



LIBRARY CHECKLIST

*Ensuring successful creation
and launch*

LIBRARY CHECKLIST

A successful Library project requires **clear alignment, planning, ongoing testing, and open communication.**



Step 1.
Evaluate
Current Data



Step 2.
Evaluate
Models



Step 3.
Evaluate
Materials



Step 4.
Preparing for
the Project



Step 5.
Create Catalog
Data



Step 6.
Organize and
Deliver
Catalog Data



Step 7.
Test and
Validate



Step 8.
Publish

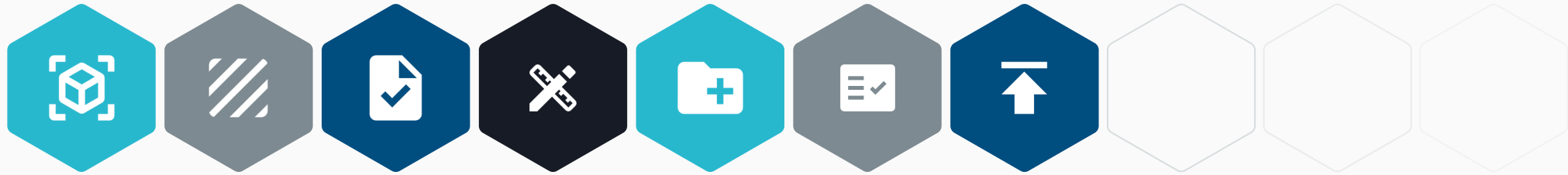
With the right planning and resources in place, **manufacturers can confidently bring high-quality Libraries to market** and support their users long-term.



A successful Library project starts with strong planning, clear communication, and consistent testing. To help set expectations and guide you through the process, we've provided the following checklist.

This checklist outlines each step in the journey and can help ensure your project stays on track and aligned with your goals.

If additional support is needed, our [Development Partners](#) are available at any stage of the process. With the right preparation and resources, manufacturers can confidently bring high-quality Libraries to market and provide lasting value to their users.



Step 1. Evaluate Current Data



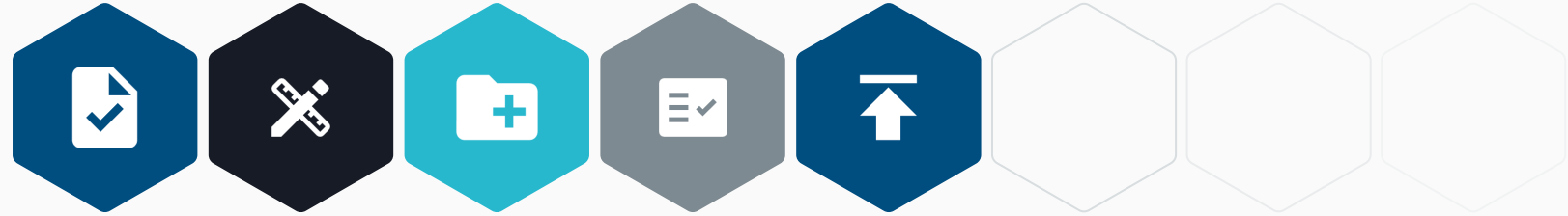
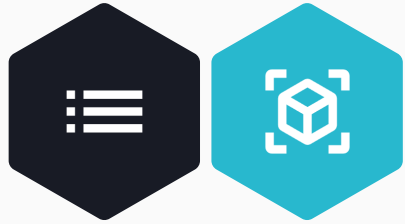
- Review existing data to determine if you have a format that can be used (We can accept some catalog SIF, XML, OFDAXML, ASCII SIF and other sources)
- Email Data@configura.com to see if existing data is usable
- If a product list will need to be created, reference the provided [help documents](#) to understand what is required



Step 2. Evaluate Current Models



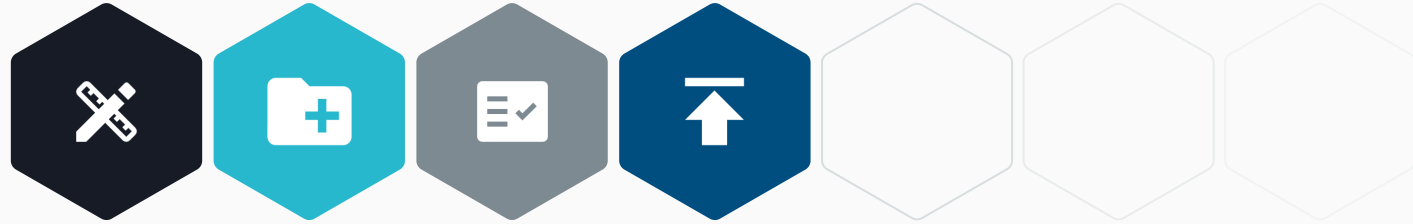
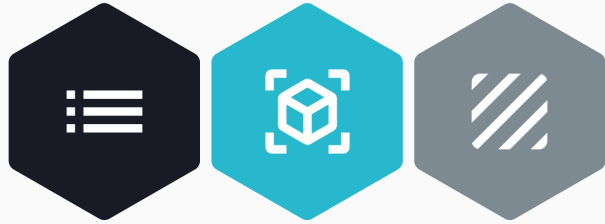
- Audit current CAD files for availability
 - 3D Models
 - 2D Plan View Models
- Reference our [help documents](#) to confirm modeling requirements including the layer standards and naming conventions
- Estimate the level of effort needed to modify or convert files
- Verify that files can be exported as DWG



Step 3. Evaluate Current Materials

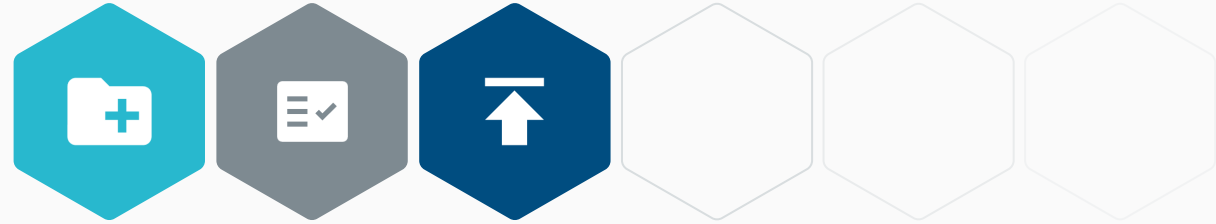
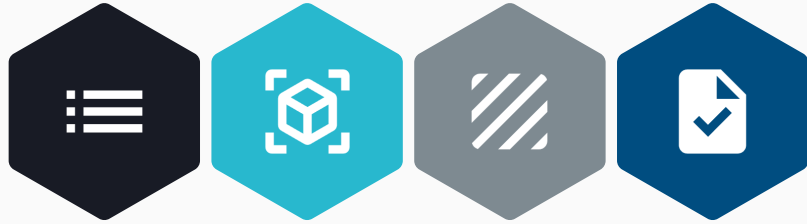


- Check your material files for completeness and identify any missing assets
- Confirm material files are tileable and visually represent the actual finishes
- Ensure all files can be exported as a PNG or JPG



Step 4. Preparing for the Project

- Review the *Building a Successful Team* guide and start identifying internal team roles
- Review [hardware requirements](#) for running our software
- Decide whether to build the Library in-house, work with a Development Partner or both
- Start the Publishing Program enrollment process by contacting your Account Executive at Configura
- Have the Project Owner review and sign the CDPLA Agreement
- Have the Accounting Contact pay the Publishing invoice
- Create a MyConfigura Account
- Install all required software and begin the suggested training for Library Owners



Step 5. Create Catalog Data



- If creating a product list using our Template:
 - Review Sample Catalog Template including the Glossary
 - Review [Help Pages](#)
 - Review [Video Guides](#)
 - Build the Product List using the Sample Catalog Template
- Create or modify 2D and 3D models
- Create or gather Material Files
- Run the Sample Catalog Template through the Excel Validator tool supplied here ([Excel Validator Download Link](#))



Step 6. Organize and Deliver Catalog Data



- Place all 2D DWG files in a folder labeled “2D”
- Place all 3D DWG files in a folder labeled “3D”
- Place all thumbnail images in a folder labeled “ON_IM”
- Place all material files in a folder labeled “ON_MAT”
- Include the Sample Catalog Template (if used, if not provide other format)
- Add a 64 x 64px high-resolution company logo with a transparent background (larger logos will be resized)
- Send all files to the Configura Data Team via email, Dropbox, FTP, or other approved method

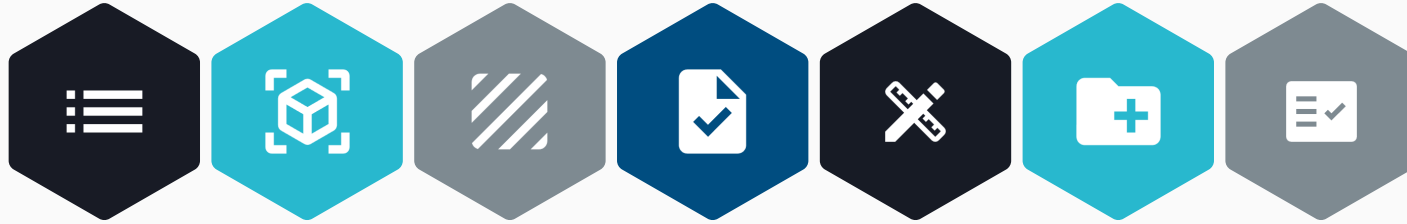
Note: Folders should not contain sub folders



Step 7. Test and Validate Catalog Data



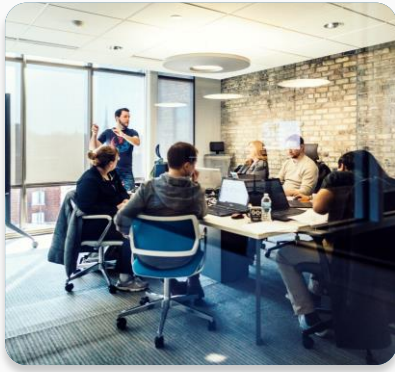
- If you have not already, install needed software
- Review catalogs in the CIL Extension, MHL Extension, or Spec
 - Test folder structure for clarity and ease of use
 - Validate model sizes to ensure accuracy
 - Verify that materials apply correctly to intended layers
 - Confirm multi-graphics apply correctly when selected
 - Test snapping behavior to ensure correct node placement
 - Confirm pricing accuracy, including all sub options
- Resolve and resubmit any issues, then retest



Step 8. Publish Library



- Provide approval for Configura's Data Team to publish the Library
- Your Account Executive will confirm that all invoices have been paid, and the CDPLA has been signed
- Catalogs are published and the manufacturer can begin directing users to their catalogs in the CIL Extension or MHL Extension
- Configura will include the announcement in the quarterly newsletter



THE ACADEMY

Configura's online learning platform that offers structured training courses, certifications, and tutorials to help manufacturers, developers, and designers build skills in CET, Spec, Catalogue Creator, CET Developer, and more.



THE HELP CENTER

Configura's online knowledge base and support portal where users can find how-to articles, training resources, troubleshooting guides, and submit support requests related to CET, MyConfigura, Libraries, Extensions, and other Configura tools.



CONFIGURA BRANDING

Configura's brand guide and assets that can be used for marketing purposes. This brand guide provides the building blocks and standards to avoid confusion and creates a unified voice and image throughout our offices and target markets.