

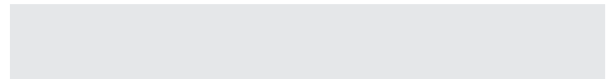


USER GUIDE

<https://connect.pdqlocks.com/>
pdqconnect@pdqlocks.com

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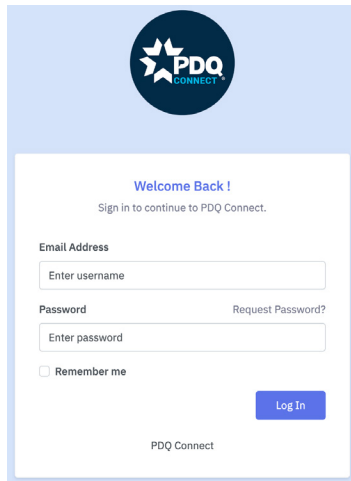
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Changing Your Password

STEP 1

Go to <https://connect.pdqlocks.com/>, enter your email and password, and log in.

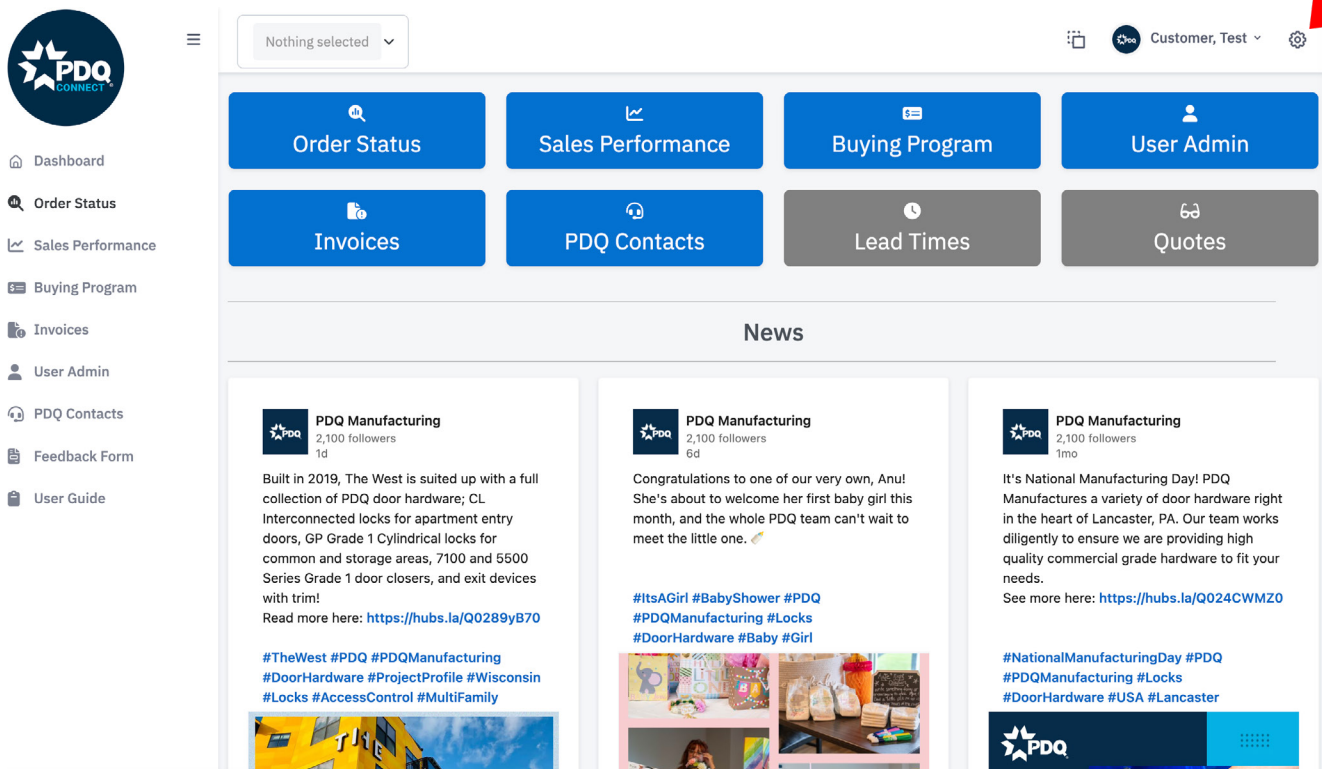


The login page features the PDQ Connect logo at the top. Below it, a 'Welcome Back!' message is followed by the instruction 'Sign in to continue to PDQ Connect.' There are two input fields: 'Email Address' with a placeholder 'Enter username' and 'Password' with a placeholder 'Enter password'. A 'Request Password?' link is next to the password field. A 'Remember me' checkbox is below the password field. A blue 'Log In' button is at the bottom right. The PDQ Connect logo is also at the bottom center.

STEP 2

Click on the settings button at the top right of the screen.

You must be on the Dashboard to access your settings



The dashboard shows a sidebar on the left with a menu icon and a dropdown menu currently set to 'Nothing selected'. The sidebar contains links to Dashboard, Order Status, Sales Performance, Buying Program, Invoices, User Admin, PDQ Contacts, Feedback Form, and User Guide. The main area has a top navigation bar with a user profile 'Customer, Test' and a settings gear icon, which is highlighted by a red arrow. Below the navigation bar are eight buttons: Order Status, Sales Performance, Buying Program, User Admin, Invoices, PDQ Contacts, Lead Times, and Quotes. The main content area is titled 'News' and contains three news items from PDQ Manufacturing, each with a profile picture, name, follower count, and a brief announcement with a link to a Hubs page.

STEP 3

Update your password.

Sales Performance

Buying Program

PDQ Contacts

Lead Times

News

PDQ Manufacturing

2,100 followers

6d

Congratulations to one of our very own, Anu! She's about to welcome her first baby girl this month, and the whole PDQ team can't wait to meet the little one. 🎉

#ItsAGirl #BabyShower #PDQ #PDQManufacturing #Locks #DoorHardware

PDQ

2,100 followers

1mo

It's National Manufacturing Month! We're proud to be the heart of the industry, diligently working to provide commercial doors and hardware. See more here.

Settings

Update Password:

Pass:

Repeat:

Update

Layout Mode

☒ Light ☐ Dark

Layout Width

☒ Fluid ☐ Boxed

Layout Position

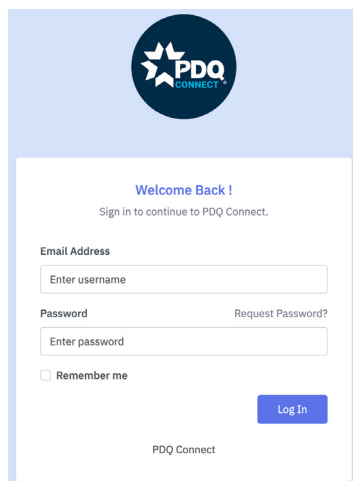
Topbar Color

☒ Light ☐ Dark

Adding Users

STEP 1

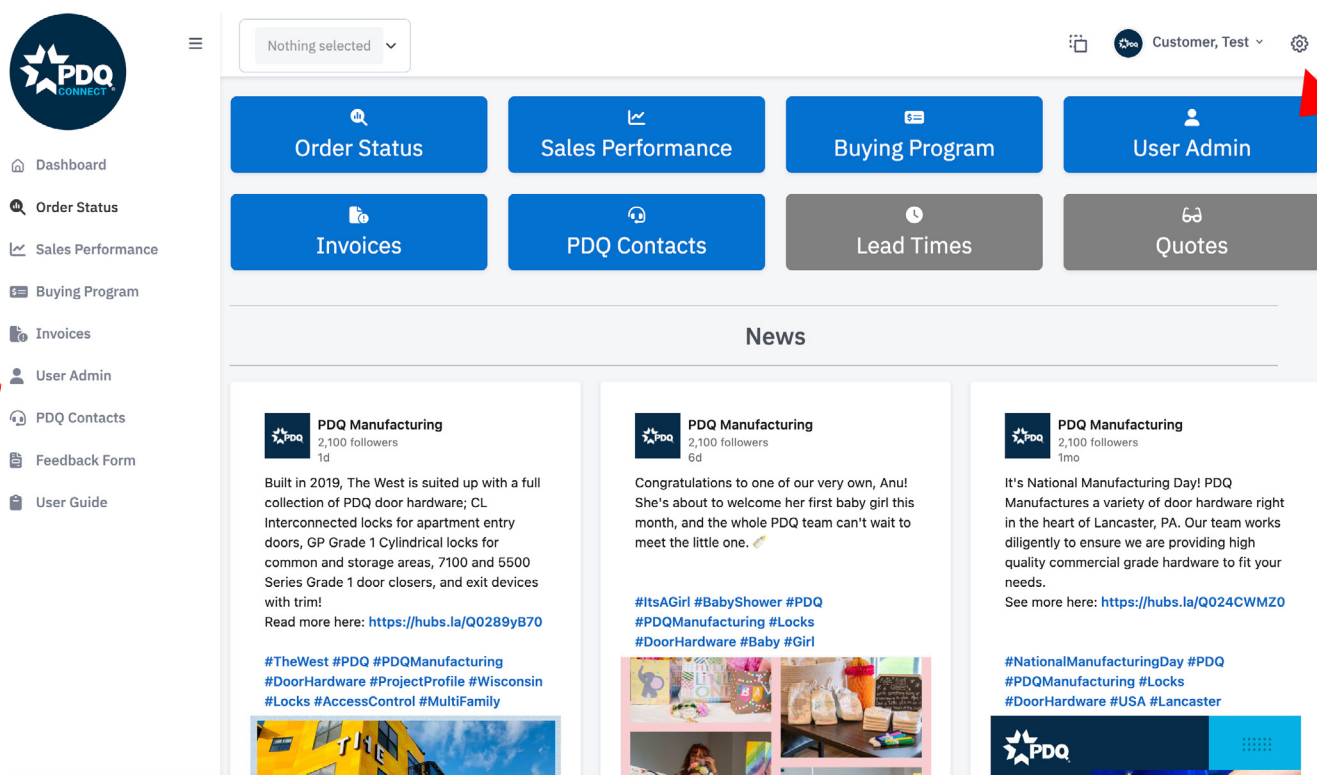
Go to <https://connect.pdqlocks.com/>, enter your email and password, and log in.



The login page features the PDQ Connect logo at the top. Below it, a 'Welcome Back!' message is followed by a sign-in instruction. The form includes fields for 'Email Address' (with a placeholder 'Enter username') and 'Password' (with a placeholder 'Enter password' and a 'Request Password?' link). A 'Remember me' checkbox is located below the password field. A blue 'Log In' button is positioned at the bottom right of the form. The PDQ Connect logo is also visible at the bottom left of the page.

STEP 2

Click on User Admin. Either button works.



The dashboard interface shows a left sidebar with navigation links: Dashboard, Order Status, Sales Performance, Buying Program, Invoices, User Admin, PDQ Contacts, Feedback Form, and User Guide. A red arrow points to the 'User Admin' link. The main content area has a top bar with a dropdown menu (currently showing 'Nothing selected') and a user profile (Customer, Test) with a settings gear icon. Below this is a grid of buttons: Order Status, Sales Performance, Buying Program, User Admin (highlighted with a red arrow), Invoices, PDQ Contacts, Lead Times, and Quotes. The 'News' section below contains three articles from 'PDQ Manufacturing' (2,100 followers). The first article is about a new collection of door hardware. The second is a congratulatory message for a new baby girl. The third is about National Manufacturing Day. Each article includes a list of relevant hashtags and a link to the full story.

STEP 3

Add New

+ Add New

Name	E-Mail	Action
------	--------	--------

STEP 4

Enter their full name, email, and password.
Then select what you'd like them to have access to view. If you'd like to select more than one thing, hold SHIFT while you click. Then press Save Account.

Create Account:

x

First Name:

Last Name:

E-Mail:

Password:

Level: User

Branch Access: 999994 - PDQ TEST

Dashboard Access:

Order StatusSales PerformanceBuying ProgramInvoices

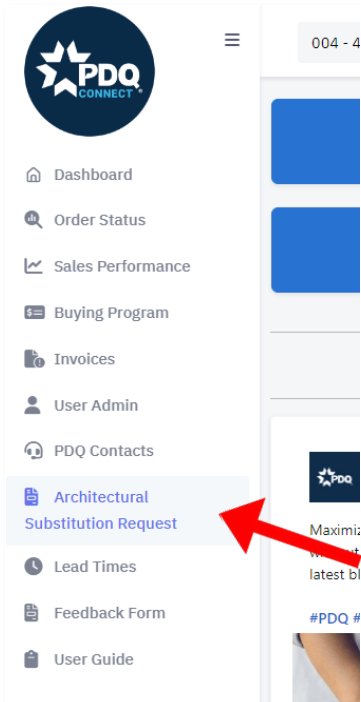
Close

Save Account

Architectural Substitution Request


PDQ CONNECT

Click on the “Architectural Substitution Request” menu option to begin the process.



CREATE A NEW FORM

A new page will open, looking like below. If you already created a project, they will show on the top. Click on “Create a New Form” to start a new request.



Hardware Substitution Form Requests

Below you will see all of your previous Requests generated. If you would like to have another copy sent, please choose the **RESEND** option. If you no longer need the forms, you can choose the **CLOSE** option to remove it from the list. If you need to create a new project, simply click the **CREATE A NEW FORM** button below.

Project Name	Date Created	Options
Jason High Rise	4/12/2024 3:09:14 PM	<div>ResendClose</div>
Jason High Rise 2	5/14/2024 3:08:44 PM	<div>ResendClose</div>
Jason High Rise 3	6/3/2024 4:32:30 PM	<div>ResendClose</div>
Jason High Rise 4	6/20/2024 8:43:06 AM	<div>ResendClose</div>

Create a New Form

PROJECT NAME AND ARCHITECT

Fill out the project name and architect information

Choose One: ☒ New Project Name ☐ Existing Project Name

Project Name: Jason High Rise 4

Architect Information

Name: Joseph Bloe

Company: ABC Architects

Address 1: 124 Main Street

Address 2:

City: Anywhere

State: Alabama

Zip Code: 35624

SALESPERSON INFO

Fill out the Salesperson information. Upload a company logo to be used for the letter head of the cover letter.

- For independent reps and distributors, this will be your company logo
- For direct reps, use the PDQ logo
- These must be in an approved format
 - .jpg, .jpeg, .png, .gif, .bmp
 - They must be smaller than 4MB in size


Salesperson Information

Name:	Johnny	Salesperson
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Company:	DEF Distributors
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Email Address:	johnny@DEFdistributors.com
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Phone Number:	123-456-7890
---------------	--------------

Company Logo:  PDQ Logo N...v (2022).png

PROJECT DETAILS

Fill out the hardware that is specified for the project in each category. When you have completed the top three boxes, click the ADD button.

- The added product will show below with the PDQ equivalent product.

Add further products that you would like to submit for the project and click the ADD button.

When all products are included, click the SUBMIT button.

Project Details

Select Hardware Type: Door Closers - Extra Heavy Duty

Select a Manufacturer: LCN

Select a Product: 4040

+

ADD

↺

RESET

Manufacturer	Product	PDQ Substitution
Schlage	ND Series	PDQ GT
Von Duprin	99 Series	PDQ 6300

Submit

EMAIL WITH ATTACHMENT

Within 5-10 minutes, an email will come into your inbox looking like below.
The attachment will be a PDF file that has your substitution request. The PDF is fully editable with Adobe Acrobat or Bluebeam.

ArchSubNoReply

Substitution for ABC Architects

Size: 2 MB

Hi Jason, Thanks for submitting the substitution

8:45 AM

Substitution for ABC Architects

A

ArchSubNoReply

To Jason Pulliam

SubstitutionRequest_Jason High Rise 4_06-20-2024.pdf

2 MB

😊

↩ Reply

↩ Reply All

➡ Forward

📧

⋮

Thu 6/20/2024 8:45 AM

Hi Jason,

Thanks for submitting the substitution request. The information is attached for your review and can be forwarded to Joseph Bloer at ABC Architects when ready.

10

COVER LETTER

The first page of the PDF file is a cover letter to the architect. You can edit the PDF with Adobe Acrobat or Bluebeam. You can also add an electronic version of your signature at the bottom.

DEF Distributors

June 20, 2024

Joseph Bloe
ABC Architects
124 Main Street
Anywhere, AL 35624

RE: Jason High Rise 4 Substitution Request
Specification Section: 08 71 00 – Door Hardware

Dear Joseph:

We would like to respectfully request your consideration for approval of the PDQ products attached for the Jason High Rise 4 project that you are designing. Our products are all designed and tested in the USA at our manufacturing facility in Lancaster, PA to BHMA standards. The quality, craftsmanship, and length of warranty all meet or exceed those of other approved manufacturers and will provide your project with alternatives that will create value for your customer. Approval of our products will have no adverse effect on any other specification section or trades.

If you need further information outside of that within the attached package, please do not hesitate to contact me:

Johnny Salesperson
DEF Distributors
johnny@defdistributors.com
123-456-7890

Thank you for your consideration of our request.

Sincerely,



Johnny Salesperson
DEF Distributors

SUBSTITUTION REQUEST FORM

The second page of the PDF is a Substitution Request form in approved CSI/AIA format for the first product you selected. You can edit this with further information and your electronic signature on the form using Adobe Acrobat or Bluebeam.

You will have one of these for each product you identified in the Project Details form.

DEF Distributors

SUBSTITUTION REQUEST (During the Bidding Phase)

Project Jason High Rise 4 Substitution Request Number: 1
124 Main Street , Anywhere, AL 35624

From: Jason Pulliam - PDQ Manufacturing

To: ABC Architects Date: 2024-06-20T12:44:24

A/E Project Number: _____

Re: Substitution request Door Hardware Contract For: Door Hardware

Specification Title: 08 71 00 Description: _____

Section: _____ Page: _____ Article/Paragraph: _____

Proposed Substitution: PDQ GT

Manufacturer: PDQ Manufacturing Address: 2230 Embassy Drive, Lancaster, PA 17603 Phone: 800-441-9692

Trade Name: Cylindrical Locks - Grade 1 Model No.: PDQ GT

Attached data includes product description, specifications, drawings, photographs, and performance and test data adequate for evaluation of the request; applicable portions of the data are clearly identified.

Attached data also includes a description of changes to the Contract Documents that the proposed substitution will require for its proper installation.

The Undersigned certifies:

- Proposed substitution has been fully investigated and determined to be equal or superior in all respects to specified product.
- Same warranty will be furnished for proposed substitution as for specified product.
- Same maintenance service and source of replacement parts, as applicable, is available.
- Proposed substitution will have no adverse effect on other trades and will not affect or delay progress schedule.
- Proposed substitution does not affect dimensions and functional clearances.
- Payment will be made for changes to building design, including A/E design, detailing, and construction costs caused by the substitution.

Submitted by: Johnny Salesperson

Signed by: [Signature] Signature required

Firm: DEF Distributors

Address: _____

Telephone: _____

A/E's REVIEW AND ACTION

- ☐ Substitution approved - Make submittals in accordance with Specification Section 01330.
- ☐ Substitution approved as noted - Make submittals in accordance with Specification Section 01330.
- ☐ Substitution rejected - Use specified materials.
- ☐ Substitution Request received too late - Use specified materials.

Signed by: _____ Date: _____

Supporting Data Attached: ☐ Drawings ☒ Product Data ☐ Samples ☐ Tests ☐ Reports ☐ _____

SUBMITTAL SHEETS

The final pages of the package are the Architectural Submittal Sheets of the PDQ products. These can be edited with Adobe Acrobat or Bluebeam by adding highlights or arrows to identify the lever designs, functions, finishes, etc.

You will have a set of these for each product identified in the Project Details form.

GT Series

Grade 1 Heavy Duty Cylindrical Lock

Architectural Submittal Sheet

Typical Applications

- Federal and State Government
- Healthcare
- Higher Education
- Hospitality
- Houses of Worship
- Industrial
- K-12 Education
- Offices
- Public Buildings

Specifications

FOR DOORS:	1-3/4" to 2-1/4" thick - Preset for 1-3/4" door
APPLICATION:	Through-door thru-bolting
DOOR PREP:	Standard ANSI A156.115 (161) for Cylindrical Lock
BACKSET:	2-3/4" Standard, 2-3/8", 3-3/4" and 5" Optional (Q)
CHASSIS:	Heavy duty diecast, investment cast, chromated Billet Steel spindles for locking functions
FRONT:	2-1/4" x 1-1/8" - Stainless Steel or Wrought Br
STRIKE:	ASA standard - T-Strike or Full Lip Strike opti
LEVERS:	Philadelphia, Boston, Miami
ROSE:	3-3/8" DIA Wrought
LATCHBOLT:	9/16" Throw Deadlocking - 3/4" Latch project
HAND:	Non-handed
TRIM:	<ul style="list-style-type: none"> Solid diecast PHL, BSN or MIA Levers 47" Lever Rotation Standard with 3-3/4" Backset Wrought Brass Roses, Concealed Screws 65" Lever Rotation Standard with 3/4" latch for c (Ordered from factory only)
KEYS:	Two (2) per Lock
KEYWAYS:	ICC standard (Schlage C Compatible) - Also
INTERCHANGEABLE CORE:	<ul style="list-style-type: none"> Available for all keyed functions - 5 or 7-pin Large Format IC Core available for PHL Lever Op
CYLINDER:	6-pin Brass Insert Cylinder keyed to 5-pins - S
KEYING:	Options: MK, CMK or GMK - Zero Bitted (KO) systems
FINISHES:	605 (US3), 606 (US4), 612 (US10), 613 (US10B), 622 (US15), 625 (US26), 626 (US26D)
CERTIFICATIONS:	UL listed for 3 hrs, for single doors up to 40" x 8" doors
LISTINGS, COMPLIANCES:	<ul style="list-style-type: none"> Certified to ANSI/BHMA A156.2, Grade 1 California Education Code Compliant Functions Federal Specification FF-H-10C (Superseded by) Approved for Florida HWK2 (High Velocity Huric Design load rating: ± 75.0 PSF for single door (S) Complies with ADA (Americans with Disabilities)
WARRANTY:	Twenty-five (25) year Limited Warranty
COUNTRY OF ORIGIN:	Proudly Assembled in the U.S.A. with U.S. and fo

‡ Available with antimicrobial powder coating, treated with silver ionic technology that is

GT Series

Levers

Philadelphia

Boston

Miami

Finishes

605 (US3) Bright Brass	606 (US4) Satin Brass	612 (US10) Satin Bronze	613 (US10B) Oil Rubbed Bronze
619 (US15) Satin Nickel	622 (US19) Flat Black	625 (US26) Bright Chromium	626 (US26D) Satin Chromium

Options

CODE	DESCRIPTION
TC1IS	Tactile Abrasive Coating - Inside only
TC1OS	Tactile Abrasive Coating - Outside only
TC2	Tactile Abrasive Coating - Both Sides
LL	Lead-Lined Rose
DB	Dust Box
FRL	Fire Rated Latch - 3/4" Throw for double doors
AM	Antimicrobial Coating, Lever Set Includes Inside and Outside Lever and Rose
REX	Request to Exit

Accessories

DESCRIPTION
Electric Strike for Locks (U.L. Listed)

ARCHITECTURAL SUBSTITUTION REQUESTS

Once you are done editing the package, email off to the architect for consideration. Once you get approval for PDQ products:

- If you are a distributor, request a quote from your rep for the project and bid for the project accordingly
- If a rep, find distributors that are willing to bid the project with PDQ and provide them a quote to go after it.

If you have any questions, reach out to pdqconnect@pdqlocks.com