

**1** Click Custom eCatalog

- A. Login.
- B. Click **My Account**.
- C. Click **Custom eCatalogs**.
- D. Click **View/Modify**.

Note: This access requires e-Catalog administrator rights.

The screenshot shows the top navigation bar with the Henry Schein DENTAL logo, a search bar, and user account options. A red arrow labeled 'A' points to the 'LOGIN' button. Another red arrow labeled 'B' points to the 'My Account' gear icon. Below the navigation bar, a blue banner reads 'CUSTOM E-CATALOGS'. On the left, a sidebar menu has a red arrow labeled 'C' pointing to the 'Custom E-Catalogs' option. The main content area displays a table of custom e-catalogs with a red arrow labeled 'D' pointing to the 'View/Modify' link in the first row.

E-Catalog Name	Created by	Number of Items	Categories added	Date Created	Last Modified Date	Actions
Adriannas catalog	adrianna.fess@henryschein.com	5	0	5/30/2019	7/27/2020	View/Modify Assign Users
BayviewORTHO	yolanda.principe@henryschein.com	34	0	7/31/2019	7/27/2020	View/Modify Assign Users
catcat2	mose.wingert@henryschein.com	10	6	2/9/2018	7/27/2020	View/Modify Assign Users
CatalogPerfaug15	bvenka	2	1	8/15/2020	8/15/2020	View/Modify Assign Users
CATMINUSOFFICESUPPLIES	aamqa	0	2	6/11/2019	7/27/2020	View/Modify Assign Users
ccat	bvenka	1	1	1/25/2019	3/4/2019	View/Modify Assign Users

## 5 Ways to Add Items to E-Catalogs

- To use the **Item Code entry tool**, simply enter the item number and click **Add**.
- To add all the items from your **Order History**, click the link: **Add all items from Order History**.
- To add items from a **Shopping List**, click the link: **Add all items from a Shopping List**, then choose the shopping list name to add from.
- To remove/add multiple item codes from Custom eCatalogs use **Download/Upload Catalog Template**.
- To use the eCatalog add/remove item tool, click the green icon, then check/uncheck the box to add/remove the items from the following Custom eCatalogs and click Save.

**My Account / Custom E-Catalogs / Custom E-Catalogs: Management**

This page allows you to manage your Custom E-Catalog. Items can be added to the Custom E-Catalog in two ways.

**Individual Items:**  
 Use 'Add by Item Code' to add a single item.  
 Use the 'Download Catalog/Template' and 'Upload Catalog/Template' buttons to download a file (template) which you can populate with item codes. This is useful for making mass updates.

**Entire Categories:**  
 Switch to the Categories tab to include all items from a particular category or subcategory. For example, Medical & Surgical Supplies >> Infection Control Products >> Gloves

**Note: Changes to the catalogs will not appear until the next business day.**  
**Note: Item count only reflects items you have added to the catalog. It does not include items added by category or any items automatically added for discontinued items.**

\*Catalog Name:   Automatically update this catalog when items are discontinued or substituted. [SAVE CHANGES](#)

**Items** | **Categories**

Item Code:   Preferred [ADD](#)

[DOWNLOAD CATALOG / TEMPLATE](#) [UPLOAD CATALOG / TEMPLATE](#) [CATALOG REPORT WITH PRICES](#)

[Add all items from Order History](#) [Add all items from a Shopping List](#)

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Supplies: (712)	<input type="checkbox"/> Show Images	Filter: All	Sort By: Last Modified Date
<b>Key Chain Scanner USB Ea Ea</b> 812883  ak-Ryzek OPN2004		Office Management & Supplies / Technology / Office Machines / Scanner Accessories	Available <input type="checkbox"/>
<b>Adapter Rusch Ea</b> 1202351  Hudson Respiratory Care 1422		Equipment / Surgical Equipment / Respiratory, Anesthesia / Consumables	Available <input type="checkbox"/>

## 3

### Add/Remove items by Categories

- A. After creating a brand new eCatalog.
- B. Click **View/Modify**
- C. Click **Categories Tab**
- D. Click **Add/Remove Categories**
- E. Select the **Categories** you want to add/remove
- F. Expand (+) the subcategories (4 level)
- G. Click **Save Categories**
- H. Click **Apply to Additional E-Catalogs**
- I. Check the box for E-Catalog Name
- J. Click **Save**

Create, view or modify Custom E-Catalogs for the items you buy on a regular basis.

**Note:** Changes to the catalogs will not appear until the next business day.

**A** CREATE NEW E-CATALOG

CUSTOM E-CATALOGS: (16) SORT BY: E-Catalog Name

E-Catalog Name	Created by	Number of Items	Date Created	Last Modified Date	
acelitye	geoff.reabold@henryschein.com	848	1/27/2017	2/7/2018	<b>B</b> View/Modify Assign Users
amer	shella.hebron@henryschein.com	750	1/27/2017	1/9/2018	View/Modify Assign Users

Items **Categories** **C**

**ADD / REMOVE CATEGORIES** **D**

**Select Categories:**

- Equipment
- 500 DIAGNOSTIC & SURGICAL
- 510 AESTHETIC
- 10 IPL THERAPY
- 15 LASER THERAPY
- 01 UNITS
- 99 ACCESSORIES & PARTS & MISCELLANEOUS
- 20 LIGHT THERAPY
- 25 LIPOSUCTION
- 30 MICRODERMABRASION
- 99 MISCELLANEOUS
- 520 DIAGNOSTIC IMAGING
- 530 EXAM ROOM
- 540 HAND INSTRUMENTS
- 550 LAB

**F**

**E**

**G** SAVE CATEGORIES

Items **Categories**

**ADD / REMOVE CATEGORIES**

Categories: (4)

Categories	Action	
<input type="checkbox"/> Taxonomy		
<input type="checkbox"/> Equipment > 500 DIAGNOSTIC & SURGICAL	Added	
<input type="checkbox"/> Equipment > 510 AESTHETIC	Added	
<input type="checkbox"/> Equipment > 520 DIAGNOSTIC IMAGING	Added	
<input type="checkbox"/> Equipment > 530 EXAM ROOM	Added	

### Apply Changes to Additional Catalogs:

<input type="checkbox"/> E-Catalog Name	Created by
<input type="checkbox"/> acelitye	geoff.reabold@h
<input checked="" type="checkbox"/> amer	shella.hebron@h
<input checked="" type="checkbox"/> Bens Test	benjamin.high@
<input checked="" type="checkbox"/> BOEING eCatalog	shella.

**I** **J** SAVE

**H** APPLY TO ADDITIONAL E-CATALOGS