DGNB NAVIGATOR
GUIDE FOR MANUFACTURERS

Product management in the DGNB Navigator

The aim of this guide is to familiarise product manufacturers with the conditions of the Navigator and the entry of products.

If you have any problems or questions, please contact the Navigator team directly 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.
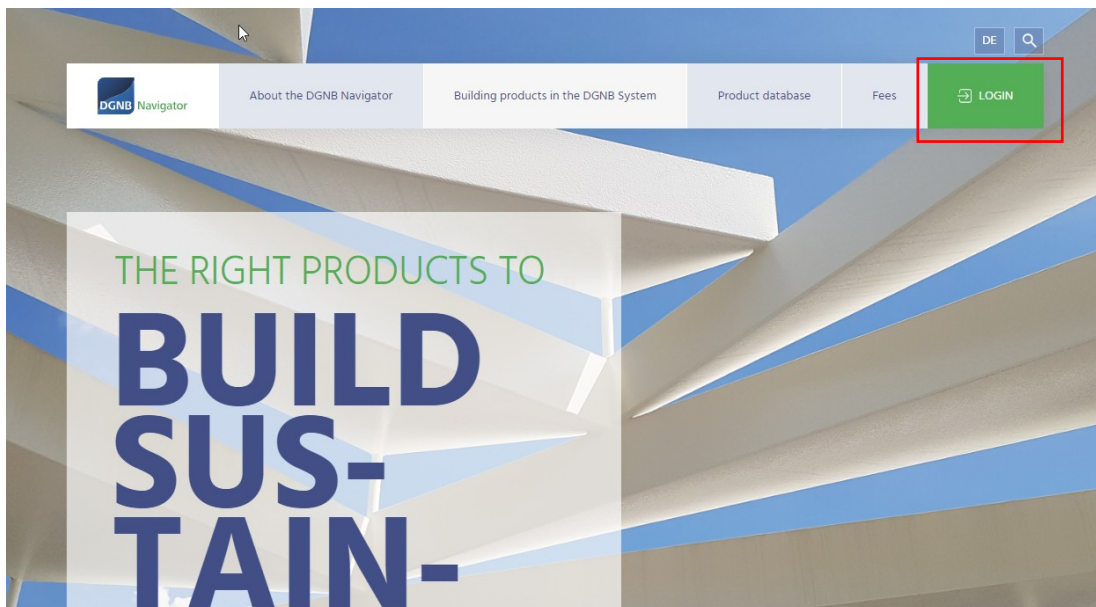
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1. Registration

Self-registration is unfortunately not yet available to you and will be activated from around July 2022. To register, please send an email to the DGNB. Please follow the instructions on the following website:

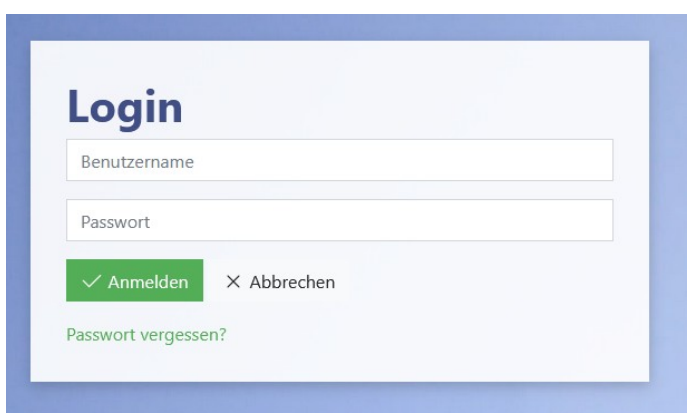https://www.dgnb-navigator.de/en/registration

2. Login

If you are already registered please click on Login.

If the system does not recognise your user, please access the following page and contact the DGNB Navigator Team: https://www.dgnb-navigator.de/en/registration .
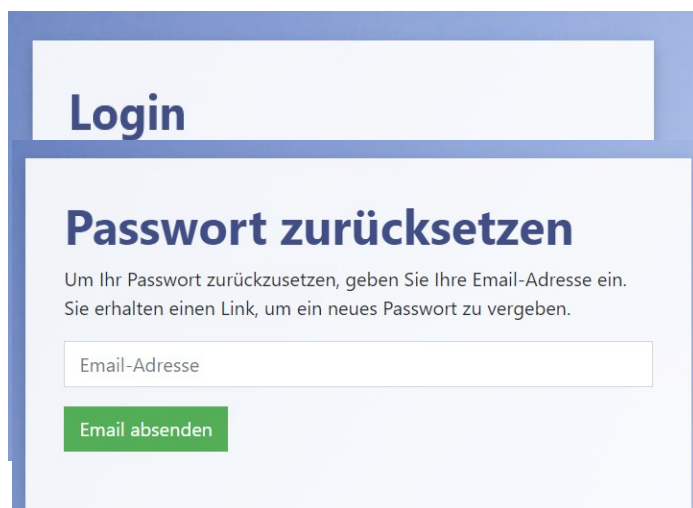

There are two options on how to proceed with your login:

Option 1: You are registering with a DGNB application for the first time.

Option 2: You have already registered in our new system software

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

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

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 access to the DGNB system software.

Please log in with your e-mail address as your user name 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.

3. Selection menu

Product management

- **Products:** View and manage existing products
- **My profile:** Changes to the user profile of the company (to be edited only for main contact persons of the respective company - the role is called AP_Manufacturer in this case).

    ROLL: AP_MANUFACTURER

- **Logout:** Exit this interface and return to the website

4. Product list and functions

Product management

1. Edit product
2. Copy product
3. Delete product
4. Translate the product into other languages

Currently it is possible to translate the product into English. This does not create a new product, but enables an English view of the product as soon as a user has selected the English page of the DGNB Navigator.

It is not possible to change the product name for English products. If the product has a different name in English-speaking countries, you would have to create a completely new product in English. If a translation of the German product is sufficient, then click on the following symbol:
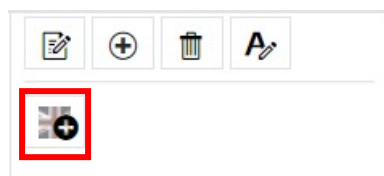

You automatically enter the editing mode of the product and can enter the translations. After you have saved the product under "Summary", it is available in English.
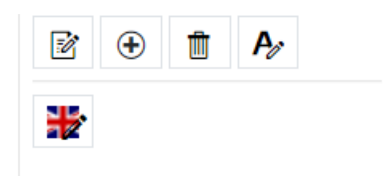
If the flag shows a pen and is coloured, then there is an English version of this product. Click on the coloured flag again to edit the English version of the product.
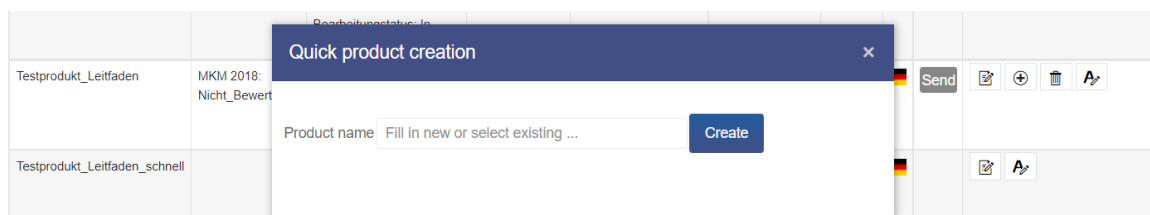
5. Product registration

Click on "Products" to insert a new product
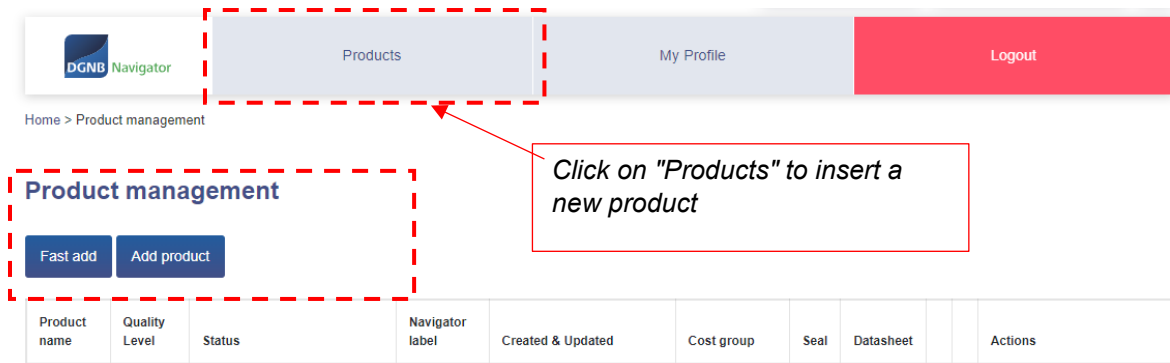
There are two different ways to create a product profile:

1. Quick add
2. Add product

5.1.   Fast add

If you select this option, you only need to enter a product name in the first step (please note that a list of products with similar names is displayed - this helps you to avoid duplicates). See screenshot:

After that, the product is created automatically and you have the option to edit it in detail and add information or even directly add a translation.


5.2.   Add product

Clicking on "Add product" will take you directly to the editing process of the product and the entire 5 step process can be started. This is described in detail in the following chapter ". 6 Entering product information".

6. Entering product information

6.1. General information

Edit product (🇬🇧)

GENERAL INFO	CRITERIA	MANUFACTURER HINTS	DOCUMENTS AND WEBLINKS	SUMMARY

REGISTRATION CODE

COST GROUP

SECONDARY COST GROUP

MATERIALITY   Select...

Symbol 1: Duplicate product

Symbol 2: delete product

Symbol 3: communicate with the Navigator team (see 1.3 Product notes)

Bitte geben Sie die Materialien an wenn Ihr Produkt aus mindestens 10% der angegebenen Materialien besteht (eine Mehrfachauswahl ist möglich)
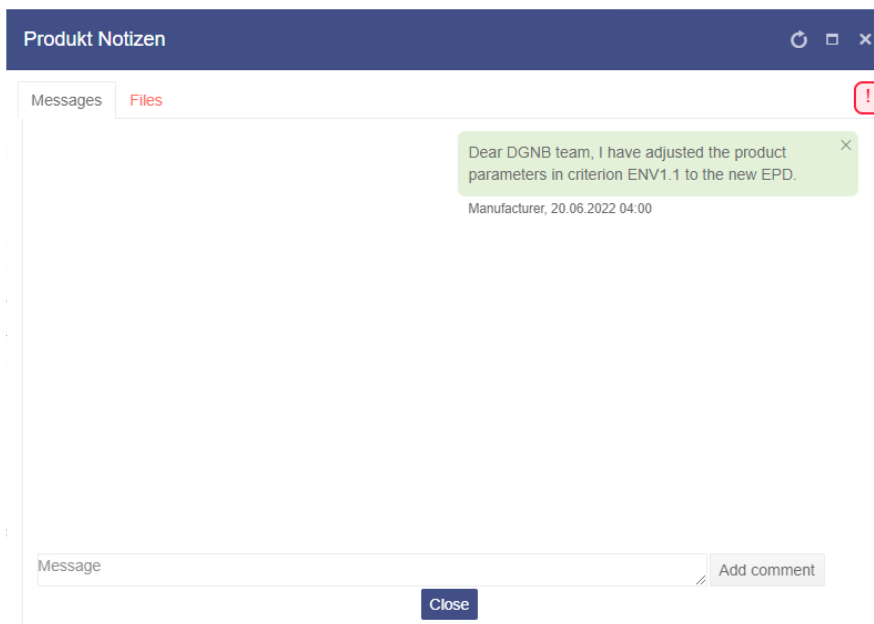
PRODUCT NAME *   Test_product_Guide_fast_add

MANUFACTURER *   DGNB

DESCRIPTION *

COMBINED PRODUCT

Geben Sie hiere entweder eigene Produkte ein oder verweisen Sie auf Produkte anderer Hersteller.

PRODUCT USAGE INFORMATION

SAVE AND CONTINUE

- Registration code: is created 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: Input of the product name (mandatory field)
- Manufacturer/in: Enter the manufacturer (mandatory field)
- Description: Enter a short information about the product (free text)
- Combined product: Input of a short information (free text)
- User notes: Enter brief information (free text)

6.2. Product notes

Use the product notes to provide the DGNB assessment team with important information. Either because you edit products that have already been published and send them for review again (at best, you refer to the information that you have changed). The DGNB sees these product notes when reviewing your products.

The product notes are structured as a chat:

6.3.   Criteria

With this click, all available criteria are displayed and the product characteristics can be entered for each criterion.

With the option "show relevant criteria", only the criteria relevant to your product are displayed.

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

SHOW ALL   SAVE AND CONTINUE

Later, only the criteria that you have actually specified will be displayed on your product detail page:

Bezug zum DGNB System

Ökobilanz - emissionsbedingte Umweltwirkungen	Ökobilanzdaten	Ökobilanz - Primärenergie	Gebäudebezogene Kosten im Lebenszyklus
Qualitätssicherung der Bauausführung	Baustelle / Bauprozess	Schaffung von Voraussetzungen für eine optimale Nutzung und Bewirtschaftung	Sicherheit
Rückbau- und Demontagefreundlichkeit			

You can now fill in all relevant criteria. Please note to fill in each field with content. If you do not have any information on a specific criterion about your product, please select "no information". This ensures a consistent declaration.

ENV2.2 Potable water demand and waste water volume	▲

Trinkwasserbedarf und Abwasseraufkommen durch die Nutzer

ToDo:Installationsspezifischer Anschlusswert Sanitärarmaturen ❓		l/sek
Source		
Quality	Ungeprüfter Durchschnitts-oder Standardwert ⌄	
ToDo:Installationsspezifischer Anschlusswert WC ❓		l/Spülung
Source		
Quality	Ungeprüfter Durchschnitts-oder Standardwert ⌄	
ToDo:Installationsspezifischer Anschlusswert WC-Spartaste bzw. Urinal ❓		l/Spülung
Source		
Quality	Ungeprüfter Durchschnitts-oder Standardwert ⌄	

ENV2.4 Biodiversity at the site	▼

Dropdown selection field: Here you have the option of making 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.

Source: The primary source of information 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.

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 information".

| Data quality	Explanation/ Example
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 → www.oekobaudat.de

6.4. Criterion ENV1.2 – Quality level assessment

Please note that the assessment in criterion ENV1.2 "Risks for the local environment" has been mandatory since 2022. If the result of the assessment is "not relevant for consideration", this is also important information for our DGNB auditors as well as architects and planners.

The quality level assessment process according to ENV1.2 works as follows:

1. Select the version (always the latest version of our certification system: currently version 2018)

2. Download our Excel as an aid and verification document under "Download the MKM"

3. With the help of Excel, carry out the evaluation and indicate the result in the field "Achieved quality level".
4. The "Achieved MKM status" is always assigned automatically.
5. Upload the completed Excel file again under "Upload assessment" for the DGNB assessment team. .

6.5.   Manufacturer Notes

Here you can fill in short contributions with information on different topics, e.g. additional information about your product, your company's commitment to sustainability or explanations regarding stored data.

Process of creation:

1. Contribution description: input by short description
2. Contribution content: input by free text
3. Add: Click on „Update"

Add another post and edit an existing post:

1. Add another record: Click on "+Add new record"
2. Edit/ delete existing post: Go to your post and select between edit/delete

Manufacturer hints (🇬🇧)

6.6. Documents and web links

Documents and weblinks (🇬🇧)

| GENERAL INFO | CRITERIA | MANUFACTURER HINTS | **DOCUMENTS AND WEBLINKS** | SUMMARY |

Documents can be edited, deleted and downloaded

Upload document

Name	Date			
Nav_test.pdf	20.06.2022	🖉 Bearbeiten	✕ Löschen	Download

| Select file | | | Dateien hierhin ziehen zum Hochladen |

Product documents - criteria assignment:

| Nav_test.pdf ▾ | PRO2.2 Qualitätssicherung der Bauausführung ✕ | | ✕ | Save |

Additional criteria assignments are made here Please press "Save" after making a change

Upload picture

	Name	Date	Main picture	
	Nav_test.png	20.06.2022	✓	🖉 Bearbeiten ✕ Löschen

Indicates which image is a main image. With "Edit" the tick can be removed / reassigned.

| Select file | | Dateien hierhin ziehen zum Hochladen |

Upload new / additional image

Weblinks

+ Neuen Datensatz hinzufügen		
Name	**URL**	
manufacturer link	https://www.dgnb.de	🖉 Bearbeiten ✕ Löschen

DGNB Labels / Seal

CSC Gold ▾   **HINZUFÜGEN**

Please select product certifications of your product. The selection presents all product labels that has been recognized by DGNB. For more information: https://www.dgnb-system.de/en/system/label-recognition/

eco-INSTITUT ✕

eco INSTITUT
TESTED PRODUCT

SAVE AND CONTINUE

6.7. Summary

In the summary you can see all the data you have entered and check it again. If you notice any mistakes, click on the menu to go through the individual steps.

Summary (🇬🇧)

| GENERAL INFO | CRITERIA | MANUFACTURER HINTS | DOCUMENTS AND WEBLINKS | **SUMMARY** |

General info

COST GROUP
SECONDARY COST GROUP
MATERIALITY
PRODUCT NAME   Test_product_Guide_fast_add
DESCRIPTION
COMBINED PRODUCT
USER NOTES

Manufacturer notes

Test Sustainability DGNB Test: Information about the manufacturer
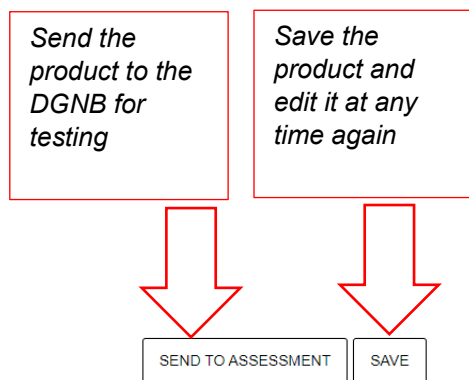
Documents

Nav_test.pdf

Image

Nav_test.png

Weblinks

manufacturer link https://www.dgnb.de

Seal

eco-INSTITUT

Send the product to the DGNB for testing

Save the product and edit it at any time again

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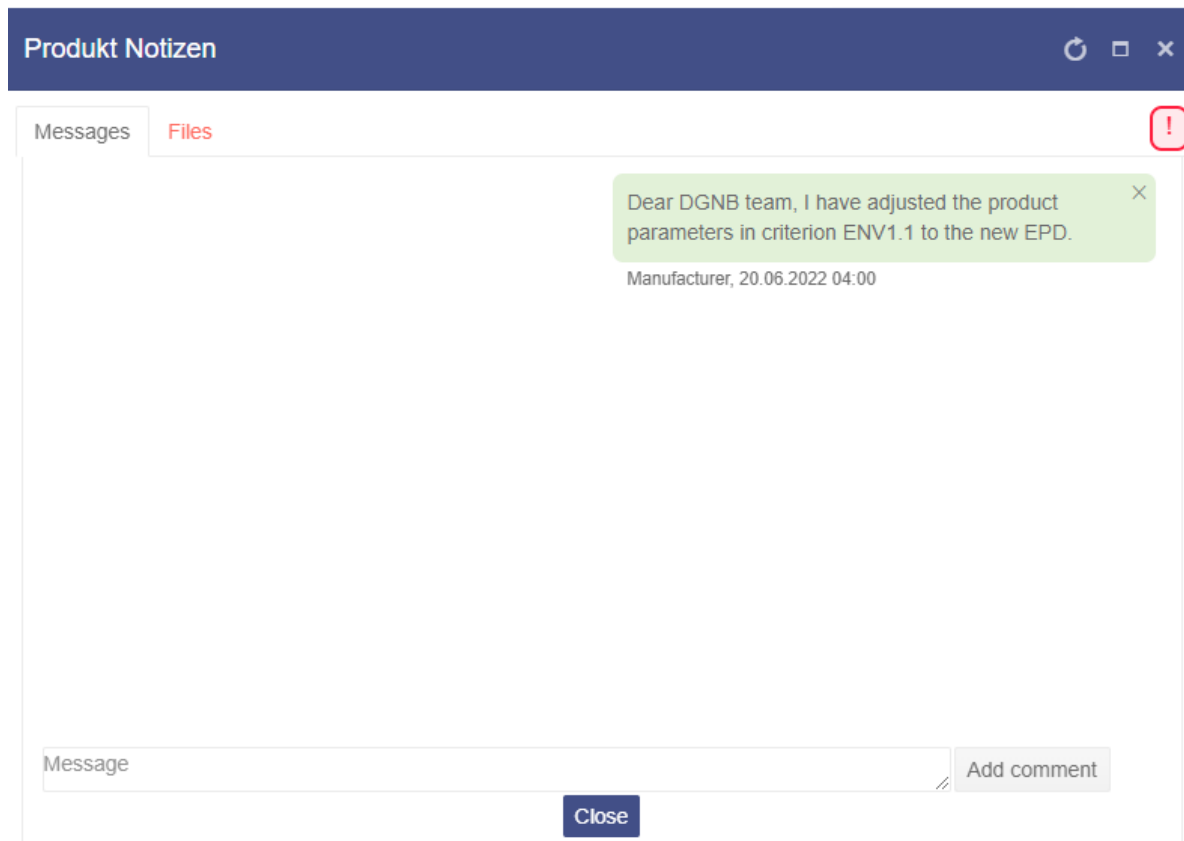
If you click on the button "send for evaluation", you can add a note to the DGNB or also send test documents that are not to be published. To do this, please click on "Files".

Produkt Notizen

Messages   Files

Dear DGNB team, I have adjusted the product parameters in criterion ENV1.1 to the new EPD.

Manufacturer, 20.06.2022 04:00

Message   Add comment

Close

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

7. Procedure of the examination

7.1.   Process of examination

- After entering the data into 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

7.2. Product state

There are two independent statuses for your products. These are visible in the product list.

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, but neither to the public nor to DGNB auditors.

Processing status: there are three processing statuses

- In process: the product is currently being processed by you or colleagues
- In examination: the product is currently being examined by the DGNB.
- None: the product is neither tested nor processed

7.3. Navigator Label

If the DGNB determines during the assessment that your product qualifies for the DGNB Navigator Label because it has an EPD and all relevant product parameters have been entered, the DGNB will automatically award the DGNB Navigator Label.

This label will then be offered to you for download in the product management area. It will also appear automatically on your product images in the view of our navigator.

Contact DGNB Navigator: navigator@dgnb.de or phone: +49 711 72 23 22 - 11