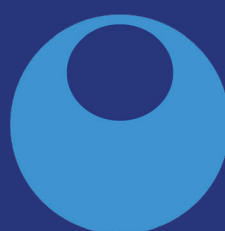# BULK IMPORT GUIDE

SAFE
DEPOSITS
SCOTLAND

SafeDeposits Scotland Bulk Import Guide

This Data Definition Document shows the data requirements for landlords, tenancies and tenants data into the SafeDeposits Scotland tenancies database. It is designed primarily as a guide to importing data using CSV. This Document specifically relates to the importing of data of one or more Deposits into the database.

Import Process

The import system runs from the website. The user will go to the Bulk actions page and upload a csv file. This will then create a new import with the file that was uploaded. The import form will support multiple file uploads, if required, creating separate imports. The imports are queued up in the system and processed in the order that they were uploaded. The import page will show you pending imports and will be processed to identify syntax errors and show how many entries it has to process. Once the import is processing, the system will loop through each of the deposits and check for any errors. If there are no errors it will be marked to be updated. It will then go through the landlords and the tenants under the deposit and mark if they have any errors in them. If the deposit and its landlords and tenants have no errors they will all be updated/added. If there is an error with any of them the whole deposit and all of its landlords and tenants will not be updated. Once the import has been completed, the web page (if still on the import page) will update and move the import row from the pending table to the processed table. All completed imports and those with and without errors are on this page. Clicking on the import result will show you the outcome of the import. You can see a quick total of how many entries were added, updated or with errors. Anything that caused no change will not update the totals and will be marked as "ignored". If there are any errors these can be viewed on this import results page. You can see the import references of the entries and view which ones have errors. Each entry will have a link taking you to see the import error. From the error page you can see what was uploaded and the error messages along with the fields with errors marked in red. If there is any error or fault when the deposits are imported that do not get flagged at the validation stage then the entire upload will be deleted, and you will be notified by email. You should then contact SafeDeposits Scotland with a copy of your upload document for us to investigate and upload on your behalf.

Data Definition

Column	Column Name	Description	Content Requirement
A	Primary landlord title	Title of the user, e.g Mr, Mrs, Ms, Dr etc...	Up to 5 characters (optional)
B	Primary Landlord first name	The first name of the user	Between 2 and 30 characters
C	Primary Landlord surname	The surname of the user	Between 2 and 30 characters

D	Primary Landlord company	Optional company name, usually if registering as an agent	Up to 100 characters (optional)
E	Primary Landlord building name or number	The primary address or way of describing the building name or number of the address. This will typically contain the name or number of a house and any flat position within it	Up to 100 characters
F	Primary Landlord street	The name of the street or thoroughfare. e.g High Street	Between 1 and 100 characters
G	Primary Landlord town	The town or city where the property is located. The town name refers to a city or town that is not an administrative area or a suburb of an administrative area that does not form part of another town	Between 3 and 100 characters
H	Primary Landlord county	The county where the town/city is located. This is a geographic area that may be the highest level local administrative area, which may be a county or a unitary authority, an island or island group	Between 3 and 100 characters
I	Primary Landlord postcode	The code allocated by the Post Office to identify a group of postal delivery points. e.g G2 4QY	Up to 8 characters
J	Primary Landlord Country	The country where the user is located e.g United Kingdom, France or Spain	Up to 100 characters
K	Landlord Registration Number	The landlord's registration number with the local authority	Up to 45 characters (optional)
L	Primary Landlord mobile	The Phone number used to contact the user about issues relating to SafeDeposits Scotland	Between 8 and 15 characters. Include any area codes and if out of the UK, any international dialling codes.

M	Primary Landlord landline phone	The Phone number used to contact the user about issues relating to SafeDeposits Scotland	Between 8 and 15 characters. Include any area codes and if out of the UK, any international dialling codes. (Optional)
N	Primary Landlord email	Email address used to contact the user about issues relating to SafeDeposits Scotland	Up to 255 characters
O	Joint Landlord title	Title of the landlord, e.g Mr, Mrs, Ms, Dr etc...	Up to 5 characters (optional)
P	Joint Landlord first name	The first name of the landlord	Between 2 and 30 characters
Q	Joint Landlord surname	The surname of the landlord	Between 2 and 30 characters
R	Joint Landlord Company	Optional company name, usually if registering as an agent	Up to 100 characters (optional)
S	Joint Landlord Building Name or Number	The primary address or way of describing the building name or number of the address. This will typically contain the name or number of a house and any flat position within it	Up to 100 characters
T	Joint Landlord Street	The name of the street or thoroughfare. e.g High Street	Between 1 and 100 characters
U	Joint Landlord Town	The town or city where the property is located. The town name refers to a city or town that is not an administrative area or a suburb of an administrative area that does not form part of another town	Between 3 and 100 characters
V	Joint Landlord County	The county where the town/city is located. This is a geographic area that may be the highest level local administrative area, which may be a county or a unitary authority, an island or island group	Between 3 and 100 characters

W	Joint Landlord Postcode	The code allocated by the Post Office to identify a group of postal delivery points. e.g G2 4QY	Up to 8 characters
X	Joint Landlord Country	The country where the user is located e.g United Kingdom, France or Spain	Up to 100 characters
Y	Joint Landlord Mobile	The Phone number used to contact the user about issues relating to SafeDeposits Scotland	Between 8 and 15 characters. Include any area codes and if out of the UK, any international dialling codes.
Z	Joint Landlord email	Email address used to contact the user about issues relating to SafeDeposits Scotland	Up to 255 characters
AA	Deposit User Reference	This is the user ref field from the website which allows the user to enter a small "note" or non unique ref code for the deposit	Up to 45 characters (optional)
AB	Tenancy Building Name or Number	The primary address or way of describing the building name or number of the address. This will typically contain the name or number of a house and any flat position within it	Up to 100 characters
AC	Tenancy Street	The name of the street or thoroughfare. e.g High Street	Between 1 and 100 characters
AD	Tenancy Town	The town or city where the property is located. The town name refers to a city or town that is not an administrative area or a suburb of an administrative area that does not form part of another town	Between 3 and 100 characters
AE	Tenancy Administrative Area	The county where the town/city is located. This is a geographic area that may be the highest level local administrative area, which may be a county or a unitary authority, an island or island group	Between 3 and 100 characters

AF	Tenancy Postcode	The code allocated by the Post Office to identify a group of postal delivery points. e.g G2 4QY	Up to 8 characters
AG	Tenancy Start Date	The date that the tenancy started. This is the date indicated on the tenancy agreement that the tenancy actually started	10 characters in the format: dd/mm/yyyy e.g 04/01/2021
AH	Tenancy End Date	The date that the tenancy is expected to end. This is usually the ish date; however, if the original tenancy agreement end date has already passed, but the tenancy has renewed due to tacit relocation, use an estimated future end date	10 characters in the format: dd/mm/yyyy e.g 04/01/2021 (optional)
AI	Deposit Amount	The amount of deposit in pounds and pence described on the tenancy agreement.	1.00 to 999,999.99
AJ	Deposit Amount to Protect	The amount of deposit in pounds you wish to pay SafeDeposits Scotland. This cannot be more than the deposit amount.	1.00 to 999,999.99
AK	Rent Amount	The total amount of rent agreed per month.	1.00 to 999,999.99
AL	Deposit Received Date	The date that the deposit was received by the user.	10 characters in the format: dd/mm/yyyy e.g 04/01/2021
AM	Number of Tenants	The number of tenants on the tenancy agreement for this property	1 to 10
AN	Tenant 1 Lead title	Title of the tenant, e.g Mr, Mrs, Ms, Dr etc…	Up to 5 characters (optional)
AO	Tenant 1 Lead First Name	The first name of the tenant	Between 2 and 30 characters
AP	Tenant 1 Lead Surname	The surname of the tenant	Between 2 and 30 characters

AQ	Tenant 1 Lead Mobile	The Phone number used to contact the tenant about issues relating to SafeDeposits Scotland. This field is mandatory if the tenants email is not provided.	Between 8 and 15 characters. Include any area codes and if out of the UK any international dialling codes.
AR	Tenant 1 Lead email	Email address used to contact the tenant about issues relating to SafeDeposits Scotland. This field is mandatory if the tenants phone number is not provided. This can also not be the same as any of the other email addresses associated with the deposit.	Up to 255 characters
AS	Tenant 2 Joint Title	Title of the tenant, e.g Mr, Mrs, Ms, Dr etc…	Up to 5 characters (optional)
AT	Tenant 2 Joint First Name	The first name of the tenant	Between 2 and 30 characters
AU	Tenant 2 Joint Surname	The surname of the tenant	Between 2 and 30 characters
AV	Tenant 2 Joint Mobile	The Phone number used to contact the tenant about issues relating to SafeDeposits Scotland. This field is mandatory if the tenants email is not provided.	Between 8 and 15 characters. Include any area codes and if out of the UK any international dialling codes.
AW	Tenant 2 Joint email	Email address used to contact the tenant about issues relating to SafeDeposits Scotland. This field is mandatory if the tenants phone number is not provided. This can also not be the same as any of the other email addresses associated with the deposit.	Up to 255 characters
AX	Tenant 3 Joint Title	Title of the tenant, e.g Mr, Mrs, Ms, Dr etc…	Up to 5 characters (optional)
AY	Tenant 3 Joint First Name	The first name of the tenant	Between 2 and 30 characters
AZ	Tenant 3 Joint Surname	The surname of the tenant	Between 2 and 30 characters

BA	Tenant 3 Joint Mobile	The Phone number used to contact the tenant about issues relating to SafeDeposits Scotland. This field is mandatory if the tenants email is not provided.	Between 8 and 15 characters. Include any area codes and if out of the UK any international dialling codes.
BB	Tenant 3 Joint email	Email address used to contact the tenant about issues relating to SafeDeposits Scotland. This field is mandatory if the tenants phone number is not provided. This can also not be the same as any of the other email addresses associated with the deposit.	Up to 255 characters
BC	Tenant 4 Joint Title	Title of the tenant, e.g Mr, Mrs, Ms, Dr etc…	Up to 5 characters (optional)
BD	Tenant 4 Joint First Name	The first name of the tenant	Between 2 and 30 characters
BE	Tenant 4 Joint Surname	The surname of the tenant	Between 2 and 30 characters
BF	Tenant 4 Joint Mobile	The Phone number used to contact the tenant about issues relating to SafeDeposits Scotland. This field is mandatory if the tenants email is not provided.	Between 8 and 15 characters. Include any area codes and if out of the UK any international dialling codes.
BG	Tenant 4 Joint email	Email address used to contact the tenant about issues relating to SafeDeposits Scotland. This field is mandatory if the tenants phone number is not provided. This can also not be the same as any of the other email addresses associated with the deposit.	Up to 255 characters
BH	Tenant 5 Joint Title	Title of the tenant, e.g Mr, Mrs, Ms, Dr etc…	Up to 5 characters (optional)
BI	Tenant 5 Joint First Name	The first name of the tenant	Between 2 and 30 characters
BJ	Tenant 5 Joint Surname	The surname of the tenant	Between 2 and 30 characters

BK	Tenant 5 Joint Mobile	The Phone number used to contact the tenant about issues relating to SafeDeposits Scotland. This field is mandatory if the tenants email is not provided.	Between 8 and 15 characters. Include any area codes and if out of the UK any international dialling codes.
BL	Tenant 5 Joint email	Email address used to contact the tenant about issues relating to SafeDeposits Scotland. This field is mandatory if the tenants phone number is not provided. This can also not be the same as any of the other email addresses associated with the deposit.	Up to 255 characters
BM	Tenant 6 Joint Title	Title of the tenant, e.g Mr, Mrs, Ms, Dr etc…	Up to 5 characters (optional)
BN	Tenant 6 Joint First Name	The first name of the tenant	Between 2 and 30 characters
BO	Tenant 6 Joint Surname	The surname of the tenant	Between 2 and 30 characters
BP	Tenant 6 Joint mobile	The Phone number used to contact the tenant about issues relating to SafeDeposits Scotland. This field is mandatory if the tenants email is not provided.	Between 8 and 15 characters. Include any area codes and if out of the UK any international dialling codes.
BQ	Tenant 6 Joint email	Email address used to contact the tenant about issues relating to SafeDeposits Scotland. This field is mandatory if the tenants phone number is not provided. This can also not be the same as any of the other email addresses associated with the deposit.	Up to 255 characters