

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 are available throughout the system. To do this, a User that has the correct Catalogue permissions will need to 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.

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

Actions... Close Next

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

Item 60.61

Proposed - All dates Approve Reject 13/10/2017 +

Document	Lefthandracking1.png View	Document	Lefthandracking1.png View
Manufacturer	Unknown (UNK100)	Manufacturer	Unknown (UNK100)
Task Type	Purchasing - Catering - Spares	Task Type	Purchasing - Catering - Spares
Category	Ovens	Category	Ovens
Name	Racking	Name	Racking
Description	Racking	Description	Racking
Purchase Unit	Each	Purchase Unit	Each
Is Hazardous?	<input type="checkbox"/>	Is Hazardous?	<input type="checkbox"/>
Cost per Purchase Unit	£148.20 i	Cost per Purchase Unit	£74.10
Delivery Inclusive?	<input type="checkbox"/>	Delivery Inclusive?	<input type="checkbox"/>
Tax Code	UK Supplier Standard Rate	Tax Code	UK Supplier Standard Rate
Discontinued?	<input type="checkbox"/>	Discontinued?	<input type="checkbox"/>

Close

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>