

1

Rename E-Catalogs

- A. Login
- B. Click **My Account**
- C. Click **Custom E-Catalogs**
- D. Click **View/Modify**
- E. On Catalog Name box, rename the eCatalog
- F. Click **Save Changes**

The screenshot shows the 'CUSTOM E-CATALOGS: (12)' page. The table below lists the catalogs:

E-Catalog Name	Created by	Number of Items	Date Created	Last Modified Date	Actions
amer	shells.hebron@henryschein.com	751	1/27/2017	2/8/2018	View/Modify, Assign, Users
BOEING eCatalog	shells.hebron@henryschein.com	978	11/10/2015	1/12/2018	View/Modify, Assign, Users
CHS PPS kiri	shells.hebron@henryschein.com	12639	3/1/2017	2/8/2018	View/Modify, Assign, Users
Email Alert Test	demo-user	2345	10/17/2017	1/12/2018	View/Modify, Assign, Users

The sidebar menu on the right includes: Statements & Payments, Reconciliations, Inventory Management, Orders, My Profile, Site Administration, Custom Order Messages, Controlled Substance Info, Custom E-Catalogs (highlighted), Customer Item Number, and My Practice PRIVILEGES. A 'LOGOUT' button is at the bottom of the sidebar.

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.