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| 🏷️ This is provided only as a sample with no guarantees or warranties. Please adapt & customize to your specific business needs. |

**A logo of a microsoft company

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Build Your Own Copilot Dashboard - Sample

1. Run a new, custom **Person Query (**[**link**](https://analysis.insights.viva.office.com/analyst/analysis/personQuery)**)**
   1. Make sure to checkbox **Copilot Metrics** under step 1 to select metrics.
   2. Under attributes, at a minimum choose: “**Organization**” and “**Function Type**”
   3. Once your query results are ready, download the CSV file, open it in Excel, and **change the extension to an Excel Workbook (.xlsx).**

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✅ **Step-by-step Guide to Setup the PowerBI Dashboard**

1. **Opening the PowerBI Project:**
   1. Double-click the **PowerBI** file with the extension **.pbix**
2. **Applying the Data Source:**
   1. By default, you’ll see the sample data that we’ve included.
   2. In order to change it to your data, click on “**Transform Data**”.
   3. Change the “**Person Query Export**” table > Source step > file path to point to your **Person Query Export excel file**.
   4. A yellow and black text on a white background

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   5. 🏷️**Note**: Make sure that the header names match, otherwise you might get an error.
3. **Customizing the Report:**
   1. Once the template is loaded with the data, you can customize the report by adding or modifying visuals, filters, and other report elements as needed.
4. **Saving and Sharing the Report:**
   1. After customizing the report, you can save the Power BI report file (\*.pbix) and also publish it as a report that can be shared with others, or by distributing the \*.pbix file directly.