



# Welcome to ResourceONE™

Howco's Marketing and Uniform Fulfillment Site

[www.HOWCO-R1.com](http://www.HOWCO-R1.com)

## Where to Begin

You can access Autobell uniform items for purchase at [www.HOWCO-R1.com](http://www.HOWCO-R1.com).

## Self-Registration

Crew Members will self-register to create an account.

On the self-registration page you will be required to enter your first name and last name and your Email, which will become your User ID.

Create a password and type it in again to confirm the Password.

Passwords must be at least 8 characters and contain at least one upper case letter and one number.

Choose which "User Group" you belong to from the drop down menu.

Select a security question from the drop down menu. Create the answer and confirm the answer

Click "**Submit Registration**" when finished.

**Instructions**  
Please be sure that your Internet Browser is set to accept cookies and to refresh (reload) pages on every visit before continuing the signup process.

**\*Required Field**

First Name:

Last Name:

Company Name:

Your Email will be your User ID

Email:

Password:

Please re-type your password

Confirm Password:

User Group: AB Assistant Manager ▾

Select a Security Question: What city were you born in? ▾

Security Question Answer:

Confirm Security Question Answer:

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District Managers, Store Managers, and Home Office Staff will receive their login and password from the Howco account manager.

Managers will be automatically registered with their personal email and a registration email will come to your inbox. If a manager already has an account, your account will be updated to the manager category. Updates are completed every two weeks.

# Signing In

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After self-registering you will automatically be logged in to the home page.



The "**Catalog**" can be accessed by the menu in the top left

"**Search**" the site from any page by entering a product number or a key word, then hitting Enter on your keyboard.

# Catalog Page

Navigation links are at the top of the page. Note that you can return to the Catalog page at any time by clicking the "Catalog" link in the navigation bar.

The image shows a screenshot of the HOWCO catalog page. The page features a navigation bar at the top with links for "Catalog", "Jonathan Davis", and "Log Out". A search bar is located in the top right corner. The main content area displays the HOWCO logo and a list of products under the "Autobell Outerwear" category. The products listed are "Autobell Crew Coats" and "Autobell Manager Coat". A navigation column on the left side of the page shows the current path: "Home > Catalog > Autobell Outerwear". The page also includes a footer with copyright information and a "securityMETRICS Certified" logo.

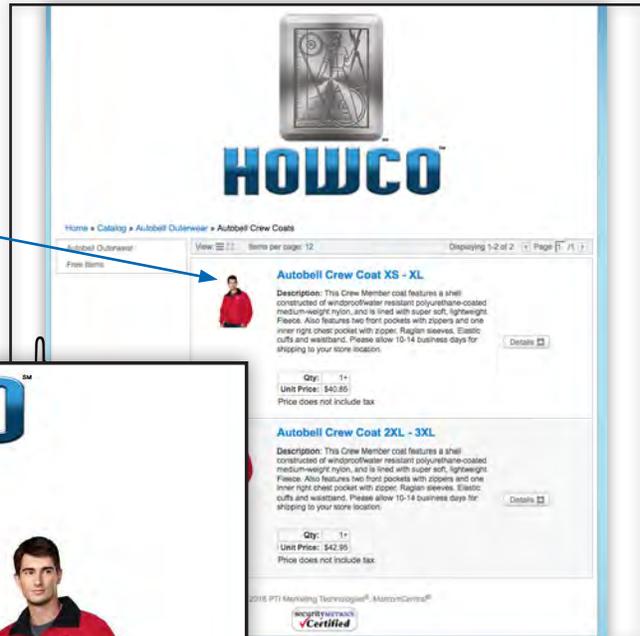
Annotations on the right side of the image point to specific elements:

- navigation links**: Points to the top navigation bar.
- search**: Points to the search bar.
- navigation column**: Points to the breadcrumb navigation path.
- categories/products**: Points to the product listings.

# Ordering

To view a product, click on the category or the product itself.

Clicking the thumbnail image displays product information.



Clicking the product image opens it in a separate window where it can be magnified and printed if desired.



# Shopping Cart

Add the total quantity desired to the cart.

Click on green "Add to Cart"



The product page for the 'Autobell Crew Coat XS - XL'. The page features the 'HOWCO' logo at the top. Below the logo is a breadcrumb trail: 'Home » Catalog » Autobell Crew Coats » Autobell Crew Coat XS - XL'. The 'Product Information' section includes the product name and a detailed description. The 'Choose Version' section lists size options: XS (selected), S, M, L, and XL, each with a description. The 'Order Information' section shows a quantity of 1, a unit price of \$40.85, and a note that the price does not include tax. At the bottom, there is a quantity input field with '1' and a green 'Add to Cart' button.

The shopping cart summary page. It shows a breadcrumb trail: 'Shipping → Billing → Confirm Order'. Below this is a search bar and a table of products. The table has columns for 'Products', 'Qty', and 'Price'. The first row shows 'Autobell Crew Coat XS - XL | SKU: 91074-XL' with a quantity of 1 and a price of \$40.85. Below the table are buttons for 'Remove' and 'Update'. To the right of the table, there is a 'Subtotal' of \$40.85 and 'Shipping & Handling' of \$5.00. At the bottom, there are buttons for 'Back To Catalog', 'Save Cart', and 'Checkout'.

Note that quantities can be updated here. Change the quantity and click on "Update".

# Checkout

At the Shipping screen, your store address will be automatically set based on the store# you selected when registering. Enter your name in the "Attn:" box.

The Ship Method will be automatically set.

The screenshot shows the 'Shipping' step of a checkout process. At the top, it says 'Shipping → Billing → Confirm Order'. Below this, there are two main sections: 'Choose Shipping Address: (All Products)' and 'Choose Shipping Method: (All Products)'. In the address section, the 'Use an Existing Address' option is selected, and the address is pre-filled: 'Attn :', '5001 South Blvd.', 'Charlotte, NC 28217', 'US'. The shipping method section shows 'Howco Shipping' selected. Below these sections is a table of products. The table has columns for 'Products', 'Description', 'Ship To', 'Ship Method', 'Instructions', and 'Qty'. One product is listed: 'Autobell Crew Coat XS - XL' with description 'Xtra Large - Red Crew Member Coat', 'Ship To' 'Current', 'Ship Method' 'Howco Shipping', and 'Qty' '1'. Below the table are buttons for 'Remove', 'Recalculate', and a summary table with 'Subtotal: \$40.85', 'Shipping: \$0.00', 'Handling: \$5.00', and 'Total: \$45.85'. At the bottom right, there are 'Back' and 'Continue' buttons. A hand cursor is pointing to the 'Continue' button. Blue arrows point from the text above to the 'Attn:' field, the 'Howco Shipping' method, and the 'Continue' button.

Products	Description	Ship To	Ship Method	Instructions	Qty
<input type="checkbox"/> Autobell Crew Coat XS - XL 91074-XL	Xtra Large - Red Crew Member Coat	Current	Howco Shipping		1

Subtotal:	\$40.85
Shipping:	\$0.00
Handling:	\$5.00
<b>Total:</b>	<b>\$45.85</b>

Use the "Back" button (at the bottom of the screen) provided at any stage of the checkout process to make any necessary changes.

Click on green "Continue" button to go to Billing.

***Do not use the browser "back button" to go back.***

# Billing

At the Billing screen, click on "**Use a New Address**"

The address you enter here must match the credit card's billing address.

The screenshot shows the Billing screen with the following elements:

- Navigation: Shipping → Billing → Confirm Order
- Section: Choose Billing Address: (All Products)
- Options:  Use an Existing Address,  Use Shipping Address,  Use a New Address (This order only):
- Form fields for the new address: Country (United States), Company, Attn (Mark Prepress), Addr1 (123 East Main St.), Addr2, Addr3, Addr4, City (Charlotte), State (North Carolina), Zip (28273). Asterisks indicate required fields.
- Buttons: Select Address, Save Address
- Section: Choose Cost Center: (All Products)
- Dropdown: 13000-00 - AB Employee Paid - GL#13000-00
- Table with columns: SKU, Description, Cost Center, Ship Method, Qty, Price
- Table content:

SKU	Description	Cost Center	Ship Method	Qty	Price
<input type="checkbox"/> 91074-XL	Xtra Large - Red Crew Member Coat	13000-00 - AB Employee	Howco Shipping	1	40.85
- Buttons: Remove, Back, Continue

The Cost Center will be automatically filled based on your user profile.

Click "**Continue**" at the bottom of the screen.

Note:

The boxes marked with an asterisk\* are required.

## Billing, cont.

At the second Billing screen, enter your credit card information.

The credit card number should be entered with no spaces or dashes.

Shipping → Billing → Confirm Order

<b>Current Ship To Address</b>	5001 South Blvd. Charlotte, NC 28217 US	<b>Purchase Order Number:</b>	
		<b>Current Bill To Address</b>	Mark Prepress 123 East Main St. Charlotte, NC 28273 US <a href="#">[Change]</a>

Items

1	Name	SKU	Qty	Price
	Autobell Crew Coat XS - XL	91074-XL	1	\$40.85
	<b>Description</b> Xtra Large - Red Crew Member Coat	<b>Cost Center</b> 13000-00 - AB Employee Paid - GL#13000-00 <a href="#">[Change]</a>		
	<b>Ship To</b> 5001 South Blvd. Charlotte , NC 28217 US	<b>Ship Method</b> Howco Shipping <a href="#">[Change]</a>		
				<b>Subtotal:</b> \$40.85
				<b>Shipping:</b> \$0.00
				<b>Handling:</b> \$5.00
				<b>Total:</b> \$45.85

Credit Card Type:

Credit Card Number:

Expiration:

Security Code:

First Name on Card:

Last Name on Card:

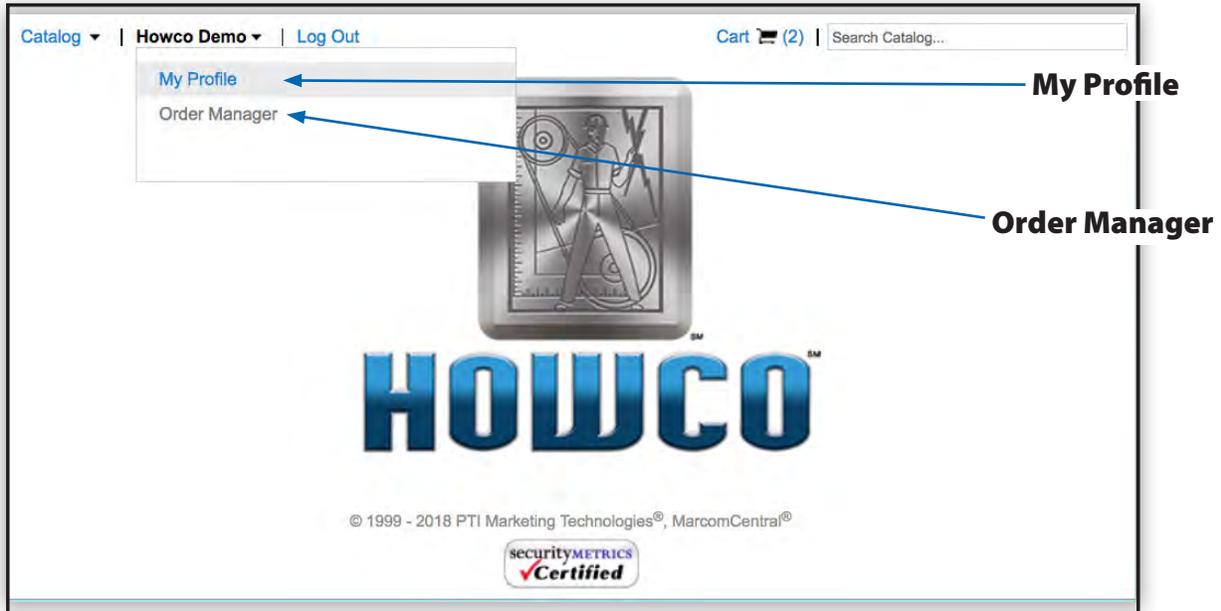
Phone Number:

Click "**Complete Order**" at the bottom of the Billing screen to complete your order and see an order confirmation screen.

**Note:**  
The boxes marked with an asterisk\* are required.

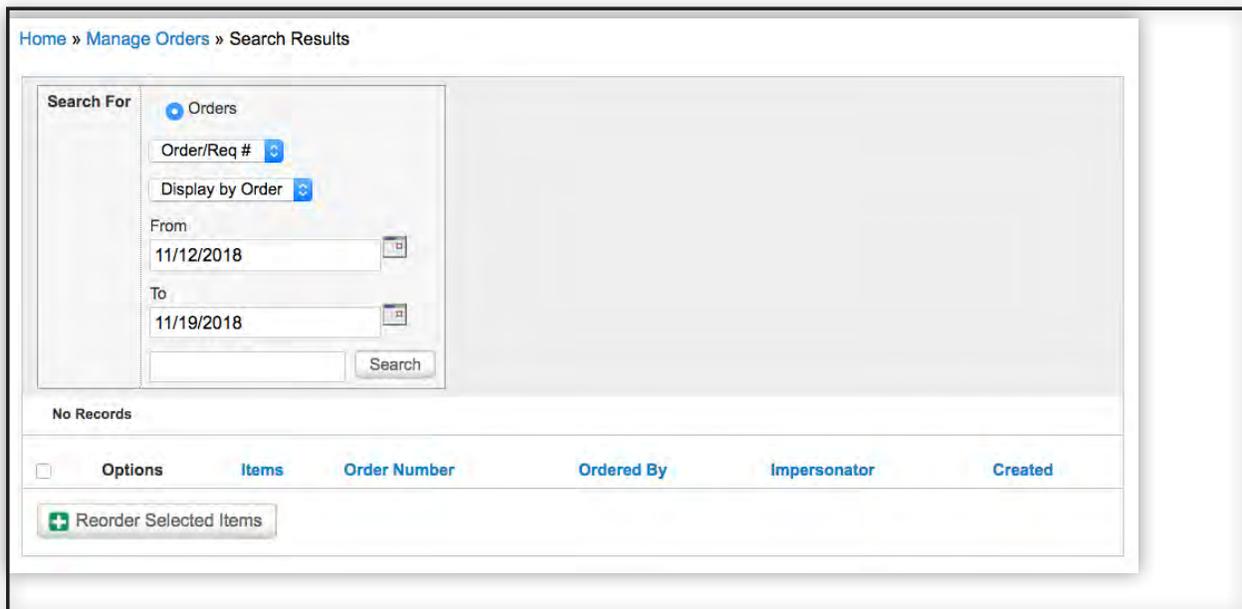
# My Profile and Order Manager

Your user profile is available in the upper right corner of the screen. Select "**My Profile**" to access your your account information.



Select "**Order Manager**" in the navigation bar to access previous and active orders. Searches can be filtered by SKU, Description, Order #, or Status. A date range is required for each search.

To view details of an Order Summary click the "**View Detail Summary**", which will include a tracking number, when shipped, once applicable.



## Logging Out

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Remember to "**Log Out**" when you are finished.



## Shipping

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Please allow 10-14 business days for shipping.

## Questions?

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For Howco support, contact us by phone at 800-633-3914 or by email at [howcogear@howco.com](mailto:howcogear@howco.com).