A. You will be collecting the following

1. Product Name
2. Product Description
3. Product Slug Name
4. Finishes
5. Sizes
6. DLC Qualified ( if applicable)
7. Award Winning ( if applicable)

B. You will also check for any new products. If new products are found you will need to also collect

1. Product Name
2. Product Description
3. Product Slug Name
4. Finishes
5. Sizes
6. Category Code
7. DLC Qualified ( if applicable)
8. Award Winning ( if applicable

C. Collecting your information

Before beginning you will want to make 3 new folders and open them on your desk top

1. Download the image archive below and copy and paste the images to your first folder ( Image Archive

<http://hlalighting.com/assets/images/products/_imageArchive.zip>

1. Folder # 2 is where you will move the images to- ( Manufacturer you are working on)
2. Folder #3 any images that you need to pull that are not in the image archive, or for new products ( New Images-Manufacture Name)

You will want to keep these three folders open on your desktop

1. Click on the manufacturer URL or copy and paste URL in your browser
2. Product Name is usually Visual
3. Product Description is usually visual- The first two or three sentences or bullet points usually are enough
4. Locate the Specification( also may be called Spec) Page or Product Information Page

Here you can find all of the rest of the information you need. Sizes, finishes. On many you can find the product description as well.

DO NOT CHANGE ANY EXISTING DATA IN THE SPREADSHEET

1. On your spreadsheet find the image file name. Copy and paste it into the search feature of the image archive. When the image comes up, copy and paste it to the new file folder that you set up. DO NOT CHANGE ANYTHING ON THE IMAGE NAME.
2. If the image is not in the folder- choose the best image possible on the product page.

* Click on the image to see if it enlarges
* Sometimes there are image downloads
* It may say detailed view
* Sometimes you have to click several times to get the right image
* NO THUMBNAIL PICTURES
* IF YOU RIGHT CLICK ON THE IMAGE YOU CAN VIEW THE SIZE- IT MUST BE LARGER THAN 300 X 300 PIXELS
* Once you are able to find the image, save as. When the box comes up to save copy and paste that image file name into your spreadsheet. DO NOT CHANGE THE FILE NAME… JUST COPY AND PASTE
* If the image is a png. File. Save it to your folder as normal. When you copy the file name in your spreadsheet, change the .png to .jpg

1. Your next step is to go to the search feature on the manufacturer’s website, You will do 3 searches
   1. New Products- Make sure that we have all of the latest products for that Manufacturer

If there are any new products. Fill in the appropriate information described in explanation “B” at the top of this page. A complete list of categories in on the following page. PLEASE MAKE SURE YOU ARE ENTERING THE CORRECT CATEGORY CODE. IF YOU ARE UNSURE ASK.

* 1. DLC Qualified Products- Enter this into the search. If any products come up, find that product in your spreadsheet and enter ID Code 21 in the appropriate column
  2. Award Winning Product- Enter this into the search. I any products come up, find that product in your spreadsheet and enter ID Code 22 in the appropriate column

|  |  |  |  |
| --- | --- | --- | --- |
| 1 | 0 | interior | Ceiling Mount |
| 2 | 0 | interior | Cove |
| 3 | 0 | interior | Decorative Downlight |
| 4 | 0 | interior | Linear Recessed |
| 5 | 0 | interior | Linear Suspension |
| 6 | 0 | interior | Pendants |
| 7 | 0 | interior | Perimeter Systems |
| 8 | 0 | interior | Recessed Direct/Indirect |
| 9 | 0 | interior | Track Lighting |
| 10 | 0 | interior | Wall |
| 11 | 0 | exterior | Bollard/Low Level |
| 12 | 0 | exterior | Floodlights |
| 13 | 0 | exterior | In Grade |
| 14 | 0 | exterior | Site/Pole Mounted |
| 15 | 0 | exterior | Wall Mount |
| 16 | 0 | exterior | Architectural Handrail |
| 17 | 0 | interior | LED Interior |
| 18 | 0 | exterior | LED Exterior |
| 19 | 0 | interior | Quick Ship Interior |
| 20 | 0 | exterior | Quick Ship Exterior |
| 21 |  |  | DLC Qualified |
| 22 |  |  | Award Winning |