

Viewing

1. Follow steps 1 – 6 in *Searching for a Requisition*.
2. Under **Workflow Details**, click **View**.
3. The **Work Item Details** for the requisition will open in a new window.
(For an explanation of this window, see *Work Item Details*)

Work Item Details

The **Work Item Details** shows the workflow of your requisition. You can see who is currently viewing the requisition, if a purchase order was created and if so, the purchase order number.

Work Item Details

- Case Id: 102355561
- 1 Name: Item Req # 010699
 - 2 Status: CLOSED
 - 3 Document Type: Req
 - 4 Document Id: 1821082
 - 5 Date created: Jun 2, 2014 12:21:58 PM
 - 6 Originator: SDINGMAN
 - 7 Current reviewer:
 - 8 Date last modified: Jun 3, 2014 9:02:24 AM
 - 9 Last modified by: CRICHNER
 - 10 Child cases: [PO 102356825](#); Item PO # 208878

11 Review Chain:

User ID	Group	Status	Notes	Modified
SDINGMAN		APPROVED		Jun 2, 2014 1:07:42 PM
CBELL	Train	APPROVED		Jun 2, 2014 1:40:24 PM
KWASKIE		FORWARDED	Acted on by:MSCHOFIE	Jun 2, 2014 1:44:17 PM
CRICHNER	28020 Purchasing	CLOSED	Closed to create new case for PO document Item PO # 208878 (1630071).	Jun 3, 2014 9:02:24 AM

1. **Name:** Item Requisition number
2. **Status:**
 - a. **Incomplete:** requisition is with you waiting for you to approve it
 - b. **Approved:** you have approved the requisition
 - c. **Closed:** purchase order has been created
3. **Document Type:** Requisition
4. **Document Id:** ID number of document
5. **Date created:** date requisition was created
6. **Originator:** person that created the requisition
7. **Current Reviewer:** person requisition is currently with (i.e. your name or your approver's name)
8. **Date last modified:** date the last person modified the requisition
9. **Last modified by:** last person that modified the requisition
10. **Child cases:** PO number
11. **Review Chain:** this shows exactly where the requisition went: who approved it along the way, that it was forwarded to purchasing and a PO was created (including the PO number) which then closed the requisition.
 - a. When reviewing the chain, if you notice that it has *predicting* anywhere in the **Status** column, look above to see who is the **Current Reviewer**. Chances are the Current Reviewer has not approved the requisition.