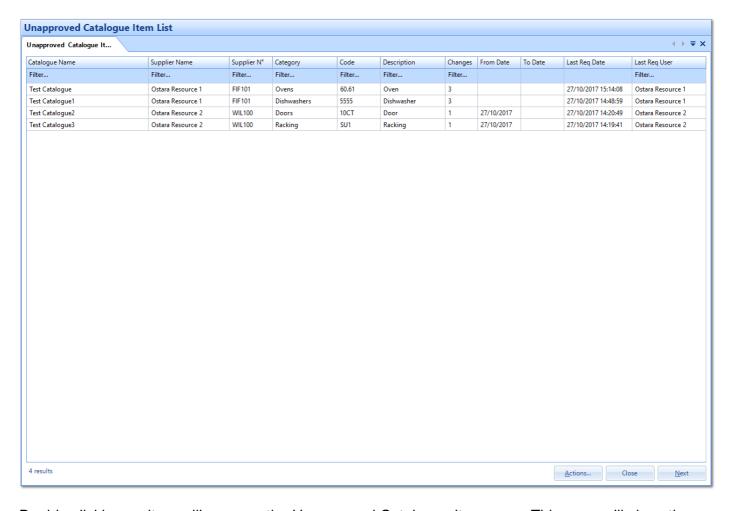
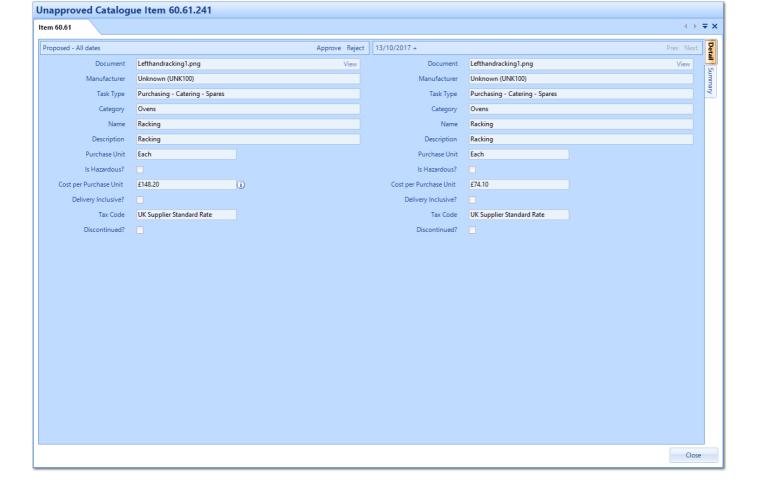
Unapproved Catalogue List

₩ed, 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.



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.



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