

# Liberal Democrats Register Upload Site

## User Guide

### Introduction

The Liberal Democrats Register Upload Site is for Councils to upload Electoral Register data files. It is a simple to use website that provides the easiest, most direct means of sending data to the party.

The upload site can be found at: <https://data.libdems.org.uk/registers>



#### Register Uploads

Please ensure that you have **removed any passwords before you upload** the file, and that the file(s) you are about to upload **cover the entire council area**. We cannot accept files that only cover a part of a council area.

[+ Add files...](#) [Start upload](#) [Cancel upload](#) [Delete](#)

#### Notes

- The maximum file size for uploads is **80 MB**.
- Only CSV, Excel or archive files (7Z, ASC, AXX, CSV, DTA, RAR, TSV, TSVH, TXT, XLS, XLSX, ZIP) are allowed.
- You can **drag & drop** files from your desktop on this webpage.

### File Types Supported

The upload site can be used to send CSV, Excel or archive files. The following file extensions are supported: 7Z, ASC, CSV, DTA, RAR, TSV, TSVH, TXT, XLS, XLSX, ZIP.

Files can either be sent individually or collected together in a Zip or 7Zip archive. The maximum file size for uploads is 80 MB.

**Please ensure that the entire council area is covered by the file(s) that you upload.**

### Access and Security

The files are uploaded securely and once uploaded are not accessible externally. Internally the files are only accessible to the specific team within the Liberal Democrats responsible for processing Register data.

We therefore ask that you ensure that you have removed any encryption and passwords before you upload any file(s).

## Instructions for Use

### Selecting Files

Click on the green “Add files...” button to select a file to upload. Click on the button again to add additional files. Once you have selected the files, you will be prompted to add some additional information. Alternatively you can simple drag and drop files from your computer onto the web page.

The screenshot shows the file upload interface. At the top, there are four buttons: a green '+ Add files...' button, a blue 'Start upload' button, a yellow 'Cancel upload' button, and a red 'Delete' button. Two callout boxes with red borders and arrows point to the 'Add files...' and 'Cancel upload' buttons. The first callout says 'Click here to add additional files to upload' and the second says 'Click here to remove files you have selected but not yet uploaded'. Below the buttons is a form for file details. The file name is 'Berechurch.XLS' and its size is '642.65 KB'. The form fields are: 'Your Name:' (Sanjay Samani), 'Contact Email Address:' (sanjay.samani@libdems.or), 'Contact Telephone Number:' (02072271229), and 'Local Authority Area:' (Wandsworth). There is also a 'Comments:' field with the text 'Aug 2015 Monthly updated'. To the right of the form, there are two buttons: a blue 'Start' button and a yellow 'Cancel' button. A callout box with a red border and an arrow points to the 'Cancel' button, saying 'Click here to remove a file you have selected'.

Please fill out the additional information requested for the file, namely your name, your contact email address, your telephone number and your Local Authority Area. You can optionally add a comment to the file, e.g., to let us know that the file is a monthly update file.

You can select additional files to upload, either by clicking on “Add files...” again, or by dragging the additional files on to the web page. Please add the additional information for each file.

### Removing Files that you have selected

If you accidentally select the wrong file to upload, you can click on the “Cancel” button next to it to remove that individual file.

If you would like to remove all the files you have selected, click on the yellow “Cancel upload” button at the top of the page.

## Uploading Files

Click on the “Start upload” blue button to upload all the files you have selected.

Click on the blue “Start” button next to an individual file to upload just that file.

Click here to add upload all the files you have selected

Click here to upload an individual file

+ Add files... Start upload Cancel upload Delete

Berechurch.XLS	642.65 KB	Start	Cancel
Your Name:	Contact Email Address:	Contact Telephone Number:	Local Authority Area:
Sanjay Samani	sanjay.samani@libdems.org	02072271229	Wandsworth
Comments:			
Aug 2015 Monthly updated			

Castle.XLS	723.47 KB	Start	Cancel
Your Name:	Contact Email Address:	Contact Telephone Number:	Local Authority Area:
Sanjay Samani	sanjay.samani@libdems.org	02072271229	Wandsworth
Comments:			
For by Elections 19/1/2016			

## Deleting Files

**NB Only delete files if you have uploaded files in error, they will not be processed if you choose to delete them.**

If you have accidentally uploaded files that should not have been uploaded, you can click on the red “Delete” button next to individual files.

To delete multiple files that have been uploaded, click on the individual check boxes next to select the files you want to delete, then click on the red “Delete” button at the top of the page.

To delete all the files that have been uploaded, click on the check box at the top of the page to select all files, and then click on the red “Delete” button at the top of the page.

Click here to delete selected files

Click this check box to select all files for deletion

Click here to delete an individual file uploaded

Click checkboxes to select files for deletion

+ Add files... Start upload Cancel upload Delete

Berechurch.XLS	642.65 KB	File uploaded successfully	Delete	<input checked="" type="checkbox"/>
Sanjay Samani sanjay.samani@libdems.org.uk 02072271229				
Wandsworth				
Aug 2015 Monthly Update				

Castle.XLS	723.47 KB	File uploaded successfully	Delete	<input checked="" type="checkbox"/>
Sanjay Samani sanjay.samani@libdems.org.uk 02072271229				
Wandsworth				
For by Elections 19/1/2016				

Wandsworth AV.XLS	473.29 KB	File uploaded successfully	Delete	<input type="checkbox"/>
Sanjay Samani sanjay.samani@libdems.org.uk 02072271229				
Wandsworth				
Absent Voters				

## Support

If you need any help with the website, please contact:

Sanjay Samani

Administrative Assistant - Digital

T: 020 7227 1229

M : 07469 412236

E : [sanjay.samani@libdems.org.uk](mailto:sanjay.samani@libdems.org.uk)