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.

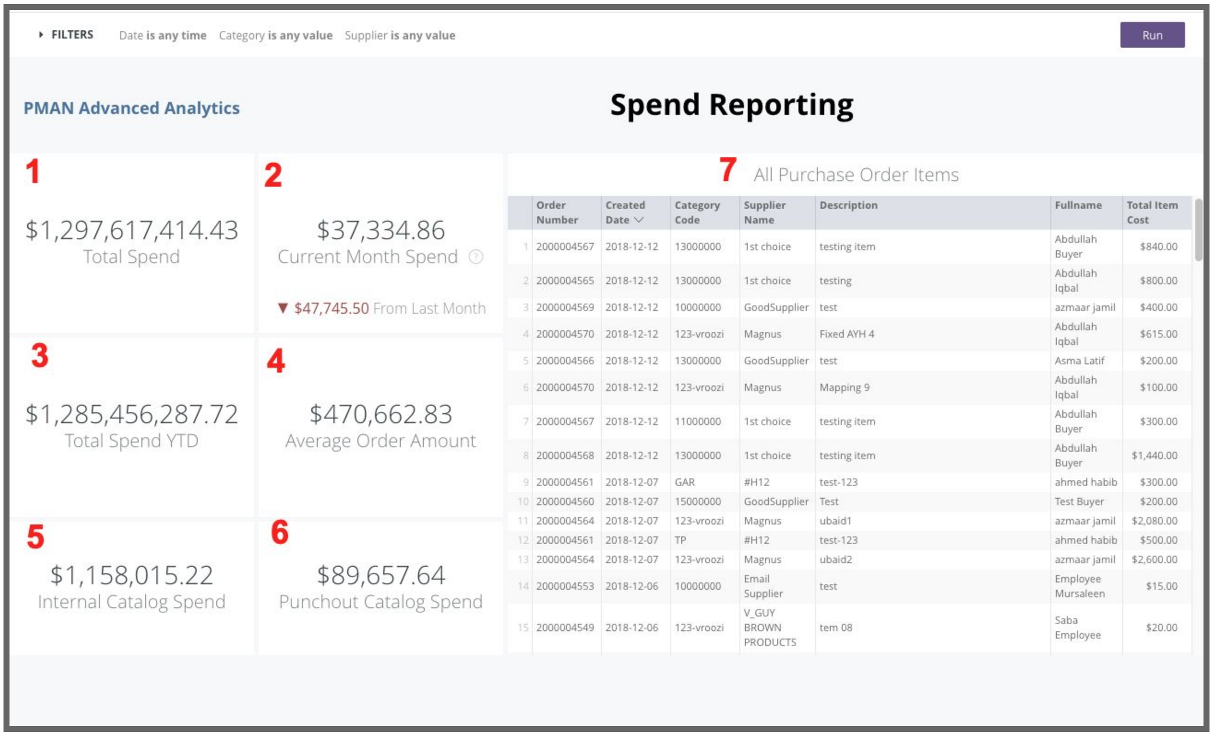
Below is the list of 'Looks' on the Administrator Dashboard:

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.

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 *specific dashboards by desired topic*
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.

Spend Reporting Dashboard

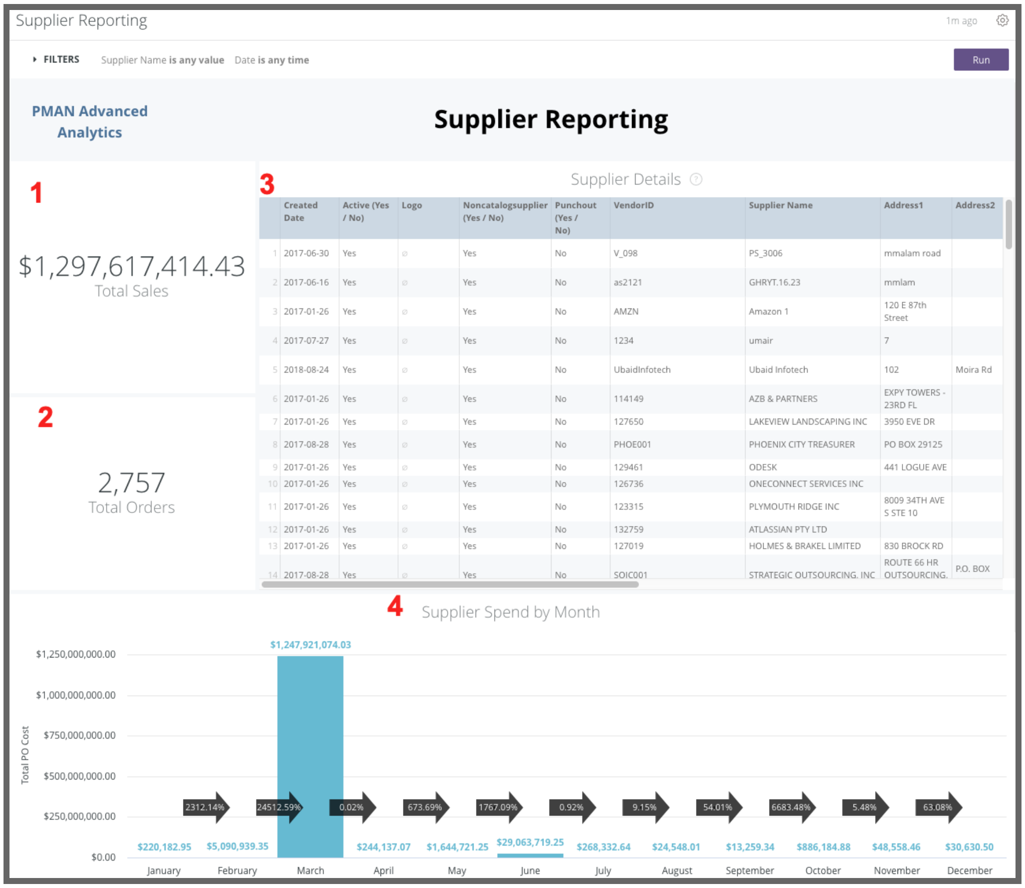


This dashboard contains the following metrics:

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 Dashboard

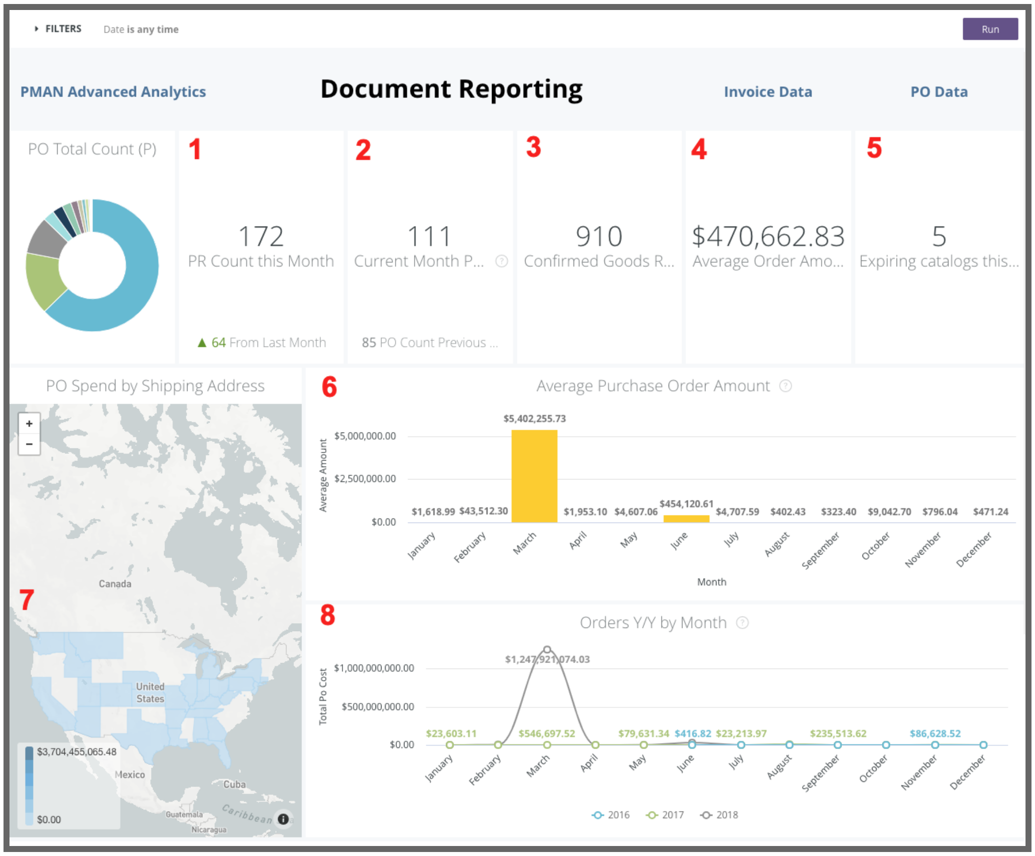


This dashboard contains the following metrics:

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

Document Reporting Dashboard

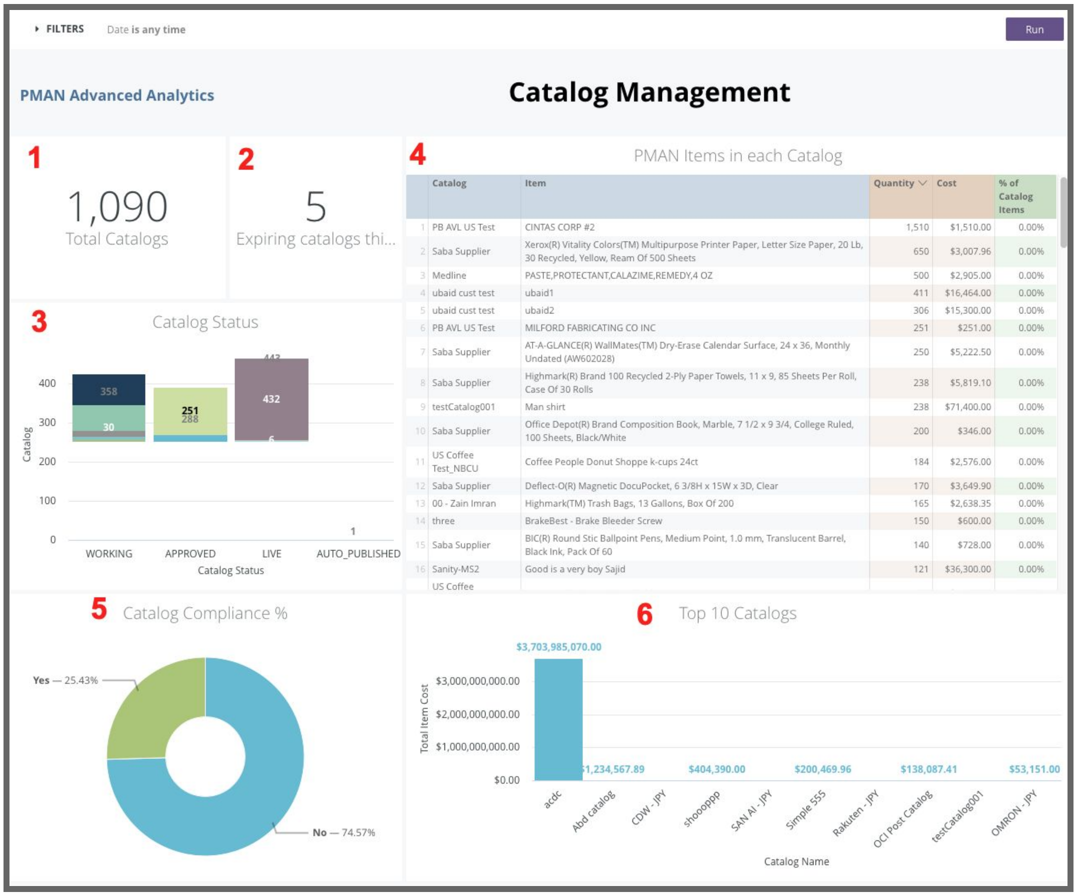


This dashboard contains the following metrics:

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

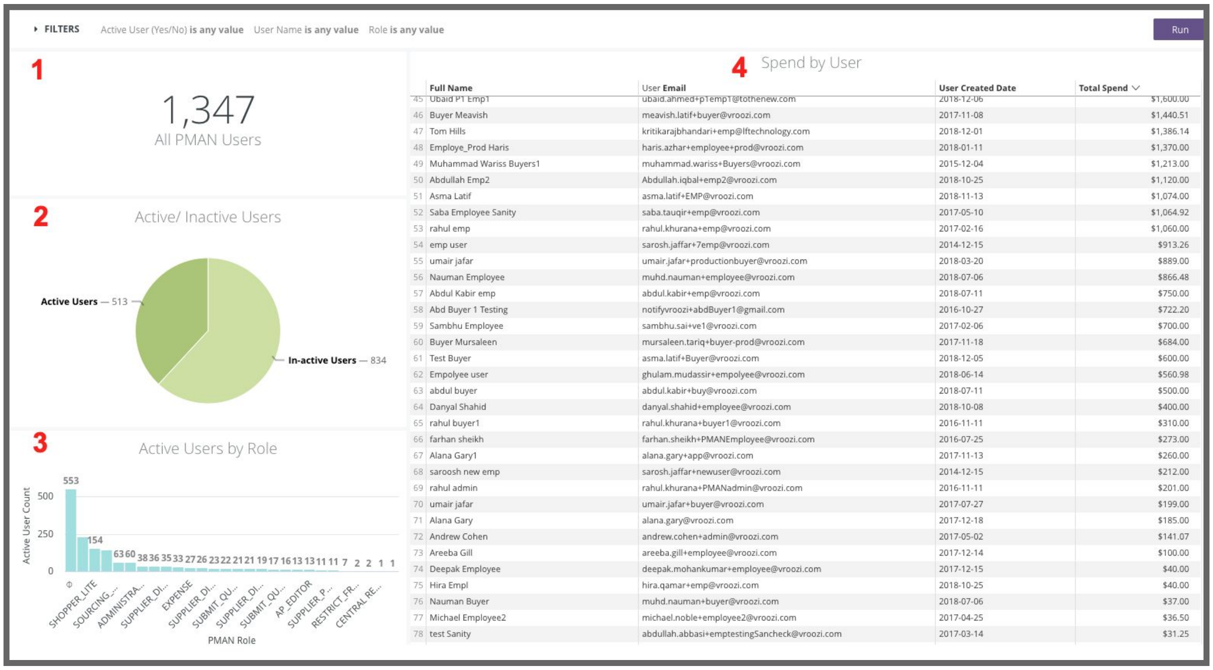


This dashboard contains:

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



This dashboard contains the following metrics:

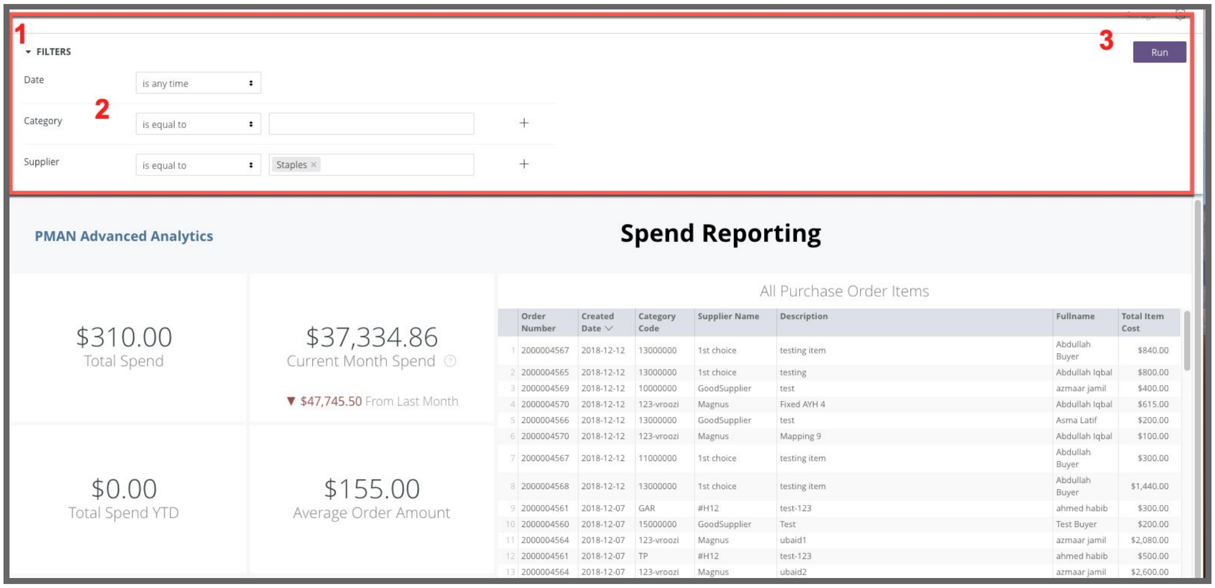
1. **Active Users:** Shows total active users.
2. **ActIve/inactive Users:** Graph of Active & Inactive Users. Select user group to drill into details including spend limit and last login.
3. **Active Users by Role:** Describes the count by role
4. **Spend by User:** Describes the total spend since user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

All Analytics Users

Report Filters

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

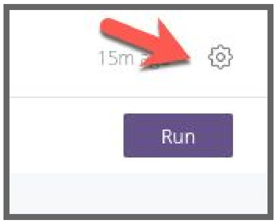
1. Select a report Category and navigate to the Filter (top left corner)
2. In the drop down menu select filtering parameters (will vary slightly depending on the category.
3. Select Run.

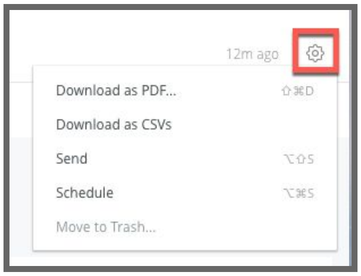


Sharing Analytics

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)



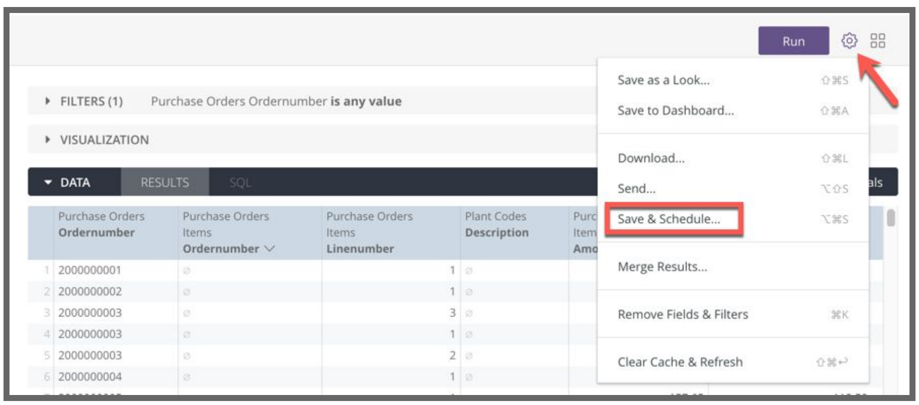


Schedule Reports

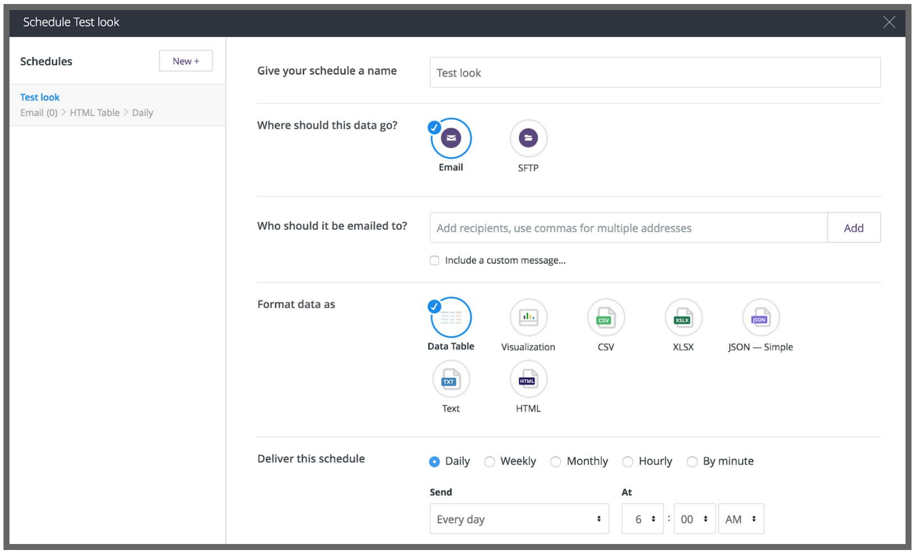
Schedule a report or 'look' to be sent out at regular intervals via email or sftp.

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'

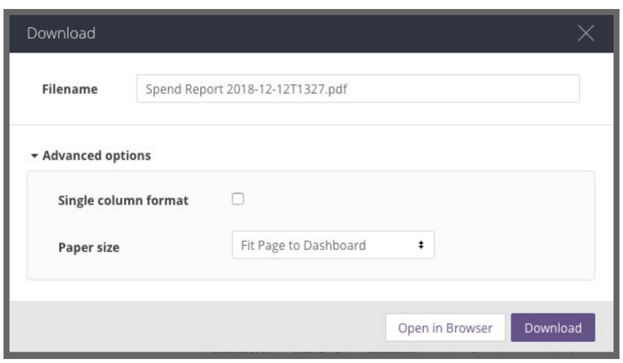


3. Define the format of the report to be sent, the delivery schedule, etc.



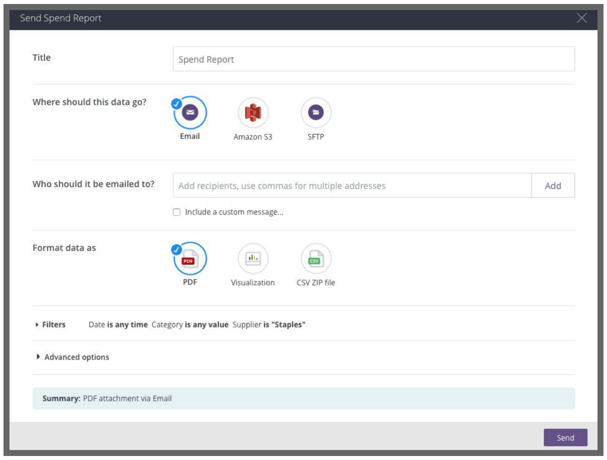
Download Reports

Name & Select formatting preferences (below)



Send Reports

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


Send Spend Report
Title
Spend Report
Where should this data go?
Email
Amazon S3
SFTP
Who should it be emailed to?
Add recipients, use commas for multiple addresses
Add
Include a custom message...
Format data as
PDF
Visualization
CSV ZIP file
Filters
Date is any time Category is any value Supplier is "Staples"
Advanced options
Summary: PDF attachment via Email
Send