

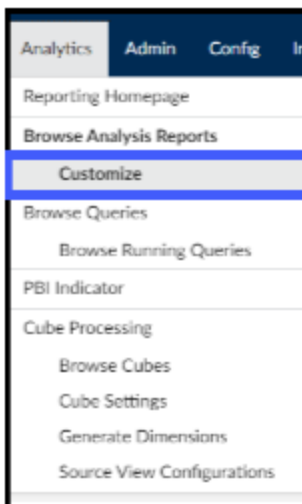
Dashboard Creation

This document is an overview of the Arizona Procurement Portal (APP) Dashboard, in the Analytics tab. If you have any questions regarding your roles needed to utilize and create Dashboards in the Analytics tab, please contact the APP Help Desk at app@azdoa.gov. Additional resources are also available on the SPO website: <https://spo.az.gov/>. If you have trouble creating necessary visualizations, please contact Gloria Fielding at gloria.fielding@azdoa.gov.

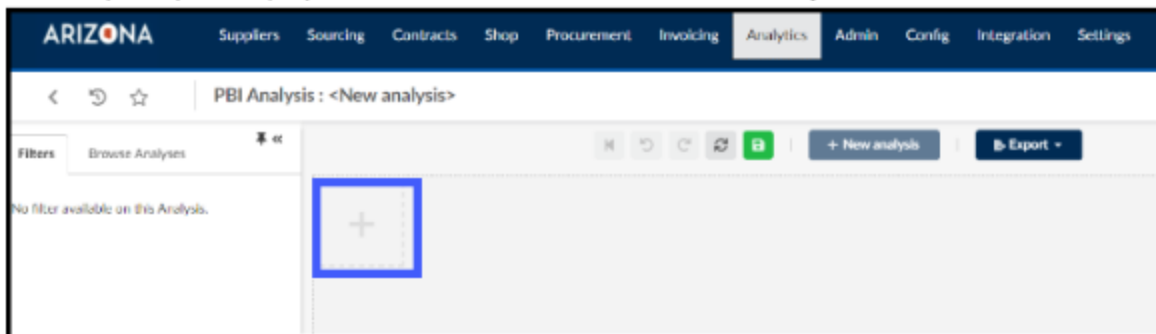
APP allows users to create unique data dashboards to review necessary data with various visualizations.

Creating a New Dashboard

1. Navigate to the Analytics tab and select **Customize**.



2. The analysis layout displays without information. Click the **Add Analysis** icon.



Note: A new analysis component can be created on another available dashboard. However, any changes made to a dashboard you do not own will not be permanent and will disappear after you exit.

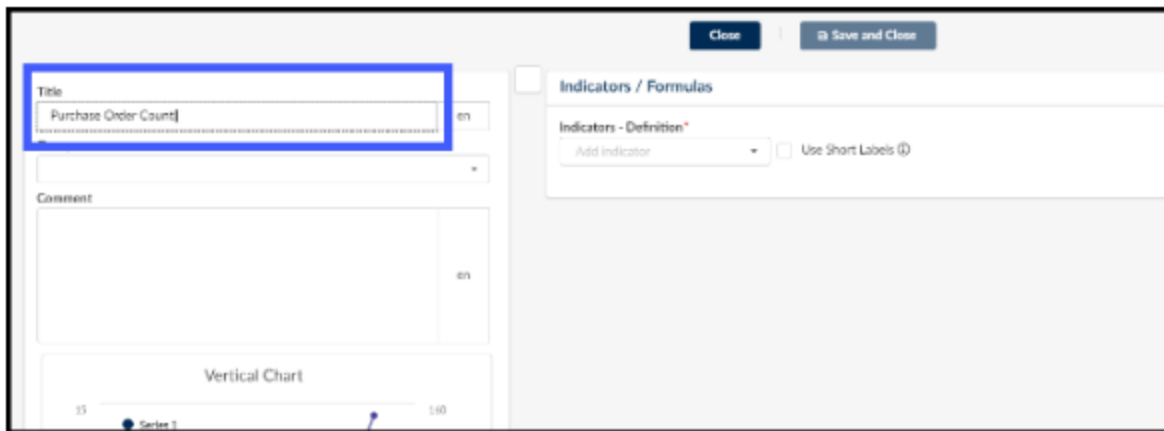
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- Once the Add Analysis icon is selected, options display allowing you to select the type of data component.

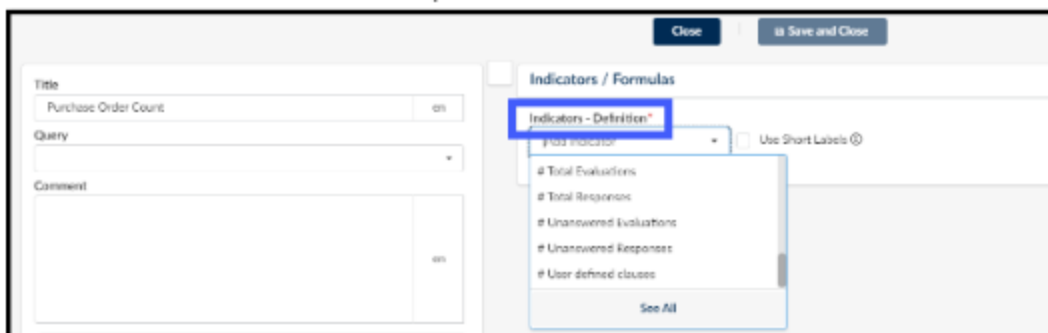


- Click the applicable **Chart Type Icon**.
- Enter a **Title** for the chart.



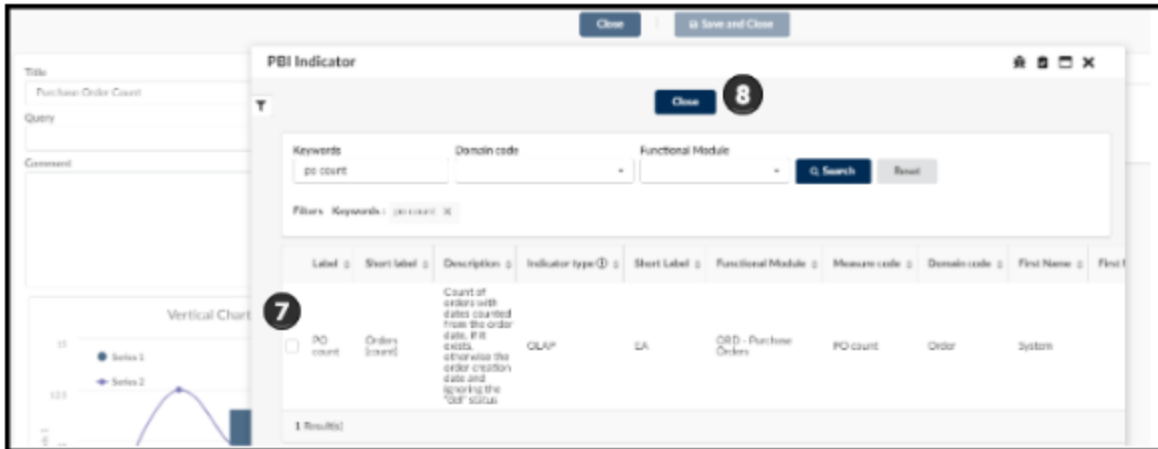
Note: There are more than 100 available indicators available to browse. A search for the Spend indicators, displays a number of available indicators such as the spend amount or the spend amount year to date. The description explains each indicator.

- Click the **Indicators - Definitions** drop-down to view all indicators.



Note: Use the gear icon in the menu to extract all available indicators.

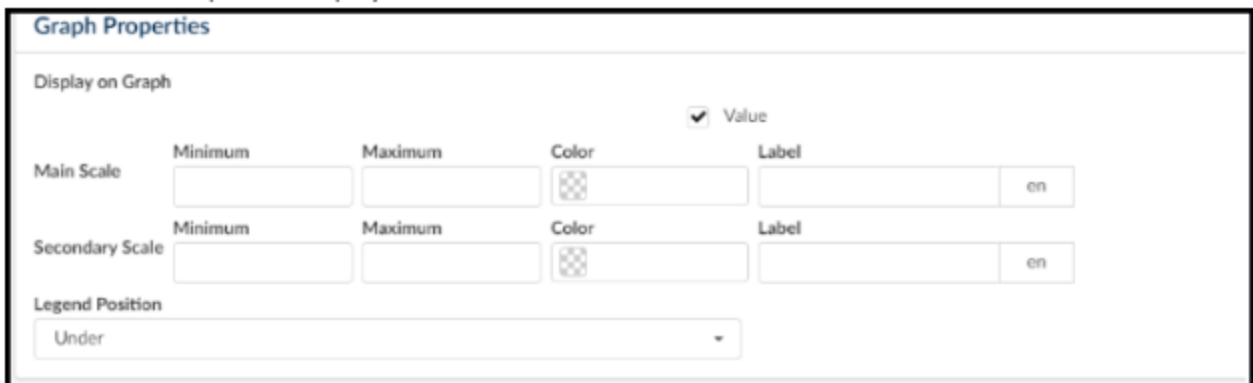
7. Select the **checkbox** of the applicable indicator.
8. Click **Close**.



9. The Axes Splits displays containing the Primary Split, Secondary Split and Graph Split. The Primary Split is required. Select the applicable **Axes Splits**.

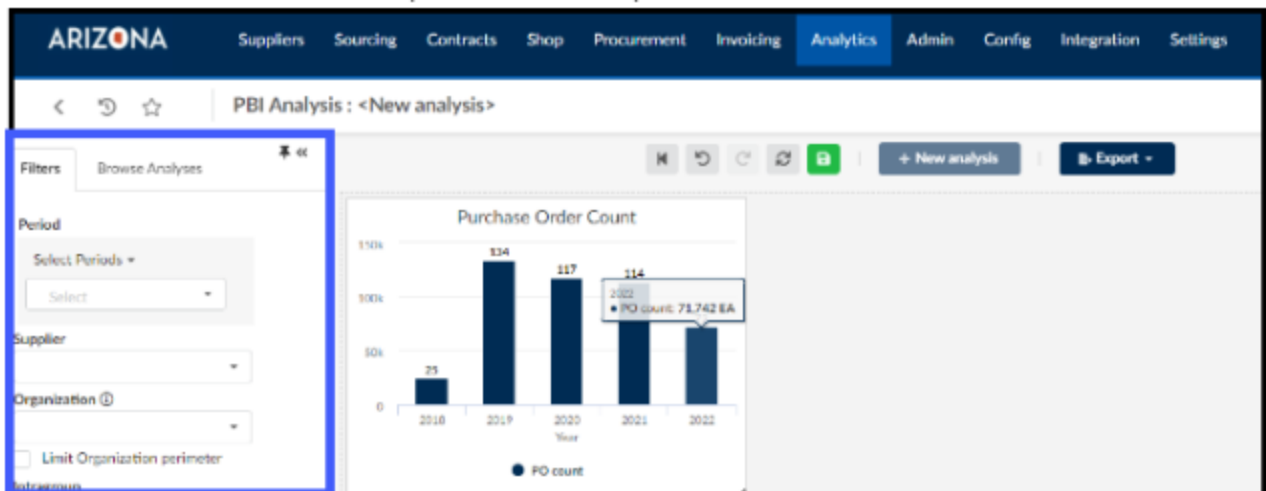


10. Navigate to the bottom of the component screen to the Graph Properties section, and customize how the created data component displays.



11. Click **Save & Close** to view the component.

12. Use the filters on the left to filter specifics of the component.



13. Right click on the **chart**, then select the **gear** icon to go back into the component.

14. Click the **Save** icon at the top of the dashboard.

Note: The Save icon allows you to modify and save the dashboard. This is where you define the name, category, access rights, description and other parameters. You can also add a picture to illustrate this analysis on the Reporting homepage.