Community Insight for housing organisations

Stock types FAQ

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www.communityinsight.org

Community Insight

Stock types: Frequently answered questions

What are stock types?

Stock types allow you to categorise your properties on Community Insight. Each property can be assigned a stock type such as General Needs, Supported Housing, Shared Ownership and so on. You can therefore tailor Community Insight to match the way that your organisation understands your property.

Each stock type is displayed on the map using a different colour icon, and you can toggle each type to show, or hide, on the Community Insight map.

Can I create my own stock types?

Yes, all stock types you use are defined by you. The only stock type we have pre-defined for you is a default "Stock property" type, which will be allocated to any properties that are not assigned to a type.

Where can I assign my properties with stock types?

You assign a stock type to each of your properties at the same time as you upload all your property data to Community Insight. You can also edit the stock types later, for example if you want to add or split types.

So how do I set-up my stock types?

Organise your property data into three columns, as shown in figure 1 below:

- Postcodes – these are used to place the property on the map;
- Unique property reference numbers (often known as a UPRN) – used to reference the property in the same way as on your property management systems;
- Stock types – the stock type for each property.

Figure 1

	A	B	C	
1	UPRN	postcode	Stock type	
2	CI_UPRN_1	NG7 4AU	Standard	
3	CI_UPRN_2	NG7 4EP	Standard	
4	CI_UPRN_3	NG1 4HB	Standard	
5	CI_UPRN_4	NG1 4HQ	Standard	

Save this as a text file in CSV format, and upload to Community Insight as usual on the 'Manage stock' page. (If you are unfamiliar or want a refresher on how to do this, check out our online help desk. You can always see the available help articles by clicking on the "Help using this page ..." link on the side of every Community Insight page.)

Can I still upload my property using copy/ paste?

Yes. However, you can only paste a list of postcodes into the box, so you cannot assign stock types in this way. Community Insight will automatically assign all your properties to the default stock type "Stock property".

I don't have unique property reference numbers (UPRNs) for my properties, can I still upload stock types?

Yes, but you will need to use a 3-step process:

- If you do not include UPRNs in the upload, Community Insight will automatically generate UPRNs for your properties. Simply upload your properties to Community Insight in the normal way.
- Click on the 'Download a list containing all of your stock' to open a data file with the stock linked to the UPRNs generated by Community Insight.
- Add the stock types to the 3rd column on the data file, and upload this new file.

Is there a maximum number of stock types I can use?

Currently you can load in up to five different types.

I only have three stock types I wish to use.

That's not a problem. Five is the maximum, however any number up to that is fine.

What if I don't assign some of my properties with stock types?

Any properties that you do not assign with stock types will be assigned to the default stock type "Stock property".

Do unassigned properties count as one my five stock types?

Yes. Any properties you do not assign will automatically be assigned to the default stock type "Stock property", which will count as one of your five stock types.

Can I assign more than one stock type to a property?

No. Each property must only be assigned to one stock type.

I don't have any stock types

That's not a problem. All of your properties will automatically be assigned to the default stock type "Stock property".

I've already been using Community Insight and have various groups set-up. How will they be affected?

Stock groups are not affected by stock types. This means that you also do not need to include stock types in stock group uploads.

How will I distinguish between different stock types on the map?

Each stock type is represented by a different coloured icon. You can view these on the Community Insight map. The 'Choose stock…' drop-down menu (see figure 2 below) allows you to filter your properties based on stock type and stock group (see figure 3).

Figure 2

Select 'Choose stock…' to see the drop down menu that allows you to manage your stock types and groups

Figure 3

Filter which properties you want to view on the map by stock group or type
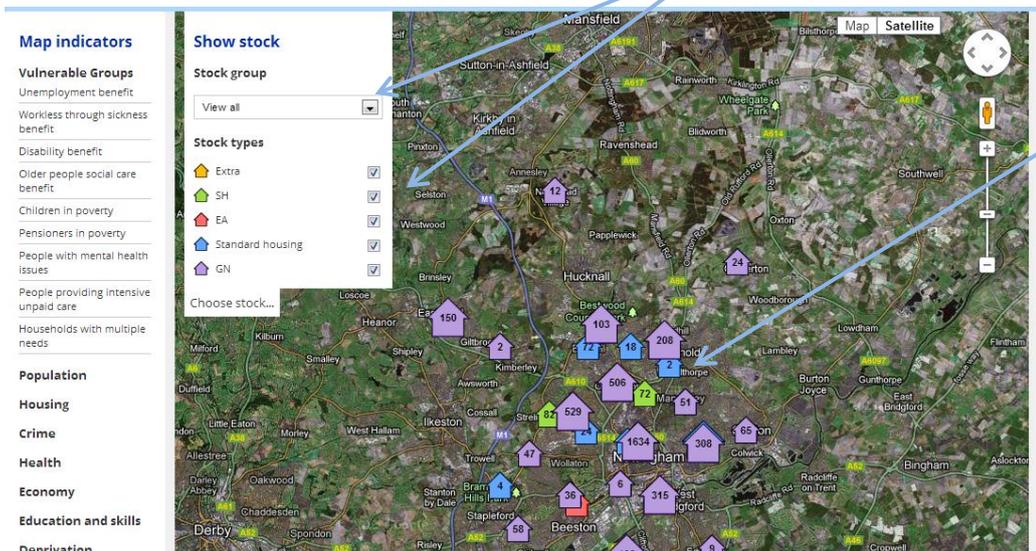
Different colour house icons represent the different stock types

Can I choose my own icons for the different stock types?

Not at the moment. This is something we are looking into for future development.

Will stock types affect my reports?

No, reports are not affected by the stock types. Look out for future updates, as we plan to integrate reporting with different stock types.

Will any of the data be affected by the stock types?

No, the aggregated data is not affected by stock types. Look out for future updates as we plan to integrate the data to reflect different stock type.