**Roles cheatsheet**

**Introduction**

Power BI Service offers a collaborative environment to work seamlessly with team members through its well-structured workspace roles. These roles provide controlled access to workspaces and ensure a harmonized workflow among the analysts, data owners, and contributors.

In this reading, you’ll explore a detailed breakdown of each workspace role, understand their different permissions as outlined in a precise table, and explore practical examples showcasing the significance of each role in data analysis scenarios.

**Workspace roles overview and permissions**

There are four roles in a Power BI workspace:

* Admin
* Member
* Contributor
* Viewer

The following table offers an overview and comparison of these roles and their permissions:

| **Capability** | **Admin** | **Member** | **Contributor** | **Viewer** |
| --- | --- | --- | --- | --- |
| Update and delete the workspace. | **X** |  |  |  |
| Add or remove people, including other admins. | **X** |  |  |  |
| Allow contributors to update the app for the workspace. | **X** |  |  |  |
| Add members or others with lower permissions. | **X** | **X** |  |  |
| Publish, unpublish, and change permissions for an app. | **X** | **X** |  |  |
| Update an app. | **X** | **X** | **If allowed** |  |
| Share items in apps, including datasets. | **X** | **X** |  |  |
| Allow others to reshare items. | **X** | **X** |  |  |
| Feature apps on colleague's home. | **X** | **X** |  |  |
| Manage dataset permissions. | **X** | **X** |  |  |
| Feature dashboards and reports on colleagues' homes | **X** | **X** | **X** |  |
| Create, edit, and delete content, such as reports, in the workspace. | **X** | **X** | **X** |  |
| Publish reports to the workspace and delete content. | **X** | **X** | **X** |  |
| Create a report in another workspace based on a dataset in this workspace. | **X** | **X** | **X** |  |
| Copy a report. | **X** | **X** | **X** |  |
| Create a metric based on a dataset in the workspace. | **X** | **X** | **X** |  |
| Schedule data refreshes via the on-premises gateway. | **X** | **X** | **X** |  |
| Modify gateway connection settings. | **X** | **X** | **X** |  |
| View and interact with an item. | **X** | **X** | **X** | **X** |
| Read data stored in the workspace dataflows. | **X** | **X** | **X** | **X** |

**Workspace roles in practice**

Let’s  explore some practical examples  of how these roles function in real-case scenarios:

**Admin**

Admins oversee the workspace, with full control over its assets and members. Some of the main responsibilities of an Admin include the following:

**Data Governance**

As an Admin, enforcing data governance policies is a critical responsibility. This includes ensuring the data adheres to compliance standards and managing data access permissions.

**Workspace Management**

Admins are responsible for creating and managing workspaces, including adding or removing members and setting their roles accordingly.

**Audit and Monitoring**

Admins can also conduct audits, monitor user activities within the workspace, and analyze usage metrics to understand how the resources are utilized.

**Member**

A workspace member can contribute to content by adding and editing assets. Their responsibilities include:

**Report Creation and Editing**

Members often create, edit, and publish Power BI reports and dashboards.

**Dataset Management**

They can manage datasets, including refreshing, editing, and deleting them.

**Collaboration**

Members can share content with other members within the workspace and collaborate on projects.

**Contributor**

The primary task of a contributor is to add and modify content. They’re responsible for the following tasks:

**Data Analysis**

Contributors are usually engaged in analyzing data and creating and editing reports, but they cannot share or delete them.

**Dataset Interaction**

They can interact with datasets, create new ones, or modify existing ones as the team’s projects require.

**Drafting Reports**

Contributors can draft reports and seek approval from Members or Admins before they are published or shared.

**Viewer**

As the name suggests, a viewer can view a workspace without modifying or managing its content. Their responsibilities include:

**Insight Extraction**

Viewers primarily interact with published reports and dashboards to extract decision-making insights.

**Feedback Provision**

They can provide feedback on the reports to the creators for any necessary amendments.

**Export Data**

Viewers might be able to export data from reports and dashboards for further analysis, depending on the permissions set by the Admin.

**Conclusion**

You should now understand workspace roles and their application in business environments. With a detailed table of workspace roles for your reference and many practical examples, you are ready to assign roles effectively in any business scenario.