



Ministry of Housing,
Communities &
Local Government

DELTA: Quick User Guide

Viewing and Editing Your Data (Using the Data Store)

Introduction

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

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

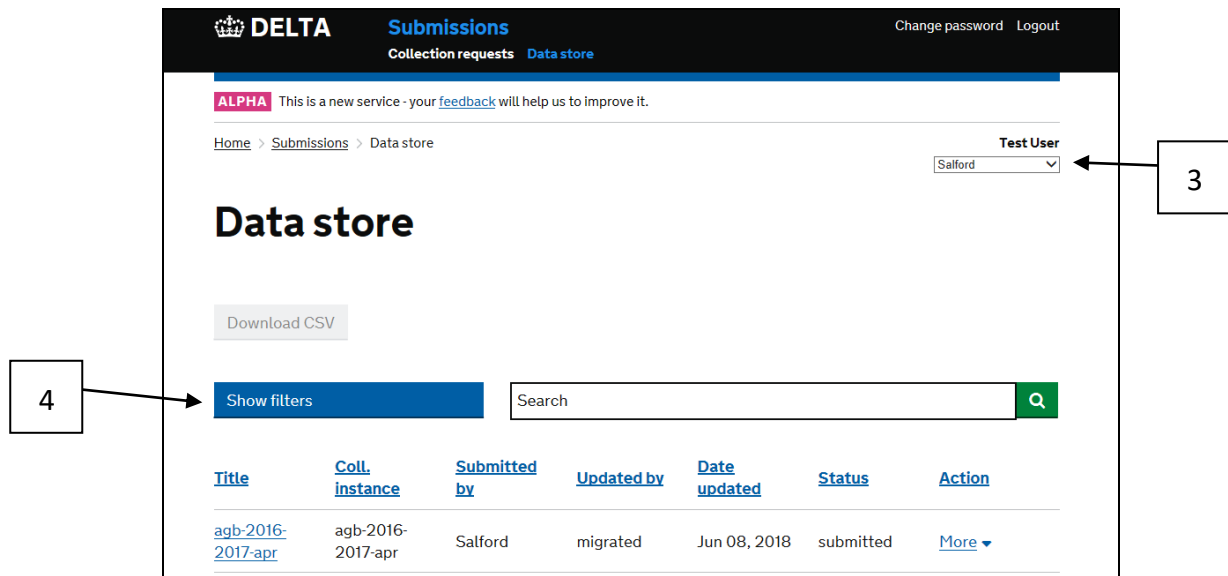
The screenshot shows the DELTA Welcome Page. At the top, there is a header with the GOV.UK logo, the word 'Submissions', and links for 'Change password' and 'Logout'. Below the header, there is a pink banner that says 'ALPHA This is a new service - your feedback will help us to improve it.' The main content area has a 'Home' link and a 'Test User' dropdown menu set to 'Bromley'. The main heading is 'Welcome to DELTA'. Below this, there is a paragraph explaining that DELTA is MHCLG's data reporting system used for statistical purposes and grant claims. At the bottom, there are two links: 'Submissions' and a descriptive paragraph. A callout box with the number '1' has an arrow pointing to the 'Submissions' link.

2. Click on 'Data Store' to search for submitted or saved data.

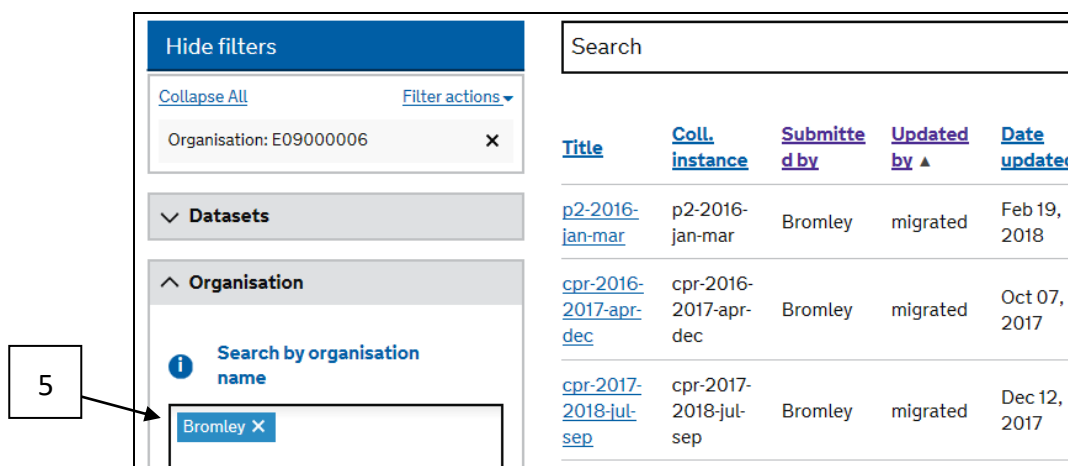
The screenshot shows the DELTA Submissions page. The header includes the DELTA logo, 'Submissions', and links for 'Change password' and 'Logout'. Below the header, there are links for 'Collection requests' and 'Data store'. A pink banner at the top says 'ALPHA This is a new service - your feedback will help us to improve it.' The main heading is 'Submissions'. Below this, there is a paragraph explaining that users can view collection requests or submitted data in the Data Store. At the bottom, there are two links: 'Collection requests' and 'Data store', each with a descriptive paragraph. A callout box with the number '2' has an arrow pointing to the 'Data store' link.

This will take you to the Data store page where you will see a list of data records that have either been submitted or saved for your organisation (this can include some data that MHCLG has migrated into DELTA from your returns made on legacy systems).

- If you are responsible for data for more than one organisation, these organisations will be shown in a drop-down menu in the top-right corner. However, data for all your organisations will be listed irrespective of which organisation you select.
- To identify a single organisation's data use the filter - please click 'Show filters' in the blue box.



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Using the Search or Filtering Functions

- To search for a record that has been either saved or submitted type into the white search box and click the green search button.
- You can filter on the left by dataset, organisation (multi-organisation users only), date range, status, and uploaded data.

The screenshot displays a web interface for data management. On the left, there is a 'Hide filters' sidebar with a 'Collapse All' button and a 'Filter actions' dropdown. The sidebar contains several filter sections: 'Dataset: agb-2016-2017' with a close button, 'Submitted' with a close button, 'Datasets', 'Organisation', 'Date range', and 'Status'. The 'Status' section is expanded, showing radio buttons for 'Current version' (selected) and 'Certified data', and checkboxes for 'Saved', 'Submitted' (checked), and 'Certified'. On the right, there is a search bar with the text 'Search' and a green search button. Below the search bar is a table with columns: Title, Coll. instance, Submitted by, Jated by, Date updated, Status, and Action. The table contains two rows of data, both with a 'More' link in the Action column. Arrows from boxes labeled '7' and '6' point to the filter sidebar and the search bar respectively.

Title	Coll. instance	Submitted by	Jated by	Date updated	Status	Action
agb-2016-2017-apr	agb-2016-2017-apr	Salford	migrated	Jun 08, 2018	submitted	More
agb-2016-2017-apr	agb-2016-2017-apr	Bromley	migrated	Jun 08, 2018	submitted	More

Viewing and Editing Your Data

- Once you have located the correct data record, if you wish to view or edit your data click 'More' in the Actions column on the relevant row then click 'View form' or 'Edit form'. NOTE: edit will only appear if you have selected the correct organisation in the organisation drop-down (multi-organisation users only). If the collection requires certification you can also view the certification (see below for more detail).
- You can also view the form by clicking on the Title – however this will not open an editable version of the form.

If you click 'View form' you can view the data you have entered into the form. 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).

To edit the form you must click 'Edit form' in the drop-down menu. You can make changes to the data in the form and 'Save' and 'Submit' it again.

Note: Saved or submitted records can be edited during the collection period. However, once the collection submission deadline has passed you do not have the option to edit the data.

Home > Submissions > Data store

Test User
Salford

Data store

Download CSV

Hide filters

Collapse All Filter actions

Dataset: pwlb-certainty-rate-2018-2019 x

Organisation: E08000006 x

Search

Title	Coll. instance	Submitted by	Updated by	Date updated	Status	Action
pwlb-certainty-rate-2018-2019-apr	pwlb-certainty-rate-2018-2019-apr	Salford		Apr 16, 2018	submitted	View form Edit form View certification

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Download CSV

10. To download a copy of the data in a more re-useable format than PDF please use the CSV Extract Function (CSV = comma-separated values file which can be opened in many applications such as Excel or imported into databases). The 'Download CSV' button at top of the datastore page will download all records shown in the grid in a zipped folder. **The button will be clickable only when a dataset has been selected (you can only download one dataset at a time).** If it covers more than one collection instance, for example all 4 quarters of a reporting year, these may come out in separate CSVs (if the data has different structures). You can use the filters to select a single collection instance and then download this.

You may see the message below regardless of whether the data requires certification. Click 'Yes' to proceed to download or use status filters to remove un-certified data from the download.

Please note

This download might include uncertified data, are you sure you want to continue (please use Status filter to download latest certified data).

Certification

11. If a form requires certification and you are an approved certifier you will see further options in the dropdown menu under 'More'. You can certify the form by selecting 'Certify submission'. Please refer to the [User Guide on Certification](#) if you require more detailed information.

The screenshot shows a table with the following data:

Title	Coll. instance	Submitted by	Updated by	Date updated	Status	Action
central-list-05-09-05-instance	central-list-05-09-05-instance	tso	tso...	Oct 05, 2017	submitted	More ▾ View form Certify Submission

A callout box labeled '11' points to the 'Certify Submission' option in the dropdown menu.

Multiple Record Returns

12. For some collection instances, more than one record can be provided by a single organisation. The Title column identifies specific information for each record for a collection instance. In this example the Title refers to an individual building. This allows you to identify a specific return that may require editing and re-submitting.

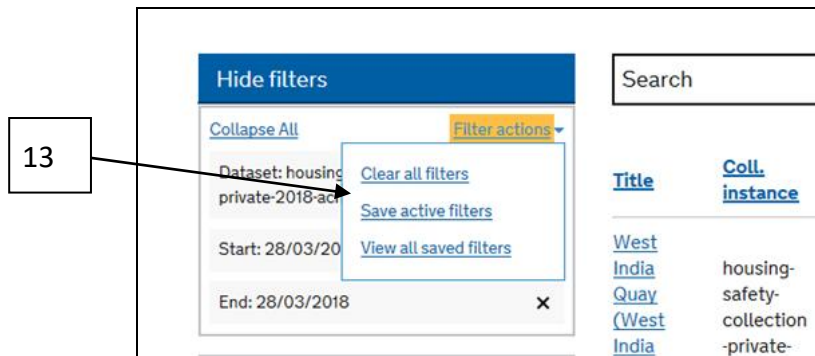
The screenshot shows a table with the following data:

Title	Coll. instance	Submitted by	Updated by	Date updated	Status	Action
3 The High Street () Remediation	housing-safety-collection-private-2018-acm-livetest	Ministry of Housing, Communities and Local Government	jo@communities.gsi.gov.uk	Sep 20, 2018	saved	More ▾
Typography Building () Remediation	housing-safety-collection-private-2018-acm-livetest	Ministry of Housing, Communities and Local Government	jo@communities.gsi.gov.uk	Sep 20, 2018	saved	More ▾
	housing-	Ministry of				

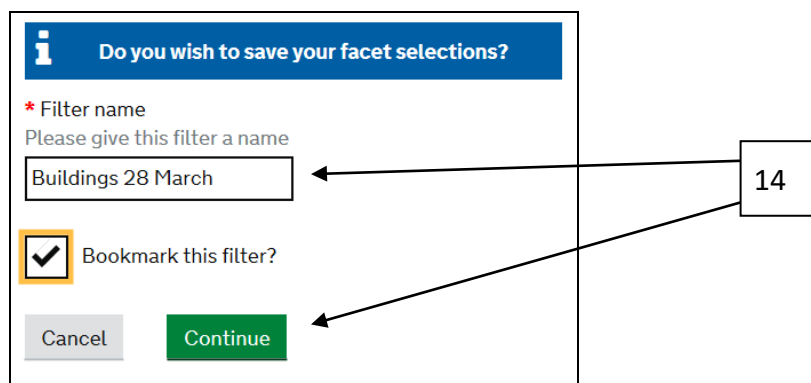
A callout box labeled '12' points to the circled titles in the first two rows.

Saving filters

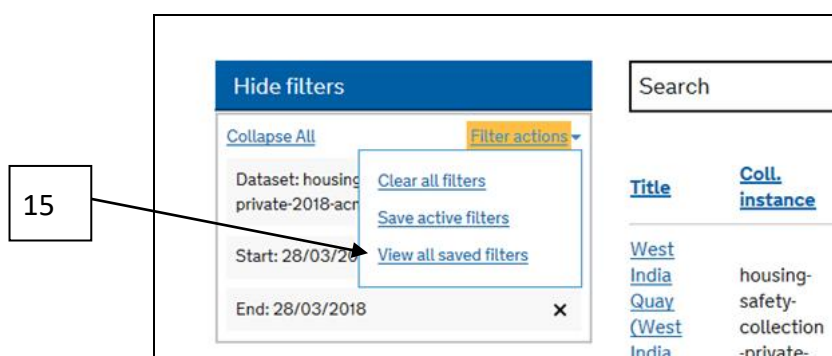
13. If you think you may need to view your filtered results on another occasion you can save the filter by clicking the 'Filter actions' drop down menu and 'Save active filters'.



14. Give the filter a name that will identify what you have filtered on. If you tick the 'Bookmark this filter' the filter will appear near the top of your list of saved filters. Now click 'Continue'.



15. To view saved filters click 'View all saved filters' in 'Filter actions'



16. In the Saved Filters page, click on the Name of the filter to view the filtered data in the Datastore. You can also delete the filter in the 'Action' menu by clicking 'More'.

Saved Filters

Name	BookMarked	Action
h-clic-test	<input checked="" type="checkbox"/>	More ▾
Buildings 28 March	<input checked="" type="checkbox"/>	More ▾
test-csv-upload	<input checked="" type="checkbox"/>	More ▾

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

May 2019