

# 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, encompassing both free M365 users and M365 Copilot users
- 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
- 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**.

×

### Reports

Reports found in the Microsoft 365 admin center provide information about your organization's usage data. Your organization's data is managed by trusted cloud security and privacy safeguards.

By default, reports conceal user information such as usernames, groups, and sites. You can decide to display concealed information if you prefer or if your organization's policies require it.

This setting applies to Microsoft 365 usage reports in Microsoft 365 admin center, Microsoft Graph and Power BI and the usage reports in Microsoft Teams admin center.

☐ Display concealed user, group, and site names in all reports

#### Microsoft 365 usage analytics

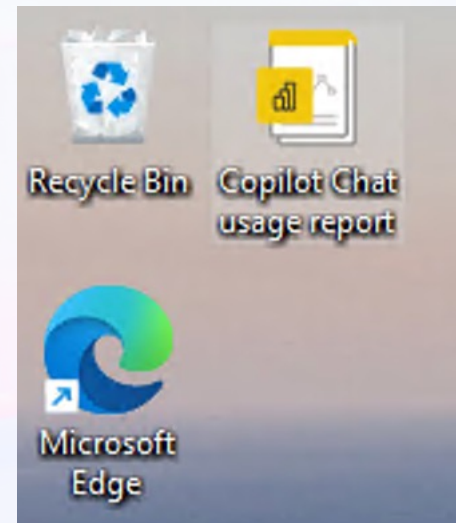
Usage data is analyzed and used to make charts and graphs to help you understand your organization's use of apps and services. Reports can be found in the Microsoft 365 admin center and in Power BI. [Learn how to get started with Power BI](#)

☐ Make report data available to Microsoft 365 usage analytics for Power BI



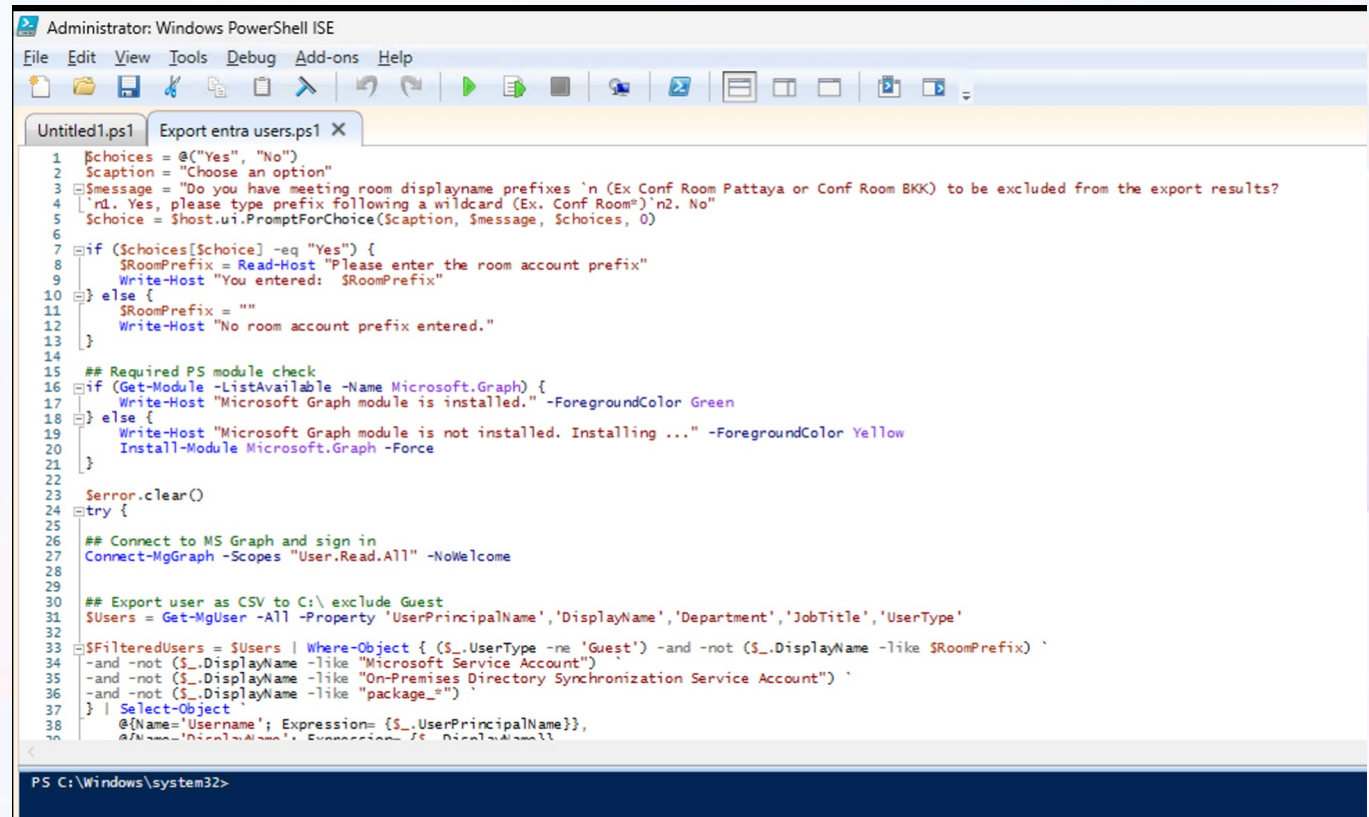
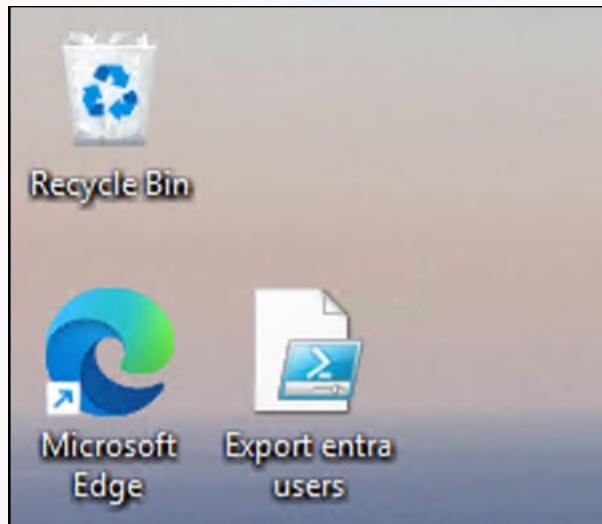
# Download the Power BI template file (.pbix)

- Download the Power BI template file from



# Download the PowerShell script

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

A screenshot of the Windows PowerShell ISE (Integrated Scripting Environment) running as Administrator. The window title is 'Administrator: Windows PowerShell ISE'. The menu bar includes File, Edit, View, Tools, Debug, Add-ons, and Help. The toolbar shows various icons for file operations and execution. The script editor displays a file named 'Export entra users.ps1' with the following PowerShell code:

```
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 `n1. Yes, please type prefix following a wildcard (Ex. Conf Room*)`n2. No"
5 $choice = $host.ui.PromptForChoice($caption, $message, $choices, 0)
6
7 if ($choices[$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) {
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     ## Export user as CSV to C:\ exclude Guest
30     $Users = Get-MgUser -All -Property 'UserPrincipalName','DisplayName','Department','JobTitle','UserType'
31
32     $FilteredUsers = $Users | Where-Object { ($_.UserType -ne 'Guest') -and -not ($_.DisplayName -like $RoomPrefix) `
33     -and -not ($_.DisplayName -like "Microsoft Service Account") `
34     -and -not ($_.DisplayName -like "On-Premises Directory Synchronization Service Account") `
35     -and -not ($_.DisplayName -like "package_=") `
36     } | Select-Object
37     @($Name='Username'; Expression= {$_ .UserPrincipalName}},
38     @($Name='Displayname'; Expression= {$_ .DisplayName})
```

The console window at the bottom shows the command prompt: 'PS C:\Windows\system32>'. The script is currently paused at line 27.

# 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

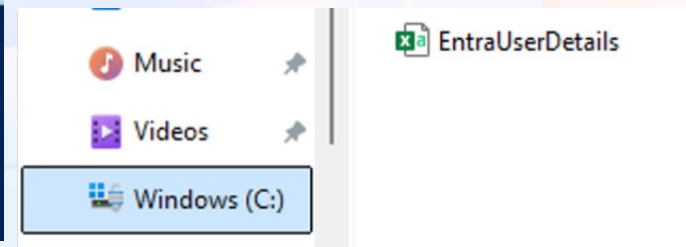
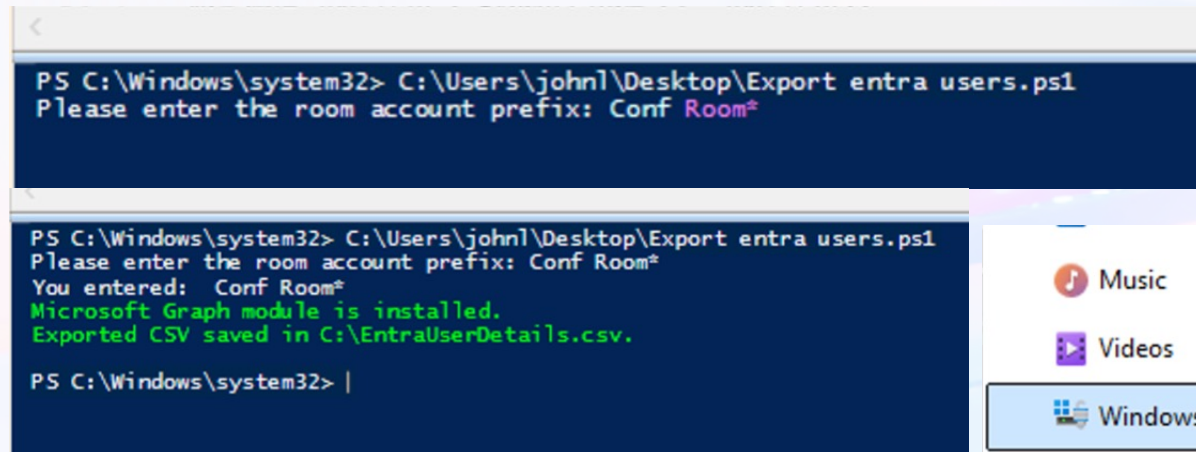
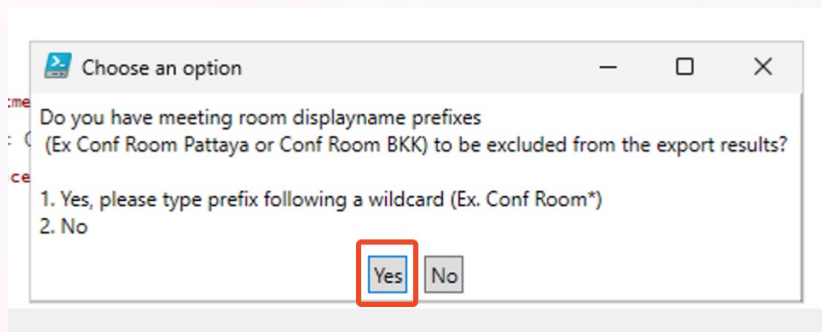
A	B	C	D	E
Username	DisplayName	UserPrincipalName	Department	JobTitle
adelev@teamsforyou.org	Adele Vance	adelev@teamsforyou.org	Marketing	Marketing Communication
admin@teamsforyou.org	System Administrator	admin@teamsforyou.org	IT	IT Manager
admin4374@MngEnvMCAP967116.onmicrosoft.com	local admin	admin4374@MngEnvMCAP967116.onmicrosoft.com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



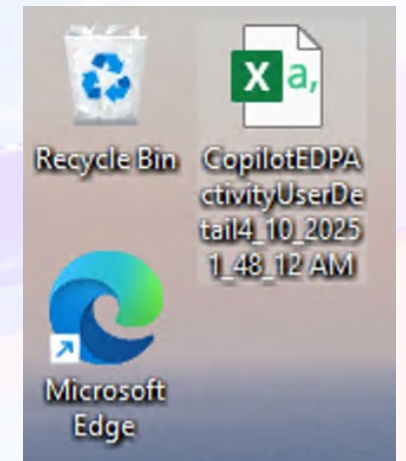
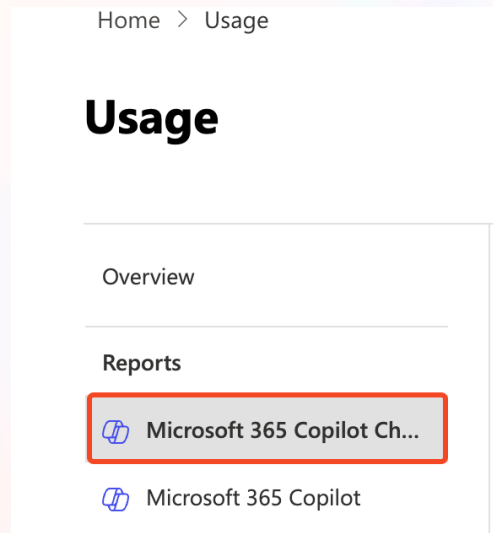
# Run the PowerShell script to export the users

- 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

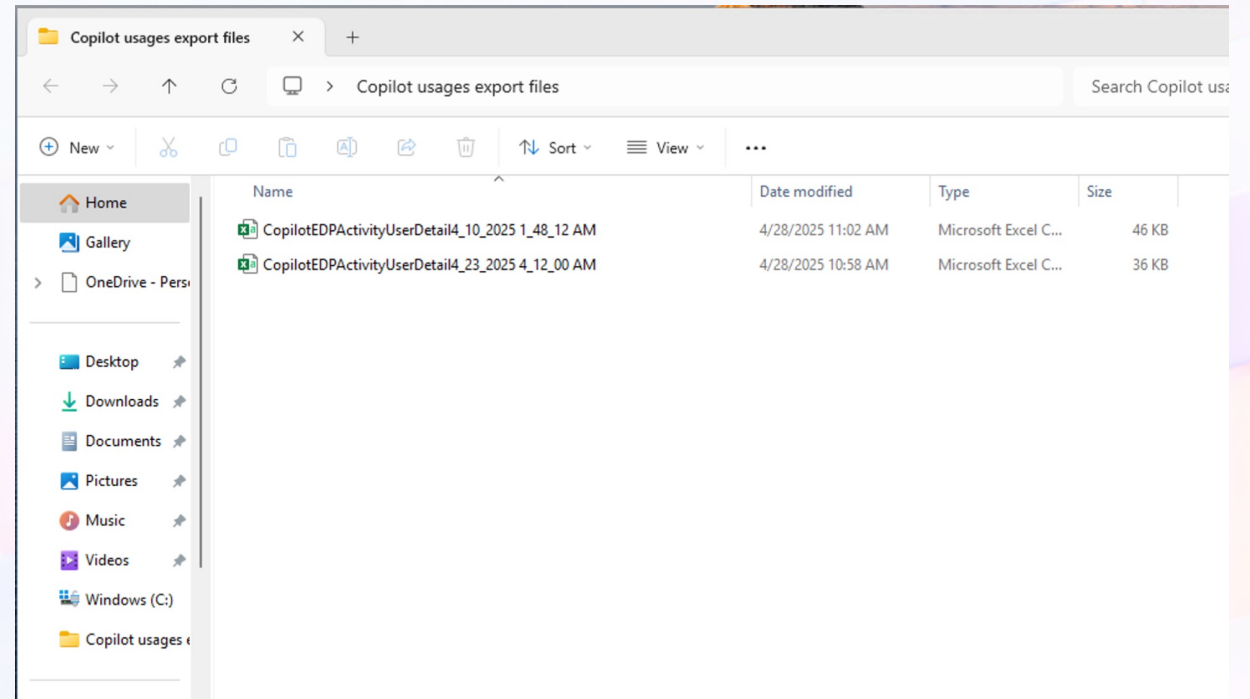
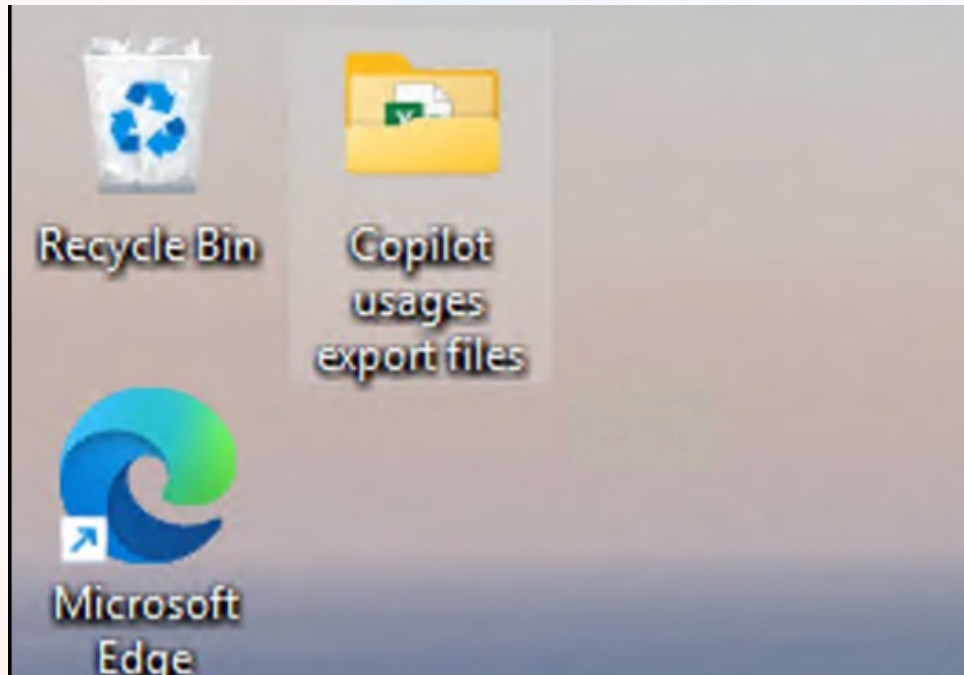
- Go to <https://admin.microsoft.com/#/reportsUsage/CopilotEDPActivity>
- Scroll down to the email part and download the usage as CSV file
- You may need to come here to download the CSV file from time to time as data will refreshes





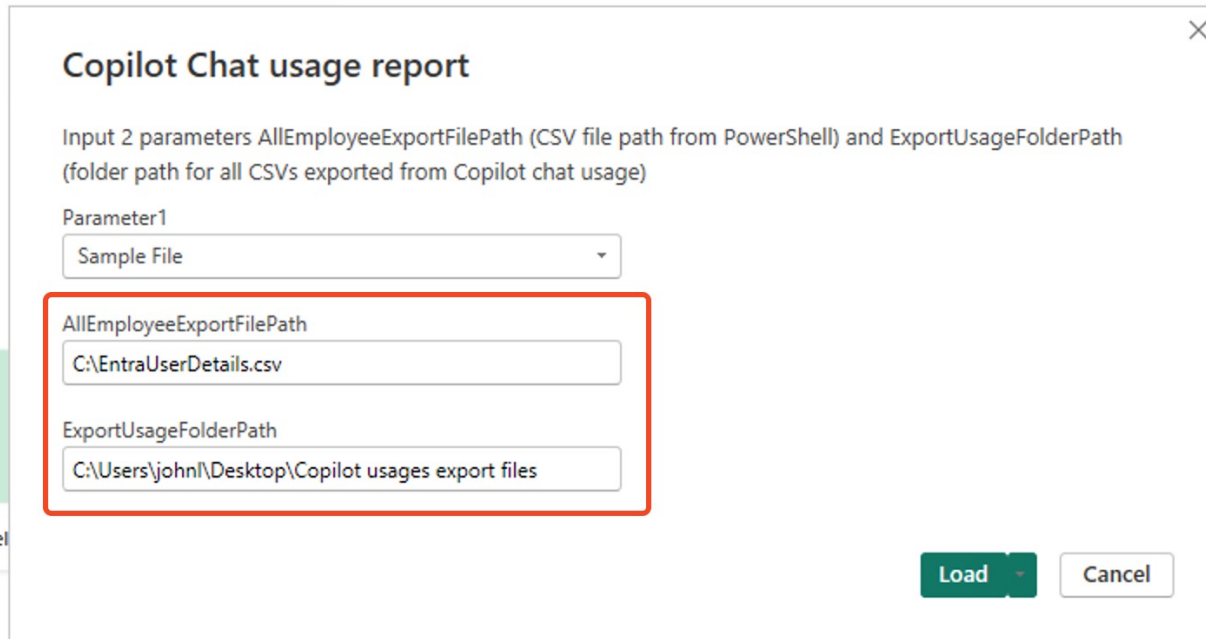
# Create a folder

- 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



**Copilot Chat usage report**

Input 2 parameters AllEmployeeExportFilePath (CSV file path from PowerShell) and ExportUsageFolderPath (folder path for all CSVs exported from Copilot chat usage)

Parameter1  
Sample File

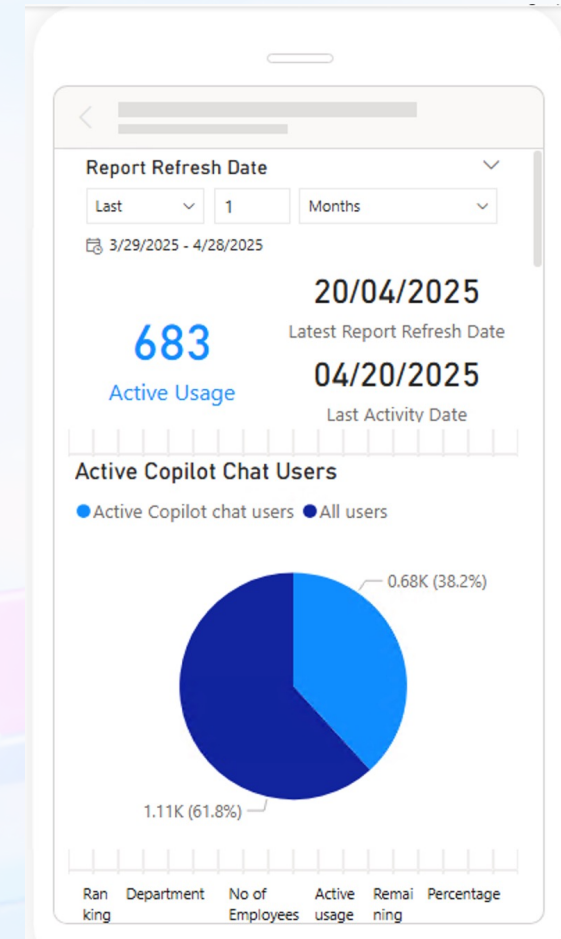
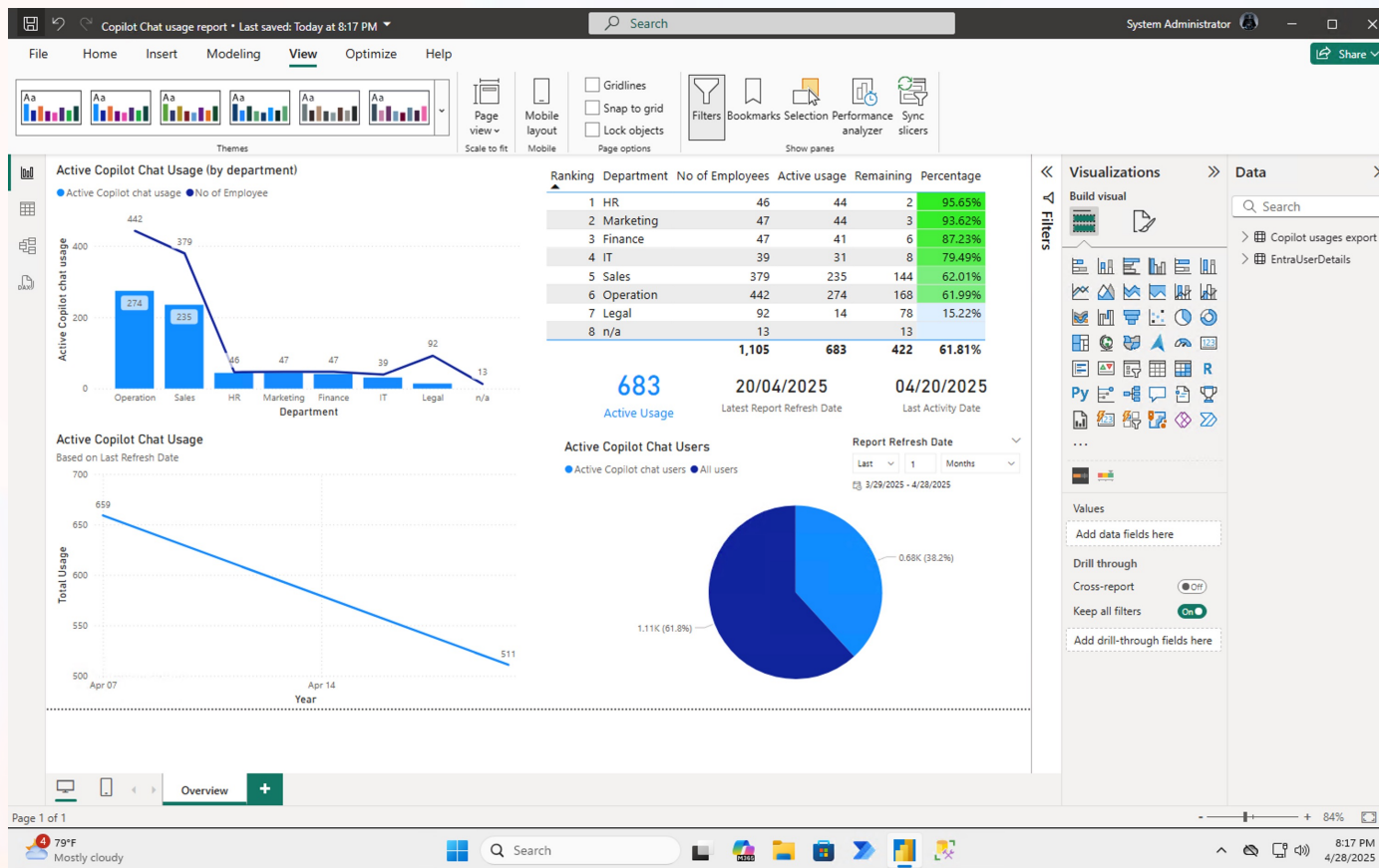
AllEmployeeExportFilePath  
C:\EntraUserDetails.csv

ExportUsageFolderPath  
C:\Users\johnl\Desktop\Copilot usages export files

Load Cancel

# Wait for the data loading before viewing the report

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





# Edit the parameters

The screenshot shows the Power BI Desktop interface with the 'Home' ribbon selected. The 'Transform data' button in the 'Data' group is highlighted with a red box. A dropdown menu is open, showing 'Transform data', 'Data source settings', 'Edit parameters' (highlighted with a red box), and 'Edit variables'. In the background, a line chart titled 'Active Copilot Chat Usage (by department)' is visible, showing usage for 'Active Copilot chat usage' (blue line) and 'No of Employee' (grey line). The chart shows a peak of 442 for 'Active Copilot chat usage' and a value of 379 for 'No of Employee'.

**Edit Parameters**

Parameter1  
Sample File

AllEmployeeExportFilePath  
C:\Users\john\Desktop\EntraUserDetails.csv

ExportUsageFolderPath  
C:\Users\john\Desktop\Copilot usages export files

OK Cancel

# 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%
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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			1	-1	
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	nea[REDACTED]n.u@teamsforyou.org	Nea [REDACTED]	03/23/2025	30
07/04/2025	bur[REDACTED]p@teamsforyou.org	Bura [REDACTED]	03/27/2025	30
07/04/2025	arch[REDACTED]@teamsforyou.org	Arc [REDACTED]	10/11/2024	30
07/04/2025	sirik[REDACTED]s@teamsforyou.org	Sirik [REDACTED]	01/10/2025	30
07/04/2025	natt[REDACTED]m@teamsforyou.org	Nat [REDACTED]	03/26/2025	30
07/04/2025	ads[REDACTED]ut.s@teamsforyou.org	Adsad [REDACTED]	03/05/2025	30
07/04/2025	wishan[REDACTED]@teamsforyou.org	Wishan [REDACTED]	01/03/2025	30

EntraUserDetails

Username ▾	DisplayName ▾	UserPrincipalName ▾	Department ▾	JobTitle ▾
bur[REDACTED]p@teamsforyou.org	Bura [REDACTED]	bur[REDACTED]p@teamsforyou.org	Operation	n/a
na[REDACTED]m@teamsforyou.org	Natt [REDACTED]	natt[REDACTED]m@teamsforyou.org	Operation	n/a
piy[REDACTED]d@teamsforyou.org	Piyav [REDACTED]	piy[REDACTED]d@teamsforyou.org	Operation	n/a
pa[REDACTED]f-a@teamsforyou.org	Paula [REDACTED]	pau[REDACTED]f-a@teamsforyou.org	Operation	n/a
pa[REDACTED]@teamsforyou.org	Patima [REDACTED]	pat[REDACTED]@teamsforyou.org	Operation	n/a
an[REDACTED]n@teamsforyou.org	Anu [REDACTED]	anu[REDACTED]n@teamsforyou.org	Operation	n/a
or[REDACTED]p.mc-b@teamsforyou.org	Orn [REDACTED]	orn[REDACTED]p.mc-b@teamsforyou.org	Operation	n/a



# Schema references

