

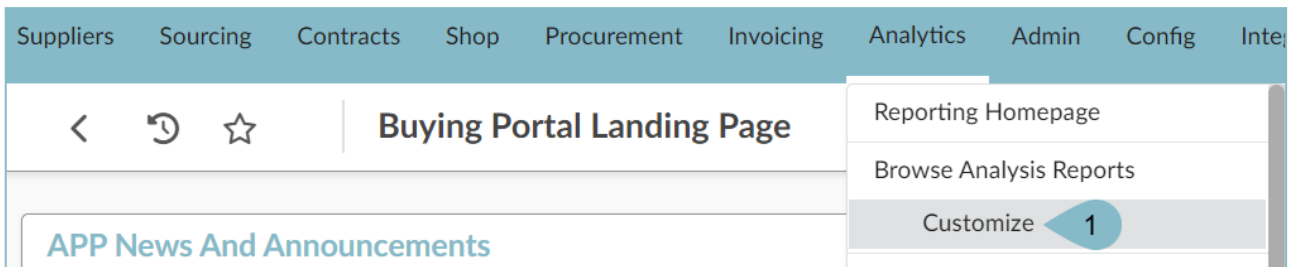
Creating a Dashboard

This document is a quick reference guide for users wishing to create data visualizations 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/>.

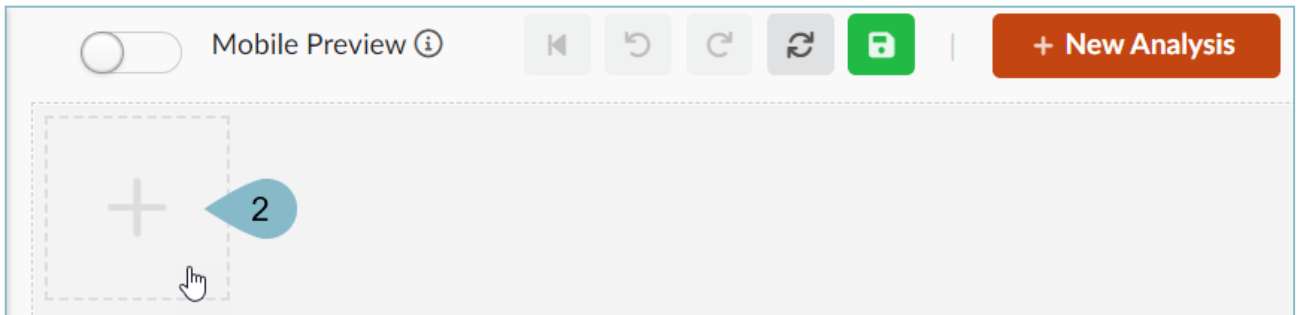
APP allows users to construct their own data dashboards to evaluate important data with multiple visualizations. This allows the user to build an area where they can quickly and efficiently find data they need frequently.

Creating a New Dashboard

1. To create a new Dashboard, navigate to the **Analytics** dropdown and select **Customize**.



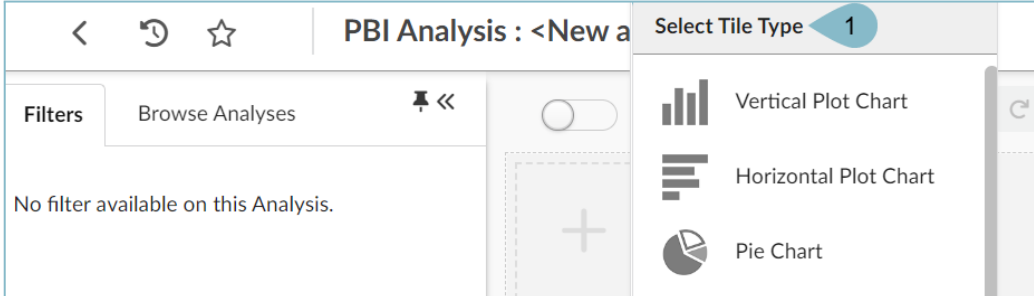
2. To create a new analysis, click on the Add  analysis icon.



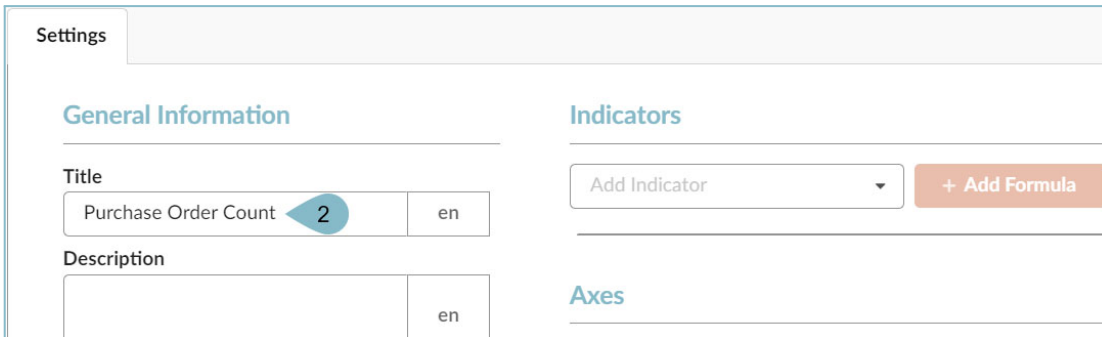
You can also create a new analysis component on any other available Dashboard, however, any changes you make to a dashboard that you do not own will not be permanent and will disappear after you exit.

Adding a Component

1. Now that the add analysis icon has been chosen, you will now be given the option to select the type of data component (**Tile Type**).

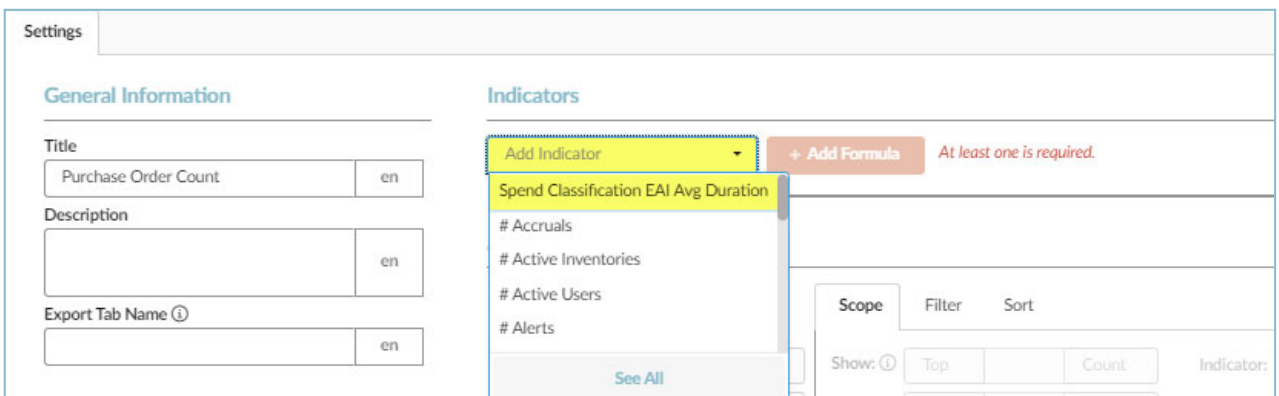


2. Select the Chart Type by clicking on the appropriate icon, and enter a Title for the chart.



Selecting an Indicator

1. Use the drop-down and select see all to view all indicators. You can also extract all available indicators using the gear icon in the menu for easier viewing.



There are more than 100 available indicators that we can browse. If we search for the Spend indicators, we will see that there are a number of available indicators such as the spend amount or the spend amount year to date. The description explains what each indicator is for.

- For this example, we are using a PO Count indicator. Select the check box by the indicator and close the window.

Label	Short label	Description	Indicator Type	Short Label	Functional Module	Measure	Domain	First Name	First Name
<input checked="" type="checkbox"/> PO count	Orders (count)	Count of orders with dates counted from the order date, if it exists, otherwise the order creation date and	OLAP	EA	ORD - Purchase Orders	PO count	Order	System	

- Once you have chosen your preferred indicator, you will be shown the component label of the indicator chosen, along with the Axis Splits.



The Axes splits allows the user to filter the graph to what they want to see. For example, If the Year Axis is chosen the graph will display the total amount of PO created each year.

- Once you have customized your components, navigate back to the top and select **Apply and Close** to view the component you have just made.



5. Now you can view your component and use the filters on the left to filter what you would like to see. For example, a certain organization's PO Count each year.

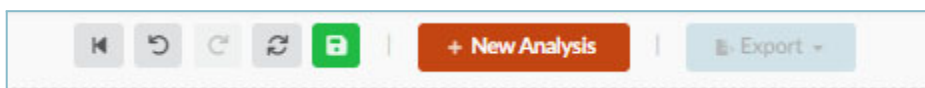


Editing / Exactions Actions for Charts: You can go back into the chart by right-clicking the component and selecting the **Edit option**.

You can extract the data components you created by clicking the **Export option**. You can also get a more detailed view of the components data you created by clicking on **Access Chart Data**.

Saving your Dashboard

1. Click the Save icon at the top of the Dashboard.



PBI analysis manage

Close Save & Close

Analysis

Analysis* en

Description en

Analysis category

Visible on mobile ⓘ

Private analysis ⓘ

Template analysis ⓘ

Filters ⓘ

Period

Supplier (Hierarchical)

Organization

Geographical area

Intragroup

2. Now you can modify your Dashboard.
 - a. This where we define the name of the Dashboard, edit the Description, Analysis category, access rights to the dashboard and other filter parameters of your choosing.
3. Click **Save and Close**.

Resources

Click the link below for more information on reporting in APP:

<https://spointra.az.gov/arizona-procurement-portal/app-support/quick-reference-guides-176-upgrade/quick-reference-guides-176#overlay-context=file/1355>