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Reservation Items



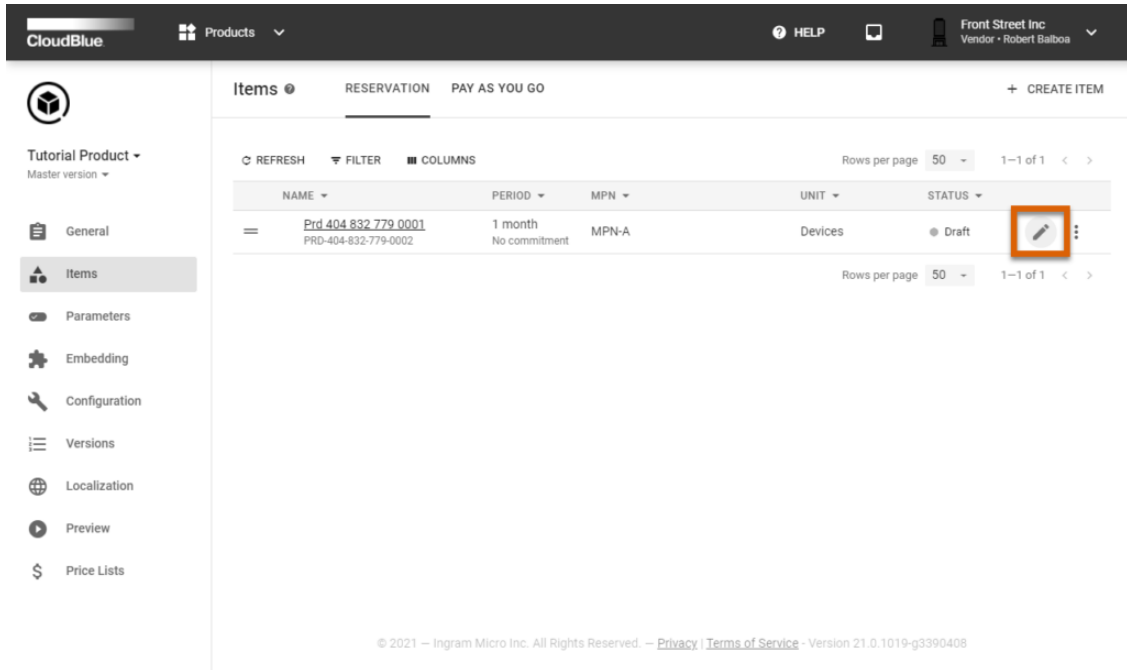
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The **Items** section of the product profile page provides the **Reservation** tab that is used to define reservation items. The following provides step-by-step instructions on how to define the items on the Connect platform.

Define your items

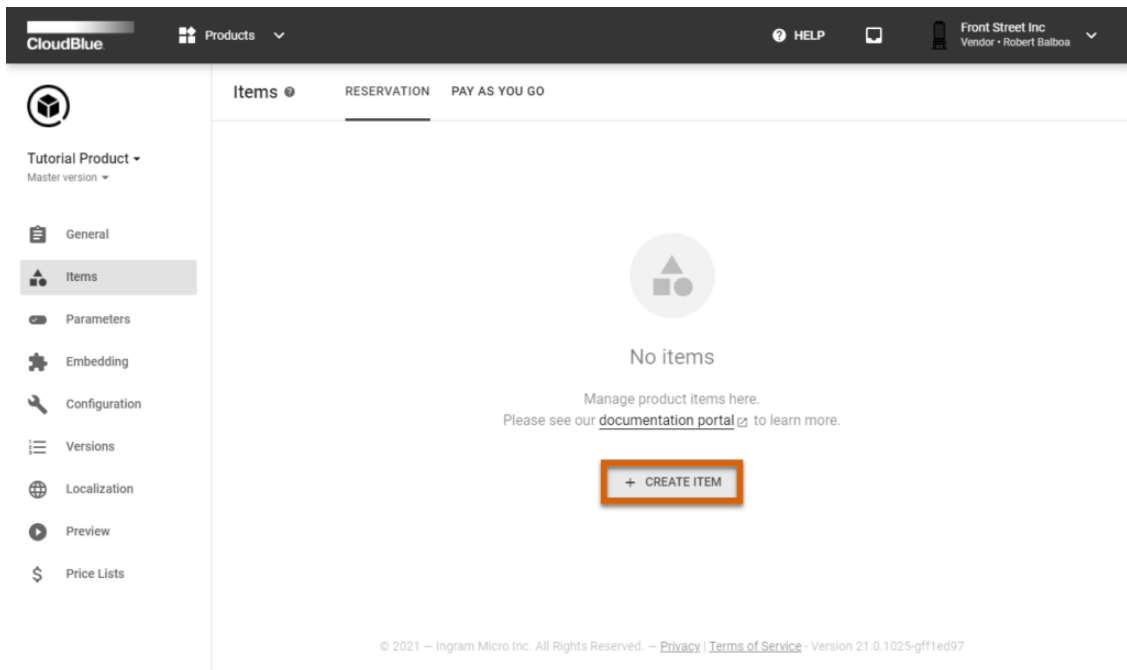
Click on the **Edit** icon next to a provided default item to edit this item. Alternatively, delete the default items and click the **Create Item** button to define a new item.



The screenshot shows the CloudBlue interface for the 'Items' section. The top navigation bar includes the CloudBlue logo, 'Products' dropdown, 'HELP', and user information for 'Front Street Inc' (Vendor: Robert Balboa). The main content area is titled 'Items' and has tabs for 'RESERVATION' and 'PAY AS YOU GO'. A '+ CREATE ITEM' button is visible in the top right. Below the tabs, there are controls for 'REFRESH', 'FILTER', and 'COLUMNS', along with 'Rows per page' (set to 50) and '1-1 of 1' navigation. A table displays one item with the following details:

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

The 'Edit' icon (pencil) next to the 'Draft' status is highlighted with a red box. 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'.



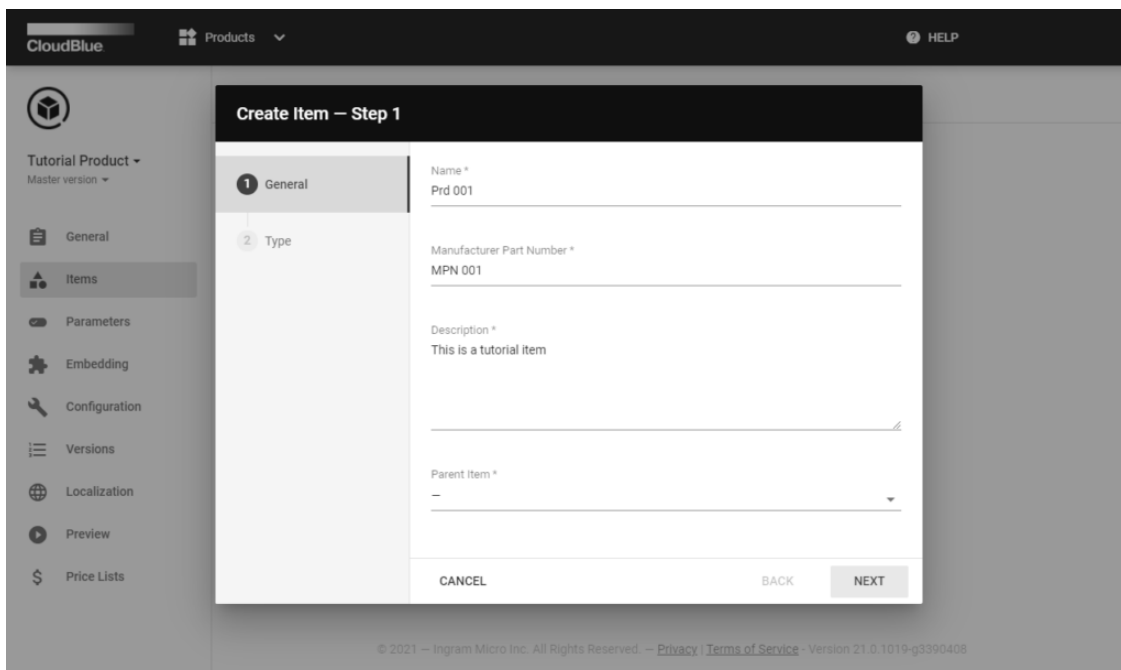
The screenshot shows the CloudBlue interface for the 'Items' section. The top navigation bar is identical to the previous screenshot. The main content area is titled 'Items' and has tabs for 'RESERVATION' and 'PAY AS YOU GO'. The central area displays a 'No items' message with a large circular icon containing a triangle and a circle. Below the message, it says 'Manage product items here. Please see our [documentation portal](#) to learn more.' A '+ CREATE ITEM' button is highlighted with a red box. At the bottom of the page, there is a copyright notice: '© 2021 – Ingram Micro Inc. All Rights Reserved. – Privacy | Terms of Service - Version 21.0.1025-gf11ed97'.

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.

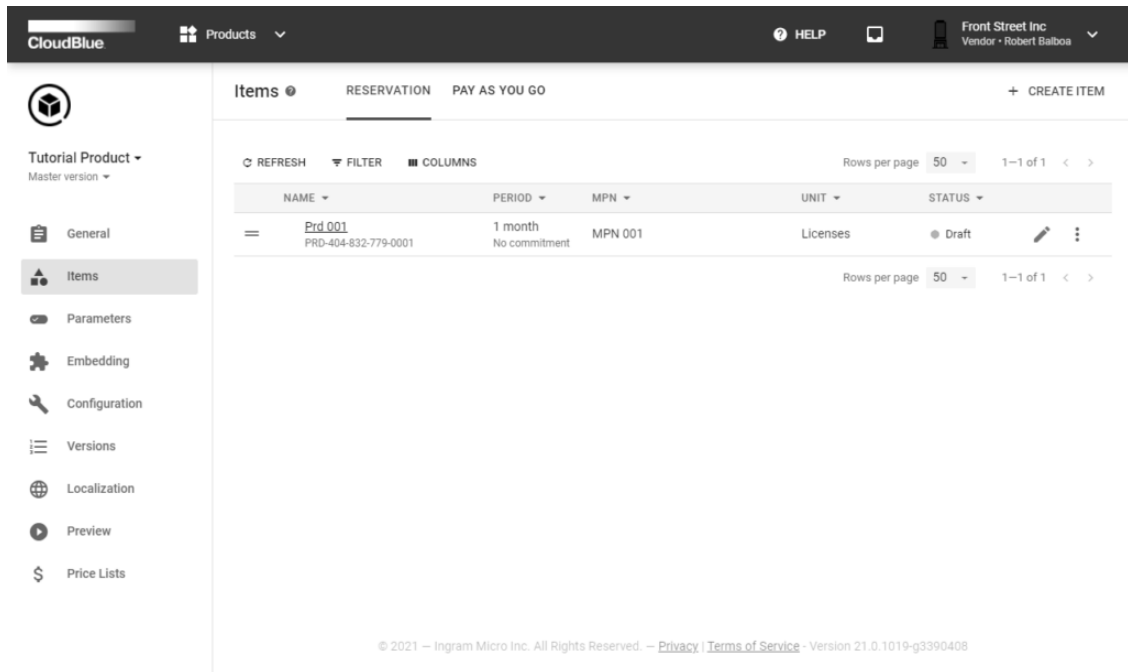
- **Billing period:** Select a billing period from the list. The system allows selecting 1 month, 1-5 years, or perpetual options.
- **Commitment period:** Select the commitment period from 1 to 5 years or exclude commitment by selecting the “no commitment” option.
- **Unit:** Select an item unit type 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' form in the CloudBlue interface. The form is titled 'Create Item - Step 2' and has two tabs: 'General' (selected) and 'Type'. The 'General' tab contains 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 form 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.



The screenshot shows the CloudBlue 'Items' management interface. The top navigation bar includes 'CloudBlue', 'Products', 'HELP', and 'Front Street Inc Vendor - Robert Balboa'. The main content area is titled 'Items' and has tabs for 'RESERVATION' and 'PAY AS YOU GO'. A '+ CREATE ITEM' button is visible. The interface includes a sidebar with navigation options: 'Tutorial Product', 'General', 'Items', 'Parameters', 'Embedding', 'Configuration', 'Versions', 'Localization', 'Preview', and 'Price Lists'. The main area displays a table of items with columns for NAME, PERIOD, MPN, UNIT, and STATUS. The table shows one item with the following details:

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

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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.