



Ministry of Housing,
Communities &
Local Government

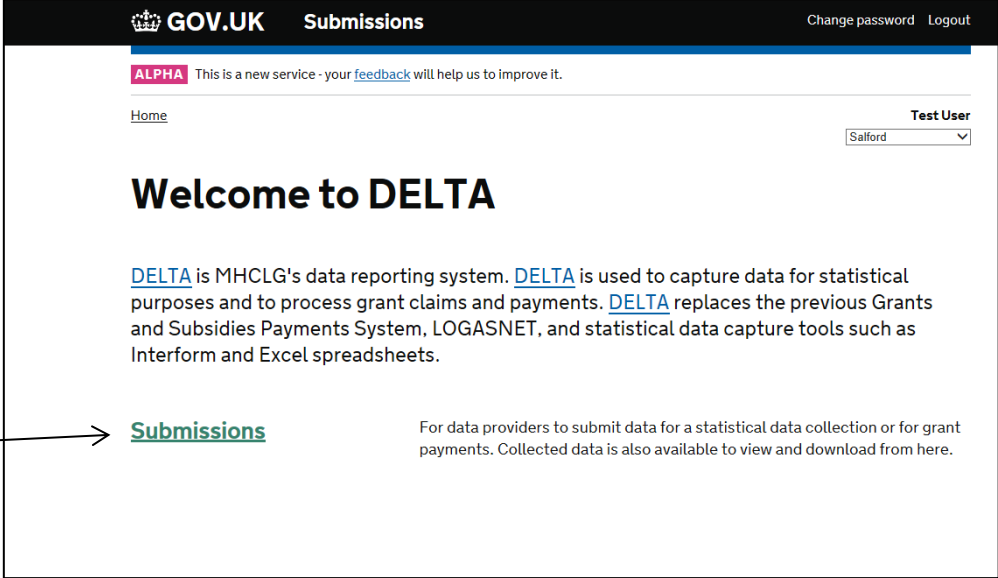
DELTA: Quick User Guide

Data Providers: How to Complete a Collection Request

Introduction

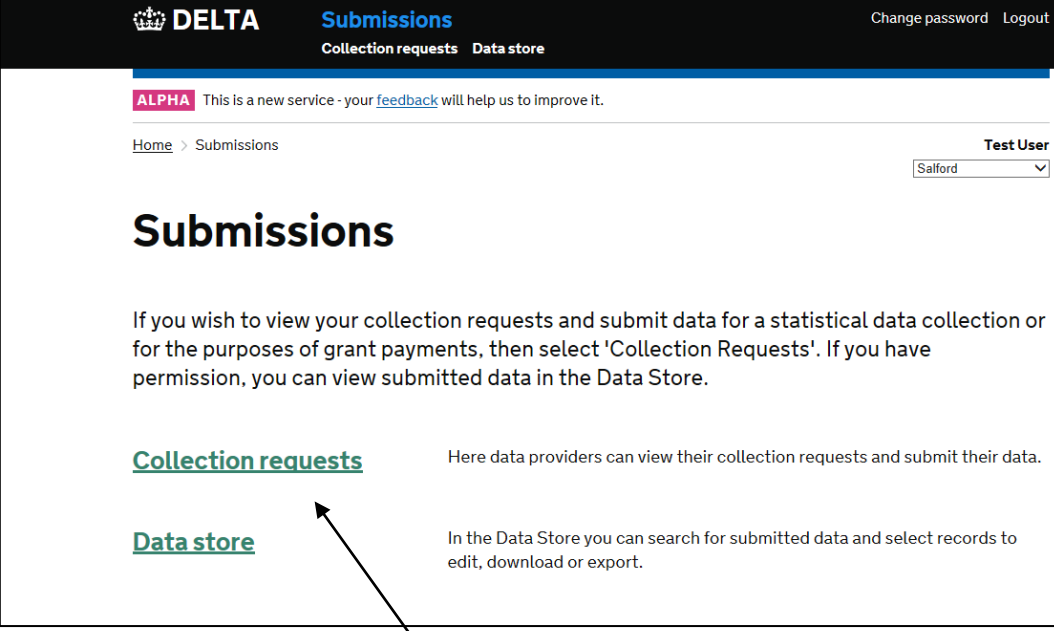
Once you have signed in to DELTA this will take you to the Welcome Page.

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



The screenshot shows the DELTA Welcome Page. At the top, there is a header with the GOV.UK logo, the word 'Submissions', and links for 'Change password' and 'Logout'. Below the header, there is a message: 'ALPHA This is a new service - your [feedback](#) will help us to improve it.' The main content area features a 'Home' link, a 'Test User' dropdown menu set to 'Salford', and a large heading 'Welcome to DELTA'. Below this heading, there is a paragraph explaining that DELTA is MHCLG's data reporting system, used for capturing data for statistical purposes and processing grant claims and payments. It replaces the previous Grants and Subsidies Payments System, LOGASNET, and statistical data capture tools such as Interform and Excel spreadsheets. At the bottom of the main content area, there are two links: 'Submissions' and 'Data store'. The 'Submissions' link is highlighted in green. A box containing the number '1' has an arrow pointing to the 'Submissions' link.

2. Click on 'Collection Requests'.



The screenshot shows the DELTA Submissions page. At the top, there is a header with the DELTA logo, the word 'Submissions', and links for 'Change password' and 'Logout'. Below the header, there is a message: 'ALPHA This is a new service - your [feedback](#) will help us to improve it.' The main content area features a breadcrumb trail 'Home > Submissions', a 'Test User' dropdown menu set to 'Salford', and a large heading 'Submissions'. Below this heading, there is a paragraph explaining that if you wish to view your collection requests and submit data for a statistical data collection or for the purposes of grant payments, then select 'Collection Requests'. If you have permission, you can view submitted data in the Data Store. At the bottom of the main content area, there are two links: 'Collection requests' and 'Data store'. The 'Collection requests' link is highlighted in green. A box containing the number '2' has an arrow pointing to the 'Collection requests' link.

3. A list of collection requests can then be viewed.

If you are a data provider that submits data for multiple organisations please also refer to the additional notes at the end of this guide.

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' and 'Data store'. A user profile 'Test User' is logged in from 'Salford'. Below the navigation, there is a message: 'ALPHA This is a new service - your feedback will help us to improve it.' The main heading is 'List of collection requests'. There is a search bar with the text 'Search instances' and a green search button. A blue button labeled 'Show filters' is to the left of the search bar. Below these elements is a table with the following columns: Name, Description, Availability date, Submission deadline, Status, and Actions. The table contains one row with the following data: Name: 'qro-2016-2017-oct-dec', Description: 'Quarterly Revenue Outturn information for Q3 2016-17', Availability date: 'Dec 20, 2016', Submission deadline: 'Feb 10, 2017', Status: 'Closed', and Actions: 'More'. A box with the number 3 has an arrow pointing to the table.

Using the Search or Filtering Functions

4. To search for a collection request - type into the white search box and click the green button.

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

This screenshot is similar to the previous one but shows a search query. The search bar now contains the text 'qro' and the green search button is highlighted. A box with the number 4 has an arrow pointing to the search bar. The 'Show filters' button is also highlighted, and a box with the number 5 has an arrow pointing to it. The table below still shows the same data as in the previous screenshot.

- To filter on a specific category please click 'Expand All' or click on the arrows next to 'Status' or 'Datasets' to expand the selection.

The screenshot shows the 'List of collection requests' page. On the left, there is a filter sidebar with a 'Hide filters' button at the top. Below it, there is an 'Expand All' link and a 'Clear all filters' link. The sidebar shows 'No filters selected' and two expandable sections: 'Status' and 'Datasets'. A box labeled '6' has two arrows pointing to the 'Expand All' link and the 'Status' section header.

Name	Description	Availability date	Submission deadline	Status	Actions
qro-2016-2017-oct-dec	Quarterly Revenue Outturn information for Q3 2016-17	Dec 20, 2016	Feb 10, 2017	Closed	More ▾
	Pilot collection of Quarterly				

- Click the box of the category you wish to filter on ('Live' = data collection window open, 'Closed' = data collection window closed, 'Future' = data collection window not yet open).
- To remove filters click 'Clear all Filters' and to hide filters click 'Hide Filters'. You can remove a single filter by clicking the 'x'.

The screenshot shows the same page as above, but with filters applied. The filter sidebar now shows 'Collapse All' and 'Clear all filters' at the top. Below, there is a 'Closed' filter with an 'x' icon to remove it. The 'Status' section is expanded, showing three checkboxes: 'Live', 'Closed' (which is checked), and 'Future'. A box labeled '8' has an arrow pointing to the 'x' icon, and a box labeled '7' has an arrow pointing to the 'Closed' checkbox.

Name	Description	Availability date	Submission deadline	Status	Actions
qro-2016-2017-oct-dec	Quarterly Revenue Outturn information for Q3 2016-17	Dec 20, 2016	Feb 10, 2017	Closed	More ▾
	Pilot collection of Quarterly				

Submitting Data

If you are a data provider that submits data for multiple organisations please also refer to the additional notes at the end of this guide.

- Once you have found the data collection you are ready to submit data for, please click on 'More' in the Actions column in the relevant row.
- Click 'Provide data' in the dropdown menu.

NOTE: If a record has already been saved (e.g. partially completed) or submitted you will see 'View data' and 'Edit data' in the drop-down (unless you are permitted to submit more than one record per organisation).

The screenshot displays the 'List of collection requests' page. On the left, there are filter panels for 'Live filters', 'Status' (with 'Live' selected), and 'Datasets'. The main table has the following data:

Name	Description	Availability date	Submission deadline	Status	Actions
housing-safety-collection-private-2018	Use this collection to enter information on new buildings, or to update whether a previously entered building has ACM cladding	Sep 10, 2018	Sep 30, 2018	Live	More

The 'More' dropdown menu is open, showing the following options:

- Provide data
- Upload data
- Download import template
- See submission

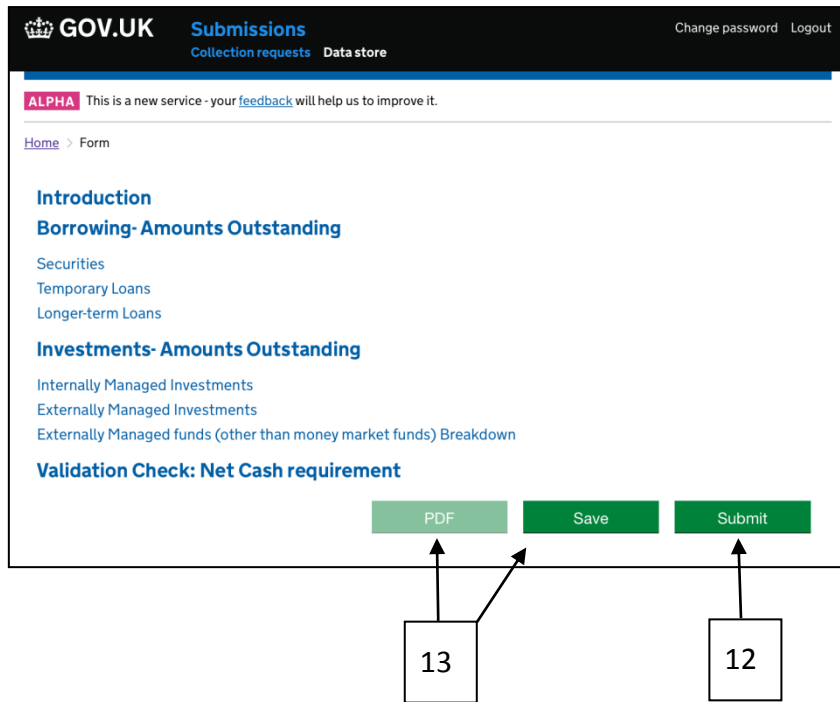
Callout 9 points to the 'More' button. Callout 10 points to the 'Provide data' option. Callout 11 points to the 'Download import template' option.

- If you need to bulk upload data you can download an import template. Please refer to the separate User Guide on Bulk Upload of Data for further guidance.

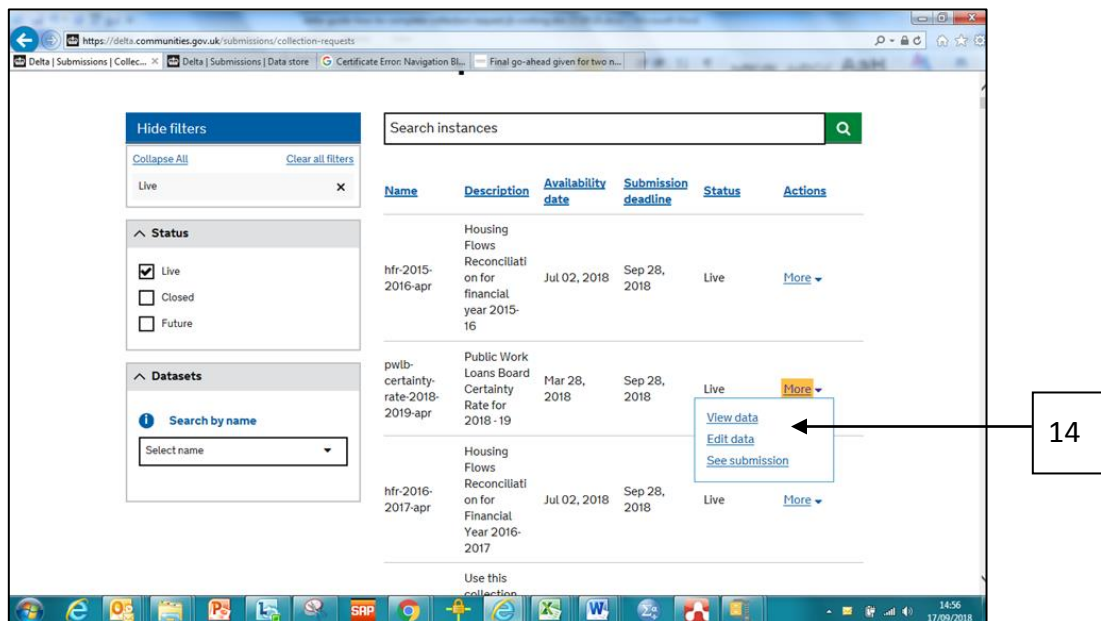
The menu for each form may differ but below is an example. Please click on the relevant sections to enter your data into the form.

- Once you have completed your data submission please click the green 'Submit' button.
- You can also click 'Save' at any point to save the data you have inputted, or click 'PDF' to create a file that can be downloaded and viewed.

Note: DELTA will automatically save your form after 10 minutes. If you find you have been logged out then you will need to return to the 'Collection Request' page. (See 14)

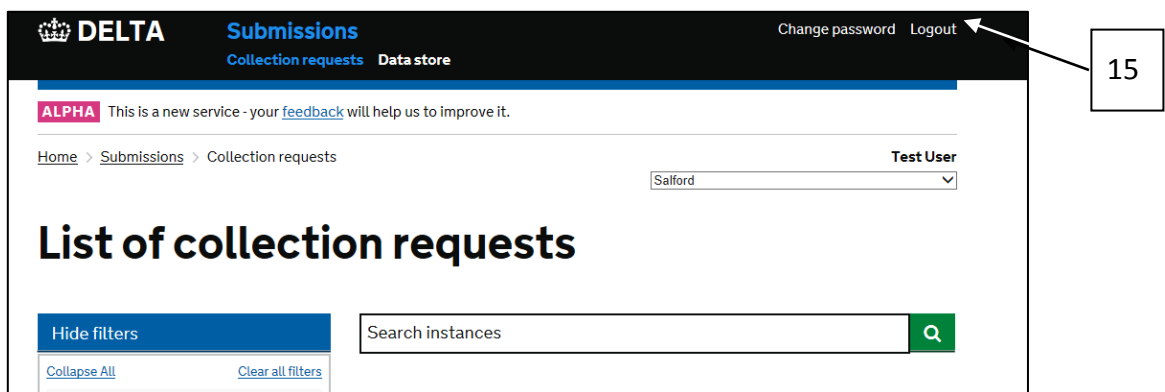


14. If you wish to view or edit your data please go back to the 'Collection Request' page, click 'More' in the Actions column then 'View data' or 'Edit data'.



Logout

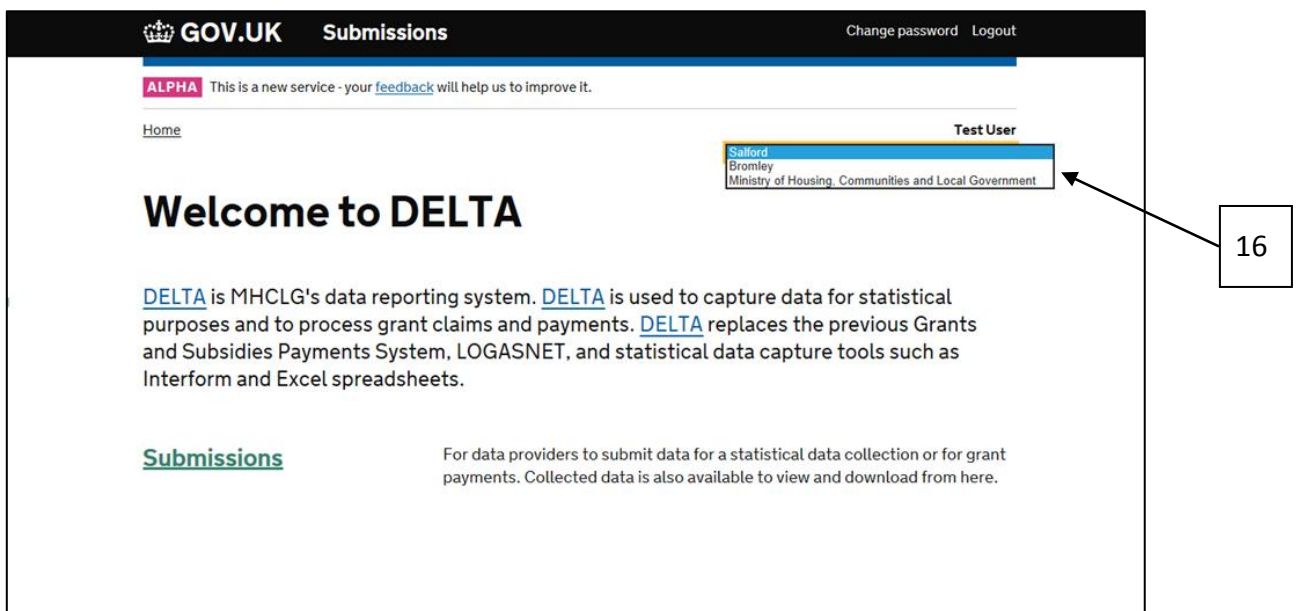
15. To sign out of DELTA please click 'Logout'.



Additional Notes: Data Providers that provide data for multiple organisations

You only have one user account for DELTA even if you submit data for multiple organisations.

16. The organisations you are able to submit data for can be found in a drop-down menu in the top right hand corner of every page.



17. Before you enter any data please ensure you have selected the correct organisation. For example, on the collection requests page please click on the drop-down menu on the right hand side to see the list of organisations and select the correct one.

Note: The organisation drop-down menu is disabled when you are in the form.

This will also change the list of collection requests that are shown on the grid to the ones you can complete for the selected organisation.

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' and 'Data store'. Below this, a message indicates 'ALPHA' status. The main heading is 'List of collection requests'. A search bar and 'Show filters' button are present. A table lists collection requests with columns: Name, Description, Availability date, Submission deadline, Status, and Actions. A dropdown menu is open on the right, showing 'Salford', 'Bromley', and 'Ministry of Housing, Communities and Local Government'. A box labeled '17' points to this dropdown menu.

Name	Description	Availability date	Submission deadline	Status	Actions
qro-2016-2017-oct-dec	Quarterly Revenue Outturn information for Q3 2016-17	Dec 20, 2016	Feb 10, 2017	Closed	More ▾
hfr-2015-2016-	Housing Flows Reconciliation	Jul 02, 2018	Sep 28, 2018	Live	More ▾

18. The organisation code will also be shown in the URL which is another way to see which organisation you are acting on behalf of.

The screenshot shows the same DELTA Submissions page as above, but with the browser's address bar visible at the top. The URL is 'https://delta.communities.gov.uk/submissions/collection-requests?sessionOrganisat...&nonId=E09000006#cont...'. The code 'E09000006' is circled in red. A box labeled '18' points to this circled code. The page content below is identical to the previous screenshot, but the dropdown menu now shows 'Bromley' as the selected organisation.

19. When you navigate to the Datastore to see your submitted records, you will need to select the appropriate organisation or use the search/filters to see the records you have provided. **Please refer to the User Guide on [‘Viewing and Editing Your Data’](#).**



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