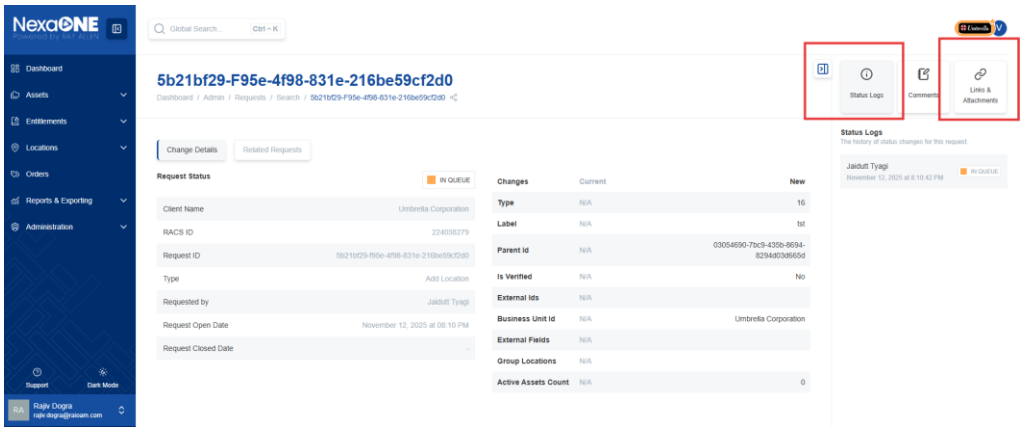
Administration > Request Management > Request Search > Details > Links & Attachments

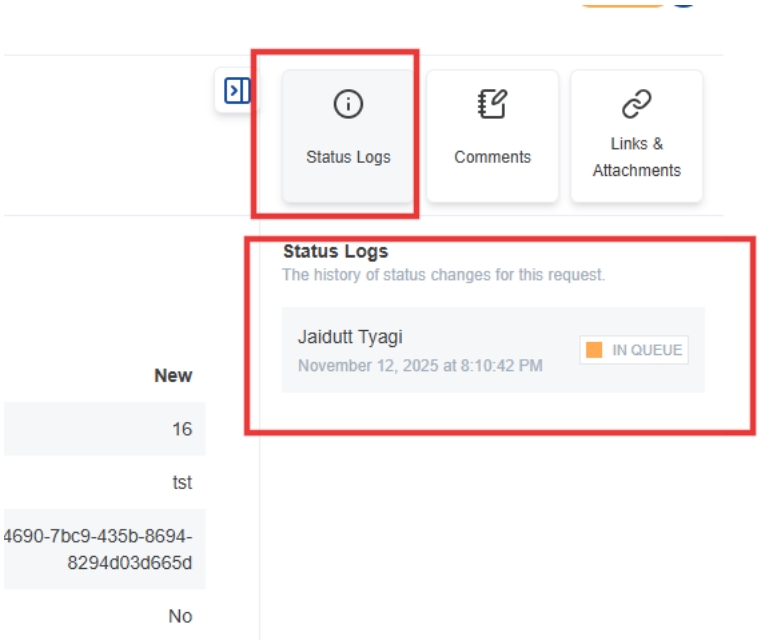
Status Logs, Links and Attachments

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."

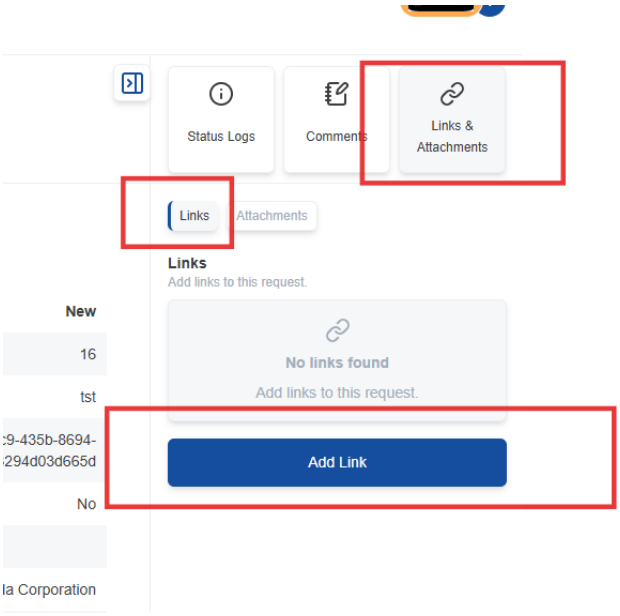


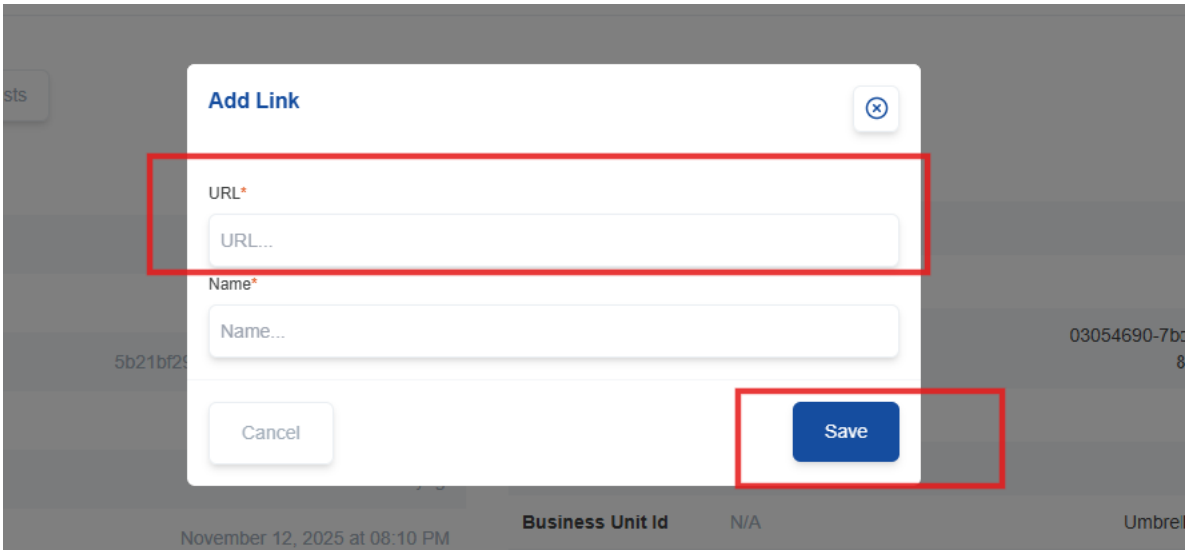
3. **Status History:** Click the "Status Logs" tab to view a chronological history of the request's status changes.



4. **Links:**

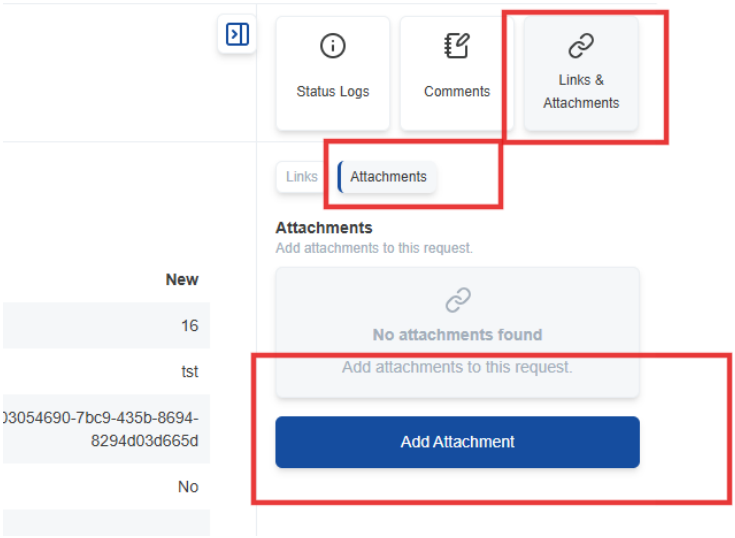
- Click the "Links" tab to add or view links related to the request.
- Use the "Add Link" button to add a new link.
- Provide the URL and a descriptive label for the link.

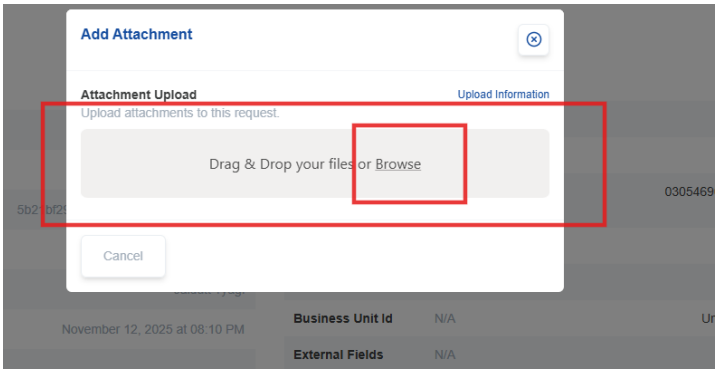




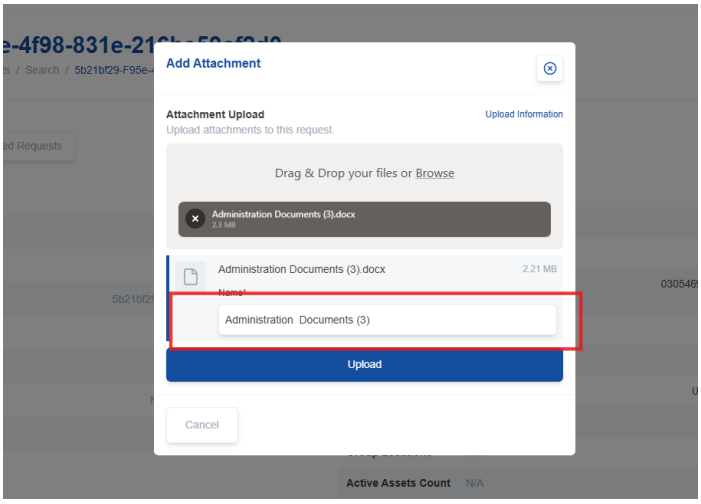
5. **Attachments:**

- 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


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
Active Assets Count
N/A