

Step-by-Step Instructions for Accessing and Running an Analysis Report

1

Log in to Ohio Buys. From the Main Menu Navigation Bar, click **Analytics** and then select **Browse Analysis Reports** from the drop-down menu.

The Browse Analysis Reports page provides a list of available reports. These reports offer insight on trends and process times within Ohio Buys.

- a) You can either scroll through the list of analysis reports, enter your desired search terms in the Keywords field, or refine your search results with the available filters (e.g., Favorites, Category). If you used the available search functionalities, click **Search** to view your results.

Keywords	Favorites	Category	<input type="button" value="Q Search"/>	<input type="button" value="Reset"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>		

- ▲ Regardless of how you search and filter for analysis reports, the following two functions remain true:

- Clicking on the **Graph** () icon will take you to that specific graph with interactive and dynamic graphs and charts.
- Clicking on the **Star** () icon will set that particular analysis report as a favorite.

2

- b) Whether you used the search and filter functions or scrolled through the available analysis reports, click the **Graph** () icon next to the analysis report you want to open (e.g., the Contract Key Performance Indicators Dashboard report).

	Favorites	Category	Label	Description	Created by	Private ?	Template ?
		Spend analysis	Category Management Spend Analysis	This contains analysis reports for the Category Management module	Admin Clarity	<input type="checkbox"/>	<input type="checkbox"/>
		Contract	Contract KPIs Dashboard		Admin Clarity	<input type="checkbox"/>	<input type="checkbox"/>
		Contract	Contract Coverage Dashboard		Admin Clarity	<input type="checkbox"/>	<input type="checkbox"/>
		Supplier	Tab Overview - Performance Score (std)		Admin Clarity	<input type="checkbox"/>	<input type="checkbox"/>
		Supplier	Tab Overview - Spend Year-to-date (std)		Admin Clarity	<input type="checkbox"/>	<input type="checkbox"/>
		Procurement	PR and PO evolution	You need to see and follow the evolution of your purchases during the 2 last year. Following analysis will allow doing it: ==> by amount ==> by family ==> by	Admin Clarity	<input type="checkbox"/>	<input type="checkbox"/>

Step-by-Step Instructions for Accessing and Running an Analysis Report

The following functionalities will be available once you open a report:

- a) On the left side, set the overall parameters (e.g., Supplier, Organization, Commodity) of the analysis report.
 - ▲ Refine these parameters to update the information in the center of the page accordingly.

A screenshot of a form with the following fields:

- From**: A date input field with a calendar icon.
- To**: A date input field with a calendar icon.
- Supplier**: A dropdown menu.
- Organization**: A dropdown menu.

- b) Towards the top, set the overall parameters for time (e.g., 1 year, 2 Months, Quarter 1, a specific year).
 - ▲ The year and quarter options are based on the calendar year vs. the State fiscal calendar.
 - ▲ Refining these parameters updates the information in the center of the page accordingly.

A screenshot of a time parameter selection interface with the following options:

- Y** (selected), Y-1, Y-2
- M**, M-1, M-2
- 2026, 2027, 2028, 2029, 2030 (with a dropdown arrow)
- S1, S2
- Q1, Q2, Q3, Q4
- J, F, M

- c) Right-click on a specific graph to drill down further within that particular graph (e.g., Supplier, Organization, Commodity).
- d) If you want to export a specific graph, navigate to the graph, hover over it, and click on the respective **Export** icon (i.e., Excel, Word, PDF).



Analysis Report Descriptions and Screenshots

The following pages provide a brief description and screenshot for the primary analysis reports identified for use in Ohio Buys.

Category / Analysis Report Name	Analysis Report Description
1. Procurement / Catalog Dashboard	# of Items in Catalog, # of Products with at Least 1 Item, # of Suppliers with Items, Top 10 Suppliers by catalog size, Top 10 Contract by Catalog Size, Commodities by Catalog Size
2.a. Procurement / Analysis of Ordered Amounts	Ordered amount for the last two years consolidated by : *per quarter *per commodity *per site *per top 5 suppliers *Ordered amount per commodity and supplier
2.b. Procurement / Goods Receipts Dashboard	*Receipts count and amount per supplier *Deliveries amount per suppliers with their mean delivery time *Mean delivery delay and ratio of items received on time per supplier *Delivered items per supplier and commodity
3. Procurement / PO / Invoice Dashboard	# of Invoices, PO Count, PO Amount by Category, Invoice Amount by Category, PO Amount by Organization, Invoice Amount by Organization
4. Procurement / PR and PO Evolution	PR and PO amounts over time for the last two years and consolidated by family.
5. Contract / Contract Coverage Dashboard	% of Invoices on Contract, % of POs on Contract
6. Contract / Contract Analysis	Annual Contract Count and Amount by Supplier, Annual Contract Utilization by Supplier Commodity, Spend On Contract
7. Users / Internal Users Dashboard	# of Internal Users, Users per Main Organization
8. Users / Internal Users Logs Dashboard	Unique User Logins, Total Number of Login Instances, Monthly Activities - Internal Users, Top 10 Users by Number of Connections, By Main Organization - # User Connections
9.a. Users / Supplier Users Dashboard	# of Supplier Users, Supplier Users by Supplier Location, Supplier Users per Status
9.b. Users / Supplier Users Logs Dashboard	# of Supplier Connections, # of Pages Viewed, # of Connections & Pages Viewed by Month, Monthly Activities - Supplier Users

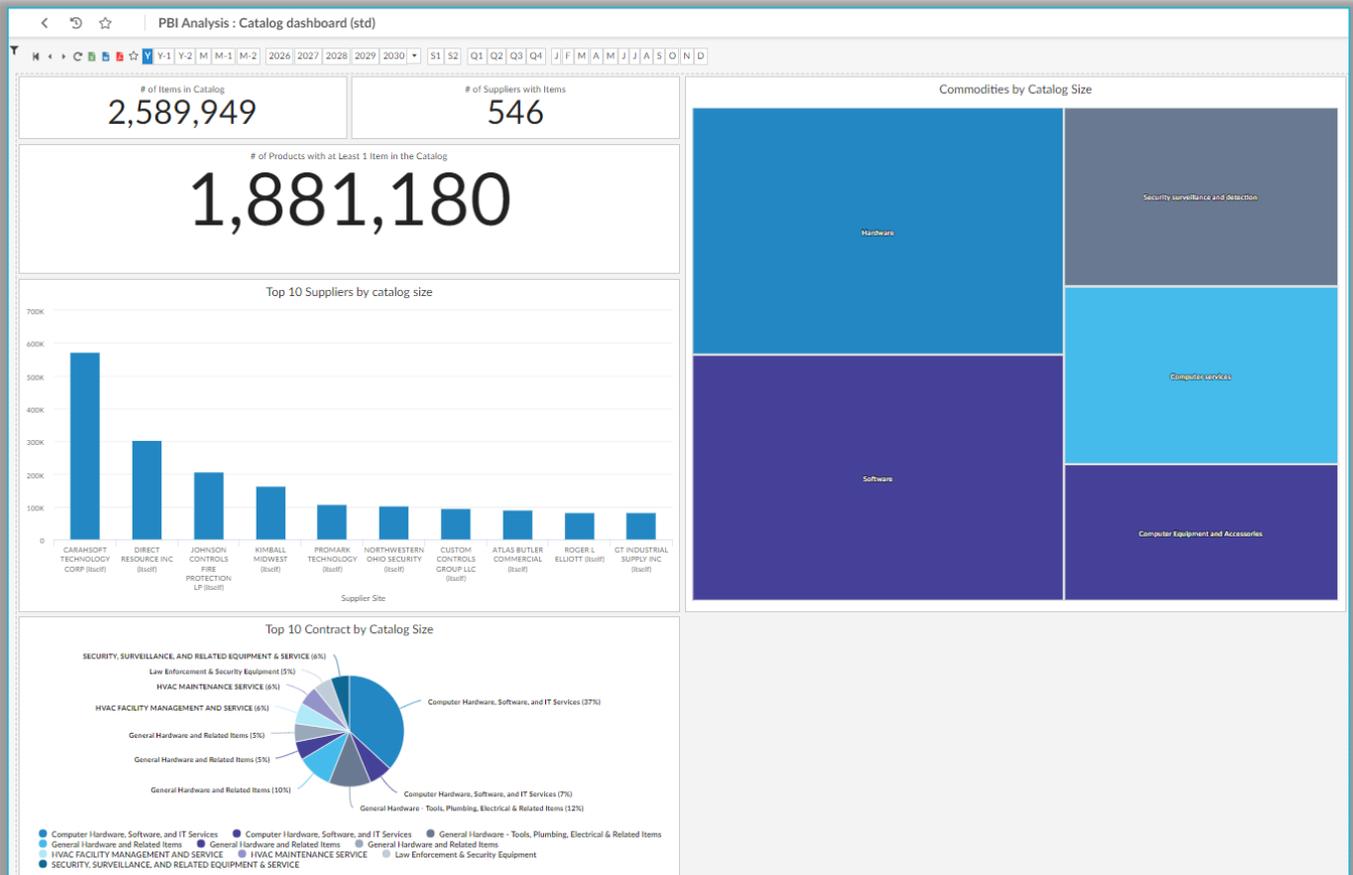
Analysis Report Descriptions and Screenshots

The following pages provide a brief description and screenshot for the primary analysis reports identified for use in Ohio Buys.

Category / Analysis Report Name	Analysis Report Description
10. (no category) PR Noncatalog Analysis	PR Non Catalog Analysis, Non Catalog PR Amount by Commodity LVL 1
11. (no category) Sites Dashboard	# of Site Locations, # of Site Locations by Org, # of Sites by Geography, By Status
12. (no category) Workflow Analysis	Status of each workflow activity: Steps validated and steps pending
13. (no category) PRs Analysis	Count of PRs by type (catalog, non catalog, punch-out)

Analysis Report Descriptions and Screenshots

Category / Analysis Report Name	Analysis Report Description
1. Procurement / Catalog Dashboard	# of Items in Catalog, # of Products with at Least 1 Item, # of Suppliers with Items, Top 10 Suppliers by catalog size, Top 10 Contract by Catalog Size, Commodities by Catalog Size



Analysis Report Descriptions and Screenshots

Category / Analysis Report Name	Analysis Report Description
2.a. Procurement / Analysis of Ordered Amounts	Ordered amount for the last two years consolidated by : *per quarter *per commodity *per site *per top 5 suppliers *Ordered amount per commodity and supplier

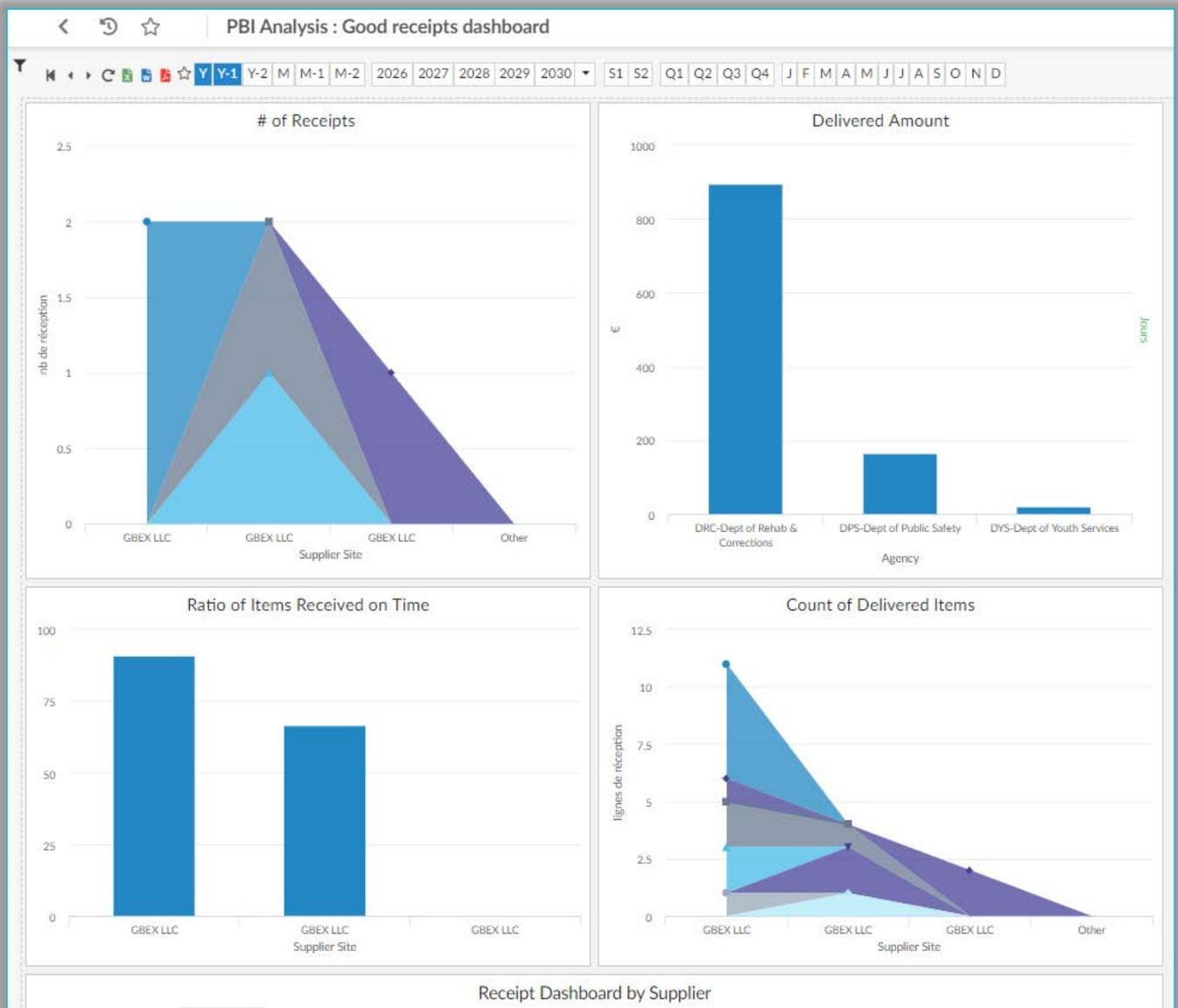
The screenshot displays a web application interface for a PBI Analysis report titled "Analysis of ordered amounts". The interface features a navigation bar at the top with various filters and controls. Below the navigation bar, there are four main sections, each containing a chart area that is currently empty and displays the message: "There is no data to match the given criteria. You can change the criteria in the filter settings." The sections are:

- Evolution per quarter**: Located in the top-left quadrant.
- Evolution by Commodity**: Located in the top-right quadrant.
- Evolution per Site**: Located in the bottom-left quadrant.
- TOP 5 Suppliers**: Located in the bottom-right quadrant.

At the bottom of the interface, there is a final section titled "Ordered amount per commodity and supplier" which also displays the same "no data" message. The navigation bar includes filters for years (2026, 2027, 2028, 2029, 2030), quarters (S1, S2, Q1, Q2, Q3, Q4), and months (J, F, M, A, M, J, J, A, S, O, N, D).

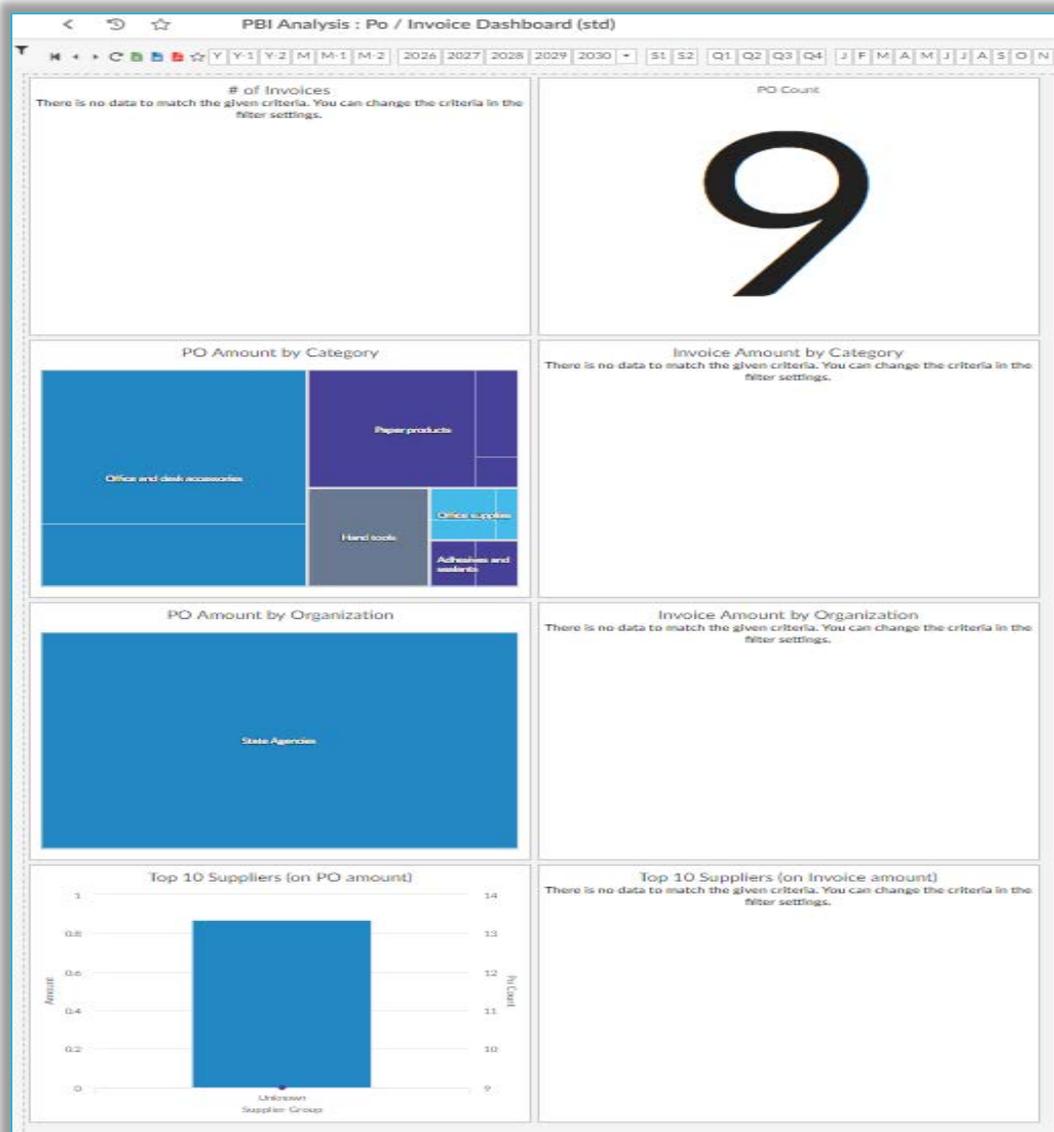
Analysis Report Descriptions and Screenshots

Category / Analysis Report Name	Analysis Report Description
2.b. Procurement / Goods Receipts Dashboard	*Receipts count and amount per supplier *Deliveries amount per suppliers with their mean delivery time *Mean delivery delay and ratio of items received on time per supplier *Delivered items per supplier and commodity



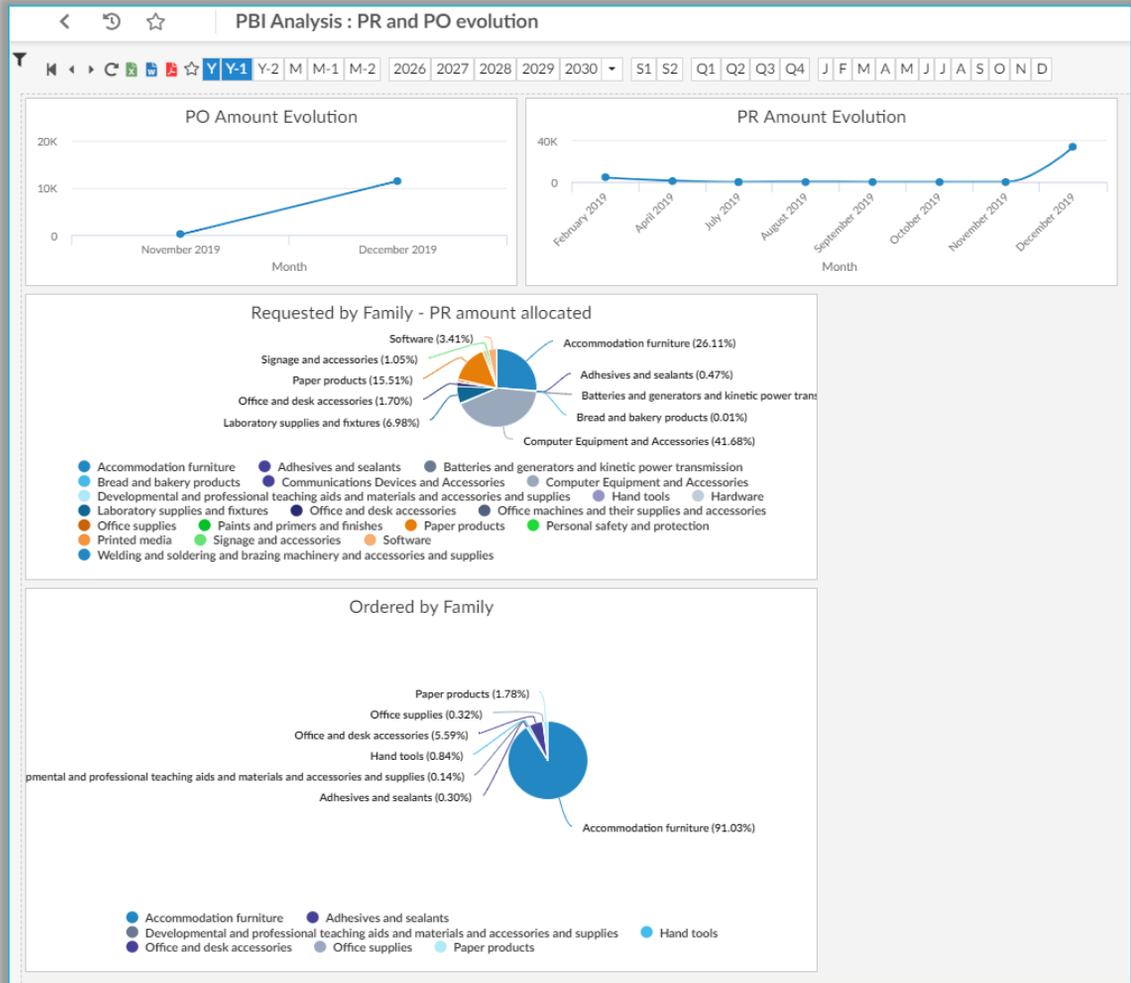
Analysis Report Descriptions and Screenshots

Category / Analysis Report Name	Analysis Report Description
3. Procurement / PO / Invoice Dashboard	# of Invoices, PO Count, PO Amount by Category, Invoice Amount by Category, PO Amount by Organization, Invoice Amount by Organization



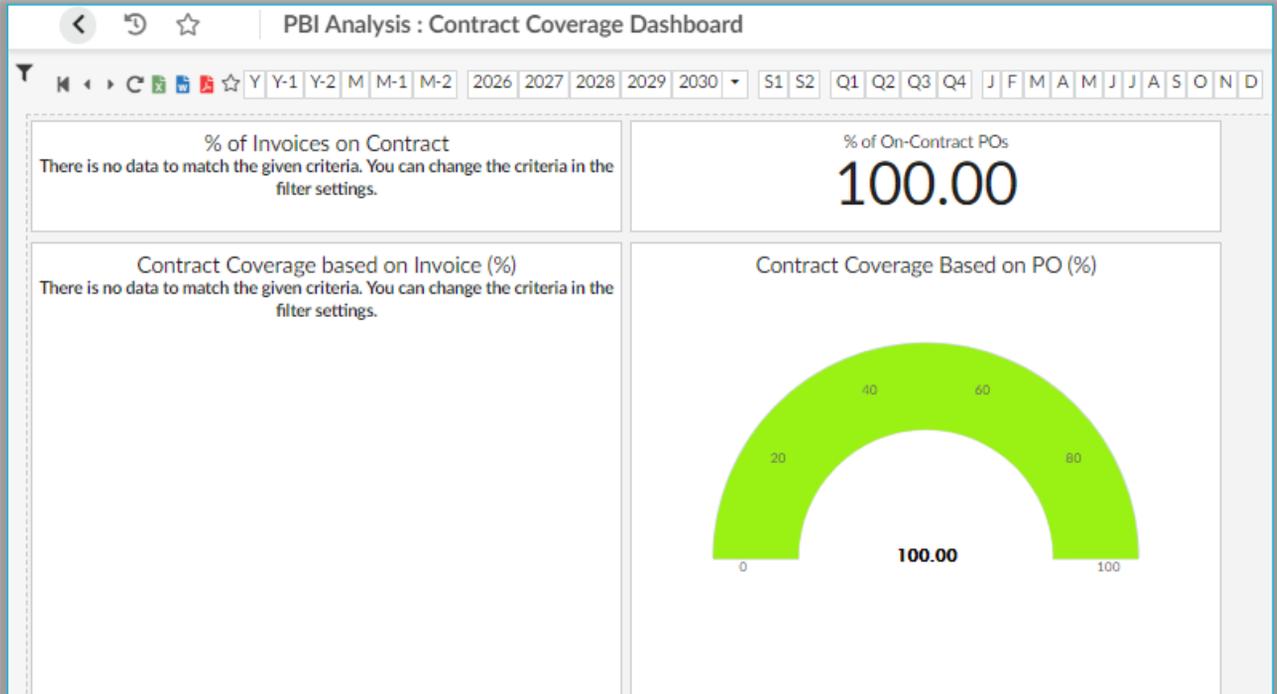
Analysis Report Descriptions and Screenshots

Category / Analysis Report Name	Analysis Report Description
4. Procurement / PR and PO Evolution	PR and PO amounts over time for the last two years and consolidated by family.



Analysis Report Descriptions and Screenshots

Category / Analysis Report Name	Analysis Report Description
5. Contract / Contract Coverage Dashboard	% of Invoices on Contract, % of POs on Contract



Analysis Report Descriptions and Screenshots

Category / Analysis Report Name	Analysis Report Description
6. Contract / Contract Analysis	Annual Contract Count and Amount by Supplier, Annual Contract Utilization by Supplier Commodity, Spend On Contract

PBI Analysis : Contract Analysis

Y-1 Y-2 M M-1 M-2 2026 2027 2028 2029 2030 S1 S2 Q1 Q2 Q3 Q4 J F M A M J J A S O N D

Annual Contract Count and Amount by Supplier

Indicator: # Contracts, Contract Global Amount (USD)
Year: 2018, 2019

Supplier Group	Supplier Head-office	2018	2019	2018	2019
22ND CENTURY TECHNOLOGIES INC		1	1		0
3M COMPANY		4	4		
AAA GENERAL SERVICES INC		2	2		
ABB ENTERPRISE SOFTWARE INC		1	1		
ACCELERATED TECHNOLOGY		1	1		
ACCENTURE		8	8		
ACCRUENT LLC		1	1		
ADVOCATE SOLUTIONS LLC		5	5		0
AGATE SOFTWARE INC		1	1		
AGILE NETWORK BUILDERS LLC		1	1		
AGILEASSETS INC		1	1		0
ALLEN WILLIAMS & HUGHES CO		1	1		
ALLIANCE ENTERPRISES INC		1	1		

Annual Contract Utilization by Supplier

Indicator: Contract Global Amount (USD), Ordered amount on a contract (USD)
Year: 2018, 2019

Supplier Group	Supplier Head-office	2018	2019	2019
22ND CENTURY TECHNOLOGIES INC			0	
3SG PLUS LLC			0	

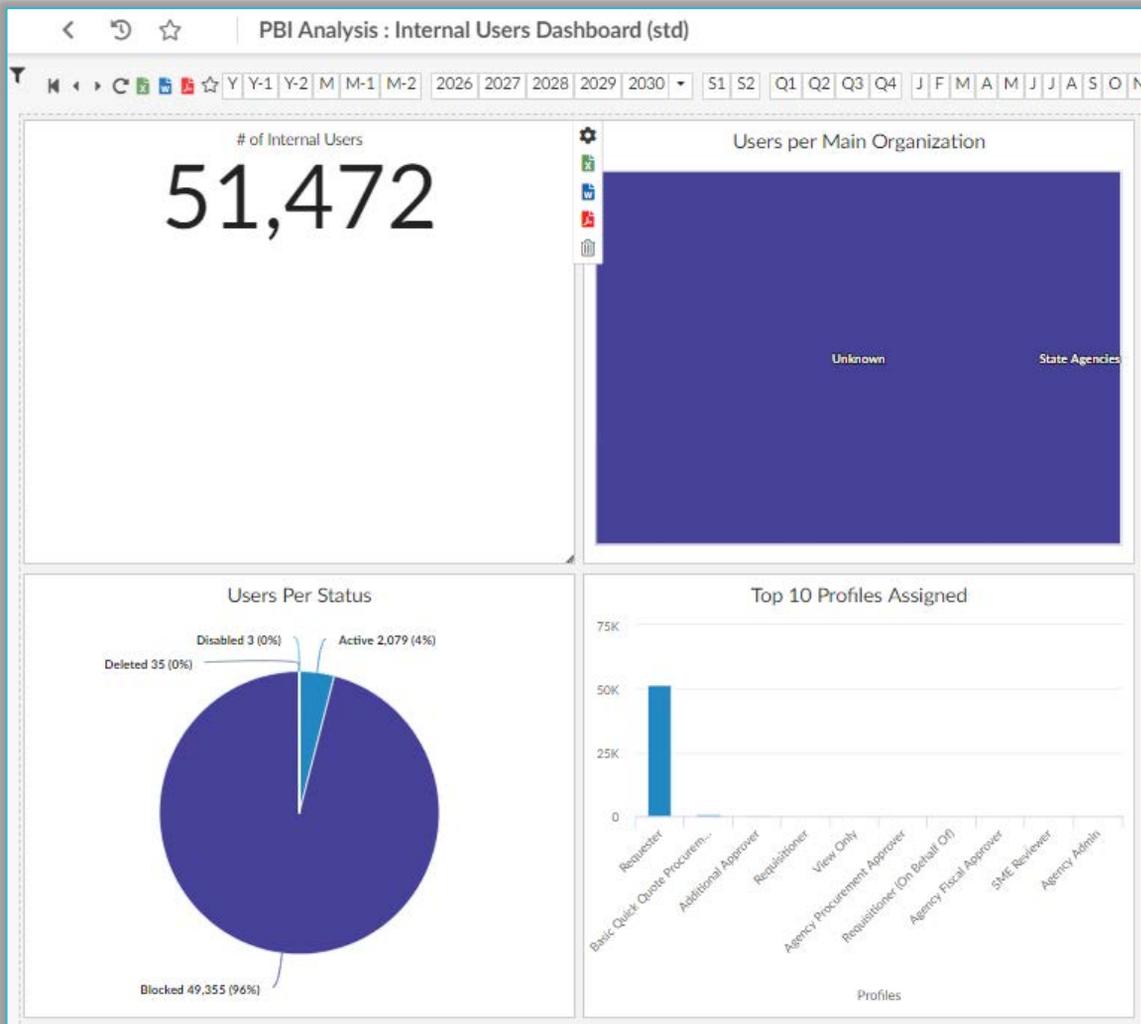
Commodity Spend On Contract

Indicator: Contract Global Amount (USD), Ordered amount on a contract (USD)
Year: 2018, 2019

Commodity level 1	2018	2019	2019
Apparel and Luggage and Personal Ca...	0	0	
Building and Construction Machinery...	0	0	
Building and Facility Construction ...	0	0	
Chemicals including Bio Chemicals a...	0	0	
Cleaning Equipment and Supplies	0	0	
Commercial and Military and Private...	0	0	

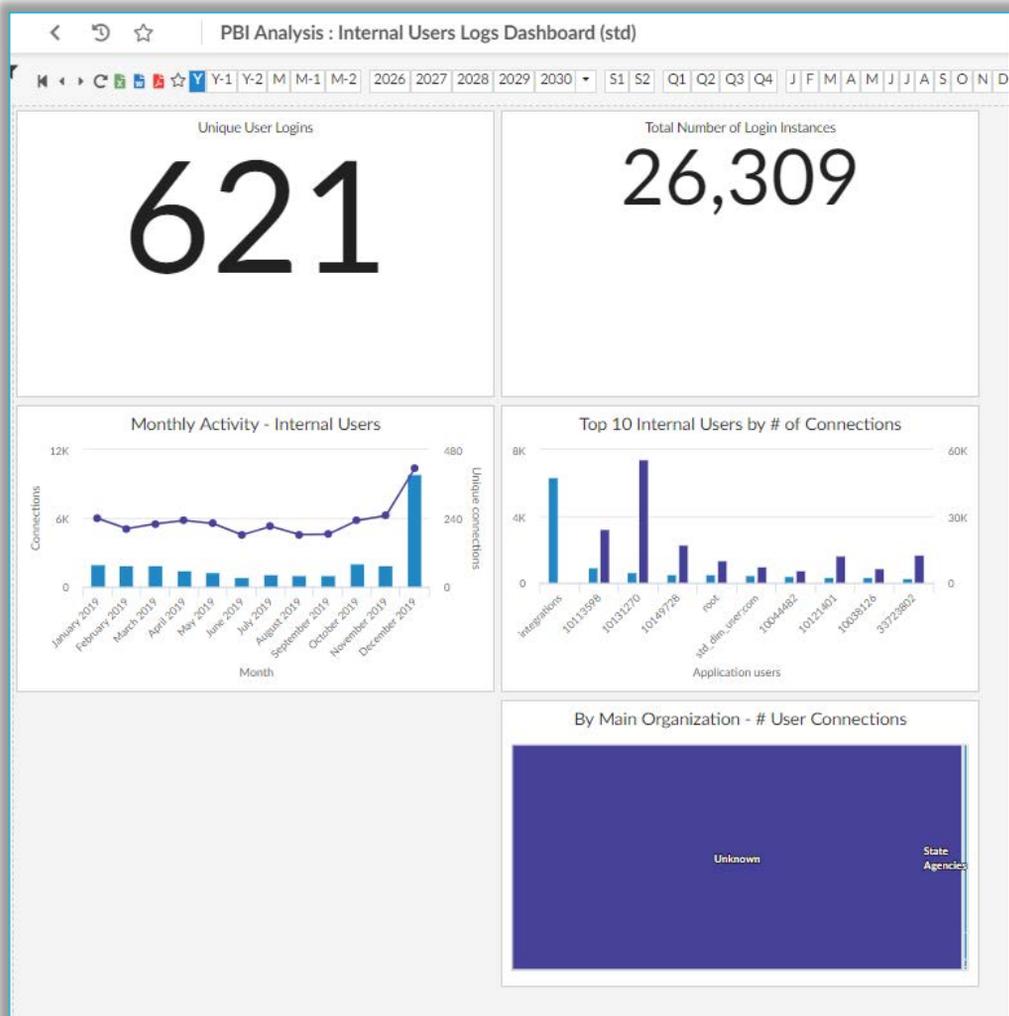
Analysis Report Descriptions and Screenshots

Category / Analysis Report Name	Analysis Report Description
7. Users / Internal Users Dashboard	# of Internal Users, Users per Main Organization, Status and Top 10 Profiles Assigned



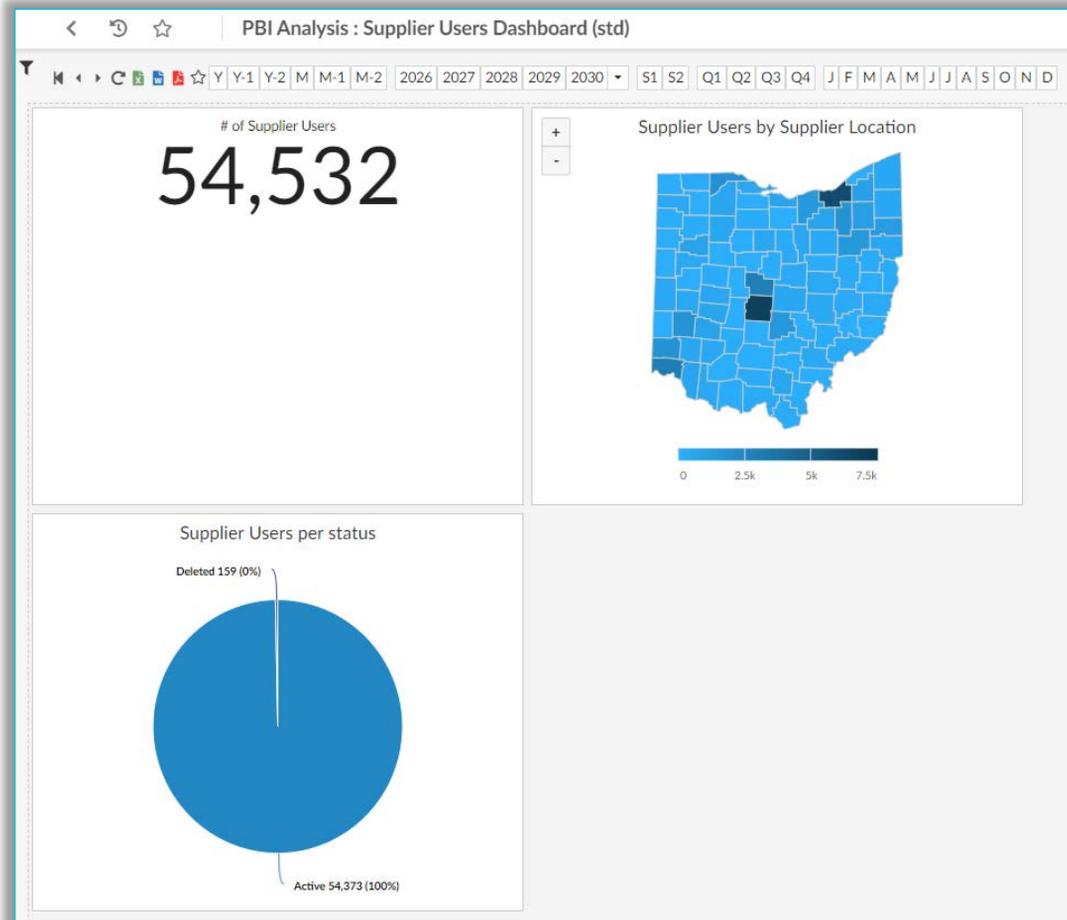
Analysis Report Descriptions and Screenshots

Category / Analysis Report Name	Analysis Report Description
8. Users / Internal Users Logs Dashboard	Unique User Logins, Total Number of Login Instances, Monthly Activities - Internal Users, Top 10 Users by Number of Connections, By Main Organization - # User Connections



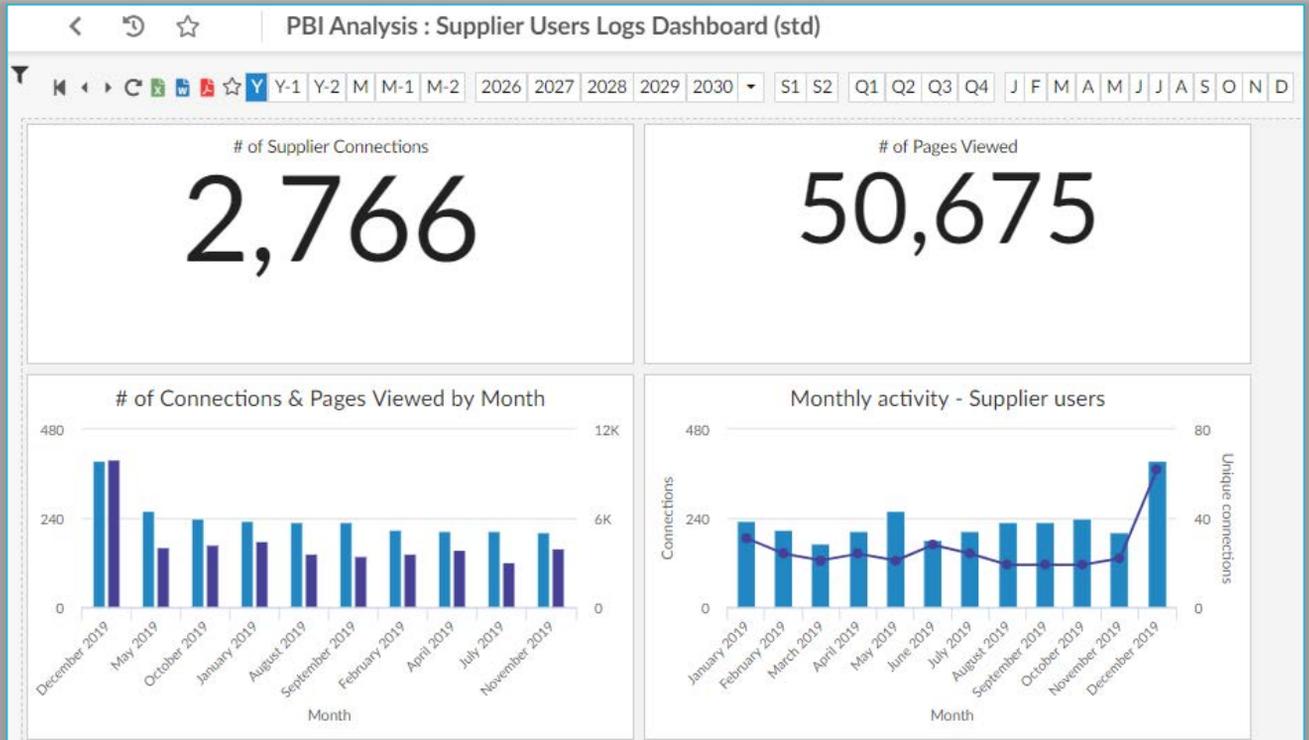
Analysis Report Descriptions and Screenshots

Category / Analysis Report Name	Analysis Report Description
9.a. Users / Supplier Users Dashboard	# of Supplier Users, Supplier Users by Supplier Location, Supplier Users per Status



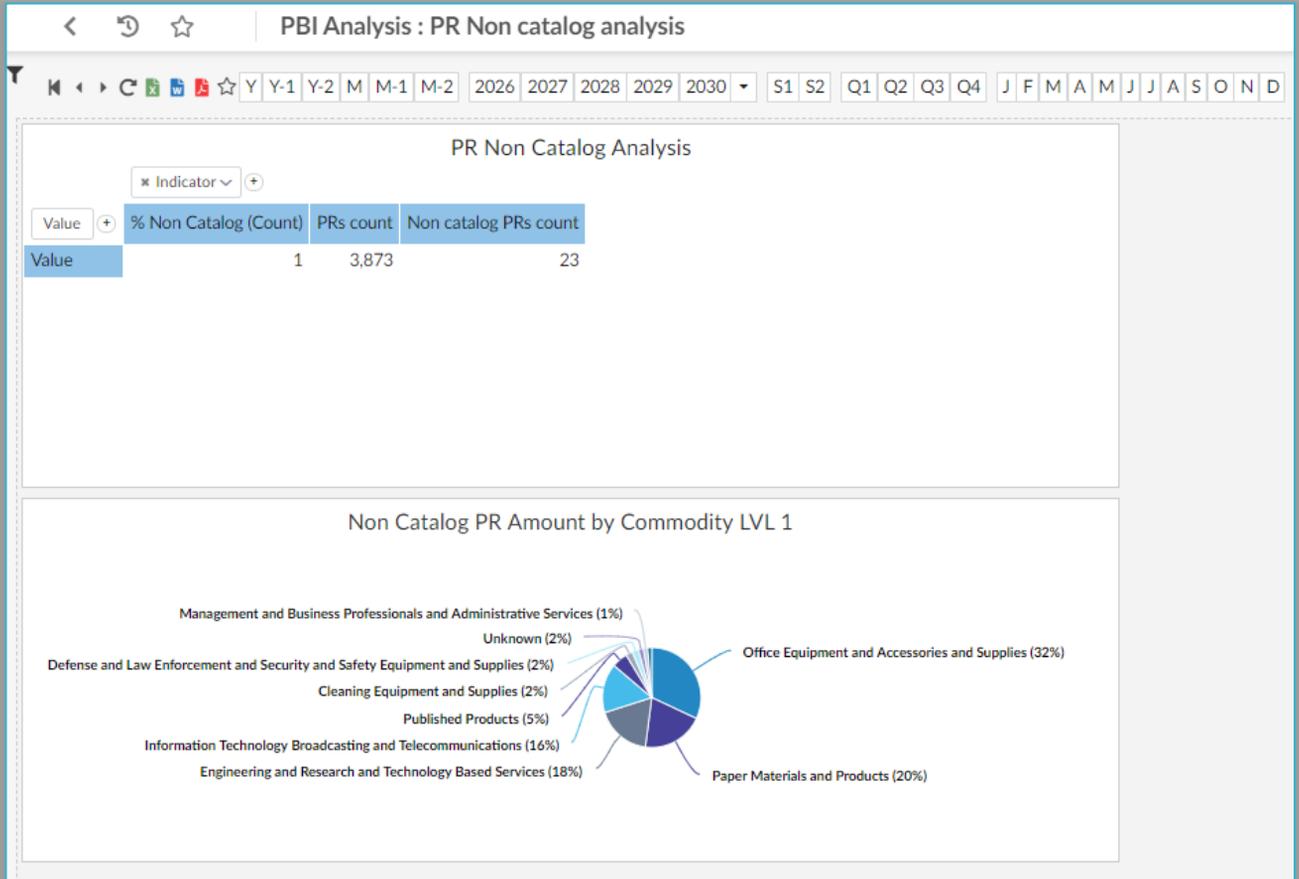
Analysis Report Descriptions and Screenshots

Category / Analysis Report Name	Analysis Report Description
9.b. Users / Supplier Users Logs Dashboard	# of Supplier Connections, # of Pages Viewed, # of Connections & Pages Viewed by Month, Monthly Activities - Supplier Users



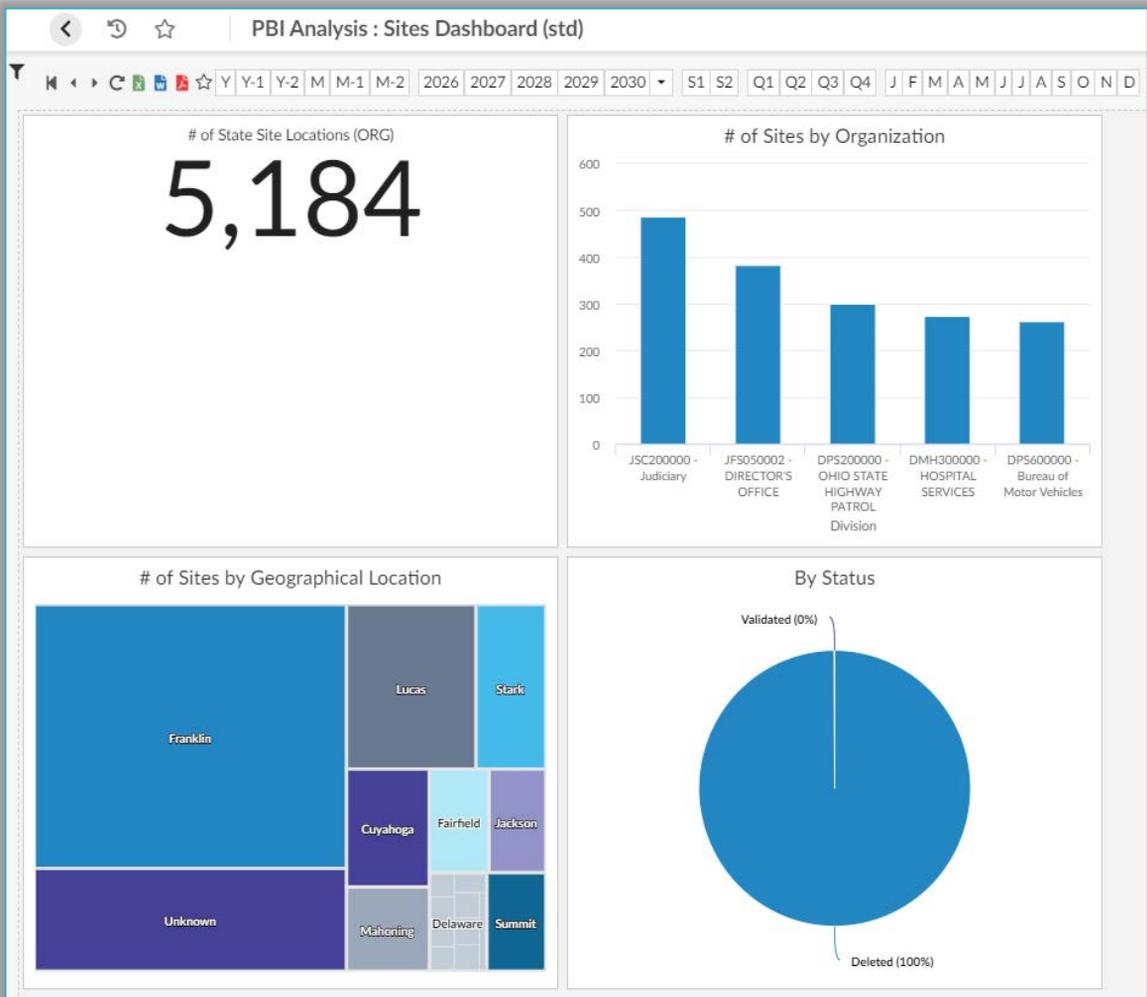
Analysis Report Descriptions and Screenshots

Category / Analysis Report Name	Analysis Report Description
10. (no category) PR Noncatalog Analysis	PR Non Catalog Analysis, Non Catalog PR Amount by Commodity LVL 1



Analysis Report Descriptions and Screenshots

Category / Analysis Report Name	Analysis Report Description
11. (no category) Sites Dashboard	# of Site Locations, # of Site Locations by Org, # of Sites by Geography, By Status



Analysis Report Descriptions and Screenshots

Category / Analysis Report Name	Analysis Report Description
12. (no category) Workflow Analysis	Status of each workflow activity: Steps validated and steps pending

Workflow Analysis

Indicators: * Indicator

Filters: * Workflow, * Workflow activity

Workflow	Workflow activity	Workflow - Step Validated	Workflow - Step pending
Catalog Purchase	Address Change Approval	419	4
	Draft	3,476	13
	Order	3,406	2
Catalog Upload Approval	Catalog Enablement	590	95
	Contract Analyst	545	26
	File Upload	606	339
Contract	Draft Contract		457
Ohio Mini Contract Workflow	Approve Contract	19	7
	Create Contract	27	8
Ohio Order - PO Automation R1	Clear PO Issues	76	3
	Initialization order	3,583	
	Supplier Review	3,420	345
Ohio Receipt Workflow 2	Creation		1
	Create	15	
Ohio Registration	EOD Review	1	
	Initialization	24	
	Rejected Full Active	1	440
	Re-Validate	24	
	Validation Reject	2	440
	Validations	24	
Questionnaire	Publication		10
Questionnaire Templates	Activated	5	

Analysis Report Descriptions and Screenshots

Category / Analysis Report Name	Analysis Report Description
13. (no category) PRs Analysis	Count of PRs by type (catalog, non catalog, punch-out)

