

# IMPORTANT: Adjusting Settings <Doc 000049X-Day 00006Y BI>

Monday, July 31, 2023 4:42 PM

## 07.04.2023

We will enable all available preview features

We will deselect 3 Options

- Update or delete relationships when refreshing data

- Autodetect new relationships after data is loaded

- Time Intelligence > Auto Data/time

We're going to select English ("United States") as our locale

★ **Options under CURRENT FILE need to be adjusted every time you open a new Power BI workbook**

Open the Power BI App

The Power BI Desktop Box Pops Up

Click the Power BI Desktop Box Exit Button

At the Top of Report View Click the File Option

The Open Report Section Pops Up

Click the Options and settings option

The Options and settings Section Pops Up

Click the Options Option

The Options Box Pops Up

Click the Preview features option

Make sure All Checkboxes are Currently Checked in the Preview features Section

Click the Data Load Option

Click the Update or delete relationships when refreshing data Checkbox so that it is Currently Unchecked

Click the Autodetect new relationships after data is loaded Checkbox so that it is Currently Unchecked

Click the Auto date/time Checkbox so that it is Currently Unchecked

Click the Regional Settings Option

Local for import Drop Down: English (United States) Value

Click the Green Rectangular Ok Button

You Return to the Report View

At the Top of Report View Click the File Option

The Open Report Section Pops Up

Click the Save as Option

The Save As Box Pops Up

Save the File as "AdventureWorks Report", you'll have to decide where to save it, it should be a .pbix file type

Click the Gray Rectangular Save Button