Web Tutorial: Changing Search Default Preferences

HENRY SCHEIN®
MEDICAL

How to change the default Search Method

A. Login.

B. Click My Account.

C. Expand My Profile (+/-).

D. Click Preferences.

E. On "Default Search Method " click the drop-down arrow and choose the search preferences from the menu. The default is Best Match.

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What can we help you find? 🔍

☐ Within Items Purchased

Menu | Shop | My Account

🔑 LOGIN   Create an Online Account

🏠 / My Account / **Preferences**

ORDERING / CHECKOUT PREFERENCES:

Default Catalog: [MEDICAL ▾]   Note: Catalogs being processed may not be selected.

Express Checkout:
○ On
● Off

Default Payment Method: [Bill On Account ▾]

Default Shipping Method: [UPS Standard Delivery ▾]

Barcode Scanner: Set my Default ordering quantity equal to:
● Last Quantity Ordered (if never ordered, a quantity of 1 will be used)
○ Quantity equal to 1

Note: The last unit of measure (UOM) ordered will be added when a scanned item is uploaded to your order. If the item was not ordered UOM may be modified when the item is in the cart.

Important Information: Any quantity values scanned will override the default setting chosen above. Quantities can also be modified or.........................

ADDITIONAL PREFERENCES:

Default Language: [English ▾]

Default Specialty: [Internal Medicine ▾]   Note: Default specialty helps optimize your shopping experience.
☐ Make the specialty page my default start page

Default start page: [My Account ▾]

Default Search Method: [Best Match ▾]
 Contains (Fuzzy Search)
 Best Match
 Begins With

Default Search Sort Meth

☐ Display Average Order Quantity

Default Page Layout: [Standard ▾]

Default Menu layout: (Left Navigation Menu)

Menu: [Expand ▾]

Labels: [Show ▾]

Practice Analysis Tool ➕
Statements & Payments ➕
Orders ➕
Reports ➕
My Profile ➖
 User ID/Password
 Contact Information
 Preferences
 Credit Cards
Site Administration ➕
Custom Order Messages ➕
Controlled Substance Info ➕
My PracticePRIVILEGES

➡ LOGOUT