CORES Quick Guide

How to Add an Item or Service

Enter your USC (Shibboleth) user name and password.


3. Under Item Maintenance Selection, items listed are amended or deleted by clicking on their link or on the delete button.

Other items may be added by clicking on an Add Item button at the top or bottom of the screen.

To view inactive items in the ‘Inactive Item’ list, edit an item and then change the status to Inactive. Once updated, the item will be listed as inactive.

Note: Some items cannot be deleted due to being associated with a resource.
4. To add an item, choose from the dropdown list options and fill in all **Bold** fields, then click **Add Item**.

5. If a category name change is desired, make the change in the field and click **Submit**.

6. In the Item Maintenance – Edit screen (reached by clicking an item in the Item Maintenance Selection screen), make updates to your item where needed, then click on **Update Item** to lock in the changes.