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.

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.

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).
How to Access and Run an Analysis Report

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.

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.

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).

If you have questions or need additional assistance, please contact Ohio Shared Services Contact Center via email (ohiosharedservices@ohio.gov) or phone (877-644-6771).