

# 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.



Select Requests.

≡ 0	DRACLE E	nterprise Data Managemer	nt Cloud											Administrator 🔻
		Views	Requests	SS Applications	心 Node Types	संस्कर Hierarchy Se	On the Request Act provide the values i filter criteria.	vity page, n the various ool	}□ □< kup Sets	G-Connections F	Reports	ffa Audit /	[ ] Academy	
Rec	uest Activi	ty					Close	Next					Consolidate Requests	Delete Requests
Req	uest ID	View All	Request Type All	Status All		Stage All	Owner All	My Activit All	у	Time Frame Last 30 Days				S
Q	± <b>-</b>													18 Requests
	Request ID	Title and Description			Vi	ew	Request T	ype Status and Stag	ge Items	Request Issues	Age (In Days)	Owner	Modified	Actions
	4516	Request 4516 Request for Account Mainter	nance created by Admir	listrator .	A	count Maintenar	nce Interactive	Draft Submit	0	0	0	Administ Assigned	rator Administrat 2/9/2023	or
	4513	Request 4513 Request for Financials Cloud	created by Administrat	or:3	Fi	nancials Cloud	Interactive	In Flight Approve	1	0	1	Administ Submitted	rator Administrat	or
	4512	Request 4512 Request for Financials Cloud	created by Administrat	or:	Fi	nancials Cloud	Interactive	In Flight Approve	1	0	1	Administ Submitted	rator Administrat 2/7/2023	or
	4511	Request 4511 Request for Financials Cloud	created by Administrat	or .	Fi	nancials Cloud	Interactive	Draft Submit	1	0	1	Administ Assigned	rator Administrat 2/7/2023	or
	4510	Request 4510 Request for Financials Cloud	created by Administrat	or .	Fi	nancials Cloud	Interactive	Draft Submit	0	0	1	Administ Assigned	rator Administrat 2/7/2023	or
	4509	要求4509 Company Maintenanceに対す	Fる要求が Administrate	wによって作成されまし		ompany Maintena	ance Interactive	Draft Submit	1	2	2	Administ Assigned	rator Administrat 2/7/2023	or
	4505	Request 4505 Request for Master_ViewPoir	nt created by Administr	stor .	м	aster_ViewPoint	Interactive	Completed Closed	2	0	0	Administ Submitted	rator Administrat 2/4/2023	or
	4504	Request 4504 Request for FCCS Application	n created by Administra	tor .	FO	CCS Application	Interactive	Completed Closed	1	0	0	Administ Submitted	rator Administrat 2/4/2023	or
	4503	Request 4503 Request for FCCS Application	n created by Administra	tor .	FO	CCS Application	Interactive	Draft Submit	0	0	5	Administ Assigned	rator Administrat 2/4/2023	or
	4502	Request 4502 Request for FCCS Application	n created by Administra	tor.	FO	CCS Application	Interactive	Completed Closed	1	0	0	Administ Submitted	rator Administrat 2/4/2023	or

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

St	ep 4														
≡ 0	RACLE E	nterprise Data Managemen	it Cloud											۵	Administrator 🔻
		Views	Requests	Applications	ہے۔ Node Types	स्टें Hierarchy Sets	Node Sets	Properties	} □ □ < Lookup Sets	Connections	Reports	∏a Audit	► Academy		
Reque	est Activit	ty View	Request Type	Status All		Stage	Owner All	My	Activity	Time Frame	0	On tim the val display	ne frame filter, select lue as <b>All</b> Period to y all requests created	Vequests D	elete Requests
Q 2	Request ID	Title and Description		Phil	V	ew	Request T	ype Status a	nd Stage Ite	ms Request Iss	ues Age (In Day	5	**	ified	18 Requests Actions
	4516	Request 4516 Request for Account Mainten	ance created by Admir	histrator .	A	count Maintenance	Interactive	e Draft Submit		0	0	o 🦸	Administrator Assigned	Administrator 2/9/2023	Â
	4513	Request 4513 Request for Financials Cloud o	created by Administrat	tor .	Fi	nancials Cloud	Interactive	e In Flight Approve		1	0	1	Administrator Submitted	Administrator 2/7/2023	
	4512	Request 4512 Request for Financials Cloud o	created by Administrat	or.	Fi	nancials Cloud	Interactive	e In Flight Approve		1	0	1	Administrator Submitted	Administrator 2/7/2023	
	4511	Request 4511 Request for Financials Cloud o	created by Administrat	lor .	Fi	nancials Cloud	Interactive	e Draft Submit		1	0	1	Administrator Assigned	Administrator 2/7/2023	
	4510	Request 4510 Request for Financials Cloud o	created by Administrat	tor .	FI	nancials Cloud	Interactive	e Draft Submit		0	0	1	Administrator Assigned	Administrator 2/7/2023	
	4509	要求4509 Company Maintenanceに対す	る要求が Administrate	or(こよって作成されま	Lite, C	ompany Maintenance	Interactive	e Draft Submit		1	2	2	Administrator Assigned	Administrator 2/7/2023	_
	4505	Request 4505 Request for Master_ViewPoint	it created by Administr	ator .	м	aster_ViewPoint	Interactive	e Comple Closed	ted	2	0	o 🚺	Administrator Submitted	Administrator 2/4/2023	
	4504	Request 4504 Request for FCCS Application	created by Administra	itor .	F	CCS Application	Interactive	e Comple Closed	ted	τ	0	0	Administrator Submitted	Administrator 2/4/2023	
	4503	Request 4503 Request for FCCS Application	created by Administra	itor .	F	CCS Application	Interactive	e Draft Submit		0	0	5	Administrator Assigned	Administrator 2/4/2023	
	4502	Request 4502 Request for FCCS Application	created by Administra	itor:	F	CS Application	Interactive	e Comple Closed	ted	1	0	o 🦸	Administrator Submitted	Administrator 2/4/2023	

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

≡ (	ORACLE E	nterprise Data Managemen	t Cloud												۵	Administrator 🔻
				\$\$S	x	ћ <u>Ф</u>	000		장			8	ß	P		
		Views	Requests	Applicati	Provide val Stage filter	lues for <b>Status</b> and r as appropriate.	Node Sets Pr	operties	Lookup Set	s (	Connections R	eports	Audit	Academ	Ŋ	
Rec	quest Activi	ty			Close	Back Next								Con	solidate Requests	Delete Requests
Req	uest ID	View All	Request Type All	S A	atus 1	Stage All	Owner All	M	y Activity		Time Frame Last 30 Days					3
Q	± <b>-</b>															18 Requests
	Request ID	Title and Description				View	Request Type	Status	and Stage	ltems	Request Issues	Age (In Days	Ow	ner	Modified	Actions
	4516	Request 4516 Request for Account Maintena	ance created by Admir	histrator .		Account Maintenance	Interactive	Draft Submit		0	0		o 🦸	Administrator Assigned	Administrator 2/9/2023	Î
	4513	Request 4513 Request for Financials Cloud of	created by Administrat	or .		Financials Cloud	Interactive	In Fligh Approve	nt.	1	0		1	Administrator Submitted	Administrator 2/7/2023	
	4512	Request 4512 Request for Financials Cloud o	reated by Administrat	lor .		Financials Cloud	Interactive	In Fligh	it	1	o		1	Administrator Submitted	Administrator 2/7/2023	
	4511	Request 4511 Request for Financials Cloud o	reated by Administrat	lor .		Financials Cloud	Interactive	Draft Submit		1	0		1	Administrator Assigned	Administrator 2/7/2023	
	4510	Request 4510 Request for Financials Cloud o	reated by Administrat	or .		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 Administrate	or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	t created by Administr	ator .		Master_ViewPoint	Interactive	Compl Closed	eted	2	0		o 🦸	Administrator Submitted	Administrator 2/4/2023	
	4504	Request 4504 Request for FCCS Application	created by Administra	itor .		FCCS Application	Interactive	Compl Closed	eted	1	0		o 🦸	Administrator Submitted	Administrator 2/4/2023	
	4503	Request 4503 Request for FCCS Application	created by Administra	itor .		FCCS Application	Interactive	Draft Submit		0	0		5	Administrator Assigned	Administrator 2/4/2023	
	4502	Request 4502 Request for FCCS Application	created by Administra	itor.		FCCS Application	Interactive	Comple Closed	eted	1	٥		o 🛐	Administrator Submitted	Administrator 2/4/2023	

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

St	ep 6														
≣ ⊂	RACLE	nterprise Data Managemen	nt Cloud												Administrator 🔻
		Views	Requests	Applications	-O- Node Types	स्टें Hierarchy Sets	Node Sets	Properties	}□ □< Lookup Sets	Connections	Reports	☐ Audit	Academy		
Requ	iest Activi	ty											Consol	Select Refresh.	Jests
All	est ID	View All	Request Type All	Status All		Stage All	Owner All	My	Activity	Time Frame Last 30 Days				Close	Back
α,	Request ID	Title and Description			Vi	ew	Request Ty	ype Status a	nd Stage Ite	ems Request Issue	s Age (In Day	) Own	er	Modified	Actions
	4516	Request 4516 Request for Account Mainten	ance created by Admir	histrator.	Ac	count Maintenance	Interactive	Draft Submit		0	0	o <b>N</b>	Administrator Assigned	Administrator 2/9/2023	*
	4513	Request 4513 Request for Financials Cloud	created by Administrat	or .	Fi	nancials Cloud	Interactive	In Flight Approve		1	0	1	Administrator Submitted	Administrator 2/7/2023	
	4512	Request 4512 Request for Financials Cloud	created by Administrat	bor :	Fi	nancials Cloud	Interactive	In Flight Approve		1	0	1	Administrator Submitted	Administrator 2/7/2023	
	4511	Request 4511 Request for Financials Cloud	created by Administrat	lor .	Fi	nancials Cloud	Interactive	Draft Submit		1	0	1	Administrator Assigned	Administrator 2/7/2023	
	4510	Request 4510 Request for Financials Cloud	created by Administrat	or.	Fi	nancials 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 Administrati	orによって作成されまし	ite. Co	ompany Maintenance	Interactive	Draft Submit		1	2	2	Administrator Assigned	Administrator 2/7/2023	
	4505	Request 4505 Request for Master_ViewPoin	it created by Administr	ator .	м	aster_ViewPoint	Interactive	Complet Closed	ed	2	0	0	Administrator Submitted	Administrator 2/4/2023	
	4504	Request 4504 Request for FCCS Application	created by Administra	itor .	FC	CCS Application	Interactive	Complet Closed	ed	1	0	0	Administrator Submitted	Administrator 2/4/2023	
	4503	Request 4503 Request for FCCS Application	a created by Administra	itor .	FC	CCS Application	Interactive	Draft Submit		0	0	5	Administrator Assigned	Administrator 2/4/2023	
	4502	Request 4502 Request for FCCS Application	created by Administra	itor:	FC	CS Application	Interactive	Complet Closed	ed	1	0	o 🕥	Administrator Submitted	Administrator 2/4/2023	

#### Select Refresh.

≡ 9	ORACLE E	nterprise Data Managemer	nt Cloud												۵	Administrator 🔻
		88		\$\$\$	¢				50			8	Æ	P		
		Views	Requests	Applications	Node Types	Hierarchy Sets	Node Sets	Propertie	s Lookup	Sets	Connections F	eports	Audit	Academy		
Re	quest Activi	ty			Select the want to in from the Actions of	e request record hspect, then sele ellipsis drop dov column.	which you ect <b>Inspect</b> vn in the							Conso	idate Requests	Delete Requests
All	quest ID	View All	Request Type All	Status All	Close		Back		My Activity All		Time Frame Last 30 Days					S
Q	• •					$\sim$										18 Requests
	Request ID	Title and Description			View	r	Request	Type Sta	atus and Stage	Items	Request Issues	Age (In Days)	Own	er	Modified	Actions
	4516	Request 4516 Request for Account Mainter	ance created by Admir	elstrator .	Acco	ount Maintenance	Interacti	ve Dr. Sul	aft bmit	0	0		<b>n</b>	Administrator Assigned	Administrate 2/9/2023	pr 🔺
	4513	Request 4513 Request for Financials Cloud	created by Administrat	or	Fina	ncials Cloud	Interacti	ve In Ap	Flight prove	1	0		1	Administrator Submitted	Administrato 2/7/2023	or
	4512	Request 4512 Request for Financials Cloud	created by Administrat	ar::	Fina	ncials Cloud	Interacti	ve In Ap	Flight prove	1	0		1	Administrator Submitted	Administrate 2/7/2023	or
	4511	Request 4511 Request for Financials Cloud	created by Administrat	or .	Fina	ncials Cloud	Interacti	ve Dr. Sul	aft bmit	1	0		1	Administrator Assigned	Administrate	or
	4510	Request 4510 Request for Financials Cloud	created by Administrat	or .	Fina	ncials Cloud	Interacti	ve Dr. Sul	aft bmlt	0	0		1	Administrator Assigned	Administrato	эг
	4509	要求4509 Company Maintenanceに対す	Fる要求が Administrate	w(こよって作成されまし?	c. Com	npany Maintenanc	e Interacti	ve Dr. Sul	aft omit	1	2		2	Administrator Assigned	Administrato 2/7/2023	or
	4505	Request 4505 Request for Master_ViewPoir	nt created by Administr	stor .	Mas	ter_ViewPoint	Interacti	ve Co	mpleted sed	2	0		<b>n</b>	Administrator Submitted	Administrate 2/4/2023	or.
	4504	Request 4504 Request for FCCS Application	n created by Administra	tor .	FCC	S Application	Interacti	ve Co Clo	mpleted	R	0		<b>n</b>	Administrator Submitted	Administrato 2/4/2023	or
	4503	Request 4503 Request for FCCS Application	n created by Administra	tor .	FCC	S Application	Interacti	ve Dr. Sul	aft bmit	0	0		5	Administrator Assigned	Administrato 2/4/2023	or
	4502	Request 4502 Request for FCCS Application	n created by Administra	tor.	FCC	S Application	Interacti	ve Co Clo	mpleted sed	1	Q		n n	Administrator Submitted	Administrate 2/4/2023	or.

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					
ORACLE Enterprise Data Management Cloud				۵	Administrator 🔻
Request 4516 request Draft				٥	Close
Summary Details Comments Attachments Workflow History Lineage   R ID 4516 Title Request 4516   R Description Request for Account Maintenance created by Administrator.   C View Account Maintenance   Request Type Interactive   Status Draft Status Draft	Select the different tabs to view the details of the request including Comments, Items, Attechments and Approvals, then select Close.	Oviner Administrator Assigned Creater Administrator Today et 320 AM Modified Administrator Today et 320 AM			3 sts
Stage Submit					
K > LL Request 4516 Hodd2 Request for FCCS Application created by Administrator.	n	ı	U Submitted	2/4/2023	

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

		iterprise Data Manageme	nt Cloud													6	I Administrate
				\$\$S	Ŷ				않					ſ	Þ		
		Views	Requests	Applications	Node Types	Hierarchy Sets	Node Sets	Properties	Lookup Si	ets (	Connections	Reports		Audit	Academy		
qu	est Activit	У													Conso	lidate Requests	Delete Reques
eques	t ID	View All	Request Type All	Status All		Stage All	Owner All	0	My Activity		Time Frame Last 30 Days						
÷	+																17 Regu
	Request ID	Title and Description			v	éW	Request Typ	be Statu	s and Stage	Items	Request Issues	Age (	In Days)	Owner		Modified	Action
	4513	Request 4513 Request for Financials Cloud	d created by Administrate	х.	F	nancials Cloud	Interactive	In Fli	ght	1	5	D	1	Admi Submi	nistrator tted	Administra 2/7/2023	tor
	4512	Request 4512 Request for Financials Cloud	d created by Administrate	x.S	F	nancials Cloud	This completes t	he guide.	nt 2	1	13	D	1	Admi Submi	nistrator tted	Administra 2/7/2023	tor
	4511	Request 4511 Request for Financials Cloud	d created by Administrate	x ::	F	nancials Cloud		Done		1		D	1	Admi Assign	nistrator ied	Administra 2/7/2023	tor
	4510	Request 4510 Request for Financials Cloud	d created by Administrate	к.	F	nancials Cloud	Interactive	Draft Subm	it	0	0	D	1	Admi Assign	nistrator ied	Administra 2/7/2023	tor
	4509	要求4509 Company Maintenanceに対	する要求が Administrato	によって作成されまし	<sub>7to</sub> C	ompany Maintenance	Interactive	Draft Subm	t	1		2	2	Admi Assign	nistrator ed	Administra 2/7/2023	tor
	4505	Request 4505 Request for Master_ViewPol	int created by Administra	tor.	N	aster_ViewPoint	Interactive	Com	pleted i	2	10	D	0	Admi Submi	nistrator tted	Administra 2/4/2023	tor
	4504	Request 4504 Request for FCCS Applicatio	n created by Administrat	or.	F	CCS Application	Interactive	Com	oleted	1	3	D	9	Admi Submi	nistrator tted	Administra 2/4/2023	tor
	4503	Request 4503 Request for FCCS Applicatio	n created by Administrat	or.	F	CCS Application	Interactive	Draft Subm	it	0	12	0	5	Admi Assign	nistrator led	Administra 2/4/2023	tor
	4502	Request 4502 Request for FCCS Applicatio	in created by Administrat	or.	F	CCS Application	Interactive	Com	bleted	1	15	D	ō	Admi Submi	nistrator tted	Administra 2/4/2023	tor
		Request 4501						Com	alatad					Admi	nistrator	Administra	tor

This completes the guide.