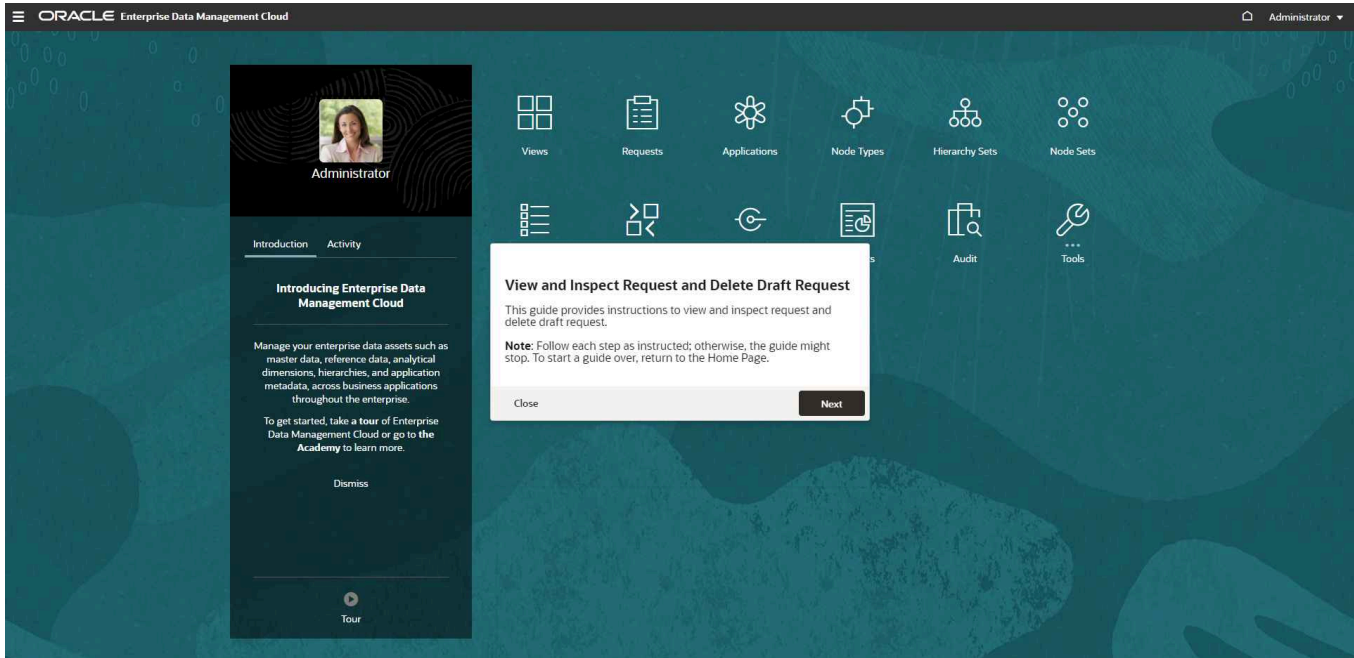


# View, Inspect, and Delete Draft Requests

## Step 1

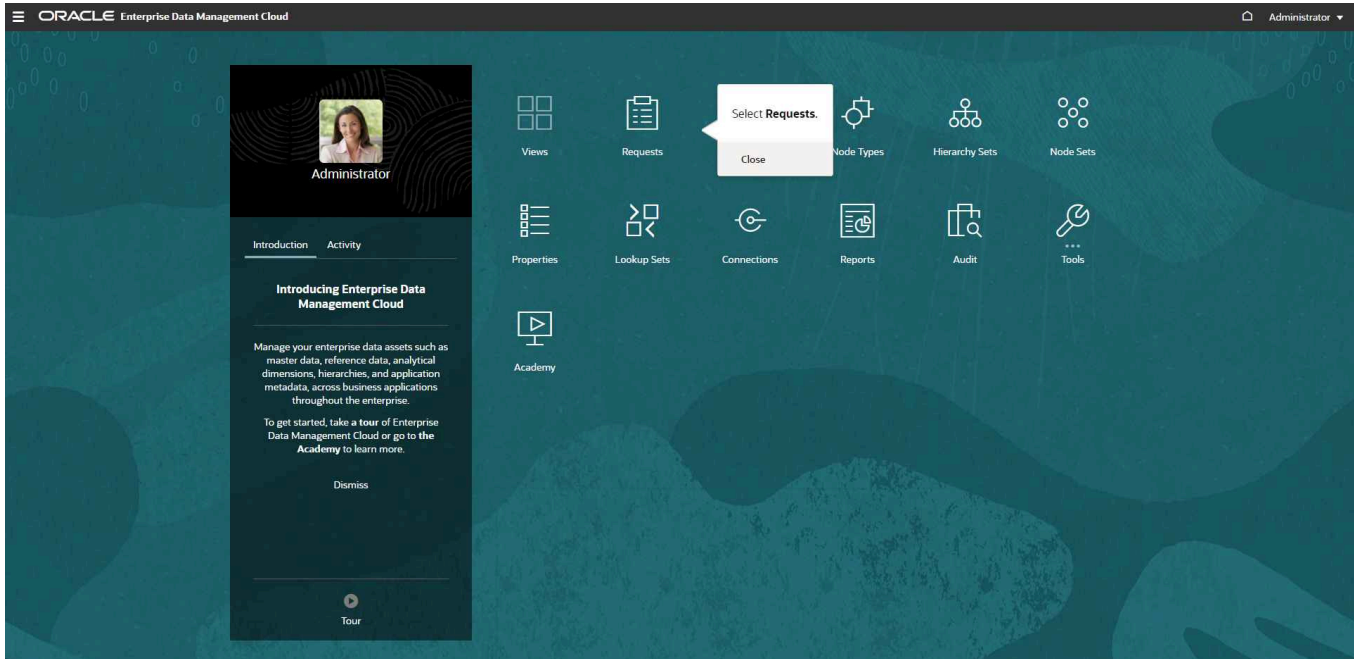


## View and Inspect Request and Delete Draft Request

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

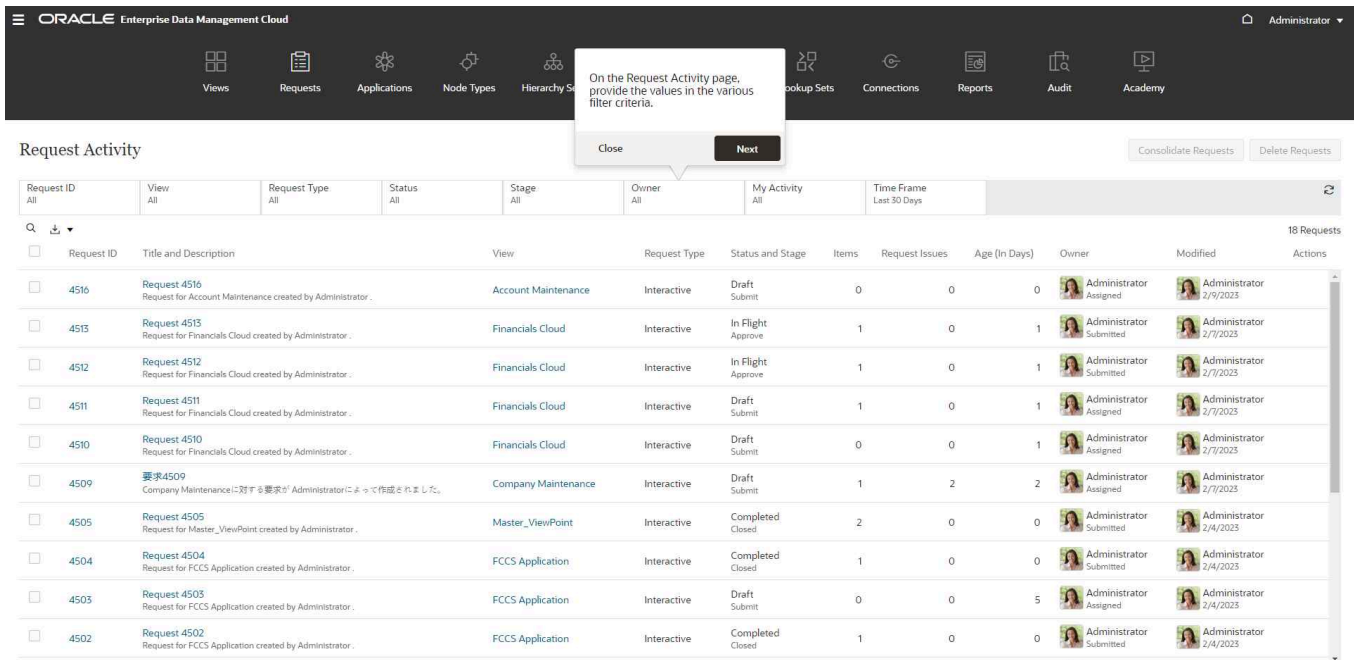
**Note:** Follow each step as instructed; otherwise, the guide might stop. To start a guide over, return to the Home Page.

Step 2



Select Requests.

Step 3



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	Request Issues	Age (In Days)	Owner	Modified	Actions
4516	All	All	All	All	All	All	Last 30 Days	0	0	Administrator Assigned	2/9/2023	
4513	All	All	All	All	All	All	Last 30 Days	1	0	Administrator Submitted	2/7/2023	
4512	All	All	All	All	All	All	Last 30 Days	1	0	Administrator Submitted	2/7/2023	
4511	All	All	All	All	All	All	Last 30 Days	1	0	Administrator Assigned	2/7/2023	
4510	All	All	All	All	All	All	Last 30 Days	0	0	Administrator Assigned	2/7/2023	
4509	All	All	All	All	All	All	Last 30 Days	1	2	Administrator Assigned	2/7/2023	
4505	All	All	All	All	All	All	Last 30 Days	2	0	Administrator Submitted	2/4/2023	
4504	All	All	All	All	All	All	Last 30 Days	1	0	Administrator Submitted	2/4/2023	
4503	All	All	All	All	All	All	Last 30 Days	0	0	Administrator Assigned	2/4/2023	
4502	All	All	All	All	All	All	Last 30 Days	1	0	Administrator Submitted	2/4/2023	

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

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

**Step 5**

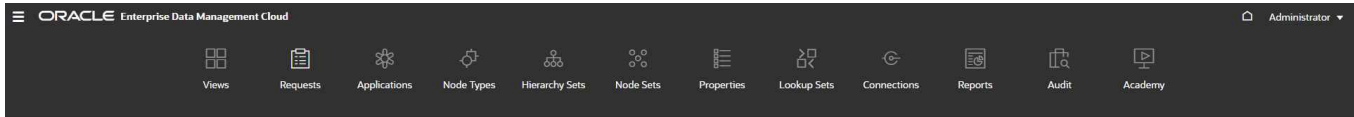
Request Activity

Request ID	View	Request Type	Status	Stage	Owner	My Activity	Time Frame	Request Issues	Age (In Days)	Owner	Modified	Actions
4516	All	All	All	All	All	All	Last 30 Days	0	0	Administrator Assigned	2/9/2023	
4513	All	All	All	All	All	All	Last 30 Days	1	0	Administrator Submitted	2/7/2023	
4512	All	All	All	All	All	All	Last 30 Days	1	0	Administrator Submitted	2/7/2023	
4511	All	All	All	All	All	All	Last 30 Days	1	0	Administrator Assigned	2/7/2023	
4510	All	All	All	All	All	All	Last 30 Days	0	0	Administrator Assigned	2/7/2023	
4509	All	All	All	All	All	All	Last 30 Days	1	2	Administrator Assigned	2/7/2023	
4505	All	All	All	All	All	All	Last 30 Days	2	0	Administrator Submitted	2/4/2023	
4504	All	All	All	All	All	All	Last 30 Days	1	0	Administrator Submitted	2/4/2023	
4503	All	All	All	All	All	All	Last 30 Days	0	0	Administrator Assigned	2/4/2023	
4502	All	All	All	All	All	All	Last 30 Days	1	0	Administrator Submitted	2/4/2023	

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

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

Step 6

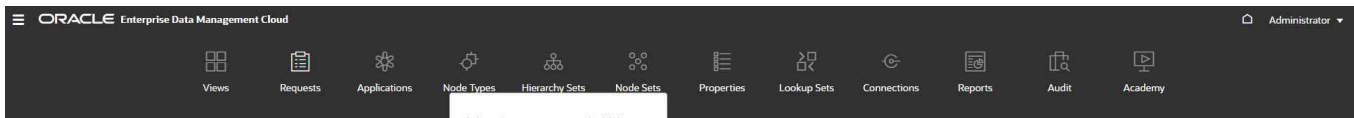


Request Activity

Request ID	View	Request Type	Status	Stage	Owner	My Activity	Time Frame					
All	All	All	All	All	All	All	Last 30 Days					
<input type="checkbox"/>	Request ID	Title and Description		View	Request Type	Status and Stage	Items	Request Issues	Age (In Days)	Owner	Modified	Actions
<input type="checkbox"/>	4516	Request 4516 Request for Account Maintenance created by Administrator .		Account Maintenance	Interactive	Draft Submit	0	0	0	Administrator Assigned	Administrator 2/9/2023	
<input type="checkbox"/>	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	
<input type="checkbox"/>	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	
<input type="checkbox"/>	4511	Request 4511 Request for Financials Cloud created by Administrator .		Financials Cloud	Interactive	Draft Submit	1	0	1	Administrator Assigned	Administrator 2/9/2023	
<input type="checkbox"/>	4510	Request 4510 Request for Financials Cloud created by Administrator .		Financials Cloud	Interactive	Draft Submit	0	0	1	Administrator Assigned	Administrator 2/7/2023	
<input type="checkbox"/>	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	
<input type="checkbox"/>	4505	Request 4505 Request for Master_ViewPoint created by Administrator .		Master_ViewPoint	Interactive	Completed Closed	2	0	0	Administrator Submitted	Administrator 2/4/2023	
<input type="checkbox"/>	4504	Request 4504 Request for FCCS Application created by Administrator .		FCCS Application	Interactive	Completed Closed	1	0	0	Administrator Submitted	Administrator 2/4/2023	
<input type="checkbox"/>	4503	Request 4503 Request for FCCS Application created by Administrator .		FCCS Application	Interactive	Draft Submit	0	0	5	Administrator Assigned	Administrator 2/4/2023	
<input type="checkbox"/>	4502	Request 4502 Request for FCCS Application created by Administrator .		FCCS Application	Interactive	Completed Closed	1	0	0	Administrator Submitted	Administrator 2/4/2023	

Select Refresh.

Step 7

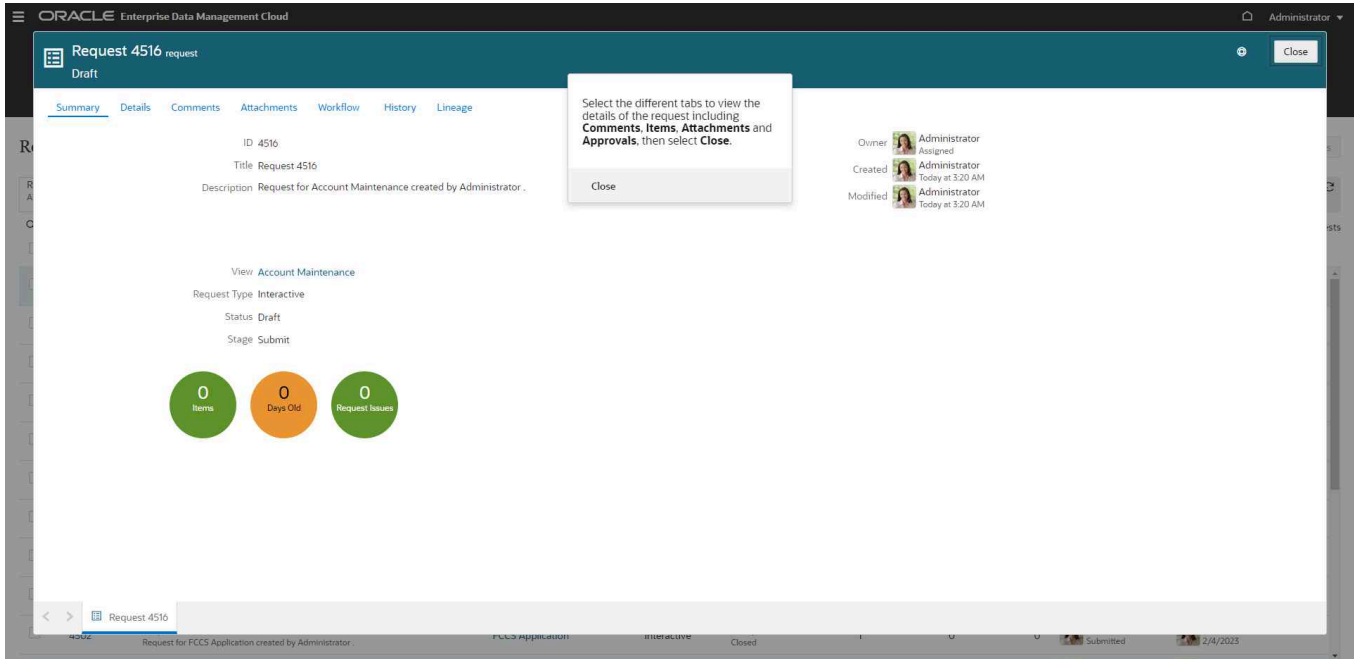


Request Activity

Request ID	View	Request Type	Status	My Activity	Time Frame							
All	All	All	All	All	Last 30 Days							
<input type="checkbox"/>	Request ID	Title and Description		View	Request Type	Status and Stage	Items	Request Issues	Age (In Days)	Owner	Modified	Actions
<input type="checkbox"/>	4516	Request 4516 Request for Account Maintenance created by Administrator .		Account Maintenance	Interactive	Draft Submit	0	0	0	Administrator Assigned	Administrator 2/9/2023	
<input type="checkbox"/>	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	
<input type="checkbox"/>	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	
<input type="checkbox"/>	4511	Request 4511 Request for Financials Cloud created by Administrator .		Financials Cloud	Interactive	Draft Submit	1	0	1	Administrator Assigned	Administrator 2/7/2023	
<input type="checkbox"/>	4510	Request 4510 Request for Financials Cloud created by Administrator .		Financials Cloud	Interactive	Draft Submit	0	0	1	Administrator Assigned	Administrator 2/7/2023	
<input type="checkbox"/>	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	
<input type="checkbox"/>	4505	Request 4505 Request for Master_ViewPoint created by Administrator .		Master_ViewPoint	Interactive	Completed Closed	2	0	0	Administrator Submitted	Administrator 2/4/2023	
<input type="checkbox"/>	4504	Request 4504 Request for FCCS Application created by Administrator .		FCCS Application	Interactive	Completed Closed	1	0	0	Administrator Submitted	Administrator 2/4/2023	
<input type="checkbox"/>	4503	Request 4503 Request for FCCS Application created by Administrator .		FCCS Application	Interactive	Draft Submit	0	0	5	Administrator Assigned	Administrator 2/4/2023	
<input type="checkbox"/>	4502	Request 4502 Request for FCCS Application created by Administrator .		FCCS Application	Interactive	Completed Closed	1	0	0	Administrator Submitted	Administrator 2/4/2023	

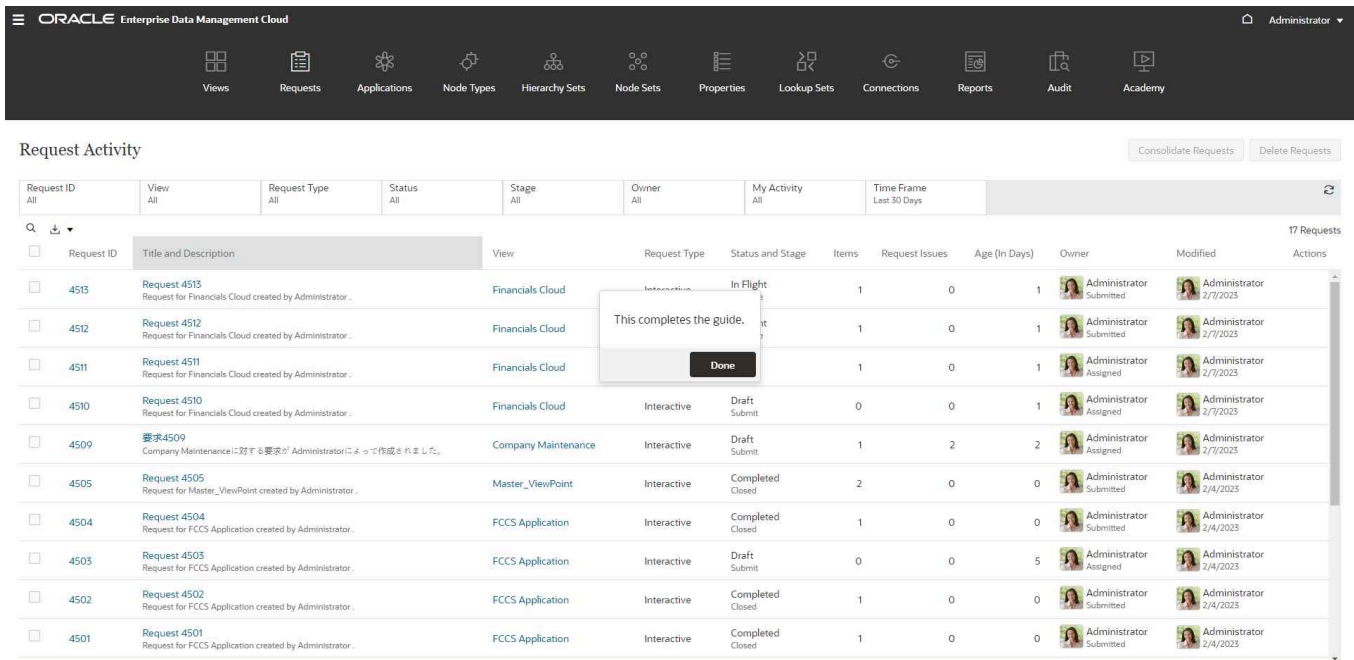
Select the request record which you want to inspect, then select **Inspect** from the ellipsis drop down in the **Actions** column where you can also **Delete** a request.

Step 8



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

Step 9



This completes the guide.