

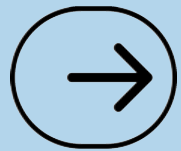


Catalogue Management

→ Let's get started



Do you know your account permissions?



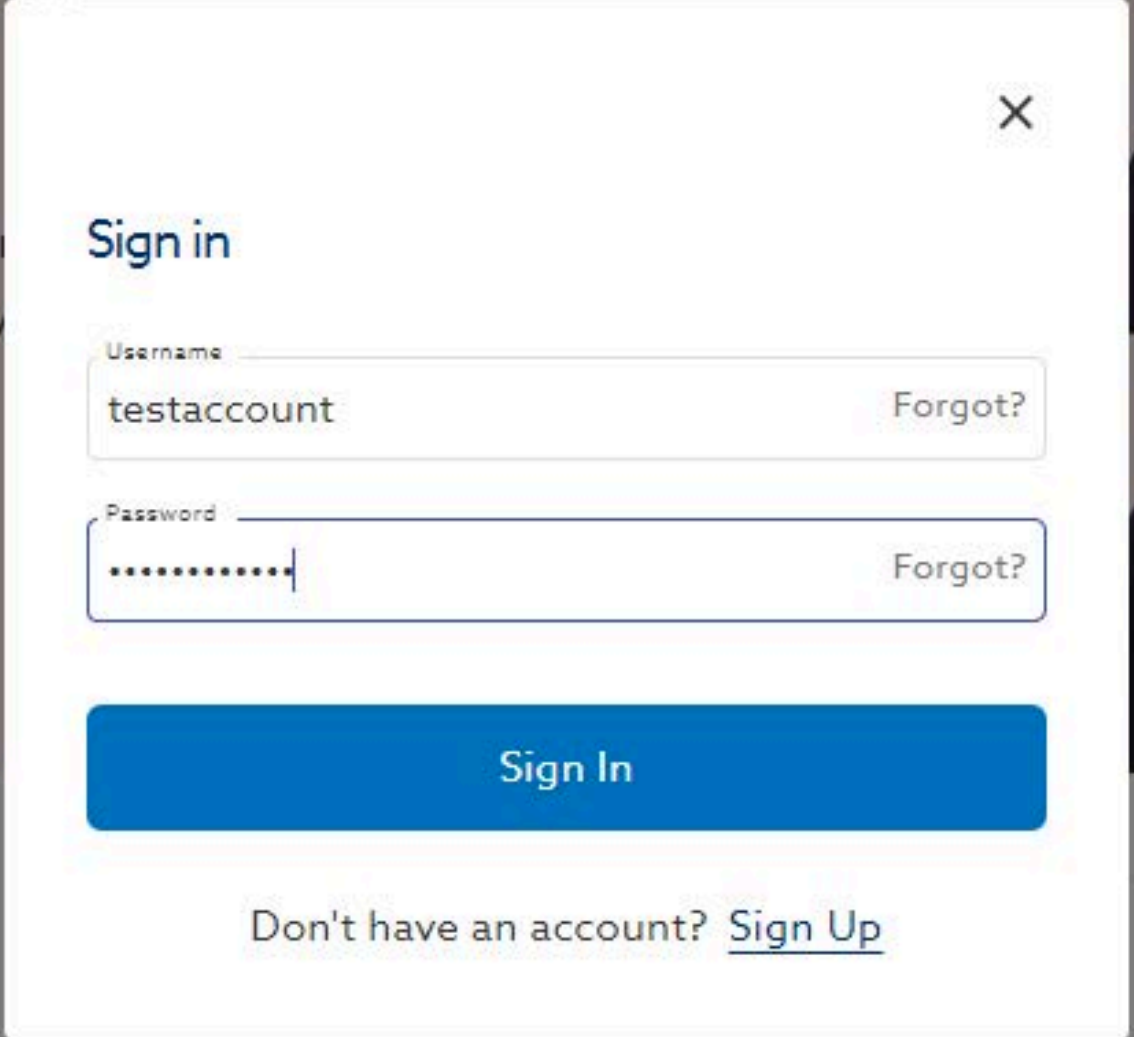
Only users with appropriate permissions can manage catalogue details for their organisation.

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

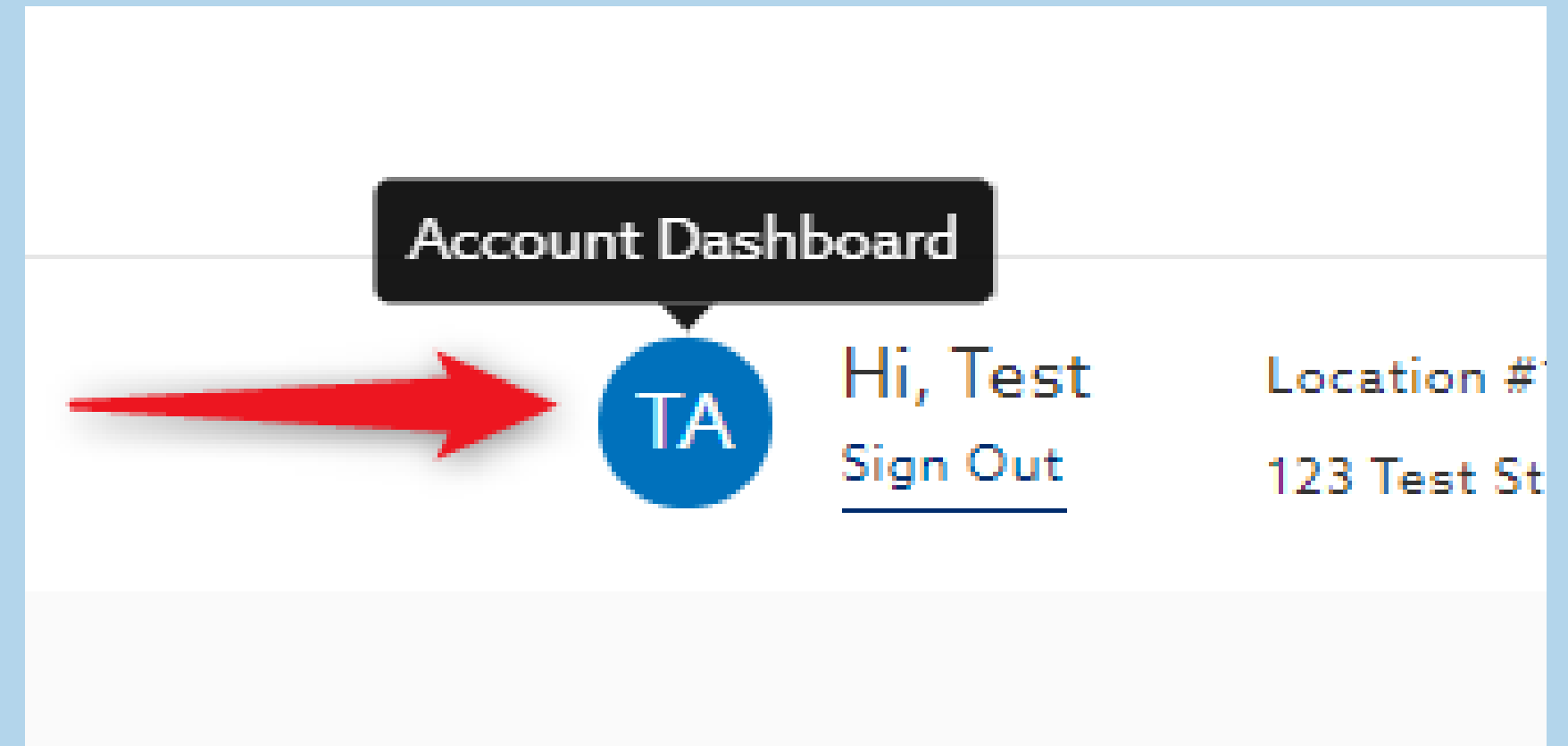


1. Sign in to your account

2. Navigate to your Account Dashboard





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




Account Dashboard >


 Orders


 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 catalogue 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 
HSIRELAND

Currently Searching
HSIRELAND

Catalogues

Below is a list of your assigned catalogues. Click a catalogue 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

Statements & Payments

Messaging Centre

My Catalogues

My Lists & Favourites

My Organisation

Budget Management

My Reports

Settings & Preferences

Log Out

Contact Sales

Dublin Region

00353 1 456 5288

iesales@henryschein.ie

Contact Sales

< 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

HSIRELAND

Currently Searching

HSIRELAND

Catalogues

Edit Default

Below is a list of your assigned catalogues. Click a catalogue 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

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Contact Sales


Dublin Region


 00353 1 456 5288

 iesales@henryschein.ie

Contact Sales


Cork Region

 00353 21 429 7818

 iesales@henryschein.ie

Your Catalogue Preferences

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Default Catalogue 

HSIRELAND

Currently Searching

HSIRELAND

Catalogues

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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 	Users 	Created By 	Made Available 	Last Modified 	Status 	Default
Catalogue 1	4	1	Test Account	17/09/2024	17/09/2024	Unavailable	View & Edit
Catalogue 2	0	1	Test Account	17/09/2024	17/09/2024	Unavailable	View & Edit

 Chat With An Expert

My Catalogues

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Create A New Catalogue

Find/Replace Items

Your Catalogue Preferences

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Default Catalogue ✓
HSIRELAND

Currently Searching
HSIRELAND

Edit Default

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

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

edit details.

available ☐ Search All Catalogues

Search



Show 10 per page ▼

Made Available ▲

Last Modified ▲

Status ▲

Default

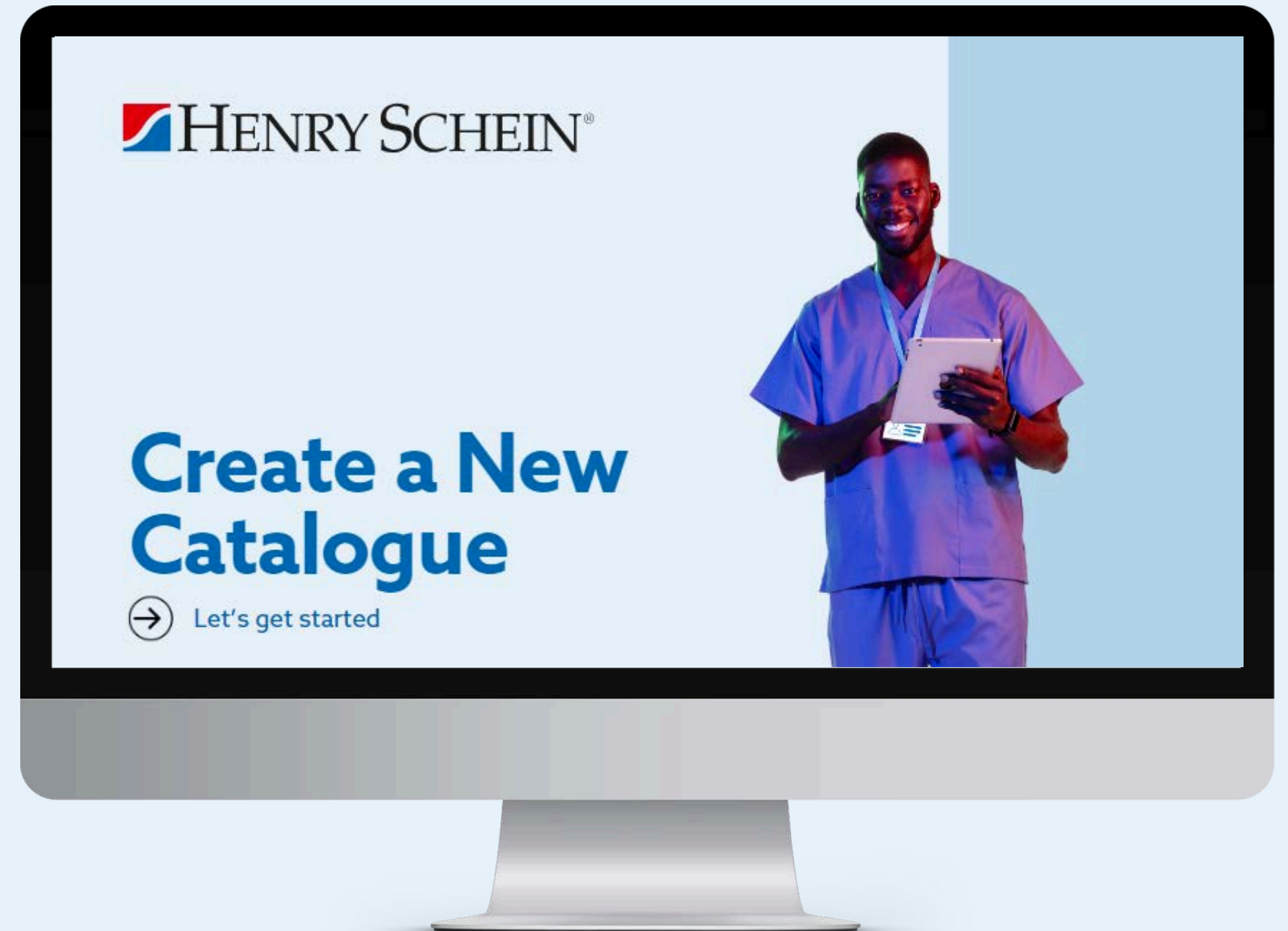
17/09/2024

17/09/2024

Unavailable

View & Edit

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



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< My Catalogues

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Create A New Catalogue

Find/Replace Items

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Default Catalogue

Currently Searching

HSIRELAND

HSIRELAND

Catalogues

Edit Default

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

Enable All Catalogue Search

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☐

Search All Catalogues

Search

Show 10 per page

Total Results: 3 items

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

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

Need Help?



- **Call Us (8.30am-5.30pm GMT):**
 - +44 (0) 8700 102 199
- **Chat with us online**

