HP Propel

Software Version: 2.00
CentOS Operating System

Catalog Items Help

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Contents

Catalog Items

Concepts

Use the **Catalog Items** application in HP Propel to configure and manage catalog items in HP Propel. Aggregated service offerings from HP Cloud Service Automation and catalog items from HP Service Manager are published as catalog items in HP Propel catalogs and available to consumers for fulfillment in the HP Propel Portal.

There are two unique catalog items in HP Propel: *templates* and *profiles*. A profile is a variation of a template, and a profile usually has a different name or description than the template it was created from.

- **Template**:
  - A template originates from an end-point system and is imported into an HP Propel aggregation.

  - A template is used as a source catalog item when creating a profile.

  - Modifying a template causes the change to occur in all profiles that were created from the template. For example, changing the description of a template not only changes the template's description, but also changes all descriptions of profiles that were created from the template.

- **Profile**:
  - A profile is uniquely created in Propel and is not in an end-point system.

  - A profile is created as a target catalog item from a template.

  - Modifying a profile causes the change to occur only to the profile. That is, changing the description of a profile only changes the description of the profile.

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

Catalog items can be grouped into categories within a catalog in HP Propel. Refer to the *Categories* help for information about categories.

Tasks

To view catalog items, from the Launchpad, click the **Catalog Items** application. The **Catalog Items** view is displayed and all catalog items that have been aggregated from end-point systems are listed. (Refer to the *Catalog Connect* help for information about HP Propel aggregations.)

> **Tip**: To search for specific catalog items, type the search criteria in the **Search Items** field. Only the catalog items that meet the search criteria are displayed. You can also change the catalog items list to be sorted by the newest or oldest creation dates.

You can do the following catalog item tasks in the **Catalog Items** view:

- "Add Catalog Item to Category" on the next page – Add the catalog item to a category in an HP Propel catalog.

- "Create Profile Item" on page 11 – Create a new catalog item that is a variation of an aggregated catalog item. For example, create a catalog item that is identical to an existing catalog item, except for one or more options.

- "Edit Catalog Item" on page 14 – Revise the properties of a catalog item, such as the name, description, category, and image (visual representation).

- "Publish Catalog Item" on page 15 – Publish the catalog item into an HP Propel catalog, which makes it available for consumer fulfillment in the HP Propel Portal.

- "Remove Catalog Item from Category" on page 18 – Remove the catalog item from a category in an HP Propel catalog.

- "Remove Catalog Item Price" on page 19 – Hide the price of the catalog item from consumers in the HP Propel Portal.

- "Remove Catalog Item" on page 16 – Remove the catalog item from HP Propel.

- "Unpublish Catalog Item" on page 20 – Unpublish the catalog item and make it unavailable for consumer fulfillment in the HP Propel Portal.

Related Tasks

- "Catalog Item Overview" on page 21 – View and specify the basic properties, such as display name, description, category, and main image for the catalog item.

- "Catalog Item Form" on page 24 – View and specify the fields and selections used to order the catalog item.

- "Catalog Item Pricing" on page 27 – View and set the pricing for the catalog item, including the initial price and the recurring price.

- "Catalog Item Gallery" on page 30 – View and specify an image for the catalog item that provides the user with a visual representation.

- "Catalog Item Attachments" on page 33 – View and specify attachments for the catalog item, such as service level agreements, terms, and conditions.

- "Catalog Item Access Control" on page 36 – View and control who has access to the catalog item.

- "Catalog Item Approval Policy" on page 39 – view and control who must approve order requests for the catalog item.

Add Catalog Item to Category

Concepts

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

Catalog items can be grouped into categories within an HP Propel catalog. A catalog item can be in multiple categories.

The HP Propel administrator can add a catalog item to a category in a catalog.

Tasks

To add a catalog item to a category:

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

2. In the **Catalog Items** view, for the catalog item you want to add to a category, click and select **Add Category**.

3. In the **Add Category** dialog, select the new category for the catalog item, and then click **Add Category**.

   The catalog item is added to the category in HP Propel.

Related Tasks

- "Create Profile Item" on the next page

- "Edit Catalog Item" on page 14

- "Publish Catalog Item" on page 15

- "Remove Catalog Item from Category" on page 18

- "Remove Catalog Item Price" on page 19

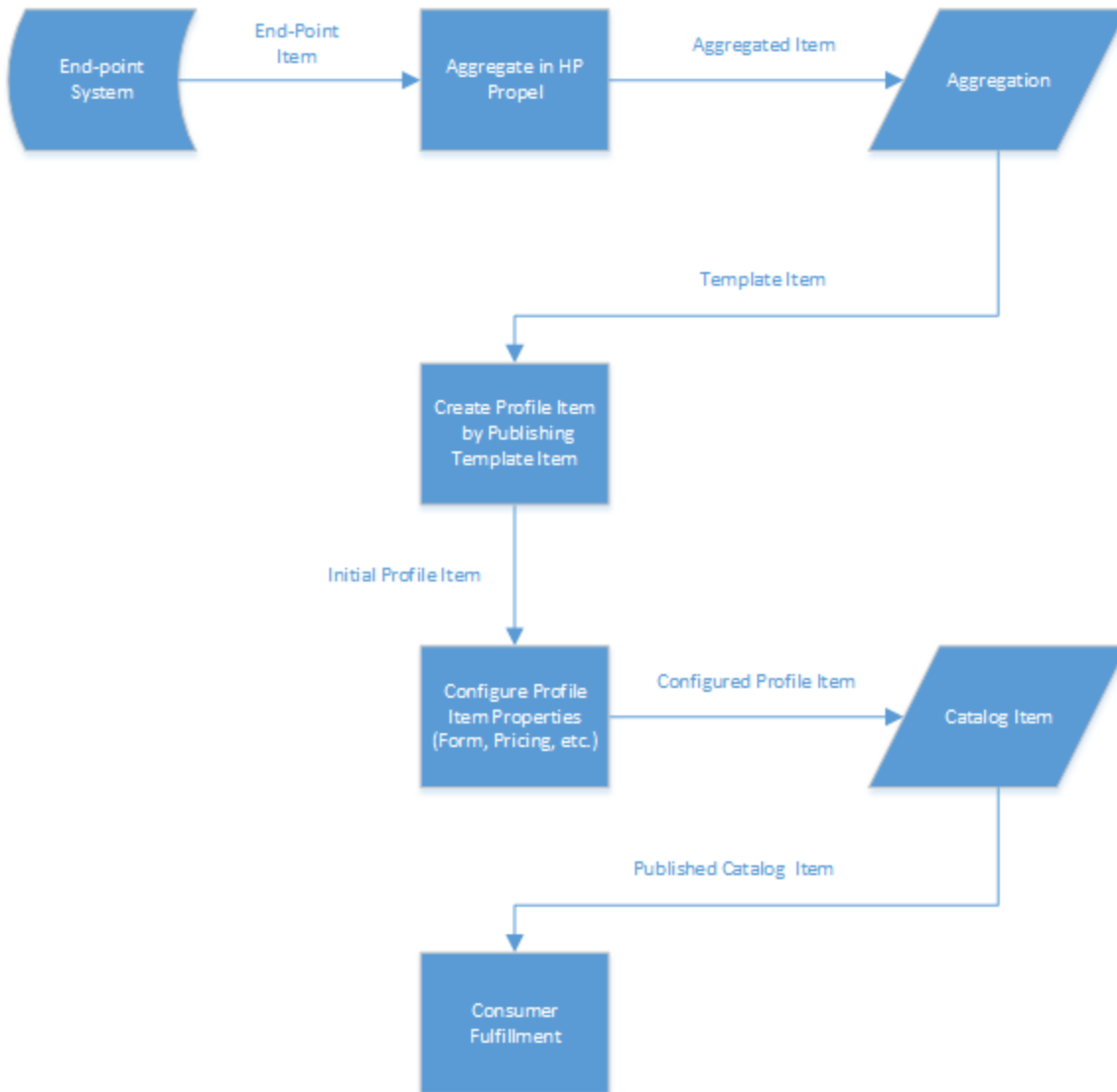- "Remove Catalog Item" on page 16

Create Profile Item

Concepts

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

The HP Propel administrator can create additional catalog items that are variations of aggregated items by creating profile items from template items.

The following figure shows the process to create a profile item.

Create Profile Item

```
End-point          End-Point        Aggregate in HP      Aggregated Item      Aggregation
System      ──────── Item ──────►        Propel       ────────────────────►
                                                                                   │
                                                                                   │
                                                                            Template Item
                                                                                   │
                                                                                   ▼
                                                   Create Profile Item
                                                      by Publishing
                                                      Template Item
                                                           │
                                                   Initial Profile Item
                                                           │
                                                           ▼
                                              Configure Profile      Configured Profile Item      Catalog Item
                                              Item Properties    ──────────────────────────►
                                              (Form, Pricing, etc.)                                  │
                                                                                            Published Catalog Item
                                                                                                     │
                                                           ▼◄──────────────────────────────────────┘
                                                       Consumer
                                                      Fulfillment
```

Tasks

To create a new profile item from a template item:

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

2. In the **Catalog Items** view, click **Templates** (left area). The list of template items is displayed.

3. Click the template item that is the source of the profile item. The **Details** view for the template item is displayed.

4. Click **Publish**. The **Publish item to catalog** dialog is displayed.

5. In the **Publish item to catalog** dialog, select the catalog for the profile item, and then click **Publish**. The initial profile item is published to the specified catalog and displayed in the **Details** view.

6. To create a profile item that is a variation of the original template item, in the **Details** view, click **Edit**. The **Details** dialog is displayed.

7. In the **Details** dialog, specify the unique properties for the profile item, such as **Display Name**, **Description**, **Category**, or **Main Image**. Note that a modified icon appears after each field that you modified in the **Details** dialog.

8. Click **Save** to finish and save the new profile item.

   The new profile item is published and available as a catalog item in the catalog you specified for consumer fulfillment in HP Propel.

After creating the new catalog item, you can specify the following properties:

- "Catalog Item Form" on page 24 – Specify the fields and selections used to order the catalog item.

- "Catalog Item Pricing" on page 27 – Set the pricing for the catalog item, including the initial price and the recurring price.

- "Catalog Item Gallery" on page 30 – Specify an image for the catalog item that provides the user with a visual representation.

- "Catalog Item Attachments" on page 33 – Specify attachments for the catalog item, such as service level agreements, terms, and conditions.

- "Catalog Item Access Control" on page 36 – Control who has access to the catalog item.

- "Catalog Item Approval Policy" on page 39 – Control who must approve order requests for the catalog item.

Related Tasks

- "Add Catalog Item to Category" on page 10

- "Edit Catalog Item" on the next page

- "Publish Catalog Item" on page 15

- "Remove Catalog Item from Category" on page 18

- "Remove Catalog Item Price" on page 19

- "Remove Catalog Item" on page 16

- "Unpublish Catalog Item" on page 20

Edit Catalog Item

Concepts

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

The properties of a catalog item, including **Display Name**, **Description**, **Category**, and **Main Image** (visual representation) of a catalog item), can be changed by the HP Propel administrator.

Tasks

To edit a catalog item:

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

2. In the **Catalog Items** view, for the catalog item you want to edit, click ⋮ and select **Edit**. The **Details** view for the catalog item is displayed.

3. In the **Details** view, click **Edit**. The **Details** dialog is displayed.

4. In the **Details** dialog, the following properties of the catalog item can be changed:
   - Type a new **Display Name**.

   - Type a new **Description**.

   - Select a new **Category**.

   - Specify a new **Main Image**.

   After making the changes, click **Save** to finish and save the edits.

   The new details of the catalog item are displayed in the **Details** view.

The HP Propel administrator can also manage catalog items in the following HP Propel views:

- "Catalog Item Form" on page 24 – View and specify the fields and selections used to order the catalog item.

- "Catalog Item Pricing" on page 27 – View and set the pricing for the catalog item, including the initial price and the recurring price.

- "Catalog Item Gallery" on page 30 – View and specify an image for the catalog item that provides the user with a visual representation.

- "Catalog Item Attachments" on page 33 – View and specify attachments for the catalog item, such as service level agreements, terms, and conditions.

- "Catalog Item Access Control" on page 36 – View and control who has access to the catalog item.

- "Catalog Item Approval Policy" on page 39 – View and control who must approve order requests for the catalog item.

Related Tasks

Publish Catalog Item

Concepts

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

A catalog item must be published into a catalog by the HP Propel administrator before it can be ordered in the HP Propel Portal.

Tasks

Publishing a Single Catalog Item

To publish a catalog item:

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

2. In the **Catalog Items** view, for the catalog item you want to publish, click ⋮ and select **Publish**. The **Publish item to catalog** dialog is displayed.

3. In the **Publish item to catalog** dialog, select the catalog that will contain the published catalog item, and then click **Publish**.

   The catalog item is published in the specified catalog and available for fulfillment in the HP Propel Portal.

Publishing Multiple Catalog Items

The HP Propel administrator can also publish multiple catalog items at one time in a batch publishing.

To publish multiple catalog items in a batch:

1. In the **Catalog Items** view, click **Create Batch**. The **Catalog Items** view changes and there are radio buttons next to each catalog item.

2. Select the catalog items for the batch, and then click **Publish**.

All of the selected catalog items are published in HP Propel.

Related Tasks

- "Add Catalog Item to Category" on page 10

- "Create Profile Item" on page 11

- "Edit Catalog Item" on page 14

- "Remove Catalog Item from Category" on page 18

- "Remove Catalog Item Price" on page 19

- "Remove Catalog Item" below

Remove Catalog Item

Concepts

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

A catalog item can be removed by the HP Propel administrator.

Tasks

Removing a Single Catalog Item

To remove a catalog item:

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

2. In the **Catalog Items** view, for the catalog item you want to remove, click ⋮ and select **Remove**. A confirmation dialog is displayed.

3. Confirm the catalog item removal.

   The former catalog item is removed and is no longer available in HP Propel; however, pending orders for the catalog item in HP Propel will be fulfilled.

Removing Multiple Catalog Items

The HP Propel administrator can also remove multiple catalog items at one time in a batch removal.

To remove multiple catalog items in a batch:

1. In the **Catalog Items** view, click **Create Batch**. The **Catalog Items** view changes and there are radio buttons next to each catalog item.

2. Select the catalog items for the batch, and then click **Remove**.

All of the selected catalog items are removed from HP Propel.

Related Tasks

- "Remove Catalog Item from Category" below

- "Remove Catalog Item Price" on the next page

Remove Catalog Item from Category

Concepts

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

Catalog items can be grouped into categories within an HP Propel catalog. A catalog item can be in multiple categories.

The HP Propel administrator can remove a catalog item from a category in a catalog.

Tasks

To remove a catalog item from a category:

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

2. In the **Catalog Items** view, for the catalog item you want to add to a category, click ⋮ and select **Remove Category**.

3. In the **Remove Category** dialog, select the category to remove the catalog item from, and then click **Remove Category**.

    The catalog item is removed from the category in HP Propel.

Related Tasks

Remove Catalog Item Price

Concepts

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

The HP Propel administrator can remove the price of a catalog item so that the price is not visible to consumers in the HP Propel Portal.

Tasks

Removing the Price of a Single Catalog Item

To remove the price of a catalog item:

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

2. In the **Catalog Items** view, for the catalog item you want to remove the price, click   and select **Remove Price**. A confirmation dialog is displayed.

3. Confirm the price removal to remove the price from the catalog item.

   The price of the catalog item is now hidden from consumers in the HP Propel Portal.

Removing the Price of Multiple Catalog Items

The HP Propel administrator can also remove the price of multiple catalog items at one time in a batch publishing.

To remove the price of multiple catalog items in a batch:

1. In the **Catalog Items** view, click **Create Batch**. The **Catalog Items** view changes and there are radio buttons next to each catalog item.

2. Select the catalog items for the batch, and then click **Remove price**.

The price is removed (hidden) for all of the selected catalog items in HP Propel.

Related Tasks

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Unpublish Catalog Item

Concepts

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

A catalog item can be unpublished by the HP Propel administrator.

Tasks

To unpublish a catalog item:

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

2. In the **Catalog Items** view, click the catalog item you want to unpublish. The **Details** view is displayed.

3. In the **Details** view, click ⋮ and select **Unpublish**. A confirmation dialog is displayed.

4. Confirm unpublishing the catalog item.

   The catalog item is unpublished from HP Propel and is not available for consumer fulfillment in the HP Propel Portal.

Related Tasks

Catalog Item Overview

Concepts

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

The **Overview** view can be used by the HP Propel administrator to mange the properties of a catalog item.

Tasks

The following tasks are available from the **Overview** details view:

View Catalog Item Properties

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

2. In the **Catalog Items** view, click the catalog item you want to view. The properties of the catalog item are displayed in the **Details** view.

Edit Catalog Item Properties

This task presumes you are in the **Overview** view. (See "View Catalog Item Properties" above for instructions.) To edit the properties of a catalog item:

1. In the **Overview** view, click **Edit**. The **Details** dialog is displayed.

2. Revise the properties of the catalog item, and then click **Save** to finish and save your changes.

   The new properties of the catalog item are displayed.

Add Catalog Item to Category

This task presumes you are in the **Overview** view. (See "View Catalog Item Properties" above for instructions.) To add the catalog item to a category:

1. In the **Overview** view, click ⦂ and select **Add Category**.

2. In the **Add Category** dialog, select the category to add the catalog item to, and click **Add Category** to finish and save your changes.

3. Click **Overview** to display the properties for the catalog item.

   The new category for the catalog item is displayed in the **Details** view.

Publish Catalog Item

This task presumes you are in the **Overview** view. (See "View Catalog Item Properties" above for instructions.) To publish a catalog item:

1. In the **Overview** view, click **Publish**. The **Publish item to catalog** dialog is displayed.

2. In the **Publish item to catalog** dialog, select the catalog. To finish and save your changes, click **Publish**.

   The catalog item is published in the specified catalog and available for fulfillment in the HP Propel Portal.

Remove Catalog Item from Category

This task presumes you are in the **Overview** view. (See "View Catalog Item Properties" on the previous page for instructions.) To remove the catalog item from a category:

1. In the **Overview** view, click ● and select **Remove Category**.

2. In the **Remove Category** dialog, select the category that you want to remove the catalog item from, and click **Remove Category** to finish and save your changes.

    The catalog item is removed from the category in HP Propel.

Remove Catalog Item Price

This task presumes you are in the **Overview** view. (See "View Catalog Item Properties" on the previous page for instructions.) To remove the catalog item price:

1. In the **Overview** view, click ● and select **Remove Price**. A confirmation dialog is displayed.

2. Confirm removing the catalog item price.

3. The price of the catalog item is removed and no longer visible in the HP Propel Portal.

Unpublish Catalog Item

This task presumes you are in the **Overview** view. (See "View Catalog Item Properties" on the previous page for instructions.) To unpublish a catalog item:

1. In the **Overview** view, click ● and select **Unpublish**. A confirmation dialog is displayed.

2. Confirm unpublishing the catalog item.

3. The catalog item is unpublished from the HP Propel catalog and no longer available in the HP Propel Portal.

Related Tasks

- "Catalog Item Form" on the next page – View and specify the fields and selections used to order the catalog item.

- "Catalog Item Pricing" on page 27 – View and set the pricing for the catalog item, including the initial price and the recurring price.

- "Catalog Item Gallery" on page 30 – View and specify an image for the catalog item that provides the user with a visual representation.

- "Catalog Item Attachments" on page 33 – View and specify attachments for the catalog item, such as service level agreements, terms, and conditions.

- "Catalog Item Access Control" on page 36 – View and control who has access to the catalog item.

- "Catalog Item Approval Policy" on page 39 – View and control who must approve order requests for the catalog item.

Catalog Item Form

Concepts

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

The **Form** view can be used by the HP Propel administrator to mange the fields and selections that are required when ordering the catalog item in the HP Propel Portal.

Tasks

The following tasks can be performed in the **Form** view:

- "View Catalog Item Form" on the next page

- "Edit Catalog Item Form" on the next page

- "Add Catalog Item to Category" on the next page

- "Publish Catalog Item" on the next page

- "Remove Catalog Item from Category" on page 26

- "Remove Catalog Item Price" on page 26

- "Unpublish Catalog Item" on page 26

View Catalog Item Form

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

2. In the **Catalog Items** view, click the catalog item you want to view. The **Details** view is displayed.

3. In the **Details** view, click **Form**. The required fields and selections for ordering the catalog item are displayed.

Edit Catalog Item Form

This task presumes you are in the **Form** view. (See "View Catalog Item Form" above for instructions.) To edit the form for a catalog item:

1. In the **Form** view, click **Edit**. All types of fields and selections that can be specified for ordering the catalog item are displayed.

2. Specify all fields and selections that are required when ordering the catalog item, and then click **Save** to finish and save your changes.

   The new required fields and selections for ordering the catalog item are displayed.

Add Catalog Item to Category

This task presumes you are in the **Form** view. (See "View Catalog Item Form" above for instructions.) To add the catalog item to a category:

1. In the **Form** view, click ⋮ and select **Add Category**.

2. In the **Add Category** dialog, select the category to add the catalog item to, and click **Add Category** to finish and save your changes.

3. Click **Overview** to display the properties for the catalog item.

   The new category for the catalog item is displayed in the **Details** view.

Publish Catalog Item

This task presumes you are in the **Form** view. (See "View Catalog Item Form" above for instructions.) To publish a catalog item:

1. In the **Form** view, click **Publish**. The **Publish item to catalog** dialog is displayed.

2. In the **Publish item to catalog** dialog, select the new catalog. To finish and save your changes, click **Publish**.

   The catalog item is published in the specified catalog and available for fulfillment in the HP Propel Portal.

Remove Catalog Item from Category

This task presumes you are in the **Form** view. (See "View Catalog Item Form" on the previous page for instructions.) To remove the catalog item from a category:

⋮

1. In the **Form** view, click ⋮ and select **Remove Category**.

2. In the **Remove Category** dialog, select the category that you want to remove the catalog item from, and click **Remove Category** to finish and save your changes.

   The catalog item is removed from the category in HP Propel.

Remove Catalog Item Price

This task presumes you are in the **Form** view. (See "View Catalog Item Form" on the previous page for instructions.) To remove the catalog item price:

⋮

1. In the **Form** view, click ⋮ and select **Remove Price**. A confirmation dialog is displayed.

2. Confirm removing the catalog item price.

3. The price of the catalog item is removed and no longer visible in the HP Propel Portal.

Unpublish Catalog Item

This task presumes you are in the **Form** view. (See "View Catalog Item Form" on the previous page for instructions.) To unpublish a catalog item:

⋮

1. In the **Form** view, click ⋮ and select **Unpublish**. A confirmation dialog is displayed.

2. Confirm unpublishing the catalog item.

3. The catalog item is unpublished from the HP Propel catalog and no longer available in the HP Propel Portal.

Related Tasks

- "Catalog Item Overview" on page 21 – View and edit the properties for the catalog item.

- "Catalog Item Pricing" below – View and set the pricing for the catalog item, including the initial price and the recurring price.

- – View and specify an image for the catalog item that provides the user with a visual representation.

- – View and specify attachments for the catalog item, such as service level agreements, terms, and conditions.

- – View and control who has access to the catalog item.

- – View and control who must approve order requests for the catalog item.

Catalog Item Pricing

Concepts

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

The **Pricing** view provides the current catalog item pricing, including the initial price and the recurring price. The HP Propel administrator can change the pricing.

Tasks

The following tasks can be performed in the **Pricing** view:

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View Catalog Item Pricing

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

2. In the **Catalog Items** view, click the catalog item you want to view. The **Details** view is displayed.

3. In the **Details** view, click **Pricing**. The current base price is displayed, including the initial price and the recurring price.

Edit Catalog Item Pricing

This task presumes you are in the **Pricing** view. (See "View Catalog Item Pricing" above for instructions.) To edit the pricing for a catalog item:

1. In the **Pricing** view, click **Edit**. The **Base Price** dialog is displayed.

2. In the **Base Price** dialog, specify the initial pricing, currency, and recurring pricing. To finish and save your changes, click **Save**.

   The new pricing for the catalog item is displayed.

Add Catalog Item to Category

This task presumes you are in the **Pricing** view. (See "View Catalog Item Pricing" above for instructions.) To add the catalog item to a category:

1. In the **Pricing** view, click and select **Add Category**.

2. In the **Add Category** dialog, select the category to add the catalog item to, and click **Add Category** to finish and save your changes.

3. Click **Overview** to display the properties for the catalog item.

   The new category for the catalog item is displayed in the **Details** view.

Publish Catalog Item

This task presumes you are in the **Pricing** view. (See "View Catalog Item Pricing" above for instructions.) To publish a catalog item:

1. In the **Pricing** view, click **Publish**. The **Publish item to catalog** dialog is displayed.

2. In the **Publish item to catalog** dialog, select the catalog. To finish and save your changes, click **Save**.

   The catalog item is published in the specified catalog and available for fulfillment in the HP Propel Portal.

Remove Catalog Item

This task presumes you are in the **Pricing** view. (See "View Catalog Item Pricing" on the previous page for instructions.) To unpublish the catalog item:

1. In the **Pricing** view, click ⦙ and select **Remove**. A confirmation dialog is displayed.

2. Confirm removing the catalog item.

3. The catalog item is removed and no longer available for fulfillment in the HP Propel Portal.

Remove Catalog Item from Category

This task presumes you are in the **Pricing** view. (See "View Catalog Item Pricing" on the previous page for instructions.) To remove the catalog item from a category:

1. In the **Pricing** view, click ⦙ and select **Remove Category**.

2. In the **Remove Category** dialog, select the category that you want to remove the catalog item from, and click **Remove Category** to finish and save your changes.

   The catalog item is removed from the category in HP Propel.

Unpublish Catalog Item

This task presumes you are in the **Pricing** view. (See "View Catalog Item Pricing" on the previous page for instructions.) To unpublish a catalog item:

1. In the **Pricing** view, click ⦙ and select **Unpublish**. A confirmation dialog is displayed.

2. Confirm unpublishing the catalog item.

3. The catalog item is unpublished from the HP Propel catalog and no longer available in the HP Propel Portal.

Related Tasks

- "Catalog Item Overview" on page 21 – View and edit the properties for the catalog item.

- "Catalog Item Form" on page 24 – View and specify the fields and selections used to order the catalog item.

- – View and specify an image for the catalog item that provides the user with a visual representation.

- – View and specify attachments for the catalog item, such as service level agreements, terms, and conditions.

- – View and control who has access to the catalog item.

- – View and control who must approve order requests for the catalog item.

Catalog Item Gallery

Concepts

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

An image is specified as a visual representation of a catalog item. The HP Propel administrator can change the image used to represent the catalog item.

Tasks

The following tasks can be performed in the **Gallery** view:

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View Catalog Item Image

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

2. In the **Catalog Items** view, click the catalog item you want to view. The **Details** view is displayed.

3. In the **Details** view, click **Gallery**. The current image for the catalog item is displayed.

Tip: The image used to represent a catalog item is also visible in the **Catalog Items** view.

Change Catalog Item Image

This task presumes you are in the **Gallery** view. (See "View Catalog Item Image" above for instructions.) To change the image used for a catalog item:

1. In the **Gallery** view, either:
   a. Drag and drop a image file into the **Gallery** view.

   b. Click **Browse**, navigate to the image file, and select it.

2. Confirm the new catalog item image.

   The new image for the catalog item is displayed.

Tip: Image recommendations are:

- File type: PNG

- Image size: 256x256

- File size: Maximum 1 MB

Add Catalog Item to Category

This task presumes you are in the **Gallery** view. (See "View Catalog Item Image" above for instructions.) To add the catalog item to a category:

1. In the **Gallery** view, click and select **Add Category**.

2. In the **Add Category** dialog, select the category to add the catalog item to, and click **Add Category** to finish and save your changes.

3. Click **Overview** to display the properties for the catalog item.

   The new category for the catalog item is displayed in the **Details** view.

Publish Catalog Item

This task presumes you are in the **Gallery** view. (See "View Catalog Item Image" on the previous page for instructions.) To publish a catalog item:

1. In the **Gallery** view, click **Publish**. The **Publish item to catalog** dialog is displayed.

2. In the **Publish item to catalog** dialog, select the new catalog. To finish and save your changes, click **Publish**.

    The catalog item is published in the specified catalog and available for fulfillment in the HP Propel Portal.

Remove Catalog Item from Category

This task presumes you are in the **Gallery** view. (See "View Catalog Item Image" on the previous page for instructions.) To remove the catalog item from a category:

1. In the **Gallery** view, click ⦙ and select **Remove Category**.

2. In the **Remove Category** dialog, select the category that you want to remove the catalog item from, and click **Remove Category** to finish and save your changes.

    The catalog item is removed from the category in HP Propel.

Remove Catalog Item Price

This task presumes you are in the **Gallery** view. (See "View Catalog Item Image" on the previous page for instructions.) To remove the catalog item price:

1. In the **Gallery** view, click ⦙ and select **Remove Price**. A confirmation dialog is displayed.

2. Confirm removing the catalog item price.

3. The price of the catalog item is removed and no longer visible in the HP Propel Portal.

Unpublish Catalog Item

This task presumes you are in the **Gallery** view. (See "View Catalog Item Image" on page 31 for instructions.) To unpublish a catalog item:

1. In the **Gallery** view, click ⋮ and select **Unpublish**. A confirmation dialog is displayed.

2. Confirm unpublishing the catalog item.

3. The catalog item is unpublished from the HP Propel catalog and no longer available in the HP Propel Portal.

Related Tasks

- "Catalog Item Overview" on page 21 – View and edit the properties for the catalog item.

- "Catalog Item Form" on page 24 – View and specify the fields and selections used to order the catalog item.

- "Catalog Item Pricing" on page 27 – View and set the pricing for the catalog item, including the initial price and the recurring price.

- "Catalog Item Attachments" below – View and specify attachments for the catalog item, such as service level agreements, terms, and conditions.

- "Catalog Item Access Control" on page 36 – View and control who has access to the catalog item.

- "Catalog Item Approval Policy" on page 39 – View and control who must approve order requests for the catalog item.

Catalog Item Attachments

Concepts

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

The **Attachments** view provides the attachments, such as service level agreements, terms, and conditions, that are specified for a catalog item. The HP Propel administrator can change what attachments are associated with a catalog item.

Tasks

The following tasks can be performed in the **Attachments** view:

- "View Catalog Item Attachments" below

- "Change Catalog Item Attachments" below

View Catalog Item Attachments

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

2. In the **Catalog Items** view, click the catalog item you want to view. The **Details** view is displayed.

3. In the **Details** view, click **Attachments**. The current attachments for the catalog item are displayed.

Change Catalog Item Attachments

This task presumes you are in the **Attachment** view. (See "View Catalog Item Attachments" above for instructions.) To edit the attachments for a catalog item:

1. In the **Attachments** view, either:
   a. Drag and drop an attachment file into the **Attachments** view.

   b. Click **Browse**, navigate to the file, and select it.

2. Confirm the new catalog item attachment.

   The new attachment for the catalog item is displayed.

Add Catalog Item to Category

This task presumes you are in the **Attachments** view. (See "View Catalog Item Attachments" above for instructions.) To add the catalog item to a category:

1. In the **Attachments** view, click ⋮ and select **Add Category**.

2. In the **Add Category** dialog, select the category to add the catalog item to, and click **Add Category** to finish and save your changes.

3. Click **Overview** to display the properties for the catalog item.

   The new category for the catalog item is displayed in the **Details** view.

Publish Catalog Item

This task presumes you are in the **Attachments** view. (See "View Catalog Item Attachments" on the previous page for instructions.) To publish a catalog item:

1. In the **Attachments** view, click **Publish**. The **Publish item to catalog** dialog is displayed.

2. In the **Publish item to catalog** dialog, select the new catalog. To finish and save your changes, click **Publish**.

    The catalog item is published in the specified catalog and available for fulfillment in the HP Propel Portal.

Remove Catalog Item from Category

This task presumes you are in the **Attachments** view. (See "View Catalog Item Attachments" on the previous page for instructions.) To remove the catalog item from a category:

1. In the **Attachments** view, click ⋮ and select **Remove Category**.

2. In the **Remove Category** dialog, select the category that you want to remove the catalog item from, and click **Remove Category** to finish and save your changes.

    The catalog item is removed from the category in HP Propel.

Remove Catalog Item Price

This task presumes you are in the **Attachments** view. (See "View Catalog Item Attachments" on the previous page for instructions.) To remove the catalog item price:

1. In the **Attachments** view, click ⋮ and select **Remove Price**. A confirmation dialog is displayed.

2. Confirm removing the catalog item price.

3. The price of the catalog item is removed and no longer visible in the HP Propel Portal.

Unpublish Catalog Item

This task presumes you are in the **Attachments** view. (See "View Catalog Item Attachments" on page 34 for instructions.) To unpublish a catalog item:

:

1. In the **Attachments** view, click ⋮ and select **Unpublish**. A confirmation dialog is displayed.

2. Confirm unpublishing the catalog item.

3. The catalog item is unpublished from the HP Propel catalog and no longer available in the HP Propel Portal.

Related Tasks

- "Catalog Item Overview" on page 21 – View and edit the properties for the catalog item.

- "Catalog Item Form" on page 24 – View and specify the fields and selections used to order the catalog item.

- "Catalog Item Pricing" on page 27 – View and set the pricing for the catalog item, including the initial price and the recurring price

- "Catalog Item Gallery" on page 30 – View and specify an image for the catalog item that provides the user with a visual representation.

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

- "Catalog Item Approval Policy" on page 39 – view and control who must approve order requests for the catalog item.

Catalog Item Access Control

Concepts

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

The **Access Control** view provides who has access to a catalog item for ordering in HP Propel. The HP Propel administrator can change who has access to the catalog item.

Tasks

The following tasks can be performed in the **Access Control** view:

- "View Catalog Item Access Control" below

- "Change Catalog Item Access Control" below

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View Catalog Item Access Control

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

2. In the **Catalog Items** view, click the catalog item you want to view. The **Details** view is displayed.

3. In the **Details** view, click **Access Control**. The list of organizations that have access to the catalog item is displayed.

Change Catalog Item Access Control

This task presumes you are in the **Access Control** view. (See "View Catalog Item Access Control" above for instructions.) To change who has access to a catalog item:

1. In the **Access Control** view, click **Grant Access**. The **Grant Access** dialog is displayed.

2. In the **Grant Access** dialog, select the group who should have access to the catalog item. To finish and save your changes, click **Grant Access**.

   The organization you granted access is displayed in the **Access Control** view. Users in this organization can now order the catalog item for fulfillment in the HP Propel Portal.

Add Catalog Item to Category

This task presumes you are in the **Access Control** view. (See "View Catalog Item Access Control" above for instructions.) To add the catalog item to a category:

1. In the **Access Control** view, click ⋮ and select **Add Category**.

2. In the **Add Category** dialog, select the category to add the catalog item to, and click **Add Category** to finish and save your changes.

3. Click **Overview** to display the properties for the catalog item.

   The new category for the catalog item is displayed in the **Details** view.

Publish Catalog Item

This task presumes you are in the **Access Control** view. (See "View Catalog Item Access Control" on the previous page for instructions.) To publish a catalog item:

1. In the **Access Control** view, click **Publish**. The **Publish item to catalog** dialog is displayed.

2. In the **Publish item to catalog** dialog, select the new catalog. To finish and save your changes, click **Publish**.

   The catalog item is published in the specified catalog and available for fulfillment in the HP Propel Portal.

Remove Catalog Item from Category

This task presumes you are in the **Access Control** view. (See "View Catalog Item Access Control" on the previous page for instructions.) To remove the catalog item from a category:

1. In the **Access Control** view, click and select **Remove Category**.

2. In the **Remove Category** dialog, select the category that you want to remove the catalog item from, and click **Remove Category** to finish and save your changes.

   The catalog item is removed from the category in HP Propel.

Remove Catalog Item Price

This task presumes you are in the **Access Control** view. (See "View Catalog Item Access Control" on the previous page for instructions.) To remove the catalog item price:

1. In the **Access Control** view, click and select **Remove Price**. A confirmation dialog is displayed.

2. Confirm removing the catalog item price.

3. The price of the catalog item is removed and no longer visible in the HP Propel Portal.

Unpublish Catalog Item

This task presumes you are in the **Access Control** view. (See "View Catalog Item Access Control" on page 37 for instructions.) To unpublish a catalog item:

:

1. In the **Access Control** view, click ⬤ and select **Unpublish**. A confirmation dialog is displayed.

2. Confirm unpublishing the catalog item.

3. The catalog item is unpublished from the HP Propel catalog and no longer available in the HP Propel Portal.

Related Tasks

- "Catalog Item Overview" on page 21 – View and edit the properties for the catalog item.

- "Catalog Item Form" on page 24 – View and specify the fields and selections used to order the catalog item.

- "Catalog Item Pricing" on page 27 – View and set the pricing for the catalog item, including the initial price and the recurring price.

- "Catalog Item Gallery" on page 30 – View and specify an image for the catalog item that provides the user with a visual representation.

- "Catalog Item Attachments" on page 33 – View and specify attachments for the catalog item, such as service level agreements, terms, and conditions.

- "Catalog Item Approval Policy" below – View and control who must approve order requests for the catalog item.

Catalog Item Approval Policy

Concepts

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

The **Approval Policy** view provides the current approval policy for ordering a catalog item. The HP Propel administrator can change the approval policy.

Tasks

The following tasks can be performed in the **Approval Policy** view:

- "View Catalog Item Approval Policy" below

- "Change Catalog Item Approval Policy" below

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View Catalog Item Approval Policy

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

2. In the **Catalog Items** view, click the catalog item you want to view. The **Details** view is displayed.

3. In the **Details** view, click **Approval Policy**. The current approval policy is displayed.

Change Catalog Item Approval Policy

This task presumes you are in the **Approval Policy** view. (See "View Catalog Item Approval Policy" above for instructions.) To change the approval policy for a catalog item:

1. In the **Approval Policy** view, click **Edit**. The **Approval Policy** dialog is displayed.

2. In the **Approval Policy** dialog, select the approval policy for the catalog item. To finish and save your changes, click **Save**.

    The new approval policy for the catalog item is displayed.

Add Catalog Item to Category

This task presumes you are in the **Approval Policy** view. (See "View Catalog Item Approval Policy" above for instructions.) To add the catalog item to a category:

1. In the **Approval Policy** view, click   and select **Add Category**.

2. In the **Add Category** dialog, select the category to add the catalog item to, and click **Add Category** to finish and save your changes.

3. Click **Overview** to display the properties for the catalog item.

    The new category for the catalog item is displayed in the **Details** view.

Publish Catalog Item

This task presumes you are in the **Approval Policy** view. (See "View Catalog Item Approval Policy" on the previous page for instructions.) To publish a catalog item:

1. In the **Approval Policy** view, click **Publish**. The **Publish item to catalog** dialog is displayed.

2. In the **Publish item to catalog** dialog, select the catalog. To finish and save your changes, click **Publish**.

    The catalog item is published in the specified catalog and available for fulfillment in the HP Propel Portal.

Remove Catalog Item from Category

This task presumes you are in the **Approval Policy** view. (See "View Catalog Item Approval Policy" on the previous page for instructions.) To remove the catalog item from a category:

1. In the **Approval Policy** view, click ⋮ and select **Remove Category**.

2. In the **Remove Category** dialog, select the category that you want to remove the catalog item from, and click **Remove Category** to finish and save your changes.

    The catalog item is removed from the category in HP Propel.

Remove Catalog Item Price

This task presumes you are in the **Approval Policy** view. (See "View Catalog Item Approval Policy" on the previous page for instructions.) To remove the catalog item price:

1. In the **Approval Policy** view, click ⋮ and select **Remove Price**. A confirmation dialog is displayed.

2. Confirm removing the catalog item price.

3. The price of the catalog item is removed and no longer visible to consumers in the HP Propel Portal.

Unpublish Catalog Item

This task presumes you are in the **Approval Policy** view. (See "View Catalog Item Approval Policy" on page 40 for instructions.) To unpublish a catalog item:

1. In the **Approval Policy** view, click ⦙ and select **Unpublish**. A confirmation dialog is displayed.

2. Confirm unpublishing the catalog item.

3. The catalog item is unpublished from the HP Propel catalog and no longer available in the HP Propel Portal.

Related Tasks

- "Catalog Item Overview" on page 21 – View and edit the properties for the catalog item.

- "Catalog Item Form" on page 24 – View and specify the fields and selections used to order the catalog item.

- "Catalog Item Pricing" on page 27 – View and set the pricing for the catalog item, including the initial price and the recurring price.

- "Catalog Item Gallery" on page 30 – View and specify an image for the catalog item that provides the user with a visual representation.

- "Catalog Item Attachments" on page 33 – View and specify attachments for the catalog item, such as service level agreements, terms, and conditions.

- "Catalog Item Access Control" on page 36 – View and control who has access to the catalog item.