GAF Inspect APP Walkthrough
Android Version

Learn how to use our CMP exclusive maintenance app
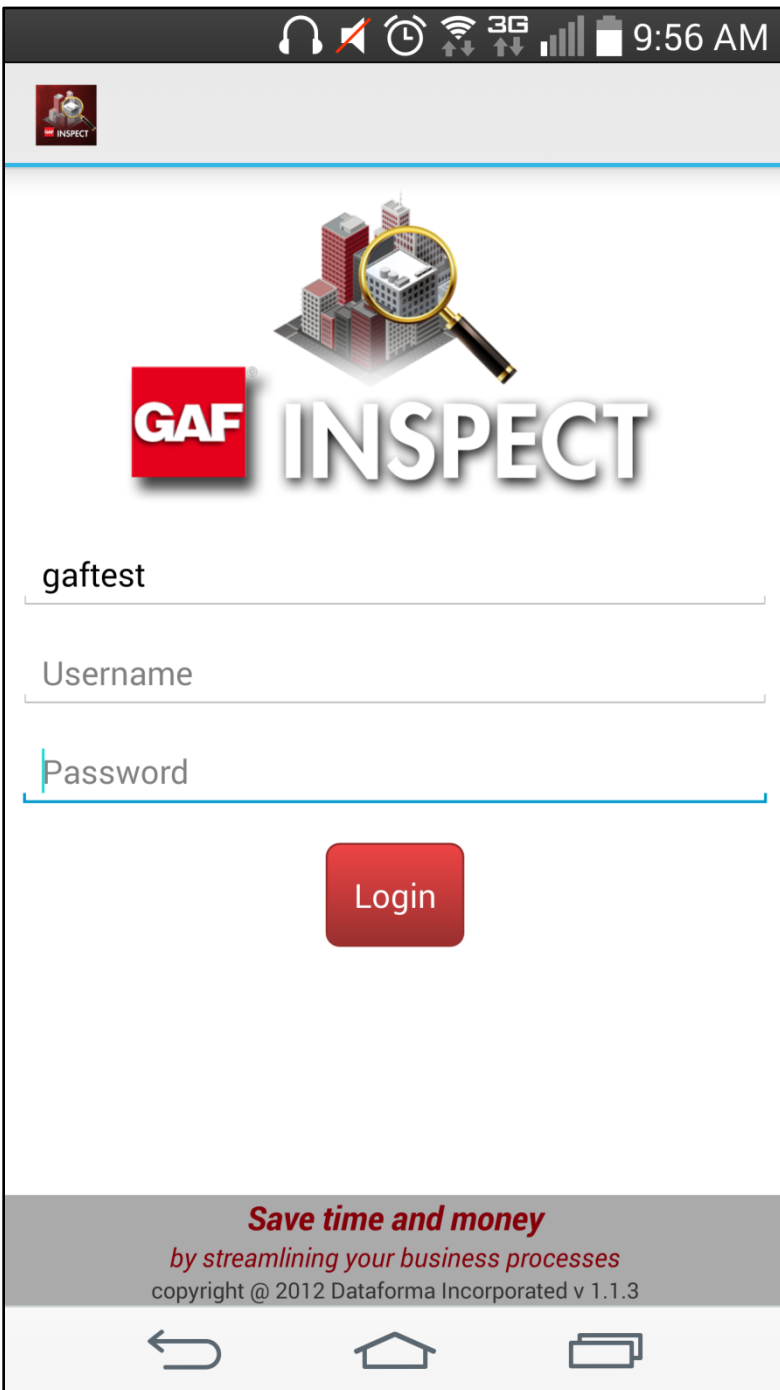
GAF

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GAF

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.

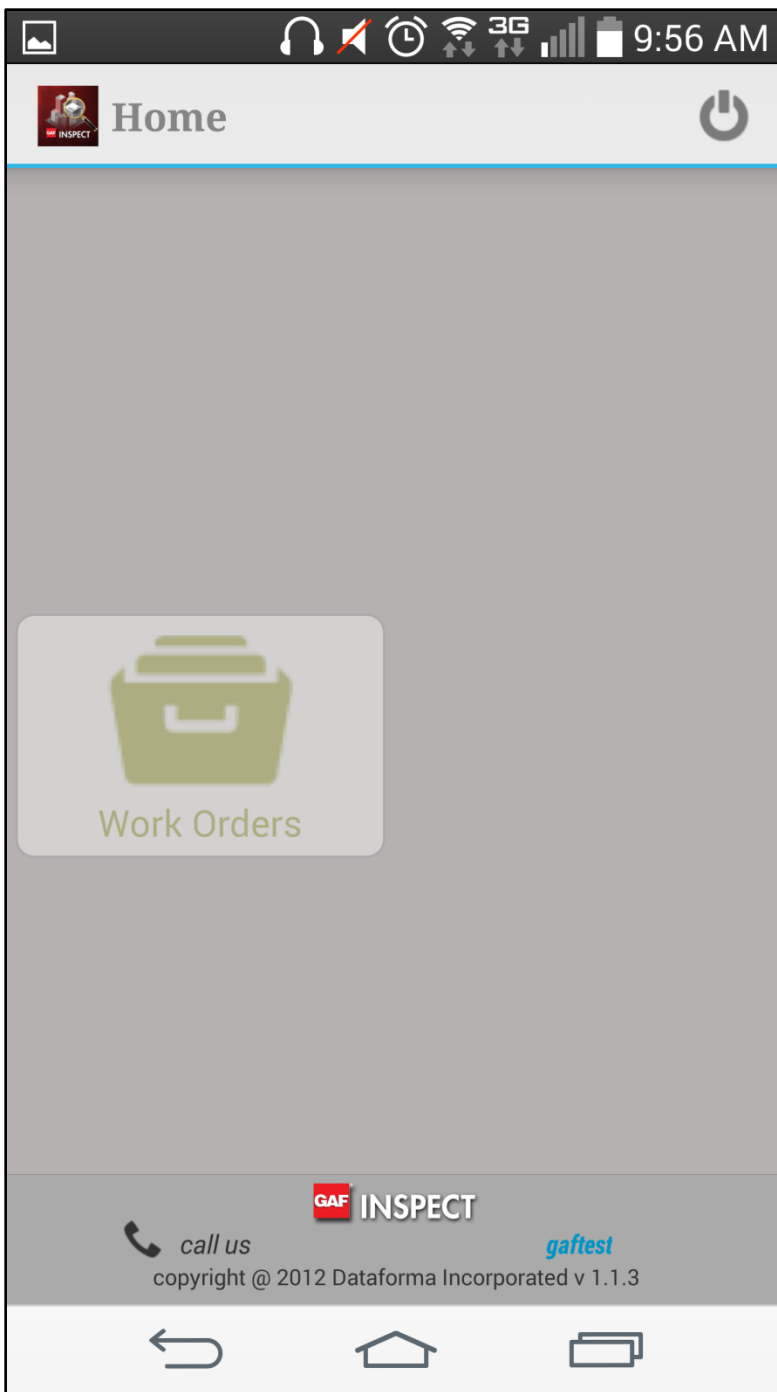- **gaf123** is the "live" database that you will be using for all of your official WellRoof inspections
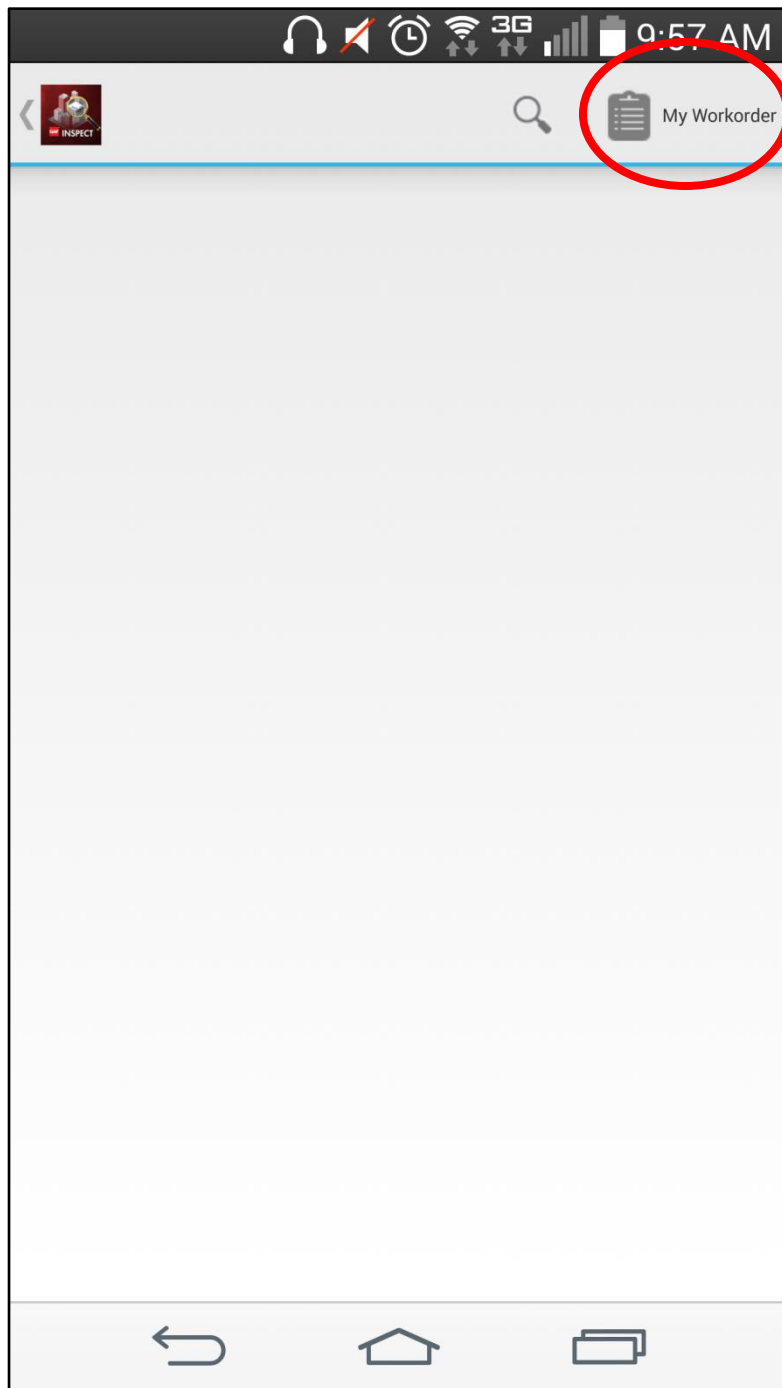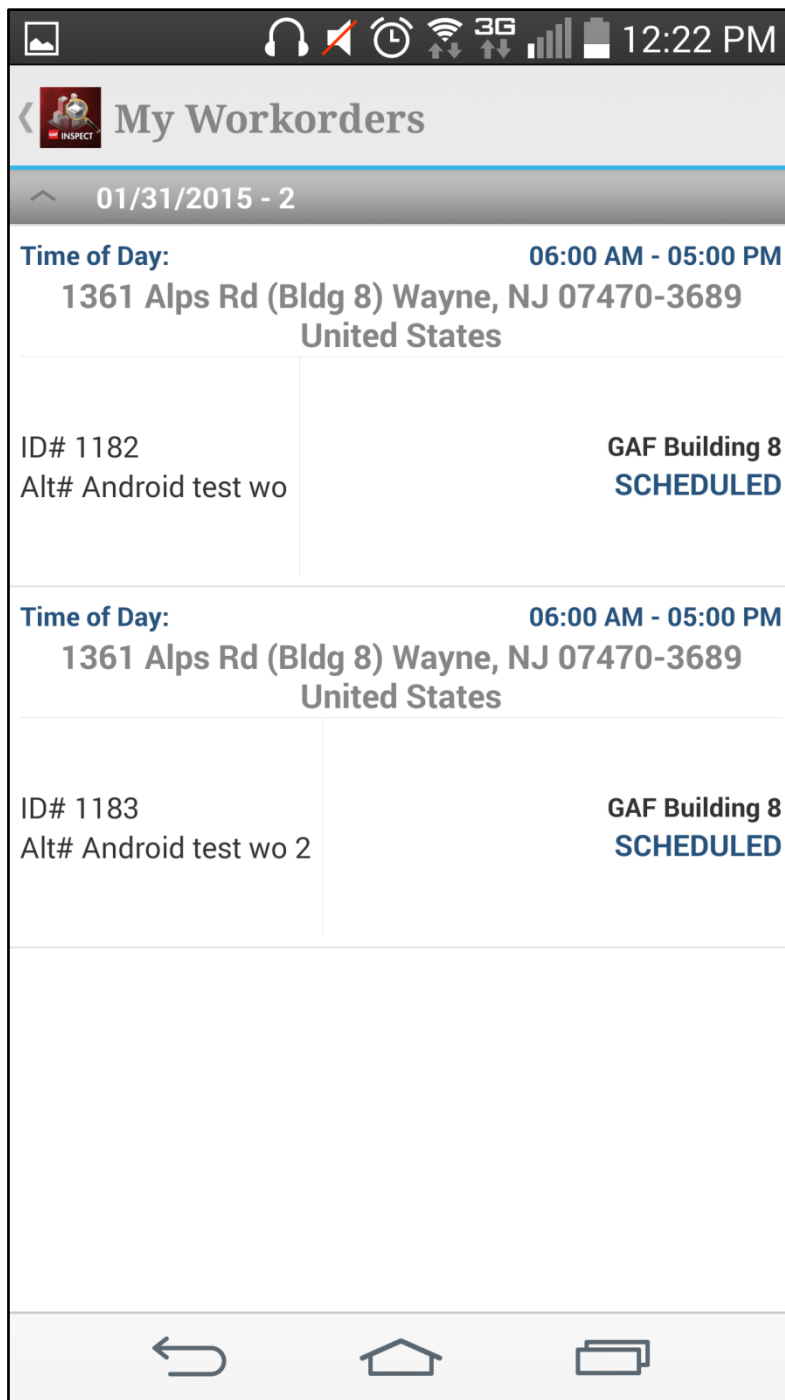
Pulling Up Your Work Order

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.
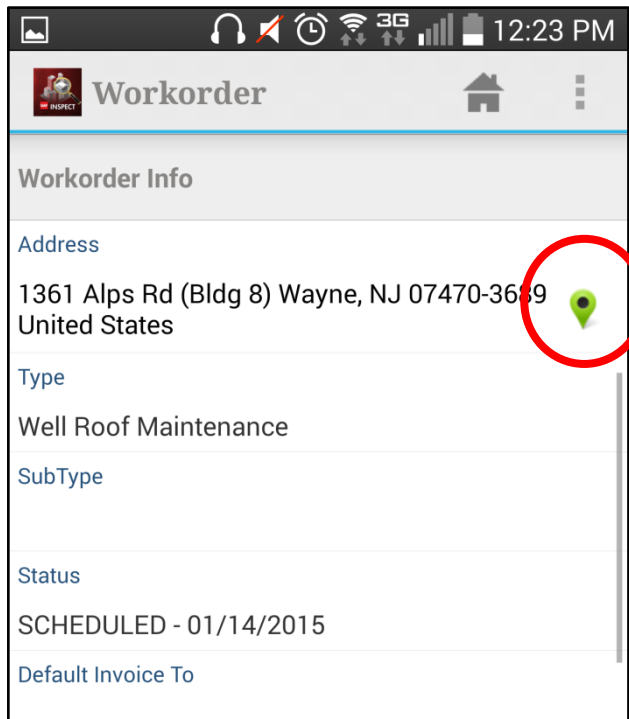
Work Order Information

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.

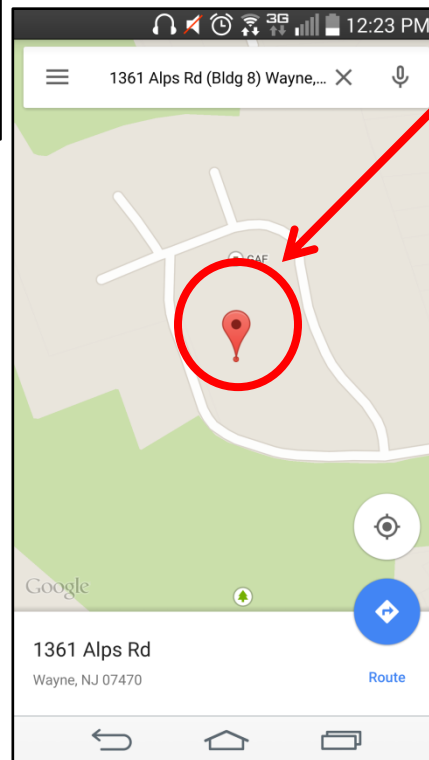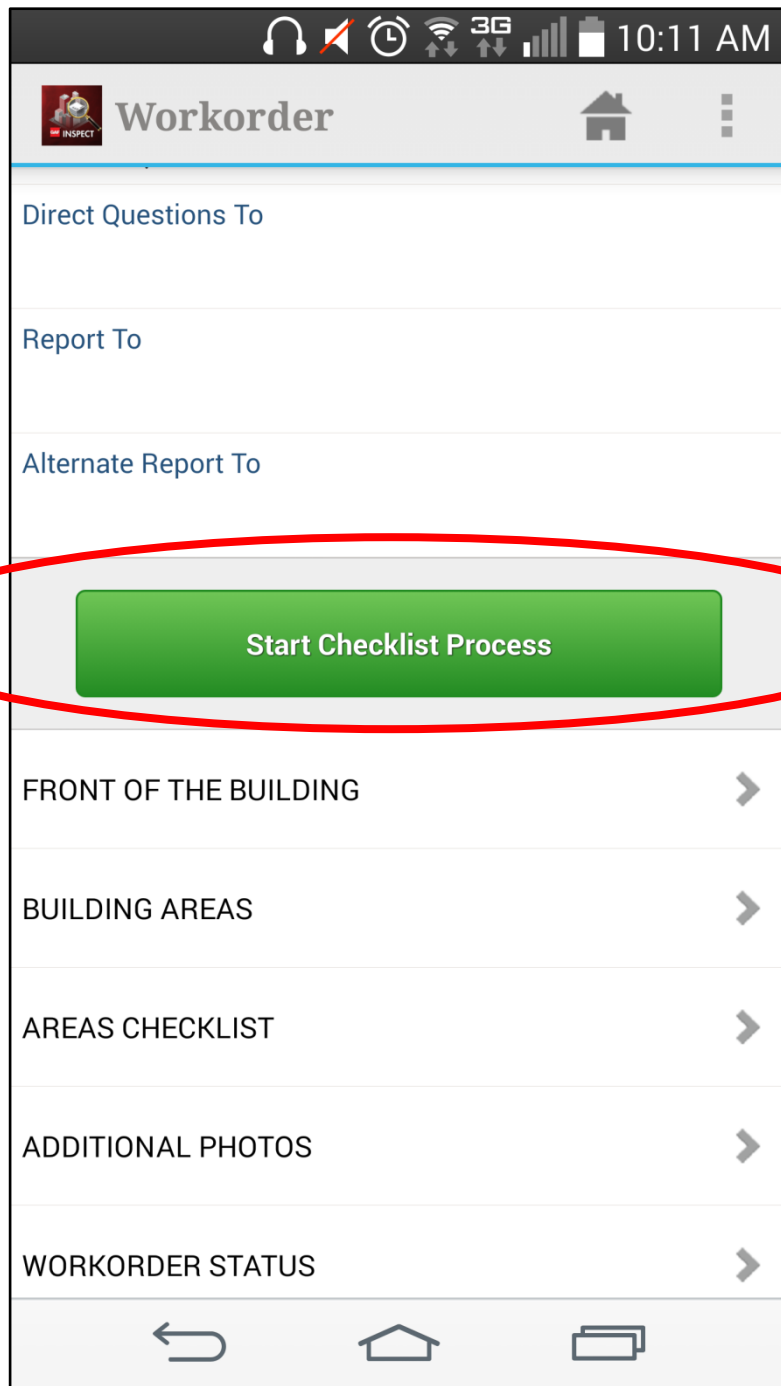You can click on the phone number and call it automatically.

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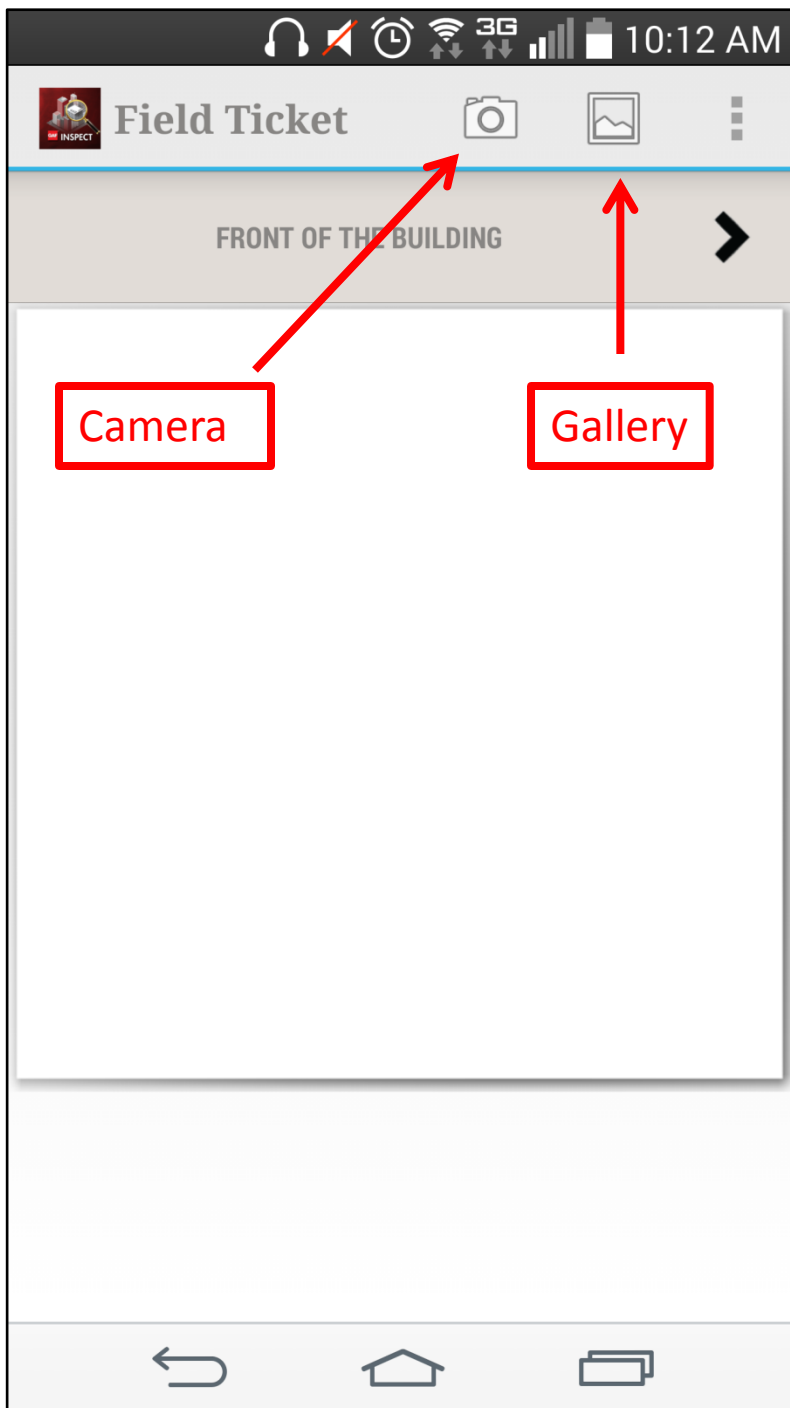
If you did plot the address, just hit **Back** to return to the previous screen.

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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**.

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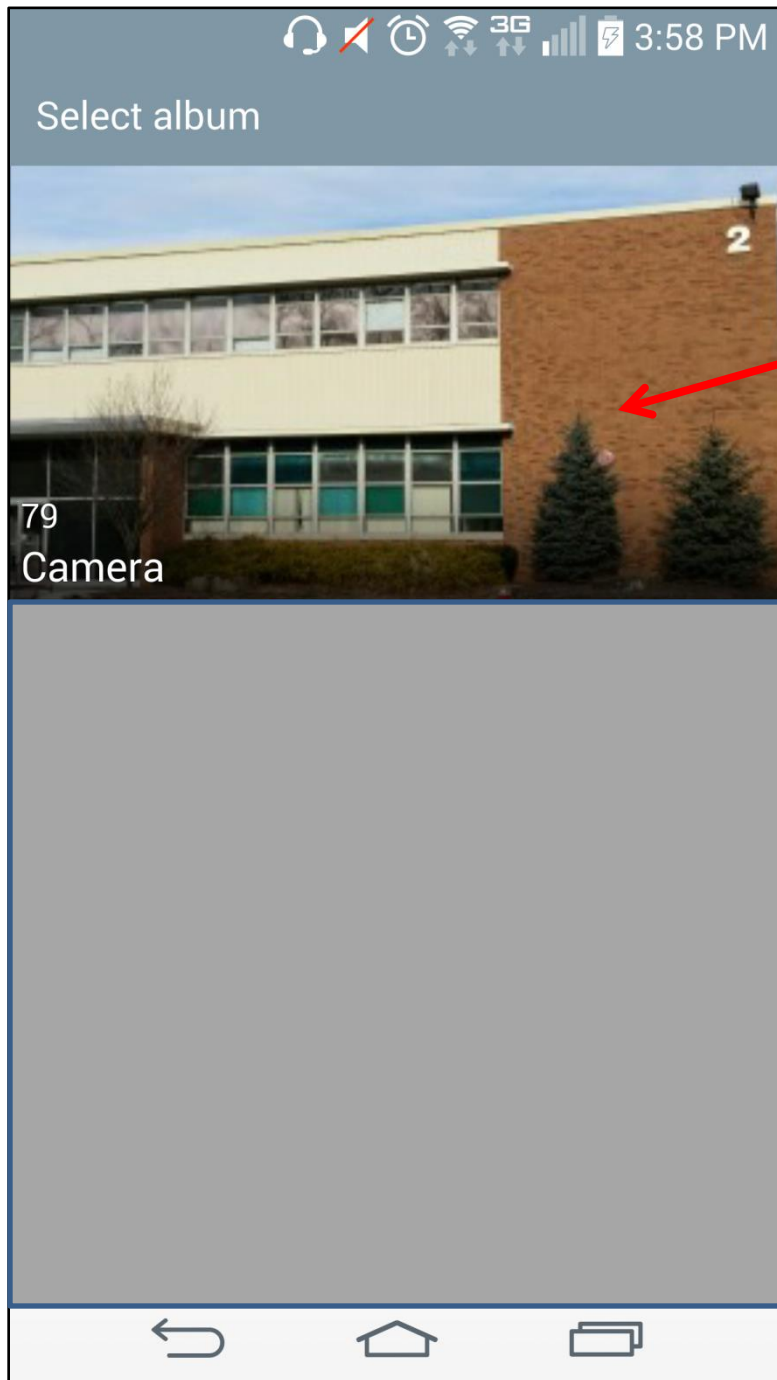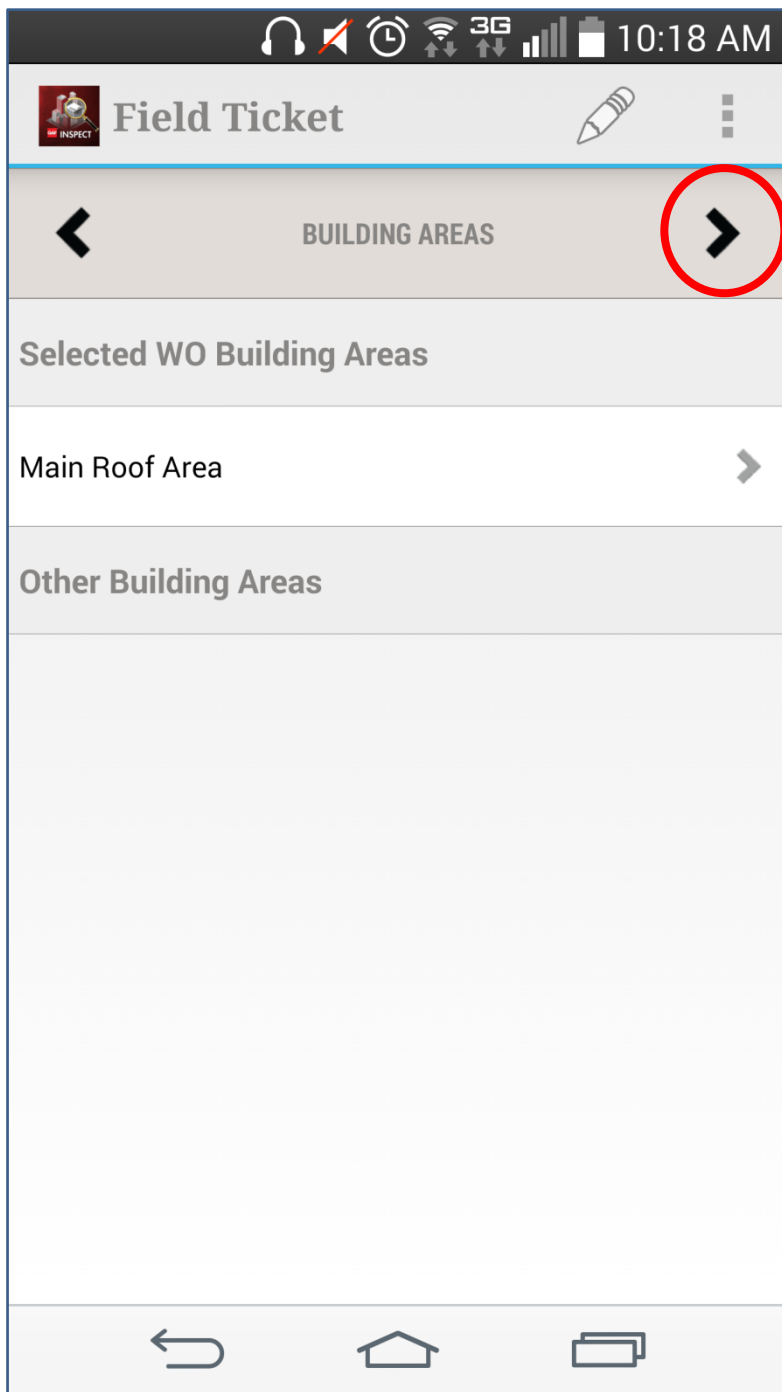
If you want to choose a picture you have already taken, click on the **Gallery** button and this screen will appear.

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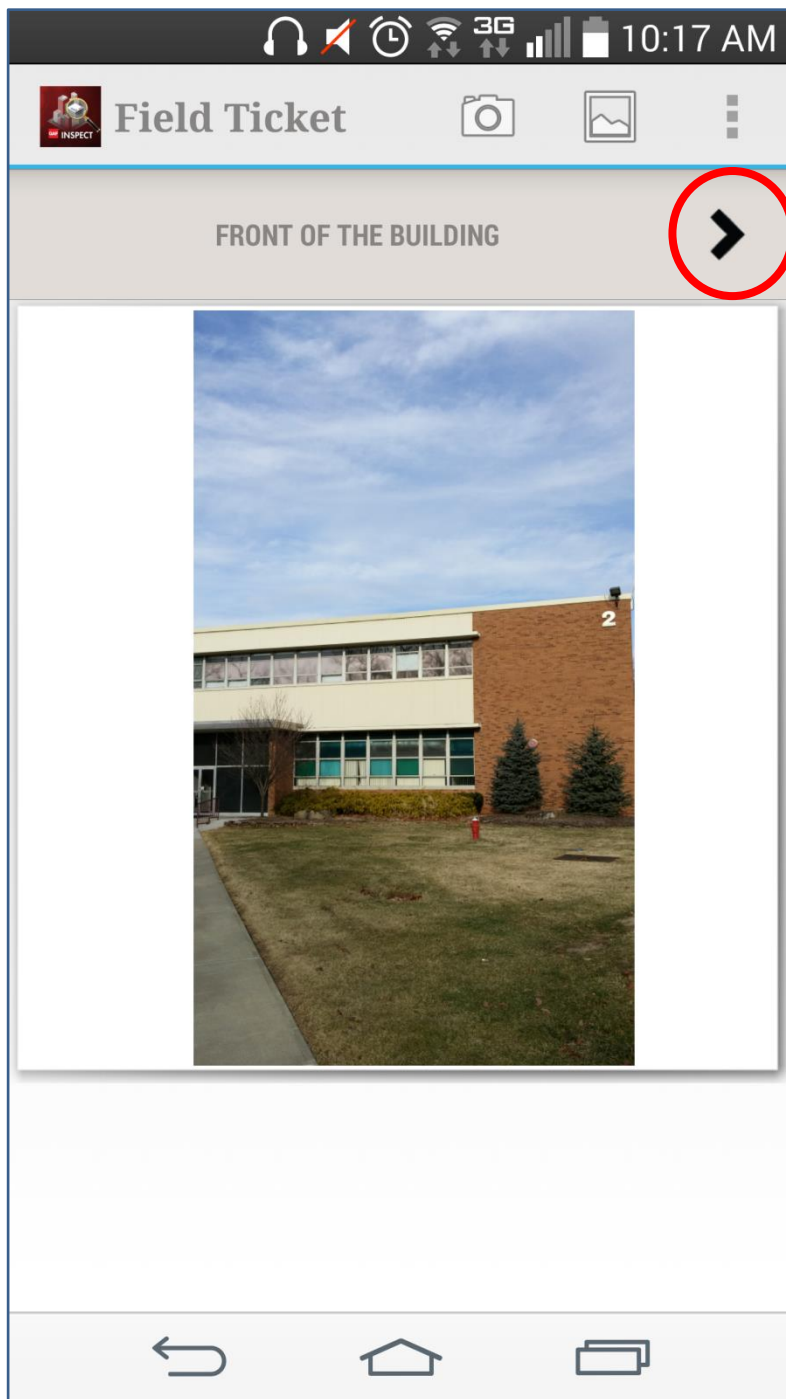
When you are done with the pictures click the **Advance Arrow** in the upper right hand corner, to move on to the next step.

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.

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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.
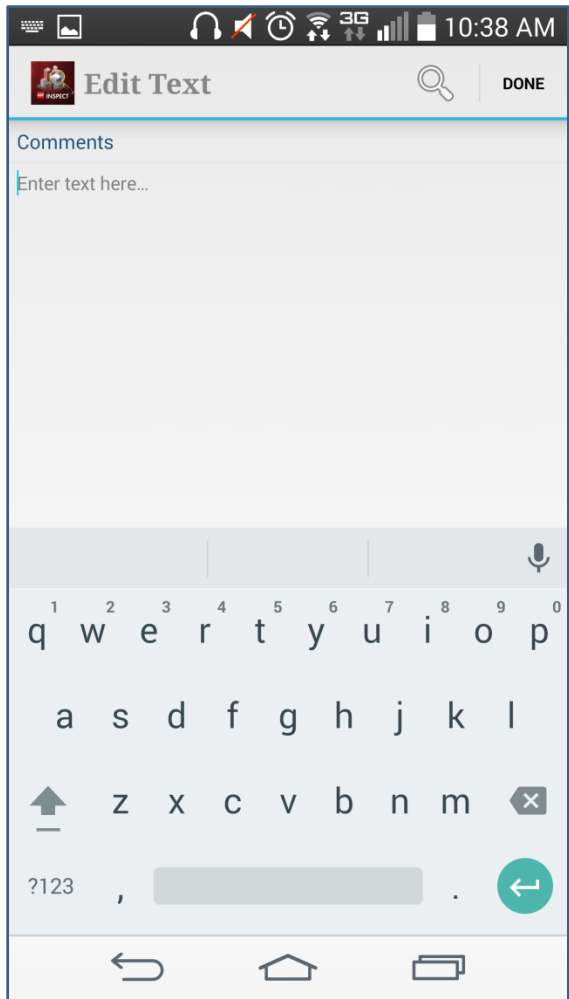
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Beginning the Inspection Checklist

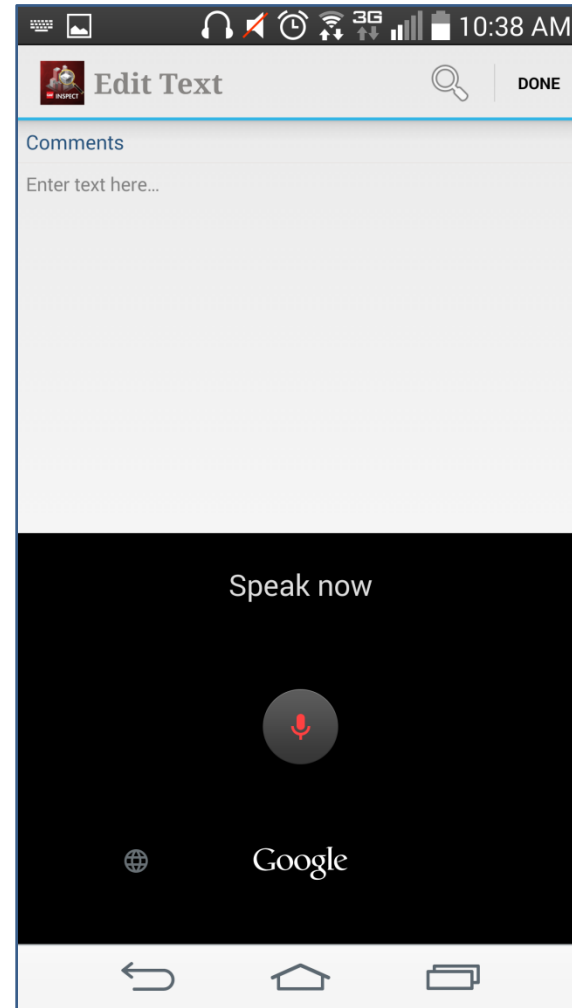This is the beginning of the inspection.

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.
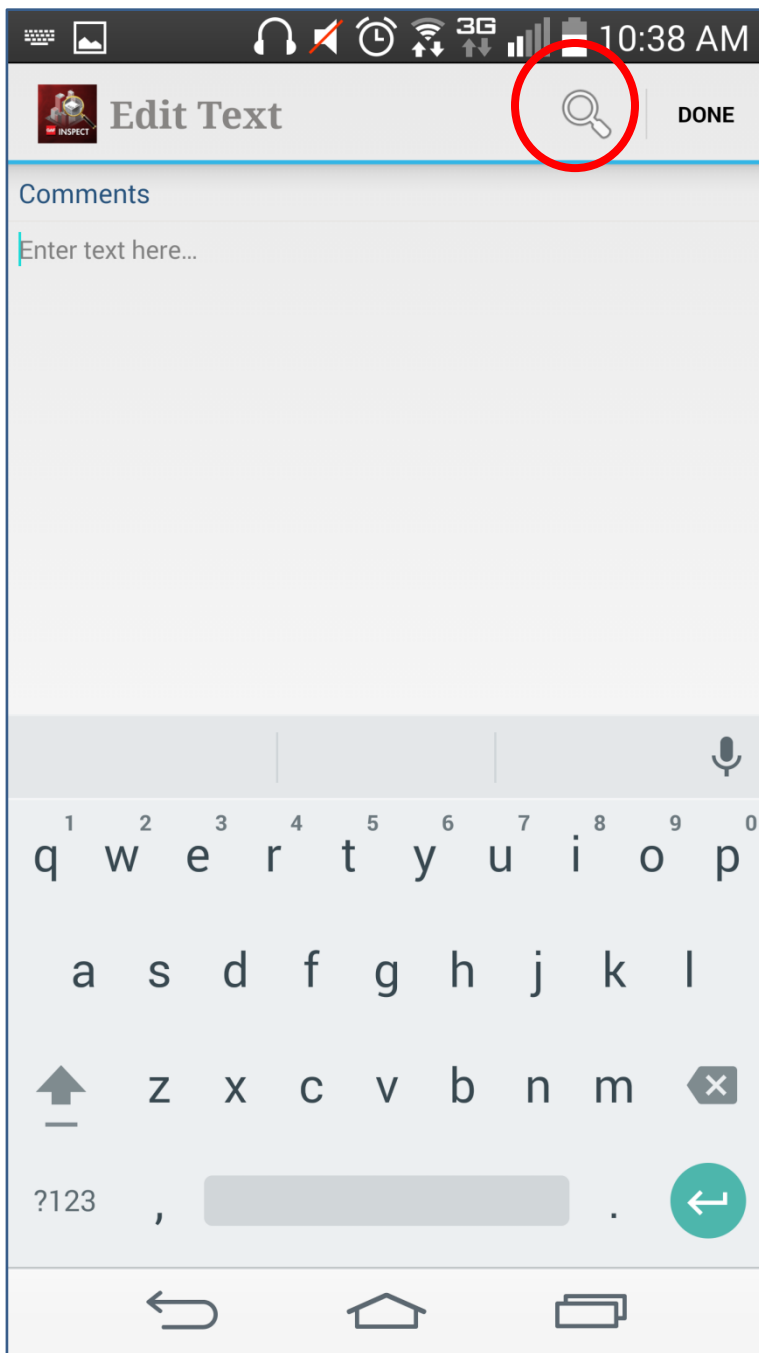
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Three Ways to Enter Comments

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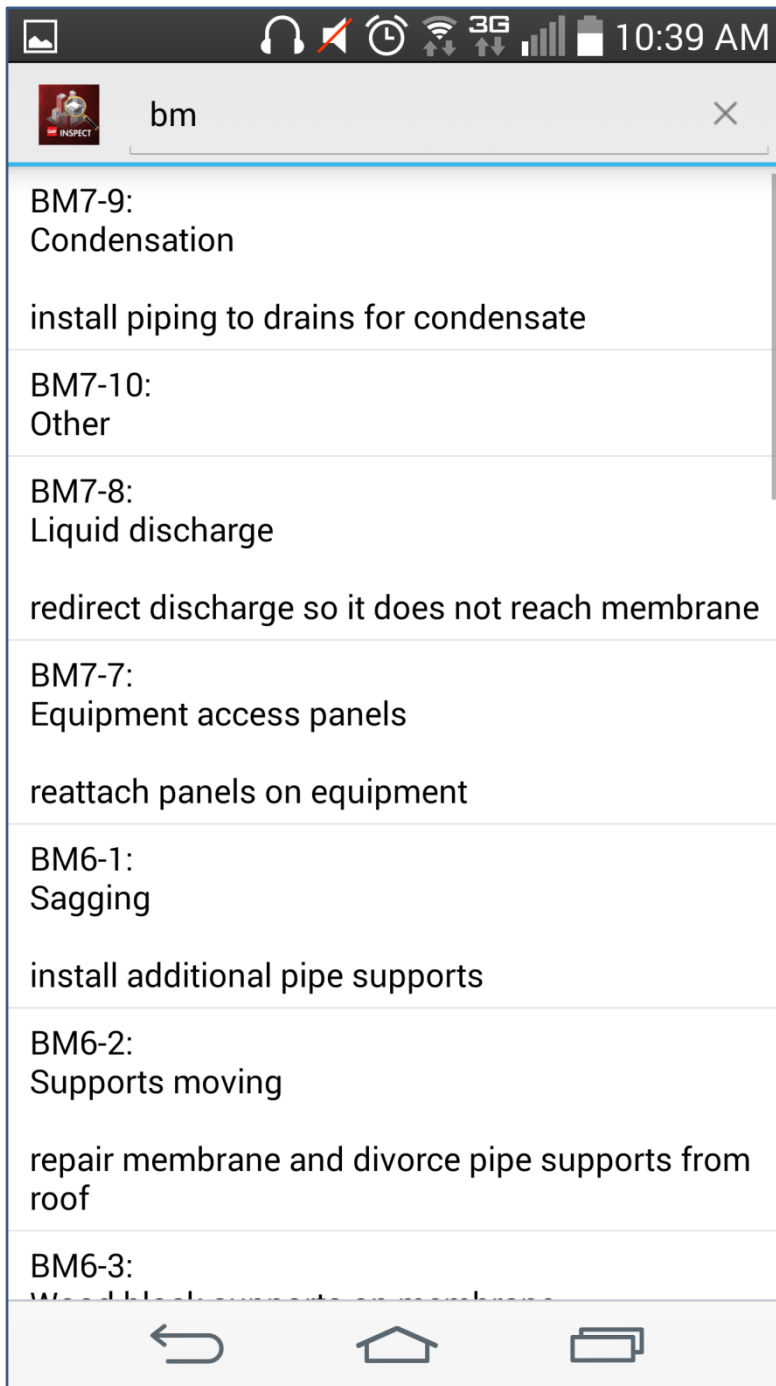
Another method of entering your comments is talk to text. Press the **microphone button** on the keyboard and begin speaking into your device.

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

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

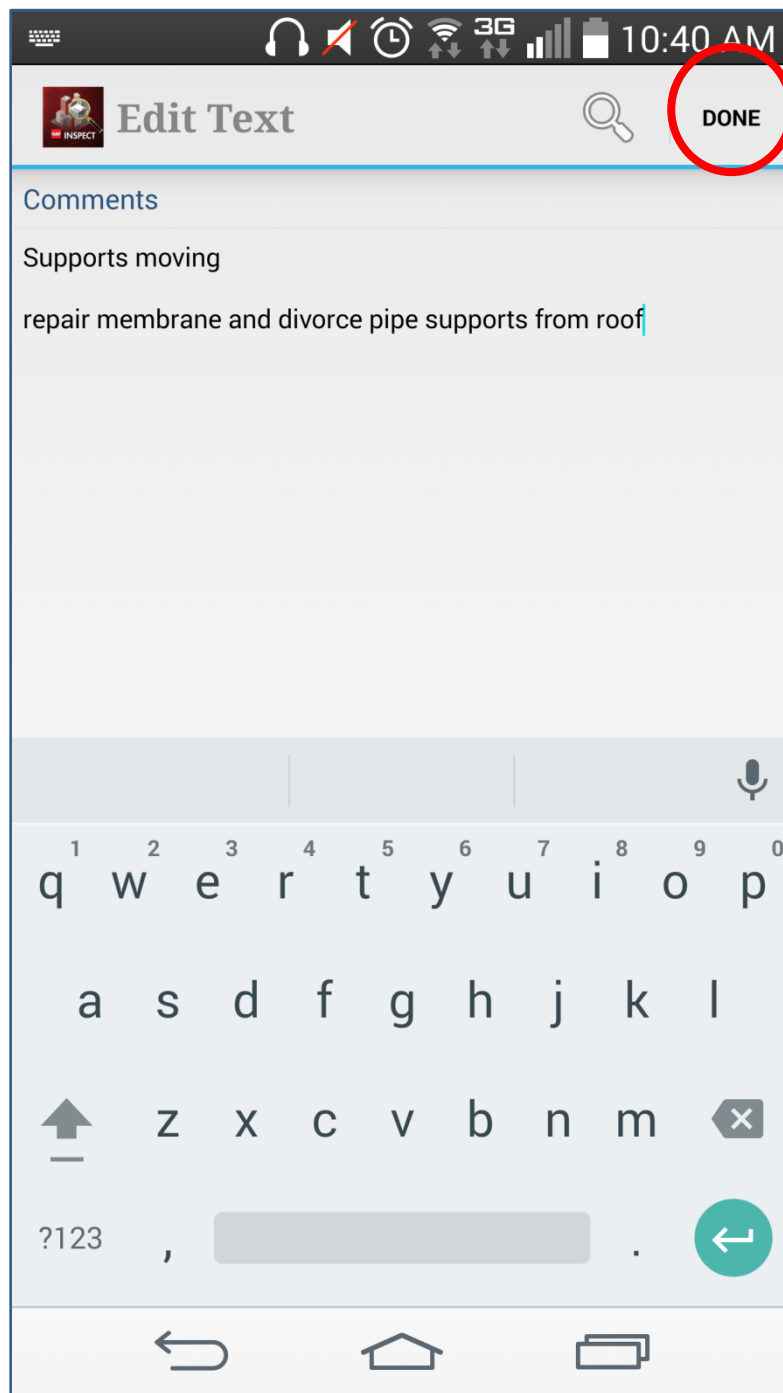Type in the code you are looking for.

Here is **the key**:
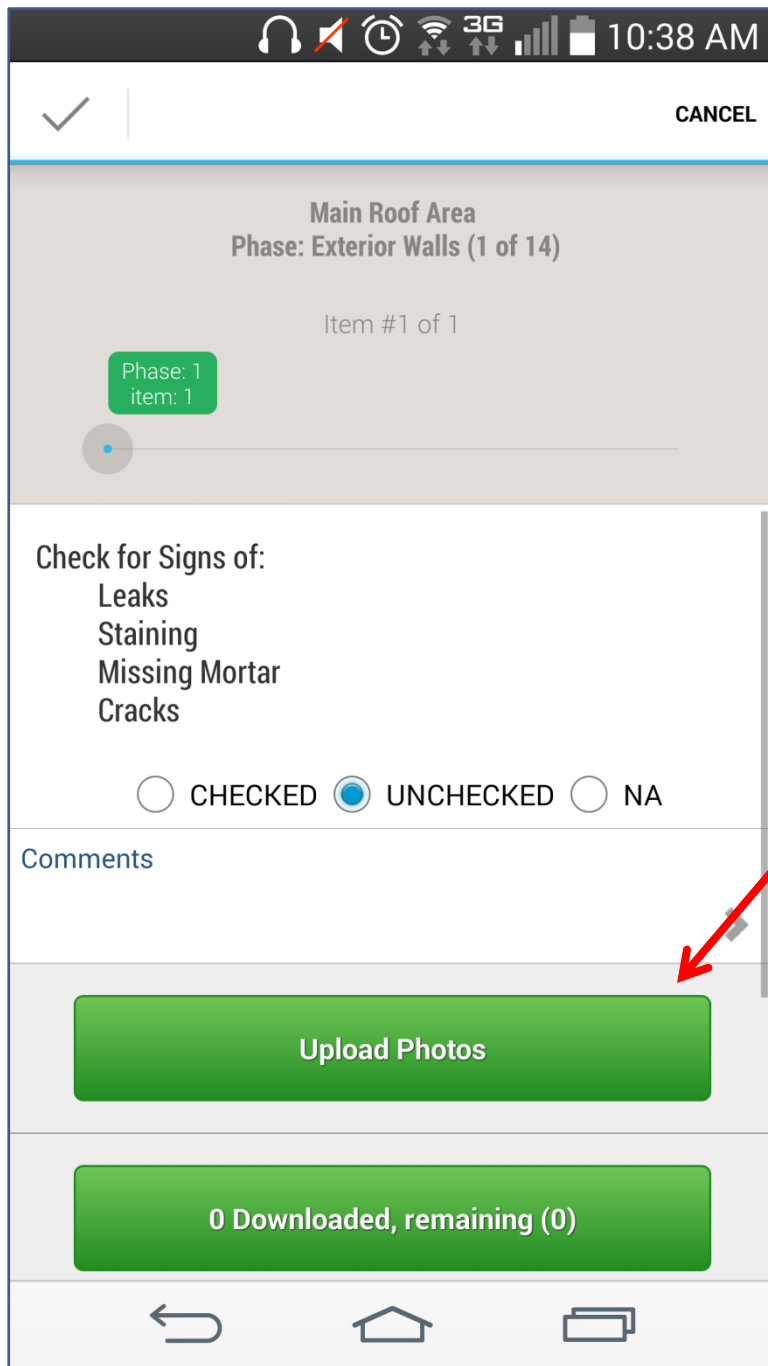
BM=BUR/MOD BIT
E=EPDM
T=TPO/PVC

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.
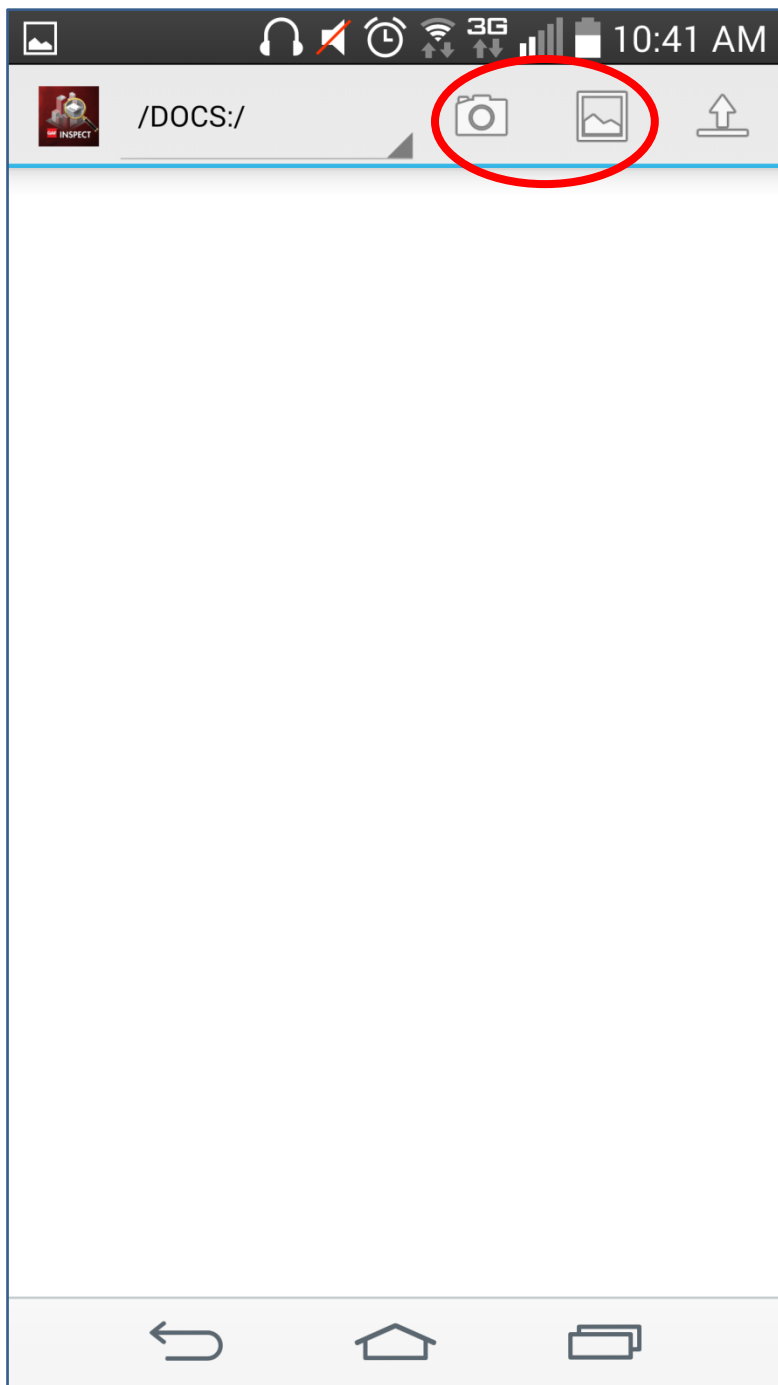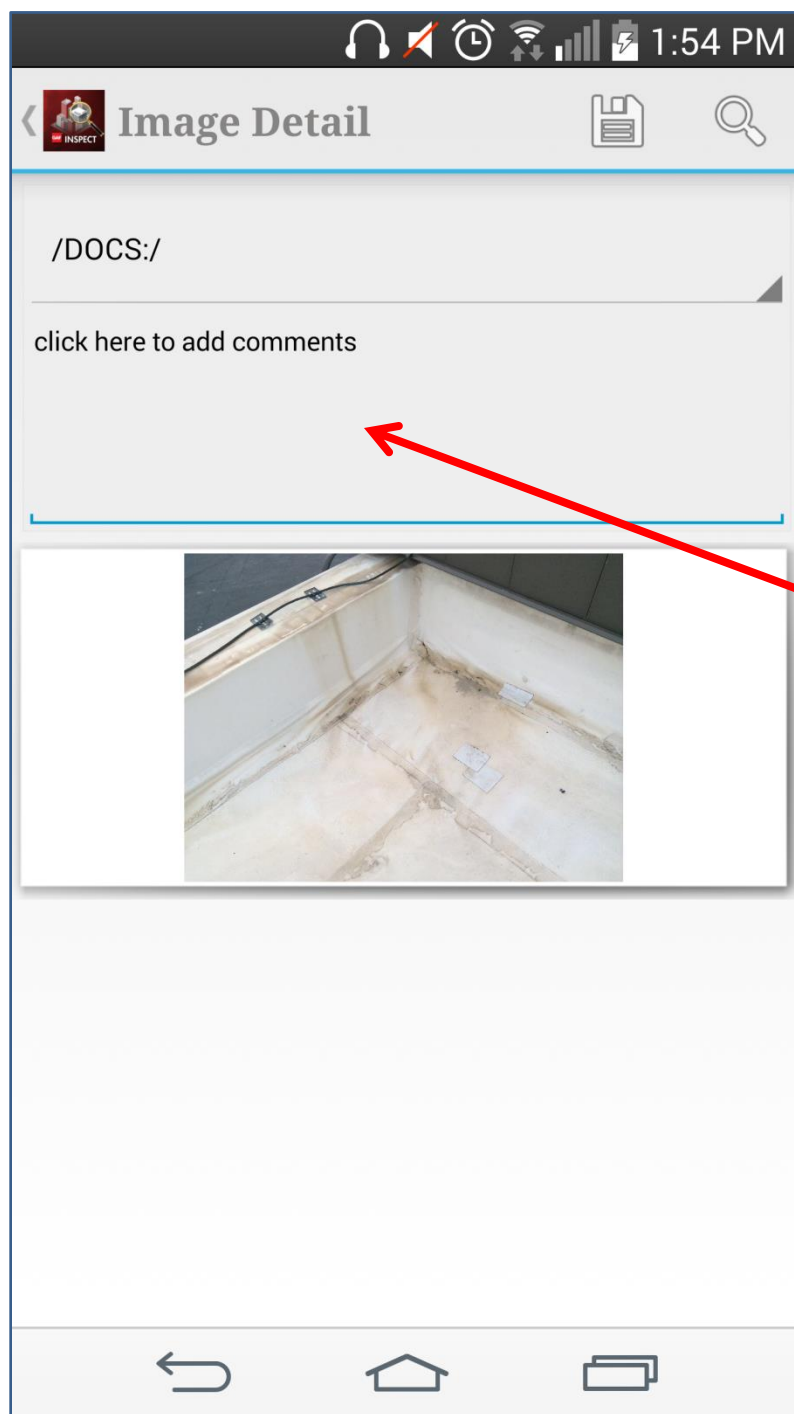
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Adding Photos

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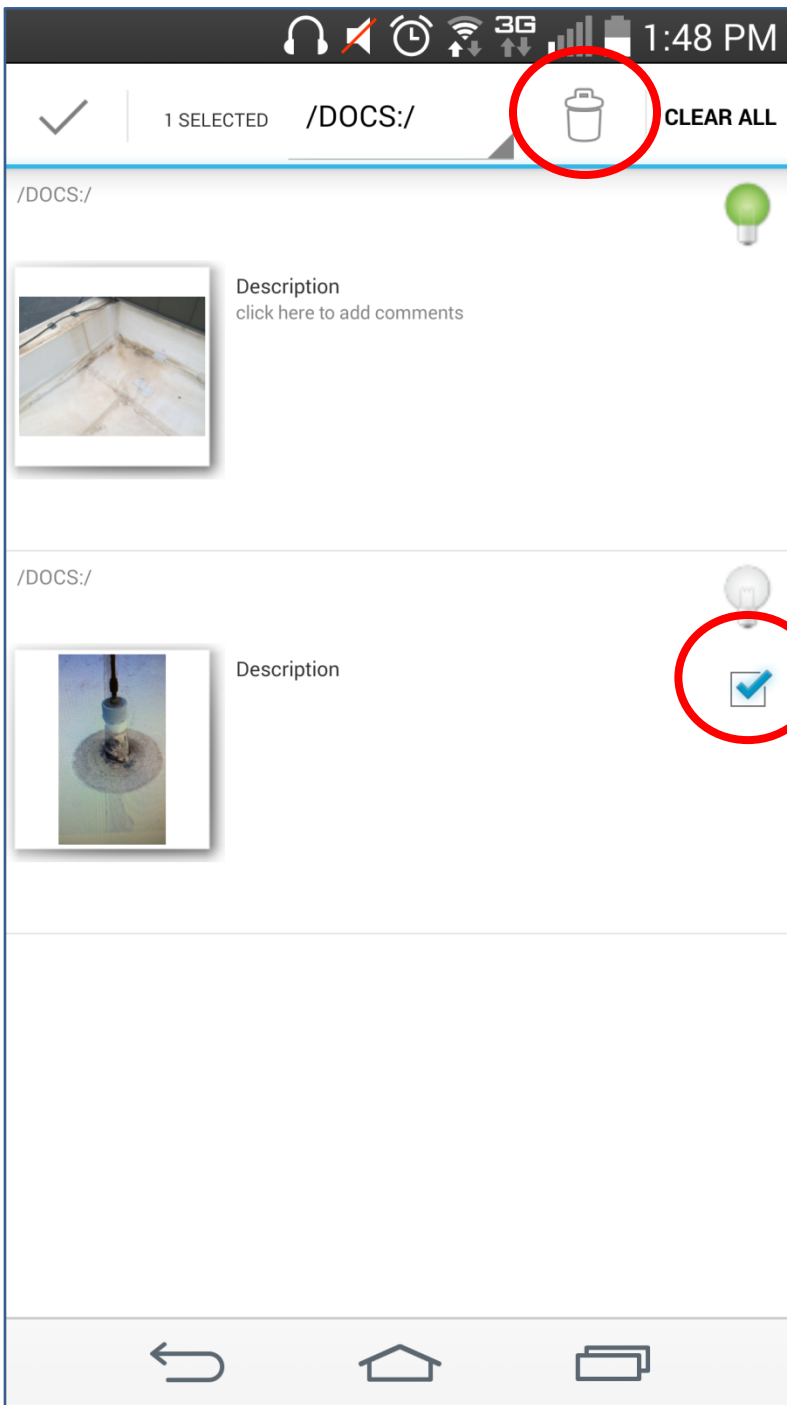
When you hit **Upload Photos** this screen will appear.

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.
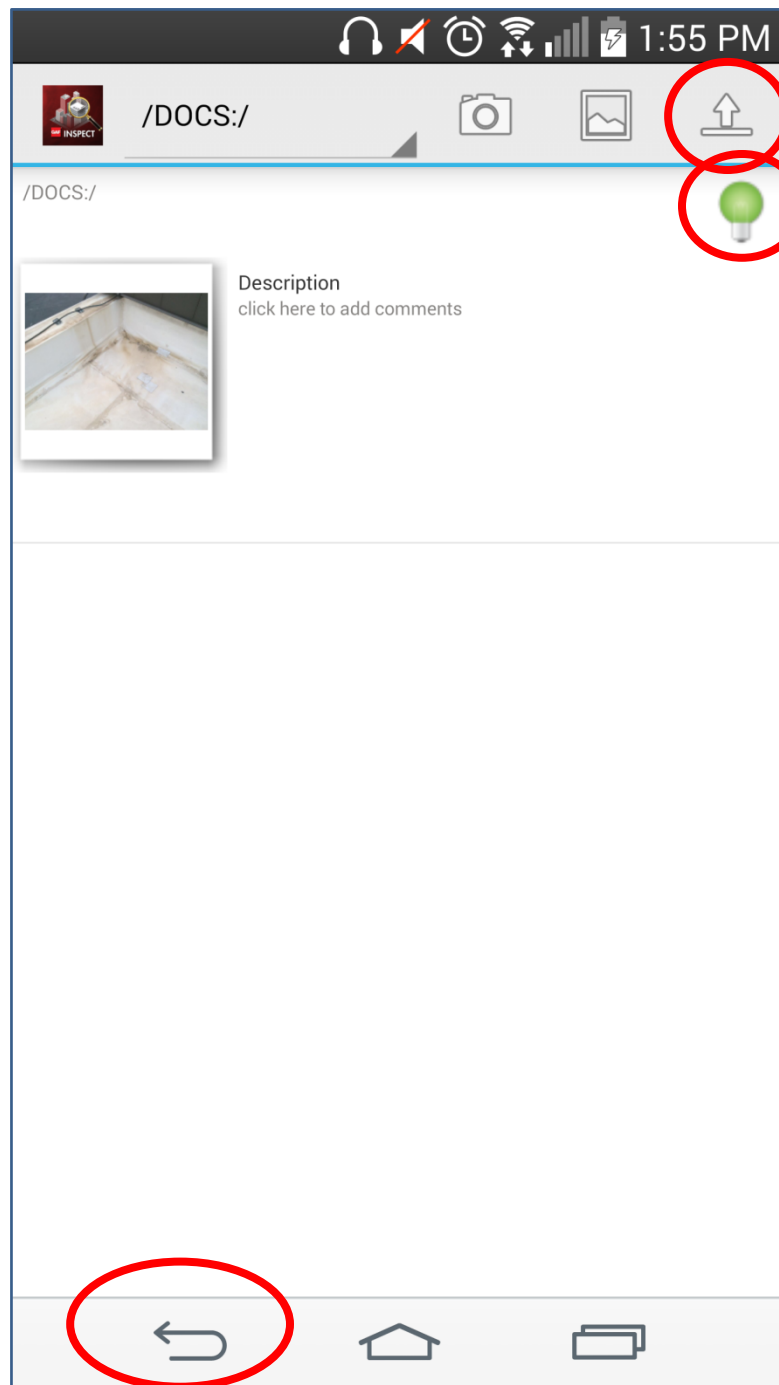
Deleting Photos

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.

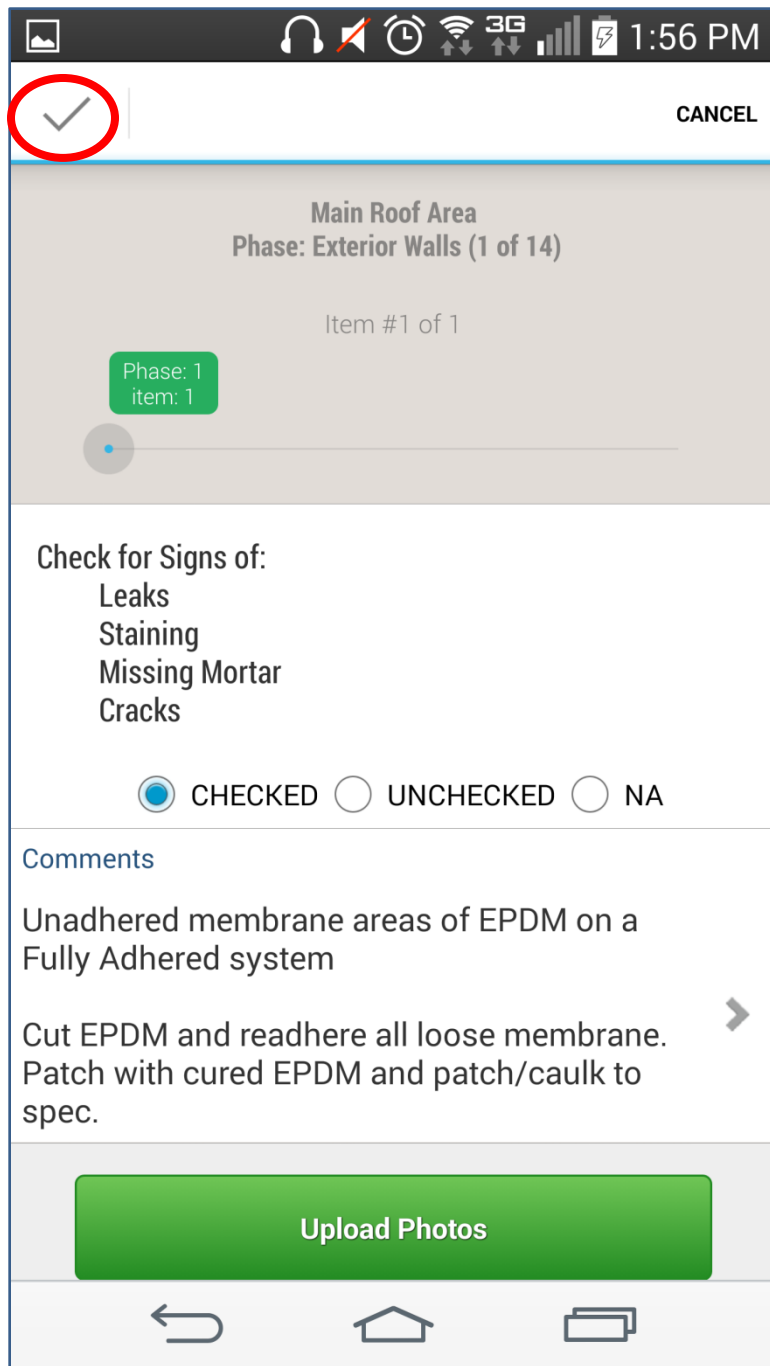Then click on the **Trash Can** at the top of the page.

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.

Finishing the Steps

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

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.

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.
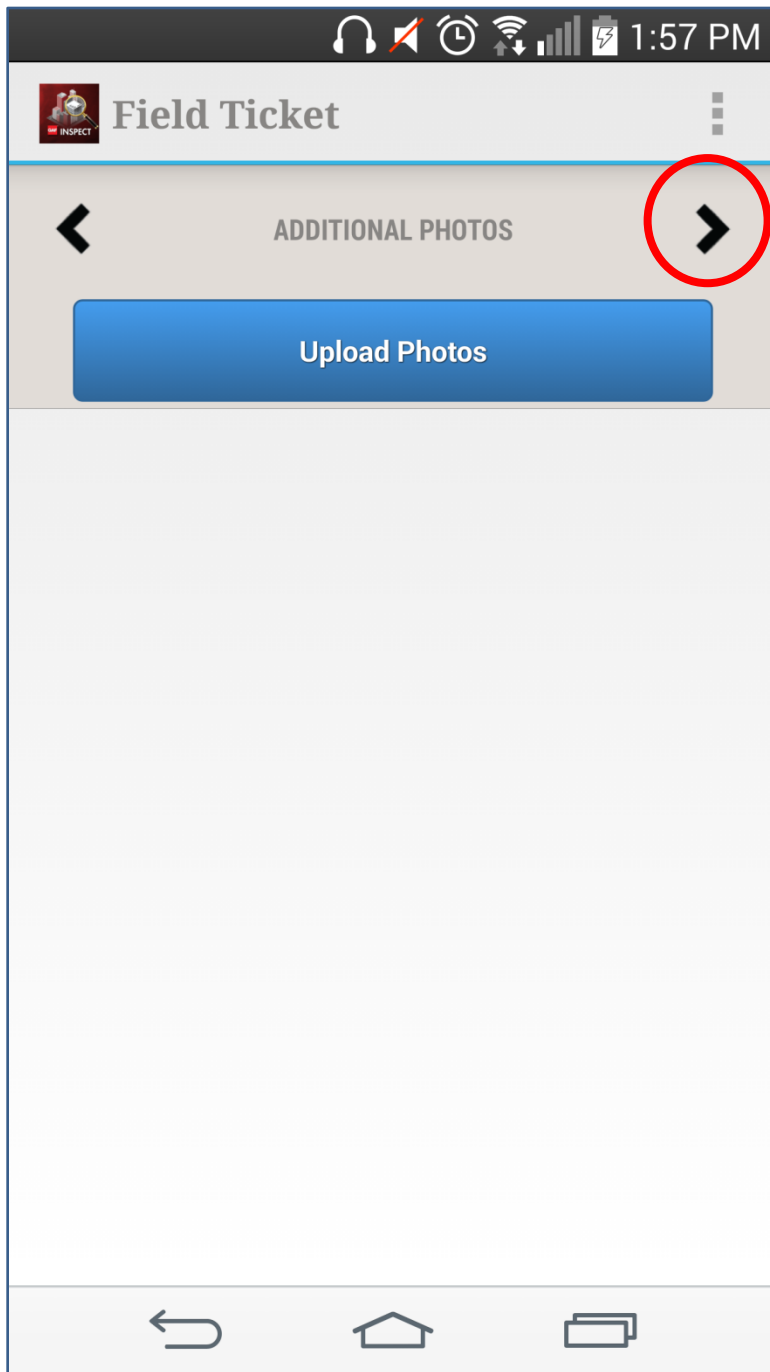
Additional Photos

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.
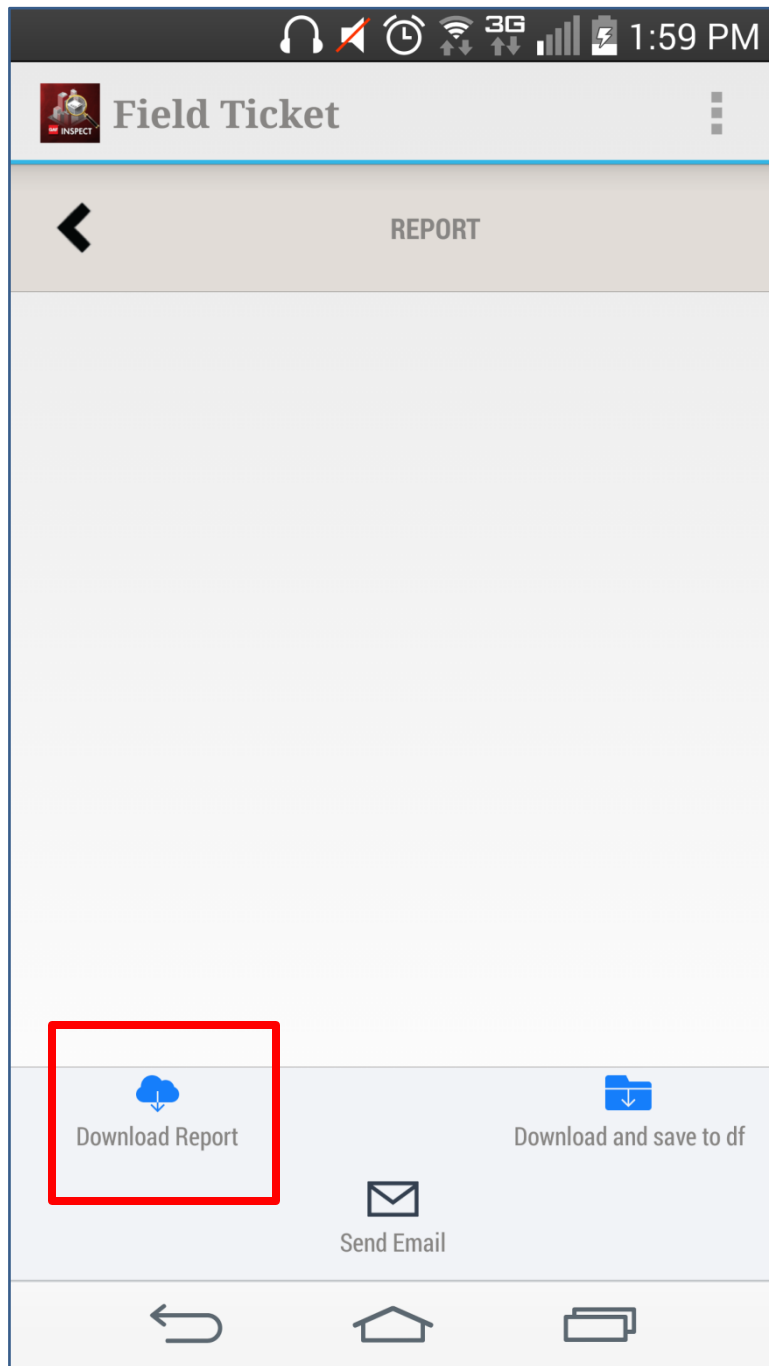
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Work Order Status

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.

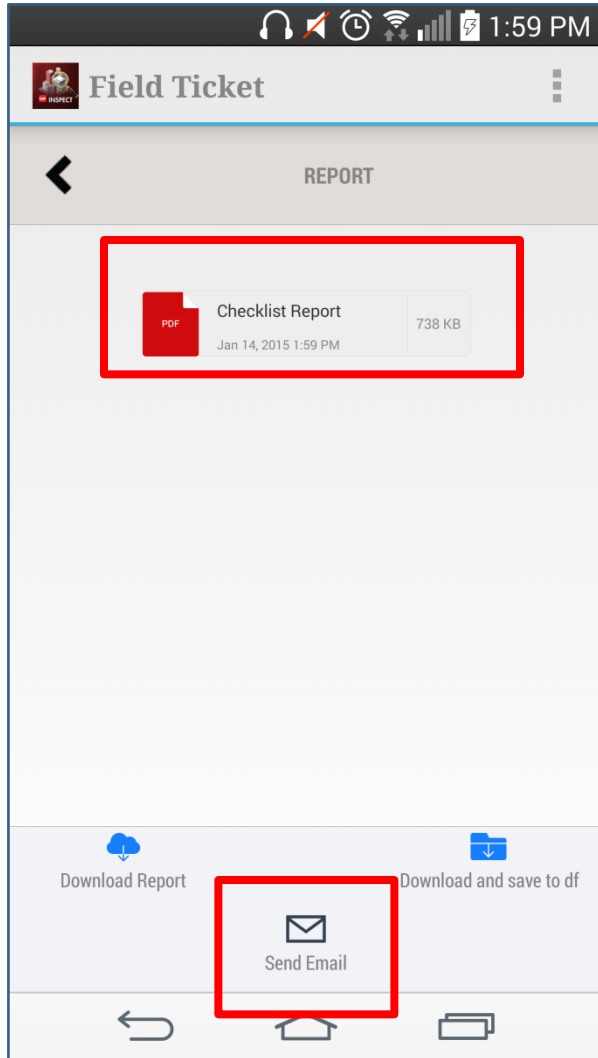You can also change the **Status Date** in the same manner.

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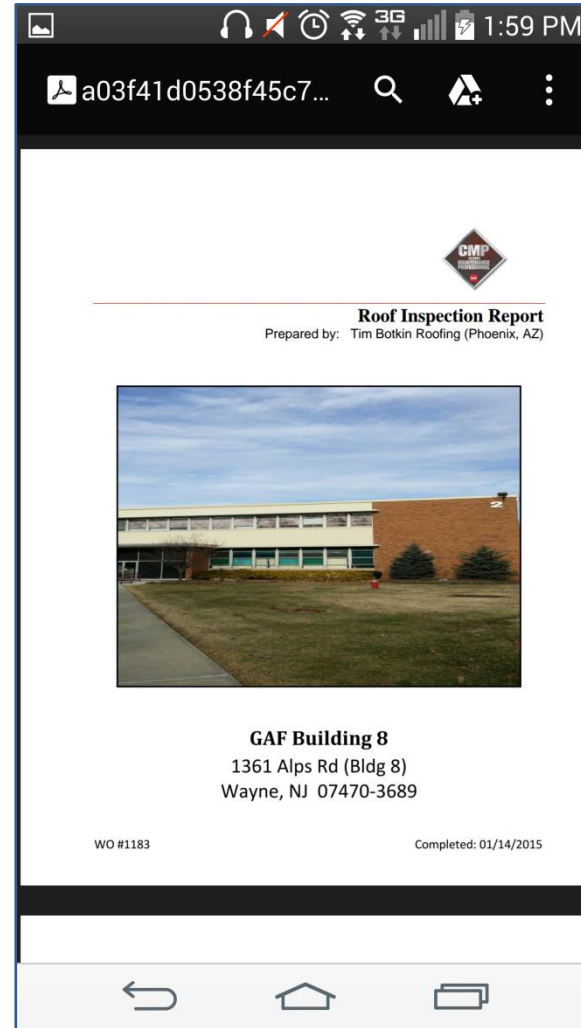
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Downloading the Report

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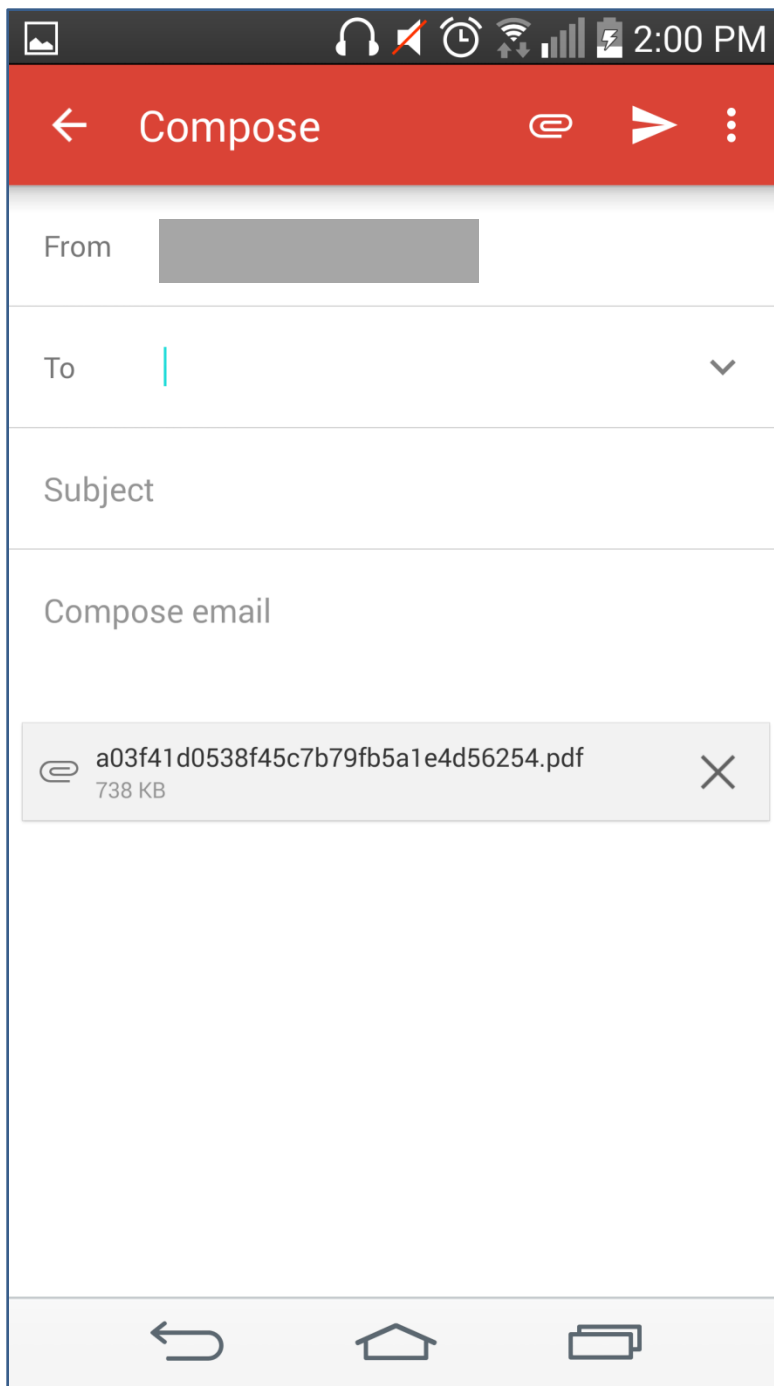
You will then see a **PDF icon** that you can click on to see your report.

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.