




Spyglass Icon

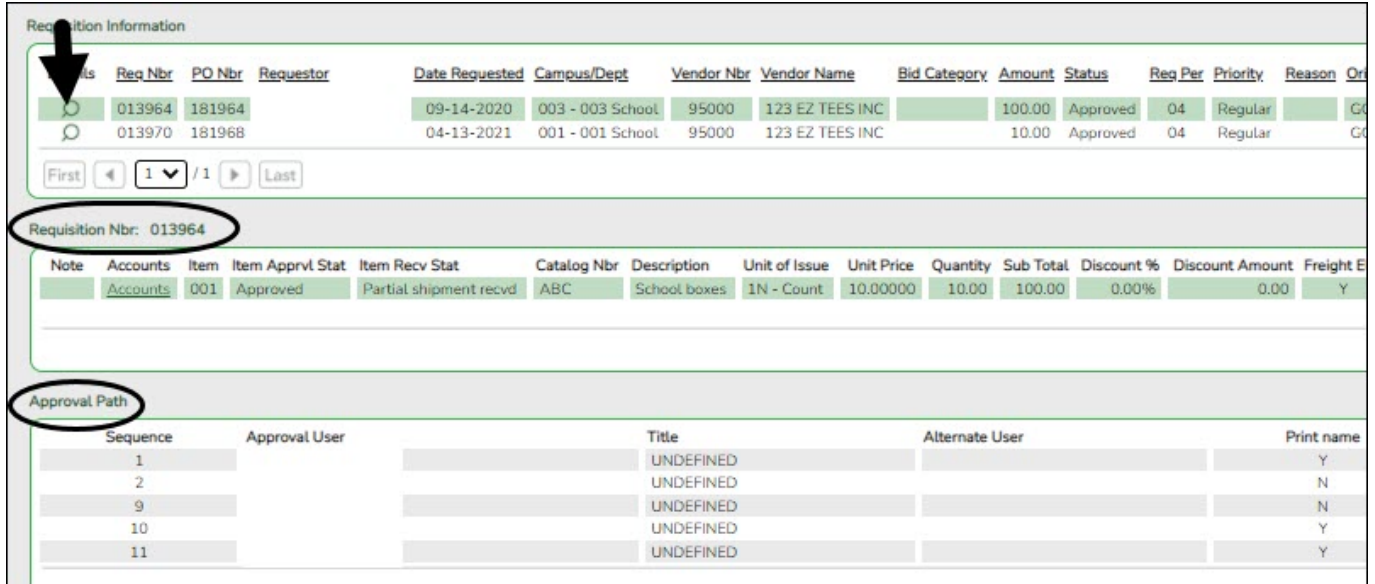
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Spyglass Icon i

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The spyglass icon is used on several pages to view additional details for a record.

Click  to view additional details. The details are displayed in various ways depending on the application on page. On some pages, a pop-up window is displayed with the corresponding details, and on other pages, additional details might be displayed in different grid as seen in the below example.



The screenshot displays a web application interface for requisition management. At the top, a table lists requisition records with columns for Reqs, Req Nbr, PO Nbr, Requestor, Date Requested, Campus/Dept, Vendor Nbr, Vendor Name, Bid Category, Amount, Status, Req Per, Priority, Reason, and Order. A black arrow points to a spyglass icon in the first row of this table. Below the table, the 'Requisition Nbr: 013964' is highlighted with a red circle. Underneath, a table shows item details with columns for Note, Accounts, Item, Item Apprvl Stat, Item Recv Stat, Catalog Nbr, Description, Unit of Issue, Unit Price, Quantity, Sub Total, Discount %, Discount Amount, and Freight E. The 'Accounts' column is highlighted with a red circle. At the bottom, an 'Approval Path' table is shown with columns for Sequence, Approval User, Title, Alternate User, and Print name. The 'Approval Path' title is also highlighted with a red circle.

Reqs	Req Nbr	PO Nbr	Requestor	Date Requested	Campus/Dept	Vendor Nbr	Vendor Name	Bid Category	Amount	Status	Req Per	Priority	Reason	Order
	013964	181964		09-14-2020	003 - 003 School	95000	123 EZ TEES INC		100.00	Approved	04	Regular		00
	013970	181968		04-13-2021	001 - 001 School	95000	123 EZ TEES INC		10.00	Approved	04	Regular		00

Requisition Nbr: 013964

Note	Accounts	Item	Item Apprvl Stat	Item Recv Stat	Catalog Nbr	Description	Unit of Issue	Unit Price	Quantity	Sub Total	Discount %	Discount Amount	Freight E
	Accounts	001	Approved	Partial shipment recvd	ABC	School boxes	IN - Count	10.00000	10.00	100.00	0.00%	0.00	Y

Approval Path

Sequence	Approval User	Title	Alternate User	Print name
1		UNDEFINED		Y
2		UNDEFINED		N
9		UNDEFINED		N
10		UNDEFINED		Y
11		UNDEFINED		Y