FOREWORD

The National Fenestration Rating Council, Incorporated (NFRC) has developed and operates a uniform rating system for energy and energy-related performance of fenestration products. The Rating System determines the U-factor, Solar Heat Gain Coefficient (SHGC) and Visible Transmittance (VT) of a product, which are mandatory ratings for labeling NFRC certified products, are mandatory ratings for inclusion on label certificates, and are supplemented by procedures for voluntary ratings of products for Air Leakage (AL), and Condensation Resistance. Together, these rating procedures, as set forth in documents published by NFRC, are known as the NFRC Rating System.

The NFRC Rating System employs computer simulation and physical testing by NFRC-accredited laboratories to establish energy and related performance ratings for fenestration product types. The NFRC Rating System is reinforced by a certification program under which NFRC-licensed responsible parties claiming NFRC product certification shall label and certify fenestration products to indicate those energy and related performance ratings, provided the ratings are authorized for certification by an NFRC-licensed certification and Inspection Agency (IA).

The requirements of the rating, certification, and labeling program (Certification Program) are set forth in the most recent versions of the following as amended, updated, or interpreted from time to time:

NFRC 700 Product Certification Program (PCP).

NFRC 705 Component Modeling Approach (CMA), Product Certification Program (CMA-PCP).

Through the Certification Program and the most recent versions of its companion programs as amended, updated, or interpreted from time to time:

The laboratory accreditation program (Accreditation Program), as set forth in the NFRC 701 Laboratory Accreditation Program (LAP).

The IA licensing program (IA Program), as set forth in NFRC 702 Certification Agency Program (CAP).

The CMA Approved Calculation Entity (ACE) licensing program (ACE Program), as set forth in the NFRC 708 Calculation Entity Approval Program (CEAP).
NFRC intends to ensure the integrity and uniformity of NFRC ratings, certification, and labeling by ensuring that responsible parties, testing and simulation laboratories, and IAs adhere to strict NFRC requirements.

In order to participate in the Certification Program, a Manufacturer/Responsible Party shall rate a product whose energy and energy-related performance characteristics are to be certified in accordance with mandatory NFRC rating procedures. At present, a Manufacturer/Responsible Party may elect to rate products for U-factor, SHGC, VT, AL, Condensation Resistance, or any other procedure adopted by NFRC, and to include those ratings on the NFRC temporary label affixed to its products, or on the NFRC Label Certificate. U-factor, SHGC and VT, AL, and Condensation Resistance rating reports shall be obtained from a laboratory that has been accredited by NFRC in accordance with the requirements of the NFRC 701.

The rating shall then be reviewed by an IA which has been licensed by NFRC in accordance with the requirements of the NFRC 702. NFRC-licensed IAs also review label format and content, conduct in-plant inspections for quality assurance in accordance with the requirements of the NFRC 702, and issue a product Certification Authorization Report (CAR), or approve for issuance an NFRC Label Certificate for site-built or CMA products and attachment products. The IA is also responsible for the investigation of potential violations (prohibited activities) as set forth in the NFRC 707 Compliance and Monitoring Program (CAMP).

Ratings for products that are labeled with the NFRC Temporary and Permanent Label, or products that are listed on an NFRC Label Certificate in accordance with NFRC requirements, are considered to be NFRC-certified. NFRC maintains a Certified Products Directory (CPD), listing product lines and individual products selected by the manufacturer/responsible party for which certification authorization has been granted.

NFRC manages the Rating System and regulates the Product Certification Program (PCP), Laboratory Accreditation Program (LAP) and Certification Agency Program (CAP) in accordance with the NFRC 700 (PCP), the NFRC 701 (LAP), the NFRC 702 (CAP), the NFRC 705 (CMA-PCP), and the NFRC 708 (CEAP) procedures, and conducts compliance activities under all these programs as well as the NFRC 707 (CAMP). NFRC continues to develop the Rating System and each of the programs.

NFRC owns all rights in and to each of the NFRC 700, NFRC 701, NFRC 702, NFRC 705, NFRC 707, NFRC 708 and each procedure, which is a component of the Rating System, as well as each of its registration marks, trade names, and other intellectual property.

The structure of the NFRC program and relationships among participants are shown in Figure 1, Figure 2, and Figure 3. For additional information on the roles of the IAs and laboratories and operation of the IA Program and Accreditation Program, see the NFRC 700 (PCP), NFRC 701 (LAP), and NFRC 702 (CAP) respectively.
Questions on the use of this procedure should be addressed to:

National Fenestration Rating Council
6305 Ivy Lane, Suite 140
Greenbelt, MD 20770
Voice: (301) 589-1776
Fax: (301) 589-3884
Email: info@nfrc.org
Website: www.nfrc.org
DISCLAIMER

NFRC certification is the authorized act of a Manufacturer/Responsible Party in: (a) labeling a fenestration or related attachment product with an NFRC Permanent Label and NFRC Temporary Label, or (b) generating a site built or CMA label certificate, either of which bears one or more energy performance ratings reported by NFRC-accredited simulation and testing laboratories and authorized for certification by an NFRC-licensed IA. Each of these participants acts independently to report, authorize certification, and certify the energy-related ratings of fenestration and related attachment products.

NFRC does not certify a product and certification does not constitute a warranty of NFRC regarding any characteristic of a fenestration or fenestration-related attachment product. Certification is not an endorsement of or recommendation for any product or product line or any attribute of a product or product line. NFRC is not a merchant in the business of selling fenestration products or fenestration-related products, and therefore cannot warrant products as to their merchantability or fitness for a particular use.

NFRC THEREFORE DISCLAIMS ANY AND ALL LIABILITY THAT MAY ARISE FROM OR IN CONNECTION WITH SERVICES PROVIDED BY, DECISIONS MADE BY OR REPORTS OR CERTIFICATIONS ISSUED OR GRANTED BY ANY NFRC-ACCREDITED LABORATORY, NFRC-LICENSED IA OR ANY PRODUCT MANUFACTURER/ RESPONSIBLE PARTY; RELIANCE ON ANY NFRC PRODUCT DESCRIPTION, SPECIFICATION, RATING, TEST OR CERTIFICATION, WHETHER APPEARING IN A REPORT, A PRODUCT CERTIFICATION AUTHORIZATION OR A PRINTED OR ELECTRONIC DIRECTORY, OR ON A LABEL, OR ON A LABEL CERTIFICATE; OR THE SALE OR USE OF ANY NFRC-RATED OR CERTIFIED PRODUCT OR PRODUCT LINE; INCLUDING BUT NOT LIMITED TO DAMAGES FOR PERSONAL OR OTHER INJURY, LOST PROFITS, LOST SAVINGS OR OTHER CONSEQUENTIAL OR INCIDENTAL DAMAGES.

NFRC program participants are required to indemnify NFRC from and against such liability.
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1. **INTRODUCTION**

The Certified Products Database Participant User’s Manual provides guidelines and explains the procedure to update and maintain product lines on the online NFRC Certified Products Database 2.0. It is intended to provide the Participant with instructions on how to update contact information, schedules, review product line ratings and statuses, and maintain certification. This manual is an integral component of the **NFRC PCP**, and provides the Participant user with direction on how to access and navigate the database with accuracy and consistency.

2. **PARTICIPANT RESPONSIBILITIES**

Participants licensed with NFRC who participate in the Product Certification Program (PCP) are responsible for updating and maintain information in the Certified Products Database that is specific to their company. These responsibilities include:

- Ensuring that the Licensee data is current;
- Updating applicable Schedules to the NFRC License agreement;
- Reviewing current product line ratings;
- Reviewing the status of current product lines to ensure that the certification status of those product lines is accurately reflected in the system;
- Monitoring active product lines in the database to ensure that those product lines nearing expiration be recertified to ensure there are no lapses in certification;
- Reporting to NFRC or the designated IA other required changes that cannot be made directly by the Licensee; (i.e. deactivating product lines that have expired.)

3. **MANUALS AND CODES**

4. **Starting the Application**

For optimum performance, the application can be accessed using Internet Explorer 5.5 or higher. To access the application use the following link: [http://cpd.nfrc.org](http://cpd.nfrc.org)

The Participant is taken to the login screen (Figure 4.1) and prompted to input a valid username and password, and select “CPD” or “Film Attachments”. Usernames and passwords are supplied to the user by NFRC.

User can at any time in the application log off, that is exit out of the CPD, by clicking on the log off hyperlink.

*Figure 4.1: Starting the NFRC Certification Database – Login Screen*
5. **Home Tab – Participant Home Page**

After logging in, the user is taken to the Manufacturer Details screen (Home tab), which displays the Participant’s current information, licensing information, contacts, and applicable Schedules.

The Participant will use this page to update manufacturer contact information and Schedules I and II.

*Figure 5.1: Participant Home Page Screen*

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5.1 **Edit Manufacturer Info**

At this time, NFRC requests that Participants submit address or company name changes by means of the online forms for the following:

i. Address Change: [Responsible Party Datasheet Form](#)

ii. Company Name Change: [Company Name Change Form](#)

5.2 **Viewing Available Reports**

The Participant can view their associated Schedules listed in the Available Reports Box by selecting the corresponding schedule’s hyperlink.

*Figure 5.2: Available Reports for Participant’s editing*
5.3 Schedule I – Plant Listing

The NFRC Schedule I is a listing of the manufacturing facilities where products for which certification authorization is requested are manufactured or fabricated, and the NFRC-approved IG Certification Program(s) in which the Licensee is participating for each facility is listed.

5.3.1 Adding a Plant

After selecting the Schedule I hyperlink, the Participant can add a Plant to the Schedule I by following these steps:
1. Click on “Add Plant” hyperlink;

![Add Plant](image1)

*Figure 5.5: Result of selecting Add Plant hyperlink:*

2. Select the “Edit” button, and enter Plant Name, Address 1, City, State, Postal Code, Phone, Country, Make the status Active, and any comments

   **NOTE:** These comments can be viewed by the IA or NFRC Staff.

Select the “Save” button, or if user decides to not add a plant the “Cancel” button will result in going back to the “Manufacturer Details” page;

**NOTE:** After selecting “Save”, the user will be brought back to the Manufacturer Details page.

![Manufacturer Details](image2)
3. Add a contact to the plant by 1) selecting “Schedule I” and the new plant name, or 2) under the “Plant” listing on the Manufacturer Details page select the plant name which is a hyperlink right to the Plant details.

Once in the Plant Details page, select “Add Contact”;

![Add Contact](image)

**Figure 5.6: Result of selecting Add Contact hyperlink:**

4. Click the “Edit” hyperlink to enter the contact information (see Figure 5.6 above); enter the first name, last name, phone number, alternate phone number, fax number, email address, and contact type (Primary or Secondary). When completed select “Update”, the page will refresh back to the Plant Details.

**NOTE:** By selecting “Cancel” hyperlink, the user will be brought back to the Plant Details page, and a blank contact form will remain. By selecting “Delete” hyperlink, the user will be brought back to the Plant Details page, and the user will have to select “Add Contact” to enter a contact for the plant.

The user may add additional contacts as applicable, or edit/modify a contact by selecting “Edit” on the Plant Details page.

**NOTE:** Each plant shall have only one “Primary” contact type, but may have more than one “Secondary” contact type. If more than one individual is given the primary contact designation, the system will lock the user out of their record. Notify NFRC at **support@nfrc.org**.
5.3.2 Make a Plant Inactive

To inactivate a plant that signifies it is no longer participating in NFRC Certification the user must make the plant inactive while on the Plant Details page, by taking the following steps:

1. Browse to Plant Details from the Manufacturer Details page by either: 1) select the Schedule I hyperlink then select the Plant’s name to be made inactivated; or 2) select the plant name hyperlink under “Plants” listing.

2. Select Edit under the Plant Details.

3. In the Status drop down, select “Inactive”.

4. Select the “Save” button.

Under the Plants listing on the Manufacturer Details page, the plant “Status” column will display “Inactive”.

Figure 5.8: Results of making a plant inactive:
5.4 Adding Plant Associations to Schedule II

After selecting the Schedule II hyperlink, the Participant can add a Plant to Associated Product lines by following these steps:

1. Click on “Add Associations” button

![Figure 5.9: Result of selecting the “Add Associations” button:](image)

2. Using Pull-Down Arrow, select a plant.

![Figure 5.9: Result of selecting the “Add Associations” button:](image)
3. The available and associated Product Lines will populate.

4. Select available product lines individually and click “Add”.

   NOTE: The user may select the “Add All” button to associate all Available Product Lines with the plant selected. “Remove All” button will disassociate the currently Associated Product Lines from the plant.

   Select the “Done” button.
6. **PRODUCT LINES TAB - PRODUCT LINE SUMMARY PAGE**

To view the Product Line Summary Page, Select “Product Lines” tab at the top of the page or from the “Product Lines” button at the top of any page when available.

The Participant will be capable of viewing product line details, ratings, status’, certification timelines, emailing or printing a CAR, and export detailed product line information.

*Figure 6.1: Product Line Summary Page:*
6.1   Selecting Product Lines Status (Viewing)

The default product line status is “Active Only”, to modify the viewing, click the pull down arrow and select “Show All” which will display all Active and Inactive Product Lines.

_Figure 6.2: Status Views_

6.2   Viewing Amount of Product Lines

Depending on the amount of product lines, the page can be modified to be viewed by single or a multiple page view.

To view ALL product lines on one page, click on the “Remove Paging” button.

_Figure 6.3: Paging Option – Remove Paging_

To view a limited number of product lines in a paging view, click on the “Return to Paging” button.

_Figure 6.4: Paging Option – Return to Paging_
6.3 Product Line Statuses

Status Codes define the current state of a product line. These codes are applied by the NFRC Certification and Inspection Agency (IA) or NFRC.

Status Definitions:

**Blank – Product Line Active:** This code indicates the product line is active and reflected in the public directory.

**01 – Manufacturer Voluntary Termination:** This code deactivates the product or product line per the manufacturer’s request when terminating from the Certification Program, or terminating a particular product from the certification program; the product or product line is not reflected in the Certified Products Directory (“directory”).

**02 – IA Suspension:** This code deactivates the product line due to suspension of certification authorization; the product is not reflected in the directory.

**03 – Failed Performance Challenge:** This code indicates that the product failed a challenge that was submitted against it; the challenge is upheld by NFRC so the product is deactivated accordingly with this code.

**04 – Product Re-issued:** If a manufacturer/client requests that a product line series/model name be changed for a particular authorized product, the change is completed by coding out the previous product with this code and reissuing the product in the new series/model name. Reports are subsequently reissued in the new name. This code deactivates the product line.

**05 – Archived Product Data:** To be utilized at the individual product level and not product line level; indicates that the particular product was archived at the time of recertification.

**06 – Do Not Print in Directory:** Product line remains active but is not listed in the directory.

**07 – Product Line Expired:** This code deactivates the product line that has expired.

**08 – Issue CAR only, Do not Print in CPD:** Individual product remains active but not reflected in directory.

**09 – Granted 6-month Extension:** Product line remains active for an additional 6 months from the expiration date.

**10 – Site-Built Product:** Product line remains active but is not reflected on the IA billing report.
11 – IA Revocation: This code deactivates the product line due to denial or revocation of certification authorization; the product is not reflected in the directory.

12 – Product Line Transfers: Indicates the product line has been transferred to another inspection agency.

13 – Private Labeled Product Line: Indicates the product line was authorized by the initial participant to be labeled by a company in an NFRC Private Labeler License Agreement.

14 – Identical Rating Value (IRV) Expansion: This is an active code which indicates the product line was converted to IRV: multiple product options with identical energy performance ratings within the same grouped series are represented by one CPD number.

6.4 Product Line Summary

The Product Line Summary page lists important information regarding a product line:

Information:

**CPD Number** – Product Line Identification Number as assigned when a New product line is published; hyperlink to view Product Line Details. (See section 7)

**Grouped With** – Identifies if a product line has been grouped for validation matrix and that CPD Number.

**Status Code** – Current state of the product line.

**Series/Model Number** – Name as identified for the entire product line provided on a simulator’s upload.

**Operator Type** – Identifies the CPD Directory code.

**Initial Certification Date** – Date product line was originally published into the CPD.

**Certification Date** – Identifies the start date of a product line’s certification cycle.

**Expiration Date** – Identifies date the product line will expire.

6.4.1 View Product Line Details

Select the CPD number hyperlink to view a product line’s details. (See Section 8 for Participants abilities.)
6.5 Generating CAR Reports

The Participant can generate CAR reports for single or multiple product lines. These reports can be selected to be emailed or printed as PDF files.

NOTE: Reprinting of CAR reports shall be for information only, a participant may only label products as NFRC Certified from a CAR signed/received from an NFRC IA’s IRC.

*Figure 6.5: Generating CAR Reports*

Check to create separate report for each product line: ☑

<table>
<thead>
<tr>
<th>Certification Date</th>
<th>Certification Date</th>
<th>Expiration Date</th>
<th>Car Reports</th>
</tr>
</thead>
<tbody>
<tr>
<td>7/2009</td>
<td>10/7/2009</td>
<td>9/20/2013</td>
<td>☑</td>
</tr>
</tbody>
</table>

6.5.1 Emailing CAR Reports

To email a single or multiple CAR reports, select the box(es) in the CAR Reports column for the corresponding product line(s) row(s). To generate separate PDF files for each CAR report, select the “Check to create separate report for each product line” box above the columns. Click the “Email Reports” button. (See figure 6.6)

The reports will be emailed to the Contact associated to the Participant’s login. (The contact can be verified by going to the “My Account” tab.)

6.5.2 Run CAR Reports

To run single or multiple CAR reports, select the box(es) in the CAR Reports column for the corresponding product line(s) rows(s). To generate separate PDF files for each CAR report, select the “Check to create separate report for each product line” box at the top of the page. Click the “Run Reports” button. The CAR report(s) will be opened in a separate internet browser screen with the ability for the user to save the CAR as a PDF file. If separate CAR reports were requested, multiple screens will appear. (See figure 6.5)

NOTE: If a separate internet browser screen does not appear, change your pop-up settings to allow pop-ups from this website.
6.6 Viewing Manufacturer Details

The Participant can view the manufacturer's details by selecting the Manufacturer Details button at the top of the screen, or the “Home” tab. See section 7 for operating in the manufacturer details page.

*Figure 6.6: Manufacturer Product Line Summary Screen*

6.7 Go to Export Home Page

The Participant can select product lines for exporting to excel and view previously exported or downloaded product lines by selecting "Export Home Page" button at the top of the screen. See section 8 for operating the Export Page.

*Figure 6.7: Export Home Page button at top of Product Line Summary page:*
7. **PRODUCT LINE DETAILS PAGE**

After selecting a CPD number hyperlink from the Product Line Summary screen, the product line’s details are displayed.

The Participant will be capable reviewing individual products and their statuses, queue the details for export, and the ability to view manufacturer details.

*Figure 7.1: Product Line Details Screen*

---

**7.1 Product Line Header Information**

The product line header data consists of general information, additional ratings, simulation information, test validate, and comment boxes. For any editorial changes that are needed, the participant shall contact its NFRC Inspection Agency (IA) which administers the product lines.

**7.1.1 Information that can be changed:**

**General Information** – The IA can edit the series name, the operator type, and the status of the product line in the General Information section.

**Material Information** – The IA can edit the Frame Absorptance of the product line in the Material Information section.

**Edit Additional Ratings** – The IA can edit the Air Leakage rating of the product line in the Additional Ratings section.
**Edit Certification Dates** – The IA can edit the recertification date and expiration date of the product line in the Certification Dates section.

**Edit Simulation Information** – The IA can edit the date the IA received the simulation report, the revision date, and simulation report number in the Simulation Information section.

**Edit Test Validate Information** – The IA can edit the test date, the report revision date, and the date IA received the test report in the Test Validate section.

**Comments to the Product Line Details** – The IA may add any desired comments relative to the product line in the Comments box.

### 7.2 Queue for Export

The Participant can select the “Queue for Export” button, to send the product line details to be exported into an Excel csv file for downloading. Once selected, a notification will display at the top of the screen. The user will need to go back to the Product Line Summary page and select “Export Home Page” or go to [http://batch.nfrc.org](http://batch.nfrc.org) to view and download queued product lines into exported csv files.

*Figure 7.2: Notification of files sent to export queue:*
7.3 Selecting Product Status (Viewing)

The default individual product status is “Active”, to modify the viewing, click the pull down arrow and select “All” or “Inactive”

Figure 7.3: Viewing Options

7.4 Viewing Amount of Individual Products

Depending on the amount of individual products within a product line the screen can be modified to be viewed in a single or a multiple page view.

To maneuver while in the “paging” view, the Participant can click between the pages uses two methods.

1) Use the <<page>> hyperlinks located on the upper right side of page; or

2) Use the page number hyperlinks located at the bottom of the page.

Key:
2 values for U-Factor, SHGC, and VT indicate Res/Non-Res ratings.
* indicates that certified SHGC/VT values are available from the manufacturer

To view ALL the individual products, click on the "VIEW ALL" button at top left of the page.
To view a limited number of individual products in a paging view, click on the “Return to Paging” button at top left of the page.

7.5 Product Line Detail columns

Figure 7.4 Individual Line Details Column headers:

<table>
<thead>
<tr>
<th>Status Code</th>
<th>CPD #</th>
<th>MFR Product Code</th>
<th>Report Number</th>
</tr>
</thead>
</table>

**Status Code** – The status code of the individual product option is reflected in this column. Refer to Section 6.3 for definition of statuses. (i.e. 01)

**CPD #** – This column displays the full CPD number of the individual product option. (i.e. XYZ-T-77-00001-00001)

**MFR Product Code** – This is a free-form field that manufacturers can use to enter additional information about the (reference or option) product which corresponds to the MFR Product Column in the simulation upload spreadsheet.

**Report Number** – This column displays the associated simulation report for each individual product.

The data in this column is generated from the report number off the corresponding simulation spreadsheet that created the individual product option when the product data was generated.

**Report number from initial certification**

A submitted simulation upload spreadsheet for initial certification generates a new product line when accepted by the IA. All of the individual product options in the product line’s details will have the same report number listed in the report number column from that simulation spreadsheet.

**Revision or Addendum Report Types**

A submitted simulation upload spreadsheet for revisions or additions of certified options generates a revision or addendum to an existing product line when accepted by the IA. Only those individual product options affected by the acceptance in the product line’s details will have
the updated report number listed in the report number column from that simulation spreadsheet. The original report number will still be listed for the unaltered individual product options.

**Recertification Report Type**

A submitted simulation upload spreadsheet for recertification will archive previous options and generate new options to the next available option number in the product line when accepted by the IA. All of the individual product options in the product line’s details will have the same report number listed in the report number column from that recertification simulation spreadsheet.

*Figure 7.5: Product Description and Rating Values Column headers:*

<table>
<thead>
<tr>
<th>Frame / Sash Type</th>
<th>U-factor</th>
<th>SHGC</th>
<th>VT</th>
<th>Condensation Resistance</th>
</tr>
</thead>
</table>

**7.5.1 Product Description and Rating Values**

These columns display the product description codes and rating values for each individual product option in the product line which correspond to what was submitted in the simulation upload spreadsheet.

**7.6 Product line Conversion**

Any product line can be converted to the Identical Rating Value (IRV) expansion process. The IRV allows multiple product options with identical energy performance ratings within the same grouped series to be represented by one CPD number. Refer to the NFRC Licensee CPD 2.0 IRV Product Line Expansion User Manual on the NFRC website: [www.nfrc.org](http://www.nfrc.org).

**8. Export Product Line Details**

The IA, manufacturer, or NFRC staff is able to use the export queue tool to download product line details into a csv format. There are 2 ways to access the tool: selecting “Export Home Page” from a Manufacturer’s Product Line Summary page; or going to [http://batch.nfrc.org](http://batch.nfrc.org). This Export Queue is not available for Applied Film Products.
NOTE: Using the Export Home Page button, automatically keeps the user logged into the CPD and Export tool. If the user browses directly to the webpage, they will have to use their CPD login to access the tool.

Figure 8.1: Participant’s Export Home Page:

8.1 Export Home Page

After selecting the “Export Home Page” from the Product Line Summary screen (a separate internet browser will be opened), or logging into Export Queue tool, the user is taken to the Manufacturer Product Line Summary screen, which displays a list of all a participant’s product lines.

8.2 Queue to Export

To export a product line’s details into csv format, select one or more boxes in the Batch Export column for the corresponding product line(s) row(s).

The user may use the “select all” which will queue all listed product lines (active or inactive) to be sent to the queue for exporting. The user may select “Deselect All” to remove any checkmarks prior to exporting. The user may select “Reset” to clear check marks or refresh the page.

To submit the checked product lines to the queue, select the “Export” button.

Figure 8.2: Selecting Check-boxes and Export to Queue:
The page will refresh and provide a notification that the product lines have been successfully sent to the queue and will be exported in csv format in the order received.

Figure 8.3: Notification of files sent to export queue:

8.3 Download Exports

To view and download the product line detail's in a csv file; select the “Exports” tab at the top of the page. The listing displays the batch ID number, manufacturer ID, username, status, request date, and completion date. The list contains all product lines queued, regardless of who the user was that exported the product lines.

Figure 8.4: Exports tab - Queue / Batch ID Listing Page:

8.3.1 Batch ID number

Each export is given a Batch ID number based on the order it was received. Whether one or several product lines were selected, each unique Batch ID will house one or more product line details in individual csv files. The Export Page stores the Batch IDs with the most recent pulled export files at the top.

Select a Batch ID for the corresponding time/date submitted as desired. The page will refresh and provide all product lines selected in that Batch ID to the top right of the page.
NOTE: The user may need to scroll to the top of the page to view the files for download; the page does not scroll to the top automatically.

Figure 8.5: A selected Batch ID and the files for download:

Click the “Download” button and follow any pop-up prompts to “open/save/save as” the file to your computer. Once the file is downloaded the “Date Downloaded” will populate to display when the file was downloaded.

NOTE: Files are available for 30 days and will be removed from NFRC servers after that time. If the user needs the product line details, they will have to use the Manufacturer Page in the Export Queue or Product Line details page in the CPD to queue the product line for export.

Figure 8.6: Example of IE download file notice:

Figure 8.7: Last Downloaded date populated:
8.3.2 Go back to Export more product line details

To go to a manufacturer’s product line listing in the Export Queue tool, the user can select the manufacturer hyperlink within the Export listing, or select the “Manufacturer” tab at the top of the page.

*Figure 8.8: Manufacturer hyperlink to product line summary:*

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9. **NFRC REPORTS TAB**

The NFRC Reports tab at the top of the screen displays different types of listings, schedules and notification of upcoming expirations.

The Participant will use this page to print official listings and schedules for record retention.

*Figure 9.1: NFRC Reports Tab*
9.1 **Product Line Reports**

The Participant can view and save a summary of their product line listings in PDF format by selecting the Product Line Listing hyperlink. The Product Line Listing Report provides Product Line number, identifies Grouped With product lines, Series name, Operator Type, Test Date, Certification Date, Recertification date (if applicable), Expiration Date, Product line Test, and current Line Status.

To run the report, select the company to run a Product Line Listing for, and select “Add” button. Select to either “Run Report”, the report in PDF format will be provided in a pop-up window and the user must save to their own computer; or “Email Report” and the contact’s email listed under the My Account’s tab will receive the report via email in PDF format.

*Figure 9.2: Product Line Listing Report tool:*

9.2 **Manufacturer Reports**

The Participant can view and save NFRC Schedules in PDF format by selecting the Schedule Reports hyperlink. The Schedule Reports provides Schedule I or II as created in the Manufacturer Details pages under “Available Reports” (see section 5). These reports may be kept by the Participant as official records of their Schedule I and Schedule II.
Figure 9.3: Schedule Reports tool:

To print a Schedule I or II the steps are as follows:

1. Select the Report type: Schedule I and/or Schedule II

   NOTE: Schedule III and IV have not been developed in the CPD and will result in no information provided.

2. Select the Manufacturer name, and click the “Add>” button.

3. Select to either “Run Report”, the report in PDF format will be provided in a pop-up window and the user must save to their own computer; or “Email Report” and the contact’s email listed under the My Account’s tab will receive the report via email in PDF format.

9.3 Global Reports

The Participant can view and save a summary of it’s product lines and their upcoming expirations in PDF format by selecting the Approaching Expiration Report hyperlink. The Approaching Expiration provides a summary of active product lines and their expiration dates within the time frame specified in the query. The listing includes Product Line number, Manufacturer Code, Certification End Date, Manufacturer Name, Product Type, and Line Status, and applies the date it’s printed.
To print an Approaching Expiration Report, the steps are as follows:

1. Select who to run the report for: This will always default to “Specific Manufacturers” and is unable to be changed for a Participant user.

2. Enter a Start Date: The date should be entered in the format MM/DD/YYYY and back-dated in the range of 6 months or more to capture any approved “6 Month Certification Extensions” granted by the IA.

3. Enter an End Date: The date should be entered in the format MM/DD/YYYY and NFRC recommends 18 months preparation time to coordinate recertification of a product line.

4. Select the Available Manufacturer; and click the “Add>” button to populate the Manufacturer name in the “Selected Manufacturer” box.

5. Select to either “Run Report”, the report in PDF format will be provided in a pop-up window and the user must save to their own computer; or “Email Report” and the contact’s email listed under the My Account’s tab will receive the report via email in PDF format.
10. **MY ACCOUNT TAB**

The MY Account tab at the top of the screen displays the Participant user’s login details.

The Participant will use this page to save a new password for security measures.

*Figure 10.1: My Account Tab*

10.1 **Changing and Saving a New Password**

The Participant can update and save a new password by entering a new one twice: once in the “Password” cell and second in the “Confirm Password” cell. And select “Save” button.

The Participant will need to login next time with the new password.
NOTE: A password is case-sensitive; however, a username is not. If a user forgets their password they may ask to have it reset by emailing support@nfrc.org: include Contact Name, Email, Phone Number, Company Name, and Username. If a password is being requested in the event of an employee change, see section 5.1 for the proper procedures.

10.2 The User’s Contact Information

The Participant may view the current contact name and email address set for their company login.

NOTE: If the contact or email address need to be updated, see section 5.1 and contact NFRC at support@nfrc.org.

11. NFRC Codes Tab

The Codes tab at the top of the screen provides a direct link to approved NFRC Directory Codes used in the CPD.

The Participant will use this tab to open a pop-up window consisting of a PDF file with all NFRC Directory Codes including: Product Type Codes, Frame and Sash Codes, Thermal Break Material Codes, Gap Fill Codes, Tint Codes, Spacer Codes, Grid Codes, Grid Size Codes, Door Description codes, Door Sub-Structure Material Codes, Panel Codes, Skin Material Codes, and Core Fill Codes.