

# WHAT'S NEW

## TECHNICAL BULLETIN

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

**MARCH, 2 2012**

**SUBJECT: 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.

*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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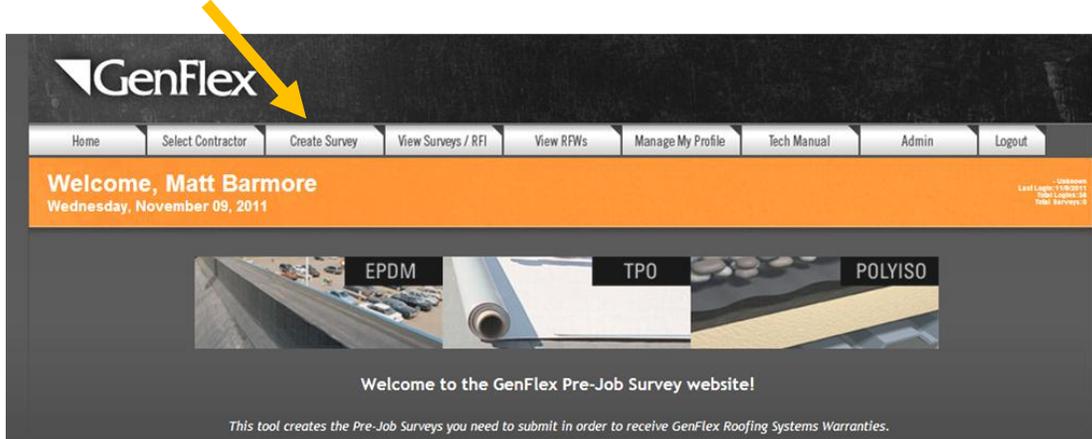


## How to Get Started:

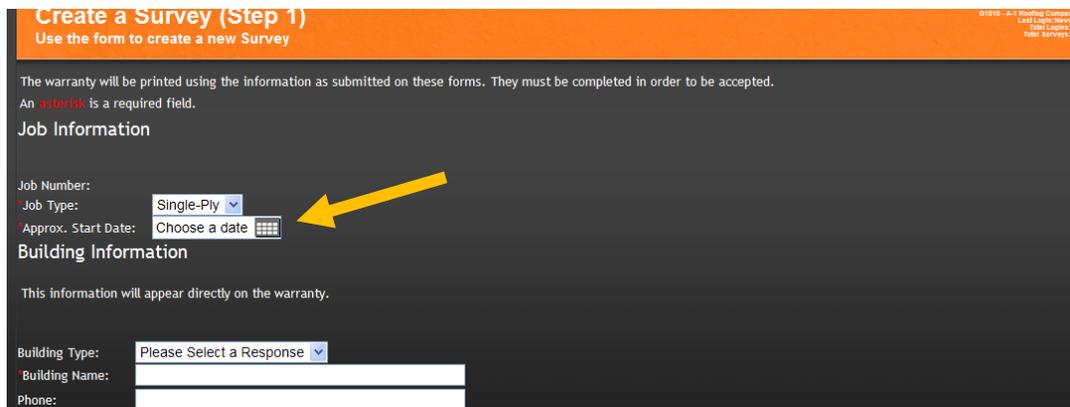
Go to [www.genflex.com](http://www.genflex.com), and log into the Pre-Job Survey site, using your Username and Password.

## 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.

A screenshot of the 'Create a Survey (Step 1)' form. The form is titled 'Create a Survey (Step 1)' and includes the instruction 'Use the form to create a new Survey'. It contains several sections: 'Job Information' with fields for 'Job Number', 'Job Type' (a dropdown menu currently showing 'Single-Ply'), and 'Approx. Start Date' (a date picker). A yellow arrow points to the 'Approx. Start Date' field. Below this is the 'Building Information' section, which includes a note 'This information will appear directly on the warranty.' and fields for 'Building Type' (a dropdown menu currently showing 'Please Select a Response'), 'Building Name', and 'Phone'.

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.

*Company Address:	<input type="text"/>	* Required Field
*City:	<input type="text"/>	* Required Field
*Country:	UNITED STATES	
*State/Province:	Alaska	
*Zip/Postal Code:	<input type="text"/>	* 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.

- 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.



- 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.



- 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.



- 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.

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

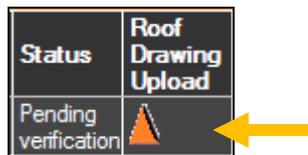


## How to Submit a Roof Drawing

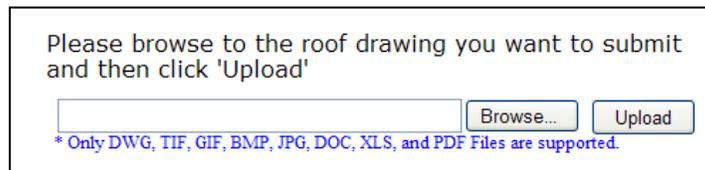
1. Click on the "View Surveys / RFI" tab.



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.

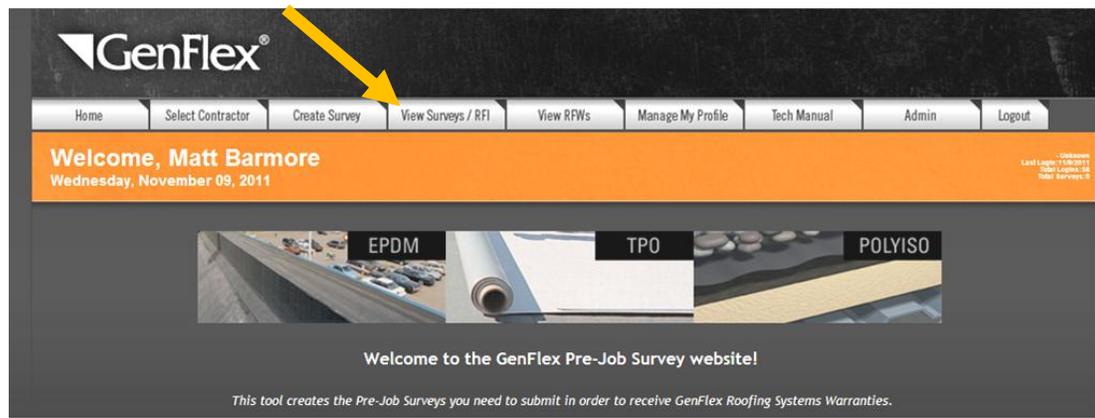


3. In the attachment window, click the "Browse" button to navigate to your roof drawing file. Select the drawing file, and click "Upload".



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

1. Click on the "View 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 option of “Request Inspection” in your survey list. Click the “Request Inspection” link for the appropriate project.



3. In the date window, click on the calendar box, select the Job Completion Date, and click “**Submit**” to submit the information to GenFlex Roofing Systems.

**Job Complete Date**

10/19/2011

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

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

**Survey Search**

<p>Survey#: <input style="width: 90%;" type="text"/></p> <p>Warranty#: <input style="width: 90%;" type="text"/></p> <p>Contractor Name: <input style="width: 90%;" type="text" value="GenFlex"/></p> <p>Building ID: <input style="width: 90%;" type="text"/></p>	<p>Building Owner: <input style="width: 90%;" type="text"/></p> <p>Building City: <input style="width: 90%;" type="text"/></p>
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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, "View 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, and the Final Inspection Report will open for you to review. Any deficiencies are listed here. Note the **Inspection Status**.



- 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."**

## Final Inspection Report

Project # BE7024  
Inspection Date: 8/31/2011

Inspection Type:	Final	Inspection Status:	Reinspection Required Upon Punch List
Company Name:	ABC Roofing Company, Inc.		
Building Name:	May's House		
Technical Representative:	George Furman	TR Phone:	317-575-7173
Contractor Representative:	fruytr ghjg[[[		
Owner / Architect Rep:	N/A		
Material Type:	Asphalt	System Type:	APP 160
Warranty Type & Term:	No	High Wind:	No
Permanent Roof Access:	Ladder required	Deviations:	No
Weather Condition:	Clear	Visibility:	Wet
Roof Size:	988	Test Cuts Taken:	No

Drag a column header here to group by that column

Item	Deficiency	Qty/UOM	Image(s)

Select a Roof Area to view the roof plot.

Roof Area: May's House ▼ Overview Full Scale

Comments:

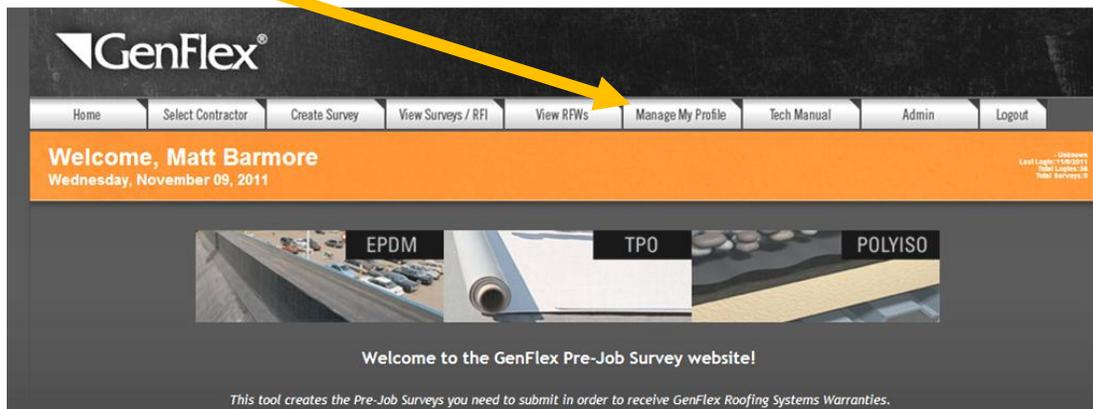
Print RFW
Notify Quality Services - Punch List Complete

- 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:

- Click on the **"Manage 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.

Submit Changes

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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.

Regards,



Matt Barmore  
Manager, Roofing Solutions Group

