Technology Business Management (TBM) Cost Transparency - Navigation Guide
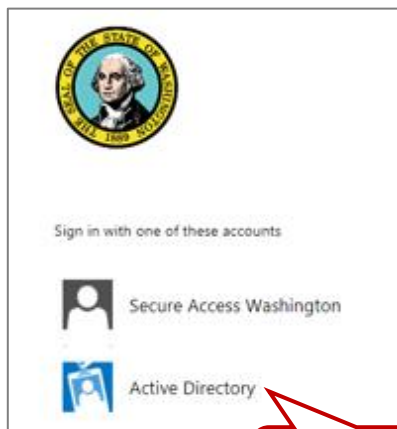
The following is a quick start guide for the Technology Business Management (TBM) software, which can be found at https://stofwa.apptio.com. The software has several sections called "projects." The title for the TBM project is "Cost Transparency." The information below is aimed at helping first time users access and navigate the software.

Figure 1: When signing on for the first time, select **Active Directory**.

Figure 2: When you reach the Welcome screen, go to the **Cost Transparency** project for statewide IT spend for actuals, or go to the **CTS Billing** project to see the billing for WaTech Services.
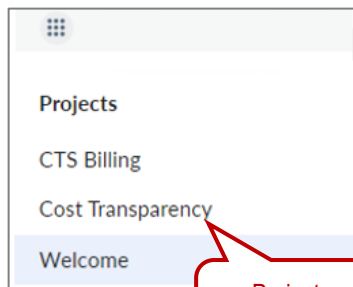
Figure 3: After navigating to the **Cost Transparency Project**, you'll see a **Report Collections** link that provides access to different reports.
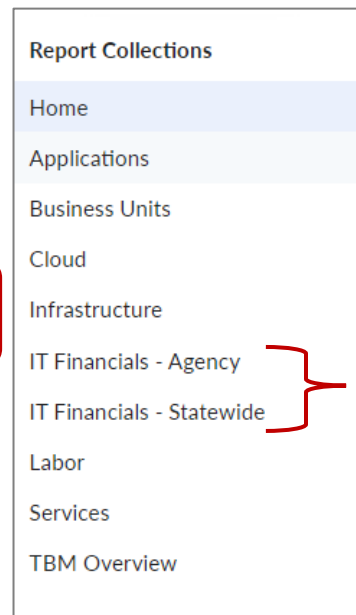

Figure 1

Figure 2

Figure 3

Figure 4: It is important to look at the **Date Range Selection** on the top right of the screen to identify what month and year data is being displayed. The reporting is on the state fiscal year, which means July is the first month of the fiscal year and June is the last.
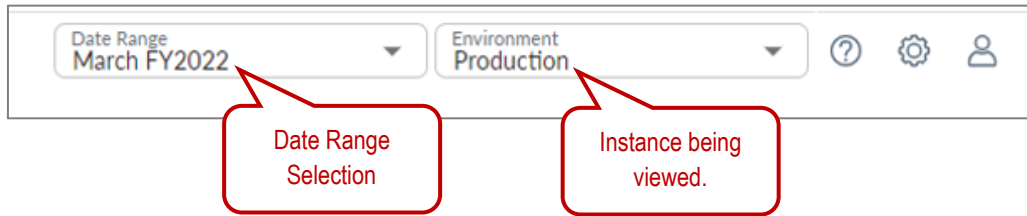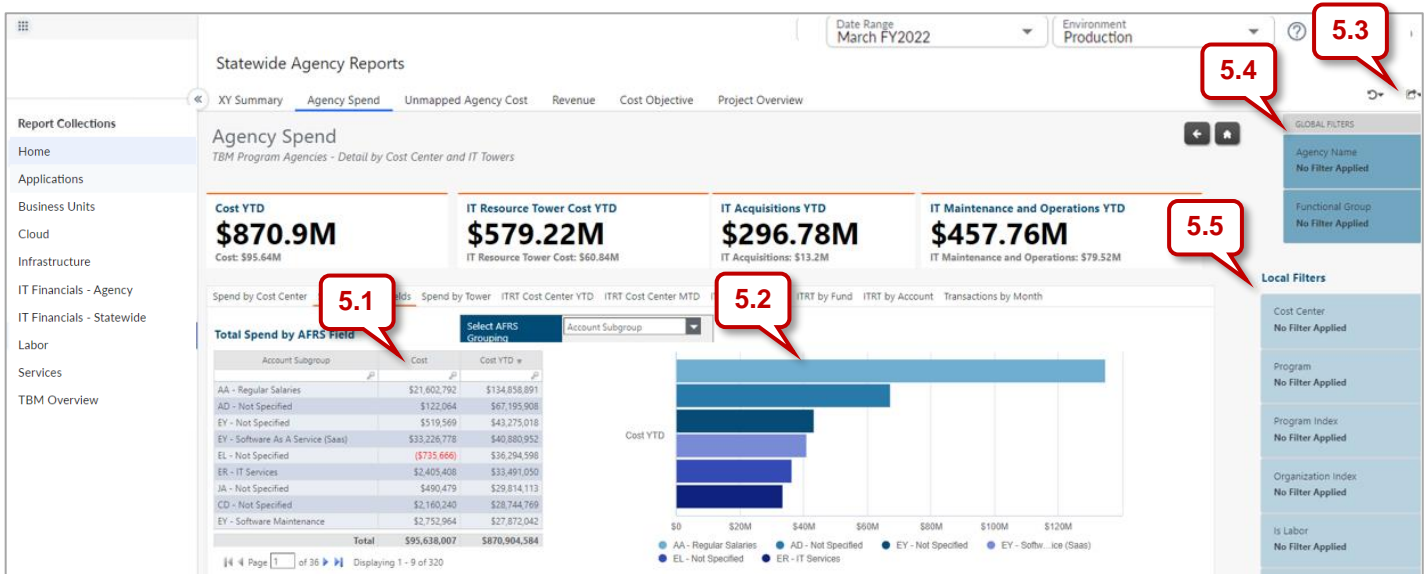
Figure 4

Figure 5

Figure 5.1: Right click on the column header(s) to change sorting of a table.

Figure 5.2: Right click the top or bottom of a chart/table to export that data.
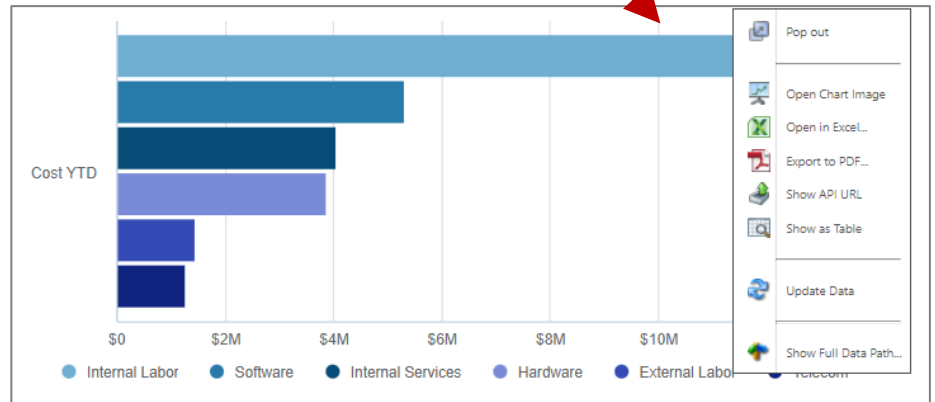

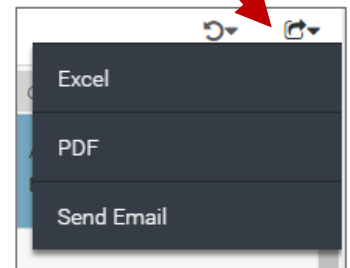**Figure 5.3:** Click the export button to export all data within the report.

Figure 5.4: Global filters are dark blue and stay with a user as they navigate across reports within a collection.

Figure 5.5: Local filters are light blue and only apply to the report being viewed.