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Catalogs

Concepts

The HP Propel administrator uses the **Catalogs** application to create and manage catalogs. These catalogs enable the administrator to publish catalog items to the HP Propel Portal for consumer fulfillment.

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

Tasks

- Manage an existing catalog:
 - "[Catalogs Overview](#)" on [page 10](#) – View details of the catalog, including name, description, and image used for visual representation.
 - "[Catalogs Items](#)" on [page 11](#) – View the catalog items in the catalog.
 - "[Catalogs Access Control](#)" on [page 12](#) – View and control who has access to the catalog.
 - "[Catalogs Approval Policy](#)" on [page 13](#) – View and control the approval policy for the catalog.
- Create a new catalog – see "[Create Catalog](#)" on the [next page](#) for instructions.
- Edit an existing catalog – see "[Edit Catalog](#)" on [page 7](#) for instructions.
- Delete an existing catalog – see "[Delete Catalog](#)" on [page 8](#) see for instructions.
- View catalogs in a localized language – see "[View Catalogs in Localized Languages](#)" on [page 9](#) for instructions.

Tip: Click [here](#) for the latest English version of the HP Propel Catalogs 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 Catalogs Help** in the search text box. In the results section, select the help PDF you are interested in that has the most recent date.

Create Catalog

Concepts

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

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

Tasks

To create a new catalog in HP Propel:

1. From the Launchpad in HP Propel, click the **Catalogs** application.
2. In the **Catalogs** view, click **Create Catalog**.
3. In the **New Catalog** dialog, type the **Name** and a **Description** of the new catalog, and then click **Create Catalog** to finish and save your changes.

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

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

- ["Catalogs Access Control" on page 12](#) – Specify what group has access to a catalog.
- ["Catalogs Approval Policy" on page 13](#) – Specify the approval policy.

Related Tasks

- Manage an existing catalog:
 - ["Catalogs Overview" on page 10](#) – View details of the catalog, including name, description, and image used for visual representation.
 - ["Catalogs Items" on page 11](#) – View the catalog items in the catalog.
- Edit an existing catalog – see ["Edit Catalog" on the next page](#) for instructions.
- Delete an existing catalog – see ["Delete Catalog" on page 8](#) see for instructions.
- View catalogs in a localized language – see ["View Catalogs in Localized Languages" on page 9](#) for instructions.

Edit Catalog

Concepts

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

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

Tasks

To edit an existing catalog in HP Propel:

1. From the Launchpad in HP Propel, click the **Catalogs** application. The **Catalogs** view is displayed.
2. In the **Catalogs** view, click the catalog you want to edit.
3. In the **Details** view, click **Edit**.
4. In the **Details** dialog, make your changes to the catalog, and then click **Save** to finish and save your changes.

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

Related Tasks

- Manage an existing catalog:
 - ["Catalogs Overview" on page 10](#) – View details of the catalog, including name, description, and image used for visual representation.
 - ["Catalogs Items" on page 11](#) – View the catalog items in the catalog.
 - ["Catalogs Access Control" on page 12](#) – View and control who has access to the catalog.
 - ["Catalogs Approval Policy" on page 13](#) – View and control the approval policy for the catalog.
- Create a new catalog – see ["Create Catalog" on the previous page](#) for instructions.
- Delete an existing catalog – see ["Delete Catalog" on the next page](#) see for instructions.
- View catalogs in a localized language – see ["View Catalogs in Localized Languages" on page 9](#) for instructions.

Delete Catalog


Concepts

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

The HP Propel administrator can delete an existing catalog.

Tasks

To delete a catalog in HP Propel:

1. From the Launchpad in HP Propel, click the **Catalogs** application. The **Catalogs** view is displayed.
2. In the **Catalogs** view, for the catalog you want to delete, click  and select **Remove**.
3. Confirm the catalog deletion.

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

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

Related Tasks

- Manage an existing catalog:
 - ["Catalogs Overview" on page 10](#) – View details of the catalog, including name, description, and image used for visual representation.
 - ["Catalogs Items" on page 11](#) – View the catalog items in the catalog.
 - ["Catalogs Access Control" on page 12](#) – View and control who has access to the catalog.
 - ["Catalogs Approval Policy" on page 13](#) – View and control the approval policy for the catalog.
- Create a new catalog – see ["Create Catalog" on page 6](#) for instructions.
- Edit an existing catalog – see ["Edit Catalog" on the previous page](#) for instructions.
- View catalogs in a localized language – see ["View Catalogs in Localized Languages" on the next page](#) for instructions.

View Catalogs 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 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 HP Propel catalogs to be viewed in localized languages.

In the **Catalogs** application, to translate a catalog's 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 HP Propel catalog and translate its properties into the localized language:
 - a. Click the catalog.
 - b. In the **Details** view, click **Edit**.
 - c. In the **Details** dialog, translate the catalog's properties into the localized language.
 - d. To finish and save the translated changes, click **Save**.

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

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

Related Tasks

- ["Catalogs Overview" below](#) – View details of the catalog, including name, description, and image used for visual representation.
- Manage an existing catalog:
 - ["Catalogs Items" on the next page](#) – View the catalog items in the catalog.
 - ["Catalogs Access Control" on page 12](#) – View and control who has access to the catalog.
 - ["Catalogs Approval Policy" on page 13](#) – View and control the approval policy for the catalog.
- Create a new catalog – see ["Create Catalog" on page 6](#) for instructions.
- Edit an existing catalog – see ["Edit Catalog" on page 7](#) for instructions.
- Delete an existing catalog – see ["Delete Catalog" on page 8](#) see for instructions.

Catalogs Overview

Concepts

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

Tasks

To view the summary of a catalog in HP Propel:

1. From the Launchpad in HP Propel, click the **Catalogs** application. The **Catalogs** view is displayed.
2. Click the catalog that you want to view.

The details of the selected catalog are displayed.

Related Tasks

- Manage an existing catalog:
 - ["Catalogs Items" on the next page](#) – View the catalog items in the catalog.
 - ["Catalogs Access Control" on page 12](#) – View and control who has access to the catalog.
 - ["Catalogs Approval Policy" on page 13](#) – View and control the approval policy for the catalog.
- Create a new catalog – see ["Create Catalog" on page 6](#) for instructions.

- Edit an existing catalog – see ["Edit Catalog" on page 7](#) for instructions.
- Delete an existing catalog – see ["Delete Catalog" on page 8](#) see for instructions.
- View catalogs in a localized language – see ["View Catalogs in Localized Languages" on page 9](#) for instructions.

Catalogs Items

Concepts

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

Tasks

To list all catalog items in an HP Propel catalog:

1. From the Launchpad in HP Propel, click the **Catalogs** application. The **Catalogs** view is displayed.
2. Click the catalog that you want view the catalog items.
3. In the **Details** view, click the **Items** tab.

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

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

Related Tasks

- Manage an existing catalog:
 - ["Catalogs Overview" on the previous page](#) – View details of the catalog, including name, description, and image used for visual representation.
 - ["Catalogs Access Control" on the next page](#) – View and control who has access to the catalog.
 - ["Catalogs Approval Policy" on page 13](#) – View and control the approval policy for the catalog.
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- View catalogs in a localized language – see ["View Catalogs in Localized Languages" on page 9](#) for instructions.

Catalogs Access Control

Concepts

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

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

Tasks

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

1. From the Launchpad in HP Propel, click the **Catalogs** application.
2. In the **Catalogs** view, click the catalog that you want to allow access for an LDAP group.
3. In the **Details** view, click the **Access Control** tab.
4. In the **Access Control** view, click **Grant access**.
5. In the **Grant Access** dialog, select the LDAP group that you want to allow access to the catalog, and then click **Grant Access** to finish and save your changes.

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

Related Tasks

- Manage an existing catalog:
 - ["Catalogs Overview" on page 10](#) – View details of the catalog, including name, description, and image used for visual representation.
 - ["Catalogs Items" on the previous page](#) – View the catalog items in the catalog.
 - ["Catalogs Approval Policy" on the next page](#) – View and control the approval policy for the catalog.
- Create a new catalog – see ["Create Catalog" on page 6](#) for instructions.
- Edit an existing catalog – see ["Edit Catalog" on page 7](#) for instructions.
- Delete an existing catalog – see ["Delete Catalog" on page 8](#) see for instructions.
- View catalogs in a localized language – see ["View Catalogs in Localized Languages" on page 9](#) for instructions.

Catalogs Approval Policy

Concepts

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

Refer to the *Policies* online help for information about HP Propel approval policies.

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.

Tasks

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

1. From the Launchpad in HP Propel, click the **Catalogs** application. The **Catalogs** view is displayed.
2. Click the catalog that you want to add an approval policy.
3. In the **Details** view, click the **Approval Policy** tab.
4. In the **Approval Policy** view, click **Edit**.
5. In the **Approval Policy** dialog, select the approval policy that you want to apply to the catalog, and then click **Save** to finish and save your changes.

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

Related Tasks

- Manage an existing catalog:
 - ["Catalogs Overview" on page 10](#) – View details of the catalog, including name, description, and image used for visual representation.
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