

November 20, 2025

## Evaluation guide *to determine the fit for your organization*

Log in at [app.transparencycatalog.com](https://app.transparencycatalog.com) **NOTE: This evaluation guide provides an overview.**  
Use the [Help link](#) at the top of every screen to find [support documentation and up-to-date release notes](#).

**We're thrilled to have you begin your evaluation of Transparency Catalog Project Builder & Library (PB&L)** the first end-to-end, collaborative workflow solution for sourcing high-performance materials that meet carbon impact AND human health goals. Project Builder & Library operationalizes product selection and closes the gaps in workflow, data and tools between each stage – from design to specification, planning, building and management – revolutionizing the end-to-end process for teams. [Watch the video.](#)

We designed PB&L with considerable input from AECO professionals like you, and nothing tells us more about how well it works than hearing from people actively using it. To help you evaluate, we've designed this guide to walk you through what you need to know to get started using it.

### Key features include:

#### Projects

- **Collaboratively build an unlimited number of Projects and project-type Templates** using flexible workflows.
- **Export Projects to the Embodied Carbon in Construction Calculator (EC3)**, the cornerstone tool from nonprofit Building Transparency, for quick project set up to plan and compare buildings.

#### Libraries

- **Populate a centralized Favorite Products Library with an unlimited number of products to easily capture, share, discuss and distribute knowledge.** Add supporting documents like other product sustainability certifications, BIM models, MSDS sheets and more. *Each person can also save favorites in their own personal Library.*

#### Collaboration

- **Share Projects and products with collaborators** inside and outside your organization to find all information all in one place.
- **Create new flexible workflows** to collaboratively create Projects and project-type Templates.
- **Access manufacturer expertise** to provide support with samples, sourcing, local reps, distribution, etc... *during the design, specification, procurement stages.*

### During your evaluation, we request that you do the following:

#### Section

1. **Review key concepts** so you understand the structure.
2. **Follow the evaluation plan** and test each capability.
3. **Provide feedback** as you go.
4. **Debrief with Sustainable Minds** at the completion of your evaluation.

# 1. Review key concepts

## Application overview

Project Builder & Library contains four key places to get things done.

1. [The Transparency Catalog](#), where you can find every building product manufacturer making products for the North American market who has invested in product transparency, either EPDs, material disclosures or both, organized by MasterFormat® division and section. Apply the filters in any order based on project stage and/or selection criteria to get the results you want, fast.
2. [Your Dashboard](#), the starting point when you log in to give you a snapshot of most recent activity. You will see recent activity for Projects you own or contribute to, as well as products you and your colleagues have recently added to your organization's Favorite Products Library.
3. [The Projects page](#), where you can access Projects from your organization, as well as Project Templates you and others have saved.
4. **Projects**, where you can collect any set of products for any purpose – whole buildings, single rooms, products to evaluate, etc. Within Projects, you and your colleagues can enrich product information by discussing products, uploading supporting documents and images to collaborate on making the right choices.
5. **Favorite Products Libraries**, [one for your office](#), where you and your colleagues can collaboratively select and save your office's favorite products; and [one for your own personal favorites](#) to save products and information for your own purposes.

The screenshot displays the Transparency Catalog web application. At the top, there is a search bar and navigation links. Below the search bar, there are filter options for brands, products, and transparency documentation. The main content area shows a list of products with columns for brand, product name, EPD status, and material ingredients. On the right side, there are two blue icons: one with a building icon labeled 'Projects' and one with a star icon labeled 'Favorite Products Libraries'. Arrows point from the product listings to these icons, indicating the flow of information.

## Project Builder & Library supports multiple workflows for selecting products for maximum flexibility.

- Start a Project by adding products from the Transparency Catalog. From inside the Project, in one click you can save those products to a Favorite Products Library for future reference for you and your organization.
- Add products from Favorite Products Libraries to start a Project or add at any time.
- Import other Projects or Templates to your Project to add all the products (once added, delete any you don't want).
- You can add other products from the Transparency Catalog at any time.
- You can also add products that are NOT in the Transparency Catalog to Projects and Libraries.

In any scenario, you build a Project with the right products, and build a Favorite Products Library to make it faster & easier for everyone to source materials that meet your carbon impact and human health goals.

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## Transparency Catalog™

[Sustainable Minds Transparency Catalog](#) is the most comprehensive, curated and continually updated source of high-performance building and construction materials that meet carbon impact and material health goals. It currently (April 2025) contains over **2,260 manufacturers** and trade organizations with products and documentation in **28 MasterFormat® divisions and 1,000+ sections**. 20 new manufacturers on average are added monthly.

Sustainable Minds®  
**Transparency Catalog™**

Search to find brands and products

Login | Sign up

SEE ALL BRANDS | SEARCH THE CATALOG | ABOUT PRODUCT TRANSPARENCY | PCR CATALOG | WEBINARS | BLOG

Get in touch

### Standardize high-performance material selection in your organization

Collaboratively create your materials knowledge base with Project Builder & Library

- Low carbon and healthy material selection made understandable
- Live, up-to-date transparency documents, thousands of brands
- Real-time AIA Material Pledge & LEED v5 status reports

Try Project Builder & Library! Get a Free Transparency Catalog account and get notified about evaluating for your organization.

Get a Free account

Technology Partner

ES Strategic Collaboration

Search the catalog to find brands and products with transparency documents! 🔍

CSI MasterFormat® Division | Section | Brand, product type or name | Go

We've made it easy to source high-performance building & construction materials that meet carbon impact and material health goals.

**Project Builder & Library is used by organizations of all sizes.**

A&D and spec firms | Sustainability consulting firms | Integrated construction companies | Real estate owners | Government agencies

BE&K | BKSK | HASKELL | LGA | NEWCOMB & BOYD

In one click, powerful MasterFormat® filtering enables AECOs to find every manufacturer and their products with transparency disclosures, in each division and section, making it possible to do in seconds what has taken hours, days or couldn't be done at all.

**Your trusted source for EPDs**, Sustainable Minds' knowledge and credibility as a program operator who develops and publishes product category rules (PCRs) and EPDs and as a life cycle assessment (LCA) services provider, makes us uniquely qualified to build the industry's most comprehensive EPD database that includes only EPDs from qualified program operators and generator tools. Filter to find:

- Product-specific EPDs
- Optimized EPDs for LEED v4.1
- Industry-average EPDs

**Instantly source materials with the lowest embodied carbon impact in every MasterFormat section.** Transparency Catalog and EC3 have had a data partnership since EC3's launch in 2019. Transparency Catalog visually displays EC3 quintile data (e.g., best 20%, 40%, etc.) to identify a product's embodied carbon impacts relative to others in the category at a glance. 'Filter by quintile' enables you to easily make low-carbon material choices that meet selection requirements in one click.

## Your Dashboard

[Your Dashboard](#) is where you can see at a glance the latest activity on Projects to which you have access, which include Projects you started, as well as those where you've been invited to collaborate. Any user with an account automatically has access to all Projects that anyone in your organization creates, unless that Project's owner has used privacy controls to limit its visibility.

The screenshot shows a user dashboard for 'Debby's Dashboard'. It features a navigation menu, a 'Start a project' button, and a 'Need help? Contact the admin(s)' link. The main content is divided into two sections: 'Recently active projects' and 'Recently added favorite products'.

**Recently active projects**

PROJECT	LAST MODIFIED	ACTIVITY NOTIFICATIONS
Type of building project	Jun 01, 2023	Terry Swack updated product CAFCO 400
Type of building project	Jun 01, 2023	Terry Swack updated product CAFCO 400
Type of building project	Jun 01, 2023	Terry Swack updated product CAFCO 400
Type of building project	Jun 01, 2023	Terry Swack updated product CAFCO 400
Type of building project	Jun 01, 2023	Terry Swack added product CAFCO SprayFilm WB 7

**Recently added favorite products**

PRODUCT	ADDED	ADDED BY
CAFCO 400	Jun 01, 2023	Terry Swack
Thermafiber® Formaldehyde-free Mineral W...	May 31, 2023	Terry Swack
Natural Stone Flooring and Paving	May 22, 2023	Terry Swack
ColorCore®2 Laminate	May 22, 2023	Terry Swack
Floor and Mosaic Tile- Monterrey, MX	May 17, 2023	Terry Swack

**Manufacturers' Choice Templates**

- Healthcare (Knauf)
- Tunnels (Isolatek)
- Residential roofing (GAF)

**Are there brands you like who haven't added products?**  
 Use the 'AECOs; Contact the MFR' link in every free listing to let them know that will be much easier for you to find, select, specify and procure their products.

## The Projects page

[The Projects page](#) is home for all **Projects and Templates**. A Project is your active workspace to collect, share, discuss and upload additional documents and manage your list of products. A Project is a **collection of products** in groupings that makes sense for your organization. Example types of projects include, but are not limited to:

- Specific projects, such as a complete building
- Room types, such as a portion of a building
- Collections based on selection criteria, such as Perkins&Will Precautionary List free or EC3 20th percentile of embodied carbon
- MasterFormat® section collections

The screenshot shows the 'Sustainable Minds Projects' dashboard. At the top, there's a navigation bar with 'Terry's Dashboard > Sustainable Minds Projects' and a 'Start a Project' button. Below that, the page title 'Sustainable Minds Projects' is followed by tabs for 'My projects (44)', 'All projects (55)', 'Completed (1)', 'Template (7)', and 'Manufacturer templates (2)'. A search bar contains 'project, building type, etc.'. On the right, there are pagination controls: '10 per page', '1 of 5 pages'. The main content is a table with the following columns: PROJECT, PROJECT ID, PROJECT OWNER, PROJECT / BUILDING TYPE, STATUS, LAST MODIFIED, CREATED, CLIENT/ OWNER, OFFICE, and ACTIONS. The table lists several projects, including '07 Thermal & Moisture – EC3 20th percentile', '08 Openings – Perkins&Will PL free', 'Commercial office building', 'Mass Timber Chalet', 'Mixed use retail/office', 'Pop-up coffee shop concept', 'Theresa's MR credit favorites', 'Washington University Library', 'Austin Warehouse', and 'Brenda' LVT alternatives'. Each row has a small thumbnail image on the left and a three-dot menu icon on the right. At the bottom right, there is a 'Questions, ideas & issues' button.

**Templates** can be created from Projects that you and others create that you want to easily replicate. You can start a Project as a Template or save an existing Project as a Template for future use, allowing people to start other Projects from a single click. You can also import products from a Template directly into your Project.

- **Manufacturer's Choice Templates** are created by the manufacturer's A&D reps and pre-populated with all the supporting documentation you'll need to make it easy to select and specify their best products for different types of building projects.

## Projects

A **Project** is your active workspace to collect, share, discuss and manage any list of products and their specifications. Create Projects for any collection of products – an entire building, a division, a client's preferred products, etc. You can limit Project visibility to anyone in your organization with an account, people with specific types of accounts, or specific people.

The screenshot shows a 'Start a project' form with the following fields and options:

- Project name\***: Text input field.
- Project ID**: Text input field.
- Confidentiality**:  This is a confidential client project. ?
- Description**: Text area with placeholder text: "Can include project background info, summarized and explored. Limited to 3000 characters."
- Template**: Dropdown menu with "Select template" option.
- Project / building type\***: Dropdown menu with "Select building type" option.
- Project status\***: Dropdown menu with "Select project status" option.
- Who can see this Project\* ?**: Dropdown menu with three options: "Anyone in my organization with an account", "Only Members, people I invite and Admins", and "Only people I invite and Admins".

A tooltip is displayed over the 'Who can see this Project\*' dropdown, providing details for each option:

- Anyone in my organization with an account**
  - Use to make a Project visible to everyone, such as a collection of recommended products.
  - People outside your organization can be invited to these Projects.
- Only Members, people I invite and Admins**
  - Use to make a Project visible to all Member account-holders to copy, create Templates, or add products to a Favorite Products Library.
  - Associate account-holders and people outside your organization must be invited to these Projects to see them.
- Only people I invite and Admins**
  - Use for Projects limited to specific team members. Best for confidential projects.
  - Any other account-holders and people outside your organization must be invited to these Projects to see them.

At the bottom of the form are two buttons: "Select products" and "Save project".

[Review our documentation to learn more about creating Projects and setting visibility.](#)

## Project information tab

When you create a new Project, initial details like Project name and status are required. You can add other optional information about the Project, including its construction type, its green building rating system and more.

The screenshot displays the 'Project information' tab for a project named 'Scientific Research Center'. The interface is organized into several sections:

- Basic information:** Includes fields for Project name (Scientific Research Center), Project creator/owners (Elizabeth Shaw), Project status (Planning), Client (Alistair Lethbridge-Stewart), Project Library visibility (Anyone in my office can see this project), Confidentiality (checkbox for confidential client project), Project ID, Project/building type (Office), Gross building area (100,000 to 150,000 sq. ft.), and EC3 tool project URL (View project in EC3 tool).
- Construction and contract:** Includes dropdown menus for Green building rating system (LEED v4), Construction type (Type II: Non-Combustible), Contract type (Select), and Budget (Select). There is also a field for Budget file with a 'Choose a file or drag it here' button and a document name field.
- Description and location:** Features an image upload area with a placeholder image of a building and a 'Choose a file or drag it here' button. Below this is a Description field containing the text: 'A scientific research facility. Mostly an office building, but needs to include laboratory space as well. Prime location on a mountain peak – need to take advantage of the view.' The location section includes Street address (2800 East Observatory Road), City (Los Angeles), State (California), and ZIP (90027).
- Map:** A map of Los Angeles with a red pin indicating the project location near Burbank and Glendale.

At the bottom of the form, there is a note: 'Note: project data is aggregated and shared with manufacturers. No user information is shared. Learn about our Manufacturer Analytics Dashboard.' and a 'Save' button.

## Products tab

This tab lists products saved for this specific Project, ordered by MasterFormat® division and section. Add products from the Transparency Catalog, from your Organization's and your Personal Favorite Products Libraries and manually add any MFR and their products NOT in the Transparency Catalog.

**Search by product name or manufacturer** and/or **filter by rating system credit** to drill down to the detail level you want to view. Click the **open/close all** links to see all products in the Project or all the products in a division. Text links near the **Discuss & upload** button give you a preview of how many comments, documents and images are associated with the product, and the tooltip shows the list of documents that have been uploaded, including the Common Materials Framework impact areas each sustainability document contributes to.

**Activated listing**  
**Has product and contact info**

**Free listing**  
**Ask us to contact to activate listing**

**Manually added**  
**Ask us to contact to create transparency documentation**

**Create demand and reward MFRs for product transparency.** Use the built in email links to request Sustainable Minds contact MFRs to 'Activate' their Free listings to provide you direct access to their product info, contact info and additional sustainability documents.

**If you manually added the MFR,** that means they don't have a listing because they have no EPDs or material disclosures (for products available in North America). Sustainable Minds is an EPD program operator and we deliver LCA and material health technical services. Send the message you like their products and that you need transparency info to continue to include them in your projects.

## Manufacturer Brand List page

**Manufacturer Brand List pages within a Project are where you and colleagues can enrich product information and collaborate on decision-making to capture product knowledge.** Every product within a Project includes the **Discuss and upload** button linking to the Manufacturer Brand List page, which displays all products in the Project from that manufacturer.

The screenshot displays the 'Sika Corporation product list' page. At the top, it shows the project context: '07 18 00 Traffic Coatings (1)'. The main content area features the Sika Corporation logo and a detailed description of their specialty products. A table lists products, with 'MasterSeal 350' highlighted. Below the table, there are sections for 'Invited people to this product', 'Comments', 'Pricing', 'Documents', and 'Images'. A modal window titled 'Invite people to the product' is open, showing a form to add collaborators with fields for email and role, a note field, and a list of existing collaborators with their roles.

On this page you can:

- Invite collaborators directly to that product to get their feedback and comments
- Discuss the product
- Find any additional sustainability documents identified in the Common Materials Framework (CMF) via links to the providers' websites; see how each contributes to the CMF impact areas
- Upload any type and number of supporting documents (e.g., sustainability documents, specifications, BIM models) and images
- Contact the manufacturer for sample, specification, quote and submittal help (manufacturers with activated Transparency Catalog listings),

### Find sustainability documents

**Need more sustainability documents?** Visit the manufacturer's website, *mindful MATERIALS* or any of the certification and disclosure providers' websites to download.

Human Health

Climate Health

Circular Economy

Social Health & Equity

Ecosystem Health

[Learn about the Common Materials Framework](#)

**Document types (88)** Filter  < 1 of 9 pages >

- Alliance for Water Stewardship (AWS) Standard 🟢
- Aluminum Stewardship Initiative Chain of Custody Standard (v1) 🟡
- Aluminum Stewardship Initiative Performance Standard (v2) 🟡
- American Tree Farm System (ATFS) 🟡
- ANSI/NSC 373-2019 Certified Stone 🟢 🟡
- Better Brick Nepal Standard 🟡
- BIFMA LEVEL Certified 🔴 🟡 🟢 🟣
- Blue Angel 🟢
- BRE: BES 6001 Responsible Sourcing of Construction Products Standard (v3.1) 🟡
- BRE: BES 6002 Ethical Labour Sourcing Standard (v1) – Level One 🟡

[Done](#)

### Upload document

Upload documents to your project

**Choose a document**  
 or drag it here

Any document type (10Mb maximum)

**Document name\***

**Document type\***

Select one

- CAD/BIM
- Material safety data sheet
- Other
- Specifications
- Alliance for Water Stewardship (AWS) ...
- Aluminum Stewardship Initiative Chain ...
- Aluminum Stewardship Initiative Perfor...
- American Tree Farm System (ATFS)

**Use the Find sustainability documents popup to easily locate the documents you need from each disclosure and certification type in the mindful MATERIALS Common Materials Framework. When you upload the document, identify it from the dropdown, and Project Builder & Library will provide an at-a-glance overview of the CMF impact area(s) that document is classified in.**

**Documents**

**Need more sustainability documents?** Visit the manufacturer's website, *mindful MATERIALS* or any of the certification and disclosure providers' websites to download.

[Find documents](#) [Learn about the Common Materials Framework \(CMF\)](#)

NAME	CMF IMPACT AREA	EXPIRES	DATE ADDED	SIZE	
EcoBatt specifications.pdf Specifications <a href="#">Description</a>			Jul 19, 2023	3.72 kb	
EcoBatt-and-EcoRoll-Insulation.pdf UL GREENGUARD <a href="#">Description</a>	🔴		Sep 19, 2024	1.66 mb	
PublicDeclareImage.jpeg Declare Label <a href="#">Description</a>	🔴		Sep 19, 2024	678.82 kb	
Energy Star.png This document is identified in the following Common Materials Framework (CMF) impact areas: Ecosystem Health Water Footprint - Product	🟢		Sep 19, 2024	207 kb	

[Download all documents](#)

### Upload document

Upload documents to your project

**Choose a document**  
 or drag it here

Any document type (10Mb maximum)

**Document name\***

**Document type\***

Select one

**Expiration date (optional)**

**Description (optional)**

[Save](#)

## Favorite Product Libraries

**Favorite Product Libraries** are archives of the products you and colleagues at your organization find most useful and valuable for your Projects. With an Office subscription, you have both [a Favorite Product Library for your organization](#) and [a personal one](#) where you can store your preferred products.

The screenshot shows the 'Sustainable Minds Favorite Products Library' interface. At the top, there's a navigation bar with 'Terry's Dashboard > Sustainable Minds Product Library' and a 'Start a Project' button. Below this is a search bar and a 'Search for products' button. The main content area shows a list of product categories: '04 Masonry (4)', '04 20 Unit Masonry (2)', and '04 27 23 Cavity Wall Unit Masonry (2)'. The '04 27 23 Cavity Wall Unit Masonry (2)' category is expanded, showing a table of products. The table has columns for 'ENVIRONMENTAL PERFORMANCE' and 'MATERIAL INGREDIENTS'. Below the table, there are sections for 'NOTES', 'DESCRIPTION', 'PRICING', and 'DATE ADDED'. The 'NOTES' section contains the text 'We used this on the N. Orleans'. The 'DESCRIPTION' section contains 'Cavityrock® is a semi-rigid insul'. The 'PRICING' section has radio buttons for 'Est.' and 'Actual'. The 'DATE ADDED' section shows 'Aug 01, 2023 (Terry Swack)' and 'Last updated: Aug 01, 2023'. There are also sections for 'Comments (0)', 'Pricing', and 'Uploads'.

BRAND   PRODUCT	ENVIRONMENTAL PERFORMANCE			MATERIAL INGREDIENTS		
	PROGRAM	SCOPE, REGION, CO2E, IND AVG	EXPIRES	PROGRAM	SCOPE / RESULTS	EXPIRES
<b>ROCKWOOL</b>						STANDARD
<b>04 27 23 CAVITY WALL UNIT MASONRY (2)</b>						
<input type="checkbox"/> ROCKWOOL Cavityrock Exterior Continuous Rain Screen and Cavity Wall Stone Wool Insulation Board	EPD   UL	C2Grave, N. America	06/17/24	Declare	LBC Red List Approved	04/01/24
	CO2e   EC3	40th percentile		HPD v2.3	100 ppmCS/LT-1	09/25/26
<b>NOTES</b> We used this on the N. Orleans						
<b>DESCRIPTION</b> Cavityrock® is a semi-rigid insul						
<b>PRICING</b> <input type="radio"/> Est. <input type="radio"/> Actual						
<b>DATE ADDED</b> Aug 01, 2023 (Terry Swack) Last updated: Aug 01, 2023						
<input type="checkbox"/> <b>ROCKWOOL</b> <b>04 27 23 CAVITY WALL UNIT MASONRY (2)</b> ROCKWOOL Cavityrock Black Exterior Continuous Open Joint Rain Screen Stone Wool Insulation Board						
				Declare	LBC Red List Approved	12/01/23
				HPD v2.3	100 ppmCS/BM1	09/25/26

**Favorite Product Libraries are intended to be collaborative.** Admins can manage which Members can add products to or delete products from the organization's Favorite Product Library. Any discussions, pricing information and uploaded documents and images automatically transfer to the product's listing in the Library.

You can see who added the product, the date added and last updated, and notes about why the product was recommended as a favorite to help with your own evaluation and know who can tell you more about their experience with the product – all critical (and billable) work for how to include reliable, proven choices for other projects.

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## Subscriptions, accounts and roles

### Subscriptions

Project Builder & Library offers **one type** of paid subscription for organizations, the **Office subscription**, in which accounts for an unlimited number of people at the same organization can be created.

### Account types

Office subscriptions include **three types of accounts**:

1. **Administrator**
2. **Member**
3. **Associate**

#### 1. Administrator accounts

**Admins manage how things happen in your Project Builder & Library subscription.**

Account administrators can create, delete or edit any accounts in the subscription. They are the only people who can delete products from the office's Favorite Products Library by default, and they automatically have access to all Projects, including ones where the Project's Owner has set visibility to only themselves and administrators. They have ownership rights to every Project, and their Project role (see next section) is always **Admin**.

Each subscription can have an unlimited number of account administrators.

Only administrators can purchase more accounts for the organization's subscription. To purchase more accounts, contact Sustainable Minds.

#### 2. Member accounts

**Member accounts are the primary account type.** They create and manage Projects. They can also add products to or delete products from the organization's Favorite Products Library if an Admin grants them privileges to do so.

Unlike administrators, members can be assigned different Project roles (see next section), each with different permissions. Members cannot create or delete other accounts, and can only edit their own account information.

#### 3. Associate accounts

**Associate accounts have limited functionality.** They can only see and access Projects to which they've been invited or Projects whose **Who can see this Project** setting is "Anyone in my organization with an account." Associate account-holders can only be assigned the commenter role (see next section), limiting their capabilities to the following:

- View the Project
- Comment on products
- Upload documents and images to products
- Export documents and images
- Export Projects to .CSV

Associate accounts do not have a Personal Favorite Products Library or have access to the organization's Favorite Products Library.

## Project roles

**Project Builder & Library offers three types of roles to enable project owners to assign each person's level of participation.** People with Member accounts can be assigned different roles on different Projects. *NOTE: Because Admins have access to all Projects, they cannot be assigned a role.*

### 1. Owner (can be assigned to Member accounts)

The Owner is the person who created the Project and has full access rights to do anything on the Project. They can assign others the Project Owner role. If a Project Owner leaves the company and their account is deleted, their Projects will be deleted as well **unless other Owners have been assigned**. **Only Admins and Project Owners can share Projects.**

### 2. Editor (can be assigned to Member accounts)

Editors have Project privileges that enable them to actively participate in creating and curating the project but may not share or delete the Project.

### 3. Commenter (can be assigned to Member and Associate accounts and people outside your organization)

Commenters can only do the following:

- View a Project
- Comment on products
- Upload documents and images to products
- Export documents and images
- Export Projects to .CSV

By default, all Member accounts have Commenter privileges for every Project unless that Project's privacy has been set as visible only to its Owner and account admins.

Anyone outside your Office subscription with whom a Project has been shared, even if their organization has a paid subscription, can only have a Commenter role in your organization's Projects.

ACCOUNT TYPE	ADMIN	MEMBER			ASSOCIATE
<b>ACCOUNT MANAGEMENT</b>					
Access to all Projects, including ones set as visible only to Owners and administrators	Yes		-		-
Create, edit or delete accounts	Yes		-		-
<b>PROJECT MANAGEMENT</b>					
Start a Project	Yes		Yes		-
<b>FAVORITE PRODUCT LIBRARIES</b>					
Add products to organization's Favorite Products Library	Yes		Yes**		-
Delete products from organization Favorite Products Library	Yes		Yes**		-
Add / delete products from personal Favorite Products Library	Yes		Yes		-
PROJECT ROLE	ADMIN*	OWNER	EDITOR	COMMENTER	COMMENTER
<b>PROJECT MANAGEMENT</b>					
Edit Project	Yes	Yes	Yes	-	-
Copy Project	Yes	Yes	Yes	-	-
Share Project	Yes	Yes	-	-	-
Change Project owner	Yes	Yes	-	-	-
Delete Project	Yes	Yes	-	-	-
View private Projects	Yes	Yes	-	-	-
View Project	Yes	Yes	Yes	Yes	Yes
Comment on Project	Yes	Yes	Yes	Yes	Yes
<b>PROJECTS: PRODUCT MANAGEMENT AND ENRICHMENT</b>					
Add / delete products	Yes	Yes	Yes	-	-
Upload / download additional product documents	Yes	Yes	Yes	Yes	Yes
Delete additional product documents	Yes	Yes	Yes	-	-
<b>PROJECT EXPORT</b>					
Export Project to CSV	Yes	Yes	Yes	Yes	Yes
Export Project to EC3	Yes	Yes	Yes	Yes	Yes

\*Admin accounts have full access to Projects so cannot be assigned a Project role with lesser permissions.

\*\*Members can only add or delete products from the organization Favorite Product Library if an Admin has granted them permission to do so.

[Learn more about what different Project roles can do in our documentation.](#)

## Sharing a project to collaborate

You can share your Project with people inside and outside your organization and invite them to collaborate with you. When you share the Project, you assign one of the roles described in the previous section.

Collaborators within your organization who have Associate accounts can only see and access Projects to which they've been invited or Projects whose visibility setting is 'Anyone in my organization with an account.' They can only be assigned the Commenter role for Projects they can access (and they cannot see your organization's Favorite Products Library).

Collaborators outside your organization can be invited to Projects by providing them a Free account. They can only be Commenters and cannot see your organization's complete list of Projects or Favorite Products Library. *Note: In a future release, you will be able to invite Collaborators to set up their own Free subscriptions.*

**Invite people to the project**

Collaborator email\*

Role  ?

Committer

Editor

Owner

Admin

Add a note

[Send invitation](#)

**Collaborators (4)** ? Find

Invite collaborators by selecting their role.

<b>D</b> debby@sustainableminds.com	<input type="text" value="Admin"/>
<b>K</b> kim@sustainableminds.com	<input type="text" value="Admin"/>
<b>A</b> amber@sustainableminds.com	<input type="text" value="Admin"/>
<b>D</b> dave@sustainableminds.com	<input type="text" value="Admin"/>

[Copy project link](#) < 1 of 1 pages >

Collaboration capabilities	Collaborators <b>inside</b> your organization	Collaborators <b>outside</b> your organization
<b>Save products to Favorite Products Libraries</b> – your organization’s and/or yours – to create a shared source of products you know and trust.	<b>Member</b>	–
<b>Create the installed view of the project</b> by identifying the products actually used in the building so everyone in your organization, and others involved in the project, can see what choices were made.	<b>Member</b>	–
<b>Add products from multiple places</b> (Favorite Products Libraries, other Projects and Templates) and <b>comment, edit and delete</b>	<b>Member</b>	–
<b>Specify a product</b> as the basis of design, if substitutions will be accepted, estimated or actual pricing information	<b>Member</b>	–
<b>Upload supporting documentation for a product</b> – any document type and file format; everything from more sustainability documentation to BIM models, images, specifications, etc...	<b>Member, Associate</b>	Yes
<b>Export the Project to the Embodied Carbon in Construction Calculator (EC3)</b> tool to plan and compare buildings	<b>Member, Associate</b>	Yes
<b>Export a Project to a spreadsheet to share with others</b> , for example, contractors or subs to source and bid	<b>Member, Associate</b>	Yes
<b>Comment and engage in discussion about products added to Projects</b>	<b>Member, Associate</b>	Yes
<b>Contact a manufacturer from inside a Project for sample, specification, quote &amp; submittal help</b>	<b>Member, Associate</b>	Yes

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## Transferring accounts

**Each user account is intended to be used by one person at a time**, even though people don't use every tool provided to them all the time. This is a factor in your evaluation of the pricing.

**Project Builder & Library is a collaborative environment.** When you provision an account, each user then has a presence in your organization's subscription. Their name shows up in the list others can collaborate with, displays with products that get added to Projects and Libraries and they get an individual Favorite Products Library.

**Accounts are transferable.** The way they are transferred is designed to preserve knowledge when an employee leaves the company.

### When you reassign an account:

#### What stays

- All the content the first person created – comments on products, document and image uploads, products added to your organization's Library, etc. – is preserved, and their name still appears alongside it. This way, your organization retains a record of those contributions.

#### What gets deleted

- Their individual Favorite Products Library
- Projects the first person created and for which they are the sole owner. To preserve a Project, add at least one more owner before reassigning the account.

## 2. The evaluation plan: Test functionality

Start by logging in at [app.transparencycatalog.com](http://app.transparencycatalog.com). Use the Help link at the top of every screen to find [support documentation and up-to-date release notes](#).

These tasks let evaluators experience all of Project Builder & Library's functionality to ensure a thorough evaluation of the entire tool to enable you to determine its value.

### Accounts (account admins only)

1. Add user accounts (account admins only)

### Projects

2. Create building projects
  - a. Start and configure a new Project
    - i. Select and add products
      1. From the Transparency Catalog
        - a. Use links to request we contact MFRs to either Activate their Transparency Catalog listing or create transparency documents
      2. From your Organization's Product Library
      3. From a Project
      4. Not in the Transparency Catalog
    - ii. Enrich product information
      1. Use 'Discuss and upload' button on each product to go to MFR's Brand List page to add comments, upload more documents, upload images
  - b. Copy a Project to start a new Project
  - c. Start a Project using a Template you've created
3. Export to EC3 to plan and compare buildings
  - a. Optional: in EC3, share the exported project with others who have EC3 accounts.
4. Export to a spreadsheet. Choose how to export:
  - a. Export the entire project
    - i. All divisions, all products
    - ii. All divisions, basis of design only
  - b. Export a single division
    - i. All products in the division
    - ii. All products, basis of design only

### Favorite Product Libraries

5. Add products from a Project and from the Transparency Catalog to both types of Favorite Products Libraries, add a note about why you're recommending it.
  - a. Your Favorite Product Library
  - b. Your office's Favorite Product Library

### Collaborating

6. Share a Project with others in your organization with Project Builder & Library accounts

- a. Once you've shared, you and people you've shared with should edit, add products, comment on/discuss products, upload files / images / documents.

### 7. Share a *product* with others in your organization with Project Builder & Library accounts

- a. Once you've shared, you and people you've shared with should edit, comment on/discuss the product, upload files / images / documents.

## 3. Ask questions and provide feedback as you go

This is an easy way to instantly respond to your questions! The UserSnap tab is anchored to the bottom right of your browser. We're looking for your feedback – positive, negative, and everything in between – about every part of the application. Your help here ultimately makes the application better for you, as well as better for everyone else.

**Report bugs & feedback**

I have a...

Choose category

Details

Your feedback

Email

debby@sustainableminds.com

[Help documentation](#)

**Submit**

Powered by usersnap

Admin | Account | Help | Log out

Start a Project

Visit your list of Projects

Manufacturer's Choice Templates

MFR's A&D reps have put together their recommendations to make it easy to select and specify their best products for different types of high-performance building projects. See all

Roofing (GAF)

Schools (ICC)

Are there brands you like who haven't added products? Use the 'AECOs: Contact the MFR' link in every free listing to let them know that will be much easier for you to find, select, specify and procure their products.

Sustainable Minds Favorite Products Library

ADDED	ADDED BY
02, 2025	Terry Swack
25, 2025	Terry Swack
21, 2025	Terry Swack
19, 2025	Terry Swack

Report issues & ideas

**UserSnap form available from the bottom right of each Project Builder & Library page. This form allows you to attach and annotate a screenshot.**

Ask questions and/or report:

- Bugs (things you think just plain aren't working)
- Usability/understandability issues
- Enhancements to existing functionality
- New feature ideas

## 4. Debrief with Sustainable Minds

At the end of your evaluation period, we'll meet to discuss:

The top use cases you've identified that solve:

- Pain points you set out to address
- Uses you serendipitously discovered — 'oh, we can use it to do this'

Evaluation success criteria (for a positive purchase decision)

### Core value & problem solving

- Problem resolution:** Did PB&L effectively solve the primary challenges identified (e.g., identifying and saving high-performance materials, creating project-type templates, making Material Pledge reporting easier, etc...)?
- Core functionality met:** Does PB&L's functionality (e.g., Projects, Libraries, collaboration) meet your essential requirements?

### User experience & adoption

- Ease of use:** Is PB&L intuitive and easy to learn and use without extensive training?
- Initial team engagement:** Did a significant number of evaluators actively engage and incorporate it into their tasks during the trial period?
- Positive user feedback:** Did they provide generally positive feedback regarding usability and potential to improve material selection?

### Impact & efficiency

- Perceived efficiency gain:** Do evaluators *feel* more efficient, productive, or better connected when using PB&L compared to your current methods? (Even if not fully quantifiable, perception matters early on.)
- Other:** Fill in your own

### Technical & support fit

- Technical compatibility:** Does PB&L integrate smoothly (or have clear paths for integration) with your existing tech stack and security requirements?
- Support responsiveness:** Was the support provided by Sustainable Minds during the evaluation helpful and timely?

### Future potential

- Scalability & future-proofing:** Based on your initial experience, does PB&L appear scalable enough to grow with your organization and meet your future needs to standardize high-performance material selection?

## Measuring the business value of Transparency Catalog Project Builder & Library

### 1. Select the ROI metrics you use to measure value.

- Save time
- Save, share and reuse knowledge
- Reduce cost
- Win business
- Charge more
- Time to market
- Meet climate and materials goals
- Other

### 2. Calculate the value of using Transparency Catalog Project Builder & Library.

Select an example(s) project type that the organization does on a regular basis (school, office, etc...).

Come up with an actual \$ number for the scenario(s).

- Where in the process is a lot of time being spent – materials research, selection, specification and/or submittal review? What's the estimated cost of that time? Is it billable?
- Where are the communication gaps that can lead to extra time or extra work? Identify a scenario(s) and estimate the amount of time.
- What is the value-add to your current capabilities? How would you measure this?

Other example value creation scenarios:

- Value creation from using the Catalog: How much time would it save *[insert number of]* users to always have current product information at their fingertips?
- Opportunity costs of build vs. buy: the value of an out-of-the-box solution that's ready on day one, not just the cost avoidance of doing it yourselves
- Value of operationalizing material selection: reputational value: better able to deliver on climate and health commitments, ability to win more business, deliver other kinds of projects, charge more, higher margins?
- Risk reduction: impact of using something that isn't maintained properly — using info that isn't accurate or is out of date

**4. Complete this sentence:** Implementing Transparency Catalog Project Builder & Library into our processes is urgent because ***[describe the reason(s)]***.