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**TO: GENFLEX LICENSED CONTRACTORS  
GENFLEX SALES PERSONNEL  
GENFLEX DISTRIBUTORS**

**DECEMBER 10, 2013**

**SUBJECT: UPDATED GENFLEX PRE-JOB SURVEY SUBMITTAL SYSTEM**

GenFlex Roofing Systems is pleased to announce the launch of a web-based **Pre-Job Survey submittal system** that will be available to all licensed and registered GenFlex contractors beginning in March 2012. To log into this site, use your **GenFlex License Number** as your Username, and the password mailed to you recently as your Password. If you have any issues logging in, please contact your Regional Technical Manager for assistance. You can find your Regional Technical Manager on the [GenFlex.com homepage](http://GenFlex.com) under the Sales/Tech Experts Menu.

*Pre-Job Surveys will no longer be available or accepted in paper form after May 1st; all projects that require a warranty must be submitted online. Pre-Job Surveys should be submitted at least two (2) weeks prior to job start. A Roof Drawing showing roof dimensions and the locations of curbs, penetrations, and scuppers, must be attached to the Pre-Job Survey prior to submitting a Request For Inspection (RFI).*

*If there are circumstances that may hinder compliance with our new e-registration process, please contact your sales representative to discuss solutions.*

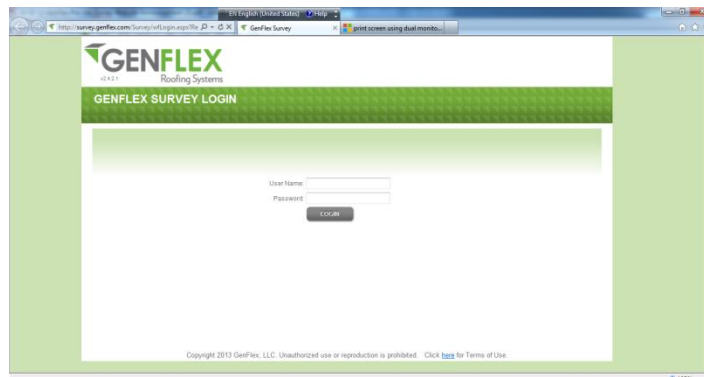
The following pages provide step-by-step instructions for using the **GenFlex Pre-Job Survey submittal system**.

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### How to Get Started:

Go to [GenFlex.com](http://GenFlex.com), and log into the Pre-Job Survey site under the “Tools” menu using your username and password.

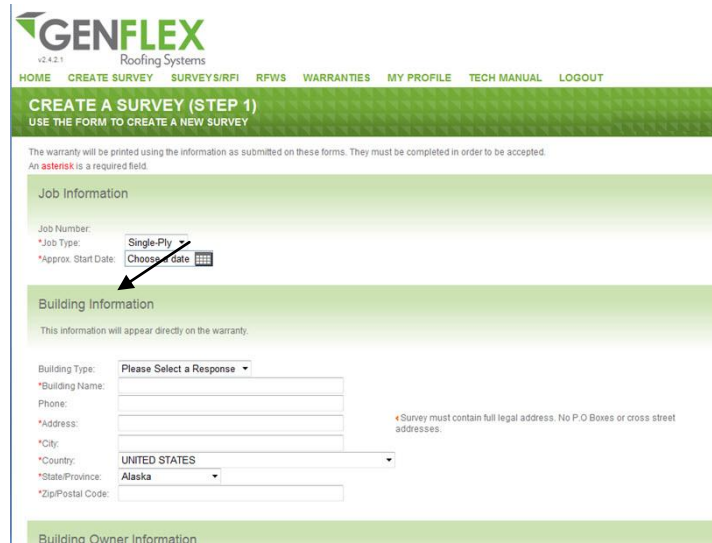


## How to Create A New Pre-Job Survey

1. Click on the "Create Survey" tab.



2. Select the approximate start date for this roofing project.



3. Select the building type from the dropdown list.

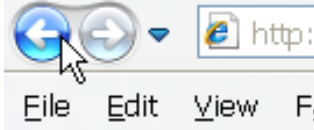
4. Fill out the Pre-Job Survey Address form, making sure to fill in all fields. Click the "Next" button when all information is complete.

5. If any required fields have been left blank, you will not be able to proceed to the next screen. The fields that are missing required information will be displayed with **\*Required Field** next to them. Fill out any missing information, and click the "Next" button.



6. The next screen asks you to review and verify all of the information just entered. If all information entered is correct, click the **"Next"** button.

- a. If you need to make corrections to the information, click the back button on your browser. This will return you to the previous screen, where you are able to make the required changes.



- b. You may click the **"Cancel"** button if you need to cancel the registration of the project completely.



7. Next, choose the appropriate response to each question within Roof Area 1. When finished, click the **"Submit"** button.



- a. Again, if any required fields have been left blank, you will not be able to proceed to the next screen. The fields that are missing required information will be displayed with **\*Required Field** next to them. Fill out any missing information, and click **"Submit."**

8. The next screen will allow you to verify all of the information just entered. If all information entered is correct, click the **"Submit"** button again.

9. If you need to change the project address on the project location, you can click the **"Update PJS Address"** button to return to the Pre-Job Survey Address form.



10. A PJS may have up to 7 different roof areas. If you would like to add another roof area to the Pre-Job Survey, go to the top of the screen and click the **"Add New Roof Area"** button.



- a. Choose the appropriate response to each question within Roof Area 2. Continue this process until all roof areas are complete. The Pre-Job system will notify you when answers are missing or have not been filled out.

SUBMIT

11. When finished, simply click on the "Submit" button to proceed and finish.

## How to Submit a Roof Drawing

1. Click on the "Surveys / RFI" tab.



2. Pre-Job Surveys you have already submitted will be shown in a list. You will see a tab on that list labeled, "Roof Drawing Upload." Click the **orange triangle symbol** under this tab to launch the attachment window.

3. In the attachment window, click the "Browse" button to navigate to your roof drawing file. Select the drawing file, and click "Upload".

Please browse to the roof drawing you want to submit and then click 'Upload'

\* Only DWG, TIF, GIF, BMP, JPG, DOC, XLS, and PDF Files are supported.

## How to Submit a Request For Inspection (RFI)

1. Click on the "Surveys / RFI" tab.



2. You are now on the "View Surveys/RFI" page. For projects that have been approved by the GenFlex Technical Department, you will see the project listed in the "Request Inspection" in your survey list

3. In the date window, click on the choose date, select the Job Completion Date, and click **"Submit"** to submit the information to GenFlex Roofing Systems.



Survey #	Building Name	Job Complete Date
QB2104	BB&T BALLPARK	Choose a date
QC8884	The Vyne	Choose a date
QQ7001	3841 Bonwoods	Choose a date
QB2951	Home2 Suites by Hilton	Choose a date

### How to Find an Existing Pre-Job Survey

1. Click on the **"Surveys/RFI"** tab.
2. Enter search criteria in the appropriate search text box, and click **"Search."**



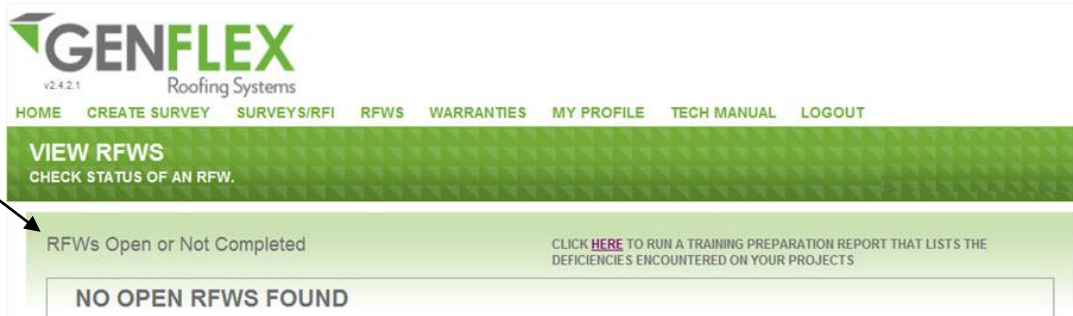
3. Results will display at the bottom of the **"View Surveys/RFI"** page.
4. **If you need to make changes to an existing Pre-Job Survey**, contact your Regional Technical Manager at 1-800-443-4272.

### How to View Repairs for Warranty (RFW) Documents

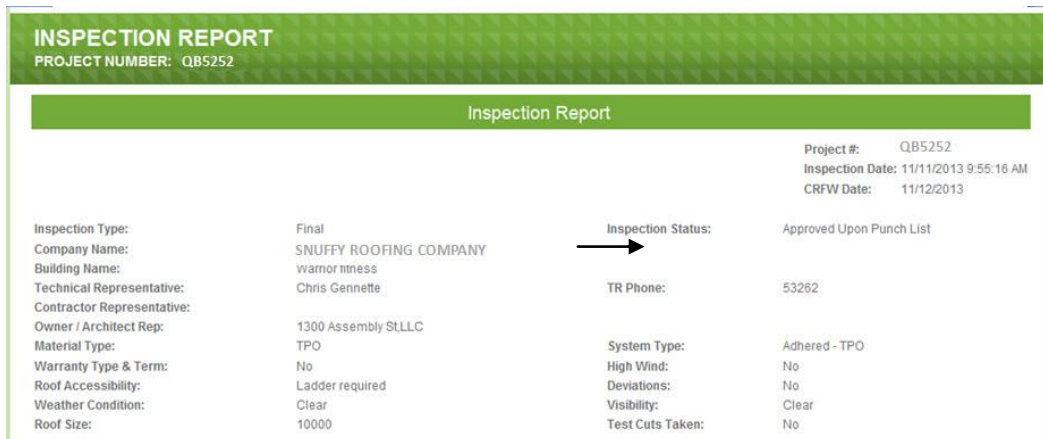
1. Click on the tab, **"RFWs."**



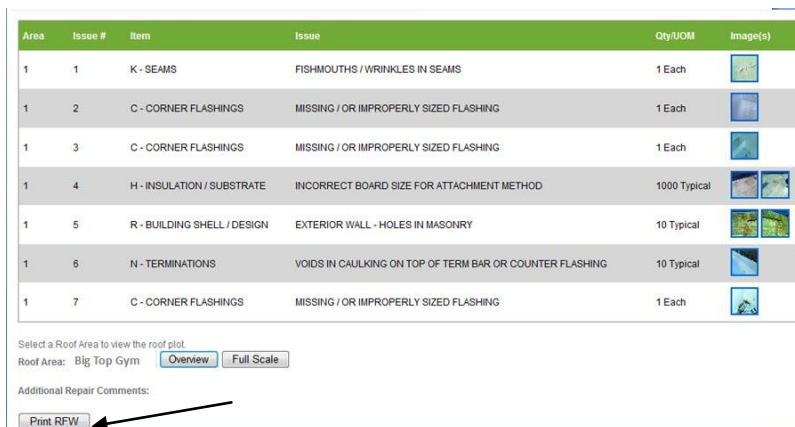
2. The top of the screen will list RFWs that are open and need contractor action, under the **"RFWs Open or Not Completed"** heading (none are listed in the example below):



3. Click on a project from the list under this heading or search for completed RFWs by Date Range, and the Final Inspection Report will open for you to review. Any deficiencies are listed here. Note the **Inspection Status**.



4. If the punch list is complete, click on the **“Notify Quality Services – Punch List Complete”** button at the bottom of the page. This submits your CRFW – and you are finished! You may print a copy for your records if wish, by clicking on **“Print RFW.”**



5. To view projects you have already taken action on, scroll down in the **View RFWs** tab, and search for the project by Project Number, Warranty #, Building Name, Building Owner, and/or Building City, or you may search all Completed RFWs (CRFW) over a span of time. Your RFWs Search Results will display at the bottom of the page, and each may be opened to view the CRFW.



## How to Manage Your Profile

Use the following steps to manage your profile within Pre-Job Entry v1.0:

1. Click on the **"My Profile"** tab.



2. From this screen, you have the ability to change your Password, Email Address, Company Name, as well as the name of the contact at your company for PJS-related issues.

3. Click on the **"Submit Changes"** button to submit your changes.



All warranties that are ready to print will be available under the **"Warranties"** tab.



Please contact your GenFlex Territory Sales Manager or Regional Technical Manager at 1-800-443-4272 with any questions regarding the Pre-Job Survey submittal site, or regarding GenFlex roofing systems.