Edit Existing Catalog Item Overview

This Quick Reference Guide (QRG) is designed to walk an **Internal Service Delivery Data Entry Specialist** through the process of editing an existing catalog item in Workday. By the end of this QRG, you will be able to successfully edit existing Internal Service Provider (ISP) Catalog Items in your catalog in Workday.

Procedure

On the Workday **Home** screen:

1. Type **Internal Catalog Load Request** in the search field.
2. Select **Internal Catalog Load Request** task from the **Search Results**.

On the **Internal Catalog Load Request** screen:

3. Complete the following required fields:
   - **Internal Service Provider** - select the ISP from the drop-down associated with the catalog item to edit. Alternatively, this field will auto-populate upon selection of **Internal Catalog**.
   - **Internal Catalog** - select the internal catalog for which you want to edit items.
   - **Effective Date** – will auto-populate with current date. This field can be updated.

Under the **Catalog Info** section:

4. Complete the following required fields:
   - **Currency** - will auto-populate based on **Internal Catalog** field.
   - **Number of Catalog Items** - will auto-populate based on **Internal Catalog** field.
   - Select the **Select Existing Items to Update** checkbox.
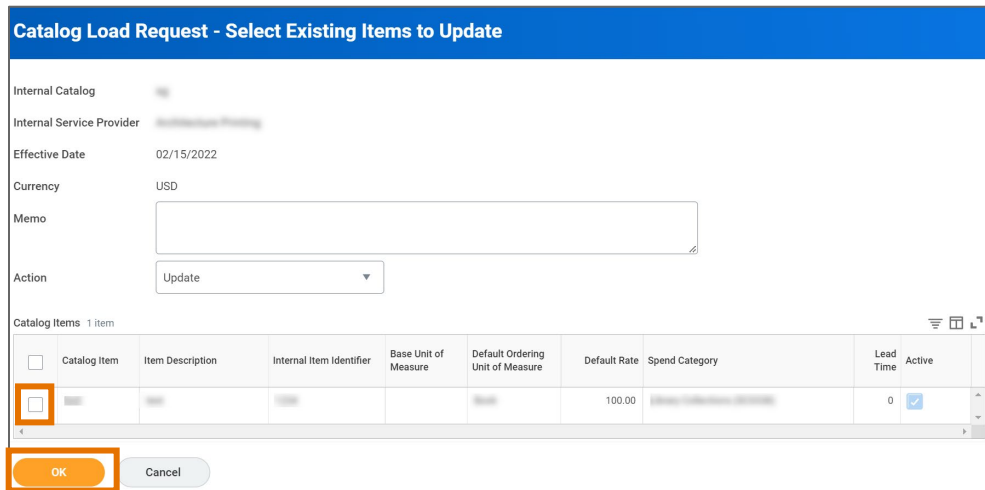
5. Click **OK.**

On the **Catalog Load Request - Select Existing Items to Update** screen:

6. Select the relevant **Catalog Items'** check box to select the items you want to edit.

NOTE	**Memo** field is optional, and the **Action** field will auto-populate to **Update.** If you want to the item to no longer appear in the catalog, change the **Action** field to **Inactive.**

7. Click **OK.**

On the **Edit Catalog Load** screen, the selected catalog items will appear on the left side of the screen.

8. Select the catalog item from left side of the screen.

Under the **Edit Catalog Load Item** section:

9. All the fields will auto-populate based on the current catalog item setup and can be edited/updated as needed.
10. Repeat steps 8-9 if you have other catalog items to update.
11. Click **Submit** once you are done editing all catalog items on the left side of the screen.

You have successfully completed this task. It will now be routed based on the workflow.