



User Guide

Project

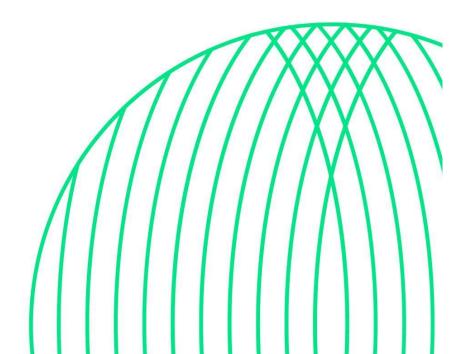
Elanco Resource Hub

Client

Elanco

Date

October 2022



hhglcbal°

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Versions

Version No.	Release Date	Author	Notes
1.0	11 th August 2022	HHG PMO	
2.0	6 th October 2022	Destiny Karrington	Added SSO and Allocation information
2.1	1 st November 2022	Destiny Karrington	Updated login page information
3.0	11 th Aug 2023	Carolyn Burke	Updated for Filtering on Global Address book and Custom Pre-Filter behaviour

Accessing the Elanco Resource Hub

Accessing the Site Through Single Sign-On (SSO)

To access the Resource Hub using your @elancoah.com credentials:

- 1. Go to https://elancoresourcehub.hhglobal.com
- 2. Then click on "Elanco SSO" found at the top of the login box.
- 3. You will need to go through Multi-Authentication Authorization. This should only happen once per browser. Log in using your @elancoah.com credentials.
- 4. You will then be logged into the Elanco Resource Hub.



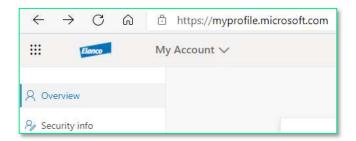
Please note:

You should continue to login through SSO after you start using that method. If you try to return to logging into the site directly without SSO, you may need to reset your password.

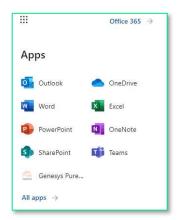
Accessing the Site Through SSO using office.com

This is an alternative method to log into the Resource Hub using your @elancoah.com credentials:

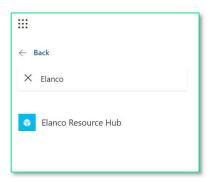
- 1. Go to https://myprofile.microsoft.com
- 2. Select the "App Launcher" or "All Apps" located in the top left corner



3. Select "All Apps"



4. In Search, type "Elanco" and select "Elanco Resource Hub"



5. You will then be logged into the Elanco Resource Hub.

Accessing the Site Through Direct Login

This method is recommended for external users and those without access using the SSO.

- 1. Go to https://elancoresourcehub.hhglobal.com
- 2. Then click on "Direct Login" found at the bottom of the login box.
- 3. Use your email address and site password to login if you already have one established. (This is not set to your Elanco password)
 - a. If this is your first time logging in, please email support.elanco@hhglobal.com for your password.
- 4. Click Go.
- 5. You will then be logged into the Elanco Resource Hub.

If this is your first time logging in, click on the "Forgot your password" link, and enter your email address on the following screen. You will receive an email link to set your starting password. Please be sure to check your spam folder when checking for receipt of the email.

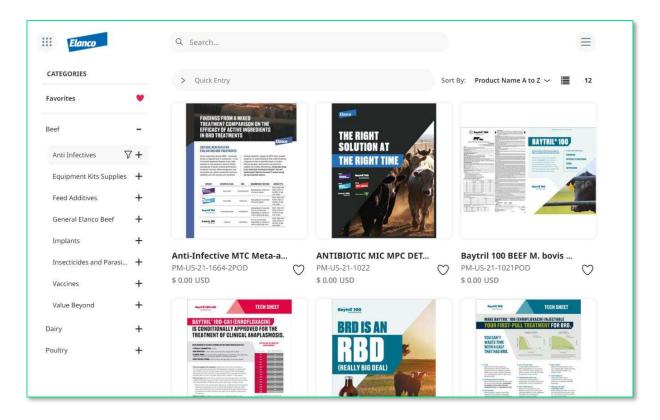
If you do not receive an email to set your starting password, have trouble logging in, or if you need to be set up to gain access, please contact support at support.elanco@hhglobal.com

Please note:

You should continue to login through SSO after you start using that method. If you try to return to logging into the site directly without SSO, you may need to reset your password.



Browse the Catalog

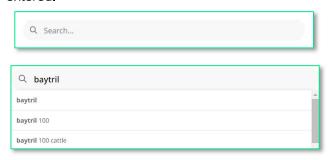


To browse through a list of items, click on one of the categories on the left. Once you select a category, the available products in that category will be listed. Click the plus sign to see subcategories which can be used to further reduce the list.

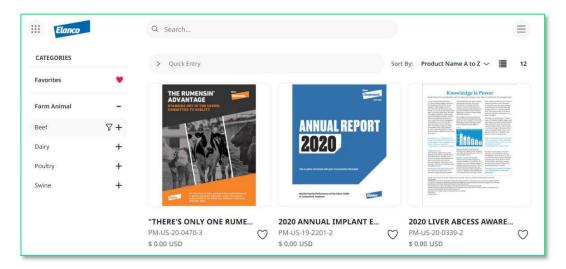
Click the filter to see additional filter options such as the item type. Inventory shows items that ship from the warehouse. POD shows items that are Print on Demand and produced when ordered.



The search field will display items based on name or description containing the search term entered.



The catalog item display will include the item image, SKU/PromoMats ID and price.



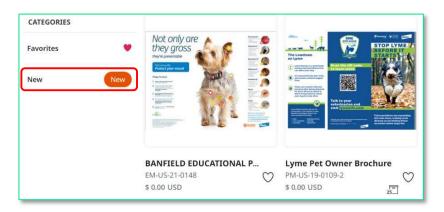
To quickly add an item to your shopping cart, hover over the image. The option to enter a quantity and add the item to your cart will appear.

If you need to look at an item more closely, check order quantity limits, view inventory levels (for stock items) or download a PDF, select View Product.



New Items

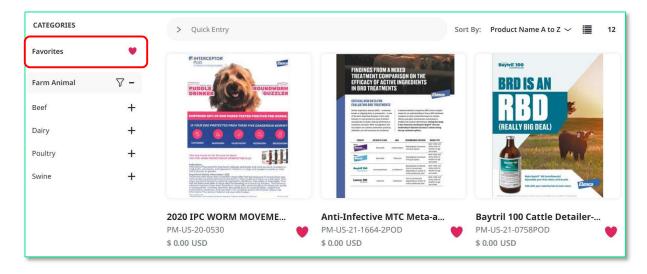
If there are new items available in your catalog, a "New" category will appear just below Favorites. This will be updated periodically to reflect the newest available or updated items.



Favorite Items

If you will be ordering a certain item frequently, click the "**Add to Favorites**" heart to add it to your Favorites list to make it easy to find in the future. The heart is available on the catalog and detail screen.

You can see the list of all your favorite items by clicking Favorites in the Categories menu. Click the heart to remove it from your favorites.



Pack Sizes

On the item detail screen, items that are sold in packs will be denoted by a box icon and number just below the favorites heart in the lower right. This is an item sold in packs of 25:

The pack size is also noted in the information section on the right side of the item detail screen.



Package Quantity

Pack of 25

An order of 2 of this item would result in 2 packs of 25 being shipped.

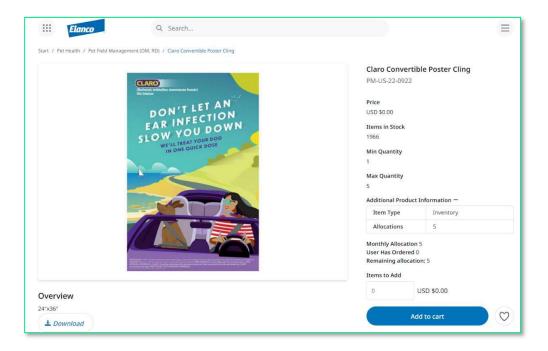
If no box is present, the item is sold in "eaches" meaning an order of 1 is for 1 of the item.

Item Detail Screen

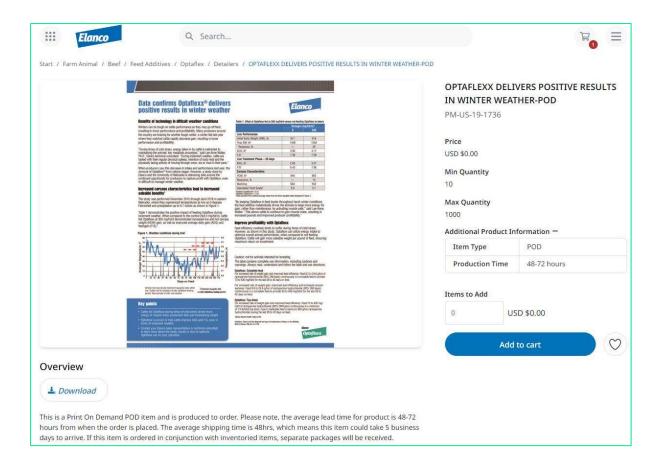
The **detail screen** (below) may include an item description, minimum and maximum order quantity, pack size, and additional product information. The **Max Quantity** amount is the most a user can order of that item in one transaction. **Allocation amount** is the amount a user is allowed to order that product per month. **Remaining allocation** is the value difference between monthly allocation and what the user has ordered thus far for the month.

If the item type is inventory, the item details page will include the total available in stock.

To add an item to your shopping cart, enter a quantity on the lower right and click the "Add to Cart" button.



The below image is an example of a **Print On Demand** item (POD). POD items can be included within the catalog and differentiate from warehoused items as they may require a longer shipping/processing time and could potentially be shipped seperately. Examples of POD items can include posters, signs, business cards, etc.



Clicking the download button (bottom left) will open the piece in a new window and allow an individual to save a copy to their computer.

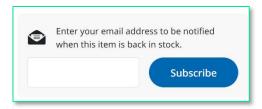
After adding at least one item to your shopping cart, a Checkout icon will appear at the top right of the page, which can be used to begin the checkout process.

Out of Stock Email Notifications

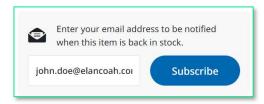
An item that is out of stock will show as having 0 inventory:



On the item detail screen, the add to cart button will be inactive, and an out-of-stock notification box will appear:



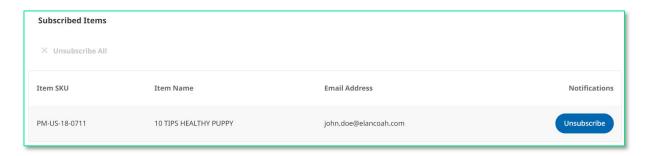
To be notified when the item is back in stock, enter your email address and click on "Subscribe"



The box will change to confirm you've subscribed. An "unsubscribe" option now appears if you want to unsubscribe from the notification:



To see the complete list of all items you've subscribed to, hover over the 3-bar icon in the upper right and select "Subscribed Items"

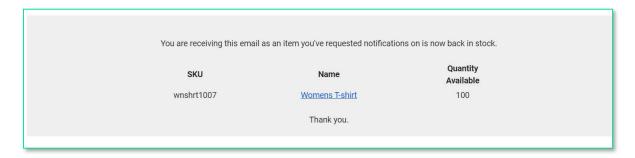


You'll see a list of all subscribed items, with an option to "unsubscribe all" on the left side at the top.

The option to unsubscribe each item will appear to the right.

You can click on the item SKU in the list to be taken to the item's catalog detail screen.

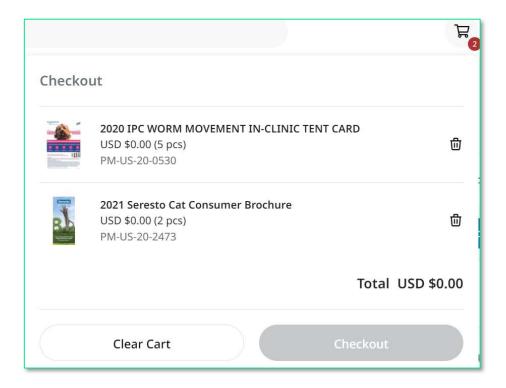
When the item is back in stock, you will receive an email to the provided email address It will list the SKU, Item Name, and total stock available to order:



Please Note: After an item is back in stock, the item will be removed automatically from your subscribed items list. If an item goes back out of stock, you'll need to add an email address using the above process to be notified the next time it is back in stock.

Placing an Order

When you have added all the necessary items to your shopping cart, hover over the cart icon in the upper right corner of the screen and select **Checkout**. This launches the checkout screen.



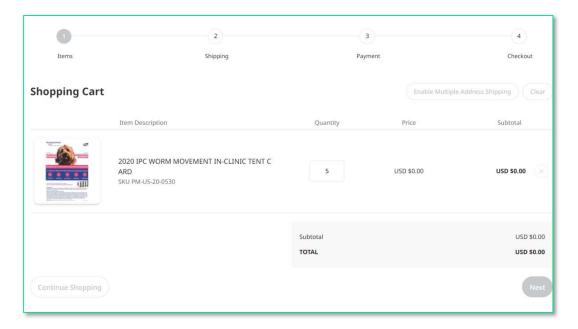
Please Note: These next steps cover a standard checkout process with 1 shipping address. For multiple ship to locations, please see page Multiple Address Checkout Process

When the **Checkout** page opens, you will be prompted through four steps: Review Items, Shipping, Payment, and Confirm Checkout. These are detailed in the following pages.

Review Your Items

On the **Items** screen, you can

- 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 for the line item.
- 4. Continue adding items to your cart before checking out by clicking the **Continue Shopping** button.
- 5. Continue with the purchasing process by clicking the **Next** button.

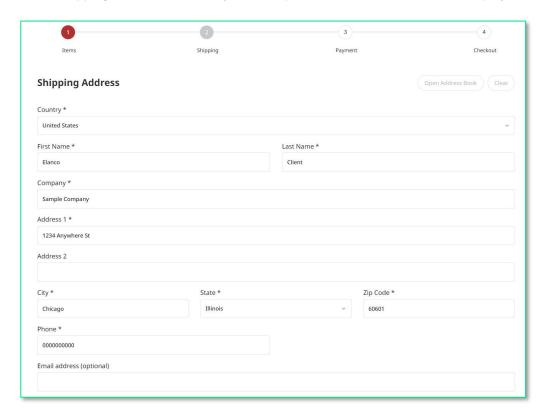


Please note: Items requiring approval will show a "Pending Approval" notice in the shopping cart. This will be for board game prizes and for items where monthly allocations are being exceeded. You will be required to enter a reason for the order later in the checkout process.



Review or Enter a Shipping Address

On the Shipping Address page, you can enter the location where the items will be shipped. If you have a default shipping address saved in your user profile, the default address is displayed.



To select from a list of addresses saved in your user profile or the corporate address book, click the *Open Address Book* link in the upper right.

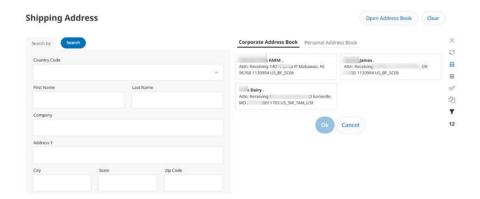
Corporate and Personal Address Book

The Elanco Resource Hub offers two types of address books to make the process easier to complete.

Corporate Address Book

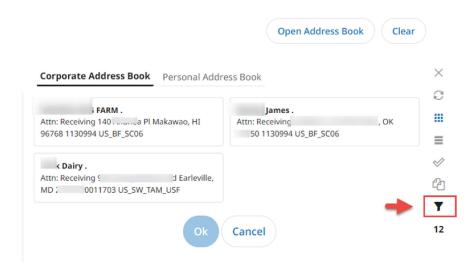
The **Corporate Address Book** is a set of pre-loaded addresses covering the complete, nationwide list of locations. It is the one source of truth that is maintained and used in POS buys. During the checkout process, users can search and select an address from the corporate address book as well as add it to their personal address book.

Based upon the user's individual login, the Corporate Address Book will default to addresses with specific characteristics amtched to that user, such as CRM ID.

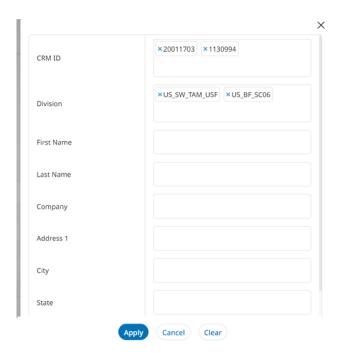


The user can choose an address and click OK. The address will populate into the Ship Address along with the CRM ID and Territory and proceed with the checkout. Should the address that the user desires not be on the filtered list, the user can change the filter parameters.

Click on the Filter icon to the right of the addresses.



The filter page will appear. The user will be able to add and delete filters as desired. User will click **Apply** to return to Address list with new filter set. To see the complete Corporate Address Book, click **Clear**, then **Apply**

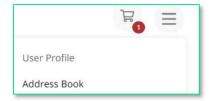


Personal Address Book

The **Personal Address Book** is a user level address book you can manage. We recommend using it for one-off addresses that are used infrequently. The corporate address entries can be copied to the personal address book; however, *personal addresses do not automatically update when the corporate address book is updated.* With that in mind, you can pull in corporate addresses that are most relevant, but we recommend checking the corporate address book and periodically updating any saved personal address entries.



To manually add an address to the Personal Address book, click on the "Address Book" found under the user icon at the top right side of the screen.



Click the Add Address in the upper right corner to add an address.

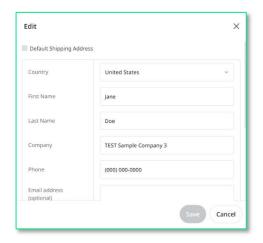
You can modify an address by clicking on edit or remove an entry by clicking on the X to delete it.

When editing an address in personal address book, be sure to scroll down and fill in all required fields.

For multiship, you'll want to make sure First, and Last name, company, phone, and the shipping address are entered.

You can save corporate addresses to your personal address book when viewing them during the checkout process.

To add a corporate address to your personal address book, Select the Shipping Address and click the copy icon which is on the right.

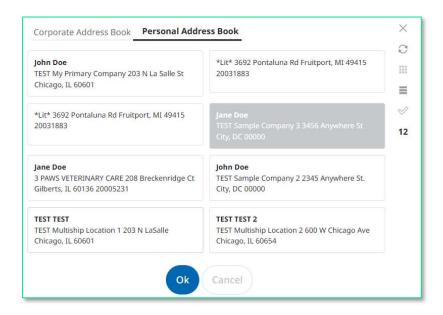


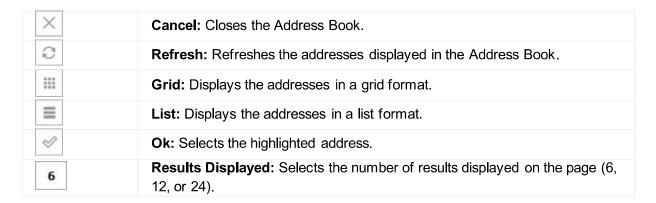
If you are completing a multiple address checkout, you will be able to add all the selected addresses to the personal address book at the same time.



Select the correct shipping address, and then click OK to add the location to your order.

In the Open Address Book section, there are several buttons on the right side that provide the options listed below.

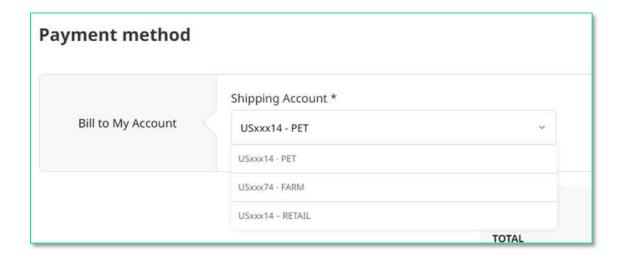




Click Next to proceed to the Payment page.

Select Your Cost Center

Here in the Payment section, please select your cost center from the dropdown. Your selection should apply to most items in your order (Pet, Farm, or Retail).

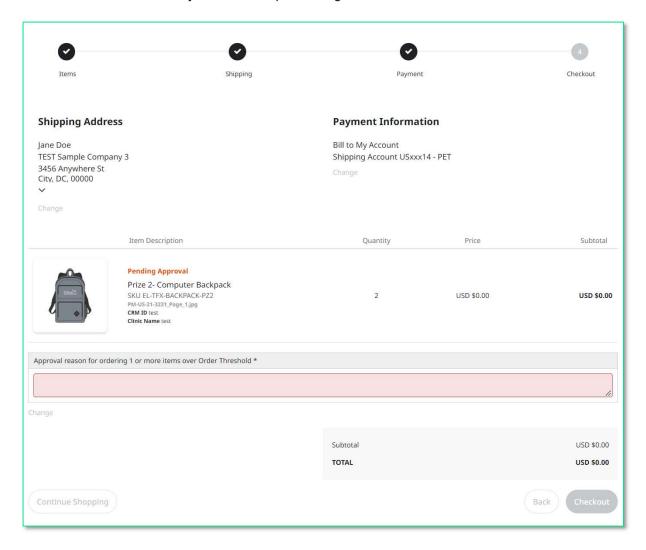


Click **Next** to proceed to the Checkout Confirmation screen.



Review and Complete Your Order

On the Checkout page, you can review and change all your order information before clicking **Checkout** which will route your order for processing.



If any items in your order need comments for approval reasons, the comment box will appear on the final confirmation screen. You'll need to enter comments before clicking checkout.



An **Order Confirmation** screen will appear with the option to print on the bottom right corner.

You will also receive an email copy of your order confirmation at the email address on your account. If your order contained items needing review because they exceed your monthly limit, the order number will not appear on the screen after checkout.

After the order is approved, the order will be updated with an order number, and you'll receive a notification by email.

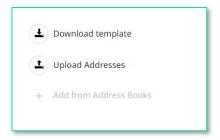


Multiple Address Checkout Process

If you'd like to have the items in your shopping cart route to more than one shipping address, click the button labeled "Multiple Addresses" in the upper right corner of the shopping cart.



The shopping cart screen will change, showing options for entering the ship-to addresses.



If you prefer to work with spreadsheets, click the download arrow an ext to "Download template" to download a copy of the import template.



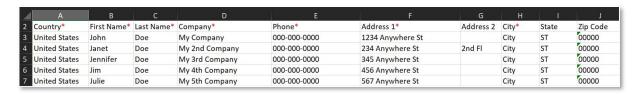
Enter in all your shipping addresses, one location per line. You'll need to be sure all fields with a red asterisk are filled in or the import will fail.

When entering the phone number, please be sure to enter only digits, parenthesis, or a + sign

Valid examples include (000) 000-0000, or 000-000-0000.

The phone field will not accept decimals.

The Country field will offer a dropdown.



After filling in all your locations, click the upload arrow arrow next to "Upload Addresses" and select your file. *Please note:* the import will only work with spreadsheets matching the format of the downloaded template file.

After a successful import, the screen will move to the Items page, which shows the list of locations in rows, and the corresponding items in columns (see page 24).

To ship to locations already in the system, click the "Add from Address Books" button to open the address book screen.

Please Note: As addresses in the corporate address book may require additional fields to be filled in, you must add them to your personal address book and complete the required fields using the "address book" link found under the user icon prior to a multi-ship order. All addresses require a value to be entered in the following fields for checkout:

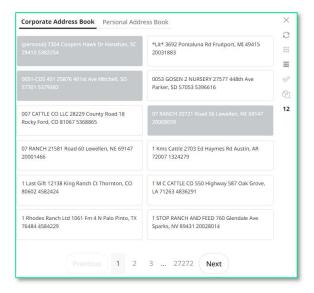
- First Name
- Last Name
- Company
- Phone
- Address Line 1
- City
- State (US)
- Zip Code (US)

Click on an address to select it, and the address will turn grey. You can select additional addresses by clicking on them.

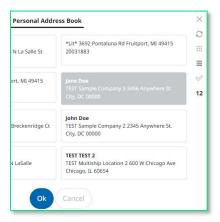
Click the copy icon ² to add the selected addresses to your address book.

Please note: Addresses will remain selected until you unselect them, so be careful not to add an address to your personal address book more than once.

To unselect an address, click on it again and the grey highlight will go away.



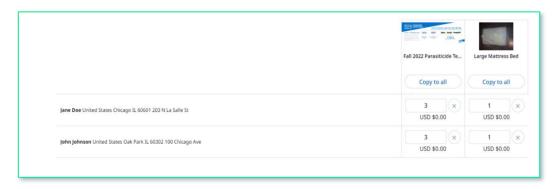
To update the addresses copied to your personal address book before using with multiship, click the "Address Book" link found under your user icon in the upper right (see page 14).



Return to your checkout and select complete addresses from the personal address book. Click "Ok" when done.

Click Next to proceed to the items page.

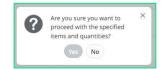
Review Your Items



On the Items page, items will appear in columns on the right with each address listed in the rows starting on the left. On this screen, you can:

- 1. Update item quantities per item, per each ship-to address
- 2. Apply the quantity of the first item to all locations by clicking "Copy to All" (e.g., if you change the original quantity)
- 3. Zero out an item from a specific location by clicking the X.

Click Next to continue. A prompt will appear asking to confirm that you wish to continue. Click "Yes" to continue.



The rest of the checkout is similar to the single address shipment option (see page 19).

You will also see an on-screen order confirmation and receive a copy by email after completing your checkout.

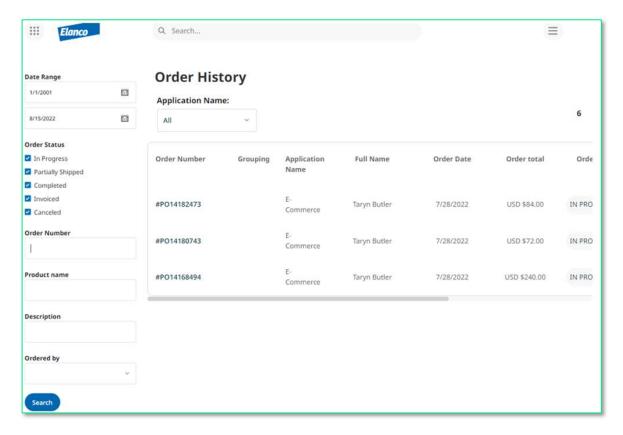


View and Copy Previous Orders

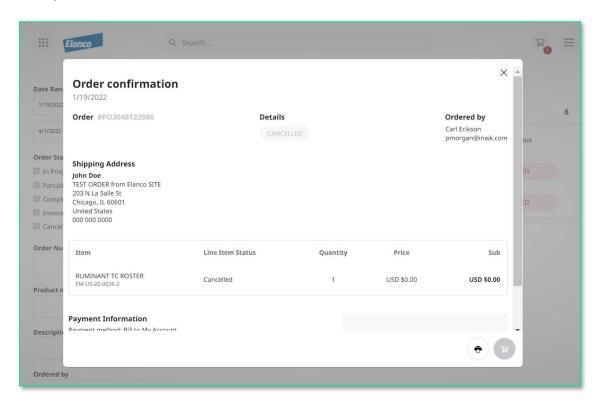
To access a list of all orders you have placed, hover over the menu icon and select **Order History.**

This screen, allows users to view rejected carts/items in the Order History as well as the Full Name (First Name + Last Name). Users can **filter** order by date, status, or searching by keyword.

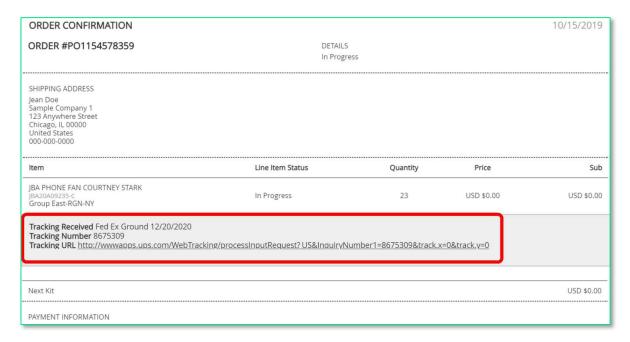
This page also allows users to have visibility to what was not approved for future reference, and by clicking the order number, users are able to view comments about why the carts/items were not approved.



Click on an order number to bring the order's confirmation screen, which lists all the included items. At the bottom of the screen, click the shopping cart to add all these items to your cart, or the print button to print the screen.



For shipped orders, the tracking information will appear in your order history, in addition to the email notification you will receive when the order ships.



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Contact Support

Please email us at support.elanco@hhglobal.com for order inquiries or site assistance.

Support hours of operation are Monday - Friday 8am - 5pm EST.