

TEST SPREADSHEET REQUIREMENTS:

- Test report uploads must have “Thermal Test” in Mfg Product code column. This field is required to differentiate the test type for future use.

SIMULATION SPREADSHEET REQUIREMENTS:

- Thermal break code must be filled in if non-applicable - Thermal Break = N
- Sash code must be filled in if non-applicable - Sash code = NA or N
- CR cannot be a decimal and must be a whole number
- If non-applicable the CR column can be left blank
- SHGC/VT-COG = For individual products that are not able to obtain a SHGC-COG or VT-COG value, a Zero (0.000000) shall be placed in the COG column – Release 2.04
- Opaque Door Tint Code = OT (In accordance with code description the MFg Prod. Code column must be filled in for a description)
- Grouped options must have all fields filled in such as Frame/Sash code, U-Factor and CR. This information does not fill in from the group leader.
- The only part of the SPT (Specialty Products Table) that must be filled in is the 0 & 1 corresponding to the dividers listed in the Grid Column. For instance, if there is no grid, thus an “N” is listed in the column, the only SPT required are the SHGC & VT 0 & 1 values for no divider.
- Correct formatting of CPD Number for addendum / recerts / revisions report types must be entered– CPD Number is “XYZ-Z-17” not “XYZ-Z-017”

ADDITIONAL PROTOCOLS:

- 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.
- CPD 1.0 Product lines that contain active individual products which are not displayed in 2.0 are the result of data that contains incorrect codes (such as “Ai-D” for spacer). In some cases, the system placed “??” in some recognized fields during migration; however, other fields do not allow obsolete or incorrect codes to be transferred. These issues shall be dealt with on a one-to-one basis, please fill out a 2.0 issue form.
 - For product lines that contain “missing” individual products, the simulation lab can submit an Addendum report: The lab can replace the missing options (for instance: 00456 through 00460). Follow the directions in the Simulation User Manual when setting up the spreadsheet.
- A Recertification product line restarts at 001 and does not begin at the end of the current product line numbering sequence.
- Addendums and Revisions do not require a 000 option, which is for validation purposes only.
- A validation grouping example: If a simulator has a Casement, Awning, Fixed upload see below:
 - The product that will be validated: Casement: Uploaded as a NEW or RECERT report type and must include a 000 option for validation purposes.
 - The Awning is uploaded as either a NEW or RECERT, this report type must match the Casement’s report type, and will not include a 000 option, the simulator chooses grouping type: Multi-purpose or Same Product type prior to submitting to IA.
 - The Fixed is uploaded as either a NEW or RECERT, this report type must match the Casement’s report type, and will not include a 000 option, the simulator chooses grouping type: Multi-purpose or Same Product type prior to submitting to IA.
 - The IA can use the Group Validation button when reviewing the fixed and awning products; however, the product lines can only be grouped by a Certified Product line. Therefore the Casement must be published.
- Revisions: can only replace data in existing “active” individual product options. Please follow the simple or complex methods when REVISING data that is in the simulation user manual. You cannot revise and ADD data to the existing product line in the same sheet. If you wish to add individual products, the ADDENDUM method must be used.

ITEMS UNDER DEVELOPMENT:

- Working on having a stronger “data check” prior to submission to IA.