

## Access Shopping Lists

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- A. Login
- B. Click **Menu**, then expand (+/-) **Supplies & Small Equipment**
- C. Expand (+) **Ordering Tools** and select **Shopping Lists**
- D. To view or modify a particular shopping list, click **View/Modify** on the line level of the shopping list to be viewed or modified.

Note: The Shopping Lists owner/creator can view and modify the shopping lists they created or shared across their locations.

The screenshot shows the Henry Schein DENTAL website interface. At the top, there is a navigation bar with the company logo, a search bar, and utility links like 'English | Español', 'Contact Us', and 'Help'. Below this is a user account section showing 'Account #: 3153261' and 'Test Acct One / 526 Congaree Rd, Greenville, SC 296073516'. A 'Menu' icon (B) is visible in the top right. The main content area is titled 'SHOPPING LISTS'. On the left, a sidebar contains 'Supplies & Small Equipment' and 'Ordering Tools', with 'Shopping Lists' selected (C). The main content area displays a table of shopping lists with columns for 'Shopping List Name', 'Created By User ID', and 'Last Modified'. A 'View/Modify' link (D) is highlighted for the 'Basic Supplies' list. A 'CREATE NEW LIST' button is also present.

## Shopping List Capabilities

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Viewing/Modifying shopping lists allows you to:

- Add and remove items
- Change item quantities
- Change shopping list name
- Change sharing and editing options

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## Sharing Options

- A. Click **“Click Here”**—a pop up window will appear
- B. Select radio button for preferred sharing option
- C. Check box to allow persons with access to edit the shopping list
- D. Click **Submit**

**Note:** Checking box to allow editing access also gives the ability to delete shopping list

English | Español | Contact Us | Help

What can we help you find?

Within Items Purchased

Menu | Shop | My Account

Account #: 3153261  
Test Acct One / 526 Congaree Rd, Greenville, SC 296073516 [Switch Office](#) My Order: \$8.92

### SHOPPING LISTS

Supplies & Small Equipment [Supplies / Shopping Lists / Shopping Lists: Modify](#)

Item Code  Qty

Browse Supplies  
Order from History  
My Order 24 Items / \$1,137.40  
Sale  
Featured Suppliers  
Ordering Tools  
**Shopping Lists**  
Speed Entry  
Order Forecast  
Unplaced Orders 4 Pending  
My Open Orders  
Electronic 222 Ordering (e222)  
No Charge Goods & Redemptions  
New Products  
Flyers & Magazines  
Catalogs

Name: Basic Supplies  
Created by: goldrush071  
Revised on: 5/1/2015  
Sharing Option: Share with all persons in my office/ organization.  
To change the list name or sharing option, [click here](#)

LISTS: (5)

Shopping List Name	Created By User ID
Basic Supplies	goldrush071
lab supplies	goldrush114
Med Surg Supplies List	web user
Orla	oria.mcgowan-fassilis@h
Peds Supply List	goldrush048

Note: required fields are denoted with an asterisk(\*).

**Modify Shopping List Information:**

\* Enter a list name:  50 characters max

Select a sharing option

- Do Not Share
- Share with persons within my accessible locations (i.e., everyone at practice locations where I can order).
- Share with all persons in my office/organization (i.e., everyone in my entire company and related companies).
- Persons with access can edit the shopping list