

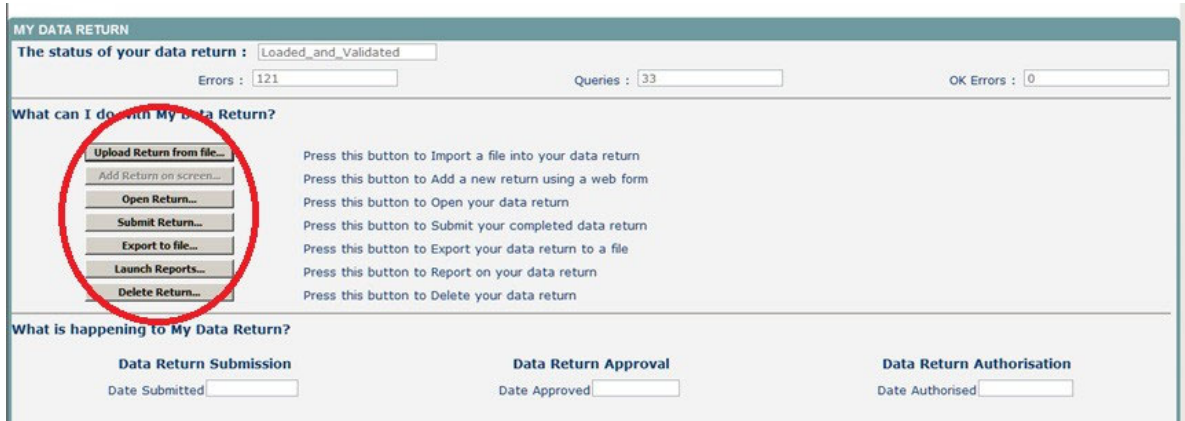


# Entering Notes for Errors and Queries in **COLLECT**



## School '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 actions, each with a button and a description:

- Upload Return from file...** (highlighted with a red circle): 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 Return...**: Press this button to Open your data return
- Submit Return...**: Press this button to Submit your completed data return
- Export to file...**: Press this button to Export your data return to a file
- Launch Reports...**: Press this button to Report on your data return
- Delete Return...**: Press this button to Delete your data return

At the bottom, there is a section titled 'What is happening to My Data Return?' with three columns:

- Data Return Submission**: Date Submitted:
- Data Return Approval**: Date Approved:
- Data Return Authorisation**: Date Authorised:

### 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.

## 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 the 'COLLECT Portal' interface. The 'Source Page' is 'MY DATA RETURN'. The status section is titled 'The status of your data return : Loaded\_and\_Validated'. It displays 'Errors : 4', 'Queries : 5', and 'OK Errors : 0'. Below this, there are buttons for 'Upload Return from file...', 'Add Return on screen...', 'Open Return...', 'Submit Return...', 'Export to file...', 'Launch Reports...', and 'Delete Return...', each with a corresponding instruction. Further down, there are sections for 'Data Return Submission', 'Data Return Approval', and 'Data Return Authorisation', each with a 'Date' field. At the bottom, there is a 'I need some help' section with a link to the help page.

## 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.

	Return Level Errors	Errors		OK Errors	Return Level Notes
		E	Q		
		0	6	0	
Data Item	Value	Errors	OK Errors	Notes	History

## 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.

BLADE UAT COLLECT Portal

Blade Error Report -

Test Organisation 24 Error report on 15/04/2016 at 10:17 Count 49

Rule No.	Return Level	Error Message	Priority	OKCd	Notes	Field	Value
1875		School lunch taken is missing or invalid.	Errors		<a href="#">Details</a>	Pupil Date of Birth	Jun 23 2011 12:00AM
1996		The same Learner Support code should not appear more than once for the same pupil.	Errors		<a href="#">Details</a>	Pupil's Actual National Curriculum Year Group	2 - Year 2
1886		The same Learner Support code should not appear more than once for the same pupil.	Errors		<a href="#">Details</a>	School Lunch Taken	Null
1763		Periods of free school meal eligibility that ended before or on the previous Census day or after the current Census day should not be included in the return.	Errors		<a href="#">Details</a>		
1763		Periods of free school meal eligibility that ended before or on the previous Census day or after the current Census day should not be included in the return.	Errors		<a href="#">Details</a>		
2303		Pupil's leaving date suggests they left the school prior to the start of their exclusion	Errors		<a href="#">Details</a>		
1573		Unique learner number must be provided for pupils aged 14 and over at date of leaving	Errors		<a href="#">Details</a>		
1573		Unique learner number must be provided for pupils aged 14 and over at date of leaving	Errors		<a href="#">Details</a>		
1870Q	Y	Please check: Percentage of pupils with sole registrations at the school is low	Queries				
2010Q	Y	Please check: 10%+ pupils' year group differing from their age	Queries				

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## 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.

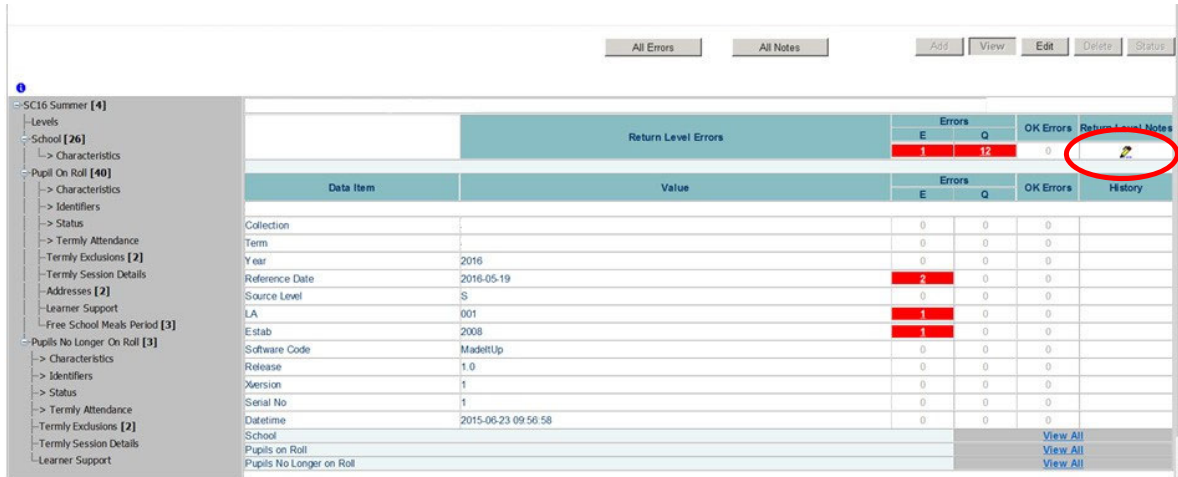
Correct in your MIS and re-load the school census file to COLLECT, overwriting the incorrect one.


## Adding notes on the return

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

You can add notes in the return level note section.

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



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

Data Item	Value	Errors		OK Errors	History
		E	Q		
Collection		0	0	0	
Term		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	
Xversion	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



Note Detail

Preserved notes deleted by resubmissions

User	Role	Organisation	Native ID	Date and Time
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Preserved Note Detail

- Use the Errors and Queries Tool to find the correct notes to enter into the system
- Type your note and the error number in the box
- You can enter one note to cover numerous queries.



COLLECT Portal

Note Page

Create New Note

Type note and error number in here

Create Cancel

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