

We already have DEAs in place. Why do we need **EPC Manager** as well?

EPC Manager is primarily a management tool. Many people assume that we are just another surveying company, but in fact, when we first designed **EPC Manager**, we envisaged that most SHLs would already have appointed a DEA company to provide their EPCs, or that they would have trained up their own staff as qualified DEAs to produce EPCs in-house. **EPC Manager** was created to support these arrangements by improving efficiency.

EPC Manager ensures that the obligation to provide EPCs adds value to your housing management function, rather than simply adding more tasks to your workload.

To understand how **EPC Manager** can help you, ask yourself a few questions about how your existing arrangements work.

- How do you instruct your DEAs to carry out a survey? Perhaps you give them details by telephone or email. So how do you have to keep track of those phone calls and emails?
- Do you get the survey data once the DEA has done his assessment? How do you receive that, and in what format? What do you do with the data once you get it?
- Do you have the opportunity to check the DEA's survey data before they produce the EPC?
- How do you receive the EPC? Does your DEA email it to you? How do you store it? How do you know if an EPC already exists for that property, and how do you know whether the EPC is up-to-date?

EPC Manager addresses all of the above issues, by providing a simple secure online portal that all relevant staff can access, which manages the process from start to finish.

- Log-in to **EPC Manager**, locate your void properties in your housing stock address list (no need to re-type each address), and send them for survey at the click of a button. Add notes on access details if required.
- Your DEA logs in to their area of **EPC Manager** to see which addresses they need to visit. They can print off survey forms for each dwelling, including existing property photographs and any other existing data (boiler make and model, loft insulation data, etc) if available.
- Your DEA enters their completed survey data straight into **EPC Manager**. If you wish to have the data checked first (optional), the Data Checker (either GLEEN or another DEA approved by you) verifies the survey data and lodges the EPC. Data can be rejected or corrected if necessary, before the EPC is produced. You can view the survey data collected at any time, by clicking on the relevant button against the property address.
- As soon as the EPC has been lodged, the EPC icon next to the property address will change from black and white (no EPC available) to colour (EPC available) —simply click on the icon to view and download the EPC instantly. No need for filing—the EPC can be downloaded at any time via the portal.
- If an EPC already exists for a void property, this will be evident from the coloured icon next to the address. You can choose to send out another surveyor or simply re-issue the existing certificate if still valid. If more than one EPC has been done for a property, **EPC Manager** will only download the most up-to-date one.
- Download all your data at any time in CSV format for easy import into your asset management database or other systems.
- Choose our Property Grouping option to clone data and significantly reduce surveying time, and cut external DEA costs.

