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 sta	tus of your o	data return :	Approved					
	Errors : 2		Queries : 5	OK Errors : 0				
What ca	n I do with	My Data Retu	rn?					
Upload R	Return from file	Press this butto	n to Import a file into your o	data return				
Add Ret	turn on screen	Press this button to Add a new return using a web form						
Оре	en Return	Press this button to Open your data return						
Subi	mit Return	Press this button to Submit your completed data return						
Exp	oort to file	Press this button to Export your data return to a file						
Laun	ch Reports	Press this butto	n to Report on your data ret	turn				
Dele	ete Return	Press this butto	n to Delete your data return	1				
What is	happening t	o My Data Re	turn?					

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 No	tes	Add	View	Edit Delete Sta
nps.	Errors	Queries	ок	Return Level Notes
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S (Please click on the 'All Errors' button above to view these in detail)	Ö	2	0	l ha

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

All Not	tes	Add	View	Edit	Delete	Statu
	Errors	Queries	OK	Retu	ırn Level No	otes
	0	1	0		(m)	
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 Re
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

1877Q -	
Cre	ate 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"

Approve	All Errors	All Notes	3	Add	View	Edit De
tion -			Frrors	Queries	OK	Return Le
			0	4		Neturn Ec
	hava ta viaw thaaa in d	leteil)	0		0	(⁶⁰
the All Errors button a	bove to view these in d	letall)	0	Ζ	0	

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.

Blade All Notes Report - SchoolCensus 2019_Autumn

					All Notes rep	ort on 02/12	2/2019	at 09:29		Return
Return a	nd Field	Level N	lotes					Count 1		Details
Data Field	Return or Field Level	User	Full User Name	Role	Organisation	Native ID	Date and Time			1877Q - School have confirmed number of scho lunches taken is correct.
SC19 Autumn	Return						11/10/2019 11:42:56	Details	\square	
Page 1 of								1		
Error Le	vel Notes	6	Full Lloor	1			1	Count 0		
Rule No.	Field	User	Name	Role	Organisation		Native ID	Time		
ayeror										
Preserve	ed Notes							Count 0		
Jser	Full User Name	Role	Organisat	tion		Native ID	Date and Time			
Page 1 of 1								1		

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.