### APP LINK: <https://app.powerbi.com/groups/me/apps/e6066f85-9803-40ed-9204-e8adbbf32fbd/reports/32047301-fda9-4b5d-ab67-85b259acc9ed/bc66096eddcd9d8c798a?ctid=013e858d-81c7-45a1-abb8-9e83290b1936&experience=power-bi>

### 1. Share the Report in the Organization

**Open the Report:**

* 1. Go to Power BI Service (https://app.powerbi.com) and open the report you want to share.

**Share the Report:**

* 1. Click on the "Share" button at the top right of the screen.
  2. Enter the email addresses of the people you want to share the report with.
  3. You can also add a message if you want.
  4. Set the appropriate permissions (e.g., "Allow recipients to share your report" and "Send an email notification").
  5. Click on "Share."

### 2. Subscribe to the Report for Once a Day at 10:00 AM

* 1. Open the report you want to subscribe to in Power BI Service.

**Subscribe:**

* 1. Click on the "Subscribe" button at the top of the screen.
  2. Click on "Add new subscription."
  3. Enter a subscription title.
  4. Set the "Frequency" to "Daily."
  5. Set the "Time" to "10:00 AM."
  6. Click on "Save and Close."

### 3. Share the Report to Teams

**Share to Teams:**

* 1. Click on the "More options" (three dots) at the top right of the report.
  2. Click on "Share to Teams."
  3. Enter the name of the Teams channel or person you want to share the report with.
  4. Add a message if desired.
  5. Click on "Share."

### 4. Set an Alert

**Open the Dashboard:**

* 1. Go to the dashboard that contains the tile you want to set an alert on.

**Set the Alert:**

* 1. Hover over the tile and click on the "More options" (three dots).
  2. Click on "Manage alerts."
  3. Click on "Add alert rule."
  4. Set the conditions for the alert (e.g., if the value goes above or below a certain threshold).
  5. Set the frequency and notification options.
  6. Click on "Save and close."

### 5. Explore the Usage Metrics and Add a Chart to the Dashboard.

**View Usage Metrics:**

* 1. Open the report in Power BI Service.
  2. Click on the "More options" (three dots) at the top right of the report.
  3. Click on "View usage metrics report."

**Pin a Chart to the Dashboard:**

* 1. In the usage metrics report, find the chart you want to add to the dashboard.
  2. Hover over the chart and click on the "Pin visual" icon.
  3. Choose the destination dashboard or create a new one.
  4. Click on "Pin."

### 6. Add a Comment on Any Chart

**Open the Report or Dashboard:**

* 1. Open the report or dashboard in Power BI Service.

**Add a Comment:**

* 1. Click on the chart you want to comment on.
  2. Click on the "Comments" button (speech bubble icon) at the top right of the visual.
  3. Enter your comment in the text box.
  4. Click on "Post."