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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' table with the following data:

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 krl	shells.hebron@henryschein.com	12639	3/1/2017	2/8/2018	View/Modify, Assign Users
EmailAlertTest	dema-user	2345	10/17/2017	1/12/2018	View/Modify, Assign Users

The sidebar menu on the right includes 'My Account' (B), 'Custom E-Catalogs' (C), and 'View/Modify' (D) for the 'amer' catalog. The 'View/Modify' button for the 'amer' catalog is highlighted in green (F).

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.

SAVE CHANGES