

Comments, files, and history on an MRQ

September 10, 2026

Comments, files, and history on an MRQ

Use this page after an MRQ is saved to keep its discussion and supporting files together and to review the record's **Last Modifications** history.

If you need to...	Go to
Find the saved MRQ edit surface	Find and open the saved MRQ
Identify the fields, actions, and product columns	Understand the saved-MRQ surface
Add or manage supporting files	Keep supporting files with the MRQ
Add or maintain discussion	Keep discussion with the MRQ
Review record activity	Review Last Modifications
Create the request first	Create an MRQ
Complete the MRQ record	Complete an MRQ record
Work with the shared file library	Libraries and files
Follow the procurement hand-off	Purchase jobs procurement chain

Before you start

An MRQ is a material request that begins the procurement flow before later purchasing work. Use this page after the request is saved because the footer surfaces depend on a saved record.

Prerequisites

- Have a saved MRQ open.
- Have the discussion or file information you want to keep with that MRQ.

- Open the saved MRQ page and confirm that **Branch**, **MRQ title**, and **Required Receiving Date** are visible; **MRQ title** and **Required Receiving Date** are required.
- Expect the available surfaces to depend on the record and feature conditions. The file library appears inside the document popup, and the comment area is available only when its conditions are met.

Find and open the saved MRQ

The saved MRQ edit surface is the record page where you keep supporting information and review record activity.

Prerequisites

- Know which saved MRQ you need to review.

Steps

1. Open **MRQs**.
2. Select the saved MRQ.
3. Confirm that the record page shows the footer area with **Last Modifications**.

Result: The saved MRQ edit surface is open and ready for the follow-up work.

Understand the saved-MRQ surface

The saved-MRQ surface combines header information, requested-product rows, follow-up actions, and the history area in one record page.

Area	What you can see or use
Header	Branch , MRQ title , and Required Receiving Date
Record actions	Save and Save and Close
Readouts	Short Vendors List and Additional Requirements
Requested products	row number, product, unit, quantity, purchasing reference, and forecasted receiving date
History	Last Modifications and a Refresh control

The requested-products grid shows the product rows associated with the MRQ. Use the headers that are visible on your screen when you review a row. The page also shows procurement-stage choices and separate product areas for the request and its additional requirements.

When the history area is open, use **Action users** to narrow entries by user and **Fields** to narrow them by changed field. A **Registration** entry can be inspected when user logs exist. The file surface can also show **Filter**, **Tags**, **Type**, and **Modified**; the headers depend on the current file-list setup.

ams

Shotec S.A.E

+

🕒

🔔

🏠

👤

RO

Material Requisition

MRQs

M26.1132

Save

Save and Close

X

MRQ

+ RFQ

+ Direct PO

Branch

MRQ title

Required Receiving Date

Shotec S.A.E

WALKER-E2E-MRQ-20260821-01 disposable fixture

21 Aug 2026

Short Vendors List

+

Limited VL

#	Product	Unit	Qty	Purchasing	Forecasted Receiving Date
1	Groove Nut	Pieces	1	P26.1097	21 Nov 2026

Products

Additional Requirements

Product	Unit	Qty
No data		

Tickets

Additional Requirements

Last Modifications

Last Modifications

The audit log provides you with a chronological sequence of actions performed by the users

Created On: 21 Aug 2026 - 09:58 AM - By Ramy Othman

Filter by user

Filter by field

Keep supporting files with the MRQ

A supporting file is a document kept with the MRQ so the request and its related material remain

together. After the document surface opens, it provides library, folder, upload, linking, review, download, rename, tag, and delete actions.

If you cannot find the document surface for the MRQ, use [Libraries and files](#) to open the independent file-library surface.

Prerequisites

- Have the file library open for the MRQ.
- Have the file, library name, folder name, or link information ready.

The file view determines which creation controls appear. **New Library** appears in the initial library view. **New Folder** and **Upload** appear after you are in a non-default library location.

Enter library details

Steps

1. Select **New Library** when you need a separate library for the MRQ's supporting documents.
2. Enter the library name in **Library name**.

Result: The new library form contains the library name you entered.

Enter folder details

Steps

1. Select **New Folder** when the current library needs another folder.
2. Enter the folder name in **Folder name**.

Result: The new folder form contains the folder name you entered.

Enter upload details

Steps

1. Select **Upload** to add one or more files.
2. Select **Browse** in the upload form.
3. Enter the document name in **File Name**.
4. Select a type in **Links** when the file needs a related record link.

5. Select **Link target** after the link type is chosen.
6. Enter file context in **Comment** when the upload form shows that field.

Result: The upload form contains the selected file and its entered file details.

If you need to...	Select
Load older cloud files	Get old cloud
Change file details	Edit
Save a copy locally	Download
Associate a selected file	Link
View a selected file	Open
Change its tags	Add/Remove tags
Change its name	Rename
Remove a selected file	Delete

The **Link target** field appears after a link type is selected. A file-name or library-name validation

failure uses `This Field Is Required` . The file surface also owns the message

Just `'_''-''.'` And `'&'` Characters Accepted ; use the [Libraries and files](#)

page for that file-library rule.

Result: The file library shows the supporting document or the selected file action's result.

Keep discussion with the MRQ

Discussion is the record conversation associated with the MRQ. When the Comments surface is

available, it provides a rich-text entry area, comment search, replies, editing, sub-comments, and deletion confirmation.

If **Comments** is available in your record, use its discussion controls. The comment editor requires

a loaded comment list and comment permission, and **Search comments** appears only when comment search is enabled.

Prerequisites

- Have the Comments surface available for the saved MRQ.
- For edit and delete actions, work with a comment you own.
- For a reply, work with a comment that is not your own and has reply access.

Steps

1. Enter the discussion in the rich-text comment area.
2. Select **Post** to add the discussion to the MRQ.
3. Enter text in **Search comments** when the search control is available to narrow the displayed comments.
4. Choose the action that matches the discussion you are maintaining.

If you need to...	Action
Reply to a comment	Select Reply , enter the response, and select Reply again when the comment is not yours and reply access is available.
Edit your comment	Select Edit , change the text, and select Save .
Expand replies	Select view sub comments when the comment has replies.
Delete a comment	Select Delete for a comment you own. When Are you sure you want to delete this topic and all its content? appears, select Delete to confirm or Cancel to keep the comment.

Result: The MRQ discussion shows the comment, reply, edit, expanded replies, or deletion result that you selected.

Review Last Modifications

Last Modifications is the audit-history surface: it presents a chronological sequence of actions performed by users and includes a created-on entry.

Prerequisites

- Have a saved MRQ open.

Steps

1. Select **Last Modifications** in the footer.
2. Select **Refresh** to reload the history.
3. Choose users in **Action users** when you need to narrow the entries.
4. Choose fields in **Fields** when you need to narrow the entries by changed field.
5. Select a history row to open its available details.

Result: The history area shows the chronological activity available for the MRQ, including its created-on entry and any details opened from a history row.

When a follow-up action goes wrong

Use the exact message on screen to choose the correction. The following MRQ messages belong to record, product, or save validation:

Message	What to do
Package must have at least one item	Add an item before continuing with the package action.
Cannot be deleted. Product is in purchasing	Keep the product because it is already in purchasing.
You cannot save without adding at least one product	Add at least one product before saving.
One of products has no quantity	Enter a quantity for every product that you are saving.
Check mandatory field(s)	Return to the required fields and complete them.
An error occurred while processing your request	Review the action and try again after correcting the record information.
This Field Is Required	Complete the required file-library field.
Are you sure you want to delete this topic and all its content?	Select Delete only when the entire comment topic and its content should be removed; otherwise select Cancel .
Your request was completed successfully	Continue after the file action completes.

The following messages belong to other pages:

Message	Owning page
Just '_'-'-'.' And '&' Characters Accepted	Libraries and files

Message	Owning page
Forbidden characters detected. Please remove them and try again.	Configuration products list
This product is already included in BOM	Configuration products list
The first variant cannot be deleted	Configuration product details
An error occurred while connecting to your CRM system.	Configuration product details
Please select one product	Configuration product details

Know what to do next

When you finish this follow-up, continue according to the work you need to do next:

Next need	Continue with
Create a new material request	Create an MRQ
Complete requested-product or additional-requirement work	Complete an MRQ record
Continue through later procurement stages	Purchase jobs procurement chain
Manage the shared file surface	Libraries and files

Result: You know which page continues the work after the MRQ discussion, file, and history task.