**Setting Up a Relative File Path in Power BI Using a BaseFolder Parameter**

By default, Power BI stores **absolute file paths** when importing data (e.g., CSV, Excel). This creates issues when sharing .pbix files between users who have the files in different folders or drives.

To make reports portable, we use a **parameter-based approach** to simulate **relative paths** using a variable like BaseFolder.

**Step 1: Open Power Query Editor**

1. In Power BI Desktop, go to the **Home** tab.
2. Click on **Transform Data** to open the **Power Query Editor**.

**Step 2: Create a New Parameter**

1. In Power Query Editor, go to the top ribbon:  
   **Home > Manage Parameters > New Parameter**
2. In the New Parameter dialog:
   * **Name**: BaseFolder
   * **Type**: Text
   * **Suggested Values**: Any Value
   * **Current Value**:  
     Enter your local base path where the data files are stored.  
     Example:

C:\Users\YourName\Documents\PowerBIProject

1. Click **OK**.

**Step 3: Modify Your Data Query to Use the Parameter**

1. Open the query where you are importing the file (e.g., CSV).
2. Replace the hardcoded file path with a dynamic reference:
3. let
4. Source = Csv.Document(
5. File.Contents(BaseFolder & "\data\salesdata.csv"),
6. [Delimiter = ",", Encoding = 65001]
7. )
8. in

Source

Adjust the subpath (\data\salesdata.csv) based on your folder structure.

1. Click **Close & Apply** to save and load the data.

**Sharing the File with Teammates**

When someone else opens your .pbix file:

1. They should open **Transform Data** → **Manage Parameters**.
2. Update the BaseFolder value to **their own path** where the data files are stored locally.
3. Click **Close & Apply** to refresh the data.

**Optional: Use a Power BI Template (.pbit)**

To prompt users to enter a path when they open the file:

1. Go to **File > Export > Power BI template**
2. Save it as a .pbit file.
3. When opened, users will be asked to provide a value for BaseFolder before the data loads.

**📝 Notes**

* This method works well for **CSV, Excel, JSON** and other local file-based data sources.
* It **does not work** with live connections or certain direct query sources.
* Make sure all teammates have the same **relative structure** inside their BaseFolder.