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TO: GENFL	EX LICENSED CONTRACTO	ND C	DECEMBER 10, 2013

#### GENFLEX LICENSED CONTRACTORS GENFLEX SALES PERSONNEL GENFLEX DISTRIBUTORS

#### 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 <u>GenFlex.com homepage</u> 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, 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.



Welcome to the GenFlex Pre-Job Survey website!

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

AE CREATE	SURVEY SURVE	YS/RFI RFW	S WARRANTIES	MY PROFILE	TECH MANUAL	LOGOUT
	SURVEY (S					
44444	444444	494444		******	******	****
e warranty will be asterisk is a requ		nation as submitted	on these forms. They n	nust be completed in	order to be accepted.	
Job Informati	ion					
Job Number:						
Job Type:	Single-Ply T					
Approx. Start Date						
Approx. Start Date						
	Choose a date					
Building Info	Choose a date	-				
Building Info	mation	ne warranty.				
Building Info This information v Building Type:	Choose date	ne warranty.				
Building Infor This information v Building Type: "Building Name:	mation	ne warranty.				
Building Info This information v Building Type: "Building Name: Phone:	mation	ne warranty.			ontain full legal addres	s. No P.O Boxes or cross street
Building Info This information v Building Type: *Building Name: Phone: *Address:	mation	ne warranty.		Survey must of addresses.	ontain full legal addres	s. No P.O Boxes or cross street
Building Info This information v Building Type: "Building Name: Phone: "Address: "City:	mation Will appear directly on th Please Select a Re	ne warranty.			ontain full legal addres	s. No P-O Boxes or cross street
Building Info This information v Building Type: *Building Name: Phone: *Address:	mation	ne warranty.			ontain full legal addres	s. No P.O Boxes or cross street

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.

Building Info	ormation	
This information v	will appear directly on the warranty.	
Building Type:	Please Select a Response 🔹	
*Building Name:		* Required Field
*Phone:		
*Address:		<ul> <li>Required Field</li></ul>
*City:		* Required Field
*Country:	UNITED STATES	<b>v</b>
State/Province:	Indiana 👻	
*Zip/Postal Code:		* Required Field



?

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.

UPDATE PJS ADDRESS

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.

Roof Area 1 - Single-Ply

ADD NEW ROOF AREA

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.

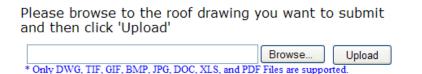
# How to Submit a Roof Drawing

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

V2.4.2		<b>EX</b> Systems						
HOME	CREATE SURVEY	SURVEYS/RFI	RFWS	WARRANTIES	MY PROFILE	TECH MANUAL	LOGOUT	
	LCOME, JOE S							
		Welc	ome to	the GenFlex I	Pre-Job Surv	ey website!		

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**".



# How to Submit a Request For Inspection (RFI)

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

V242	SENFL Roofing	Systems	RFWS	WARRANTIES	MY PROFILE	TECH MANUAL	LOGOUT		
WE	LCOME, JOE S	NUFFY	RFWS	WARRANTIES	MTPROPILE	IECH MANOAL	100001		-
					444444			11111	

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."

Survey#.	Building Owner:	
Varranty#:	Building City:	
Contractor Name:		
Building ID:		

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

N N
CERATE SURVEY SURVEYSIRFI RFWS WARRANTIES MY PROFILE TECH MANUAL LOGOUT
WELCOME, JOE SNUFFY TUESDAY, NOVEMBER 26, 2013
Welcome to the GenFlex Pre-Job Survey website!

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):



10	SENFL	<b>EX</b> g Systems					
HOME	CREATE SURVEY	SURVEYS/RFI	RFWS	WARRANTIES	MY PROFILE	TECH MANUAL	LOGOUT
A CONTRACTOR OF THE OWNER	N RFWS K STATUS OF AN RFN	м.					CECC-FRANKLE
RF	Ws Open or Not (	Completed				UN A TRAINING PREPA COUNTERED ON YOUR	RATION REPORT THAT LISTS THE PROJECTS
			,				

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**.

		Depart	
	Inspection	пкероп	
			Project #: QB5252 Inspection Date: 11/11/2013 9:55:16 AM CRFW Date: 11/12/2013
Inspection Type:	Final	Inspection Status:	Approved Upon Punch List
Company Name:	SNUFFY ROOFING COMPANY	<b>→</b>	
Building Name:	warnor titness		
Technical Representative:	Chris Gennette	TR Phone:	53262
Contractor Representative:			
Owner / Architect Rep:	1300 Assembly StLLC		
Material Type:	TPO	System Type:	Adhered - TPO
Warranty Type & Term:	No	High Wind:	No
Roof Accessibility:	Ladder required	Deviations:	No
Weather Condition:	Clear	Visibility:	Clear
Roof Size:	10000	Test Cuts Taken:	No

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**."

Area	Issue #	Item	Issue	Qty/UOM	Image(s)
1	1	K - SEAMS	FISHMOUTHS / WRINKLES IN SEAMS	1 Each	15-
1	2	C - CORNER FLASHINGS	MISSING / OR IMPROPERLY SIZED FLASHING	1 Each	
1	3	C - CORNER FLASHINGS	MISSING / OR IMPROPERLY SIZED FLASHING	1 Each	2.
1	4	H - INSULATION / SUBSTRATE	INCORRECT BOARD SIZE FOR ATTACHMENT METHOD	1000 Typical	
1	5	R - BUILDING SHELL / DESIGN	EXTERIOR WALL - HOLES IN MASONRY	10 Typical	
1	6	N - TERMINATIONS	VOIDS IN CAULKING ON TOP OF TERM BAR OR COUNTER FLASHING	10 Typical	
1	7	C - CORNER FLASHINGS	MISSING / OR IMPROPERLY SIZED FLASHING	1 Each	æ.s

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.

V242		<b>EX</b> Systems						
HOME	CREATE SURVEY	SURVEY S/RFI	RFWS	WARRANTIES	MY PROFILE	TECH MANUAL	LOGOUT	
	LCOME, JOE S							
		Welco	ome to	the GenFlex	Pre-Job Surv	ey website!		

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.

V2.4.2		<b>EX</b> Systems					
HOME	CREATE SURVEY	SURVEY S/RFI	RFWS	WARRANTIES	MY PROFILE	TECH MANUAL	LOGOUT
	LCOME, JOE S						

Welcome to the GenFlex Pre-Job Survey website!

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.