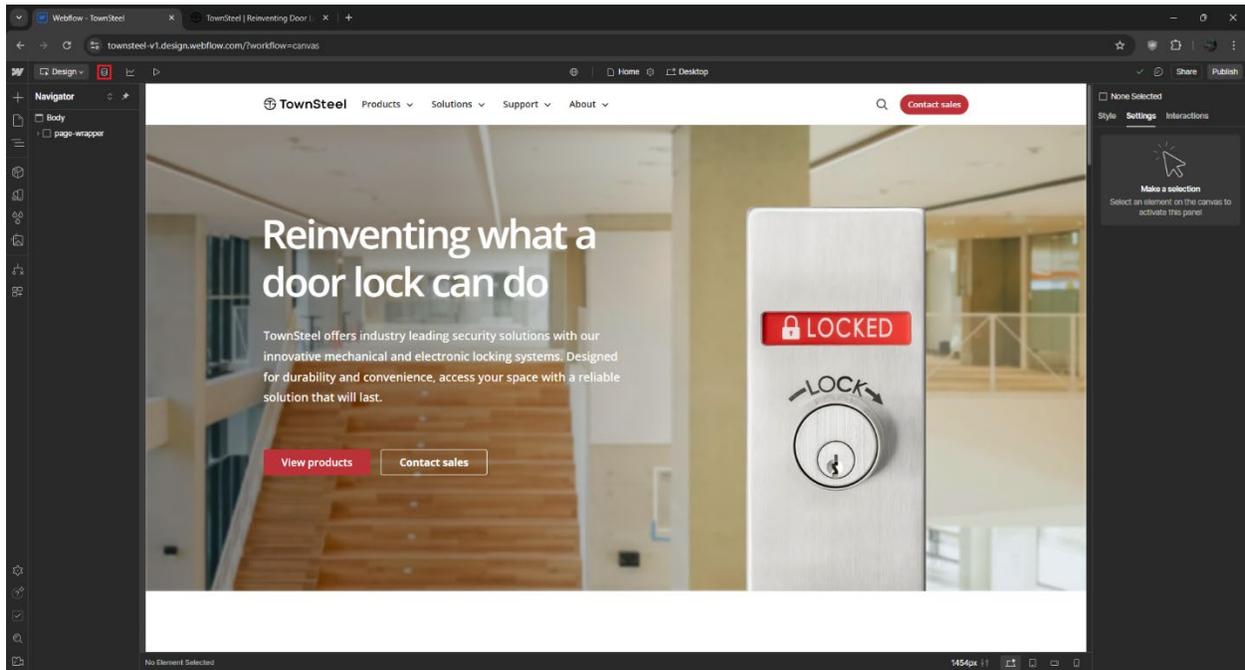
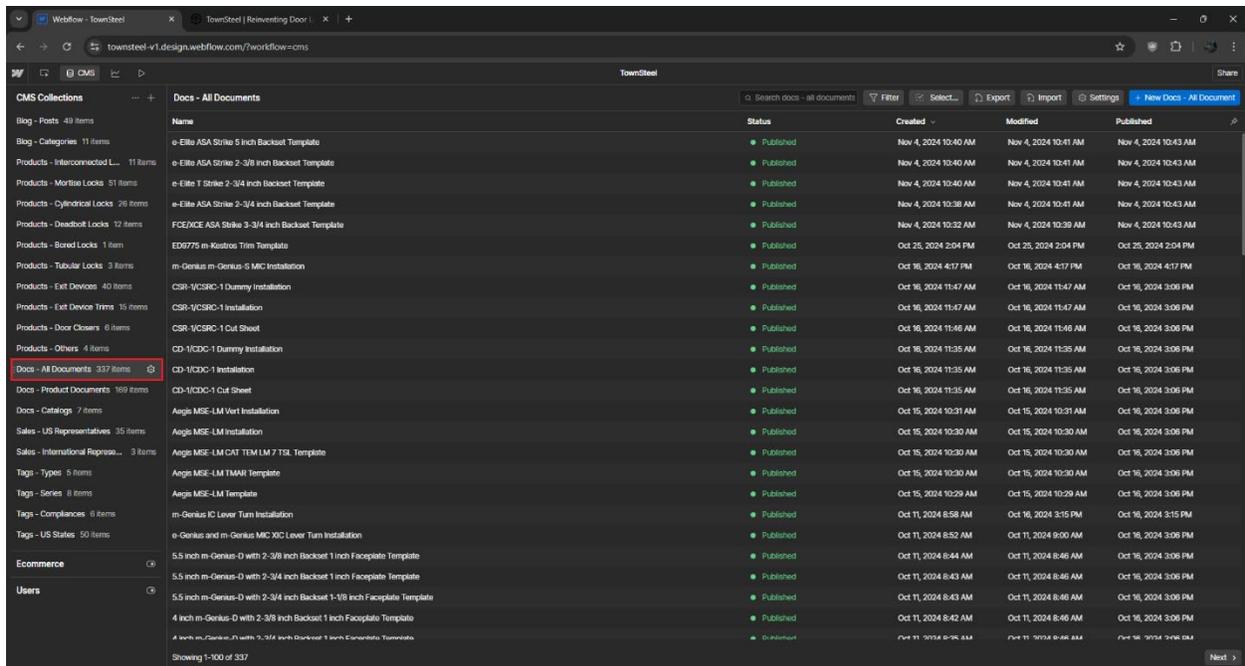


# Adding Product Documents

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

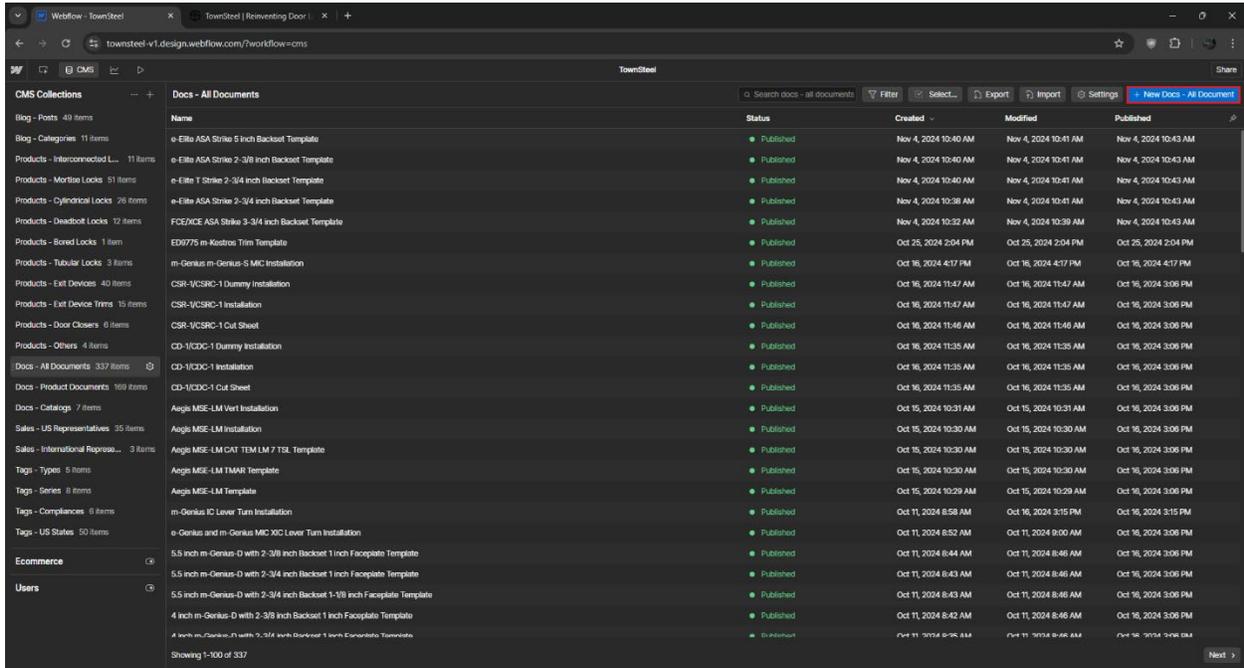


2. Click on “Docs - All Documents” in the CMS Collections list.

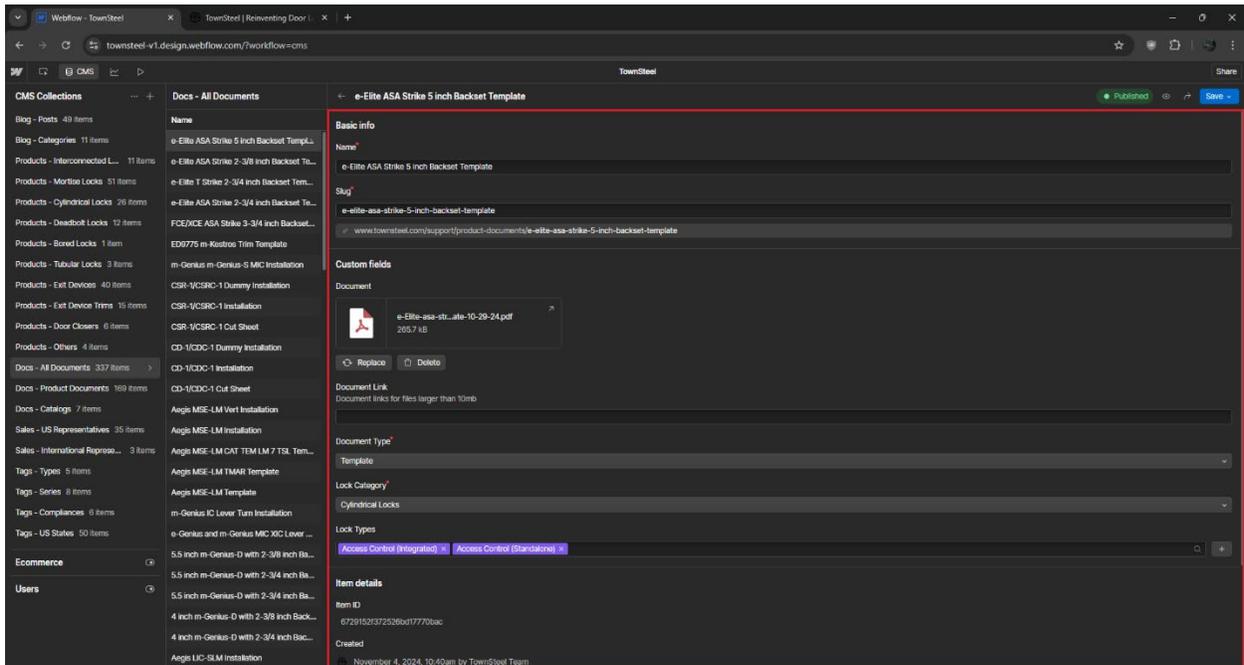


# Adding Product Documents

3. Click on “New Document” button, or an existing document if updating a document.

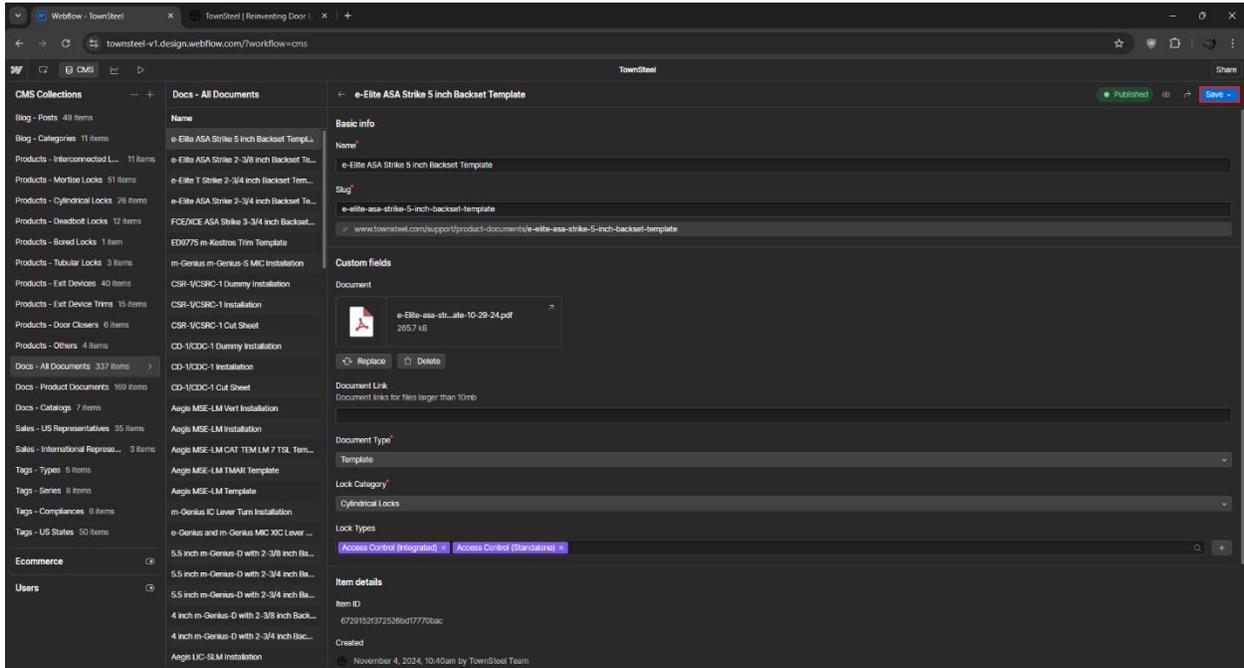


4. Input information and document. Make sure to put all applicable lock types as it is used for filtering. If a document is larger than 10mb, follow the “Large Documents” guide file for additional steps.

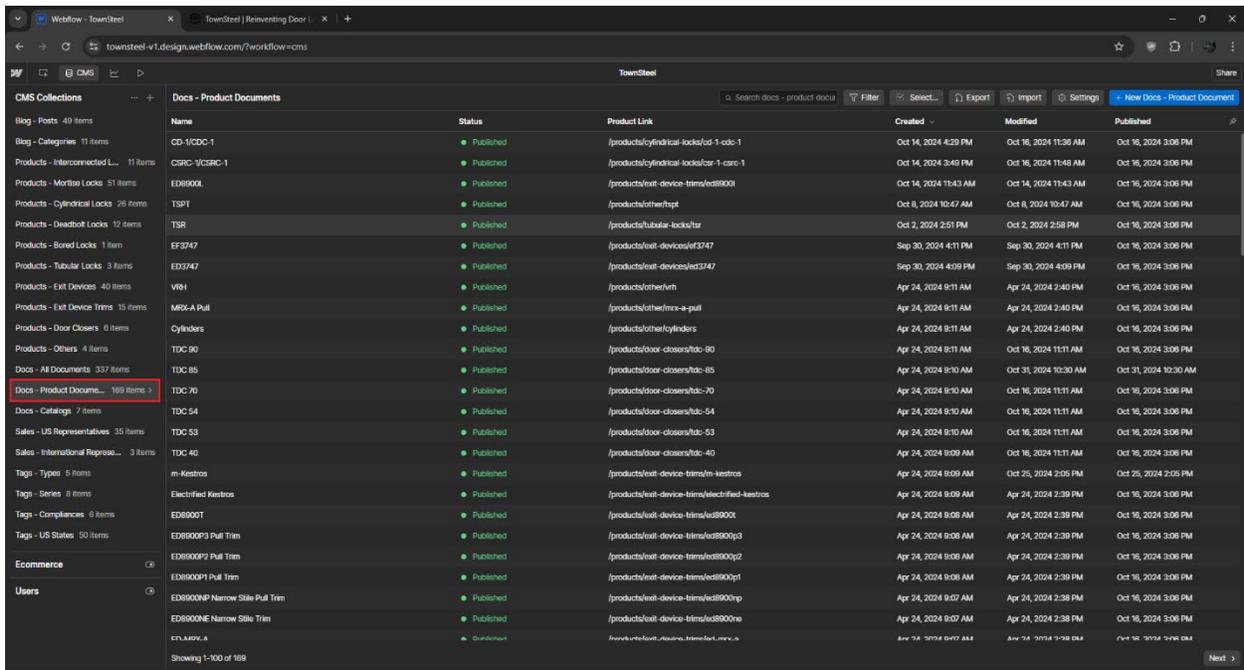


# Adding Product Documents

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

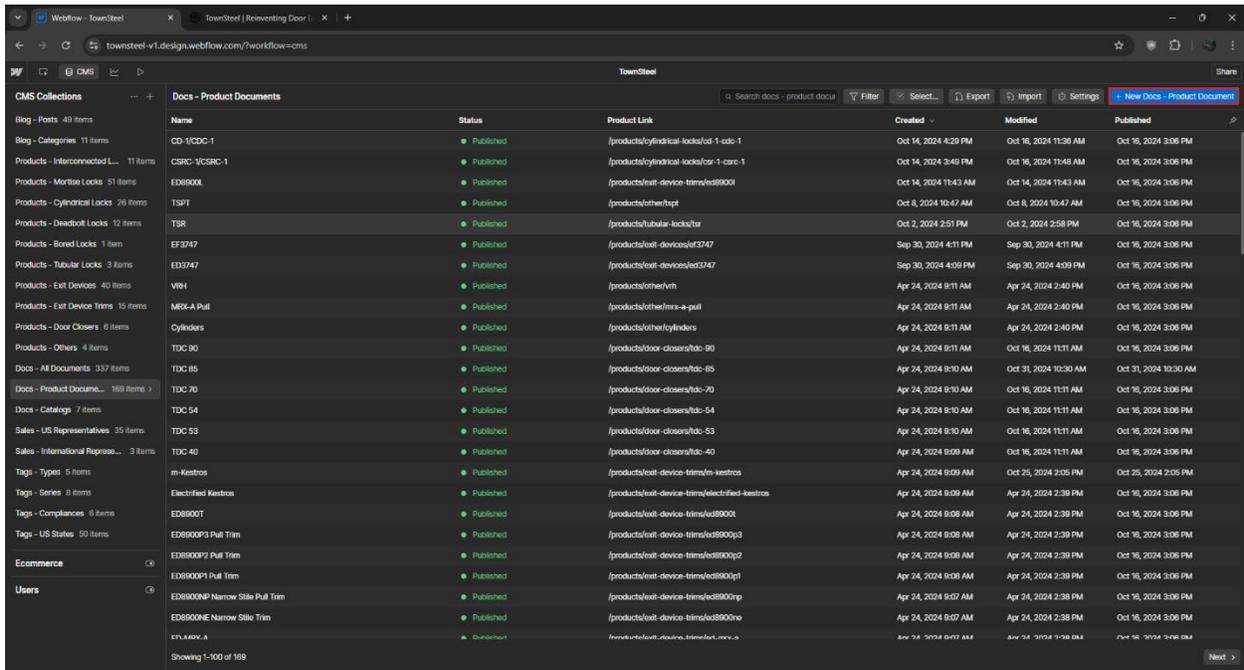


6. Next is adding documents to a product. Click on a CMS Collection: “Docs – Product Documents”.

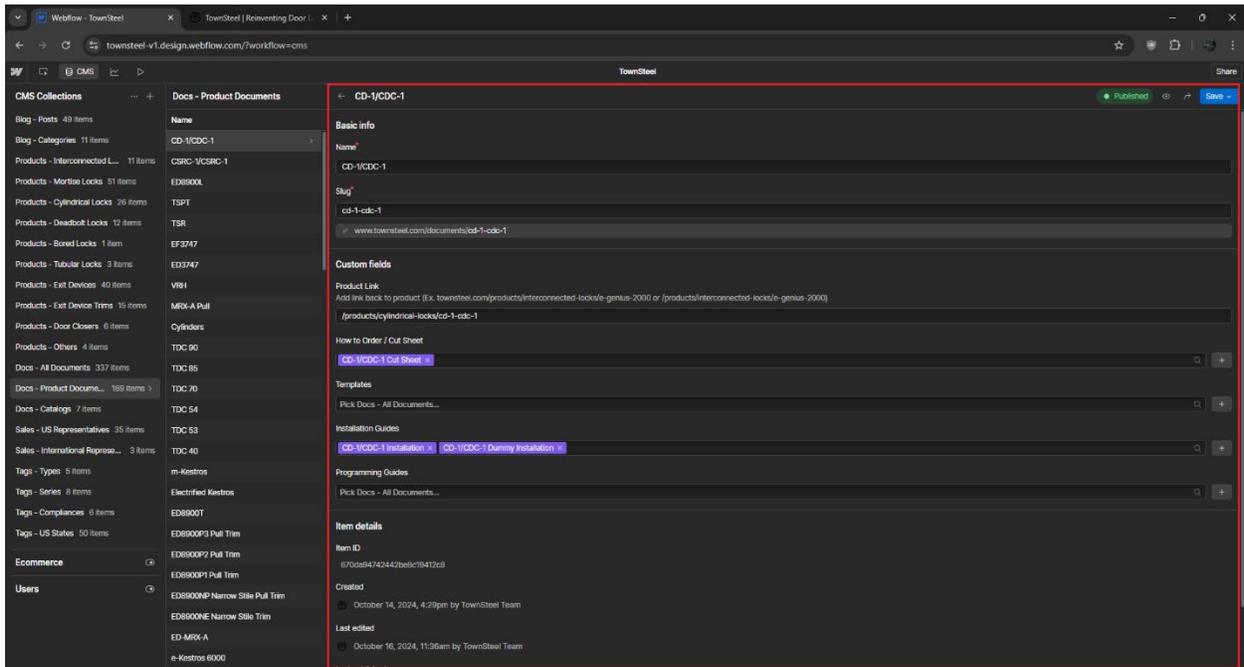


# Adding Product Documents

7. Click on “New Document” button, or an existing product.

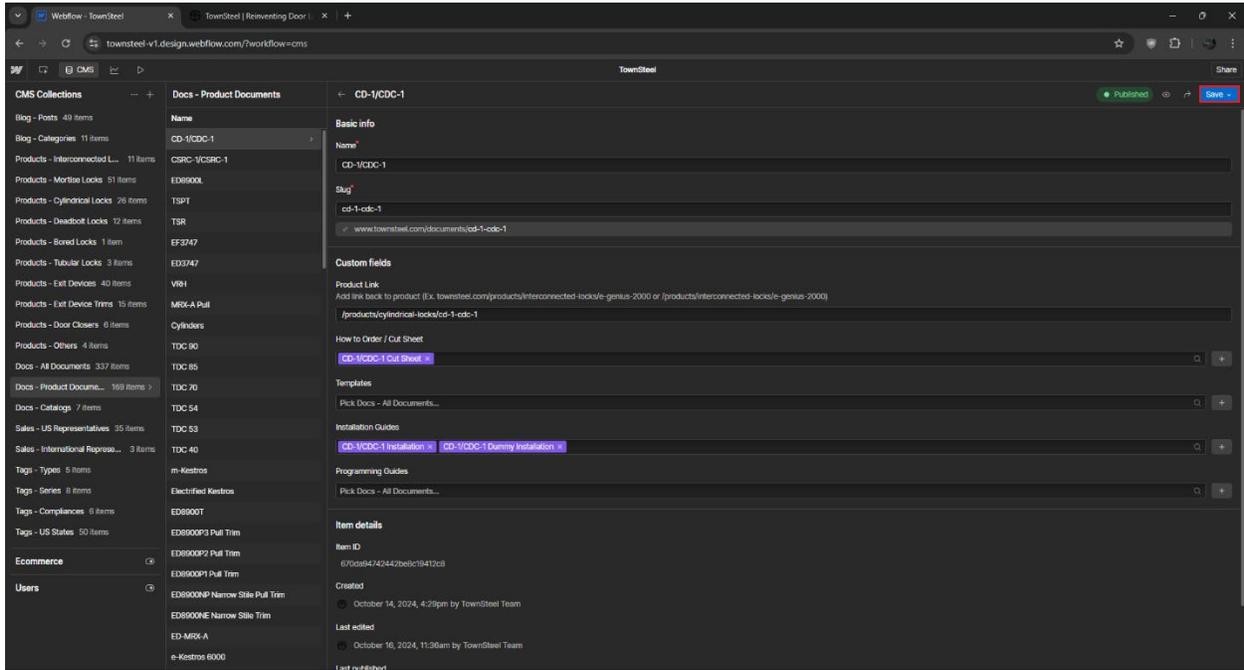


8. To create a product’s document page: Input name of product (ex. e-Genius 6000).
- Input link to product for backlink on document page.
  - Input documents that were added and any applicable to that product.

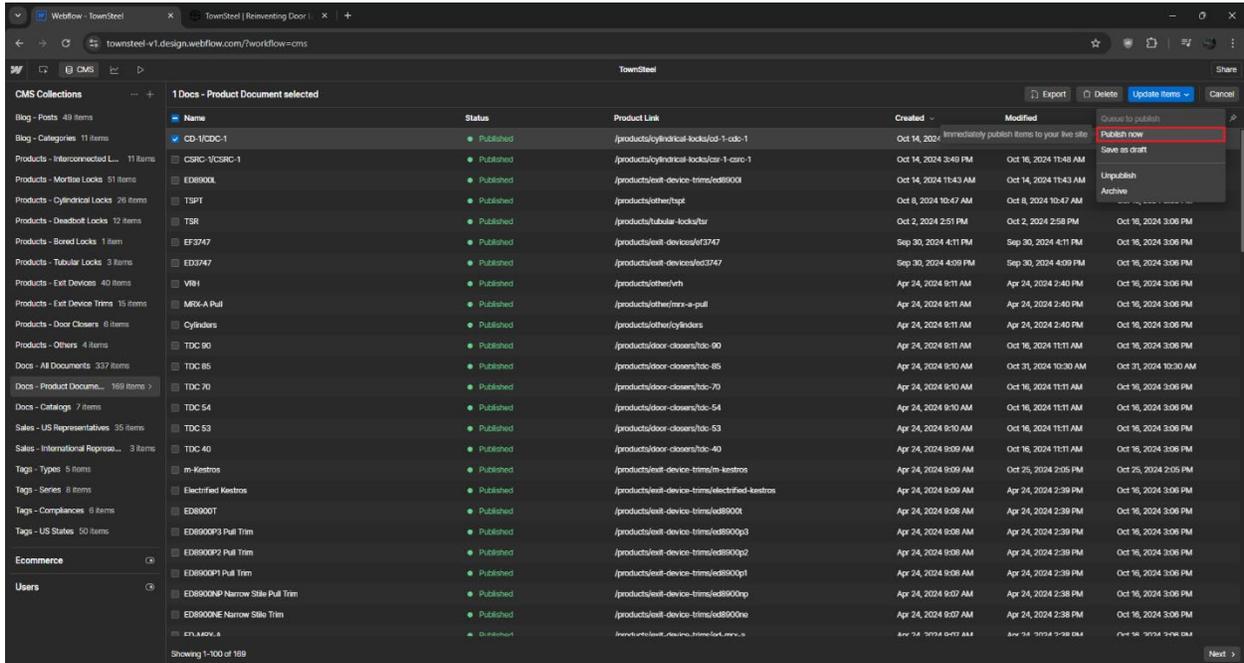


# Adding Product Documents

9. Create document or save as a draft with the dropdown arrow.

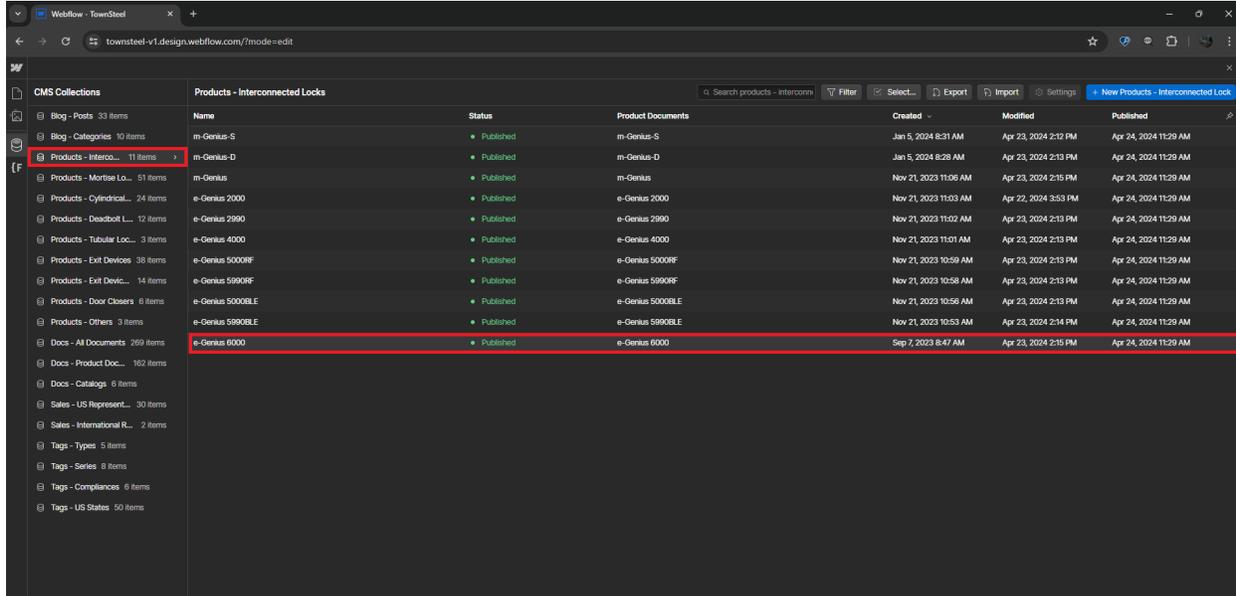


10. Product will be at “Staged for Publish” status and will be available when the site is published. Alternatively click “Select” button at the top row, select your documents, then publish.

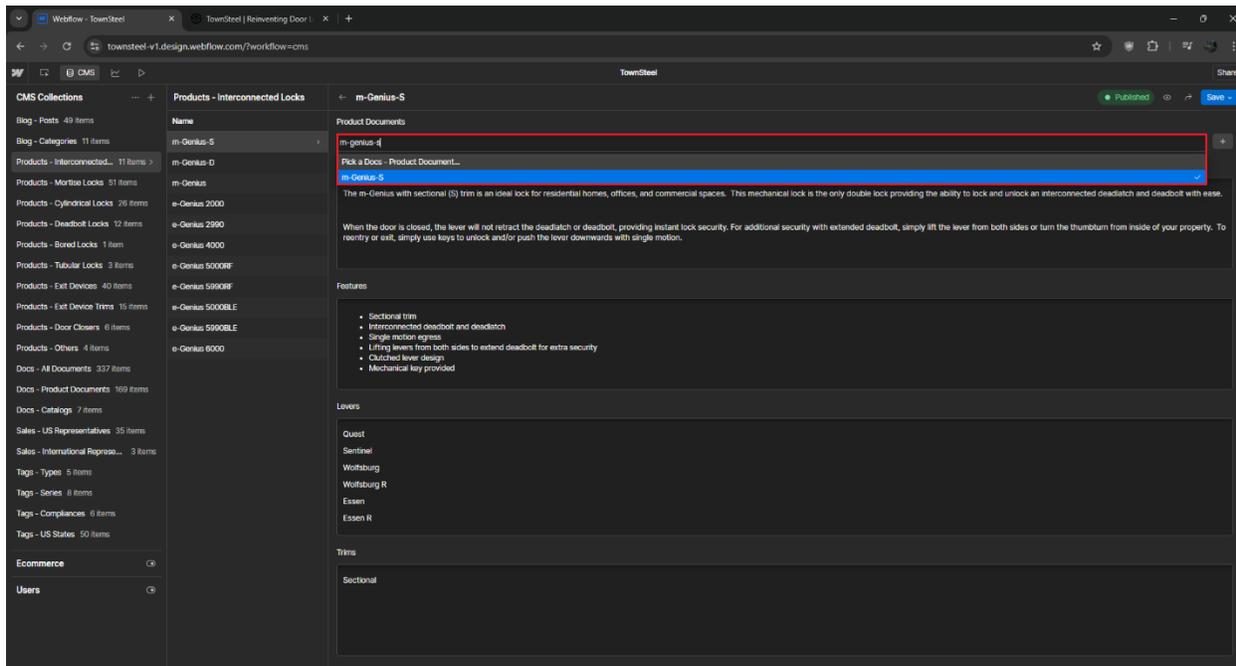


# Adding Product Documents

11. If there is a product that currently does not have its documents page attached. Click on a CMS Collection: Products - Interconnected Locks, Mortise Locks, Others, etc. Then select the product that you are attaching the documents to.

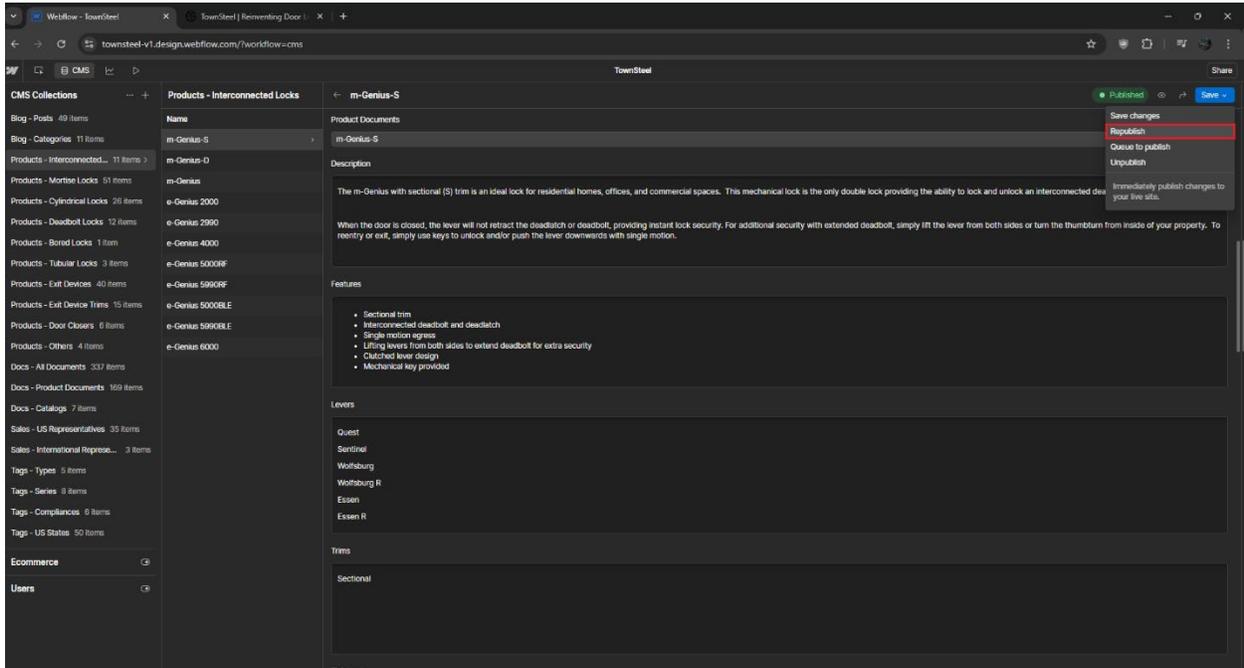


12. Go down to documents, search the product name, then select the product.



# Adding Product Documents

13. Save or publish the product after adding its documents.



14. Visit the product document page and check that all intended documents added appear and are accessible.

