Elmhurst Evidence User Manual

Reproduction of this document in whole or in part is forbidden without the consent of:
Elmhurst Energy Systems Ltd
16 St John's Business Park
Lutterworth
Leicestershire
LE17 4HB

Contents

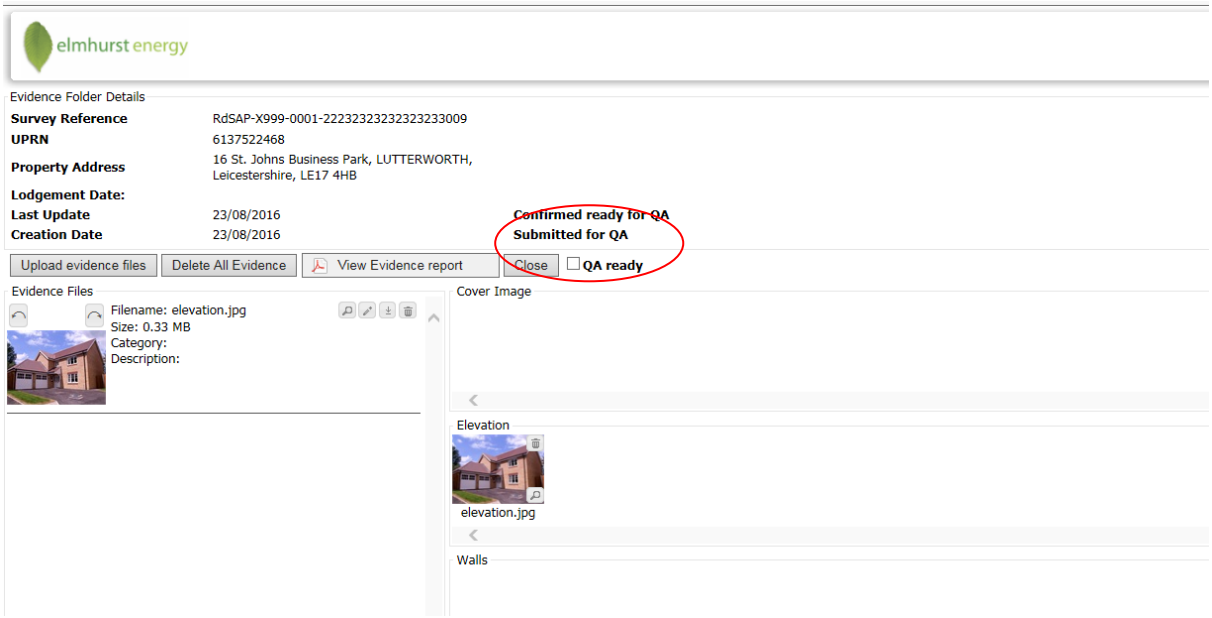
Contents 2
Introduction 3
QA Link 3
Recommended Internet Browsers 4
Accessing Elmhurst Evidence 4
The Home Screen 5
Uploading Your Files 6
Creating an Evidence Report 9
Technical Support 12

Introduction

Evidence is an Elmhurst Energy web application providing access to free, safe and secure storage online. Using Elmhurst's Evidence, you can save your survey data, search and retreive it whenever you need it. You can also drag and drop separate aspects of your evidence into one file for uploading altogether onto Elmhurst's QA Hub. The application helps you to ensure your data is saved in two places and lets you upload photographs (with automated date stamp capture), site notes, room dimensions, floor plans, EPCs and any PDFs

QA Link

There is now a direct link between Evidence online and the QA Hub when you upload your evidence into the evidence vault and created the evidence pack. By ticking the QA ready box in the program you are confirming that if this assessment is selected for audit the evidence pack is complete and can be automaticaly submitted to an auditor. You will receive email confirmation that it has been selected for audit and the audit is in progress.



Benefits of Elmhurst Evidence

- Free to use for Elmhurst members
- Virtually unlimited storage space with no limit on upload sizes
- Stores files for 15 years, as required by DCLG
- Files are automatically compressed by 90% on upload
- Simple 'drag and drop' functionality
- Integrates directly with Elmhurst's **GO Capture** mobile app (currently RdSAP Only)
- Integrates with the QA Hub for automatic submission
- PDF Evidence reports can be produced for QA audits

Recommended Internet Browsers

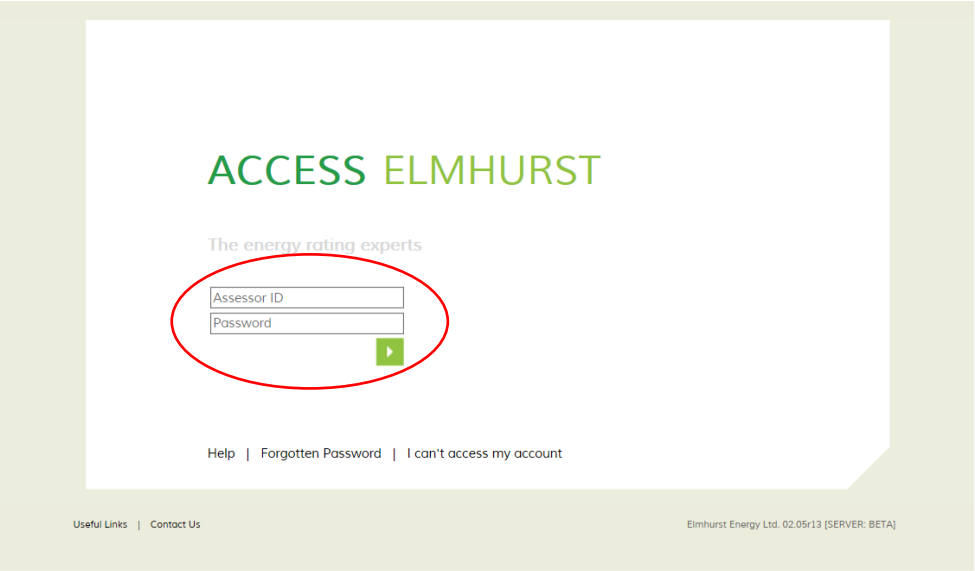
Evidence will run on any of the following browsers:

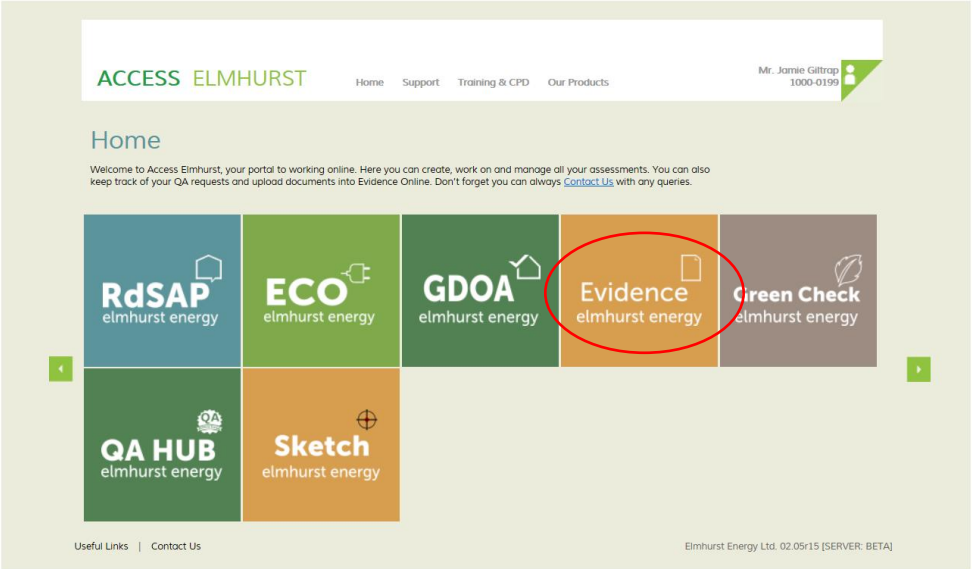
- Internet Explorer (recommended)
- Google Chrome

Please ensure that pop-up blockers are **disabled** in your browser, otherwise the file upload box will not open.

Accessing Elmhurst Evidence

Log in to "Access Elmhurst" https://members.elmhurstenergy.co.uk using your **Assessor ID** and **Password**, then select the "Evidence " button on the "Access Elmhurst" home screen.





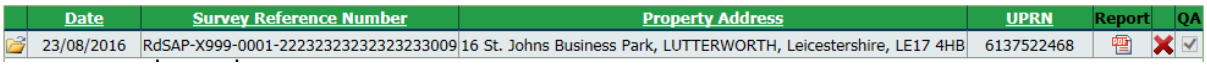
Clicking the “Evidence” button will take you to the Home screen.

Accessing Evidence from Elmhurst RdSAP

Evidence can also be accessed from Elmhurst’s online assessor zones, by clicking the below icon in the relevant row in the assessor’s list of surveys:

The Home Screen

The overview screen will look familiar, as it is similar to the RdSAP and NDEA zones and has the same features (e.g. Quick Search, Filter etc). On this page you can also view or delete any evidence folders you have created and if you have confirmed them as QA Ready.



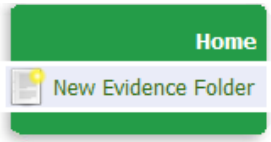
The following options are available on the home screen:

- Create new Evidence folder
- Quick search
- Confirm ready for QA
- Filter search results:
  - All Evidence Folders/RdSAP/ECO/OA/NDEA
  - All Regions/England & Wales/Scotland/Northern Ireland
  - All years/2015
- Date/Survey Reference Number/Property Address/UPRN in ascending/descending order

- Download Evidence report
- Delete Evidence folder

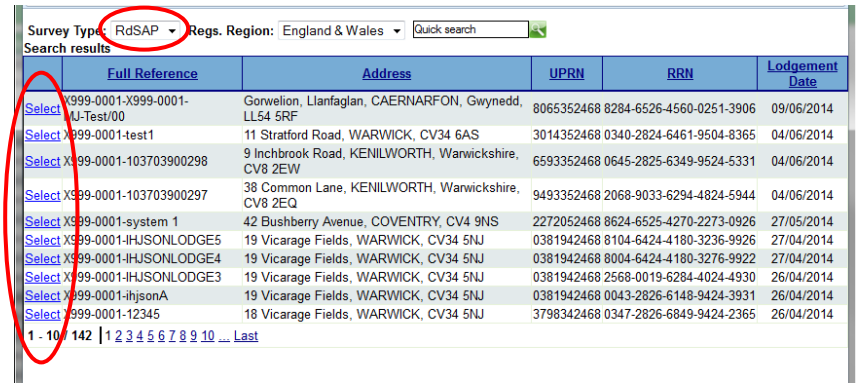
Uploading Your Files

New evidence can be uploaded by clicking the “New Evidence Folder” tab, which is located in the top left corner of the overview screen.

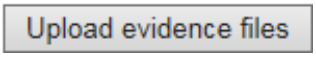


After Clicking “New Evidence Folder” a new window will open with the list of your surveys.

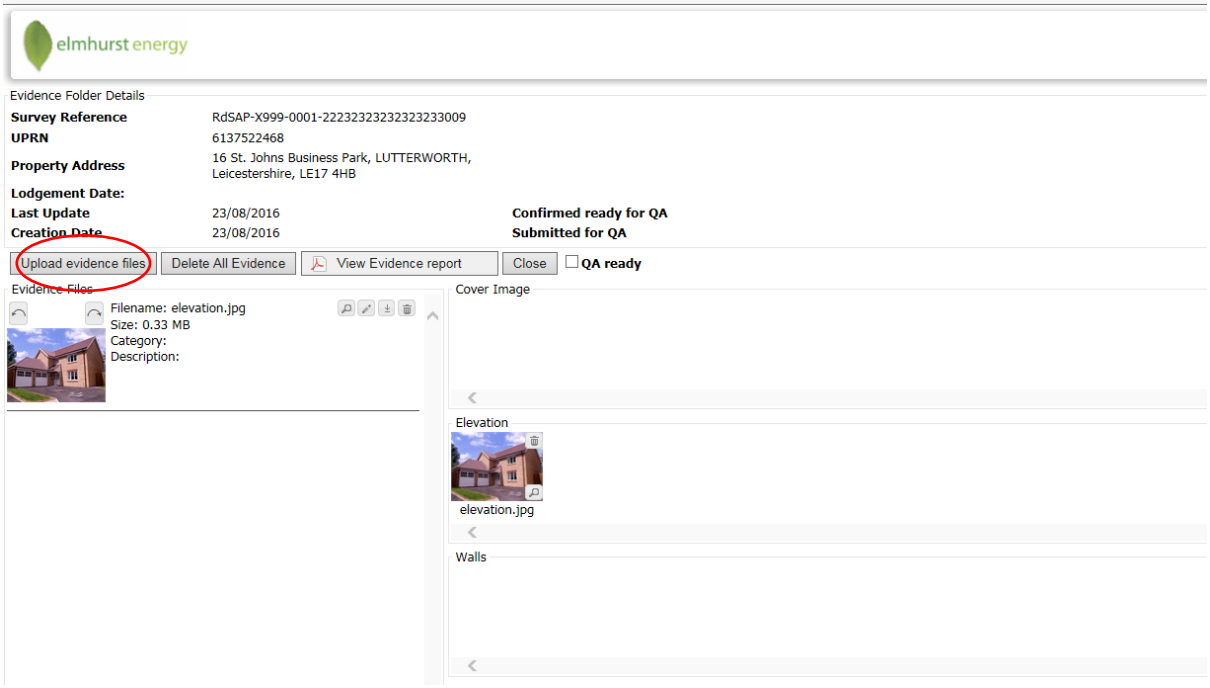
‘Select’ the survey type and property for which you wish to upload your evidence.

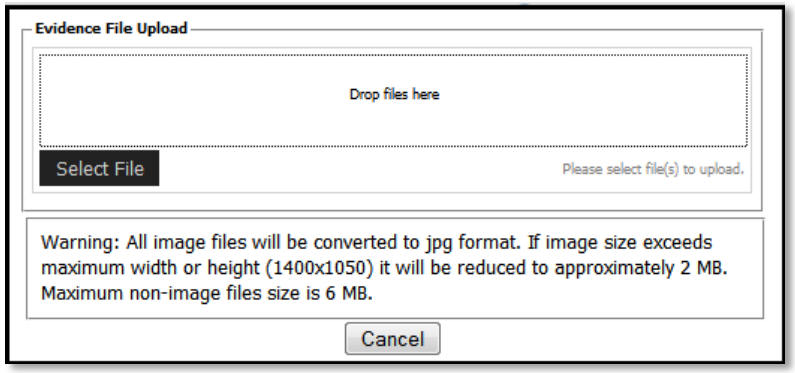


You will now be taken to the evidence upload screen where you should click “Upload Evidence Files”

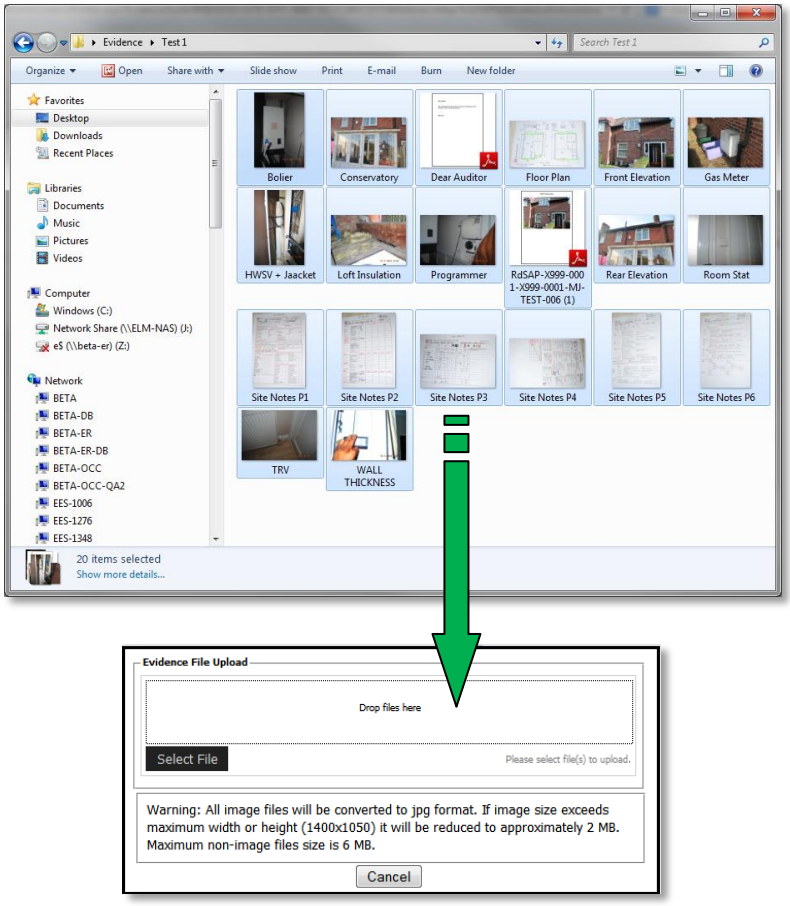


A new pop-up window will open which will allow you to browse your PC for the specific files you wish to upload. Alternatively, it is possible for you to ‘drag and drop’ the files into the appropriate evidence boxes.

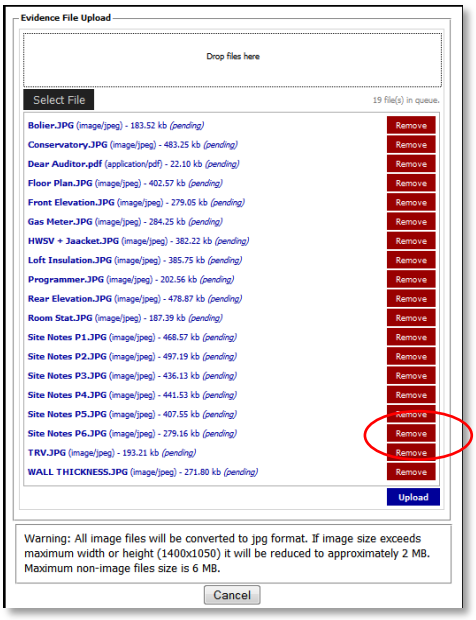




The quickest method is to ‘drag and drop’ your files into Elmhurst Evidence (please note- this is browser dependent). Please ensure that you have your evidence folder open on your PC then drag the required files to the box which is labelled “Drop files here”.



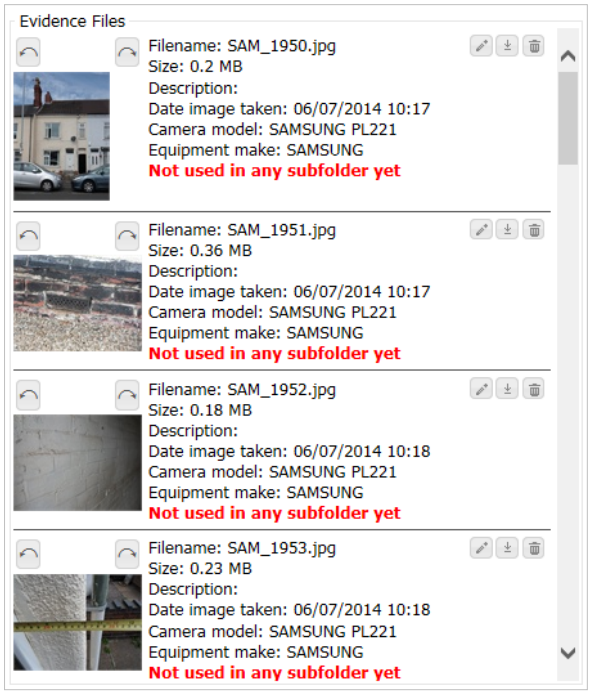
If you are unable to 'drag and drop' your files, click "Select File" to choose the files you require. When you have successfully dropped the files into the evidence box, they will appear in the evidence list (see below).



Now click the blue "Upload" button.

<u>Please be aware that the maximum upload limit for RdSAP evidence files is 30MB and 100MB for NDEA files, however sizes are reduced during upload.</u>

Once you have uploaded your files, the software will return you to the previous page and your evidence will be now visible in the left hand column marked “Evidence Files”

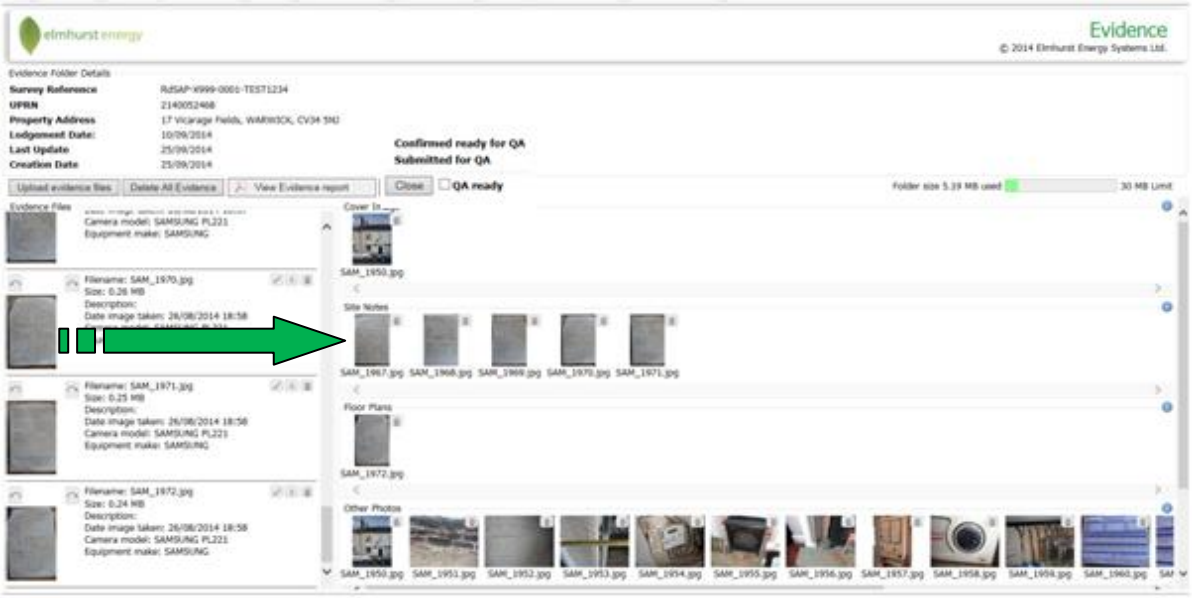


Congratulations! Your evidence is now uploaded to Elmhurst’s secure server.

Creating an Evidence Report

Now that your evidence is uploaded, you can easily create an “Evidence Report” by dragging and dropping the required files into the relevant sections on the right hand side of the screen. (e.g. site notes into the ‘Site Notes’ section, floor plans into the ‘Floor Plans’ section etc.)

Files dropped into ‘Cover Images’ will appear on the cover of the evidence report.



Please note that any files dropped into the "Associated Documents" section will not appear on the evidence report.

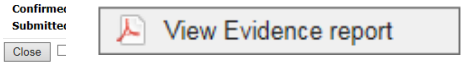
When you upload your GO Capture evidence to Evidence online (currently RdSAP only)

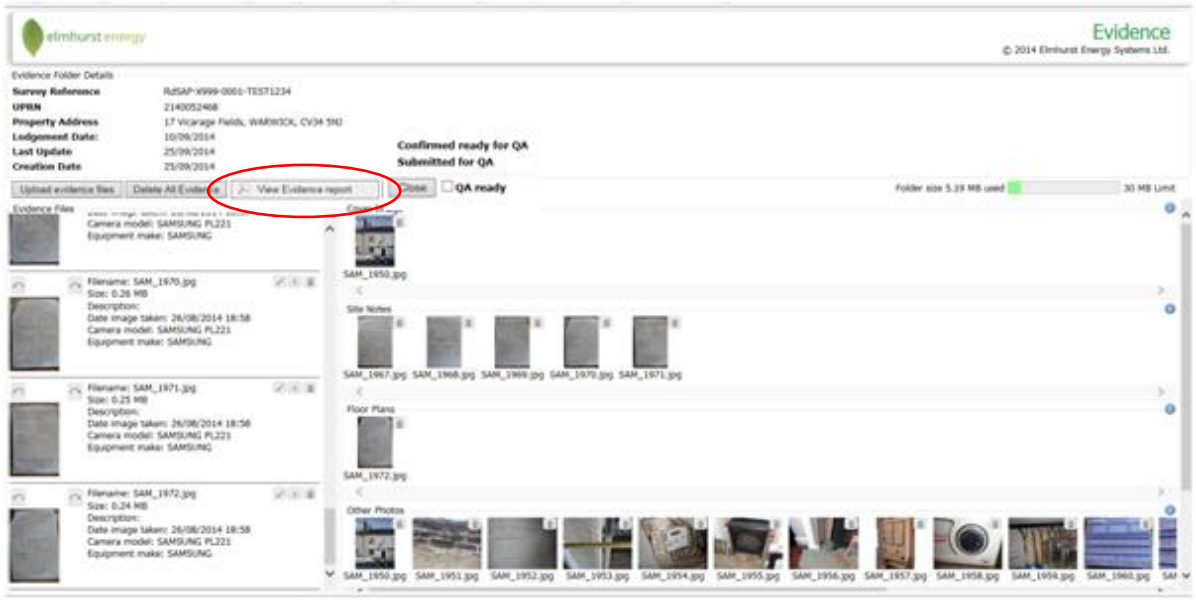
GO Capture will automatically sort each photograph into the corresponding category in Evidence online. Evidence now has 7 categories which mirror those found within GO Capture:

GO Capture Category	Evidence Folder
Elevation	Elevation
Walls	Walls
Roofs, Lofts	Roofs, Lofts
Heating Controls	Heating Controls
New Technologies	New Technologies
Other	Other Photos
Site notes, Floor Plan	Site Notes

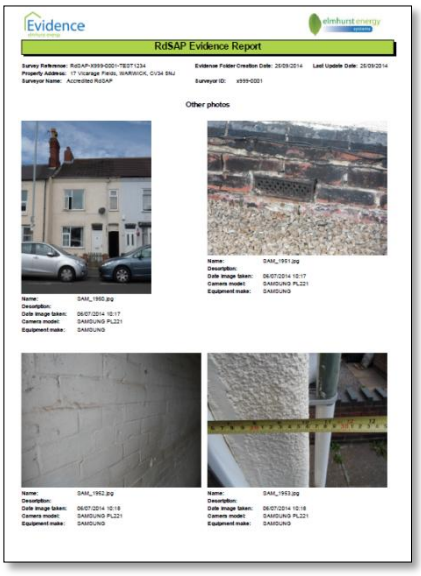
When selected for audit, if the evidence has been shared via GO Capture, simply follow the process set out below: or alternatively tick the QA ready box at any point for the evidence pack to be automatically submitted

1. Once all of the required files have been placed into the relevant sections, click "View Evidence Report" and the completed evidence report will automatically download as a PDF document.



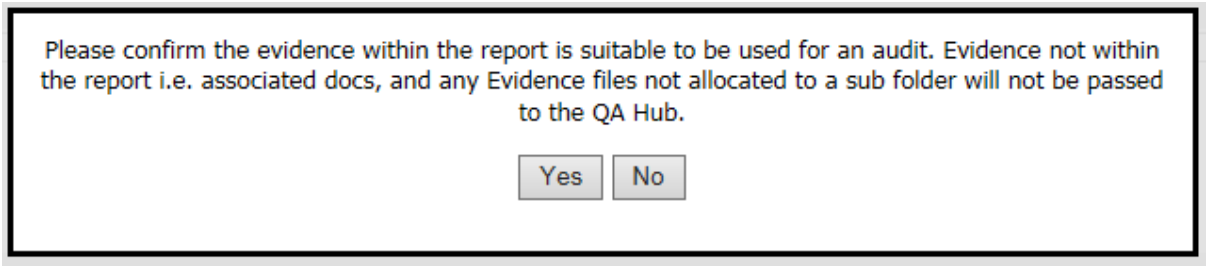


2. Your “Evidence Report” will be similar to the following example and will contain your site notes, floor plans and photographs:

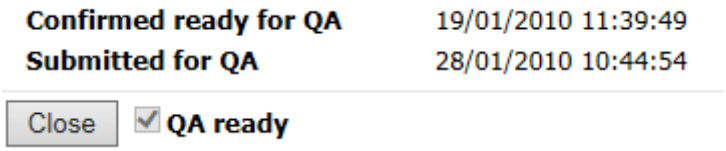


3. Once the evidence report has been created, this can be uploaded into the QA Hub as a single document within the other files section should this particular EPC be called for audit.

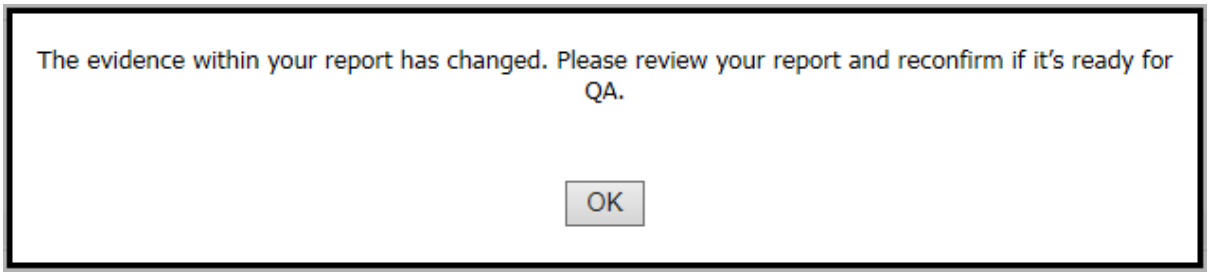
   When you tick the QA ready box in evidence you will see the following confirmation message.



Once you have confirmed the evidence pack is ready for audit you will see this message appear



Note if you have already confirmed evidence as QA ready but you have added additional evidence to the pack you will need to confirm that the amended evidence pack is QA Ready.



Technical Support

For all queries and technical issues relating to **Elmhurst Evidence**, please contact:

Existing Dwellings Team:
T: 01455 883 257
E: existingdwellings-support@elmhurstenergy.co.uk
F: 08723 520 659

Non Domestic Team:
T: 01455 883 231
E: nondomestic-support@elmhurstenergy.co.uk
F: 08723 520 659

Elmhurst's support teams are available Monday to Friday - 09.00 to 17.00.

Elmhurst Energy Systems Ltd

Head Office

Elmhurst Energy Systems Ltd
16 St Johns Business Park
Lutterworth
Leicestershire
LE17 4HB

T: 01455 883 250
F: 0871 714 3128
E: enquiries@elmhurstenergy.co.uk
W: www.elmhurstenergy.co.uk