Using the Roofing Passport Help System

All user-help documentation and videos for Roofing Passport can be accessed from within the application. There are five different types of help available, to provide you with immediate guidance on the specific the task at hand: *ToolTips*, *Help Boxes*, *Help Windows*, *Help Documents*, and *Help Videos*. Followings is a brief description of each of these help features.

ToolTips – When your mouse hovers briefly over an executable button in the Roofing Passport interface, the application will display a brief, text-based description of the basic function of that button. For example, hovering over the `Print` button displays the text shown in Figure 1.
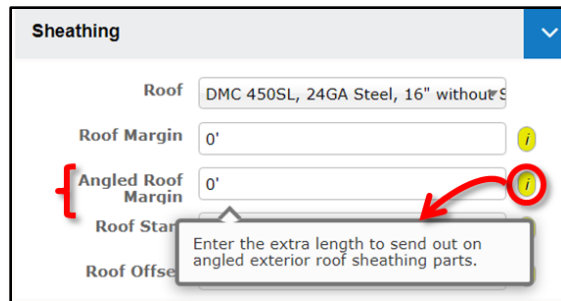

Figure 1: ToolTip for the `Print` button.

Figure 2: Help Box explaining what to enter into the `Roof Margin` field on the *Basic Tab*.

Help Boxes – *Help Boxes* provide brief, descriptive information about each of the fields on the *Property Tabs* used to define the specifications for a job. To access a *Help Box*, click on the yellow "*i*" icon to the immediate right of that field, as shown in Figure 2 at left. Click on any blank area within the interface to close a *Help Box*.

Help Windows – As pictured at right (Figure 3), the upper-right-hand corner of each page within Roofing Passport includes a `Help` button that will open a *Help Window*. Click on this icon to open the *Help Window* for the current page. (See example *Help Window* below.)
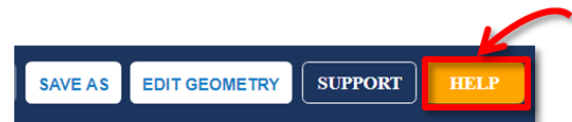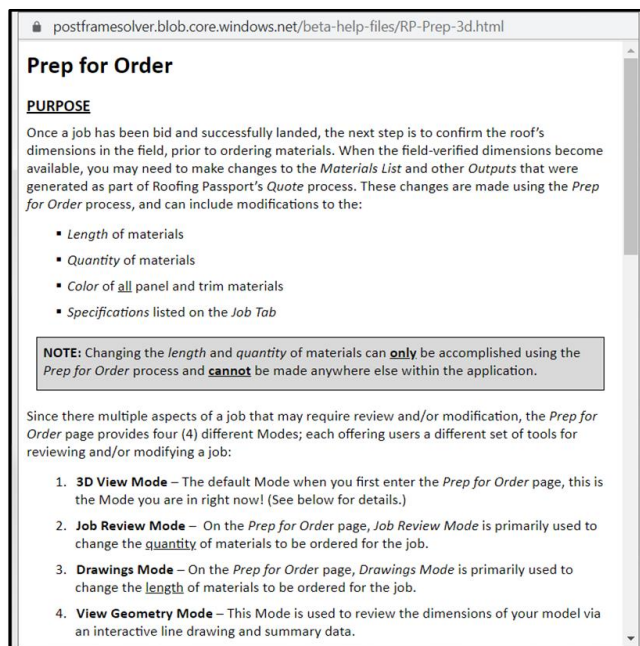

Figure 3: Click on the `Help` button to open the Help Window for the page you are currently on.

Each *Help Window* provides a general *Overview* of the specific features and functions available on that page, along with a `Further Information` section that provides links to help documents and videos with detailed instructions on how to use each specific feature or function.

Help Documents – Provided in PDF format and accessed via links in the *Help Windows*, Roofing Passport *Help Documents* provide everything from general overview information, to step-by-step instructions on how to complete a specific task. When you click on a document link in a Roofing Passport *Help Window*, the corresponding PDF document will open in the exiting window frame. To navigate from the PDF file back to your original *Help Window*, hold down the `Alt` key on your keyboard and press the back-arrow key (←).

Help Videos – Also accessed via links in the Roofing Passport *Help Windows*, our YouTube *Help Videos* are provided on a broad range of topics. YouTube videos open in their own window, and do not affect the *Help Window* from which the YouTube link was accessed.