

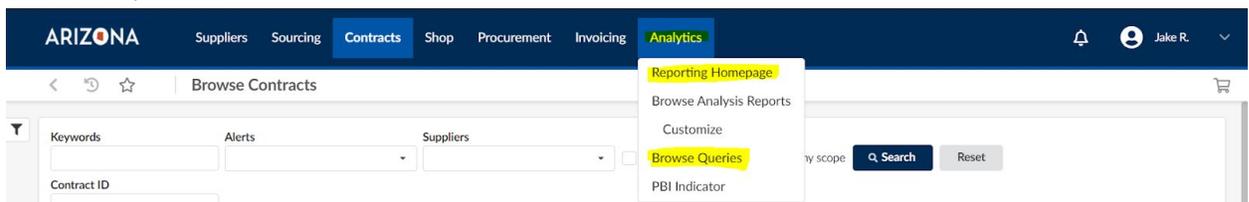
## Analytics Tab Overview

This document is a quick reference guide for APP Users who need to utilize the Analytics tab in the Arizona Procurement Portal (APP). If you have any questions, please contact the APP Help Desk at [app@azdoa.gov](mailto:app@azdoa.gov). Additional resources are also available on the SPO website: <https://spo.az.gov/>.

APP allows users to review various queries and dashboard reports to review necessary data

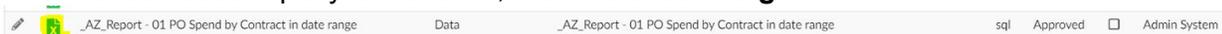
### Utilizing Analytics Tab

1. When hovering over the **Analytics**, dropdown will appear and show **Reporting Homepage** and **Browse Queries**



2. On the Reporting Homepage, various data visualization dashboards with additional drill down capabilities will appear
3. The left hand side of the reports are for filtering to the data being looked for, including:
  - Dates
  - Supplier
  - Organization
  - Commodity
  - Contract
4. Please review additional QRG's for more detailed information on dashboards found on [spo.az.gov](https://spo.az.gov)
5. On the Browse Queries page, various queries will appear for different work streams

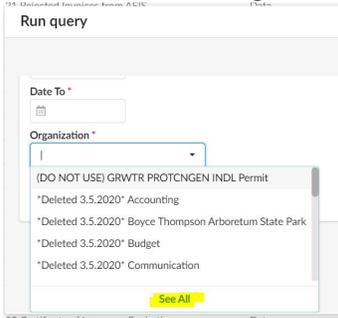
6. Once needed query is identified, click the **excel insignia**



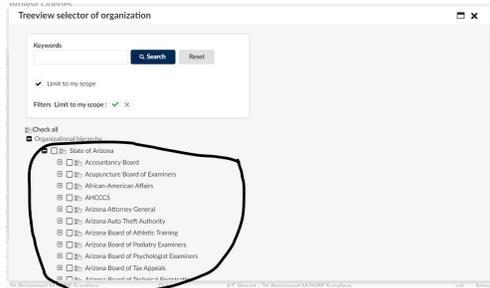
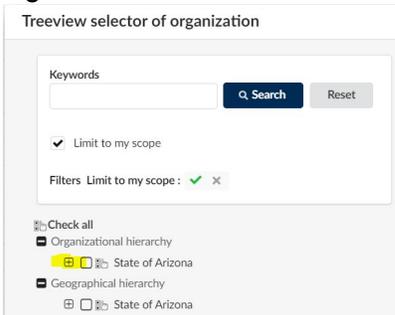
7. Fill out the filtering parameters (This can include Dates, Yes/No Answers and Agency/Division choice)



8. When choosing Agency/Division please utilize the Organizational Hierarchy Selector by Choosing **See All** after clicking into the field



9. Expand the Organizational Hierarchy View by clicking the  which will expand to show all organizations



10. When selecting a full agency choose the 'waffle hand'  which auto selects all divisions within the agency (Photo 1 below) and to expand the agency further click the  and the divisions will appear (Photo 2 below); remember to select the 'waffle hand'  again to choose everything within your division. Only clicking in the box limits it to just the one level

Photo 1

Photo 2

**Treeview selector of organization**

- Arizona Corporation Commission
- Arizona Cotton Research and Protection Council
- Arizona Criminal Justice Commission
-  Arizona Department of Administration
  - ADA Director's Office Division
  - Arizona Office of Grants & Resources
  - Arizona Strategic Enterprise Technology
  - ASET - Automation Projects Fund Division
  - Benefits Services Division
    - Business Engineering
  - Enterprise Shared Services
  - General Accounting Office
  - General Services Division
  - Human Resources Division
  - Risk Management
  - Security
  - Service Delivery
  - State Procurement Office
- Arizona Department of Agriculture

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  - Human Resources Division
  - Risk Management
  - Security
  - Service Delivery
  - State Procurement Office
- Arizona Department of Agriculture
- Arizona Department of Child Safety

11. Finalize execution of query which will export into excel