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Reservation Items



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The **Items** section of the product profile page provides the **Reservation** tab that is used to define reservation items. The following provides step-by-step instructions on how to define the items on the Connect platform.

Define your items

Click on the **Edit** icon next to a provided default item to edit this item. Alternatively, delete the default items and click the **Create Item** button to define a new item.

The screenshot shows the CloudBlue interface for the 'Tutorial Product'. The 'Items' section is active, displaying a table of reservation items. The first item is highlighted, and its 'Edit' icon (pencil) is circled in red. The table has columns for NAME, PERIOD, MPN, UNIT, and STATUS. The first item has the name 'Prd 404 832 779 0001', a period of '1 month', MPN 'MPN-A', and unit 'Devices'. The status is 'Draft'.

NAME	PERIOD	MPN	UNIT	STATUS
Prd 404 832 779 0001 PRD-404-832-779-0002	1 month No commitment	MPN-A	Devices	Draft



The screenshot shows the CloudBlue interface for the 'Tutorial Product'. The 'Items' section is active, but it displays a 'No items' message. A '+ CREATE ITEM' button is highlighted with a red box. The message says: 'No items. Manage product items here. Please see our [documentation portal](#) to learn more.'





The following steps in the appeared form help you to successfully configure your reservation items.

1. General

Specify the general properties:

- **Name:** Enter your item name.
- **Manufacturer Part Number:** Type your item MPN.
- **Description:** Enter a short description of your item.
- **Parent Item:** Select a parent item (optional).

Click **Next** or click on the **Type** step to specify the type properties.

2. Type

Fill out the type form



Information

The type form allows specifying the following properties:

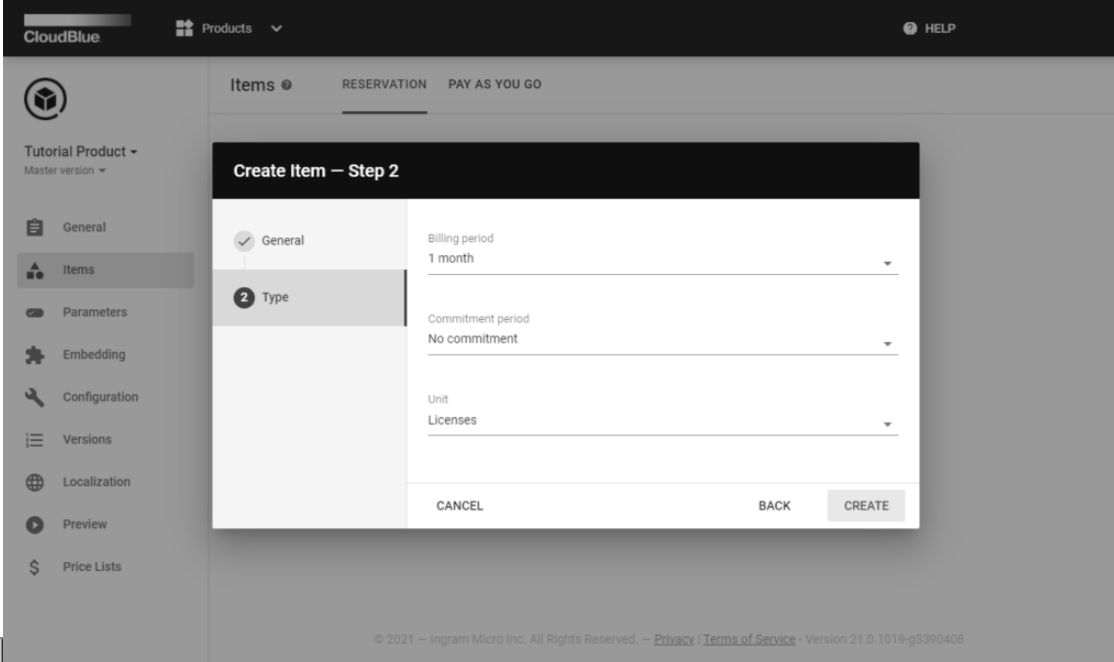
Billing Period specifies the interval of time from the end of one billing statement date to the next billing statement date.


Commitment period specifies whether a Vendor is committed to providing the service for a selected period and whether customers are committed to paying for the service

during this period.

Unit defines how service resources are accounted for, for example, per unit or per computer.

- **Billing period:** Select a billing period from the list. The system allows selecting 1 month, 1-5 years, or perpetual options.
- **Commitment period:** Select the commitment period from 1 to 5 years or exclude commitment by selecting the “no commitment” option.
- **Unit:** Select an item unit type from the list. The system provides a variety of available item unit types to select, such as Licenses, Devices, Messages, Calls, Users, and more.



CloudBlue Products  HELP

Items • RESERVATION PAY AS YOU GO

Tutorial Product - Master version -

General

Items

Parameters

Embedding

Configuration

Versions

Localization

Preview

Price Lists

Create Item – Step 2

General

Billing period
1 month

Commitment period
No commitment

Unit
Licenses

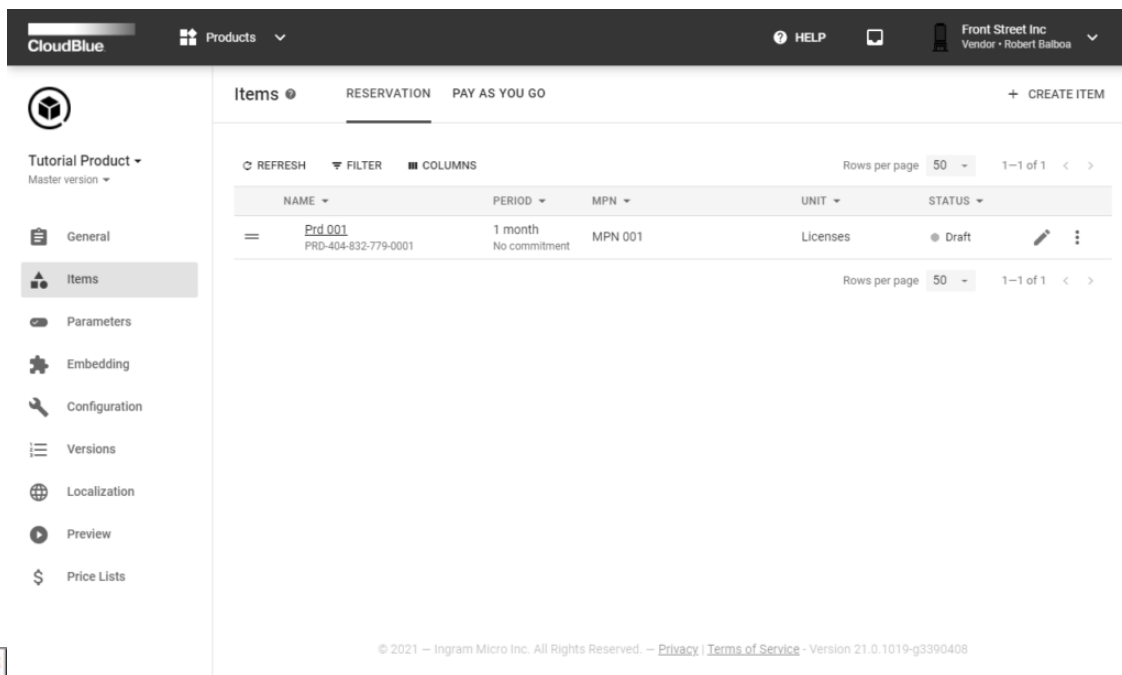
CANCEL BACK CREATE

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Save your items

Click **Save** or **Create** to complete your item definition.

As a result, your defined item will be available on the **Reservation** items list.



The screenshot shows the CloudBlue 'Items' management interface. The top navigation bar includes 'CloudBlue', 'Products', 'HELP', and user information for 'Front Street Inc'. The left sidebar contains navigation options: 'Tutorial Product', 'General', 'Items' (selected), 'Parameters', 'Embedding', 'Configuration', 'Versions', 'Localization', 'Preview', and 'Price Lists'. The main content area is titled 'Items' and shows a table with columns: NAME, PERIOD, MPN, UNIT, and STATUS. The table contains one row with the following data: NAME: Prd 001 (with a sub-row PRD-404-832-779-0001), PERIOD: 1 month (with a sub-row No commitment), MPN: MPN 001, UNIT: Licenses, and STATUS: Draft. Above the table are controls for REFRESH, FILTER, COLUMNS, Rows per page (50), and 1-1 of 1. At the bottom of the page, there is a copyright notice: © 2021 – Ingram Micro Inc. All Rights Reserved. – Privacy | Terms of Service - Version 21.0.1019-g3390408.

It is possible to review the provided item information by accessing the *item details* screen. Click the edit icon to update item name, MPN, or description.