**FOREWORD**

The National Fenestration Rating Council, Incorporated (NFRC) develops and operates a uniform rating system for energy and energy-related performance of fenestration and fenestration attachment 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, and 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 and fenestration attachment 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 and fenestration attachment 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 programs (Certification Programs) 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)

and through the Certification Programs 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 Programs, 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 that has been licensed by NFRC in accordance with the requirements of the NFRC 702. NFRC-licensed IAs 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 Certificate of Authorization (CA) and may 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).

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 PCP, LAP, and 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 programs 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.
Figure 3

National Fenestration Rating Council

Certification Policy Committee

Revises certification policy as needed
Rules on challenges to IAs
Interprets program requirements

Reviews compliance with NFRC certification criteria
Conducts IA inspections as needed
Monitors all certification program functions

NFRC Administrator

Fulfills requirement of licensing as an IA
Demonstrates competence in certification
Conducts in-plant inspections
Reviews label format and content
Reviews all documents submitted for certification
Provides rating certification labels and label certification as needed
Participates in the investigation of potential violations
Pays licensing fees
Maintains continued program compliance

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-related 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.
# Table of Contents

**FOREWORD** ......................................................................................................................... iii  
**DISCLAIMER** .......................................................................................................................... vii

Table of Contents .......................................................................................................................... viii

1. **Introduction** ......................................................................................................................... 1
2. **Testing Lab Responsibilities** ................................................................................................. 1
3. **Test Lab Summary Spreadsheet** .......................................................................................... 2
   3.1 **HEADER SECTION – PRODUCT LINE INFORMATION** .................................................. 2
   3.2 **PRODUCT RATING SECTION – INDIVIDUAL PRODUCT INFORMATION** .............. 3
   3.3 **SPREADSHEET FORMATTING REQUIREMENTS** ......................................................... 4
   3.4 **USING THE UPLOAD SPREADSHEET** ........................................................................... 8
      3.4.1 Reporting Individual Products ....................................................................................... 9
      3.4.2 New Report Type Upload .............................................................................................. 9
      3.4.3 Recertification Report Type Upload ............................................................................... 9
      3.4.4 Revision Report Type .................................................................................................... 9
      3.4.5 Addendum Report Type Upload .................................................................................. 10
   3.5 **COMPLETING THE UPLOAD SPREADSHEET** ................................................................. 10
      3.5.1 Cells Filled in Properly ................................................................................................ 10
      3.5.2 Cells Not Filled in Properly .......................................................................................... 10
4. **Starting the Application** ......................................................................................................... 12
   4.1 **MANAGE USER ACCOUNT** ............................................................................................ 12
      4.1.1 IA Info ......................................................................................................................... 13
      4.1.2 My Account .................................................................................................................. 13
      4.1.3 Codes ........................................................................................................................... 15
5. **Uploading Spreadsheet to CPD** ............................................................................................ 16
   5.1 **ADDING A REPORT TO THE CPD** .............................................................................. 16
      5.1.1 Upload CSV or Excel file types .................................................................................... 16
      5.1.2 Select a Manufacturer .................................................................................................. 17
      5.1.3 Select IA (Optional) ...................................................................................................... 18
      5.1.4 Select Report Type ........................................................................................................ 18
5.1.5 Select Data File and Add Report .................................................... 19

6. Submitting a Report ........................................................................... 21
   6.1 TEST REPORT DETAIL PAGE ............................................................ 21
   6.1.1 Saving Comments ....................................................................... 21
   6.1.2 Deleting the Upload Spreadsheet ............................................... 22
   6.1.3 Submitting the Upload Spreadsheet to IA ................................. 22

7. Lab Report Status ............................................................................. 24
   7.1 AVAILABLE FILTERS AND SORTING ........................................... 24
   7.2 LAB REPORT COLUMNS ................................................................. 25
      7.2.1 Description of Columns Headers ............................................. 25

8. Validation Process ........................................................................... 28
   8.1 METHODS TO VIEW THE VALIDATION COMPARISON PAGE ...... 28
      8.1.1 Using View Validation button .................................................. 28
      8.1.2 Using Email Hyperlink .............................................................. 29
      8.1.3 Using Notification Hyperlink .................................................... 29
   8.2 VALIDATION COMPARISON PAGE ................................................. 30
      8.2.1 Add a Comment ..................................................................... 31
      8.2.2 Edit / Update Data on Validation Comparison Page ............. 32
      8.2.3 Notifying the IA ..................................................................... 33

9. Notifications .................................................................................... 34
   9.1 NOTIFICATION TYPES ................................................................. 34
   9.2 PAGE MAINTENANCE ................................................................. 34
   9.3 MARK NOTIFICATIONS AS READ/UNREAD .................................. 35
      9.3.1 Mark a single/multiple notification as read: ............................. 35
      9.3.2 Mark all notifications as read: .................................................. 35


11. Special Cases .................................................................................. 37
   11.1 TEST ONLY PRODUCTS ............................................................ 37
      11.1.1 Accredited Laboratory ............................................................. 37
      11.1.2 Setting up a Test Only Spreadsheet ..................................... 37
      11.1.3 Products with Test Only Components .................................. 40
1. **INTRODUCTION**

The Testing Lab Certified Products Database User Manual provides guidelines and explains the procedure for uploading required data to the online NFRC Certified Products Database 2.0. It is intended to provide the Test Labs with information on how to upload test data into the CPD for a manufacturer’s fenestration product, review the data and submit the data to a specific Inspection Agency, and finalize the validation process in conjunction with the IA and Simulation Lab.

2. **TESTING LAB RESPONSIBILITIES**

Accredited NFRC Testing Labs participating in the Laboratory Accreditation Program (LAP) are responsible for uploading information into the Certified Products Database specific to their manufacturer/client. These responsibilities include:

- Competently completing tests in accordance with the current NFRC documents for fenestration products using the current NFRC approved programs and the NFRC 701.

  Values from NFRC Approved Software which are listed in all NFRC CPD Upload Spreadsheets shall contain 6 decimals, where applicable.

- Properly upload the data to the proper client.
- Ensure that the product information uploaded is accurate and complete.
- Submit the data to the correct NFRC Licensed Inspection and Certification Agency.
- Contact NFRC for CPD support by emailing support@nfrc.org.

  Include pertinent information including the action performed, manufacturer, CPD product line number, and attach the spreadsheet in question.
3. **Test Lab Summary Spreadsheet**

The testing summary spreadsheet for U-factor, Solar Heat Gain Coefficient, Visible Transmittance, and Condensation Resistance was designed to allow for an efficient transfer of testing data into the NFRC Online Certification Products Database (CPD). This section will discuss the various components of the testing summary spreadsheet.


The user shall use the Excel file and save the completed file as a CSV file type for upload.

**2007 Excel:**

2. Upon completion select “Check Data” which time stamps the sheet, **SAVE** the file in 2007 Excel format, then **SAVE AS** a CSV file format.
3. Upload the CSV file spreadsheet to the CPD; verify a properly uploaded report was submitted to the IA.
4. If the user is required to modify an upload spreadsheet, it is highly recommended to always use the 2007 Excel file in order to receive the full “data checking” capabilities. The users will then save a file in both versions and re-upload the csv file type.

CPD 2.0 only accepts data for NFRC 102 thermal validation tests only. There are provisions in the testing upload spreadsheet to contain other testing values, such as NFRC 102, NFRC 400 Air Leakage, and NFRC 201 SHGC values for test only products; however, those values are not to be uploaded into CPD 2.0. Test only product rating values will be accepted into CPD 2.0 via the simulation upload spreadsheet, see Section 11.2.

The spreadsheet is divided into two parts: the header section, which contains the manufacturer and product line information; and the product rating section, which contains the rating values and individual product information.

Refer to Section 3.3 for the requirements for each field.

3.1 **Header Section – Product Line Information**

The header section is contained in rows 1 to 10, columns A and B. The Data Check button is conveniently located across all rows.

Rows 13 through 17 are intentionally left blank and are required to be in the upload for submission to the CPD.
3.2 Product Rating Section – Individual Product Information

Figure 3b through Figure 3h depicts the header section, which starts from Row 10 and continues below.
3.3 Spreadsheet Formatting Requirements

The following matrix contains fields and the corresponding description that have to be entered into the spreadsheet. This also includes parameters of the data checked through the built-in Data Macro.

Note: Fields that are required to match data in the NFRC Database Codes Directory must match the exact syntax.

Table 3-1: Spreadsheet Formatting

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
</table>
| Mfr Name            | • The name of the manufacturer who owns the product for which the testing data was generated.  
                      | • Manufacturer name shall be same as listed in the license agreement and as listed in the CPD.   |
| Series/Model #      | • The series or model name, as specified by the manufacturer.  
                      | • The listed Series/Model # will be displayed in NFRC Certified Products Directory (CPD). |
| Operator Type       | • The Operator Type as listed in NFRC 100 Table 4-3, which applies to the entire product line.  
                      | • Match against the NFRC Database Codes. |
| Thermal Break Type  | • The Thermal Break Type which applies to the entire product line.  
                      | • Thermal break code must be filled in; if non-applicable - Thermal Break = N  
<pre><code>                  | • Match against the NFRC Database Codes. |
</code></pre>
<p>| Report Type         | • New, recertification, revision or addendum report type (Use arrow)         |</p>
<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPD Number</td>
<td>• This field will be used for the following report types: revision, addendum, and recertification.</td>
</tr>
<tr>
<td></td>
<td>• Use alpha numeric CPD number, i.e. ABC-B-72</td>
</tr>
<tr>
<td>Specimen Size</td>
<td>• The dimensions (height x width) of the product tested in mm, i.e. 2000mm x 2000mm.</td>
</tr>
<tr>
<td>Test Lab Code</td>
<td>• The identification code which NFRC has assigned to the testing lab which prepared the report.</td>
</tr>
<tr>
<td></td>
<td>• Lab codes must be entered correctly on spreadsheets and correspond to the user that is logged in. If the code and the user's lab do not match, the user will not be able to delete or submit a spreadsheet.</td>
</tr>
<tr>
<td>Rating Procedure</td>
<td>• The rating procedure used to prepare the report.</td>
</tr>
<tr>
<td>Data Checked</td>
<td>• This is a read-only field that indicates when the local validation was last run on the spreadsheet.</td>
</tr>
<tr>
<td>MfrProdCode</td>
<td>• This is a free-form field that manufacturers can use to enter additional information about the (reference or option) product.</td>
</tr>
<tr>
<td></td>
<td>• IA will be capable to edit this field.</td>
</tr>
<tr>
<td>Product Number</td>
<td>• Product number ZERO (which will be denoted as 0) shall always be the validation option for comparison to the simulation. Currently, CPD 2.0 only accepts thermal validation tests.</td>
</tr>
<tr>
<td></td>
<td><strong>Note: (Details for Phase 2 Implementation)</strong></td>
</tr>
<tr>
<td></td>
<td>• This field contains the internal number that the database uses to identify each product for each test procedure. (i.e., if the product line contains more than 3 SHGC tests, the first test will contain a Product Number of 001, the second will be 002, and the last will be 003).</td>
</tr>
<tr>
<td>Pane Thickness #[1 to 8]</td>
<td>• Contains the thickness of the pane located at the specified position.</td>
</tr>
<tr>
<td></td>
<td>• The number represents the (relative) location of the pane within the glazing assembly beginning from the exterior.</td>
</tr>
<tr>
<td></td>
<td>• The field shall be rounded and contain a minimum number of 3 decimals and a maximum of 6 decimals.</td>
</tr>
<tr>
<td></td>
<td>• Values are expected to be within the range: (0.0 &lt; x \leq 1.0)</td>
</tr>
<tr>
<td></td>
<td>• (L) Test for existence versus # of Pane ID</td>
</tr>
<tr>
<td>Gap [1 to 7]</td>
<td>• Contains gap distance between successive panes (in inches)</td>
</tr>
<tr>
<td></td>
<td>• The number represents the (relative) location of the gap within the glazing assembly beginning from the exterior.</td>
</tr>
<tr>
<td></td>
<td>• The field shall be rounded and contain a minimum number of 3 decimals and a maximum of 6 decimals.</td>
</tr>
<tr>
<td></td>
<td>• (L) Test for existence versus # of Pane Thickness</td>
</tr>
<tr>
<td>Gap Fill (1 to 7)</td>
<td>• Contains the gas name which is used to fill the gap</td>
</tr>
<tr>
<td></td>
<td>• The number represents the (relative) location of the gap within the glazing assembly beginning from the exterior.</td>
</tr>
<tr>
<td></td>
<td>• This is a text field of a maximum 3 characters from the NFRC Database Codes – i.e., AR3</td>
</tr>
<tr>
<td></td>
<td>• (L) Test for existence versus # of Gap fills</td>
</tr>
<tr>
<td></td>
<td>• (S) Match against the NFRC Database Codes</td>
</tr>
<tr>
<td>Field Name</td>
<td>Description</td>
</tr>
<tr>
<td>----------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| % of gap fill [1 to 7]     | • The gas fill concentration contained between glazing layers beginning from the exterior. The user shall only state the percentage of inert gases present; the application will assume the difference is air. If multiple inert gases are present, the user shall separate them using “/” (i.e., 80% argon, 10% krypton mixture shall be shown as “80/10”).  
  • % gas fill cannot be a decimal and must be a whole number                                                                                     |
| Emissivity Surface [1 to 16]| • The value of the emissivity of the surface beginning from the exterior exposed environment side. The user shall not enter the emissivity of for clear glass or tinted clear glass (typically 0.840)  
  • This is a decimal field of 3 decimals / 5 characters – i.e., 0.101  
  • (S) Test for existence versus listed Pane ID                                                                                                                                 |
| Tint                       | • The color code for the tint of the glass, film, or dynamic glazing  
  • This is a text field of 2 characters from the NFRC Database Codes – i.e., BZ  
  • The hierarchy is tints and then clear  
  • (S) Match against the NFRC Database Codes                                                                                                                                 |
| Shading System             | • Currently not in use (leave cell blank)                                                                                                                                                                    |
| Spacer                    | • The spacer system(s) used in the simulation of the product line. Note: this field shall be populated and not be left blank, if there is no spacer, e.g single pane units, user will populate with ‘N’. If multiple spacers are present, a comma shall be used to separate the different spacer systems.  
  • This is a text field of 4 characters for each spacer system listed from the NFRC Database Codes – i.e., A1-D,CS-D  
  • (S) Match against the NFRC Database Codes                                                                                                                                 |
| Grid Type                  | • This includes grilles between the panes, simulated divided lite, attached and true divided lite. Note: this field shall be populated and not be left blank.  
  • This is a text field of 1 character for each grid type listed from the NFRC Database Codes – i.e., N, G  
  • (S) Match against the NFRC Database Codes                                                                                                                                 |
| Grid Size                  | • The designation for grids less than 1” in height shall be listed as 0.75 and the designation for grids greater than or equal to 1” in height shall be listed as 1.5.  
  • This is a decimal field from the NFRC Database Codes – i.e., 0.75  
  • (S) Match against database (DB) values                                                                                                                                 |
| Frame Emissivity           | • The emissivity of the frame surface finish  
  • This is a decimal field with 1 decimal / 3 characters – i.e., 0.9                                                                                                                                 |
| Frame Absorptance          | • Contains the frame absorptance value.  
  • Use 0.5 for glazed / sloped / curtain wall products; use 0.3 for all other product types.  
  • This is a decimal field with 1 decimal / 3 characters – i.e. 0.5  
  • (S) Match against the NFRC Database Codes                                                                                                                                 |
<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Frame Type</td>
<td>• Contains the frame type code of the product type from the NFRC Database Codes. Note: this field shall be populated and not be left blank.</td>
</tr>
<tr>
<td></td>
<td>• Frame code must be filled in: If non-applicable - Frame code = N</td>
</tr>
<tr>
<td></td>
<td>• This is a text field of 2 characters (xx) for frame type from the NFRC Database Codes - i.e., VY</td>
</tr>
<tr>
<td></td>
<td>• (S) Match against the NFRC Database Codes</td>
</tr>
<tr>
<td>Sash Type</td>
<td>• Contains the sash type code of the product type from the NFRC Database Codes. Note: this field shall be populated and not be left blank.</td>
</tr>
<tr>
<td></td>
<td>• This is a text field of 2 characters (xx) for frame type from the NFRC Database Codes - i.e., VY</td>
</tr>
<tr>
<td></td>
<td>• Sash code must be filled in; If non-applicable - Sash code = N</td>
</tr>
<tr>
<td></td>
<td>• (S) Match against the NFRC Database Codes</td>
</tr>
<tr>
<td>Door Description</td>
<td>• A description of the door panel configuration from the NFRC Database Codes</td>
</tr>
<tr>
<td></td>
<td>• This is a text field of 2 characters – i.e., EM</td>
</tr>
<tr>
<td></td>
<td>• (S) Match against the NFRC Database Codes</td>
</tr>
<tr>
<td>Door Core Fill</td>
<td>• A description of the material used to enhance thermal, acoustical or structural performance of the door from the NFRC Database Codes</td>
</tr>
<tr>
<td></td>
<td>• This is a text field of 2 characters – i.e., EP</td>
</tr>
<tr>
<td></td>
<td>• (S) Match against NFRC Database Codes</td>
</tr>
<tr>
<td>Door Skin Material</td>
<td>• A description of the covering which is applied to the door core for the primary purpose of protection from environmental elements that may or may not add structural integrity from the NFRC Database Codes</td>
</tr>
<tr>
<td></td>
<td>• This is a text field of 2 characters – i.e., GS</td>
</tr>
<tr>
<td></td>
<td>• This cell will be left blank when uploading a window</td>
</tr>
<tr>
<td></td>
<td>• (S) Match against the NFRC Database Codes</td>
</tr>
<tr>
<td>Door Substructure (Edge)</td>
<td>• A description of the structural members of door composed of, but not limited to, wood, wood products, metal, composites, or other reinforcing materials that is found between the Door Skin Material from the NFRC Database Codes</td>
</tr>
<tr>
<td></td>
<td>• This is a text field of 2 characters – i.e., WD</td>
</tr>
<tr>
<td></td>
<td>• This cell will be left blank when uploading a window</td>
</tr>
<tr>
<td></td>
<td>• (S) Match against the NFRC Database Codes</td>
</tr>
<tr>
<td>Door Panel Material</td>
<td>• A description of the raised panel section of a door that is either an individual component of the door or it may be a simulated panel that is created in the embossing of the Door Skin Material from the NFRC Database Codes</td>
</tr>
<tr>
<td></td>
<td>• This is a text field of 2 characters – i.e., FG</td>
</tr>
<tr>
<td></td>
<td>• This cell will be left blank when uploading a window</td>
</tr>
<tr>
<td></td>
<td>• (S) Match against the NFRC Database Codes</td>
</tr>
<tr>
<td>U-Factor (s) Measured Value</td>
<td>• The U-Factor representative of the total fenestration system of the measured value.</td>
</tr>
<tr>
<td></td>
<td>• This is a decimal field of 6 decimal places / 8 characters – i.e., 0.232342</td>
</tr>
</tbody>
</table>
### Field Name | Description
--- | ---
**U-Factor (st) Standardized Value** | • The U-Factor representative of the total fenestration system of the standardized value  
• This is a decimal field of 6 decimal places / 8 characters – i.e., 0.232342

**SHGC** | • The Solar Heat Gain Coefficient of the total fenestration system.  
• This is a decimal field of 3 decimal places / 5 characters – i.e., 0.345

**VT** | **Note:** At the time of publication, the NFRC test procedure was under development. This cell is a placeholder and will be used upon implementation of a VT test procedure.  
• The Visual Transmittance of the total fenestration system.  
• This is a decimal field of 3 decimal places / 5 characters – i.e., 0.345

**Condensation Resistance** | • The total fenestration product condensation resistance.  
• CR cannot be a decimal and must be a whole number  
• This is a number field of 2 digits, no decimals – i.e., 50

**Test Procedure** | • The corresponding NFRC test procedure for the rating and product description. (i.e., 102 for NFRC Thermal Test)

**Test Report Number** | • The name or number of the report as specified by the testing lab

**Test Date** | • The date the product was tested

**Test Report Revision Date** | • The date upon which the report was created.  
**Note:**  
• This date is for the original report date and all subsequent revisions.

### 3.4 Using the Upload Spreadsheet

NFRC-accredited testing laboratories are required to use the summary sheet to upload validation data to the NFRC Certification Database. The summary spreadsheet shall be used as follows:

- The spreadsheet shall not be modified.
- Filename of the summary spreadsheet shall not exceed 50 characters including blank space in file name.

Bad filename characters include: " = / ' < | > * ? ) , ^ % @ & 
\% ~ ! ( ) _ { } ~ ` $ [ ] ÷ ™ © "

- The columns headers and titles are fixed and shall not be changed from the format supplied to work in the application.
- Each field holds one value
- Do not remove non-applicable fields from the spreadsheet.
- Manufacturer Product Code may not include commas. If a test laboratory enters a comma in the column, it is not converted into an acceptable symbol. Acceptable symbols in this column includes but
Correct formatting of CPD Number for recertification report types must be entered as “XYZ-Z-17” not “XYZ-Z-017”.

### 3.4.1 Reporting Individual Products

- Each Product Number shall be unique
- Each field on the summary spreadsheet shall contain only one entry; the user shall not separate any values, codes, etc with a pipe if this option is used.
- All product configurations shall be listed separately according to the formatting and NFRC code requirements as listed in Section 3.3.

**NOTE:** Reporting individual products will be required when all test only products are uploaded to the CPD.

### 3.4.2 New Report Type Upload

- Select “New” using the drop-down arrow at the Report Type cell.
- The CPD Number cell is left blank
- The thermal test validation option shall be denoted by a ZERO (0) in the Product Number field.

### 3.4.3 Recertification Report Type Upload

- Select “Recertification” using the drop-down arrow at the Report Type cell.
- The CPD Number cell will be the product line’s original CPD number (i.e., XYZ-T-77).
- The thermal test validation option shall be denoted by a ZERO (0) in the Product Number field.

### 3.4.4 Revision Report Type

A revision report type upload contains data that revises the baseline validation option or a new baseline product is established per NFRC 100, additions to a product line.
• Select “Revision” using the drop-down arrow at the Report Type cell.

• The CPD Number cell will be the product line’s original CPD number (i.e., XYZ-T-77).

• The thermal test validation option shall be denoted by a ZERO (0) in the Product Number field and the entire row shall be filled out completely.

3.4.5 Addendum Report Type Upload

Addendum report types are not required for the test upload spreadsheet, since the CPD is only capable of accepting validation options. A initial validation option can be revised at the validation comparison screen (see Section 8.2) and there are no addendums to a test lab upload spreadsheet.

3.5 Completing the Upload Spreadsheet

After all the required product line and product rating information are filled in; click the yellow button labeled “Data Check”.

3.5.1 Cells Filled in Properly

The built-in data macro will operate and verify the spreadsheet’s contents.

If all of the cells are filled in properly, the user will receive the following prompt and a date and time stamp will be inserted left of the yellow data check cell location.

![Success dialog box](Image)

Data Checked: 6/28/08 12:55 PM

3.5.2 Cells Not Filled in Properly

If any of the cells are not filled in properly, the user will receive a prompt depicting the error and the cell location of the error.

Figure 3i through Figure 3l display examples of some errors and the location of the error:
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

The Test Lab user is taken to the following login screen and prompted to input a valid username and password and to select a program (CPD or Film Attachment). Test labs will only have access to the CPD. Usernames and passwords are supplied to the Lab user by the NFRC.

*Figure 4a: Starting the NFRC Certification Database – Login Screen*

---

4.1 **Manage user account**

The lab has access to Inspection Agency (IA) contact information, can manage their password and email preferences, and quickly view the NFRC Database Code Directory.
4.1.1 IA Info

By selecting the IA Info tab, a listing of each active IA and the current contact information is displayed.

*Figure 4b: IA Info*

<table>
<thead>
<tr>
<th>Inspection Agency</th>
<th>Code</th>
<th>Abbreviation</th>
</tr>
</thead>
<tbody>
<tr>
<td>American Architectural Manufacturers Association</td>
<td>A</td>
<td>AAMA</td>
</tr>
<tr>
<td>Keystone Certification, Inc.</td>
<td>K</td>
<td>KCI</td>
</tr>
<tr>
<td>National Accreditation And Management Institute</td>
<td>M</td>
<td>NAMI</td>
</tr>
<tr>
<td>Window and Door Manufacturers Association (WDMA)</td>
<td>N</td>
<td>WDMA</td>
</tr>
</tbody>
</table>

4.1.2 My Account

By selecting the “My Account tab”, the lab can manage their account settings.

*Figure 4c: My Account*
Lab codes must be entered correctly on spreadsheets and correspond to the user that is logged in. If the code and the user’s associated organization do not match, the user will not be able to delete or submit a spreadsheet.

4.1.2.1 Update Password

To change the user login password, type a new password and re-type the new password in the confirm password box.

4.1.2.2 Opt-In or Opt-Out of Emails

The email option only pertains to notifications for actions preformed on CSV uploaded spreadsheets. (Email notifications for spreadsheets submitted via the Excel file format are not able to be opt-out at this time).

Email notifications will be received in the following instances:

1. Notification of Validation Failure – The IA has failed the simulation and test validation option and correction by lab is required.
   a. The Lab will receive the email as the “To” addressee
   b. The IA will receive a copy of the email as the “cc” addressee

2. Notification of Validation Failure – Corrections have been completed by the lab and has selected to notify the IA.
   a. The IA will receive the email as the “To” addressee
   b. The Lab will receive a copy of the email as the “cc” addressee

To opt-in to emails, select the box next to “Receive Email Notifications” so that it is checked. To opt-out of emails remove the check, or leave the box blank.

If the “To” user has opt-out of emails, the “cc” user will not receive a copy. However, notifications will continue to be logged in the Notification Tab and can be managed through the CPD. (See Section 9 for notifications in the Notification Tab.)
4.1.3 Codes

The "Codes" tab when selected will open a new window browser to view a PDF of the current NFRC Database Codes Directory.

The user can at any time in the application log off, that is exit out of the CPD, by clicking on the "Log off" hyperlink.
5. **Uploading Spreadsheet to CPD**

After logging in, the user is taken to the Home tab of the application where the test lab can upload CSV file type uploads, or select the link to upload and access the lab report test tool for Excel file type uploads and add the client’s data to the database. The current testing summary spreadsheet can be located on the CPD Information web page on the NFRC website: http://nfrccommunity.site-ym.com/default.asp?page=CPD20Info.

See section 3 for spreadsheet requirements.

*Figure 5a: Testing Lab Home Screen*

5.1 Adding a Report to the CPD

To upload test data utilizing the test upload spreadsheet start at the Home screen.

5.1.1 Upload CSV or Excel file types

To upload a CSV file make sure the top of the page reads “CSV File Upload”. Continue to Section 5.1.2 for next steps.

To Upload an Excel file, select the hyperlink in the sentence: “To upload an Excel formatted lab report, please go [here](#).” The page will refresh; make sure the top of the page reads “Excel File Upload”. Instructions on how to upload an Excel can be reviewed in the “CPD Test Lab CPD 2.0 User Manual Excel Excerpt E0A0” To go back to CSV file upload, select the hyperlink in the sentence: “To upload a CSV formatted lab report please go [here](#).”
5.1.2 Select a Manufacturer

The test lab user can search for different manufacturer/clients either by Name, a three-character manufacturer alpha code or manufacturer numeric ID, or by scrolling through the list.

Figure 5b: Searching a Manufacturer

To select the desired manufacturer, click on the manufacturer’s name hyperlink, which will result in the manufacturer name being placed to the right of the “Selected Manufacturer” in highlighted text.

Figure 5c: Selected Manufacturer is Displayed

5.1.2.1 Selection Limitations

A. Inactive manufacturers cannot be selected for submitting upload spreadsheets.

B. Manufacturers with suspended product lines may be selected and an upload spreadsheet can be submitted, but published data will not display in the CPD Public Search (http://search.nfrc.org).
C. Misspelling a manufacturer’s name on the spreadsheet or selecting a different manufacturer then what is on the spreadsheet at time of upload will not be flagged by the CPD. This could result in the report being submitted to the incorrect manufacturer and IA.

5.1.3 Select IA (Optional)

To submit a report to the IA at initial upload, if the uploaded data is correct and the manufacturer has provided the proper authorization, a test lab shall submit the uploaded data to the corresponding IA. Using the pull-down menu, highlight the appropriate IA.

To review the report prior to submitting to the IA, leave the dropdown blank. The user will need to submit the report to the IA in the upload details page, see Section 6.

5.1.4 Select Report Type

Using the Report Type pull down menu, choose the report type. The report type shall match the report type listed on the upload spreadsheet.

*Figure 5d: Choosing a Report Type*

- Addendum: A certified product line in which “new” individual products are added to the existing product line matrix obtains an “Addendum” report type upload. The addendum will add the rating of a new individual product(s) to the existing product line that cannot be simulated. **NOTE: This report type is not required until ALL test only products are uploaded to the CPD.**
• **New:** A product line that is obtaining initial certification authorization in accordance with the NFRC 700 obtains a “New” report type. “New” uploads also encompass existing product line reports that are issued to another NFRC licensee; these reports are referred to as “Reissued” report types. The upload shall contain original CAR information to validate a simulation containing the validation option listed as ZERO (0) in the Product Number column. Refer to section 3.4.2.

• **Recertification:** A product line that has been previously certified and is obtaining recertification in accordance with the PCP obtains a “Recertification” report type. The upload shall contain original CAR information to validate a simulation containing the validation option listed as ZERO (0) in the Product Number column. Refer to section 3.4.3.

• **Revision:** A certified product line requiring a revision to its baseline validation option or when a new baseline validation is established after an addition to the product line through simulation obtains a “Revision” report type upload. All original data shall be archived and accessible. **NOTE:** This report type is not required until ALL test only products are uploaded to the CPD. Refer to Section 3.4.4.

**5.1.5 Select Data File and Add Report**

Utilizing the Browse button, select the Test Upload Spreadsheet for the specific manufacturer. When the correct Data File is displayed, click the ADD REPORT button.

*Figure 5e: Choosing a Data File*

If the file type is correct, the page will display the following message: “Report has been queued for verification.” The test
lab can continue to upload subsequent spreadsheets to the same manufacturer, or select a different manufacturer, or modify the IA or Report Type.

If there are errors in file type with the upload, the error message will read “The data file must be a CSV file. Please select another.” No other spreadsheet errors will be identified on the upload page, contact NFRC staff (support@nfrc.org) for uploading issues.

*Figure 5f: File Type Error Message*

![Figure 5f: File Type Error Message](image)

If the IA was not selected at the time of upload, the user will be required to open the test report details screen for submittal. See Section 6.
6. **SUBMITTING A REPORT**

If the IA was not selected at the time of upload, the user will be required to open the test report details screen for submittal. The following screen capture is only a sample of the entire detail page.

*Figure 6a: Screen after report is added to the database*

---

6.1 **Test Report Detail Page**

As described in Section 7, to view the report details page browse to the list of uploaded reports by selecting “Lab Reports” tab. The available filters will allow the user to locate the report. Selecting the Report Number hyperlink will open the Simulation Report Details Page.

The following are actions at the test report detail page:

1. The ability to save “Comments”
2. Delete the spreadsheet
3. Submit the uploaded spreadsheet to the IA

6.1.1 **Saving Comments**

It is recommended that the test lab provide any necessary details in the Comment field for the IA’s knowledge. To add a comment, select the “Add Comment” button, type comment in the window box provided, and select “Save”. The comment will then be visible on the page:
6.1.2 Deleting the Upload Spreadsheet

If the lab deems the uploaded data is not correct, select the “Delete” button. Answer the prompt to confirm the deletion. An affirmative response results in be forwarded to the Lab Report screen.

Figure 6d: Detailed view of Delete button

6.1.3 Submitting the Upload Spreadsheet to IA

If the uploaded data is correct and the manufacturer has provided the proper authorization, a test lab shall upload the data to the corresponding IA. Using the pull-down menu, highlight the appropriate IA and select the “Submit to IA” button. The screen will be forwarded to the Lab Report status screen.

If the correct IA listing is not available, contact NFRC Staff.
Note: This action will update the status of the spreadsheet to “Submitted. Pending IA Review.” The test lab still has the ability to delete the spreadsheet until the IA reviews the spreadsheet.

Figure 6e: Detail showing Submit to IA button

Figure 6f: Pull-down menu to choose IA

Figure 6g: Select “Submit to IA” button
7. **LAB REPORT STATUS**

The Lab Report Status screen allows the test lab to monitor and select uploaded spreadsheets to review. The default report status view is “Unverified”, but has sorting options and filters.

*Figure 7a: Default Lab Report Status Screen*

### 7.1 Available Filters and Sorting

The available filters can be sorted by Report Status, Manufacturer, or Uploaded Since date. Select the corresponding radio buttons, fill in the applicable information and click the “Apply Filters” button.

1. **Report Status** – Reports can be sorted by All, Unverified, Rejected, Accepted, Failed Error Check, or Published.
2. **Manufacturer** – Reports can be sorted by manufacturer’s name, three-character alpha code or numeric ID.
3. **Uploaded Since** – Reports can be sorted by the Uploaded Since feature: enter the earliest report submission date you would like to be displayed.
4. Alternatively, the lab can sort by using the column headers above the submitted report information; select any of the headers to arrange reports in alpha or numerical order, select header again to reverse the order of reports listed.

**NOTE:** When applying filters, you must click the **Apply Filters** button; afterward, you may click the **Remove Filters** button that applies the Report Status “All” and may take an excessive amount of time to load.
### 7.2 Lab Report Columns

The column header information allows quick review of uploaded reports and status. Sorting can be done by selecting any of the headers to arrange reports in alpha or numerical order, select header again to reverse the order of reports listed.

#### 7.2.1 Description of Columns Headers

- **Format** – the file type that a report was uploaded under: CSV or Excel.
- **Report Number** – the report number listed in the spreadsheet.
- **Report Spreadsheet** – the name of the spreadsheet uploaded.
  
  NOTE: A CSV file type will contain additional user and time stamp information appended to the end of the report spreadsheet name.
- **Report Type** – the report type selected by the lab user when uploading the spreadsheet.

![Available Filters](image)

**Figure 7b: Available Filters**

![A convenient reminder set in the Lab Reports screen](image)

**Figure 7c: A convenient reminder set in the Lab Reports screen**

![How To Use Filtering](image)

**How To Use Filtering**

By default, this page displays the list of Unverified reports associated with your account. To see reports with a different status:

1. Select the **Report Status** you would like to see.
2. Optionally, select a **Manufacturer** by entering a Code, ID or portion of a Name.
3. Optionally, enter the earliest report-submission date you wish to see.
4. Click on the **Apply Filters** button.

To return to the default view, click on the **Remove Filters** button.

![Column Headers in Lab Reports screen](image)

**Figure 7d: Column Headers in Lab Reports screen**

<table>
<thead>
<tr>
<th>Format</th>
<th>Report Number</th>
<th>Report Spreadsheet</th>
<th>Report Type</th>
<th>Status</th>
<th>Status Date</th>
<th>Manufacturer</th>
<th>Model Code</th>
<th>Model ID</th>
<th>Lab</th>
<th>Submitted By</th>
<th>Upload Date</th>
</tr>
</thead>
</table>

| ![](image) |
• Status – the status of a CSV file type report listed as follows:

  o File Uploaded – spreadsheet has been properly uploaded and waiting to be placed in the LRVS queue.

  o Passed Lab Report Verification – spreadsheet is given the status even though it did not actually receive verification through the LRVS and is waiting for the lab to submit to the IA.

  o Submitted. Pending IA Review – spreadsheet has been properly uploaded and submitted to IA and is waiting for the IA to review for the first time. The lab can delete the spreadsheet when this status occurs.

  o Viewed by IA – spreadsheet has been properly uploaded and submitted to IA and that IA has reviewed the spreadsheet, but it has not been approved by the IA prior to the IA approving the validation. The lab cannot delete the spreadsheet when this status occurs.

  o Accepted by IA; Pending Test Validation – spreadsheet has been properly uploaded, submitted to IA and approved by the IA, prior to the IA accepting the validation. The lab cannot delete the spreadsheet when this status occurs.

  o Accepted Validation; Report viewed by IA – spreadsheet has been properly uploaded, submitted to IA and viewed by the IA. The validation has been accepted, but the spreadsheet has not been approved by the IA. The lab cannot delete the spreadsheet when this status occurs.

  o Accepted Test Validation; Report not viewed by IA – spreadsheet has been properly uploaded, submitted to IA and NOT viewed by the IA. The validation has been accepted. The lab cannot delete the spreadsheet when this status occurs.

  o Accepted by IA; Pending Product Line Generation – spreadsheet has been properly uploaded, submitted to IA and approve by the IA, and the validation has been accepted. The IA needs to generate the product line.

  o Rejected – spreadsheet has been properly uploaded, submitted to IA and rejected by the IA. **NOTE: If the simulation and thermal uploads have been coordinated for the validation process and either report is rejected by the IA, this will require BOTH**
reports to be uploaded as previously performed. Depending on the circumstance, one or both uploads may require revisions. The lab cannot delete the spreadsheet when this status occurs.

- Queued for Product Line Generation – all processes: simulation and test spreadsheet and validation spreadsheet have been accepted by the IA; and the IA approved publication of the report, and report has been added to the queue for product line expansion.

- Error During Line Generation - all processes: simulation and test spreadsheet and validation spreadsheet have been accepted by the IA; and the IA approved publication of the report, but an error occurred while expanding the product line. The IA shall review the product line to identify where the expansion stopped, generally this is where an error in the spreadsheet exists.

- Published – all processes: simulation and test spreadsheet and the validation have been accepted by the IA; and the IA has generated a product line. The lab cannot delete the spreadsheet when this status occurs.

- Status Date – displays the latest date a status was placed on the upload.
- Manufacturer – the manufacturer the selected by the test lab user, which matches the manufacturer listed on the upload spreadsheet.
- MFR Code – the manufacturer’s CPD code.
- MFR ID – the manufacturer’s one to three digit numeric CPD ID number.
- Lab – the accredited lab that uploaded the spreadsheet.
- Submitted by – the test lab user that logged in and uploaded the spreadsheet.
- Upload Date – the date and time of the upload.
8. **VALIDATION PROCESS**

The validation process is a protocol and requires interaction between the Inspection Agency, Test Lab, and Simulation Lab.

After both laboratories upload and submit the spreadsheets to the IA, the IA will coordinate / link the upload spreadsheets to begin the validation process. The IA will then review the data submitted via the upload spreadsheets at the Validation Comparison page. The IA has the capability to Add Comments, check boxes for data the IA deems questionable, and notify the labs about a validation failure, or approve the validation.

Both laboratory spreadsheets must be submitted in CSV file types to be matched by the IA. (For Excel file types, see the Sim CPD 2.0 User Manual Excel Excerpt E0A0.)

8.1 **Methods to View the Validation Comparison Page**

When the IA has deemed the Validation Comparison has failed, the CPD will enable both labs to make corrections on the validation option without requiring a full re-upload of both reports. The Test Lab can proceed to the validation comparison page via two methods:

1. Selecting the View Validation button located on the Report Detail page.

2. Using the hyperlink supplied in an email when the IA chose the Failed Verification button. **NOTE: If the test lab user is logged into the CPD, clicking the hyperlink in the email will open a new internet browser page and proceed to the validation page. If not, the system will prompt the user to log in but only proceed to the labs Home tab.**

3. Using the hyperlink supplied in the Notification tab when the IA deemed the Validation Failed. **Note: Clicking the hyperlink will open the product line’s validation comparison on the same tab.** (See Section 9 for details about the notification tab)

8.1.1 **Using View Validation button**

At the Lab Report page, select the test report upload file to view the report detail page. Select the View Validation button to proceed to the validation comparison page.
8.1.2 Using Email Hyperlink

If the IA selects the Failed Validation button, both laboratory users will receive an email containing a hyperlink directing the lab to the corresponding validation page.

**Figure 8b: Example email**

Dear (Username):

This is an automated response from the NFRC Certified Products Management System.

Use this URL to correct information on the associated lab report(s):

http://cpd2.nfrc.org/test_validate_Compare_example=123456789

NFRC

8.1.1 Using Notification Hyperlink

If the IA chooses to fail the validation, both laboratories will receive a Notification log containing a hyperlink directing the lab to the corresponding validation page.

**Figure 8c: Example Notification**
8.2 Validation Comparison Page

At the Validation Comparison page the Test Laboratory can perform the following: add comments, edit / update data, and / or notify the IA.

The Test Lab cannot edit any data on the Validation Comparison page until the IA has selected the “Verification Failed” button, in which the Test Lab will be informed about a validation issue via email or notification.

Figure 8d: View of Validation Comparison Page

---

Figure 8e: View of Headers on Comparison Page

---
Figure 8f: View of Issues listed on Validation Comparison page

<table>
<thead>
<tr>
<th>Description</th>
<th>Simulation</th>
<th>Testing</th>
<th>Error</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grid Type</td>
<td>N</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td>Grid Size</td>
<td>-</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Frame Emissivity</td>
<td>0.9</td>
<td>0.9</td>
<td></td>
</tr>
<tr>
<td>Frame Absorptance</td>
<td>0.3</td>
<td>0.3</td>
<td></td>
</tr>
<tr>
<td>Frame Type</td>
<td>vy, va</td>
<td>vy</td>
<td></td>
</tr>
<tr>
<td>Sash Type</td>
<td>vy, va</td>
<td>vy</td>
<td></td>
</tr>
<tr>
<td>Door Description</td>
<td>-</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Door Core Fill</td>
<td>-</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Door Skin Material</td>
<td>-</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Door Substructure (Edge)</td>
<td>-</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Door Panel Material</td>
<td>-</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>U-factor</td>
<td>0.35</td>
<td>0.350</td>
<td></td>
</tr>
<tr>
<td>Size</td>
<td>1250mm x 1550mm</td>
<td>1200mm x 1500mm</td>
<td></td>
</tr>
</tbody>
</table>

8.2.1 Add a Comment

The test lab can save a comment for the IA or simulation lab to read.

Figure 8g: Detailed view of Comment field and message in editing mode

Test lab to modify frame / sash type
8.2.2 Edit / Update Data on Validation Comparison Page

The Test Lab can edit any data on the Validation Comparison page when the IA has selected the Verification Failed button, which informs the Test Lab about the validation issue.

In conjunction with the Comment field and Error boxes, the IA can inform the Test Lab if the validation issue was or was not based on the data or codes listed on the page.

8.2.2.1 Validation Failure Related to the Data or Codes

If the validation failure is based on data or codes listed, the IA may have selected a box next to the corresponding error. Any box selected by the IA is highlighted for the Test Lab to review. To help the Test Lab, the IA may have provided details about the non-validation issue in the comment field.

To modify any data or codes, the Test Lab can select the “Edit” button next to the corresponding data field and modify the field accordingly. After modifying the data, select the “Update” button.

To modify data in the Validation Comparison Page:

1. Select Edit for the line of requested correction

2. Correct data in text box, test lab will only have access to correct test data.
3. Select Update

4. Updated information is saved in Validation Comparison page only.

The Test Lab will not need to correct the “0” validation data on the upload nor re-upload; the CPD only uses this option for the Validation Comparison page.

8.2.2.2 Validation Failure not related to the Data or Codes

The validation failure does not have to be based on the data or codes listed on the validation comparison screen, but can be other issues related to problems in the actual reports. To help the Test Lab, the IA may have provided details about the non-validation issue in the comment field.

8.2.3 Notifying the IA

When any necessary modifications are completed, the Test Lab can select the “Notify IA” button, which will inform the IA via email that a modification has been performed.

*Figure 8i: View of “Notify IA” button*

The IA will be able to review the validation option modifications, and if the simulation and test options validate each other the IA can publish the data into the database. Additional uploads or re-uploading by the laboratories is not required.
9. **Notifications**

A Notification tab at the top of the Simulation user’s page will be available for the user to review progress of uploaded and submitted simulation spreadsheets associated with the laboratory.

*Figure 9a: Notification Screen*

### 9.1 Notification Types

The application will generate notifications for the following actions:

- **Lab Report Verification Service**
  - Lab Report Valid – spreadsheet has been properly formatted and has passed LRVS.
  
  **Note:** There is not an operational LRVS for the test upload, but a test upload will always receive this notification.

- **Report Added to Database**
  - Upload Successful – spreadsheet is the proper format and the report data has been added to the database.

- **Validation Comparison**
  - Test Validation Failure – simulation and test spreadsheets have been reviewed by the IA, and the IA has selected to notify the labs of errors in the validation option.

### 9.2 Page Maintenance

Newest notifications will be displayed at the top of the page, with the oldest notification at the bottom.
The log of notifications can be maintained by the user to reduce the size of the page and keep up-to-date with the actions made on spreadsheets.

Notifications will be able to be viewed and maintained by all users associated with the laboratory’s company.

9.3 **Mark Notifications as Read/Unread**

The user can mark notifications as read or unread. When marked as read, the notification will move from the default “unviewed only” filter, to a read page. When a previously marked “read” notification is selected and marked as “unread”, the notification will move from the “view all” page to the unviewed only page.

**9.3.1 Mark a single/multiple notification as read:**

a. Select one or more boxes in the “Select” column which will place a check box to mark the notification.

b. Select “Mark Selected as Read” button and the notification(s) will no longer appear under “unviewed only” filter.

**9.3.2 Mark all notifications as read:**

a. Use the “Select All” button which will place a check in each box under the Select column.

   i. The “Deselect All” button can be used at this point if the user does not wish to continue with filtering reports.

b. Select “Mark Selected as Read” button and the notifications will no longer appear under “unviewed only” filter.
10. Completing The NFRC Testing and Certification Process

The coordination of the validation process is a part of the CPD however it does not eliminate other IA processes; therefore, the IA will continue to verify that the products validate via laboratory reports.

As part of the reporting requirements, the test lab is required to upload a thermal validation test as well as forward a completed report per the NFRC 701, LAP (i.e., a signed report containing all necessary data, a BOM, and drawings).
11. **SPECIAL CASES**

This section is for product types that require specific setups in order to process correctly through the Lab Report Test tool and the CPD publication to a finished Product Line.

11.1 **Test Only Products**

The test laboratory shall follow the below steps in order to submit a Test-Only product into the CPD.

11.1.1 **Accredited Laboratory**

For products that are test only products not in conjunction with a simulation laboratory, the test lab shall submit a completed simulation upload spreadsheet and perform one of the following:

- If the test lab is also an accredited simulation lab, the simulation lab may upload the spreadsheet on behalf of the test lab;
- If the test lab is not also an accredited simulation lab, the test lab will provide the spreadsheet to NFRC staff who will review and upload the spreadsheet on their behalf. Email completed spreadsheet and full report to support@nfrc.org.

11.1.2 **Setting up a Test Only Spreadsheet**

1. The test lab shall complete the Simulation Upload Spreadsheet using the spreadsheet formatting requirements as defined in Section 3, of the NFR Simulation Laboratory CPD User Manual and in conjunction with the following:

   Download the Manual and Simulation Upload Spreadsheet here:

   http://nfrccommunity.site-ym.com/default.asp?page=CPD20Info

2. Fill in Header Data – Rows B-1 through B-13:
   
   a. Mfr Name
   b. Series/Model #
   c. Operator Type
   d. Thermal Break Type (this must contain a valid code)
   e. Report Type
   f. CPD Number (if Report type is anything but NEW)
g. Model Size
h. Validation Size
i. Rating Procedure (2010 or 2014)
j. Sim Lab Code
   i. A NFRC Accredited Laboratory will need to upload the spreadsheet. Verify with Sim Lab what their 4 letter code is.
   ii. Or leave blank for NFRC staff to use generic code.
k. Sim Rpt Revision Date (Enter initial/revision date of NFRC 102 test)
l. Report # (May contain more than one report number; must be separated by a comma)

3. Fill in product details:
   a. In the MfrProdCod column A, fill in the “Test Only Product/Tested U=0.#####”
      There is no available column to fill in the Tested U-Factor anywhere else.
   b. Product Number: 001
c. Pane ID #1: “1”
d. Pane ID #2: “1”
e. Pane thickness #1: (fill in appropriate size)
f. Pane thickness #2: (fill in appropriate size)
g. Gap 1: (fill in appropriate width)
h. Gap Fill 1: (fill in appropriate gas code)
i. % of Gap Fill 1: (fill in appropriate gas concentration) (If 100% AIR leave blank)
j. Emissivity Surface(s): (Fill in if applicable)
k. Tint: (Fill in CL or applicable code)
l. Shading System: Leave blank, this field is not read by the CPD.
m. U-Factor C-O-G: “0.000000”
n. SHGC C-O-G: fill in appropriate COG; and VT C-O-G: “0.000000”; or use i or ii below
i. For products that cannot obtain a rating (VT rating for glass blocks): A zero (0) is entered in the corresponding SHGC or VT cog column, which will result in a “-” DASH for the corresponding rating.

ii. Products that have a COG value that is equal to zero: The user shall use a value of 0.000001. Such as if the actual value for the SHGC is zero, the user will place a 0.000001 in the SHGC or VT COG column, which will result in the application using a 0.000001 for the SHGC calculation.

o. Spacer: (Fill in appropriate spacer code)

p. Grid Type: (Fill in appropriate Grid code)

q. Grid Size: (Fill in appropriate Grid Size equivalent 0.75 or 1.5)

r. Frame Emissivity: (fill in appropriate emissivity)

s. Frame Absorptance: (fill in appropriate absorptance)

t. Frame Type: (fill in appropriate frame type code)

u. Sash Type: (fill in appropriate sash type code)

v. Door Description: (fill in appropriate door description code)

w. Door Core Fill: (fill in appropriate door core fill code)

x. Door Skin Material: (fill in appropriate door skin material code)

y. Door Substructure: (fill in appropriate door substructure code)

z. Door Panel Material: (fill in appropriate door panel material code)

aa. U-Factor: (fill in the Standard U-factor)

bb. CR: Can be blank

c. For Columns BW through CH:

d. The value shall be “0.000000” for all cells except for

e. BX: SHGC = 1.000000
4. Send to simulator or NFRC Staff to login to the CPD and upload the spreadsheet.

5. Submit spreadsheet to IA along with report and all required data per the NFRC 701, LAP.

11.1.3 Products with Test Only Components

For products that are certified in conjunction with a simulation laboratory, such as a DASD, the simulation laboratory will upload the test only data that is provided by the test lab.