

## PAGINATED REPORT

Creating a paginated report in Power BI involves designing a report layout that is optimized for printing or generating PDF files. Paginated reports are typically used for pixel-perfect printing and formatting requirements

**Power BI Report:** Create a Power BI Desktop report with the data you want to include in your paginated report.

**Paginated Report Builder:** Download and install Paginated Report Builder from the Microsoft website. This tool is used to design paginated reports.

### Steps to Generate a Paginated Report:

#### Connect Paginated Report Builder to Power BI Dataset:

Open Paginated Report Builder.

Click on File > New > Report Data Source.

Choose Microsoft Power BI as the data source type.

Enter your Power BI Service URL and credentials.

Select the dataset you want to use for the paginated report.

#### Design the Paginated Report:

After connecting to your dataset, you can design your report using the drag-and-drop interface.

Add tables, matrices, charts, and other elements as needed.

Customize the layout, formatting, and styles to match your requirements.

#### Add Pagination:

Paginated reports are designed to handle large amounts of data. To add pagination, you can use the Table or Matrix report items.

Right-click on the table or matrix, and select Tablix Properties.

In the Tablix Properties dialog, go to the Pagination tab.

Check the option "Add a page break after" and choose the field based on which you want to paginate your report.

**Preview and Test:**

Click on Run to preview your paginated report.

Make sure the pagination is working as expected and adjust your report design if necessary.

**Save and Publish:**

Once you are satisfied with your paginated report, save it.

To publish the report to the Power BI service, click on File > Save As, and choose the location where you want to save the report.

Publish the report to the Power BI service or to a Power BI Report Server, depending on your organization's setup.

**Schedule and Share (For Power BI Service):**

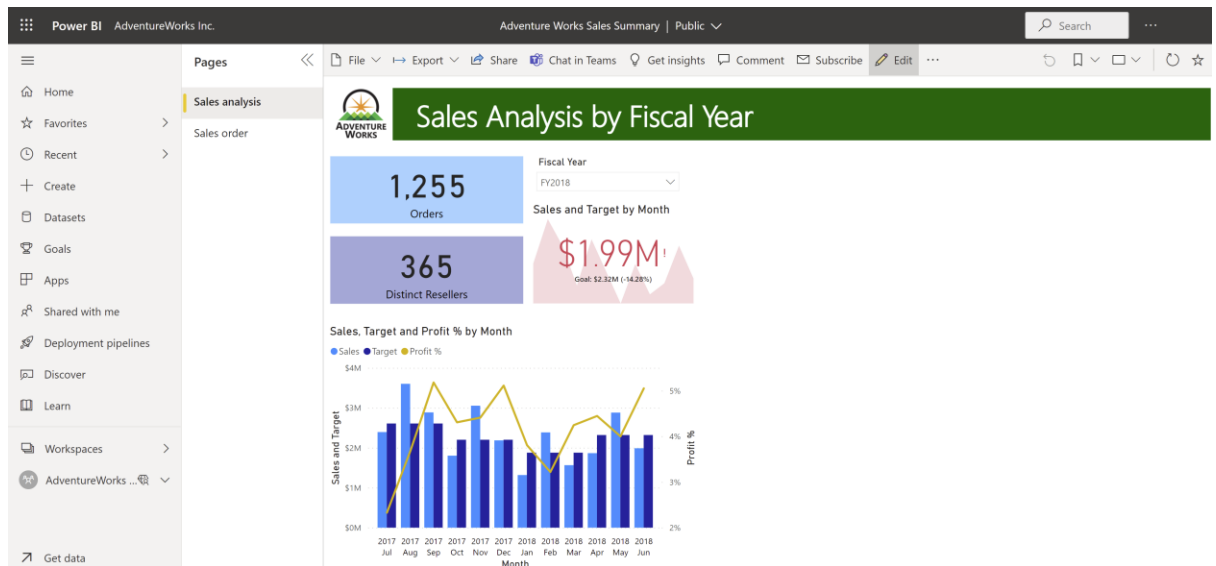
In the Power BI service, you can schedule the paginated report to refresh at specific intervals.

Share the report with the intended audience and configure the necessary permissions.

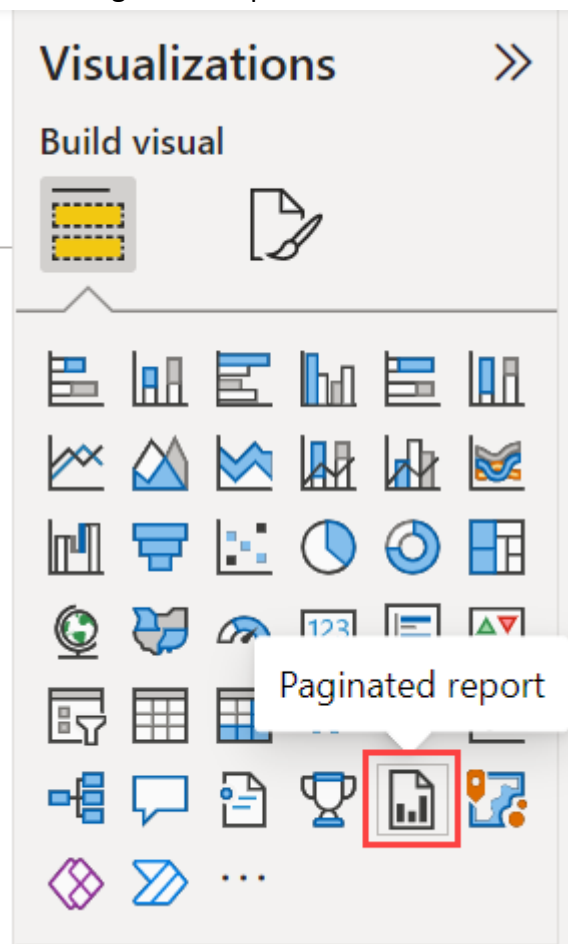
**Remember that paginated reports in Power BI are more rigid and structured compared to interactive reports, and they are generally used for specific use cases where precise formatting and printing are required.**

**Create a paginated report visual**

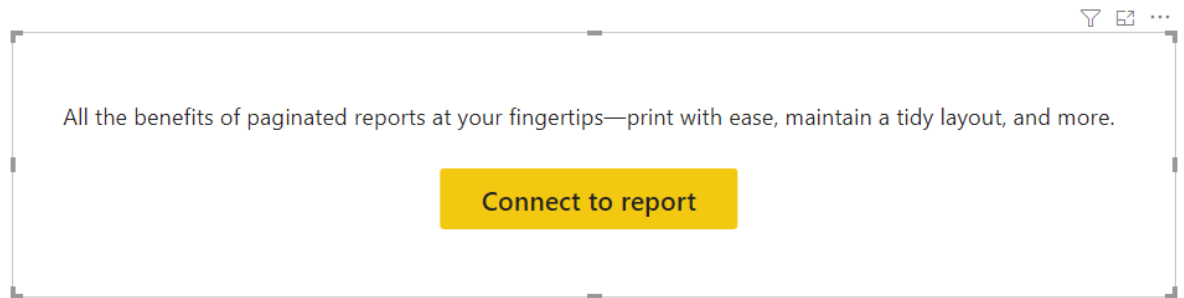
- Open your Power BI report in Power BI Desktop or in the Power BI service. If in the Power BI service, select Edit.



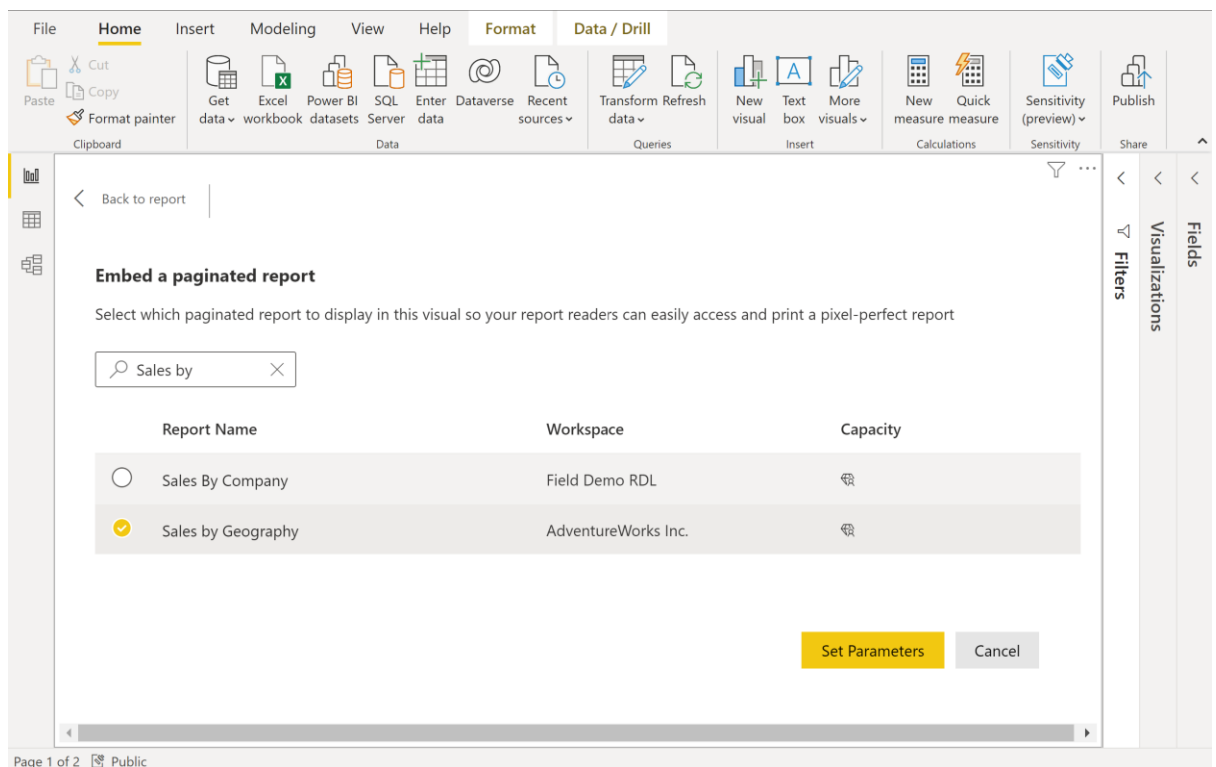
- Select Paginated Report from the Visualizations pane.



- Select Connect to report.



- Search for and select an existing paginated report saved to the Power BI service.
- Select Set Parameters.



- You have two options for mapping paginated report parameters:
- You can bind the paginated report parameter to Power BI fields:
- Drag your Power BI field into the Parameters field in the Visualizations pane.
- Select this field from the dropdown menu. Select See report.

[Back to report](#)

**Map parameters**

Select the fields in the data model that match the parameters in this paginated report so you can apply filters and cross-highlighting from other report visuals to the paginated report visual. Not seeing the right fields? Add them from the Fields list to the Parameters bucket in the Visualizations pane.

**Sales by Geography** [Select a different report](#)

Parameter	Use default	Power BI field	Value
DateFiscalYear	<input type="radio"/> Off	<span>(b)</span> Date.Fiscal Year	FY2019

(a)

[See report](#) [Close](#)

**Visualizations**

**Fields**

Search

> Sales

> Target

> Date

> Date

> Day

> Fiscal

> Fiscal Quarter

> Fiscal Year

> Month

> Product

> Reseller

> Sales Order

> Salesperson

> Ship Date

**Parameters**

Fiscal Year

**Drill through**

Cross-report

Off

Keep all filters

On

Add drill-through fields here

- Or choose to use the default parameter for the paginated report, if the report author specified any.

[Back to report](#)

**Map parameters**

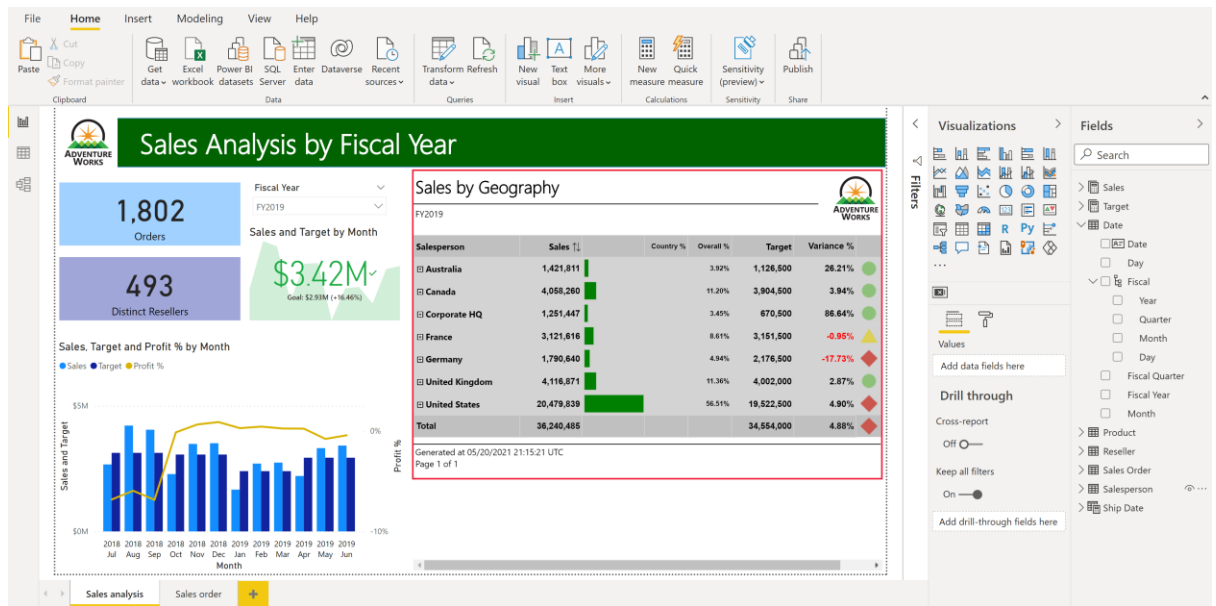
Select the fields in the data model that match the parameters in this paginated report so you can apply filters and cross-highlighting from other report visuals to the paginated report visual. Not seeing the right fields? Add them from the Fields list to the Parameters bucket in the Visualizations pane.

**Sales by Geography** [Select a different report](#)

Parameter	Use default	Power BI field	Value
DateFiscalYear	<input checked="" type="radio"/> On	Select related field	Default value of the parameter. <a href="#">Learn More.</a>

[See report](#) [Close](#)

- Now your paginated report will render within your Power BI report.



- If making edits in the Power BI service, select Save to save your changes. If making edits in Power BI Desktop, select Publish, then choose a workspace in a Premium capacity to publish your Power BI report to the Power BI service.

## Publish to Power BI

Select a destination

Adventureworks inc

AdventureWorks Inc.

Select

Cancel