

# DGNB NAVIGATOR GUIDE FOR MANUFACTURERS

## Product management in the DGNB Navigator

The aim of this guide is to familiarize product manufacturers with the conditions of the Navigator and how to enter products.

If you have any problems or questions, please contact the Navigator team directly by e-mail ([navigator@dgnb.de](mailto:navigator@dgnb.de)) or use our Navigator consultation hours. (Every Monday and Wednesday from 10:30-11 a.m.) You can access the consultation hours via the following [link](#).

Thank you for your interest in the DGNB Navigator and we look forward to working with you.

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## 1. Registration

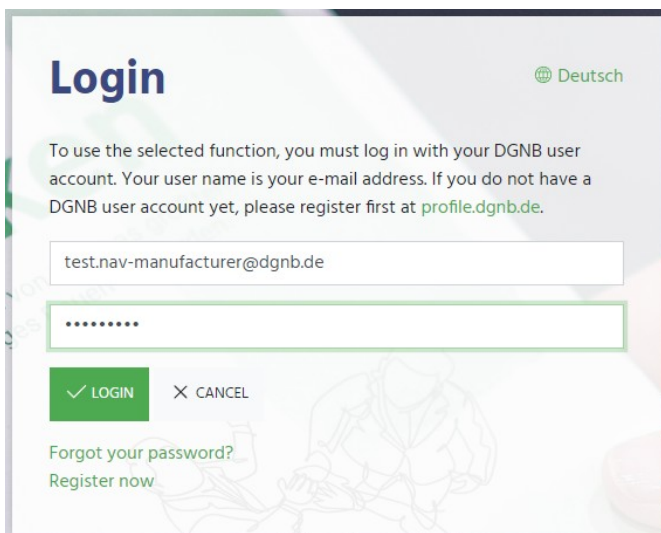
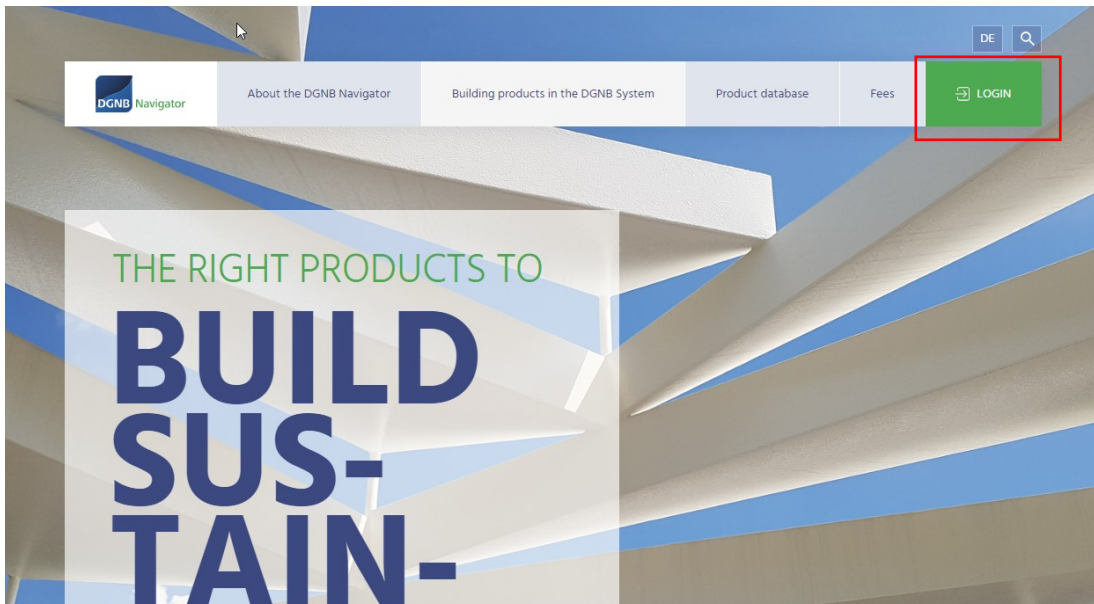
Unfortunately, self-registration is not yet available. To register, please download the registration form from the following [link](#), fill it out and send it by e-mail to [navigator@dgnb.de](mailto:navigator@dgnb.de).

If you already have access to myDGNB or the DGNB System Software, you do not need to register again. You can continue with the login.

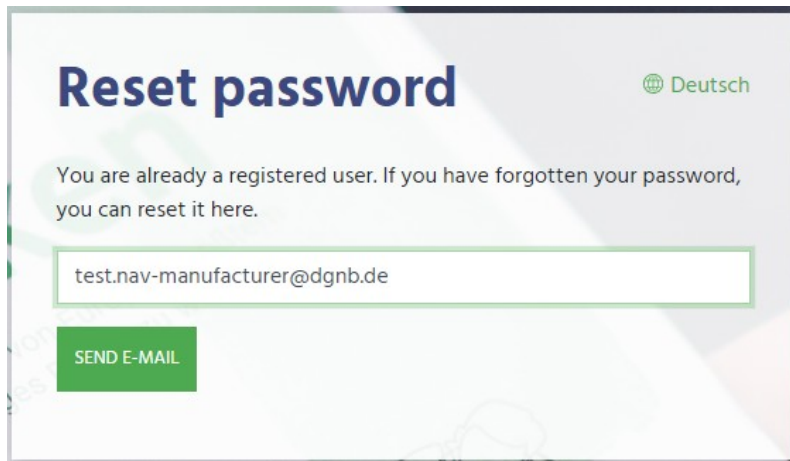
## 2. Login

If you are already registered, clicking on Login will take you to the login area where you can log in with your user name and password. If you are logging in for the first time after registration, please click on “Forgot your password?” to assign yourself a password.

If you already have **access** to one of the **DGNB applications** (myDGNB, system software), you can log in using your e-mail address as your user name and the password you already have.



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

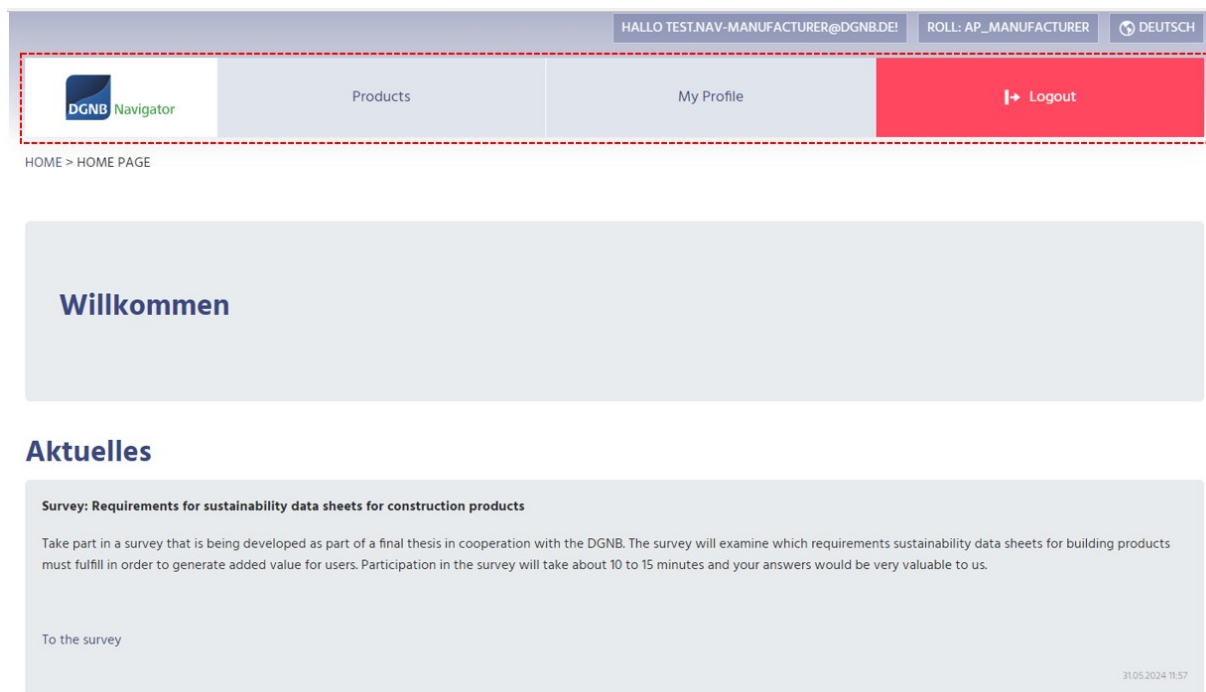


You complete your registration and assign a password via a double opt-in procedure.

If the system does not recognize your user, please go to the following page and contact the DGNB Navigator team: <https://www.dgnb-navigator.de/en/registration>.

### 3. Selection menu

After logging in, you will see the following view. The individual tabs are briefly explained below. More detailed explanations can then be found in the individual chapters.



- **Products:** View and manage existing products
- **My profile:** Changes to the user profile of the company
- **Logout:** Exit this interface and return to the website

### 3.1. My profile

This tab is only displayed to the main contact persons of the respective company, as only they can edit the organizational data. The corresponding persons have the role AP\_Manufacturer. You have the option of editing your manufacturer name and the company logo here.

ROLL: AP\_MANUFACTURER

#### Logo and name

Current logo:



Your new logo:

Select Image

Dateien hierhin ziehen zum Hochladen

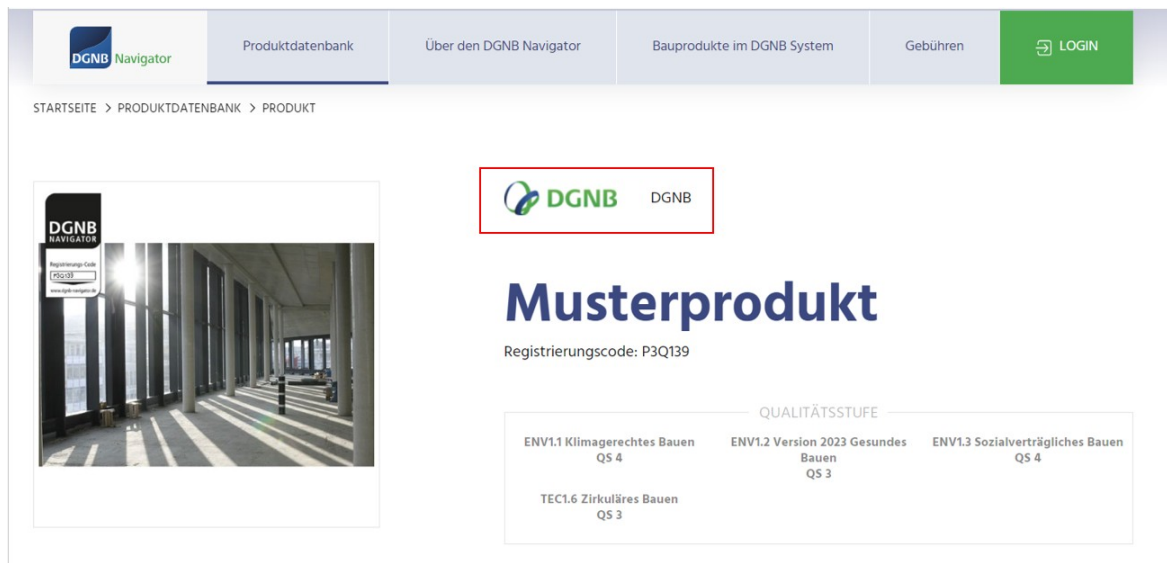
Manufacturer name (public):

DGNB

SAVE NAME

**display name:** preferred manufacturer name appears in the product profile and when filtering by manufacturer.

**company logo:** appears both in the product profile and in the partner slider on the Navigator website



The screenshot shows the DGNB Navigator interface. At the top, there is a navigation bar with the DGNB Navigator logo and several menu items: 'Produktdatenbank', 'Über den DGNB Navigator', 'Bauprodukte im DGNB System', 'Gebühren', and a green 'LOGIN' button. Below the navigation bar, the breadcrumb trail reads 'STARTSEITE > PRODUKTDATENBANK > PRODUKT'. The main content area features a large image of a modern building interior on the left. To the right of the image is a red-bordered box containing the DGNB logo and the text 'DGNB'. Below this, the title 'Musterprodukt' is displayed in a large blue font, followed by the registration code 'Registrierungscode: P3Q139'. At the bottom, a 'QUALITÄTSSTUFE' (Quality Level) section lists four certification levels: 'ENV1.1 Klimagerechtes Bauen QS 4', 'ENV1.2 Version 2023 Gesundes Bauen QS 3', 'ENV1.3 Sozialverträgliches Bauen QS 4', and 'TEC1.6 Zirkuläres Bauen QS 3'.

## Unsere Partner



### 3.2. Product list and functions

There are various options for managing products in the product list. These are in the form of small buttons in the "Actions" column. The following illustration shows which function is hidden behind each button.

#### Product management

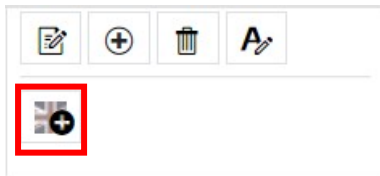
Fast add
Add product

Product name	Quality Level	Status	Navigator label	Created & Updated	Cost group	Seal	Datasheet	Actions
Test_product_Guide_fast_add		Main status: Not published Processing status: In processing	False	Updated: Created: 20.06.2022			Datasheet	<div style="display: flex; gap: 5px;"> <span>1</span> <span>2</span> <span>3</span> <span>4</span> </div>

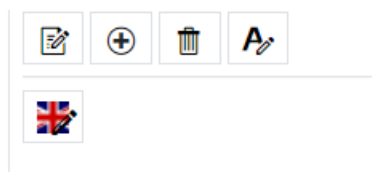
1. **Edit product:** If you click on this button, you will be redirected to the editing view
2. **Copy product:** Click on this button to create a copy of an existing product
3. **Delete product:** This button irrevocably deletes your product from your product list and the product database
4. **Translate the product into other languages:** With this button you have the possibility to add an English version of your product

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 appears coloured with a pen, then there is an English version of this product. Click on the coloured flag again to edit the English version of the product.

## 4. Product registration

The product list also contains the options for registering new products. The „Fast add“ and „Add product“ options are available for product registration, which are explained in more detail in the following sections.

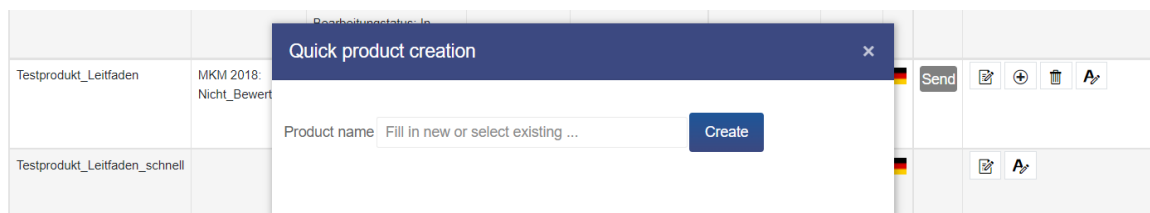


The screenshot shows the top navigation bar with 'Products', 'My Profile', and 'Logout'. Below it, the 'Product management' section contains 'FAST ADD' and 'ADD NEW PRODUCT' buttons. A red dashed box highlights the 'Products' menu item and the 'Product management' section. A callout box points to the 'Products' menu with the text: "Click on 'Products' to insert a new product".

Product name	Quality Level	Status	Navigator label available?	Created & Updated	Navigator Label Download	DGNB Logo Download	Datasheet	Actions
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### 4.1. 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:



The screenshot shows a 'Quick product creation' dialog box with a text input field for 'Product name' and a 'Create' button. The background shows a table with product entries.

Testprodukt_Leitfaden	MKM 2018: Nicht_Bewert							
Testprodukt_Leitfaden_schnell								

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.

Test_product_Guide_fast_add	Main status: Not published Processing status: None	False	Updated: Created: 20.06.2022			Datasheet			
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### 4.2. 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".














## 5. Entering product information

This chapter describes the individual steps of the 5-step process that you go through as soon as you add a new product.

### 5.1. General information

In the first step, you enter the general information of your product. The information you need to enter in the individual fields is explained below.

#### Edlt product

GENERAL INFO	CRITERIA	MANUFACTURER HINTS	DOCUMENTS	SUMMARY								
REGISTRATION CODE 	<input type="text"/>											
MANUFACTURER * 	<input type="text" value="DGNB"/>											
PRODUCT NAME * 	<input type="text" value="Fill in new or select existing ..."/>											
ITEM OR PRODUCT GROUP NUMBERS OR OTIN * 	<p>Sie können die Enter-taste, ein Komma oder ein Leerzeichen benutzen um eine Nummer hinzuzufügen</p> <input type="text"/>											
COST GROUP * 	<input type="text" value="Select ..."/>											
MATERIALITY* 	<p>Bitte geben Sie die Materialien an wenn ihr Produkt aus mindestens 10% der angegebenen Materialien besteht (eine Mehrfachauswahl ist möglich)</p> <div style="display: flex; justify-content: space-between; align-items: center;"> <span> Add material</span> <span><input type="text" value="kg/m"/></span> </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>material</th> <th>details</th> <th>share of mass i...</th> <th>mass in [unit se...</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>				material	details	share of mass i...	mass in [unit se...				
material	details	share of mass i...	mass in [unit se...									
DESCRIPTION * 	<input style="height: 30px;" type="text"/>											
COMBINED PRODUCTS 	<input style="height: 30px;" type="text"/> <p style="font-size: small; margin-top: 5px;">Geben Sie hier entweder eigene Produkte ein oder verweisen Sie auf Produkte anderer Hersteller.</p>											
PRODUCT USAGE INFORMATION 	<input style="height: 30px;" type="text"/>											
MAIN STATUS 	<input type="text" value="Nicht Veröffentlicht"/>											
MANUFACTURER CONTACT * 	<input type="text" value="tast.nav-manufacturer@dgnb.de"/>											
				<input type="button" value="SAVE AND CONTINUE"/>								

- **Registration code:** is assigned automatically
- **Manufacturer:** Enter the manufacturer (**mandatory field**)



- **Product name:** Input of the product name (**mandatory field**)
- **Item or product group number or GTIN:** Type the relevant number for your product here. Please separate multiple entries with „;“ (**mandatory field**)
- **Cost group:** Inclusion of the product profile in a cost group, e.g., technical installations (**mandatory field**)
- **Materiality:** Enter if the product consists of at least 10% of the specified materials. (**mandatory field**)
  - You can add further materiality by clicking on ‘Add materiality’.
  - Add a more detailed description of the material in the ‘Details’ column. The table below provides assistance.
  - Also add the percentage by mass of the material in the product.
  - The absolute mass is specified in the next column. The unit of the specification can be selected in the dropdown above.
- **Description:** Enter a short information about the product (**free text**)
- **Combined product:** Information on products that can be used in combination with the product shown. Alternatively, products that can be used to install the product. (**free text**)
- **User notes:** Enter brief information (**free text**)
- **Main status:** Informs you on whether the product is published or not
- **Manufacturer contact:** After the product has been created, the user who created the product does not appear publicly (see chapter 5.7 Display in the product database)

Information on materials:

Primary resource	Composition (according to level(s))	Individual building material (based on Volume 06 Material flows in building construction, BBSR)	Largest proportion by mass (main component) is assigned, only once! Concrete <1% by mass is not taken into account (cut-off criterion)
regrowing	<b>Wood and wood-based materials</b>	Other wood-based materials	e.g. chipboard, hard fibreboard, soft fibreboard, wood wool, cork, wood shingles, sheep's wool, flax, cellulose, hemp, seaweed, natural resin, straw, reed, cardboard, paper, mushroom mycelium
		Timber Construction	e.g. sawn timber boards, sawn timber scantlings, glulam, plywood
fossil	<b>Synthetic</b>	Other plastics	z.B. PVC, HDPE, PP, PS, PA, ABS, ASA, SAN
		Plastic insulating materials	e.g. polystyrene rigid foam (EPS, XPS), polyurethane (PUR) / phenolic resin (PF) rigid foam
		PVC-U windows / doors	e.g. PVC window profiles and door profiles
		Plastic roof membranes	e.g. plastic roofing membrane, plastic sealing membrane, PVC film, PE film
		<b>Bituminous mixtures</b>	Bitumen
mix	<b>Materialmix</b>	Other materials	
		Composite Building Materials	e.g. composite building materials (made from at least 2 raw materials: e.g. mineral raw materials and/or metals)
	<b>Electrics and electronics</b>		e.g. cables
mineral	<b>Metals</b>	Other metals	e.g. zinc, aluminium, lead, cast iron
		Steel	
		Copper	
	<b>Plaster</b>	Other plaster construction materials	e.g. gypsum plaster, gypsum mortar, anhydrite screed
		Plasterboard	e.g. gypsum plasterboards, gypsum fibre cement boards, gypsum wallboards
	<b>Glas</b>		e.g. flat glass, wired glass, glass blocks, container glass, expanded glass, glass mosaic
	<b>Mineral construction materials</b>	Other mineral products	e.g. clinker, cement (plaster, screed), lime mortar, lime plaster mortar, lime cement mortar, quarry stone, asbestos cement, slate, sand, gravel, grit, slag, granite, basalt, marble, sandstone, shell limestone
		Concrete	e.g. normal concrete, lightweight concrete, aerated concrete, hollow concrete blocks, wood concrete, concrete roof tiles
		Brickl	e.g. bricks in general, clinker bricks, solid bricks, vertically perforated bricks, lightweight vertically perforated bricks
		Porenbeton	z.B. Porenbeton-Blocksteine
		Sand-lime brick	
		Mineral insulating materials	e.g. mineral wool (rock wool, glass wool), blast furnace slag, expanded clay, foam glass
		Clay, loam, ceramics	e.g. tiles
construction chemical	Construction chemical products	Estimated value up to 1% permitted	e.g. varnish, paint, glue, synthetic resins

## 5.2. Criteria

Building products make a significant contribution to the sustainability of a building. In over half of the criteria in the DGNB System, there is a direct or indirect product relevance that needs to be assessed. In the "Criteria" tab, you have the option of entering product characteristics for the products.



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



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



You can now fill in all relevant criteria. Please note, that if you want to have a Navigator Label for your product you need 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.

### 5.2.1. The quality level assessment

As a manufacturer, you have the option of categorising products into quality levels. The corresponding tools are available in the quality level assessment menu. The assessment tools make it clear which elements are considered and which evidence must be provided. The assessment tools result in **quality levels 1 to 4** for your product, with quality level 4 corresponding to the highest quality level. Criterion ENV1.2 can also result in the statement **not relevant for consideration**, which means that the product can be used without hesitation for the evaluated application. The following section explains which quality levels there are and how they are assessed.

Please note that the assessment of the quality levels has been mandatory for obtaining the label since September 2023

#### What quality levels are there?

Originally, only a quality level assessment for the ENV1.2 criterion could be carried out in the Navigator. With the release of version 23, products can now also receive a quality level assessment in the criteria ENV1.1, ENV1.3, TEC1.6 and in the new version of ENV1.2. As certification is currently still possible according to both versions, the quality level assessment for the ENV1.2 criterion exists in both version 18 and version 23.

Criterion **ENV1.1** deals with the life cycle assessment of the building with the aim of presenting the emissions of the building over its life cycle. The assessment of the quality level is primarily intended to establish comparability, with which the life cycle assessment data of different products can be directly compared.

In the **ENV1.2** criterion, construction products are tested for harmful and hazardous substances. The products are classified in a criteria matrix in order to determine which hazardous and harmful substances must be considered and which evidence is recognised for them.

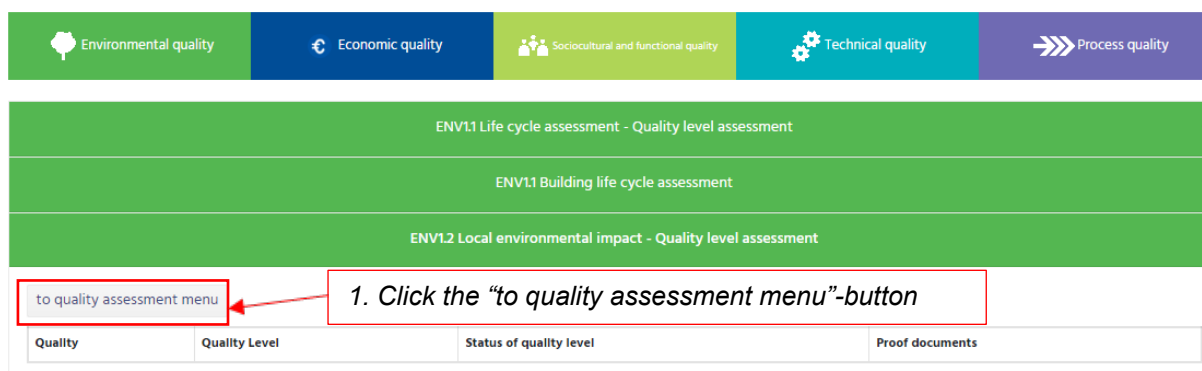
Criterion **ENV1.3** deals with the responsible extraction of resources with the aim of improving human rights and environmental protection in global supply chains. To this end, companies should identify potential risks with suppliers so that the value chain can be optimised in terms of its environmental and social impact.

The **TEC1.6** criterion deals with the topic of circular construction with the aim of creating a real circular economy and thus minimising the consumption of natural resources. The recyclability of the product itself and its use in the building are assessed for this purpose

## How can I evaluate the quality levels?

The quality levels are categorised as follows:

1. click on the “to quality assessment menu” button in the criteria with quality level assessment (QS assessment) to carry out an assessment
2. select the criterion for which you would like to make a quality level assessment and click on "Add"



Environmental quality   Economic quality   Sociocultural and functional quality   Technical quality   Process quality

ENV1.1 Life cycle assessment - Quality level assessment

ENV1.1 Building life cycle assessment

ENV1.2 Local environmental impact - Quality level assessment

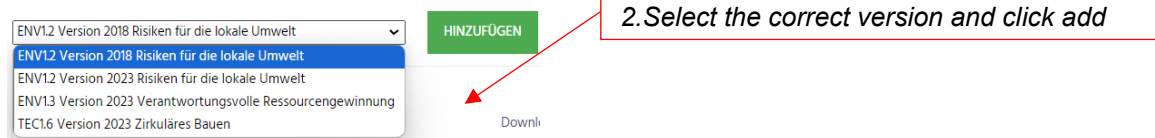
to quality assessment menu

1. Click the “to quality assessment menu”-button

Quality	Quality Level	Status of quality level	Proof documents
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### Quality level assessment for "test"

In the following, you can determine the quality level of all possible



ENV1.2 Version 2018 Risiken für die lokale Umwelt

ENV1.2 Version 2018 Risiken für die lokale Umwelt

ENV1.2 Version 2023 Risiken für die lokale Umwelt

ENV1.3 Version 2023 Verantwortungsvolle Ressourcengewinnung

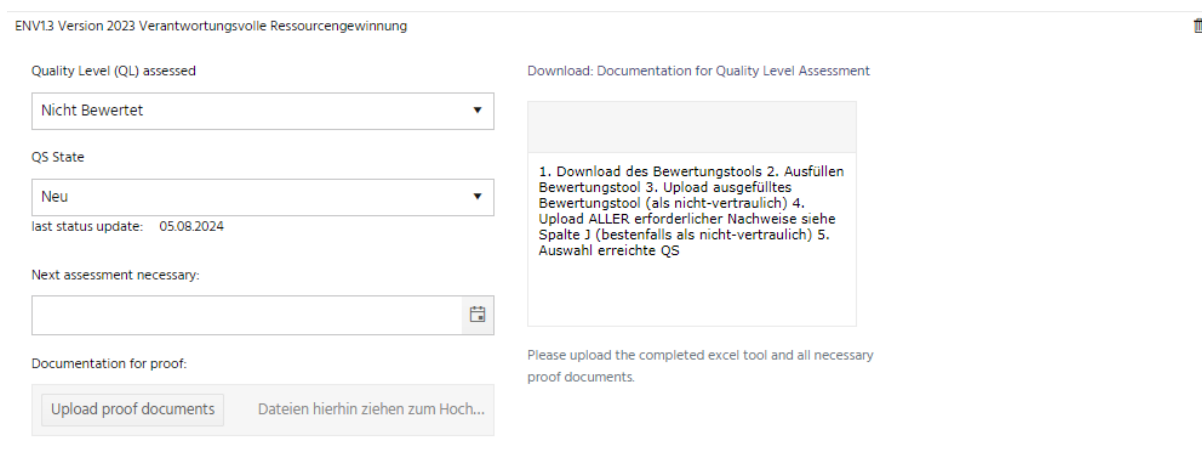
TECL6 Version 2023 Zirkuläres Bauen

HINZUFÜGEN

2. Select the correct version and click add

Downl...

3. A site will open in which the evaluation can be carried out. These windows are arranged one below the other in alphabetical order



ENV1.3 Version 2023 Verantwortungsvolle Ressourcengewinnung

Quality Level (QL) assessed

Nicht Bewertet

QS State

Neu

last status update: 05.08.2024

Next assessment necessary:

Documentation for proof:

Upload proof documents   Dateien hierhin ziehen zum Hoch...

Download: Documentation for Quality Level Assessment

1. Download des Bewertungstools 2. Ausfüllen Bewertungstool 3. Upload ausgefülltes Bewertungstool (als nicht-vertraulich) 4. Upload ALLER erforderlicher Nachweise siehe Spalte J (bestenfalls als nicht-vertraulich) 5. Auswahl erreichte QS

Please upload the completed excel tool and all necessary proof documents.

4. The evaluation is then carried out in the following steps
  1. download the evaluation tool
  2. filling out the evaluation tool
  3. upload the completed evaluation tool (as non-confidential)
  4. upload ALL required evidence, see column J (also as non-confidential)
  5. selection of the achieved quality level (QS)

ENV1.2 Version 2023 Risiken für die lokale Umwelt HINZUFÜGEN

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ENV1.1 Version 2023 Klimaschutz und Energie

**5** Quality Level (QL) assessed

Nicht Bewertet

QS State

Bewertet

last status update: 02.08.2024

Next assessment necessary:

Documentation for proof:

Muster\_EP\_D\_Ergebniss.jpg

ENV1.2\_Navigator\_V23\_.xlsx

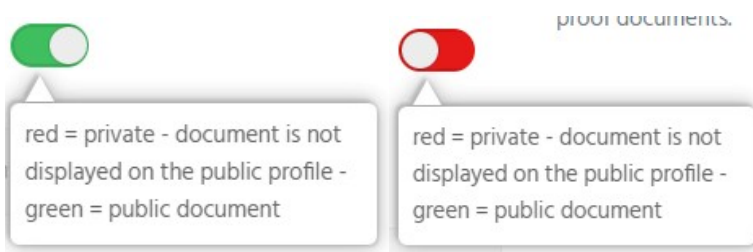
Upload proof documents    Dateien hierhin ziehen zum Hoch...

**1** Download: Documentation for Quality Level Assessment

1. Download des Bewertungstools 2. Ausfüllen Bewertungstool 3. Upload ausgefülltes Bewertungstool (als nicht-vertraulich) 4. Upload ALLER erforderlicher Nachweise siehe Spalte J (bestenfalls als nicht-vertraulich) 5. Auswahl erreichte QS

Please upload the completed excel tool and all necessary proof documents.

Meaning of the sliders:



All documents should be uploaded as public evidence. Only very confidential documents should be marked as such.

You have the option of adding further quality levels by selecting another criterion at the top and clicking "Add" again. Another editing screen will then appear for the new quality level.

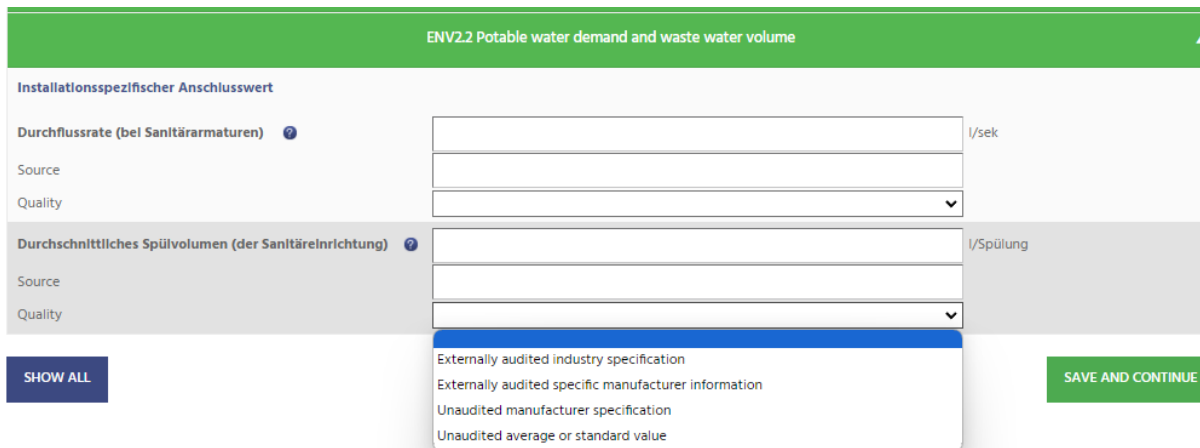
If a QS assessment has already been carried out for the criterion, all relevant information and public documents are displayed in the summarised table below the button.

ENV1.2 Local environmental impact - Quality level assessment			
<a href="#">to quality assessment menu</a>			
Quality	Quality Level	Status of quality level	Proof documents
ENV1.2 Version 2023 Risiken für die lokale Umwelt	QS3	Published	


Once you have added all QS, you can return to the criteria view via "Save and return to product".

## 5.2.2 Processing further criteria

In the criteria that are not subject to a QS assessment, you can enter the corresponding values in the lines provided and then add the source and the quality of the value. This is explained in more detail below



**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".

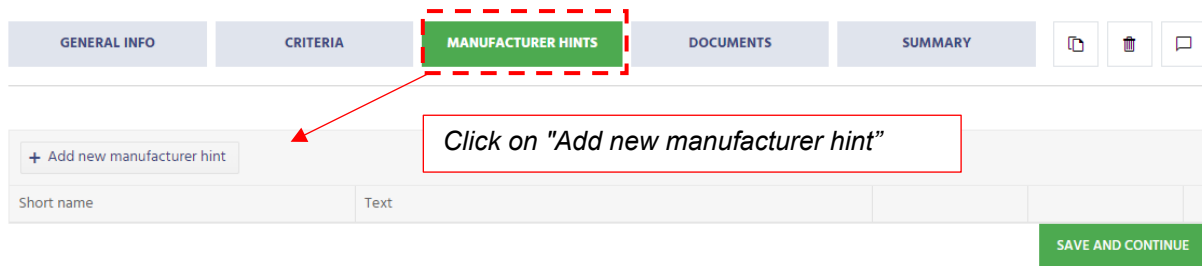
 If there are any questions about individual indicators or if the selection cannot be assigned directly, click on the question mark to find help for each criterion.

**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 → <a href="http://www.oekobaudat.de">www.oekobaudat.de</a>

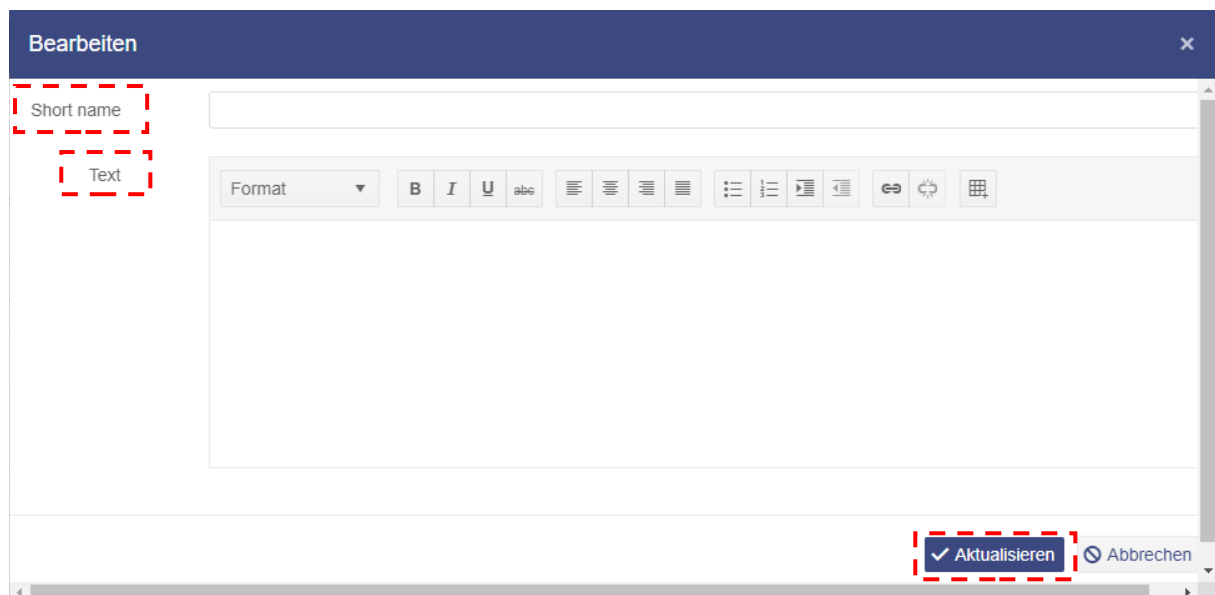
### 5.3. Manufacturer Hints



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



+ Neuen Datensatz hinzufügen

Short name	Text		
Test Sustainability DGNB	Test: Information about the manufacturer	Bearbeiten	Löschen

SAVE AND CONTINUE

## 5.4. Documents and web links

In the Documents and web links step, you have the option of uploading verification documents for the assessment of the criteria, inserting product images and linking websites. The functions are explained in more detail below.

GENERAL INFO   CRITERIA   MANUFACTURER HINTS   **DOCUMENTS**   SUMMARY

*Documents can be edited, deleted, and downloaded*

### Upload document

Name	Date		
Muster_EP_D_Ergebniss.jpg	02.08.2024	Bearbeiten	Löschen

Select file Dateien hierhin ziehen zum Hochladen

#### Product documents - criteria assignment:

Muster\_EP\_D\_Ergebniss.jpg ▾ ENV12 Risiken für die lokale Umwelt x ENV1.1 Ökobilanz x 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*

If you do not have any product images available in landscape format, you can alternatively upload your images as follows:

1. open the Power Point programme
2. insert your image in portrait format into an empty Power Point slide using Copy&Paste
3. cut out the entire film using the snipping tool on your computer
4. save the image in your files and upload it to the DGNB Navigator

This method ensures that the image has sufficient resolution and is displayed correctly in the product database.

## Weblinks

+ Neuen Datensatz hinzufügen	
Name	URL
manufacturer link	https://www.dgnb.de


Bearbeiten Löschen

## DGNB Labels / Navigator Label Download


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/>

Cradle to Cradle Certified® Gold ✕



FSC 100% ✕



SAVE AND CONTINUE

Select, upload or delete new/ additional labels

To provide guidance on product labels, the DGNB has developed a procedure for recognising product labels. Under DGNB labels / seals you can select the appropriate label for your product from a list of labels that have already been recognised. You can find more information [here](#).

## 5.5. 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.

GENERAL INFO
CRITERIA
MANUFACTURER HINTS
DOCUMENTS
SUMMARY

🏠
🗑️
🔍

### General info

REGISTRATION CODE	D4R9H4
MANUFACTURER	DGNB
PRODUCT NAME	test
ITEM OR PRODUCT GROUP NUMBERS OR GTIN	iii
COST GROUP *	
MATERIALITY*	Glas
DESCRIPTION	1
COMBINED PRODUCTS	
PRODUCT USAGE INFORMATION	
MAIN STATUS	Nicht Veröffentlicht
PROCESSING STATUS	In Bearbeitung
ASSESSOR	
OWNER TYPE	Manufacturer
MANUFACTURER CONTACT	
NAVIGATOR LABEL DOWNLOAD	
Currently published products from	50

### Manufacturer notes

Titel fill the text!

### Documents

Muster\_EP\_D\_Ergebniss.jpg

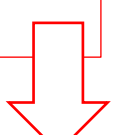
### Image

### Weblinks

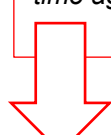
### Navigator Label Download

Cradle to Cradle Certified® Gold  
FSC 100%

*Send the product to the DGNB for testing*



*Save the product and edit it at any time again*



SAVE

SEND TO ASSESSMENT

Before you can send the product to the DGNB after a change, you must add a note in the product notes (see chapter 6.8) for the DGNB.

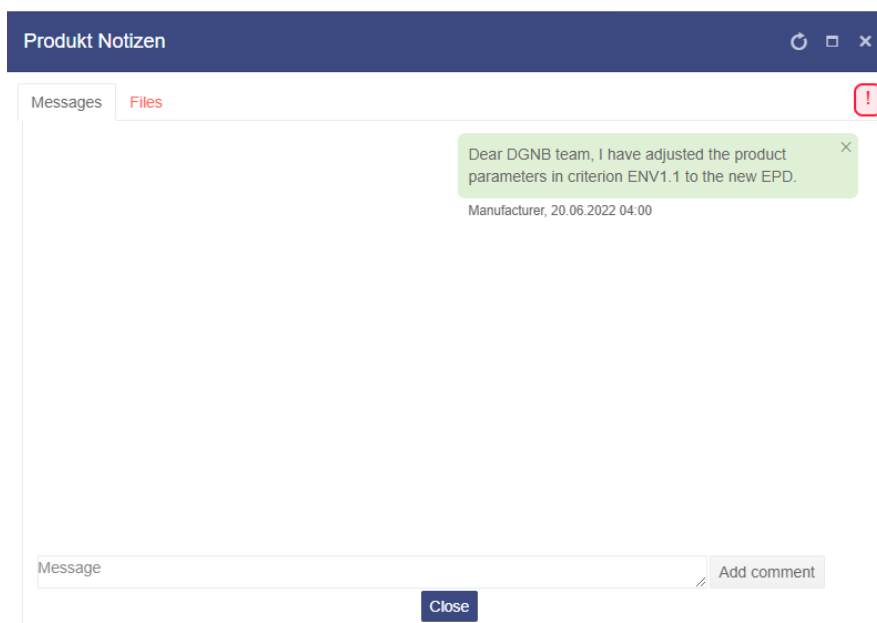
If you do not yet want to send the product to the DGNB for review, you can use the "Save" option. The information you have entered will only be saved and you can edit the product again at any time.

Click on the "Send" button to send your product to the DGNB for inspection. While the product is under review, it can no longer be edited for the time being.

## 5.6. 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:



You also have the option of sending us test documents that should not be published via the product notes. To do this, click on the "Files" tab in the product note and upload the relevant documents there, as well as a note in the comment.

To enter a comment, click on "Add comment" after entering it in the free text field. The comment will then be added to the chat.

## 5.7 Display in the product database

The following illustrations show where the information entered in the product registration can subsequently be found in the product database.

To do this, the registration form is first numbered and the numbers are then displayed in the product database

### Edit product

GENERAL INFO	CRITERIA	MANUFACTURER HINTS	DOCUMENTS	SUMMARY			
1 REGISTRATION CODE 	<input type="text" value="R4R9H4"/>						
2 MANUFACTURER * 	<input type="text" value="DGNB"/>						
3 PRODUCT NAME * 	<input type="text" value="Musterprodukt"/>						
4 ITEM OR PRODUCT GROUP NUMBERS OR GTIN * 	<p><i>Sie können die Entertaste, ein Komma oder ein Leerzeichen benutzen um eine Nummer hinzuzufügen</i></p> <input type="text"/>						
	<input type="text" value="iii X"/>						
5 COST GROUP * 	<input type="text" value="KG 300 Building - Building construction X"/> <input type="text" value="KG 349 Other to KG 340 X"/>						

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

kg/m

material	details	share of mass i...	mass in [unit se...	
glass	Glas	1	1	<input type="button" value="Bearbeiten"/> <input type="button" value="Löschen"/>

**7 DESCRIPTION\***

**8 COMBINED PRODUCTS**

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

**9 PRODUCT USAGE INFORMATION**

**10 MAIN STATUS**

**11 MANUFACTURER CONTACT\***

## Criteria

Do you want to receive the DGNB Navigator Label? Then you need to have an EPD for your product as well as place ALL product parameters below as well as rated ALL quality levels. If there are product parameters which aren't relevant for your product please select 'not relevant'. The answer 'not applicable' is not valid in this case. Further information is available in the FAQs on the DGNB Navigator webpage.

Environmental quality

Economic quality

Sociocultural and functional quality

Technical quality

Process quality

ENV1.1 Life cycle assessment - Quality level assessment ▲

**13**

Quality	Quality Level	Status of quality level	Proof documents
ENV1.1 Version 2023 Klimaschutz und Energie	Not rated	Rated	ENV1.2_Navigator_V23_xlsx

ENV1.1 Building life cycle assessment ▼

ENV1.2 Local environmental impact - Quality level assessment ▼

ENV1.3 Responsible resource extraction - Quality level assessment ▼

ENV2.2 Potable water demand and waste water volume ▼

## Documents and weblinks

GENERAL INFO
CRITERIA
MANUFACTURER HINTS
DOCUMENTS
SUMMARY

### 15 Upload document

Name	Date		
Muster_EP_D_Ergebniss.jpg	02.08.2024	Bearbeiten	Löschen

Dateien hierhin ziehen zum Hochladen

#### Product documents - criteria assignment:

### 16 Upload picture

Please upload pictures in horizontal format with a resolution of minimum 1024 pixels.

	Name	Date	Main picture	
<input type="button" value="Select file"/> <span style="float: right;">Dateien hierhin ziehen zum Hochladen</span>				

### 17 Weblinks

Name	URL	

## DGNB Labels / Navigator Label Download

18 +19

**Kontakt**

**Rechtliches**

19. Navigator Label

16. Image

2. Manufacturer

3. Name of the product

1. Registration code

13. Quality level

18. other Labels

6. Materiality

7. Product description

9. Product usage information

12. Criteria

**Bezug zum DGNB System**

100% Übereinstimmung mit den DGNB Kriterien

100% Anwesenheit aller hochrelevanten Kriterien

**Dokumente**

DOWNLOADS

testdocument.xlsx | 69 KB

TextPDF23.pdf | 26 KB

LINKS

www.muster

15. Documents

17. Weblinks

14. Manufacturer hints

11. Manufacturer contact information

The image shows a screenshot of the DGNB Navigator interface with four red boxes highlighting specific sections. The first box, titled 'Dokumente', contains a 'DOWNLOADS' section with two items: 'testdocument.xlsx' (30.04 | 69 KB) and 'TestPDF21.pdf' (PDF | 28 KB). The second box, titled 'LINKS', contains a 'wwwmuster' link. The third box, titled 'Herstellerhinweis', contains the text 'Hinweis zum Musterprodukt' and 'Hinweis zum Musterprodukt wird hier gegeben.' The fourth box, titled 'Kontakt zum Hersteller', contains the DGNB logo and the address 'DGNB, Tübingen Straße 43, 70779 Stuttgart'. Red lines connect the labels on the left to their respective boxes.

The Main status field is not displayed in the product database as it is an administrative field.



## 6. Procedure of the examination

### 6.1. 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

## 6.2. Product state

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

### Product management

FAST ADD
ADD NEW PRODUCT

Product name	Quality Level	Status	Navigator label available?	Created & Updated	Navigator Label Download	DGNB Logo Download	Datasheet		Actions
Musterprodukt	ENV1.1 Version 2023 Klimaschutz und Energie: QS3 ENV1.2 Version 2018 Risiken für die lokale Umwelt: NotRated ENV1.2 Version 2023 Risiken für die lokale Umwelt: QS3 ENV1.3 Version 2023 Verantwortungsvolle Ressourcengewinnung: QS4 TEC1.6 Version 2023 Zirkuläres Bauen: QS3	Main status: Veröffentlicht Processing status: In Prüfung	Ja	Updated: 17.07.2024 Created: 25.05.2023 Published:		DGNB Logo	Datasheet		<input type="button" value="i"/> <input type="button" value="+"/> <input type="button" value="trash"/>

**Main status:** there are three main statuses

- **Published:** visible to the public in our product database: <https://www.dgnb-navigator.de/en/product-database>
- **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 Edit:** the product is currently being edited by you or your colleagues
- **In examination:** the product is currently being examined by the DGNB.
- **None:** the product is neither in edit nor in examination





### 6.3. Navigator Label

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

#### Product management

FAST ADD    ADD NEW PRODUCT

Product name	Quality Level	Status	Navigator label available?	Created & Updated	Navigator Label Download	DGNB Logo Download	Datasheet		Actions
Musterprodukt	ENV11 Version 2023 Klimaschutz und Energie: QS3 ENV12 Version 2018 Risiken für die lokale Umwelt: NotRated ENV12 Version 2023 Risiken für die lokale Umwelt: QS3 ENV13 Version 2023 Verantwortungsvolle Ressourcengewinnung: QS4 TEC1.6 Version 2023 Zirkuläres Bauen: QS3	Main status: Veröffentlicht Processing status: In Prüfung	Ja	Updated: 17.07.2024 Created: 25.05.2023 Published:		DGNB Logo	Datasheet		  

Contact DGNB Navigator: [navigator@dgnb.de](mailto:navigator@dgnb.de) or phone: +49 711 72 23 22 - 11