

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

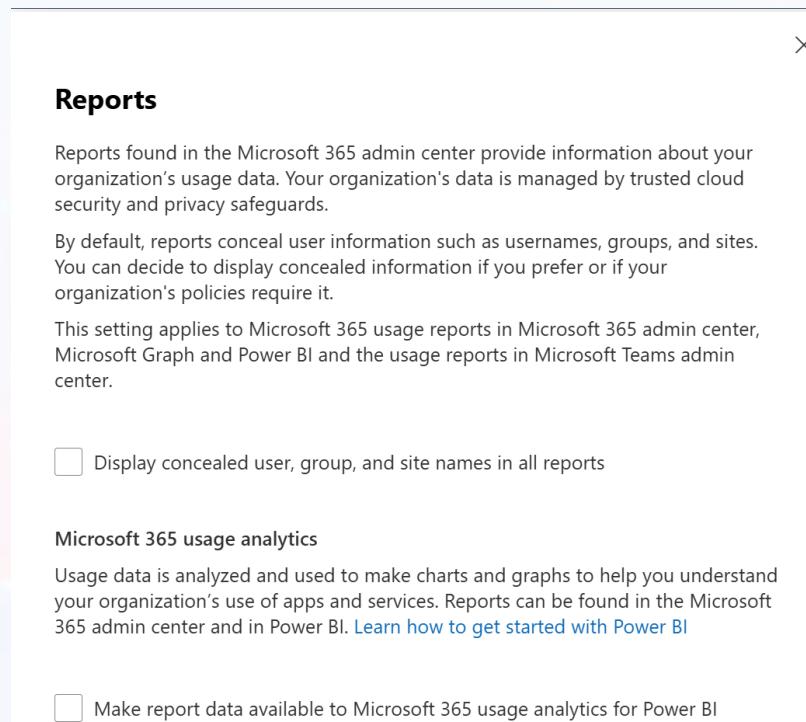
Prerequisites

- 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)

Display conceal user, group and site names in all reports

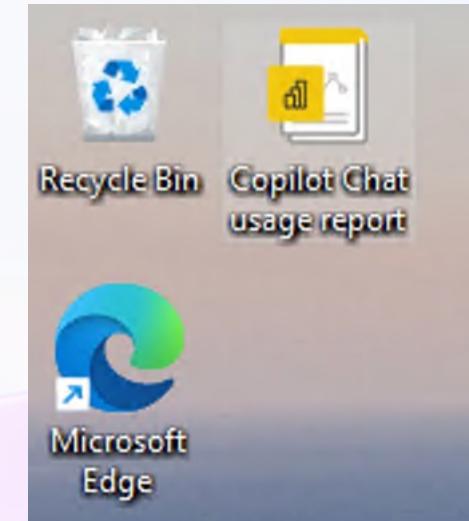
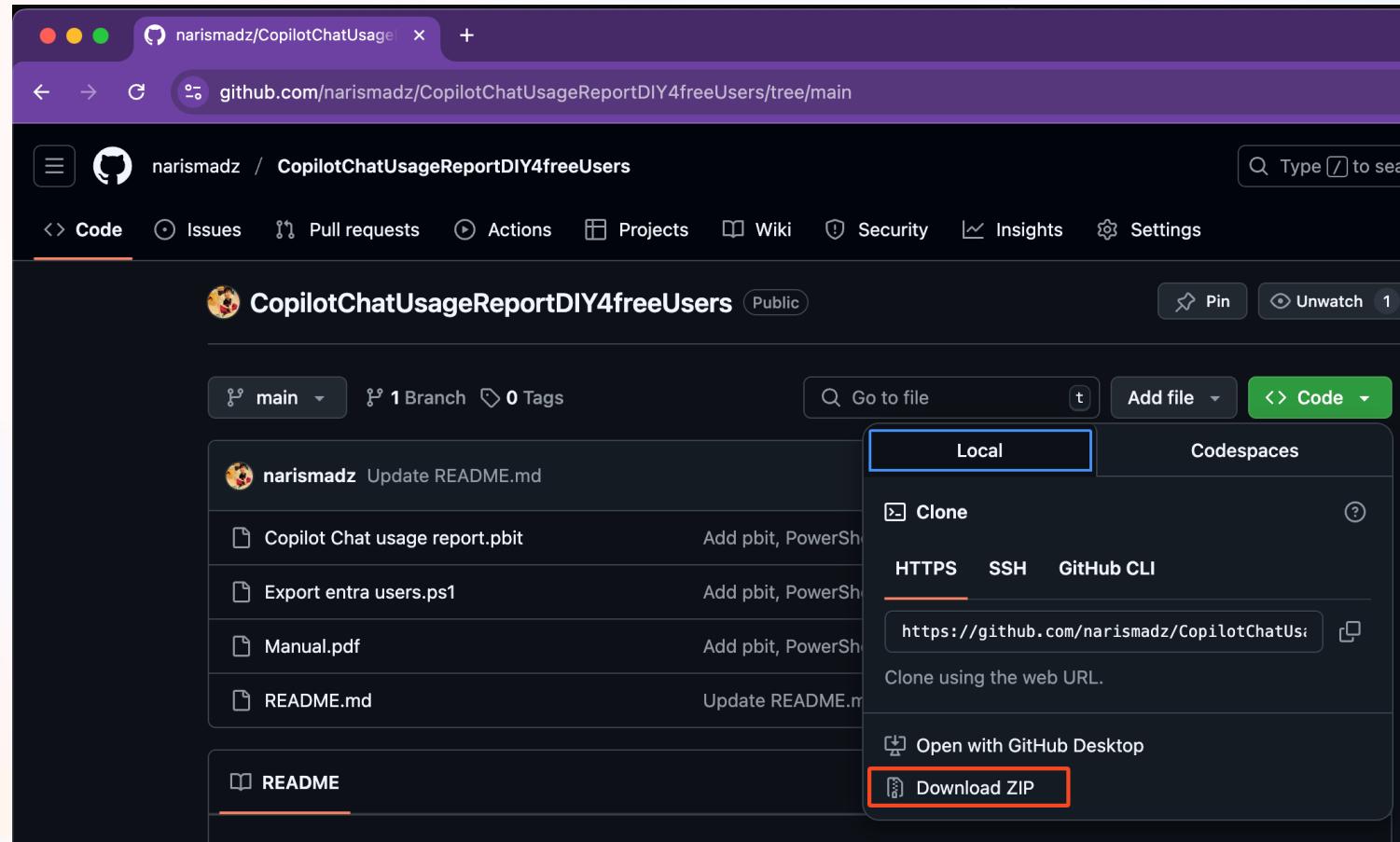
By default, usernames and display names in the Microsoft 365 Copilot Chat report are anonymous. Global administrators can update settings to unconceal or conceal usernames and display names.

- 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**.



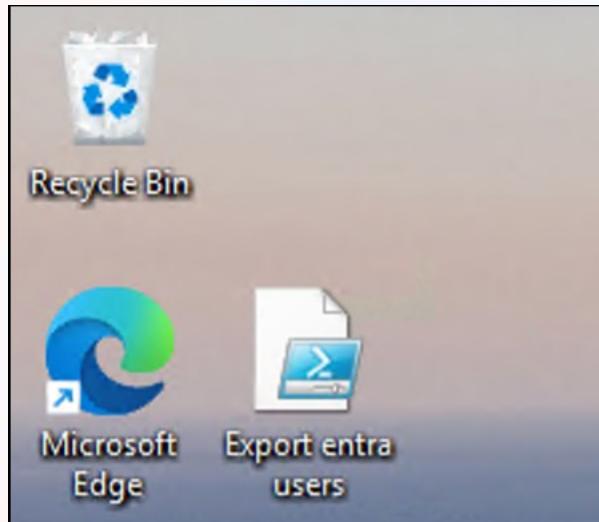
Download the Power BI template file (.pbit)

- 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 path "Export entra users.ps1". The script content is as follows:

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

The PowerShell window has a title bar "Administrator: Windows PowerShell ISE" and a status bar at the bottom showing "PS C:\Windows\system32>".

Run the PowerShell script to export the users

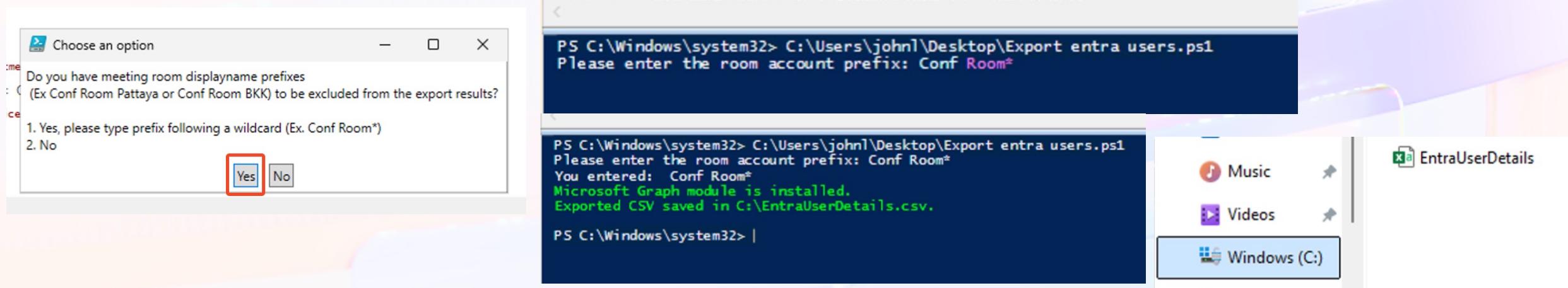
- This PowerShell script will export all Entra ID users as CSV file
- This PowerShell will check if you have Microsoft Graph module installed.
- This script will excludes
 1. Guest users
 2. Username “Microsoft Service Account”
 3. Username “On-Premises Directory Synchronization Service Account”
 4. 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**, **UserPrincipalName**, **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 365 Admin Center and a portion of a Windows desktop.

Microsoft 365 Admin Center Screenshot:

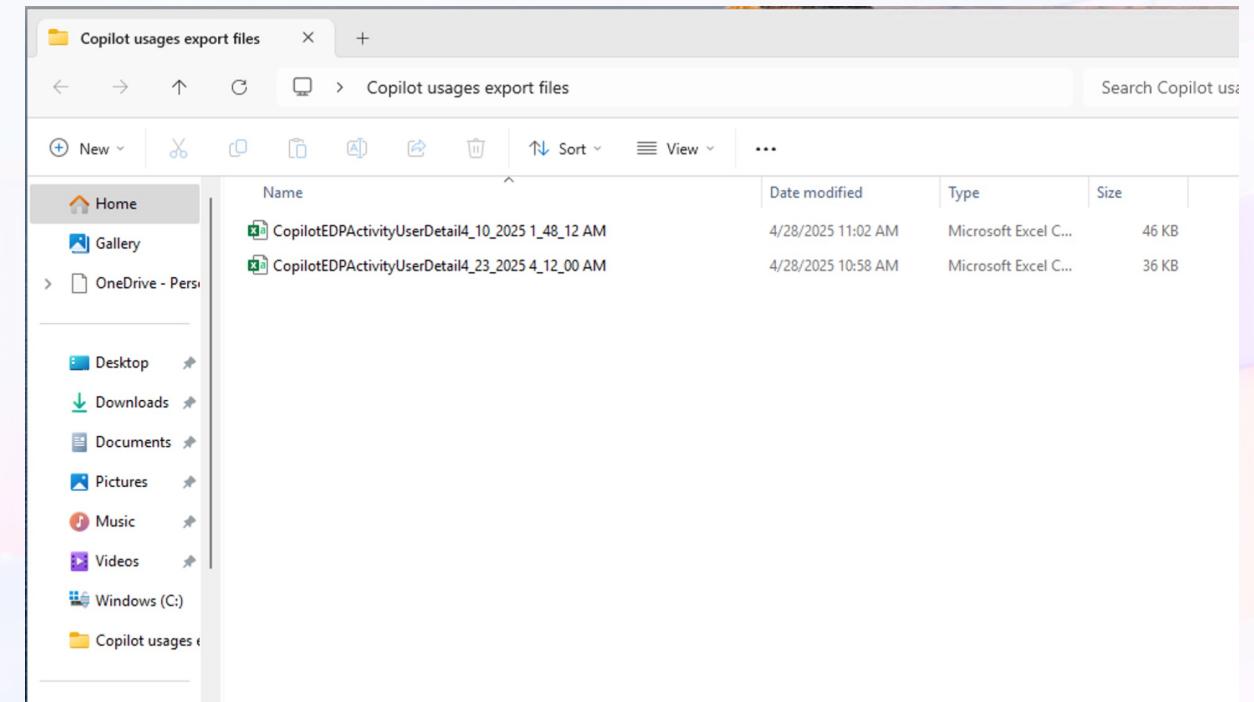
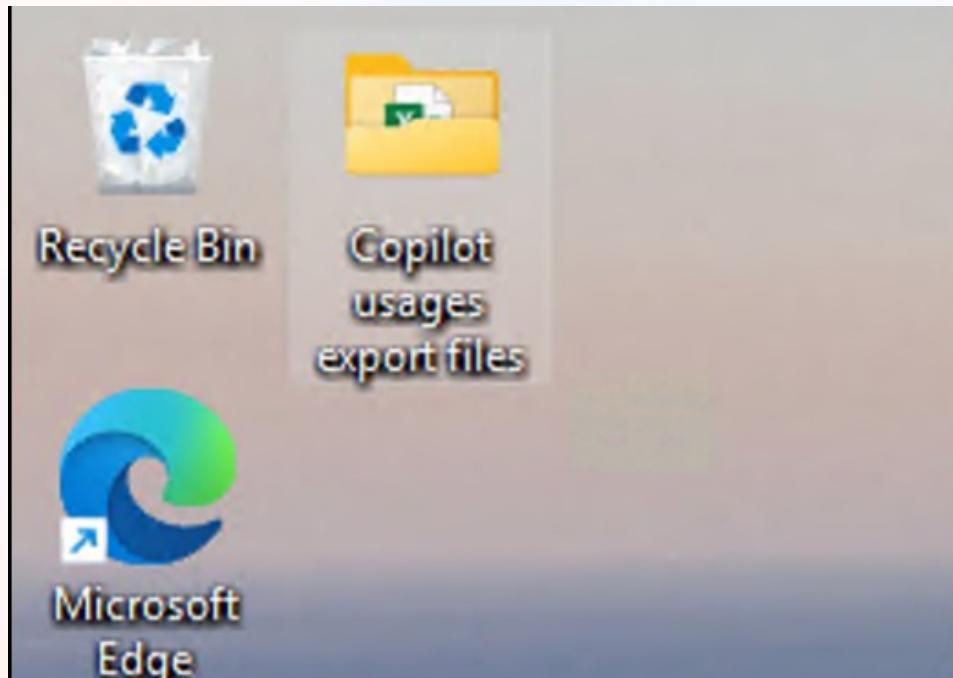
- Left sidebar:** Home > Usage. Under "Usage", the "Microsoft 365 Copilot Ch..." item is highlighted with a red box.
- Main Content:** A table titled "Usage" with columns: Username, Display name, Last activity date (UTC), and Choose columns. The table shows three rows of data:
 - Friday, September 6, 2024
 - Wednesday, September 11, 2024
 - Tuesday, September 10, 2024
- Top right:** An "Export" button with a downward arrow icon, also highlighted with a red box.

Windows Desktop Screenshot:

- A "Recycle Bin" icon is visible.
- An Excel file icon labeled "CopilotEDPA ctivityUserDe tail4_10_2025 1_48_12 AM" is visible.
- The Microsoft Edge browser icon is visible.

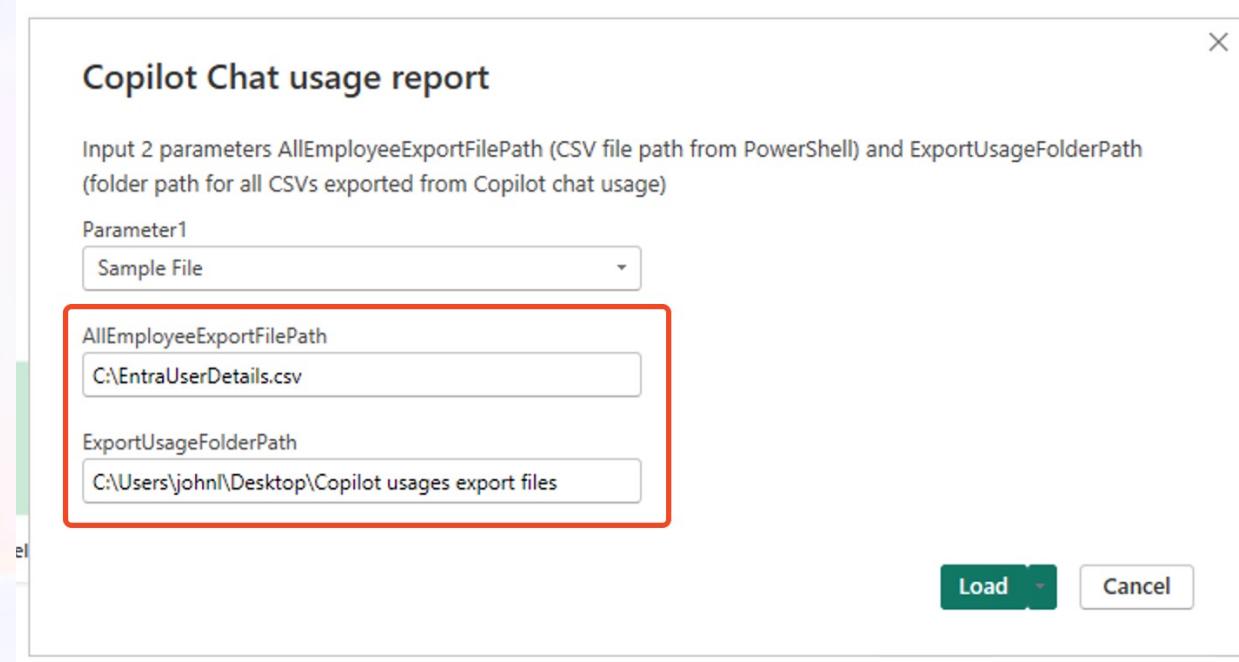
Create a folder

- 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

Copilot Chat usage report - Last saved: Today at 8:17 PM

File Home Insert Modeling View Optimize Help

Themes Page view Mobile layout Scale to fit Gridlines Snap to grid Lock objects Filters Bookmarks Selection Performance analyzer Sync slicers Show panes

Active Copilot Chat Usage (by department)

Active Copilot chat usage No of Employee

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	13	
		1,105	683	422	61.81%

683 Active Usage

20/04/2025 Latest Report Refresh Date

04/20/2025 Last Activity Date

Active Copilot Chat Usage

Based on Last Refresh Date

Report Refresh Date	Last	1 Months
3/29/2025 - 4/28/2025	Last	1 Months

Report Refresh Date

0.68K (38.2%)

1.11K (61.8%)

Visualizations Data

Build visual

Search

Copilot usages export ...

EntraUserDetails

Values

Add data fields here

Drill through

Cross-report

Keep all filters

Add drill-through fields here

Report Refresh Date

Last 1 Months

3/29/2025 - 4/28/2025

20/04/2025

Latest Report Refresh Date

04/20/2025

Last Activity Date

Active Copilot Chat Users

● Active Copilot chat users ● All users

Ran	Department	No of Employees	Active usage	Remai	Percentage
Ran	king				

1.11K (61.8%)

0.68K (38.2%)

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 Area:** A line chart titled "Active Copilot Chat Usage (by department)". 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" containing three parameter inputs:
 - Parameter1: Sample File
 - AllEmployeeExportFilePath: C:\Users\john\Desktop\EntraUserDetails.csv
 - ExportUsageFolderPath: C:\Users\john\Desktop\Copilot usages export filesOK and Cancel buttons at the bottom right.

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

