Ministry of Housing, Communities & Local Government
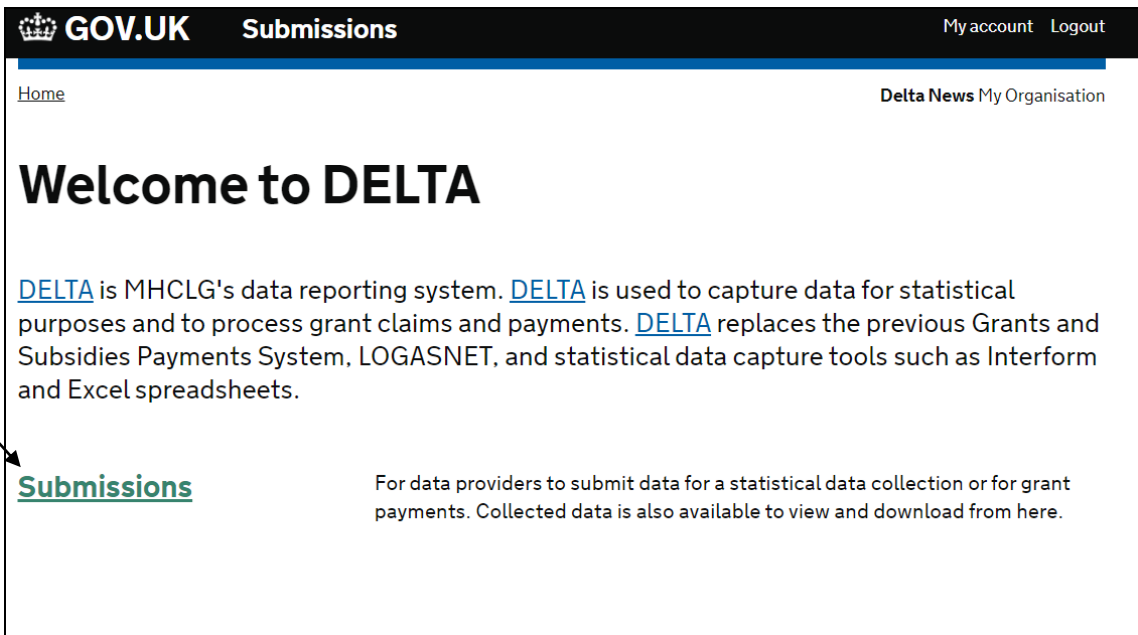
DELTA: Quick User Guide

SSP Exit Payments Data Collection -

Data Providers: How to Bulk Upload Data

Introduction

Once you have signed in to DELTA this will take you to the Welcome Page.

(If you are not registered on DELTA yet and need to, please follow the guidance here)

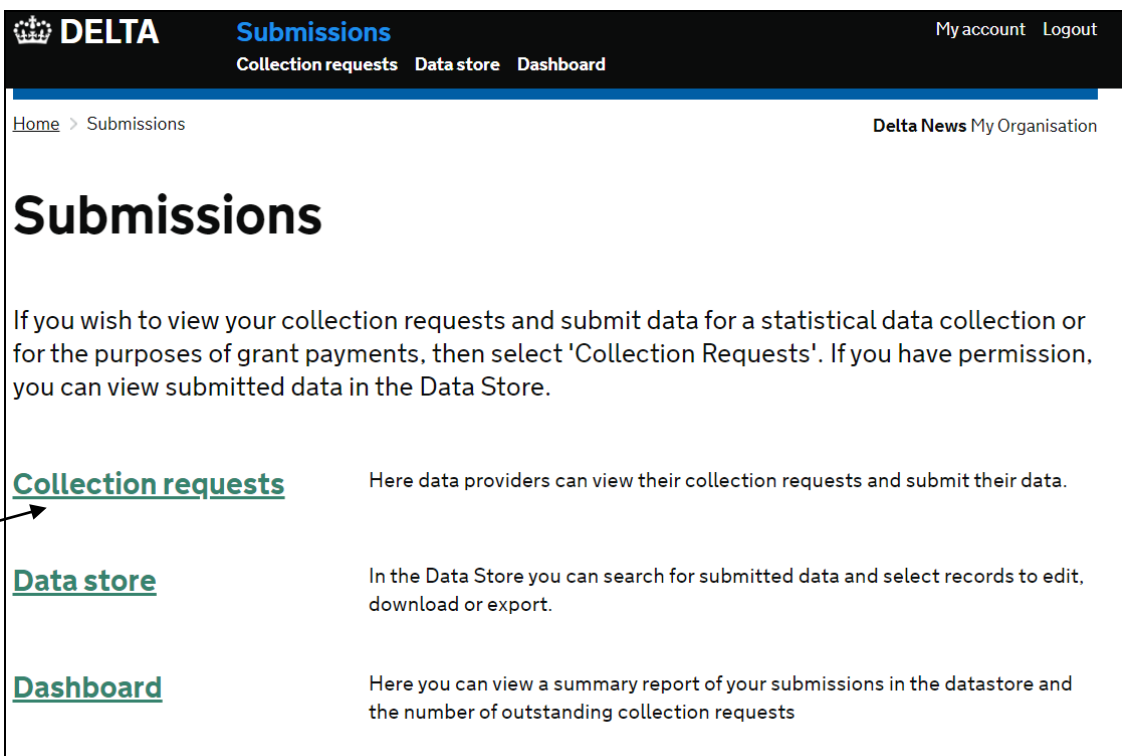**1.** Click on 'Submissions' to submit data for a statistical data collection or for grant payments.

2. Click on 'Collection Requests'.

Bulk Upload of Data

3. Once you have found the data collection you are ready to submit data for (refer to the User Guide on [How to Complete a Collection Request](#) if you require more information on this) please click on 'More' in the Actions column in the relevant row.

4. The MHCLG data collection team should have provided you with a spreadsheet to bulk-upload on DELTA for your collection. If this has not been provided, then please download this spreadsheet here and complete. https://delta.communities.gov.uk/document-repository/public/download?uri=/document-repository/Data_Commission_Special_Severance_Payments.xlsx

5. Enter the relevant data into the spreadsheet provided or template downloaded to your computer and then save your changes as a .xlsx file. When data is ready to be uploaded, click 'Upload data' in the dropdown menu.

6. Click 'Select File' and select the file from your computer or drag and drop the file in the box.

7. File has uploaded but not yet been validated or imported. Next either click on 'Validation' or 'Next', you will see the validation page for your data as shown below.
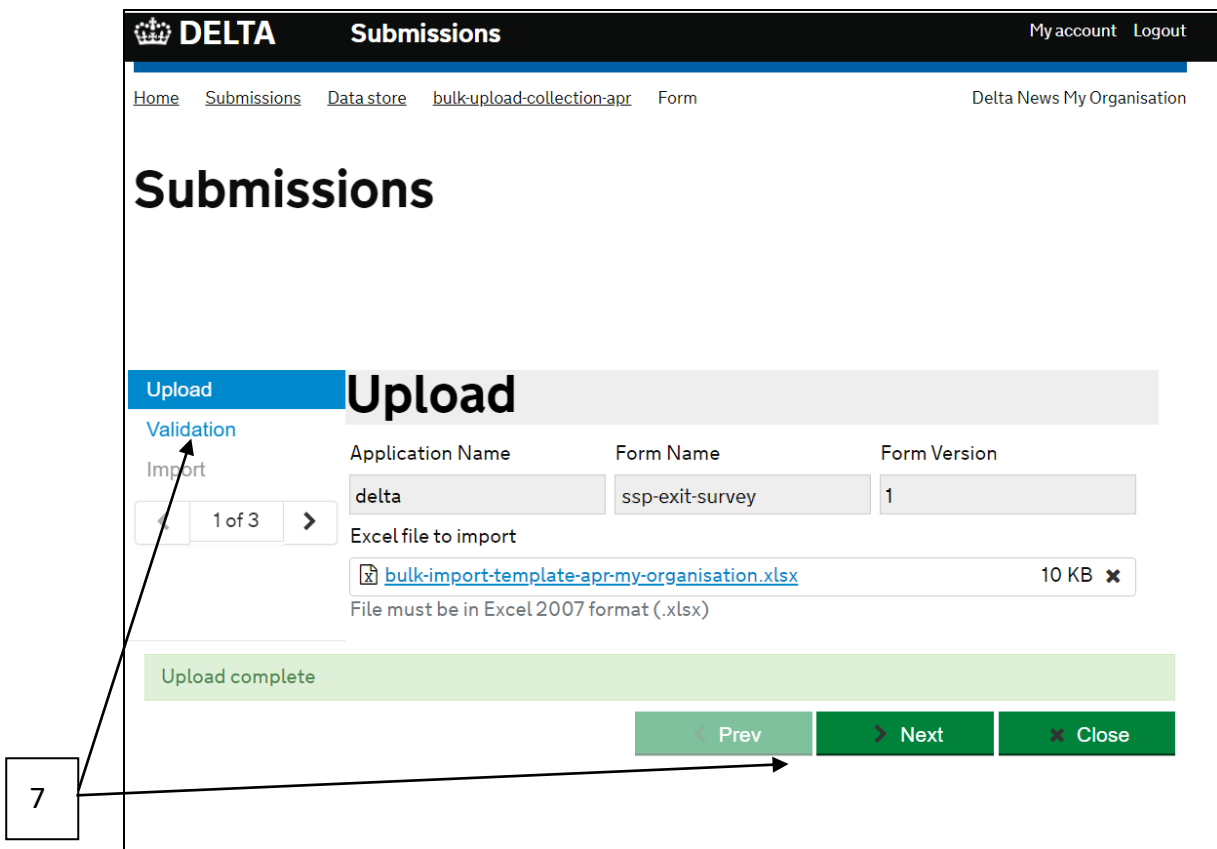

Note: The validation page will inform you whether your document contains valid or invalid data.

Valid data/document means that there hasn't been any errors on the data against the form on DELTA. This document once imported will come through on DELTA with status as 'Submitted'.
Invalid data/document means that there is an error(s) on the data against the form on DELTA and requires resolving. You can still import this document on DELTA and it will come through with status as 'Saved'. You will still be able to go into the form on DELTA and check/rectify any error(s).

7.1. If the data is valid and contains no error(s) then you will see the following message:
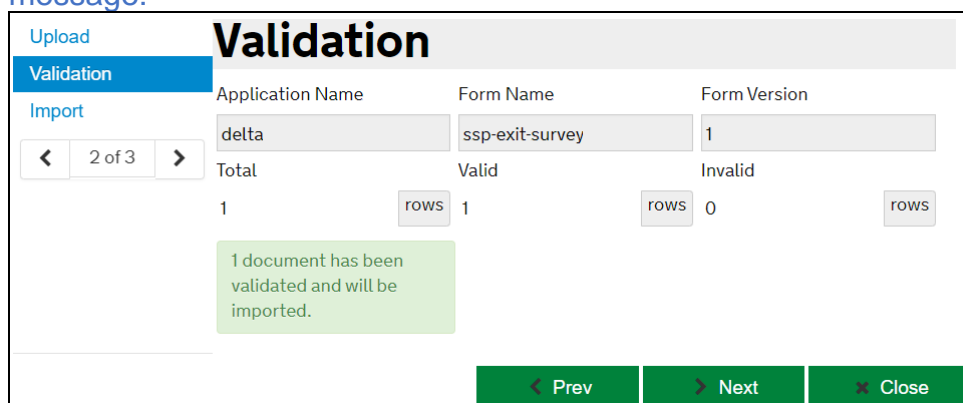
7.2. If the data is invalid and contains an error(s) then you will see the following message:

8. File has now been validated but not yet imported. To progress, click 'Next' or 'Import'. This is the final step where you will be able to 'Start Import' which will process your data and upload into your Data store on the DELTA System.

Note: you may be presented with the following scenarios:

8.1. – if there are no previous records uploaded/submitted for this collection for the organisation, you will not see **8.2** – usually because this is the first time you are uploading/submitting data.

8.2. – if there are existing records previously uploaded/submitted for this collection for the organisation, you will be asked if you want to 'Keep' or 'Delete' before you 'Start Import' – in this collection, please select 'Delete' as only one submission is allowed.

8.3. – if your data that you want to upload contains invalid data or error(s), you will be asked if you want to 'Skip' or 'Import (Keep)' before you 'Start Import' – <u>if you have invalid data, you are still able to import this data onto DELTA. It just means that the data will come through as a 'Saved' record and not 'Submitted'</u>.

9. Once you 'Start Import' and it completes, you can click on 'Close' to check your data. It will redirect you to the Data store page.

9.1. If you had any invalid data (as discussed in point 8.3.), you will see the record marked as 'saved' and you can view or edit the form by clicking on 'More' – if you go on to edit the record, you will be able to view the error and retry submitting the form after resolving.

9.2. If your data had no invalid data, you will see the record marked as 'submitted'. You can still choose to view or edit the form if you wanted to make any amendments.

10. At the same time an email is sent to you which is similar to the one below. By clicking on 'view upload results', you are taken to the same page as shown above in point 9.
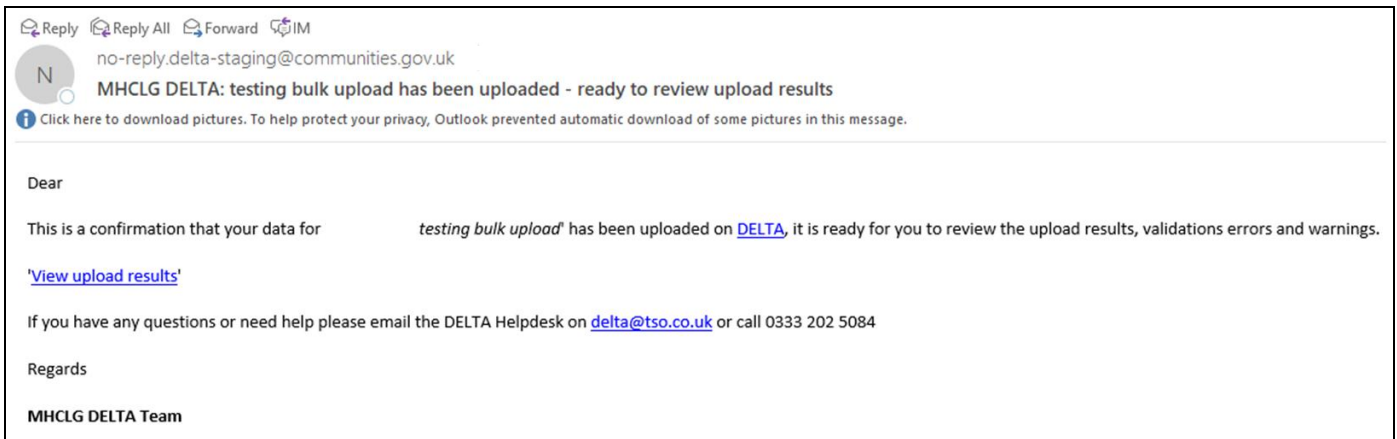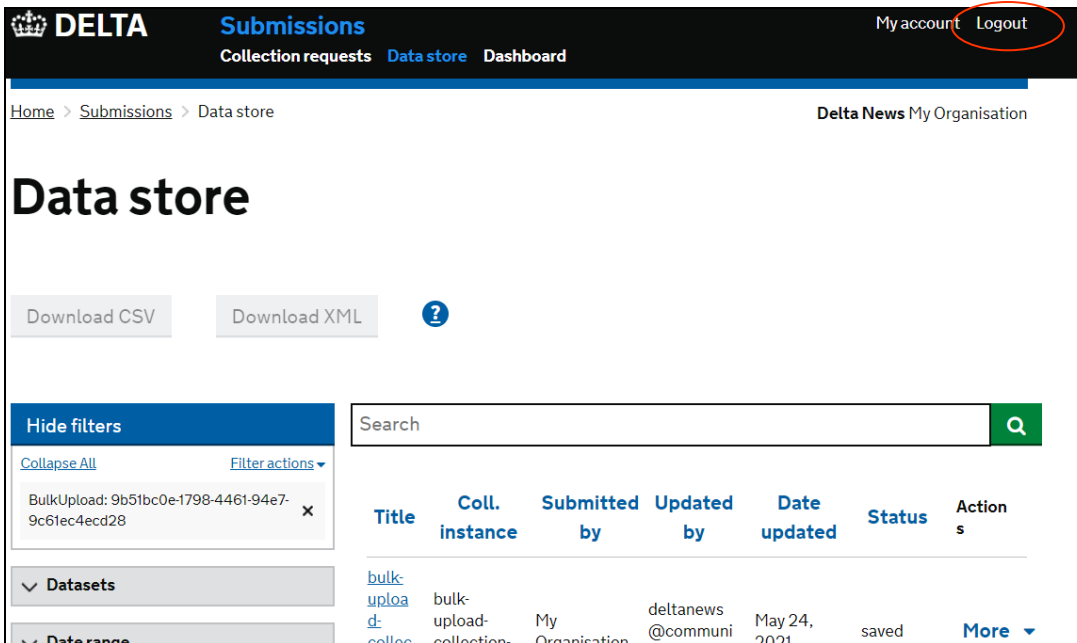

11. If you had any invalid data, if you resolve the errors on this form and try 'Submit' again, you will be sent an email similar to the one shown below confirming that your data has been submitted.
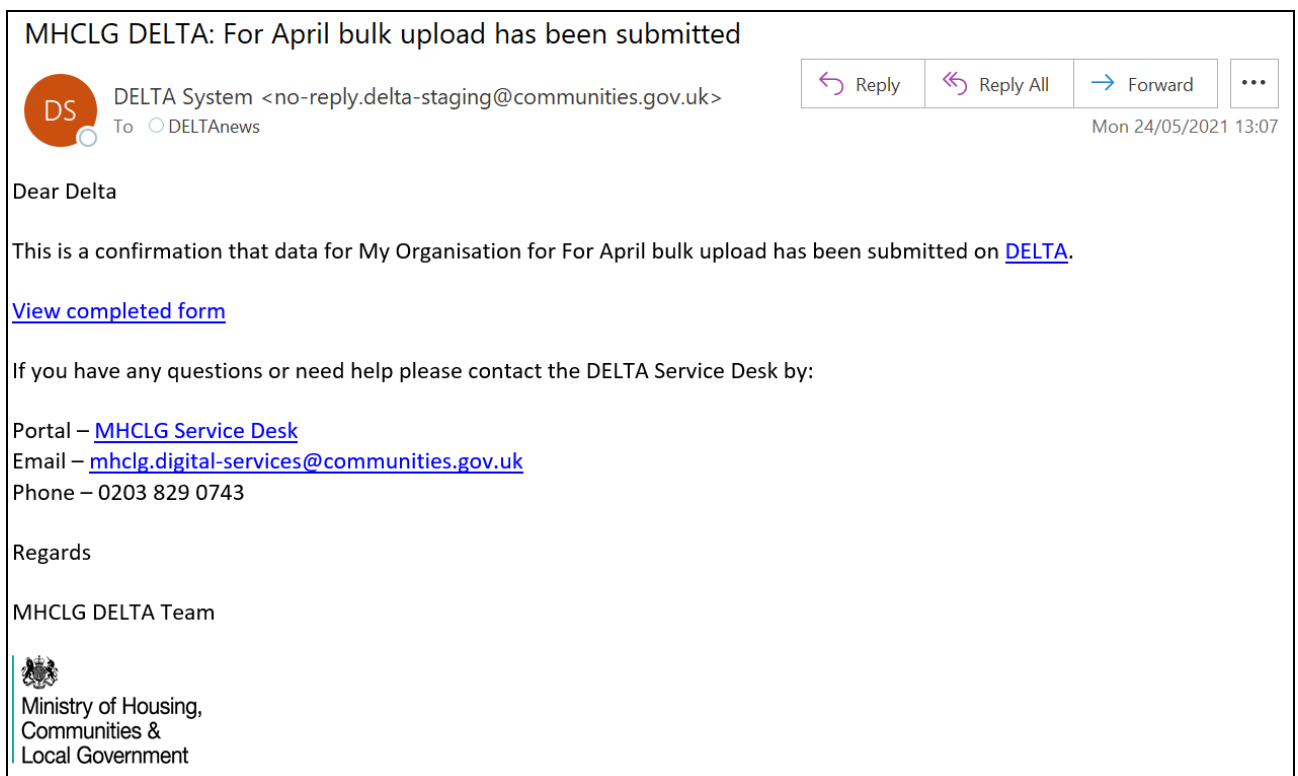
12. To view the data that you have imported, go back to the 'List of Collection Requests' page, click on 'More' in the Actions column in the relevant row and select 'View data' or 'See submission' in the dropdown menu – this will take you to the Datastore. Please see the User Guide on 'Viewing and Editing Your Data' for further information.

Logout

13. To sign out of DELTA please click 'Logout'.

Ministry of Housing, Communities and Local Government
Fry Building
2 Marsham Street
London
SW1P 4DF
Telephone: 030 3444 0000

For all our latest news and updates follow us on Twitter: https://twitter.com/MHCLG

May 2021