



RdSAP Go Floor Plan for iOS User Guide

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Welcome to Elmhurst Energy's mobile Floor Plan software— RdSAP GO (IOS)

If you have any queries relating to the following material, please contact our Existing Dwellings Team on **01455 883257**.

This Manual is based on the RdSAP methodology, Energy Performance Certificate and SAP 10 and is correct at the time of publication. These may be subject to change and updates will be issued by Elmhurst at the appropriate time. **This manual should be used in conjunction with Elmhurst's RdSAP Manual IM36 and IM72 RdSAP GO user manual.**

Introduction

The Elmhurst Floor Plan software is a user-friendly tool that is incorporated into the RdSAP GO iOS app, which allows assessors to produce Floor plans remotely and saves time inputting data.

Benefits of RdSAP GO Floor Plan

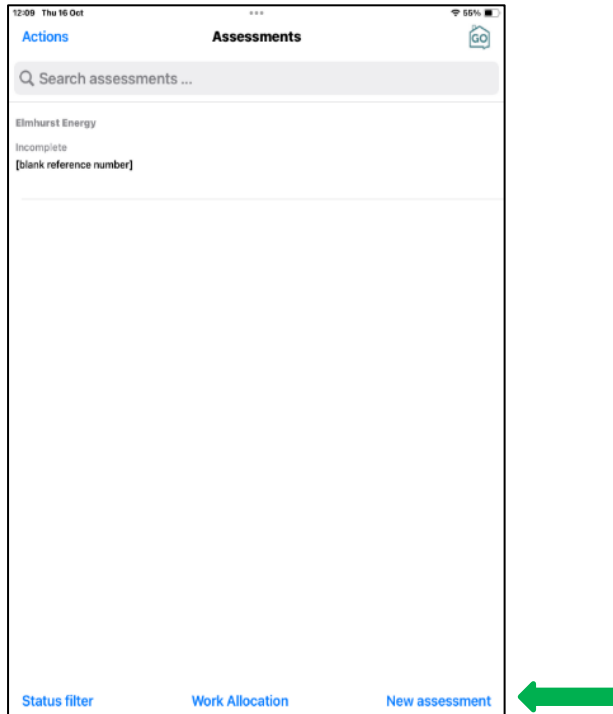
- Saves time and avoids the need for data entry when back at the office
- Saves time manually drawing floor plans before and during the assessment
- Professional looking floor plan for your client
- Data points from the floor plan can be transferred into the RdSAP Go App without the need for an internet connection
- The floor plan image is uploaded along with your photographic evidence to Evidence online ready for audit.
- Clear, detailed floor plans making the audit process smoother and quicker with less reasons to fail.

Required system specifications

- RdSAP Go iOS - we can only support the versions of IOS that Apple support (this is usually the last two versions and is updated yearly)
- This tool is not available to use online
- iPhone and iPad compatible (we recommend a stylus pen is used for improved functionality)
- The newer the device the better the software will work and the clearer the images will be.

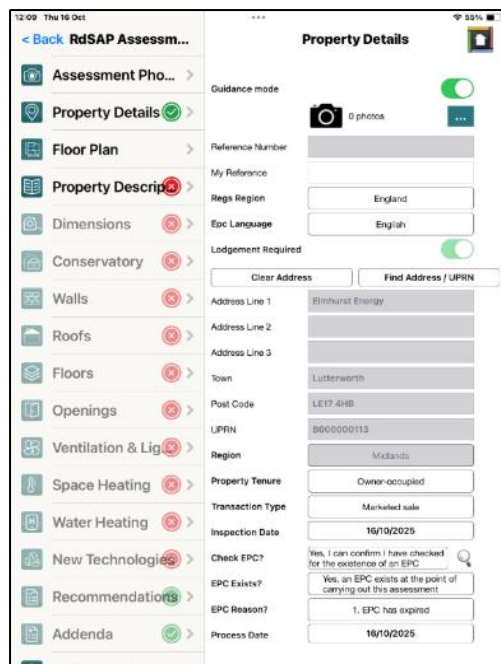
Open New Assessment

Open the RdSAP GO App as per IM72 User manual, tap the new assessment option on the bottom right.



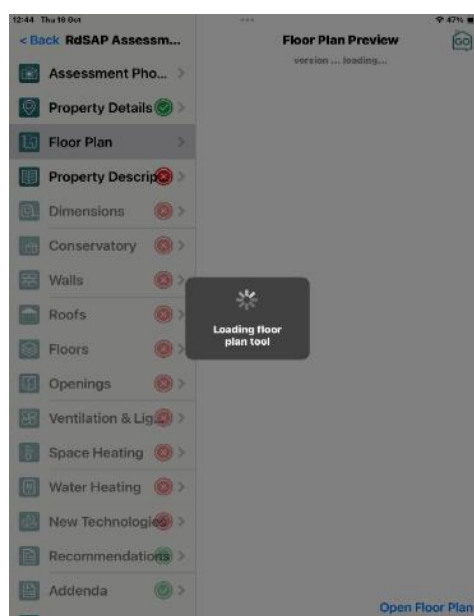
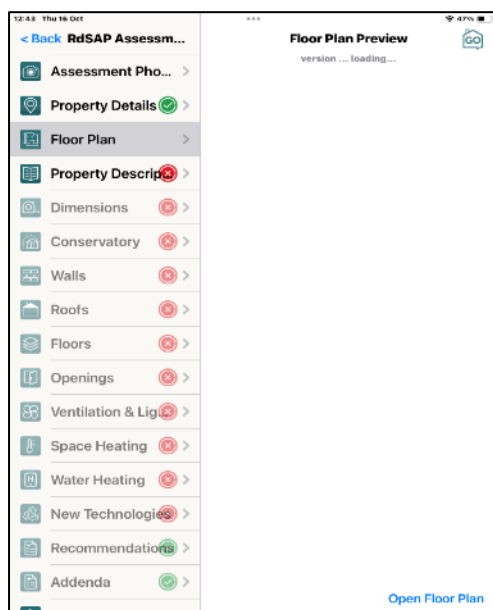
Property Details

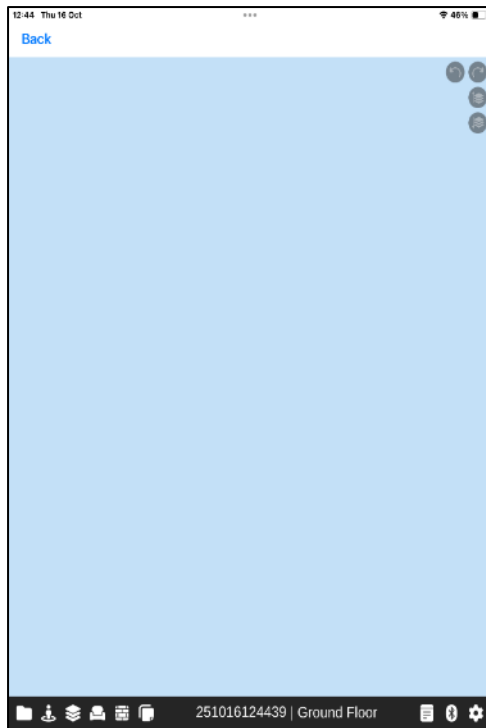
Complete the first section **Property details**, you may also find it useful to enter the **property type and detachment** within property description along with the age band.



Opening Floor Plan

Tap on the next section - "Floor Plan", you will then need to tap "Open Floor Plan" on the bottom right of the screen, the floor plan will load (loading Floor plan Tool), Press ok, you are now in the floor plan tool and can start creating your floor plan (blue screen).



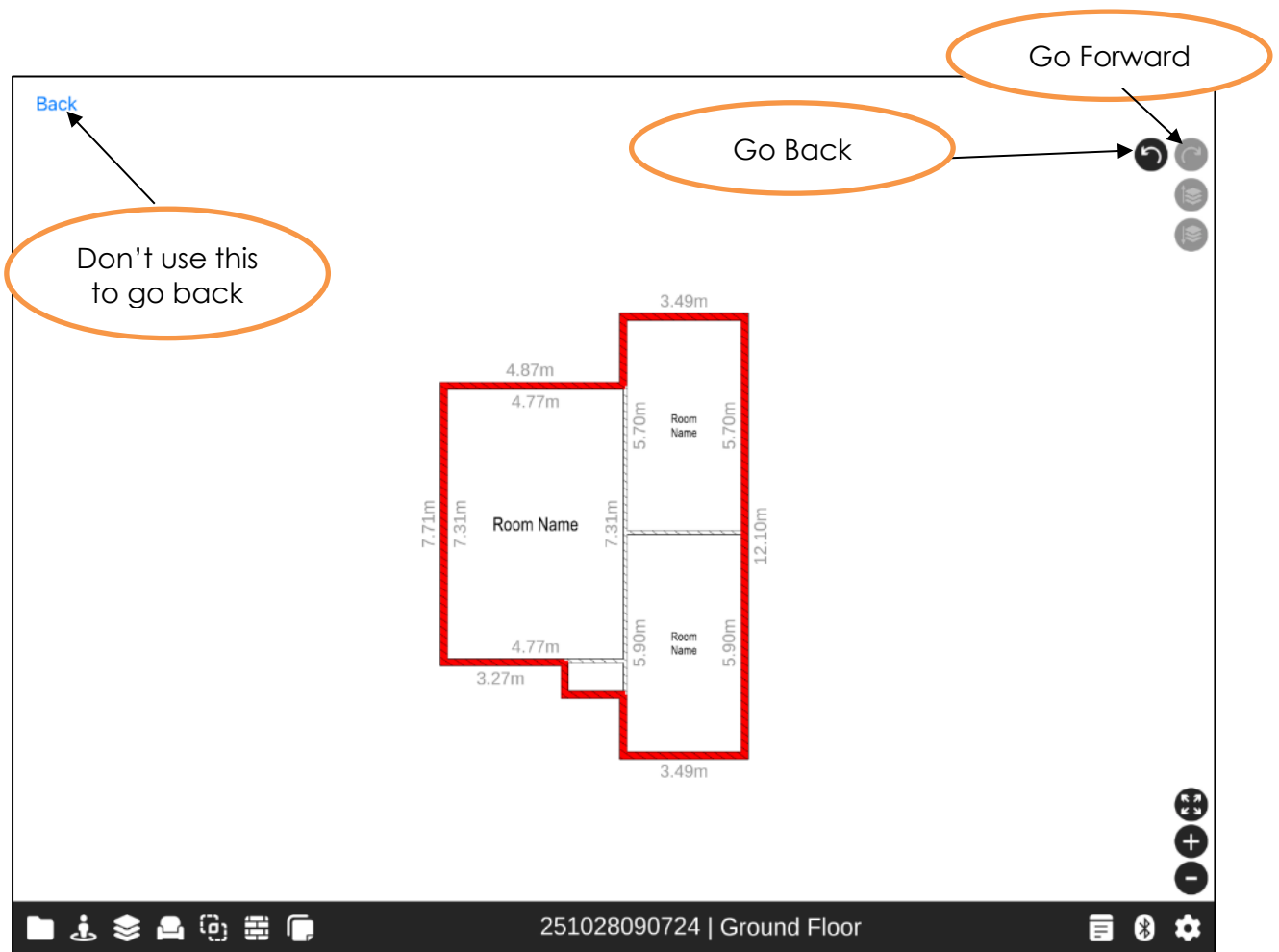


Creating a floor plan

Creating a floor plan, with your finger or a stylus, **press and hold** for a second (flashes blue then the pen symbol appears) simply move in the direction in which you want to draw and continue until you reach the rough measurement (the actual measurement can be amended later) then while continuing on the sketch, change direction and draw the shape of the perimeter of the building part, add each building part as required to the sketch Main, Ext 1, Ext 2 etc, followed by any other areas like garages, thermally separated conservatories, porches etc.

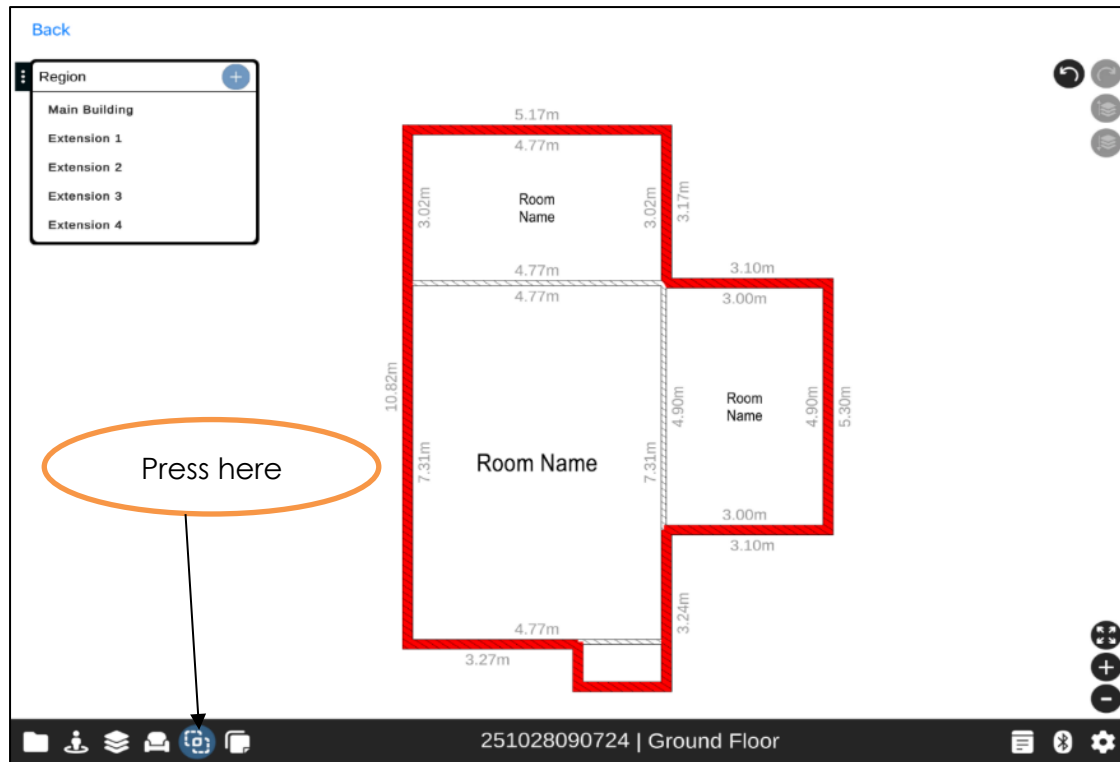
On the Top right-hand side is an arrow to go back or go forward a stage, this allows you to delete your last entry or as many entries as required or move forward.

DO NOT PRESS THE BLUE BACK BUTTON ON THE LEFT as this will take you out of the floor plan.

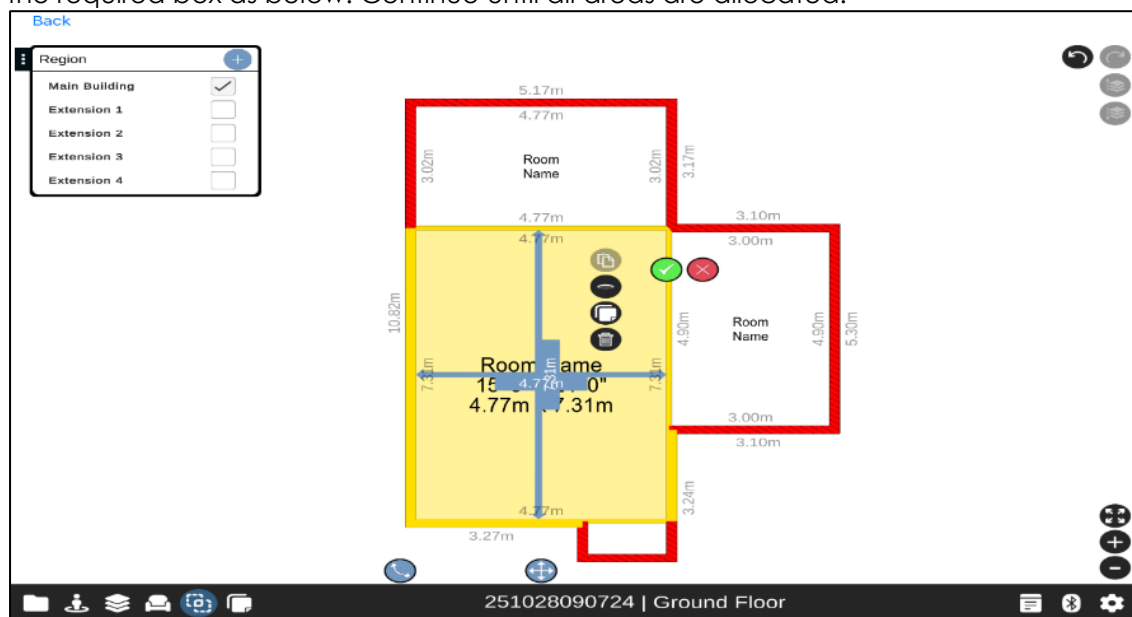


Assigning Building Parts

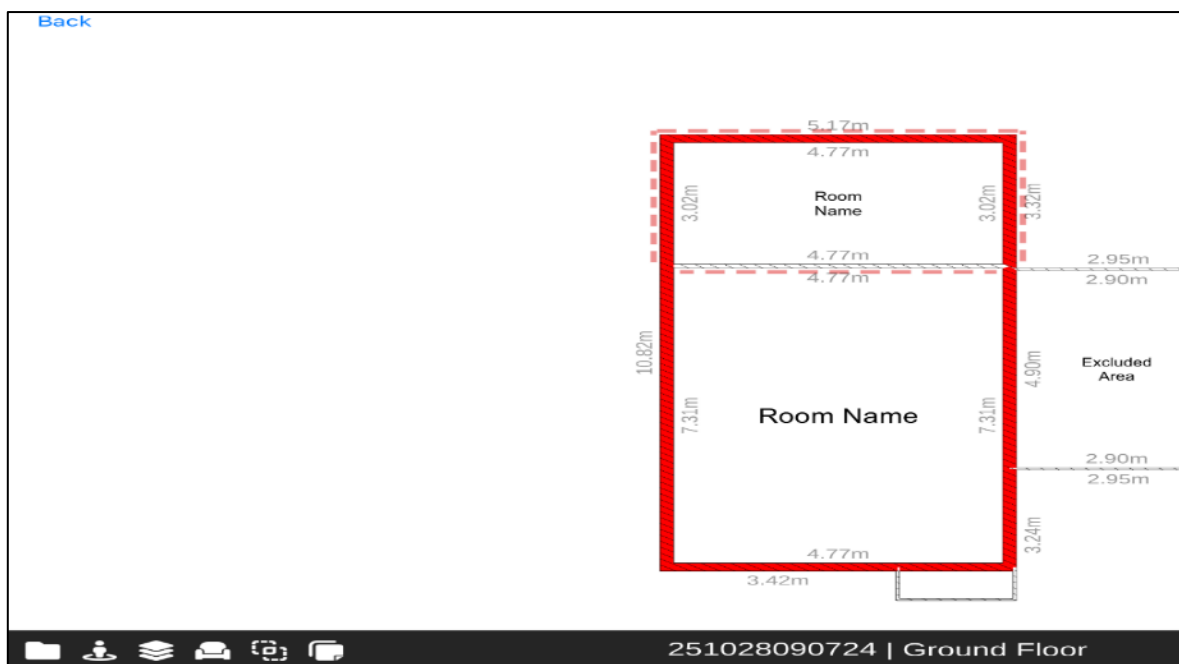
The next stage is to assign a building part (region) to each part of the drawn sketch, tap the icon , this will then bring up the list of building parts, here you can select from – main building and extensions 1 to 4.



To assign a building Part, press the room/building part, it then turns yellow, then put the tick in the required box as below. Continue until all areas are allocated.



To confirm you've added all the areas to a building part you can press the  again and then tick the individual building parts and the floor plan will highlight the assigned building parts chosen.



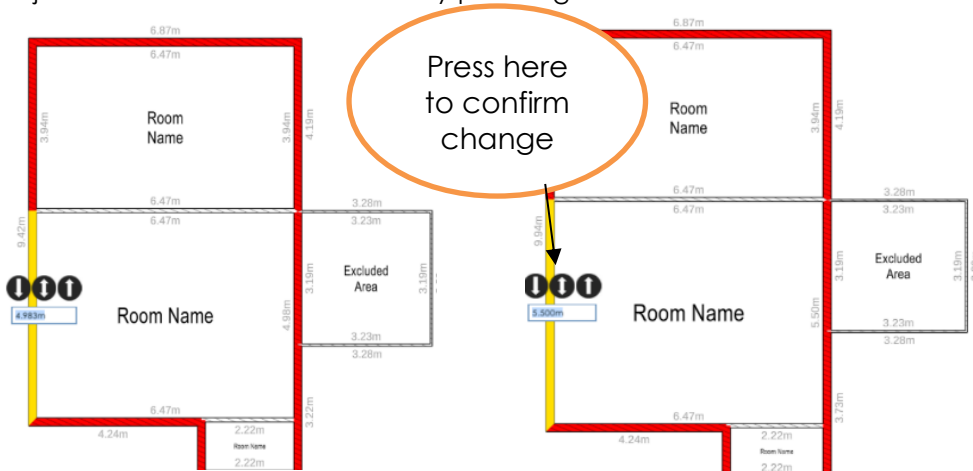
Amending Dimensions.

It is important to amend the dimensions of each building part before you break the building parts into rooms inside that building part.

Click on the dimension you wish to change, then change that dimension to what you've

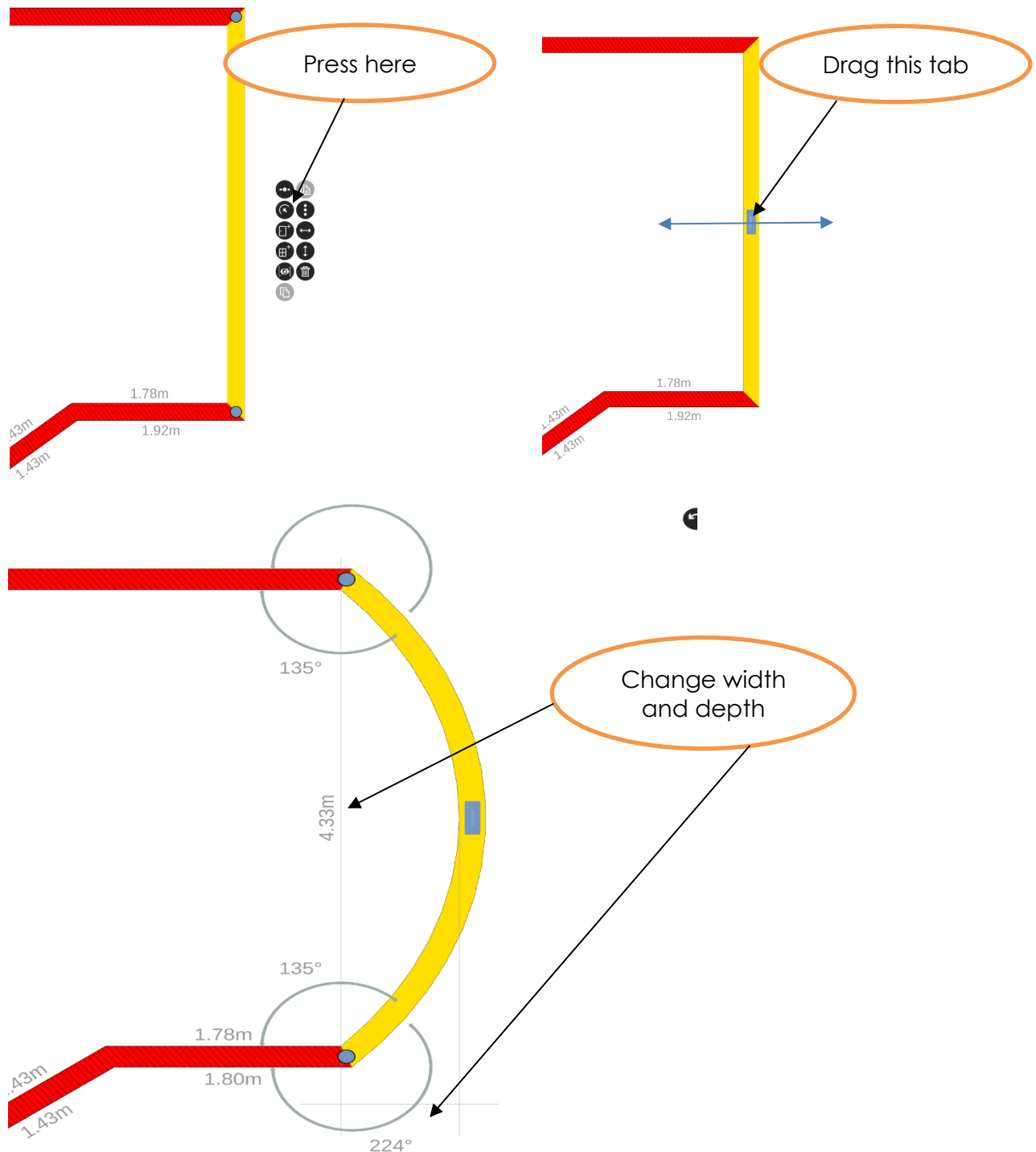
measured on site, then click the arrow with the points up and down  to confirm that change, this will copy across to the opposite side of that building part. **(Please note that this measurement is in meters not millimetres).** once measurements have been adjusted, they will be locked in place. To change these measurements, press the padlock symbol to unlock that wall.

Some measurements may not appear because they are in a small area. To see these and adjust them zoom in to the area by pinching the screen and the measurement will appear.



Curved walls.

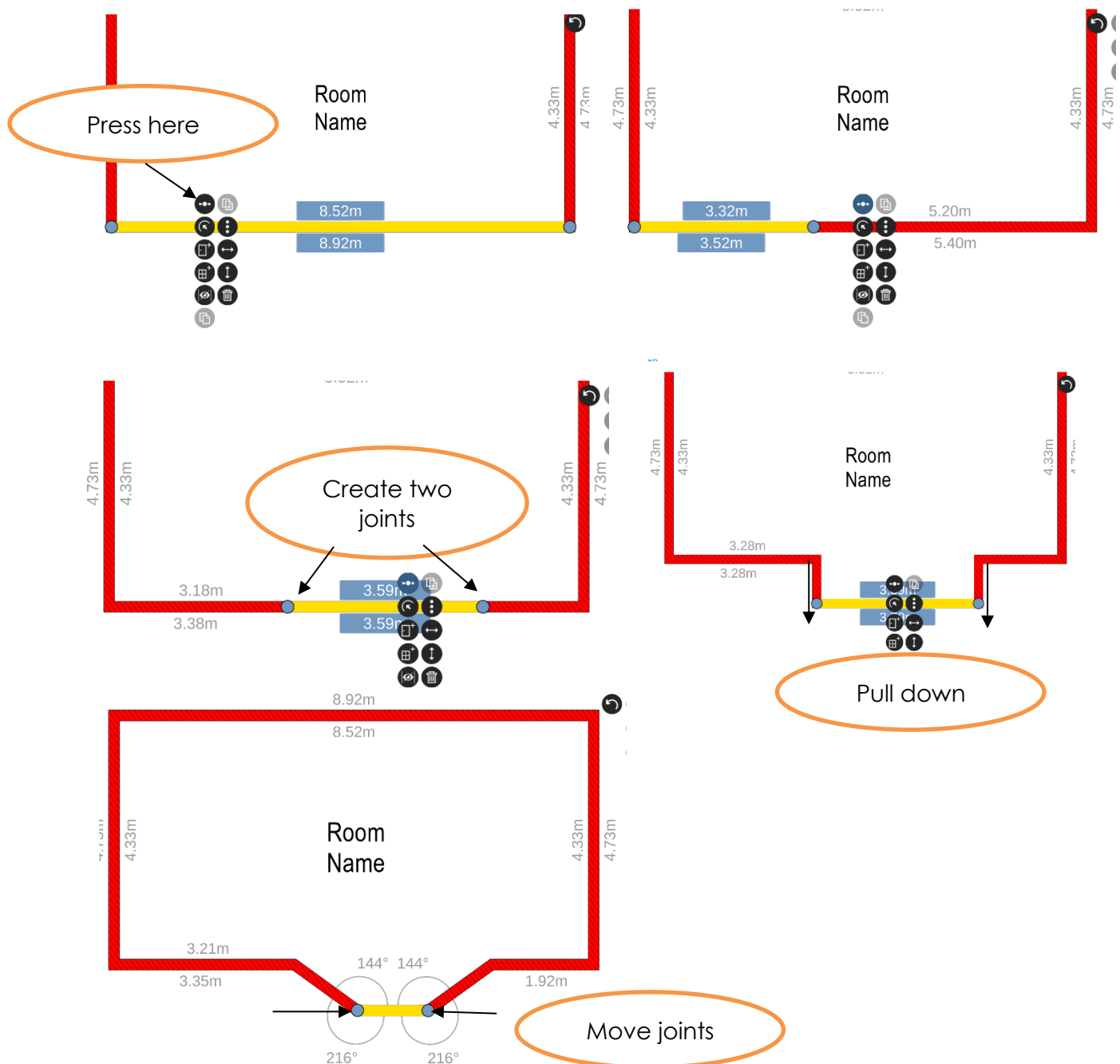
To create a curved wall, select the wall you wish to change. Press the icon that has an arrow with a semi-circle around it. Then drag the blue tab in the direction you want to make the curve. Once the curve has been made you can adjust the width and depth of the curve by clicking the dimensions



Creating a bay window and using joints.

Creating a bay window can be done using the 'joint' function. Select the wall you want to create the bay window on and press the icon which has a line with a dot in the middle of it. 

This will create a joint in the wall that can be dragged into a different location. Doing this twice on a wall means there is a section that can be moved away from the main wall. This will create little side walls and you move it creating a bay. If the side walls need to be angled. You can drag the end point closer to the middle to create the angles. Again, click on the dimensions if adjustment is required.

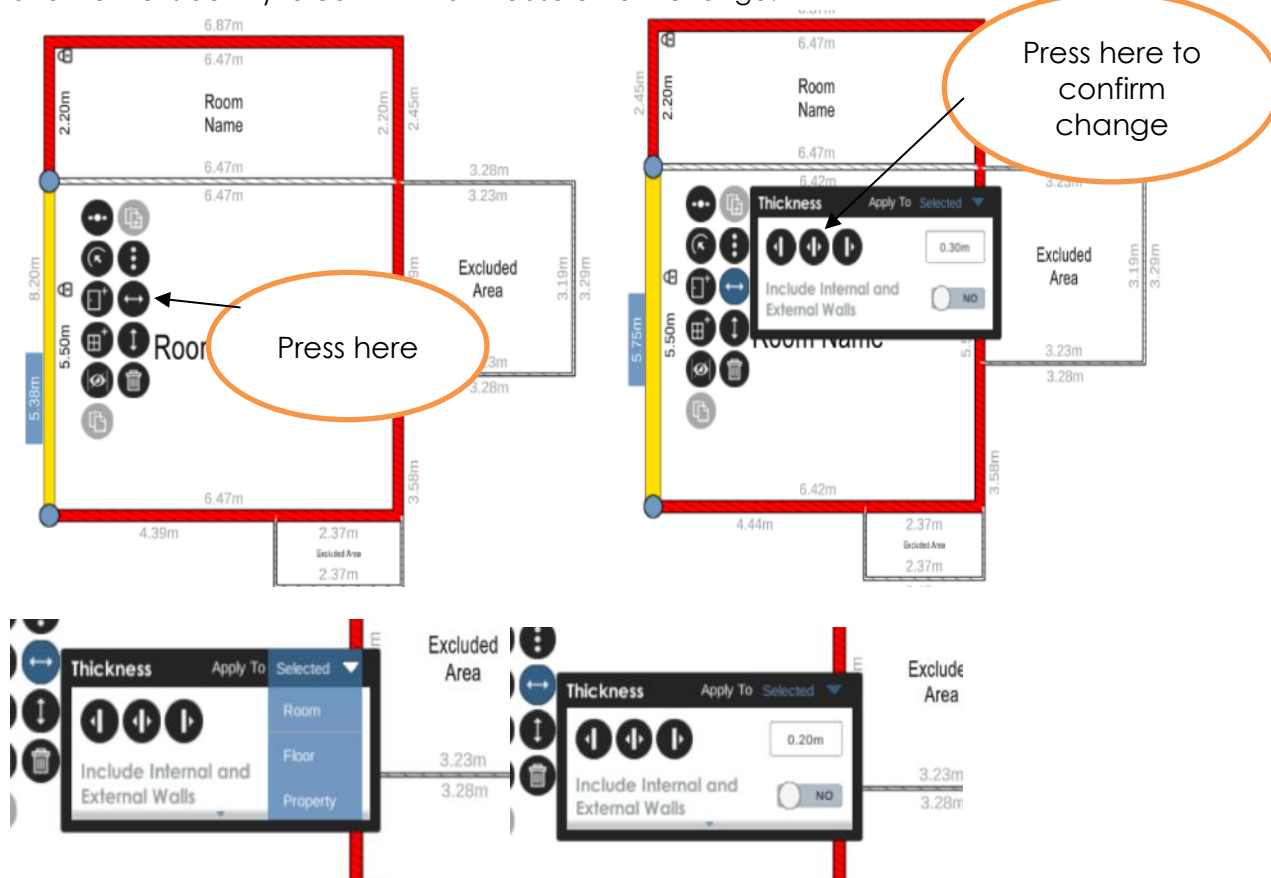


Wall Thickness Dimensions

It is important to amend the wall thickness dimensions of each building part before you break the building parts into rooms inside that building part.

Click on the wall you want to amend, it will then turn yellow, this brings up several icons the arrow left and right  is the thickness icon, click that and it opens the Thickness of the wall as below, you have the option to change for that wall only, the room, the floor or the whole property as per below.

Once you've changed the measurement you need to click the middle icon (a line with an arrow either side ) to confirm that measurement change.



Wall type

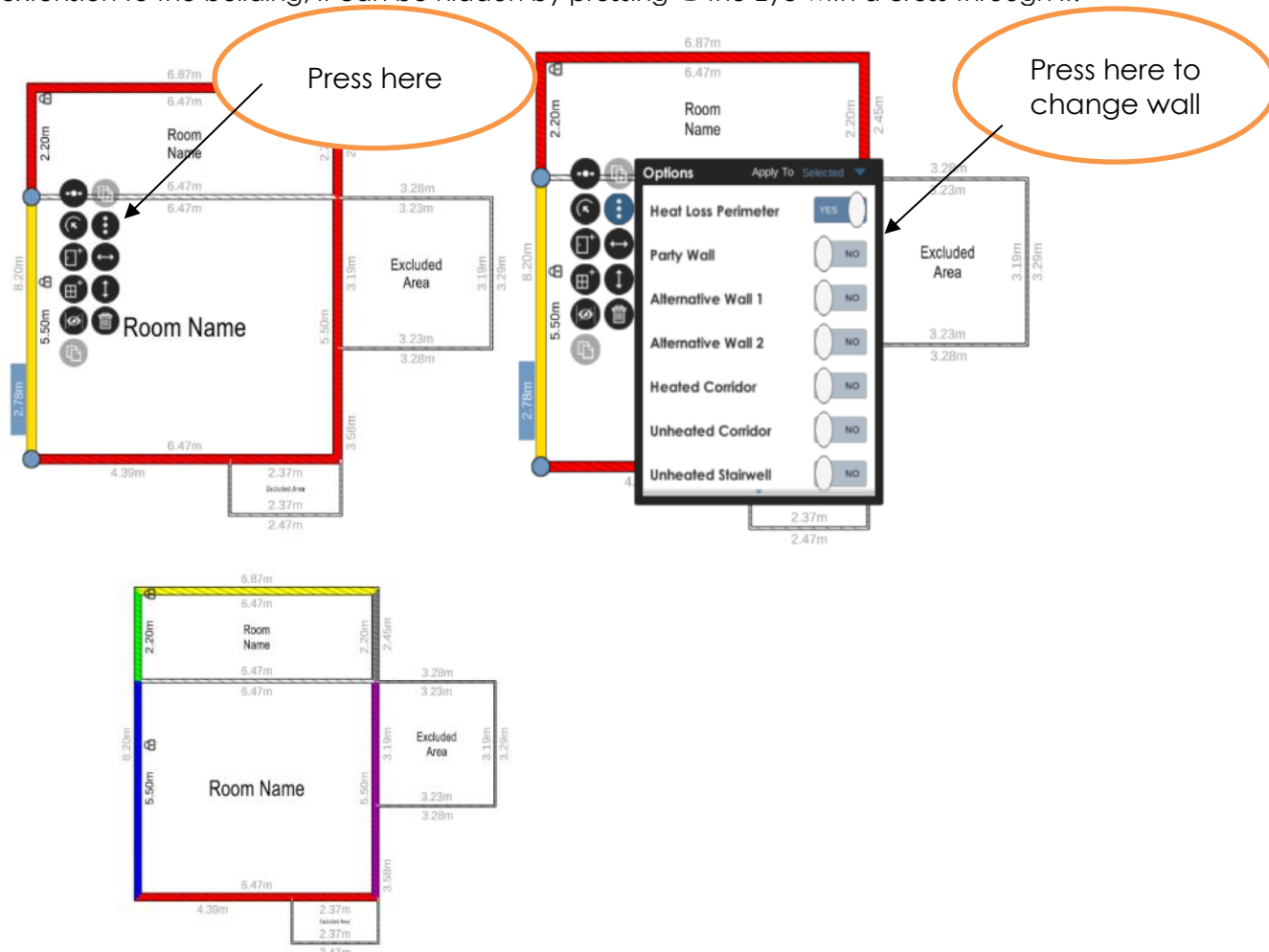
It is important to amend the Wall Type of each building part before you break the building parts into rooms inside that building part.

Click on the wall you want to amend, it then turns yellow, this brings up several icons. The icon with three dots  is the one to change the wall type, the options are as per RdSAP Heat Loss Perimeter, Party Wall, alternative wall 1, alternative wall 2, Heated corridor, Unheated corridor and unheated stairwell. **To allow for a party wall to pull through in the data transfer please ensure the Property type is selected first before transferring data.**

The floor plan defaults as HLP for all walls until you make the amendment, this is done by clicking as below. The wall will change colour once selected. **Red HLP, Blue PW, Green Alt wall**

1, Yellow Alt 2 wall, Grey for Heated corridor and Purple for unheated stairwell and unheated corridor.

If there is an open plan room where external wall has been removed when adding an extension to the building, it can be hidden by pressing  the Eye with a cross through it.



There is no need to enter wall thickness as this currently does not transfer across into RdSAP Go.

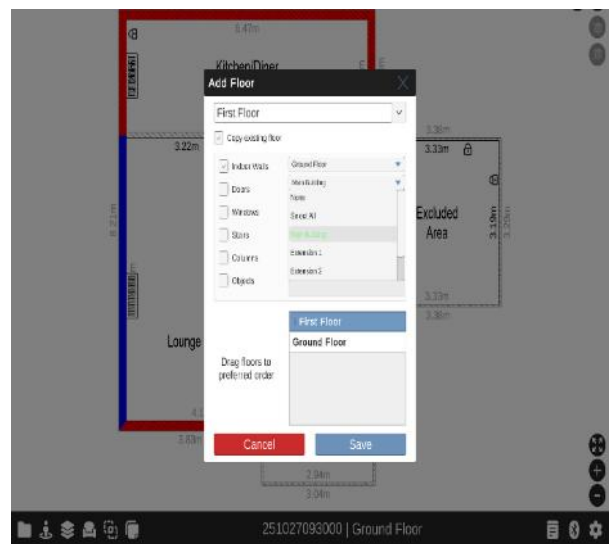
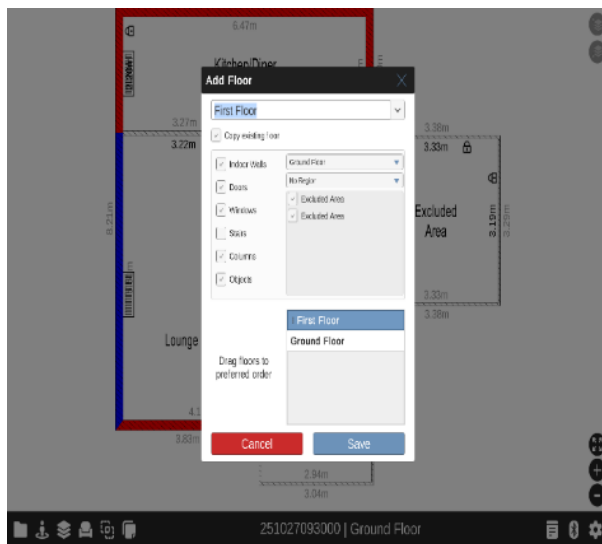
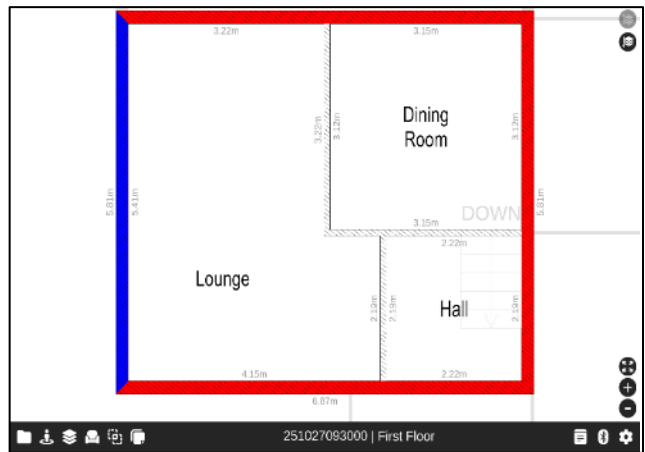
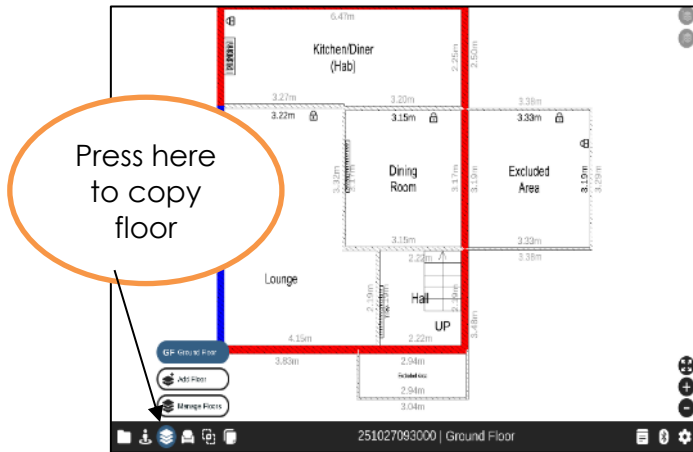
Copying Floors

The 3 Squares Icon on the bottom left of the screen  brings up Add floor, and manage floor, press add floor this brings up an options page, at this point you can decide what to bring across by ticking from the options list on the left, Then under the ground floor section, select "Region" followed by what building part you require to be copied into that floor (main, Ext1, Ext2, Ext3 or Ext 4. You can now add the internal walls, room names, doors, windows and any objects. From the manage floor icon you can move and delete floors.

Once the floor is complete you will need to assign a building Part, Click the room/building part, it then turns yellow then put the tick in the required box as you did for the ground floor.

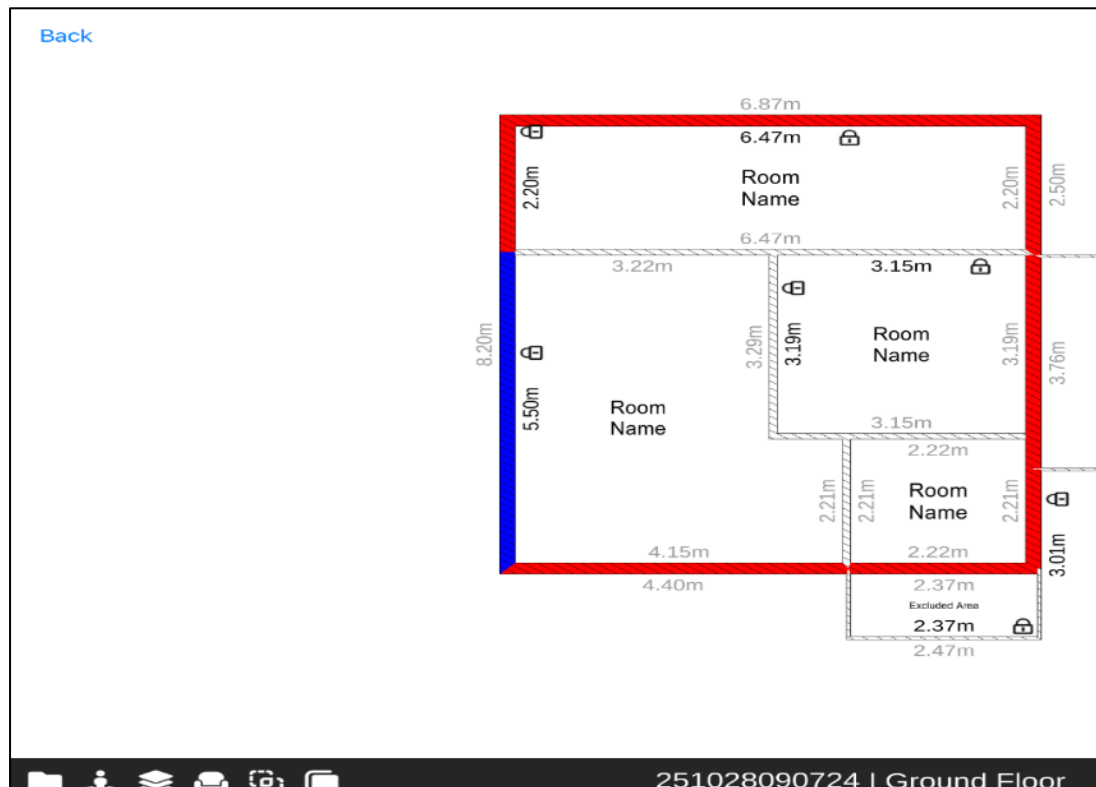
When copying floors it's important to copy the building parts early on in the creation of the floor plan, this will enable the software to just copy up the perimeter of the building part required rather than all the rooms from the floor below.

Please see below from the screen shots



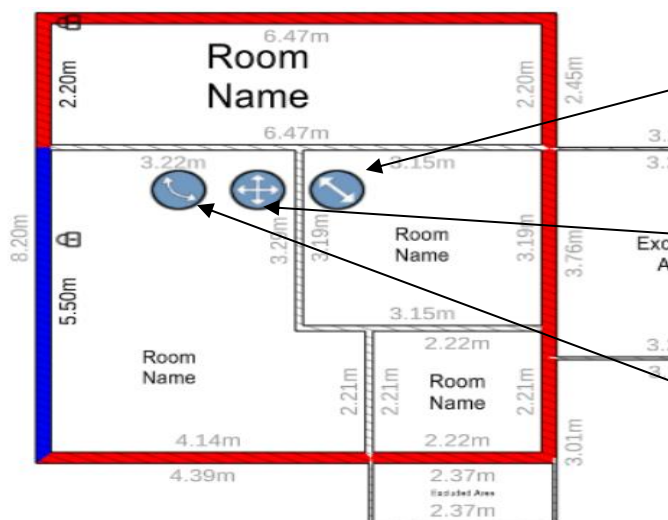
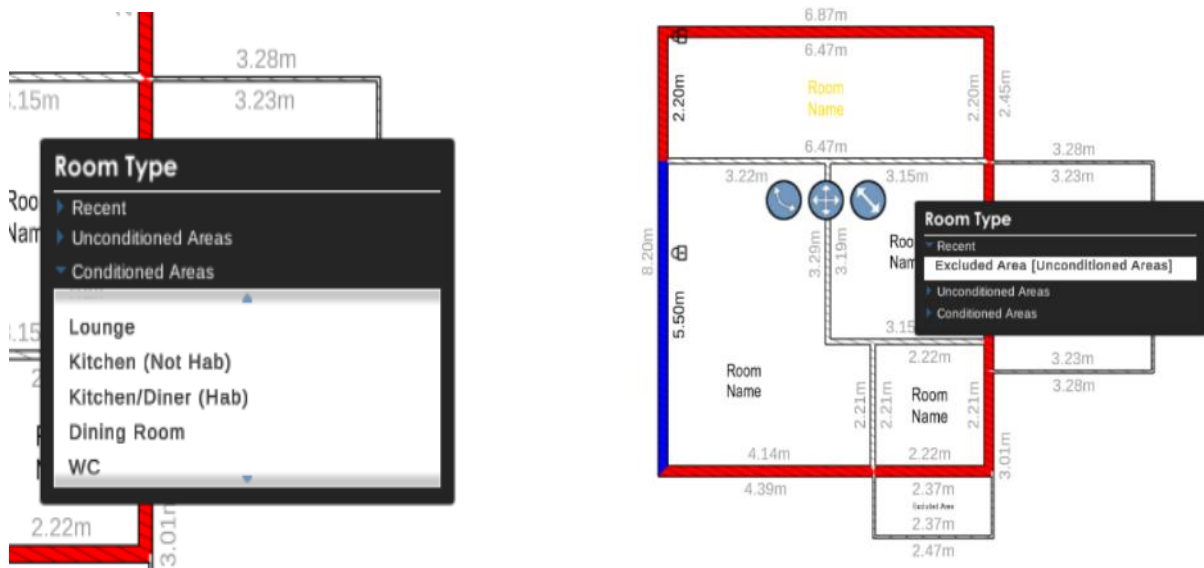
Internal walls

You can now draw the internal wall inside the building parts, using your finger or a stylus, press and hold for a second (flashes blue then the pen symbol appears) then move in the direction you want to draw and continue until you reach the rough measurement (the actual measurement can be amended later) then while continuing on the sketch, change direction and draw the shape. Using the same method to draw, you can amend the dimensions of the rooms using the previous method of changing wall dimensions.



Naming the Rooms

You can name the rooms by pressing on the room, the room type box will appear, you will need to press on the conditioned room to enable the list to appear, you can scroll down for the full list, the most popular are on the top of the list. You can move the room name, increase the size, the orientation and move by pressing one on the icons below, holding then drag.



Press and hold to increase size

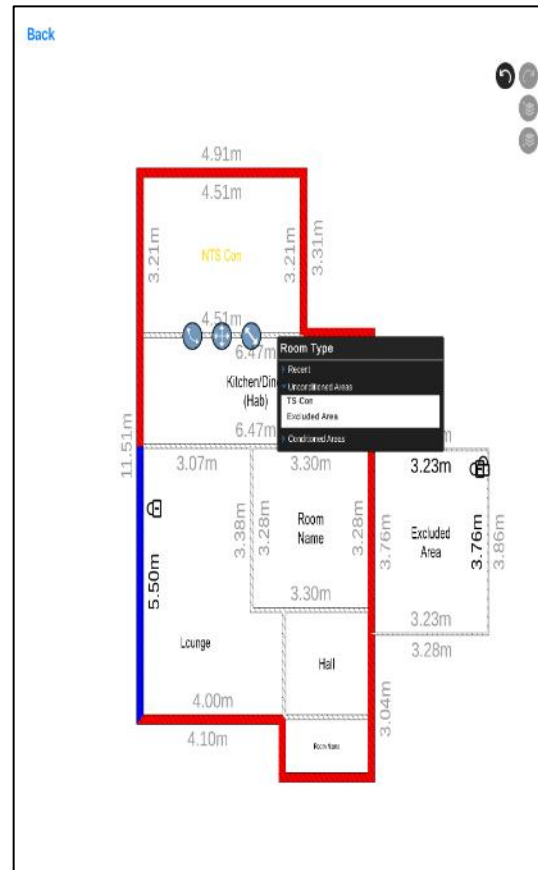
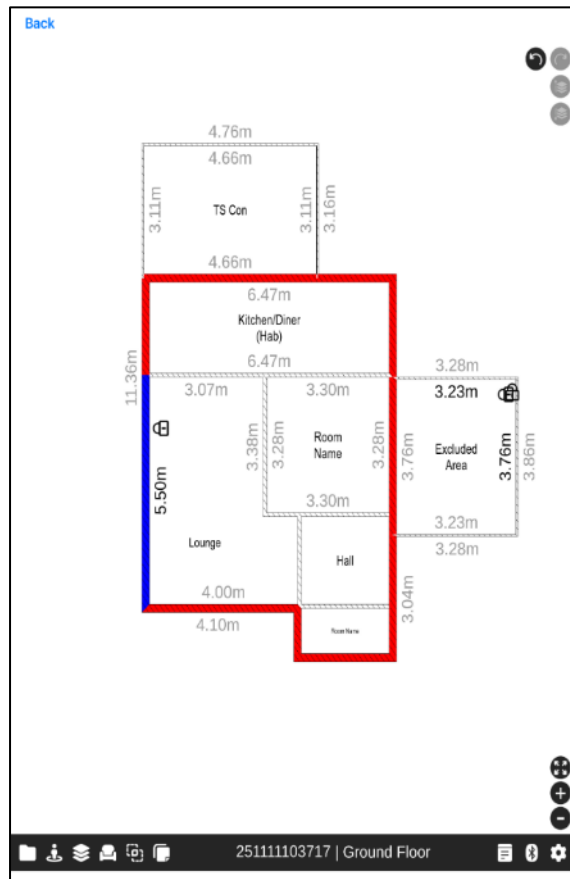
Press and hold to move

Press and hold to direction

Conservatory, Garage and Outbuilding

Press and hold and draw the conservatory/garage/outbuilding as above, For thermally separated conservatories choose "Unconditioned Area" then "TS Con" from the drop down. For garages and outbuilding choose "Excluded area". Unconditioned areas are areas that are excluded from the assessment (unheated/thermally separated).

For none thermally separated conservatory choose "NTS Con" from the "Conditioned area" drop down.

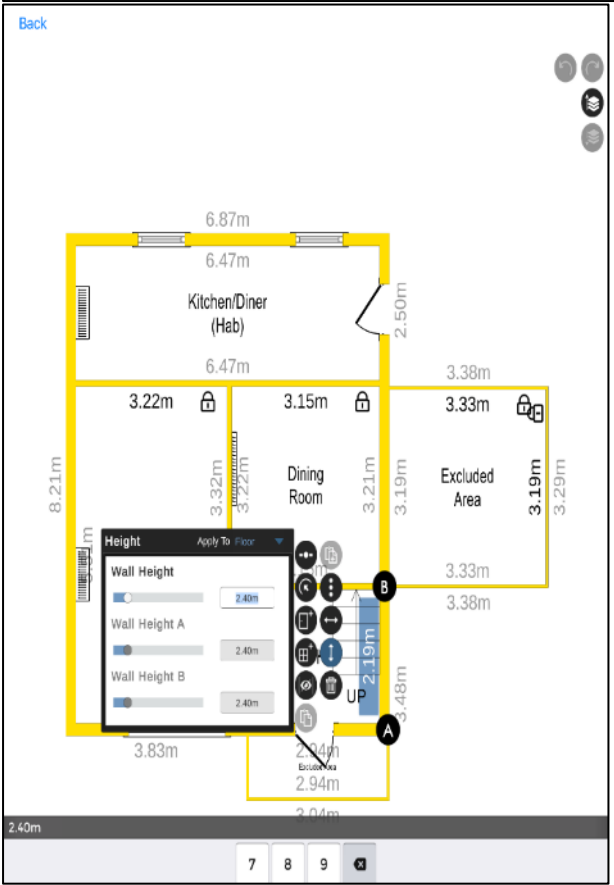
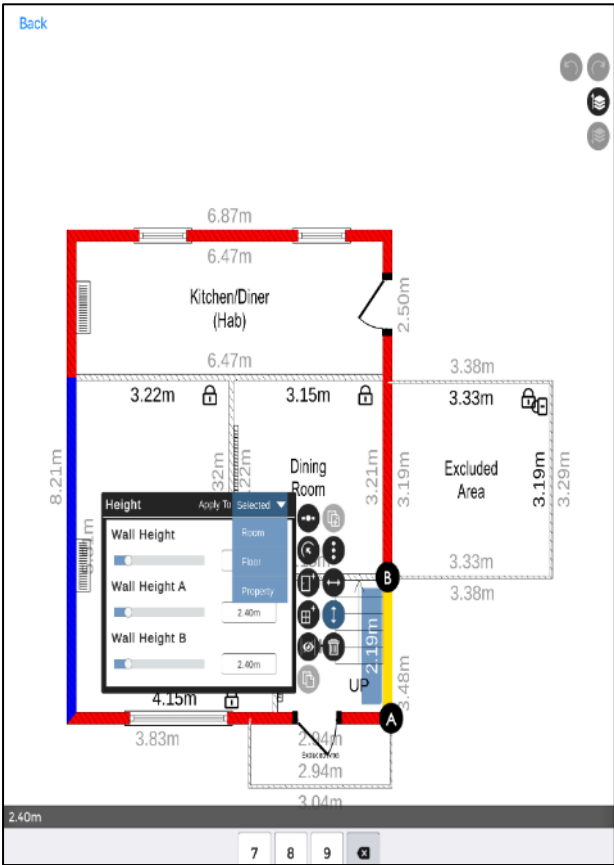


Height

Press and hold on the wall you want to amend to height, it then turns yellow, this brings up several icons. The wall height will automatically default to 2.40m Press on the arrow with the point down and up, this will bring up a Height box. In the top left corner of this box you will see "Apply to", you can select "room", "floor" or "property" to take this amendment. **This must be selected first before amending the height.** For RdSAP press Floor, this will then highlight all the walls to yellow. Then press the wall height dimension this will bring up a numerical keyboard. Change the required height followed by m, this will then transfer across to the RdSAP data inputs. Press anywhere on the floor plan to exit height.

Please Note: You can change just the room height for each room by pressing the wall in that room as well as the whole property.

RdSAP requires the height of the building part only, not room by room

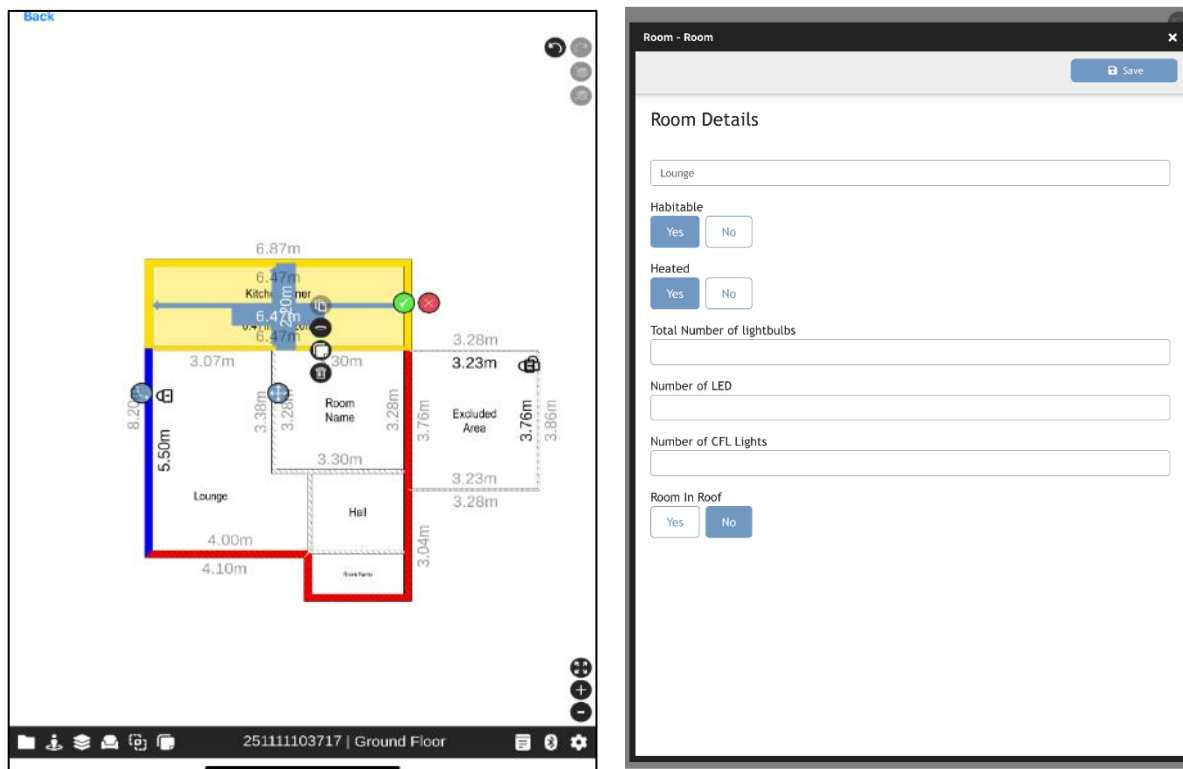


Room data collection

Room data collection will allow you to select habitable room, whether it is heated, lighting and whether it is within a room in roof. When pressing anywhere in the room it will high light yellow with a menu, you need to press the document icon  to open up a form, you can now enter the data required for that room, habitable room (yes or no), Heated (yes or No), total number of light bulbs, number LED, total number CFL, Room in roof (Yes/No) On the top right of this page is a save button, you will need to **press save** when this form is completed.

When a floor plan has a room in roof, and no property type has been selected in the assessment, the data for the room in roof is transferred and the property type is set to house. Please double check the inputs and amend this as required.

Please Note: You will need to press save to enable all the data to transfer. Please check all forms are completed for each room and across all floors.



The image shows two side-by-side screenshots from the RdSAP Go Floor Plan for iOS application. The left screenshot displays a floor plan of the 'Ground Floor' with a room highlighted in yellow. The right screenshot shows the 'Room - Room' data entry form.

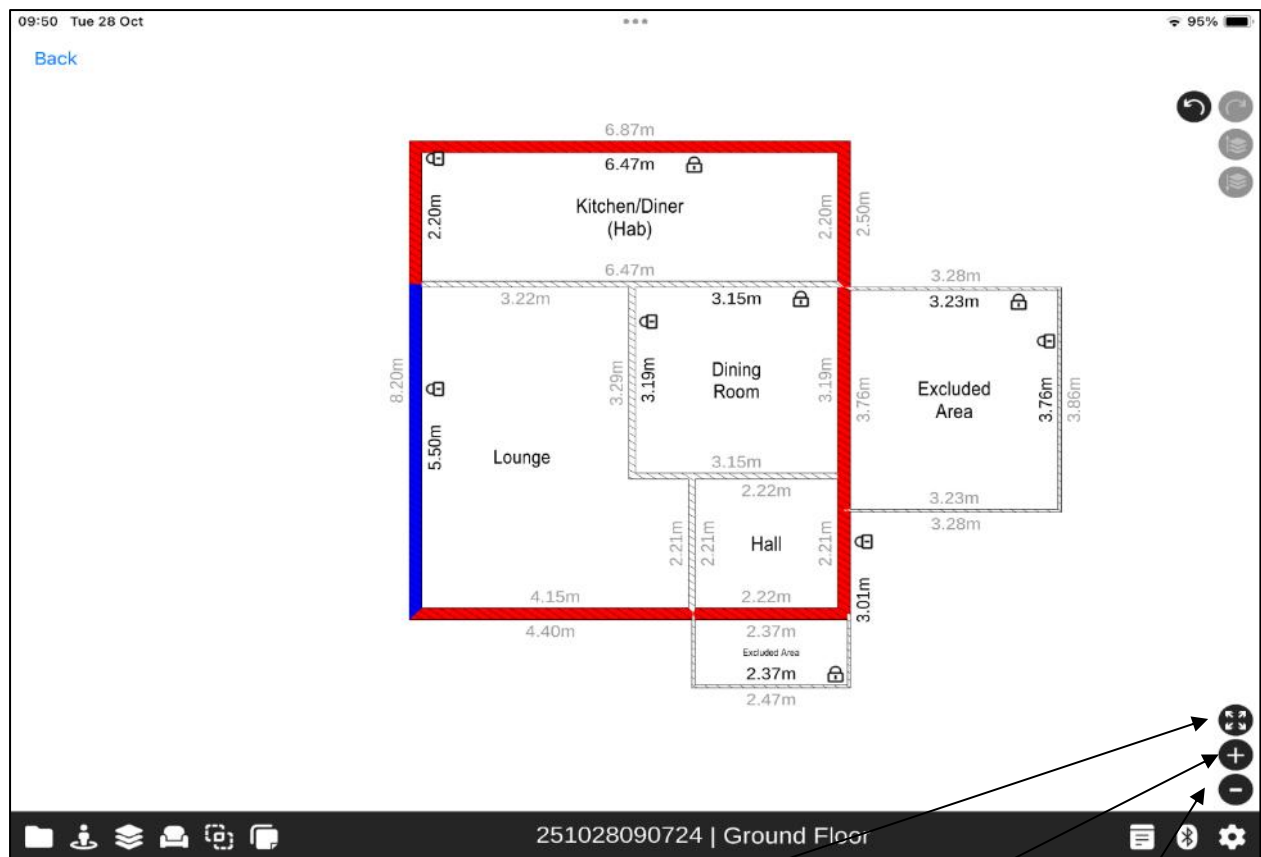
Room - Room Form Details:

- Room Details:** A text input field containing 'Lounge'.
- Habitable:** Radio buttons for 'Yes' (selected) and 'No'.
- Heated:** Radio buttons for 'Yes' (selected) and 'No'.
- Total Number of lightbulbs:** A text input field.
- Number of LED:** A text input field.
- Number of CFL Lights:** A text input field.
- Room In Roof:** Radio buttons for 'Yes' and 'No' (selected).
- Save:** A blue button at the top right.

The floor plan on the left shows a 'Lounge' room highlighted in yellow, with dimensions such as 6.87m, 6.47m, 3.07m, 3.28m, 3.23m, 3.76m, 3.86m, 3.28m, 3.23m, 3.04m, 4.10m, 4.00m, 5.50m, and 8.20m. Other rooms labeled include 'Kitchen', 'Hall', and 'Excluded Area'.

Display settings

You can resize the view of the floor plan using the icons on the bottom right of the floor plan. Plus icon will increase size, Minus icon will reduce size and the 4 arrows fit to screen.



Press to fit to screen

Press to increase size

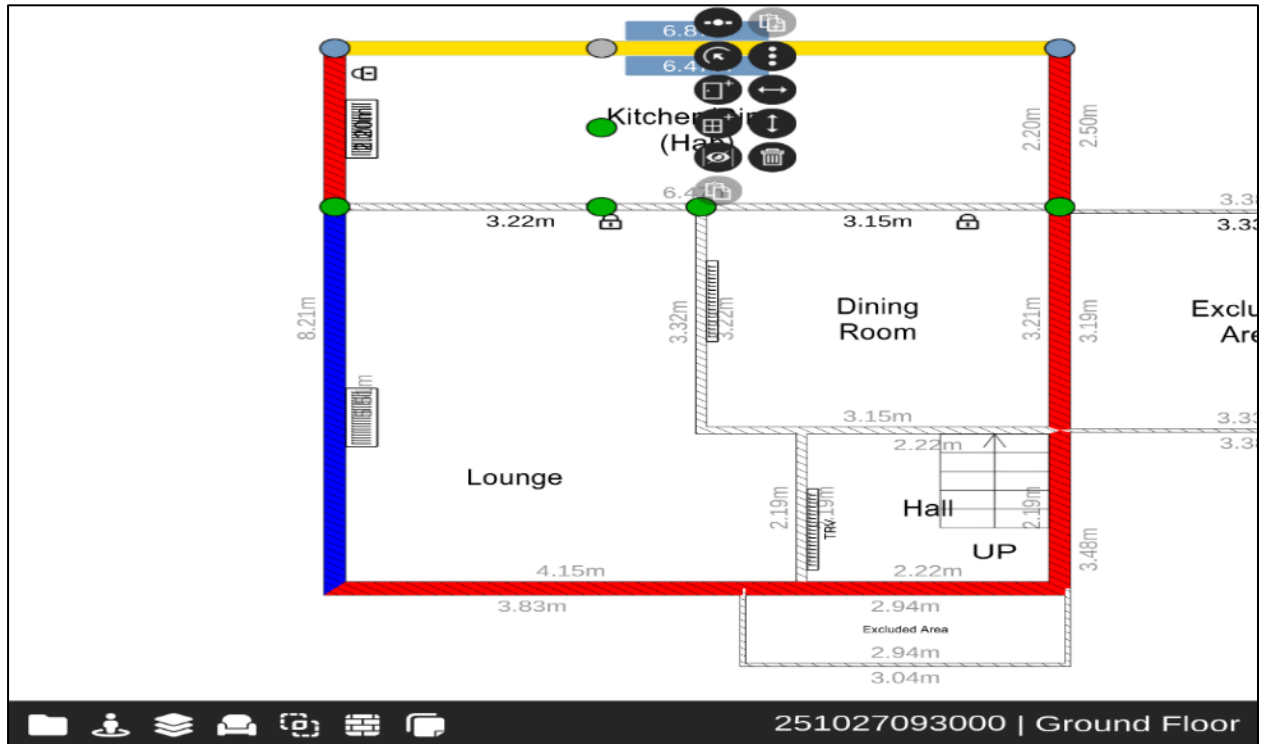
Press to reduce size

Wall Icons. adding windows, doors, and bays

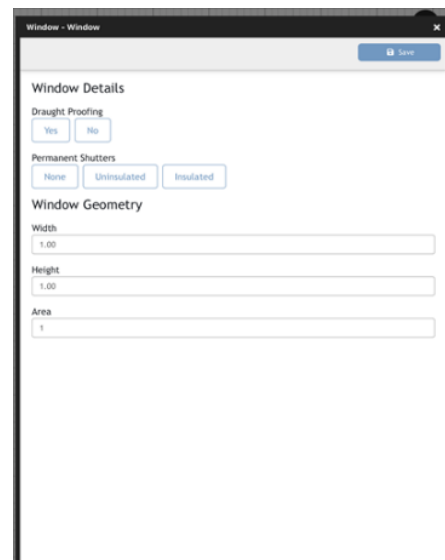
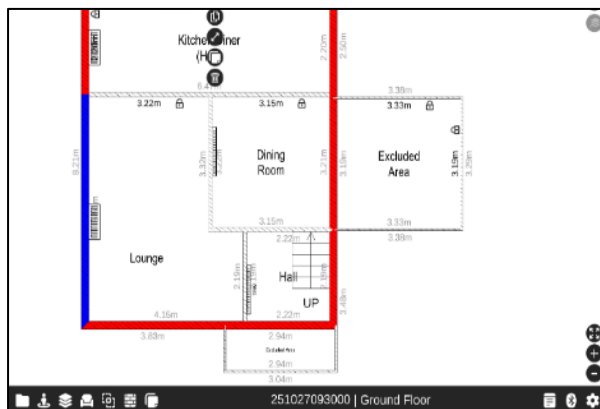
As above when pressing the wall there are several icons that appear;

- 3 horizontal dots icon is to add a joint in the wall
- Half circle with arrow pointing to top left, this icon will put a bend in the wall or a bay
- Door Icon, add a door. This will bring up another menu, you can change the size (Icon with arrows height and width), hinge, swing of the door left or right, copy and delete.
- Window Icon 4 (squares), add a window. This will bring up another menu, you can change the size (Icon with arrows height and width), copy and delete
- Eye with a cross through it, this icon will hide wall
- Paper icon, Paste
- Paper icon plus, copy
- 3 vertical dots, this is for wall type HLP, party wall, alt wall 1, alt wall 2, heated corridor unheated corridor, unheated stairwell

- Arrow icon in a circle pointing up and down, wall thickness. This can be for the room, building part or all floors
- Arrow icon in a circle left and right this is for the wall height, this can be for the room, building part or floors
- Bin icon, is delete the wall from the floor plan

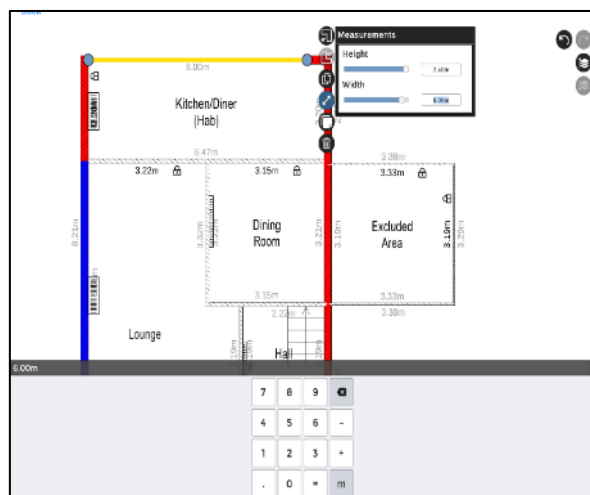
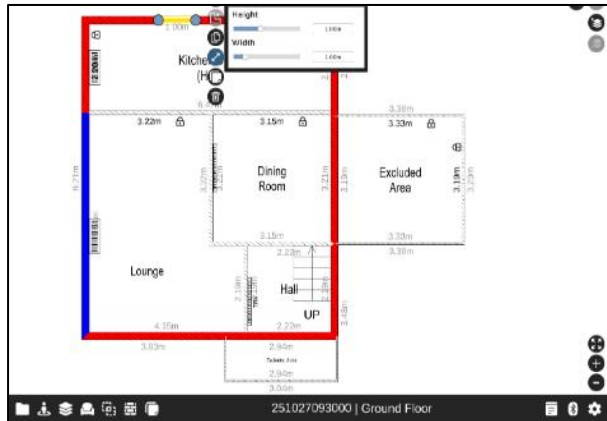


Adding Windows and Doors and sizing



Select the wall where you want to enter a window and press  the window symbol. Here you can amend the size of the window by pressing . You can also select the form by pressing  for each window which will allow you to say whether the window is Draught proofed and whether there are permanent shutters present.

Highly glazed doors (treated as windows) can be included by adding one large window. You cannot amend the window geometry here, but it is a good place to double check your dimensions are correct. **Don't forget to amend the compass in the preview setting to ensure the correct orientation pulls through.**



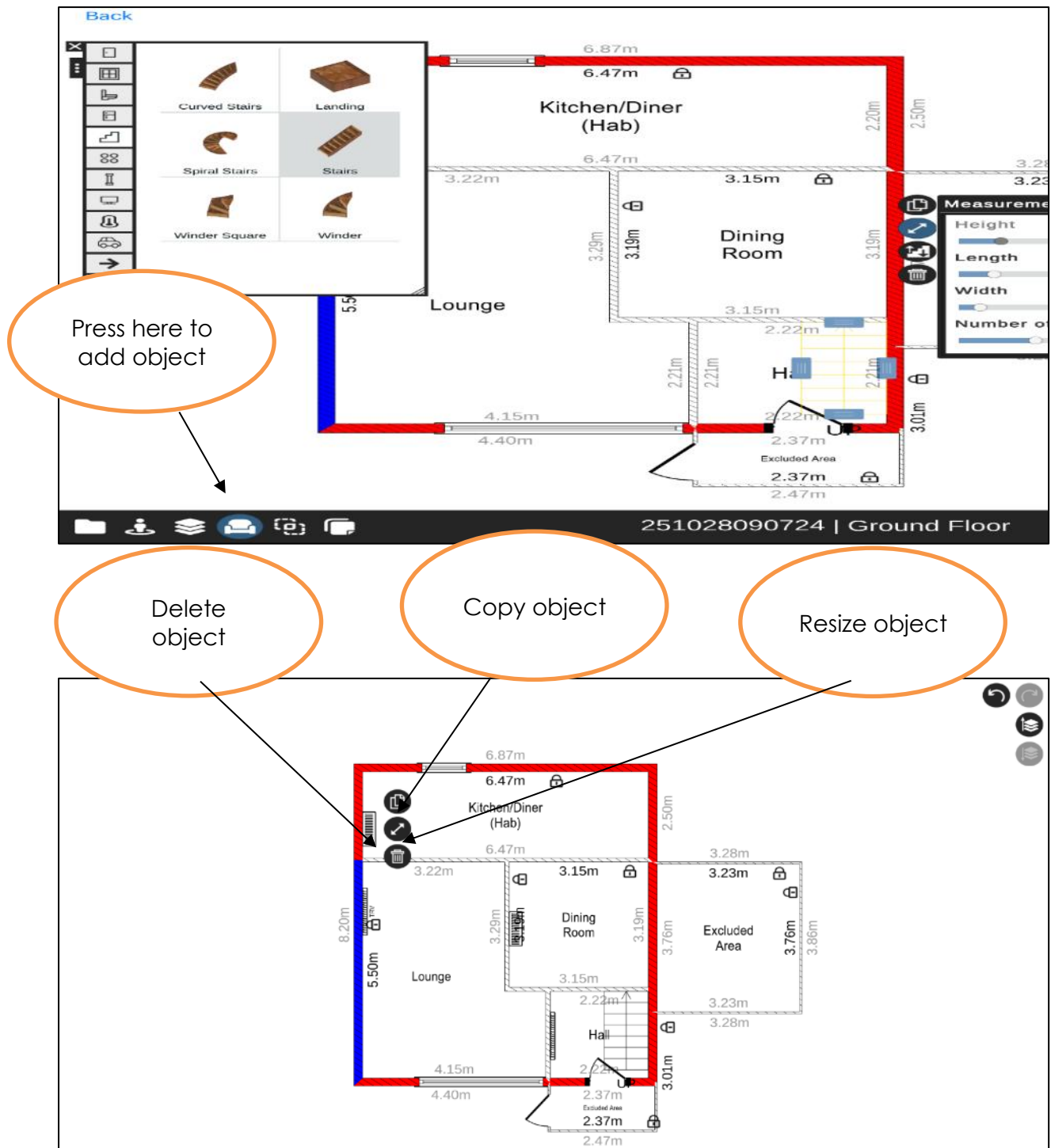
Please Note: when entering dimensions for windows and doors, it's important to add m after each entry for it to be amended

Adding objects

You can add objects from the list in the floor plan, press the Chair icon on the bottom of the page, you then get a full list of objects that can be added to the floor plan, press the icon then drag across to the location required, the object can also be resized by using the blue taps as below for the stairs. You can also delete, copy and resize the object from the icons that appear when pressing the icon as below screen shots. To come out of the object screen you will need to press the chair icon again.

We advise that you do not enter openings this way and instead add a window/door via the wall. Radiators can also be added via this section although the data will not transfer across.

We also advise to add the staircase in before creating the second floor.



Please Note: when selecting icons from the list, this effects the floor plan by defaulting the selected icon, i.e. the window type, and door type.

For the purpose of drawing for RdSAP, the suggestion is to leave the doors and windows to the default door opening and window opening. Handy objects for RdSAP are "Thermometer Icon" for radiators (with or without TRV) and stairs.

Document Icon

The document icon on the bottom right of the screen brings up the address of the assessment that has been automatically populated from RdSAP GO.



Preview

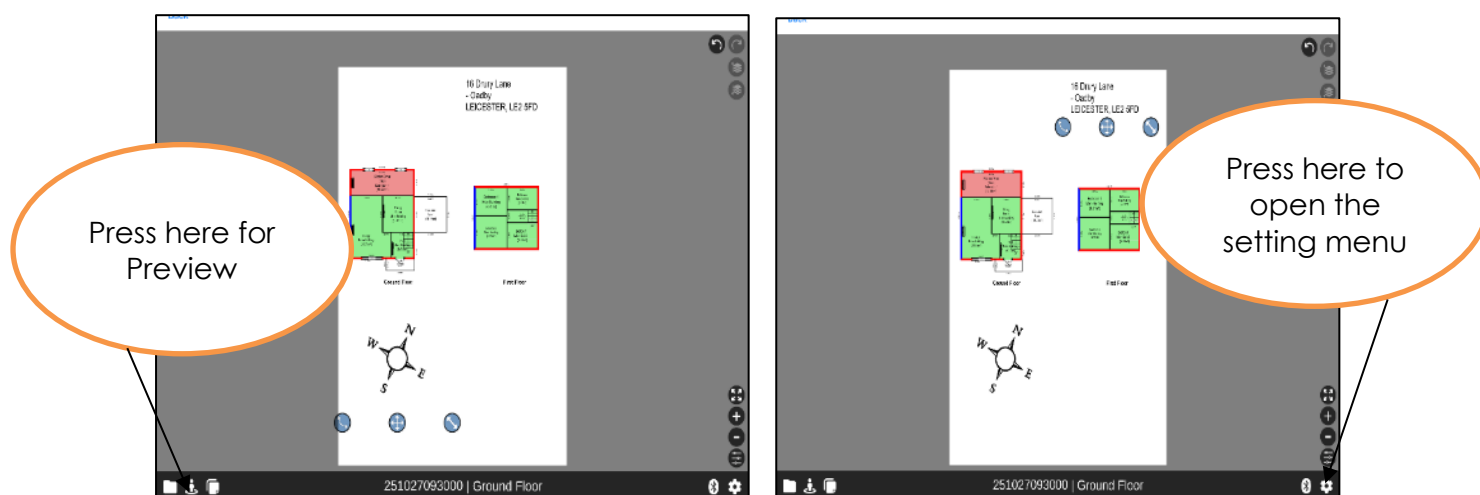
Selecting the person standing in a circle icon  will bring up Preview, Calculate and Sketch (you are already in sketch mode).

You can ignore the Calculate option as this is not relevant to the calculations required for RdSAP.

Preview will bring the floor plan onto one screen/view with all floors and building parts, this will include compass.

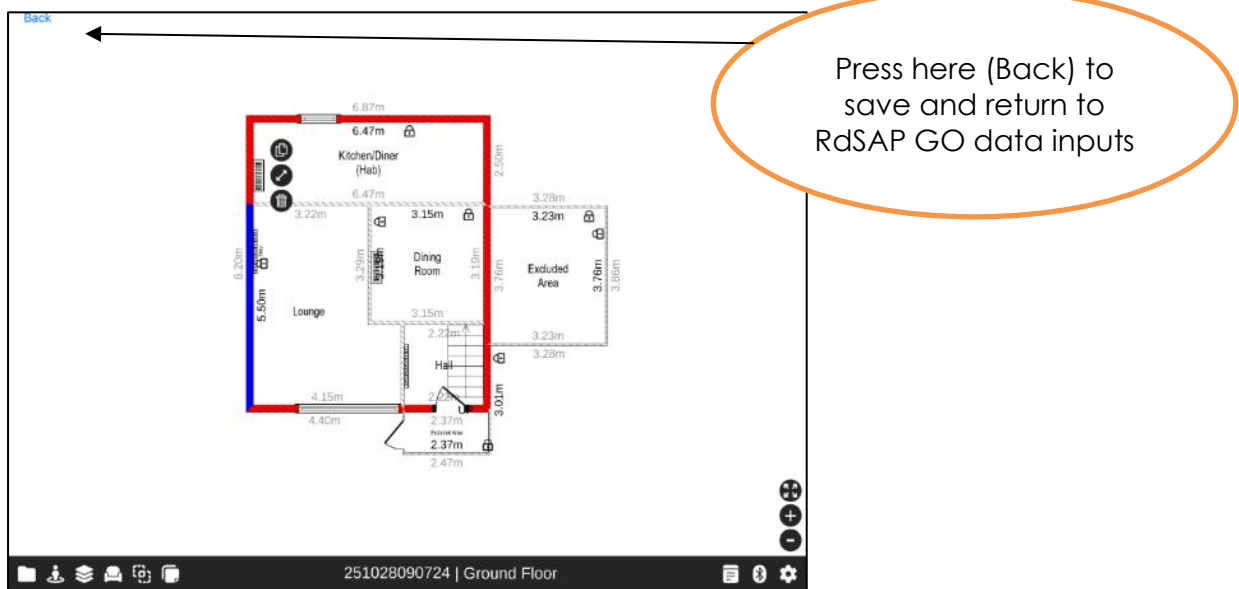
The compass setting can be changed by pressing and holding for a second, you then have 3 icons appear, curved arrow with 2 points, this will change the orientation of the compass direction by holding down then moving, the 4 arrows will move the compass around the page by holding down and moving and the arrow with straight and 2 points will resize the compass.

Please Note: If you do not amend the compass within the preview the orientation inputs will transfer across incorrectly and must be updated in RdSAP GO. Always double check your inputs before lodging.



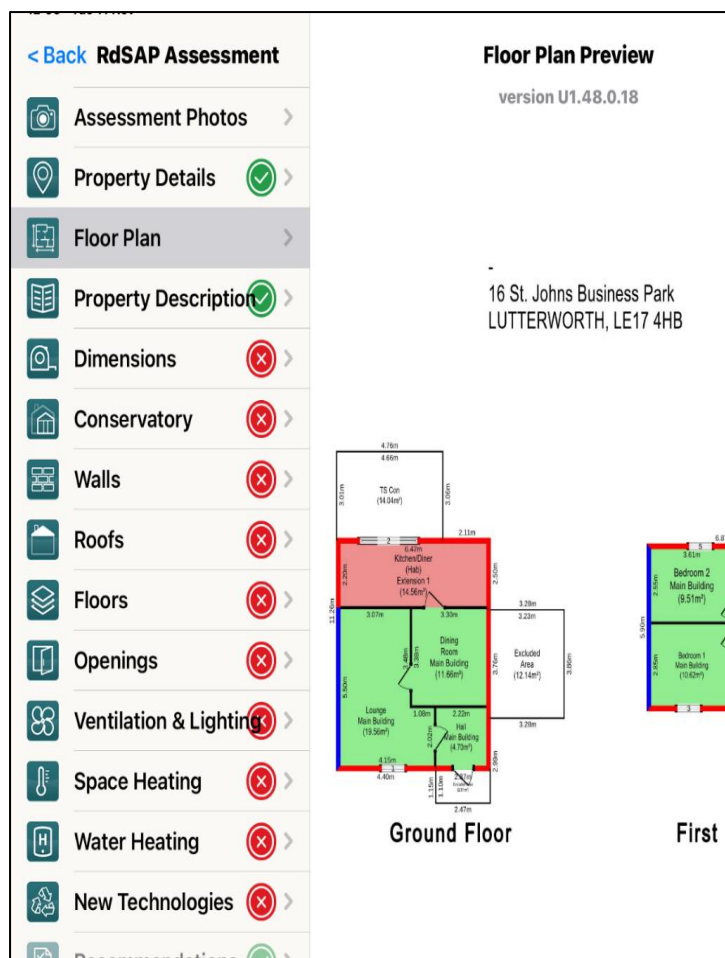
Saving the floor plan

To save the floor plan you will need to press the back in the top left-hand corner



Preview in RdSAP Go

You will see the floor plan as a preview once saved on the iPad as below.



Data Transfer

During the floor plan creation process and after saving, various data points will be transferred to RdSAP GO these are as follows:

- Number of storeys
- Dimensions for main building + any extensions (Area, Height, HLP, PW and Sheltered walls) & Room in roof area
- Number of rooms (habitable/non-habitable)
- External doors and Draught proofed doors
- Window dimensions, orientation and numbering
- Conservatory, thermally separated and none thermally separated, glazed perimeter
- Lighting including type and number of LELs

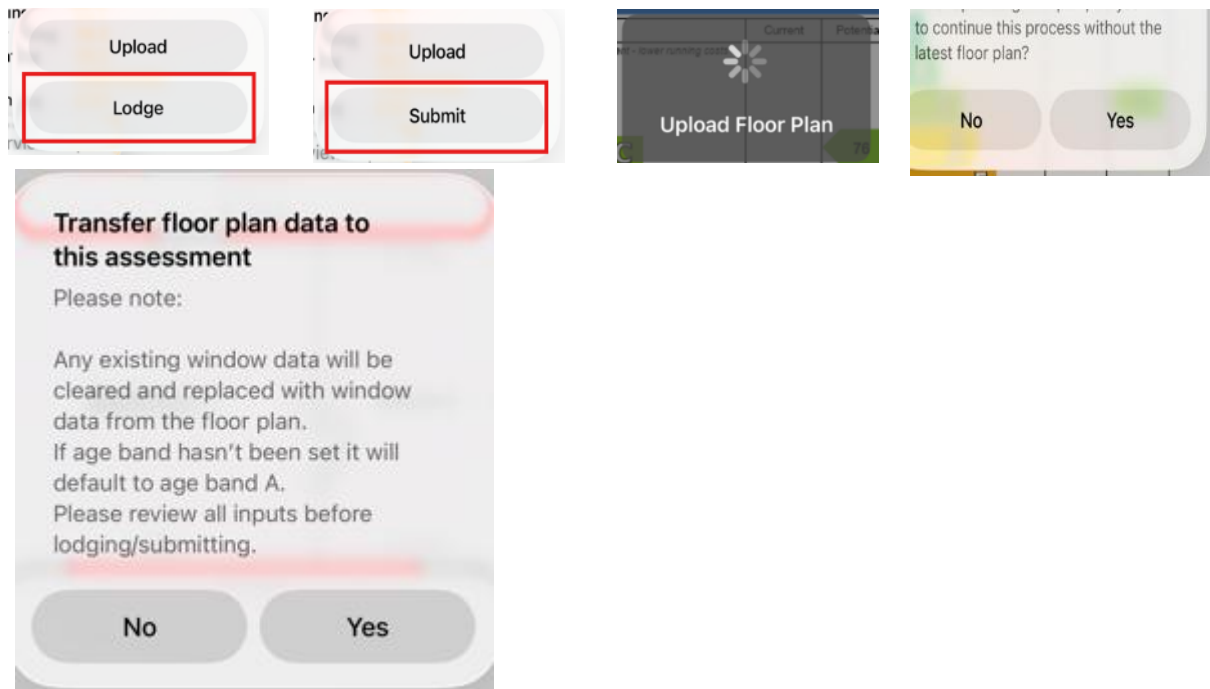
Floor plans created will also be transferred to Elmhurst's Evidence online in Access Elmhurst along with the photos taken during the assessment and any supporting notes. This is covered in more detail later in this guide.

Lodge/Submit Assessment

Should the floor plan fail to upload you will be prompted to continue with the process.

Please note, once an assessment has been lodged or submitted, the floor plan is locked, meaning the floor plan cannot be edited or uploaded again. The only way to amend is to copy the assessment in RdSAP Go.

For that reason, should you be prompted with this error (when lodging or submitting their assessment), it is recommended to select **No**, and use the Upload button instead of the Lodge or Submit, as the RdSAP assessment will therefore not be in a lodged/submitted state, and you can continue to try to upload the floor plan.



Trouble Shooting

- If the RdSAP Go App crashes while drawing a Floor Plan, Restart RdSAP GO, the floor plan has an autosave function and most will be saved.
- Once you have completed a floor plan and start entering the additional fields in RdSAP Go, should you identify an error in data entry you can go back into the floor plan. Please be mindful though that should you have entered any additional window data this could be lost if you say yes again to transferring the data to RdSAP GO.
- The age band defaults to Age band A (Pre 1900), please double check that the correct age band has been entered before lodging.
- If you have more than 10 bedrooms in the property select the name of the room and amend the room name.

Display settings

There are a number of settings that can be used in the General settings section in the bottom right of the floor plan. These are set as a default and any amendments to these will only apply to the floor plan that you are creating. A few that you may find particularly useful:

UI Scale factor – this amends the size of the icons and forms and may be useful when using an iPhone.

Default sketch zoom level – this amends the size of the images of the floor plan and may come in handy when you have a property with multiple floors or a particularly large property allowing for all of the property to fit within the preview page.

Show Grid – adds grid lines to the floor plan.

Disclaimer

Due to the number of available devices currently on the market we cannot guarantee that RdSAP GO Floor plan tool will be fully compatible with every device. Please verify that the device meets the recommended system specifications detailed in this manual. If the device does not meet the recommended system specifications, it may still run the software. If you have any queries, please call our Existing Dwellings team.

Assessors are responsible for checking all RdSAP inputs before lodging.

Errors and Omissions

Elmhurst has made every effort to ensure that the information in this user guide is complete and accurate at the time of publication. However, Elmhurst cannot be held responsible for errors in energy ratings produced using this user guide as an aid. Users are asked to advise us if they suspect any discrepancies in the user guide and this will be investigated as quickly as possible.



Contact Details

Should you require any further clarification, please contact the Existing Dwellings Team at:

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