ARIZONA
P R O C U R E M E N T   P O R T A L
QUICK REFERENCE GUIDE

Analytics Tab Overview

This document is a quick reference guide for users wishing to view dashboards and queries in the Arizona Procurement Portal (APP). If you have any questions, please contact the APP Help Desk at app@azdoa.gov. Additional resources are also available on the SPO website: https://spo.az.gov/.

The Arizona Procurement Portal enables users to analyze queries and dashboards in order to obtain the data they require. This quick reference guide is a basic overview of the Analytics Tab.

Reporting Homepage

1. Nagivate to the **Analytics** dropdown, select **Reporting Homepage**.
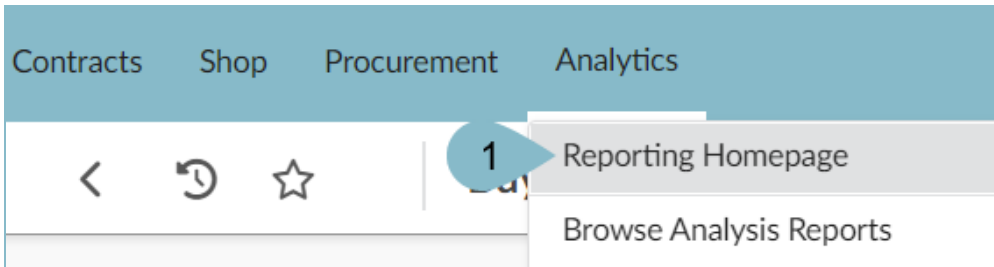
2. On the Reporting Homepage, various data visualization dashboards are available to view. Click on the desired Statewide Dashboard to view the analysis.
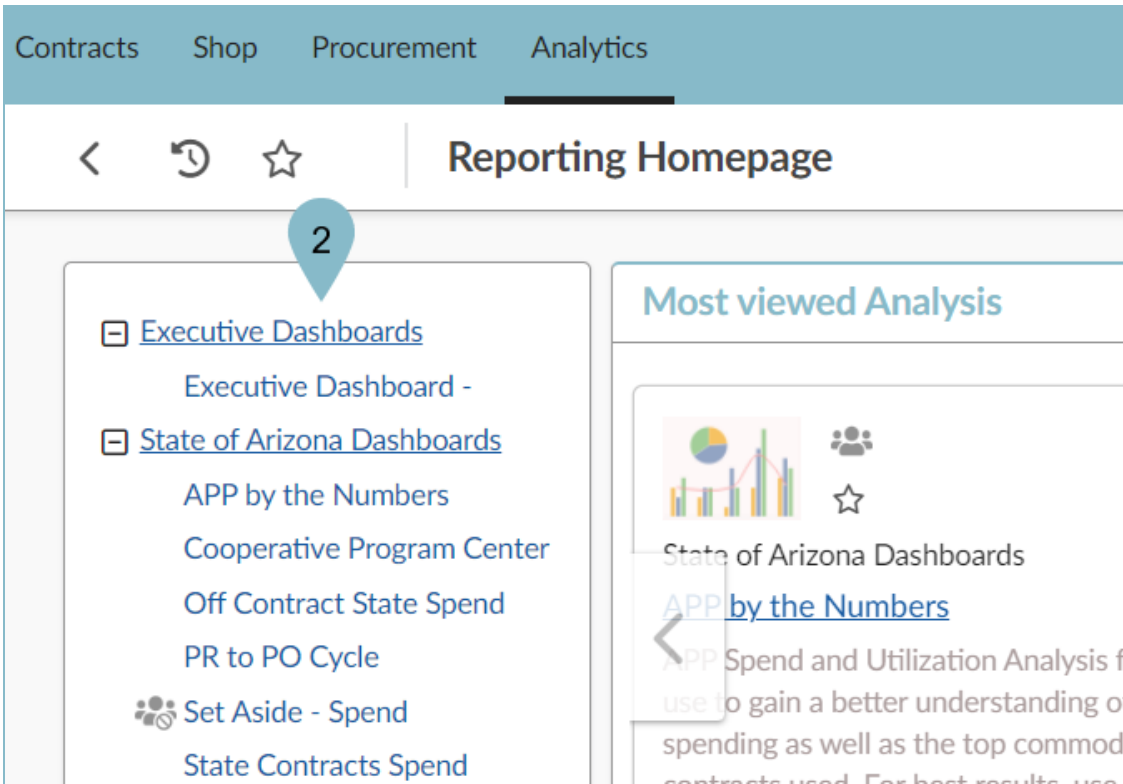
3. There will be various parameters on the left hand side of the screen. If no filters are appearing, please click the Filter ▼ icon on the left.
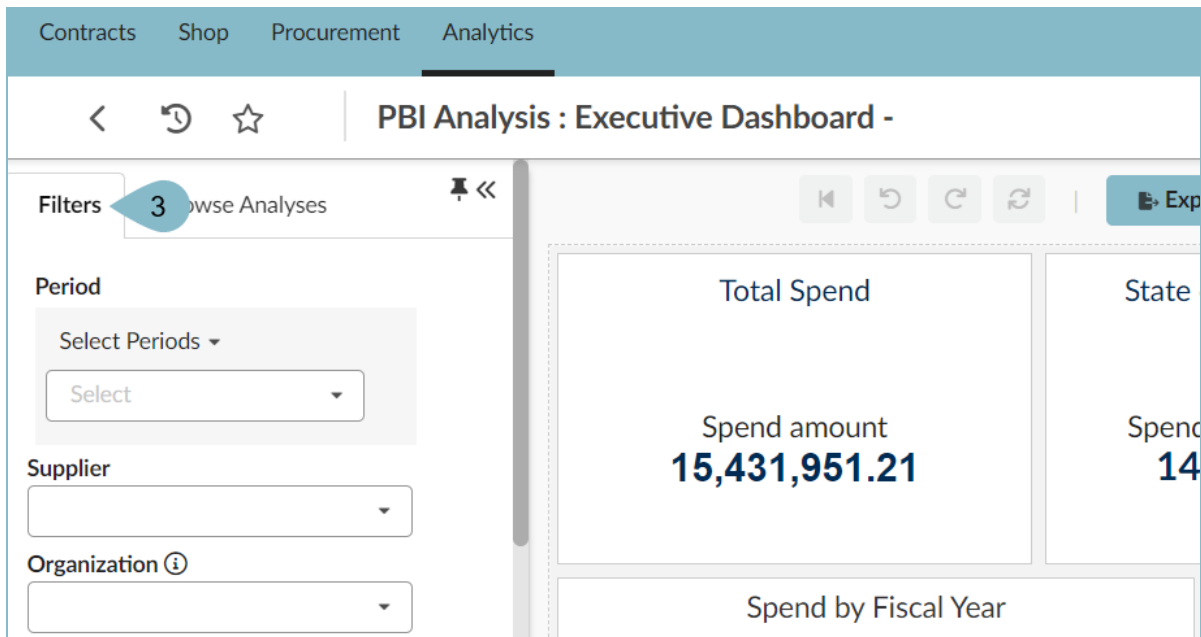

4. Use these filters to tailor the data down to your specific Organization or to view data on a certain supplier and or contract. *A common filter used is the Organization filter, this will allow users to view an agencies statewide data.*

> The **Limit Organization Perimeter** check box will allow the user to either limit their view to just the organizations listed in their profile, or all state agency data. If the box is not allowing it to be unchecked, then your profile will need to be updated with the Analyst View role. You may request this role to be added according to your agency procedures for APP access and role updates.

Browse Queries

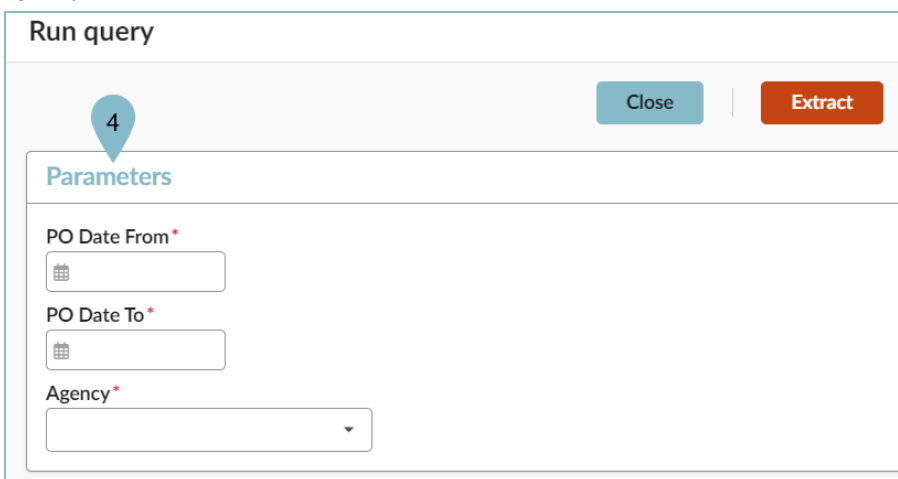1. Navigate to the **Analytics** Tab, select **Browse Queries** from the dropdown.
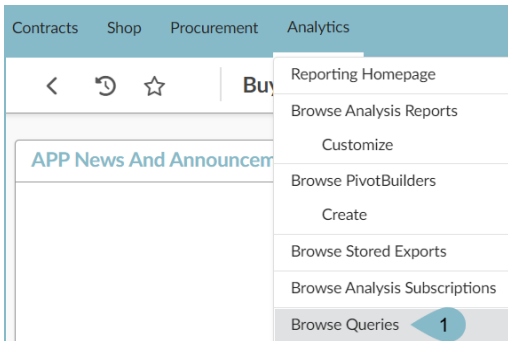
2. Several reports will display on the Browse queries page. You should narrow your search by using Keywords or by changing the Category to Data.
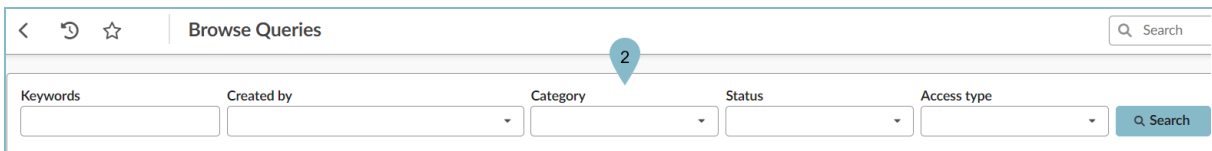
3. When you've found a query you want to view, click the Excel icon.

Extract	Code	Category	Label
	_AZ_Report - 01 PO Spend by Contract in date range	Data	_AZ_Report - 01 PO Spend by Contract in date range
	_AZ_Report - 02 Spend by Commodity per Fiscal Year	Data	_AZ_Report - 02 Spend by Commodity per Fiscal Year
	_AZ_Report - 03 PO Spend by Commodity	Data	_AZ_Report - 03 PO Spend by Commodity
	_AZ_Report - 04 PO Line Item Spend (with Contract Info)	Data	_AZ_Report - 04 PO Line Item Spend (with Contract Info)

4. A parameter menu will appear, in which you must fill out the relevant parameters based on your data requirements. *This will include parameters ranging from Dates, Yes/No Answers, Contract Reference and Agency/Division choice.*

When selecting parameters remember that choosing the correct data ranges and selecting the full agency/division are important in capturing the data. You will also need to fill out any parameter that has a red asterisk for the report to run.
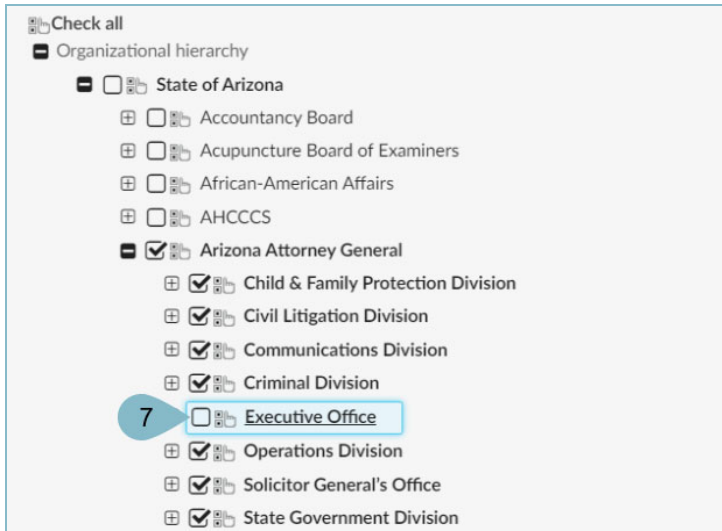
Organizational Parameter

5. The Agency Selector will allow you to choose an Agency/Division. Click **See All** to view the Organization Treeview.
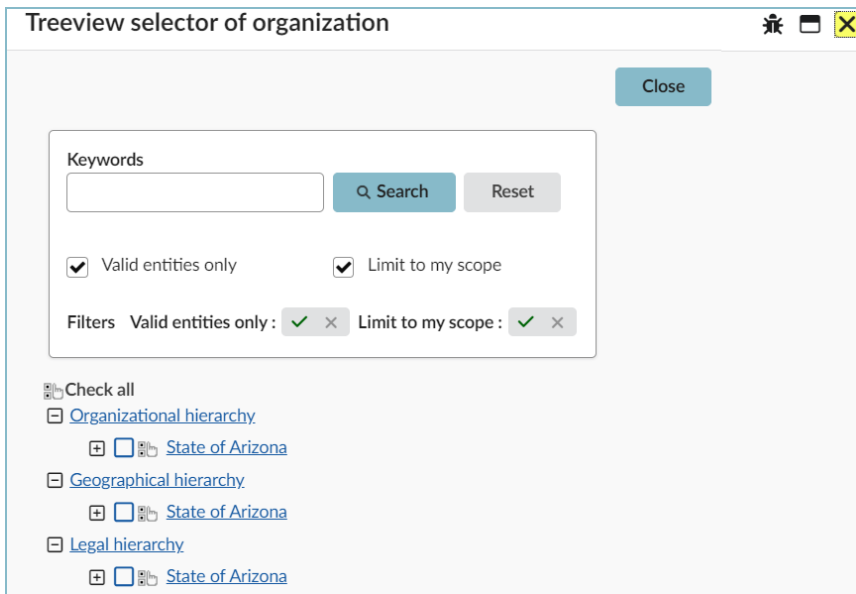

6. Under Organizational Hierarchy, click the plus sign by the State of Arizona to expand to view all organizations. *Once you have located the Agency you are looking for, click the waffle sign to capture all data under that organziation.*
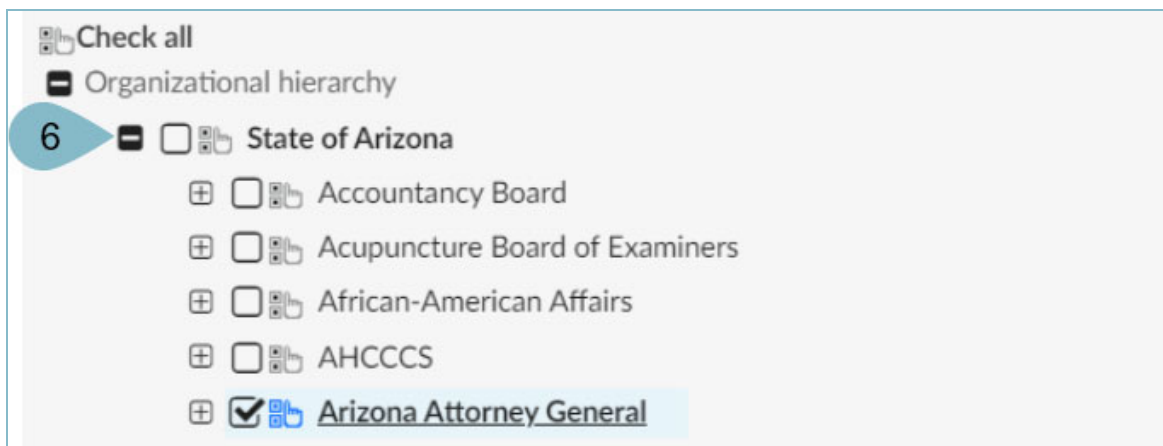
7. If there is a specific division you wish to not include in your data pull, click the plus sign by the Agency and uncheck the box by that division.

8. After you have selected the appropriate agency or division in need, close the Organization window by clicking the **Close** button at the top of the window to return to the parameters page.
9. Click **Extract** to complete the query execution. You should see an export at the bottom of your window page to an Excel document.
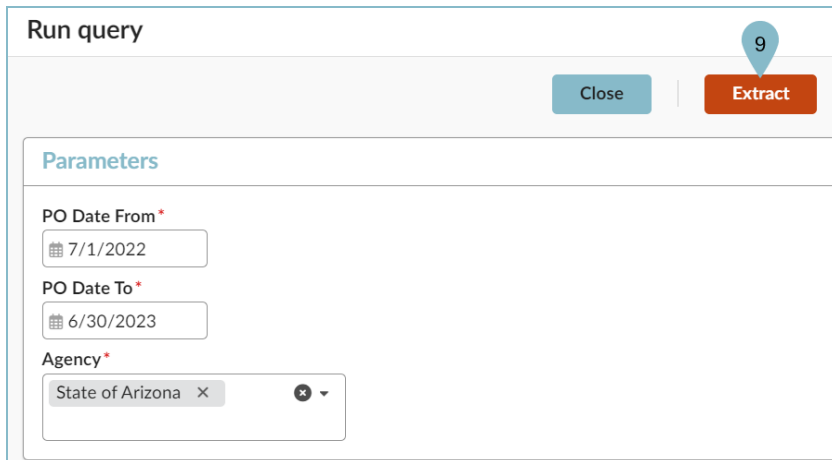
Please note that many established reports will begin with _AZ_Report. These reports are what you want to look for when searching for a specific query.

Resources

1. Click the link below for more information on reporting in APP:
   https://spointra.az.gov/quick-reference-guides-176-upgrade