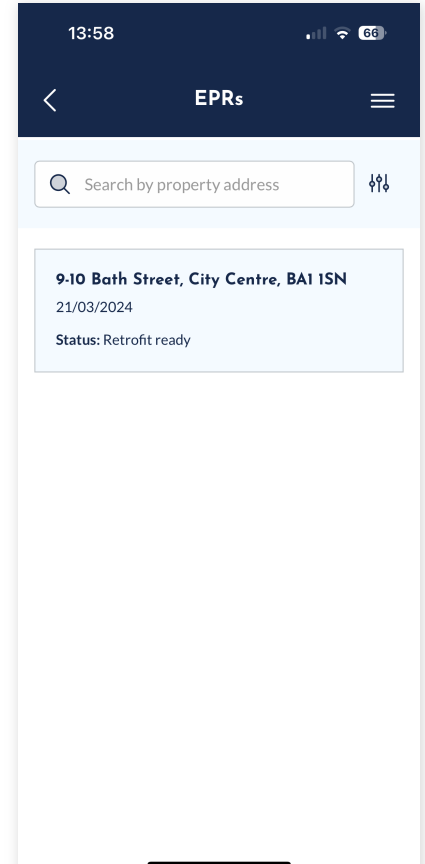
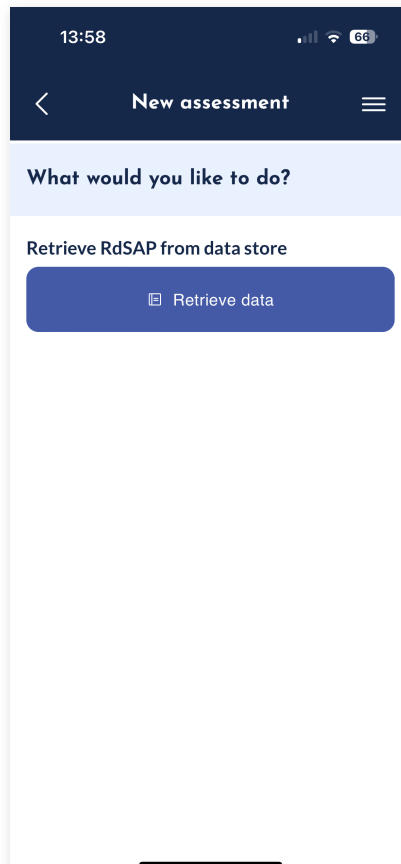
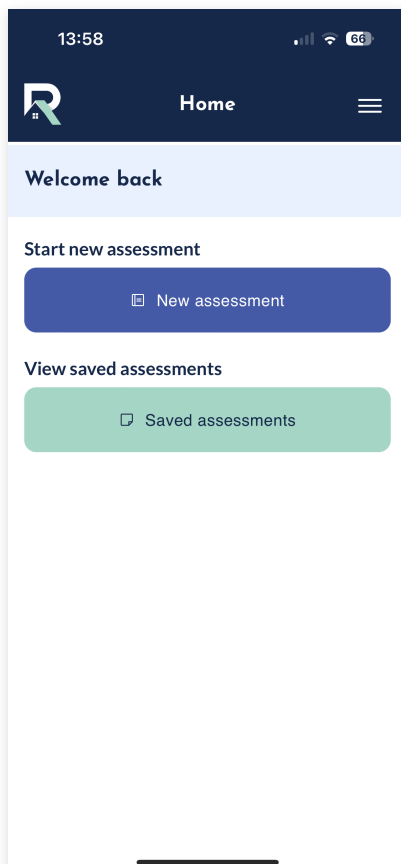


Trial guide:

Great news.. you've downloaded Retrofit Swift and you are ready to trial the software. Here is a step-by-step guide on what to do next:

- **Login using the details given to you in the trial email.**
Access details
- **Once logged in click "new assessment" and then "retrieve data"**
 - The trial has been pre-loaded with 3 test EPRs for you to use. However, when using the software when accredited, this will be your own EPR store.
 - EPRs are created using the Quidos Desktop (iQ-Energy) or Quidos Mobile (iQ-Energy) RdSAP software.



- Once you have imported the EPR, take a look at the **“show report progress bar”**

- Here you will see all of the data required to be filled out.

- Improvement measures will be complete as this is taken from the EPR already imported.

13:57

Show report progress

1 **Assessment details** In Progress

1.1 Assessment information
1.2 Intended outcomes
1.3 Site notes

2 **Condition report** Not Started

2.1 Dwelling heritage, services & constraints
2.2 Dwelling construction and defects

3 **Ventilation assessment** Not Started

3.1 Add habitable rooms

4 **Significance assessment** Not Started

4.1 Form and context
4.2 Building elements
4.3 Other considerations

13:57

Show report progress

4 **Significance assessment** Not Started

4.1 Form and context
4.2 Building elements
4.3 Other considerations

5 **Occupancy assessment** Not Started

5.1 Occupancy information
5.2 Heating patterns

6 **Improvement measures** Complete ✓

6.1 RdSAP improvement measures
6.2 RdSAP improvement breakdown

7 **Image upload** Not Started

7.1 Additional images

- Fill out each section making use of the rich text editor and photo storage in each section.

- Review your report and upload.

13:57

Show report progress

Dwelling heritage

Sed ut perspiciatis unde omnis iste natus error sit voluptatem accusantium doloremque laudantium, totam rem aperiam, eaque ipsa quae ab illo inventore veritatis et quasi architecto beatae vitae dicta sunt explicabo.

B I [List Icon] [Image Icon]

Chars: 215

13:58

Show report progress

7. Image upload

Here you can upload any images here that do not belong to another section within the form, such as floor plans, or documentary evidence

7.1 Additional images

Add image

[Image 1] [Image 2] [Image 3]

Review report

- Once uploaded, preview your assessment
 - o In the trial version, you will only see the RFA PDF.

Once accredited, you will see all of your RFA documents including:

- EPR & Site Notes
- RdSAP XML
- SAP Worksheet

All of these documents and more can then be sent to your Retrofit Coordinator. (This cannot be done in trial)

