INV-07 View Approved Items

Purpose

The purpose of this Quick Reference Guide (**QRG**) is to provide a step-by-step explanation on how to View Approved Items in the North Carolina Financial System (**NCFS**).

Introduction and Overview

This QRG covers how to view approved items in NCFS.

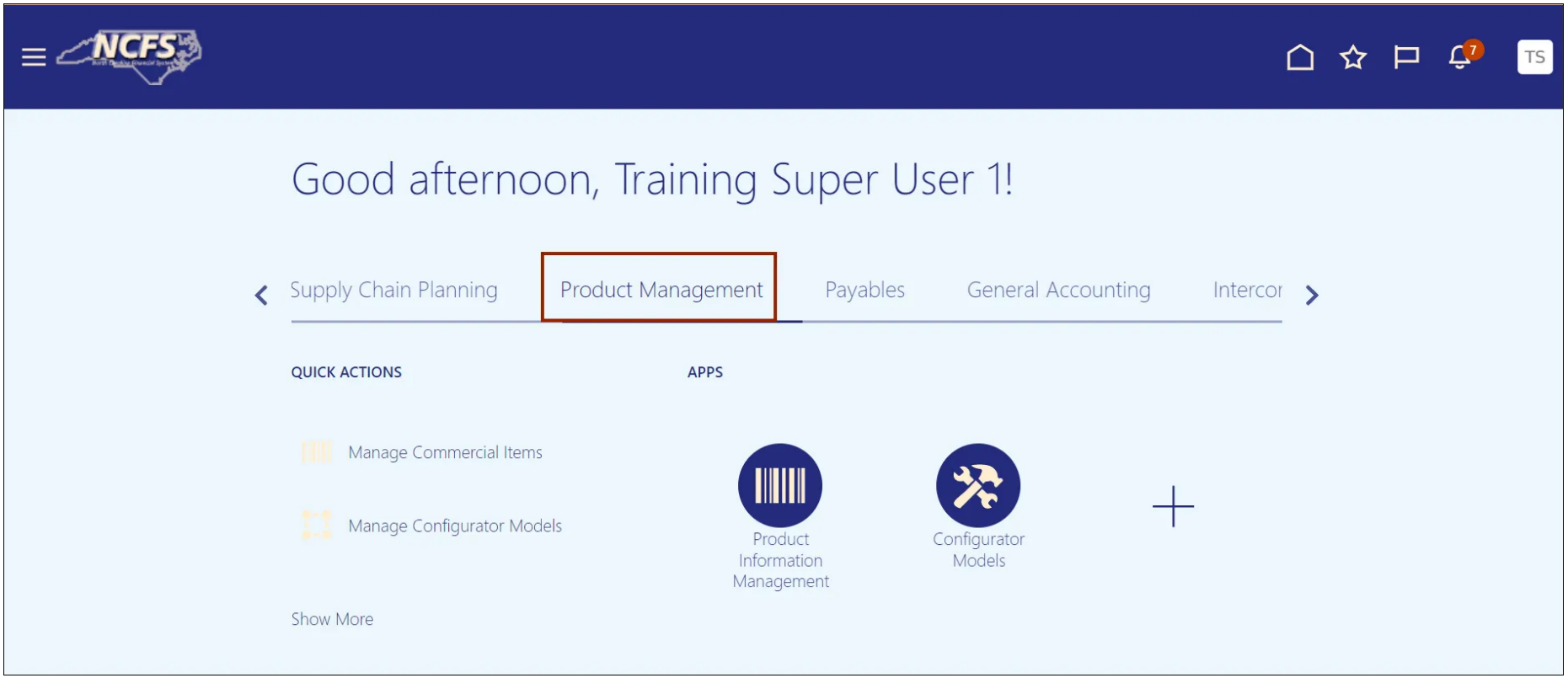
Generate Approved Items

To view approved items in NCFS, please follow the steps below. There are 13 steps to complete this process.

Step 1. Log in to the NCFS portal with your credentials to access the system.

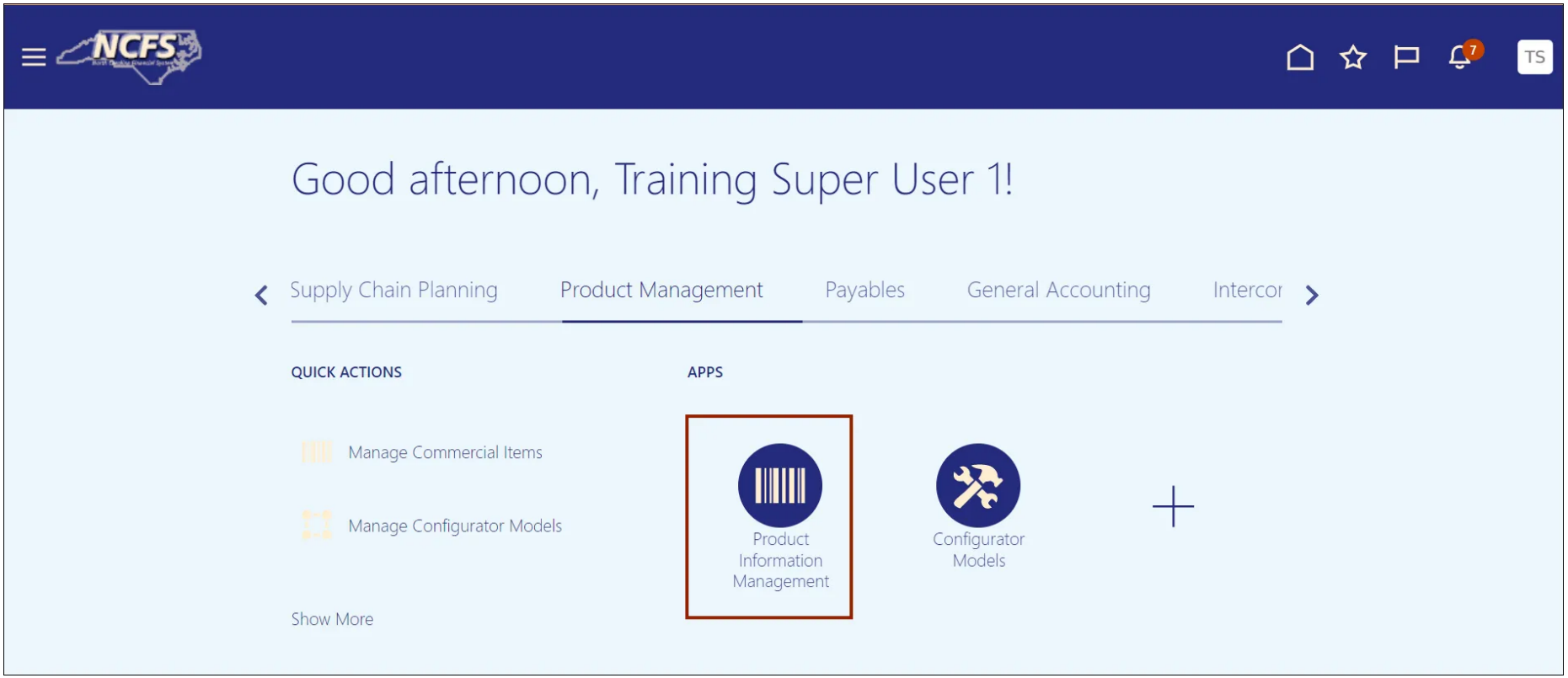
Step 2. On the **Home** page, click the **Product Management** tab.

Image



Step 3. Click the **Product Information Management** app.

Image



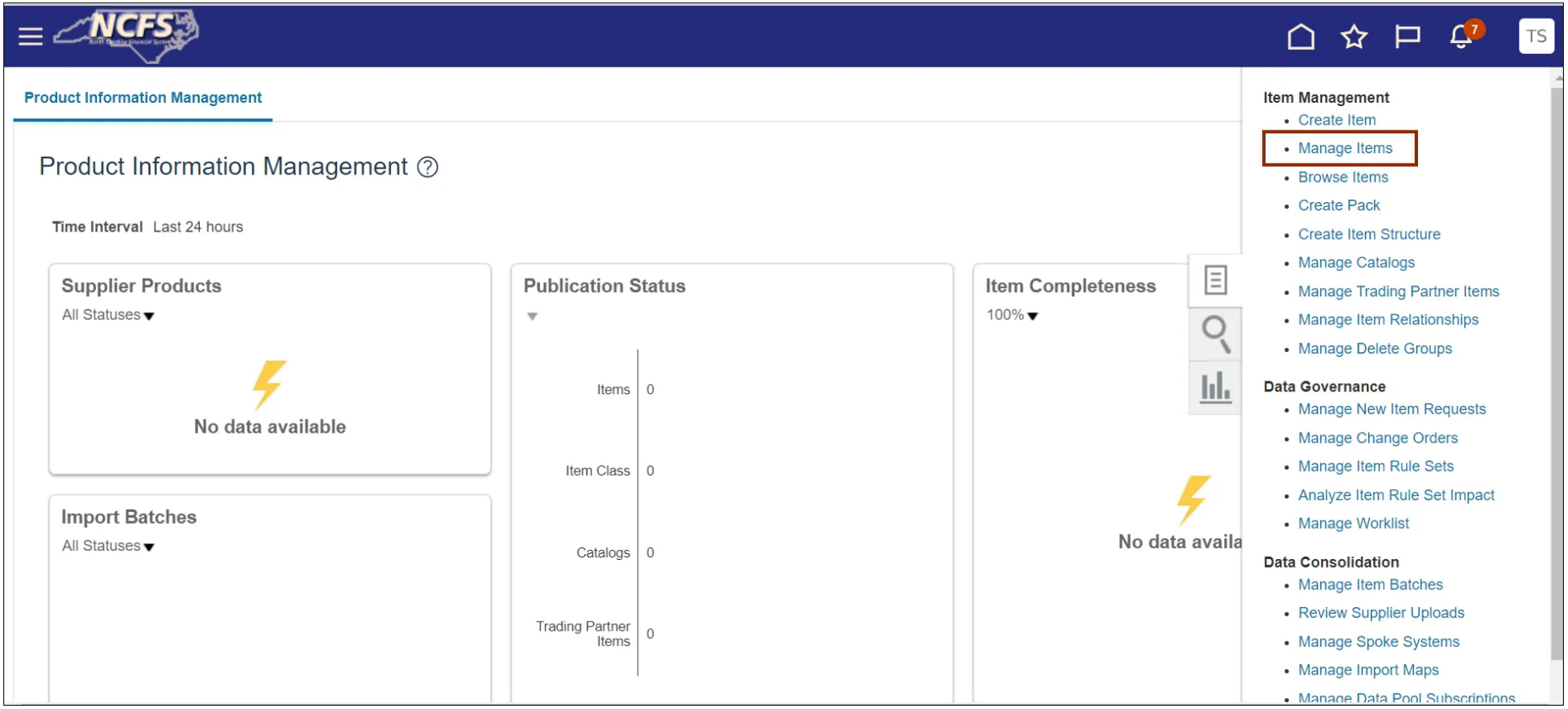
Step 4. On the **Product Information Management** page, click the **Tasks** icon.

Image



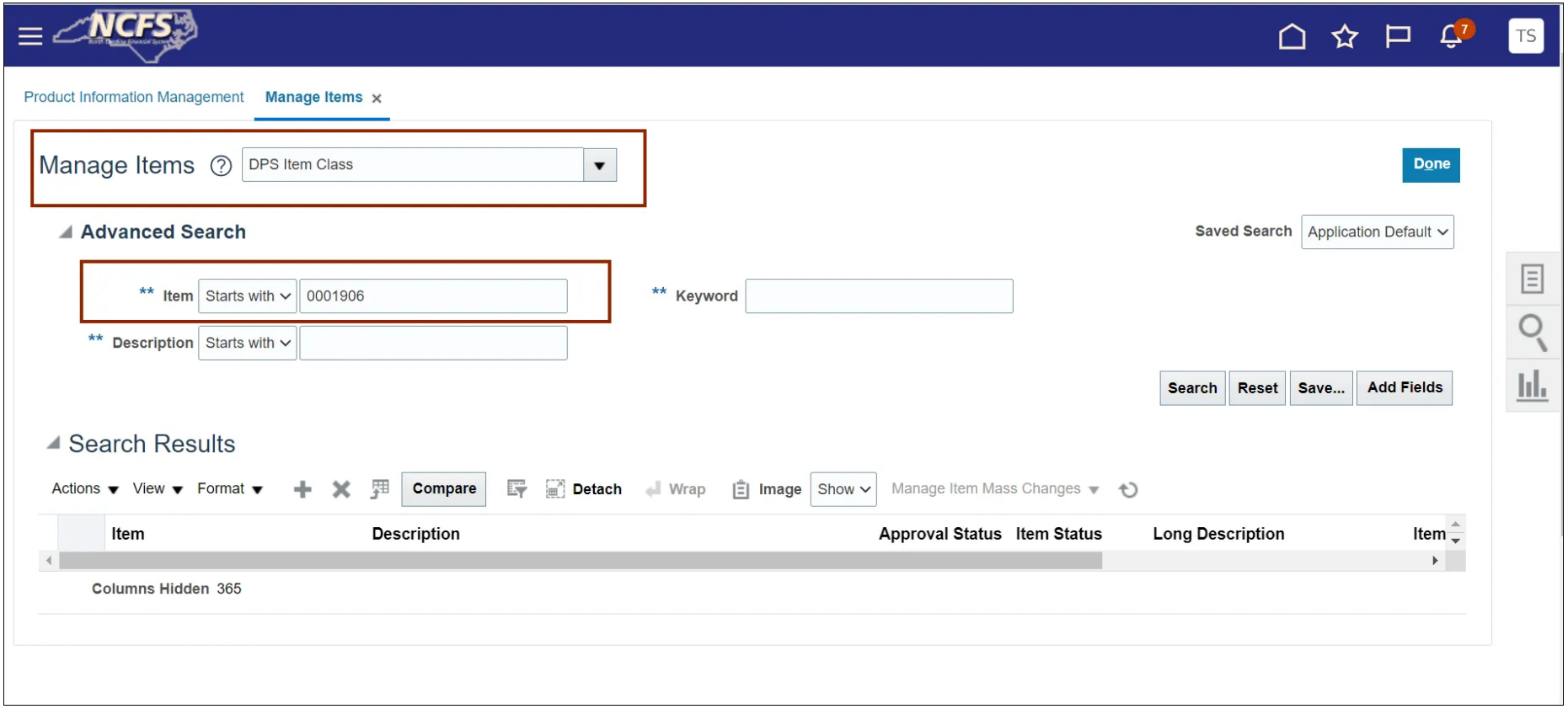
Step 5. Under **Item Management** area, click **Manage Items**.

Image



Step 6. On the **Manage Items** page, enter the **Manage Items** and any fields marked by ** in the **Advanced Search** area section to search for an item.

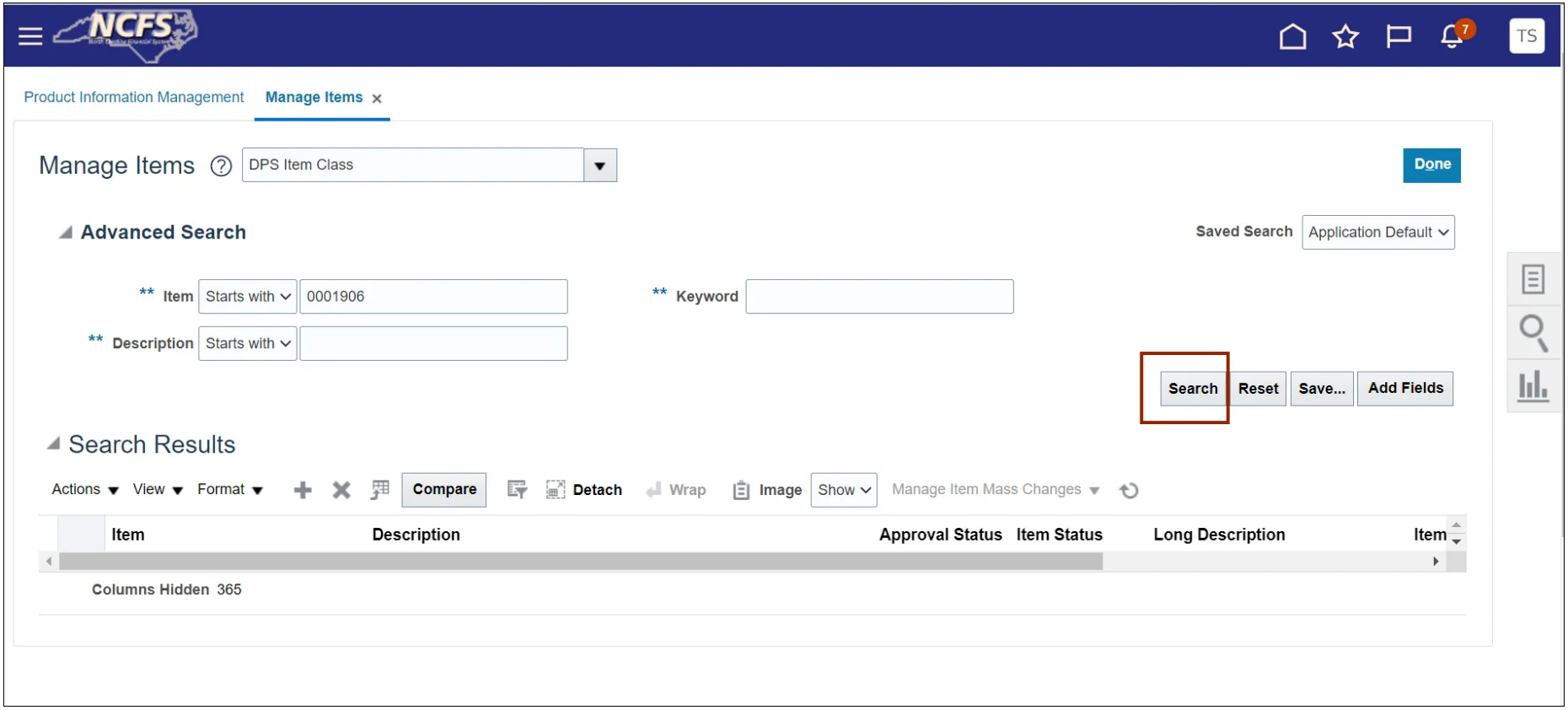
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Note: The ** symbol indicates at least one field is required to be completed.

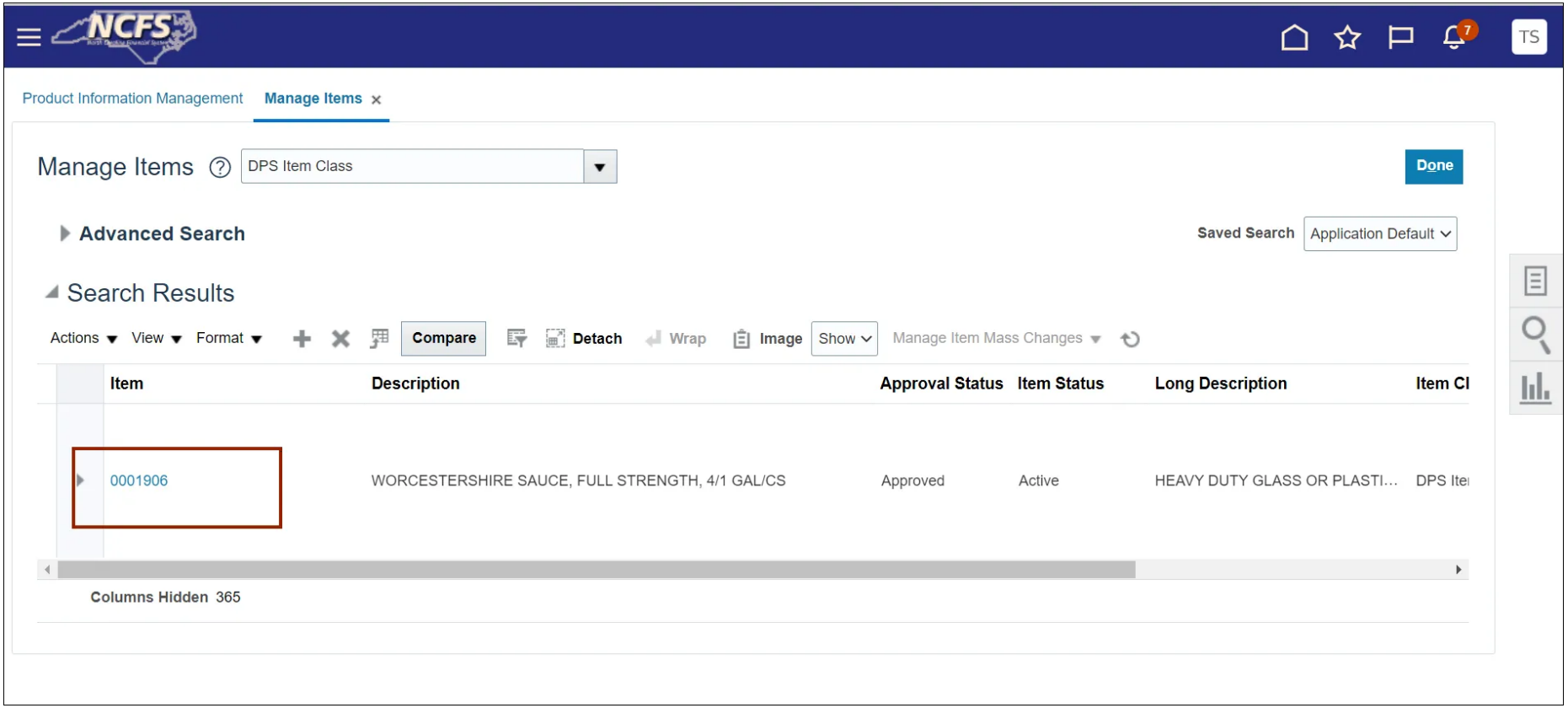
Step 7. Click the **Search** button.

Image



Step 8. Click the **Item** link from the **Search Results** area.

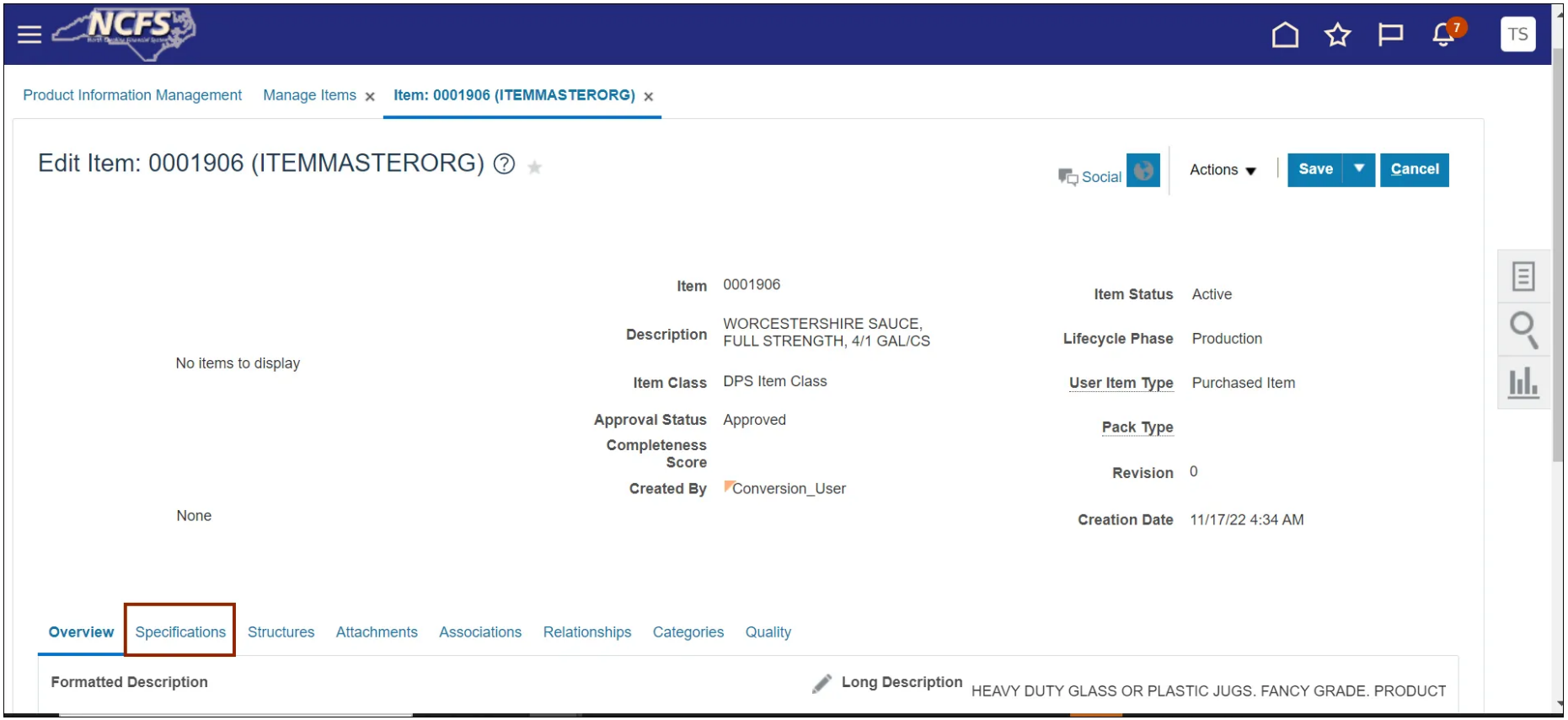
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Note: Blue highlighted text indicates a hyperlink.

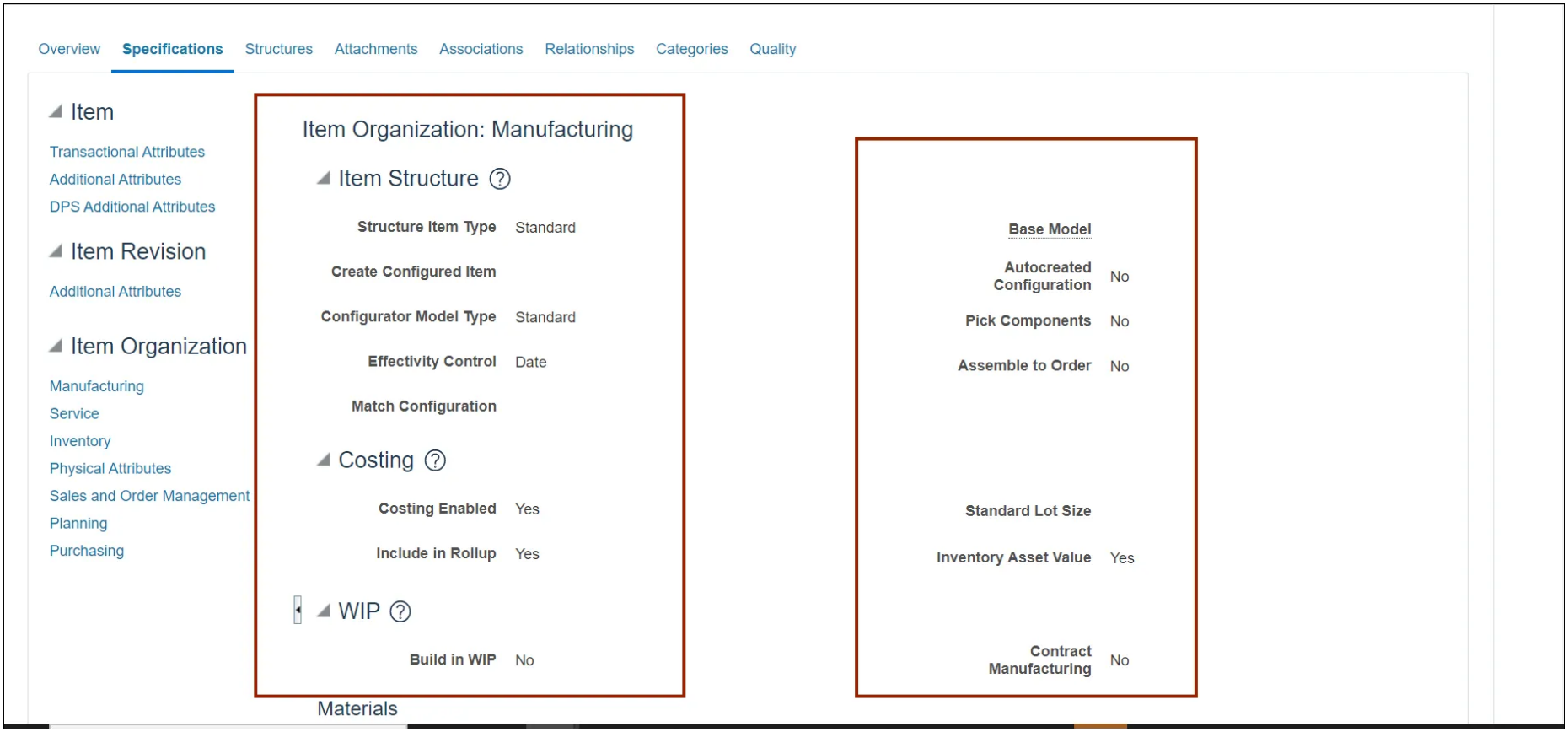
Step 9. Click the **Specifications** tab from the **Edit Item** area.

Image



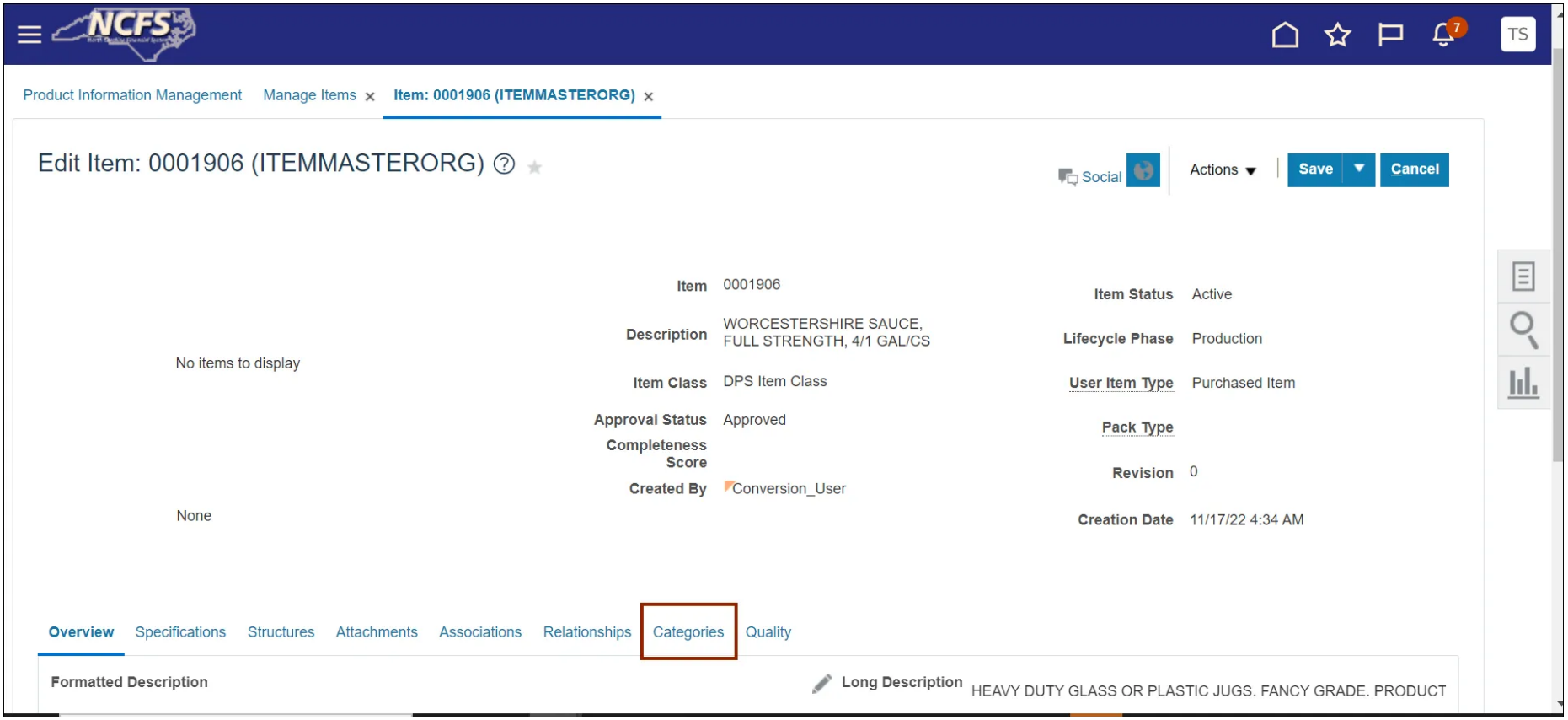
Step 10. Specifications information is displayed.

Image



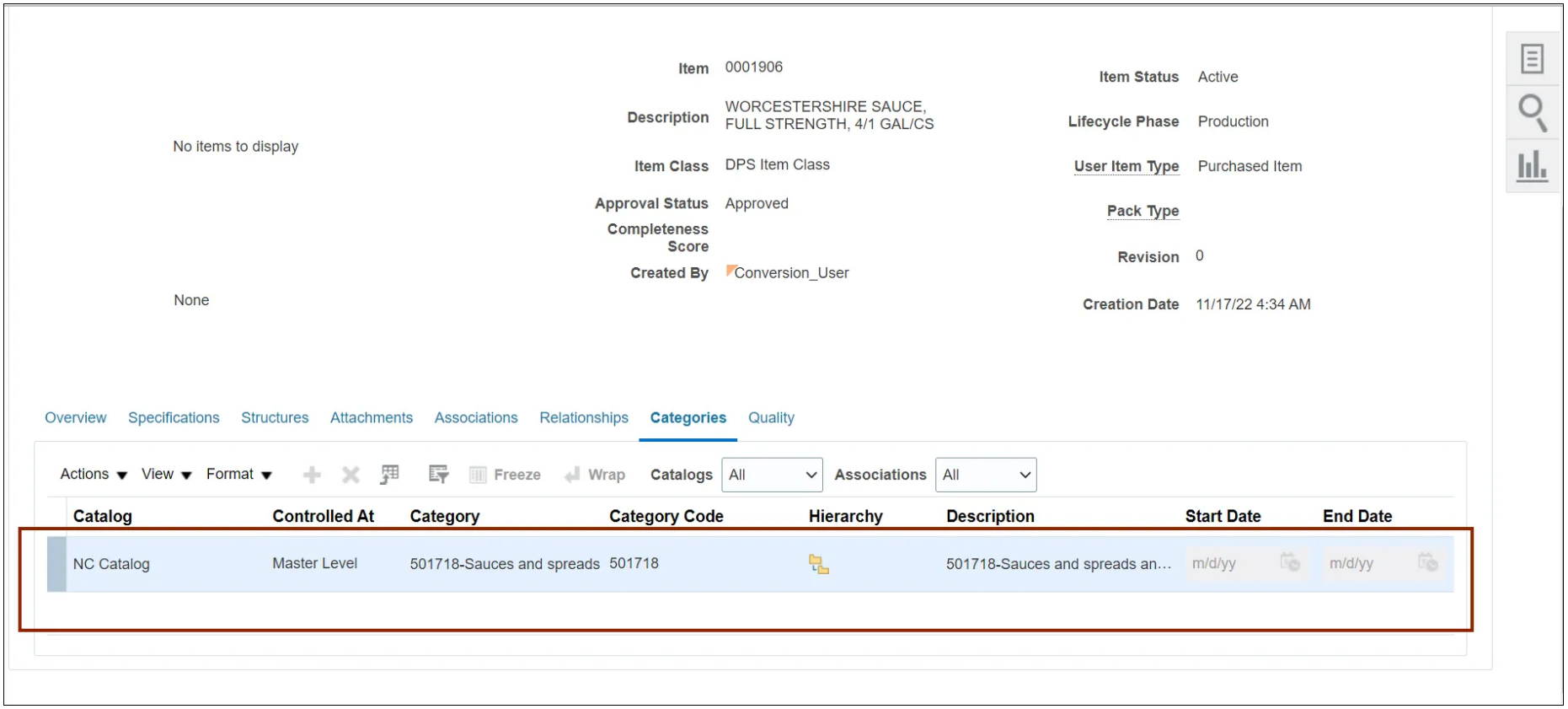
Step 11. Click the **Categories** tab.

Image



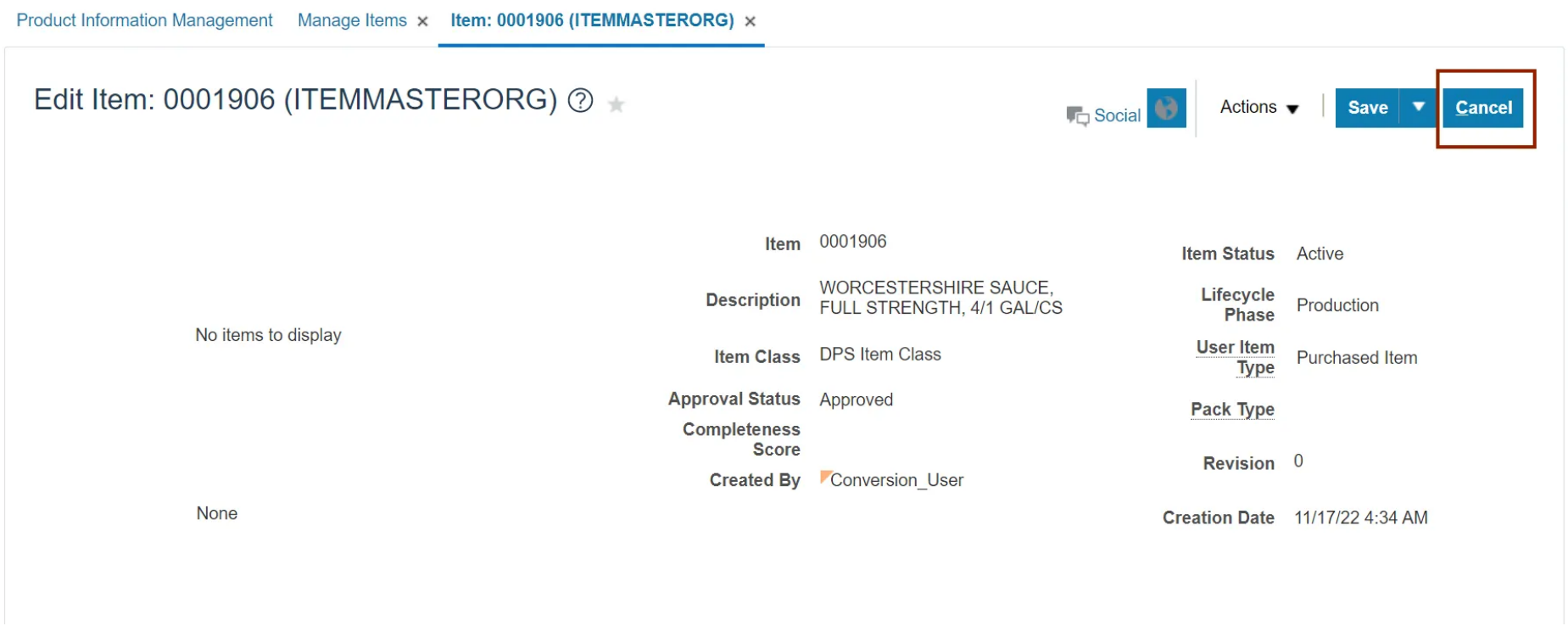
Step 12. Categories information is displayed.

Image



Step 13. Click the **Cancel** button to leave the page without making any changes.

Image



Wrap-Up

View Approved Items using the steps above in NCFS.

Additional Resources

- Web-Based Training (WBT)
  - INV 001: Inventory Inquiry

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