Navigation to other dashboards can be found along the top

| Filter Page | Invoice Hold Activity | Current PO Holds | Invoice Aging | OK2Pay Invoice Activity |

Reset Filter or Viz

If you decide you want to change your filter choices, you'll need to reset them back to original. You can either return to the filter page and choose "All" in the drop downs, or click the "revert all" button at the top of the tab, which is shown below.
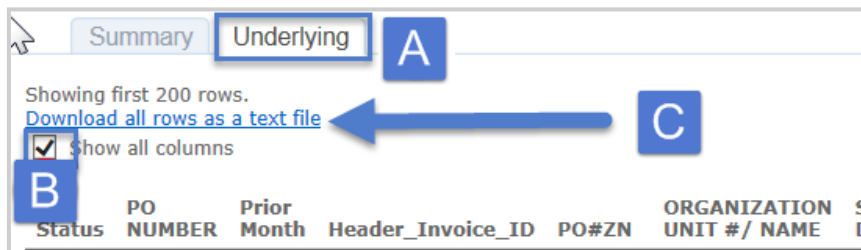
View Underlying Data and Exporting

With most charts and graphs you can view the underlying data behind a data point. Simply hover over a data point to display the pop-up tooltip.

1. At the bottom of the pop up click the "view data" button.

2. A new window will display as shown below

Date Filter on select dashboards

First notice the date displayed is different from the extract date you'll see at the top of the filter page. The extract date from the filter page includes the last 25 months of data (run for FY),

The date you see in the header date section (highlighted in blue, above) defaults to the last fiscal year based on our selction. Also notice there is flexibility for the dates and time periods you examine.

3. To view or download your data to a CSV file

    A.   Click the Underlying tab

    B.   Ensure the "Show all columns" button is checked.

    C.   Click the Download all rows as a text file link.

You will be prompted to open or save the resulting file. It will open in Excel