

# HOW TO

## Edit a Request as an OCP Professional

### Select Request

1. Click Title or ID of request requiring your approval.
2. Click Edit.
3. Click OK on the Confirm Edit Screen.

### Editing Requests

#### Scenario One:

Filling a Non-Catalog Request with a Catalog Line Item.

1. Review details of non-catalog request.
2. Click Add Items link.
3. Find item in catalog by using search functionality.
4. Add the catalog item to the requisition.
5. Complete any missing information for the catalog line item.
6. Delete original Non-Catalog line item.
7. If complete, click Save.
8. Click View the status of your request.
9. Click Approve.
10. Click OK to complete approval.
11. Click View status of your request.
12. Note the requisition will regenerate an approval flow due to the changes.
13. Click the Back link.
14. Continue working on other approvable or Return to PASS Home Page.

#### Approve Requests

You are included in the approval flow for these requests, and you are required to approve or deny them. To review a summary of a request before taking action, click the request's ID or title. [View To](#)

You have 74 requests awaiting your approval.

Type	ID	Date Submitted	Requester	Status	Title	Total
Request	SD600552	Wed, 21 May, 2008	Mohammed Shibly	Submitted	SCR 5513 - 25K NonCat	\$30,000.00USD
Request	SD600553	Wed, 21 May, 2008	Mohammed Shibly	Submitted	SCR 5513 - 25K	\$37,305.00USD
Request	SD600532	Tue, 20 May, 2008	Mohammed Shibly	Submitted	SCR 5549 Non-Cat	\$2,000.00USD
Request	SD600536	Tue, 20 May, 2008	Mohammed Shibly	Submitted	SCR 5549-CAT	\$100.70USD
Request	SD600530	Tue, 20 May, 2008	Mohammed Shibly	Submitted	SCR 5548	\$300.00USD
Request	SD600342	Wed, 14 May, 2008	Mohammed Shibly	Submitted	Text Satish SCR 5951	\$72.54USD
Request	SD600221	Mon, 12 May, 2008	Mohammed Shibly	Submitted	SCR 5951	\$72.54USD
Request	SD500117	Fri, 2 May, 2008	Mohammed Shibly	Submitted	Create Non-Catalog Requisition w/40 Price Line Item-MS	\$53.95USD

[Approved](#) [Denied](#) Move to Folder: [Archive Items](#) [Move](#)

Type: Consultant Qty: 1 Unit: each Price Amount: \$30.00USD

The line item contains one or more invalid fields.

[Edit](#) [Copy](#) [Delete](#) [Add Items](#)

Total Cost: \$30,000.00USD [Update Total](#)

Keywords (And/):  [Search](#) [Save](#) [Options \\*](#) [Create Non-Catalog Item](#)

Keywords To:

Exact Phrase:  Consultant

Exclude Words:

DCRF Item:  Yes  No  Either

LSDDE:  Yes  No  Either

Expiration Date:  No Choice

Effective Date:  No Choice

Supplier Part #:

Price:  To:  ETA (Days):  To:

Favorite:  Recent Choices

Supplier:  Select - (6 choices)

Manufacturer:  No Choice

Type Name:  Ten Choice

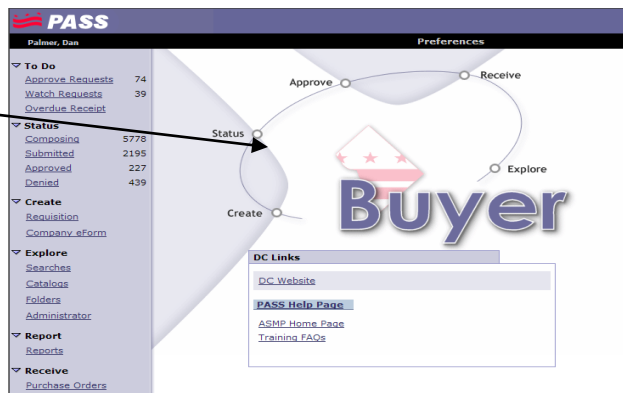
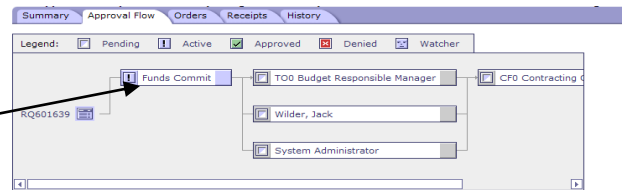
Language:  Select - (1 choice)

Contract Number:

EPP (Environmentally Preferable Products):  Yes  No  Either

Hfg. Part #:

426 items found View By: [Category](#)



# HOW TO

## Edit a Request as an OCP Professional

### Editing Requests

#### Scenario Two:

Creating a Service Requisition with discrete line items from a Non-Catalog Request.

- Review details of non-catalog services request.  
*Note: The details may be in the line item description OR it may be in an attachment.*
- Determine the line items needed to fulfill the service requisition.
- Select the original line item.
- Click on the Copy button.
- Copy as many times as resources needed.  
*Note: If the original services request has 4 janitors, then there should be a separate line item for each janitor (service resource).*
- Click Edit at the line item level.
- Change the details of the line item.  
E.g., Day Time Janitor
- Fill in the quantity, UOM and price for the particular service resource.
- Click OK.
- Continue with Steps 6-9 to fill the request with the remaining resources as separate line items.
- Complete any missing or incomplete information.
- Delete the original Non-Catalog line item from Step 1.
- Click on Save.
- Click on View the status of your request.
- Click Approve.
- Click OK.
- Note the requisition will regenerate an approval flow due to the changes.

