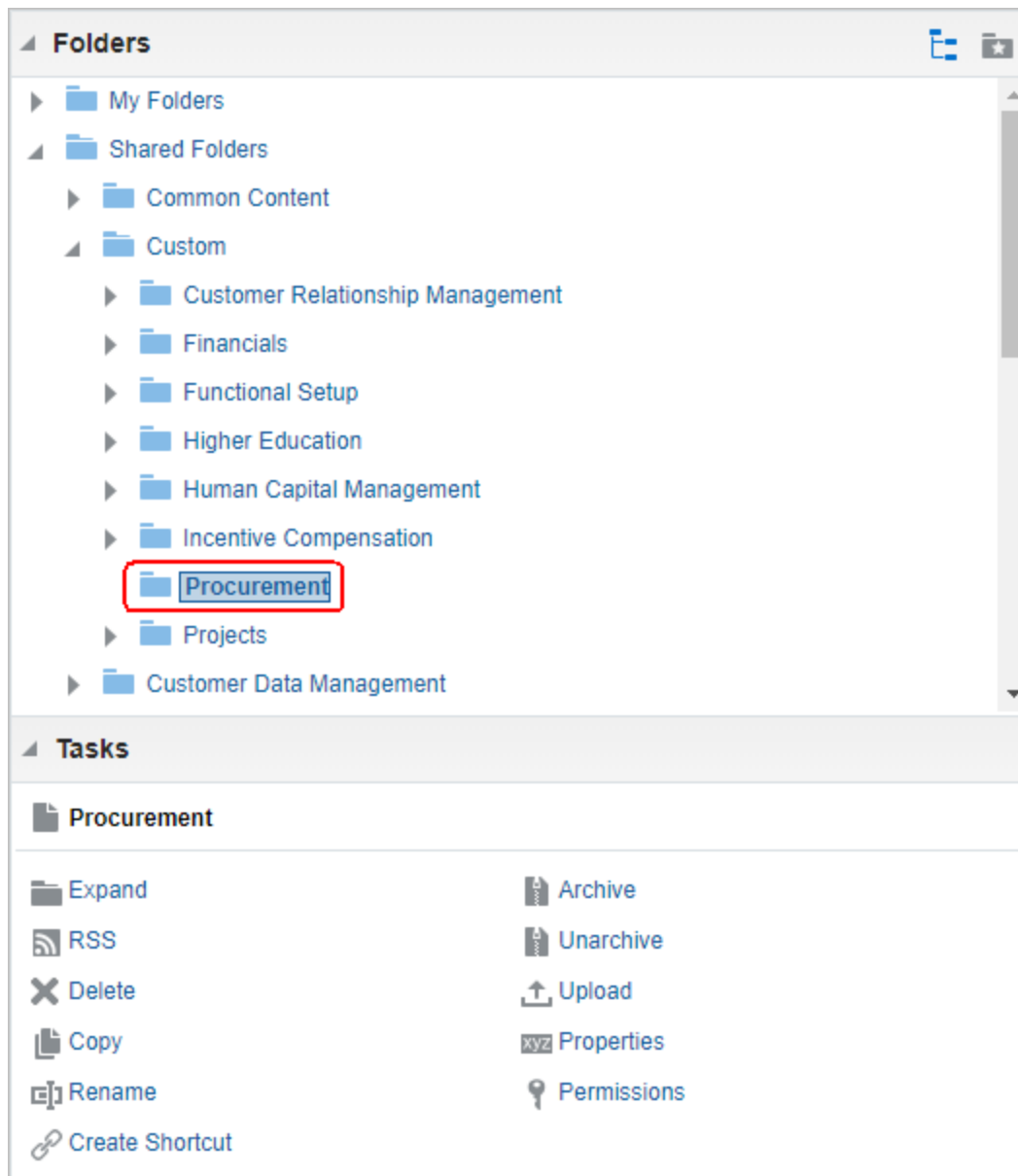
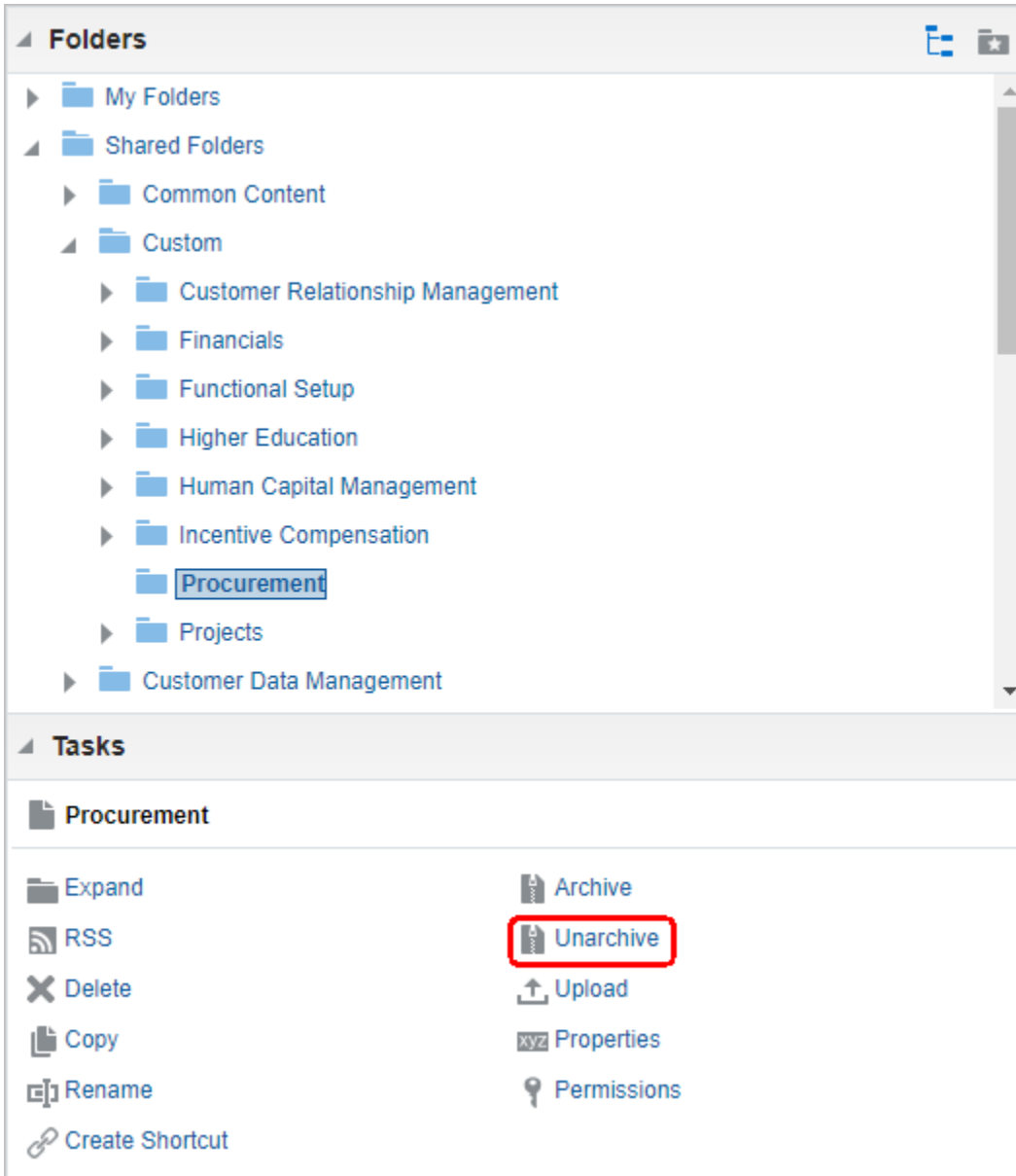


## Suppliers Addresses by Location and Purpose: *Deployment Instructions*

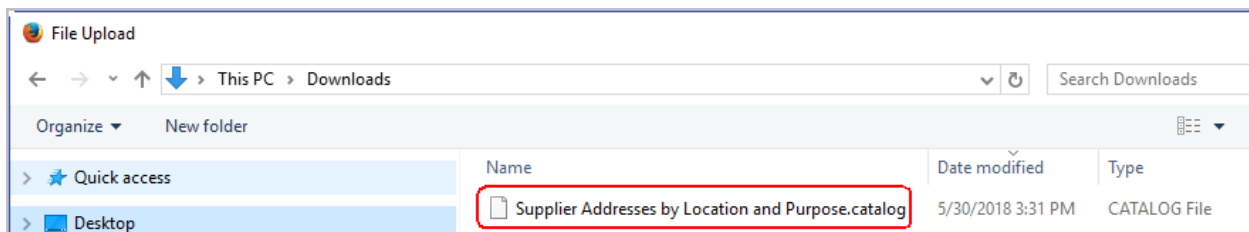
1. Access the Reports and Analytics work area
2. Access Browse Catalog
3. Navigate to the Procurement folder under Shared Folders > Custom

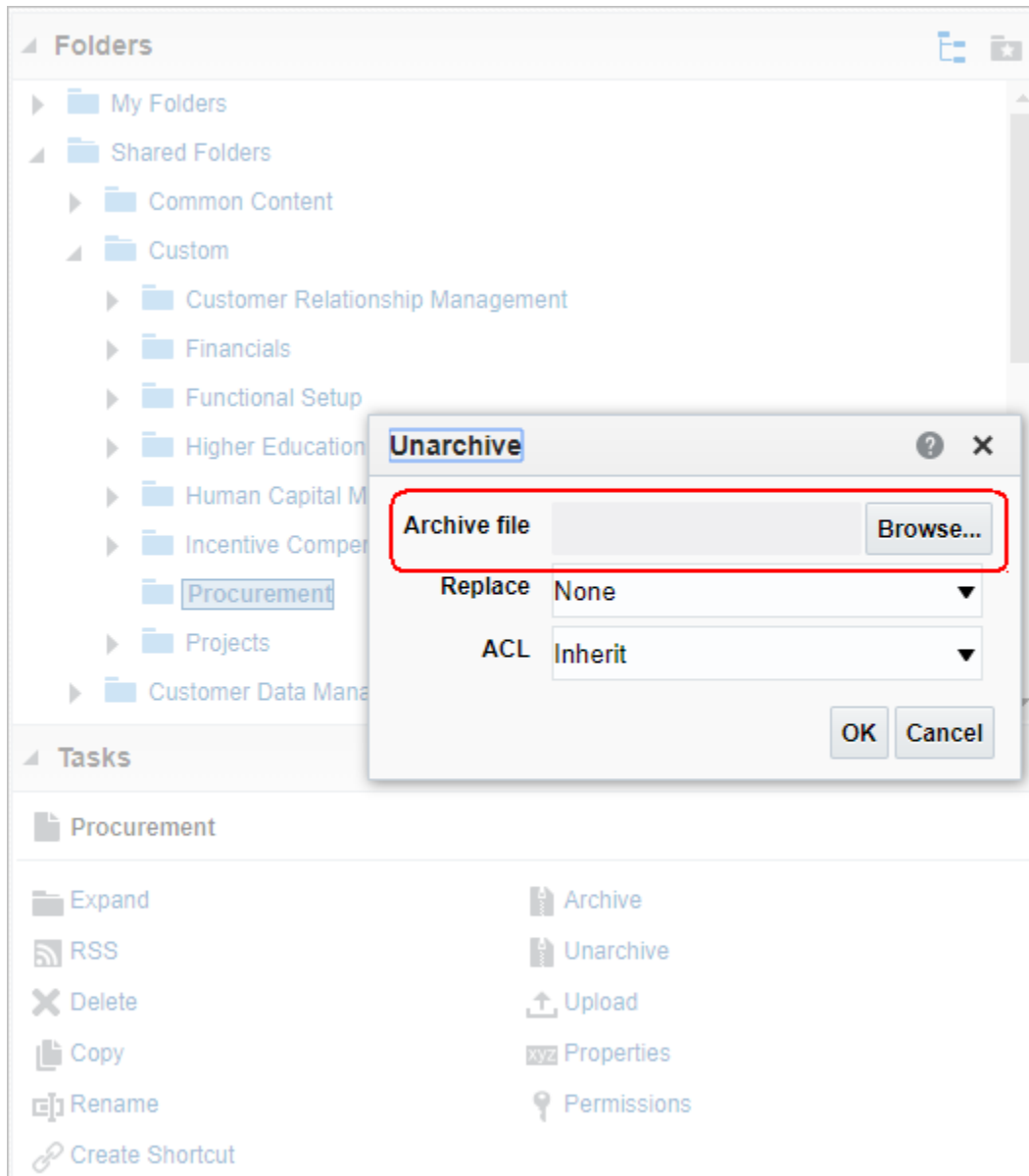


4. Choose the Unarchive action available in the Tasks panel

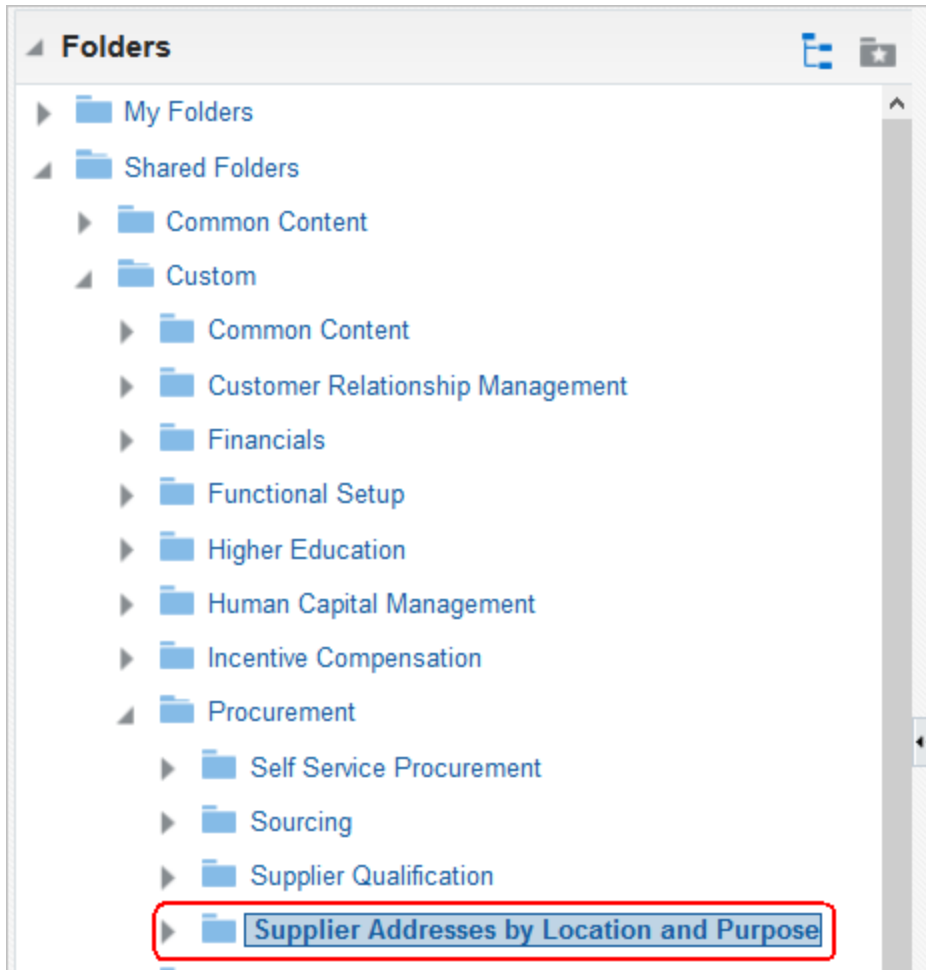


5. Browse to locate the downloaded file: *Suppliers Addresses by Location and Purpose.catalog*

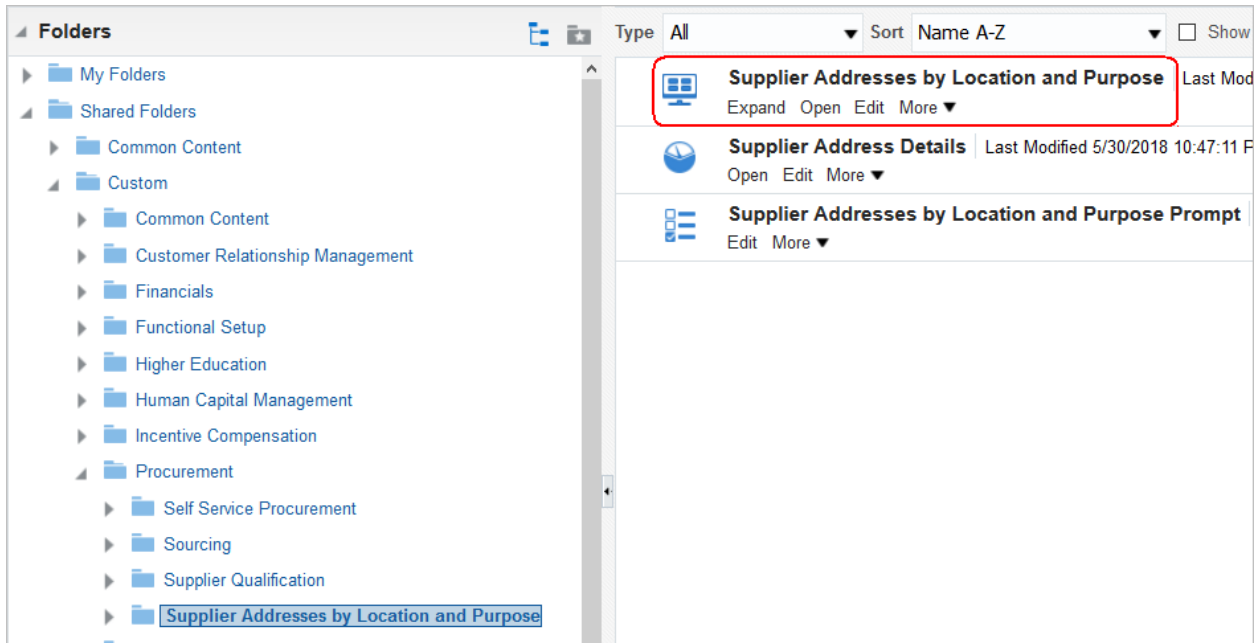




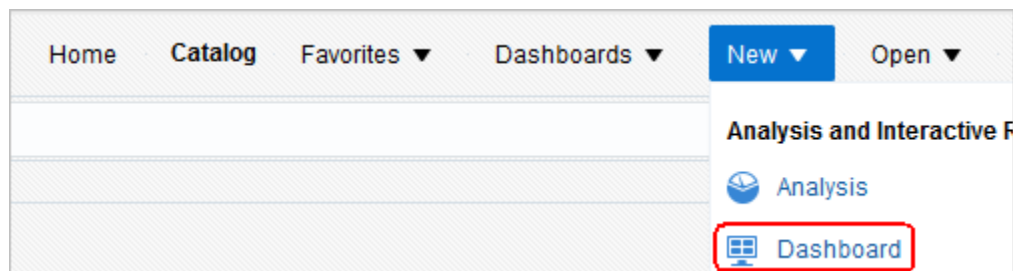
6. Click OK. This will create a folder: Supplier Addresses by Location and Purpose in the location: Shared Folders > Custom > Procurement



7. Access the folder and open the dashboard: Suppliers Addresses by Location and Purpose (using the Open link)



**Note:** You can add the individual reports and dashboard prompt to an existing dashboard or a new dashboard (New dashboard can be created using the menu option: New > Dashboard).



**Note:** If the dashboard on opening displays one or more empty sections (i.e. without reports), navigate back to the Catalog, access the dashboard and click on the Edit link. Check if an alert icon is displayed for one or more reports that are part of the dashboard as shown in the screenshot below. If so, delete the section that has the error and add the report again by dragging and dropping it from the Catalog > Shared Folders > Custom > Procurement > Supplier Addresses by Location and Purpose folder.