



HEART SHOP

eStore

User Guide



Table of Contents

Overview	3
Log in	3
The homepage	4
Browsing the Products	4
Product Categories	4
Search Function	5
Product Description	6
Placing an Order	6
Shopping Cart	7
Shipping Page	7
Entering Ship-To Information	7
Select your Shipping Method	8
Special Instructions	8
Entering Billing Information	
Payment Options	9
Select Your Payment Options:	9
Review and Confirm	9
Final Order Summary	9
Order Confirmation Page	10
Order Confirmation Page	
Email Confirmation	11
Order Confirmation Email	11
License Code or E-mail Assignment	12
Single eBook Assignment	
Multiple eBook Assignment	



Overview

This User Guide will provide you with instructions and useful information for navigating through the eStore to enable you to purchase material.

Log in

To access the eStore, go to <u>http://www.gilmore.ca/HSFC/Guest.aspx</u>. Use your User ID and Password.

		Guest	t
	Login		If you are an Instructor or Program Administrator
Email or Username:			click here to log in to the Heart Shop eStore via the HSF Resuscitation Portal
Password:			
	Login to your Heart Shop eStore account	Create a Heart Shop eStore account	Shop as a Guest
	Forgot Password	d	

While using the web store, your session will time out after 60-minutes of inactivity.



The homepage

From the homepage you can browse products, navigate through My Account to find reporting, past orders, address book, etc.



Browsing the Products

There are a couple of different ways to view the products in the store.

Product Categories

Product Categories are found along the top. These categories contain products currently available to order within the eStore.

First Aid/CPR	BLS	ACLS	PALS/PEARS	More

If you know the location of the product you are searching for, you can use these categories to drill down until you find the desired product.

First Aid/CPR	BLS
First Aid >	Heartsaver CPR & AED > —



Search Function

On the top right of the store, there is a text box by which you search. Enter the desired part number, title, keyword, etc. in the text field. The results of the search will be listed for easy viewing.



If you enter a word such as 'bundle' you will see all items that contain 'bundle'.



From here you can filter the results by using the sort by, view, and products per page.





Product Description

The product name and image act as a link. Clicking this link will display a synopsis of the selected product. This page displays all of the product information within the overview but can also a description, and/ or special instructions (if applicable).

S	201 and RE7160	5 Pediatric Emergency Assessment, Recognition, Stabilization (PEARS) Provider Bundle- English E
Contraction of the Contraction o	\$69 	1 + In Stock (4 Available)
	\heartsuit	Add To Cart
Overview	Description	
This product is offered in English only Pediatric Emergency Assessment, Reco	gnition, and Stabilization (PEARS	Provider Bundle - English

Placing an Order

There are two different ways to add product to your shopping cart.

- 1. From the product list you can click *Add to Cart* and you are brought to your shopping cart where you can change the quantity you would like to order. When you change the quantity make sure to click on update.
- 2. From the product detail page you can adjust the quantity you wish to order and click *Add to Cart, where you are then brought to your shopping cart.*



Shopping Cart

Items will be added to your shopping cart, and you will see the total value of all items in the subtotal.

🃜 Your Shopping	Cart		Proceed to Checkout
PRODUCT		QUANTITY	PRICE
• Remove from Cart	2015 Pediatric Emergency Assessment, Recognition, and Stabilization (PEARS) Provider Bundle- English #RE7160E	- 1 +	Unit price: \$69.95 Subtotal: \$69.95
문 Clear Cart Continue Shopping]		Subtotal (1 items): \$69.95 CAD Proceed to Checkout

From here you can Continue Shopping or Proceed to Checkout.

Shipping Page

Entering Ship-To Information

At this step, you will be asked to enter the 'ship to' information. If the Shipping Information which auto populated is correct, then proceed by scrolling down.

From here you also have access to a Personal and/or Company address book. Or ship to a new address.

Set Your Shipping Address:	
Ship to Address	
Ship to Address	Edit Address
120 Herzberg Rd Ottawa, Ontario K2K3B7 Canada Solo-795-6661 Store@gilmoreglobal.com	
- OR - 🖪 Select a different address from your address book	
- OR - 🕒 Ship to new address	



Select your Shipping Method

From the drop down you are offered the available ship methods based on the ship to address.

You are also given the shipping estimate and delivery date.

Select Your Shipping Method

Shipping Method	
Please Select an Option	•

Special Instructions

The Special Instructions field can be used to enter comments specific to the particular order delivery.

Special In	nstructions (optional)			
1				
1				

Entering Billing Information

You will see Set Your Billing Address. Same as shipping address will automatically be selected.

Set Your Billing Address	
□ Same as shipping address	
Bill to Address	
♀ Bill to Address	Edit Address
120 Herzberg Rd Ottawa, Ontario K2K3B7 Canada © 800-795-6661 @ store@gilmoreglobal.com	
- OR - Select a different address from your address book	

When it is unselected, you have access to your address book or type a different address in.



Payment Options

Select Your Payment Options:

Once you've entered your payment details click Process your Order.

*If you have a promotional code this is when you would enter it.

Review and Confirm

Final Order Summary

You can now review your order before processing.

Review Yo	our Order:			Process your Order	Account Summary	
🏋 Your S	hopping Cart				 Shipping Address Gilmore Global 120 Herzberg Rd Ottawa, Ontario K2K3B7 Canada 	
PRODUCT	2015 Pediatric E	QUANTI mergency Oty: 1	тү	PRICE Unit price: \$69.95	800-795-6661 Østore@gilmoreglobal.com Ship Method: Canada Post - Regular Parcel Estimated Delivery Date: October 31, 2024 Special Instructions:	
PEARS	Assessment, Rec and Stabilization Provider Bundle #RE7160E	cognition, n (PEARS) - English		Subtotal: \$69.95	Do Not Fulfill	
					Billing Address	
💷 Order S	Summary				Gilmore Global	
Maashaadi	en Culturente			c60.05	Ottawa, Ontario K2K3B7	
Order Proc	se sublotal.			\$09.95	Canada • 800-795-6661	
Shipping:				\$23.31	@store@gilmoreglobal.com	
Taxes:				\$12.77	ê Paumont	
					S rayment	
Order Tota	al:			\$111.03 CAD		
					Currency:	CAD
🖂 Order e	email confirmations					
	Full Name	Email Address	Email Source	Pricing Visibility		
			Third Party	All Pricing		
~	Gilmore Global	store@gilmoreglobal.com	Shopper, Shipping, Billing	All Pricing		
🖂 Shippir	ng email confirmations					
	Full Name	Email Address	Email Source	Pricing Visibility		
			Third Party	All Pricing		
1	Gilmore Global	store@gilmoreglobal.com	Billing, Shipping, Shopper	All Pricing		
Back to F	Payments			Process your Order		

Once you've confirmed your order click on Process you Order.



Order Confirmation Page

Order Confirmation Page

Once your order has been accepted, a confirmation page will display indicating the order number.

At this point, you may View Order Receipt, Continue Shopping, Logout or Assign Digital Content.

Thank yo Join UPS My C	DU for your order! hoice for free and manage your delivery. Click here		
Your confirmation You will receive an I View Order Rec	Your confirmation number is #2529960 You will receive an email confirmation shortly. IView Order Receipt		
Purchased Pr	oducts		
PRANS	2015 Pediatric Emergency Assessment, Recognition, and Stabilization (PEARS) Provider Bundle- English #RE7160E		
Continue Shoppi	ng		



Email Confirmation

Order Confirmation Email

You will receive an order confirmation via email with your order number. If you have order digital products there will be a button to claim digital content.

Order Review Order Number: Ship Method Estimated Delivery Date: Shipped Date:	2529960 Canada Post - Regular Parcel November 1, 2024 Awaiting Shipping	Order Status: Processed Date Ordered: Payment Method:	October 28, 2024 HSFC	
Billing Information Full Name: Company Name: Email: Phone: Fax: Address:	Gilmore Global <u>store@qilmoreglobal.com</u> 800-795-6661 120 Herzberg Rd	Shipping Information Full Name: Company Name: Email: Phone: Fax: Address:	Gilmore Global <u>store@gilmoreglobal.com</u> 800-795-6661 120 Herzberg Rd	
City: Province: Postal Code: Country:	Ottawa Ontario K2K3B7 Canada	City: Province: Postal Code: Country:	Ottawa Ontario K2K3B7 Canada	
Products				
Product Code RE7160E	Product Name 2015 Pediatric Emergency Assessment, R (PEARS) Provider Bundle- English	ecognition, and Stabilization	Price Quantity \$69.95 1	Amount \$69.95
			Subtotal: Order Process Fee: Shipping & Handling: Taxes:	\$69.95 \$5.00 \$23.31 \$12.77
Prices in CAD			Total:	\$111.03
Comments Special Instructions: Do Not Fulfill				



License Code or E-mail Assignment

When your order includes eBook(s) (digital content), you may receive one of two options (single or multiple eBook assignments).

Single eBook Assignment

Your order details are automatically displayed in the fields; however, they can be modified. Once the field details are correct, click on 'Claim Digital Content' and the code will be sent to the recipient.

Thank you for your order!					
Join UPS My Choice for free and manage your delivery. Click here					
Your confirmation r You will receive an	number is #2529962 email confirmation shortly.				
🔳 View Order Rec	■ View Order Receipt				
Purchased Pro	2020 American Heart Association Guidelines Heart & Stroke Foundation of Canada Edition- eBook - English #RE9800ED	Recipient Name Gilmore Global Recipient Email store@gilmoreglobal.com Claim Digital Content			
Continue Shoppir	ıg				

Multiple eBook Assignment

On the order confirmation page, click on 'Distribute Digital Content' to access the codes.

Thank y	ou for your order!	
Join UPS My (Choice for free and manage your delivery. Cick	here
Your confirmatior You will receive a	n number is #2529963 n email confirmation shortly.	
🔳 View Order Re	eceipt	
Purchased Pr	roducts 2020 American Heart Association Guidelines Heart & Stroke Foundation of Canada Edition- eBook - English #RE9800ED	License(s): 10 Distribute Digital Content
Continue Shopp	ing	

After clicking on Assign and Distribute, you will go to the following page.



On this page, you will be able to manually enter the name and email address of recipients and send emails. You can also click Download Template, enter the information in the spreadsheet, then click Import Recipients.

Click 'Send Emails' to send the codes to the recipients.

Product License Assignment						
Order Number: #2529963 Status: Processed Date Ordered: October 28, 2024 Phone: 800-795-6661	Full Name: Gilmore Global Company Name: Email Address: store@gilmoreglobal.com					
2020 American Heart Association Guidelines Heart & Stroke Foundation of Canada Edition- eBook - English #RE9800ED						
10 Available License(s)	👔 Download Recipients Template	0	Upload Recipient			
The license keys for the software that you've ordered are being generated. To view the license keys ordered, please refresh your page.						
Redemption status updated night	ly					
LICENSE CODE STATUS	RECIPIENT NAME RECIPIENT EN	AIL	COMMENTS			
Available						
Available						
Available						
Available						
Available						
Available						
Available						
Available						
Available						
Available						
Show 12 • (10 Item(s)) View All	1 of 1		Send Emails			