



The NFRC simulation and thermal test upload spreadsheets have been updated with corrections to their macros. The CSV file format is required for the Certified Products Database (CPD) upload process on February 1, 2017.

### **Item 1: Updates to Simulation Upload Spreadsheet**

- The Simulation CPD upload spreadsheet is now version 4.1
  - Download [CPD Simulation CSV Upload Spreadsheet v4.1.xlsx](#)
- The macro was updated to allow the Validation Size, cell B9, to remain blank for revisions, addendums, and simple addendums.
  - If blank, the user will receive a notice from the Macro that the validation size is blank; after selecting “OK” the macro will complete the checks and apply a time-stamp. This allows the user to determine if the cell should be blank or contain data. If the user unintentionally left the validation size blank, they will need to fill in the validation size and re-verify the data using the Data Check.

### **Item 2: Updates to Physical Test Upload Spreadsheet**

- The test upload spreadsheet is now version 4.1.
  - Download [CPD Test Lab CSV Upload Spreadsheet v4.1.xlsx](#)
  - The macro was updated to allow Air Fill, column R, to contain “AIR” while the Air Fill % is blank.

### **Item 3: CSV Guidelines to Note**

- Both the CSV simulation and the test upload spreadsheets may not contain commas. If they do contain commas, the file will not properly upload into the database and may have missing data or error at upload or during the LRVS process.
- The CSV test upload spreadsheet does not have a Lab Report Verification Service (LRVS). The CPD is set up so that if needed it is easily able to be integrated.

### **Item 4: CPD Update for February 1**

NFRC Staff have begun the testing phases in the CPD staging site to prepare for the sunset of XLS uploading process on February 1, 2017. Currently the site remains in the off-state for uploading XLS files, but labs may continue to use it for testing CSV files.

Over the weekend of January 21, 2017, NFRC will prepare the CPD production servers for updating the database with the same provisions, but will return the CPD to its current state to allow the uploading of XLS files until February 1, 2017.

**Laboratories:**

Labs will continue to be able to upload XLS files from January 23 through January 31, until the evening when NFRC will disable the XLS upload function.

Laboratories are urged to finalize the integration of the CSV in their reporting systems as the XLS upload process will sunset on February 1, 2017.

**Inspection Agencies:**

IAs will continue to be able process XLS files for publication into the CPD beyond February 1. However, if revisions to the individual options are required, the laboratory will be required to re-submit their reports in CSV file format. (Revisions to validation options do not require re-uploading as the data can be modified on the Validation Comparison page).

Visit the CPD Info Page [HERE](#)

- Download the user manuals
- View the FAQs

Visit the CPD Project Page [HERE](#) to

- Review all the project details
- View the IA and laboratory recorded training to review the CSV upload process
- Use the [CPD staging website](#) to test CSV upload files.

**Item 5: Maintenance CPD Items:**

Over the weekend of January 21, 2017 NFRC will include the following maintenance items to the CPD production servers.

All users:

- Upload summary page sorting
  - The Status column will be the default column in which uploads are sorted. This means if an action is performed on an upload that modifies the status date, the upload will be moved to the top of the list as the newest modified status.
  - Users may sort the page using the available built-in filters, or by selecting one of 3 columns: Report Number; Status Date; Upload Date.

Inspection Agencies:

- Upload summary page failed lab report verification
  - The IA summary of uploads will not include those csv files uploaded by labs but had failed the LRVS.

Test/Sim Labs:

- Notifications
  - The simulation and test lab notification tab has been modified for the purpose of updating the LRVS wording to “LRVS Passed Verification” or “LRVS Failed Verification”
- Non-Validation Selection

- The Non-Validation drop down selection has been removed for revisions, addendums, and simple addendums. Labs are not required to make a non-validation selection when uploading these report types.

Test Labs/Inspection Agency:

- U-factor(st)
  - The U-factor(st) is now populated in the report details page for test lab reports, and will display on printed CARs.

In order to support our participants, your clients, and to minimize any delays, please note the sunset date of **February 1, 2017** for uploading XLS reports to the CPD.

For full support email NFRC staff: [support@nfr.org](mailto:support@nfr.org).

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