
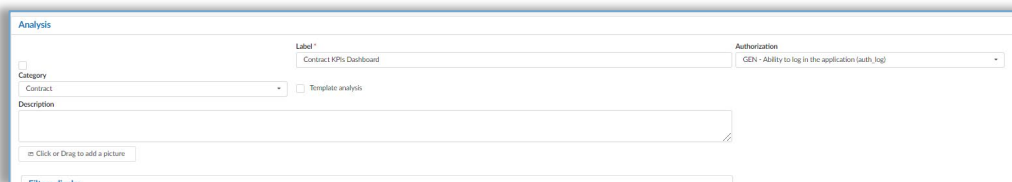


Step-by-Step Instructions for Modifying Analysis Reports

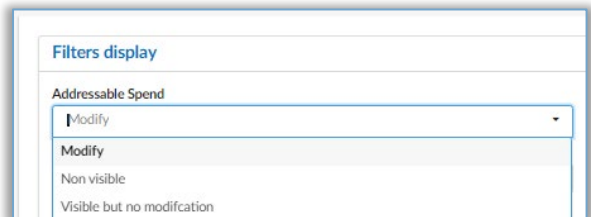
- 1 ▲ All State users can view analysis reports. Only users with the Reporting/Analytics and State Admin profiles will be able to modify analysis reports. All updates to analyses should be made in the Dev Maint environment and then pushed to Production.
- To modify an analysis report, log in to Ohio|Buys. From the Main Menu Navigation Bar, click **Analytics** and then select **Browse Analysis** from the drop-down menu.

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



- 3 Complete the details:
- 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.

- 5 When finished editing, click **Save**.

 Save