VIEW APPROVED ITEMS

QUICK REFERENCE GUIDE INV-07

INV

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:

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

2. On the **Hom**e page, click the **Product Management** tab.
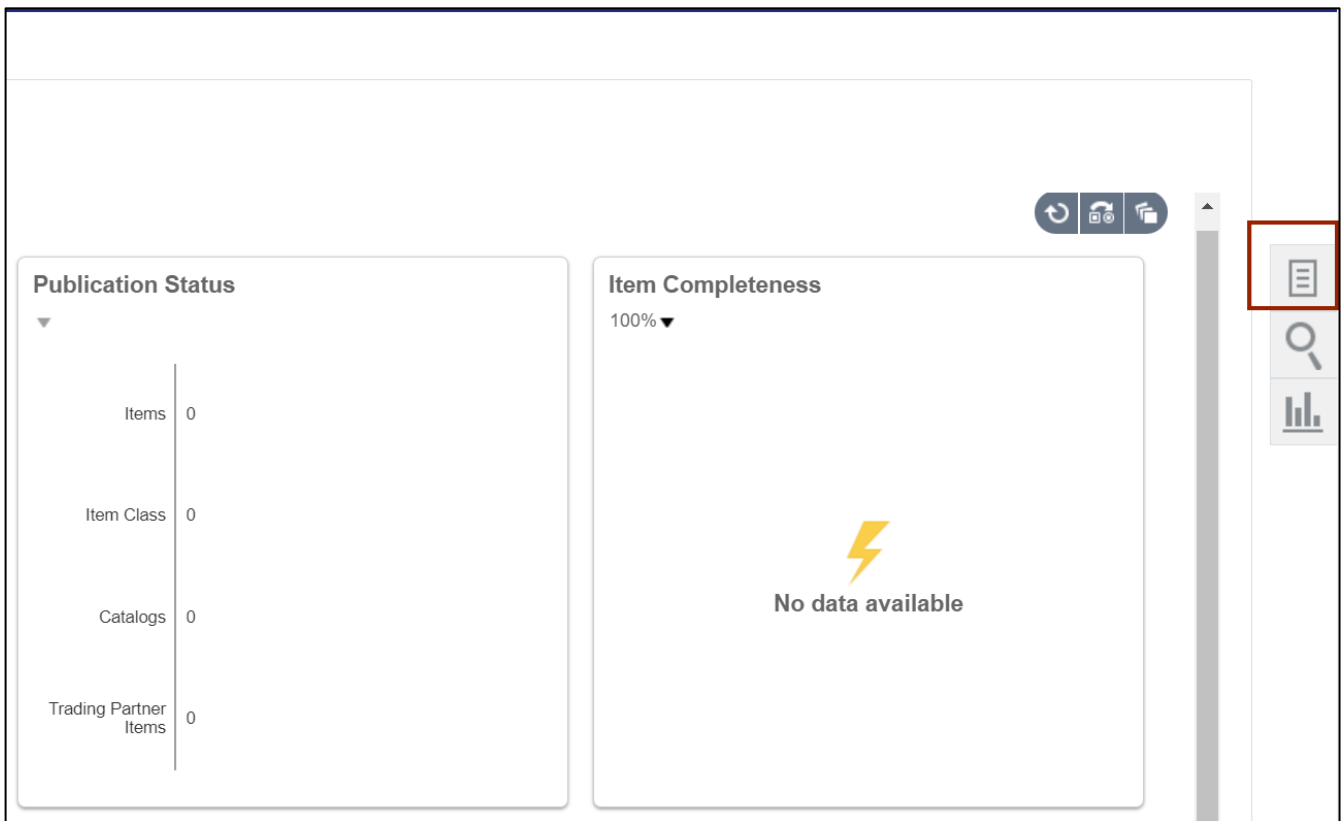
3. Click the **Product Information Management** app.
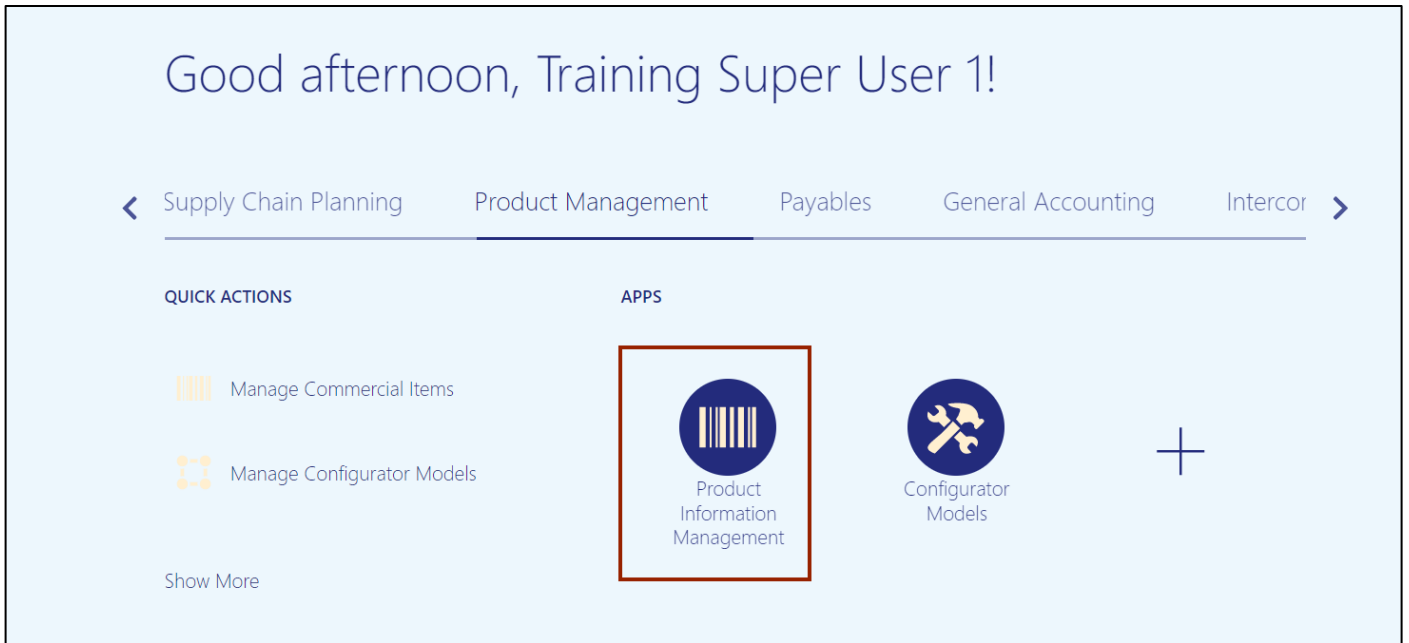
4. On the **Product Information Management** page, click the **Tasks** icon.

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

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.

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

7. Click the **Search** button.

8. Click the <u>Item</u> link from the *Search Results* area.

Note: Blue highlighted text indicates a hyperlink.

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

10. Specifications information is displayed.

11. Click the **Categories** tab.

12. Categories information is displayed.

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

Wrap-Up

View Approved Items using the steps above in NCFS.

Additional Resources

Web-Based Training (WBT)

- INV 001: Inventory Inquiry (WBT)