




Spyglass Icon

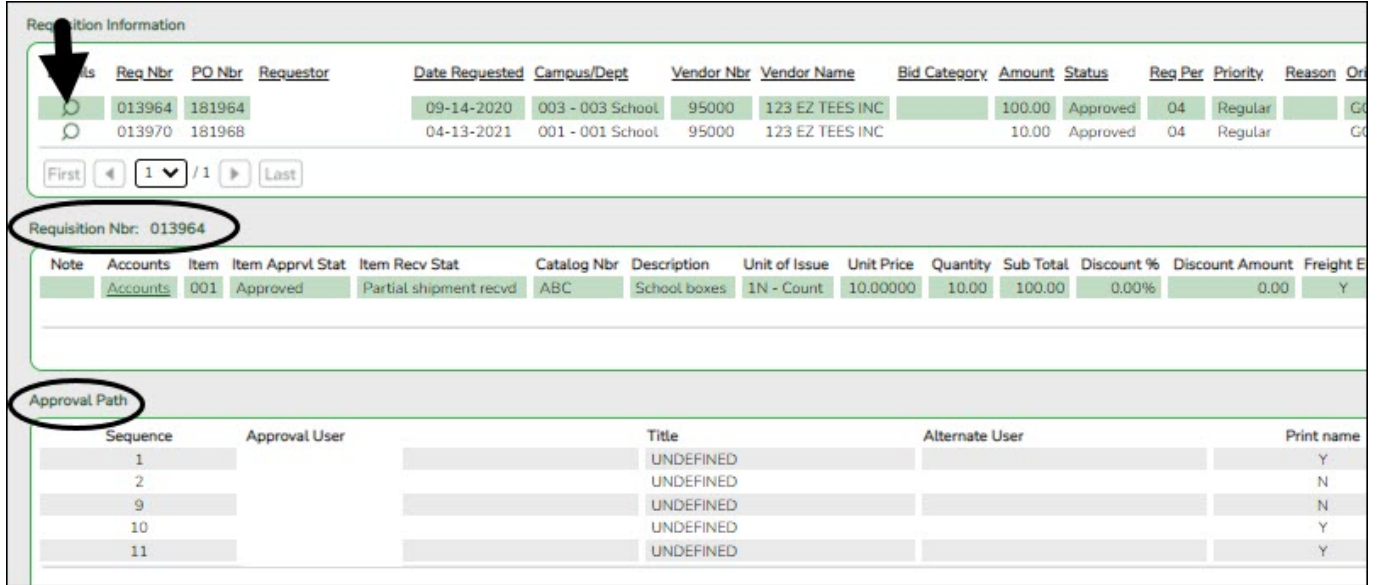
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Spyglass Icon i



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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 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 Nbr, Vendor Name, Bid Category, Amount, Status, Reg Per, Priority, Reason, and Order. 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 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 bottom section, titled "Approval Path", 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	Reg 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