Department for Education

Section 251 outturn 2014 to 2015

COLLECT guide for local authorities

June 2015

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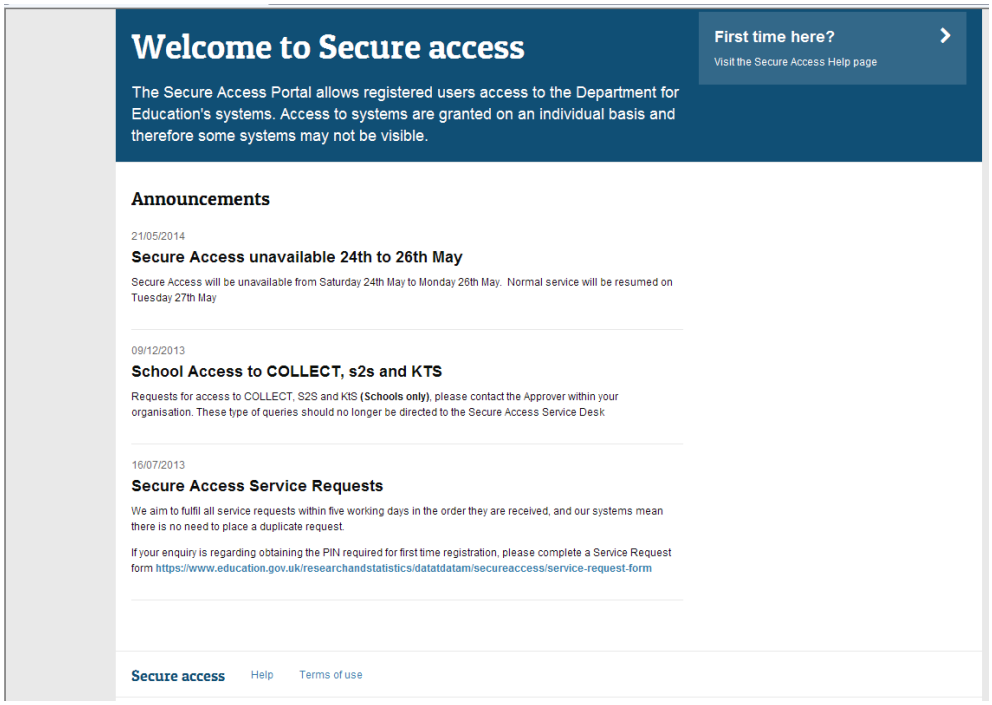
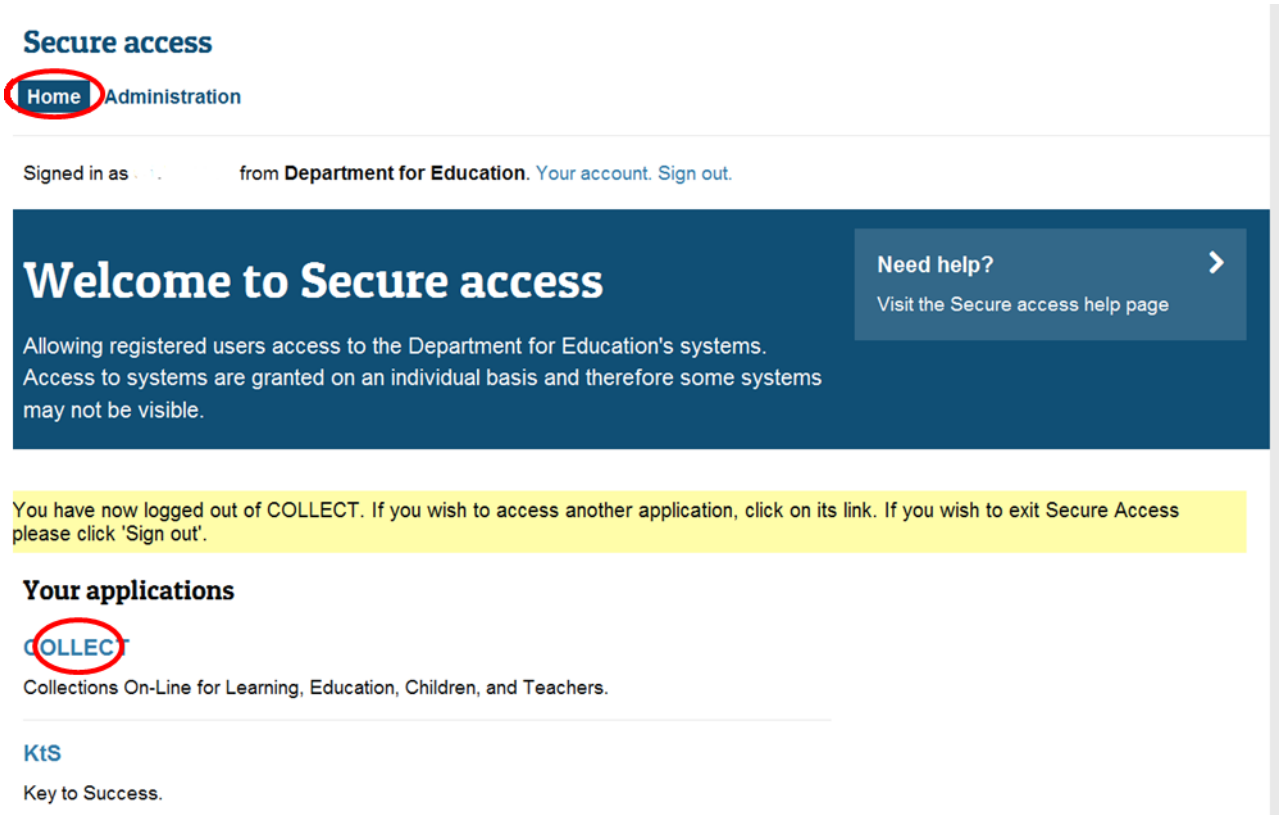
COLLECT and Secure access

Access to COLLECT is through the Department's Secure access system.

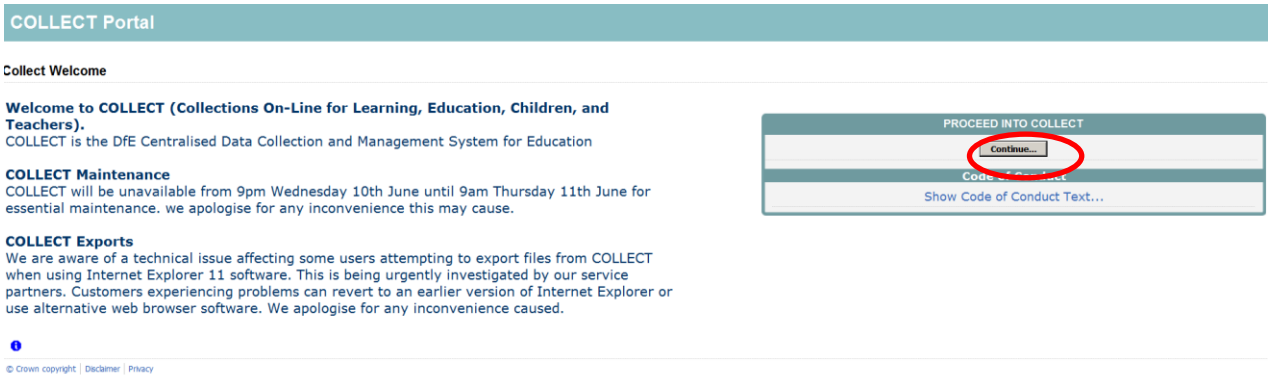


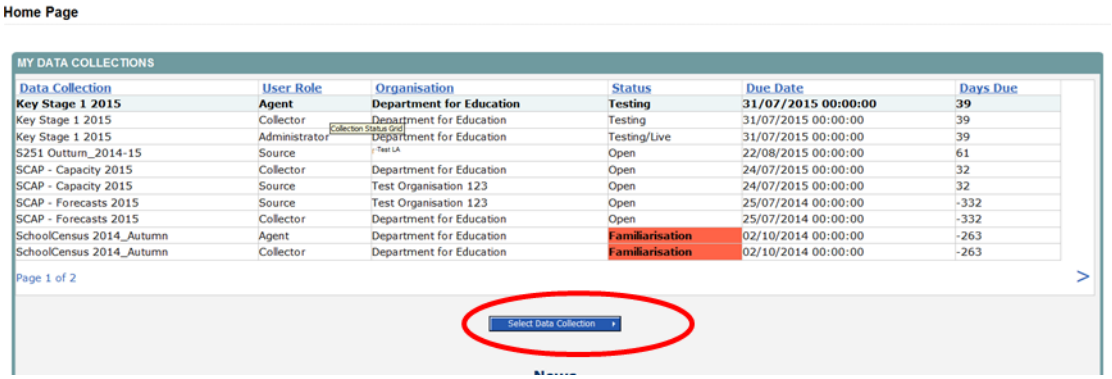
Full secure access guides are published on the [Secure Access Website](#).

Once successfully registered click on to **Home** and then click onto **COLLECT** to enter COLLECT as below.



. Then click on to **Continue** to enter COLLECT as below



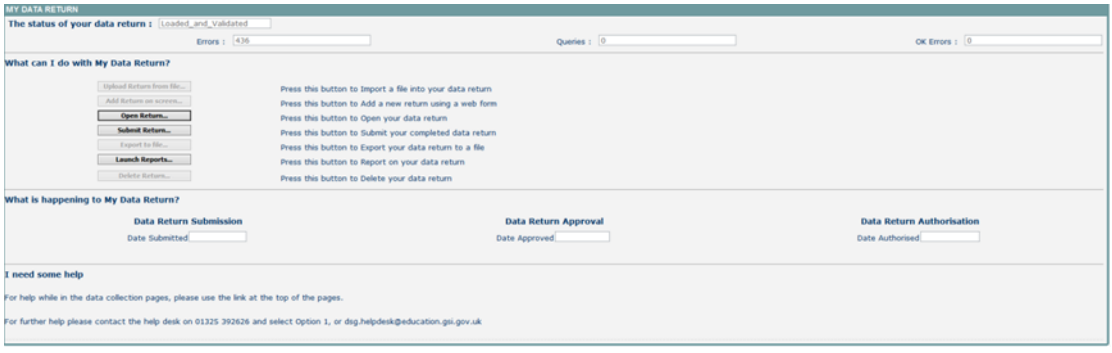


Select the collection by clicking on the collection name to highlight it (if there is only one it will be automatically highlighted) and then click on the '**Select Data Collection'** button to open it.

Source page

This will take you to the main 'Source Page' (shown below) which provides a summary of the latest position with respect to the selected data collection.

An explanation of the function keys are:



Open return

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

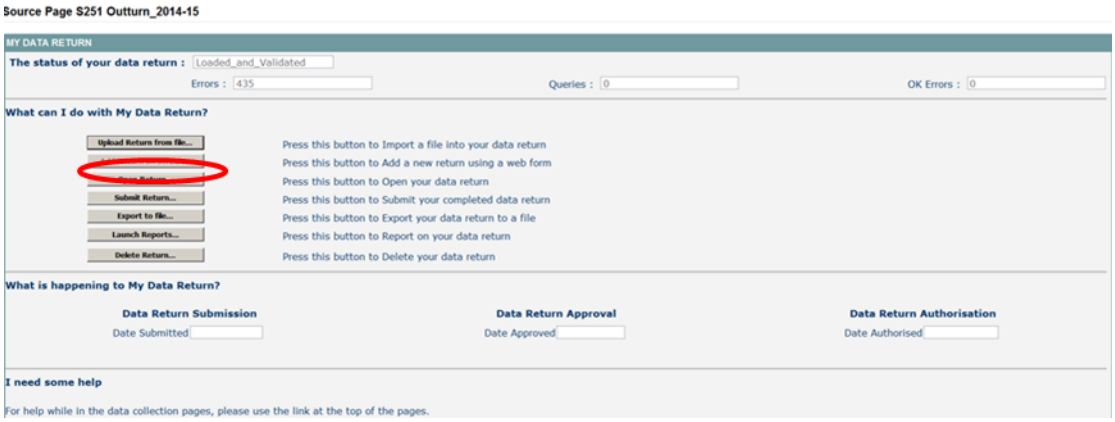
Submit return

This option is greyed out until data is loaded and is used to submit the data to the DfE – this should only be done when the data is complete and clean. Once the LA submits the return control then passes to the DfE for data verification.

Launch reports

This option allows you to access and download the suite of reports associated with the data collection.

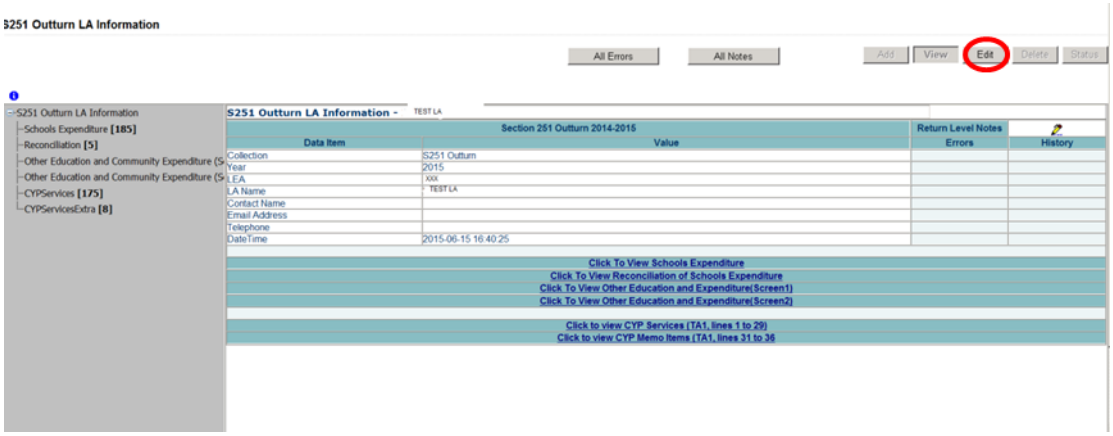
Opening a return



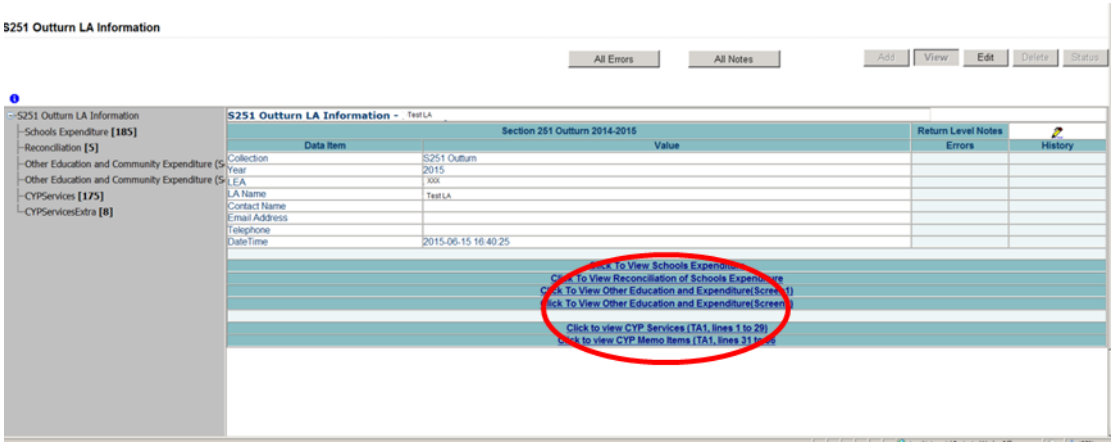
To access the LA return, the user must click the ‘Open return’ button as shown above.

Entering data on screen

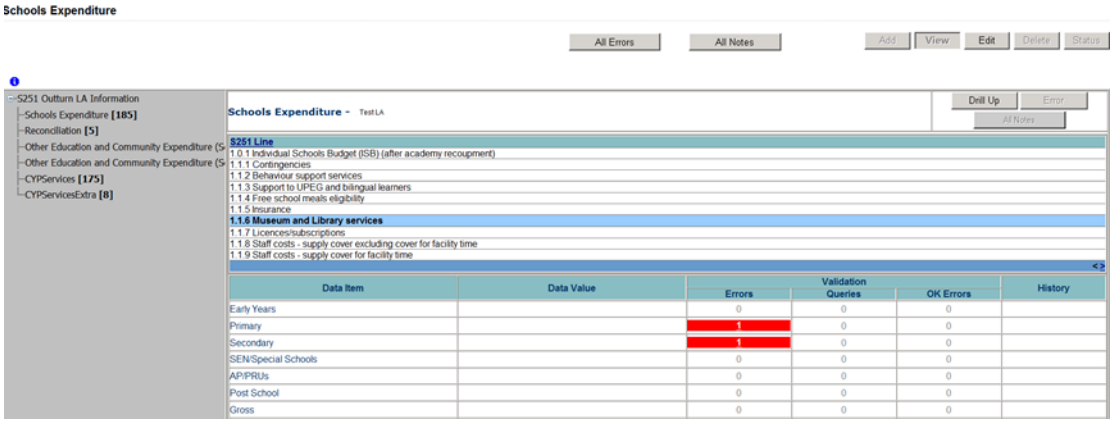
This screen contains the general data fields. To change the screen for ‘view’ mode to ‘edit’ mode click on the ‘Edit’ button towards the top of the screen. This will activate the cells to enable you to input your general data on the first screen.



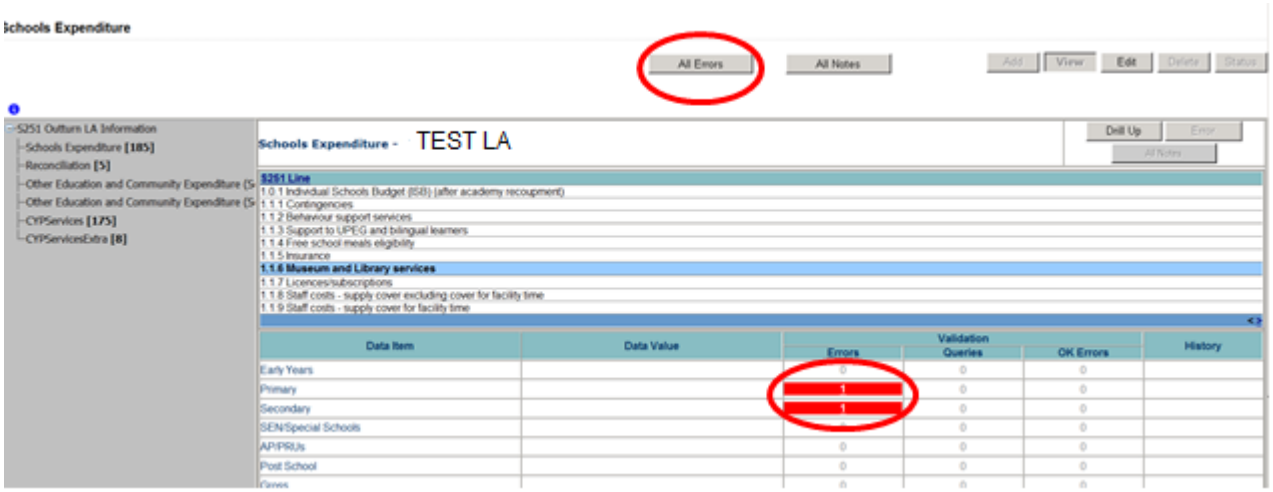
Once you have completed the first screen, you will then need to go into each section edit the screen again and enter your data (please see all sections below highlighted in blue).



In the example below (school expenditure) you can see that Line 1.1.6 Museum and Library services is highlighted in the first table. Clicking on the edit button will open the data fields in the table to enable data to be added. This will need to be repeated for all lines.



To view the errors within a return you can either click on the ‘All Errors’ Button, or on the relevant error field highlighted in red

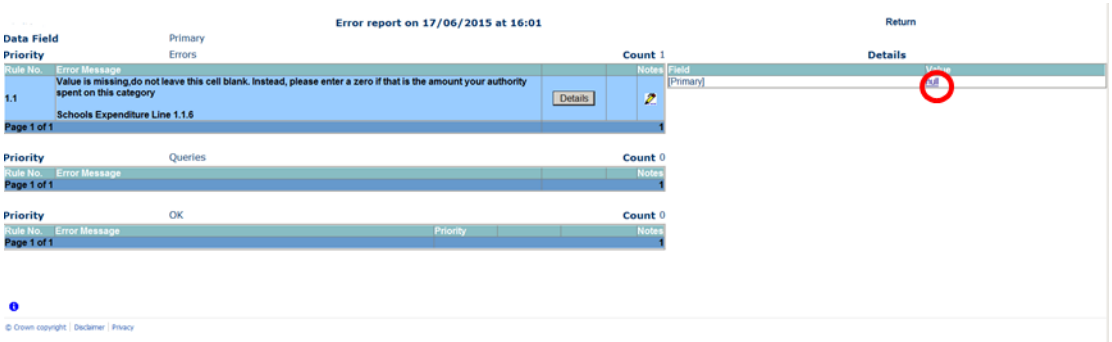


Once the user has clicked the ‘All Errors’ button they will be taken to the blade error report, shown below. A user can view details of a particular error, by clicking on the ‘Details’ button

Navigating to an error

Once the user has clicked the ‘Details’ button they will see the details appear on the right hand side of the screen, as shown below.

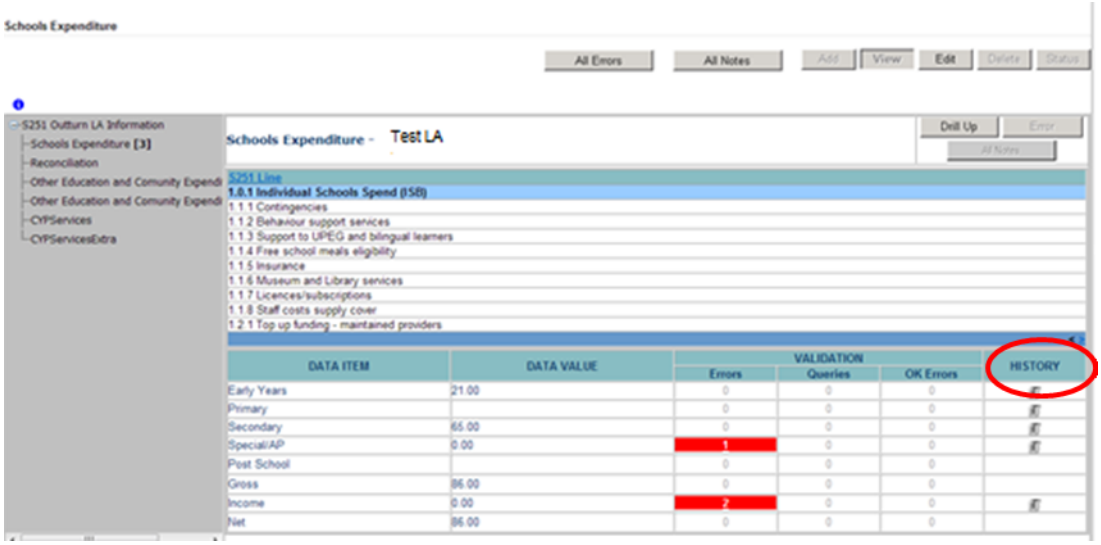
The user can then navigate to an error by clicking the ‘Value’ of an error on the right hand side of the screen (which is ‘null’ in this case).



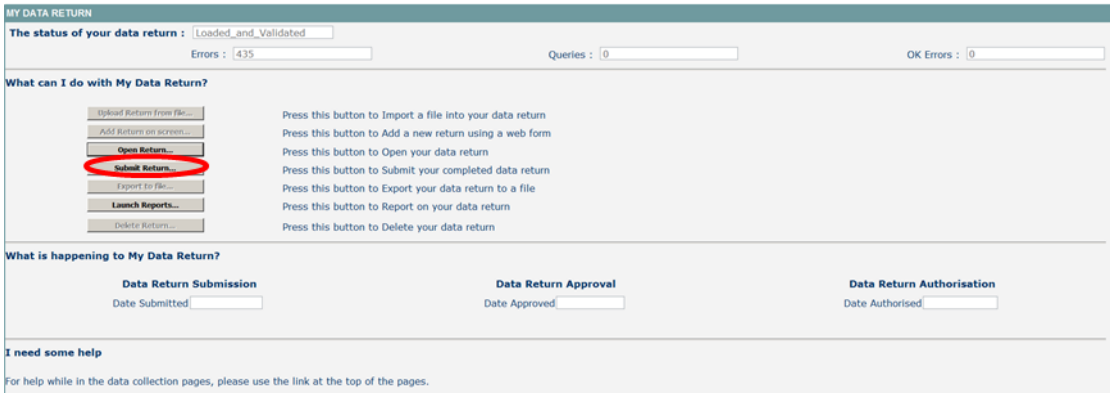
Once the user has clicked this ‘Value’, they will then be taken to the Section where that error is occurring.

History

Changes that are made to data items are recorded in the History Log and indicated with an icon in the Audit History column against that data item.



Submitting a return

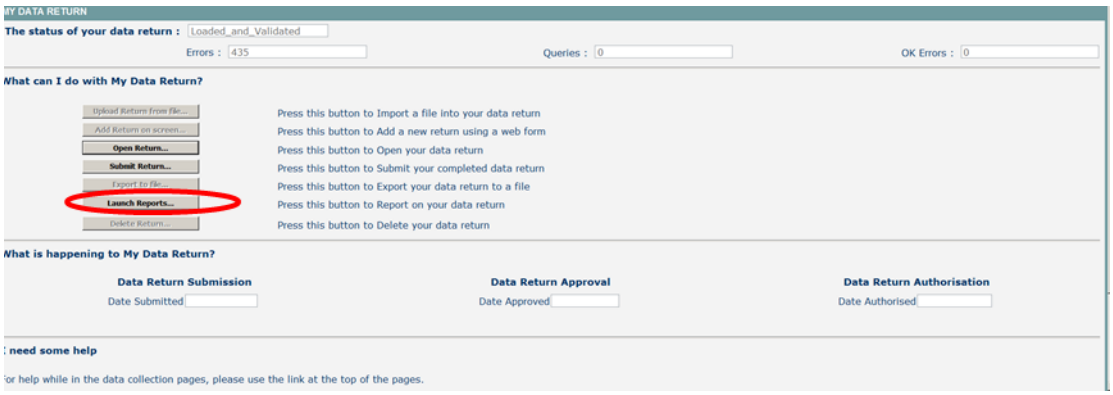


Once the LA user is happy for their return to be submitted for DfE access then the procedure is very straightforward – just select Submit Return. PLEASE NOTE once submitted you will not be able to make amendments to the return. If an amendment does need to be made you should contact the DfE colleagues listed in recent guidance.

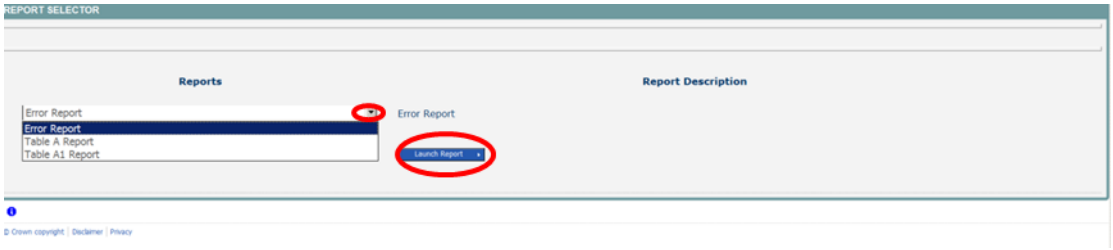
Launching reports

There are a number of reports available from the COLLECT systems which will allow you to produce the reports directly from COLLECT.

To launch the reports, first select the ‘’Launch Report’ button from the main screen:



Then select the report you want to run from the drop down list. Once you have selected the report you wish to access, click on 'launch report' again.



The report can be printed off or can be saved as an Excel file.

Screen functionality

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

Don't use the browser buttons! When in the data collection, unpredictable behaviour may be experienced if you use the back/forward buttons on your web browser's toolbar.

Navigation through a return

To navigate through the system, links are provided on all pages either as **back** or **drill up** options; please use these links to navigate between screens when using the system.

Control	Usually located	Action
Back to my COLLECT page	All screens within a return except the main page which shows back to home page	Returns you to the main page for your user role (agent, source etc)
Drill Up	Any data screen within a return apart from the header screen	Returns you to the previous data screen

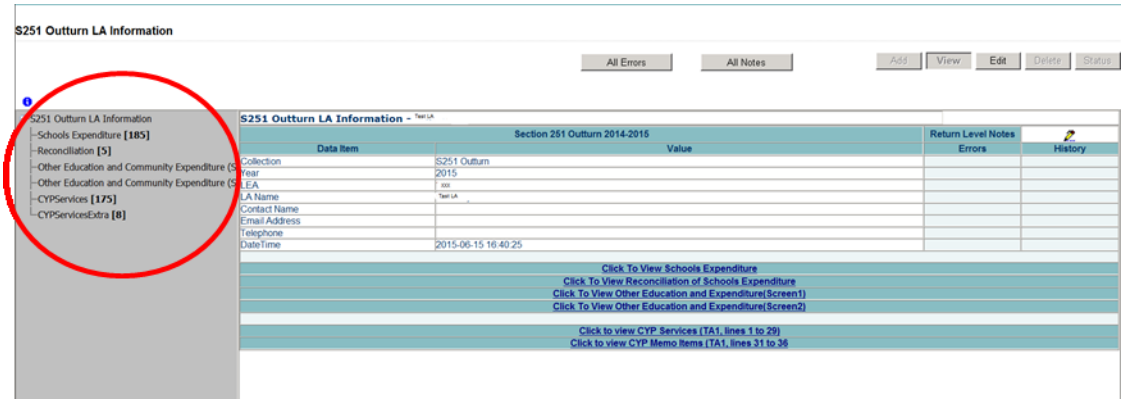
Return	Report screens, e.g. history and errors	Returns you to the previous screen
Back	Notes screens	Returns you to the previous screen
View All	Data entry screens that have additional linked data, e.g. accesses contract details for a workforce member	Takes you to the sub module level details

Mode buttons

Those buttons determine which operation mode the data form on screen is in and which operations are available.

Dark grey text on sunken button with light border = Active ModeBlack Text on button and highlighted border = Available ModeLight grey text on button with light border = Unavailable Mode

Left-hand menu



The grey left-hand menu can also be used to navigate to different screens.

Help

If you are experiencing problems with COLLECT or have a Section 251 Outturn data collection query, please submit a service request form to the Education Data Division Helpdesk.

Department for Education

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