**CORES Quick Guide**

**How to Add an Item or Service**

1. Log in to CORES: [https://cores-usc.mis.vanderbilt.edu](https://cores-usc.mis.vanderbilt.edu). Enter your USC (Shibboleth) user name and password.

2. Under Maintenance Menu, click on Item. Once the Item Maintenance Selection screen appears, select **Add Item**.

3. Then fill in all **Bold** fields in both tabs.

   *Price adjustments can be made after the item is created and has a valid base price.*

4. Complete all **Bold** fields.

   - **Internal**: Contributing Center (CC) Members
   - **External**: All Others

   **Only Use**: Increase/Decrease Adjustment Only

   **Types of users**

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http://research.usc.edu/cores/  USCCORES@usc.edu  Last Updated: 09/17/2014