



Ministry of Housing,  
Communities &  
Local Government

# DELTA: Quick User Guide

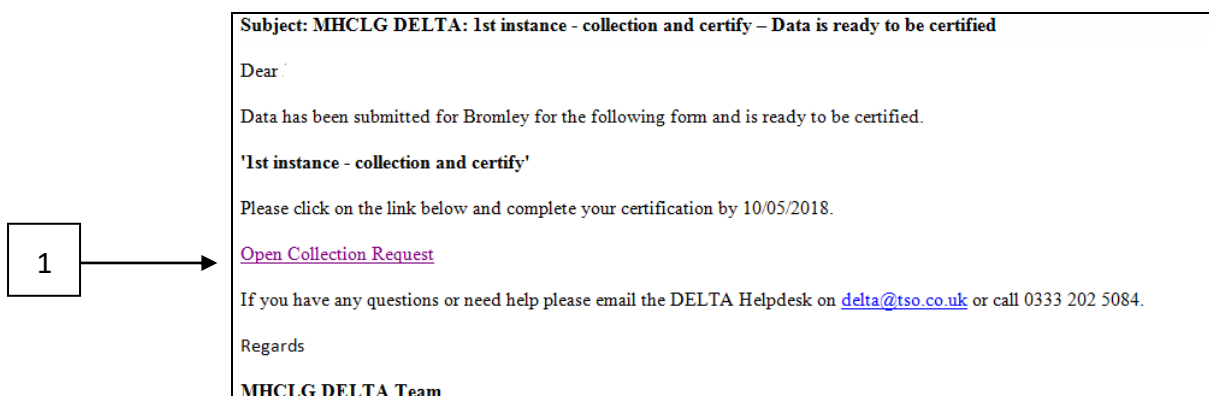
Data Certifiers: How to Certify a Data Return

## Introduction

Note: Data returns will first need to be entered and **submitted** by the data provider before certification can take place. Please refer to the User guide on [How to Complete a Collection Request](#) for further information. Data certifiers will receive an email notification once a data return has been submitted and requires certification.

**Please note that you will not be able to certify the form if you have at any point saved or submitted the form.**

1. The best way to access forms that require certification is to click on the link provided in the automated email notification. After logging in, this will take you directly in to the form that requires certifying. **Now go to Step 9.**

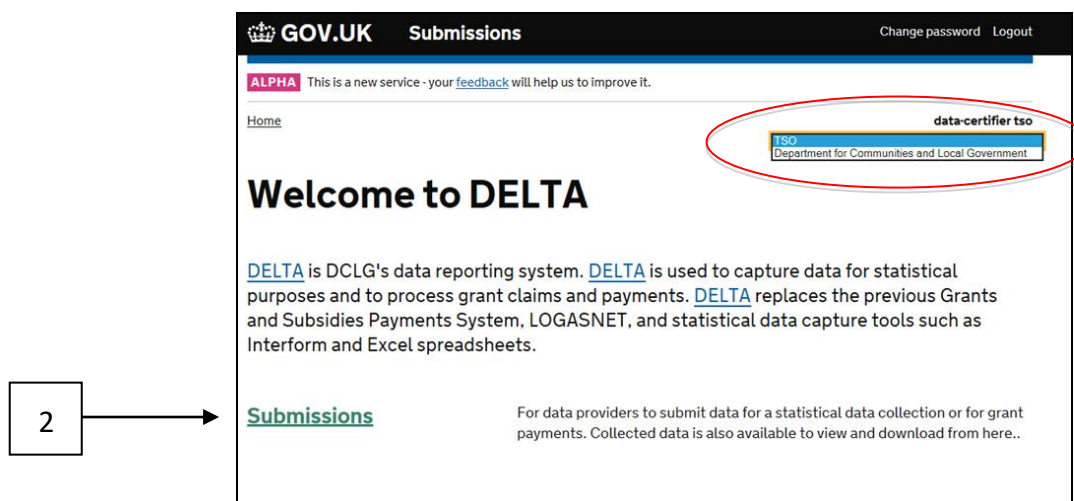


**Alternatively** you can find your form(s) by navigating through the menus.

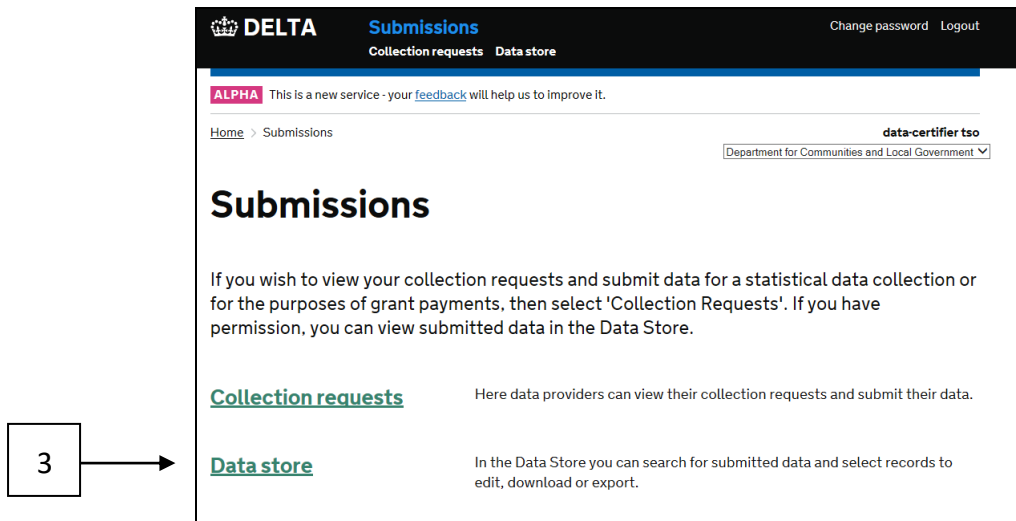
Once you have signed in to DELTA this will take you to the Welcome Page.

Note: If you act for more than one organisation, check you have selected the correct organisation in the drop-down menu (circled on the top right hand side of the screen below).

2. Click on 'Submissions' to view data for a data collection.

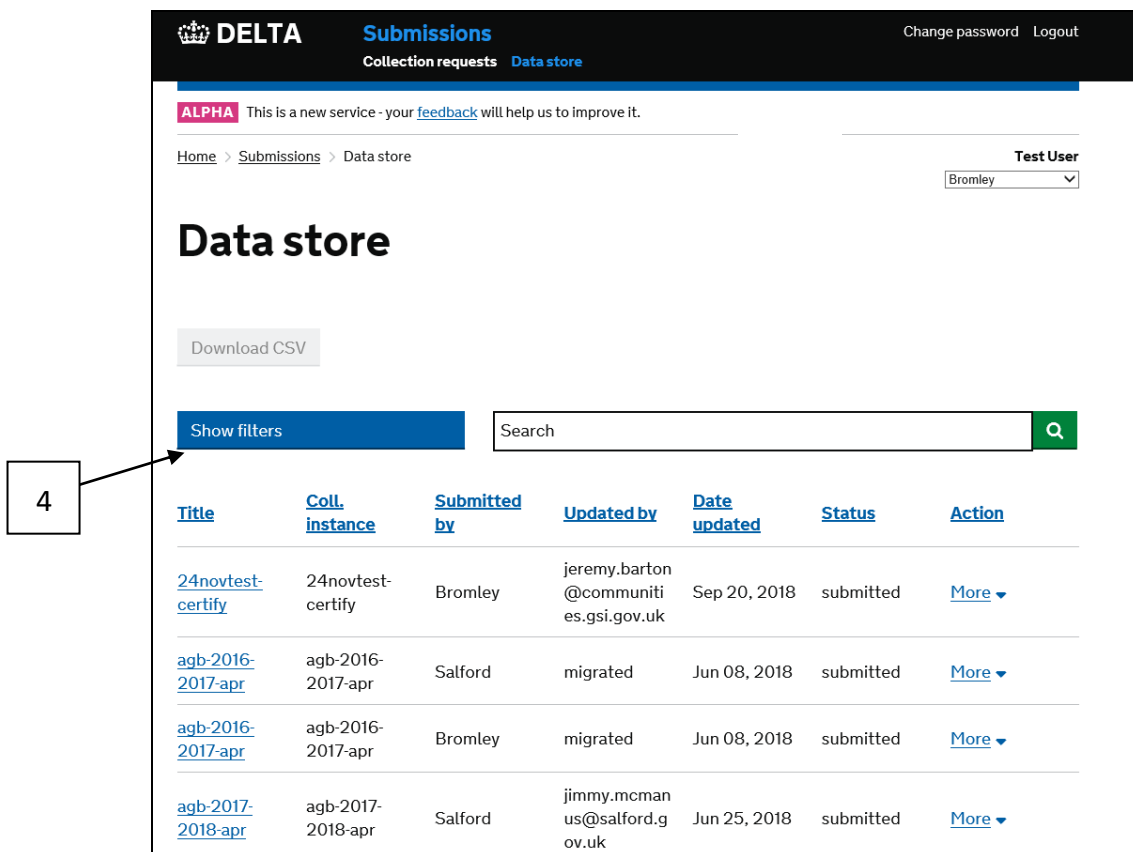


3. Click on 'Data Store' to view data that requires certification.



This will take you to the Data store page where you will see a list of data records that have been submitted or saved for your organisation. Before a form can be certified, it needs to have its status listed as 'submitted' (not 'saved'). However, the list may also contain some submitted records that do not require certification.

4. To filter - please click 'Show filters' in the blue box.



## Using the Search or Filtering Functions

- To search for a record that has been submitted type into the white search box and click the green button.
- You can filter on the left by dataset, date range, status, and uploaded data.

The screenshot shows the 'Data store' interface. At the top, there is a breadcrumb trail: Home > Submissions > Data store. The user is logged in as 'Test User' with a dropdown menu showing 'Bromley'. A 'Download CSV' button is visible. A search bar with a green search button is present. On the left, there are filter sections: 'Hide filters', 'Submitted' (with a close button), 'Datasets', 'Organisation', 'Date range', 'Status', and 'Uploaded data'. The 'Status' filter has 'Submitted' selected. The main table displays a list of records with columns: Title, Coll. instance, Submitted by, Updated by, Date updated, Status, and Action.

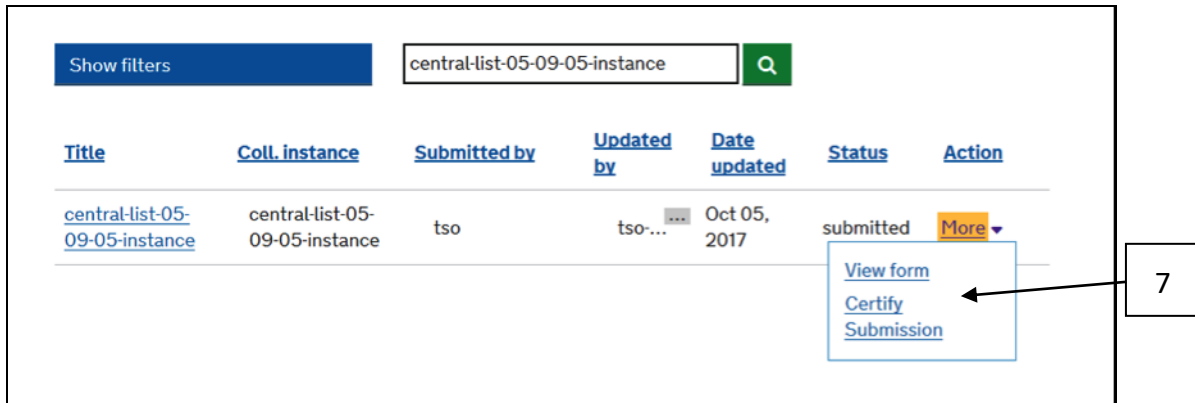
| Title                             | Coll. instance    | Submitted by | Updated by                          | Date updated | Status    | Action               |
|-----------------------------------|-------------------|--------------|-------------------------------------|--------------|-----------|----------------------|
| <a href="#">24novtets-certify</a> | 24novtets-certify | Bromley      | jeremy.barton@communitys.gsi.gov.uk | Sep 20, 2018 | submitted | <a href="#">More</a> |
| <a href="#">agb-2016-2017-apr</a> | agb-2016-2017-apr | Salford      | migrated                            | Jun 08, 2018 | submitted | <a href="#">More</a> |
| <a href="#">agb-2016-2017-apr</a> | agb-2016-2017-apr | Bromley      | migrated                            | Jun 08, 2018 | submitted | <a href="#">More</a> |
| <a href="#">agb-2017-2018-apr</a> | agb-2017-2018-apr | Salford      | jimmy.mcmanus@salford.gov.uk        | Jun 25, 2018 | submitted | <a href="#">More</a> |
| <a href="#">agb-2017-2018-apr</a> | agb-2017-2018-apr | Bromley      | doug.ogilvie@bromley.gov.uk         | Jul 12, 2018 | submitted | <a href="#">More</a> |
| <a href="#">cpr-2016-2017-apr</a> | cpr-2016-2017-apr | Salford      | migrated                            | Oct 07, 2017 | submitted | <a href="#">More</a> |

Annotations: A box labeled '5' points to the search bar. A box labeled '6' points to the filter sections on the left.

## Certifying Data

7. Once you have located the correct data record, click 'More' in the Actions column on the relevant row.

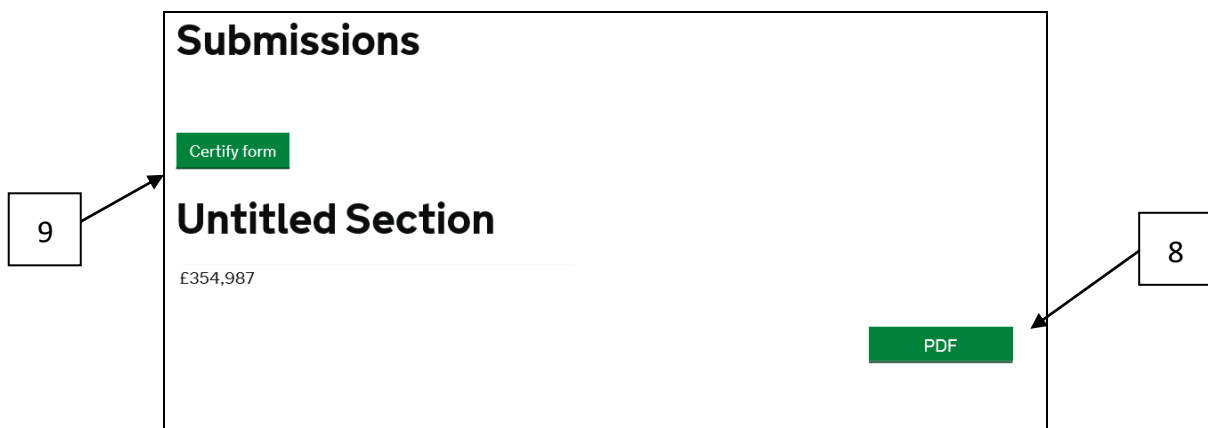
If you click 'View form' you can view the data that has been entered into the form. To certify the data click 'Certify submission'. This also opens up a view of the form containing the data you need to certify.



The screenshot shows a data table with the following columns: Title, Coll. instance, Submitted by, Updated by, Date updated, Status, and Action. A search bar at the top contains 'central-list-05-09-05-instance'. The table has one row with the following data: Title: central-list-05-09-05-instance, Coll. instance: central-list-05-09-05-instance, Submitted by: tso, Updated by: tso..., Date updated: Oct 05, 2017, Status: submitted, and Action: More. The 'More' dropdown menu is open, showing 'View form' and 'Certify Submission' options. An arrow points from a box labeled '7' to the 'Certify Submission' option.

| Title  | Coll. instance                 | Submitted by | Updated by | Date updated | Status    | Action |
|--|--------------------------------|--------------|------------|--------------|-----------|--------|
| <a href="#">central-list-05-09-05-instance</a> | central-list-05-09-05-instance | tso          | tso...     | Oct 05, 2017 | submitted | More   |

8. If you would like to save a version for your own records or print a copy of it there is an option to produce a PDF document (in green at the foot of the page).



The screenshot shows a 'Submissions' page. At the top, there is a green button labeled 'Certify form'. Below it, there is a section titled 'Untitled Section' with the value '£354,987'. At the bottom right, there is a green button labeled 'PDF'. An arrow points from a box labeled '9' to the 'Certify form' button, and another arrow points from a box labeled '8' to the 'PDF' button.

9. When viewing the form you can certify this data by clicking on the green button that says 'Certify form'.


10. This takes you to the following page. You should be presented with some certification text in the larger box.
11. Tick the smaller box to confirm that you are happy with the data submitted and agree with the certification text.
12. If you need to upload any supporting documentation, then you can do that using the selection box underneath the certification text. For example, you can upload a copy of your signature.

## Certify data

11 →  I confirm I have read and understand the conditions set out in the Certification Text below:

10 →

Supporting documents

12 →  Select files on your computer

Browse files

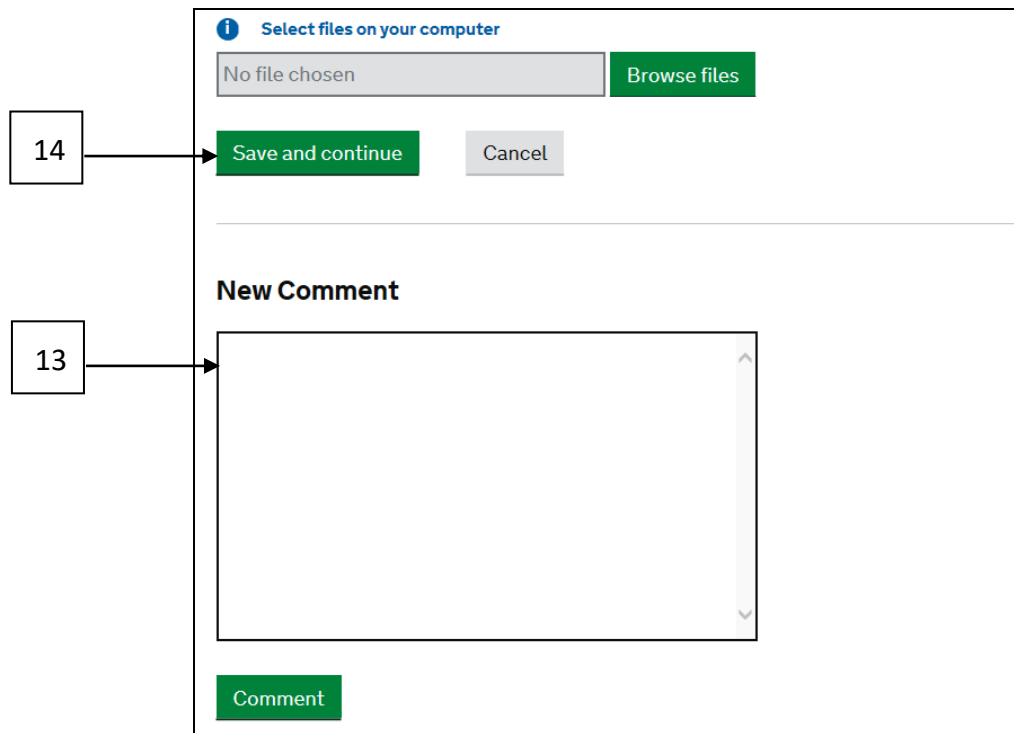
Save and continue Cancel

---

### New Comment

Comment

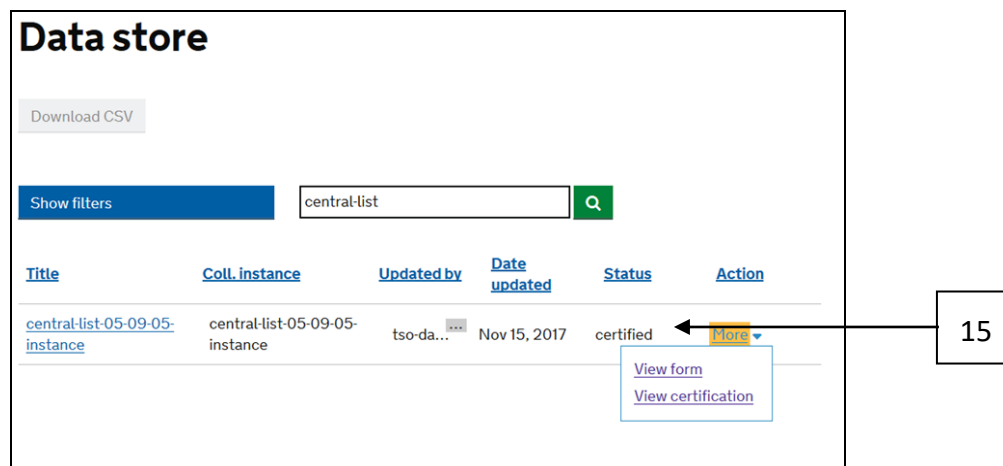
13. You can also add further comments or read comments left by other users. Click the green Comment box when you want to post a comment.



14. When you are happy that you have completed all the tasks above click 'Save and continue'. This will take you back to the Data store.

## Viewing Certified Data

15. In the data store page your data record will now show its status as 'certified'.



16. Once data is certified the drop down menu under 'More' will now show a new option to 'View certification'. Clicking this option takes you to the Certification page which shows the completed certification details. Again, you can add further comments as required.

**DELTA** Submissions [Change password](#) [Logout](#)  
Collection requests [Data store](#)

**ALPHA** This is a new service - your [feedback](#) will help us to improve it.

[Home](#) > [Submissions](#) > [Data store](#) > Certify data **DELTA-test Test-User** Department for Communities and Local Government

## Certify data

The latest data has been certified for this submission

### Certification details

**Certified by:** DELTA-test Test-User  
**Details:** I agree to certify this form.  
**Organisation:** dclg  
**Date:** Thu Jun 13 12:09:45 UTC 2019

### Instance name

training-fruits-apr-jun

### Organisation name

dclg

### New Comment

[Comment](#)

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## Finding certified forms using the Search or Filtering Functions

17. To search for a record that has been certified you can filter on the left by status – either click ‘Current version’ and ‘Certified’

| Title  | Coll. instance                   | Submitted by | Updated by                        | Date updated | Status    | Action               |
|--|----------------------------------|--------------|-----------------------------------|--------------|-----------|----------------------|
| <a href="#">cascade-ds-q1-instance</a>           | cascade-ds-q1-instance           | TSO          | certifiersarath01@grr.la          | Apr 05, 2018 | certified | <a href="#">More</a> |
| <a href="#">cascade-ds-q2-instance</a>           | cascade-ds-q2-instance           | TSO          | admin                             | Apr 05, 2018 | certified | <a href="#">More</a> |
| <a href="#">cascade-ds-q3-instance</a>           | cascade-ds-q3-instance           | TSO          | admin                             | Apr 05, 2018 | certified | <a href="#">More</a> |
| <a href="#">central-list-05-09-05-instance</a>   | central-list-05-09-05-instance   | TSO          | tso-data-certifier@mailinator.com | Nov 15, 2017 | certified | <a href="#">More</a> |
| <a href="#">central-list-05-09-2005-instance</a> | central-list-05-09-2005-instance | TSO          | tso-data-provider@mailinator.com  | Nov 21, 2017 | certified | <a href="#">More</a> |
| <a href="#">central-</a>                         | central-                         |              | tso-data-                         |              |           |                      |

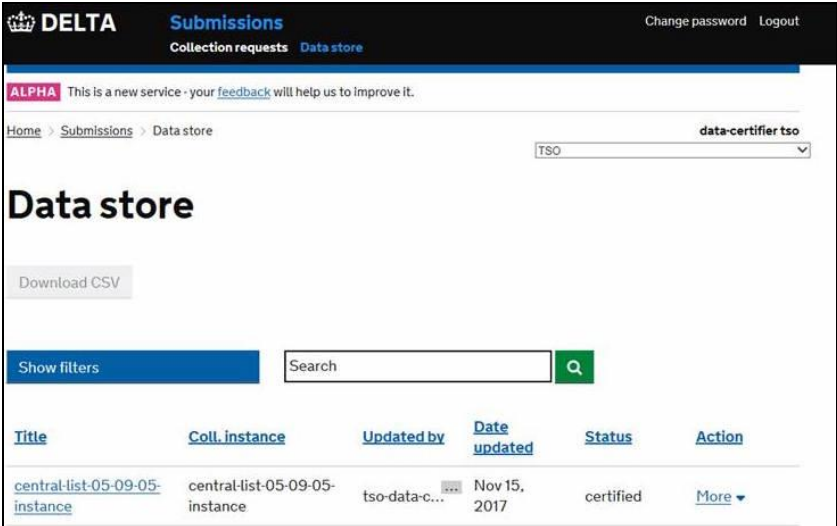
or click the ‘Certified data’ radio button and ‘Latest certified data’.

18. If there is more than one certifier in your organisation then it will show records certified by these other certifiers too. The name of the person who certified the data will show in the ‘Updated by’ column and also in the certification page. The ‘Date updated’ should now be the date of certification.

**Note: If data is edited and re-submitted by the data provider it will also need to be re-certified. All certifiers will receive an automatic notification email to say that the instance is ready to be certified.**

## Logout

19. 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 'Data store' links. In the top right corner, there are links for 'Change password' and 'Logout'. A box with the number '19' and an arrow points to the 'Logout' link. Below the navigation bar, there is a message about a new service and a breadcrumb trail: 'Home > Submissions > Data store'. A dropdown menu is set to 'data-certifier tso' with 'TSO' selected. The main heading is 'Data store', followed by a 'Download CSV' button. Below that is a 'Show filters' button and a search bar. A table with one row of data is visible, with columns for Title, Coll. instance, Updated by, Date updated, Status, and Action.

| Title  | Coll. instance                 | Updated by    | Date updated | Status    | Action                 |
|--|--------------------------------|---------------|--------------|-----------|------------------------|
| <a href="#">central-list-05-09-05-instance</a> | central-list-05-09-05-instance | tso-data-c... | Nov 15, 2017 | certified | <a href="#">More</a> ▾ |



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

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