

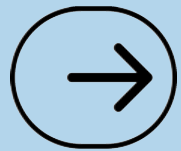


Account Management

→ Let's get started



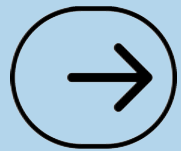
This guide reviews the following areas in a user's Account Dashboard:



- **My Organisation**
 - Locations
 - Users
 - Settings & Preferences
- **Settings & Preferences**
 - Profile
 - Checkout
 - Preferences



Do you know your account permissions?



Only users with appropriate permissions can modify details for locations and users within their organisation.

If you need to request changes to your User Rights, contact the person in your organisation who administers your Henry Schein account.



Hello! Let's search together...

Products



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Medical and Surgical Supplies

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Top Manufacturers

Clearance

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Henry Schein delivers the solutions health care professionals need to improve the performance of their practice so they can improve the lives of their patients.

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demo.hsuk

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Password

.....

[Forgot?](#)

Sign In

Don't have an account? [Sign Up](#)

DEHP

Feedback

1. Sign in to your account



Browse Dental Supplies

Account Management

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2. Navigate to your **Account Dashboard**

You can navigate here by selecting the **initial circle** in the top right corner or by selecting an option next to **Account Management** in the main menu

[Account Dashboard >](#)[Orders & Returns](#)[Statements & Payments](#)[Messaging Centre](#)[My Catalogues](#)[My Lists & Favourites](#)[My Organisation](#)[Budget Management](#)[My Reports](#)[Settings & Preferences](#)[Log Out](#)[Account >](#) [My Organisation](#)

My Organisation

Shipping Locations, User Profiles, and settings applicable to your overall organisation.

Locations

[Users](#)[Approval Workflow](#)[Licences](#)[Settings & Preferences](#)

Office Locations

[Add Office Location](#)

Below is a list of all the locations associated to your Website User Profile. To view or modify an office location, click the view/edit link.

Total Results: 2 items



Show 24 Per Page

Location Name ▲	Nickname ▲	Address ▲	Shipping Account ▲	Billing Account ▲	Users	
Location #2	456 Demo Street	456 Demo Street London BB22 2BB	23098263	23098263	1	View/Edit
Location #1	123 Demo Lane	123 Demo Lane London SK15 5TG	23098262	23098262	1	View/Edit

3. Select My Organisation

Hello! Let's search together...Products

Hi, DemoSign OutLocation #1123 Demo Lan...Account #23098262Switch Location£0.00

Previously Purchased Item

Explore AllTop CategoriesDental SuppliesEquipment & ServicingSolutionsFeatured Brands & ProductsBlogs

Account Dashboard >

Orders & ReturnsStatements & PaymentsMessaging CentreMy CataloguesMy Lists & FavouritesMy OrganisationBudget ManagementMy ReportsSettings & PreferencesLog Out

Contact Sales

Account > My Organisation

My Organisation

Shipping Locations, User Profiles and settings applicable to your overall organisation.

LocationsUsersApproval WorkflowLicencesSettings & Preferences

Office Locations

Add Office Location

Below is a list of all the locations associated to your Website User Profile. To view or modify an office location, click the view/edit link.

Total Results: 2 items

Search Locations

Show 24 Per Page

Location Name ▲	Nickname ▲	Address ▲	Shipping Account ▲	Billing Account ▲	Users	
Location #2	456 Demo Street	456 Demo Street London BB22 2BB	23098263	23098263	1	View/Edit
Location #1	123 Demo Lane	123 Demo Lane London SK15 5TG	23098262	23098262	1	View/Edit

4. On the **Locations** tab:

- View locations assigned to your organisation
- Search within your accessible locations

Hello! Let's search together...Products

Hi, DemoSign OutLocation #1123 Demo Lan...Account #23098262Switch Location£0.00

Previously Purchased Item

Explore AllTop CategoriesDental SuppliesEquipment & ServicingSolutionsFeatured Brands & ProductsBlogs

Account Dashboard >

Orders & Returns

Statements & Payments

Messaging Centre

My Catalogues

My Lists & Favourites

My Organisation

Budget Management

My Reports

Settings & Preferences

Log Out

Account > My Organisation

My Organisation

Shipping Locations, User Profiles, and settings applicable to your overall organisation.

LocationsUsersApproval WorkflowLicencesSettings & Preferences

Office Locations

Below is a list of all the locations associated to your Website User Profile. To view or modify an office location, click the view/edit link.

Total Results: 2 itemsSearch LocationsShow 24 Per Page

Location Name ▲	Nickname ▲	Address ▲	Shipping Account ▲	Billing Account ▲	Users
Location #2	456 Demo Street	456 Demo Street London BB22 2BB	23098263	23098263	1
Location #1	123 Demo Lane	123 Demo Lane London SK15 5TG	23098262	23098262	1

4a. Users with appropriate permissions can:

- Edit location details
- Add an office location

For more on **Location Management**, view our additional guides:



Hello! Let's search together...Products

Hi, DemoSign OutLocation #1123 Demo Lan...Account #23098262Switch Location£0.00

Previously Purchased Item

Explore AllTop CategoriesDental SuppliesEquipment & ServicingSolutionsFeatured Brands & ProductsBlogs

Account Dashboard >

Orders & Returns

Statements & Payments

Messaging Centre

My Catalogues

My Lists & Favourites

My Organisation

Budget Management

My Reports

Settings & Preferences

Log Out

Contact Sales

Account > My Organisation

My Organisation

Shipping Locations, User Profiles, and settings applicable to your overall organisation.

LocationsUsersApproval WorkflowLicencesSettings & Preferences

Below are all registered users within your organisation. Select view/modify to see additional details about the users assignments or permissions.

Filter

Active Users Only

Punch-Out Users Only

Search Users

Show 24 Per Page

Create New User

Total Results: 1 items

Clear All

User ID ▲	Name ▲	Email ▲	Locations ▲	Approval ▲	Status ▲	Last Login ▲	
testaccount2	Test Account		2 View Details	✓ Approver	Active	N/A	View User Profile

5. On the **Users** tab:

- View users within your organisation
- Search users
- Filter users

Hello! Let's search together...Products

Hi, DemoSign OutLocation #1123 Demo Lan...Account #23098262Switch Location£0.00

Previously Purchased Item

Explore AllTop CategoriesDental SuppliesEquipment & ServicingSolutionsFeatured Brands & ProductsBlogs

Account Dashboard >

Orders & ReturnsStatements & PaymentsMessaging CentreMy CataloguesMy Lists & FavouritesMy OrganisationBudget ManagementMy ReportsSettings & PreferencesLog Out

Account > My Organisation

My Organisation

Shipping Locations, User Profiles, and settings applicable to your overall organisation.

LocationsUsersApproval WorkflowLicencesSettings & Preferences

Below are all registered users within your organisation. Select view/modify to see additional details about the users assignments or permissions.

FilterActive Users OnlyPunch-Out Users OnlySearch UsersShow 24 Per Page

Total Results: 1 items

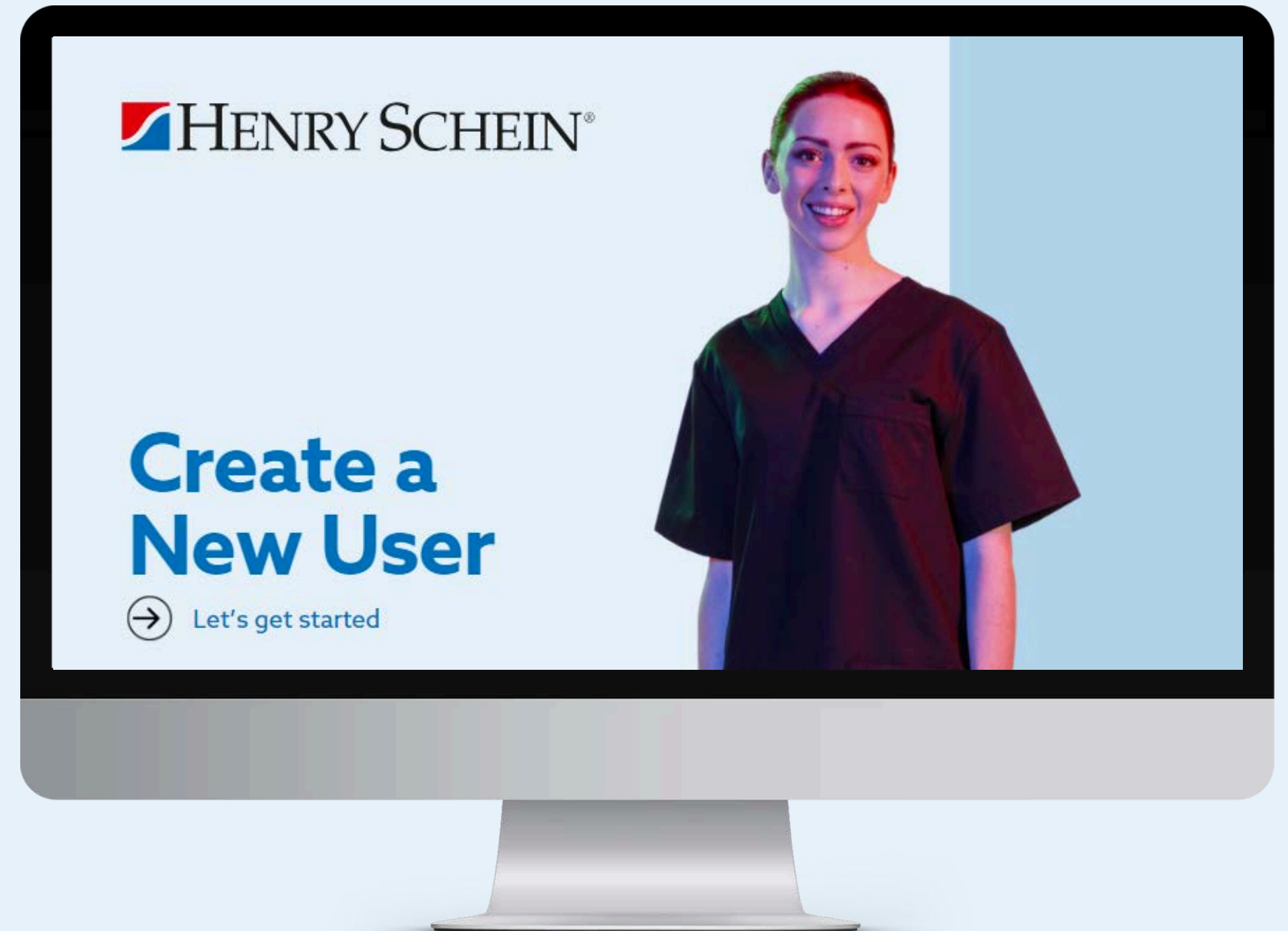
User ID ▲	Name ▲	Email ▲	Locations ▲	Approval ▲	Status ▲	Last Login ▲
testaccount2	Test Account		2 View Details	✓ Approver	Active	N/A

Create New UserView User Profile

5a. Users with appropriate permissions can:

- Modify user assignments and permissions
- Create a new user

For more on
User Management,
view our additional
guide:



The screenshot shows the 'My Organisation' settings page. A blue sidebar on the left contains navigation links: Account Dashboard, Orders & Returns, Statements & Payments, Messaging Centre, My Catalogues, My Lists & Favourites, My Organisation (highlighted), Budget Management, My Reports, Settings & Preferences, and Log Out. The main content area has tabs for Locations, Users, Approval Workflow, Licences, and Settings & Preferences (highlighted with a red box and a red arrow). Below the tabs, a red box highlights 'Default Catalogue' with a red arrow pointing to it. Another red box highlights 'Site Preferences' with a red arrow pointing to it. The 'Site Preferences' section includes a 'Messaging Centre' section with 'Allow Messages' set to 'Off' and 'Selection Locations' set to 'All'. A note at the bottom states: 'Note: This is an organisation level setting and cannot be applied to only specific locations.' A 'Feedback' button is visible on the right edge.

Account ▸ My Organisation

My Organisation

Shipping Locations, User Profiles, and settings applicable to your overall organisation.

Locations Users Approval Workflow Licences **Settings & Preferences**

Below is an overview of your settings and preferences.

Default Catalogue

Organisation's Default Catalogue

Site Preferences [Edit](#)

Messaging Centre

Allow Messages Off

Selection Locations All

Note: This is an organisation level setting and cannot be applied to only specific locations.

Contact Sales

UK Dental and Special Markets

0800 023 2558

sales@henryschein.co.uk

Feedback

6. On the **Settings & Preferences** tab:

- View the default catalogue for your organisation
- View the Recommendations and Notification preferences applied to your organisation

The screenshot shows the 'My Organisation' settings page. On the left is a blue sidebar with navigation links: Account Dashboard, Orders & Returns, Statements & Payments, Messaging Centre, My Catalogues, My Lists & Favourites, My Organisation (highlighted), Budget Management, My Reports, Settings & Preferences, and Log Out. The main content area has tabs for Locations, Users, Approval Workflow, Licences, and Settings & Preferences (highlighted with a red box). Below the tabs, a red arrow points from the 'Settings & Preferences' tab to a red box containing two 'Edit' links. Another red arrow points from the 'Settings & Preferences' tab to a red box containing two 'Selection Locations' dropdown menus, both set to 'All'. The page content includes sections for Default Catalogue (HSUK), Site Preferences, Products, Recommendations (On), and Messaging Centre (Allow Messages: On). A note at the bottom states: 'Note: This is an organisation level setting and cannot be applied to only specific locations.'

Account > My Organisation

My Organisation

Shipping Locations, User Profiles, and settings applicable to your overall organisation.

Locations Users Approval Workflow Licences **Settings & Preferences**

Below is an overview of your settings and preferences.

Default Catalogue

Organisation's Default Catalogue
HSUK

Site Preferences

Products

Recommendations
On

Messaging Centre

Allow Messages
On

Note: This is an organisation level setting and cannot be applied to only specific locations.

Selection Locations
All

Selection Locations
All

Edit

Edit

Contact Sales

UK Dental and Special Markets

0800 023 2558

sales@henryschein.co.uk

Feedback

6a. Users with **applicable permissions** can:

- Edit the default catalogue for their organisation
- Edit site preferences
- Apply preferences for selected locations

Account Dashboard >

Orders & Returns

Statements & Payments

Messaging Centre

My Catalogues

My Lists & Favourites

My Organisation

Budget Management

My Reports

Settings & Preferences

Log Out

Account > Settings & Preferences

< Settings & Preferences

Below is an overview of your settings and preferences.

Profile

Checkout

Preferences

Account Credentials

View/Modify

User Profile

Profile Image

Username demo.hsuk

Password *****

Contact Information

View/Modify

Dr Demo HSUK

Authentication

Two-Factor Authentication Not enabled

Recovery Email

Security Questions 2 questions set up

7. Navigate to **Settings & Preferences** on the Account Dashboard to access your **personal** site preferences/details.

Settings & Preferences

Below is an overview of your settings and preferences.

Profile

Checkout

Preferences

Account Credentials

User Profile

Profile Image



Username demo.hsuk

Password ****

Authentication

Two-Factor Authentication Not enabled

Recovery Email

Security Questions 2 questions set up

[View/Modify](#)

Contact Information

Dr Demo HSUK

Job Function

Email

Telephone 012345678

Mobile

[View/Modify](#)

My User Rights

User Admin

Since 10/10/2024

Approver

Since 10/10/2024

- 8. On the Profile tab,**
- View/modify your account credentials
 - View/Modify your contact information
 - View your user rights/permissions

Account Dashboard >

- Orders & Returns
- Statements & Payments
- Messaging Centre
- My Catalogues
- My Lists & Favourites
- My Organisation
- Budget Management
- My Reports
- Settings & Preferences**
- Log Out

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Account ▸ Settings & Preferences

Settings & Preferences

Below is an overview of your settings and preferences.

Profile

Checkout

Preferences

Checkout Details

Shipping	Shipping Method	Billing
Account #23098262 Location #1 Shipping Address 123 Demo Lane London, GB SK15 5TG Phone: 012345678 <input type="checkbox"/> Express Checkout	Current Shipping Standard Delivery	Account #23098262 Location #1 Billing Address 123 Demo Lane London, GB SK15 5TG Phone: 012345678 Please be advised that this will not affect any previously submitted orders or orders on the way. <div>Cancel Confirm</div>

Account Dashboard >

- Orders & Returns
- Statements & Payments
- Messaging Centre
- My Catalogues
- My Lists & Favourites
- My Organisation
- Budget Management
- My Reports
- Settings & Preferences**
- Log Out

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Feedback

9. On the **Checkout** tab:

- View your shipping & billing address
- Enable express checkout

Settings & Preferences

Below is an overview of your settings and preferences.

Profile

Checkout

Preferences

Site Preferences

Savings

Display total order savings in the basket

On

Communication

Marketing Preferences

To change your marketing preferences, please use the links at the bottom of our emails, speak to your Sales representative or call our Customer Service team.

Order Email Notifications

Order Confirmation
All or part of orders shipped

User Registration Approval Email Frequency

Send email when user registration is approved

On

Frequency

Realtime - an individual email is sent every time a user registration for their organization is approved.

Approval Emails

Send email when order is waiting for approval

On


Send email when order is waiting for approval as a backup approver


Off


[Edit](#)

[Edit](#)


Account Dashboard >


 Orders & Returns


 Statements & Payments


 Messaging Centre

 My Catalogues

 My Lists & Favourites

 My Organisation

 Budget Management


 My Reports


 **Settings & Preferences**

 Log Out

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 0800 023 2558

 sales@henryschein.co.uk

10. On the Preferences tab,

- View/Modify your personal site & communication preferences

Need Help?



- **Call Us (8.30am-5.30pm GMT):**
 - **Dental:** 0800 028 1533
 - **Medical:** 0800 028 7228
- **Chat with us online**

