

# HP Propel

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CentOS Operating System

## Offerings Help

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# Offerings

## Concepts

Use the **Offerings** module of HP Propel to configure and manage service offerings that were created within the **Aggregation** tile. Aggregated offerings from remote systems such as Cloud Service Automation are copied and referenced into **Offerings**. You can configure default property values, set pricing, attach documents to a service offering (e.g., service level agreements, terms and conditions) and add screenshots, which are images and captions that provide the user with a visual representation of the offering. Offerings are published into a catalog before exposing the offering to subscribers in the Marketplace Portal.

Modifications to aggregated offerings in HP Propel do not affect the offerings in the originating system (Cloud Service Automation or Service Manager). But if you make changes in the originating system and re-aggregate the offering, the offering in HP Propel will be updated. Any changes made to the HP Propel offering are visible in the Marketplace Portal.

You can also create new offerings for any fulfillment system that is compatible with HP Propel Service Exchange. For compatibility information, see the *HP Propel Support Matrix*.

## Tasks

Within **Offerings** you can create new offerings or modify existing offerings. Offerings of this type can be considered "native offerings", as they are created within the HP Propel Offerings module without going through the Catalog Aggregation process.

Once you have created several offerings, you can package them into a special type of offering, called a **Bundle Offering**. A bundle is useful for bringing together several desired offerings into a single offering, making it very easy for the user to select the correct products and services. Bundles can only include offerings from catalogs available to your organization. You cannot create bundles of offerings from catalogs that belong to a separate organization. You can also browse and search offerings and manage offering tags within **Offerings**.

You can do the following tasks in Offerings:

- [Create Offerings](#)
- [Modify Offerings](#)



- [Create Bundle Offerings](#)
- [Manage Tags](#)

## Create Offerings

1. From the HP Propel Management Console, click the **Offerings** tile. The **All Offerings** page opens.
2. Click the **Create** button at the bottom of the **All Offerings** page.
3. Fill in the **Create Offerings** dialog fields:
  - a. Under **Choose Offering Type**, Select the type of offering you want from the drop-down list (For example, **E-mail** ).
  - b. Type the **Display Name** of the new offering.
  - c. Type the offering **Description**.
4. Select **Tags** from the **Select Tags** link below image if there are tags associated with the Offering. Click **Done** when finished.
5. Select an image to use as the offering icon. HP provides several icons to choose from, or you can import your own custom icon.
6. To select an icon from the image library:
  - a. Click the **Change Image** button.
  - b. Scroll through the icons in the image library. When you find an icon you like, select it. The selected icon will display a highlighted background.
  - c. Click the blue **Select** button. Your icon will appear under **Image**.
7. To create a custom icon:
  - a. Click the **Change Image** button.
  - b. Click the green **Upload** button.

- c. Select an appropriately sized icon from your system, and then click **Open**. Note the following recommendations:
    - o File type: PNG
    - o Image size: 256x256
    - o File size: Maximum 1 MB
  - d. Click the **Select** button. The new icon appears in the image library for you to select.
  - e. Select the new image from the image library, and then click **Select** to finish.
7. When you finish, click **Create**. The new offering appears in the All Offerings page list.

## Modify Offerings

To modify offerings, use the configuration settings available on the following tabs:

- [Overview](#)
- [Publishing](#)
- [Properties](#)
- [Options](#)
- [Pricing](#)
- [Documents](#)
- [Screenshots](#)

## Create Bundle Offerings

To create a bundle offering:

1. Click **Create Offering**.
2. Select **Bundle** from the **Choose Offering Type** field.

3. Type a unique name for your bundle in the **Display Name** field.
4. Select a new image under the **Change Image** button.
5. Create a description for your offering bundle in the **Description** field.

Once you have created your bundle, you can add individual offerings. To add offerings to your bundle:

- 1) Click the **Content** tab on the **Offerings** page.
- 2) Click on the **Add** button. Available offerings grouped by various catalogs will appear in a list view.
- 3) Select an Offering. NOTE: You can select several offerings by clicking once on each desired offering in the catalog.
- 4) When you finish, click **Add**.

You can change the order of your offerings in the bundle. Click on the **Move Up / Move Down** arrows on each offering until you get the desired order in the bundle. You can also remove an undesired offering by clicking the **Remove** button on an offering.

To remove an offering from a bundle:

1. Click **Remove**.
2. In the **Confirmation Required** window , click **Yes**.

You can see the list of selected items in the bundle by clicking on the **Overview** tab. The offerings selected for this bundle will appear onscreen in a list view, and in the order you have chosen.

You can also see your bundle among the available offerings by clicking on the **Back** button located above the **Overview** tab. Note that the bundle offering is differentiated from the other offerings by a small wrapped package icon located above the bundle offering image.

Once you have created and configured your bundle, you are ready to publish it into a catalog.

To publish your bundle into a catalog:

1. Select a bundle.
2. Click on the **Publishing** tab.
3. Click the **Publish** button.

4. Select a catalog from the **To Catalog** list. You can also search for a catalog by name in the **To Catalog** search window.
5. Select a category for your bundle in the **Choose Category** field.
6. (Optional) If an approval policy is needed for your bundle, select it in the **Approval Policy** field.
7. Click the **Publish** button to publish your bundle into the selected catalog.
8. You should see a window open with this message: "Service offering was successfully published into catalog."
9. Click **OK**.
10. The bundle will now appear on the **Publishing** tab.

When publishing, you will only see catalogs that are available to your organization, and you can only publish to one catalog at a time. If you want to publish an offering into more than one catalog, you will need to publish the offering again into a new catalog ([steps 3-9 above](#)). The **Publishing** tab of the bundle offering will then show the individual catalogs that the bundle is published into.

To check and see if your bundle is published in a catalog that is available to select within the Marketplace Portal:

1. Click on the **Marketplace** tab on the **Propel Catalog** dashboard.
2. Log in to the Marketplace Portal.
3. You can see your bundle published by clicking on the **Start Shopping** button. Your new bundle will show up in the **New Releases** section of the Marketplace Portal.
4. Click on the bundle to inspect it and ensure that it includes the correct offerings, and that they are in the correct order.

## Manage Tags

Tags are user-defined, color-coded labels and images used to provide a structure for organizing and grouping service offerings. Once associated to an offering, tags display with the offering name in **Browse Designs**. The only pre-created category is labeled **All**, which is where all offerings are stored if you do not create any tags. You cannot edit, delete, or assign the **All** category. An offering can be assigned to multiple tag categories.

## Overview

### Concepts

The **Overview** tab allows you to view details, edit, and delete the selected service offering. You can view the **Display Name**, **Description**, **Offering Type**, **Image**, and the **Content** of the offering on this tab.

### Tasks

The following options are available from the **Overview** details page:

- **Edit** - You can edit all attributes of a saved service offering.
- **Delete** - You cannot delete an offering if a new subscription request for that offering is **Pending** or has been published.

## Publishing

### Concepts

Service offerings are published into one or more catalogs so that they are available in the Marketplace Portal. Offerings can be published into the Global Shared Catalog, which is shared among all organizations, or into an organization-specific catalog. Within a catalog, **Categories** reflect logical groupings of related services. You can publish an offering only once to a catalog.

### Tasks

To publish, complete the following fields:

- **To Catalog** - Select from the list of available catalogs or click **Search** to filter the list.
- **In Category** - Categories are filtered according to your catalog selection.

- **Approval Policy** - Within HP Propel, approvals are delegated to the underlying fulfillment system, although additional layers of approvals for aggregated offerings can be done with HP Propel. There are two types of approval policies:
  - **Catalog Level Policy** (front-end): This approval policy is evaluated first. If the request is approved, the back-end approval is then evaluated. These policies are defined in the **Catalogs** area for offerings that have been aggregated to a catalog. Changing the approval policy here does not change the default catalog approval policy. Note that you cannot configure an approval policy for offerings published in the Global Shared Catalog. The default approval policy is **No Approval**.
  - **Delegated Policy** (back-end): These are policies that are defined for services/offerings from an aggregation source before being aggregated into a catalog. If you order this service, HP Propel recognizes an approval is necessary and allows you to set it in the Marketplace Portal.

**Unpublish** - If you want to change the attributes of a published service offering, e.g., documents, options, screenshots, you can unpublish the service offering by clicking **Unpublish**.

## Properties

### Concepts

This section allows you to configure properties that will be used for fulfillment of an offering request by HP Propel Service Exchange. Note that this section is currently available only for E-mail offerings. You can manage the properties of aggregated offerings by using the Options Tab.

### Tasks

You can create a new property or edit existing properties. When you create a new offering, the following properties are configured by default:

- Comment
- E-mail address

- Other info
- Provider
- Subject

To edit an offering's properties, click the **Edit** button associated with the property you want to edit. You can change the **Display Name**, **Value**, and **Description** of a property.

- **Display Name:** this is the name that appears on the user's screen.
- **Value:** this field changes based on each property type. The four property types are: Number, String, Boolean, Time and Date.
- **Description:** use this field to provide a viewable description of the offering.

Select or deselect the **Required** check box. When selected, the user is required to input information to proceed with the offering.

You can control the scope of access and the view level of a property by using the settings in the **Access** section:

- **Offering:** you can configure access to a property on an offering.
- **Catalog Item:** you can configure access to a property when publishing.
- **Request:** you can configure visibility and editability of a property when the user is ordering a service in the Marketplace Portal.

The view level you can set provides three available selections: **Editable**, **Readonly**, and **Hidden**:

- **Editable** allows the user to edit the screen.
- **Readonly** makes the field not editable, although it can be viewed.
- **Hidden** makes the property hidden from view and it will not appear.

**Add Property** enables you to define and add a property of your own design. For example, you can add a current Time/Date stamp to your offering by configuring the Time and Date property type. Once created, you can configure and edit the property as you would any other property.

To add a new property, select the **Add Property** button at bottom left of the Service Offering Properties page. The four property types are: **Number**, **String**, **Boolean**, **Time and Date**.











# Options

## Concepts

On the **Options** tab, you can manage visibility, descriptions, names, default values, and reorder the list of aggregated options from Service Manager and Cloud Service Automation.

## Tasks

The following tasks are available:

<a href="#">Hide/Show Properties</a>	Click this link to show or hide properties within an option set.
	Collapse the option set and options.
	Expand the option set and options.
	Show or hide an option set, option, or property; determines visibility in the Marketplace Portal.
	Lock or unlock an option set to disallow or allow the subscriber to modify the default option selections within an option set. When an option set or property is locked, all options within the option set are also locked.
	Edit the option set name or option name.
	Add or update the image associated with the option set or option.
	Move the option down within an option set.
	Move the option up within an option set.
	Drag and drop the option within an option set.
	Collapse the entire option set, including options and properties



## Best Practices

It is recommended that you review offerings aggregated from underlying systems to ensure they are correct in HP Propel.

## Pricing

### Concepts

Pricing is controlled by the underlying Cloud Service Automation and Service Manager systems and aggregated into HP Propel. If necessary, pricing can be refined within HP Propel after being passed from these remote systems.

You can set pricing for both options and static properties. You can set pricing for the following with up to five-digit precision:

- The base, initial configuration of a service offering, without additional service options.
- Each service option and static properties in the service offering. You can also set pricing for service options that are not currently visible (as configured in the **Options** area for the service offering).
- A recurring period and price for a continuing subscription (for example, each week or each month).

### Tasks

Enter the following information:

#### Service Offering Pricing

Item	Description
Base Initial Price	The base price for the service offering, excluding the price of all selected options.
Base Recurring Price	The price charged for each recurring period.

### Service Offering Pricing, continued

Item	Description
Currency	The desired currency for the service offering.
Recurring Period	The desired recurring period for the service offering pricing, which indicates how often the recurring price is charged.

### Option Name

Option names originate in the underlying systems (Cloud Service Automation or Service Manager) from which HP Propel aggregates offerings.

### Selected Options (if applicable)

- Total Initial
- Total Recurring

### Selected Totals

- Initial with Options
- Recurring with Options

## Documents

### Concepts

You can attach documents of any type, such as service level agreements or terms and conditions, to service offerings. You have the option of making documents visible in the Marketplace Portal. File size per document should not exceed 15 MB, total size of all documents attached cannot exceed 100 MB.

### Tasks

Once a document is added, you have the following options:

- **Visibility** - Click the eye icon if you want this document visible to users in the Marketplace Portal.
- **Delete**

- **Edit Document Name** - The caption defaults to the associated document name but can be edited (including removing the file extension).

## Best Practices

- You can add multiple documents to an offering at one time.
- You can rearrange the order of multiple documents by dragging and dropping.
- Use **Reset** to revert back to any unsaved edits (such as a file name change) or to completely reset the form and clear out all unsaved documents.

## Screenshots

### Concepts

Screenshots are images and captions associated with a service offering that provide visual representations of the offering's views exposed in the Marketplace Portal. File size per image should not exceed 15 MB; total size of all images attached cannot exceed 100 MB. Images must be in JPG or 24-bit PNG format with a maximum size of 5000 x 5000 pixels.

### Tasks

Once a screenshot is added, you have the following options:

- **Visibility** - Click the eye icon (👁️) if you want this image visible to users in the Marketplace Portal.
- **Delete**
- **Edit Screenshot Name** - The caption defaults to the associated screenshot name, but can be edited (including removing the file extension).

## Best Practices

- You can add multiple screenshots to an offering at one time.
- You can rearrange the order of multiple screenshots by dragging and dropping.
- Use **Reset** to revert back to any unsaved edits (such as a file name change) or to completely reset the form and clear out all unsaved images.

