



## Memorandum

Date: December 30, 2009  
TO: NFRC Manufacturers  
FROM: Scott R. Hanlon  
NFRC Senior Programs Manager  
SUBJECT: Exporting Product Line Details from NFRC CPD 2.0

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NFRC participating manufacturers:

The Certified Product Directory (CPD) has been modified to provide manufacturers the ability to export a more detailed file for each product line. The modification to the export feature was performed at the request of manufacturers as well as based on actions at the November membership meeting regarding labeling products with a U-Factor in SI units.

This memorandum contains details and directions to access the file.

### **Modifications:**

The file has been revised and contains the following information:

- MFR Code, CPD # and ratings values are located at the beginning of the columns.
- All information displayed on the simulation laboratory's upload spreadsheet is available for each individual product.
- The U-Factor rating value is listed in SI units and is the column located to the right of the IP rating value.
  - The value was obtained in the following manner in order to maintain a consistent conversion when converting the ratings listed on the label from IP to SI and then from SI to IP.
    - IP rating was rounded to two (2) decimals
    - Multiplied by 5.678263
    - Final SI rating displayed at two (2) decimals
- The ability to export in multiple file formats – Excel, CSV, and PDF
  - It is recommended to not use the PDF format due to page limitations.

## Directions to obtain the file:

- Manufacturer logs onto the CPD using their username and password
  - The CPD can be accessed at the following link:  
<http://cpd.nfrc.org/cpd2/login.aspx>

The screenshot shows the NFRC Products Directory website. At the top left is the NFRC logo with the text "National Fenestration Rating Council®". To the right of the logo is the slogan "WE'RE CHANGING THE WAY AMERICA SHOPS FOR WINDOWS, DOORS AND SKYLIGHTS". Below the slogan is a photograph of a window with an NFRC rating label. The label shows "Product Performance Rating" with values: U-factor 0.35, Solar Heat Gain Coefficient 0.32, Air Leakage 0.51, and Visible Transmittance 0.2.

The main content area is divided into two sections:

- NFRC Products Directory Participant Log In:** A form with fields for "User Name:", "Password:", and "Program:" (a dropdown menu). A "Log in" button is at the bottom right. Below the form, it says: "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:** A section with the text: "To view ratings data for certified or attachment products, please click the button below." and a "Search Product Directory" button. Below this, it says: "Contact Information for participating manufacturers can be found at <http://nfrc.org/participantlist.aspx>".

At the bottom of the page, there is a footer with the following text: "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.](#)"

NOTE: If you have any difficulties logging on the CPD, please use the Technical Support email located on the CPD login screen.

- At the Home screen select the Product Lines button

The screenshot shows the "CERTIFIED PRODUCTS DIRECTORY" home screen. At the top left is the NFRC logo. To the right of the logo is the text "CERTIFIED PRODUCTS DIRECTORY". Below this is a navigation bar with five buttons: "Home", "Product Lines", "NFRC Reports", "My Account", and "Codes". Below the navigation bar is a "Log off" button. Below the "Log off" button is a "Product Lines" button, which is highlighted with a black arrow pointing to it from the left. At the bottom of the page, there are three buttons: "GENERAL INFO", "LICENSING INFO", and "COMMENTS".

- At the Line Summary screen select the desired product line for exporting

**CERTIFIED PRODUCTS DIRECTORY**

Home Product Lines NFRC Reports My Account Codes

Log off

Manufacturer Details

Product Line Summary: 123XYZ Company

Select Line Status: Active Only

CPD Number	Grouped With	Status Code	Series/Model Number	Operator Type	Init
<a href="#">XYZ-A-54</a>			Fixed 2006 JOHN VAUGHAN	FXD	
<a href="#">XYZ-A-74</a>	XYZ-T-68		07-10 DH	VSDH	

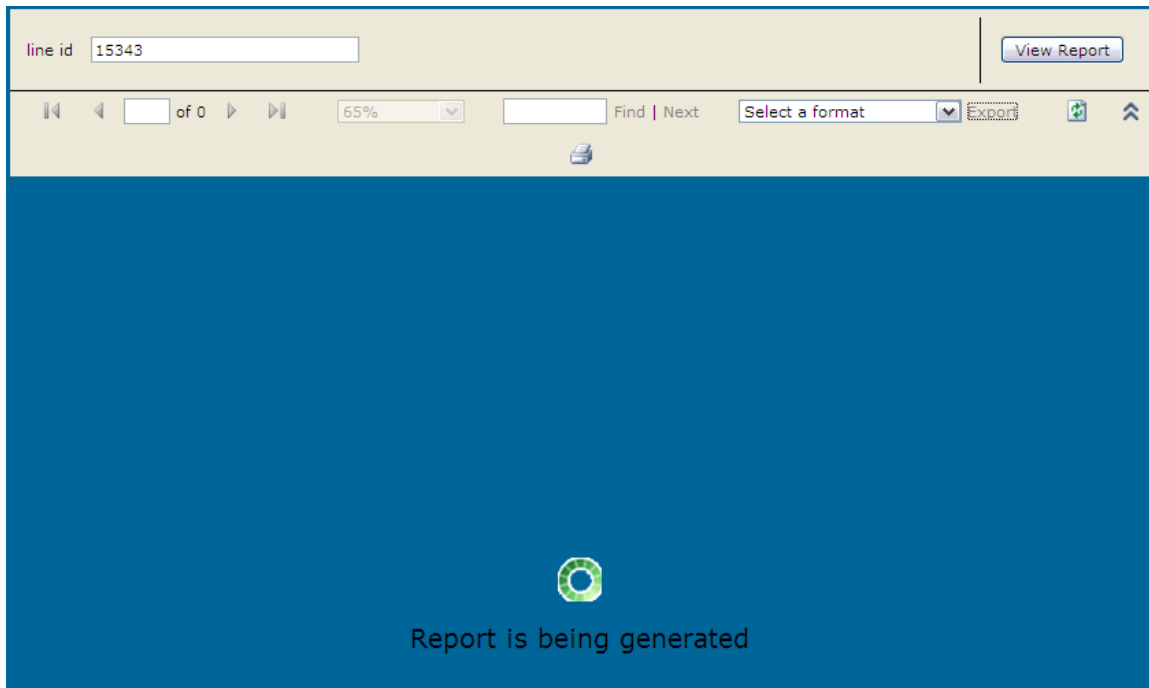
- From the Product Line Detail screen, select “Export to Excel” button

The screenshot displays the NFRC Certified Products Directory interface. At the top left is the NFRC logo (National Fenestration Rating Council). The main header is "CERTIFIED PRODUCTS DIRECTORY". Below this is a navigation bar with buttons for "Home", "Product Lines", "NFRC Reports", "My Account", and "Codes". A "Log off" button is located in a blue bar below the navigation. Below the navigation bar are two buttons: "Back to Product Line Summary" and "Manufacturer Details". The main content area is divided into two columns: "GENERAL INFORMATION" and "MATERIAL INFORMATION".

GENERAL INFORMATION	MATERIAL INFORMATION	SIM
Manufacturer: 123XYZ Company	Thermal Break: N	
Series: Simple Revision Upload #2	Frame Absorptance:	
CPD #: XYZ-T-79	<b>ADDITIONAL RATINGS</b>	R
Operator Type: HSXX	Air Leakage:	F
Item Type: W	<b>CERTIFICATION DATES</b>	Sim
Test Only: No	Initial: 7/29/2009 1:26:25 PM	
Grouped: No	Recertification:	
Rating Procedure: 2004	Expiration: 5/1/2011	
Status:		

Below the information tables is a "RATINGS INFORMATION" section containing two buttons: "Export to Excel" and "View All". An arrow points to the "Export to Excel" button. To the right of these buttons is a "Select Pr" label.

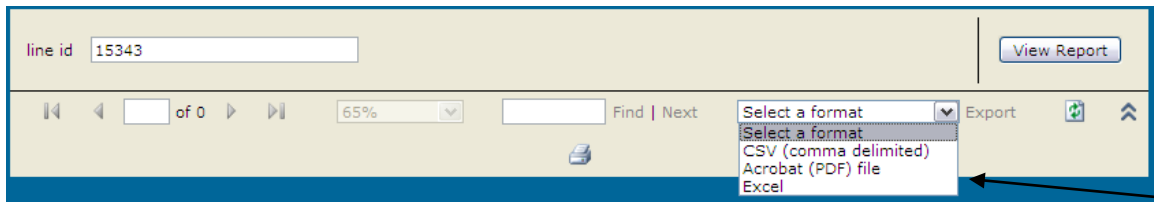
- A new screen will open and will display the product line details



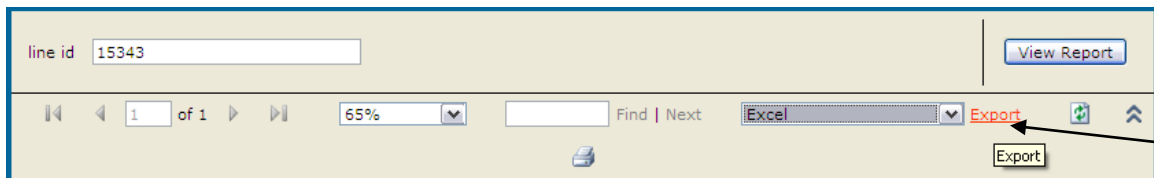
Note: This may take some time depending on the amount of options listed. The result of a product line being generated is displayed below:

Manufacturer Product Code	CPD Number	Status Code	Ufactor	W m 2K	SHGC	VT	CR	Pane 1	Pane 2	Pane 3	Pane 4
Edited for New Server	XYZ-T-79-00001-00001		0.400000	2.27	0.549033	0.064900	40	9999	9999		
Example #2	XYZ-T-79-00002-00001		0.350000	1.99	0.316979	0.040700	38	9002	9003		
Example #2	XYZ-T-79-00002-00002		0.350000	1.99	0.316888	0.122100	38	9002	9003		
Example #2	XYZ-T-79-00002-00003		0.350000	1.99	0.316888	0.203900	38	9002	9003		
Simple #1	XYZ-T-79-00003-00001		0.400000	2.27	0.549033	0.064900	40	9001	9001		
Simple #2	XYZ-T-79-00004-00001		0.320000	1.82	0.316979	0.040700	35	9002	9003		
Simple #2	XYZ-T-79-00004-00002		0.320000	1.82	0.316888	0.122100	35	9002	9003		
Simple #2	XYZ-T-79-00004-00003		0.320000	1.82	0.316888	0.203900	35	9002	9003		

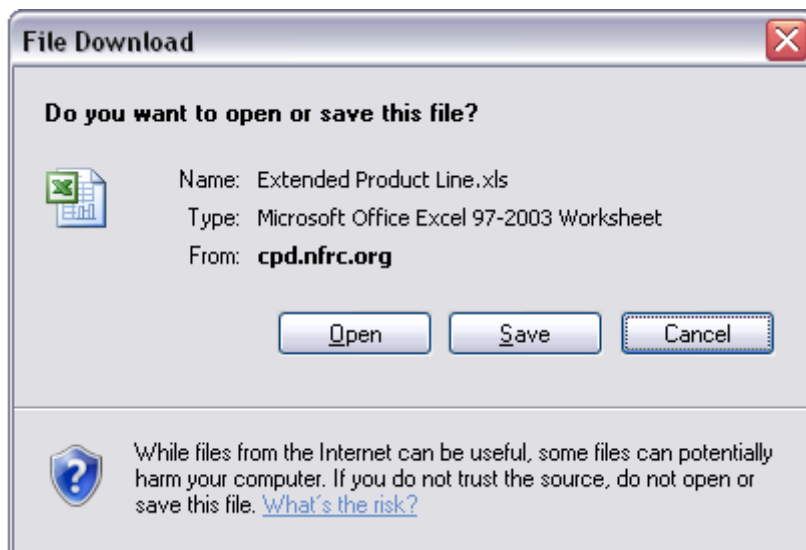
- Choose the desired format of the file to be exported



- Select the Export button located next to the format pull down button.



- A new screen will open and when the data is compiled a file download box will be displayed for the user to select the appropriate action: Open the file, save the file, or cancel the action.



**Certification Authorization:**

As indicated in the NFRC 700 Product Certification Program document, the licensee is given authorization to label a product as NFRC certified only when the IA issues product certification authorization. Certification authorization shall be issued in the form of a Certification Authorization Report (CAR). The designated IA shall send a copy of the CAR to the licensee by mail and/or electronically. Therefore, upon receipt of a CAR, the manufacturer shall be able to use the file exported directly from the CPD for labeling purposes.

**NOTE: Manufacturers shall refrain from using files / reported data provided directly from the simulation laboratory.**

If you have any questions regarding this memorandum, please contact staff at your convenience.

Respectfully Submitted



Scott R. Hanlon  
NFRC Senior Programs Manager