

1

## 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).

The screenshot shows the 'Advanced Account Management: New Request' page. At the top, there is a navigation bar with the Henry Schein Dental logo, a search bar, and a 'My Account' menu. A sidebar on the right lists various site administration options, with 'Advanced Account Management' expanded. The main content area has a 'NEW REQUEST' button. Below it, there are checkboxes for 'User Profiles', 'User Locations', 'User Catalogs', and 'Budgets'. A notification box provides instructions on selecting between 'Download Data File (Read-Only)' and 'Download Data File (Editable)'. A 'CONTINUE' button is visible. At the bottom, a table shows the status of the request, and a 'DOWNLOAD SPREADSHEET' button is highlighted in the 'Actions' column.

## 2

### Updating Data Instructions

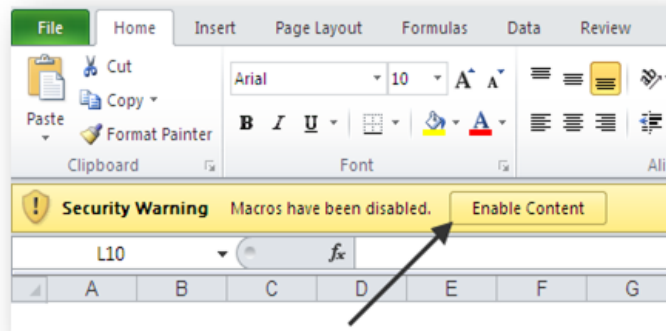
After opening the Spreadsheet, you will notice that there are several sheets located at the bottom of the document that correspond to the category selections you made when creating your request. Each sheet can be modified by making changes to the existing data or by creating new data. Available sheets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



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.

