Everon Hub Catalog User Guide

Contents

Versions

Version No.	Release Date	Author	Notes
1.0	September 2024	HHG PMO	

hh global
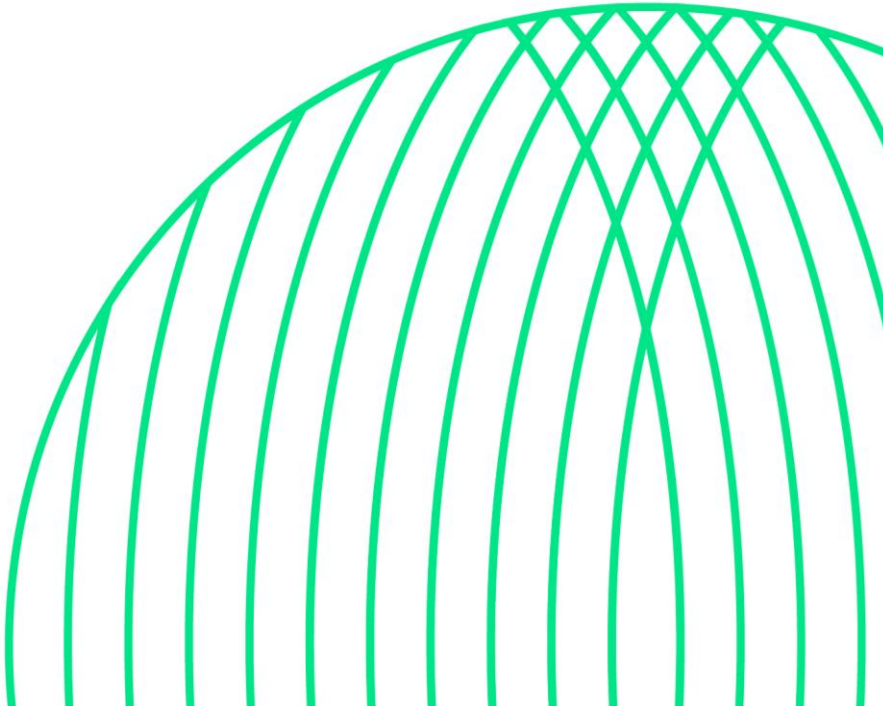
# Accessing the Everon Hub Catalog

Self-Registration

Please note: If you were previously logging onto the ADT Estore, you should already be set up. Please refer to the Resetting Your Password section below to set up a password and login.

If this is your first time accessing the Everon eStore, you will need to self-register.

To self-register, please follow the steps below:

1. Please go to everon.hhglobal.com to see the login page. Once the login page has loaded, please select **Create An Account?**
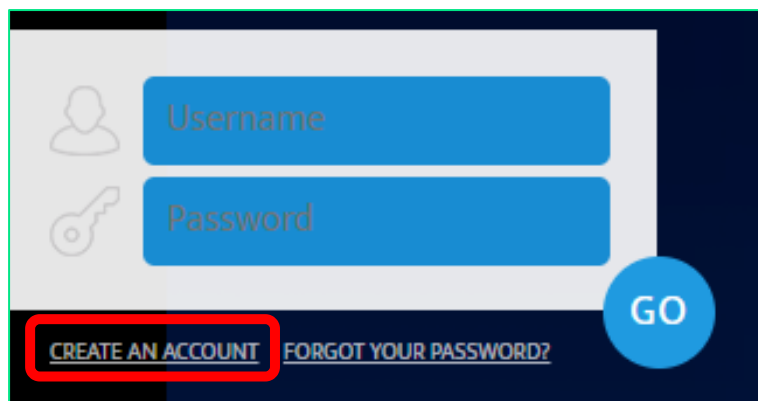
2. On the following page, please enter your user information and password and select **Submit**.

Please Note:

- You MUST use your **@everonsoultions.com** email address. All other requests will be denied.

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User Information

First Name*

Last Name*

Job Title *

Department*

Phone*

Email*

Email is required

Address 1*

Address 2

Country*

City*

United States

State*

Zip Code*

Create Password

Password*

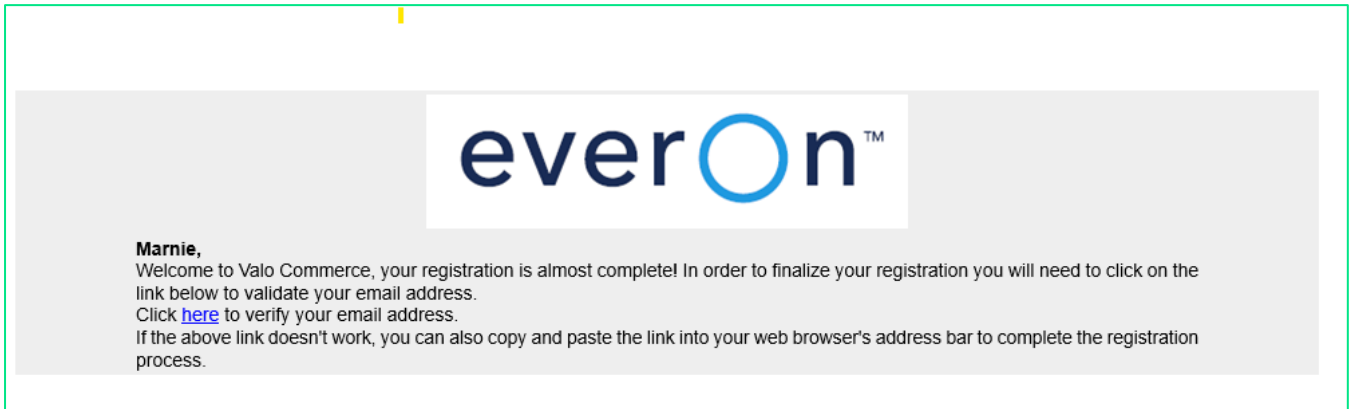Confirm Password*

•••••••••••••

Your password must be 12 or more characters, including upper and lowercase letters and at least one number or symbol.

Select Your User Access Group

User Access Group*

Submit

2. You will then receive an email. Verify your email address by clicking the blue **here** link in the email:

everOn™

Marnie,
Welcome to Valo Commerce, your registration is almost complete! In order to finalize your registration you will need to click on the link below to validate your email address.
Click here to verify your email address.
If the above link doesn't work, you can also copy and paste the link into your web browser's address bar to complete the registration process.

3.That link will take you back to the site. You can access the eStore by selecting the Access Site Home Page button:

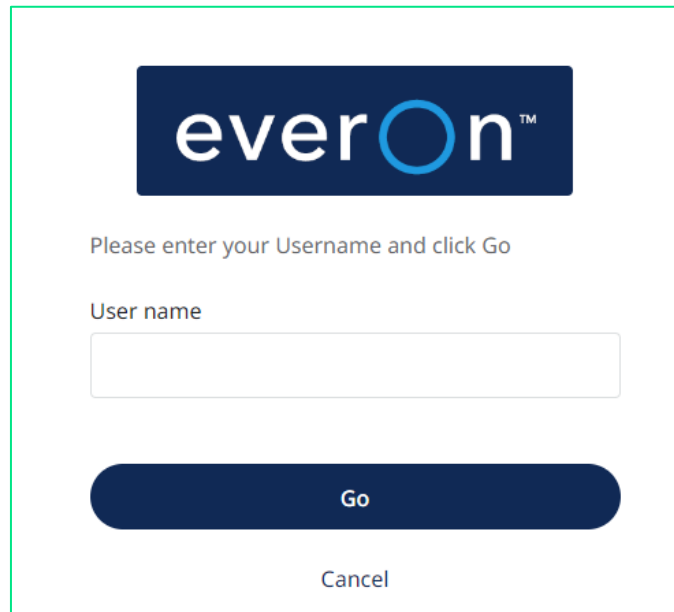Account Activation Successful

🛒 Access Site Home Page
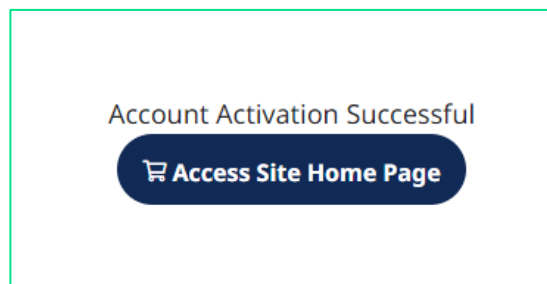
Resetting Your Password

If you have forgotten your password, please follow the steps below:

1. Please go to everon.hhglobal.com to see the login page. Once the login page has loaded, please select **Forgot your password?**
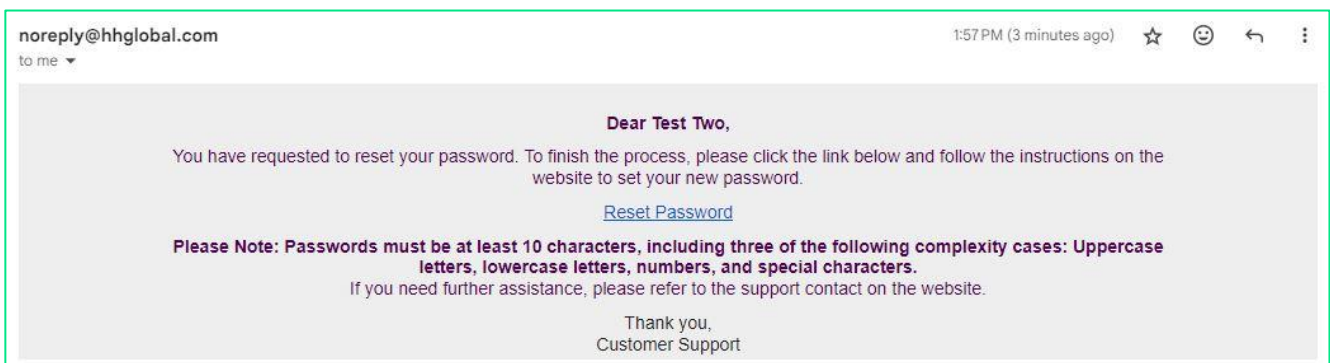

Username

Password

GO

CREATE AN ACCOUNT   FORGOT YOUR PASSWORD?

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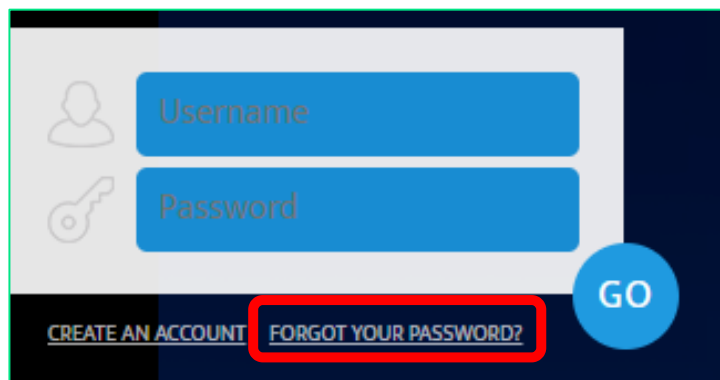
2. On the following page, please enter your email address and select **Go**.

3. Please check your email inbox. You will receive a Password Reset email from noreply@hhglobal.com (example below). Please select the **Reset Password** link within the email.
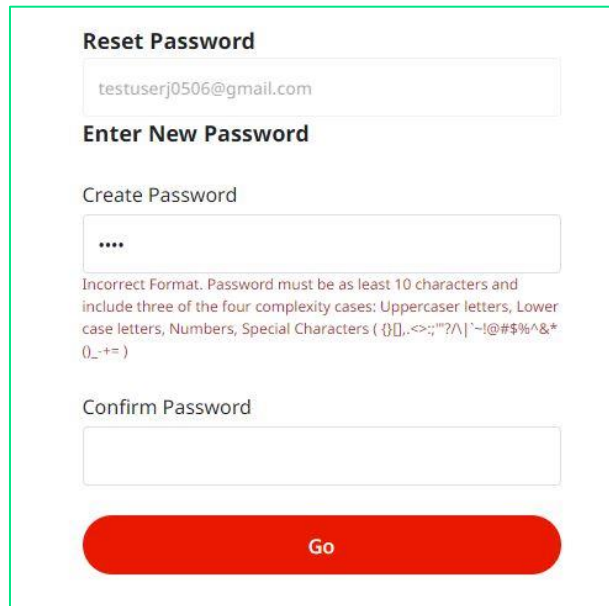

4. The link will take you to a page where you can select a new password.

Password Criteria: Passwords must be at least **12 characters**, including the following complexity cases:
- Uppercase letters
- Lowercase letters
- Numbers and/or special characters: }[],.<>:;'"?/\|`~!@#$%^&*()_-+=

If your password **does not** meet the password criteria, you will receive the error below:

Reset Password

testuserj0506@gmail.com

**Enter New Password**

Create Password

••••

Incorrect Format. Password must be as least 10 characters and include three of the four complexity cases: Uppercaser letters, Lower case letters, Numbers, Special Characters ({}[],.<>:;'"?/\|`~-!@#$%^&* ()_-+=)

Confirm Password

Go

If your password **does** meet the password criteria, you can select **Go**.
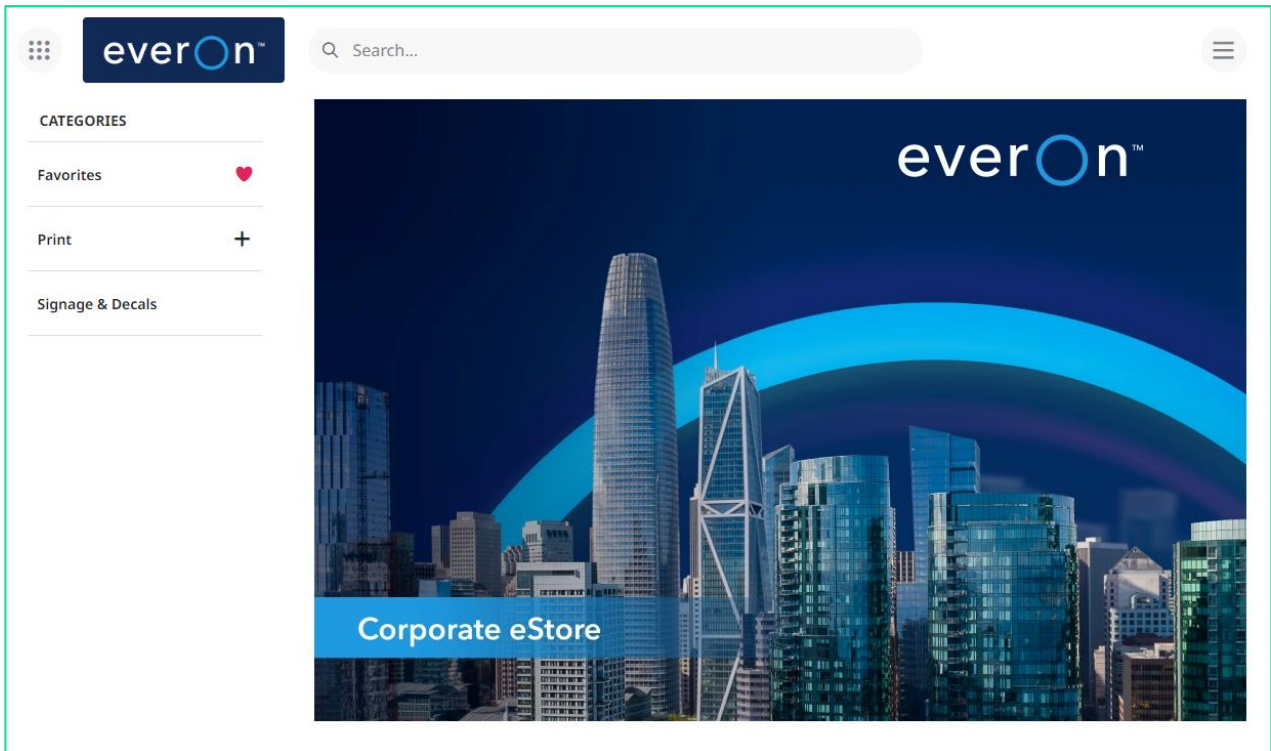
You will then be shown a page with an **Access Site Home Page** button. Please **select that button** to move to the main catalog page.
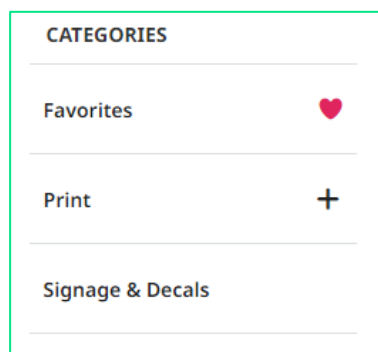
🛒 Access Site Home Page
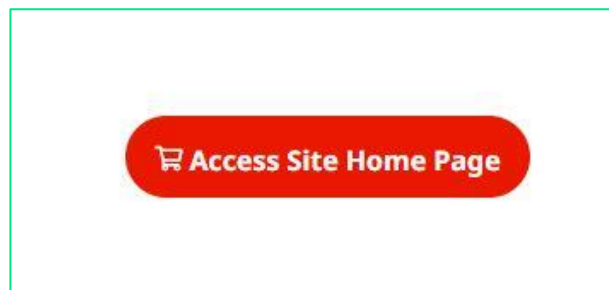
Hub Catalog Overview

Main Catalog Page

After you log in, you'll be directed to the main catalog page.

To begin browsing through items, select a category on the left-hand side of the screen.

Once you select a category, only the products in that category will be listed in the catalog view. Click the **+** next to a category name to see its sub-categories. Sub-categories can be used to filter items further.
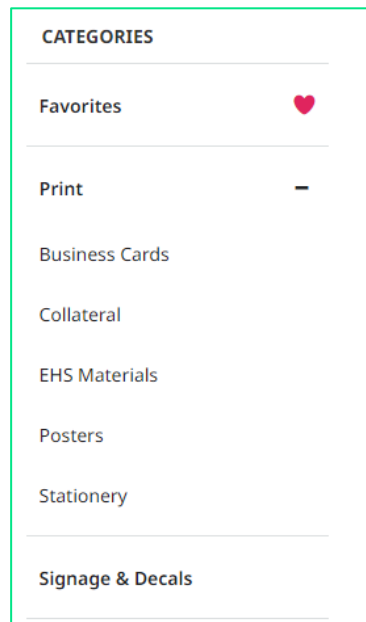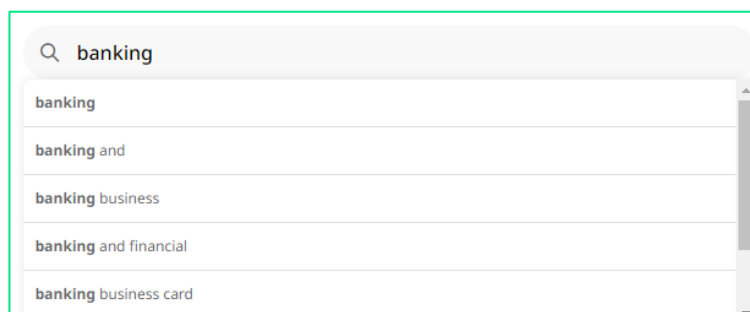

Search for Items

If you would like to search for a specific item, enter a keyword into the search bar at the top of the window:
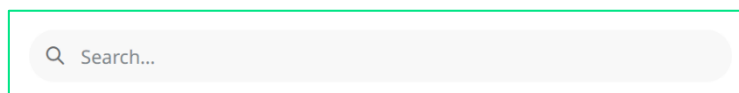
The search field will display items based on an item's name or description containing the searched keyword:

Catalog View of Items

As you scroll through the site, the catalog view will display each item's image, CP code, price, and pack size.

Pack size is represented by the icon below:

- This icon shows that this items is shipped in packs of 10.

- **Example:** If you order a quantity of 2 of the item above, you would receive 2 packs of 10.

- **If an item does not have this icon, the item is sold as one individual item.**
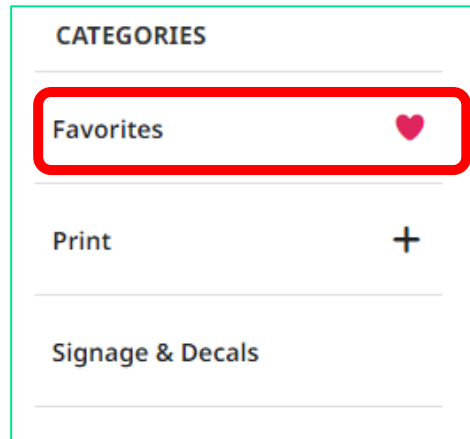
Favorite Items

If you will be ordering a certain item frequently, click the item's **heart** icon. The heart icon will fill in, letting you know that you successfully favorited it.

You can see the list of all your favorite items by clicking **Favorites** in the Category menu.
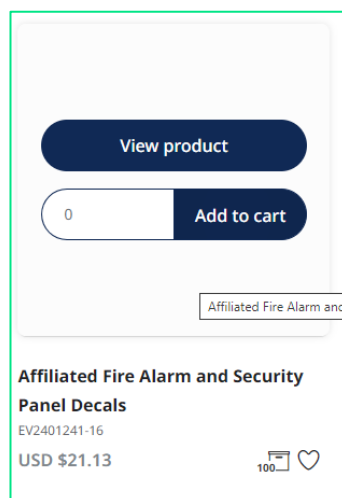

If you want to remove an item from your favorites, click the **heart** icon again.

Quick Add Items to Cart

To quickly add an item to your shopping cart, hover over the item's image. Enter your desired quantity and click **Add to Cart.**

If you need to look at an item more closely, click **View Product**.

Item Detail Page

When you click into an item, you will see the following information:

- **Item Name**
- **Item Number/SKU**
- **Package Quantity**: The pack size of this item.
  - **Example:** If you order a quantity of 2 of the item above, you would receive 2 packs of 10.
  - **If package quantity is not listed, the item is sold as one individual item, not in a pack of multiple items.**
- **Items in Stock**: Quantity of items available.
  - **Print on Demand items will <u>not</u> have "Items in Stock" listed**.
- **Minimum Quantity:** Smallest orderable quantity of this order.
- **Maximum Quantity:** Largest orderable quantity of this item.
  - **If there is no maximum quantity limit, this field will not display.**
- **Overview:** Item description

Please Note: When ordering a variable print data item, you will be asked to confirm that the proof is acceptable before being taken straight to the checkout screen.

To add an item to your shopping cart, enter a quantity in the text box under **Items to Add** and click **Add to Cart**.

Once you add one item to your shopping cart, the cart icon will appear at the top right of the page, which can be used to begin the checkout process.

Back In Stock Notifications

If an item is out of stock, you can sign up for back in stock notifications on that item's page:

Enter your email address into the box and select **Subscribe**. When this item is back in stock, you will receive an email that looks similar to the email below:

SKU	Name	Quantity Available
EV230554	Comprehensive Security, Fire, and Life Safety Services Sell Sheet	20.0

You are receiving this email as an item you've requested notifications on is now back in stock.

Thank you.
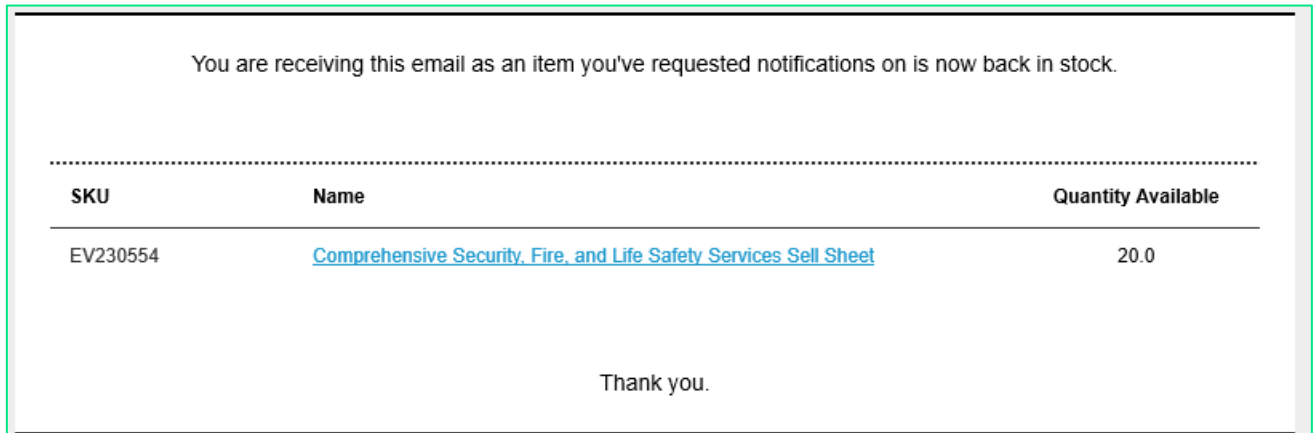
If you want to know which items you have signed up for, please go to the menu in the top right corner and click on **Subscribed Items**.

User Profile
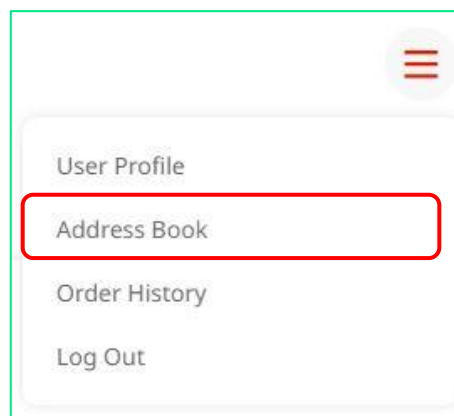
Address Book

Order History

Subscribed Items

Log Out
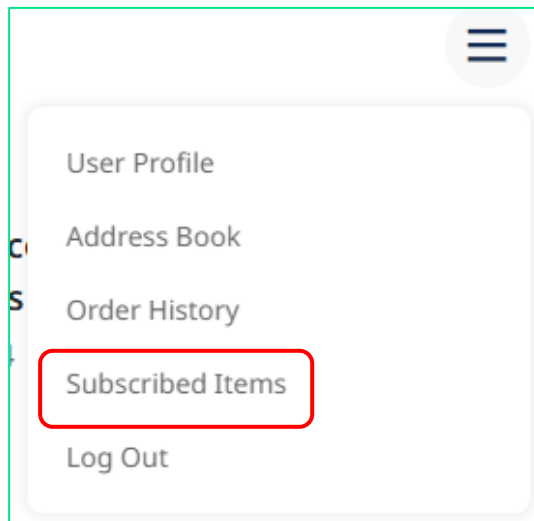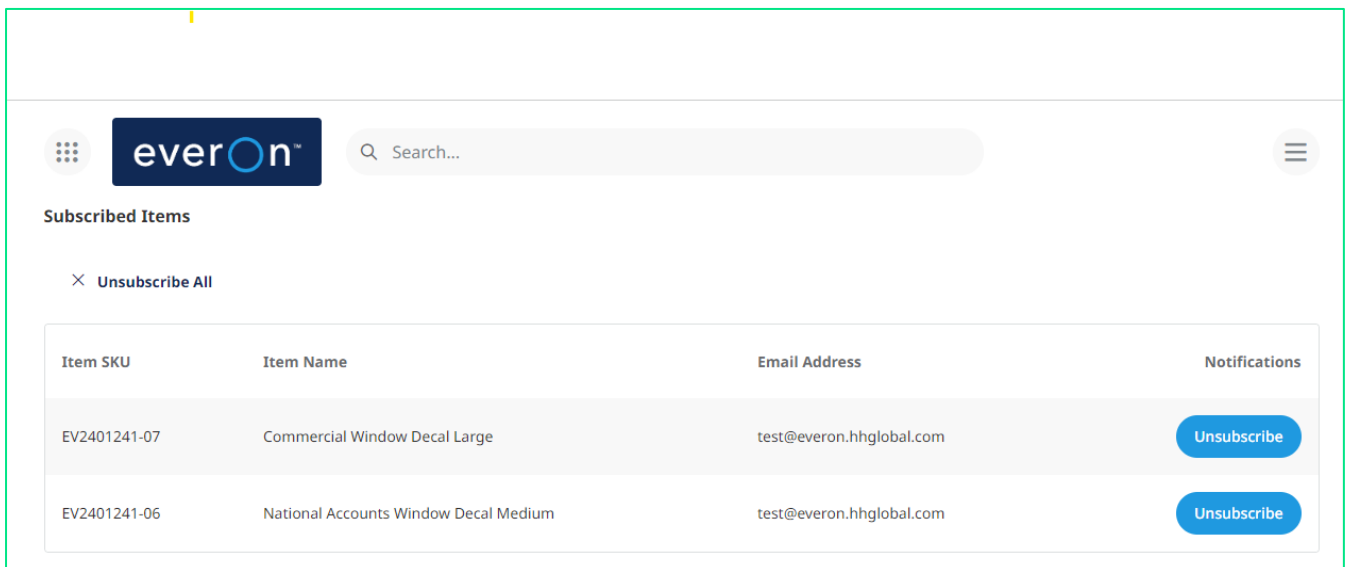
If you would like to unsubscribe from Back in Stock notifications, you can click the **Unsubscribe All** button OR click the blue **Unsubscribe** buttons for individual items.

Personal Address Book

You can save frequently used addresses in your personal address book.
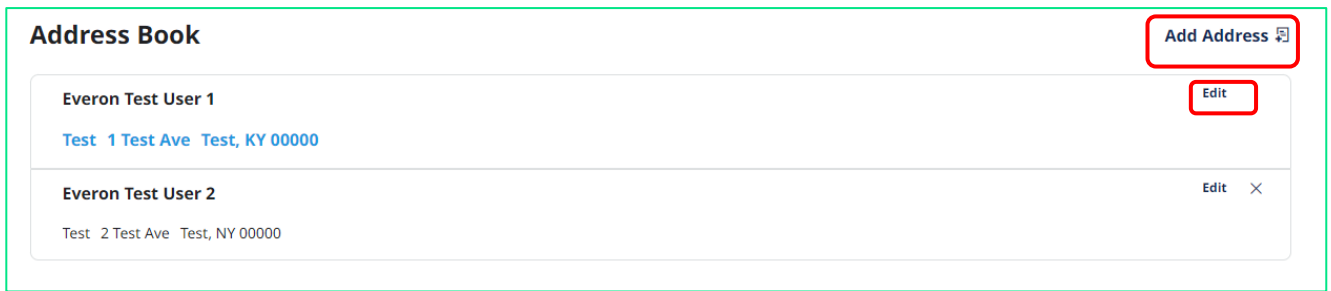
To access your personal address book, navigate to the menu in the upper right corner of the screen and select **Address Book**.

On the Address Book page, you will see every address that is saved to your account.

To add a new address, select **Add Address**.
To edit an existing address, select the **Edit** button on the right side of that address.

Address Book   Add Address ⤓

   Everon Test User 1   Edit

   Test 1 Test Ave Test, KY 00000

   Everon Test User 2   Edit ✕

   Test 2 Test Ave Test, NY 00000

Clicking either of these buttons initiates an address pop-up box. Please edit or fill out a new address in this box and select **Save** when complete.

Add Address   ✕

☐ Default Shipping Address

Country	United States	⌄
First Name	Everon	
Last Name	Test User 2	
Company	Test	
Phone	000-000-0000	
Address 1	2 Test Ave	

Save   Cancel

After you save the address, you will see it reflected on the main Address Book page.

Placing your Order

When you have added all necessary items to your shopping cart, hover over the cart icon in the upper right corner of the screen. The icon will turn red, and the cart will expand to show you a preview. Select **Checkout** to start the checkout process.
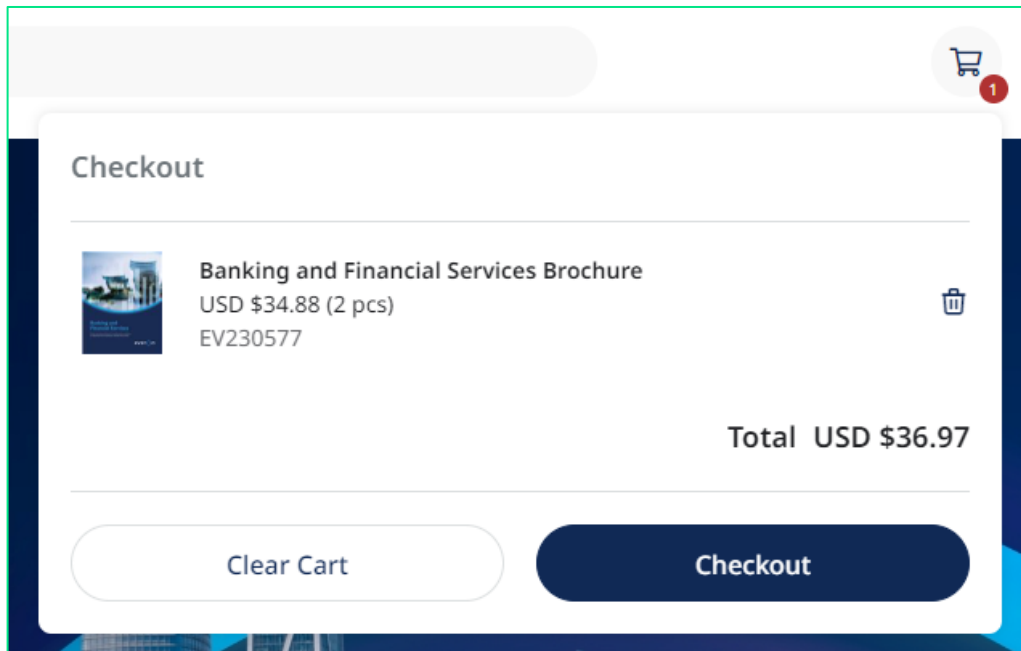
When the **Shopping Cart** page opens, you will be prompted through four steps:

- Review Items
- Shipping
- Payment
- Checkout

Each of these pages is described below.

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Review Your Cart

On the **Items** page, you can take the following actions:

1. Remove all items from your shopping cart by clicking **Clear.**

2. Modify item quantities in the **Quantity** field.

3. Remove individual items by clicking the **X** button on the right side of each item's line.

4. Continue adding items to your cart before checking out by clicking the **Continue Shopping** button.

5. Continue with the checkout process by clicking the **Next** button.

Shipping

Please Note:

- **ALL** orders ship via **Everon FedEx Ground** by default.

On the **Shipping** page, your default address will automatically populate in the address fields. You can also edit the address fields and enter in an address of your choice.

Shipping Address   Open Address Book   Clear

Country *

United States

First Name *   Last Name *

Marnie   Bush

Company *

Test

Address 1 *

160 North Bellaire

Address 2

City *   State *   Zip Code *

Louisville   Kentucky   40206

Phone *

000-000-0000

If you would like to use a pre-loaded address, you can use your **Personal Address Book** to select your shipping address.

Your **Personal Address Book** is self-managed via the instructions in **this** section of the guide.

You can search and select an address from the address book as well as add it to your personal address book.

To select an address from the Personal Address Book, please follow the directions below:

1. On the Shipping page click the **Open Address Book** button. This will open your address book.

Open Address Book

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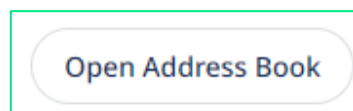
Example of Personal Address Book:
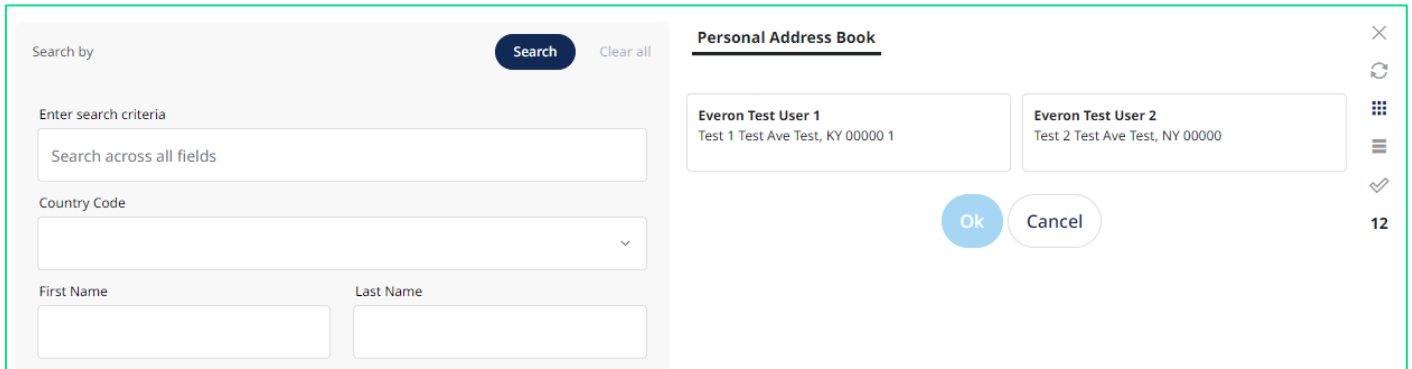
On the right-hand side of the Address Book, you'll see the following icons:

Icon	Description
✕	**Cancel:** Closes the Address Book.
⟳	**Refresh:** Refreshes the addresses displayed in the Address Book.
▦	**Grid:** Displays the addresses in a grid format.
☰	**List:** Displays the addresses in a list format.
✓	**Ok:** Selects the highlighted address.
⧉	**Copy:** Copy to Personal Address Book.
▽	**Filter:** Filter results based on key words.
6	**Results Displayed:** Selects the number of results displayed on the page (6, 12, or 24).

2. To find an address, you can search with any of the fields on the left-hand side of the screen. Once you have filled out your search field, press the red **Search** button:

   If you want to clear your search, please delete the information from the search field and select the **Search** button again. This will re-populate the full address book.

OR you can scroll through the address book using the next button beneath the list of addresses:
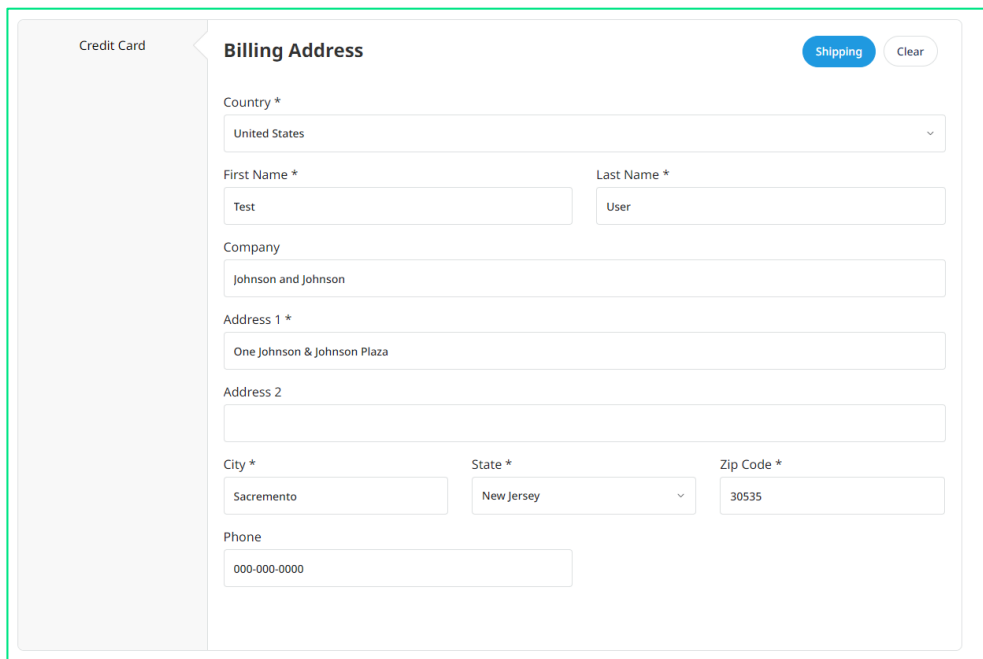
3. Once you have found the correct address, click on it to select it, and press the blue **Ok** button to move to the next screen.

The address will populate into the Shipping Address field. Click **Next** to proceed to the Payment page.

Payment

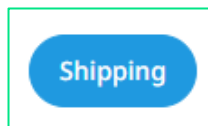Please type your credit card's billing address into the text fields.

If you would like to use your shipping address as your billing address, please select the **Shipping** button on the upper right side of the form.

Please click **Next** to proceed to the **Payment Information** screen.

Please fill out your credit card information.

Payment Information

Card Number

**** **** **** ****

Expiration Date

MM / YY

CVV

CVC

Accepted Cards

VISA
MasterCard
DISCOVER
AMEX

Subtotal	USD $1.00
Tax	USD $0.09
TOTAL	**USD $1.09**

Continue Shopping   Back   Next

Please click **Next** to proceed to the **Checkout Confirmation** screen.

Review and Complete Your Order

On the next page, please review your order.

Once reviewed, please click the **Checkout** button which will route your order for processing.

Shipping Address

Everon Test User 1
Test
1 Test Ave
Test, KY, 00000
⌄
Change

Payment Information

Credit Card

Card Number XXXX XXXX XXXX XXXX
Change

Billing Address

Change

Item Description	Quantity	Price	Subtotal
Banking and Financial Services Brochure SKU EV230577 Pack of 10	2	USD $17.44	USD $34.88

Change

Subtotal	USD $34.88
Tax	USD $2.09
TOTAL	**USD $36.97**

Continue Shopping   Back   Checkout

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After you click **Checkout,** an Order Confirmation page will appear with the option to print on the bottom right corner.

Order confirmation
4/22/2024

Order #PO4745470232	**Details**	**Ordered by**
	IN PROGRESS	Test User
		testuserj0506@gmail.com

Shipping Address

Test User
Johnson and Johnson
One Johnson & Johnson Plaza
New Brunswick, NJ 08933
United States
3053516090
0000001

Item	Line Item Status	Quantity	Price	Sub
Darzalex RN Roundtable Moderator Guide CP-168729V3	In Progress	2	USD $0.00	USD $0.00

Payment Information
: No Cost

	TOTAL	USD $0.00

Continue Shopping 🖨

Please Note:

- When your order is placed, you will receive an Order Confirmation from **noreply@hhglobal.com** & a second order confirmation email with tracking number when your item(s) ship.
- If you do not receive this in your Inbox, you can check your Junk/Spam folder, or search for the email address above.
- If you still did not receive your Order Confirmation, please reach out to **everon.support@hhglobal.com**

View and Copy Previous Orders

To access a list of all orders you have placed, hover over the top right menu icon and select **Order History.**
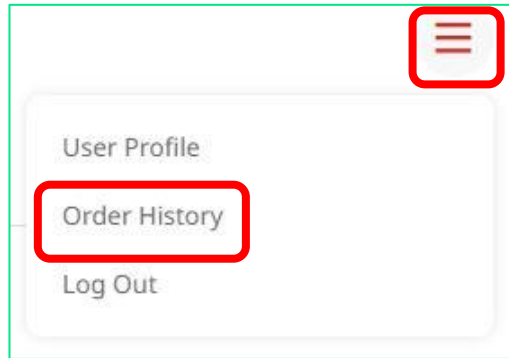
This screen will show all of your personal order history.You can filter and search through your orders by **Date**, **Order Status**, **Order Number**, **Product Name**, and what **Email Address** placed the order.

Click on a PO Order Number or scroll to the right and click the View Details button to bring up that order's details.

Within an order's details, you can do a few things:

1. Copy the Order: Click the **Shopping Cart** button on the lower right-hand side to add these items to your cart and copy this previous order.

2. Print: Click the Printer button, you can print your order details.

3. View Tracking: For orders that have shipped, a tracking link will appear in your order history.

Contact Support

Please email everon.support@hhglobal.com for order inquiries or site assistance.