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| Software Catalogue User Guide | | | |
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| Last Updated By | Steven Azari | Last Update: | 26/07/2018 |

## Overview

The address to access the catalogue is <http://bedsqlsc01/Forms/ServiceCatalogue> (or access the main site from <http://projectOffice.bedford.local>)

## To Create Environments / Servers / Applications / Support Companies

1. Click “Administration”
2. From list Click desired option
3. Fill in required (\*) and optional fields
4. Click “Create” button

Applications require a support company to be associated to it, so if the support company is not in the list, it will need to be created first.

Once an environment has been created, refresh the environment list to see the newly added environment

## To add Servers / Applications to an Environment

From the environment list:

1. Choose the desired environment by pressing the icon to the left
2. At the bottom of the environment details, select “Add Server” / “Add Application”
3. Choose the appropriate dropdown options
4. Click “Add”

Note there is currently a bug that requires you to refresh the environment list to show changes

## To delete servers from an environment

From the environment list:

1. Choose the desired environment by pressing the icon to the left
2. Press the icon to the left of the server

Note there is currently a bug when trying to delete environments and applications