## **Lab 15 – App Creation**

## Power BI Service – Collaboration and Distribution

You have built the dashboard and are now ready to get feedback and collaborate with your team members.

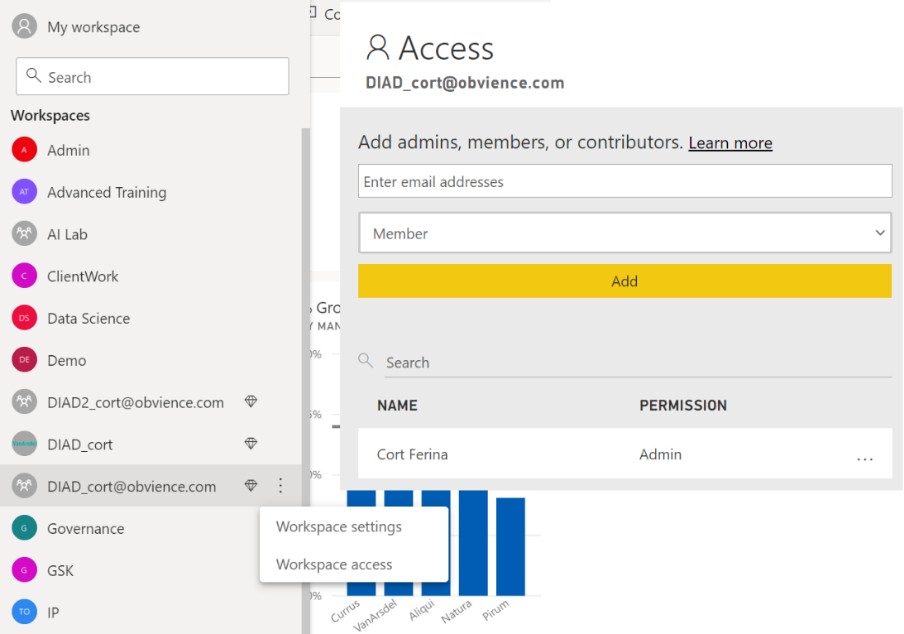
1. Sign in to PowerBI.com to access your workspace.
2. From the left panel, click **Workspaces**.
3. Click the **ellipsis** next to **DIAD\_<youremailaddress>.**
4. Click **Workspace access**.
5. The **Access** dialog opens. Enter the email addresses of the colleagues with whom you want to collaborate. Each user can belong to one of three roles as follows:

|  |  |
| --- | --- |
| Contributor | Add/edit/delete content within workspace. |
| Member | Everything a Contributor can do. Re-share. Publish & update Apps. |
| Admin  Viewer | Everything a member can do. Can change/delete workspace. Can add Admins.  View/interact  Read data stored in workplace Data Flows |

1. Select the appropriate role and then click **Add**.
2. Once you have finished adding your colleagues, click **Close**.

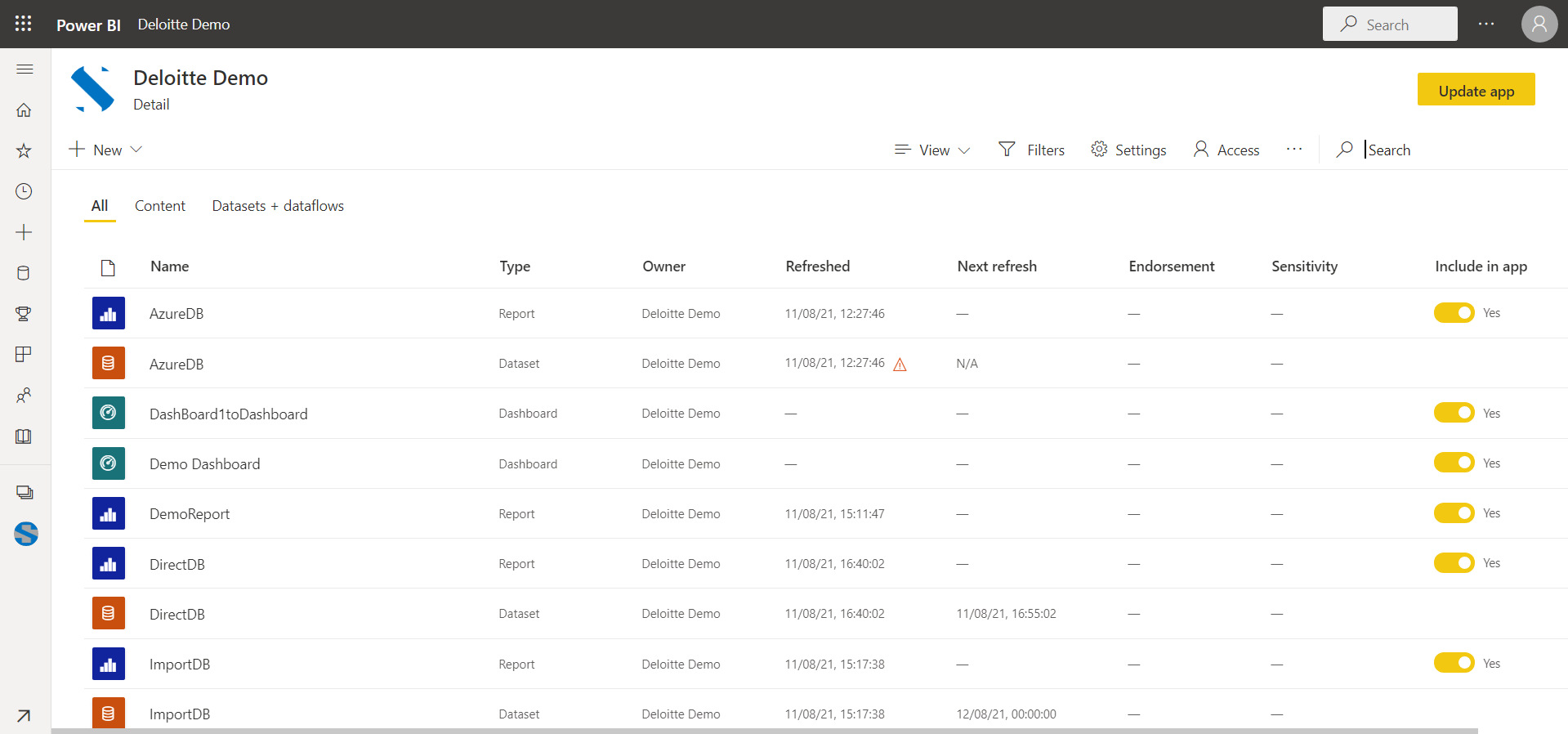
**Note**: If you don’t have a colleague’s email please close without submission.

**Note**: You can ask your colleague to login and access the workspace.



Now let’s share the content we have created with report viewers and consumers. To start, we need to publish an app. An App can include multiple dashboards and reports.

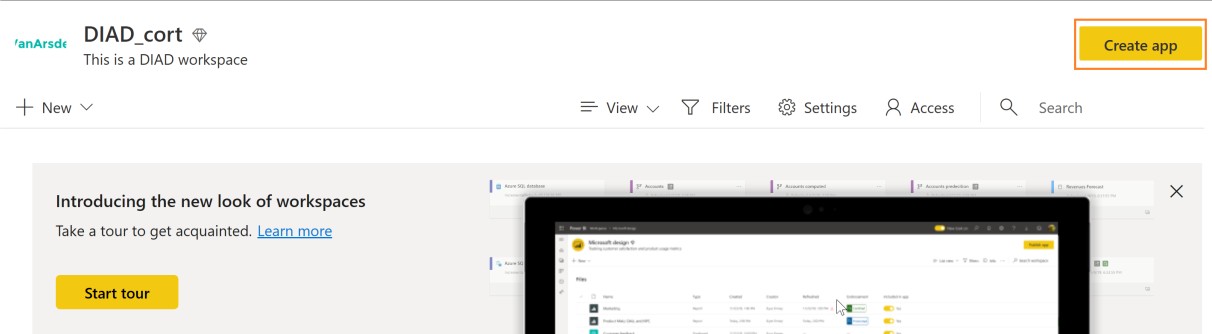
1. In the left panel select the **DIAD\_<youremailaddress> workspace**.
2. In the **Dashboard** page, notice there is an option named **Included in App** which can be selected to include the Dashboard in the App.



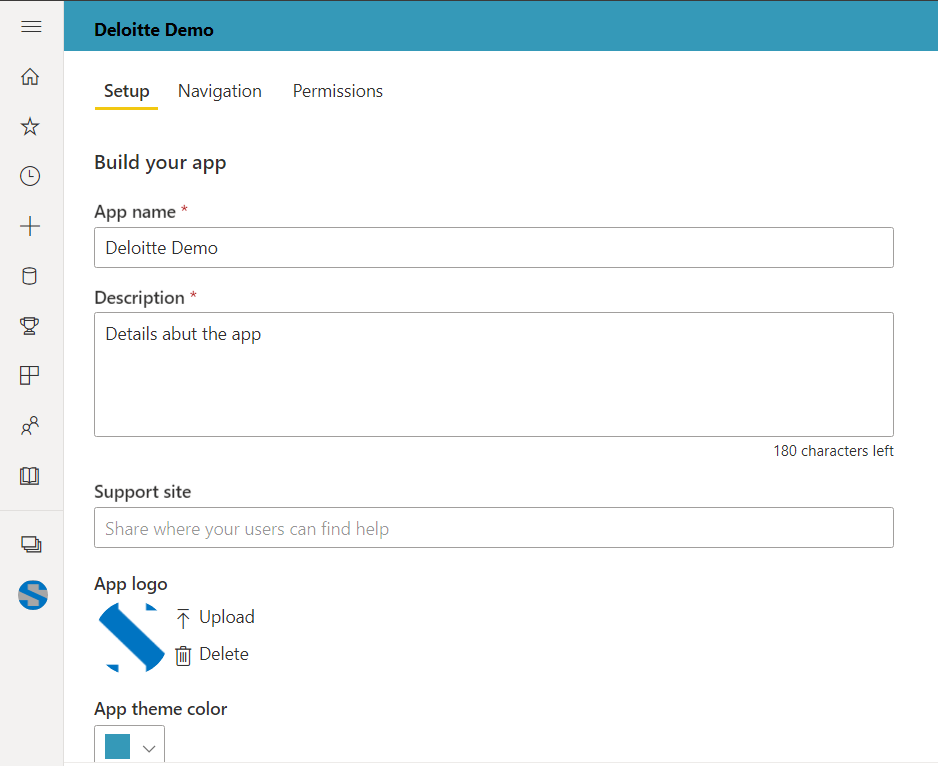
1. Navigate to the **Reports** page.
2. Notice there is an option named **Included in App** which can be selected to include the Reports in the App.

If you have reports and dashboards in your workspace that you do not want to share with report viewers, uncheck this box. In our case we would like to include the DIAD Final Report, so we will leave the box checked. Ensure you have checked the report and not the dataset.

1. In the left panel, click the **DIAD\_<youremailaddress>** workspace.
2. In the upper right corner, click the **Create app** button.



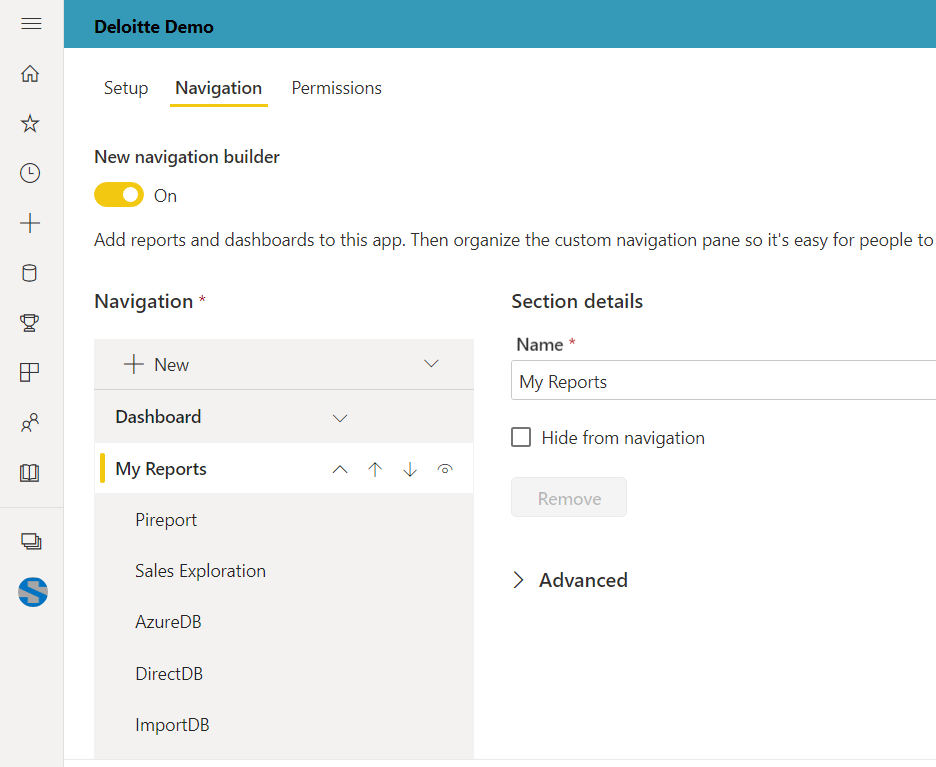
1. In the **Setup** page, type **This is DIAD app** in the description field.



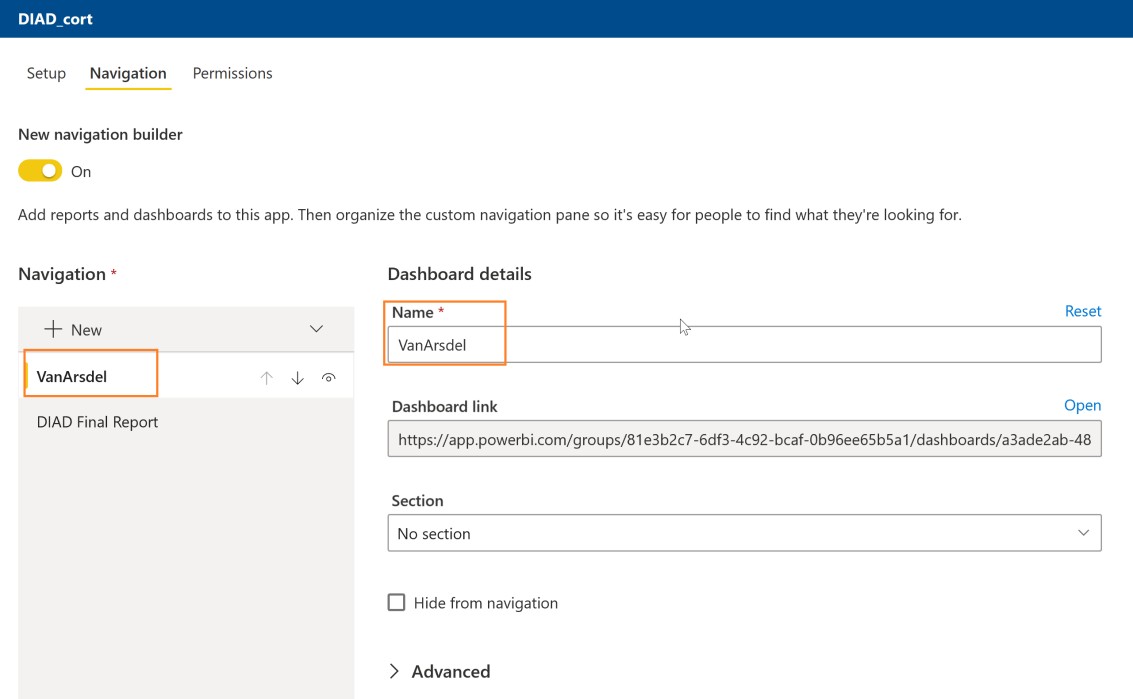
Click the **Navigation** tab.

Add section

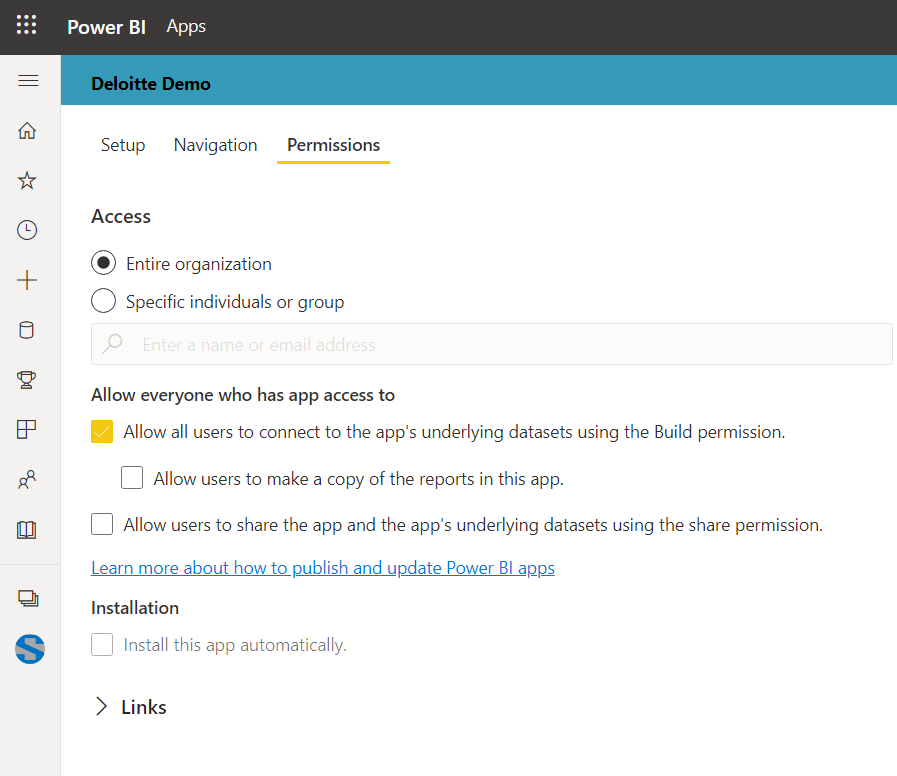
Then move Dashboard and report under corresponding sections



1. From the **Navigation** menu, click **(dashboard)**.
2. When a user accesses the DIAD app, we want them to land on the **VanArsdel** dashboard.
3. Navigate to the **Permissions** page.



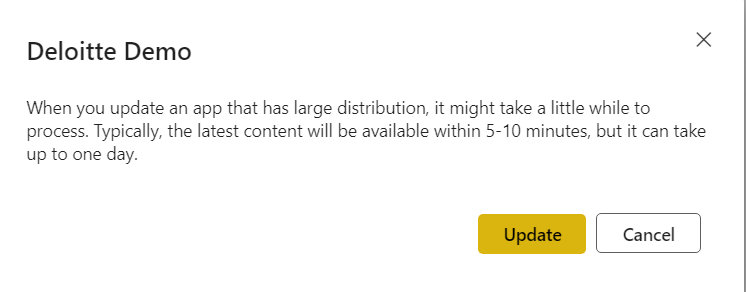
Go to permissions tab



1. Enter the email addresses of the users or groups to whom you want to give access.

**Note**: If you didn’t enter an email address previously, no need to enter one here.

1. On the bottom right corner, click **Publish App**.
2. The **Ready to publish** dialog appears, click **Publish**.
3. Once the App is published a success dialog appears.



You can copy the link to the App after it’s been successfully published and share it with individuals via email. A better way for report viewers to consume the App is by logging onto Power BI Service and

registering the App.

