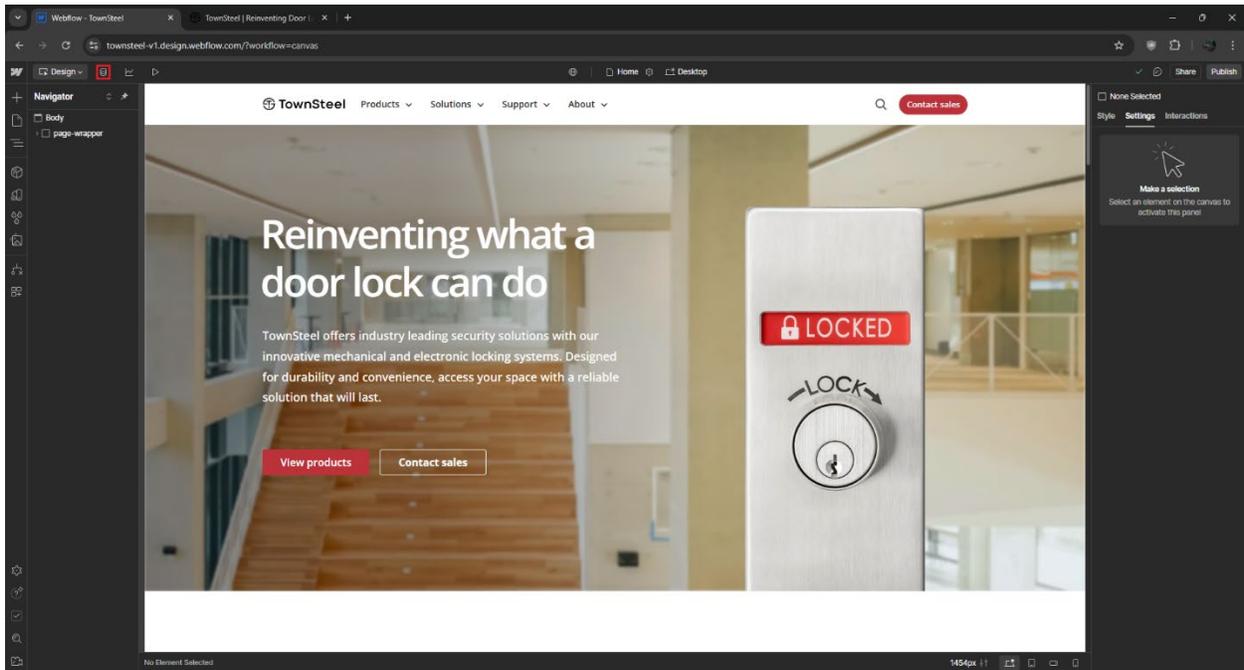
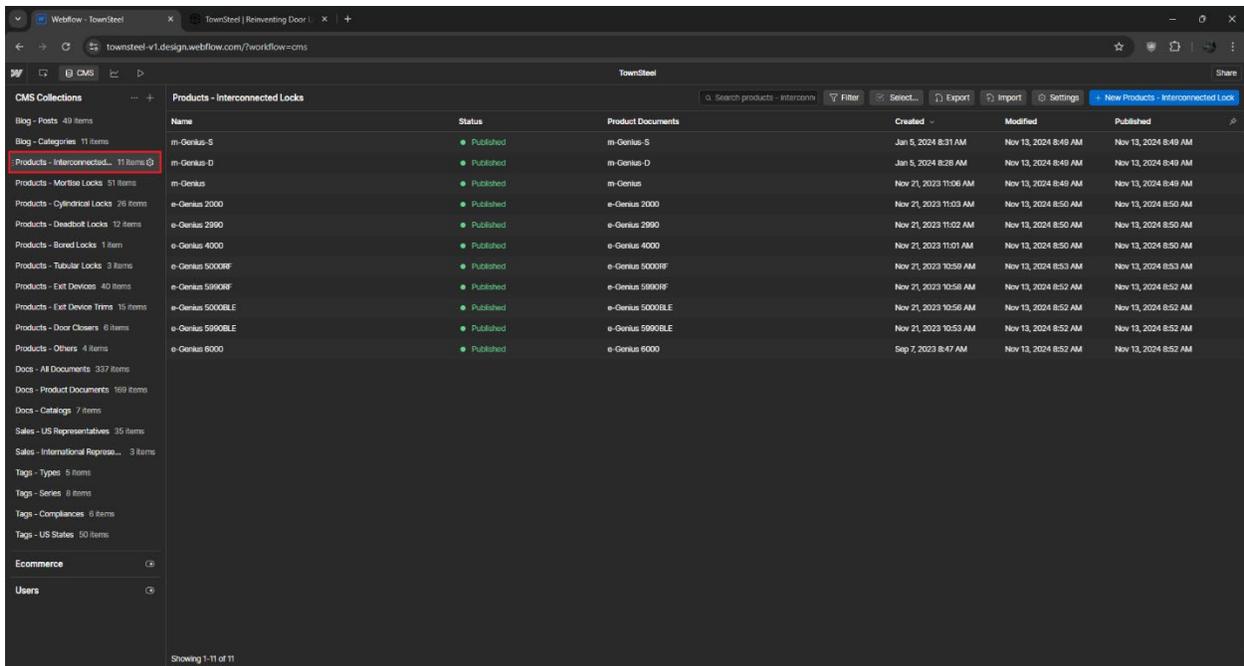


Updating Products

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

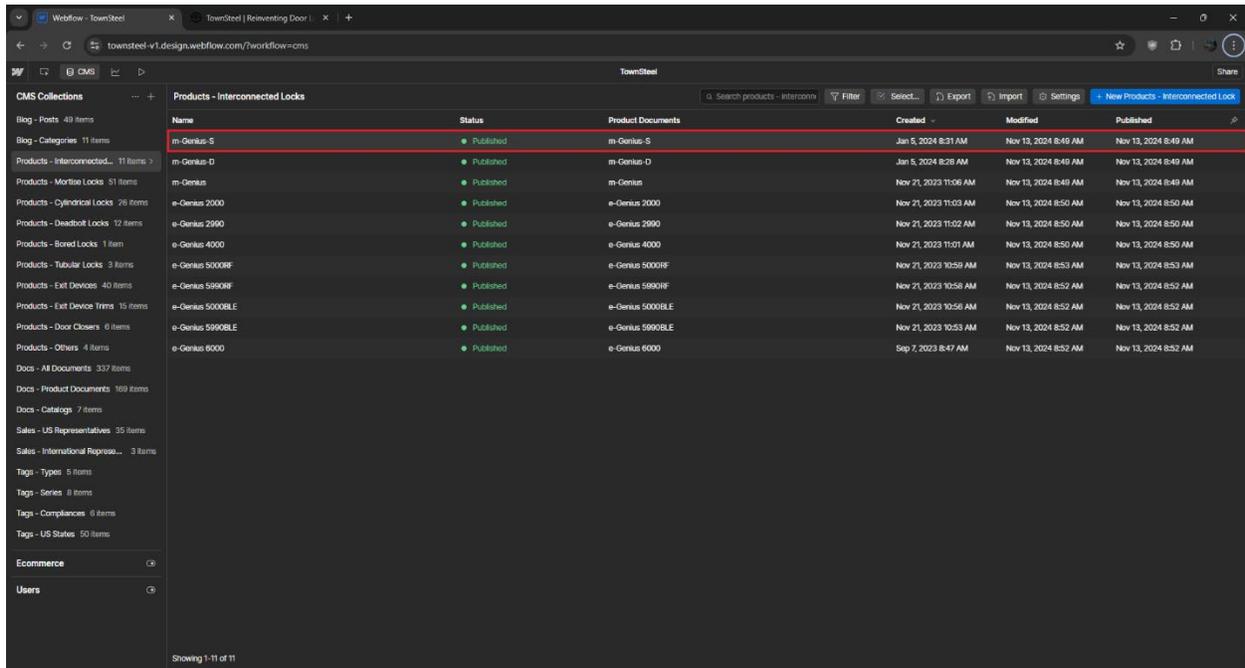


2. Click on a CMS Collection: Products - Interconnected Locks, Mortise Locks, Others, etc.

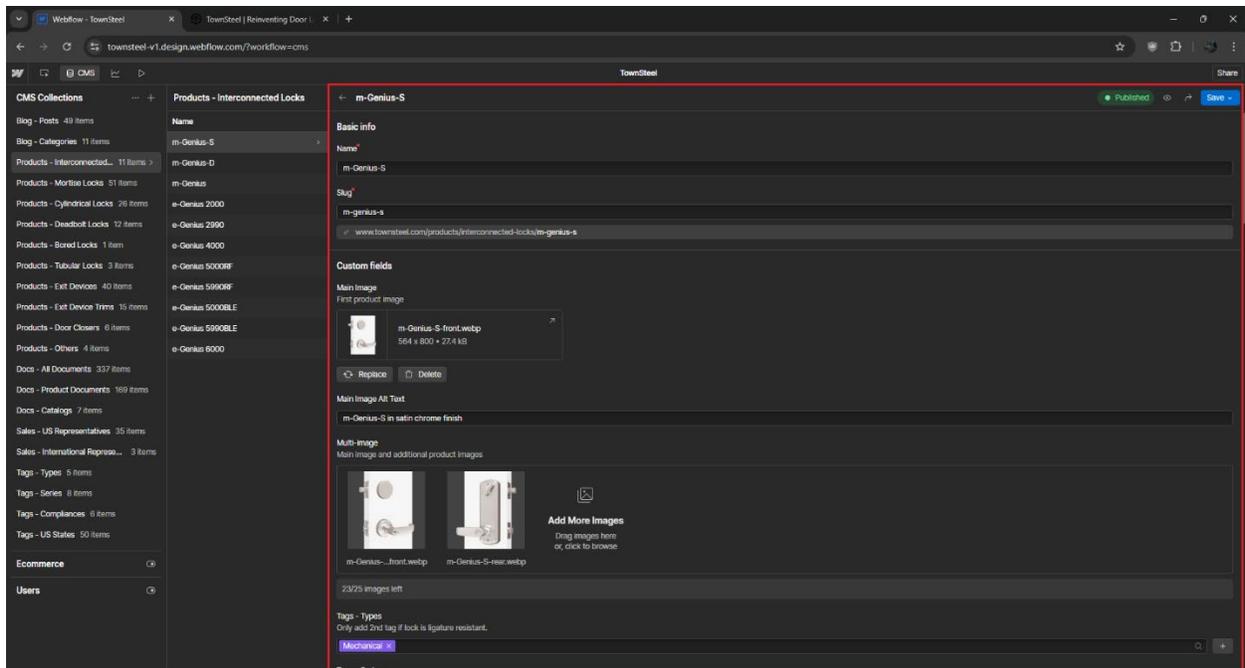


Updating Products

3. Click on a product in the list to modify its information.



4. Product information will open on the right, modify as needed.



Updating Products

Additional information for updating a product -

- Input images, make sure to include the main image in multi-image section.
 - o Compress images into webp 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

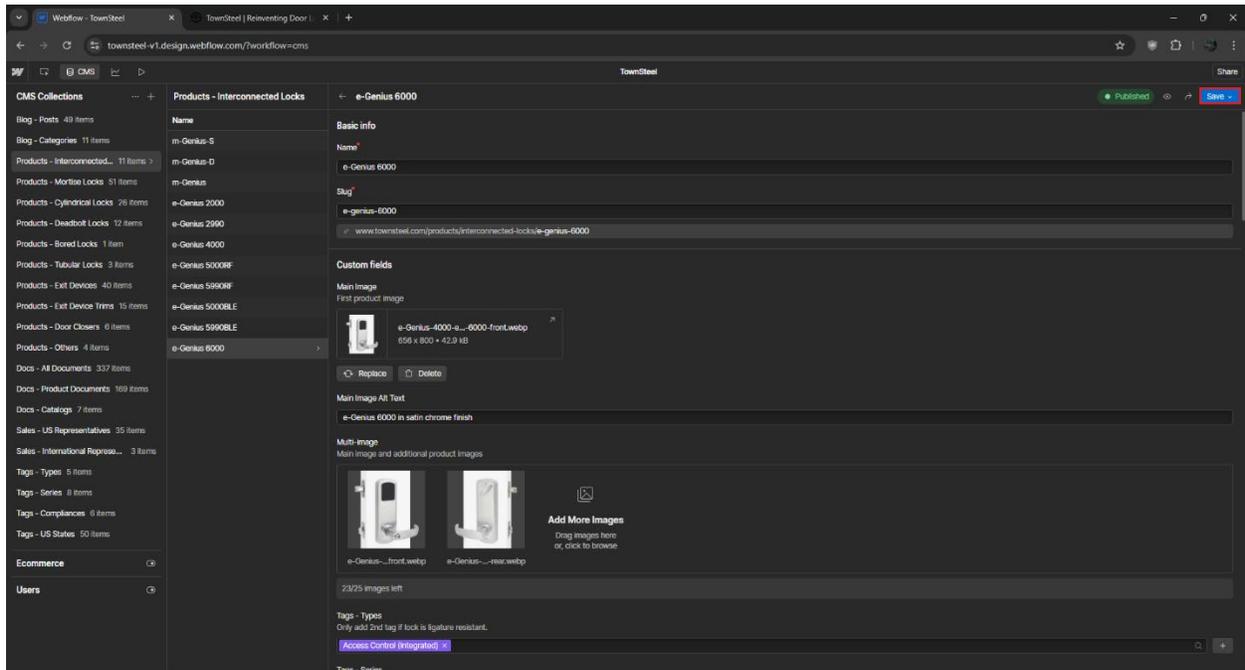
2-3/8”

2-3/4”

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

Updating Products

5. Save or publish the updated product.



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

