

Request details

To view any of the requests, click its record or select “View Record” from the Actions menu next to it, the request details appears as shown below:

The screenshot displays a web interface for viewing request details. At the top, there are three tabs: "Request" (selected), "Participants", and "Attachments". Below the tabs, the request ID "668165" is shown with a green "Active" status indicator. To the right of the ID are three icons: a trash can, a refresh icon, and a share icon. The main content area is divided into two columns of fields:

Id 13,984	Object Id 668,165
Channel Id	Channel (blank)
Article Number 1373550-001	Status ● Active
State Approved	Created Date 📅 Aug 11, 2022
Updated Date 📅 Aug 11, 2022	Created By 1,066
Updated By 1,066	Created By User Name [Redacted]
Updated By User Name [Redacted]	Catalog Code 239
Catalog Name	Request Type

Request details in addition to the suggested change are displayed and you can view the list of users who participated in the request by going to the **Participants** tab as shown in the below example:

Request Participants Attachments						
User Id	User Name	Status	Updated Date	Updated By User Name	Actions	
<input type="checkbox"/> 1066		Active	Aug 11, 2022			

The list of users who participated in the selected request is displayed, for each one, the user Id, status, and updated date and updated by username are displayed. You can also endorse your own requests in T1 Studio and a new record is created in the above page for each endorsement. You can delete any of the participants or requests and these changes are reflected on T1 Studio.

You can also view attachments added to the request through the **Attachments** tab as shown in the below example:

Request							Participants							Attachments						
0 of 1 Selected																				
Id	File Name	File Path	Status	Updated Date	Updated By	Actions														
432	.jpg	https://	Active	Aug 17, 2022	1,066															

You can view any of the attachments, download it, or delete it by using the required action from the actions menu.

If the request type is for adding a new article another tab appears to view the changes done on requests as shown in the below example:

The screenshot displays a 'History' tab with a timeline of changes. The timeline consists of two entries, both dated 'Aug 11, 2022' at '7:56 PM' and '7:55 PM' respectively. The first entry, performed by 'l@trasix.com', shows a change to 'Request Attributes' with a value of '.COM - NAM'. The second entry, performed by '@trasix.com', shows a change to '_ColorId' with a value of '3'. A 'History' button and a refresh icon are visible in the top right corner.

Changes done to the selected article are displayed as a timeline, mentioning the date, time, and the user who performed the change. You can click the **Refresh** button to refresh the list.