



Department  
for Education

# **COLLECT Guide 2019**

**COLLECT guide for local authorities**

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## Introduction

The COLLECT (collections online for learning, education, children and teachers) portal is used by schools, local authorities and the department for education 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 the department for education when queries arise and being a website there are no installation issues.

This document is designed to guide local authority users through the various aspects of COLLECT from initial submission, data validation and final approval by the department for education.

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.

## Useful hints

Very important - re-submissions – if a data return for a local authority 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). All error notes and data item notes will disappear only return notes are retained. 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 many data 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' 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'

# COLLECT and DfE SIGN IN (DSI)

Access to COLLECT is through the department's DfE Sign in ( DSI)

**BETA** This is a new service – your [feedback](#) will help us to improve it.

## DfE Sign-in

Contents

- [Overview](#)
- I already have a DfE Sign-in account
- [I need to migrate my Secure Access account to DfE Sign-in](#)
- [I don't have a DfE Sign-in account or a Secure Access account](#)

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## Sign in to your DfE Sign-in account

You'll need your DfE Sign-in email address and password to sign-in.

**Sign in**

Full DfE Sign in guides are published on the [DfE Website](#).

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

Then click on to 'continue' to enter COLLECT as below:

The screenshot shows a web browser window with the URL <https://services.signin.education.gov.uk/my-services>. The page header includes the GOV.UK logo and 'DfE Sign-in'. A 'BETA' banner states: 'This is a new service – your [feedback](#) will help us to improve it.' The navigation menu includes 'Services', 'Organisations', 'Profile', and 'Sign out'. The main content area is titled 'My Services' and contains the text: 'A list of services you have access to is displayed below. To access a service, please select the required link.' Below this text is a list of services, with 'Collect' highlighted in a blue box. To the right, under the heading 'Actions', there is a link for 'My approvers'.

Collect Welcome

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

COLLECT is the DfE Centralised Data Collection and Management System for Education

**Important notice for users of Internet Explorer older than version 6.0.**

The Department is performing necessary maintenance work on its IT servers on the 25th July. As a result of this work customers using browsers older than IE 6.0 will no longer be able to access Departmental systems and should upgrade their browser to a more recent version. We apologise for any inconvenience this may cause.

**COLLECT Exports**

We are aware of a technical issue affecting some users attempting to export files from COLLECT when using Internet Explorer 11 software. This is being urgently investigated by our service partners. Customers experiencing problems can revert to an earlier version of Internet Explorer or use alternative web browser software. We apologise for any inconvenience caused.

PROCEED INTO COLLECT

[Continue...](#)

Code of Conduct

[Show Code of Conduct Text...](#)

Collections your account are linked to can be seen under 'My Data Collections' as shown in the screenshot below. Please note if the data collection you require access to is not showing under your data collections, speak to the approver within your local authority, who will be able to grant your access to the collection.

Select the collection you wish to open 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.

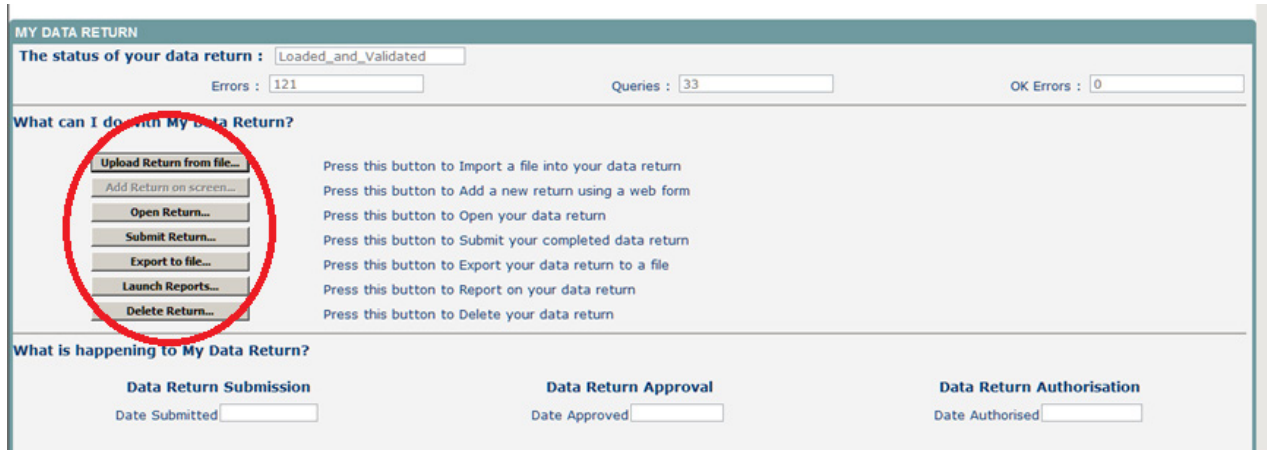
MY DATA COLLECTIONS					
Data Collection	User Role	Organisation	Status	Due Date	Days Due

Page 3 of 3

[Select Data Collection](#)

## Local authority 'Source page' screen.

The next screen ('Source page') provides a summary of the latest position with respect to the selected data collection. You will see information on the current status of your collection return and will be presented with a number of options.



The screenshot displays the 'MY DATA RETURN' interface. At the top, it shows 'The status of your data return : Loaded\_and\_Validated'. Below this, there are input fields for 'Errors : 121', 'Queries : 33', and 'OK Errors : 0'. The main section is titled 'What can I do with My Data Return?' and contains a list of buttons: 'Upload Return from file...', 'Add Return on screen...', 'Open Return...', 'Submit Return...', 'Export to file...', 'Launch Reports...', and 'Delete Return...'. Each button has a corresponding description. The 'Upload Return from file...' button is circled in red. Below this section, there is a 'What is happening to My Data Return?' section with three columns: 'Data Return Submission' (Date Submitted: [input]), 'Data Return Approval' (Date Approved: [input]), and 'Data Return Authorisation' (Date Authorised: [input]).

### Upload return

Clicking on this button launches a page to allow the local authority user (source) to browse for the xml file and load.

### Add return on screen

Allows the source to type the return on screen – if applicable to the data collection.

### Open return

This option is greyed out until the data is loaded and is used to access the loaded data for editing or viewing.

### Submit return

This option is greyed out until the data is loaded and validated and is used to submit the data to the department. This should only be done when the data is complete and clean. Once a return has been submitted control then passes to the department.

### Export to file

This option is greyed out until the data is loaded and is used to export the loaded data either as a single xml file (in the input xml format) or as a number of csv files with one file per data table.



## **Launch reports**

This option launches the local authority's reports options.

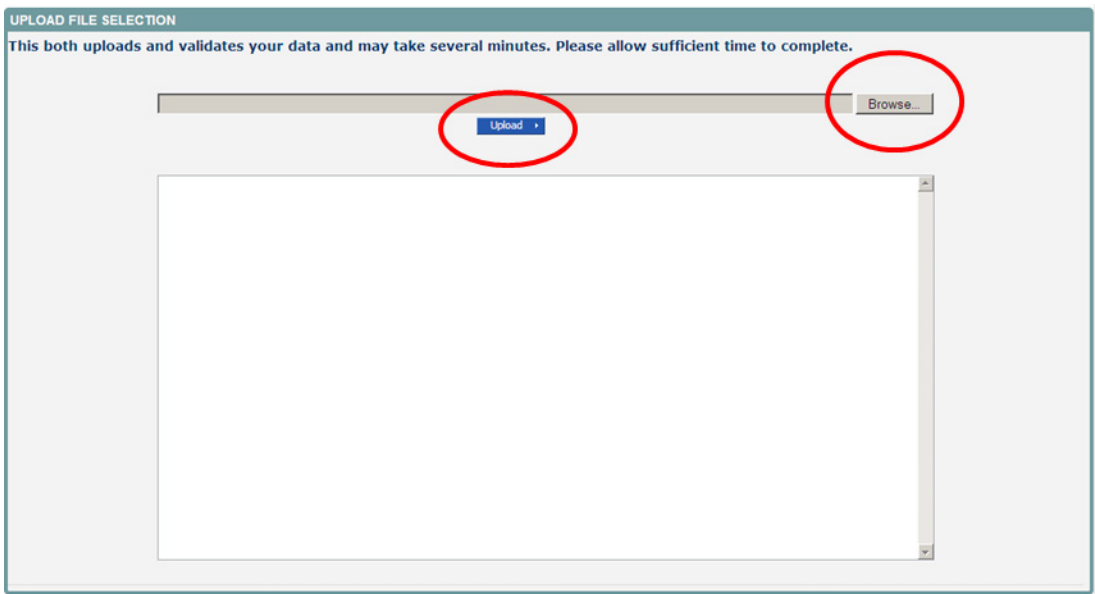
## **Delete return**

This option is greyed out until the data is loaded and is used to delete the local authority data from the system.

## Upload a return

To upload the return click on the 'Browse...' button to navigate to the required file. You then need to select 'Upload' to load the data.

If a new version of the data is loaded, all 'Notes' (excluding return level notes and 'History') are deleted, together with the loaded data before the new data is loaded.



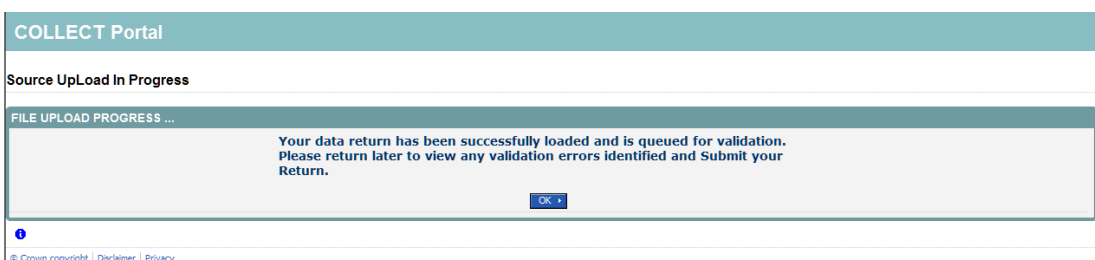
If data is already loaded you will be asked if you want to overwrite it. Answering no will stop the data load, answering yes will delete the existing data and load the new data.

If the xml file is in the wrong format or contains the wrong type of data, for example, a letter in a date field, the file will be rejected with an explanatory message.



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

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

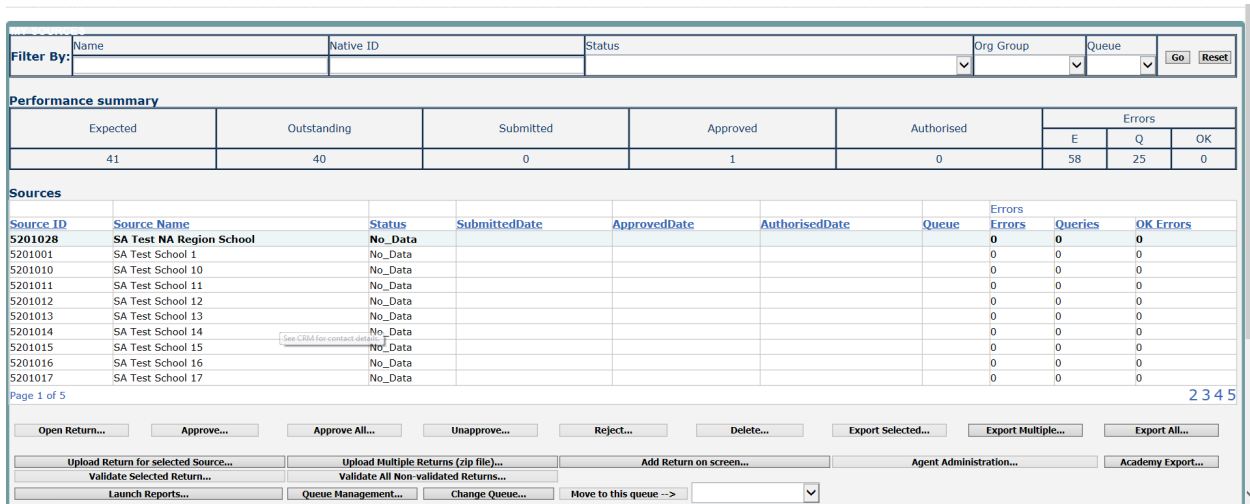


The data return has now been placed in a queue to be validated. When COLLECT is busy this process may take some time and users may come back later to view any validation errors present within the return.

When you click on 'OK' you will return to the 'Source page' and the status will be 'Waiting\_for\_validation'. When the return reaches the front of the queue, the status on the 'Source page' will change to 'Validation\_in\_progress' and then 'Loaded' when it is finished.

# Agent page (for collections where the authority is the agent)

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



The agent screen comprises four main sections:

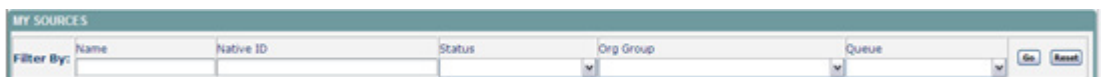
Filter by

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' and selecting the 'go' button then only the school with that establishment number 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 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;

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 e.g. 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

Performance summary									
Expected	Outstanding	Submitted	Approved	Authorised	Errors				
					E	Q	OK		
41	40	0	1	0	58	25	0		

Sources									
Source ID	Source Name	Status	SubmittedDate	ApprovedDate	AuthorisedDate	Queue	Errors	Queries	OK Errors
5202000	TDU Test Primary 1	No_Data				0	0	0	0
5202018	TDU Test Primary 2	No_Data				0	0	0	0
5201100	TDU Test PRU 1	No_Data				0	0	0	0
5204077	TDU Test Secondary 2	No_Data				0	0	0	0
5206924	TDU Test CTC 1	No_Data				0	0	0	0
5206001	TDU Test Independent 2	No_Data				0	0	0	0
5201046	TDU Test Nursery School 2	No_Data				0	0	0	0
5201101	TDU Test PRU 2	No_Data				0	0	0	0
5204001	TDU Test Secondary 1	Approved	21/12/2015	29/12/2015		58	25	0	0
5207008	TDU Test Special 1	No_Data				0	0	0	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



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

# Adding a Return on screen (if applicable to your collection)

Click on the 'Add Return on screen' button.

Department for Education  
Back to Home page | Help  
You are logged in as | Log out

COLLECT Portal

Source Page SEN2\_

MY DATA RETURN

The status of your data return : No\_Data

Errors : 0      Queries : 0      OK Errors : 0

What can I do with My Data Return?

- Upload Return from file...** Press this button to Import a file into your data return
- Add Return on screen...** Press this button to Add a new return using a web form
- Open your data return Press this button to Open your data return
- Submit your completed data return Press this button to Submit your completed data return
- Export your data return to a file Press this button to Export your data return to a file
- Launch Reports... Press this button to Report on your data return
- Delete your data return Press this button to Delete your data return

What is happening to My Data Return?

Data Return Submission      Data Return Approval      Data Return Authorisation

Date Submitted:      Date Approved:      Date Authorised:

I need some help

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

The next screen to appear is the web form. You will need to enter the information in each field then click 'Save'. N.B The screen shots used are for SEN2 and may vary from other collections.

Department for Education  
Back to My COLLECT page | Help  
You are logged in as | Log out

BLADE UAT COLLECT Portal

SEN2

Add new record ?      **Save**      Cancel

SEN2 - Barnet

RETURN LEVEL ERRORS (Errors and queries associated with this full return, not individual fields.)	Validation Results			Notes
	Errors	Queries	OK Errors	
	0	0	0	

LA Level Data	Data Item	Value	Part 1		Part 2		
			Errors		OK Errors	Notes	History
E	Q						
	Local Authority code		0	0	0		
	Completion Time : Amount of time(to nearest hour) spent on completing this form		0	0	0		
	Contact Forename		0	0	0		
	Contact Surname		0	0	0		
	Telephone number (including STD code)		0	0	0		
	E-mail Address		0	0	0		

Once the contact details have been completed and saved you can then move on to enter the data in Part 1 of the online form. To navigate, click on the tab buttons.

Department for Education | Back to My COLLECT page | Help | You are logged in as | Log out

**BLADE UAT COLLECT Portal**

SEN2

Add new record ? Save Cancel

**SEN2 - Barnet**

RETURN LEVEL ERRORS (Errors and queries associated with this full return, not individual fields.)	Validation Results			Notes
	Errors	Queries	OK Errors	
	0	0	0	

LA Level Data		Part 1		Part 2		
Data Item	Value	E	Q	OK Errors	Notes	History
Local Authority code	302	0	0	0		
Completion Time : Amount of time(to nearest hour) spent on completing this form	1	0	0	0		
Contact Forename		0	0	0		
Contact Surname		0	0	0		
Telephone number (including STD code)		0	0	0		
E-mail Address		0	0	0		

To continue you will need to click “edit” then enter your data.

Department for Education | Back to My COLLECT page | Help | You are logged in as | Log out

**BLADE UAT COLLECT Portal**

SEN2 - Part 1

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

**SEN2 [58] - Part 1 -**

LA Data	Part 1		Part 2			
Part 1: Education arrangements for all children for whom the authority maintains a statement of special educational needs	Value	Errors	Queries	OK Errors	Notes	History
<b>1.1 Please state the number of children, as at 20 January 2011, for whom the authority maintains a statement of special educational needs under the provisions of the Education Act 1996. The age breakdown refers to age as at 31 August 2010</b>						
a. Under age 5		2	0	0		
b. Aged 5 to 10		2	0	0		
c. Aged 11 to 15		2	0	0		
d. Aged 16 to 19		2	0	0		
e. TOTAL (a + b + c + d)		3	1	0		
<b>1.2 Of the children entered in 1.1, please state the number:</b>						
<b>1 On the roll of: (include pupils whose statement is under appeal)</b>						
a. non-maintained early years settings in the private and voluntary sector		2	0	0		
b. resourced provision in maintained mainstream schools		2	0	0		
c. SEN units in maintained mainstream schools		2	0	0		
d. maintained mainstream schools (including foundation schools)		2	0	0		
e. maintained special schools (including foundation schools)		2	0	0		
f. non-maintained special schools		2	0	0		
g. independent special schools		2	0	0		



Once part 1 has been completed move on to the other parts as necessary by clicking the relevant tab. As in Part 1 you will need to click 'edit' before entering data into the fields.

SEN2 - Part 2

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

SEN2 [56]  
 -> Part 1  
 -> Part 2

SEN2 - Part 2 -

LA Data Part 1 **Part 2**

Part 2: Assessments and placements by the authority during the 2010 calendar year

	Value	Error	Query	Ok Errors	Note	History
<b>2.1 Please state the number of children for whom statements of special educational needs under the Education Act 1996 were made for the first time during the 2010 calendar year. The age breakdown refers to the age as at 31 August 2010</b>						
a. Under age 5		2	0	0		
b. Aged 5 to 10		2	0	0		
c. Aged 11 to 15		2	0	0		
d. Aged 16 to 19		2	0	0		
e. TOTAL (a + b + c + d)		3	0	0		
<b>2.2 Of the children entered in 2.1, please state the number:</b>						
<b>i On the roll of (include pupils whose statement is under appeal)</b>						
a. registered early years education settings		2	0	0		
b. resourced provision in maintained mainstream schools		2	0	0		
c. SEN units in maintained mainstream schools		2	0	0		
d. maintained mainstream schools (include foundation schools)		2	0	0		
e. maintained special schools (including foundation schools)		2	0	0		
f. non-maintained special schools		2	0	0		
g. independent special schools		2	0	0		
h. other independent schools		2	0	0		
i. hospital schools (including foundation schools)		2	0	0		
j. pupil referral units		2	0	0		
k. academies		2	0	0		
ii Total of 2.2 i		3	0	0		
<b>iii Educated other than in school</b>						

Continue to navigate through the form, using the tab and edit buttons, until parts 1 through to 7 have been completed.

Please note – Do not use your web browser buttons to navigate through a return. Unpredictable behaviour may be experienced if you use the back and forward buttons on your web browser's toolbar.

To navigate through the return please use the options given on the COLLECT screen.

# Loading a return for a single school (If applicable to the collection)

Click on the school you wish to load data for and click on the upload return for selected source button.

**Performance summary**

Expected	Outstanding	Submitted	Approved	Authorised	Errors		
41	40	0	1	0	E	Q	OK
					58	25	0

**Sources**

Source ID	Source Name	Status	SubmittedDate	ApprovedDate	AuthorisedDate	Queue	Errors	Queries	OK Errors
5202000	TDU Test Primary 1	No_Data					0	0	0
5202018	TDU Test Primary 2	No_Data					0	0	0
5201100	TDU Test PRU 1	No_Data					0	0	0
5204077	TDU Test Secondary 2	No_Data					0	0	0
5206924	TDU Test CTC 1	No_Data					0	0	0
5206001	TDU Test Independent 2	No_Data					0	0	0
5201046	TDU Test Nursery School 2	No_Data					0	0	0
5201101	TDU Test PRU 2	No_Data					0	0	0
5204001	TDU Test Secondary 1	Approved	21/12/2015	29/12/2015			58	25	0
5207008	TDU Test Special 1	No_Data					0	0	0

Use the browse button to locate the XML file. Highlight the file name and click on open to select the return.

Click on the upload button to load the return.

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

Uploading School1.xml

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

This indicates that the return has successfully loaded and is now placed in the validation queue to be validated.

Press the ok button to return to the agent main page.

During periods of heavy demand, there may be a delay before the return is validated. Whilst the return has a status of "waiting\_for\_validation" then the return cannot be viewed or edited.



Once the return has been validated, you need to view the data and look at any errors or queries that have occurred. Dealing with errors and queries is explained in the section 'Correcting errors'.

The only difference being that when an local authority uploads a return then the status will be set to 'submitted'. When a school uploads a return the status will be set to 'loaded & validated'.

Once the return has been validated, the return status section on the source main page will display "submitted" and the date. The total number of errors and queries found in the return will also be displayed. Additional function buttons will also be available in the return management section.

MY SOURCES

Filter By: Name Native ID Status Org Group Queue

**Performance summary**

Expected	Outstanding	Submitted	Approved	Authorised	Errors		
					E	Q	OK
41	40	1	0	0	58	24	0

**Sources**

Source ID	Source Name	Status	SubmittedDate	ApprovedDate	AuthorisedDate	Queue	Errors	Queries	OK Errors
5204001	TDU Test Secondary 1	Submitted	21/12/2015				58	24	0
5201028	SA Test NA Region School	No_Data					0	0	0
5201001	SA Test School 1	No_Data					0	0	0
5201010	SA Test School 10	No_Data					0	0	0
5201011	SA Test School 11	No_Data					0	0	0
5201012	SA Test School 12	No_Data					0	0	0
5201013	SA Test School 13	No_Data					0	0	0
5201014	SA Test School 14	No_Data					0	0	0
5201015	SA Test School 15	No_Data					0	0	0
5201016	SA Test School 16	No_Data					0	0	0

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## Uploading multiple files (if applicable to the collection).

Local authorities can load multiple return files in a single transaction, rather than having to load each file individually. Before the facility can be used all files to be loaded must be placed in a zip file.

To access the facility, click on the upload multiple returns (zip file) button.

The screenshot shows a web interface with a filter bar at the top containing fields for Name, Native ID, Status, Org Group, and Queue, along with Go and Reset buttons. Below this is a 'Performance summary' table:

Expected	Outstanding	Submitted	Approved	Authorised	Errors		
					E	Q	OK
41	40	1	0	0	58	25	0

Below the summary is a 'Sources' table with columns: Source ID, Source Name, Status, SubmittedDate, ApprovedDate, AuthorisedDate, Queue, Errors, Queries, and OK Errors. The table lists several sources, with the entry for '5204001 TDU Test Secondary 1' highlighted in green, showing a status of 'Amended\_by\_agent' and a submitted date of '21/12/2015'. The errors for this entry are 58, with 25 queries and 0 OK errors. At the bottom of the interface, there are several buttons, including 'Open Return...', 'Approve...', 'Approve All...', 'Unapprove...', '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...', and 'Move to this queue -->'. The 'Upload Multiple Returns (zip file)...' button is the one mentioned in the text.

Click on the browse button to navigate to the zip file in explorer (examplezipfile.zip) that you want to upload.

The screenshot shows the 'UPLOAD FILE SELECTION' screen. It features a message: 'This both uploads and validates your data and may take several minutes. Please allow sufficient time to complete.' Below the message is a text input field and a blue 'Upload' button. To the right of the input field, the 'Browse...' button is circled in red, indicating it is the button to click to select a file.

Once found, click on the upload button to load the data into COLLECT. After the upload has been initiated a progress screen may be displayed, which will show details of the files as they are being loaded.

The screenshot shows a progress screen titled 'Uploading School 2 LA.xml (Processed 0 of 2)'. It features a 'FILE UPLOAD PROGRESS ...' section with a message: 'Data return upload in progress, please wait....' and a loading spinner. Below this, it says 'Loading raw return data, 132 elements processed'. At the bottom, there is a table with columns: File Name, Level Tag, Level Value, Organisation Type, Native ID Tags, Native ID, Source Organisation, and Upload Result.

Once a file is validated a results screen will show whether the file was successfully loaded.

# Viewing the return details

Select a return from the 'agent' screen by clicking on school row and click on 'open return' to view it.

**Performance summary**

Expected	Outstanding	Submitted	Approved	Authorised	Errors		
					E	Q	OK
41	40	1	0	0	58	25	0

**Sources**

Source ID	Source Name	Status	SubmittedDate	ApprovedDate	AuthorisedDate	Queue	Errors	Queries	OK Errors
5202000	TDU Test Primary 1	No_Data					0	0	0
5202018	TDU Test Primary 2	No_Data					0	0	0
5201100	TDU Test PRU 1	No_Data					0	0	0
5204077	TDU Test Secondary 2	No_Data					0	0	0
5206924	TDU Test CTC 1	No_Data					0	0	0
5206001	TDU Test Independent 2	No_Data					0	0	0
5201046	TDU Test Nursery School 2	No_Data					0	0	0
5201101	TDU Test PRU 2	No_Data					0	0	0
<b>5204001</b>	<b>TDU Test Secondary 1</b>	<b>Amended_by_agent</b>	21/12/2015				<b>58</b>	<b>25</b>	<b>0</b>
5207008	TDU Test Special 1	No_Data					0	0	0

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You can view the return details by clicking on the various 'view all' links at the bottom of the screen.

School	<a href="#">View All</a>
Pupils on Roll	<a href="#">View All</a>
Pupils No Longer on Roll	<a href="#">View All</a>

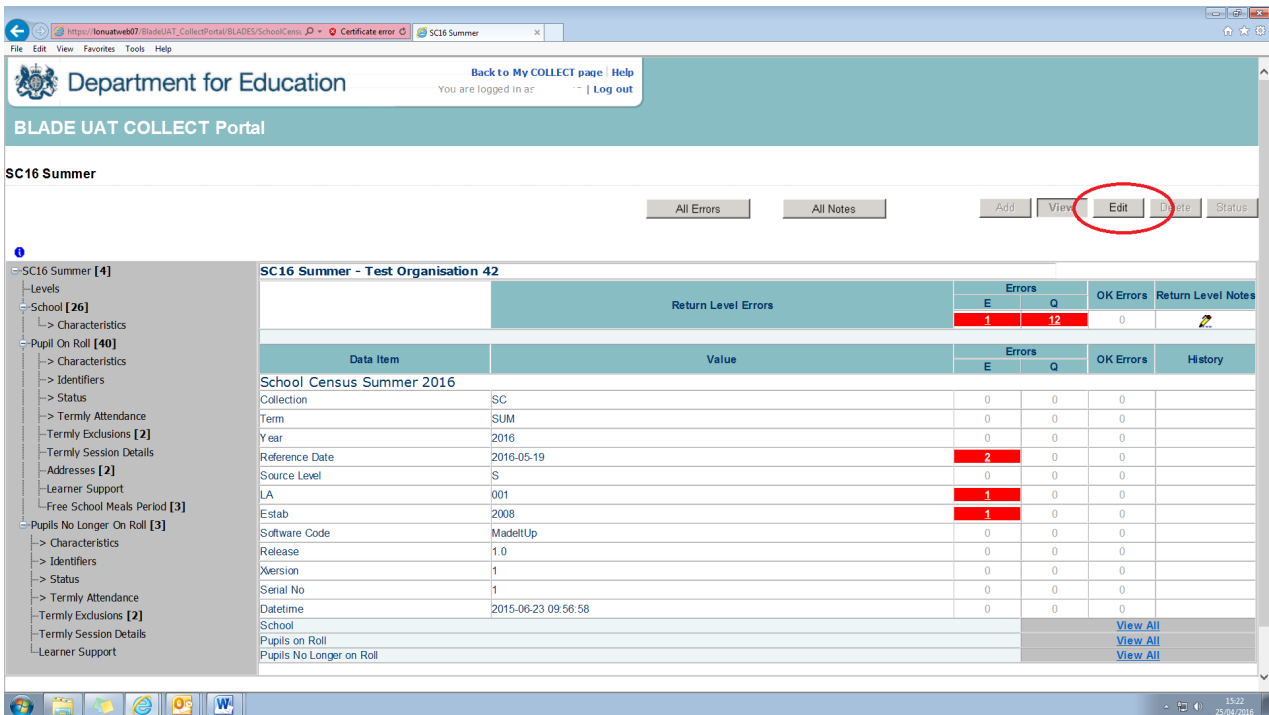
When you click on the 'view all' for pupils on roll this takes you into the pupil section. This displays the 'records; list', with all pupils visible. You can use the filter bar to identify a particular pupil. Or click on the headers to sort alphabetically.

UPN	Surname	Forename	DOB	Pupil Enrolment Status	Pupil Errors	Address	Termly Sessions	Summer Sessions	Annual Sessions	Exclusions	Post 16	FSM
-----	---------	----------	-----	------------------------	--------------	---------	-----------------	-----------------	-----------------	------------	---------	-----

# Editing data within the return

Please note the screenshots below have been taken from the School Census data collection. Other data collections may vary

The default view when a screen is displayed is 'view' mode. To edit the details click on the 'edit' button.



This enables data fields to be manually edited within COLLECT. Please note: Any changes made within COLLECT should always reflect the schools MIS.

Please see separate guides on editing data for full instructions on how to change data.

# Errors

When a return has been uploaded a number of validation checks are run against the data in that return and will trigger errors or queries.

All errors and queries are highlighted in red against the relevant data item.

There are two levels of errors, 'return level' and 'data item level'

## Total return errors

The breakdown of errors for a school return is shown in the return status section of the school's main screen.

The screenshot shows a web interface for return status. At the top, there is a filter section with fields for Name, Native ID, Status, Org Group, and Queue, along with 'Go' and 'Reset' buttons. Below this is a 'Performance summary' table with columns for Expected, Outstanding, Submitted, Approved, Authorised, and Errors (subdivided into E, Q, and OK). The values are: Expected: 41, Outstanding: 40, Submitted: 0, Approved: 1, Authorised: 0, E: 58, Q: 25, OK: 0. Below the summary is a 'Sources' table with columns for Source ID, Source Name, Status, SubmittedDate, ApprovedDate, AuthorisedDate, Queue, Errors (subdivided into Errors, Queries, OK Errors). The row for 'TDU Test Secondary 1' is highlighted in green and shows Status: Approved, SubmittedDate: 21/12/2015, ApprovedDate: 30/12/2015, Queue: 58, Errors: 25, OK Errors: 0. The page number 'Page 4 of 5' is visible at the bottom left, and navigation links '1 2 3 5' are at the bottom right.

Filter By:	Name	Native ID	Status	Org Group	Queue	Go	Reset		
<b>Performance summary</b>									
Expected	Outstanding	Submitted	Approved	Authorised	Errors				
41	40	0	1	0	E	Q	OK		
					58	25	0		
<b>Sources</b>									
Source ID	Source Name	Status	SubmittedDate	ApprovedDate	AuthorisedDate	Queue	Errors	Queries	OK Errors
5202000	TDU Test Primary 1	No_Data					0	0	0
5202018	TDU Test Primary 2	No_Data					0	0	0
5201100	TDU Test PRU 1	No_Data					0	0	0
5204077	TDU Test Secondary 2	No_Data					0	0	0
5206924	TDU Test CTC 1	No_Data					0	0	0
5206001	TDU Test Independent 2	No_Data					0	0	0
5201046	TDU Test Nursery School 2	No_Data					0	0	0
5201101	TDU Test PRU 2	No_Data					0	0	0
5204001	TDU Test Secondary 1	Approved	21/12/2015	30/12/2015			58	25	0
5207008	TDU Test Special 1	No_Data					0	0	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.

The screenshot shows a section titled 'Return Level Errors'. It contains a table with columns: Errors (subdivided into E and Q), OK Errors, and Return Level Notes. The values are: E: 0, Q: 6 (highlighted in red), OK Errors: 0. There is a small icon in the Return Level Notes column. Below this table is another table with columns: Errors, OK Errors, Notes, and Status.

Return Level Errors			
Errors		OK Errors	Return Level Notes
E	Q		
0	6	0	

## To view all errors and queries on the return

Click on 'all errors' at the top of the screen.



You will then be shown a list of all errors and queries relating to your return. Click on the details button to see which data items the validation is checking, these will show to the

right of the screen. If you click on one of the underlined fields you will be directed to the corresponding data item in the return.

The screenshot shows the 'BLADE UAT COLLECT Portal' interface. The main heading is 'Blade Error Report - SchoolCensus 2016\_Summer'. Below this, it indicates 'Test Organisation 24' and 'Error report on 15/04/2016 at 12:25'. A table lists errors with columns for 'Rule No.', 'Return Level', 'Error Message', 'Priority', 'OK'd', 'Details', and 'Notes'. The 'Return Details' section on the right shows a table with 'Field' (Pupil Surname) and 'Value' (NULL). A red circle highlights the 'Value NULL' entry.

Rule No.	Return Level	Error Message	Priority	OK'd	Details	Notes
2290		Exclusion Start Date invalid	Errors		Details	X
262		If School Governance is recorded as an Academy (CA) then School Type must also be recorded as an Academy (49)	Errors		Details	X
		Pupil with UPN missing	Errors		Details	X
		<b>Pupil with last name missing</b>	<b>Errors</b>		<b>Details</b>	X
		Pupil with forename missing	Errors		Details	X
		Pupil with date of birth missing	Errors		Details	X
		Pupil part-time indicator is missing or invalid	Errors		Details	X
1880		Pupil's entry date to school missing or after Census date	Errors		Details	X
		Invalid Code Value	Errors		Details	X
1610		Pupil gender missing or invalid	Errors		Details	X

## 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.

Either:

Contact the relevant school – advise they need to correct in their MIS and re-load their data collection file to COLLECT, overwriting the incorrect one.

Change the mode of the form to 'edit' and then click on the data item that needs to be changed and update it – ensuring the school reflect this change in their MIS

As schools can now edit their own data the third option is - contact the relevant school and ask them to 'edit' the data, reflecting in their MIS, ensuring they re-submit their data on COLLECT.



# Providing clarification/ supplementary information

In some instances you will be requested to provide explanatory information (as part of email communications you will receive a document which will provide guidance on what notepad explanation would be expected for individual queries). This will be made available on our [Department for Education - GOV.UK](http://www.gov.uk) website and searching for the relevant data collection in the search bar.

If a notepad entry is not returned the EDD Helpdesk will have to contact the local authority for further information.

You can add notes in “return level notes” section.

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

The screenshot shows the 'SC16 Summer - Test Organisation 42' interface. At the top, there are buttons for 'All Errors', 'All Notes', 'Add', 'View', 'Edit', 'Delete', and 'Status'. Below this is a summary table for 'Return Level Errors':

		Errors		OK Errors	Return Level Notes
E	Q				
1	12	0	0	0	

Below the summary is a detailed table with columns: Data Item, Value, Errors (E, Q), OK Errors, and History.

Data Item	Value	E	Q	OK Errors	History
School Census Summer 2016					
Collection	SC	0	0	0	
Term	SUM	0	0	0	
Year	2016	0	0	0	
Reference Date	2016-05-19	2	0	0	
Source Level	S	0	0	0	
LA	001	1	0	0	
Estab	2008	1	0	0	
Software Code	MadellUp	0	0	0	
Release	1.0	0	0	0	
Xersion	1	0	0	0	
Serial No	1	0	0	0	
Datetime	2015-06-23 09:56:58	0	0	0	
School					<a href="#">View All</a>
Pupils on Roll					<a href="#">View All</a>
Pupils No Longer on Roll					<a href="#">View All</a>

Click add new note

The screenshot shows the 'Note Detail' form. At the top right, there are two buttons: 'Add New Note' and 'Remove Note'. The 'Add New Note' button is circled in red. Below the buttons is a large text area for entering the note. At the bottom, there is a table for 'Preserved notes deleted by resubmissions' with columns for User, Role, Organisation, Native ID, and Date and Time. Below this table is another 'Preserved Note Detail' section.

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



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

You can enter one note to cover numerous queries.

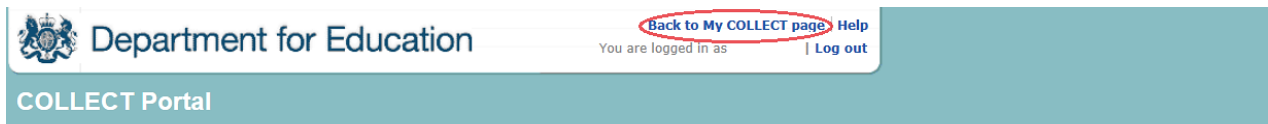
# Submitting a return

## 'Clean data submit' in COLLECT. (If applicable to your collection)

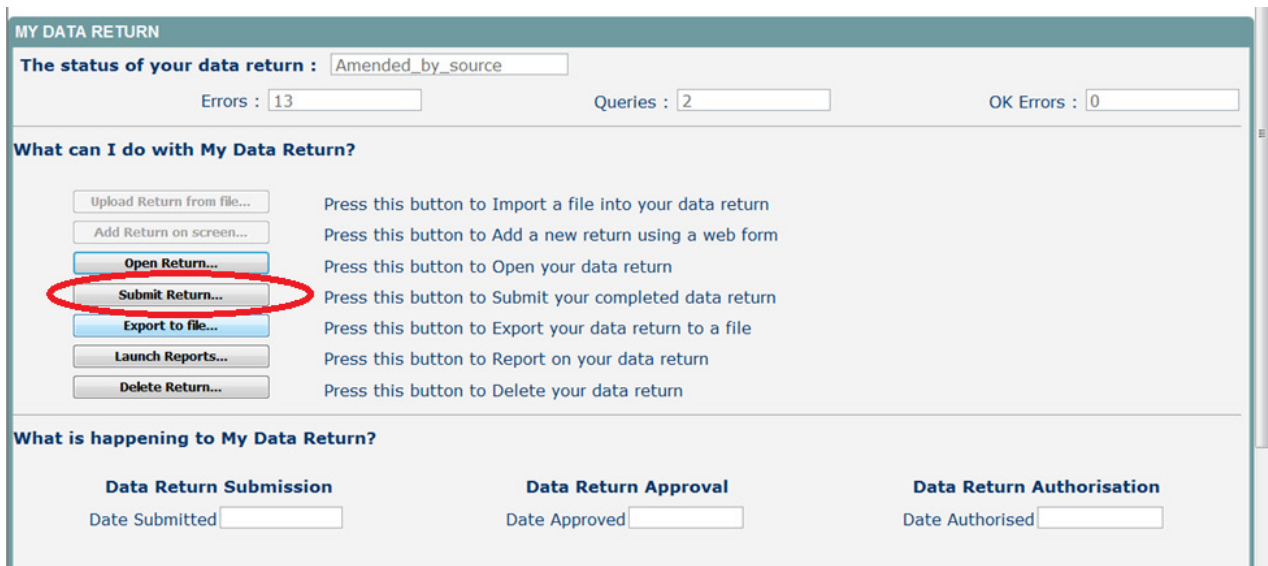
You won't be able to submit your return in COLLECT if it contains validation errors. These must be corrected before the 'submit' button becomes available (COLLECT will alert you to any fields where errors have been identified). This function is called 'clean data submit'. You will still be able to submit your data where queries are present, although these must be accompanied by an explanatory note.

Once the local authority user is happy for their return to be submitted for departmental access the following procedure is to be undertaken.

First return to the 'Source Page' by clicking on 'Back to my COLLECT page' located at the top of the form.



Then select 'Submit Return'.



## Approving the return

The local authority is responsible for 'approving' the return once the school has 'submitted' it. The local authority is expected to investigate and resolve any outstanding return errors before approving a return. By approving the return the local authority have indicated that the return has been checked for accuracy and completeness and therefore authorising the submission to be used by the department.

To 'Approve' a return:

Go to the 'agent main screen' and select the school by clicking on its name.

The screenshot displays a web application interface for managing returns. At the top, there is a 'Filter By:' section with fields for Name, Native ID, Status, Org Group, and Queue, along with 'Go' and 'Reset' buttons. Below this is a 'Performance summary' table:

Expected	Outstanding	Submitted	Approved	Authorised	Errors		
					E	Q	OK
41	40	1	0	0	58	24	0

Below the performance summary is a 'Sources' table:

Source ID	Source Name	Status	SubmittedDate	ApprovedDate	AuthorisedDate	Queue	Errors	Queries	OK Errors
5202000	TDU Test Primary 1	No_Data					0	0	0
5202018	TDU Test Primary 2	No_Data					0	0	0
5201100	TDU Test PRU 1	No_Data					0	0	0
5204077	TDU Test Secondary 2	No_Data					0	0	0
5206924	TDU Test CTC 1	No_Data					0	0	0
5206901	TDU Test Independent 2	No_Data					0	0	0
5201046	TDU Test Nursery School 2	No_Data					0	0	0
5201101	TDU Test PRU 2	No_Data					0	0	0
<b>5204001</b>	<b>TDU Test Secondary 1</b>	<b>Amended_by_agent</b>	<b>21/12/2015</b>				<b>58</b>	<b>24</b>	<b>0</b>
5207008	TDU Test Special 1	No_Data					0	0	0

At the bottom of the interface, there is a toolbar with various action buttons: Open Return..., Approve..., Approve All..., Unapprove..., Reject..., Delete..., Export Selected..., Export Multiple..., Export All..., Upload Return for selected Source..., Upload Multiple Returns (zip file)..., Agent Administration..., Academy Export..., Validate Selected Return..., Validate All Non-validated Returns..., Launch Reports..., Queue Management..., Change Queue..., and Move to this queue -->.

Once selected, approve the return by clicking the approve (approve the highlighted single return) or approve all (approves all returns at submitted stage) button.

Screen information will be updated:

Filter By:		Name	Native ID	Status	Org Group	Queue		
							Go	Reset

Performance summary							
Expected	Outstanding	Submitted	Approved	Authorised	Errors		
41	40	0	1	0	E	Q	OK
					58	24	0

Sources									
Source ID	Source Name	Status	SubmittedDate	ApprovedDate	AuthorisedDate	Queue	Errors	Queries	OK Errors
5202000	TDU Test Primary 1	No_Data					0	0	0
5202018	TDU Test Primary 2	No_Data					0	0	0
5201100	TDU Test PRU 1	No_Data					0	0	0
5204077	TDU Test Secondary 2	No_Data					0	0	0
5206924	TDU Test CTC 1	No_Data					0	0	0
5206001	TDU Test Independent 2	No_Data					0	0	0
5201046	TDU Test Nursery School 2	No_Data					0	0	0
5201101	TDU Test PRU 2	No_Data					0	0	0
5204001	TDU Test Secondary 1	Approved	21/12/2015	30/12/2015			58	24	0
5207008	TDU Test Special 1	No_Data					0	0	0

Page 4 of 5 1 2 3 5

Open Return...	Approve...	Approve All...	Unapprove...	Reject...	Delete...	Export Selected...	Export Multiple...	Export All...
Upload Return for selected Source...	Upload Multiple Returns (zip file)...	Agent Administration...		Academy Export...				
Validate Selected Return...	Validate All Non-validated Returns...							
Launch Reports...	Queue Management...	Change Queue...	Move to this queue -->					

The status of the return will be set to 'approved' and the 'date approved' will be completed

The 'approved' total in the performance summary will increase by 1 and the 'submitted' count will decrease by 1

The approve button will now be disabled for this return

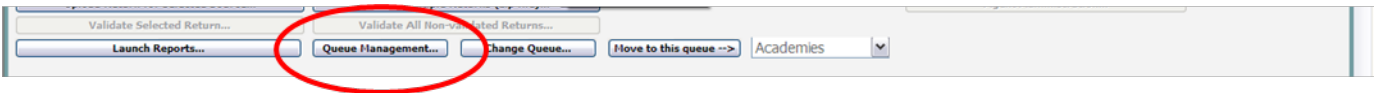
The unapprove button will now be enabled.

# Queues

When a number of people are working on census files, the use of the 'queue' facility can help effective working.

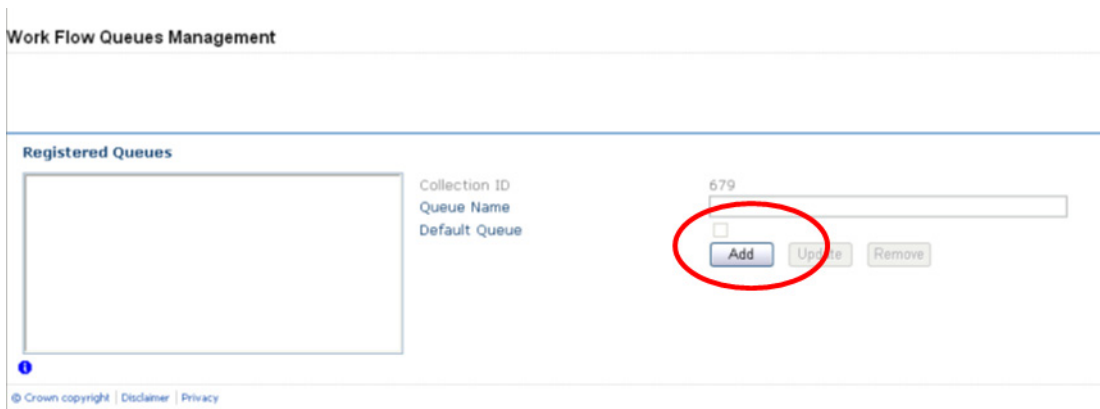
The use of 'queues' helps in the allocation and identification of who is working on which files and therefore helps to ensure that two or more people don't try and work on the same file.

From the agent page click the queue management button.



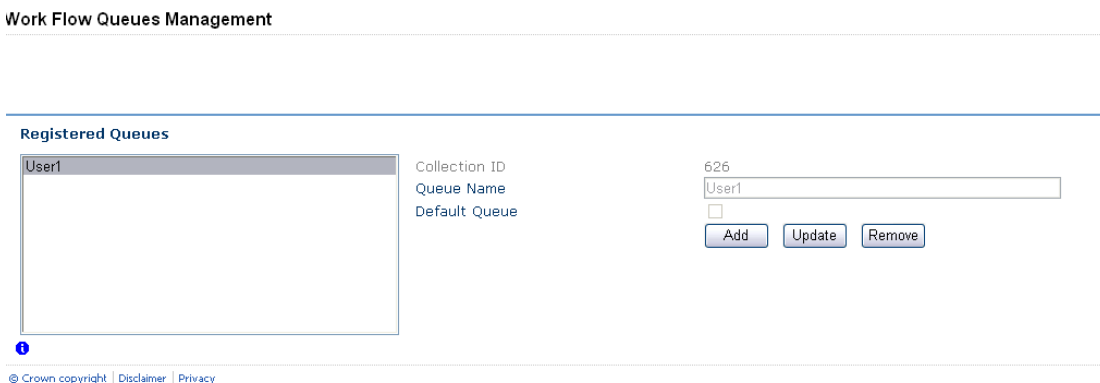
This will take you to the page entitled 'work flow queues management'

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 week or by some other description depending on your local authority's 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.

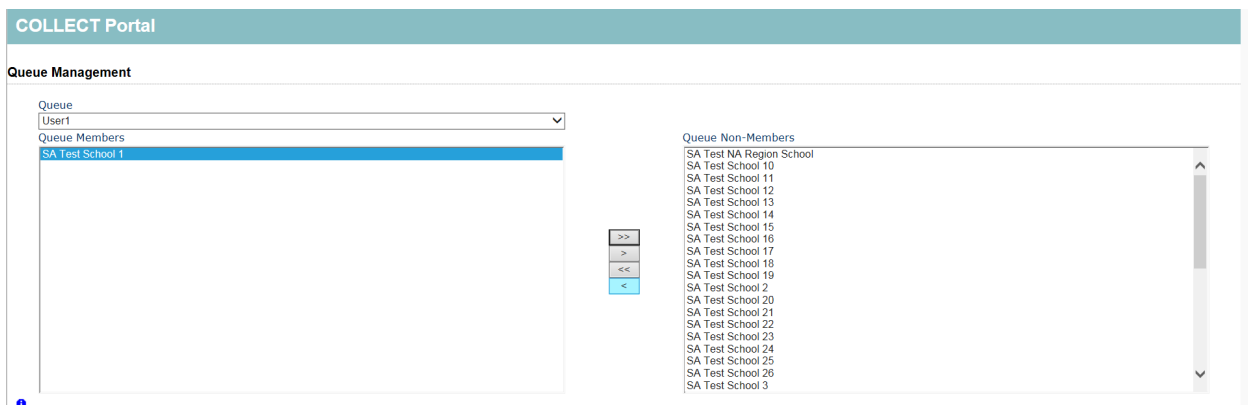
The remove button allows you to remove a name/description from the 'registered queues' list. However, this can only be done if any schools linked with a particular name are removed first.

NB: 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 authority's to assign their own, as they work in different ways. It is therefore not applicable and has no effect on queues.

Return to the agent page by selecting back to my COLLECT page at the top of the page and click the change queue button to go to the screen entitled 'queue management'

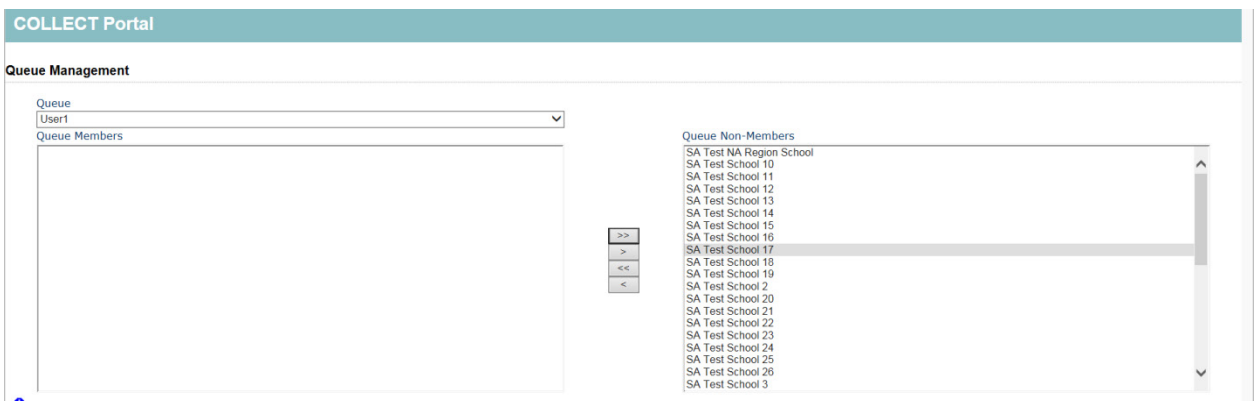


You can now select and add or remove schools to and from different queues (click the right hand down arrow alongside the 'queue' box to see a drop down list of names).



Highlight a school in the 'queue non-members' box and press the < button. This school will now appear in the box of 'queue members'.

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



Return to the agent page by selecting back to my COLLECT page at the top of the page and you will see that 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 can be a safer way to allocate schools to queues because you can see if any schools are already allocated to another queue first.





# Reports

A number of reports are available on COLLECT, return to the agent page and click on the launch reports button.

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

Expected	Outstanding	Submitted	Approved	Authorised	Errors		
					E	Q	OK
41	40	0	1	0	58	24	0

Below the performance summary is a 'Sources' table:

Source ID	Source Name	Status	SubmittedDate	ApprovedDate	AuthorisedDate	Queue	Errors		
							Errors	Queries	OK Errors
5202000	TDU Test Primary 1	No_Data					0	0	0
5202018	TDU Test Primary 2	No_Data					0	0	0
5201100	TDU Test PRU 1	No_Data					0	0	0
5204077	TDU Test Secondary 2	No_Data					0	0	0
5206924	TDU Test CTC 1	No_Data					0	0	0
5206001	TDU Test Independent 2	No_Data					0	0	0
5201046	TDU Test Nursery School 2	No_Data					0	0	0
5201101	TDU Test PRU 2	No_Data					0	0	0
5204001	TDU Test Secondary 1	Approved	21/12/2015	30/12/2015			58	24	0
5207008	TDU Test Special 1	No_Data					0	0	0

At the bottom of the screenshot, there is a toolbar with various actions: Open Return..., Approve..., Approve All..., Unapprove..., 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..., Agent Administration..., Academy Export..., Launch Reports..., Queue Management..., Change Queue..., and Move to this queue -->.

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

It is extremely important that you run all of these reports as they may highlight anomalies within the data which can impact on all funding calculations.

Duplicate reports will indicate pupils who are registered at more than one school and therefore would indicate if the pupil should remain on roll or whether the registration status has been recorded incorrectly.

In most data collections duplicates would be required to be resolved. Failure to resolve duplicates in these collections may impact on the funding calculations for your local authority/schools as each pupil is funded only once.

There will be individual user guides for reports on our [Department for Education - GOV.UK](http://www.gov.uk) website and searching for the relevant data collection in the search bar.

Select the report you wish to run and click launch report.

Along the top of the report you will see a toolbar with various functions.

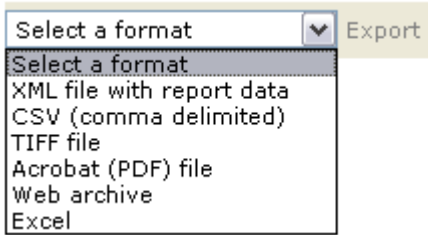
The screenshot shows a toolbar with the following elements: navigation arrows, a page indicator '1 of 2', a zoom level dropdown set to '100%', a search box with 'Find | Next', a format dropdown set to 'Select a format', and buttons for 'Export', 'Print', and 'Refresh'. To the right of the toolbar, the text 'These are explained as follows:' is visible.

A close-up of the navigation toolbar showing the page indicator '1 of 2' and navigation arrows. The text 'Allows you to navigate between pages of the report.' is positioned to the right.

A close-up of the zoom control toolbar showing a dropdown menu set to '100%'. The text 'Zoom control for viewing the report at various zoom levels.' is positioned to the right.



Allows you to enter text to find on the report.



Clicking the drop-down menu, 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. Click on the 'save' button to save the report file.



Refreshes the report output.



Produces a hard-copy output of the report – If this does not print please export to excel and print from there.

## Exporting a return

A return can be exported in xml or csv format

Exporting a return (Current state)

On the agent page there are three export options.

Export selected – one school

Export multiple – up to 10 schools

Export all – all schools



## Export selected

Click on the school you wish to export – highlighting it

Click on Export Selected button

## Export multiple

Click on export multiple button

Select schools you wish to export by moving over to the right hand box

Click export selected sources

## Export all

Click on export all

## Academy export

Local authorities have a function within COLLECT to export all 'authorised' academy data, there is a report available in COLLECT which will provide details of which academies have been authorised by the department. It is strongly recommended you run this report prior to exporting. Regulations do provide DfE with the legal power to share information on academies, any such sharing has to be in accordance with the Data Protection Act (DPA). In particular condition 5(b) of schedule 2, that is, the disclosure of information is necessary for the exercise of a statutory function by a person, in this case the local authority.

In light of this requirement, the DfE currently only has legal permission to share a subset of academy data direct with local authorities, anything not contained within the export the department for education are unable to share.

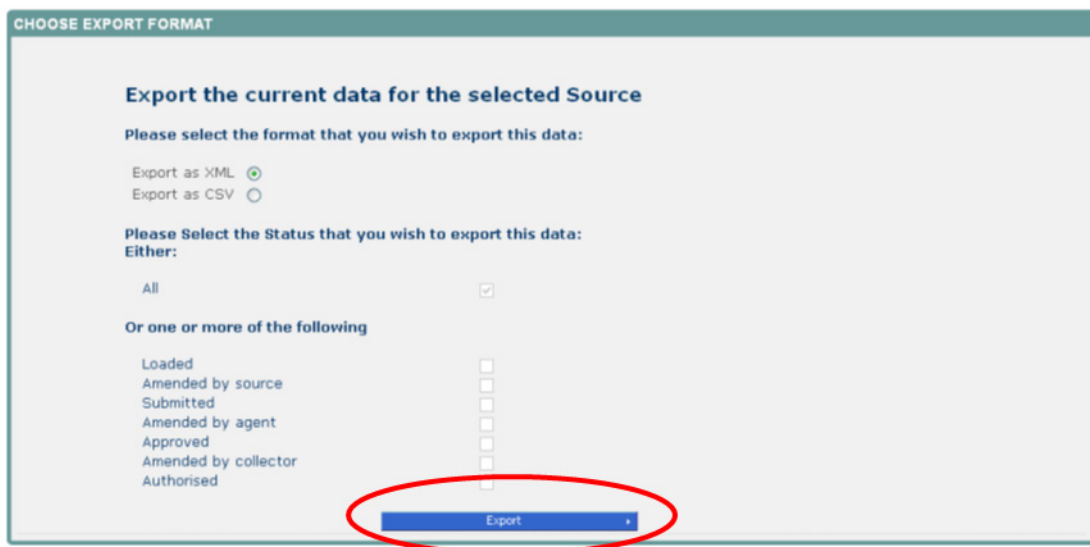
Click on academy export



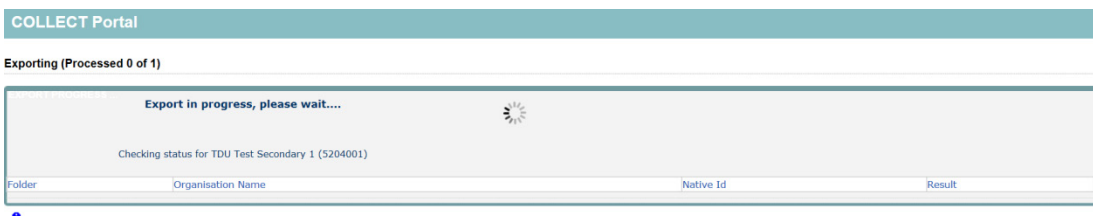
## Selecting format

Once you have clicked one of the three options above and followed any instructions the following screen will be displayed.

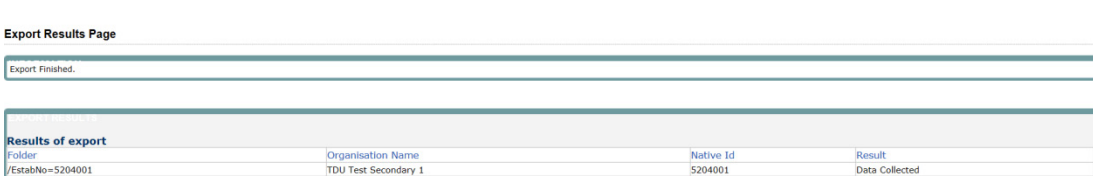
Choose to export in either xml or csv format, then click on the export button.



A progress message will be displayed



When complete the result of the export will be displayed and you will be offered the options of saving or opening the export file. We suggest saving prior to opening.

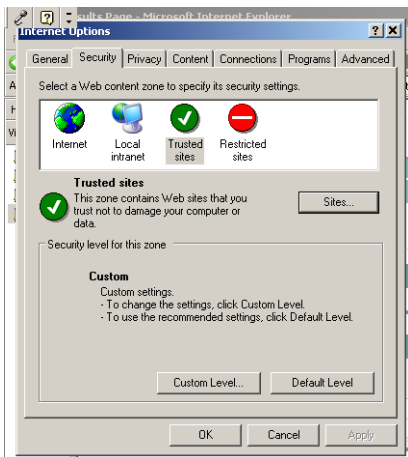


Important note: if the export process fails, with a message stating that Internet explorer has blocked download of a file, you might succeed if you try again.

On the second attempt, hold down the Ctrl key down 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.

### Adjusting security settings

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

Selected 'trusted sites'

Select 'sites'

Then select 'add' and type the following into the text box in turn:

<https://collectdata.education.gov.uk/CollectPortalLive/MainPage.aspx>

<https://sa.education.gov.uk/idp/Authn/UserPassword>

Then select ok and ok. Then try producing the export again and this time the Open/Save/Cancel dialogue box should appear.

## Screen functionality

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

### Screen navigation

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 controls

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, for example. agent, source.
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.	Takes you to the sub module level details

## 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

## 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 [service request](#) to the data collection helpdesk. If you are having problems logging into DFE sign in, please refer to the 'help' section on DFE Sign In access. If you are still unable to resolve your issue, please submit a [service request](#) to the sa service desk.





Department  
for Education

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write to Information Policy Team, The National Archives, Kew, London, TW9 4DU

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