

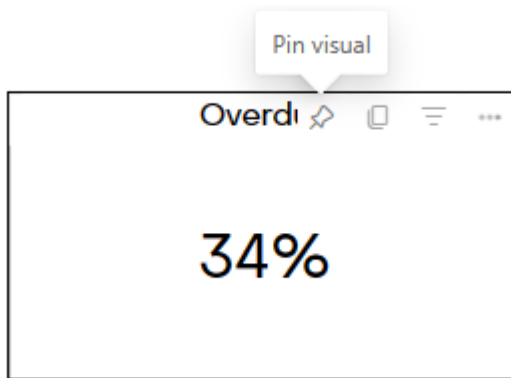
Maximizing Insights with Power BI & Power Automate Alerts!



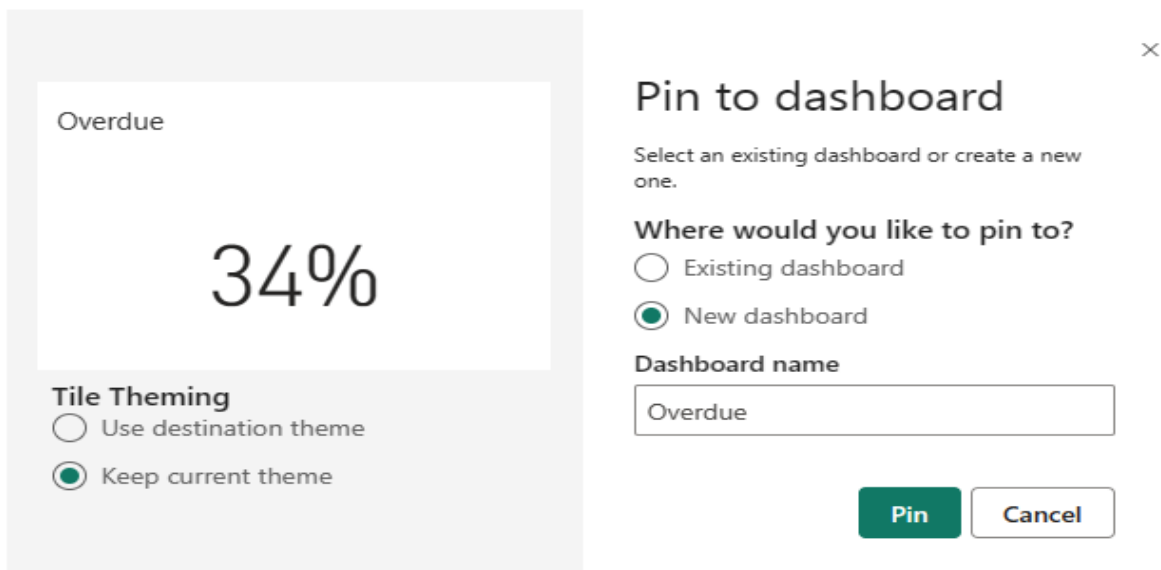
Create Card with KPI

For this purpose, you can use a card in an existing report or create a new one.

Save the report on Power BI Service and click on Card Pin visual in the upper right corner



Create a new dashboard by giving it a name and clicking Pin

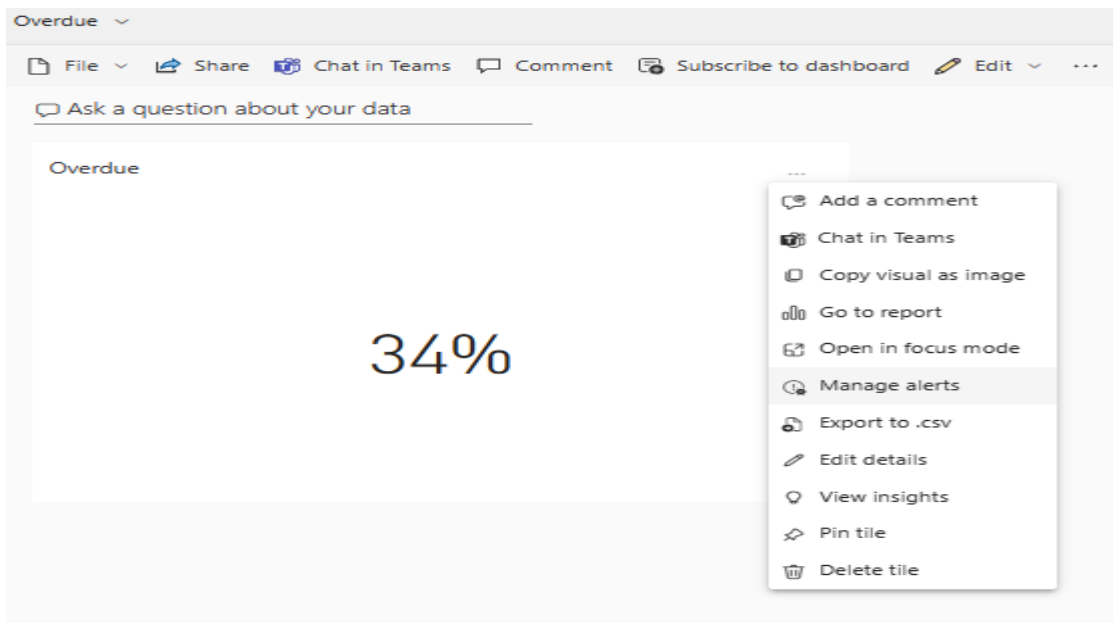


A screenshot of the 'Pin to dashboard' dialog box in Power BI. The dialog is titled 'Pin to dashboard' and has a close button (X) in the top right corner. It contains the following elements:

- A preview of the card being pinned, showing 'Overdue' and '34%'.
- A section titled 'Tile Theming' with two radio buttons:
 - ☐ Use destination theme
 - ☒ Keep current theme
- A section titled 'Where would you like to pin to?' with two radio buttons:
 - ☐ Existing dashboard
 - ☒ New dashboard
- A section titled 'Dashboard name' with a text input field containing the text 'Overdue'.
- Two buttons at the bottom: 'Pin' (green) and 'Cancel' (white).

Dashboard

Go to the newly created dashboard.
In the upper right corner click More Option then
select Manage alerts



Alert setup

Set alert parameters. Save and close

OVERDUE

Manage alerts

×

+ Add alert rule

^ Overdue

Active

☒ On

Alert title

Overdue

Set alerts rule for

% of Overdue

Condition

Above

Threshold

0.30

Maximum notification frequency

☒ At most every 24 hours

☐ At most once an hour

Alerts are only sent if your data changes.

By default, you'll receive notifications on the service in the notification center.

☒ Send me email, too

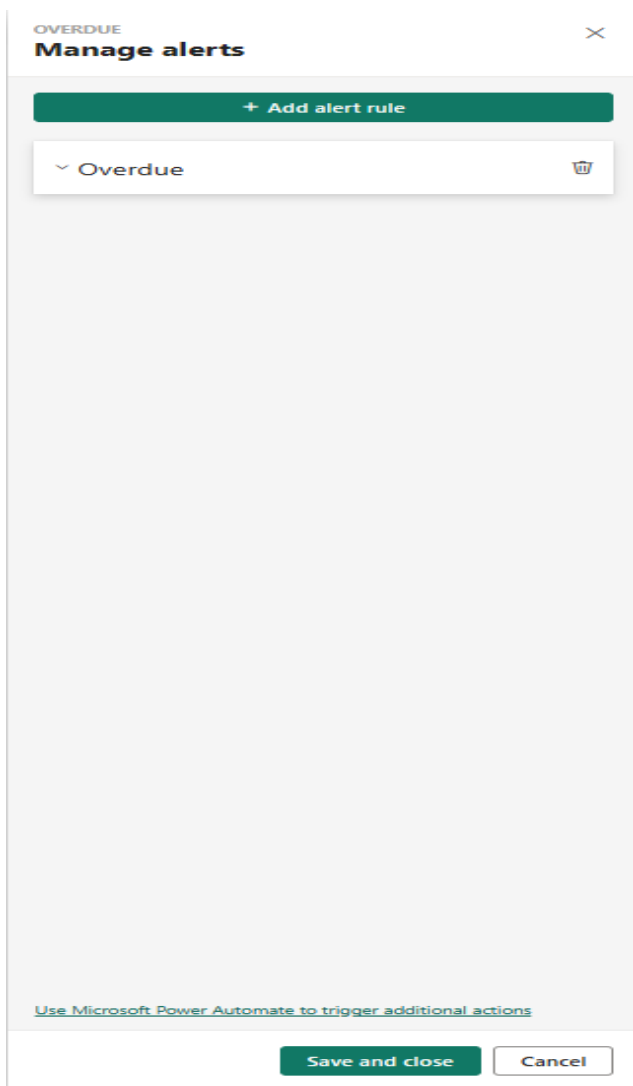
[Use Microsoft Power Automate to trigger additional actions](#)

Save and close

Cancel

Power Automate

Once the alert is saved, go back to configuration and click the link at the bottom „Use Microsoft Power Automate to trigger additional actions”

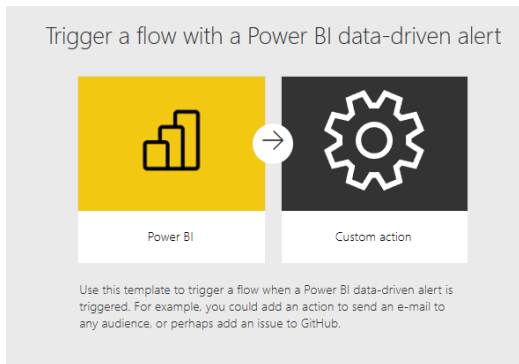


The screenshot shows a mobile application interface for 'OVERDUE' with a 'Manage alerts' dialog. At the top, there's a title bar with 'OVERDUE' and 'Manage alerts' on the left, and a close icon on the right. Below the title bar is a green button labeled '+ Add alert rule'. Underneath is a dropdown menu currently showing 'Overdue' with a trash icon to its right. The main area of the dialog is empty. At the bottom, there's a link that says 'Use Microsoft Power Automate to trigger additional actions'. At the very bottom of the dialog are two buttons: 'Save and close' (green) and 'Cancel' (white).

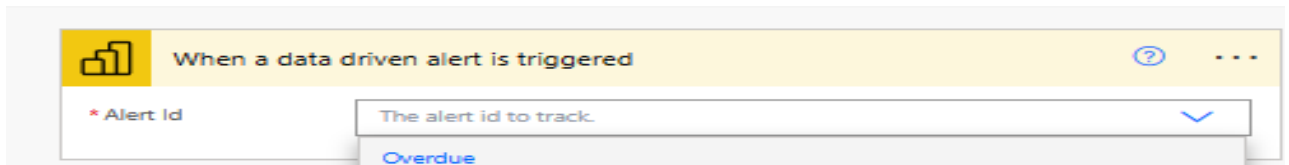


Power Automate

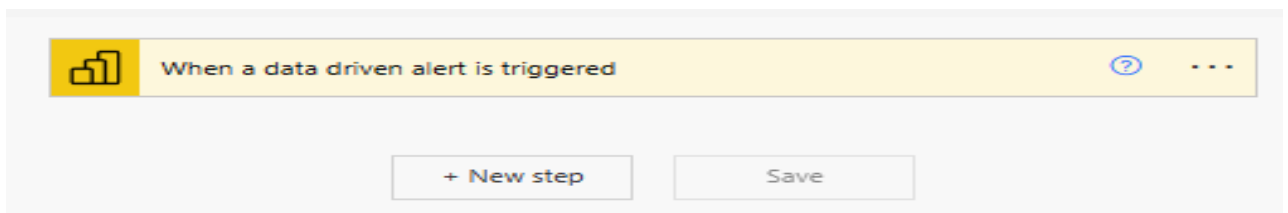
Screen will appear. Just confirm



Select the alert you created from the list. If you don't see it, it means you didn't save the previous step 😊

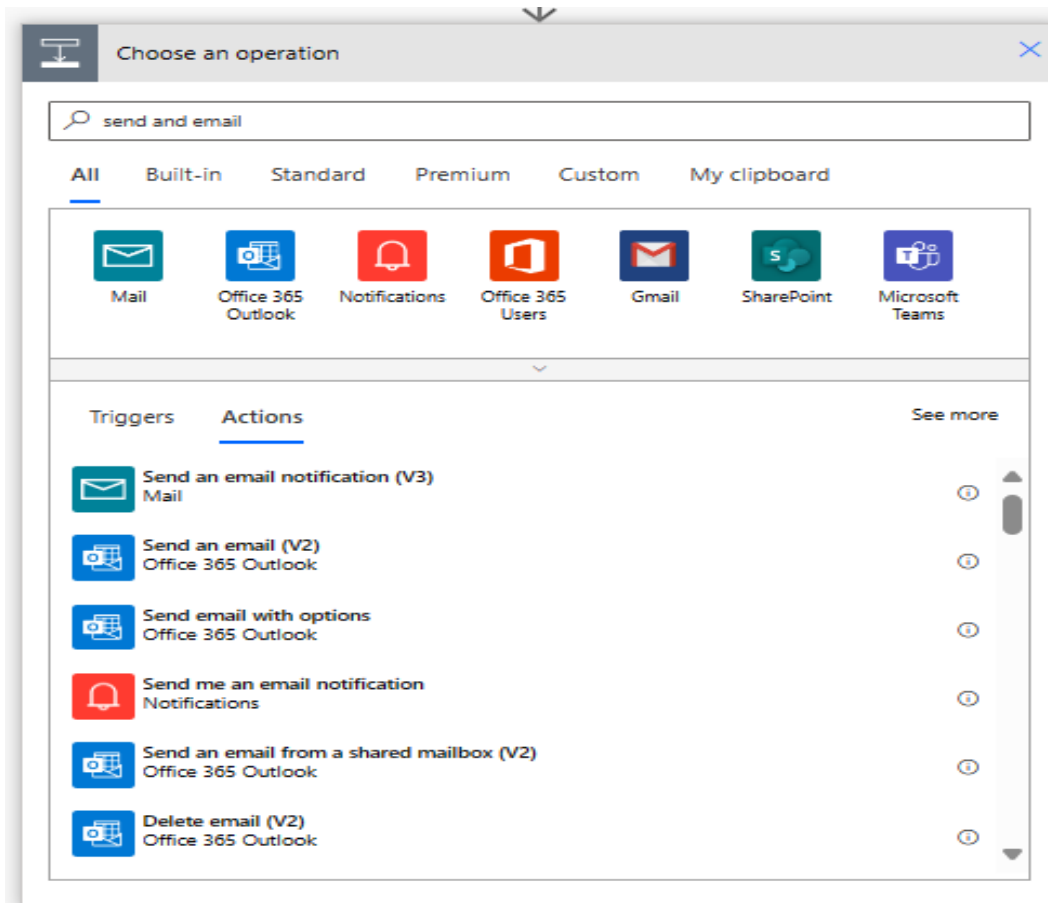


When done click New step below



Power Automate

Screen will appear. Chose action send an email



Power Automate

Complete the adres, subject and body. Save

