FOREWORD

This NFRC Certified Film Attachment Products Database Simulation Lab User Manual provides guidelines and explains the procedure to NFRC Accredited Simulation Laboratories for uploading film attachment products information using NFRC online Certified Products Database.

Questions on the use of this procedure should be addressed to:

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1. INTRODUCTION

This Simulation Lab Certified Film Attachment Products Database User’s Manual provides guidelines and explains the procedure for uploading required data to the online NFRC Certified Film Attachment Products Database. It is intended to provide the Simulation Labs with information on how to upload simulation data into the APD for a specific film manufacturer, review the data, and submit the data to a specific Inspection Agency (IA). This manual is an integral component of the NFRC 701: Laboratory Accreditation Program (LAP) and provides the user with directions on how to access and navigate the database with accuracy and consistency.

2. SIMULATION LAB RESPONSIBILITIES

Accredited NFRC Simulation Labs participating in the LAP are responsible for uploading information into the Certified Film Attachment Products Database that is specific to their manufacturer/client. These responsibilities include:

A. Competently generate films in accordance with the current NFRC documents for attached films using the current NFRC approved programs;
B. Properly upload the data to the proper client;
C. Ensure that the product information uploaded is accurate and complete; and
D. Submit the data to the correct Inspection Agency.

3. SIMULATION LAB SUMMARY SPREADSHEET

The simulation film summary spreadsheet for applied film ratings U-factor, Solar Heat Gain Coefficient (SHGC), and Visible Transmittance (VT) was designed to allow for an efficient transfer of simulation data to the NFRC Online Certified Film Attachment Products Database (APD). This section will discuss the various components of the simulation film summary spreadsheet.

The current simulation film summary spreadsheet will only be used for “New” product lines to submit U-factor, SHGC, and VT ratings and can be found on the CPD Info web page on the NFRC website: http://www.nfrc.org/CPDInfo.aspx.

Only the 97-2003 version of Excel (.xls) is allowed for uploading to the APD.

NFRC Film Attachment Upload Spreadsheet:

A. Start with 97-2003 Excel sheet: file with extension .xls
B. Fill in appropriate data in required fields with correct formatting as indicated in section 3.3 below
C. Upon completion of steps A and B, select “Validate Data” button to make sure your data are within the appropriate ranges. Errors will appear in red. As you correct your mistakes, the red cells will return to their original colors.
D. Save the file as 97-2003 Excel file.
E. Upload the 97-2003 Excel file spreadsheet to the APD.

The Film Attachment Upload 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 formatting requirements for each field.

3.1 Header Section – Product Line Information

Figure 3-1 depicts the header section, which is contained in rows from 1 to 10.

![Figure 3-1: Header](image)

3.2 Product Rating Section – Individual Product Information

Figure 3-2 through 3-3 depict the product rating section, which starts from row 11 to row 17.

![Figure 3-2: Product Ratings](image)

<table>
<thead>
<tr>
<th>Reference Glazing System</th>
<th>Operator</th>
<th>Film pane ID #1</th>
<th>Film pane ID #2</th>
<th>Film pane ID #3</th>
<th>Film pane ID #4</th>
<th>Film pane Thickness #1</th>
<th>Film pane Thickness #2</th>
<th>Film pane Thickness #3</th>
<th>Film pane Thickness #4</th>
</tr>
</thead>
<tbody>
<tr>
<td>3mm (1/8 in.) clear</td>
<td>001</td>
<td>202</td>
<td>202</td>
<td>202</td>
<td>202</td>
<td>0.113</td>
<td>0.113</td>
<td>0.113</td>
<td>0.113</td>
</tr>
<tr>
<td>3mm (1/8 in.) clear 3mm (1/8 in.) clear</td>
<td>001</td>
<td>202</td>
<td>202</td>
<td>202</td>
<td>202</td>
<td>0.113</td>
<td>0.113</td>
<td>0.113</td>
<td>0.113</td>
</tr>
<tr>
<td>6mm (1/4 in.) clear</td>
<td>002</td>
<td>202</td>
<td>202</td>
<td>202</td>
<td>202</td>
<td>0.113</td>
<td>0.113</td>
<td>0.113</td>
<td>0.113</td>
</tr>
<tr>
<td>6mm (1/4 in.) grey</td>
<td>002</td>
<td>202</td>
<td>202</td>
<td>202</td>
<td>202</td>
<td>0.113</td>
<td>0.113</td>
<td>0.113</td>
<td>0.113</td>
</tr>
<tr>
<td>6mm (1/4 in.) clear 6mm (1/4 in.) clear</td>
<td>002</td>
<td>202</td>
<td>202</td>
<td>202</td>
<td>202</td>
<td>0.113</td>
<td>0.113</td>
<td>0.113</td>
<td>0.113</td>
</tr>
<tr>
<td>6mm (1/4 in.) grey 6mm (1/4 in.) clear</td>
<td>002</td>
<td>202</td>
<td>202</td>
<td>202</td>
<td>202</td>
<td>0.113</td>
<td>0.113</td>
<td>0.113</td>
<td>0.113</td>
</tr>
</tbody>
</table>

Note:
- Operator type 001 - Fixed
- Operator type 002 - Non-residential Window Wall
3.3 Spreadsheet Formatting Requirements

The following matrix contains fields and the corresponding descriptions that have to be entered into the spreadsheet.

[NOTE: Fields that are required to match data in the NFRC Certified Products Directory must match the exact syntax.]

**Table 3-1**

<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 simulation data was generated.  
                  | • Manufacturer name shall be the 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). |
| Simulation Lab   | • The identification code which NFRC has assigned to the Simulation Lab which prepared the report.  
                  | • Lab codes must be entered correctly on spreadsheets and must 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. |
| Report Name      | • The name or number of the report as specified by the Simulator.             |
| Simulation Date  | • The date upon which the product was simulated by the laboratory in numeric format, i.e. 05/15/2009. |
| Simulation Report Date | • The date upon which the report was created by the laboratory in numeric format, i.e. 05/15/2009. |
| Rating Procedure | • The rating procedure used to prepare the report.                           |
### Field Name | Description
--- | ---
**Reference Glazing System** | • This is a pre-determined field that must contain the pre-determined instances:  
  o 3mm (1/8in.) clear  
  o 3mm (1/8in.) clear 3mm (1/8in.) clear  
  o 6mm (1/4in.) clear  
  o 6mm (1/4in.) grey  
  o 6mm (1/4in.) clear 6mm (1/4in.) clear  
  o 6mm (1/4in.) grey 6mm (1/4in.) clear

**Operator Type** | • The Operator Type as listed is either: Operator type 001 – Fixed; or Operator type 002 – Non-residential Window Wall (Do not modify)

**Pane ID #[1, 2, and 4]** | • Contains the identifying code (as defined in the IGDB or User database) of the substrate.  
  • The number represents the (relative) location of the pane within the assembly beginning from the exterior.

**Pane Thickness #[1, 2, and 4]** | • Contains the thickness of the pane (in inches) located at the specified position.  
  • The number represents the (relative) location of the pane within the glazing assembly beginning from the exterior.  
  • The field shall be rounded and contain a minimum number of 3 decimals and a maximum of 6 decimals.  
  • Values are expected to be within the range: \(0.0 < x \leq 1.0\).  
  • (L) Test for existence versus # of Pane ID.

**Tint** | • The color code for the tint of the film (not the glass).  
  • This is a text field of 2 characters from the NFRC Database Codes – i.e., BZ.  
  • Do not enter low-e (LE).  
  • (S) Match against NFRC Database Codes.

**SHGC C-O-G** | • The Solar Heat Gain Coefficient (SHGC) representative of the center-of-glazing region.  
  • Values are expected to be within the range: \(0.0 \leq x \leq 1.0\).  
  • This is a decimal field of 6 decimal places / 8 characters – i.e., 0.782342.

**VT C-O-G** | • The Visual Transmittance (VT) representative of the center-of-glazing region.  
  • Values are expected to be within the range: \(0.0 \leq x \leq 1.0\).  
  • This is a decimal field of 6 decimal places / 8 characters – i.e., 0.782342.

**U-factor** | • The U-factor representative of the total fenestration system.  
  • The user shall not enter the U-factor for Exterior Applied Film products.  
  • Values are expected to be within the range: \(2.00 \geq x \geq 0.0\).  
  • This is a decimal field of 6 decimal places / 8 characters – i.e., 0.232342.

### 3.4 Using the Upload Spreadsheet

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

The spreadsheet shall not be modified
A. Filename of the summary spreadsheet shall not exceed 50 characters including blank space in file name nor include bad characters:
   Bad filename characters include: " = + / ' < > ? , ^ % @ & # % ~ ! ( ) _ { } ~ ` $ [ ] ÷ ™ © 
B. The columns headers and titles are fixed and shall not be changed from the format supplied to work in the application.
C. Each field holds one value.
D. Do not remove non-applicable fields from the spreadsheet.
E. Interior Applied Films shall have the U-factor rating filled in.
F. Exterior Applied Film’s U-factor rating shall be left blank.
G. The manufacturer name must be spelled out exactly the same in the upload spreadsheet as it is in the CPD for the upload to work properly.
   • An Excel file is located on the CPD Info page that contains the current list of Manufacturers. http://www.nfrc.org/CPDInfo.aspx.

3.5 Completing the Upload Spreadsheet

After all of the required product line and product rating information is filled in, select the “Validate Data” button to make sure your data are within the appropriate ranges.

The spreadsheet will validate that all of the correct columns are filled in for the corresponding ID#. The spreadsheet does not verify if the “tint” code is correct.

3.5.1 Cells Filled in Properly

If all the cells are filled in properly, the cells will remain their original colors.

*Figure 3-4: Properly Filled in Cells*
3.5.2 Cells Not Filled in Properly

If any of the cells are not filled in properly, errors will appear in red or an error screen will be displayed.

Figure 3-5: Incorrect Film Pane Thickness #2 (missing)

![Image of incorrect film pane thickness]

As you correct your mistakes, the red cells will return to their original colors.

Figure 3-6: Incorrect Film Tint #2 (characters)

![Image of incorrect film tint]
**Figure 3-7: Remove Film Pane Thickness #4**

**Figure 3-8: Enter Film Pane Thickness #2**
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://apd.nfrc.org

The Simulation Lab user is taken to the login screen and prompted to input a valid username and password. Usernames and passwords are supplied to the Lab user by the NFRC. Select “Film Attachments” in the Program drop down options to access the APD.

User can log off at any time in the application (that is, exit out of the Film application by clicking on the log off hyperlink).

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.

*Figure 4-1: Starting the NFRC Certification Attachment Products Database – Login Screen*
5. **Submission To APD**

After logging in, the user is taken to the Home tab of the application where the simulation lab can submit the client’s data to the APD by four different submission types: New, U-factor Addition, Recertification, and Revision.

*Figure 5-1: Simulator Home Screen*

```
5.1 Manufacturer Search

The Lab user can search for different manufacturer/clients either by Name, a three-character manufacturer alpha code, or manufacturer numeric ID.

5.1.1 Search by Manufacturer Name

To search by manufacturer name, select the radio button in front of “By Name” filter and type the full or partial manufacturer name (such as “123XYZ”) and then press the Search Button.

*Figure 5-2: Results of Search by Name*
```
5.1.2 Search by Manufacturer Code

To search by three-character alpha code, select radio button in front of “By Code or ID” filter and type in alpha code (such as “ZZZ”) and then press the Search Button.

*Figure 5-3: Results of Search by Manufacturer Code*

5.1.3 Search by Manufacturer ID

To search by a one to four digit numeric manufacturer ID, select the radio button in front of “By Code or ID” filter and type in ID number (such as “1558”) and then press the Search Button.

*Figure 5-4: Results of Search by Manufacturer ID*
5.1.4 Selecting a Manufacturer

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

*Figure 5-5: Selected Manufacturer is Displayed*

5.2 Select Submission Type

Using the Submission Type pull down menu, choose the submission type (see *Figure 5-6*).

5.2.1 Submission Types Requiring a Simulation Film Summary Spreadsheet

A. New: A product line that is obtaining initial certification authorization in accordance with the PCP obtains a “New” submission 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. Refer to Section 5.3 for New submission.

5.2.2 Submission Types Not Requiring a Simulation Film Summary Spreadsheet

A. U-factor Addition: An interior applied film product line that is currently certified within the APD where a U-factor is required to be introduced will not require an upload spreadsheet. Refer to Section 5.4 for U-factor Addition.

B. Recertification: A product line that has been previously certified and is obtaining recertification in accordance with NFRC 700, PCP will not require an upload spreadsheet. Refer to Section 5.5 for Recertification.
C. Revision: A revision report type contains data that revises / replaces an individual option in a certified product line because the individual product(s) contain inaccurate or incomplete data. The revision can affect the data in the header as well as other separate CAR rating values. Revision will not require an upload spreadsheet. All original data shall be archived and accessible. Refer to Section 5.6 for Revision.

*Figure 5-6: Choosing Submission Type*

5.3 New Submission Type

A product line that is obtaining initial certification authorization in accordance with the NFRC 700, PCP obtains a “New” submission type.

[NOTE: A simulation film summary spreadsheet is required for “New” submissions.]

5.3.1 Select Data File and Add Report

Utilizing the Browse button, select the Simulation Film Summary Spreadsheet from your computer for the specific manufacturer. When the correct Data File is displayed, click the “ADD REPORT” button.
If there are errors with the upload the errors will be listed on the screen. Record the errors and adjust the spreadsheet if applicable. If a spreadsheet cannot upload properly, utilize the CPD 2.0 Issue Form located at [http://www.nfrc.org/CPDInfo.aspx](http://www.nfrc.org/CPDInfo.aspx) and contact NFRC Staff.

The Lap Reports status screen will be displayed if there are no errors. The Simulation lab will need to submit the spreadsheet to the IA, refer to Section 6 for Lab Reports status screen details and refer to Section 7 to take the next steps.

### 5.4 U-factor Addition Submission Type

U-factor Addition introduces a U-factor rating to currently certified interior applied film product lines.

**[NOTE: Any exterior applied film, expired, or other inactive status product lines will not available for U-factor addition; a spreadsheet is not required for U-factor Addition.]**

#### 5.4.1 Select Product Line

Once *U-factor Addition* submission type is selected, the APD will refresh to provide a listing of all active, interior applied film product lines available for U-factor addition. The CPD Number column contains hyperlinks to the listed product line; select the CPD Number to have U-factor Addition details page open.
5.4.2 Edit Product Line Details

The interior applied film product line details will be displayed with all required fields available for simulation laboratory data entry:

A. U-factor Report Details
   i. Report Name, Report Date, and Simulation Date

B. U-factor rating for each operator type, ratings must be entered in the range of $2.00 \geq x \geq 0$.

C. The APD will automatically populate the Lab Code from the user’s login information and the submission and approval dates after appropriate steps in 5.4.3 have been taken.
5.4.3 Submit to IA

A. Select the Submit to IA button. One of two results will occur:
   i. Successfully submitting to an IA will result in the screen redirecting the simulation lab user to the Report tab where the “Lab Reports” summary is defaulted. To review U-factor Addition submittal refer to Section 6.3 for details.
   ii. If all required information is not filled in properly, an applicable Error Message will result at the bottom of the page:
      (a) Must enter a U-factor Report Name
      (b) Must enter a U-factor Report Date
      (c) Must enter a U-factor Simulation Date
      (d) Must fill in All U-factors for Products
      (e) All U-factors must be numeric

B. Enter the missing information and/or correct any data in error and select the Submit to IA button again.

C. The lab can notify the IA when the data is submitted.

[NOTE: Once the IA has approved the initial U-factor submission, the product line cannot be edited by the simulator or IA.]

5.4.4 U-factor Rejections

If the IA rejects a product line U-factor submission, modifications to the submitted data can be made by selecting the same product line via the Home screen method below or at the U-factor Submission screen method in Section 6.3.1.

A. Modifying a U-factor Submission
   i. Once the initial U-factor addition has been submitted to the IA the data can be modified depending on the status of the product line.
      (a) Modifications can be made to U-factor Submission if the status is:
          1. Pending IA Review
          2. Rejected by IA
      (b) Modifications cannot be made to U-factor Submission if the status is:
          1. Under IA Review
          2. Accepted by IA
   ii. To make a Modification:
      (a) Select the submitted product line,
5.5 Recertification Submission Type

A product line that has been previously certified and is obtaining recertification in accordance with the “NFRC 700: Product Certification Program” obtains a “Recertification” report type.

[NOTE: The “Recertification” process will not require an upload spreadsheet.]

5.5.1 Select Product Line

Once Recertification submission type is selected, the APD will refresh to provide a listing of all active and inactive applied film product lines available for recertification. The CPD Number column contains hyperlinks to the listed product line; select the CPD Number to have Recertification details page open.

Figure 5-10: Choosing Recertification Product Line

5.5.2 Edit Product Line Details

The applied film product line details will be displayed with all required fields available for Simulation Laboratory data entry:

A. Product Line Information
   i. Series/Model Name, Tint, Rating Procedure

B. Report Details
   i. Sim Report #, Simulation Date, and Report Date
C. The APD will automatically populate the Lab Code and Report Type from the user’s login information.

D. The APD will automatically populate the Submission Date after appropriate steps through 5.5.3 have been taken.

E. Simulation Details
   i. Pane ID 1, 2, or 4
   ii. Film-Pane Thickness 1, 2, or 4
   iii. Film-Tint 1, 2, or 4
   iv. SHGC-COG
   v. VT-COG
   vi. U-factor rating

   (NOTE: Refer to Section 3.3 for required cell formatting.)

   *Figure 5-11: Product Line Details – Recertification*

The user may review the results of the recertification data entry prior to submitting to the IA and prior to the data being published into the APD by selecting “Preview Calculations.”
The user can review the results of the calculated values to verify the “With Film” column match that of the user’s report, and review that the “No Film” column has been updated to match that of the NFRC 200 default values for 2010 rating procedure.

**Figure 5-12: Data Entry – Before Preview Calculations**

**Figure 5-13: Data Entry – With Preview Calculations Selected**
5.5.3 Submit to IA

Select the *Submit to IA* button. One of two results will occur:

A. Successfully submitting to an IA will result in the screen redirecting the Simulation Lab user to the Home tab where the previously selected manufacturer and the remaining list of active interior applied film product lines of will be displayed for sequential *Recertification* submissions. See *Figure 5-13.*

B. If all required information is not filled in properly, an applicable Error Message will result at the bottom of the page:
   
   i. Must enter valid Report and Simulation Dates.
   
   ii. U-factor values must be numeric.
   
   iii. SHGC COG values must be numeric.
   
   iv. VT COG values must be numeric.
   
   v. Interior Films may not have values for Pane 1. Please check your data.
      
      a. Enter the missing information and/or correct any data in error and select the *Submit to IA* button again.

The APD will not notify the user of errors for the following:

A. Simulation Report Number is missing
B. Series/Model Name is missing
C. Pane-ID is an incorrect format or missing
D. Pane-Thickness is an incorrect format or missing
E. Film-Tint is an incorrect format, missing, or placed in an incorrect column
F. Rating Procedure is not updated

The lab can notify the IA when the data is submitted.
5.5.4 Recertification Rejections

If the IA rejects a product line Recertification submission, modifications to the submitted data can be made by selecting the same product line via the Home screen method below, or at the Recertification tab screen method in Section 6.4.1.

B. Modifying a Recertification Submission

i. Once the initial Recertification has been submitted to the IA, the data can be modified depending on the status of the product line.

(a) Modifications can be made to Recertification if the status is:
   1. Pending IA Review
   2. Rejected by IA

(b) Modifications cannot be made to a Recertification if the status is:
   1. Under IA Review
   2. Accepted by IA

ii. To make a Modification:

(a) Select the submitted product line,

(b) Edit Recertification Report Details and data as necessary, and

(c) Select the Submit to IA button and the screen will be redirected to the Home tab where the
previously selected manufacturer and the remaining list of active interior applied film product lines of will be displayed for sequential 
Recertification submissions.

[NOTE: The IA will need to be notified by the simulator that the data has been re-submitted.]

5.6 Revision Submission Type

A Revision contains data that revises an individual option in a certified product line because the individual product(s) contain inaccurate or incomplete data. The revision can affect the data in the header as well as other separate CAR rating values. All original data will be archived.

[NOTE: The “Revision” process will not require an upload spreadsheet.]

5.6.1 Select Product Line

Once Revision submission type is selected, the APD will refresh to provide a listing of all active applied film product lines available for revision. The CPD Number column contains hyperlinks to the listed product line, select the CPD Number to have the Revision details page open.

*Figure 5-15: Choosing Revision Product Line*

5.6.2 Edit Product Line Details

The applied film product line details will be displayed with required fields for Simulation Laboratory data entry:

A. Report Details
   i. Sim Report #, Simulation Date, and Report Date
   ii. The APD will automatically populate the Lab Code and Report Type from the user’s login information.
iii. The APD will automatically populate the Submission Date after appropriate steps through 5.6.3 have been taken.

The applied film product line details will be displayed with all optional fields available for Simulation Laboratory revision data entry:

A. Product Line Information
   i. Series/Model Name, Film Application, Tint, Rating Procedure

B. Simulation Details
   i. Pane ID 1, 2, or 4
   ii. Film-Pane Thickness 1, 2, or 4
   iii. Film-Tint 1, 2, or 4
   iv. SHGC-COG
   v. VT-COG
   vi. U-factor rating

[NOTE: Refer to Section 3.3 for required cell formatting.]

Figure 5-16: Product Line Details – Revision

The user can review the results of the revision data entry prior to submitting to the IA and prior to the data being published into the APD by selecting “Preview Calculations.”
The user can review the results of the calculated values to verify the "With Film" column matches that of the user’s report, and review that the "No Film" column has been updated to match that of the NFRC 200 default values for 2010 rating procedure.

**Figure 5-18: Revised Data Entry – With Preview Calculations Selected**
5.6.3 Submit to IA

Select the Submit to IA button. One of two results will occur:

A. Successfully submitting to an IA will result in the screen redirecting the Simulation Lab user to the Home tab where the previously selected manufacturer and the remaining list of active, interior applied film product lines of will be displayed for sequential Revision submissions. See Figure 5-19.

B. If all required information is not filled in properly, an applicable Error Message will result at the bottom of the page:
   i. Must enter valid Report and Simulation Dates.
   ii. U-factor values must be numeric.
   iii. SHGC COG values must be numeric.
   iv. VT COG values must be numeric.
   v. Interior Films may not have values for Pane 1. Please check your data.
      a. Enter the missing information and/or correct any data in error and select the Submit to IA button again.

The APD will not notify the user of errors for the following:

A. Simulation Report Number is missing
B. Series/Model Name is missing
C. Pane-ID is an incorrect format or missing
D. Pane-Thickness is an incorrect format or missing
E. Film-Tint is an incorrect format, missing, or placed in an incorrect column
F. Rating Procedure is not updated

The lab can notify the IA when the data is submitted.
**Figure 5-19: Home Tab - Sequential Revision**

![Home Tab](image)

<table>
<thead>
<tr>
<th>CPD Number</th>
<th>Film Series/Model Name</th>
<th>Tint</th>
<th>Film Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>XYZ-D17</td>
<td>U-Factor test - 001</td>
<td>CL</td>
<td>interior</td>
</tr>
<tr>
<td>XYZ-D18</td>
<td>U-Factor test - 0011</td>
<td>CL</td>
<td>interior</td>
</tr>
</tbody>
</table>
6. **LAB REPORT STATUS**

The Lab Report Status screen allows the Simulation Lab to monitor and select uploaded spreadsheets for new product lines and monitor submissions to current product lines for: U-factor Submissions, Recertifications, and Revisions. The default report status view is “Unverified,” but has sorting options and filters.

*Figure 6-1: Default Lab Report Status Screen*

---

### 6.1 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.

A. **Report Status** – Reports can be sorted by All, Unverified, Rejected, Accepted, or Failed Error Check.

B. **Manufacturer** – Reports can be sorted by manufacturer’s name, three-character alpha code, or numeric ID.

C. **Uploaded Since** – Reports can be sorted by the “Uploaded Since” feature: enter the earliest report submission date you would like to be displayed.

D. 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 must also click the Remove Filters button to restore the default Unverified status during your session.]*
### Figure 6-2: Available Filters

![Available Filters Table]

**Figure 6-3: A Convenient Reminder Set in the Lab Reports Screen**

![How To Use Filtering]

#### 6.2 Lab Reports

The Lab Reports button allows the Simulation Lab to select uploaded spreadsheets of New certifications for review.

**Figure 6-4: Column Headers on Lab Reports Page**

![Lab Reports Column Headers]

#### 6.2.1 Description of Lab Reports Column Headers

- **Report Number** – the report number listed in the spreadsheet, also a hyperlink to open the upload spreadsheet.

- **Report Type** – the report type selected by the lab user when uploading the spreadsheet.
  - This will always display “New”

- **Status** – the status of the report listed as follows:
  - **Passed Error Check** – spreadsheet has been properly uploaded and waiting for the lab to delete or submit to the IA.
Pending IA Review – spreadsheet has been properly uploaded and submitted to IA, is waiting for the IA to review and approve, but can be deleted by the simulator.

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

Accepted by IA – spreadsheet has been properly uploaded, submitted to IA, and the IA has generated a product line. Neither the lab nor the IA can delete the spreadsheet when this status occurs.

<table>
<thead>
<tr>
<th>Report Number</th>
<th>Report Type</th>
<th>Status</th>
<th>Manufacturer</th>
<th>Mfr Code</th>
<th>Mfr ID</th>
<th>Lab</th>
<th>Submitted By</th>
<th>Upload Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>12345-56</td>
<td>New</td>
<td>Accepted by IA</td>
<td>123XYZ Company</td>
<td>XYZ</td>
<td>860</td>
<td>SNFR</td>
<td>awend-awndr</td>
<td>8/12/2011 4:27:06 PM</td>
</tr>
</tbody>
</table>

Rejected – spreadsheet has been properly uploaded, submitted to IA, and reviewed by the IA but rejected. Depending on the circumstance, the upload may require revisions. Neither the lab nor the IA can delete the spreadsheet when this status occurs.

<table>
<thead>
<tr>
<th>Report Number</th>
<th>Report Type</th>
<th>Status</th>
<th>Manufacturer</th>
<th>Mfr Code</th>
<th>Mfr ID</th>
<th>Lab</th>
<th>Submitted By</th>
<th>Upload Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>12345-56</td>
<td>New</td>
<td>Rejected by IA</td>
<td>123XYZ Company</td>
<td>XYZ</td>
<td>860</td>
<td>SNFR</td>
<td>awend-awndr</td>
<td>8/12/2011 4:44:45 PM</td>
</tr>
</tbody>
</table>

- Manufacturer – the manufacturer selected by the lab user, which matches the manufacturer listed on the upload spreadsheet.
- MFR Code – the manufacturer’s alpha APD code.
- MFR ID – the manufacturer’s one to three digit numeric APD ID.
- Lab – the accredited lab code that uploaded the spreadsheet.
- Submitted by – the lab user that logged in and uploaded the spreadsheet.
- Upload Date – the date and time of the upload.

6.3 U-factor Submissions

The U-factor Submissions button allows the Simulation Lab to select and review product lines for which a U-factor Addition was entered for individual products.

**Figure 6-5: Column Headers on U-factor Submissions Page**

6.3.1 Description of U-factor Submissions Column Headers

- Product Line – the current active APD product line number, also a hyperlink to view the submission.
- Report Type – the submission type selected by the lab user when submitting a U-factor.
- This will always display “U-factor Addition.”

- **Status** – the status of the report listed as follows:
  - **Pending IA Review** – U-factor has been properly entered and submitted to IA and is waiting for the IA to review and approve. The submission can be edited but neither the lab nor the IA can delete the submission when this status occurs.
  
<table>
<thead>
<tr>
<th>Product Line</th>
<th>Report Type</th>
<th>Status</th>
<th>Manufacturer</th>
<th>Mfr Code</th>
<th>Mfr ID</th>
<th>Lab</th>
<th>Submitted By</th>
<th>Submission Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>XYZ-3.007</td>
<td>Add U-Factor</td>
<td>Pending IA review</td>
<td>123XYZ Company</td>
<td>XYZ</td>
<td>060</td>
<td>SNFR</td>
<td>swedt-anfr</td>
<td>Aug 15 2011 5:10PM</td>
</tr>
</tbody>
</table>

  - **Under IA Review** – U-factor has been properly entered and submitted to IA and the data has been reviewed by the IA. The submission cannot be edited by the lab, and neither the lab nor the IA can delete the submission when this status occurs.

<table>
<thead>
<tr>
<th>Product Line</th>
<th>Report Type</th>
<th>Status</th>
<th>Manufacturer</th>
<th>Mfr Code</th>
<th>Mfr ID</th>
<th>Lab</th>
<th>Submitted By</th>
<th>Submission Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>XYZ-3.007</td>
<td>Add U-Factor</td>
<td>Under IA Review</td>
<td>123XYZ Company</td>
<td>XYZ</td>
<td>060</td>
<td>SNFR</td>
<td>swedt-anfr</td>
<td>Aug 15 2011 5:10PM</td>
</tr>
</tbody>
</table>

  - **Accepted by IA** – U-factor has been properly entered and submitted to IA, approved by the IA, and the IA has published the values to the product line. Neither the lab nor the IA can delete the submission when this status occurs.

<table>
<thead>
<tr>
<th>Product Line</th>
<th>Report Type</th>
<th>Status</th>
<th>Manufacturer</th>
<th>Mfr Code</th>
<th>Mfr ID</th>
<th>Lab</th>
<th>Submitted By</th>
<th>Submission Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>XYZ-3.007</td>
<td>Add U-Factor</td>
<td>Accepted by IA</td>
<td>123XYZ Company</td>
<td>XYZ</td>
<td>060</td>
<td>SNFR</td>
<td>swedt-anfr</td>
<td>Aug 15 2011 5:10PM</td>
</tr>
</tbody>
</table>

  - **Rejected by IA** – U-factor has been properly entered and submitted to IA and reviewed by the IA but rejected. Depending on the circumstance, submission may require revisions and can be edited by the lab and re-submitted to the IA. Neither the lab nor the IA can delete the submission when this status occurs.

<table>
<thead>
<tr>
<th>Product Line</th>
<th>Report Type</th>
<th>Status</th>
<th>Manufacturer</th>
<th>Mfr Code</th>
<th>Mfr ID</th>
<th>Lab</th>
<th>Submitted By</th>
<th>Submission Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>XYZ-3.007</td>
<td>Add U-Factor</td>
<td>Rejected by IA</td>
<td>123XYZ Company</td>
<td>XYZ</td>
<td>060</td>
<td>SNFR</td>
<td>swedt-anfr</td>
<td>Aug 15 2011 5:10PM</td>
</tr>
</tbody>
</table>

- **Manufacturer** – the manufacturer selected by the lab user.
- **MFR Code** – the manufacturer’s alpha APD code.
- **MFR ID** – the manufacturer’s one to three digit numeric APD ID.
- **Lab** – the code for the accredited lab that entered the submission.
- **Submitted by** – the lab user that logged in and entered the submission.
- **Upload Date** – the date and time of the submission.
6.4 Recertification

The Recertification button allows the Simulation Lab to select and review product lines for which a recertification was submitted.

Figure 6-6: Column Headers on Recertification Page

<table>
<thead>
<tr>
<th>Product Line</th>
<th>Report Type</th>
<th>Status</th>
<th>Manufacturer</th>
<th>Mfr Code</th>
<th>Mfr ID</th>
<th>Lab</th>
<th>Submitted By</th>
<th>Submission Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>XYZ-123</td>
<td>Add U-Factor</td>
<td>Pending IA Review</td>
<td>123XYZ Company</td>
<td>XYZ</td>
<td>800</td>
<td>SNFR</td>
<td>swendt-anfr</td>
<td>Aug 15 2011 5:10PM</td>
</tr>
</tbody>
</table>

- Accepted by IA – a recertification has been properly entered and submitted to IA, approved by the IA, and the IA has published the values to the product line. Neither the lab nor the IA can delete the submission when this status occurs.

<table>
<thead>
<tr>
<th>Product Line</th>
<th>Report Type</th>
<th>Status</th>
<th>Manufacturer</th>
<th>Mfr Code</th>
<th>Mfr ID</th>
<th>Lab</th>
<th>Submitted By</th>
<th>Submission Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>XYZ-123</td>
<td>Add U-Factor</td>
<td>Accepted by IA</td>
<td>123XYZ Company</td>
<td>XYZ</td>
<td>800</td>
<td>SNFR</td>
<td>swendt-anfr</td>
<td>Aug 15 2011 5:10PM</td>
</tr>
</tbody>
</table>

- Rejected by IA – a recertification has been properly entered and submitted to IA and reviewed by the IA but rejected. Depending on the circumstance, submission may require revisions. The submission can be edited and resubmitted to the IA or the lab can delete the submission when this status occurs.

<table>
<thead>
<tr>
<th>Product Line</th>
<th>Report Type</th>
<th>Status</th>
<th>Manufacturer</th>
<th>Mfr Code</th>
<th>Mfr ID</th>
<th>Lab</th>
<th>Submitted By</th>
<th>Submission Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>XYZ-123</td>
<td>Add U-Factor</td>
<td>Rejected by IA</td>
<td>123XYZ Company</td>
<td>XYZ</td>
<td>800</td>
<td>SNFR</td>
<td>swendt-anfr</td>
<td>Aug 15 2011 5:10PM</td>
</tr>
</tbody>
</table>

- Manufacturer – the manufacturer selected by the lab user.
- MFR Code – the manufacturer’s alpha APD code.
- MFR ID – the manufacturer’s one to three digit numeric APD ID.
• Lab – the code for the accredited lab that entered the submission.
• Submitted by – the lab user that logged in and entered the submission.
• Submission Date – the date and time of the submission.

6.5 Revision

The Revision button allows the Simulation Lab to select and review product lines for which a revision was submitted.

*Figure 6-7: Column Headers on Revision Page*

<table>
<thead>
<tr>
<th>Product Line</th>
<th>Report Type</th>
<th>Status</th>
<th>Manufacturer</th>
<th>Mfr Code</th>
<th>Mfr ID</th>
<th>Lab</th>
<th>Submitted By</th>
<th>Submission Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>XYZ-T-038</td>
<td>Revision</td>
<td>Pending IA Review</td>
<td>123XYZ Company</td>
<td>XYZ</td>
<td>860</td>
<td>SNFR</td>
<td>swendt-snfr</td>
<td>Aug 24 2011 3:18PM</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Accepted by IA</td>
<td>123XYZ Company</td>
<td>XYZ</td>
<td>860</td>
<td>SNFR</td>
<td>swendt-snfr</td>
<td>Aug 24 2011 3:39PM</td>
</tr>
</tbody>
</table>

6.5.1 Description of Revision Column Headers

• Product Line – the existing APD product line number, also a hyperlink to view the submission.
• Report Type – the submission type selected by the lab user when submitting a revision.
  o This will always display “Revision.”
• Status – the status of the report listed as follows:
  o Pending IA Review – a revision has been properly entered and submitted to IA and is waiting for the IA to review and approve. The submission can be edited or the lab can delete the submission when this status occurs.
  o Under IA Review – a revision has been properly entered, submitted to IA, and that IA has reviewed the revision but it has not been approved by the IA. The revision cannot be edited by the lab and neither the lab nor the IA can delete the submission when this status occurs.
  o Accepted by IA – a revision has been properly entered, submitted to IA, approved by the IA, and the IA has published the values to the product line. Neither the lab nor the IA can delete the submission when this status occurs.
Rejected by IA— a revision has been properly entered, submitted to IA, and reviewed by that IA but rejected. The submission may require revisions. The submission can be edited and resubmitted to the IA or the lab can delete the submission when this status occurs.

- Manufacturer – the manufacturer selected by the lab user.
- MFR Code – the manufacturer’s alpha APD code.
- MFR ID – the manufacturer’s one to three digit numeric APD ID.
- Lab – the code for the accredited lab that entered the submission.
- Submitted by – the lab user that logged in and entered the submission.
- Submission Date – the date and time of the submission.

### 6.6 Rejections

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.

If the IA rejects a product line submission for U-factor Addition, Recertification, or Revision, modifications to the submitted data can be made by selecting the same product line via the Home screen method (see Section 5), or at the Lab Reports tab screen method (see Section 6).

A. When searching under the Lab Reports tabs, filter the Report Status to “Rejected” or “All”.

<table>
<thead>
<tr>
<th>Product Line</th>
<th>Report Type</th>
<th>Status</th>
<th>Manufacturer</th>
<th>Mfr Code</th>
<th>Mfr ID</th>
<th>Lab</th>
<th>Submitted By</th>
<th>Submission Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>XYZ-123</td>
<td>Revision</td>
<td>Rejected by IA</td>
<td>123XYZ Company</td>
<td>XYZ</td>
<td>860</td>
<td>SNFR</td>
<td>sweed-snr</td>
<td>Aug 24 2011 3:20PM</td>
</tr>
</tbody>
</table>
7. **SUBMITTING AN UPLOAD SPREADSHEET FOR NEW CERTIFICATIONS**

After properly completing the steps for New Submission Type in Section 5.3, the lab shall follow Section 6.2: Lap Reports to filter and/or select the submitted spreadsheet in the Lap Reports tab.

*Figure 7-1: Simulation Report Detail Page*

---

7.1 **Simulation Report Detail Page**

The following are actions on the simulation report detail page:

A. Go back to the Lab Report Status page

B. Delete the spreadsheet

C. Submit the uploaded spreadsheet to the IA

*[NOTE: The lab is given the ability to save “Comments”, however is discouraged in doing so at this time. Any comments, once the upload is accepted by the IA, will be permanently displayed in the Manufacturer’s product line details and the Certification Authorization Report (CAR).]*

7.1.1 **Go Back**

The lab can move back to the Lab Report Status page without affecting the status of the upload spreadsheet being displayed by
selecting the “Back” button. The user will be returned to the default display of the Lab Report Status page.

7.1.2 Deleting the Upload Spreadsheet

If the lab deems the upload data is not correct, select the “Delete” button. Answer the prompt to confirm the deletion. An affirmative response results in the report removed from the APD and the user will be forwarded to the Lab Report Status page.

*Figure 7-2: Detailed View of Delete Button Prompt*

7.1.3 Submitting the Upload Spreadsheet to the IA

If the uploaded data is correct, the Simulation Lab shall submit the uploaded data to the corresponding IA. Using the pull-down menu, highlight the appropriate IA and select the “Submit to IA” button.

*[NOTE: This action will update the status of the spreadsheet to “Pending IA Review.” The simulator still has the ability to delete the spreadsheet until the IA views the spreadsheet.]*
Figure 7-3: Detailed View of Submit to IA Pull-Down Menu

Figure 7-4: Detailed View of Selecting the Submit to IA Button
8. **SPECIAL CASES**

This section is for instances that require specific setups in order to process correctly through the APD publication to a finished Product Line.

### 8.1 Revision of Film Application Surface

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 follow the steps below to correct the product line.

1. Verify with the IA and the manufacturer that changes are necessary and approved prior to any revision. Once approved, follow the steps below:

#### 8.1.1 Search Manufacturer

At the Home tab of the application, search for the manufacturer/client either by Name, a three-character manufacturer alpha code, or manufacturer numeric ID.

#### 8.1.2 Select the Manufacturer

Select the desired manufacturer by selecting the name/hyperlink to be displayed to the right in the highlighted text.

#### 8.1.3 Select Product Line

Select *Revision* from the drop down submission type options. Select from the available product lines to have the Revision details page open.

*Figure 8-1: Choosing Revision Product Line*

#### 8.1.4 Edit Product Line Details

The Simulation Laboratory shall enter the following data:

A. **Report Details**
   1. Sim Report #*, Simulation Date*, and Report Date*
   2. The APD will automatically populate the Lab Code and Report Type from the user’s login information
   3. The APD will automatically populate the Submission Date after appropriate steps through 8.1.5 have been taken
B. Product Line Information

  i. Series/Model Name (if applicable)**
  
  ii. Film Application*

    [NOTE: 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.]

  iii. Tint (if applicable)**
  
  iv. Rating Procedure (if applicable)**

The Simulation Laboratory shall enter the following data for Changing Interior to Exterior:

A. Simulation Details

  i. Pane ID 1*
  
  ii. Film-Pane Thickness 1*
  
  iii. Film-Tint 1*
  
  iv. SHGC-COG (if applicable)**
  
  v. VT-COG (if applicable)**

The Simulation Laboratory shall remove/delete the following data:

  i. Pane ID 2, and/or 4***
  
  ii. Film-Pane Thickness 2, and/or 4***
  
  iii. Film-Tint 2, or 4***
Figure 8-2: Product Line Details – 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

Ψ U-factor column is grayed out to show that it will be removed upon selecting “Exterior Film Application”

The Simulation Laboratory shall enter the following data for Changing Exterior to Interior

A. Simulation Details
   i. Pane ID 2, and/or 4
   ii. Film-Pane Thickness 2, and/or 4
   iii. Film-Tint 2, or 4
   iv. SHGC-COG (if applicable)
v. VT-COG (if applicable)

The Simulation Laboratory shall remove/delete the following data:

B. Simulation Details
   i. Pane ID 1
   ii. Film-PANE Thickness 1
   iii. Film-Tint 1

[NOTE: Refer to Section 3.3 for required cell formatting.]

Figure 8-4: Product Line Details – 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

Ψ U-factor column is grayed out to show that it will be added upon selecting "Interior Film Application"
8.1.5 Submit to IA

Select the Submit to IA button. One of two results will occur:

A. Successfully submitting to an IA will result in the screen redirecting the Simulation Lab user to the Home tab where the previously selected manufacturer and the remaining list of active, interior applied film product lines of will be displayed for sequential Revision submissions. See Figure 5-19.

B. If all required information is not filled in properly, an applicable Error Message will result at the bottom of the page:

   i. Must enter valid Report and Simulation Dates.
   
   ii. U-factor values must be numeric.
   
   iii. SHGC COG values must be numeric.
   
   iv. VT COG values must be numeric.
   
   v. Interior Films may not have values for Pane 1. Please check your data.

   a. Enter the missing information and/or correct any data in error and select the Submit to IA button again.

The APD will not notify the user of errors for the following:

A. Simulation Report Number is missing
B. Series/Model Name is missing
C. Pane-ID is an incorrect format or missing
D. Pane-Thickness is an incorrect format or missing
E. Film-Tint is an incorrect format, missing, or placed in an incorrect column

F. Rating Procedure is not updated

The lab can notify the IA when the data is submitted.
9. **Frequently Asked Questions**

This section will be updated periodically to include frequently asked questions and known items the Simulation Laboratory should be aware of.

9.1 **Key Strokes**

“When changing values for a revision or recertification, why does the screen go back to the home tab or the reports tab and all my work is lost?”

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.

9.2 **Error Checking**

The APD will not notify the user of errors when submitting a U-factor Addition, Recertification, or Revision for the following:

A. Simulation Report Number is missing
B. Series/Model Name is missing
C. Pane-ID is an incorrect format or missing
D. Pane-Thickness is an incorrect format or missing
E. Film-Tint is an incorrect format, missing, or placed in an incorrect column
F. Rating Procedure is not updated

9.3 **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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