



Origin Manufacturer / Reporting Body User Guide - Index

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Confirming Your Origin Account

After signing up, you will need to confirm your email address to activate your Origin account. Please follow these steps to activate your account:

1. Check the email account you used to create your Origin account. You should receive an email from noreply@origin.build. You may need to check your Spam folder. If you do not receive an email within 15 minutes of signing up, contact our Support Team: support@origin.build
2. Click the **activation link** provided in your email.
3. Click the **Origin Logo** in the upper lefthand corner of your browser.
4. You will be redirected to the Origin Homepage.
5. Click **Log in** in the upper righthand corner of your browser. You will be redirected to the Log in page.
6. Enter your Username (email) and the password you set when creating your account and click **Log in**.

Setting up Your Company

Set Company Branding

Add your Company Logo, Introduction, Corporate Contact Information and social media details to highlight your Company and its brand(s). If you are an Admin User, you can follow these steps to establish your Company's brand information.

1. Log in at: <https://origin.build>
2. Click on your **Username** in the upper righthand corner of your browser to launch your User Tools.
3. Select **My Company**. (If you do not see this option in your User Tools, contact your Company Administrator to request access).
4. Your **My Company** page will load in a new tab. Fill in all desired content and click **Save** at the bottom right of the page.

Create and Manage Users

Create User accounts for unlimited colleagues to collaborate with you on Origin. When creating each account, you can control each of your colleague's permissions to empower and guide his/her use of Origin. To create Users, follow these steps:

1. Log in at: <https://origin.build>
2. Click on your **Username** in the upper righthand corner of your browser to launch your User Tools.

3. Select **Administration**. Your Administration page will load on the Users tab. Click the **Create** button at the righthand side of your browser.
4. Enter your colleague's information and assign his/her permissions. When assigning permissions, keep in mind the following privileges:
 - i. Administrators can: create users, create content, edit content, delete content, view content and add content (recommended for account admins)
 - ii. Non-Administrators can: create content, edit content and delete content (recommended for basic users or collaborators).
5. Click **Save** when finished adding each User. Each User will receive an automated activation email (see "Confirming Your Origin Account", above) from noreply@origin.build. The activation email will include a link that must be clicked to complete the account set-up process. If our emails are not received, please contact your IT Administrator and request that @origin.build is "white-listed".
6. Repeat Steps 4-6 as needed.

If you have Administrator privileges, you can manage your Company's Users. To Manage Users, follow these steps:

1. Log in at: <https://origin.build>
2. Click on your **Username** in the upper righthand corner of your browser to launch your User Tools.
3. Select **Administration**. Your Administration page will load on the Users tab.
4. To Enable a User so he/she can access his/her account, select the User's **Enabled Checkbox**. If the Enabled Checkbox is not selected, the corresponding User will not be able to log-in to Origin.
5. If you suspect a User's account has been breached, you can Lock his/her account by selecting the **Locked Checkbox**. The User will still be able to use the **Forgot Password?** tool to reset his/her password and log-in.

How do I delete Users? Origin does not yet support tools to allow User accounts to be deleted. If you would like to delete a User account from your Company, contact our Support Team and they will be happy to help: support@origin.build

Create and Manage Contacts

Creating Contacts allows you to link Sales, Sustainability, Technical and other contacts to your materials. Contacts are also used to power Origin's geographical search filters (radiuses are drawn from project locations to Contact locations). At a minimum, it is highly recommended to create at least one "Sales Support" Contact - to publish a material it is required to include a Sales Support contact so A+D can contact your salesforce. Note that User Accounts are not created for Contacts, to create Users, see the **Create and Manage Users** section, above.

To **Create Contacts**, follow these steps:

1. Log in at: <https://origin.build>
2. Click on your **Username** in the upper righthand corner of your browser to launch your User Tools.
3. Select **Administration**.
4. Your Administration page will load on the Users tab. Toggle to the **Company** tab.
5. Scroll to your Company's Contacts section and click the **Create** button at the righthand side of your browser.
6. Enter all relevant contact information and click **Save**. Contact Names, Email Address and Locations are required for each Contact. Note that Contact Names and Email Addresses can be generic (i.e.: Names might be, North American Sales Support. Emails can be, info@, sales@, etc.).
7. Repeat Steps 4-6 as needed.

To **Edit Contacts**, follow these steps:

1. Log in at: <https://origin.build>
2. Click on your **Username** in the upper righthand corner of your browser to launch your User Tools.
3. Select **Administration**.
4. Your Administration page will load on the Users tab. Toggle to the **Company** tab.
5. Scroll to your Company's Contacts section, find the Contact you want to edit and click the **Edit Icon** (hint: it looks like a pencil).
6. Modify your Contact and click **Save**.

To **Delete Contacts**, follow these steps:

1. Log in at: <https://origin.build>

2. Click on your **Username** in the upper righthand corner of your browser to launch your User Tools.
3. Select **Administration**.
4. Your Administration page will load on the Users tab. Toggle to the **Company** tab.
5. Scroll to your Company's Contacts section, find the Contact you want to delete and click the **Delete Icon** (hint: it looks an 'X').
6. Confirm your decision by clicking **OK**.

Create and Manage Brands

Create all of your Company's Brands. Each material can be linked to one Brand. If you do not create any Brands, your materials will be linked to your company name by default. All Brands are searchable.

To **Create Brands**, follow these steps:

1. Log in at: <https://origin.build>
2. Click on your **Username** in the upper righthand corner of your browser to launch your User Tools.
3. Select **Administration**.
4. Your Administration page will load on the Users tab. Toggle to the **Company** tab.
5. Scroll to the Brands section and click the **Create** button at the righthand side of your browser.
6. Add desired Brand details (at least a Name is required) and click **Save**.

To **Edit Brands**, follow these steps:

1. Log in at: <https://origin.build>
2. Click on your **Username** in the upper righthand corner of your browser to launch your User Tools.
3. Select **Administration**.
4. Your Administration page will load on the Users tab. Toggle to the **Company** tab.
5. Scroll to the Brands section, find the Brand you want to edit and click the **Edit Icon** (hint: it looks like a pencil).
6. Modify your Brand and click **Save**.

To **Delete Brands**, follow these steps:

1. Log in at: <https://origin.build>
2. Click on your **Username** in the upper righthand corner of your browser to launch your User Tools.
3. Select **Administration**.
4. Your Administration page will load on the Users tab. Toggle to the **Company** tab.
5. Scroll to the Brands Section, find the Brand you want to delete and click the **Delete Icon** (hint: it looks like an 'X').
6. Confirm your decision by clicking **OK**.

Create and Manage Material Collections

Collections allow materials to be added to groups (Note: some Companies refer to "Collections" as "Families", "Lines", "Series", etc.).

To **Create Material Collections**, follow these steps:

1. Log in at: <https://origin.build>
2. Click on your **Username** in the upper righthand corner of your browser to launch your User Tools.
3. Select **Administration**.
4. Your Administration page will load on the Users tab. Toggle to the **Company** tab.
5. Scroll to the Material Collections Section and click the **Create** button at the righthand side of your browser.
6. Add desired Collection details (at least a Name is required) and click **Save**.

To **Edit Material Collections**, follow these steps:

1. Log in at: <https://origin.build>
2. Click on your **Username** in the upper righthand corner of your browser to launch your User Tools.
3. Select **Administration**.
4. Your Administration page will load on the Users tab. Toggle to the **Company** tab.
5. Scroll to the Material Collections section, find the Collection you want to edit and click the **Edit Icon** (hint: it looks like a pencil).
6. Modify your Collection and click **Save**.

To **Delete Material Collections**, follow these steps:

1. Log in at: <https://origin.build>
2. Click on your **Username** in the upper righthand corner of your browser to launch your User Tools.
3. Select **Administration**.
4. Your Administration page will load on the Users tab. Toggle to the **Company** tab.
5. Scroll to the Material Collections section, find the Collection you want to delete and click the **Delete Icon** (hint: it looks like an 'X').
6. Confirm your decision by clicking **OK**.

Create and Manage Libraries

Libraries are typically used in conjunction with events or exhibitions. It is possible to add start and end dates for each Library. To **Create Libraries**, follow these steps:

1. Log in at: <https://origin.build>
2. Click on your **Username** in the upper righthand corner of your browser to launch your User Tools.
3. Select **Administration**.
4. Your Administration page will load on the Users tab. Toggle to the **Company** tab.
5. Scroll to the Libraries section and click the **Create** button at the righthand side of your browser.
6. Add desired Library details (at least a Name is required) and click **Save**.

To **Edit Libraries**, follow these steps:

1. Log in at: <https://origin.build>
2. Click on your **Username** in the upper righthand corner of your browser to launch your User Tools.
3. Select **Administration**.
4. Your Administration page will load on the Users tab. Toggle to the **Company** tab.
5. Scroll to the Libraries section, find the Library you want to edit and click the **Edit Icon** (hint: it looks like a pencil).
6. Modify your Library and click **Save**.

To **Delete Libraries**, follow these steps:

1. Log in at: <https://origin.build>
2. Click on your **Username** in the upper righthand corner of your browser to launch your User Tools.
3. Select **Administration**.
4. Your Administration page will load on the Users tab. Toggle to the **Company** tab.
5. Scroll to the Libraries section, find the Library you want to delete and click the **Delete Icon** (hint: it looks like an 'X').
6. Confirm your decision by clicking **OK**.

Material Management

Create unlimited materials in your Origin account. Materials can be created and managed individually or using our bulk tools and services.

Create Materials on Origin

1. Log in at: <https://origin.build>
2. Click on your **Username** in the upper righthand corner of your browser to launch your User Tools.
3. Select **Material Management**. Your Material Management Dashboard will appear.
4. In your Toolbar, click the **“+” Button**. The Create Material pop-up will appear.
5. Enter a Material Name and click **Add** or hit **Enter/Return** on your keyboard.
 - **Repeat Step 5** if you have multiple materials to create.
6. The application will search for existing materials that may match the material/s you have entered. If possible matches exist, a Flag Icon will appear to the righthand side of the pop-up.
 - Click the **Flag Icon** to view possible matches. Materials created by users from your Company will be listed first. Materials created by other 3rd Parties (including Reporting Body integration partners) will be listed second.
 - To use an existing materials, rather than creating a new material, click **Copy**. If you copy a material from a Reporting Body, any Certifications within the material will still be connected to the Reporting Body.
7. When you are finished creating Material Names click the **Save** button. Your material/s will be created and you will be redirected to a page that lists all of your Recently Created Materials (within the last hour).

8. You can edit individual materials, see the **Edit a Single Material** section below. You can also edit materials in bulk, see the **Edit Materials in Bulk** section, below.
9. Note that your created materials will not automatically appear in the mindful MATERIALS Library. The mindful MATERIALS Program requires that materials be reviewed prior to being listed in the mindful MATERIALS Library. The review process is free. To request a review, see the **Publishing to the mindful MATERIALS Library** section, below.

Import Materials

There are three options for Manufacturers to create bulk material data on Origin.

1. **Origin Import API Services:** connect to Origin's API services (free).
2. **Custom API Integration:** connects to your API Services (fees apply).
3. Origin provides an **Excel Import Template** which allows basic material information to be imported from a spreadsheet (free).

Contact Origin Support (support@origin.build) to discuss API connections.

To use Origin's **Excel Import Template** (Option 3, above), follow these steps:

1. Log in at: <https://origin.build>
2. Click on your **Username** in the upper righthand corner of your browser to launch your User Tools.
3. Select **Import Materials**. The Import Materials pop-up will appear.
4. Click **Download Import Template**. The Import Template will be downloaded to your computer.
5. **Open** the Import Template in Excel (Note: Apple Numbers is not supported).
6. Please read the instructions found on the first tab before entering data into the Template. Fill in the downloaded Template with your material information.
7. When your Template is complete, repeat Steps 1-3. When the Import Materials pop-up appears, click **Select File**, select your file from your hard drive or File Library and click **Upload**. Your materials will be imported within 8 hours. All materials will be imported as Unpublished and will only be visible to you and you Company Users.
8. Note that your published materials will not automatically appear in the mindful MATERIALS Library. The mindful MATERIALS Program requires that materials be reviewed prior to being listed in the mindful MATERIALS Library. The review process is free. To request a review, see the **Publishing to the mindful MATERIALS Library** section, below.

Duplicate a Material

1. Log in at: <https://origin.build>
2. Click on your **Username** in the upper righthand corner of your browser to launch your User Tools.
3. Select **Material Management**.
4. Click on the material you would like to create a duplicate of.
5. In your Toolbar, click **View**. The material detail page will load.
6. In your Toolbar, click the **Duplicate Icon** (hint: it looks like two squares).
7. Click **OK** to confirm your selection. Your duplicate material will be loaded in the material editor.

Edit a Single Material

1. Log in at: <https://origin.build>
2. Click on your **Username** in the upper righthand corner of your browser to launch your User Tools.
3. Select **Material Management**.
4. Click on the material you would like to edit. The Edit Material page will load.
5. Click each section individually or click **Open All** to reveal all sections at once.
6. Click to edit or add any details or attributes. Data saves as it is added to Origin. You will see a notification at the top of your screen: **All modifications saved on Origin**, as you add or edit your material information.

Edit Materials in Bulk

1. Log in at: <https://origin.build>
2. Click on your **Username** in the upper righthand corner of your browser to launch your User Tools.
3. Select **Material Management**.
4. Select materials according to your view.
 - If you are using the **Thumbnail View**: In the lower lefthand corner of each material, you will see a select box. Scroll thru your materials and click the **select boxes** of all materials you wish to edit.
 - If you are using the **Basic View** or the **mindful MATERIALS View**: To the left of each Brand Name, you will see a select box. Scroll thru your materials and click the **select boxes** of all materials you wish to edit.
5. After selecting all desired materials, click the **Actions** button in your Toolbar.

6. From the Actions Menu, select the type of edit you would like to make and follow the instructions provided by Origin.
7. Edits will appear within 5-10 minutes. Note that your selected materials will remain selected until they are unselected.

Publish Individual Materials to Origin

1. Log in at: <https://origin.build>
2. Click on your **Username** in the upper righthand corner of your browser to launch your User Tools.
3. Select **Material Management**.
4. Click on the material you would like to edit. The Edit Material page will load.
5. Click the **Actions** button in your Toolbar and select **Publish**.
6. You can also Publish your materials in bulk, following the **Edit Materials in Bulk** section, above. In Step 6 of that section, select **Publish** from the Actions Menu.
7. Note that your published materials will not automatically appear in the mindful MATERIALS Library. The mindful MATERIALS Program requires that materials be reviewed prior to being listed in the mindful MATERIALS Library. The review process is free. To request a review, see the **Publishing to the mindful MATERIALS Library** section, below.

Delete a Single Material

1. Log in at: <https://origin.build>
2. Click on your **Username** in the upper righthand corner of your browser to launch your User Tools.
3. Select **Material Management**.
4. Click on the material you would like to delete. The Edit Material page will load.
5. Click the **Actions** button in your Toolbar and select **Delete**.
6. Click **Ok** to confirm your selection. Note that this action cannot be undone.

Delete Materials in Bulk

1. Log in at: <https://origin.build>
2. Click on your **Username** in the upper righthand corner of your browser to launch your User Tools.
3. Select **Material Management**.

4. In the lower lefthand corner of each material, you will find a select box. Scroll thru your materials and click the select boxes of all materials you wish to delete.
5. After selecting all desired materials, click the **Actions** button in your Toolbar and select **Delete**. A pop-up will appear. Click **OK** to confirm.
6. Your materials will be removed within 5-10 minutes. Note that this action cannot be undone.

Certification Management

Origin integrates with the databases of several Reporting Bodies to connect data sources directly to materials. Certifications, Declarations, and Test Reports automatically remain up-to-date after being connected to materials. You can connect your materials directly to 3rd Party Data Sources, or you can opt to manually create your own Certifications, Declarations and Test Reports. For more information about Origin's Integration Partners, see the **Data Connections** section, or **Appendix A: Connected Reporting Bodies**, below.

Connect to 3rd Party Certifications / Declarations / Test Reports

3rd Party Data Sources provide data and regular updates directly to Origin. As data updates are received from 3rd Parties, connected materials are automatically updated. To ensure information integrity, you cannot edit information that is provided by 3rd Party Data Sources, you can only connect/disconnect 3rd Party data to/from your materials. To see a full list of connected 3rd Party Data Sources, please see the **Data Connections** section, below. To connect your materials to Certifications, Declarations and/or Test Reports from 3rd Party Data Sources, follow these steps:

1. Log in at: <https://origin.build>
2. Click on your **Username** in the upper righthand corner of your browser to launch your User Tools.
3. Select **Material Management**.
4. Click on the material you would like to edit. The material editor will load.
5. Click to open the **Certifications / Declarations / Test Reports** section.
6. Below the section title, click **Connect**. The Connect Certifications, Declarations or Test Reports pop-up will appear.
7. The **Document Number** refers to the unique ID or number of the Certification / Declaration / Test Report that has been achieved. The **Program Name** refers to the name of the Certification / Declaration / Test Report Program (i.e.: Indoor Advantage Gold, or HPD). The **Reporting Body** refers to the auditor or reviewer of your Certification / Declaration / Test Report (i.e.: SCS Global

Services, HPD Collaborative). It's recommended to enter your Brand, Company Name, and/or Material Name in the **Keyword** field.

- **Hint:** When entering a Program Name or Reporting Body, a list of suggested options will appear as you type. If your desired Program Name or Reporting Body appears as an option, select it rather than entering your own text. Entering your own text will be treated as a custom field, even if it exactly matches a suggested option.
8. After entering relevant details, click **Search**. Best matching Certifications / Declarations / Test Reports will be displayed. You may need to refine your search, depending on the search results. Only the top 25 matches will be displayed in the search results.
 9. Identify the best match and click **Select**. The corresponding Certification / Declaration / Test Report will be connected to your material.
 10. It is also possible to connect multiple materials to a Certification / Declaration / Test Report. Follow the steps in the **Edit Materials in Bulk** section, above. In Step 6, select **Connect Certification** from the Actions Menu, then follow Steps 7-9, above.

Create a Certification / Declaration / Test Report

If the Reporting Bodies you work with do not yet integrate with Origin, you can create your own Certifications, Declarations, and/or Test Reports by following these steps:

1. Log in at: <https://origin.build>
2. Click on your **Username** in the upper righthand corner of your browser to launch your User Tools.
3. Select **Certification Management**. Your Certification Dashboard will load.
4. Click the **+ Button** in your toolbar. The Connect Certifications, Declarations or Test Reports pop-up will appear.
5. Click **Skip and Create New** at the bottom left of the pop-up.
6. Add relevant information and click **Save**. At a minimum you must include a **Program Name** and **Reporting Body** (Note: you can select "Self Reported" if you have not worked with a 3rd Party Reporting Body).
 - **Note:** After adding a Program Name, it is highly recommended to click the **Add +** button under the Program Options section to add details that are unique to your Certification, Declaration or Test Report.
7. After clicking Save (Step 6), click **Actions** and select **Publish**.
 - **Note:** Certifications / Declarations / Test Reports must include supporting documentation to be published. Either a URL or uploaded document must be provided before publishing.

After Creating a Certification / Declaration / Test Report, you can connect it to your materials by following these steps:

1. Log in at: <https://origin.build>
2. Click on your **Username** in the upper righthand corner of your browser to launch your User Tools.
3. Select **Material Management**.
4. Click on the material you would like to edit.
5. Scroll down to the **Certifications, Declarations** or **Test Reports** section, as is relevant.
6. Click **Connect**. The Connection pop-up will appear.
7. Enter the details you created in the steps above and click **Search**.
8. Find your Certification / Declaration / Test Report and click **Select**. The corresponding Certification / Declaration / Test Report will be connected to your material.

Edit a Single Certification / Declaration / Test Report

You can only edit Certifications, Declarations and Test Reports that you create. To ensure information integrity, you cannot edit information provided by 3rd Party Data Sources. To edit an individual Certification, Declaration or Test Report, follow these steps:

1. Log in at: <https://origin.build>
2. Click on your **Username** in the upper righthand corner of your browser to launch your User Tools.
3. Select **Certification Management**. Your Certification Dashboard will load.
4. Click on the Certification / Declaration / Test Report you would like to edit.
5. Update information as is relevant and click **Save**.

Edit Certifications / Declarations / Test Reports in Bulk

You can add the following Certification / Declaration / Test Report fields in bulk: add Supporting Documentation (URL and/or Files), Publish, Unpublish. To edit your Certifications / Declarations / Test Reports in bulk, follow these steps:

1. Log in at: <https://origin.build>
2. Click on your **Username** in the upper righthand corner of your browser to launch your User Tools.
3. Select **Certification Management**. Your Certification Dashboard will load.

4. There is a select box to the left of each Program Name. Click the **Select Box** of each Certification / Declaration / Test Report that you would like to edit in bulk.
5. Click the **Actions** button in the Toolbar to view your bulk action tools.
6. Select your desired bulk action and confirm your selection. Your edits will appear within 5-10 minutes.

Connect Certifications / Declarations / Test Reports to Materials

To connect individual or multiple Certifications, Declarations or Test Reports to a material, follow these steps:

1. Log in at: <https://origin.build>
2. Click on your **Username** in the upper righthand corner of your browser to launch your User Tools.
3. Select **Certification Management**. Your Certification Dashboard will load.
4. Click the **Select Boxes** of the Certifications / Declarations / Test Reports that you would like to connect to a Material.
5. Click **Actions** in the upper righthand corner of your browser and select **Connect Material**.
6. Type in the names of the Materials you would like to connect and click **Add** or hit **Return** or **Enter** on your keyboard. When you are finished selecting your Materials, click **OK**.
 - **Note:** only Published Certifications, Declarations and Test Reports can be connected to Materials. See the Create a Certification / Declaration / Test Report section, above for steps to publish your Certifications / Declarations / Test Reports.
7. Click **OK** to confirm your selection.

Link Brands to Certifications / Declarations / Test Reports (Auditors only)

Auditors (Reporting Bodies) can add their clients' brand information to Certifications, Declarations and Test Reports. Adding brand information makes it easier for Manufacturers to find and connect their materials to the correct data source.

To connect individual or multiple Certifications / Declarations / Test Reports to a material, follow these steps:

1. Log in at: <https://origin.build>

2. Click on your **Username** in the upper righthand corner of your browser to launch your User Tools.
3. Select **Certification Management**. Your Certification Dashboard will load.
4. Click on the Certification, Declaration or Test Report you would like to add Manufacturer brand information to.
5. Scroll down until you see the **Related Brand(s)** and **Related Contact(s)** sections appear.
6. To add a Brand, click the **Add** button to the right of the **Related Brand(s)** section.
 - a. Select the Brand you would like to add and click **OK**. If the Brand you would like to add does not appear, you must first add it in your **Administration** tools. Please see the **Set Company Branding** section, above.
7. To add a Contact, click the **Add** button to the right of the **Related Contact(s)** section.
 - a. Select a Contact you would like to add and click **Add**. You can add multiple Contacts, if desired.
 - b. When you are finished adding contacts, click **OK**.
8. Note: Steps 5-7 can also be followed when creating a Certification, Declaration or Test Report.

Delete Certifications / Declarations / Test Reports

Individual Certifications, Declarations and Test Reports can be deleted by following these steps:

1. Log in at: <https://origin.build>
2. Click on your **Username** in the upper righthand corner of your browser to launch your User Tools.
3. Select **Certification Management**. Your Certification Dashboard will load.
4. To the left of the Certification / Declaration / Test Report name that you would like to delete, click the **Dropdown Arrow** and select **Delete**.
5. Click **OK** to confirm your choice.

File Management

Store files in your Company account to simplify collaboration with colleagues and reduce inconsistencies. Each file must be smaller than 10MB. You may store up to 2GB of data in your Company account using Origin's free services.

Upload a File

1. Log in at: <https://origin.build>
2. Click on your **Username** in the upper righthand corner of your browser to launch your User Tools.
3. Select **File Management**. Your File Dashboard will load.
4. Click **Upload Files** and select relevant files from your hard drive.

Create a Folder

1. Log in at: <https://origin.build>
2. Click on your **Username** in the upper righthand corner of your browser to launch your User Tools.
3. Select **File Management**. Your File Dashboard will load.
4. Click **Actions** and select **New Folder**.

Rename Files

1. Log in at: <https://origin.build>
2. Click on your **Username** in the upper righthand corner of your browser to launch your User Tools.
3. Select **File Management**. Your File Dashboard will load.
4. Click the **Dropdown Arrow** to the left of each file thumbnail and select **Rename**.

Delete Files

1. Log in at: <https://origin.build>
2. Click on your **Username** in the upper righthand corner of your browser to launch your User Tools.
3. Select **File Management**. Your File Dashboard will load.
4. Click the **Dropdown Arrow** to the left of each file thumbnail and select **Delete**.
5. Click OK to confirm you selection.

Data Connections

To streamline material management efforts and improve data quality, Origin connects to data sources from around the world. As a hub, building material data flows from Manufacturers and Reporting Bodies to Project Teams. Thru data exchange, material information becomes useable throughout design and construction processes. Our mission is to foster the growth of living data, data which can be leveraged by industry software to streamline the design and construction process and support performance-driven design.

mindful MATERIALS

Origin powers the [mindful MATERIALS Library](#) and supports all data fields recognized by the [mindful MATERIALS Program](#). All materials that are approved by mindful MATERIALS Reviewers are directly connected to the mindful MATERIALS Library. Once approved and connected, materials that are edited on Origin automatically update within the mindful MATERIALS Library.

Using the mindful MATERIALS View

1. Log in at: <https://origin.build>
2. Click on your **Username** in the upper righthand corner of your browser to launch your User Tools.
3. Select **Material Management**.
4. In the upper righthand corner of your browser, click the **List** Icon and select **mindful MATERIALS View**. Your materials will be listed against attributes that are recognized by the mindful MATERIALS Program.
5. Click to open each section:
 - MI = Material Ingredients
 - EP = Environmental Profile
 - VOC = Volatile Organic Compounds (VOCs)
 - MS = Material Sourcing
 - SR = Social Responsibility
 - OI = Other Information
6. To edit Existing Information, click on **Existing Information** you would like to edit. A pop-up will appear.
 - Click the **Edit Button** (Hint: it looks like a pencil) to the righthand side of the pop-up. You will be redirected to the material editor.
 - Click on the **Edit Button** to the right of the information you would like to edit and follow the prompts within the application.
7. To add new content, click **Material Name** you would like to edit.

- Click each section you would like to add content to.
- Add content as desired and click **Save All**.

Publishing to the mindful MATERIALS Library

1. Log in at: <https://origin.build>
2. Click on your **Username** in the upper righthand corner of your browser to launch your User Tools.
3. Select **Material Management**.
4. In the upper righthand corner of your browser, click the **List Icon** and select **mindful MATERIALS View**.
5. In the toolbar, click **Request mM Review**. An email will be sent to the mindful MATERIALS Review Team. A volunteer reviewer will contact you with further steps. It usually takes 2-4 weeks for reviews to be completed. Materials with content from integration partners are typically require less time to be reviewed. Approved materials will immediately be visible within the mindful MATERIALS Library.
 - **Note:** You must have at least one published material to request a mindful MATERIALS Review.

Origin Integration Partners

Origin proudly integrates with the following 3rd Party Integration Partners (listed below in alphabetical order). Please help us fill data gaps - let us know which Reporting Bodies you would like to see integrated on Origin.

- Berkeley Analytical
- Cradle to Cradle Certified
- EnergyStar
- GreenCircle Certified
- HPD Collaborative
- MAS Certified Green
- International Living Future Institute (Declare™)
- SCS Global Services
- TÜV Rheinland
- Vertima
- Water Sense

Support

We're happy to help you to optimally use Origin. Help Tools and email support are available. User demonstrations and support calls can also be scheduled on an as-needed basis.

Accessing Help Tools

Several self-help tools are available directly on Origin including, Software Release Notes, User Guides, Support Videos and Frequently Asked Questions (FAQs). To view these tools, please follow these steps:

1. Visit <https://origin.build/#/>
2. Scroll down to the footer and click **Help**.

Contacting Origin Support

Please contact us if you are experiencing any problems using Origin or have suggestions for its improvement. We love hearing from our users and build new features based on the feedback we receive. Simply send an email to: support@origin.build and we'll be in touch. Or, submit feedback directly on Origin. Click the **Click for Help** tab at the bottom right of your browser when logged-in. A pop-up will appear allowing you to send an email directly thru Origin. We will respond to your email as quickly as we can.

Appendix A: Connected Reporting Bodies

The Origin Hub connects with Source Data from Reporting Bodies to ensure that Certifications, Declarations and Test Reports are easily accessible and remain up-to-date. Manufacturers can connect their materials to Source Data and automatically receive updates when their Certifications, Declarations and/or Test Reports are renewed or changed. To learn more about Connected Data, check out [this article](#).

Origin connects with the Reporting Bodies listed below. Updates are received as indicated below.

Berkeley Analytical - ClearChem™ - in progress, daily updates available Q2, 2018.

Carpet and Rug Institute - in progress, daily updates available in 2018.

Cradle to Cradle Certified™ - connected, daily updates now available.

Energy Star - integrated, next update available Q3, 2018.

GreenCircle Certified - connected, content managed directly on Origin.

HPD Collaborative - connected, daily updates now available.

ILFI - Declare™ - connected, daily updates now available.

MAS Certified Green - connected, content managed directly on Origin.

SCS Global Services - connected, weekly updates now available.

TÜV Rheinland - in progress, daily updates available Q2, 2018.

Vertima - connected, content managed directly on Origin.

WaterSense - integrated, next update available Q3, 2018.

To suggest connections with other Reporting Bodies, please contact us at: support@origin.build

Appendix B: Supported Certifications, Declarations and Test Reports

Origin supports Certification, Declaration and Test Report programs to provide users with powerful search tools. Logos, standards and attributes that are related to each program are supported to optimize data availability and visibility.

When creating Certifications, Declarations and/or Test Reports, it is recommended to select officially supported programs to optimize their search-ability. The following Programs are currently supported:

- ANSI/BIFMA e3
- ANSI/BIFMA M7.1
- ANSI/BIFMA X5.1
- ANSI/BIFMA X5.3
- ANSI/BIFMA X5.4
- ANSI/BIFMA X5.5
- ANSI/BIFMA X5.9
- ANSI/BIFMA X6.1
- ANSI/BIFMA X7.1
- ANSI/SOHO
- ASTM C1371-2004
- ASTM C1549-2009
- ASTM D2486-2006
- ASTMA 416/A416M-2006
- ASTMA 959-2011
- ASTMB 117-2003
- ASTMB D2369-10
- ASTM D635-2006
- ASTMB D6886-03
- ASTM F1281-05
- ASTM G85-2002
- Berkeley Analytical ClearChem
- BIFMA Color - 2005 Color Measurement
- BIFMA G1 Ergonomics Guideline for Furniture
- BIFMA HCF 8.1 - Healthcare Furniture Design - Guidelines for Cleanability
- BIFMA PD-1-2011 Mechanical Test Standards-Compiled Definitions
- BIFMA Quality v9.3
- BIFMA Sustainability Guidelines for Office Furniture
- BIFMA Tex4.1
- BIFMA level 7.6.1
- BIFMA level 7.6.2
- BIFMA level 7.6.3

Blue Angel Composite Wood Panels
Blue Angel Elastic Floorings
Blue Angel Floor Covering Adhesives and other Installation Materials
Blue Angel Flooring Underlays (cushion)
Blue Angel Textile Floorings
Blue Angel Thermal Insulation Material and Suspended Ceilings
Byggvarubedömningen (BVB)
Canadian VOC Concentration Limits for Architectural Coatings
CARB ATCM 93120
CARB SCM (2007)
CARB ULEF/NEF
Carbon Trust
CDPHv1.1-2010
CDPHv1.2-2017
Collaborative for High Performance Schools (CHPS)
Cradle to Cradle Certified™
CRI Green Label
CRI Green Label Cushion
CRI Green Label Plus
Declare™
eco-INSTITUT-Label
ECOLOGO
EMICODE EC1
EMICODE EC1PLUS
ENERGY STAR
EPD European Decopaint Directive (2004/42/EC)
facts
Finnish Emission Classification of Building Materials
FloorScore®
French VOC Emissions Labeling - Class A+
French VOC Emissions Labeling - Class A
FSC®
Green Squared®
Green Star
Greenguard
Greenguard Gold
GUT
Healthier Hospitals Initiative (HHI)
HPD
Hong Kong Air Pollution Control (VOC) regulation
Intertek ETL Environmental VOC
Intertek ETL Environmental VOC+
Indoor Air Comfort GOLD
ISO 14001

ISO 14004
ISO 14006
ISO 14064-1
ISO 19000
ISO 19001
ISO 19004
ISO 19011
ISO 11890, Part 1
ISO 11890, Part 2
ISO/DIS 45001
ISO/IEC 17021
Lead Safe Paint®
level®
MAS Certified Green
NRMCA Certified Environmental Product Declaration
NSF/ANSI 140
NSF/ANSI 332
NSF/ANSI 336
NSF/ANSI 342
NSF/ANSI 347
OHSAS 18001
pefc™
SCAQMD 1168
SCAQMD 1113
SCS Biodegradable Certified Program
SCS CARB ATCM 93120
SCS Environmentally Preferable Product
SCS Indoor Advantage
SCS Indoor Advantage - Furniture
SCS Indoor Advantage Gold
SCS Indoor Advantage Gold - Building Materials
SCS Indoor Advantage Gold - Furniture
SCS Global Services -> SCS Indoor Advantage Gold + Formaldehyde Free
SCS Recycled Content Certified
SCS Responsible Source - Textiles
SCS ENV-CLAIMS
Vertima ECO-DECLARATION
WaterSense