

Qualitative metrics

- On a scale from 1-5, where 1 is the least difficult and 5 is the most difficult, rate the following features of the Product Registry (if you did not use any of these features, select “N/A”):
 - Establishing your user account
 - For the initial business account administrator, establishing the business account
 - Logging into the Product Registry at any time after establishing your user account
 - Establishing a Product Collection
 - Inviting other users, such as other business account administrators, collection administrators, collection editors, and collection viewers
 - Providing other users with certification permissions, including understanding the responsibilities of the business account and user
 - Changing users' permissions
 - Removing users
 - Entering a single product certificate via the user interface
 - Entering product information
 - Adding new manufacturer information
 - Referencing an existing a manufacturer
 - Referencing a CPSC-accepted laboratory
 - Adding new third-party laboratory information
 - Reference an existing third-party (non-CPSC-accepted) laboratory
 - Entering citations
 - Entering exemptions
 - Adding new recordkeeper information
 - Referencing an existing recordkeeper
 - Attesting certificate
 - Uploading a spreadsheet of multiple certificates via bulk upload
 - Obtaining API key and secret
 - Uploading multiple product certificates via API
 - Viewing certificates in a product collection
 - Copying/moving certificates in a product collection
 - Bulk certifying certificates in a product collection
 - Archiving certificates in a product collection*
 - Exporting certificates from a product collection*
 - Entering trade parties via trade party management*
 - Editing trade parties' contact information*

Quantifiable metrics

- Estimate the number of importer staff-hours in preparation for the Beta Pilot, including:
 - Attending or watching the recording of the Welcome Meeting (June), Status Meeting (September), and Kick-Off Meeting (October)?
 - Review and understand the guidance documents?
 - Communicating internally across your company?
 - Internally gathering and organizing product certificate data in an electronic format?

- Collaborating and communicating with your broker, software developer, or any other trade partner? Including meetings, responding to emails and phone calls, collecting/distributing information and data, troubleshooting.
- Estimate the number of broker/developer staff-hours in preparation for the Beta Pilot, including:
 - Attending or watching the recording of the Welcome Meeting (June), Status Meeting (September), and Kick-Off Meeting (October)?
 - Review and understand the guidance documents?
 - Communicating internally across your company?
 - Collaborating and communicating with your importer, software developer, or any other trade partner?
 - Upgrading software? Including developing an API connection?
 - Conducting testing in the certificate environment?
- When using the Full Message Set:
 - How were certificate data transferred to the broker? Via email? Via API connection between the importer's and broker's systems?
 - Estimate the number of staff-minutes to transfer certificate data to the broker for submission a Full Message Set.
 - Were filer fees incurred specifically for filing a Full Message Set? If so, how much per submission?
- Estimate the number of staff-minutes in using the Product Registry, if applicable:
 - For the initial business account administrator, to establish their individual user account and company business account.
 - For the initial business account administrator, to establish an initial collection and invite initial users.
 - For each invited user (either from your business or trade partners), to establish their individual user account. (Do not sum effort across users, provide an estimate for one user).
 - For business account administrator, entering trade party information in the trade part management interface?*
 - For any user, to enter a single product certificate via the user interface, including time to gather certificate data.
 - For any user, to upload a spreadsheet of multiple product certificates via bulk upload, including time to gather certificate data and enter into the bulk upload template.
 - For any user, to upload a batch of multiple product certificates via API upload, including time to gather certificate data and prepare it for API upload.
 - For any user with certification permissions, to certify certificates in bulk.
- When using the Reference Message Set:
 - How was the certificate ID transferred to the broker? Via email? Via API connection the Product Registry?
 - Estimate the number of staff-minutes to transfer certificate ID to the broker for submission of a Reference Message Set.

- o Were filer fees incurred specifically for filing a Reference Message Set? If so, how much per submission?
- When using the Disclaim Message Set, if applicable:
 - o How was the information that no certificate required transferred to the broker? Via email? Via API connection between the importer's and broker's systems?
 - o Estimate the number of staff-minutes to transfer information to the broker for submission a Reference Message Set.
 - o Were filer fees incurred specifically for filing a Reference Message Set? If so, how much per submission?

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