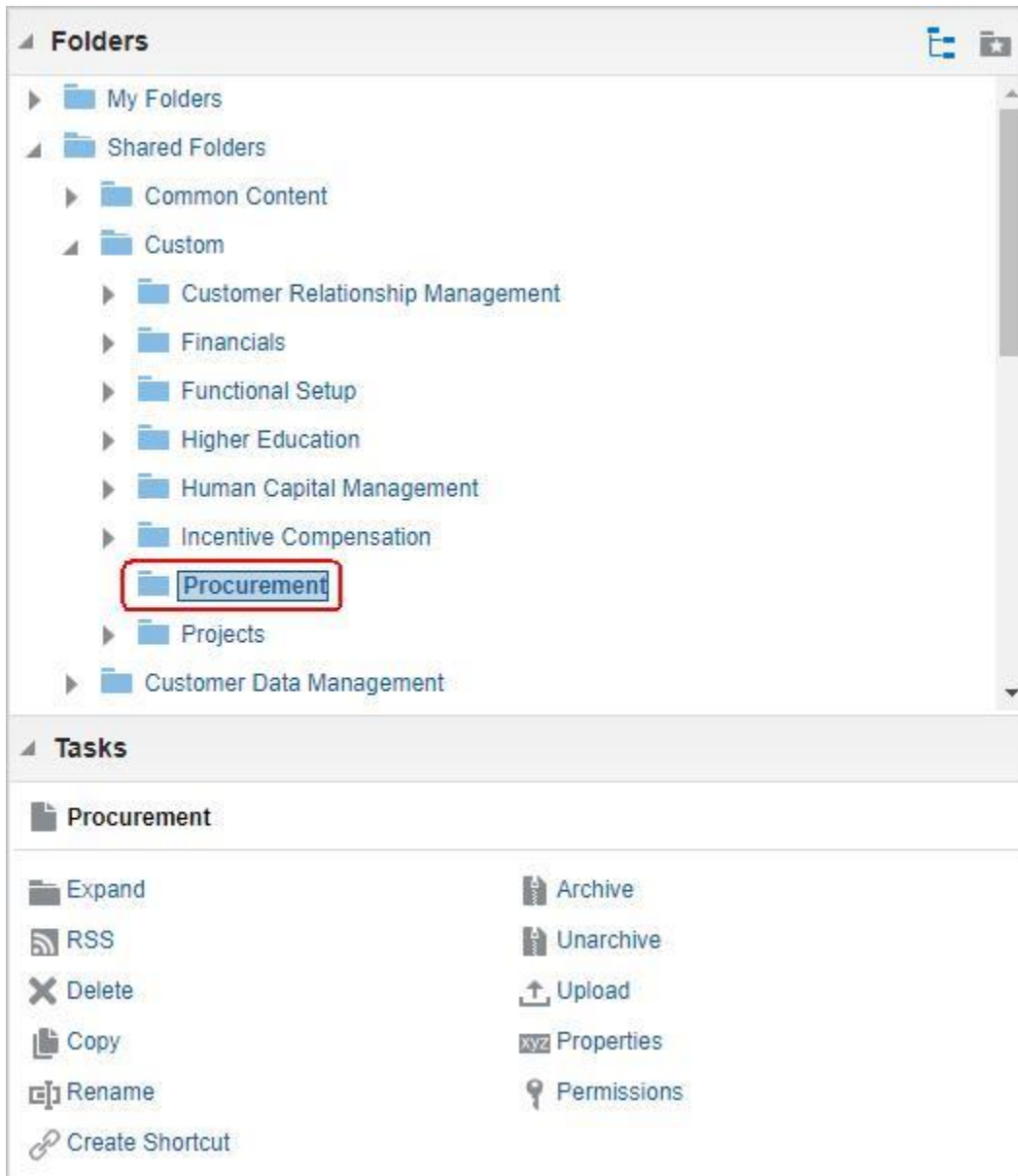
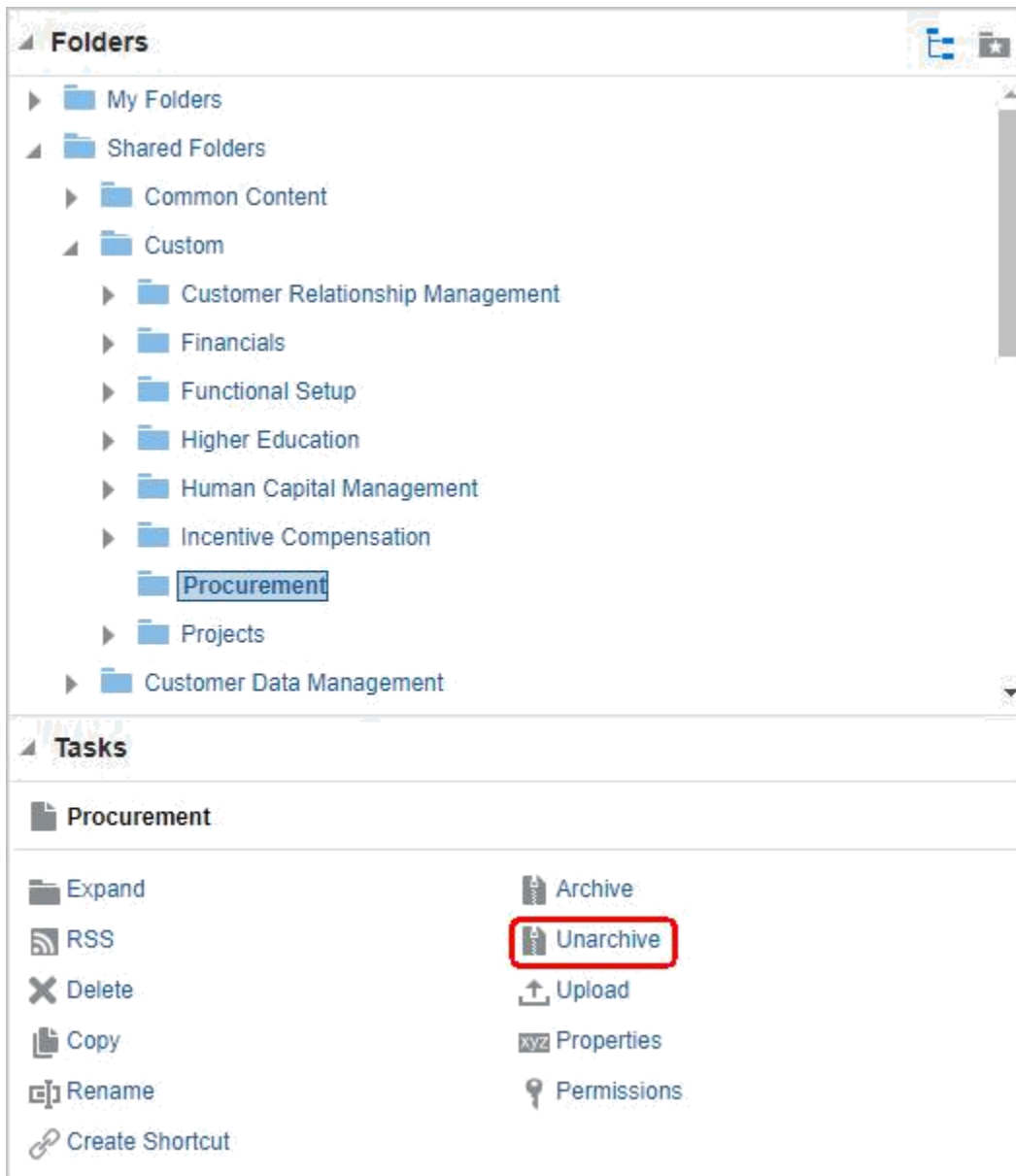


Evaluated Suppliers and Qualifications Report: Deployment Instructions

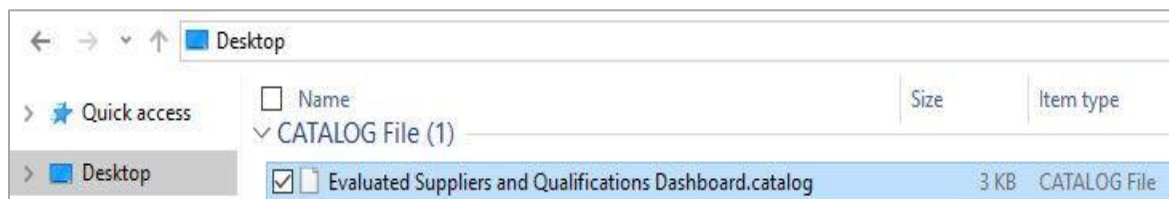
1. Access the Reports and Analytics work area.
(Note: Users with BI Administration role can migrate the catalog file across instances as they have privilege to archive and unarchive the file from the Catalog's Tasks section.)
2. Access Browse Catalog.
3. Navigate to the Procurement folder under Shared Folders > Custom.

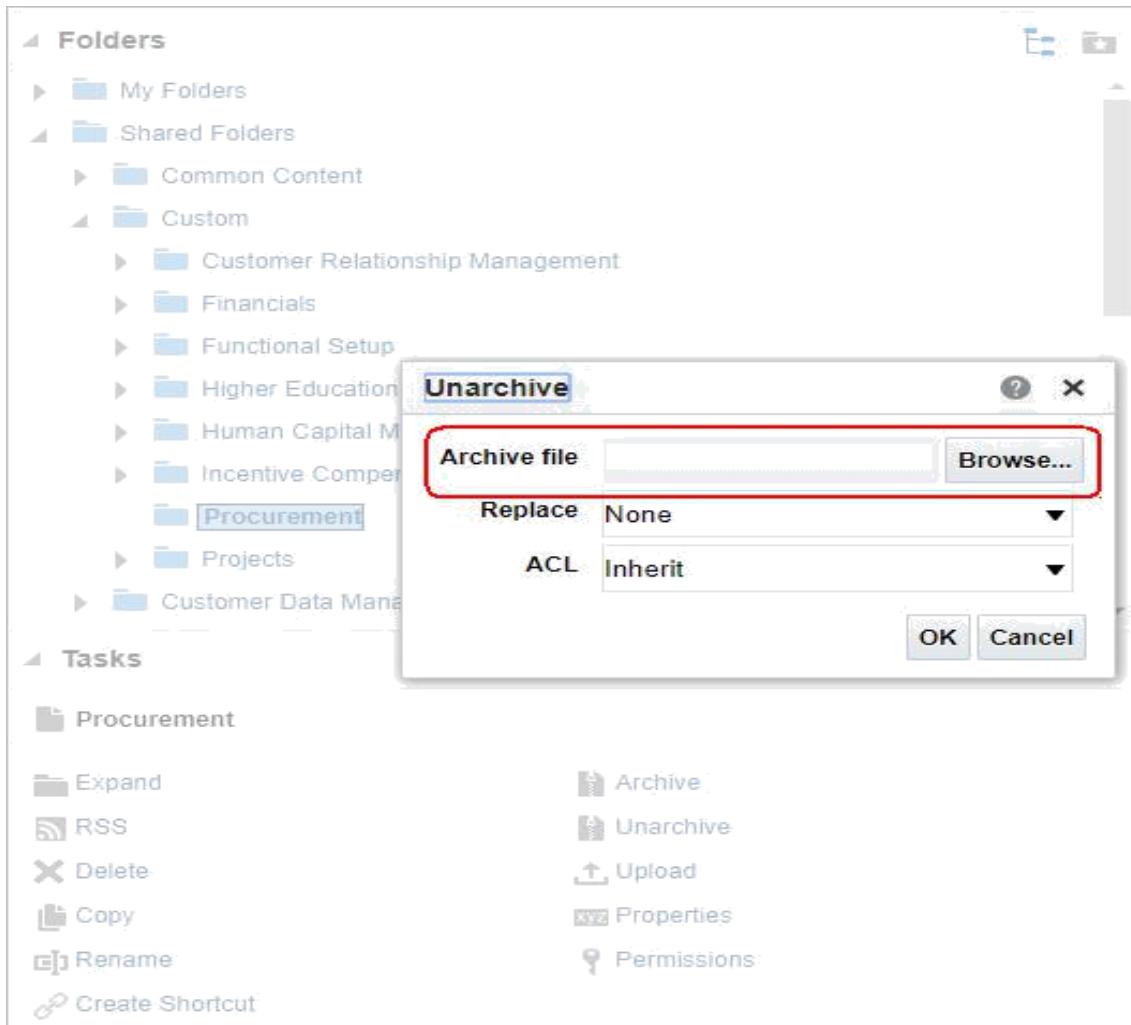


4. Choose the Unarchive action available in the Tasks panel

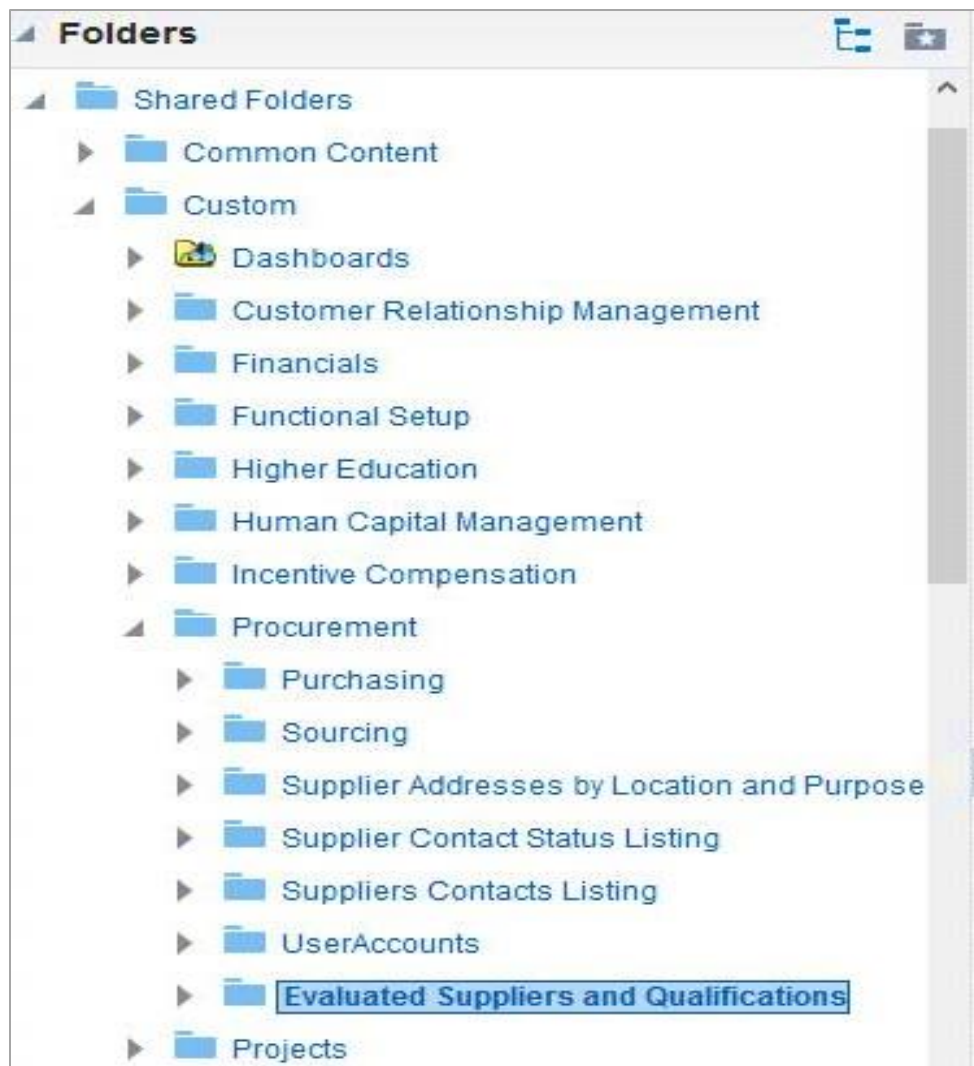


5. Browse to locate the downloaded file: *Evaluated Suppliers and Qualifications Dashboard.catalog*

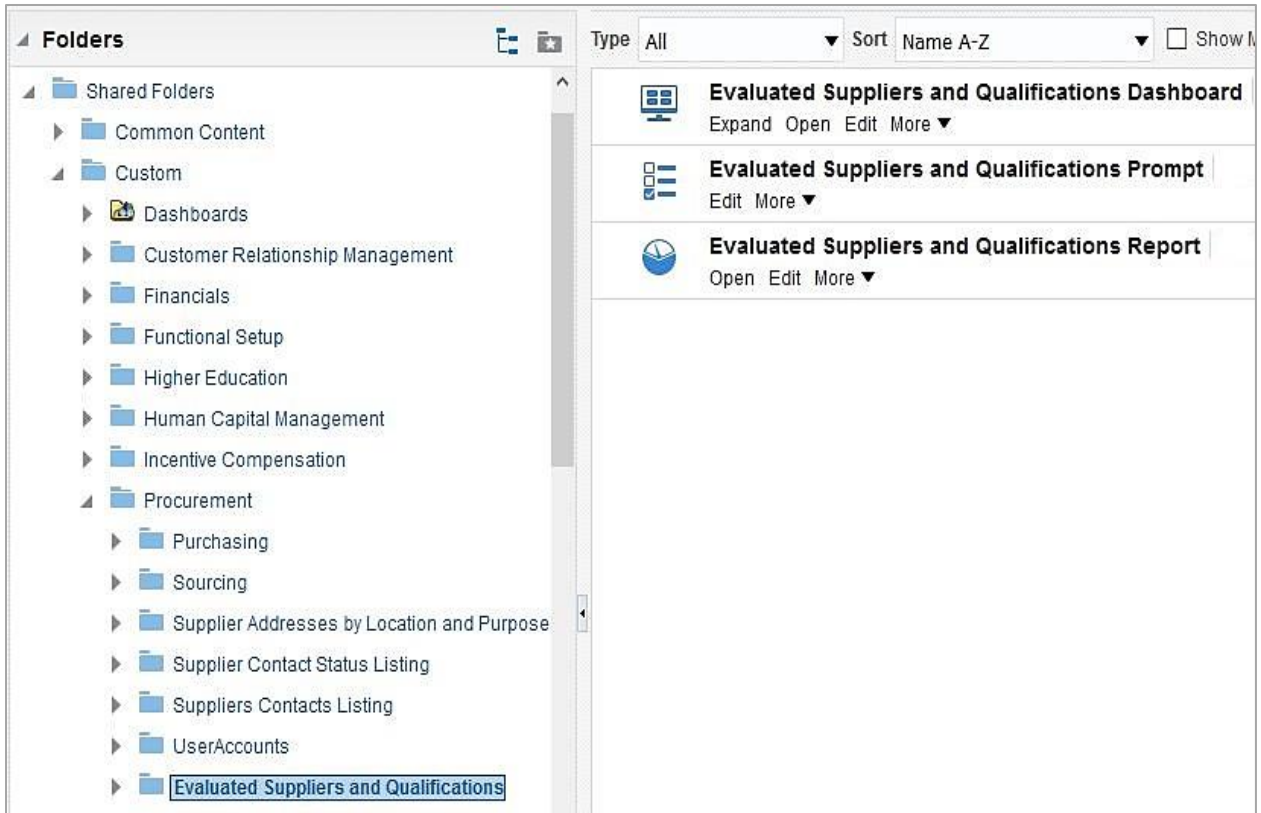




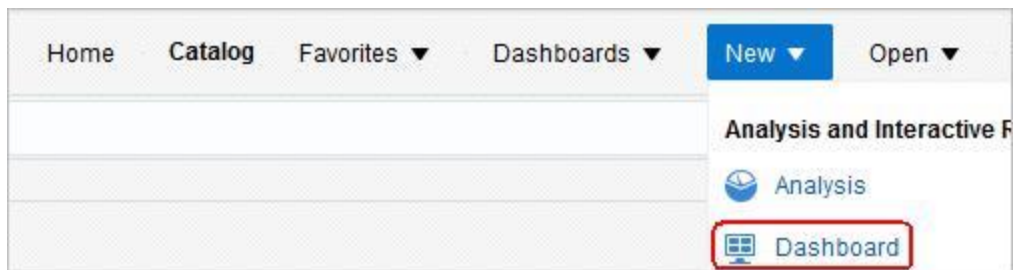
6. Click OK. This will create a folder Evaluated Suppliers and Qualifications Dashboard in the location: Shared Folders > Custom > Procurement



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 (shown in below snapshot) 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.

Dashboard Objects

- Column
- Section
- Alert Section
- Action Link
- Action Link Menu
- Link or Image
- Embedded Content
- Text
- Folder

Catalog

- Dashboards
- Customer Relationship Management
- Financials
- Functional Setup
- Higher Education
- Human Capital Management
- Incentive Compensation
- Procurement
 - Evaluated Suppliers and Qualifications
 - Evaluated Suppliers and Qualifications Dashboard
 - Evaluated Suppliers and Qualifications Prompt**
 - Evaluated Suppliers and Qualifications Report

Column 1

Section 1

List of Evaluated Qualification with Scores Prompt

Section 2

List of Evaluated Qualification Outcome Report
Compound View