



<https://cloudblue.com>

[Documentation](#)  [Modules](#)  [Products](#)  [Items](#) 

# Reservation Items



This article has been generated from the online version of the documentation and might be out of date. Please, make sure to always refer to the online version of the documentation for the up-to-date information.

Auto-generated at December 10, 2025



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 with the 'Items' tab selected. The left sidebar contains navigation options: General, Items (selected), Parameters, Embedding, Configuration, Versions, Localization, Preview, and Price Lists. The main content area displays a table of reservation items. The first item is highlighted, and the 'Edit' icon (pencil) is highlighted in a red box. The table has columns: NAME, PERIOD, MPN, UNIT, and STATUS. The first item has the name 'Prd 404 832 779 0001', period '1 month', MPN 'MPN-A', unit 'Devices', and status '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 with the 'Items' tab selected. The left sidebar contains navigation options: General, Items (selected), Parameters, Embedding, Configuration, Versions, Localization, Preview, and Price Lists. The main content area displays a 'No items' message with a large circular icon containing a triangle and a circle. Below the message is a 'CREATE ITEM' button highlighted in a red box.

No items

Manage product items here.  
Please see our [documentation portal](#) to learn more.

+ CREATE ITEM





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.

The screenshot shows the 'Create Item - Step 2' dialog box in the CloudBlue interface. The dialog has two tabs: 'General' (selected) and 'Type'. Under the 'General' tab, there are three dropdown menus: 'Billing period' set to '1 month', 'Commitment period' set to 'No commitment', and 'Unit' set to 'Licenses'. At the bottom of the dialog are three buttons: 'CANCEL', 'BACK', and 'CREATE'. The background shows the CloudBlue interface with a sidebar menu and a top navigation bar.

## 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.



CloudBlue

Products

HELP

Front Street Inc  
Vendor - Robert Balboa

Tutorial Product  
Master version

General

Items

Parameters

Embedding

Configuration

Versions

Localization

Preview

Price Lists

Items

RESERVATION

PAY AS YOU GO

+ CREATE ITEM

REFRESH FILTER COLUMNS

Rows per page 50 1-1 of 1

NAME	PERIOD	MPN	UNIT	STATUS
Prd 001 PRD-404-832-779-0001	1 month No commitment	MPN 001	Licenses	Draft

Rows per page 50 1-1 of 1

© 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.