

Adjust Submitted Requests
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SYSTEM POLICIES

The tasks in this documentation provide end users with the tools to enter data and collect data in system. It is the responsibility of the agencies to comply with State Statutes, Federal Rules and Regulations, and State policies. For further information concerning State Statutes and policies, please refer to both internal agency resources and the Department of Administrative Services website.

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Adjust Submitted Requests

Adjust Submitted Requests Overview

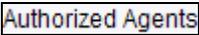
Unprocessed Requests to assign Roles to User IDs can be adjusted. This can be done if an Authorized Agent submits a request through **Authorized Agent Request** and the request **has not yet been processed.**

This lesson provides steps to adjust the request(s):

- Change Requested Security Role to a Requested Role for a Security Type
- Remove the Remove Security Role/Security Type from a User ID
- Delete Newly Requested Security Role/Security Type for a User ID

Adjust Submitted Requests Lesson

Procedure

Step	Action
1.	Click the State of Nebraska link. 
2.	Click the Authorized Agents link. 
3.	Click the Authorized Agent Request link. 
4.	Narrow search for a User ID by using the Query by Example Line and searching on User ID or Address Book number. Click the Find button. 

Training Guide

Adjust Submitted Requests

ORACLE JD EDWARDS ENTERPRISEONE PEREZ, JULIE J (JPY900) Sign Out

Authorized Agent Request - Work with Role Request

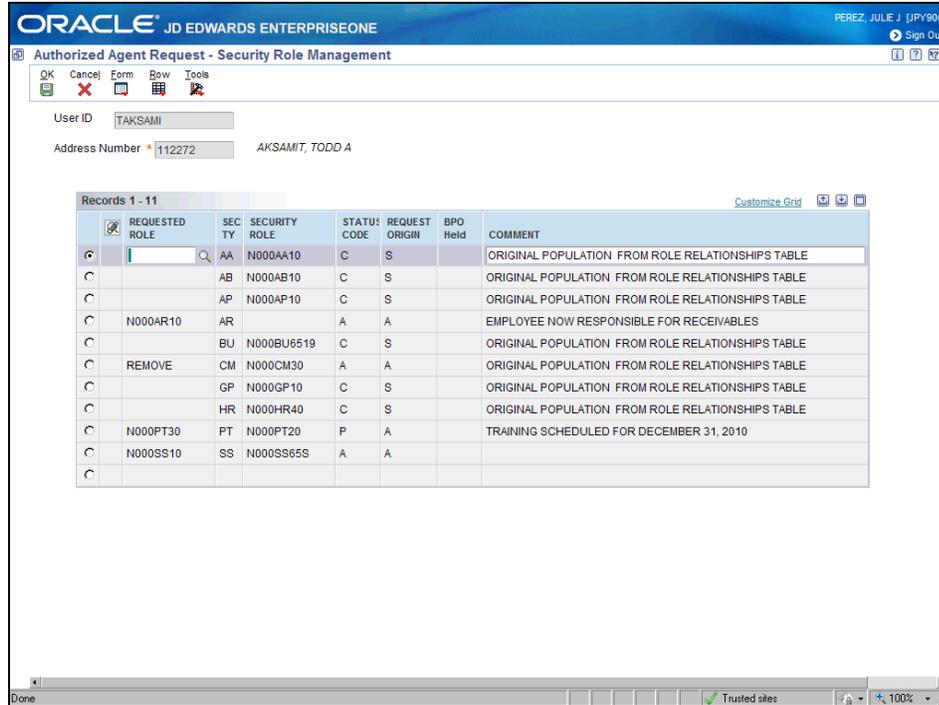
Select Find Add Close Tools

Records 1 - 20 Customize Grid

	AGENCY	USER ID	USER NAME	SCH TYP	AB #	SEC TY	STAT CODE	BPO HELD	REQUEST ORIGIN	SECURITY ROLE	REQUESTED ROLE	COMMENT
<input checked="" type="radio"/>	065	LADEN	ADEN, LAVERN H	E	111642	AB	C		S	N000AB10		ORIGINAL f
<input type="radio"/>	065	LADEN	ADEN, LAVERN H	E	111642	BU	C		S	N000BU6519		ORIGINAL f
<input type="radio"/>	065	LADEN	ADEN, LAVERN H	E	111642	CM	C		S	N000CM10		ORIGINAL f
<input type="radio"/>	065	LADEN	ADEN, LAVERN H	E	111642	SS	C		S	N000SS65D		ORIGINAL f
<input type="radio"/>	065	TAKSAMI	AKSAMIT, TODD A	E	112272	AA	C		S	N000AA10		ORIGINAL f
<input type="radio"/>	065	TAKSAMI	AKSAMIT, TODD A	E	112272	AB	C		S	N000AB10		ORIGINAL f
<input type="radio"/>	065	TAKSAMI	AKSAMIT, TODD A	E	112272	AP	C		S	N000AP10		ORIGINAL f
<input type="radio"/>	065	TAKSAMI	AKSAMIT, TODD A	E	112272	BU	C		S	N000BU6519		ORIGINAL f
<input type="radio"/>	065	TAKSAMI	AKSAMIT, TODD A	E	112272	GP	C		S	N000GP10		ORIGINAL f
<input type="radio"/>	065	TAKSAMI	AKSAMIT, TODD A	E	112272	HR	C		S	N000HR40		ORIGINAL f
<input type="radio"/>	065	TAKSAMI	AKSAMIT, TODD A	E	112272	PT	P		A	N000PT20	N000PT30	TRAINING S
<input type="radio"/>	065	TAKSAMI	AKSAMIT, TODD A	E	112272	SS	A		A	N000SS65S	N000SS10	
<input type="radio"/>	065	TAKSAMI	AKSAMIT, TODD A	E	112272	AR	A		A		N000AR10	EMPLOYEE
<input type="radio"/>	065	TAKSAMI	AKSAMIT, TODD A	E	112272	CM	A		A	N000CM30	REMOVE	ORIGINAL f
<input type="radio"/>	065	BALLEN001	ALLEN, BARBARA G	E	5173202	AB	C		S	N000AB10		ORIGINAL f
<input type="radio"/>	065	BALLEN001	ALLEN, BARBARA G	E	5173202	BU	C		S	N000BU0000		ORIGINAL f
<input type="radio"/>	065	BALLEN001	ALLEN, BARBARA G	E	5173202	SS	C		S	N000SS65D		ORIGINAL f
<input type="radio"/>	065	JALLEN004	ALLEN, JERRY F	E	123712	SS	C		S	N000SS65D		ORIGINAL f
<input type="radio"/>	065	DAMUNDS001	AMUNDSON, DAWN E	E	4960547	SS	C		S	N000SS65D		ORIGINAL f
<input type="radio"/>	065	CANDERS014	ANDERSON, CASEY J	E	4737578	AB	C		S	N000AB14		ORIGINAL f

Done Trusted sites 100%

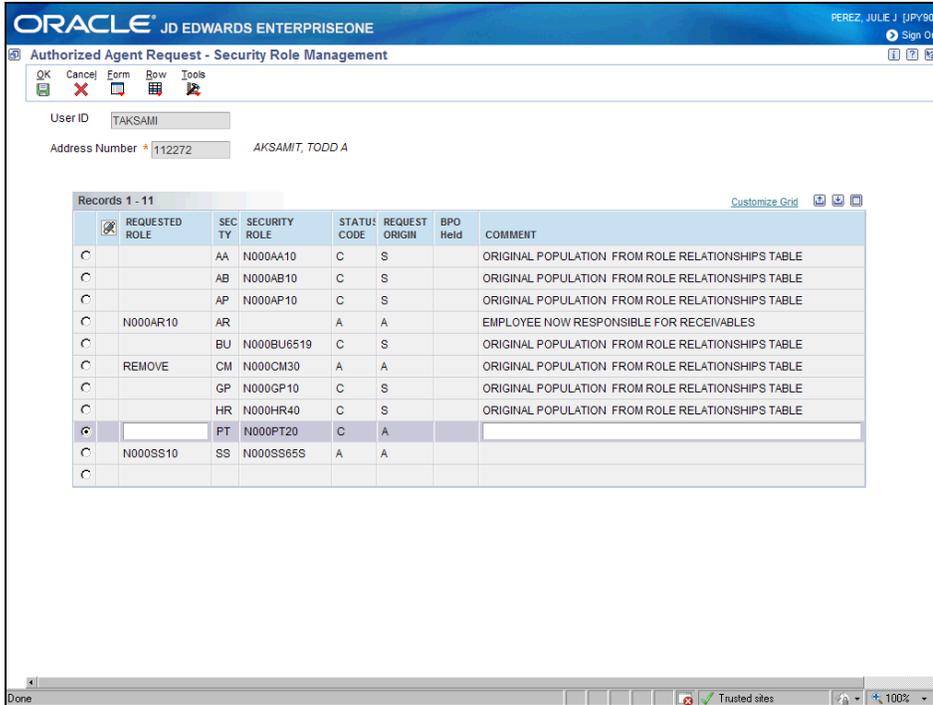
Step	Action
5.	<p>Indicate the User ID to adjust by clicking the radio button in one of the rows containing the User ID with a Status Code of P or A.</p> <p>Click the option.</p> 
6.	<p>Click the Select button.</p> 

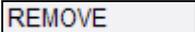


Step	Action
7.	Change Requested Security Role to a REQUESTED ROLE for a Security Type
8.	Select the REQUESTED ROLE to be removed from the request. Press [Delete] OR to change the Requested Role to a different role, enter the new Requested Role and complete COMMENT
9.	Press [Tab] .

Training Guide

Adjust Submitted Requests



Step	Action
10.	Remove the Remove Security Role/Security Type from a User ID
11.	The word "REMOVE" is in the REQUESTED ROLE field to be removed from the User ID. Click the REQUESTED ROLE object. 
12.	Taking the word "REMOVE" out of the REQUESTED ROLE field will cancel the request. Press [Delete] .
13.	Delete Newly Requested Security Role/Security Type for a User ID
14.	Select the radio button for the Row containing the new Requested Role. <i>Note:</i> For Requested Role/New Security Type, there will not be a role in the Security Role field. Click the option. 
15.	Click the Row button. 
16.	Click the Delete Request menu. 

Step	Action
17.	Click the OK button. 
18.	Click the OK button. 
19.	Click the Close button. 
20.	End of Procedure.