

DCLG ROLHMO Data Provision using Interform - User Guidance

1. Entering the System - Text highlighted in red denotes an action required - Please do not use the 'Back' or 'Refresh' buttons at any stage

a. **Open Internet Explorer** (or other internet browser on your computer).

b. Enter the web address - **http://interform.odpm.gov.uk**

When the website opens, you should see the login screen -

c. In the usercode box **enter the 5 character usercode** you will have been provided (eg XX234)

d. In the password box **enter the 8 character password** you will have been provided (eg ZANZIBAR)

(Note: The Usercode and Password boxes are not case sensitive)

e. **Click on 'Proceed'**

f. A small box will appear with a message that you are about to view pages over a secure connection - **click OK**

The screen will then change to enable you to send your data file.

2. Sending the Data File

a. **Enter your Contact Name and Email Address** in the appropriate boxes.

(Note: The system will ask you to enter something in these boxes if they are left blank)

b. **Click on 'Browse'**

c. When the box opens, select the file you wish to send and click 'Open'.

d. **Click on 'Send Data'**

A message will appear in the lower half of the screen in red containing the time you sent the file eg:-

File upload commenced at: 15:57:36 please wait

The length of time to complete the process is dependant upon the size of the file you are sending and the capabilities of your Internet connection. If the file you are sending is quite large in size, then this part of the process may take a

while to complete. Please bear with us during this part - you may wish to proceed with other work during this part of the operation..

When the system has completed receipt of the file the following message will appear eg:-

File upload completed at: 15:58:27
The reference number allocated is NR_HAA0069_06_01_05_(5655)
Thank You
Please print and retain this page for future reference
If you have a question our Help Desk can be contacted by ringing 0207 944 3294
Click on the logo above for further information.

The receipt message contains the time the upload was completed and a unique reference number.

Please make a note of the reference number allocated to your file by printing off a copy of the webpage. The second part of the number (HAA0069) is the code allocated to your organisation. This is followed by the date the file was sent.

e. Once you have received the above message, the process is complete and you may close the browser. Thank you for sending your data.

3. Obtaining help

If you encounter a problem using the system, or if you would like some advice, please telephone one of following:

- Geoffrey Aspinall on 0207-944-3294 in the first instance
- Ian Taylor on 0207-944-3142

Alternatively, help or further information about using the system or about ROLHMO can be obtained by:

- o e-mail to: rolhmo@odpm.gsi.gov.uk