* Create standalone document library to house ALL Power BI files.
  + Document library uses metadata columns, not folders, to categorize/stratify reports
  + Enable version control, 500 minor versions
  + Require check out on library
* To update a report:
  + Report Author checks out file from web interface.
    - Graphical user interface

      Description automatically generated with medium confidence,
  + Report Author Downloads file.
    - Graphical user interface, text, application

      Description automatically generated
  + Report Author makes changes to file downloaded to computer, then reuploads to Authoritative PBIX folder.
    - Graphical user interface, text, application, email

      Description automatically generated
  + Report Author Selects replace from the dialog that opens:
    - Graphical user interface

      Description automatically generated
  + Report Author Checks in File and enters version notes. Report Authors will select Minor Versions during Check-In. Major Version changes will occur on a quarterly basis.
    - Graphical user interface

      Description automatically generated with low confidence
    - Graphical user interface, text, application

      Description automatically generated
  + Report Author publishes PBIX file to appropriate Power BI dev workspace.