

# PROJECT – Employees Presence Insights

( Excel | Power BI )

Step No.	TASK	Reason	Remark
1	Import the excel data		
2	Look for the solution to combine data in multiple sheets having different table names	If we combine “May” data to “April” data, all the MAY data will come under APRIL data with APRIL Date as their headers	
3	Transform Data	Data Cleaning and Transformation	
4	Create a single date column	Need to append the data	
5	Duplicate the main “Attendance” data and make it a ‘Template’	To build the transformation for current data and for the data which may add-up in the future	
6	Remove all the unnecessary columns and select any one month for the transformation	To make the cleaning easier	Right-click and ‘Remove Other Columns’
7	Expand the table for selected month and delete the “Changed Type” step	If this transformation is applied to other sheets, that will look for ‘Column 1’; ‘Column 2’ names which will not be there	
8	Use First row as headers		
9	Remove first row	No relevance of the data in first row	
10	Edit the column names per the requirement		
11	Transpose the “Apr dates” column into single “Date” column		Unpivot other columns
12	Filter the DATE column by removing the errors appeared in the ‘Date-Format’		
13	Create a “Parameter”	For data filtering	
14	The created parameter will be applied on the “Filtered Row” step		Second step under “Applied Steps” section
15	The transformation steps performed till now should be converted into a “function”	To apply same transformations in all the upcoming data	Function Name – Get_Data
16	Activate the created function into the original data	To apply same parameters, changes and transformation in MAY and JUNE table	“Remember the error generated and how you resolved it”
17	Expand the table and keep the relevant columns only		
18	Close and Apply		Disable Load for the “Template” table

19	Create a Measure		
20	M1 – Total Working Days		TotalDays - NonWorkingdays
21	Create new column under “Data” section	To calculate the WFH and Half_WFH count	Data section is on the left of dashboard plane
22	M2 – Total WFH		Sum of the WFH count
23	M3 – Present Days		Present ‘P’ + WFH count
24	M4 – Present % of the employess	0 in the end of measure formula for when there is no result	Present_Days / M1 [Total_Working_Days]
25	Add a column for Total Sick Leave	One of the requirements of the client	Same as the WFH count
26	Add a ‘Table’ dashboard	For employees’ presence data	