



# iQ-Mobile User Guide

*For iPad Devices*

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## Overview

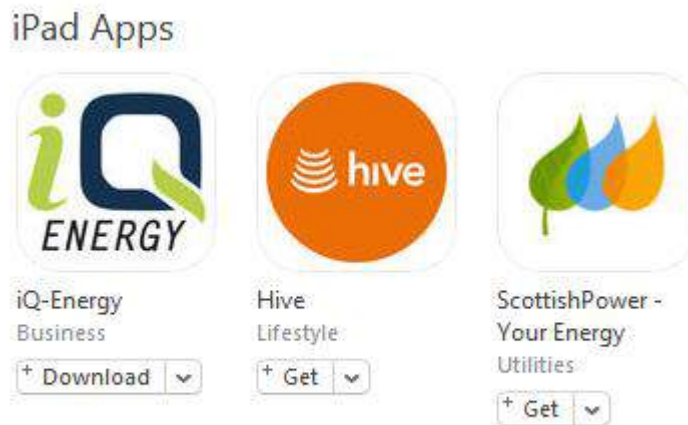
This following guide will provide instructions on how to download and use the Quidos Mobile EPC App. In the latest version, a floorplan making feature called zPlan is included, which will make your assessments more convenient.

This App can be used on both Apple Tablets and mobile phones. In terms of PC's, the app uses google chrome and you can also access it from androids devices. The app will also work offline and on most tablets.



## Finding the App

In iTunes search for “iqenergy”



Download this App to your iPad or iPhone.  
(The app is optimised for the iPad but will work on the iPhone as well)

The app is installed on your device and you can click on it to access the software.



## Using the App – Creating EPCs

You can begin by creating a new job by pressing the add button iQ-mobile works in exactly the same way as iQ-Energy so we won't describe the tabs in detail here.

You will need to complete the 'BUILDING DETAILS' and click 'Save & Next' at the bottom of the screen before filling out the other tabs.

Note: the address lookup works in the same way as iQ-Energy however at times you will not have a mobile signal to save the address details. In this case enter the postcode and leave the other details blank as shown below

The screenshot shows the 'Building Details' screen in a mobile app. The screen is divided into two main sections: 'Property Address' and 'Survey Details'. The 'Property Address' section includes fields for Country (England and Wales), Postcode\* (BA1 1NS), Address1, Address2, Address3, Town, UPRN\* (0000000000), and RRN (0000-0000-0000-0000-0000). The 'Survey Details' section includes a field for Assessment Date (10/11/2015). A message at the bottom of the 'Property Address' section reads 'Please use Postcode to Find Address'. The app interface includes a 'Close' button, 'Menu' buttons, and a 'Copy' button at the top. A sidebar menu on the left lists various tabs: Building Details, Classification, General, Dimensions, Walls, Windows, Doors, Floors, Roofs, Rooms in Roof, Heating System, and Improvement Measures.

You can now complete the rest of the tabs from 'Classification' to 'Heating System' in what order you wish.

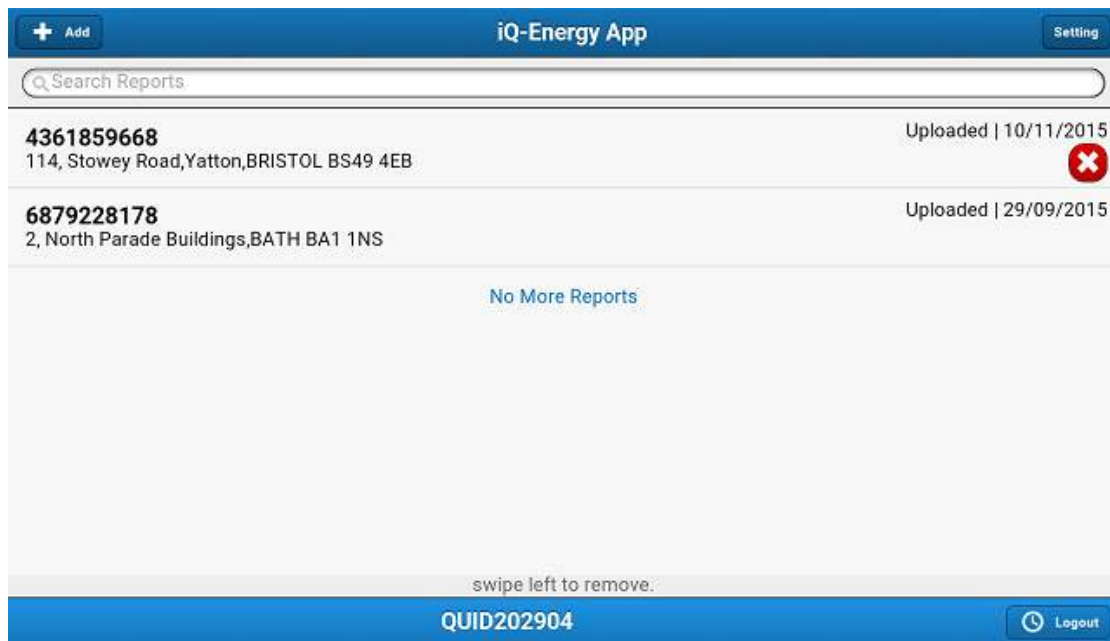
All the tabs must be completed and saved before you can calculate the improvement measures

Then 'Calculate' and then click 'Upload'



## Using the App –Deleting data

To delete an uploaded property you can simply swipe left and press the delete button like an unwanted date on tinder.



It's worth deleting plans as they are uploaded to keep the numbers down, it's also worth noting that iQ-mobile stores all your photos and property data onto the internal storage of the device and these are not deleted when you swipe left, there is more information in the internal data and storage chapter below.



## Using the App – Creating floorplans

- To be able to use zPlan, you need to create an account and sign up for a plan here <https://zplan.co.uk/>

### Pricing

Choose a plan that suits the way you work. Subscriptions come with an obligation-free seven-day trial.

Office	Pay-per-plan	Enterprise	WeDraw
<ul style="list-style-type: none"><li>• Draw 40 floor plans per month</li><li>• £1 for every extra floor plan</li><li>• £15 per month</li><li>• 7-day free trial</li></ul>	<ul style="list-style-type: none"><li>• £3.45 per floor plan</li><li>• No monthly charge</li></ul>	<ul style="list-style-type: none"><li>• Multiple offices</li><li>• Volume discounts</li><li>• Premium support</li></ul>	<ul style="list-style-type: none"><li>• Email us your sketches or previously drawn plans.</li><li>• We deliver plans to your dashboard within 24 hours.</li><li>• Contact us for prices and more details</li></ul>
<a href="#">Sign up</a>	<a href="#">Sign up</a>	<a href="#">Contact us</a>	<a href="#">Contact us</a>

- Then go to your iQ-Energy App, and press the button as shown below

The screenshot shows the iQ-Energy App interface. At the top, there is a blue header with a '+ Add' button on the left, the text 'iQ-Energy App' in the center, and a 'Setting' button on the right, which is highlighted with a red box. Below the header is a search bar labeled 'Search Reports'. The main content area displays a list of reports with the following details:

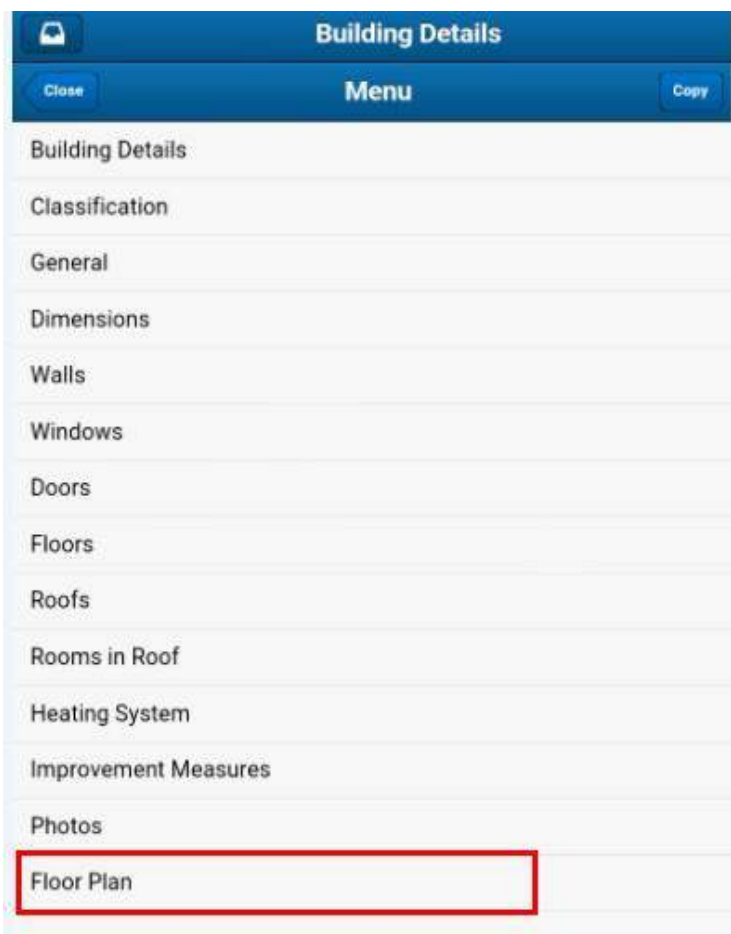
Report ID	Address	Status	Date
3255087178	97, Stowey Road, Yatton, BRISTOL BS49 4EB	In Progress	19/11/2015
4361859668	114, Stowey Road, Yatton, BRISTOL BS49 4EB	Uploaded	10/11/2015
6879228178	2, North Parade Buildings, BATH BA1 1NS	Uploaded	29/09/2015

At the bottom of the list, there is a button labeled 'No More Reports'.

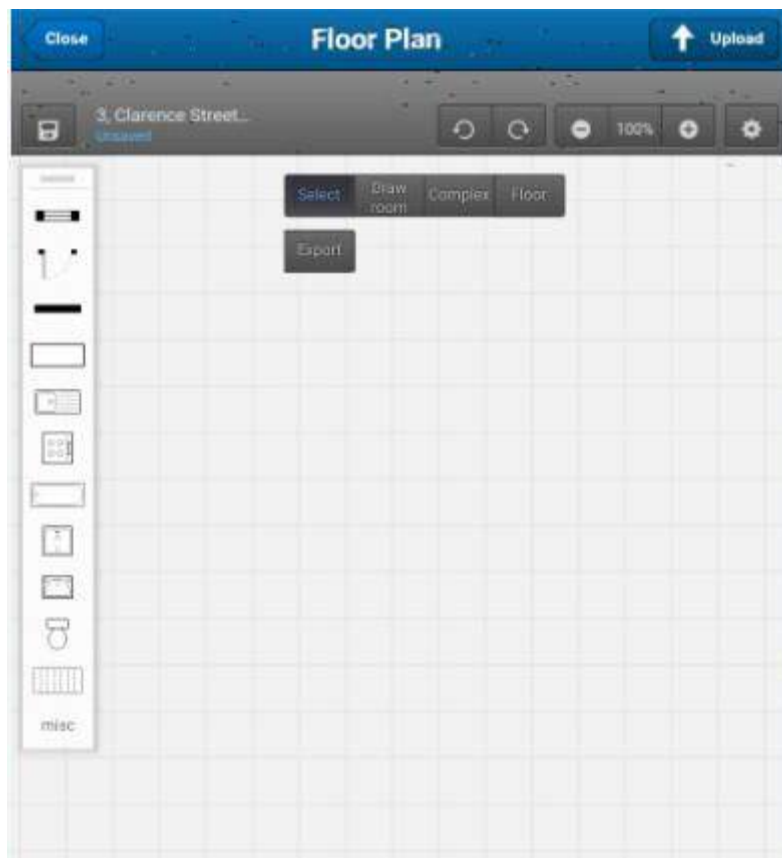
- Here you will be able to switch on zPlan by filling the account name and password you registered on zPlan website



- You will now find a “zPlan” option listed at the end of the menu bar



- After inputting the information into the first tab “building details”, you can create a floorplan as shown below:



- If you want to explore more of zPlan features, please visit <https://zplan.co.uk/site/docs> for documentation and <https://zplan.co.uk/site/videos> to watch the training videos.





## Using the App – Uploading the data.

Once you have completed the property survey, you can upload all of the data up to iQ-Energy and [optionally] the floorplan up to Z-Plan. Using the upload page below; you can upload the RdSAP data, alter the input data on iQ-Mobile and then upload again.

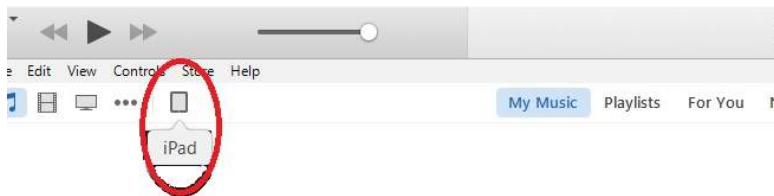
## Data storage and backup

Energy data is stored in two locations, in what's called local storage and physically on the tablet storage.

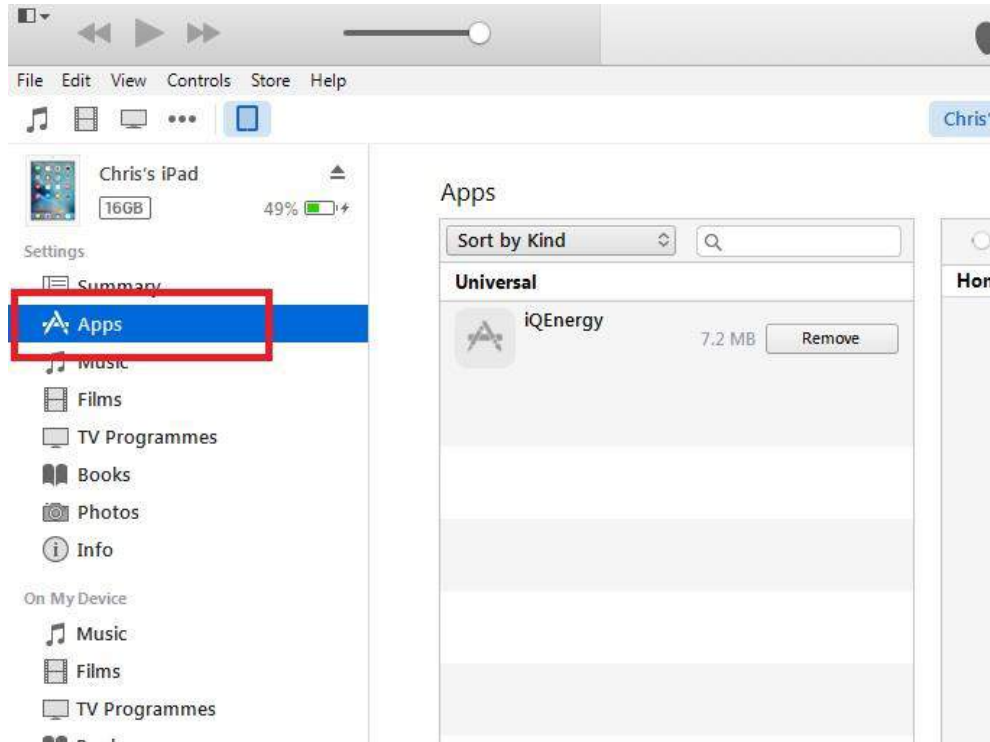
Very rarely local storage can be cleared by the tablet itself when it decides it's running out of memory or by a browser or app upgrade, to ensure that your data is kept safe and that you do not lose any work, all your energy data, photos and floor plans can be recovered from the tablet storage area.

It's easy to back all your work and store it in a separate location in case your iPad gets lost or stolen. Simply follow the steps below to back up your data.

1. Connect your iPhone or iPad to your PC via the USB cable and open iTunes
2. Click the iPhone/ iPad, menu option in iTunes highlighted below.



3. You should see a page that looks similar to the following screen below, now press the Apps button.....

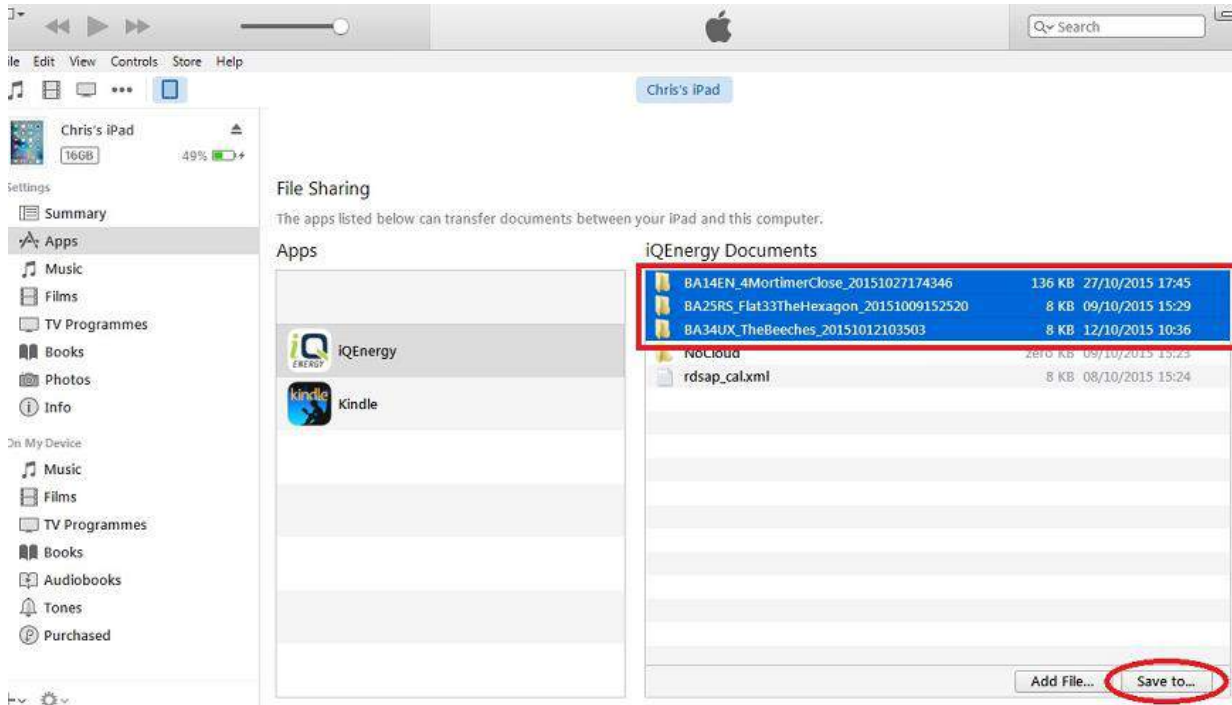


4. ....and scroll down the page until you see the File Sharing section right at the bottom and then select iQEnergy from the list.

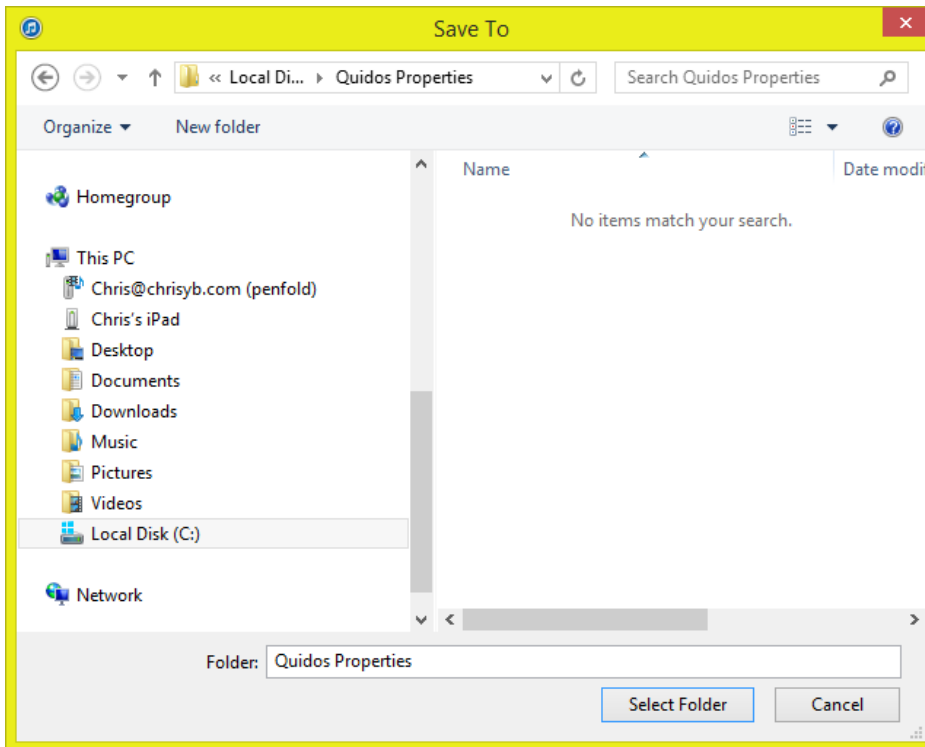
The right hand side of the screen will display all the iQEnergy Documents stored on your device, and each folder contains the property data in an xml file (note this is not LIG-16 format) and all the photo's data for that property.

You can select as many properties to save as you wish. In the example below 9 examples have been selected.

5. Press the save to... button



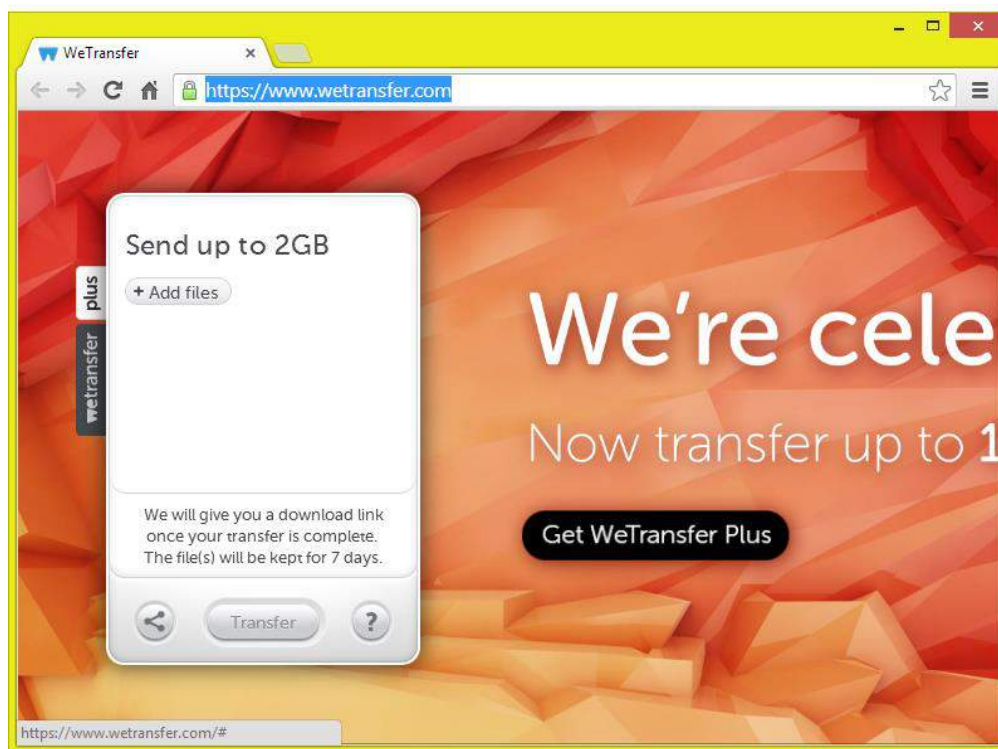
6. When the pop up window appears, pick a location where you want to save the data too and press the "Select Folder" button

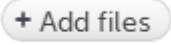


7. Once you have saved the folder(s) to your hard-drive, that's it! You have backed up all your work.

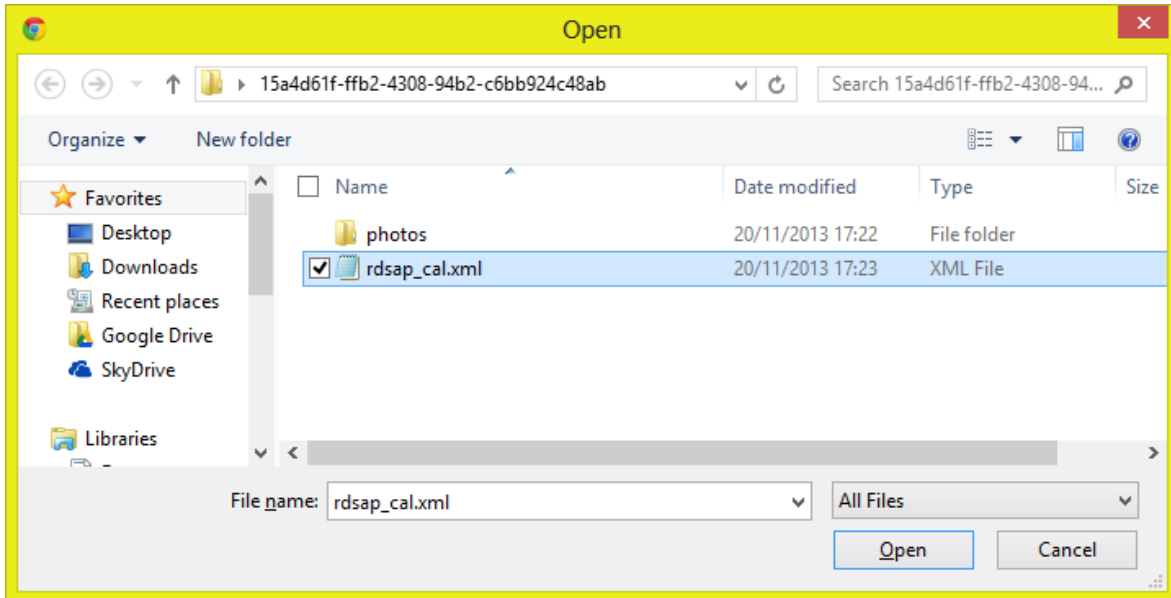
### Optional Step to send XML / Photo data to Quidos if requested.

If you need to send files to us then it's a simple process, to do this we use a web site called [www.wetransfer.com](http://www.wetransfer.com) .



Click the  button to add the folders to your hard drive.

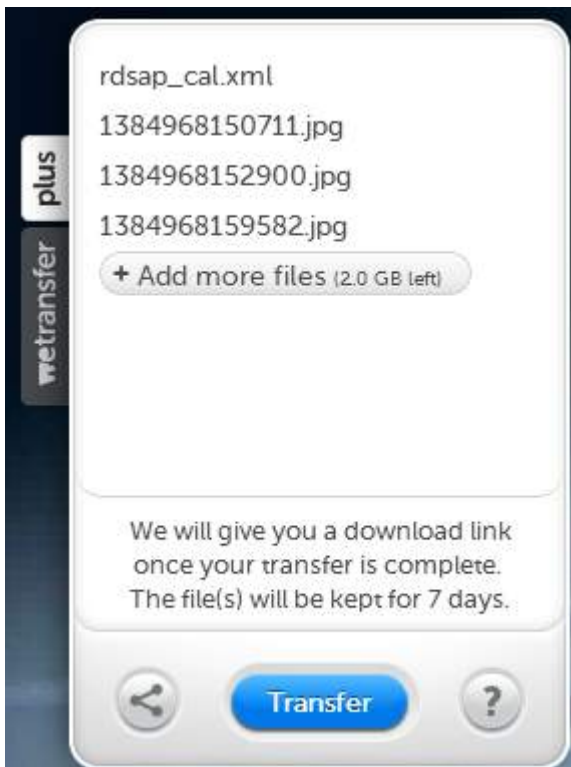
Open the folder of the property saved earlier and highlight the xml file and then click open (See below)




Click the add more files button

+ Add more files (2.0 GB left)

Then click into the photos folder and select all the photos and click open.

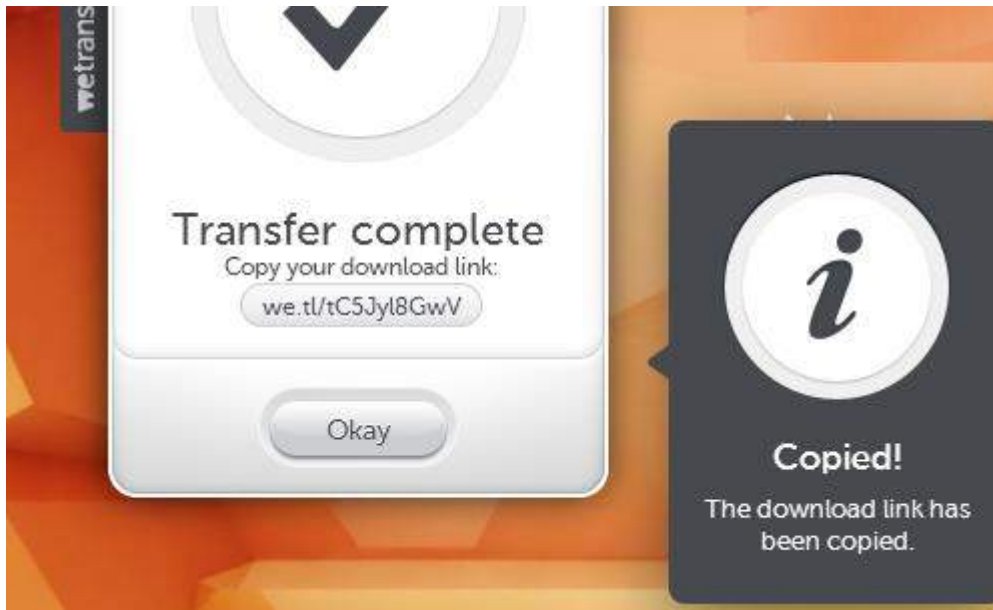




Click the  button to upload and then the



 button will allow you to paste the link into a new email



In outlook pressing the button marked below will paste the link into a new outlook email

