

1 GDPF Section 3: Quick-Start to the Packaging Cockpit

This manual provides a concise overview of the most important functions and entry points in the Packaging Cockpit.

It is aimed at users who are looking for quick access to the essential steps in the Packaging Cockpit. The Quick Start is deliberately limited to the basic functions for data entry, transfer and analysis.

For more in-depth information, the [user manual](#) and [e-learning platform](#) are also available.

To make the best use of this manual, there are two sections available:

Part A: General section

This section goes describes the basic functions of the Packaging Cockpit that are equally important for every economic operator using the tool.


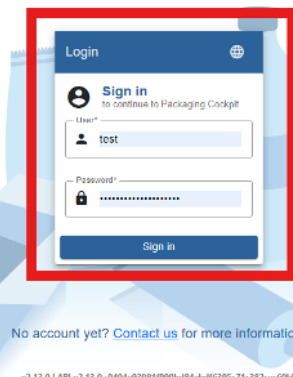



Part B: Economic operator specific modules

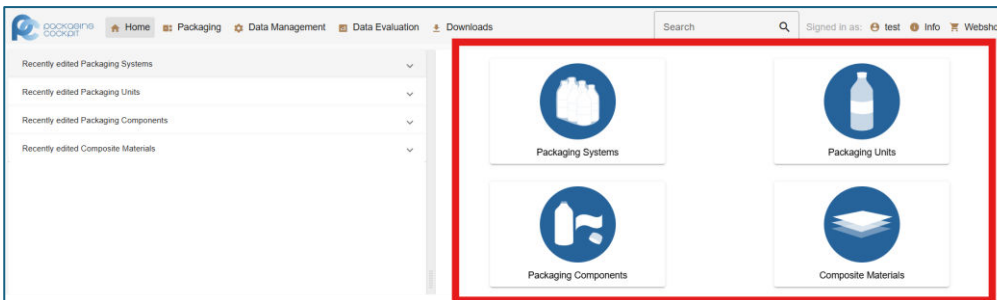
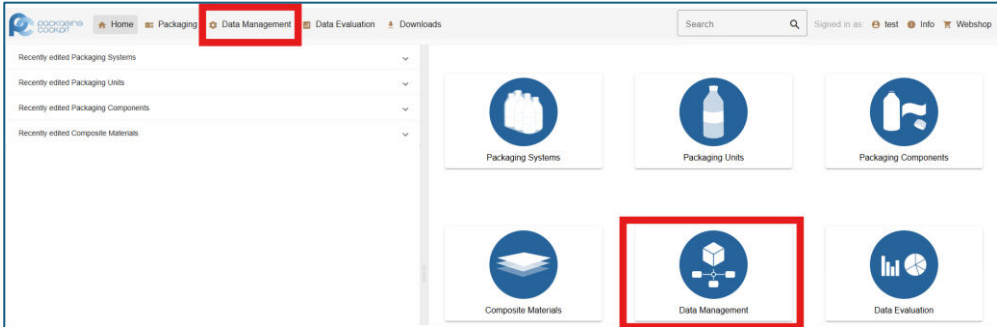
This section contains specific quick-start guides. Select the section that corresponds to your role (e.g. packaging manufacturer, consumer good producer / filler or retailer).

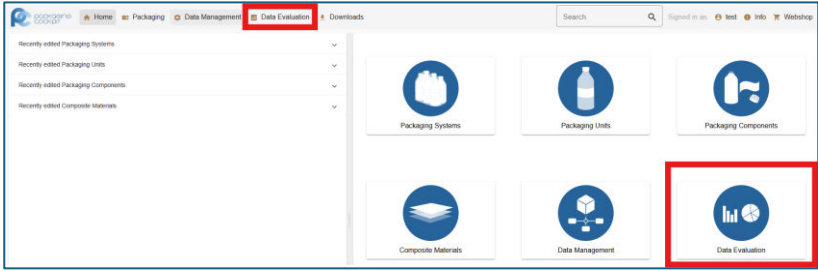
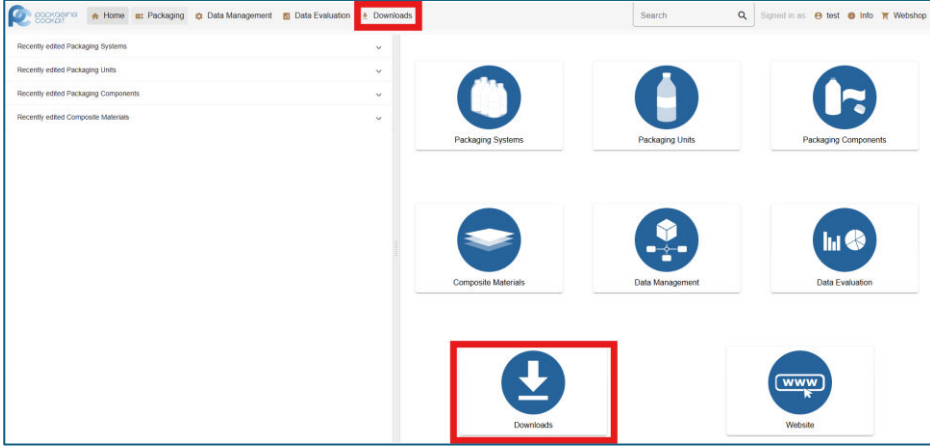

The Quick-Start to the Packaging Cockpit is provided free of charge, without liability or warranty.

1.1 Part A: General section

1.1.1 Basics of the Packaging Cockpit

| Aufgabe | Zusätzliche Informationen | Wo im Tool? | Ausführliche Information |
|--|---|--|---|
| Access to the Packaging Cockpit | Request via the Packaging Cockpit website: Packaging Cockpit Registration - Packaging Cockpit | Request access via the "START NOW" button  | |
| Log-in to the Packaging Cockpit | Register via: Login Packaging Cockpit | If there is no account yet available, see „Access to the Packaging Cockpit“ above.  If you already have an account in the Packaging Cockpit – <ul style="list-style-type: none"> via the ARA reporting portal, or via PreZero SPOT – there is no need to request a new access. You can simply continue using your exiting account. |  1.1 E-Learning |
| Changing settings & contact information | <ul style="list-style-type: none"> Changes to: <ul style="list-style-type: none"> Password Language Layout Logout | Top right on the landing page  |  1.2 E-Learning |

| | | | |
|--------------------------------|---|--|--|
| | <ul style="list-style-type: none"> Information about support and general questions Link to the web shop | | |
| Entering packaging data | <p>Entering:</p> <ul style="list-style-type: none"> Material compositions Packaging components Packaging units Packaging systems | <p>On the home page, in the "Packaging" tab in the header or overview of the packaging levels on the right-hand side:</p>  | |
| Managing data | <p>Access to:</p> <ul style="list-style-type: none"> Folder structure Import and export function Upload of Excel templates Management of: <ul style="list-style-type: none"> Export profiles Tags Reports | <p>On the home page in the "Data management" tab in the header or in the overview on the right-hand side</p>  | |
| Evaluation of data | <p>Performing or viewing aggregated evaluations that have already been performed</p> | <p>On the start page in the "Data evaluation" tab in the header or in the overview on the right-hand side</p> | |

| | | | |
|-------------------------------------|---|--|---|
| | |  | |
| Access to supporting content | <p>Access to:</p> <ul style="list-style-type: none"> • Excel template • Operating manual • Guidelines for packaging design • Recyclability calculation method | <p>On the home page, in the "Download" tab in the header or in the overview on the right-hand side</p>  | |
| How do I create a packaging? | <p>Example of creating packaging</p> | <p>See "Part B: I. Creating datasets and II. Data entry"</p> |  1.4 – 1.6 E-Learning |

Hilfe & Unterstützung



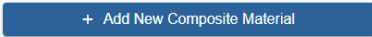




- [E-Learning Plattform](#)
- [Bedienhandbuch](#)
- support@packaging-cockpit.com

1.2 Part B: Economic operator specific modules

1.2.1 Quick Start for packaging producer in the Packaging Cockpit

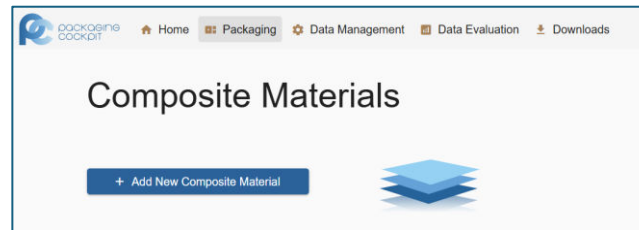
Role in the overall process:

Provide complete and up-to-date packaging material data.

| Task | Brief description | Detailed information |
|--|---|---|
| I. Creation of datasets on component and material level | <p>You are here:  Home</p> <p>1. Open the composite materials area  </p> <p> A page for creating a dataset at material level will open.</p> <p>2. Now follow the steps in section II.</p> <p> The creation of datasets at component level is analogous to this.</p> | <p> 1.6.2</p> <p>E-Learning</p> <p></p> <p>4. Creation of packaging components</p> <p>User manual</p> |

II. Data entry






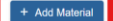

You are here:  **Page to create a dataset at material level**



1. Entry of header data

| |
|--------------------------|
| Article Name |
| Article Number |
| Manufacturer |
| Country of Manufacturing |


2. Entry of specification data


| Detection Layer | Function | Material Manifestation | Mass [g] | Color | Action |
|---|----------|------------------------|----------|-------|---|
|   | ✓ | Material Layer | | |    |
| <div>   </div> | | | | | |

3. Save dataset




 The **data entry for a dataset at component level** is similar to this.

 1.6.2
[E-Learning](#)


4. Creation of
packaging
components
[User manual](#)


Zu 3.
 1.7
[E-Learning](#)

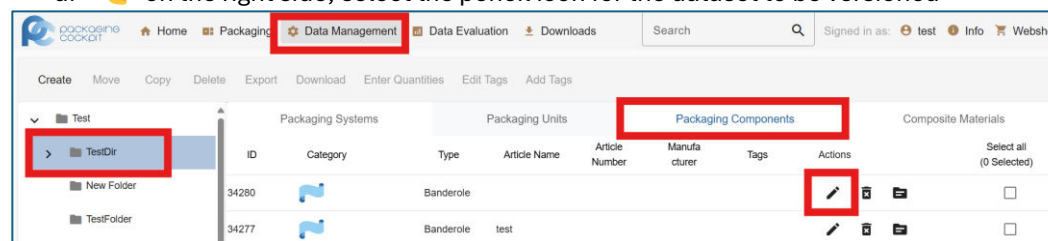

3.2.4. Speichern
einer Verpackungs-
einheit
[User manual](#)


III. Versioning and amendments


1. **Versioning:** According to chapter 1.8.4 in section 1, "Basics of data transfer and information flow," a new version of an existing dataset should always be created when incorrect entries need to be corrected. The integrated tracking function ensures that the updated information is passed on in a traceable and transparent manner along the entire supply chain to the sales product.


You are here:  **Data management: Selected folder and packaging level**


- a.  on the right side, select the pencil icon for the dataset to be versioned



- b.  edit the incorrect data and create a new version of the dataset (see II. Data entry)

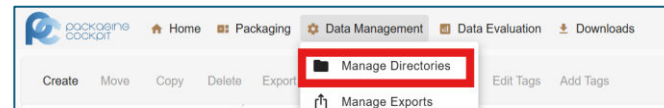
2. **Amendments:**  If there is a change to the packaging, create a new data set (see above I. Creation of datasets)

 If there are only minor changes, use the copy function in the data management. This allows you to create a copy of the dataset, which is to be changed and then only change the applicable data.

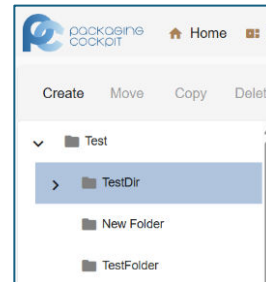

10. Editing or deleting datasets
[User manual](#)

IV. Export

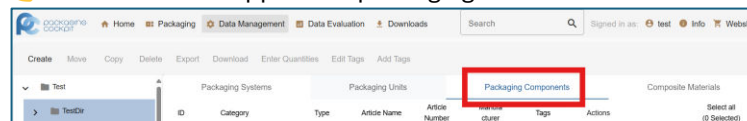
You are here: [Home](#)



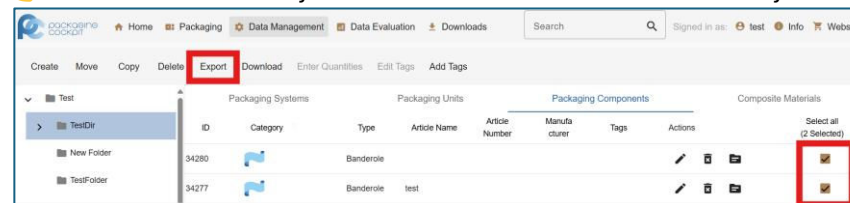
1. In the folder system select the folder with the dataset you wish to export



2. Then select the applicable packaging level



3. From all the datasets you can now select one or more datasets you wish to export. Then select Export



4. In the window that opens, select the organisation to which you want to export the datasets, as well as an export profile that contains exactly the data you have defined

1.12.
[E-Learning](#)

11.2.2. Export
datasets
[User manual](#)

Export packaging units

Select user groups

Test Company

Selected organizations count: 1

Select export profile (optional)

| Profile Name | Action |
|--------------|--------|
| All false | |

Selected profile: All false

Export Cancel

💡 For information on creating export profiles, please refer to chapter 11.3. Export profiles in the [User manual](#)

▶ Once the export process is complete, you will receive a confirmation message:

Success

All items exported successfully



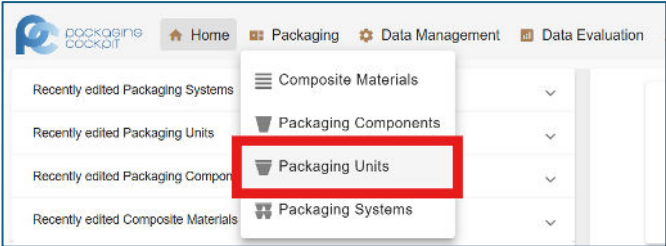





OK

Zu 4.
11.3. Export
profile
[User manual](#)


1.2.2 Quick Start for consumer goods producer / Filler to the Packaging Cockpit

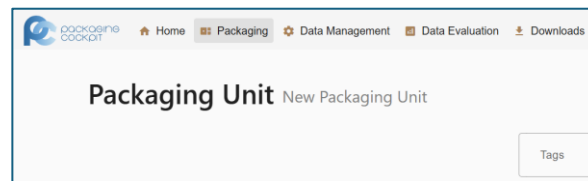
Task in the overall process:

Provide extended packaging data, link packaging to products, link own product identification to the product identification of the retailer

| Task | Brief description | Detailed information |
|---|---|--|
| I. Creation of datasets on packaging unit level | <p>You are here:  Home</p> <p>1. Open the section  Packaging unit</p>  <p>and click on the button</p>  <p> A page for creating a dataset for packaging unit will open.</p> <p>2.  Now follow the steps in section II.</p> | <p> 1.5 E-Learning</p> <p> 3. Creation of a packaging unit User manual</p> |

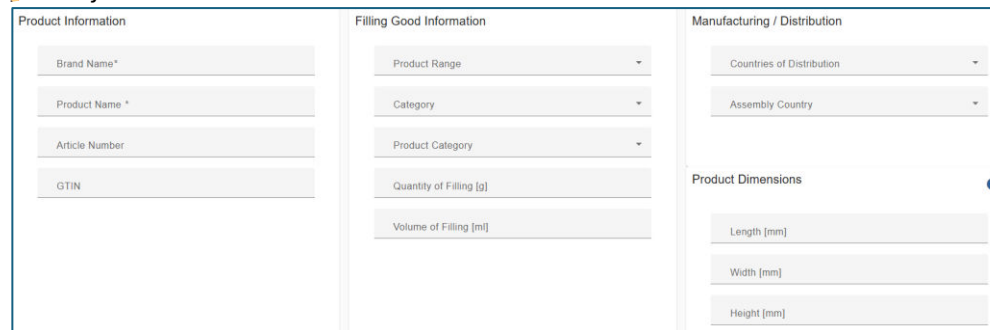
II. Data entry

You are here:  **Section for creating a dataset for a packaging unit**



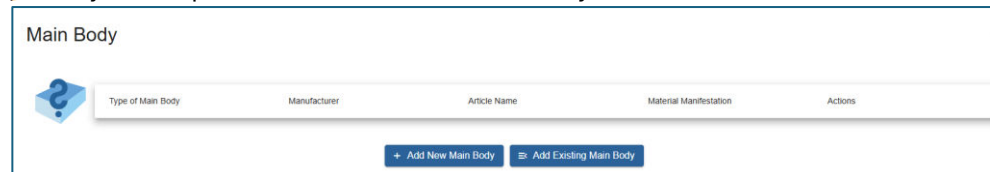
The screenshot shows the 'Packaging Unit' header with a 'New Packaging Unit' link and a 'Tags' button.

1. Entry of header data




The screenshot shows the 'Entry of header data' form with three main sections: Product Information, Filling Good Information, and Manufacturing / Distribution. Product Information includes fields for Brand Name*, Product Name*, Article Number, and GTIN. Filling Good Information includes dropdowns for Product Range, Category, and Product Category, and input fields for Quantity of Filling [g] and Volume of Filling [ml]. Manufacturing / Distribution includes dropdowns for Countries of Distribution and Assembly Country, and a Product Dimensions section with input fields for Length [mm], Width [mm], and Height [mm].


2. Entry of the specification data for the main body





The screenshot shows the 'Main Body' section with a table for entering specification data. The table has columns for Type of Main Body, Manufacturer, Article Name, Material Manifestation, and Actions. Below the table are two buttons: '+ Add New Main Body' and '+ Add Existing Main Body'.

 The entry of material layers is described in the [E-Learning](#) video 6.2.


3. Entry of specification data for further packaging components

 1.5
[E-Learning](#)


 1.6.1
[E-Learning](#)





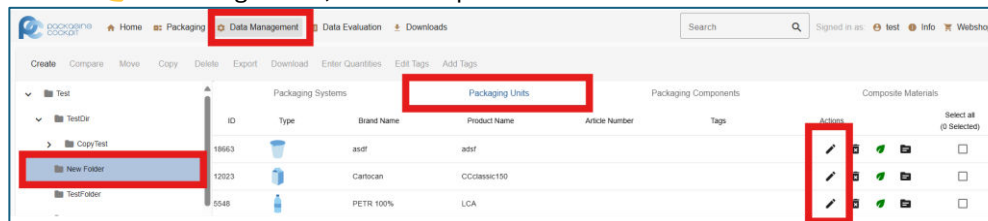





 3.2.1.3. Packaging main body
[User manual](#)

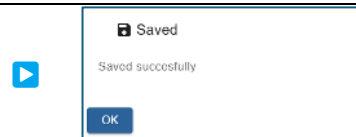
 1.6.3
 1.6.4
[E-Learning](#)

 3.2.2. Packaging components
[User manual](#)

 1.7
[E-Learning](#)

 3.2.4. Saving a packaging unit
[User manual](#)

| | | |
|-----------------------------|---|---|
| | <div data-bbox="555 209 1258 450"> <div>Closure</div> <div>Decoration</div> <div>Inlay</div> <div>Packaging Aid</div> <div>Miscellaneous</div> </div> <div data-bbox="492 475 936 517"> 4. Save the dataset   </div> | |
| III. Correction and changes | <div data-bbox="492 523 1805 651"> 1. Corrections: According to chapter 1.8.4 in section 1, "Basics of data transfer and information flow," a new version of an existing dataset should always be created when incorrect entries need to be corrected. The integrated tracking function ensures that the updated information is passed on in a traceable and transparent manner along the entire supply chain to the sales product. </div> <div data-bbox="448 705 1317 737"> You are here:  Data management: Selected folder and packaging level </div> <div data-bbox="586 807 1485 839"> a.  on the right side, select the pencil icon for the dataset to be versioned </div> <div data-bbox="551 837 1536 1058">  </div> <div data-bbox="586 1066 1769 1101"> b.  edit the incorrect data and create a new version of the dataset when saving (see. II. Data Entry) </div> <div data-bbox="586 1110 819 1147"> c.   </div> <div data-bbox="640 1182 1097 1331">  </div> | <div data-bbox="1850 529 2101 652">  10. Editing or deleting of datasets User manual </div> |

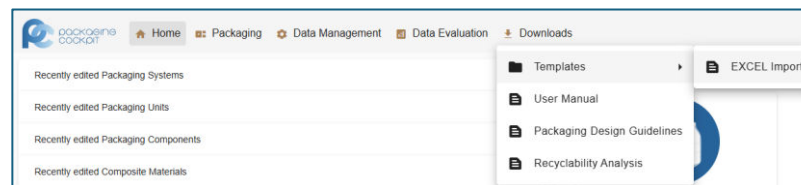


2. **Packaging changes:** According to chapter 2.8.2 of the GDPF ⚠ Whenever there are changes in the packaging, create a new dataset (see section I. Creation of datasets)

💡 If there are only minor changes, use the copy function in the data management. This allows you to create a copy of the dataset, which is to be changed and then only change the applicable data.

IV. Excel-Upload of data sets on packaging unit level

You are here: 📍 **Home**



1. By selection “Excel import“ you can download the Excel template for mass entry at packaging unit level.

▶ In the Excel file there are two templates you can use:

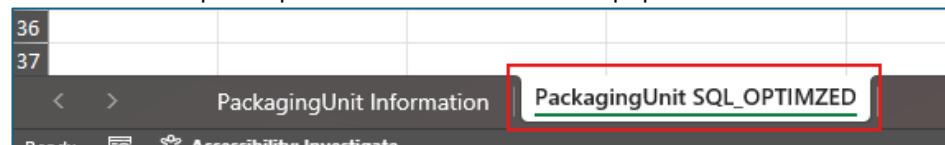
- a. One, that is easy to understand for the user:

| | | | | |
|---|--|--|--|------------------------------|
| 33 | | | | TotalGrammage |
| 34 | | | | Material Manifestation |
| 35 | | | | Mass [g] |
| 36 | | | | Mass Percentage of Layer [%] |
| 37 | | | | Thickness of Layer [µm] |
| <div> < > <div>PackagingUnit Information</div> <div>PackagingUnit SQL_OPTIMIZED</div> + </div> | | | | |

4.1
E-Learning

| A | B | C | D | E | F | G | H | I | J | K |
|---------|----------------|------------------|------------------|-------------------------|--------------------------|---------------|-----------|-----------|-----------|-----------|
| Profile | Component | Component number | Section | Field name | Field Identifier | Has Drop Down | Product_1 | Product_2 | Product_3 | Product_4 |
| 1 | Packaging Unit | | | Brand Name* | PU_BrandName | | | | | |
| 2 | | | | Product Name* | PU_ProductName | | | | | |
| 3 | | | | Article Number | PU_ArticleNumber | | | | | |
| 4 | | | | Quantity of filling (g) | PU_PackagingQuantity | | | | | |
| 5 | | | | Assembly Country | PU_AssemblyCountry | X | | | | |
| 6 | | | | Distribution Country | PU_DistributionCountries | X | | | | |
| 7 | | | | Distribution Country | PU_DistributionCountries | X | | | | |
| 8 | | | | Distribution Country | PU_DistributionCountries | X | | | | |
| 9 | Basic | Packaging Unit | Packaging Unit 1 | Length | PU_Length | | | | | |
| 10 | | | | | | | | | | |
| 11 | | | | | | | | | | |

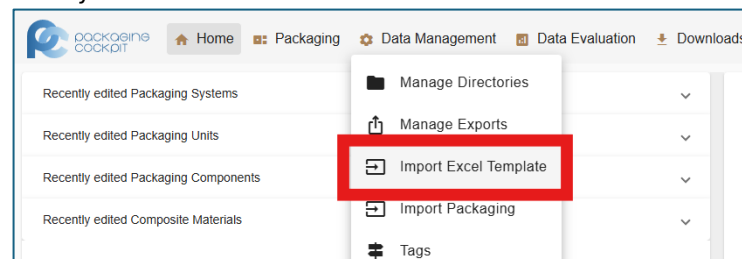
b. And a template optimised for automated data population:



💡 If you only have a view data entries to insert manually, use the first template. If, on the other hand, you want to transfer your source data automatically with, for example Power Query in Excel, Power BI, Python or Access übertragen, use the SQL_OPTIMIZED template.

You are here: 📍 **Home**

2. Once your source data has been entered or transferred to the Excel file, select 🖱️ „Import Excel Template“



3. 🖋️ Select the location of your completed Excel file via "Load Excel File":

11.2. Management of packaging data
[User manual](#)

Import Excel Template

Load Excel File

Import

Close

4. Then select „Import“:

Import Excel Template

Load Excel File

Report.xlsx

Import

Close

5. Once the import is complete, your data will be displayed as dataset in Data management at the "Packaging units" level:

| | | | | | | | | | |
|-------------------|-------------------|-----------------|----------------------|---------------------|----------------|----------|--------------------|------------|--------------|
| packaging cockpit | Home | Packaging | Data Management | Data Evaluation | Downloads | Search | Signed in as: test | Info | Webshop |
| Create | Compare | Move | Copy | Delete | Export | Download | Enter Quantities | Edit Tags | Add Tags |
| Test | Packaging Systems | Packaging Units | Packaging Components | Composite Materials | | | | | |
| TestDir | ID | Type | Brand Name | Product Name | Article Number | Tags | Actions | Select all | (0 Selected) |

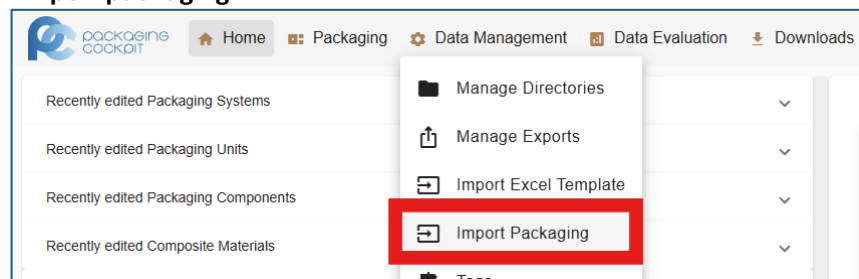
- By selecting the datasets and „Move“, you can store the dataset in the desired location in your folder system.

| | | | | | | | | | |
|-------------------|-------------------|-----------------|----------------------|---------------------|----------------|----------|--------------------|------------|--------------|
| packaging cockpit | Home | Packaging | Data Management | Data Evaluation | Downloads | Search | Signed in as: test | Info | Webshop |
| Create | Compare | Move | Copy | Delete | Export | Download | Enter Quantities | Edit Tags | Add Tags |
| Test | Packaging Systems | Packaging Units | Packaging Components | Composite Materials | | | | | |
| TestDir | ID | Type | Brand Name | Product Name | Article Number | Tags | Actions | Select all | (0 Selected) |
| New Folder | 13992 | | Lemonade | PET bottle | | | | | |

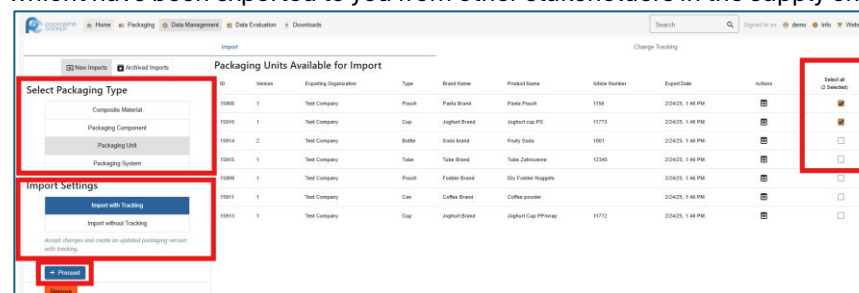
V. Import

You are here: Home

1. If another organisation has exported packaging data to you, click on 🖱️ **"Data management"** and then on 🖱️ **"Import packaging"**.



2. 🖱️ On the page that opens you can select the packaging level on the left. You will find then all the datasets, which have been exported to you from other stakeholders in the supply chain.



3. 🖱️ Select the datasets, which you would like to import and determine, whether you want to import with or without tracking.

💡 Import **with tracking (recommended setting)** if you want to be notified of changes made by the source organisation and want to apply the changes.

💡 Import **without tracking** if you want to import the data without being able to track and apply changes made by the source organisation.

🖱️ Select **„Proceed“** and select a destination folder to save the dataset.

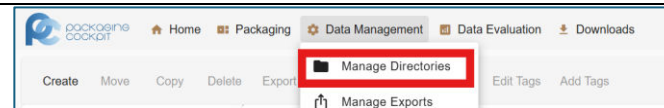
1.13
E-Learning

11.4. Import
packaging data
[User manual](#)

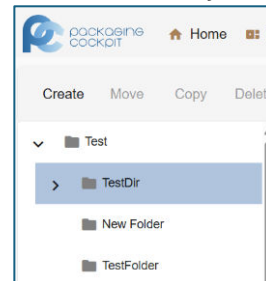
VI. Export

You are here: 🖱️ **Home**

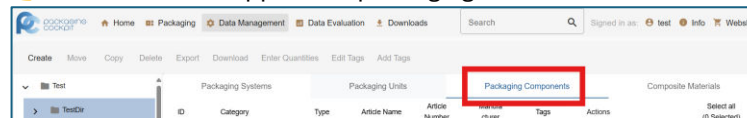
1.12.



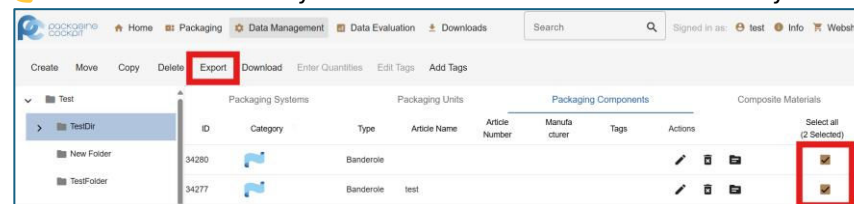
1. In the folder system select the folder with the dataset you wish to export



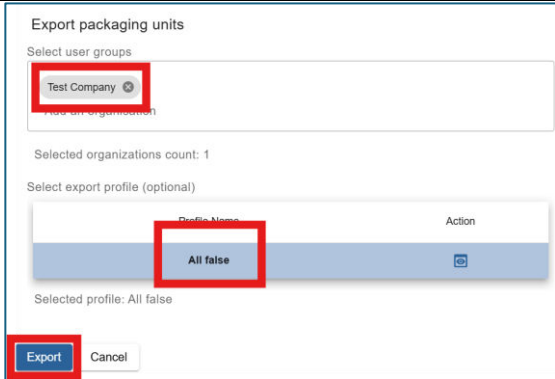
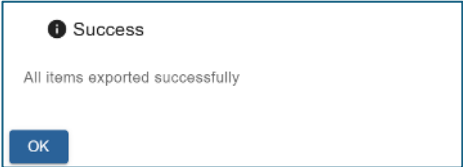




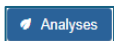

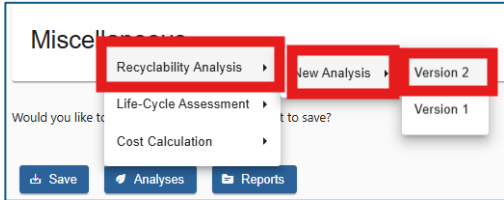


2. Then select the applicable packaging level



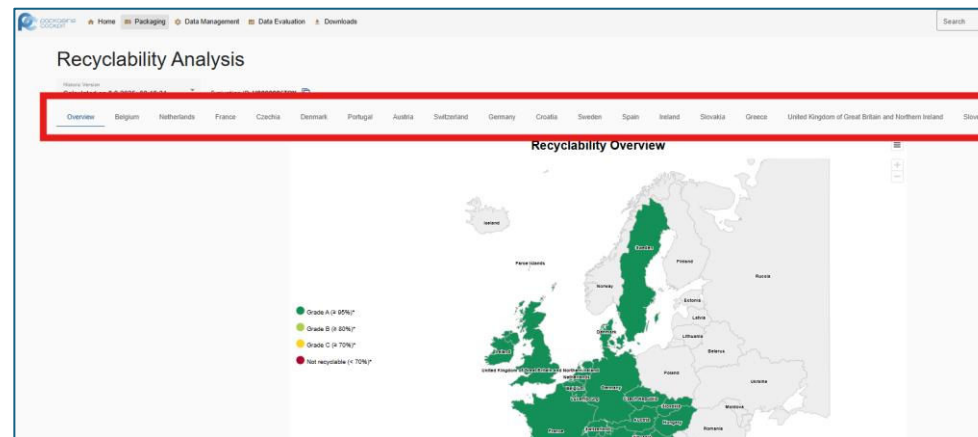
3. From all the datasets you can now select one or more datasets you wish to export. Then select Export



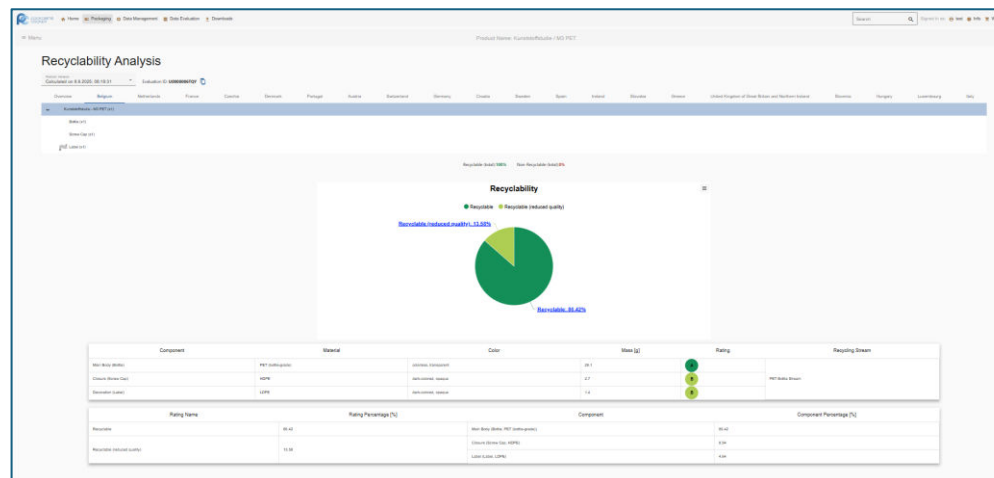
4. In the window that opens, select the organisation to which you want to export the datasets, as well as an export profile that contains exactly the data you have defined

| | | |
|--|--|--|
| | <div data-bbox="555 209 1108 588">  </div> <p>💡 For information on creating export profiles, please refer to chapter 11.3. Export profiles in the User manual</p> <p>▶ Once the export process is complete, you will receive a confirmation message:</p> <div data-bbox="459 750 920 917">  </div> | <p>Zu 4.</p> <p> 1.14 E-Learning</p> <p> 11.3. Exportprofile User manual</p> |
| <p>VII. Performing recyclability analyses</p> | <p>You are here:  Input mask for a saved dataset (packaging units and packaging system level)</p> <ol style="list-style-type: none"> 1. Scroll to the bottom of the page and click   2. Select the applicable analysis in the current version of the dataset:  <div data-bbox="555 1169 1057 1369">  </div> | <p> 1.8 E-Learning</p> <p> 6. Analyses User manual</p> |

You are here: **Overview of the recyclability analysis**



3. By selecting the relevant countries, you will be guided to page **page analysis display for individual countries**



1.9
E-Learning

**6.1. Recyclability
analysis**
[User manual](#)

1.10
E-Learning

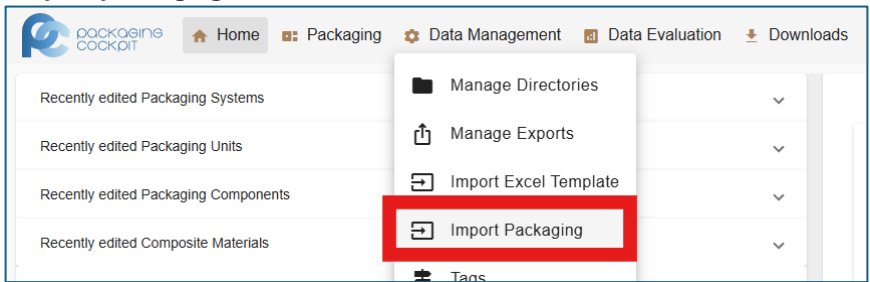

6.2 Ökobilanz
[User manual](#)

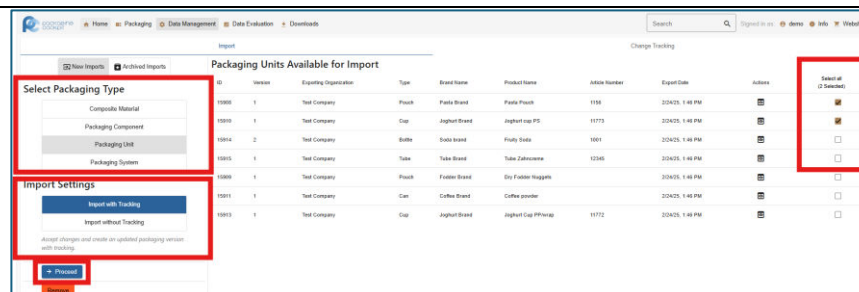
💡 The Life Cycle Assessment and cost calculations are performed in the same way as the recyclability analysis.


1.2.3 Quick Start to the Packaging Cockpit for retail


Task in the overall process:


Review and provide feedback on data


| Task | Brief description | Detailed information |
|-----------|---|--|
| I. Import | <p>You are here: 📍 Home</p> <p>4. If another organisation has exported packaging data to you, click on 🖱️ "Data management" and then on 🖱️ "Import packaging".</p>  <p>5. ▶️ On the page that opens you can select the packaging level on the left. You will find then all the datasets, which have been exported to you from other stakeholders in the supply chain.</p> | <p>👤 1.13 E-Learning</p>  |



6.  Select the datasets, which you would like to import and determine, whether you want to import with or without tracking.

 Import **with tracking (recommended setting)** if you want to be notified of changes made by the source organisation and want to apply the changes.


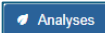
 Import **without tracking** if you want to import the data without being able to track and apply changes made by the source organisation.


 Select „**Proceed**“ and select a destination folder to save the dataset.

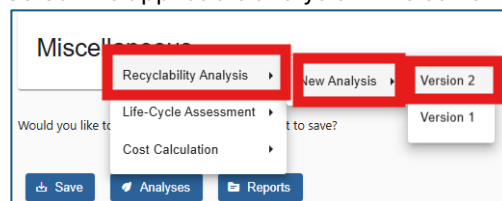
11.4. Import packaging data
[User manual](#)

II. Performing recyclability analysis

You are here:  **Input mask for a saved dataset (packaging units and packaging system level)**


2. Scroll to the bottom of the page and click  

5. Select the applicable analysis in the current version of the dataset: 

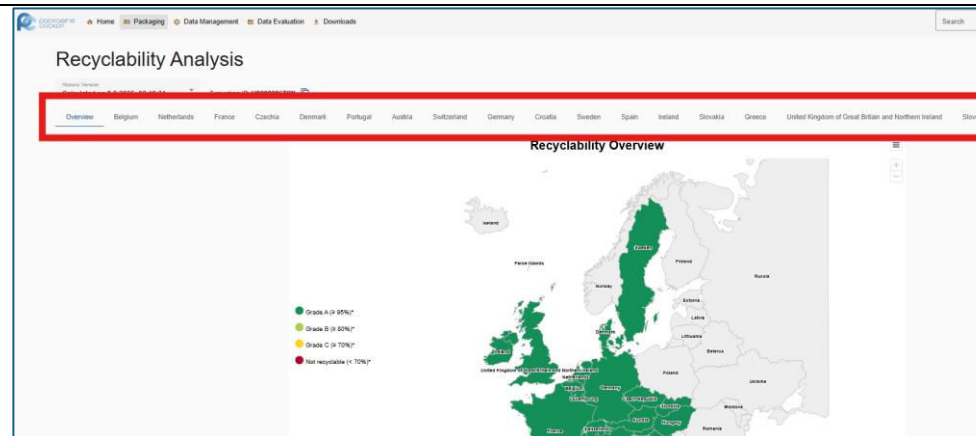


You are here:  **Overview of the recyclability analysis**

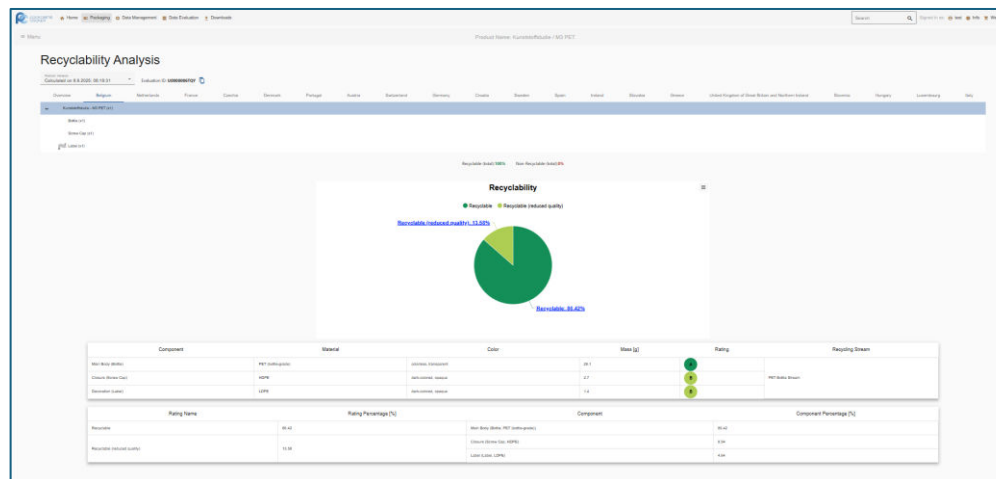
 1.8
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 6. Analyses
[User manual](#)

 1.9
[E-Learning](#)



6. 🖱 By selecting the relevant countries, you will be guided to page 📌 **page analysis display for individual countries**



💡 The Life Cycle Assessment and cost calculations are performed in the same way as the recyclability analysis.

6.1. Recyclability
analysis
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6.2 Ökobilanz
[User manual](#)

2 Change log