MANUFACTURER HANDBOOK

Getting started with your Library

CONFIGURA

GETTING STARTED

Welcome! We are delighted to extend a warm welcome to you on behalf of the entire Configura team! We are thrilled that you have chosen to partner with us, and we are excited to embark on this journey together.
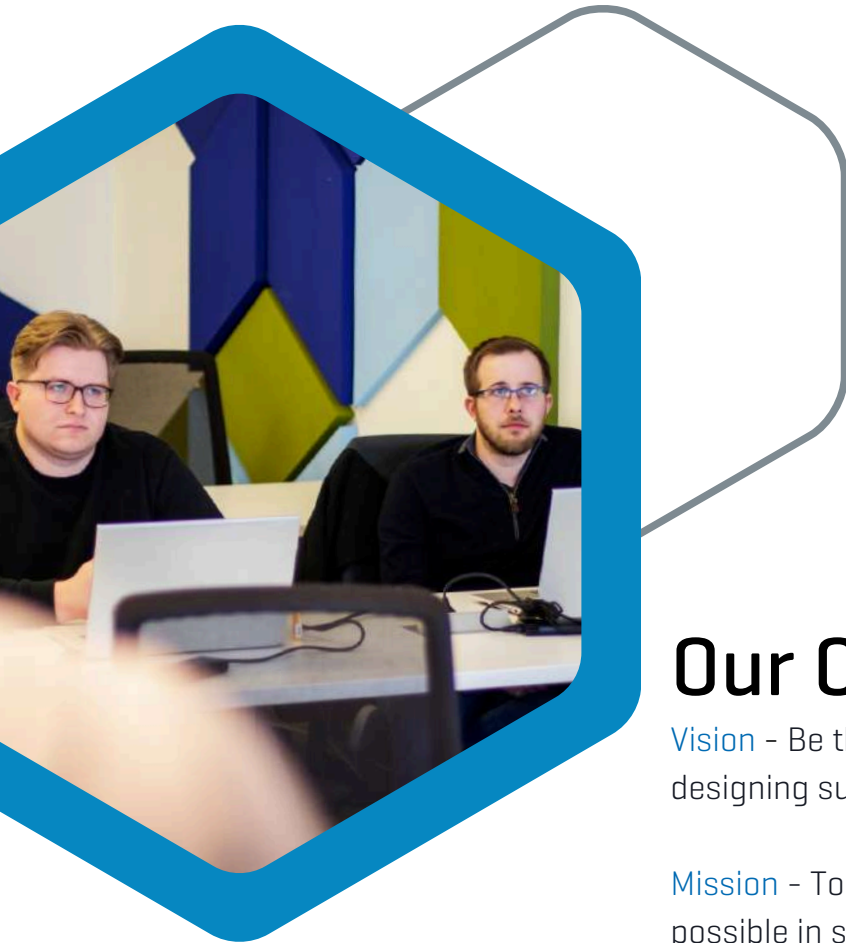
WHAT'S INSIDE

CONFIGURA

Who is Configura?

Configura is a globally operating company with headquarters in Linköping, Sweden and commercial operations in Berlin, Germany; Grand Rapids, Michigan, USA; Cincinnati, Ohio, USA; Kuala Lumpur, Malaysia; and Tokyo, Japan. Configura creates Parametric Graphical Configuration (PGC) software solutions for leading, international companies. The technology is perfectly suited for industries that deal in configurable, complex products requiring space planning. As Configura's software solutions become the standard for space planning, the scalability of our development platform offers new opportunities for partnering.

Our Commitment to You

Vision - Be the world's most intelligent platform for designing sustainable, efficient, and beautiful spaces.

Mission - Together, we push the boundaries of what's possible in space design by making the complex easy, eliminating errors, and imagining the new.

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ONBOARDING CHECKLIST

This list will help set you up for success.

Sign the CPDLA Agreement	
Create a MyConfigura Account	
Purchase Libraries Publishing	
Create License Manager account	
Navigate the Help Center - Getting Started with MyConfigura	
Navigate the Help Center - Getting Started with License Manager	
Navigate the Academy and sign up for a free Webinar	
Sign up for Excelerate/Pace Checks	
Initial Catalogue is provided to data@configura.com	
Catalogue has been tested and verified by Manufacturer	
Manufacturer has approved catalogue for publication	

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NAVIGATING CONFIGURA

	DEFINITION
MyConfigura	MyConfigura is Configura's main communication channel for updates and information, such as Release Notes and tips. This is also where you will navigate your Extension and manage CET Licenses.
License Manager	License Manager is used for managing licenses for Configura's Spec software.
Marketplace	The Marketplace is where you go to purchase licenses and download Extensions. There are also many tools available to maximize your experience with CET.
Briefcases	Briefcases are closed groups where members can keep conversations, gather and share information, collect materials, and backup their work. You can also set up a briefcase for your company to pass information to your users.
Licenses	This is your License Administrator page where you control all purchased licenses for CET. This is located in MyConfigura.

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PUBLISHING

Configura is on a mission to continuously enhance our user experience. One way of doing this is to ensure outstanding data quality. Manufacturers like you are an integral part of the Configura ecosystem, and we know that together we can make beautiful, efficient and sustainable spaces.

In an effort to be able to continue to provide our users a good user experience and to aid you in achieving higher quality data within your library, we require the enrollment of Libraries Publishing to publish and keep your catalogues active in our Libraries.

Included in the Libraries Publishing:
- Spec
- CET Commercial Interiors
- Commercial Interiors Library Extension

This is to ensure proper testing can be performed on your Library before it is released.

We can't stress enough the importance of exceptional user experience. Our insights show that Libraries and Extensions with superior data is more often used and specified by designers - some designers even actively choose product lines based on the data quality, as it provides them with a better user experience.

Please reach out to your Account Executive for pricing.

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MYCONFIGURA

MyConfigura is used to assign users to our CET Software.

CET Licenses can be accessed though www.myconfigura.com
You will use license manager to:

- Download CET and CIL
- Assign licenses
- Manage Licenses

We have Help Pages available to help you get started, including a section on License Administration.

If you need help with the MyConfigura, you can reach out to our User Support and they can help. If you use the chat option, they can remote onto your computer to assist also.

If you need to purchase additional licenses, these can be purchased through the Marketplace.

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LICENSE MANAGER

License Manager is used to assign users to our Spec Software.

License manager can be access though https://login.projectmatrix.com/. You will use license manager to:

- Download Notify and Spec
- Assign licenses
- Manage Licenses

We have Video Guides available to help you manage your account, add users, administer licenses and download the software.

If you need help with the License Administer, you can reach out to our User Support and they can help. If you use the chat option, they can remote onto your computer to assist also.

If you need to purchase additional licenses, please reach out to your Account Executive or Training and Sales Ambassador.
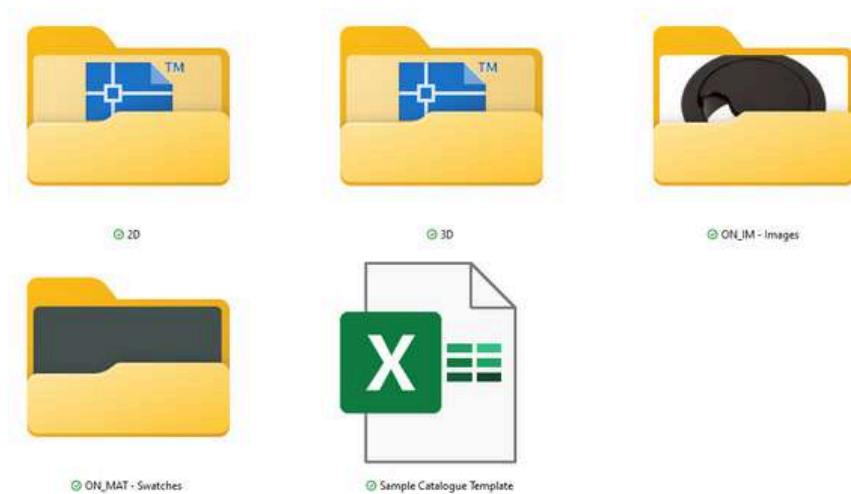
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Support Channels

We have an incredible support team that is available to help with any software issues you run into along the way.

	DEFINITION
Help Center	The Help Center is a great place to start if you need an answer to something. Search for your question through help pages, or chat with a live person.
User Support	Our User Support has the option to Chat, Call, Email or browse Forums for answers. This is where you will want to go for questions around using CET or Spec. If you aren't sure where to go, this is a great start.
Developer Support	Our Developer Support is where you want to go for Extension, Catalogue Creator, Stage and MyConfigura related questions. We provide a Support Portal*, forums and a weekly Open Office hours. *Note that the Support Portal is a paid service.
The Academy	Our Academy is full of resourses to learn how to use our software, from free Webinars to paid trainings for your team. We offer trainings for CET, Spec, Catalogue Creator and Developer Training. If you want to learn something that is not offered, there is a form to contact the training team directly.

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SUBMITTING DATA

Properly organizing your data will ensure your catalogues will be processed in a timely manner. Please send data over the following way:

- Excel File
- 2D folder with all 2D DWG Files
- 3D folder with all 3D DWG files
- ON_IM folder with images
- ON_MAT Folder with swatches

2D

3D

ON_IM - Images

ON_MAT - Swatches

Sample Catalogue Template

Once this is ready, you can send this to data@configura.com through an email attachment, dropbox, download link, or our FTP*.

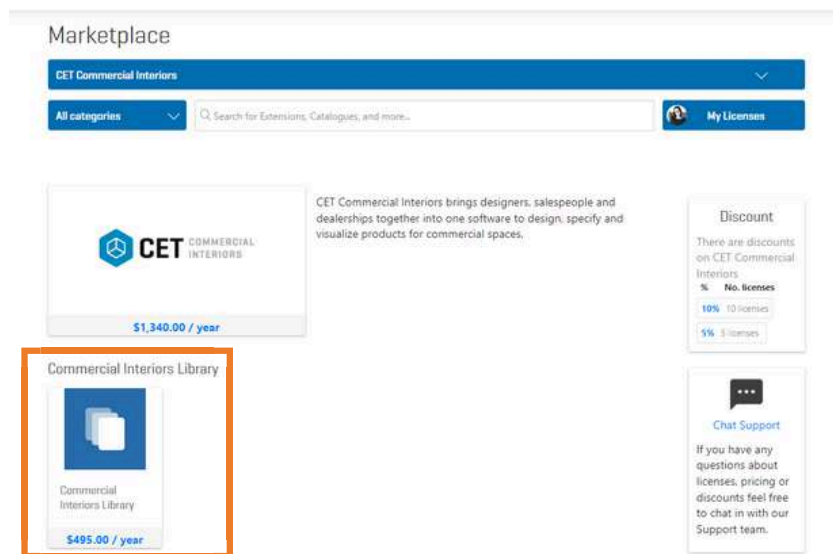*If you are using our FTP, you will need to notify data@configura.com that the data has been sent.

ftp.configura.com
 user name: cildata
 password: cildata4m

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LOCATING YOUR CATALOGUES

When it comes to directing your users (or yourself) to your new Library, you'll want to ensure they're accessing the correct location by directing them to the Commercial Interiors Library extension on the marketplace.

Sending users to the right location will help avoid confusion and ensure they're equipped with the most up-to-date information from your Library. Feel free to pass along the following information to your users.

How to Find/Use your catalogue Inside CET Commercial Interiors:

1. Commercial Interiors Library Extension – Configura Help Center – Purchase and Install the Extension
2. CIL - License Manager (projectmatrix.com) - Install Notify through License Manager
3. Adding Manufacturers – Configura Help Center - Download your Catalogue Data
4. Catalogue Manager – Configura Help Center - Activate your catalogue in CET

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CATALOGUE UPDATES

Catalogues must be updated at least once every calendar year or they will be placed in legacy status.

To update your catalogues, you will use the same template used to publish your initial catalogue, and make the adjustments to that spreadsheet. After all updates are made to the spreadsheet, you can send it to data@configura.com, and it will go through the same process as the initial catalogue.

If you are working with a Development Partner, they can do the updates for you.

If you are unsure of what format you submitted previous catalogues in, please reach out to data@configura.com

Note: Configura cannot make any alterations to the data, we can only publish what is sent.

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E X CELERATE

Excelerate is Configura's premier annual in-person conference, designed exclusively for our manufacturing customers, dedicated service providers, and valued development partners. This unique gathering serves as an unparalleled environment, deliberately curated to foster innovation, encourage collaboration, facilitate continuous learning, and ignite the exchange of invaluable insights that collectively influence the future trajectory of our platform.

2025 Dates

North America:
April 28-29, 2025
Grand Rapids, MI

Europe:
April 8, 2025

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EXPERIENCE

Experience is Configura's annual user community conference. Held in-person in different locations each year, the event includes a wide range of learning sessions, ample networking opportunities and inspiring keynote presentations, plus an optional third day to fill with additional workshops.

Experience began in 2008 as a way to bring our growing user community together to explore new ideas, connect like-minded people and get inspired. Today, the annual event has grown into a global conference that attracts hundreds of attendees from around the world.

2025 Dates

October 7-10, 2025
Orlando, FL

CREATE TOGETHER.
CREATE THE FUTURE.

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TRAINING RECOMMENDATIONS

Our Academy has many trainings available to get you started with our software.

Free Webinars - Quick high level overviews of the software, usually offered a few times a month.
Recommendations:
- Getting started with CET Commercial Interiors
- Getting Started with Spec
- Q&A: Spec & CET Commercial Interiors

Self-Paced Training - Trainings you can take at your own pace.
Recommendations:
- Setting up CET
- Beginner CET
- Getting started with Spec
- Commercial Interiors Library Module

Scheduled Training - Attend a live, classroom-style training with a Configura trainer.
Recommendations:
- Setting up CET Workshop, 2-day virtual course
- Beginner CET, 5-day virtual course
- Spec, 3-day virtual course
- Print Templates for Spec

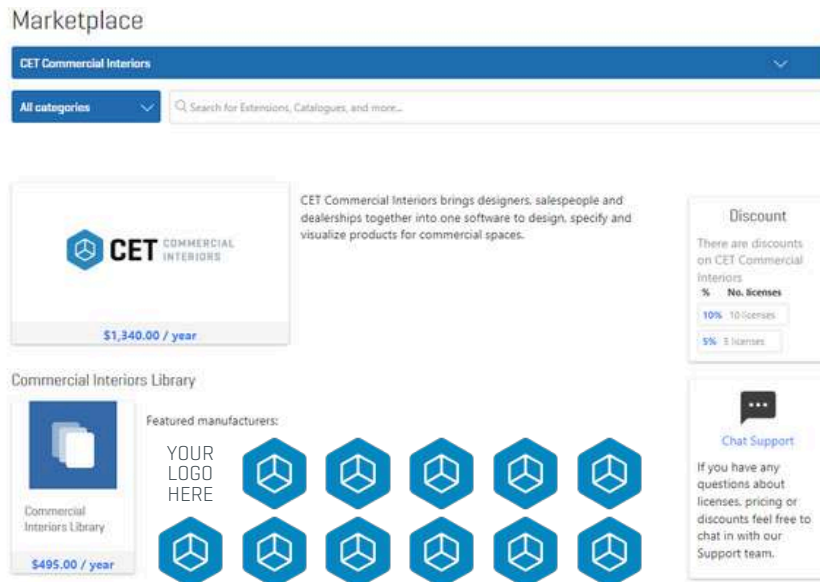If you are interested in a private course for your team, you can reach out to training@configura.com

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MARKETING OPPORTUNITIES

LIBRARIES MARKETING PACKAGE

Elevate your brand's position with an icon on the main page of Configura's Marketplace for increased visibility and recognition.

Take advantage of an opportunity to publish an article on Configura's blog once per year and gain even more exposure in Configura's ecosystem.

Gain a competitive edge with exclusive access to user count after the completion of our analytics package. This will include: User count, user count ranking and Installation trend.

YEARLY SUBSCRIPTION	QUARTERLY SUBSCRIPTION
$8,000	$3,000
Marketplace Icon	Marketplace Icon
Analytics	Analytics
Blog Post	

Renewals will be offered based on availability.
Pricing is subject to annual changes.
This is not part of the Publishing Program.
Analytics does not include user's names or email addresses.

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COMMUNICATION

Where to find the most up to date information around Configura and CET.

Blog Posts

Keep up with Product Announcements, Community Highlights, Newsroom articles and Developmer news by signing up for Blog Posts. These are located under the Company tab on Configura's website or by clicking this link: https://www.configura.com/blog

Release Notes

We do two major releases every year (March and November), and post the Release Notes in our Help Center. This is where you can read about new features and bug fixes so you are always aware of any changes to CET or Spec.

CET Release Notes are located: Here
Spec Release Notes are located: Here

Briefcases

Briefcases are closed groups where members can keep conversations, gather and share information, collect materials, and backup their work. All information in a Briefcase is presented in chronological order, with the latest information at the top. An update in a Briefcase will automatically generate an email to all members. Configura will communicate information through the CET Commercial Interiors and CET Developers briefcases. (You will automatically be signed up for these briefcases when purchasing a CET or Developers license).

Conferences

Configura hosts two in person Conferences every year.

Excelerate is a Manufacturer focused conference where we make key announcements, host learning sessions and workshops.

Experience is a user focused conference with sponsorship opportunities to help get your brand in front of hundreds of users.

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ADDITIONAL PRODUCTS

Check out some of our additional products to Optimize CET:

WORKSPACE BY CONFIGURA

Workspace is a CAD-based design program. We have taken the best aspects of AutoCAD and turned it into a high-powered design tool, easy enough for everyone to use. Combined with Notify, users can select data from over 200 Manufacturers to create detailed and accurate floorplans.

STAGE BY CONFIGURA

Configure your products directly into your website or app with Stage. Our Application Programming Interface (API) lets you easily embed our web configurator into an existing website, online store front or mobile app. You and your customers can access your product across multiple devices such as laptops, tablets and mobile devices. A free trial is available under MyConfigura.com > Projects > Catalogues.

Twinmotion

The Twinmotion for CET Extension makes it easy for you to send a CET drawing directly to Twinmotion. When you have completed space planning and finished all your material selections in CET, you can sync your drawing with Twinmotion, which is a separate program users can purchase and install to create hyper-realistic renderings. You can modify lighting, add weather effects and insert people who can walk around in the design. If you later decide to make changes to your CET drawing, you can update the drawing in Twinmotion and retain changes you've made in Twinmotion.

YULIO VR

Yulio lets you create and share your vision in immersive Virtual Reality (VR). Immerse your clients in your renderings like never before, to create greater understanding and get faster decisions.
New in CET Designer, turn Cubemap renderings into VR experiences or with a Yulio Jump License, render in more photo-realistic 360 with a few clicks direct from CET Designer. Easily share your project in person, via email, on your website and social media. Compatible with all browsers and popular mobile headsets including Oculus Go, Quest and more.

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