

# Administration > Request Management > Request Search > Details

## Viewing Request Details

To access more detailed information about a specific request, click the "View" button associated with that request.

1. Locate the request you want to view in the request table.
2. Click the "View" button next to the request to open the request details screen.

**NexaONE**  
Powered by RAY ALLEN

Global Search... Ctrl + K

**Search**  
Dashboard / Admin / Requests / Search <>

Fields Quick Filters Advanced Filters Search

	RACS ID	Status	Source Type	Entity Category	Client Name	Reseller Name	Created By	Assign
View	224038280	In Queue		Location	Umbrella Corporation	ACME Inc	Jaidutt Tyagi	Jaidutt 1
View	224038279	In Queue		Location	Umbrella Corporation	ACME Inc	Jaidutt Tyagi	Jaidutt 1
View	223981278	In Queue		Hardware Asset	Umbrella Corporation	ACME Inc	Daniel Boothman	Daniel E
View	223981275	In Queue		Contract Asset	Umbrella Corporation	ACME Inc	Daniel Boothman	Daniel E
View	223981273	In Queue		Hardware Asset	Umbrella Corporation	ACME Inc	Daniel Boothman	Daniel E
View	223757968	In Queue		Hardware Asset	Umbrella Corporation	ACME Inc	Jaidutt Tyagi	Jaidutt 1
View	223757967	In Queue		Hardware Asset	Umbrella Corporation	ACME Inc	Jaidutt Tyagi	Jaidutt 1
View	223757966	In Queue		Contract Asset	Umbrella Corporation	ACME Inc	Jaidutt Tyagi	Jaidutt 1

Displaying 1 - 10 of 147 query results. Total records: 450,244

1 2 3 4 5 6 7 8 9 10

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Global Search... Ctrl + K

**5b21bf29-F95e-4f98-831e-216be59cf2d0**  
Dashboard / Admin / Requests / Search / 5b21bf29-F95e-4f98-831e-216be59cf2d0 <>

Status Logs Comments Links & Attachments

Change Details Related Requests

**Request Status** IN QUEUE

Field	Value
Client Name	Umbrella Corporation
RACS ID	224038279
Request ID	5b21bf29-F95e-4f98-831e-216be59cf2d0
Type	Add Location
Requested by	Jaidutt Tyagi
Request Open Date	November 12, 2025 at 08:10 PM
Request Closed Date	-

**Changes**

Field	Current	New
Type	N/A	16
Label	N/A	tsl
Parent Id	N/A	03054690-7bc9-435b-8694-8294d03965d
Is Verified	N/A	No
External Ids	N/A	
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

RA Rajiv Dogra  
rajiv.dogra@rayallen.com

## Change Details

The "Changes" section is a critical part of the request details screen, as it shows the specific changes that have been requested.

1. Navigate to the "Changes" section of the request details screen.
2. Review the information presented in this section, including:
  - **Field name:** The name of the field that is being changed.
  - **Current value:** The current value of the field before the change (or "not available" if the field was previously blank).
  - **New value:** The value that the field will be changed to as part of this request.

The screenshot displays the NexaONE interface. On the left is a sidebar with navigation links: Dashboard, Assets, Entitlements, Locations, Orders, Reports & Exporting, and Administration. At the top, there's a global search bar and a user profile for Rajiv Dogra. The main content area shows the 'Change Details' for a request with ID 5b21bf29-F95e-4f98-831e-216be59cf2d0. The request status is 'IN QUEUE'. A table lists the changes requested, with columns for Field Name, Current, and New.

Field Name	Current	New
Type	N/A	16
Label	N/A	1st
Parent Id	N/A	03054690-7bc9-435b-8694-8294d03d665d
Is Verified	N/A	No
External Ids	N/A	
Business Unit Id	N/A	Umbrella Corporation
External Fields	N/A	
Group Locations	N/A	
Active Assets Count	N/A	0