



Ministry of Housing,
Communities &
Local Government

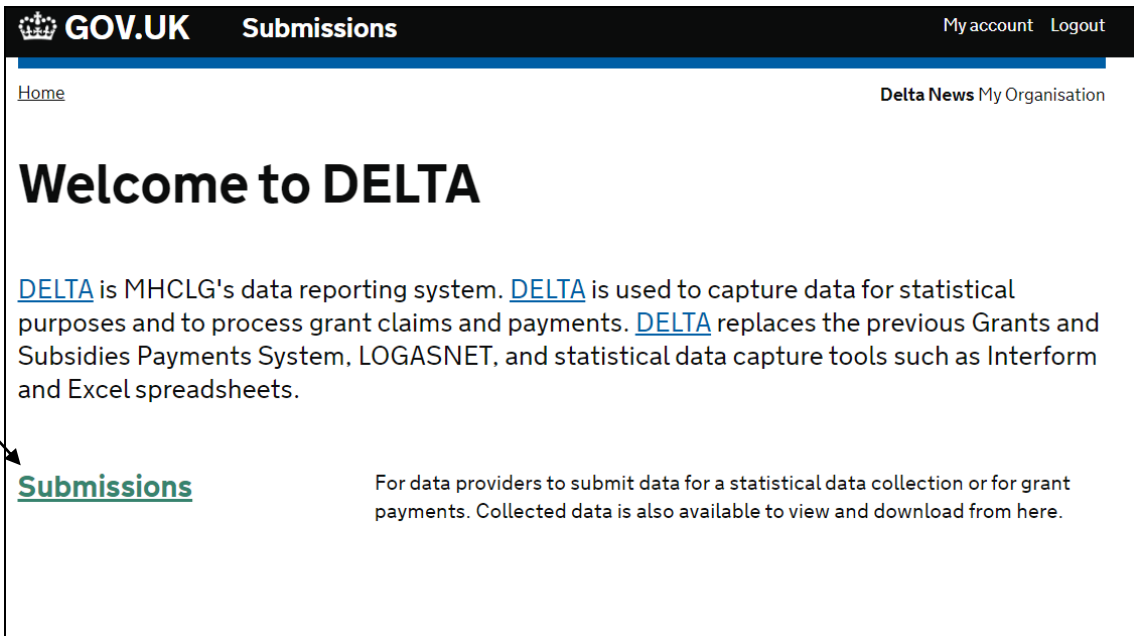
DELTA: Quick User Guide

Data Providers: How to Bulk Upload Data

Introduction

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

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

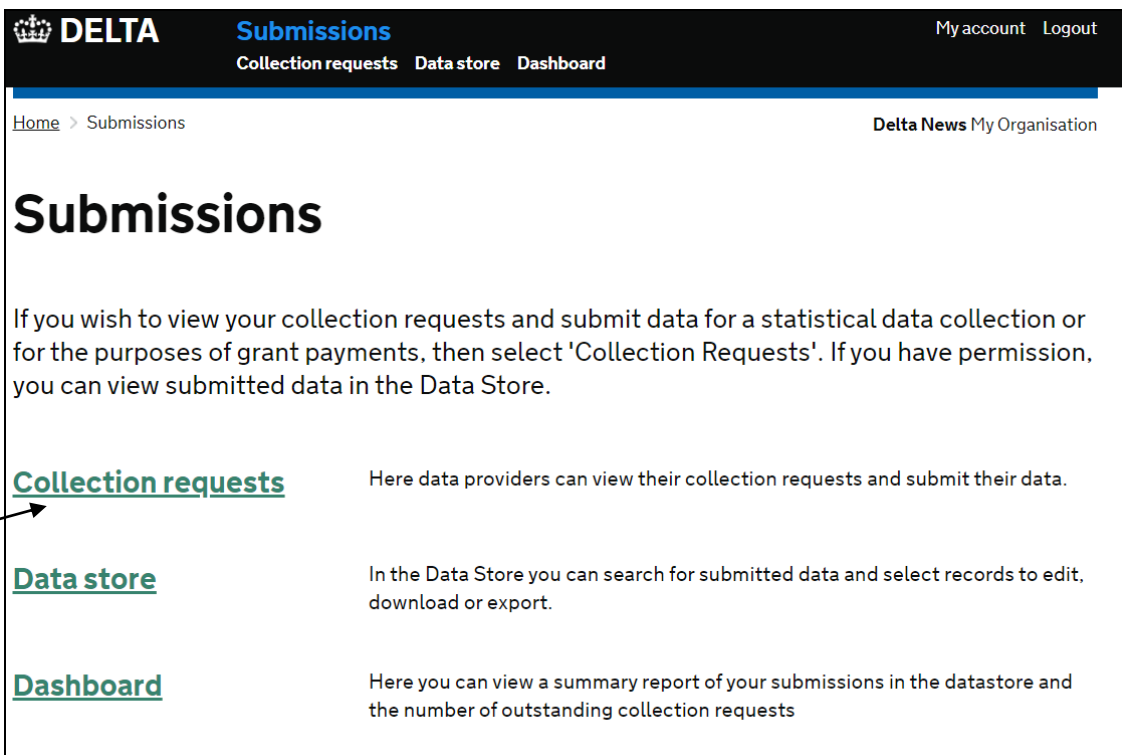


The screenshot shows the 'Welcome to DELTA' page. At the top, there is a black navigation bar with the 'GOV.UK' logo on the left, 'Submissions' in the center, and 'My account' and 'Logout' on the right. Below the navigation bar, there is a white header area with 'Home' on the left and 'Delta News My Organisation' on the right. The main content area features a large heading 'Welcome to DELTA' followed by a paragraph explaining that DELTA is MHCLG's data reporting system. Below this paragraph, there is a list of three items: 'Submissions', 'Data store', and 'Dashboard'. The 'Submissions' item is highlighted with a green underline and a blue arrow pointing to it from a box containing the number '1'.

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 'Submissions' page. At the top, there is a black navigation bar with the 'DELTA' logo on the left, 'Submissions' in the center, and 'My account' and 'Logout' on the right. Below the navigation bar, there is a white header area with 'Home > Submissions' on the left and 'Delta News My Organisation' on the right. The main content area features a large heading 'Submissions' followed by a paragraph explaining that users can view collection requests and submit data. Below this paragraph, there is a list of three items: 'Collection requests', 'Data store', and 'Dashboard'. The 'Collection requests' item is highlighted with a green underline and a blue arrow pointing to it from a box containing the number '2'.

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.
- Note: the MHCLG data collection team should have provided you with a bespoke spreadsheet to bulk-upload on DELTA for your collection. If this has not been provided then you may be asked to follow this step.

Click 'Download import template' in the dropdown menu. This will download a file to your computer.

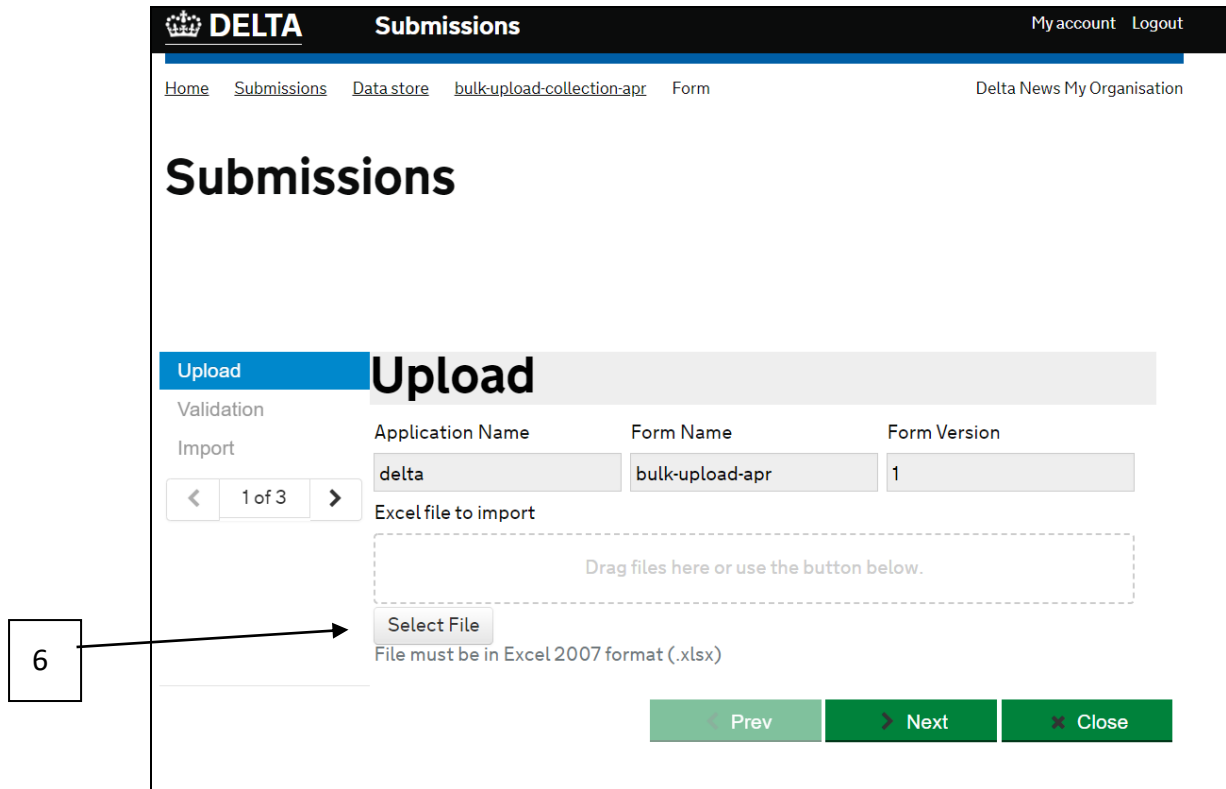
Note: Not all collections will permit bulk upload. If bulk upload isn't permitted you won't see the 'Download import template' option in this drop down menu. Please refer to specific collection guidance for more details.

Bulk import templates are form-specific. The column headers within a template relate to each question in the form and additional information will be made available in the specific guidance notes for each collection that permits bulk upload.

The screenshot shows the DELTA Submissions interface. At the top, there is a navigation bar with the DELTA logo, 'Submissions' title, and links for 'Collection requests', 'Data store', and 'Dashboard'. On the right, there are links for 'My account' and 'Logout'. Below the navigation bar, there is a breadcrumb trail: 'Home > Submissions > Collection requests'. The main heading is 'List of collection requests'. Below this, there is a search bar labeled 'Search instances' and a 'Show filters' button. The main content is a table with the following columns: Name, Description, Availability date, Submission deadline, Status, and Actions. The first row in the table is: 'bulk-upload-collection-apr', 'For April bulk upload', 'May 21, 2021', 'Jun 30, 2021', 'Live', and 'More'. The 'More' button is highlighted with a yellow box and has a dropdown menu open. The dropdown menu contains the following options: 'Provide data', 'Upload data', 'Download import template', 'Delete data', and 'See submission'. The 'Download import template' option is highlighted with a blue box. Numbered callouts are present: '3' points to the 'More' button, '4' points to the 'Download import template' option, and '5' points to the dropdown menu.

Name	Description	Availability date	Submission deadline	Status	Actions
bulk-upload-collection-apr	For April bulk upload	May 21, 2021	Jun 30, 2021	Live	More

5. Enter the relevant data into the template downloaded to your computer and then save your changes as a .xlsx file. 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 been imported. Next either click on 'Validation' or 'Next', you will see the validation page for your data as shown below (in this case, there is no invalid data).

The screenshot displays the 'DELTA Submissions' interface. At the top, there is a navigation bar with 'Home', 'Submissions', 'Data store', 'bulk-upload-collection-apr', and 'Form'. The main heading is 'Submissions'. Below this, there is a 'Upload' section with a 'Validation' tab selected. The form contains the following fields:

Application Name	Form Name	Form Version
delta	bulk-upload-apr	1

Below the form, there is a section for 'Excel file to import' with a file named 'bulk-import-template-apr-my-organisation.xlsx' (10 KB). A note states: 'File must be in Excel 2007 format (.xlsx)'. A green banner at the bottom of the form area says 'Upload complete'. At the bottom right, there are three buttons: 'Prev', 'Next', and 'Close'. A box with the number '7' has an arrow pointing to the 'Next' button.

Note: Only valid forms (documents) will be imported and submitted. An invalid document message appears where one of the fields (columns) in the data file does not match the requirements of the form variables, e.g. a text entry in a number field. Where the system has encountered no invalid fields during the upload, a message similar to the one below is displayed.

DELTA Submissions My account Logout

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

Submissions

Upload

Validation

Import

< 2 of 3 >

Application Name	Form Name	Form Version
delta	bulk-upload-apr	1
Total	Valid	Invalid
14 rows	14 rows	0 rows

14 documents have been validated and will be imported.

< Prev Next > Close

On the third page, if there were no previous records for this collection for the organisation, the screen looks like the one below.

DELTA Submissions My account Logout

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

Submissions

Upload

Validation

Import

Import

< 3 of 3 >

Application Name	Form Name	Form Version
delta	bulk-upload-apr	1
<input type="button" value="Start Import"/>		

< Prev Next > Close

8. But if there are existing records then the screen looks like the one below. In this case, you have to make a choice if you want to delete previous records or not before you click on 'Start Import'.

DELTA Submissions My account Logout

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

Submissions

Upload
Validation
Import

Application Name	Form Name	Form Version
delta	bulk-upload-apr	1

3 of 3

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

Keep
 Delete

Start Import

Prev Next Close

9. Apart from the decision relating to previous records, there is a message that comes up where an invalid data has been found in the Excel spreadsheet. Where an invalid data is found, a message comes up asking if you would like to proceed importing all the data or if you want to skip the upload of the document. The presence of keep or delete buttons was explained in para. 8.

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	bulk-upload-apr	1

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

Keep Delete

Start Import

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

Skip Import

Prev Next Close

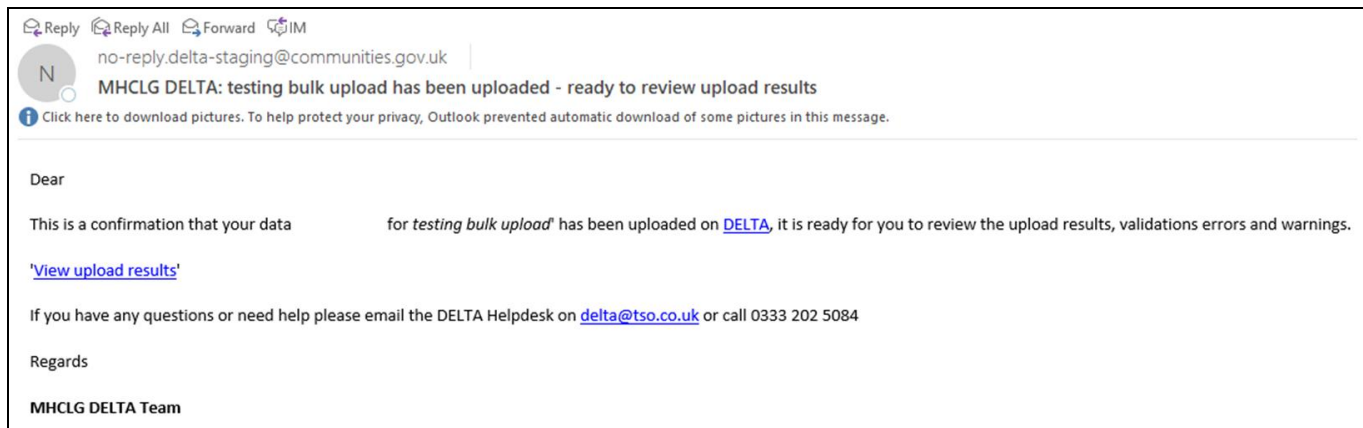
10. If you select import, DELTA takes you to a page that enables you to see the forms containing the invalid data. It is marked as saved and you can view them or edit them by clicking on 'More'.

The screenshot shows the DELTA Submissions Data store interface. At the top, there is a navigation bar with 'DELTA Submissions' and 'My account Logout'. Below the navigation bar, there are links for 'Collection requests', 'Data store', and 'Dashboard'. The main heading is 'Data store'. There are buttons for 'Download CSV' and 'Download XML'. A search bar is present. On the left, there are filter sections for 'Datasets', 'Date range', 'Status', and 'Uploaded data'. The 'Uploaded data' section shows a search by uploads for 'deltanews@communities.gov.uk'. The main table lists several uploads with the following data:

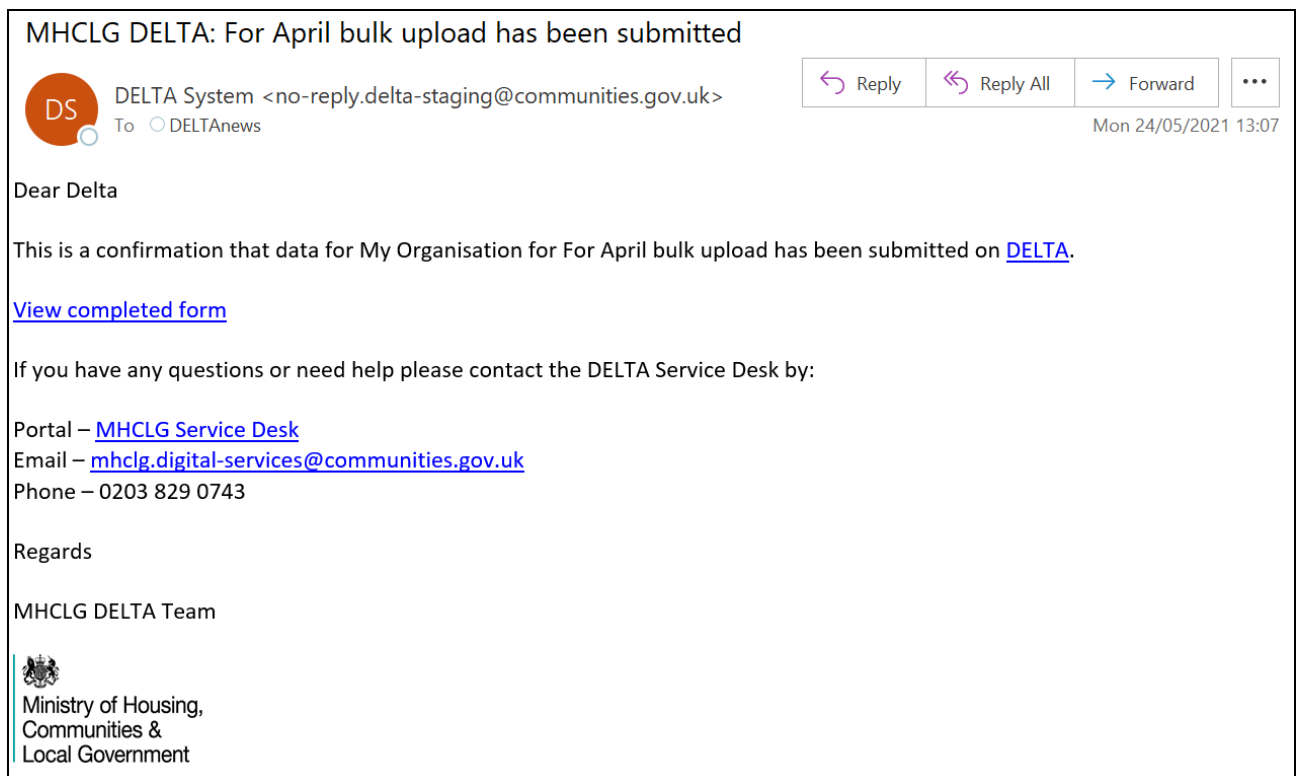
Title	Coll. instance	Submitted by	Updated by	Date updated	Status	Actions
bulk-upload-collection-apr	bulk-upload-collection-apr	My Organisation	deltanews@communities.gov.uk	May 24, 2021	saved	More
bulk-upload-collection-apr	bulk-upload-collection-apr	My Organisation	deltanews@communities.gov.uk	May 24, 2021	submitted	More
bulk-upload-collection-apr	bulk-upload-collection-apr	My Organisation	deltanews@communities.gov.uk	May 24, 2021	saved	More
bulk-upload	bulk-		deltanews			

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.



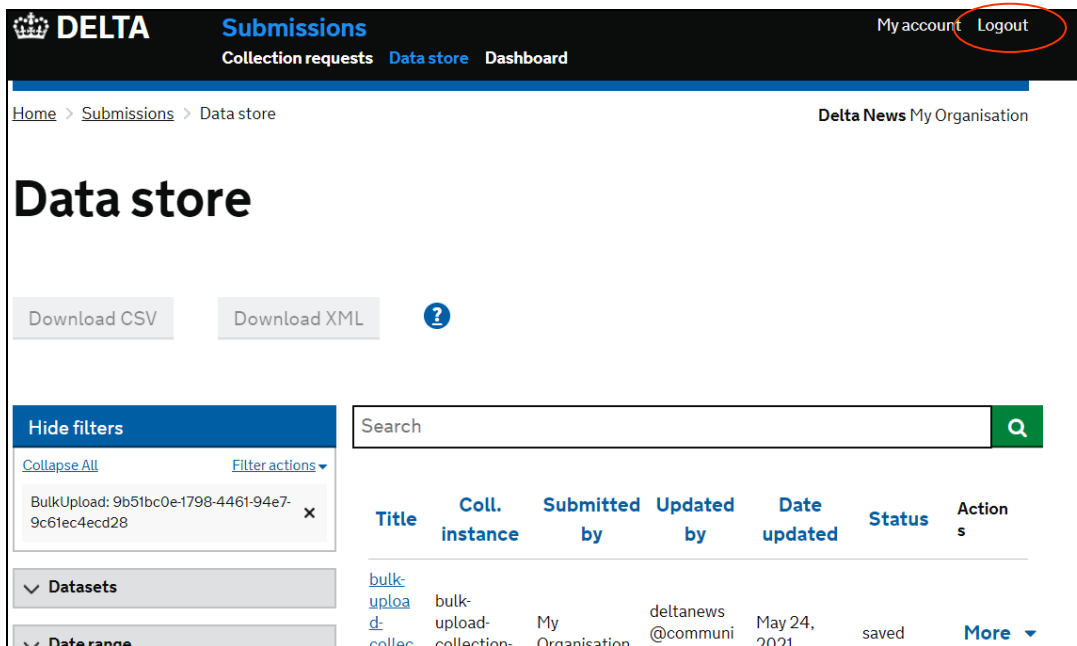
11. If you select edit and correct the invalid data, you will be able to submit your data by selecting 'Submit' at the bottom of the page. When your data is submitted you will be sent an email similar to the one shown below confirming that your data has been submitted.



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' 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 'DELTA', 'Submissions', 'Collection requests', 'Data store', and 'Dashboard'. The user is logged in as 'My account' and the 'Logout' link is circled in red. The main content area is titled 'Data store' and includes buttons for 'Download CSV' and 'Download XML'. A search bar is present with a search icon. A table of data is displayed with the following columns: Title, Coll. instance, Submitted by, Updated by, Date updated, Status, and Actions. The table contains one row of data.

Title	Coll. instance	Submitted by	Updated by	Date updated	Status	Actions
bulk-upload-collection-	bulk-upload-collection-	My Organisation	deltanews@communi	May 24, 2021	saved	More



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

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