Azure DevOps and Power BI: Dashboard in a Day

Lab 01 - Create an ADO Analytics View

Student Lab Manual

Conditions and Terms of Use
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Create the Analytics View in the ADO Team Project

Purpose

Show how to create an Analytics view for a team and an entire Team Project for current work items.
This uses the Azure DevOps Team Project where the demo generator is run to populate the work items.

Refer to this document as an example: Create a Power BI report with an Analytics view - Azure DevOps | Microsoft Learn

PreRequisites

Complete Lab_00_prerequisite.

Create Analytics View

1. In the Boards hub, select **Analytics Views**
2. Select **+ New view**
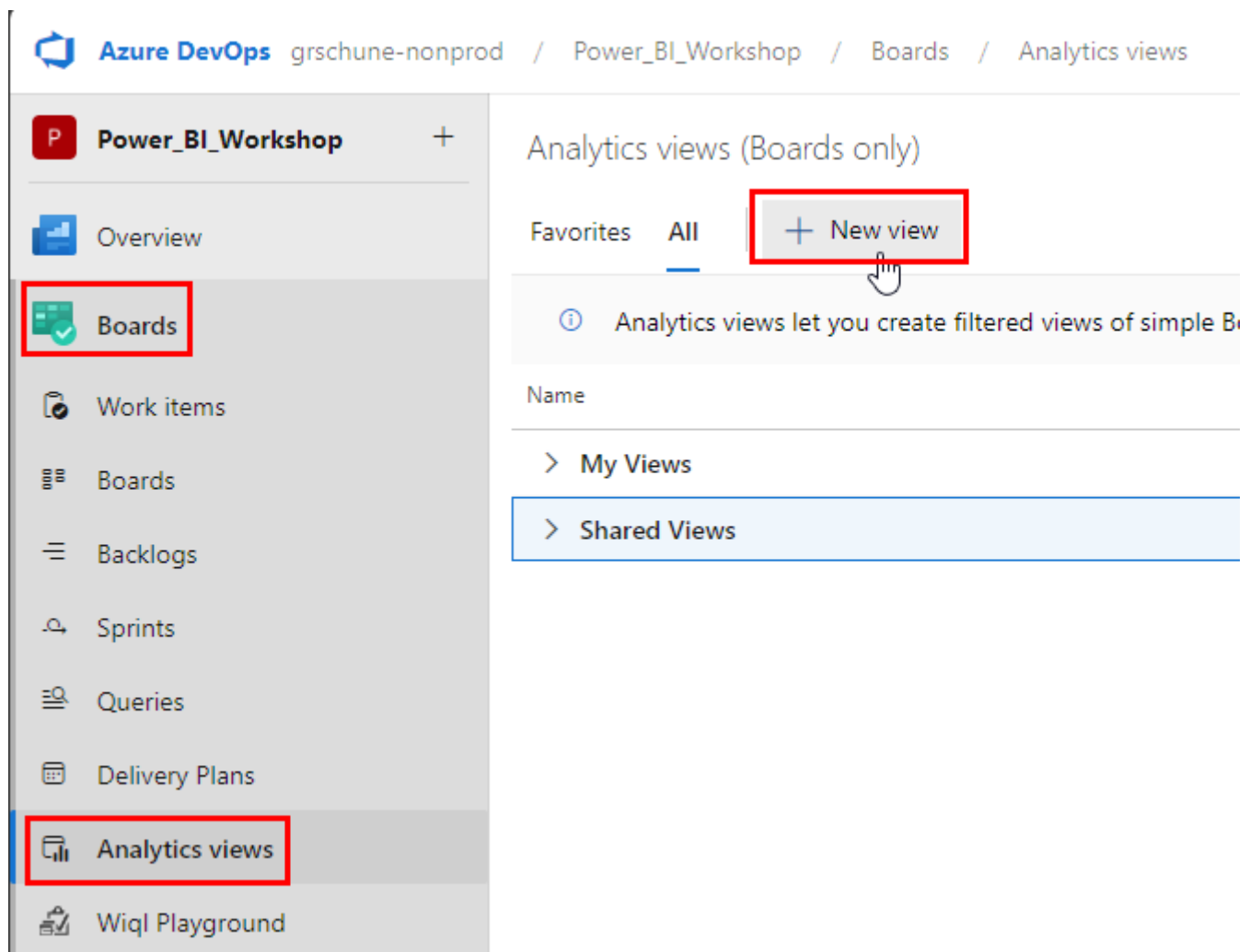
3. In the Name field enter **All-Current-WorkItems**
4. Keep the Private View option under Sharing
5. Select **Continue** to navigate to the **Work Items** tab

New view   ✕

General	Overview
Work items	Need help creating an Analytics view?
Fields	Name *
History	All-Current-WorkItems
Verification	

Description

Enter brief description

Sharing ⓘ

⦿ Private view

You're the only one who can see this view and use it in Power BI.

◯ Shared view

All users on your project can see this view and use it in Power BI.

Continue   Cancel

Work items Settings Tab

1. Keep the option to Filter by Team
2. Under Teams, ensure the **All Teams** option is selected. This brings the work items in for all Teams in the Team Project
3. Under **Backlogs and Work Items** select **User Stories** and **Bugs**
4. Select **Continue** to navigate to the **Fields** tab

New view   ✕

General

Work items

Fields

History

Verification

Teams or area paths

Filter the data that appears in this view by team or area path.

⦿ Filter by team

◯ Filter by area path

Teams

Project	Team
Power_BI_Workshop ⌄	All teams ⌄

＋ Add

Backlogs and work items

Filter the data that appears in this view by backlogs and work items.

Work items

User Story	🗑
Bug ⌄	🗑

＋ Add

Field criteria

Filter the data that appears in this view by field criteria. Only work items that meet all of the conditions will be in the view.

＋ Add

Continue   Cancel

Fields

1. Add the following fields to the Analytics View by clicking **＋ Add** and choosing the field from the dropown:

- Created Date
- Closed Date
- Iteration End Date
- Iteration Start Date
- Project Name
- Priority

2. Select **Continue** to navigate to the **History** tab

New view   ✕

General	Customize the field selection
Work items	Add, update, or remove optional fields in the view.
Fields	
History	Fields
Verification	

Work Item Id

Title

Area Path   🗑

Assigned To   🗑

Iteration Path   🗑

State   🗑

Work Item Type   🗑

Created Date   🗑

Closed Date   🗑

Iteration End Date   🗑

Iteration Start Date   🗑

Project Name   🗑

Priority   ⌄   🗑

➕ Add   🗑 Remove All

Continue   Cancel

History settings

1. Select **Current** only work items
2. Select continue to navigate to the **Verification** tab

New view   ✕

General

Work items

Fields

History

Verification

History ⓘ

Define how far back in time the view should go.

● Current only

☐ Exclude work items that were completed before   12/9/2023 📅

○ Rolling period in days

○ Date range

○ All history

Granularity ⓘ

Set individual rows to show data for a daily, weekly, or monthly period.

◉ Daily

● Weekly

● Monthly

[Continue]   Cancel

3. Select **Save** to close the Analytics View without verifying the view.

New view   ✕
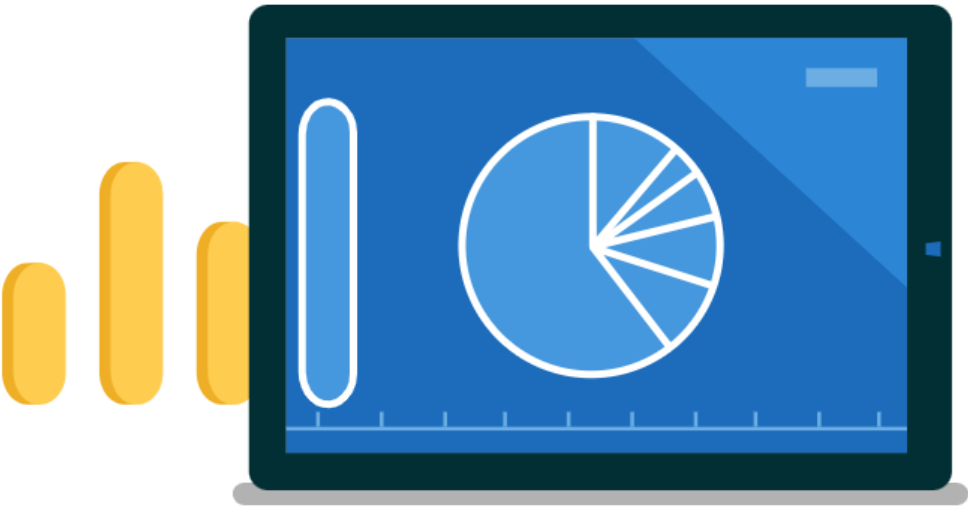
General

Work items

Fields

History

Verification

We recommend that you verify your analytics view. This will
validate your data so that you can use it in Power BI.

Verify view

Save   Cancel

Continue to Lab 02