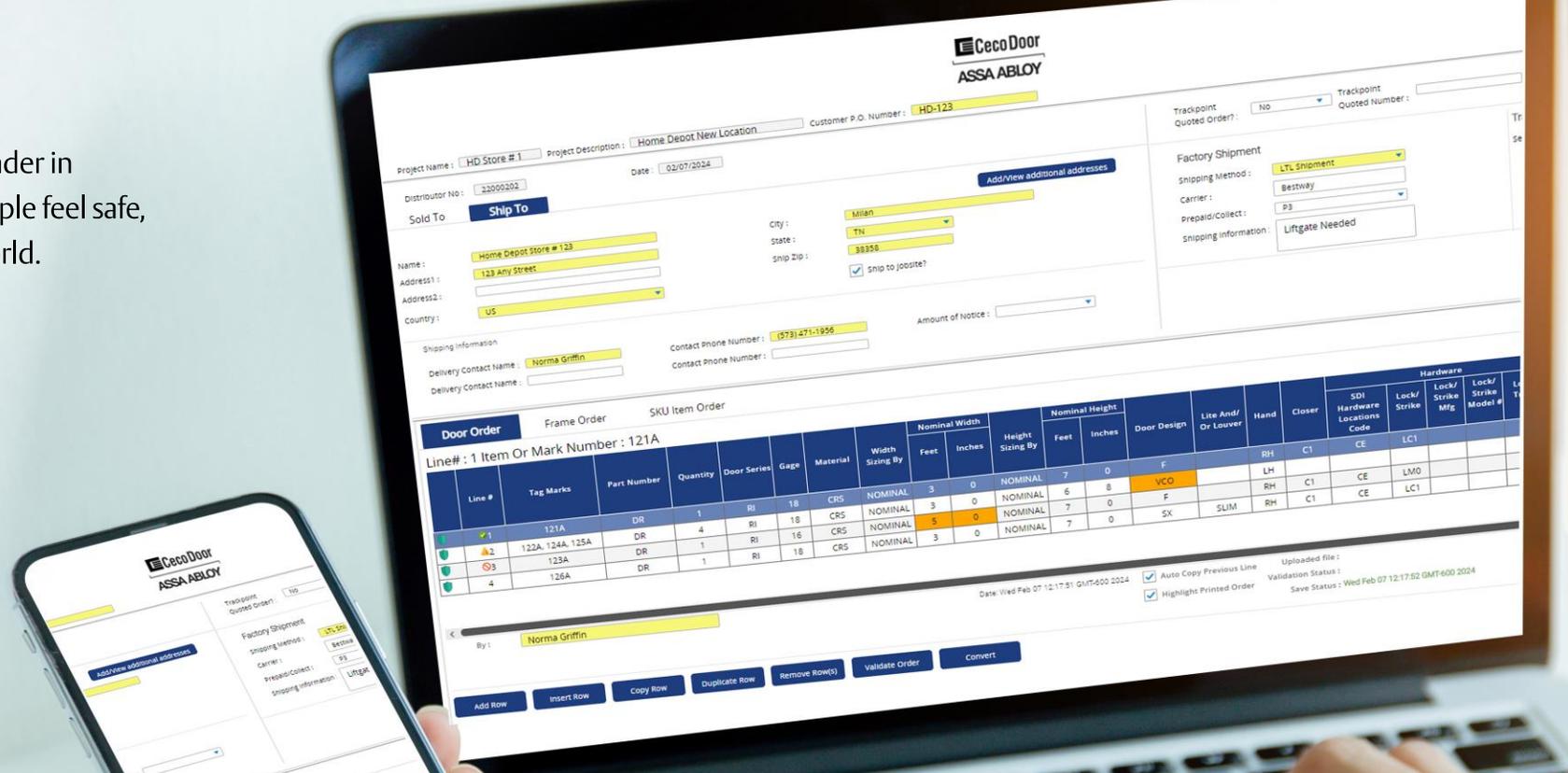


The ASSA ABLOY Group is the global leader in access solutions. Every day we help people feel safe, secure and experience a more open world.



ASSA ABLOY EDGE

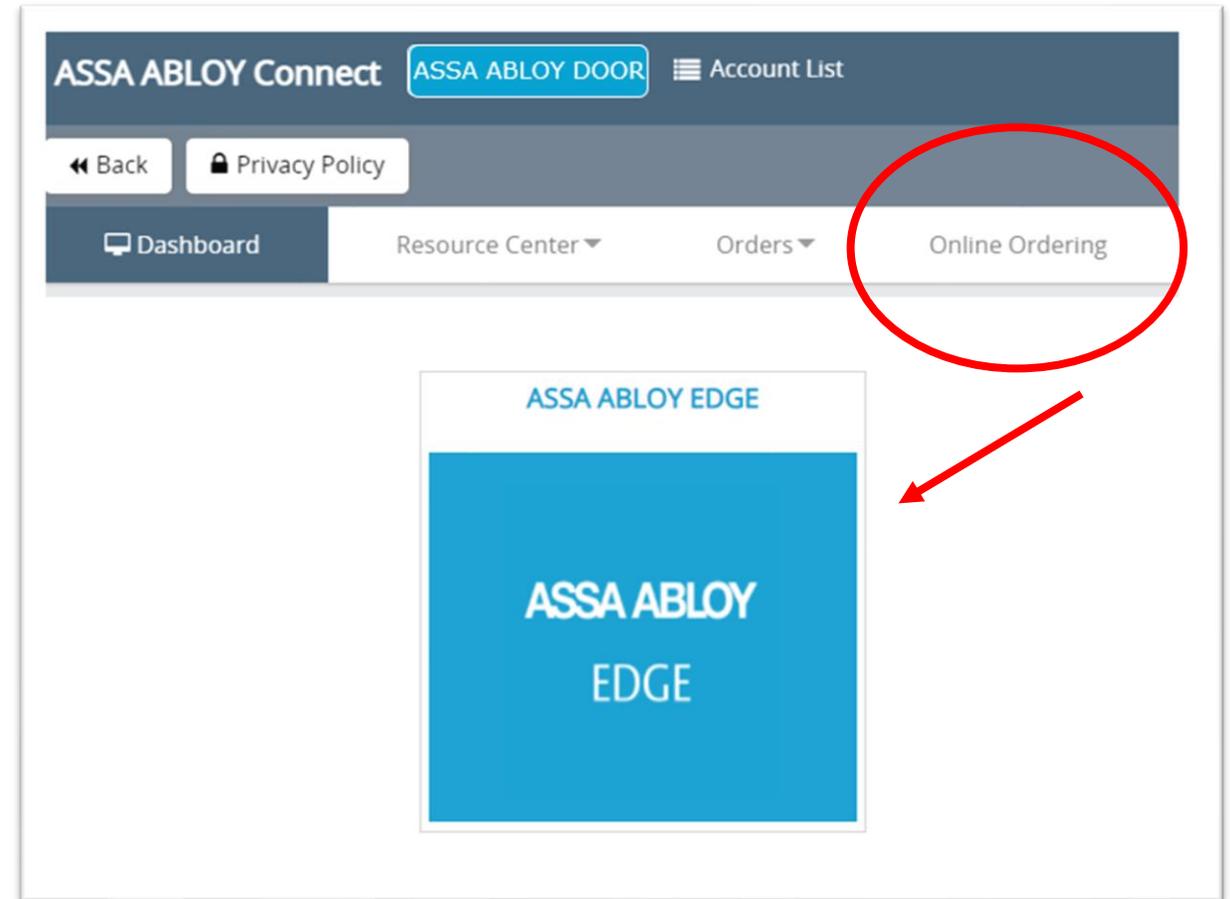
Ceco Customer Order Writing eBook

Experience a safer and more open world

ASSA ABLOY

Accessing EDGE

- Convenient single sign on from ASSA ABLOY Connect at connect.assaabloy.com.
- Click the Online Order tab and choose ASSA ABLOY EDGE.
- No other passwords or login information is needed.
- Contact your Ceco Customer Service Professional to gain access to EDGE.



EDGE Tools



Project

- Houses all EDGE projects



DOT Status

- Provides a historical view of all the projects that have been placed into the factory for manufacturing



Master Projects

- A personal filing cabinet to keep projects organized



Resources

- Library of information
- Search for order writing codes, EDGE videos, and eBooks

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Project Tab – Project Tools



Project

Project | DOT Status | Master Projects | Resources | Search

Projects for CECO DOOR PRODUCTS

Project Name	Last Updated	PO Number
Pocket Frame	03/05/2025 09:02	Pocket
Ordering_HF	03/05/2025 03:50	1499
Madera	02/27/2025 11:10	Madera Test
Made up	02/27/2025 11:03	Qmax
_UTC_2025838	02/27/2025 01:31	5565
_UTC_2025995	02/25/2025 04:37	5432

Add project (modal)

Project name: (Maximum 12 characters)

Project description: (Maximum 30 characters)

Master Project:

Buttons: Add project, Cancel, Add

- To start a new project, click Add project button and fill out project information. When finished, click Add and EDGE will launch you immediately into the order forms.
- Click the trash can to remove a project. 🗑️
- Click Load All Projects button to refresh your view of all projects saved. 🔄
- To open a project, double click the project line.



Project Tab – Project Tools



Project

Search

PO Number
34176

Copy project

From project ⓘ

From project name: 35448

From project description: 35448

To project ⓘ

To project name:

To project description:

Original attachments will not copy into new project. Please add any appropriate attachments to the new project created

Home Office Use information will not be copied to new order

Note: "To project" is created if it does not exist.

Cancel Copy

Use the Search bar at the top right to look for projects as needed.

Click the double pages to copy a project into a new project.

Click the pen to edit project details: Project Name, Master Project, and Project Description.

Project Name	Master Project	Project Description	Last Updated
35448	Not Assigned to Any	35448	03/10/2025 08:18

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Inside the Project – Required Fields



Project

Project name: HD Store 123 Project description: Home Depot New Location Customer P.O. Number: HD-123

Distributor No.: 000002 Date: 03/11/2025

Sold To: **Ship To**

Name: Home Depot Store # 123 City: Milan
Address: 123 Any Street State: TN
Address2: Ship Zip: 38358
Country: US Ship to jobsite?

Shipping Information
Delivery Contact Name: Norma Griffin Contact Phone Number: (678) 471-1956
Delivery Contact Email: Amount of Notice:

Trackpoint
Quoted Order: Yes Quoted Number: Entity Type:
Regulation: None/Standardwork

Factory shipment
Shipping Method: LTL Shipment Transfer Shipment
Carrier: Bestway Service Center:
Prepaid/Collect: P3
Shipping Information: Litigate Needed

For home office use

Door Order **Frame Order** SKU Item O

Line#: 1 Item Or Mark Number: 122A

Line #	Tag Marks	Part Number	Quantity	Deadlock Status	Corner Condition	Packaging	Closer	Label	Certification	Face	Anchor	Hinge Type	Color	Specifications	Sketch #	Special Instruction *
1		FRUNITS	1							STD	A17	45R	PP3			RAL Color # 1019 R
										STD	A02	45H	PP2			RAL Color # 1019 R

By: Norma Griffin

Date: Tue Mar 11 08:24:03 GMT-05:00 2025 Auto Copy Previous Line Highlight Printed Order
Validation Status: Save Status: Tue Mar 11 08:25:03 GMT-05:00 2025

- For jobsite deliveries, click Ship to Jobsite button to require delivery contact fields.
- If you are not using a special quote number, change Quoted Order option from Yes to No
*Order will be acknowledged and invoiced at your standard buying program discount when changed to no.
- Enter your name in the By field, located at the bottom of the EDGE form.

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Inside the Project - Navigating the Order Form



Project

Trackpoint

Quoted Order?: No Quoted Number: Priority Type:

Regulations: NoneStandardwork

Factory Shipment

Shipping Method: Customer Pickup

Carrier: Bestway

Prepaid/Collect: C3

Shipping information:

Transfer Shipment

Service Center:

For home office use

Height	SDI	Strike	Deadlock	Corner	Packaging	Closer	Label	Certification	Face	Anchor	Finish	Color	Spe			
Inches	Feet	Inches	Hand	Hardware Locations Code	Strike	Deadlock Strike	Corner Condition	Packaging	Closer	Label	Certification	Face	Anchor	Finish	Color	Spe

Auto Copy Previous Line

Highlight Printed Order

Save Status: Tue Mar 11 08:36:02 GMT-500 2025

Click Save & Close button to go back to the Project tab.

Auto Copy Previous Line allows you to copy options from the previous line into a new line when using the tab key - works great for small changes such as handing.

Highlight Printed Order will highlight any items on the Print/ Preview that will require further review from Ceco's Order Management team.

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Inside the Project - Validation Flags



Project

Click this green shield to validate on a per line level

Door Order		Frame Order	SKU Item Order											
Work Number : 123A														
Line #	Status	Part Number	Quantity	Door Series	Gage	Material	Width Sizing By	Nominal Width		Height Sizing By	Nominal Height		Door Design	
								Feet	Inches		Feet	Inches		
1	✓	121A	1	RI	18	CRS	NOMINAL	3	0	NOMINAL	7	0	F	
2	⚠	122A, 124A, 125A	4	RI	18	CRS	NOMINAL	3	0	NOMINAL	6	8	VCO	
3	⊘	123A	1	RI	16	CRS	NOMINAL	5	0	NOMINAL	7	0	F	

- ✓ **Lines with white check marks next to the Line # = Clear**
 No further action needed on part of the user.
- ⚠ **Lines with orange cones next to the Line # = Warning**
 Users can review the lines in orange to check for areas that need attention. Lines can still be submitted.
- ⊘ **Lines with red circles next to Line # = Critical Warning**
 Users can review the lines in orange to check for highlighted issues and address as needed. Lines CANNOT be submitted until the critical area(s) have been addressed.



Inside the Project - Order Write Tools



Project

- **Add Row:** Click this button to get a new row added to the form. New row will have no values populated from previous lines.
- **Insert Row:** Click this button to insert a new row anywhere on the form. Inserted row will have no values populated from previous lines.
- **Copy Row:** Click this button to duplicate the previous line item EXCLUDING tag marks.
- **Duplicate Row:** Click this button to duplicate the previous line item INCLUDING tag marks.
- **Validate Order:** Click this button to run validations on the entire order.

Door Order **Frame Order** SKU Item Order

Line#: 1 Item Or Mark Number : 122A

	Line #	Tag Marks	Part Number	Quantity	Series	Gage	Material	Depth	Throat
✓	1	122A	FR3PC	1	SU	16	CRS	534	478

By:

Add Row **Insert Row** **Copy Row** **Duplicate Row** **Remove Row(s)** **Validate Order**



Inside the Project - Order Write Tools



Project

Model	Certification	Face	Anchor	Hinge Type	Color	Spec
		STD	A17	45R	P99	

Bulk Select

Upload File Save Send Print/Preview

- **Upload File:** Click this button to add attachments to the order.
- **Save:** Click this button to save the EDGE order form.
- **Send:** Click this button to submit the PO to the factory.
- **Print Preview:** Click this button to review the order form.



Inside the Project - Sending the Order



Project

Send Door/Frame Order DOT

Check the Order Types to Send

- Send Door Order Door Order has not been sent DOT.
Order Total: Doors[7]
- Send Frame Order Frame Order has not been sent DOT.
Order Total: Frames[2]
- Send Stock Order Stock Order has not been sent DOT.
Order Total: Stock[2]

PO Number Information

PO Number :

Send Order with Duplicate PO Number.

Close Continue

Send Door/Frame Order DOT

Check the Order Types to Send

- Send Door Order Order has already been sent DOT. Check to send again.
Order Total: Doors[3]
- Send Frame Order Order has already been sent DOT. Check to send again.
Order Total: Frames[1]
- Send Stock Order No Stock parts are being Ordered.
Order Total: Stock[0]

PO Number Information

PO Number :

Send Order with Duplicate PO Number.
This PO number is already used for order X2696A. Click to send with same PO number

Close Continue

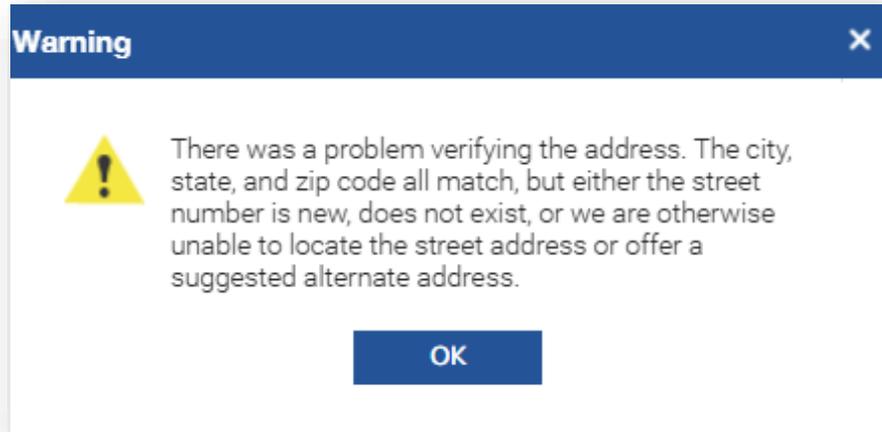
- Click the Send button when you are ready to submit to the order to the factory.
- EDGE will automatically select the Order Types.
*If an order type does not have a line entered under it, it will remain unselected.
- EDGE will provide an alert if the PO number is a duplicate of a previously submitted order. Select Send Order with Duplicate PO Number to proceed with using a previously used PO number.
- Click Continue



Sending the Project - Smarty Streets



Project



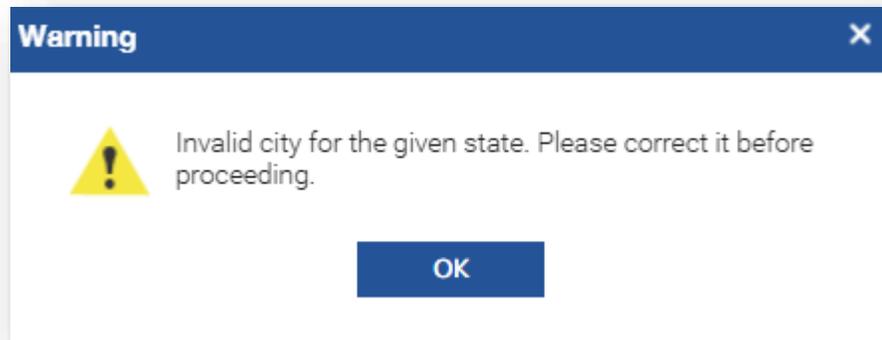
- Smarty Streets is tied to the USPS system to run 2 checks on your shipment address:



1 - A soft check on the street address

* Soft check because you may have new construction in which the GPS system hasn't added the new address to their system.

* Soft check validation prompt will not stop the shipment from leaving the factory.



2 - A hard check on the City, State, and Zip

* Hard stop will not allow the project to be placed into the factory until those corrections have been made



Sending the Project - Ship Date Calculator



Project

Send Door/Frame Order DOT

Priority Type:

Factory Estimated Ship Date: 2025-04-09

Extended Ship Date:

Your order will be assigned a Factory Ship Date upon final completion of this order through engineering. Lead-time is based on complete information, any deviation will affect current lead-time.

Close Send Now

Send Door/Frame Order DOT

Priority Type:

Factory Estimated Ship Date: 2025-04-09

Extended Ship Date:

Your order will be assigned a Factory Ship Date upon final completion of this order through engineering. Lead-time is based on complete information, any deviation will affect current lead-time.

Close Today Cancel

Su	Mo	Tu	We	Th	Fr	Sa
23	24	25	26	27	28	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

- After Smarty Streets validates the shipment address, EDGE will run a ship date calculator. (a tool to help you better prepare for your projects)
- If the estimated ship date is too long, you should exit out of the window by clicking the Close button. Then, choose a Quickship program from your EDGE header and click Send again.
- If the estimated ship date is too soon, use the calendar provided in the window to choose an extended date.

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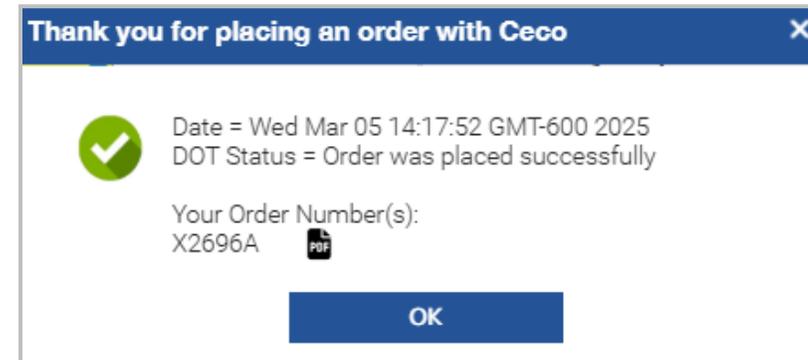
Sending the Project – Confirmation



Project

Once the order has been placed into the Ceco factory, you will receive a confirmation window that includes 2 important details:

1. Ceco Sales Order Number
2. PDF copy of the order form 



After clicking OK, you will be returned to your project form where you can exit out of it by clicking the close button at the top right. 



DOT Status



DOT Status

- Order Type codes:
 - MD = manufactured doors
 - MF = manufactured frames
 - SKU = part number doors, frames, and accessories
- Order Number column will store the associated Ceco sales order number for quick reference.
- Order Doc column will provide quick access to the PDF copy of the order form submitted. 
- Use ASSA ABLOY Connect to get status on this as well as all ASSA ABLOY branded purchases.

Project	DOT Status	Master Projects	Resources							
DOT status for Ceco										
									Search <input type="text"/>	
Project Name	Order Type	Door/Frame Qty	Parts Qty	TimeStamp*	Who Sent Order	PO Number	Order Number	Status Message	Order Doc	
HD Store # 123	MF	273		1/28/2022	testuser1	00-12345	X0AB1A	Order was placed successfully		
HD Store # 456	MD	1		1/28/2022	testuser1	00-67890	X0CD1A	Order was placed successfully		
HD Store # 789	MF	225		2/1/2022	testuser2	00-09876	X0EF1A	Order was placed successfully		
Stock 02-01-22	SKU	0	300	2/1/2022	testuser2	00-54321	X0GH1A	Order was placed successfully		

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Master Projects



Master Projects

- Master Projects is a personal filing cabinet to keep Open Projects organized.
- This is great for larger contracts that you may have multiple open projects tied to.
- Double click on a Master Project to filter all open projects that are tied to it.
- Click the Add button to add your Master Project details. 
- Click the Edit button to edit Master Project details. 
- Click the Delete button to remove any selected folders. 

The screenshot shows the 'Master Projects' tab in a software interface. A dialog box titled 'Add Master Project' is open, containing the following fields:

- Master Project Name:
- Master Project Description: (Maximum 30 characters)
- Link Project:

Buttons at the bottom of the dialog are 'Close', 'Cancel', and 'Add'. In the background, a table lists existing Master Projects with a red box highlighting the '+', 'Edit', and 'Delete' icons in the top right corner.

Master Project Description
VA Hospital Renovations
New Construction - 15 Locations
NY State Project
JMCGH Hospital

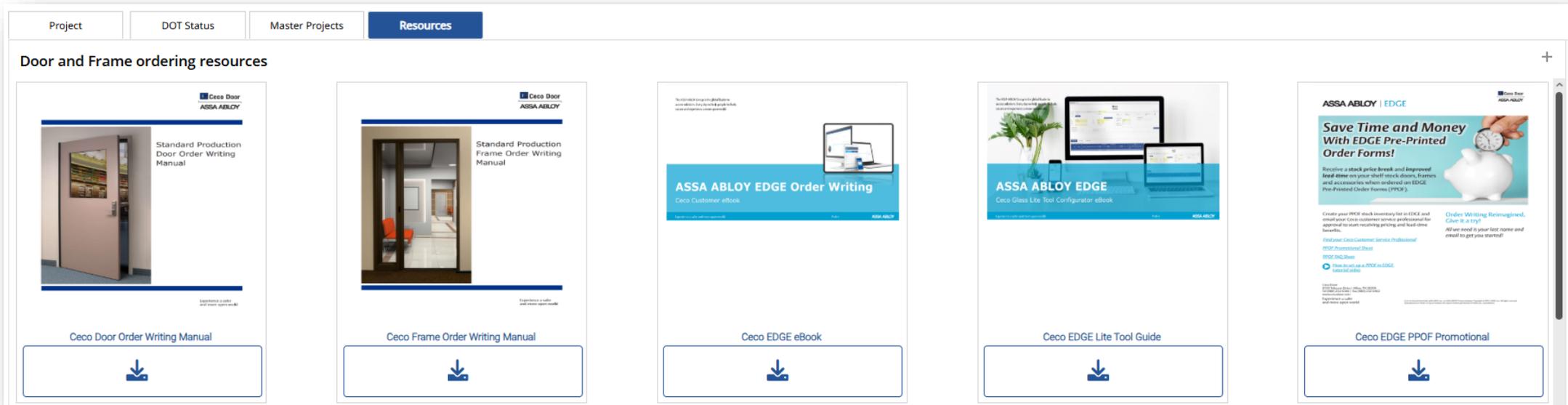


Resources



Resources

- Resources is a great place to get EDGE information.
- Browse the page to find Order Writing literature, eBooks, and access to YouTube video tutorials.
- To access a resource, either click the image or click download. 



The screenshot shows a navigation bar with tabs for Project, DOT Status, Master Projects, and Resources. Below the tabs, the heading "Door and Frame ordering resources" is displayed. Five resource cards are shown, each with a cover image, title, and a download button:

- Ceco Door Order Writing Manual**: Cover image shows a door.
- Ceco Frame Order Writing Manual**: Cover image shows a window frame.
- Ceco EDGE eBook**: Cover image shows a laptop and tablet.
- Ceco EDGE Lite Tool Guide**: Cover image shows a laptop and tablet.
- Ceco EDGE PPOF Promotional**: Cover image shows a piggy bank and a clock.

User Benefits

- Single sign on from ASSA ABLOY Connect with no additional passwords to memorize.
- Line validations explain what is needed to complete the order without problems.
- Easily add elevations, drawings, or other attachments to the order (separate emails no longer required).
- Conveniently view door and frame order information on the same screen in single line format.
- All hardware information including special instructions can be entered together on each line item for easy order entry and review.
- All products including stock, standard, and custom can be ordered on EDGE.
- Name, organize, and sort orders the way you want for quick reference using Master Projects tool.
- Search order history using the DOT Status and find projects that you have placed direct into the factory.
- Orders that fully validate receive a special lead time advantage (refer to the EDGE section of the lead-time sheet).
*applies to all green check marks and no orange flags or highlights

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