Activity Node Modification Request

Step 1
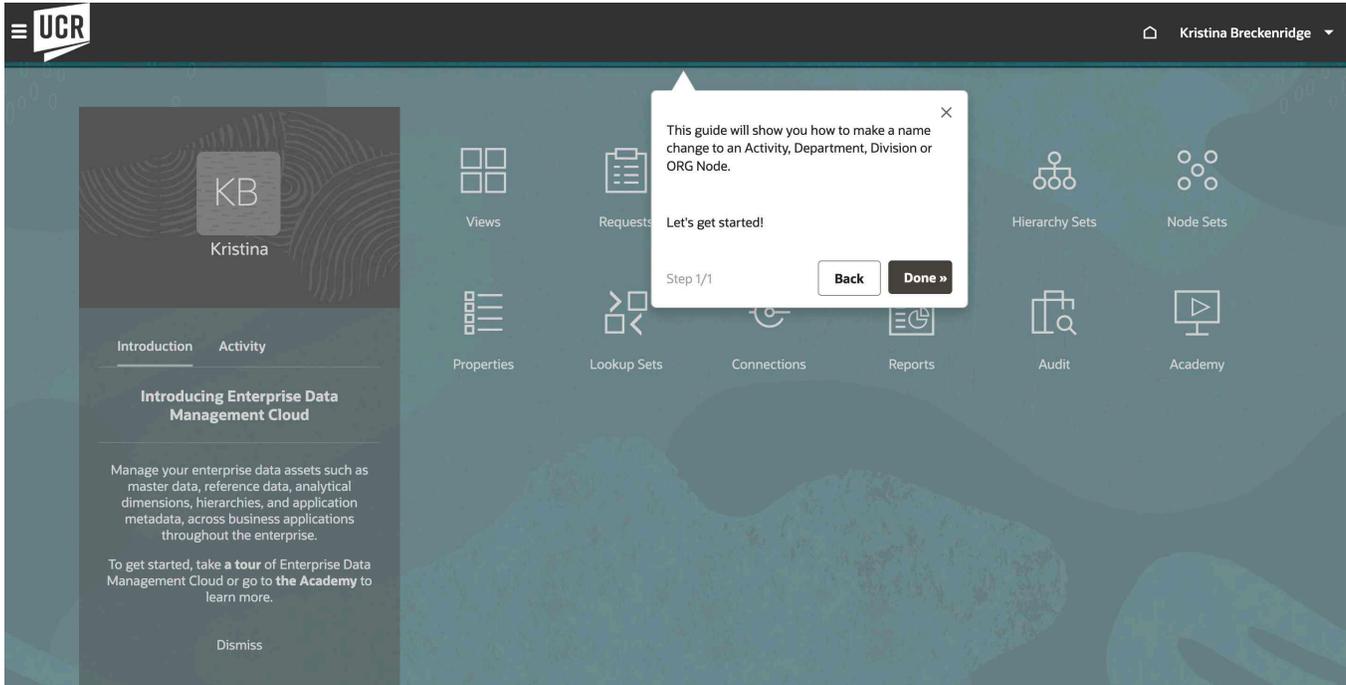
Welcome! This guide will show you how to make a name change to an Activity, Department, Division or ORG.

Let's get started!

Step 2
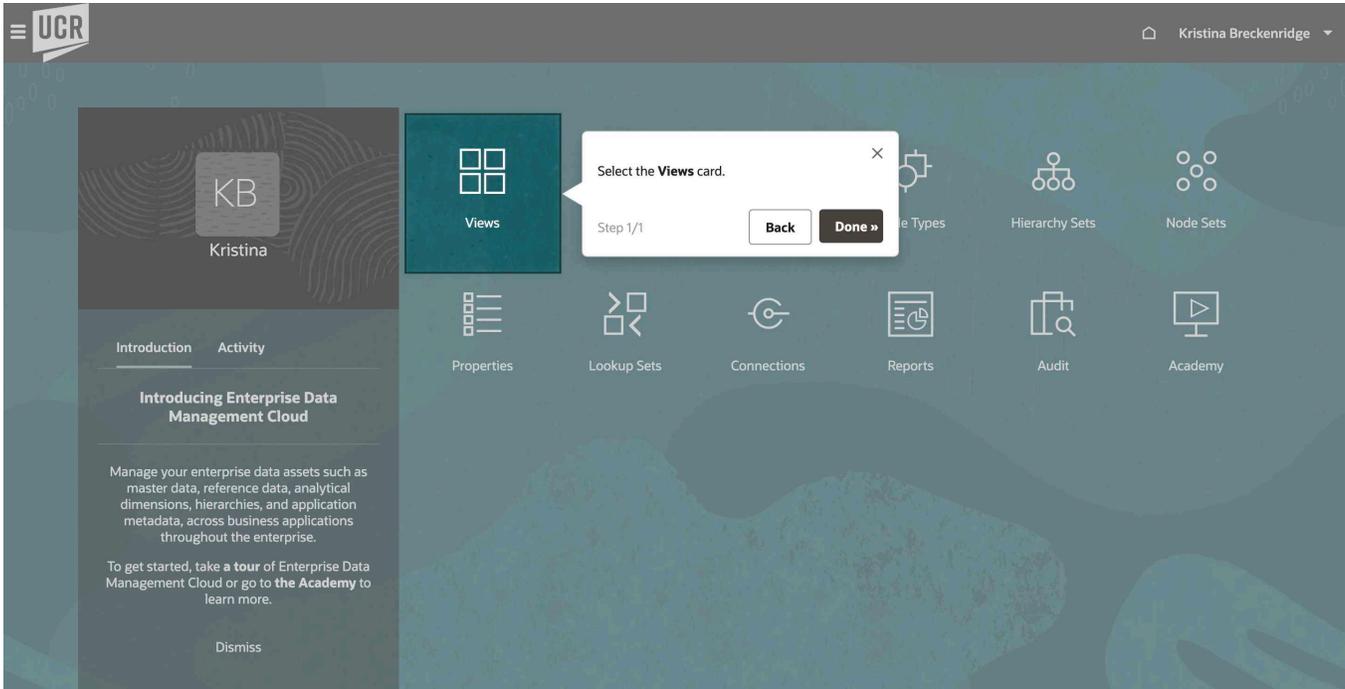
Select the **Views** card.

Step 3
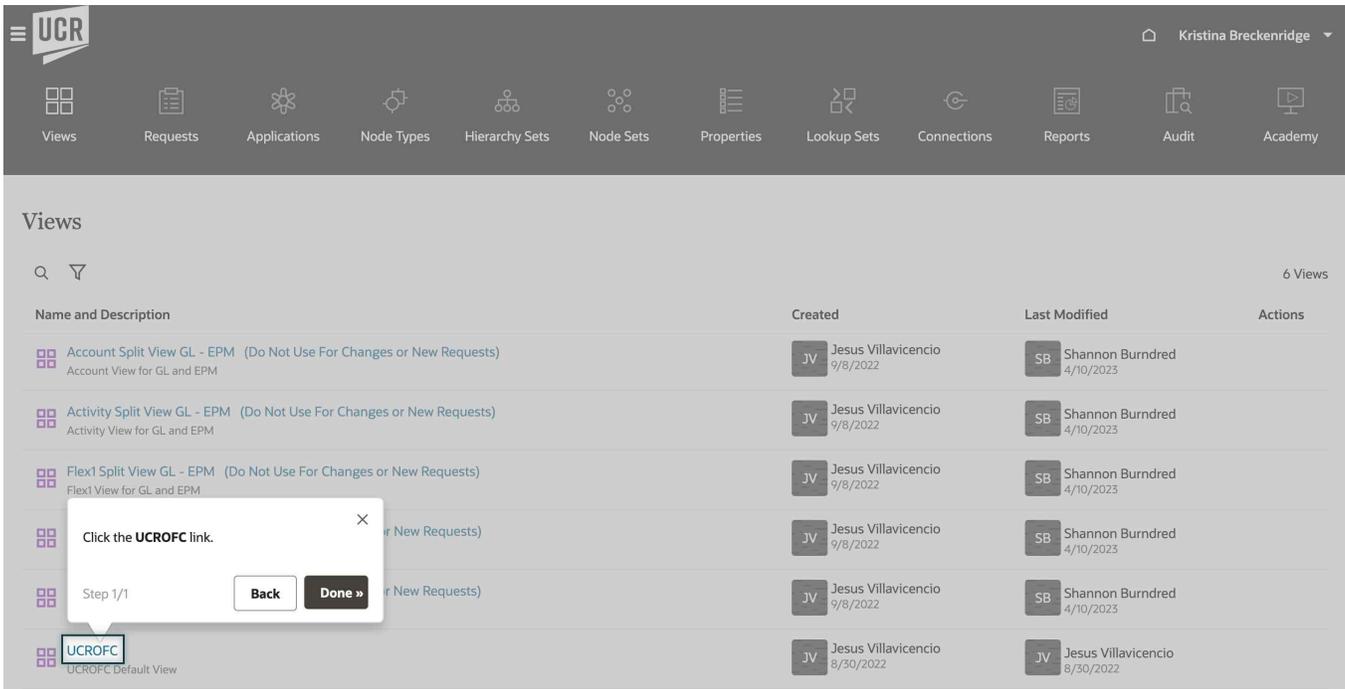
Click the **UCROFC** link.

Step 4

Select the **Activity | V1** tab.

Step 5

Select the **Search** field.

In the future, you can click the arrows below to drill down to find your desired field before the next step.

Step 6
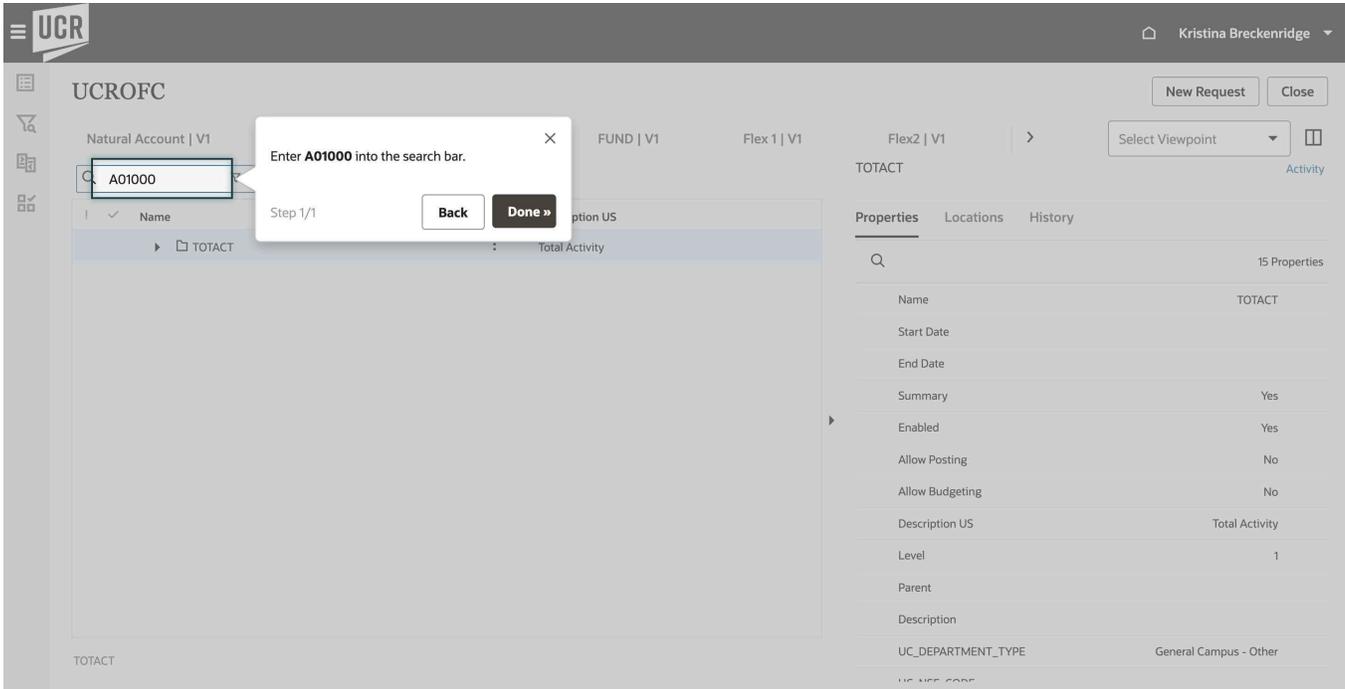
This is where you will enter your desired value.

For testing purposes, enter **A01000** into the search bar.

Step 7
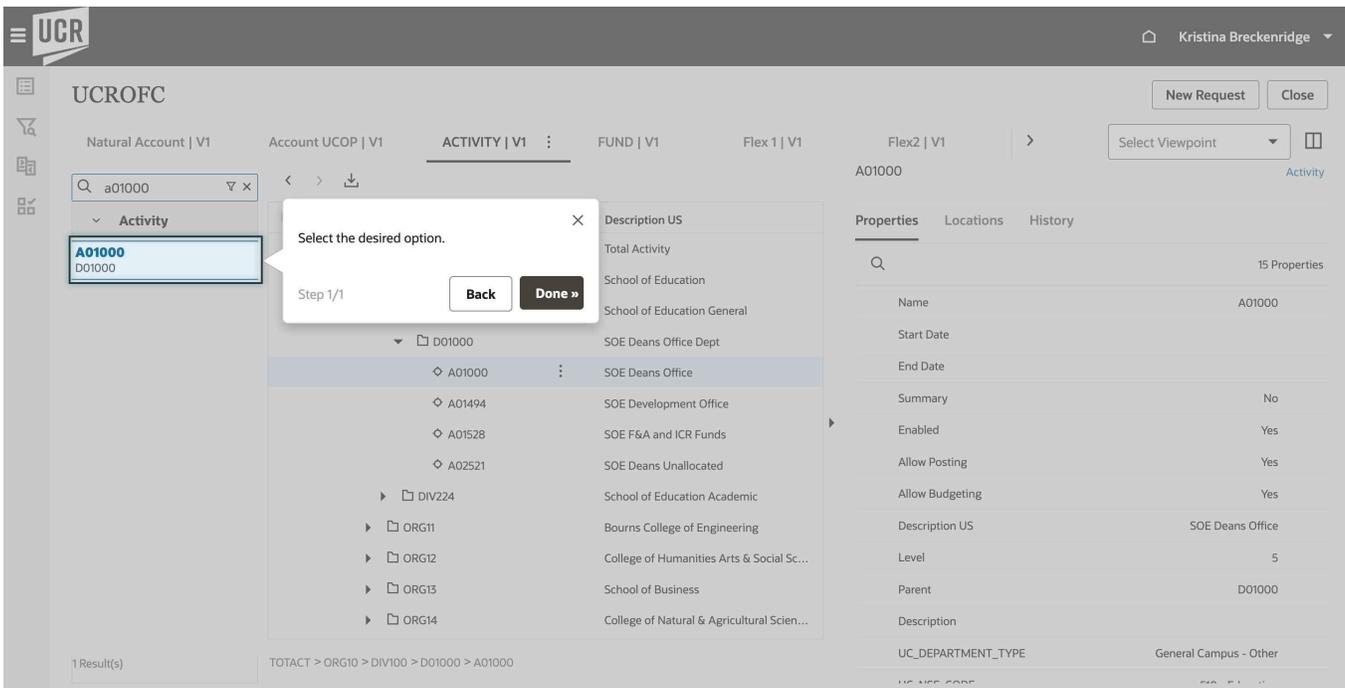
Select **A01000** under the search bar.

Step 8
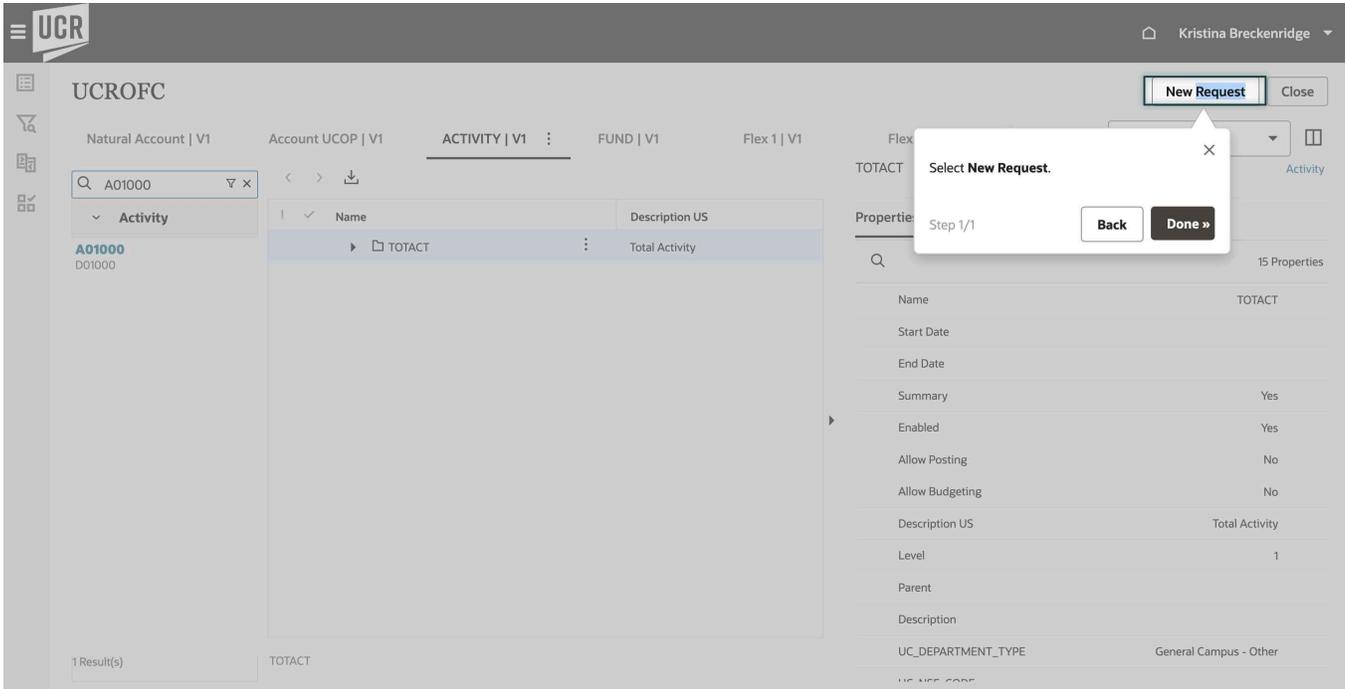
Select **New Request**.

Step 9
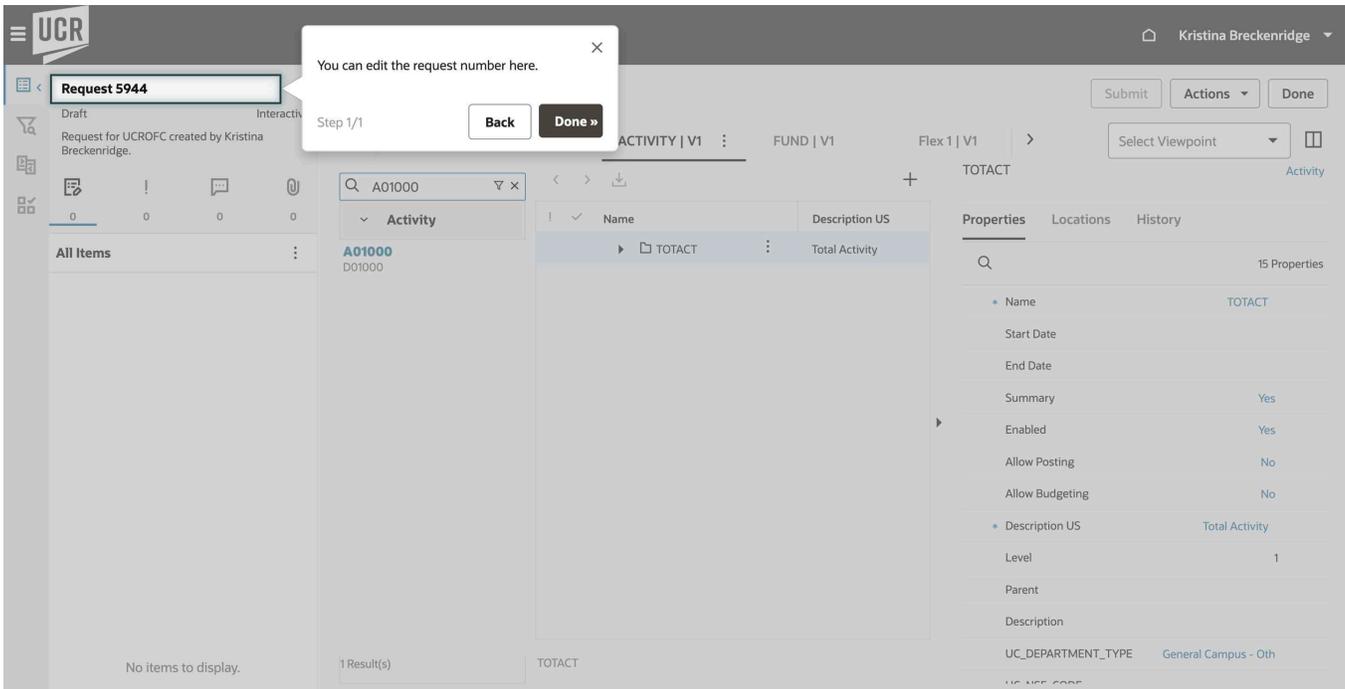
You can edit the request number here in the future, but **do not do so today as this is just an example for the guide**.

Step 10

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

Do not edit anything right now as this example is just for testing purposes.

Step 11

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

This is an example for training, so DO NOT HIT SUBMIT.

Step 12

Thank you for completing this Oracle Guided Learning Tutorial!