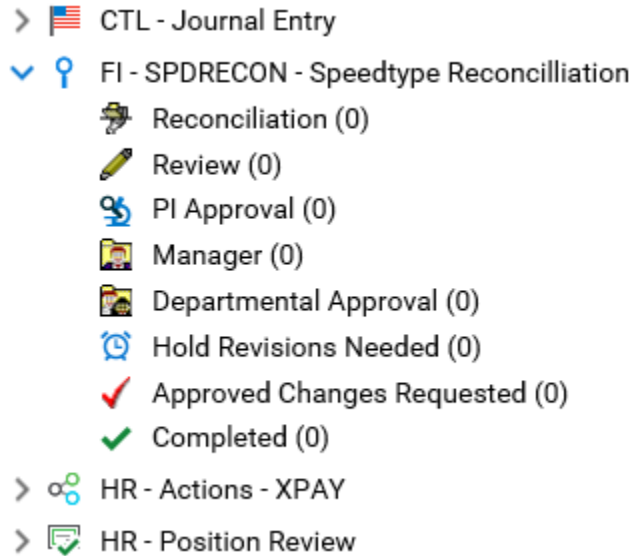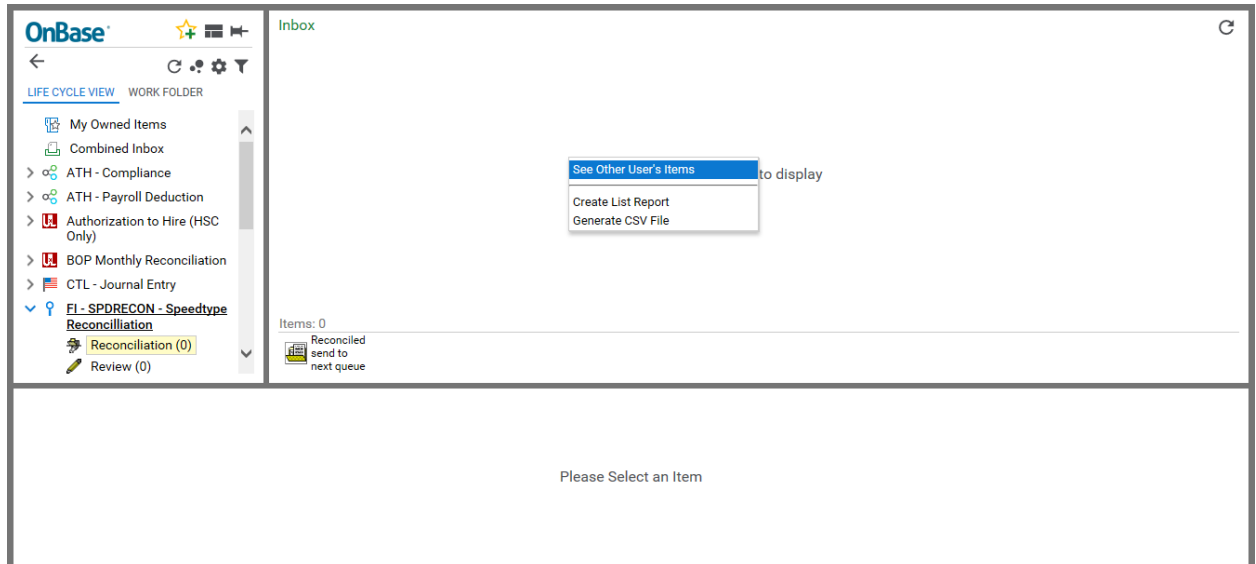# SpeedType Reconciliation Workflow - LFO Viewing in the web client
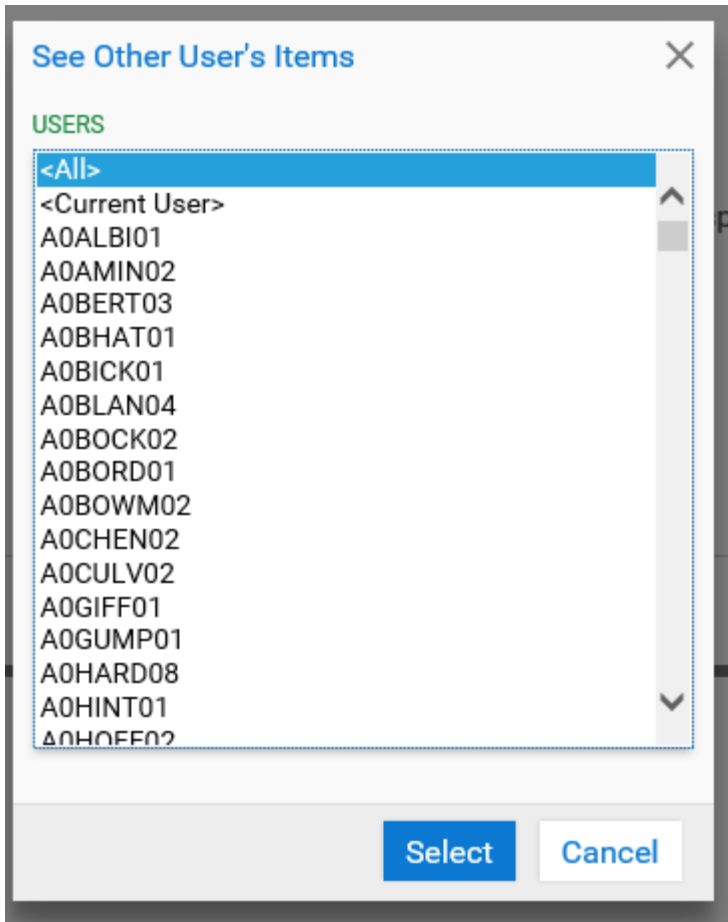
1. Expand the "FI – SPDRECON – Speedtype Reconciliation" workflow, like this:

2. Click a queue, then right-click in the blank box and click on "see other users items"

3. On the pop-up screen, select <All> and click the "select" button

4. The results will show only the forms for the VP Dean code/units of the LFO:

To view the dashboard reports in the web client:

1. After login, click the menu icon (upper left corner), then click "Gallery" under "Reporting Dashboards"

DOCUMENT

    Document Retrieval

    New Form

    Import Document

WORKFLOW

    Open Workflow

STATUSVIEW

    Open StatusView

FOLDERS

    Open Folders

USER

    Trash Can

    Locked Objects

REPORTING DASHBOARDS

    Gallery

2. Expand the "Shared with me" folder, then expand the "SPDRECON" folder, then click on a report:

Gallery

PROCARD - Transactions - Food Totals (Units 10,16,20)
PROCARD - Transactions Sent to Peoplesoft - Enter Date Range
PROCARD - Transactions Sent to Peoplesoft - Last 32 Days
SPDRECON - Workflow Status - Days in Queue

> Public Items
∨ Shared With Me
   HSC Auth to Hire
   JV - CTL - Department Request Search
   Purchasing Department Request Status
   Sponsored Account Renewal
   ∨ SPDRECON
     SPDRECON - Approval tracking report
     SPDRECON - Workflow Status - Days in Queue
> HR
> License Usage and Most Active Users
> REGISTRAR
> ZZZ - Not Used

SPDRECON - Approval tracking report   Export Data   Parameters

SPDRECON - Approval tracking report

Grid 1

R...	F...	I	S...	Speed...	De...	D...	VP/Dean C...	Reconciler Comments	Review...	PI Comments	M...	Appro...	A	Ac...	Ac...	Action Ta...	B...
1...	2...	9.	C...	MECH...	421...	P...	42						J...	St...	20...	PI APPRO...	YES
1...	2...	9.	C...	MECH...	421...	P...	42						P...	W...	20...	READY F...	YES
1...	2...	9.	C...	MECH...	421...	P...	42						S...	Ca...	20...	DEPARTM...	YES
1...	2...	9.	G...	MECH...	421...	P...	42	ZD #86342 - sending email to...		Nichola Garbett is not supposed to be on...			J...	St...	20...	PI APPRO...	YES
1...	2...	9.	G...	MECH...	421...	P...	42	ZD #86342 - sending email to...		Nichola Garbett is not supposed to be on...			J...	St...	20...	PI NOT A...	YES
1...	2...	9.	G...	MECH...	421...	P...	42	ZD #86342 - sending email to...		Nichola Garbett is not supposed to be on...			P...	W...	20...	HOLD CH...	YES
1...	2...	9.	G...	MECH...	421...	P...	42	ZD #86342 - sending email to...		Nichola Garbett is not supposed to be on...			P...	W...	20...	READY F...	YES
1...	2...	9.	G...	MECH...	421...	P...	42	ZD #86342 - sending email to...		Nichola Garbett is not supposed to be on...			P...	W...	20...	REVISION...	YES
2...	2...	9.	C...	PARTI...	421...	P...	42	p.w. - University report is uplo...					J...	Wi...	20...	PI APPRO...	YES
2...	2...	9.	C...	PARTI...	421...	P...	42	p.w. - University report is uplo...					P...	W...	20...	READY F...	YES
2...	2...	9.	C...	PARTI...	421...	P...	42	p.w. - University report is uplo...					S...	Ca...	20...	DEPARTM...	YES
2...	2...	9.	C...	PARTI...	421...	P...	42	p.w. - University report is uplo...					S...	Wi...	20...	REVIEWE...	YES
2...	2...	9.	E...	PHAR...	421...	P...	42						K...	H...	20...	REVIEWE...	YES
2...	2...	9.	E...	PHAR...	421...	P...	42						P...	Wi...	20...	READY F...	YES
2...	2...	9.	E...	PHAR...	421...	P...	42						S...	Ca...	20...	DEPARTM...	YES
2...	2...	9.	G...	PARTI...	421...	P...	42						J...	Wi...	20...	PI APPRO...	YES