

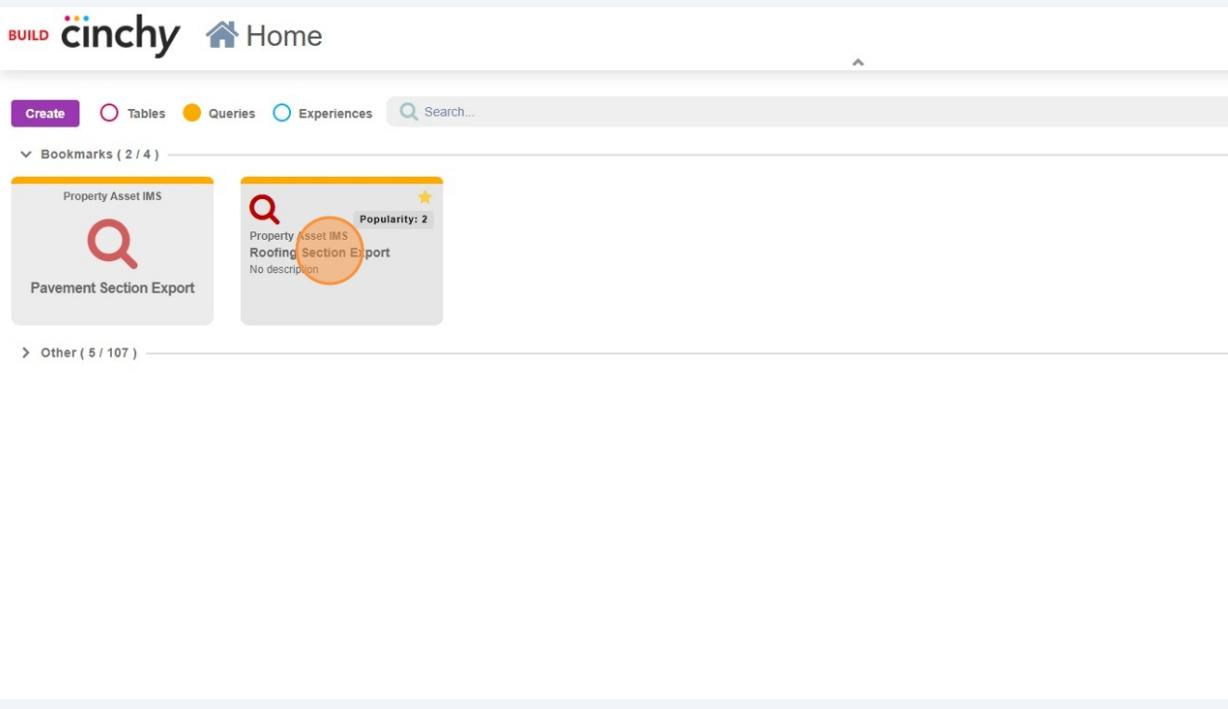
Guide - Updating Roofing Section Historical Table

Brookfield Properties

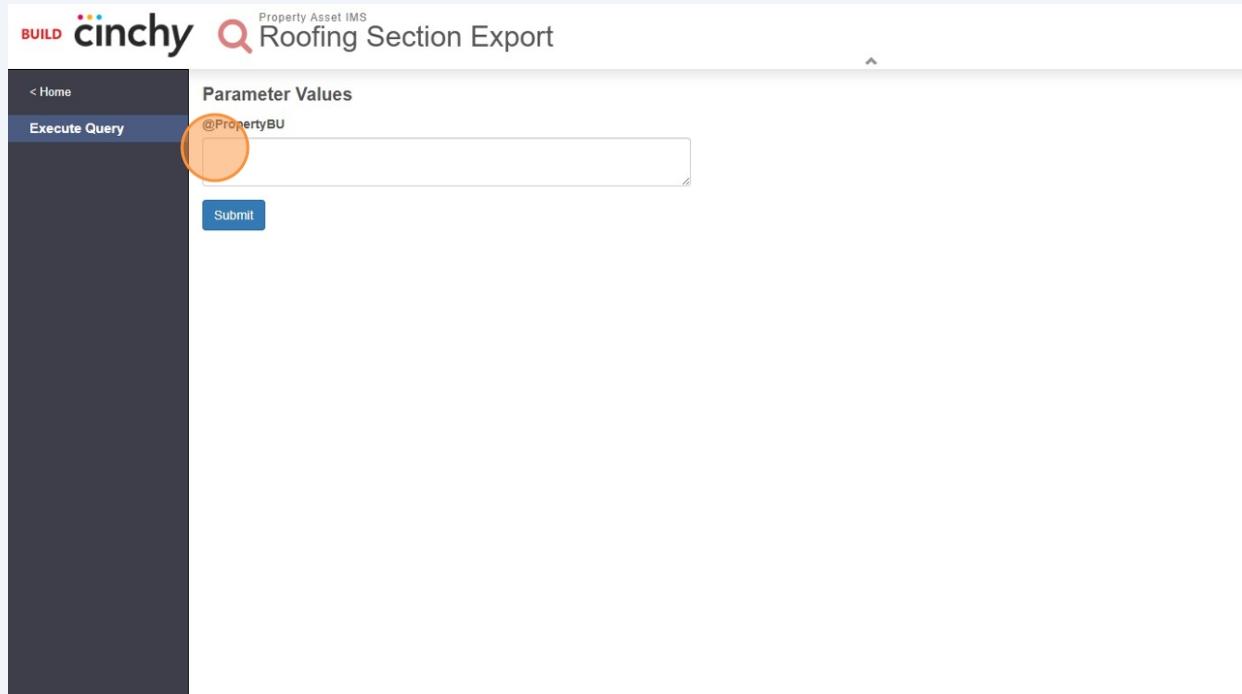
This guide offers a step-by-step process to efficiently update the Roofing Section Historical Table using Excel and Cinchy. By following this guide, users can maintain organized records, streamline data validation, and protect sensitive information, ensuring accuracy in roofing management.

1

Navigate to [Cinchy](#) and click on the "Roofing Section Export" query. (Can use the search bar if you do not see it).

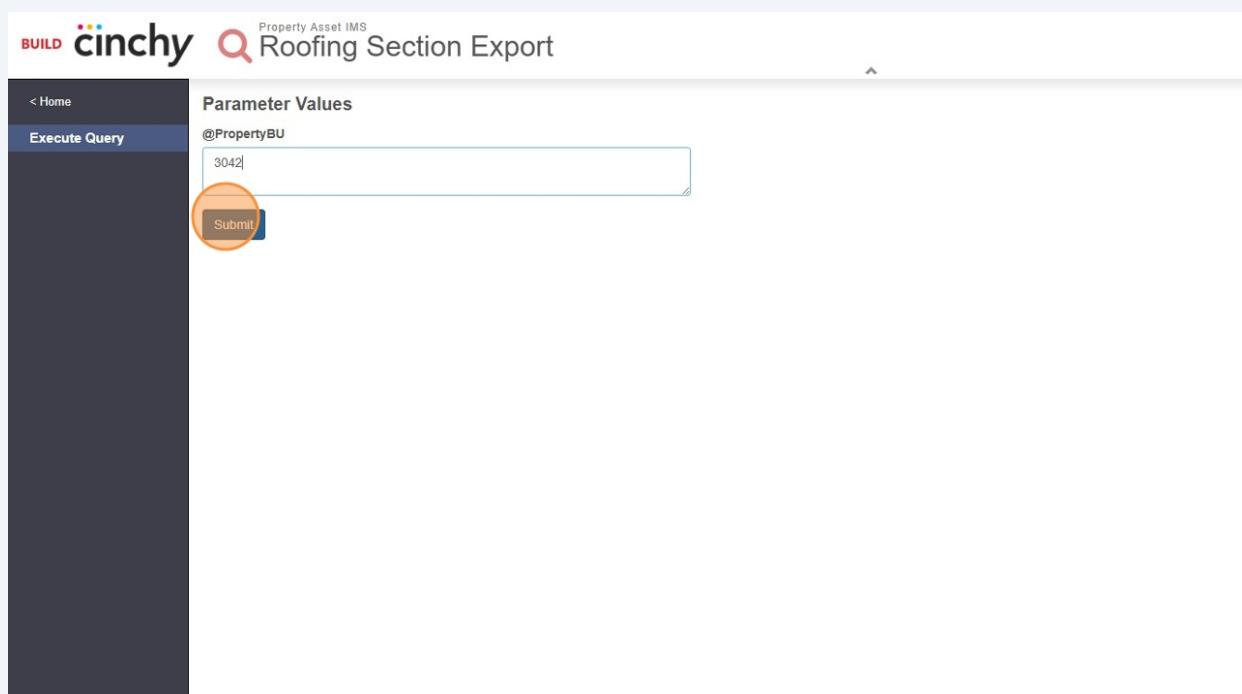


- 2 Click on the "@PropertyBU" box and enter the BU number for the property you are looking for.



The screenshot shows the "Parameter Values" section of the Cinchy Roofing Section Export tool. On the left, there's a sidebar with "Execute Query" highlighted. The main area has a heading "Parameter Values" and a label "@PropertyBU" followed by an input field containing a placeholder. A blue "Submit" button is at the bottom. An orange circle highlights the input field for step 2.

- 3 Click "Submit".



The screenshot shows the same "Parameter Values" section as before, but now the input field contains the value "3042". The blue "Submit" button is highlighted with an orange circle for step 3.

4

Click "Export".

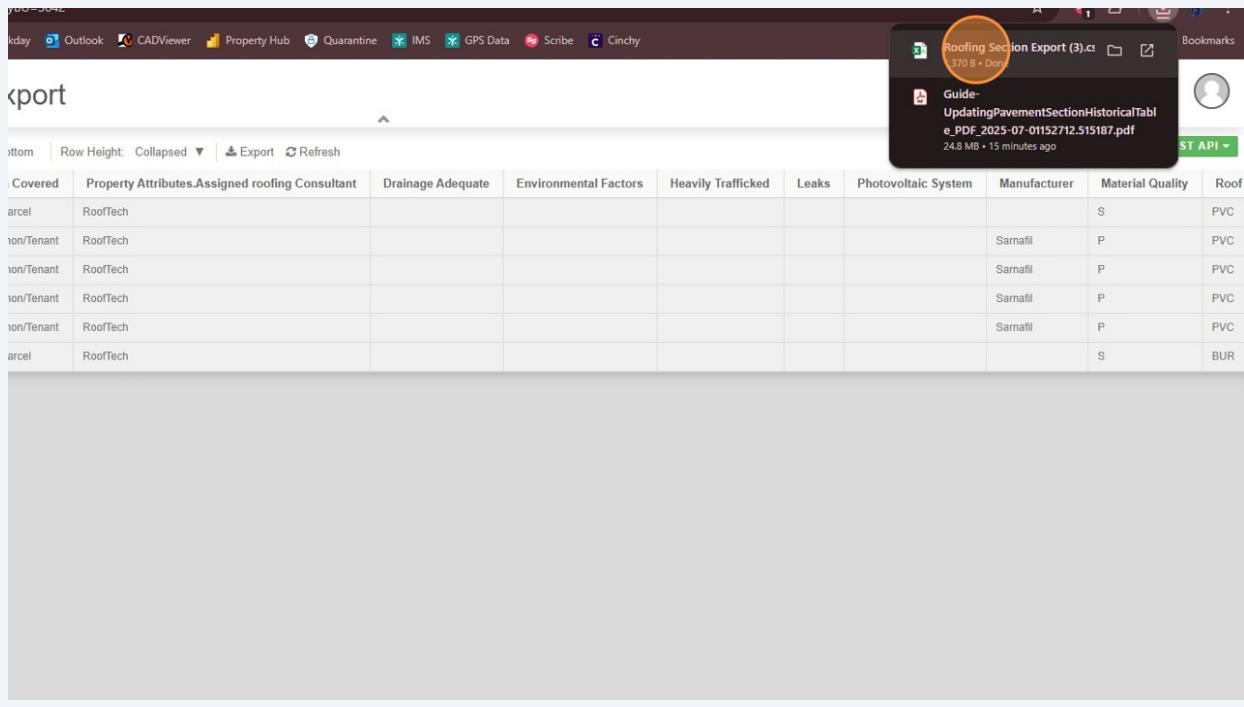
	Property Attributes	Section	Area Covered	Property Attributes.Assigned roofing Consultant	Drainage Adequate	Environmental Factors	Heavily Trafficked	Leaks	F
1	Visalia Mall - CA, US (3042)	Vacant	Out-Parcel	RoofTech					
2	Visalia Mall - CA, US (3042)	Section 4	Common/Tenant	RoofTech					
3	Visalia Mall - CA, US (3042)	Section 3	Common/Tenant	RoofTech					
4	Visalia Mall - CA, US (3042)	Section 2	Common/Tenant	RoofTech					
5	Visalia Mall - CA, US (3042)	Section 1	Common/Tenant	RoofTech					
6	Visalia Mall - CA, US (3042)	Pad 101	Out-Parcel	RoofTech					

5

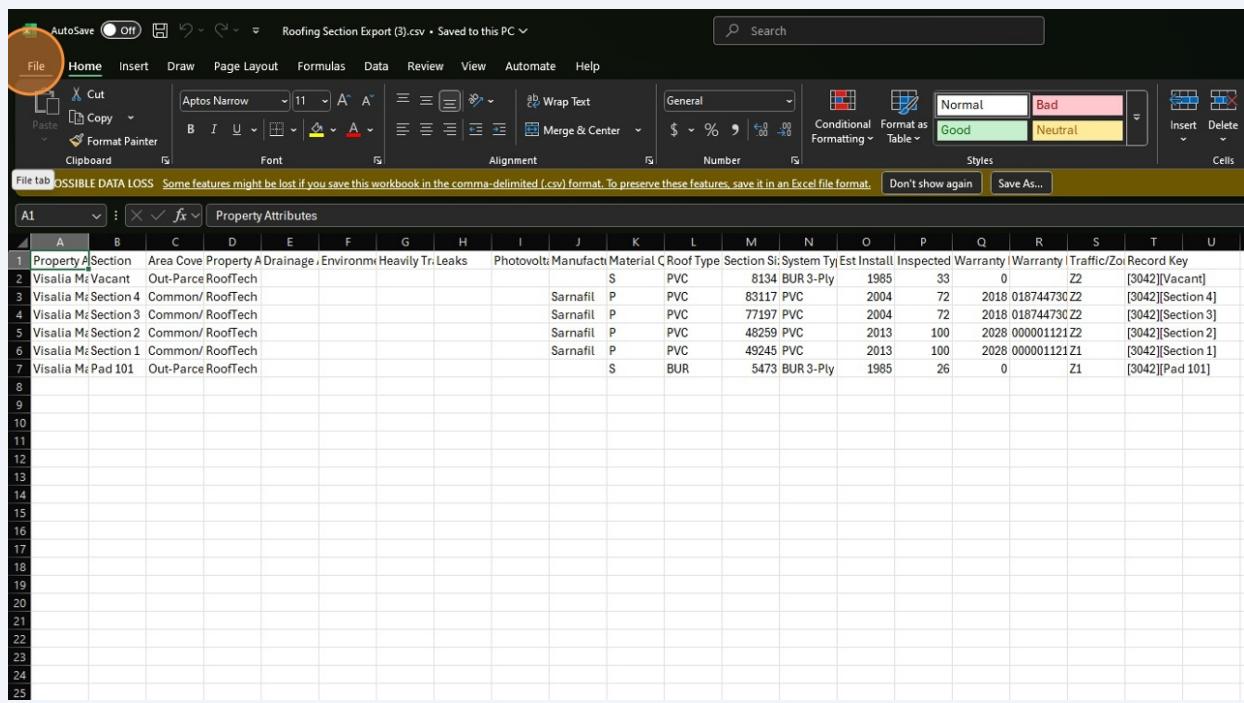
Click "CSV".

	Property Attributes	Section	Area Covered	Property Attributes.Assigned roofing Consultant	Drainage Adequate	Environmental Factors	Heavily Trafficked	Leaks	Photo
1	Visalia Mall - CA, US (3042)	Vacant	Out-Parcel	RoofTech					
2	Visalia Mall - CA, US (3042)	Section 4	Common/Tenant	RoofTech					
3	Visalia Mall - CA, US (3042)	Section 3	Common/Tenant	RoofTech					
4	Visalia Mall - CA, US (3042)	Section 2	Common/Tenant	RoofTech					
5	Visalia Mall - CA, US (3042)	Section 1	Common/Tenant	RoofTech					
6	Visalia Mall - CA, US (3042)	Pad 101	Out-Parcel	RoofTech					

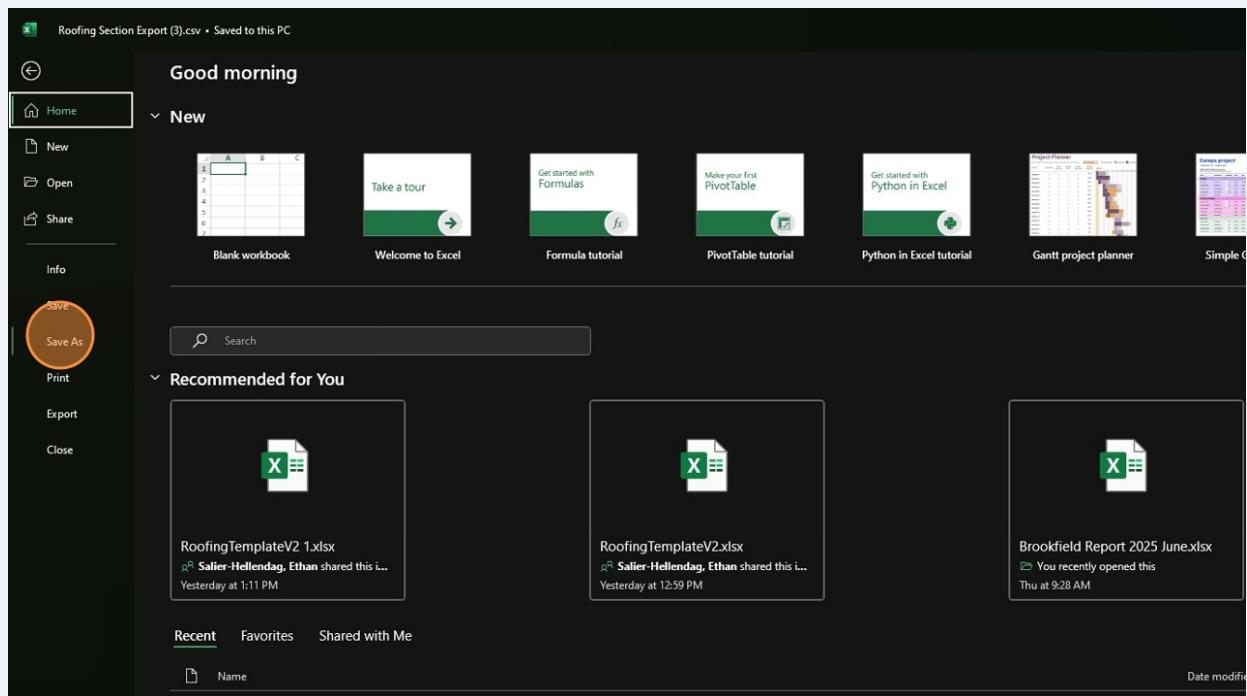
6 Open the .csv file in Excel.



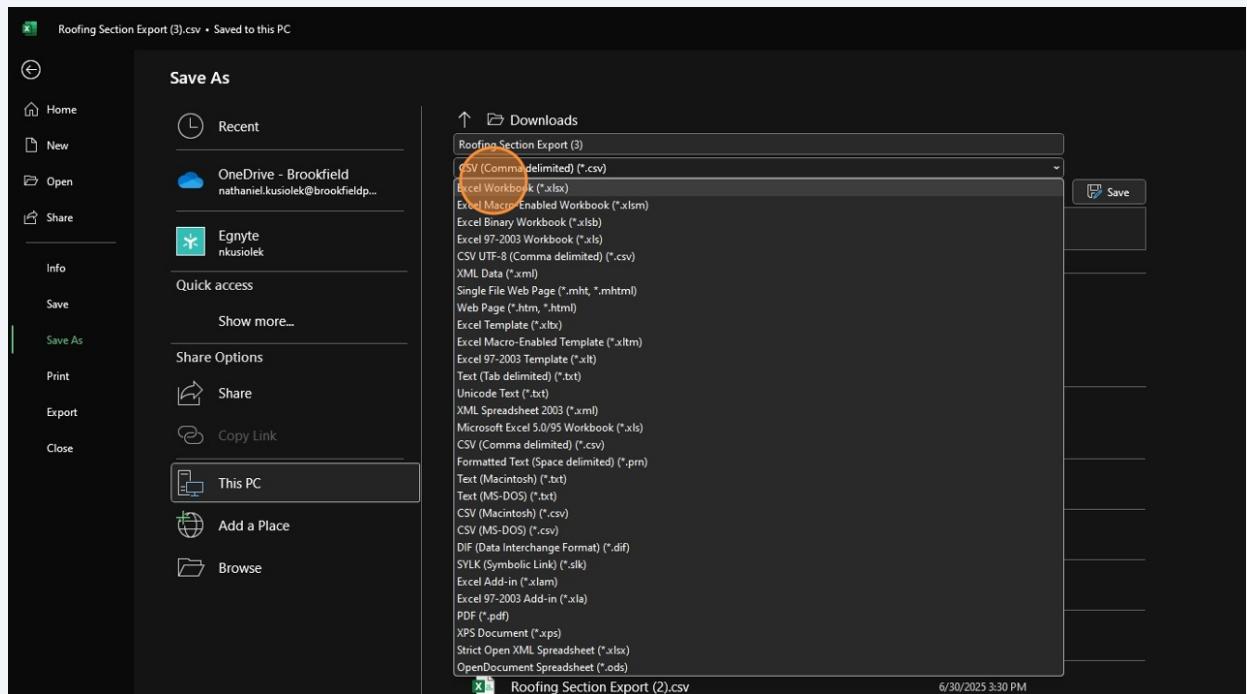
7 Click "File".



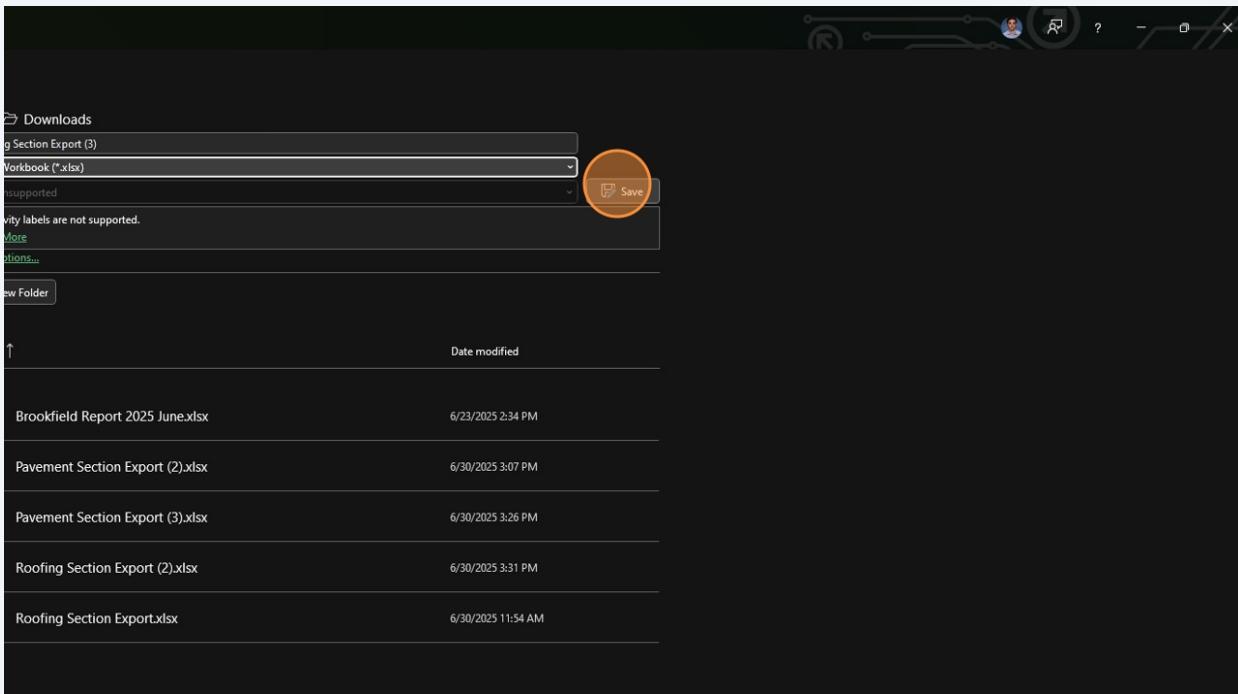
8 Click "Save As".



9 Save the file as an Excel Workbook (*.xlsx).



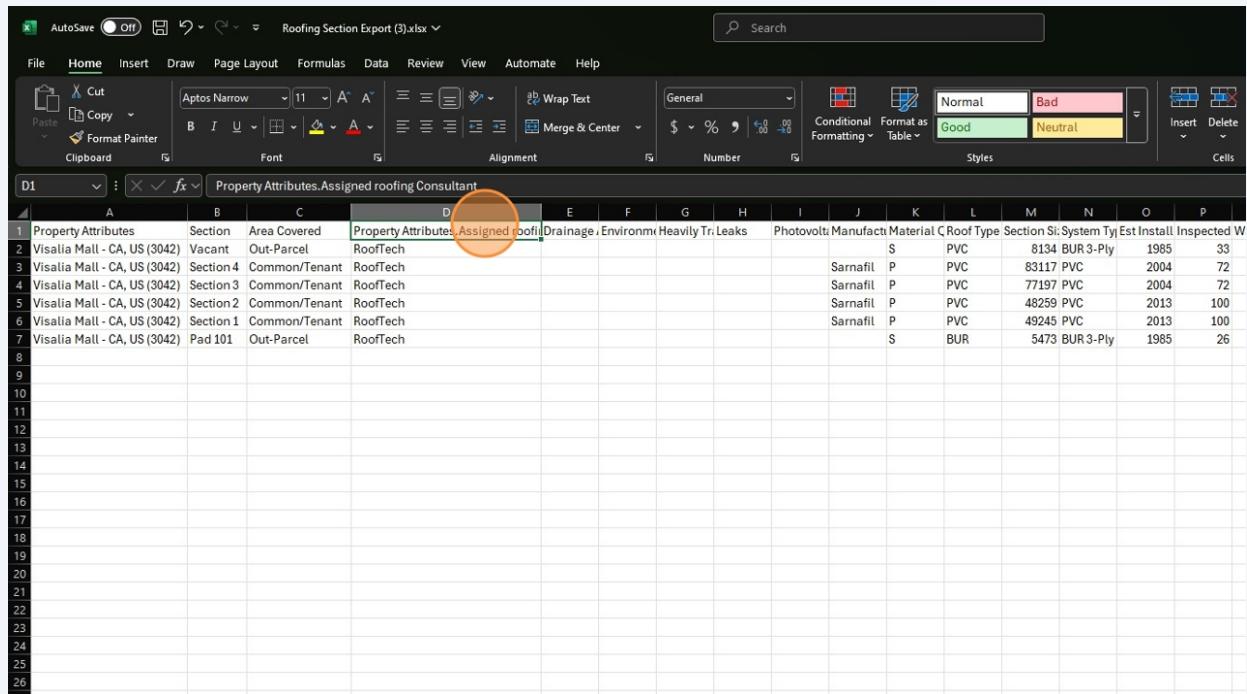
10 Click "Save".



11 Increase the size of the columns so they can be easily read.

12

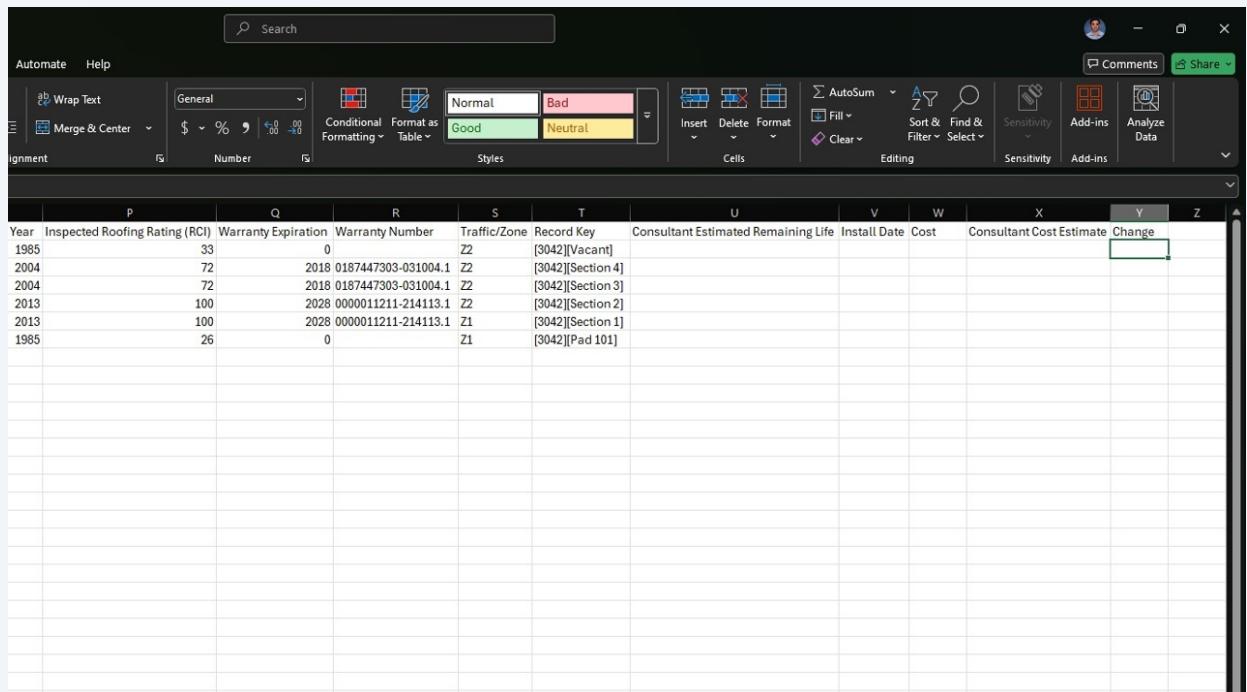
Rename the "Property Attributes.Assigned roofing Consultant" box to "Assigned Roofing Consultant".



A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P		
1	Property Attributes	Section	Area Covered	Property Attributes	Assigned roofing Consultant	Drainage	Environment	Heavily Tr.	Leaks	Photovoltaic	Manufacturing	Material	Roof Type	Section	System Type	Est Install	Inspected W
2	Visalia Mall - CA, US (3042)	Vacant	Out-Parcel	RoofTech						Sarnafil	P	PVC	8134 BUR 3-Ply	1985	33		
3	Visalia Mall - CA, US (3042)	Section 4	Common/Tenant	RoofTech						Sarnafil	P	PVC	83117 PVC	2004	72		
4	Visalia Mall - CA, US (3042)	Section 3	Common/Tenant	RoofTech						Sarnafil	P	PVC	77197 PVC	2004	72		
5	Visalia Mall - CA, US (3042)	Section 2	Common/Tenant	RoofTech						Sarnafil	P	PVC	48259 PVC	2013	100		
6	Visalia Mall - CA, US (3042)	Section 1	Common/Tenant	RoofTech						Sarnafil	P	PVC	49245 PVC	2013	100		
7	Visalia Mall - CA, US (3042)	Pad 101	Out-Parcel	RoofTech						S	BUR	5473 BUR 3-Ply	1985	26			

13

Add 5 new columns on the right titled "Consultant Estimated Remaining Life", "Install Date", "Cost", "Consultant Cost Estimate", and "Change".



P	Q	R	S	T	U	V	W	X	Y	Z
Year	Inspected Roofing Rating (RCI)	Warranty Expiration	Warranty Number	Traffic/Zone	Record Key	Consultant Estimated Remaining Life	Install Date	Cost	Consultant Cost Estimate	Change
1985	33	0	22	[3042][Vacant]						
2004	72	2018 0187447303-031004.1	22	[3042][Section 4]						
2004	72	2018 0187447303-031004.1	22	[3042][Section 3]						
2013	100	2028 0000011211-214113.1	22	[3042][Section 2]						
2013	100	2028 0000011211-214113.1	Z1	[3042][Section 1]						
1985	26	0	Z1	[3042][Pad 101]						

14 Create a new sheet.

The screenshot shows a Microsoft Excel spreadsheet titled "Roofing Section Export (3)". The spreadsheet contains data from rows 5 to 7, columns A to Z. Row 5 lists "Jarnafil P PVC 48259 PVC 2013 100 2028 0000011211-214113.1 Z2 [3042][Section 2]". Row 6 lists "Jarnafil P PVC 49245 PVC 2013 100 2028 0000011211-214113.1 Z1 [3042][Section 1]". Row 7 lists "S BUR 5473 BUR 3-Ply 1985 26 0 Z1 [3042][Pad 101]". Below the data, there are rows 8 through 37, which are mostly blank. At the bottom of the window, the ribbon tabs are visible, along with the status bar showing "Ready", "Accessibility: Good to go", the date "7/7/2024", and the weather "77°F Sunny". The "New sheet" tab is highlighted with a red circle.

15 In the new sheet, create the following rows and columns with the labels in the picture below.

The screenshot shows a Microsoft Excel spreadsheet with a table structure. The table has columns labeled A through I and rows numbered 1 through 18. The data is as follows:

	A	B	C	D	E	F	G	H	I
1		Drainage Adequate	Environmental Factors	Heavily Trafficked	Leaks	Photovoltaic System	Roof type		
2	Change	Adequate	Extreme Temps Changes	Heavy Traffic	Many Active leaks	Yes		METAL	
3	Yes	Ponding	Extreme Winds, Rains, Hail	Little Traffic	No Leaks	No		BUR	
4	No		High UV / Salt Water	Moderate Traffic	Some Leaks			TPO	
5			None	No Traffic				Coat	
6								PVC	
7								EPDM	
8								Tile	
9								Mod-Bit	
10									
11									
12									
13									
14									
15									
16									
17									
18									

16 Return to the original sheet.

	Highway/Street	Traffic/Volume	Some Details	
5	None	No Traffic		Coat
6				PVC
7				EPDM
8				Tile
9				Mod-Bit
10				
11				
12				
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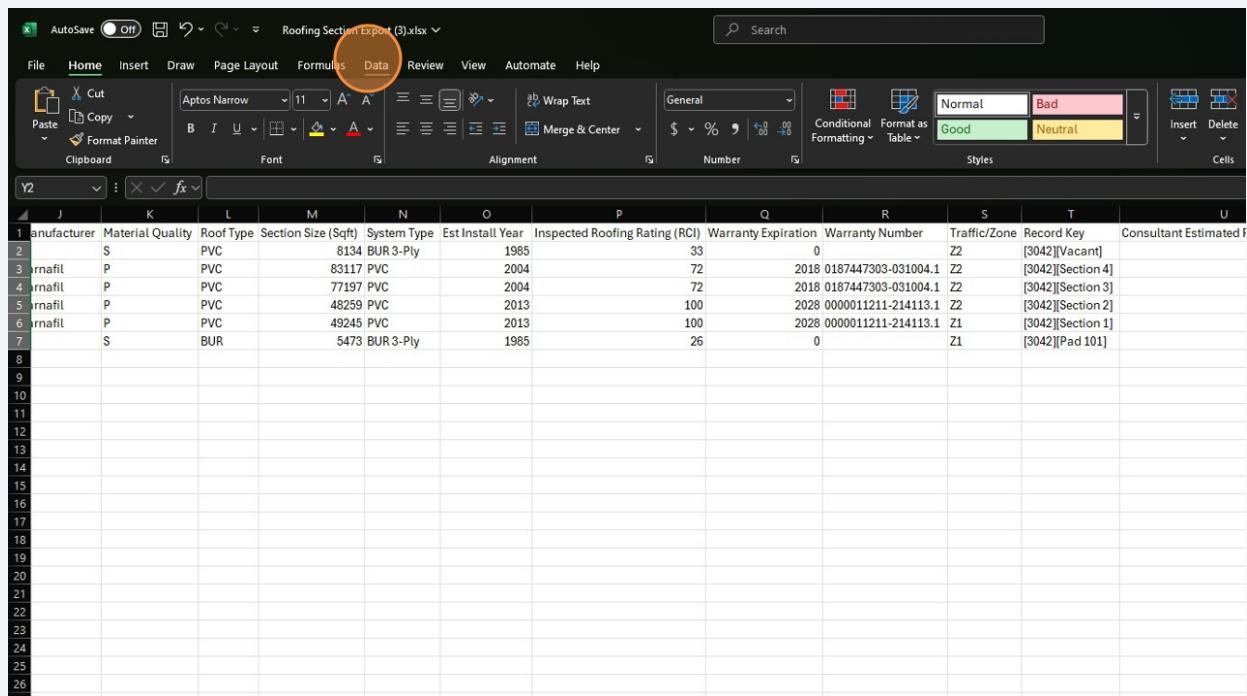
Select destination and press ENTER or choose Paste

77°F Sunny

17 Select all of the boxes under "Change".

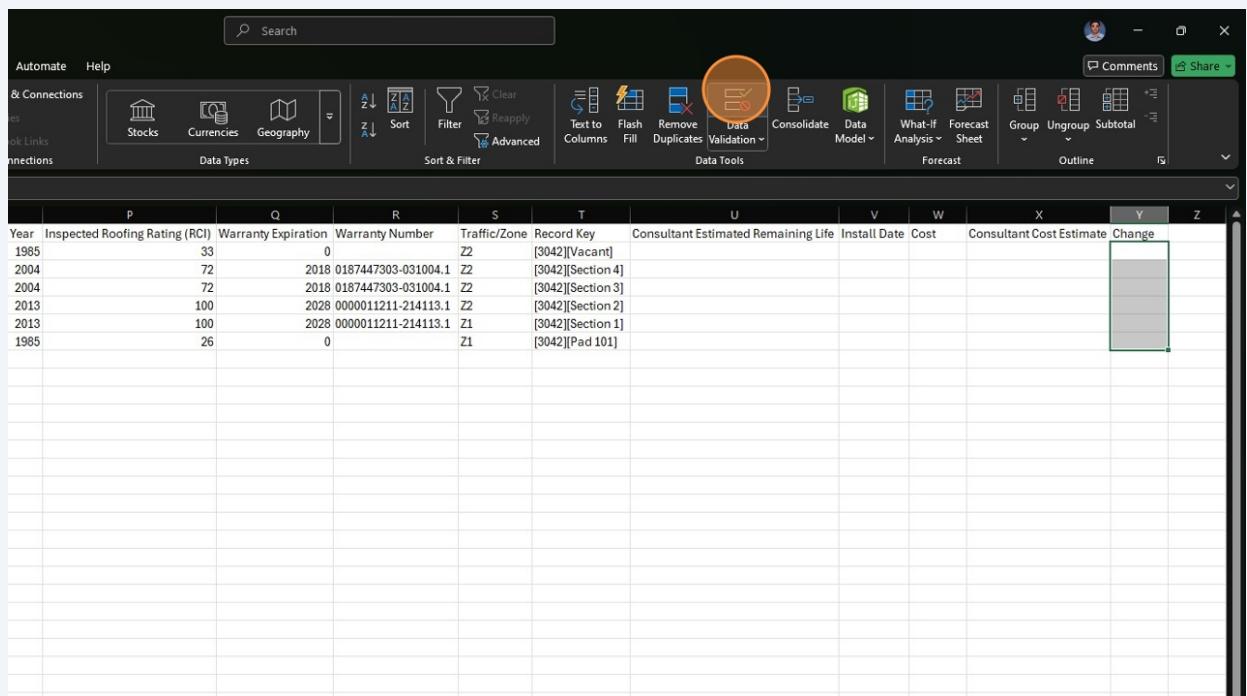
Year	Inspected Roofing Rating (RCI)	Warranty Expiration	Warranty Number	Traffic/Zone	Record Key	Consultant Estimated Remaining Life	Install Date	Cost	Consultant Cost Estimate	Change
1985	33	0	Z2	[3042][Vacant]						
2004	72	2018 0187447303-031004.1	Z2	[3042][Section 4]						
2004	72	2018 0187447303-031004.1	Z2	[3042][Section 3]						
2013	100	2028 0000011211-214113.1	Z2	[3042][Section 2]						
2013	100	2028 0000011211-214113.1	Z1	[3042][Section 1]						
1985	26	0	Z1	[3042][Pad 101]						

18 Click "Data".



A screenshot of a Microsoft Excel spreadsheet titled "Roofing Section Export (3).xlsx". The ribbon at the top has the "Data" tab selected, which is highlighted with a red circle. The main area shows a table with columns for Manufacturer, Material Quality, Roof Type, Section Size (Sqt), System Type, Est Install Year, Inspected Roofing Rating (RCI), Warranty Expiration, Warranty Number, Traffic/Zone, Record Key, Consultant Estimated, and F. The data includes rows for various manufacturers like Aarnafil and S, with specific details for each roof section.

19 Click "Data Validation".



A screenshot of the same Microsoft Excel spreadsheet from step 18. The ribbon now highlights the "Data Tools" section under the "Data" tab, with the "Data Validation" button circled in red. The table data remains the same, showing the relationship between roof sections and their warranty information.

20 Click the drop-down menu for "Allow".

The screenshot shows the Microsoft Power BI Data Editor interface. A data validation dialog box is open over a table of roofing system data. The 'Allow' dropdown menu is expanded, showing options like 'Any value', 'Whole number', 'Decimal', 'List', 'Date', 'Time', 'Text length', and 'Custom'. The 'Any value' option is highlighted with a red circle. Other validation criteria like 'Ignore blank' and 'Data between' are also visible.

Manufacturer	Material Quality	Roof Type	Section Size (Sqft)	System Type	Est Install Year	Inspected Roofing Rating (RCI)	Warranty Expiration	Warranty Number	Traffic/Zone	Record Key	Consultant Estimated Ren
arnafil	S	PVC	8134 BUR 3-Ply		1985	33	0	Z2	[3042][Vacant]		
arnafil	P	PVC	83117 PVC		2004	72	2018 0187447303-031004.1	Z2	[3042][Section 4]		
arnafil	P	PVC	77197 PVC		2004	72	2018 0187447303-031004.1	Z2	[3042][Section 3]		
arnafil	P	PVC	48259 PVC		2013	100	2028 0000011211-214113.1	Z2	[3042][Section 2]		
arnafil	P	PVC	49245 PVC		2013	100	2028 0000011211-214113.1	Z1	[3042][Section 1]		
	S	BUR	5473 BUR 3-Ply					Z1	[3042][Pad 101]		

21 Click "List".

The screenshot shows the Microsoft Power BI Data Editor interface. A data validation dialog box is open over a table of roofing system data. The 'Allow' dropdown menu is expanded, showing options like 'Any value', 'Whole number', 'Decimal', 'List', 'Date', 'Time', 'Text length', and 'Custom'. The 'List' option is highlighted with a red circle. Other validation criteria like 'Ignore blank' and 'Data between' are also visible.

Manufacturer	Material Quality	Roof Type	Section Size (Sqft)	System Type	Est Install Year	Inspected Roofing Rating (RCI)	Warranty Expiration	Warranty Number	Traffic/Zone	Record Key	Consultant Estimated F
arnafil	S	PVC	8134 BUR 3-Ply		1985	33	0	Z2	[3042][Vacant]		
arnafil	P	PVC	83117 PVC		2004	72	2018 0187447303-031004.1	Z2	[3042][Section 4]		
arnafil	P	PVC	77197 PVC		2004	72	2018 0187447303-031004.1	Z2	[3042][Section 3]		
arnafil	P	PVC	48259 PVC		2013	100	2028 0000011211-214113.1	Z2	[3042][Section 2]		
arnafil	P	PVC	49245 PVC		2013	100	2028 0000011211-214113.1	Z1	[3042][Section 1]		
	S	BUR	5473 BUR 3-Ply					Z1	[3042][Pad 101]		

22 Click the "Source" box.

The screenshot shows the Microsoft Power BI Data Editor interface. A 'Data Validation' dialog box is open over a table. The 'Source:' dropdown in the validation criteria section is highlighted with an orange circle. The table contains data from rows 1 to 7, with columns J through U. Row 7 is currently selected.

Manufacturer	Material Quality	Roof Type	Section Size (Sqft)	System Type	Est Install Year	Inspected Roofing Rating (RCI)	Warranty Expiration	Warranty Number	Traffic/Zone	Record Key	Consultant	Estimated F
1	S	PVC	8134	BUR 3-Ply	1985	33	0	2018 0187447303-031004.1	Z2	[3042][Vacant]		
2	P	PVC	83117	PVC	2004	72			Z2	[3042][Section 4]		
3	P	PVC	77197	PVC	2004	72		2018 0187447303-031004.1	Z2	[3042][Section 3]		
4	P	PVC	48259	PVC	2013	100		2028 0000011211-214113.1	Z2	[3042][Section 2]		
5	P	PVC	49245	PVC	2013	100		2028 0000011211-214113.1	Z1	[3042][Section 1]		
6	S	BUR	5473	BUR 3-Ply					Z1	[3042][Pad 101]		
7												

23 Click "Sheet1".

The screenshot shows Microsoft Excel with a 'Data Validation' dialog box open. The 'Source:' dropdown is highlighted with an orange circle. The 'Sheet1' tab is selected in the bottom navigation bar. The table in the background is identical to the one in the previous screenshot.

Manufacturer	Material Quality	Roof Type	Section Size (Sqft)	System Type	Est Install Year	Inspected Roofing Rating (RCI)	Warranty Expiration	Warranty Number	Traffic/Zone	Record Key	Consultant	Estimated F
1	S	PVC	8134	BUR 3-Ply	1985	33	0	2018 0187447303-031004.1	Z2	[3042][Vacant]		
2	P	PVC	83117	PVC	2004	72			Z2	[3042][Section 4]		
3	P	PVC	77197	PVC	2004	72		2018 0187447303-031004.1	Z2	[3042][Section 3]		
4	P	PVC	48259	PVC	2013	100		2028 0000011211-214113.1	Z2	[3042][Section 2]		
5	P	PVC	49245	PVC	2013	100		2028 0000011211-214113.1	Z1	[3042][Section 1]		
6	S	BUR	5473	BUR 3-Ply					Z1	[3042][Pad 101]		
7												

24 Select the "Yes" and "No" boxes under the "Change" column.

The screenshot shows a Microsoft Excel spreadsheet titled "Roofing Section Export (3).xlsx". The "Data" tab is selected in the ribbon. A data validation dialog box is open over the spreadsheet, specifically for the range A1:A4. The dialog box is titled "Data Validation" and shows the "Allow" dropdown set to "List" with "Ignore blank" checked. The "Source" field contains the formula "=Sheet1!\$A\$3:\$A\$4". The "OK" button is highlighted with a red circle.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1		Drainage Adequate	Environmental Factors	Heavily Trafficked	Leaks	Photovoltaic System	Rooftop type									
2	Change	Adequate	Extreme Temps Changes	Heavy Traffic	Many Active leaks	Yes	METAL									
3	Yes	Ponding	Extreme Winds, Rains, Hail	Little Traffic	No Leaks	No	BUR									
4	No		High UV / Salt Water	Moderate Traffic	Some Leaks		TPO									
5			None	No Traffic			Coat									
6							PVC									

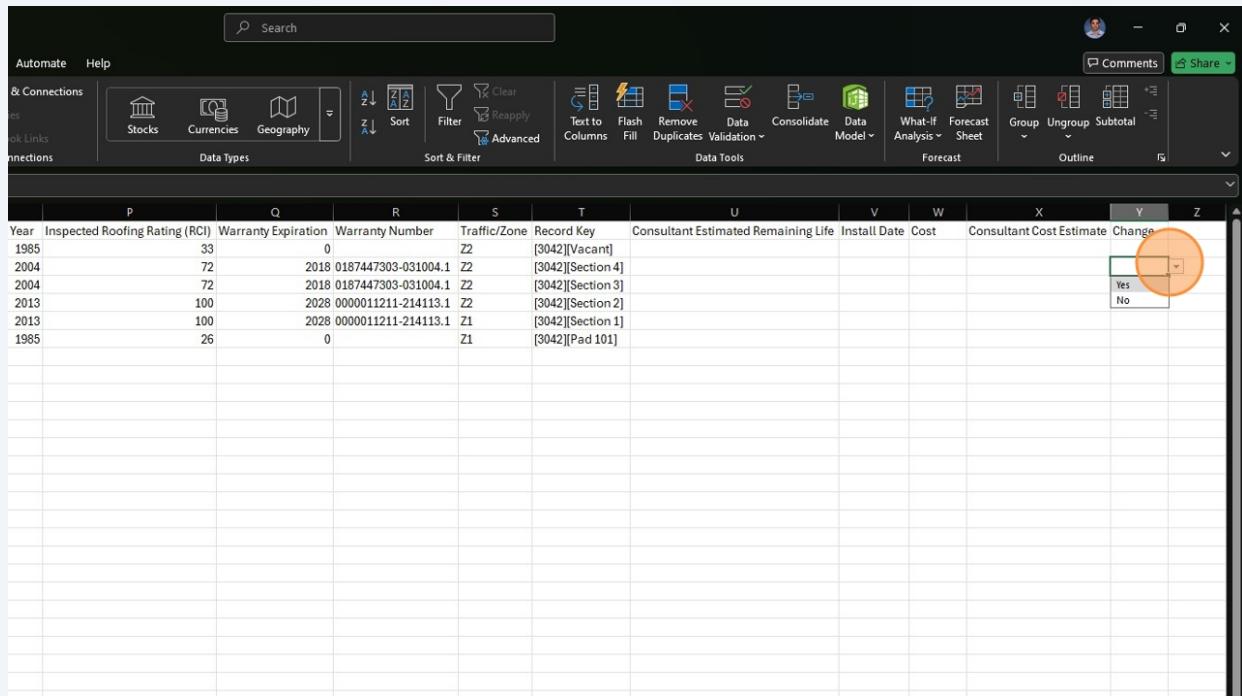
25 Click "OK".

The screenshot shows the same Excel spreadsheet and data validation dialog box as the previous step. The "OK" button in the dialog box is highlighted with a red circle. The dialog box is titled "Data Validation" and shows the "Allow" dropdown set to "List" with "Ignore blank" checked. The "Source" field contains the formula "=Sheet1!\$A\$3:\$A\$4". The "OK" button is highlighted with a red circle.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1		Drainage Adequate	Environmental Factors	Heavily Trafficked	Leaks	Photovoltaic System	Rooftop type									
2	Change	Adequate	Extreme Temps Changes	Heavy Traffic	Many Active leaks	Yes	METAL									
3	Yes	Ponding	Extreme Winds, Rains, Hail	Little Traffic	No Leaks	No	BUR									
4	No		High UV / Salt Water	Moderate Traffic	Some Leaks		TPO									
5			None	No Traffic			Coat									
6							PVC									

26

Now all of the boxes in the "Change" column can only be filled with the word "Yes" or the word "No".

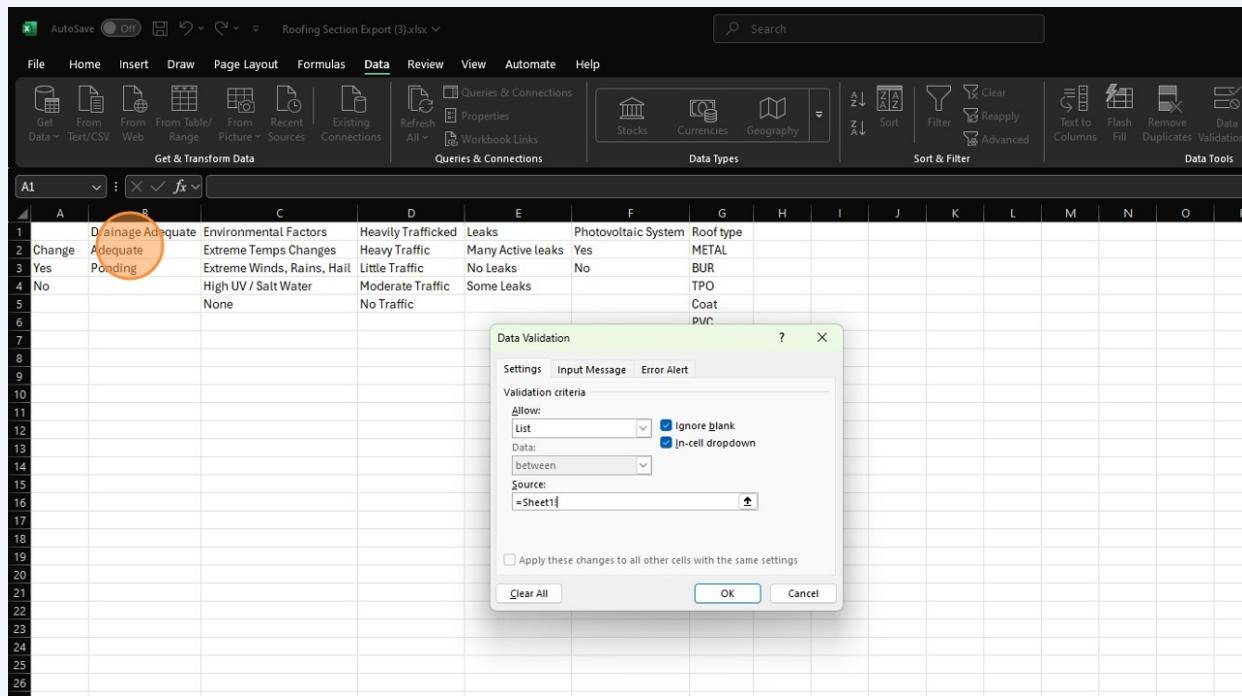


A screenshot of Microsoft Excel showing a table with 14 columns. The columns are labeled P through Z. The 'Change' column (Z) has a dropdown menu open, showing the options 'Yes' and 'No'. The 'Yes' option is highlighted with a green border, while 'No' is in a standard black font. The rest of the table contains various data entries such as years, roof ratings, expiration dates, and record keys.

Year	Inspected Roofing Rating (RCI)	Warranty Expiration	Warranty Number	Traffic/Zone	Record Key	Consultant Estimated Remaining Life	Install Date	Cost	Consultant Cost Estimate	Change
1985	33	0	Z2	[3042][Vacant]						
2004	72	2018 0187447303-031004.1	Z2	[3042][Section 4]						
2004	72	2018 0187447303-031004.1	Z2	[3042][Section 3]						
2013	100	2028 0000011211-214113.1	Z2	[3042][Section 2]						
2013	100	2028 0000011211-214113.1	Z1	[3042][Section 1]						
1985	26	0	Z1	[3042][Pad 101]						

27

Repeat the data validation process you did for the "Change" column for the "Drainage Adequate" column. The possible values should be "Adequate" and "Ponding".



A screenshot of Microsoft Excel showing a table with 11 columns. The 'Change' column (B) has a dropdown menu open, showing the options 'Adequate' and 'Ponding'. The 'Adequate' option is highlighted with a green border, while 'Ponding' is in a standard black font. A 'Data Validation' dialog box is open over the table, showing the 'Settings' tab. Under 'Validation criteria', 'Allow:' is set to 'List', 'Ignore blank' is checked, and 'In-cell dropdown' is checked. The 'Source:' field contains the formula '=Sheet1!\$B\$1:\$B\$2'. The dialog box also includes 'Input Message' and 'Error Alert' tabs, and buttons for 'OK', 'Cancel', and 'Clear All'.

	Change	Drainage Adequate	Environmental Factors	Heavily Trafficked	Leaks	Photovoltaic System	Roof type			
1										
2	Yes	Adequate	Extreme Temps Changes	Heavy Traffic	Many Active leaks	Yes	METAL			
3	No	Ponding	Extreme Winds, Rains, Hail	Little Traffic	No Leaks	No	BUR			
4			High UV / Salt Water	Moderate Traffic	Some Leaks		TPO			
5			None	No Traffic			Coat			
6							PVC			

28 Repeat the data validation process you did for the "Change" column for the "Environmental Factors" column. The possible values should be "Extreme Temps Changes", "Extreme Winds, Rains, Hail", "High UV / Salt Water", and "None".

29 Repeat the data validation process you did for the "Change" column for the "Heavily Trafficked" column. The possible values should be "Heavy Traffic", "Little Traffic", "Moderate Traffic", and "No Traffic".

30 Repeat the data validation process you did for the "Change" column for the "Leaks" column. The possible values should be "Many Active Leaks", "No Leaks", and "Some Leaks".

31 Repeat the data validation process you did for the "Change" column for the "Photovoltaic System" column. The possible values should be "Yes" or "No".

32 Repeat the data validation process you did for the "Change" column for the "Roof type" column. The possible values should be "METAL", "BUR", "TPO", "Coat", "PVC", "EPDM", "Tile", and "Mod-Bit".

33 Click "Review".

The screenshot shows the Microsoft Excel ribbon with the 'Review' tab highlighted by a red circle. The 'Review' tab contains various tools for managing comments, protection, and collaboration. Below the ribbon is a table with data related to roofing sections.

Property Attributes	Section	Area Covered	Assigned roofing Consultant	Drainage Adequate	Environmental Factors	Heavily Trafficked	Leaks	Photovoltaic System	Manufacturer	Material Quality	Roof T
Visalia Mall - CA, US (3042)	Vacant	Out-Parcel	RoofTech						Sarnafil	S	PVC
Visalia Mall - CA, US (3042)	Section 4	Common/Tenant	RoofTech						Sarnafil	P	PVC
Visalia Mall - CA, US (3042)	Section 3	Common/Tenant	RoofTech						Sarnafil	P	PVC
Visalia Mall - CA, US (3042)	Section 2	Common/Tenant	RoofTech						Sarnafil	P	PVC
Visalia Mall - CA, US (3042)	Section 1	Common/Tenant	RoofTech						Sarnafil	P	PVC
Visalia Mall - CA, US (3042)	Pad 101	Out-Parcel	RoofTech							S	BUR

34 Click "Allow Edit Ranges".

The screenshot shows the Microsoft Excel ribbon with the 'Review' tab highlighted. The 'Protect' section of the ribbon includes the 'Allow Edit Ranges' button, which is highlighted by a red circle. A tooltip window titled 'Allow Edit Ranges' provides instructions on how to set up password protection for specific ranges of cells.

Allow Edit Ranges
Set up password protection on ranges, and choose people who can edit those ranges.
Once set up, click Protect Sheet to activate the password-protected ranges.

Material Quality	Roof Type	Section Size (Sqft)	System Type	Est Install Year	I
S	PVC	8134	BUR 3-Ply	1985	
P	PVC	8317	PVC	2004	
Sarnafil	P	77197	PVC	2004	
Sarnafil	P	48259	PVC	2013	
Sarnafil	P	49245	PVC	2013	
S	BUR	5473	BUR 3-Ply	1985	

35 Click "New...".

Section	Area Covered	Assigned roofing Consultant	Drainage Adequate	Environmental Factors	Heavily Trafficked	Leaks	Photovoltaic System	Manufacturer	Material Quality	Roof Type	Section Size (Sqft)	System
2) Vacant	Out-Parcel	RoofTech						Sarnafil	S	PVC	8134	BUR
2) Section 4	Common/Tenant	RoofTech						Sarnafil	P	PVC	8317	PVC
2) Section 3	Common/Tenant	RoofTech						Sarnafil	P	PVC	77197	PVC
2) Section 2	Common/Tenant	RoofTech						Sarnafil	P	PVC	48259	PVC
2) Section 1	Common/Tenant	RoofTech						Sarnafil	P	PVC	49245	PVC
2) Pad 101	Out-Parcel	RoofTech						S	S	BUR	5473	BUR

36 Click the "Refers to cells:" box.

2	Visalia Mall - CA, US (3042)	Vacant	Out-Parcel	RoofTech				Sarnafil	S	PVC	
3	Visalia Mall - CA, US (3042)	Section 4	Common/Tenant	RoofTech				Sarnafil	P	PVC	
4	Visalia Mall - CA, US (3042)	Section 3	Common/Tenant	RoofTech				Sarnafil	P	PVC	
5	Visalia Mall - CA, US (3042)	Section 2	Common/Tenant	RoofTech				Sarnafil	P	PVC	
6	Visalia Mall - CA, US (3042)	Section 1	Common/Tenant	RoofTech				Sarnafil	P	PVC	
7	Visalia Mall - CA, US (3042)	Pad 101	Out-Parcel	RoofTech				S	S	BUR	
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36											
37											

37

Select all the cells you want to still be able to edit in the future. This should be the Drainage Adequate, Environmental Factors, Heavily Trafficked, Leaks, Photovoltaic System, Manufacturer, Material Quality, Roof Type, System Type, Est Install Year, Inspected Roofing Rating, Warranty Expiration, Warranty Number, Traffic/Zone, Consultant Estimated Remaining Life, Install Date, Cost, Consultant Cost Estimate, and Change columns. (Do not include the column names).

The screenshot shows a Microsoft Excel spreadsheet with a 'New Range' dialog box open. The dialog box contains the following fields:

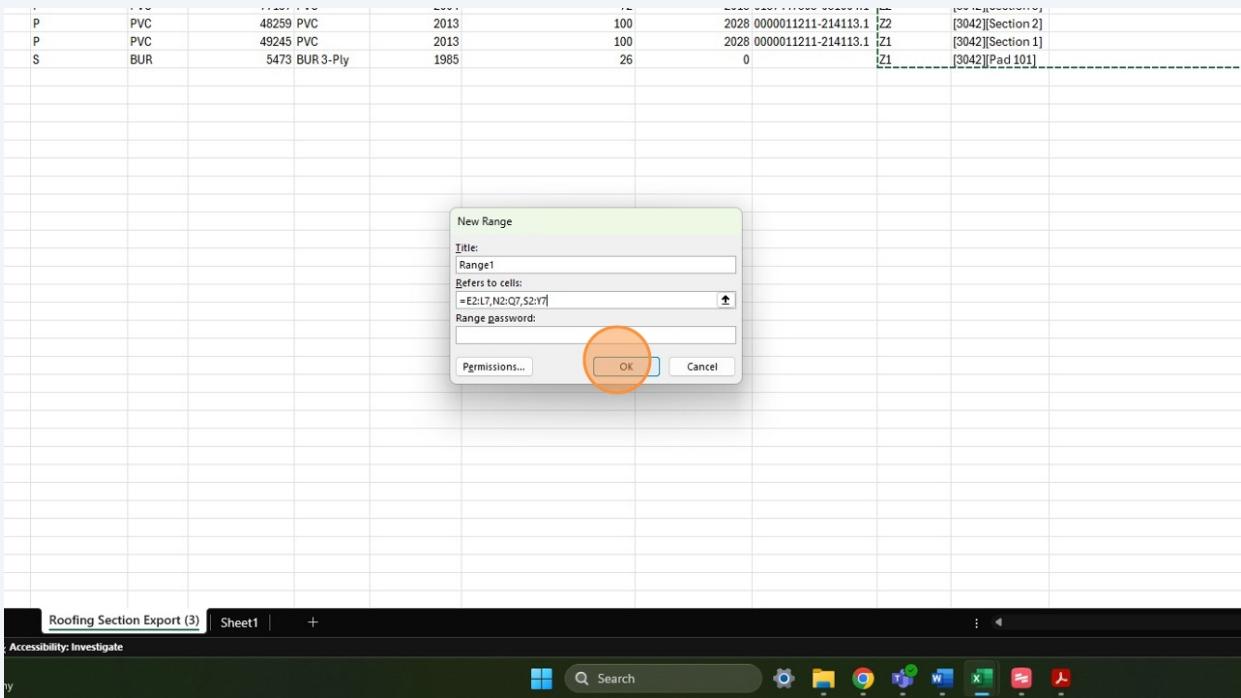
- Title: Range1
- Refers to cells: E2:L7
- Range password: (empty)
- Permissions... (button)
- OK (button)
- Cancel (button)

The spreadsheet below the dialog box displays data across columns A through M. The columns represent various categories such as Section, Area Covered, Assigned roofing Consultant, Drainage Adequate, Environmental Factors, Heavily Trafficked, Leaks, Photovoltaic System, Manufacturer, Material Quality, Roof Type, Section Size (Sqft), and S. A specific range of cells, E2:L7, is highlighted with a dashed green border, indicating it is selected for protection.

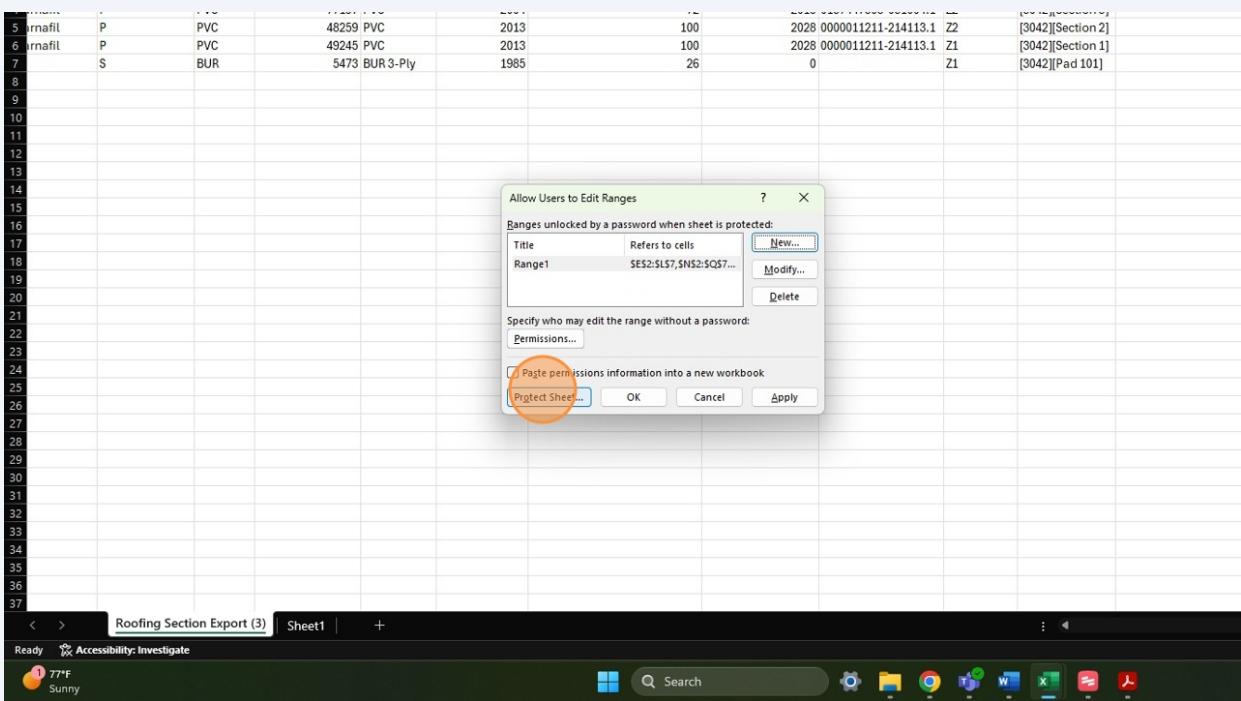


Note: You can highlight regions of cells like in the picture above, then type a comma and highlight another region of cells to mass select cells that are not next to each other.

38 Click "OK".

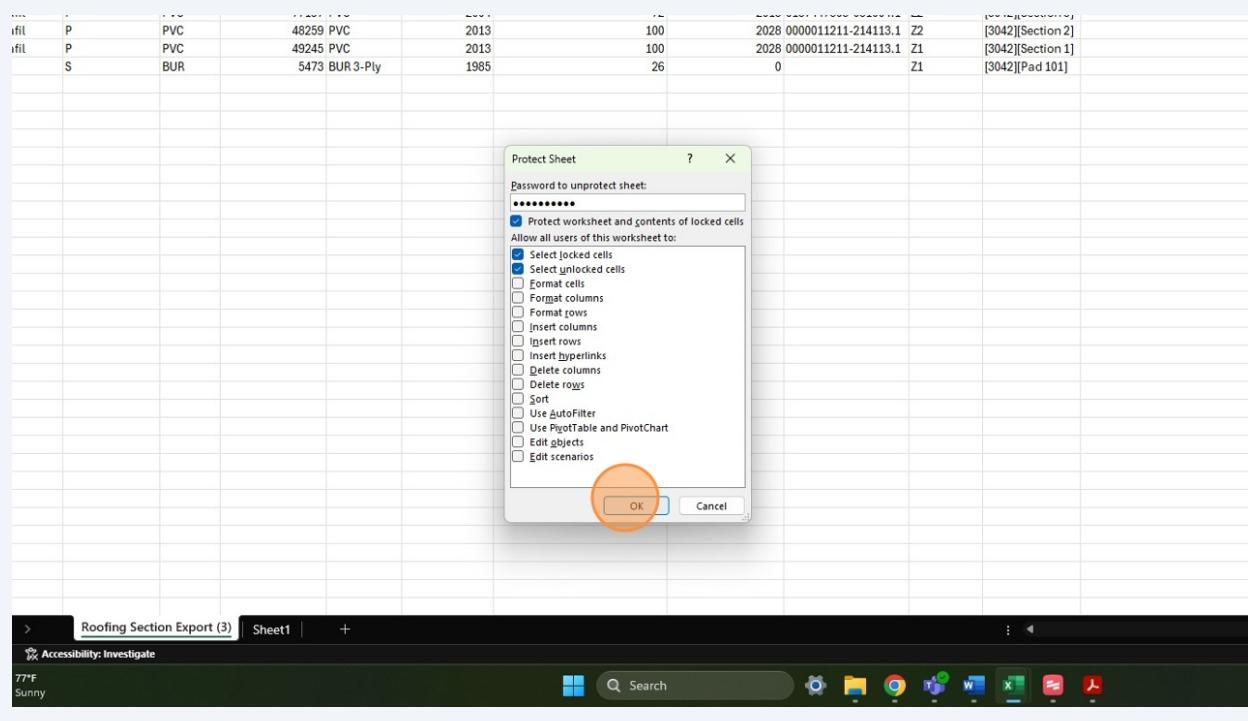


39 Click "Protect Sheet...".



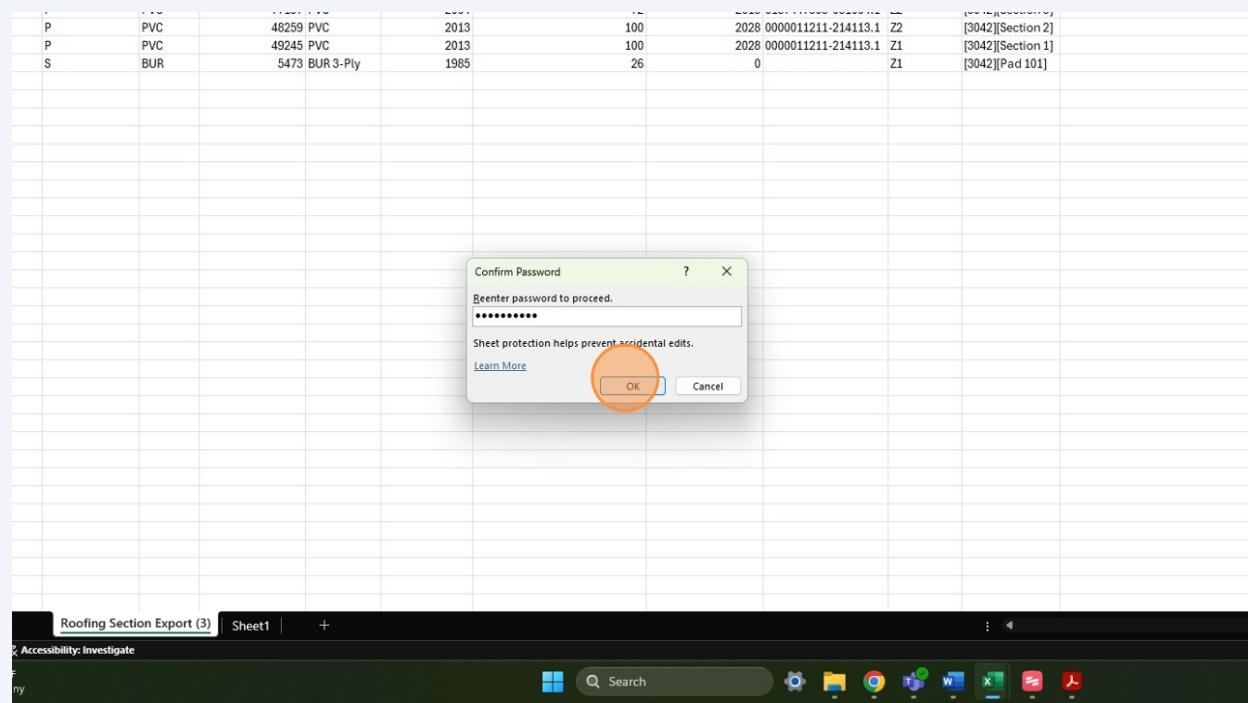
40

Type in a password (can be anything, but do NOT forget it). Then click "OK".



41

Reenter the password and click "OK".

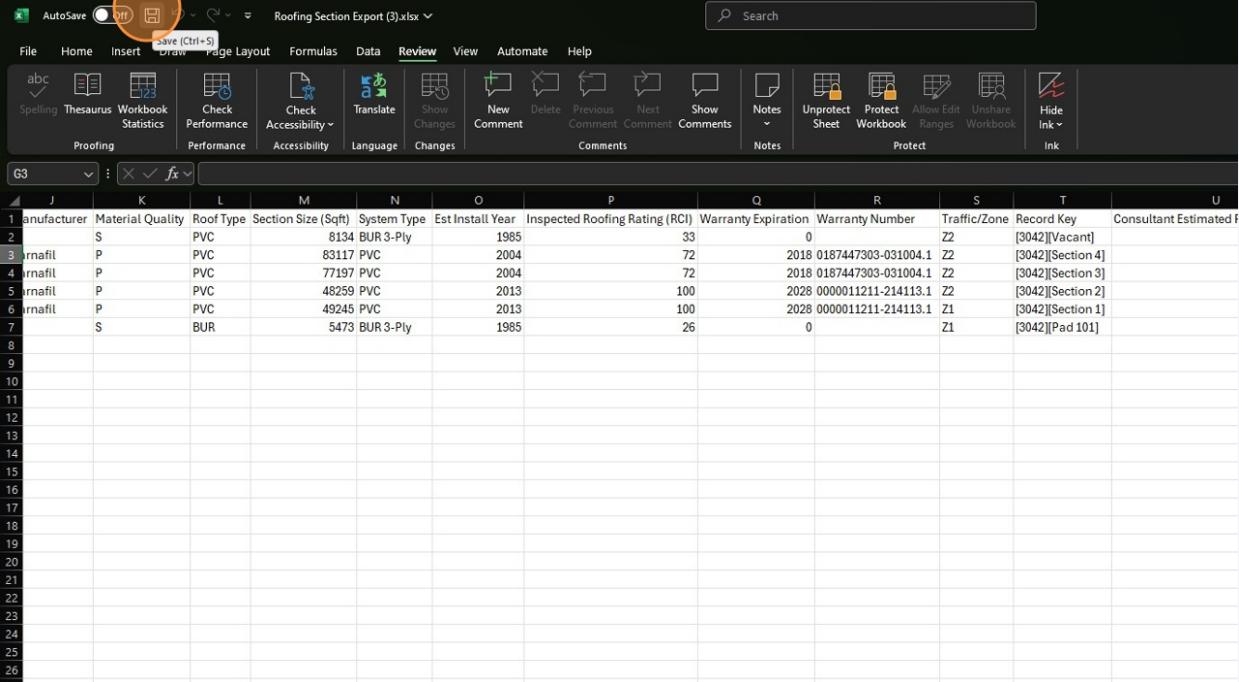


42

This sheet is now protected, meaning the Property Attributes, Section, Area Covered, Assigned Roofing Consultant, Section Size (Sqft), and Record Key columns are now uneditable by the vendor.

43

Click "Save".



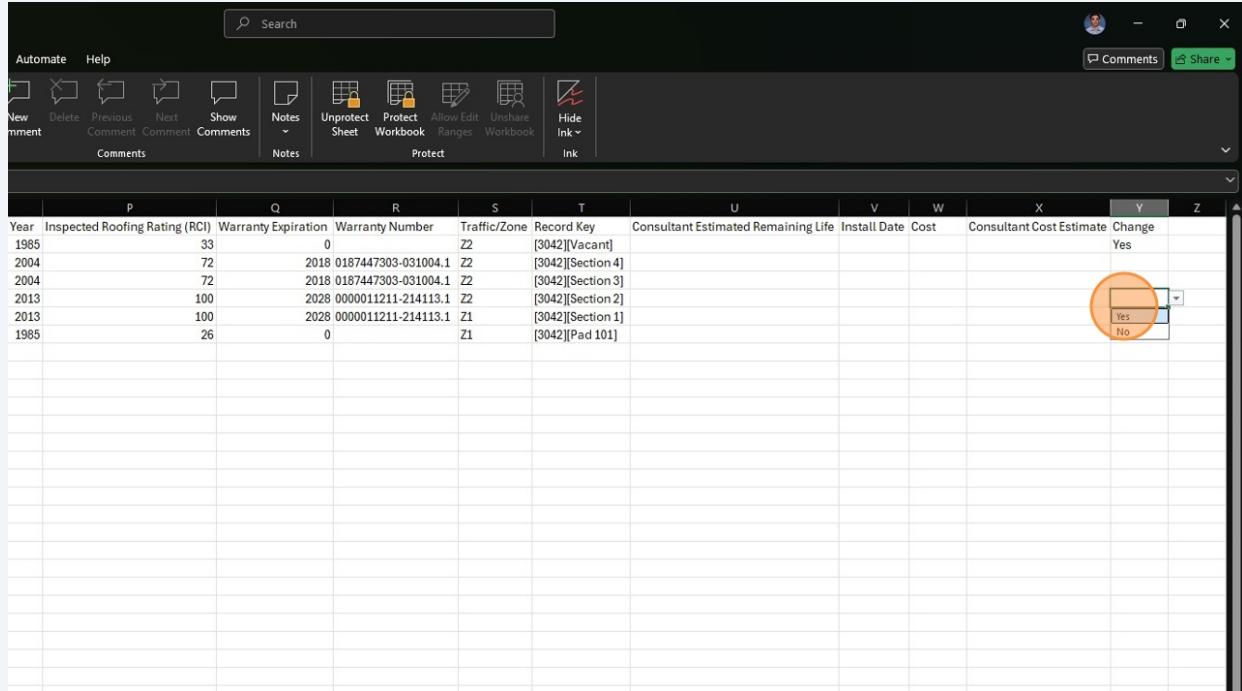
J	K	L	M	N	O	P	Q	R	S	T	U	
1	Manufacturer	Material Quality	Roof Type	Section Size (Sqft)	System Type	Est Install Year	Inspected Roofing Rating (RCI)	Warranty Expiration	Warranty Number	Traffic/Zone	Record Key	Consultant Estimated F
2	S	PVC	BUR 3-Ply	8134	83117	1985	33	0	Z2	[3042][Vacant]		
3	urnafil	P	PVC	77197	PVC	2004	72	2018 0187447303-031004.1	Z2	[3042][Section 4]		
4	urnafil	P	PVC	48259	PVC	2013	100	2028 0000011211-214113.1	Z2	[3042][Section 3]		
5	urnafil	P	PVC	49245	PVC	2013	100	2028 0000011211-214113.1	Z1	[3042][Section 2]		
6	urnafil	P	BUR	5473	BUR 3-Ply	1985	26	0	Z1	[3042][Pad 101]		
7												
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44

Send the Excel file to the vendor.

45

Once the vendor returns the file to you, the "Change" column should have a "Yes" value for any rows that have been modified. Any other rows should say "No" or will just be blank.



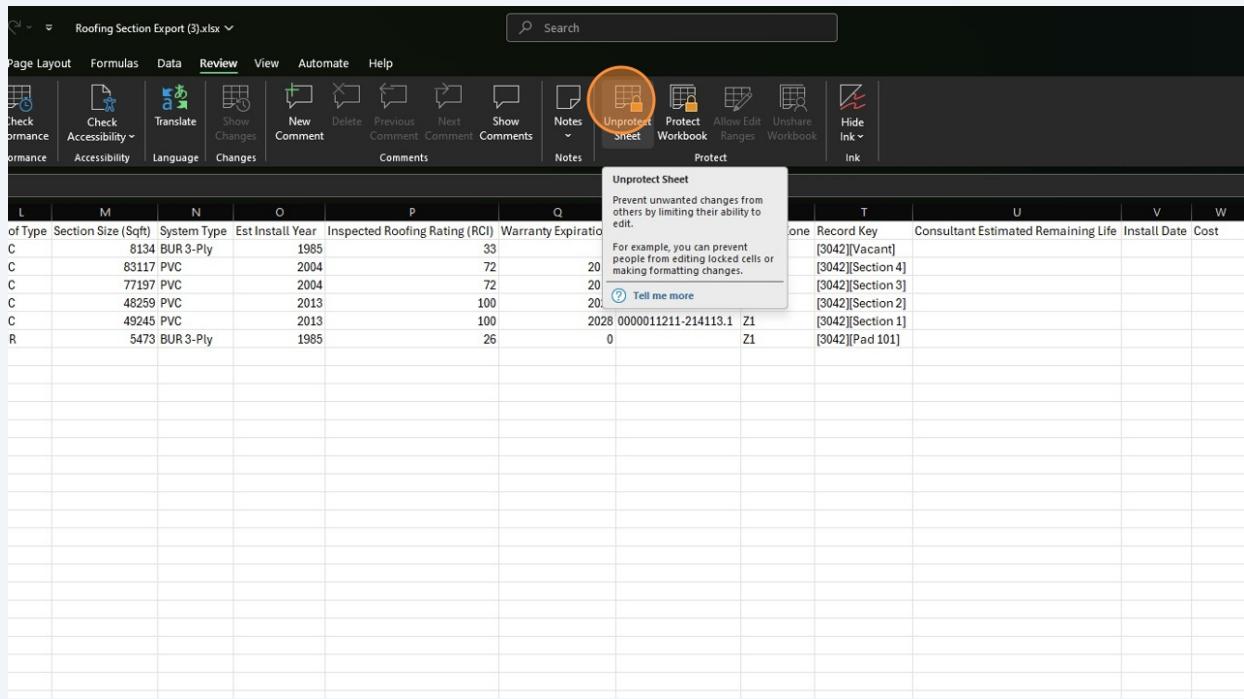
The screenshot shows an Excel spreadsheet with a table of data. The columns are labeled P through Z. The 'Change' column (Z) has a dropdown menu open, showing the options 'Yes' and 'No'. The 'Yes' option is highlighted with an orange circle. The data in the table includes columns for Year, Inspected Roofing Rating (RCI), Warranty Expiration, Warranty Number, Traffic/Zone, Record Key, Consultant Estimated Remaining Life, Install Date, Cost, Consultant Cost Estimate, and Change.

Year	Inspected Roofing Rating (RCI)	Warranty Expiration	Warranty Number	Traffic/Zone	Record Key	Consultant Estimated Remaining Life	Install Date	Cost	Consultant Cost Estimate	Change
1985	33	0	Z2	[3042][Vacant]						Yes
2004	72	2018 0187447303-031004.1	Z2	[3042][Section 4]						
2004	72	2018 0187447303-031004.1	Z2	[3042][Section 3]						
2013	100	2028 0000011211-214113.1	Z2	[3042][Section 2]						
2013	100	2028 0000011211-214113.1	Z1	[3042][Section 1]						
1985	26	0	Z1	[3042][Pad 101]						

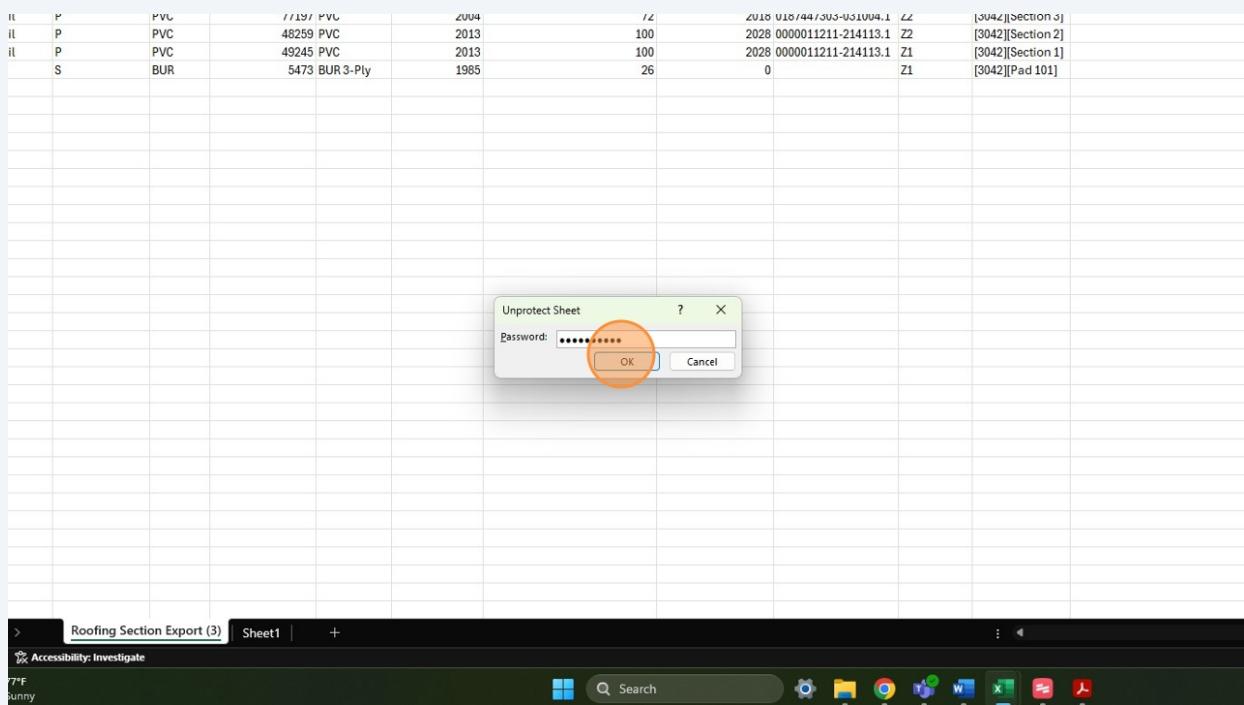
(i)

Note: In these pictures, the Consultant Estimated Remaining Life, Install Date, Cost, and Consultant Cost Estimate columns are empty. However, the vendor should fill in these columns before returning the Excel file to you. If they are still empty, that is fine, continue with the process as normal.

46 Click "Unprotect Sheet".

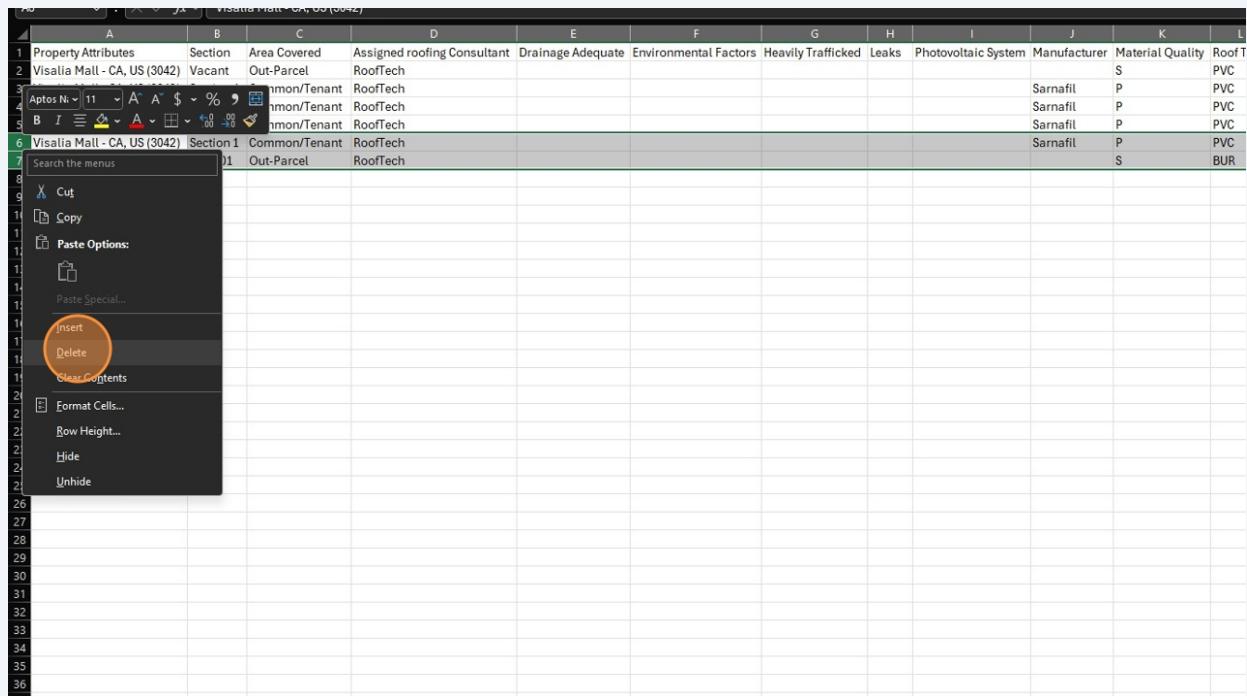


47 Type in the password you created earlier and click "OK".



48

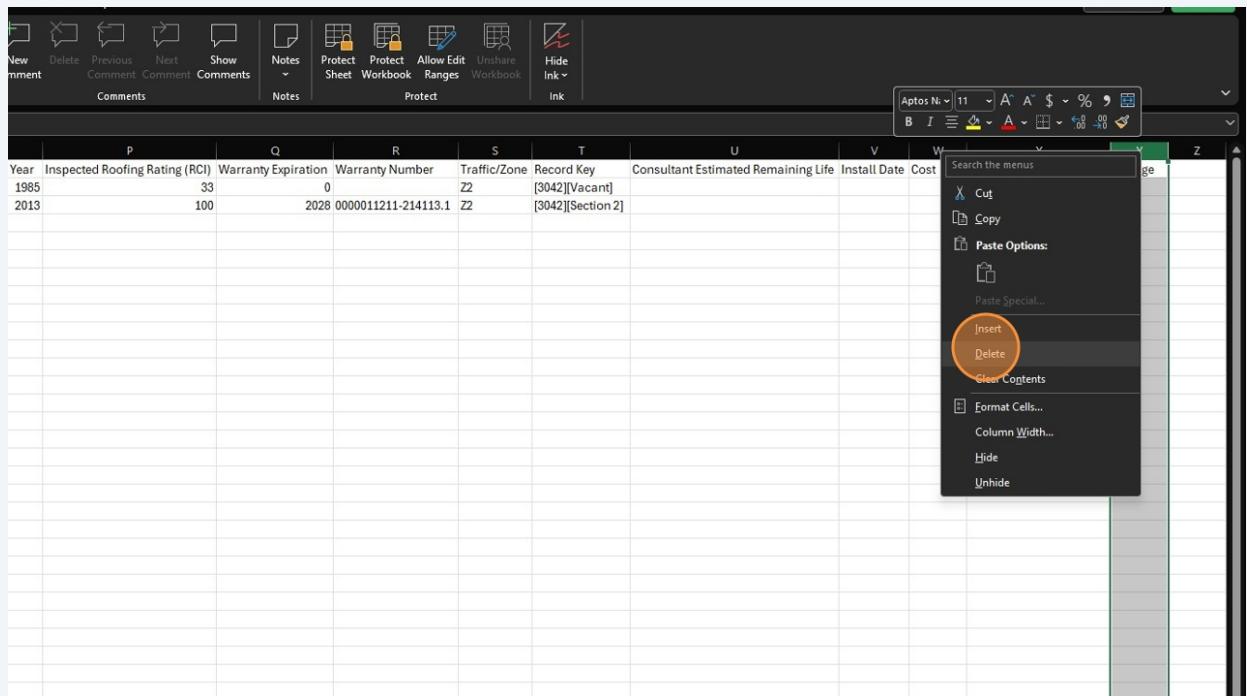
Delete all the rows that have not been changed (where the value in the "Change" column is not "Yes").



1	Property Attributes	Section	Area Covered	Assigned roofing Consultant	Drainage Adequate	Environmental Factors	Heavily Trafficked	Leaks	Photovoltaic System	Manufacturer	Material Quality	Roof T
2	Visalia Mall - CA, US (3042)	Vacant	Out-Parcel	RoofTech						Sarnafil	P	PVC
3	Aptos N	11	A ⁺ A ⁻ \$ ⁺ %	Common/Tenant	RoofTech					Sarnafil	P	PVC
4	B	I	A ⁺ A ⁻ \$ ⁺ %	Common/Tenant	RoofTech					Sarnafil	P	PVC
5	Visalia Mall - CA, US (3042)	Section 1	Common/Tenant	RoofTech						Sarnafil	P	PVC
6	Search the menus		Out-Parcel	RoofTech						Sarnafil	P	BUR

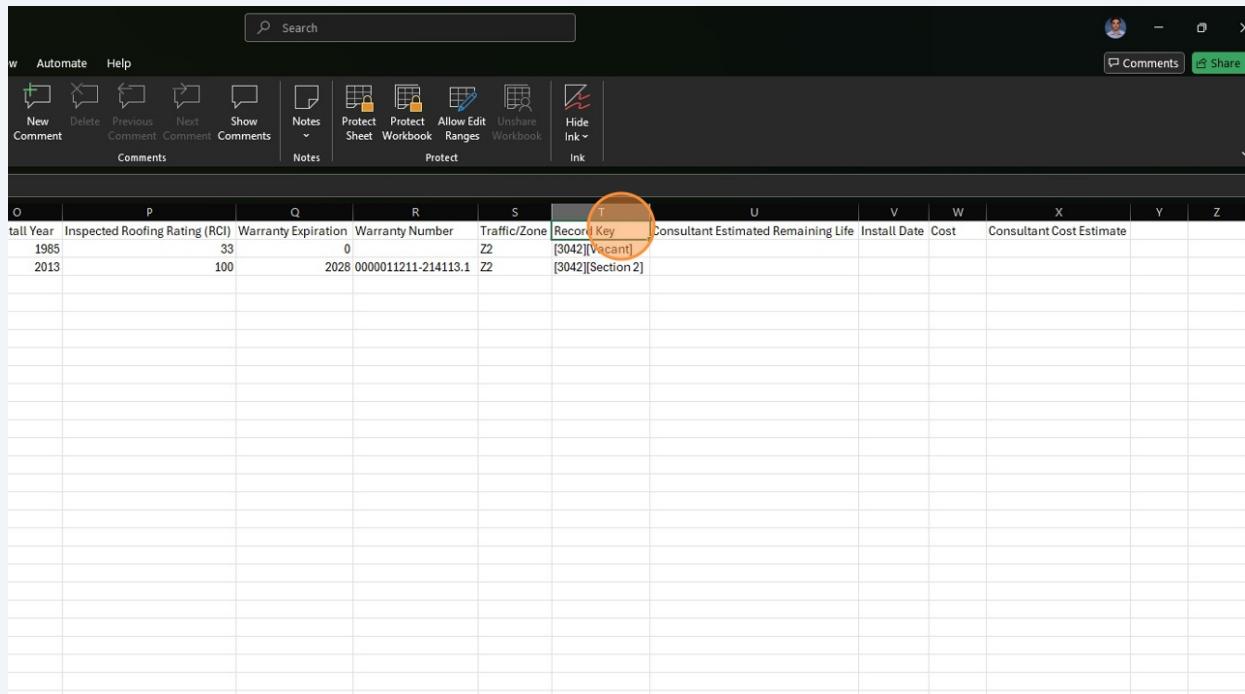
49

Delete the "Change" column.



Year	Inspected Roofing Rating (RCI)	Warranty Expiration	Warranty Number	Traffic/Zone	Record Key	Consultant	Estimated Remaining Life	Install Date	Cost	Search the menus	ge	Z
1985	33	0		Z2	[3042][Vacant]							
2013	100	2028	0000011211-214113.1	Z2	[3042][Section 2]							

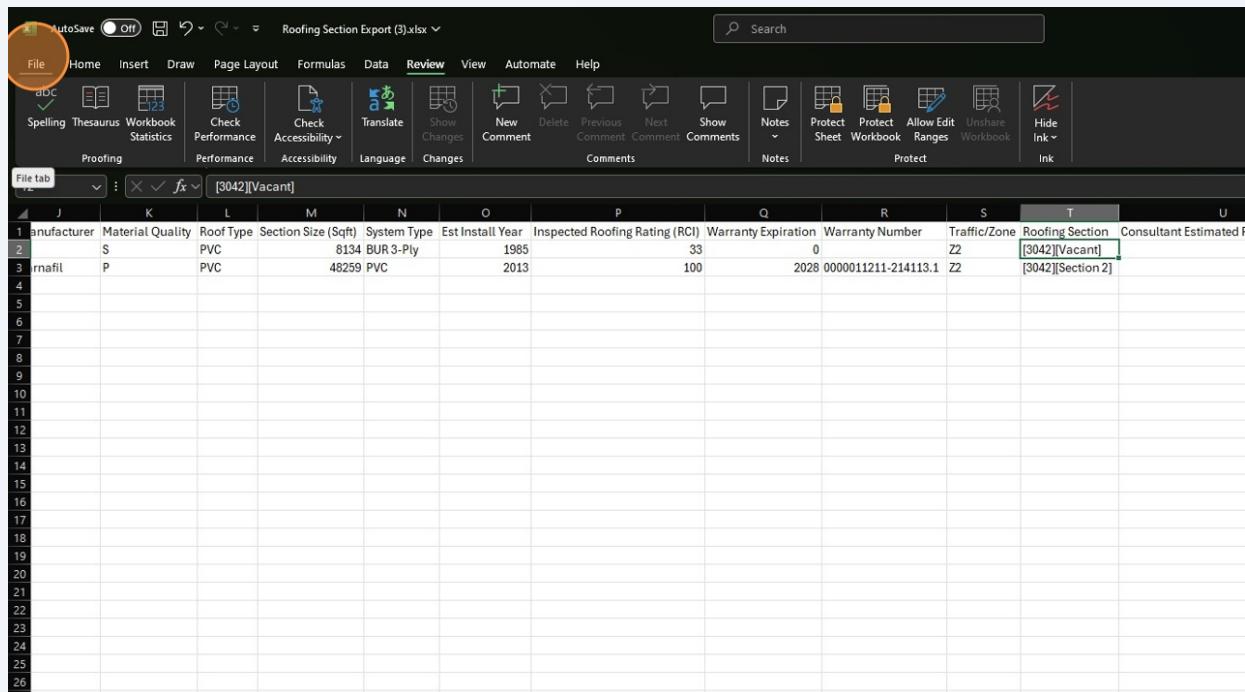
50 Rename the "Record Key" column to "Roofing Section".



A screenshot of a Microsoft Excel spreadsheet titled "Roofing Section Export (3).xlsx". The spreadsheet has columns labeled O through Z. The "Record Key" column (T) contains the value "[3042][Vacant]" in the first row and "[3042][Section 2]" in the second row. The "Roofing Section" column (X) is empty. The "Record Key" column is highlighted with a red circle.

O	P	Q	R	S	T	U	V	W	X	Y	Z
Install Year	Inspected Roofing Rating (RCI)	Warranty Expiration	Warranty Number	Traffic/Zone	Record Key	Consultant Estimated Remaining Life	Install Date	Cost	Consultant Cost Estimate		
1985	33	0		Z2	[3042][Vacant]						
2013	100		2028 0000011211-214113.1	Z2	[3042][Section 2]						

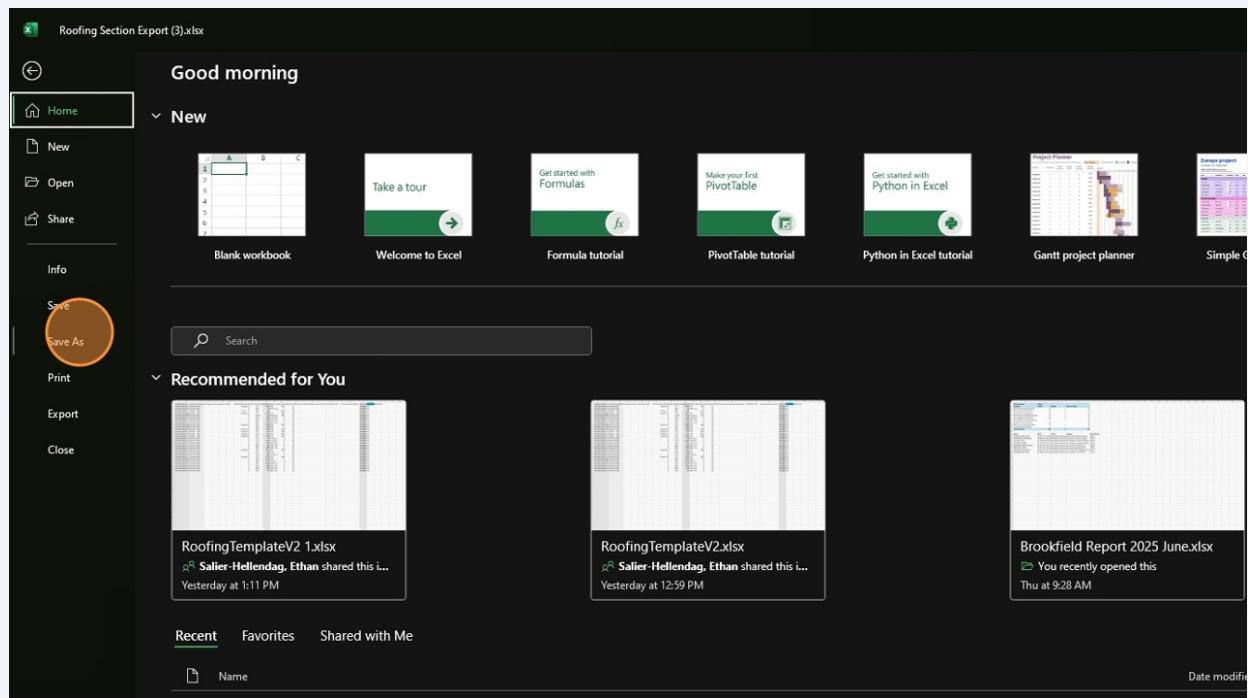
51 Click "File".



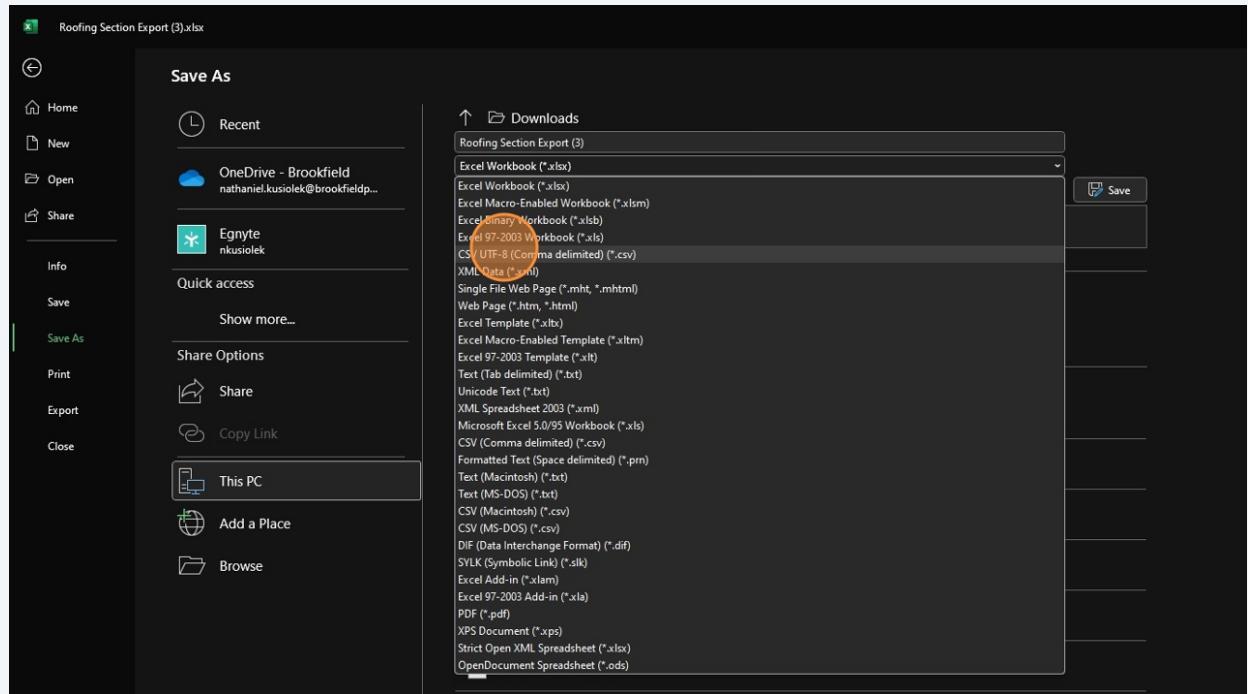
A screenshot of the same Microsoft Excel spreadsheet from step 50. The "File" tab is now selected, indicated by a green circle. The "Record Key" column (T) still contains the values "[3042][Vacant]" and "[3042][Section 2]". The "Roofing Section" column (X) is still empty.

J	K	L	M	N	O	P	Q	R	S	T	U
Manufacturer	Material Quality	Roof Type	Section Size (Sqft)	System Type	Est Install Year	Inspected Roofing Rating (RCI)	Warranty Expiration	Warranty Number	Traffic/Zone	Roofing Section	Consultant Estimated F
2	S	PVC	8134	BUR 3-Ply	1985	33	0		Z2	[3042][Vacant]	
3	Brandfil	P	48259	PVC	2013	100		2028 0000011211-214113.1	Z2	[3042][Section 2]	
4											
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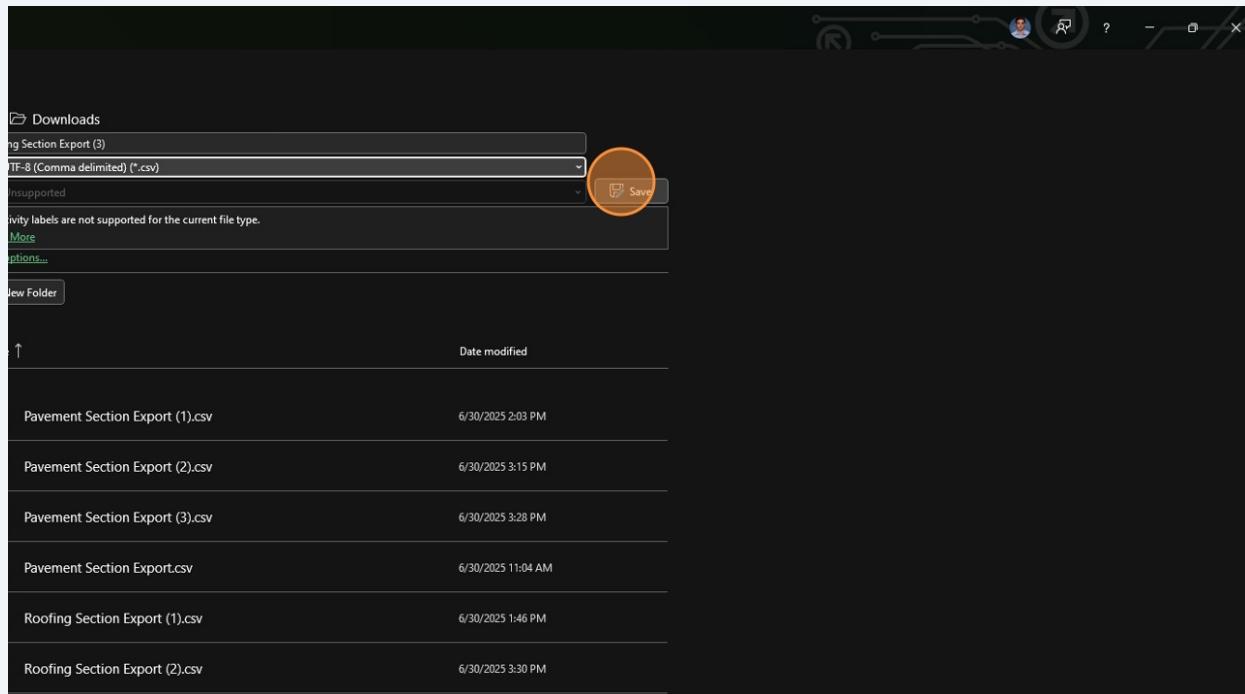
52 Click "Save As".



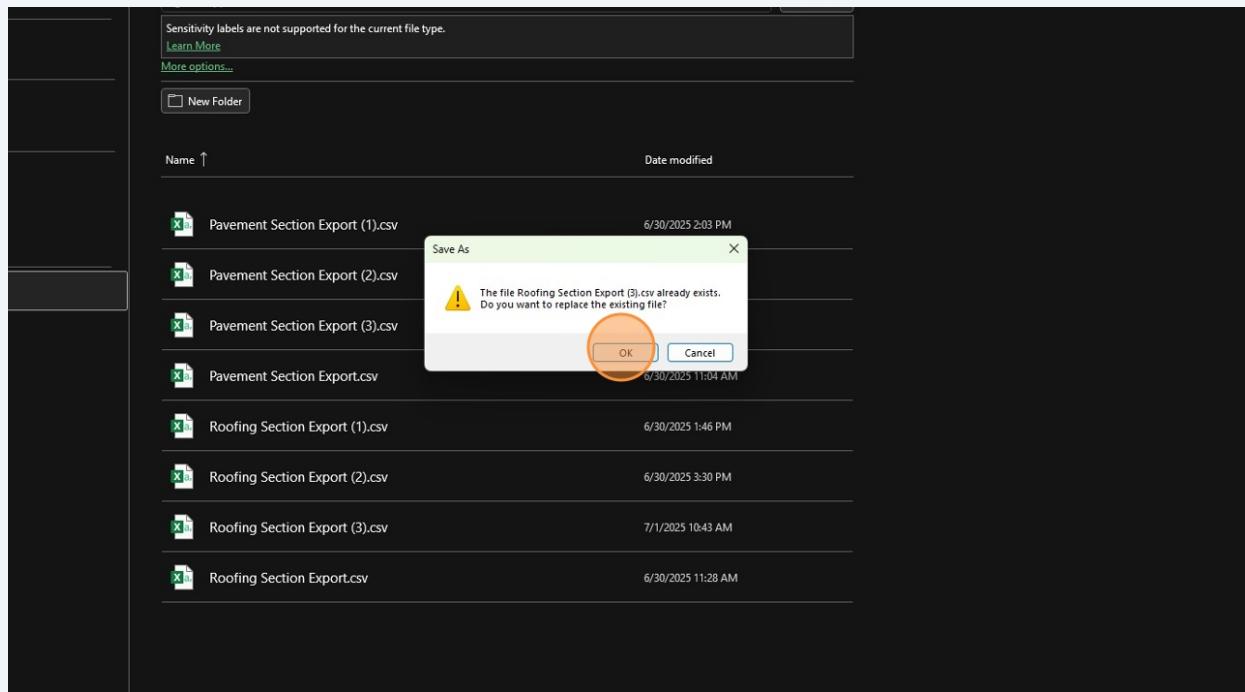
53 Save this file as a .csv file.



54 Click "Save".



55 If this box appears, click "OK".



56 Click "OK" when this box pops up. (We only want to save the original sheet).

A screenshot of a Microsoft Excel spreadsheet. The spreadsheet has columns labeled M through X. Row M contains column headers: Size (Sqt), System Type, Est Install Year, Inspected Roofing Rating (RCI), Warranty Expiration, Warranty Number, Traffic/Zone, Roofing Section, Consultant Estimated Remaining Life, Install Date, Cost, and Consultant Cos. Rows N and O show data for two rows: Row N has 8134 BUR 3-Ply, 1985, 33, 0, Z2, [3042][Vacant], and Row O has 48259 PVC, 2013, 100, 2028 0000011211-214113.1, Z2, [3042][Section 2]. A Microsoft Excel warning dialog box is overlaid on the spreadsheet. The dialog title is 'Microsoft Excel'. It contains a yellow warning icon and the text: 'The selected file type does not support workbooks that contain multiple sheets.' Below this, there are three bullet points: 'To save only the active sheet, click OK.', 'To save all sheets, save them individually or choose a file type that supports multiple sheets.', and 'To save all sheets, save them individually or choose a file type that supports multiple sheets.' At the bottom of the dialog are two buttons: 'OK' and 'Cancel', with 'OK' being circled in red.

57 Navigate back to Cinchy, find the Roofing Section Historical Table, and upload your .csv file to the Historical Table.

A screenshot of the Cinchy web interface. At the top, there is a navigation bar with 'BUILD' and the 'cinchy' logo, followed by 'Home' and a dropdown menu. Below the navigation bar is a search bar with the placeholder 'Search...'. Underneath the search bar is a section titled 'Bookmarks (4 / 4)' with a dropdown arrow. Four items are listed in a grid: 'Property Asset IMS' with 'Pavement Section Export' and a magnifying glass icon; 'Property Asset IMS' with 'Roofing Section Export' and a magnifying glass icon; 'Property Asset IMS' with 'Pavement Section' and a grid icon; and 'Property Asset IMS' with 'Roofing Section' and a grid icon. The 'Roofing Section' item is circled in red. At the bottom left, there is a link 'Other (50 / 107)'.