

Certified Contractor  
Roof Plans On-Line  
User Manual

Information Sheet

Updated 7/11



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North America's Largest Roofing Manufacturer!™*



# GAFMC Roof Plans On-Line

Prepared exclusively for GAF Materials Corporation / February 2004

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# ONLINE CONTRACTOR WEBSITE



## Accessing the Online Contractor Website

The Roof Plans On-Line option available in the Certified Contractor website allows **GAFMC** Certified Contractors to send their Roof Plans to Contractor Services via the web. The following document will guide you through **step-by-step** instructions on how to access and use Roof Plans On-Line.

To access the GAFMC Online Contractor website, follow the steps below:

Step	Action
1.	Double-click the <b>Internet Explorer</b> icon. 
2.	In the 'Address' text box type <a href="http://www.contractors.gaf.com">www.contractors.gaf.com</a> and press [ENTER] on your keyboard. 
3.	Type your assigned <b>User Id</b> and <b>Password</b> , then click ' <b>Log in</b> '.

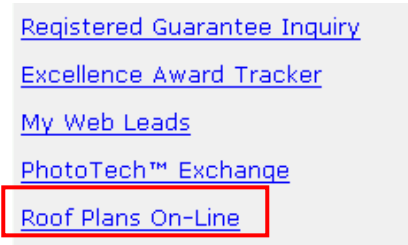

<b>1</b> Type your <b>User Id</b> and <b>Password</b>	
<b>2</b> Click <b>Sign in</b>	

# ROOF PLANS ON-LINE

## USING ROOF PLANS ON-LINE

**Overview of the Main Screen**

The *Roof Plans On-Line Main Screen* allows you to add Roof Plans, displays all previous submissions of Roof Plans, and allows you to view the details of all submissions.



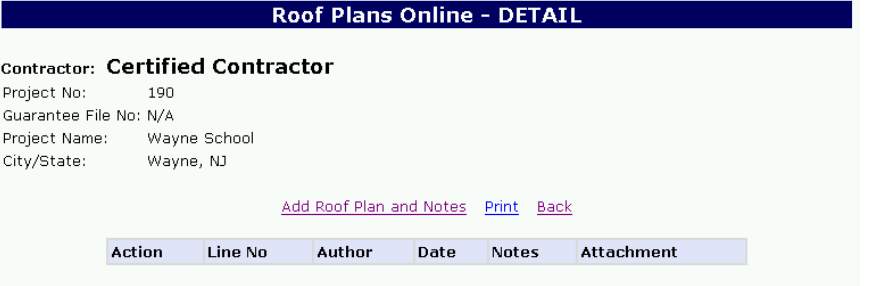
Step	Action																		
1.	<p>Click the <i>Roof Plans On-Line</i> hyperlink as shown below:</p> 																		
2.	<p>The <i>Roof Plans On-Line Main Screen</i> will be displayed.</p>  <p><b>Roof Plans Online</b></p> <p>Contractor: <b>Certified Contractor</b></p> <p><b>ALL Plans</b> <a href="#">Add New Plans</a> <a href="#">Exit</a></p> <table border="1"> <thead> <tr> <th>View</th> <th>Project No</th> <th>Guarantee File No</th> <th>Project Name</th> <th>Project City/State</th> </tr> </thead> <tbody> <tr> <td><a href="#">Detail</a></td> <td>189</td> <td>N/A</td> <td>Project Name here</td> <td>Project City / State here</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th>Menu Item</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td><b>All Plans</b></td> <td>List of all projects for which you have used Roof Plans On-Line.</td> </tr> <tr> <td><b>Add new Plans</b></td> <td>Creates a new project.</td> </tr> <tr> <td><b>Exit</b></td> <td>Closes the <i>Roof Plans On-Line Main Screen</i>.</td> </tr> </tbody> </table>	View	Project No	Guarantee File No	Project Name	Project City/State	<a href="#">Detail</a>	189	N/A	Project Name here	Project City / State here	Menu Item	Description	<b>All Plans</b>	List of all projects for which you have used Roof Plans On-Line.	<b>Add new Plans</b>	Creates a new project.	<b>Exit</b>	Closes the <i>Roof Plans On-Line Main Screen</i> .
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# Using Roof Plans On-Line, Continued

## Adding Roof Plans

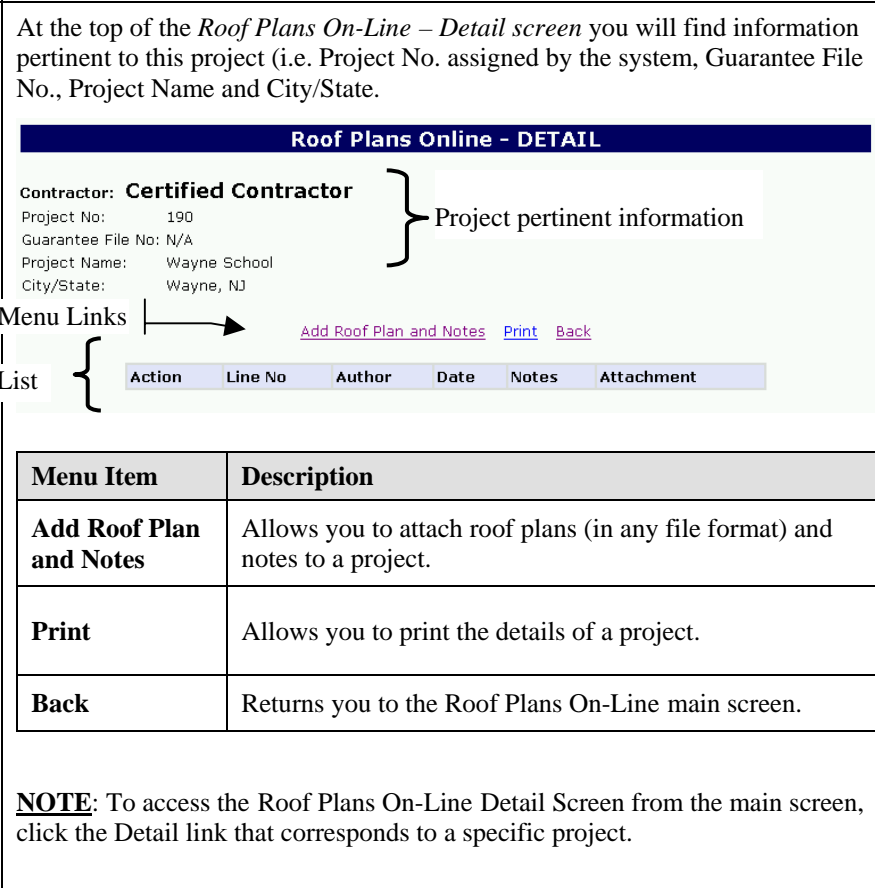
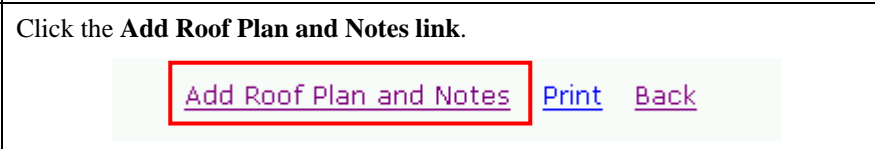
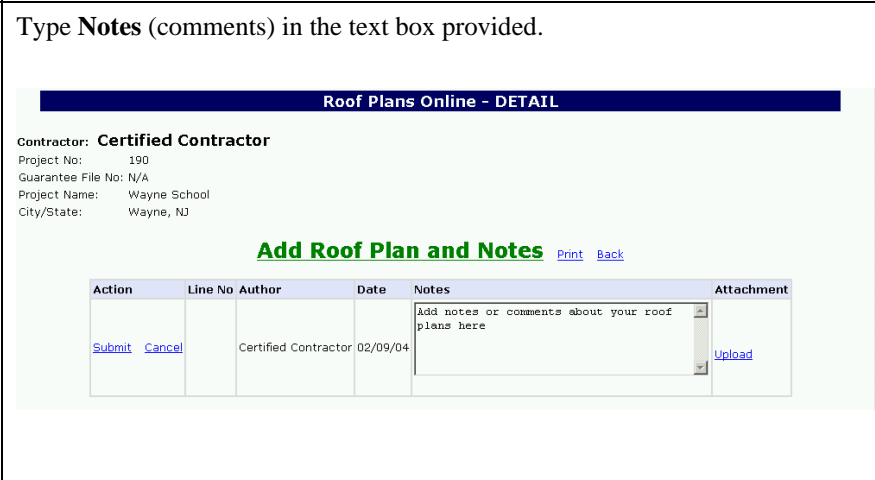
The steps below will take you step by step on submitting Roof Plans On-Line.

Step	Action
3.	Click the <b>Add New Plans</b> link 
4.	Select the <b>Guarantee File No</b> (use the drop down list to select from the list of your registered projects) then click <b>Save</b> .  <p><b>NOTE:</b> If you do not know your file number select “I don’t have a file number” from the drop down list of Guarantee File Numbers. When “I don’t have a file number” is selected the Project Name field and Project City / State fields <b>must</b> be filled in.</p>
5.	The <i>Roof Plans On-Line Detail Screen</i> is displayed. 

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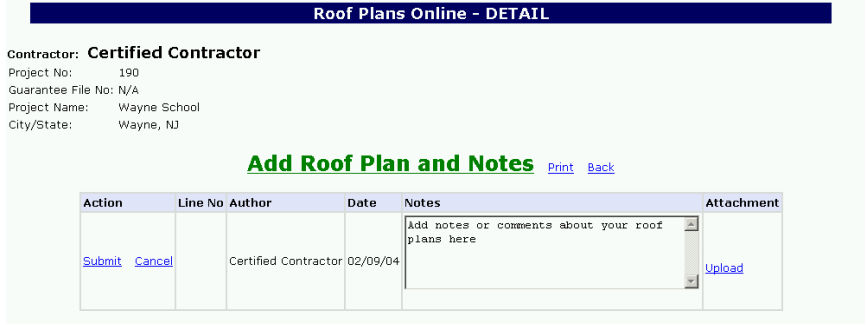


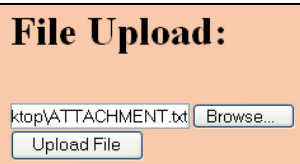
# Using Roof Plans On-Line, Continued

## Adding Roof Plans (continued)

Step	Action								
6.	<p>At the top of the <i>Roof Plans On-Line – Detail</i> screen you will find information pertinent to this project (i.e. Project No. assigned by the system, Guarantee File No., Project Name and City/State.</p>  <p>The screenshot shows a header 'Roof Plans Online - DETAIL' and project details: Contractor: Certified Contractor, Project No: 190, Guarantee File No: N/A, Project Name: Wayne School, City/State: Wayne, NJ. A bracket groups this as 'Project pertinent information'. Below are links: 'Add Roof Plan and Notes', 'Print', and 'Back'. A 'Roof Plan Menu Links' label points to these links, and a 'Roof Plan List' label points to a table below.</p> <table border="1" data-bbox="492 743 1347 1020"> <thead> <tr> <th>Menu Item</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td><b>Add Roof Plan and Notes</b></td> <td>Allows you to attach roof plans (in any file format) and notes to a project.</td> </tr> <tr> <td><b>Print</b></td> <td>Allows you to print the details of a project.</td> </tr> <tr> <td><b>Back</b></td> <td>Returns you to the Roof Plans On-Line main screen.</td> </tr> </tbody> </table> <p><b>NOTE:</b> To access the Roof Plans On-Line Detail Screen from the main screen, click the Detail link that corresponds to a specific project.</p>	Menu Item	Description	<b>Add Roof Plan and Notes</b>	Allows you to attach roof plans (in any file format) and notes to a project.	<b>Print</b>	Allows you to print the details of a project.	<b>Back</b>	Returns you to the Roof Plans On-Line main screen.
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7.	<p>Click the <b>Add Roof Plan and Notes</b> link.</p>  <p>The screenshot shows the 'Add Roof Plan and Notes' link highlighted with a red rectangular box, with 'Print' and 'Back' links to its right.</p>								
8.	<p>Type <b>Notes</b> (comments) in the text box provided.</p>  <p>The screenshot shows the 'Add Roof Plan and Notes' form. It includes the same project information as step 6. Below the links is a table with columns: Action, Line No, Author, Date, Notes, Attachment. The 'Notes' column contains a text box with the placeholder text 'Add notes or comments about your roof plans here'. There are 'Submit' and 'Cancel' buttons under the 'Action' column and an 'Upload' button under the 'Attachment' column.</p>								

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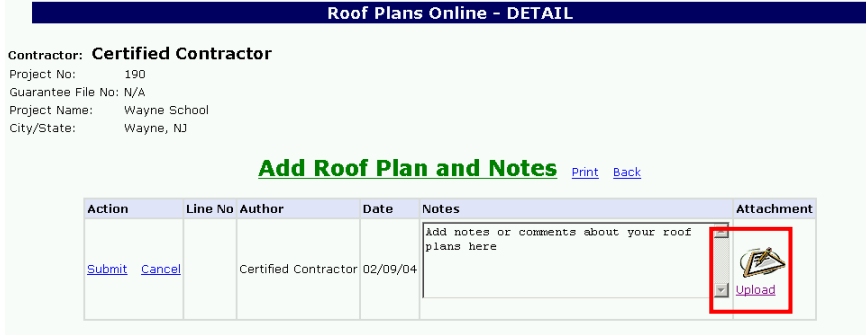

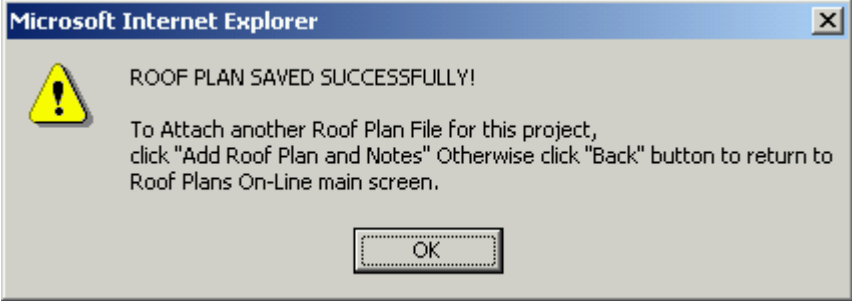
**Using Roof Plans On-Line, Continued**  
**Adding Roof Plans (continued)**

Step	Action
9.	<p>To attach your Roof Plans click the <b>Upload link</b> located to the right of the <b>Notes text box</b>.</p> 
10.	<p>Click <b>Browse</b> in the <b>Upload screen</b> and locate the Roof Plans you wish to attach.</p> 
11.	<p>Click on the image or file to select it, then click <b>Open</b> on the <i>Choose File dialog box</i>.</p> 
12.	<p>The path to the file will be displayed in the Upload screen. Click the Upload File button.</p> 

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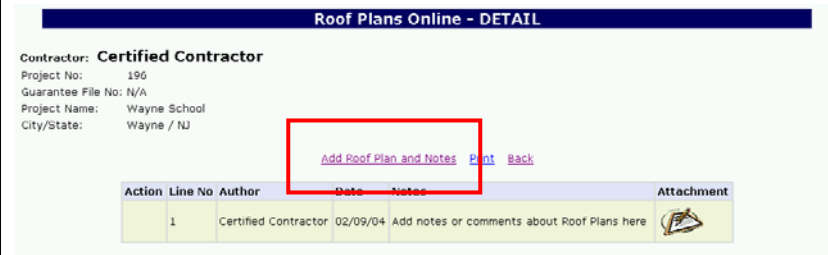


**Using Roof Plans On-Line, Continued**  
**Adding Roof Plans (continued)**

Step	Action
13.	<p>An icon representing the attached Roof Plans will be displayed in the <b>Attachment</b> column.</p>  <p><b>NOTE:</b> To change the Roof Plans attached, click the Upload link located at the bottom of the icon, then locate and select a different Roof Plan file.</p>
14.	<p>Click <b>Submit</b> to save your Roof Plan and Notes or <b>Cancel</b> to exit the screen without saving your comment.</p>  <p><b>NOTE:</b> Once you click submit a GAFMC Contractor Services Support Person will be notified via email that Roof Plans have been submitted.</p>
15.	<p>After Submit button is clicked – the following message box will be displayed:</p>  <p>After clicking OK you will be returned to the <i>Roof Plans On-Line Detail screen.</i></p>

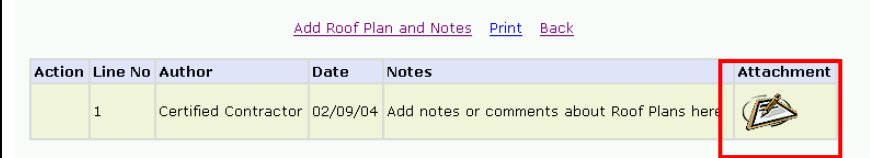
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**Using Roof Plans On-Line, Continued**  
**Adding Roof Plans (continued)**

Step	Action
16.	<p>If you have more than one Roof Plan file for this project click on the “Add Roof Plan and Notes” button to attach the additional files (repeat steps 7 – 15). Otherwise click the Back button to return to the <i>Roof Plans On-Line main screen</i>.</p> 

**View an Attachment**

Follow the steps below to view an attachment that you have added.




Step	Action
1.	<p>In order to view an attachment simply click on the icon in the Attachment column. Attachment will open in another window.</p>  <p>Note: If the attachment is an image clicking on the thumbnail image in the attachment column will open an enlarged version of the image in another window.</p>
2.	<p>To Print attachment / image – right click on the opened attachment / image. Select print from the menu.</p>

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## Using Roof Plans On-Line, Continued

### Printing a Project

You can use the **Print hyperlink** in the *Roof Plans On-Line Detail Screen* to print a project.

Step	Action												
1.	<p data-bbox="488 401 1052 432">In the <i>Roof Plan On-Line Detail Screen</i>, click <b>Print</b>.</p> <div data-bbox="488 443 1344 604" style="border: 1px solid #ccc; padding: 5px;"> <p data-bbox="768 464 1045 485" style="text-align: center;"> <a href="#">Add Roof Plan and Notes</a>   <a href="#">Print</a>   <a href="#">Back</a> </p> <table border="1" data-bbox="505 506 1312 583"> <thead> <tr> <th>Action</th> <th>Line No</th> <th>Author</th> <th>Date</th> <th>Notes</th> <th>Attachment</th> </tr> </thead> <tbody> <tr> <td></td> <td>1</td> <td>Certified Contractor</td> <td>02/09/04</td> <td>Add notes or comments about Roof Plans here</td> <td></td> </tr> </tbody> </table> </div>	Action	Line No	Author	Date	Notes	Attachment		1	Certified Contractor	02/09/04	Add notes or comments about Roof Plans here	
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	1	Certified Contractor	02/09/04	Add notes or comments about Roof Plans here									
2.	In the <i>Print dialog box</i> , select a printer, then click <b>Print</b> .												
3.	Click <b>Back</b> to return to the <i>Roof Plan On-Line Main Screen</i> .												
4.	Click <b>Exit</b> to close the <i>Roof Plan On-line Main Screen</i> and return to the <i>Contractor Online Support System Main Screen</i> .												