All State users can view analysis reports. Only users with the Reporting/Analytics and State Admin profiles will be able to modify analysis reports. All updates to analyses should be made in the Dev Maint environment and then pushed to Production.

To modify an analysis report, log in to Ohio|Buys. From the Main Menu Navigation Bar, click Analytics and then select Browse Analysis from the drop-down menu.

Using the Keywords field, search for the report that needs modifications. Once you find the report, click the Pencil (✏️) icon to open it.

Complete the details:

3 a) Category: This is the grouping by which users can search for the analysis report.
   b) Description: This is a brief description of the analysis report.
   c) Label: This is the name of the analysis report.
   d) Authorization: This is the authorization that each user needs to have in order to be able to access the analysis report.
   e) Template analysis: Checking this box will make this analysis report available to use as a template when other users create a new analysis report.
   f) Attachments: This field allows documents to be attached to the analysis. For example, a reference document or email describing the need or use of the analysis report.

Each Filters display section will be different for each analysis report. Each field represents a filter available which users can use to drill down into the data presented in the analysis.

4 a) Modify: This allows the filter to be modified.
   b) Non visible: The filter is not visible to users viewing the analysis report.
   c) Visible but no modification: The filter is visible, but cannot be modified.

When filters are being changed on an analysis report, the changes should first be created and tested in a lower environment. Once the reports have been verified as stable, they can be escalated to the production environment via a deployment/tag process. Contact the State Admins for more detail.

When finished editing, click Save.