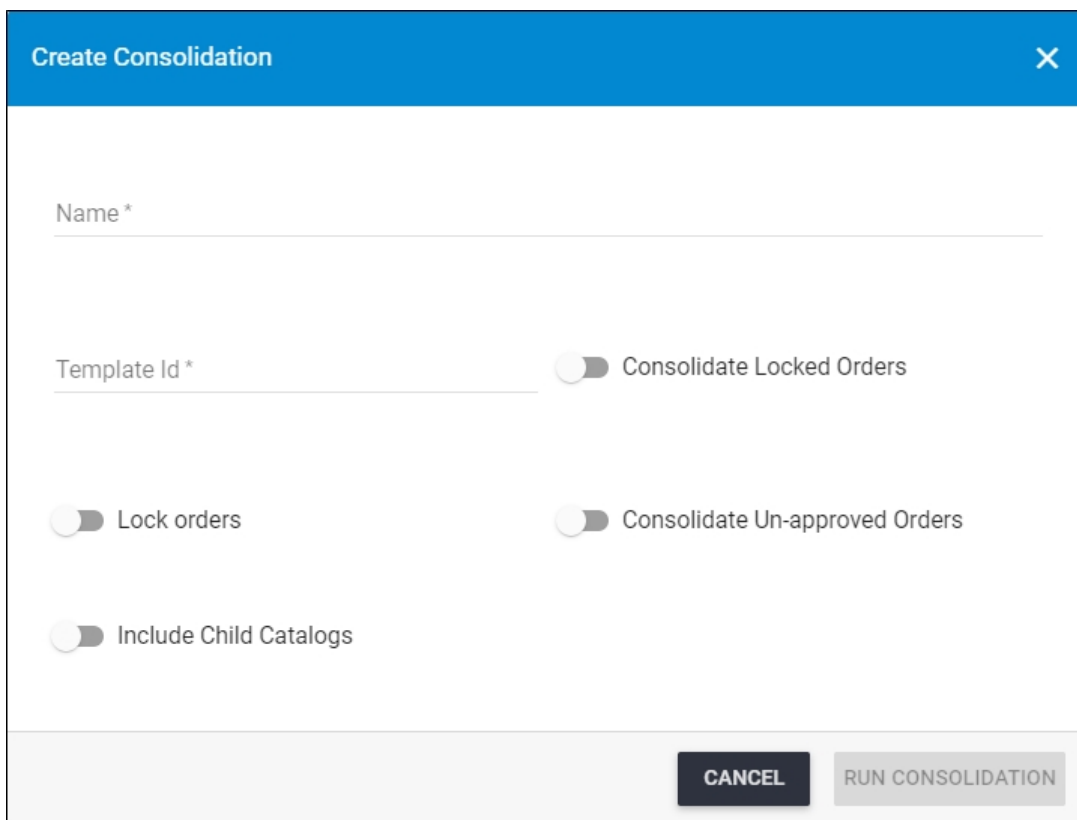# Add consolidation

To add a consolidation, follow these steps:

1. Click , the following window appears:
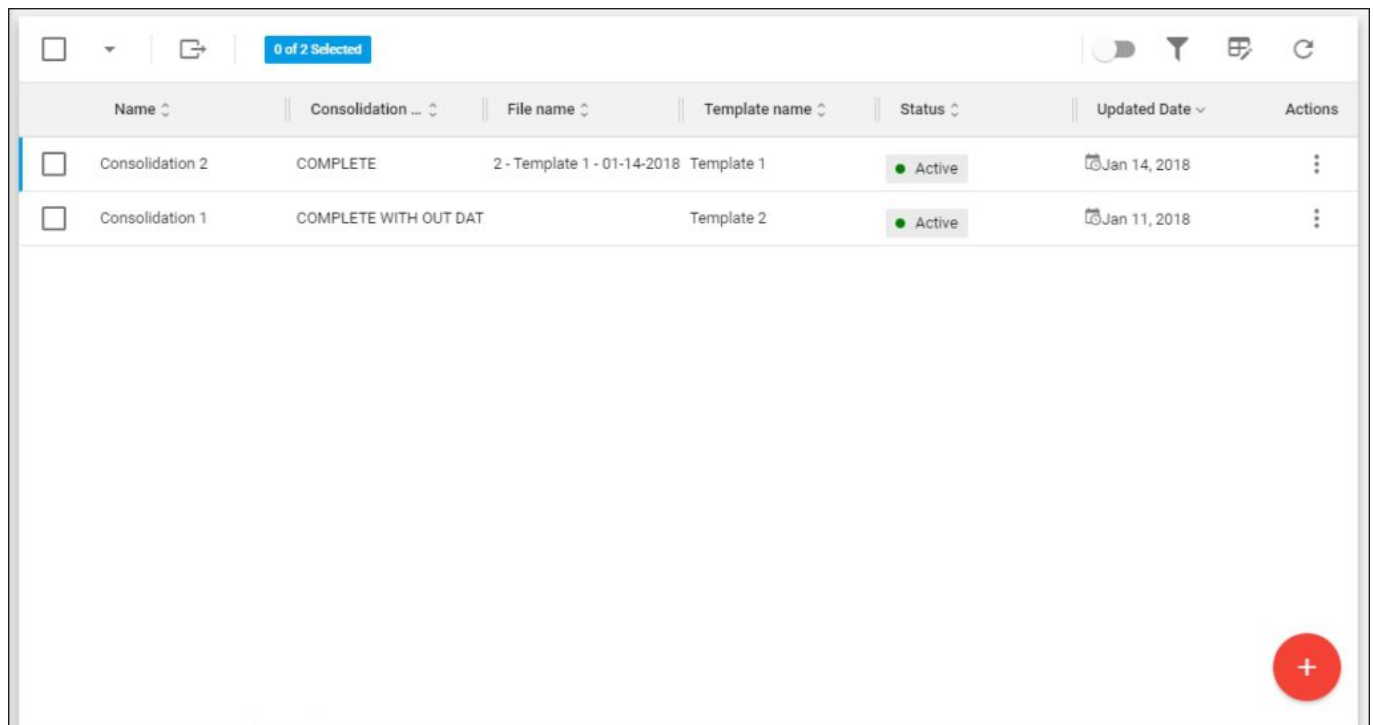
2. Enter the name of the consolidation,
3. Select the template Id from its field, this list contains all the active consolidation templates defined for this catalog,
4. Select whether you want to consolidate the locked orders, if this slider is selected, the Lock orders and Consolidate Un-approved Orders sliders are automatically turned off,
5. Click the slider button next to Lock orders if you want to lock order lines automatically once the consolidation is created, so that they cannot be consolidated again,
6. Click the slider button next to Consolidate Un-approved Orders if you want to include the unapproved orders in the consolidation,
7. Click the slider button next to Include Child Catalogs if you want to include the orders

of inherited catalogs in the master catalog consolidation,

8. Click **Run Consolidation**, the consolidation is added to the list with the status "New",
9. Wait until the consolidation report is created, and its status changes to "Complete" as shown in the below example:

The file name is displayed. You can view the consolidation details and file, and rerun the consolidation as discussed in the following section.

Notes:

- If the slider button next to Consolidate Un-approved Orders is activated, the consolidation will include orders with statuses "Submitted", "Rejected", "Approved", "Locked", "Confirmed", and "Allocation Failed".
- If the slider button next to Consolidate Un-approved Orders is not activated, the consolidation will include orders with statuses "Approved", "Locked", and "Confirmed".