

Certified Contractor
Projects With Open Items
User Manual

Information Sheet

Updated 7/11



*Quality You Can Trust...From
North America's Largest Roofing Manufacturer!™*



**GAF MATERIALS
CORPORATION**

GAFMC
PROJECTS WITH OPEN ITEMS
CONTRACTOR

Prepared exclusively for GAF Materials Corporation / January 2006

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CERTIFIED CONTRACTOR ZONE WEBSITE



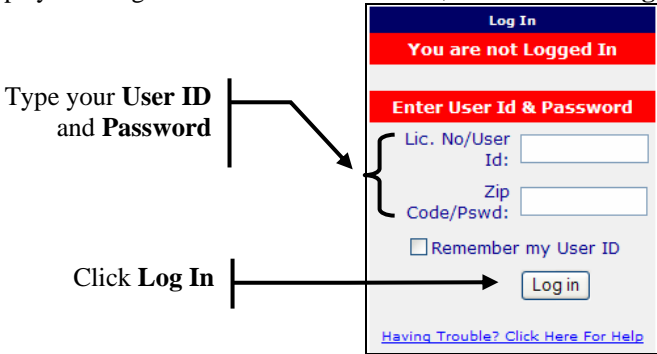
Accessing the Certified Contractor Zone Website

The *Certified Contractor Zone website* now allows *GAFMC Certified Contractors* to view:

- A list of projects that have “open items” and require follow-up (Projects with Open Items)
- Inspection Reports for all projects that have been inspected or re-inspected by GAF within the last two years (My Inspections)
- Issued Guarantee History - list of projects that have been issued within the last two years. (Issued Projects)

The following document will guide you through step-by-step instructions on accessing Projects with Open Items, My Inspections, and Issued Projects.

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

Step	Action
1.	Double-click the Internet Explorer icon . 
2.	In the ‘Address’ text box type www.contractors.gaf.com and press [ENTER] on your keyboard. 
3.	Type your assigned User ID and Password , and then click Log in . 

PROJECTS WITH OPEN ITEMS

Viewing ‘Projects with Open Items’


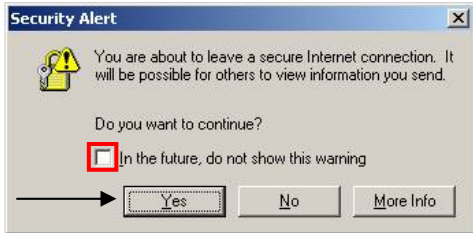
Overview of the Main Screen

Projects with Open Items allows you to view a list of your projects that have open items and require follow up. An open item is categorized as one or more of the following: Balance Due, Roof Plans Not Received, Notice of Completion Due, Awaiting Inspection, and Open Punch list. If the status for any of these project types is Open or Incomplete, the project will be listed as a ‘Project with Open Items’. To obtain more information about an outstanding issue, you can click on the **Detail hyperlink**.

You also have the ability to sort the information that is displayed in alphabetical/ascending order by clicking on any of the columns heading that are underlined.


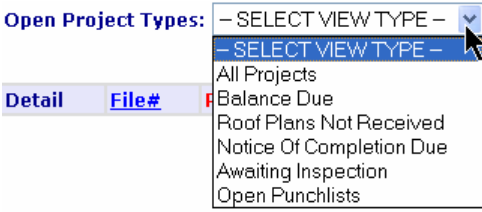
View Open Issues By Project Type

You can filter the list of projects to view only those with a particular project type or issue.

Step	Action
4.	<p>Click the Projects with Open Items hyperlink located on the “Guarantee Center” tab.</p> 
NOTE	<p>If a Security Alert message is displayed as shown below, place a checkmark in the option ‘In the future, do not show this warning’ and then click ‘Yes’.</p> 

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Viewing 'Projects with Open Items', Continued

Step	Action														
5.	<p>The <i>Projects with Open Items Main Screen</i> will be displayed.</p> 														
6.	<p>Click the Open Project Type drop-down arrow and select a project type to see a list of projects with outstanding items for this category.</p>  <table border="1" data-bbox="483 991 1417 1297"> <thead> <tr> <th>PROJECT TYPES</th> <th>DESCRIPTION</th> </tr> </thead> <tbody> <tr> <td>All Projects</td> <td>List of all projects with 'open items'</td> </tr> <tr> <td>Balance Due</td> <td>Lists projects with an outstanding guarantee fee</td> </tr> <tr> <td>Roof Plans Not Received</td> <td>Lists projects for which Roof Plans have not yet been received.</td> </tr> <tr> <td>Notice of Completion Due</td> <td>Lists projects for which a notice of completion is needed</td> </tr> <tr> <td>Awaiting Inspection</td> <td>Lists projects that are awaiting GAF Inspections</td> </tr> <tr> <td>Open Punch lists</td> <td>Lists projects with punch lists that have not been completed</td> </tr> </tbody> </table>	PROJECT TYPES	DESCRIPTION	All Projects	List of all projects with 'open items'	Balance Due	Lists projects with an outstanding guarantee fee	Roof Plans Not Received	Lists projects for which Roof Plans have not yet been received.	Notice of Completion Due	Lists projects for which a notice of completion is needed	Awaiting Inspection	Lists projects that are awaiting GAF Inspections	Open Punch lists	Lists projects with punch lists that have not been completed
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Viewing 'Projects with Open Items', Continued

Sorting in alphabetical or ascending order

You can sort the information displayed by clicking on any of the columns heading that are underlined. Once you sort by a specific column, the column heading will be displayed in red.

NOTE: The information displayed will be sorted by File # the first time you access this screen

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7.	<p>Click on the column heading you wish to sort by. You may sort by File #, Project Name, City, State, Squares, Guarantee Length or Guarantee Issue Date</p> <table border="1"> <thead> <tr> <th><u>Detail</u></th> <th><u>File#</u></th> <th><u>Project Name</u></th> <th><u>City</u></th> <th><u>State</u></th> <th><u>Squares</u></th> <th><u>Guarantee Length</u></th> <th><u>Guarantee Issue Date</u></th> </tr> </thead> <tbody> <tr> <td>Detail</td> <td>EWE1230-0815</td> <td>GRACE HIGH SCHOOL</td> <td>SIMI VALLEY</td> <td>CA</td> <td>415</td> <td>20</td> <td></td> </tr> <tr> <td>Detail</td> <td>EWE1230-0817</td> <td>LYDIO PHARMACY</td> <td>LANCASTER</td> <td>CA</td> <td>280</td> <td>20</td> <td>04/30/03</td> </tr> <tr> <td>Detail</td> <td>EWE1230-0821</td> <td>MAIN PLANT</td> <td>CORONA</td> <td>CA</td> <td>559</td> <td>20</td> <td></td> </tr> </tbody> </table>	<u>Detail</u>	<u>File#</u>	<u>Project Name</u>	<u>City</u>	<u>State</u>	<u>Squares</u>	<u>Guarantee Length</u>	<u>Guarantee Issue Date</u>	Detail	EWE1230-0815	GRACE HIGH SCHOOL	SIMI VALLEY	CA	415	20		Detail	EWE1230-0817	LYDIO PHARMACY	LANCASTER	CA	280	20	04/30/03	Detail	EWE1230-0821	MAIN PLANT	CORONA	CA	559	20	
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Viewing a Project's Open Issues

The *Project Detail Main Screen* allows you to view more detailed information about the outstanding item(s) on a project. The outstanding items are displayed in red for your reference.

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9.	<p>Click on the Detail hyperlink of the appropriate project.</p> <table border="1"> <thead> <tr> <th><u>Detail</u></th> <th><u>File#</u></th> <th><u>Project Name</u></th> <th><u>City</u></th> <th><u>State</u></th> <th><u>Squares</u></th> <th><u>Guarantee Length</u></th> <th><u>Guarantee Issue Date</u></th> </tr> </thead> <tbody> <tr> <td>Detail</td> <td>EWE1230-0815</td> <td>LYDIO PHARMACY</td> <td>SIMI VALLEY</td> <td>CA</td> <td>415</td> <td>20</td> <td></td> </tr> <tr> <td>Detail</td> <td>EWE1230-0817</td> <td>GRACE HIGH SCHOOL</td> <td>LANCASTER</td> <td>CA</td> <td>280</td> <td>20</td> <td>04/30/03</td> </tr> <tr> <td>Detail</td> <td>EWE1230-0821</td> <td>MAIN PLANT</td> <td>CORONA</td> <td>CA</td> <td>559</td> <td>20</td> <td></td> </tr> </tbody> </table>	<u>Detail</u>	<u>File#</u>	<u>Project Name</u>	<u>City</u>	<u>State</u>	<u>Squares</u>	<u>Guarantee Length</u>	<u>Guarantee Issue Date</u>	Detail	EWE1230-0815	LYDIO PHARMACY	SIMI VALLEY	CA	415	20		Detail	EWE1230-0817	GRACE HIGH SCHOOL	LANCASTER	CA	280	20	04/30/03	Detail	EWE1230-0821	MAIN PLANT	CORONA	CA	559	20	
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10.	<p>The <i>Project Details Main Screen</i> is displayed. Please note that the project displayed below has an outstanding balance and an 'Open' punch list.</p> <div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;">Projects Details</p> <p>Projects Details Below are the details on this particular project. Items in red are open items that require action.</p> <p>Please Contact Us! Please contact your local GAF Territory Manager or call the Guarantee Services Department at 800-ROOF-411, option 2 to close these open issues.</p> <p>File#: EWE1230-0815 Project Name: LYDIO PHARMACY City/State: SIMI VALLEY, CA</p> <p style="text-align: right;">Back To List</p> <table border="1"> <thead> <tr> <th>Balance Due</th> <th>Amount Paid</th> <th>Amount Due</th> <th>Date Due</th> </tr> </thead> <tbody> <tr> <td>\$7,262.50</td> <td>\$0.00</td> <td>\$7,262.50</td> <td>Before Guarantee is issued</td> </tr> </tbody> </table> <p>Roof Plan Roof Plan received: 06/14/05</p> <p>Date of Completion Completion Date on file: 04/30/05</p> <table border="1"> <thead> <tr> <th>Inspection</th> <th>Type</th> <th>Inspector</th> </tr> </thead> <tbody> <tr> <td>Completed</td> <td>Final</td> <td>GABE RODRIGUEZ</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th>Status</th> <th>Inspection Date</th> <th>Type</th> <th>Rating</th> <th>Inspected By</th> <th>Days Open</th> <th>Link To Report</th> </tr> </thead> <tbody> <tr> <td>OPEN</td> <td>09/13/05</td> <td>Final</td> <td>9.00</td> <td>GABE RODRIGUEZ</td> <td>76</td> <td>Report</td> </tr> </tbody> </table> </div>	Balance Due	Amount Paid	Amount Due	Date Due	\$7,262.50	\$0.00	\$7,262.50	Before Guarantee is issued	Inspection	Type	Inspector	Completed	Final	GABE RODRIGUEZ	Status	Inspection Date	Type	Rating	Inspected By	Days Open	Link To Report	OPEN	09/13/05	Final	9.00	GABE RODRIGUEZ	76	Report				
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Viewing 'Projects with Open Items', Continued

Viewing a Project's Open Issues (continued)

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11.	<p>If there's a Balance Due on this project, the Amount Due will be displayed in red. Otherwise, the Amount Due will be \$0 as shown below:</p> <table border="1" data-bbox="410 426 1482 548"> <tr> <td data-bbox="410 426 638 464">Balance is Due</td> <td colspan="4" data-bbox="638 426 1482 464">Balance Due</td> </tr> <tr> <td></td> <td data-bbox="638 464 816 485">Total Balance</td> <td data-bbox="816 464 979 485">Amount Paid</td> <td data-bbox="979 464 1141 485">Amount Due</td> <td data-bbox="1141 464 1482 485">Date Due</td> </tr> <tr> <td></td> <td data-bbox="638 485 816 506">\$2,700.00</td> <td data-bbox="816 485 979 506">\$0.00</td> <td data-bbox="979 485 1141 506">\$2,700.00</td> <td data-bbox="1141 485 1482 506">Before Guarantee is issued</td> </tr> </table> <table border="1" data-bbox="410 548 1482 653"> <tr> <td data-bbox="410 548 638 585">No Balance is Due</td> <td colspan="4" data-bbox="638 548 1482 585">Balance Due</td> </tr> <tr> <td></td> <td data-bbox="638 585 816 606">Total Balance</td> <td data-bbox="816 585 979 606">Amount Paid</td> <td data-bbox="979 585 1141 606">Amount Due</td> <td data-bbox="1141 585 1482 606">Date Due</td> </tr> <tr> <td></td> <td data-bbox="638 606 816 627">\$3,232.00</td> <td data-bbox="816 606 979 627">\$3,232.00</td> <td data-bbox="979 606 1141 627">\$0.00</td> <td data-bbox="1141 606 1482 627">Before Guarantee is issued</td> </tr> </table>	Balance is Due	Balance Due					Total Balance	Amount Paid	Amount Due	Date Due		\$2,700.00	\$0.00	\$2,700.00	Before Guarantee is issued	No Balance is Due	Balance Due					Total Balance	Amount Paid	Amount Due	Date Due		\$3,232.00	\$3,232.00	\$0.00	Before Guarantee is issued
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	<p>If the Notice of Completion is Due, this section will be displayed in red and you will be provided with two different ways in which you can notify Guarantee Services of your completion date. If a Notice of Completion was provided, the Completion Date on file will be displayed.</p> <table border="1" data-bbox="410 1188 1482 1325"> <tr> <td data-bbox="410 1188 638 1325">Notice of Completion is Due</td> <td data-bbox="638 1188 1482 1325"> Date of Completion <div style="background-color: #e0e0e0; padding: 5px;"> <p style="color: red; margin: 0;">Notice of Completion is needed - call (800) 766-3411, Option #2 to report your Project Completion Date or click here to email us your completion date (be sure to include your file number in the e-mail)</p> </div> </td> </tr> </table> <table border="1" data-bbox="410 1325 1482 1455"> <tr> <td data-bbox="410 1325 638 1455">Notice of Completion Received</td> <td data-bbox="638 1325 1482 1455"> Date of Completion <div style="background-color: #e0e0e0; padding: 5px;"> Completion Date on file: 04/30/05 </div> </td> </tr> </table>	Notice of Completion is Due	Date of Completion <div style="background-color: #e0e0e0; padding: 5px;"> <p style="color: red; margin: 0;">Notice of Completion is needed - call (800) 766-3411, Option #2 to report your Project Completion Date or click here to email us your completion date (be sure to include your file number in the e-mail)</p> </div>	Notice of Completion Received	Date of Completion <div style="background-color: #e0e0e0; padding: 5px;"> Completion Date on file: 04/30/05 </div>																										
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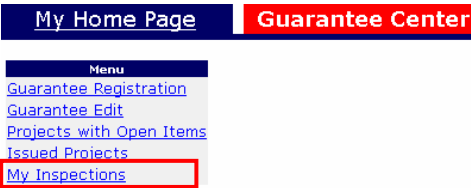

Viewing a Project’s Open Issues (continued)

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<p>Awaiting Inspection</p>	<p>A project will be Awaiting Inspection if either the inspection has not yet been scheduled or the inspection has not yet been conducted. Once the Inspection is conducted and completed, the status will be updated and displayed in the Inspection Status section of the screen.</p> <p style="text-align: center;">Inspections has not been scheduled</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="3" style="text-align: left;">Inspection Status</th> </tr> <tr> <th style="width: 60%;">Inspection</th> <th style="width: 20%;">Type</th> <th style="width: 20%;">Inspector</th> </tr> </thead> <tbody> <tr> <td style="color: red;">Not Yet Scheduled</td> <td>Final</td> <td></td> </tr> </tbody> </table> <p style="text-align: center;">-OR-</p> <p style="text-align: center;">Inspection was scheduled but has not been completed</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="3" style="text-align: left;">Inspection Status</th> </tr> <tr> <th style="width: 60%;">Inspection</th> <th style="width: 20%;">Type</th> <th style="width: 20%;">Inspector</th> </tr> </thead> <tbody> <tr> <td>Scheduled</td> <td>Final</td> <td>BOB REINHARDT</td> </tr> </tbody> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="7" style="text-align: left;">Punch List Status</th> </tr> <tr> <th style="width: 10%;">Status</th> <th style="width: 15%;">Inspection Date</th> <th style="width: 10%;">Type</th> <th style="width: 10%;">Rating</th> <th style="width: 15%;">Inspected By</th> <th style="width: 10%;">Days Open</th> <th style="width: 10%;">Link To Report</th> </tr> </thead> <tbody> <tr> <td style="color: red;">Awaiting Inspection</td> <td></td> <td>Final</td> <td></td> <td></td> <td></td> <td>N/A</td> </tr> </tbody> </table>	Inspection Status			Inspection	Type	Inspector	Not Yet Scheduled	Final		Inspection Status			Inspection	Type	Inspector	Scheduled	Final	BOB REINHARDT	Punch List Status							Status	Inspection Date	Type	Rating	Inspected By	Days Open	Link To Report	Awaiting Inspection		Final				N/A																																										
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Viewing ‘My Inspections’

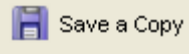
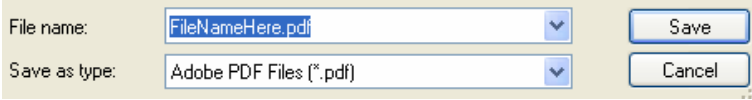

My Inspections displays a list of projects with guarantees that have been inspected or re-inspected by GAF during the last two years. You can sort the information displayed in alphabetical/ascending order by clicking on one of the column headings. Please note that the information on this screen is sorted by File # the first time you access this screen. You can also view the actual Inspection/Re-inspection Reports by clicking on the appropriate link in the Inspection Report column.

Viewing Inspection/Re-inspection Reports

Step	Action
1.	<p>Click on My Inspections hyperlink located on the “Guarantee Center” tab.</p> 
2.	<p>The <i>My Inspections Main Screen</i> will be displayed. Click on the appropriate link in the Inspection Report column to open the actual Inspection/Re-Inspection Reports for that guarantee.</p> 

Saving the Inspection/Re-Inspection Reports


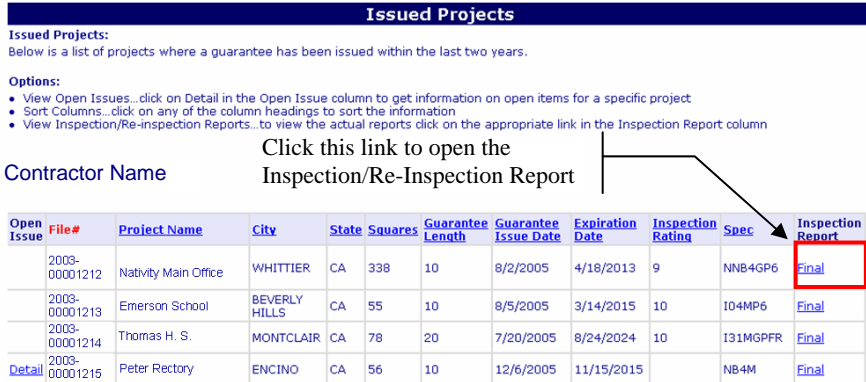
Once you open the actual Inspection/Re-Inspection Reports for that guarantee, you can save the file to a specific location on your computer for future reference.

Step	Action
3.	<p>Click the Save a Copy button located in the upper left hand corner.</p> 
4.	<p>Select the Save In location, enter the File Name in the text box provided then click Save.</p> 
5.	<p>Click the Close button when finished to return to the main screen</p> 

Viewing ‘Issued Projects’

Issued Projects displays a list of projects with guarantees that have been issued within the last two years. You can sort the information that is displayed in alphabetical/ascending order by clicking on one of the column headings. You can obtain more information on the issues that require follow up by clicking on the **Detail hyperlink**. You can also view the actual Inspection/Re-inspection Reports by clicking on the appropriate link in the Inspection Report column.

Viewing Inspection/Re-inspection Reports

Step	Action
1.	<p>Click on the Issued Projects hyperlink located on the “Guarantee Center” tab.</p> 
2.	<p>The <i>Issued Projects Main Screen</i> will be displayed. Click on the appropriate link in the Inspection Report column to open the actual Inspection/Re-Inspection Reports for that guarantee.</p> 

Continued on next page

Viewing 'Issued Projects', Continued

Viewing the Project's Open Issues

Some of the projects listed in this screen may have 'open items' that require follow up. You can click on this link to view detailed information on the open issue(s).

Step	Action																																																												
3.	<p>Click on the Details hyperlink within the Open Issue column.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p style="text-align: center; background-color: #003366; color: white; margin: 0;">Issued Projects</p> <p>Issued Projects: Below is a list of projects where a guarantee has been issued within the last two years.</p> <p>Options:</p> <ul style="list-style-type: none"> View Open Issues...click on Detail in the Open Issue column to get information on open items for a specific project Sort Columns...click on any of the column headings to sort the information View Inspection/Re-inspection Reports...to view the actual reports click on the appropriate link in the Inspection Report column <p>Contractor: Contractor Name</p> <table border="1" style="width: 100%; border-collapse: collapse; font-size: small;"> <thead> <tr> <th>Open Issue</th> <th>File#</th> <th>Project Name</th> <th>City</th> <th>State</th> <th>Squares</th> <th>Guarantee Length</th> <th>Guarantee Issue Date</th> <th>Expiration Date</th> <th>Inspection Rating</th> <th>Spec</th> <th>Inspection Report</th> </tr> </thead> <tbody> <tr> <td></td> <td>2003-00001212</td> <td>Nativity Main Office</td> <td>WHITTIER</td> <td>CA</td> <td>338</td> <td>10</td> <td>8/2/2005</td> <td>4/18/2013</td> <td>9</td> <td>NNB4GP6</td> <td>Final</td> </tr> <tr> <td></td> <td>2003-00001213</td> <td>Emerson School</td> <td>BEVERLY HILLS</td> <td>CA</td> <td>55</td> <td>10</td> <td>8/5/2005</td> <td>3/14/2015</td> <td>10</td> <td>I04MP6</td> <td>Final</td> </tr> <tr> <td></td> <td>2003-00001214</td> <td>Thomas H. S.</td> <td>MONTCLAIR</td> <td>CA</td> <td>78</td> <td>20</td> <td>7/20/2005</td> <td>8/24/2024</td> <td>10</td> <td>I31MGPF8</td> <td>Final</td> </tr> <tr> <td></td> <td>2003-00001215</td> <td>Peter Rectory</td> <td>ENCINO</td> <td>CA</td> <td>56</td> <td>10</td> <td>12/6/2005</td> <td>11/15/2015</td> <td></td> <td>NB4M</td> <td>Final</td> </tr> </tbody> </table> </div> <p style="font-size: small; margin-top: 10px;">Click this link to view the open issues for this project.</p>	Open Issue	File#	Project Name	City	State	Squares	Guarantee Length	Guarantee Issue Date	Expiration Date	Inspection Rating	Spec	Inspection Report		2003-00001212	Nativity Main Office	WHITTIER	CA	338	10	8/2/2005	4/18/2013	9	NNB4GP6	Final		2003-00001213	Emerson School	BEVERLY HILLS	CA	55	10	8/5/2005	3/14/2015	10	I04MP6	Final		2003-00001214	Thomas H. S.	MONTCLAIR	CA	78	20	7/20/2005	8/24/2024	10	I31MGPF8	Final		2003-00001215	Peter Rectory	ENCINO	CA	56	10	12/6/2005	11/15/2015		NB4M	Final
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