

GAF Inspect APP Walkthrough *Android Version*

Learn how to use our CMP exclusive maintenance app

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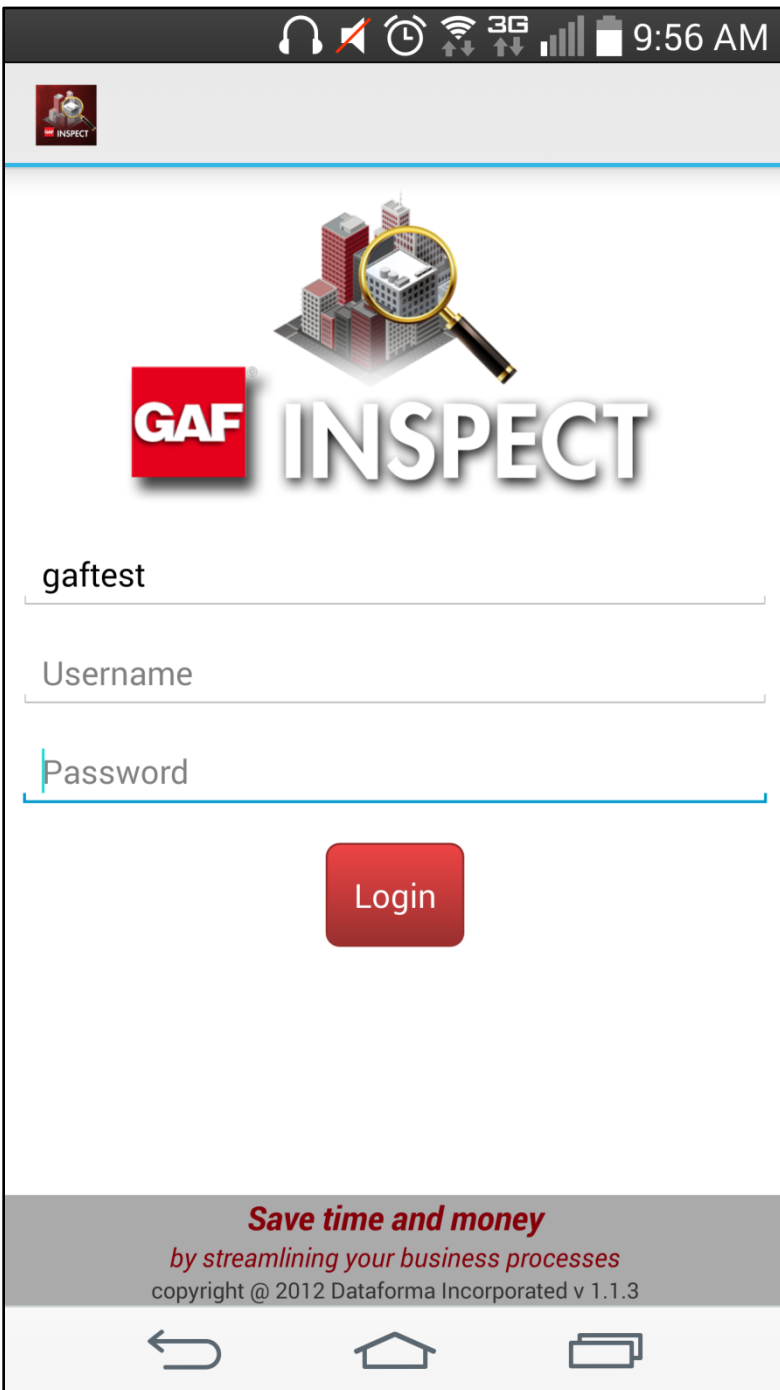
Login

After clicking on the app icon on your home screen, **Login** in using your username and password.

Make sure your information is correct and then press the **Login** button.

There are two different service codes:

- **gaftest** is a database set up for you to practice using GAF Inspect.
- **gaf123** is the “live” database that you will be using for all of your official WellRoof inspections



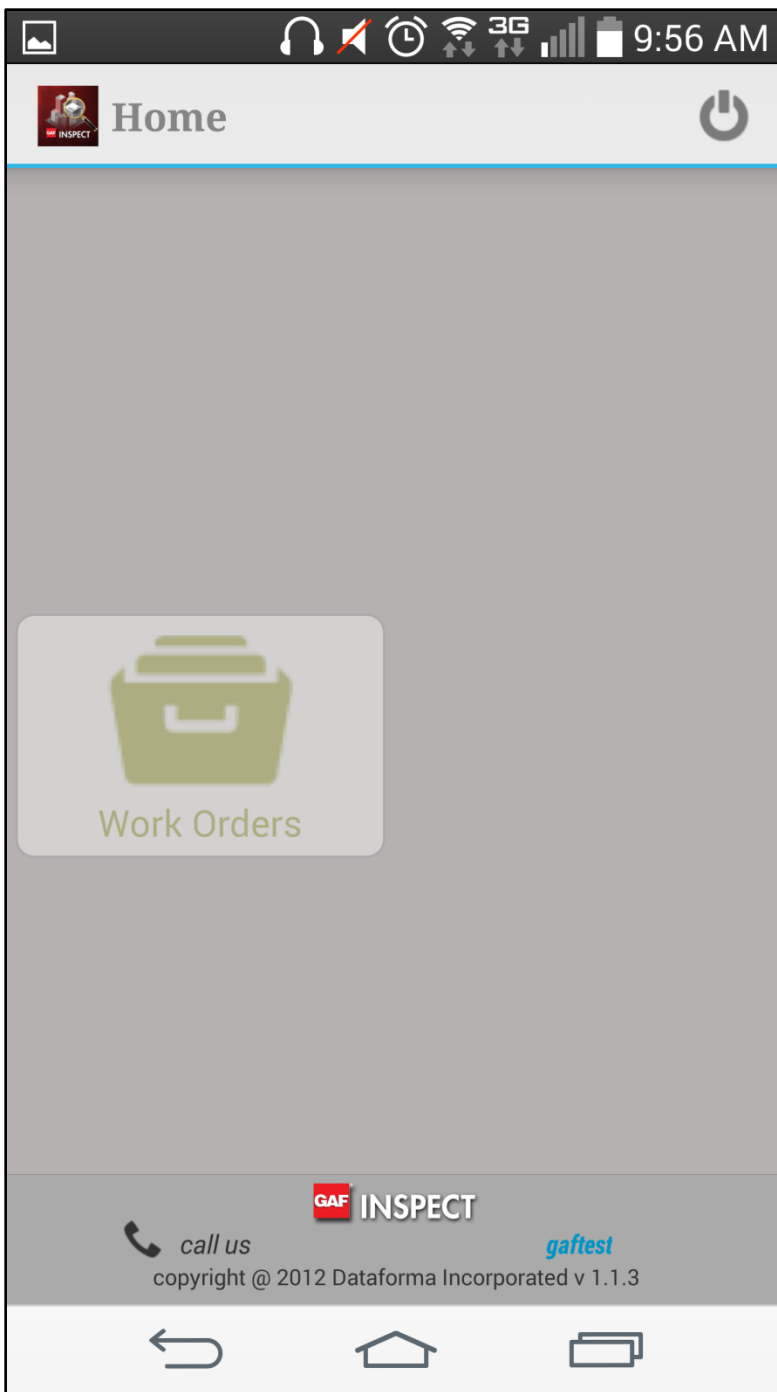
gaftest

Username

Password

Login

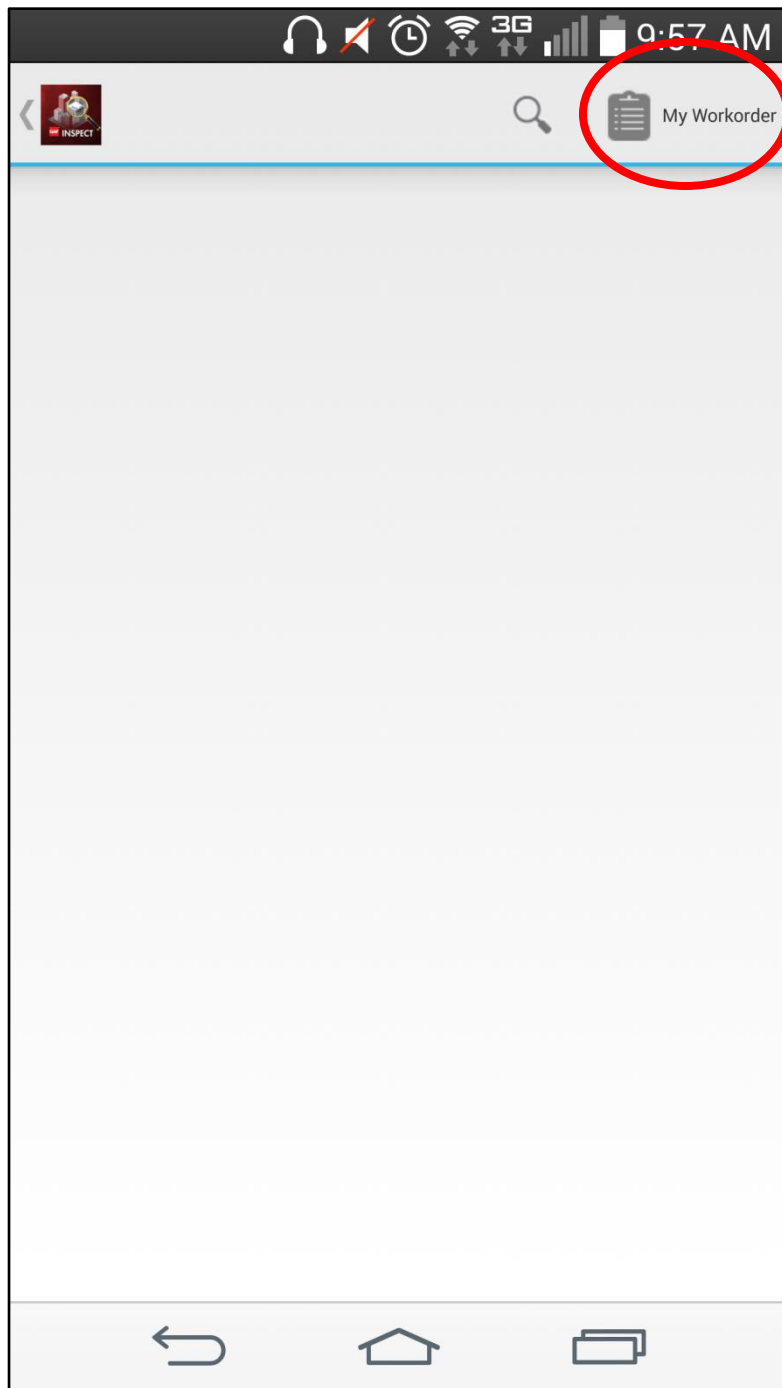
Save time and money
by streamlining your business processes
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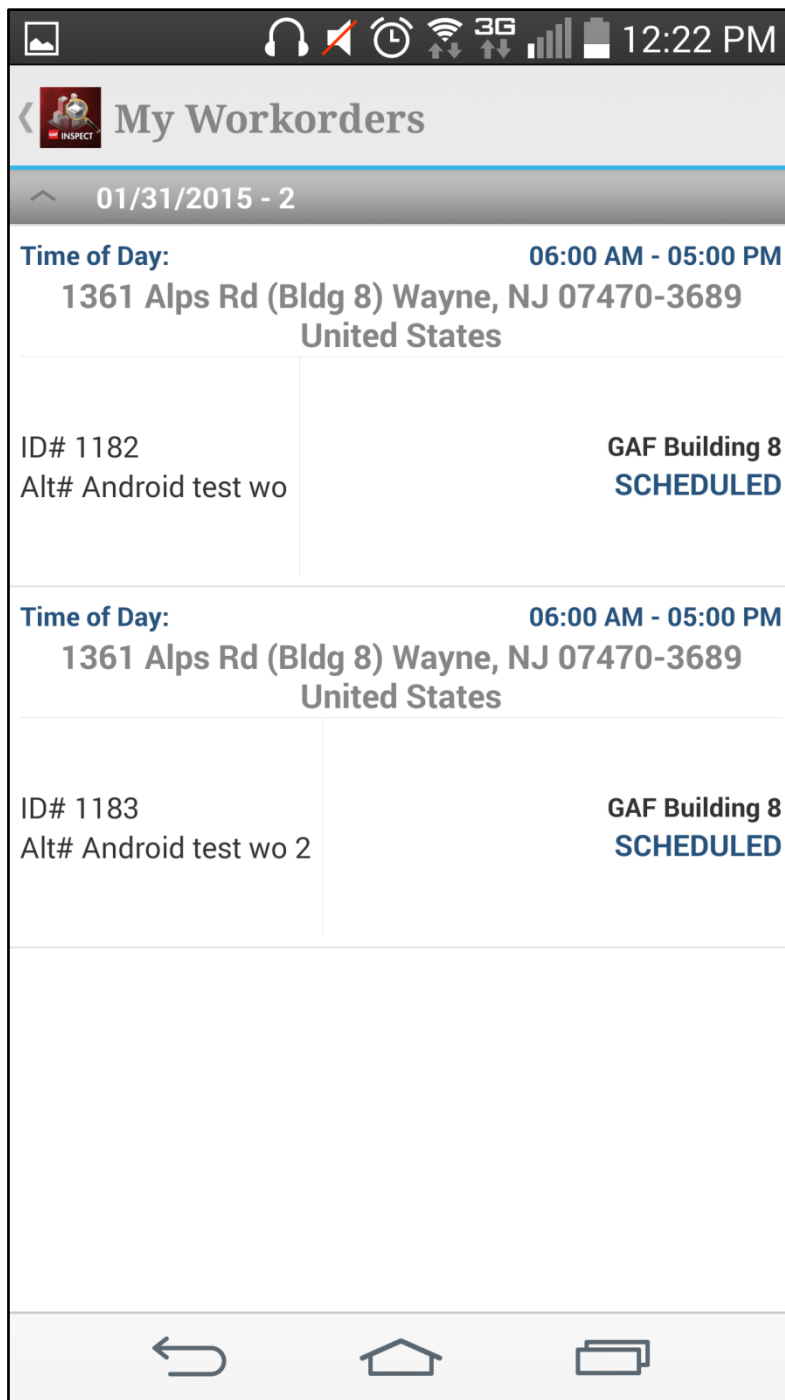
Pulling Up Your Work Order

Once you **Login** you will see this page.

Click on the **Work Orders** Button.



From there click on the **My Work Orders** button at the top of the page.



You will then see all of your scheduled inspection work orders.

To begin a work order, just click it.

Workorder

test wo

Contact Info

Reported By
Foreman, Tim Botkin

Direct Questions To

Report To

Alternate Report To

Start Checklist Process

Contact Info

NickName

Company Name
Tim Botkin Roofing

Main Office
Tim's Arizona Office

Title

Phone Numbers

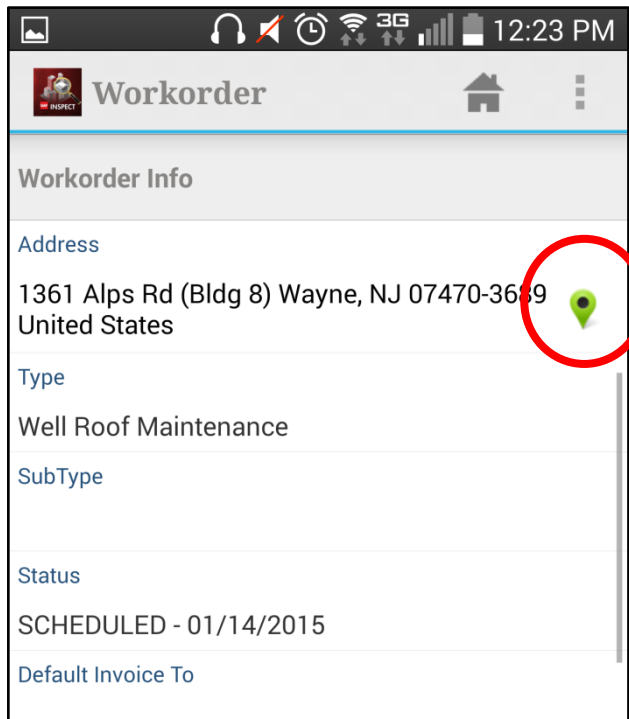
office (973) 123-4567

Work Order Information

Click on the **Reported By** button, under the **Contact Info** tab, to bring up the property owner's information.

This is an example of contact information.

You can click on the phone number and call it automatically.

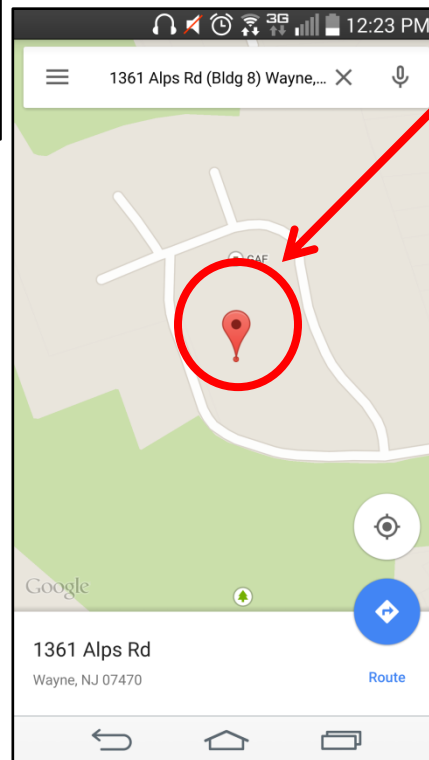


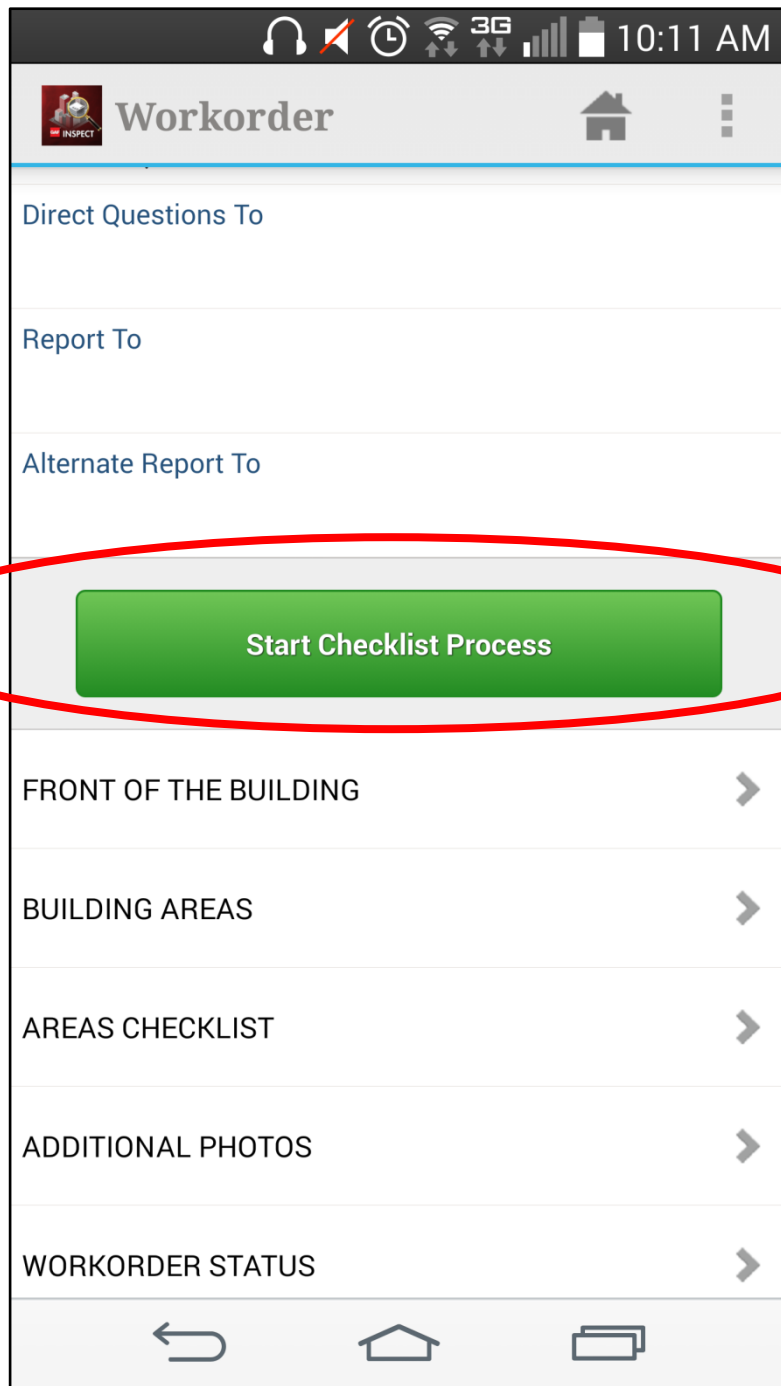
Mapping

Click on the green icon next to the address to see the building in Google Maps.

Once maps is open, you can click on the **pinpoint**, and the device will provide you directions to the work site location.

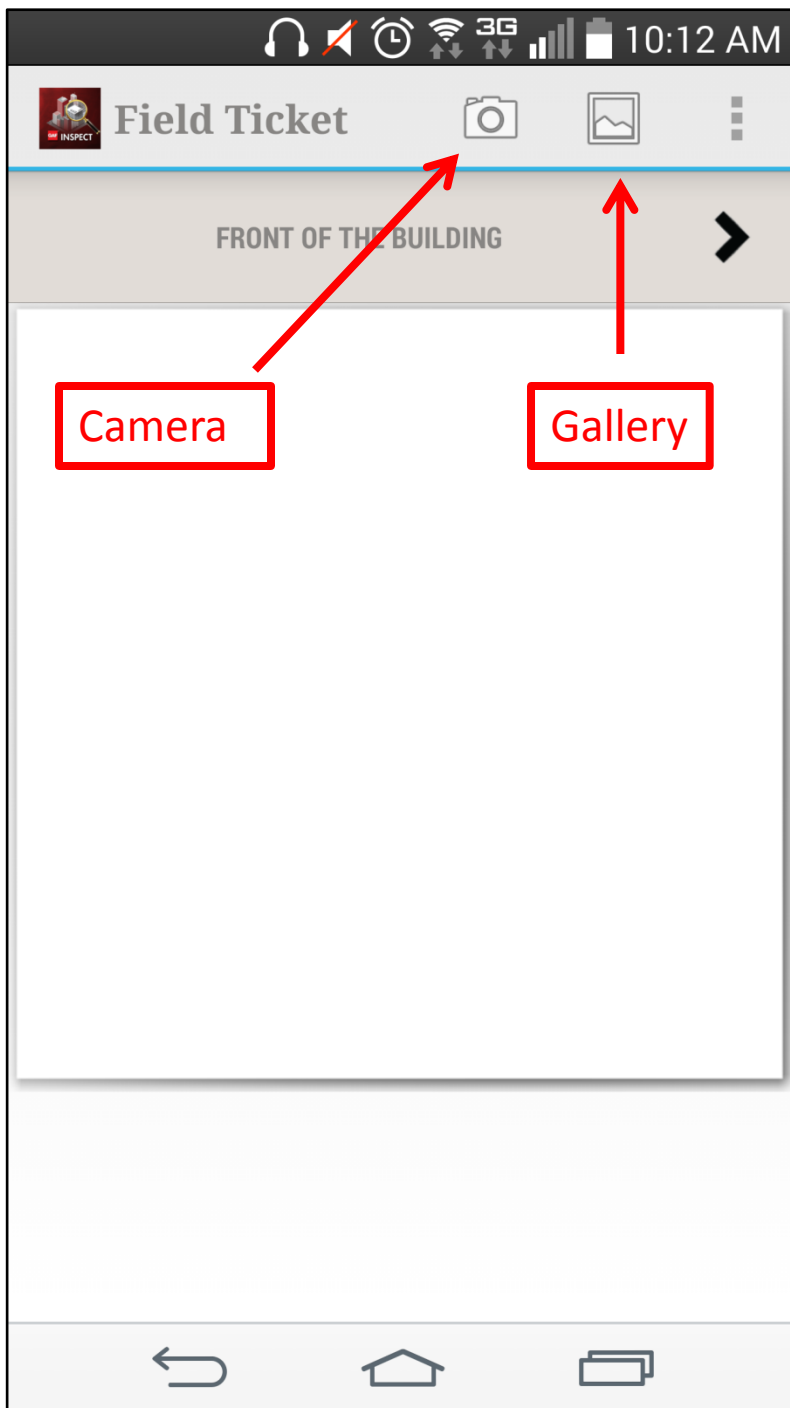
If you did plot the address, just hit **Back** to return to the previous screen.





Start of the Inspection

Click on the green button
Start Checklist Process to
begin the inspection.



Uploading Photos

The first step of the inspection process is to take a picture of the front of the building.

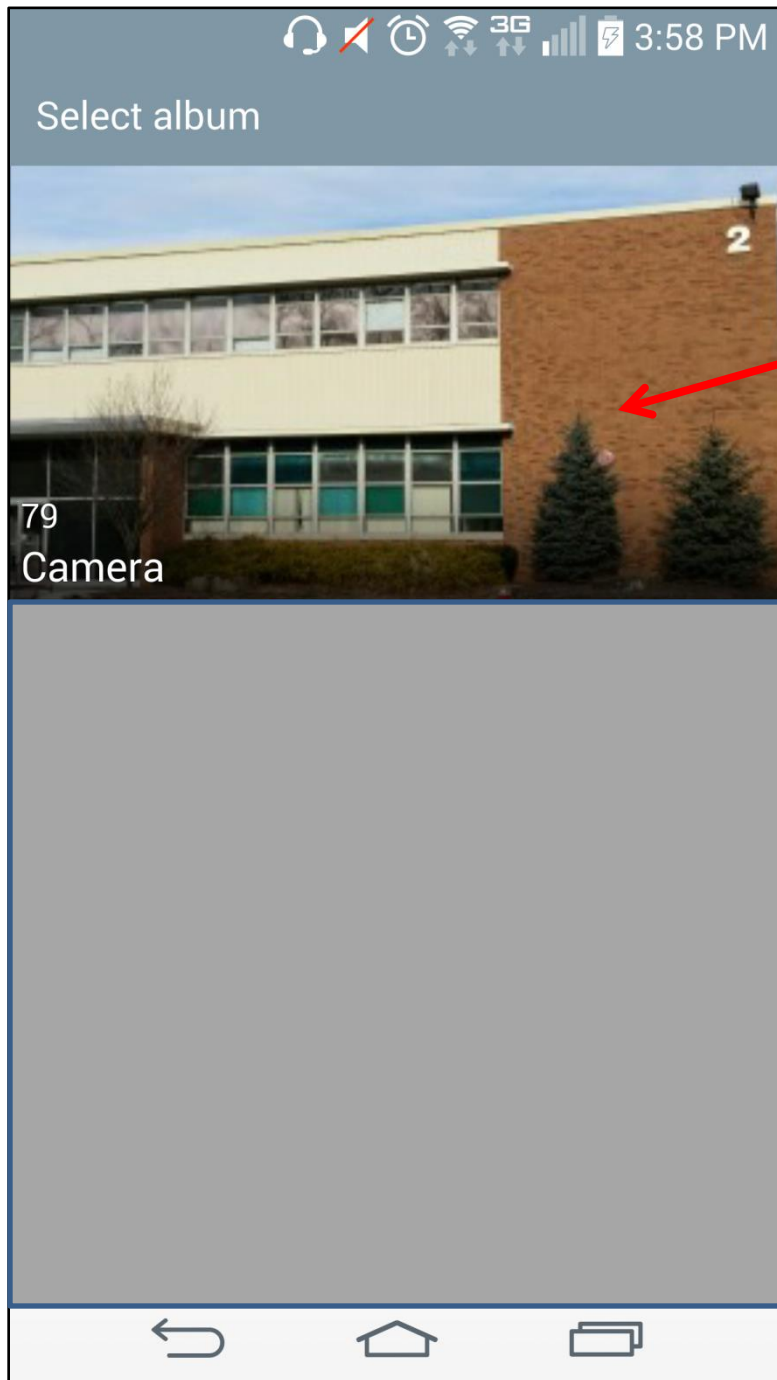
There are two options for adding a picture of the front of the building.

- 1). Take a new picture using your device's **Camera**
- 2). Choose one from your device's **Gallery**.



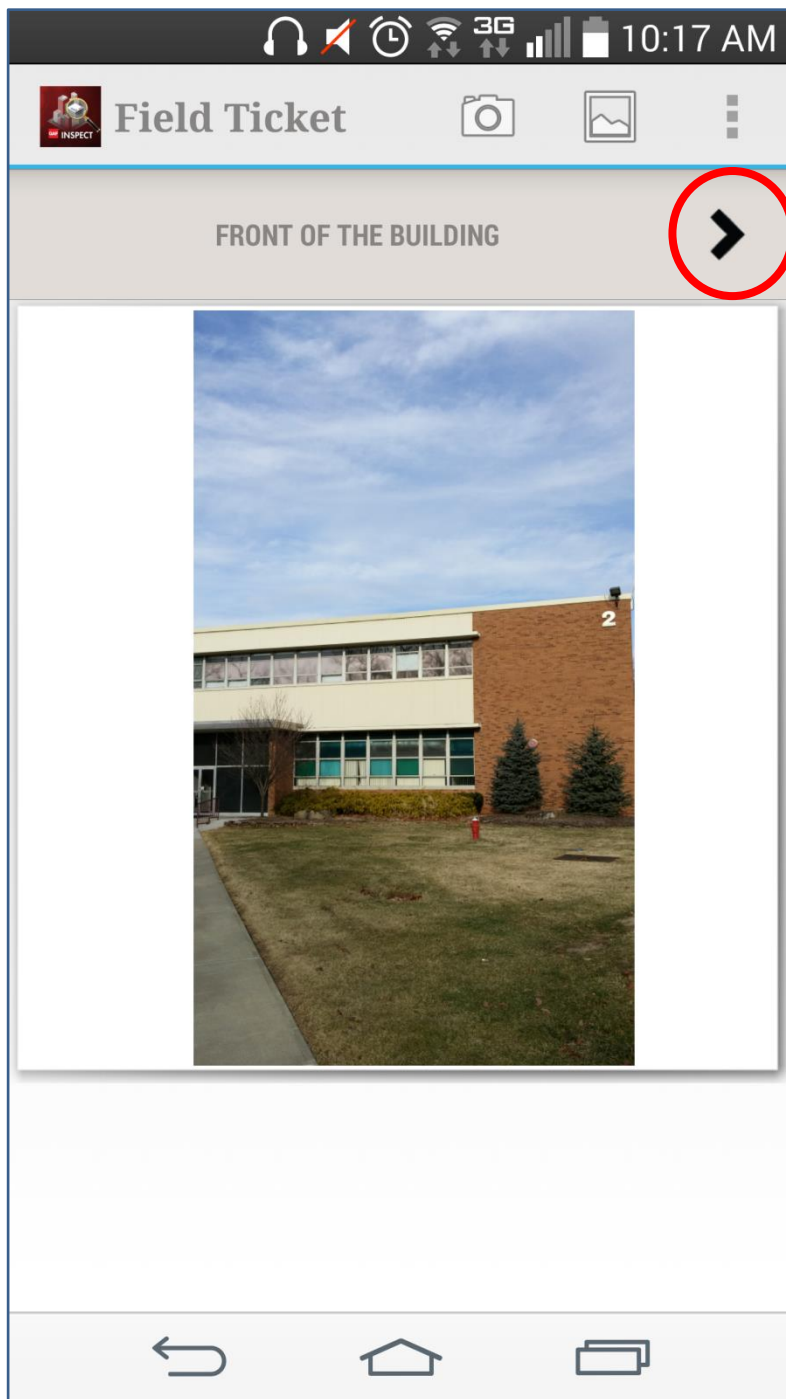
If you choose to take a picture with your device, press the **Camera button** and your device's camera will automatically open.

Once you take a picture you will have an option to retake it or keep the photo.

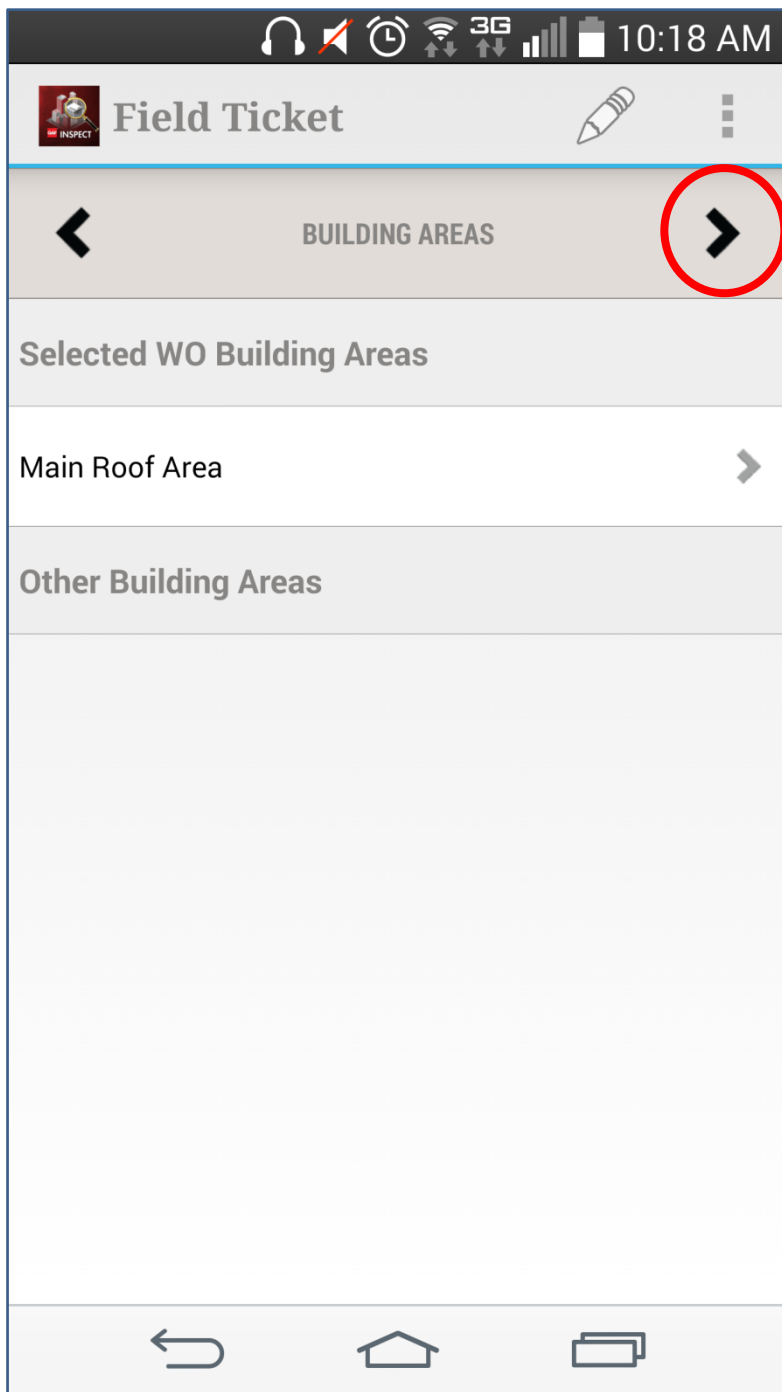


If you want to choose a picture you have already taken, click on the **Gallery** button and this screen will appear.

Click on any of the pictures you have saved on your device, and that will be the photo used for the front of the building.



When you are done with the pictures click the **Advance Arrow** in the upper right hand corner, to move on to the next step.



Building Area Information

The **Building Areas** portion of the inspection is not required by GAF, but if you want to add additional information, about the roof, you can here.

If you do not wish to do so, click the **Advance Arrow** in the upper right hand corner.

10:19 AM

✓ | CANCEL

Area Info

Area Type
-- No Selection --

Area Subtype
-- No Selection --

Deck Type
-- No Selection --

Deck Subtype
-- No Selection --

Current Roof System
-- No Selection --

Current Roof System Notes
▼

Roof Access
-- No Selection --

Roof Access Notes

← Home

If you choose to enter additional information, this is a sample of all the different parts you can edit.

There are also drop down menus for a faster entry process.



The image shows a mobile application interface for a roof inspection checklist. At the top, there is a status bar with icons for headphones, signal, alarm, Wi-Fi, 3G, and battery, along with the time 10:38 AM. Below this is a header bar with a checkmark icon on the left and the word 'CANCEL' on the right. The main content area is titled 'Main Roof Area' and 'Phase: Exterior Walls (1 of 14)'. It indicates 'Item #1 of 1' and shows a progress bar with a green dot and the text 'Phase: 1 item: 1'. Below this, there is a section titled 'Check for Signs of:' with a list of items: 'Leaks', 'Staining', 'Missing Mortar', and 'Cracks'. Underneath the list are three radio buttons: 'CHECKED' (which is circled in red), 'UNCHECKED' (which is selected with a blue dot), and 'NA'. Below the radio buttons is a 'Comments' section with a right-pointing arrow. At the bottom of the form are two large green buttons: 'Upload Photos' and '0 Downloaded, remaining (0)'. The very bottom of the screen has a navigation bar with three icons: a back arrow, a house icon, and a folder icon.

✓ | CANCEL

Main Roof Area
Phase: Exterior Walls (1 of 14)

Item #1 of 1

Phase: 1
item: 1

Check for Signs of:
Leaks
Staining
Missing Mortar
Cracks

☐ CHECKED ☒ UNCHECKED ☐ NA

Comments

Upload Photos

0 Downloaded, remaining (0)

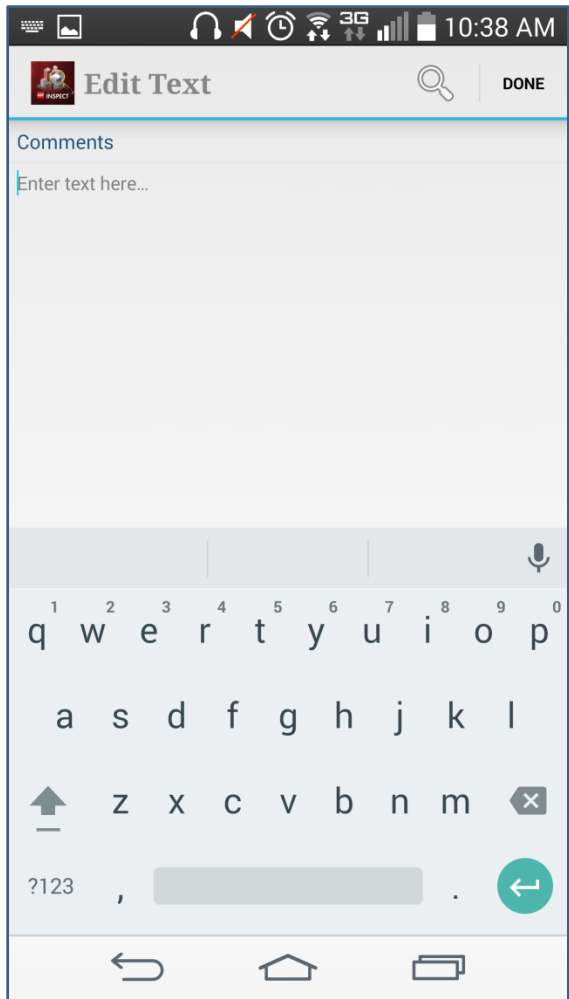
Beginning the Inspection Checklist

This is the beginning of the inspection.

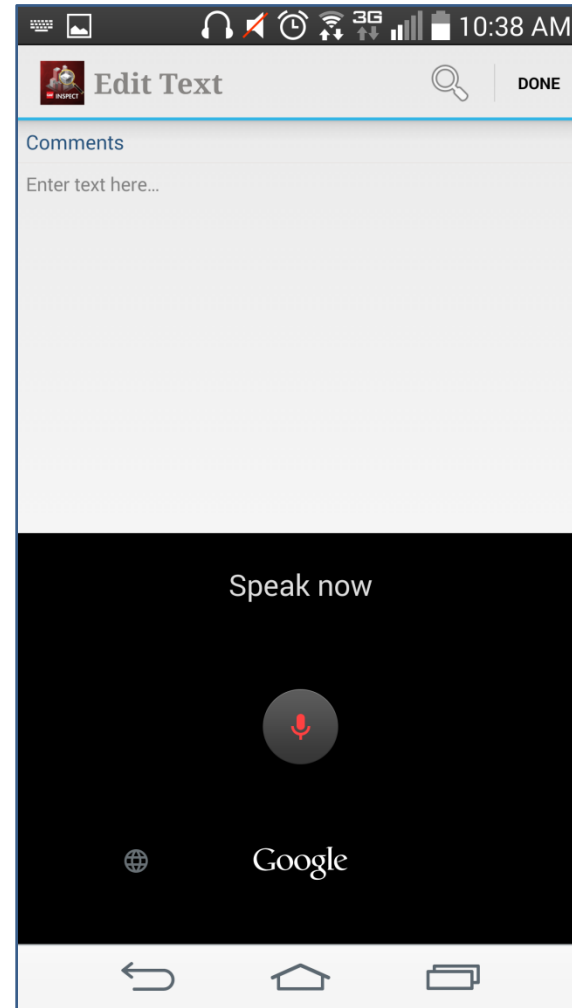
You can see what you should be checking for here. When you have checked for those signs, clicked the **Checked** button.

Click on the **Comments** section to add comments.

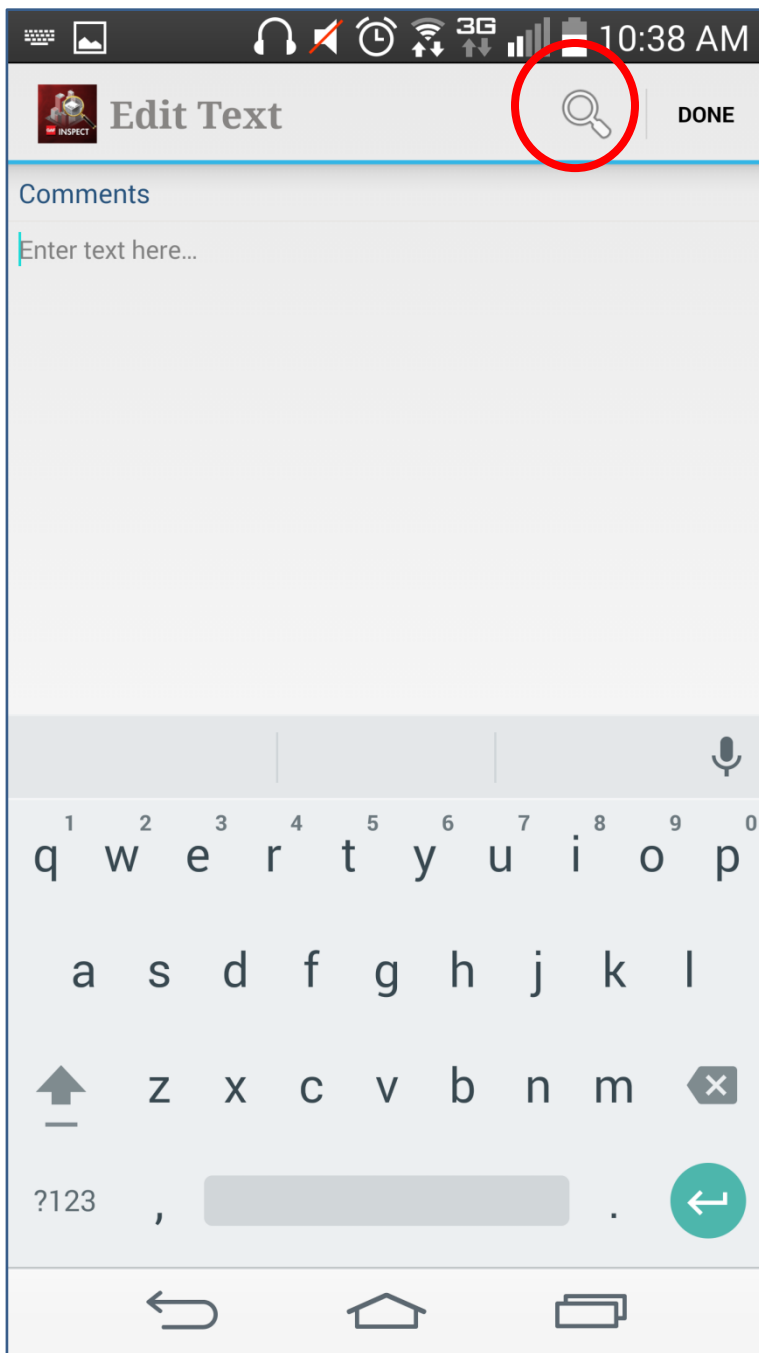
Three Ways to Enter Comments



The first method of entering comments is typing them with your keyboard.

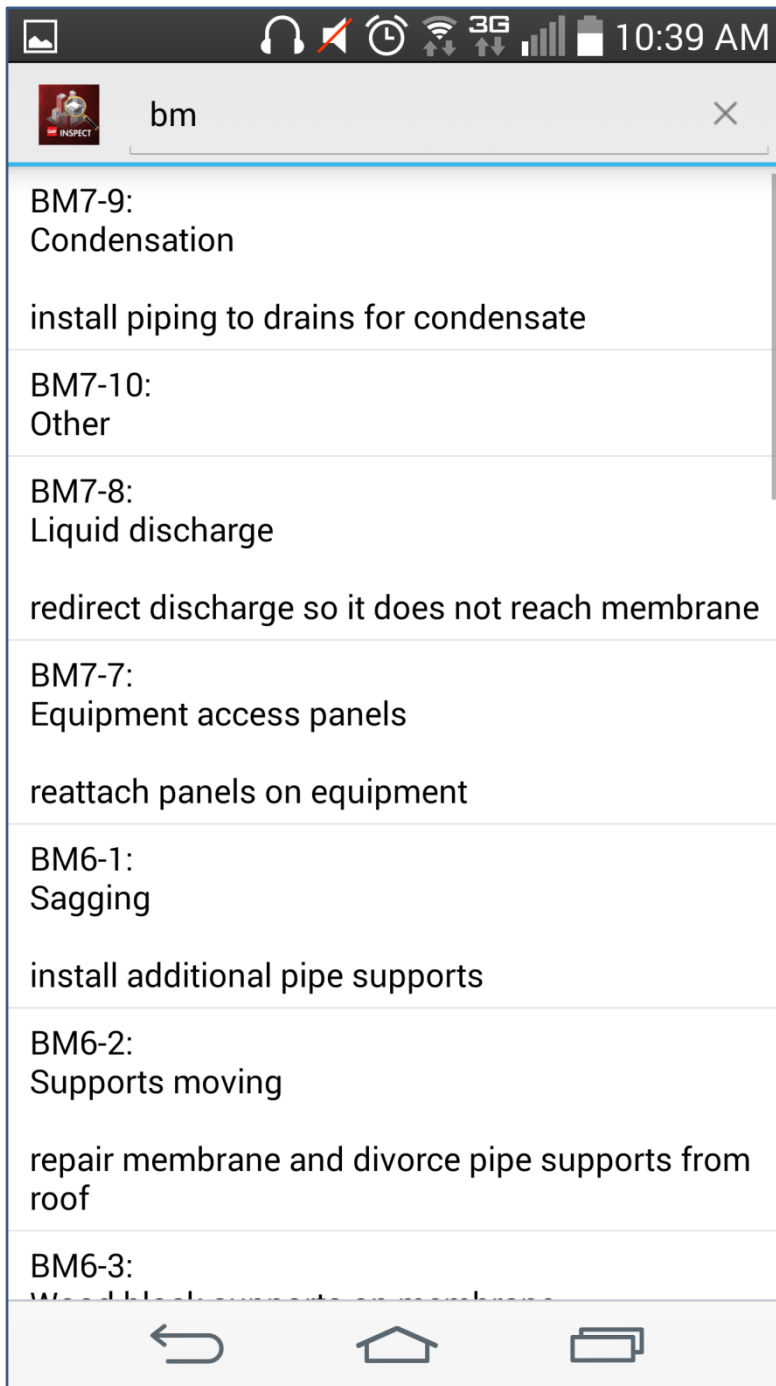


Another method of entering your comments is talk to text. Press the **microphone button** on the keyboard and begin speaking into your device.



There is a **Search** function that allows you to find codes quickly and easily.

Just click the **Magnifying Glass** icon to start the search.



Type in the code you are looking for.

Here is **the key**:

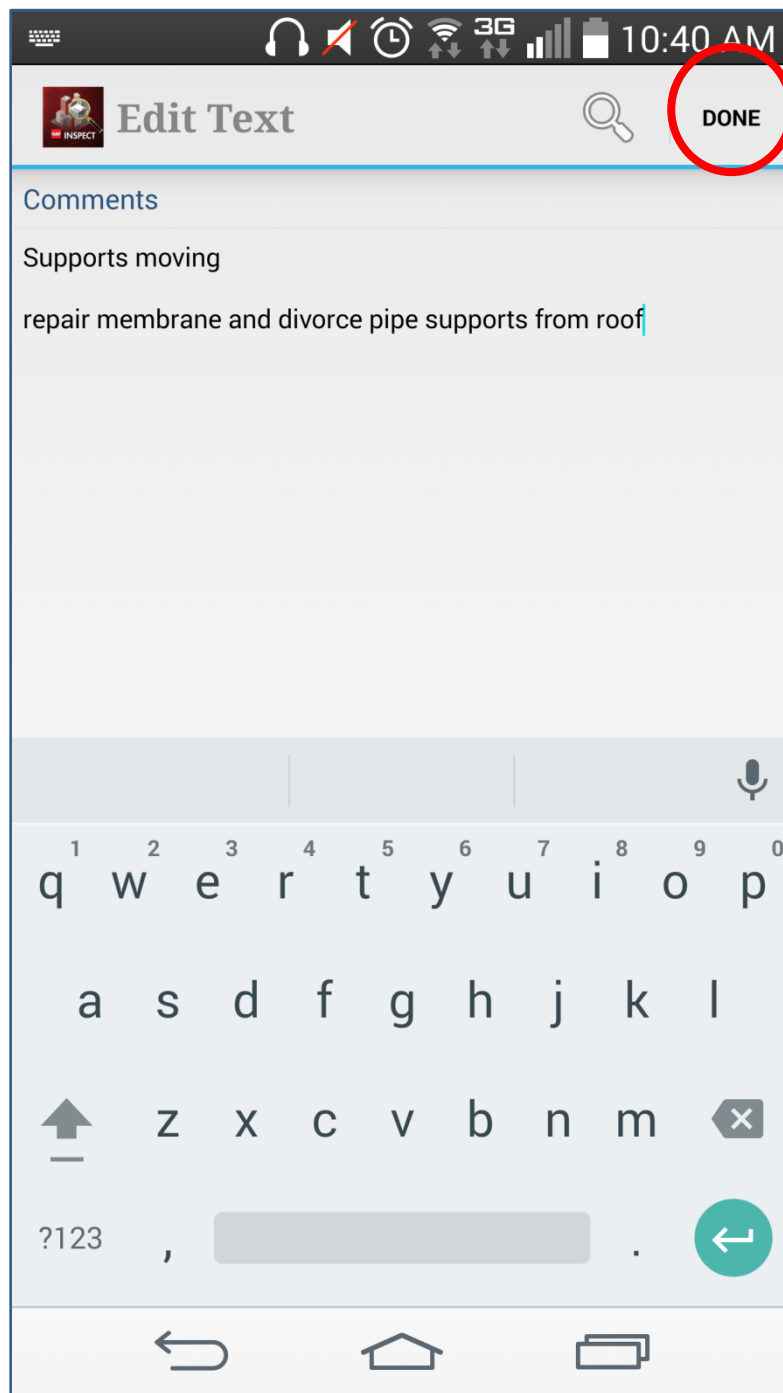
BM=BUR/MOD BIT

E=EPDM

T=TPO/PVC

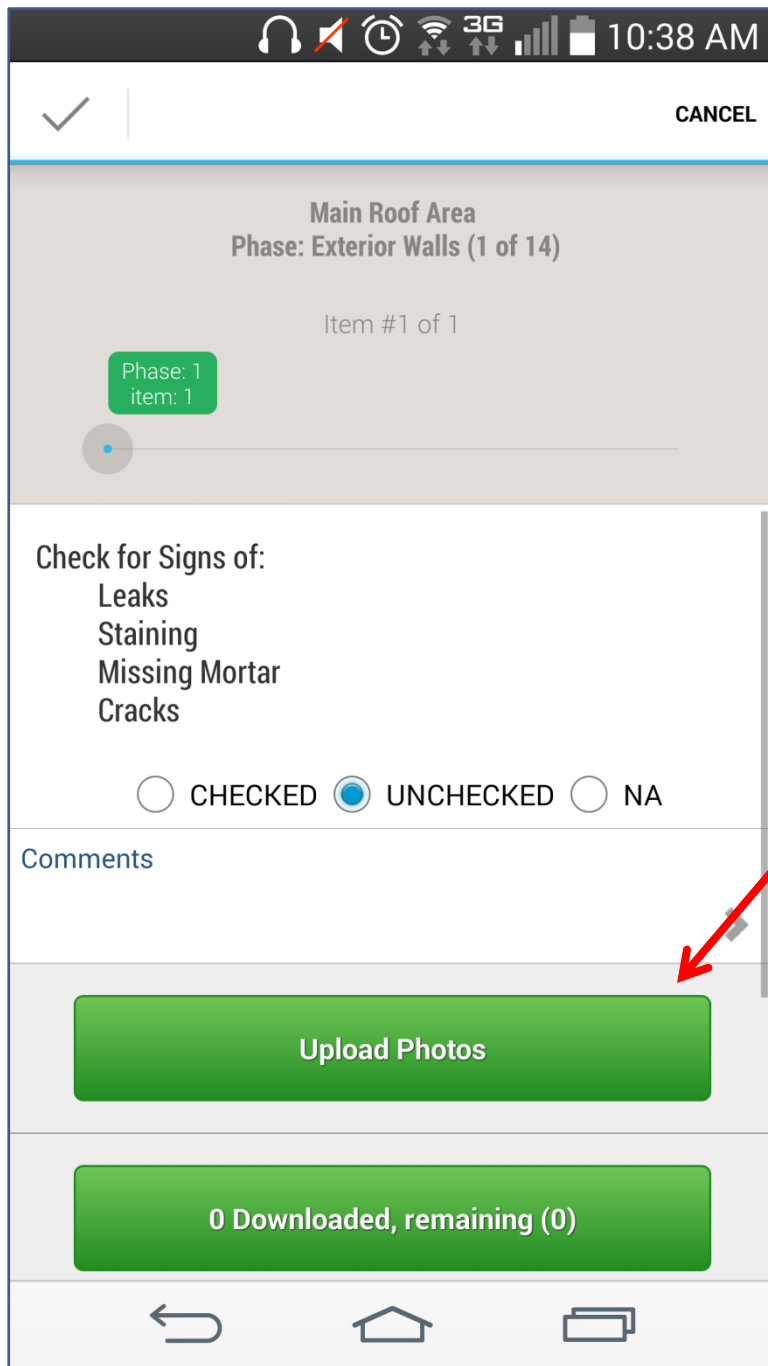
After you search a list of results will come up.

Select the one you are looking for.



After selecting which code you want, it will automatically appear in the report.

When you are finished making comments and going through the checklist, click the **Done** button in the upper right hand corner.



The image shows a mobile application interface for a roof inspection. At the top, there is a status bar with icons for headphones, a crossed-out speaker, an alarm clock, Wi-Fi, 3G, and battery level, along with the time 10:38 AM. Below this is a header bar with a checkmark icon on the left and the word "CANCEL" on the right. The main content area has a light gray background and contains the following elements: a title "Main Roof Area" followed by "Phase: Exterior Walls (1 of 14)", a subtitle "Item #1 of 1", a green button labeled "Phase: 1 item: 1", a progress indicator (a small blue dot on a horizontal line), a list of items to check for signs of: "Leaks", "Staining", "Missing Mortar", and "Cracks", three radio buttons labeled "CHECKED", "UNCHECKED" (which is selected), and "NA", a "Comments" section with a text input field, a large green button labeled "Upload Photos", and a green button labeled "0 Downloaded, remaining (0)". At the bottom, there is a navigation bar with three icons: a back arrow, a house icon, and a folder icon. A red arrow points from the text "Upload Photos button" in the adjacent text block to the "Upload Photos" button in the app interface.

✓ | CANCEL

Main Roof Area
Phase: Exterior Walls (1 of 14)

Item #1 of 1

Phase: 1
item: 1

Check for Signs of:
Leaks
Staining
Missing Mortar
Cracks

☐ CHECKED ☒ UNCHECKED ☐ NA

Comments

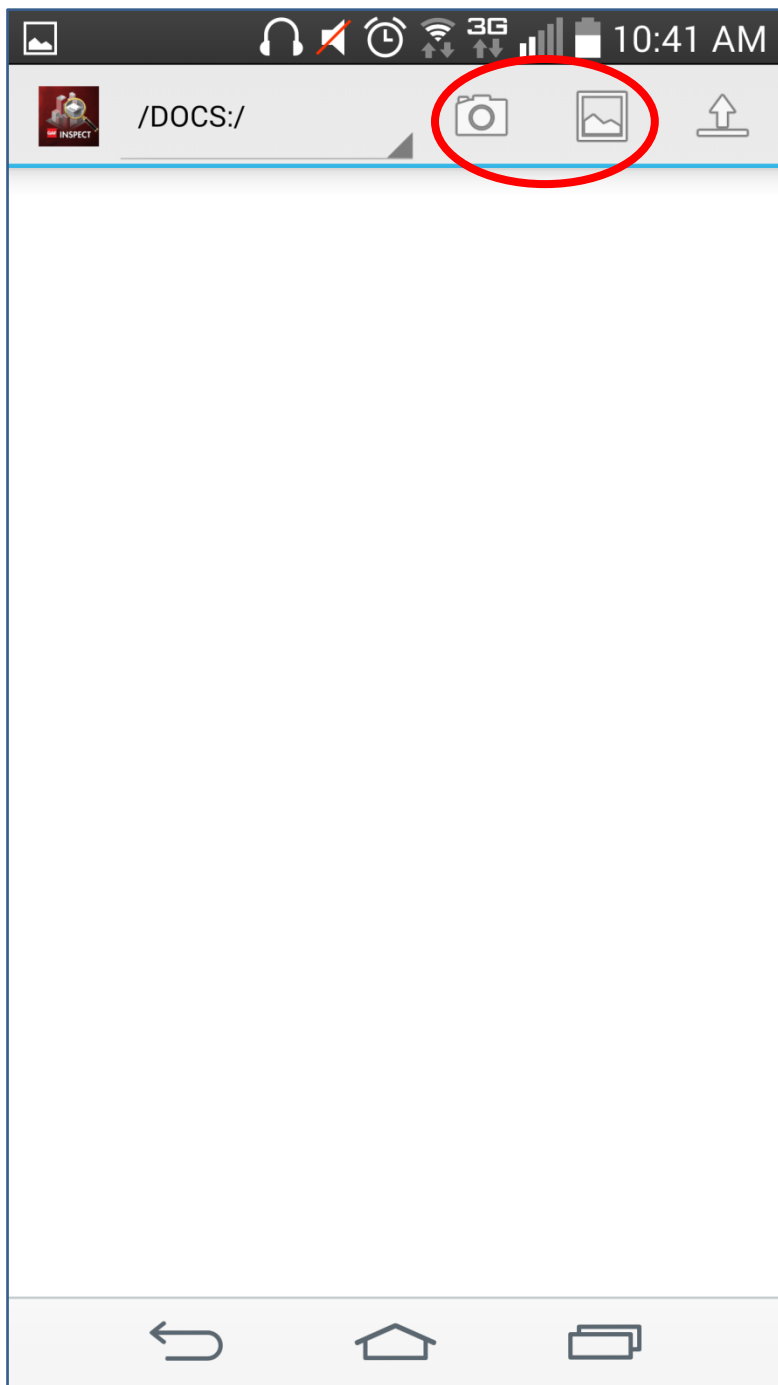
Upload Photos

0 Downloaded, remaining (0)

Adding Photos

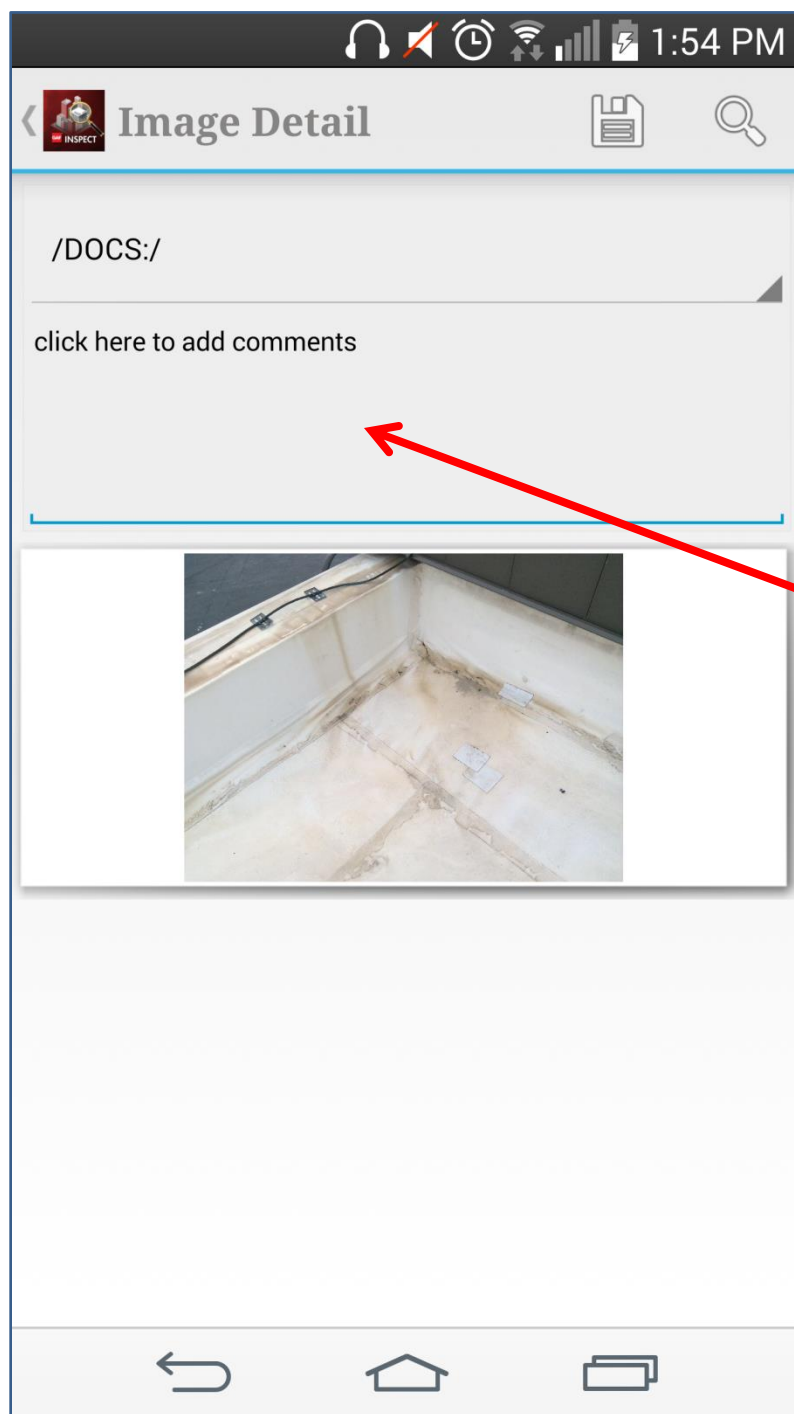
Now you are back to the **Inspection Process**.

You can also upload photos at any point during the inspection by clicking on the **Upload Photos** button.



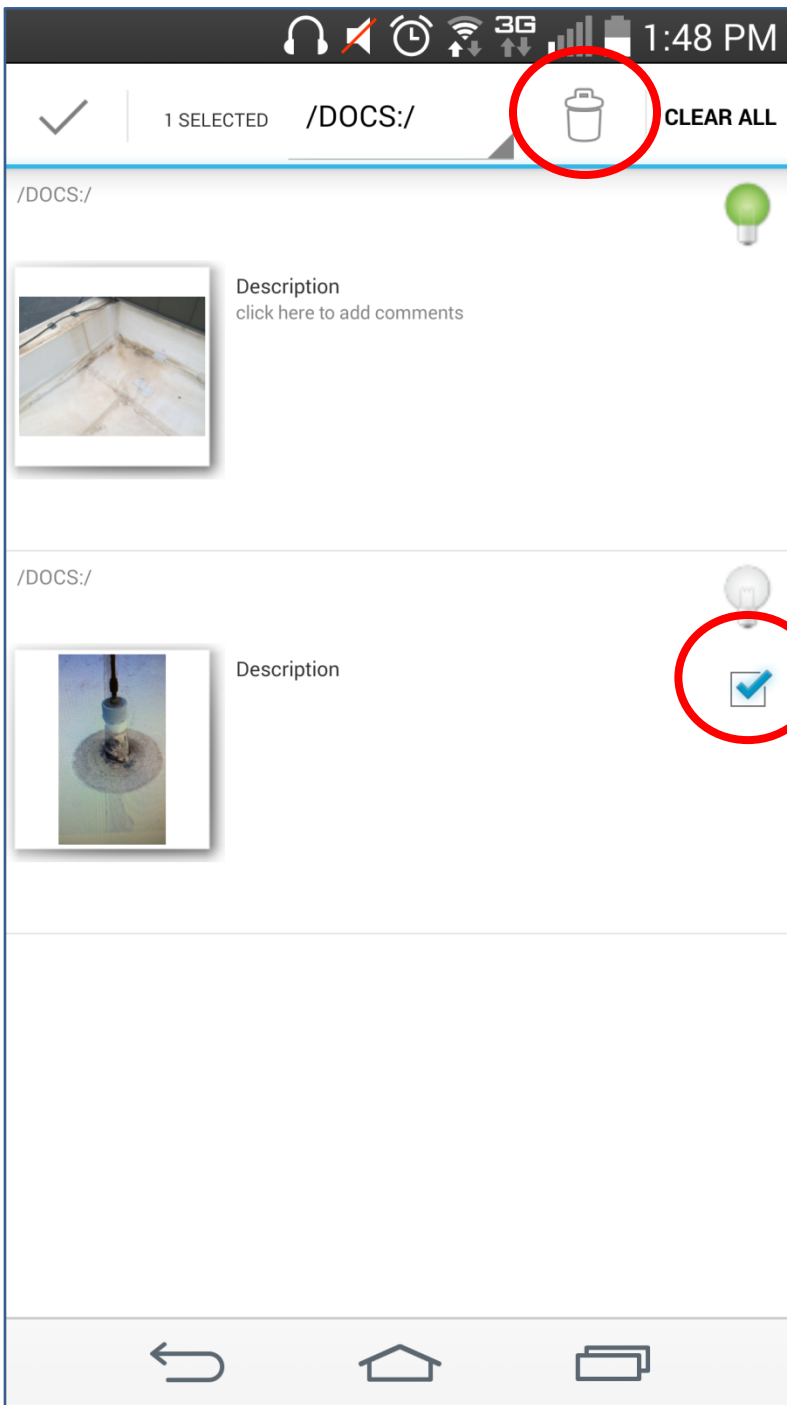
When you hit **Upload Photos** this screen will appear.

You can add photos with the **Camera** and **Gallery** options in the upper right corner.



You can add photos the same way as you did for the front of the building.

Once you add the photo you can add **Comments** to it by clicking above the photo.

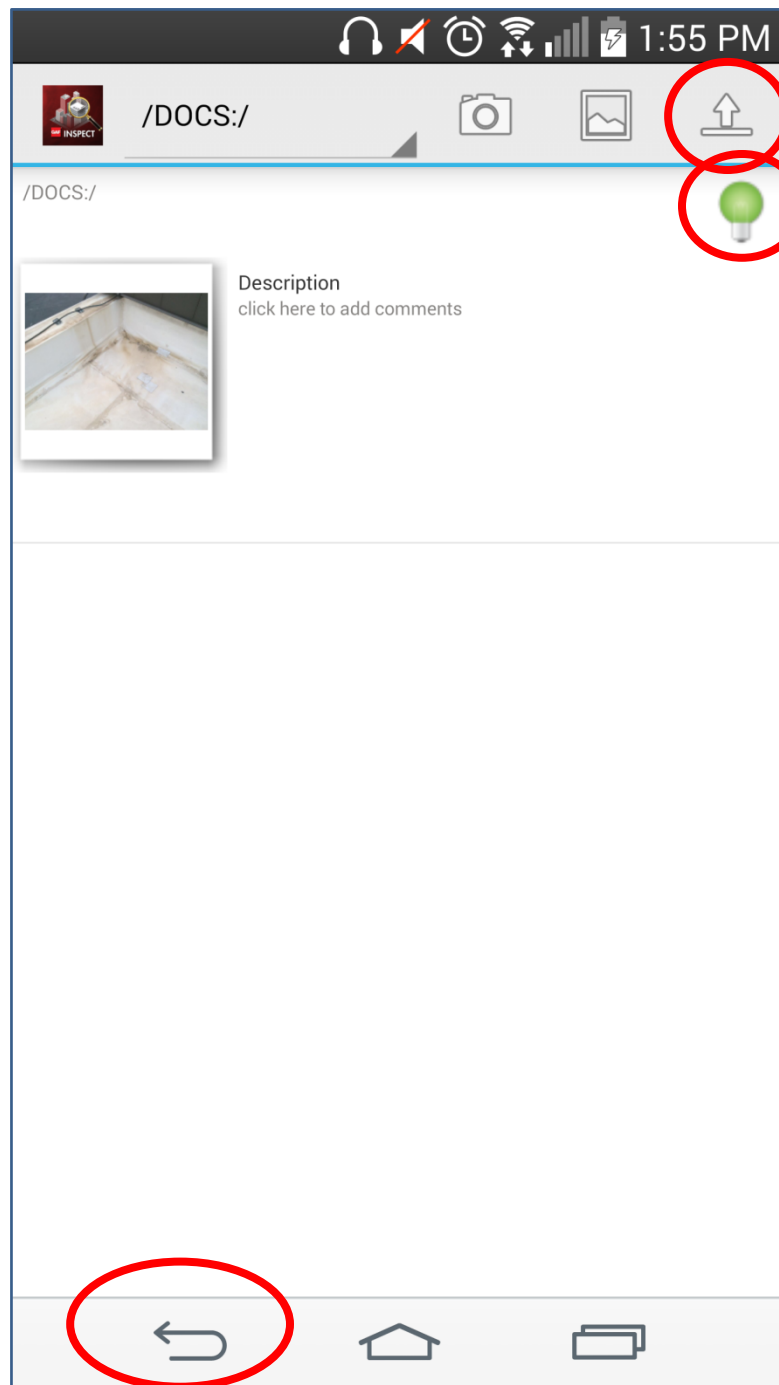


Deleting Photos

If you need to **delete** a picture for whatever reason, the process is easy.

First check the box next to the photo(s) you want to delete.

Then click on the **Trash Can** at the top of the page.

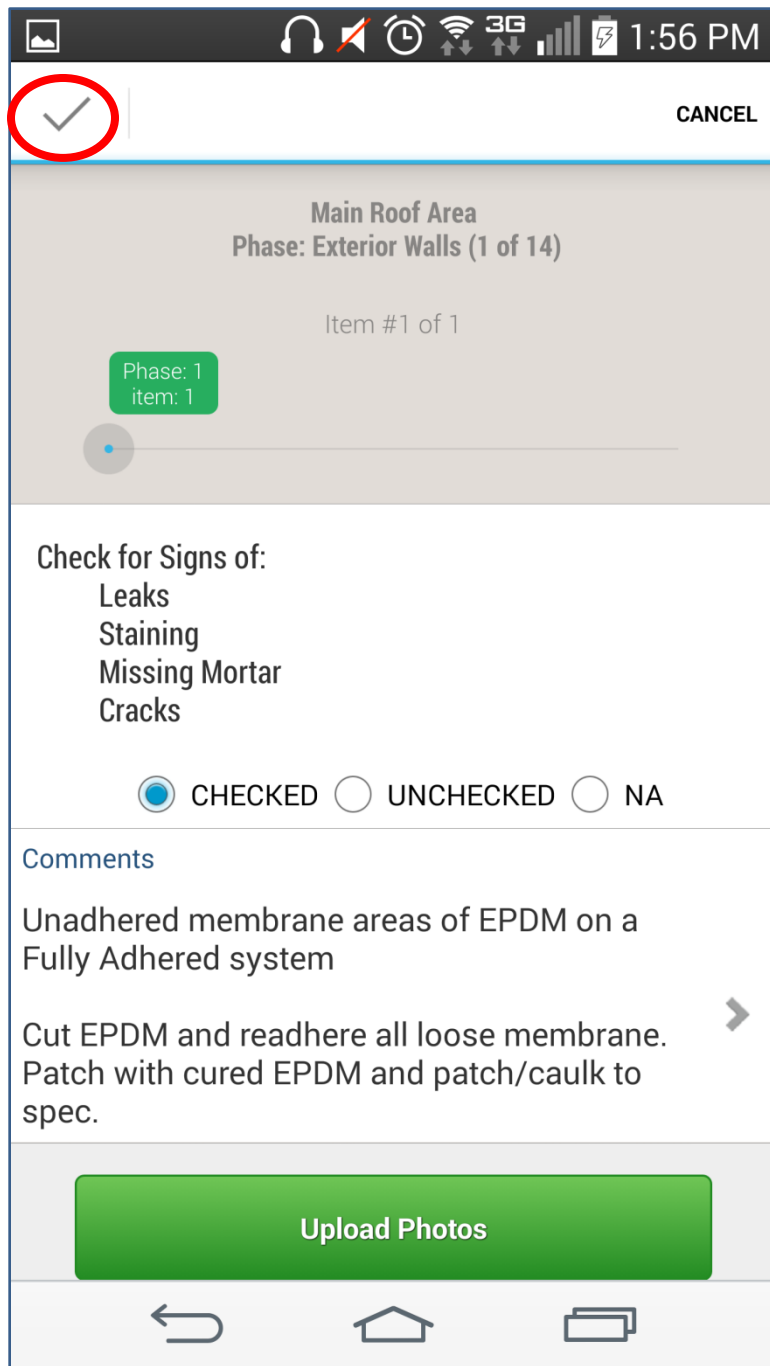


After you have added all the photos you want, click the button in the upper right hand corner to **upload** them.

You will see the **light bulb** go from yellow to green. Once it is green the upload is complete.

Hit the **Back button**, then hit **Done** on the previous page.

At this point , this checklist item is completed and you are ready to move onto the next step.



The image shows a mobile application interface for a roof inspection. At the top, there is a status bar with various icons and the time 1:56 PM. Below the status bar, there is a header area with a checkmark icon in a red circle on the left and a 'CANCEL' button on the right. The main content area is titled 'Main Roof Area' and 'Phase: Exterior Walls (1 of 14)'. It shows 'Item #1 of 1' and a green box indicating 'Phase: 1 item: 1'. Below this, there is a section titled 'Check for Signs of:' with a list of items: 'Leaks', 'Staining', 'Missing Mortar', and 'Cracks'. There are three radio buttons for selection: 'CHECKED' (selected), 'UNCHECKED', and 'NA'. Below the radio buttons is a 'Comments' section with the text 'Unadhered membrane areas of EPDM on a Fully Adhered system' and 'Cut EPDM and readhere all loose membrane. Patch with cured EPDM and patch/caulk to spec.' with a right arrow icon. At the bottom of the main content area is a green button labeled 'Upload Photos'. The bottom of the screen features a navigation bar with three icons: a back arrow, a house icon, and a folder icon.

1:56 PM

CANCEL

Main Roof Area
Phase: Exterior Walls (1 of 14)

Item #1 of 1

Phase: 1
item: 1

Check for Signs of:

- Leaks
- Staining
- Missing Mortar
- Cracks

☒ CHECKED ☐ UNCHECKED ☐ NA

Comments

Unadhered membrane areas of EPDM on a Fully Adhered system

Cut EPDM and readhere all loose membrane. Patch with cured EPDM and patch/caulk to spec.

Upload Photos

Finishing the Steps

When you have completed all the checklist items, click **Check Mark** in the upper left hand corner.

Field Ticket

Main Roof Area
Phase: Ceiling (3 of 14)

Item #1 of 1

Phase: 3
item: 1

Check for Signs of Leaks

☐ CHECKED ☒ UNCHECKED ☐ NA

Comments

Upload Photos

0 Downloaded, remaining (0)

Review Comments ☐ need to review

Advancing to the Next Step

After one step is **Done** you have two ways to move to the next step:

1). The Advance Arrow - As always hit the **Advance Arrow** when you are done to move onto the next step.

2). The Slide Bar- You can move the dot on the slide bar in either direction to move through the inspection process in any order you wish.

Continue doing this for the **14 steps** of the inspection.



Field Ticket

Main Roof Area
Phase: Ceiling (3 of 14)

Item #1 of 1

Phase: 3
item: 1

Check for Signs of Leaks

☐ CHECKED ☒ UNCHECKED ☐ NA

Comments

Upload Photos

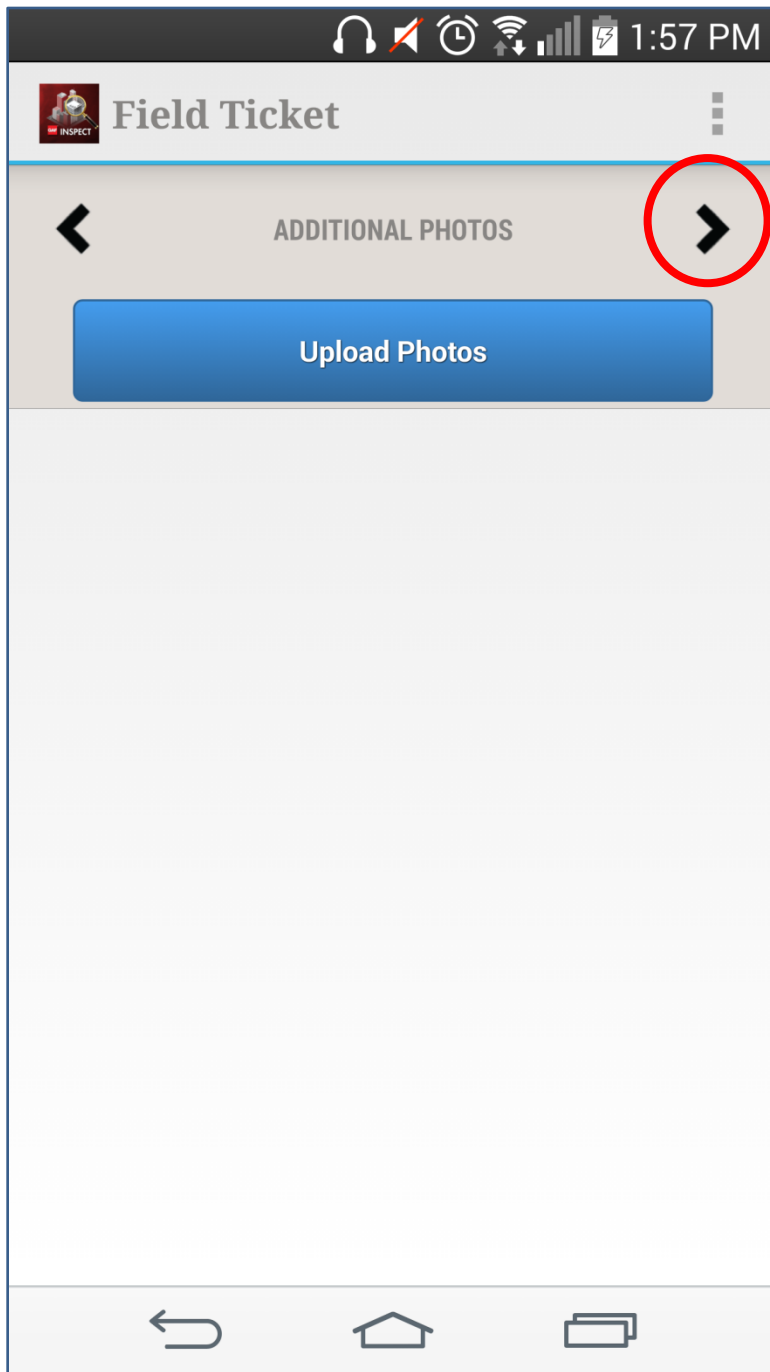
0 Downloaded, remaining (0)

Review Comments ☐ need to review

Editing a Step

When you continue to the next step, be sure to hit the **Edit icon** in the upper right hand corner.

You can also go back to any completed step and hit the **Edit icon** to make changes.



Additional Photos

After you have completed the **14 inspection steps**, you will be at the **Additional Photos** page.

In this section you can upload any additional photos you want.

To add photos click on the blue **Upload Photos** button.

When you are done hit the **Advance Arrow** in the upper right hand corner.

The screenshot shows a mobile application interface. At the top, there is a status bar with icons for headphones, a red alert icon, a clock, Wi-Fi, cellular signal, and battery, along with the time 1:58 PM. Below the status bar is a header area with a checkmark icon in a circle on the left and the word 'CANCEL' on the right. The main content area has a title 'WORKORDER STATUS' in a grey bar. Below this, there are two sections: 'Status' with the value 'COMPLETED' and 'Status Date' with the value '1/14/2015'. Both sections are highlighted with red rectangles. At the bottom of the screen is a navigation bar with three icons: a back arrow, a home icon, and a list icon.

Work Order Status

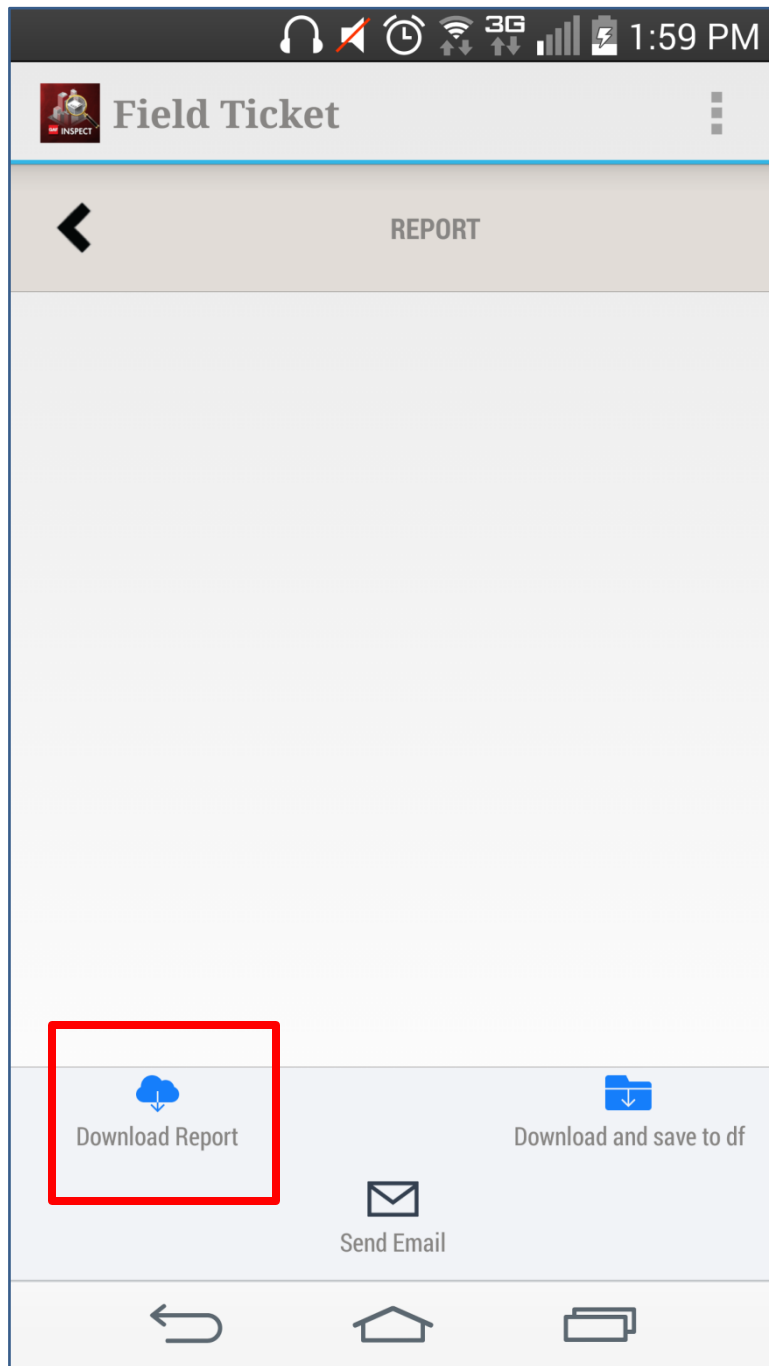
On the next page you will see the **Work Order Status**.

Click on the **Work Order Status** and a menu will appear below.

Scroll through the menu and pick the appropriate status.

You can also change the **Status Date** in the same manner.

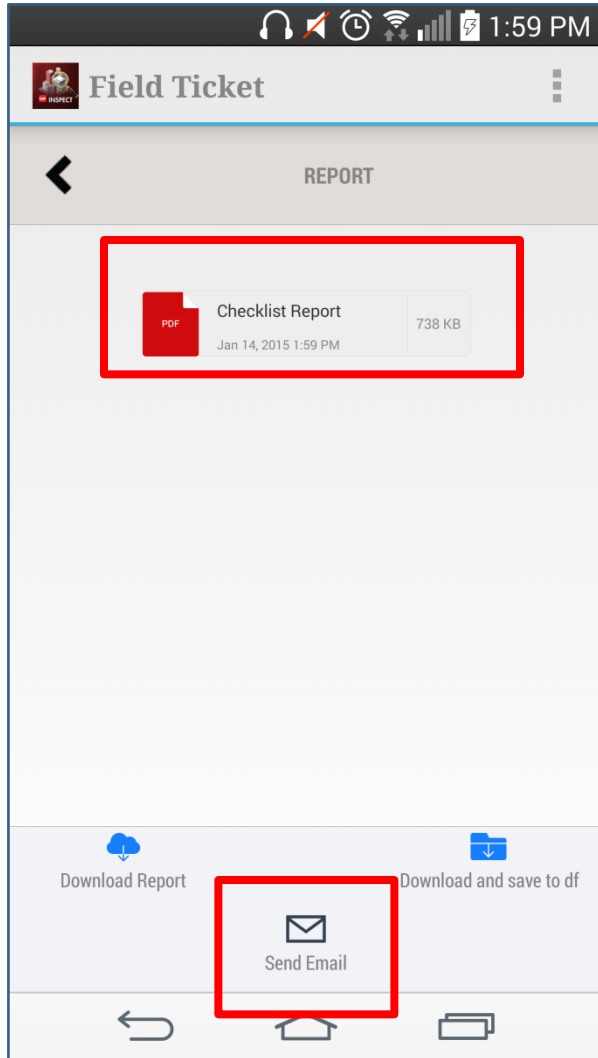
When you are finished, click **Check Mark** in the upper left hand corner.



Downloading the Report

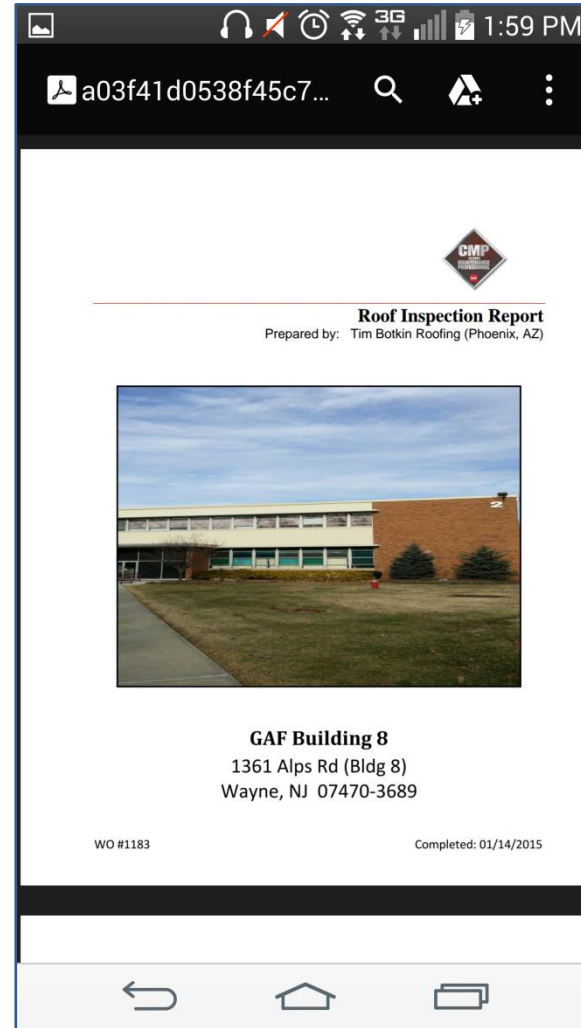
We have arrived at the final page of the inspection.

Hit the **Download Report** icon in the lower left hand corner to download your Inspection Report.

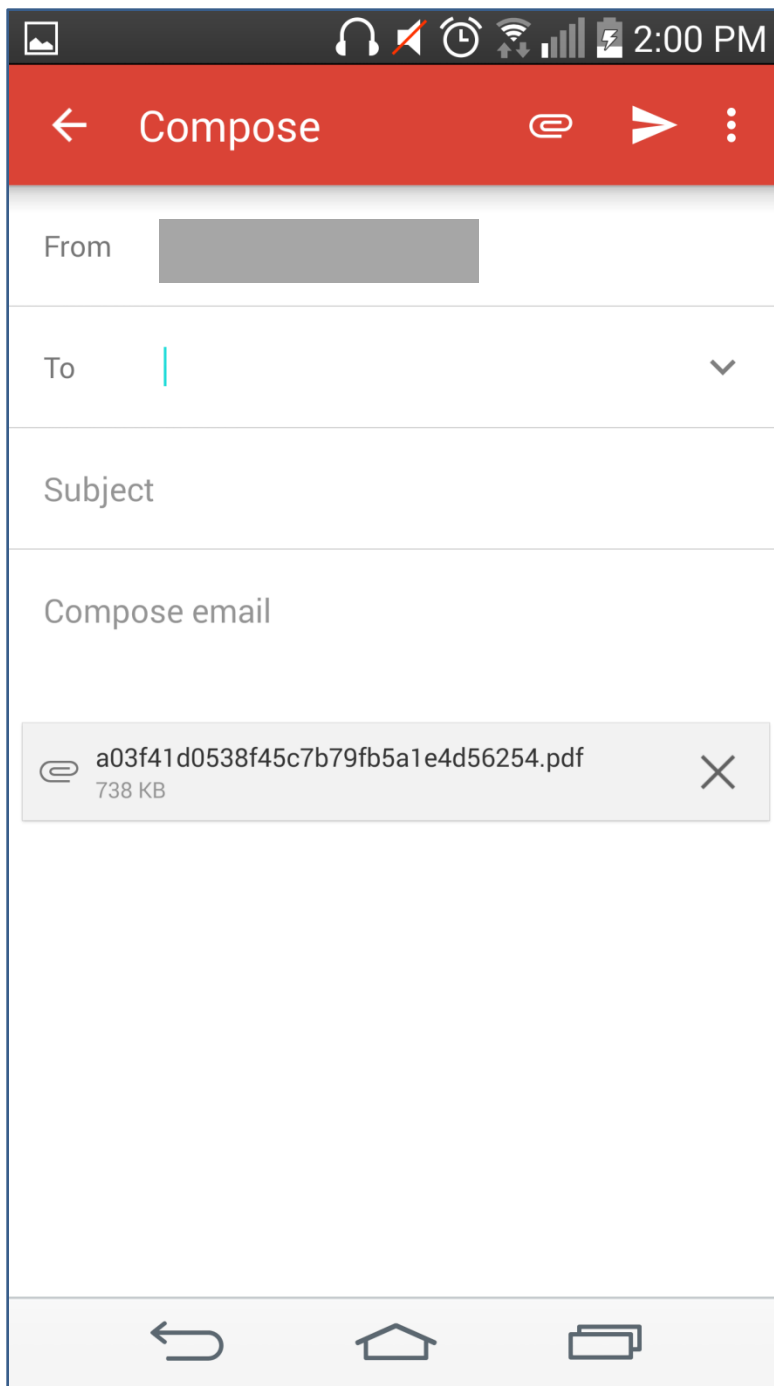


You will then see a **PDF icon** that you can click on to see your report.

You can also select **Send Email**, to email the report to anyone.



After clicking the **PDF icon**, you can view it on your device.



After selecting **Email**, a PDF of the report will be automatically attached to an email.

This concludes our GAF Inspect walkthrough, we hope you found it helpful.