RUNNING REPORTS
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Reports

Internet Explorer (IE) Setup for Running Reports

To run reports from Western Marketplace in IE, two websites have to be added to the trusted sites in the browser.

*Note these steps are not needed in Chrome, Firefox or Safari.

1. Open Internet Explorer, click the gear in the top right corner of the browser select Internet Options.

2. In the Internet Options pop up box, click the Security tab, select Trusted sites and click the Sites button.
3. Add the following web pages in the space provided below ‘Add this website to the zone’:

https://eprocurement.esmsolutions.com
https://reports.eprocurement.esmsolutions.com

Add the websites one URL at a time, click add, when finished click close (Trusted sites box), click apply, click ok, and click 'x' to close Internet Options box.

Running a Report in Western Marketplace

In the Marketplace from the menu drop down select “reporting” (if you don’t see “reporting” in the drop down list, please contact the System Administrator at 650-2430 or send an email to ESM.Support@wwu.edu):
A new window opens in your browser:

Marketplace reports are located in Western Reports folder on the left side navigation:

Click arrow to open Western Reports folder
List of reports display below
On the left hand navigation, click the arrow next to Western Reports. Select report you would like to run from the drop down list. Once report is selected (highlighted), click excel icon.

1. Click drop down arrow Western Reports

2. Select report from drop down list

3. Click excel

Report Filters box opens on the right. Each report type comes with preset filters (on the right side of the Report Filters window). Filters are used to query the data. The preset filters change from report to report.

When you select a preset filter in the ‘Filter By’ section, you must complete the section below.
Notice in the SUMMARY section the filter criteria is listed. Each filter in the list must include query data. Click the next filter ‘Purchase Orders.Supplier’ and enter criteria.

Note: You can remove filters. To remove a filter click the delete button (X) to the right of the filter. Removing the filter only happens in this instance of running the report. The default preset filters are available each time the user generates the report.
The SUMMARY section now includes all the search criteria for the preset filters for this report and we are ready to run the report. Click ‘OK’. It will take a few seconds for the report to generate. When prompted click open. The report opens in an excel spreadsheet.

Each ‘run’ of the report is one time only. The user controls the report cycle from creation to delivery and use of report(s). The excel spreadsheet generated can be saved and edited.

Available Reports

1. **PO Listing By Org Code**
   Run a report using an org code, search can include date range.

2. **PO Listing By Shopper By Selected Dates**
   Run a report by a shopper name, search can include date range.

3. **PO Listing By Supplier By Selected Dates**
   Run a report by supplier name, search can include date range

Need additional reports? Send requests to ESM.Support@wwu.edu outlining report parameters and/or requirements.