HENRY SCHEIN® MEDICAL

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Download and Upload

A. Login

B. Click **My Account**

C. Expand (+/-) **Site Administration**

D. Click **Advanced Account Management**

E. Click **New Request**

F. Select the options you wish to download or update the data for (check the box)

G. Select **Download Data** File (Read-Only) or **Download Data** File (Editable). Click continue button.

H. A notification will state "Your request is being processed. You will be redirected when completed. Please do not close this page before completion."

I. Below Actions, click **Download Spreadsheet** icon to open the Excel file.

Note: If you only need informational data the process is completed. But if you wanted to update the data and want to modify/change it, open the spreadsheet, (See Updating Data on page 2).

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LOGIN   Create an Online Account

You currently don't have any requests

NEW REQUEST

Advanced Account Management: New Request

Please select the options you wish to download or update data for.

| User Profiles ☑ | User Locations ☐ | User Catalogs ☐ |

| Budgets ☐ |

ℹ️ Select **"Download Data File (Editable)"** to download a spreadsheet for updating existing data in bulk. Please note: The application will be locked and no users will be able to make changes until you complete the updates.

Select **"Download Data File (Read-Only)"** for a read-only spreadsheet containing all existing data.

🔘 Download Data File (Read-Only)   ⚪ Download Data File (Editable)

CONTINUE

Please select the options you wish to download or update data for.

⚠️ Your request is being processed. You will be redirected when completed.

Please do not close this page before completion.

SORT BY:

Download Date ▼   NEW REQUEST

Requested By	Criteria	Download Date	Update Data	Status	Actions	DOWNLOAD SPREADSHEET
Everett_503	User Profiles / User Catalogs / User Locations	03/16/18 🕐	No	Downloaded	⬇️	

Menu   Shop   My Account

Practice Analysis Tool +
Statements & Payments +
Orders +
Reports +
My Profile +
Site Administration −
   Account Administration Contacts
   Advanced Account Management
   User Profiles
   Office Locations
   Budgets
   Messaging Center
Custom Order Messages +
Controlled Substance Info +
My PracticePRIVILEGES

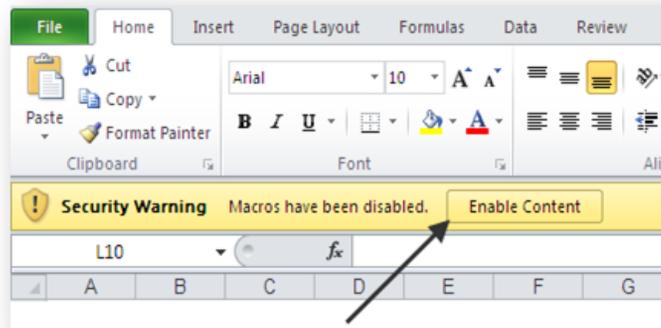➡️ LOGOUT

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Updating Data Instructions

After opening the Spreadsheet, you will notice that there are several sheets located at the bottom of the document that correspond to the category selections you made when creating your request. Each sheet can be modified by making changes to the existing data or by creating new data. Available sheets include:

A.   Instructions

B.   Users

C.   Locations

D.   User Location Access

E.   Catalogs

F.   User Catalogs Access

(Download and Upload)

Macros Overview

This spreadsheet contains macros designed to help users with the spreadsheet. To use this functionality, you should en

The macros were designed to work on the latest versions of Microsoft Excel.
Using other software may not fully support these macros.

Henry Schein menu

The Henry Schein menu allows users to have quick access to functions that help them manage the spreadsheet.

A — A guide on how to use the tool, including an overview on the optional Macros available.

B — All of the Users currently in the organization with all user specific information. From this sheet, existing User information can be modified, and new Users can be added.

C — All of the Ship-To Locations within the organization, with relevant information about each one, as well as Multi-Tier Approval information if applicable.

D — Every User in the organization with the Ship-To locations they have access to. User location access can also be easily removed on this sheet.

E — A read-only list of every Catalog in the organization with the catalog type and current number of items.

F — Every User in the organization with the Catalogs they have access to and Catalog Approval information. User catalog access can also be easily removed on this sheet.