

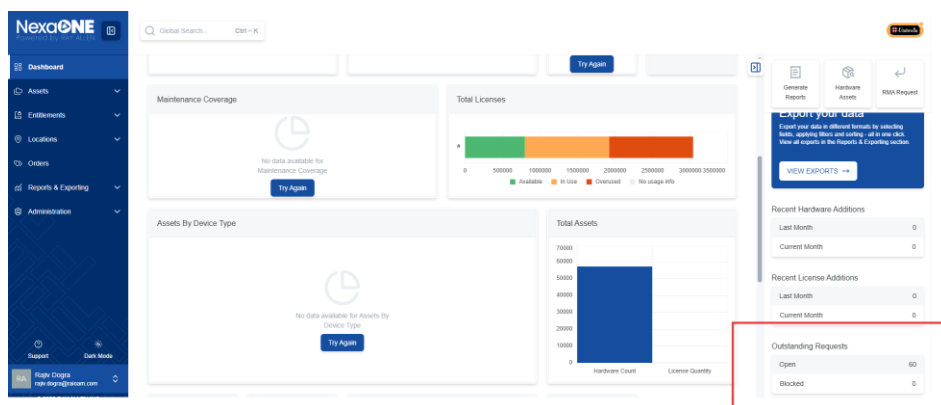
# Administration > Request Management > Request Search

The request module is where changes to data within the NexaONE are tracked. This is crucial for maintaining the Unified Source of Truth, especially when managing data originating from external systems to ensure consistency within NexaONE.

## Primary Dashboard Status

The primary NexaONE dashboard also displays a quick overview of status of existing requests.

- Locate the tab on the far right of the primary dashboard. This tab is specifically designed to provide insights into request statuses.
  - **Outstanding Requests:** The total number of requests that are currently in progress or awaiting action.
  - **Opened vs. Blocked Requests:** A comparison showing how many requests are actively being processed versus how many are currently blocked due to various reasons.

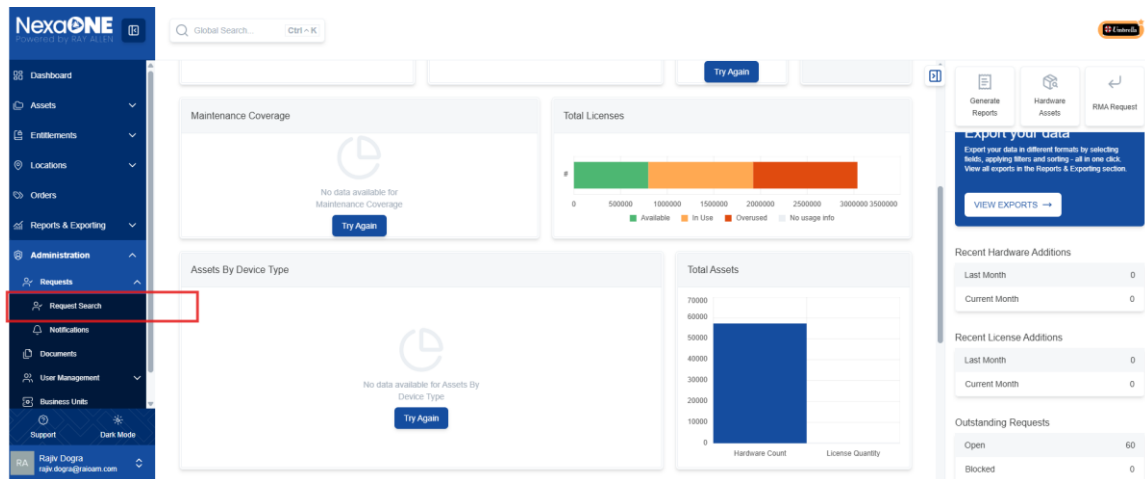


## Accessing the Request Search

To view and manage requests, you need to access the request search feature within the administration panel.

- Navigate to the administration panel in NexaONE.
- Look for the "request search" option in the menu.

- Click on "request search" to access the request management interface.

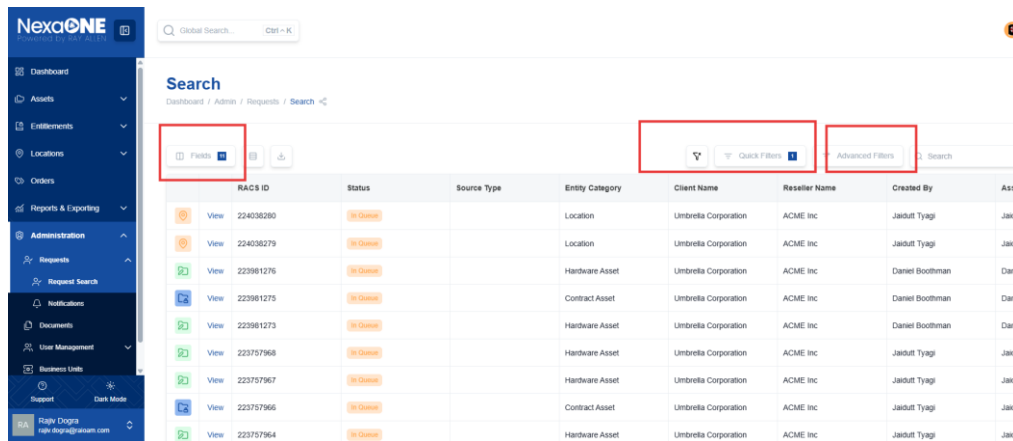


The screenshot shows the 'Search' interface in NexaONE. A red box highlights a table of request data. The table has the following columns: RACS ID, Status, Source Type, Entity Category, Client Name, Reseller Name, Created By, and Action. The data rows are as follows:

RACS ID	Status	Source Type	Entity Category	Client Name	Reseller Name	Created By	Action
224038280	In Queue		Location	Umbrella Corporation	ACME Inc	Jaidutt Tyagi	View
224038279	In Queue		Location	Umbrella Corporation	ACME Inc	Jaidutt Tyagi	View
223981276	In Queue		Hardware Asset	Umbrella Corporation	ACME Inc	Daniel Boothman	View
223981275	In Queue		Contract Asset	Umbrella Corporation	ACME Inc	Daniel Boothman	View
223981273	In Queue		Hardware Asset	Umbrella Corporation	ACME Inc	Daniel Boothman	View
223757968	In Queue		Hardware Asset	Umbrella Corporation	ACME Inc	Jaidutt Tyagi	View
223757967	In Queue		Hardware Asset	Umbrella Corporation	ACME Inc	Jaidutt Tyagi	View
223757966	In Queue		Contract Asset	Umbrella Corporation	ACME Inc	Jaidutt Tyagi	View

The request table is customizable, allowing you to tailor the displayed information to your specific needs.

- Update and Manage Fields:** You can modify the fields displayed in the table to show only the information relevant to you.

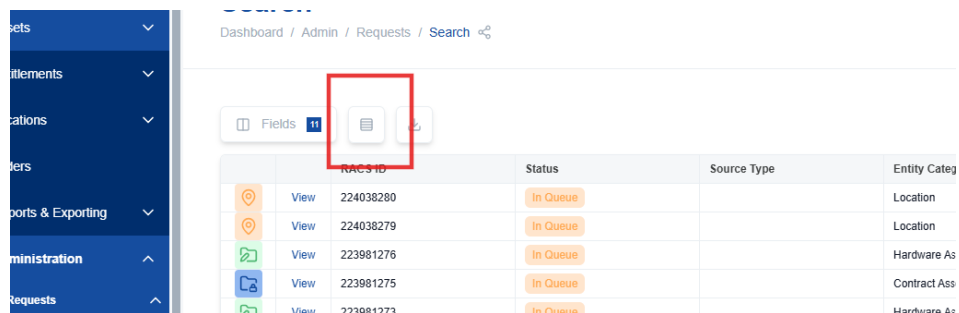


- **Change the Order of Fields:**

- Click the "Fields" button located within the request table interface.
- Drag and drop the fields to rearrange the order in which they are displayed in the table. This helps prioritize the most important data for your workflow.

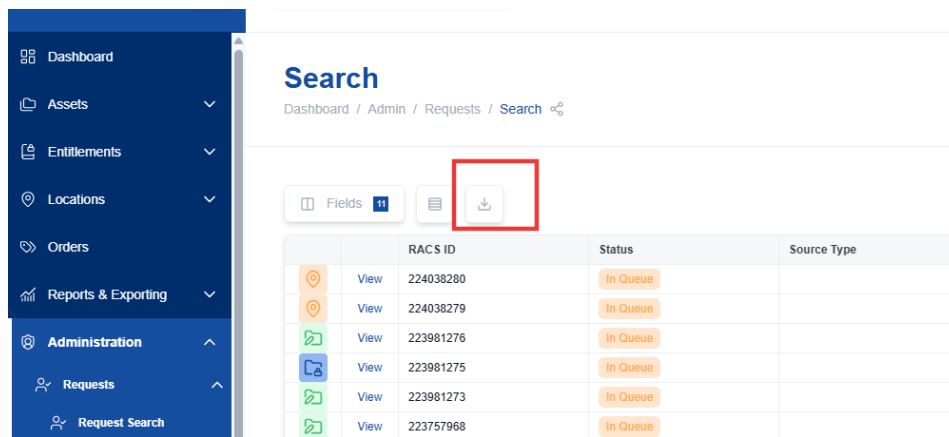
- **Choose Standard or Compact View:**

- The request table typically offers different view options to suit your preferences.
- Select either the "standard" view for a more detailed presentation of each request or the "compact" view to display more requests on a single screen.



- **Export the List of Requests:**

- Look for an "Export" button or option within the request table interface.



- Choose your desired export format (e.g., CSV, Excel) and save the file to your computer.

## Filtering Requests

By default, the "open request" checkbox is usually selected, which means only open requests are displayed.

- Locate the "open request" checkbox within the request search interface.
- If you want to view closed requests as well, simply uncheck the "open request" box. This will display all requests, regardless of their status.
- **Open request checkbox:** Toggles the display of closed requests.

### Apply Quick Filters:

- Quick filters allow you to narrow down the list of requests based on specific criteria.
- Common quick filters include status, request type, and date range.
- Select the desired filter options to display only the requests that match your criteria.

## Request Types

Common request types and their corresponding icons include:

- **Hardware move location:** Indicates a request to move hardware to a new location.
- **Add contract asset:** Represents a request to add a new asset to an existing contract.
- **Add location:** Signifies a request to add a new location to the system.

- **RMA for a particular asset:** Denotes a request for a Return Merchandise Authorization (RMA) for a specific asset.

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### Search

Dashboard / Admin / Requests / Search

Fields 11

		RACS ID	Status	Source Type
	<a href="#">View</a>	224038280	In Queue	
	<a href="#">View</a>	224038279	In Queue	
	<a href="#">View</a>	223981276	In Queue	
	<a href="#">View</a>	223981275	In Queue	
	<a href="#">View</a>	223981273	In Queue	
	<a href="#">View</a>	223757968	In Queue	
	<a href="#">View</a>	223757967	In Queue	
	<a href="#">View</a>	223757966	In Queue	