

Administration > Request Management > Request Search > Details > Links & Attachments

Status Logs, Links and Attachments

The request details screen provides access to status history, links, and attachments related to the request. View the steps below to review and update.

1. Navigate to the request screen -> view details.
2. Go to tabs labelled "Status Logs" or "Links & Attachments."

NexaONE
5b21bf29-F95e-4f98-831e-216be59cf2d0
Dashboard > Admin > Requests > Search > 5b21bf29-F95e-4f98-831e-216be59cf2d0

Change Details Related Requests

Request Status IN QUEUE

Client Name	Umbrella Corporation	Changes	Current	New
RACS ID	224038279	Type	N/A	16
Request ID	5b21bf29-f95e-4f98-831e-216be59cf2d0	Label	N/A	tst
Type	Add Location	Parent id	N/A	03054690-7bc9-435b-8694-8294d03d665d
Requested by	Jaidutt Tyagi	Is Verified	N/A	No
Request Open Date	November 12, 2025 at 08:10 PM	External ids	N/A	
Request Closed Date		Business Unit id	N/A	Umbrella Corporation
		External Fields	N/A	
		Group Locations	N/A	
		Active Assets Count	N/A	0

Status Logs
The history of status changes for this request.
Jaidutt Tyagi
November 12, 2025 at 8:10:42 PM IN QUEUE

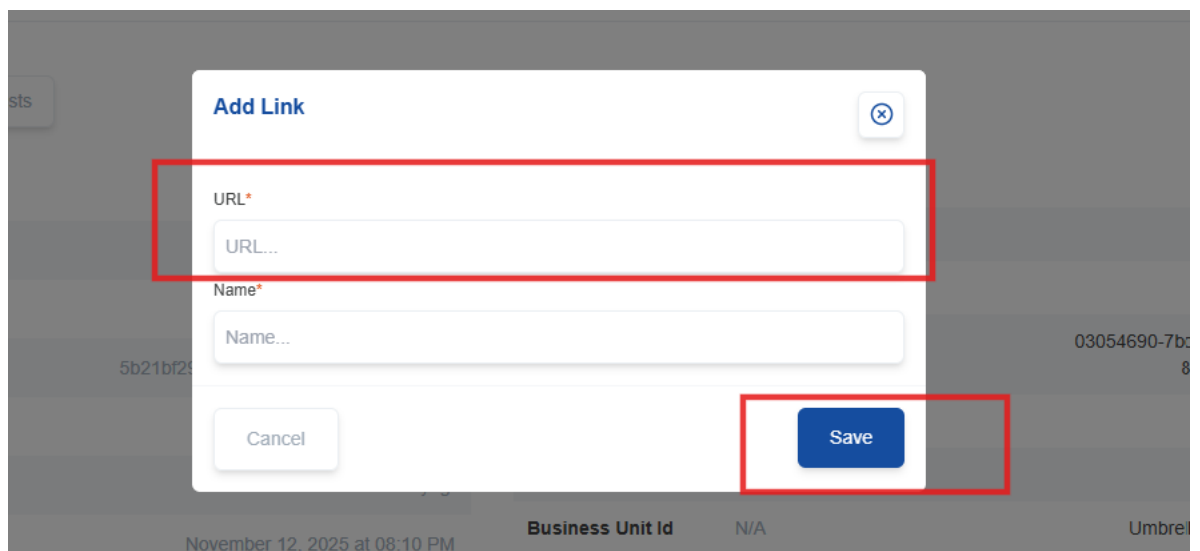
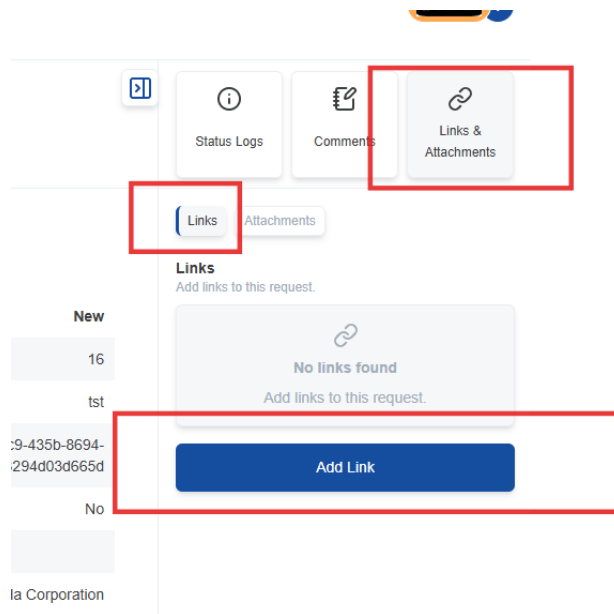
3. **Status History:** Click the "Status Logs" tab to view a chronological history of the request's status changes.

Status Logs
The history of status changes for this request.

New	Current	Old
16	IN QUEUE	tst
4690-7bc9-435b-8694-8294d03d665d		No

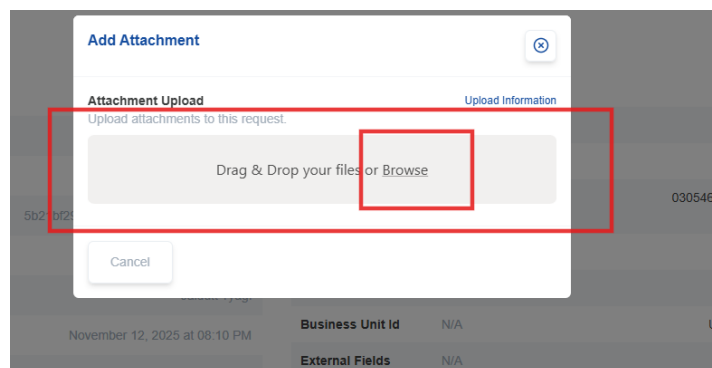
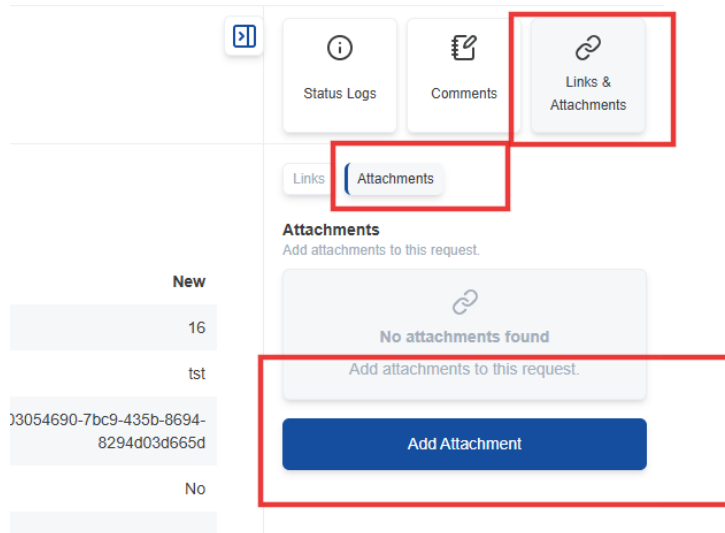
4. Links:

- Click the "Links" tab to add or view links related to the request.
- Use the "Add Link" button to add a new link.
- Provide the URL and a descriptive label for the link.



5. Attachments:

- Click the "Attachments" tab to add or view attachments related to the request.
- Use the "Add Attachment" button to upload a file from your computer.



- Provide a descriptive name for the attachment and click upload

e-4f98-831e-2101-50-00-10
s / Search / 5b21b729-F95e-

Add Attachment

Attachment Upload

Upload attachments to this request.

Upload Information

Drag & Drop your files or Browse

Administration Documents (3).docx

2.3 MB

Administration Documents (3).docx

2.21 MB

Name*

Administration Documents (3)

Upload

Cancel

ed Requests

5b21b729

030548

U

Active Assets Count N/A