Adding notes to address census queries in COLLECT

1. Once you have uploaded your return you will see at the top whether you have any errors or queries. If you have any numbers in these boxes you need to view them and add notes. To add a note the first step is to click on "Open Return"

The status of your data return : Approved

| Errors : 2 | Queries : 5 | 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 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

What is happening to My Data Return?

2. Once you have opened the return click on the little pencil underneath "Return Level Notes" (all query notes needed to be added at return level, even if the query itself relates to an individual):

| Approve | All Errors | All Notes | Add | View | Edit | Delete | St |

e Annual Collection : ▮▮▮▮▮▮▮

	Errors	Queries	OK	Return Level Notes
DRS	0	0	0	
S (Please click on the 'All Errors' button above to view these in detail)	0	2	0	2

If you already have other notes on your return the icon will look like this:

| All Notes | Add | View | Edit | Delete | Statu |

	Errors	Queries	OK	Return Level Notes
	0	**1**	0	
etail)	0	2	0	

3. Once you are on the notes page click on the "Add New Note" button

Note Page

Notes - SchoolWorkforceCensus2019

User	Full User Name	Role	Organisation	Native ID	Date and Time

< >   Add New Note   Rer

Note Detail

4. You can now type in the note you want to add. Making sure to begin the note with the query number/code (e.g. 1877Q). When you have completed your note, making sure to use the exact language advised by the DfE (guide can be found here - https://www.gov.uk/guidance/complete-the-school-census/check-your-data under "Adding Explanatory notes for queries"), click "Create" and your note will be added to your return.

Note Page

Create New Note

1877Q -

Create Cancel

5. To view all the notes you have added, go back to the first page when you open your return and click on "All Notes"

6. You will now be able to see all notes which have been added to your return and the name of the user who added them. Click on the "Details" button to see your note.

7. If the DfE have any queries about your return or any of the notes you have added they may also add a note here so it is worth checking back if your return has not yet been authorised.