



## Introduction 1-Day

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# Power BI

## What is It?

Power BI is a unified, scalable platform for self-service and enterprise business intelligence (BI).

**Connect to, Transform, Model and Visualize** any data, and seamlessly infuse the visuals into the apps you use every day.



# Power BI Pocket History

Microsoft unveiled in 2013 – **Data Transformation**

Lacked **Data Modelling and Design** (so not a complete A-Z solution)

Competitors : *Tableau, Click Sense ThoughtSpot* – also lacked A-Z solution

Microsoft acquired DataZen – solving the Data Modelling and Design

Power BI Service released as a Cloud BI tool – access via the web (Share)

2019 Power BI Desktop local development tool(No Sharing)

Power BI Desktop – two components

**Power Query – Data Transformation**

**Report Builder – Data Modelling and Report Design**

Complete A-Z solution!

# Power BI Competitors

- A-Z Solution (Transformation + Modelling + Design)
- Cost
- Familiarity
- Office 365 Family – SharePoint / Teams / PowerPoint

Features	 Power BI	 Tableau	 Qlik Sense	 ThoughtSpot	 Looker
Free plan	✓	✗	✗	✗	✗
Individual paid plan	£8-16/u/mth	£54/u/mth	£85/u/mth	£210/u/mth	£230/u/mth
Embedded analytics	✓	✓	✓	✓	✓
AI Enabled Analytics	✓	✓	✓	✓	✗
Dynamic cross filtering	✓	✓	✓	✗	✗
Search with NLP	✓	✗	✓	✓	✗
Data Prep tools	✓	:-)	✓	✓	✗
Data Modelling Tools	✓	:-)	✓	✓	✓
Database Independent	✓	✓	✓	✓	✗
Mixed model types	✓	✗	✗	✓	✗
Third party data model access	✓	✗	✗	✗	✗
Commenting & collaboration	✓	✓	✓	✓	✗
Open-source custom visualizations	✓	✗	✓	✗	✓
Third party MS SharePoint / PowerPoint / Teams	✓	✗	✗	✗	✗

# Power BI Desktop vs Service

FUNCTIONALITY	POWER BI DESKTOP	POWER BI CLOUD SERVICE
DESKTOP or CLOUD	Desktop (Windows Only)	Cloud (Any Browser)
ORGANIZE DATA	Yes	Yes
DATA TRANSFORMATION	Yes	With Dataflows
COMBINE DATA	Yes	Yes
ADD OR DELETE COLUMNS	Yes	Yes
MODIFY TABLES	Yes	Yes
CREATE VISUALS	Yes	Yes
CREATE REPORTS	Yes	Yes
CREATE DASHBOARDS	No	Yes
SHARING	No	Yes

# Power BI Auto-Updates

**Website**

**Download Power BI tools and apps**

Whether you're on the go or need to create rich, interactive reports, download the tools you need to build reports and stay connected to your data from anywhere, anytime. Get a 360° view of your business data on the go—at the touch of your fingers—and quickly connect, shape, visualize, and share data insights through Power BI.

**Microsoft Power BI Desktop**

With the Power BI Desktop you can visually explore your data through a free-form drag-and-drop canvas, a broad range of modern data visualizations, and an easy-to-use report authoring experience.

[Download >](#)  
[Advanced download options >](#)

**Microsoft Power BI Mobile**

Access your data anywhere, anytime. These native apps provide live, interactive, mobile access to your important business information.

[Microsoft App Store](#) [App Store](#) [Google Play](#)

**Microsoft on-premises data gateway**

Keep your dashboards and reports up to date by connecting to your on-premises data sources—without the need to move the data.

[Download standard mode >](#)  
[Download personal mode >](#)

**Windows App Store**

 **Power BI Desktop**  
Microsoft Corporation

[Open](#)

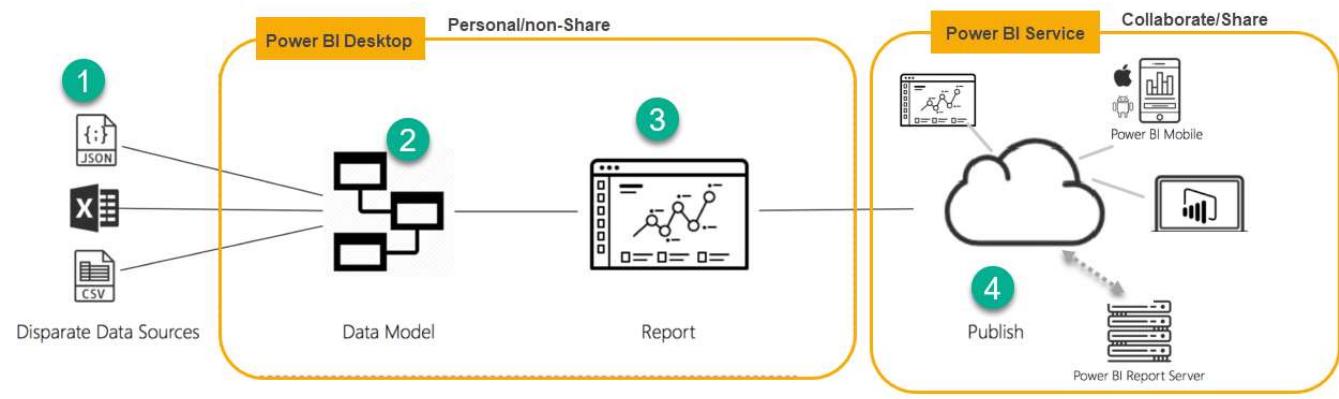
4.8 ★ 797 Ratings

**Description**

Power BI Desktop puts visual analytics at your fingertips. With this powerful authoring tool, you can create interactive data visualizations and reports. Connect, mash up and model, and visualize your data. Place visuals exactly where you want them, analyze and explore your data, and share content with your team by publishing to the Power BI web service. Power BI Desktop is part of the Power BI product suite. Use Power BI Desktop to create and distribute BI content. To monitor key data and share dashboards and reports, use the Power BI web service. To view and interact with your data on any Windows 10 device, get the Power BI Mobile app.

# Power BI Architecture & Workflow

**Power BI Desktop** and the **Power BI Service** work together.



# Power BI Report vs Dashboard?

## Reports

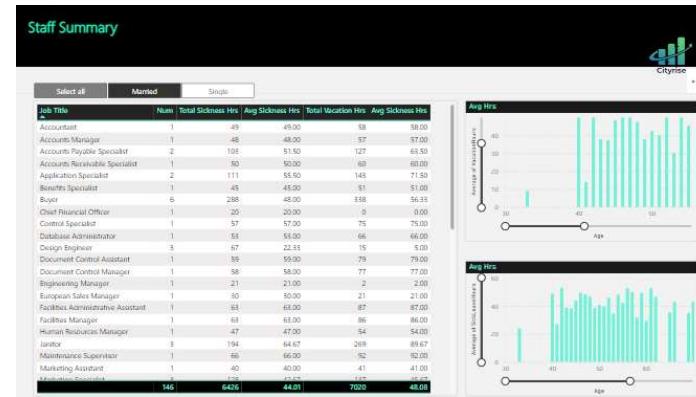
Create reports in Desktop (cannot share)  
Publish and amend reports in Service

## Dashboards

Create Dashboards in Service

## Reports

Multi Page – usually interactive



Data analysts/ Business Managers

Analyse data in different ways

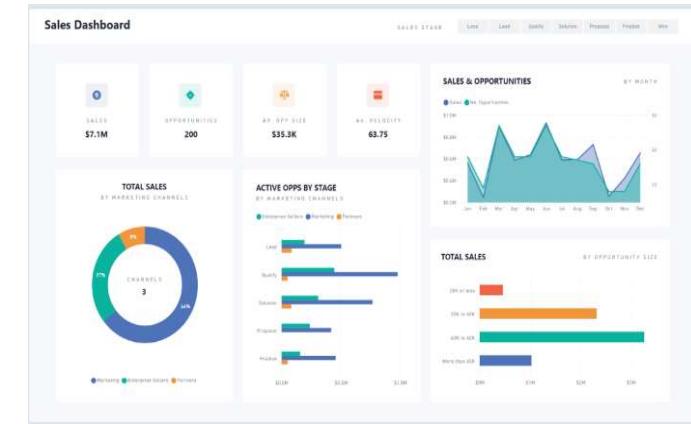
Can filter and slice data

Can export data

Supports data refreshing

## Dashboards

Single Page with 'Tiles'



CEO/ CFO etc

High level overview

Not for filtering / slicing data

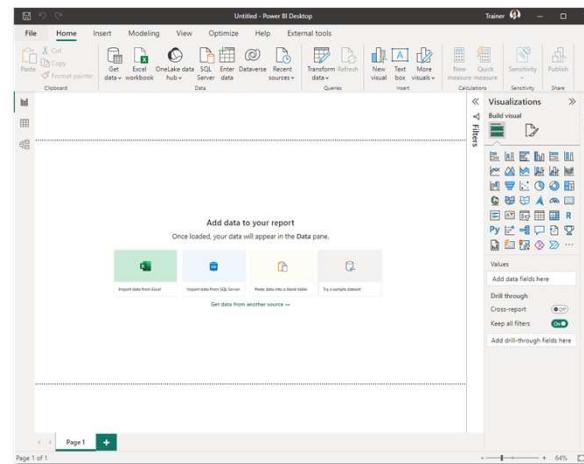
Cannot export data

Supports data refreshing

Can support many reports

# Power BI Report Builder & Power Query

## Report Builder



## Power Query Editor

The screenshot shows the Power Query Editor interface. It displays a table with columns: Segment, Country, Product, Discontinued Brand, Units Sold, and Month. The table has 25 rows. On the right side, there is a "Transform" ribbon with various tools like Close & Apply, New Query, Transform, Add Column, Data source settings, Manage Parameters, Refresh, Preview, Advanced Editor, and Choose Columns. Below the ribbon, the "APPLIED STEPS" pane shows a step named "Filtered out Montana". The bottom right corner of the editor window says "PREVIEW DOWNLOADED AT 11:07".

Segment	Country	Product	Discontinued Brand	Units Sold	Month
1 GOVERNMENT	Canada	CARRETERIA	None	16181	
2 GOVERNMENT	Germany	CARRETERIA	None	23271	
3 GOVERNMENT	France	CARRETERIA	None	2779	
4 MISMARKET	Germany	CARRETERIA	None	888	
5 MISMARKET	Mexico	CARRETERIA	None	2470	
6 GOVERNMENT	Germany	CARRETERIA	None	1513	
7 GOVERNMENT	Canada	PASO	None	282	
8 MISMARKET	Mexico	PASO	None	874	
9 CHANNEL PARTNERS	Canada	PASO	None	2518	
10 GOVERNMENT	Germany	PASO	None	2006	
11 CHANNEL PARTNERS	Germany	PASO	None	367	
12 GOVERNMENT	Mexico	PASO	None	883	
13 CHANNEL PARTNERS	France	PASO	None	549	
14 SMALL BUSINESS	Mexico	PASO	None	788	
15 MISMARKET	Mexico	PASO	None	2472	
16 GOVERNMENT	United States of America	PASO	None	1143	
17 GOVERNMENT	Canada	PASO	None	1727	
18 CHANNEL PARTNERS	United States of America	PASO	None	912	
19 MISMARKET	Canada	PASO	None	2152	
20 GOVERNMENT	Canada	PASO	None	1817	
21 GOVERNMENT	Germany	PASO	None	1513	
22 GOVERNMENT	Mexico	VELO	None	1489	
23 CHANNEL PARTNERS	France	VELO	None	1894	
24 CHANNEL PARTNERS	Germany	VELO	None	2161	
25					

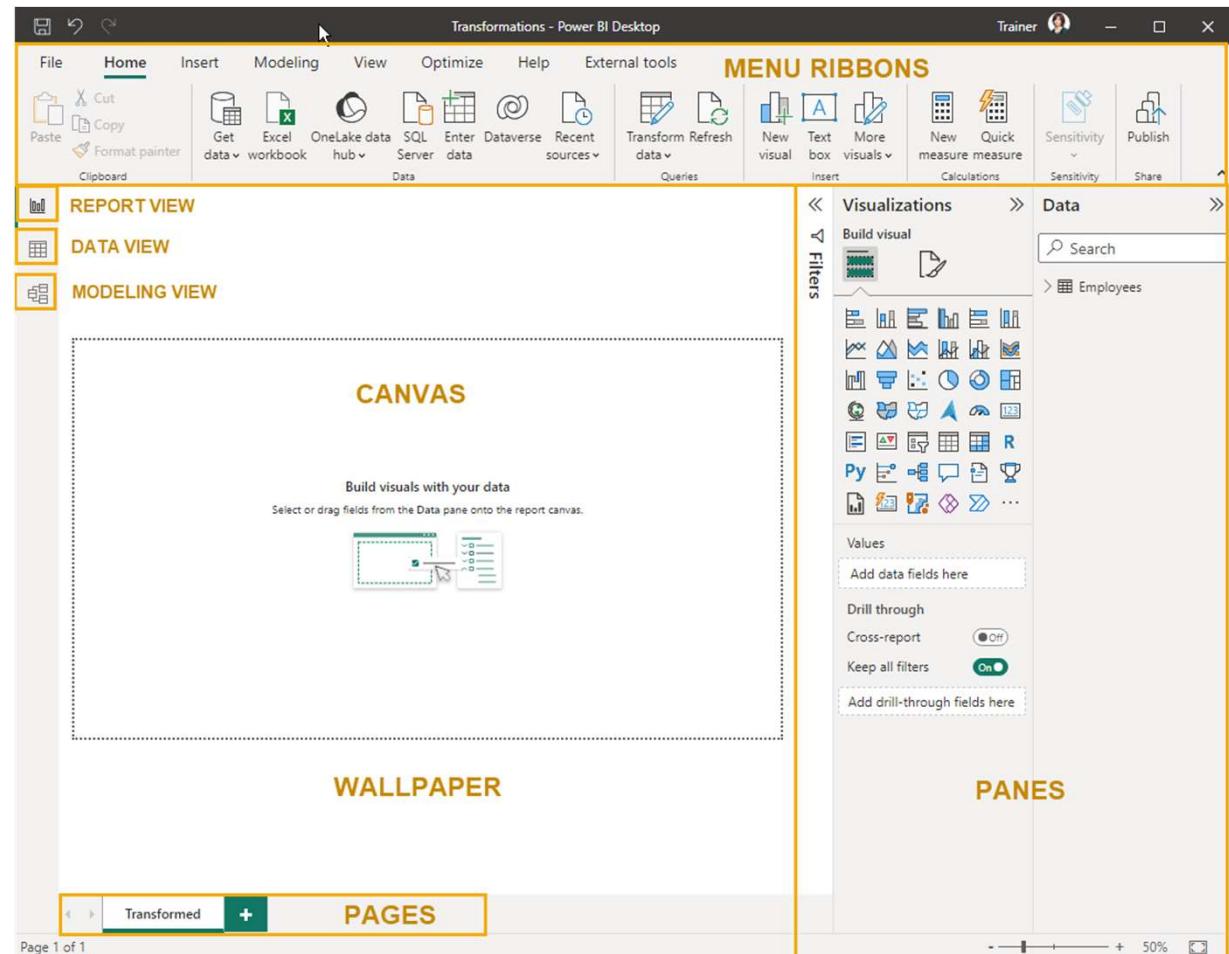
Importing, managing your Data sources, **Data Modelling** and Building/**Design** your reports, with **DAX** formula language to leverage the real power of analysing your data.

Managing data **transformation** with **Power Query M** macro language (M Code)

# Power BI Report Builder

## Report Builder

Importing , Data Modelling and Building/Design writing DAX.



# Power BI Power Query

## Power Query

### Data transformation with Power Query M ( M Code)

Home > Transform data

The screenshot shows the Power Query Editor interface. The main area is the Data Preview pane, which displays a table of data from the 'Employees' query. The table has columns: EmployeeID, NationalIDNumber, ContactID, Login, ManagerID, and Job Title. A formula bar at the top shows the M code: `= Table.RenameColumns(#"Removed Columns1",{{"Round Down", "Age"}})`. To the left, the Transformation Queries & Tables pane lists the 'Employees' query. On the right, there are three panes: MENU RIBBONS, DATA PANE, and QUERY PANE. The QUERY PANE contains a list of applied steps, including 'Renamed Columns1', 'Uppercased Text', 'Changed Type1', 'Start Staff', 'Changed Type2', 'Renamed Columns1', 'Merged Columns', 'End Staff', 'Start Age', 'Reordered Columns', 'Inserted Age', 'Inserted Total Years', 'Inserted Round Down', and 'Removed Columns1'. The last step, 'Removed Columns1', is highlighted with a red box. The bottom right corner of the interface says 'PREVIEW DOWNLOADED AT 07:41'.

# Power BI Our Goal

Staff Summary

Cityrise

Select all    Married    Single

Job Title	Num	Total Sickness Hrs	Avg Sickness Hrs	Total Vacation Hrs	Avg Sickness Hrs
Accountant	1	49	49.00	58	58.00
Accounts Manager	1	48	48.00	57	57.00
Accounts Payable Specialist	2	103	51.50	127	63.50
Accounts Receivable Specialist	1	50	50.00	60	60.00
Application Specialist	2	111	55.50	143	71.50
Benefits Specialist	1	45	45.00	51	51.00
Buyer	6	288	48.00	338	56.33
Chief Financial Officer	1	20	20.00	0	0.00
Control Specialist	1	57	57.00	75	75.00
Database Administrator	1	53	53.00	66	66.00
Design Engineer	3	67	22.33	15	5.00
Document Control Assistant	1	59	59.00	79	79.00
Document Control Manager	1	58	58.00	77	77.00
Engineering Manager	1	21	21.00	2	2.00
European Sales Manager	1	30	30.00	21	21.00
Facilities Administrative Assistant	1	63	63.00	87	87.00
Facilities Manager	1	63	63.00	86	86.00
Human Resources Manager	1	47	47.00	54	54.00
Janitor	3	194	64.67	269	89.67
Maintenance Supervisor	1	66	66.00	92	92.00
Marketing Assistant	1	40	40.00	41	41.00
Marketing Specialist	2	128	64.00	127	45.67
	<b>146</b>	<b>6426</b>	<b>44.01</b>	<b>7020</b>	<b>48.08</b>

Avg Hrs

Avg Hrs

Staff Summary    Staff Summary - Drill Down    Sickness Details    Vacation Details    Page Template    Page 1    +

# Power BI

## Our Workflow

### Power BI Desktop

Transform



Design Report



Data Transform  
Report set up  
Visuals  
Drill-down  
Drill-through  
Pre-publish

### Power BI Service

Service



Workspaces  
Reports & datasets  
Sharing  
Dashboards  
Alerts  
Refreshing data

# Data Transformation

## Hands on

Note:

Correct **transformation** of your reporting data will enhance the speed and efficiency of your reports

The screenshot shows the Microsoft Power Query Editor interface. The main area displays a table of employee data with columns: Gender, HireDate, VacationHours, SickLeaveHours, and BirthDate. A formula bar at the top shows the current step: `= Table.RenameColumns(#"Removed Columns1",{{"Round Down", "Age"}})`. The 'APPLIED STEPS' pane on the right lists various transformations applied to the query, including 'Changed Type', 'Removed Columns', 'Renamed Columns', and 'Uppercased Text'. The preview pane at the bottom indicates 14 columns and 290 rows.

	Gender	HireDate	VacationHours	SickLeaveHours	BirthDate
1	Male	31/07/1996	21	30	15/05/15
2	Male	26/02/1997	42	41	03/06/15
3	Male	12/12/1997	2	21	13/12/15
4	Male	05/01/1998	48	80	23/01/15
5	Male	11/01/1998	9	24	29/08/15
6	Male	20/01/1998	40	40	19/04/15
7	Female	26/01/1998	82	61	16/02/15
8	Female	06/02/1998	83	61	06/07/15
9	Female	06/02/1998	5	22	29/10/15
10	Male	07/02/1998	88	64	27/04/15
11	Male	24/02/1998	6	23	11/04/15
12	Female	03/03/1998	1	20	01/09/15
13	Male	05/03/1998	84	62	01/10/15
14	Male	11/03/1998	79	59	03/05/15
15	Male	23/03/1998	85	62	12/08/15
16	Female	30/03/1998	80	60	09/11/15
17	Female	11/04/1998	86	63	06/05/15
18	Male	18/04/1998	81	60	08/09/15
19	Female	29/04/1998	87	63	30/04/15
20	Male	02/01/1999	41	40	15/06/15
21	Male	02/01/1999	43	41	04/12/15
22	Male	03/01/1999	84	62	14/10/15

# Data Transformation

## Importing Data

Import Text/CSV

File Home Insert Modeling View Optimize Help External t

Get data v Excel workbook OneLake data hub SQL Server Enter Dataverse Recent sources v Transform

Common data sources

1

2

3

Import data from a text or CSV file.

Name Date modified

Master Date Table-Script.txt 10/11/2021 12:14 PM

Transform Data.csv 01/10/2021 15:25

Transform Data.csv

File Origin Delimiter Data Type Detection

1252: Western European (Windows) Comma Based on first 200 rows

EmployeeID NationalIDNumber ContactID LoginID MaritalStatus ManagerID

1 14417807 1209 adventure-works\guy0 109 1972 M

2 253022876 1030 adventure-works\kevin0 12 1964 M

3 509647174 1002 adventure-works\roberto0 3 1965 S

4 112457891 1290 adventure-works\rob0 263 1979 M

5 480168528 1009 adventure-works\thierry0 109 1965 S

6 24756624 1028 adventure-works\david0 21 1966 S

7 309738752 1070 adventure-works\jolynn0 185 1976 M

8 690627818 1071 adventure-works\ruth0 3 1962 M

9 695256908 1005 adventure-works\gail0 185 1986 S

10 912265825 1076 adventure-works\barry0 12 1964 M

11 998320692 1006 adventure-works\joset0 3 1979 M

12 245797967 1001 adventure-works\terri0 109 1961 S

13 844973625 1072 adventure-works\sidney0 185 1966 M

14 233069302 1067 adventure-works\taylor0 21 1976 M

15 132674823 1073 adventure-works\jeffrey0 185 1956 S

16 446466105 1068 adventure-works\jo0 21 1986 S

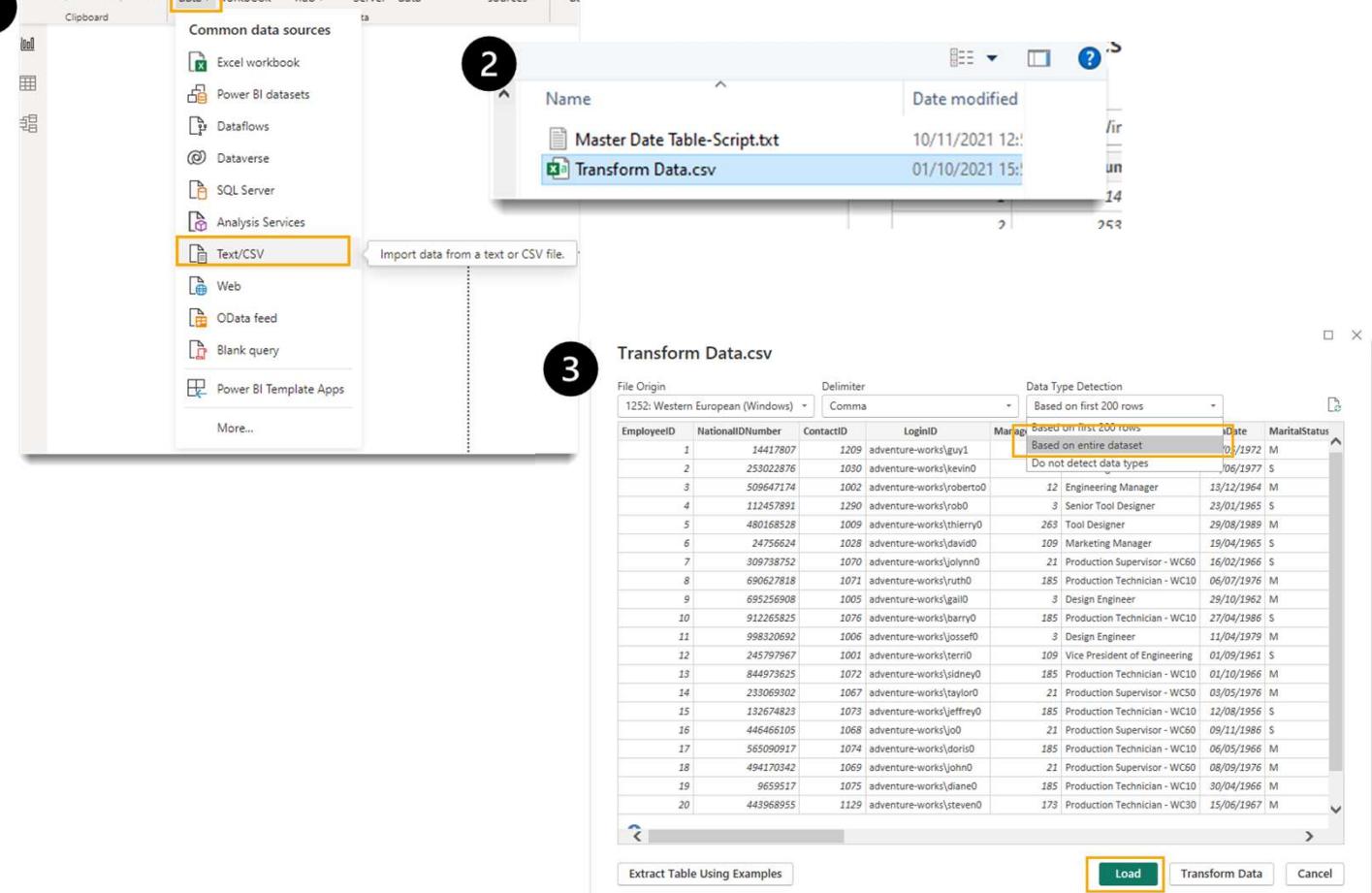
17 565090917 1074 adventure-works\doris0 185 1966 M

18 494170342 1069 adventure-works\john0 21 1976 M

19 9659517 1075 adventure-works\diane0 185 1966 M

20 443968955 1129 adventure-works\steven0 173 1967 M

Extract Table Using Examples Load Transform Data Cancel



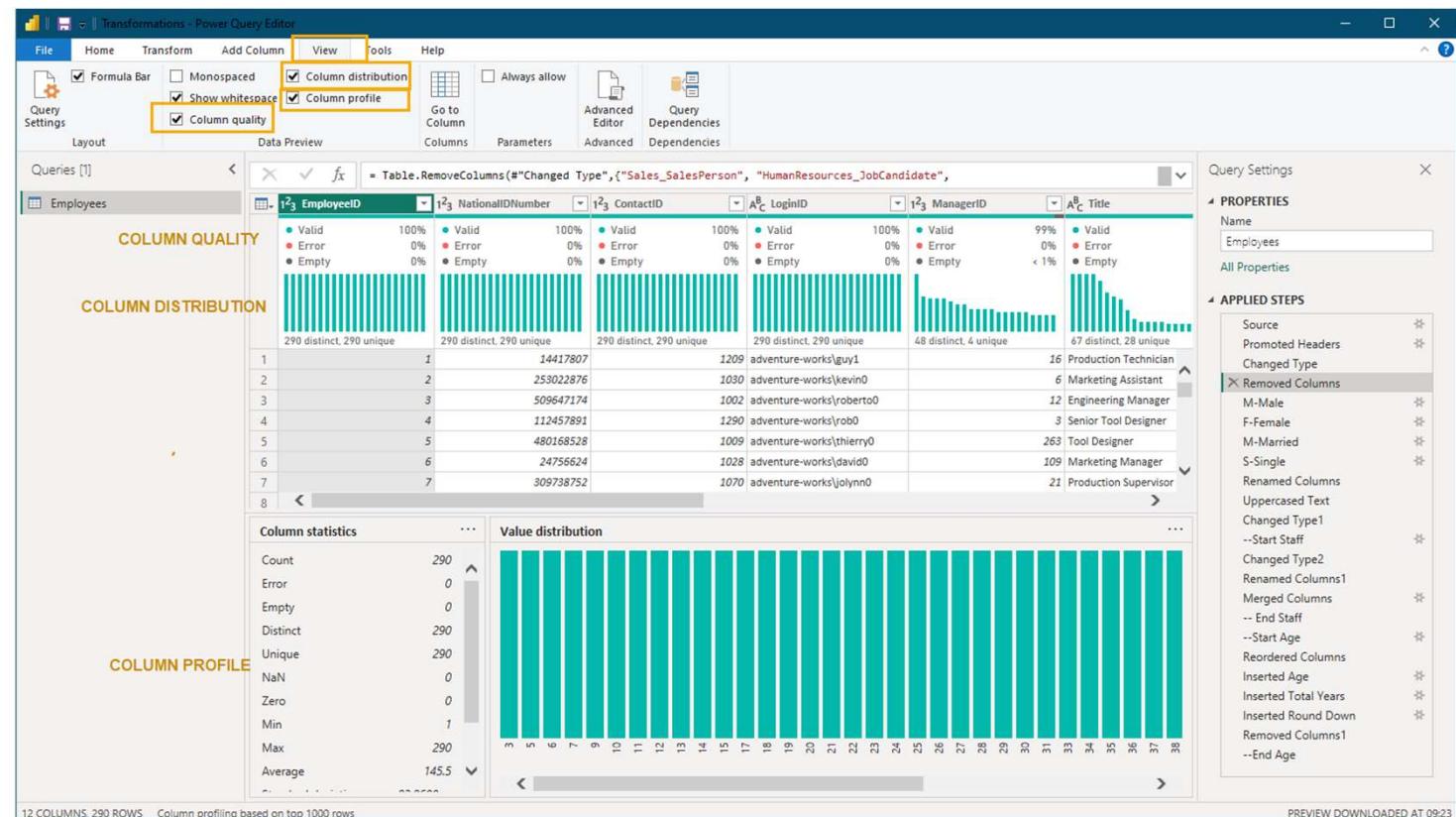
# Data Transformation

## Data Checking



### Checking the data quality

We can use the Column quality | Column distribution | Column profile tools to check the data for validity, errors and empty values.



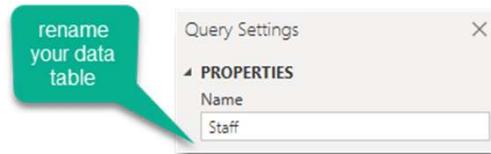
# Data Transformation

## Renaming Data Tables



### Renaming Data Tables

It is good practice at the start, to name your tables to suit your data model needs



#### Note:

Re-Naming tables to suit your data  
**at the start** of transforming your  
data is good practice.

These names will be **used by DAX**

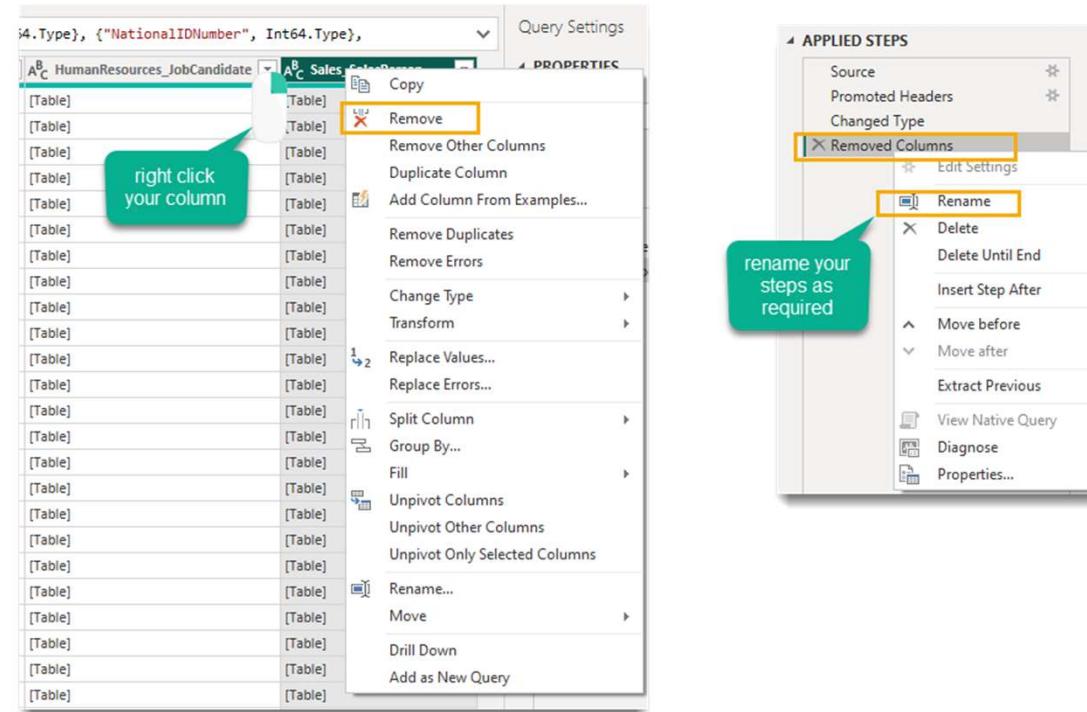
# Data Transformation

## Removing Columns



### Removing unwanted columns

Remove unwanted columns with right click and also rename steps as required



# Data Transformation

## Replacing Values



### Replacing values

Replace current values with your required values.

right click your column

Replace Values

Value To Find  
M

Replace With  
Male

This is case sensitive

right click your column

Replace Values

Value To Find  
S

Replace With  
Single

This is case sensitive

OK Cancel

# Data Transformation

## Step History Renaming Columns



### Backwards Step

If you go backwards Power Query will warn you that some 'future' steps *may be* affected

The screenshot shows the Power Query Editor interface. On the left, the 'Applied Steps' pane lists several steps: Source, Promoted Headers, Changed Type, Removed Columns, M-Male, F-Female, M-Married (highlighted with a yellow arrow), and S-Single. A yellow callout box labeled 'Backwards step' points to the M-Married step. To the right, the main editor area shows a table with columns: Marital Status, Gender, HireDate, VacationHours, and SickLeaveH. An 'Insert Step' dialog box is open, asking 'Are you sure you want to insert a step? Inserting an intermediate step may affect subsequent steps, which could cause your query to break.' It has 'Insert' and 'Cancel' buttons.

### Rename columns

Rename columns to suit

The screenshot shows the Power Query Editor with a formula bar at the top containing the code: `= Table.RenameColumns(#"S-Single",{{"Title", "Job Title"}})`. Below the formula bar, the table preview shows columns: BirthDate, Marital Status, Gender, and HireDate. The 'Marital Status' column is highlighted with a yellow box. The status bar at the bottom indicates the formula is being evaluated.

# Data Transformation

## Transforming Values



### Transforming Values

It is possible to perform some very useful transformations

A screenshot of a data transformation interface, likely Power BI or similar, showing a table with columns: Job Title, Marital Status, Gender, and Hire Date. A context menu is open over the 'Job Title' column, with a callout bubble pointing to it containing the text "right click your column". The menu options include: Copy, Remove, Remove Other Columns, Duplicate Column, Add Column From Examples..., Remove Duplicates, Remove Errors, Change Type (highlighted with a yellow box), Transform (highlighted with a yellow box), Replace Values..., Replace Errors..., Split Column, Group By..., Fill, Unpivot Columns, Unpivot Other Columns, Unpivot Only Selected Columns, Rename..., Move, Drill Down, and Add as New Query. The 'Transform' option has a submenu with options: lowercase, UPPERCASE (highlighted with a yellow box), Capitalize Each Word, Trim, Clean, Length, JSON, and XML.

# Data Transformation



## Splitting Columns

### Splitting Columns

It is possible to split values into separate rows OR columns also, based on various options

1

A screenshot of a data grid in a transformation tool. The 'LoginID' column is selected, and its context menu is open. The 'Split Column' option is highlighted with a yellow box. Other visible options include Copy, Remove, Remove Other Columns, Duplicate Column, Add Column From Examples..., Remove Duplicates, Remove Errors, Change Type, Transform, Replace Values..., Replace Errors..., and Split Column.

2

### Split Column by Delimiter

Specify the delimiter used to split the text column.

The 'Split Column by Delimiter' dialog box is shown. It has several sections:

- 'Select or enter delimiter': A dropdown menu with 'Custom' selected, highlighted with a yellow box.
- 'By Delimiter...': A button next to the dropdown, also highlighted with a yellow box.
- 'Split at': A dropdown menu with 'Left-most delimiter' and 'Right-most delimiter' options, and 'Each occurrence of the delimiter' selected, all highlighted with yellow boxes.
- 'Advanced options': A section with 'Split into' dropdown set to 'Columns' (highlighted with a yellow box) and 'Rows' option.
- 'Number of columns to split into': An input field containing '2', highlighted with a yellow box.
- 'Quote Character': A dropdown menu with a single quote character selected.
- 'Split using special characters': A checked checkbox.
- 'OK' and 'Cancel' buttons at the bottom right.

# Data Transformation

## Age Calculation

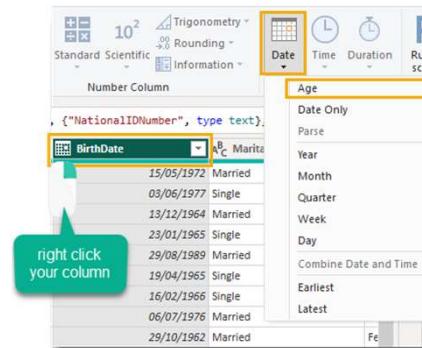


Note:  
Please ensure you are in the  
correct ribbon menu **Add  
Column or Transform**

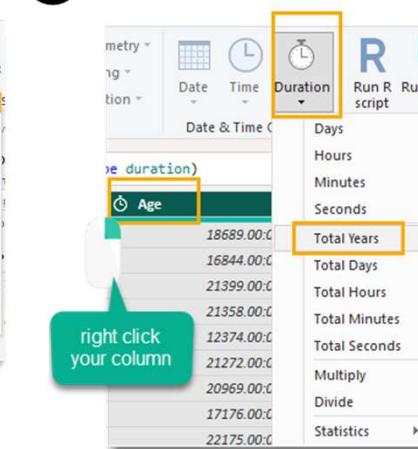
### Advanced Age Calculations

Ensure you are either on the **Add Column** ribbon

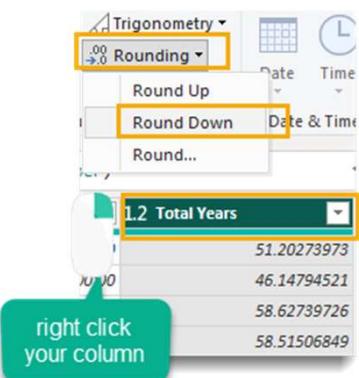
1



2



3



# Data Transformation

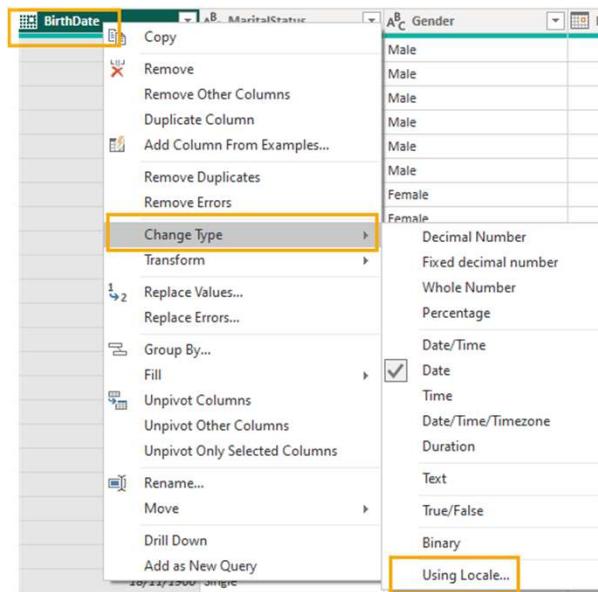
## Changing Date (Locales)

Note:  
Dates *may* not be the correct for  
your location – so adjust the **Locale** ..  
to **English United Kingdom**

### Changing Data Types

It is good practice to set any dates to the correct **Locale** as there may be UK | US | Euro etc. issues.

1



2

### Change Type with Locale

Change the data type and select the locale of origin.



# Data Transformation

## Data Type Changes

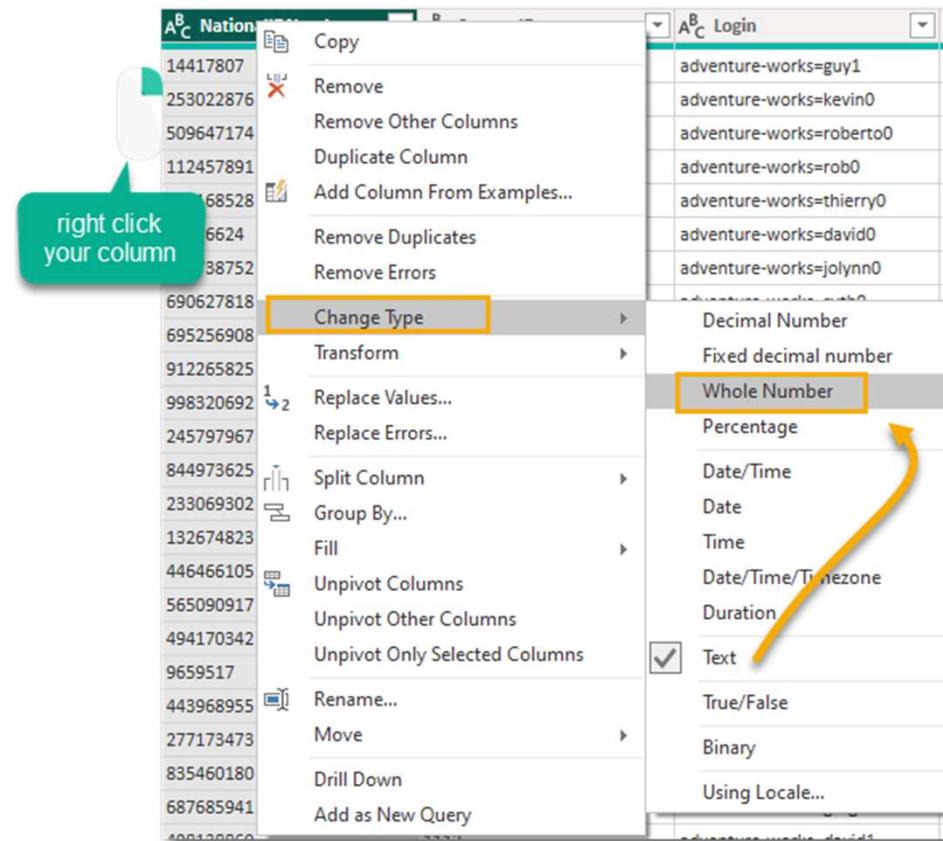
Note:

Not all Numbers are **number** data types they *may* be **text** data

### Changing Data Types

Sometimes Power Query may have converted a column to the wrong data type – you can amend these

1



2

NationalIDNumber
14417807
253022876
509647174
112457891

# Data Transformation

## Re-using M Code

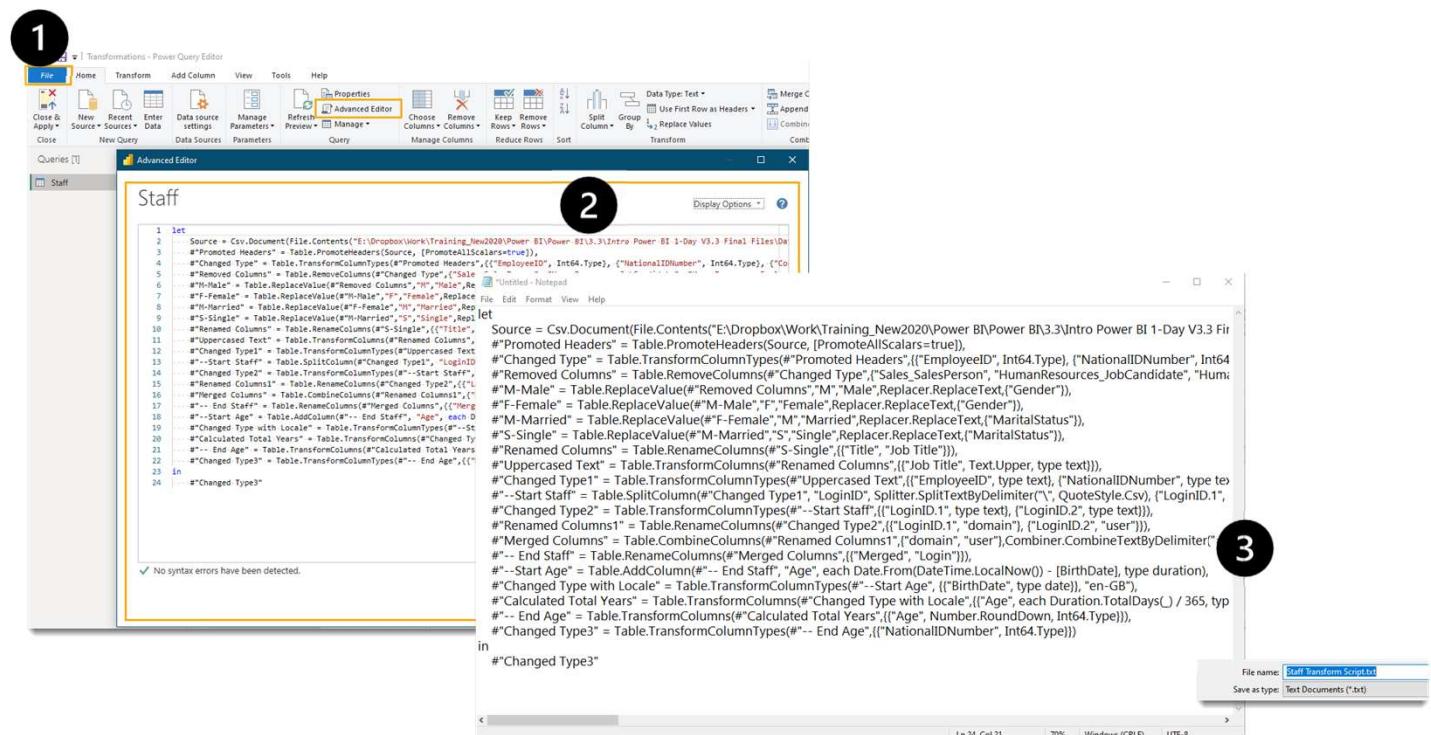
## Re-using M Code

If you need to repeat any steps in say another Power BI project you can copy and store this code as text (.txt) and re-use later.

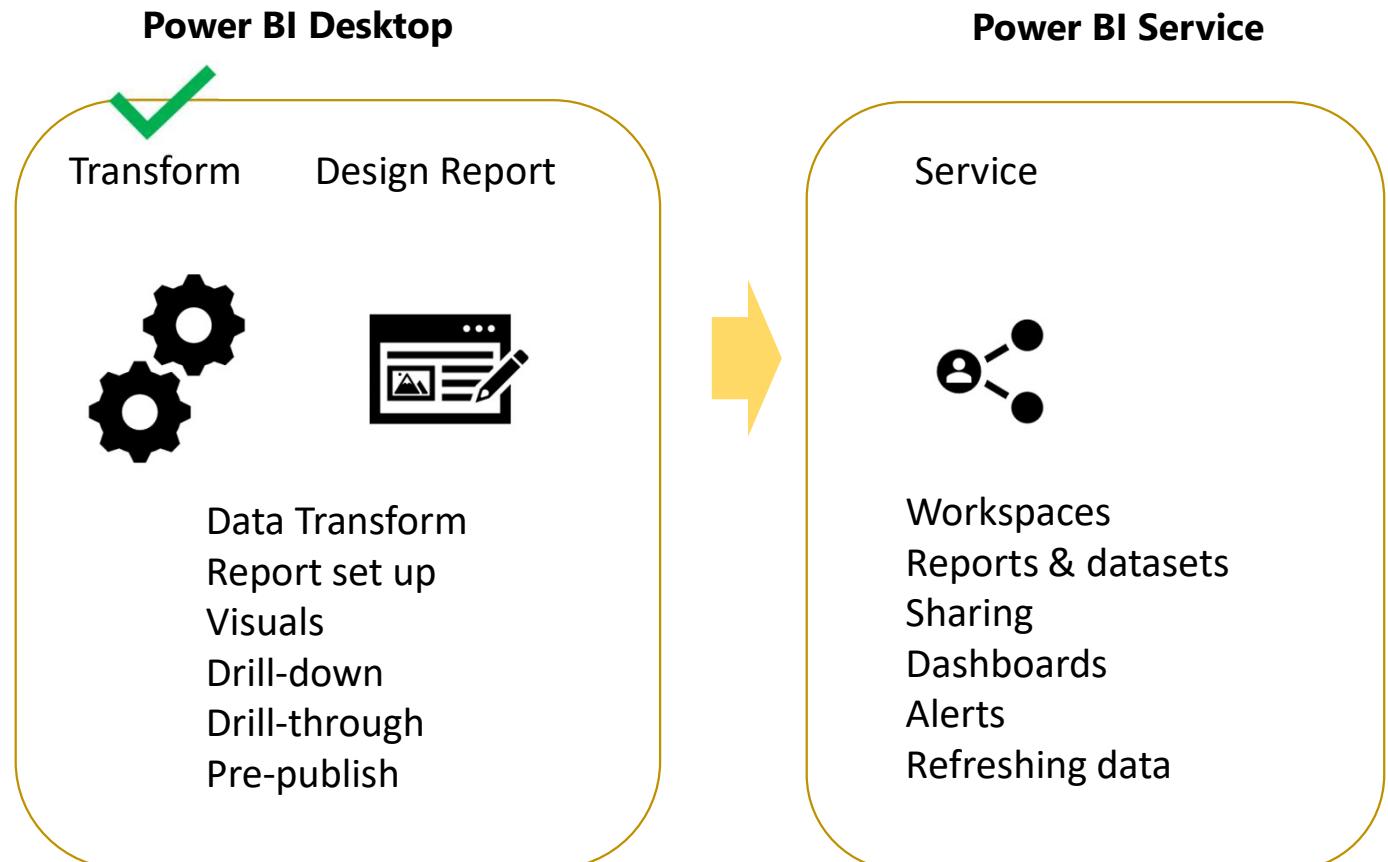
## File > Advanced Editor

### Note:

**M code** can be copied, saved and re-used.



Power BI  
Initial  
Transformation  
Complete



# Our Project

## Project Staff

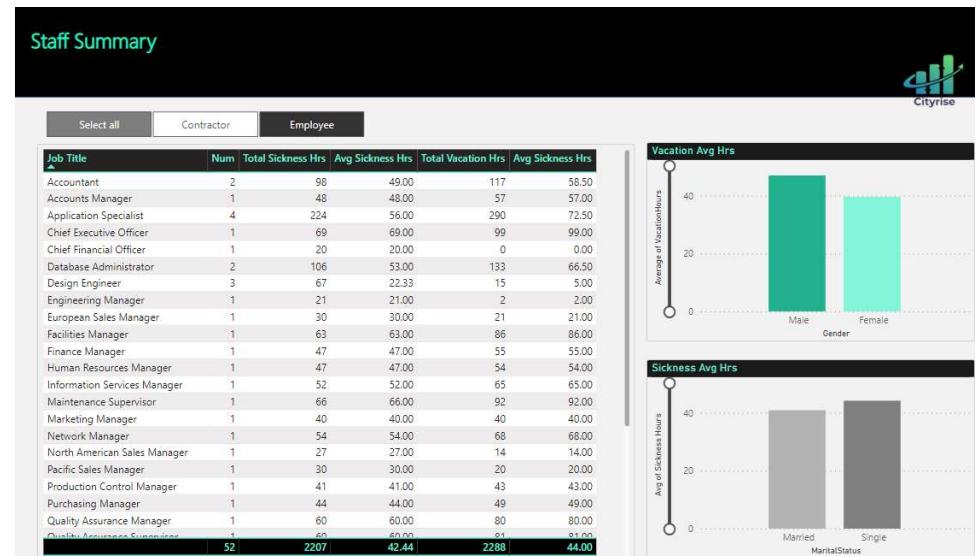


Note:

We will use best practice

### We will learn to use:

- Design | Themes
- Re-using M Code
- Data Aggregation with Implicit Measures
- Fields /Formatting /Analytics
- Table and Matrix
- Line | Bar | Pie Charts
- Filtering Visuals
- Drill Downs
- Drill Through
- Slicers



# Design Report

## Steps



### Note:

These are not all in a specific order  
They are good practice

### Steps involved when designing a report

If you need to repeat any steps in say another Power BI project, you can copy and store this code as text (.txt) and re-use later.

- ❑ Plan your report page needs – Summary / Detailed & Interactions
- ❑ Set up your theme – Customise or Import as needed
- ❑ Set up your Canvas | Wallpaper | Filter pane
- ❑ Set up your Page Template(s)
- ❑ Design each page adding visuals as needed
  - Format and Style as required
  - Drill Downs
  - Drill Throughs (detailed pages)
- ❑ Prepare to Publish



Note:

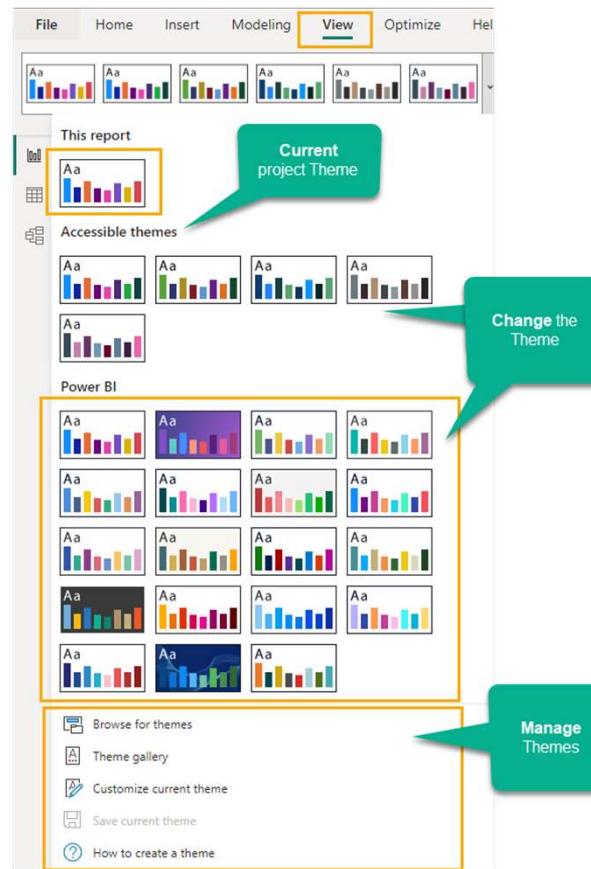
Good source for ideas and theme building is:

<https://powerbi.tips/>

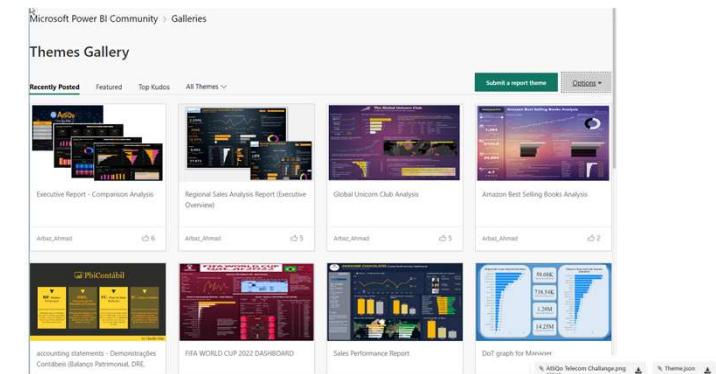
## Managing Themes

Themes can be set / customised/ imported and exported from the View menu

### View



### Themes gallery





# Design Report

## Canvas Set up

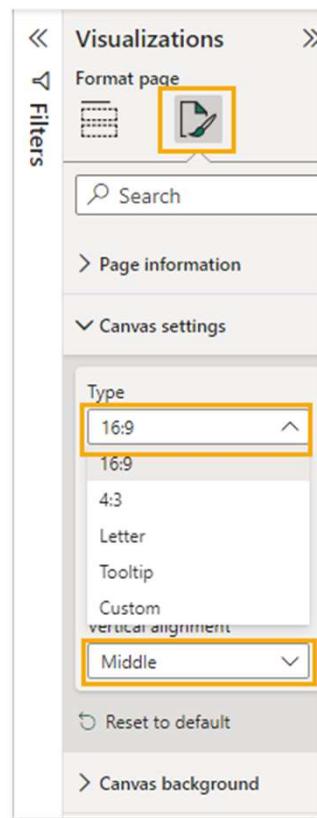
Note:

The type 16:9 is the common widescreen, other sizes can be used for other end deliveries

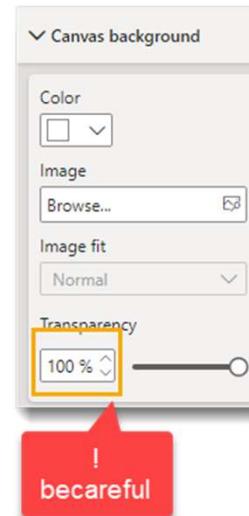
Background is often 100% transparent so adjust as needed

### Setting up your canvas

Size type for the Canvas  
16:9 is most common



Background can be colours / Images





Note:

Aside from the canvas, the wallpaper and filter pane are also published

### Setting up your Wallpaper and Filter

The screenshot shows the Power BI desktop application interface. On the left, there's a navigation bar with icons for Home, Reports, Dashboards, and Models. The main area is titled "Setting up your Wallpaper and Filter". In the center, there's a large workspace with a placeholder message: "Build visuals with your data. Select or drag fields from the Data pane onto the report canvas." To the right of the workspace are several panes:

- Filters**: Contains sections for "Filters on this page" and "Filters on all pages", each with a "Add data fields here" button.
- Visualizations**: Contains a "Format page" button and a "Search" field.
- Data**: Contains a "Search" field.
- Page information**: Contains links to "Canvas settings", "Canvas background", "Wallpaper", "Filter pane", and "Filter cards".

A yellow arrow points from the "Wallpaper" link in the "Page information" pane back to the "Filters" pane, highlighting the relationship between the two.

# Design Report

## Creating a Page 'Template'

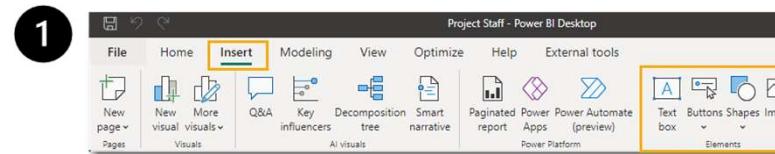
Note:

It is good practice to label / group elements on your pages for ease of design and access

### Creating a page 'Template'

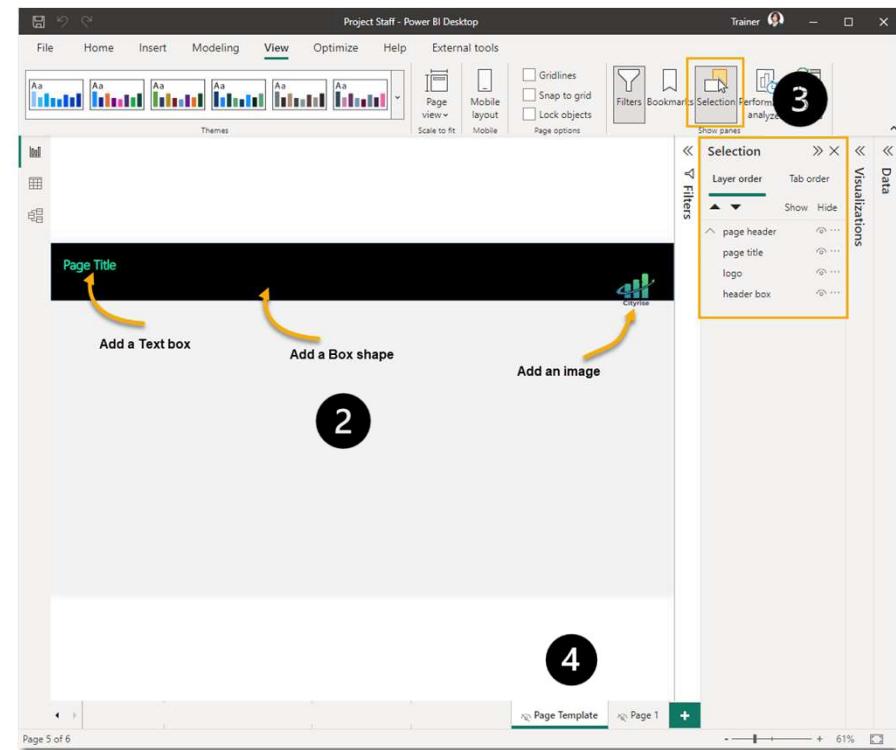
Adding Text boxes, Shapes and Images

File > Insert



Labelling and grouping page elements

File > View > Selection



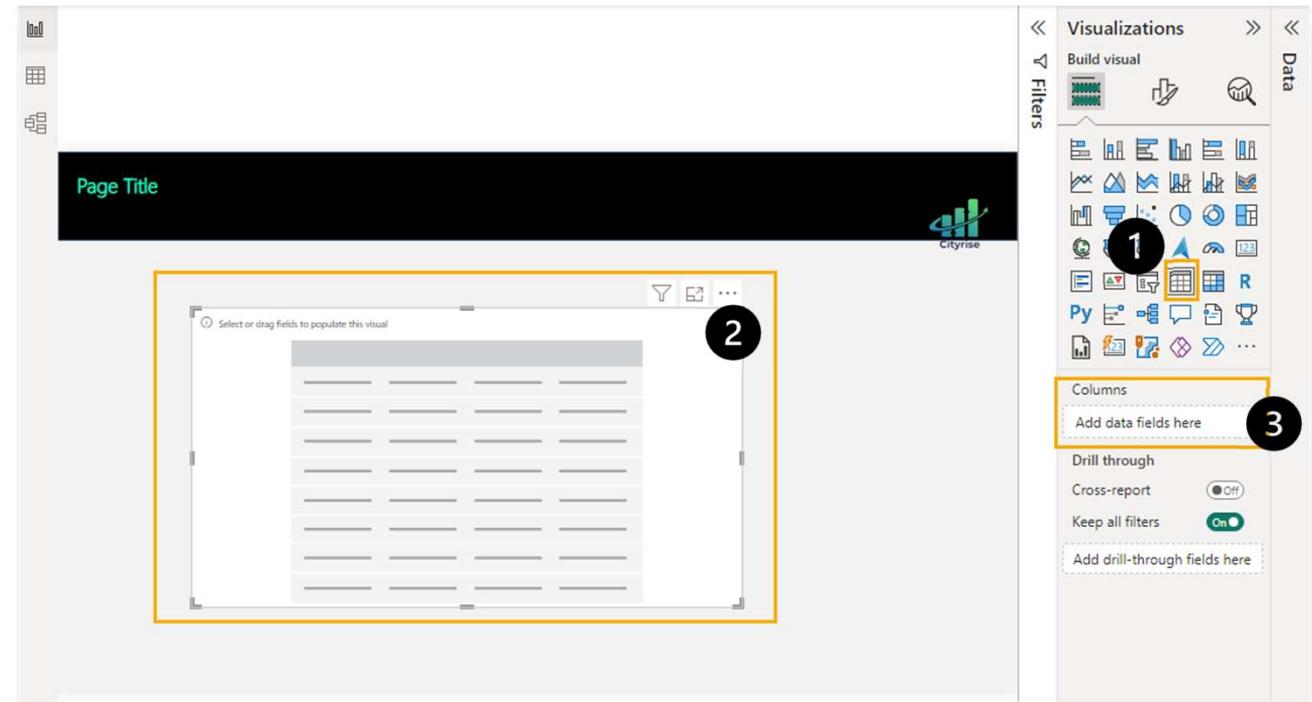


#### Note:

1. Adding visuals is a 'click' NOT 'drag and drop'
2. Then adjust size and position to your requirement
3. See the Columns dialog for adding data

#### Adding visuals

Click on your required visual



# Design Report

## Adding data to Visuals

Note:

'Drag and drop' your data to the data panel

### Adding data to visuals

Add data to the visuals data panel

The screenshot shows the Power BI Data panel. On the left, there's a list of job titles. In the center, a callout box labeled '3' points to the 'Job Title' column in the list. On the right, the 'Data' panel is open, showing a tree view of data fields under the 'Staff' category. A callout box labeled '1' points to the 'Job Title' field in the tree view. Another callout box labeled '2' points to the 'Columns' section where 'Job Title' is listed. A yellow arrow points from the 'Job Title' field in the tree view to the 'Job Title' column in the list.

Page Title

Job Title

- Accountant
- Accounts Manager
- Accounts Payable Specialist
- Accounts Receivable Specialist
- Application Specialist
- Assistant to the Chief Financial Officer
- Benefits Specialist
- Buyer
- Chief Executive Officer
- Chief Financial Officer
- Control Specialist
- Database Administrator
- Design Engineer
- Document Control Assistant
- Document Control Manager
- Engineering Manager
- European Sales Manager
- Facilities Administrative Assistant

Visualizations

Build visual

Filters

Search

Staff

- Age
- BirthDate
- ContactID
- EmployeeID
- Gender
- HireDate
- Job Title
- ManagerID
- MaritalStatus
- NationalIDNumber
- SalariedFlag
- SickLeaveHours
- Staff
- VacationHours

Columns

Job Title

Drill through

Cross-report

Keep all filters

Add drill-through fields here

# Design Report

## Adding data to Visuals

Note:

'Drag and drop' your data to the data panel

### Renaming and aggregating data in visuals

Handling field naming, aggregation and moving is handled in the data panel

The screenshot shows the Power BI Data Panel. On the left, there's a table visual titled "Page Title" with two columns: "Job Title" and "Num". The "Num" column contains numerical values. A yellow box highlights this column. On the right, the "Data Panel" is open, showing a list of fields from the data source. A context menu is open over the "Count of Job Title" field, which is also highlighted with a yellow box. A callout bubble points to the "Count" option in the menu, with the text "set the required aggregation 'Implicit Measure'". Another callout bubble points to the "rename to Num" option in the menu.

Job Title	Num
Accountant	2
Accounts Manager	1
Accounts Payable Specialist	2
Accounts Receivable Specialist	2
Application Specialist	4
Assistant to the Chief Financial Officer	1
Benefits Specialist	1
Buyer	9
Chief Executive Officer	1
Chief Financial Officer	1
Control Specialist	2
Database Administrator	2
Design Engineer	3
Document Control Assistant	2
Document Control Manager	1
Engineering Manager	1
European Sales Manager	1
Total	290

Context menu options for "Count of Job Title":

- Remove field
- Rename for this visual
- Move
- Add a sparkline
- Conditional formatting
- Remove conditional formatting
- Don't summarize
- First
- Last
- Count (Distinct)
- Count** (selected)
- Show value as
- New quick measure

Context menu options for "Job Title":

- Drill through
- Cross-report
- Keep all filters
- Add drill-through fields here

# Design Report

## Formatting Data

Note:

Data formats such as Money, Decimals, Dates etc., **are handled at the data source** not the individual visual



### Formatting data

Handling field naming, aggregation and moving is handled in the data panel

The screenshot shows the Power BI Desktop interface with the 'Project Staff' report open. The ribbon is visible with the 'Column tools' tab selected. In the main area, a data grid displays staff information across various columns: Job Title, Num, Total Sickness Hrs, Avg Sickness Hrs, Total Vacation Hrs, and Avg Sickness Hrs. Below the grid, a tooltip indicates the column name is 'Staff[SickLeaveHours]'. To the right, the 'Data' pane shows the data model structure. A specific entry, 'SickLeaveHours', is highlighted with a yellow box. A yellow arrow points from the 'Format' dropdown in the ribbon towards the 'Formatting' section of the data pane.

Job Title	Num	Total Sickness Hrs	Avg Sickness Hrs	Total Vacation Hrs	Avg Sickness Hrs
Accountant	2	98	49.00	117	58.50
Accounts Manager	1	48	48.00	57	57.00
Accounts Payable Specialist	2	103	51.50	127	63.50
Accounts Receivable Specialist	3	151	50.33	183	61.00
Application Specialist	4	224	56.00	290	72.50
Assistant to the Chief Financial Officer	1	48	48.00	56	56.00
Benefits Specialist	1	45	45.00	51	51.00
Buyer	9	430	47.78	504	56.00
Chief Executive Officer	1	69	69.00	99	99.00
Chief Financial Officer	1	20	20.00	0	0.00
Control Specialist	2	115	57.50	151	75.50
Database Administrator	2	106	53.00	133	66.50
Design Engineer	3	67	22.33	15	5.00
Document Control Assistant	2	118	59.00	157	78.50
Document Control Manager	1	58	58.00	77	77.00
Engineering Manager	1	21	21.00	2	2.00
European Sales Manager	1	30	30.00	21	21.00
Facilities Administrative Assistant	1	63	63.00	87	87.00
Facilities Manager	1	63	63.00	86	86.00
Finance Manager	1	47	47.00	55	55.00
Human Resources Administrative	2	92	46.00	105	52.50
	290	13139	45.31	14678	50.61

# Design Report

## Styling Visuals

### Note:

The Format visual options will vary based on the chosen visual

### Styling your visuals

Styling options will vary based on the selected visual

The screenshot shows a Power BI report with a table visual titled "Page Title". The table displays data for various job titles, including their count, total sickness hours, average sickness hours, total vacation hours, and average sickness rate. The "Format visual" pane is open on the right, showing styling options for the visual. A yellow arrow points from the "Column headers" section in the pane to the table header row in the report. The "Format visual" pane has three numbered callouts: 1 points to the "Format visual" icon in the top bar; 2 points to the "Column headers" section; and 3 points to the "Text" section under "General" settings.

Job Title	Num	Total Sickness Hrs	Avg Sickness Hrs	Total Vacation Hrs	Avg Sickness Hrs
Accountant	2	98	49.00	117	58.50
Accounts Manager	1	48	48.00	57	57.00
Accounts Payable Specialist	2	103	51.50	127	63.50
Accounts Receivable Specialist	3	151	50.33	183	61.00
Application Specialist	4	224	56.00	290	72.50
Assistant to the Chief Financial Officer	1	48	48.00	56	56.00
Benefits Specialist	1	45	45.00	51	51.00
Buyer	9	430	47.78	504	56.00
Chief Executive Officer	1	69	69.00	99	99.00
Chief Financial Officer	1	20	20.00	0	0.00
Control Specialist	2	115	57.50	151	75.50
Database Administrator	2	106	53.00	133	66.50
Design Engineer	3	67	22.33	15	5.00
Document Control Assistant	2	118	59.00	157	78.50
Document Control Manager	1	58	58.00	77	77.00
Engineering Manager	1	21	21.00	2	2.00
European Sales Manager	1	30	30.00	21	21.00
Facilities Administrative Assistant	1	63	63.00	87	87.00
Facilities Manager	1	63	63.00	86	86.00
Finance Manager	1	47	47.00	55	55.00
Human Resources Administrative	2	82	41.00	105	53.50
	290	13139	45.31	14678	50.61



# Design Report

## Header Icons

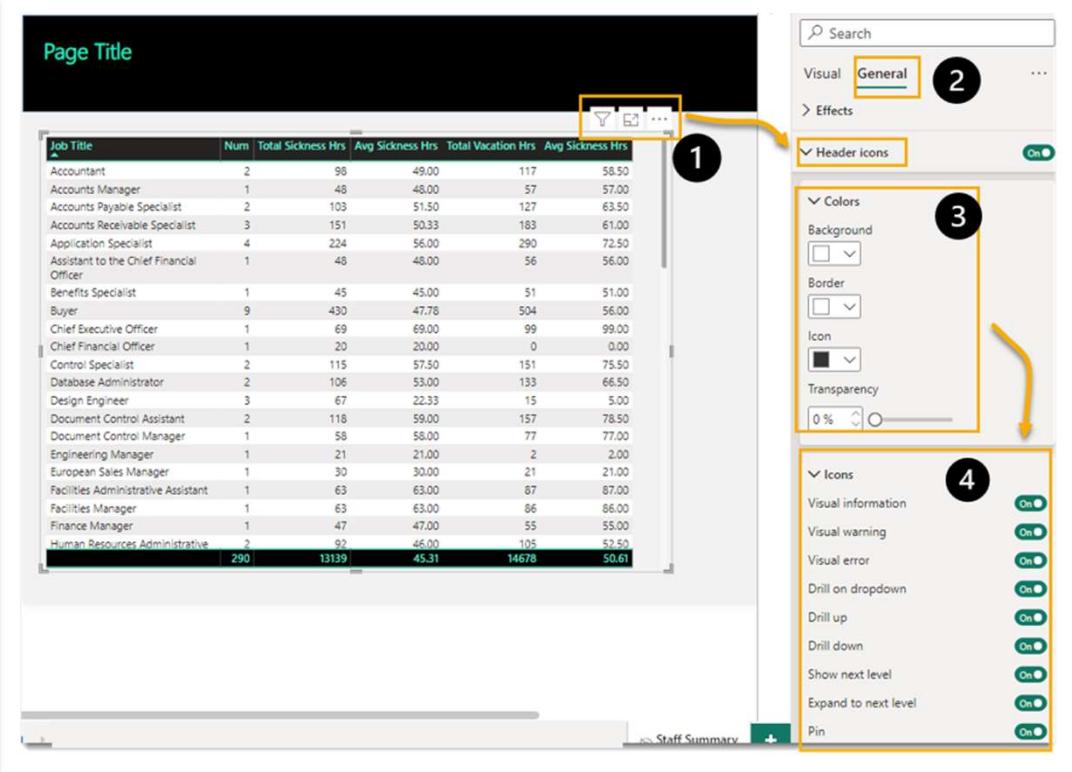
Note:

Header Icons can enhance the user experience with visuals

- Focus
- Sorting
- Data
- Export

### Setting up Header Icons

### Customising Header Icons



**Page Title**

Job Title	Num	Total Sickness Hrs	Avg Sickness Hrs	Total Vacation Hrs	Avg Sickness Hrs
Accountant	2	98	49.00	117	58.50
Accounts Manager	1	48	48.00	57	57.00
Accounts Payable Specialist	2	103	51.50	127	63.50
Accounts Receivable Specialist	3	151	50.33	183	61.00
Application Specialist	4	224	56.00	290	72.50
Assistant to the Chief Financial Officer	1	48	48.00	56	56.00
Benefits Specialist	1	45	45.00	51	51.00
Buyer	9	430	47.78	504	56.00
Chief Executive Officer	1	69	69.00	99	99.00
Chief Financial Officer	1	20	20.00	0	0.00
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European Sales Manager	1	30	30.00	21	21.00
Facilities Administrative Assistant	1	63	63.00	87	87.00
Facilities Manager	1	63	63.00	86	86.00
Finance Manager	1	47	47.00	55	55.00
Human Resources Administrative	2	92	46.00	105	52.50
	290	13139	45.31	14678	50.61

Staff Summary

**General**

**Header Icons**

**Colors**

- Background
- Border
- Icon
- Transparency

**Icons**

- Visual information
- Visual warning
- Visual error
- Drill on dropdown
- Drill up
- Drill down
- Show next level
- Expand to next level
- Pin

# Design Report

## Drill-down



### Setting up a Drill-down

The first priority is to consider the **hierarchy** that you are looking to build.

Then adding these to the relevant hierarchy field for your chosen visual



Note:

Not all visuals will offer drill-downs

If they don't offer a hierarchy then it's  
no possible to create a drill-down

# Design Report

## Top N

Note:

Open the Filter pane

Open/add the relevant Top N field you require

Change **filter type** to Top (how many)

Set the **By value** metric

### Setting Top N

Top N is a useful metric that can be applied to all visuals.



The screenshot illustrates the process of applying a Top N filter in the Power BI Filter pane:

- Open the Filter pane (1).
- Select the visual you want to filter (2).
- Under "Filters on this visual", choose "Job Title" (3).
- Under "Show items", select "Top" and enter "4" (4).

The "By value" dropdown is set to "Average of SickLeaveHours". An orange arrow points from the "4" input field to the "Apply filter" button.

# Design Report

## Drill-through

Note:

We focus on creating a 'detailed' page



### Setting up a Drill-through

The principle here is that the user can **drill-through** for more detailed information

The diagram illustrates a drill-through process between two pages: 'Staff Summary - Drill Down' and 'Vacation Details'.

**Staff Summary - Drill Down** (Left):

Job Title	Total Sickness Hrs	Avg Sickness Hrs	Total Vacation Hrs	Avg Sickness Hrs
Accountant	98	49.00	117	58.50
Accounts Manager	103	51.50	127	63.50
Accounts Payable Specialist	151	50.33	183	61.00
Accounts Receivable Specialist	224	56.00	290	72.50
Application Specialist	48	48.00	56	56.00
Assistant to the Chief Financial Officer	45	45.00	51	51.00
Benefits Specialist	430	47.78	504	56.00
Buyer	69	69.00	99	99.00
Chief Executive Officer	20	20.00	0	0.00
Chief Financial Officer	115	57.50	151	75.50
Control Specialist	106	53.00	133	66.50
Database Administrator	67	22.33	15	5.00
Design Engineer	118	59.00	157	78.50
Document Control Assistant	21	21.00	2	2.00
Document Control Manager	30	30.00	21	21.00
Engineering Manager	63	63.00	87	87.00
European Sales Manager	47	47.00	55	55.00
Facilities Administrative Assistant	92	46.00	105	52.50
Facilities Manager	63	63.00	86	86.00
Finance Manager	47	47.00	55	55.00
Human Resources	92	46.00	105	52.50
<b>Total</b>	<b>13139</b>	<b>45.31</b>	<b>1710</b>	<b>50.81</b>

**Vacation Details** (Right):

Staff	Ni Number	Gender	Age	Total Hrs
Demo	871692863	Male	51	72
Jeanne0	525932998	Female	46	71
Karen1	58317344	Female	54	74
Renzo0	314747499	Male	45	73
<b>Total</b>				<b>290</b>

**Sickness Details** (Bottom Right):

Staff	Ni Number	Gender	Age	Total Hrs
Anind0	793471334	Male	58	50
Ben0	20269531	Male	59	47
Eric0	381073001	Male	60	47
Erin0	7851053949	Female	62	46
Frank0	367453993	Male	40	49
Fukiko0	462947118	Male	62	48
Gordon0	467427221	Male	66	48
Umesh0	407056860	Female	62	48
Mirza0	602668790	Male	48	49
<b>Total</b>				<b>430</b>



Note:

We focus on creating a 'detailed' page

Must add the correct **Drill-through field**

### Setting up the Detailed page

You must drag the Job title field into the '**Add drill-through fields**'

The screenshot shows the Power BI Data view. At the top, it says "IMPORTANT!" in red. The "Data" pane on the right lists various staff fields like Age, BirthDate, ContactID, etc. A yellow arrow points from step 1 to the "Job Title" field, which is highlighted with a red circle. Another yellow arrow points from step 2 to the "Add drill-through fields here" button at the bottom of the "Drill through" section, which is also highlighted with a red circle. A callout bubble on the right says "A Back button is generated".

Visualizations

Build visual

» Data

IMPORTANT!

Search

Staff

- Age
- BirthDate
- ContactID
- EmployeeID
- Gender
- HireDate
- Job Title** (highlighted with red circle 1)
- Job Title (clusters)
- ManagerID
- MaritalStatus
- NationalIDNumber
- SalariedFlag
- SickLeaveHours
- Staff
- VacationHours

Values

Add data fields here

Drill through

Cross-report

Keep all filters

On (highlighted with red circle 2)

Job Title

Add drill-through fields here

A Back button is generated

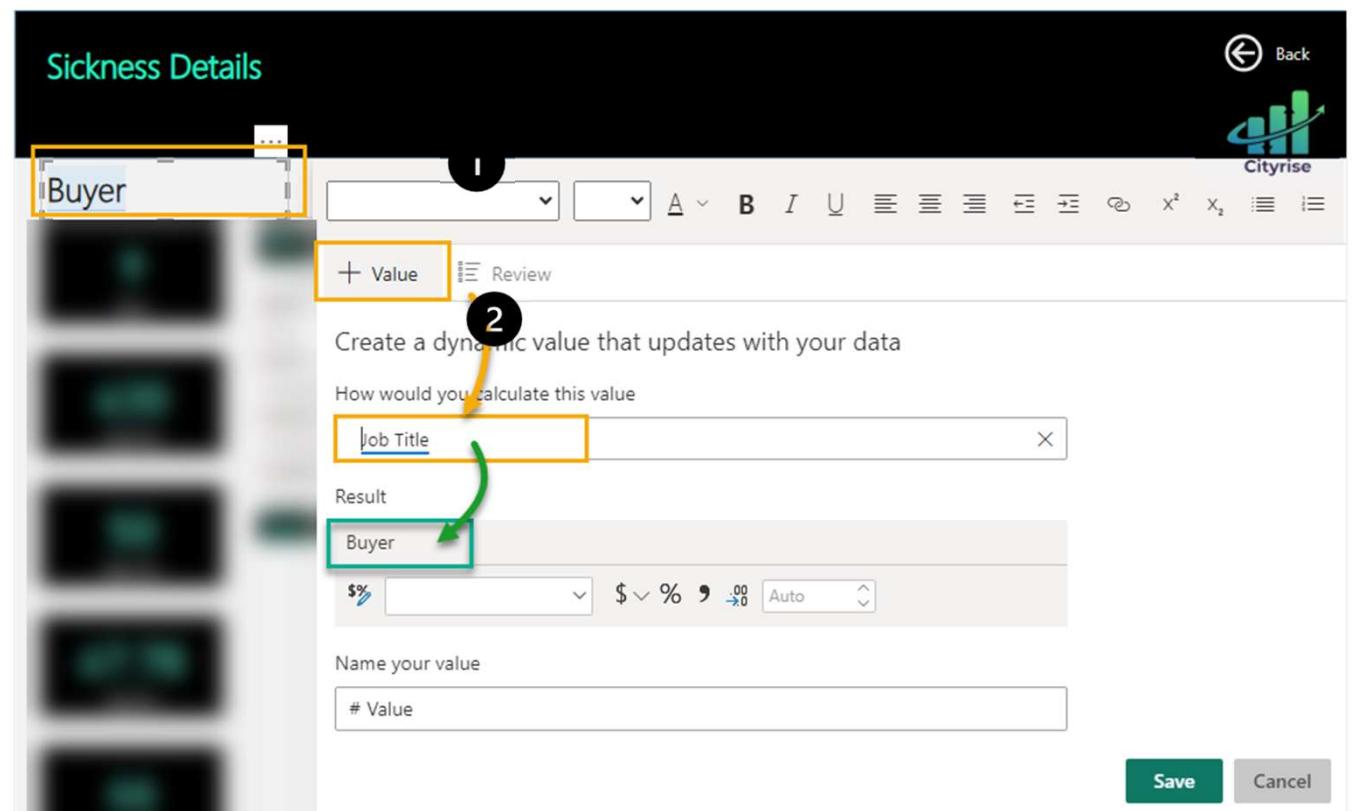


#### Note:

A **dynamic text** box is simply a regular text box that has the value calculated by a data field you specify

#### Adding Dynamic Text Boxes

Add a normal text box then select the '**+ Value**' button to make it dynamic text  
Type in the name of the required data field e.g. **Job Title**





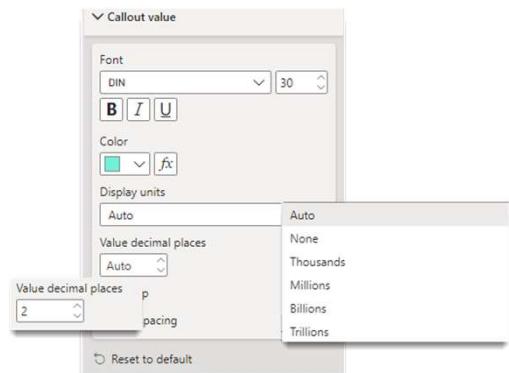
### Note:

A Card is a simple visual that shows a 'single metric'

They can be styled in various way

### Adding Card Visuals

Card visual can be styled in several ways and they have their own display units' formats for high-level values **K, M ,B ,T**





Note:

Slicers can be used by clients to filter the visuals to analyse as needed

They are styled with the Slicer settings  
**Options and Selection**

## Slicer Types

Slicers operate on canvas as Checkboxes | Radio Buttons | Dropdown lists | Buttons | Sliders

A screenshot of the Power BI Slicer settings and preview interface. On the left, there are four examples of slicer types: "Checkbox" (checkboxes for MaritalStatus: Married, Single), "Dropdown List" (dropdown menu for Job Title with options All, Manager, Director), "Radio Button" (radio buttons for Gender: Female, Male), and "Tiles (Buttons)" (a grid of buttons for Job Title: Select all, Accounts Receivable Specialist, Accountant, Application Specialist, Accounts Payable Specialist, Benefits Specialist). On the right, the "Visual" tab of the Slicer settings pane is open, showing options like "Style" (set to Tile), "Selection" (Single select off, Multi-select with CTRL on, Show "Select all" option on), and "Slicer settings" (which further includes "Options" and "Selection" sections).

# Design Report

## Publishing Pre-Publishing



### Publishing your Report

Once a report is completed it is best practice to run through a pre-publish checklist

- Check the project name
- Check the page names
- Check the header icons (for every visual)
- Navigation - hide the pages you do not want in your navigation detail pages & tooltips
- Filters pane (on/off)

#### Note:

This list is not exhaustive, but a guidance on the key points to check before publishing



# Design Report

## Publishing

### Hiding Filter pane and Pages

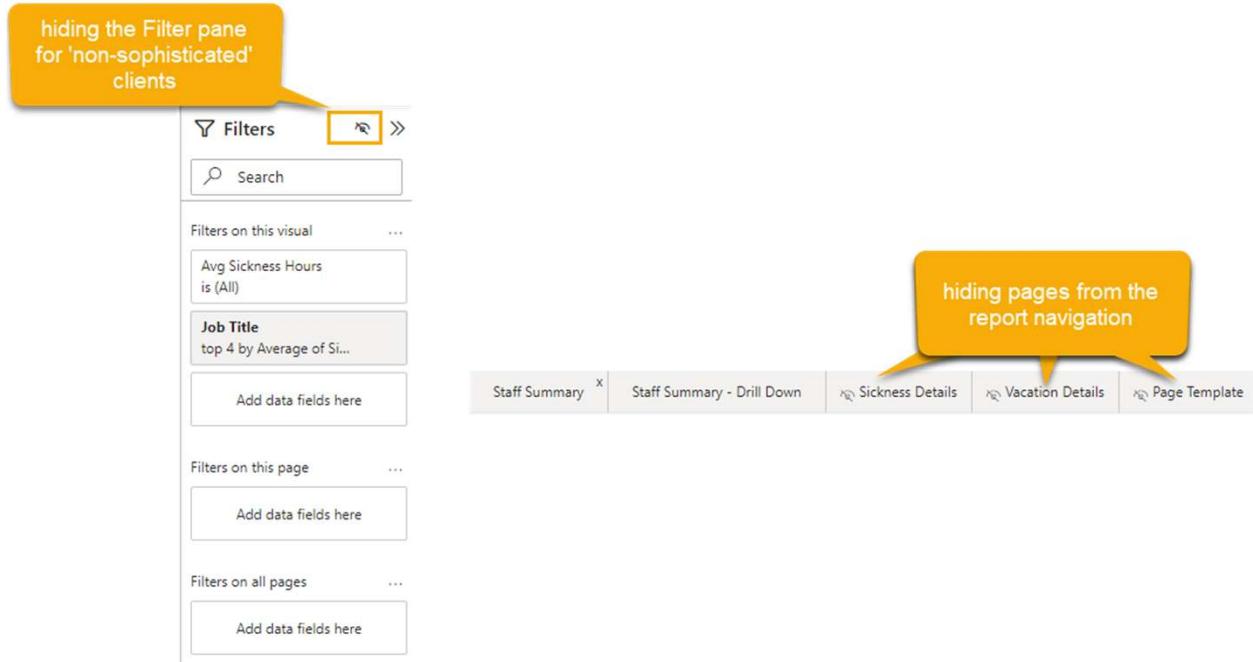
Note:

Hide the **Filter pane** if you believe that your clients may not understand how to use this effectively

Choose **pages you wish to hide** from the auto-report navigation

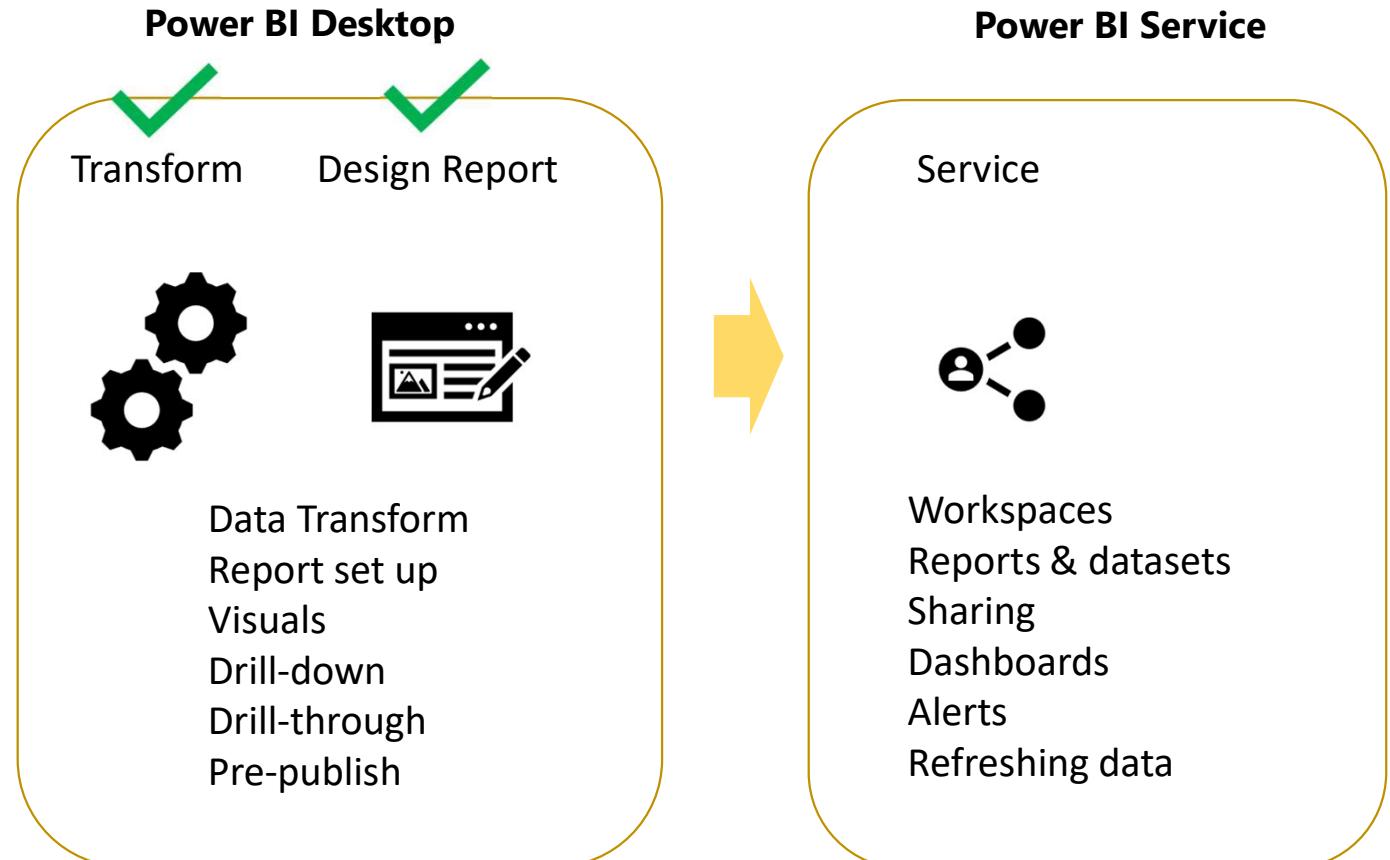
#### Hiding Filter pane and Pages

Choose elements to hide from your clients



The screenshot shows the Power BI report settings interface. On the left, there's a 'Filters' pane with sections for 'Filters on this visual', 'Filters on this page', and 'Filters on all pages', each with an 'Add data fields here' button. On the right, the 'Report Navigation' ribbon is visible, showing tabs for 'Staff Summary', 'Staff Summary - Drill Down', 'Sickness Details', 'Vacation Details', and 'Page Template'. A yellow callout bubble points to the 'Filters' pane with the text 'hiding the Filter pane for "non-sophisticated" clients'. Another yellow callout bubble points to the ribbon with the text 'hiding pages from the report navigation'.

Power BI  
Report Design  
Completed



# Licenses Types and Costs

POWER BI LICENCE	FREE	PRO	PREMIUM
Cost	Free	£8.20/u/m	> £16.20/m/Licensed by Capacity £4,106 unlimited
Data Capacity Limit	10GB	10GB	100TB (102,400GB)
Maximum size of a DataModel	1GB	1GB	10GB
Create and View Dashboards & Reports	Y	Y	Y
Share Dashboards & reports with other BI Users	N	Y	Y
Power BI Desktop	Y	Y	Y
Access via mobile Devices	Y	Y	
Publish to Web	Y	Y	Y
Export to PowerPoint/CSV	N	Y	
Publish to Sharepoint	N	Y	
Data Scheduled Refresh	8 per day	8 Per Day	48 Per Day
Minimum Time Between Refreshes	30min	30min	1min
Live Data Sources	N	Y	

Power BI Pro	Power BI Premium
Per user	Per user
<b>£8.20</b>	<b>£16.40</b>
Per user/month	Per user/month <sup>2</sup>
<p>License individual users with modern, self-service analytics to visualise data with live dashboards and reports, and share insights across your organisation.</p> <ul style="list-style-type: none"> <li>• Power BI Pro is included in <a href="#">Microsoft 365 E5</a>.</li> <li>• Available to buy now with a credit card.<sup>1</sup></li> </ul>	<p>License individual users to accelerate access to insights with advanced AI, unlock self-service data prep for big data, and simplify data management and access at enterprise scale.</p> <ul style="list-style-type: none"> <li>• Includes all the <a href="#">features</a> available with Power BI Pro.</li> <li>• Available to buy now with a credit card.<sup>1</sup></li> </ul>
	from <b>£4,105.60</b>
	Per capacity/month
	<p>License your organisation with capacity to accelerate access to insights with advanced AI, unlock self-service data prep for big data, and simplify data management and access at enterprise scale—without per-user licences for content consumers.</p> <ul style="list-style-type: none"> <li>• Requires a Power BI Pro licence for publishing content into Power BI Premium capacity.</li> <li>• Enable <a href="#">autoscale</a> with your Azure subscription to automatically scale Power BI Premium capacity.</li> </ul>

# Publishing Workspaces

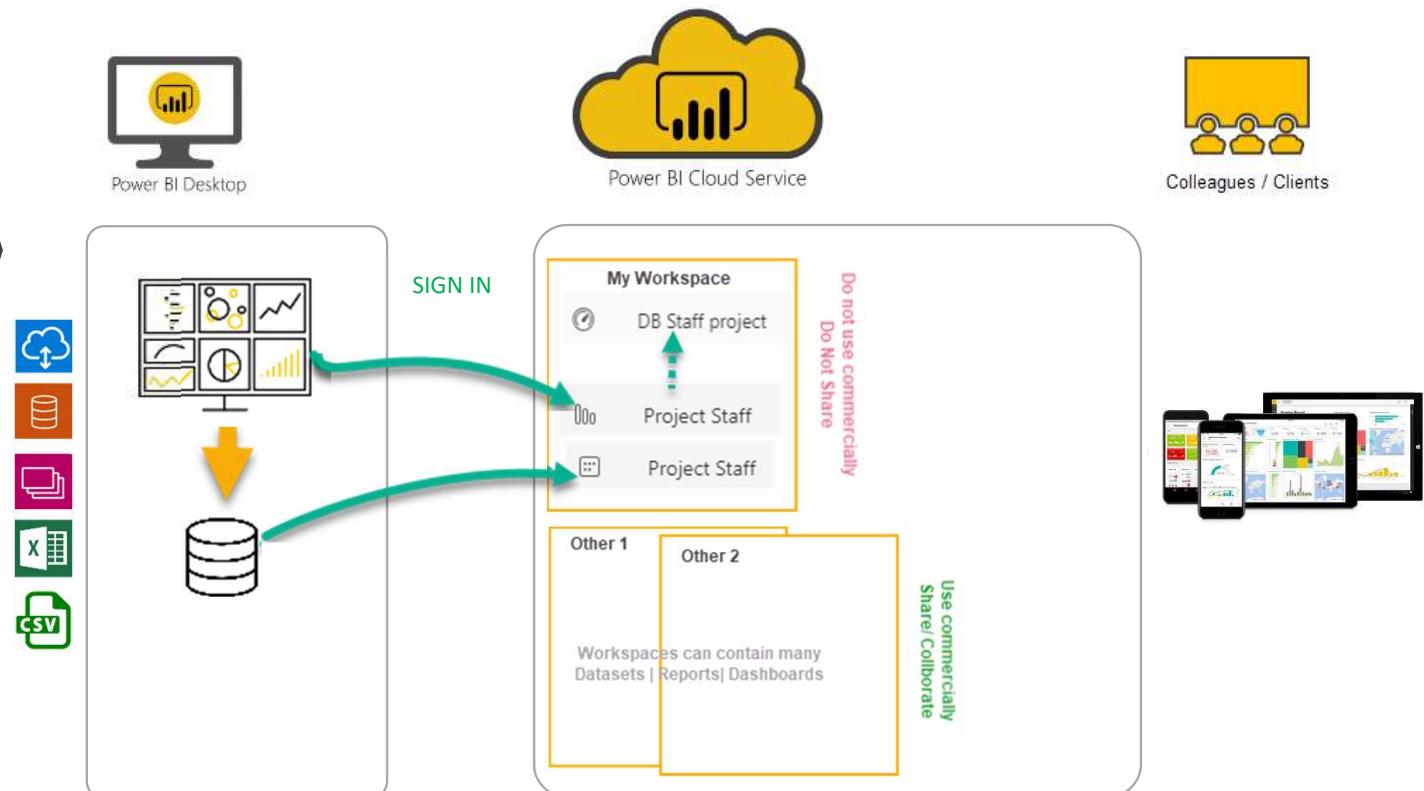


## What are Workspaces?

Workspaces are places to collaborate with colleagues on specific content.

Every licence Free | Pro | Premium will be provided with '**My Workspace**' use for personal (non-commercial use)

Pro | Premium will enable you to create additional workspaces as needed for sharing/collaboration



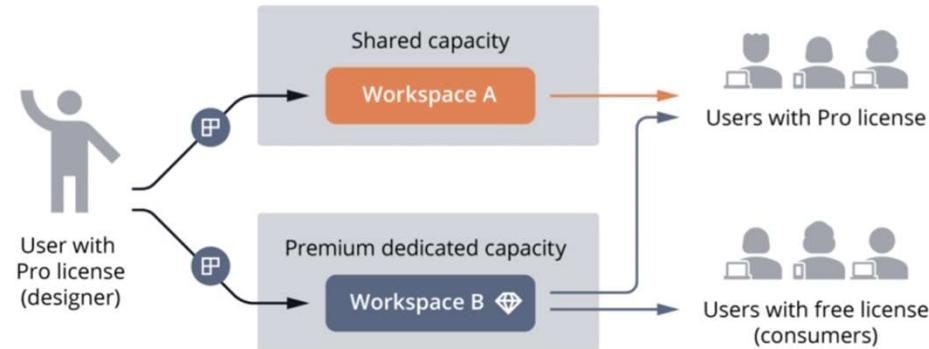
# Licenses Clients

## Do clients need licences?

Clients *may* require licences subject to how the report /dashboard is shared and also subject to your licence;

**Pro & Premium PU** (user will need pro licences)

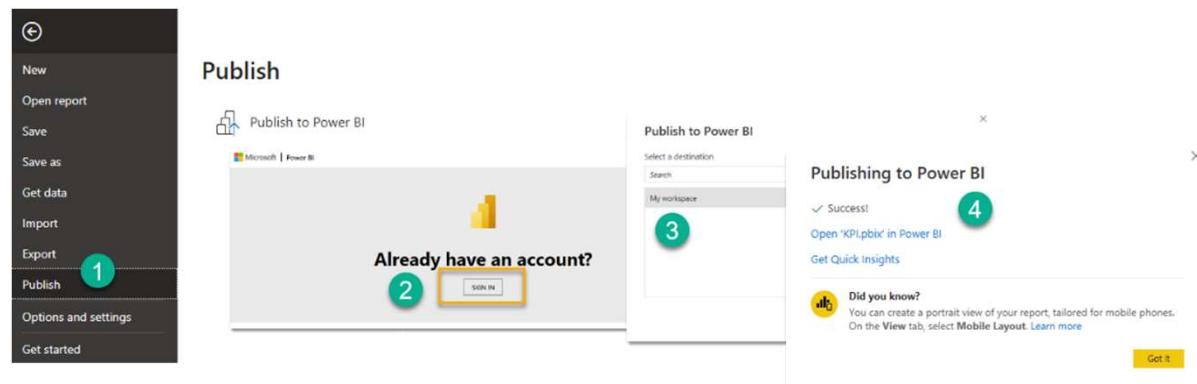
**Premium Capacity** (users will not need licences – just to sign-in)



# Publishing Report & Dataset

## Publish

1. File > Publish
2. Sign-in to your Power BI service account & choose **Publish > My Workspace**
3. if you are using the Free Power BI account then you only have ONE workspace 'My Workspace' (Premium or Pro gives you many workspaces & share)
4. Go to your Power BI Service - See **Reports (not dashboard)**



# Power BI Service Workspace

## Workspaces

The screenshot shows the 'My workspace' page in the Power BI Service. The left sidebar includes options like Home, Create, Browse, OneLake data hub, Apps, Metrics, Workspaces, My workspace (which is selected and highlighted in green), Project Staff, and Power BI. The main area is titled 'My workspace' and lists various items:

Name	Type	Owner	Refreshed	Next refresh
Contacts	Dataset	Trainer	27/06/23, 10:26:07	N/A
DB Staff project	Dashboard	Trainer	—	—
D5 Staff	Dashboard	Trainer	—	—
Project Employees and Workshops	Report	Trainer	14/07/23, 16:00:58	—
Project Employees and Workshops	Dataset	Trainer	14/07/23, 16:00:58	N/A
Project Finance	Report	Trainer	14/07/23, 18:15:57	—
Project Finance	Dataset	Trainer	14/07/23, 18:15:57	N/A
Project Staff	Report	Trainer	18/07/23, 09:12:14	—
Project Staff	Dataset	Trainer	18/07/23, 09:12:14	N/A

A yellow callout bubble points to the 'List & Lineage View' button in the top right corner. Two black circles with numbers 1 and 2 are overlaid on the screenshot: circle 1 points to the 'DB Staff project' dashboard, and circle 2 points to the 'Project Staff' report.

# Power BI Service Report

## Report Options

Each client / user will have certain report option for them to use

The screenshot shows a Power BI Service report titled "Staff Summary". The report includes a table of staff data and two bar charts comparing vacation and sickness hours by gender and marital status.

**Table Data:**

Job Title	Num	Total Sickness Hrs	Avg Sickness Hrs	Total Vacation Hrs	Avg Sickness Hrs
Accountant	2	98	49.00	117	58.50
Accounts Manager	1	48	48.00	57	57.00
Application Specialist	4	224	56.00	290	72.50
Chief Executive Officer	1	69	69.00	99	99.00
Chief Financial Officer	1	20	20.00	0	0.00
Database Administrator	2	106	53.00	133	66.50
Design Engineer	3	67	22.33	15	5.00
Engineering Manager	1	21	21.00	2	2.00
European Sales Manager	1	30	30.00	21	21.00
Facilities Manager	1	63	63.00	86	86.00
Finance Manager	1	47	47.00	55	55.00
Human Resources Manager	1	47	47.00	54	54.00
Information Services Manager	1	52	52.00	65	65.00
Maintenance Supervisor	1	66	66.00	92	92.00
Marketing Manager	1	40	40.00	40	40.00
Network Manager	1	54	54.00	68	68.00
North American Sales Manager	1	27	27.00	14	14.00
Pacific Sales Manager	1	30	30.00	20	20.00
Production Control Manager	1	41	41.00	43	43.00
Purchasing Manager	1	44	44.00	49	49.00
Quality Assurance Manager	1	60	60.00	80	80.00
Quality Assurance Supervisor	1	60	60.00	81	81.00
	52	2207	42.44	2288	44.00

**Bar Charts:**

- Vacation Avg Hrs:** Compares average vacation hours between Male and Female genders. The chart shows that males have approximately 42 average vacation hours, while females have approximately 41.
- Sickness Avg Hrs:** Compares average sickness hours between Married and Single marital statuses. Both groups show approximately 40 average sickness hours.

The report interface includes a "Report Navigation" pane on the left, various report options like "Personal & Report Bookmarks", "Refresh Visuals", and "Comments" at the top right, and a "Cityrise" logo in the bottom right corner.

# Power BI Service Edit

## Report Edit

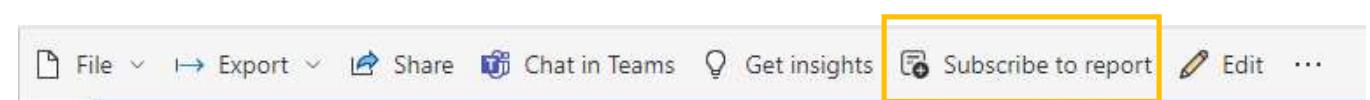
You can continue to edit your report (like Power BI Desktop)

The screenshot shows the 'Report Edit' interface in the Power BI Service. At the top, there's a ribbon with 'File', 'Export', 'Share', 'Chat in Teams', 'Get insights', 'Subscribe to report', 'Edit' (which is highlighted with a yellow box), and three dots. Below the ribbon, there are three main sections: 'Filters' (with 'Search' and 'Add data fields here' buttons), 'Visualizations' (with a grid of visualization icons like charts and maps), and 'Data' (with 'Search' and 'Staff' buttons). The 'Edit' button in the ribbon is specifically highlighted with a yellow box.

# Power BI Service Subscribe

## Subscribe to a Report

You can continue subscribe clients/colleagues to receive scheduled screens of the report pages by email

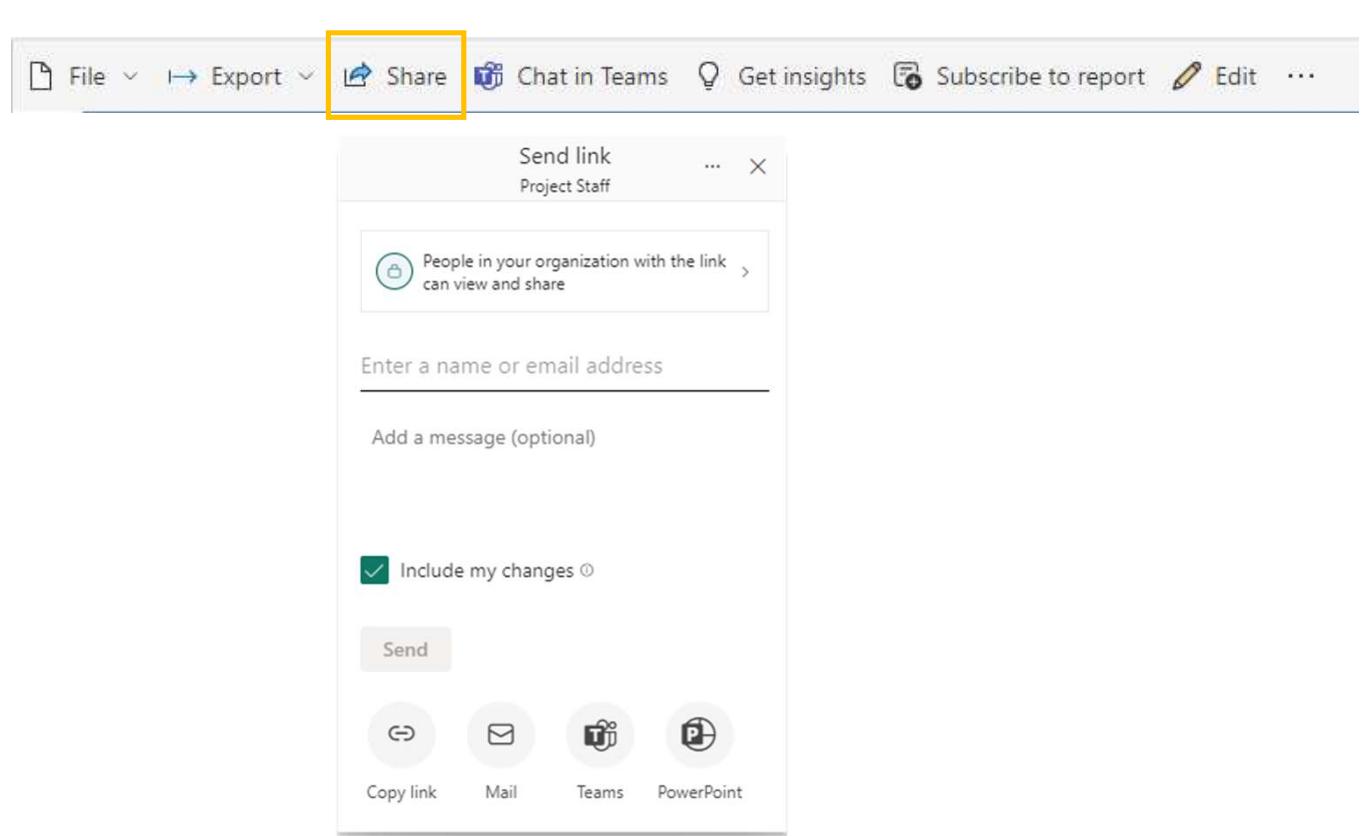


The screenshot shows the Power BI service interface. At the top, there is a navigation bar with icons for File, Export, Share, Chat in Teams, Get insights, and Subscribe to report. The 'Subscribe to report' button is highlighted with a yellow box. Below the navigation bar, there is a message: "Keep track of your data by subscribing to this report." A "Manage all" link is provided. On the left, there is a list titled "Subscriptions" with a single item: "Staff Summary". This item has an "Unsaved changes" indicator, a "Subscription name" field set to "Staff Summary", a "Recipients" field containing "Trainer", and a "Attach full report" toggle switch. Under "Scheduled date and time", there are fields for "Start date" (7/18/2023) and "End date" (M/d/yyyy), a "Repeat" dropdown set to "Daily", a "Scheduled time" dropdown for hours (2, 15, PM), and a "Time zone" dropdown set to "(UTC) Dublin, Edinburgh, Lisbon, London". A note at the bottom states: "Emails will be sent daily at 02:15 PM GMT Standard Time starting Tuesday, July 18." There are "Save" and "New subscription" buttons at the bottom.

# Power BI Service Sharing

## Share your Report

You can obtain and pass on the sharing URL for your report by Copy link |Email | Teams | PowerPoint

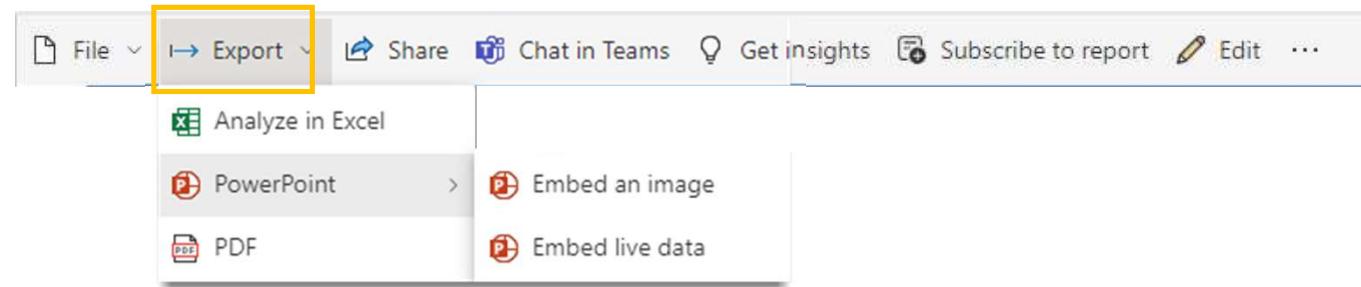


# Power BI Service Exporting

## Exporting your Report

You can obtain export your report as:

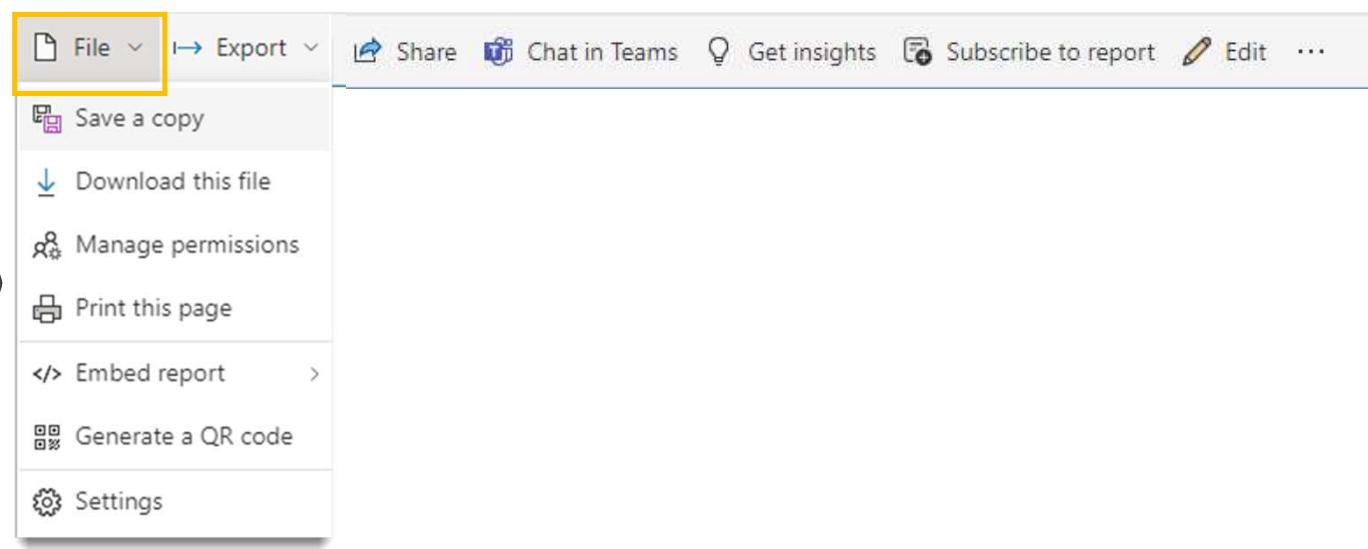
- **Excel** Power Pivot data set
- Embed static or live report in **PowerPoint**
- **PDF** pages



# Power BI Service File Options

## File Options

You can **Manage** | **Embed** | **Download** | **Save** your Power BI report in a number of useful additional ways

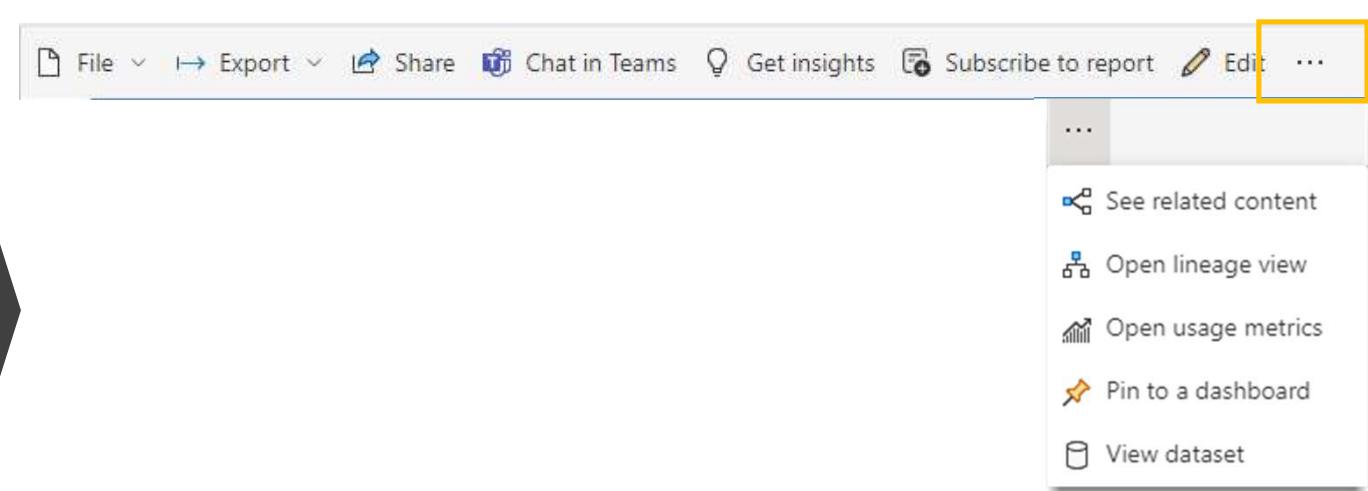


# Power BI Service

## More ...

### More Options

You can manage additional report features also.



# Power BI Service Data Refresh

## Managing Data Refreshes

To refresh your report data you will need to refresh the underlying **dataset**

The screenshot shows the Power BI Service interface with a dark grey header bar. Below it, a dark grey sidebar contains the title "Power BI Service Data Refresh". The main content area has a white background.

**1** On the left, there's a list titled "Project Staff" with a "More options" button. A yellow circle highlights this button.

**2** A context menu is open from the "More options" button. It includes options like "Analyze in Excel", "Create report", "Auto-create report", "Create paginated report", "Delete", "Get quick insights", "Security", "Rename", "Open data model", "Settings" (which is highlighted with a yellow box), "Download this file", "Manage permissions", and "View lineage". A yellow arrow points from the "More options" button to the "Settings" option.

**3** The "Settings" option leads to a detailed configuration page for the dataset. This page is enclosed in a large yellow box.

**Refresh history**  
Dataset description  
Describe the contents of this dataset.  
500 characters left

Apply Discard

Gateway connections  
Data source credentials  
Parameters

**Refresh**  
Configure a refresh schedule  
Define a data refresh schedule to import data from the data source into the dataset. [Learn more](#)  
Off

Refresh frequency  
Daily

Time zone  
(UTC) Dublin, Edinburgh, Lisbon, Lon

Time  
[Add another time](#)

Send refresh failure notifications to  
 Dataset owner  
 These contacts:

**Workshops List View**

# Power BI Service Dashboards

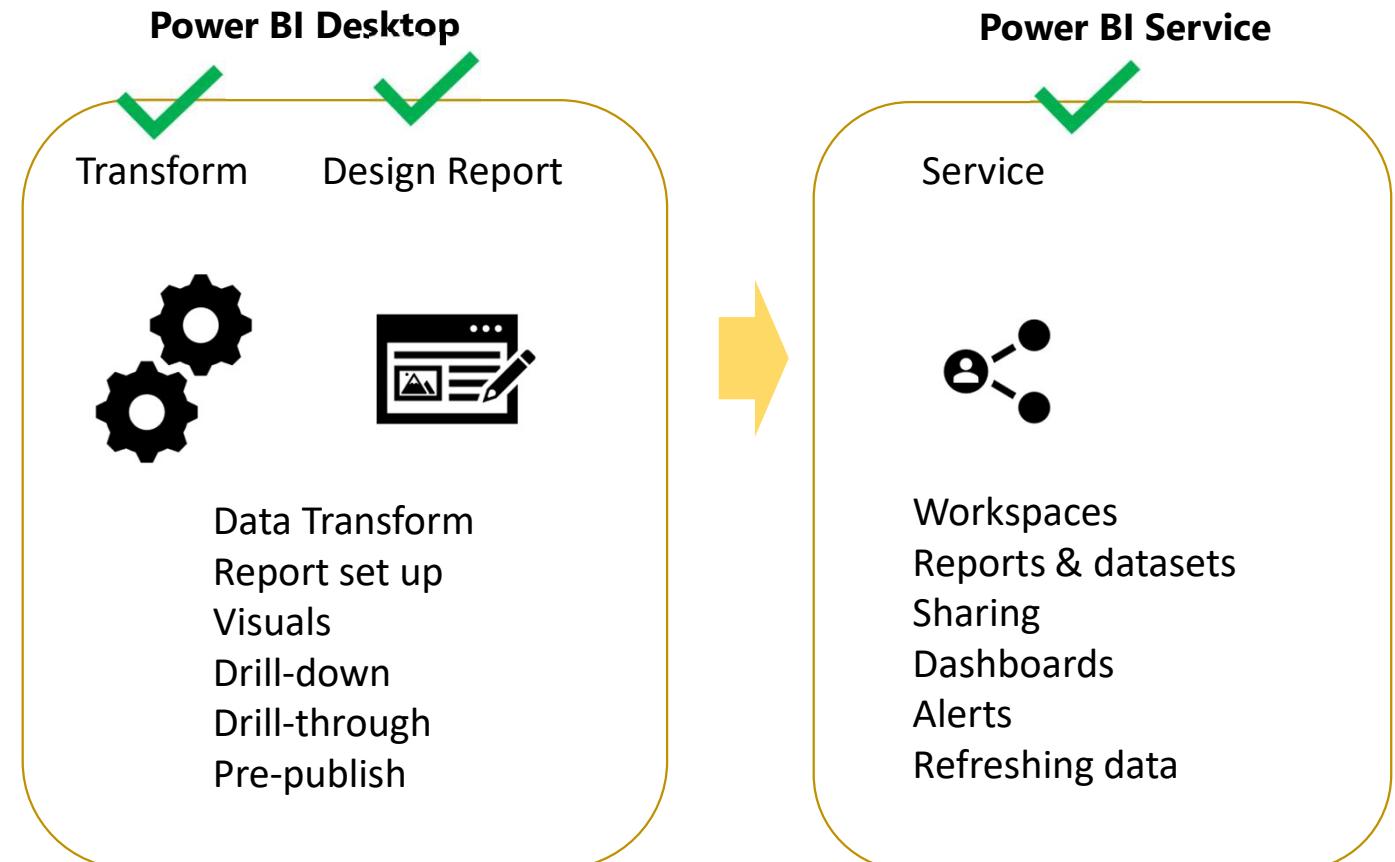
## Dashboards

A dashboard can be created from Report Visuals or from scratch

Dashboards can share visuals from **more than one report**

The screenshot shows the Power BI Service interface with a dark theme. A modal window titled "Add a tile" is open, showing options like "Web content", "Image", and "Text box". Another modal window titled "Dashboard theme" is also open, showing theme options: Light, Dark, Color-blind friendly, and Custom. The main dashboard area displays several visualizations including four large cards at the top with data: "Total Vacation Hours" (15K), "Total Sickness Hours" (13K), "Num of Contractors" (238), and "Num of Employees" (290). Below these are four bar charts: "Average of VacationHours BY JOB TITLE", "Average of SickLeaveHours BY JOB TITLE", "VacationHours BY GENDER", and "Average of Age BY GENDER". At the bottom are two donut charts: "Vacation Hours 1996-1999 BY GENDER" and "Vacation Hours Hire Years 2000 onwards BY GENDER". The overall layout is clean and organized, typical of a business intelligence dashboard.

Power BI  
Completed





END