Viewing Work Item Details
1. Follow steps 1 – 6 in Searching for a Requisition.
2. On the Search Results screen, under Workflow Details, click View.
3. The Work Item Details for the requisition will open in a new window.

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  
**Name:** Item Req # 016599  
**Status:** CLOSED  
**Document Type:** Req  
**Document Id:** 1821082  
**Date created:** Jun 2, 2014 12:21:58 PM  
**Originator:** SDINGMAN  
**Current reviewer:**  
**Date last modified:** Jun 3, 2014 9:02:24 AM  
**Last modified by:** CRICHER  
**Child cases:** PO 102355562, Item PO # 208878

**Review Chain:**

<table>
<thead>
<tr>
<th>User ID</th>
<th>Group</th>
<th>Status</th>
<th>Notes</th>
<th>Modified</th>
</tr>
</thead>
<tbody>
<tr>
<td>SDINGMAN</td>
<td></td>
<td>APPROVED</td>
<td></td>
<td>Jun 2, 2014 1:07:42 PM</td>
</tr>
<tr>
<td>CBELL</td>
<td>Team</td>
<td>APPROVED</td>
<td></td>
<td>Jun 2, 2014 1:49:24 PM</td>
</tr>
<tr>
<td>KWASKIE</td>
<td></td>
<td>FORWARDED Acted on by MSCHOFIE</td>
<td>Jun 2, 2014 1:41:17 PM</td>
<td></td>
</tr>
<tr>
<td>CRICHER</td>
<td>28020 Purchasing</td>
<td>CLOSED</td>
<td>Closed to create new case for PO document Item PO # 208878 (1650071), Jun 3, 2014 9:02:24 AM</td>
<td></td>
</tr>
</tbody>
</table>

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, 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.