HP Propel

Software Version: 2.00
CentOS Operating System

Catalogs Help

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Contents

Catalogs

Concepts

Use the **Catalogs** application to create and manage catalogs. These catalogs allow you to publish catalog items to the HP Propel Portal for consumer fulfillment.

HP Propel catalogs can contain categories, which are used to group catalog items within the catalog.

Tasks

- Manage an existing catalog:
    - "Catalogs Overview" on page 8 – View details of the catalog, including name, description, and image used for visual representation.

    - "Catalogs Items" on page 9 – View the catalog items in the catalog.

    - "Catalogs Access Control" on page 10 – View and control who has access to the catalog.

    - "Catalogs Approval Policy" on page 11 – View and control the approval policy for the catalog.

- Create a new catalog – see "Create Catalog" below for instructions.

- Edit an existing catalog – see "Edit Catalog" on the next page for instructions.

- Delete an existing catalog – see "Delete Catalog" on page 7 see for instructions.

Create Catalog

Concepts

An HP Propel catalog contains published catalog items for consumer fulfillment in the HP Propel Portal.

The HP Propel administer can create catalogs. When creating a new catalog, you associate it with an organization. Multiple catalogs can be associated with the same organization.

Tasks

To create a new catalog in HP Propel:

1. From the Launchpad in HP Propel, click the **Catalogs** application. The **Catalogs** view is displayed.

2. Click **Create Catalog**.

3. In the **New Catalog** dialog, type the **Name** and a **Description** of the new catalog, then click **Create Catalog** to finish and save your changes.

The new catalog is listed in the **Catalogs** view.

After the new catalog is created, you can configure the catalog by providing information in the following areas:

- "Catalogs Access Control" on page 10 – Specify what group has access to a catalog.

- "Catalogs Approval Policy" on page 11 – Specify the approval policy.

Related Tasks

- Manage an existing catalog:
  - "Catalogs Overview" on page 8 – View details of the catalog, including name, description, and image used for visual representation.

  - "Catalogs Items" on page 9 – View the catalog items in the catalog.

- Edit an existing catalog – see "Edit Catalog" below for instructions.

- Delete an existing catalog – see "Delete Catalog" on the next page see for instructions.

Edit Catalog

Concepts

A catalog contains published catalog items in the HP Propel Portal for consumer fulfillment.

The HP Propel administrator can edit an existing catalog, including the **Catalog Name**, **Description**, and **Main Image** (visual representation).

Tasks

To edit an existing catalog in HP Propel:

1. From the Launchpad in HP Propel, click the **Catalogs** application. The **Catalogs** view is displayed.

2. In the **Catalogs** view, for the catalog you want to edit, click ⋮ and select **Edit**.

3. In the **Details** view, click **Edit**.

4. In the **Details** dialog, make your changes to the catalog, and then click **Save** to finish and save your changes.

The details of the revised catalog are listed in the **Details** view.

Related Tasks

- Manage an existing catalog:
  - "Catalogs Overview" on the next page – View details of the catalog, including name, description, and image used for visual representation.
  - "Catalogs Items" on page 9 – View the catalog items in the catalog.
  - "Catalogs Access Control" on page 10 – View and control who has access to the catalog.
  - "Catalogs Approval Policy" on page 11 – View and control the approval policy for the catalog.
- Create a new catalog – see "Create Catalog" on page 5 for instructions.
- Delete an existing catalog – see "Delete Catalog" below see for instructions.

Delete Catalog

Concepts

An HP Propel catalog contains published catalog items for consumer fulfillment in the HP Propel Portal.

The HP Propel administrator can delete an existing catalog.

Tasks

To delete a catalog in HP Propel:

1. From the Launchpad in HP Propel, click the **Catalogs** application. The **Catalogs** view is displayed.

2. In the **Catalogs** view, for the catalog you want to delete, click   and select **Remove**.

3. Confirm the catalog deletion.

The former catalog is deleted in HP Propel and not listed in the **Catalogs** view.

> **Tip**: A catalog can also be deleted in the catalog **Overview** view.

Related Tasks

- Manage an existing catalog:
    - "Catalogs Overview" below – View details of the catalog, including name, description, and image used for visual representation.

    - "Catalogs Items" on the next page – View the catalog items in the catalog.

    - "Catalogs Access Control" on page 10 – View and control who has access to the catalog.

    - "Catalogs Approval Policy" on page 11 – View and control the approval policy for the catalog.

- Create a new catalog – see "Create Catalog" on page 5 for instructions.

- Edit an existing catalog – see "Edit Catalog" on page 6 for instructions.

Catalogs Overview

Concepts

The HP Propel administrator can use the **Overview** tab of the **Catalogs** application to view the summary of a catalog. This tab provides the **Catalog Name**, **Description**, and **Main Image** (visual representation) of the catalog.

Tasks

To view the summary of a catalog in HP Propel:

1. From the Launchpad in HP Propel, click the **Catalogs** application. The **Catalogs** view is displayed.

2. Click the catalog that you want to view.

The details of the selected catalog are displayed.

Related Tasks

- Manage an existing catalog:
  - "Catalogs Items" below – View the catalog items in the catalog.

  - "Catalogs Access Control" on the next page – View and control who has access to the catalog.

  - "Catalogs Approval Policy" on page 11 – View and control the approval policy for the catalog.

- Create a new catalog – see "Create Catalog" on page 5 for instructions.

- Edit an existing catalog – see "Edit Catalog" on page 6 for instructions.

- Delete an existing catalog – see "Delete Catalog" on page 7 see for instructions.

Catalogs Items

Concepts

The HP Propel administrator can use the **Items** tab of the **Catalogs** application to view the list of all catalog items that are published in a catalog.

Tasks

To list all catalog items in an HP Propel catalog:

1. From the Launchpad in HP Propel, click the **Catalogs** application. The **Catalogs** view is displayed.

2. Click the catalog that you want view the catalog items.

3. In the **Details** view, click the **Items** tab.

The **Items** view is displayed and all catalog items in the catalog are listed.

You can click the catalog item and manage it in the **Catalog Items**application. Refer to the *Catalog Items Help* for details.

Related Tasks

- Manage an existing catalog:
  - "Catalogs Overview" on page 8 – View details of the catalog, including name, description, and image used for visual representation.

  - "Catalogs Access Control" below – View and control who has access to the catalog.

  - "Catalogs Approval Policy" on the next page – View and control the approval policy for the catalog.

- Create a new catalog – see "Create Catalog" on page 5 for instructions.

- Edit an existing catalog – see "Edit Catalog" on page 6 for instructions.

- Delete an existing catalog – see "Delete Catalog" on page 7 for instructions.

Catalogs Access Control

Concepts

The HP Propel administrator can use the **Access Control** tab of the **Catalogs** application to assign LDAP groups to a catalog. The administrator can choose whether a catalog is visible to all authenticated users of a consumer organization or just a subset of users.

To make a catalog visible to all authenticated users of a consumer organization, determine the LDAP groups that have been added to the **Organizations** application in HP Propel and ensure all the same LDAP groups appear in the **Access Control** area for the catalog. Otherwise, you will get an error message. For a manually created catalog, this action happens automatically when the catalog is created. For an organization's automatically created catalog, you must manually add these LDAP groups.

Tasks

To allow an LDAP group access to a catalog in HP Propel:

1. From the Launchpad in HP Propel, click the **Catalogs** application.

2. In the **Catalogs** view, click the catalog that you want to allow access for an LDAP group.

3. In the **Details** view, click the **Access Control** tab.

4. In the **Access Control** view, click **Grant access**.

5. In the **Grant Access** dialog, select the LDAP group that you want to allow access to the catalog, and then click **Grant Access** to finish and save your changes.

The selected LDAP group now has access to the catalog in HP Propel.

Related Tasks

- Manage an existing catalog:
  - "Catalogs Overview" on page 8 – View details of the catalog, including name, description, and image used for visual representation.

  - "Catalogs Items" on page 9 – View the catalog items in the catalog.

  - "Catalogs Approval Policy" below – View and control the approval policy for the catalog.

- Create a new catalog – see "Create Catalog" on page 5 for instructions.

- Edit an existing catalog – see "Edit Catalog" on page 6 for instructions.

- Delete an existing catalog – see "Delete Catalog" on page 7 see for instructions.

Catalogs Approval Policy

Concepts

The HP Propel administrator can use the **Approval Policy** tab of the **Catalogs** application to manage approval policies for a catalog.

Approval policies are based on one of three template types (see table below). None of these templates are pre-configured as they are LDAP dependent. When a catalog is first created, an approval policy is automatically created from the **User Context Template**.

Template Types:

Template Type	Description

Named Approver Template	Use this template to assign one or more users from the organization as approvers for all subscription requests. You can also set the number of approvals required for a subscription request to be fulfilled.
	
	• If selected, provide the following information:
	   ■ **Add Approver** - Provide the LDAP user name of the approver you want to add, and click **Add Approver**. Repeat to add more approvers.
	
	   ■ **Minimum Approvals** - Select the minimum number of approvals required for a subscription request to be fulfilled.
	     ○ Check **Automatic Approval**, if desired, and provide the following information:
	       • **Automatic Approve/Deny** - Select one of the following replies:
	         • **Approved** - Automatically approve the request when the specified **Wait Time for Automatic Approval (in days)** period has elapsed.
	
	         • **Denied** - Automatically deny the request when the specified Wait Time for Automatic Approval (in days) period has elapsed.
	
	       • **Wait Time for Automatic Approval (in days)** - Select the number of days after which, if no response is made, the automatic approval or rejection will occur.

Named Group Template	Use this template to base approvals on an LDAP group.
	
	• If selected, provide the following information:
	   ■ **Add Group** - Select or type the DN for the LDAP group or organizational until you want to use for approvals. The members of the selected group (at the time of the request) will be set as approvers of the request.
	
	   ■ **Minimum Approvals** - Select the minimum number of approvals required for a subscription request to be fulfilled.
	
	   ■ Check **Automatic Approval**, if desired, and provide the following information:
	
	   Automatic Approve/Deny - Select one of the following replies:
	
	     ○ **Approved** - Automatically approve the request when the specified **Wait Time for Automatic Approval (in days)** period has elapsed.
	
	     ○ **Denied** - Automatically deny the request when the specified **Wait Time for Automatic Approval (in days)** period has elapsed.
	
	   Wait Time for Automatic Approval (in days) - Select the number of days after which, if no response is made, the automatic approval or rejection will occur.

Template Type	Description

User Context Template	Use this template to base approvals on LDAP membership settings and structure, as configured in the **Organizations** area.
	
	• If selected, provide the following information:
	  ■ **Approval Levels** - Select the number of managers in the organization chain who will be asked to approve the request. For example, if you select two, the subscriber's first- and second-level manager will be required to approve the request.
	
	  ■ Check **Automatic Approval**, if desired, and provide the following information:
	
	  ■ **Automatic Approve/Deny** - Select one of the following replies:
	    ○ **Approved** - Automatically approve the request when the specified **Wait Time for Automatic Approval (in days)** period has elapsed.
	
	    ○ **Denied** - Automatically deny the request when the specified **Wait Time for Automatic Approval (in days)** period has elapsed.
	
	  ■ **Wait Time for Automatic Approval (in days)** - Select the number of days after which, if no response is made, the automatic approval or rejection will occur.

Tasks

To add an approval policy to a catalog in HP Propel:

1. From the Launchpad in HP Propel, click the **Catalogs** application. The **Catalogs** view is displayed.

2. Click the catalog that you want to add an approval policy.

3. In the **Details** view, click the **Approval Policy** tab.

4. In the **Approval Policy** view, click **Edit**.

5. In the **Approval Policy** dialog, select the approval policy that you want to apply to the catalog, and then click **Save** to finish and save your changes.

The newly added approval policy for the catalog is displayed in the **Approval Policy** view.

Related Tasks

- Manage an existing catalog:
  - "Catalogs Overview" on page 8 – View details of the catalog, including name, description, and image used for visual representation.

  - "Catalogs Items" on page 9 – View the catalog items in the catalog.

  - "Catalogs Access Control" on page 10 – View and control who has access to the catalog.

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