

NFRC SpecBuilder Demo

NFRC Fall Membership Meeting – Charlotte, NC



Agenda

- Benefits of the SpecBuilder tool
- Utilizing the file management system
- Managing ballots between membership meetings
- Setting your level of engagement



Benefits of SpecBuilder Tool

- Provides transparency and traceability
- Similarity for ASTM members
- User dashboard



Transparency and Traceability

- Members can view the ballots that are being considered
- A record of ballot discussion from the task group level up through the NFRC chain
- Tracks ballot responses reducing the chance of losing valuable information when revising documents

ASTM COMPASS
Your Portal for Standards, Testing, Learning & More

SCOTT HANLON

SPECBUILDER LANGUAGES SPECBUILDER HELP

NATIONAL FENESTRATION RATING COUNCIL Groups in SpecBuilder

ADMINISTER
EMAIL SETTINGS

Fair, Accurate, and Credible Ratings

Current Group: 33 Residential Component Based Calculation TG

33 Residential Component Based Calculation TG

Group Drafts Ballots Discussions Files

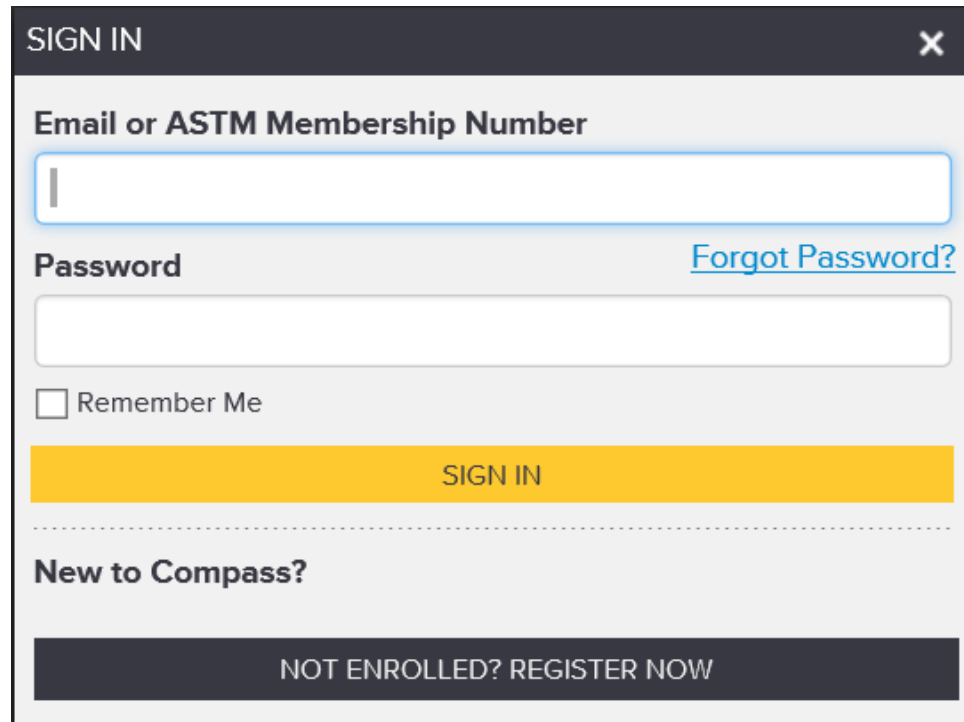
Drafts

UPLOAD DRAFT +

You have no Drafts at this time.



Similarity for ASTM members



The image shows a 'SIGN IN' form with the following elements:

- SIGN IN** (title bar with a close button)
- Email or ASTM Membership Number** (input field)
- Password** (input field) with a [Forgot Password?](#) link
- Remember Me**
- SIGN IN** (yellow button)
- New to Compass?** (text)
- NOT ENROLLED? REGISTER NOW** (dark grey button)

- If you are an ASTM member, you may use that login which you must access through NFRC website
- Non-ASTM members have been provided NFRC credentials for login.
- Please contact Jessica Finn if you did not receive that information.



User Dashboard

- Ability to access specific group information
- Tracking of drafts and activity that has occurred in SpecBuilder

My Groups		CREATE NEW GROUP +
Group Name	Creation Date	
NFRC Staff Group	2019-7-22	
Thermophysical Properties Subcommittee	2019-7-1	
NFRC 710	2019-4-17	
Technical Committee	2019-3-4	
Residential Component Based Calculation TG	2019-7-10	
1-5 of 29 Show All Groups		

Drafts			UPLOAD DRAFT +
Group	Draft Title	Upload Date	
35 - NFRC Staff Group	NFRC E-Ballots and Document Management Communications Plan	2019-7-22	
35 - NFRC Staff Group	Business Rules for E-Ballots and Document Management	2019-7-22	
15 - NFRC 705 CMA PCP Subcommittee	NFRC 705 E0A0 Redline	2019-6-24	

Ballots		CREATE NEW BALLOT +
You have no open Ballots at this time.		

Recent Activity		
Group	Activity	Date
35 - NFRC Staff Group	Discussion Reply: RE: Communication Plan by Michelle Scism	2019-8-2
35 - NFRC Staff Group	New Discussion: Communication Plan	2019-7-23
35 - NFRC Staff Group	Support File: File #2: 2019-06-25_Business_Rules_for_E-Ballots_Doc_Mgmt.docx	2019-7-22
35 - NFRC Staff Group	Support File: File #1: Electronic_Balloting_and_Document_Management_Communication-Plan.doc	2019-7-22
35 - NFRC Staff Group	Draft Submitted: Draft #2: NFRC E-Ballots and Document Management Communications Plan	2019-7-22
1-5 of 18 Show All Activity		



Utilizing the File Management System

- Intent to replace NFRC community group pages
- Access agendas, minutes, draft documents, etc.



Replacing NFRC Community Pages

Documents

Group Home Group Pages Directory & Features Options

Group Admin Op » Minutes / Notes Documents Upcoming Meetings Minutes / Notes Archive Group Call-in Information Volunteer Resources

Share | Facebook | Twitter

Documents - Significant | More Info | Add a File | Manage Collection

Item Name	Posted By	Date Posted
RCBC Simulation Manual - Final Draft v05 DOCX (684.99 KB) more	S. Hanton	9/11/2019
RCBC Task Group Action List (7/2019) XLSX (30.2 KB) more	S. Hanton	7/11/2019
RCBC and CI Implementation Plan - v01 DOCX (41.86 KB) more	S. Hanton	6/6/2019

Old Documents - Archived | More Info | Add a File | Manage Collection

Item Name	Posted By	Date Posted
RCBC Analysis Tool (3/2018) XLSX (332.29 KB) more	S. Hanton	3/15/2019
RCBC Data Summary (3/2018) XLSX (19.48 KB)	S. Hanton	3/15/2019
TrendLine Template (May 2017) XLSX (25.08 MB)	S. Hanton	3/15/2019
TrendLine Template - Example (May 2017) XLSX (25.1 MB)	S. Hanton	3/15/2019

- Staff to begin process by the end of year
- NFRC appreciates your support and patience



Accessing Information

Current Group

33 Residential Component Based Calculation TG

33 Residential Component Based Calculation TG

Group Drafts Ballots Discussions **Files**

Folders

Add Folder +

ADD NEW FILE +

	Folder Title	Files in Folder	Folder Owner		
	Home	0			



Accessing Information

Drafts:	only staff liaisons will be able to upload drafts of the files
Ballots:	will list any active ballots
Discussions:	the area where members can upload files and initiate and comments on discussions
Files:	will house the notes or minutes, agendas, and other relevant files.

Handling of Ballots Between Meetings

- Discretion of committee chairs
- Meeting virtually to resolve ballots
- Follow Operating Policy guidelines



Setting your Level of Engagement

- Use email settings
- Email notification hierarchy
- Selections affect participation

The screenshot displays the ASTM COMPASS interface. At the top right, the user is identified as SCOTT HANLON with a dropdown menu containing 'SpecBuilder Email Settings' and 'Logout'. Below this, there are buttons for 'ADMINISTER' and 'EMAIL SETTINGS'. The main header reads 'NATIONAL FENESTRATION RATING COUNCIL Groups in SpecBuilder'. The interface is divided into three columns:

- My Groups:** A table with columns 'Group Name' and 'Creation Date'. It lists four groups: 'NFRC Staff Group' (2019-7-22), 'Thermophysical Properties Subcommittee' (2019-7-1), 'NFRC 710' (2019-4-17), and 'Technical Committee' (2019-3-4). A 'CREATE NEW GROUP +' button is visible.
- Ballots:** A section with a 'CREATE NEW BALLOT +' button and a message: 'You have no open Ballots at this time.'
- Recent Activity:** A table with columns 'Group', 'Activity', and 'Date'. It shows two entries from the '35 - NFRC Staff Group': a 'Discussion Reply: RE: Communication Plan by Michelle Scism' on 2019-8-2 and a 'New Discussion: Communication Plan' on 2019-7-23.



Support

- Presentation and [training URL](#) available
- SpecBuilder tool – [Jen Padgett](#)
- NFRC login and membership – [Jessica Finn](#)



