https:) for all sites in this zone						
	Close					

LA (agent page) screen

The agent main screen will be displayed

Data Collection	User Role	Organisation	Status	Due Date	Days Due
choolWorkforceCensus2015	Administrator	Department for Education	Testing/Live	04/12/2015 00:00:00	-250
ichoolWorkforceCensus2015	Agent	Department for Education	Testing	04/12/2015 00:00:00	-250
choolWorkforceCensus2015	Collector	Department for Education	Testing	04/12/2015 00:00:00	-250
choolWorkforceCensus2016	Source	Department for Education	Testing	02/12/2016 00:00:00	114
choolWorkforceCensus2016	Administrator	Department for Education	Testing/Live	02/12/2016 00:00:00	114
choolWorkforceCensus2016	Agent	Department for Education	Testing	02/12/2016 00:00:00	114
choolWorkforceCensus2016	Collector	Department for Education	Testing	02/12/2016 00:00:00	114

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 agent main screen will be displayed

MY SOUR	CES													
	Name	Native ID			Status		Org Group				Queue			
Fitter By:						~	·			~			~	Go Reset
Performa	nce summary													
													Errors	
	Expected	Outstanding			Submitted		Approved	1		Authorised		E	Q	ОК
	11	6			5		0			0		385	383	0
Sources														
Sources											Errors			
Source ID	Source Name		Status	Submitte	edDate A	pprovedDate		AuthorisedDate		Queue	Errors	Queries	OK Error	rs
001	Department for Educatio	n	Submitted	09/08/2	016						5	7	0	
0014000	DfE Secondary Academy		Submitted	09/08/201	16						19	26	0	
0014009	TDUSchool10		Submitted	09/08/201	16						7	7	0	
0014001	TDUSchool2		No_Data								0	0	0	
0014002	TDUSchool3		No_Data								0	0	0	
0014003	TDUSchool4		No_Data								0	0	0	
0014004	TDUSchool5		Submitted	08/08/201	16						249	275	0	
0014005	TDUSchool6		No_Data								0	0	0	
0014006	TDUSchool7		No_Data								0	0	0	
0014007	TDUSchool8		No_Data								0	0	0	
Page 1 of 2														2
Ope	n Return Approve.		vii	Unapprove	e Rejec	t	Delete		Export Selected		Export Multiple		Export All.	L
	Upload Return for selected Source		Upload Multiple Ref	turns (zip file)						Agent Administra	tion			
	Validate Selected Return	1	Validate All Non-vali	dated Returns					Run Matching		Run Reconcilia	ation		
	Launch Reports	Queue Mana	igement	Change Qr	ueue Move to th	is queue>		×	Resolve Matchin	g	Resolve Reconci	diation		

Return status

Fourcos

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

							Errors		
Source ID	Source Name	Status	SubmittedDate	ApprovedDate	AuthorisedDate	Queue	Errors	Queries	OK Errors
001	Department for Education	Submitted	09/08/2016				5	7	0
0014000	DfE Secondary Academy	Submitted	09/08/2016				19	26	0
0014009	TDUSchool10	Submitted	09/08/2016				7	7	0
0014001	TDUSchool2	No_Data					0	0	0
0014002	TDUSchool3	No_Data					0	0	0
0014003	TDUSchool4	No_Data					0	0	0
0014004	TDUSchool5	Submitted	08/08/2016				249	275	0
0014005	TDUSchool6	No_Data					0	0	0
0014006	TDUSchool7	No_Data					0	0	0
0014007	TDUSchool8	No_Data					0	0	0
Page 1 of 2									2

Return management

This provides a set of functions that can be used to manage the return. Those with bold text and highlighted borders are available. The availability of the functions is dictated by the status of the return.

Open Return Approve	Approve AlL_ Unapprove_	Reject Delete	Export Selected	Export Hultiple	Export AlL.
Upload Return for selected Source	Upload Hultiple Returns (zip file)		Agent Adr	ninistration_	
Validate Selected Return	Validate All Non-validated Returns		Run Matching	Run Reconciliation	
Launch Reports_	Queue Management_ Change Queue_	Plove to this queue>	Resolve Matching	Resolve Reconciliation	

Uploading a return

Click on the upload return from selected source button or to upload a zip file containing several returns click the upload multiple returns button.

Sources									
							Errors		
Source ID	Source Name	Status	SubmittedDate	ApprovedDate	AuthorisedDate	Queue	Errors	Queries	OK Errors
001	Department for Education	Submitted	09/08/2016				5	7	0
0014000	DfE Secondary Academy	Submitted	09/08/2016				19	26	0
0014009	TDUSchool10	Submitted	09/08/2016				7	7	0
0014001	TDUSchool2	No_Data					0	0	0
0014002	TDUSchool3	No Data					0	0	0
0014003	TDUSchool4	No_Data					0	0	0
0014004	TDUSchool5	Submitted	08/08/2016				249	275	0
0014005	TDUSchool6	No_Data					0	0	0
0014006	TDUSchool7	No Data					0	0	0
0014007	TDUSchool8	No Data					0	0	0
ane 1 of 2									
age 1 of 2									
Open Retu	Approve	Approve All	Unapprove	Keject	Delete	Export Selected	Export Multi	pie	Export All
	Upload Return for selected Source	Upload Multiple Retu	ırns (zip file)			Agent Adm	inistration		
	Validata Colocted Datum	Validate All Non-valid	ated Returns			Run Matching	Run Recond	iliation	

UPLOAD FILE SELECTION	
This both uploads and validates your data and may take several minutes. Please allow sufficient time to complete.	\frown
	Browse
Upload ,	biomacin

Use the browse button to locate the XML 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.

PLATE EN E 451 EARIA		
his both uploads and validates your data an	d may take several minutes. Please allow sufficient time to complete.	
	M-IOnerationalDataSupport/SME/Testine/UAT/SME_DCI/TestEile - Core yeal	CANCER
	La fobergrougendeben form (republican form form ean se , coblines	Upload

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

FILE UPLOAD PROGRESS						
	Data return upload in progress, please wait					
	Deleting existing data return					

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

FILE UPLOAD PROGRESS	
Your data return has been successfully loaded and is queued for validation. Please return later to view any validation errors identified.	
OK +	

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 main page will display submitted and the total number of errors and queries found in the return will be displayed.

Viewing the data return

Opening the return

Sources.

Open the return by highlighting the school you wish to open and click on the open return button.

							Errors		
Kownce 30	Source Name	Status	SubmittedUate	ApprovedDate	AathorisedOate	Queue	Errora	Queries	Off. Errors
101	Department for Education	Submitted	09/08/2056				3	7	0
054000	DRE Secondary Academy	Submitted	09/06/2016				19	26	0
004009	TDU5chool30	Submitted	04/04/2016				7	7	0
004001	YDU5chooQ	No_Data					0	0	0
104002	TDUTichool3	No_Data					0	0	0
00A003	TDUSchoold	No_Data					0	0	D
104004	TDU5chool3	Submitted	06/06/2056				249	275	0
64005	TDU5chool6	No_Data						0	0
104006	YEU5chool7	No_Duta					0	0	0
0.4007	TDutichool8	No_Data					0	0	0
ope 1 of 2									
Open Rata	Approx.	Approve AL.	Unapprovin	Reject	Delete_	Export Selected	Expert Hall		Equal AL.
	lipboal Return for selected Searce	Upload Hultiple 8	ettarms (cip file)			Agent Aden	entrolan.		
	Valelate Selected Retare	Voldate All Non-w	Aduted Reference			Run Hatching	Run Racan	cliation	
	Lounch Reports	Gorus Hanagement.	Change Querue	Phone to this potent ->	¥ (Reaches High hing	Reaches Roca	and address	

The header information for the return will be displayed.

ool Workforce Annual Collection		Approve All Errors All Notes		Add	View	Edit De	lete Sta
chool Workforce Annuel Collection	School Workforce Annual Collection - TDUSchool10						
Source	RETURN LEVEL ERRORS (Errors and queries associated with this	s full return, not individual fields.)	Errors Queries	OK	Re	turn Level No	otes
-CBDS Levels			1 2	0			
-SchoolWorkforceModules	Data Item	Value		Frrors	Errors	OK	Histo
Given Name	HEADER INFORMATION			Citoro	quonos	on	-
Former Family Name	Collection	School Workforce Census		0	0	0	
Contract or Service [7]	Year	2016		0	0	0	
-Additional Payment [1]	Reference Date	2016-11-03		0	0	0	
Role [5]	View Source Details						View
- Orrigium							
Qualification							
Subjects							
School							
Vacancy [1]							
Occasionals							
-Agency TP Support Count [1]							
L-LA							

Screen functionality

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

Screen navigation

To return to the previous page, press the drill up button

School Workforce Member -	TDUSchool10					Drill Up Erro	pr.
Filter By: Teacher Number	Family Name	Gender	- Date	of Birth	QT Status	- Reset	Go
Teacher Number	Name		Gender	Date of Birth	QT Status	Rule Errors	
9999999	SURNAME_1,NAME_1		Not Known	2000-10-01	True	2	
9999998	SURNAME 2, NAME 2		Not Known	2000-10-01	True	2	
9999997	SURNAME_3,NAME_3		Not Known	2000-10-01	True	3	
							<>
Data It	tem		Value		Errors	Errors Queries OK	History
Data It	tem		Value		Errors	Errors Queries OK	History

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.

Mode buttons

Those buttons determine which operation mode the on-screen data form 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, for example workforce member. This allows criteria to be entered to identify a group of related records or a single record. For instance if the user types a name in the family name box and selects the 'go' button then only workforce members with that family name will be displayed in the record list. This enables the user to specific records rather than having to page through all the records.

ette an									
Filter	Teacher Number	Family Namo	Condor	-	Date of Birth	OT Status	-	Reset	Gn
Bv:	reduiter number	r anny Name	dender		Dute of Dirth	Q1 Status		100001	

Filter left hand menu

Please avoid using the left hand filter menu (grey panel on the left hand side of the page) to navigate through the return as it does not always display sections of the return in the correct format and functions such as add or edit are not always available.

School Workforce Annual Collection	School Workforce Member -	TDUSchool10	
	Filter By: Teacher Number	Family Name	Gender
School Workforce Member [14]	Teacher Number	Name	
Given Name	9999999	SURNAME_1,NAME_1	
Former Family Name	9999998	SURNAME_2,NAME_2	
Contract or Service [21]	9999997	SURNAME_3,NAME_3	
-Additional Payment	Data	tem	
-Additional Payment	WORKFORCE MEMBER		
Additional Tayment	Staff Details		
Absence	Teacher Number	9999999	
Curriculum	Family Name	SURNAM	IE 1
-Qualification	Given Name		-
Subjects	NAME 1		
School	MIDNAME_1		
Vacancy	View Given Name(s)		
Occasionals	Former Family Name		
Agency TP Support Count	FORMER_1		
	View Former Family Name(S)		
	NI Number	XX999999	9C

Viewing the return details

School Workforce Annual Collection							
		Approve All Errors All Notes		Add	View	Edit	ete Status
8							
ErSchool Workforce Annual Collection	School Workforce Annual Collection - TDUSchool10						
-Source	RETURN LEVEL ERRORS (Errors and queries associated with this	full return, not individual fields.)	Errors Queries 1 2	ОК 0	R	eturn Level No 🗉	tes
-SchoolWorkforceModules							
School Workforce Member	Data Item	Value			Errors		History
Given Name	HEADER INFORMATION			Errors	Queries	OK	
Former Family Name	Collection	School Workforce Census		0	0	0	
Contract or Service [7]	Ver	2016		0	0	0	
-Additional Payment [1]	Reference Date	2016 2016		0	0	0	
-Role [5]	View Source Details	2010-11-05			0	(View All
-Absence [1]							\smile
Curriculum							
Qualification							
Subjects							
School							
-Vacancy [1]							
Occasionals							
Agency TP Support Count [1]							
-14							

Access the source details by clicking on the view all button in the view source details row on the original screen displaying the header details for the return.

Now access the workforce member details by clicking on the view all button in the view school workforce members row.

			Approve	All Errors	All Notes	Add	View	idit Delet	e Status
0									
-School Workforce Annual Collection							Drill Up	Error	
Source	Source - TDUSchool1	D						Albietur	_
-CBDS Levels								51110/67	
-SchoolWorkforceModules	LA	Estab	Source Level		Software Code	Rule	Errors		
School Workforce Member	SWF LA 1	4009	School		SWF Convertor	0			
Given Name							Errorr		
Former Family Name		Data Item			Value	Errors	Queries	ОК	History
-Contract or Service [7]	SOURCE								
Additional Payment [1]	Source Level		School			0	0	0	
-Role [5]	LA		SWF LA 1			0	0	0	
-Additional Payment	Estab		4009			0	0	0	
-Absence [1]	Software Code		SWF Convertor			0	0	0	
Curriculum	Release		1.0			0	0	0	
Qualification	Xversion		1.5			0	0	0	
Subjects	Serial No.		1			0	0	0	
School	DateTime		2016-08-09 12:02:53			0	0	0	
Vacancy [1]	View CBDS Levels						-		View All
Occasionals	View School Workforce M	odules							View All
Agency TP Support Count [1]	View School Workforce M	embers							View All
LA	View School Details							\	View All
	View LA Details								VIEW LA

This displays the records list section, with all members of staff visible

Record list

Clicking on one of the blue column headers for instance date of birth will order all the records in date of birth. The record list can be sorted ascending or descending by clicking once or twice on the header of any of the columns.



The lower part of the screen will show the record details of the record highlighted in the top half of the screen

School	Workforce Member - TD	0USchool10							Drill Up	Error I Notes	
Filter By:	Teacher Number	Family Name		Gender	→ Date of Birt	h	QT Status		- Res	et	Go
Teacher	r Number	Name			Gender	Date of Birth	QT S	itatus	Rule	Errors	
9999999		SURNAME_1,NAM	NE_1		Not Known	2000-10-01	True		2		
9999998		SURNAME_2,NAM	//E_2		Not Known	2000-10-01	True		2		
9999997		SURNAME_3,NAN	ИЕ_3		Not Known	2000-10-01	True		3		~
									Errora		<u> </u>
	Data Item	1			Value			Errors	Queries	OK	History
WORKF	ORCE MEMBER							LIIOIS	Queries	ON	
Staff De	tails										
Teacher	Number		9999999					0	0	0	
Family N	lame		SURNAME_1					0	0	0	
Given N	lame										
NAME_	1										
MIDNAN	//E_1										
View Gi	ven Name(s)										View All
Former	Family Name R 1										
View Fo	ormer Family Name(S)										View All
NI Numb	er		XX9999999C					0	0	0	
Gender			Not Known					0	0	0	
Date of E	Birth		2000-10-01					1	1	0	
Ethnic C	ode		WBRI - White - E	British				0	0	0	
Disability	1		no					0	0	0	
QT Statu	IS		True					0	1	0	
HLTA St	atus		True					1	0	0	
QTS Rou	ite		Mutual Recogniti	ion from NI, Scotland	or the EEA			0	0	0	
View Co	ontract/Agreement Details										View All
View Ab	sence Details										View All
View Cu	Irriculum Details										View All
View Qu	alification Details										View All

You can sort the record set by given name by clicking on the name column in the record list section.

Schoo	l Workforce Member - TDU	JSchool10					Drill Up Er Al Notes	rror
Filter By:	Teacher Number	Family Name	Gender	• Date of Birth		QT Status	✓ Reset	Go
Teache	r Number	Name		Gender	Date of Birth	QT Status	Rule Errors	
9999999		JOHNAME TINAME 1		Not Known	2000-10-01	True	2	
9999998	3	SURNAME 2,NAME 2		Not Known	2000-10-01	True	2	
9999997		SURNAME 3, NAME 3		Not Known	2000-10-01	True	3	
								<
	Data Item			Value		Errors	Errors Queries OK	History

You can also filter the record set by typing the surname in the family name box in the filter section' and then click on the go button. The record details for that staff member should be displayed on screen.

School Workforce Member -	TDUSchool10					Drill Up AT Notes	Error
Filter By: Teacher Number	Eamily Name	Sender	- Date o	of Birth	QT Status	✓ Reset	Go
Teacher Number	Name		Gender	Date of Birth	QT Status	Rule Errors	
9999999	SURNAME 1,NAME 1		Not Known	2000-10-01	True	2	
9999998	SURNAME 2,NAME 2		Not Known	2000-10-01	True	2	
9999997	SURNAME 3,NAME 3		Not Known	2000-10-01	True	3	
							<
Data It	lem		Value		Errors	Errors Queries O	History

Editing within the data return

Where possible data should be amended within the schools management information system and a new return re-uploaded.

The default view when a screen is displayed is view mode. To edit the details click on the edit button. The details for the workforce member will now be available to edit.

		Approve	All Errors All Notes			Add	View Edi	t Peleti	e Statu
								ノ	
School Workforce Member	- TDUSchool10						Drill Up	Error	
Filter Teacher Number	Family Name	Gender	- Date of Birth		QT Status		- Res	et	Go
Teacher Number	Name	2.	Gender	Date of Birth	QT St	atus	Rule E	rrors	
9999999	SURNAME_1,NAME_	1	Not Known	2000-10-01	True		2		
9999998	SURNAME_2,NAME	2	Not Known	2000-10-01	True		2		
1999991	SURVAME_3,NAME	2	Not Known	2000-10-01	True		3		
Date	altem		Value				Errors		Histor
						Errors	Queries	OK	
WORKFORCE MEMBER									
Teacher Number	9	999999				0	0	0	
Family Name	9	URNAME 1				0	0	0	
Given Name	P					-		-	_
NAME 1									
MIDNAME_1									
View Given Name(s)									View A
Former Family Name									
FORMER_1									
View Former Family Name(S)							_		View A
NI Number	×	(999999C				0	0	0	
Gender	N	ot Known				0	0	0	

Click on the QTS route cell in the value column: a drop down list of selectable values will be displayed.

View Given Name(s)					View All
Former Family Name					
FORMER_1					
View Former Family Name(S)					View All
NI Number	XX999999C	0	0	0	
Gender	Not Known	• 0	0	0	
Date of Birth	2000-10-01	1	1	0	
Ethnic Code	WBRI - White - British	- 0	0	0	
Disability		- 0	0	0	
QT Status	True	- 0	1	0	
HLTA Status	True	- 1	0	0	
2TS Route	Mutual Recognition from NI, Scotland or the EEA		0	0	
View Contract/Agreement Details					View All
View Absence Details					View All
View Curriculum Details					View All
View Qualification Details					View All

Selecting 'annual college exit – graduate course' from the list. The selected value will be displayed and the details will be saved. If data is entered rather than selected from a list, navigating to another field or hitting the return/enter key will save the data.

Editing existing information will create a history record for the item that has been changed/added.

Changed items are identified by an icon displayed in the history column.

Tiew Given Name(s)							
Former Family Name FORMER_1							
/iew Former Family Name(S)						View All	
VI Number	XX9999999C		0	0	0		
Sender	Not Known		0	. 0	0		
Date of Birth	2000-10-01		1	1	0		
Ethnic Code	WBRI - White - British		0	0	0		
Disability	no		0	0	0		
2T Status	True		0	1	0		
HLTA Status	True		1	0	0	-	
2TS Route	Annual College Exit - Graduate Course		0	0	0	(m	
/iew Contract/Agreement Details						Miew All	
/iew Absence Details						View All	
/iew Curriculum Details						View All	
/iew Qualification Details						View All	

Click on the history icon for the QTS route item that we have just amended. Details of all changes made to the item are displayed (1 row per change), including the name of the user who made the change

-	Action	User	Start Date			End Date			Col Doval
Filter By:	×								Go Reset
				-					
Action					Jser			Date	
Update	Mutual Recognition from NI, Scotland or the EEA	Annual Coll	ige Exit - Graduate Course		Jsername displayed here	Source	Department for Education	Date the change took place	e
									0
				_					

Errors

When a return has been uploaded a number of validation checks are run against the data in that return and all errors and queries are highlighted in red against the relevant data item. There are different levels of errors, 'return level' and 'data Item level'

Total return errors

The breakdown of errors for all school returns for the local authority is shown in the performance summary section of the agent's main screen.

Performance summary							
Expected	Outstanding	Submitted	Approved	Authorized		Errors	
Expected	outstanding	Submitted	Approved	Addionsed	E	Q	ок
11	8	3	0	0	154	72	0

Return level errors

Return level errors relate to a validation rule that applies to the return as a whole rather than an individual data item within the return, for example the school return must contain details on occasional teachers and a return-level error is generated if this information is missing.

	Approve All Errors All Notes	Add	View	Edit Del	ete Status
School Workforce Annual Collection - TDUSchool10					
RETURN LEVEL ERRORS (Errors and queries associated with this fu	Il return, not individual fields.)	ок	Re	eturn Level No	tes
		U			
Data Item	Value		Errors		History
		Errors	Queries	ОК	,
	Online I Westform Communication	0	0	0	
Collection	School Workforce Census	U	U	U	
Year	2016	0	0	0	
Reference Date	2016-11-03	0	0	0	
View Source Details					View All

Return level errors are displayed and are accessible from the header information screen.

Data Item level errors and queries

Data item errors are highlighted against the item to which they relate. All data items that are part of a failed validation rule will contain an error marker, not only the item containing the potentially invalid value. For example the rule that checks whether a person appears to be aged over 100 years compares the date of birth with the date of the census, so both items would be flagged if that validation failed, even though it is probably only the date of birth that is wrong.

You can view the error message by selecting the area the error is in for example if you wanted to view the absence error you would go to the workforce members screen, select the record, then click view all in the view absence details' row. Errors are displayed against the first day and last day data items in the errors section of the screen.

Click on the red box in the row for last day. An error report will be displayed.

				Approve		A	All Errors			All Notes				Add	Vie	W.	Edit	Delete	Status
																Drill U	lp	Error	
Absence	- TDUSchool10														_		All Not	es	
Name	NI Number	First Day	Last D	аy	Absence	Category											Ru	le Errors	
P1,F1	XX999998A	2014-11-05	2014-1	1-05	Other Pa	aid Authori	ised Absend	ce e.g. C	ompassi	onate Leav	/e						1		~
																Frrors			
	Dat	a Item							Value					Errors		Querie	;	ОК	History
ABSENCE																			
First Day				2014-11-05										-		0		0	
Last Day				2014-11-05									- (1		0		0	
Working Da	ys Lost			1.0										0		0		0	
Absence Ca	tegory			Other Paid Autho	rised Abse	ence e.g. C	Compassiona	ate Leave						0		0		0	

The report shows that last day of absence cannot be before the first day of absence. To see all the data items that are possibly affected by this validation click on the details button next to the error message.

lade Erro	r Report - SchoolWorkforceCensus2016			
TDUSchoo	10	Error report on 10/08/2016 at 11:26		
Data Field	LastDayOfAbsence			
Priority	Errors			Count 1
Rule No.	Error Message		-	Notes
4936	Last Day of absence must be in the current or preceding academic year		Details	X
Page 1 of 1				1
Priority	Queries			Count 0
Rule No.	Error Message			Notes
Page 1 of 1				
Priority	OK			Count 0
Role No.	Error Message	Priority		Notes
Page 1 of 1				

The information will be displayed as hyperlinks on the right.

Blade Error	r Report - SchoolWorkforceCensus2016				
TDUSchool Data Field Priority Rule No.	110 LastDayOfAbsence Errors Error Message Last Day of absence must be in the current or preceding academic year.	Error report on 10/08/2016 at 11:28	Count 1 Notes Field	Return Details Novis 2014 12 000M	_
Page 1 of 1	case bay of absence must be in the current of preceding academic year		1		
Priority Rule No. Page 1 of 1	Queries Error Message		Count 0 Notes		
Priority Rule No. Page 1 of 1	OK Error Message	Priority	Count 0 Notes 1		

Correcting errors

Identify which of the fields contains the incorrect value and return to the screen that contains it by clicking on the field value in the details section. Change the mode of the form to edit and then click on the data item that needs to be changed

Viewing errors and queries

To view all errors and queries on the return click on the all errors' button

	Approve All Emors	Ail Notes	Add	View	Edit	State
chool Workforce Annual Collection - TDU	School10			140		
		Errors Queries	OK	Re	turn Level No	otes
Total CEVEL Electrics (Errors and deeries associa	wer with this fail retard, not intervioual herds.)	1 2	0			
Data Barri	Vielant			Errors	100 200	Mature
	1000		Errors	Queries	OK	reading y
ADER INFORMATION						
fection	School Workforce Census		0	0	0	
*	2016		0	0	0	
ference Date	2016-11-03		0	0	0	
						Advent All

This will show you a list of all queries and errors. You can see the error number, message and also click on details to see what data is not passing validation.

You can click on the underlined data values to the right of the screen to be taken to that field in the return

Blade Error	Report - Scho	olWorkforceCensus2016						
TDUSchool	10	Error report on 10/08/2016 a	t 13:26					Deture
						Count	14	Details
Rule No.	Return Level	Error Message	Priority	OK'd		No	tes Field	Value
6530Q		The same person has a total Full Time Equivalent ratio greater than 1.5	Queries		Details) () () () () () () () () () (ontractEnd	nu
4745Q		Member of staff is working more than 48 hours a week. Please check.	Queries		Details	1	FTEHours	e Permanent 40.00
4390Q		Please check: Destination code has been provided therefore contract End Date should be specified	Queries		Details		FTEHours	40.00
4540		If staff member is not paid by a Daily Rate then Base Pay must be provided.	Errors		Details	2	HoursPerWe	ek <u>40.00</u> ek 40.00
4735		Hours worked per week must not be provided for both Post and Role for the same Contract / Service Agreement	Errors		Details	>		,
4516Q		Please check: Teacher does not appear to have had a pay review since before beginning of previous academic year	Queries		Details	>		
4555		Pay (i.e. Base Pay, Pay Range, Pay Framework, Pay Range Minimum and Pay Range Maximum) must not be provided for both Post and Role for the same contract or service agreement	Errors		Details	>	K .	
4834Q		Please check: additional payment start date is before beginning of previous academic year.	Queries		Details	>	ζ.	
4936		Last Day of absence must be in the current or preceding academic year	Errors		Details	>	ζ.	
		Invalid Code Value	Errors		Details	X	ζ.	
Page 1 of 2							1 2	

Return level notes

In some instances you will be requested to provide explanatory information.

If a notepad entry is not returned the EDD helpdesk will have to contact you for further information.

Please note from November 2015 it has only been possible to complete return level notes. Return level notes are not overwritten if a resubmission is made.

To add a return level note click on the pen icon in the return level notes section.

	Approve All Emors	All Notes	Add	View	Edt De	eter Stat
School Workforce Annual Collection - TDU	School10					
RETURN LEVEL ERRORS (Errors and queries associa	ted with this full return, not individual fields.)	Errors Queries	OK	C	turn Level No	105
				-		/
Data Item	Value		France	Errors	OK	History
HEADER INFORMATION			Linder			
Collection	School Worldorce Census		0	0	0	
Year	2016		0	0	0	
Reference Date	2016-11-03		0	0	0	
						View Al

Click add new note.

Note Page				
Notes - SchoolWorkforceCensu	rs2015			Back
User Role	Organisation	Native ID	Date and Time	Add New Note
Note Detail				
			*	
			*	

Type your note and the error number in the box provided and click create.

lote Page	
Create New Note	
Ype your note here	A
A	Create
•	

The note will be saved and a record row will be created showing who created the note and when.



Return to the previous screen by clicking on back.

otes - SchoolWorkforcet	Consus2016				Back
ser	Role Source Source Source	Organisation Department for Education Department for Education Department for Education	Native ID 001 001 001	Date and Time 1008/2016 11:23:39 09/08/2016 16:30:48 09/08/2016 16:28:31	Add New Note Remove Note
ote Detail			^		

The pen icon will have changed to a notepad icon, which shows that the item has one or more notes attached to it. You are able to record notes in both edit and view modes.

	Approve All Errors	All Notes	A45	View.	Edt	State State
School Workforce Annual Collection - T	DUSchool10		-			
		Errors Queries	OK	Re	turn Level N	otes
RETURN LEVEL ERROR'S (Errors and queries asso	clated with this full return, not individual fields.)	1 2	0)
		NOC		Erron	_	Concession of the local division of the loca
Data Norn	Valu	10	Errors	Queries	OK	History
HEADER INFORMATION				1.11		
Collection	School Workforce Census		0	0	0	
Year	2016		0	0	0	
Raference Date	2016-11-03		0	0	0	
Anna Canada Data Ba						View Al

Please ensure there is a note for all queries/errors remaining on your return.

You can enter one note to cover numerous queries.

Approving your return

If you do not need to run matching and reconciliation (M&R) for a school (meaning – only one file has been loaded into COLLECT) and you have added all notes and corrected any errors on your return please remember to click approve to send the information to the department. This will then show the date of approval in the corresponding box.

If you have completed all of your returns (M&R is completed for the required schools, notes have been added to all errors/queries) you can use the approve all function.

Sources									
							Errors		
Source ID	Source Name	Status	SubmittedDate	ApprovedDate	AuthorisedDate	Queue	Errors	Queries	OK Errors
001	Department for Education	Submitted	09/08/2016				5	7	0
0014000	DfE Secondary Academy	Approved	09/08/2016	10/08/2016			19	26	0
0014009	TDUSchool10	Amended_by_agent	09/08/2016				7	7	0
0014001	TDUSchool2	No_Data					0	0	0
0014002	TDUSchool3	No_Data					0	0	0
0014003	TDUSchool4	No_Data					0	0	0
0014004	TDUSchool5	Submitted	08/08/2016				249	275	0
0014005	TDUSchool6	No_Data					0	0	0
0014006	TDUSchool7	No_Data					0	0	0
0014007	TDUSchool8	No_Data					0	0	0
Page 1 of 2									2
Open Retur	n Approve	Approve AlL	Unapprove	Reject Dele	Export Sele	cted	Export Multiple.		Export All
	pload Return for selected Sources	opload Multiple Ret	rrns (zip file)			Agent Administrat	tion		
	Validate Selected Return	Validate All Non-vali	ated Returns		Run Ma	tching	Run Reconciliat	ion	
	Launch Reports	Queue Management	Change Queue	love to this queue>	Resolve H	latching	Resolve Reconcili	ation	

Launching reports

A number of reports are available on COLLECT, return to the agent page by selecting back to my collect page at the top of the page and click on the launch reports button.

_	-		Toldatiz All the	e veldated fortures.		-		Run Flatching		Ran Records	tion	
-	and Return for set	includ Source	Upload Hulton	ir Artures Lip Mr)				Apre	d Administrati			
Open Reform.		Approve_	Approve All	Deceptron.	Reject.	Defet	*-	Export Intected_		Export Plaitste	-	Export Al.
e 1 of 2												
4007	TOUSchool8		No_Deta							0	0	0
4006	TOUS/New?		No_Cota							0	0	0
1005	TDUSchool6		No_Data							0	0	
4004	TDU5chool5		Submitted		06/06/2016					249	275	
003	TDL/M/house		No Cota							0	0	0
4000	TO SCHOOL		No Cata							0	0	
4009	TDUPS chool 5	*	Amended by agen		09/08/2016							
0000	DR Secondar	ry Academy	Approved		06/08/3018	10/06/2006				19	26	0
	Department	for Education	Submitted		09/08/3016					5	7	0
ros ID	Source Nam	ne	Status		SubmittedDate	ApprovedDate	Authorise	edbabe	Owene	Kennes	Queries	OK Errors
										EXPORE		

A drop down menu will be displayed and a report can be selected from that drop down list.

EPORT SELECTOR				
erformance summary - Collection				
Expected	Outstanding	Submitted	Approved	Authorised
15	66.7%	26.7%	6.7%	0.0%
erformance summary - Agent				
Expected	Outstanding	Submitted	Approved	Authorised
11	54.5%	36.4%	9.1%	0.0%
Reports Amended Data Credbilty Check Staff Names La Al Schools Credbilty Summary Report	To display a	R ny changes made to originally submitted data as a resu	eport Description	
M & R Hardning Request Dux Not Yet Started M & R Matching Started but Not Yet Started M & R Matching Started but Not Yet Complete M & R Reconcidation - Duta Issues M & R Reconcidation - Duta Issues M & R Reconcidation - Duta Issues M & Reconcidation - Duta Issues M & Reconcidation - Duta Issues M & Reconcidation - Duta Issues Massing Report Post Reconcidation Post Reconci				

Once you have selected your report you will need to select the school you want to run it for and click Launch report. The report will be produced and along the top of the report you will see a toolbar with various functions.

Exporting reports

You can export reports by clicking on the drop down menu which results in the display of a list box showing various formats in which you can export the report. Select one of the formats, click the export button and you will then be prompted to open or save the output file.

School Error R	eport				
11 4 1 a	1.1.11.4	[192% V [Test] Test	1 · · ·		
	Scho	ol: 00114009 TDUSchool10 (Rh	Ctiv (comma delimited) Acrobal (PDP) file	d by agent) Report Date: 10/08/2016	
Return Lev	el and Heade	er Errors	Herthe, (web analyse)		
Validation Rule	EmociQuery	EnorQuery Message	THE R.		
P100	Erer .	Some Occasional Teacher Court details are main	med		
85400	Query	At least one staff record in this school's return an Read Teacher or Executive Head Teacher	of show a role of	/	
61500	Query	At least one staff record in this school's return sho SENCO (SEN Co-ordinator)	ould show a new a		

Exporting a data return

A return can be exported in xml or csv format by using the export selected (exports the highlighted school), export all (exports all returns which have data) or export multiple (you are asked which schools you wish to export with a maximum 10 per export)

	Validata Selector	d Roturn_	Tableta Alf for	validated Returns.			-	Platching	Ran Reconcilia	ation	
	thead Radiants for and	inded lowers	the set of the second	Reference Later Mark			_		-		
Open Roturn	-	Approve_	Approve All.	Unappryst	Reject	Defets	- Equat	intented_	Export Pluttple		Export AL.
e 1 of 2									_	_	
4007	TDUSchool8		No_Deta						0	0	0
006	TDU50heat7		No_Data						0	0	0
005	TDUSchool6		No_Data						0	0	
004	T0USchool5		Submitted	0	6/06/2016				249	275	
003	TOUGHNER		No. Cala						0	0	0
1002	TDU160400		two Clata						0	0	0
000	T0.6chool2		No. Data						0	0	
4009	TDSPS-bool b		Amended by anest		9/08/2016				2	7	
4000	THE Secondar	to Arademy	Approximate		0/00/2016	Inclusion of the Inclus			10	74	
FOR ID	Source Nam	in Education	Marcus .		somettedbabe	Approvedbate	Authorisedbate	Owene	Lenera	Quertes	OK LIVERS

The following screen will be displayed. Select the format for the export, CSV or XML then select the export button.

Export the current data	for the selected Source	
Export the current data	for the selected source	
Please select the format that y	ou wish to export this data:	
Export as XML 💿		
Export as CSV 🔘		
Please Select the Status that ye Either:	ou wish to export this data:	
All		
Or one or more of the followin	Ig	
Loaded and validated		
Amended by source		
Submitted		
Amended by agent		
Amended by agent Approved		
Amended by agent Approved Amended by collector		

Once this has run you will get an option to open or save the export.

Exporting as XML will generate a zip file containing the selected return data. Exporting as CSV generates a zip file containing CSV files that relate to how data is stored within COLLECT. Make your choice and click the export button and follow the web browser prompts on screen.

The reports are run against a copy of the data as at close of play the previous day. If any data has been edited, deleted, inserted or reloaded since the data was copied, the report will not match the live data.

If the export process fails, with a message stating that Internet Explorer has blocked download of a file, you might succeed if you try again. On the second attempt, hold down

the ctrl key continuously from before you click on export until after you see the resulting files displayed in Windows Explorer. If this is still not successful, you will have to adjust the security settings on your internet browser.

When complete the result of the export will be displayed and you will be offered the options of saving or opening the export file. Click on the open button.

The security settings on your pc may prevent the file download appearing. If this is the case then go into the tools menu option at the top of the screen.

Select internet options from the drop down menu.

Select security from the option buttons.

Select trusted sites.

Select sites.

The select add and type the following into the text box:

https://collectdata.education.gov.uk

Then select ok and ok.

Alternatively, you could try changing you security settings by:

Going into the tools menu option at the top of the screen, select internet options, select security, click on the custom level button, then make sure that automatic prompting for file downloads is set to enabled (it's a third of the way down the list).

Useful hints

Re-submissions – if a data return already exists in the system and you upload another file, it will overwrite the original return completely no matter where it is in the workflow (submitted or authorised). This will not overwrite any notes that have been entered in the return level notes. If you try to upload a file that is already in the system then you will be given the following message



We recommend that you take great care when selecting this option and make sure that all parties who may be working, or have worked on this return agree to the re-submission. When uploading a zip file containing several data items then please be aware that you will not be prompted with the above message if any of the settings contained in the zip file are already on the system. It will automatically overwrite the return without warning you.

When navigating around the COLLECT system it is important that you use the COLLECT drill up button or COLLECT back button which are toward the top right of your COLLECT screen. If the drill up or back buttons are not visible then you may be in one of the earlier screens and to navigate back from here you will need to click back to my COLLECT page located at the top of your COLLECT screen above your login name. You will be either given an error message or thrown out of the system if you use your web browser back button.

When amending errors, once you have completed your actions on a particular error you will need to drill back out of that record to the main screen before being able to select another error to investigate. If you try to select an error and have found the error through the all errors page before drilling out you will be given the error message: cannot choose another error to investigate

Matching and reconciliation

You only need to complete matching and reconciliation if you have uploaded data from two separate sources for example staff information from the MIS and pay details from your HR system.

There are four stages to this process:

Run matching

Resolve matching

Run reconciliation

Resolve reconciliation

This process allows local authorities who have more than one return for their schools to merge the data from the multiple returns thereby creating one return only per school. Local authorities who only have one return per school do not need to run M&R.

The guidance below is provided due to issues that arose around M&R in previous collections.

- After completing matching and reconciliation the return should be re-validated. Do
 this by highlighting the return and selecting the 'validate selected return' button
 from the main agent screen. This will remove all the errors associated with the
 original partial returns and re-validate the data in the master collect return.
- 2. Issues with data Some returns had multiple records with very similar or the same data in them. For example curriculum records with the same year group and subject and multiple contract records which had the same role and post and overlapping start and end periods. The M&R process does not handle these as they would seem to be duplication in the original data from the MIS system. If the local authority experience this then they should investigate why these are occurring in the XML file before trying to complete the M&R process. The reason being that they might need to produce new XSLT files from their MIS to eliminate these duplicates and then run M&R against the new files. This was typically occurring on contract, curriculum and absence records.
- 3. Once the process of M&R has been started or is part way through (return has been matched but not yet reconciled) then the data in the original returns and the master collect returns should not be edited or records added or deleted as these will corrupt the M&R process. If it is necessary to add, edit or delete data then the user should go back amend the original return data and then re-run M&R on the amended return. If this is not done then sometimes after running reconciliation the

return will have a status of reconcilation_failed. If this happens then re-run matching again, resolve any outstanding matches and then re-run reconciliation.

- 4. Some local authorities found it difficult to see which schools were at which stage of the M&R process. To help local authorities with this a number of new reports have been provided. These are only relevant for local authorities using M&R and we would not recommend that these are run by local authorities who do not use M&R. Please see details on M&R reports at the end of this section.
- **5.** Matching functionality will only be available on schools or a central return with more than one return associated with it.
- **6.** Reconciliation functionality will only be available when more than one return for that school has been uploaded and matching has been successfully completed on that return.
- 7. When matching, if one return has blanks, or 'not obtained' in a field for example QTS route, ethnic code, disability and the other return has these fields populated then the master collect return will be populated with the valid values rather than the nulls or 'not obtained' values.
- 8. After M&R has been successfully completed there should only be one visible source in COLLECT for that school. This should be collect master source. If there is still more than one source then M&R has not yet been fully completed.
- **9.** If a return has already been reconciled, re-running the matching again will undo any reconciliation action previously taken.
- **10.** Whenever contract data is supplied then the post and allowance data should also be supplied alongside the contract data in the same return. If some contract information comes in on one return and post and allowance information comes in on another return then this can result in two contract records being generated even after matching and reconciliation.

Matching

Matching is the first part of the M&R process and is concerned with identifying and matching the data at staff member level. Staff members will only be matched using a predefined set of business rules (<u>Business & Technical Specification</u>). Using these rules the majority of the staff workforce members will be matched but a few will need to be matched manually if some of the key id fields vary so the system cannot be certain that two or more member records are the same person.

All returns for a school should have a status of submitted or amended by source or agent in order to run matching. To run matching, go into the agent page and select the run matching button

ources							Enters	
ource ID	Source Name	Status	Submitte	dDate ApprovedDate	AuthorisedDate	Ownee	Errors Operies	OR Lenges
11	Department for Education	Submitted	09/08/201	6			5 7	0
14000	DRI Secondary Academy	Approved	08/08/201	6 10/06/2016			19 26	0
014009	TDU5chool 9.0	Amended by apent	09/08/20	116			7 7	
/14005	T0U5chool2	No_Deta					0 0	
334002	TDU5(heal)	No_Cota					0 0	0
014003	TDUSchoold	No_Cota					0 0	0
034004	T04/5chool5	Submitted	06/06/201	6			249 275	
014005	TDUSchool6	No_Data					0 0	0
014006	TDU5(heal?	No_Data					0 0	0
014007	TDUSchool8	No_Cota					0 0	0
age 1 of 2								
Open Rollar	m. Approve.	Approve All.	Dispress.	Reject_	DeleteExport telecte	d. 6	port Hultiple.	Export Al.
	Upload Return for selected Source	Upload Pluftigh	e Betarns (rip Me)			and a state of some		
	Voldate Selected Retare	Tablets All first	waldated fortunes.		Run Flatch		an Ancoecilation	
	Lounch Reports	Queue Management	Change Queron	Phone In This parties - b	V Reserve Page	they first	ofer Reconciliation	

A pick list of schools with multiple returns will be displayed. Highlight the school or schools that you want to run matching against and selected the add button.

SELECT SOURCES TO M	итсн	
AVAILABLE SOURCES FOR	R MATCHING	
Available Sources	T00554x080	
Selected Sources		Remove Remove All
	Run Histoling	
0		

This will move all the schools highlighted across to the selected sources box. Then select the run matching button.

SELECT SOURCES TO M/	TCH CONTRACTOR	
AVAILABLE SOURCES FOR	MATCHING	
Available Sources		Add
Selected Sources	TD05dex810	Remove
		Remove Al
	Ren Halding	
0		

By selecting this button you will have started the matching process for the return or returns selected. The user will be returned to the main agent screen and the matching process will be queued. The status of the return will allow you to see the stage the return is at in the process.

Status of return during matching process

Awaiting_matching then the return has been marked ready for matching but is still in a queue waiting for the matching process to start.

Matching_in_progress. This is when the matching is actually being completed on that return. While the return has this status then a user cannot view or edit that return.

Matching_failed. This is when the matching process has failed to complete. In these cases then matching will need to be rerun.

Amended_By_agent then the matching has been completed and is now ready for the user to check whether a records need to be manually matched.

Rules for matching

Please refer to <u>Business & Technical Specification</u> for more detail on the rules used for producing the matches. Matching will be performed at staff details level (identifying whether the individual staff members are the same individual or could be the same individual). There are two levels of matching, automatic and manual.

Automatic matches – no manual intervention is required, the record will be marked as a match and resolved

Potential matches - will need to be maually matched

No match identified - there are no matching records

Resolve matching

Once the matching has been run and the amended_by_agent is shown as the status you will need to resolve any records not automatically matched. Click on the resolve matching button to run this

Sources												
									Errors			
Source ID	Source Nar	104	Status		SubmittedDate	Approvedbate	AuthorisedDa	de Owe	tee Errors	Queries	OK Errors	
001	Department	for Education	Submitted		08/08/2016				5	7	0	
0014000	DR Seconda	ry Academy	Approved		08/08/3016	10/06/2018			19	26	0	
0014009	TD4/5chool3		Amended by apent		09/08/2016				7	7		
0014001	T0U5chool2		No_Deta						0	0	. 0	
0014002	TDU5cheol0		No_Data						0	0	0	
0014003	TOUS/heale		No_Cota						0	0	0	
0014004	TDU5chool5		Submitted		06/06/2016				249	275		
0014005	TOUSchoold		No. Data						0	0	0	
0014006	TDU50heat?		No_Cota						0	0	0	
0014007	TDU5chool8		No. Data						0	0	0	
Page 1 of 2												2
												-
Open Kellura.		Approve_	Approve AlL		Reput.	Deterta	-	Export televicel.	Export Pulliple.	•	Expert AL.	- e -
Cip.	Acad Return for set	lected Source	Upload Hultiple	Returns (Jp Ne)				Agend Adm				
	Validate Selecte	d Artura,	Tablatar All Box	validated Retarns.				Run Platching	Ran Reconciliat	tion in		
(Launch Rays	orfa_	Queue Planagement	Change Que	Phree to this ap		× _	Resulte Hatching	Resolve Reconcil	artiste .		
							-					

Automatic matches

The example below shows where there are two records one from each return which can be automatically matched as they match on a number of 'key' fields. The given name and NI number are different but teacher number, family name and date of birth all match. So this will result in one individual going through to reconciliation rather than two. Please see example below.

TDUSchool10				Select ma	tch type: Automati	c Matches	~			
Automatic Matches										No of Automatic Matche
AUTOMATICALLY MATCHED DATA ITEM	15									
First record in set 9999999: SURNAME_1.NAME_1-01/ 9999998: SURNAME_2. NAME_2-01/10/ 9999997: SURNAME_3. NAME_3-01/10/2 Page 1 of 1	10/2000 1000 1000						No of record 2 2 2	is in set		
Result Teacher Number Match - 1 9999999	Family Name SURNAME_1	Given Name(s) NAME_1, MIDNAME_1	Former Family Name(s) FORMER_1	Date of Birth 01/10/2000	Gender Not Known	NI Number XX999999C	LA No 001	Estab No 4009	Software Code SWF Convertor	Source Level
Match - 1 9999999	SURNAME_1	NAME_1, MIDNAME_1	FORMER_1	01/10/2000	Not Known	XX9999999C	001	4009	SWF Convertor2	School
0 P. Course constitute Paintinger Privates			Flip All Match Re	sults Update Mat	ches					

The user does not have to take any action on these matches unless they do not want them to be a match.

Automatic Matches										No of Automatic
AUTOMATICALLY MATCHED DAT	ITEMS									
First record in set 9999999: SURNAME_1, NAME_1 9999998: SURNAME_2, NAME_2 - 0 9999997: SURNAME_3, NAME_3 - 0 Page 1 of 1	- 01/10/2000 1/10/2000 1/10/2000						No of record 2 2 2	is in set		
COR THIS DATA ITEM						1				
Result Teacher Number	Family Name	Given Name(s)	Former Family Name(s)	Date of Birth	Gender	NI Number	LA NO	Estab No	Software Code	Source Level
Match - 1 V 9999009	SURNAME 1	NAME 1. MIDNAME 1	FORMER 1	01/10/2000	Not Known	XX9999999C	001	4009	SWF Convertor2	School
			Flip All Match	Results Update Matc	hes					

If user decides that these are in fact not a match then they can change the result from match -1' to no match by either using the flip all match results button or change each line by selecting from the result' column, then select the update matches. This will result in two workforce members going through to reconciliation rather than one.

Manual matches

If there are records which match on a few of the key ID fields for example teacher number, family name, DOB, NI number but not enough of them then they will be identified in the manual matches – unresolved' as COLLECT does not know whether to treat them as one person or not so the user has to resolve these.

Manual Ma	tching										
TDUSchool	10				Select	match type: Man	ual Matches - Unresolve	d •	>		
Manual Ma	tches - Unresolved										No of Unresolved Manual Matches: 1
DATA ITEM	S THAT REQUIRE MANUAL N	AATCHING									
First record	d in set							No of re	cords in set		
9999998:	SURNAME_2, NAME2_2 - 11	/03/2006						2			
Page 1 of 1	10. 										
POTENTIAL	MATCHES FOR THIS ITEM										
Result	Teacher Number	Family Name	Given Name(s)	Former Family Name(s)	Date of Birth	Gender	NI Number	LA No	Estab No	Software Code	Source Level
Match - 1	· 9999998	SURNAME_2	NAME2_2	FORMER_2	11/03/2006	Male	2Z999998L	001	4009	SWF Convertor	School
Match - 1	• 9999998	SURNAME_2	NAME_2	FORMER_2	01/10/2000	Not Known	XX9999998C	001	4009	SWF Convertor2	School
				Fin Al	Match Results Lindate	Matches					
0											
© Crown copyrig	pht Disclaimer Privacy										

If these are the same person then select update matches and that will treat them a one individual, if user selects flip all match results button and set them to no match then that will be treated as two none matching individuals.

Reconcilliation

The aim of reconciliation is to allow the system to decide how to process more than one set of data for a school for example should the records be merged and which records should be merged and which kept separate. Data reconciliation will be performed automatically using a set of predefined business rules (<u>Business & Technical</u> <u>Specification</u>): however there is also a requirement for manual reconciliation where data differences across records cannot be resolved automatically.

Unlike matching which is just done at workforce member level reconciliation is carried out at record level for example all the 'curriculum' records for an individual will be reconciled, absences records for an individual will be reconciled.

To run reconciliation, select the run reconciliation button from the agent screen. Schools will only be included in the picklist of schools to reconcile if they have more than one return and matching has been run and all manual matches have been be resolved.

If return has a status of matching_failed' then again matching will have to be rerun before reconciliation can be run.

arces .										Errora		
arce ID	Source Name		Status	Sub	mittedDate	ApprovedDate	Authorise	dDate	Owene	Errors	Queries	OR Levers
1	Expartment for	Education	Submitted	08/0	6/3016					5	7	0
14000	DR Secondary	Academy	Approved	08/0	6/3016	10/06/2008				19	26	0
114009	TD05chool30		Amended by agent	09/	08/2016					7	7	
34005	T0U5chool2		No_Data							0	0	
134002	TDU5dheal0		No_Data							0	0	0
314003	TOUSchoold		No_Data							0	0	0
334004	TDU5chool5		Submitted	08/0	6/2016					249	275	
14005	TDUSchool6		No_Deta							0	0	0
14006	TDU5/heal7		No_Data							0	0	0
14007	TDUSchool8		No_Dela							0	0	0
ge 1 of 2												
Open Return.		Approve	Approve All_	Despired.	Reject	Owlette	-	Export Selected.		Export Philippie	-	Export AL.
	ical Return for select	ted Source	Upload Phillips	e Barbarno (Jip Me)				Ag	ent Adversaria	_	-	
	Validate Selected 8	intere	Tablete All Re-	webdated Arturns,				Res Flatching	-	Ran Reconcilia	dan D	
	Louish Report	-	Queue Management	Champer During	Ployer in this au	and the second se	V (Reader Halding				

Reconciliation (running)

Once all the manual matches on a return have been resolved then the user can go on and run reconciliation against that return.

One or a number of schools can be queued for reconciliation by moving them to the selected sources box and then select the run reconciliation.

SELECT SOURCES TO RE	CONCILE	
AVAILABLE SOURCES FOR	RECONCILIATION	
Available Sources	T0U5dow10	
Selected Sources		Remove Remove All
	Run Reconciliation	

Highlight the school, click add and then select the run reconciliation'.

SELECT SOURCES TO RE	CONCILE	
AVAILABLE SOURCES FOR	RECONCILIATION	
Available Sources		Add All
Selected Sources	TDU5dred10	Remove All
0	Res Reconcilation	

This will start the reconciliation process which will now run in the background so a number of schools can be run overnight and will then be ready to work on the next day. Use the status of the return to identify whether reconciliation has been run successfully or not.

Awaiting_reconciliation is when the return has been placed in the reconciliation queue but reconciliation has not yet been completed.

Reconciliation_in_progress. This is when the return has reached the top of the reconciliation queue and is currently being reconciled.

Reconciliation_failed. This shows that there has been an error during the reconciliation process. This can be caused because the return has been editing between matching being completed and reconciliation being run and unresolved matches have been generated. These need to be resolved before reconciliation should be re-run.

Amended_by_agent' then the reconciliation has been completed and is now ready for the user to check whether all records have been automatically reconciled or whether some need to be manually reconciled

While the process of reconciliation is being carried out on that return then the user will not be able to added/edit/delete that return but the user can work on the other returns for that local authority.

Resolve reconciliation

Once the reconciliation has been run and the amended_by_agent' is shown as the status you will need to resolve any records not automatically reconciled. Click on the resolve reconciliation button to run this.

sources										Errora		
Source ID	Source Na	and a second	Status	Submit	tedbate	Approvedbate	Authorise	dDate	Owner	Lerors	Queries	OK Levers
001	Department	t for Education	Submitted	08/08/2	016					5	7	0
0014000	DRI Second	ary Academy	Approved	08/08/2	016	10/06/2016				10	26	0
0014009	TDU5chool	50	Amended by agent	09/08/	2016					7	7	
0014005	70USchool2	1	No_Deta							0	0	0
0014002	TOUSINGO	1	No_Data							0	0	0
0014003	TOUSAhouse	122	No_Data							0	0	0
0034004	TDUSchoolS	1	Submitted	06/06/2	016					249	275	
0014005	TOUSchoold		No_Data							0	0	0
1014006	TOUSING	1	No_Data							0	0	0
0014007	TDUSchool8	1 ()	No_Dofa							0	0	0
Page 1 of 2												
Open Rollar	-	Approve_	Approve AlL	Dispersed	Reject	Delet	-	Export Selected		Export Philippie.		Expert AL.
	Uplead Return for o	elected Source	Upload Pluffigh	Returns (Jp Ne)				Ag	ent Administratio			
	Walkdate Select	ed Reform	Validate All free	validated fortunes.				Run Flatching		Ran Reconciliat	tune .	
	Louis have	ports_	Queue Management	Champe Querue	Phone In this au	and the second second	v (Residen Halching	_	Readive Record	alan .	

Reconciliation business rules

To be able to combine multiple records into one record, the SWF COLLECT system uses defined business rules (please refer to <u>Business & Technical Specification</u>) to determine when these can be reconciled automatically and when they have to reconciled manually.

When the return status returns to 'amended_by_agent' then the user's needs to go in and check the results of the reconciliation. To go in and check the result of the reconciliation, select the resolve reconciliation' button. The following screen will appear and you have the choice of checking the reconciled records' or the unreconciled records'.

TDUSchool10	Select reconciliation type: Uneconciled Records	
	Select record type: SchoolWorldorceMember (1) V	
Unreconciled SchoolWorkforceMember Recon	rds	No of Unreconciled Records:
SCHOOLWORKFORCEMEMBER DETAILS		

There is no action required on the reconciled records as these are the ones that COLLECT has been able to automatically reconcile. The number in brackets is the number of records which were reconciled.

00School10		Select	reconciliation type:	Received Rece	* *							
econciled Schoo	WorkforceMem	ber Records	Select proof type:	GivenName (8) ContractOrServic AdditionalPayme Role (7)	Mandar (1) x (5) ret (2)		Undo Reconciliation			No of Record	led Records: 3	
Software Code DOLLECT System DOLLECT System DOLLECT System Page 1 of 1	Source Level School School School	Teacher/Number 9999997 9999995 9999995 9999995	SURVANE_1 SURVANE_1	RuisAddonaPa Curiculum (0) Qualification (0) Absence (0) XX19499999	C Not Kinpan	01/10/2000 04/03/2001 01/30/2000	Cheicity WBR - White - British WBR - White - British WBR - White - British	No No No	True True True	True True True	OTMonte Hutual Recognition from N Mutual Recognition from N Mutual Recognition from N	NI, Sostland or the EEA , Sostland or the EEA , Sostland or the EEA
ARENT MASTER R	ECORD (SOURCE)	1										
Software Code NA		Source Level N/A	Extab 4009	SoftwareCon COLLECT Sys	dem Kern	Ralease	Seriativo 1	DateTime			LA SWFLA I	SourceLevel School
CHOOL NORM OF	CEMEMBER DETA	ILS FOR FIRST SOUR	CE RECORD SHOWN BE	LOW								
Software Code SWF Convertor?	Source Level School	TeacherNumber 9999997	PersonFamilyName SURNAME_3	NDsunber	GenderCurrent Not Known	PersonBirthDate 01/10/2000	Ethnicity WBRI - White - British	Disability No	QTStatus True	HETASKatus True	QTSRoute Mutual Recognition from NJ, S	cotiand or the EEA
OURCES FOR SEL	ECTED MASTER R	ECORD		and the second	-	1					and the second	
Software Code SWF Convertor2 SWF Convertor	Source Level School School	Teacherfeunber 99999997 99999997	PersonFamilyName SURNAME_3 SURNAME_3	NDunber	GenderCurrent Not Known Not Known	PersonBirthCube 01/16/2000 01/16/2000	Edwicity WBRI - White - British WBRI - White - British	Deablity No No	QTStatus True True	HLTAStatus True True	QTSRoute Hutual Recognition from NJ, 5 Hutual Recognition from NJ, 5	cotiand or the EEA cotiand or the EEA
0		- 4 - A - A - A - A - A - A - A - A - A									I the second second	
Crown asserupts Souther	mar Privacy											

Unreconciled records – These are records than cannot be resolved using the predefined business rules. In these cases the user has to made decisions as to which data should be included in the master record.

(DUSchool10 Select reconciliation typ	Unreconciled Records V						
Select record typ	SchoolWorldorceMember (1)						
Inreconciled SchoolWorkforceMember Records	ContractOrSenice (0) AdditionalPayment (0) Role (0)				N	o of Unreconcil	ed Records: 1
SCHOOLWORKFORCEMEMBER DETAILS	Curriculum (0)						
Software Code Source Level TeacherNumber PersonFamilyNar SWF Convertor2 School 9999998 SURNAME_2	e Qualification (0) Absence (2)	PersonBirthDate 01/10/2000	Ethnicity WBRI - White - British	Disability No	QTStatus True	HLTAStatus True	OTSRoute Mutual Recognition from NI, Scotland or the EEA

The user should work down the list of record types, reconciling the schoolworkforcemembers first, then the givenname then the contractorservice and so on.

TDU5chool10		Selec	t reconciliation type:	Unvecanciled Records w								
			Select record type:	School/dontocettenber(1) Guerdiame (0)								
Unreconciled Scho	oolWorkforceMe	mber Records		ContractOrSensor (0) AdditionalPayment (0) Role (0) RoleAdditionalPayment (0)						to of Unreconci	led Records: 1	
SCHOOL HORN POR	CEMEMBER DETA	LS	and the second	Curriculum (0)								
Software.Code SWF Convertor2 Page 1 of 1	Source Level School	TeacherNumber 9999998	Personi amityName SURNAME_2	Abunce (2)	Larrent	PersonBirthDate 01/10/2000	Ethnicity WERI - White - British	Disability No	01Status True	HLLAStatus True	OTSRoube Mutual Recognition from NI	Scotland or the EEA
PARENT MASTER R	ECOND (NOUNCE)											
Software Code N/A		Source Level	Estab 4009	COLLECT System		Release	SerialNo 1	DateTime			SWF LA 1	Several and School
POSSIBLE SOURCE	S FOR MASTER R	0040										

If we look at this example of a workforce member that needs manual reconciling: the bottom half of the screen show that there is a workforce member record, which has some of the same information and some different. The different fields are NInumber, Gendercurrent and Persondatebirth.

DUSchool10		,	ielect reconciliati	on type: Unit	conciled Record									
inreconciled Sc	hoofworkford	eMember Records										o of Unreconci	led Records:	
CHOOL WORKP	ACEMEMBER	SCTALS												
Software.Code SWE Convertor2 Page 1 of 1	Searce Lev School	of TeacherNuml poppose	SURNAME	alyfiana 2	XX9999998C	SenderCurry Not Encurs	91/10/200	NDute Ethnicity 10 WERE - Whi	w - British	Disability No	OTStatus True	III.TAMatus True	OTSReete Mutual Recognition from t	II, Scotland or the EEA
ARENT MASTER	RECORD (NOUR	100)												
Software Code Njik		Source Level N/A		1009 O	OLLECT System		Talesce	i biraha 1		ta Time			LA SWF LA 1	Several and School
POSSIBLE SOUR	CES FOR MASTE	R RECORD						2.8						
Software Code SMF Convertor2 SMF Convertor	Seurce Level School School	TeacherNumber Honorea Honorea Honorea	Personi analytiane SURVANE_2 SURVANE_2 LIRVANE_2	NRAUNDER XX8999998C 229999986 XX89999998	Cando Not Ri Male C	rCurrent open Knowm	Personal (10 and 11/10/2000 11/10/2000 01/10/2000	Ethnicity WSR2 - Ishite - British WSR2 - Ishite - British Istic - Ishite - British	Deablity No To	5	status e	HLTASIAN True True	QTSRoute Mutual Recognite Mutual Recognite Putual Recognite Putual Recognite	n from NL, Scotland or the EEA n from NL, Scotland or the EEA
			Upda	in Master										

By selecting from the drop down options for those fields the user can select the values that will be included in the master collect record, and then select the update master button to save those selections

reconciled Sch	oolWorkforo	Member Records										2	o of Unreconcil	ed Records: 1	
HOOL HORK TO		ETALS													
oftware.Code MT Convertor2 ope 1 of 1	Source Lev School	d TeacherNumber 9999998	SURNAME_2	yName	NDivember XX9999990C	GenderCurry Not Known	01/10/200	o wa	nicity RI - White	British	Disabili No	ty OlMeteo True	HLTAStatus True	OTSRoute Mutual Recognition from N	I, Scotland or the LEA
RENT MASTER		en)													
Mware Code A		Source Level N/A	40	09	COLLECT System		Release	1	nate	D4	te Time			LA SWF LA 1	SourceCevel School
SSIBLE SOURC	ES FOR MASTE	A RECORD													
Mware Code of Convertor2 of Convertor	Source Level 1 School 1 School 1	TeacherNumber Par 000008 5uit 000008 5uit 000008 5uit 000008 5uit 000008 5uit	NUME_2 NUME_2 NUME_2	229999998	Not Ro Make Not H	inown	01/10/2000 01/10/2006 01/10/2000	Ethnicity Will - white Mill - white Mill - white	- British - British	Disability No No		QTStatus Inve Inve	HLTASLAND True True	QTSRoute Mutual Recognition Mutual Recognition (subat Recognition	n from NL, Scotland or the EEA n from NL, Scotland or the EEA
			Opdate	Danie		-	_								

In the next example, this is where there are two given name entries for the workforce member. The middle part of the screen provides details of the workforce member, the bottom part of the screen show the two given name records.

TDUSchool10		Select	reconciliation type:	Unreconciled Recor GivenName (1)	ds V								
Inreconciled Giver	Name Records										No of Unrecond	iled Records: 1	
SCHOOLWORKFOR	CEMEMBER DETA	ILS						5					
Software Code COLLECT System Page 1 of 1	Source Level School	TeacherNumber 9999998	PersonFamilyName SURNAME_2	NINumber ZZ9999998L	GenderCurrent Hale	PersonBirthDate 11/03/2006	Ethnicity WBRI - W	hite - British	Disability No	OTStatus True	HLTAStatus True	OTSRoute Mutual Recog	nition from NI, Scotland or the EEA
PARENT MASTER RE	CORD (SCHOOLV	VORKFORCEMEMBER	8		10	tente.					·		
Software Code COLLECT System	Source Level School	TeacherNumber 9999998	PersonFamilyName SURNAME_2	NDNumber ZZ999998L	GenderCurrent Male	PersonBirthDate 11/03/2006	Ethnicity WBRJ - White	- British	Disability No	QTStatus True	HLTAStatus True	QTSRoute Mutual Recogniti	on from NI, Scotland or the EEA
POSSIBLE SOURCES	FOR MASTER R	ICORD											
								Software Code			Source Level		PersonGivenName
Copy to COLLECT Mar	ster							SWF Convertor2			School		NAME_2
First Given Name - p in the correct order	please add any add from above prior t	ditional given names to updating this record						SWP Convertor			scribos		NAME_2
			Update Master										

The user can either save both entries to master collect by first selecting the copy to COLLECT master button to save one entry.

DUSchool10		Select	reconciliation type:	Inreconciled Reco	ds V							
reconciled Give	nName Records									No of Unrecond	iled Records: 1	
CHOOLWORKFOR	CEMEMBER DETA	ILS					Contract and the					
Software Code COLLECT System Page 1 of 1	Source Level School	TeacherNumber 9999998	PersonFamilyName SURNAME_2	NINumber ZZ9999998L	GenderCurrent Male	PersonBirthDate 11/03/2006	Ethnicity WBRI - White - British	Disabili No	ty <u>OTStatu</u> True	s HLTAStatus True	OTSRoute Mutual Recog	nition from NI, Scotland or the EEA
ARENT MASTER RE	ECORD (SCHOOLV	VORKFORCEMEMBER	र)	-14 - 1		¥4.			100 · · · ·	•A		
Software Code COLLECT System	Source Level School	TeacherNumber 9999998	PersonFamilyName SURNAME_2	NINumber 22999998L	GenderCurrent Male	PersonBirthDate 11/03/2006	Ethnicity WBRI - White - British	Disability No	QTStatus True	HLTAStatus True	QTSRoute Mutual Recognition	on from NI, Scotland or the EEA
OSSIBLE SOURCE	S FOR MASTER R	CORD										
_							Software Co	de		Source Level		PersonGivenName
Copy to COLLECT Ma	ister						SWF Convert	or2		School		NAME_2
irst Given Name -) a the correct order	please add any add from above prior t	ditional given names to updating this record					SWP Convert	or		School		NAME_2
			Update Master									

Then select the update master to save the second entry. The result of this is that the workforce member will have two given name records in the master Collect return.

DUSchool10		Selec	t reconciliation type:	Unreconciled Recor GivenName (1)	ds V						
Inreconciled Giver	nName Records									No of Unrecond	iled Records: 1
SCHOOLWORKFOR	CEMEMBER DETA	JLS									
Software Code	Source Level	TeacherNumber	PersonFamilyName	NINumber	GenderCurrent	PersonBirthDate	Ethnicity	Disability	QTStatus	HLTAStatus	OTSRoute
COLLECT System Page 1 of 1	School	9999998	SURNAME_2	ZZ999998L	Male	11/03/2006	WBRI - White - British	No	True	True	Mutual Recognition from NI, Scotland or the EEA
PARENT MASTER RE	ECORD (SCHOOLV	VORKFORCEMEMBE	R)								
Software Code	Source Level	TeacherNumber	PersonFamilyName	NINumber	GenderCurrent	PersonBirthDate	Ethnicity	Disability	QTStatus	HLTAStatus	QTSRoute
COLLECT System	School	9999998	SURNAME_2	ZZ999998L	Male	11/03/2006	WBRI - White - British	No	True	True	Mutual Recognition from NI, Scotland or the EEA
POSSIBLE SOURCES	S FOR MASTER RE	ECORD									
Software Code				Source Level			Per	onGivenName			
SWF Convertor			\frown	School			NAM	E2_2			
		(Update Master)							

If the users only want to have one given name entry included in the master Collect return then select the entry from the persongivenname drop down list and the select update master button.

TDUSchool10		Selec	t reconciliation type:	nreconciled Reco	ds 🗸							
Unreconciled Give	enName Record	s	Select record type:	wenName (1)	v					No of Unreconci	iled Records: 1	
SCHOOLWORKFOR	RCEMEMBER DET	AILS					1712/00/00/0					
Software Code SWF Convertor Page 1 of 1	Source Level School	TeacherNumber 9999998	PersonFamilyName SURNAME_2	NINumber ZZ999998L	GenderCurrent Male	PersonBirthDate 11/03/2006	Ethnicity WBRI - White - British	Disability No	OTStatus True	HLTAStatus True	OTSRoute Mutual Recogni	ition from NJ, Scotland or the EEA
PARENT MASTER F	RECORD (SCHOOL	WORKFORCEMEMBE	R) HAS NOT BEEN CREATE	D								
POSSIBLE SOURCE	ES FOR MASTER P	RECORD					1.45			8.0.		
							Software Code			Source Level		PersonGivenName
Copy to COLLECT N	laster						SWF Convertor			School		NAME2_2
Copy to COLLECT H	laster						SWF Convertor:			School		NAME_2
First Given Name - in the correct orde	 please add any and r from above prior 	dditional given names to updating this record	d									NAME2_2
0			Update Master	$\mathbf{)}$								

In this final example there are two additional payment records for a workforce member with exactly the same data in them from the same return. In this case there are no different values to pick from but the user must decide whether they should be treated as two separate additional payments' for the workforce member in which case they must use the copy to COLLECT master and update master buttons to take them both into master Collect return.

IBLE SOURCES FOR MAS	STER RECORD			
	Software Code	Source Level	PaymentType	PaymentAmount
Copy to COLLECT Master	csv A	School	Inner London Weighting (Support Staff)	1000.99
Copy to COLLECT Master	csv A	School	Inner London Weighting (Support Staff)	1000.99
			Inner London Weighting	1000.99

If they are genuine duplicates and only one additional payment is required then just select the update master and only one of the additional payment will be copied across to the master Collect return

Rolling back a manual reconciliation

If the user has incorrectly reconciled a record then they can undo the last reconciliation. To do this select reconciled records from the drop down list on the manual reconciliation screen.

TDUSchool10		Select	reconciliation type: R Select record type: S	econciled Records	> mber (4) >		Undo Reconciliation				
Reconciled School	WorkforceMem	per Records								to of Reconcile	d Records: 4
RECONCILED SCHO	OLWORKFORCEN	IEMBER RECORDS IN	MASTER RETURN								
Software Code	Source Level	TeacherNumber	PersonFamilyName	NINumber	GenderCurrent	PersonBirthDate	Ethnicity	Disability	OTStatus	HLTAStatus	OTSRoute
COLLECT System	School	9999998	SURNAME_2	ZZ999998L	Male	11/03/2006	WBRI - White - British	No	True	True	Mutual Recognition from NI, Scotland or the EEA
COLLECT System	School	9999999	SURNAME_1	XX9999999C	Not Known	01/10/2000	WBRI - White - British	No	True	True	Mutual Recognition from NI, Scotland or the EEA
COLLECT System	School	9999996	SURNAME_1	22999999P	Female	08/03/2001	WBRI - White - British	No	True	True	Mutual Recognition from NI, Scotland or the EEA
COLLECT System	School	9999997	SURNAME_3		Not Known	01/10/2000	WBRI - White - British	No	True	True	Mutual Recognition from NI, Scotland or the EEA
Page 1 of 1											

Select the appropriate record type from the select record type drop down list and highlight the select the relevant record from the list of records which have been reconciled then select the undo reconciliation button. The user can then work back unreconciling more records if required.

When all the manual outstanding reconciliations have been resolved by the user then reconciliation has been completed and there should only be one return visible in the COLLECT system for the school, namely Collect system return. If there are still more than one return then reconciliation has not been completed.

Once you are happy with your data please remember to approve the data from your front screen.

M & R specific reports

These reports will be run against the previous day's data rather than the current day's data.

- 1. M&R matching required but Not Yet Started report :- This enabled a local authority to list all the schools where M&R is required that is to say they have more than on return but no matching action has been initiated yet.
- 2. M&R Reconciliation required but not yet started report :- This enabled a local authority to list all the schools where matching has been completed but reconciliation has not yet been initiated.
- 3. M&R Matching started but not yet completed report :- This enabled a local authority to list all the schools where matching has been started but not completed.
- 4. M&R Reconciliation started but not yet completed report :- This enabled a local authority to list all the schools where reconciliation has been started but not completed i.e. there are still records which need manually reconciling.
- 5. M&R Remaining visible source records after completing M&R report :- This enables a local authority to list all the schools where reconciliation has been completed but some original source records are still invisible. If the M&R process has been completed successfully then there should be no original source records left so these need individual investigation by the local authority. Reasons why this could be occurring are provided earlier on in this guide at the top of the M&R section.
- 6. M&R Number of returns by M&R Status report:- This provides a local authority with a breakdown of their returns in relation to the Matching and Reconciliation process. The report provides figures for the following:
 - Total no data = number of schools where return status = no data
 - Total not requiring M&R = number of schools with only one return associated with it so no M&R is required
 - Total matching not yet started = number of schools with more than one return and matching has not been started
 - Total matching started but not complete = number of schools with more than one return where matching has been run but has not yet been completed
 - Total matching completed but reconciliation not yet started = number of schools with more than one return where matching has been completed but reconciliation has not been run (started)

- Total reconciliation started but not complete = number of schools with more than one return where reconciliation has been run but has not yet been completed
- Total reconciliation completed, single source = number of schools where reconciliation has been completed and they now have once single return.
- Total reconciliation completed, multiple sources = number of schools where reconciliation has been completed but they still have more than one return associated with them.

In the case of this last category then please investigate the schools and check M&R Important Information and if this does not explain the reason why there are multiple sources then please contact the helpdesk.

Help

COLLECT access is administered directly by local authorities for their users. This includes registering for COLLECT, activating your account and giving you access to specific collections. Please get in touch with the approver in your local authority who will be able to make sure that you have the appropriate access.

If you are experiencing problems with COLLECT or have a data collection query, please submit a <u>service request</u> to the data collection 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 <u>service</u> request to the SA service desk.



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