my|deposits Scotland
Importer Guide

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1. Introduction

2. Completing the Importer Template

3. Importing your Tenancies

4. Appendix 1

Bulk uploader process

Process	Action

Import → Select CSV file containing all tenancy information to import and begin download

↓

Review → View all imported tenancies, validate and review any errors in the tenancy information

↓

Confirm → Only when all the tenancy information is successfully imported can you confirm to complete the import

Bulk uploader process
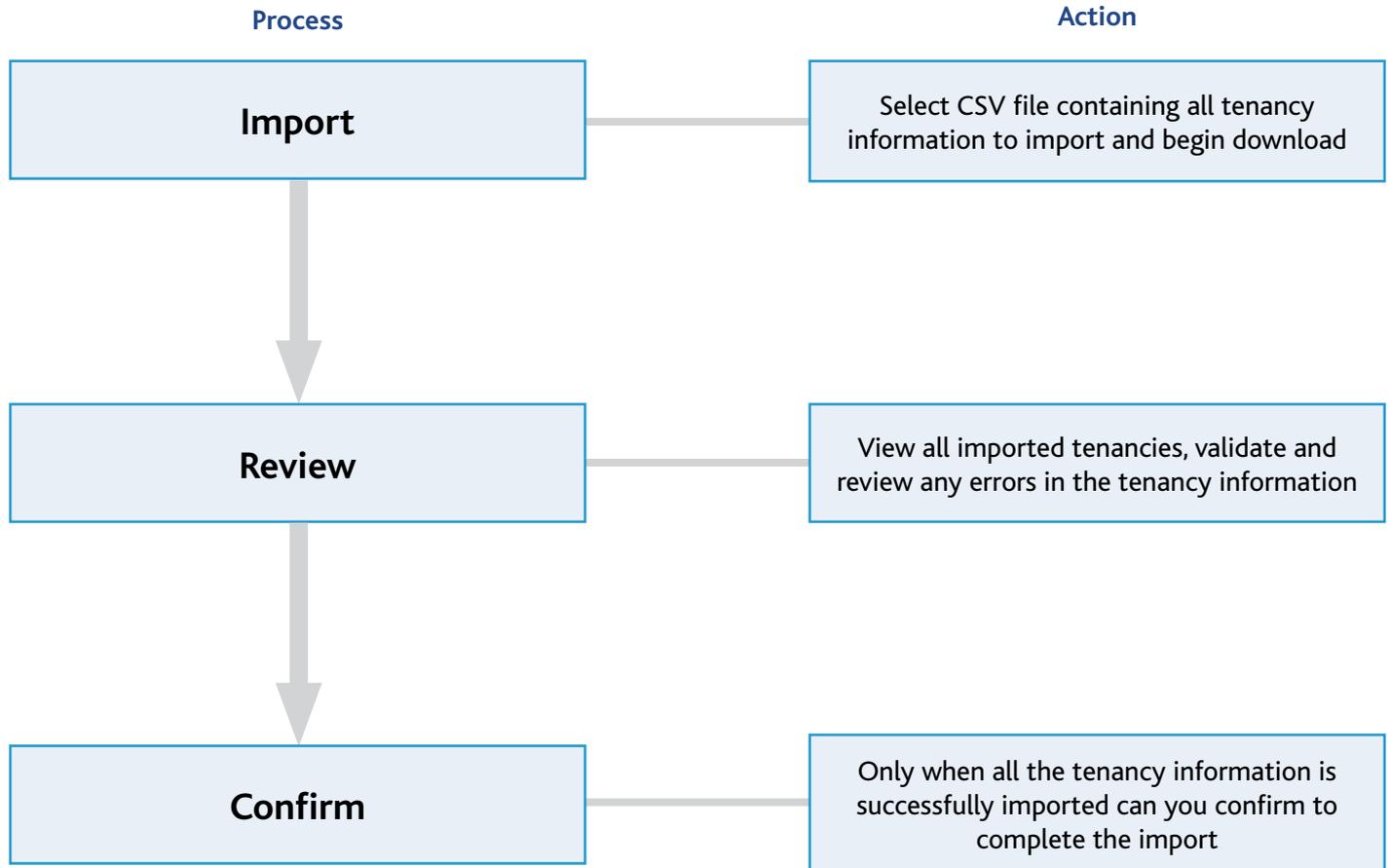
1. Introduction

This guide explains how to upload multiple tenancies to your **my**|deposits **Scotland** account for quick protection. It covers:

- General dos and don'ts
- How to Import
- The necessary fields required of the import file.

1.1. General dos and don'ts

1. The multiple tenancy importer can only add new tenancy records. It cannot amend existing records, be it tenancy, tenant, landlord, property or letting agency branch.

2. Imported tenancy information can be reviewed by the User before it is added as a "live" tenancy, but you will not be able to amend any fields on the website. You will need to correct the information in the import csv file and begin a new import.

3. Import information must be imported using a file format defined by **my**|deposits **Scotland**. The import file must be a CSV file and the first two rows of the file must contain header values defined by us. You must provide this key tenancy information in order to successfully lodge the deposit and comply with the legislation.

4. New properties can be added via import.

FOR LETTING AGENT USERS ONLY

5. To use the Importer you need to have the Import Manager role associated with your User account.

6. You can only import tenancies for properties managed by the branch that your User account is linked to, or to your child branches.

7. For all User accounts with more than one branch, the import file must state the unique identifier of the branch to which the tenancy is being registered. (Branch ID)

8. Branches cannot be added via import.

2. Completing the Importer Template

In order to lodge the deposit and comply with Regulation 42 of the legislation you must provide us with key information about the tenancy. The quickest way to do this is by using the Importer template, which can be found in your online User account or on the main website www.mydepositsscotland.co.uk

Once you have updated this template with the relevant tenancy information you need to save it as a CSV (comma delimited) file.

Please refer to Appendix 1 for the different information that you need to include for each tenancy.

3. Importing your Tenancies

3.1. Importer Guide

1. Log into your User account via www.mydepositsscotland.co.uk

2. Then select 'Tenancies' from the top bar options.

3. You now need to click on Import Tenancies.

4. By selecting 'browse...' you can find your Import file.

5. Once you have selected your Import CSV file you can enter your own File Description name. This is useful for future reference but not mandatory.

6. Now select 'Upload'.
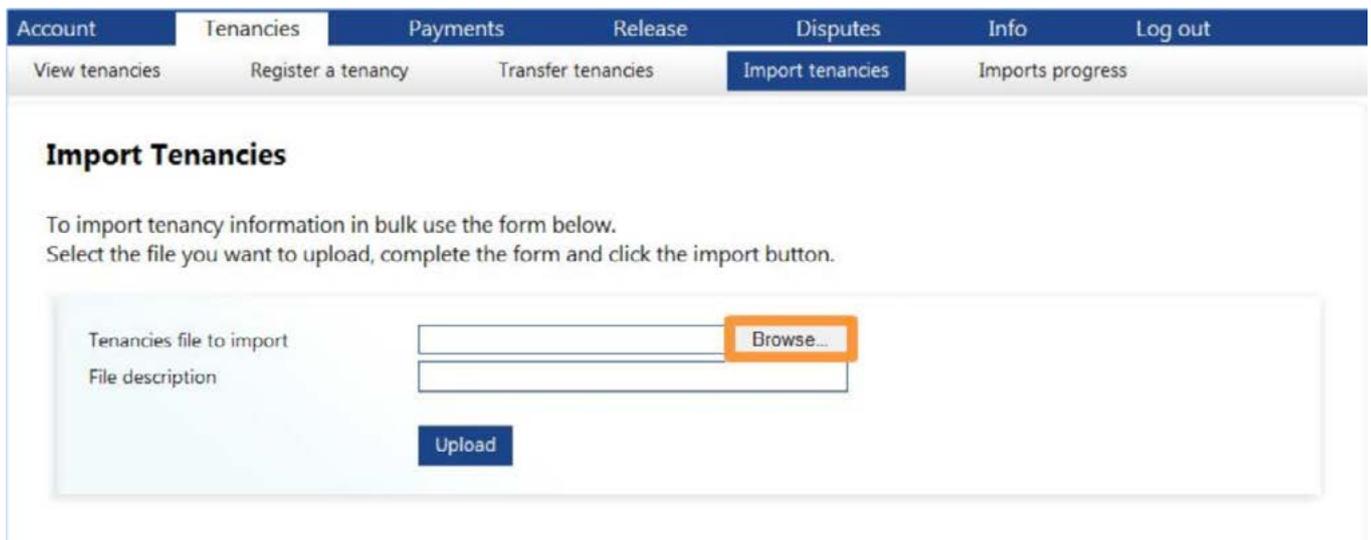
7. In the 'Imports Progress' section the file will now show as the 'In Validation' message as the importer runs through and authenticates the information provided in the file.

8. You are able to review the information in 'Uploaded Files' at any stage of the process.

9. Once the import is complete and the file has been validated, you will receive email notification. The status will have changed to 'Awaiting Review'.

10. You can now:

    10.1. Select the 'Errors File' and view any tenancies that have not be imported. Please proceed to section 3.2 for clarification on how to proceed with the Errors File.

    10.2. Delete the uploaded file, if this was uploaded in error.

    10.3. 'Review' the uploaded information online.

11. To proceed you will need to select 'Review'

12. In the Review Section you will have a list of all the tenancies you requested to Import.

    12.1. Any tenancies highlighted in red means we are unable to import and will be on the 'Errors File'.

    12.2. These tenancies in red will not be uploaded for protection when you select 'Confirm Deposits'.

13. Tenancies not in red, on a white background have the correct information fields. You should review these before 'confirming deposits', which will upload them.

14. Once you have reviewed the items that will be uploaded you need to select 'Confirm Deposits'.

Import Progress: Tenancies Confirmed

Thank you for confirming that the imported tenancies are correct.
Your import file has been added to the processing queue and will be processed in due course.

15. The Status of the upload will now be 'in processing'
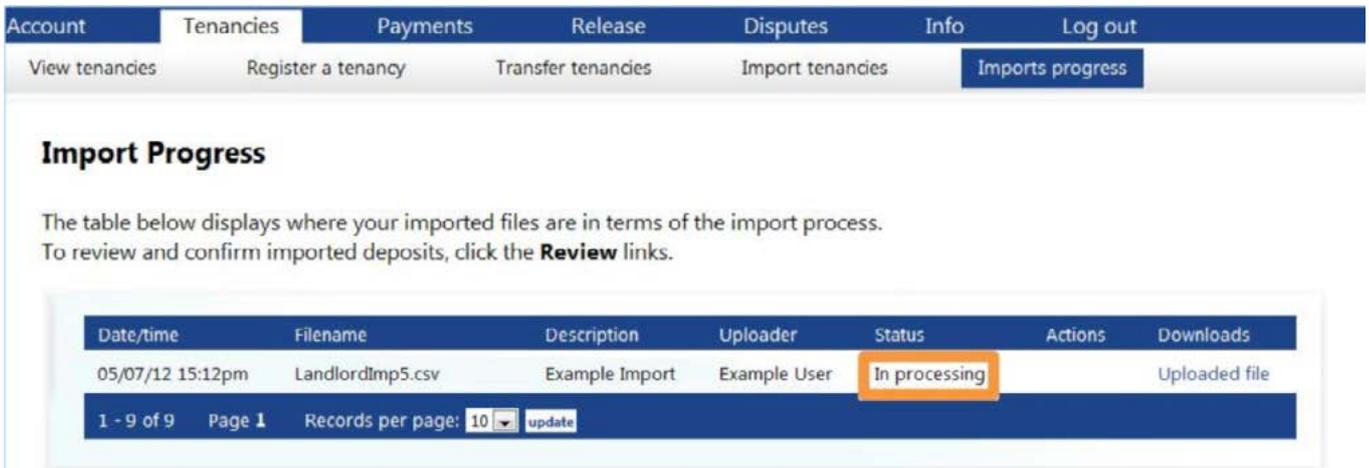
Import Progress

The table below displays where your imported files are in terms of the import process.
To review and confirm imported deposits, click the **Review** links.

Date/time	Filename	Description	Uploader	Status	Actions	Downloads
05/07/12 15:12pm	LandlordImp5.csv	Example Import	Example User	In processing		Uploaded file

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16. Once the system has finished processing your file, you will receive email confirmation.

17. The import progress will now have changed to 'processed'.
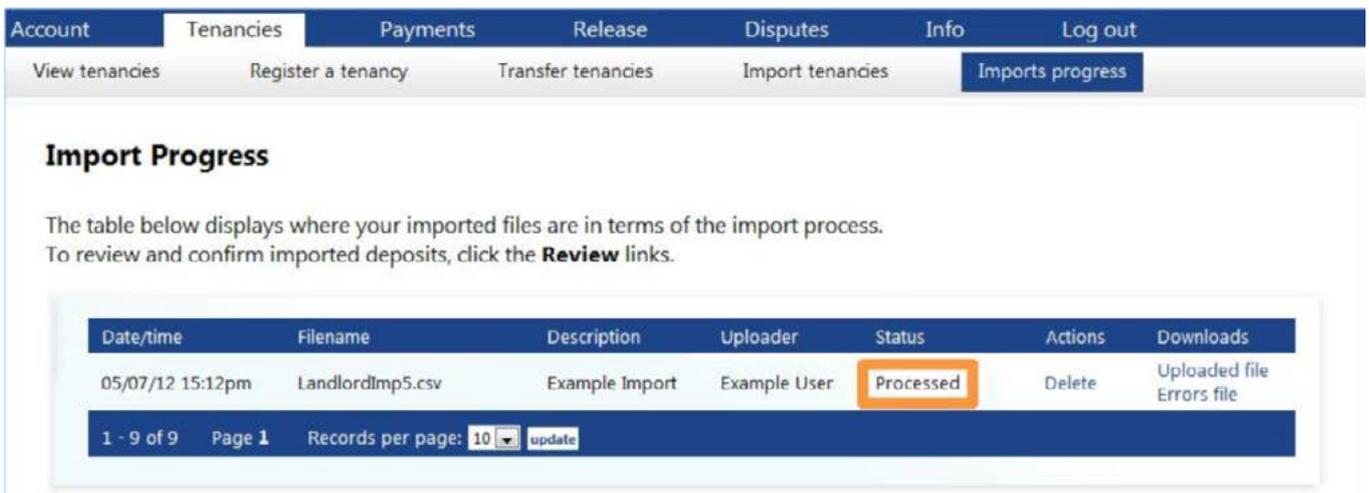
Import Progress

The table below displays where your imported files are in terms of the import process.
To review and confirm imported deposits, click the **Review** links.

Date/time	Filename	Description	Uploader	Status	Actions	Downloads
05/07/12 15:12pm	LandlordImp5.csv	Example Import	Example User	Processed	Delete	Uploaded file Errors file

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18. You can view the tenancies that have been imported under the 'view tenancies' tab.

19. To complete the process of registering the deposits, don't forget to lodge the deposit money with us. We recommend creating a Batch payment so that you can pay the deposits in one transaction.

3.2. Errors File

The Errors File will provide confirmation of the errors in column EC. You can review and correct theses error and then re-upload the tenancies via the import template.

DZ	EA	EB	EC
Tenant 8 Email	Tenant 8 Mobile	Tenant 8 Telephone	Error
			Lead Landlord BFPO is missing. Lead Landlord Address Line 1 is missing.
			Lead Landlord Address Postcode (required for UK addresses) is missing.

4. Appendix 1

4.1. Landlord Import Data Fields

Field header	Description	Mandatory	Notes
Tenancy Reference	Reference code in scheme account that the tenancy is known by.	No	This is for your purposes, if you wish to use existing references that you use to refer to a specific tenancy.
Branch ID	Reference code of scheme account's branch through which the tenancy is managed.	No	Important: If you have added a branch to your account and want imported tenancies to be allocated to it you will need to enter the branch id here. The Branch id can be found in the Manage Branches tab.
Property Reference	Reference code in scheme account that the tenancy's property is known by.	No	This is for your purposes, if you wish to use existing references that you use to refer to a specific property.
Property Type	Choose one of the following: House Flat Maisonette Room	Yes	
Local Authority of Property	The property will be in one of the 32 Local Authorities, for a full list refer to section 4.3 - List of Local Authorities.	Yes	
Property Address Line 1	First line of the address of the tenancy's property.	Yes	
Property Address Line 2		No	
Property Address Line 3		No	
Property Address Line 4		No	
Property Postcode	Postcode of the tenancy property	Yes	
Lead Landlord Reference	Reference code of tenancy property's Lead Landlord.	No	This is for your purposes, if you wish to use existing references that you use to refer to a specific Landlord
Lead Landlord Title	Choose one of the following: Mr Mrs Ms Miss Dr Sir Rev Lady Lord RT Hon Rabbi Viscountess Commander Professor Flight Lieutenant Lieutenant Colonel Cpl Lcpl Sergeant Major	Yes	These titles will also need to be used for any of the following Title fields

Lead Landlord Forename		Yes	
Lead Landlord Surname		Yes	
Lead Landlord Organisation Name	Name of organisation that is the tenancy property's Lead Landlord.	No	If populated this will appear as the Landlord's name
Lead Landlord Registered Organisation Number	Registered number of organisation that is the tenancy property's Lead Landlord.	No	For example, if the organisation is a limited company this is where you can enter this number
Lead Landlord Address Line 1	First line of Landlord's correspondence address	Yes	
Lead Landlord Address Line 2		No	
Lead Landlord Address Line 3		No	
Lead Landlord Address Line 4		No	
Lead Landlord BFPO	If the Landlord has a BFPO (British Forces Post Office) please indicate her by entering Yes, otherwise No.	Yes	
Lead Landlord Address Postcode	Postcode of Landlord's correspondence address.	Yes	
Lead Landlord Address Country	Landlord's country of residence.	No	e.g. United Kingdom, please refer to section 4.4 – List of Countries, for the full list
Lead Landlord Phone	Landlord's contact number	Yes	Can provide either Telephone or Email.
Lead Landlord Email Address	Email Address of the tenancy property's Lead Landlord.	Yes	Can provide either Telephone or Email.
Lead Landlord Registration Number	Landlord Registration Number of the Tenancy Property's Lead Landlord, or if not available indicate the following: 'Applying' or 'Appealing'.	Yes	The Landlord Registration Number is required in the following format: 123456/123/12345

4.2. Tenancy and Tenant Import Data Fields

Field header	Description	Mandatory	Notes
Deposit Amount	Amount of tenancy's deposit paid by Tenants to Landlords.	Yes	If the tenant is paying by instalments, you need to enter the full deposit amount.
Currency	Currency in which tenancy's deposit was paid.	No	
Tenancy Type	Choose from either: Assured Short Assured Regulated	Yes	
Tenancy Agreement Start Date	Start date of tenancy agreement.	Yes	This is for your purposes, if you wish to use existing references that you use to refer to a specific property
Date Deposit Paid	Date tenancy's deposit was paid by Tenants to Landlords.	Yes	
Tenancy Agreement End Date	End date of tenancy agreement.	Yes	
Lead Tenant Title	Title of tenancy's Lead Tenant.	Yes	
Lead Tenant Forename	Forename of tenancy's Lead Tenant.	Yes	
Lead Tenant Surname	Surname of tenancy's Lead Tenant.	Yes	
Lead Tenant Address Line 1	First line of alternative address of Lead Tenant.	Yes	
Lead Tenant Address Line 2		No	
Lead Tenant Address Line 3		No	
Lead Tenant Address Line 4		No	
Lead Tenant Postcode	Postcode of alternative address of Lead Tenant.	Yes	
Lead Tenant Address Country	Country of address of tenancy's Lead Tenant.	No	e.g. United Kingdom, please refer to section 4.4 – List of Countries, for the full list
Lead Tenant Email	Email address of tenancy's Lead Tenant.	Yes	Can provide either Telephone or Email.
Lead Tenant Mobile	Mobile number of tenancy's Lead Tenant.	Yes	Can provide either Telephone or Email.
Lead Tenant Telephone	Telephone number of tenancy's Lead Tenant.	No	

4.3. List of Local Authorities

Aberdeen City	Edinburgh	Orkney Islands
Aberdeenshire	Eilean Siar	Perth & Kinross
Angus	Falkirk	Renfrewshire
Argyll & Bute	Fife	Scottish Borders
Clackmannanshire	Glasgow City	Shetland Islands
Dumfries & Galloway	Highland	South Ayrshire
Dundee City	Inverclyde	South Lanarkshire
East Ayrshire	Midlothian	Stirling
East Dunbartonshire	Moray	West Dunbartonshire
East Lothian	North Ayrshire	West Lothian
East Renfrewshire	North Lanarkshire	

4.4. List of Countries

The following is our comprehensive list of Countries; please refer to this list for the required format to be used wherever we ask you to confirm the Address Country.

Afghanistan	Djibouti	Kuwait	Romania
Albania	Dominica	Kyrgyzstan	Russia
Algeria	Dominican Republic	Laos	Rwanda
American Samoa	East Timor	Latvia	Saint Barthelemy
Andorra	Ecuador	Lebanon	Saint Helena
Angola	Egypt	Lesotho	Saint Kitts and Nevis
Anguilla	El Salvador	Liberia	Saint Lucia
Antigua and Barbuda	Equatorial Guinea	Libya	Saint Martin
Argentina	Eritrea	Liechtenstein	Saint Pierre and Miquelon
Armenia	Estonia	Lithuania	Saint Vincent and the
Aruba	Ethiopia	Luxembourg	Grenadines
Australia	Falkland Islands	Macau	Samoa
Austria	Faroe Islands	Macedonia	San Marino
Azerbaijan	Fiji	Madagascar	Sao Tome and Principe
Bahamas, The	Finland	Malawi	Saudi Arabia
Bahrain	France	Malaysia	Serbia
Bangladesh	French Guiana	Maldives	Seychelles
Barbados	French Polynesia	Mali	Sierra Leone
Belarus	French Southern and	Malta	Singapore
Belgium	Antarctic Lands	Martinique	Slovakia
Belize	Gabon	Mauritania	Slovenia
Benin	Gambia, The	Mauritius	Somalia
Bermuda	Georgia	Mayotte	Somaliland
Bhutan	Germany	Mexico	South Africa
Bolivia	Ghana	Micronesia	South Ossetia
Bosnia and Herzegovina	Gibraltar	Moldova	Spain
Botswana	Greece	Monaco	Sri Lanka
Bouvet Island	Greenland	Mongolia	Sudan
Brazil	Grenada	Montenegro	Suriname
British Indian Ocean Territory	Guadeloupe	Montserrat	Swaziland
British Sovereign Base Areas	Guam	Morocco	Sweden
British Virgin Islands	Guatemala	Mozambique	Switzerland
Brunei	Guernsey	Myanmar	Syria
Bulgaria	Guinea	Nagorno-Karabakh	Taiwan
Burkina Faso	Guinea-Bissau	Namibia	Tajikistan
Burundi	Guyana	Nauru	Tanzania
Cambodia	Haiti	Nepal	Thailand
Cameroon	Heard Island and McDonald	Netherlands	Togo
Canada	Islands	New Caledonia	Tokelau
Cape Verde	Honduras	New Zealand	Tonga
Cayman Islands	Hungary	Nicaragua	Trinidad and Tobago
Central African Republic	Iceland	Niger	Tunisia
Chad	India	Nigeria	Turkey
Chile	Indonesia	Niue	Turkmenistan
China	Iran	Norfolk Island	Tuvalu
Christmas Island	Iraq	Northern Cyprus	U.S. Virgin Islands
Clipperton Island	Ireland	Norway	Uganda
Cocos (Keeling) Islands	Isle of Man	Oman	Ukraine
Colombia	Israel	Pakistan	United Arab Emirates
Comoros	Italy	Palau	United States
Congo	Ivory Coast	Panama	Uruguay
Cook Islands	Jamaica	Papua New Guinea	Uzbekistan
Coral Sea Islands	Japan	Paraguay	Vanuatu
Costa Rica	Jersey	Peru	Vatican City
Croatia	Jordan	Philippines	Venezuela
Cuba	Kazakhstan	Poland	Vietnam
Cyprus	Kenya	Portugal	Yemen
Czech Republic	Kiribati	Puerto Rico	Zambia
Denmark	Korea	Qatar	Zimbabwe

5. Appendix 2

5.1. Frequently Asked Questions

The 0 will not stay on the beginning of the telephone number

The information I have input is changing to a date?

This is due to the cell formatting, which will need to be changed. To do this:

Right Click on the Cell (or group of selected cells)

Then select 'Format Cells'
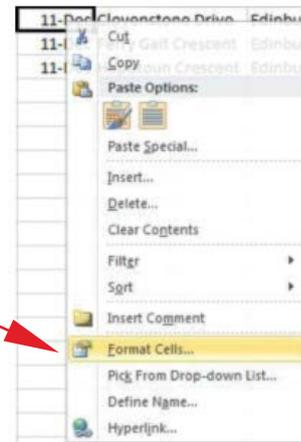
Now select 'Text' from the options
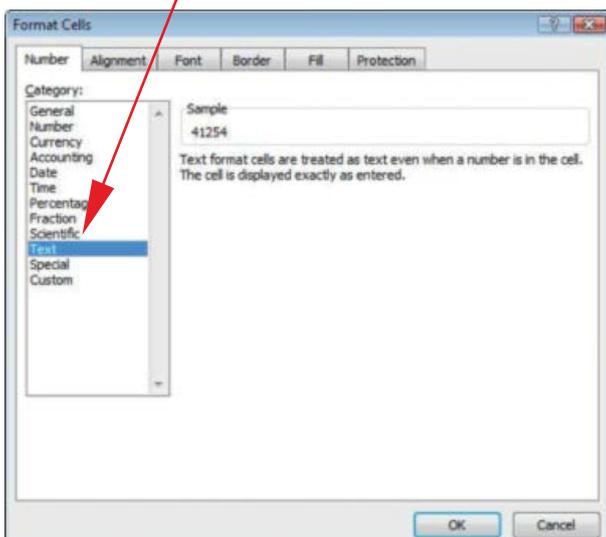
Once selected you need to Click 'ok'.

You should now re-enter the correct information and the details will not change.

Please note that if you save and re-open this file, the formatting will revert (as it needs to be saved as a CSV file). Therefore, if you do re-open the file you will need to re-apply and amend the formatting.