



How to add products in Madaster

Process description for adding different
product types in the Madaster Platform

Voor
Madaster gebruikers

Door
Madaster

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Index

How to add products in Madaster	2
Add Volume product (level 2 & 3)	4
Add Area product (level 2 & 3)	10
Add Length product (level 2 & 3)	18
Add Quantity product (level 2 & 3)	25
Link added products	32
Link automatically	32
Link manually	32
Copy products	35
Deactivate products	36
Search deactivated products	37
Activate products	38
Madaster Support	39

DISCLAIMER

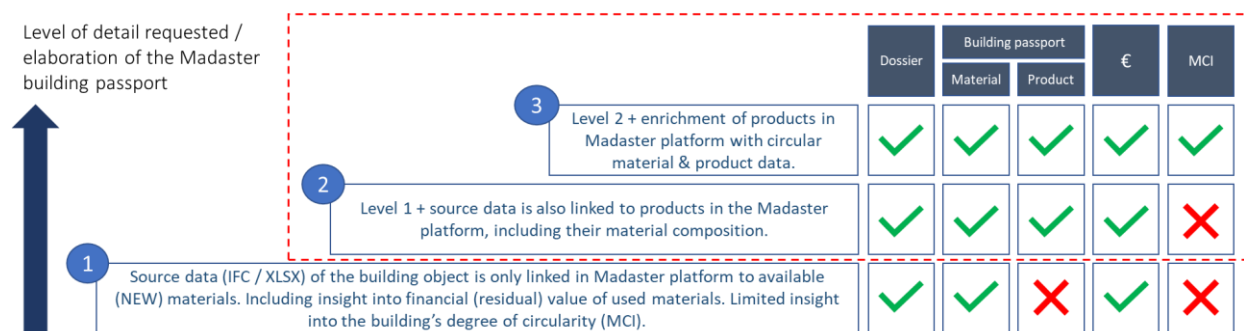
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How to add products in Madaster

For a more accurate building passport in Madaster and the ability to provide insight into elements and their numbers, so that they can be reused at the highest possible level in the long term, it is recommended to link as many building elements as possible from a source file (IFC and / or Excel) to a 'product' in the Madaster database (in the manual 'Madaster Action plan' this is referred to as 'level 2').

To be able to link a building element to a product in the Madaster platform, the product must be available in the Madaster database. If this is not the case (which means that an element from the source file cannot be automatically linked), the Madaster platform offers the functionality to add products themselves, including their material composition.

In addition, adding products in Madaster also allows the user to add circular data (e.g. applied raw materials, recycled materials, etc.). Subsequently, the Madaster platform, by means of the Madaster Circularity Index, then provides insight into the degree of circularity of the entire building (in the manual 'Madaster Action plan' this is referred to as 'level 3').

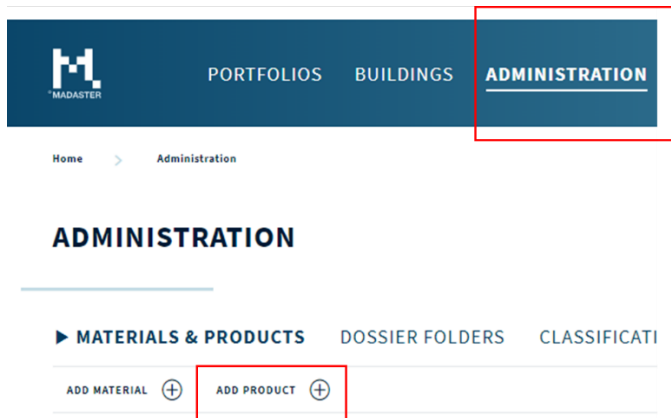


Picture 1: Elaboration levels of the Madaster building passport

By adding products, a private product library is built up by the user on account level in the Madaster platform (this in addition to the generic "Madaster" data set available to everyone). This library remains available and can then be applied again when registering every successive building in Madaster.

In Madaster a distinction is made between four different types of products, namely: volume, area, length & Quantity products. The choice for one of these types depends primarily on the available geometric data of the relevant building element in the source file. This means that if, for example, the volume of a building element is included in the source file (IFC and Excel), it is best to set up a so-called 'volume' product in Madaster. If a building element in the source file does not contain volume information, but does contain area (m²) information, it is best to select an 'area' product in Madaster. Etc. Ideally, "volume" products are used as much as possible, because the Madaster system mainly displays this unit in its "Building" tab. However, it is also possible to work towards this unit using area and / or length products.

All product types in Madaster can be added (and changed) by the user via the main menu "Administration" and then by clicking the button "Add product".



Picture 2: Administration (add product)

FYI: Products can be added to the Madaster platform at any time; i.e. before or after the source data (IFC / Excel) of the building in Madaster has been uploaded. To automatically link as many building elements from the source data to newly added products, it is recommended to first add the products in Madaster and then upload the source file in Madaster. If a source file is already uploaded in Madaster, then after all products have been added in Madaster, the source file must simply be enriched again (via: Dossier> "View details" button >"Enrich again" button).

Below, it is first described per product type how a product is added to Madaster ("level 2"). Where circular information ("level 3") is added to the product, this has been indicated by means of the text: **[level 3]**.

The following chapters describe how newly added products are linked; in an automatic and manual way. In addition, it is briefly explained how comparable products can be easily copied. Finally, it is described how self-added products can be activated and deactivated in Madaster.

Add Volume product (level 2 & 3)

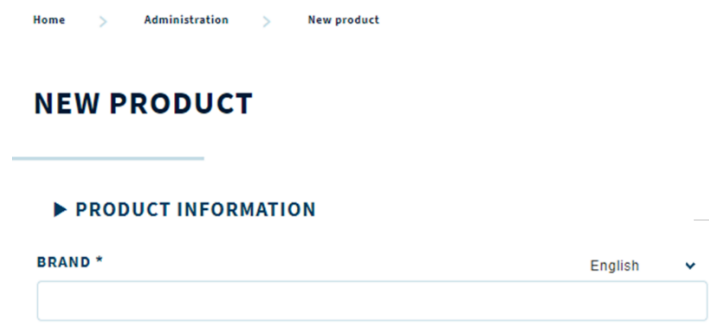
This section describes how to add a "volume" product to Madaster. First, the minimum input to add this product is considered. Then it is described step by step how this type of product is added in Madaster ("level 2"). It also considers additional optional fields.

Minimum requirements to set up this type of product in Madaster:

- Building elements in the source file (IFC and Excel), for which a volume product is set up in Madaster, must actually contain volume information.
- (Brand) Name / description of the product to be set up.
- Use of raw materials (% ratio of new product vs. being reused).
- Product composition (in % used materials).

Add Volume product in Madaster:

1. In the menu "Administration" click on the "Add product" button (see picture 2 on the previous page). A new product screen (with tab 'Product information') is displayed (see picture 1).



Picture 1: New product

2. Enter the Brand / name of the new product to be added in the (mandatory) "Brand *" field. For example: "UNIDEK SIPS PANELS 250 MM".

Suggestion: If the brand / name of an element in the source file (IFC / Excel) is unique, consider giving the new product to be added in Madaster the exact same name / description. By including this exact name / description also in the product's tab 'Search criteria', the Madaster system will automatically link the element to the newly added Madaster product.

3. In the field "Type *" (mandatory) select "Volume".

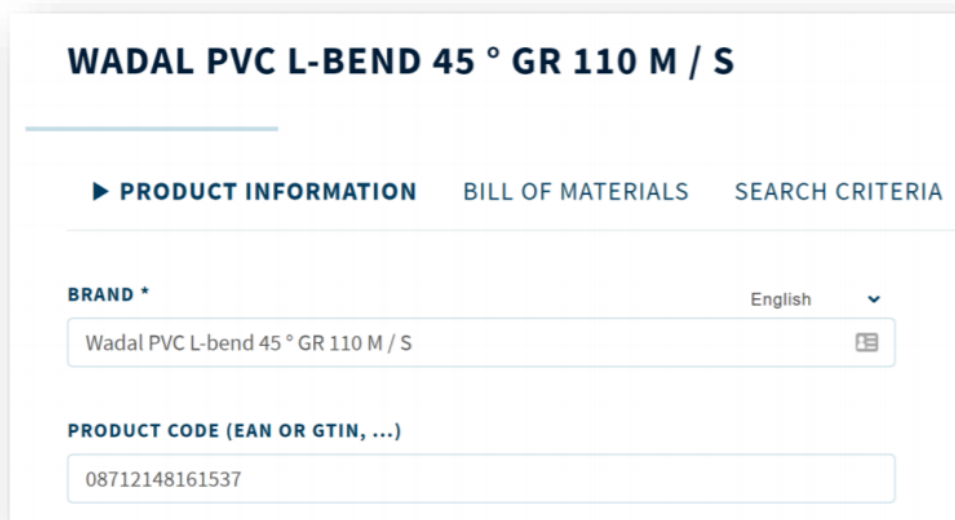


Picture 2: Product type: Volume

4. If available, enter a description of the new product in the "Description" field (optional).
5. If available, enter a product code of the new product to be added in the "Product code (EAN or GTIN, ...)" field (optional).

Matching with EAN/G-TIN standard product code.

If the productcode has been filled in on the product:



WADAL PVC L-BEND 45 ° GR 110 M / S

► **PRODUCT INFORMATION** BILL OF MATERIALS SEARCH CRITERIA

BRAND * English ▼

Wadal PVC L-bend 45 ° GR 110 M / S

PRODUCT CODE (EAN OR GTIN, ...)

08712148161537

Then the material on the element will also be matched against this code and if an exact match is found it will be used rather than the previous matches.

Picture 3: Product code

6. If available, enter the name of the supplier / producer of the product to be added in the "Supplier" field (optional).
7. **[level 3]** If available, enter the functional lifespan of the product to be added in the field "Functional lifespan (years)" (optional).
8. **[level 3]** If available, enter the technical lifespan of the product to be added in the field "Technical lifespan (years)" (optional).
9. If available, select ("yes", "no" or "unknown") in the "Toxicity" field (optional) if the product contains materials that are on the [cradle-to-cradle list of banned chemicals](#).

10. By default, the volume unit of a "volume" product should be set to 1m³. When processing an element from the source file (IFC / Excel), the Madaster system will take the initial volume metric of the element (calculation method: volume element source file multiplied by 1m3).

☐ SPECIFY THIS SIZE BY SEPARATING THE DIMENSIONS

 m³

Picture 4: Volume unit

11. Click on the "Save" button. The data entered is now saved in the product sheet "Product information". At the same time, the other tabs of the product are now visible.

UNIDEK SIPS

Picture 5: Product sheets

12. **[level 3]** If available, insert the field 'Feedstock sources' (optional field) on the left hand: % reused vs. % virgin product. If unknown, select 100% virgin.
 - a. "Reused" here means that the product (in this example: Unidek sips panel) has already gone through a full life cycle at the same level (product) and is now being reused again in the construction of a new building.
 - b. "Virgin" here means that the product (in this example: Unidek sips panel) has never been used in the processing of another building and is delivered as new by the supplier.

FEEDSTOCK SOURCES

<div>% REUSE *</div> <input type="text" value="0"/>	<div>% RECYCLED *</div> <input type="text" value="0"/>
<div>% VIRGIN *</div> <input type="text" value="100"/>	<div>% RAPID RENEWABLES *</div> <input type="text" value="0"/>

Picture 6: Feedstock sources

Note: the percentages in the fields "recycled" and "% rapid renewables" (on the right hand side) cannot be entered here. These are automatically displayed by the system if one or more self-added materials are selected in the "bill of materials" sheet, with these values entered.

13. **[level 3]** If available, select one or more options in the "End of life scenario Checklist reusability" field (optional field), which indicate the degree of disassembly of the new product to be added. Selected values are shown in green colour (check mark).

END OF LIFE SCENARIO

CHECKLIST REUSABILITY	% REUSE *
<input checked="" type="checkbox"/> The fastenings are accessible and the product can be removed without removing/damaging other parts of the building	0
<input type="checkbox"/> The product can be disassembled with standard (hand) tools without damaging the product or products attached to the product	
<input type="checkbox"/> The fastenings and assembly method of the product is standardized and pre-manufactured	

Picture 7: End of life scenario: checklist reusability

Note: The field "% reuse" (on the right hand side; see picture 7) cannot be entered here. This field is automatically displayed by the system if one or more self-added materials are selected in the "bill of materials" sheet, with these values entered.

% RECYCLED *	95	% LANDFILL *	0
% INCINERATION *	5		

Picture 8: End of life scenario

Note: the percentages in the fields "recycled", "% landfill" and "% incineration" cannot be entered here. These are automatically displayed by the system if one or more self-added materials are selected in the "bill of materials" sheet, with these values entered.

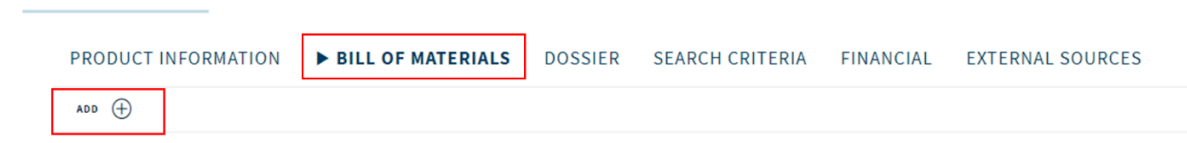
14. **[level 3]** If desired, change the value of the "% efficiency recycling process raw materials" field (optional field) for this new product to be added. **If unknown, leave the value of 75%.**
15. **[level 3]** If desired, change the value of the "% efficiency recycling process End of Life" field (optional field) for this new product to be added. **If unknown, leave the value of 75%.**

EFFICIENCY OF RECYCLING PROCESS

% EFFICIENCY RECYCLING PROCESS RAW MATERIALS	75
% EFFICIENCY OF RECYCLING PROCESS END OF LIFE	75

Picture 9: Efficiency recycling process

16. Click on the "save" button. The entered data is now saved in the product sheet "Product information".
17. Click on the second tab "Bill of Materials" and then click on the "Add" button. The fields "Element *" and "Number *" are displayed.



Picture 10: Bill of Materials

18. Click the button "Pick element *" (required field) and then select a material from the Madaster database or the user's "own material library".

ELEMENT *

PICK ELEMENT

Picture 11: Pick element

19. Then fill in the field "Number *" (mandatory field) with the percentage (between 1 and 100%) of the selected material.

AMOUNT *

50

%

Picture 12: Material ratio

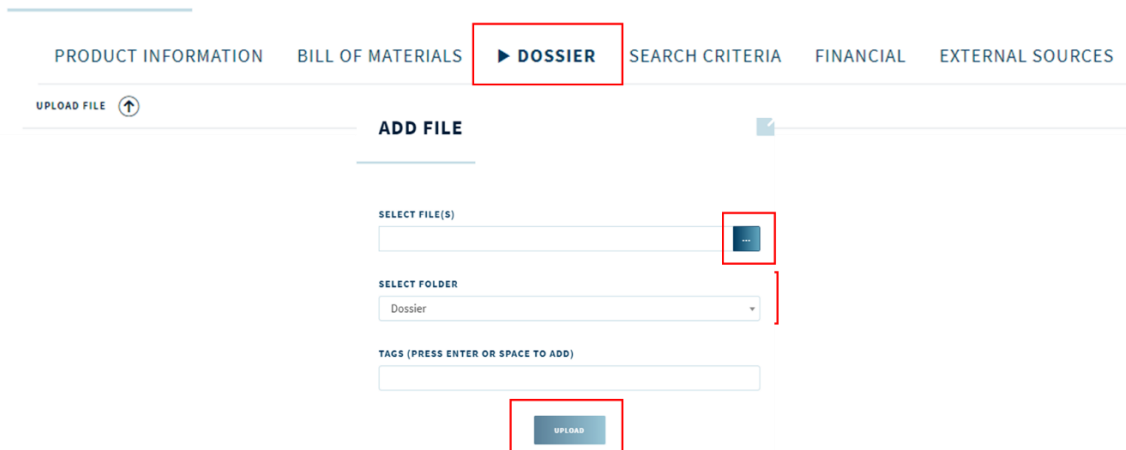
20. Click the "save" button (at the bottom of the page). The entered data is now stored in the "Bill of Materials" product sheet.
21. If the new product to be added consists of several materials, repeat steps 19 to 21 until the material composition is 100%.

UNIDEK SIPS

PRODUCT INFORMATION							
▶ BILL OF MATERIALS							
DOSSIER							
SEARCH CRITERIA							
FINANCIAL							
EXTERNAL SOURCES							
ADD (+)							
Search on keyword 🔍							
NAME	↑↓	TYPE	↑↓	VALUE	↑↓	% RECYCLED	↑↓
EPS POLYSTYREEN		Material		90.46%		0%	
Spaanplaat		Material		9.54%		0%	

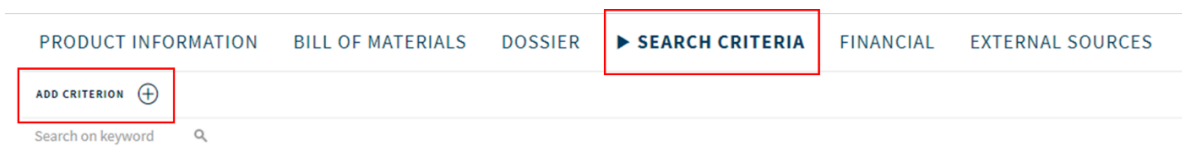
Picture 13: Product with material ratio (example)

22. Click on the third sheet 'Dossier' and then click on the button 'Upload file'. Here, relevant building files (e.g. product certificates, etc.) can be linked to the product to be added.
23. Click on the "..." button to select the file to be added (e.g. product certificates, etc.).
24. Select the destination folder in the Madaster Dossier, in which the file to be added (e.g. product certificates, etc.) is saved.
25. If desired, add "tags" (keywords), which will facilitate the search for this file to be added in the file in Madaster.
26. Finally click on the "Upload" button. The selected file (eg product certificates, etc.) is added and is visible in this tab.
27. If desired, multiple files can be added in the product Dossier sheet.



Picture 14: Product Dossier

28. Click on the fourth sheet "Search criteria" and then click on the "Add criterion" button. Here, one or more search criteria can be added, which enable the Madaster system to automatically link elements from the source file (IFC and / or Excel) of the building to be read to this new product to be added.



Picture 15: Search Criteria

Note: When importing a source file (IFC and / or Excel), the materials of each element are validated against these search criteria. This examines whether the material of an element matches one of the search criteria at product / material level.

A search criteria can be set up in different ways:

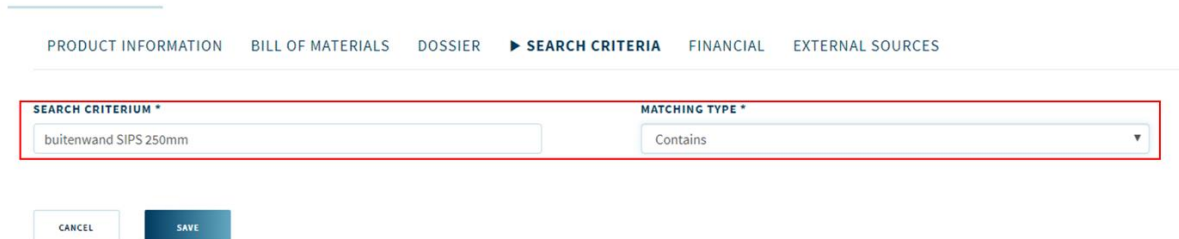
- Contains the search criterion
- Equals the search criterion
- Starts with the search criterion
- Ends with the search criterion

If multiple matches are found, the largest match (largest number of matching characters) will be used.

If the material of an element matches one of the search criteria at product / material level, the Madaster system will automatically link the element. If no automatic linking takes place, the user can manually link the element in Madaster (in sub step "Enrich").

29. Add one or more search criteria (optional field) to this new product to be added, so that the Madaster platform can automatically link this product to a corresponding element from a source file (IFC / Excel).
Note: To do this, the user's "own" product library must be selected as a data set when uploading and / or when enriching the source data again.

UNIDEK SIPS



Picture 16: Search Criteria (example)

30. Return to the first sheet "Product information". Scroll down and finally click on the "save" button. The entered data is stored, with which the self-added 'volume' product is stored in the user's 'own' product library.

Add Area product (level 2 & 3)

This section describes how to add an "area" product to Madaster. First, the minimum input to add this product is considered. Then it is described step by step how this type of product is added in Madaster ("level 2"). It also considers additional optional fields.

Minimum requirements to set up this type of product in Madaster:

- Building elements in the source file (IFC and Excel), for which an Area product is set up in Madaster, must actually contain area (m²) information.
- (Brand) Name / description of the product to be set up.
- Use of raw materials (% ratio of new product vs. being reused).
- Product composition (in m³/m² used materials).

Add Area product in Madaster:

1. In the menu "Administration" click on the "Add product" button. A new product screen (with sheet 'Product information') is displayed (see picture 1).



Picture 1: New product

2. Type the brand / name of the new product to be added in the "Brand name *" (mandatory field) field. For example: "GYPROC GF 100 RD / 1.75.1.A".

Suggestion: If the name / description of an element in the source file (IFC / Excel) is unique, consider giving the new product to be added in Madaster the exact same name / description. By including this exact name / description in the product tab 'Search criteria' in this product, the Madaster system will automatically link the element to the Madaster product.

3. In the field "Type *" product (mandatory field) select "Area".

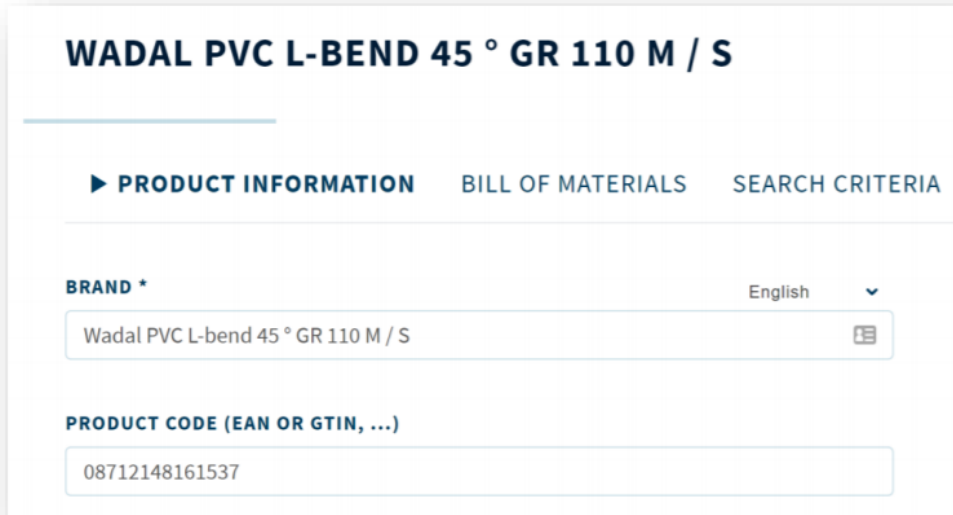


Picture 2: Product type: Area

4. If available, enter a description of the new product to be added in the "Description" field (optional field).
5. If available, enter a product code of the new product to be added in the "Product code (EAN or GTIN, ...)" (optional field) field.

Matching with EAN/G-TIN standard product code.

If the productcode has been filled in on the product:



The screenshot shows a web form titled "WADAL PVC L-BEND 45 ° GR 110 M / S". Below the title are three tabs: "PRODUCT INFORMATION" (selected), "BILL OF MATERIALS", and "SEARCH CRITERIA". Under the "PRODUCT INFORMATION" tab, there are two main sections. The first is labeled "BRAND *" and contains a text input field with the value "Wadal PVC L-bend 45 ° GR 110 M / S" and a language dropdown menu set to "English". The second section is labeled "PRODUCT CODE (EAN OR GTIN, ...)" and contains a text input field with the value "08712148161537".

Then the material on the element will also be matched against this code and if an exact match is found it will be used rather than the previous matches.

Picture 3: Product code

6. If available, enter the name of the supplier / producer of the new product to be added in the "Supplier" field (optional field).
7. **[level 3]** If available, enter the functional lifespan of the product to be added in the field "Functional lifespan (years)" (optional).
8. **[level 3]** If available, enter the technical lifespan of the product to be added in the field "Technical lifespan (years)" (optional).
9. If available, select ("yes", "no" or "unknown") in the "Toxicity" field (optional) if the product contains materials that are on the [cradle-to-cradle list of banned chemicals](#).
10. By default, the unit of an "Area" product must be set to 1m². When linking the element from the source file (IFC / Excel), the Madaster system will take the initial area metric of the element (calculation method: volume element source file multiplied by 1m²).

THE DEFAULT AREA OF THIS AREA PRODUCT

☐ SPECIFY THIS SIZE BY SEPARATING THE DIMENSIONS

Picture 4: Area product unit

If the height of the new Area product is known, this can also be entered. This allows the Madaster system to calculate the (desired) volume, so that this data can also be displayed on the “Building” tab.

11. If available, enter the height (in meters) in the field "the average [height] of this area product" (optional).

THE AVERAGE LENGTH OF THIS AREA PRODUCT *

Height ▼

Picture 4: Area product: insert height (optional)

12. Click on the "save" button. The entered data is now saved in the product sheet "Product information". At the same time, the other sheets of the product are now visible.

Picture 5: Product sheets

13. Scroll down on the "product information" sheet.
14. **[level 3]** If available, insert the field 'Feedstock sources' (optional field) on the left hand: % reused vs. % virgin product. If unknown, select 100% virgin.

- a. "Reused" here means that the product (in this example: Gyproc GF 100 RD/1.75.1.A) has already gone through a full life cycle at the same level (product) and is now being reused again in the construction of a new building.
- b. "Virgin" here means that the product (in this example: Gyproc GF 100 RD/1.75.1.A) has never been used in the processing of another building and is delivered as new by the supplier.

FEEDSTOCK SOURCES

% REUSE *

% VIRGIN *

% RECYCLED *

% RAPID RENEWABLES *

Picture 6: Feedstock sources

Note: the percentages in the fields "recycled" and "% rapid renewables" (on the right hand side) cannot be entered here. These are automatically displayed by the system if one or more self-added materials are selected in the "bill of materials" sheet, with these values entered.

15. **[level 3]** If available, select one or more options in the "End of life scenario Checklist reusability" field (optional field), which indicate the degree of disassembly of the new product to be added. Selected values are shown in green colour (check mark).

END OF LIFE SCENARIO

CHECKLIST REUSABILITY	% REUSE *
<input checked="" type="checkbox"/> The fastenings are accessible and the product can be removed without removing/damaging other parts of the building	0
<input type="checkbox"/> The product can be disassembled with standard (hand) tools without damaging the product or products attached to the product	
<input type="checkbox"/> The fastenings and assembly method of the product is standardized and pre-manufactured	

Picture 7: End of life scenario: checklist reusability

Note: The field "% reuse" (on the right hand side; see picture 7) cannot be entered here. This field is automatically displayed by the system if one or more self-added materials are selected in the "bill of materials" sheet, with these values entered.

% RECYCLED *	95	% LANDFILL *	0
% INCINERATION *	5		

Picture 8: End of life scenario

Note: the percentages in the fields "recycled", "% landfill" and "% incineration" cannot be entered here. These are automatically displayed by the system if one or more self-added materials are selected in the "bill of materials" sheet, with these values entered.

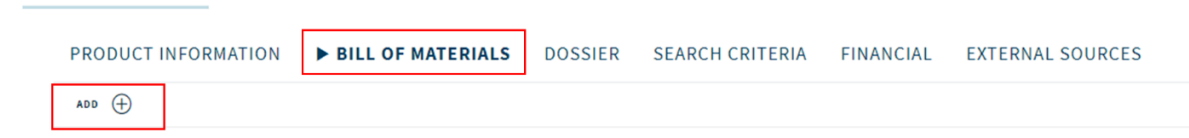
16. **[level 3]** If desired, change the value of the "% efficiency recycling process raw materials" field (optional field) for this new product to be added. **If unknown, leave the value of 75%.**
17. **[level 3]** If desired, change the value of the "% efficiency recycling process End of Life" field (optional field) for this new product to be added. **If unknown, leave the value of 75%.**

EFFICIENCY OF RECYCLING PROCESS

% EFFICIENCY RECYCLING PROCESS RAW MATERIALS	75
% EFFICIENCY OF RECYCLING PROCESS END OF LIFE	75

Picture 9: Efficiency recycling process

18. Click on the "save" button. The entered data is now saved in the product sheet "Product information".
19. Click on the second tab "Bill of Materials" and then click on the "Add" button. The fields "Element *" and "Number *" are displayed.



Picture 10: Bill of Materials

20. Click the button "Pick element *" (required field) and then select a material from the Madaster database or the user's "own material library".

ELEMENT *

PICK ELEMENT

Picture 11: Pick element









21. Fill in the field 'Number *' (mandatory field), expressed in cubic meters (m3) per square meter (m2) of the selected material.

m³ / m²

Picture 12: Material ratio

22. Click on the "save" button (at the bottom of the page). The entered data is now stored in the "Bill of Materials" product sheet.
23. If the new Area product consists of several materials, repeat steps 19 to 21.


GYPROC GF 100 RD/1.75.1.A

PRODUCT INFORMATION							► BILL OF MATERIALS	DOSSIER	SEARCH CRITERIA	FINANCIAL	EXTERNAL SOURCES
ADD 											
Search on keyword 											
NAME	↑↓	TYPE	↑↓	VALUE	↑↓	% RECYCLED	↑↓	% RAPID RENEWABLES	↑↓		
Aluminium		Material		0.0002m3/ m2		50%		0%		EDIT 	
Gipsplaat		Material		0.025m3/ m2		80%		0%		EDIT 	
Glaswol gevel 50		Material		0.075m3/ m2		80%		0%		EDIT 	

Picture 13: Product with material ratio (example)


- Click on the third sheet "Dossier" and then click on the button "Upload file". At this location, relevant files (e.g. product certificates, etc.) can be linked to the product to be added.
- Click on the "..." button to select the file to be added (e.g. product certificates, etc.).
- Select the destination folder in the Madaster Dossier, in which the file to be added (e.g. product certificates, etc.) is saved.
- If desired, add "tags" (keywords), which will facilitate the search for this file to be added in the file in Madaster.
- Finally click on the "Upload" button. The selected file (e.g. product certificates, etc.) is added and is visible in this tab.
- If desired, multiple files can be added in the product Dossier sheet.

PRODUCT INFORMATION		BILL OF MATERIALS	► DOSSIER	SEARCH CRITERIA	FINANCIAL	EXTERNAL SOURCES
---------------------	--	-------------------	-----------	-----------------	-----------	------------------

UPLOAD FILE 

ADD FILE

SELECT FILE(S)



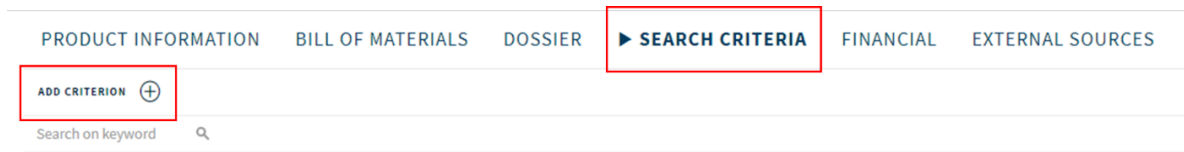
SELECT FOLDER

TAGS (PRESS ENTER OR SPACE TO ADD)

UPLOAD

Picture 14: Product Dossier

- Click on the fourth sheet "Search criteria" and then click on the "Add criterion" button. Here, one or more search criteria can be added, which enable the Madaster system to automatically link elements from the source file (IFC and / or Excel) of the building to this new product to be added.



Picture 15: Search Criteria

Note: When importing a source file (IFC and / or Excel), the materials of each element are validated against these search criteria. This examines whether the material of an element matches one of the search criteria at product / material level.

A search criteria can be set up in different ways:

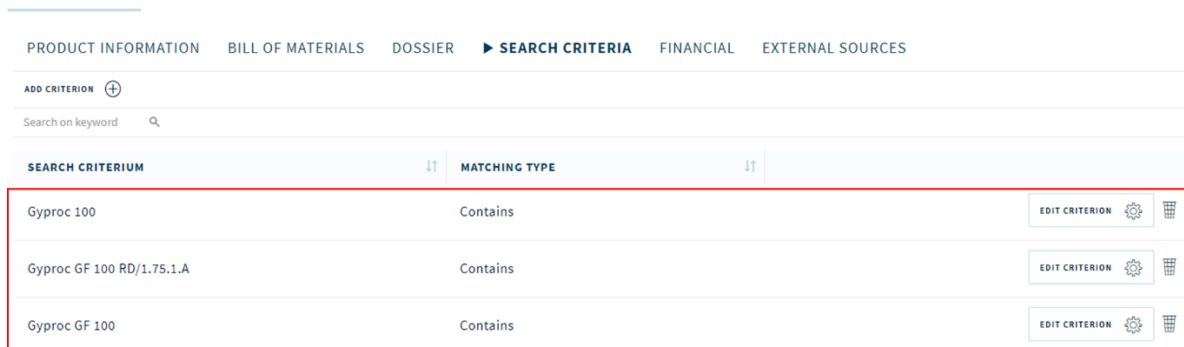
- Contains the search criterion
- Equals the search criterion
- Starts with the search criterion
- Ends with the search criterion

If multiple matches are found, the largest match (largest number of matching characters) will be used.

If the material of an element matches one of the search criteria at product / material level, the Madaster system will automatically link the element. If no automatic linking takes place, the user can manually link the element in Madaster (in sub step "Enrich").

31. Add one or more search criteria (optional field) to this new product to be added, so that the Madaster platform can automatically link this product to a corresponding element from a source file (IFC / Excel).
Note: To do this, the user's "own" product library must be selected as a data set when uploading and / or when enriching the source data again.

GYPROC GF 100 RD/1.75.1.A



Picture 16: Search Criteria (example)

32. Return to the first sheet "Product information". Scroll down and finally click the "save" button. The entered data is stored and the 'Area' product is added to the user's 'own' product library.

Add Length product (level 2 & 3)

This section describes how to add an "length" product to Madaster. First, the minimum input to add this product is considered. Then it is described step by step how this type of product is added in Madaster ("level 2"). It also considers additional optional fields.

Minimum requirements to set up this type of product in Madaster:

- Building elements in the source file (IFC and Excel), for which an Area product is set up in Madaster, must actually contain area (m²) information.
- (Brand) Name / description of the product to be set up.
- Use of raw materials (% ratio of new product vs. being reused).
- Product composition (in m³/m used materials).

Add Length product in Madaster:

1. In the menu "Administration" click on the "Add product" button. A new product screen (with sheet 'Product information') is displayed (see picture 1).

NEW PRODUCT

► PRODUCT INFORMATION

BRAND * English ▼

Picture 1: New product

2. Type the brand / name of the new product to be added in the "Brand name *" (mandatory field) field. For example: "Aanrijdbeveiliging vangrail staal 4000 x 310 x 710 mm (lxbxh)".

Suggestion: If the name / description of an element in the source file (IFC / Excel) is unique, consider giving the new product to be added in Madaster the exact same name / description. By including this exact name / description in the product tab 'Search criteria' in this product, the Madaster system will automatically link the element to the Madaster product.

3. In the field "Type *" product (mandatory field) select "Length".

TYPE *

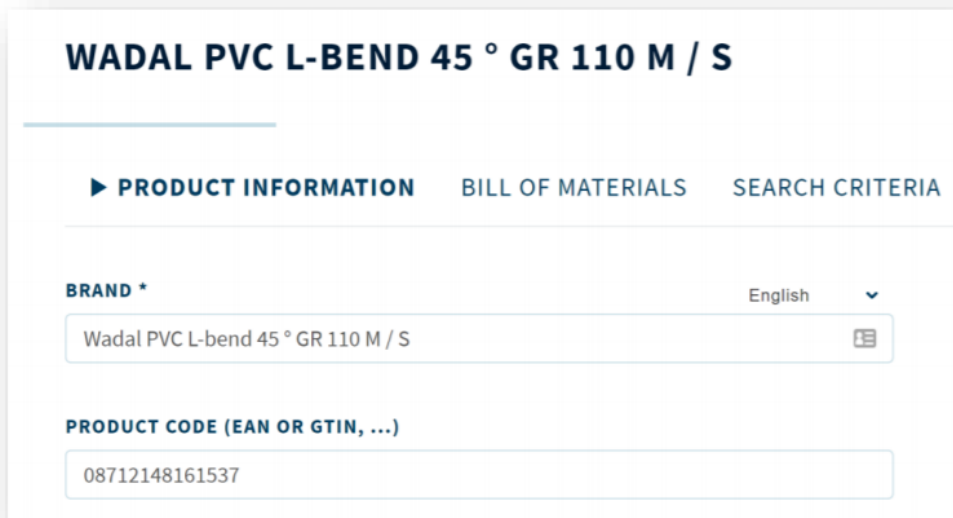
Length ▼

Picture 2: Product type: Length

4. If available, enter a description of the new product to be added in the "Description" field (optional field).
5. If available, enter a product code of the new product to be added in the "Product code (EAN or GTIN, ...)" (optional field) field.

Matching with EAN/G-TIN standard product code.

If the productcode has been filled in on the product:



WADAL PVC L-BEND 45 ° GR 110 M / S

► **PRODUCT INFORMATION** BILL OF MATERIALS SEARCH CRITERIA

BRAND * English ▼

Wadal PVC L-bend 45 ° GR 110 M / S

PRODUCT CODE (EAN OR GTIN, ...)

08712148161537

Then the material on the element will also be matched against this code and if an exact match is found it will be used rather than the previous matches.

Picture 3: Product code

6. If available, enter the name of the supplier / producer of the new product to be added in the "Supplier" field (optional field).
7. **[level 3]** If available, enter the functional lifespan of the product to be added in the field "Functional lifespan (years)" (optional).
8. **[level 3]** If available, enter the technical lifespan of the product to be added in the field "Technical lifespan (years)" (optional).
9. If available, select ("yes", "no" or "unknown") in the "Toxicity" field (optional) if the product contains materials that are on the [cradle-to-cradle list of banned chemicals](#).

10. By default, the unit of a "Length" product must be set to 1m. When linking the element from the source file (IFC / Excel), the Madaster system will take the initial area metric of the element (calculation method: volume element source file multiplied by 1m).

THE DEFAULT SIZE OF THIS LENGTH PRODUCT *

Length

▼

1

m

Picture 4: Area product unit

If known, the width and height of the new product to be added can also be entered. This allows the Madaster system to calculate the (desired) volume, so that this data can also be displayed on the "Building" tab. Select the radio button "SPECIFY THIS SIZE THE DIMENSION".

11. If available, enter the Width and Height (in meters) in the field "the average [area] of this length product" (optional).

THE AVERAGE AREA OF THIS LENGTH PRODUCT

☒ SPECIFY THIS SIZE BY SEPARATING THE DIMENSIONS

Width

▼

x

Height

▼

m

m

Picture 4: Area product: insert height (optional)

12. Click on the "save" button. The entered data is now saved in the product sheet "Product information". At the same time, the other sheets of the product are now visible.

▶ PRODUCT INFORMATION

BILL OF MATERIALS

DOSSIER

SEARCH CRITERIA

FINANCIAL

EXTERNAL SOURCES

Picture 5: Product sheets

13. Scroll down on the "product information" sheet.
14. **[level 3]** If available, insert the field 'Feedstock sources' (optional field) on the left hand: % reused vs. % virgin product. If unknown, select 100% virgin.
 - a. **"Reused"** here means that the product (in this example: Gyproc GF 100 RD/1.75.1.A) has already gone through a full life cycle at the same level (product) and is now being reused again in the construction of a new building.
 - b. **"Virgin"** here means that the product (in this example: Gyproc GF 100 RD/1.75.1.A) has never been used in the processing of another building and is delivered as new by the supplier.

FEEDSTOCK SOURCES

% REUSE * <input type="text" value="0"/>	% RECYCLED * <input type="text" value="0"/>
% VIRGIN * <input type="text" value="100"/>	% RAPID RENEWABLES * <input type="text" value="0"/>

Picture 6: Feedstock sources

Note: the percentages in the fields "recycled" and "% rapid renewables" (on the right hand side) cannot be entered here. These are automatically displayed by the system if one or more self-added materials are selected in the "bill of materials" sheet, with these values entered.

15. **[level 3]** If available, select one or more options in the "End of life scenario Checklist reusability" field (optional field), which indicate the degree of disassembly of the new product to be added. Selected values are shown in green colour (check mark).

END OF LIFE SCENARIO

CHECKLIST REUSABILITY <ul style="list-style-type: none"> <input checked="" type="checkbox"/> The fastenings are accessible and the product can be removed without removing/damaging other parts of the building <input type="checkbox"/> The product can be disassembled with standard (hand) tools without damaging the product or products attached to the product <input type="checkbox"/> The fastenings and assembly method of the product is standardized and pre-manufactured 	% REUSE * <input type="text" value="0"/>
--	--

Picture 7: End of life scenario: checklist reusability

Note: The field "% reuse" (on the right hand side; see picture 7) cannot be entered here. This field is automatically displayed by the system if one or more self-added materials are selected in the "bill of materials" sheet, with these values entered.

% RECYCLED * <input type="text" value="95"/>	% LANDFILL * <input type="text" value="0"/>
% INCINERATION * <input type="text" value="5"/>	

Picture 8: End of life scenario

Note: the percentages in the fields "recycled", "% landfill" and "% incineration" cannot be entered here. These are automatically displayed by the system if one or more self-added materials are selected in the "bill of materials" sheet, with these values entered.

16. **[level 3]** If desired, change the value of the "% efficiency recycling process raw materials" field (optional field) for this new product to be added. **If unknown, leave the value of 75%.**
17. **[level 3]** If desired, change the value of the "% efficiency recycling process End of Life" field (optional field) for this new product to be added. **If unknown, leave the value of 75%.**

EFFICIENCY OF RECYCLING PROCESS

% EFFICIENCY RECYCLING PROCESS RAW MATERIALS

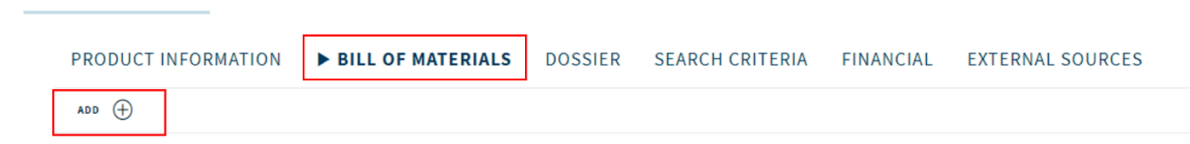
75

% EFFICIENCY OF RECYCLING PROCESS END OF LIFE

75

Picture 9: Efficiency recycling process

18. Click on the "save" button. The entered data is now saved in the product sheet "Product information".
19. Click on the second sheet "Bill of Materials" and then click on the "Add" button. The fields "Element *" and "Number *" are displayed.



Picture 10: Bill of Materials

20. Click the button "Pick element *" (required field) and then select a material from the Madaster database or the user's "own material library".

ELEMENT *

PICK ELEMENT

Picture 11: Pick element

21. Fill in the field 'Number *' (mandatory field), expressed in volume (m³) of the selected material.

AMOUNT *

 m³ / 0 m

Picture 12: Material ratio

22. Click on the "save" button (at the bottom of the page). The entered data is now stored in the "Bill of Materials" product sheet.
23. If the new length product consists of several materials, repeat steps 19 to 21.

AANRIJDBEVEILIGING VANGRAIL (RONDOM GEBOUW) 4000 X 310 X 710 MM (LXBXH)

PRODUCT INFORMATION ► BILL OF MATERIALS DOSSIER SEARCH CRITERIA FINANCIAL EXTERNAL SOURCES					
ADD (+)					
Search on keyword 🔍					
NAME	TYPE	VALUE	% RECYCLED	% RAPID RENEWABLES	
Staal	Material	0.2201m3/ m	0%	0%	EDIT ⚙️ 🗑️

Picture 13: Product with material ratio (example)

24. Click on the third sheet "Dossier" and then click on the button "Upload file". At this location, relevant files (e.g. product certificates, etc.) can be linked to the product to be added.
25. Click on the "..." button to select the file to be added (e.g. product certificates, etc.).
26. Select the destination folder in the Madaster Dossier, in which the file to be added (e.g. product certificates, etc.) is saved.
27. If desired, add "tags" (keywords), which will facilitate the search for this file to be added in the file in Madaster.
28. Finally click on the "Upload" button. The selected file (e.g. product certificates, etc.) is added and is visible in this sheet.
29. If desired, multiple files can be added in the product Dossier sheet.

PRODUCT INFORMATION	BILL OF MATERIALS	► DOSSIER	SEARCH CRITERIA	FINANCIAL	EXTERNAL SOURCES
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UPLOAD FILE 📁

ADD FILE

SELECT FILE(S)

...

SELECT FOLDER

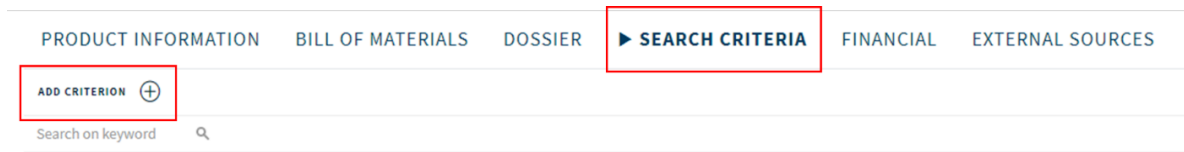
Dossier

TAGS (PRESS ENTER OR SPACE TO ADD)

UPLOAD

Picture 14: Product Dossier

30. Click on the fourth sheet "Search criteria" and then click on the "Add criterion" button. Here, one or more search criteria can be added, which enable the Madaster system to automatically link elements from the source file (IFC and / or Excel) of the building to be read to this new product to be added.



Picture 15: Search Criteria

Note: When importing a source file (IFC and / or Excel), the materials of each element are validated against these search criteria. This examines whether the material of an element matches one of the search criteria at product / material level.

A search criteria can be set up in different ways:

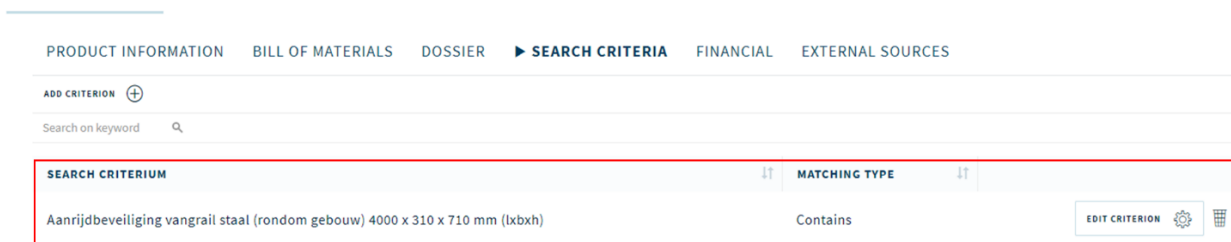
- Contains the search criterion
- Equals the search criterion
- Starts with the search criterion
- Ends with the search criterion

If multiple matches are found, the largest match (largest number of matching characters) will be used.

If the material of an element matches one of the search criteria at product / material level, the Madaster system will automatically link the element. If no automatic linking takes place, the user can manually link the element in Madaster (in sub step "Enrich").

31. Add one or more search criteria (optional field) to this new product to be added, so that the Madaster platform can automatically link this product to a corresponding element from a source file (IFC / Excel).
Note: To do this, the user's "own" product library must be selected as a data set when uploading and / or when enriching the source data again.

AANRIJDBEVEILIGING VANGRAIL (RONDON GEBOUW) 4000 X 310 X 710 MM (LXBXH)



Picture 16: Search Criteria (example)

32. Return to the first sheet "Product information". Scroll down and finally click the "save" button. The entered data is stored and the 'Length' product is added to the user's 'own' product library.

Add Quantity product (level 2 & 3)

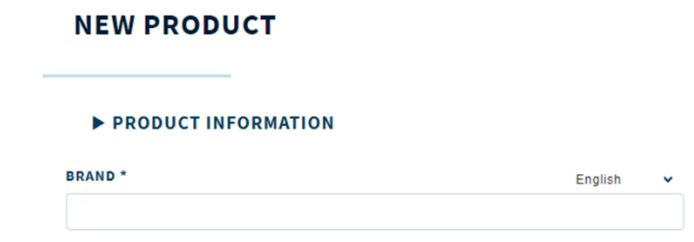
This section describes how to add an "quantity" product to Madaster. First, the minimum input to add this product is considered. Then it is described step by step how this type of product is added in Madaster ("level 2"). It also considers additional optional fields.

Minimum requirements to set up this type of product in Madaster:

- Building elements in the source file (IFC and Excel), for which an Area product is set up in Madaster, must actually contain area (m²) information.
- (Brand) Name / description of the product to be set up.
- Use of raw materials (% ratio of new product vs. being reused).
- Product composition (in m³ used materials).

Add Quantity product in Madaster:

1. In the menu "Administration" click on the "Add product" button. A new product screen (with sheet 'Product information') is displayed (see picture 1).



Picture 1: New product

2. Type the brand / name of the new product to be added in the "Brand name *" (mandatory field) field. For example: "GU-LICHTKOEPEL".

Suggestion: If the name / description of an element in the source file (IFC / Excel) is unique, consider giving the new product to be added in Madaster the exact same name / description. By including this exact name / description in the product tab 'Search criteria' in this product, the Madaster system will automatically link the element to the Madaster product.

3. In the field "Type *" product (mandatory field) select "Quantity".

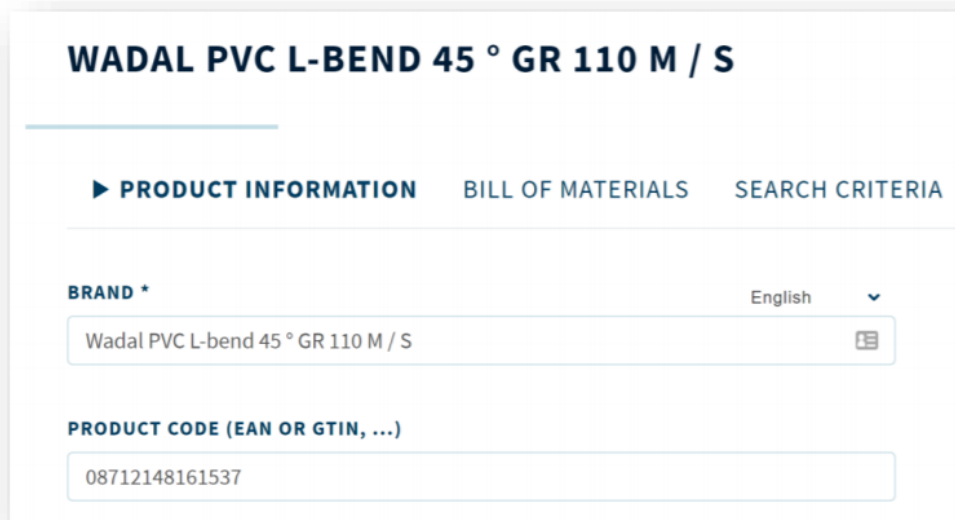


Picture 2: Product type: Quantity

4. If available, enter a description of the new product to be added in the "Description" field (optional field).
5. If available, enter a product code of the new product to be added in the "Product code (EAN or GTIN, ...)" (optional field) field.

Matching with EAN/G-TIN standard product code.

If the productcode has been filled in on the product:

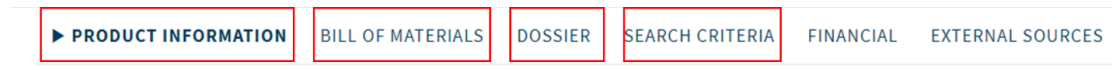


Then the material on the element will also be matched against this code and if an exact match is found it will be used rather than the previous matches.

Picture 3: Product code

6. If available, enter the name of the supplier / producer of the new product to be added in the "Supplier" field (optional field).
7. **[level 3]** If available, enter the functional lifespan of the product to be added in the field "Functional lifespan (years)" (optional).
8. **[level 3]** If available, enter the technical lifespan of the product to be added in the field "Technical lifespan (years)" (optional).
9. If available, select ("yes", "no" or "unknown") in the "Toxicity" field (optional) if the product contains materials that are on the [cradle-to-cradle list of banned chemicals](#).

10. Click on the "save" button. The entered data is now saved in the product sheet "Product information". At the same time, the other sheets of the product are now visible.



Picture 5: Product sheets

11. Scroll down on the "product information" sheet.
12. **[level 3]** If available, insert the field 'Feedstock sources' (optional field) on the left hand: % reused vs. % virgin product. If unknown, select 100% virgin.
 - c. "Reused" here means that the product (in this example: Gyproc GF 100 RD/1.75.1.A) has already gone through a full life cycle at the same level (product) and is now being reused again in the construction of a new building.
 - d. "Virgin" here means that the product (in this example: Gyproc GF 100 RD/1.75.1.A) has never been used in the processing of another building and is delivered as new by the supplier.

FEEDSTOCK SOURCES

% REUSE * <input type="text" value="0"/>	% RECYCLED * <input type="text" value="0"/>
% VIRGIN * <input type="text" value="100"/>	% RAPID RENEWABLES * <input type="text" value="0"/>

Picture 6: Feedstock sources

Note: the percentages in the fields "recycled" and "% rapid renewables" (on the right hand side) cannot be entered here. These are automatically displayed by the system if one or more self-added materials are selected in the "bill of materials" sheet, with these values entered.

13. **[level 3]** If available, select one or more options in the "End of life scenario Checklist reusability" field (optional field), which indicate the degree of disassembly of the new product to be added. Selected values are shown in green colour (check mark).

END OF LIFE SCENARIO

CHECKLIST REUSABILITY <ul style="list-style-type: none"> <input checked="" type="checkbox"/> The fastenings are accessible and the product can be removed without removing/damaging other parts of the building <input type="checkbox"/> The product can be disassembled with standard (hand) tools without damaging the product or products attached to the product <input type="checkbox"/> The fastenings and assembly method of the product is standardized and pre-manufactured 	% REUSE * <input type="text" value="0"/>
--	--

Picture 7: End of life scenario: checklist reusability

Note: The field "% reuse" (on the right hand side; see picture 7) cannot be entered here. This field is automatically displayed by the system if one or more self-added materials are selected in the "bill of materials" sheet, with these values entered.

<p>% RECYCLED *</p> <input type="text" value="95"/>	<p>% LANDFILL *</p> <input type="text" value="0"/>
<p>% INCINERATION *</p> <input type="text" value="5"/>	

Picture 8: End of life scenario

Note: the percentages in the fields "recycled", "% landfill" and "% incineration" cannot be entered here. These are automatically displayed by the system if one or more self-added materials are selected in the "bill of materials" sheet, with these values entered.

14. **[level 3]** If desired, change the value of the "% efficiency recycling process raw materials" field (optional field) for this new product to be added. **If unknown, leave the value of 75%.**
15. **[level 3]** If desired, change the value of the "% efficiency recycling process End of Life" field (optional field) for this new product to be added. **If unknown, leave the value of 75%.**

EFFICIENCY OF RECYCLING PROCESS

<p>% EFFICIENCY RECYCLING PROCESS RAW MATERIALS</p> <input type="text" value="75"/>
<p>% EFFICIENCY OF RECYCLING PROCESS END OF LIFE</p> <input type="text" value="75"/>

Picture 9: Efficiency recycling process

16. Click on the "save" button. The entered data is now saved in the product sheet "Product information".
17. Click on the second sheet "Bill of Materials" and then click on the "Add" button. The fields "Element *" and "Number *" are displayed.

If the **complete product composition (material & volume)** of the new product to be added is known, click on the second sheet "Bill of materials" and then click the "Add" button. The fields "Element *" and "Number *" are displayed. Then also go through steps 18 to 21.

If material and / or volume of the new product to be added is not known, the 'Bill of materials' sheet cannot be filled in. Then go directly to step 22 in this section.

PRODUCT INFORMATION
▶ **BILL OF MATERIALS**
DOSSIER
SEARCH CRITERIA
FINANCIAL
EXTERNAL SOURCES

ADD +

Picture 10: Bill of Materials

18. Click the button "Pick element *" (required field) and then select a material from the Madaster database or the user's "own material library".

ELEMENT *

PICK ELEMENT

Picture 11: Pick element

19. Fill in the field 'Number *' (mandatory field), expressed in volume (m³) of the selected material.

AMOUNT *

m³ / #

Picture 12: Material ratio

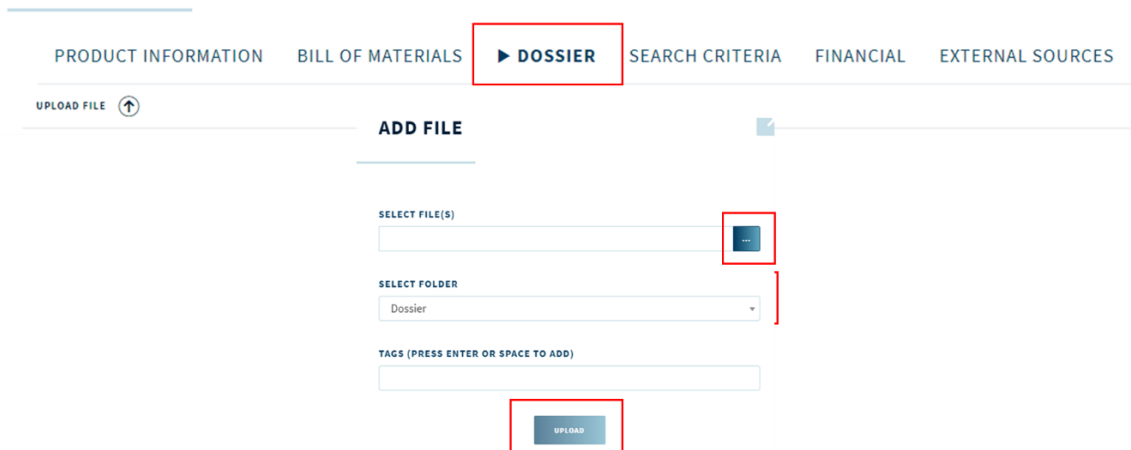
20. Click on the "save" button (at the bottom of the page). The entered data is now stored in the "Bill of Materials" product sheet.
21. If the new quantity product consists of several materials, repeat steps 19 to 21.

GU-LICHTKOEPEL

PRODUCT INFORMATION	▶ BILL OF MATERIALS	DOSSIER	SEARCH CRITERIA	FINANCIAL	EXTERNAL SOURCES
ADD +					
Search on keyword 🔍					
NAME	TYPE	VALUE	% RECYCLED	% RAPID RENEWABLES	
Kunststof	Material	0.005m3	0%	0%	EDIT ⚙️ 🗑️

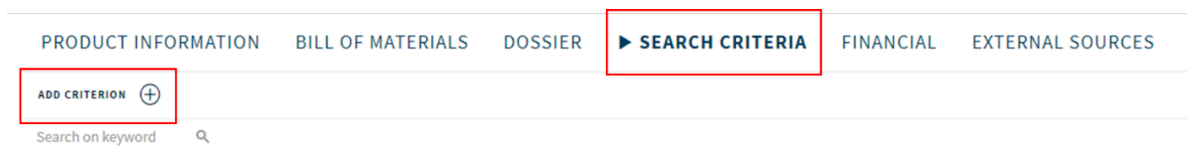
Picture 13: Product with material ratio (example)

22. Click on the third sheet "Dossier" and then click on the button "Upload file". At this location, relevant files (e.g. product certificates, etc.) can be linked to the product to be added.
23. Click on the "..." button to select the file to be added (e.g. product certificates, etc.).
24. Select the destination folder in the Madaster Dossier, in which the file to be added (e.g. product certificates, etc.) is saved.
25. If desired, add "tags" (keywords), which will facilitate the search for this file to be added in the file in Madaster.
26. Finally click on the "Upload" button. The selected file (e.g. product certificates, etc.) is added and is visible in this sheet.
27. If desired, multiple files can be added in the product Dossier sheet.



Picture 14: Product Dossier

28. Click on the fourth sheet "Search criteria" and then click on the "Add criterion" button. Here, one or more search criteria can be added, which enable the Madaster system to automatically link elements from the source file (IFC and / or Excel) of the building to be read to this new product to be added.



Picture 15: Search Criteria

Note: When importing a source file (IFC and / or Excel), the materials of each element are validated against these search criteria. This examines whether the material of an element matches one of the search criteria at product / material level.

A search criteria can be set up in different ways:

- Contains the search criterion
- Equals the search criterion

- Starts with the search criterion
- Ends with the search criterion

If multiple matches are found, the largest match (largest number of matching characters) will be used.

If the material of an element matches one of the search criteria at product / material level, the Madaster system will automatically link the element. If no automatic linking takes place, the user can manually link the element in Madaster (in sub step “Enrich”).

29. Add one or more search criteria (optional field) to this new product to be added, so that the Madaster platform can automatically link this product to a corresponding element from a source file (IFC / Excel). Note: To do this, the user's "own" product library must be selected as a data set when uploading and / or when enriching the source data again.

GU-LICHTKOEPEL

PRODUCT INFORMATION

BILL OF MATERIALS

DOSSIER

▶ SEARCH CRITERIA

FINANCIAL

EXTERNAL SOURCES

ADD CRITERION

+

Search on keyword

🔍

SEARCH CRITERIUM

⬆️⬆️

MATCHING TYPE

⬆️⬆️

GU-LICHTKOEPEL

Equals

EDIT CRITERION

⚙️

🗑️

Picture 16: Search Criteria (example)

30. Return to the first sheet "Product information". Scroll down and finally click the "save" button. The entered data is stored and the 'Quantity' product is added to the user's 'own' product library.

Link added products

Elements of a source file (IFC and / or Excel) of the building can be linked to newly added products in the Madaster platform. In the Madaster system this works in the same way as with existing materials and / or products. There are two ways to link elements of a source file, namely: (1) automatic and (2) manual.

Link automatically

During the import process of a source file in Madaster, the platform will, based on the material description, automatically try to link each element in the source file to a corresponding material or product (based on the defined 'search criteria') registered in the Madaster database. For this reason, it is therefore very important that, when adding your 'own' set of products (and materials) in Madaster, the search criteria (of these products (and materials)) are filled in and correspond to the naming of the elements of the source file. Products in Madaster that are set-up without search criteria cannot be found and subsequently cannot be automatically linked by the system.

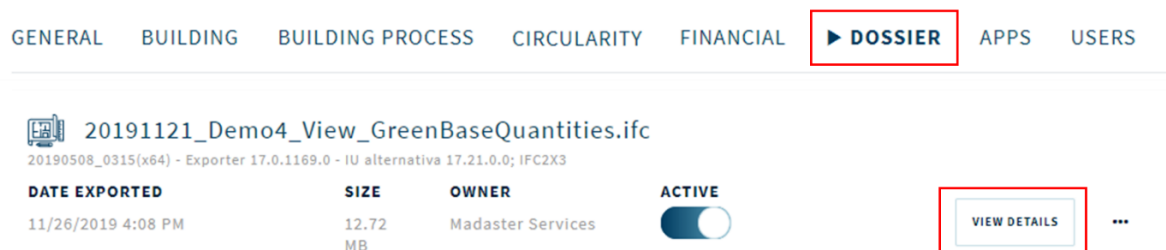
If a source file is already uploaded into Madaster (in Dossier) and products (or materials) have been added afterwards in Madaster, the source file does not have to be uploaded again. Instead the import process can be reactivated in the platform by using the "Enrich again" function (File> "View details" button> "Enrich again" button). The system will then attempt to reconnect each element in the source file to a product (or material) in the Madaster database. Alternatively, the source file is modified and a new version of the IFC file has to be uploaded and processed in Madaster.

Note: by using the "Enrich again" function in Madaster, existing manual links will be lost.

Link manually

If there is no automatic link between an element from a source file (IFC and / or Excel) and a product (or material) in the Madaster database, it is possible to manually link the element (at a later stage) in Madaster to a corresponding product (or material) in the Madaster database (see also step 4 "Checking & enriching source data" in the Madaster Step-by-Step Manual). This manual process is briefly explained below.

1. In the "Dossier" sheet, click the "View details" button (shown after the source file).



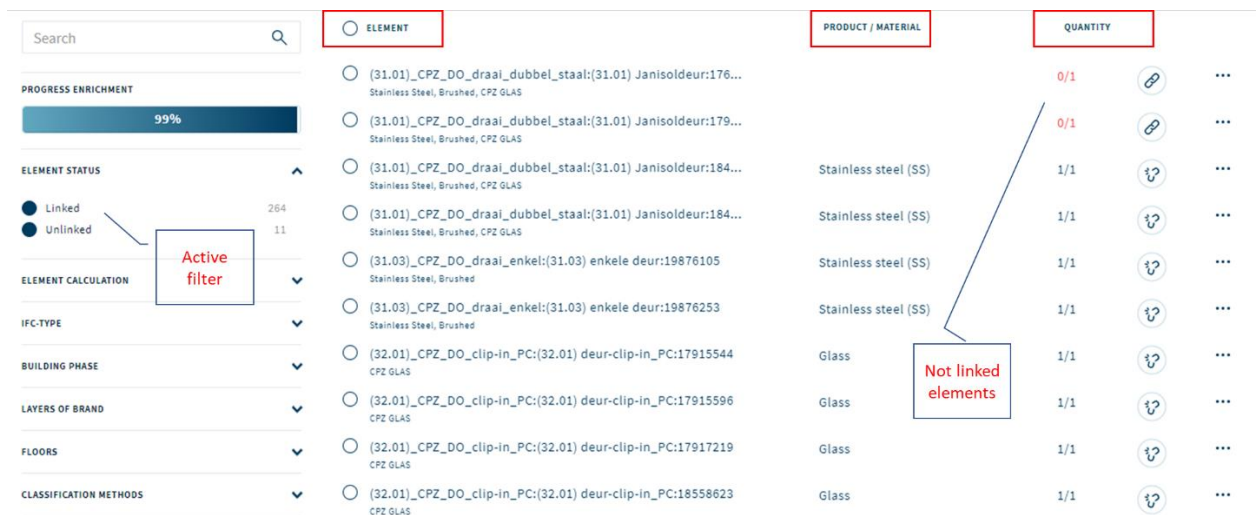
Picture 1: View details

2. The "Quality Source file" screen is displayed. Click on the "Enrich" step in the submenu of this page. The "Enrich" page is displayed.



Picture 2: Submenu 'Enrich'

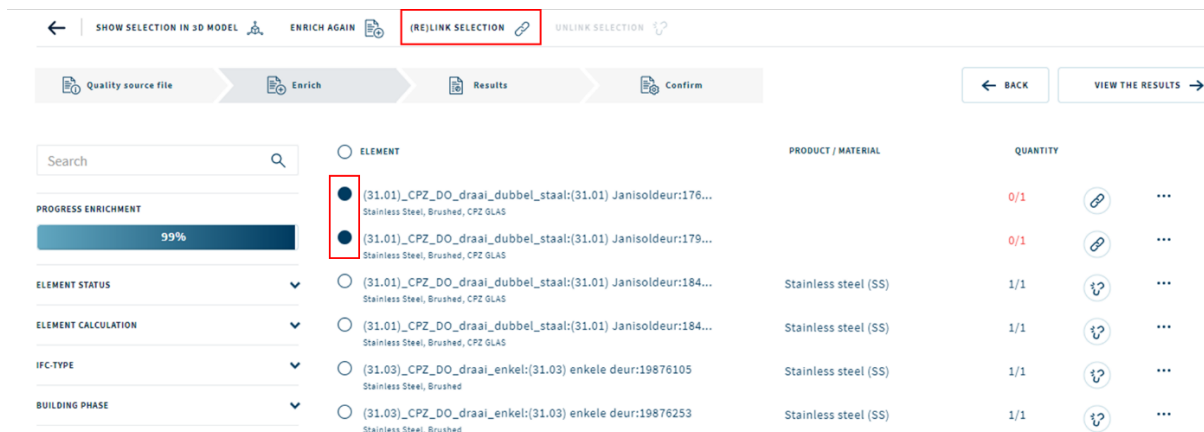
In the 'Enrich' page, the 'Element' column shows the name of the element of the source file (including the material description) and in the column 'Product / Material' the linked / yet to be linked product or material from the Madaster- database. In the column "Quantity" the linked elements are shown in blue colour and the non-linked elements in red colour. To the left of the page, using various filters, the variety of elements of a source file can be displayed (see picture 3).



ELEMENT	PRODUCT / MATERIAL	QUANTITY
(31.01)_CPZ_DO_draai_dubbel_staal:(31.01) Janisoldeur:176...		0/1
(31.01)_CPZ_DO_draai_dubbel_staal:(31.01) Janisoldeur:179...		0/1
(31.01)_CPZ_DO_draai_dubbel_staal:(31.01) Janisoldeur:184...	Stainless steel (SS)	1/1
(31.01)_CPZ_DO_draai_dubbel_staal:(31.01) Janisoldeur:184...	Stainless steel (SS)	1/1
(31.03)_CPZ_DO_draai_enkel:(31.03) enkele deur:19876105	Stainless steel (SS)	1/1
(31.03)_CPZ_DO_draai_enkel:(31.03) enkele deur:19876253	Stainless steel (SS)	1/1
(32.01)_CPZ_DO_clip-in_PC:(32.01) deur-clip-in_PC:17915544	Glass	1/1
(32.01)_CPZ_DO_clip-in_PC:(32.01) deur-clip-in_PC:17915596	Glass	1/1
(32.01)_CPZ_DO_clip-in_PC:(32.01) deur-clip-in_PC:17917219	Glass	1/1
(32.01)_CPZ_DO_clip-in_PC:(32.01) deur-clip-in_PC:18558623	Glass	1/1

Picture 3: Submenu 'Enrich'

3. Select one or more elements (in the 'Element' column) by selecting the radio button for the element.
4. Click the "(Re) Link Selection" button in the submenu. The "Link elements" screen is displayed.



ELEMENT	PRODUCT / MATERIAL	QUANTITY
(31.01)_CPZ_DO_draai_dubbel_staal:(31.01) Janisoldeur:176...		0/1
(31.01)_CPZ_DO_draai_dubbel_staal:(31.01) Janisoldeur:179...		0/1
(31.01)_CPZ_DO_draai_dubbel_staal:(31.01) Janisoldeur:184...	Stainless steel (SS)	1/1
(31.01)_CPZ_DO_draai_dubbel_staal:(31.01) Janisoldeur:184...	Stainless steel (SS)	1/1
(31.03)_CPZ_DO_draai_enkel:(31.03) enkele deur:19876105	Stainless steel (SS)	1/1
(31.03)_CPZ_DO_draai_enkel:(31.03) enkele deur:19876253	Stainless steel (SS)	1/1

Picture 4: Select elements

5. Search for and select the (added) product in the Madaster database (see picture 5).

SEARCH EXISTING ELEMENT

roof

CREATE NEW

MATERIAL

PRODUCT

COPY SELECTED

PRODUCT

FILTER ON	NAME	TYPE	SUPPLIER
▶ SOURCE	<input type="radio"/> Ceramic roof tiles (Houseful)	Material	More info ▼
▶ SUPPLIER	<input checked="" type="radio"/> Hf_16cmRooftopMasonryWall_Brickwork	Volume	More info ▼
▶ PRODUCT TYPE	<input type="radio"/> Hf_30cmRooftopMasonryWall_Brickwork	Volume	More info ▼
	<input type="radio"/> Hf_30cmRooftopRenderedWall_Mortar	Volume	More info ▼
	<input type="radio"/> Hf_CatalanRoof_CeramicTile	Volume	More info ▼
	<input type="radio"/> Hf_CourtyardRoof_Fibercement	Volume	More info ▼
	<input type="radio"/> Hf_DD04_Roof_Concrete	Volume	More info ▼
	<input type="radio"/> Hf_FD01_RoofA_Gravel	Volume	More info ▼
	<input type="radio"/> Hf_FD02_RoofB_ConcreteStone	Volume	More info ▼

LINK

Picture 5: Link elements to newly added product

6. Click the "Link" button. This links the selected elements of the source file to a product (or material) from the Madaster database.

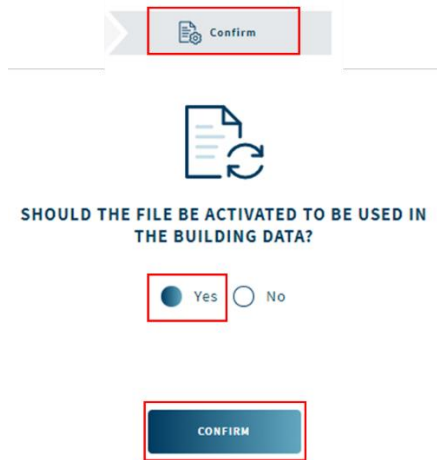
Search

99%

ELEMENT	PRODUCT / MATERIAL	QUANTITY
<input type="radio"/> (31.01)_CPZ_DO_draai_dubbel_staal:(31.01) Janisoldeur:176... Stainless Steel, Brushed, CPZ GLAS	Hf_16cmRooftopMasonryWall_Brickwork	1/1
<input type="radio"/> (31.01)_CPZ_DO_draai_dubbel_staal:(31.01) Janisoldeur:179... Stainless Steel, Brushed, CPZ GLAS	Hf_16cmRooftopMasonryWall_Brickwork	1/1
<input type="radio"/> (31.01)_CPZ_DO_draai_dubbel_staal:(31.01) Janisoldeur:184... Stainless Steel, Brushed, CPZ GLAS	Stainless steel (SS)	1/1
<input type="radio"/> (31.01)_CPZ_DO_draai_dubbel_staal:(31.01) Janisoldeur:184... Stainless Steel, Brushed, CPZ GLAS	Stainless steel (SS)	1/1
<input type="radio"/> (31.03)_CPZ_DO_draai_enkel:(31.03) enkele deur:19876105 Stainless Steel, Brushed	Stainless steel (SS)	1/1
<input type="radio"/> (31.03)_CPZ_DO_draai_enkel:(31.03) enkele deur:19876253 Stainless Steel, Brushed	Stainless steel (SS)	1/1
<input type="radio"/> (32.01)_CPZ_DO_clip-in_PC:(32.01) deur-clip-in_PC:17915544 CPZ GLAS	Glass	1/1
<input type="radio"/> (32.01)_CPZ_DO_clip-in_PC:(32.01) deur-clip-in_PC:17915596 CPZ GLAS	Glass	1/1
<input type="radio"/> (32.01)_CPZ_DO_clip-in_PC:(32.01) deur-clip-in_PC:17917219 CPZ GLAS	Glass	1/1
<input type="radio"/> (32.01)_CPZ_DO_clip-in_PC:(32.01) deur-clip-in_PC:18558623 CPZ GLAS	Glass	1/1

Picture 6: Linked elements

Note: Changes in linked elements as well as changes in products (and materials) in the Madaster database must first be manually confirmed before these changes are visible in the various Madaster sheets (e.g. "Building" tab, etc.). To do this, click on the "Confirm" submenu, select the "yes" radio button and finally click on the "Confirm" button (see picture 7).



Picture 7: Confirm changes

Afbeelding 6: Doorgevoerde wijzigingen bevestigen

Copy products

If several comparable products need to be added to the user's "own" product library in the Madaster platform, it is possible to copy an existing product and then adjust this copied product as desired. The copy function is only available within the "manual linking" process. This function is briefly explained below.

1. Repeat steps 1 to 5 as described above in the section "Link manually". This selects one or more elements of the source file (IFC and / or Excel) that you want to link (to a product that is already available in the Madaster database or own products library and you want to copy).
2. Click the "Copy selected product" button (on right hand side) in the "Link" screen.

SEARCH EXISTING ELEMENT		CREATE NEW		COPY SELECTED	
<input type="text" value="roof"/>		MATERIAL	PRODUCT	PRODUCT	
FILTER ON	NAME	TYPE	SUPPLIER		
► SOURCE	<input type="radio"/> Ceramic roof tiles (Houseful)	Material		More info ▼	
► SUPPLIER	<input checked="" type="radio"/> Hf_16cmRooftopMasonryWall_Brickwork	Volume		More info ▼	
► PRODUCT TYPE	<input type="radio"/> Hf_30cmRooftopMasonryWall_Brickwork	Volume		More info ▼	
	<input type="radio"/> Hf_30cmRooftopRenderedWall_Mortar	Volume		More info ▼	
	<input type="radio"/> Hf_CatalanRoof_CeramicTile	Volume		More info ▼	
	<input type="radio"/> Hf_CourtyardRoof_Fibercement	Volume		More info ▼	
	<input type="radio"/> Hf_DD04_Roof_Concrete	Volume		More info ▼	

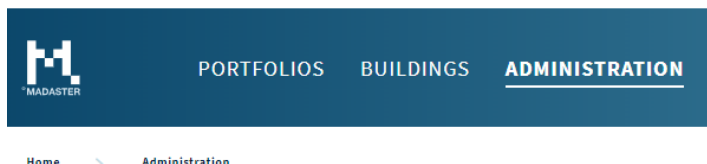
Picture 1: Copy selected product

3. In the "Create new product" screen you change the fields (e.g. "Brand name", etc.), with which you distinguish the copied product from the original.
4. Click the "Save" button. The copied product is saved and the other product sheets (including "Bill of materials", "Search criteria", etc.) are displayed.
5. Where required, change the information on these sheets to match the set-up of the copied product.
6. Click the "Save" button to save any changes made to the product sheets of the copied product. The "Linking elements" screen is then displayed.
7. Click the "Link" button. This links one or more selected elements of the source file to the copied product.

Deactivate products

If a self-added product is no longer needed and should no longer be part of the user's 'own' library to link elements of the source file manually or automatically, this product can be deactivated. This means that the product no longer appears in the (active) selection of its own product set and the Madaster system will no longer automatically be able to link this product. Pre-existing links will be maintained. This function is briefly explained below.

1. In the main menu, click on 'Administration'.



Picture 1: Administration

2. Use the search function or filters to find the product to be deactivated.
3. Click the "cog" icon behind this product. The product features of this product (incl. The different product sheets) are displayed.



Picture 2: cog icon (adjust product)

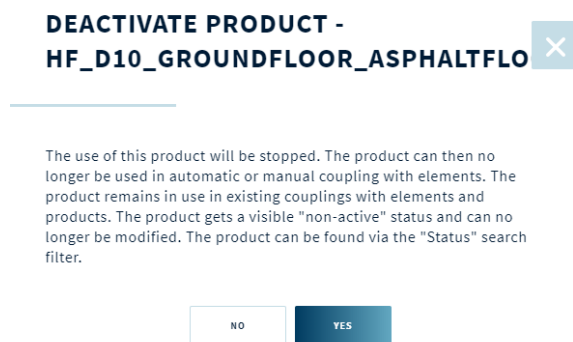
- Click the "Deactivate" button in the top left of the "Product information" sheet. The "Confirm" screen is displayed.

HF_D10_GROUNDFLOOR_ASPHALTFLOORING



Picture 3: Deactivate product

- Click the "Yes" button in the "Confirm" screen.



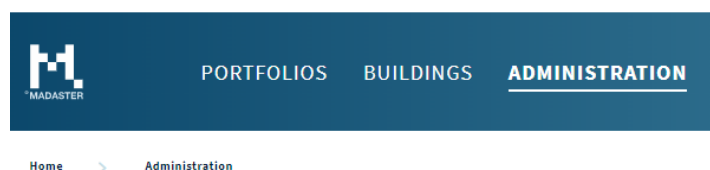
Picture 4: Confirm product deactivation

The product is now deactivated in the Madaster system. This is made clear as the fields of this product are now shown in Gray colour.

Search deactivated products

If desired, a deactivated product can be reactivated. This makes the product part again of the active selection of the user's 'own' products library in Madaster and the product is included in the process of manually or automatically linking elements from source files. This function is briefly explained below.

- In the main menu, click on 'Administration'.



Picture 1: Administration

2. Open the filter 'Status' in the bottom left of the 'Administration' screen.



Picture 2: Filter 'Status'

3. Select the radio button "inactive" in the filter "Status" (see picture 2). The "Administration" screen now shows all deactivated (inactive) products under the user's own Madaster account.

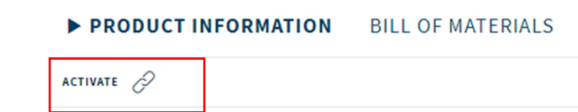
Activate products

1. Repeat steps 1 to 3 as described above in the chapter "Search deactivated products".
2. In the list of deactivated products, find the product to be activated.
3. Click on the "cog" icon behind this product. The product features of this product (incl. The different product sheets) are displayed.



Picture 1: cog icon (adjust product)

4. Click the "Activate" button in the top left of the "Product information" sheet. The "Confirm" screen is displayed.



Picture 2: Activate product

4. In the "Confirm" screen, click the "Yes" button. The product is now (re)activated in the Madaster system. This is visible because the fields of this product are now displayed in white colour again.

Madaster Support

The Madaster Service desk can be reached by telephone during office hours (+31 85 060 1242).

When logged in your Madaster environment, you can always consult the available online support documentation. Each page in the Madaster platform contains an "I" button on the right side (mid-screen). This provides information about the relevant page and available functions at all times.

This information and additional guides and reference works on the use and development of the Madaster platform can also be found directly at the following [link](#).