



# National Fenestration Rating Council Incorporated

INSPECTION AGENCY USER MANUAL [E0A0]

NFRC Certified Film Attachment Products Database

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## ***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

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This Certification and Inspection Agency (IA) Certified Film Attachment Products Database User's Manual provides guidelines and explains the procedure to review and validate data uploaded or submitted to the online NFRC Certified Film Attachment Products Database (APD). It is intended to provide the IA with information on how to review and accept uploaded simulation data, submitted U-factor, recertification and revision data, and the ability to generate a product line and provide a Certification Authorization Report (CAR) for a specific film manufacturer. This manual is an integral component of the "NFRC 702: Certification Agency Program (CAP)" and "NFRC 700: Product Certification Program (PCP)," and provides the IA with direction on how to access and navigate the database with accuracy and consistency.

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## 2. CERTIFICATION AND INSPECTION AGENCY RESPONSIBILITIES

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Licensed NFRC Certification and Inspection Agencies (IAs) participating in the CAP are responsible for updating and monitoring information in the Certified Film Attachment Products Database that is specific to their manufacturer/client. These responsibilities include:

1. Ensuring that the product information uploaded or submitted by the simulation laboratory is accurate and complete;
2. Reviewing the simulation summary and accepting the data into the database;
3. Reviewing the status of current product lines to ensure that the certification status of those product lines is accurately reflected in the system;
4. Monitoring active product lines in the database to ensure that those product lines nearing expiration be recertified in a timely manner by notifying the film manufacturer/client of the need to recertify their product; and
5. Maintaining accurate and current product line data for each film manufacturer/client within their certification program.

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## 3. SUMMARY SPREADSHEETS

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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 online NFRC 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 located on the CPD Info web page on the NFRC website: <http://www.nfrc.org/CPDInfo.aspx>.

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

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

**Figure 3-1: Header**

|    | A  | B                       | C                     | D | E | F | G | H | I | J | K | L | M | W |  |  |
|----|--|-------------------------|-----------------------|---|---|---|---|---|---|---|---|---|---|---|--|--|
| 1  | <b>NFRC Attachment Products Data Upload Form</b> |                         |                       |   |   |   |   |   |   |   |   |   |   |   |  |  |
| 2  |  |                         |                       |   |   |   |   |   |   |   |   |   |   |   |  |  |
| 3  |  | Mfr Name:               | 123XYZ Company        |   |   |   |   |   |   |   |   |   |   |   |  |  |
| 4  |  | Series/Model #:         | Interior Applied Film |   |   |   |   |   |   |   |   |   |   |   |  |  |
| 5  |  | Simulation Lab:         | SNFR                  |   |   |   |   |   |   |   |   |   |   |   |  |  |
| 6  |  | Report Name:            | 12345-R0              |   |   |   |   |   |   |   |   |   |   |   |  |  |
| 7  |  | Simulation Date:        | 8/1/2011              |   |   |   |   |   |   |   |   |   |   |   |  |  |
| 8  |  | Simulation Report Date: | 8/1/2011              |   |   |   |   |   |   |   |   |   |   |   |  |  |
| 9  |  | Rating Procedure:       | 2010                  |   |   |   |   |   |   |   |   |   |   |   |  |  |
| 10 |  |                         |                       |   |   |   |   |   |   |   |   |   |   |   |  |  |

**Validate Data**

**Validated:**  
Locations for data entry are colored in blue and orange.  
When you have finished entering data, click the "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.

### 3.2 Product Rating Section – Individual Product Information

Figure 3-2 and Figure 3-3 depict the product rating section, which includes row 11 to row 17.

**Figure 3-2: Product Ratings**

|    | Reference Glazing System                        | Operator Type | Film pane ID # [1] | Film pane ID # [2] | Film pane ID # [4] | Film Pane Thickness #[1] | Film Pane Thickness #[2] | Film Pane Thickness #[4] |  |
|----|---|---------------|--------------------|--------------------|--------------------|--------------------------|--------------------------|--------------------------|--|
| 11 |   |               |                    |                    |                    |                          |                          |                          |  |
| 12 | 3mm (1/8in.) clear                              | 001           |                    | 202                |                    |                          | 0.118                    |                          |  |
| 13 | 3mm (1/8in.) clear 3mm (1/8in.) clear           | 001           |                    |                    | 202                |                          |                          | 0.118                    |  |
| 14 | 6mm (1/4in.) clear                              | 002           |                    | 202                |                    |                          | 0.118                    |                          |  |
| 15 | 6mm (1/4in.) grey                               | 002           |                    | 202                |                    |                          | 0.118                    |                          |  |
| 16 | 6mm (1/4in.) clear 6mm (1/4in.) clear           | 002           |                    |                    | 202                |                          |                          | 0.118                    |  |
| 17 | 6mm (1/4in.) grey 6mm (1/4in.) clear            | 002           |                    |                    | 202                |                          |                          | 0.118                    |  |
| 18 |   |               |                    |                    |                    |                          |                          |                          |  |
| 19 | <b>Note:</b>                                    |               |                    |                    |                    |                          |                          |                          |  |
| 20 | Operator type 001 - Fixed                       |               |                    |                    |                    |                          |                          |                          |  |
| 21 | Operator type 002 - Non-residential Window Wall |               |                    |                    |                    |                          |                          |                          |  |

**Figure 3-3: Product Ratings, cont.**

| Film Tint #[1] | Film Tint #[2] | Film Tint #[4] | SHGC C-O-G with film | VT C-O-G with Film | U-Factor |
|----------------|----------------|----------------|----------------------|--------------------|----------|
|                | GY             |                | 0.429                | 0.510              | 0.875    |
|                |                | GY             | 0.472                | 0.468              | 0.625    |
|                | GY             |                | 0.409                | 0.415              | 0.816    |
|                | GY             |                | 0.342                | 0.251              | 0.816    |
|                |                | GY             | 0.370                | 0.455              | 0.531    |
|                |                | GY             | 0.320                | 0.227              | 0.531    |

### 3.3 Spreadsheet Formatting Requirements

The following matrix contains fields and the corresponding description 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**

| Field Name             | Description   |
|------------------------|---|
| Mfr Name               | <ul style="list-style-type: none"> <li>The name of the manufacturer who owns the product for which the simulation data was generated.</li> <li>Manufacturer name shall be the same as listed in the license agreement and as listed in the CPD.</li> </ul>  |
| Series/Model #         | <ul style="list-style-type: none"> <li>The series or model name, as specified by the manufacturer.</li> <li>The listed Series/Model # will be displayed in NFRC Certified Products Directory (CPD).</li> </ul>  |
| Simulation Lab         | <ul style="list-style-type: none"> <li>The identification code which NFRC has assigned to the simulation lab which prepared the report.</li> <li>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.</li> </ul> |
| Report Name            | <ul style="list-style-type: none"> <li>The name or number of the report as specified by the Simulator.</li> </ul>   |
| Simulation Date        | <ul style="list-style-type: none"> <li>The date upon which the product was simulated by the laboratory in numeric format, i.e. 05/15/2009.</li> </ul>   |
| Simulation Report Date | <ul style="list-style-type: none"> <li>The date upon which the report was created by the laboratory in numeric format, i.e. 05/15/2009.</li> </ul>  |
| Rating Procedure       | <ul style="list-style-type: none"> <li>The rating procedure used to prepare the report.</li> </ul>  |

| Field Name                    | Description   |
|-------------------------------|---|
| Reference Glazing System      | <ul style="list-style-type: none"> <li>• This is a pre-determined field that must contain the pre-determined instances:               <ul style="list-style-type: none"> <li>○ 3mm (1/8in.) clear</li> <li>○ 3mm (1/8in.) clear 3mm (1/8in.) clear</li> <li>○ 6mm (1/4in.) clear</li> <li>○ 6mm (1/4in.) grey</li> <li>○ 6mm (1/4in.) clear 6mm (1/4in.) clear</li> <li>○ 6mm (1/4in.) grey 6mm (1/4in.) clear</li> </ul> </li> </ul>   |
| Operator Type                 | <ul style="list-style-type: none"> <li>• The Operator Type as listed in either: Operator type 001 – Fixed; or Operator type 002 – Non-residential Window Wall (Do not modify)</li> </ul>  |
| Pane ID #[1, 2, and 4]        | <ul style="list-style-type: none"> <li>• Contains the identifying code (as defined in the IGDB or User database) of the substrate.</li> <li>• The number represents the (relative) location of the pane within the assembly beginning from the exterior.</li> </ul>   |
| Pane Thickness #[1, 2, and 4] | <ul style="list-style-type: none"> <li>• Contains the thickness of the pane (in inches) located at the specified position.</li> <li>• The number represents the (relative) location of the pane within the glazing assembly beginning from the exterior.</li> <li>• The field shall be rounded and contain a minimum number of 3 decimals and a maximum of 6 decimals.</li> <li>• Values are expected to be within the range: <math>0.0 &lt; x \leq 1.0</math></li> <li>• (L) Test for existence versus # of Pane ID</li> </ul> |
| Tint                          | <ul style="list-style-type: none"> <li>• The color code for the tint of the film (not the glass)</li> <li>• This is a text field of 2 characters from the NFRC Database Codes – i.e., BZ</li> <li>• Do not enter low-e (LE)</li> <li>• (S) Match against NFRC Database Codes</li> </ul>   |
| SHGC C-O-G                    | <ul style="list-style-type: none"> <li>• The Solar Heat Gain Coefficient (SHGC) representative of the center-of-glazing region</li> <li>• Values are expected to be within the range: <math>0.0 \leq x \leq 1.0</math></li> <li>• This is a decimal field of 6 decimal places / 8 characters – i.e., 0.782342</li> </ul>  |
| VT C-O-G                      | <ul style="list-style-type: none"> <li>• The Visual Transmittance (VT) representative of the center-of-glazing region</li> <li>• Values are expected to be within the range: <math>0.0 \leq x \leq 1.0</math></li> <li>• This is a decimal field of 6 decimal places / 8 characters – i.e., 0.782342</li> </ul>   |
| U-factor                      | <ul style="list-style-type: none"> <li>• The U-factor representative of the total fenestration system</li> <li>• The user shall not enter the U-factor for Exterior Applied Film products</li> <li>• Values are expected to be within the range: <math>2.00 \geq x \geq 0</math></li> <li>• This is a decimal field of 6 decimal places / 8 characters – i.e., 0.232342</li> </ul>  |

### 3.4 Using the Upload Spreadsheet

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

1. Filename of the summary spreadsheet shall not exceed 50 characters including blank space(s) in file name nor include bad characters:  
Bad filename characters include: " = + / ' < | > \* ? ) , ^ % @ & # % ~ ! ( ) \_ { } ~ ` \$ [ ] ÷ ™ © "
2. Interior Applied Films shall have the U-factor rating filled in.
3. Exterior Applied Film's U-factor rating shall be left blank.
4. 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 Correct Upload Spreadsheet

The simulation laboratory shall submit the spreadsheet with all the required product line and product rating information filled in; the "Disable Validation" button will be displayed if the laboratory has properly populated data that is within the appropriate ranges.

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 be in the following color scheme.

Figure 3-4: Properly Filled in Cells

The screenshot shows the 'NFRC Attachment Products Data Upload Form' with a 'Disable Validation' button. The form includes fields for Mfr Name, Series/Model #, Simulation Lab, Report Name, Simulation Date, Simulation Report Date, and Rating Procedure. Below these is a large data entry table with columns for Reference Glazing System, Operator Type, Film pane ID # [1], [2], [4], Film Pane Thickness # [1], [2], [4], Film Tint # [1], [2], [4], SHGC C-D-G with film, VT C-D-G with Film, and U-Factor. The table rows are color-coded: blue for text entry, orange for numeric entry, yellow for integer entry, and green for decimal entry.

| Reference Glazing System | Operator Type | Film pane ID # [1] | Film pane ID # [2] | Film 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 C-D-G with film | VT C-D-G with Film | U-Factor |
|--------------------------|---------------|--------------------|--------------------|--------------------|---------------------------|---------------------------|---------------------------|-----------------|-----------------|-----------------|----------------------|--------------------|----------|
|                          |               |                    |                    |                    |                           |                           |                           |                 |                 |                 |                      |                    |          |
|                          |               |                    |                    |                    |                           |                           |                           |                 |                 |                 |                      |                    |          |
|                          |               |                    |                    |                    |                           |                           |                           |                 |                 |                 |                      |                    |          |
|                          |               |                    |                    |                    |                           |                           |                           |                 |                 |                 |                      |                    |          |
|                          |               |                    |                    |                    |                           |                           |                           |                 |                 |                 |                      |                    |          |

#### 3.5.2 Cells Not Filled in Properly

If any of the cells are not filled in properly, errors will appear in red and the IA shall request the simulation laboratory to correct errors and re-submit to the IA.

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

| NFRC Attachment Products Data Upload Form |               |                    |                    |                    |                           |                           |                           |                 |                 |                 |   |                    |          |
|---|---------------|--------------------|--------------------|--------------------|---------------------------|---------------------------|---------------------------|-----------------|-----------------|-----------------|---|--------------------|----------|
| Mfr Name: 123XYZ Company                  |               |                    |                    |                    |                           |                           |                           |                 |                 |                 | Validated:  |                    |          |
| Series/Model #: New U-Factor              |               |                    |                    |                    |                           |                           |                           |                 |                 |                 | Locations for data entry are colored in blue and orange.  |                    |          |
| Simulation Lab: SNFR                      |               |                    |                    |                    |                           |                           |                           |                 |                 |                 | When you have finished entering data, click the "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. |                    |          |
| Report Name: U-Factor Spreadsheet         |               |                    |                    |                    |                           |                           |                           |                 |                 |                 |   |                    |          |
| Simulation Date: 2/4/2011                 |               |                    |                    |                    |                           |                           |                           |                 |                 |                 |   |                    |          |
| Simulation Report Date: 2/4/2011          |               |                    |                    |                    |                           |                           |                           |                 |                 |                 |   |                    |          |
| Rating Procedure: 2010                    |               |                    |                    |                    |                           |                           |                           |                 |                 |                 |   |                    |          |
| Reference Glazing System                  | Operator Type | Film pane ID # [1] | Film pane ID # [2] | Film 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 C-O-G with film  | VT C-O-G with Film | U-Factor |
| 3mm (1/8in.) clear                        | 001           |                    | 202                |                    |                           |                           | 0.118                     |                 | BZ              |                 | 0.325132  | 0.345654           | 0.453216 |
| 3mm (1/8in.) clear 3mm (1/8in.) clear     | 001           |                    | 202                |                    |                           |                           | 0.118                     |                 | BZ              |                 | 0.326546  | 0.123156           | 0.432658 |
| 6mm (1/4in.) clear                        | 002           |                    | 202                |                    |                           | 0.118                     |                           |                 | BZ              |                 | 0.326546  | 0.123546           | 0.352658 |
| 6mm (1/4in.) grey                         | 002           |                    | 202                |                    |                           | 0.118                     |                           |                 | BZ              |                 | 0.325648  | 0.264868           | 0.352658 |
| 6mm (1/4in.) clear 6mm (1/4in.) clear     | 002           |                    | 202                |                    |                           | 0.118                     |                           |                 | BZ              |                 | 0.654846  | 0.456846           | 0.315654 |
| 6mm (1/4in.) grey 6mm (1/4in.) clear      | 002           |                    | 202                |                    |                           | 0.118                     |                           |                 | BZ              |                 | 0.132658  | 0.326548           | 0.315654 |

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

| NFRC Attachment Products Data Upload Form |               |                    |                    |                    |                           |                           |                           |                 |                 |                 |   |                    |          |
|---|---------------|--------------------|--------------------|--------------------|---------------------------|---------------------------|---------------------------|-----------------|-----------------|-----------------|---|--------------------|----------|
| Mfr Name: 123XYZ Company                  |               |                    |                    |                    |                           |                           |                           |                 |                 |                 | Validated:  |                    |          |
| Series/Model #: New U-Factor              |               |                    |                    |                    |                           |                           |                           |                 |                 |                 | Locations for data entry are colored in blue and orange.  |                    |          |
| Simulation Lab: SNFR                      |               |                    |                    |                    |                           |                           |                           |                 |                 |                 | When you have finished entering data, click the "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. |                    |          |
| Report Name: U-Factor Spreadsheet         |               |                    |                    |                    |                           |                           |                           |                 |                 |                 |   |                    |          |
| Simulation Date: 2/4/2011                 |               |                    |                    |                    |                           |                           |                           |                 |                 |                 |   |                    |          |
| Simulation Report Date: 2/4/2011          |               |                    |                    |                    |                           |                           |                           |                 |                 |                 |   |                    |          |
| Rating Procedure: 2010                    |               |                    |                    |                    |                           |                           |                           |                 |                 |                 |   |                    |          |
| Reference Glazing System                  | Operator Type | Film pane ID # [1] | Film pane ID # [2] | Film 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 C-O-G with film  | VT C-O-G with Film | U-Factor |
| 3mm (1/8in.) clear                        | 001           |                    | 202                |                    |                           | 0.118                     |                           |                 | BZ              |                 | 0.325132  | 0.345654           | 0.453216 |
| 3mm (1/8in.) clear 3mm (1/8in.) clear     | 001           |                    | 202                |                    |                           |                           | 0.118                     |                 | BZ              |                 | 0.326546  | 0.123156           | 0.432658 |
| 6mm (1/4in.) clear                        | 002           |                    | 202                |                    |                           | 0.118                     |                           |                 | BZ              |                 | 0.326546  | 0.123546           | 0.352658 |
| 6mm (1/4in.) grey                         | 002           |                    | 202                |                    |                           | 0.118                     |                           |                 | BZ              |                 | 0.325648  | 0.264868           | 0.352658 |
| 6mm (1/4in.) clear 6mm (1/4in.) clear     | 002           |                    | 202                |                    |                           | 0.118                     |                           |                 | BZ              |                 | 0.654846  | 0.456846           | 0.315654 |
| 6mm (1/4in.) grey 6mm (1/4in.) clear      | 002           |                    | 202                |                    |                           | 0.118                     |                           |                 | BZ              |                 | 0.132658  | 0.326548           | 0.315654 |

**Film Tint entry error.**

Please check that you have entered a valid:

1. Film Pane ID
2. Film Pane Thickness
3. Film Tint that is two characters long.

Retry    Cancel    Help

## 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 IA is taken to the login screen (Figure 4-1) and prompted to input a valid username and password. Usernames and passwords are supplied to the IA 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).

**Figure 4-1: Starting the NFRC Certification Attachment Products Database – Login Screen**

| Product Performance Rating | Product Performance Rating |
|----------------------------|----------------------------|
| 0.35                       | 0.32                       |
| 0.51                       | 0.2                        |

**NFRC Products Directory**

**Participant Log In**

User Name:

Password:

Program:

If you are a Program Participant and do not have your login information, please contact Technical Support at [support@nfrc.org](mailto:support@nfrc.org).

**NFRC Products Directory Search**

To view ratings data for certified or attachment products, please click the button below.

Contact Information for participating manufacturers can be found at <http://nfrc.org/participantlist.aspx>

This web site is optimized for a display resolution of 1024x768, and requires Microsoft Internet Explorer 5.0 or higher.

Using older browsers, non-compatible browsers or disabling browser features such as JavaScript will reduce site functionality and overall appearance. [Download the latest version of Microsoft Internet Explorer.](#)

## 5. HOME TAB – IA HOME PAGE

After logging in, the user is taken to the Home tab of the application where the IA can monitor and select the client's data for review for new product lines and 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 5-1: Home Tab

The screenshot shows the 'ATTACHMENT PRODUCTS DIRECTORY' interface. At the top, there are navigation tabs: Home, Manufacturer Info, IA Info, NFRC Reports, and My Account. Below these is a 'Log off' button. The main content area is divided into two sections. On the left, under 'Available Filters', there are radio buttons for Report Status (All, Unverified, Rejected, Accepted, Failed Error Check), a text input for Manufacturer (with Name, Code or ID radio buttons), and a text input for Uploaded Since. Below these are buttons for Apply Filters, Remove Filters, and Remove Paging. On the right, under 'How To Use Filtering', there is a paragraph explaining the default view and a numbered list of steps: 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. Below this is a note: 'To return to the default view, click on the Remove Filters button'. At the bottom, there are tabs for Lab Reports, U-Factor Submissions, and Recertification. Below these is a table with the following data:

| Report Number           | Report Type | Status            | Manufacturer   | Mfr Code | Mfr ID | Lab  | Submitted By | Upload Date          |
|-------------------------|-------------|-------------------|----------------|----------|--------|------|--------------|----------------------|
| <a href="#">34567-0</a> | New         | Pending IA review | 123XYZ Company | XYZ      | 860    | SNFR | swendt-snfr  | 12/5/2011 5:39:38 PM |
| <a href="#">23456-0</a> | New         | Pending IA review | 123XYZ Company | XYZ      | 860    | SNFR | swendt-snfr  | 12/5/2011 5:39:27 PM |
| <a href="#">12345-0</a> | New         | Pending IA review | 123XYZ Company | XYZ      | 860    | SNFR | swendt-snfr  | 12/5/2011 5:38:46 PM |

### 5.1 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, or Failed Error Check.
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 IA can sort by using the column headers above the submitted report information; select any of the headers to arrange reports/submissions to current product lines 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 5-2: Available Filters**

| Available Filters   |  |
|---|--|
| Report Status:  | <input type="radio"/> All <input checked="" type="radio"/> Unverified <input type="radio"/> Rejected <input type="radio"/> Accepted <input type="radio"/> Failed Error Check |
| Manufacturer:   | <input checked="" type="radio"/> Name <input type="radio"/> Code or ID <input type="text"/>  |
| Uploaded Since:   | <input type="text"/>   |
| <input type="button" value="Apply Filters"/> <input type="button" value="Remove Filters"/> <input type="button" value="Remove Paging"/> |  |

**Figure 5-3: A Convenient Reminder Set in the Home Tab Screen**

**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

## 5.2 Lab Reports

The Lab Reports button allows the Inspection Agency to review, accept, or reject the uploaded data from a simulator’s spreadsheet for a product line that is obtaining initial certification authorization in accordance with the PCP. Lab Reports displays all simulations for 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.

**Figure 5-4: Column Headers in Lab Reports Page**

| Lab Reports   | U-Factor Submissions | Recertification | Revision     |          |        |     |              |             |  |
|---------------|----------------------|-----------------|--------------|----------|--------|-----|--------------|-------------|--|
| Report Number | Report Type          | Status          | Manufacturer | Mfr Code | Mfr ID | Lab | Submitted By | Upload Date |  |

### 5.2.1 Description of Lab Reports Column Headers

1. Report Number – the report number listed in the spreadsheet, also a hyperlink to open the upload spreadsheet.
2. Report Type – the report type selected by the lab user when uploading the spreadsheet. In Lab Reports,
3. This shall always display “New.”
4. Status – the status of the report listed as follows:

- Pending IA Review – spreadsheet has been properly uploaded and submitted to IA and is waiting for the IA to review and approve, but can be deleted by the simulator.

| Report Number            | Report Type | Status            | Manufacturer   | Mfr Code | Mfr ID | Lab  | Submitted By | Upload Date          |
|--------------------------|-------------|-------------------|----------------|----------|--------|------|--------------|----------------------|
| <a href="#">12345-R0</a> | New         | Pending IA review | 123XYZ Company | XYZ      | 860    | SNFR | swendt-snfr  | 8/12/2011 4:27:06 PM |

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

| Report Number            | Report Type | Status         | Manufacturer   | Mfr Code | Mfr ID | Lab  | Submitted By | Upload Date          |
|--------------------------|-------------|----------------|----------------|----------|--------|------|--------------|----------------------|
| <a href="#">12345-R0</a> | New         | Accepted by IA | 123XYZ Company | XYZ      | 860    | SNFR | swendt-snfr  | 8/12/2011 4:27:06 PM |

- 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.

| Report Number            | Report Type | Status         | Manufacturer   | Mfr Code | Mfr ID | Lab  | Submitted By | Upload Date          |
|--------------------------|-------------|----------------|----------------|----------|--------|------|--------------|----------------------|
| <a href="#">12345-R0</a> | New         | Rejected by IA | 123XYZ Company | XYZ      | 860    | SNFR | swendt-snfr  | 8/11/2011 3:44:45 PM |

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

### 5.3 U-factor Submissions

The U-factor Submissions button allows the IA to review, accept, or reject product lines for which a U-factor rating was entered for currently certified interior applied film product lines and does not require an upload spreadsheet. Any exterior applied film, expired, or other in-active status product lines are not available for U-factor addition.

A manufacturer without a U-factor rating on a current certified interior applied film product line is not authorized to label. Simulations must be conducted and submitted for IA approval.

**Figure 5-5: Column Headers in U-factor Submissions Page**

| Lab Reports  |             | U-Factor Submissions |              | Recertification |        | Revision |              |                 |
|--------------|-------------|----------------------|--------------|-----------------|--------|----------|--------------|-----------------|
| Product Line | Report Type | Status               | Manufacturer | Mfr Code        | Mfr ID | Lab      | Submitted By | Submission Date |

**5.3.1 Description of U-factor Submissions Column Headers**

1. Product Line – the current, active APD product line number, also a hyperlink to view the submission.
2. Report Type – the submission type selected by the lab user when submitting a U-factor.
3. This will always display “U-factor Addition.”
4. Status – the status of the report listed as follows:
  - Pending IA Review – U-factor has been properly entered, 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.

| Product Line              | Report Type  | Status            | Manufacturer   | Mfr Code | Mfr ID | Lab  | Submitted By | Submission Date    |
|---------------------------|--------------|-------------------|----------------|----------|--------|------|--------------|--------------------|
| <a href="#">XYZ-T-007</a> | Add U-Factor | Pending IA review | 123XYZ Company | XYZ      | 860    | SNFR | swendt-snfr  | Aug 15 2011 5:10PM |

- Under IA Review – U-factor addition has been properly entered, 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.

| Product Line              | Report Type  | Status          | Manufacturer   | Mfr Code | Mfr ID | Lab  | Submitted By | Submission Date    |
|---------------------------|--------------|-----------------|----------------|----------|--------|------|--------------|--------------------|
| <a href="#">XYZ-T-007</a> | Add U-Factor | Under IA Review | 123XYZ Company | XYZ      | 860    | SNFR | swendt-snfr  | Aug 15 2011 5:10PM |

- Accepted by IA – U-factor 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.

| Product Line              | Report Type  | Status         | Manufacturer   | Mfr Code | Mfr ID | Lab  | Submitted By | Submission Date    |
|---------------------------|--------------|----------------|----------------|----------|--------|------|--------------|--------------------|
| <a href="#">XYZ-T-007</a> | Add U-Factor | Accepted by IA | 123XYZ Company | XYZ      | 860    | SNFR | swendt-snfr  | Aug 15 2011 5:10PM |

- Rejected by IA – U-factor has been properly entered, 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.

| Product Line              | Report Type  | Status         | Manufacturer   | Mfr Code | Mfr ID | Lab  | Submitted By | Submission Date    |
|---------------------------|--------------|----------------|----------------|----------|--------|------|--------------|--------------------|
| <a href="#">XYZ-T-007</a> | Add U-Factor | Rejected by IA | 123XYZ Company | XYZ      | 860    | SNFR | swendt-snfr  | Aug 15 2011 5:10PM |

5. Manufacturer – the manufacturer selected by the lab user.
6. MFR Code – the manufacturer’s alpha APD code.

7. MFR ID – the manufacturer’s one to three digit numeric APD ID.
8. Lab – the code for the accredited lab that entered the submission.
9. Submitted by – the lab user that logged in and entered the submission.
10. Upload Date – the date and time of the submission.

#### 5.4 Recertification

The Recertification button allows the IA to review, accept, or reject a product line that has been previously certified and is obtaining recertification in accordance with “NFRC 700: PCP” and does not require an upload spreadsheet.

**Figure 5-6: Column Headers in Recertification Page**

| Lab Reports  |             | U-Factor Submissions |              | Recertification |        |     | Revision     |                 |  |
|--------------|-------------|----------------------|--------------|-----------------|--------|-----|--------------|-----------------|--|
| Product Line | Report Type | Status               | Manufacturer | Mfr Code        | Mfr ID | Lab | Submitted By | Submission Date |  |

##### 5.4.1 Description of Recertification Column Headers

1. Product Line – the existing APD product line number, also a hyperlink to view the submission.
2. Report Type – the submission type selected by the lab user when submitting a recertification.
3. This will always display “Recertification.”
4. Status – the status of the report listed as follows:
  - Pending IA Review – a recertification has been properly entered, 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.

| Product Line              | Report Type  | Status            | Manufacturer   | Mfr Code | Mfr ID | Lab  | Submitted By | Submission Date    |
|---------------------------|--------------|-------------------|----------------|----------|--------|------|--------------|--------------------|
| <a href="#">XYZ-T-007</a> | Add U-Factor | Pending IA review | 123XYZ Company | XYZ      | 860    | SNFR | swendt-snfr  | Aug 15 2011 5:10PM |

- Accepted by IA – a recertification 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.

| Product Line              | Report Type  | Status         | Manufacturer   | Mfr Code | Mfr ID | Lab  | Submitted By | Submission Date    |
|---------------------------|--------------|----------------|----------------|----------|--------|------|--------------|--------------------|
| <a href="#">XYZ-T-007</a> | Add U-Factor | Accepted by IA | 123XYZ Company | XYZ      | 860    | SNFR | swendt-snfr  | Aug 15 2011 5:10PM |

- Rejected by IA – a recertification has been properly entered, 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.

| Product Line              | Report Type  | Status         | Manufacturer   | Mfr Code | Mfr ID | Lab  | Submitted By | Submission Date    |
|---------------------------|--------------|----------------|----------------|----------|--------|------|--------------|--------------------|
| <a href="#">XYZ-T-007</a> | Add U-Factor | Rejected by IA | 123XYZ Company | XYZ      | 860    | SNFR | swendt-snfr  | Aug 15 2011 5:10PM |

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

## 5.5 Revision

The Revision button allows the IA to review, accept, or reject product lines for which a revision was submitted.

A revision submittal 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 does not require an upload spreadsheet.

**Figure 5-7: Column Headers in Revision Page**

| Product Line              | Report Type | Status            | Manufacturer   | Mfr Code | Mfr ID | Lab  | Submitted By | Submission Date    |
|---------------------------|-------------|-------------------|----------------|----------|--------|------|--------------|--------------------|
| <a href="#">XYZ-T-039</a> | Revision    | Pending IA review | 123XYZ Company | XYZ      | 860    | SNFR | swendt-snfr  | Aug 24 2011 3:16PM |

### 5.5.1 Revision Columns

1. Product Line – the existing APD product line number, also a hyperlink to view the submission.
2. Report Type – the submission type selected by the lab user when submitting a revision.
3. This will always display “Revision.”
4. Status – the status of the report listed as follows:
  - Pending IA Review – a revision has been properly entered, 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.

| Product Line              | Report Type | Status            | Manufacturer   | Mfr Code | Mfr ID | Lab  | Submitted By | Submission Date    |
|---------------------------|-------------|-------------------|----------------|----------|--------|------|--------------|--------------------|
| <a href="#">XYZ-T-039</a> | Revision    | Pending IA review | 123XYZ Company | XYZ      | 860    | SNFR | swendt-snfr  | Aug 24 2011 3:16PM |

- 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.

| Product Line              | Report Type | Status          | Manufacturer   | Mfr Code | Mfr ID | Lab  | Submitted By | Submission Date    |
|---------------------------|-------------|-----------------|----------------|----------|--------|------|--------------|--------------------|
| <a href="#">XYZ-T-039</a> | Revision    | Under IA Review | 123XYZ Company | XYZ      | 860    | SNFR | swendt-snfr  | Aug 24 2011 3:20PM |

- 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.

| Product Line              | Report Type | Status         | Manufacturer   | Mfr Code | Mfr ID | Lab  | Submitted By | Submission Date    |
|---------------------------|-------------|----------------|----------------|----------|--------|------|--------------|--------------------|
| <a href="#">XYZ-T-039</a> | Revision    | Accepted by IA | 123XYZ Company | XYZ      | 860    | SNFR | swendt-snfr  | Aug 24 2011 3:56PM |

- 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.

| Product Line              | Report Type | Status         | Manufacturer   | Mfr Code | Mfr ID | Lab  | Submitted By | Submission Date    |
|---------------------------|-------------|----------------|----------------|----------|--------|------|--------------|--------------------|
| <a href="#">XYZ-T-039</a> | Revision    | Rejected by IA | 123XYZ Company | XYZ      | 860    | SNFR | swendt-snfr  | Aug 24 2011 3:20PM |

- 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 accredited lab code 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.

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## 6. REVIEWING SUBMISSIONS

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### 6.1 Lab Reports

Under the Lab Reports tab, the IA can select a manufacturer’s data for a new applied film product line containing SHGC and VT ratings and an interior applied film also including U-factor via a report hyperlink. To review the report details, select the appropriate report number hyperlink and the laboratory data file detail screen will be displayed.

A simulation laboratory shall submit an upload for a new interior applied film product line with U-factors and a new exterior applied film product line without U-factors.

**Figure6-1: Simulation Report Detail Screen**

**MANUFACTURER INFORMATION**

|        |                |
|--------|----------------|
| Name   | 123XYZ Company |
| Code   | XYZ            |
| Id     | 860            |
| Status | Active         |

**PRODUCT LINE INFORMATION**

|                   |                      |
|-------------------|----------------------|
| CPD Number        |                      |
| Series/Model Name | Interior Bronze Film |
| Attachment Type   | Film                 |
| Film Application  | I                    |
| Tint              | BZ                   |
| Rating Procedure  | 2010                 |
| Associated IA     | T                    |

**REPORT DETAILS**

|                     |                       |
|---------------------|-----------------------|
| Simulation Report # | 12345-0               |
| Lab Code            | SNFR                  |
| Simulation Date     | 12/5/2011 12:00:00 AM |
| Report Date         | 12/5/2011 12:00:00 AM |
| Upload Date         | 1/13/2012 8:32:01 PM  |
| Report Type         | New                   |

**COMMENTS**

**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  | U-Factor |
|-----------------------|-----------------------------------|-----------|-----------|-----------|-----------------------|-----------------------|-----------------------|-------------|-------------|-------------|----------|---------|----------|
| Fixed                 | Single-Glazed Clear 3mm(1/8 inch) |           | 202       |           |                       | 0.118000              |                       |             |             | BZ          | .428860  | .510160 | 0.875111 |
| Fixed                 | Double-Glazed Clear 3mm(1/8 inch) |           |           | 202       |                       |                       | 0.118000              |             |             | BZ          | .472400  | .467950 | 0.625136 |
| Window Wall           | Single-Glazed Clear 6mm(1/4 inch) |           | 202       |           |                       | 0.118000              |                       |             |             | BZ          | .409460  | .414570 | 0.815851 |
| Window Wall           | Single-Glazed Grey 6mm(1/4 inch)  |           | 202       |           |                       | 0.118000              |                       |             |             | BZ          | .342440  | .251060 | 0.815699 |
| Window Wall           | Double-Glazed Clear 6mm(1/4 inch) |           |           | 202       |                       |                       | 0.118000              |             |             | BZ          | .369990  | .455070 | 0.531325 |
| Window Wall           | Double-Glazed Grey 6mm(1/4 inch)  |           |           | 202       |                       |                       | 0.118000              |             |             | BZ          | .320150  | .226850 | 0.531325 |

### 6.1.1 Reviewing Upload Spreadsheet

The IA can perform three functions inside the report details screen or exit without affecting the spreadsheet:

#### 6.1.1.1 Accept

Once the IA determines that the simulation and test data are correct, the IA can select the “Accept” button. The product line will be generated and the IA will be re-directed to the Product Line Details screen to access the new product line and modify product line details, if applicable.

#### 6.1.1.2 Reject

If the IA determines that the simulation data is incorrect, the IA can select the “Reject” button. The IA will be prompted to confirm the rejection. The IA will need to notify the laboratory that the upload has been rejected. The simulation laboratory shall modify the data on a new upload spreadsheet, re-upload, submit to the IA, and notify the IA upon completion.

**Figure 6-2: Confirm Rejected Report Prompt**

< Back   Accept   **Reject**

| MANUFACTURER INFORMATION |                | PRODUCT LINE INFORMATION |  | REPORT DETAILS      |      |
|--------------------------|----------------|--------------------------|--|---------------------|------|
| Name                     | 123XYZ Company | CPD Number               |  | Simulation Report # | 1234 |
| Code                     | XYZ            |                          |  | Code                | SNFR |
| Id                       | 860            |                          |  | Simulation Date     | 12/5 |
| Status                   | Active         |                          |  | Report Date         | 12/5 |
|                          |                |                          |  | Upload Date         | 1/13 |
|                          |                |                          |  | Report Type         | New  |

**Message from webpage** ✕

Are you sure you want to reject this report?

| 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 |
| Fixed                 | Single-Glazed Clear 3mm (1/8 inch) |           | 202       |           | 0.118000              |                       |
| Fixed                 | Double-Glazed Clear 3mm (1/8 inch) |           | 202       |           | 0.118000              |                       |
| Window Wall           | Single-Glazed Clear 6mm (1/4 inch) |           | 202       |           | 0.118000              |                       |
| Window Wall           | Single-Glazed Grey 6mm (1/4 inch)  |           | 202       |           | 0.118000              |                       |
| Window Wall           | Double-Glazed Clear 6mm (1/4 inch) |           | 202       |           | 0.118000              |                       |
| Window Wall           | Double-Glazed Grey 6mm (1/4 inch)  |           | 202       |           | 0.118000              |                       |

**6.1.1.3 Comments**

It is recommended at this time to not add comments at the reviewing process unless the IA is rejecting the upload spreadsheet. Any comments made at the reviewing level, once the upload is accepted by the IA, will permanently be displayed in the Product Line Details and copied onto the NFRC CAR.

To add a comment, select the “Add Comment” button, type comment in the window box provided, and select “Save.” The comment will time stamped and visible on the page.

**Figure 6-3: Detailed View of Comment Field and Message at Review Page**

< Back   Accept   Reject

| MANUFACTURER INFORMATION |                | PRODUCT LINE INFORMATION |                      | REPORT DETAILS      |                       | COMMENTS  |
|--------------------------|----------------|--------------------------|----------------------|---------------------|-----------------------|---|
| Name                     | 123XYZ Company | CPD Number               |                      | Simulation Report # | 12345-0               | IA review upload spreadsheet - add comment<br><input type="text"/><br><input type="button" value="Save"/> <input type="button" value="Cancel"/> |
| Code                     | XYZ            | Series/Model Name        | Interior Bronze Film | Lab Code            | SNFR                  |   |
| Id                       | 860            | Attachment Type          | Film                 | Simulation Date     | 12/5/2011 12:00:00 AM |   |
| Status                   | Active         | Film Application         | I                    | Report Date         | 12/5/2011 12:00:00 AM |   |
|                          |                | Tint                     | BZ                   | Upload Date         | 1/13/2012 8:32:01 PM  |   |
|                          |                | Rating Procedure         | 2010                 | Report Type         | New                   |   |

| 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  | U-Factor |
| Fixed                 | Single-Glazed Clear 3mm (1/8 inch) |           | 202       |           | 0.118000              |                       |                       |             | BZ          |             | 428860   | .510160 | 0.875111 |
| Fixed                 | Double-Glazed Clear 3mm (1/8 inch) |           | 202       |           | 0.118000              |                       |                       |             | BZ          |             | 472400   | .467950 | 0.625136 |
| Window Wall           | Single-Glazed Clear 6mm (1/4 inch) |           | 202       |           | 0.118000              |                       |                       |             | BZ          |             | 409460   | .414570 | 0.815851 |
| Window Wall           | Single-Glazed Grey 6mm (1/4 inch)  |           | 202       |           | 0.118000              |                       |                       |             | BZ          |             | 342440   | .251060 | 0.815699 |
| Window Wall           | Double-Glazed Clear 6mm (1/4 inch) |           | 202       |           | 0.118000              |                       |                       |             | BZ          |             | 369990   | .455070 | 0.531325 |
| Window Wall           | Double-Glazed Grey 6mm (1/4 inch)  |           | 202       |           | 0.118000              |                       |                       |             | BZ          |             | 320150   | .226850 | 0.531325 |

**Figure 6-4: Detailed View of Saved Comment**

|   |   |  |   |
|---|---|--|---|
| <a href="#">&lt; Back</a> <a href="#">Accept</a> <a href="#">Reject</a> |   |  |   |
| <b>MANUFACTURER INFORMATION</b>   | <b>PRODUCT LINE INFORMATION</b>         | <b>REPORT DETAILS</b>                  | <b>COMMENTS</b>                                     |
| Name: 123XYZ Company  | CPD Number:                             | Simulation Report #: 12345-0           | Comment: IA review upload spreadsheet - add comment |
| Code: XYZ   | Series/Model Name: Interior Bronze Film | Lab Code: SNFR                         | Date: 1/13/2012 8:45:10 PM                          |
| Id: 860   | Attachment Type: Film                   | Simulation Date: 12/5/2011 12:00:00 AM | <a href="#">Add Comment</a>                         |
| Status: Active  | Film Application: I                     | Report Date: 12/5/2011 12:00:00 AM     |   |
|   | Tint: BZ                                | Upload Date: 1/13/2012 8:32:01 PM      |   |
|   | Rating Procedure: 2010                  | Report Type: New                       |   |
|   | Associated IA: T                        |  |   |
| <b>SIMULATION DETAILS</b>   |   |  |   |

**6.1.1.4 Cancel Review of Upload Spreadsheet**

The IA can cancel the review of Upload Spreadsheet by selecting the “Back” button. The IA will be re-directed to the Home page with the Lab Reports tab active.

**6.2 U-factor Submission**

Under the U-factor Submission tab, Interior Applied Film product lines which have been submitted for U-factor approval will be displayed. The Inspection Agency can select a manufacturer’s product line for review by selecting the product line number hyperlink.

**Figure 6-5: U-factor Submittal Detail Screen**

| ATTACHMENT PRODUCTS DIRECTORY   |   |                                       |                                       |                             |                       |                       |                       |             |                                |             |          |         |                 |              |            |            |          |
|---|---|---------------------------------------|---------------------------------------|-----------------------------|-----------------------|-----------------------|-----------------------|-------------|--------------------------------|-------------|----------|---------|-----------------|--------------|------------|------------|----------|
| <a href="#">Home</a> <a href="#">Lab Reports</a> <a href="#">IA Info</a> <a href="#">My Account</a> |   |                                       |                                       |                             |                       |                       |                       |             |                                |             |          |         |                 |              |            |            |          |
| Log off   |   |                                       |                                       |                             |                       |                       |                       |             |                                |             |          |         |                 |              |            |            |          |
| <a href="#">&lt; Back</a>   |   |                                       |                                       |                             |                       |                       |                       |             |                                |             |          |         |                 |              |            |            |          |
| <b>MANUFACTURER INFORMATION</b>   | <b>PRODUCT LINE INFORMATION</b>           |                                       |                                       |                             | <b>REPORT DETAILS</b> |                       |                       |             | <b>U-FACTOR REPORT DETAILS</b> |             |          |         | <b>COMMENTS</b> |              |            |            |          |
| Name: 123XYZ Company  | CPD Number: XYZ-T-026                     | Sim Report #: Change Int to Exterior  | Report Name: Edit U-Factor            | <a href="#">Add Comment</a> |                       |                       |                       |             |                                |             |          |         |                 |              |            |            |          |
| Code: XYZ   | Series/Model Name: Int to Ext             | Lab Code: SNFR                        | Lab Code: SNFR                        |                             |                       |                       |                       |             |                                |             |          |         |                 |              |            |            |          |
| Id: 860   | Attachment Type: Film                     | Simulation Date: 1/4/2012 12:00:00 AM | Report Date: 1/21/2011                |                             |                       |                       |                       |             |                                |             |          |         |                 |              |            |            |          |
| Status: Active  | Film Application: E                       | Report Date: 1/1/2011 12:00:00 AM     | Simulation Date: 1/21/2011            |                             |                       |                       |                       |             |                                |             |          |         |                 |              |            |            |          |
|   | Tint: BZ                                  | Submission Date: 1/4/2012 9:39:35 AM  | Submission Date: 1/21/2011 4:21:08 PM |                             |                       |                       |                       |             |                                |             |          |         |                 |              |            |            |          |
|   | Rating Procedure: 2010                    | Report Type: Revision                 | Approval Date:                        |                             |                       |                       |                       |             |                                |             |          |         |                 |              |            |            |          |
|   | Associated IA: T                          |                                       |                                       |                             |                       |                       |                       |             |                                |             |          |         |                 |              |            |            |          |
|   | Certification Date: 4/26/2011 12:32:58 PM |                                       |                                       |                             |                       |                       |                       |             |                                |             |          |         |                 |              |            |            |          |
|   | Expiration Date: 4/26/2015 12:32:58 PM    |                                       |                                       |                             |                       |                       |                       |             |                                |             |          |         |                 |              |            |            |          |
|   | Status:                                   |                                       |                                       |                             |                       |                       |                       |             |                                |             |          |         |                 |              |            |            |          |
| <b>SIMULATION DETAILS</b>   |   |                                       |                                       |                             |                       |                       |                       |             |                                |             |          |         |                 |              |            |            |          |
| 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                             |             | .325000  | .345000 | 0.722927        | 0.285757     | 0.735750   | 0.282351   | 0.250000 |
| Fixed   | Double-Glazed Clear 3mm (1/8 inch)        |                                       | 202                                   |                             |                       | 0.118000              |                       |             | BZ                             |             | .258000  | .123000 | 0.642697        | 0.230906     | 0.666185   | 0.100664   | 0.250000 |
| Window Wall   | Single-Glazed Clear 6mm (1/4 inch)        |                                       | 202                                   |                             |                       | 0.118000              |                       |             | BZ                             |             | .458000  | .123000 | 0.731044        | 0.416207     | 0.775161   | 0.107856   | 0.250000 |
| Window Wall   | Single-Glazed Grey 6mm (1/4 inch)         |                                       | 202                                   |                             |                       | 0.118000              |                       |             | BZ                             |             | .561000  | .123000 | 0.521419        | 0.508267     | 0.389334   | 0.107856   | 0.250000 |
| Window Wall   | Double-Glazed Clear 6mm (1/4 inch)        |                                       | 202                                   |                             |                       | 0.118000              |                       |             | BZ                             |             | .642000  | .123000 | 0.631892        | 0.579286     | 0.689227   | 0.107856   | 0.250000 |
| Window Wall   | Double-Glazed Grey 6mm (1/4 inch)         |                                       | 202                                   |                             |                       | 0.118000              |                       |             | BZ                             |             | .753000  | .123000 | 0.414453        | 0.678607     | 0.346367   | 0.107856   | 0.200000 |

**6.2.1 Reviewing U-factor Submissions**

The IA shall review the product line details edited by the simulation laboratory for U-factor Addition:

1. U-factor Report Details  
Report Name, Report Date, and Simulation Date
2. U-factor rating for each operator type, ratings must be entered in the range of  $2.00 \geq x \geq 0$ .
3. The APD automatically populates the Lab Code and submission date. The approval date will be filled in once the IA has accepted the submission in the following step.

The IA can perform three functions inside the report details screen or exit without affecting the spreadsheet:

#### **6.2.1.1 Accept**

Once the IA determines that the simulation data is correct, the IA can select the “Accept” button. The product line will be generated with accepted U-factors and the IA will be re-directed to the Product Line Details screen to access the updated product line and modify product line details, if applicable.

**[NOTE: Once the IA has approved the initial U-factor submission, the product line’s U-factor rating cannot be edited through U-factor Submission again. The simulation laboratory shall go through a revision submission of the product line. See Section 6.4 for review of Revision submissions.]**

#### **6.2.1.2 Reject**

If the IA determines that the simulation data is incorrect, the IA can select the “Reject” button. The IA will be prompted to confirm the rejection. The IA will need to notify the laboratory that the U-factor Submission has been rejected. The simulation laboratory shall modify the submitted data via the rejected product line within the APD and notify the IA upon completion.

#### **6.2.1.3 Comments**

It is recommended at this time to not add comments at the reviewing U-factor submission process. Any comments made at the reviewing level will permanently be displayed in the Product Line Details and copied onto the NFRC Certification Authorization Report (CAR).


#### **6.2.1.4 Cancel Review of U-factor Submission**

The IA can cancel the review of Product Line by selecting “Back” button. The IA will be re-directed to the Home page with the Lab Reports tab active.

## 6.3 Recertification

Under the Recertification submission tab, product lines which have been submitted for recertification will be displayed. The IA can select a manufacturer's product line for review by selecting the product line number hyperlink.

**Figure 6-6: Recertification Submittal Detail Screen**


ATTACHMENT PRODUCTS DIRECTORY

Home
Manufacturer Info
IA Info
NFRC Reports
My Account

Log off

Cancel
Accept
Reject

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

| PRODUCT LINE INFORMATION |                       |
|--------------------------|-----------------------|
| CPD Number               | XYZ-T-043             |
| Series/Model Name        | Interior              |
| Attachment Type          | Film                  |
| Film Application         | I                     |
| Tint                     | GY                    |
| Rating Procedure         | 2010                  |
| Associated IA            | T                     |
| Certification Date       | 1/13/2012 12:00:00 AM |
| Expiration Date          | 1/6/2016 12:00:00 AM  |
| Status                   |                       |

| REPORT DETAILS  |                      |
|-----------------|----------------------|
| Sim Report #    | Recertification      |
| Lab Code        | SNFR                 |
| Simulation Date | 1/13/2012            |
| Report Date     | 1/13/2012            |
| Submission Date | 1/13/2012 9:47:21 PM |
| Report Type     | Recertification      |

| 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          | .290169  | .128476 | 722927       | 257242       | .735750    | .105146    | 0.250000 |
| Fixed                 | Double-Glazed Clear 3mm(1/8 inch) |           |           | 257       |                       |                       | 0.118000              |             |             | GY          | .408027  | .119207 | 642697       | 353729       | .686165    | .097580    | 0.250000 |
| Window Wall           | Single-Glazed Clear 6mm(1/4 inch) |           | 257       |           |                       | 0.118000              |                       |             |             | GY          | .296489  | .126721 | 731844       | 276352       | .775161    | .111119    | 0.250000 |
| Window Wall           | Single-Glazed Grey 6mm(1/4 inch)  |           | 257       |           |                       | 0.118000              |                       |             |             | GY          | .310101  | .062841 | 521419       | 288287       | .389334    | .054928    | 0.250000 |
| Window Wall           | Double-Glazed Clear 6mm(1/4 inch) |           |           | 257       |                       |                       | 0.118000              |             |             | GY          | .396180  | .115898 | 631892       | 363758       | .689227    | .101628    | 0.250000 |
| Window Wall           | Double-Glazed Grey 6mm(1/4 inch)  |           |           | 257       |                       |                       | 0.118000              |             |             | GY          | .297811  | .057321 | 414453       | 277511       | .348367    | .050263    | 0.250000 |

### 6.3.1 Reviewing Recertification Submissions

The IA can perform two functions inside the report details screen or exit without affecting the spreadsheet:

#### 6.3.1.1 Accept

Once the IA determines that the simulation data is correct, the IA can select the "Accept" button. The product line will be generated and the IA will be re-directed to the Product Line Details screen to access the updated product line and modify product line details, if applicable.

#### 6.3.1.2 Reject

If the IA determines that the simulation data is incorrect, the IA can select the "Reject" button. The IA will be prompted to confirm the rejection. The IA will need to notify the laboratory that the Recertification submission has been rejected. The simulation laboratory shall modify the submitted data via the

rejected product line within the APD and notify the IA upon completion.

### 6.3.1.3 Cancel Review of Recertification Submission

The IA can cancel the review of Product Line by selecting the “Back” button. The IA will be re-directed to the Home page with the Lab Reports tab active.

## 6.4 Revision

Under the Revision submission tab, product lines which have been revised for individual product option corrections will be displayed. The IA can select a manufacturer’s product line for review by selecting the product line number hyperlink.

Figure 6-7: Revision Submittal Detail Screen

**ATTACHMENT PRODUCTS DIRECTORY**

Home | Manufacturer Info | IA Info | NFRC Reports | My Account

Log off

Cancel | Accept | Reject

| MANUFACTURER INFORMATION |                | PRODUCT LINE INFORMATION |                       | REPORT DETAILS  |                     |
|--------------------------|----------------|--------------------------|-----------------------|-----------------|---------------------|
| Name                     | 123XYZ Company | CPD Number               | XYZ-T-039             | Sim Report #    | 12345.0             |
| Code                     | XYZ            | Series/Model Name        | New Series Name       | Lab Code        | SNFR                |
| Id                       | 860            | Attachment Type          | Film                  | Simulation Date | 1/5/2012            |
| Status                   | Active         | Film Application         | E                     | Report Date     | 1/5/2012            |
|                          |                | Tint                     | DV                    | Submission Date | 1/5/2012 2:05:40 PM |
|                          |                | Rating Procedure         | 1997                  | Report Type     | Revision            |
|                          |                | Associated IA            | T                     |                 |                     |
|                          |                | Certification Date       | 12/1/2011 10:31:35 AM |                 |                     |
|                          |                | Expiration Date          | 12/1/2015 12:00:00 AM |                 |                     |
|                          |                | Status                   |                       |                 |                     |

| 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 |
| Fixed                 | Single-Glazed Clear 3mm(1/8 inch) | 2002      |           |           | 0.250000              |                       |                       | DV          |             |             | .864000  | .864000 | .722927      | .727020      | .735750    | .707106    |
| Fixed                 | Double-Glazed Clear 3mm(1/8 inch) | 2002      |           |           | 0.250000              |                       |                       | DV          |             |             | .864000  | .864000 | .642697      | .727020      | .666165    | .707106    |
| Window Wall           | Single-Glazed Clear 6mm(1/4 inch) | 2002      |           |           | 0.250000              |                       |                       | DV          |             |             | .750000  | .750000 | .731844      | .673977      | .775161    | .657660    |
| Window Wall           | Single-Glazed Grey 6mm(1/4 inch)  | 2002      |           |           | 0.250000              |                       |                       | DV          |             |             | .750000  | .750000 | .521419      | .673977      | .389334    | .657660    |
| Window Wall           | Double-Glazed Clear 6mm(1/4 inch) | 2002      |           |           | 0.250000              |                       |                       | DV          |             |             | .750000  | .750000 | .631892      | .673977      | .689227    | .657660    |
| Window Wall           | Double-Glazed Grey 6mm(1/4 inch)  | 2002      |           |           | 0.250000              |                       |                       | DV          |             |             | .750000  | .750000 | .414453      | .673977      | .346367    | .657660    |

### 6.4.1 Reviewing Revision Submissions

The IA can perform two functions inside the report details screen or exit without affecting the spreadsheet:

#### 6.4.1.1 Accept

Once the IA determines that the simulation data is correct, the IA can select the “Accept” button. The product line will be generated and the IA will be re-directed to the Product Line Details screen to access the updated product line and modify product line details, if applicable.

### 6.4.1.2 Reject

If the IA determines that the simulation data is incorrect, the IA can select the “Reject” button. The IA will be prompted to confirm the rejection. The IA will need to notify the laboratory that the Revision submission has been rejected. The simulation laboratory shall modify the submitted data via the rejected product line within the APD and notify the IA upon completion.

### 6.4.1.3 Cancel Review of Revision Submission

The IA can cancel the review of Product Line by selecting the “Back” button. The IA will be re-directed to the Home page with the Lab Reports tab active.

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## 7. MANUFACTURER INFO TAB

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The Manufacturer Info screen displays a list of all manufacturers associated with the IA. The listing displays the manufacturer Codes, ID, status (active or inactive), number of plants, total number of product lines, and the number of active product lines.

The IA will use this page to select a manufacturer in order to view many manufacturer details, such as product line listings and manufacturer details.

**Figure 7-1: Manufacturer Info Page**

The screenshot shows the 'ATTACHMENT PRODUCTS DIRECTORY' interface. The 'Manufacturer Info' tab is active. Below the navigation bar, there is a 'Log off' link and a '< Back' button. A search section titled 'FIND MANUFACTURER' includes radio buttons for 'By Name' (selected) and 'By Code or ID', a search input field, and 'Search' and 'Show All' buttons. Below the search section is a table with the following data:

| Manufacturer                   | Mfr Code | Mfr ID | Status   | Plants | Total Product Lines | Active Product Lines |
|--------------------------------|----------|--------|----------|--------|---------------------|----------------------|
| <a href="#">123XYZ Company</a> | XYZ      | 860    | Active   | 2      | 27                  | 24                   |
| <a href="#">New Test</a>       | NTZ      | 1561   | Inactive | 0      | 0                   | 0                    |

### 7.1 Manufacturer Search

The IA user can search for different manufacturer/clients either by Name, a three-character manufacturer alpha code, manufacturer numeric ID, or by scrolling through the list of manufacturers displayed on the screen.

### 7.1.1 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 7-2: Results of Search by Name

The screenshot shows the 'ATTACHMENT PRODUCTS DIRECTORY' interface. The 'Manufacturer Info' tab is selected. The search filter is set to 'By Name' with the text '123XYZ' entered in the search box. The search results table is as follows:

| Manufacturer                   | Mfr Code | Mfr ID | Status | Plants | Total Product Lines | Active Product Lines |
|--------------------------------|----------|--------|--------|--------|---------------------|----------------------|
| <a href="#">123XYZ Company</a> | XYZ      | 860    | Active | 2      | 27                  | 26                   |

### 7.1.2 Search by Manufacturer Code

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

Figure 7-3: Results of Search by Manufacturer Code

The screenshot shows the 'ATTACHMENT PRODUCTS DIRECTORY' interface. The 'Manufacturer Info' tab is selected. The search filter is set to 'By Code or ID' with the text 'XYZ' entered in the search box. The search results table is as follows:

| Manufacturer                   | Mfr Code | Mfr ID | Status | Plants | Total Product Lines | Active Product Lines |
|--------------------------------|----------|--------|--------|--------|---------------------|----------------------|
| <a href="#">123XYZ Company</a> | XYZ      | 860    | Active | 2      | 27                  | 26                   |

### 7.1.3 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 “860”) and then press the “Search” Button.

Figure 7-4: Results of Search by Manufacturer ID

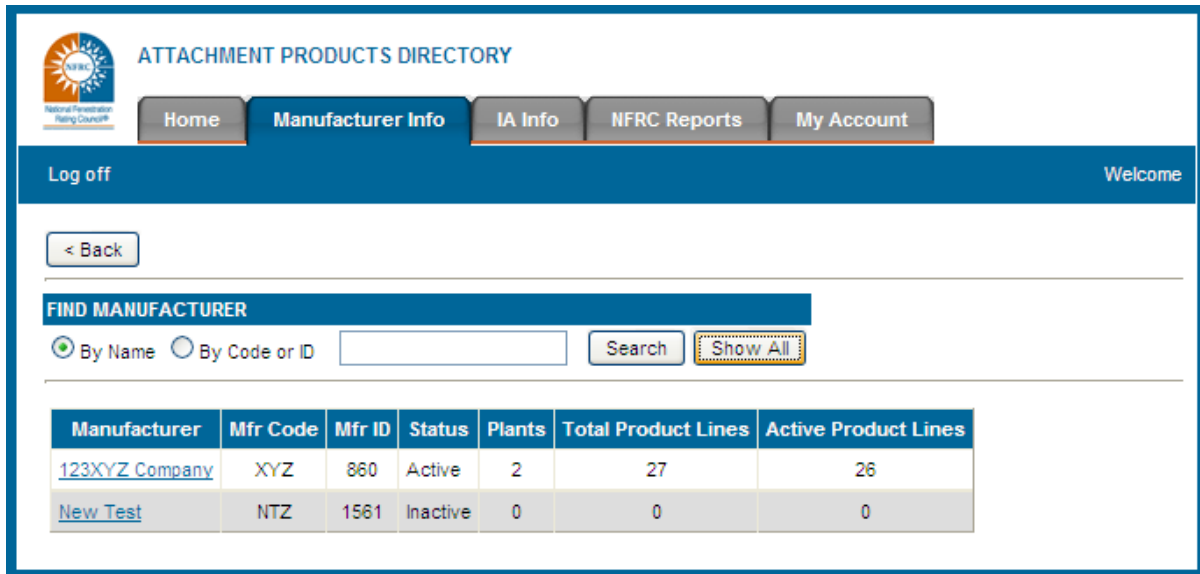
The screenshot shows the 'ATTACHMENT PRODUCTS DIRECTORY' interface. At the top left is the NFRC logo. Navigation tabs include 'Home', 'Manufacturer Info' (which is selected), 'IA Info', 'NFRC Reports', and 'My Account'. A blue header bar contains 'Log off' on the left and 'Welcome' on the right. Below this is a '< Back' button. A search section titled 'FIND MANUFACTURER' has two radio buttons: 'By Name' (unselected) and 'By Code or ID' (selected). A text input field contains '860', followed by 'Search' and 'Show All' buttons. Below the search section is a table with the following data:

| Manufacturer                   | Mfr Code | Mfr ID | Status | Plants | Total Product Lines | Active Product Lines |
|--------------------------------|----------|--------|--------|--------|---------------------|----------------------|
| <a href="#">123XYZ Company</a> | XYZ      | 860    | Active | 2      | 27                  | 26                   |

### 7.1.4 Scrolling Search

To select a manufacturer using the normal scrolling features, select the “Show All” button then use a mouse or screen, to scroll through the entire manufacturer list assigned to the IA.

Figure 7-5: Results of this Selecting “Show All”



The screenshot displays the 'ATTACHMENT PRODUCTS DIRECTORY' web application. At the top left is the NFRC logo (National Fire Protection Association). The main navigation bar includes 'Home', 'Manufacturer Info', 'IA Info', 'NFRC Reports', and 'My Account'. A secondary bar contains 'Log off' and 'Welcome'. Below this is a '< Back' button. The 'FIND MANUFACTURER' section features radio buttons for 'By Name' (selected) and 'By Code or ID', a search input field, a 'Search' button, and a 'Show All' button. The search results are presented in a table with the following data:

| Manufacturer                   | Mfr Code | Mfr ID | Status   | Plants | Total Product Lines | Active Product Lines |
|--------------------------------|----------|--------|----------|--------|---------------------|----------------------|
| <a href="#">123XYZ Company</a> | XYZ      | 860    | Active   | 2      | 27                  | 26                   |
| <a href="#">New Test</a>       | NTZ      | 1561   | Inactive | 0      | 0                   | 0                    |

### 7.1.5 Selecting a Manufacturer

To select the desired manufacturer, click on the manufacturer hyperlink, which will result in the manufacturer’s Product Line Summary being displayed.

**Figure 7-6: Selected manufacturer's Product Line Summary is displayed**

**ATTACHMENT PRODUCTS DIRECTORY**

Home | Manufacturer Info | IA Info | NFRC Reports | My Account

Log off | Welcome

Manufacturer Details

Manufacturer: 123XYZ Company

PRODUCT LINES:  Active  Show All

Change selected statuses to:

| CPD Number                | Status Code | Film Series/Model Number | Film Tint | Film Location | Certification Date | Expiration Date | Change Status            |
|---------------------------|-------------|--------------------------|-----------|---------------|--------------------|-----------------|--------------------------|
| <a href="#">XYZ-T-017</a> |             | Interior Film            | CL        | Interior      | 11/29/2011         | 11/29/2015      | <input type="checkbox"/> |
| <a href="#">XYZ-T-018</a> |             | Exterior                 | CL        | Exterior      | 12/9/2010          | 12/9/2010       | <input type="checkbox"/> |
| <a href="#">XYZ-T-020</a> |             | Interior Film            | BZ        | Interior      | 12/21/2010         | 10/31/2014      | <input type="checkbox"/> |
| <a href="#">XYZ-T-021</a> |             | Interior                 | GY        | Interior      | 4/28/2011          | 4/28/2015       | <input type="checkbox"/> |

## 8. PRODUCT LINE SUMMARY PAGE

After selecting a manufacturer from the list on the Manufacturer screen (see Section 5 -- Home Tab - IA Home Page), the manufacturer's Product Line Summary page is displayed.

The IA will be capable of manipulating the product lines from this page, such as changing the status, viewing the details of a product line, and viewing manufacturer details.

### 8.1 Viewing Product Lines by Status

The default product line status is "Active Only", to view both Active and Inactive product lines, select the "Show All" radio button, and press the "Apply Filter" button.

Figure 8-1: Status Views

The screenshot displays the 'ATTACHMENT PRODUCTS DIRECTORY' interface. At the top, there is a navigation bar with buttons for 'Home', 'Manufacturer Info', 'IA Info', 'NFRC Reports', and 'My Account'. Below this, a 'Log off' button is on the left and 'Welcome' is on the right. The main content area shows 'Manufacturer Details' for '123XYZ Company'. Under 'PRODUCT LINES', there are radio buttons for 'Active' and 'Show All', with 'Show All' selected. An 'Apply Filter' button is highlighted with a red box. Below the radio buttons is a dropdown menu for 'Change selected statuses to:' with 'Update', 'Select All', and 'Deselect All' buttons. A table lists product lines with columns for CPD Number, Status Code, Film Series/Model Number, Film Tint, Film Location, Certification Date, Expiration Date, and Change Status.

| CPD Number                | Status Code | Film Series/Model Number | Film Tint | Film Location | Certification Date | Expiration Date | Change Status            |
|---------------------------|-------------|--------------------------|-----------|---------------|--------------------|-----------------|--------------------------|
| <a href="#">XYZ-T-017</a> |             | Interior Film            | CL        | Interior      | 11/29/2011         | 11/29/2015      | <input type="checkbox"/> |
| <a href="#">XYZ-T-018</a> |             | Exterior                 | CL        | Exterior      | 12/9/2010          | 12/9/2010       | <input type="checkbox"/> |
| <a href="#">XYZ-T-020</a> |             | Interior Film            | BZ        | Interior      | 12/21/2010         | 10/31/2014      | <input type="checkbox"/> |
| <a href="#">XYZ-T-021</a> |             | Interior                 | GY        | Interior      | 4/28/2011          | 4/28/2015       | <input type="checkbox"/> |

### 8.2 Changing Statuses

The IA can modify the product line status.

Status Definitions:

**01 – Manufacturer Voluntary Termination:** This code deactivates the product or product line per the manufacturer's request when terminating from the Certification Program, or terminating a particular product from the certification program; the product or product line is not reflected in the Film Attachments Directory or the public search directory.

**02 – IA Suspension:** This code deactivates the product line due to suspension of certification authorization; the product is not reflected in the directory.

**03 – Failed Performance Challenge:** This code indicates that the product failed a challenge that was submitted against it; the challenge is upheld by NFRC so the product is deactivated accordingly with this code.

**04 – Product Re-issued:** If a manufacturer/client requests that a product line series/model name be changed for a particular authorized product, the change is completed by coding out the previous product with this code and reissuing the product in the new series/model name. Reports are subsequently reissued in the new name. This code deactivates the product line.

**05 – Archived Product Data:** To be utilized at the individual product level and not product line level; indicates that the particular product was archived at the time of recertification.

**06 – Do Not Print in Directory:** Product line remains active but is not listed in the public search directory.

**07 – Product Line Expired:** This code deactivates the product line that has expired.

**08 – Issue CAR only, Do not Print in CPD:** Individual product remains active but not reflected in directory.

**09 – Granted 6-month Extension:** Product line remains active for an additional 6 months from the expiration date.

**10 – Site-Built Product:** Product line remains active but is not reflected on the IA billing report.

**11 – IA Revocation:** This code deactivates the product line due to denial or revocation of certification authorization; the product is not reflected in the directory.

**12 – Product Line Transfers:** Indicates the product line has been transferred to another inspection agency.

**13 – Private Labeled Product Line:** Indicates the product line is privately labeled from another manufacturer.

### 8.2.1 Changing Product Line Status

Product Line status can be applied to multiple product lines desiring the same status change.

To change the status of the Product Line, first select the “Deselect All” button to clear all the check boxes, next select the box(es) in the Change Status column for the corresponding product line(s) row(s). Choose the desired status using the pull down menu and click the “Update” button.

**Figure 8-2: Changing Product Status**

ATTACHMENT PRODUCTS DIRECTORY

Home Manufacturer Info IA Info NFRC Reports My Account

Log off Welcome

Manufacturer Details

Manufacturer: 123XYZ Company

PRODUCT LINES:  Active  Show All

Change selected statuses to:

| CPD Number                | Status Code | Film Series/Model Number | Film Tint | Film Location | Certification Date | Expiration Date | Change Status                       |
|---------------------------|-------------|--------------------------|-----------|---------------|--------------------|-----------------|-------------------------------------|
| <a href="#">XYZ-T-017</a> |             | Interior Film            | CL        | Interior      | 11/29/2011         | 11/29/2015      | <input checked="" type="checkbox"/> |
| <a href="#">XYZ-T-018</a> |             | Exterior                 | CL        | Exterior      | 12/9/2010          | 12/9/2010       | <input checked="" type="checkbox"/> |
| <a href="#">XYZ-T-020</a> |             | Interior Film            | BZ        | Interior      | 12/21/2010         | 10/31/2014      | <input type="checkbox"/>            |
| <a href="#">XYZ-T-021</a> |             | Interior                 | GY        | Interior      | 4/28/2011          | 4/28/2015       | <input type="checkbox"/>            |

### 8.3 Viewing Manufacturer Details

The IA can view the manufacturer’s details by selecting the “Manufacturer Details” button at the top of the screen.

**Figure 8-3: Manufacturer Product Line Summary Screen**

ATTACHMENT PRODUCTS DIRECTORY

Home Manufacturer Info IA Info NFRC Reports My Account

Log off

Manufacturer Details

Manufacturer: 123XYZ Company

**Figure 8-4: Result of Selecting the Manufacturer Details Button**

**ATTACHMENT PRODUCTS DIRECTORY**

Home | Manufacturer Info | IA Info | NFRC Reports | My Account

Log off | Welcome

Back | View Product Lines

| GENERAL INFO |                | LICENSING INFO                       |            | CONTACTS                                |                   |              |           |        |                   |              |
|--------------|----------------|--------------------------------------|------------|---|-------------------|--------------|-----------|--------|-------------------|--------------|
| Name:        | 123XYZ Company | Status:                              | Active     | First Name                              | Last Name         | Phone        | Alt Phone | Fax    | Email Address     | Contact Type |
| ID:          | 880            | Initial Certification Date:          | 12/5/2010  | Scott                                   | Hanlon            | 301-589-1776 |           |        | shanlon@nfrfc.org | Primary      |
| Code:        | XYZ            | PCP Packet Sent:                     | 12/25/2002 |   |                   |              |           |        |                   |              |
| Address 1:   | 6305 Ivy Lane  | License Agreement Received:          | 1/1/2003   | PLANTS                                  |                   |              |           |        |                   |              |
| Address 2:   | Suite 140      | Termination Date:                    |            | Name                                    | Location          | Contact      | Phone     | Status |                   |              |
| Address 3:   | First Floor    | <b>INSPECTION AGENCIES</b>           |            | <a href="#">Toni's Discount Windows</a> | Baltimore, MD     |              |           | Active |                   |              |
| City:        | Greenbelt      | National Fenestration Rating Council |            | <a href="#">Ramona's Doors</a>          | Davidonsville, MD |              |           | Active |                   |              |
| State:       | MD             | <b>AVAILABLE REPORTS</b>             |            |   |                   |              |           |        |                   |              |
| Postal Code: | 20770          |                                      |            |   |                   |              |           |        |                   |              |
| Country:     | USA            |                                      |            |   |                   |              |           |        |                   |              |
| Telephone:   | 301-589-1776   |                                      |            |   |                   |              |           |        |                   |              |
| Fax:         | 301-589-3884   |                                      |            |   |                   |              |           |        |                   |              |

### 8.3.1 Manufacturer Details

Manufacturer details (general info, licensing info, inspection agencies, and contacts) can only be edited by NFRC staff. To request an update please send an email to [support@nfrfc.org](mailto:support@nfrfc.org).

### 8.3.2 Available Reports

Manufacturer's NFRC Schedules are not available within the APD.

### 8.3.3 Viewing Plant Details

The IA can view a manufacturer's plant detail by selecting the hyperlink of a plant listed. The IA can select the "Edit" button and edit the plant details. To keep all modified data, select the "Save" button. Additional Plants and Contacts can only be edited by NFRC staff. To request an update please send an email to [support@nfrfc.org](mailto:support@nfrfc.org).

**Figure 8-5: Results of Selecting a Plant Hyperlink**

< Back    Manufacturer Details

| PLANT DETAILS   |                         | CONTACTS   |           |              |           |              |                  |              | Add Contact                                 |  |
|-----------------|-------------------------|------------|-----------|--------------|-----------|--------------|------------------|--------------|---|--|
| Plant Name      | Toni's Discount Windows | First Name | Last Name | Phone        | Alt Phone | Fax          | Email Address    | Contact Type |   |  |
| Address Line #1 | 123 XYZ Street          | Toni       | Stroud    | 301-589-1776 |           | 301-589-3884 | tstroud@nfrc.org | Primary      | <a href="#">Edit</a> <a href="#">Delete</a> |  |
| Address Line #2 |                         |            |           |              |           |              |                  |              |   |  |
| Address Line #3 |                         |            |           |              |           |              |                  |              |   |  |
| City            | Baltimore               |            |           |              |           |              |                  |              |   |  |
| State           | MD                      |            |           |              |           |              |                  |              |   |  |
| Postal Code     | 21218                   |            |           |              |           |              |                  |              |   |  |
| Country         | USA                     |            |           |              |           |              |                  |              |   |  |
| Status          | Active                  |            |           |              |           |              |                  |              |   |  |

[Edit](#)    [Cancel](#)

**Figure 8-6: Results of Selecting the Edit Button**

< Back

| PLANT DETAILS   |  |
|-----------------|--|
| Plant Name      | <input type="text" value="Toni's Discount Windows"/> |
| Address Line #1 | <input type="text" value="123 XYZ Street"/>          |
| Address Line #2 | <input type="text"/>                                 |
| Address Line #3 | <input type="text"/>                                 |
| City            | <input type="text" value="Baltimore"/>               |
| State           | <input type="text" value="MD"/>                      |
| Postal Code     | <input type="text" value="21218"/>                   |
| Country         | <input type="text" value="USA"/>                     |
| Status          | <input type="text" value="Active"/> ▼                |

[Save](#)    [Cancel](#)

### 8.3.4 Return to Product Lines

The IA can return to the Product Line summary page by selecting the “View Product Lines” button.

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## 9. PRODUCT LINE DETAIL PAGE

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To display a product line’s details, select an APD number hyperlink from the Product Line Summary screen.

The IA can edit the product line information details and add comments to be placed on a CAR.

**Figure 9-1: Product Line Details Screen**

**ATTACHMENT PRODUCTS DIRECTORY**

Home | Manufacturer Info | IA Info | NFRC Reports | My Account

Log off

< Back

| MANUFACTURER INFORMATION | PRODUCT LINE INFORMATION                  | REPORT DETAILS  | COMMENTS    |
|--------------------------|---|-----------------|-------------|
| Name: 123XYZ Company     | CPD Number: XYZ-T-043                     | Sim Report #    | Add Comment |
| Code: XYZ                | Series/Model Name: Interior               | Lab Code        |             |
| Id: 860                  | Attachment Type: Film                     | Simulation Date |             |
| Status: Active           | Film Application: I                       | Report Date     |             |
|                          | Tint: GY                                  | Submission Date |             |
|                          | Rating Procedure: 2010                    | Report Type     |             |
|                          | Associated IA: T                          |                 |             |
|                          | Certification Date: 1/13/2012 12:00:00 AM |                 |             |
|                          | Expiration Date: 1/6/2016 12:00:00 AM     |                 |             |
|                          | Status                                    |                 |             |

Edit Product Line Information

| 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              |                       |             |             |             | .290169  | .128476 | 0.722927     | 0.257242     | 0.735750   | 0.105146   | 0.250000 |
| Fixed                 | Double-Glazed Clear 3mm(1/8 inch) |           |           | 257       |                       |                       | 0.118000              |             |             |             | .408027  | .119207 | 0.842697     | 0.353729     | 0.668185   | 0.097560   | 0.250000 |
| Window Wall           | Single-Glazed Clear 6mm(1/4 inch) |           | 257       |           |                       | 0.118000              |                       |             |             |             | .296489  | .126721 | 0.731844     | 0.276352     | 0.775161   | 0.111119   | 0.250000 |
| Window Wall           | Single-Glazed Grey 6mm(1/4 inch)  |           | 257       |           |                       | 0.118000              |                       |             |             |             | .310101  | .062641 | 0.521419     | 0.288287     | 0.369334   | 0.054928   | 0.250000 |
| Window Wall           | Double-Glazed Clear 6mm(1/4 inch) |           |           | 257       |                       |                       | 0.118000              |             |             |             | .396180  | .115898 | 0.631892     | 0.363758     | 0.689227   | 0.101628   | 0.250000 |
| Window Wall           | Double-Glazed Grey 6mm(1/4 inch)  |           |           | 257       |                       |                       | 0.118000              |             |             |             | .297811  | .057321 | 0.414453     | 0.277511     | 0.346367   | 0.050263   | 0.250000 |

**9.1 Edit Product Line Header Information**

The IA has the ability to edit the product line header data located in the product line information by selecting the “Edit Product Line” button.

**Figure 9-2: Edit Product Line**

< Back

| MANUFACTURER INFORMATION | PRODUCT LINE INFORMATION      | REPORT DETAILS                         |
|--------------------------|-------------------------------|--|
| Name: 123XYZ Company     | CPD Number: XYZ-T-043         | Sim Report #: Int to Ext to Int        |
| Code: XYZ                | Series/Model Name: Interior   | Lab Code: SNFR                         |
| Id: 860                  | Attachment Type: Film         | Simulation Date: 1/13/2012 12:00:00 AM |
| Status: Active           | Film Application: Interior    | Report Date: 1/6/2012 12:00:00 AM      |
|                          | Tint: GY                      | Submission Date: 1/13/2012 10:16:28 AM |
|                          | Rating Procedure: 2010        | Report Type: Revision                  |
|                          | Associated IA: T              |  |
|                          | Certification Date: 1/13/2012 |  |
|                          | Expiration Date: 1/6/2016     |  |
|                          | Status:                       |  |

Save Product Line Information | Cancel Product Line Information

**9.1.1 Edit Product Line Information**

The IA can edit the series/model name, attachment type, film application, tint, rating procedure, certification and expiration dates,

and the status of the product line in the Product Line Information section.

**Figure 9-3: Edit Product Line Information**

| PRODUCT LINE INFORMATION |   |
|--------------------------|---|
| CPD Number               | XYZ-T-043                                 |
| Series/Model Name        | <input type="text" value="Interior"/>     |
| Attachment Type          | Film <input type="button" value="v"/>     |
| Film Application         | Interior <input type="button" value="v"/> |
| Tint                     | GY <input type="button" value="v"/>       |
| Rating Procedure         | 2010 <input type="button" value="v"/>     |
| Associated IA            | T   |
| Certification Date       | <input type="text" value="1/13/2012"/>    |
| Expiration Date          | <input type="text" value="1/6/2016"/>     |
| Status                   | <input type="button" value="v"/>          |

**9.1.2 Cancel Editing of Product Line Information**

The IA can cancel the editing of Product Line Information without saving any edited or non-edited field by selecting the “Cancel Product Line Information” button.

**9.1.3 Saving Product Line Information**

To save all updated information the “Save Product Line Information” button must be selected.

**9.2 Adding Comments to the Product Line Details**

The IA can add any desired comments in the Comments box.

**9.2.1 Add Comment**

The IA can add a comment by selecting the “Add Comment” button.

**Figure 9-4: Add Comment**

**COMMENTS**

Enter a comment in text box and select the “Save” button. The comment field allows a maximum of 512 characters.

**Figure 9-5: Save Comment**

A date/time stamp will automatically be listed next to the comment. The most recent comment will be displayed at the top of the list. At this time comments cannot be revised or deleted.

**Figure 9-6: Saved Comment**

| Comment                    | Date                 |
|----------------------------|----------------------|
| Interior Film Product Line | 1/13/2012 6:54:50 PM |

### 9.3 Product Line Detail Columns

**Figure 9-7: Product Line Detail Columns**

| 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          | .290169  | .128476 | 0.722927     | 0.257242     | 0.735750   | 0.105148   | 0.250000 |
| Fixed                 | Double-Glazed Clear 3mm(1/8 inch) |           |           | 257       |                       |                       | 0.118000              |             |             | GY          | .408027  | .119207 | 0.642697     | 0.353729     | 0.686185   | 0.097560   | 0.250000 |
| Window Wall           | Single-Glazed Clear 6mm(1/4 inch) |           | 257       |           |                       | 0.118000              |                       |             |             | GY          | .296489  | .126721 | 0.731844     | 0.276352     | 0.775161   | 0.111119   | 0.250000 |
| Window Wall           | Single-Glazed Grey 6mm(1/4 inch)  |           | 257       |           |                       | 0.118000              |                       |             |             | GY          | .310101  | .062641 | 0.521419     | 0.288287     | 0.389334   | 0.054928   | 0.250000 |
| Window Wall           | Double-Glazed Clear 6mm(1/4 inch) |           |           | 257       |                       |                       | 0.118000              |             |             | GY          | .396180  | .115898 | 0.631892     | 0.363758     | 0.689227   | 0.101628   | 0.250000 |
| Window Wall           | Double-Glazed Grey 6mm(1/4 inch)  |           |           | 257       |                       |                       | 0.118000              |             |             | GY          | .297811  | .057321 | 0.414453     | 0.277511     | 0.346367   | 0.050263   | 0.250000 |

#### 9.3.1 Default Operator Type

The default operator type is a pre-determined list that details the products by Fixed or Non-Residential Window Wall.

#### 9.3.2 Default Glazing Reference

This default glazing reference is a pre-determined list that details the makeup of the 6 glazing options.

### 9.3.3 Product Description and Rating Values

These columns display the product description codes and rating values for each individual product option in the product line which correspond to what was submitted in the simulation upload spreadsheet.

### 9.4 View Additional Product Line's Details

By selecting the Back button, the IA can view additional manufacturer product line details.

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## 10. NFRC REPORTS TAB

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The NFRC Reports page allows the IA to run reports associated to itself, and the manufacturers associated with the IA. The page will be used to generate CARs, query active product line listing, manage manufacturer's schedules, and view IA billing and approaching expiration reports.

**Figure 10-1: NFRC Reports Page**



### 10.1 Generating CAR Reports

The IA can generate a manufacturer's CAR report for single or multiple product lines. These reports can be emailed or printed as PDF files.

**Figure 10-2: CAR Report Page**

The screenshot shows the 'CAR Report' page. At the top left is the NFRC logo and the text 'ATTACHMENT PRODUCTS DIRECTORY'. A navigation bar contains buttons for 'Home', 'Manufacturer Info', 'IA Info', 'NFRC Reports', and 'My Account'. Below this is a 'Log off' button. The main form area is titled 'CAR Report' and includes a 'Select Manufacturer:' dropdown menu. Below that is a 'Select an IA to run the report for:' dropdown menu, currently set to 'National Fenestration Rating Council'. There are two large empty boxes: 'Available Items' on the left and 'Selected Items' on the right. Between these boxes are 'Add >' and '< Remove' buttons. At the bottom of the form are 'Run Report' and 'E-mail Report' buttons.

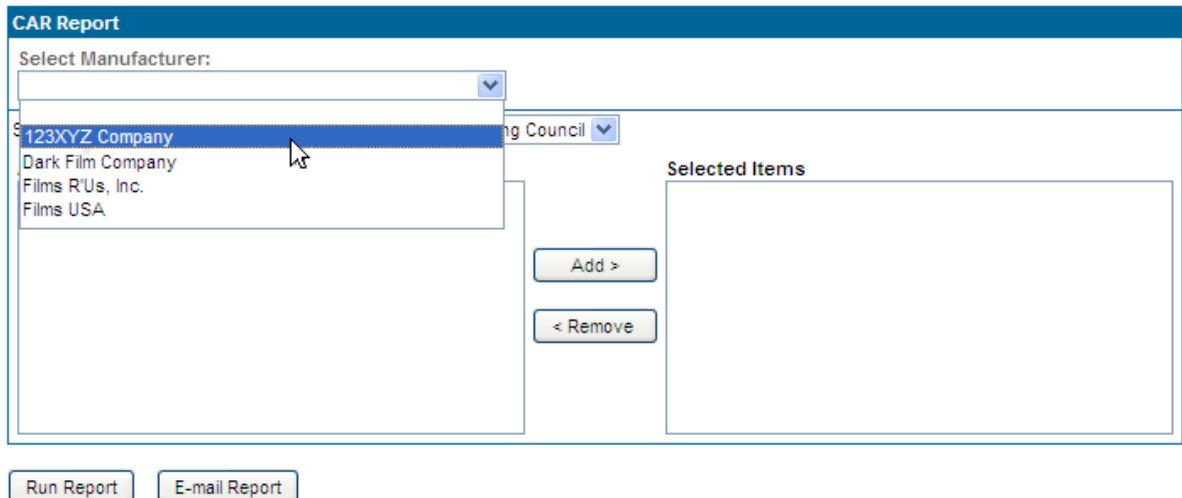
### 10.1.1 Select Manufacturer

To select the desired manufacturer, use the arrow on the drop-down box under “Select Manufacturer.” All manufacturers associated with the IA will be viewable.

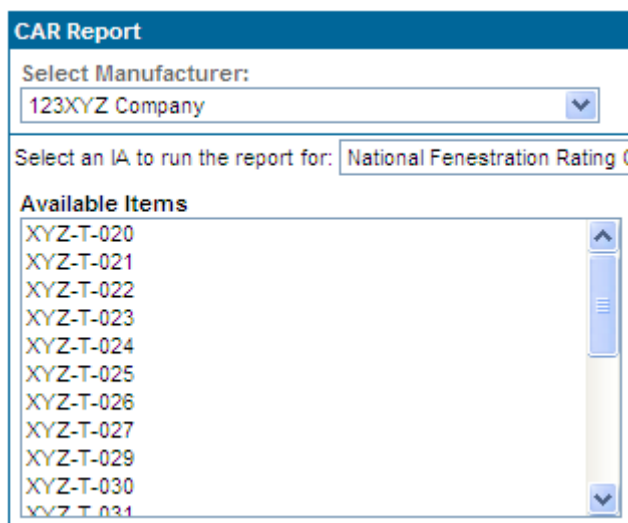
The IA can quickly skip to the desired manufacturer by keeping the mouse cursor over the dropdown list and, using the keyboard, type in the first two letters of the manufacturer’s name. Continue by scrolling with the mouse or using the arrow keys to highlight the desired manufacturer, then press the left mouse button or “Enter” on the keyboard to select.

All active product lines available for the selected manufacturer should populate in the “Available Items” box.

**Figure 10-3: Select Manufacturer**



**Figure 10-4: Product Lines listed in Available Items**



### 10.1.2 Select IA

The drop down box will automatically populate the IA from the user's login-assigned IA.

### 10.1.3 Select Product Line(s)

The IA can select the product line(s) to run a CAR by highlighting the APD product line number from the "Available Items" list and selecting the "Add >" button. The Product Line number will transfer from the "Available Items" list to "Selected Items" list.

The IA can select multiple product lines by either holding down the CTRL key while selecting multiple product lines then selecting the "Add >" button or by selecting additional product lines after each addition to the "Selected Items."

**Figure 10-5: Selected Product Line**

The screenshot shows the 'ATTACHMENT PRODUCTS DIRECTORY' web application. At the top, there is a navigation menu with buttons for 'Home', 'Manufacturer Info', 'IA Info', 'NFRC Reports', and 'My Account'. Below the menu is a 'Log off' button. The main content area is titled 'CAR Report' and contains a 'Select Manufacturer:' dropdown menu with '123XYZ Company' selected. Below that is a 'Select an IA to run the report for:' dropdown menu with 'National Fenestration Rating Council' selected. The interface is divided into two columns: 'Available Items' and 'Selected Items'. The 'Available Items' list contains product codes from XYZ-T-020 to XYZ-T-032. The 'Selected Items' list contains XYZ-T-025. Between the two lists are 'Add >' and '< Remove' buttons. At the bottom of the form are 'Run Report' and 'E-mail Report' buttons.

#### **10.1.4 Generate Report**

The IA can run the reports in the “Selected Items” box by selecting either “Run Report” or “Email Report” button.

##### **10.1.4.1 Run Report**

When “Run Report” is selected, the CAR report(s) will be opened in a separate internet browser screen(s) with the ability for the user to save the CAR as a PDF File.

If multiple CAR reports were requested, multiple screens will appear.

**[NOTE: If a separate internet browser screen does not appear, change your pop-up settings to allow pop-ups from this website.]**

##### **10.1.4.2 Emailing Reports**

When “Email Reports” button is selected, the CAR reports will be emailed to the IA user logged in and performing the report.

#### **10.2 Generating Product Line Reports**

The IA can generate a manufacturer’s product line report for active product lines. These reports can be emailed or printed as PDF files.

**Figure 10-6: Product Line Report Page**

The screenshot shows the 'Product Line Listing Report' interface. At the top left is the NFRC logo and the text 'ATTACHMENT PRODUCTS DIRECTORY'. A navigation bar contains buttons for 'Home', 'Manufacturer Info', 'IA Info', 'NFRC Reports', and 'My Account'. Below this is a blue bar with 'Log off' on the left and 'Welcome' on the right. The main content area has a title 'Product Line Listing Report' and a dropdown menu for 'Select an IA to run the report for:' with 'National Fenestration Rating Cou' selected. Below the dropdown are two columns: 'Available Items' and 'Selected Items'. The 'Available Items' column lists '123XYZ Company', 'Dark Films Company', 'Films R'Us, Inc.', and 'Films USA'. Between the columns are 'Add >' and '< Remove' buttons. At the bottom are 'Run Report' and 'E-mail Report' buttons.

### 10.2.1 Select IA

The drop down box will automatically populate the IA from the user's login-assigned IA.

### 10.2.2 Select Manufacturer

The IA can select the manufacturer to run a Product Line Report by highlighting the manufacturer name from the "Available Items" list and selecting the "Add >" button. The manufacturer name will transfer from the "Available Items" list to "Selected Items" list.

The IA can select multiple manufacturers by either holding down the CTRL key while selecting multiple manufacturer names then selecting the "Add >" button or by selecting additional manufacturer names after each addition to the "Selected Items."

**Figure 10-7: Selected Manufacturers**

The screenshot displays the 'ATTACHMENT PRODUCTS DIRECTORY' web application. At the top left is the NFRC logo. The navigation menu includes 'Home', 'Manufacturer Info', 'IA Info', 'NFRC Reports', and 'My Account'. A 'Log off' button is on the left and a 'Welcome' message is on the right. The main section is titled 'Product Line Listing Report'. A dropdown menu is set to 'National Fenestration Rating Cou'. The 'Available Items' list includes 'Dark Films Company', 'Films R'Us, Inc.', and 'Films USA'. The 'Selected Items' list includes '123XYZ Company'. Between the lists are 'Add >' and '< Remove' buttons. At the bottom are 'Run Report' and 'E-mail Report' buttons.

### 10.2.3 Generate Report

The IA can run the reports in the “Selected Items” box by selecting either “Run Report” or “Email Report” button.

#### 10.2.3.1 Run Report

When “Run Report” is selected, the product line report(s) will be opened in a separate internet browser screen(s) with the ability for the user to save the report as a PDF File.

If multiple manufacturer product line reports were requested, multiple screens will appear.

**[NOTE: If a separate internet browser screen does not appear, change your pop-up settings to allow pop-ups from this website.]**

#### 10.2.3.2 Emailing Reports

When the “Email Reports” button is selected, the manufacturer product line reports will be emailed to the IA user logged in and performing the report.

**[NOTE: If an email(s) is not received in your inbox, check your blocked/junk email, and then allow emails from “noreply@nfr.org.”]**

### 10.3 Generating Schedule Reports

The IA can generate a manufacturer’s Schedule I report. These reports can be emailed or printed as PDF files.

**[NOTE: Schedule II will not be managed through the APD at this time. Please forward any Schedule II modifications to NFRC staff.]**

**Figure 10-8: Schedule Report Page**

The screenshot shows the 'ATTACHMENT PRODUCTS DIRECTORY' interface. At the top left is the NFRC logo. The navigation menu includes 'Home', 'Manufacturer Info', 'IA Info', 'NFRC Reports', and 'My Account'. A 'Log off' button is on the left and a 'Welcome' message is on the right. The main section is 'Schedule Reports'. Under 'Select Report(s):', there are checkboxes for 'Schedule I' and 'Schedule II'. Below that is a dropdown menu for 'Select an IA to run the report for:' with 'National Fenestration Rating Council' selected. The 'Available Items' list contains: '123XYZ Company', 'Dark Films Company', 'Films R'Us, Inc.', and 'Films USA'. The 'Selected Manufacturers:' list is empty. Between the lists are 'Add >' and '< Remove' buttons. At the bottom are 'Run Report' and 'E-mail Report' buttons.

### 10.3.1 Select Report(s)

To activate the Schedule I report, select the box by Schedule I.

### 10.3.2 Select IA

The drop down box will automatically populate the IA from the user's login assigned IA.

### 10.3.3 Select Manufacturer

The IA can select the manufacturer to run a Schedule I report by highlighting the manufacturer name from the "Available Items" list and selecting the "Add >" button. The manufacturer name will transfer from the "Available Items" list to "Selected Items" list.

The IA can select multiple manufacturers by either holding down the CTRL key while selecting multiple manufacturer names then selecting the "Add >" button or by selecting additional manufacturer names after each addition to the "Selected Items."

**Figure 10-9: Selected Manufacturers**

The screenshot shows the 'ATTACHMENT PRODUCTS DIRECTORY' web application. At the top left is the NFRC logo. The navigation menu includes 'Home', 'Manufacturer Info', 'IA Info', 'NFRC Reports', and 'My Account'. Below the menu is a 'Log off' button and a 'Welcome' message. The main content area is titled 'Schedule Reports' and contains a 'Select Report(s):' section with radio buttons for 'Schedule I' and 'Schedule II', and a dropdown menu for 'Select an IA to run the report for:' set to 'National Fenestration Rating Council'. Below this are two columns: 'Available Items' with 'Dark Films Company', 'Films R'Us, Inc.', and 'Films USA'; and 'Selected Items' with '123XYZ Company'. Between the columns are 'Add >' and '< Remove' buttons. At the bottom are 'Run Report' and 'E-mail Report' buttons.

### 10.3.4 Generate Report

The IA can run the reports in the “Selected Items” box by selecting either “Run Report” or “Email Report” button.

#### 10.3.4.1 Run Report

When “Run Report” is selected, the Schedule I report(s) will be opened in a separate internet browser screen(s) with the ability for the user to save the report as a PDF File.

If multiple manufacturer Schedule I reports were requested, multiple screens will appear.

**[NOTE: If a separate internet browser screen does not appear, change your pop-up settings to allow pop-ups from this website.]**

#### 10.3.4.2 Emailing Reports

When “Email Reports” button is selected, the manufacturer Schedule I reports will be emailed to the IA user logged in and performing the report.

**[NOTE: If an email(s) is not received in your inbox, check your blocked/junk email, and then allow emails from “noreply@nfr.org.”]**

#### **10.4 Generating IA Billing Reports**

An IA Billing Report presents all active APD manufacturers and their associated active product lines which were billed the previous quarter. The IA can generate an IA Billing report which can be emailed or printed as PDF files.

The IA may use the same procedures found in 11.3 for generating an IA Billing Report.

**[NOTE: After January 1, 2012, the NFRC 704, Fee Structure does not require a manufacturer to be billed per product line and IA Billing Report will no longer be needed to be reported to NFRC.]**

#### **10.5 Generating Approaching Expiration Reports**

Approaching Expiration Reports is unavailable at this time.

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