

# Survey task

The survey task allows the surveyor to enter all information required to plan out the installation in one location. Surveyors can answer the questions and add additional comments. They can also upload images and apply image annotations. A PDF report of the survey can be generated from the reports drop-down in the main navigation.

## Accessing the survey task

From any project, click on the **Tasks** option in the main navigation menu, then select **Surveys**.

## Filling out a survey

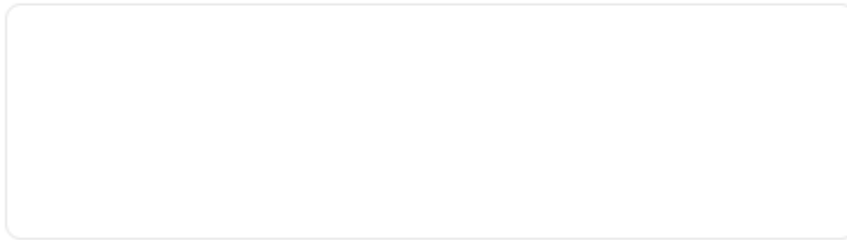
The survey is divided into sections that can be viewed and navigated between using the right-hand menu.

The screenshot displays the HEATPUNK web application interface for a survey task. The top navigation bar includes the HEATPUNK logo and links for Projects, Tasks, Components, Forms, Reports, and Help. User account links (My Account, Admin) are on the right. The main content area is divided into two sections. The left section, titled 'Property Details', contains two questions with radio button options: 'Is the property in a conservation area or heritage site?' (Yes/No) and 'Is the property listed?' (Yes/No). Below these is an image upload area labeled 'Images of the outside of the property' with a dashed border and the text 'Upload Images' and 'JPEG, PNG'. The right section, titled 'Survey', features a list of survey sections: Property Details (highlighted with a red border), Access, Proposed Heat Pump Location, Existing Heating System, Domestic Hot Water Supply, Proposed cylinder location, Energy Use, Electrical System, Wiring route, Pipe runs, and Additional information. At the bottom right, there are three buttons: 'Exit', 'Next', and 'generate pdf'.

## Uploading an image

## Access

### Description of parking arrangements



### Images showing parking arrangements



There are various locations throughout the survey where pictures can be uploaded and annotated.

**Click on the Upload Images box** and it will bring up the option to upload a picture from your files. If you are on a mobile or tablet device it will give you the option to take a photo. You can repeat this step to add multiple images.

## Adding annotations to your images

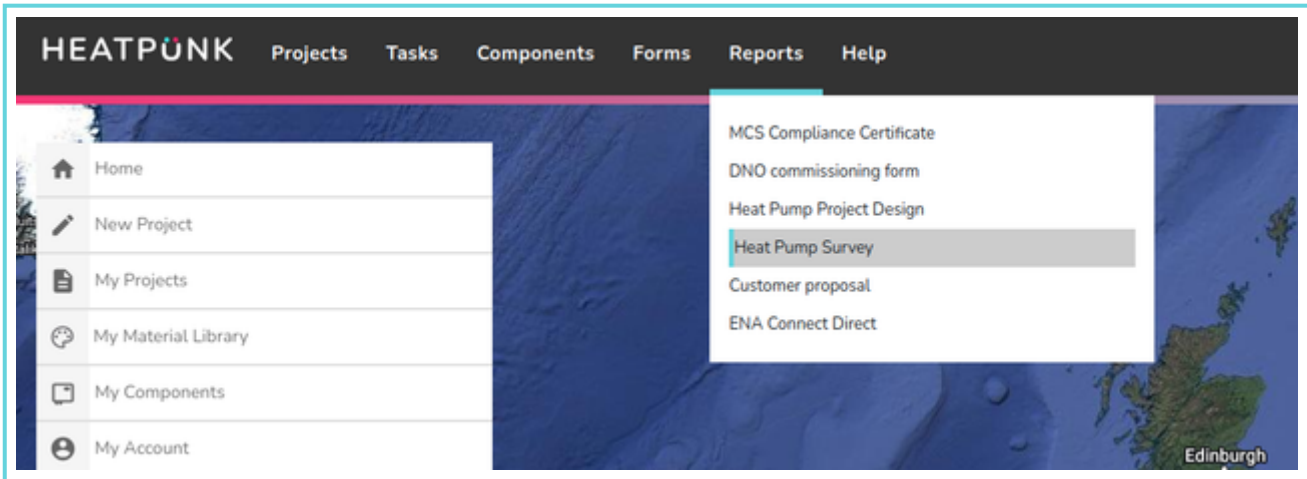
Once the file has been uploaded, you can **click on the picture to bring up the annotation options**.

- Use the *bin* button to delete annotations or the whole image.
- The *cursor* lets you select annotations you have added to the image.
- The *pencil* allows you to draw or write free-form.
- The '*T*' is used to create a text box.
- The *arrow* lets you draw an arrow.
- The *colour box* is where you can change the colour of annotations.
- The *tick mark* saves your annotations and exits the annotations editor.

The green bar at the left indicates which tool you are currently using.



## Accessing your survey as a PDF report



After the survey is complete, the report can be found in the 'Reports' drop-down. Annotated images, question responses, and an image of the roof layout will be carried forward to the survey report.

Note that heic files (usually from mobile devices) are not supported at this time. If your phone, tablet, or camera is set to save pictures in this file format, please change this to save .jpg files in settings.