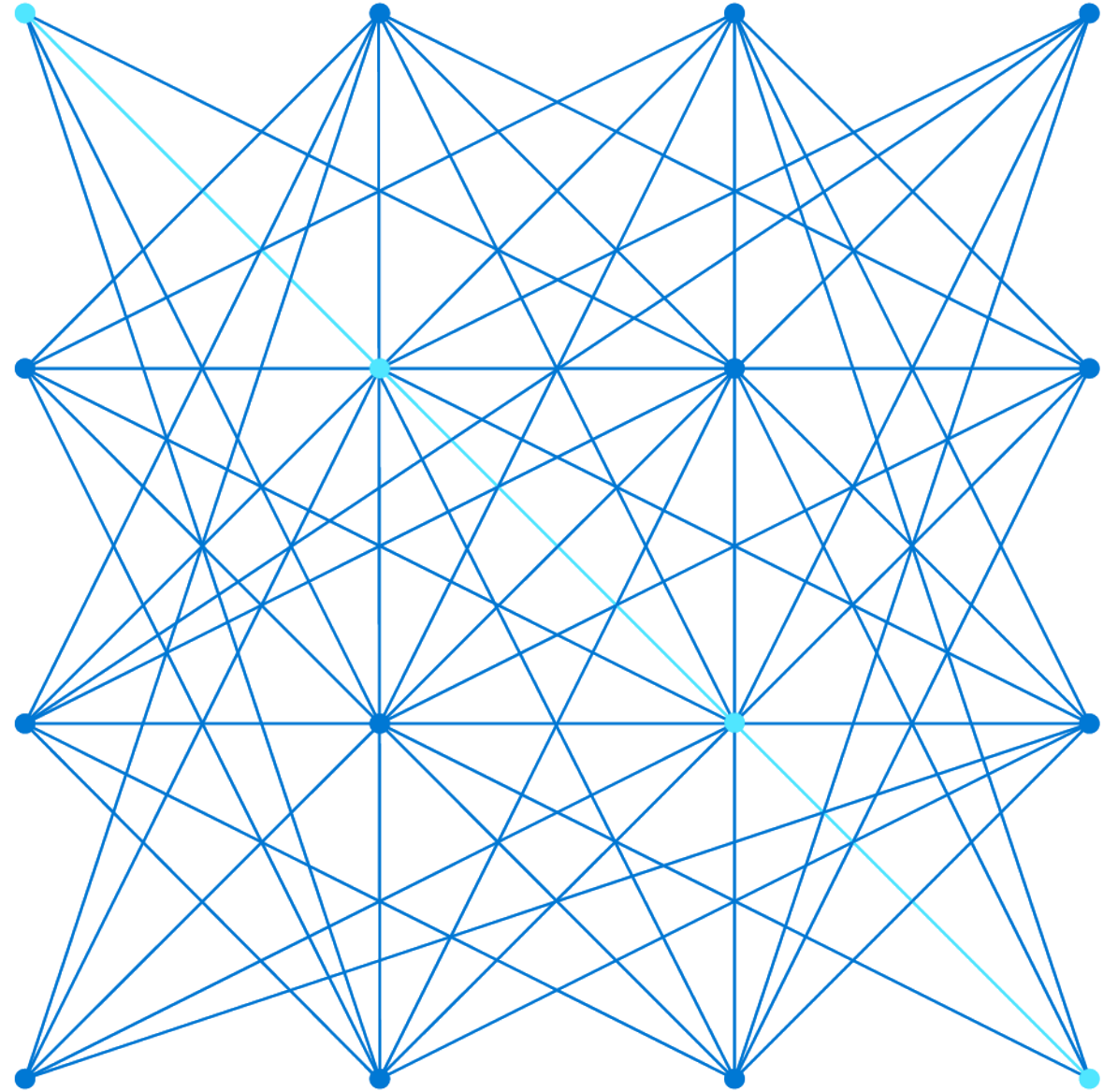


Online Role-based training resources:

Microsoft Learn

<https://docs.microsoft.com/en-us/learn/>

PL-300 Analyzing Data with Power BI



Module 11: Create and Manage Workspaces

Learning Objectives

You will learn the following concepts:

- Workspaces
- Sharing and Managing Power BI Assets

Lesson 1: Creating Workspaces

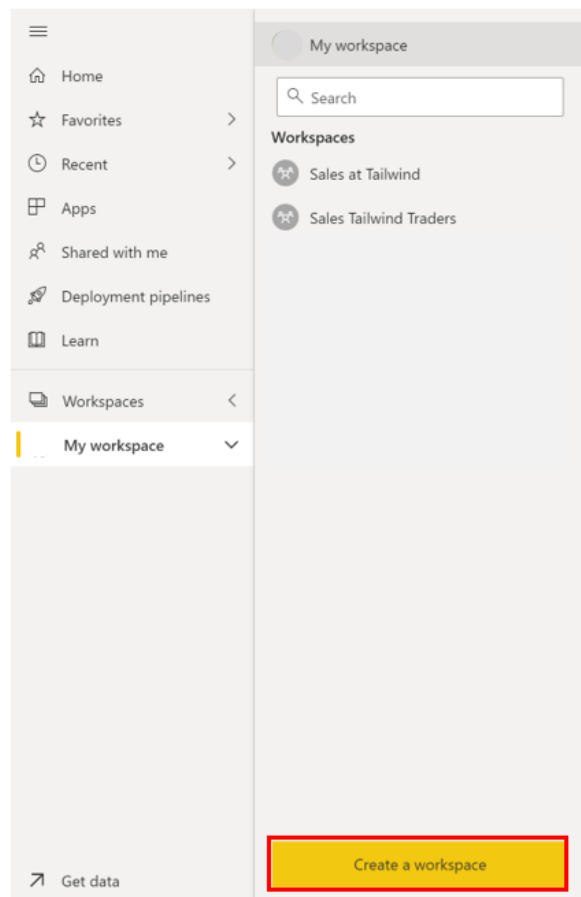


Introduction to Workspaces

- A centralized repository to:
 - Collaborate with colleagues and teams.
 - Create collections of reports and dashboards.
- Workspaces provide the following benefits:
 - Share and present reports in a single environment.
 - Enable the highest level of security.
 - An environment for housing reports and dashboards for use by others.


Create a Workspace

Make reports easily viewable and sharable.



Create a workspace

YOU'RE CREATING AN UPGRADED WORKSPACE
Enjoy new features, better sharing options, and improved security controls.
[Revert to classic](#) | [Learn more](#)

Workspace image

[Upload](#)
[Delete](#)

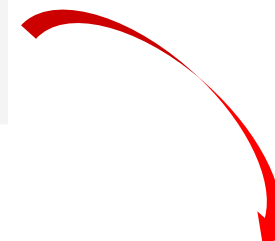
Workspace name










Description

[Learn more about workspace settings](#)

Advanced ▼

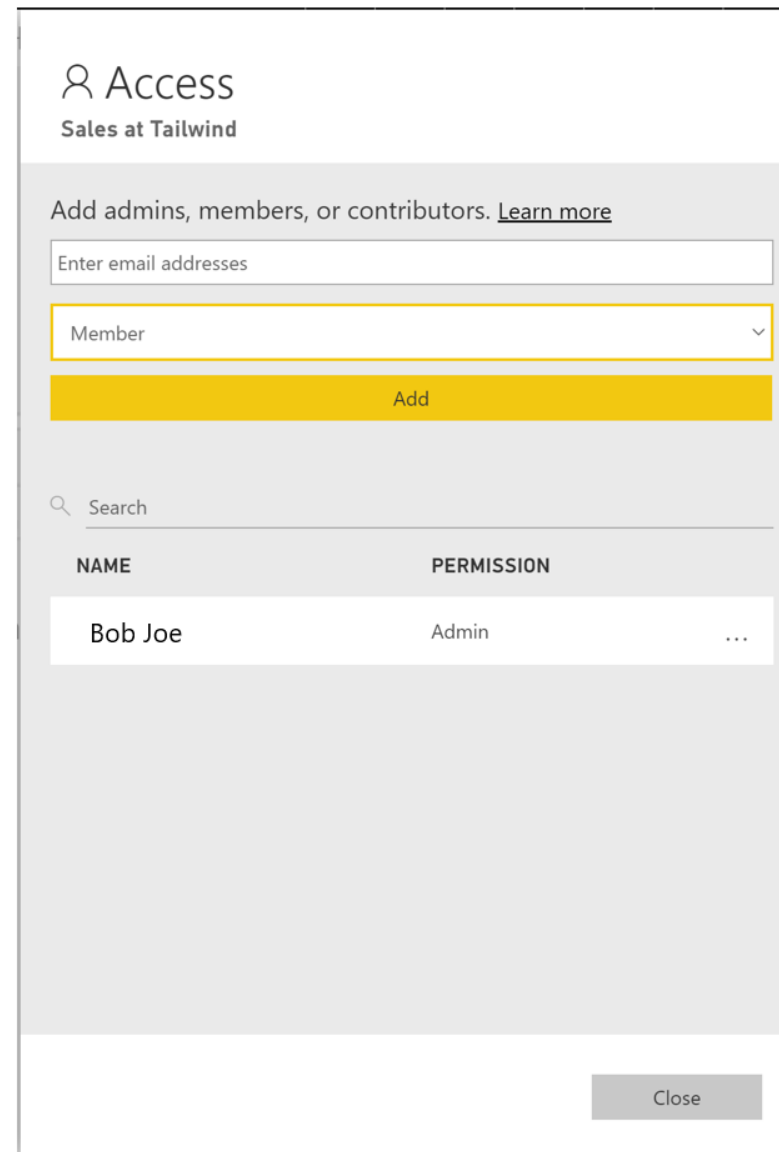
[Save](#) [Cancel](#)



NAME ↑	ACTIONS	OWNER	SENSITIVITY	INCLUDED IN APP
 ☆ keysales01	       		--	<input checked="" type="checkbox"/> Yes

Assign Workspace Roles










- Roles determine what a user can do in a workspace, so teams can collaborate.
- Key roles include:
 - Admin.
 - Member.
 - Contributor.
 - Viewer.



The screenshot shows the 'Access' interface for the 'Sales at Tailwind' workspace. At the top, there's a header with a person icon and the text 'Access' and 'Sales at Tailwind'. Below this, a message says 'Add admins, members, or contributors. [Learn more](#)'. There is a text input field labeled 'Enter email addresses'. Below that is a dropdown menu currently showing 'Member'. A yellow 'Add' button is positioned below the dropdown. A search bar with a magnifying glass icon and the word 'Search' is located below the 'Add' button. Under the search bar is a table with two columns: 'NAME' and 'PERMISSION'. The table contains one entry: 'Bob Joe' with the permission 'Admin'. To the right of 'Admin' is a three-dot menu icon. At the bottom right of the interface is a 'Close' button.

NAME	PERMISSION
Bob Joe	Admin

Create Apps

NAME ↑		ACTIONS	OWNER	SENSITIVITY	INCLUDED IN APP
	☆ keysales01	       		--	<input checked="" type="checkbox"/> Yes

Create app

✓ Successfully published

Sales at Tailwind

Give people the link below, or direct them to Apps > Get apps in the Power BI service.

https://app.powerbi.com/Redirect?action=OpenApp&appId=a690311

Copy

Go to app

Close

Configure and Update a Workspace App

- How do you update a published App?
 - Navigate back to the workspace.
 - Make any necessary updates.
 - Click **Update App** (previously called Publish App).

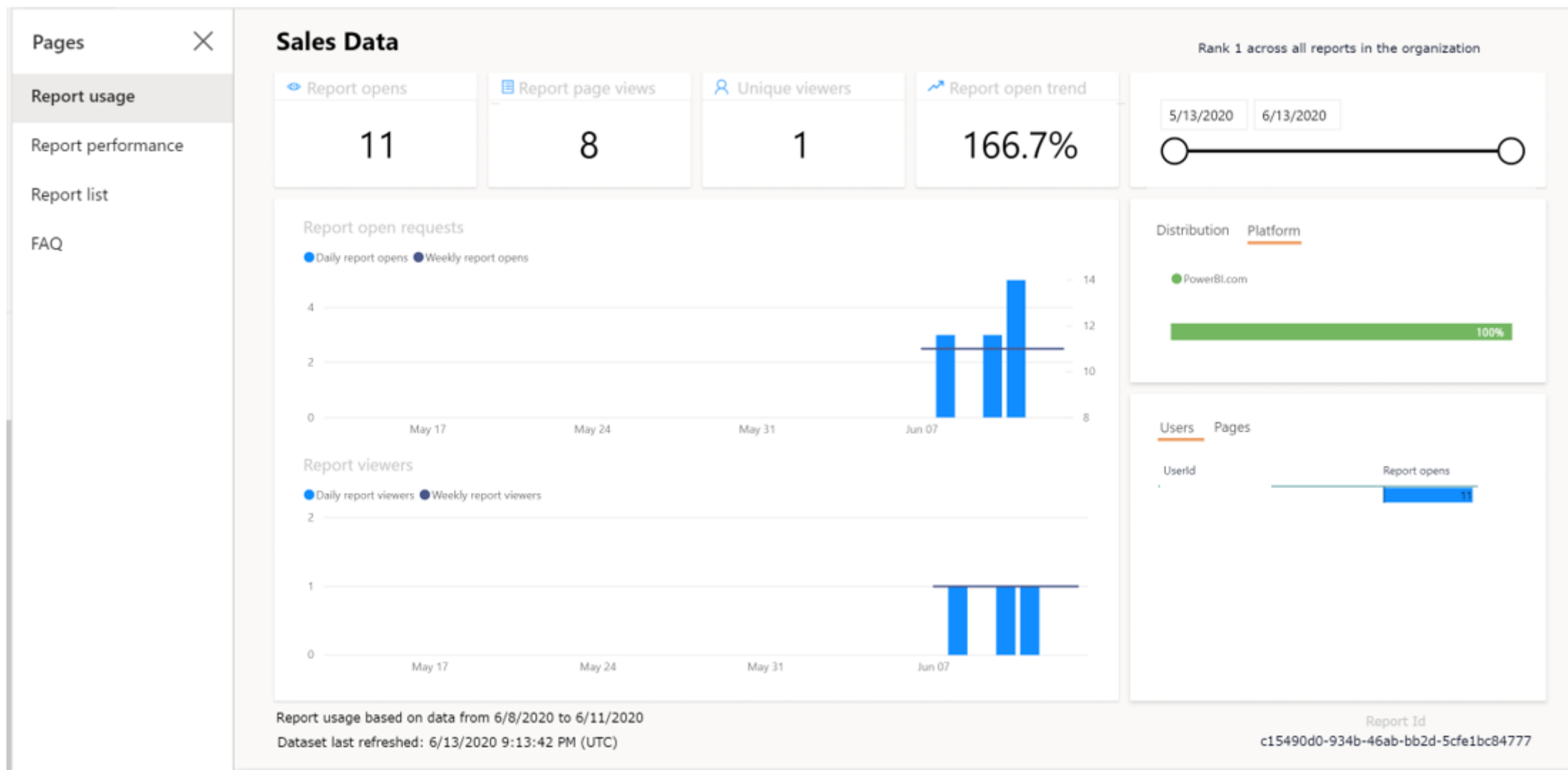


Update app

Lesson 2: Sharing and Managing Assets

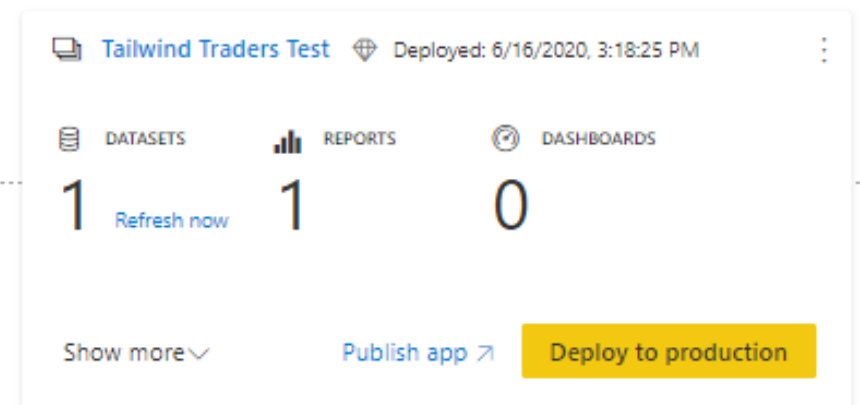
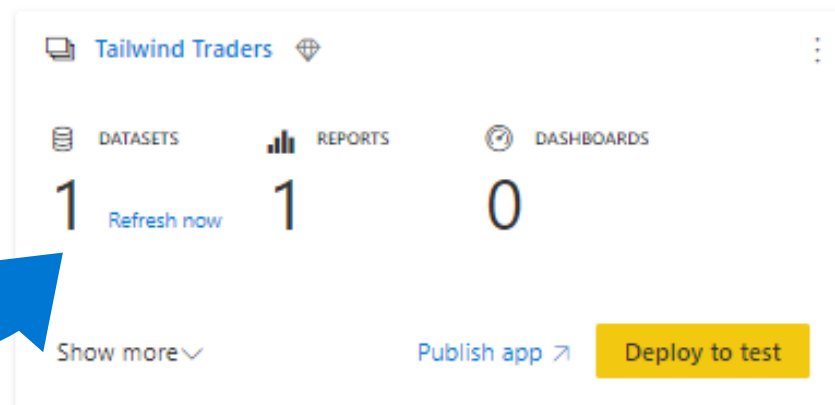
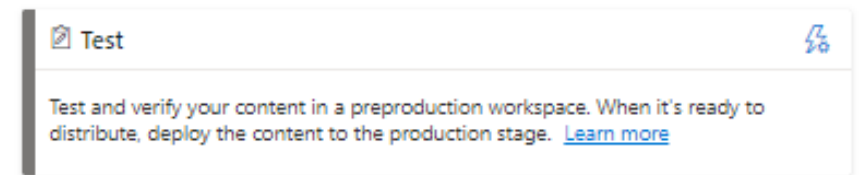
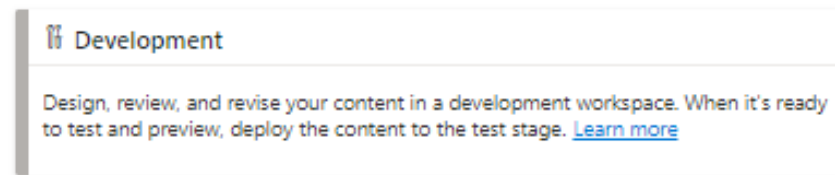
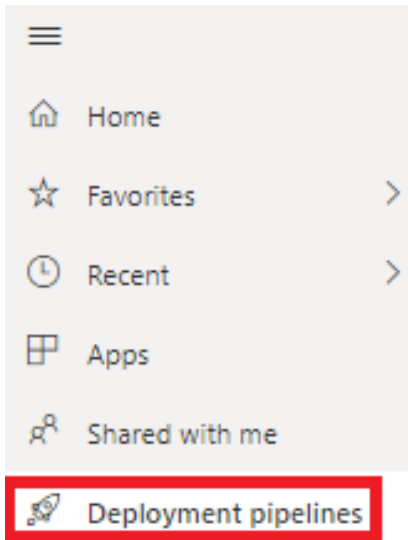


Monitor Usage and Performance

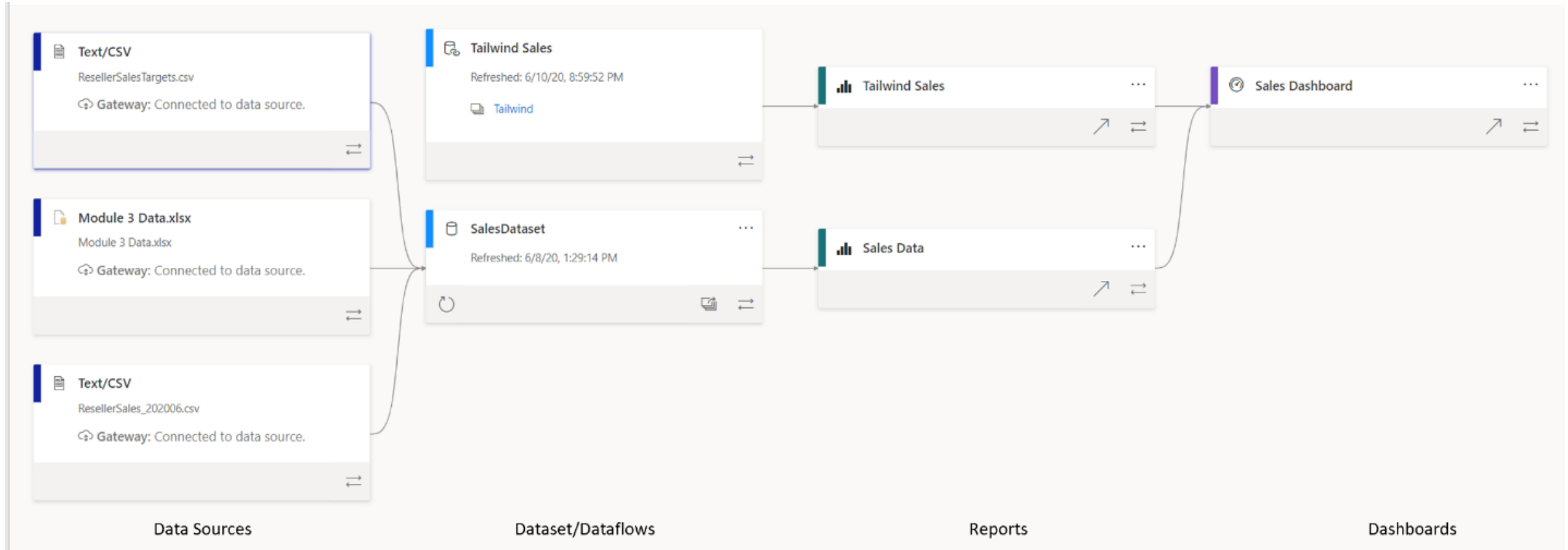


Development Lifecycle Strategy

Manage content in dashboards, reports, and datasets in different environments.

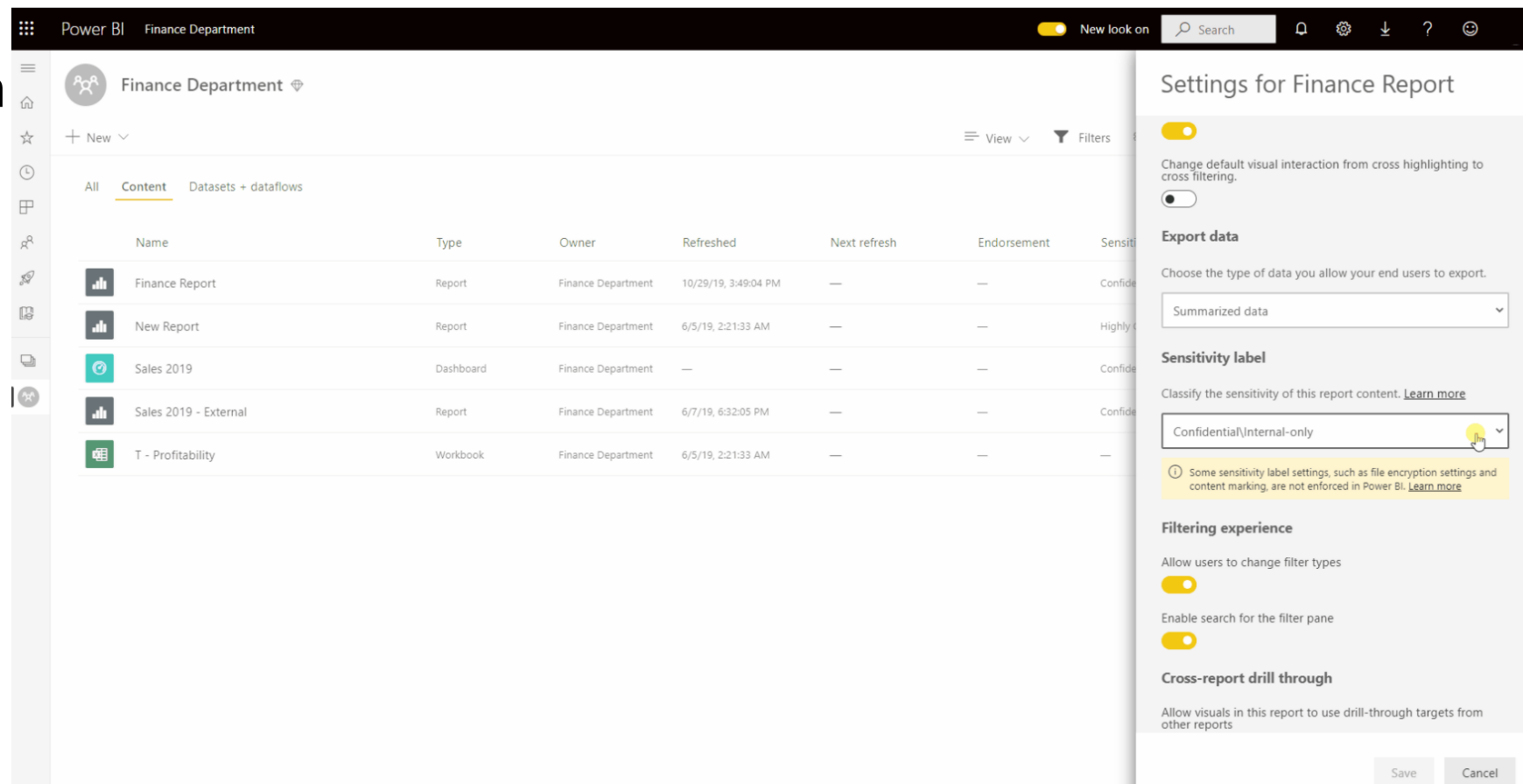


Viewing Data Lineage



Data Protection

- Classify and label sensitive Power BI data
- Enforce governance policies even when Power BI content is exported
- Monitor and protect user activity on sensitive data in real time
- Empower security administrators



The screenshot displays the Microsoft Power BI interface for the 'Finance Department' workspace. The main view shows a table of content items, including reports, dashboards, and workbooks. The 'Settings for Finance Report' pane is open on the right, showing various configuration options for the 'Finance Report'.

Name	Type	Owner	Refreshed	Next refresh	Endorsement	Sensitivity
Finance Report	Report	Finance Department	10/29/19, 3:49:04 PM	—	—	Confidential
New Report	Report	Finance Department	6/5/19, 2:21:33 AM	—	—	Highly Confidential
Sales 2019	Dashboard	Finance Department	—	—	—	Confidential
Sales 2019 - External	Report	Finance Department	6/7/19, 6:32:05 PM	—	—	Confidential
T - Profitability	Workbook	Finance Department	6/5/19, 2:21:33 AM	—	—	—

Settings for Finance Report

- Change default visual interaction from cross highlighting to cross filtering.** (Toggle: Off)
- Export data**
Choose the type of data you allow your end users to export.
Summarized data
- Sensitivity label**
Classify the sensitivity of this report content. [Learn more](#)
Confidential\Internal-only
- Filtering experience**
Allow users to change filter types (Toggle: On)
Enable search for the filter pane (Toggle: On)
- Cross-report drill through**
Allow visuals in this report to use drill-through targets from other reports (Toggle: On)

Buttons: Save, Cancel

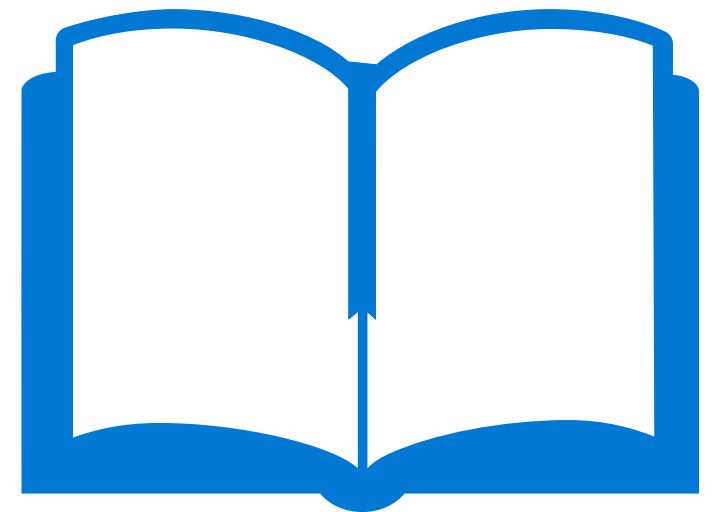
Module Overview

We covered the following concepts:

- Workspaces
- Sharing and Managing Power BI Assets

References

- PL-300 Create and manage Workspaces in Power BI
<https://docs.microsoft.com/en-us/learn/modules/create-manage-workspaces-power-bi/>



Azure Technical Trainer Role Based Training