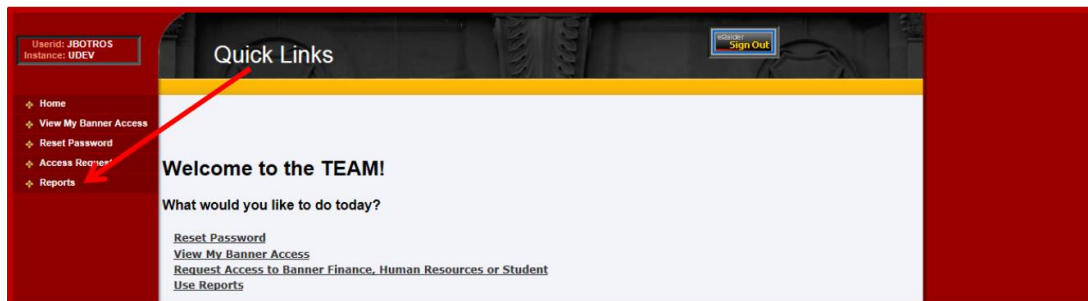TEAM App provides reports for viewing Routing and Approval assigned by the Organization Manager (or Proxy). Following are steps to the TEAM App reports, and illustrations of the reports.
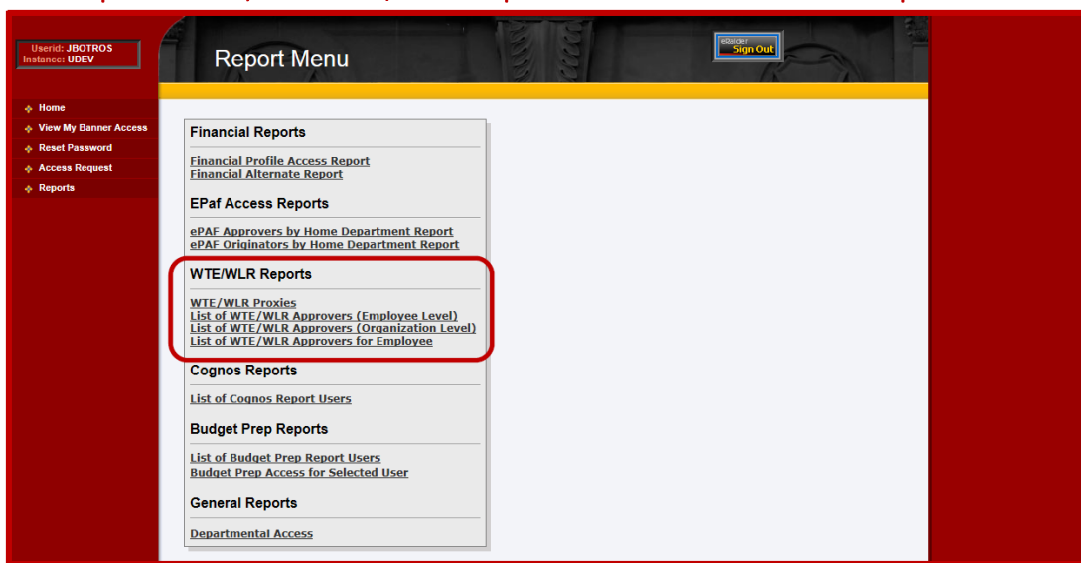
Steps to Follow, or see Screen Shots below:

1. Sign into RaiderLink > A&F Work Tools tab > TeamApp.

2. On the Quick Links Page, click Reports.

Texas Tech University
Data Management
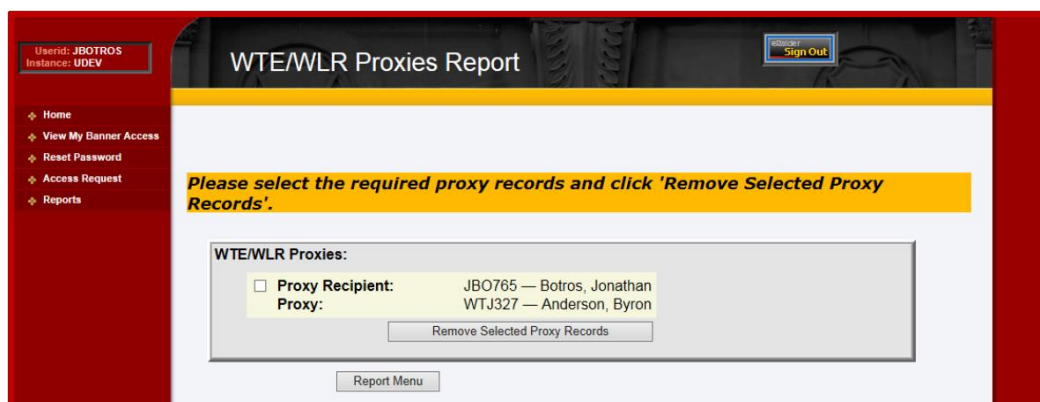for Financial Resources

3. On the Report Menu, find WTE/WLR Reports and click the desired report.

A. WTE/WLR Proxies Report:

B.1 Employee Level Routing: Choose Organization to View Employees:

B.2 Employee Level Routing: View List of Employees with Employees' Approvers:

On this report, the Employee Routing is displayed for each employee. However, if an Employee Routing has not been assigned by the Organization Manager (or Proxy), then the Organization Routing will be displayed.

C.1 Organization Level Routing: Choose Organization to View

C.2 Organization Level Routing: View Level Approvers for the Organization

D.1 Approvers of Employee – Enter only one: Employee's R#, or Oracle ID, or eRaider ID.

D.2 Approvers of Employee: View List of Approvers for Desired Employee

On this report, the Employee Routing is displayed for each employee. However, if an Employee Routing has not been assigned by the Organization Manager (or Proxy), then the Organization Routing will be displayed.