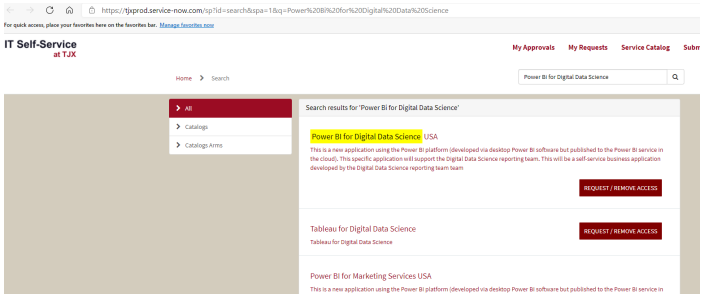
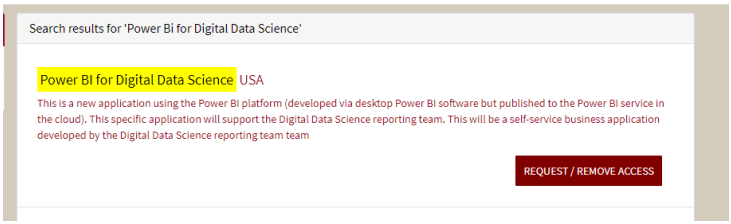
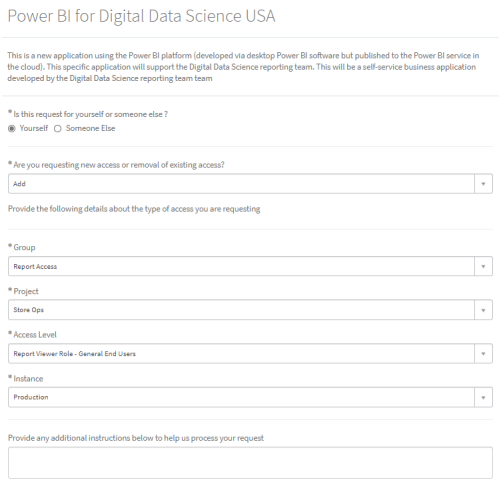
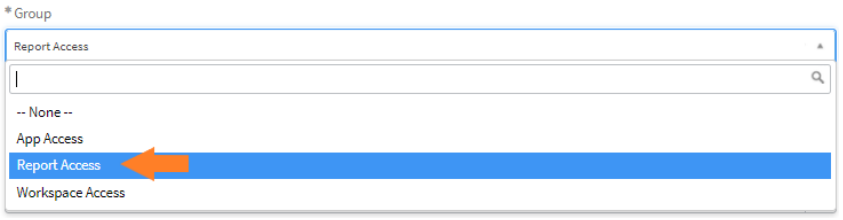
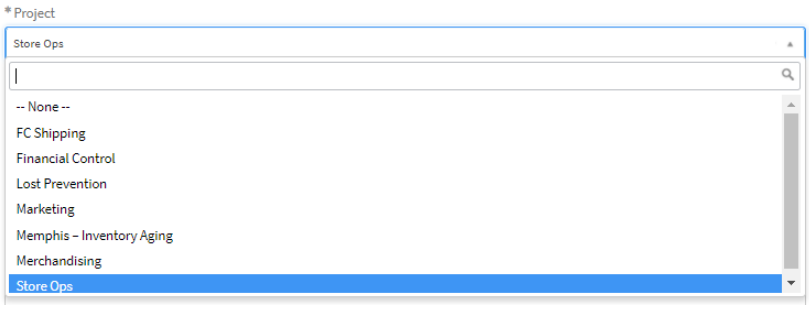
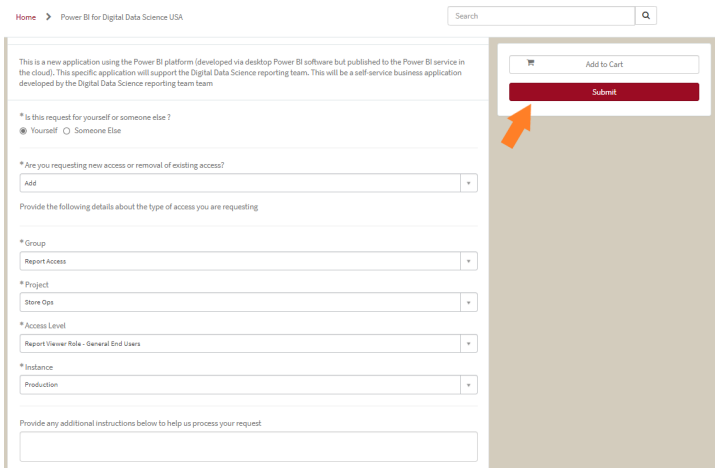
Power BI for Markdown Capture Rate Dashboard – ARMS Request Process Instructions:

Store Leaders: Please follow the steps detailed below to request access to the Markdown Capture Rate Dashboard on Power BI. Requests can be done for yourself or you can request access for others.

Step	Procedure	Screen shot
1	Launch your browser, go to Service-Now and search for “Power BI for Digital Data Science”	
2	From the list click on “REQUEST/REMOVE ACCESS” button for the Power BI Digital Data Science USA	
3	ARMS form will be displayed – you will need to fill out the form Please see the following steps for more detail	
4	In the **Are you requesting new access…** Select either “Add” – for adding new users “Remove” to remove access for someone (who has left the company or changed responsibilities and no longer needs access)	

Step	Procedure	Screen shot
5	**Group:** Select “Report”	
6	**Project:** Select your AD Group.	
7	**Access Level:** Is auto populated, no action is needed here.	
8	**Instance:** Is auto populated, no action is needed here.	
9	**Additional Info:** Free form text box, please provide any additional info as needed which will assist in the completion of your request	
0	Once you have submitted all the needed access request information, click on the Submit button