

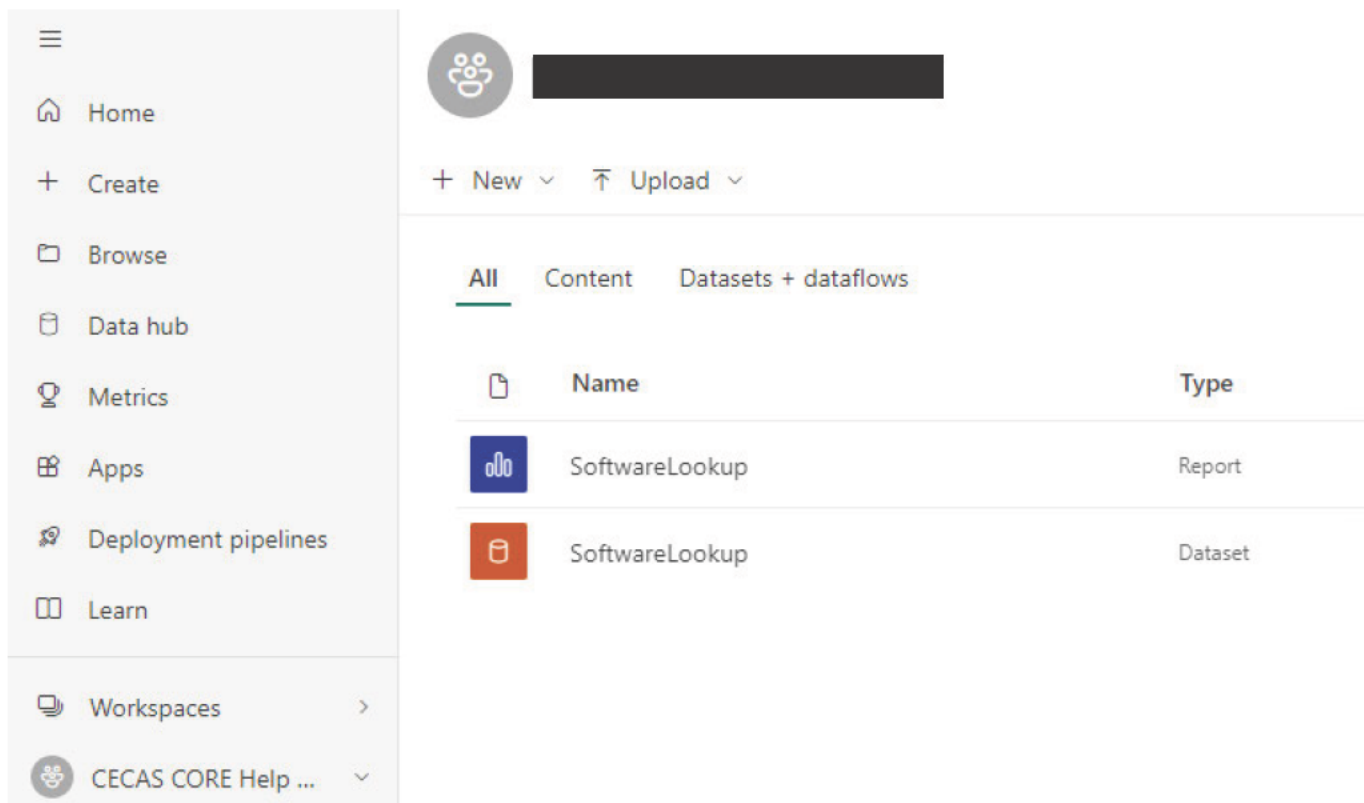
Power BI Dataset Refreshes

Power BI dataset refreshes are done with a Power Automation "Flow", a scheduled refresh, or manually. A Power BI dataset "refresh" syncs the Power BI dataset to the respective Power BI report and workspace. Refreshes therefore keep the data source in sync with the published reports, workspaces, and embedded dashboards. Below, we will outline how to schedule a refresh and to manually refresh.

Note that if the structure of the dataset were to change (e.g., renamed, added, or deleted columns), a manual refresh and manual republish of the dataset is needed to push the changes. See the documentation for [Power BI Report Republishing](#) for more information. All other changes such as new programs, edits, or deletions should refresh via the automation or the scheduled refresh. The current schedule for these refreshes is shown below.

Scheduled Refreshes

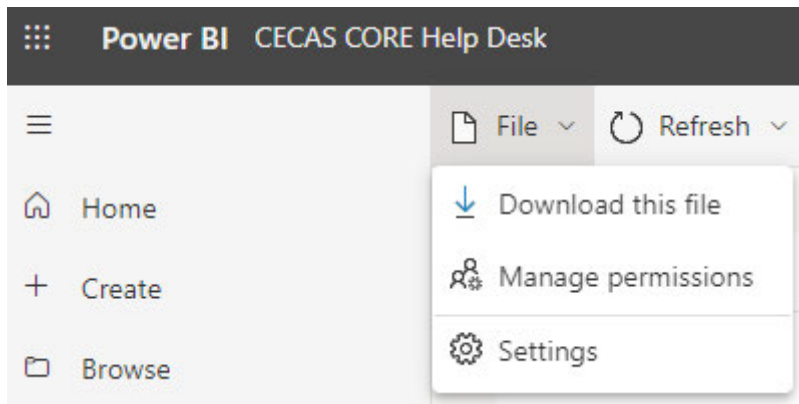
1. Log into <https://app.powerbi.com> or <https://powerbi.microsoft.com>
2. Select the desired workspace [REDACTED] and then the dataset SoftwareLookup



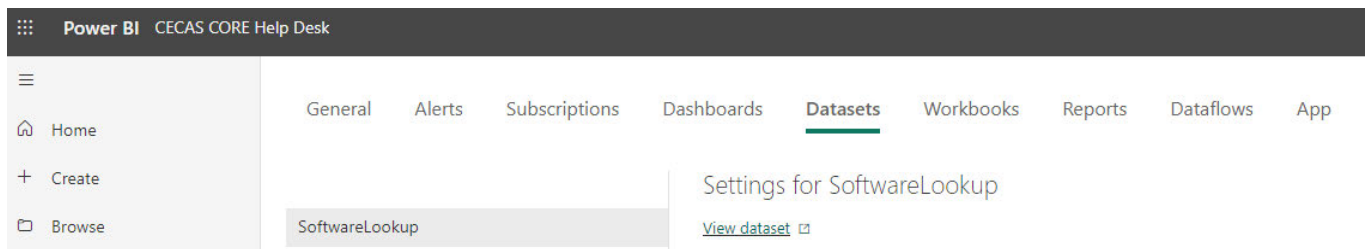
The screenshot shows the Power BI web interface. On the left is a navigation pane with options: Home, Create, Browse, Data hub, Metrics, Apps, Deployment pipelines, Learn, Workspaces, and CECAS CORE Help ... The main area shows the 'Datasets + dataflows' tab selected. Below the tabs, there is a table with two columns: 'Name' and 'Type'. The table contains two entries, both named 'SoftwareLookup'. The first entry has a blue icon and is labeled 'Report'. The second entry has an orange icon and is labeled 'Dataset'.

Name	Type
SoftwareLookup	Report
SoftwareLookup	Dataset

3. Once the SoftwareLookup dataset is selected, click File and Settings



4. The default tab opened will be the Datasets tab as below.



5. In this section, you can see the refresh history as well as schedule refreshes. The currently scheduled refresh settings are below:

4 Scheduled refresh

Keep your data up to date

Configure a data refresh schedule to import data from the data source into the dataset. [Learn more](#)

☒ On

Refresh frequency

Daily ▼

Time zone

(UTC-05:00) Eastern Time (US and Ca ▼

Time

7 ▼ 30 ▼ AM ▼ ×

10 ▼ 00 ▼ AM ▼ ×

12 ▼ 30 ▼ PM ▼ ×

2 ▼ 30 ▼ PM ▼ ×

4 ▼ 00 ▼ PM ▼ ×

[Add another time](#)

Send refresh failure notifications to

☒ Dataset owner

☒ These contacts:

Enter email addresses

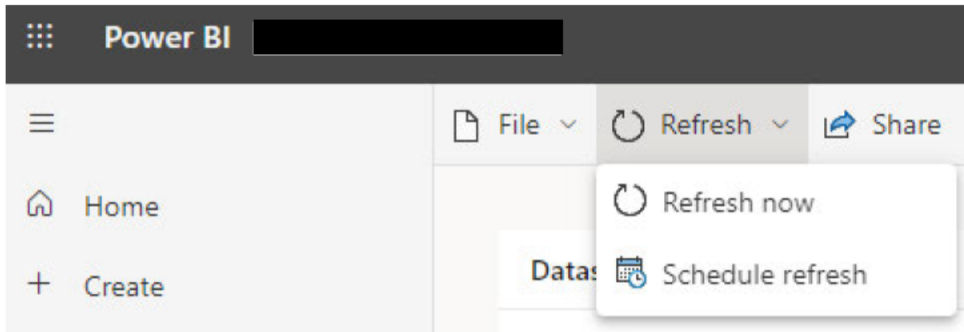
Apply

Discard

Note: There is a limit of 8 scheduled refreshes per day per dataset. If there are more than a few triggered refreshes to the SoftwareList in the same day, along with the currently scheduled refreshes, the automation may down-throttle, and similarly, any scheduled refreshes could fail when limits get hit. If a scheduled refresh fails, those indicated in the image above will be notified.

Manual Refreshes

1. Repeat steps 1-2 above
2. Click Refresh and Refresh Now



3. Note that you may also need to refresh in-app to see the changes reflected.

