**Publishing a Report to the Power BI Service**

**Demonstration Steps**

1. In Power BI Desktop, on the **Home** tab, click **Publish**.
2. If you are prompted to save your changes, click **Save**.
3. The report will then be published to the Power BI portal. When the window displays **Success**, click **Open 'Adventure Works Sales.pbix' in Power BI** to view the report online.
4. When the browser opens, if you are prompted to Sign in, click **Sign in** and then enter your Power BI credentials, enter your email address and password, and wait for the report to open.
5. On the **Sales by Gender and Marital Status** column chart, click **Pin visual**.
6. In the **Pin to dashboard** dialog box, click **New dashboard**, and type **Adventure Works Sales**, and then click **Pin**.
7. On the **Orders by Color** donut chart, click **Pin visual**.
8. In the **Pin to dashboard** dialog box, click **Existing dashboard**, in the list click **Adventure Works Sales**, and then click **Pin**.
9. On the **Sales by Month** column chart, click **Pin visual**.
10. In the **Pin to dashboard** dialog box, click **Existing dashboard**, in the list click **Adventure Works Sales**, and then click **Pin**.
11. Under **My Workspace, u**nder **Dashboards**, point out the star icon to indicate a new dashboard, and click **Adventure Works Sales**.
12. Drag the lower-right corner of the **Sales by Month** column chart, and expand it so it is as wide as the two charts above it.
13. Close Internet Explorer.
14. In the **Publishing to Power BI** dialog box, click **Got it**.
15. Close Power BI Desktop.