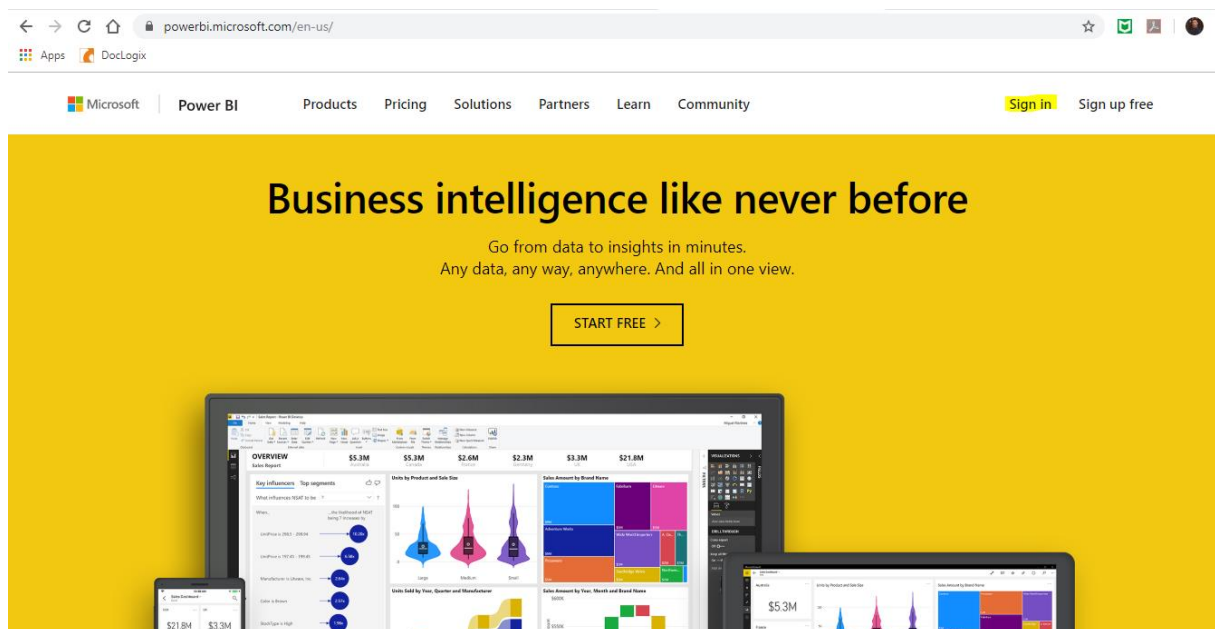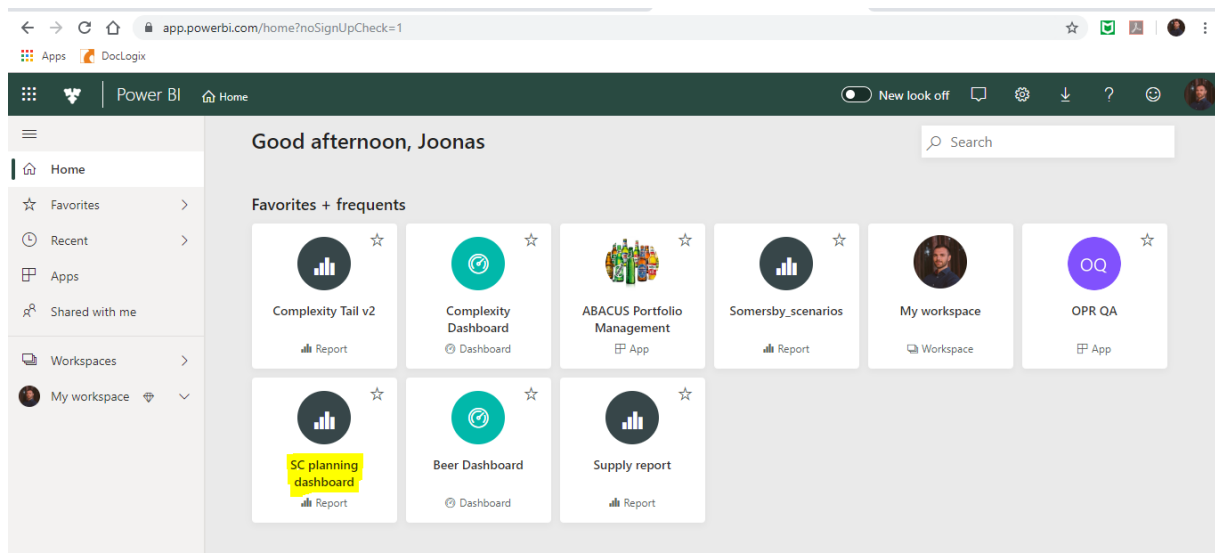# User Guide

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After the dashboard has been published from Power BI software it is accessible through the web application or through the mobile application.

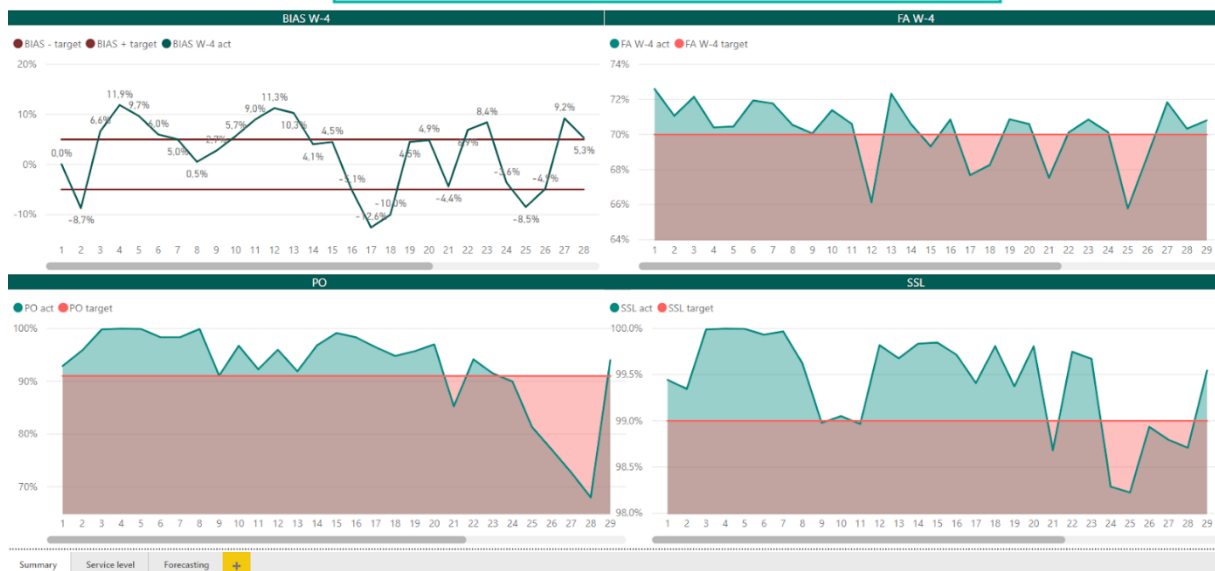As first step navigate to powerbi.mirosoft.com and log in using your Live account.

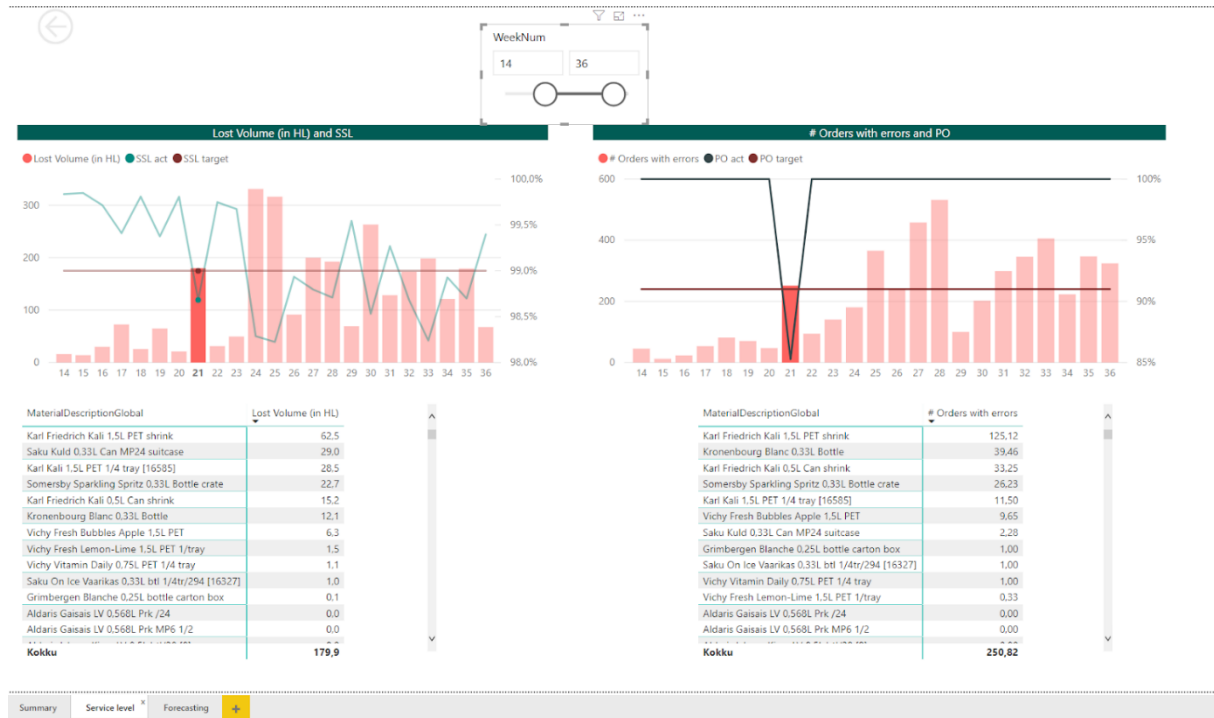After logging in selected your dashboard from the list.

When selecting the dashboard, dashboard will open with default summary sheet open by default. On this sheet you can overview of the main KPI-s. KPI-s are shown as weekly values. Graphs display BIAS, FA, PO and SSL KPI-s. Over the graphs it is possible to view the summarized KPI values by month and YTD.

After selecting the summary level sheet, you can compare the lost volumes against orders with errors. It is possible to select specific week and have a comparison. Also selecting the week drills down through the data set and shows exact values by product. If needed filter can be used to narrow down the week range.

When selecting the forecasting sheet, you can compare weekly forecast vs the sales and monthly forecast vs the sales. It is possible to select specific week and have a drilldown by products. It is also possible to see the deviation.