

## Access Shopping Lists

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- A. Login
- B. Click **Menu**, then expand (+) **Supplies**
- C. Click **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:** Users can only view shopping lists that: they created or shared across their locations by the owner/creator.

The screenshot shows the Henry Schein Medical 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 the navigation bar, the user's account information is displayed, including the account number '3153261' and location 'Test Acct One / 526 Congaree Rd, Greenville, SC 296073516'. A 'My Order: \$8.92' badge is also visible.

The main content area is titled 'SHOPPING LISTS'. On the left, there is a 'Supplies' sidebar menu with various options. The 'Shopping Lists' option is highlighted, and a callout 'C' points to it. The main content area shows a table of shopping lists with columns for 'Shopping List Name', 'Created By User ID', and 'Last Modified'. A callout 'D' points to the 'View/Modify' link in the 'View' column of the 'Basic Supplies' row. Other callouts include 'A' pointing to the user profile icon and 'B' pointing to the 'Menu' icon in the top right.

Shopping List Name	Created By User ID	Last Modified	View/Modify
Basic Supplies	goldrush071	5/1/2015	View/Modify
lab supplies	goldrush114	4/15/2015	View
Med Surg Supplies List	web user	1/19/2016	View
Orla	orla.mcgowan-fassilis@henryschein.com	12/9/2016	View
Peds Supply List	goldrush048	4/28/2015	View/Modify

## 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

## Sharing Options

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

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

The screenshot shows the 'Shopping Lists: Modify' page on the Henry Schein Medical website. The page includes a navigation menu, account information, and a form for modifying a shopping list. A pop-up window is overlaid on the form, showing sharing options. Callouts A, B, C, and D point to specific elements: A points to the 'click here' link, B points to the 'Share with all persons in my office/organization' radio button, C points to the 'Persons with access can edit the shopping list' checkbox, and D points to the 'SUBMIT' button.

**Supplies** / Shopping Lists / Shopping Lists: Modify

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

Modify Shopping List Information:

\* Enter a list name: Basic Supplies (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

**D** → **SUBMIT**