



# Spyglass Icon




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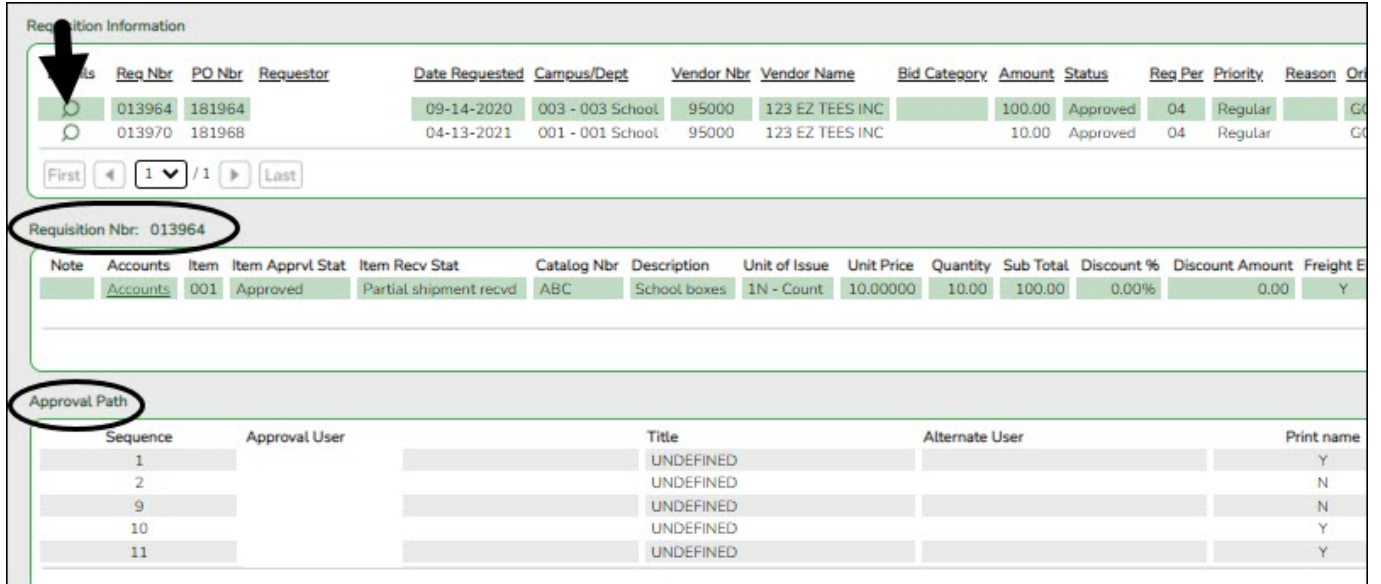
**Spyglass Icon** ..... i



## Spyglass Icon

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 page. On some pages, a pop-up window is displayed with the corresponding details, and on other pages, additional details might be displayed in a different grid as seen in the below example.



The screenshot displays a web interface for requisition management. At the top, a table lists requisitions with columns for Requisition Number, PO Number, Requestor, Date Requested, Campus/Dept, Vendor Number, Vendor Name, Bid Category, Amount, Status, Request Period, Priority, Reason, and Origin. A spyglass icon is highlighted with a black arrow pointing to the first requisition (013964). Below this table, a section titled "Requisition Nbr: 013964" provides a detailed view of the selected requisition, including a table of items with columns for Note, Accounts, Item, Item Approval Status, Item Receipt Status, Catalog Number, Description, Unit of Issue, Unit Price, Quantity, Sub Total, Discount Percentage, Discount Amount, and Freight. The "Approval Path" section below shows a table with columns for Sequence, Approval User, Title, Alternate User, and Print Name, listing five steps in the approval process.

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

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	1N - 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