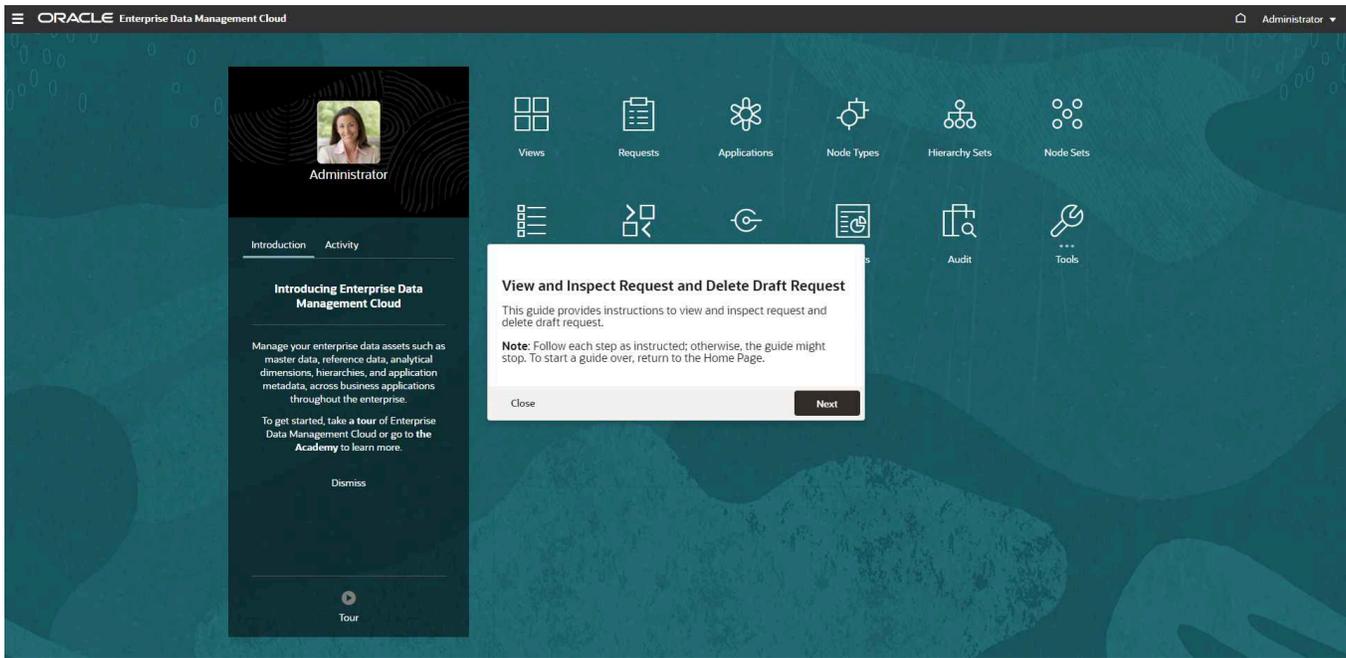


Step 1

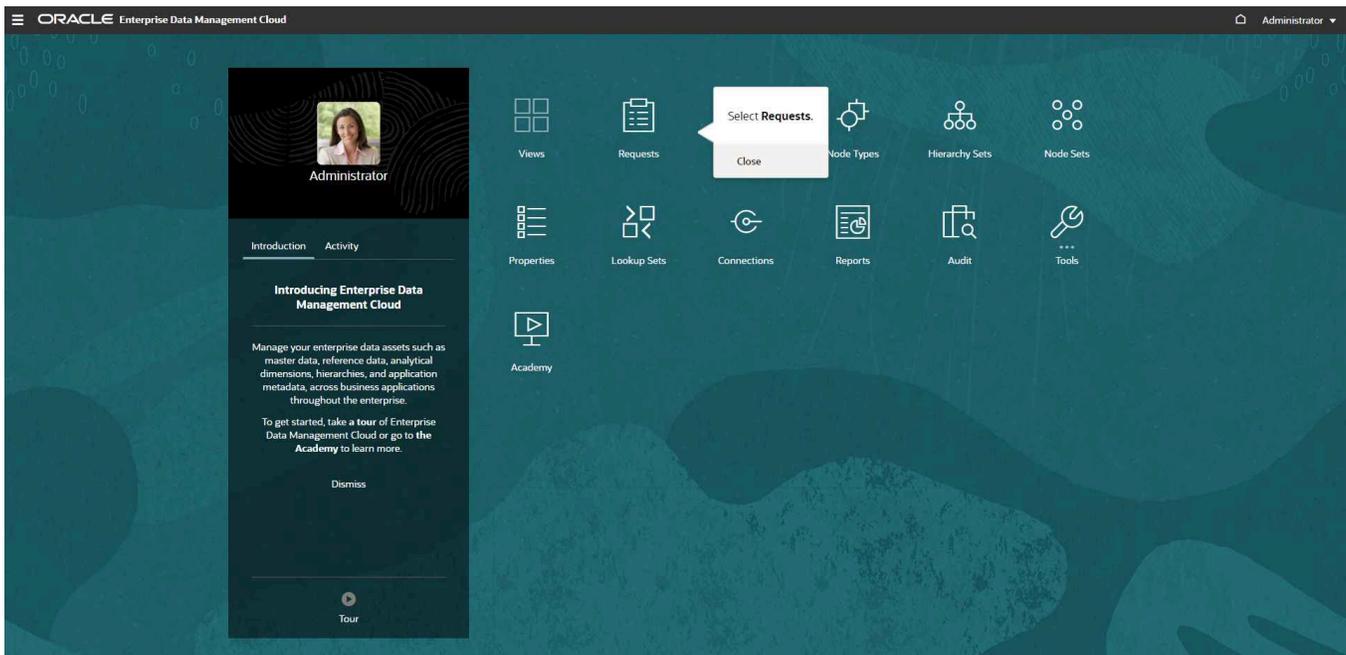


View and Inspect Request and Delete Draft Request

This guide provides instructions to view and inspect request and delete draft request.

Note: Follow each step as instructed; otherwise, the guide might stop. To start a guide over, return to the Home Page.

Step 2



Select **Requests**.

Step 3

Request Activity

Request ID	View	Request Type	Status	Stage	Owner	My Activity	Time Frame	Age (In Days)	Owner	Modified	Actions
4516	Request 4516 Request for Account Maintenance created by Administrator .	Account Maintenance	Interactive	Draft Submit	0	0	0	Administrator Assigned	Administrator 2/9/2023		
4513	Request 4513 Request for Financials Cloud created by Administrator .	Financials Cloud	Interactive	In Flight Approve	1	0	1	Administrator Submitted	Administrator 2/7/2023		
4512	Request 4512 Request for Financials Cloud created by Administrator .	Financials Cloud	Interactive	In Flight Approve	1	0	1	Administrator Submitted	Administrator 2/7/2023		
4511	Request 4511 Request for Financials Cloud created by Administrator .	Financials Cloud	Interactive	Draft Submit	1	0	1	Administrator Assigned	Administrator 2/9/2023		
4510	Request 4510 Request for Financials Cloud created by Administrator .	Financials Cloud	Interactive	Draft Submit	0	0	1	Administrator Assigned	Administrator 2/7/2023		
4509	要求4509 Company Maintenanceに対する要求が Administratorによって作成されました。	Company Maintenance	Interactive	Draft Submit	1	2	2	Administrator Assigned	Administrator 2/7/2023		
4505	Request 4505 Request for Master_ViewPoint created by Administrator .	Master_ViewPoint	Interactive	Completed Closed	2	0	0	Administrator Submitted	Administrator 2/4/2023		
4504	Request 4504 Request for FCCS Application created by Administrator .	FCCS Application	Interactive	Completed Closed	1	0	0	Administrator Submitted	Administrator 2/4/2023		
4503	Request 4503 Request for FCCS Application created by Administrator .	FCCS Application	Interactive	Draft Submit	0	0	5	Administrator Assigned	Administrator 2/4/2023		
4502	Request 4502 Request for FCCS Application created by Administrator .	FCCS Application	Interactive	Completed Closed	1	0	0	Administrator Submitted	Administrator 2/4/2023		

On the Request Activity page, provide the values in the various filter criteria.

Step 4

Request Activity

Request ID	View	Request Type	Status	Stage	Owner	My Activity	Time Frame	Age (In Days)	Owner	Modified	Actions
4516	Request 4516 Request for Account Maintenance created by Administrator .	Account Maintenance	Interactive	Draft Submit	0	0	0	Administrator Assigned	Administrator 2/9/2023		
4513	Request 4513 Request for Financials Cloud created by Administrator .	Financials Cloud	Interactive	In Flight Approve	1	0	1	Administrator Submitted	Administrator 2/7/2023		
4512	Request 4512 Request for Financials Cloud created by Administrator .	Financials Cloud	Interactive	In Flight Approve	1	0	1	Administrator Submitted	Administrator 2/7/2023		
4511	Request 4511 Request for Financials Cloud created by Administrator .	Financials Cloud	Interactive	Draft Submit	1	0	1	Administrator Assigned	Administrator 2/7/2023		
4510	Request 4510 Request for Financials Cloud created by Administrator .	Financials Cloud	Interactive	Draft Submit	0	0	1	Administrator Assigned	Administrator 2/7/2023		
4509	要求4509 Company Maintenanceに対する要求が Administratorによって作成されました。	Company Maintenance	Interactive	Draft Submit	1	2	2	Administrator Assigned	Administrator 2/7/2023		
4505	Request 4505 Request for Master_ViewPoint created by Administrator .	Master_ViewPoint	Interactive	Completed Closed	2	0	0	Administrator Submitted	Administrator 2/4/2023		
4504	Request 4504 Request for FCCS Application created by Administrator .	FCCS Application	Interactive	Completed Closed	1	0	0	Administrator Submitted	Administrator 2/4/2023		
4503	Request 4503 Request for FCCS Application created by Administrator .	FCCS Application	Interactive	Draft Submit	0	0	5	Administrator Assigned	Administrator 2/4/2023		
4502	Request 4502 Request for FCCS Application created by Administrator .	FCCS Application	Interactive	Completed Closed	1	0	0	Administrator Submitted	Administrator 2/4/2023		

On time frame filter, select the value as All Period to display all requests created till now.

Step 5

The screenshot shows the Oracle Enterprise Data Management Cloud interface. At the top, there is a navigation bar with icons for Views, Requests, Applications, Node Sets, Properties, Lookup Sets, Connections, Reports, Audit, and Academy. Below this is the 'Request Activity' section, which contains a table of requests. A tooltip is overlaid on the table, pointing to the 'Status' and 'Stage' columns, with the text: 'Provide values for Status and Stage filter as appropriate.' The tooltip has 'Close', 'Back', and 'Next' buttons. The table lists 18 requests with columns for Request ID, View, Request Type, Status, Stage, Owner, My Activity, Time Frame, Request Issues, Age (In Days), Owner, Modified, and Actions.

Request ID	View	Request Type	Status	Stage	Owner	My Activity	Time Frame	Request Issues	Age (In Days)	Owner	Modified	Actions
4516	Account Maintenance	Interactive	Draft Submit		Administrator Assigned		Last 30 Days	0	0	Administrator Assigned	2/9/2023	
4513	Financials Cloud	Interactive	In Flight Approve		Administrator Submitted			1	0	Administrator Submitted	2/7/2023	
4512	Financials Cloud	Interactive	In Flight Approve		Administrator Submitted			1	0	Administrator Submitted	2/7/2023	
4511	Financials Cloud	Interactive	Draft Submit		Administrator Assigned			1	0	Administrator Assigned	2/9/2023	
4510	Financials Cloud	Interactive	Draft Submit		Administrator Assigned			0	0	Administrator Assigned	2/7/2023	
4509	Company Maintenance	Interactive	Draft Submit		Administrator Assigned			1	2	Administrator Assigned	2/7/2023	
4505	Master_ViewPoint	Interactive	Completed Closed		Administrator Submitted			2	0	Administrator Submitted	2/4/2023	
4504	FCCS Application	Interactive	Completed Closed		Administrator Submitted			1	0	Administrator Submitted	2/4/2023	
4503	FCCS Application	Interactive	Draft Submit		Administrator Assigned			0	0	Administrator Assigned	2/4/2023	
4502	FCCS Application	Interactive	Completed Closed		Administrator Submitted			1	0	Administrator Submitted	2/4/2023	

Provide values for **Status** and **Stage** filter as appropriate.

Step 6

The screenshot shows the Oracle Enterprise Data Management Cloud interface, similar to Step 5. The 'Request Activity' table is visible. A tooltip is overlaid on the table, pointing to the 'Refresh' button, with the text: 'Select Refresh.' The tooltip has 'Close' and 'Back' buttons. The table content is identical to the one in Step 5.

Select **Refresh**.

Step 7

Request Activity

Select the request record which you want to inspect, then select **Inspect** from the ellipsis drop down in the **Actions** column.

Request ID	Title and Description	View	Request Type	Status and Stage	Items	Request Issues	Age (In Days)	Owner	Modified	Actions
4516	Request 4516 Request for Account Maintenance created by Administrator .	Account Maintenance	Interactive	Draft Submit	0	0	0	Administrator Assigned	Administrator 2/9/2023	[Actions]
4513	Request 4513 Request for Financials Cloud created by Administrator .	Financials Cloud	Interactive	In Flight Approve	1	0	1	Administrator Submitted	Administrator 2/7/2023	[Actions]
4512	Request 4512 Request for Financials Cloud created by Administrator .	Financials Cloud	Interactive	In Flight Approve	1	0	1	Administrator Submitted	Administrator 2/7/2023	[Actions]
4511	Request 4511 Request for Financials Cloud created by Administrator .	Financials Cloud	Interactive	Draft Submit	1	0	1	Administrator Assigned	Administrator 2/7/2023	[Actions]
4510	Request 4510 Request for Financials Cloud created by Administrator .	Financials Cloud	Interactive	Draft Submit	0	0	1	Administrator Assigned	Administrator 2/7/2023	[Actions]
4509	要求4509 Company Maintenanceに対する要求が Administratorによって作成されました。	Company Maintenance	Interactive	Draft Submit	1	2	2	Administrator Assigned	Administrator 2/7/2023	[Actions]
4505	Request 4505 Request for Master_ViewPoint created by Administrator .	Master_ViewPoint	Interactive	Completed Closed	2	0	0	Administrator Submitted	Administrator 2/7/2023	[Actions]
4504	Request 4504 Request for FCCS Application created by Administrator .	FCCS Application	Interactive	Completed Closed	1	0	0	Administrator Submitted	Administrator 2/4/2023	[Actions]
4503	Request 4503 Request for FCCS Application created by Administrator .	FCCS Application	Interactive	Draft Submit	0	0	5	Administrator Assigned	Administrator 2/4/2023	[Actions]
4502	Request 4502 Request for FCCS Application created by Administrator .	FCCS Application	Interactive	Completed Closed	1	0	0	Administrator Submitted	Administrator 2/4/2023	[Actions]

Select the request record which you want to inspect, then select **Inspect** from the ellipsis drop down in the **Actions** column where you can also **Delete** a request.

Step 8

Request 4516 request

Select the different tabs to view the details of the request including **Comments, Items, Attachments** and **Approvals**, then select **Close**.

Summary Details Comments Attachments Workflow History Lineage

ID 4516
Title Request 4516
Description Request for Account Maintenance created by Administrator .

View Account Maintenance
Request Type Interactive
Status Draft
Stage Submit

0 Items 0 Days Old 0 Request Issues

Owner Administrator Assigned
Created Administrator Today at 3:20 AM
Modified Administrator Today at 3:20 AM

Select the different tabs to view the details of the request including **Comments and Attachments**, then select **Next**.

Step 9

ORACLE Enterprise Data Management Cloud Administrator

Views Requests Applications Node Types Hierarchy Sets Node Sets Properties Lookup Sets Connections Reports Audit Academy

Request Activity

Consolidate Requests Delete Requests

Request ID	View	Request Type	Status	Stage	Owner	My Activity	Time Frame				
All	All	All	All	All	All	All	Last 30 Days				
Request ID	Title and Description	View	Request Type	Status and Stage	Items	Request Issues	Age (In Days)	Owner	Modified	Actions	
4515	Request 4515 Request for Financials Cloud created by Administrator...	Financials Cloud	In Flight	1	0	1	Administrator Submitted 2/7/2023				
4512	Request 4512 Request for Financials Cloud created by Administrator...	Financials Cloud	Submitted	1	0	1	Administrator Submitted 2/7/2023				
4511	Request 4511 Request for Financials Cloud created by Administrator...	Financials Cloud	Assigned	1	0	1	Administrator Assigned 2/7/2023				
4510	Request 4510 Request for Financials Cloud created by Administrator...	Financials Cloud	Interactive Draft Submit	0	0	1	Administrator Assigned 2/7/2023				
4509	要求4509 Company Maintenanceに対する要求が Administratorによって作成されました。	Company Maintenance	Interactive Draft Submit	1	2	2	Administrator Assigned 2/7/2023				
4505	Request 4505 Request for Master_ViewPoint created by Administrator...	Master_ViewPoint	Interactive Completed Closed	2	0	0	Administrator Submitted 2/4/2023				
4504	Request 4504 Request for FCCS Application created by Administrator...	FCCS Application	Interactive Completed Closed	1	0	0	Administrator Submitted 2/4/2023				
4503	Request 4503 Request for FCCS Application created by Administrator...	FCCS Application	Interactive Draft Submit	0	0	5	Administrator Assigned 2/4/2023				
4502	Request 4502 Request for FCCS Application created by Administrator...	FCCS Application	Interactive Completed Closed	1	0	0	Administrator Submitted 2/4/2023				
4501	Request 4501 Request for FCCS Application created by Administrator...	FCCS Application	Interactive Completed Closed	1	0	0	Administrator Submitted 2/4/2023				

This completes the guide.

Done

This completes the guide.