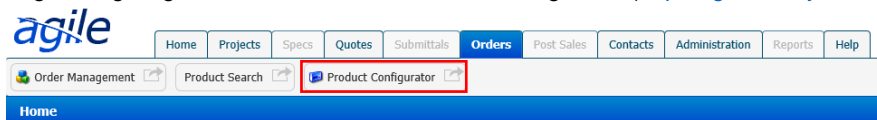


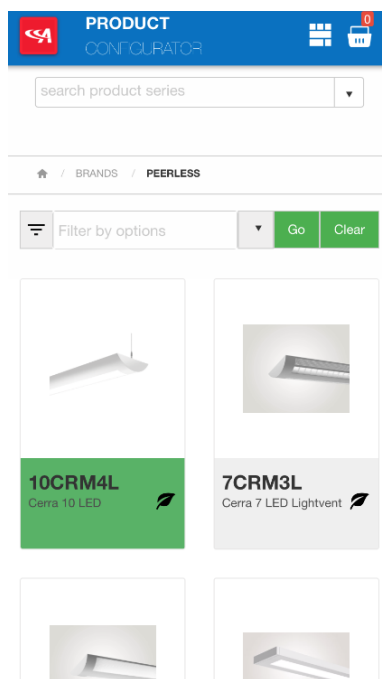


The Submittal Package allows users to create a package that includes specs, drawings, and configurations of their product(s) and provides the user with the necessary information on their linear and non-linear product(s).

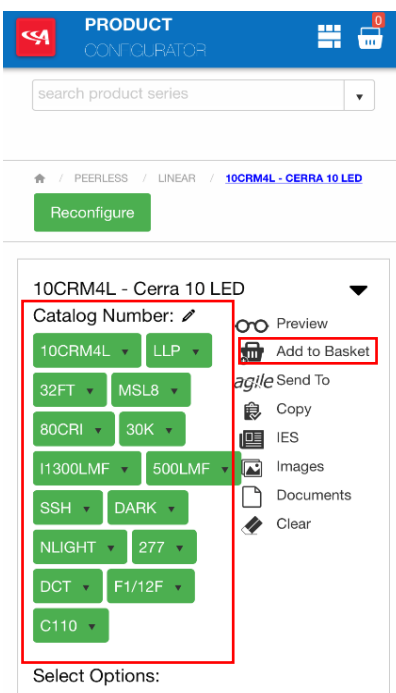
1. Log into agile, go to Orders and then Product Configurator (<http://agile.acuitybrandslighting.net>)



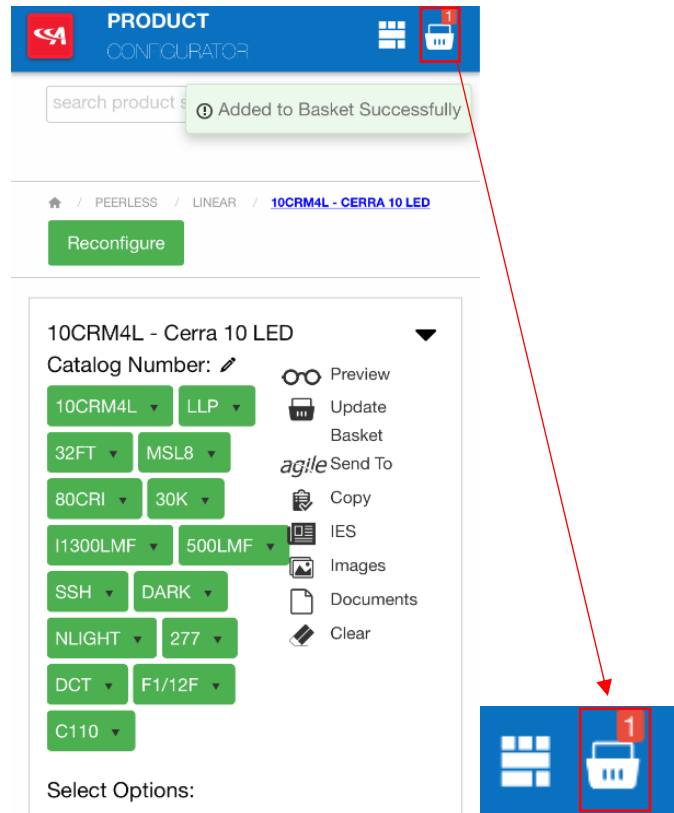
2. Begin by selecting a Linear Product to configure
 - a. *Note: Non-Linear Products can still be included in the Submittal Package*



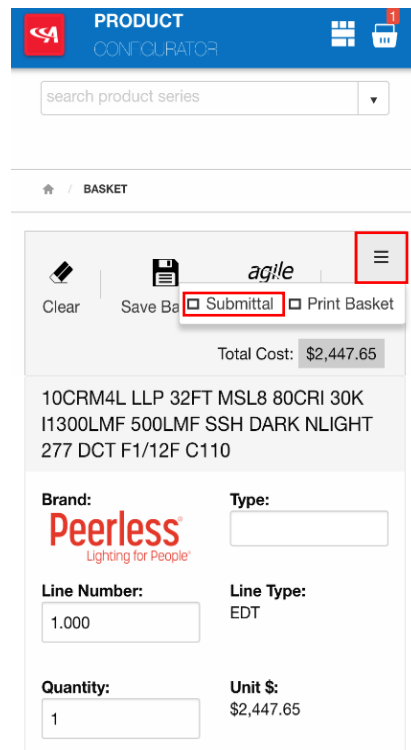
3. Configure Linear Plan
 - a. *Note: Non-Linear products will not have to configure a Linear Plan*
4. Once the Linear or Non-Linear Configuration is complete, the 'Add to Basket' icon will appear. Click on 'Add to Basket'.



5. Select the Product Basket button. The Product Basket button will update to show that the product the user has configured.



6. Select the Product Basket. When the Product Basket opens, there the user will see the product(s) they've previously configured. There the user will select the 'Submittal' button to begin the Submittal process.
- a. *Note: If the Submittal Button isn't showing, click on the hamburger menu to view it*



7. After selecting Submittal, the Cover Page dialog box with fields for the user to fill. Select 'Create PDF' after filling in the fields of your choice.

a. *Note: This is where you can check the box to include the Non-Linear Products in your basket*

The image shows two side-by-side screenshots of the 'Cover Page' dialog box in the 'PRODUCT CONFIGURATOR' application. The left screenshot shows the initial state with checkboxes for 'Include Non-Linear Product Sheets' and 'Include Spec Sheets and Installation Sheets'. The right screenshot shows the same dialog box with the 'Create PDF' button highlighted by a red rectangle.

8. After selecting 'Create PDF', open the downloaded Submittal Package PDF

9. The Submittal Package includes:

a. Cover & Summary Page

The image shows two screenshots of the Submittal Package PDF. The top screenshot is the 'Cover Page' and the bottom screenshot is the 'Submittal Summary' page.

b. Specifications & Configuration Page

[illegible]