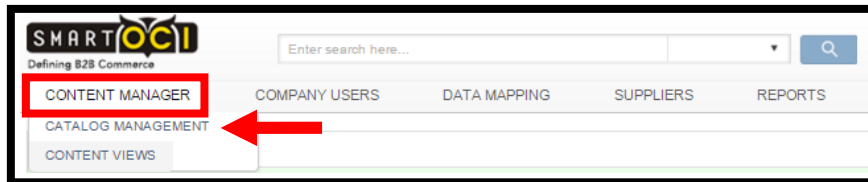


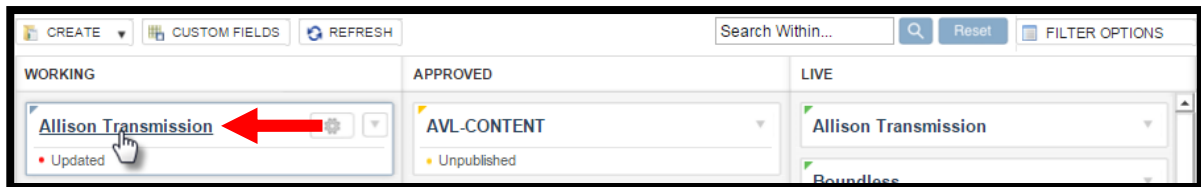
## APPROVE A CATALOG ITEM

*Administrators* and *Approvers* of a catalog will be notified via email when there are pending catalog items awaiting approval. This section describes how to approve items within a catalog.

1. Near the top the *Administrator Homepage*, hover over the *Content Manager* tab and select *Catalog Management*.



2. In the *Working* column, click on the *Catalog Name* link of the catalog with items you would like to approve. You may need to use the *Search Within* and/or *Filter* functions to find the catalog.



3. You will be navigated to the *Catalog Item* screen with a list of catalog items.
4. Updated items will have a *Pending Approval Status*.
5. If needed, click on the item *Description* link to see the *Item Details* screen. (not pictured)
6. Select the items to approve by using the check box in grey next to the *Description*.
7. Click the *Approve* button. The items will be approved.

