

Certified Products Database (CPD) User Guide for Simulators

This document provides basic instructions and screen shots showing how a simulator can interact with the CPD for user management, CPLR submissions, and other functions.

Account Creation and Logging In

You can access the CPD at <http://www.aerccpd.org>.

1. Once you become an Accepted Simulator (documented by an Acceptance Agreement), the AERC Program Administrator will add your email address into the CPD as a user under your associated ACE.
2. You will receive an automated email from info@aercnet.org with a link to create your user account. Your username will be your email address.
3. **Within 5 days** of receiving the automated email, click on the link and follow the instructions to reset your password.
 - a. After 5 days, the link will expire and you must contact the Program Administrator to get a new registration link.
4. Create a password
5. To log into your account, go to <http://www.aerccpd.org>, click on “Simulator,” and enter your username and password on the following page.

Password Reset

1. If you forget your password, contact the AERC Program Administrator, who will then reset your password.
2. You will receive an automated email from info@aercnet.org with a link to reset your password.
3. **Within 5 days** of receiving the automated email, click on the link and follow the instructions to reset your password.
 - a. After 5 days, the link will expire and you must contact the Program Administrator again.

FAQ Section

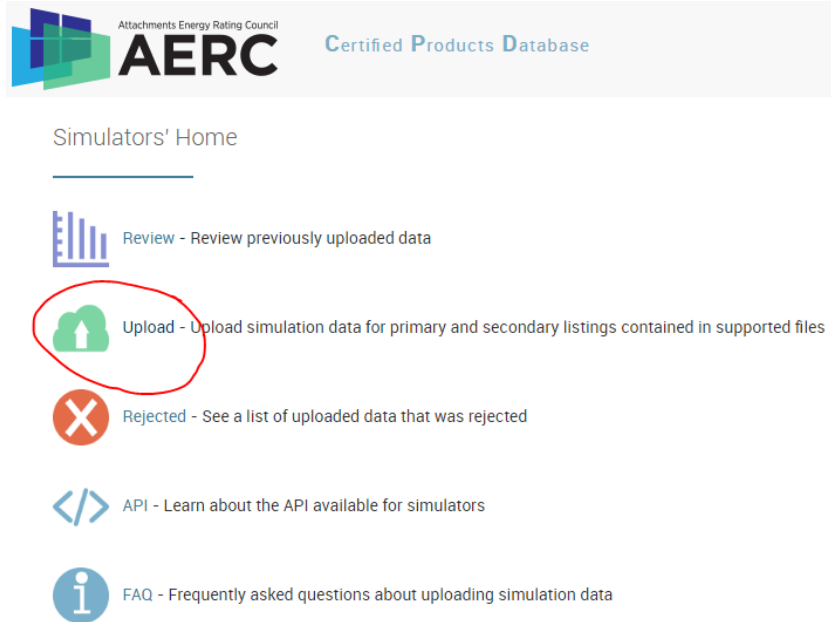
The FAQ section provides reference information about key elements of the CPD such as performance property fields and their accepted values as well as relationships between elements of the CPD. To access the FAQ, log in and click on



FAQ - Frequently asked questions about uploading simulation data

Submitting Products

1. After following AERC simulation procedures and generating the AERCalc export, you must prepare the CPD Upload Spreadsheet. You can use one of two methods:
 - a. **Manual translation method**
 - i. Log into the CPD and click “Upload”
 - ii. From the Upload page, click on “simulation data template” (in the red oval



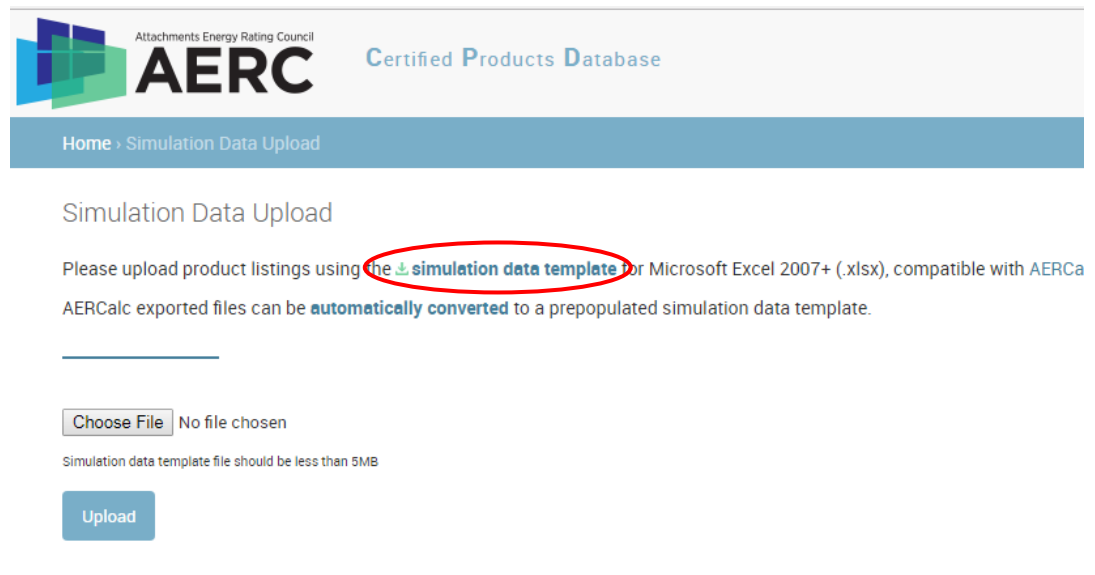
Attachments Energy Rating Council
AERC Certified Products Database

Simulators' Home

- Review - Review previously uploaded data
- Upload** - Upload simulation data for primary and secondary listings contained in supported files
- Rejected - See a list of uploaded data that was rejected
- API - Learn about the API available for simulators
- FAQ - Frequently asked questions about uploading simulation data

download a blank version of the upload spreadsheet.

below) to



Attachments Energy Rating Council
AERC Certified Products Database

Home > Simulation Data Upload

Simulation Data Upload

Please upload product listings using the **simulation data template** for Microsoft Excel 2007+ (.xlsx), compatible with AERCa
AERCalc exported files can be **automatically converted** to a prepopulated simulation data template.

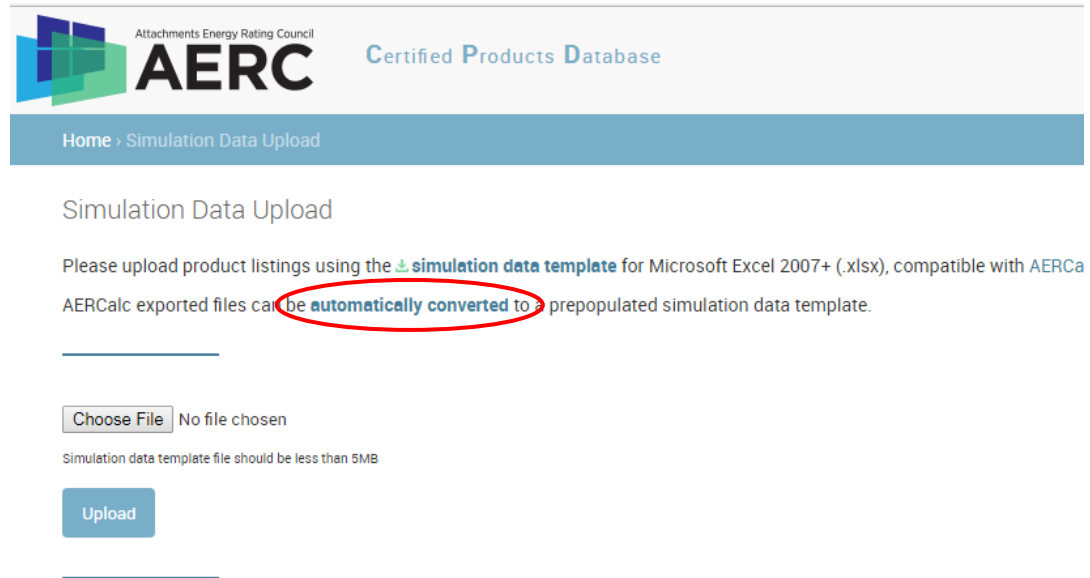
No file chosen

Simulation data template file should be less than 5MB

iii. You can manually copy and paste data from the AERCalc export to the upload spreadsheet

b. Automatic conversion method (recommended)

- i. Log into the CPD and click “Upload” (as above)
- ii. From the Upload page, click on “automatically converted” and it will navigate to a new page on the site



Attachments Energy Rating Council
AERC Certified Products Database

Home > Simulation Data Upload

Simulation Data Upload

Please upload product listings using the [simulation data template](#) for Microsoft Excel 2007+ (.xlsx), compatible with AERCa. AERCalc exported files can be **automatically converted to** a prepopulated simulation data template.

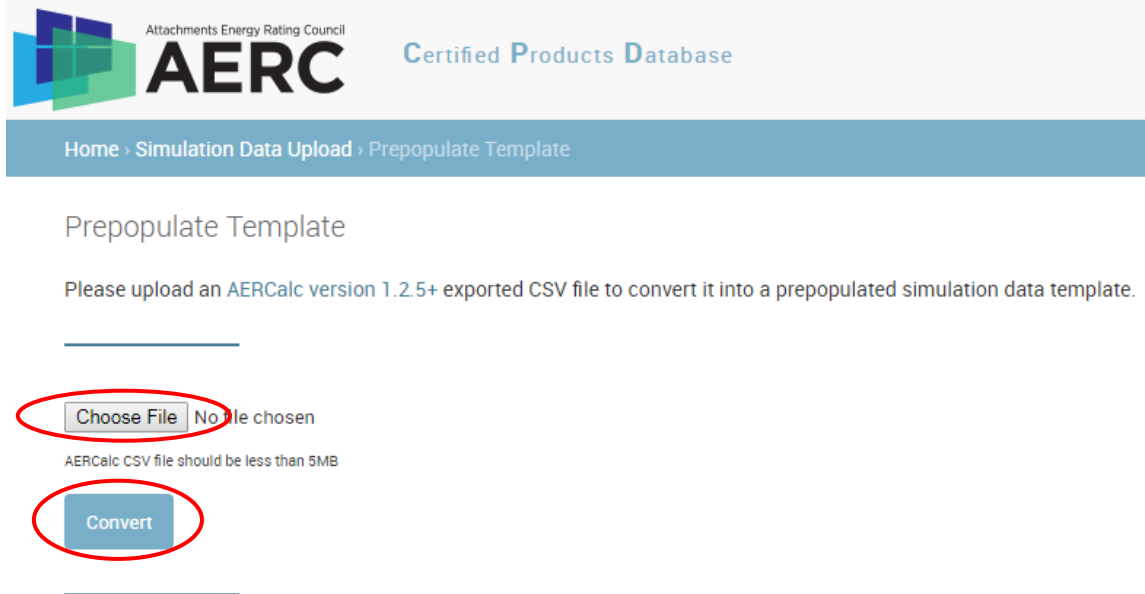
No file chosen

Simulation data template file should be less than 5MB

- iii. On the new page, you can upload the AERCalc export file and it will prepopulate the data from that file into the upload spreadsheet. Click on “Choose File,” select the correct AERCalc export file, and then click “Convert.”

Note: you may only convert an AERCalc export file that has the same

manufacturer in Column V.



Attachments Energy Rating Council
AERC Certified Products Database

Home › Simulation Data Upload › Prepopulate Template

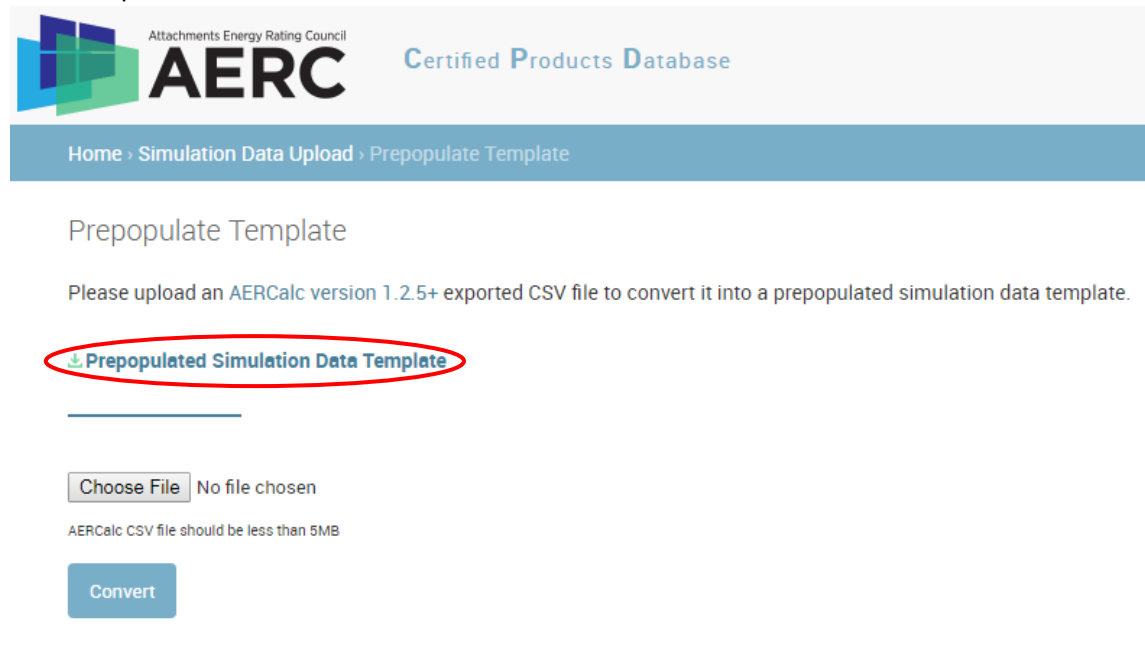
Prepopulate Template

Please upload an AERCcalc version 1.2.5+ exported CSV file to convert it into a prepopulated simulation data template.

No file chosen

AERCcalc CSV file should be less than 5MB

- iv. If the upload is unsuccessful. You will receive an error message. If it is successful, you will see the page below and may download a prepopulated version of the CPD Upload Spreadsheet by clicking on “Prepopulated Simulation Data Template”



Attachments Energy Rating Council
AERC Certified Products Database

Home › Simulation Data Upload › Prepopulate Template

Prepopulate Template

Please upload an AERCcalc version 1.2.5+ exported CSV file to convert it into a prepopulated simulation data template.

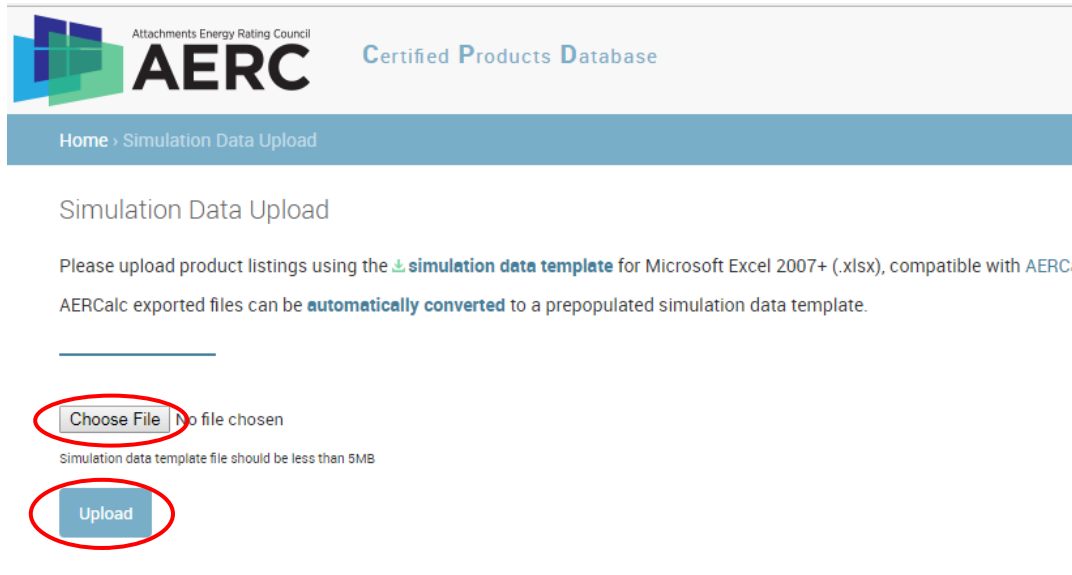
[↓ Prepopulated Simulation Data Template](#)

No file chosen

AERCcalc CSV file should be less than 5MB

2. Manually enter the remaining information to complete the CPD Upload Spreadsheet. Once you are ready to upload the file, log in and click “Upload”
Select “Choose File” on the File Upload page, select your completed CPD Upload Spreadsheet,

and click “Upload.”



Attachments Energy Rating Council
AERC Certified Products Database

Home > Simulation Data Upload

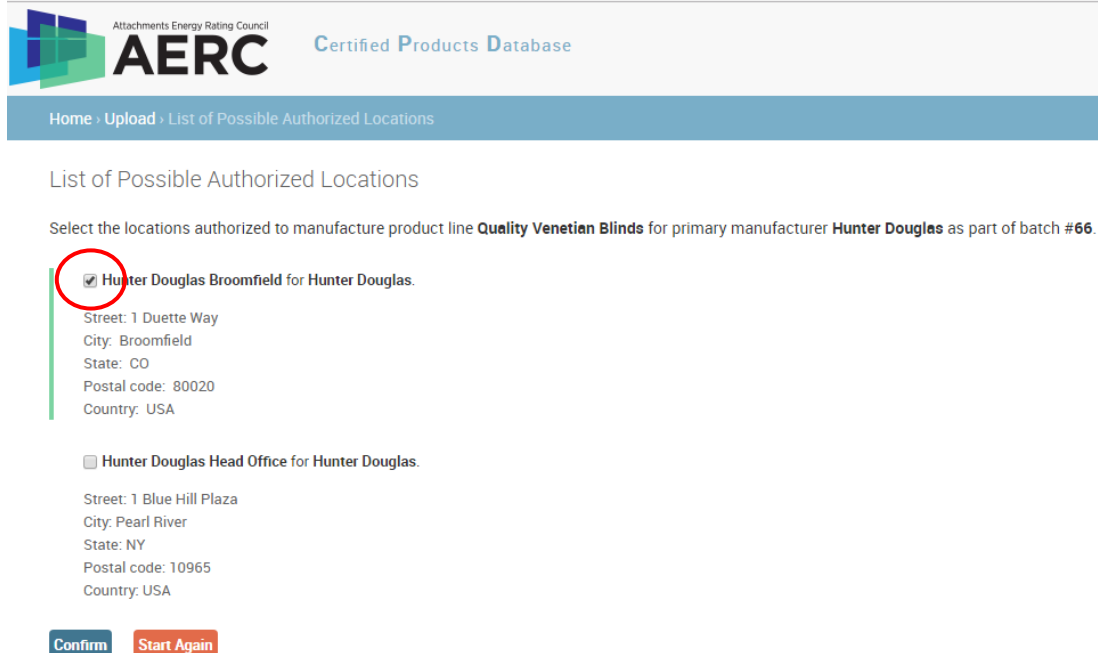
Simulation Data Upload

Please upload product listings using the [simulation data template](#) for Microsoft Excel 2007+ (.xlsx), compatible with AERCa. AERCalc exported files can be **automatically converted** to a prepopulated simulation data template.

No file chosen

Simulation data template file should be less than 5MB

3. The Batch File Review page may display errors from the file you uploaded or request additional clarification. Follow the instructions on the page to correct any errors, then click “Confirm.” In some cases you may have to edit the CPD Upload Spreadsheet file and try to upload it again.
4. Select which manufacturer and which of their locations are authorized to manufacture the product line by clicking in the check box and then click “Confirm.”



Attachments Energy Rating Council
AERC Certified Products Database

Home > Upload > List of Possible Authorized Locations

List of Possible Authorized Locations

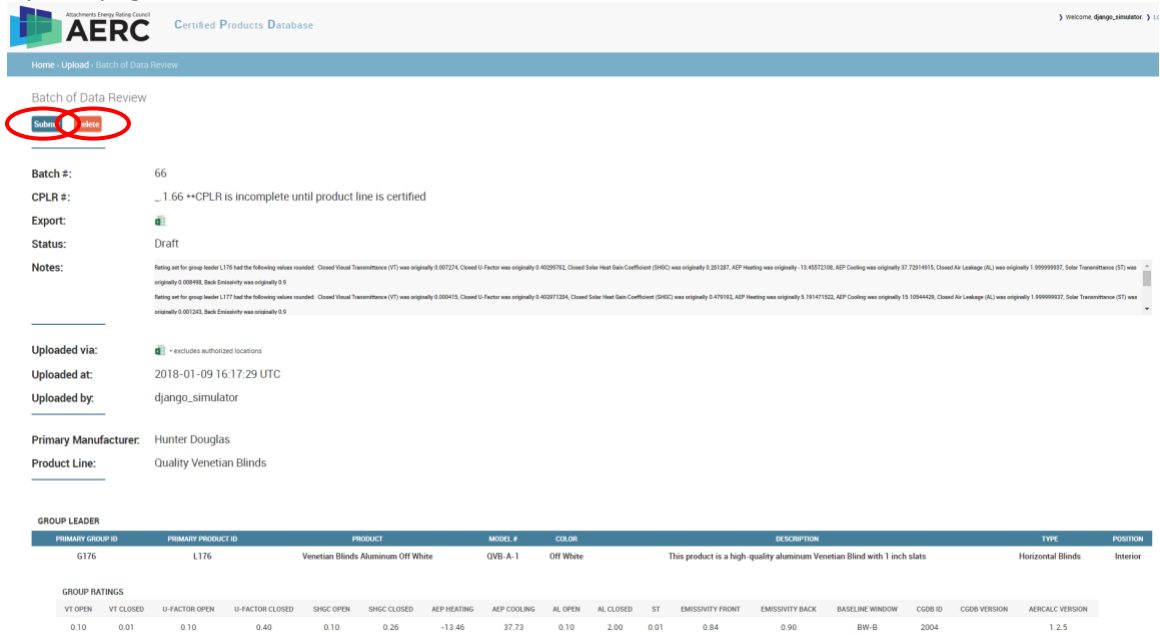
Select the locations authorized to manufacture product line **Quality Venetian Blinds** for primary manufacturer **Hunter Douglas** as part of batch #66.

Hunter Douglas Broomfield for Hunter Douglas.
Street: 1 Duette Way
City: Broomfield
State: CO
Postal code: 80020
Country: USA

Hunter Douglas Head Office for Hunter Douglas.
Street: 1 Blue Hill Plaza
City: Pearl River
State: NY
Postal code: 10965
Country: USA


- a. The manufacturer (primary or secondary) must exist in the system prior to upload. Their status may be “pending” or “active”, but not “suspended” or “terminated.” If there is an issue, please delay your upload and contact the Program Administrator.


- Review the uploaded data on the Batch of Data Review page to confirm all products and ratings are correct before clicking “Submit.” If there are any issues, click “Delete” and go back to the Upload page to start over.



Batch of Data Review


Submit Delete

Batch #: 66
 CPLR #: _1.66 **CPLR is incomplete until product line is certified
 Export: 
 Status: Draft
 Notes: Rating set for group leader L176 had the following values rounded: Closed Visual Transmittance (VT) was originally 0.002724, Closed U-Factor was originally 0.40209762, Closed Solar Heat Gain Coefficient (SHGC) was originally 0.201287, AEP Heating was originally -13.45272108, AEP Cooling was originally 37.72914615, Closed Air Leakage (AL) was originally 1.99999997, Solar Transmittance (ST) was originally 0.008498, Back Emissivity was originally 0.9
 Rating set for group leader L177 had the following values rounded: Closed Visual Transmittance (VT) was originally 0.008493, Closed U-Factor was originally 0.402097204, Closed Solar Heat Gain Coefficient (SHGC) was originally 0.479162, AEP Heating was originally 9.191471522, AEP Cooling was originally 19.10944426, Closed Air Leakage (AL) was originally 1.99999997, Solar Transmittance (ST) was originally 0.001240, Back Emissivity was originally 0.9

Uploaded via:  - excludes authorized locations
 Uploaded at: 2018-01-09 16:17:29 UTC
 Uploaded by: django_simulator

Primary Manufacturer: Hunter Douglas
 Product Line: Quality Venetian Blinds

GROUP LEADER																
PRIMARY GROUP ID	PRIMARY PRODUCT ID	PRODUCT	MODEL #	COLOR	DESCRIPTION	TYPE	POSITION									
G176	L176	Venetian Blinds Aluminum Off White	QVB-A-1	Off White	This product is a high-quality aluminum Venetian Blind with 1 inch slats	Horizontal Blinds	Interior									
GROUP RATINGS																
VT OPEN	VT CLOSED	U-FACTOR OPEN	U-FACTOR CLOSED	SHGC OPEN	SHGC CLOSED	AEP HEATING	AEP COOLING	AL OPEN	AL CLOSED	ST	EMISSIVITY FRONT	EMISSIVITY BACK	BASELINE WINDOW	CGDB ID	CGDB VERSION	AERCALC VERSION
0.10	0.01	0.10	0.40	0.10	0.26	-13.46	37.73	0.10	2.00	0.01	0.84	0.90	BW-B	2004		1.2.5

- You may download an export of the final data submitted on this page by clicking the  icon next to Export.

- Complete the CPLR submission by following the guidance in the CPLR Submission Checklist.

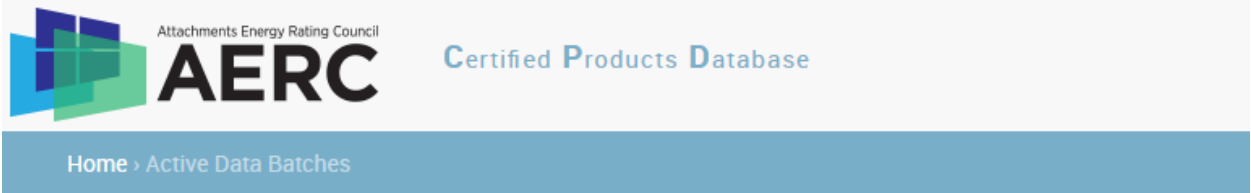
Reviewing Previous Product Submissions



Review - Review previously uploaded data


- Log in and click on
- The following page shows all batches of data you have previously uploaded or submitted. Incomplete submissions are labeled as “Draft,” files that were submitted but not yet reviewed will be labeled as “Submitted,” and files that have been approved by the Program Administrator


are labeled as “Approved.”




Active Data Batches

These are all active batches of data for Django-Test. For everything else, see [rejected batches of data](#).

 [Batch #66](#) - **Draft** - Created [2018-01-09T16:17:29.290Z](#) for OEM [Hunter Douglas](#) for product line [Quality Venetian Blinds](#)


 [Batch #65](#) - **Draft** - Created [2018-01-09T15:15:03.351Z](#) for OEM [Hunter Douglas](#) for product line [Quality Venetian Blinds](#)

 [Batch #64](#) - **Approved** - Created [2018-01-04T11:06:10.875Z](#) for OEM [Hunter Douglas](#) for product line [First Set](#)

- a. You can click on the  icon to the left of the submission line to review the submission.
3. If the submission you are looking for does not show up on the Review page, navigate back to the Simulator home page and click on



Rejected - See a list of uploaded data that was rejected

4. Any rejected submission will show up on the “Rejected Data Batches” page.
 - a. You can click on the  icon to the left of the submission line to review the submission.

API

The AERC CPD has an API that simulators can use to interact with the CPD if they want to use another method besides the web interface provided. To review the API documentation, log in and click on



[API](#) - Learn about the API available for simulators