



## Memorandum

Date: May 31, 2016

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

FROM: Sherri Wendt, Applications Support Specialist

SUBJECT: Redesign of the CPD Upload Process and Spreadsheet

---

To better serve NFRC participants, a redesign of the NFRC Certified Products Database (CPD) upload process and spreadsheet is nearing completion for release on Monday, June 27<sup>th</sup>. The release will complete Phase II of the Large Product Line project and will provide the Laboratories and Inspection Agencies a more streamlined work environment within the CPD. Training dates are offered in the pages below as the laboratory process will be slightly modified, and the IA process will have many advancements.

Until December 31, 2016, laboratories will be able to continue to submit the old XLS versions of the upload spreadsheets to complete any mid-process product lines. The redesigned upload spreadsheets for the Simulation and Test Laboratories will be submitted in a CSV file format and were designed to have minimal changes to a lab's current process. A template has been provided for each new spreadsheet to allow for the opportunity to test features and prepare for adaptation into individual reporting systems.

Once released to production, the CPD will have the capability to accept either XLS or CSV file types, and this period of overlap will only be until December 31, 2016. Therefore, the lab can use the CSV streamlined submittal process once they are prepared. The anticipated time-saving adjustment which integrates the Lab Report Test Tool (LRTT) and submitting the report into a single upload and submittal step will be available with the CSV file format. However, no advancements, changes, or improvements are being made to the XLS uploads, LRTT, email or CPD application notifications, or processes to publish the XLS file type in the CPD. Additionally the validation/baseline comparison tool cannot mix file types of simulation and physical test reports; not an XLS file with a CSV file. Laboratories are urged to integrate the new CSV upload spreadsheet as soon as possible.

Details of the Large Product Line Project can be viewed here: [CPD Project Page](#)



## Memorandum

### **SELECT A TRAINING DATE:**

Before the new CPD can be released, each role will require training. Please follow the appropriate links below to select a training session that works for your company:

Inspection Agencies will require 2 hours of one-on-one trainings, limited to one selection per company: [Select Time Here](#)

Monday, June 13<sup>th</sup> – 2 time slots available

Wednesday, June 15<sup>th</sup> – 2 time slots available

Simulation /Test Laboratories will require 1.5 hours of training for any simulation laboratories held in the first hour, and training for test labs for the remaining 30 minutes.

There can be multiple labs per selection: [Select Time Here](#)

Tuesday, June 14<sup>th</sup> – 4 time slots available

Wednesday, June 15<sup>th</sup> – 1 time slot available

Thursday, June 16<sup>th</sup> – 3 time slots available

Additional training sessions will be made available after the release, if necessary.

### **REVIEW CSV SPREADSHEET FORMAT:**

Staff requests each laboratory to review the new simulation and / or test upload spreadsheet to determine when the new CSV process can be implemented into their reporting system. Please confirm by Monday, July 18, 2016 when your lab will implement the spreadsheet.

The sunset of XLS version and implementation of CSV version will be on **January 1, 2017**. Laboratories will not be able to submit XLS spreadsheets after this date; however, Inspection Agencies will have access to accept spreadsheets in XLS version. Additional details will be provided in summer 2016.

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](#)



# Memorandum

## Sneak Peek: Sim CSV file format

	A	B	C	D	E	F	G
1	<b>NFRC 2010 Simulation Data Upload Form</b>						
2	Mfr Name:						
3	Series/Model #:						
4	Operator Type:						
5	Thermal Break Type:						
6	Report Type:						
7	CPD Number:						
8	Model Size:						
9	Validation Size:						
10	Rating Procedure:						
11	Sim Lab Code:						
12	Sim Rpt Revision Date:						
13	Report #:						
14	Data Checked (v. 4.0):						
15			Data Check				
16	MfrProdCod (255 Characters)	Product Number	Pane ID #1	Pane ID #2	Pane ID #3	Pane ID #4	Pane ID #5
17							

## Sneak Peek: Test CSV file format

	A	B	C	D	E	F
1	Mfr Name:					
2	Series/Model #:					
3	Operator Type:					
4	Thermal Break Type:					
5	Report Type:					
6	CPD Number:					
7	Specimen Size:					
8	Test Lab Code:					
9	Rating Procedure:					
10	Data Checked (v. 4.0):					
11						
12						
13						
14						
15						
16						
17						
18	MfrProdCod (255 Characters)	Product Number	Pane Thickness #1	Pane Thickness #2	Pane Thickness #3	Pane Thickness #4
19						

## Sneak Peek: Single-Step CSV Upload Process

CERTIFIED PRODUCTS DIRECTORY

Home
Lab Reports
IA Info
My Account
Codes
Notification

Log off
Welcome Laboratory

FIND MANUFACTURER

By Name    By Code or

#	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	{		}
	Name	Code	ID																										
	<a href="#">123XYZ Company</a>	XYZ	860																										

CSV File Upload

Selected Manufacturer: 860 - 123XYZ Company

Select IA (Optional):  Report will be automatically submitted to this IA

Report Type:

Lab Type:

Data File:

(Please select a file after all other entries have been made.)

To upload an Excel formatted lab report, please go [here](#).

CSV formatted Sim Lab Reports will be verified automatically when uploaded.

By accessing and downloading NFRC data from this webpage, the user agrees to abide by the [Terms of Use](#).



# Memorandum

## New Features

- All header information is located at the top left for streamlined completion, and CPD input.
- The data-check button has been merged across the full page for quick access at any point.
- Upon completion of the spreadsheet in excel version, the user will need to save the file as a “csv” file type.
- The separating lines feature between groupings has been removed.
- Accepts 2014 Rating Procedure.

## Remains the Same

- All data headers are the same. The fields and columns below the header remains the same for minimal system changes.
- All codes are the same and shall be entered in the same manner.
- Symbols previously accepted are still able to be entered: i.e.: forward slash “/” for gas fill; commas “,” for grouping (see “New Requirements” for comma exception).

## Benefits

- The CSV file type allows the CPD to store the data directly in the database, and not be limited to the Excel file capabilities, plus it reduces the storage requirements of NFRC servers.
- Simulation laboratories will be able to take advantage of the number of rows in Excel (1 million+) and not have to break-up files unless the product line exceeds the row capacity.
- Transitioning to a CSV file type will include an integrated Lab Report Verification System (LRVS) at the upload process. This eliminates the separate login for verification testing.
- Data macro checks remain the same; however, some were updated and additional macro checks have been added to improve user entry prior to uploading to the CPD.



# Memorandum

## New Spreadsheet Requirements

- Groupings will not be separated with commas. Laboratories can continue to use the comma but the macro-check will automatically convert all commas to a pipe symbol (|).
- Laboratories will work in Excel but must save the file as a CSV file type for uploading to the CPD.

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

Sincerely,

**Sherri Wendt**  
Applications Support Specialist