

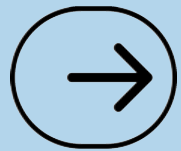


# Catalogue Management

→ Let's get started



# Do you know your account permissions?

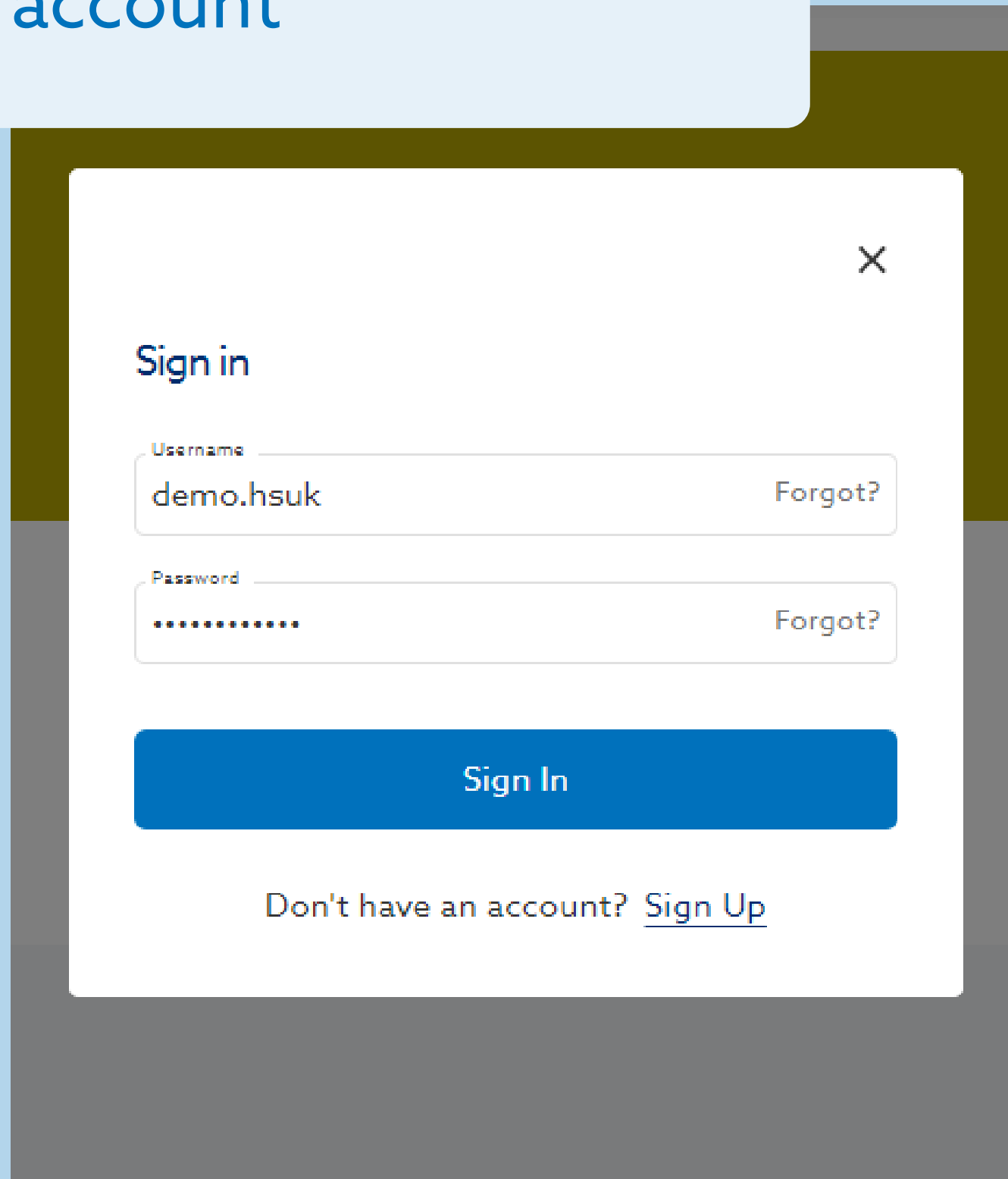


Only users with appropriate permissions can manage catalogue details for their organisation.

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

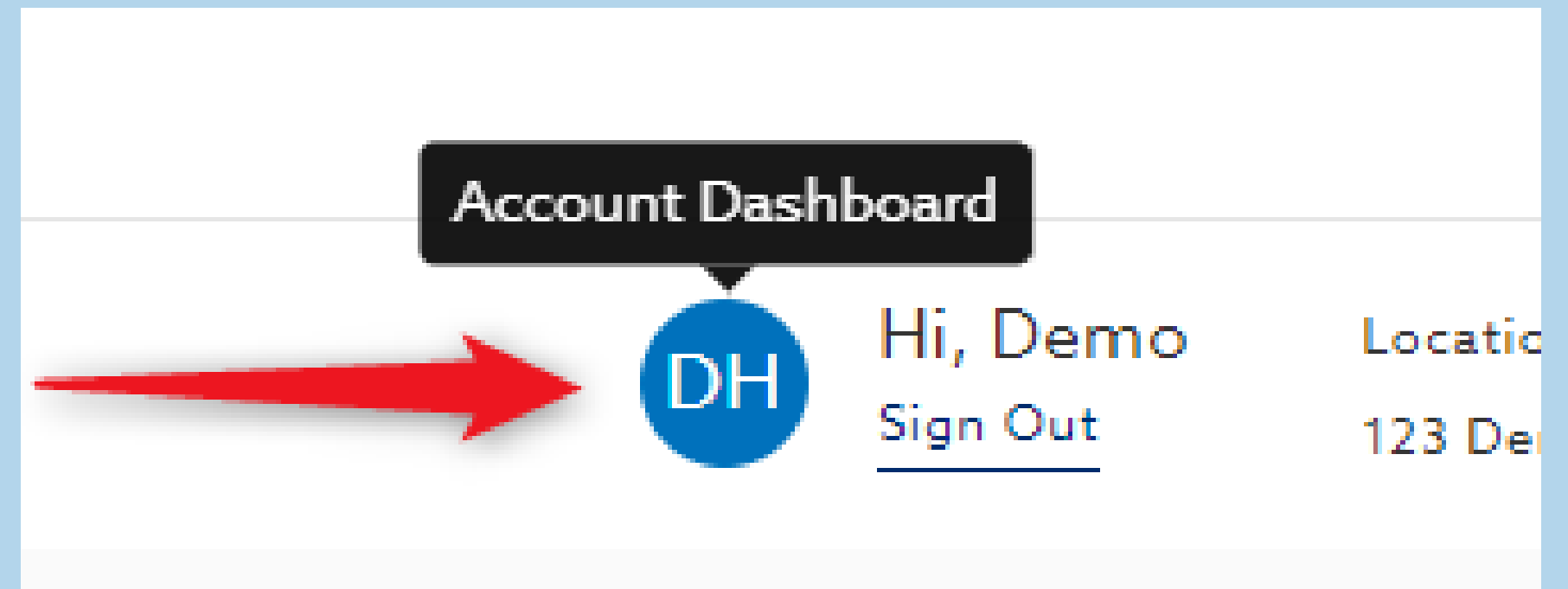


## 1. Sign in to your account



A white sign-in form overlay with a close button (X) in the top right corner. The form is titled "Sign in" and contains two input fields: "Username" with the value "demo.hsuk" and "Password" with masked characters "\*\*\*\*\*". Each input field has a "Forgot?" link to its right. Below the fields is a blue "Sign In" button. At the bottom, it says "Don't have an account? [Sign Up](#)".

## 2. Navigate to your Account Dashboard



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 Catalogues

## My Catalogues

Below is a list of your catalogues or catalogues you have access to. Create a new catalogue, edit existing ones or simply select the catalogue you would like to browse from and click confirm.

Create A New Catalogue

Find/Replace Items

### Your Catalogue Preferences

Your default catalogue will allow you to search & browse products offered in the selected catalogue each time you login.

**Default Catalogue** ✓  
HSUK

**Currently Searching**  
HSUK

### Catalogues

Below is a list of your assigned catalogues. Click a catalog to view and edit details.

Edit Default

### Enable All Catalogue Search

While searching & browsing for products, display relevant results found across all your available

☐ Search All Catalogues

## 3. Select My Catalogues

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

UK Dental and Special Markets

0800 023 2558

Account > My Catalogues

My Catalogues

Create A New Catalogue

Find/Replace Items

Your Catalogue Preferences

Your default catalogue will allow you to search & browse products offered in the selected catalogue each time you login.

Default Catalogue

HSUK

Currently Searching

HSUK

Catalogues

Edit Default

Below is a list of your assigned catalogues. Click a catalog to view and edit details.

Enable All Catalogue Search

While searching & browsing for products, display relevant results found across all your available catalogues!

☐ Search All Catalogues

Search

Show 10 per page

Total Results: 3 items

4. View your **default catalogue** & the catalogue you are **currently browsing**

Messaging Centre

My Catalogues

My Lists & Favourites

My Organisation

Budget Management

My Reports

Settings & Preferences

Log Out

Contact Sales

UK Dental and Special Markets

0800 023 2558

sales@henryschein.co.uk

Your Catalogue Preferences

Your default catalogue will allow you to search & browse products offered in the selected catalogue each time you login.

Default Catalogue

HSUK

Currently Searching

HSUK

Catalogues

Edit Default

Below is a list of your assigned catalogues. Click a catalog to view and edit details.

Enable All Catalogue Search

While searching & browsing for products, display relevant results found across all your available catalogues!

Search All Catalogues

Search

Show 10 per page

Total Results: 3 items

Catalogues (3) <div></div>	Product <div></div>	Users <div></div>	Created By <div></div>	Made Available <div></div>	Last Modified <div></div>	Status <div></div>	Default
Catalogue 1	2	1	Demo HSUK	16/10/2024	16/10/2024	Unavailable	<a href="#">View &amp; Edit</a>
Catalogue 2	0	1	Demo HSUK	16/10/2024	16/10/2024	Unavailable	<a href="#">View &amp; Edit</a>

5. View & search catalogues assigned to your account

## My Catalogues

Below is a list of your catalogues or catalogues you have access to. Create a new catalogue, edit existing ones or simply select the catalogue you would like to browse from and click confirm.

Create A New Catalogue

Find/Replace Items

### Your Catalogue Preferences

Your default catalogue will allow you to search & browse products offered in the selected catalogue each time you login.

Default Catalogue ✓

HSUK

Currently Searching

HSUK

Edit Default

## 6. Users with **appropriate permissions** can:

- Create a new catalogue
- Edit default catalogue
- Manage catalogue details (users & products)

lit details.

available



Search All Catalogues

Search



Show 10 per page ▾

Made Available ▲

Last Modified ▲

Status ▲

Default

16/10/2024

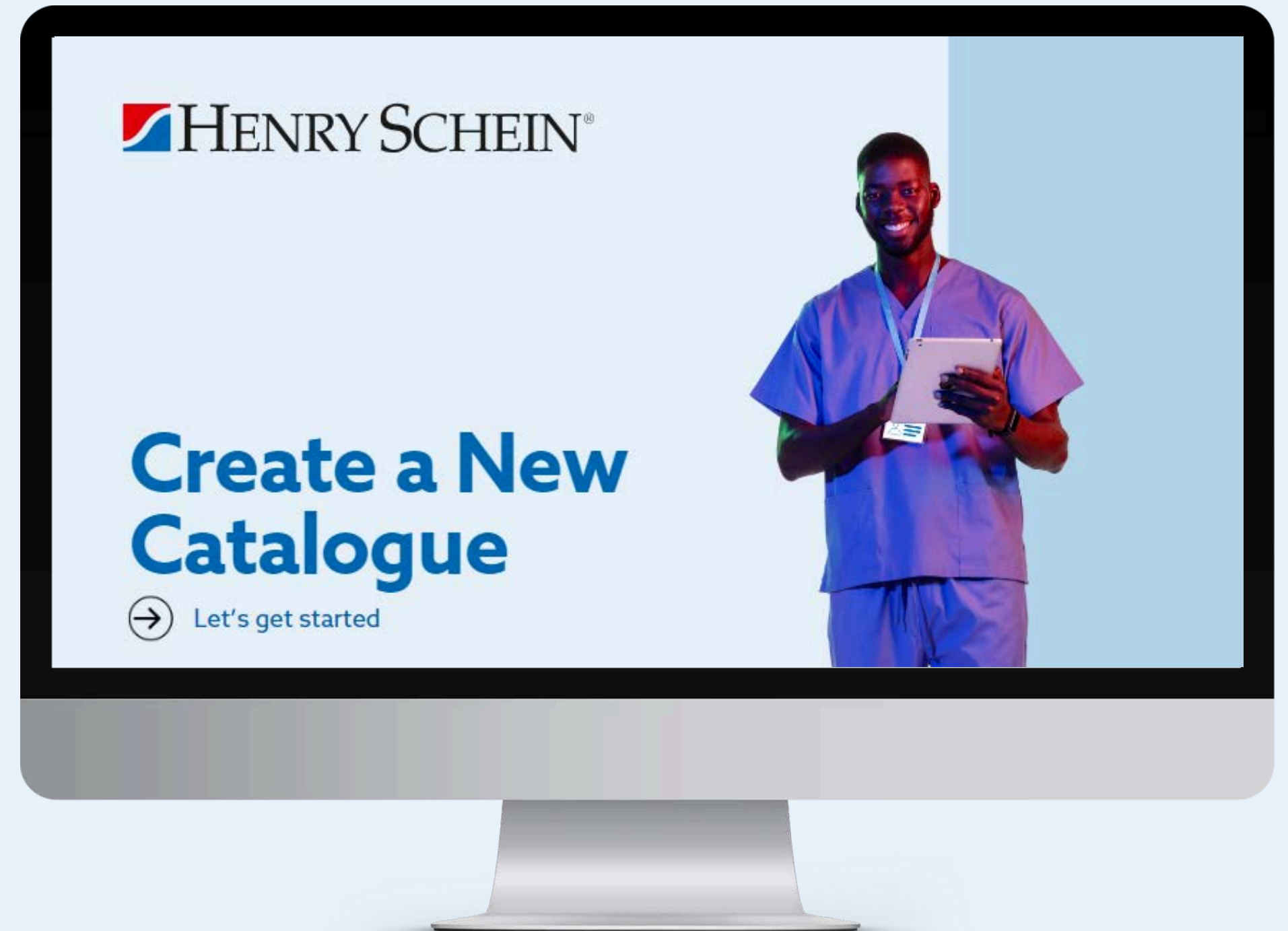
16/10/2024

Unavailable

View & Edit



For more on  
**Creating a New  
Catalogue** view our  
additional guide:





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

UK Dental and Special Markets

0800 023 2558

sales@henryschein.co.uk

Account > My Catalogues

< My Catalogues

Below is a list of your catalogues or catalogues you have access to. Create a new catalogue, edit existing ones or simply select the catalogue you would like to browse from and click confirm.

Create A New Catalogue

Find/Replace Items

Your Catalogue Preferences

Your default catalogue will allow you to search & browse products offered in the selected catalogue each time you login.

Default Catalogue

Currently Searching

HSUK

HSUK

Catalogues

Edit Default

Below is a list of your assigned catalogues. Click a catalog to view and edit details.

Enable All Catalogue Search

While searching & browsing for products, display relevant results found across all your available catalogues!

☐

Search All Catalogues

Search

Show 10 per page

Total Results: 3 items

7. To replace items in your catalogue select  
**Find/Replace**

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

UK Dental and Special Markets

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Account > My Catalogues

My Catalogues

Below is a list of your catalogues or catalogues you have access to. Create a new catalogue, edit existing ones or simply select the catalogue you would like to browse from and click confirm.

Create A New Catalogue

Find/Replace Items

Your Catalogue Preferences

Your default catalogue will allow you to search & browse products offered in the selected catalogue each time you login.

Default Catalogue

HSUK

Currently Searching

ALL

Catalogues

Below is a list of your assigned catalogues. Click a catalog to view and edit details.

Edit Default

Enable All Catalogue Search

While searching & browsing for products, display relevant results found across all your available catalogues!

Search All Catalogues

Search

Show 10 per page ▾

Total Results: 3 items

Catalogues (3) ▴

Product ▴

User ▴

Created By ▴

Made Available ▴

Last Modified ▴

Status ▴

Default

8. To browse across all your available catalogues, select **Search All Catalogues** toggle

# Need Help?



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

