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.

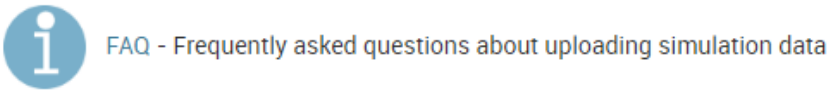
1. Once you become an Accepted Simulator (documented by an Acceptance Agreement), the AERC Program Administrator will add your email address into the CPD as a user under your associated ACE.
2. You will receive an automated email from info@aercnet.org with a link to create your user account. Your username 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

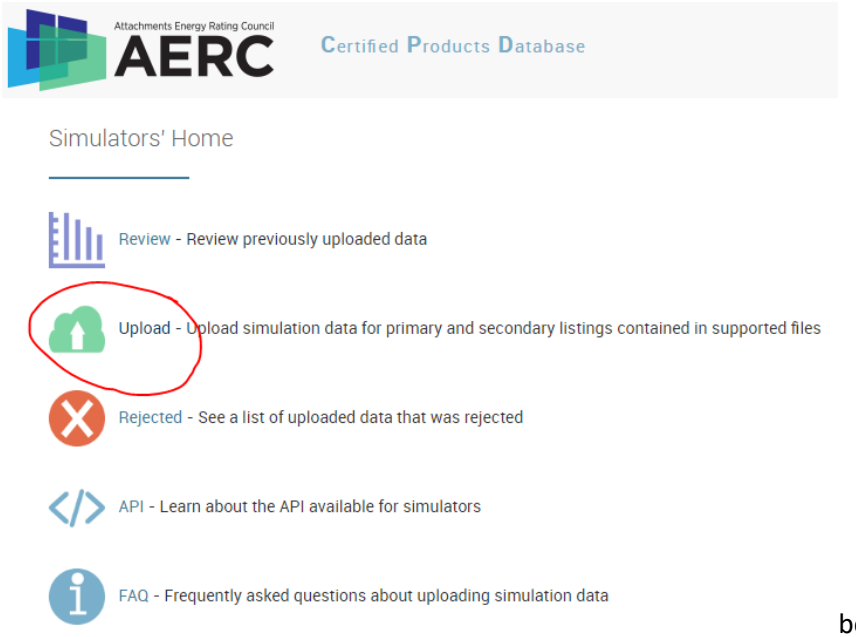
The FAQ section provides reference information about key elements of the CPD such as performance property fields and their accepted values as well as relationships between elements of the CPD. To access the FAQ, log in and click on

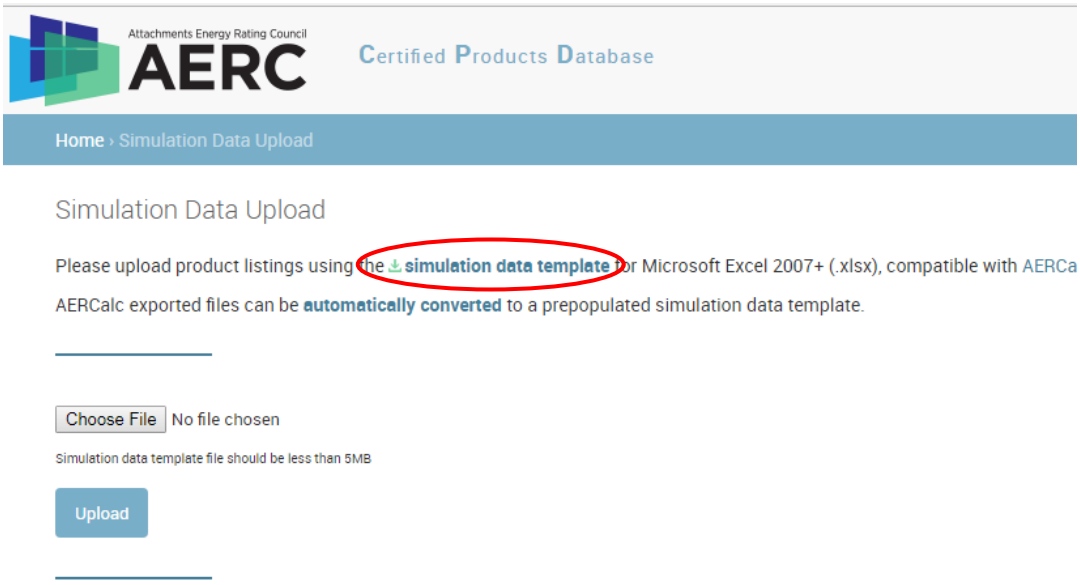


Submitting Products

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 below) to download a blank version of the upload spreadsheet.



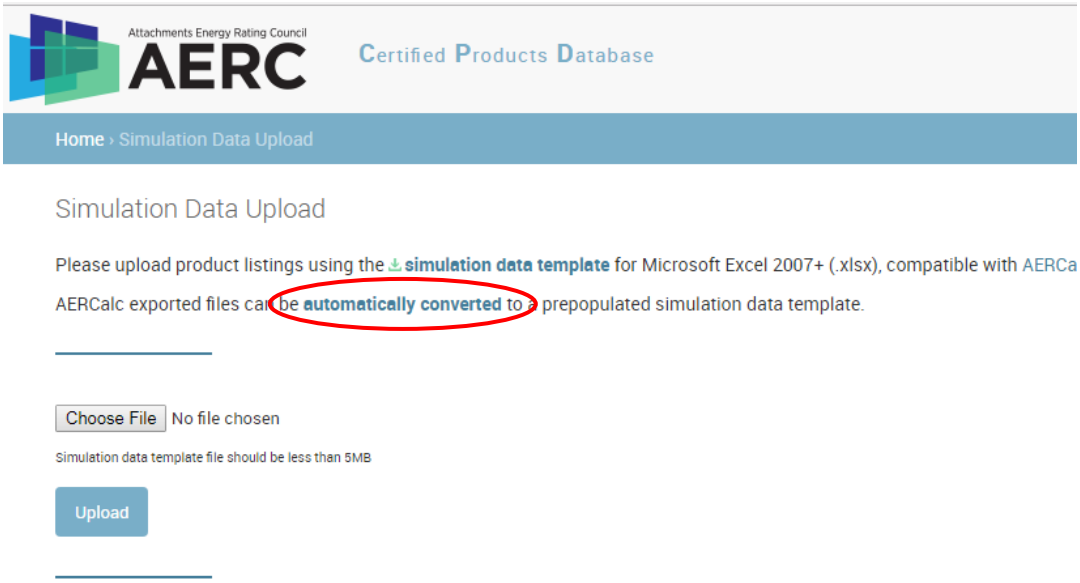


iii. You can manually copy and paste data from the AERCalc export to the upload spreadsheet

b. Automatic conversion method (recommended)

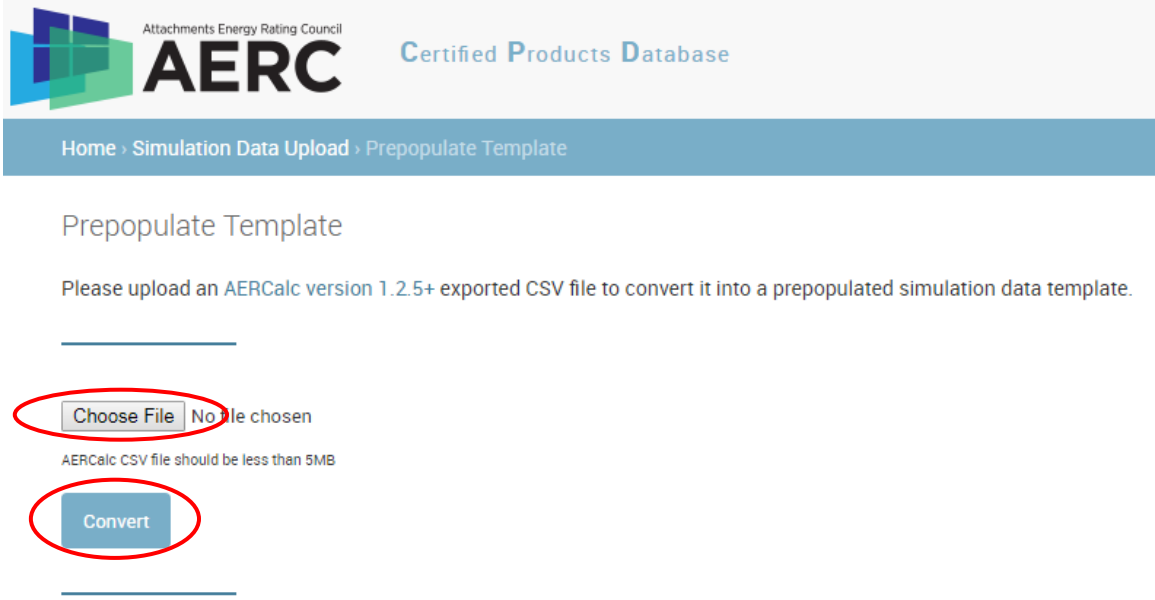
i. Log into the CPD and click “Upload” (as above)

ii. From the Upload page, click on “automatically converted” and it will navigate to a new page on the site

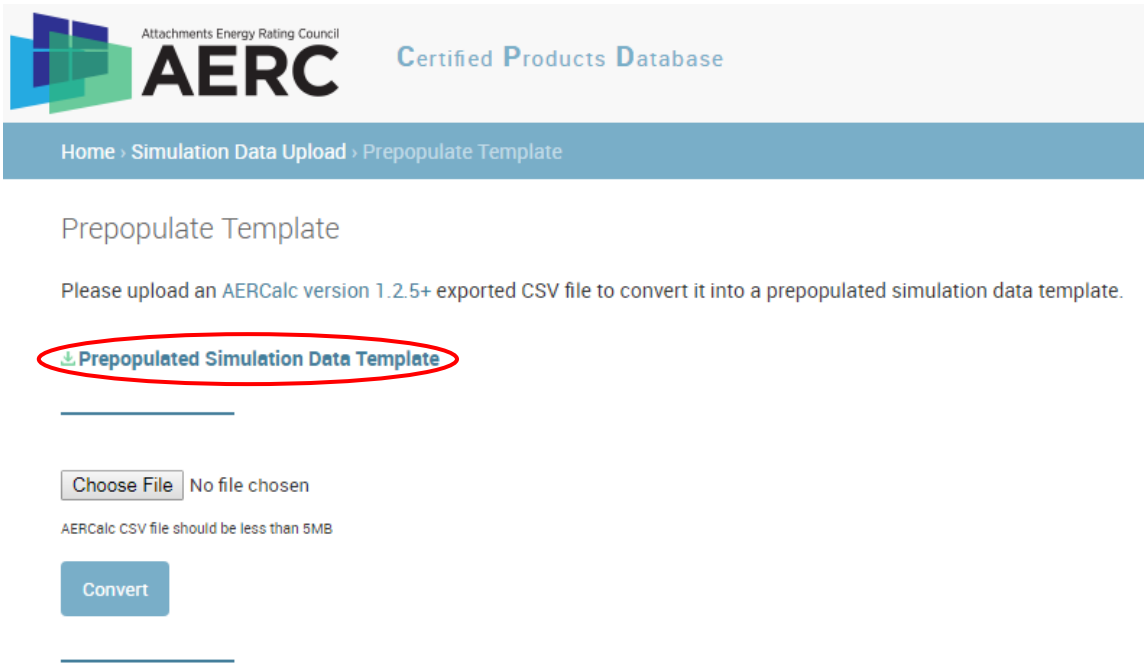


iii. On the new page, you can upload the AERCalc export file and it will prepopulate the data from that file into the upload spreadsheet. Click on “Choose File,” select the correct AERCalc export file, and then click “Convert.”
Note: you may only convert an AERCalc export file that has the same

manufacturer in Column V.

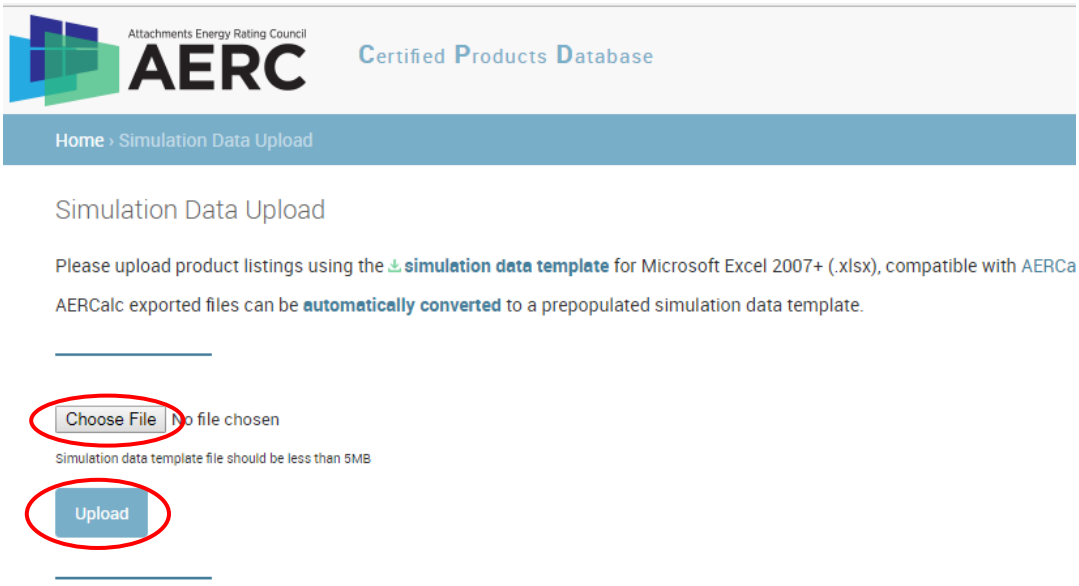


iv. If the upload is unsuccessful. You will receive an error message. If it is successful, you will see the page below and may download a prepopulated version of the CPD Upload Spreadsheet by clicking on “Prepopulated Simulation Data Template”

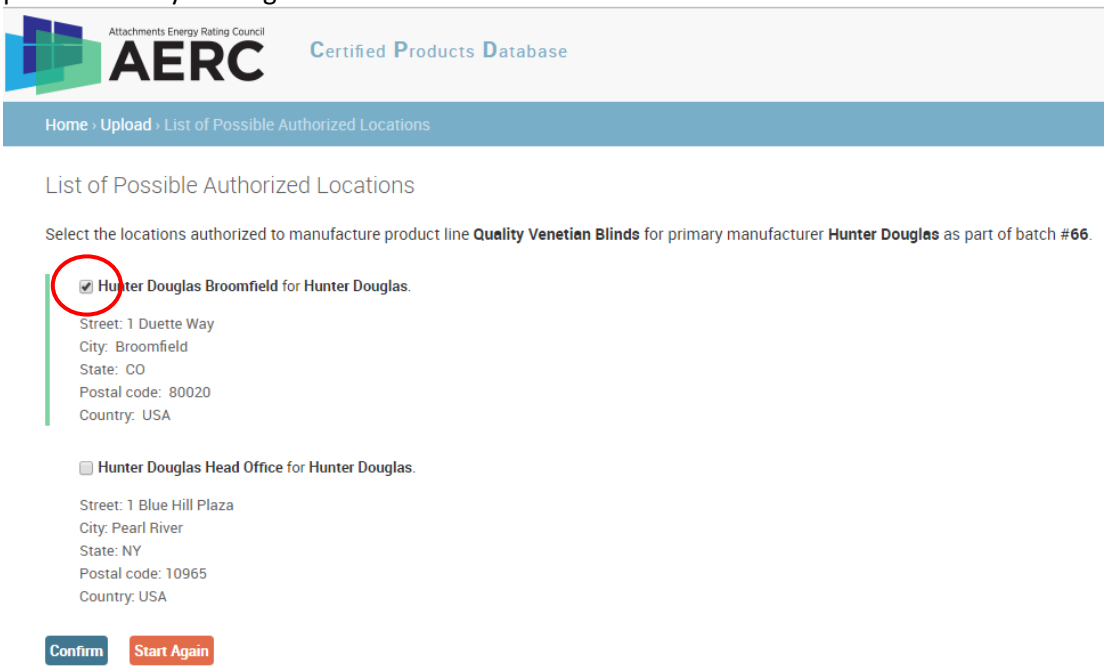


2. Manually enter the remaining information to complete the CPD Upload Spreadsheet. Once you are ready to upload the file, log in and click “Upload”
   Select “Choose File” on the File Upload page, select your completed CPD Upload Spreadsheet,

and click “Upload.”

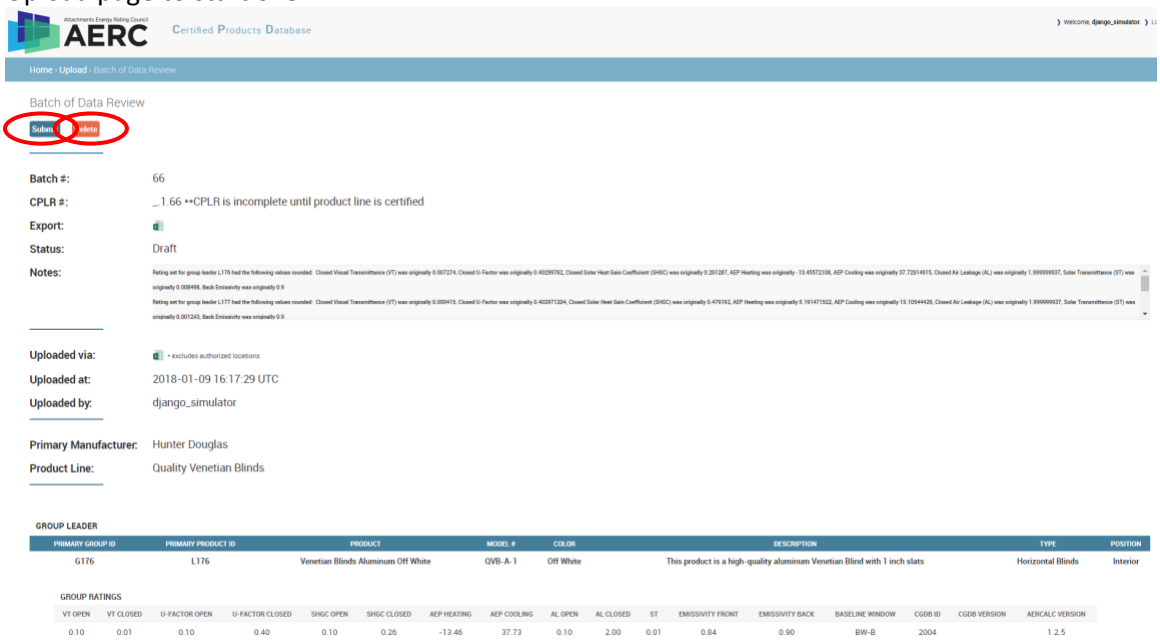


3. The Batch File Review page may display errors from the file you uploaded or request additional clarification. Follow the instructions on the page to correct any errors, then click “Confirm.” In some cases you may have to edit the CPD Upload Spreadsheet file and try to upload it again.
4. Select which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



   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 in an issue, please delay your upload and contact the Program Administrator.

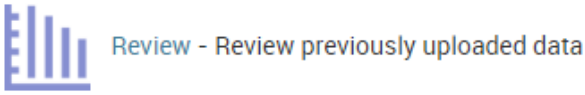
5. Review the uploaded data on the Batch of Data Review page to confirm all products and ratings are correct before clicking “Submit.” If there are any issues, click “Delete” and go back to the Upload page to start over.



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

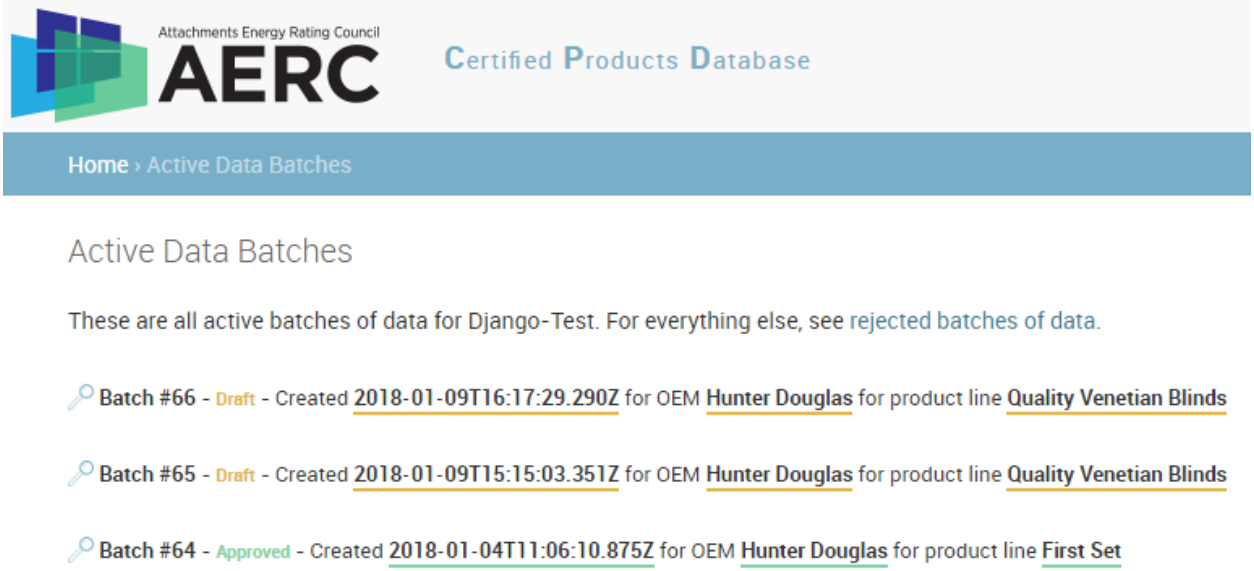
6. Complete the CPLR submission by following the guidance in the CPLR Submission Checklist.

Reviewing Previous Product Submissions

1. Log in and click on 

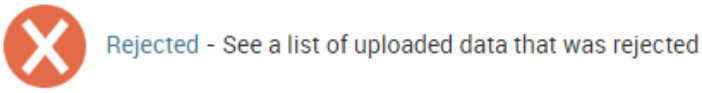
2. The following page shows all batches of data you have previously uploaded or submitted. Incomplete submissions are labeled as “Draft,” files that were submitted but not yet reviewed will be labeled as “Submitted,” and files that have been approved by the Program Administrator

are labeled as “Approved.”

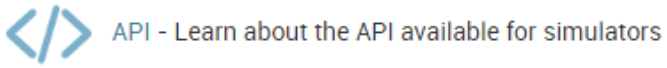


   a. You can click on the icon to the left of the submission line to review the submission.

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



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