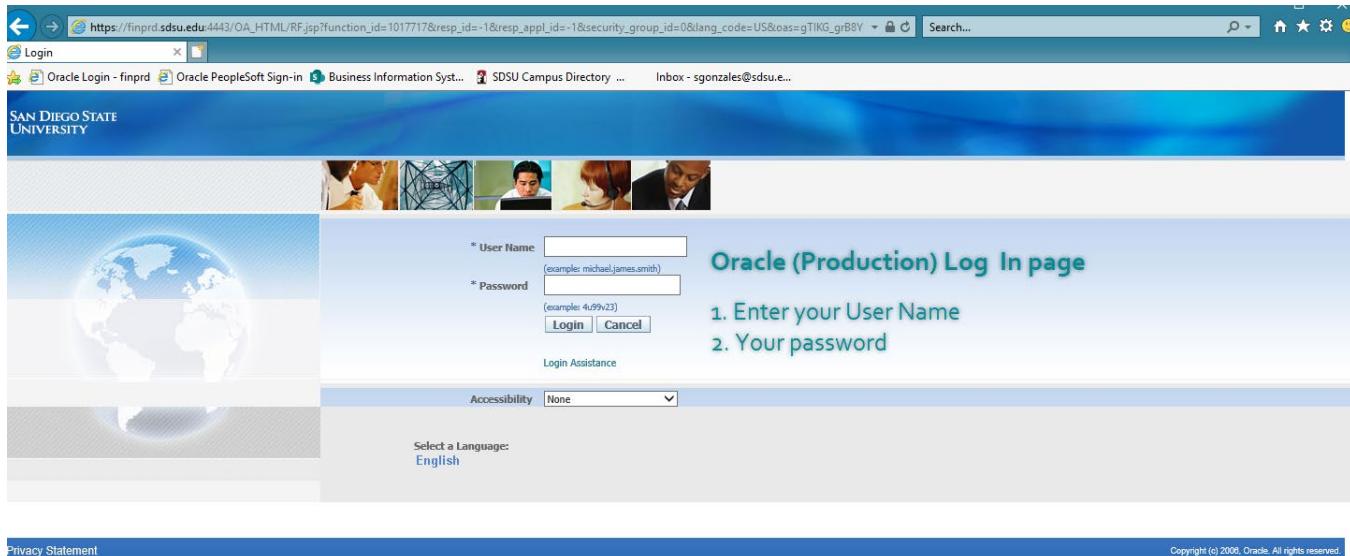


### Request For Information (RFI Request)

Once you log into Oracle Production there is a link on the home page under the Main Menu titled Oracle WCI - Request Info. They would also appear in your WORKFLOW, also on the home page. Please see the included screenshots below for assistance:

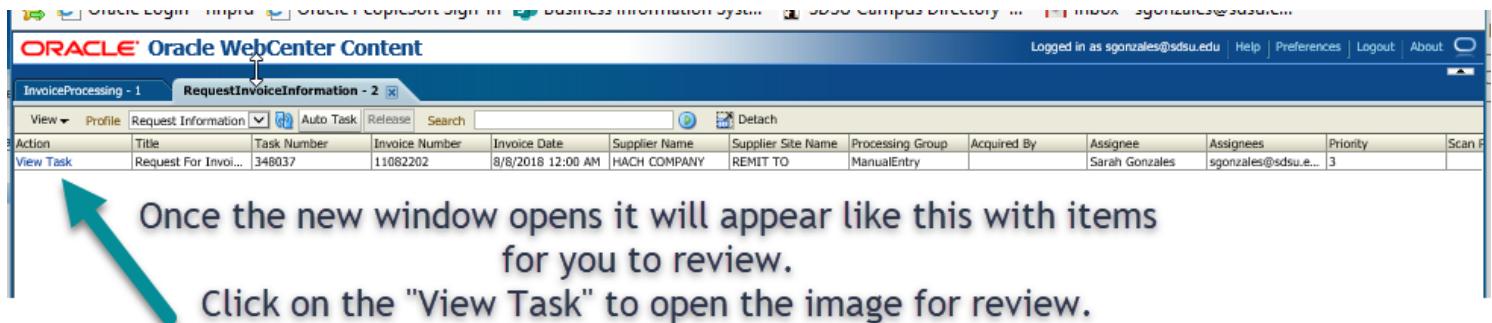
Oracle Production: <https://finprd.sdsu.edu:4443>



### Oracle (Production) Homepage (left side only)

Once you log into Oracle Productions on the Oracle Home Page, under the Main Menu, is the link to your Oracle WCI Request Info (Information) Queue. Click this link and it will open in another window and show all 'invoices' sent to you for review.

You should see a list of Task Item(s) sent to you for review.



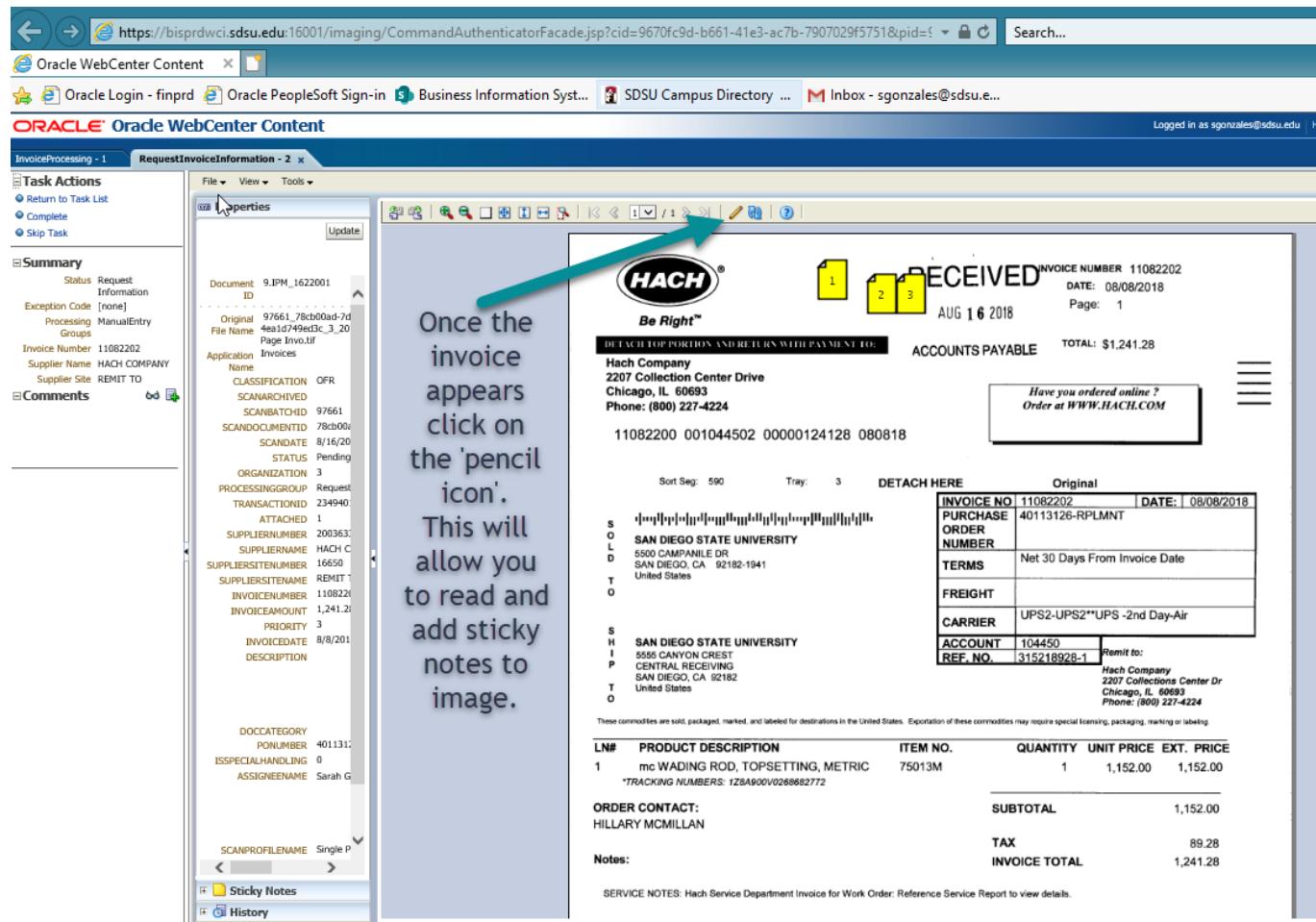
Once the new window opens it will appear like this with items for you to review.  
Click on the "View Task" to open the image for review.

Once you click on the Task# (View Task) the screen will change and you should see the item sent to you for review (Invoice, Travel Expense Claim, etc)

If a problem occurs and the image does not fully upload please contact Business Information Systems (BIS) as it may be a Java issue and/or break in the web link.

Business Information Systems (BIS) can be reached at x4-0899 or BIS@SDSU.EDU.

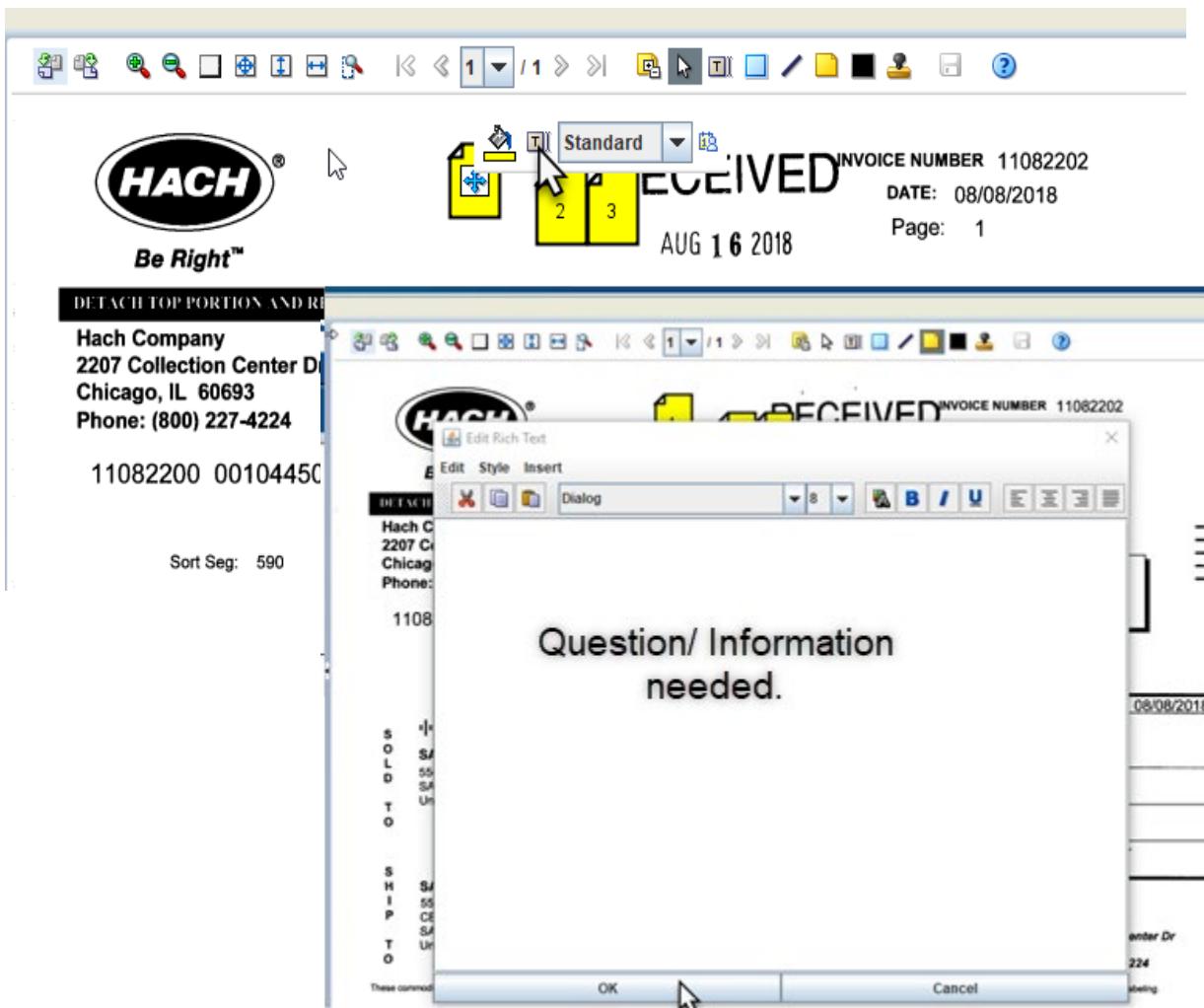
Once the image opens, to read or leave a sticky note, you will need to click on the 'Pencil' icon.



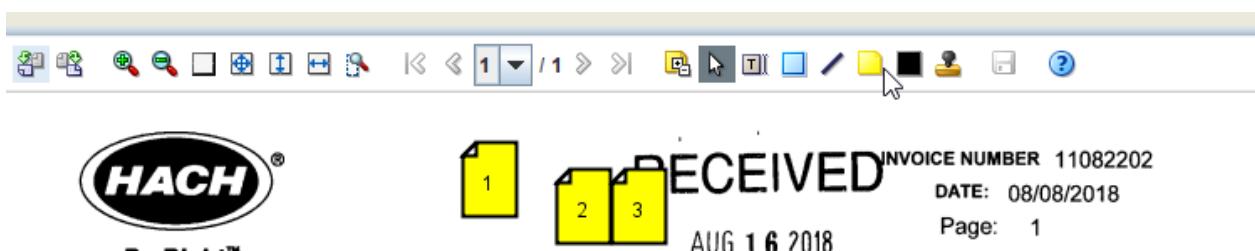
Once the invoice appears click on the 'pencil icon'. This will allow you to read and add sticky notes to image.

Once the new window opens it will appear like this with items for you to review.  
Click on the "View Task" to open the image for review.

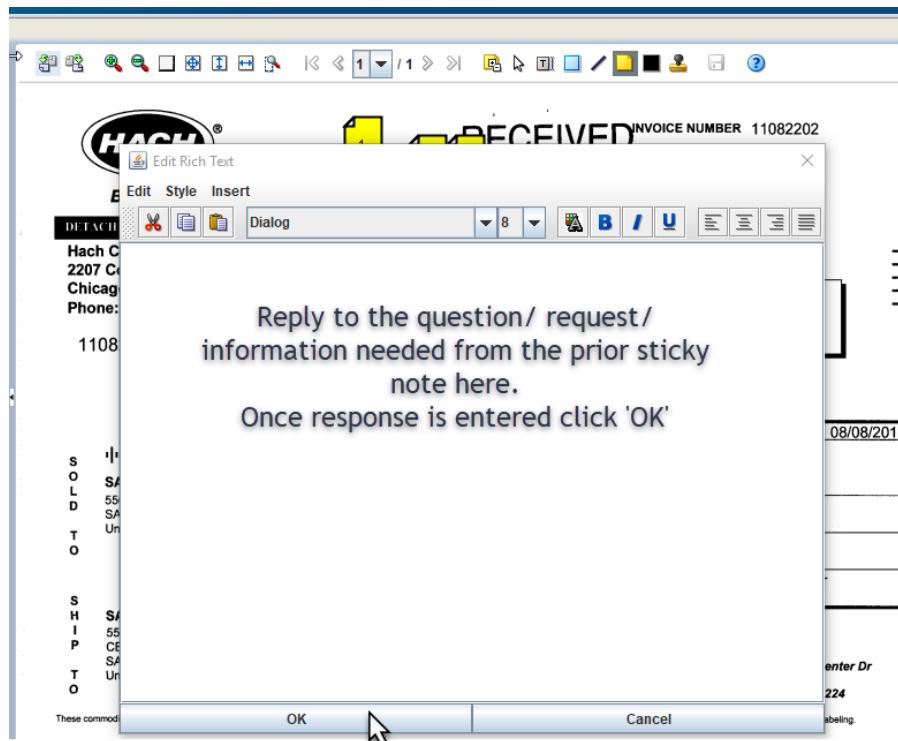
Another window will open and you can click the sticky note you want to read by clicking the "[T]" icon to read the Text Box. Once clicked a text box will open (as another window), to close that text box click 'ok' or 'cancel'.



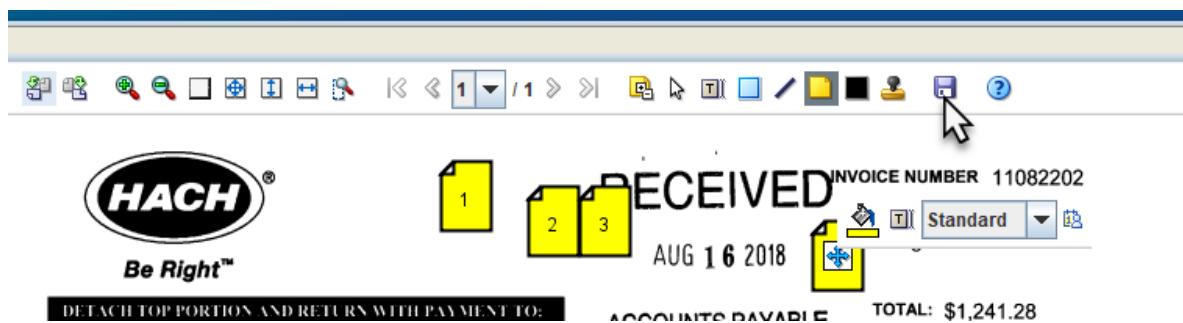
To reply to the question, click on the Yellow Square icon, aka Sticky Note. Once you clicked the Yellow Square icon click anywhere on the image of the invoice.



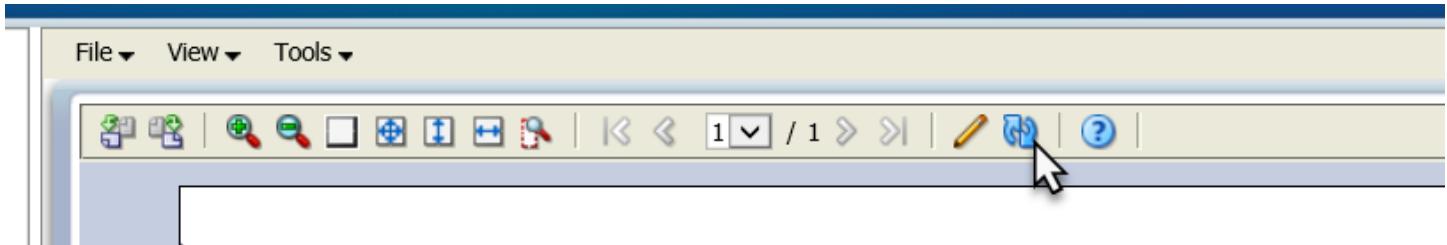
Once clicked a Text Box will appear for you to type your reply.



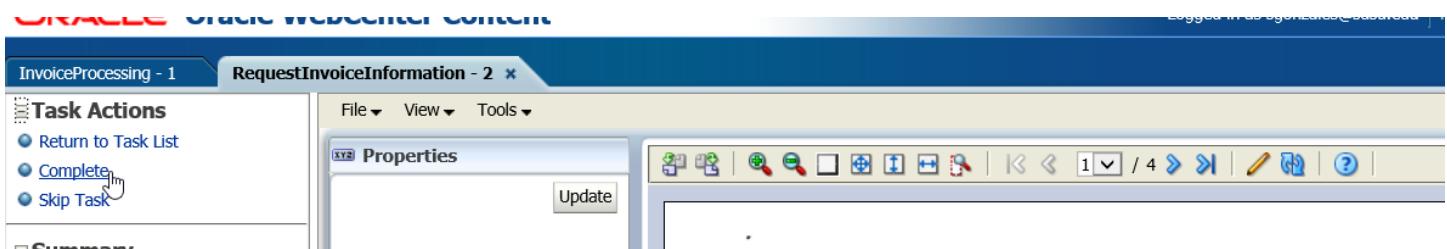
Once the new sticky note is added please click the SAVE icon (floppy disk). This will save it to the image. If you do not click 'Save' it will not be applied to the image and disappear.



Once the sticky note is saved then it is alright to close that window. Please then click the refresh button to make sure the image was saved (your Sticky Note would now appear on the invoice image).



Once all steps have been done, please then click COMPLETE. This will then be sent back to the invoice technician who originally sent the request.



If you need to review the task (ie: need to get more information, waiting on a Purchase Order number to be issued, or what may come up) then click the 'Return to Task List' and this will save the item back to your Request For Information Queue.

If you click 'Skip Task' it will return the item to your Request For Information Queue and allow you to select another item for review.