Data Science

Data Analytics
in
Business Processes

Task 2:

'You work as a business analyst for a retail company that operates both physical stores and an online platform. The company wants to improve its inventory management by creating a Power BI dashboard to track and analyze inventory levels. They have provided you with the necessary data, including product information, sales data, and current inventory counts.'

In this task you are expected to explore online platforms like kaggle for dataset. 'product information, sales data, and current inventory counts' these are the fields (column-name can be different) that you need to look for in the dataset. To additionally support you in Task 2, I am attaching a relevant dataset-'online_sales.csv'. You can get information on product information from 'Description' column, sales data from 'Quantity' x 'UnitPrice' column and current inventory counts from 'Quantity' column.

Task a: Data Integration and Transformation

- Explain how you would integrate and transform the provided data sources to create a unified dataset suitable for inventory analysis in Power BI.
- Outline the key data cleansing and transformation steps you would perform.

Task b: Dashboard Design and Visualizations

- Describe the design of the Power BI dashboard, including the choice of visualizations (e.g., bar charts, line charts, tables) and their placement on the dashboard.
- Justify your selection of visualizations based on the information needs of inventory managers.
- Discuss how you would incorporate drill-through functionality to allow users to explore inventory details for specific products or locations.

Task c: Inventory Metrics and Alerts

- Identify at least three critical inventory metrics or KPIs (e.g., inventory turnover rate, days of inventory) that you would include in the dashboard.
- Explain the importance of each metric and how it would be calculated from the available data.
- Describe how you would set up conditional formatting or alerts to highlight potential inventory issues or anomalies.

Task d: User Training and Documentation

- Briefly outline your strategy for training end-users on how to use the Power BI inventory dashboard effectively.
- Discuss the importance of creating documentation or user guides to assist users in navigating and interpreting the dashboard.

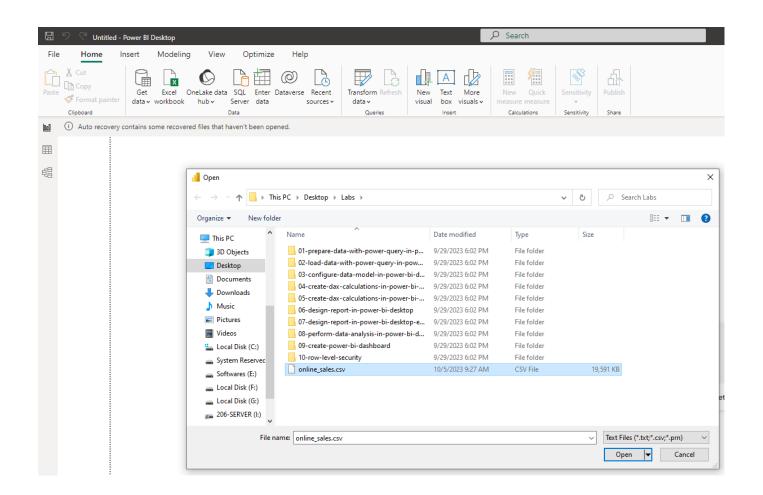
Task 2:

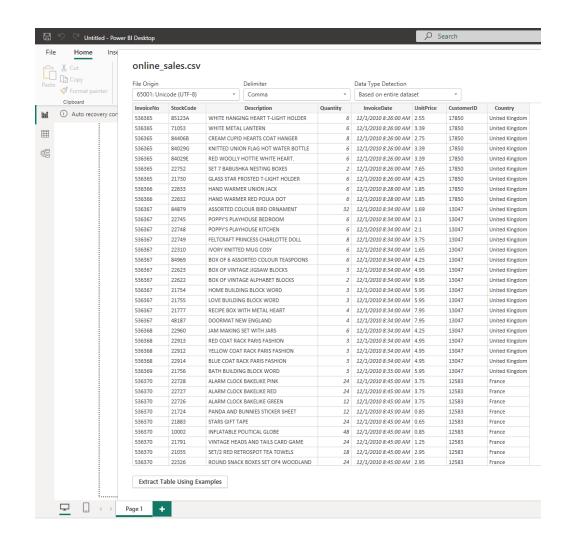
Task a: Data Integration and Transformation

- Explain how you would integrate and transform the provided data sources to create a unified dataset suitable for inventory analysis in Power BI.
- Outline the key data cleansing and transformation steps you would perform.

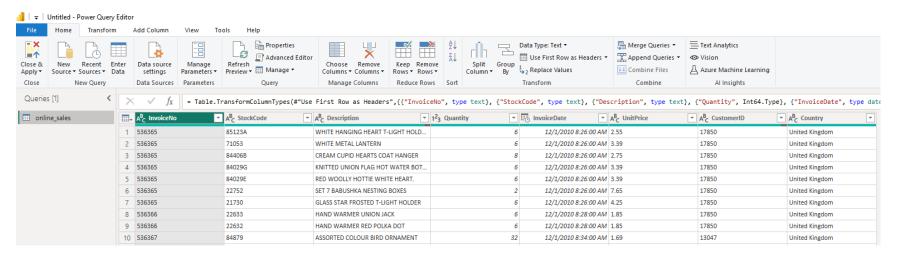
Integrating the data source, online_sales.csv:-

Once click the Get Data option from the menu pane under the Home tab, it is possible to select the .csv file (the data source) from the folder explorer window.

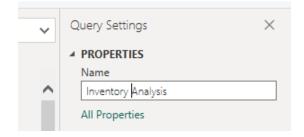




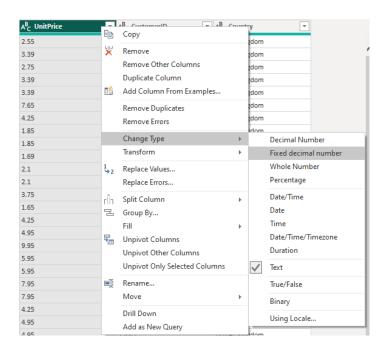
The below Power Query Editor will open once click the Transform Data button.



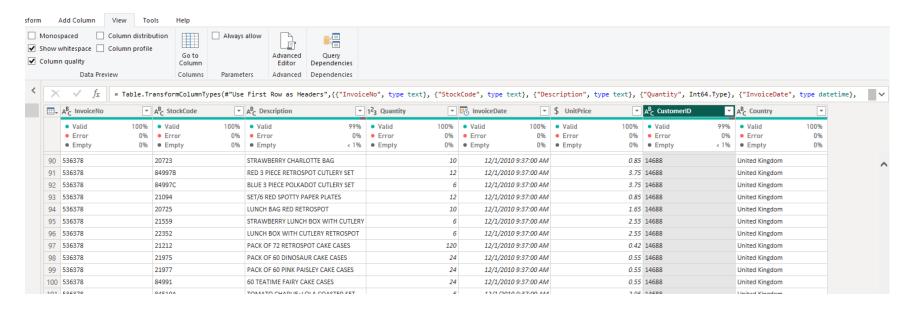
Changing the name of the query: Under the power query settings, Properties, it is allowed to provide a new name and the same name will pick at the time of loading the data to Power BI.



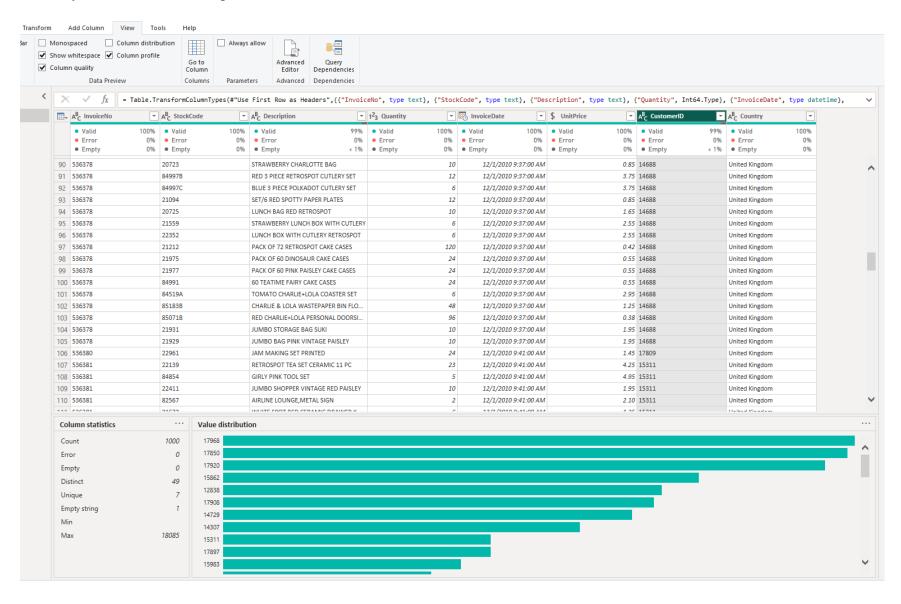
Formatting column's types: Automatically the unit price column's type has come as text hence need to be changed to fixed decimal numbers.



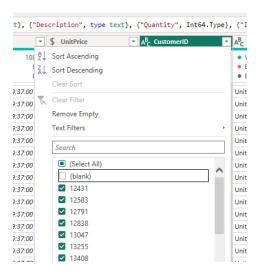
By using the Column Quality option under the view tab, it is possible to check the quality of each column.



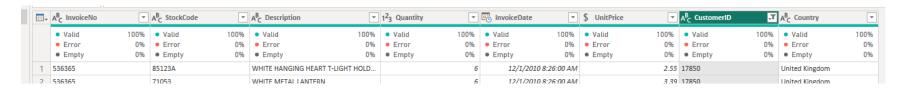
Similarly, the Column Profile option shows the statistics of a selected column.



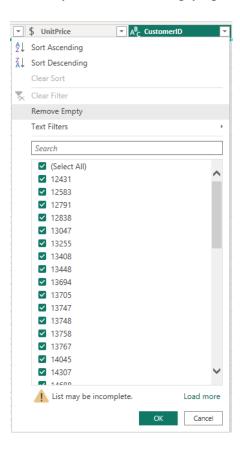
It is always better to remove empty strings or blank cells from the dataset and this can be accomplished by unticking the (blank) option from the selected column.



After removing all the empty strings, the Validity can be seen as 100% for each column.



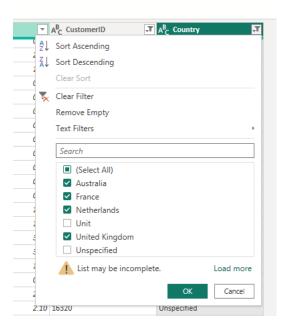
Similarly, the Remove Empty option can be used.



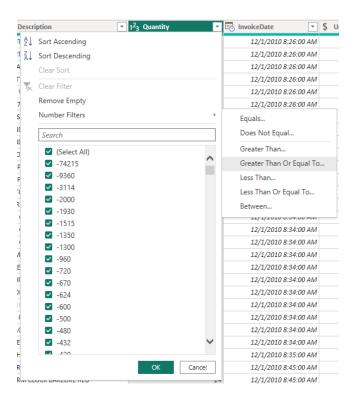
There are no spaces words of all the columns otherwise, it is recommended that replace the space with an (_) underscore.



It is a good practice to remove unwanted or unspecified data line items from the dataset to produce high accurate results.



Since the source file contains inventory data, in order to have more clarity on end results, it is possible to assume that the inventory quantity should be equal to or greater than zero. Using the filter function, this condition can be applied to the Quantity column.



The data can be loaded to Power BI once the aforementioned procedures for cleansing and transformation have been used.

Task b: Dashboard Design and Visualizations

- Describe the design of the Power BI dashboard, including the choice of visualizations (e.g., bar charts, line charts, tables) and their placement on the dashboard.
- Justify your selection of visualizations based on the information needs of inventory managers.
- Discuss how you would incorporate drill-through functionality to allow users to explore inventory details for specific products or locations.

Data source: dabp salesdata.csv

The Power BI service allows users to create Power BI dashboards, which are a collection of report elements. Depending on the situation, the dashboard visualizations could be taken from a single core dataset or a number of separate datasets. Sometimes a dashboard will include both on-premises and cloud data. A dashboard can also provide important highlights from one or more data sources.

A dashboard design has multiple tiles pinned on it. Linked to one or more data sources, such as SAP HANA, Microsoft Excel, and MS SQL Server database tables, tiles are discrete report elements or snapshots of the data. By pinning visuals from a report, you can either construct a brand-new dashboard or update an existing one. Common elements of a Power BI dashboard design include the dashboard theme, the company logo, KPIs, gauges, scorecards, live report pages, streaming data tiles, clustered bar charts, pie charts, scatter charts, alerts, Q&A feature, rapid insights, metrics, maps, legends, etc. Moreover, the user can download new elements from the Microsoft official web repository when required.

It is possible to arrange the visuals on a dashboard's canvas in ways. This includes scaling them, changing titles and subtitles, moving tiles around and adjusting the pointing of a tile (by default each tile is linked to its source).

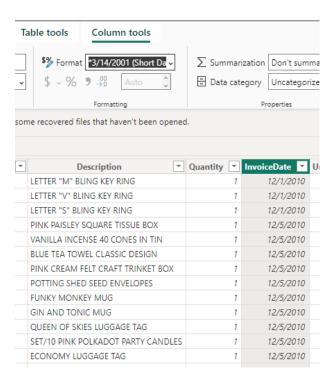
Inventory managers often find it valuable to have access to the following data displayed on a Power BI dashboard.

- Current stock value
- current stock quantity by item group
- warehouse-wise quantity and value
- the top ten fastest-moving items
- Month-by-month stock movement
- Revenue vs. gross profit

- Stock turnover during the previous 12 months
- Stock turnover by item group
- Stock counting
- Current month's inbound and outgoing stock values

Placing a Card on the Power BI canvas that shows the Total Revenue: -

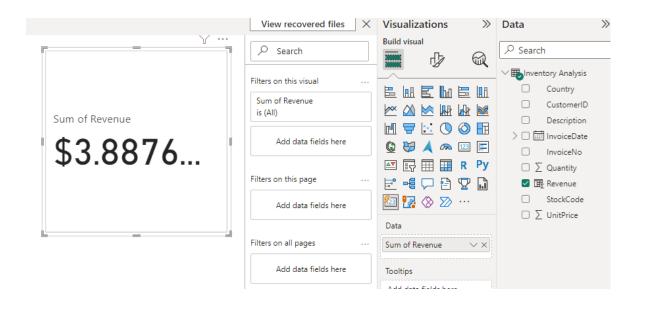
The InvoiceDate column can be formatted as follows to make it easier to generate visualizations.



The new column, revenue, can be used to generate visual (card) on the Power BI dashboard.

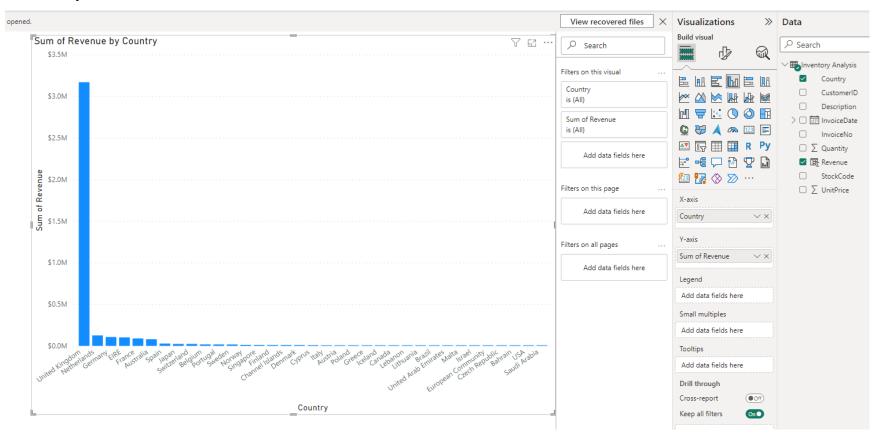
1 Revenue = 'Inventory Analysis'[Quantity] * 'Inventory Analysis'[UnitPrice]							
StockCode *	Description	Quantity 💌	InvoiceDate 🔻	UnitPrice 💌	CustomerID 💌	Country 💌	Revenue
90214M	LETTER "M" BLING KEY RING	1	12/1/2010	\$1.25	14606	United Kingdom	\$1.25
90214V	LETTER "V" BLING KEY RING	1	12/1/2010	\$1.25	14606	United Kingdom	\$1.25
90214S	LETTER "S" BLING KEY RING	1	12/1/2010	\$1.25	14606	United Kingdom	\$1.25
22096	PINK PAISLEY SQUARE TISSUE BOX	1	12/5/2010	\$1.25	14606	United Kingdom	\$1.25
17090D	VANILLA INCENSE 40 CONES IN TIN	1	12/5/2010	\$1.25	14606	United Kingdom	\$1.25
22482	BLUE TEA TOWEL CLASSIC DESIGN	1	12/5/2010	\$1.25	14606	United Kingdom	\$1.25
20972	PINK CREAM FELT CRAFT TRINKET BOX	1	12/5/2010	\$1.25	14606	United Kingdom	\$1.25
21894	POTTING SHED SEED ENVELOPES	1	12/5/2010	\$1.25	14606	United Kingdom	\$1.25
37461	FUNKY MONKEY MUG	1	12/5/2010	\$1.25	14606	United Kingdom	\$1.25
21874	GIN AND TONIC MUG	1	12/5/2010	\$1.25	14606	United Kingdom	\$1.25
20655	QUEEN OF SKIES LUGGAGE TAG	1	12/5/2010	\$1.25	14606	United Kingdom	\$1.25
21122	SET/10 PINK POLKADOT PARTY CANDLES	1	12/5/2010	\$1.25	14606	United Kingdom	\$1.25

The card visuals shows the total revenue amount as \$3.8876 M

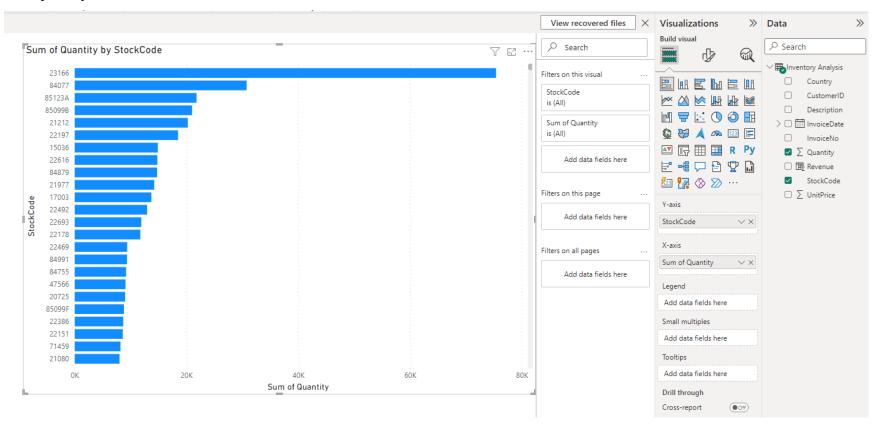


Clustered bar chart: -

The Total Revenue by Country can be shown in a clustered bar chart. According to the visual below, the United Kingdom has thus generated the most money.

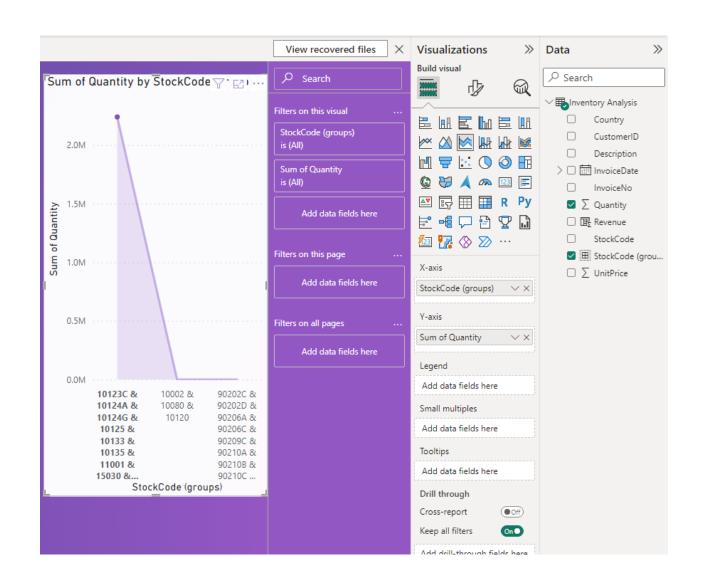


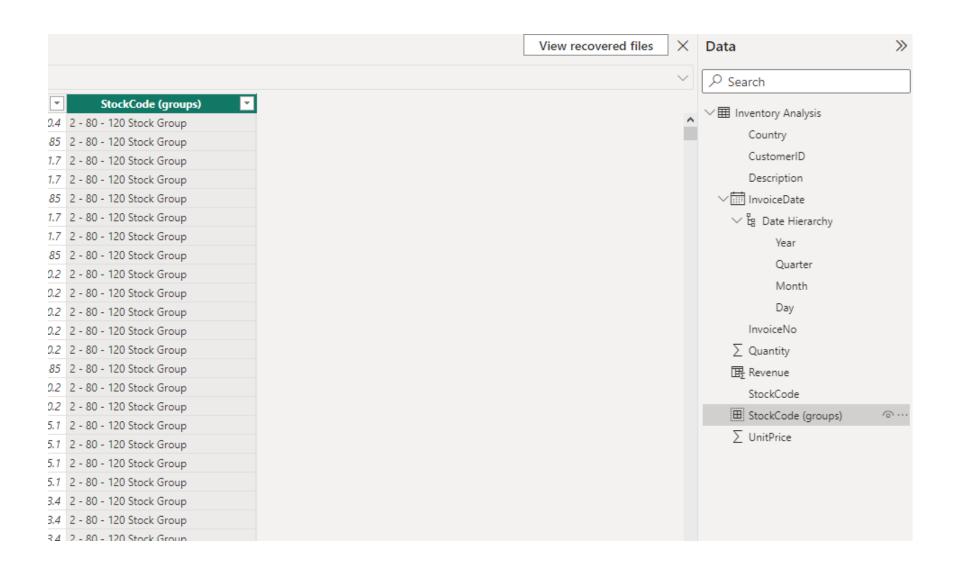
The item code 23166 has an extremely high stock quantity as compared to other goods, as can be seen from the bar chart below that shows the total quantity vs. item code.



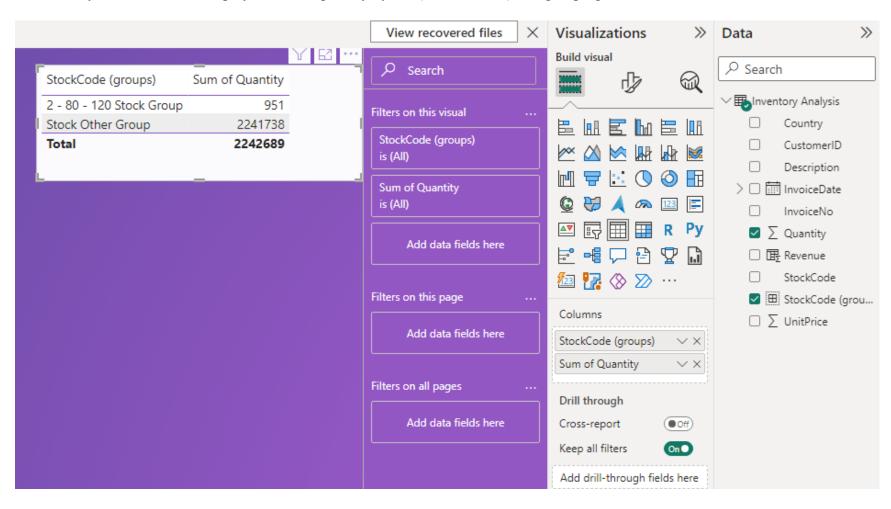
Grouping Option

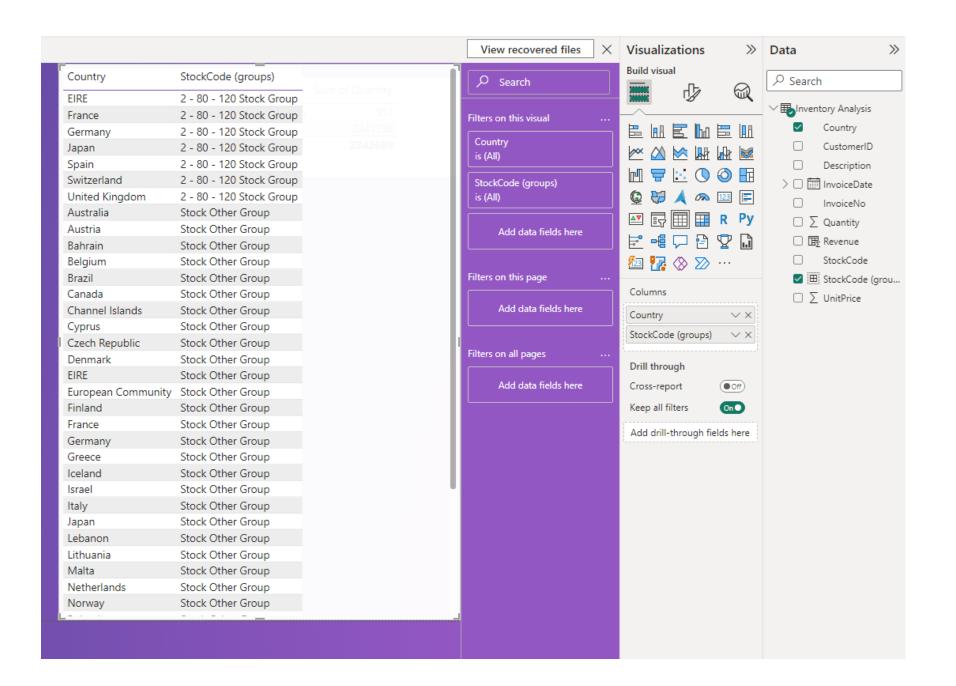
Alternatively, with Power BI, creating categories and visualizing data is also possible. For example, we divided all the products into two groups. Generated an area chart that compares the quantity between these two groupings (these 2 groups and contents have been randomly selected and generated just to showcase the grouping feature in Power BI).



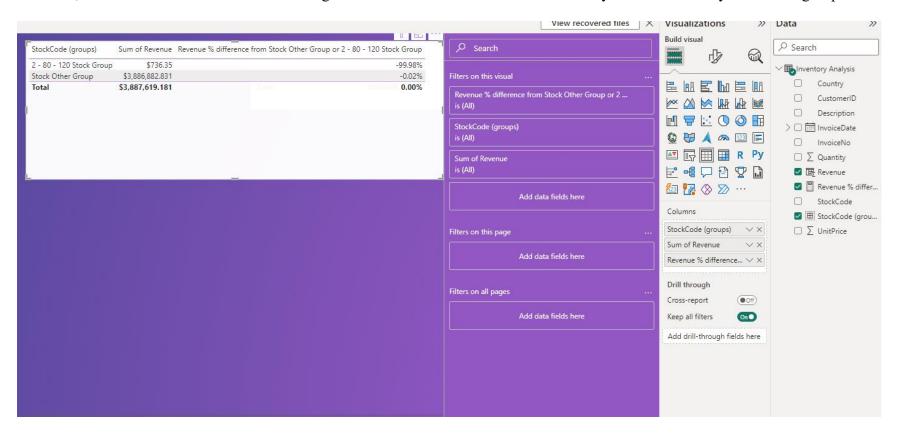


Additionally, the table below displays the total quantity by the (custom made) two groupings of items.

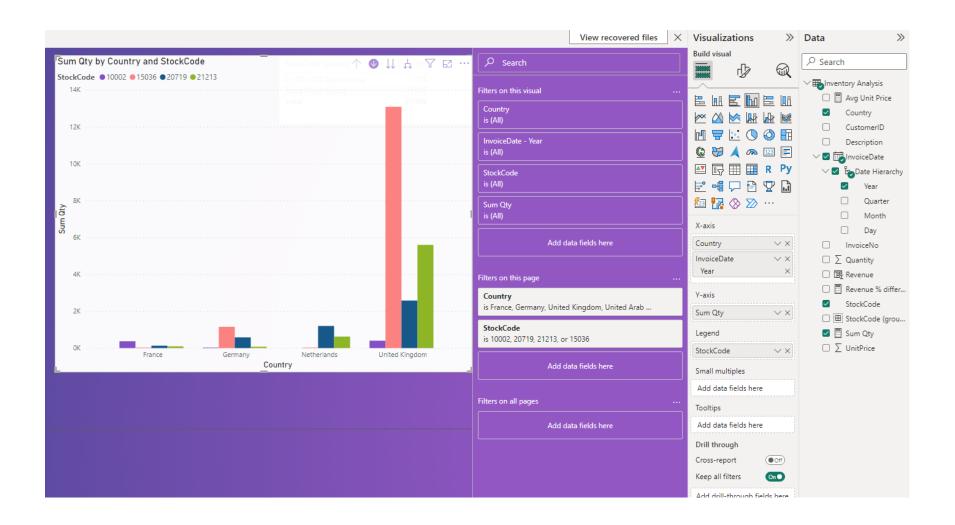




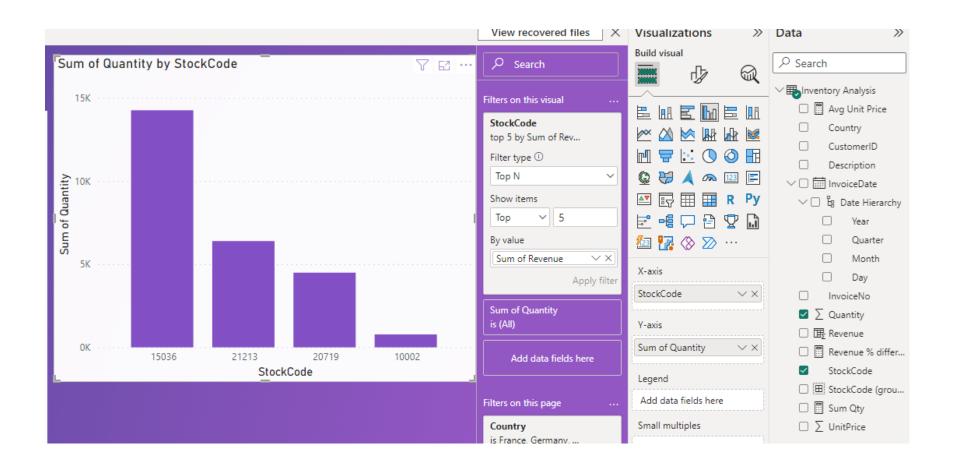
Likewise, the data table below was created using a measure to determine the total income by the two randomly made item groups.



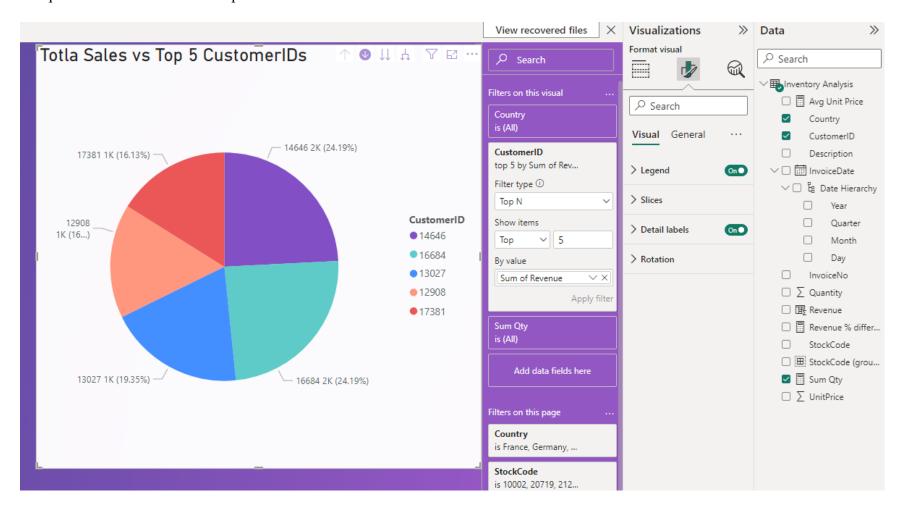
Another clustered bar chart with the location added was created to show the total quantity by location for a set of 4 stock codes. Further, it is possible to examine the overall quantity by year by drilling down.



Observing the top nth inventory items is one of the most useful visualizations. For instance, the graph below displays the top 4 products in terms of overall sales.



The pie chart below shows the top 5 customer IDs based on total sales.

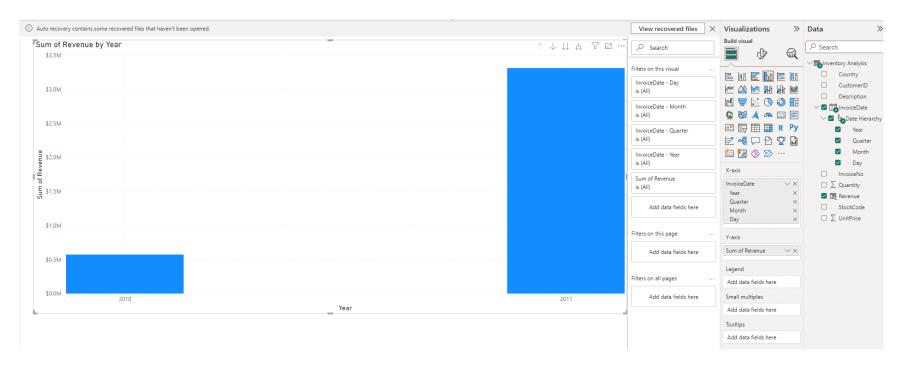


When it comes to drill through functionality, in MS Power BI it allows users to access information at levels of detail. Here are a few examples of dashboard charts that demonstrate drill through capabilities for inventory management.

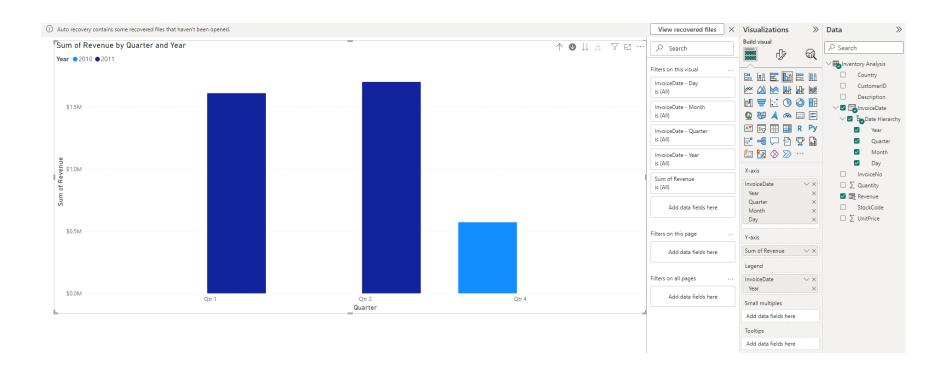
- Viewing moving items from a level (item group or year) to a more specific level (item or month).
- Comparing revenue and gross profit from a broader perspective (year or item group) to a narrower one (month or item).
- Analyzing item quantity from a country view down to warehouse locations or cities.
- Exploring the stock value by moving from a view (item group or country) down to specific warehouse locations.
- Examining stock turnover by diving into details going from an item group level to an item level.
- Analyzing inbound and outbound inventory levels by transitioning from data to data.

These examples highlight how drill through functionality in MS Power BI enables users to navigate through levels of information, for inventory management.

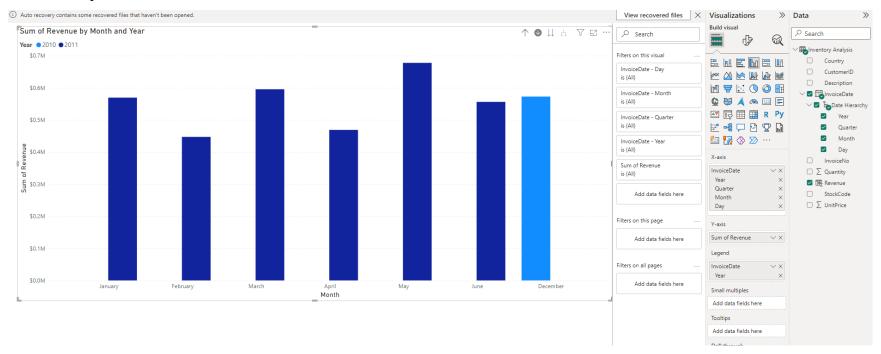
Each year's sum of revenue is displayed in the bar chart below, along with the date hierarchy.



When the user begins to use the drill-through feature within the chart, the Total Revenue by Quarter may be displayed.



In order to gain more details about the Total Revenue, the user can drill down until month or even day. The graph for May 2011 indicates a high revenue compared to the other months.



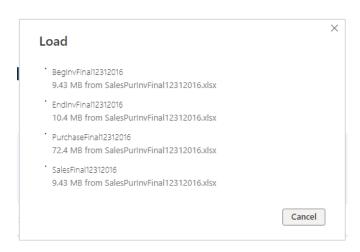
Task c: Inventory Metrics and Alerts

- Identify at least three critical inventory metrics or KPIs (e.g., inventory turnover rate, days of inventory) that you would include in the dashboard.
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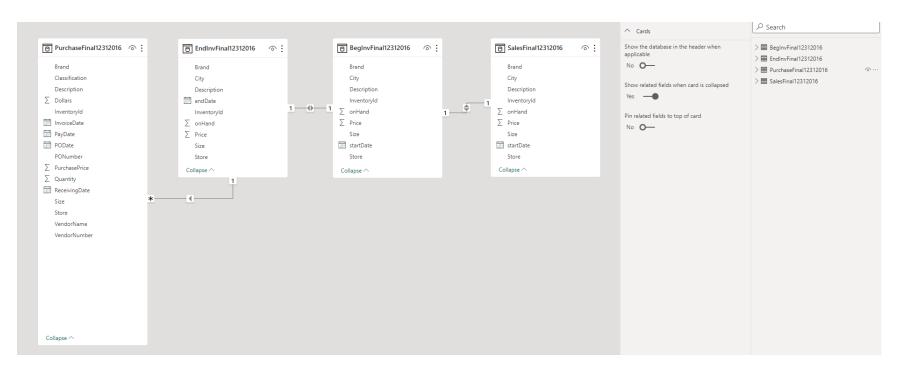
Data Source: https://www.kaggle.com/datasets/bhanupratapbiswas/inventory-analysis-case-study

Source File: SalesPurInvFinal12312016.xlsx

Loading 4 sheets from the excel file.



Creating the relationship map using the model view.



Including a new measure to calculate the total inventory quantity as of the year's beginning.



Adding a new column to calculate the inventory value for each line item as of the year's beginning.



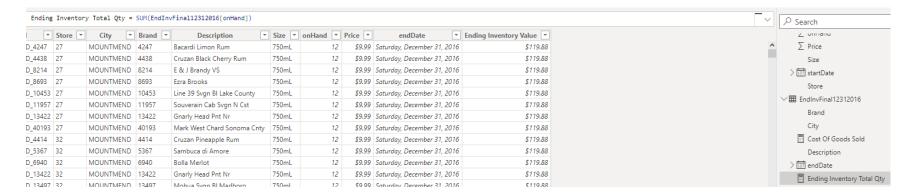
Including a new measure to calculate the total inventory value as of the year's beginning.



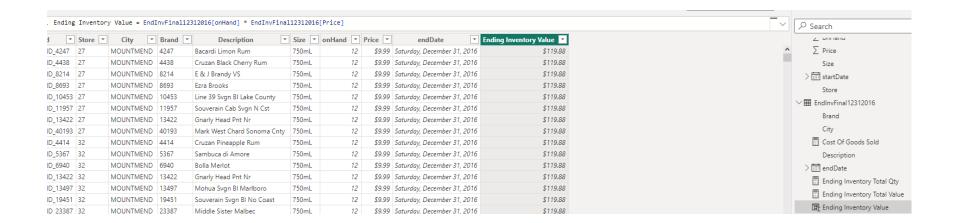
Including a new measure to calculate the average inventory value for the year 2016.



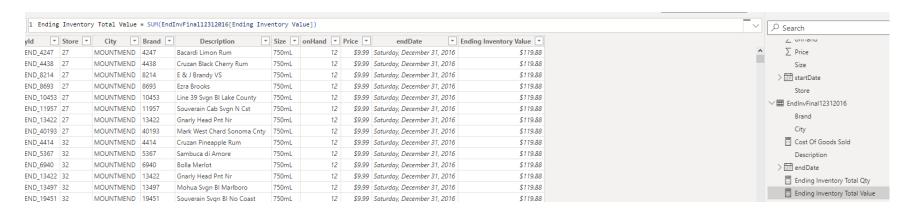
Including a new measure to calculate the total inventory quantity as of the year's end.



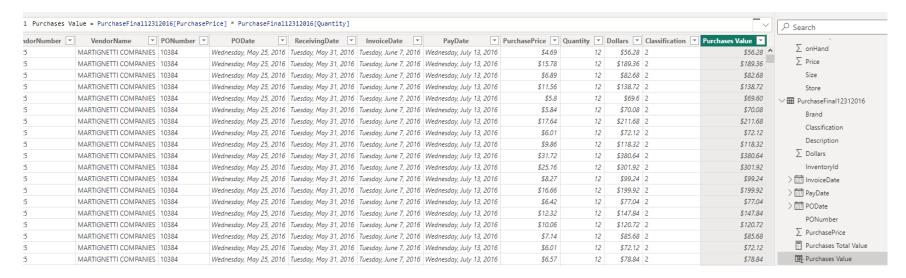
Including a new column to calculate the inventory value for each line item as of the year's end.



Adding a new measure to calculate the total inventory value as of the year's end.



Including a new column to calculate the purchase value for each line item for 2016.



Including a new measure to calculate the total purchase value for 2016.

1 Purchases To	otal Value = SUM(Purcha	seFinal12312016	[Purchases Value])									
ndorNumber 🔻	VendorName	PONumber 🔻	PODate	ReceivingDate 🔻	InvoiceDate ▼	PayDate ▼	PurchasePrice 🔻	Quantity -	Dollars 🔻	Classification -	Purchases Value 🔻	
:5	MARTIGNETTI COMPANIES	10384	Wednesday, May 25, 201	5 Tuesday, May 31, 2016	Tuesday, June 7, 2016	Wednesday, July 13, 2016	\$4.69	12	\$56.28	2	\$56.28	∑ onHand
5	MARTIGNETTI COMPANIES	10384	Wednesday, May 25, 201	5 Tuesday, May 31, 2016	Tuesday, June 7, 2016	Wednesday, July 13, 2016	\$15.78	12	\$189.36	2	\$189.36	∑ Price
5	MARTIGNETTI COMPANIES	10384	Wednesday, May 25, 201	5 Tuesday, May 31, 2016	Tuesday, June 7, 2016	Wednesday, July 13, 2016	\$6.89	12	\$82.68	2	\$82.68	Size
:5	MARTIGNETTI COMPANIES	10384	Wednesday, May 25, 201	Tuesday, May 31, 2016	Tuesday, June 7, 2016	Wednesday, July 13, 2016	\$11.56	12	\$138.72	2	\$138.72	Store
5	MARTIGNETTI COMPANIES	10384	Wednesday, May 25, 201	Tuesday, May 31, 2016	Tuesday, June 7, 2016	Wednesday, July 13, 2016	\$5.8	12	\$69.6	2	\$69.60	✓ III PurchaseFinal12312016
:5	MARTIGNETTI COMPANIES	10384	Wednesday, May 25, 201	Tuesday, May 31, 2016	Tuesday, June 7, 2016	Wednesday, July 13, 2016	\$5.84	12	\$70.08	2	\$70.08	Brand
5	MARTIGNETTI COMPANIES	10384	Wednesday, May 25, 201	Tuesday, May 31, 2016	Tuesday, June 7, 2016	Wednesday, July 13, 2016	\$17.64	12	\$211.68	2	\$211.68	
5	MARTIGNETTI COMPANIES	10384	Wednesday, May 25, 201	Tuesday, May 31, 2016	Tuesday, June 7, 2016	Wednesday, July 13, 2016	\$6.01	12	\$72.12	2	\$72.12	Classification
15	MARTIGNETTI COMPANIES	10384	Wednesday, May 25, 201	Tuesday, May 31, 2016	Tuesday, June 7, 2016	Wednesday, July 13, 2016	\$9.86	12	\$118.32	2	\$118.32	Description
5	MARTIGNETTI COMPANIES	10384	Wednesday, May 25, 201	Tuesday, May 31, 2016	Tuesday, June 7, 2016	Wednesday, July 13, 2016	\$31.72	12	\$380.64	2	\$380.64	∑ Dollars
5	MARTIGNETTI COMPANIES	10384	Wednesday, May 25, 201	Tuesday, May 31, 2016	Tuesday, June 7, 2016	Wednesday, July 13, 2016	\$25.16	12	\$301.92	2	\$301.92	Inventoryld
5	MARTIGNETTI COMPANIES	10384	Wednesday, May 25, 201	5 Tuesday, May 31, 2016	Tuesday, June 7, 2016	Wednesday, July 13, 2016	\$8.27	12	\$99.24	2	\$99.24	> iiii InvoiceDate
5	MARTIGNETTI COMPANIES	10384	Wednesday, May 25, 201	5 Tuesday, May 31, 2016	Tuesday, June 7, 2016	Wednesday, July 13, 2016	\$16.66	12	\$199.92	2	\$199.92	> iiii PayDate
5	MARTIGNETTI COMPANIES	10384	Wednesday, May 25, 201	5 Tuesday, May 31, 2016	Tuesday, June 7, 2016	Wednesday, July 13, 2016	\$6.42	12	\$77.04	2	\$77.04	> PODate
5	MARTIGNETTI COMPANIES	10384	Wednesday, May 25, 201	5 Tuesday, May 31, 2016	Tuesday, June 7, 2016	Wednesday, July 13, 2016	\$12.32	12	\$147.84	2	\$147.84	
5	MARTIGNETTI COMPANIES	10384	Wednesday, May 25, 201	5 Tuesday, May 31, 2016	Tuesday, June 7, 2016	Wednesday, July 13, 2016	\$10.06	12	\$120.72	2	\$120.72	PONumber
!5	MARTIGNETTI COMPANIES	10384	Wednesday, May 25, 201	5 Tuesday, May 31, 2016	Tuesday, June 7, 2016	Wednesday, July 13, 2016	\$7.14	12	\$85.68	2	\$85.68	∑ PurchasePrice
.5	MARTIGNETTI COMPANIES	10384	Wednesday, May 25, 201	5 Tuesday, May 31, 2016	Tuesday, June 7, 2016	Wednesday, July 13, 2016	\$6.01	12	\$72.12	2	\$72.12	Purchases Total Value

Cost of Goods Sold (COGS)

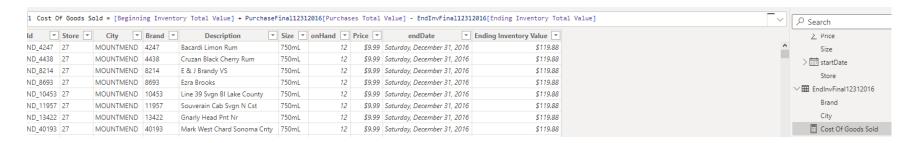
To determine the value of your ending inventory at the conclusion of a specific accounting period, start with your beginning inventory, add net purchases, and subtract cost of goods sold (COGS).

When applying the above theory, we can find the COGS if the year end's inventory is available.

Hence,

2016 Beginning Inventory Value + 2016 Net Purchases Value – 2016 Ending Inventory Value = 2016 Cost of Goods Sold (COGS)

Therefore, the above calculation can be included as a new measure as below.



Inventory Turnover Ratio (ITR)

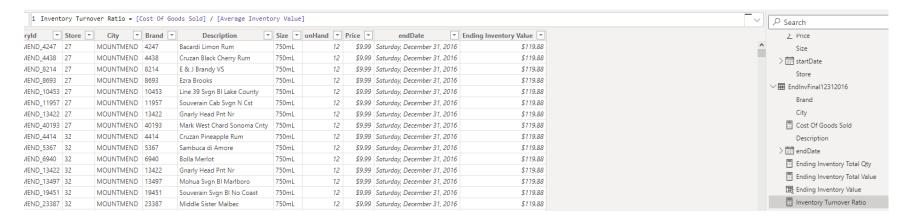
The average number of sales and inventory replacements made by the company in a given time period is shown by the Inventory Turnover Ratio (ITR).

Hence,

Inventory Turnover Ratio = Cost of goods sold / Average Inventory Value

The Inventory Turnover Ratio shows how successfully a business sells its stock. A corporation selling its stock quickly and a market need for its goods are both indicated by a rapid inventory turnover.

Adding a new measure to calculate the Inventory Turnover Ratio (ITR) for 2016.



Days in Inventory (DII) / Days of Inventory (DOI) / Days Sales in Inventory (DSI) / Days in Inventory Outstanding (DIO) / Inventory Days of Supply

The days of Inventory that start to rise typically indicate that the company is keeping more inventory on hand or that sales have begun to slacken. Days of Inventory is useful for planning or ensuring that significant cyclical variance isn't hidden by averages. A lower DOI is preferable in general. It indicates that a company is doing a good job of selling what it has, and that less money is being held in inventory.

Formular for Days of Inventory

Days of Inventory = (Average Inventory Value / Cost of Goods Sold) x Days in time period

The average inventory refers to the average inventory value in dollars for a specific time period, not the inventory unit itself.

Formular for Average Inventory

Average Inventory = (Beginning Inventory + Ending Inventory) / 2

However, if the aforementioned calculation utilizes the current inventory instead of the average inventory, it will indicate how many future days of inventory are now in stock.

Impotencies of Days of Inventory

- In isolation, a single value for a single time period might not represent much, but when Days of Inventory is monitored over time, it might reveal modifications and patterns that, in turn, might reveal clues regarding inventory control.
- In the same industry, comparable businesses from the same time period can be compared using Days of Inventory.
- When it comes to cash management, the Days of Inventory play a vital role. So much money invested in inventory can lead to issues elsewhere, such as the inability to make supplier payments on schedule or invest in new markets.

Including a new measure to calculate the Days in Inventory for 2016.

1 Days in Invento	ory = ([Average	Inventor	/ Value] / [Cost Of Goods So	old]) * :	365					Search Se
d Store		Brand *			onHand P		endDate	Ending Inventory Value		Search
	MOUNTMEND		Bacardi Limon Rum						^	∨⊞ BeglnvFinal123120
ND_4247 27				750mL	12		Saturday, December 31, 201			Average Invento
ND_4438 27	MOUNTMEND		Cruzan Black Cherry Rum	750mL 750mL	12		Saturday, December 31, 201	******		Beginning Inven
ND_8214 27			E & J Brandy VS		12		Saturday, December 31, 201			Beginning Inven
ND_8693 27			Ezra Brooks	750mL	12		Saturday, December 31, 201			
ID_10453 27	MOUNTMEND		Line 39 Svgn BI Lake County	750mL	12		Saturday, December 31, 201			民 Beginning Inven
ND_11957 27	MOUNTMEND		Souverain Cab Svgn N Cst	750mL	12		Saturday, December 31, 201			Brand
ND_13422 27	MOUNTMEND		Gnarly Head Pnt Nr	750mL	12		Saturday, December 31, 201			City
ND_40193 27			Mark West Chard Sonoma Cnty	750mL	12		Saturday, December 31, 201			Description
ND_4414 32	MOUNTMEND		Cruzan Pineapple Rum	750mL	12		Saturday, December 31, 201			Inventoryld
ND_5367 32			Sambuca di Amore	750mL	12		Saturday, December 31, 201			∑ onHand
ND_6940 32	MOUNTMEND	6940	Bolla Merlot	750mL	12	\$9.99	Saturday, December 31, 201	6 \$119.88		_
ND_13422 32	MOUNTMEND	13422	Gnarly Head Pnt Nr	750mL	12	\$9.99	Saturday, December 31, 201	6 \$119.88		∑ Price
ND_13497 32	MOUNTMEND	13497	Mohua Svgn Bl Marlboro	750mL	12	\$9.99	Saturday, December 31, 201	6 \$119.88		Size
ND_19451 32	MOUNTMEND	19451	Souverain Svgn BI No Coast	750mL	12	\$9.99	Saturday, December 31, 201	6 \$119.88		> iiii startDate
ND_23387 32	MOUNTMEND	23387	Middle Sister Malbec	750mL	12	\$9.99	Saturday, December 31, 201	6 \$119.88		Store
ND_24605 32	MOUNTMEND	24605	Fortant Chard	750mL	12	\$9.99	Saturday, December 31, 201	6 \$119.88		✓≡ EndInvFinal1231201
ND_25649 32	MOUNTMEND	25649	De Loach Chard Cal	750mL	12	\$9.99	Saturday, December 31, 201	6 \$119.88		
ND_27145 32	MOUNTMEND	27145	Schmitt Sohne QbA	750mL	12	\$9.99	Saturday, December 31, 201	6 \$119.88		Brand
ND_31231 32	MOUNTMEND	31231	Nobilo Svgn Bl MarlborougH	750mL	12	\$9.99	Saturday, December 31, 201	6 \$119.88		City
ND_32054 32	MOUNTMEND	32054	Greg Norman Lmstn Cab/Merlot	750mL	12	\$9.99	Saturday, December 31, 201	6 \$119.88		Cost Of Goods S
ND_35103 32	MOUNTMEND	35103	Ruffino Chianti Superiore	750mL	12	\$9.99	Saturday, December 31, 201	6 \$119.88		Days in Inventor

Adding the above calculations as cards on the Power BI canvas and creating a Power BI dashboard.

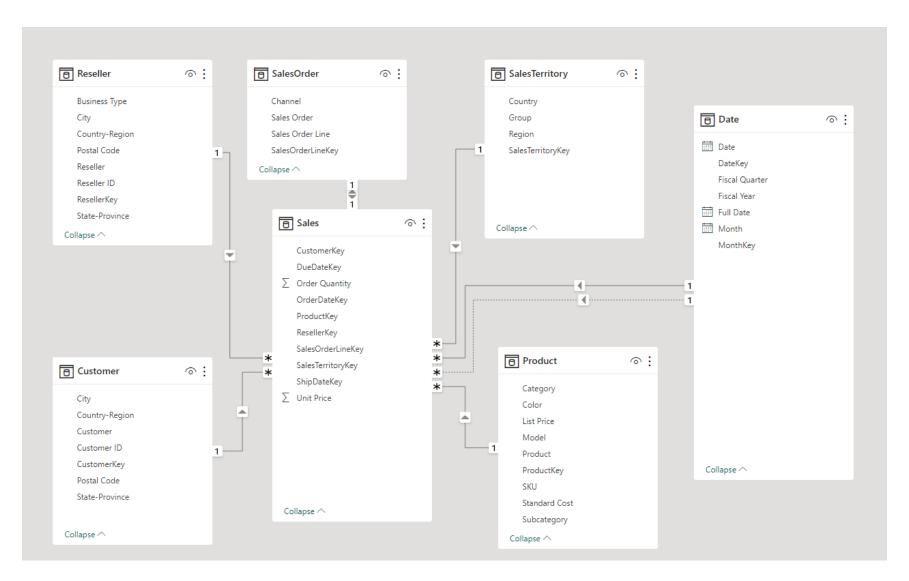


Data source: https://www.kaggle.com/datasets/kyanyoga/sample-sales-data

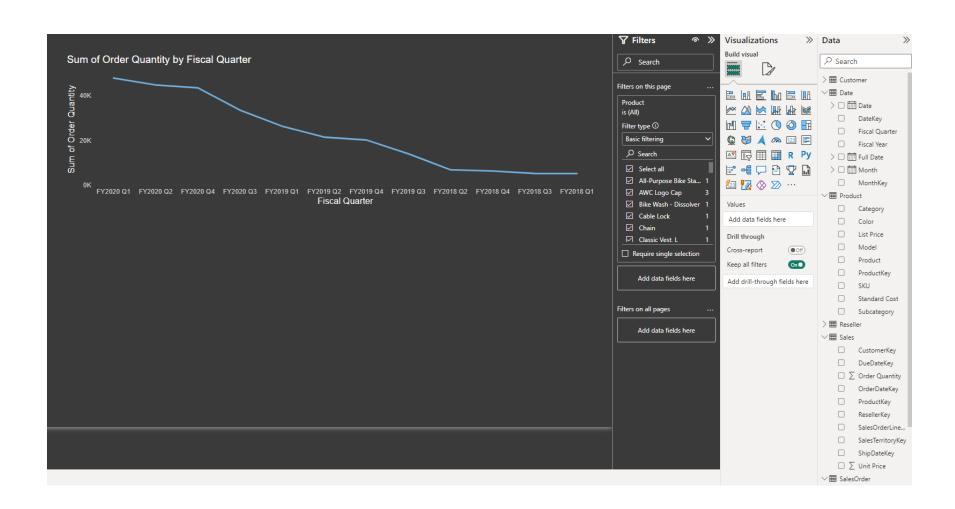
Data File: sales_data_sample.csv

Data source: AW Dataset.xlsx

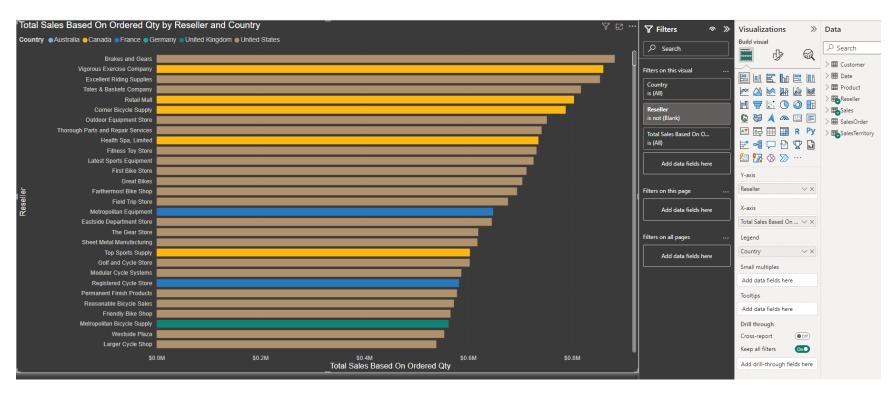
Generating relationships between the tables (excel datasets / sheets)



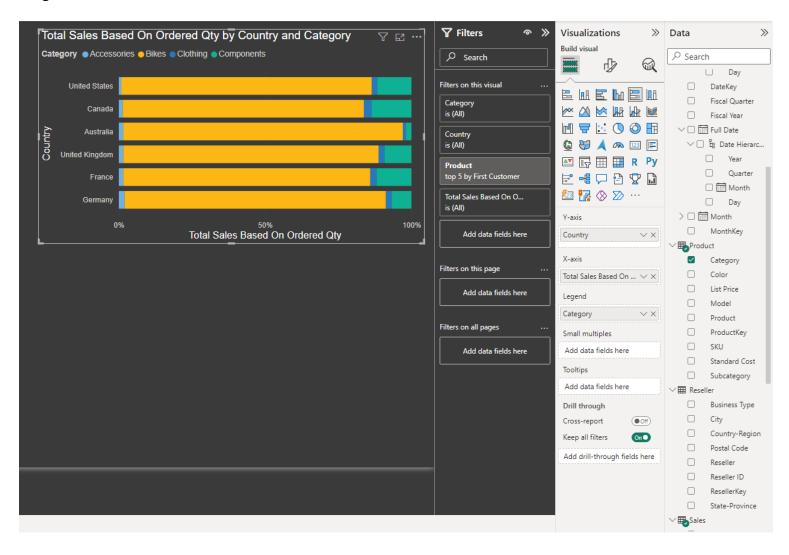
The total order quantity can be seen in the line chart below by fiscal year, and it has gradually increased from 2018 to 2020.



The below clustered bar chart displays the total sales based on ordered quantity by reseller and country. It also shows that bikes and gears have a huge demand

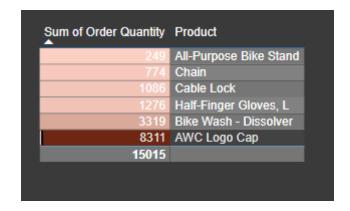


The total sales by country and category are shown in the 100% stacked bar chart below. This figure shows that components sell at a very low rate when there is a significant market for bikes in Australia.



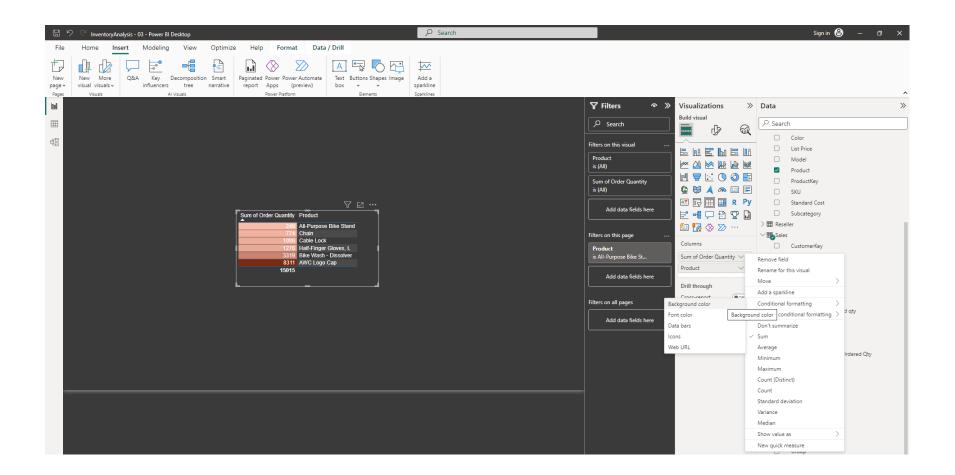
Conditional formatting & alerts: -

When conditional formatting is applied to the total order the quantity in the table below, the background color makes the maximum order quantity noticeable.

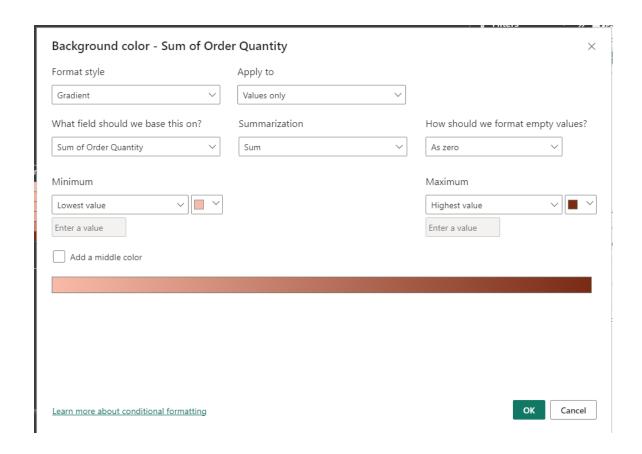


Applying conditional formatting on the sum of order quantity column: -

- Select the visual and click on the relevant column name.
- Select the conditional formatting option from the popup menu and next select the background color.



- Select colors for the lowest and maximum values.
- The color will change based on the sum of order quantity.



The user can double check the availability of the relevant item in the warehouse or with the supplier by looking at the color spectrum as well as the darkest color (depending on the parameters applied).

The cost, price, and difference of price and cost for each product are listed in the table below. The conditional formatting also takes place to show if the Price & Cost difference is less than \$5.00. As a result, the user can see which products in the list have a lower profit margin than the others, and can take quick action to reduce the profit drop downs.

Product	Standard Cost	List Price	Price Cost Difference
Bike Wash - Dissolver	\$2.97	\$7.95	\$4.98
AWC Logo Cap	\$5.23	\$8.64	\$3.41
AWC Logo Cap	\$5.71	\$8.64	\$2.94
AWC Logo Cap	\$6.92	\$8.99	\$2.07
Chain	\$8.99	\$20.24	\$11.25
Half-Finger Gloves, L	\$9.16	\$24.49	\$15.33
Half-Finger Gloves, L	\$9.71	\$23.55	\$13.83
Cable Lock	\$10.31	\$25.00	\$14.69
All-Purpose Bike Stand	\$59.47	\$159.00	\$99.53
Total			



Alerts: -

By utilizing MS Power Automate, it is possible to set up alerts when certain criteria are met.

Here is a general summary of what happens:

- A new flow should be developed in Power Automate.
- This trigger might depend on modifications to the data source or on a regular schedule.
- Include conditions to look for any potential inventory problems or irregularities. For instance, start an activity if the inventory goes below a certain threshold.
- Specify the procedures to be followed when the trigger condition is satisfied. This can involve notifying the accountable team or person through email.

Task d: User Training and Documentation

- Briefly outline your strategy for training end-users on how to use the Power BI inventory dashboard effectively.
- Discuss the importance of creating documentation or user guides to assist users in navigating and interpreting the dashboard.

To make sure end users can make use of the tool for data analysis and decision-making, training them on how to utilize the Power BI inventory dashboard effectively can be a structured process.

Training strategy:

- 1. It is an important requirement to pinpoint the target audience's needs and abilities. To properly train people to utilize Power BI and do data analysis, it is also necessary to understand their roles and responsibilities.
- 2. The training materials ought to be tailored, focused on roles and responsibilities of the warehouse and material control department users, and hands-on practice oriented. Designing training materials that are specific to the jobs and demands of the users is also a necessity. This could include textual instructions, instructional videos, or live demonstrations.
- 3. Basic training must cover how to execute data import and transformation, as well as how to connect to data sources, as well as an introduction to Power BI's interface and fundamental ideas. It is always preferable to explain data modeling and the connections between different datasets, making sure that users are aware of the dataset's structure, etc.
- 4. Instead of just continuing to teach theory with a PowerPoint slide presentation, the summary of the inventory dashboard's goal, major features, and insights it may provide should be a practical demonstration for the audience.

- 5. Training users on how to engage with the dashboard, including filtering, sorting, and slicing data to reveal insights, as well as on how to use visualizations like charts, graphs, and tables, is crucial under the data exploration subject matter. On the other hand, it helps them to understand how the dashboard functions and on the other hand, it is an opportunity to learn and familiarize themselves with the options on the dashboard.
- 6. Similar to other tools, Microsoft Power BI's sophisticated features, such as establishing custom measures or calculated columns, bookmarking, drill-through, and the integration of slicers, should be thoroughly explained to users.
- 7. End users must be shown collaboration and sharing inventory reports and dashboards, including real-time collaboration.
- 8. highlighting standard procedures for data visualization and report development, including tips on selecting suitable chart types and ensuring data quality, is crucial since the user has to know when to use whatever Power BI option. Otherwise, the story telling will be incoherent.
- 9. Users should be familiar with how to utilize tools for support and troubleshooting, such as internal support systems and community forums.
- 10. Encourage users to practice sample questions relating to Power BI visualizations, storytelling, data analysis, and drawing conclusions since it is essential for them to put their new knowledge into practice using practical exercises and sample datasets.
- 11. By using assessments and feedback, it is possible to gauge users' comprehension and improve training materials and content.

Iterative and user-responsive training is essential for success. It is a good practice to make sure users are adept at utilizing the Power BI inventory dashboard, periodically assess the training program's success and adjust as needed.

Creating documentation or user guides for a dashboard is crucial for several reasons:

- 1. New users and those who are not familiar with the dashboard will find it easier to become familiar with its features and functionalities.

 As a result, the learning curve is shortened, and the user experience is expedited.
- 2. Maintaining proper documentation guarantees that all users have access to the same information and instructions while maintaining consistency. It encourages the use of a consistent methodology while utilizing the dashboard and interpreting the data.
- 3. Users can look up the training materials whenever they need to at any time. It is a helpful resource for problem-solving, delineating steps, or reinforcing their memories of specific feature utilization.
- 4. Users may do their duties more quickly and effectively with the help of clear instructions and direction, which will decrease errors and boost productivity.
- 5. When there is straightforward guidance on how to use the Power BI dashboard and its features, it can help to empower users and make them feel more self-sufficient. It can be tiresome at times to continuously calling the IT support team for assistance. There are less calls for support because they are able to solve their problems on their own.
- 6. Training sessions may sometimes be costly and lengthy to conduct. However, thorough training sessions may not be as necessary, which can save time and money. Additionally, each user learns at various speeds, thus having a document can support independent learning at their own pace.
- 7. User manuals can assist users in evaluating the information displayed on the dashboard. This is necessary because it ensures that users base their decisions on precise data while working with complex or unfamiliar data.
- 8. A good user manual will inspire users to explore and interact with the dashboard more effortlessly and actively. Users are more likely to take advantage of its features effectively when they are aware of what they must do and what they are doing.
- 9. While human error cannot be completely eliminated, it can be reduced through implementing comprehensive documentation. By assisting users with data entry, filtering, and other tasks, it minimizes errors. This is essential when individuals are dealing with sensitive data.

- 10. Strict compliance rules should be used to secure data. The risk of data breaches and compliance violations can be minimized by using the user guides to make sure users handle data properly and follow rules and regulations. Because documentation may clearly show how and when data breaches can occur and who shouldn't see the data analysis, reports and related information.
- 11. By establishing a shared knowledge of the functions of the dashboard, documentation facilitates collaboration. When users from different teams share a common reference point, communication between them is enhanced.
- 12. Documentation can be updated to reflect changes as the dashboard develops or grows to serve various user groups or goals, ensuring that all users are kept up to pace.
- 13. Users may offer feedback and suggestions for changes using the documentation. The dashboard can be improved over time with the help of this feedback loop.
- 14. User manuals that describe new features and functionalities can ease the transition during updates or dashboard modifications.

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