

Amazon Dashboards

Navigating Amazon Dashboards

Role: Admin with Reader Status

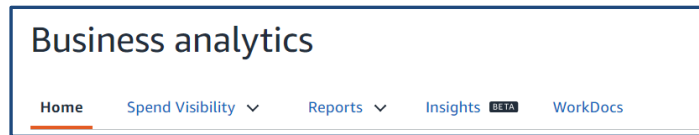
Frequency: As Needed

Access Business Amazon through myUK Enterprise tab

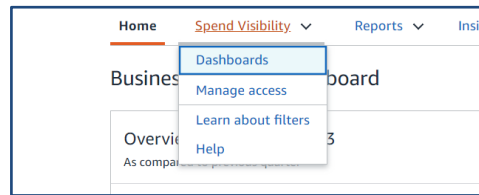
Opening Page

Hover over "Hello" tab and click on Business Analytics

Business analytics page

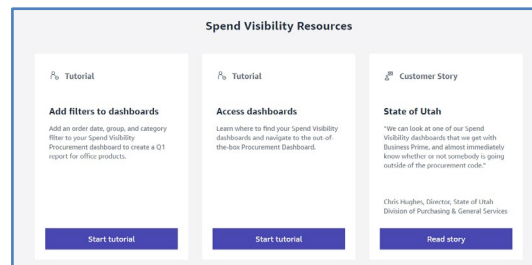


The Dashboards page is accessed through the Spend Visibility tab. Hover over the tab, then click Dashboards.

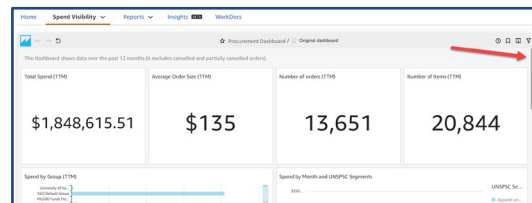


NOTE:

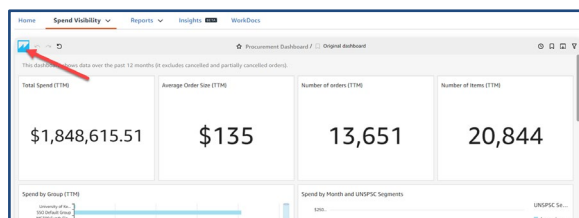
There are more in depth tutorials on the website accessed by clicking on Help at the bottom of the Spend Visibility dropdown. The tutorials are at the bottom of the page.



The many segments of the dashboard require a scroll bar on the right.



There are other dashboards that can be accessed through the icon in the upper right corner, but they are for diversity and other visuals.



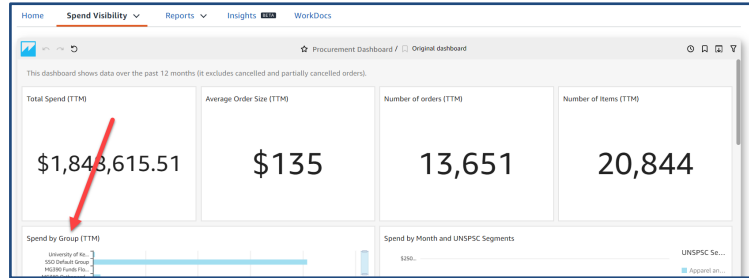
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Spend by Group Chart and Spend by User Chart

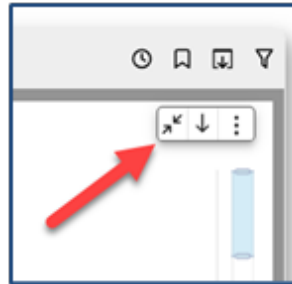
NOTE:

The spend by User chart is identical in navigation to the Spend by Group chart.

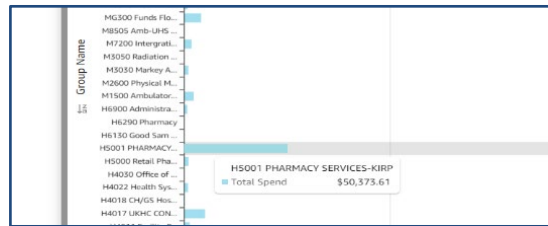
The Spend by Group chart sorts the spend of all groups for the order period (starting point of all orders). The Spend by User Chart is the exact same layout, but is sorted by the person ordering.



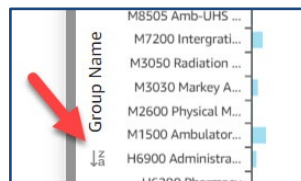
Click on the Maximize button on the top left of the chart and it will expand to the entire window. Clicking on the button again returns it to the original size.



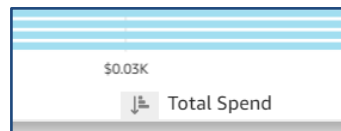
The cursor hovering over the bar shows the "tooltip" with the exact dollar spend for the period.



The icon under the group name allows for alpha sorting.

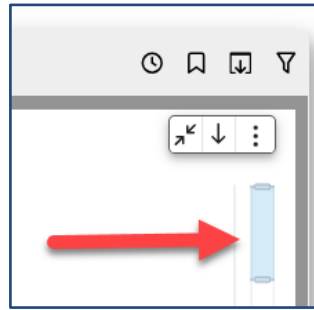


The Total Spend axis has a similar button that will sort the rows by dollar amount.

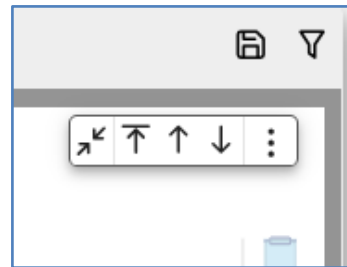


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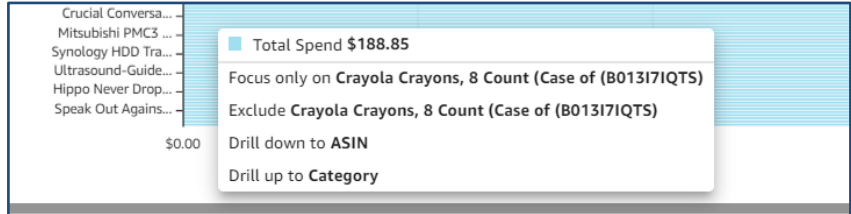
The scroll bar expands to increase or decrease how many groups are shown. Grab the very ends of the bar and go up or down. Either grabbing the middle and moving or using a scroll wheel when over the bar will move the chart up/down.



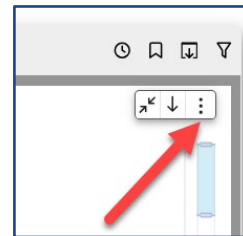
The down arrow drills down a level. The up arrow without a bar expands up one level. The up arrow with a bar expands all the way out.



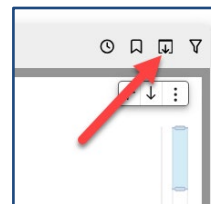
You can also drill down or expand up if you click on a bar in the chart.



The menu button lets you either see the summary data or allow you to export the data as a CSV file. Remember to save as an Excel file.



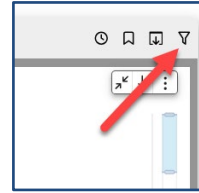
This is the export button allowing you to print, save as a PDF or to see what you have exported.



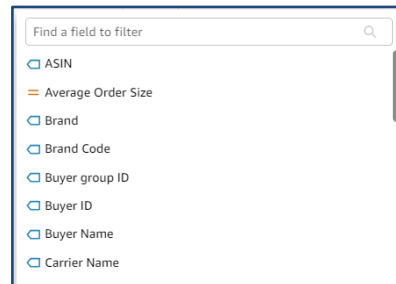
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Adding a filter from the title bar

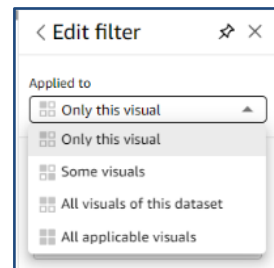
1) This is the filter button to add or edit a filter. (If a filter does not already exist, click on "ADD FILTER" to winnow down the report)



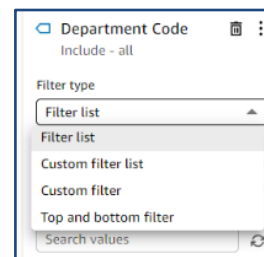
2) Either search for a field in the top box or scroll to find the filter needed.



3) Once clicked, the field then needs to be edited by clicking on the field.



4) The filter type lets you decide between Filter list, Custom filter list, Custom filter, and a Top and bottom filter.



NOTE:

You can apply the filter to just the current visual, visuals selected, visuals with the current dataset or all visuals. **Modifications done pertain only to the current session – once logged out, all filters are removed.**