

Creating a Flex 1 Child or Sibling Node

Step 1

Welcome to Oracle Guided Learning!

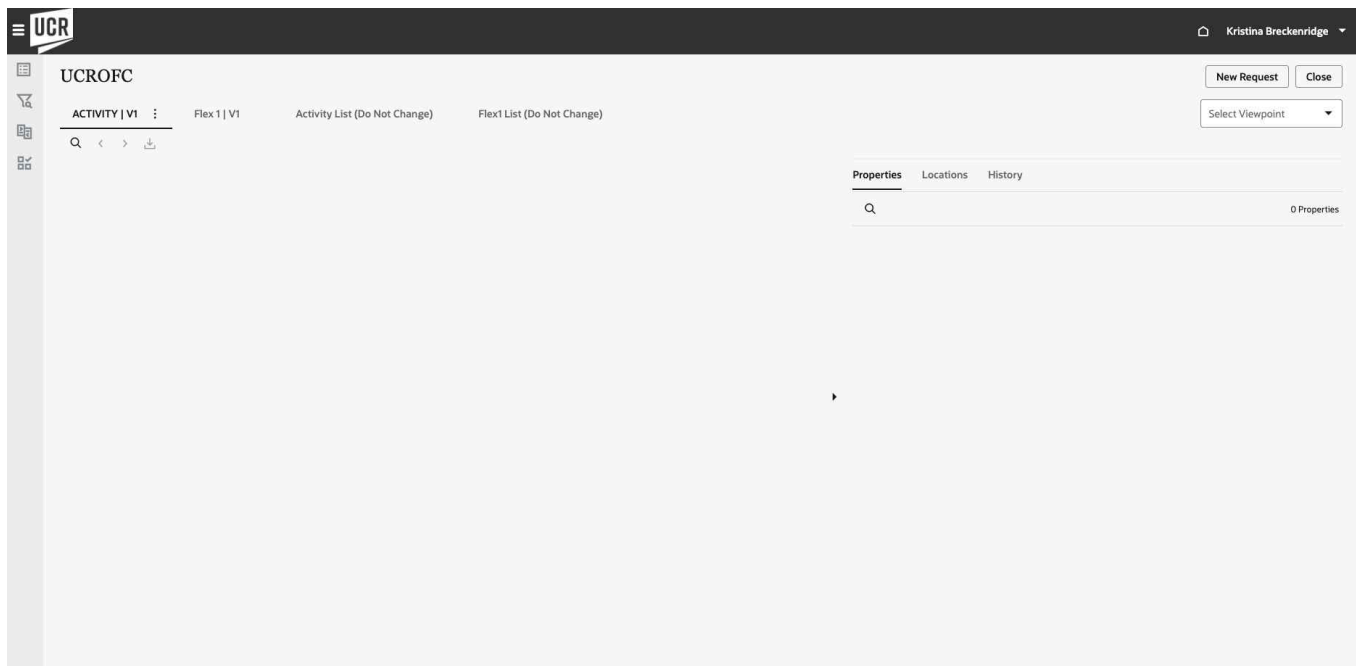
Make sure you select the NEXT button to continue and do not edit any values but instead follow through the guide.

Let's get started!

Step 2

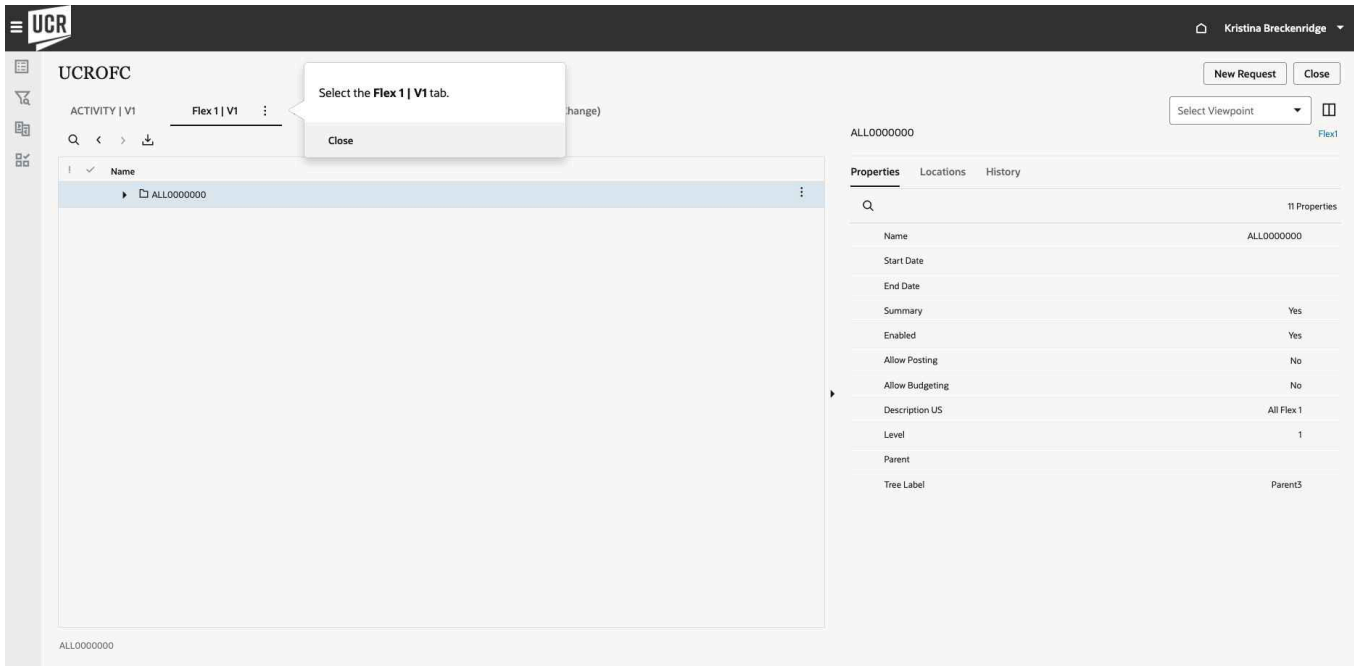
Select the **Views** card.

Step 3



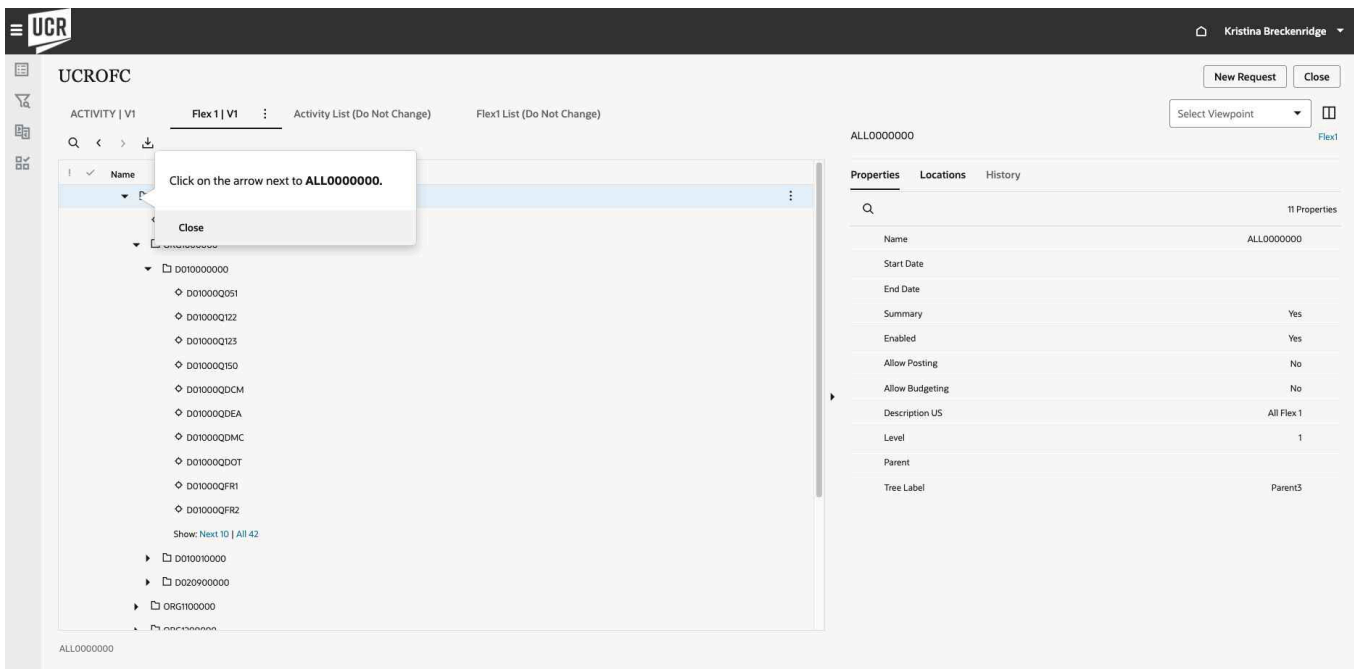
Click the **UCROFC** link. You should only click this link when operating in *Oracle COA Management*.

Step 4



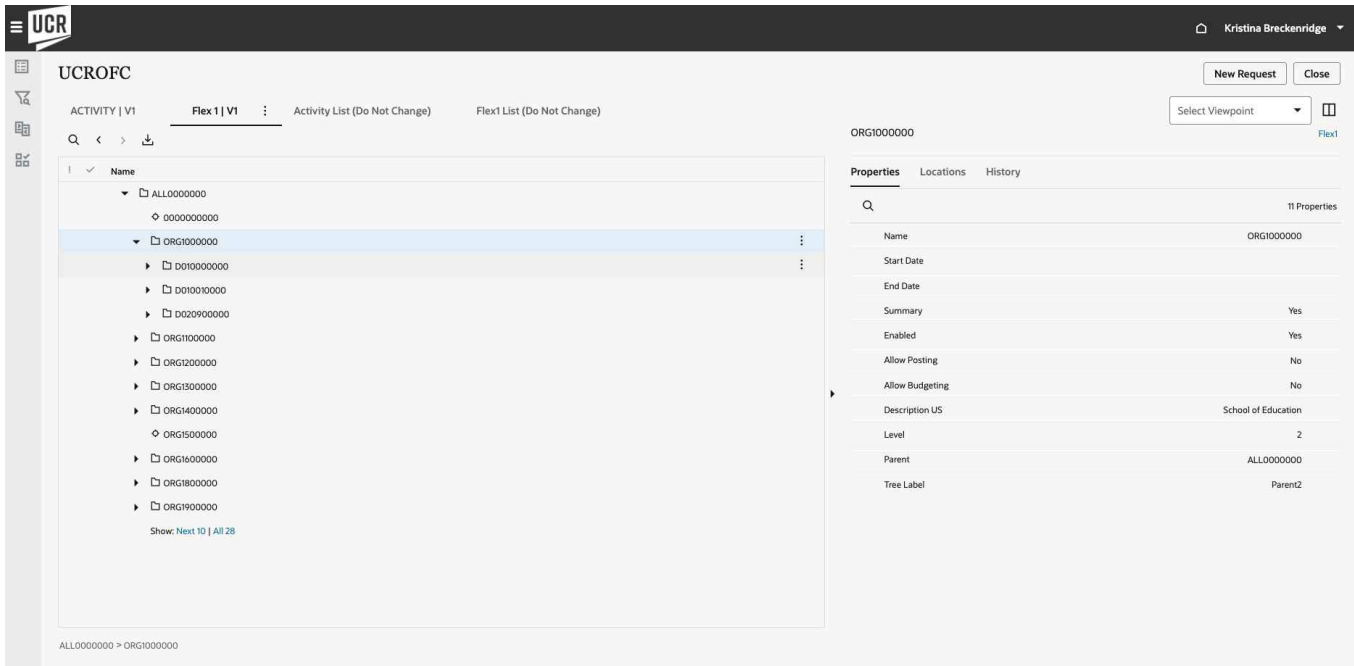
Select the **Flex 1 | V1** tab.

Step 5



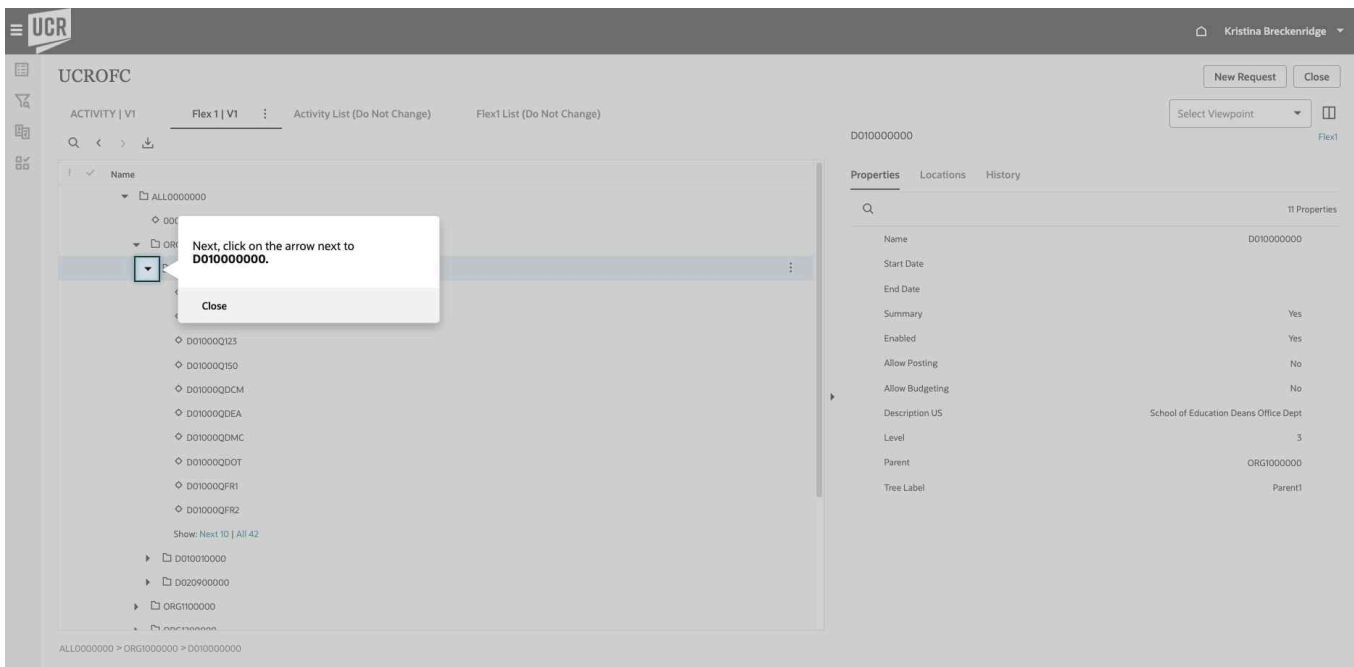
Click on the arrow next to **ALL0000000**.

Step 6



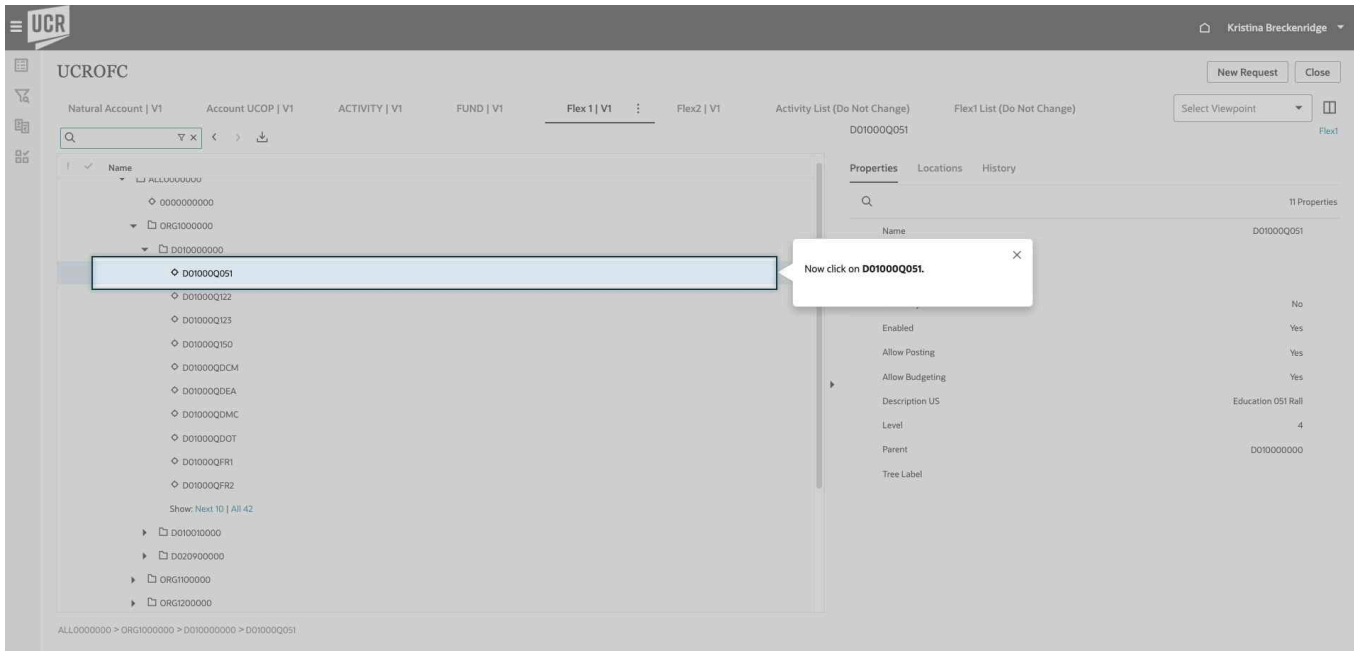
Next, select the arrow next to **ORG1000000**.

Step 7



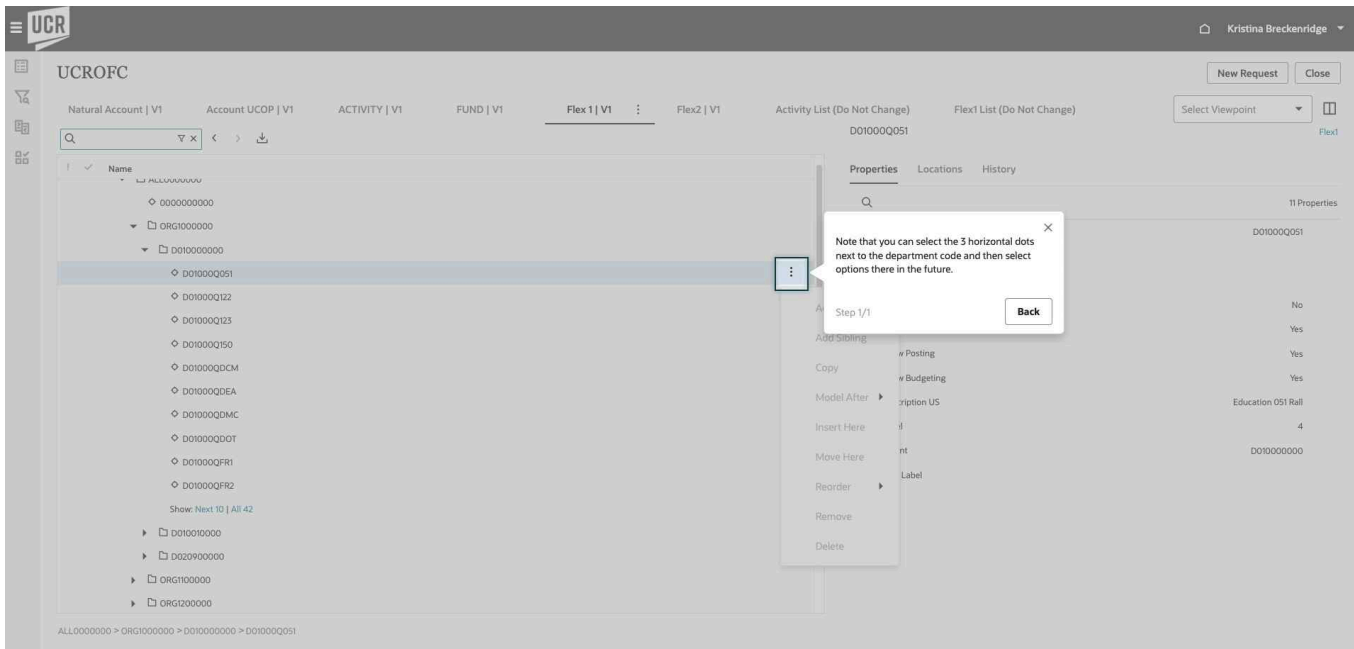
Next, click on the arrow next to **D01000000**.

Step 8



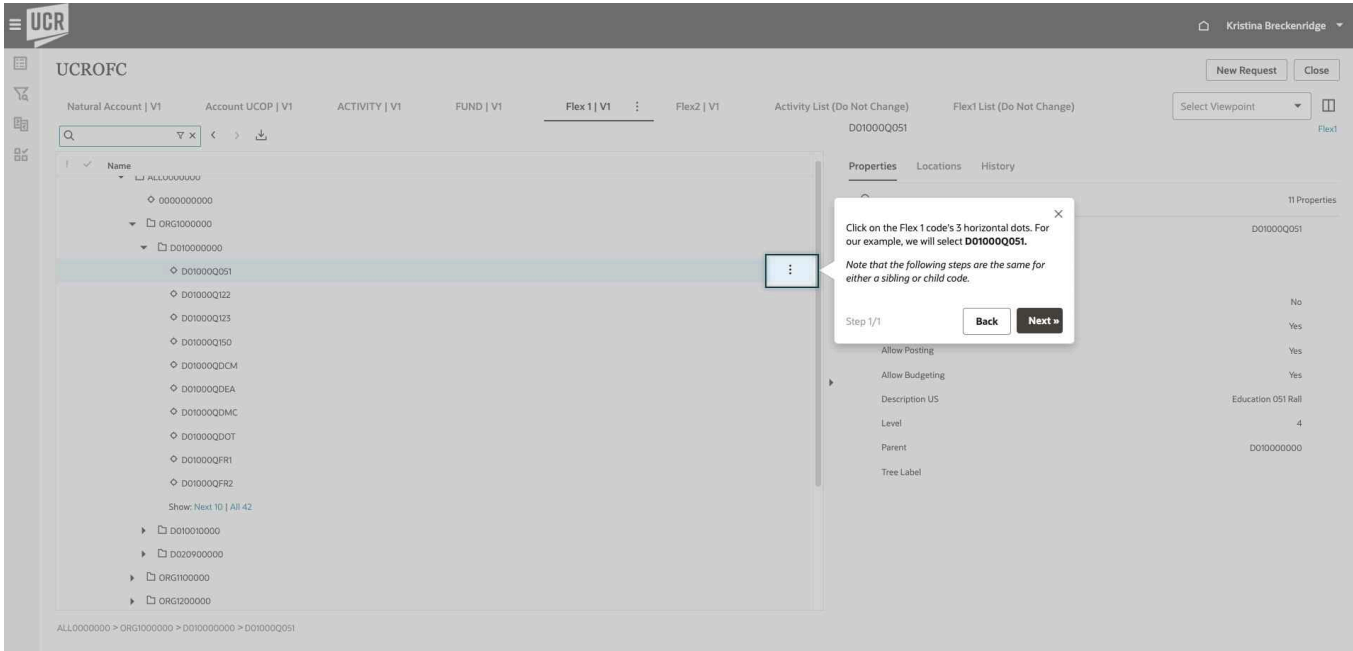
Now click on **D01000Q051**.

Step 9



Note that you can select the 3 horizontal dots next to the department code and then select options there in the future.

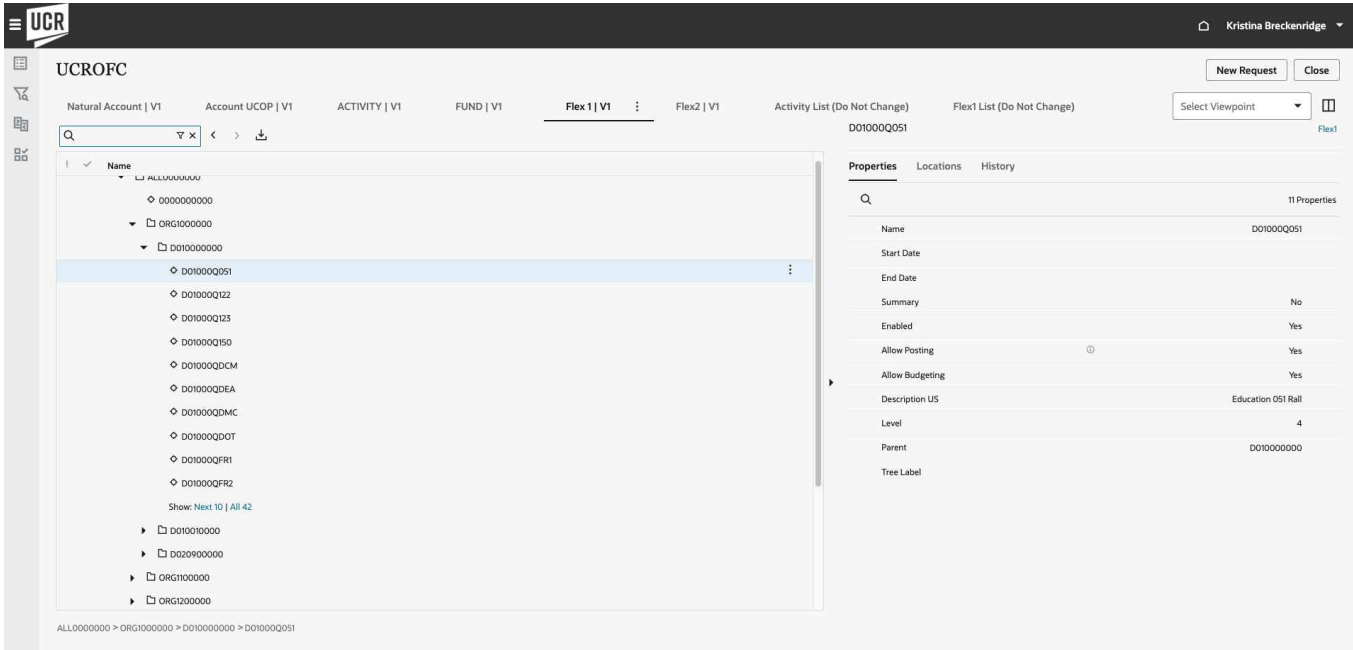
Step 10



Click on the Flex 1 code's 3 horizontal dots. For our example, we will select **D01000Q051**.

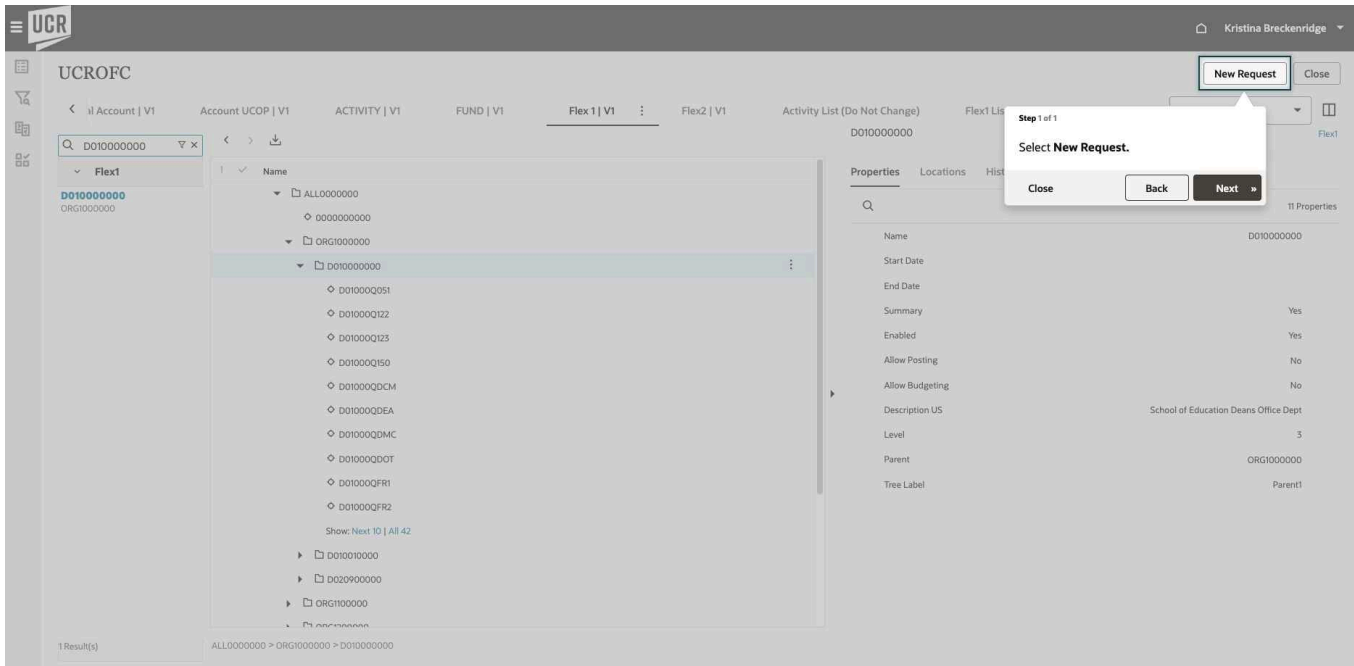
Note that the following steps are the same for either a sibling or child code.

Step 11



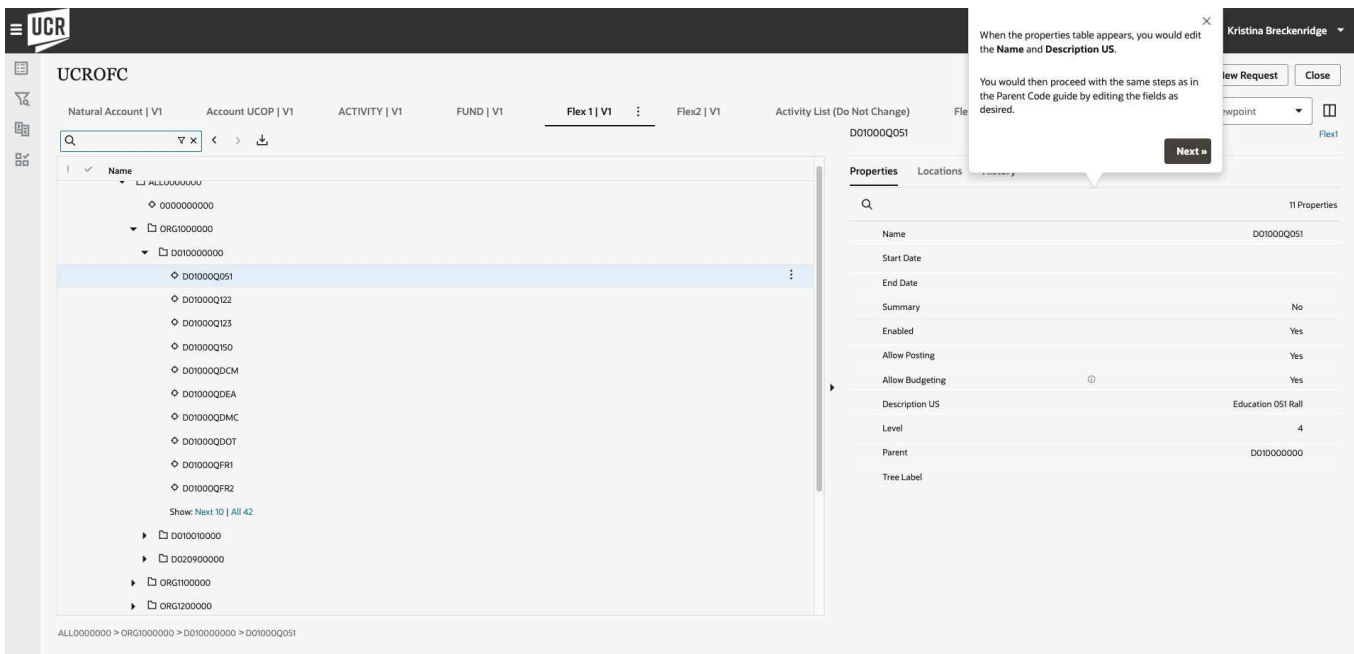
Now you would click on **Add Sibling or Add Child**.

Step 12



Select **New Request**.

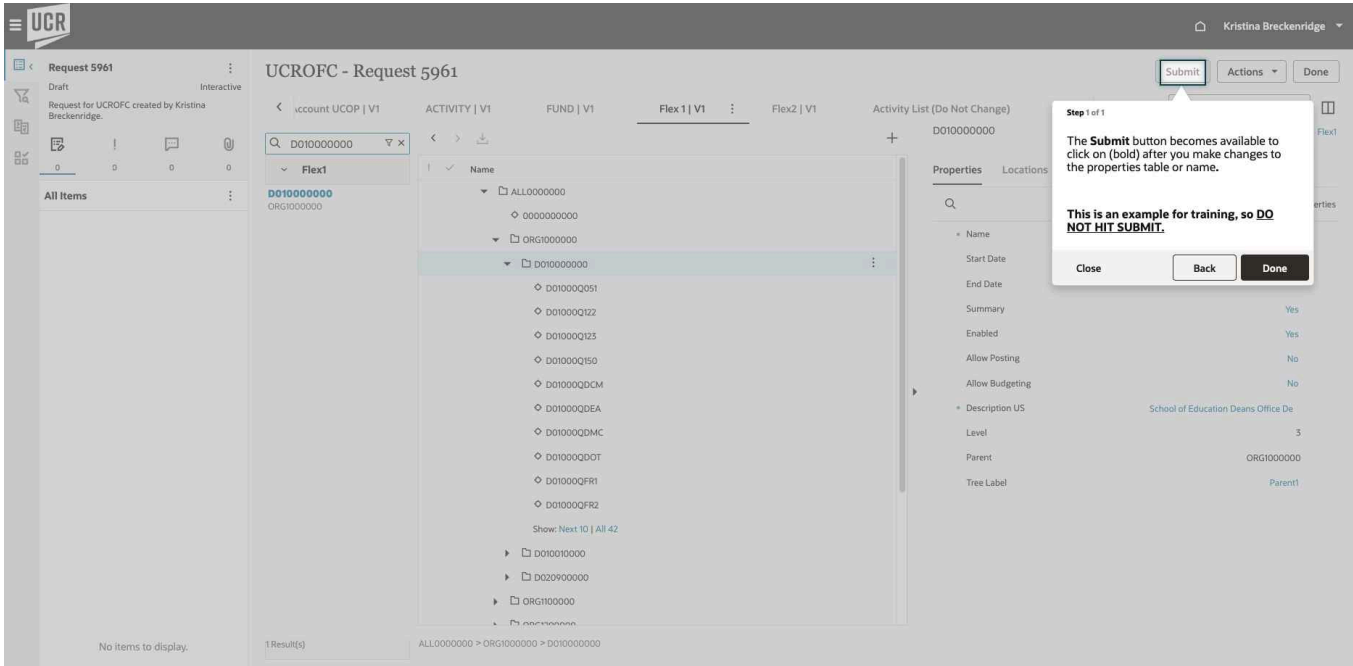
Step 13



When the properties table appears, you would edit the **Name** and **Description US**.

You would then proceed with the same steps as in the Parent Code guide by editing the fields as desired.

Step 14



The **Submit** button becomes available to click on (bold) after you make changes to the properties table or name.

Step 15

Thank you for completing this Oracle Guided Learning Tutorial!