

Lab 2: Bookmarks, Buttons and Navigation

Part 1: Create bookmarks

Open the Bookmarks pane in Power BI.

- Clear any filters applied in the treemap and then return to the **Over Budget** page.
- Add a bookmark and name it "Overview".

Drill through to the **Department Breakdown** page, showing the "Public Safety CIP" department.

- Add a card to the top of the report page which shows the department name.
- Disable the category label and resize the "Actual Amount by Date" line chart to fit the new card.

Add a new bookmark and name it "Public Safety CIP".

On Tuesday, August 28, 2018, public safety had its largest single-day capital improvement project expense, at \$2,385,420. To which division did they assign this expenditure?

- ☐ EMS
- ☐ 800 MHZ Radio Communications
- ☐ Computer Aided Dispatch

Part 2: Storytelling with bookmarks

Navigate back to the **Over Budget** page and then drill into the "Fire and Rescue CIP" department.

Add a new bookmark and rename it to "Fire and Rescue CIP".

Drill down into the "Fire Apparatus" division on the treemap and then add a bookmark entitled "Fire Apparatus".

- Select the "Overview" bookmark to navigate back to its page. Select the `County Capital Improvement Fund` name from the "Budgets versus Actuals by Fund" chart.
- Sort the departments table by "Is Over Budget" descending, so that True shows up before False.
- Create a new bookmark entitled "CCI Fund".

Use the *View* button to take a guided tour of capital improvement data, starting with the overview and navigating through the bookmarks you have created.

How many departments exceeded the budgeted amount of County Capital Improvements in FY 2019?

Part 3: Create buttons

If the bookmark view is still open, select the "X" at the right-hand side of the navigation bar to close it. Then, select the *Overview* bookmark to reset all filters and return to the `Over Budget` page.

Insert a new right-arrow button on the far left edge of the canvas, between the card and department table. Narrow the card height as needed to support this button.

- Change the button text to read "Drill".
- Add an action to drill through to the `Department Breakdown` report.

Select the "Environmental Services" department and use the Drill button to drill down to the breakdown. Ensure that you are at the top level of the treemap and that there are no filters on it.

Use the treemap and drill down into the Animal Care, Control, and Adoption Center division.

How much money was spent on the Veterinary Services Program cost center? Format the answer: \$xxx,xxx

Part 4: Bookmarks and button navigation

Return to the **Over Budget** page and add a new bookmark button, placing it to the right of the Drill button.

Set the bookmark's action to navigate to the "Public Safety CIP" bookmark. Set the button's text to read "Public Safety CIP".

- Add another new bookmark button to the right of the Public Safety CIP bookmark.
- Set the button text to read "Fire Apparatus" and have the button's Action navigate to the "Fire Apparatus" bookmark.

Use the bookmark button to navigate to the Public Safety CIP report.

The EMS division saw a refund in the amount of \$148,145 during FY19. On which date they did they receive the refund? Answer in the format YYYY-MM-DD.