



## **CORE – Lettings eCORE bulk upload improvements 09-02-16**

As a result of user feedback, we have been working to improve the bulk upload function on our site. The improvements to bulk upload will be released overnight and should be effective from the morning of Tuesday 9<sup>th</sup> February 2016. An alert on our homepage will be posted to confirm that the changes have been released as scheduled.

The changes we have made to the bulk upload function will bring our CORE site closer to that of TNS. This will improve the usability of the feature, and should be more compatible with CORE extracts from your housing management system, where applicable.

While some changes will be more relevant than others for your organisation, the full list of changes to be released is as follows:

- **Let types 1-8**

*Since October 2015, we had required bulk upload users to re-code let types in column 1 to 1-2. We are now reverting to requiring let types to be coded as 1-8, as was accepted in the first half of this reporting year, and as generated by housing management software programmes. It is necessary to code let types as 1-8 in order to submit valid logs. It is still necessary to select the form type, and upload separate files for SRGN, ARGN, SRSH, ARSH, and Sales.*

- **Usernames in field 108**

*Since October 2015, we had been unable to allocate CORE logs as part of the bulk upload process.*

*We are now able to allocate logs to specified users from the uploading user's organisation. In order for logs to be allocated to users, their username, rather than their email address must be given in field 108. This marks a slight change from the TNS system, so where CORE users' email address and username are not the same, please make sure to enter the username in field 108.*

*It is not necessary to tick a box to specify whether usernames are used, and where usernames are not given, all logs in the file will be allocated to the uploading user. Where usernames are not given, files will be accepted with 107 fields, or with additional blank fields.*

*This update is not applicable to sales bulk upload.*

- **Option to reject an entire upload**

*Since October 2015, we had been unable to reject CORE logs in bulk.*

*It is now possible for coordinators to reject all logs from a bulk upload.*

*Rejecting an upload is irreversible; the logs are entirely removed from the system and are not shown as "dropped".*

*Rejecting a bulk upload removes all logs in the upload, including those submitted as valid.*

*When these logs are uploaded again, after reviewing the errors, they will not be flagged as duplicates.*

*Uploads can only be rejected from the Bulk Upload Report page, which you can return to from the link at the top of any log contained in the upload.*



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- **Wider range of delimiters accepted**

*Since October 2015 we had only been able to accept comma delimited files.*

*We are now also able to accept pipes (|) and tabs ( ) as well as commas (,) as delimiters.*

*It is not necessary to specify which delimiter is used, but the type of delimiter must be consistent throughout the file.*

*We are unable to accept any other delimiters.*

- **Text qualifiers accepted in text fields**

*Our system now consistently accepts double quotation marks (") as text qualifiers in blank text fields.*

*Text qualifiers are not accepted in numeric fields.*

*It is not necessary to include text qualifiers unless punctuation characters are used.*

***Please do not use commas as values even within text qualifiers.***

- **Option to upload for multiple owning organisations**

*If you submit CORE logs as the managing organisation for multiple owning (managed) organisations, it is no longer necessary to separate files by owning organisation.*

*However, it is only possible to upload logs for one managing organisation, and this must be the organisation that the uploading and given users are associated with.*

*This update is not applicable to sales bulk upload.*

An updated eCORE specification and template for 15/16 lettings has also been uploaded to the [Guides and Manuals](#) page. Although the improvements that have been made will only require changes to be made in column 1 of your upload file, we have improved the clarity of the specification, so you may find that this is a convenient point of reference.

The improvements we have made to bulk upload should take effect from 09-02-16, but in addition to this, we will shortly be making our eCORE template and specification for 16/17 available from the [Guides and Manuals](#) page of our website. If you feel that any aspects of the eCORE template or specification require further clarification, please do let the team know.

If you would like any further information about bulk upload, please don't hesitate to contact us at [core.helpdesk@dclgdatamart.co.uk](mailto:core.helpdesk@dclgdatamart.co.uk).

Many thanks for your patience and understanding following the switchover to the new system.