



Ministry of Housing,  
Communities &  
Local Government

## DELTA: Quick User Guide

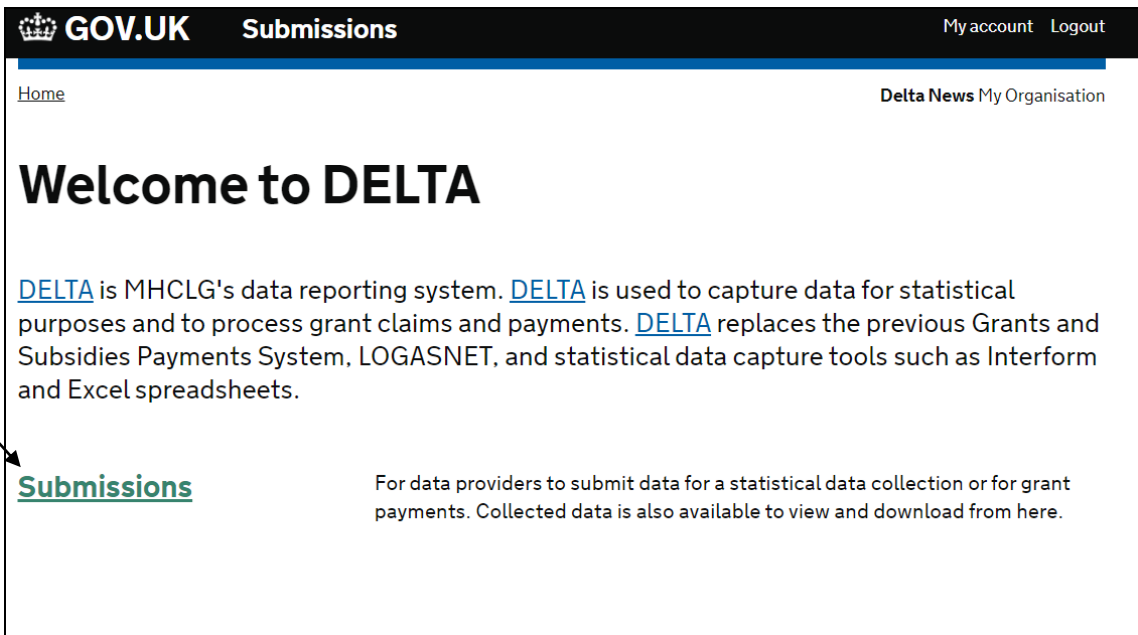
SSP Exit Payments Data Collection -  
Data Providers: How to Bulk Upload Data

## 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.

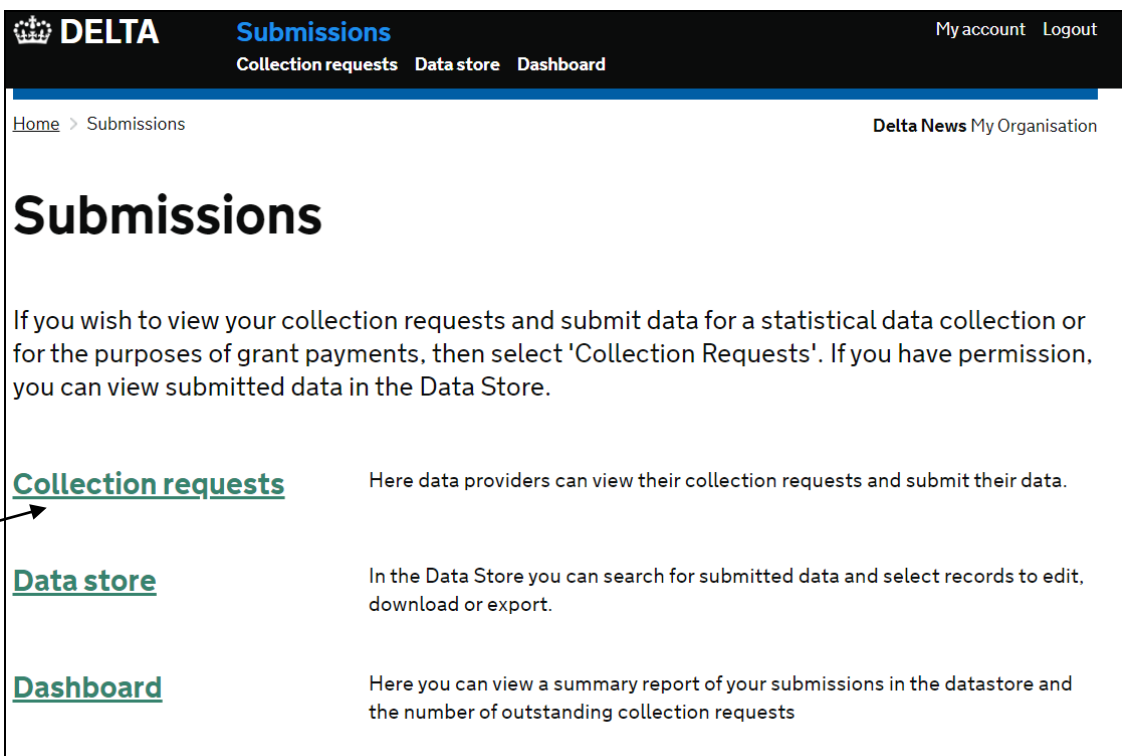


The screenshot shows the 'DELTA' Welcome Page on the GOV.UK website. The page title is 'Submissions'. The main heading is 'Welcome to DELTA'. Below the heading, there is a paragraph explaining that DELTA is MHCLG's data reporting system used for statistical purposes, grant claims, and payments. A box with the number '1' and an arrow points to the 'Submissions' link in the navigation menu.

**1** [Submissions](#)

For data providers to submit data for a statistical data collection or for grant payments. Collected data is also available to view and download from here.

2. Click on 'Collection Requests'.



The screenshot shows the 'DELTA' Submissions page. The page title is 'Submissions'. The main heading is 'Submissions'. Below the heading, there is a paragraph explaining that users can view collection requests and submit data for statistical data collection or grant payments. A box with the number '2' and an arrow points to the 'Collection requests' link in the navigation menu.

**2** [Collection requests](#)

Here data providers can view their collection requests and submit their data.

[Data store](#)

In the Data Store you can search for submitted data and select records to edit, download or export.

[Dashboard](#)

Here you can view a summary report of your submissions in the datastore and the number of outstanding collection requests

## Bulk Upload of Data

- 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.
- 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](https://delta.communities.gov.uk/document-repository/public/download?uri=/document-repository/Data_Commission_Special_Severance_Payments.xlsx)

The screenshot shows the top navigation bar of the DELTA system. On the left is the DELTA logo. In the center, 'Submissions' is the active page, with links for 'Collection requests', 'Data store', and 'Dashboard'. On the right, there are links for 'My account' and 'Logout'. Below the navigation bar, a breadcrumb trail reads 'Home > Submissions > Collection requests' and the text 'Delta News My Organisation' is visible on the right.

## List of collection requests

The screenshot displays a table of collection requests. At the top left is a 'Show filters' button. To its right is a search bar labeled 'Search instances' with a magnifying glass icon. The table has six columns: Name, Description, Availability date, Submission deadline, Status, and Actions. One row is highlighted, with a 'More' dropdown menu open in the Actions column. The dropdown menu contains five options: 'Provide data', 'Upload data', 'Download import template', 'Delete data', and 'See submission'. Two callout boxes with arrows point to the 'More' button (labeled '3') and the 'Upload data' option (labeled '5').

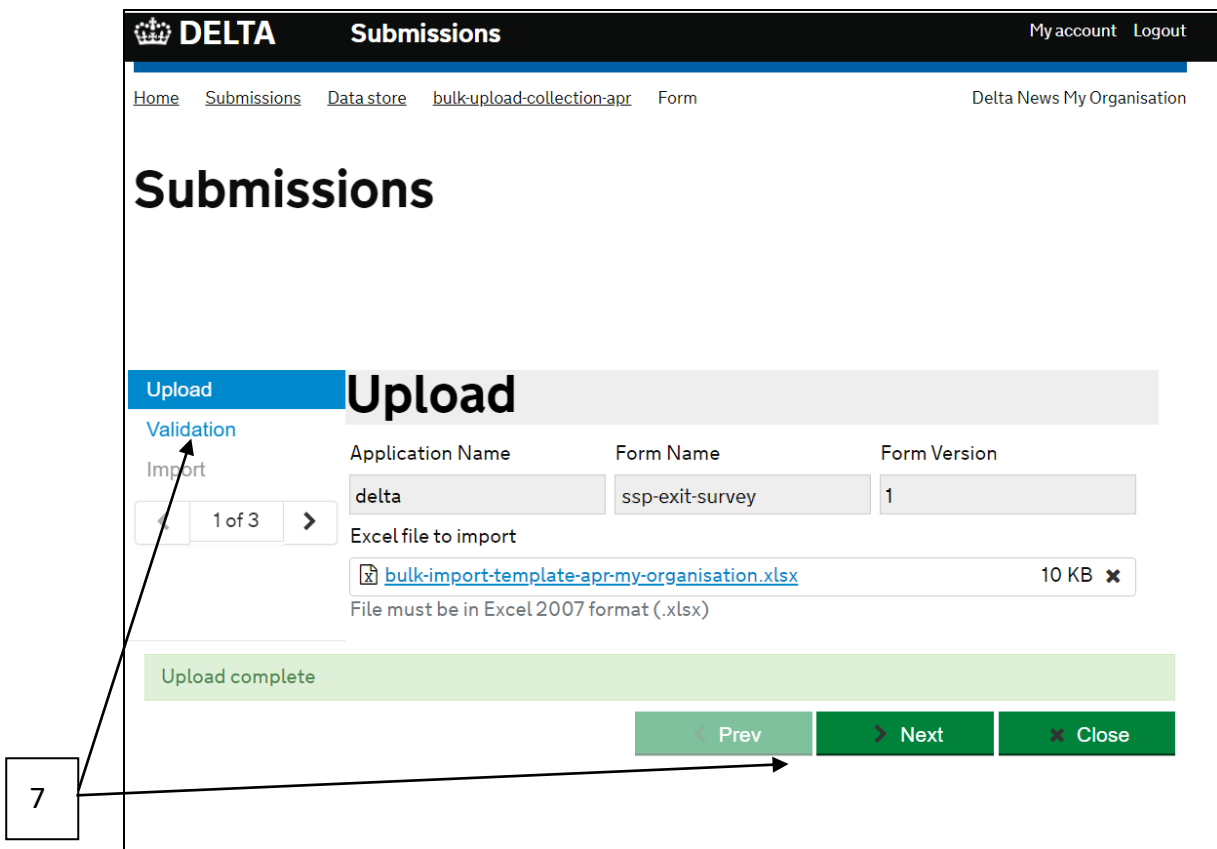
Name	Description	Availability date	Submission deadline	Status	Actions
ssp-exit-payments-2014-2021-jun	Exits payments data collection for Financial Years 2014-2021. The easiest way to input your data is to fill in and upload the spreadsheet form. This is available from:	May 26, 2021	Jun 07, 2021	Live	More Provide data Upload data Download import template Delete data See submission

- 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.

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

The screenshot shows the 'DELTA Submissions' interface. At the top, there is a navigation bar with 'DELTA' and 'Submissions' on the left, and 'My account' and 'Logout' on the right. Below this is a breadcrumb trail: 'Home > Submissions > Data store > bulkupload-collection-apr > Form'. The main heading is 'Submissions'. A modal window titled 'Upload' is open, showing a form for uploading an Excel file. The form includes fields for 'Application Name' (delta), 'Form Name' (ssp-exit-survey), and 'Form Version' (1). Below these is a section for 'Excel file to import' with a dashed box for dragging files and a 'Select File' button. A note below the button states 'File must be in Excel 2007 format (.xlsx)'. At the bottom of the modal are 'Prev', 'Next', and 'Close' buttons. A box containing the number '6' has an arrow pointing to the 'Select File' button.

- 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.

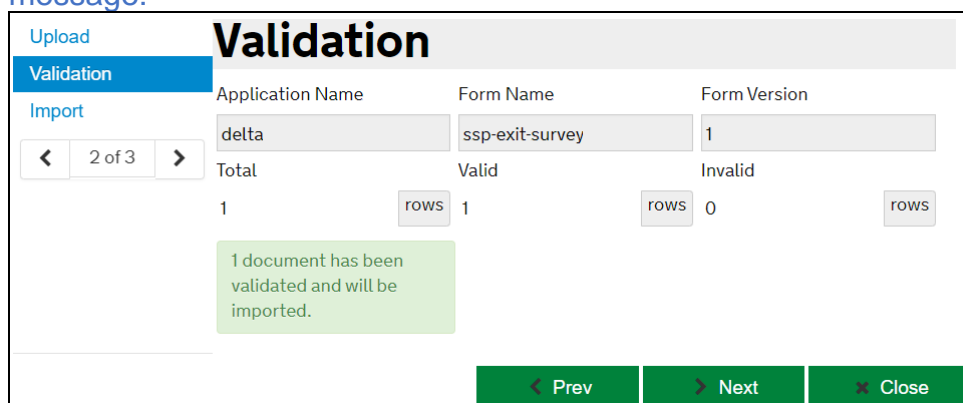


Note: The validation page will inform you whether your document contains valid or invalid data.

**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).

- 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:

Application Name	Form Name	Form Version
delta	ssp-exit-survey	1

Total	Valid	Invalid
1 rows	0 rows	1 rows

1 out of 1 document is invalid.

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/submitted data.

Application Name	Form Name	Form Version
delta	ssp-exit-survey	1

Total	Valid	Invalid
3 rows	3 rows	0 rows

Start Import

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’ – 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’.

**DELTA Submissions** My account Logout

Home Submissions Data store bulk-upload-collection-apr Form Delta News My Organisation

# Submissions

Upload  
Validation  
**Import**

3 of 3

Application Name	Form Name	Form Version
delta	ssp-exit-survey	1

Keep or delete all previous records for this collection for this organisation?

Would you like to import (save) or skip record(s) with invalid data in this upload?

Keep  Skip

Delete  Import

Start Import

Prev Next Close

8.2

8.3

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.

The screenshot shows the 'Data store' page in the DELTA system. The page header includes 'DELTA Submissions' and navigation links for 'Collection requests', 'Data store', and 'Dashboard'. The user is logged in as 'My Organisation'.

The main content area displays a table of data submissions. The table has the following columns: Title, Coll. instance, Submitted by, Updated by, Date updated, Status, and Actions. There are three rows of data visible:

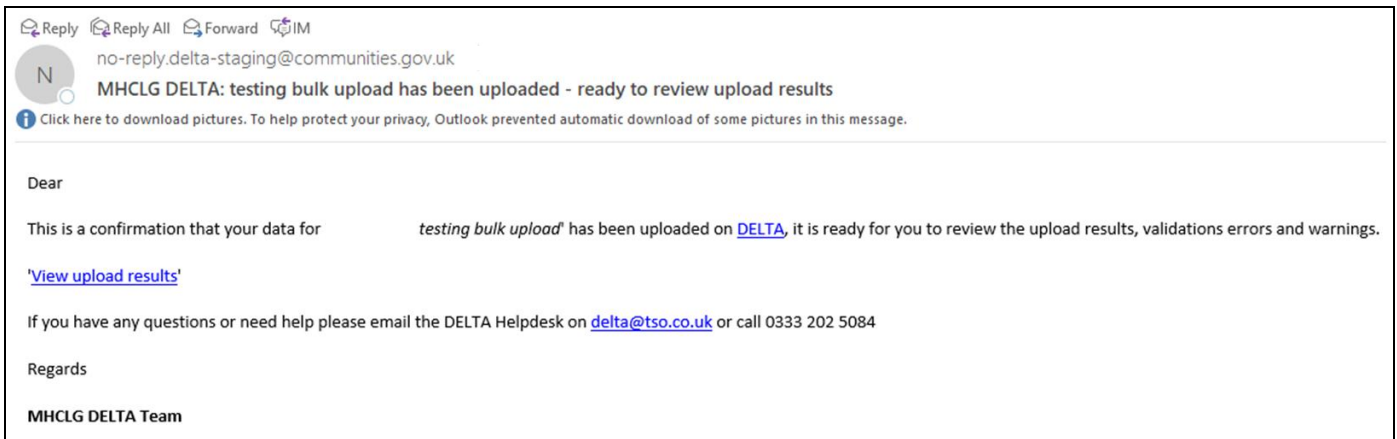
Title	Coll. instance	Submitted by	Updated by	Date updated	Status	Actions
<a href="#">bulk-upload-collection-apr</a>	bulk-upload-collection-apr	My Organisation	deltanews@communities.gov.uk	May 24, 2021	saved	<a href="#">More</a>
<a href="#">bulk-upload-collection-apr</a>	bulk-upload-collection-apr	My Organisation	deltanews@communities.gov.uk	May 24, 2021	submitted	<a href="#">More</a>
<a href="#">bulk-upload-collection-apr</a>	bulk-upload-collection-apr	My Organisation	deltanews@communities.gov.uk	May 24, 2021	saved	<a href="#">More</a>

Annotations on the right side of the screenshot:

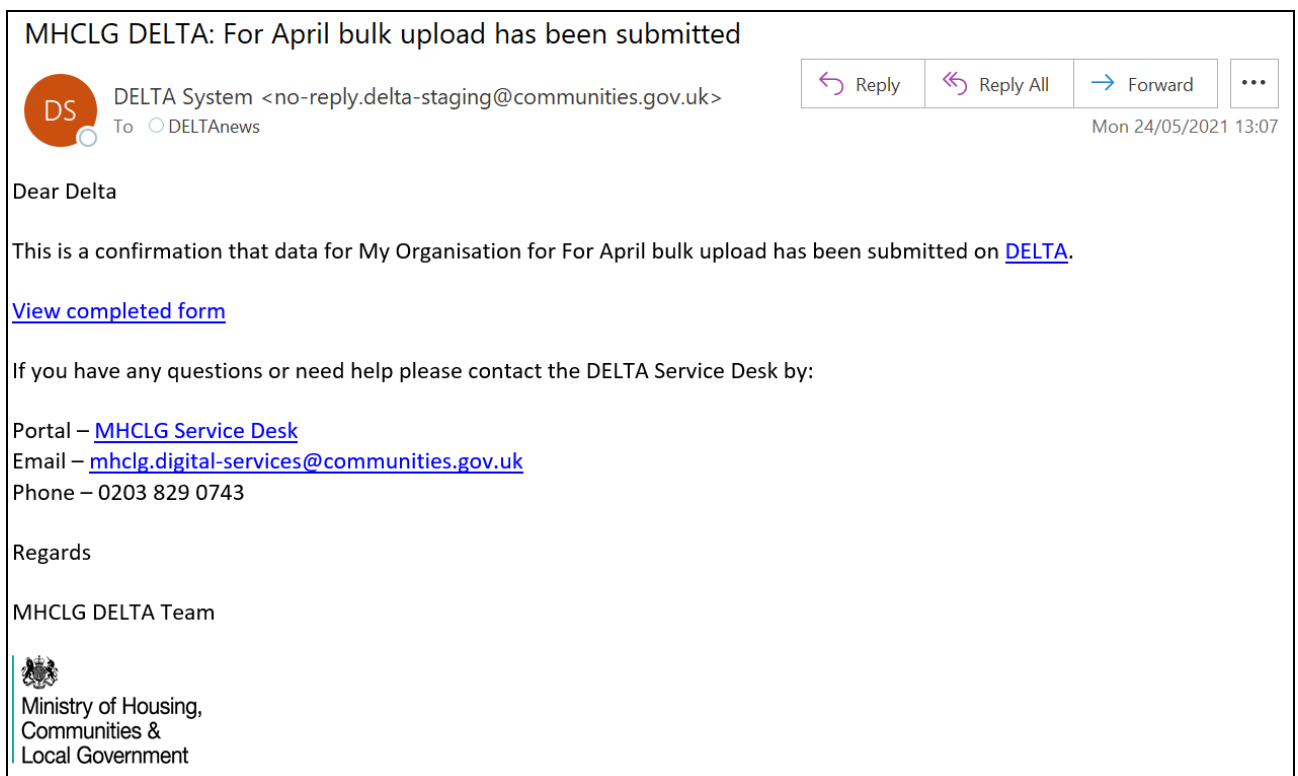
- Box 9.1 points to the 'More' link in the 'Actions' column of the first row (status: saved).
- Box 9.2 points to the 'More' link in the 'Actions' column of the second row (status: submitted).



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.



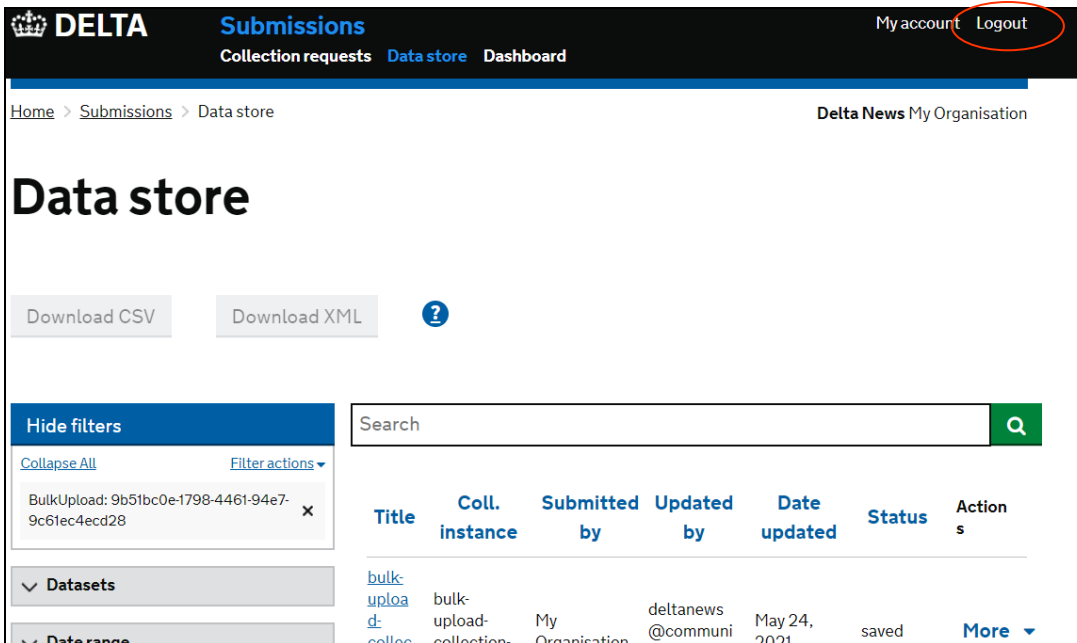
11. If you had any invalid data, if you resolve the errors on this form and try 'Submit' again, you will be sent an email similar to the one shown below confirming that your data has been submitted.



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'.



The screenshot shows the DELTA Submissions Data store interface. The top navigation bar includes the DELTA logo, 'Submissions', and 'My account Logout' (where 'Logout' is circled in red). Below the navigation bar, there are links for 'Collection requests', 'Data store', and 'Dashboard'. The main content area is titled 'Data store' and includes buttons for 'Download CSV' and 'Download XML'. A search bar is present, and a table of data is displayed with columns: Title, Coll. instance, Submitted by, Updated by, Date updated, Status, and Actions. The table contains one row of data for a bulk upload collection.

Title	Coll. instance	Submitted by	Updated by	Date updated	Status	Actions
<a href="#">bulk-upload-collection-</a>	bulk-upload-collection-	My Organisation	deltanews@communi	May 24, 2021	saved	<a href="#">More</a>



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