

Pending Catalog Overview

Overview

The Warehouse Management module Pending Catalog process provides the ability to process catalog records which are arriving from outside sources. These catalog records have a Status Code of Catalog Pending (CP) or Manufacturer Pending (MP) or have missing or incomplete information on the receiving Agency's Catalog. The records are awaiting Stock Number or Manufacturer Data to record on the Due-In Table. Once the record is completed, it has a Status Code of Catalog Complete (CC).

Navigation

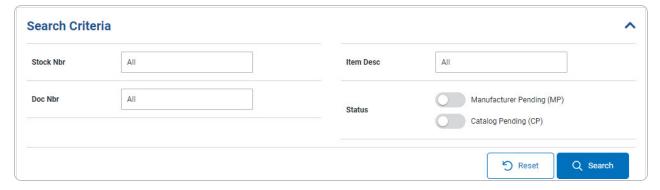
CATALOG MGMT > PNDG CATALOG > Pending Catalog Search Criteria page

Procedures

Search For A Pending Catalog Transaction

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting at any point of this procedure returns all fields to the default "All" setting.

1. In the Search Criteria panel, narrow the results by entering one of the following optional fields.





Help Reference Guide

2. Select Search . The results display in the Search Results grid.







Fix the Selected Pending Catalog

Navigation

CATALOG MGMT > PNDG CATALOG > Q Search > (desired record) > Fix Selected > Doc NBR slide-out window

Procedures

Process a Record

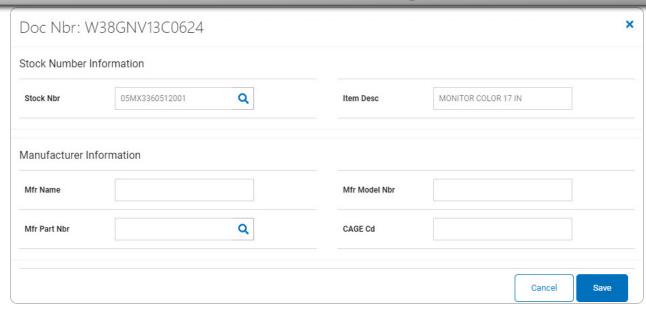
1. Click to select the desired entry. The Doc NBR record is highlighted, and becomes available.



2. The **Doc Nbr** slide-out window appears.



Help Reference Guide



3. Select Save Select Status Code CP records are upgraded to MP; Status Code MP records are upgraded to CC.