1. The first step in using the Procure to Pay Dashboard is to select your filters. Click on the Filter Page tab to begin.

To the right you can see, you can filter by Lead Admin, Ops Mgr, Division or Department Name, or even the Org Unit # /Name combination. These filters will cascade throughout the dashboards.

2. To set a filter, click the appropriate drop-down menu and select you choice(s),

3. By default, all items in the list will be selected, as seen below. (All checkbox is checked.)

To select individual items in a list, first click the (All) box to deselect all items in the list. Next, you’ll individually select the items you’d like to include.

Click in another area of the screen to close the drop down menu.

Once you have selected your filters, you can access the various dashboards using the appropriate tab at the top of the screen.