

Submittal Package User Guide

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).

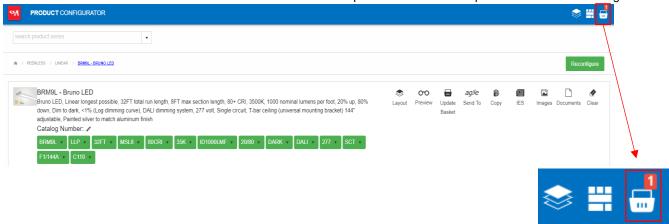
1. Log into agile, go to Orders and then Product Configurator (http://agile.acuitybrandslighting.net)



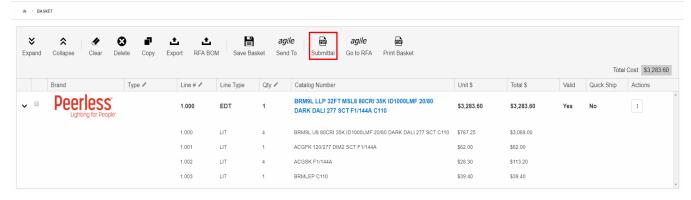
- 2. Begin by selecting a Linear Product to configure
 - a. Note: Non-Linear Products can still be included in the Submittal Package
- 3. Configure Linear Plan
- 4. Complete the Linear Configuration and select 'Add to Basket'



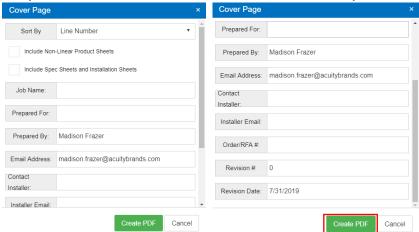
Select the Product Basket button. The Product Basket button will update to show that the product the user has configured.



6. The Product Basket will open, 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.



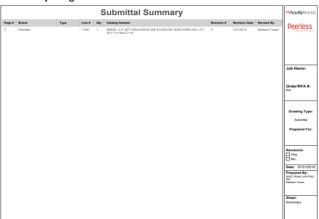
- After selecting Submittal, the Cover Page dialog box with fields for the user to fill. Select 'Create PDF' after filling in the fields of your choice.
 - a. Note: This is where you can check the box to include the Non-Linear Products in your basket



- 8. After selecting 'Create PDF', open the downloaded Submittal Package PDF
- 9. The Submittal Package includes:
 - a. Cover Page



b. Summary Page



c. Specifications Page



d. Configurations Page

