



Department for  
Communities and  
Local Government

# Introduction to eCORE Bulk Upload

CORE Training Module

April 2016

CORE Data Collection team



## What is eCORE Bulk Upload?

- As an alternative to manually entering individual CORE forms online, it is possible to upload a file of up to 400 logs when they are formatted according to our specification.
- Logs input as Bulk Uploads are subject to the same validation rules as forms entered manually.
- Any errors in logs uploaded this way can be corrected in the same way as manual forms can be.
- Step by step guidance for using eCORE Bulk Upload is detailed in the following slides.



## eCORE Specification and Template

- The eCORE templates and specification provide detailed instructions of how eCORE files should be formatted.
- Both are available from the [‘Guides and Manuals’](#) page of the CORE website.
- Some housing management systems can generate a specific eCORE report. If you use a housing management system and are interested in eCORE, please discuss this with your software provider.
- However, it is not absolutely necessary to use a report generated by your housing management system as long as you are able to match your data to the template and specification as required.



# eCORE Specification and Template

- For 2016-17, the eCORE file should contain 111 columns of data, which relate to the responses given on the CORE form.
- The specification details the field number, question number, question name, description of values, allowable entries by field, and defines whether fields can be left blank.
- Any changes from the previous year's specification are detailed in red.

eCORE field number	Q No. on CORE log	Question Name	Description of categories	Allowable Entry	Null Allowed? (i.e. Field can be left blank)
1	1a	Type of Letting	Value Labels: 1 = Housing association landlord letting in a General Needs unit - Social Rent 2 = Housing association landlord letting in a Supported unit - Social Rent 3 = Local authority landlord letting in a General Needs unit - Social Rent 4 = Local authority landlord letting in a Supported unit - Social Rent 5 = Housing association landlord letting in a General Needs unit - Affordable Rent 6 = Housing association landlord in a Supported unit - Affordable Rent 7 = Local Authority landlord letting in a General Needs unit - Affordable Rent 8 = Local Authority landlord letting in a Supported unit - Affordable Rent	Numeric, SR GN: 1, 3; or SR SH: 2, 4; or AR GN: 5, 7; or AR SH: 6, 8.	No
2	1b	Who is the landlord on the tenancy agreement?	Required if Field 1 (Q1a) is coded 1, 3, 5 or 7 (General Needs letting), otherwise must be left null.  Value Labels: 1 = This landlord 2= Another HA/LA	Numeric, range 1-2	No (if Field 1 = 1, 3, 5 or 7) Yes (if Field 1 = 2, 4, 6 or 8)
3	1b	CORE CODE	Required if Field 2 = 2, otherwise must be left null. Landlord's CORE code. Must be a valid <b>HCA/LA-CORE</b> code, no more than 7 characters long.	7 characters, alphanumeric (text qualifier accepted)	No (if Field 1 = 1, 3, 5 or 7 and Field 2 = 2) Yes (if Field 1 = 2, 4, 6 or 8 and Field 2 = 1)



# eCORE Specification and Template

- The eCORE template illustrates the required layout of the file.
- This is to be used as a guide: before uploading your file, the first (yellow) column must be deleted, and headers must be removed.

Question	Type of letting	Who is the landlord?	Registration no/LA CORE code	Management group	Scheme code	First letting?
Values	1-8	1-2	6-7 digits	1-999	1-999	1-2
Can Be Null?	No	only if 1 = 2, 4, 6 or 8	only if 1 = 2, 4, 6 or 8 and 2 = 1	only if 1 = 1, 3, 5 or 7		
eCORE Format and Duplicate check	Incorrect GN/SH combination check fields					
Question Number	1a	1b	1b	1c	1c	1d
Field Number	1	2	3	4	5	6



## eCORE Specification and Template

- When your data is in the correct format, in the correct columns, it should be saved as a .csv or .txt file.
- Accepted delimiters for your file are the comma ( , ), tab ( ) or pipe ( | ).
- Separate files are to be uploaded for each let type (given in column 1)
- When viewed in Excel, your file should be laid out as below.

3	1				eg123	2	1		25	
3	1				eg124	2	1		39	43
3	1				eg125	2	1		49	48
3	1				eg126	2	1		47	52
3	1				eg127	2	1		50	43
3	1				eg128	2	1		20	
3	1				eg129	2	1		23	
3	1				eg130	2	1		25	
3	1				eg131	2	1		29	3
3	1				eg132	2	1		73	29



## Assigning logs through Bulk Upload

- The logs uploaded in bulk will appear in your ‘Your Logs’ page, and your Coordinator’s ‘Logs from Managed Providers’ page, if you are a Data Provider.
- Alternatively, it is possible for the uploading user to allocate the logs to specific users by including usernames in column 108.
- This must be a valid CORE username from the uploading user’s organisation.
- If an invalid username is included, please reject the upload.
- If a username is not specified, the logs will be allocated to the uploading user.



## Uploading your eCORE file

- To upload your file, log onto the CORE website.
- After clicking to **Submit CORE data**, click **Upload data**

The screenshot shows the top navigation bar of the CORE website. On the left is the GOV.UK logo. The main title is 'Continuous REcording of Lettings and Sales in Social Housing in England'. Below the title are several navigation links: 'Home', 'Learn About CORE', 'FAQ', 'Alerts', and 'Contact Us'. The 'Submit CORE data' link is highlighted with a red box. Other links include 'Analyse CORE data', 'Administration', and 'Logout'. At the bottom of the header, it says 'Logged in as Test User'.

## Upload CORE Data

[Log Creation](#)

[Upload data](#)





## Uploading your eCORE file

- On the next page, check that the correct Managing Organisation and Reporting Year are selected, and select the correct form from the drop down menu.
- As logs are uploaded by form type, it is necessary to upload a separate file for each type of form.
- Next, click **Choose File**. You may need to change the file type from 'Custom files' to 'All files'.
- Then click **Send** to upload your file.
- If you are uploading a large file, this may take a few minutes, so please do not navigate away.

### Logs

During April, May, and June 2016, it will be possible to submit CORE data for both 15/16 and 16/17 reporting years. Please make sure to select the correct reporting year.

Managing Organization :

Reporting Year :

Form Name :

Select managing organization. This will default to your organization.

Select the form type you are uploading

Select the reporting year your file corresponds to

No file chosen



- A report detailing the number of logs uploaded and any errors within the logs will then load

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# Bulk Upload Report

1 log submitted.

1 log with rule errors was detected.

[View Error Report...](#)



# Bulk upload error report

- From the **Error Report**, you can click to **edit** any errors in the logs uploaded, which will take you to the online form.

## Uploads

[Upload more data](#) [Reject Upload](#)

1 log submitted.

1 log with rule errors was detected.

**Tenant Code: 900110065105**

Person 2 Age Refused "" Please answer or refuse all questions in this row, or leave this row blank if no person 2 [\[Edit\]](#)

Q22 Number of bedrooms (if shared accommodation, enter number of bedrooms occupied by this household; a bed-sit has 1 bedroom) ""1"  
Household size is inconsistent with number of bedrooms. Please review household characteristics and number of bedrooms (SLI5921)3.  
HHMEMB =2 Partner=0 TChildren=0 Q22=1 [\[Edit\]](#)

[Upload more data...](#)

### Section 3 <sup>1</sup>

[Save](#)

#### HOUSEHOLD DETAILS

Q03 Household Characteristics. Enter all demographic details required for person 1. For all other household members enter age, sex, relationship to person 1 and economic status. If joint tenancy, enter most economically active tenant first.

	Age	Sex	Relationship to person 1	Economic Status	Ethnicity	Nationality
Person 1	<input type="text" value="53"/>	<input type="checkbox"/> Age Refused <input type="text" value="Male"/>		<input type="text" value="8) Unable to work"/>	<input type="text" value="1 White: English/Scottis"/>	<input type="text" value="1 UK national resident i"/>
Person 2	<input type="text" value="33"/>	<input checked="" type="checkbox"/> Age Refused <sup>1</sup> <input type="text" value="Please select an option"/>	<input type="text" value="Please select an option"/>	<input type="text" value="Please select an option"/>		



## Bulk upload error report

- From the **Error Report**, Coordinators also click to **Reject** the upload, which will permanently remove all logs (valid and invalid) contained within the upload.
- If you need to remove the upload at a later date, Coordinators can do this by accessing the **Upload Report** from the link at the top of any of the logs in the upload.

### Uploads

Upload more data

Reject Upload

1 log submitted.

1 log with rule errors was detected.

The page at https://core.communities.gov.uk says: ×

Please confirm you want to delete all the logs  
in this upload?

This operation cannot be undone.

OK

Cancel

Submit CORE data  
Logged in as Test

2016 CORE Affordable Rent - General Needs

New

Submit

Upload Report...

Section 1

Save



## Starting to use eCORE Bulk Upload

- For further information about eCORE bulk upload, please consult pages 35-41 of our [Online User Guidance](#), also available from our [Guides and Manuals](#) page.
- The first time you upload an eCORE file, please upload a very small file so that it is easy to identify any formatting problems.
- If you have any questions about using eCORE Bulk Upload, please contact the CORE helpdesk:

[core.helpdesk@dclgdatmart.co.uk](mailto:core.helpdesk@dclgdatmart.co.uk)

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