

Administrator Analytics

Guide for users with access to the Administrator Dashboard

The administrator dashboard is featured in all Administrator navigation panels and may also be added as a user permission at each user's record or via the user builk upload tool. See the administrator guide for more information.

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Administrator Analytics

DASHBOARD NAVIGATION

Administrator dashboard access can be assigned to any user at their user record or if added to the user's credentials in an uploaded bulk user file.

The Administrator Dashboard displays metrics for all document and workflow types.

Below is the list of 'Looks' on the Administrator Dashboard:

- **1. Current Month Spend:** Describes the current month spend. The number directly below it is the comparison from the previous month.
- **2.** Purchase Request Count This Month: Describes the number of purchase requests submitted in the current month.
- **3. Current Month Purchase Orders:** Describes the purchase orders in the "approved' state. The number below describes the change for the current month.

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> Documents V							
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Supplier Portal 🗸 🗸	Repo	rting Rep	oorting	Reporting	Reporting		
Reports	8 Purchase Reques	t Count 💿 🧧		To	op 10 Suppliers 💿		
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- **4. Total Invoices:** Describes the total number of invoices submitted for a specific month.
- 5. Catalogs Expiring: Describes catalogs expiring in the current month.



- 6. Purchase Request Count: Describes the status of all the purchase requests in the company at any current time.
- 7. Analytics by Category Click to view <u>specific dashboards by desired topic</u>
- **8. Purchase Request Count:** Describes the total number since Go-Live. Organized by status.
- **9. Top 10 Suppliers:** Describes the top 10 suppliers by the amount spent with that supplier.

FILTERS Date is any time Category is any value Supplier is any value **Spend Reporting PMAN Advanced Analytics** 1 7 All Purchase Order Items 2 Supplier Description Fullname Total Item Created \$37,334.86 \$1,297,617,414.43 Abdullah 1 2000004567 2018-12-12 13000000 1st choice testing item \$840.00 Total Spend Current Month Spend ③ Buyer Abdullah 1st choice \$800.00 2 2000004565 2018+12-12 13000000 testing Igbal ▼ \$47,745.50 From Last Month 3 2000004569 2018-12-12 10000000 GoodSupplier test \$400.00 azmaar jamil Abdullah \$615.00 4 2000004570 2018-12-12 123-vroozi Magnus Fixed AYH 4 Iqbal 3 4 5 2000004566 2018-12-12 13000000 GoodSupplier test Asma Latif \$200.00 Abdullah 6 2000004570 2018-12-12 123-vroozi Magnus Mapping 9 \$100.00 Igbal \$470,662.83 \$1,285,456,287.72 Abdullah 7 2000004567 2018-12-12 11000000 1st choice testing item \$300.00 Buyer Total Spend YTD Average Order Amount Abdullah 8 2000004568 2018-12-12 13000000 1st choice testing item \$1,440.00 Buyer 9 2000004561 2018-12-07 GAR \$300.00 #H12 test-123 ahmed habib Test Buyer \$200.00 10 2000004560 2018-12-07 15000000 GoodSupplier Test 11 2000004564 2018-12-07 123-vroozi Magnus ubaid1 azmaar jamil \$2.080.00 6 12 2000004561 2018-12-07 TP #H12 test-123 5 ahmed habib \$500.00 13 2000004564 2018-12-07 123-vroozi Magnus azmaar jamil \$2,600.00 ubaid2 \$1,158,015.22 \$89,657,64 Email Employee 14 2000004553 2018-12-06 10000000 test \$15.00 Internal Catalog Spend Punchout Catalog Spend Saba 15 2000004549 2018-12-06 123-vroozi BROWN tem 08 \$20.00 Employee PRODUCTS

SPEND REPORTING DASHBOARD

- **1. Total Spend since Go-Live:** This metric calculates total spend from the time the client started at Vroozi.
- **2. Current Month Spend:** This visualization describes the current month spend. The number directly below it is the comparison from the previous month.
- **3. Total Spend YTD:** Describes the spend from the year to the current date.
- **4.** Average Orders: Describes the average from the approved purchase orders



- **5. Internal Catalog Spend**: This metric describes internal spend. This will exclude punch out spend and spend not on contract.
- **6. Punchout Catalog Spend:** This metric describes punchout catalog spend. This will exclude internal spend and spend not on contract.
- 7. All Purchase Orders: Describes all the approved purchase orders.

Supplier Reporting										Im ago
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		3				Suppl	lier Details 💿			
1		Created Date	Active (Yes / No)	Logo	Noncatalogsupplies (Yes / No)	Punchout (Yes / No)	VendorID	Supplier Name	Address1	Address2
¢1 207 617 /	11 / 12	1 2017-06-30	Yes		Yes	No	V_098	PS_3006	mmalam road	
4,297,617 Total Sales	+14.45	2 2017-06-16	Yes		Yes	No	as2121	GHRYT.16.23	mmlam	
Total Sales		3 2017-01-26	Yes		Yes	No	AMZN	Amazon 1	120 E 87th Street	
		4 2017-07-27	Yes		Yes	No	1234	umair	7	
		5 2018-08-24	Yes		Yes	No	UbaidInfotech	Ubaid Infotech	102	Moira Rd
_		6 2017-01-26	Yes		Yes	No	114149	AZB & PARTNERS	EXPY TOWERS - 23RD FL	
2	7 2017-01-26	Yes		Yes	No	127650	LAKEVIEW LANDSCAPING INC	3950 EVE DR		
		8 2017-08-28	Yes		Yes	No	PHOE001	PHOENIX CITY TREASURER	PO BOX 29125	
		9 2017-01-26	Yes		Yes	No	129461	ODESK	441 LOGUE AVE	
2,757		10 2017-01-26	Yes		Yes	No	126736	ONECONNECT SERVICES INC		
Total Order	s	11 2017-01-26	Yes		Yes	No	123315	PLYMOUTH RIDGE INC	8009 34TH AVE S STE 10	
		12 2017-01-26	Yes		Yes	No	132759	ATLASSIAN PTY LTD		
		13 2017-01-26	Yes		Yes	No	127019	HOLMES & BRAKEL LIMITED	830 BROCK RD	
		14 2017-08-28	Yes		Yes	No	SOIC001	STRATEGIC OUTSOURCING. IN	ROUTE 66 HR OUTSOURCING.	P.O. BOX
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\$0.00			_							

SUPPLIER REPORTING DASHBOARD

- **1. Total Sales:** This metric describes the total sales with that specific supplier.
- **2. Total orders:** A count of the total Purchase Orders with that supplier.
- 3. Supplier Details: Describes every supplier spend



4. Supplier Spend by Month: Breakdown of overall spending by month

FILTERS Date is any time	9				Run
PMAN Advanced Analy	ytics Do	ocument Repo	orting	Invoice Data	PO Data
PO Total Count (P)	1	2	3	4	5
	172 PR Count this Month	111 Current Month P ③	910 Confirmed Goods R	\$470,662.83 Average Order Amo	5 Expiring catalogs this
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DOCUMENT REPORTING DASHBOARD

- **1. Purchase Request Count:** Describes the purchase request count for submitted purchase requests.
- 2. Purchase Orders the Month: Describes the purchase orders submitted this month that were approved.
- **3. Confirmed Goods Receipts:** Describes the goods receipts that were submitted.
- **4. Orders Y/Y by month:** describes the purchase orders submitted month by month.
- **5. Expiring Catalogs This Quarter:** List of catalogs that have or will expire during the given quarter.



- 6. Average Purchase Order amount: describes average purchase order amounts by month.
- 7. Spend by State: the spend by the state it was submitted in.
- 8. PO Total Count: Shows the status of all the purchase orders.



CATALOG REPORTING DASHBOARD

This dashboard contains:

- **1.** Active catalogs: Shows the active catalogs
- **2. Expiring Catalogs this Quarter:** Calculates the catalogs expiring this quarter.
- **3. Catalog Status:** Describes the status of the catalogs
- **4. Most popular items per catalog:** Describes the most popular item per catalog.
- 5. Catalog compliance: Describes the percent of catalog compliance.



6. Top ten Catalogs Describes the top categories by spend.

USER REPORTING DASHBOARD



- **1.** Active Users: Shows total active users.
- 2. Active/inactive Users: Graph of Active & Inactive Users. Select user group to drill into details including spend limit and last login.
- 3. Active Users by Role: Describes the count by role
- 4. Spend by User: Describes the total spend since user creation.



All Analytics Users

Report Filters

Filtering allows the user to filter data into something more meaningful. To use the filter apply the following:

- **1.** Select a report Category and navigate to the Filter (top left corner)
- 2. In the drop down menu select filtering parameters (will vary slightly depending on the category.
- **3.** Select Run.

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			2 2000004565	2018-12-12	13000000	1st choice	testing	Abdullah Iqbal	\$800.00
		▼ \$47,745.50 From Last Month	3 2000004569	2018-12-12	10000000	GoodSupplier	test	azmaar jamil	\$400.00
		▼ \$47,745.50 From Last Month	4 2000004570	2018-12-12	123-vroozi	Magnus	Fixed AYH 4	Abdullah Iqbal	\$615.00
			5 2000004566 6 2000004570	2018-12-12	13000000 123-yroozi	GoodSupplier Magnus	test Mapping 9	Asma Latif Abdullah Igbal	\$200.00
			7 2000004567	2018-12-12	11000000	1st choice	testing item	Abdullah Buyer	\$300.00
\$0.00		\$155.00	8 2000004568	2018-12-12	13000000	1st choice	testing item	Abdullah Buyer	\$1,440.00
Total Spend Y	TD	Average Order Amount	9 2000004561	2018-12-07	GAR	#H12	test-123	ahmed habib	\$300.00
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			11 2000004564	2018-12-07	123-vroozi	Magnus	ubaid1	azmaar jamil	\$2,080.00
			12 2000004561	2018-12-07	TD	#H12	test-123	ahmed habib	\$500.00
			12 2000004561	2018-12-07	112	#1112	test-123	anmed habib	\$500.00

Sharing Analytics

You can select to export data through the Vroozi Analytics module. Select the gear icon to reveal download options.

- 1. Use the menu navigation to select download data
- 2. Select desired action. (next page)



Administrator Analytics **8** Last Update 10/14/2020





SCHEDULE REPORTS

Schedule a report or 'look' to be sent out at regular intervals via email or sftp.

Reports can be sent to any user role within your organization.

- **1.** Select the gear icon in the right corner of the screen.
- 2. Select 'Save & Schedule'

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3. Define the format of the report to be sent, the delivery schedule, etc.



Schedule Test look		×
Schedules New +	Give your schedule a name	Test look
Test look Email (0) > HTML Table > Daily	Where should this data go?	Email SFIP
	Who should it be emailed to?	Add recipients, use commas for multiple addresses Add Include a custom message Include a custom message
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DOWNLOAD REPORTS

Name & Select formatting preferences (below)

SEND REPORTS

Customize and select a recipient(s) to send the exported data to.



	Spend Report	
Where should this data go?	Email Amazon 53 SFTP	
Who should it be emailed to?	Add recipients, use commas for multiple addresses include a custom message	Add
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