

RSAP+ Photo Upload Guide

The following guide has been produced to accompany the latest 3.0.32 update on the RSAP+ platform. We will show you the new features and we will also go over the existing features too.

Throughout the survey, at major data entry points, will be a icon of a camera (See below screenshot) and when this is present, you can select the camera icon and this will take you straight to the photo upload screen for that particular aspect of the dwelling.

The icons are laid out this way, so assessors can upload each image as they go through the survey, and also as a visual prompt to aid an assessor should they have missed a photo out of their evidence.

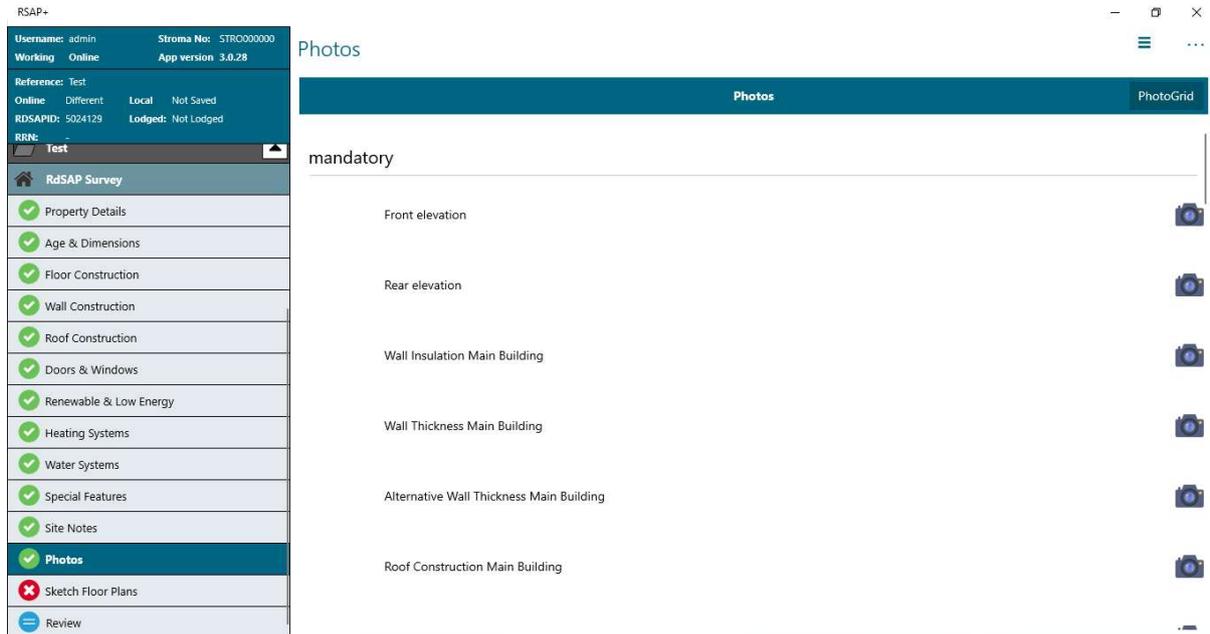
The screenshot shows a form titled "Property Details" with several fields and camera icons. The fields are: "Property Type" (House), "Property Sub Type" (Detached), "Extensions" (0), "Open Fireplaces" (0), "Electric Meter Type" (Dual), and "Mains Gas Available" (On). Camera icons are present next to the first, third, fifth, and sixth fields.

Clicking the first property type icon will take you to the front elevation photo upload screen:

The screenshot shows the "Front Elevation" photo upload screen. It has a header "Front Elevation" and two buttons: "Take Photo" and "Select Image". Below the buttons is a large blue area for the photo. At the bottom, there is a "Notes:" field, a "Capture Time:" field, and a "Save" button.

Where you can either take or upload a photo. We shall go through the specific photo upload method shortly.

This is the main landing screen for the photos section:



The list is laid out in three sections.

- **Mandatory**

This is a list of images which are defined in the scheme operating requirements as images which must be taken for every single EPC.

- **Mandatory if selected**

This is list of images of items which you may not find in every single property, such as a secondary heater, but if there is one present and you enter it, evidence must be taken.

- **Optional**

This is a combination of items which are not too common in dwellings, and extra upload fields for assessors who like to cover every base with their photographic evidence.

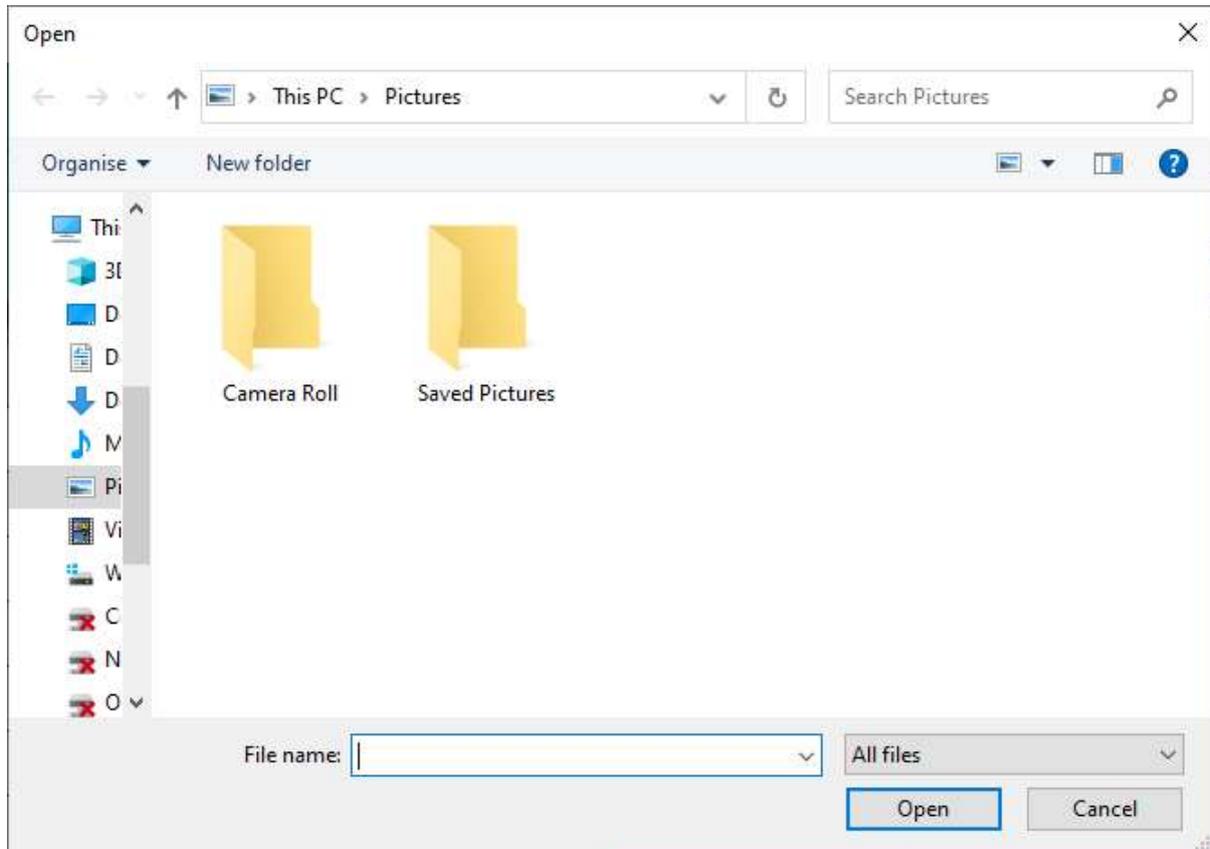
The images can be uploaded in three different ways.

The first the individual image upload method, which is the method visible above – it has been shown below too. Click into the relevant photo field, and either select take photo or select image.



Take photo will attempt to use your devices camera to take a picture of the relevant item. On your phones and tablet it will use the rear camera, and on your computer it will open the webcam! Once you are happy with the photo you can select the tick to indicate so, and this will upload the image. You must allow RSAP+ to use the camera on your device to take photos within the app.

Select image will allow you to browse the library on your computer or mobile device, how you would usually choose a file in other applications. Find the image, select open then it will upload the photo. Below is the file structure as opened when select image is chosen.



The second photo upload method is the photogrid method. In the photo landing screen detailed above, at the top right hand corner you have a photogrid button. Simply click this to be greeted by the same set of photographs, but now in separate blocks and not as a list.

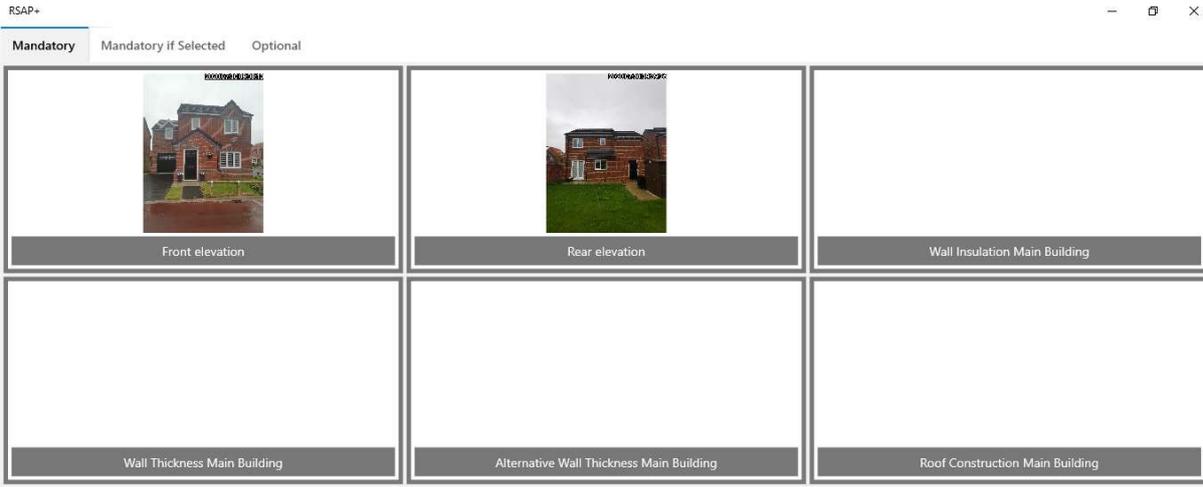


These blocks are listed by the above three photograph options.

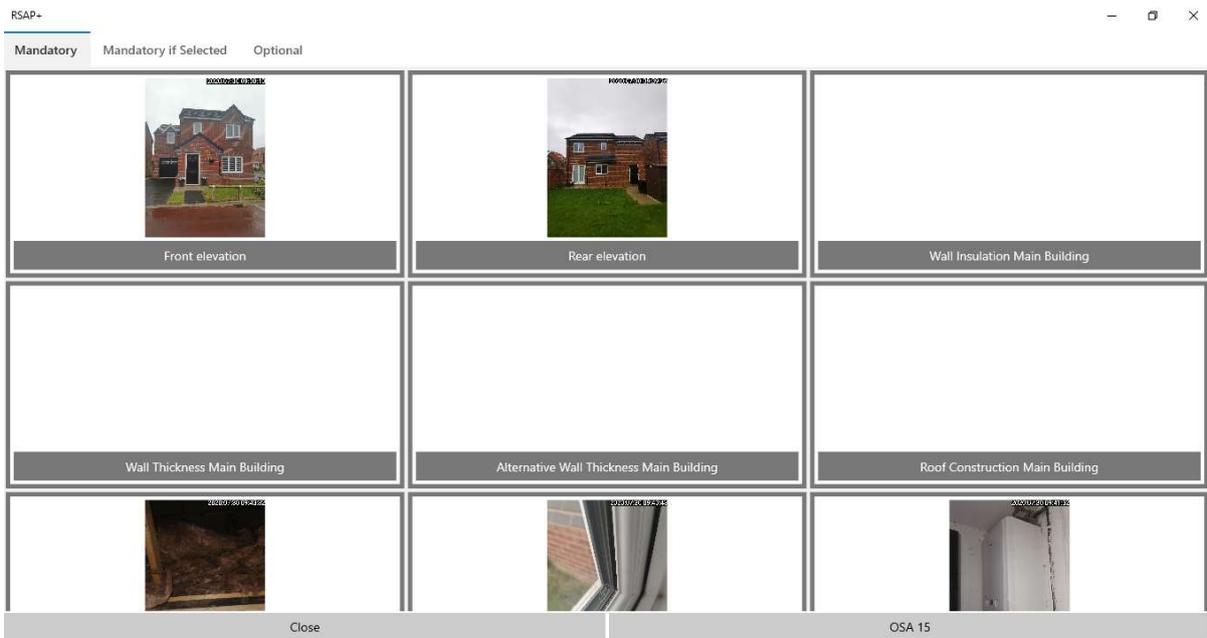
RSAP+



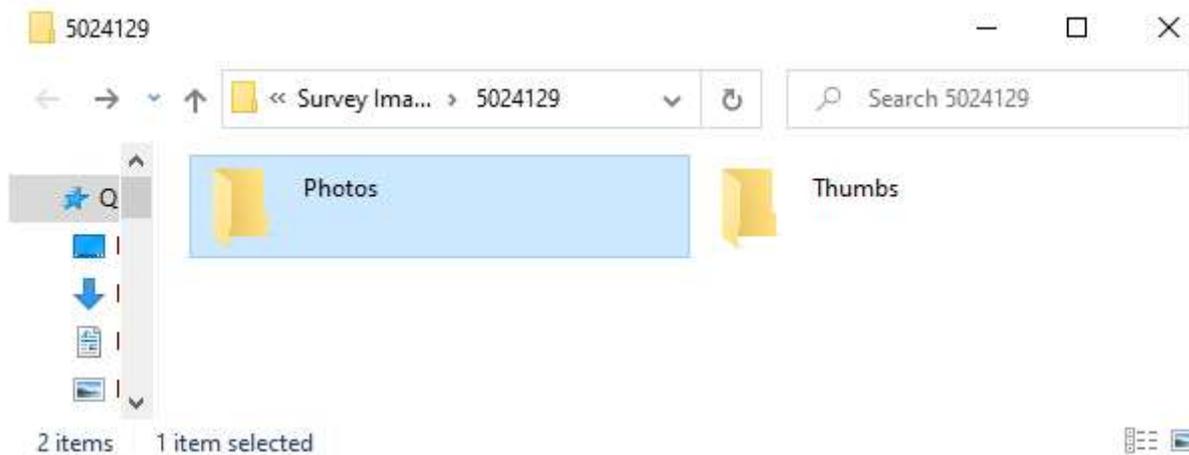
You can select into each list, and all you have to do is simply drag your image from the desktop (or whichever folder you may have the images in) to the relevant block and this will upload the image.



The third and final method of uploading images, is through the OSA15 link. Some of you may recall this from the original Silverlight software (the grey background software with the green icons across the top). This has always been present in this software, and to access it you would again have to go into the photo grid tab as above, and at the bottom right hand corner is the OSA15 button.

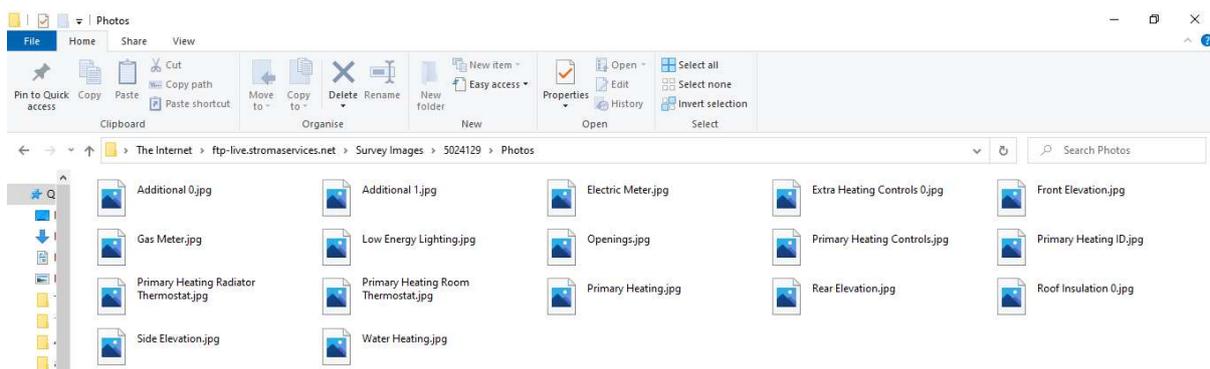


Selecting this opens up a folder which links directly into our servers. This survey has a unique and secure filepath. The folder opens up as below:



You can click into the Photos folder, and drag all your images and notes into there as one upload. This is probably the easiest and least time consuming method of uploading images.

Your folder will then be populated with images. If you use the individual upload, or photogrid, then the files will be renamed according to the field you uploaded them in. If you used OSA, they will retain the original filenames created by your device when these photos were taken.



Two very important things to note about photograph uploads:

Our photo upload system is a back up system only. This means that you should always retain your own library of evidence at all times. We have built into the software a system which saves each image into your camera roll if the image is taken using the RSAP software.

When you are called for audit, if all your evidence is already uploaded using the methods displayed above, reply to the audit email and let us know that it is all uploaded and ready for us.

When you open a survey on a different device, which you uploaded pictures with, the survey will start downloading the images from this survey. You will get a Windows notification at certain points telling you the progress, and in the photograph section, you can see the progress of the download of each image. In the screenshot below, you can see Extra Heating Controls 0 and Low Energy Lighting are downloading, indicated by the blue down arrow, and that the Gas Meter has successfully downloaded, indicated by the green tick and by also a thumbnail of the Gas Meter image.

Additional 15		
Extra Heating Controls 0		
Extra Heating Controls 1		
Low Energy Lighting		
Shower		
	Gas Meter	

If you have taken a picture on your device, and it cannot yet be uploaded due to you not being connected to wifi, the image will stay in your photo section with an upward arrow, indicating it needs to be uploaded.