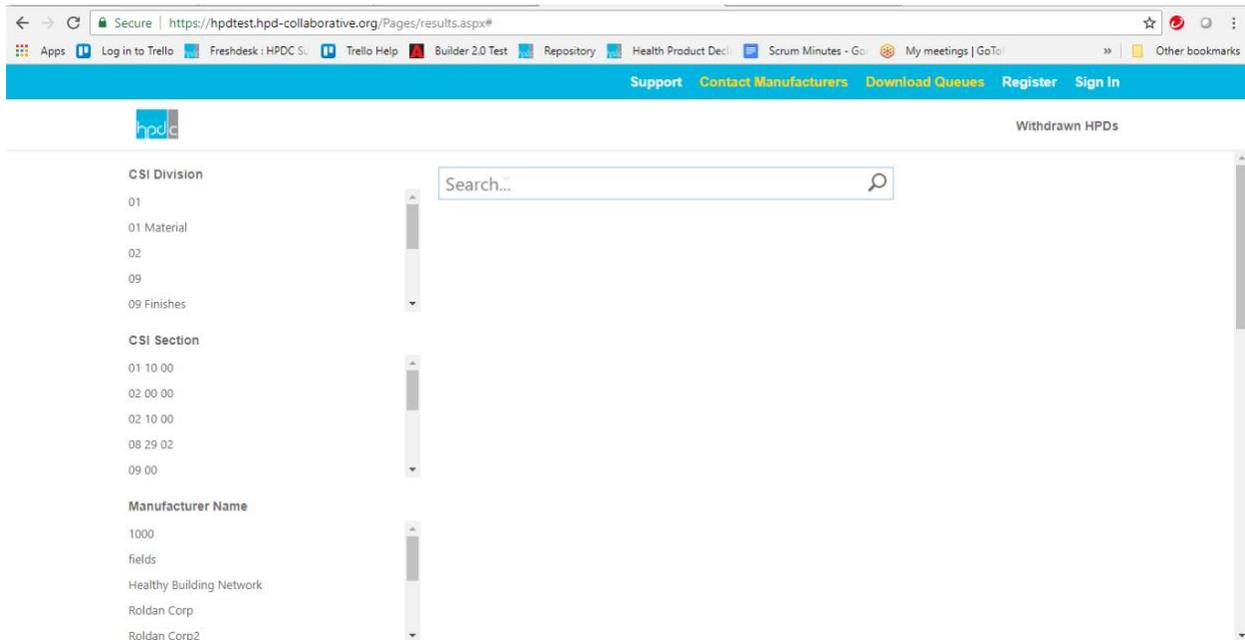


# HPD Public Repository Instructions

## Screen Overview

When you arrive at the site, it looks like this:



The main area of the screen provides Search Filters and a Search Entry textbox. The area below the Search Entry textbox also displays search results when they are available.

The blue menu banner includes the following options:

### **Support**

Takes you to the HPDC Support System where you can get additional information. You can also write a support ticket to let us know that you have questions you can't find answers for, or that you are having problems with the Public Repository.

### **Contact Manufacturers**

Advanced feature available to registered users. Allows registered users to contact manufacturers via email to request specific information such as "When do you plan to publish an HPD for product X." See "Advanced Features" below for a full description of this feature.

### **Download Queues**

Advanced feature available to registered users. Allows registered users to organize and download HPDs by project rather than downloading and working with each HPD individually. See "Advanced Features" below for a full description of this feature.

### **Register**

Clicking on the Register link reveals a drop-down menu for the two registrations that are available.

### **Publisher:**

Takes you to the Registration screen so that you can register to upload HPDs that are not published directly from the HPD Builder. See “Publishing HPDs” in the [Manufacturer Instructions](#) for a full description of this process.

**Downloader:**

Takes you to the Registration screen so that you can register for advanced user functionality. This registration is free to HPDC members and will be available to non-members for a nominal monthly subscription fee. A 45-day free-trial is also available. See “Downloader Registration below for a full description of this process.

**Log In**

If you are registered as a Publisher, you can log in to upload HPDs and manage the files you’ve already uploaded.

If you are registered as a Downloader, you can log in to use the advanced features available to you.

**Withdrawn HPDs**

Takes you to a search screen that allows you to search on HPDs that have been removed from the system.

[Searching and Downloading HPDs](#)

There is a list of Search Filters along the left side of the screen and a search entry box in the center of the screen.

The search filters include selections under the following headings:

**CSI Division**

Lists available Construction Specifications Institute MasterFormat Divisions from the classification recorded in the HPD – to help find HPDs for products related to specific CSI Divisions.

**CSI Section**

Lists available Construction Specifications Institute MasterFormat Sections from the classification recorded in the HPD – to help find HPDs for products related to specific CSI Sections.

**Manufacturer Name**

Lists available manufacturer names to allow searching for HPDs from specific manufacturers. Note that not all manufacturer names are shown on the screen – to find additional manufacturers, click on the “show more” option at the bottom of the list. If you still don’t see the manufacturer you’re looking for you can enter it into the Search entry box

**Product Name**

Lists available product names to allow searching for HPDs for specific products.

**HPD Version**

Allows you to limit your search to HPDs created to a specific version (1.0, 2.0, 2.1, etc.) of the HPD Open Standard.

**LEED V4**

Allows you to limit your search to HPDs that have, or have not, been pre-checked for possible LEED compliance. The pre-check determines whether the proper data is available to qualify for the LEED v4 Material Ingredients options one or two but, because the specific content of the notes can’t be checked, it does not guarantee LEED compliance.

**Inventory Type**

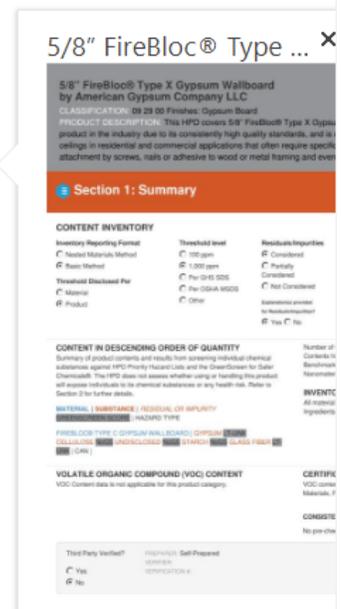
Allows you to limit your search to HPDs using either the Basic or Nested content inventory formats.

**Third Party Verified**



Search...

- 1/2" LightRoc® Gypsum Wallboard/American Gypsum Company LLC/...
- 5/8" FireBloc® Type X Gypsum Wallboard/American Gypsum Compa...
- ClassicRoc® Gypsum Wallboard/American Gypsum Company LLC/201...
- Exterior Gypsum Sheathing/American Gypsum Company LLC/2018-0...
- Exterior Soffit Gypsum Wallboard/American Gypsum Company LLC...
- FireBloc® Type C Gypsum Wallboard/American Gypsum Company LL...
- M-Bloc® Gypsum Wallboard with Mold & Moisture Resistance...
- M-Glass® Glass Mat Extended Exposure Gypsum Panels/American ...
- 1" Shaft Liner/American Gypsum Company LLC/2018-07-12



Clicking on the preview pane will open it in another window, displaying the full first page of the HPD and allowing you to zoom-in if necessary. Click your browser's "Back" button to return to the search display.

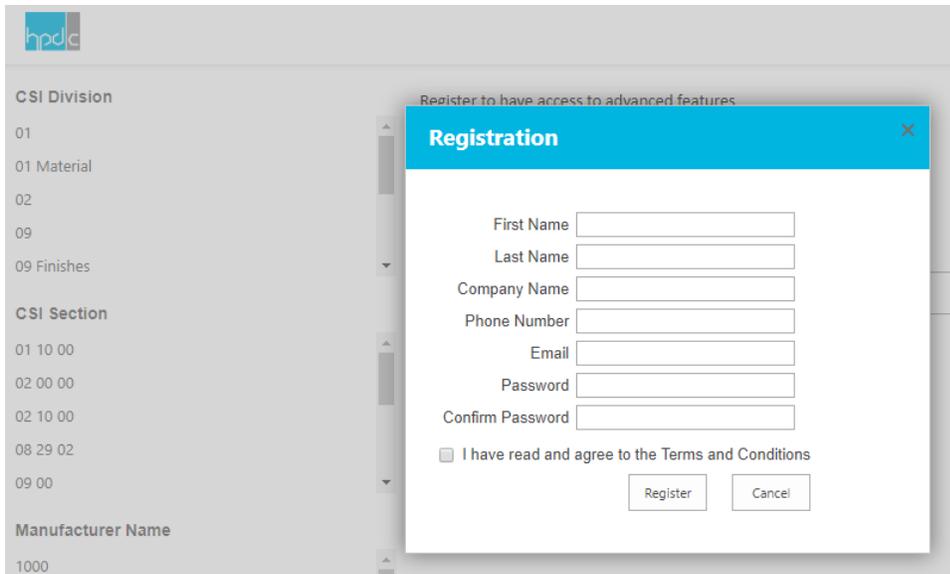
To download the HPD, scroll to the bottom of the preview pane, enter your email address, and click the download button. The PDF file is downloaded and opens on your computer, where you can print or save the file.

### Advanced Features

These advanced features are available to users who have registered with the system. This registration is free to HPDC members and will be available to non-members for a nominal monthly subscription fee. A 45-day free-trial is also available.

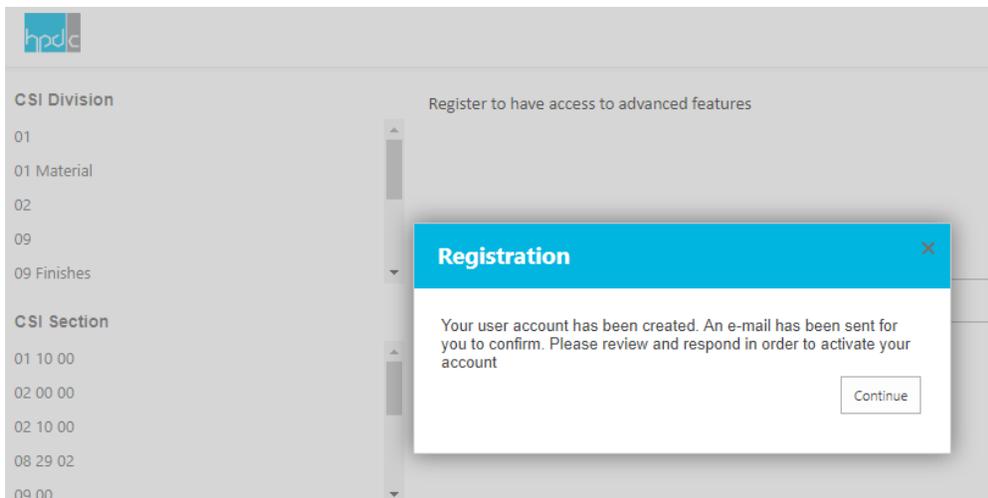
### Downloader Registration

Move your cursor over the Register button in the blue menu banner and click on "Downloader" to bring up the Registration screen:



All fields are required except Company Name. You must also agree to the Terms and Conditions.

After completing the fields, click "Register" and the following will be displayed:



You will also receive an email, at the email address you provided, with a confirmation message. You must click on the confirmation link so that the Repository can confirm that it is the correct email address. When you click on the confirmation link you will receive a confirmation message in the Repository, with a link to continue.



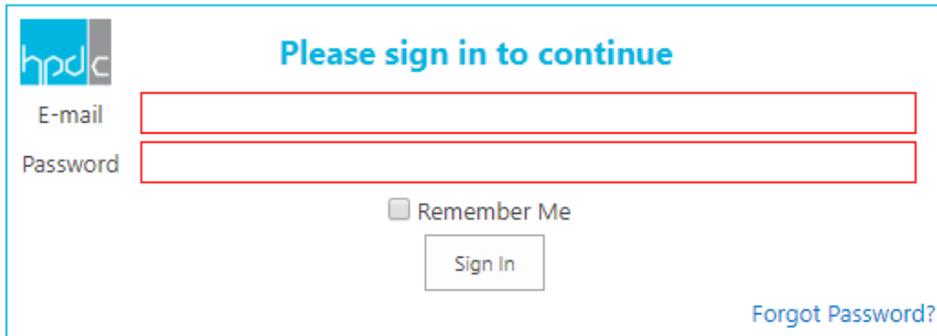
[Site Contents](#)

#### Membership Confirmation

Hi John Geyer, Your e-mail is confirmed. You may login using this email (jgeyer@hpd-collaborative.org).

[Continue to the HPD Repository.](#)

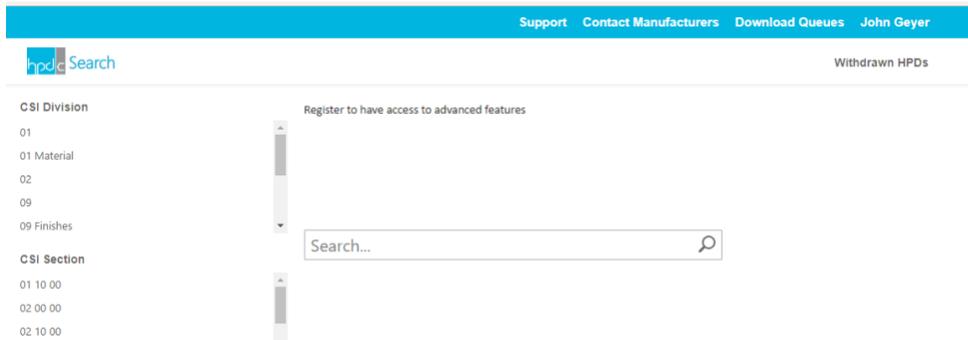
When you continue, you are returned to the main Repository screen and you can then click on “Sign In” on the right side of the blue banner to bring up the Sign In window:



The image shows a sign-in window with the HPDC logo in the top left. The title is "Please sign in to continue". There are two input fields: "E-mail" and "Password". Below the "Password" field is a checkbox labeled "Remember Me". A "Sign In" button is centered below the checkbox. In the bottom right corner, there is a link that says "Forgot Password?".

Fill in the email and password you used to register. Selecting “Remember Me” will have the system remember your email and password so you won’t have to enter them each time you sign in. If you have forgotten your password, you can click on “Forgot Password?” in the lower right corner of the screen and the Repository will send you a temporary password that you can use to reset your password.

Clicking on “Sign In” completes the sign in and returns you to the main screen and “Sign In” is replaced with your name:



Clicking on your name will display a drop-down menu that will allow you to sign out or change your password. You now have access to the Advanced Features.

## Contact Manufacturers

Advanced feature available to registered users.

When a registered user clicks on **Contact Manufacturers** a contact form is displayed:

The manufacturer to be contacted is selected from the drop-down menu which includes the manufacturers that currently have an email addresses available in the repository. (Not all manufacturers in the repository have an email available, depending on when they last published an HPD.)

The message is then entered in the Message field and when the “Send” button is clicked the email is sent to the manufacturer. The user’s email is included in the message to the manufacturer, but the user does not see the Manufacturers email unless/until the manufacturer replies to them.

## Download Queues

### Creating Download Queues

When you log in to the Repository as a registered Downloader, the Preview Pane now has a search pane for your Download Queues and the option to add the HPD to a download queue or download it directly:

If you have not yet created a queue, or want to create a new one, click the “+” to the right of the Download Queues field and “Create new download queue” will show in the field. Click into the field and

add the name of the new queue (e.g. the name of a project this HPD will be used in, or the product type, or however you want to organize your queues) and then click Add to Download Queue. The new Queue will be created and the HPD will be added to it.

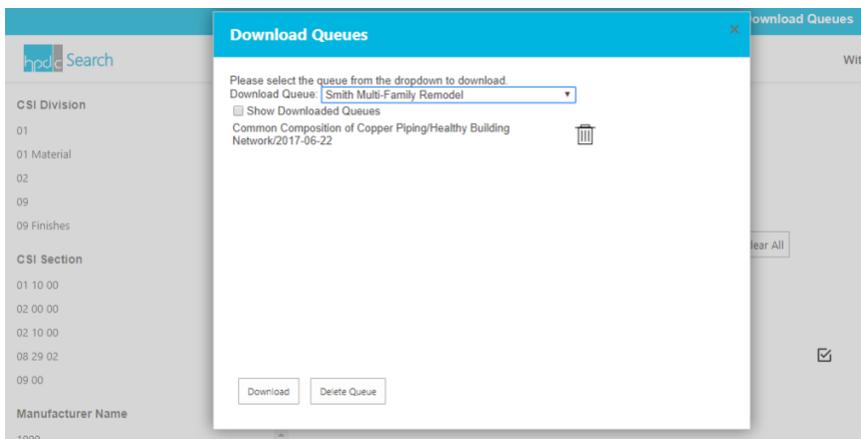
To add an HPD to an existing queue, select the Queue you want to add it to and click Add to Download Queue.

### Downloading HPDs Directly

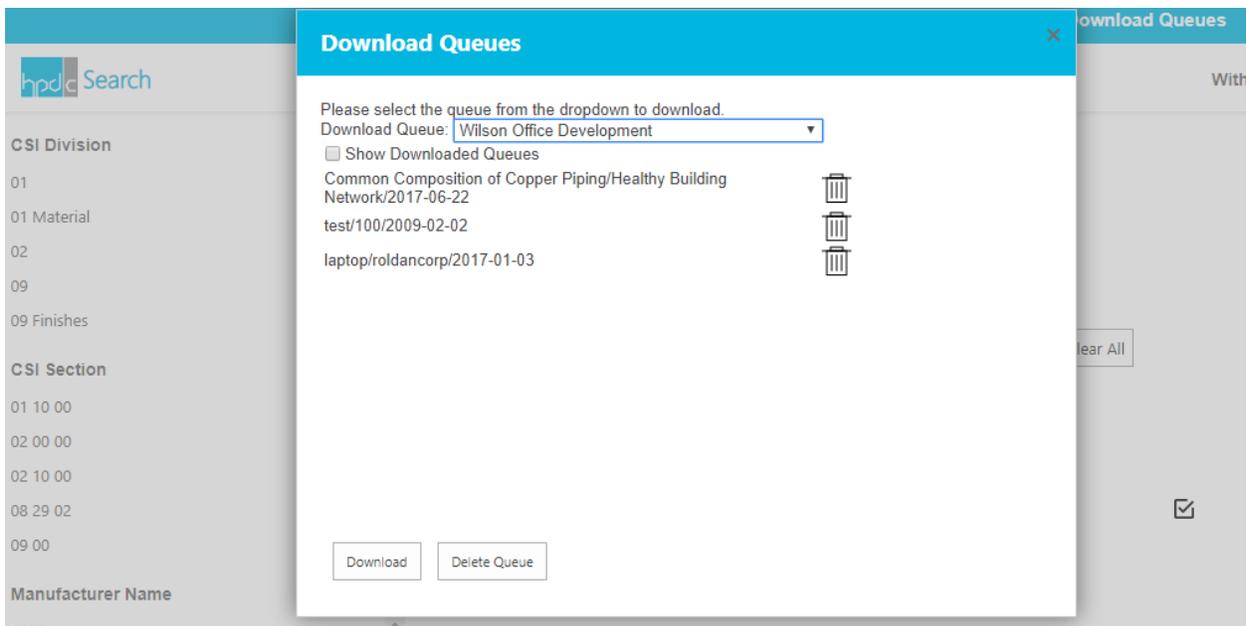
If you don't want to save the HPD to a Download Queue, you can simply download it by clicking "Download". The PDF file is downloaded and opens on your computer, where you can print or save the file.

### Reviewing Download Queues

Click on Download Queues in the blue banner to display the Download Queues window:



The window displays the first Queue in your list. Click in the panel with Queue name it to display a drop-down menu with all your queues listed, then highlight and click the queue you want to review.



By default, the system lists current queues, that have not yet been downloaded. Selecting the Show Downloaded Queues checkbox will also include those queues that you have already downloaded.

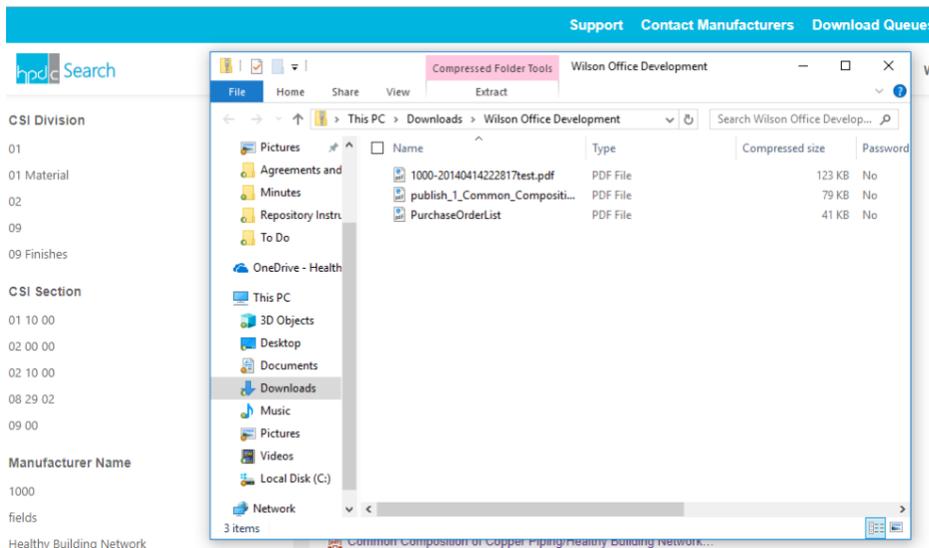
The Download Queues display shows all the HPDs stored in the selected queue.

Click the trashcan icon to delete an HPD from the queue. A confirmation screen will appear to allow you to complete or cancel the deletion.

### Downloading a Queue

To download the displayed queue, click the Download button at the bottom of the screen.

When you download the queue, all the HPDs in the queue are downloaded to a file named for the queue and the system displays the folder:



You can then open the files or save them to another folder for future use or reference.

A downloaded queue will not show in your list of queues unless you select the Show Downloaded Queues checkbox

### Deleting a Queue

To delete the displayed queue, click the Delete Queue button at the bottom of the screen.

If you delete the queue, a confirmation screen will appear to allow you to complete or cancel the deletion. If you delete a queue it is removed from the system and is not recoverable. To replace it you would need to re-create it and populate it with the appropriate HPDs.

### Searching for Withdrawn HPDs

When HPDs are removed from the Public Repository a record is kept of the HPD title and the date it was removed. If you are unable to find an HPD that you believe had been available previously, you can search the Withdrawn HPD list. To do so:

Click on the Withdrawn HPD Option in the upper right area of the screen to bring up the Withdrawn HPD search screen. The screen provides a list of all the HPDs that have been withdrawn, and a search field. The list provides the HPD title, HPD Version (1.0 or 2.0) and the date it was withdrawn.

If you know the specific HPD title you are looking for you can enter it in the search field to avoid looking through the whole list. You can enter the title, manufacturer, product, or date, click the search icon, and the screen will display any withdrawn items corresponding to that search. To clear the search field, click the “x” that appears in the search field and you will be returned to the full list.

If the HPD that you are looking for has been withdrawn, you can contact the manufacturer for additional information.

To return to the Repository click on the HPD-C logo at the top left of the screen.