

To sample in 2013 code there will first need to be at least two projects with completed CF-2R forms. Then start at the lead address project homepage.

The screenshot shows the 'Project Road Map' web application interface. At the top left, there is a navigation menu with 'Alteration Home (2013 Code)'. The main header displays 'Project Road Map' with four colored circular icons: CF-1R (yellow), CF-2R (green), CF-3R (blue), and a dollar sign (\$) (purple). On the top right, the user is logged in as 'Johnny Installer' on behalf of 'DEV INSTALLERS', with a 'Logout' link and an 'Actions' dropdown menu. Below the header, the main content area displays project details in a form-like layout:

- Contractor:** DEV INSTALLERS (137345)
- Project Name:** Sample 1 - Sampling 2 (ID: 310061)
- Project Address:** 123 Sample Street
- Project City/State/Zip:** Sacramento, CA 95825
- Project Owner:** DEV INSTALLERS
- Building Department:** City of Sacramento
- Permit Number/Date:** 123456 - 11/22/2013
- Status:** Active (dropdown menu)
- Homeowner Name:** Mr. Homeowner
- Homeowner Phone:** (empty text box)
- Alternate Phone Number:** (empty text box)

A 'SAVE' button is located below the form fields. Below the form, there are two informational messages:

- This system is in an Sample Group (ID 475503)
[Sample 1 \(Sampling 1\)](#)
[Sample 1 \(Sampling 2\)](#)
- This system is linked with at least one other alteration.
[Sample 1 \(Sampling 1\)](#)

At the bottom of the main content area, there is a table titled 'PRICING INFORMATION':

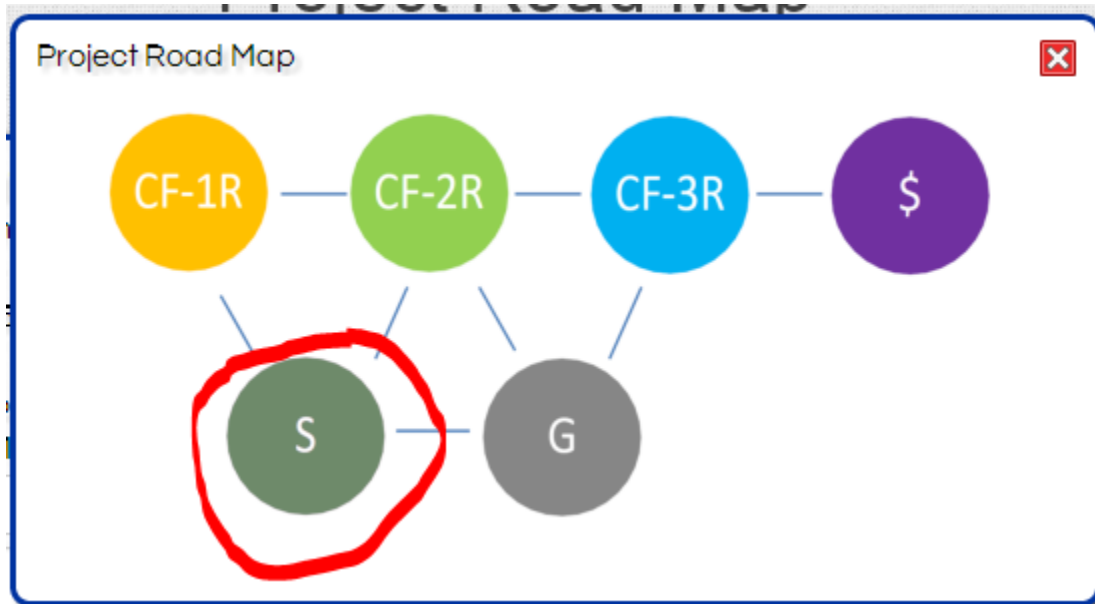
Item	Price
Base Price	\$20.00
QA Surcharge	\$2.00
Installation Certificates (CF2R)	
Duct Leakage	\$1.00
Completion Certificates	

At the bottom of the page, there is a copyright notice: 'Copyright © 2004-2014 CalCERTS, Inc. All rights reserved.'

Click the Project Road Map.



Click on the Green S icon for sampling.



All addresses that can be associated with the lead address will appear in a list.

Project Name: Sample 1 (ID: 310061)

Tested Features:

- Duct Leakage

Create Sample Group (Associations):

Select the HVAC systems you wish to group together and click "NEXT".

Project ID	Project Name	Address	System Name	City	Zip	Group	Sample
308344	123 frakes	sample	old 1	Yuba City	95993	<input type="checkbox"/>	No
310060	123 Sample Street	Sample 1	Sampling 1	Sacramento	95825 475503	<input type="checkbox"/>	No
310061	123 Sample Street	Sample 1	Sampling 2	Sacramento	95825 475503	<input checked="" type="checkbox"/>	YES

Click the sample toggle switch to 'yes' for each address you wish to include and click next.

Project Name: Sample 1 (ID: 310061)

Tested Features:

- Duct Leakage

Create Sample Group (Associations):

Select the HVAC systems you wish to group together and click "NEXT".

Project ID	Project Name	Address	System Name	City	Zip	Group	Sample
308344	123 frakes	sample	old 1	Yuba City	95993	<input type="checkbox"/>	No
310060	123 Sample Street	Sample 1	Sampling 1	Sacramento	95825 475503	<input checked="" type="checkbox"/>	Yes
310061	123 Sample Street	Sample 1	Sampling 2	Sacramento	95825 475503	<input type="checkbox"/>	YES

Click create group.

Project Name: Sample 1 (ID: 310061)

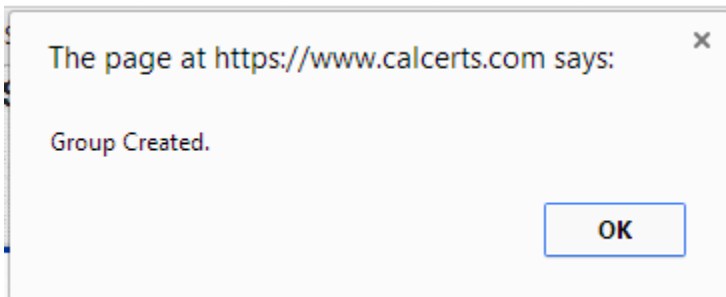
Tested Features:

- Duct Leakage

The following projects will be associated:

Project ID	Project Name	Address	System Name	City	Zip
310060	123 Sample Street	Sample 1	Sampling 1	Sacramento	95825
310061	123 Sample Street	Sample 1	Sampling 2	Sacramento	95825

Click OK.



To confirm and report CF-3R forms click the Road Map and click CF-3R which will take you to this page.

Project Systems being reported:

Project ID	Project Name	Lot ID	Address	Sample Group	Required CF2Rs Duct Leakage
310060	Sample 1	475502	123 Sample Street (Sampling 1)	475503	DONE
310061	Sample 1	475503	123 Sample Street (Sampling 2)	475503	DONE



Please select the CF3Rs to complete below.

Tested Feature	Form Name	Tested System	CF3R Status	Next Step	Do
Duct Leakage	CF3R-MCH-20	123 Sample Street (Sampling <input type="text" value="▼"/>)	Not Started	<input type="button" value="Report Results"/>	

Use the dropdown menu to select which system you want to report results and click report results to complete the process.