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A Account #: 3153261
 Test Acct One / 526 Congaree Rd, Greenville, SC 296073516 [Switch Office](#)

My Account / User Profiles

Below are all registered users. To modify information or activate/inactivate a user, click the view/modify link.

ACTIVE USERS: (210) SORT BY: User ID ADD USER PROFILE

User ID	First Name	Last Name	Email Address	
guyard@hsc	WILL	FRYER	william.fryer@henryschein.com	View/Modify
guyard@hsc	LANE	NEW USER	lane.newuser@henryschein.com	View/Modify
guyard@hsc	LANE	NEW USER 514	lane.newuser514@henryschein.com	View/Modify
guyard@hsc	LANE	NEW USER 518	lane.newuser518@henryschein.com	View/Modify E
guyard@hsc	WILL	WILL	william.will@henryschein.com	View/Modify
guyard@hsc	WILL	WILL	william.will@henryschein.com	View/Modify
guyard@hsc	WILL	WILL	william.will@henryschein.com	View/Modify
guyard@hsc	WILL	WILL	william.will@henryschein.com	View/Modify
gold@hsc	WILL	WILL	william.will@henryschein.com	View/Modify

INACTIVE USERS: (0) [SHOW INACTIVE PROFILES](#) SORT BY: User ID

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ADD USER PROFILE

1

Access User Profiles

- A. Login
- B. Click **My Account**
- C. Expand (+) **Site Administration**
- D. Click **User Profiles**
- E. Find the user that requires approval, **Click View/Modify**

Modify User Access Rights

2

- A. On Access Rights page, check the box for **Approval Required**
- B. Choose the **Assigned Approver**
- C. Click **Submit** and repeat the process for all users requiring approval

Note: Approver must be set-up initially before this process can be applied

ACCESS RIGHTS:

Approver: This user can approve orders for users who require approval.

Select a maximum of three approvers.

Backup Approvers:



A Note: Backup approvers will automatically inherit this user's office location access.

Approval Required: This user will require order approval when placing orders via the web.

B Assigned Approver:

Note: When assigning an approver to a user, the approver will gain access to this user's locations.

Do not require approval for any order below this amount. \$

ACCOUNT STATUS:

Select One: Active Inactive (login will not be permitted)

C

SUBMIT

NOTE: For multi-level approval set-up request contact your Sales Consultant.