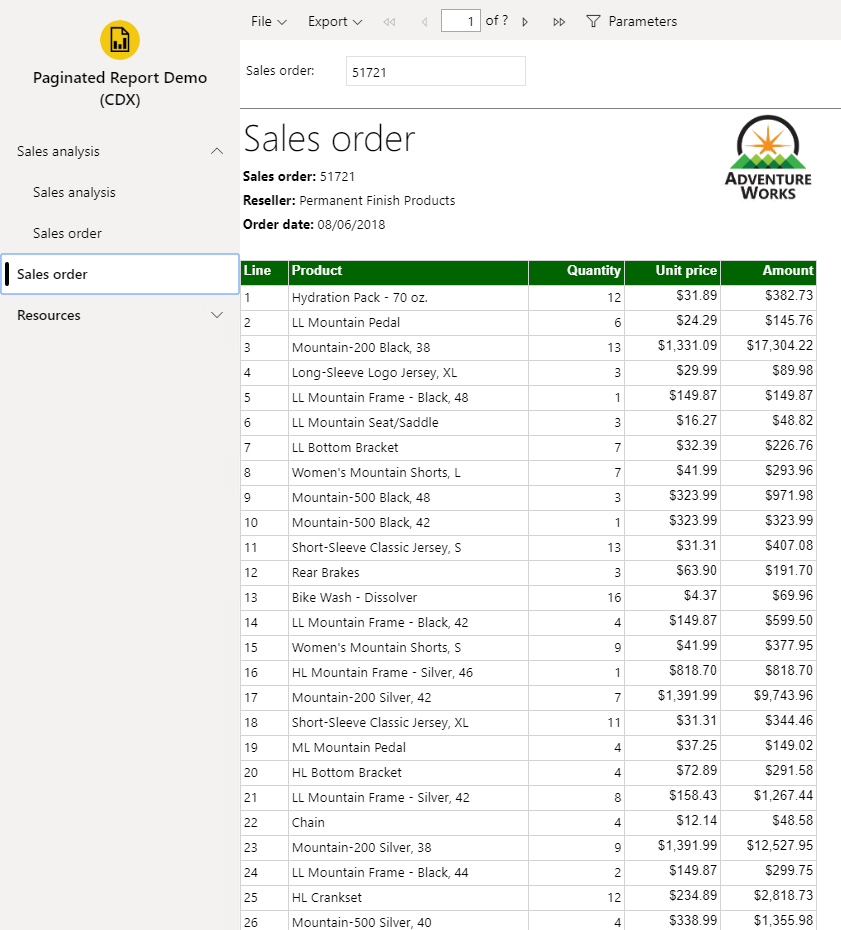


**Paginated Report Demo**

Demo Script





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# About this demo

This demo is designed to introduce Power BI paginated reports, comparing them with Power BI reports.

A published app contains two reports for the Adventure Works company: A Power BI report named **Sales analysis**, and a Power BI paginated report named **Sales order**. The app allows demonstrating each report type, allowing a comparison of functionality and interactive features. It allows emphasizing the importance of paginated reports when you know the report must be printed, or output as a PDF document, or data grid layouts could expand and overflow.

You will present the demonstration as a business user, to open the app, and then open and explore the two different report types.

You can finish the demo by opening relevant Microsoft Docs articles. One article provides information about a free online course about Power BI paginated reports.

# PREREQUISITES

| Prerequisite | Screenshot |
| --- | --- |
| 1. **Prerequisites**: You will need access to the Power BI Champs tenant for this demo. Sign in at <https://powerbi.com/> using the **demouser@powerbichamps.net** account, with password: **PowerBI!** 2. You will also need a PDF reader. 3. Tip: You can speed up rendering the report if you first open them in advance of the demonstration. For Power BI paginated reports, there’s a 10 minute session cache. |  |

# POWER BI DEMO

## PART 1: EXPLORE PAGINATED REPORTS: BUSINESS USER

**Role:** Business user

| Open the app | | |
| --- | --- | --- |
| Narrative | Steps | Screenshot |
| At Adventure Works, an app has been published to allow analyzing sales and producing a sales order report. It has been published and automatically installed for all users in the sales department.  To open the app, business users first thing you do is click on **Apps** in the left pane of your Power BI service. | 1. In the Power BI service, in the **Navigation** pane, click **Apps**. |  |
| To open the app, it’s just a matter of clicking on the app tile. If many apps are available, it’s easy to use a keyword to filter the list of apps.  Note: The app presents a consumption experience. It’s not possible to modify the report definitions. It’s only possible to open and interact with reports, and work with other features like export, subscriptions, comments, and others. | 1. Locate the **Paginated Report Demo** app (if there many apps listed, you can enter a keyword, like **paginated**, in the search box located at the top-right. 2. To open the app, click the tile. |  |

| Explore the app | | |
| --- | --- | --- |
| Narrative | Steps | Screenshot |
| Once opened, the navigation pane of the app (located at the left) presents a list of content, including two reports, and a set of resource links.  The **Sales analysis** report is expanded, revealing two pages named **Sales analysis** and **Sales order**. It’s a Power BI report.  The **Sales order** report is listed next. It’s a Power BI paginated report.  The **Resources** section, when expanded, provides links to related content. | 1. In the navigation pane (located at the left), from inside the **Sales analysis** report, notice that the **Sales analysis** page is selected automatically. |  |

| Explore the Power BI report | | |
| --- | --- | --- |
| Narrative | Steps | Screenshot |
| Business users can analyze sales by interacting with the **Fiscal Year** slicer, and simply cross filter the page by clicking month columns in the combo column/line chart visual.  This filtering is a great example of what a Power BI report can achieve.  The second page of the report, named **Sales order**, presents another filtering experience to list all sales order lines in a table visual for a given sales order. A default sales order—51721—is already filtered.  The sales order contains 72 line items, and so you can scroll vertically in the table to see all rows.  It’s possible to export the report to PowerPoint, PDF, or the printer. The business user now decided to export the report to PDF.  It’s a limitation of Power BI reports that they don’t resize to show all data. Their size is determined by the page size. | 1. In the **Sales analysis** page, in the **Fiscal Year** hierarchy, select a different year (do not select **FY2020** or later, as there is no sales history for these time periods). 2. Review the update KPI and card visuals across the top of the page, and also the combo column/line chart visual, which compares sales to target and overlays profit margin. 3. Hover the cursor over any month sales column to reveal the amount. 4. Click that month sales column to cross filter the page. 5. Point out how the KPI and card visuals are now filtered by your selected fiscal year and now month. 6. Point out across the top of the report, in the menu bar, the various commands to export, manage subscriptions, view/add comments, and others. There’s no need to click any commands at this stage in the demo. 7. In the navigation pane, select the **Sales order** page. 8. Point out the filter for sales order 51721 (if the value is different, apply the filter for that order). 9. In the table visual, scroll down the list, to reveal the last row, which is line 72. 10. On the **Export** menu command, select PDF. 11. In the **Export** window, click **Export**. 12. When the export has completed, open the downloaded file. 13. In the PDF viewer, notice that each page has been rendered. 14. Scroll vertically in the PDF viewer until you arrive at the second page. 15. Notice that the table visual shows only 11 order lines, and it’s not possible to scroll to view the other lines. 16. Close the PDF document. |  |

| Explore the Power BI paginated report | | |
| --- | --- | --- |
| Narrative | Steps | Screenshot |
| You’ve just seen that a table visual in a Power BI report can't dynamically resize to display all data—it will provide scroll bars instead. And, when printed, it won't be possible to scroll to reveal any out-of-view data.  Data rendered in a paginated report, however, can expand and overflow, and is optimized to be printed, or output as a PDF document.  The business user can decide to render a paginated report in many different formats, including Excel, PDF, CSV, PowerPoint, Word, web archive, and XML.  The paginated report, when rendered as PDF, produces a pixel-perfect result (to the faction of an inch, or centimeter), just as the report author intended. | 1. In the app navigation pane, select the **Sales order** report (not the page of the Power BI report). 2. Notice that the report **Sales order** parameter is set to 51721. 3. In the menu bar, click the last page command (double arrows pointing right). 4. Notice that there are a total of two pages. 5. On the menu, select **Export**, and point out the wide range of supported formats. 6. Select **PDF**. 7. When the export has completed, open the downloaded file. 8. In the PDF viewer, notice that all two pages have been rendered. 9. Scroll vertically in the PDF viewer until you arrive at the end of the document, noticing the report title, logo, and sales order details repeat at the top of each page. 10. Notice also the page footer, describing the execution time (in UTC), and page number. 11. Close the PDF document. |  |

## PART 2: EXPLORE RESOURCES

Additional resources, to help describe paginated reports, the migration of SQL Server Reporting Services (SSRS) report to Power BI, and details about a free online course are provided for your convenience.

**Role:** Demo person

| Additional resources | | |
| --- | --- | --- |
| Narrative | Steps | Screenshot |
| Would you like further information? There’s a library of comprehensive documentation at Microsoft Docs, and also a free online course.  The [When to use paginated reports article](https://docs.microsoft.com/power-bi/guidance/report-paginated-or-power-bi) can help you to describe up to 20 compelling scenarios when report authors might favor developing a Power BI paginated report instead of a Power BI report.  The [Online course](https://aka.ms/priad-online-course) consists of 24 videos and over 4 hours of instructional content, at no charge. There’s also a downloadable self-study kit, including hands-on labs. | 1. In the app navigation pane, expand the **Resources** section. 2. Click any of the links that are relevant—they will open in a new page. |  |

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