

**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 'My Dashboard' page. Callout A points to the account information at the top left. Callout B points to the 'My Account' gear icon in the top right navigation bar. Callout C points to the 'Custom E-Catalogs' link in the left sidebar. Callout D points to the 'View/Modify' link in the table of custom e-catalogs.

**Account Information:** Account #: 3153261 / Sales Plan: MAN91  
Test Acct One / 526 Congaree Rd, Greenville, SC 296073516

**Navigation:** My Account (B)

**MY DASHBOARD**

**My Account**

- My Dashboard (C)
- Statements & Payments
- Reconciliations
- Inventory Management
- Orders
- My Profile
- Site Administration
- Custom Order Messages
  - Order Level Fields
  - Item Level Fields
- Controlled Substance Info
  - Controlled Substance History
  - Search Form History
- Keychain Barcode Scanner
- Custom E-Catalogs
- Customer Item Number
- My Privileges

**CREATE NEW E-CATALOG**

**CUSTOM E-CATALOGS: (16)**

E-Catalog Name	Created by	Number of Items	Date Created	Last Modified Date	Actions
acelitye	geoff.reabold@henryschein.com	848	1/27/2017	4/14/2017	View/Modify Assign Users
amer	shelia.hebron@henryschein.com	749	1/27/2017	4/14/2017	View/Modify Assign Users
Bens Test	benjamin.high@henryschein.com	1	3/27/2017	3/27/2017	View/Modify Assign Users
BOEING eCatalog	shelia.hebron@henryschein.com	978	11/10/2015	4/14/2017	View/Modify Assign Users
CHS PPS kiri	shelia.hebron@henryschein.com	12640	3/1/2017	4/14/2017	View/Modify Assign Users
Dialysis ECatalog	benjamin.high@henryschein.com	1	4/6/2017	4/14/2017	View/Modify Assign Users
HSHS eCat	michael.kogan@henryschein.com	1	2/3/2017	4/14/2017	View/Modify Assign Users
Kaiser test	michael.kogan@henryschein.com	601	7/11/2016	4/14/2017	View/Modify Assign Users
KOH12 ecatalog	shelia.hebron@henryschein.com	1499	11/17/2015	2/2/2017	View/Modify Assign Users

**LOGOUT**

## 5 Ways to Add Items to E-Catalogs

- A. To use the **Item Code entry tool**, simply enter the item number and click **Add**.
- B. To add all the items from your **Order History**, click the link: **Add all items from Order History**.
- C. 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.
- D. To remove/add multiple item codes from Custom eCatalogs use **Download/Upload Catalog Template**.
- E. 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**

Page 1 of 15 | Go to page:

**Supplies: (712)**  Show Images  **Filter:** All **Sort By:** Last Modified Date

Description	Category	Status	Preferred	Last Purchased
<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 E-Catalog.
- 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**

Home / My Account / Custom E-Catalogs

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
- Laboratory **E**
- Medical & Surgical Supplies
- Office Management & Supplies
- Oral Care Products
- Pharmacy
- Wax

**Select Categories:**

- Equipment
- 500 DIAGNOSTIC & SURGICAL
- 510 AESTHETIC
- 10 IPL THERAPY **F**
- 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

**SAVE CATEGORIES** **G**

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 <b>I</b>	shella.hebron@h
<input checked="" type="checkbox"/> Bens Test	benjamin.high@
<input checked="" type="checkbox"/> BOEING eCatalog	shella. <b>J</b>

**SAVE**

**H** APPLY TO ADDITIONAL E-CATALOGS