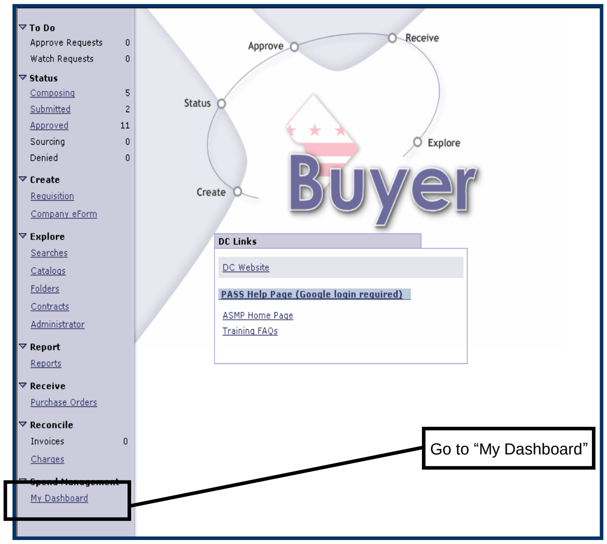
Last Revised: 6/9/2010

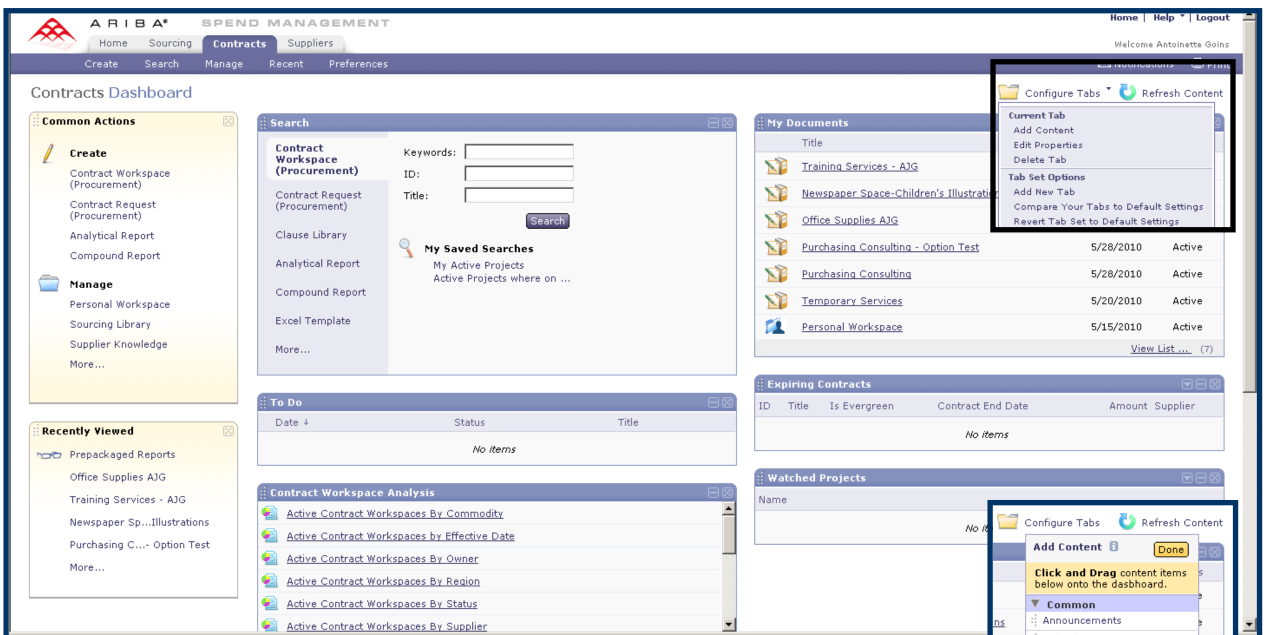
Configuring your Dashboard

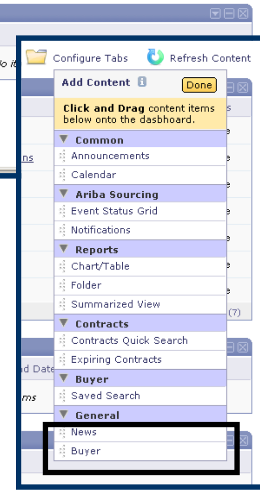


1. From your buyer welcome page, look for **My Dashboard** in the bottom left hand column. Click on the link.

2. You should now see your new Dashboard with various tabs (Home, Contracts, Sourcing) depending on your permissions.

3. Your dashboard will have some pre-existing panels such as "Common Actions", "Recently Viewed", "Search" and "My Documents." You can add to your Dashboard additional panels or reports by clicking on **Configure Tabs** in the upper right corner as shown below.





4. To add a new tab or to add/modify the content of your dashboard look for the folder and link "Configure Tabs" in the upper right hand corner. You select **Add Content**.

5. Review the options for additional panels. Add them by dragging or clicking on the panel you want look for the blue dashed lines to see where the panel will appear. **Be sure that you add "Buyer" under General to ensure that you can easily get back to your "Buyer" page.**

For adding reports see the next page

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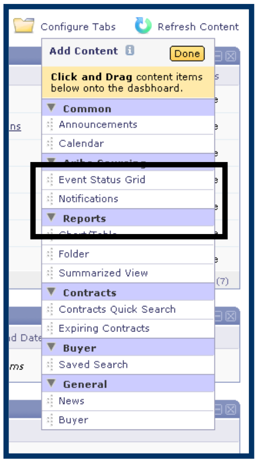
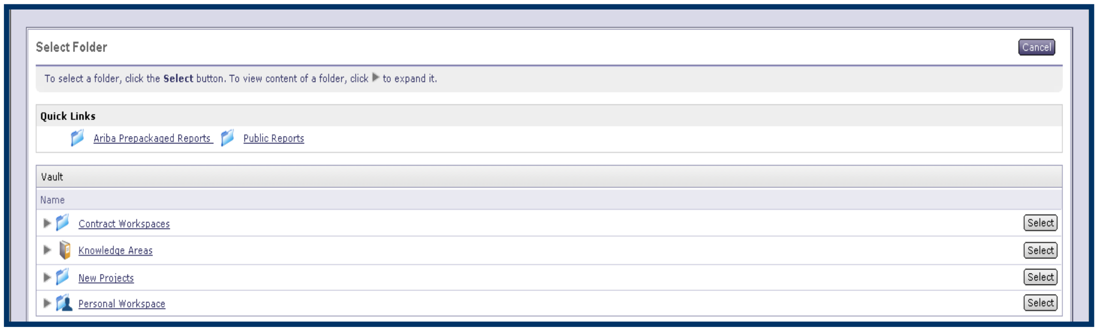
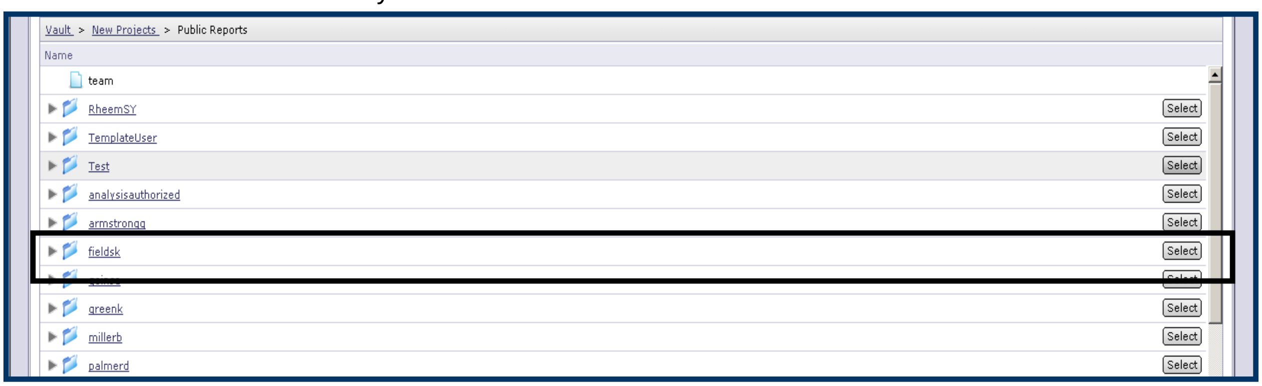


To add public reports to your dashboard, follow the steps 1-4 above for configure tabs. Then follow these steps:

1. As illustrated to the right, under Reports, select **Folder** which will bring you to the following screen to select a folder.



2. Click **Public Reports** to find the reports which were previously created for Analysis users. Note: only some users have public reports available. The list of available reports will look like the screen below. Find the folder labeled with your name and click **Select**.



3. You should look for your reports in the bottom of the screen. Your dashboard now should have Buyer and your list of reports as shown in the black boxes below.