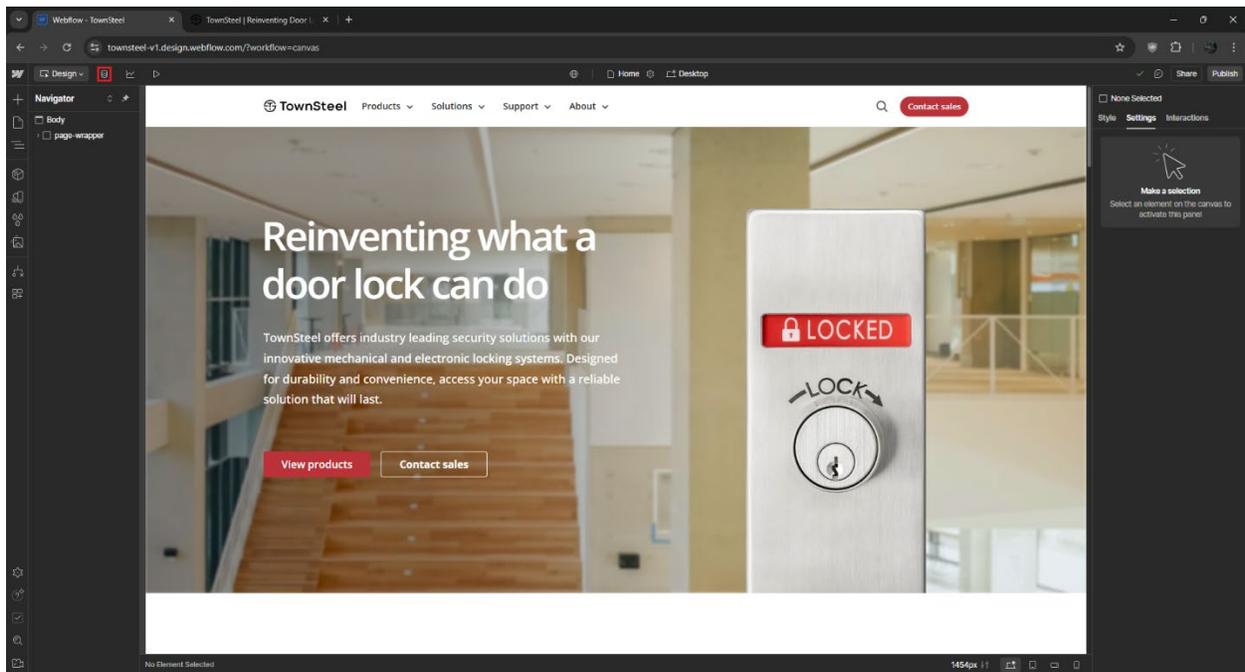
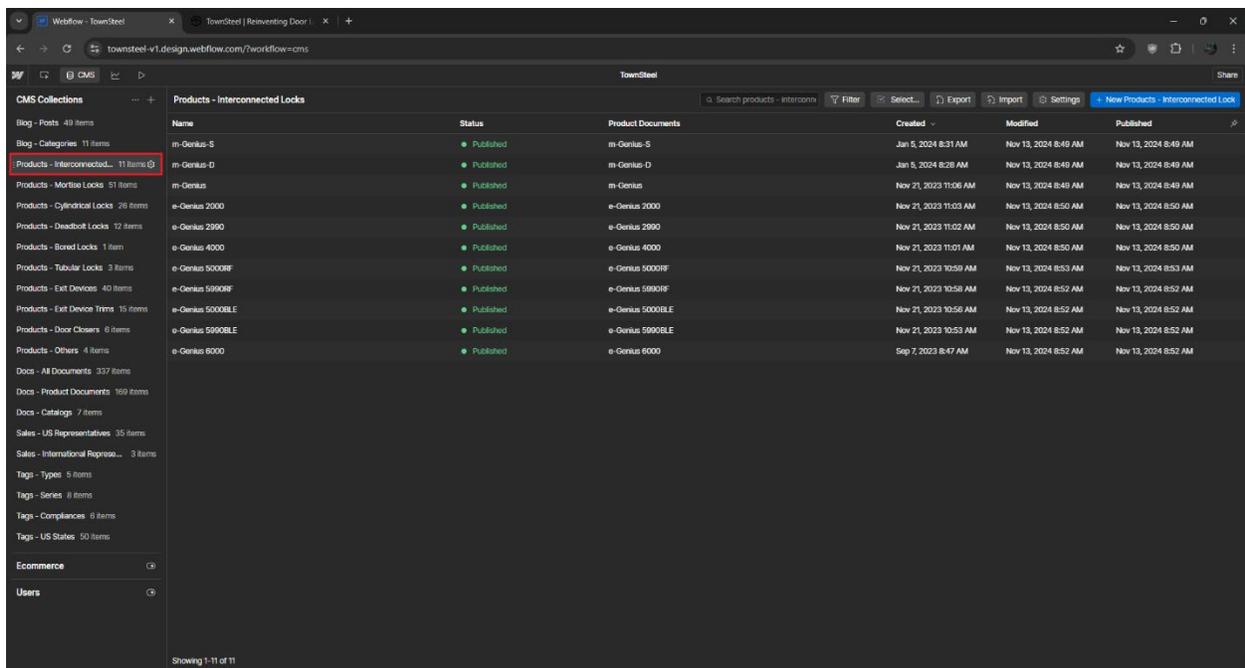


Adding Products

1. Open up Webflow Designer, click CMS Collections on the left.

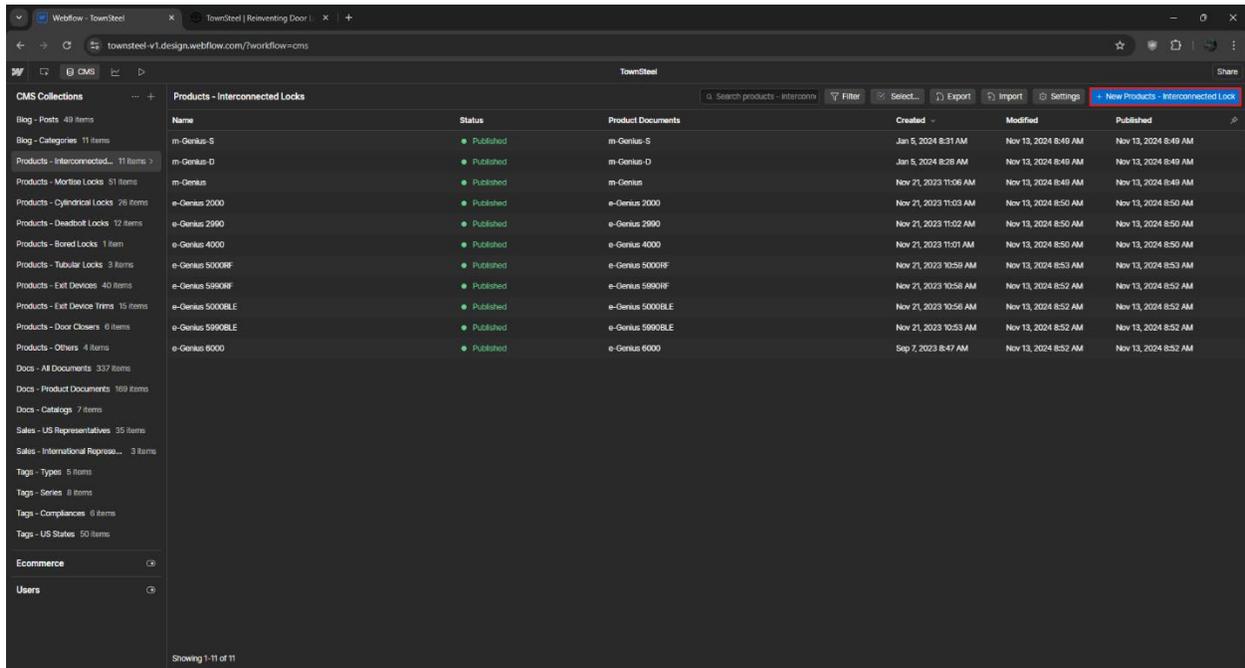


2. Click on a CMS Collection: Products - Interconnected Locks, Mortise Locks, Others, etc.

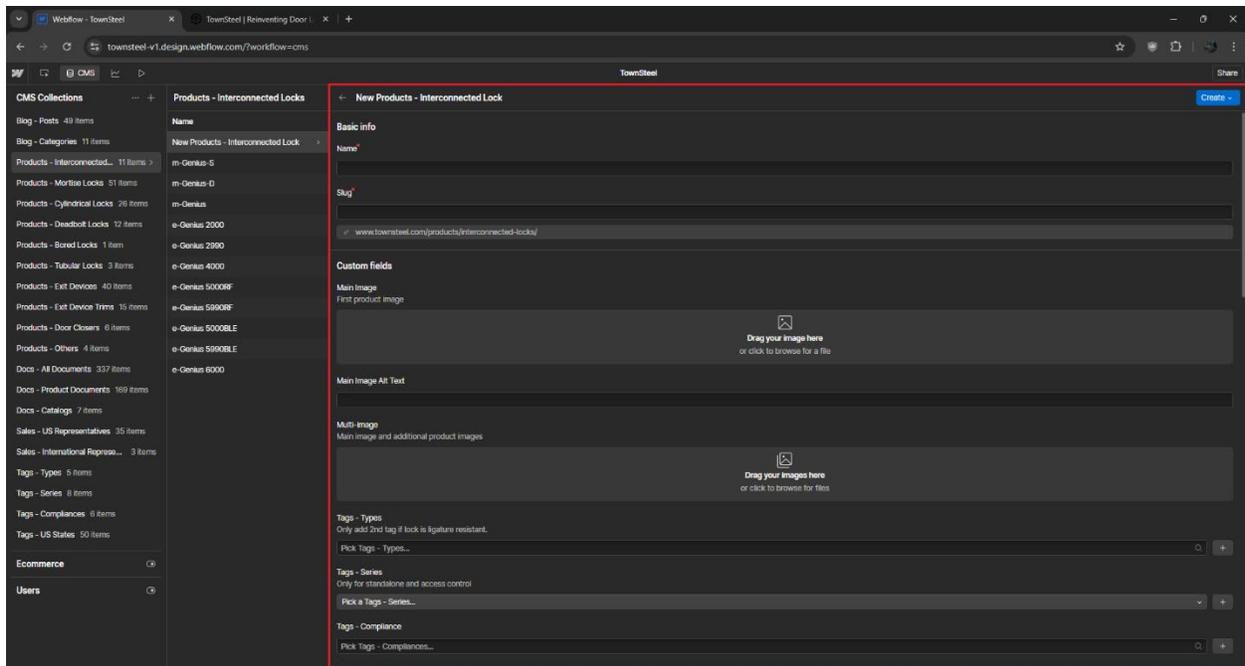


Adding Products

3. Create a new product.



4. Enter product information on the right.



Adding Products

Additional information for creating a new product -

- Input images, make sure to include the main image in multi-image section.
 - o Compress images into webp or avif and keep below 50kb.
 - o Add alt text for main image and multi-image (3 dot button on each image), reference other product alt text.
- Select a document from the dropdown, if product is not in the list follow the “Adding Product Documents” file.
- Reference other product for format on features, options (functions, finishes, levers) to ensure they are consistent across the site.
- Copy paste Certifications/Compliance and remove what is not applicable to the product, there is also a “Certifications.rtf” file with the same format:

Certifications

ANSI/BHMA A156.12 Grade 1 Certified, A156.13 Grade 1 Certified
UL 10C
CAN/ULC S104
FCC Part 15

Compliance

Meets requirements of the Americans with Disabilities Act
Meets requirements of EU RoHS Directive
Meets guidelines of the Buy American Act

- Product specifications:
 - o Bold mechanical/electronic specification (series, lockbodies, handings, backsets, etc).
 - o Make a new line for different options, i.e.

Backsets

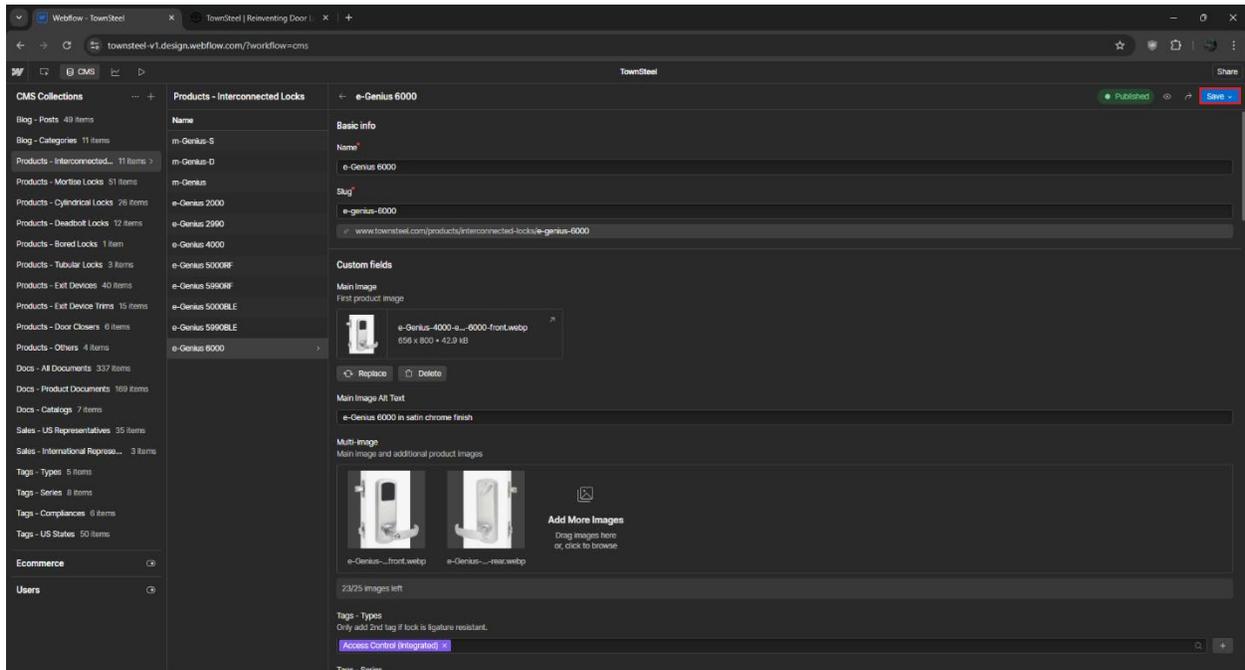
2-3/8”

2-3/4”

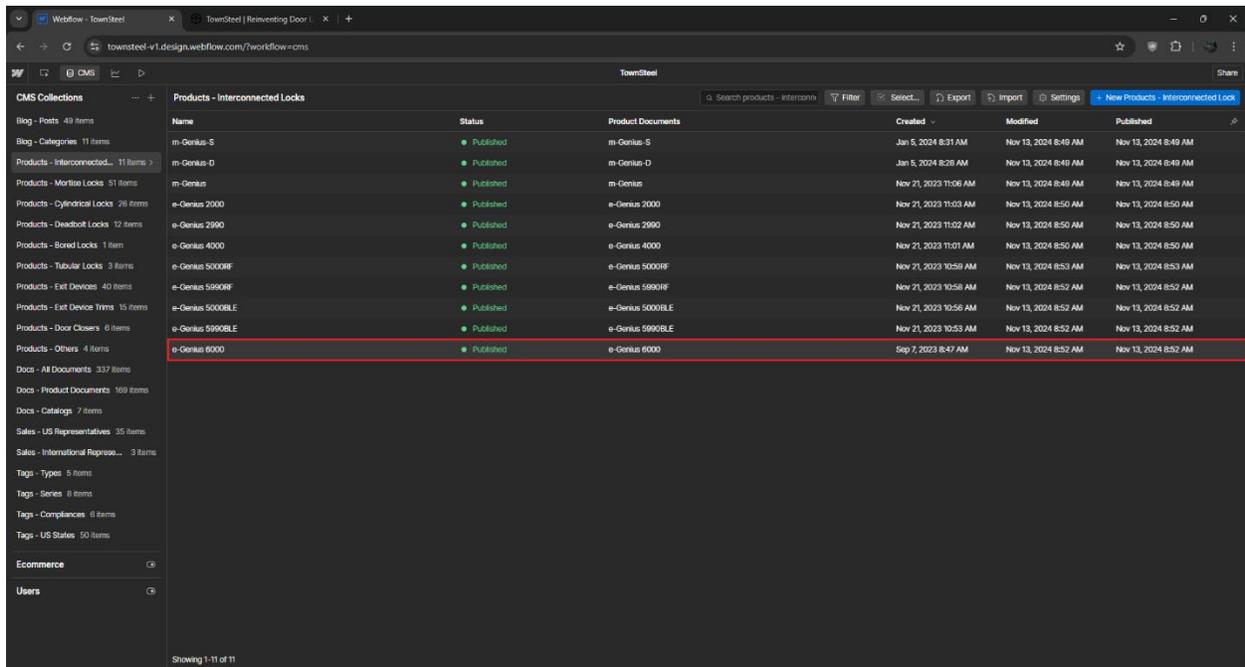
- o Handings suggested order: LH / RH / LHR / RHR
- Unsure how to format a product, reference other products for additional formatting information.

Adding Products

5. Create product or save as a draft with the dropdown arrow.

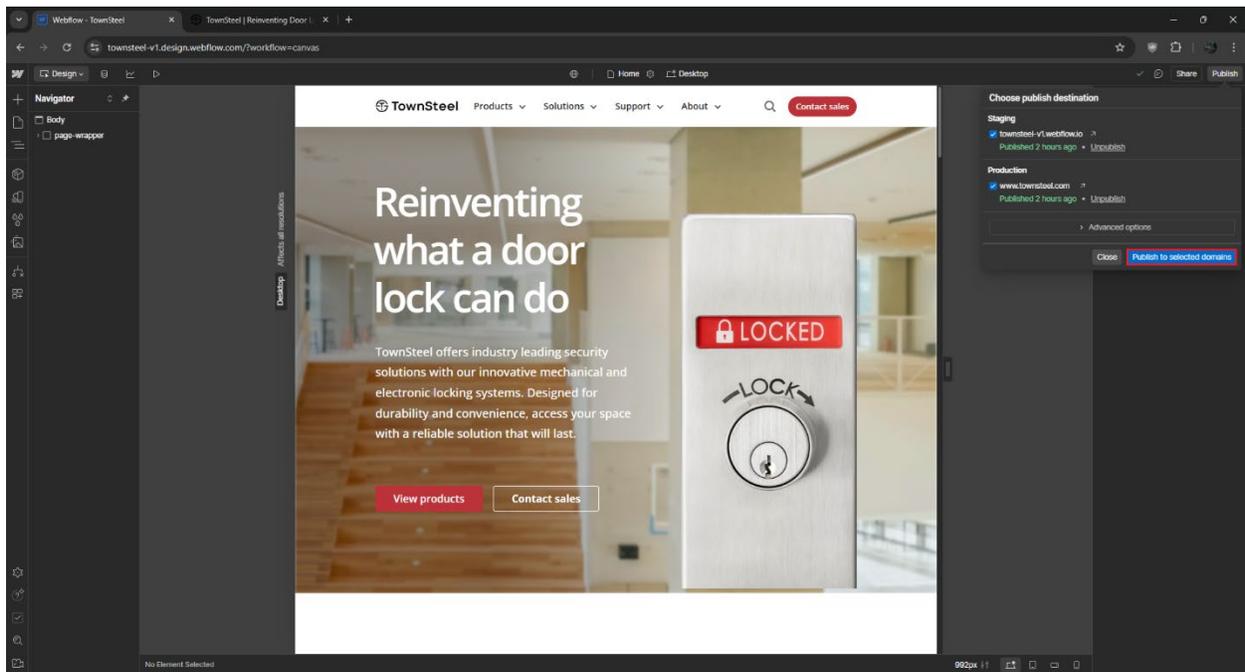


6. Product will be at “Staged for Publish” status and will be available when the site is published.



Adding Products

7. Publish the website and product at the top right in the Webflow Designer.



8. View the product page and check that all images and information are correct.

