**Project Report**

**Automation of Scrap Power BI Dashboard Distribution using Microsoft Power Platform**

**🔹 Objective**

The objective of this project was to **automate the daily delivery of a Scrap Analysis Dashboard**, built in Power BI, by configuring a scheduled email system that sends the report in PDF format to relevant stakeholders every day at 5:00 PM. This automation reduces manual effort and ensures timely delivery of scrap performance insights.

**🔹 Tools & Technologies Used**

* **Power BI Service** – for hosting the Scrap Dashboard
* **Power Automate (Cloud)** – to build and schedule the automation flow
* **Microsoft Outlook** – to send daily reports via email

**🔹 My Role & Responsibilities**

* Understood the reporting requirement involving a **Scrap Power BI Dashboard** used by the production or quality team
* Developed a **Power Automate flow** that:
  + Triggers automatically **every day at 5:00 PM**
  + **Exports** the Scrap Dashboard from Power BI Service as a **PDF file**
  + **Emails** the PDF as an attachment to predefined recipients using Microsoft Outlook
* Ensured the email included a clear message and appropriate file naming for easy identification
* Documented the entire automation process for reuse and scalability

**🔹 Key Achievements**

* Successfully **automated the email distribution** of the Scrap Dashboard without changing or recreating the dashboard itself
* Helped the team **save time and avoid manual report sharing**
* Ensured **consistent and timely** delivery of daily scrap performance metrics
* Built a **low-code, no-code automation** that others in the organization can replicate

**🔹 Outcome**

The project ensured that the **Scrap Power BI Dashboard** will now automatically sent to the concerned leads every day at the scheduled time. The email attachment is formatted as a PDF and provides up-to-date scrap analysis, improving **data visibility and operational awareness**.

**🔹 Summary**

This project provided valuable exposure to Microsoft Power Platform. I learned to:

* Work with **real-time dashboards**
* Use **Power Automate** to solve real business problems
* Integrate tools like **Power BI, Outlook, and Flow logic** effectively

The automation of the Scrap Dashboard email delivery is now a working solution that contributes directly to reporting efficiency and digital transformation efforts.



