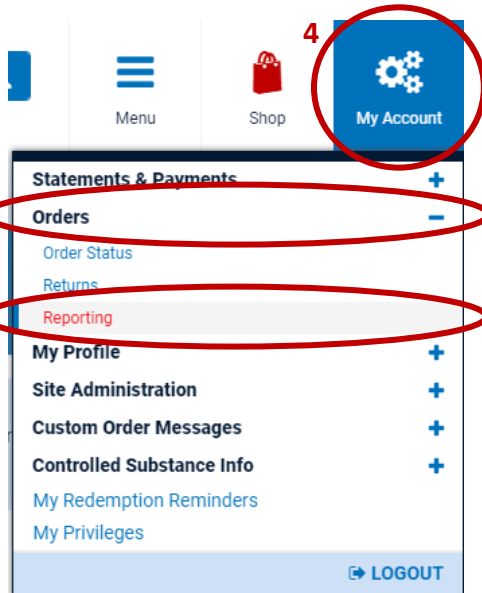
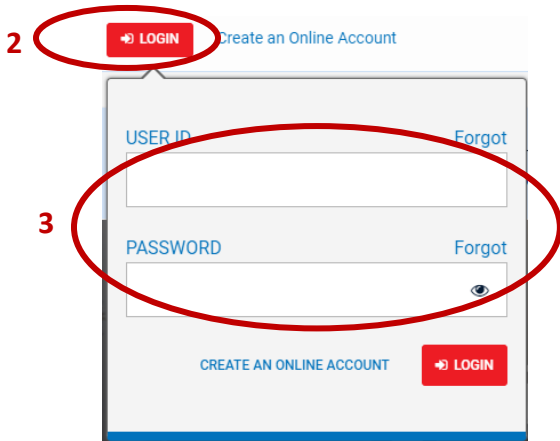




Henry Schein Data Instructions




1. Go to <https://www.henryschein.com/us-en/dental/>
2. Click on Red Login Icon
3. Enter Username & Password & Click Login
4. Once logged in, click on "My Account" in the upper right hand corner
5. Click on Orders
6. Click on Reporting
7. Click "New Report"
8. Select the below report (6th from the bottom) & Click "NEXT" at the bottom of the page.

Monthly Purchased Detail
A monthly detailed list of items purchased.

9. Select the "Default Settings (It should be pre-selected) & Click "NEXT"

Default Settings
Use our predefined settings for your report.

10. Now your report is running; Once it is finished, the status will state "Completed"
11. Once the report is complete, click on the  to download the excel spreadsheet
12. Open the spreadsheet and save to your preferred folder or desktop
13. Attach the spreadsheet to an email
14. Send email to svanveghel@indi-dent.org

If you have any questions or cannot get the report to run, please contact Sue Van Veghel at svanveghel@indi-dent.org or 920-428-2083.



Create historic reports of items purchased in minutes. Check the status of processing reports via the Refresh link or view completed reports in your browser, PDF or Excel. To check the report criteria, a link is provided. Once you create a report, you can access it below for up to 90 days.

REPORTS: (2)		SORT BY: Date Created ▾		7		NEW REPORT
Report Name	Criteria	Date Created	Status	11	View	Delete
Items Purchased Date Range: 11/16/2016 - 11/15/2017		11/15/2017	Completed			
Items Purchased Date Range: 11/14/2016 - 11/13/2017		11/13/2017	Completed			