



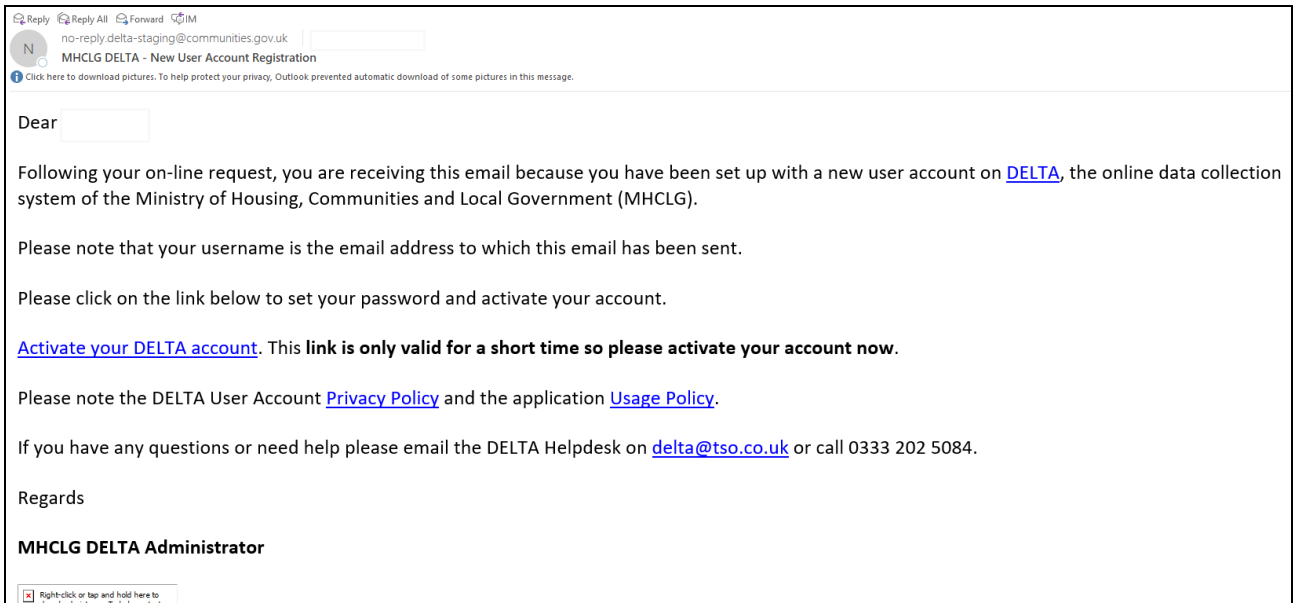
Ministry of Housing,
Communities &
Local Government

DELTA: Quick User Guide

Email notifications

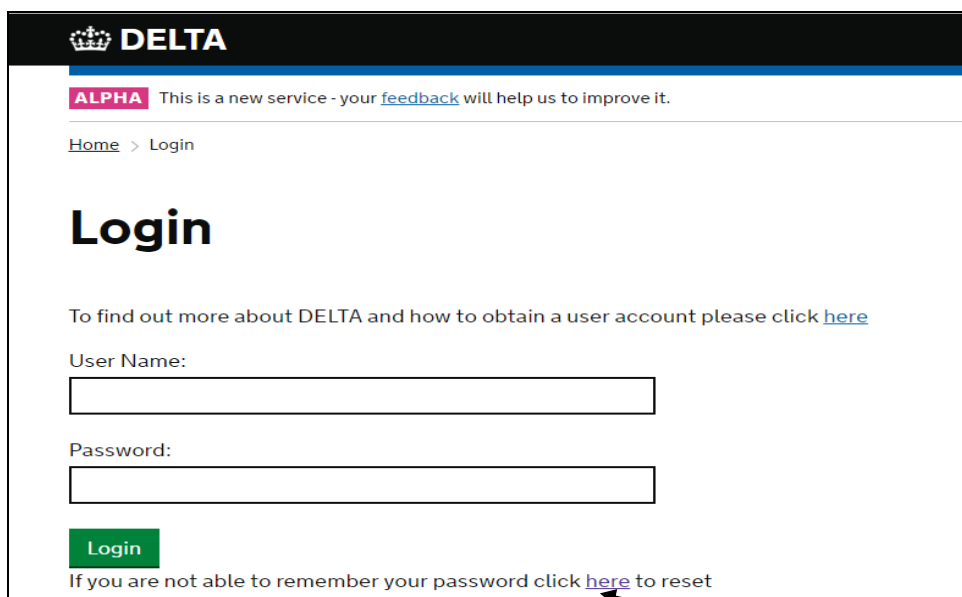
Introduction

1. After requesting a new account to be set up via TSO or DELTA admin, the following activation email will be sent.



If you need help on how to setup your password and login into DELTA, please refer to the document [delta-guide-user-setup-and-login](#) by clicking on the link.

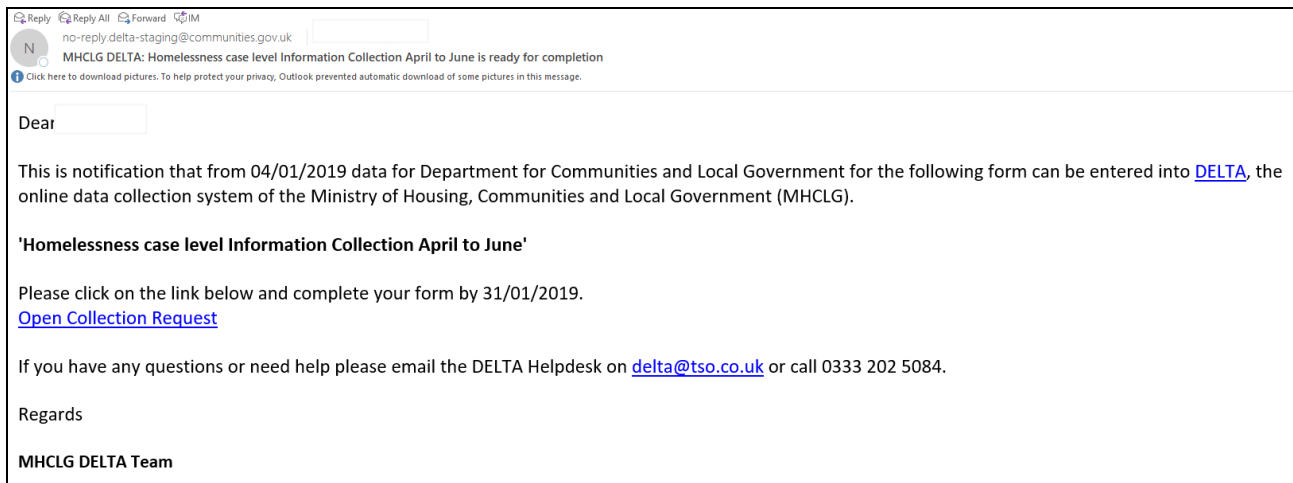
2. If you need to reset your password, you will need to go on to the DELTA home page (shown below) and click [here](#) to reset.



2

If you need further help on how to reset your password, please refer to the document [delta-guide-user-setup-and-login](#) by clicking on the link.

3. Once a collection instance has gone live, you will receive an email notification to let you know the form is now available to complete.

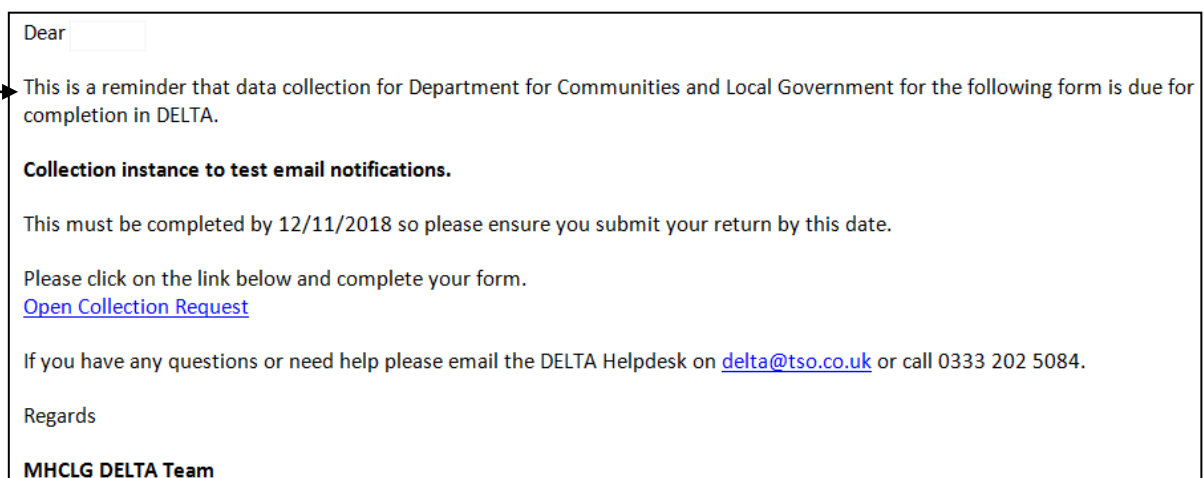


If you need help on how to complete your form, please refer to the User guide on [How to Complete a Collection Request](#) by clicking on the link.

4. A few days before or on the deadline date, you will receive a collection instance closure notification.

Please note: you have to complete the form and submit before the deadline.

4



5. When an extension is granted, you will receive a collection deadline extension notification similar to the one below.

5

Dear [redacted]

This is notification that your deadline for Adur for completing the following form has been extended.

Collection instance to test email notifications.

Please click on the link below and complete your form by 09/11/2018.

[Open Collection Request](#)

If you have any questions or need help please email the DELTA Helpdesk on delta@tso.co.uk or call 0333 202 5084.

Regards

MHCLG DELTA Team


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Please note: This is a window within which you have to complete your form as you will not be able to enter any data or submit after then.

6. Upon submission of data for your organisation, you will receive an email to confirm that you have submitted. Each data provider in the user group for the organisation matching the organisation ID of the form data will receive the email. A similar but different email is sent round when the form data is certified.

6

Dear [redacted]

This is a confirmation that data for Department for Communities and Local Government for Collection instance to test email notifications has been submitted on [DELTA](#).

[View completed form](#)

If you have any questions or need help please email the DELTA Helpdesk on delta@tso.co.uk or call 0333 202 5084.

Regards

MHCLG DELTA Team


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A different email is sent to those who are designated certifiers for your organisation so that they can certify the form.



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