

# Copilot Chat Active Usage DIY Report



# DIY Report Objective and Prerequisites

## Objectives

- This report aims to analyze the "Copilot chat active usage count" categorized by departments, for **Copilot free users only** (as temporary solution)
- A user is considered active when submitting a prompt in Copilot chat
- The report will display active usage based on the refreshed data from Copilot chat in M365 usage reports

## Prerequisites

- Global Administrator account who perform the report capture
- Enable “Display conceal user, group and site names in all reports” settings in Org. settings (as mentioned previously in this slide)
- Power BI Desktop (or Power BI Pro if published to the cloud)

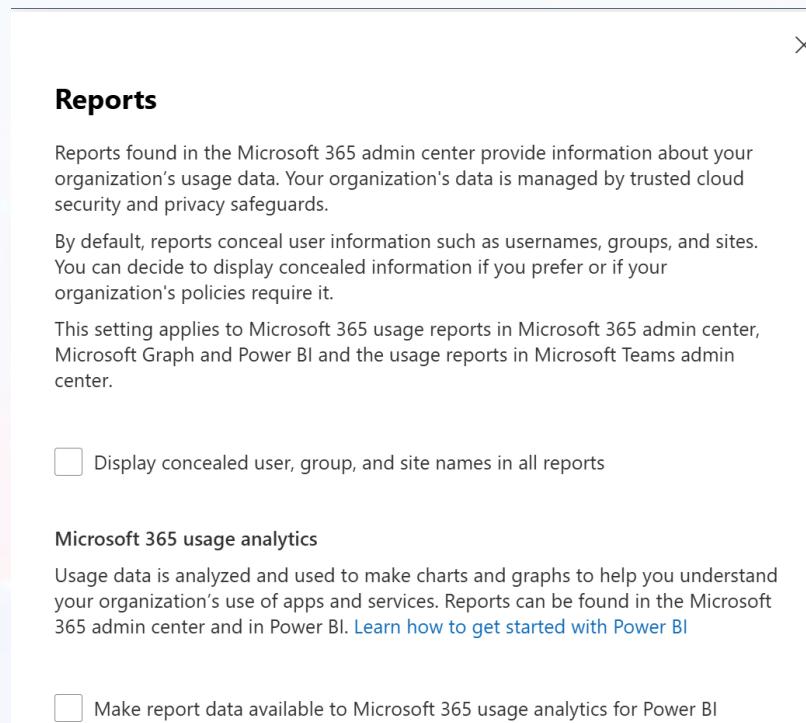
# User-specific data de-anonymous/anonymous

By default, usernames and display names in the Microsoft 365 Copilot Chat report are anonymous. Global administrators can update settings to unconceal or conceal usernames and display names.

1.In the Microsoft 365 admin center, go to the **Settings > Org Settings**, and under the **Services** tab, choose **Reports**.

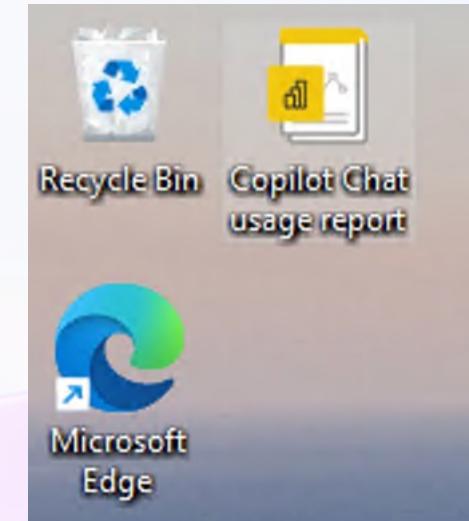
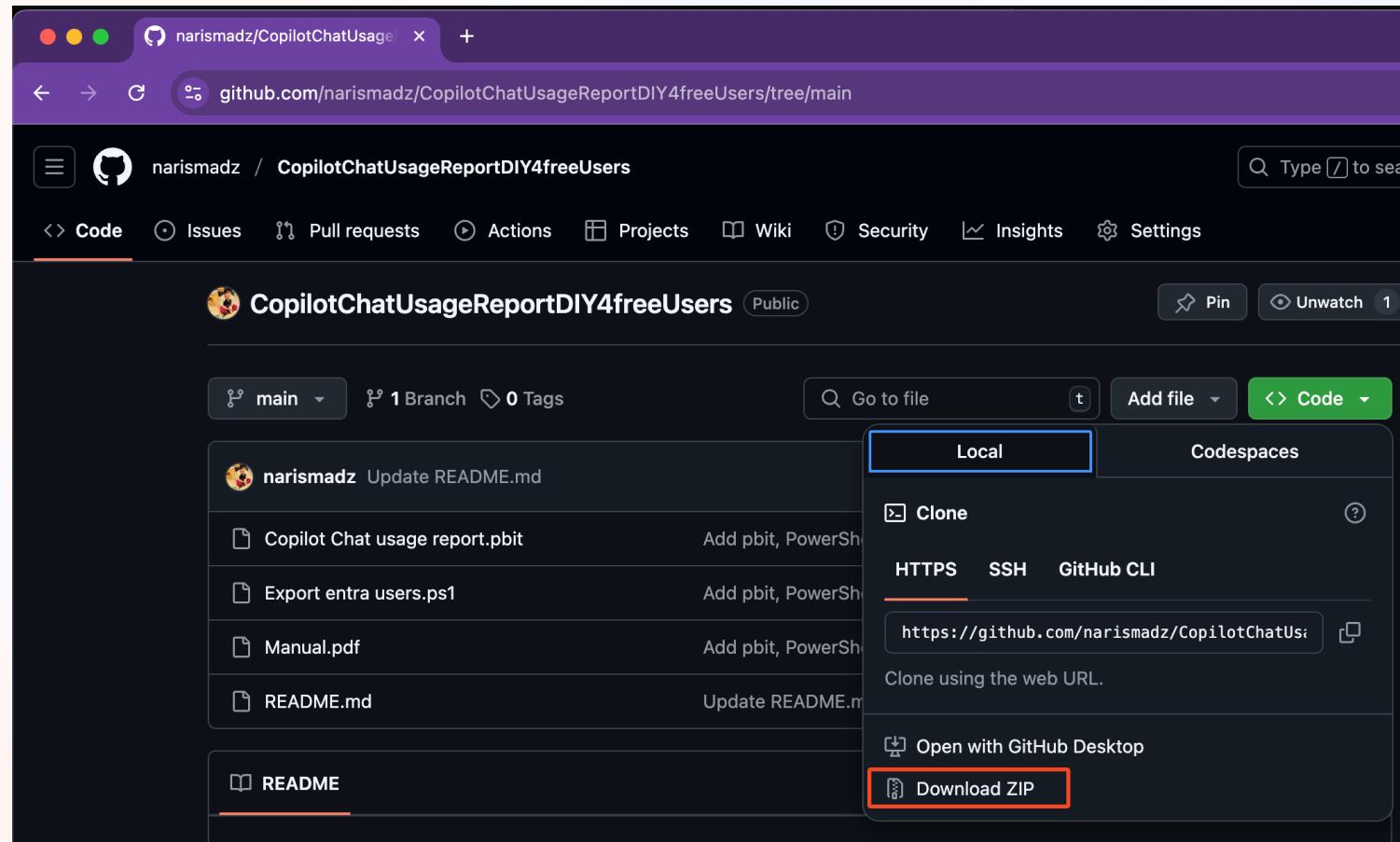
2.Select **Reports**, and Uncheck the setting to “Display Concealed user, group, and site names in all reports”.

3.Select **Save**.



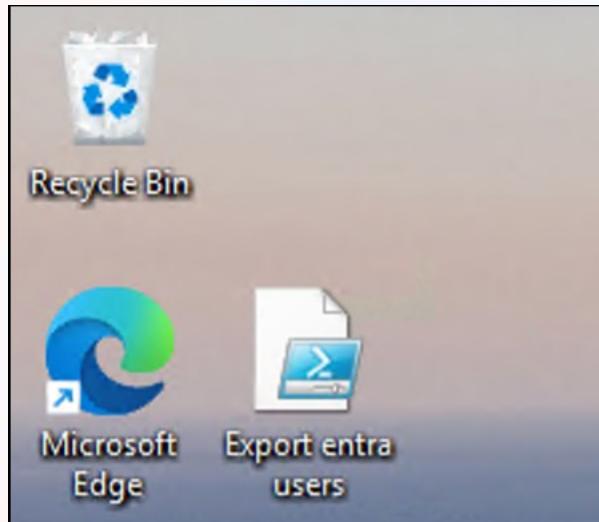
# Download the Power BI template file (.pbit)

- Download and extract the Power BI template file from  
<https://github.com/narismadz/CopilotChatUsageReportDIY4freeUsers>



# Download the PowerShell script

- Download the script from the same link as .pbft file
- Then open PowerShell as Administrator



The image shows a Windows PowerShell ISE window titled "Untitled1.ps1" with the file extension ".ps1" highlighted. The window has a standard menu bar (File, Edit, View, Tools, Debug, Add-ons, Help) and a toolbar below it. The main area contains a PowerShell script. The script starts by defining variables for choices ("Yes" or "No"), a caption ("Choose an option"), and a message asking if meeting room displayname prefixes should be excluded. It then checks if "Yes" was chosen and prompts for a room account prefix if so. If "No" was chosen, it sets the prefix to an empty string. It then performs a module check for Microsoft.Graph. If the module is available, it connects to MS Graph and signs in. If not, it installs the module. Finally, it clears errors, connects to MS Graph with the scope "User.Read.All", and exports users to a CSV file at C:\. The script filters out guest users and specific account types like Microsoft Service Account and On-Premises Directory Synchronization Service Account.

```
1 $choices = @("Yes", "No")
2 $caption = "Choose an option"
3 $message = "Do you have meeting room displayname prefixes `n (Ex Conf Room Pattaya or Conf Room BKK) to be excluded from the export results?"
4 [int]$r1 = [System.Windows.MessageBox]::Show($message, $caption, $choices)
5 $choice = $host.ui.PromptForChoice($caption, $message, $choices, 0)
6
7 if ($choice -eq "Yes") {
8     $RoomPrefix = Read-Host "Please enter the room account prefix"
9     Write-Host "You entered: $RoomPrefix"
10} else {
11    $RoomPrefix = ""
12    Write-Host "No room account prefix entered."
13}
14
15 ## Required PS module check
16 if ((Get-Module -ListAvailable -Name Microsoft.Graph) -ne $null) {
17     Write-Host "Microsoft Graph module is installed." -ForegroundColor Green
18 } else {
19     Write-Host "Microsoft Graph module is not installed. Installing ..." -ForegroundColor Yellow
20     Install-Module Microsoft.Graph -Force
21 }
22
23 $error.clear()
24 try {
25
26     ## Connect to MS Graph and sign in
27     Connect-MgGraph -Scopes "User.Read.All" -NoWelcome
28
29
30     ## Export user as CSV to C:\ exclude Guest
31     $Users = Get-MgUser -All -Property 'UserPrincipalName','DisplayName','Department','JobTitle','UserType'
32
33     $FilteredUsers = $Users | Where-Object { ($_.UserType -ne 'Guest') -and -not ($_.DisplayName -like $RoomPrefix) ` 
34     -and -not ($_.DisplayName -like "Microsoft Service Account") ` 
35     -and -not ($_.DisplayName -like "On-Premises Directory Synchronization Service Account") ` 
36     -and -not ($_.DisplayName -like "package_") }
37     } | Select-Object
38     @Name='Username'; Expression= {$_._UserPrincipalName},
39     @Name='UserPrincipalName'; Expression= {$_._UserPrincipalName}
40
41 }
```

PS C:\Windows\system32>

# Run the PowerShell script to export the users

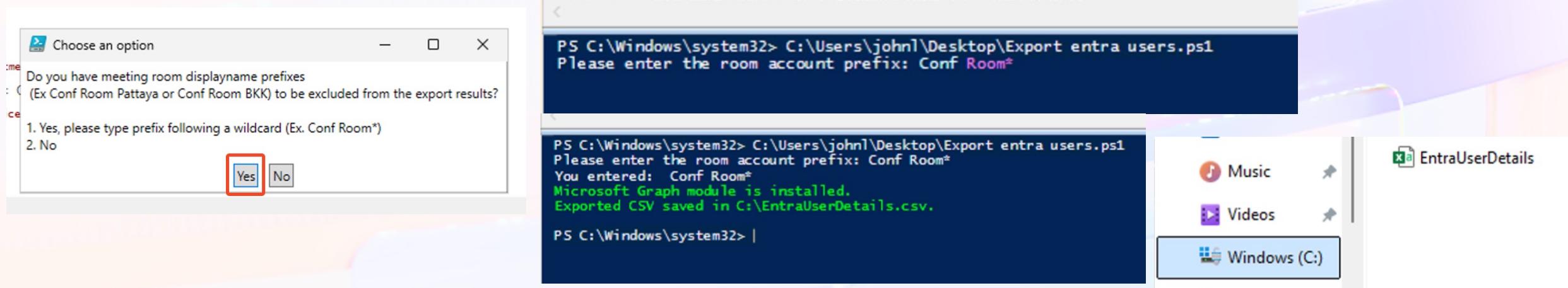
- This PowerShell script will export all Entra ID users as CSV file
- This PowerShell will check if you have Microsoft Graph module installed.
- This script will excludes
  1. Guest users
  2. Username “Microsoft Service Account”
  3. Username “On-Premises Directory Synchronization Service Account”
  4. Username starts with “Package\_....”
  5. Any 1 UPN prefix emails that you want them to be excluded (only one)

A	B	C	D	E
Username	DisplayName	UserPrincipalName	Department	JobTitle
adelev@teamsforyou.org	Adele Vance	adelev@teamsforyou.org	Marketing	Marketing Communication
admin@teamsforyou.org	System Administrator	admin@teamsforyou.org	IT	IT Manager
admin4374@MngEnvMCAP967116.onmicrosoft.com	local admin	admin4374@MngEnvMCAP967116.onmicrosoft.com	IT	Enterprise Administrator

You can make your own ways to do CSV export the users.  
Please make sure you have the following columns **Username**, **DisplayName**, **UserPricipalName**, **Department** and **JobTitle**

# Run the PowerShell script to export the users

- Run this PowerShell script
- If you have any prefix to be exclude such as Conf room just click “Yes”
- Then type the prefix with asterisk (\*) in the end and press “Enter”
- Then pop up to sign in to Entra ID as Global Administrator
- Then it will be export as CSV file in C:\EntraUserDetails.csv
- Do copy the CSV file path



# Export the copilot usage

- Go to <https://admin.microsoft.com/#/reportsUsage/CopilotEDPActivity>
- Scroll down to the email table part and download the usage as CSV
- You may need to come here to download the CSV file from time to time as data will refreshes

The image shows a screenshot of the Microsoft Admin Center interface and a portion of a Windows desktop.

**Microsoft Admin Center Screenshot:**

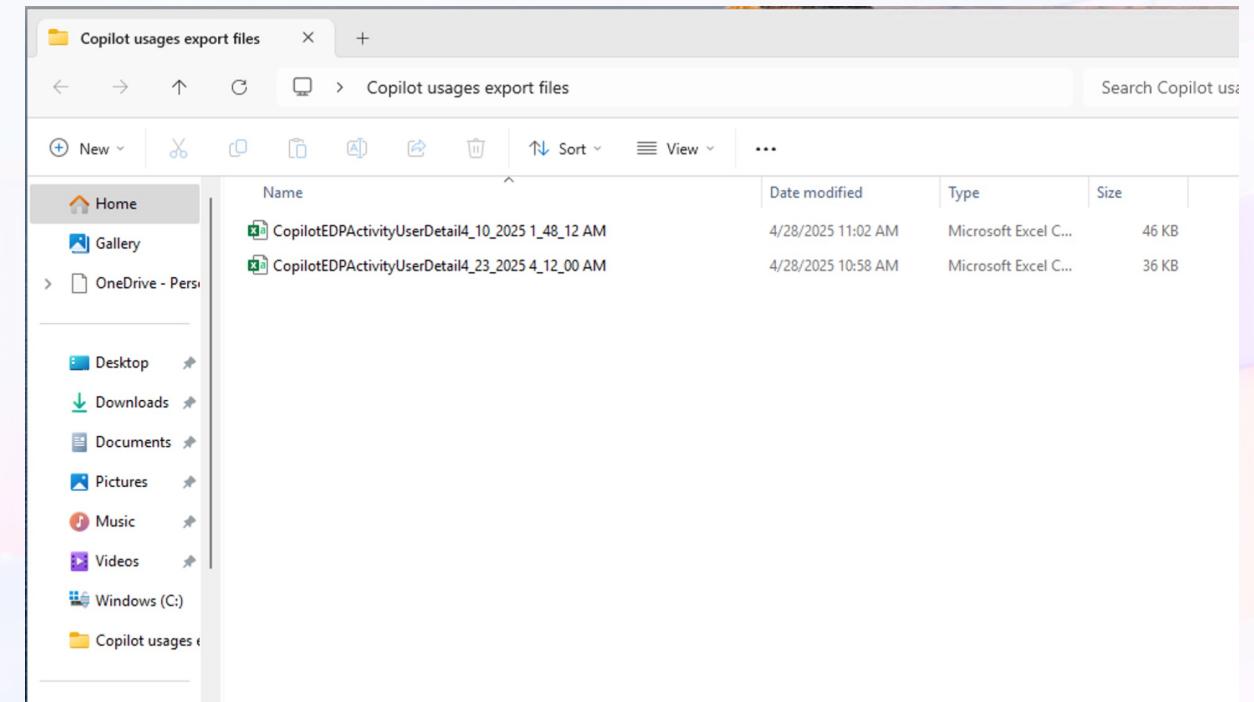
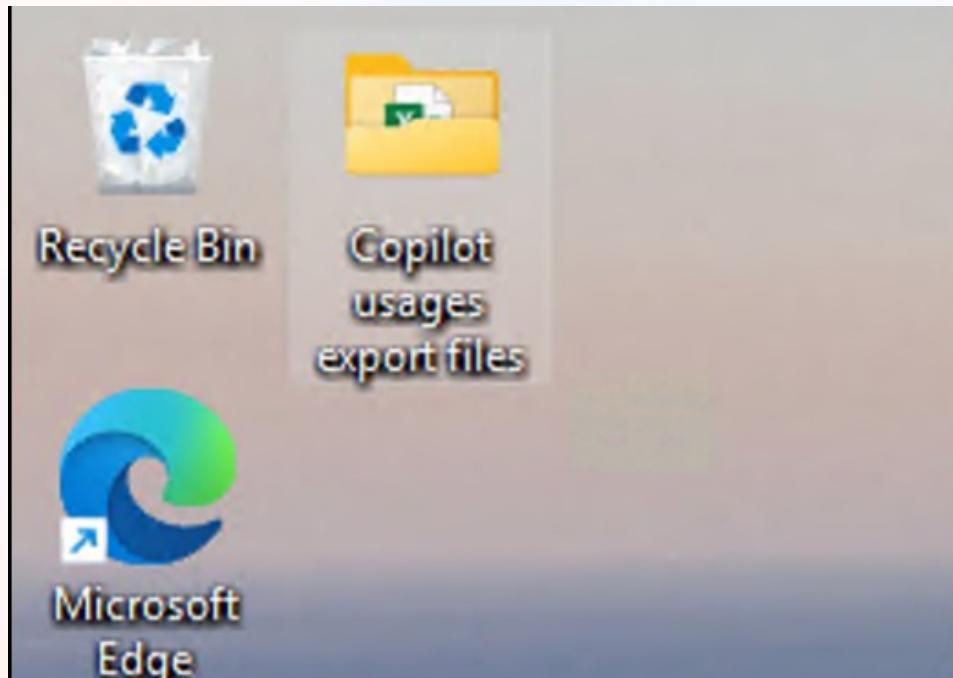
- Left sidebar:** Home > Usage. Under "Usage", the "Microsoft 365 Copilot Chat" item is highlighted with a red border.
- Main Content:** A table titled "Usage" showing user activity. The columns are: Username, Display name, Last activity date (UTC), and Choose columns. The table lists three users with their last activity dates: Friday, September 6, 2024; Wednesday, September 11, 2024; and Tuesday, September 10, 2024. An "Export" button is highlighted with a red border at the top left of the table.

**Windows Desktop Screenshot:**

- A "Recycle Bin" icon is visible.
- An Excel file named "CopilotEDPA ctivityUserDe tail4\_10\_2025 1\_48\_12 AM" is open, showing a single row of data.
- The Microsoft Edge browser icon is visible.

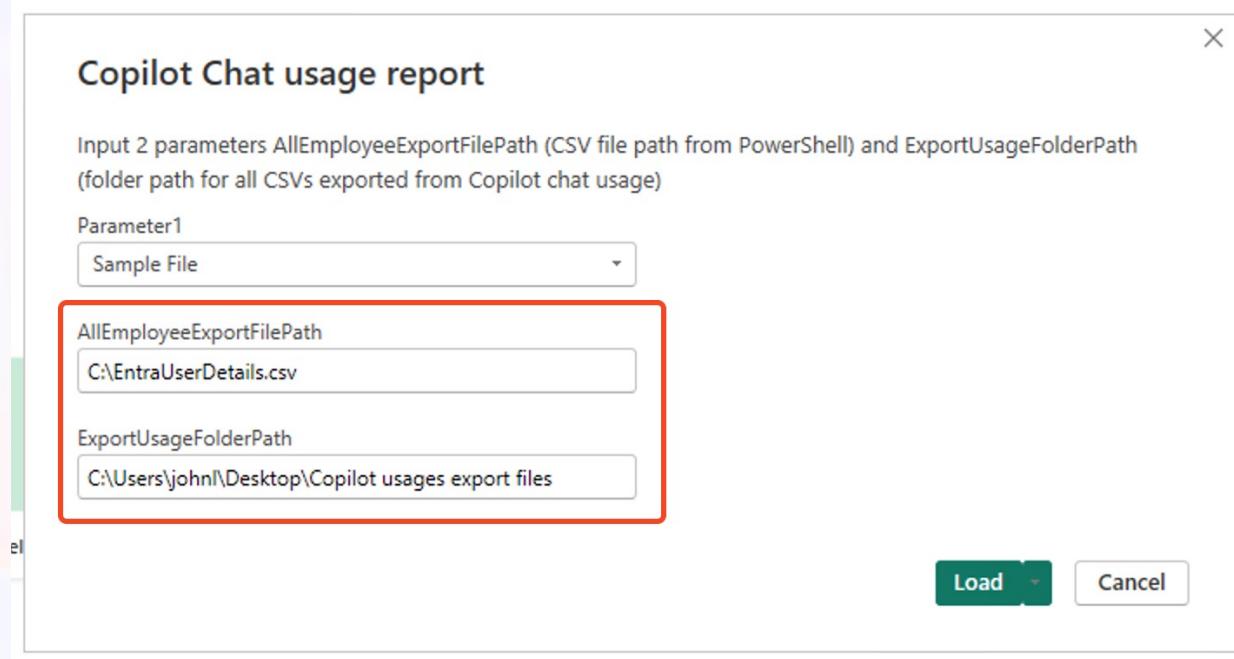
# Create a folder

- Name it as “Copilot usages export files”
- Move all export usage CSV files in to this folder
- Do copy the folder path



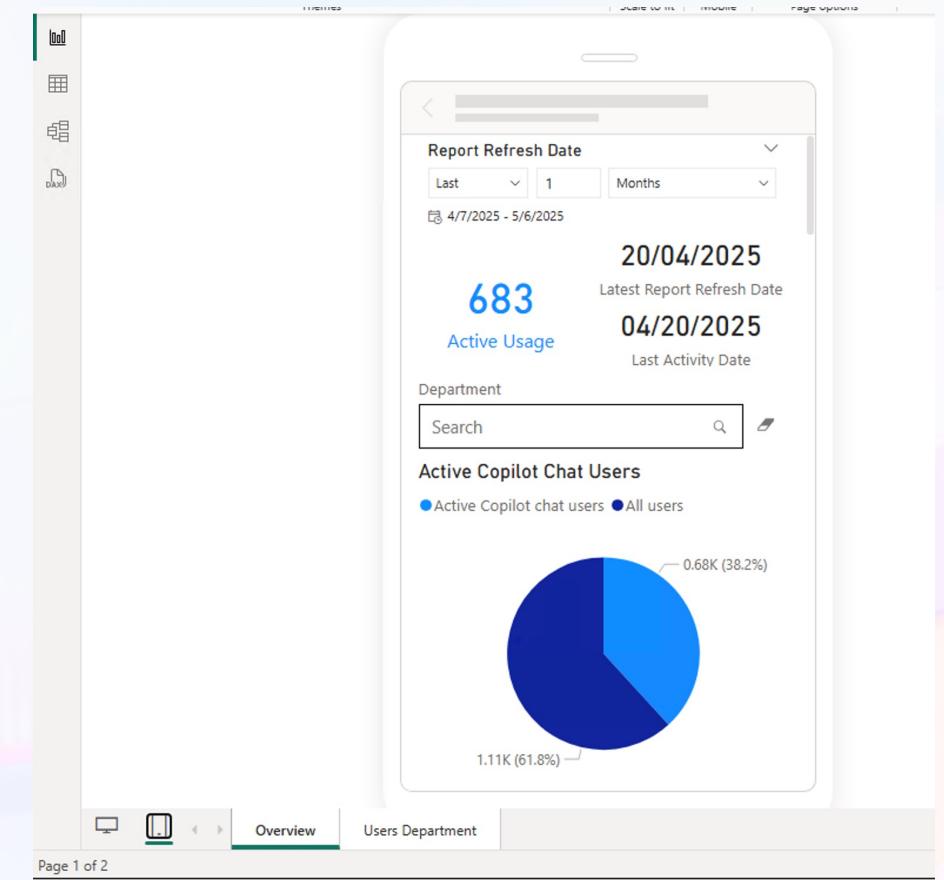
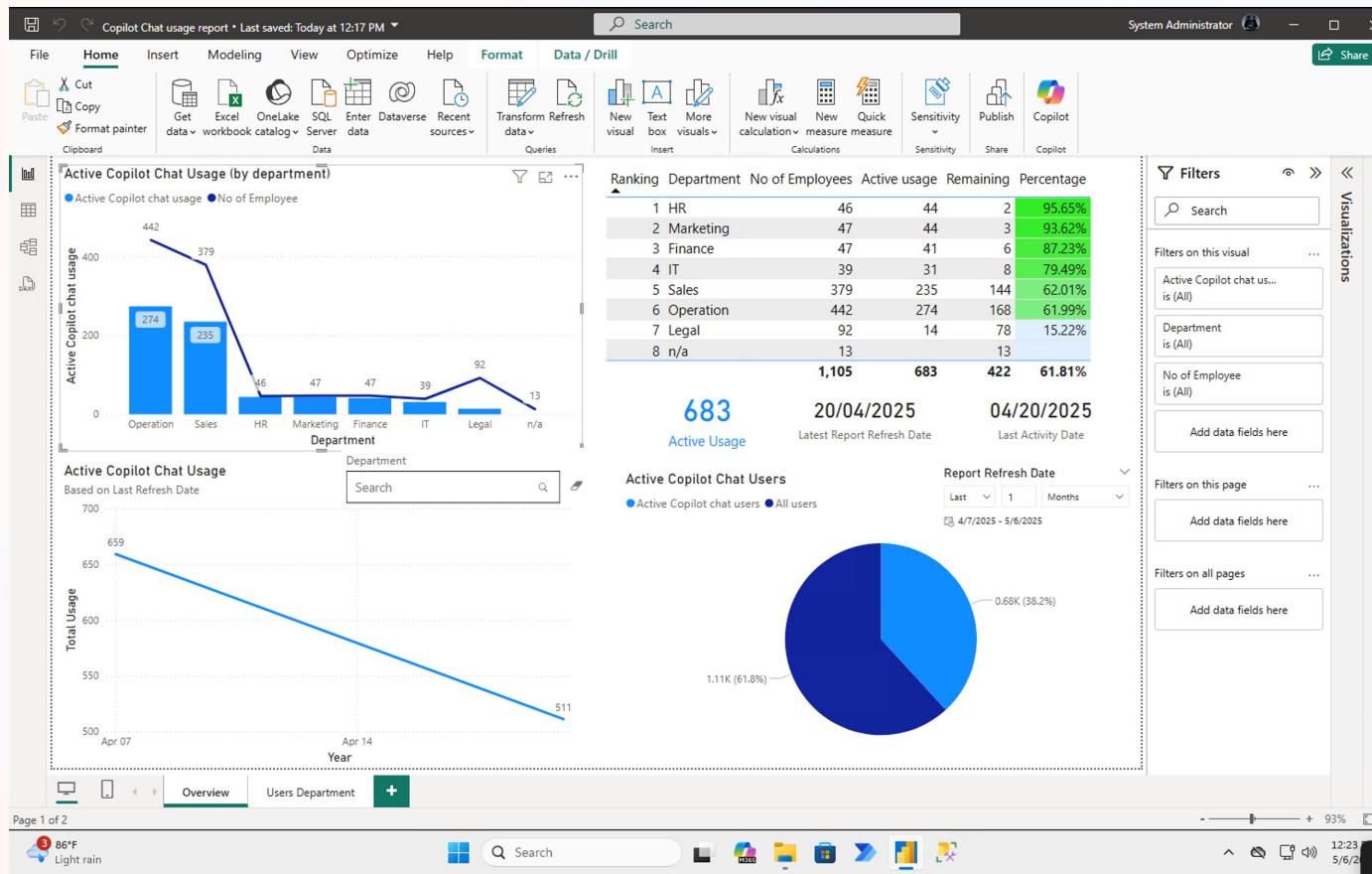
# Open the .pbit file

- Open the downloaded .pbit file
- It will ask for 2 parameters (leave others as default)
  - AllEmployeeExportFilePath - input the copied Entra ID users CSV file path
  - ExportUsageFolderPath - input the copied Copilot chat usage CSV folder path



# Wait for the data loading before viewing the report

- You can add more visualizations, save as .pbix file and publish



# Wait for the data loading before viewing the report

- For any users that “Using Copilot Chat?” = blank, means not yet using

The screenshot shows two reports in Power BI desktop:

**Left Report (Copilot Chat usage report):**

Ranking	Department	No of Employees	Active usage	Remaining	Percentage
1	HR	46	44	2	95.65%
2	Marketing	47	44	3	93.62%
3	Finance	47	41	6	87.23%
4	IT	39	31	8	79.49%
5	Sales	379	235	144	62.01%
6	Operation	442	274	168	61.99%
7	Legal	92	14	78	15.22%
8	n/a	13		13	
		1,105	683	422	61.81%

**Right Report (Copilot Chat usage report):**

DisplayName	UserPrincipalName	Department	Using Copilot chat?
archpol.Suwanprasop	archpol.s@teamsforyou.org	Legal	1
cheevanont.Hongthong	cheevanont.h@teamsforyou.org	Legal	1
cherdchai.Penpijan	cherdchai.pe@teamsforyou.org	Legal	1
chutima.Yuktananda	chutima.y@teamsforyou.org	Legal	1
darawan.Mahakant	darawan.m@teamsforyou.org	Legal	1
kanogwan.Hnorkaew	kanogwan.h@teamsforyou.org	Legal	1
kittipong.Suwanannachote	kittipong.suw@teamsforyou.org	Legal	1
netone.Sbia.Ict	netone.5d-a@teamsforyou.org	Legal	1
noppadon.Thavisin	noppadon.i@teamsforyou.org	Legal	1
orathai.Niamnuam	orathai.n@teamsforyou.org	Legal	1
prisana.Tungtrongjit	prisana.t@teamsforyou.org	Legal	1
upattra.S.Tcc@Teamsforyou.Org	tgttrue04@teamsforyou.org	Legal	1
heerayut.Chantee	heerayut.c@teamsforyou.org	Legal	1
Vitoon.Rohitsathee	witoon.ro@teamsforyou.org	Legal	1
awdeichikoff	awdeichikoff@teamsforyou.org	Legal	
beal	beal@teamsforyou.org	Legal	
blankennagel	blankennagel@teamsforyou.org	Legal	
cantisano	cantisano@teamsforyou.org	Legal	
chaloux	chaloux@teamsforyou.org	Legal	
chaninda.Siraksa	chaninda.s.d1-1@teamsforyou.org	Legal	
chansinee.Palasingh	chansinee.p@teamsforyou.org	Legal	
cunninghan	cunninghan@teamsforyou.org	Legal	
daguerre	daguerre@teamsforyou.org	Legal	
daranee.Sawangrungrusamee	daranee.s@teamsforyou.org	Legal	
daveeya.Chavititkul	daveeya.c@teamsforyou.org	Legal	
duguay	duguay@teamsforyou.org	Legal	
enders	enders@teamsforyou.org	Legal	
veillard	eveillard@teamsforyou.org	Legal	
falkowski	falkowski@teamsforyou.org	Legal	
olan	olan@teamsforyou.org	Legal	
gaubert	gaubert@teamsforyou.org	Legal	
haenselmann	haenselmann@teamsforyou.org	Legal	
haubenthal	haubenthal@teamsforyou.org	Legal	
total			14

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# Edit the parameters

The screenshot shows the Power BI Desktop interface with the following details:

- Top Bar:** Untitled - Power BI Desktop, Search.
- Home Ribbon:** File, Home (selected), Insert, Modeling, View, Optimize, Help.
- Clipboard Section:** Paste, Cut, Copy, Format painter.
- Data Section:** Get data, Excel workbook catalog, OneLake Server, SQL Server, Enter data, Dataverse, Recent sources.
- Insert Section:** Transform data (button highlighted with a red box), Refresh, New visual, Text box.
- Sub-menu for Insert:** Transform data, Data source settings, Edit parameters (button highlighted with a red box), Edit variables.
- Report View:** Active Copilot Chat Usage (by department) chart. The chart shows two data series: Active Copilot chat usage and No of Employee. The chart has three data points with values 442, 400, and 379.
- Edit Parameters Dialog:** A modal window titled "Edit Parameters" is open. It contains three parameter fields:
  - Parameter1: Sample File
  - AllEmployeeExportFilePath: C:\Users\john\Desktop\EntraUserDetails.csv
  - ExportUsageFolderPath: C:\Users\john\Desktop\Copilot usages export filesOK and Cancel buttons are at the bottom right of the dialog.

# Some missing/error values

Ranking	Department	No of Employees	Active usage	Remaining	Percentage
1	HR	46	44	2	95.65%
2	Marketing	47	44	3	93.62%
3	Finance	47	41	6	87.23%
4	IT	39	31	8	79.49%
5	Sales	379	235	144	62.01%
6	Operation	442	274	168	61.99%
7	Legal	92	14	78	15.22%
8	n/a	13		13	
		1,105	683	422	61.81%

Some users in the **EntraUserDetails.csv** file do not have a "**Department**" value in Entra ID, so it will be displayed as "n/a"

Ranking	Department	No of Employees	Active usage	Remaining	Percentage
1	HR	46	44	2	95.65%
2	Marketing	47	44	3	93.62%
3	Finance	47	41	6	87.23%
4	IT	39	31	8	79.49%
5	Sales	379	235	144	62.01%
6	Operation	442	274	168	61.99%
7	Legal	92	14	78	15.22%
8	n/a	13		13	
		1,105	684	421	61.90%

There are some users in M365 (Entra ID) who are not listed in the **EntraUserDetails.csv** file

# Schema references

## Copilot usages export files

Report Refresh Date	User Principal Name	Display Name	Last Activity Date	Report Period
07/04/2025	neashan.u@teamsforyou.org	Neashan	03/23/2025	30
07/04/2025	burnap@teamsforyou.org	Burnap	03/27/2025	30
07/04/2025	arch@teamsforyou.org	Arc	10/11/2024	30
07/04/2025	sirikas@teamsforyou.org	Sirikas	01/10/2025	30
07/04/2025	nattam@teamsforyou.org	Nattam	03/26/2025	30
07/04/2025	adsadut.s@teamsforyou.org	Adsadut.s	03/05/2025	30
07/04/2025	wishwa@teamsforyou.org	Wishwa Chandra	01/03/2025	30

## EntraUserDetails

Username	DisplayName	UserPrincipalName	Department	JobTitle
burnap@teamsforyou.org	Burnap	burnap@teamsforyou.org	Operation	n/a
nattam@teamsforyou.org	Nattam	nattam@teamsforyou.org	Operation	n/a
piyad@teamsforyou.org	Piyad	piyad@teamsforyou.org	Operation	n/a
paulaf-a@teamsforyou.org	Paula	paulaf-a@teamsforyou.org	Operation	n/a
patima@teamsforyou.org	Patima	patima@teamsforyou.org	Operation	n/a
anun@teamsforyou.org	Anu	anun@teamsforyou.org	Operation	n/a
ornap.mc-b@teamsforyou.org	Orna	ornap.mc-b@teamsforyou.org	Operation	n/a

# Schema references

