DGNB NAVIGATOR GUIDE FOR DGNB AUDITOREN UND DGNB CONSTULTANTS

Product and project management in the DGNB Navigator

The aim of this guide is to familiarise auditors with the Navigator's terms and conditions as well as with the entry of products/projects.
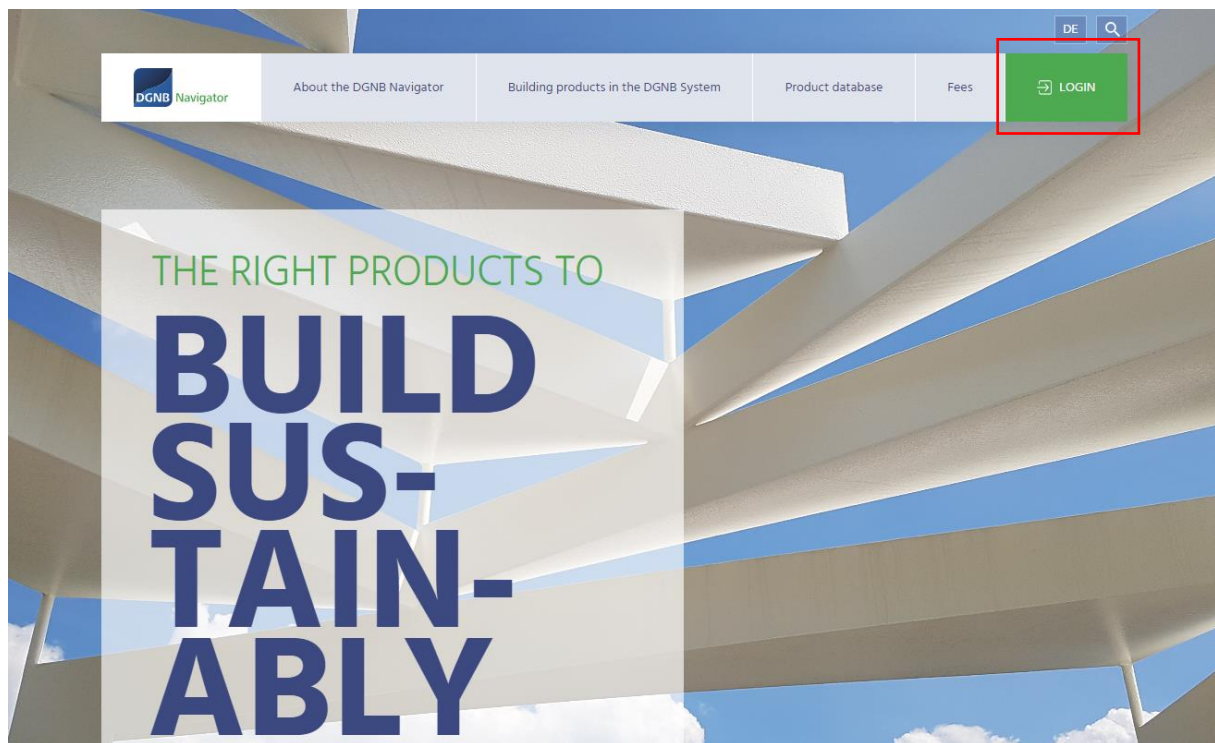
If you have any problems or questions, please contact the Navigator team directly. Either by e-mail or via our telephone hotline. You will find the contact details at the end of this guide.

We thank you for your interest in the DGNB Navigator and look forward to a good cooperation.
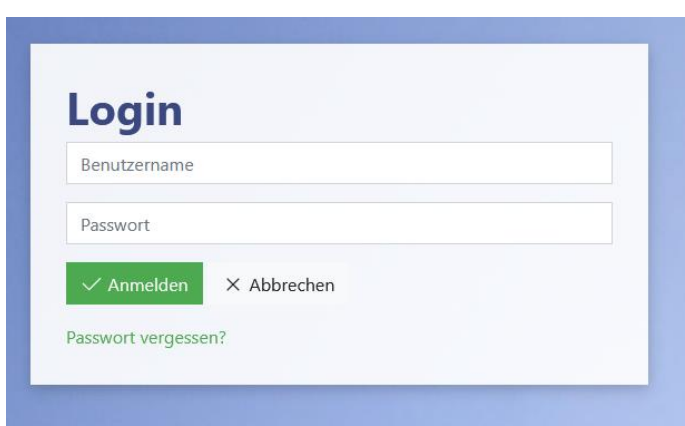
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1. Login

Click on Login to access the login area. As a DGNB Consultant or DGNB Auditor, the DGNB will automatically create an account for you. You do not need to register yourself. If the system does not recognise your user, please contact Anna-Lisa Schmid (al.schmid@dgnb.de).

There are two options on how to proceed with your login:

Option 1: You log in to a DGNB application for the first time.

Option 2: You have already logged in to one of our systems.

Option 1: You log in to a DGNB application for the first time with your access data.

Please click on "Forgotten password" during your very first login to assign a password.

Passwort zurücksetzen

Um Ihr Passwort zurückzusetzen, geben Sie Ihre Email-Adresse ein.
Sie erhalten einen Link, um ein neues Passwort zu vergeben.

| Email-Adresse |

Email absenden

After clicking on "Forgotten password" you will be asked to enter your e-mail address (= user name).

You complete your registration and assign a password via a double opt-in procedure.

Option 2: You already have an account in the DGNB System Software

Please log in with your email address as username and your already assigned password. This does NOT yet apply to our website and the associated internal area – this application has not yet been connected to our new user administration.

2. Selection menu

| DGNB Navigator | Products | Project list | Logout |

Home > Home Page

Willkommen
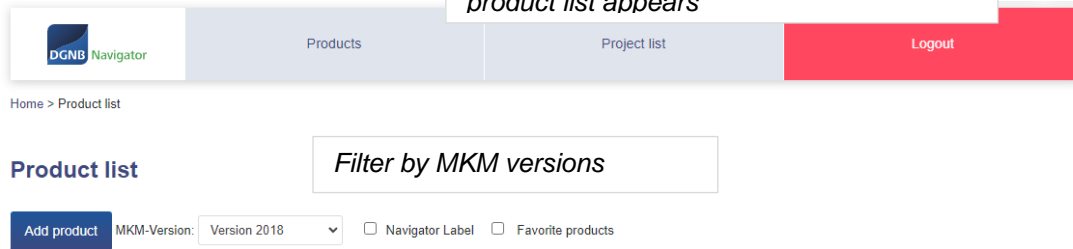
- **Products**: here you can access the product list. You will see products that have been posted by manufacturers and can also be found on the publicly accessible product database (https://dgnb-navigator.de/produktdatenbank). You will also see so-called "auditor products". Products that have been created by other DGNB auditors and audited by the DGNB.
- **Project list**: here you can access your projects. You can create new projects, edit existing projects and much more**..**

3. Products

3.1. Product list

You can create a new product and search for existing products using the filter function

Please click on "Products" first so that the product list appears


Filter by MKM versions

You can view the product (IMPORTANT: the view is only available for manufacturer products - see column "Owner Type"), copy it, paste it into a project and mark it as a favourite.

Columns explained:

1. **Product name**

2. **Manufacturer name**

3. **Product number / registration code:** erleichtert die Suche
   → nur Herstellerprodukte haben einen Registrierungscode

4. **QS (Quality level)**

   QS is the quality level according to which the construction products are assessed in connection with the criterion ENV1.2 (risks for the local environment). If a product has this rating and you have selected the MKM version filter, the corresponding result is shown in the QS column. As there can be several QS for one product, the "MKM version filter" is available here..

5. **MKM Status**

   The MKM status indicates the status of the QS rating. This status is independent of the status of the product. There are the following statuses:

   Assessed = Assessed by a DGNB auditor or manufacturer but not yet audited by the DGNB*.

   Audited = audited by the DGNB but not yet published

   Published = audited and published by the DGNB visible to every user on

   https://www.dgnb-navigator.de/produktdatenbank

6. **Updated**

   This column shows when the product was created and last edited or checked (depending on the status, see 9. Status)

7. **Owner type**

   A product can either belong to a manufacturer or to a DGNB auditor. If the product belongs to a manufacturer, it is also published at: https://www.dgnb-navigator.de/produktdatenbank

   Click on the following button in the product list to call up the product page.:
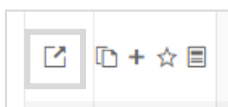
If the product belongs to a DGNB auditor, it is not published. This product is also called auditor product and is only visible to administrators and other DGNB auditors/consultants.

If the auditor product is assigned to a registered manufacturer but was not created by the manufacturer himself, the manufacturer can see it in his product list and claim it for himself if he wishes to. He can then complete the product and publish it after successful auditing by the DGNB. As a result, the owner type changes to "Manufacturer" and the product is publicly visible.

As a DGNB auditor, you cannot edit a manufacturer's product, but you can add a new QA to this product (for example, in another version that does not yet exist). You cannot edit/update an existing MKM assessment. Please contact the DGNB (navigator@dgnb.de) if you want to edit/update a quality level in a manufacturer product.

8. Label

False = the product does not have a DGNB Navigator label

True = the product has a DGNB Navigator label

More information about the DGNB Navigator Label:

https://www.dgnb-navigator.de/ueber-den-dgnb-navigator/dgnb-navigator-label

9. Status

Main status: there are three main statuses

- Published (visible to the public) in our product database: https://www.dgnb-navigator.de/produktdatenbank
- Non-published (not visible to the public, but visible to DGNB auditors)
- Deleted (deleted and only visible to yourself, neither to the public nor to DGNB auditors).

Edit status/ editing status: there are three editing statuses

- In progress (the product is currently being processed by you or your colleagues)
- In review (the product is currently being reviewed by the DGNB)
- None (the product is neither being tested nor processed)

3.2.   Add new product

3.2.1. General information

Edit product (🇬🇧)

GENERAL INFO | CRITERIA | SUMMARY

REGISTRATION CODE

COST GROUP ▼

SECONDARY COST GROUP ▼

MATERIALITY
Select...
Bitte geben Sie die Materialien an wenn Ihr Produkt aus mindestens 10% der angegebenen Materialien besteht (eine Mehrfachauswahl ist möglich)

PRODUCT NAME *
Fill in new or select existing ...

MANUFACTURER *
Fill in new or select existing ...

PRODUCT USAGE INFORMATION

- Registration code: is assigned automatically
- Cost group: Inclusion of the product profile in a cost group, e.g. technical installations.
- Secondary cost group: Inclusion of the product profile in a secondary cost group, e.g. Ventilation systems, KG 430
- Materiality: Enter if the product consists of at least 10% of the specified materials
- Product name: Enter the product name (mandatory field). A list of already existing product names will be displayed to avoid duplicates
- Manufacturer: Enter the manufacturer (mandatory field) and a list of existing manufacturers will appear to avoid duplicates. If a manufacturer appears in the list, please select it. If no suggestion is made, add a new manufacturer.
  User Notes: Enter a short information (free text)

3.2.2. Criteria

Criteria (🇩🇪)

GENERAL INFO	**CRITERIA**	SUMMARY

Duplicate, delete and communicate product data with the Navigator team (via product note)

SHOW ALL   *Click on "Show all"*

SAVE AND CONTINUE

You can now enter product characteristics for the products. Please note to provide each field with content. If no information is available, the information must also be deposited. In order to obtain a uniform declaration, "no information" must be used if no data is available.

Environmental quality	€ Economic quality	Sociocultural and functional quality	⚙ Technical quality	≫ Process quality

General life cycle assessment data	▾
ENV1.1 Building life cycle assessment	▾
ENV1.1 Life cycle assesment - primary energy	▾
ENV1.2 Local environmental impact	▾
ENV1.3 Sustainable resource extraction	▾
ENV2.2 Potable water demand and waste water volume	▾
ENV2.4 Biodiversity at the site	▾

Criterion ENV1.2 with quality level assessment

Classification of the quality levels:

1. Select the version according to which you want to carry out the evaluation.
2. Download the Excel file under "Download: Excel for quality level assessment". This Excel supports you in the assessment and serves as proof documentation.
3. Upload the completed Excel file as well as other necessary evidence under "Evidence documentation" again.
4. the MKM status is filled automatically
5. indicate the quality level achieved under "Quality level achieved "

Dropdown selection field: Here you have the option of conveniently selecting and storing the appropriate selection for your product from various predefined entries. If none of the entries apply or no entries are possible, select "No entries".

If there are any questions about individual indicators or if the selection cannot be assigned directly, click on the question mark to find help for each criterion.

Primary information source: The primary information source is stored in the data source. This can be, for example: EMICODE, Blue Angel, EPD No., version Ökobau.dat, manufacturer. If you have selected "no information", you can leave this field open..

Data quality: For each specification and data source, a data source must also be deposited. The different data sources are explained in more detail in a table. Here it is also possible to leave the field open when selecting "no specification".

Data quality	Explanation / Examples
Externally audited sector information	Association/industry data, e.g., association EPD
Externally verified specific manufacturer information	Externally verified product-specific data, e.g., EPD, which has been verified by an independent third party.
Unverified manufacturer information	Unaudited data material collected by the manufacturer from undeclared data sources
Unaudited average or default value	Information from standard catalogues e.g., Ökobau.dat → www.oekobaudat.de

3.2.3. Summary

Summary ( )

| GENERAL INFO | CRITERIA | **SUMMARY** |

General info

COST GROUP	Ausstattungen
SECONDARY COST GROUP	Nutzungsspezifische Anlagen, KG 470
MATERIALITY	
PRODUCT NAME	test
USER NOTES	

SEND TO ASSESSMENT   SAVE

- Summary: In this control window, all details and documents are clearly displayed
- In case of errors/supplements, please select the corresponding field and edit it afterwards.
- Send for evaluation: The product note opens and you can send your product for assessment. The product is now visible to the DGNB Navigator team.

3.2.4. Product notes

If you click on the "Send for assessment" button, you can add a note to the DGNB or also send test documents that are not to be published. To do this, please click on "Files ".

Click on the "Submit" button to send your product to the DGNB for inspection.

4. Product testing procedure

- After entering the data in the product profile, the product details are transmitted to the DGNB Navigator team.
- The entered data is checked for completeness and plausibility. After the check by the DGNB, you will receive an automated e-mail about the successful check and the publication of your product.
- If any information is missing, the product will be sent back to you for further submission. Once you have adjusted the changes, you can send the product back to the DGNB for a second assessment. The process is the same as for the first assessment and test.

  → Please use the product notes to communicate with the DGNB

5. Projects

5.1. Project list and project functions

Project list

ProjektlisteDesc

You can create a new project. Please fill in the following information:

Project name, profile e.g. GIB2020 and MKM version e.g. Q2

+ New project

Existing projects: Edit, Copy, Submit and Delete

Project name	Project number	Profile	MKM version & Quality	Status	Created & Updated	Actions
Gölz_Testprojekt_1234	Gölz_Testprojekt	Neubau Büro- und Verwaltungsgebäude, Version 2018 (NBV18)	Version 2018 Nicht_Bewertet	Editing	Updated: 11.04.2022 | 12:22:42 Created: 11.04.2022	✎ ⊕ ➤ 🗑
Gölz_Testprojekt_1234 (Kopie)	Gölz_Testprojekt	Neubau Büro- und Verwaltungsgebäude, Version 2018 (NBV18)	Version 2018 Nicht_Bewertet	Editing	Updated: 11.04.2022 | 12:22:42 Created: 05.05.2022	✎ ⊕ ➤ 🗑
Gölz_Testprojekt_5678	Gölz_Testprojekt_5678	Neubau Büro- und Verwaltungsgebäude, Version 2018 (NBV18)	Version 2018 Nicht_Bewertet	Editing	Created: 11.04.2022	✎ ⊕ ➤ 🗑

5.2. Edit projects

Project list

ProjektlisteDesc

+ New project

Click on "Edit"

Project name	Project number	Profile	MKM version & Quality	Status	Created & Updated	Actions
Gölz_Testprojekt_1234	Gölz_Testprojekt	Neubau Büro- und Verwaltungsgebäude, Version 2018 (NBV18)	Version 2018 Nicht_Bewertet	Editing	Updated: 11.04.2022 | 12:22:42 Created: 11.04.2022	✎ ⊕ ➤ 🗑

You can add products to a project or change the upper project parameters in edit mode.

Gölz_Testprojekt_1234

Profile	Neubau Büro- und Verwaltungsgebäude, Version 2018 (NBV18) ▼	Project owner	navigator@dgnb.de
Quality	**Nicht_Bewertet**	MKM version	**Version 2018** ▼
Usage profile and version	Gölz_Testprojekt		
Created	11.04.2022	ProjectId	I5uyNIHUsUudDGdEUXxonA
Status	Editing	password	FWQKqSLMNEC-xDZCtigwCQ

| Save | send to assessment |

| Add product | Add product from list |

Products

| | Product name ▼ | Manufacturer name ▼ | Product number ▼ | Quality ▼ | M |

Create new product see 3.2 Product registration

Insert existing product into the project

6. Project audit

6.1.   Submit projects
6.2.   Result transfer to the system software

The guide is not yet finalised as of today (12.04.2022). We will complete this guide shortly.

If you have any questions, please contact the DGNB Navigator Team at navigator@dgnb.de or call +49 711 72 23 22 - 11.