



Department for
Communities and
Local Government

Introduction to eCORE Bulk Upload

CORE Training Module 2017/18

v1.0 – 01/04/2017

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 the appropriate year's specification (see 'Guides and Manuals')
- 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 Bulk Upload is available for both Lettings and Sales, with a separate template and specification for each.



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 are 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 exactly match your data to the template and specification as required.



eCORE Specification and Template

- For 2017/18, there are 112 columns of Lettings data and 103 columns of Sales data.
- The specification details the field number, question, acceptable values field and informs users whether, and in what circumstances, fields can be left blank.
- Any changes from the previous year's specification are detailed in red.

Question Name	Description of categories	Allowable Entry	Null Allowed? (i.e. Field can be left blank)
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 9 = Housing association landlord letting in a General Needs unit - Right to Buy 10 = Housing association landlord letting in a Supported unit - Right to Buy	Numeric, SR GN: 1, 3; or SR SH: 2, 4; or AR GN: 5, 7; or AR SH: 6, 8. or Rent to Buy GN 9 or Rent to Buy SH 10.	No
Who is the landlord on the tenancy agreement?	Required if Field 1 (Q1a) is coded 1, 3, 5, 7 or 9 (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, 7 or 9) Yes (if Field 1 = 2, 4, 6, 8 or 10)
CORE CODE	Required if Field 2 = 2, otherwise must be left null. Landlord's CORE code. Must be a valid code, no more than 7 characters long.	7 characters, alphanumeric (text qualifier accepted)	No (if Field 1 = 1, 3, 5, 7 or 9 and Field 2 = 2) 4 Yes (if Field 1 = 2, 4, 6, 8 or 10 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 the (grey) headers must be removed.

Question	Type of letting	Who is the landlord?	Registration no/LA CORE code	Management group	Scheme code	First letting?
Values	1-10	1-2	6-7 digits	1-999	1-999	1-2
Can Be Null?	No	only if 1 = 2, 4, 6, 8 or 10	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 must be uploaded for each let type (given in column 1 – below). For each let type (given in column 1) using the Lettings eCORE template. Sales logs should be submitted using the Sales eCORE template.
- When viewed in Excel, your file should look like this:

2			3	1	2	e.g. 6689	1	2		28	22
2			3	2	2	e.g. 6690	1	2		36	
2			3	3	2	e.g. 6691	1	2		47	9



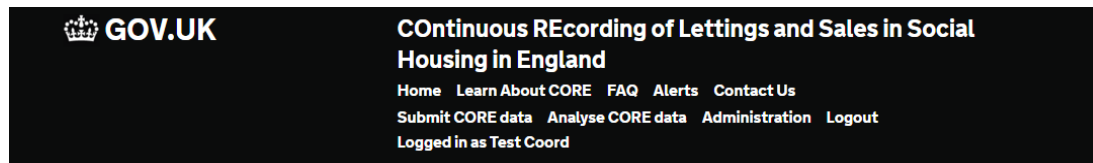
Assigning logs through Bulk Upload

- 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 their usernames in column 108.
- This must be a current and 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 appear blank.



Uploading your eCORE file

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



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 by specifically clicking on them and selecting 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 from the screen.

GOV.UK Continuous Recording of Lettings and Sales in Social Housing in England
Home Learn About CORE FAQ Alerts Contact Us
Submit CORE data Analyse CORE data Administration Logout
Logged in as Test Coord

Logs

During April, May, and June 2017, it will be possible to submit CORE data for both 16/17 and 17/18 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



Bulk upload error report

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



Upload Report

1 log submitted.

1 log with rule errors was detected.

[View error report....](#)



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

Upload Report

Upload more data

Reject Upload

119 logs were uploaded in the file and completed processing.

1 log with data errors was detected.

94 logs with rule errors were detected.

4 logs with server errors were detected.

Tenant Code: 637289

Q08 Rounded to nearest £ "525" Total Net weekly income is higher or lower than expected for economic status. Please confirm economic status and review income entered. [Edit]

Q08 Tenant's or tenant and partner's **net weekly** income (after tax deductions) **For those receiving Universal Credit**, please enter net **weekly** income from employment, pensions and Universal Credit. Please exclude child benefit and council tax support. **For those not receiving Universal Credit**, please enter net **weekly** income from employment, pensions and other benefits. Please exclude housing benefit, child benefit and council tax support.

Refused

Rounded to nearest £ 525.00

Override



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 and then select '**Reject Upload**'.

Upload Report



1 log submitted.

1 log with rule errors was detected.

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

Please can you confirm you want to delete all of the logs in that upload?

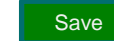
This operation cannot be undone.

x

2016 CORE Affordable Rents – General Needs



Section 1





Starting to use the eCORE Bulk Upload

- For further information about the eCORE bulk upload, please see the online user guidance documents available from the 'Guides and Manuals' page on the CORE website. These are split into separate documents for coordinators, data providers and members of the public.
- 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@dclgdatamart.co.uk

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