

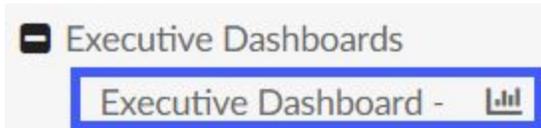
Statewide Dashboard Role

This document is a quick reference guide for users who need to review Statewide data 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 for users with limited Agencies in their profile to see statewide data in the dashboards. This QRG will walk users through how to switch back from a Statewide view, to a limited agency view.

Utilizing Organization Perimeter Check Box

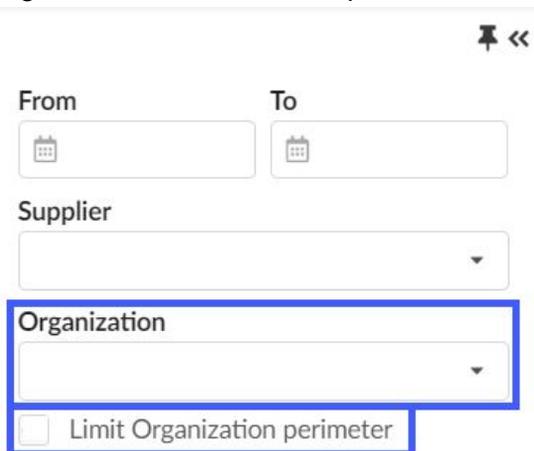
1. Navigate to Analytics>**Reporting Homepage**
2. Choose Executive Dashboard on the left hand side



3. There will be various parameters on the left hand side of the screen. If no filters are appearing please click the filter insignia on the left.



4. The third filter down is the 'Organization Filter'. This will allow the user to choose which agency they would like to review the dashboard for that is within their organization perimeter. 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.



5. A checked box will have the function of limiting the view while an unchecked box will have the complete view'

6. 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.

Note: This role is applied to all dashboards and can be checked by reviewing the total spend amounts and other graphs for changes when box is being checked or unchecked. User should know which agencies are within their original organization perimeter. Some users already have many agencies listed under their perimeter