

## Lesson 5: Item Catalog Exercises

(Cache Administrators only)

Only NWCG System Administrators have the responsibility and ability to modify, add and delete from the Master Catalog. Cache Users will never have to do this. So this exploration will be brief. Cache Users can access the Item>Item Console menu to see this same information without using the Configurator.

1. Login **with your assigned username/password**
2. Launch the Configurator
3. From the **Applications** menu select **Product Management**
4. Expand **Products**
5. Double-Click **Items**

There are a couple thousand items in this Catalog. You can narrow the search down by putting in a valid cache item ID in the Product Item Search Panel at the top-right before clicking the Binoculars.

6. Click the **Binoculars** icon at the bottom right of the Product Item Search Panel.
7. Select a product and click the **gear** icon or double click on the line to see the details.
8. Explore a little bit, but don't change anything
9. Logout.

Using the Item Console

10. Log in as **your assigned cache ID**
11. Click on the **Item > Item Console** to view this same information
12. This brings up the search menu
13. Click on **Item ID**, "is" "contains" or "starts with" are the choices given
14. Enter your Item ID from Step 7 above
15. Logout