



Website User Guide

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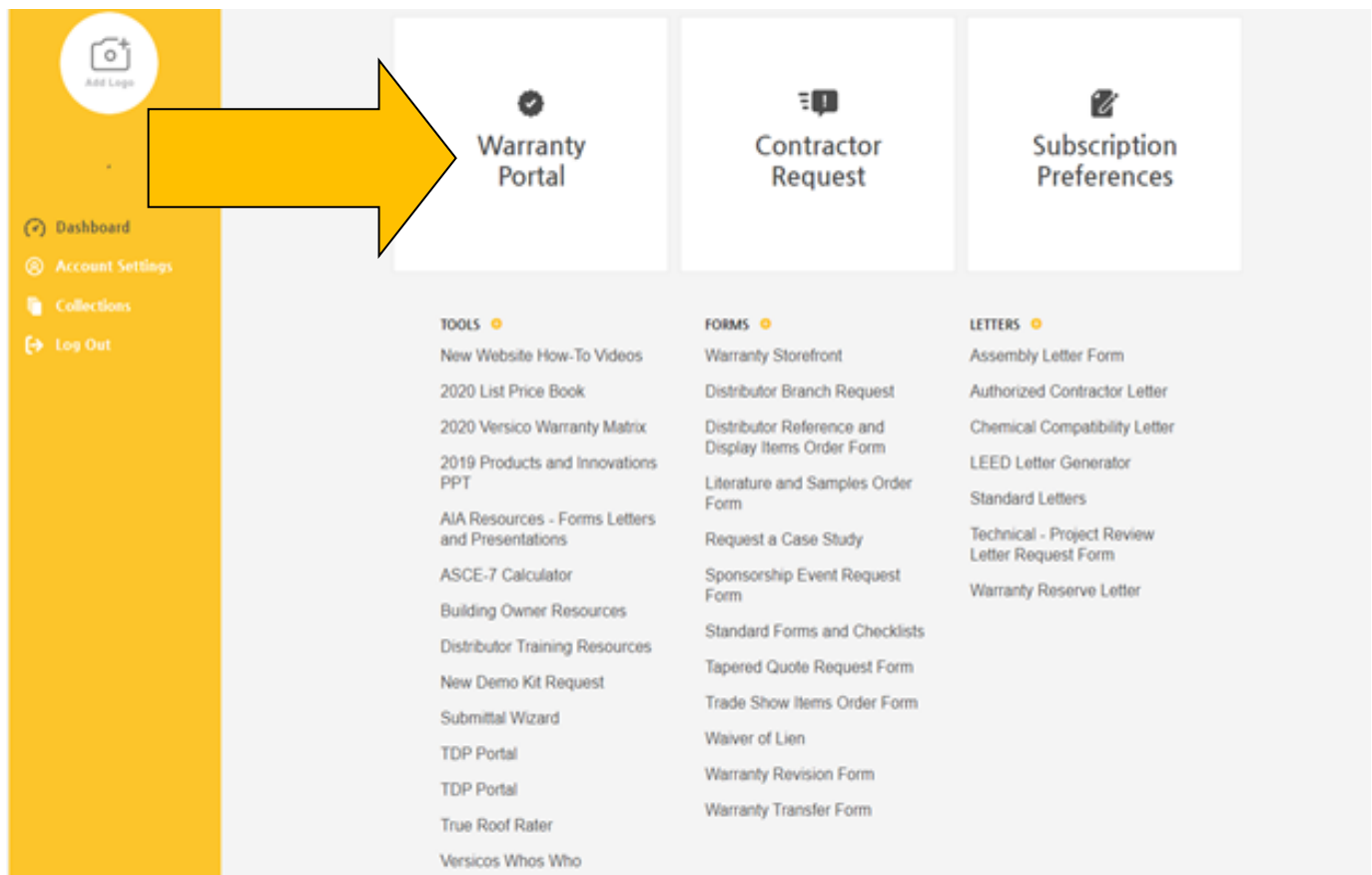
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General Information

- When filling out a form, use the **tab key** to move from field to field.
- Sorting records in filter box can be done by:
 - Click once on any field heading for ascending order
 - Click twice any field heading for descending order

Accessing Job Approval (Copy A) Applications

From Versico's home page (www.versico.com) enter your login information and click on go. Links for the Online Warranty forms can be found on your personal Dashboard after you log into the site. Click on "Warranty Portal" to access appropriate forms.



From this page, you can:

- 1) List Job Approval (Copy-A) Forms that have not yet been completed or submitted
- 2) Add a New Project
- 3) Edit a Project
- 4) Submit a Project

VERSICO
ROOFING SYSTEMS

[Return to Main Menu](#)

Job List

Filter Conditions

Search Terms

Roofer Name

Job Number

Job Name

[Search](#)

*** Use the search option above to find jobs not currently displayed below ***

Job List - Open Jobs					
Job Number ▲	Name	Address	City	State	Zip Code
There are currently no matching records in the system.					
Page : 1 of 0					

[Add New Job](#)

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1) To list your Job Approval (Copy-A) that have not been completed or submitted, do one of the following:

- Click the search button.
This will list all outstanding projects
- Search by Job Number
 - Do not use dashes or spaces
 - Click the search button
- Job Name Search
 - You can type all or part of the job name
 - Use all capital letters
 - Click the search button
- The Job List results from your search
 - Sorting you list of projects
 - Click once on any field heading for ascending order
 - Click twice for descending order

Job List

Filter Conditions

Search Terms

Roofer Name	PERRY ROOFING COMPANY INC <input type="button" value="v"/>
Job Number	<input type="text"/>
Job Name	<input type="text"/>
<input type="button" value="Search"/>	

*** Use the search option above to find jobs not currently displayed below ***

Job List - Open Jobs							
Job Number ▲	Name	Address	City	State	Zip Code		
1007442	TEST	TEST	CARLISLE	PA	17013	<input type="button" value="Edit Job"/>	<input type="button" value="View Job"/>
						<input type="button" value="Submit Job"/>	
<input type="button" value="Previous"/> <input type="button" value="Next"/>							Page : 1 of 1

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ROOFING SYSTEMS

Return to Main Menu

Job List

Filter Conditions

Search Terms

Roofer Name: PERRY ROOFING COMPANY INC

Job Number:

Job Name:

Search

*** Use the search option above to find jobs not currently displayed below ***

Job List - Open Jobs

Job Number ▲	Name	Address	City	State	Zip Code
There are currently no matching records in the system.					

Page : 1 of 0

Add New Job

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2) Adding a New Job Approval Request (Copy A):

- Click on the 'Add New Job Button' within the “Job Approval Request (Copy-A)” section
- Complete the form with all appropriate information that applies to your project.
- Use the tab key to move from field to field.
- Several fields are required, they are shaded in blue:

Job Information

- Job Name
- Address
- City/State & Zip
- County
- Country

Owner Information

- Name
- Address
- City/State & Zip
- Country

Other Job Approval Request Information

- Is this job already completed?
- Wind Speed – defaults to 55 mph
- Submit Drawing(s) Via

VERSICO ROOFING SYSTEMS

Back Return to Main Menu

Copy-A Add (NEW)

Copy-A Header
 Roofer: City: State:

Job Address
 Job Name:
 Address: City: State: Zip: Country:

Owner Address
 Name:
 Address: Country:
 City: Telephone:
 State: Fax:
 Zip: Contact: Email:

Specifier Address
 Name:
 Address: Country:
 City: Telephone:
 State: Fax:
 Zip: Contact: Email:

General Contractor
 Name:
 Address: Country:
 City: Telephone:
 State: Fax:
 Zip: Contact: Email:

Property Manager
 Name:
 Address: Country:
 City: Telephone:
 State: Fax:
 Zip: Contact: Email:

Other Copy-A Information
 Portable Ladder Required ☐ Is this job already completed?
 Security Clearance Required ☐
 Manhattan Borough Job ☐
 Wind Speed: System Warranty Type: Term:
 Sp Warranty Instr: Material Warranty Type: Term:

Warranty Option
 + * Click on the '+' to add a row to the table

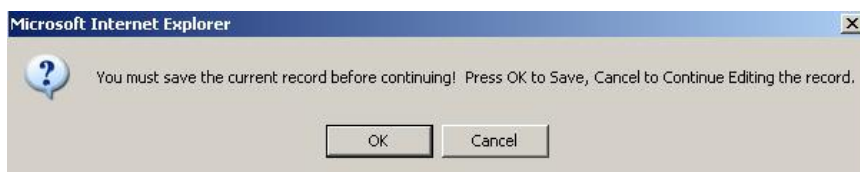
Copy-A Options
 Add Job Design
 Submit Drawing(s) Via:

Copy-A Options

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Once all required fields are completed, you do the following:

- **Save Job:** Save this page and return to it later.
- **Cancel :** to either edit this page or delete it.
- **Continue with Design Information:** when adding a design or designs from this page you will receive the following prompt. Press OK to add the design.



Adding a New Design:

On the design screen click on the ok button to add your designs.



Design screen:

The follow fields are required on the design screen:

- | | | | |
|----------------|------------------|-------------|--------------|
| • Product Type | Deck Type | Sq. Feet | Max. Height |
| Roof Slope | Number of levels | Sheet Width | System Type |
| Membrane Type | Roof Status | Use of Roof | Building Use |

Important Note:

- **Do not use commas in any field requiring a number (Square Feet, Number of Roof Levels, Membrane Sheet Width, Roof Height)**
- **Do not use the ' or " characters to indicate feet or inches in the Maximum Height, Roof Slope , Membrane Sheet Width fields.**

 Back



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Job Design Maintenance (NEW)

Job Detail
Design Number Of

Job Name
Roofer Name
City State
Product Type
Deck Type
Thickness
If Deck is Light Weight Concrete, Indicate Deck Beneath

Design Detail One

Square Feet
System Type
Membrane Type
Color
Membrane Adhesive

Maximum Height
Roof Slope Fraction /
No of Levels
Top Covering
Paver Brand
Dimensions
Membrane Sheet Width

Memb. Fastener	Type	Brand	Length
+ * Click on the '+' to add a row to the table			

Membrane Fastening
Plates/Bar
Spacing

Insulation	Type	Brand	Thickness
+ * Click on the '+' to add a row to the table			

Roof Details
Roof Status
Ex. Roof Memb. Type
Single-Ply Total Thickness
Use Of Roof

Insul. Fastener	Type	Brand	Length
+ * Click on the '+' to add a row to the table			

Building Use
Building Use
Control Env.? ☐ High Humidity? ☐
Seam Tech
Versico Metal Work Used? ☐

Comments
Special
Conditions

Job Design Options
[Save Design & Return to Copy-A](#)

[Save Design & Add Another Design](#)

[Cancel & Return to Copy-A](#)

 Powered By: 

To add Membrane fasteners, Insulation and Insulation fasteners click on the (+) icon in the upper left corner of each section.

Memb. Fastener	Type	Brand	Length
+ * Click on the '+' to add a row to the table			
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Insulation	Type	Brand	Thickness
+ * Click on the '+' to add a row to the table			

Insul. Fastener	Type	Brand	Length
+ * Click on the '+' to add a row to the table			

Select the Manufacturer from the drop down list.

- Complete all fields (Manufacturer, Type, Brand and Thickness)
- To delete an entry, check the box at the left of the item you want to delete. The line will turn red.

Memb. Fastener	Type	Brand	Length
+ * Click on the '+' to add a row to the table			

Insulation	Type	Brand	Thickness
<input type="checkbox"/>			
<input type="checkbox"/>	CARLISLE		
<input type="checkbox"/>	VERSICO		
<input type="checkbox"/>	HUNTER		
<input type="checkbox"/>	MANVILLE		
<input type="checkbox"/>	ATLAS		
<input type="checkbox"/>	CELOTEX		
<input type="checkbox"/>	DOW		
<input type="checkbox"/>	PLYMOUTH FOAM, INC.		
<input type="checkbox"/>	GEORGIA PACIFIC		
<input type="checkbox"/>	DIVERSIFOAM		
<input type="checkbox"/>	IOWA EPS		

Type	Brand	Length
+ * Click on the '+' to add a row to the table		

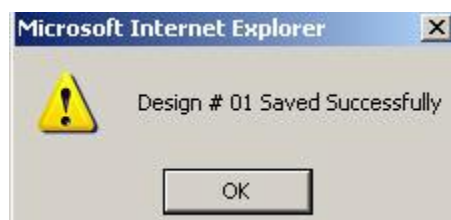
Membrane Fastening
Plates/Bar
Spacing

Roof Details
Roof Status
Ex. Roof Memb. Type
Single-Ply
Total Thickness
Use Of Roof

Once you have completed all design information, you need to select one of the following options at the bottom of the screen.

Job Design Options
<input type="button" value="Save Design"/> <input type="button" value="Cancel"/> <input type="button" value="Delete"/>

Select Save Design, then select OK.



3) Edit a Project:

Users may only edit projects that have not yet been submitted. To enter a correction on a submitted job, see the section on Posting a Correction

Select the Edit job Button

Make your correction and click on the save job button.

Back

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VERSICO
ROOFING SYSTEMS

Copy-A Add (EDIT)

Copy-A Header

Roofer: PERRY ROOFING COMPANY INC City: SPRINGFIELD State: TN

Job Status: NOT SUBMITTED Submit Job * THIS JOB HAS NOT BEEN SUBMITTED!!! Click 'Submit Job' to submit this job.

Job Address

Job Name: TEST

Address: TEST City: CARLISLE Zip: 17013 Country: USA

State: PA County: CUMBERLAND

Owner Address

Name: TEST

Address: TEST Country: USA

City: CARLISLE Telephone: Fax:

State: PA Contact: Zip: 17013 Email:

Specifier Address

Name:

Address: Country: USA

City: Telephone: Fax:

State: Contact: Zip: Email:

General Contractor

Name:

Address: Country: USA

City: Telephone: Fax:

State: Contact: Zip: Email:

Property Manager

Name:

Address: Country: USA

City: Telephone: Fax:

State: Contact: Zip: Email:

Other Copy-A Information

Portable Ladder Required ☐ Is this job already completed? NO

Security Clearance Required ☐

Manhattan Borough Job ☐

System Warranty Type Term

Wind Speed 55 Material Warranty Type MATERIAL WARRANT Term 30

Sp Warranty Instr

Copy-A Options

Save Job Cancel Delete

Warranty Option

+ * Click on the '+' to add a row to the table

Copy-A Options

Add Job Design Upload Drawing(s)

Submit Drawing(s) Via MAIL OR FAX

Job Designs

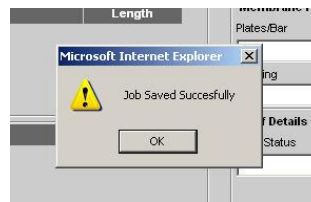
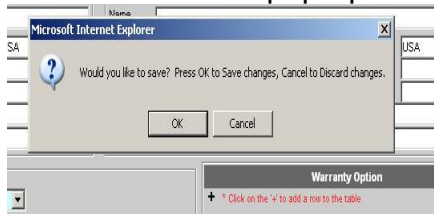
Design Number	System Type	Membrane Type	Project Size
01			0

* Click on a 'Design Number' to edit that design

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If you need to edit Design information for this project, click on the design number at the bottom left of the screen.

Select OK to both pop-ups



Make the necessary changes to the design section.
When finished, click on Save Design.



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Job Design Maintenance (NEW)

[Back](#)

Job Detail

Design Number 02 Of 02

Job Name

TEST

Roofing Name

PERRY ROOFING COMPANY INC

City

SPRINGFIELD

State

TN

Product Type

VERSIGARD

Deck Type

STEEL

Thickness

0.0

If Deck is Light Weight Concrete, Indicate Deck Beneath

Design Detail One

Square Feet

25000

Maximum Height

50

Roof Slope Fraction

0 1 / 4

No of Levels

1

Membrane Sheet Width

10

System Type

ADHERED

Membrane Type

.045 VERSIGARD

Color

Membrane Adhesive

VERSIGARD G 200 SA SUBSTRATE ADHESIVE

Top Covering

Paver Brand

Dimensions

Memb. Fastener	Type	Brand	Length
+ * Click on the '+' to add a row to the table			
<input type="checkbox"/> VERSICO	STEEL/WOOD	HPV	

Insulation	Type	Brand	Thickness
+ * Click on the '+' to add a row to the table			
<input type="checkbox"/> VERSICO	POLYISOCYANURATE	POLYISOCYANURATE MP-H	3.5

Insul. Fastener	Type	Brand	Length
+ * Click on the '+' to add a row to the table			
<input type="checkbox"/>			

Membrane Fastening

Plates/Bar

Spacing

Roof Details

Roof Status

NEW CONSTRUCTION

Ex. Roof Memb. Type

Single-Ply

Total Thickness

Use Of Roof

Building Use

Building Use

Control Env.?

☐

High Humidity?

☐

Seam Tech

Versico Metal Work Used?

☐

Comments

Special

Conditions

Job Design Options

Save Design & Return to Copy-A

Save Design & Add Another Design

Cancel & Return to Copy-A

Powered By: 

4) Submit a Project:

You can submit your project from the Job Approval Request or submit it later from the Job Approval Request list.

Select Submit Job from top of the Job Approval Request page.

Copy-A Header


Roofers: PERRY ROOFING COMPANY INC City: SPRINGFIELD State: TN

Job Status: NOT SUBMITTED [Submit Job](#) * THIS JOB HAS NOT BEEN SUBMITTED!!! Click 'Submit Job' to submit this job.

Job Address:

- If you have forgotten a required field or indicated you would attach a drawing(s) you will be prompted to correct the issue prior to submitting your Job Approval Request.
- Email Confirmations will be sent after submitting a new project.

Or, submit it later from the Job Approval Request list.

 [Return to Main Menu](#)

Job List

Filter Conditions

Search Terms

Roofers Name: PERRY ROOFING COMPANY INC

Job Number:

Job Name:

[Search](#)


*** Use the search option above to find jobs not currently displayed below ***

Job List - Open Jobs

Job Number ▲	Name	Address	City	State	Zip Code			
1007442	TEST	TEST	CARLISLE	PA	17013	Edit Job	View Job	Submit Job

[Add New Job](#)

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Inspection & Warranty Request: Job Completion (Copy-B)

Select Job Completion (Copy B) from the menu.

To list your Inspection & Warranty Requests that have not been submitted, do the one following:

- Click the search button.
This will list all outstanding projects
- Search by Job Number
Enter the Job number. Ex. 1007442
Click the search button
- Job Name Search
You can type part of the project name
Use all capital letters
Click the search button

Enter the Job Start Date and/or the Job Completion Date and click on the Submit Copy-B button.

Email Confirmations will be sent after submitting a new project.

The screenshot shows the 'Copy-B Completion' page of the VERSICO ROOFING SYSTEMS web application. At the top, there is a logo for VERSICO ROOFING SYSTEMS and a 'Return to Main Menu' button. Below the logo, the page title 'Copy-B Completion' is displayed. A search filter box is present, containing fields for 'Roofing Name' (with a dropdown menu showing 'TECHNICAL ROOFING SYSTEMS INC'), 'Job Number', and 'Job Name', along with a 'Search' button. Below the search box, a message states: '*** Use the search option above to find jobs not currently displayed below ***'. A table titled 'Copy-B Completion - Open Jobs' is shown, with columns for Job Number, Name, Address, City, State, Zip Code, Job Start Date, and Job Completion Date. The table contains one row with the following data: Job Number 037674, Name TWA SHUTTLE DOCK EXTENSION, Address DULLES INTERNATIONAL AIRPORT, City HERNDON, State VA, and empty fields for Job Start Date and Job Completion Date. A 'Submit Copy-B' button is located to the right of the table. At the bottom of the page, there is a footer area with the text 'Powered By: XLNT Software Solutions' and a small logo.

Job Number ▲	Name	Address	City	State	Zip Code	Job Start Date	Job Completion Date
037674	TWA SHUTTLE DOCK EXTENSION	DULLES INTERNATIONAL AIRPORT	HERNDON	VA			

Drawing File Upload:

Select Job Approval Request Drawing Upload from the menu.

To list your projects which you can upload drawings, do one of the following.

- Click the search button.
- Search by Job Number
Enter the Job number. Ex. 1007442
Click the search button
- Job Name Search
You can type part of the project name
Use all capital letters
Click the search button

VERSICO
ROOFING SYSTEMS

Return to Main Menu

Drawing Upload

Filter Conditions

Search Terms

Roofer Name: PERRY ROOFING COMPANY INC

Job Number:

Job Name:

Search

*** Use the search option above to find jobs not currently displayed below ***

Drawing Upload - Open Jobs

Job Number ▲	Name	Address	City	State	Zip Code	# of Uploads	File to Upload			
1007442	TEST	TEST	CARLISLE	PA	17013	1	<input type="text"/> Browse...	Upload Drawing	View Job	View Uploads

Page : 1 of 1

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Select Browse for the project requiring a drawing file, this will display a window of your local system. From this window select the drawing file.
Select Upload Drawing button.

Drawing File Download

This is used when you would like to retrieve a drawing that you have previously uploaded for a project.

Select Job Approval Request Drawing Download from the menu.

To list your projects with drawings attached, do one of the following.

- Click the search button.
- Search by Job Number
Example: 1007442
Click the search button
- Job Name Search
You can type part of the project name
Use all capital letters
Click the search button

The screenshot shows a web application interface for 'VERSICO ROOFING SYSTEMS'. At the top, there is a logo and a 'Return to Main Menu' button. Below the logo, the title 'Drawing Download' is displayed. A search form is present with the following fields: 'Filter Conditions' (a dropdown menu), 'Search Terms' (a text input field), 'Roofer Name' (a dropdown menu with 'PERRY ROOFING COMPANY INC' selected), 'Job Number' (a text input field), and 'Job Name' (a text input field). A 'Search' button is located below the input fields. Below the search form, a message states: '*** Use the search option above to find jobs not currently displayed below ***'. Below this message is a table titled 'Drawing Download - Open Jobs'. The table has columns: 'Job Number ▲', 'Name', 'Address', 'City', 'State', 'Zip Code', 'Drawing Recv Date', and 'Drawing FileName'. The table is currently empty, and a message below it states: 'There are currently no matching records in the system.' The page number 'Page : 1 of 0' is displayed at the bottom right of the table. At the bottom of the page, there is a footer that says 'Powered By: XLNT Software Solutions' with a logo.

Job Number ▲	Name	Address	City	State	Zip Code	Drawing Recv Date	Drawing FileName
There are currently no matching records in the system.							

Select Download Drawing button. Your options are:

- Open – must have the appropriate drawing program
- Save
- Cancel


You can do one of the following from this screen:

- View Job
- Post a Correction
- Print Job

Select All Jobs from the menu.

To list your projects, do one of the following:

- Click the search button.
This will list all projects except those not submitted on the Job Approval Request add screen
- Search by Job Number - to return a specific job
Enter the Job number. Ex. 1007442
Click the search button
- Job Name Search – to return a list of matching jobs
You can type part of the project name
Use all capital letters
Click the search button



[Return to Main Menu](#)

All Jobs List

Filter Conditions

Search Terms


Roofer Name	<input type="text" value="PERRY ROOFING COMPANY INC"/>
Job Number	<input type="text"/>
Job Name	<input type="text"/>
Submit Date	<input checked="" type="radio"/> On <input type="text"/> <input type="button" value="Calendar"/> <input type="radio"/> Between <input type="text"/> <input type="button" value="Calendar"/> and <input type="text"/> <input type="button" value="Calendar"/>
Job Status	<input type="text"/>

***** Use the search option above to find jobs not currently displayed below *****

All Jobs List - Open Jobs

Job Number ▲	Name	Address	City	State	Zip Code	Submit Date	Status				
1007442	TEST	TEST	CARLISLE	PA	17013	01/05/2007	Hold	<input type="button" value="View Status"/>	<input type="button" value="View Job"/>	<input type="button" value="Post a Correction"/>	<input type="button" value="Print Job"/>

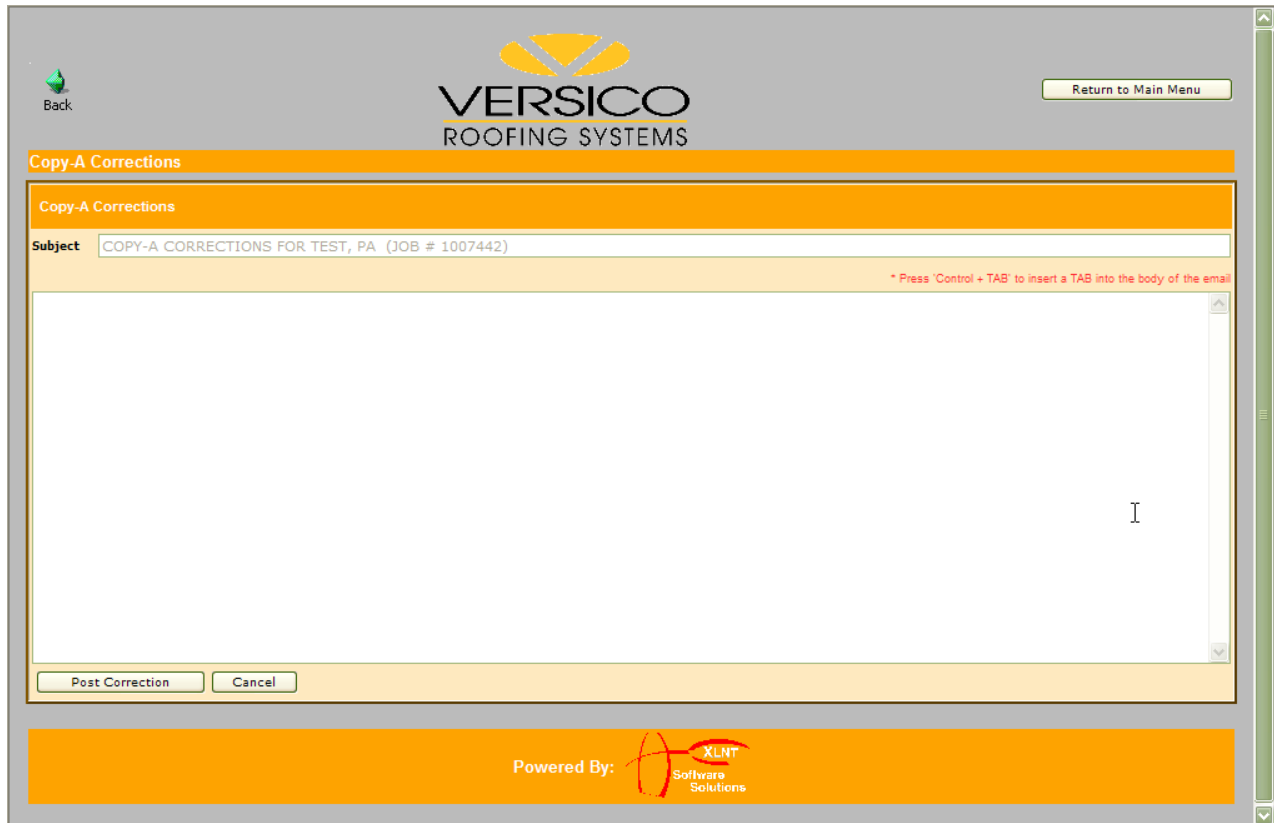
Page : 1 of 1

Powered By: 

Posting a Correction:

If you have submitted a project and need to make a change, you will use this area to inform Versico of the items requiring attention.

Type the information in the text box and select Post Correction.



The screenshot shows a web application interface for Versico Roofing Systems. At the top, there is a header bar with the company logo, a 'Back' button, and a 'Return to Main Menu' button. Below the header, the main content area is titled 'Copy-A Corrections'. It features a 'Subject' field with the text 'COPY-A CORRECTIONS FOR TEST, PA (JOB # 1007442)'. To the right of the subject field, a red note states: '* Press 'Control + TAB' to insert a TAB into the body of the email'. Below the subject field is a large, empty text area for entering the correction details. At the bottom of the text area are two buttons: 'Post Correction' and 'Cancel'. The footer of the page is orange and contains the text 'Powered By:' followed by the 'XLNT Software Solutions' logo.

Printing a Job:

From the All Jobs menu, select the Print Job button.

VERSICO ROOFING SYSTEMS

Return to Main Menu

All Jobs List

Filter Conditions

Search Terms

Roofer Name: PERRY ROOFING COMPANY INC

Job Number:

Job Name:

Submit Date: ☒ On ☐ Between and

Job Status:

Search

*** Use the search option above to find jobs not currently displayed below ***

All Jobs List - Open Jobs

Job Number ▲	Name	Address	City	State	Zip Code	Submit Date	Status	View Status	View Job	Post a Correction	Print Job
1007442	TEST	TEST	CARLISLE	PA	17013	01/05/2007	Hold				

Page : 1 of 1

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From the pop-up window, select the format you would like to use for your report.

Note: You must have this application on your local computer.

Select Get Report and then select Open, Save or Cancel

VERSICO ROOFING SYSTEMS

Return to Main Menu

All Jobs List

Filter Conditions

Search Terms

Roofer Name: PERRY ROOFING COMPANY INC

Job Number:

Job Name:

Submit Date: ☒ On ☐ Between and

Job Status:

Search

*** Use the search option above to find jobs not currently displayed below ***

All Jobs List - Open Jobs

Job Number ▲	Name	Address	City	State	Zip Code	Submit Date	Status	View Status	View Job	Post a Correction	Print Job
1007442	TEST	TEST	CARLISLE	PA	17013	01/05/2007	Hold				

Page : 1 of 1

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TRex XWeb 08.00

Please choose a report format

☒ Adobe PDF

☐ Microsoft Excel

☐ Rich Text Format (RTF)

☐ Microsoft Word

Get Report

Contact Information:

**Versico Roofing Systems
PO Box 1289
Carlisle, PA 17013
1-800-992-7663**

Technical & Warranty Services Department

1-800-992-7663, Option 1