
1. INTRODUCTION

The NFRC Simulation Lab Format Checking User Manual provides guidelines and explains the procedure for checking simulation uploadsheets prior to uploading the required data to the online NFRC Certified Products Database 2.0.

The formatting of the data and the codes used in the simulation upload spreadsheet shall be in accordance with the NFRC Simulation Report Formatting Checking Requirement document.

The process described in this document is for a stand alone checking application which will be used for the interim until such time it is determined to be implemented within the NFRC CPD 2.0 environment.

The checking application is for simulation uploads only for CPD 2.0 and is not required for test uploads or the Attachment Product Directory (APD).

For optimum performance, the application can be accessed using Internet Explorer 5.5 or higher.

2. STARTING THE FORMAT CHECKING APPLICATION

NOTE: All simulations upload to CPD 2.0 shall be successfully processed through the format checking application prior to uploading to the NFRC CPD.

The checking application can be accessed using either of the following methods:

A. Via the Simulators status screen on CPD 2.0

Log onto CPD 2.0 using the following link <http://cpd.nfrc.org> and click on the “RED” text labeled “Lab Report Test”.

Using this method will open a new screen.

The screenshot shows a web form for uploading simulation reports. It includes the following fields and elements:

- Selected Manufacturer:** A dropdown menu with the text "<None Selected>" highlighted in yellow.
- Report Type:** A dropdown menu with a downward arrow.
- Lab Type:** A dropdown menu with "Simulation" selected.
- Data File:** A text input field with a "Browse..." button to its right.
- Instructions:** A line of text below the fields: "(Please select a file after all other entries have been made.)"
- Warning:** A line of text below the instructions: "You must test all Sim Lab Reports with the Lab Report Test before upload."
- Submit Button:** A button labeled "Add Report" located at the bottom right of the form.

B. Via a direct URL

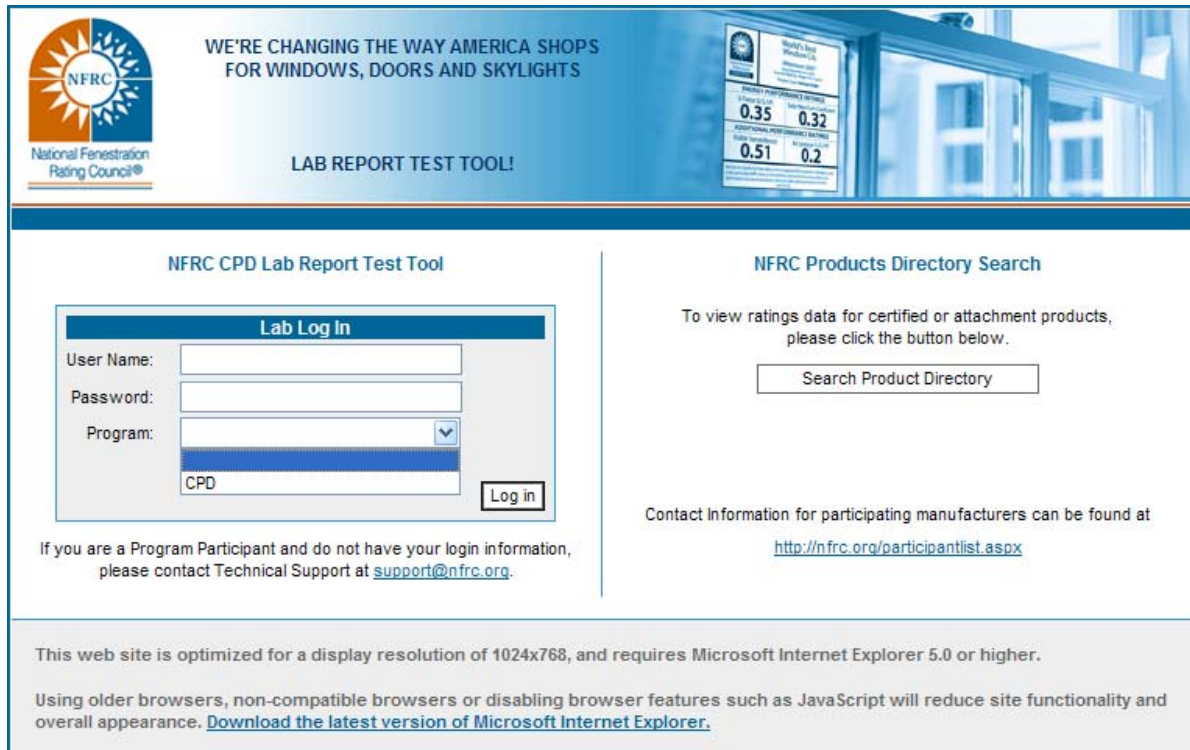
Use the following URL to gain access to the format checking application login screen:

<http://labreporttest.nfrc.org>

The Simulation Lab user is taken to the following login screen and prompted to input a valid username and password. Usernames and passwords are supplied to the Lab user by the NFRC. Current CPD 2.0 usernames and passwords are acceptable.

User can at any time in the application log off that is exit out of the CPD by clicking on the log off hyper link.

Starting the NFRC Simulator Lab Report Test Tool – Login Screen



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LAB REPORT TEST TOOL!

NFRC CPD Lab Report Test Tool

Lab 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@nfr.org.

NFRC Products Directory Search

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

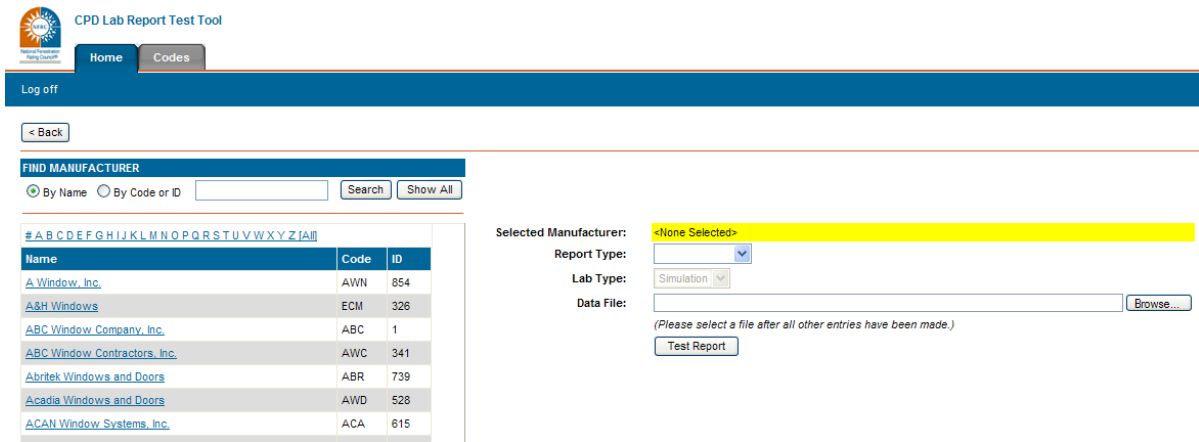
Contact Information for participating manufacturers can be found at
<http://nfr.org/participantlist.aspx>

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.](#)

3. UPLOADING FILE

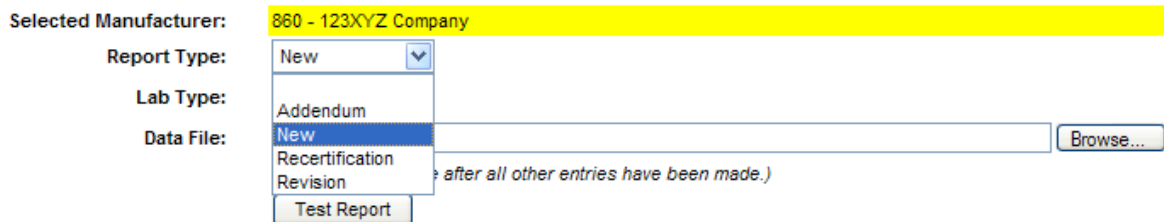
After logging in, the user is taken to the Home tab of the application where the simulation lab will select a spreadsheet requiring format checking. The current simulation summary spreadsheet can be located on the technical documents web page on the NFRC website: <http://www.nfrc.org/technicaldocs.aspx>.

Simulator Home Screen



3.1 Selecting a Manufacturer, Report Type, and Upload File

The simulation lab user can select the manufacturer via the matrix on the left side of the screen; select the report type via the pull down arrow, and utilize the Browse button to select the Simulation Upload Spreadsheet.



3.2 Test Report Button

When the correct Data File is displayed, click the TEST REPORT button to begin the checking process.

3.3 Event Log

Upon completion of the checking, text on the screen will display the results of the format checking.

3.3.1 “Failed” Results

Red text will be displayed indicating that there were errors with the checking process.

Selected Manufacturer: 860 - 123XYZ Company

Report Type: New

Lab Type: Simulation

Data File: Browse...

(Please select a file after all other entries have been made.)

Test Report

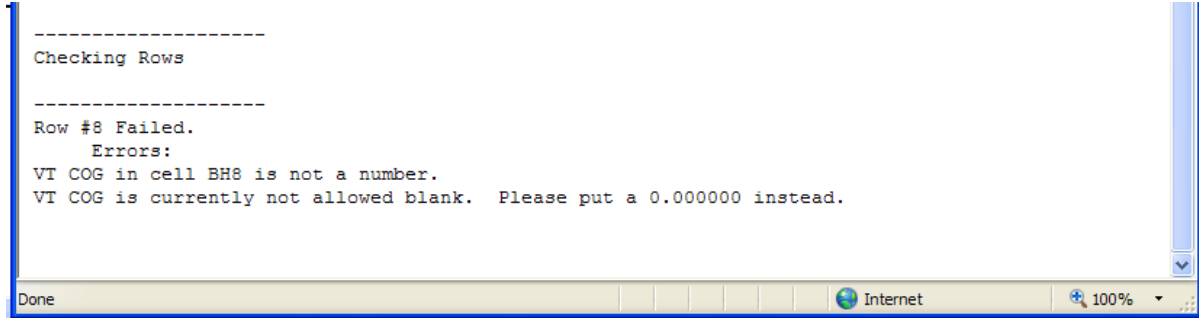
Your Lab Report file has failed the Lab report test.
Please refer to: mfr name test.txt for details.

By clicking on the text listed below the Test Report button, an event log screen will open displaying a list of the results. The event log will list items for the HEADER and for the DATA for each error and pass processed.

Header Results



Data Results



3.3.2 “Passed” Results

Blue text will be displayed indicating that the checking was successful.

Selected Manufacturer: 860 - 123XYZ Company

Report Type:

Lab Type:

Data File:

(Please select a file after all other entries have been made.)

[Your Lab Report file has been approved for upload.](#)
[Please refer to: Datacheck - new 01.txt for details.](#)

By clicking on the text, an event log screen will open displaying a list of the results. The event log will list the successful results for the HEADER and for the DATA processed.

3.3.3 Handling Spreadsheets with Errors

Spreadsheets containing errors will require modification of the spreadsheet by the user based on the errors listed in the event log. The user is required to process the revised spreadsheet through the format checking application again until an approved status is obtained.

In the event that the checking application continues to list errors in the event log, and the simulator has verified that the spreadsheet is filled out in accordance with the NFRC Simulation Report Formatting Checking Requirement document, the simulator shall forward the spreadsheet to NFRC staff for review.

3.3.4 Handling Approved Spreadsheets

Spreadsheets successfully passing the checking application can be uploaded to CPD 2.0.