



LAP FALL 2011  
WORKSHOP  
APD TRAINING

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**Thursday, January 05, 2012**

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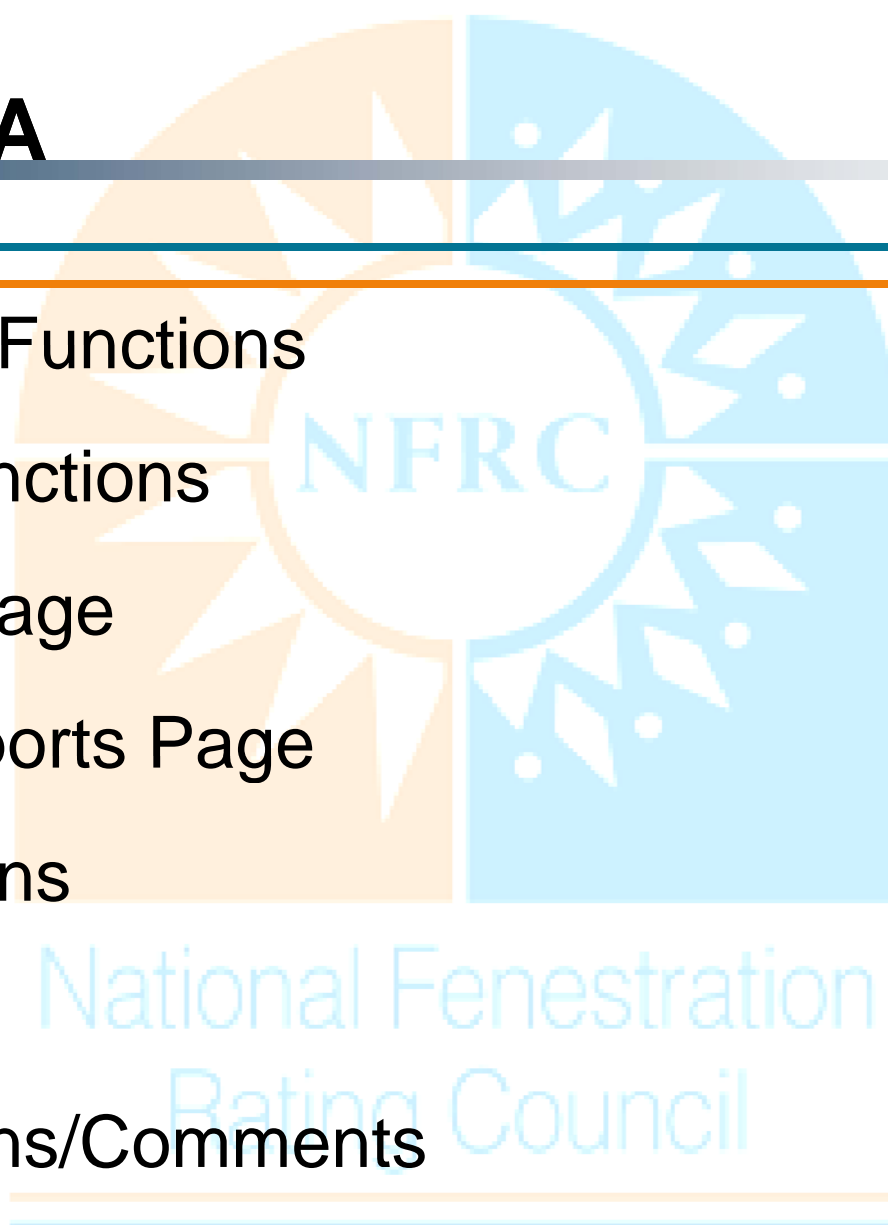
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# AGENDA

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- Current Functions
  - New Functions
  - Home Page
  - Lab Reports Page
  - Rejections
  - FYI
  - Questions/Comments
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# SIMULATION SUBMISSIONS

- Upload/Submittal Page Overview

The screenshot displays the 'ATTACHMENT PRODUCTS DIRECTORY' interface. At the top, there is a navigation bar with 'Home', 'Lab Reports', 'IA Info', and 'My Account' buttons. A 'Log off' link is on the left, and 'Welcome swendt-snfr' is on the right. The main content area features a 'FIND MANUFACTURER' section with radio buttons for 'By Name' (selected) and 'By Code or ID'. A search box and 'Search' button are present, along with a 'Show All' button. Below the search box is an alphabetical index and a message 'No matches found.' To the right, there are labels for 'Selected Manufacturer:', 'Submission Type:', 'Lab Type:', and 'Data File:'. The 'Submission Type' dropdown menu is open, showing options: '<None Selected>', 'New', 'U-Factor Addition', 'Recertification', 'Revision', and 'Add Report'. A 'Browse...' button is next to the 'Data File' field. A note at the bottom right reads '(after all other entries have been made.)'

# **SIMULATION SUBMISSIONS (CONT)**

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- Current Functions
  - New Certification
  - U-factor Addition
- New Functions
  - Recertification
  - Revision

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# SUBMISSION TYPES

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- New
  - Used for New Product Line uploads
  - Submission of an upload spreadsheet only  
(No Changes)



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# SUBMISSION TYPES

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- U-factor Addition
    - Introduces a U-factor rating to currently certified interior applied film product lines.
    - No upload spreadsheets
    - U-factor data shall be edited by the lab within the APD.
      - Any exterior applied film, expired, or other inactive status product lines are not available for U-factor addition.
- (No Changes)
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# SUBMISSION TYPES

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- Recertification
  - Used for recertifying current active and inactive product lines
  - No upload spreadsheet
  - Product line data shall be edited by the lab within the APD.

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# RECERTIFICATION (CONTINUED)

- Product line data edited by the lab
  - Product Line Information
    - Series/Model Name, Tint, Rating Procedure
  - Report Details
    - Sim Report #, Simulation Date, and Report Date
  - The APD will automatically populate the Lab Code, and Report Type from the user's login information.
  - The APD will automatically populate the Submission Date after appropriate steps through 5.5.3 have been taken.
  - Simulation Details
    - Pane ID 1, 2, or 4
    - Film-Pane Thickness 1, 2, or 4
    - Film-Tint 1, 2, or 4
    - SHGC-COG
    - VT-COG
    - U-factor rating (if applicable)



# RECERTIFICATION (CONTINUED)



Log off

Cancel Submit to IA

MANUFACTURER INFORMATION	
Name	123XYZ Company
Code	XYZ
Id	860
Status	Active

PRODUCT LINE INFORMATION	
CPD Number	XYZ-T-017
Series/Model Name	Interior Film
Attachment Type	Film
Film Application	I
Tint	CL
Rating Procedure	2010
Associated IA	T
Certification Date	11/29/2011 11:39:09 AM
Expiration Date	11/29/2015 12:00:00 AM
Status	

REPORT DETAILS	
Sim Report #	<input type="text"/>
Lab Code	SNFR
Simulation Date	<input type="text"/>
Report Date	<input type="text"/>
Submission Date	<input type="text"/>
Report Type	Recertification

Preview Calculations

SIMULATION DETAILS																	
Default Operator Type	Default Glazing Reference	Pane ID 1	Pane ID 2	Pane ID 4	Film-Pane Thickness 1	Film-Pane Thickness 2	Film-Pane Thickness 4	Film-Tint 1	Film-Tint 2	Film-Tint 4	SHGC COG	VT COG	SHGC No Film	SHGC w/ Film	VT No Film	VT w/ Film	U-Factor
Fixed	Single-Glazed Clear 3mm(1/8 inch)	<input type="text"/>	30038	<input type="text"/>	<input type="text"/>	0.118000	<input type="text"/>	<input type="text"/>	CL	<input type="text"/>	.884000	.884000	.722927	.743394	.735750	.723474	0.350000
Fixed	Double-Glazed Clear 3mm(1/8 inch)	<input type="text"/>	<input type="text"/>	30038	<input type="text"/>	<input type="text"/>	0.118000	<input type="text"/>	CL	<input type="text"/>	.884000	.884000	.642697	.743394	.666185	.723474	0.350000
Window Wall	Single-Glazed Clear 6mm(1/4 inch)	<input type="text"/>	30039	<input type="text"/>	<input type="text"/>	0.118000	<input type="text"/>	<input type="text"/>	CL	<input type="text"/>	.884000	.444000	.731844	.791464	.775161	.389334	0.350000
Window Wall	Single-Glazed Grey 6mm(1/4 inch)	<input type="text"/>	30046	<input type="text"/>	<input type="text"/>	0.118000	<input type="text"/>	<input type="text"/>	CL	<input type="text"/>	.884000	.814000	.521419	.791464	.389334	.713780	0.350000
Window Wall	Double-Glazed Clear 6mm(1/4 inch)	<input type="text"/>	<input type="text"/>	30039	<input type="text"/>	<input type="text"/>	0.118000	<input type="text"/>	CL	<input type="text"/>	.884000	.786000	.631892	.791464	.689227	.689227	0.350000
Window Wall	Double-Glazed Grey 6mm(1/4 inch)	<input type="text"/>	<input type="text"/>	30039	<input type="text"/>	<input type="text"/>	0.118000	<input type="text"/>	CL	<input type="text"/>	.884000	.395000	.414453	.791464	.346367	.346367	0.350000

# SUBMISSION TYPES

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- Revision
  - Used for revising current active product lines
  - No upload spreadsheet
  - Product line data shall be edited by the lab within the APD.

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# REVISION (CONTINUED)

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- Product line data edited by the lab
  - Product Line Information
    - Series/Model Name, Film Application, Tint, Rating Procedure
  - Report Details
    - Sim Report #, Simulation Date, and Report Date
  - The APD will automatically populate the Lab Code, and Report Type from the user's login information.
  - The APD will automatically populate the Submission Date after appropriate steps through 5.5.3 have been taken.
  - Simulation Details
    - Pane ID 1, 2, or 4
    - Film-Pane Thickness 1, 2, or 4
    - Film-Tint 1, 2, or 4
    - SHGC-COG
    - VT-COG
    - U-factor rating (if applicable)

# REVISION (CONTINUED)



Log off

Cancel Submit to IA

MANUFACTURER INFORMATION	
Name	123XYZ Company
Code	XYZ
Id	860
Status	Active

PRODUCT LINE INFORMATION	
CPD Number	XYZ-T-017
Series/Model Name	Interior Film
Attachment Type	Film
Film Application	Interior
Tint	CL
Rating Procedure	2010
Associated IA	T
Certification Date	11/29/2011 11:39:09 AM
Expiration Date	11/29/2015 12:00:00 AM
Status	

REPORT DETAILS	
Sim Report #	
Lab Code	SNFR
Simulation Date	
Report Date	
Submission Date	
Report Type	Recertification

Preview Calculations

SIMULATION DETAILS																	
Default Operator Type	Default Glazing Reference	Pane ID 1	Pane ID 2	Pane ID 4	Film-Pane Thickness 1	Film-Pane Thickness 2	Film-Pane Thickness 4	Film-Tint 1	Film-Tint 2	Film-Tint 4	SHGC COG	VT COG	SHGC No Film	SHGC w/ Film	VT No Film	VT w/ Film	U-Factor
Fixed	Single-Glazed Clear 3mm(1/8 inch)		30038			0.118000			CL		.884000	.884000	.722927	.743394	.735750	.723474	0.350000
Fixed	Double-Glazed Clear 3mm(1/8 inch)			30038			0.118000		CL		.884000	.884000	.642697	.743394	.666185	.723474	0.350000
Window Wall	Single-Glazed Clear 6mm(1/4 inch)		30039			0.118000			CL		.884000	.444000	.731844	.791464	.775161	.389334	0.350000
Window Wall	Single-Glazed Grey 6mm(1/4 inch)		30046			0.118000			CL		.884000	.814000	.521419	.791464	.389334	.713780	0.350000
Window Wall	Double-Glazed Clear 6mm(1/4 inch)			30039			0.118000		CL		.884000	.786000	.631892	.791464	.689227	.689227	0.350000
Window Wall	Double-Glazed Grey 6mm(1/4 inch)			30039			0.118000		CL		.884000	.395000	.414453	.791464	.346367	.346367	0.350000

## **REVISION (CONTINUED)**

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- Revision of Film Application
  - In the case that a product line is published with the film entered on the upload spreadsheet to an incorrect surface, the simulation laboratory shall verify with the IA and the manufacturer that changes are necessary and approved prior to any revision.

## **REVISION OF FILM APPLICATION (CONT)**

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- Once Film Application is changed from Interior to Exterior, the APD will automatically update the product line details column by removing the “U-factor” column.
  - Respectively, once the Film Application is changed from Exterior to Interior, the APD will automatically update the product line details columns by adding the “U-factor” column
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# REVISION OF FILM APPLICATION (CONT)

- Interior Applied Film Product Line Revision to Exterior Applied Film Setup
  - Required Information is in Blue Rectangles
  - Optional Information is in Orange Ovals
  - Information to be deleted is in Red Highlight
  - U-factor column is grayed out to show that it will be removed upon selecting “Exterior Film Application”

Cancel
Submit to IA

MANUFACTURER INFORMATION		PRODUCT LINE INFORMATION		REPORT DETAILS	
Name	123XYZ Company	CPD Number	XYZ-T-030	Sim Report #	<input style="border: 1px solid blue;" type="text"/>
Code	XYZ	Series/Model Name	Interior Film	Lab Code	SNFR
Id	860	Attachment Type	Film	Simulation Date	<input style="border: 1px solid blue;" type="text"/>
Status	Active	Film Application	Interior	Report Date	<input style="border: 1px solid blue;" type="text"/>
		Tint	BZ	Submission Date	
		Rating Procedure	2010	Report Type	Revision
		Associated IA	T		
		Certification Date	2/2/2011 12:00:00 AM		
		Expiration Date	2/1/2015 12:00:00 AM		
		Status			

Preview Calculations

SIMULATION DETAILS																		
Default Operator Type	Default Glazing Reference	Pane ID 1	Pane ID 2	Pane ID 4	Film-Pane Thickness 1	Film-Pane Thickness 2	Film-Pane Thickness 4	Film-Tint 1	Film-Tint 2	Film-Tint 4	SHGC COG	VT COG	SHGC No Film	SHGC w/ Film	VT No Film	VT w/ Film	U-Factor	
Fixed	Single-Glazed Clear 3mm(1/8 inch)	<input style="border: 1px solid blue;" type="text"/>	202	<input style="border: 1px solid blue;" type="text"/>	<input style="border: 1px solid blue;" type="text"/>	0.118000	<input style="border: 1px solid blue;" type="text"/>	<input style="border: 1px solid blue;" type="text"/>	BZ	<input style="border: 1px solid blue;" type="text"/>	<input style="border: 1px solid blue;" type="text"/>	0.325130	0.345650	0.859000	0.285864	0.899000	0.282883	0.453210
Fixed	Double-Glazed Clear 3mm(1/8 inch)	<input style="border: 1px solid blue;" type="text"/>	<input style="border: 1px solid blue;" type="text"/>	202	<input style="border: 1px solid blue;" type="text"/>	<input style="border: 1px solid blue;" type="text"/>	0.118000	<input style="border: 1px solid blue;" type="text"/>	<input style="border: 1px solid blue;" type="text"/>	BZ	<input style="border: 1px solid blue;" type="text"/>	0.326540	0.123150	0.761000	0.287018	0.814000	0.100787	0.432560
Window Wall	Single-Glazed Clear 6mm(1/4 inch)	<input style="border: 1px solid blue;" type="text"/>	202	<input style="border: 1px solid blue;" type="text"/>	<input style="border: 1px solid blue;" type="text"/>	0.118000	<input style="border: 1px solid blue;" type="text"/>	<input style="border: 1px solid blue;" type="text"/>	BZ	<input style="border: 1px solid blue;" type="text"/>	<input style="border: 1px solid blue;" type="text"/>	0.326540	0.123540	0.702000	0.302700	0.786000	0.108329	0.352650
Window Wall	Single-Glazed Grey 6mm(1/4 inch)	<input style="border: 1px solid blue;" type="text"/>	202	<input style="border: 1px solid blue;" type="text"/>	<input style="border: 1px solid blue;" type="text"/>	0.118000	<input style="border: 1px solid blue;" type="text"/>	<input style="border: 1px solid blue;" type="text"/>	BZ	<input style="border: 1px solid blue;" type="text"/>	<input style="border: 1px solid blue;" type="text"/>	0.326540	0.264860	0.454000	0.301911	0.395000	0.232250	0.352650
Window Wall	Double-Glazed Clear 6mm(1/4 inch)	<input style="border: 1px solid blue;" type="text"/>	<input style="border: 1px solid blue;" type="text"/>	202	<input style="border: 1px solid blue;" type="text"/>	<input style="border: 1px solid blue;" type="text"/>	0.118000	<input style="border: 1px solid blue;" type="text"/>	<input style="border: 1px solid blue;" type="text"/>	BZ	<input style="border: 1px solid blue;" type="text"/>	0.654840	0.458840	0.702000	0.590544	0.786000	0.400593	0.315650
Window Wall	Double-Glazed Grey 6mm(1/4 inch)	<input style="border: 1px solid blue;" type="text"/>	<input style="border: 1px solid blue;" type="text"/>	202	<input style="border: 1px solid blue;" type="text"/>	<input style="border: 1px solid blue;" type="text"/>	0.118000	<input style="border: 1px solid blue;" type="text"/>	<input style="border: 1px solid blue;" type="text"/>	BZ	<input style="border: 1px solid blue;" type="text"/>	0.32650	0.326540	0.454000	0.132703	0.395000	0.286336	0.315650

# REVISION OF FILM APPLICATION (CONT)

- **Exterior Applied Film Product Line Revision to Interior Applied Film Setup**
  - Required Information is in Blue Rectangles
  - Optional Information is in Orange Ovals
  - Information to be deleted is in Red Highlight
  - U-factor column is grayed out to show that it will be added upon selecting “Interior Film Application”

ATTACHMENT PRODUCTS DIRECTORY

Home Lab Reports IA Info My Account

Log off

Cancel Submit to IA Delete Submission

MANUFACTURER INFORMATION		PRODUCT LINE INFORMATION		REPORT DETAILS	
Name	123XYZ Company	CPD Number	XYZ-T-030	Sim Report #	
Code	XYZ	Series/Model Name	Exterior Film	Lab Code	SNFR
Id	860	Attachment Type	Film	Simulation Date	
Status	Active	Film Application	Exterior	Report Date	
		Tint	BZ	Submission Date	1/4/2012 11:37:47 AM
		Rating Procedure	2010	Report Type	Revision
		Associated IA	T		
		Certification Date	2/2/2011 12:00:00 AM		
		Expiration Date	2/1/2015 12:00:00 AM		
		Status			

Preview Calculations

Default Operator Type	Default Glazing Reference	Pane ID 1	Pane ID 2	Pane ID 4	Film-Pane Thickness 1	Film-Pane Thickness 2	Film-Pane Thickness 4	Film-Tint 1	Film-Tint 2	Film-Tint 4	SHGC COG	VT COG	SHGC No Film	SHGC w/ Film	VT No Film	VT w/ Film	U-Factor
Fixed	Single-Glazed Clear 3mm(1/8 inch)	202			0.118000			BZ			.325130	.345650	722927	285964	735750	282883	
Fixed	Double-Glazed Clear 3mm(1/8 inch)	202			0.118000			BZ			.328540	.123150	642697	287018	666185	100787	
Window Wall	Single-Glazed Clear 6mm(1/4 inch)	202			0.118000			BZ			.328540	.123540	731844	302700	775161	108329	
Window Wall	Single-Glazed Grey 6mm(1/4 inch)	202			0.118000			BZ			.325640	.264860	521419	301911	389334	232250	
Window Wall	Double-Glazed Clear 6mm(1/4 inch)	202			0.118000			BZ			.654840	.456840	631692	590544	689227	400593	
Window Wall	Double-Glazed Grey 6mm(1/4 inch)	202			0.118000			BZ			.328550	.328540	414453	132703	346367	286336	



# LAB REPORT PAGE

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- Lab Reports Tab
- U-factor Submissions Tab
- Recertification Tab
- Revision Tab

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# LAB REPORT PAGE

**ATTACHMENT PRODUCTS DIRECTORY**  
[Home](#) [Lab Reports](#) [IA Info](#) [My Account](#)  
[Log off](#)

**Available Filters**  
Report Status:  All  Unverified  Rejected  Accepted  Failed Error Check  
Manufacturer:  Name  Code or ID   
Uploaded Since:

**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

[Lab Reports](#) [U-Factor Submissions](#) [Recertification](#) [Revision](#)

Report Number	Report Type	Status	Manufacturer	Mfr Code	Mfr ID	Lab	Submitted By	Upload Date
<a href="#">12345-R0</a>	New	Passed error check	123XYZ Company	XYZ	860	SNFR	swendt-snfr	11/23/2011 3:51:54 PM
<a href="#">SEW05032011-COGTest</a>	New	Passed error check	123XYZ Company	XYZ	860	SNFR	swendt-snfr	5/27/2011 4:46:20 PM



# LAB REPORT PAGE

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- Search submissions with same filters as CPD
  - Check status of submissions
  - Ability to edit submittals in “Pending IA Review” and “Rejected” status’ via Lab Reports Page and Home Page
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# REJECTIONS

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- New Certifications
  - If the IA rejects a New Upload Spreadsheet submission, modifications to the submitted data shall be made on a new upload spreadsheet and re-submitted to the IA.

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# REJECTIONS (CONTINUED)

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- U-factor / Recertification / Revision
  - If the IA rejects one of these submissions, modifications to the submitted data can be made by selecting the same product line via the *Home* screen method or at the *Lab Reports* screen appropriate submission tab method.

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# U-FACTOR / RECERTIFICATION / REVISION

- Modifying a Submission
  - Once the initial submission has been submitted to the IA the data can be modified depending on the status of the product line.
    - Modifications can be made to Submission if the status is:
      - Pending IA Review
      - Rejected by IA
    - Modifications **cannot** be made to Submission if the status is:
      - Under IA Review
      - Accepted by IA

# **U-FACTOR / RECERTIFICATION / REVISION**

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- To make a Modification:
  - Select the submitted product line,
  - Edit Report Details and Data as necessary, and
  - Select the “Submit to IA” button.
- The lab will need to be notify the IA that the data has been resubmitted.

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# FOR YOUR INFORMATION


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- Keystrokes
    - Do not hit “Enter”
      - When changing/adding values, be sure to never hit the “Enter” key on the keyboard. If “Enter” is typed, the APD assumes the user is selecting a button on the page of either Cancel, Submit to IA, Delete Submission, or Preview Calculations. Always type a value in the appropriate cell and use your mouse or “Tab” key to select the next cell to be edited.
- 
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# KEYSTROKES (CONTINUED)


ATTACHMENT PRODUCTS DIRECTORY

Home
Lab Reports
IA Info
My Account

Log off
Welcome swendt-snfr

Cancel
Submit to IA
Delete Submission

**MANUFACTURER INFORMATION**

Name	123XYZ Company
Code	XYZ
Id	860
Status	Active

**PRODUCT LINE INFORMATION**

CPD Number	XYZ-T-037
Series/Model Name	SHGCVT Values
Attachment Type	Film
Film Application	I
Tint	GY
Rating Procedure	2010
Associated IA	T
Certification Date	6/9/2011 12:00:00 AM
Expiration Date	6/6/2015 12:00:00 AM
Status	

**REPORT DETAILS**

Sim Report #	testing prev calcs
Lab Code	SNFR
Simulation Date	12/1/2011
Report Date	12/1/2011
Submission Date	1/3/2012 5:23:24 PM
Report Type	Recertification

Preview Calculations

**SIMULATION DETAILS**

Default Operator Type	Default Glazing Reference	Pane ID 1	Pane ID 2	Pane ID 4	Film-Pane Thickness 1	Film-Pane Thickness 2	Film-Pane Thickness 4	Film-Tint 1	Film-Tint 2	Film-Tint 4	SHGC COG	VT COG	SHGC No Film	SHGC w/ Film	VT No Film	VT w/ Film	U-Factor
Fixed	Single-Glazed Clear 3mm(1/8 inch)		257			0.118000			GY		.402018	.426681	.722927	.348810	.735750	.349199	0.354213
Fixed	Double-Glazed Clear 3mm(1/8 inch)			257			0.118000			GY	.315272	.387567	.642697	.277793	.666185	.317188	0.354213
Window Wall	Single-Glazed Clear 6mm(1/4 inch)		257			0.236000			GY		.395692	.419991	.731844	.363330	.775161	.368281	0.354213

# FOR YOUR INFORMATION

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- Error Checking
  - The APD will not notify the user of errors when submitting a U-factor Addition, Recertification, or Revision for the following:
    - Simulation Report Number is missing
    - Series/Model Name is missing
    - Pane-ID is an incorrect format or missing
    - Pane-Thickness is an incorrect format or missing
    - Film-Tint is an incorrect format, missing, or placed in an incorrect column
    - Rating Procedure is not updated

# FOR YOUR INFORMATION

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- Comments in Submittals
    - The lab is given the ability to save “Comments” within a New Certification upload or a U-factor Submission, however is discouraged in doing so at this time.
    - Any comments, once the submittal is accepted by the IA, will be permanently displayed in the Manufacturer’s product line details and the Certification Authorization Report (CAR).
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# FOR YOUR INFORMATION

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- APD Release
  - The new functions will be released to the production server in the next 2 weeks.
  - Notification will be sent of the APD's downtime.

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# QUESTIONS OR COMMENTS?

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