

Create or Modify Commodity Category

Objective

Create or modify Commodity Category that will be required on the project, and define main Commodity Category characteristics as name, code, description and family types (Quantified or Priced commodities)

This task is to be executed by the System Administrator.

Procedure

Follow these steps to create or modify a Commodity Category:

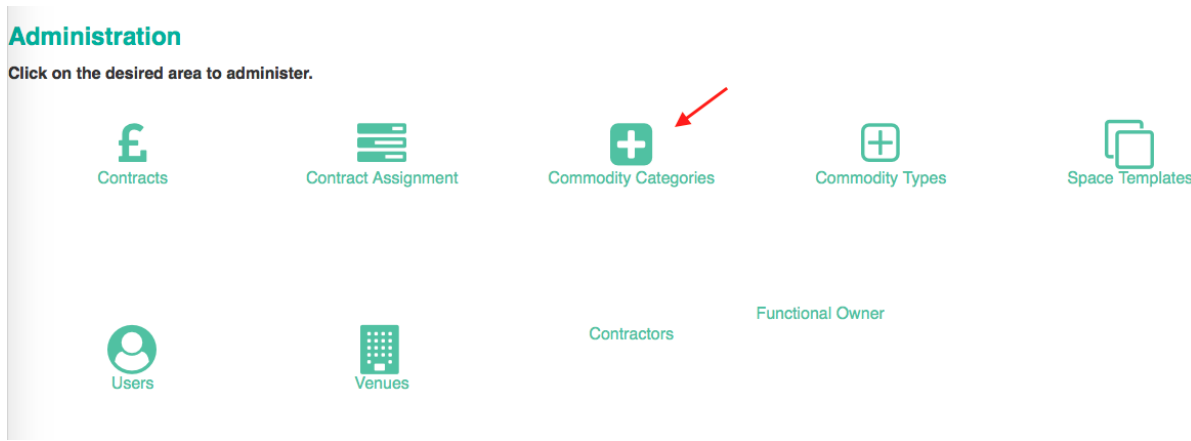
- From the main menu go to the Edit System Settings (only a user with system administrator rights can access here and execute the tasks listed below)

The screenshot displays the Epsilon system interface. At the top left is the Epsilon logo with the tagline 'by elypse'. The top center shows the user name 'Welcome Jordan Hoff'. To the right are links for 'Home' and 'Log Out', a help icon (question mark), and a user profile icon. Below the header is a section titled 'What would you like to do?' containing six menu items: 'Enter Commodities (Venue Manager)', 'Enter Commodities (Technical Manager)', 'Enter Logistics and Technology Data', 'Manage Changes', 'View Reports', and 'Edit System Settings'. A red arrow points to the 'Edit System Settings' icon, which is a gear.

- Go to Commodity Categories

Administration

Click on the desired area to administer.



Contracts Contract Assignment Commodity Categories Commodity Types Space Templates

Users Venues Contractors Functional Owner

- Click on Add New Commodity Category or Edit



Welcome Herve Rey


Commodity Category Listing

Choose a Category to view/edit or add a new commodity category.

[Add New Commodity Category](#) | [Exit](#)

Owner	Classification	Category Code	Description	Actions
VDO	Priced	BLA	Black out	Edit
VDO	Priced	BUI	Building alteration	Edit

- Type the Category Code
- Type the Category Description



Welcome Herve Rey [Home](#) [Log Out](#)

Category Edit

Enter the applicable data and click the 'Save' link.

Category Code: **Warning: Updating the Category Code will update the Commodity Code for all commodities under this category.**

Category Description:

Category Owner:

Family Type:

QUANTIFIED : Epsilon is used for procurement, cost management and cost monitoring
PRICED: Epsilon is used for cost monitoring only

- Choose the appropriate Category Owner from the dropdown menu

Category Edit
Enter the applicable data and click the 'Save' link.

Category Code:	TEN
Category Description:	Tents
Category Owner:	✓ (Select) Overlay Logistics Technology
Family Type:	FAM COMMODITY FAM

- Choose the appropriate Family Type from the dropdown menu



Welcome Herve Rey

Category Edit
Enter the applicable data and click the 'Save' link.

Category Code:	AAA
Category Description:	FOP lighting indoor
Category Owner:	Overlay
Family Type:	(Select)

Warning: Updating the Category Code will update the Commodity Code for all commodities

QUANTIFIED : Epsilon is used for procurement, cost management and cost monitoring
PRICED: Epsilon is used for cost monitoring only
LOG and TEC: Logistics and Technology Items

[Save](#) | [Delete](#) | [Save and Return](#) | [Exit](#)

Commodity Categories are of two main family types:

- Quantified Commodities for which Epsilon is used for procurement, cost management and cost monitoring / control. These Quantified Commodities are usually made up of standard rental items requiring minimal technical knowledge (e.g. Tents, Cabins, Fences, exhibition equipment, ...)
- Priced Commodities for which Epsilon is used for cost monitoring only. These Priced Commodities are usually made up of technical items requiring special technical knowledge (e.g. Groundwork, Building alteration, Temporary Power, Broadcast Lighting, ...)

- Click on Save to save the category

Category Edit

Enter the applicable data and click the 'Save' link.

The category was saved successfully.

Category Code:	<input type="text" value="TEN"/>	Warning: Updating the Category Code will update the Commodity Code for all commodities under this category.
Category Description:	<input type="text" value="Tents"/>	
Category Owner:	<input type="text" value="Overlay"/>	
Family Type:	<input type="text" value="A"/>	


- Click on Exit to go back to the main menu

- You can always click on Edit to make modifications to the Commodity Category if required

Commodity Category Listing

Choose a Category to view/edit or add a new commodity category.

[Add New Commodity Category](#) | [Exit](#)

Owner	Family Type	Category Code	Description	Actions
VDO	B	BLA	Black out	 Edit
VDO	B	BRI	Broadcast lighting	Edit
VDO	B	BUI	Building alteration	Edit
VDO	A	CAB	Cabins	Edit
VDO	B	CIV	Civil works	Edit
