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 [⟲ Reset] *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.

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

Search Results

Grid Options ▼   Fix Selected

	Doc Nbr	Stock Nbr	Item Desc	Mfr Name	Mfr Part Nbr	Mfr Model Nbr	CAGE Cd	Status	Non-Actbl
☐	182DJK54ADPAS	0	DESCRIPTION		stock			MP	Yes
☐	V4222112C0184	929108004	Terminal, Multiplex, Cryptographic					MP	Yes

Selected 0/2 |◄ ◄ 1 ► ►| 10 ▼ items per page   1 - 2 of 2 items

Fix the Selected Pending Catalog

Navigation

CATALOG MGMT > PNDG CATALOG > [🔍 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* [✎ Fix Selected] *becomes available.*

   Search Results

   ⚙ Grid Options ▾   ✎ Fix Selected

	Doc Nbr	Stock Nbr	Item Desc	Mfr Name	Mfr Part Nbr	Mfr Model Nbr	CAGE Cd	Status	Non-Actbl
☑	W38GNV13C0624	05MX3360512001	MONITOR COLOR 17 IN					CP	Yes
☐	W38GNV13C0624	05MX3360512001	MONITOR COLOR 17 IN	FN MANUFACTURING, LLC				CP	Yes

   Selected 1/2 |◄ ‹ 1 › ►| 10 ▾ items per page   1 - 2 of 2 items

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

Doc Nbr: W38GNV13C0624 ✕

Stock Number Information

Stock Nbr	05MX3360512001 🔍
Item Desc	MONITOR COLOR 17 IN

Manufacturer Information

Mfr Name	
Mfr Model Nbr	
Mfr Part Nbr	🔍
CAGE Cd	

Cancel   Save

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