

Power BI User Guide for End Users

Introduction to Power BI Service

Power BI Service is an online platform where you can view and interact with published dashboards and reports.

1. Accessing the Dashboard

- Go to Power BI Service (<https://app.powerbi.com/>)
- Sign in with your credentials.
- Navigate to "Workspaces" and select the required dashboard or report.

2. Navigating the Dashboard

- Reports contain interactive visuals and multiple pages.
- Navigation Pane helps switch between workspaces, reports, and dashboards.
- Page Navigation is available via tabs at the bottom.

3. Using Filters and Slicers

- Slicers provide dynamic filtering options.
- The Filter Pane on the right applies pre-defined filters.
- Drill-Through filters allow detailed insights.

4. Interacting with Visuals

- Hover over a chart for tooltips.
- Click on a data point to filter the report.
- Use Drill-Down and Drill-Through for deeper insights.

5. Exporting Data and Reports

- Click the three dots (...) on a visual to export data (Excel/CSV).
- Export reports as PDFs via the "File" menu.

6. Sharing and Subscriptions

- Share dashboards by clicking "Share" and entering an email.
- Subscribe to reports for scheduled email updates.

7. Common Troubleshooting Tips

- Refresh the page if the dashboard is not loading.
- Clear filters if they are not working properly.
- Contact the admin if export options are disabled.

Conclusion

This guide provides essential details for using a Power BI dashboard in the Power BI Service. If you face issues, contact your Power BI administrator.

Happy Analyzing!