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Catalog Items Help

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Catalog Items Help

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Contents

- Catalog Items 8
 - Add Catalog Item to Category 10
 - Create Profile Item 11
 - Disable Catalog Item Price 13
 - Edit Catalog Item 15
 - Publish Catalog Item 16
 - Remove Catalog Item 17
 - Remove Catalog Item from Categories 18
 - Unpublish Catalog Item 20
 - View Catalog Items in Localized Languages 21
 - Concepts 21
 - Tasks 21
 - Catalog Item Overview 22
 - Catalog Item Form 24
 - Catalog Item Pricing 26
 - Catalog Item Gallery 28
 - Catalog Item Attachments 30
 - Catalog Item Access Control 33
 - Catalog Item Approval Policy 35

Catalog Items

Concepts

The HP Propel administrator uses the **Catalog Items** application in HP Propel to configure and manage catalog items. Aggregated service offerings and catalog items from end-point systems, such as HP Service Anywhere, HP Cloud Service Automation, and 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 HP 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 Propel catalog 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.)

You can filter which catalog items are displayed by selecting any of the following (in the left area):

- **Templates Only** or **Published Only** from the **Filter** pull-down menu.
- Click a catalog in the **Catalogs** list to view only catalog items in a specific catalog.
- Click a category in the **Categories** list to view only catalog items in a specific category.

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.

The HP Propel administrator 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.
- "[Disable Catalog Item Price](#) on page 13" – Hide the price of the catalog item from consumers in the HP Propel Portal.
- "[Edit Catalog Item](#) on page 15" – Revise the properties of a catalog item, such as the name, description, category, and image (visual representation).
- "[Publish Catalog Item](#) on page 16" – 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 Categories](#) on page 18" – Remove the catalog item from a category in an HP Propel catalog.
- "[Remove Catalog Item](#) on page 17" – 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.
- "[View Catalog Items in Localized Languages](#) on page 21" - Change the language used and view translated catalog items.

Related Tasks

- "[Catalog Item Overview](#) on page 22" – 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 26" – View and set the pricing for the catalog item, including the initial price and the recurring price.
- "[Catalog Item Gallery](#) on page 28" – View and specify an image for the catalog item that provides the user with a visual representation.
- "[Catalog Item Attachments](#) on page 30" – View and specify attachments for the catalog item, such as service level agreements, terms, and conditions.
- "[Catalog Item Access Control](#) on page 33" – View and control who has access to the catalog item.
- "[Catalog Item Approval Policy](#) on page 35" – view and control who must approve order requests for the catalog item.

Tip: Click [here](#) for the latest English version of the HP Propel Catalog Items Help, and enter your HP Passport credentials (user ID and password). Alternatively, go to the HP Software Support site at <https://softwaresupport.hp.com/group/softwaresupport>. Enter your HP Passport credentials and then click **Sign In**. Enter **Propel Catalog Items Help** in the search text box. In the results section, select the help PDF you are interested in that has the most recent date.

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

Adding a Single Catalog Item to Categories

To add a catalog item to categories:

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

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

Adding Multiple Catalog Items to Categories

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

To add multiple catalog items to categories 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 **More** and select **Add Categories**.
3. In the **Add Categories** dialog, select the new categories for the catalog items, and then click **Add Categories**.

All of the selected catalog items are added to the specified categories in HP Propel.

Tip: You can select all catalog items in the **Create Batch** drop-down list (above the catalog items) prior to adding the catalog items to categories.

Related Tasks

- ["Create Profile Item" below](#)
- ["Disable Catalog Item Price" on page 13](#)
- ["Edit Catalog Item" on page 15](#)
- ["Publish Catalog Item" on page 16](#)
- ["Remove Catalog Item from Categories" on page 18](#)
- ["Remove Catalog Item" on page 17](#)
- ["Unpublish Catalog Item" on page 20](#)
- ["View Catalog Items in Localized Languages" on page 21](#)

Create Profile Item

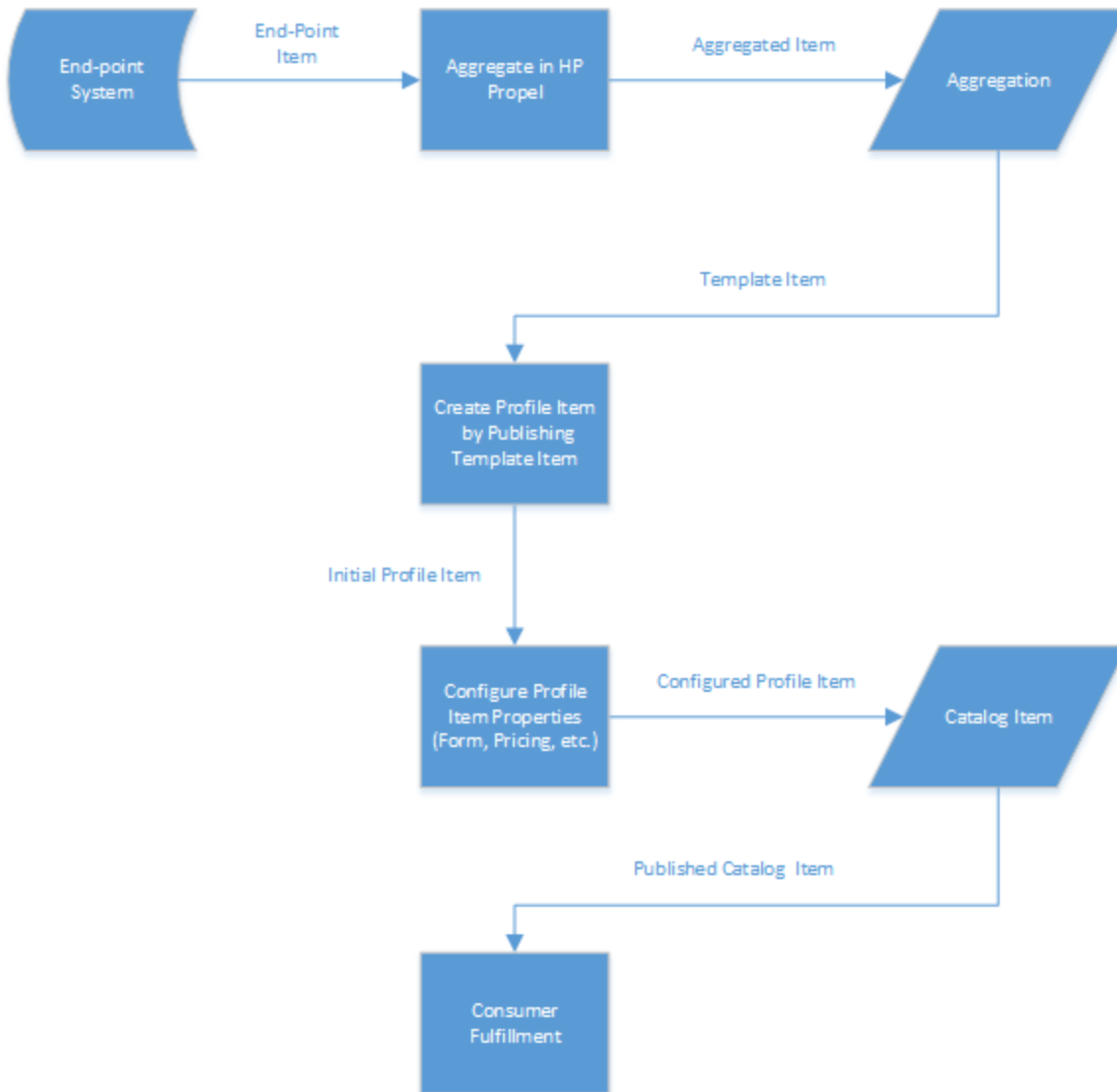
Concepts

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



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, select **Templates Only** from the **Filter** drop-down list (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 26](#) – Set the pricing for the catalog item, including the initial price and the recurring price.
- ["Catalog Item Gallery" on page 28](#) – Specify an image for the catalog item that provides the user with a visual representation.
- ["Catalog Item Attachments" on page 30](#) – Specify attachments for the catalog item, such as service level agreements, terms, and conditions.
- ["Catalog Item Access Control" on page 33](#) – Control who has access to the catalog item.
- ["Catalog Item Approval Policy" on page 35](#) – Control who must approve order requests for the catalog item.

Related Tasks

- ["Add Catalog Item to Category" on page 10](#)
- ["Disable Catalog Item Price" below](#)
- ["Edit Catalog Item" on page 15](#)
- ["Publish Catalog Item" on page 16](#)
- ["Remove Catalog Item from Categories" on page 18](#)
- ["Remove Catalog Item" on page 17](#)
- ["Unpublish Catalog Item" on page 20](#)
- ["View Catalog Items in Localized Languages" on page 21](#)

Disable 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 disable the price of a catalog item so that the price is not visible to consumers in the HP Propel Portal.

Tasks

Disabling the Price of a Single Catalog Item

To disable 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 disable the price, click  and select **Disable Pricing**. A confirmation dialog is displayed.
3. Confirm disabling the price of the catalog item.

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

Disabling the Price of Multiple Catalog Items

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

To disable 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 **More** and select **Disable Pricing**.

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

Tip: You can select all catalog items in the **Create Batch** choice list prior to disabling their prices.

Related Tasks

- ["Add Catalog Item to Category" on page 10](#)
- ["Create Profile Item" on page 11](#)
- ["Edit Catalog Item" on the next page](#)
- ["Publish Catalog Item" on page 16](#)
- ["Remove Catalog Item from Categories" on page 18](#)
- ["Remove Catalog Item" on page 17](#)
- ["Unpublish Catalog Item" on page 20](#)
- ["View Catalog Items in Localized Languages" on page 21](#)

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**, **Categories**, **Description**, **Details**, 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, click the catalog item you want to edit.
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**.
 - Add a new **Category**.
 - Type a new **Description**.
 - Type new **Details**.
 - 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 26](#) – View and set the pricing for the catalog item, including the initial price and the recurring price.
- ["Catalog Item Gallery" on page 28](#) – View and specify an image for the catalog item that provides the user with a visual representation.
- ["Catalog Item Attachments" on page 30](#) – View and specify attachments for the catalog item, such as service level agreements, terms, and conditions.
- ["Catalog Item Access Control" on page 33](#) – View and control who has access to the catalog item.
- ["Catalog Item Approval Policy" on page 35](#) – View and control who must approve order requests for the catalog item.

Related Tasks

- ["Add Catalog Item to Category" on page 10](#)
- ["Create Profile Item" on page 11](#)
- ["Disable Catalog Item Price" on page 13](#)
- ["Publish Catalog Item" below](#)
- ["Remove Catalog Item from Categories" on page 18](#)
- ["Remove Catalog Item" on the next page](#)
- ["Unpublish Catalog Item" on page 20](#)
- ["View Catalog Items in Localized Languages" on page 21](#)

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.

Tip: You can select all catalog items in the **Create Batch** choice list prior to publishing.

Related Tasks

- ["Add Catalog Item to Category" on page 10](#)
- ["Create Profile Item" on page 11](#)
- ["Disable Catalog Item Price" on page 13](#)
- ["Edit Catalog Item" on page 15](#)
- ["Remove Catalog Item from Categories" on the next page](#)
- ["Remove Catalog Item" below](#)
- ["Unpublish Catalog Item" on page 20](#)
- ["View Catalog Items in Localized Languages" on page 21](#)

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.

Tip: You can select all catalog items in the **Create Batch** choice list prior to publishing.

Related Tasks

- ["Add Catalog Item to Category" on page 10](#)
- ["Create Profile Item" on page 11](#)
- ["Disable Catalog Item Price" on page 13](#)
- ["Edit Catalog Item" on page 15](#)
- ["Publish Catalog Item" on page 16](#)
- ["Remove Catalog Item from Categories" below](#)
- ["Unpublish Catalog Item" on page 20](#)
- ["View Catalog Items in Localized Languages" on page 21](#)

Remove Catalog Item from Categories

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

Removing a Single Catalog Item from Categories

To remove a catalog item from categories:

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 from a category, click  and select **Remove Category**.
 3. In the **Remove Categories** dialog, select the categories to remove the catalog item from, and then click **Remove Selected**.
- The catalog item is removed from the categories in HP Propel.

Removing Multiple Catalog Items from Categories

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

To remove multiple catalog items from categories 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 **More** and select **Remove Categories**.
3. In the **Remove Categories** dialog, select the categories to remove the catalog items from, and then click **Remove Selected**.

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

Tip: You can select all catalog items in the **Create Batch** choice list prior to publishing.

Related Tasks

- ["Add Catalog Item to Category" on page 10](#)
- ["Create Profile Item" on page 11](#)
- ["Disable Catalog Item Price" on page 13](#)
- ["Edit Catalog Item" on page 15](#)
- ["Publish Catalog Item" on page 16](#)
- ["Remove Catalog Item" on page 17](#)
- ["Unpublish Catalog Item" on the next page](#)
- ["View Catalog Items in Localized Languages" on page 21](#)

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 so that it is no longer available for ordering in the HP Propel Portal.


Tasks

Unpublishing a Single Catalog Item

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.

Unpublishing Multiple Catalog Items

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

To unpublish 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 **Unpublish**.

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

Tip: You can select all catalog items in the **Create Batch** choice list prior to unpublishing.

Related Tasks

- ["Add Catalog Item to Category" on page 10](#)
- ["Create Profile Item" on page 11](#)
- ["Disable Catalog Item Price" on page 13](#)

- ["Edit Catalog Item" on page 15](#)
- ["Publish Catalog Item" on page 16](#)
- ["Remove Catalog Item from Categories" on page 18](#)
- ["View Catalog Items in Localized Languages" below](#)

View Catalog Items in Localized Languages

Concepts

Multiple applications in HP Propel enable you to translate the properties of items into a foreign language and then view the items in the localized language. The properties of catalogs, categories, and catalog items can be translated and viewed in localized languages.

Multiple foreign languages can be associated with an HP Propel organization. The default language is the language last used for the item. For example, if a catalog item was created with the language set to English, then English is the default language.

Tasks

The HP Propel administrator manages the localized languages for an organization and enables catalog items to be viewed in localized languages.

In the **Catalog Items** application, to translate catalog items' properties and view them in a localized language:

1. If the localized language has not been assigned to the organization, add it, otherwise, skip to step 2:
 - a. From the **Content Language** menu, select **Manage Languages**.
 - b. In the **Manage Organization Languages**, select the new localized language from the **Add Language** list.
 - c. Click **Add**.
 - d. Repeat steps **1b** through **1c** to add additional localized languages.
 - e. To finish and save your changes, click **OK**.
2. Select the localized language from the **Content Language** menu.
3. Edit the catalog item and translate its properties into the localized language:
 - a. Click the catalog item.
 - b. In the **Details** view, click **Edit**.
 - c. In the **Details** dialog, translate the catalog item's properties into the localized language.
 - d. To finish and save the translated changes, click **Save**.

The translated catalog item can now be viewed in the localized language.

Note: Only published catalog items can be translated into localized languages.

Tip: When attempting to view a catalog item in a localized language and it has not been translated into the localized language, the description of the catalog item appears in a non-black colored font. The non-black colored font is a convenient visual indicator that the catalog item is not translated in the specified localized language.

Related Tasks

- ["Add Catalog Item to Category" on page 10](#)
- ["Create Profile Item" on page 11](#)
- ["Disable Catalog Item Price" on page 13](#)
- ["Edit Catalog Item" on page 15](#)
- ["Remove Catalog Item from Categories" on page 18](#)
- ["Remove Catalog Item" on page 17](#)
- ["Unpublish Catalog Item" on page 20](#)

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 manage the properties of a catalog item.

Tasks

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

- ["View Catalog Item Properties" below](#)
- ["Edit Catalog Item Properties" below](#)
- ["Publish Catalog Item" on the next page](#) - Templates or for newly created catalogs
- ["Remove Catalog Item" on the next page](#) - Templates only
- ["Unpublish Catalog Item" on the next page](#) - Published catalog items only

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.

Publish Catalog Item

Note: This task is for Templates Only; however, if a new catalog has been added since a catalog item was published, then the catalog item can be published to the newly created catalog.

This task presumes you are in the **Overview** view. (See "[View Catalog Item Properties](#)" on the previous page 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

Note: This task is for Templates Only.


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

1. In the **Overview** view, click  and select **Remove**. A confirmation dialog is displayed.
2. Confirm removal of the catalog item.
3. The catalog item is removed and no longer visible in HP Propel.

Unpublish Catalog Item

Note: This task is for only published catalog items.

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" below](#) – View and specify the fields and selections used to order the catalog item.
- ["Catalog Item Pricing" on page 26](#) – View and set the pricing for the catalog item, including the initial price and the recurring price.
- ["Catalog Item Gallery" on page 28](#) – View and specify an image for the catalog item that provides the user with a visual representation.
- ["Catalog Item Attachments" on page 30](#) – View and specify attachments for the catalog item, such as service level agreements, terms, and conditions.
- ["Catalog Item Access Control" on page 33](#) – View and control who has access to the catalog item.
- ["Catalog Item Approval Policy" on page 35](#) – 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 manage 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" below](#)
- ["Edit Catalog Item Form" on the next page](#)
- ["Publish Catalog Item" on the next page](#) - Templates or for newly created catalogs
- ["Remove Catalog Item" on the next page](#) - Templates only
- ["Unpublish Catalog Item" on the next page](#) - Published catalog items only

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" on the previous page](#) 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.

Publish Catalog Item

Note: This task is for Templates Only; however, if a new catalog has been added since a catalog item was published, then the catalog item can be published to the newly created catalog.

This task presumes you are in the **Form** view. (See ["View Catalog Item Form" on the previous page](#) 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

Note: This task is for Templates Only.


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

1. In the **Form** 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 visible in HP Propel.

Unpublish Catalog Item

Note: This task is for only published catalog items.

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 22](#) – 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.
- ["Catalog Item Gallery" on page 28](#) – View and specify an image for the catalog item that provides the user with a visual representation.
- ["Catalog Item Attachments" on page 30](#) – View and specify attachments for the catalog item, such as service level agreements, terms, and conditions.
- ["Catalog Item Access Control" on page 33](#) – View and control who has access to the catalog item.
- ["Catalog Item Approval Policy" on page 35](#) – 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:

- ["View Catalog Item Pricing" on the next page](#)
- ["Edit Catalog Item Pricing" on the next page](#)
- ["Publish Catalog Item" on the next page](#) - Templates or for newly created catalogs
- ["Remove Catalog Item" on the next page](#) - Templates only
- ["Unpublish Catalog Item" on page 28](#) - Published catalog items only

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.

Publish Catalog Item

Note: This task is for Templates Only; however, if a new catalog has been added since a catalog item was published, then the catalog item can be published to the newly created catalog.


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

Note: This task is for Templates Only.

This task presumes you are in the **Pricing** view. (See "[View Catalog Item Pricing](#)" above for instructions.) To remove a 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.

Unpublish Catalog Item

Note: This task is for only published catalog items.

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 22 – 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 Gallery](#)" below – View and specify an image for the catalog item that provides the user with a visual representation.
- "[Catalog Item Attachments](#)" on page 30 – View and specify attachments for the catalog item, such as service level agreements, terms, and conditions.
- "[Catalog Item Access Control](#)" on page 33 – View and control who has access to the catalog item.
- "[Catalog Item Approval Policy](#)" on page 35 – 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:

- "[View Catalog Item Image](#)" on the next page
- "[Change Catalog Item Image](#)" on the next page
- "[Publish Catalog Item](#)" on the next page - Templates or for newly created catalogs
- "[Remove Catalog Item](#)" below - Templates only
- "[Unpublish Catalog Item](#)" on the next page - Published catalog items only

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 "[Catalog Item Gallery](#)" on the previous page 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

Publish Catalog Item

Note: This task is for Templates Only; however, if a new catalog has been added since a catalog item was published, then the catalog item can be published to the newly created catalog.



This task presumes you are in the **Gallery** view. (See "[Catalog Item Gallery](#)" 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

Note: This task is for Templates Only.



This task presumes you are in the **Gallery** view. (See "[Catalog Item Gallery](#)" on page 28 for instructions.) To remove a catalog item:

- 
1. In the **Gallery** 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 visible in HP Propel.

Unpublish Catalog Item

Note: This task is for only published catalog items.

This task presumes you are in the **Gallery** view. (See "[Catalog Item Gallery](#)" on page 28 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 22 – 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 26 – 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 33 – View and control who has access to the catalog item.
- "[Catalog Item Approval Policy](#)" on page 35 – 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](#)
- ["Publish Catalog Item" below](#) - Templates or for newly created catalogs
- ["Remove Catalog Item" on the next page](#) - Templates only
- ["Unpublish Catalog Item" on the next page](#) - Published catalog items only

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.

Publish Catalog Item

Note: This task is for Templates Only; however, if a new catalog has been added since a catalog item was published, then the catalog item can be published to the newly created catalog.

This task presumes you are in the **Attachments** view. (See ["View Catalog Item Attachments" above](#) 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

Note: This task is for Templates Only.

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




1. In the **Attachments** 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 visible in HP Propel.

Unpublish Catalog Item

Note: This task is for only published catalog items.

This task presumes you are in the **Attachments** view. (See "[View Catalog Item Attachments](#)" on the previous page 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 22 – 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 26 – View and set the pricing for the catalog item, including the initial price and the recurring price
- "[Catalog Item Gallery](#)" on page 28 – View and specify an image for the catalog item that provides the user with a visual representation.
- "[Catalog Item Access Control](#)" on the next page – View and control who has access to the catalog item.
- "[Catalog Item Approval Policy](#)" on page 35 – 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](#)
- ["Publish Catalog Item" on the next page](#) - Templates or for newly created catalogs
- ["Remove Catalog Item" on the next page](#) - Templates only
- ["Unpublish Catalog Item" on the next page](#) - Published catalog items only

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.

Publish Catalog Item

Note: This task is for Templates Only; however, if a new catalog has been added since a catalog item was published, then the catalog item can be published to the newly created catalog.

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

Note: This task is for Templates Only.


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

1. In the **Access Control** 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 visible in HP Propel.

Unpublish Catalog Item

Note: This task is for only published catalog items.

This task presumes you are in the **Access Control** view. (See "[View Catalog Item Access Control](#)" on the previous page 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 22 – 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 26](#) – View and set the pricing for the catalog item, including the initial price and the recurring price.
- ["Catalog Item Gallery" on page 28](#) – View and specify an image for the catalog item that provides the user with a visual representation.
- ["Catalog Item Attachments" on page 30](#) – 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.

An approval policy can be applied to a catalog or a catalog item. When applying an approval policy to a catalog, all catalog items in the catalog have the approval policy; however, the administrator can assign different approval policies to various catalog items in a catalog.

Refer to the *Policies* online help for details of HP Propel approval policies.

Tasks

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

- ["View Catalog Item Approval Policy" below](#)
- ["Change Catalog Item Approval Policy" on the next page](#)
- ["Publish Catalog Item" on the next page](#) - Templates or new created catalogs
- ["Remove Catalog Item" on the next page](#) - Templates only
- ["Unpublish Catalog Item" on the next page](#) - Published catalog items only

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" on the previous page](#) 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.

Publish Catalog Item

Note: This task is for Templates Only; however, if a new catalog has been added since a catalog item was published, then the catalog item can be published to the newly created catalog.

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

Note: This task is for Templates Only.

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



1. In the **Approval Policy** 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 visible in HP Propel.


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Unpublish Catalog Item

Note: This task is for only published catalog items.

This task presumes you are in the **Approval Policy** view. (See ["View Catalog Item Approval Policy" on the previous page](#) 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 22](#) – 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 26](#) – View and set the pricing for the catalog item, including the initial price and the recurring price.
- ["Catalog Item Gallery" on page 28](#) – View and specify an image for the catalog item that provides the user with a visual representation.
- ["Catalog Item Attachments" on page 30](#) – View and specify attachments for the catalog item, such as service level agreements, terms, and conditions.
- ["Catalog Item Access Control" on page 33](#) – View and control who has access to the catalog item.

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