# Memorandum

**Date:**     July 7, 2016

**TO:**       NFRC Accredited Simulation and Thermal Test Laboratories; NFRC
Licensed Inspection Agencies

**FROM:**   Sherri Wendt, Applications Support Specialist

**SUBJECT:** Completion of CPD Large Product Line Project – Phase II

---

The redesign of the NFRC Certified Products Database (CPD) upload process and spreadsheet has been completed. The release completes Phase II of the Large Product Line project provides the Laboratories and Inspection Agencies a more streamlined work environment within the CPD when uploading and processing the new upload spreadsheet in CSV file format.

Phase II of the project release includes:
- An improvement to the process of publishing product lines from uploaded lab reports and an upgrade from a 32-bit server environment to a 64-bit server environment.
- Removal of the application's dependency on Microsoft Excel.
- A modification of the sim and test upload spreadsheets to fit the CSV format, and the continuance of the ability for labs to create the spreadsheet in Excel and submit it in CSV file format.
- An allowance for the CPD to store the data directly in the database via the CSV file type, and not be limited to the Excel file limitations.
- A reduction in  the storage requirements of NFRC servers.

Laboratory report submitting procedures are now streamlined into a single upload and submittal step with automated processes, including:
   The ability to submit properly submitted reports directly to the IA;
- Verification through an automated format checking service; and
- Subsequent reports can be submitted without leaving the page.

The Inspection Agency's approval procedures are enhanced by the ability to detach sim and test validation comparison reports and streamline publishing data without review of the validation baseline options in the CPD.

**Recorded Training Sessions**

Training has been conducted for Inspection Agencies and Laboratories (Sim and Test) and recorded training sessions are available on the project page. You may watch the training sessions online, or request individual training from staff. The presentation slides are available for download here.

**CPD User Manuals**

New updated CPD user manuals are available with this release and are available for download from the CPD Information Page and links below:
- NFRC IA CPD User Manual_E0A4
- NFRC Sim CPD User Manual_E0A2
  - NFRC Sim CPD User Manual Excel Excerpt E0A0
- NFRC Test CPD User Manual_E0A2
  - NFRC Test CPD User Manual Excel Excerpt E0A0

Other manuals will continue to be available:
- NFRC Sim Lab CPD IRV Product Line Expansion User Manual_E0A0

**Review CSV Spreadsheet Format:**

Staff has requested that each laboratory review the new simulation and / or test upload spreadsheet to determine when the new CSV process will be implemented into their reporting system. Confirm by Monday, July 18, 2016 when your lab will implement the spreadsheet by emailing Sherri Wendt and Scott Hanlon.

Download the zip file for NFRC Simulation CSV Upload Sheet v4.0.xls

Download the zip file for NFRC Test CSV Upload Sheet v4.0.xls

**Sun-Setting of Excel Upload Spreadsheets**

The sunset date for the XLS version and implementation of the CSV version will be **January 1, 2017**. Laboratories will not be able to submit XLS spreadsheets after this date; however, Inspection Agencies will continue to have access to accept spreadsheets in XLS version.
With the June 27th release, the CPD has the capability to accept either XLS or CSV file types. Laboratories are able to submit the XLS versions of the upload spreadsheets to complete any mid-process product lines. This period of overlap will only be until December 31, 2016.

**Important Updates from Trainings**

- The maximum file size for a CSV file format allowed to be uploaded is 65 MB, which allows approximately 300,000 lines of data (size can depend on user's computer, software, and internet availability). User shall understand that a file of this size will take time to: add the file to the LRVS service where the lab will remain on the Home page; additional time for it to process through the service (minimum 30 minutes) and provide a notification of pass/fail verification; and additional time for the data to be copied to the database for IA review and the report status to be updated for submittal/review.
- Only the Simulation macro-check will automatically convert all commas to a pipe symbol (|). Test Laboratories shall select another symbol to use in place of comma, the test spreadsheet macro-check does not convert commas to an acceptable symbol.
- User account email opt-in / opt-out only affects emails sent in relation to actions to CSV uploaded reports. XLS related report emails will continue to be sent until the Excel service is discontinued in the CPD. A user cannot opt-out of emails sent for actions to XLS uploaded reports.

**Features Pending Deployment**

The following features were found to be non-operable at time of release, but have been resolved:

- Comments in the Product Line Detail page can now be saved when entered by an IA.
- The Validation Comparison page now includes Model Size for simulation and test validation options, and the test report's Tested U-Factor has been removed.
- Notification logs are visible by all users associated to the company who uploaded the report, and all IA users associated to the company the report is assigned to.

The following features are being resolved:

- When the SHGC and VT are submitted correctly to display either a zero "0" or a dash "-" for the rating, it does not display properly after publication.
- Sorting by column headers is broken for the lab report summary page and the IA's status page.

A copy of this memo can be downloaded here: [CPD Info Page](#). Any questions or comments can be emailed to the NFRC Applications Team ([support@nfrc.org](mailto:support@nfrc.org)).

Sincerely,

**Sherri Wendt**
Applications Support Specialist