Unapproved Catalogue List

💾 Wed, Jan 17, 2024 🛛 🖿 Resources

Each item that is added to a Catalogue (including whole Catalogues) will need to be approved before they available throughout the system. To do this, a User that has the correct Catalogue permissions will need locate and review the item changes. Clicking the Unapproved Catalogue List button will display a list of all the items that have yet to be approved.

Unapproved Catalog	ue Item List										
Unapproved Catalogue It											
Catalogue Name	Supplier Name	Supplier N°	Category	Code	Description	Changes	From Date	To Date	Last Req Date	Last Req User	
Filter	Filter	Filter	Filter	Filter	Filter	Filter				Filter	
Test Catalogue	Ostara Resource 1	FIF101	Ovens	60.61	Oven	3			27/10/2017 15:14:08	Ostara Resource 1	
Test Catalogue1	Ostara Resource 1	FIF101	Dishwashers	5555	Dishwasher	3			27/10/2017 14:48:59	Ostara Resource 1	
Test Catalogue2	Ostara Resource 2	WIL100	Doors	10CT	Door	1	27/10/2017		27/10/2017 14:20:49	Ostara Resource 2	
Test Catalogue3	Ostara Resource 2	WIL100	Racking	SU1	Racking	1	27/10/2017		27/10/2017 14:19:41	Ostara Resource 2	
4 results									<u>A</u> ctions Cl	ose <u>N</u> ext	

Double clicking an item will open up the Unapproved Catalogue Item page. This page will show the User the details of the item and what has changed since the last time the item was approved. Each change (shown on the left hand side) is signified by a hover over "i" to make it easier to compare the new version with the current version (shown on the right hand side). The current version will have a date range that it is effective for. If there are multiple previous versions, the User can use the "Prev" and "Next" buttons to compare the new changes with different version of that item.

Unapproved Catalogue Item 60.61.241											
ltem 60.61				<.►	₹×						
Proposed - All dates	Approve Rejec	t 13/10/2017 +		Prev Next	Det						
Document	Lefthandracking1.png View	Document	Lefthandracking1.png	View							
Manufacturer	Unknown (UNK100)	Manufacturer	Unknown (UNK100)		Summ						
Task Type	Purchasing - Catering - Spares	Task Type	Purchasing - Catering - Spares		-Viel						
Category	Ovens	Category	Ovens								
Name	Racking	Name	Racking								
Description	Racking	Description	Racking								
Purchase Unit	Each	Purchase Unit	Each								
Is Hazardous?		Is Hazardous?									
Cost per Purchase Unit	£148.20 (j)	Cost per Purchase Unit	£74.10								
Delivery Inclusive?		Delivery Inclusive?									
Tax Code	UK Supplier Standard Rate	Tax Code	UK Supplier Standard Rate								
Discontinued?		Discontinued?									
				Clos	e						

There is also a Summary tab which displays the changes in a different format. To Approve or Reject the changes, on the Detail tab is two corresponding buttons: Approve and Reject. When Approving the change, a message will stating that changes have been approved. When Rejecting the change, the User will be asked to enter notes regarding the rejection followed by a message stating the changes were rejected.

Note: If there are many changes that need to be Approved/Rejected at once then the User can select multiple items in the Unapproved Catalogue List and choose either "Approve" or "Reject" from the Actions button to perform the relevant action.

Online URL: https://ostarasystems.knowledgebase.co/article.php?id=150