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## 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 [learning center](#) 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.

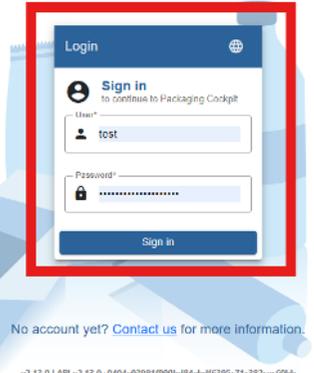
### **Part B: Economic operator specific modules**

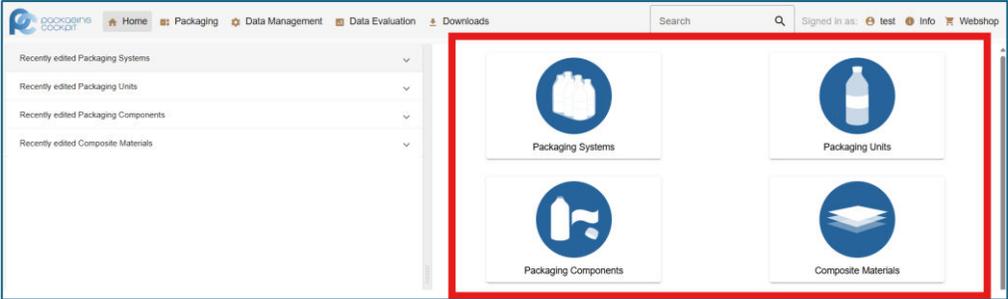
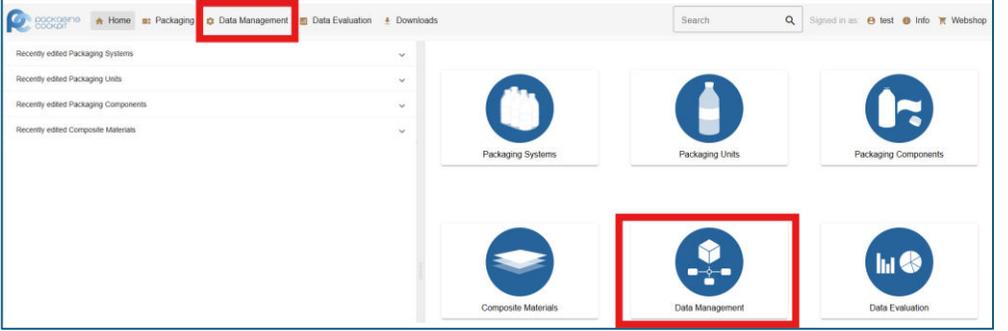
This section contains specific quick-start guides. Select the section that corresponds to your role (e.g. packaging manufacturer, consumer good producer / filler or retailer).

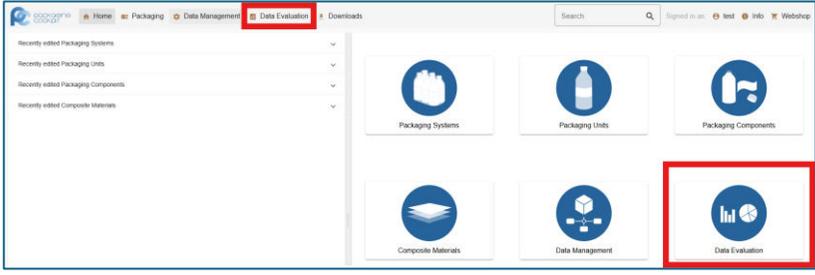
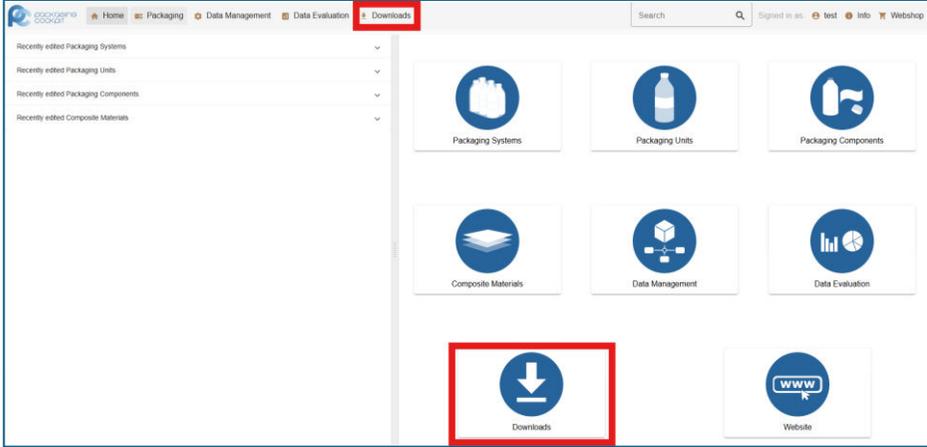
The Quick-Start to the Packaging Cockpit is provided free of charge, without liability or warranty.

## 1.1 Part A: General section

### 1.1.1 Basics of the Packaging Cockpit

Task	Additional information	Where in the tool?	Detailed information
<b>Access to the Packaging Cockpit</b>	Request via the Packaging Cockpit website: <a href="#">Packaging Cockpit Registration - Packaging Cockpit</a>	Request access via the "START NOW" button 	
<b>Log-in to the Packaging Cockpit</b>	Register via: <a href="#">Login Packaging Cockpit</a>	If there is no account yet available, see „Access to the Packaging Cockpit“ above.  <p>If you already have an account in the Packaging Cockpit –</p> <ul style="list-style-type: none"> <li>• via the <b>ARA reporting portal</b>, or</li> <li>• via <b>PreZero SPOT</b> –</li> </ul> <p>there is no need to request a new access. You can simply continue using your exiting account.</p>	 <a href="#">Webinars – General features</a>
<b>Changing settings &amp; contact information</b>	<ul style="list-style-type: none"> <li>• Changes to:               <ul style="list-style-type: none"> <li>○ Password</li> <li>○ Language</li> <li>○ Layout</li> </ul> </li> <li>• Logout</li> </ul>	Top right on the landing page 	 <a href="#">Webinars – General features</a>

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

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

## Help & Support

- [Webinars](#)
- [User manual](#)
- [support@packaging-cockpit.com](mailto:support@packaging-cockpit.com)

## 1.2 Part B: Economic operator specific modules

### 1.2.1 Quick Start for packaging producer in the Packaging Cockpit

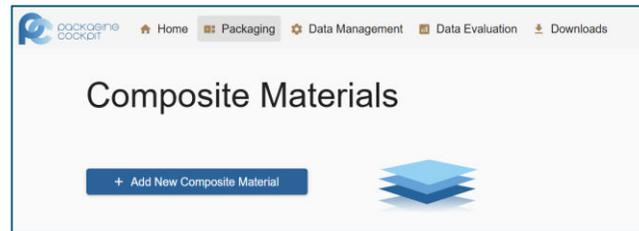
#### Role in the overall process:

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

Task	Brief description	Detailed information
<p><b>I. Creation of datasets on component and material level</b></p>	<p>You are here:  Home</p> <ol style="list-style-type: none"> <li>Open the composite materials area  </li> <li> A page for creating a dataset at material level will open.</li> <li>Now follow the steps in section II.</li> </ol> <p> The <b>creation of datasets at component level</b> is analogous to this.</p>	<p> <a href="#">Webinars – data entry</a></p> <p> 4. Creation of packaging components</p> <p><a href="#">User manual</a></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 style="display: flex; justify-content: space-between;"> <span> Add Material</span> <span> Import Composite Material</span> </div>					

### 3. Save dataset



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

 [Webinars – data entry](#)

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

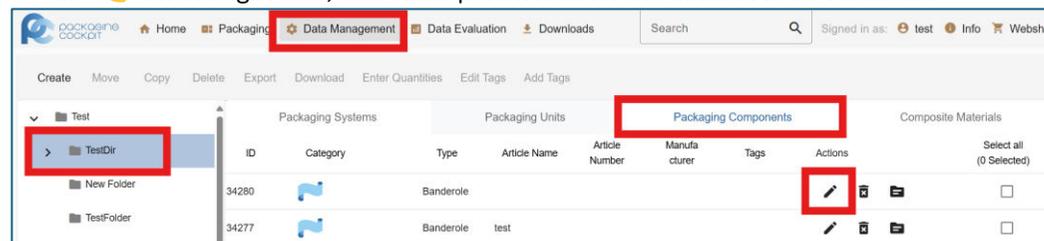
 3.2.4. Speichern einer Verpackungseinheit  
[User manual](#)

### 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.

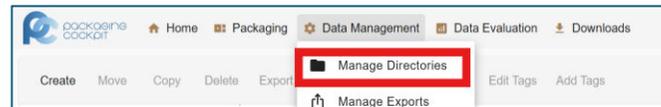


10. Editing or deleting datasets

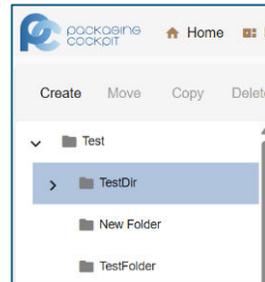
[User manual](#)

## IV. Export

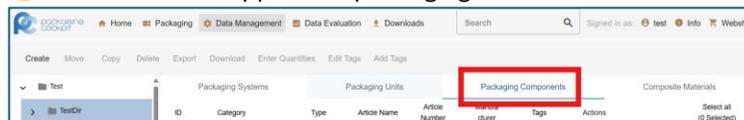
You are here: [Home](#)



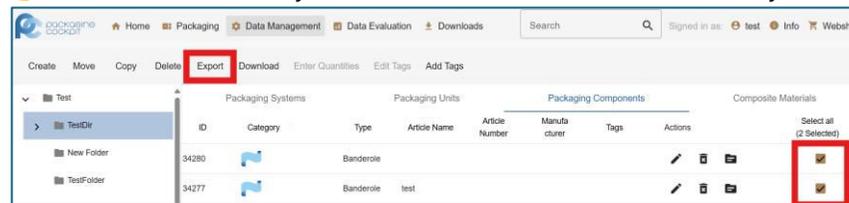
1. In the folder system select the folder with the dataset you wish to export



2. Then select the applicable packaging level



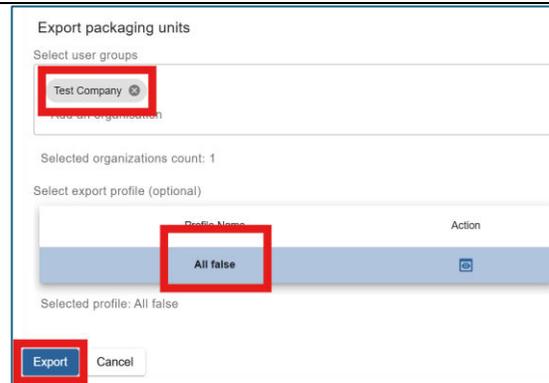
3. From all the datasets you can now select one or more datasets you wish to export. Then select Export



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

[Webinars – data transfer](#)

[11.2.2. Export datasets User manual](#)



Export packaging units

Select user groups

Test Company

Selected organizations count: 1

Select export profile (optional)

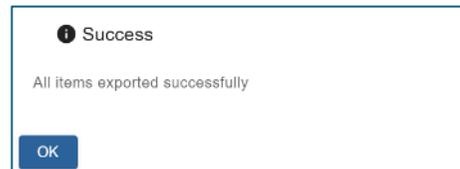
Profile Name	Action
All false	

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

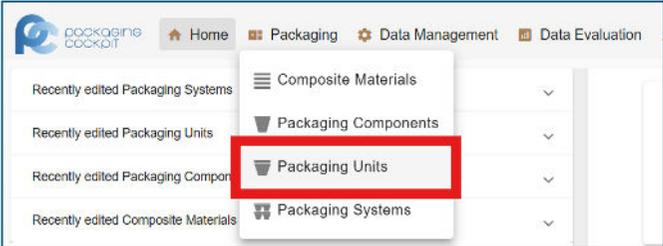
OK

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

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

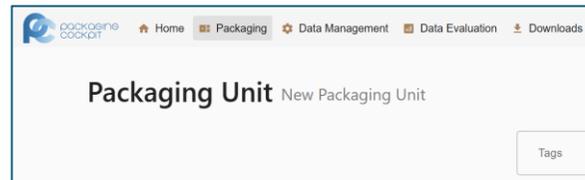
### Task in the overall process:

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

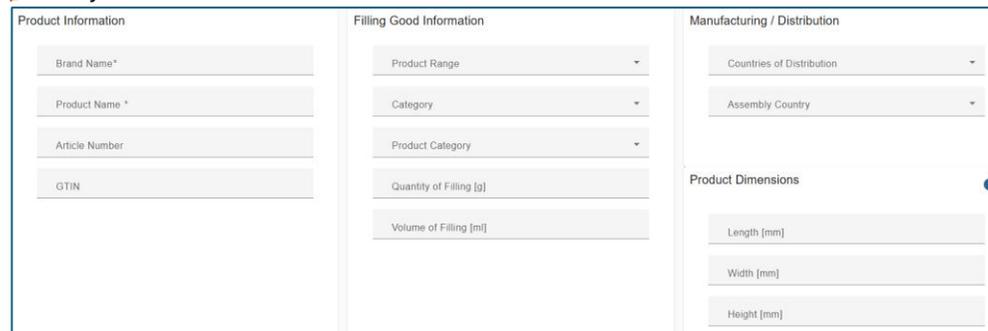
Task	Brief description	Detailed information
<p>I. <b>Creation of datasets on packaging unit level</b></p>	<p>You are here:  <b>Home</b></p> <p>1. Open the section  <b>Packaging unit</b></p>  <p>and click on the button</p>  <p> A page for creating a dataset for packaging unit will open.</p> <p>2.  Now follow the steps in section II.</p>	<p> <a href="#">Webinars – data entry</a></p> <p> 3. Creation of a packaging unit <a href="#">User manual</a></p>

## II. Data entry

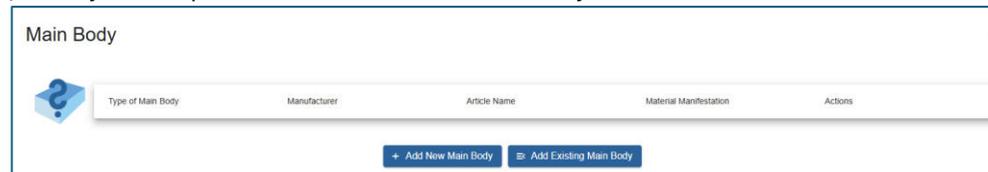
You are here:  **Section for creating a dataset for a packaging unit**



### 1. Entry of header data



### 2. Entry of the specification data for the 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

 [Webinars – data entry](#)

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

 [3.2.2. Packaging components User manual](#)

Closure	▼
Decoration	▼
Inlay	▼
Packaging Aid	▼
Miscellaneous	▼

4. Save the dataset  

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

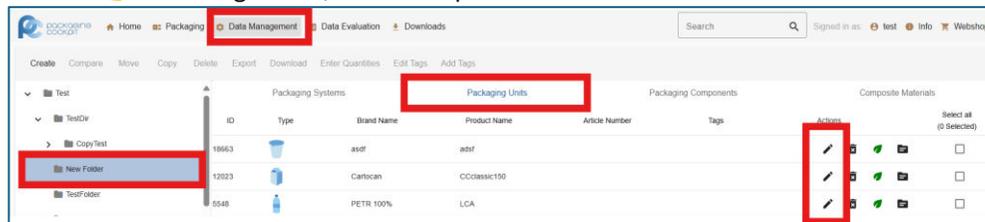
### III. Correction and changes

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.

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

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



ID	Type	Brand Name	Product Name	Article Number	Tags	Actions
18963	asdf	asdf	asdf			
12023	Cartoon	Cartoon	CCclassic150			
5548	PETR 100%	PETR 100%	LCA			

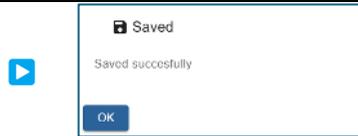
b.  edit the incorrect data and create a new version of the dataset when saving (see. II. Data Entry)

c.  

**Information**

Should a new version be created?



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]

< >
PackagingUnit Information
PackagingUnit SQL\_OPTIMIZED +

 [Webinars – other functionalities](#)

Profile	Component	Component number	Section	Field name	Field Identifier	Has Drop Down	Product_1	Product_2	Product_3	Product_4
	Packaging Unit			Brand Name*	PU_BrandName					
				Product Name*	PU_ProductName					
				Article Number	PU_ArticleNumber					
				Quantity of filling (g)	PU_PackagingQuantity					
				Assembly Country	PU_AssemblyCountry	X				
				Distribution Country	PU_DistributionCountries	X				
				Distribution Country	PU_DistributionCountries	X				
Basic	Packaging Unit	Packaging Unit 1	General	Distribution Country	PU_DistributionCountries	X				
				Length	PU_Length					

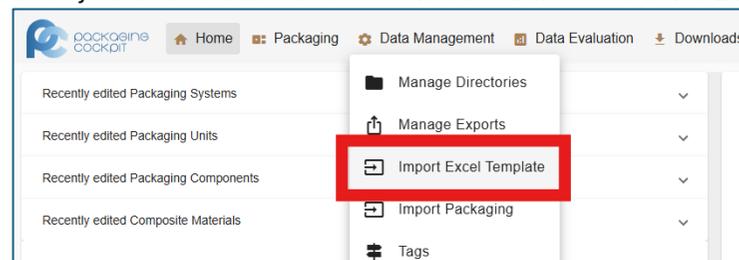
b. And a template optimised for automated data population:



💡 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.

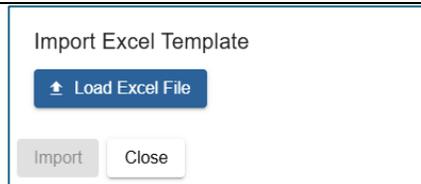
You are here: 📍 **Home**

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

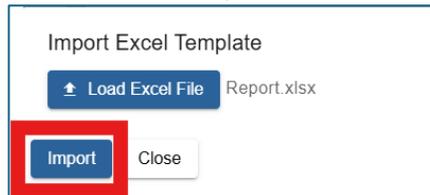


3. 🖱️ Select the location of your completed Excel file via "Load Excel File":

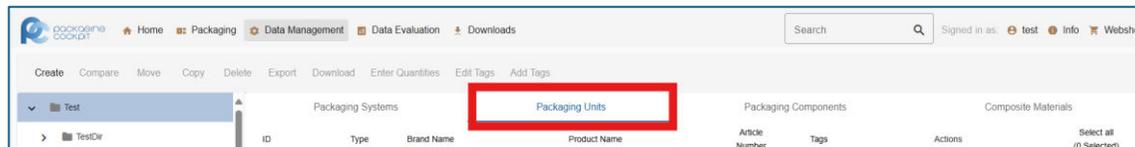
11.2. Management of packaging data  
[User manual](#)



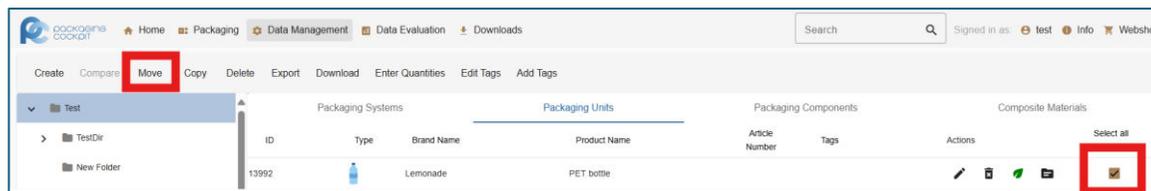
4. 🖱️ Then select „Import“:



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



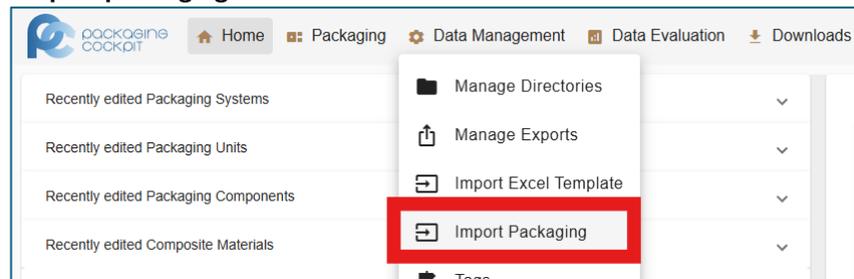
💡 By selecting the datasets and 🖱️ „Move“, you can store the dataset in the desired location in your folder system.



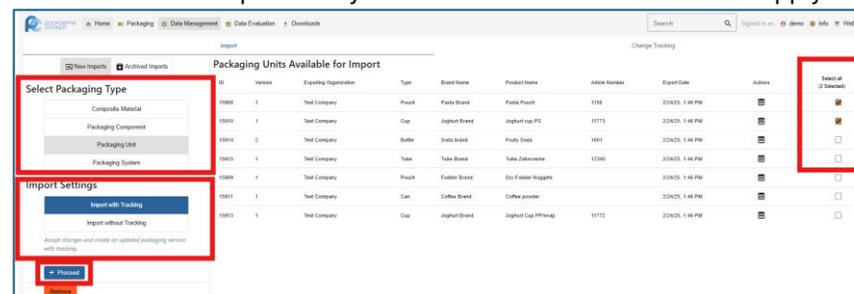
## V. Import

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.

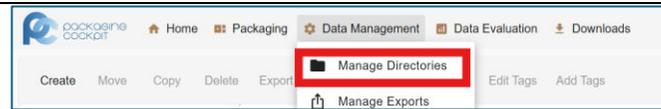
🖱️ Select **„Proceed“** and select a destination folder to save the dataset.

 [Webinars – data transfer](#)

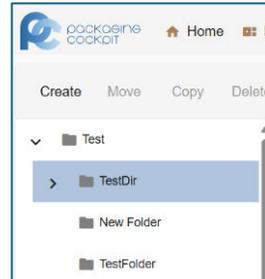
 **11.4. Import packaging data**  
[User manual](#)

## VI. Export

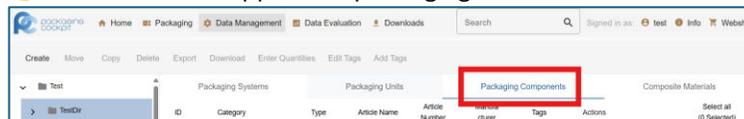
You are here: 📍 **Home**



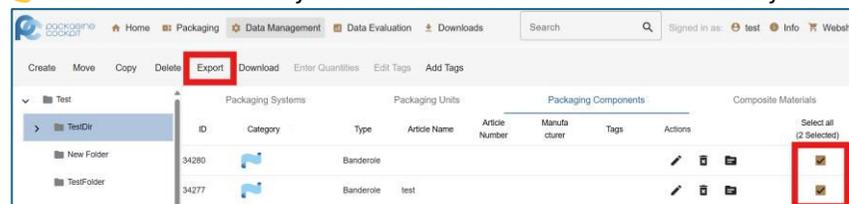
1. In the folder system select the folder with the dataset you wish to export



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



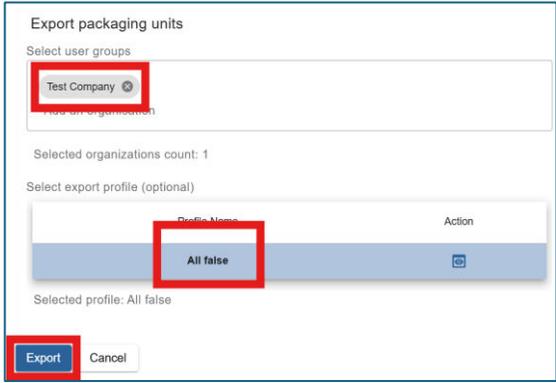
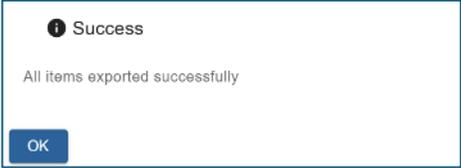
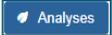
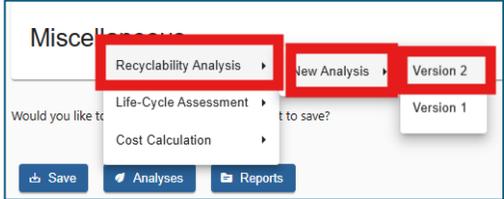
4. In the window that opens, select the organisation to which you want to export the datasets, as well as an export profile that contains exactly the data you have defined

[Webinars – data transfer](#)

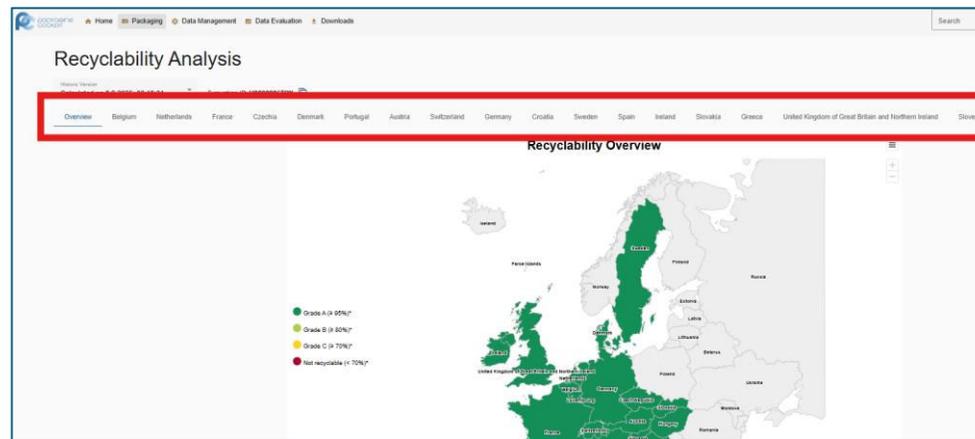


11.2.2.

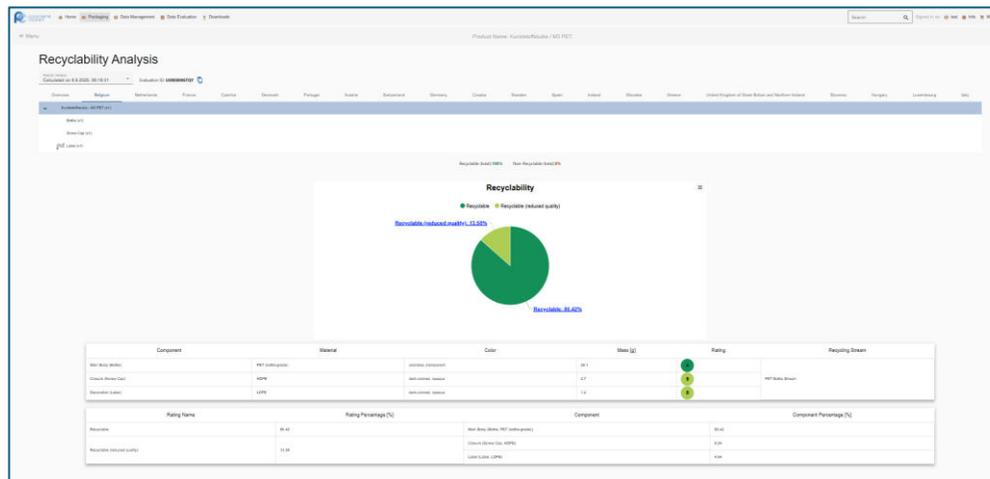
Verpackungsdaten exportieren  
[User manual](#)

	 <p>Export packaging units</p> <p>Select user groups</p> <p>Test Company</p> <p>Selected organizations count: 1</p> <p>Select export profile (optional)</p> <p>Profile Name: All false</p> <p>Action</p> <p>Selected profile: All false</p> <p>Export Cancel</p> <p>💡 For information on creating export profiles, please refer to chapter 11.3. Export profiles in the <a href="#">User manual</a></p> <p>▶ Once the export process is complete, you will receive a confirmation message:</p> 	<p>11.3. Exportprofile <a href="#">User manual</a></p>
<p><b>VII. Performing recyclability analyses</b></p>	<p>You are here: 📍 <b>Input mask for a saved dataset (packaging units and packaging system level)</b></p> <ol style="list-style-type: none"> <li>1. Scroll to the bottom of the page and click 🖱️ </li> <li>2. Select the applicable analysis in the current version of the dataset: 🖱️</li> </ol> 	<p><a href="#">Webinars – other functionalities</a></p> <p>6. Analyses <a href="#">User manual</a></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**



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

 6.1. Recyclability analysis  
[User manual](#)

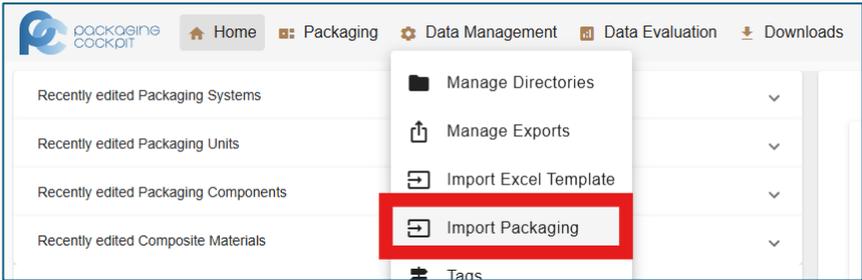
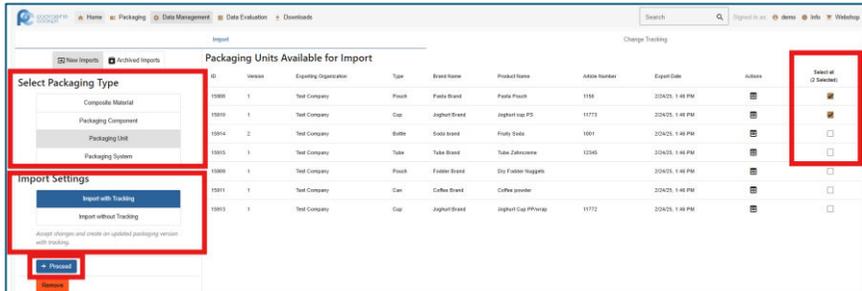
 [Webinars – other functionalities](#)

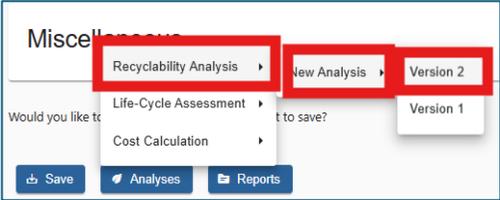
 6.2 Ökobilanz  
[User manual](#)

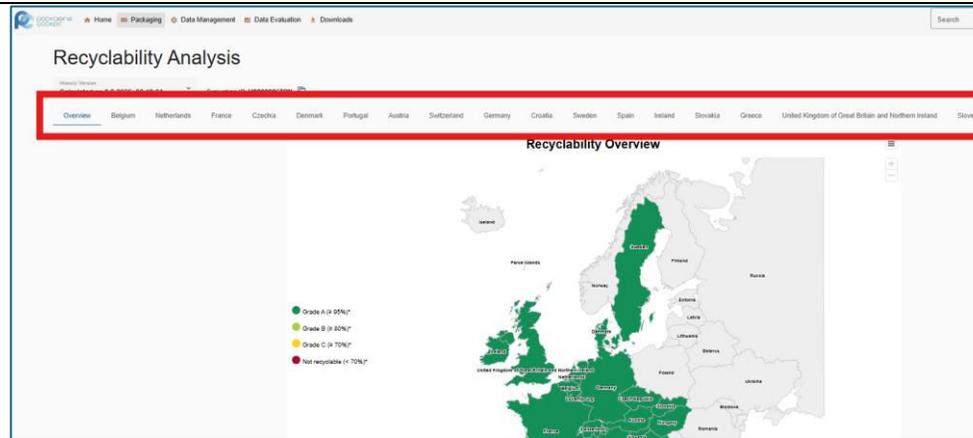
### 1.2.3 Quick Start to the Packaging Cockpit for retail

#### Task in the overall process:

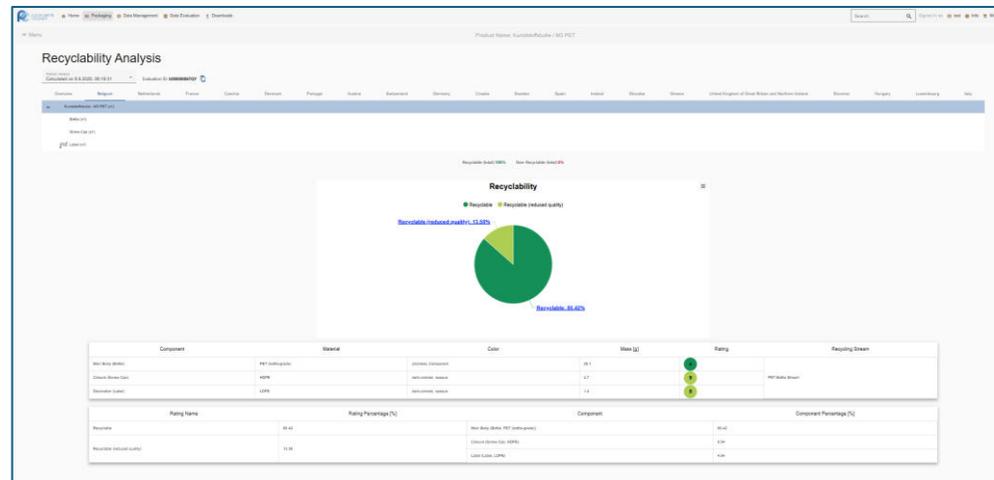
Review and provide feedback on data

Task	Brief description	Detailed information
<p><b>I. Import</b></p>	<p>You are here: <span style="color: red;">📍</span> <b>Home</b></p> <p>4. If another organisation has exported packaging data to you, click on <span style="color: yellow;">👉</span> <b>"Data management"</b> and then on <span style="color: yellow;">👉</span> <b>"Import packaging"</b>.</p>  <p>5. <span style="color: blue;">▶</span> 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 style="text-align: center;"> <a href="#">Webinars – data transfer</a></p> <p style="text-align: center;"> <b>11.4. Import packaging data</b> <a href="#">User manual</a></p>

	<p>6.  Select the datasets, which you would like to import and determine, whether you want to import with or without tracking.</p> <p> Import <b>with tracking (recommended setting)</b> if you want to be notified of changes made by the source organisation and want to apply the changes.</p> <p> Import <b>without tracking</b> if you want to import the data without being able to track and apply changes made by the source organisation.</p> <p> Select „<b>Proceed</b>“ and select a destination folder to save the dataset.</p>	
<p><b>II. Performing recyclability analysis</b></p>	<p>You are here:  <b>Input mask for a saved dataset (packaging units and packaging system level)</b></p> <p>2. Scroll to the bottom of the page and click  </p> <p>5. Select the applicable analysis in the current version of the dataset: </p>  <p>You are here:  <b>Overview of the recyclability analysis</b></p>	<p> <a href="#">Webinars – other functionalities</a></p> <p> <a href="#">6. Analyses User manual</a></p> <p> <a href="#">6.1. Recyclability analysis User manual</a></p>



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.

 [Webinars – other functionalities](#)

 [6.2 Ökobilanz User manual](#)

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## 2 Change log