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Power BI for consumers

As an **end user** or **consumer**, you are the person who receives dashboards, reports, and apps from colleagues. You work in **Power BI service** to review and interact with this content in order to make business decisions.

Are you more of a Power BI designer, developer, or admin? Welcome to you, too. We suggest starting with [Power BI for report designers](#).

To see all of the documentation for Power BI consumers, open the [table of contents](#).

Get Started

Get started

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[Read the Power BI blog](#)

[Ask questions in the Power BI forums](#)

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[Concepts & Terminology](#)

Basic concepts

Get to know the Power BI concepts and building blocks and how they all fit together.

Glossary

When you run into a term you don't know, look it up here.

Tour

Let us show you around Power BI service. Along the way you'll get familiar with our navigation and terminology.

Power BI license types

Your license type determines what actions you can do in Power BI. Find out which type of license you are using.

Advanced concepts

Ready to dig deeper? Explore these advanced topics to learn how to get the most out of your data.

See all Power BI consumer documentation

[Resources](#)

[Resources](#)

FAQ-Frequently asked questions

Browse through the most popular questions we get from consumers like you.

Accessibility

Learn how Microsoft enables people with disabilities to more easily consume and interact with Power BI.

Browsers information

See the list of browsers that work best with Power BI.

Supported languages

Power BI is translated into many languages, with more being added all the time.

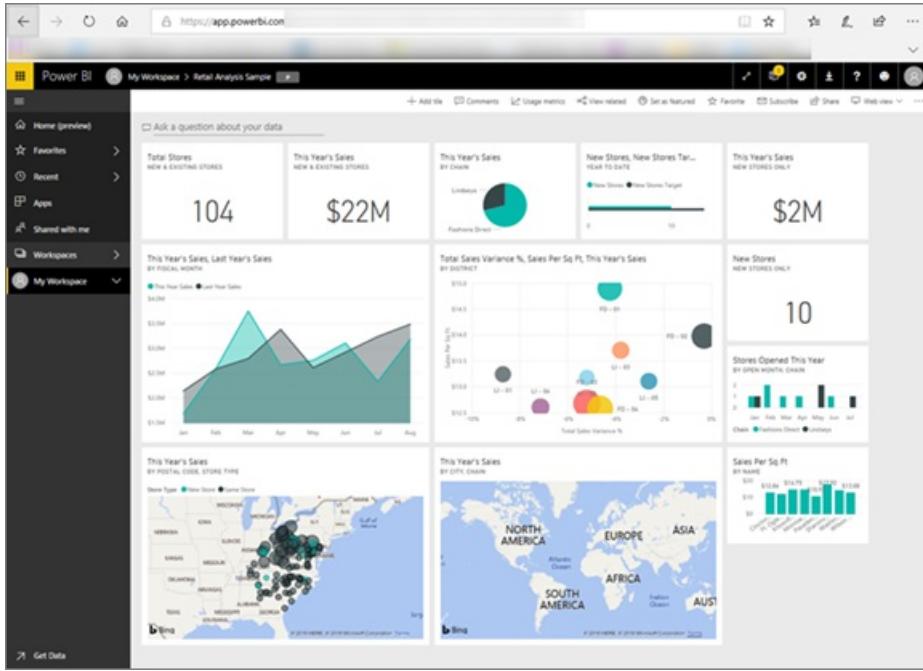
Learn how to choose a language in the browser.

[See all Power BI consumer documentation](#)

Power BI for consumers

2/21/2019 • 2 minutes to read • [Edit Online](#)

The way you interact with Power BI will depend on your job role. As an *end user* or *consumer*, you are the person who receives dashboards, reports, and apps from colleagues. You work in **Power BI service** to review and interact with this content in order to make business decisions.



If you're new to Power BI, we recommend first reading the [Power BI overview](#). There you'll learn about the set of tools that make up Power BI.

As a consumer, you won't have access to the full capabilities of Power BI -- and that's ok, because your job isn't to build dashboards and reports. Your job is to use Power BI for analysis, monitoring, exploration, and decision-making.

As you read through the articles for consumers, you'll learn the terminology, you'll get a tour of Power BI service, figure out how to navigate to content, and then learn how to interact with that content. So let's get started!

Next steps

[Terminology and concepts for Power BI consumers](#)

[Get started using Power BI service](#)

Basic concepts for the Power BI service consumers

6/19/2019 • 8 minutes to read • [Edit Online](#)

This article assumes that you've already read the [Power BI overview](#) and have identified yourself as a Power BI **consumer**. Consumers receive Power BI content, like dashboards and reports, from colleagues. Consumers use the Power BI service, which is the website-based version of Power BI.

You'll undoubtedly hear the term "Power BI Desktop" or just "Desktop." It is the stand-alone tool used by *designers* who build and share dashboards and reports with you. It's important to know that there are other Power BI tools out there. As long as you're a consumer, you'll only work with the Power BI service. This article applies only to the Power BI service.

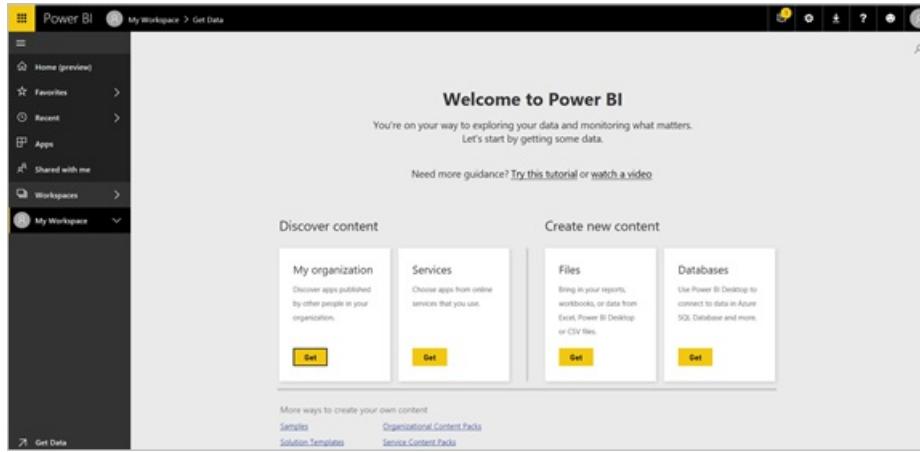
Terminology and concepts

This article isn't a visual tour of Power BI, nor is it a hands-on tutorial. Instead, it's an overview article that will get you comfortable with Power BI terminology and concepts. It will teach you the lingo and the lay of the land. For a tour of the Power BI service and its navigation, go to [Quickstart - Getting around in the Power BI service](#).

Open the Power BI service for the first time

Most Power BI consumers get the Power BI service because 1) their company buys licenses and 2) an admin assigns the licenses to employees like you.

To get started, open a browser and enter app.powerbi.com. The first time you open the Power BI service, you'll see something like the following:



As you use Power BI, you'll personalize what you see when you open the website each time. For example, some people like Power BI to open to the **Home** page while others have a favorite dashboard they want to see first. Don't worry, this article will teach you how to personalize your experience.

- [Introducing Power BI Home & Global Search](#)
- [Featured dashboards in the Power BI service](#)

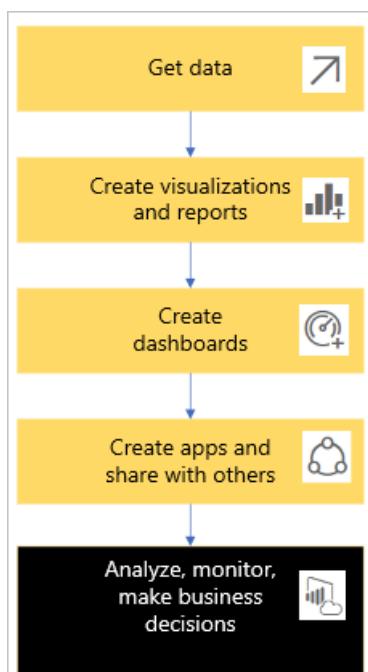


But before we get much further, let's back up and talk about the building blocks that make up the Power BI service.

Power BI content

Introduction to building blocks

For a Power BI consumer, the five building blocks are: **visualizations**, **dashboards**, **reports**, **apps**, and **datasets**. These are sometimes referred to as *Power BI content*. Content exists in **workspaces**. A typical workflow involves all of the building blocks: A Power BI *designer* (yellow in diagram below) collects data from *datasets*, brings it into Power BI for analysis, creates *reports* full of *visualizations* that highlight interesting facts and insights, pins visualizations from reports to a dashboard, and shares the reports and dashboards with *consumers* like you (black in diagram below). The *designer* shares them in the form of *apps* or other types of shared content.



At its most basic:

-  A **visualization** (or *visual*) is a type of chart built by Power BI *designers*. The visuals display the data from *reports* and *datasets*. Typically, *designers* build the visuals in Power BI Desktop.

For more info, see [Interact with Visuals in reports, dashboards, and apps](#).

-  A *dataset* is a container of data. For example, it might be an Excel file from the World Health Organization. It could also be a company-owned database of customers or it might be a Salesforce file.



- A *dashboard* is a single screen with interactive visuals, text, and graphics. A dashboard collects your most important metrics, on one screen, to tell a story or answer a question. The dashboard content comes from one or more reports and one or more datasets.

For more info, see [Dashboards for the Power BI service consumers](#).



- A *report* is one or more pages of interactive visuals, text, and graphics that together make up a single report. Power BI bases a report on a single dataset. Often, the service organizes report pages to address a central area of interest or answer a single question.

For more info, see [Reports in Power BI](#).



- An *app* is a way for *designers* to bundle and share related dashboards and reports together. *Consumers* receive some apps automatically but can go search for other apps created by colleagues or by the community. For example, external services you may already use, like Google Analytics and Microsoft Dynamics CRM, offer Power BI apps.

To be clear, if you're a new user and you've logged in to Power BI for the first time, you won't see dashboards, apps, or reports yet.

Datasets

A *dataset* is a collection of data that *designers* import or connect to and then use to build reports and dashboards. As a consumer, you won't interact directly with datasets, but it's still nice to learn how they fit into the bigger picture.

Each dataset represents a single source of data. For example, the source could be an Excel workbook on OneDrive, an on-premises SQL Server Analysis Services tabular dataset, or a Salesforce dataset. Power BI supports many different data sources.

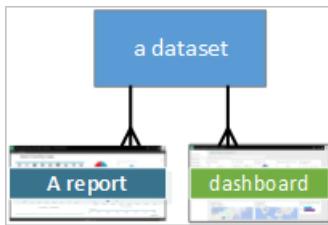
When a designer shares an app with you, you can see which datasets the designer included with the app.

NAME	ACTIONS
Customer Profitability Sample	[Edit] [Delete]
Retail Analysis Sample	[Edit] [Delete]
Windows&WinPhone/UserVoice	[Edit] [Delete]

On dataset...

- Can be used over and over by a report designer to create dashboards and reports
- Can be used to create many different reports

- Visuals from that one dataset can appear on many different dashboards



Additionally, designers can use datasets from other workspaces to create content (reports, dashboards) in their workspace. Power BI shows these datasets using the referenced dataset icon:

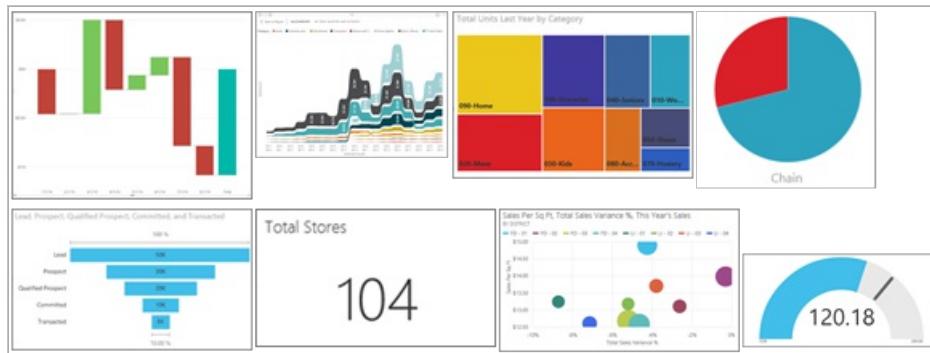


On to the next building block -- visualizations.

Visualizations

Visualizations (also known as visuals) display insights that Power BI discovered in the data. Visualizations make it easier to interpret the insight, because your brain can comprehend a picture faster than a spreadsheet of numbers.

Just some of the visualizations you'll come across in Power BI are: waterfall, ribbon, treemap, pie, funnel, card, scatter, and gauge:



See the [full list of visualizations included with Power BI](#).

Visualizations called *custom visuals* are also available from the community. If you receive a report with a visual you don't recognize, likely it's a custom visual. If you need help with interpreting the custom visual, look up the name of the report or dashboard *designer* and contact them.

One visualization in a report...

- Can appear multiple times in the same report
- Can appear on many different dashboards

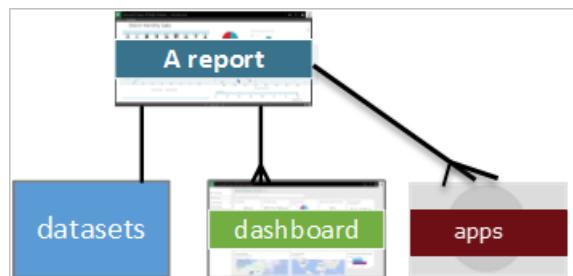
Reports

A Power BI report is one or more pages of visualizations, graphics, and text. All of the visualizations in a report come from a single dataset. *Designers* share reports with *consumers* who [interact with the reports in Reading view](#).



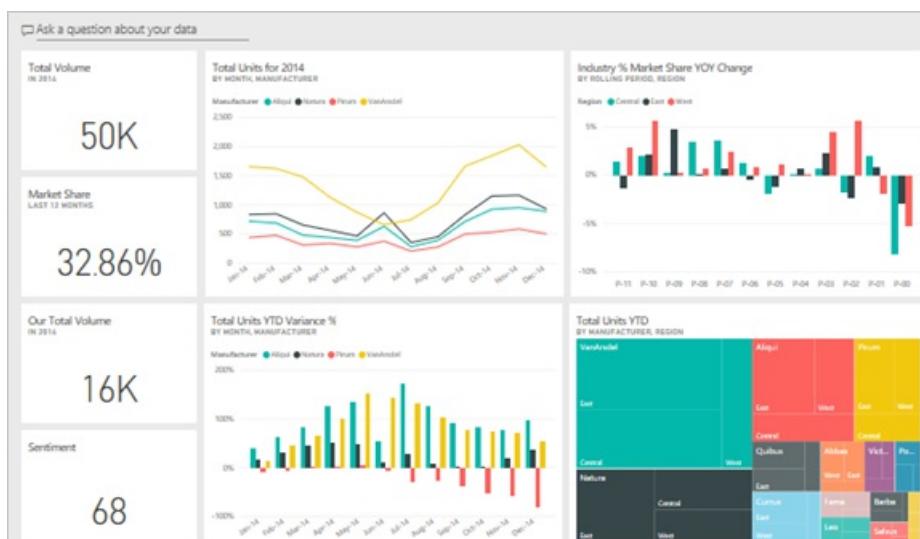
One report...

- Can be associated with multiple dashboards (tiles pinned from that one report can appear on multiple dashboards).
- Can be created using data from only one dataset.
- Can be part of multiple apps.



Dashboards

A dashboard represents a customized view of some subset of the underlying dataset(s). *Designers* build dashboards and share them with *consumers*; either individually or as part of an app. A dashboard is a single canvas that has *tiles*, graphics, and text.



A tile is a rendering of a visual that a *designer pins*, for example, from a report to a dashboard. Each pinned tile shows a [visualization](#) that Power BI created from a dataset and pinned to that dashboard. A tile can also contain an entire report page and can contain live streaming data or a video. There are many ways that *designers* add

tiles to dashboards. There are too many to cover in this overview article. To learn more, see [Dashboard tiles in Power BI](#).

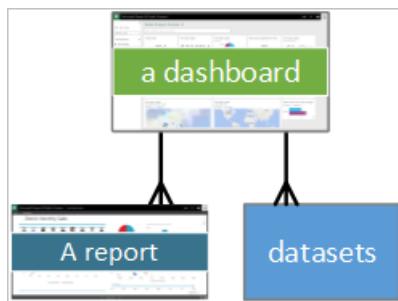
Consumers can't edit dashboards. You can however add comments, view related data, set it as favorite, subscribe, and more.

What are some purposes for dashboards? Here are just a few:

- to see, in one glance, all the info needed to make decisions
- to monitor the most-important info about your business
- to ensure all colleagues are on the same page; viewing and using the same info
- to monitor the health of a business or product or business unit or marketing campaign, and so on
- to create a personalized view of a larger dashboard -- all the metrics that matter to you

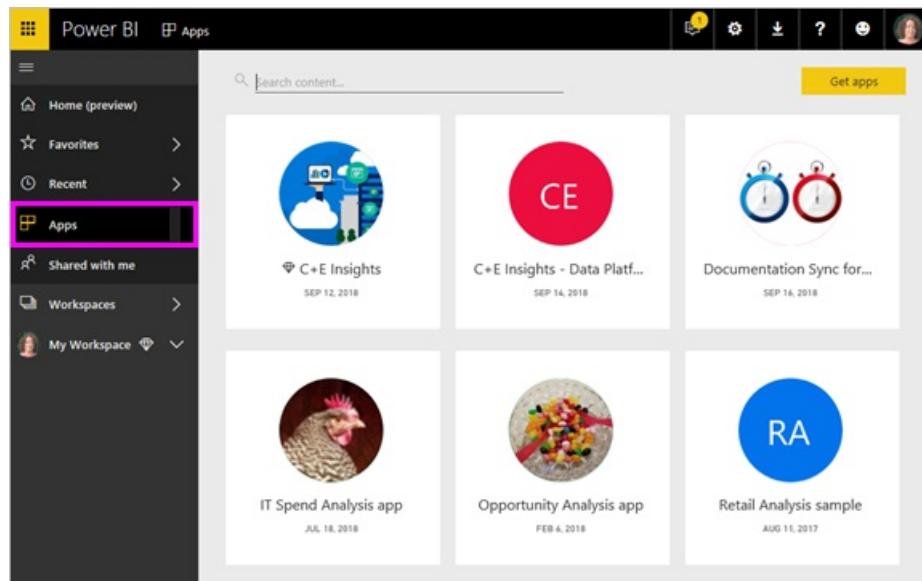
ONE dashboard...

- can display visualizations from many different datasets
- can display visualizations from many different reports
- can display visualizations pinned from other tools (for example, Excel)



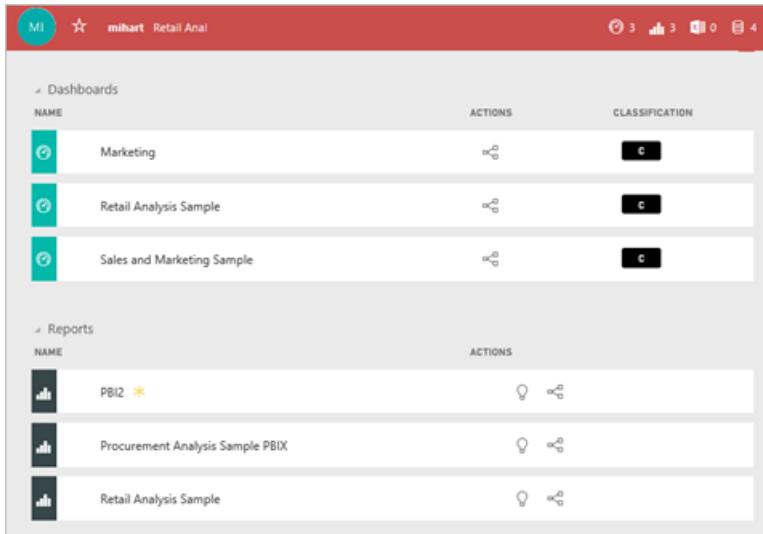
Apps

These collections of dashboards and reports organize related content together into a single package. Power BI *designers* build them and share them with individuals, groups, an entire organization, or the public. As a consumer, you can be confident you and your colleagues are working with the same data; a single trusted version of the truth.



Apps are easy to find and install in the [Power BI service](#) and on your mobile device. After you install an app, you don't have to remember the names of a lot of different dashboards. They're all together in one app, in your browser, or on your mobile device.

This app has three related dashboards and three related reports that make up a single app.



The screenshot shows the Power BI service interface with a red header bar. The header includes the user profile icon, a star icon, the name "mihart", and the text "Retail Anal". On the right side of the header are four small icons with the numbers 3, 3, 0, and 4. Below the header, there are two sections: "Dashboards" and "Reports".

NAME	ACTIONS	CLASSIFICATION
Marketing		
Retail Analysis Sample		
Sales and Marketing Sample		

Reports

NAME	ACTIONS
PBIX *	
Procurement Analysis Sample PBIX	
Retail Analysis Sample	

With apps, whenever the app author releases updates, you automatically see the changes. The author also controls the schedule for how often Power BI refreshes the data. You don't need to worry about keeping it up-to-date.

You can get apps in a few different ways:

- The app designer can install the app automatically in your Power BI account.
- The app designer can send you a direct link to an app.
- You can search for it in [Microsoft AppSource](#), where you see all the apps that you can use.

In Power BI on your mobile device, you can only install apps from a direct link, and not from AppSource. If the app designer installs the app automatically, you'll see it in your list of apps.

Once you've installed the app, just select it from your Apps list and select which dashboard or report to open and explore first.

I hope this article gave you an understanding of the building blocks that make up the Power BI service for consumers.

Next steps

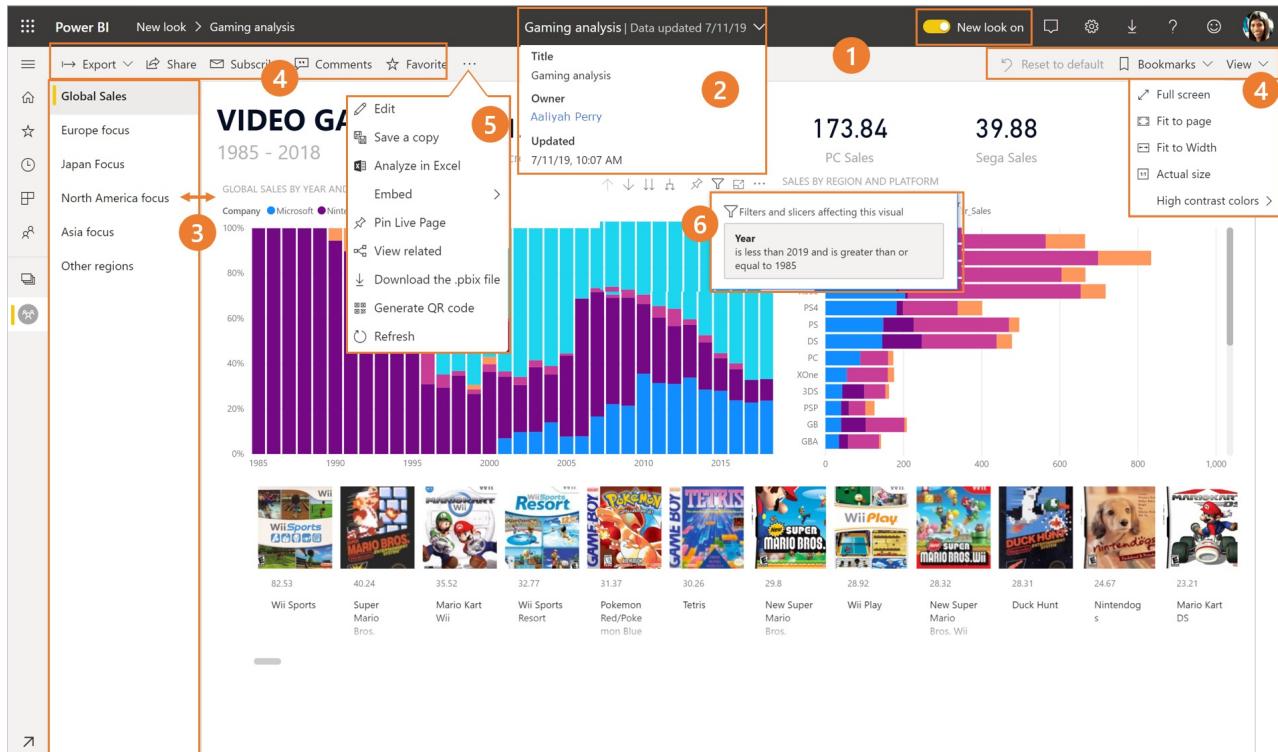
- Review and bookmark the [Glossary](#)
- Take a [tour of the Power BI service](#)
- Read the [overview of Power BI written especially for consumers](#)
- Watch a video in which Will reviews the basic concepts and gives a tour of the Power BI service.

<https://www.youtube.com/embed/B2vd4MQrz4M>

Navigate the 'new look' of the Power BI service

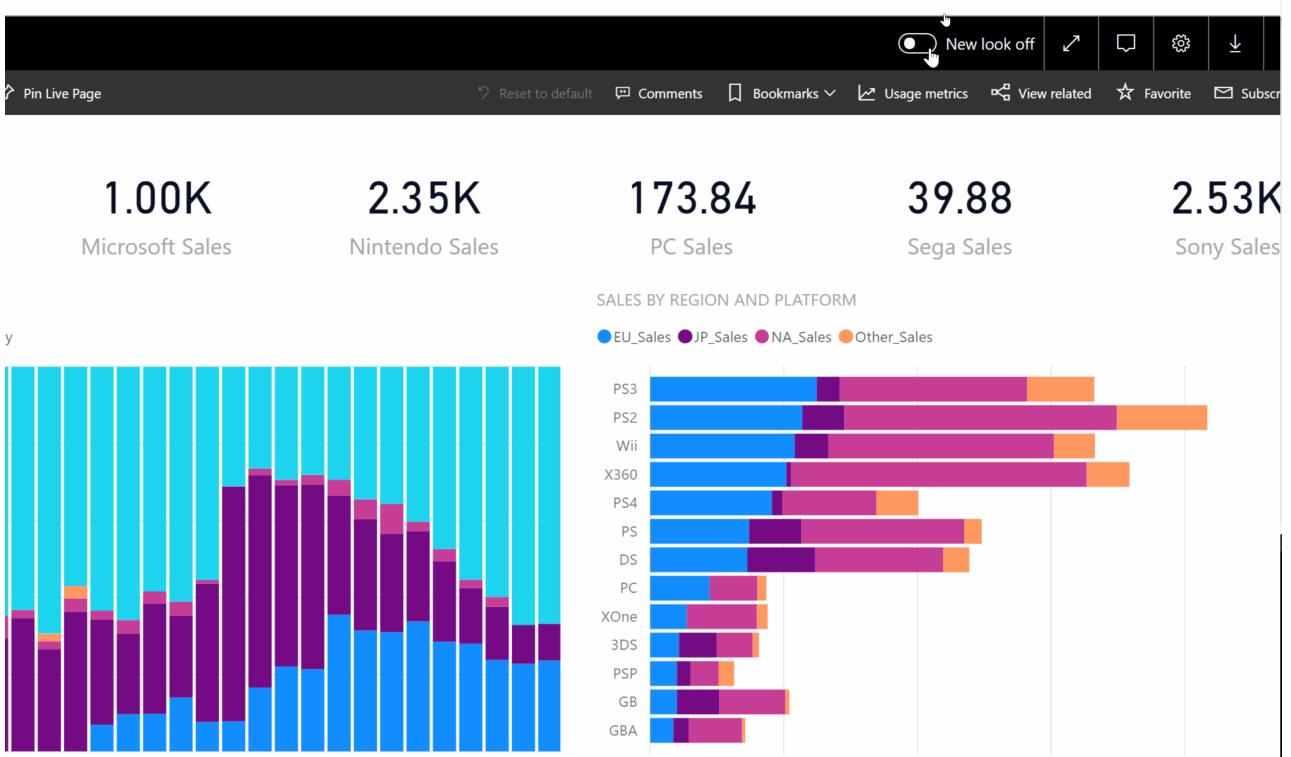
7/24/2019 • 2 minutes to read • [Edit Online](#)

The Power BI service has a new look. We've made it easier for you to view reports. The new look is a modern experience that's simpler and builds on your familiarity with other Microsoft products. Across the Power BI service, we've made report content the main point of focus by switching to a lighter color theme and updating icons. Here's an overview of what's changed in the new look. See the numbered sections for details:



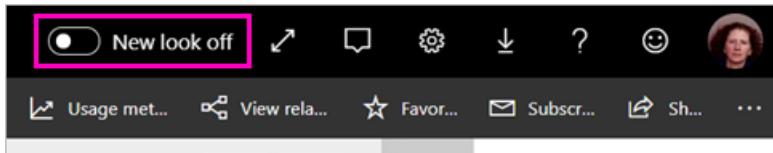
Quick tour of the changes

This animation demonstrates the changes to the way reports look, in action.

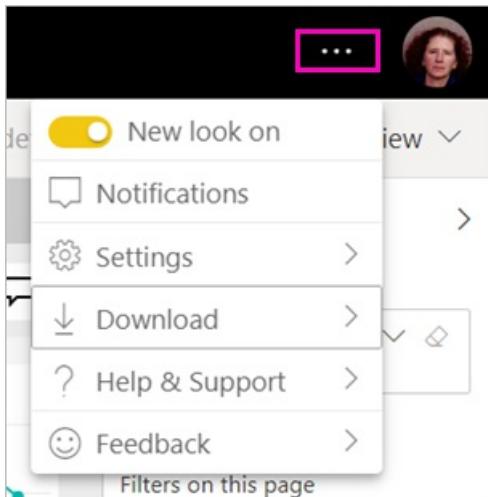


1. Opt in to the new look

Any Power BI service user can opt in to the new look. Just slide **New look off** to **New look off**.

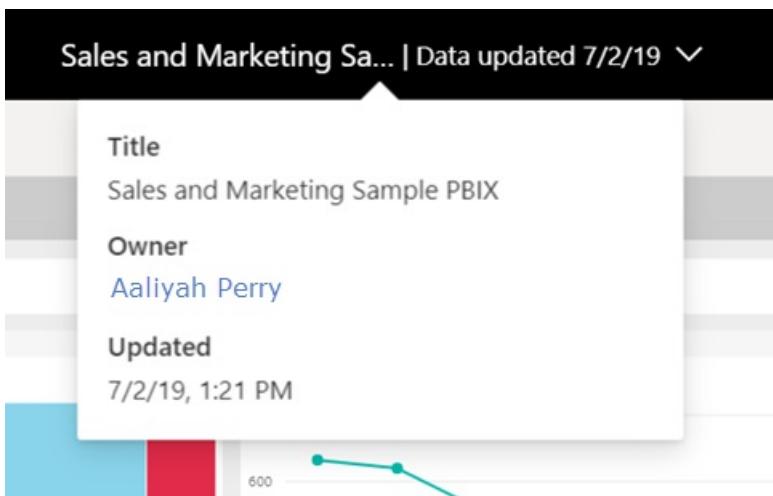


If you need to go back to the old look, select the ellipsis menu in the upper-right corner.



2. View report details

See details such as last refresh date and contact information quickly, right in the top banner. Open the menu to view additional details about the report. You can even send an email to the report owner.



3. Vertical list of pages

Report page names are now in a list in a vertical pane. They're prominent, hard to miss, and similar to navigation in Word and PowerPoint. You can increase or decrease the rest of the report area by resizing the vertical pane.

A screenshot of the Power BI report interface. On the left, there's a vertical pane containing a list of pages: "Market Share", "YTD Category", "Sentiment", "Growth Opportunities", "Details", and "Info". The "YTD Category" item is highlighted with a yellow bar. To the right of this pane is the main report area, which displays a chart titled "YTD Category Trend Analysis" showing "Total Units YTD by Manufacturer and Region". The chart includes four series: VanArsdel (teal), Natura (light blue), Aliqui (dark blue), and Pirum (red). Below this is another chart titled "% Units Market Share by State".

4. Simplified action bar

The updated action bar across the top features the most relevant commands, front and center for report consumers. It's easier to export, subscribe, collaborate with others, and delve deeper through filters and bookmarks.

A screenshot of the simplified Power BI action bar. It features a black header with the Microsoft logo, the "Power BI" logo, and the report title "Sales and Marke...". Below this is a horizontal bar with several icons: a menu icon, "Export" (with a dropdown arrow), "Share", "Subscribe", "Comments", and a three-dot ellipsis. The "Export" icon is highlighted with a pink border.

5. Where are the report commands?

We didn't remove any of the functionality from the old look. You can find the additional commands such as edit, save a copy, and so on, by expanding the ellipsis (the ... menu) in the action bar. Also, you can access the usage metrics from the content list.

New look 'off'

A screenshot of a Power BI report titled "VIDEO GAMES" for the period 1985 – 2018. The card displays six metrics: 1.00K (Microsoft Sales), 2.35K (Nintendo Sales), 173.84 (PC Sales), 39.88 (Sega Sales), 2.53K (Sony Sales). The report interface includes a top navigation bar with "Power BI", "New look > Gaming analysis", and various action buttons like "Edit report", "Explore", "Refresh", "Pin Live Page", "Reset to default", "Comments", "Bookmarks", "Usage metrics", "View related", "Favorite", "Subscribe", "Share", and an ellipsis (...).

New look 'on'

A screenshot of the same Power BI report in "New look on" mode. The report structure is identical to the "off" mode screenshot. However, the ellipsis (...) menu is now fully expanded, revealing options like "Edit", "Save a copy", "Analyze in Excel", "Embed", "Pin Live Page", "View related", "Download the .pbix file", "Generate QR code", and "Refresh". Additionally, a "Filters" pane is visible on the right side of the interface.

Where are File menu actions?

Looking for **File** menu actions? The actions that used to be on the **File** menu are also on the ellipsis (...) menu now.

New look 'off'

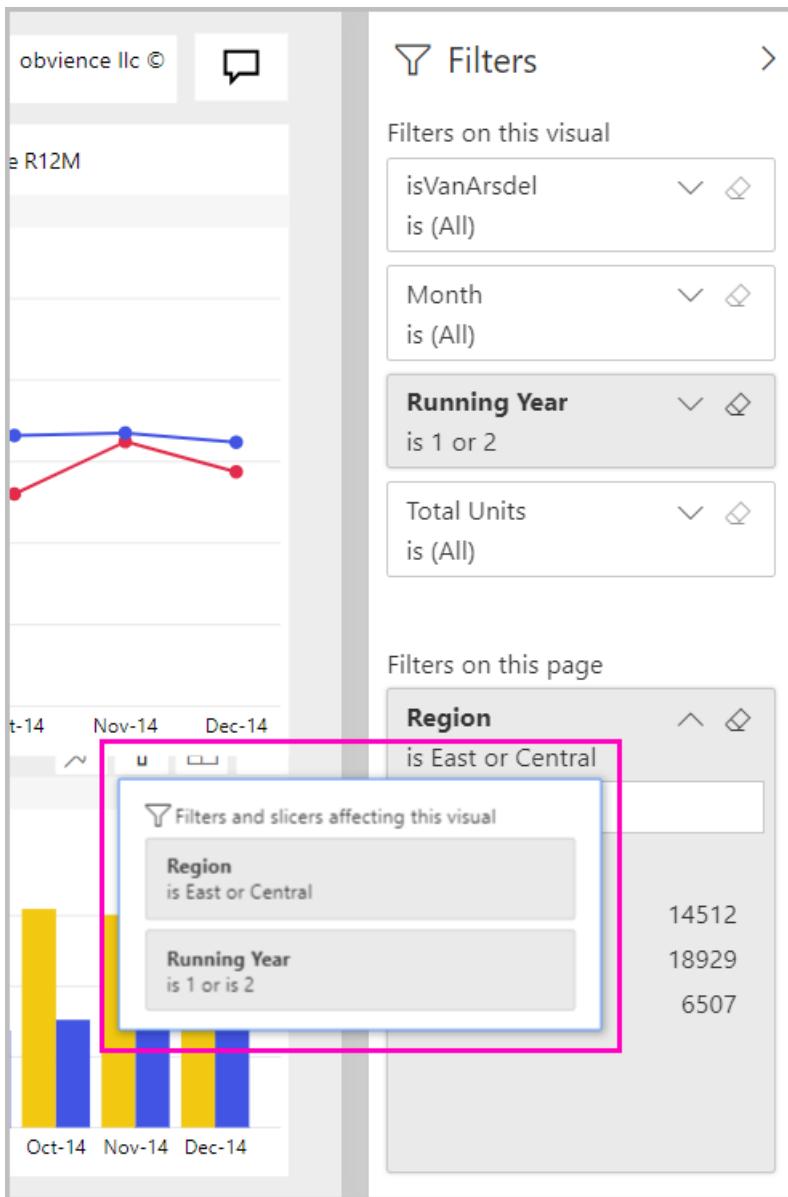
A screenshot of the Power BI report in "New look off" mode, focusing on the "File" menu options. The menu includes "Save as" (Save a copy of this report), "Print" (Print current page), "Embed" (Securely embed this report in a website or portal), "Embed in SharePoint Online" (Get a link to securely embed this report in SharePoint), "Publish to web" (Embed this report for public access), "Export to PowerPoint" (Export this report as a PowerPoint presentation), "Export to PDF" (Export this report to a PDF file), and "Download report (Preview)" (Download a .pbix copy).

New look 'on'

A screenshot of the same Power BI report in "New look on" mode. The "File" menu options are identical to the "off" mode screenshot. The ellipsis (...) menu is expanded, showing the same set of options as the "off" mode screenshot, including "Edit", "Save a copy", "Analyze in Excel", "Embed", "Pin Live Page", "View related", "Download the .pbix file", "Generate QR code", and "Refresh". A "SharePoint Online" option is also visible in the expanded ellipsis menu.

6. New filter experience

Recent updates such as viewing applied filters and the new filters pane are available by default with the new look. Even if the report designers haven't upgraded to the new filters experience, you see the new filters pane.



Dashboard 'new look' experience

Dashboards also have a simplified action bar, just like reports and apps, for a consistent experience, while retaining the functional differences. Here's a walkthrough of actions in a dashboard.

New look 'off'

This screenshot shows a Power BI dashboard titled 'Gaming metrics'. The top navigation bar includes 'Power BI', 'New look > Gaming metrics', and various dashboard actions like 'Add tile', 'Comments', 'Usage metrics', 'View related', 'Set as featured', 'Subscribe', 'Share', 'Web view', and a 'New look off' toggle switch. A sidebar on the right contains options like 'Dashboard theme', 'Duplicate dashboard', 'Print dashboard', 'Refresh dashboard tiles', 'Performance inspector', and 'Settings'. The main area displays four large numerical tiles: 173.84, 1.00K, 2.35K, and 39.88, each with a corresponding chart below it.

New look 'on'

This screenshot shows the same 'Gaming metrics' dashboard in 'New look on' mode. The visual appearance is identical to the 'off' mode screenshot, but the interface elements are styled differently. The top navigation bar and sidebar options remain the same.

No changes to edit mode

We've kept the authoring experience similar to that in Desktop. The new look changes only apply to the reading view.

Next steps

[Power BI for consumers](#)

Quickstart - Getting around in Power BI service

7/26/2019 • 4 minutes to read • [Edit Online](#)

Now that you know the basics of Power BI, let's take a look around **Power BI service**. As mentioned earlier, someone on your team might spend all of their time in **Power BI Desktop**, combining data and creating reports for others. But you, on the other hand, might spend all of your time in Power BI service, viewing and interacting with content created by others (**consuming** experience). In this quickstart you'll be importing sample data and using that data to learn your way around Power BI service.

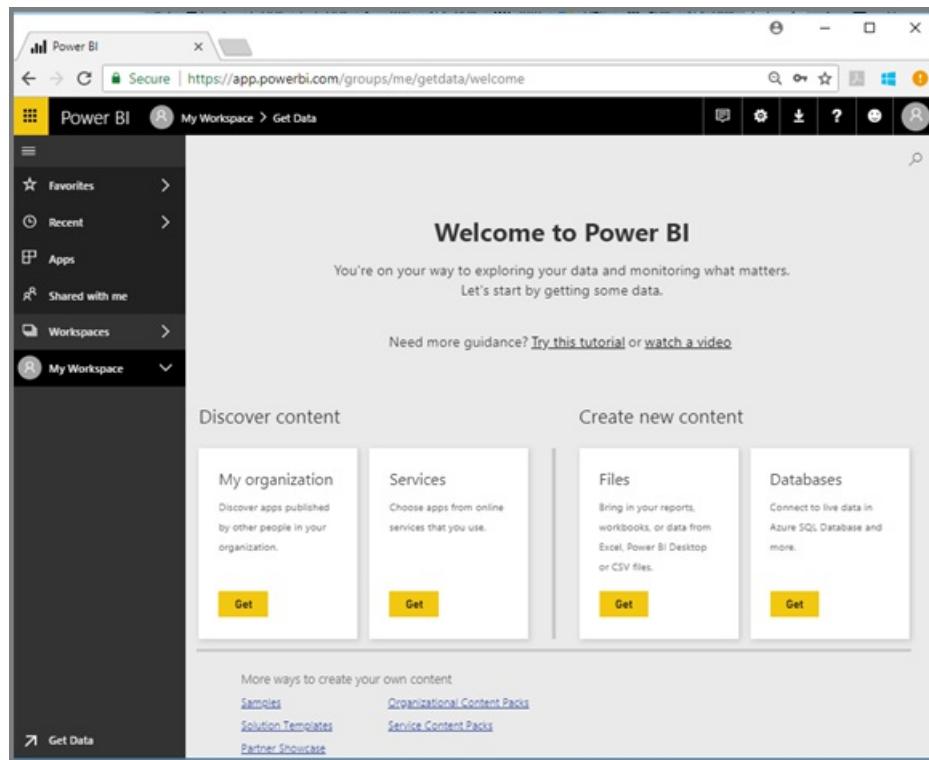
Prerequisites

- If you're not signed up for Power BI, [sign up for a free trial](#) before you begin.
- Read [Power BI service basic concepts](#)

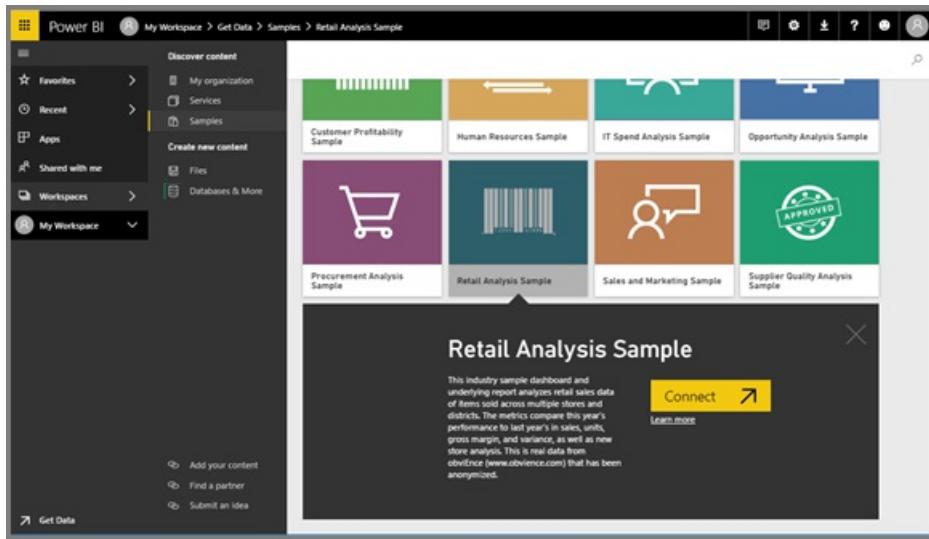
Open Power BI service and get some data

We'll grab some sample data to use for our tour of Power BI service. There are all types of sample data we provide for you to explore, and this time we'll use the data about retail stores.

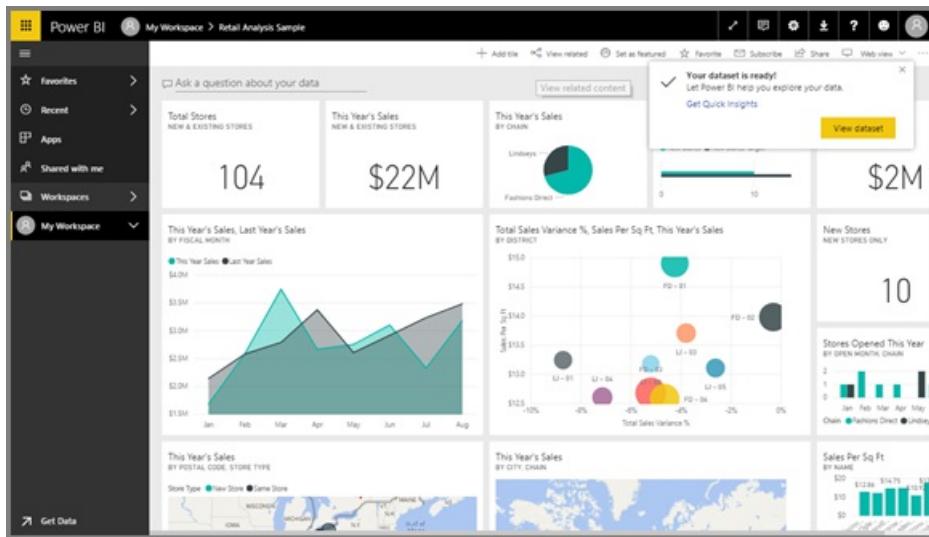
1. Open app.powerbi.com and select the link for **Samples**.



2. Select **Retail Analysis Sample > Connect**.



Power BI service imports the sample and displays the dashboard. Dashboards are something that differentiates Power BI service from Power BI Desktop. The sample also includes a report and a dataset, which we'll visit later.



Watch Amanda take you on a tour of the Power BI service navigation experience. Then follow the step-by-step instructions below the video to explore for yourself.

<https://www.youtube.com/embed/G26dr2PsEpk>

View content (dashboards, reports, workbooks, datasets, workspaces, apps)

Let's start by looking at how the basic content (dashboards, reports, datasets, workbooks) is organized. Content is displayed within the context of a workspace. At this point, you only have one workspace and it is called **My Workspace**. Typically, consumers don't need or use any other workspaces. My Workspace stores all the content that you own. Think of it as your personal sandbox or work area for your own content. My workspace is where the Retail Analysis sample you just downloaded is saved.

Within My Workspace, your content is organized into 4 tabs: Dashboards, Reports, Workbooks, and Datasets.

The screenshot shows the Power BI desktop application. On the left, there is a dark sidebar with various navigation options: Home (preview), Favorites, Recent, Apps, Shared with me, Workspaces, My Workspace (which is selected and highlighted with a yellow arrow), and Get Data. The main area is titled "My Workspace" and contains tabs for Dashboards, Reports, Workbooks, and Datasets. The "Dashboards" tab is currently selected. Below these tabs, there is a search bar with the placeholder "Search content..." and a list of items. The first item in the list is "Retail Analysis Sample". The list includes columns for NAME, ACTIONS, OWNER, and CLASSIFICATION. The owner of the dashboard is Michele G... and the classification is P.

Select a workspace from the left navigation pane (left navpane) and the tabs for the associated content (dashboards, reports, workbooks, datasets) fill the Power BI canvas to the right.

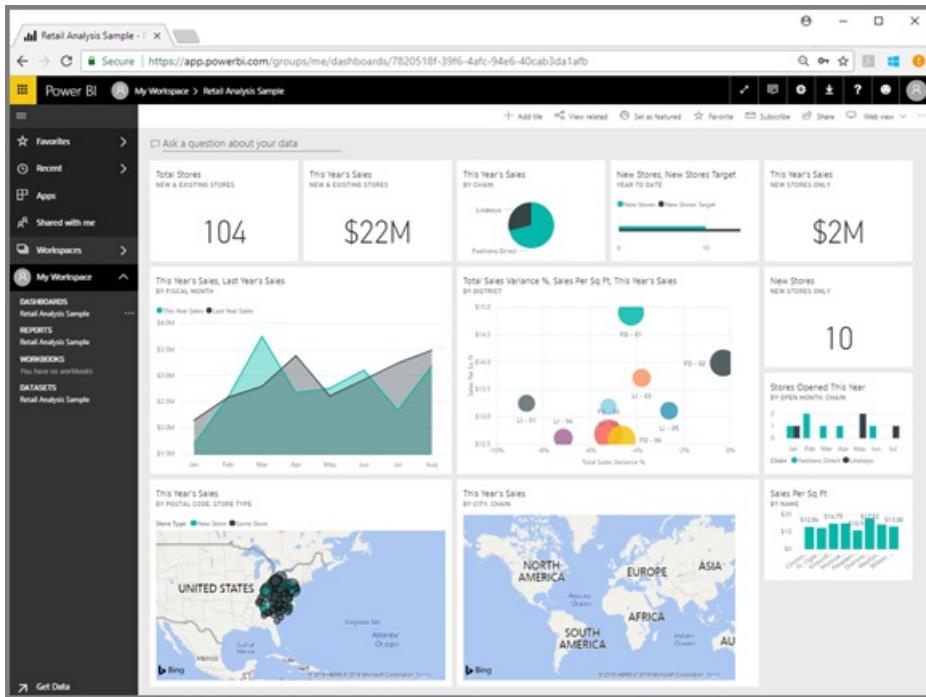
If you are a new user, you'll only see one workspace --**My Workspace**.

This screenshot shows the content view for the "Retail Analysis Sample" workspace. The left sidebar is identical to the previous screenshot. The main area displays four tiles: "Total Stores NEW & EXISTING STORES" (104), "This Year's Sales NEW & EXISTING STORES" (\$22M), "This Year's Sales BY CHAIN" (a pie chart showing Lindsay's and Fashions Direct), and "New Stores, New Stores Target YEAR TO DATE" (a bar chart comparing actual new stores to target). Below these tiles, there are two more sections: "This Year's Sales, Last Year's Sales BY FISCAL MONTH" (a line chart showing sales trends) and "Total Sales Variance %, Sales Per Sq Ft, This Year's Sales BY DISTRICT" (a bubble chart showing sales variance and per square foot sales by district).

Within those tabs (also called *content views*), you'll see information about the content as well as actions you can take with that content. For example, from the Dashboards tab you can open a dashboard, search, sort, and much more.

This screenshot shows the content view for the "Retail Analysis Sample" workspace, focusing on the Dashboards tab. The left sidebar is visible. The main area shows a list of dashboards. The first dashboard, "Retail Analysis Sample", is selected and highlighted. The list includes columns for NAME, ACTIONS, and OWNER. The owner is listed as michelle gordon.

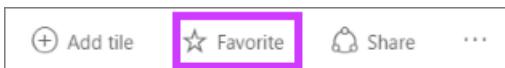
Open the dashboard by selecting the dashboard name.



Favorite a dashboard and a report

Favorites lets you quickly access content that is most important to you.

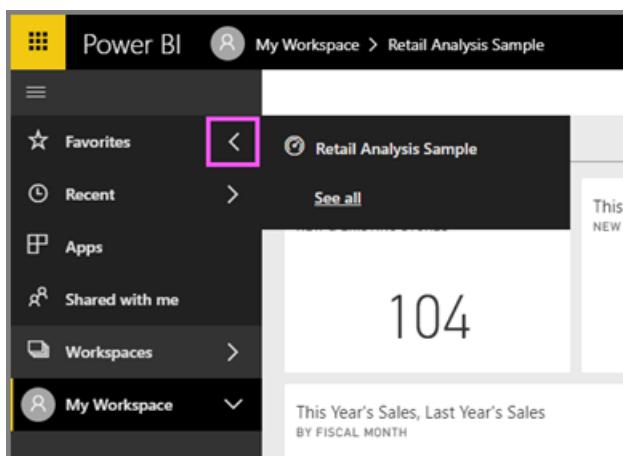
- With the dashboard open, select **Favorite** from the upper right corner.



Favorite changes to **Unfavorite** and the star icon becomes yellow.



- To display a list of all the content that you have added as favorites, in the left navpane, select the arrow to the right of **Favorites**. Because the left navpane is a permanent feature of Power BI service, you have access to this list from anywhere in Power BI service.



We have only one favorite so far. Favorites can be dashboards, reports, or apps.

- Another way to mark either a dashboard or report as a favorite is from the **Dashboards** or **Reports** content view tab. Open the **Reports** tab, and select the star icon to the left of the report name.

The screenshot shows the Power BI 'My Workspace' interface. On the left, a navigation pane lists 'Favorites', 'Recent', 'Apps', 'Shared with me', 'Workspaces', and 'My Workspace'. The 'Reports' tab is selected in the top navigation bar. Below it, a search bar says 'Search content...'. A pink box highlights the 'Reports' tab. A pink arrow points to the star icon next to the report name 'Retail Analysis Sample' in the list.

4. Open the **Favorites** pane, by selecting **Favorites** from the left navpane or by selecting the star icon .

The screenshot shows the Power BI 'My Workspace' interface with the 'Favorites' pane open. The 'Favorites' button in the left navigation is highlighted with a pink box. The main area displays two items in the 'Favorites' list: 'Retail Analysis Sample' (a dashboard) and 'Retail Analysis Sample' (a report). Both items have a yellow star icon and are owned by 'michele gordon'. The 'Actions' column contains edit and delete icons.

You now have two favorites, one a dashboard and one a report. From here you can open, search, unfavorite, or share content with colleagues.

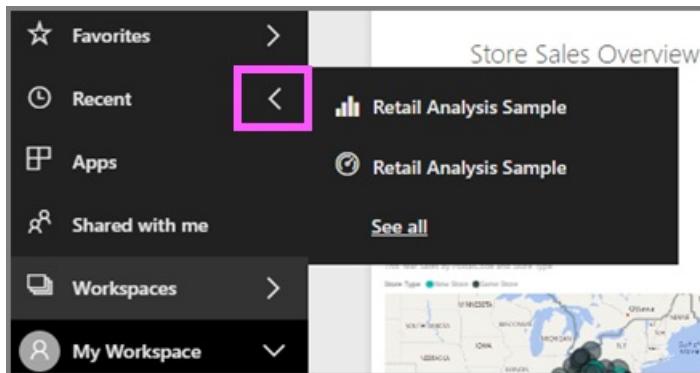
5. Select the report name to open it in the report editor.

The screenshot shows the Power BI 'Report Editor' window for the 'Retail Analysis Sample' report. The left navigation pane is identical to the previous screens. The main area displays four visualizations: a pie chart titled 'Store Sales Overview' (with segments for 'Unknown Store' and 'Furniture Direct Store'), a bar chart titled 'Total Sales Variance by Product Line and District Manager' (showing sales for various products across districts), a map titled 'Total Year Sales by Product Line and Store Type' (showing store locations in North America, Europe, and South America), and a bubble chart titled 'Total Sales Variance %, Sales per Sq.Ft and Total Year Sales by District and Channel' (showing sales variance by district and channel). A 'FILTERS' sidebar is visible on the right.

To learn more, see [Favorites](#)

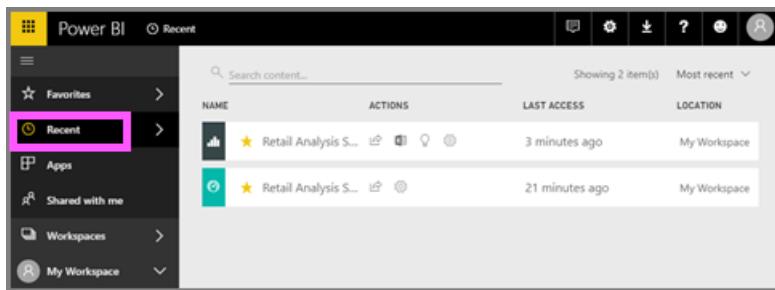
Locate your most recent content

- Similar to Favorites, quickly see your most recently accessed content from anywhere in Power BI service by selecting the arrow next to **Recent** in the left navpane.



From the flyout, select content to open it.

- Sometimes you don't want to simply open recent content, but want to view information or take other action, such as view Insights, or export to Excel. In cases like these, open the **Recents** pane by selecting **Recent** or its icon from the left navpane. If you had more than one workspace, this list would include content from all of your workspaces.



To learn more, see [Recents in Power BI](#)

Search and sort content

The content view makes it easier to search, filter and sort your content. To search for a dashboard, report or workbook, type in the search area. Power BI filters to only the content that has your search string as part of the name.

Since you only have one sample, searching and sorting isn't necessary. But when you have long lists of dashboards, reports, workbooks, and datasets, you'll find searching and sorting extremely helpful.

This screenshot shows the Power BI service content view. At the top is a search bar with the placeholder 'Search content...'. Below the search bar are tabs for Dashboards, Reports, Workbooks, and Datasets, with 'Reports' currently selected. The main area displays a list of items with columns for NAME, ACTIONS, and OWNER. An up arrow is visible next to the 'NAME' column header. A pink box highlights the search bar. The text 'Showing 83 item(s)' is visible in the top right corner.

You can also sort the content by name or owner. Notice the up arrow to the right of **Name**. We're currently sorting 83 items alphabetically by name, ascending. To change the sort order to descending, select **Name**. The up arrow changes to a down arrow.

Search content...

Dashboards Reports Workbooks Datasets

Showing 83 item(s)

NAME	ACTIONS	OWNER
3. Top Medalists		Discover...
4. 100 Metre Sprint		Discover...

Not all columns can be sorted. Hover over the column headings to discover which are able to be sorted.

To learn more, see [Power BI navigation: search and sort](#)

Clean up resources

After you finish this quickstart, you can delete the Retail Analysis sample dashboard, report, and dataset, if you wish.

1. Open the Power BI service (app.powerbi.com) and sign in.
2. In the left navigation pane, select **Workspaces > My Workspace**.
Notice the yellow star indicating it's a favorite?
3. On the **Dashboards** tab, select the garbage can **Delete** icon next to the Retail Analysis dashboard.

Search content...

Dashboard Reports Workbooks Datasets

Showing 1 item(s) Name (A-Z) ▾

NAME	ACTIONS	OWNER
Retail Analysis Sample		michele gordon

4. Select the **Reports** tab and do the same for the Retail Analysis report.
5. Select the **Datasets** tab and do the same for the Retail Analysis dataset.

Next steps

[Reading view in Power BI service](#)

Quickstart: learn about the Power BI capabilities for consumers

5/14/2019 • 6 minutes to read • [Edit Online](#)

In this quickstart, you'll learn how to interact with Power BI to discover data-driven business insights. This article isn't intended to be a deep dive, but rather a quick trip through many of the actions available for Power BI **consumers**.

If you're not signed up for Power BI, [sign up for a free trial](#) before you begin.

Prerequisites

- Power BI service (app.powerbi.com)

Reading view

Reading view is available in Power BI service for report *consumers*. When a colleague shares a report with you, Reading view is your way to explore and interact with the report.

The other Power BI service report mode is [Editing view](#), which is available to report *designers*.

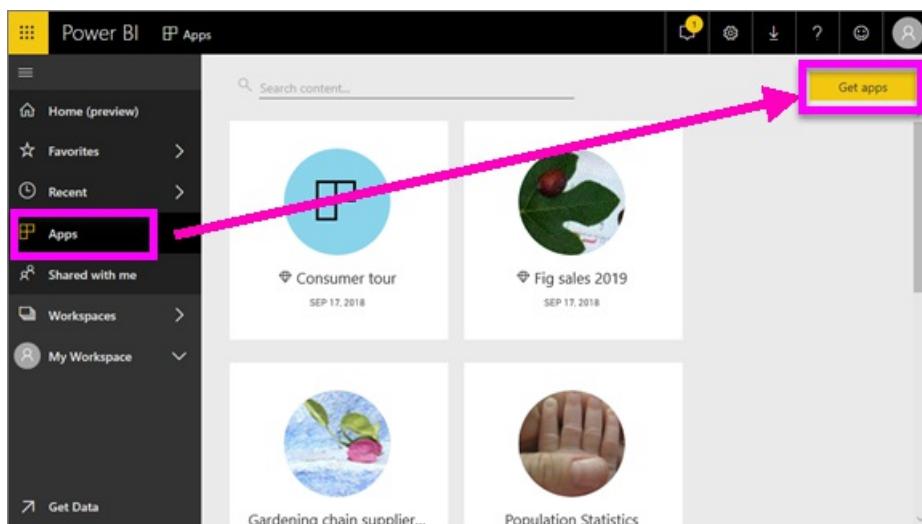
Reading view is a powerful and safe way to explore your dashboards and reports. While you slice and dice the dashboards and reports shared with you, the underlying data sets remain intact and unchanged.

In Reading view you can do things like cross-highlight and cross-filter visuals on a page. Simply highlight or select a value in one visual and instantly see its impact on the other visuals. Use the Filter pane to add and modify filters on a report page, and change the way values are sorted in a visualization. These are just a few of the *consumer* capabilities in Power BI. Read on to learn about these and more.

View an app

In Power BI, *apps* bundle related dashboards and reports together, all in one place.

1. Select **Apps**  > **Get apps**.



2. In AppSource under **My organization**, search to narrow the results and find the app you're looking for.

Apps (0)

My organization (1)

Other apps ▾

reconstr



Reconstruction Projected vs Actual

By Michel AbdElmalik
Power BI

Barn Renovation company 2000
to present

[Get it now](#)

3. Select **Get it now** to add it to your Apps container.

View a dashboard

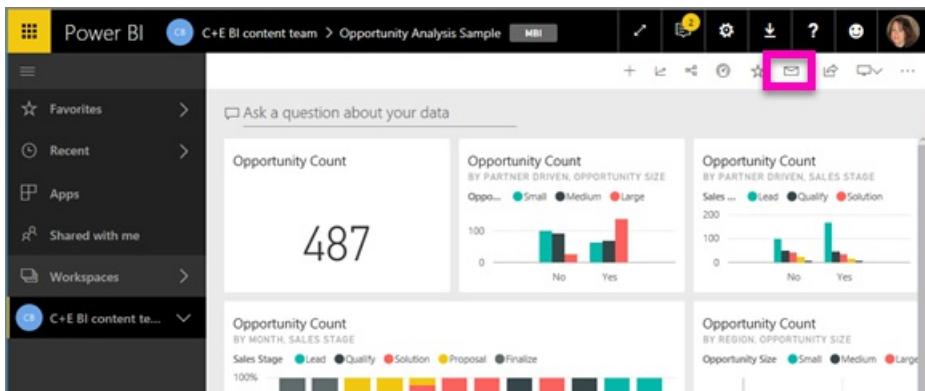
This app opens to a dashboard. A Power BI **dashboard** is a single page, often called a canvas, that uses visualizations to tell a story. Because it is limited to one page, a well-designed dashboard contains only the most-important elements of that story.



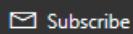
The visualizations you see on the dashboard are called *tiles* and are *pinned* to the dashboard from reports.

Subscribe to a dashboard (or report)

It's not necessary to open Power BI to monitor a dashboard. You can subscribe instead, and Power BI will email you a snapshot of that dashboard on a schedule you set.



- From the top menubar, select **Subscribe** or select the envelope icon



- Use the yellow slider to turn the subscription on and off. Optionally, add email message details.

In the screenshots below, notice that when you subscribe to a report, you're actually subscribing to a report page. To subscribe to more than one page in a report, select **Add another subscription** and select a different page.

Subscribe to emails
OPPORTUNITY ANALYSIS SAMPLE

(i) You cannot subscribe others because you are not the owner

+ Add another subscription

Upcoming Opportunities On Upcoming Opportunities

Subject
OC snapshot of upcoming opps

Include an optional message...

Report page
Upcoming Opportunities

[Manage all subscriptions](#)

Save and close Cancel

Subscribe to emails
FIGS

(i) You cannot subscribe others because you are not the owner

+ Add another subscription

Figs On Figs

Subject
Fig production snapshot

Include an optional message...

[Manage all subscriptions](#)

Save and close Cancel

Refreshing the report page does not refresh the dataset. Only the dataset owner can manually refresh a dataset. To look up the name of the underlying dataset(s), select **View related** from the top menubar.

View related content

The **Related content** pane shows you how your Power BI service content -- dashboards, reports, and datasets --

are interconnected. Not only does the pane display the related content, it also allows you take action on the content and easily navigate between the related content.

From a dashboard or report, select **View related** from the top menubar.

The screenshot shows the Power BI service interface. On the left, there's a dashboard with a large value '\$221.66M' and a line chart titled 'Total Invoice BY MONTH'. To the right is the 'Related content' pane, which lists 'REPORTS' (Retail Analysis Sample, Human Resources Sample) and 'DATASETS' (Procurement Analysis Sample, Last refresh: 9/24/2015 11:26:31 PM; Retail Analysis Sample, Last refresh: 1/21/2016 3:38:02 PM; Human Resources Sample, Last refresh: 4/5/2017 1:27:10 PM).

Use Q&A to ask questions using natural language

Sometimes the fastest way to get an answer from your data is to ask a question using natural language. The Q&A question box is available at the top of your dashboard. For example, "show me count of large opportunities by sales stage as a funnel."

The screenshot shows the Q&A feature in the Power BI service. A question box at the top asks "show me count of opportunity size large by sales stage as funnel". Below it is a funnel chart titled "Count of Opportunity by Sales Stage" showing the following data:

Sales Stage	Count
Lead	106
Qualify	21
Solution	20
Proposal	8
Finalize	8

Below the chart, it says "Showing number of large opportunities and sales stage as funnel chart" and "Source: Opportunity Analysis Sample". To the right, there are navigation links for FIELDS, VISUALIZATIONS, and FILTERS.

Favorite a dashboard

When you make content a *favorite*, you'll be able to access it from the left navigation bar. The left navbar is visible from just about every area of Power BI. Favorites are typically the dashboards, report pages, and apps that you visit most often.

1. Exit Q&A to return to a dashboard.
2. From the upper right corner of Power BI service, select **Favorite** or the star icon.

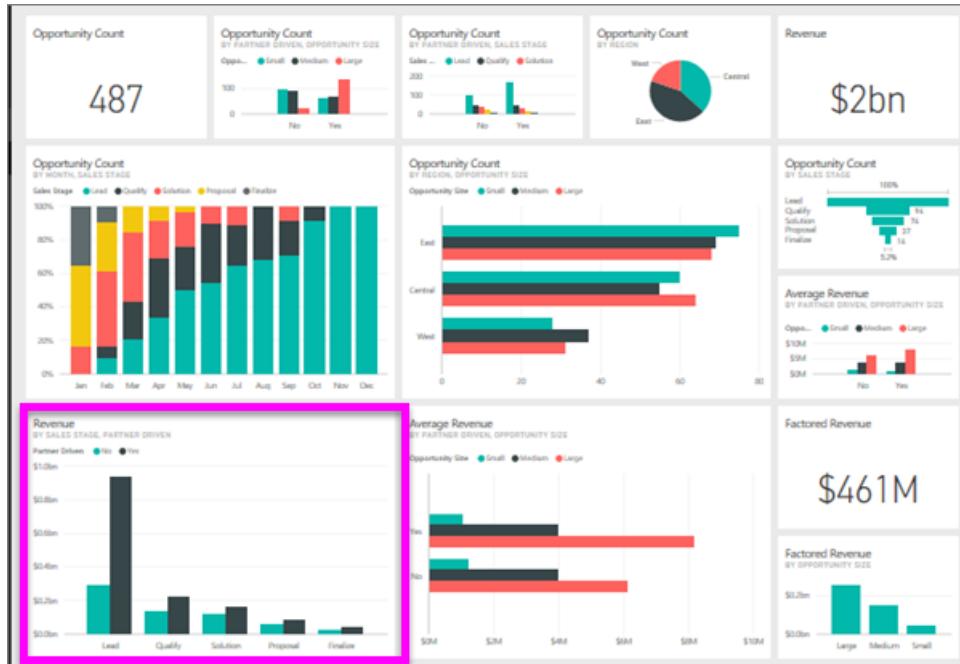


Open and view a report and report pages

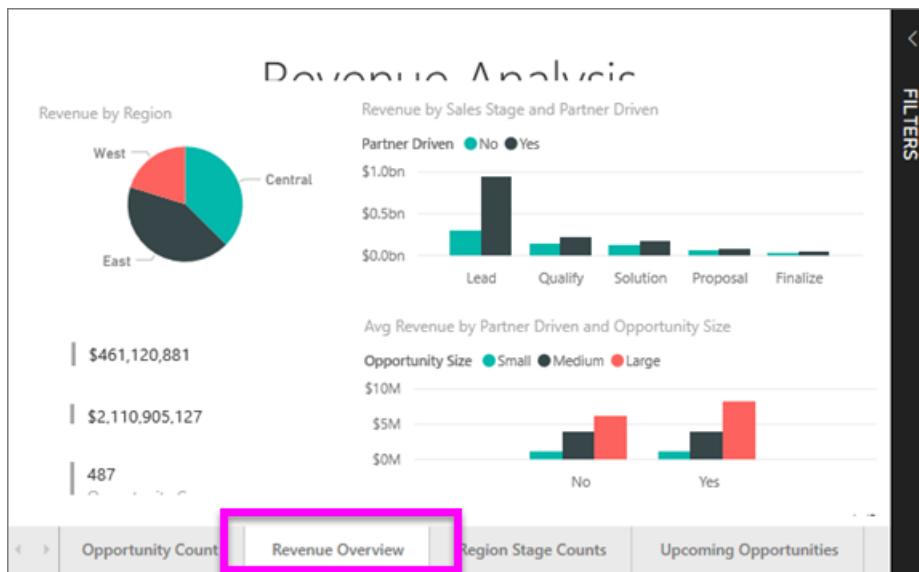
A report is one or more pages of visuals. Reports are created by Power BI *report designers* and [shared with consumers directly](#) or as part of an [app](#).

Reports can be opened from a dashboard. Most dashboard tiles are *pinned* from reports. Selecting a tile opens the report that was used to create the tile.

1. From a dashboard, select a tile. In this example we've selected the "Revenue" column chart tile.



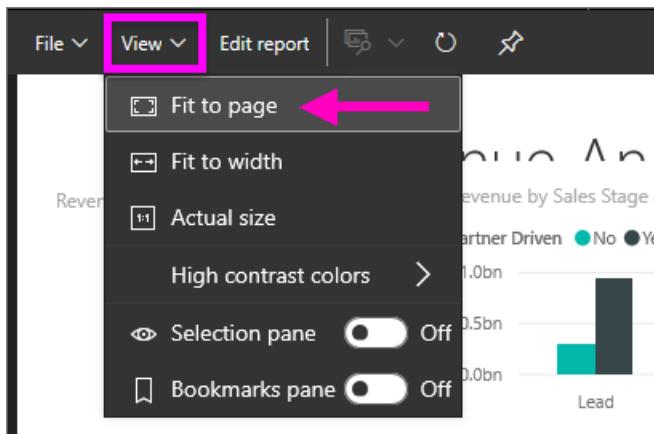
2. The associated report opens. Notice that we're on the "Revenue overview" page. This is the report page that contains the column chart we selected from the dashboard.



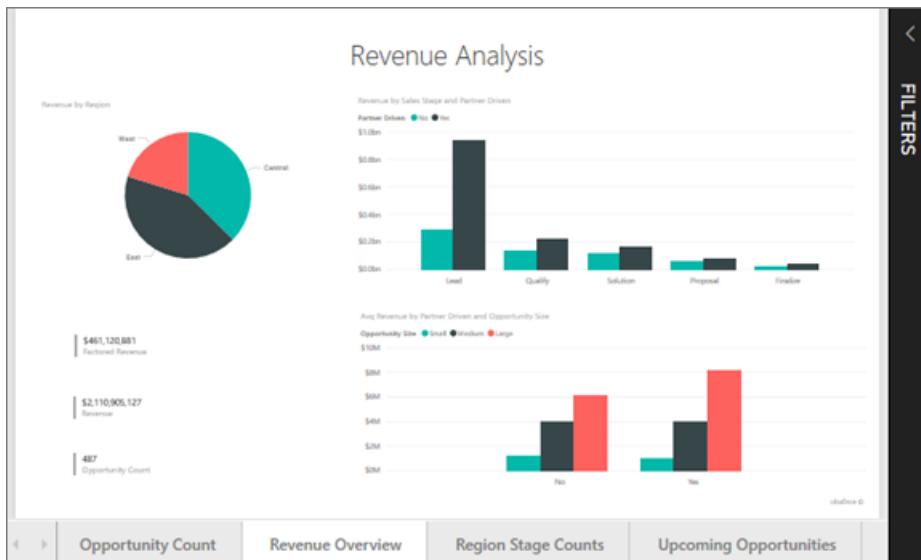
Adjust the display dimensions

Reports are viewed on many different devices, with varying screen sizes and aspect ratios. The default rendering may not be what you want to see on your device.

1. To adjust, from the top menu bar select **View**.



- Choose one of the display options. In this example we've chosen **Fit to page**.



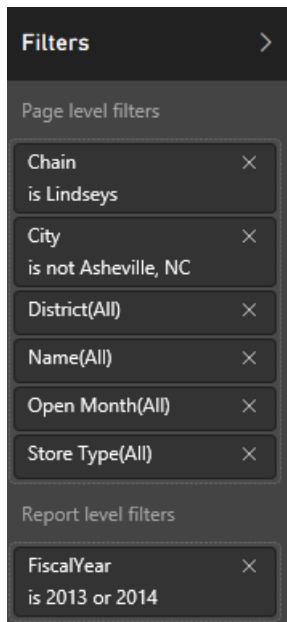
Use the report Filters pane

If the report author added filters to a page in a report, you can interact with them and save your changes with the report.

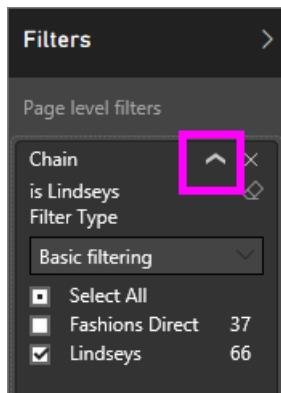
- Select the **Filters** icon in the upper-right corner.



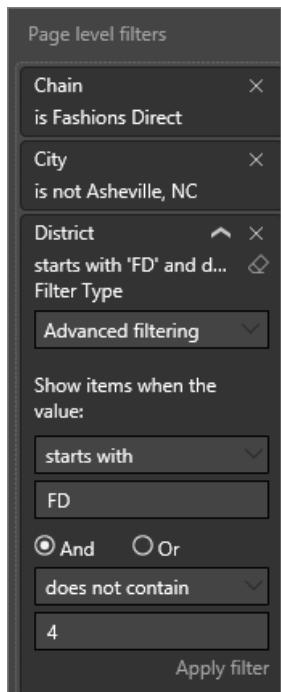
- Select a visual to make it active. You'll see all filters that have been applied to that visual (Visual level filters), across the whole report page (Page level filters), and across the entire report (Report level filters).



3. Hover over a filter and expand it by selecting the down arrow.

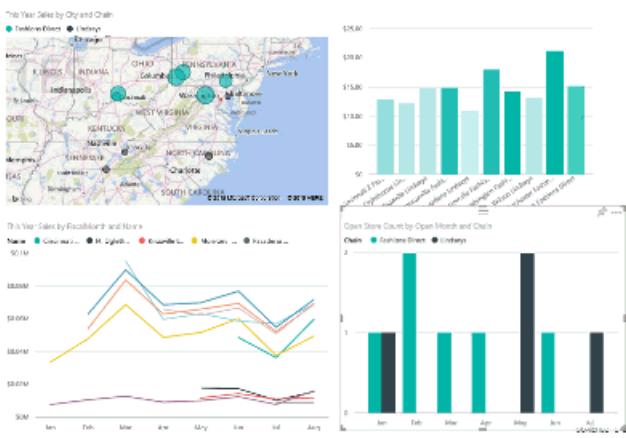


4. Make changes to the filters and see how the visuals are impacted.



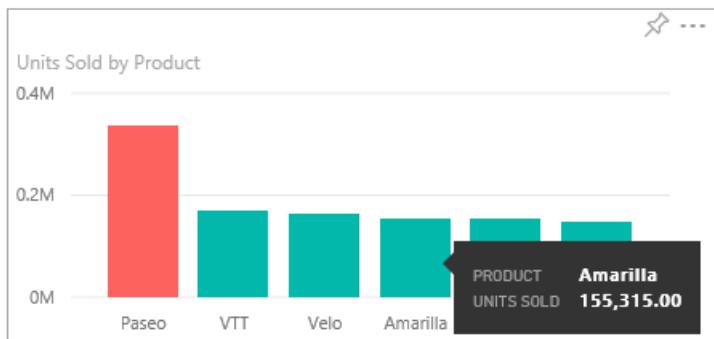
See how all the visuals on a page are interconnected

Cross-highlight and cross-filter the related visualizations on a page. The visualizations on a single report page are all "connected" to each other. What this means is that if you select one or more values in one visualization, other visualizations that use that same value will change based on your selection.



Display details on a visualization

Hover over visual elements to see the details



Sort a visualization

Visuals on a report page can be sorted and saved with your changes applied.

1. Hover over a visual to make it active.
2. Select the ellipsis (...) to open sorting options.

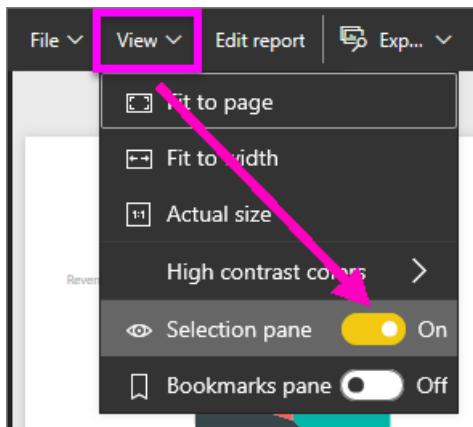
Revenue Analysis



Open the Selection pane

Easily navigate between the visualizations on the report page.

1. Select **View > Selection pane** to open the Selection pane. Toggle **Selection pane** to On.



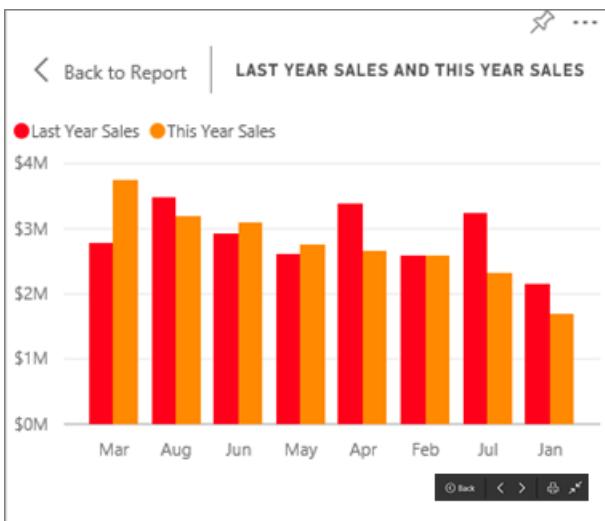
2. The Selection pane opens on your report canvas. Select a visual from the list to make it active.

Zoom in on individual visuals

Hover over a visual and select the **Focus mode** icon . When you view a visualization in Focus mode, it expands to fill the entire report canvas as shown below.

Fiscal Month	Last Year Sales	This Year Sales
Select All		
Jan	62	
Oct	62	
Nov	60	
Dec	66	
Feb	56	
Mar	62	
Apr	60	
May	62	
Jun	60	

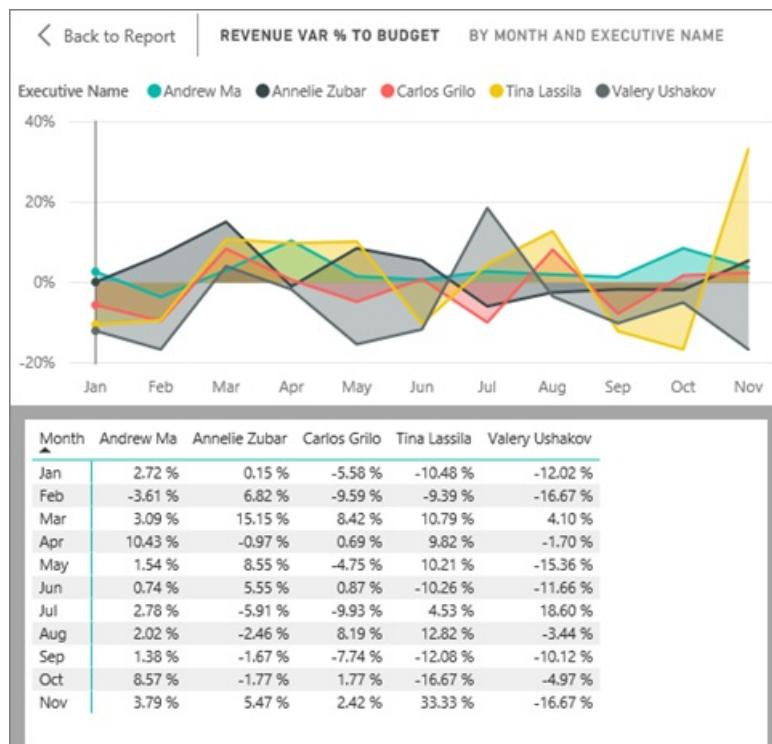
To display that same visualization without the distraction of menubars, filter pane, and other chrome -- select the **Full Screen** icon from the top menubar .



Show the data used to create a visualization

A Power BI visualization is constructed using data from underlying datasets. If you're interested in seeing behind-the-scenes, Power BI lets you *display* the data that is being used to create the visual. When you select **Show Data**, Power BI displays the data below (or next to) the visualization.

1. In Power BI service, open a report and select a visual.
2. To display the data behind the visual, select the ellipsis (...) and choose **Show data**.



This has been a quick overview of just some of the things **consumers** can do with Power BI service.

Clean up resources

- If you connected to an app, from the left navbar, select **Apps** to open the Apps content list. Hover over the app to delete, and select the trashcan icon.
- If you imported or connected to a Power BI sample report, from the left navbar, open **My workspace**. Using the tabs at the top, locate the dashboard, report, and dataset, and select the trashcan icon for each.

Next steps

Sign in to Power BI service

6/6/2019 • 2 minutes to read • [Edit Online](#)

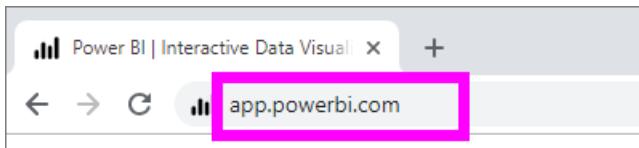
Power BI accounts

Before you can sign in to Power BI, you'll need an account. There are two ways to get a Power BI account. The first is when your company purchases Power BI licenses for its employees. And the second is when individuals sign up for free trials or personal licenses. This article covers the first scenario.

Sign in for the first time

Step one: open a browser

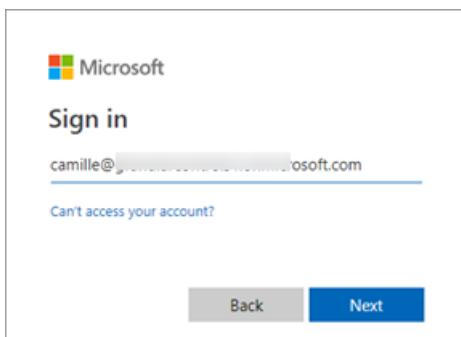
Power BI service runs in a browser. So step one is to open your favorite browser and type **app.powerbi.com**.



Step two: type your email address

The first time you sign in, you'll be asked for your email address. This is the work or school email address that was used to sign up for Power BI.

Look in your Inbox for an email from your Power BI administrator. Most administrators will send you a welcome email that contains your temporary password. Use this email account for your sign in.



Step three: create a new password

If your Power BI administrator sent you a temporary password, enter it in the **Current password** field. If you haven't received this password in email, contact your Power BI administrator.

 Microsoft

camille@contoso.com

Update your password

You need to update your password because this is the first time you are signing in, or because your password has expired.

Current password

New password

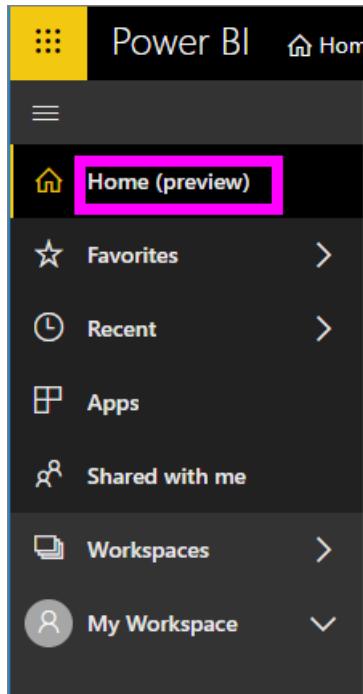
Confirm password

Sign in

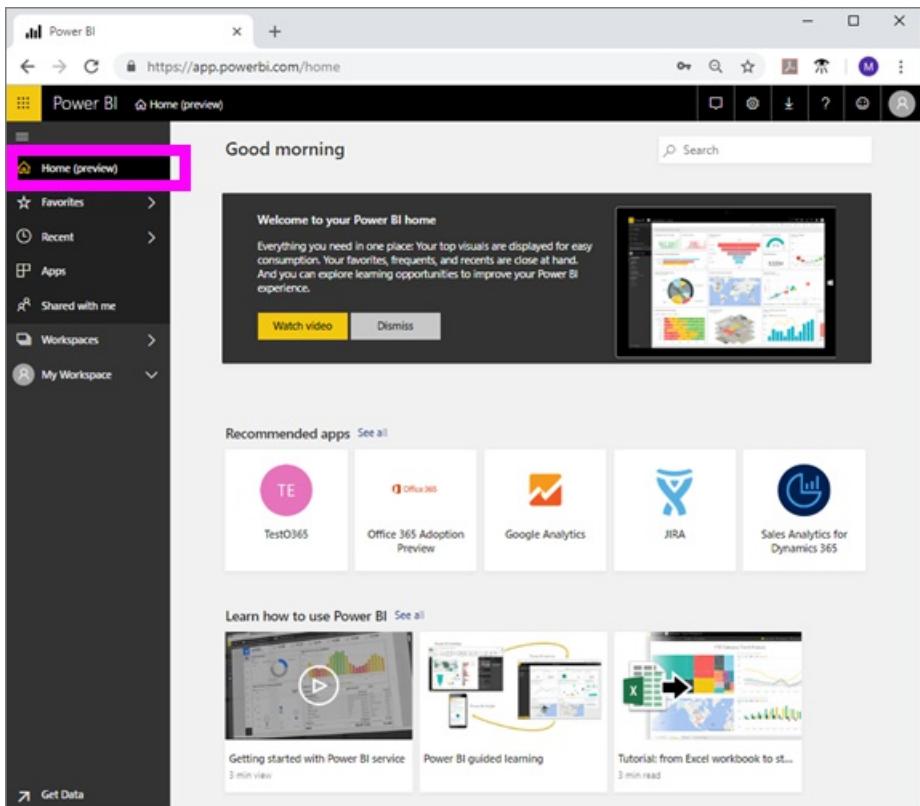
Power BI will remember your credentials, and you won't need to enter your username (email address) the next time you sign in.

Step four: review your Home page

On your very first visit, Power BI opens your **Home** page. If your **Home** page doesn't open, select it from the left navigation pane.



On the Home page you'll see all the content that you have permission to use. At first, there may not be much content on your Home page, but don't worry, that will change as you start to use Power BI with your colleagues.



If you don't want Power BI to open to your Home page, you can [set a Featured dashboard or report](#) to open instead.

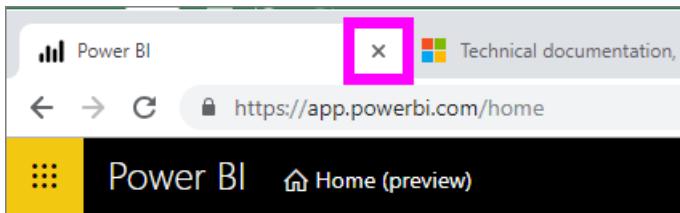
Safely interact with content

As a **consumer**, others will share content with you and you'll interact with that content to explore the data and make business decisions. As you filter, slice, subscribe, export, and resize, don't worry -- your work is not impacting the underlying dataset or the original shared content (dashboards and reports). Power BI is a safe space for you to explore and experiment. That doesn't mean you can't save your changes - you can. But those changes only affect **your** view of the content. And reverting to the original default view is as easy as clicking a button.

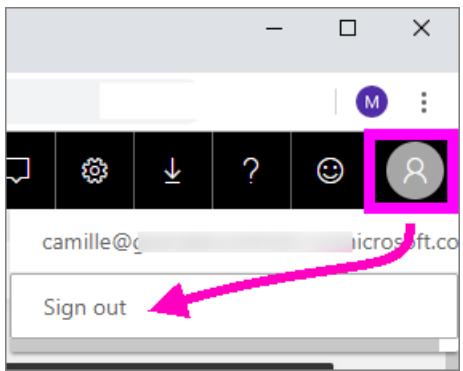
Sign out of Power BI service

When you close or sign out of Power BI, your changes are saved so you can pick up right where you left off.

To close Power BI, simply close the browser tab where you are working.



If you share a computer, we recommend signing out each time you close Power BI. To sign out, from the upper right corner, select your Profile picture, and choose **Sign out**. Otherwise, when you are done, simply close the browser tab.



Troubleshooting and considerations

- If you've signed up for Power BI as an individual, sign in with the email address you used to sign up.
- If you use Power BI with more than one account, you will be prompted to select an account from a list, and enter a password, when signing in.

Next steps

[View a Power BI app](#)

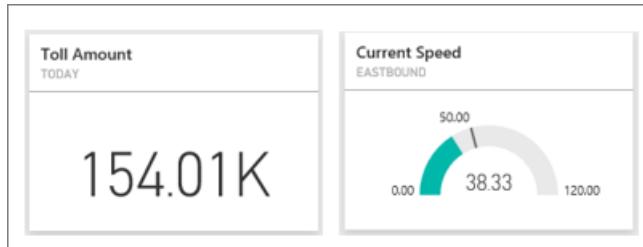
Tutorial: Set data alerts in Power BI service

7/26/2019 • 4 minutes to read • [Edit Online](#)

Set alerts to notify you when data in your dashboards changes beyond limits you set.

You can set alerts on tiles if you have a Power BI Pro license, or if a dashboard has been shared with you from a [Premium capacity](#). Alerts can only be set on tiles pinned from report visuals, and only on gauges, KPIs and cards. Alerts can be set on visuals created from streaming datasets that have been pinned from a report to a dashboard, but cannot be set on streaming tiles created directly on the dashboard using **Add tile > Custom streaming data**.

Only you can see the alerts you set, even if you share your dashboard. Data alerts are fully synchronized across platforms; set and view data alerts [in the Power BI mobile apps](#) and in the Power BI service.



WARNING

Data-driven alert notifications provide information about your data. If you view your Power BI data on a mobile device and that device gets stolen, we recommend using the Power BI service to turn off all data-driven alert rules.

This tutorial covers the following.

- Who can set alerts
- Which visuals support alerts
- Who can see my alerts
- Do alerts work on Power BI Desktop and mobile
- How do I create an alert
- Where will I receive my alerts

If you're not signed up for Power BI, [sign up for a free trial](#) before you begin.

Set data alerts in Power BI service

Watch Amanda add some alerts to tiles on the dashboard. Then follow the step-by-step instructions below the video to try it out yourself.

<https://www.youtube.com/embed/JbL2-HJ8clE>

This example uses a card tile from the [Retail Analysis sample](#) dashboard.

1. From a dashboard gauge, KPI, or card tile, select the ellipsis.



2. Select the bell icon  or **Manage alerts**, to add one or more alerts for **Total stores**.
3. On the **Manage alerts** pane, select **+ Add alert rule**. Ensure the slider is set to **On**, and give your alert a title. Titles help you easily recognize your alerts.

TOTAL STORES

Manage alerts

+ Add alert rule

^ Alerts for Total Stores 

Active

On

Alert title

Alerts for Total Stores

4. Scroll down and enter the alert details. In this example we'll create an alert that notifies us once a day if the number of total stores goes above 100. Alerts will appear in our Notification center. And we'll have Power BI send us an email as well.

Condition	Threshold
Above	100

Maximum notification frequency

At most every 24 hours

At most once an hour

Alerts are only sent if your data changes.

By default, you'll receive notifications on the service in the notification center.

Send me email, too

Use Microsoft Flow to trigger additional actions

Save and close **Cancel**

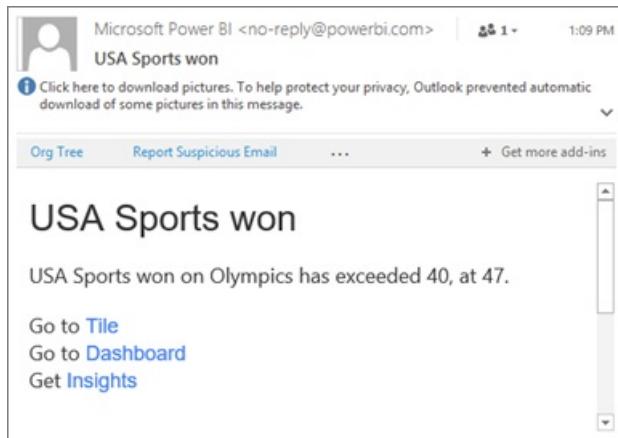
5. Select **Save and close**.

Receiving alerts

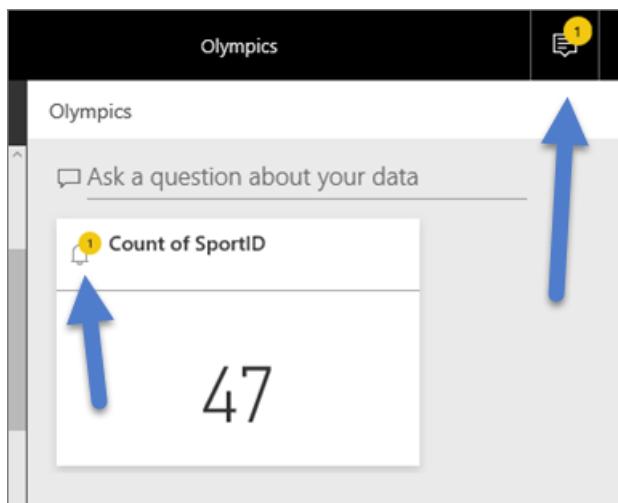
When the data being tracked reaches one of the thresholds you've set, several things happen. First, Power BI checks to see if it has been more than an hour, or more than 24 hours (depending on the option you selected), since the last alert was sent. As long as the data is past the threshold, you'll get an alert.

Next, Power BI sends an alert to your notification center and, optionally, in email. Each alert contains a direct link to your data. Select the link to see the relevant tile.

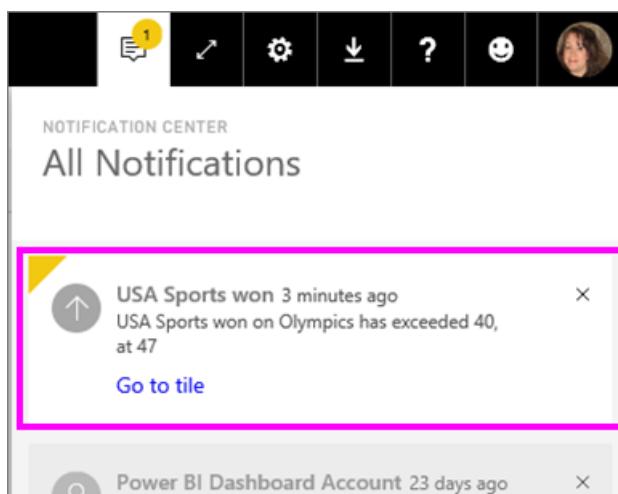
1. If you've set the alert to send you an email, you'll find something like this in your Inbox.



2. Power BI adds a message to your **Notification center** and adds a new alert icon to the applicable tile.



3. Open your Notification center to see the alert details.



NOTE

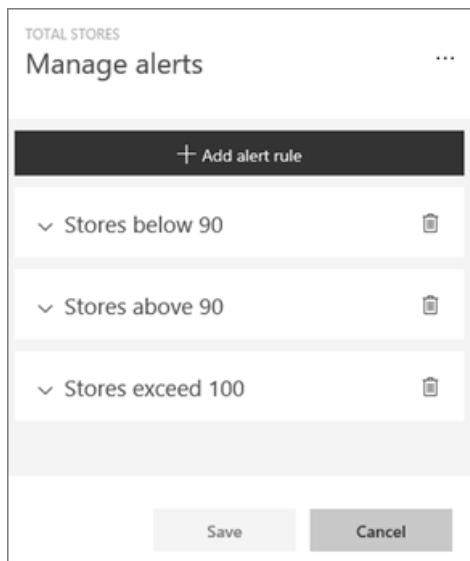
Alerts only work on data that is refreshed. When data refreshes, Power BI looks to see if an alert is set for that data. If the data has reached an alert threshold, an alert is triggered.

Managing alerts

There are many ways to manage your alerts: From the dashboard tile itself, from the Power BI Settings menu, or an individual tile in the [Power BI mobile app on the iPhone](#) or in the [Power BI mobile app for Windows 10](#).

From the tile itself

1. If you need to change or remove an alert for a tile, re-open the **Manage alerts** window by selecting the bell icon . All the alerts that you've set for that tile are displayed.



2. To modify an alert, select the arrow to the left of the alert name.



3. To delete an alert, select the trashcan to the right of the alert name.



From the Power BI settings menu

1. Select the gear icon from the Power BI menubar.



2. Under **Settings** select **Alerts**.

Settings					
General	Dashboards	Datasets	Workbooks	Alerts	
My workspace					
ALERT	DASHBOARD	DATE CREATED			
Stores exceed 100	Retail Analysis Sample	11:10 AM 07.07.2016	<input checked="" type="checkbox"/> On	Edit	Delete
Alerts for This Year's Sales	Retail Analysis Sample	11:11 AM 07.07.2016	<input checked="" type="checkbox"/> On	Edit	Delete
Sales exceed 20M	Retail Analysis Sample	11:11 AM 07.07.2016	<input checked="" type="checkbox"/> On	Edit	Delete
Stores above 90	Retail Analysis Sample	11:12 AM 07.07.2016	<input checked="" type="checkbox"/> On	Edit	Delete
Stores below 90	Retail Analysis Sample	11:15 AM 07.07.2016	<input checked="" type="checkbox"/> On	Edit	Delete
Defects over 10M	Supplier Quality Analysis Sample	12:15 PM 07.07.2016	<input checked="" type="checkbox"/> On	Edit	Delete
Titles more than 50	MetricsMashup2	12:25 PM 07.07.2016	<input checked="" type="checkbox"/> On	Edit	Delete
Phelps medals	Olympics Demo	12:38 PM 07.07.2016	<input checked="" type="checkbox"/> On	Edit	Delete
US won 50+	Olympics Demo	12:39 PM 07.07.2016	<input checked="" type="checkbox"/> On	Edit	Delete

3. From here you can turn alerts on and off, open the **Manage alerts** window to make changes, or delete the alert.

Tips and troubleshooting

- Alerts are currently not supported for Bing tiles, or card tiles with date/time measures.
- Alerts only work with numeric data types.
- Alerts only work on data that is refreshed. They do not work on static data.
- Alerts will only work on streaming datasets if you build a KPI/card/gauge report visual and then pin that visual to the dashboard.

Clean up resources

Instructions for deleting alerts are explained above. In brief, select the gear icon from the Power BI menubar. Under **Settings** select **Alerts** and delete the alert.

[Set data alerts on your mobile device](#)

Dashboards for Power BI service consumers

5/14/2019 • 2 minutes to read • [Edit Online](#)

A Power BI **dashboard** is a single page, often called a canvas, that uses visualizations to tell a story. Because it is limited to one page, a well-designed dashboard contains only the most-important elements of that story.



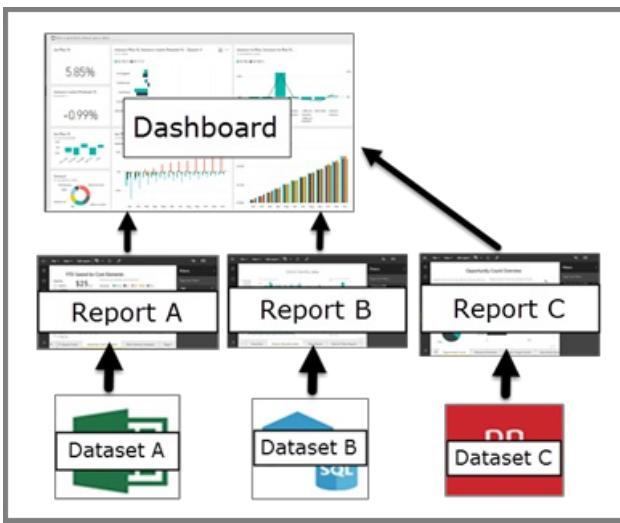
The visualizations you see on the dashboard are called *tiles* and are *pinned* to the dashboard by report *designers*. In most cases, selecting a tile takes you to the report page where the visualization was created. If you're new to Power BI, you can get a good foundation by reading [Power BI basic concepts](#).

NOTE

Dashboards can be viewed and shared on mobile devices.

Power BI Pro is required for viewing a dashboard that has been shared with you.

The visualizations on a dashboard come from reports and each report is based on one dataset. In fact, one way to think of a dashboard is as an entryway into the underlying reports and datasets. Selecting a visualization takes you to the report (and dataset) that was used to create it.



Advantages of dashboards

Dashboards are a wonderful way to monitor your business, to look for answers, and to see all of your most-important metrics at a glance. The visualizations on a dashboard may come from one underlying dataset or many, and from one underlying report or many. A dashboard can combine on-premises and cloud data, providing a consolidated view regardless of where the data lives.

A dashboard isn't just a pretty picture; it's interactive and the tiles update as the underlying data changes.

Dashboards versus reports for Power BI **consumers**

Reports are often confused with dashboards since they too are canvases filled with visualizations. But there are some major differences from a Power BI *consumers* point of view.

CAPABILITY	DASHBOARDS	REPORTS
Pages	One page	One or more pages
Data sources	One or more reports and one or more datasets per dashboard	A single dataset per report
Filtering	Can't filter or slice	Many different ways to filter, highlight, and slice
Set alerts	Can create alerts to email you when certain conditions are met	No
Featured	Can set one dashboard as your "featured" dashboard	Cannot create a featured report
Can see underlying dataset tables and fields	No. Can export data but can't see tables and fields in the dashboard itself.	Yes. Can see dataset tables and fields and values.

Dashboard creators and dashboard consumers

As a Power BI **consumer**, you receive dashboards from *creators*. Continue learning about dashboards with these topics:

- [View a dashboard](#)
- Learn about [dashboard tiles](#) and what will happen when you select one.

- Want to track an individual dashboard tile and receive an email when it reaches a certain threshold? [Create alerts on tiles](#).
- Have fun asking your dashboard questions. Learn how to use [Power BI Q&A](#) to ask a question about your data and get the answer in the form of a visualization.

TIP

If you didn't find what you're looking for here, use the Table of Contents to the left.

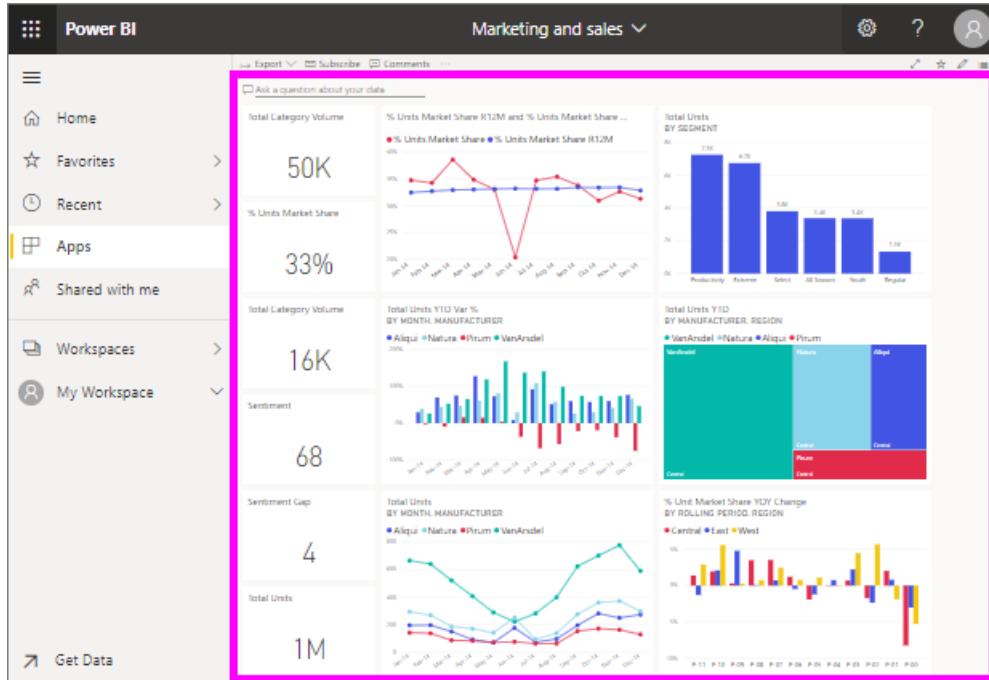
Next steps

[View a dashboard](#)

View a dashboard

5/14/2019 • 2 minutes to read • [Edit Online](#)

Power BI *consumers* spend a lot of time viewing dashboards. Dashboards are designed to highlight specific information from the underlying reports and datasets. And Power BI consumers use that information for tracking, monitoring, answering questions, testing, and more -- in order to make data-driven business decisions.



Power BI Pro is required for both sharing a dashboard and viewing a shared dashboard.

Open a dashboard

	<p>Dashboards can be opened from many locations in the Power BI service. Just look for this dashboard icon. Once you've identified a dashboard, opening it is simple - just select it and the dashboard fills your Power BI canvas.</p>

You may find dashboards in all of the containers in the left navigation bar.

The screenshot shows the Power BI Home (preview) interface. On the left is a dark sidebar with navigation links: Favorites, Recent, Apps, Shared with me, Workspaces, My Workspace (with a dropdown arrow), and Get Data. The main area has a header "Good morning, Michele" and a search bar. Below is a dashboard titled "Supplier Quality Analysis Sample". It features several tiles: a large one with metrics "Total Defect Quantity: 33M", "Total Downtime Minutes: 77K", and "Total Defect Qty WITH NO IMPACT: 17M"; a line chart titled "Total Defect Quantity BY MONTH, YEAR" comparing 2013 (teal) and 2014 (black); and another chart titled "Total Defect Qty, Total Downtime M... BY MATERIAL TYPE" showing "Total Defect Qty" (teal) and "Total Downtime Minutes" (black). A callout box labeled "Home page" points to the central chart area.

- **Home**
- **Favorites** - if you've [set a dashboard as a favorite](#)
- **Recent** - if you've recently visited a dashboard
- **Apps** - most apps contain both dashboards and reports
- **Shared with me** - if a colleague has [shared a dashboard with you](#)
- **My workspace** - if you've downloaded any of the [Power BI samples](#)

Next steps

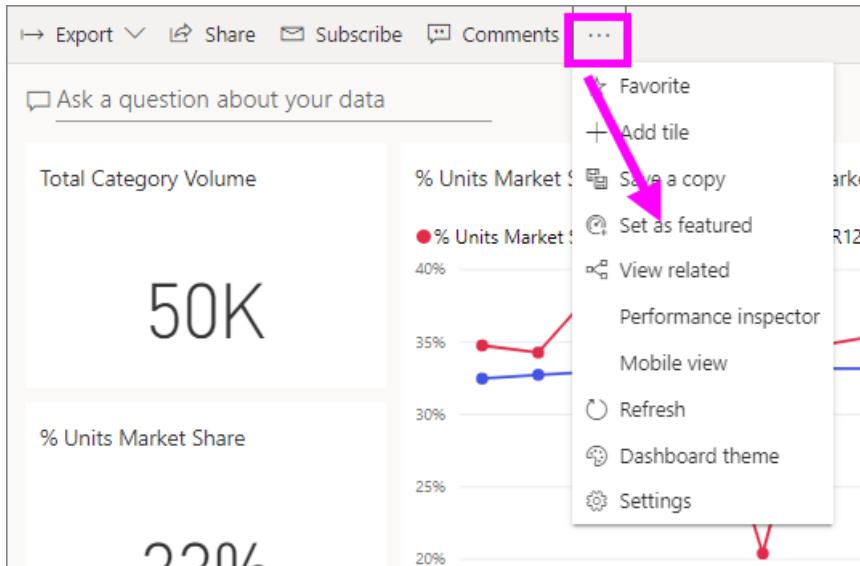
- Get comfortable with dashboards by taking a tour of one of our [sample dashboards](#).
- Learn about [dashboard tiles](#) and what will happen when you select one.

Featured dashboards in Power BI service

5/14/2019 • 2 minutes to read • [Edit Online](#)

Create a Featured dashboard

Many of us have one dashboard that we visit more than any others. It might be the dashboard we use to run our business, or it might be a dashboard that contains an aggregation of tiles from many different dashboards and reports.



When you select a dashboard as *featured*, each time you open the Power BI service, it will open with that dashboard displayed.

You can also select a few dashboards and set them as *favorites*. See [Dashboard favorites](#).

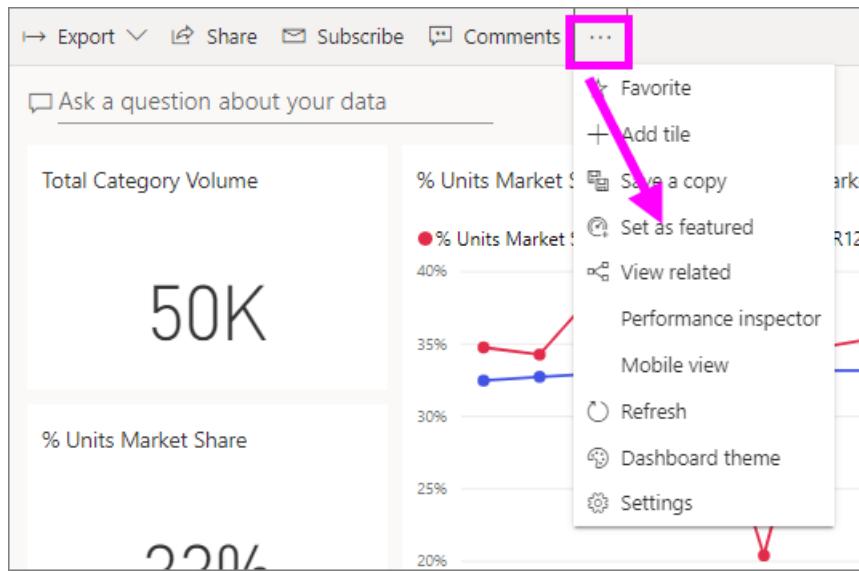
If you haven't yet set a featured dashboard, Power BI will open to the last dashboard you used or to Power BI Home.

To set a dashboard as featured

Watch Amanda create a featured dashboard and then follow the instructions below the video to try it out yourself.

<https://www.youtube.com/embed/G26dr2PsEpk>

1. Open the dashboard that you'd like to set as *Featured*.
2. In the top menubar, select the ellipses (...) and choose **Set as featured**.



3. Confirm your selection.

Set as featured

Please confirm that you want to set Marketing and sales as your featured dashboard.

Set as featured dashboard

Cancel

Change the featured dashboard

Of course, if you change your mind later you can set a new dashboard as the featured dashboard.

1. Follow steps 1 and 2 from above.

Change featured dashboard

Do you want to set Retail Analysis Sample as your featured dashboard? This will now be your featured dashboard on Power BI.

Set as featured

Cancel

2. Select **Set as featured**. Un-featuring a dashboard does not remove it from your workspace.

Change featured dashboard

Do you want to set Procurement Analysis as your featured dashboard? This will now be your featured dashboard on Power BI.

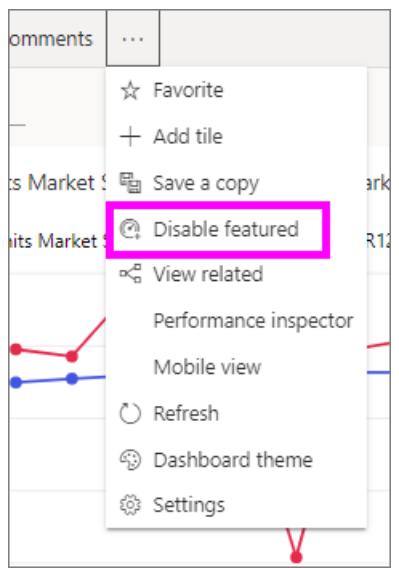
Set as featured dashboard

Cancel

Remove the featured dashboard

If you decide that you don't want any dashboard to be designated as featured, here's how to un-feature a dashboard.

1. Open the currently-featured dashboard.
2. In the top menubar, select the ellipses (...) and choose **Disable featured**.



Next steps

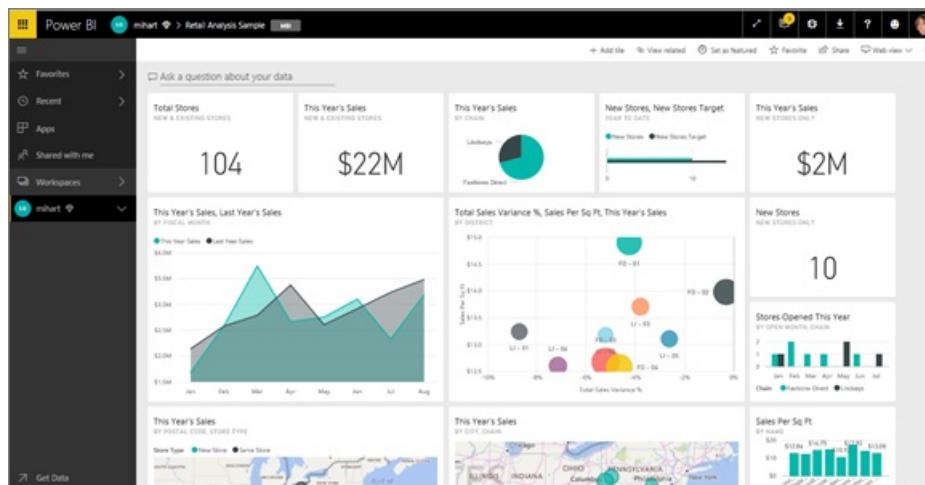
[Favorite a dashboard](#)

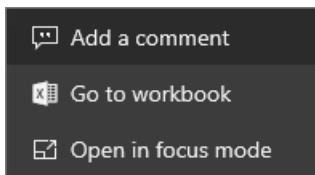
More questions? Try the [Power BI Community](#)

Dashboard tiles in Power BI

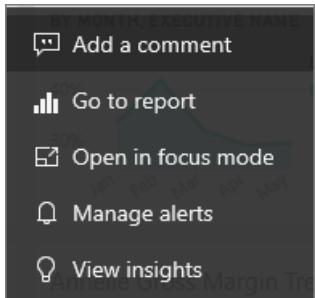
2/21/2019 • 2 minutes to read • [Edit Online](#)

A tile is a snapshot of your data, pinned to the dashboard by a *designer*. A tile can be created from a report, dataset, dashboard, the Q&A question box, Excel, SQL Server Reporting Services (SSRS), and more. This screenshot shows many different tiles pinned to a dashboard.





- tile created from a report



From here you can:

- Open the report that was used to create this tile
- Open the Q&A question that was used to create the tile
- Open the workbook that was used to create this tile
- View the tile in focus mode
- Run insights
- Add a comment and start a discussion

3. To close the action menu, select a blank area in the canvas.

Select (click) a tile

When you select a tile, what happens next depends on how the tile was created and if it has a [custom link](#). If it has a custom link, selecting the tile takes you to that link. Otherwise, selecting the tile takes you to the report, Excel Online workbook, SSRS report that is on-premises, or Q&A question that was used to create the tile.

NOTE

The exception to this is video tiles created directly on the dashboard using **Add tile**. Selecting a video tile (that was created this way) causes the video to play right there on the dashboard.

Considerations and troubleshooting

- If the report that was used to create the visualization was not saved, then selecting the tile produces no action.
- If the tile was created from a workbook in Excel Online, and you do not have at least Read permissions for that workbook, selecting the tile will not open the workbook in Excel Online.
- For tiles created directly on the dashboard using **Add tile**, if a custom hyperlink has been set, selecting the title, subtitle, and or tile will open that URL. Otherwise, by default, selecting one of these tiles created directly on the dashboard for an image, web code, or text box produces no action.
- If you don't have permission to the report within SSRS, selecting a tile created from SSRS will produce a page indicating you don't have access (rsAccessDenied).

- If you don't have access to the network where the SSRS server is located, selecting a tile created from SSRS will product a page that will indicate it cannot locate the server (HTTP 404). Your device needs to have network access to the report server to view the report.
- If the original visualization used to create the tile changes, the tile doesn't change. For example, if the *designer* pinned a line chart from a report and then changed the line chart to a bar chart, the dashboard tile continues to show a line chart. The data refreshes, but the visualization type does not.

Next steps

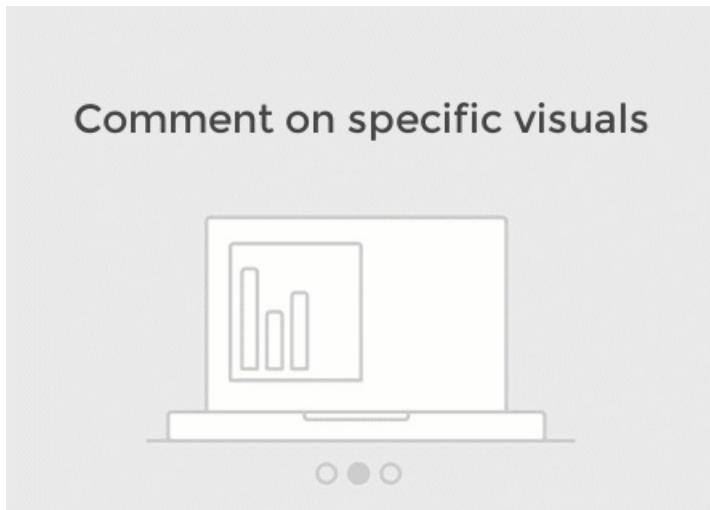
[Data refresh](#)

[Power BI - Basic Concepts](#)

Add comments to a dashboard or report

7/26/2019 • 2 minutes to read • [Edit Online](#)

Add a personal comment or start a conversation about a dashboard or report with your colleagues. The **comment** feature is just one of the ways a *consumer* can collaborate with others.



How to use the Comments feature

Comments can be added to an entire dashboard, to individual visuals on a dashboard, to a report page, and to individual visuals on a report page. Add a general comment or a comment targeted at specific colleagues.

When you add a comment to a report, Power BI captures the current filter and slicer values. This means that when you select or respond to a comment, the report page or report visual may change to show you the filter and slicer selections that were active when the comment was first added.

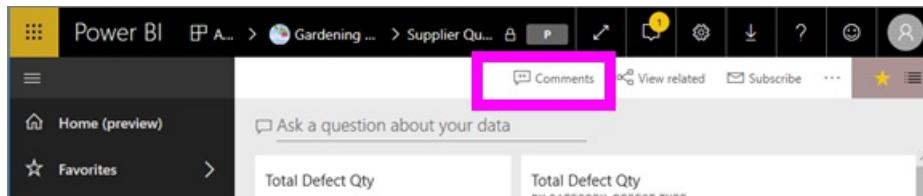
A screenshot of the Microsoft Power BI desktop application. On the left, there is a dashboard with several visualizations: a treemap chart titled "YTD Category Trend Analysis", a line chart titled "Total Units by Month and Manufacturer", a map titled "% Units Market Share by State", and a bar chart titled "Total Units YTD Var % by Month and Manufacturer". On the right side of the interface, a sidebar is open under the heading "Comments". The sidebar shows a comment from "Aaron F." posted 2 minutes ago, stating, "If we add all regions and isolate Productivity segment, we get a completely different picture." Below it is another comment from "Aaron F." posted 48 minutes ago, stating, "Great page for isolating seasonal trends." At the bottom right of the sidebar, there is a "Close" button.

Why is this important? Say a colleague applied a filter that revealed an interesting insight that they want to share with the team. Without that filter selected, the comment might not make sense.

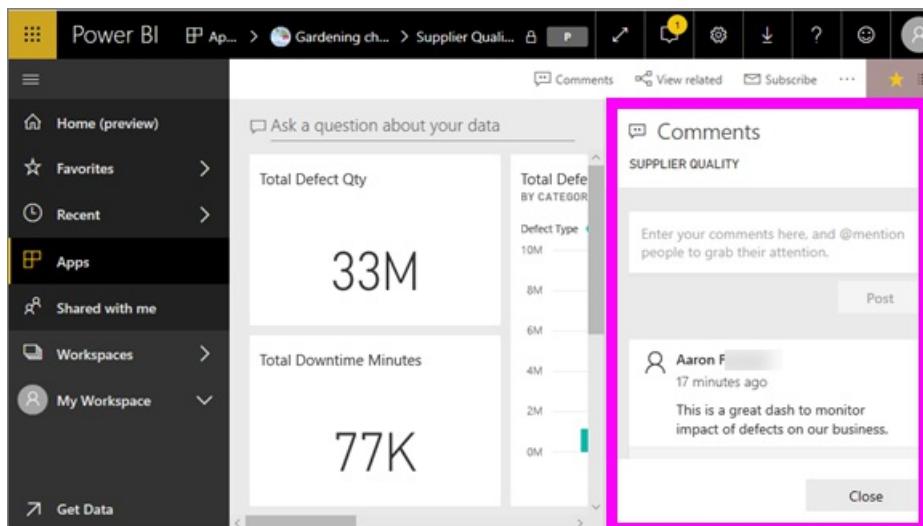
Add a general comment to a dashboard or report

The processes for adding comments to a dashboard or report are similar. In this example, we're using a dashboard.

1. Open a Power BI dashboard or report and select the **Comments** icon. This opens the Comments dialog.



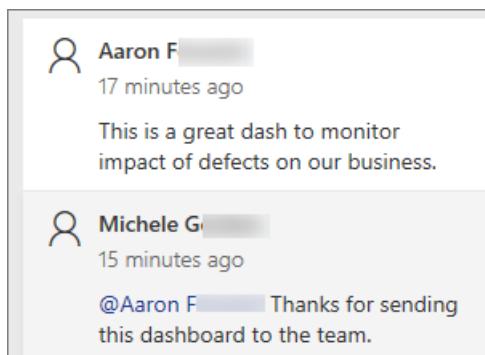
Here we see that the dashboard creator has already added a general comment. Anyone with access to this dashboard can see this comment.



2. To respond, select **Reply**, type your response, and select **Post**.



By default, Power BI directs your response to the colleague who started the comment thread, in this case Aaron F.



3. If you want to add a comment that is not part of an existing thread, enter your comment in the upper text field.

The screenshot shows a Power BI dashboard titled "SUPPLIER QUALITY". On the left, there is a bar chart with two bars: one dark teal and one light green. Below the chart, the categories "mechanical" and "Packaging" are listed. To the right of the chart is a "Comments" section. A pink box highlights the input field where a comment is being typed: "start a new thread here". Below the input field is a yellow "Post" button. The comments area contains two entries:

- Aaron F [redacted] 17 minutes ago: This is a great dash to monitor impact of defects on our business.
- Michele G [redacted] 15 minutes ago: @Aaron F [redacted] Thanks for sending this dashboard to the team.

At the bottom of the comments section is another yellow "Post" button.

The comments for this dashboard now look like this.

The screenshot shows the same "SUPPLIER QUALITY" dashboard with the comments section expanded. The input field now contains the text "start a new thread here". The "Post" button is visible below it. The previous comments from Aaron F and Michele G are still present. A new comment has been added:

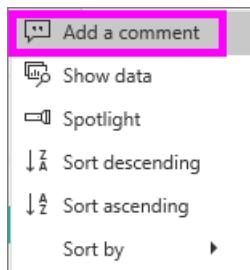
- Michele G [redacted] now: start a new thread here
- Aaron F [redacted] an hour ago: This is a great dash to monitor impact of defects on our business.
- Michele G [redacted] an hour ago: @Aaron F [redacted] Thanks for sending this dashboard to the team.

At the bottom of the comments section is a "Close" button.

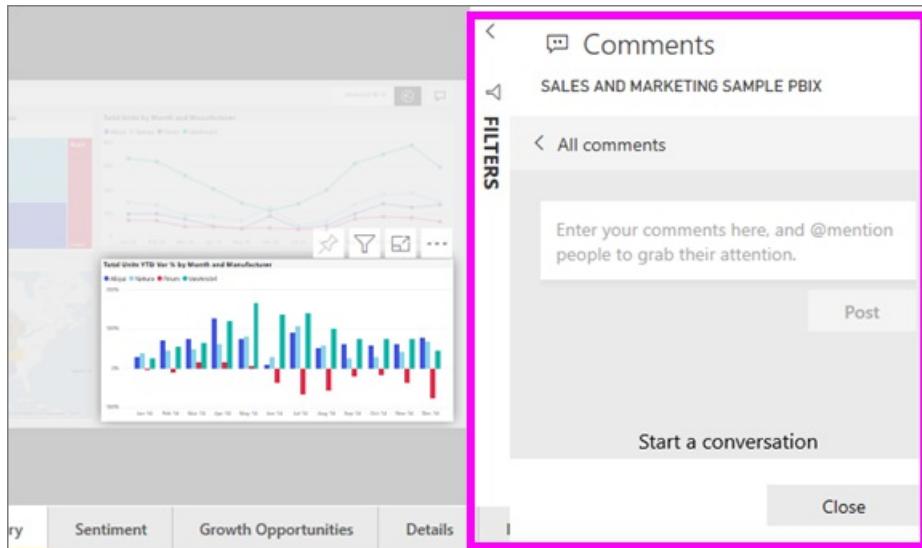
Add a comment to a specific dashboard or report visual

In addition to adding comments to an entire dashboard or to an entire report page, you can add comments to individual dashboard tiles and individual report visuals. The processes are similar, and in this example we're using a report.

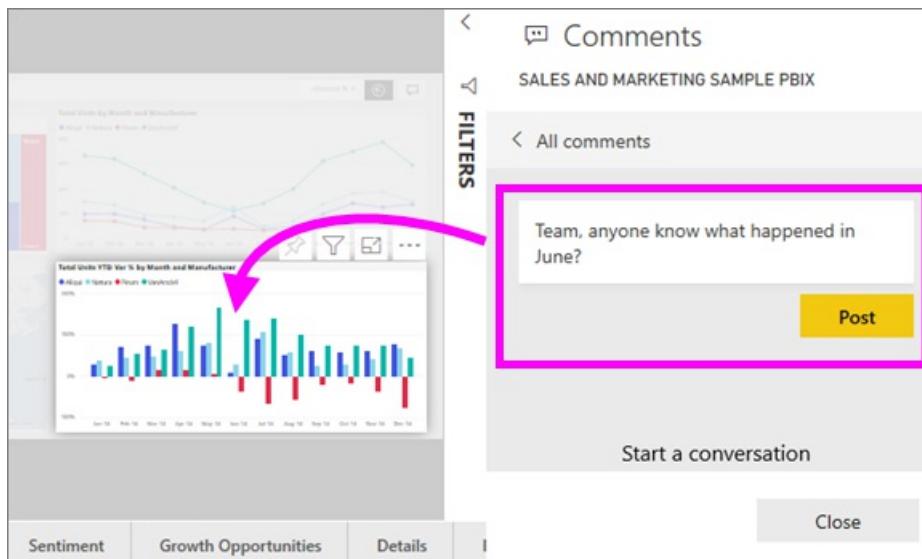
1. Hover over the visual and select the ellipsis (...).
2. From the dropdown, select **Add a comment**.



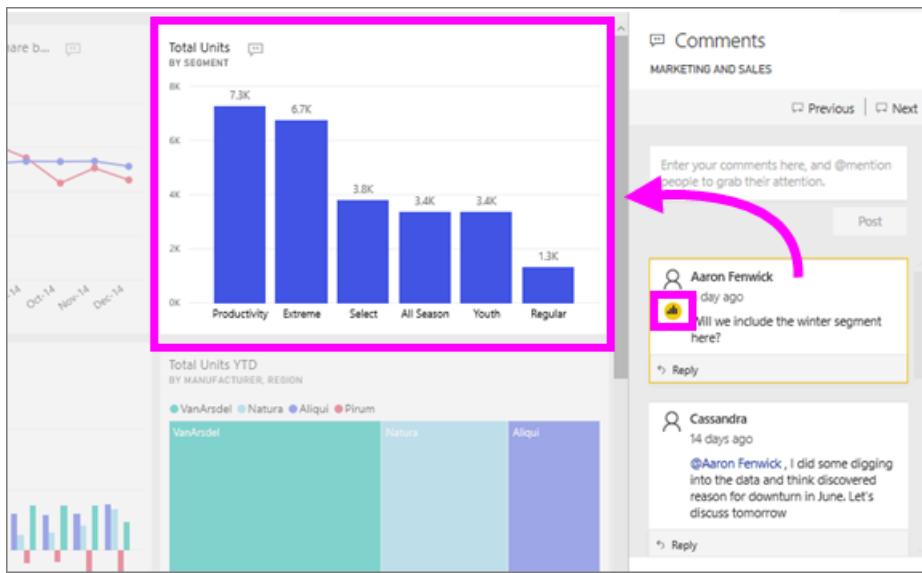
3. The **Comments** dialog opens, and the other visuals on the page are greyed out. This visual doesn't have any comments yet.



4. Type your comment and select **Post**.



- On a report page, selecting a comment that was made on a visual, highlights that visual (see above).
- On a dashboard, the chart icon lets us know that a comment is tied to a specific visual. Comments that apply to the entire dashboard do not have a special icon. Selecting the chart icon highlights the related visual on the dashboard.

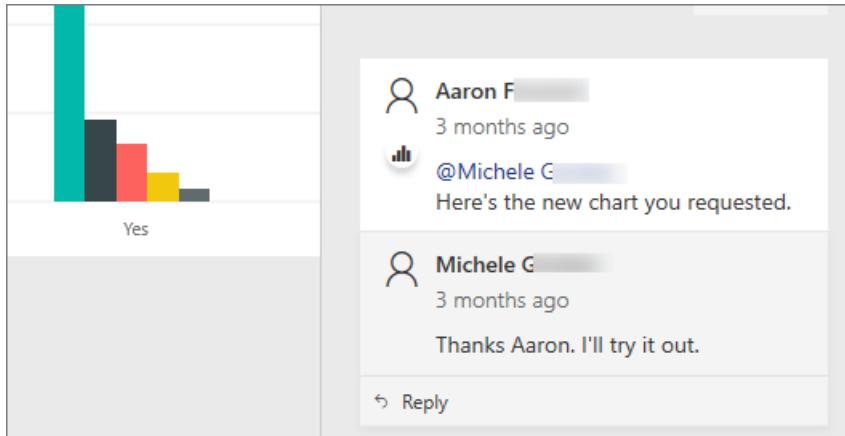


- Select **Close** to return to the dashboard or report.

Get your colleagues attention by using the @ sign

Whether you're creating a dashboard, report, tile, or visual comment, grab your colleagues' attention by using the "@" symbol. When you type the "@" symbol, Power BI opens a dropdown where you can search for and select individuals from your organization. Any verified name prefaced with the "@" symbol, appears in blue font.

Here's a conversation I'm having with the visualization *designer*. They are using the @ symbol to ensure I see the comment. I know this comment is for me. When I open this app dashboard in Power BI, I select **Comments** from the header. The **Comments** pane displays our conversation.



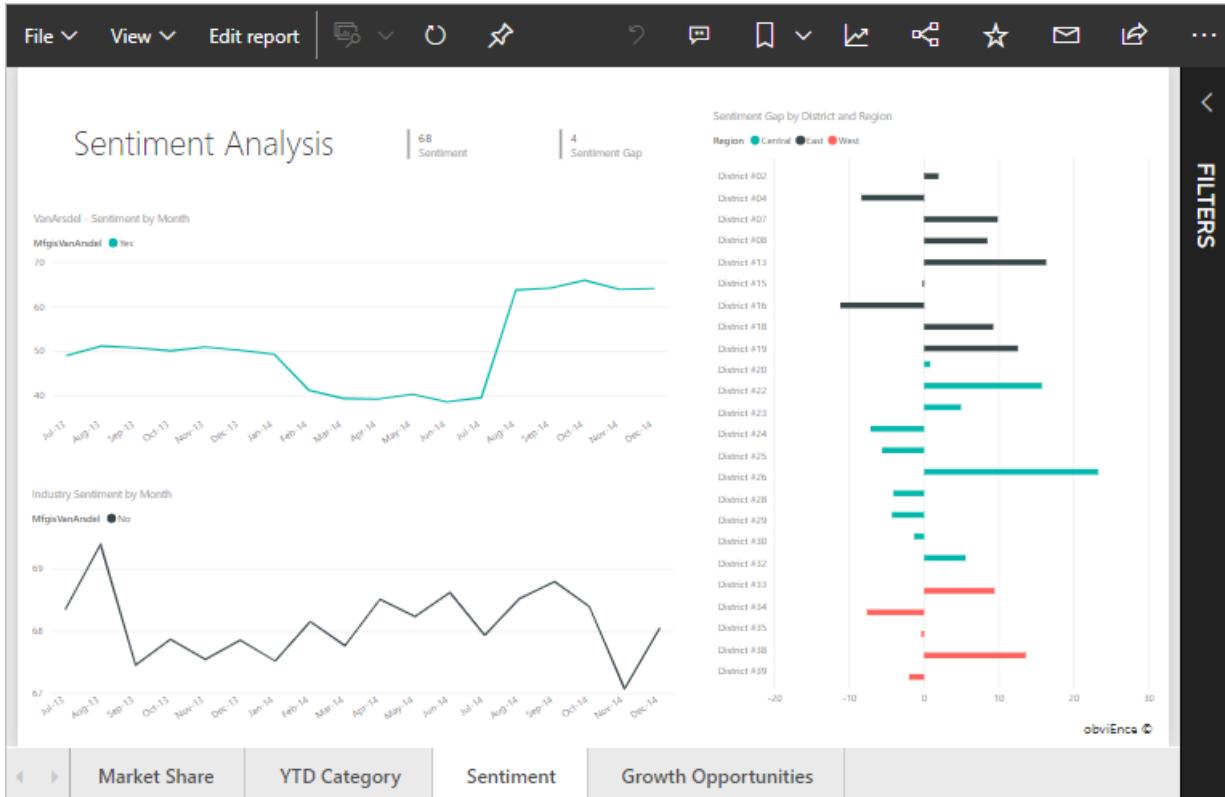
Next steps

[Back to visualizations for consumers](#)

Reports in Power BI

7/2/2019 • 3 minutes to read • [Edit Online](#)

A Power BI report is a multi-perspective view into a dataset, with visuals that represent different findings and insights from that dataset. A report can have a single visual or pages full of visuals. Depending on your job role, you may be someone who *designs* reports. You also may be someone who *consumes* or uses reports.



This report has four pages (or tabs) and you're currently viewing the **Sentiment** page. On this page are five different visuals and a page title.

If you're new to Power BI, you can get a good foundation by reading [Basic concepts for the Power BI service consumers](#). Reports are available for viewing, sharing, and annotating on mobile devices. For more info, see [Explore reports in the Power BI mobile apps](#).

Advantages of reports

Power BI bases a report on a single dataset. Report *designers* create the visuals in a report that represent a nugget of information. The visuals aren't static. They update as the underlying data changes. You can interact with the visuals and filters as you dig into the data to discover insights and look for answers. Like a dashboard, a report is highly interactive and highly customizable.

Safely interact with content

As you explore and interact with your content: filtering, slicing, subscribing, and exporting, you can't break the reports. Your work doesn't affect the underlying dataset or the original shared content. This applies to dashboards, reports, and apps.

NOTE

Remember, you cannot hurt your data. Power BI is a great place for you to explore and experiment without worrying that you'll break anything.

Save your changes or revert to the default settings

That doesn't mean you can't save your changes. You can, but those changes only affect your view of the content. To revert to the original default view of the report, select **Reset to default**.

Dashboards versus reports

[Dashboards](#) are often confused with reports since they're also canvases filled with visuals. But there are some major differences.

CAPABILITY	DASHBOARDS	REPORTS
Pages	One page	One or more pages
Data sources	One or more reports and one or more datasets per dashboard	A single dataset per report
Filtering	Can't filter or slice	Many different ways to filter, highlight, and slice
Set alerts	Can create alerts to email you when the dashboard meets certain conditions	No
Feature	Can set one dashboard as your featured dashboard	Can't create a featured report
Can see underlying dataset tables and fields	No. Can export data but can't see the dataset tables and fields in the dashboard itself	Yes. Can see dataset tables and fields and values that you have permissions to see
Customization	No	Can filter, export, view related content, add bookmarks, generate QR codes, analyze in Excel, and more

Report designers and report consumers

Depending on your role, you may be a *designer*, someone who creates reports for your own use or to share with colleagues. You'll want to learn how to create and share reports.

Or you may be a *consumer*, someone who receives reports from others. You'll want to learn how to understand and interact with the reports. If you're a report *consumer*, these links are for you:

- Start with a [tour of the Power BI service](#) so you know where to find reports and report tools.
- Learn how to [open a report](#) and all the interaction available in [Reading view](#).
- Get comfortable with reports by taking a tour of one of our [samples](#).
- To see which dataset the report is using and which dashboards have tiles pinned from the report, see [View related content in the Power BI service](#).

TIP

If you didn't find what you're looking for here, use the Table of Contents to the left to browse all *Report* articles.

Next steps

[What is Power BI?](#)

[Basic concepts for the Power BI service consumers](#)

View a report in Power BI service for consumers

5/14/2019 • 2 minutes to read • [Edit Online](#)

A report is one or more pages of visuals. Reports are created by Power BI *designers* and **shared with consumers** directly or as part of an **app**.

There are many different ways to open a report and we'll show you two of them: open from Home and open from a dashboard.

Open a report from Power BI Home

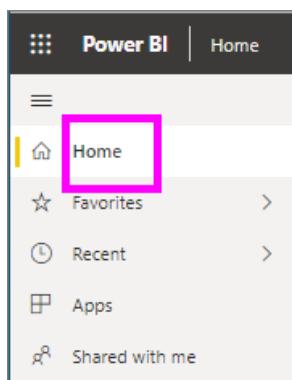
Let's open a report that's been shared with you directly and then open a report that was shared as part of an app.

The screenshot shows the Power BI Home canvas. On the left is a navigation bar with options: Home (preview) (highlighted with a pink box), Favorites, Recent, Apps, Shared with me (highlighted with a pink box), Workspaces, and My Workspace. The main area is divided into several sections: 'Recents' (Consumer tour, Fig sales 2019, Northwind, Customer Profitability Sample, Customer Profitability Sample, Financial), 'My apps' (Consumer tour, Fig sales 2019, Gardening chain supplier quality, Population Statistics, Reconstruction Projected vs Actual, TestO365), 'Recommended apps' (Group0816), and 'Shared with me' (Customer Profitability Sample, Financial, Northwind). A large pink arrow points from the 'Shared with me' section towards the 'Shared with me' section in the navigation bar.

Open a report that has been shared with you

Power BI *designers* can share a report directly with you. Content that is shared this way shows up in the **Shared with me** container on your nav bar and in the **Shared with me** section of your Home canvas.

1. Open the Power BI service (app.powerbi.com).
2. From the nav bar, select **Home** to display your Home canvas.

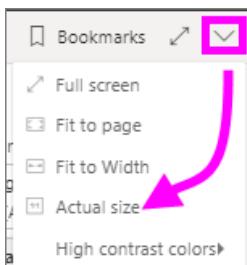


3. Scroll down until you see **Shared with me**. Look for the report icon . In this screenshot we have one dashboard and one report named *Sales and marketing sample*.

4. Simply select the report card to open the report.

5. Notice the tabs along the left side. Each tab represents a report *page*. We currently have the *Growth Opportunity* page open. Select the *YTD Category* tab to open that report page instead.

6. Right now we're seeing the entire report page. To change the display (zoom) of the page, select the View dropdown from the upper right corner (>) and choose **Actual size**.



The screenshot shows a Power BI desktop interface. On the left is a navigation bar with various icons. In the center is a dashboard titled "YTD Category Trend Analysis". The dashboard features a large column chart with four segments: "VanArsdel" (teal), "Natura" (light blue), "Aliqui" (dark blue), and "Pirum" (red). Below the chart is a legend: VanArsdel, Natura, Aliqui, Pirum. To the right of the chart is a "Filters" pane. The "Filters on this page" section contains three items: "Segment is (All)", "Year is 2014", and "Region is Central". The "Filters on all pages" section contains one item: "Date is (All)". At the top right of the window, there is a small downward arrow icon, which is highlighted with a pink box.

Open a report that is part of an app

If you've received apps from colleagues or from AppSource, those apps are available from Home and from the **Apps** container on your nav bar. An [app](#) is a bundle of dashboards and reports.

1. Go back to Home by selecting **Home** from the nav bar.
2. Scroll down until you see **My Apps**.

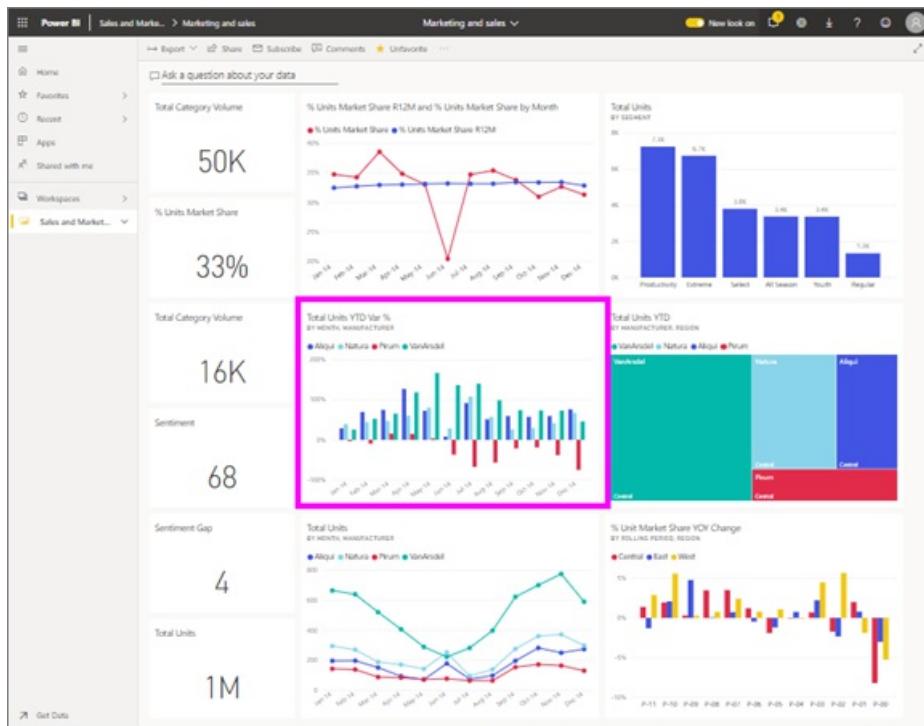
The screenshot shows the "My apps" section in Power BI. The "My apps" button is highlighted with a pink box. Below it, there are six app tiles arranged in two columns. The first column contains "Consumer tour" (Last updated: Sep 17, 2018) and "Gardening chain supplier quality" (Last updated: Sep 17, 2018). The second column contains "Fig sales 2019" (Last updated: Sep 17, 2018), "Population Statistics" (Last updated: Sep 17, 2018), "Reconstruction Projected vs Actual" (Last updated: Sep 17, 2018), and "TestO365".

3. Select one of the apps to open it. Depending on the options set by the app *designer*, the app will open either a dashboard, a report, or an app content list. If selecting the app:
 - opens the report, you're all set.
 - opens a dashboard, see **Open a report from a dashboard**, below.
 - opens the app content list, under **Reports**, select the report to open it.

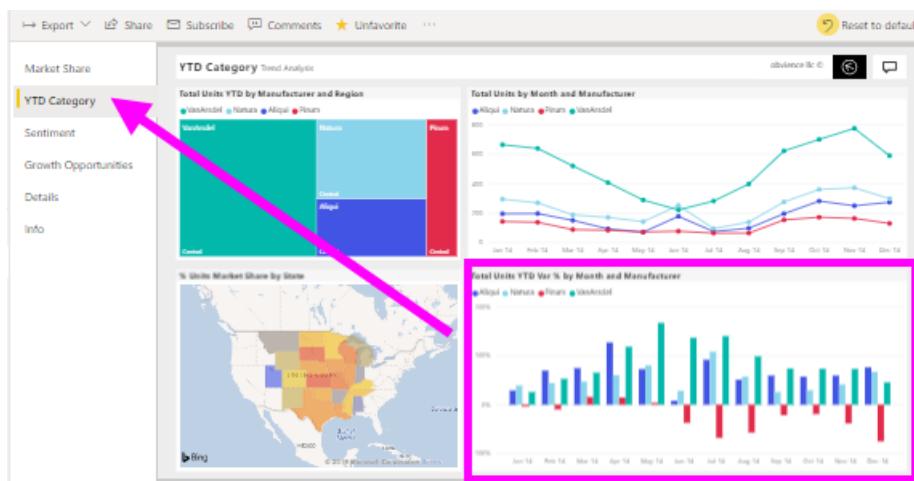
Open a report from a dashboard

Reports can be opened from a dashboard. Most dashboard tiles are *pinned* from reports. Selecting a tile opens the report that was used to create the tile.

1. From a dashboard, select a tile. In this example we've selected the "Total Units YTD..." column chart tile.



2. The associated report opens. Notice that we're on the "YTD Category" page. This is the report page that contains the column chart we selected from the dashboard.



NOTE

Not all tiles lead to a report. If you select a tile that was [created with Q&A](#), the Q&A screen will open. If you select a tile that was [created using the dashboard Add tile widget](#), several different things may happen.

Still more ways to open a report

As you get more comfortable navigating the Power BI service, you'll figure out workflows that work best for you. A few other ways to access reports:

- From the nav bar using **Favorites** and **Recent**
- Using [View related](#)
- In an email, when someone [shares](#) with you or you [set an alert](#)
- From your [Notification center](#)
- and more

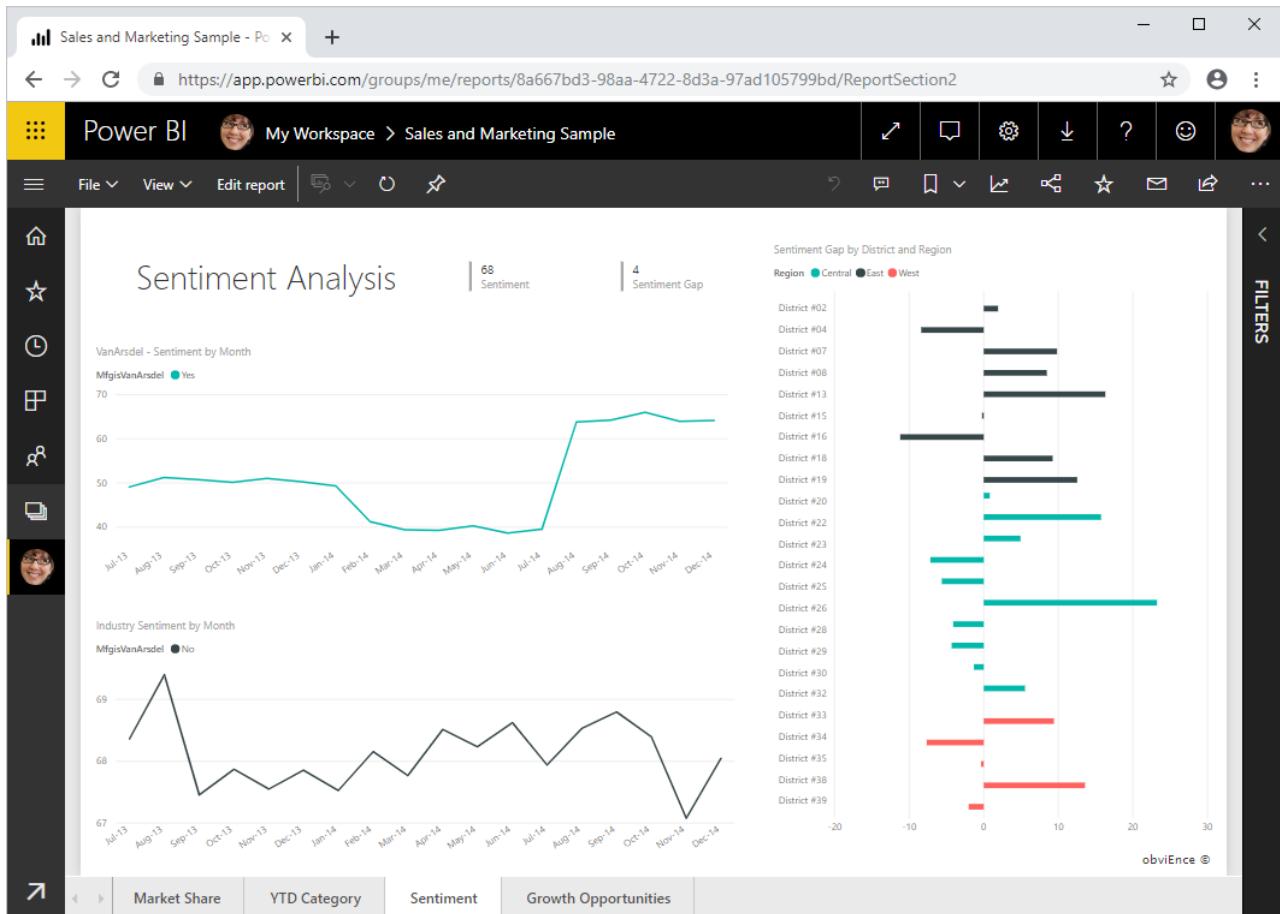
Next steps

There are [so many ways to interact with a report](#). Start exploring by selecting each tab to the side of the report canvas.

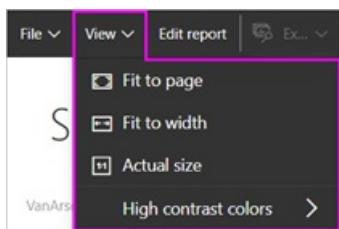
Change the display of a report page

7/2/2019 • 2 minutes to read • [Edit Online](#)

People view reports on many different devices with varying screen sizes and aspect ratios. Change the way a report page displays to fit your needs.

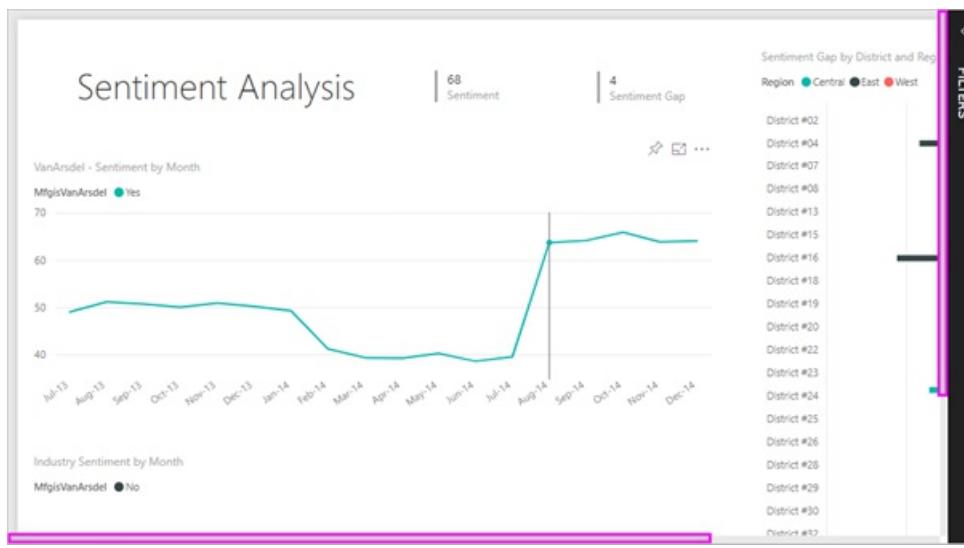


Explore the View menu

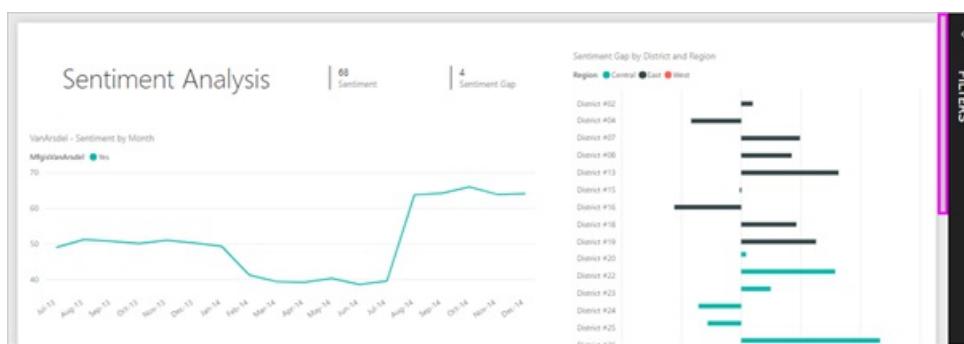


The options in the **View** menu give you flexibility to display report pages at the size and width you choose:

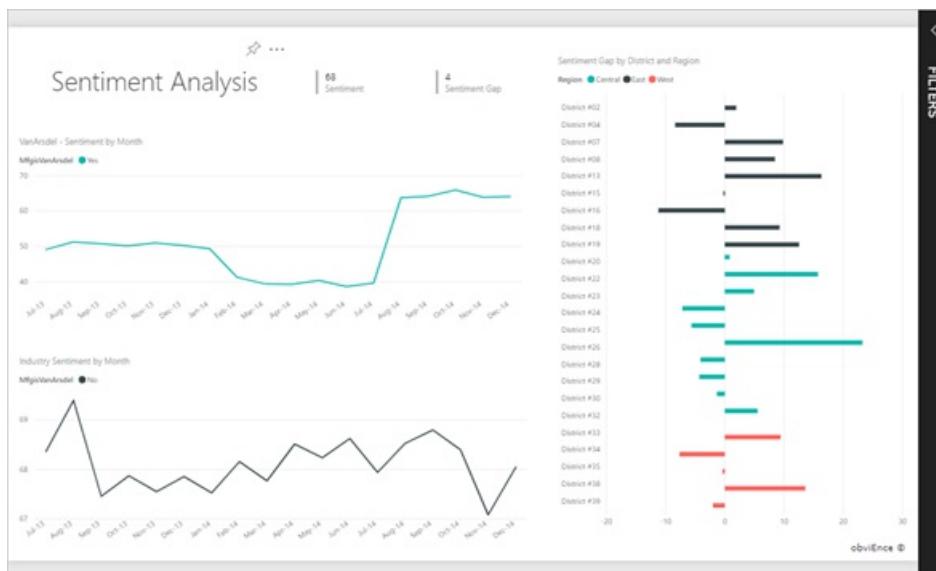
- Let's say you're viewing a report on a small device and it's hard to see titles and legends. Select **View > Actual size** to increase the size of the report page. Use the scroll bars to move around the report.



- Another option is to fit the report to your screen width by selecting **Fit to width**. Since it's just the width and not the height, you may still need to use the vertical scroll bar.



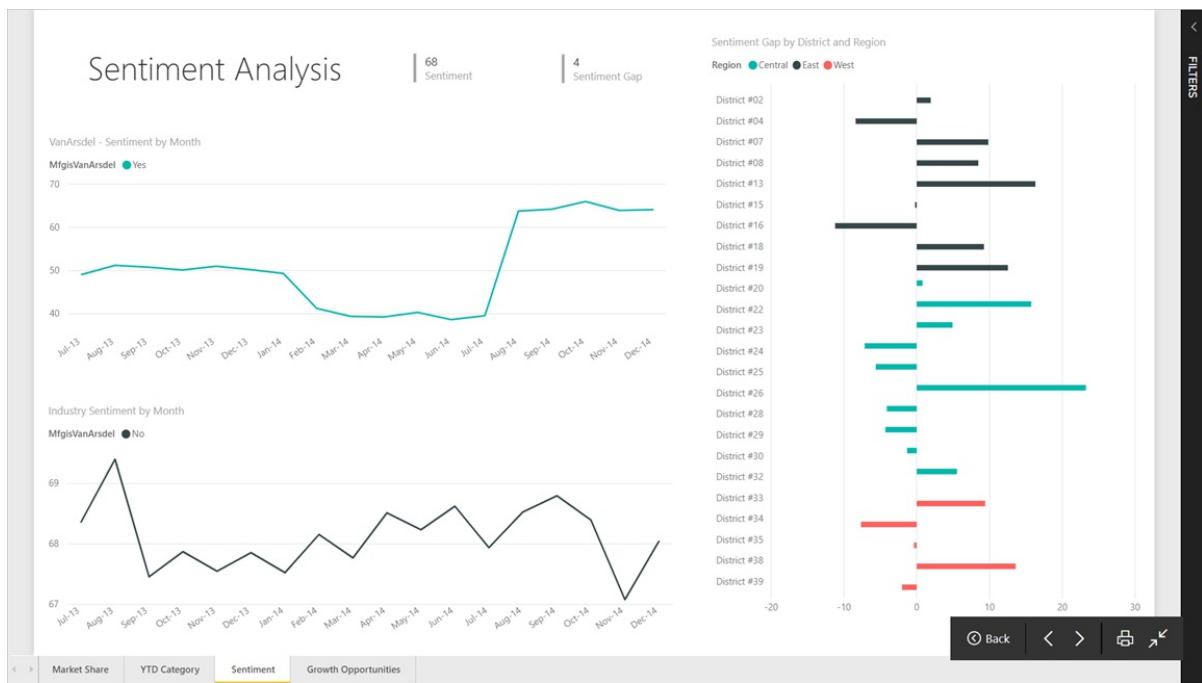
- If you don't want any scroll bars, but want to make the best use of your screen size, select **Fit to Page**.



- You can also choose from four **High contrast colors**: High contrast #1, High contrast #2, High contrast black, and High contrast white. It's an accessibility feature that you can use so people who may have impaired vision can see the reports better:



- The final option, **Full screen**, displays your report page without menu bars and headers. Full screen may be a good choice for small screens where the details are hard to see. Full screen may also be a good choice when projecting report pages on large screens for people to view but not interact.



When you exit the report, your **View** settings aren't saved, but revert to the default. If it's important to you to save these settings, use [bookmarks](#).

Next steps

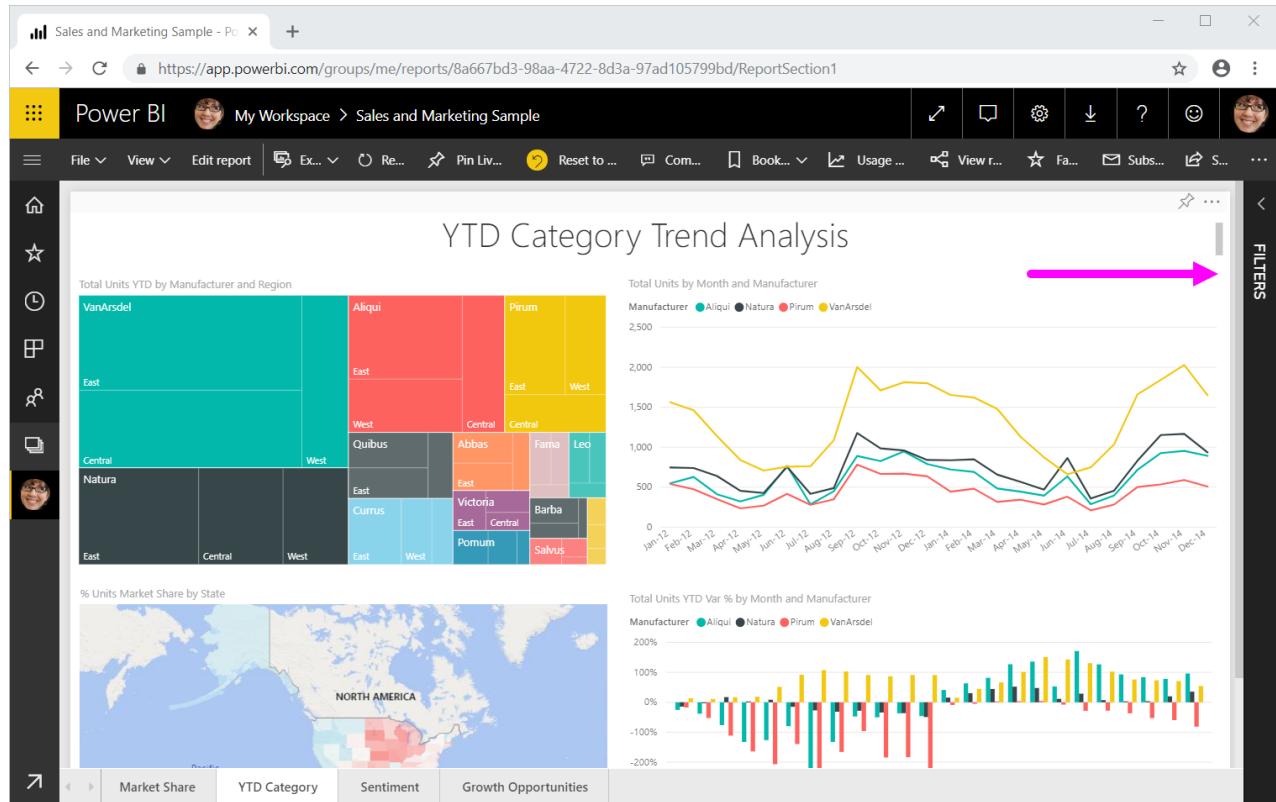
- Take a tour of the report Filters pane

Take a tour of the report Filters pane

7/2/2019 • 5 minutes to read • [Edit Online](#)

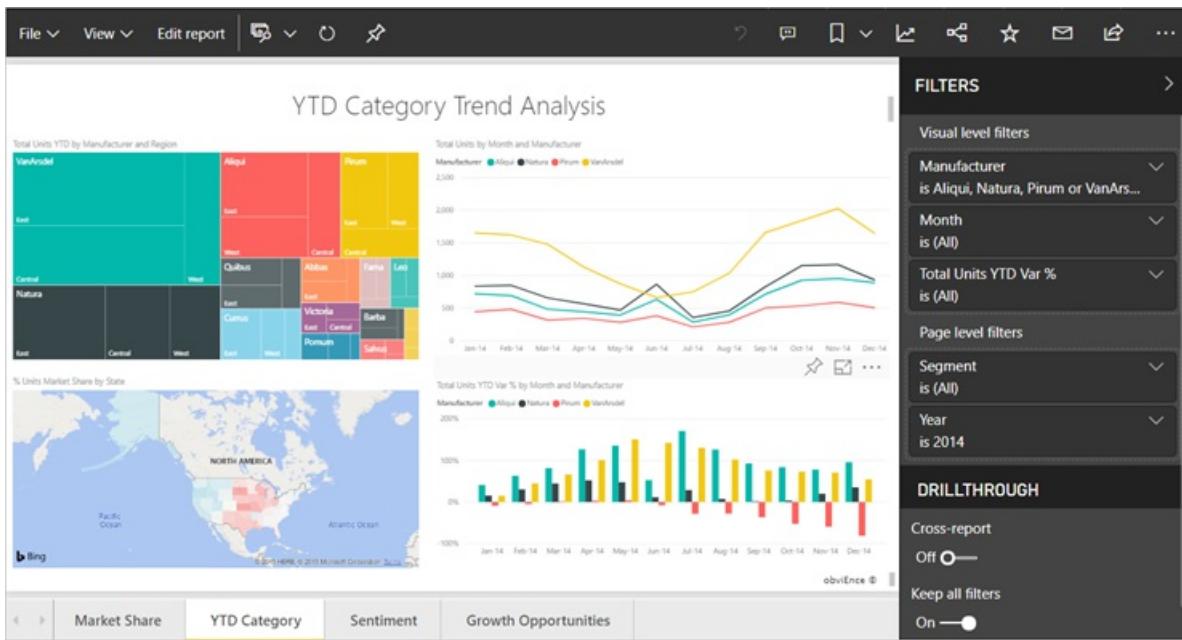
This article takes a look at the report **Filters** pane in the Power BI service. Use the filters to discover new insights in your data.

There are many different ways to filter data in Power BI. For more info about filters, see [Filters and highlighting in Power BI reports](#).



Working with the report Filters pane

When a colleague shares a report with you, be sure to look for the **Filters** pane. Sometimes it's collapsed along the right edge of the report. Select it to expand it.



The **Filters** pane contains filters that the *report designer* added to the report. *Consumers* like you can interact with the existing filters and save your changes, but you can't add new filters to the report. For example, in the screenshot above the designer added two page level filters: **Segment** and **Year**. You can interact and change these filters, but you can't add a third page level filter.

In the Power BI service, reports keep any changes you make in the **Filters** pane. The service carries those changes through to the mobile version of the report.

To reset the **Filters** pane to the designer's defaults, select  **Reset to default** from the top menu bar.

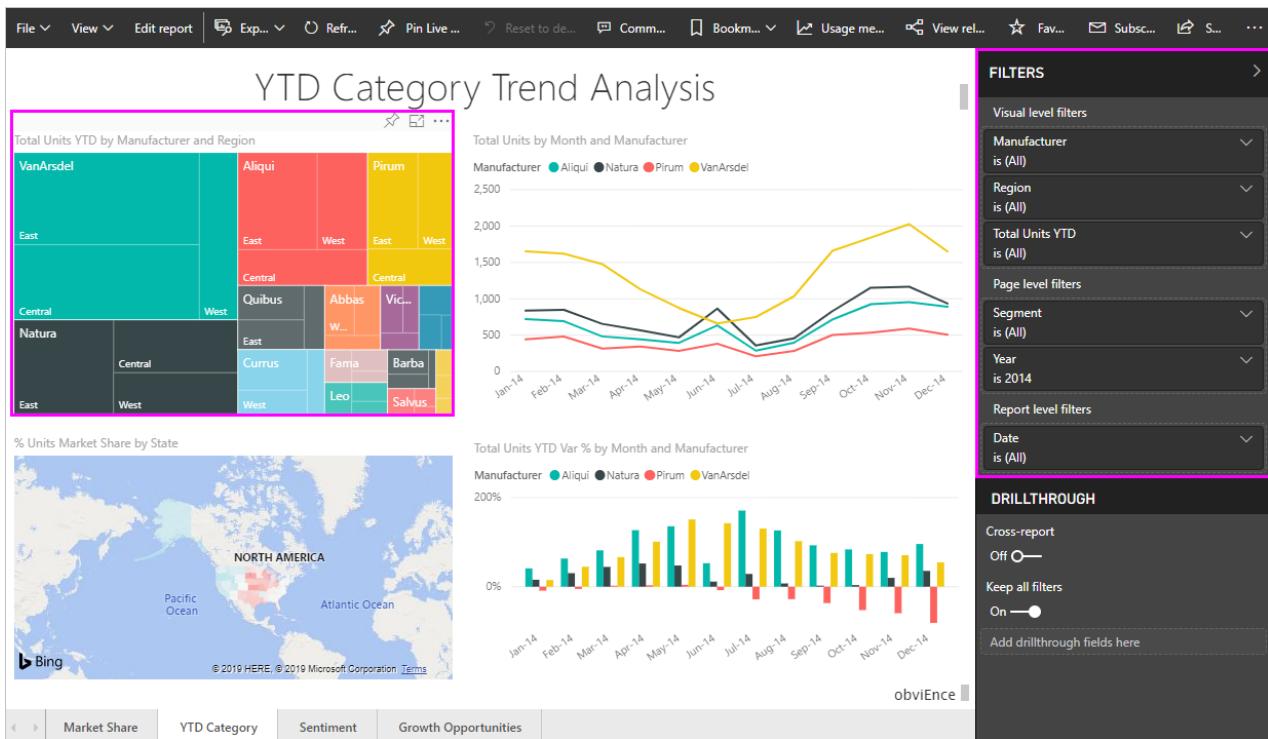
View all the filters for a report page

The **Filters** pane displays all filters added by the designer to the report. The **Filters** pane is also the area where you can view information about the filters and interact with them. You can save changes you make or use the **Reset to default** to revert to the original filter settings.

If there are changes you'd like to save, you can also create a personal bookmark. For more information, see [What are bookmarks?](#).

The **Filters** pane displays and manages several types of report filters. They can be applied to a visual, to a report page, and to the entire report.

In this example, we've selected a visual that has two filters. The report page also has filters, listed under the **Filters on this page** heading. Also, the entire report has a filter for **Date**.

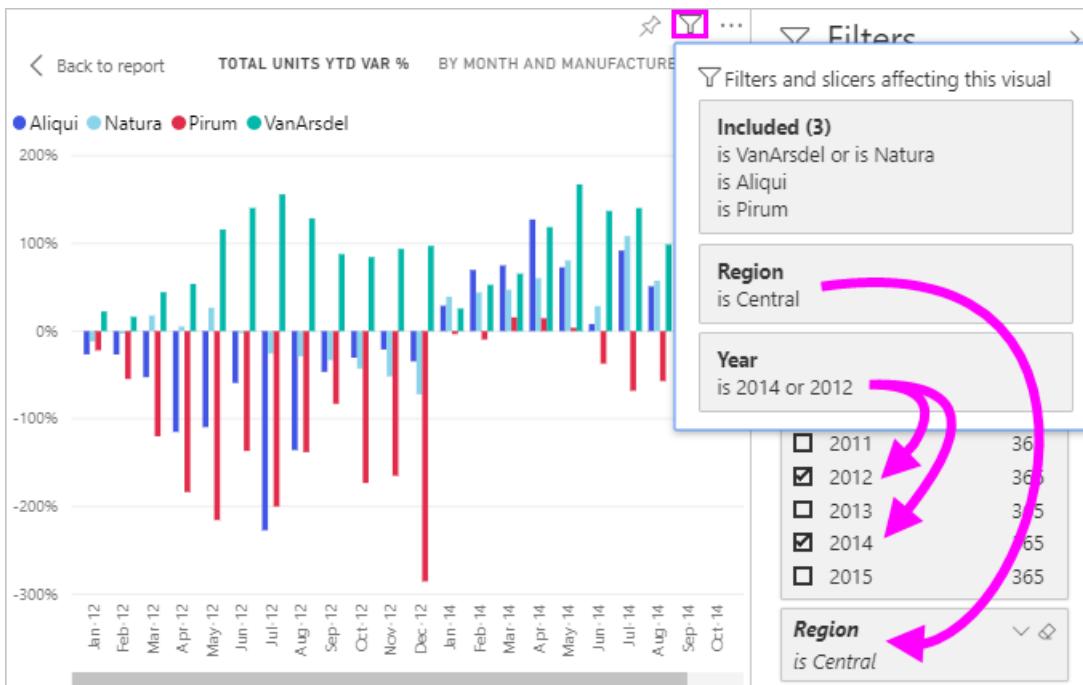


Some of the filters have **(All)** next to them. **(All)** means all values are being included in the filter. In the screenshot above, **Segment(All)** tells us this report page includes data about all the product segments. If you select the **Region is West** page level filter, the report page only includes data for the West region.

Anyone viewing this report can interact with these filters.

View only those filters applied to a visual

To get a closer look at the filters applied to a specific visual, hover over the visual to reveal the filter icon . Select that filter icon to see a pop-up with all the filters, slicers, and so on, affecting that visual. The filters on the pop-up are the same filters displayed on the **Filters** pane.



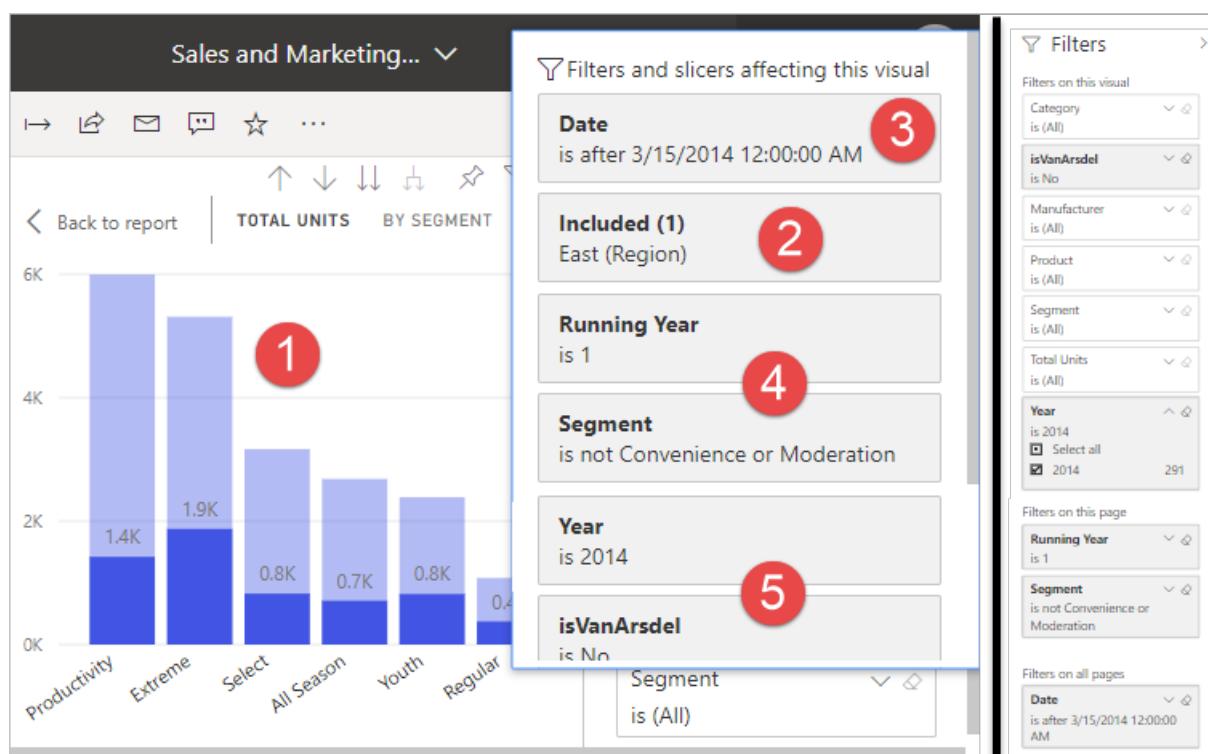
Here are the types of filters this view can display:

- Basic filters
- Slicers

- Cross-highlighting
- Cross-filtering
- Advanced filters
- Top N filters
- Relative Date filters
- Sync-slicers
- Include/Exclude filters
- Filters passed through a URL

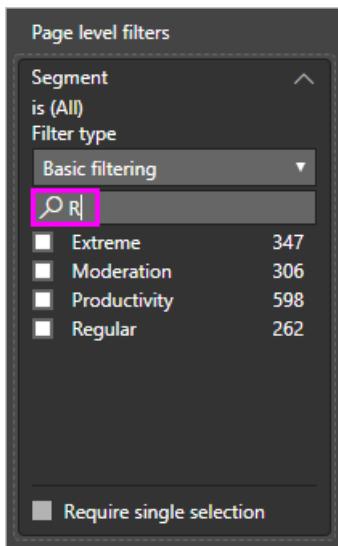
In the following example:

1. We can see that the column chart has been cross-filtered.
2. **Included** tells us that the cross-filter is for **Segment**, and three are included.
3. A slicer has been applied for **Quarter**.
4. **Region** is a filter applied to this report page, and
5. **isVanArsdel** and **Year** are filters applied to this visual.



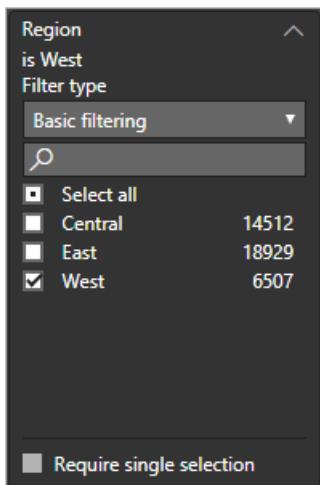
Search in a filter

Sometimes a filter can have a long list of values. Use the search box to find and select the value you want.



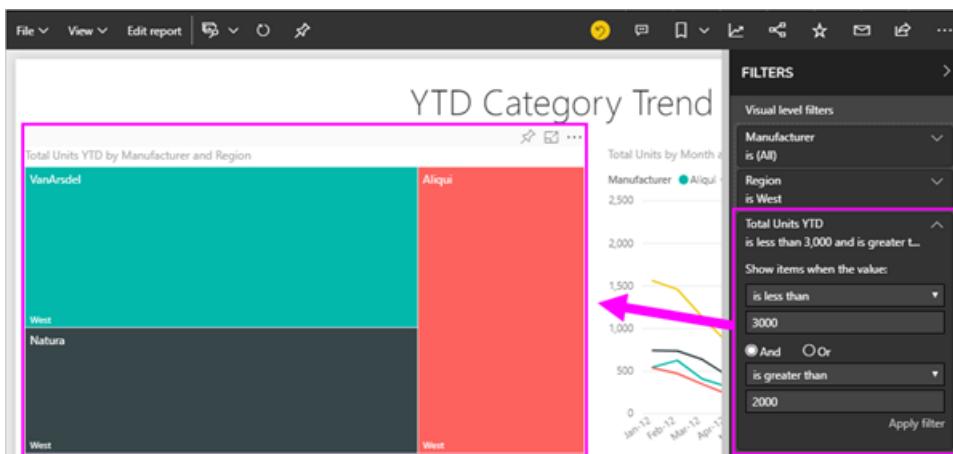
Display filter details

To understand a filter, take a look at the available values and counts. View the details of the filter by hovering and selecting the arrow next to the filter name.



Change filter selections

One way to search for data insights is to interact with the filters. You can change filter selections using the drop-down arrow next to the field name. Depending on the filter and type of data that Power BI is filtering, your options will range from simple selections from a list to identifying ranges of dates or numbers. In the advanced filter below, we've changed the **Total Units YTD** filter on the treemap to be between 2,000 and 3,000. Notice that this change removes Prirum from the treemap.



TIP

To select more than one filter value at a time, hold down the CTRL key. Most filters support multi-select.

Reset filter to default

If you want to back out of all changes you've made to the filters, select **Reset to default** from the top menu bar. This selection reverts the filters to their original state, as set by the report designer.



Reset to default

Clear a filter

If there's just one filter that you'd like to set to **(All)**, clear it by selecting the eraser icon next to the filter name.

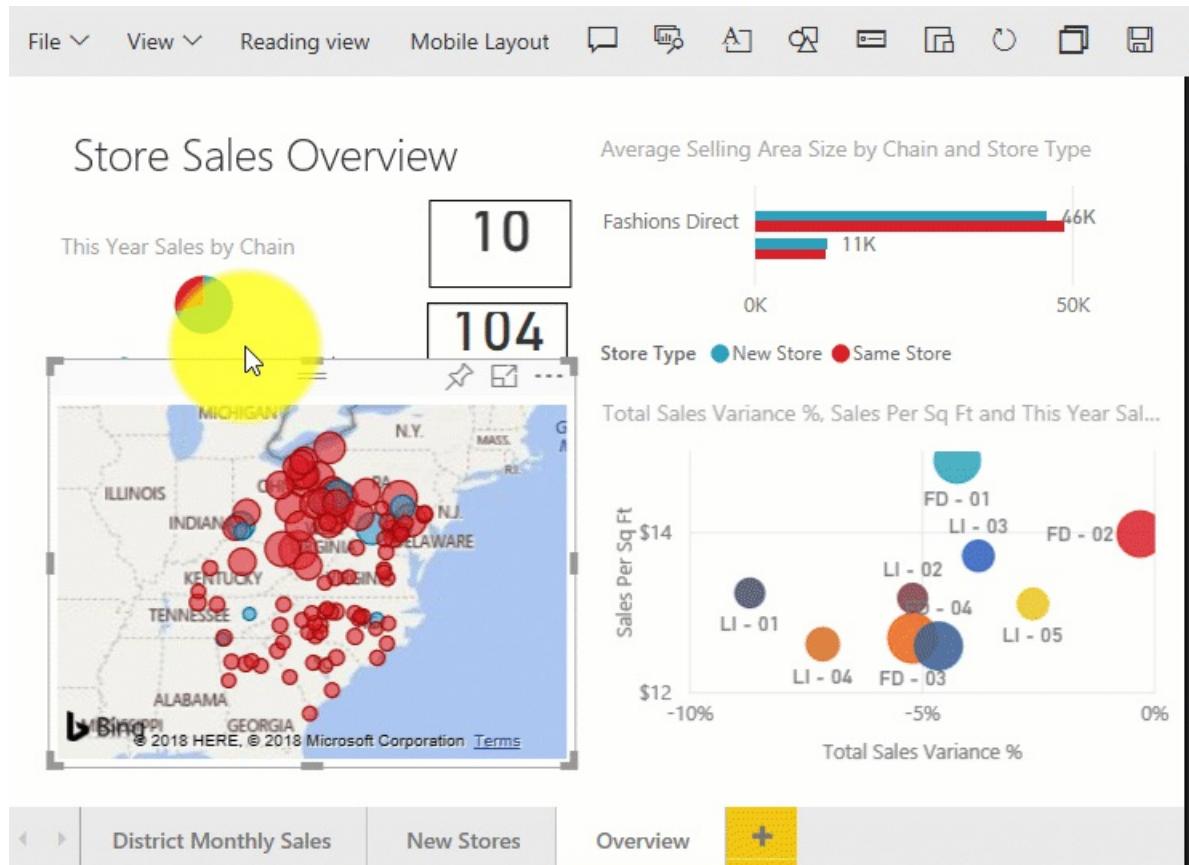
Next steps

Learn how and why [visuals cross-filter and cross-highlight each other on a report page](#)

How visuals cross-filter each other in a Power BI report

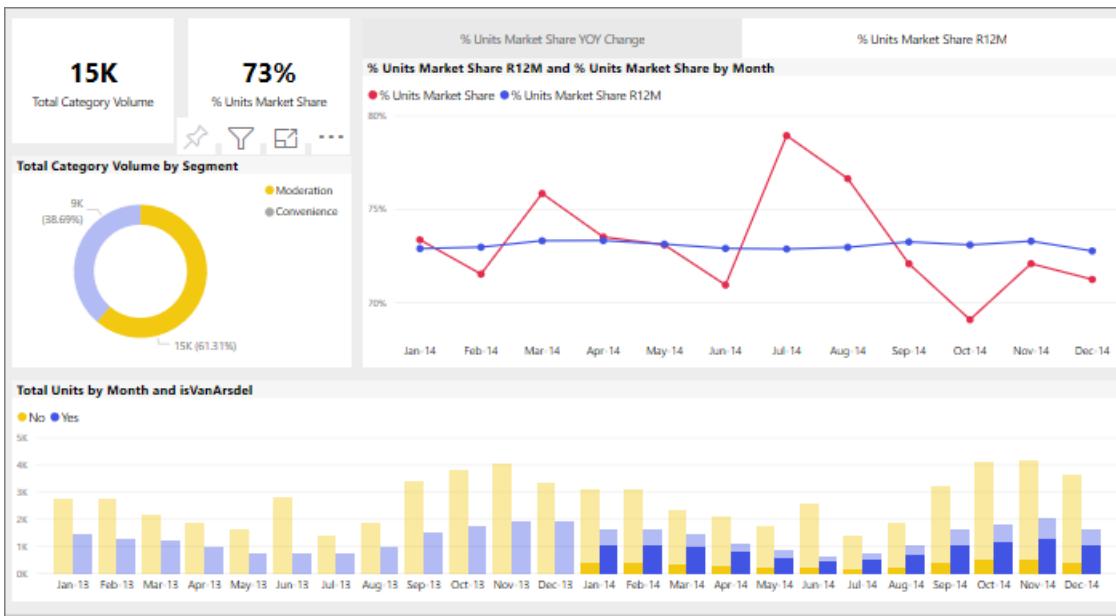
5/30/2019 • 2 minutes to read • [Edit Online](#)

One of the great features of Power BI is the way all visuals on a report page are interconnected. If you select a data point on one of the visuals, all the other visuals on the page that contain that data change, based on that selection.



By default, selecting a data point in one visualization on a report page will cross-filter, cross-highlight, and drill the other visualizations on the page.

This can be useful to identify how one value in your data contributes to another. For example, selecting the Moderation segment in the doughnut chart, highlights the contribution from that segment to each column in the Total units by Month chart, and it has filtered the line chart on the right.



See [About filtering and highlighting](#).

Exactly how the visuals on a page interact is set by the report *designer*. Designers have options to turn visual interactions on and off, and to change the default cross-filtering, cross-highlighting, and drilling behavior.

NOTE

The terms *cross-filter* and *cross-highlight* are used to distinguish the behavior described here from what happens when you use the **Filters** pane to filter and highlight visualizations.

Considerations and troubleshooting

- If your report has a visualization that supports [drilling](#), by default, drilling one visualization has no impact on the other visualizations on the report page.
- If you use visualA to interact with visualB, visual-level filters from visualA will be applied to visualB.

Next steps

[How to use report filters](#)

Export reports from Power BI to PDF

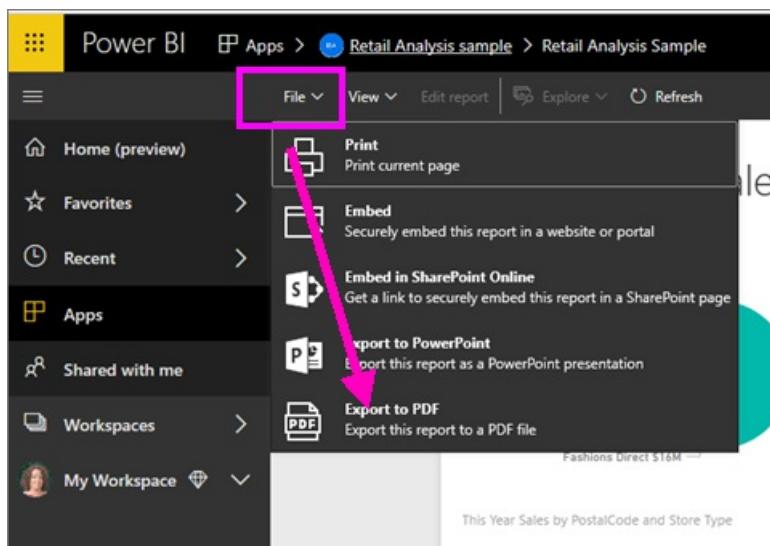
3/26/2019 • 3 minutes to read • [Edit Online](#)

With Power BI, you can publish your report to PDF format, and easily create a document based on your Power BI report. When you **export to PDF**, each page in the Power BI report becomes an individual page in your PDF document.

How to export your Power BI report to PDF

In Power BI service, select a report to display it on the canvas. You can also select a report from your Home page, Apps, or any other section on your left nav pane.

1. Select **File > Export to PDF** from the menu bar.



A pop-up will appear where you have the option to select **Current view** or **Default view**. **Current view** exports the report in the current state, which includes the active changes you made to slicer and filter values. Most users select this option. Alternately, selecting the **Default view** exports the report in its original state (as the author shared it), and doesn't reflect any changes you made to that original state.

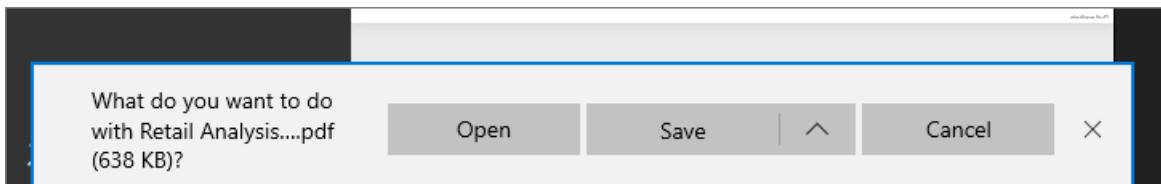
Additionally, there is a checkbox to select whether or not to export the hidden tabs of a report. Simply check this box if you would like to only export report tabs that are visible to you in your browser. If you'd prefer to get all the hidden tabs as part of your export, you may leave this unchecked. If the checkbox is greyed out, there are no hidden tabs in the report. Once you have made your selections, click the Export button to continue.

A progress bar displays in the upper right corner. Exporting might take a few minutes, and you can continue to work in Power BI while the report is being exported.



Once complete, the notification banner changes to let you know that the Power BI service has finished the export process.

2. Your file is then available where your browser displays downloaded files. In the following image, it's shown as a download banner along the bottom of the browser window.



And that's all there is to it. You can download the file and open it with any PDF viewer, like the one available in Microsoft Edge.

Limitations and considerations

There are a few considerations and limitations to keep in mind when working with the **Export to PDF** feature.

- **R visuals** are not currently supported. In the PDF, these visuals will be blank and display an error message.
- **Custom visuals** that have been **certified** are supported. For more information on certified custom visuals, including how to get a custom visual certified, see [getting a custom visual certified](#). Custom visuals that have not been certified are not supported. In the PDF, they'll display with an error message.
- Reports with more than 30 report pages can't currently be exported.
- The process of exporting the report to PDF may take a few minutes to complete, so be patient. Factors that can impact the time required include the structure of the report, and the current load on the Power BI service.
- If the **Export to PDF** menu item isn't available in the Power BI service, it's likely because your tenant administrator has disabled the feature. Contact your tenant administrator for details.
- Background images will be cropped with the chart's bounding area. It's highly recommended that you remove background images before exporting to PDF.
- Reports that are owned by a user outside your Power BI tenant domain (such as, a report owned by someone outside your organization, and shared with you) cannot be published to PDF.
- If you share a dashboard with someone outside of your organization (and thereby, a user who is not in your Power BI tenant), that user will not be able to export the shared dashboard's associated reports to PDF. For example, if you are aaron@contoso.com, you can share with cassie@cohowninery.com. But cassie@cohowninery.com cannot export the associated reports to PDF.
- When exporting to PDF with reports that contain a background image, you may see a distorted image in the export if you are using the "Normal" or "Fill" options for the Page Background. For best results, it is recommended you use the "Fit" option to avoid issues with your exported document.
- The Power BI service uses your Power BI language setting as the language for the PDF export. To see or set your language preference, select the cog icon > **Settings** > **General** > **Language**.
- URL filters aren't currently respected when choosing "Current Values" for your export.

Next steps

[Print a report](#)

What are bookmarks?

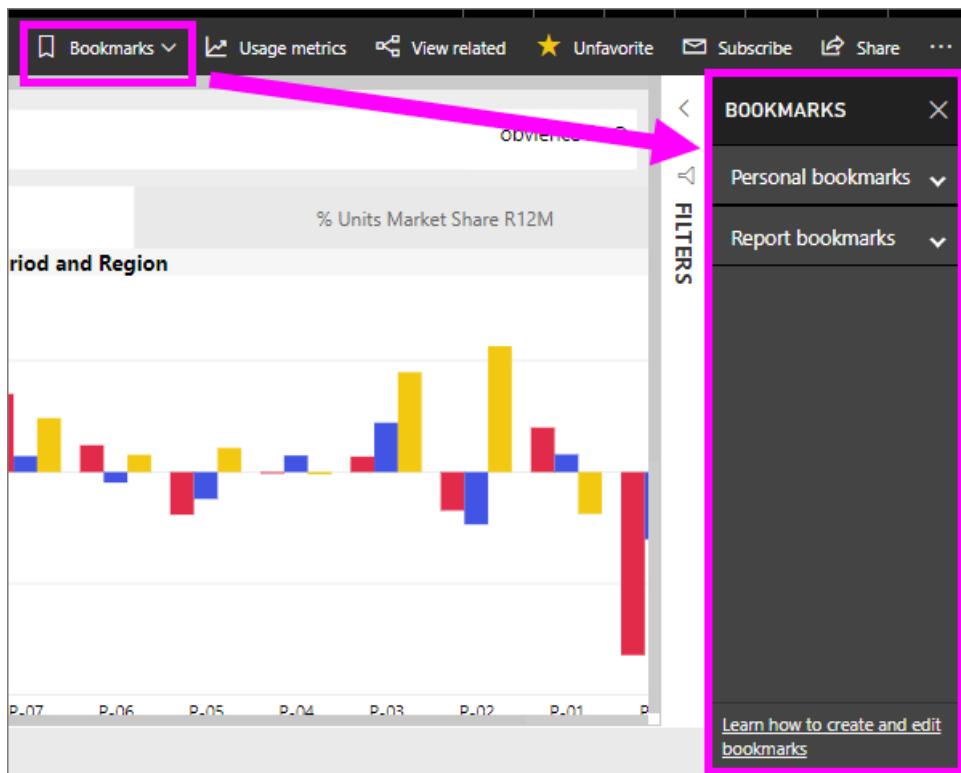
5/14/2019 • 7 minutes to read • [Edit Online](#)

Bookmarks capture the currently configured view of a report page, including filters, slicers, and the state of visuals. When you select a bookmark, Power BI takes you back to that view. There are two types of bookmarks - those you create yourself and those created by report *designers*.

Use bookmarks to share insights and build stories in Power BI

There are many uses for bookmarks. Say you discover an interesting insight and want to preserve it -- create a bookmark so you can return later. Need to leave and want to preserve your current work, create a bookmark. You can even make a bookmark your default view of the report, so each time you return, that view of the report page opens first.

You can also create a collection of bookmarks, arrange them in the order you want, and subsequently step through each bookmark in a presentation to highlight a series of insights that tell a story.

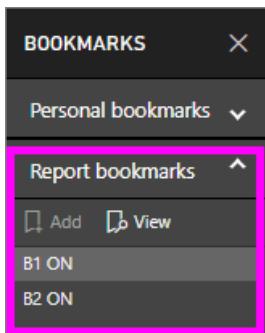


Using bookmarks

To open the Bookmarks pane, select **Bookmarks** from the menubar. To return to the original published view of the report, select **Reset to default**.

Report bookmarks

If the report *designer* included report bookmarks, you'll find them under the **Report bookmarks** heading.



Select a bookmark to change to that report view.

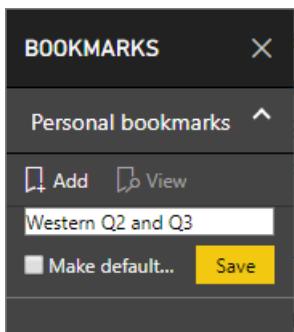
A screenshot of a Power BI report page titled "VanArtsdel Ltd. Market Share". The page contains several visualizations: a card with "50K Total Category Volume" and "33% % Units Market Share", a donut chart for "Total Category Volume by Segment" (Retail: 50%, Manufacturing: 40%), and a line chart for "% Unit Market Share YOY Change by Rolling Period and Region" across Central, East, and West regions. To the right, a sidebar shows the "BOOKMARKS" pane with "Personal bookmarks" expanded, showing the "Report bookmarks" section with "B1 ON" and "B2 ON". A "FILTERS" section is also visible. At the bottom of the sidebar, there is a link: "Learn how to create and edit bookmarks".

Personal bookmarks

When you create a bookmark, the following elements are saved with the bookmark:

- The current page
- Filters
- Slicers, including slicer type (for example, dropdown or list) and slicer state
- Visual selection state (such as cross-highlight filters)
- Sort order
- Drill location
- Visibility (of an object, using the **Selection** pane)
- The focus or **Spotlight** modes of any visible object

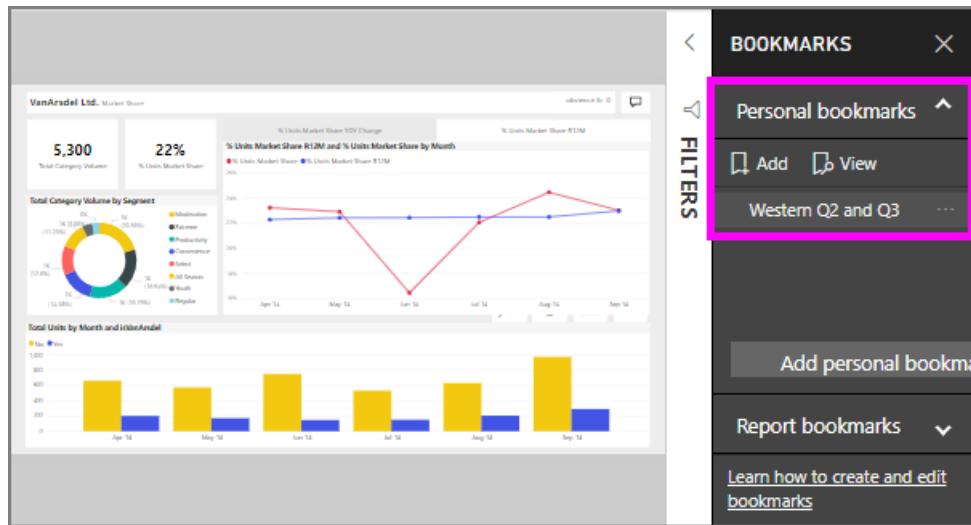
Configure a report page the way you want it to appear in the bookmark. Once your report page and visuals are arranged how you want them, select **Add** from the **Bookmarks** pane to add a bookmark. In this example, we've added some filters for region and date.



Power BI creates a bookmark and gives it a generic name or a name you enter. You can *rename, delete, or update*

a bookmark by selecting the ellipses next to the bookmark's name, then selecting an action from the menu that appears.

Once you have a bookmark, you can display it by simply selecting the bookmark in the **Bookmarks** pane.

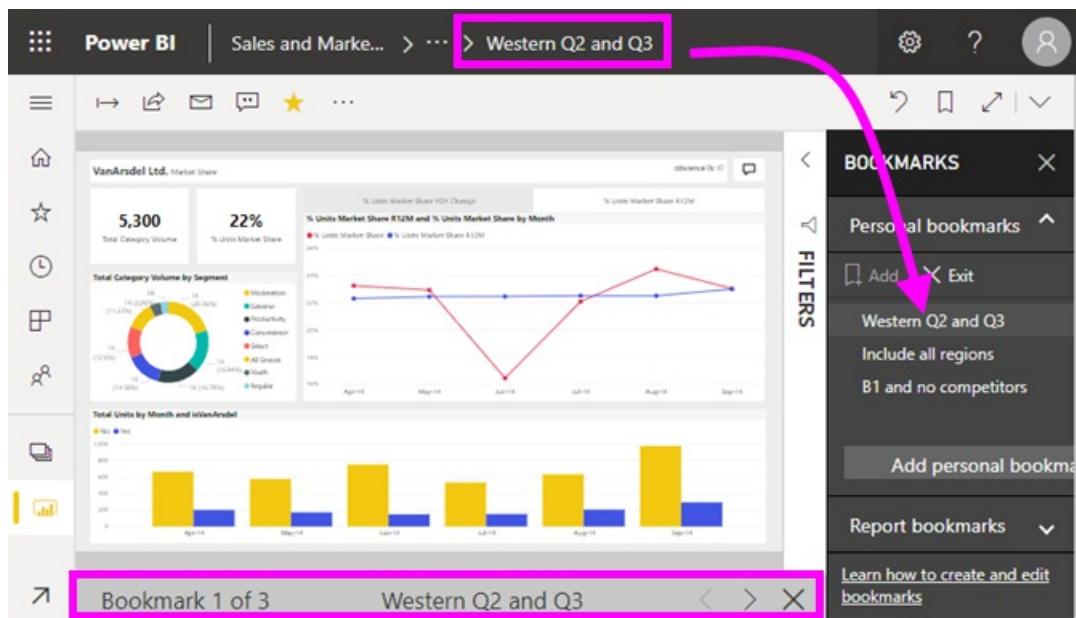


Bookmarks as a slide show

To present or view bookmarks, in order, select **View** from the **Bookmarks** pane to begin a slideshow.

When in **View** mode, there are a few features to notice:

1. The name of the bookmark appears in the bookmark title bar, which appears at the bottom of the canvas.
2. The bookmark title bar has arrows that let you move to the next or previous bookmark.
3. You can exit **View** mode by selecting **Exit** from the **Bookmarks** pane or by selecting the **X** found in the bookmark title bar.



When you're in **View** mode, you can close the **Bookmarks** pane (by clicking the X on that pane) to provide more space for your presentation. And, while in **View** mode, all visuals are interactive and available for cross-highlighting, just as they would otherwise be when interacting with them.

Limitations and considerations

In this release of the **bookmarks**, there are a few limitations and considerations to keep in mind.

- Most custom visuals should work well with bookmarking. If you run into trouble with bookmarking and a custom visual, contact the creator of that custom visual and ask them to add support for bookmarks to their visual.
- If you add a visual on a report page after creating a bookmark, the visual will be displayed in its default state. This also means that if you introduce a slicer into a page where you previously created bookmarks, the slicer will behave in its default state.
- Moving around visuals after a bookmark has been created will be reflected in the bookmark.
- Generally, your bookmarks will not be affected if the report *designer* updates or republishes the report. However, if the designer makes major changes to the report, such as removing fields used by a bookmark, then you will receive an error message the next time you attempt to open that bookmark.

Interact with Visuals in reports, dashboards, and apps

6/17/2019 • 2 minutes to read • [Edit Online](#)

At its most basic, a **visualization** (or *visual*), is a type of chart built by Power BI *designers* using the data in reports and datasets.

TIP

We recommend first reading the overview topic [Power BI basic concepts for consumers](#) before reading this more-detailed content.

What can I do with visuals?

Visuals are created by report and dashboard *designers* and shared with *consumers*. As a consumer, you have many options for interacting with visuals to uncover insights and make data-driven business decisions. All of these options are listed in the table below, with links to step-by-step instructions.

IMPORTANT

But first, a word about Q&A. Q&A is Power BI's natural language search tool. You type a question using natural language and Q&A answers the question in the form of a visual. Q&A is a way consumers can create their own visuals. However, the visuals you create with Q&A cannot be saved. But, if there's something specific you want to learn from the data, and the designer didn't include it in a report or on a dashboard, Q&A is a great option. To learn more about Q&A, see [Q&A for consumers](#).

TASK	ON A DASHBOARD	IN A REPORT	IN Q&A
Add comments to a visual for yourself or start a conversation with colleagues about the visual.	yes	yes	no
Open and explore the report where the visual was created.	yes	na	na
Open and explore a visual in Q&A (if Q&A was used to create the visual)	yes	na	na
Ask Power BI to look for interesting facts or trends in the visual's data for you. These are called <i>auto insights</i>.	yes	yes	no
View just one visual at a time using <i>focus mode</i>.	yes	yes	na

TASK	ON A DASHBOARD	IN A REPORT	IN Q&A
Look up the last time the visual was refreshed.	yes	yes	na
View just one visual at a time, without borders or navigation bars, using <i>full screen mode</i> .	yes	yes	no
Print.	yes	yes	no
Dig into the visual by adding and modifying visual filters.	no	yes	yes
Hover over a visual to reveal additional details and tooltips.	yes	yes	yes
Cross-filter and cross-highlight other visuals on the page.	no	yes	na
Show the data used to create the visual.	no	yes	no
Change the way the visual is sorted.	no	yes	can change sort by rewording the question
Add a spotlight to a visual.	no	yes	no
Analyze (depending on visual type).	no	yes	no
Export to Excel.	yes	yes	no

Next steps

[Back to Basic concepts for consumers](#)

[Select a visual to open a report](#)

[Types of visuals available in Power BI](#)

Visual types in Power BI

5/15/2019 • 9 minutes to read • [Edit Online](#)

You'll find visuals in reports, dashboards, apps, and Q&A. Some of these visual types are packaged with Power BI, and some are *custom visuals*. Custom visuals are created outside of Power BI and in a way that allows *report designers* to add them to Power BI reports, dashboards, and apps.

This article is an overview of the visuals that are packaged with Power BI. These are the visuals that you'll encounter most often.

NOTE

To learn about custom visuals, search for them in the **Power BI visuals** section of [Microsoft AppSource](#). For each visual, you'll find a description, creator information, and either screenshots or a video.

List of visuals available in Power BI

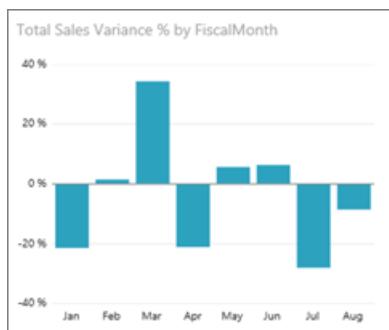
All of these visuals can be found in Power BI apps, dashboards, reports, and [specified in Q&A](#). To learn how to interact with visuals, see [Interact with visuals in reports, dashboards, and apps](#)

Area charts: Basic (Layered) and Stacked



The basic area chart is based on the line chart with the area between the axis and line filled in. Area charts emphasize the magnitude of change over time, and can be used to draw attention to the total value across a trend. For example, data that represents profit over time can be plotted in an area chart to emphasize the total profit.

Bar and column charts



Bar charts are the standard for looking at a specific value across different categories.

Cards: Single number



Single number cards display a single fact, a single data point. Sometimes a single number is the most important thing you want to track in your Power BI dashboard or report, such as total sales, market share year over year, or total opportunities.

Cards: Multi row



Multi row cards display one or more data points, one per row.

Combo charts

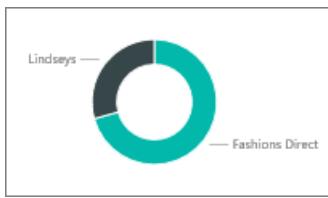


A combo chart combines a column chart and a line chart. Combining the two charts into one lets you make a quicker comparison of the data. Combo charts can have one or two Y axes, so be sure to look closely.

Combo charts are a great choice:

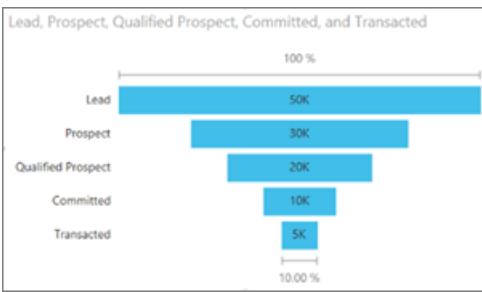
- when you have a line chart and a column chart with the same X axis.
- to compare multiple measures with different value ranges
- to illustrate the correlation between two measures in one visual
- to check whether one measure meet the target which is defined by another measure
- to conserve canvas space

Doughnut charts



Doughnut charts are similar to pie charts. They show the relationship of parts to a whole. The only difference is that the center is blank and allows space for a label or icon.

Funnel charts



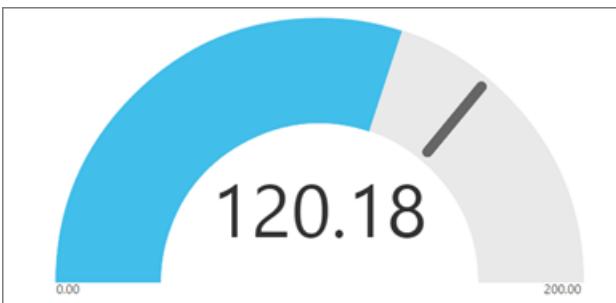
Funnels help visualize a process that has stages, and items flow sequentially from one stage to the next. One example is a sales process that starts with leads and ends with purchase fulfillment.

For example, a sales funnel that tracks customers through stages: Lead > Qualified Lead > Prospect > Contract > Close. At a glance, the shape of the funnel conveys the health of the process you're tracking. Each funnel stage represents a percentage of the total. So, in most cases, a funnel chart is shaped like a funnel -- with the first stage being the largest, and each subsequent stage smaller than its predecessor. A pear-shaped funnel is also useful -- it can identify a problem in the process. But typically, the first stage, the "intake" stage, is the largest.

Funnel charts are a great choice:

- when the data is sequential and moves through at least 4 stages.
- when the number of "items" in the first stage is expected to be greater than the number in the final stage.
- to calculate potential (revenue/sales/deals/etc.) by stages.
- to calculate and track conversion and retention rates.
- to reveal bottlenecks in a linear process.
- to track a shopping cart workflow.
- to track the progress and success of click-through advertising/marketing campaigns.

Gauge charts



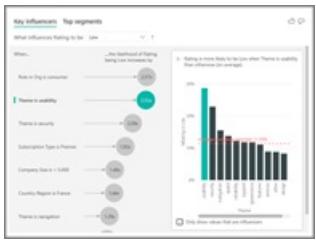
A radial gauge chart has a circular arc and displays a single value that measures progress toward a goal/KPI. The goal, or target value, is represented by the line (needle). Progress toward that goal is represented by the shading. And the value that represents that progress is shown in bold inside the arc. All possible values are spread evenly along the arc, from the minimum (left-most value) to the maximum (right-most value).

In the example above, we are a car retailer, tracking our Sales team's average sales per month. Our goal is 140 and represented by the black needle. The minimum possible average sales is 0 and we've set the maximum as 200. The blue shading shows that we're currently averaging approximately 120 sales this month. Luckily, we still have another week to reach our goal.

Radial gauges are a great choice to:

- show progress toward a goal
- represent a percentile measure, like a KPI
- show the health of a single measure
- display information that can be quickly scanned and understood

Key influencers chart



A key influencer chart displays the major contributors to a selected result or value.

Key influencers are a great choice to help you understand the factors that influence a key metric. For example, *what influences customers to place a second order or why were sales so high last June*.

KPIs

Total Units This Year and Total Units Last Year by Month



A Key Performance Indicator (KPI) is a visual cue that communicates the amount of progress made toward a measurable goal.

KPIs are a great choice:

- to measure progress (what am I ahead or behind on?)
 - to measure distance to a goal (how far ahead or behind am I?)

Line charts



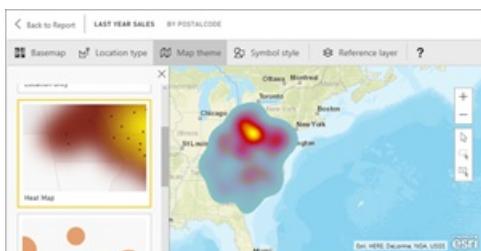
Line charts emphasize the overall shape of an entire series of values, usually over time.

Maps: Basic maps



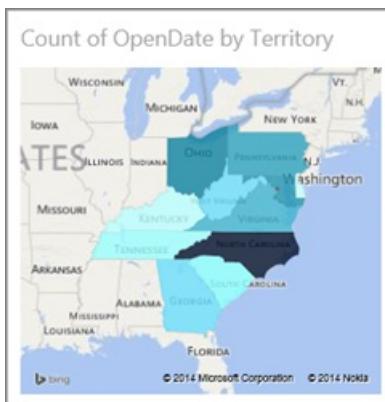
Use a basic map to associate both categorical and quantitative information with spatial locations.

Maps: ArcGIS maps



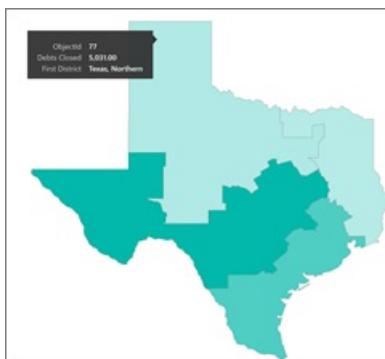
The combination of ArcGIS maps and Power BI takes mapping beyond the presentation of points on a map to a whole new level. The available options for base maps, location types, themes, symbol styles, and reference layers creates gorgeous informative map visuals. The combination of authoritative data layers (such as census data) on a map with spatial analysis conveys a deeper understanding of the data in your visual.

Maps: Filled maps (Choropleth)



A filled map uses shading or tinting or patterns to display how a value differs in proportion across a geography or region. Quickly display these relative differences with shading that ranges from light (less-frequent/lower) to dark (more-frequent/more).

Maps: Shape maps



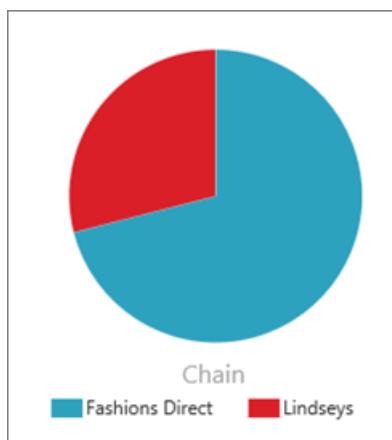
Shape maps compare regions on a map using color. Unlike the M\map visual, shape maps can't show precise geographical locations of data points on a map. Instead, its main purpose is to show relative comparisons of regions on a map by coloring them differently.

Matrix

Quarter Year	Q1		Q2	
	Revenue	YTD Revenue	Revenue	YTD Revenue
2010	\$45,186,241.942528	45,186,241.94	\$70,609,615.88247627	
2011	\$47,641,801.21002861	47,641,801.21	\$71,129,455.27992704	
2012	\$53,054,664.287495166	53,054,664.29	\$72,265,427.93995765	
2013	\$45,011,474.33002325	45,011,474.33	\$74,627,866.02998048	
2014	\$45,648,089.42003315	45,648,089.42	\$77,663,582.71497234	
2015	\$45,186,241.942538336	45,186,241.94	\$70,609,615.88244378	
Total	\$281,728,513.13264656	45,186,241.94	\$436,905,563.72975754	

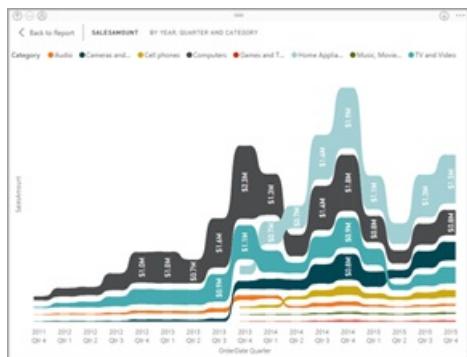
The matrix visual is a type of table visual (see "Table" below) that supports a stepped layout. Often, report designers include matrixes in reports and dashboards to allow users to select one or more element (rows, columns, cells) in the matrix to cross-highlight other visuals on a report page.

Pie charts



Pie charts show the relationship of parts to a whole.

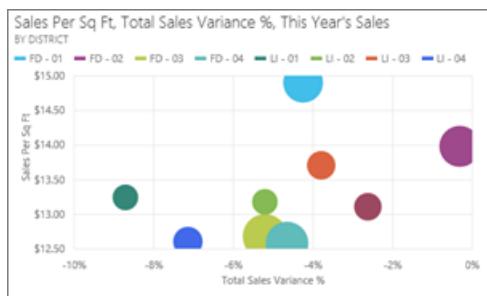
Ribbon chart



Ribbon charts show which data category has the highest rank (largest value). Ribbon charts are effective at showing rank change, with the highest range (value) always displayed on top for each time period.

Scatter, Bubble, and Dot Plot charts

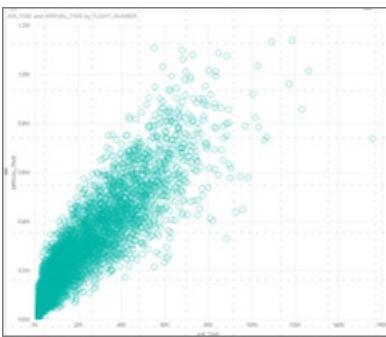
A scatter chart always has two value axes to show one set of numerical data along a horizontal axis and another set of numerical values along a vertical axis. The chart displays points at the intersection of an x and y numerical value, combining these values into single data points. These data points may be distributed evenly or unevenly across the horizontal axis, depending on the data.



A bubble chart replaces data points with bubbles, with the bubble size representing an additional dimension of the data.

A dot plot chart is similar to a bubble chart and scatter chart except that it can plot numerical or categorical data along the X axis.

Scatter-high density



By definition, high-density data is sampled to create visuals reasonably quickly that are responsive to interactivity. High-density sampling uses an algorithm that eliminates overlapping points, and ensures that all points in the data set are represented in the visual. It doesn't just plot a representative sample of the data.

This ensures the best combination of responsiveness, representation, and clear preservation of important points in the overall data set.

Slicers



A slicer is a standalone chart that can be used to filter the other visuals on the page. Slicers come in many different formats (category, range, date, etc.) and can be formatted to allow selection of only one, many, or all of the available values.

Slicers are a great choice to:

- display commonly-used or important filters on the report canvas for easier access
- make it easier to see the current filtered state without having to open a drop-down list
- filter by columns that are unneeded and hidden in the data tables
- create more focused reports by putting slicers next to important visuals

Standalone images



A standalone image is a graphic that has been added to a report or dashboard.

Tables

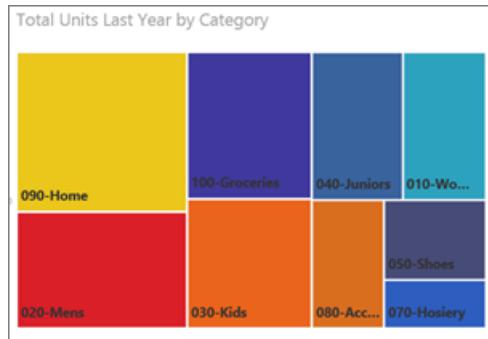
District	Count of StoreNumber	Average Selling Area Size
FD - 01	9	43,889
FD - 02	9	47,778
FD - 03	9	50,000
FD - 04	10	50,500
LI - 01	13	10,385
LI - 02	11	10,909
Total	61	33,361

A table is a grid that contains related data in a logical series of rows and columns. It may also contain headers and a row for totals. Tables work well with quantitative comparisons where you are looking at many values for a single category. For example, this table displays five different measures for Category.

Tables are a great choice:

- to see and compare detailed data and exact values (instead of visual representations)
- to display data in a tabular format
- to display numerical data by categories

Treemaps



Treemaps are charts of colored rectangles, with size representing value. They can be hierarchical, with rectangles nested within the main rectangles. The space inside each rectangle is allocated based on the value being measured. And the rectangles are arranged in size from top left (largest) to bottom right (smallest).

Treemaps are a great choice:

- to display large amounts of hierarchical data
- when a bar chart can't effectively handle the large number of values
- to show the proportions between each part and the whole
- to show the pattern of the distribution of the measure across each level of categories in the hierarchy
- to show attributes using size and color coding
- to spot patterns, outliers, most-important contributors, and exceptions

Waterfall charts



A waterfall chart shows a running total as values are added or subtracted. It's useful for understanding how an initial value (for example, net income) is affected by a series of positive and negative changes.

The columns are color coded so you can quickly tell increases and decreases. The initial and the final value columns often start on the horizontal axis, while the intermediate values are floating columns. Because of this "look", waterfall charts are also called bridge charts.

Waterfall charts are a great choice:

- when you have changes for the measure across time series or different categories
- to audit the major changes contributing to the total value
- to plot your company's annual profit by showing various sources of revenue and arrive at the total profit (or

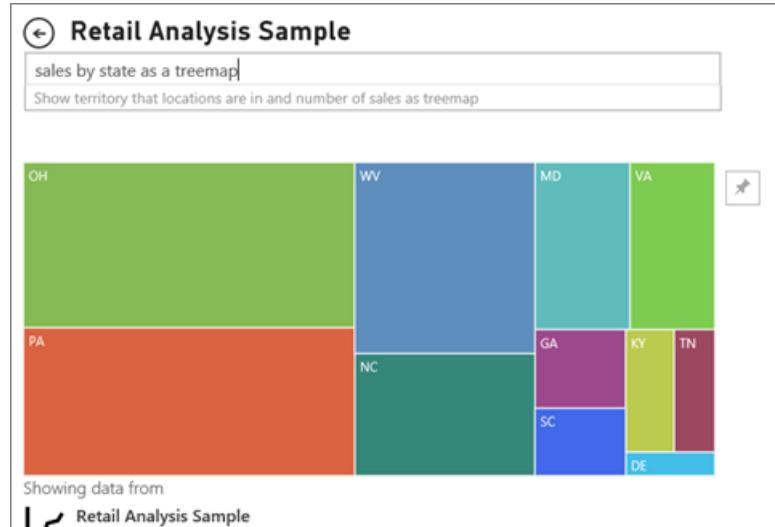
loss).

- to illustrate the beginning and the ending headcount for your company in a year
- to visualize how much money you make and spend each month, and the running balance for your account.

Tell Q&A which visual to use

When typing natural language queries with Power BI Q&A, you can specify the visual type in your query. For example:

"sales by state as a treemap"



Next steps

[Interact with visuals in reports, dashboards, and apps](#)

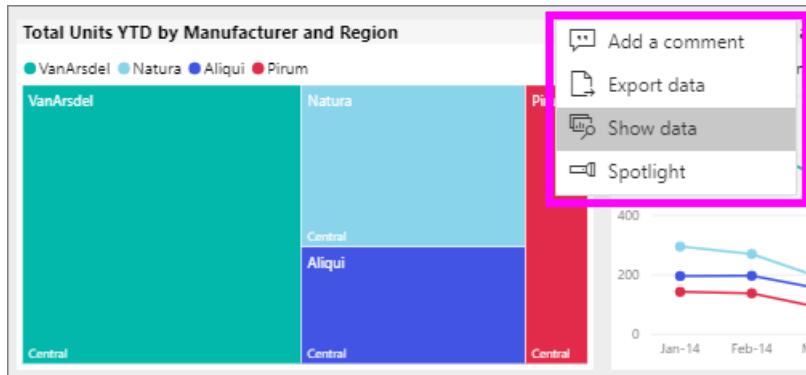
[The right visual reference from sqlbi.com](#)

Show the data that was used to create the visual

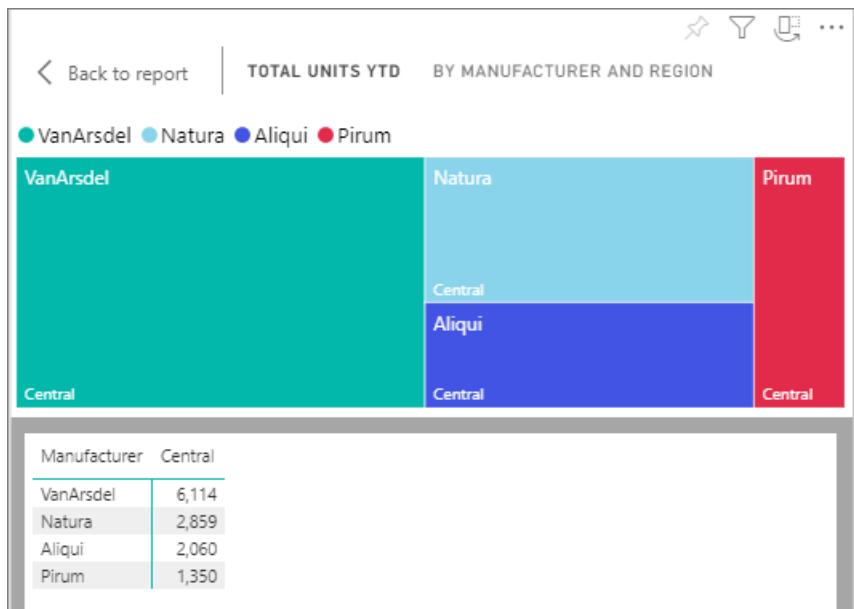
5/14/2019 • 2 minutes to read • [Edit Online](#)

A Power BI visual is constructed using data from underlying datasets. If you're interested in seeing behind-the-scenes, Power BI lets you *display* the data that is being used to create the visual. When you select **Show Data**, Power BI displays the data below (or next to) the visual.

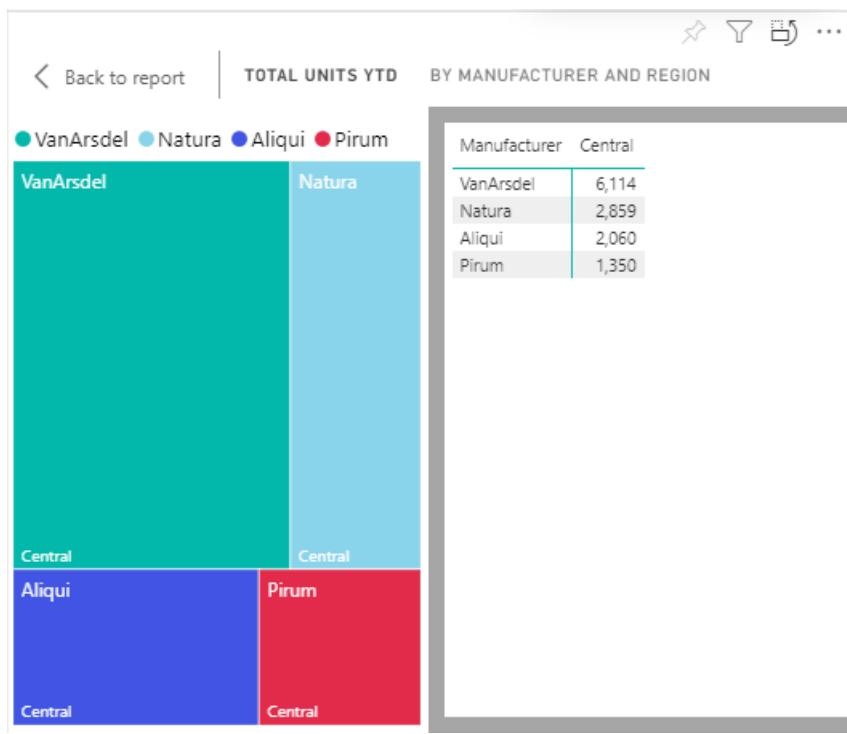
1. In the Power BI service, [open a report](#) and select a visual.
2. To display the data behind the visual, select the ellipsis (...) and choose **Show data**.



3. By default, the data displays below the visual.



4. To change the orientation, select vertical layout from the top-right corner of the visualization.



Next steps

[Visuals in Power BI reports](#)

[Power BI reports](#)

Drill mode in a visualization in Power BI

6/19/2019 • 10 minutes to read • [Edit Online](#)

This article shows how to drill down in a visualization in the Microsoft Power BI service and Power BI Desktop. Power BI reports allow multiple hierarchies of data to provide you with maximum insight into your data. Using drill down and drill up on your data points, you can explore in-depth details about your data. You can even take advantage of it even on the small form factor of your mobile devices.

Drill requires a hierarchy

When a visualization has a hierarchy, you can drill down to reveal additional details. For example, you might have a visualization that looks at Olympic medal count by a hierarchy made up of sport, discipline, and event. By default, the visualization would show medal count by sport -- gymnastics, skiing, aquatics, and so on. But, because it has a hierarchy, selecting one of the visualization elements (like a bar, line, or bubble), would display an increasingly more-detailed picture. Select the **aquatics** element to see data for swimming, diving, and water polo. Select the **diving** element to see details for springboard, platform, and synchronized diving events.

You can add hierarchies to reports you own, but not to those reports shared with you. Are you not sure which Power BI visualizations contain a hierarchy? Hover over a visualization. If you see these drill controls in the top corners, your visualization has a hierarchy.



Dates are a unique type of hierarchy. When you add a date field to a visualization, Power BI automatically adds a time hierarchy that contains year, quarter, month, and day. For more info, see [visualization hierarchies and drill down behavior](#) or watch the video below.

<https://www.youtube.com/embed/MNAaHw4PxzE?list=PL1N57mwBHTN0JFoKSR0n-tBkJUJHeMP2cP>

NOTE

To learn how to create hierarchies using Power BI Desktop, watch the video [How to create and add hierarchies](#).

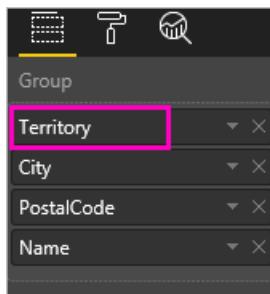
Prerequisites

1. In the Power BI service or Desktop, drill requires a visualization with a hierarchy.
2. To follow along, open the [Retail Analysis sample](#). Create a **Treemap** visualization that looks at:

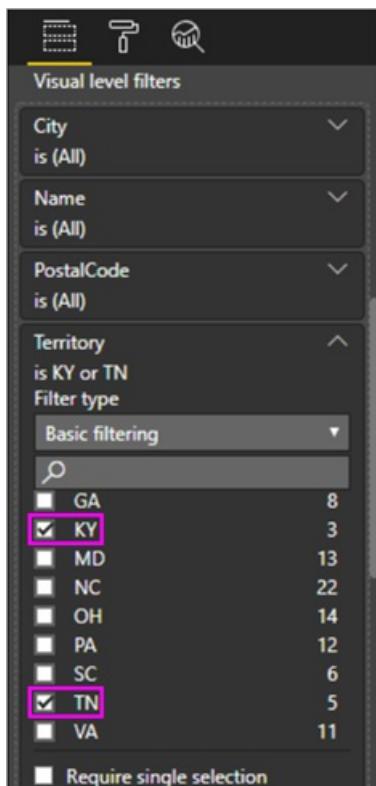
WELL	FIELD
Value	Sales └ Total Units This Year
Group	Store └ Territory └ City └ Postal Code └ Name

The treemap has a hierarchy made up of territory, city, postal code, and city name. Each territory has one or more cities, each city has one or more postal codes, and so on. By default, the visualization only shows the

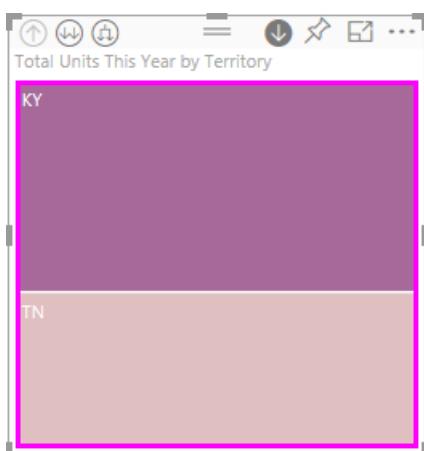
territory data, because *Territory* appears first in the list.



3. Learning how the different drill icons work together can be confusing. Let's filter the treemap to show only two of the smaller territories: **KY** and **TN**. Select the treemap and under **Visual level filters** expand **Territory** and select **KY** and **TN**.



Now only two territories display in the treemap.

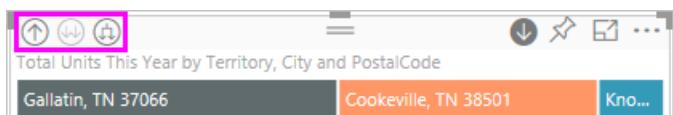


Three ways to use the drill features

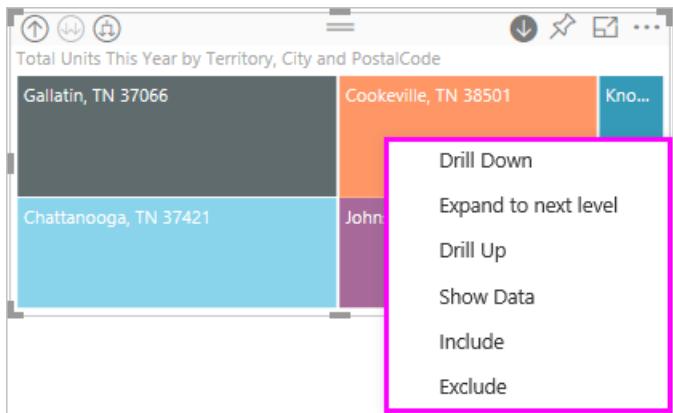
You have several options for accessing the drill down, drill up, and expand features for visualizations that have hierarchies. This article shows you how to use the first option below. Once you learn the basics of drill down and expand, you'll know how to use all three. They all accomplish the same things. Try them out and pick the one that

you enjoy the most.

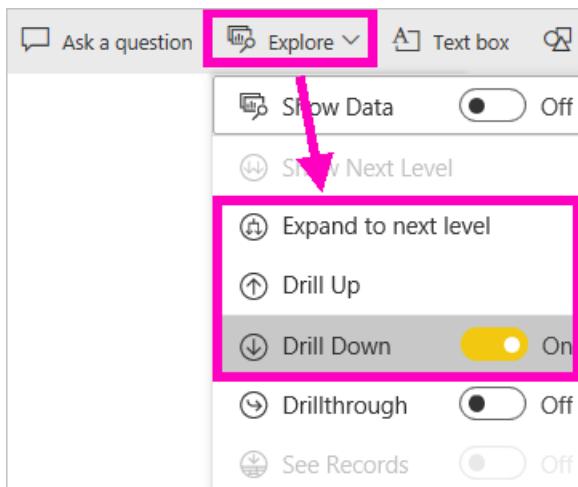
- Hover over a visualization to see and use the icons.



- Right-click a visualization to reveal and use the menu.



- From the Power BI menu bar, select the **Explore** button.



Drill pathways

Drill down

You have several ways to drill into your visualization. **Drill down** takes you to the next level in the hierarchy. If you're looking at the **Territory** level, you can drill down to city level then postal code level and, finally, the name level. Each step in the path shows you new information.



Expand

Expand adds an additional hierarchy level to the current view. So if you're looking at the **Territory** level, you can expand and add city, postal code, and name detail to your treemap. Each step in the path shows you the same information and adds on one level of new information.



You can also choose whether to drill down or expand on one field at a time or on all fields at once.

Drill down all fields at once

1. Start at the top level of the treemap showing data for KY and TN. Widen your treemap by selecting one of the handles and dragging to the right.



2. To drill down *all fields at once*, select the double arrow in the upper-left corner of the visualization . Your treemap now shows city data for Kentucky and Tennessee.



3. Drill down one more time to the postal code level of the hierarchy.



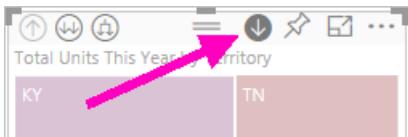
4. To drill back up, select the up arrow in the upper-left corner of the visualization .

Drill down one field at a time

This method uses the drill-down icon that appears in the top-right corner of the visualization itself.

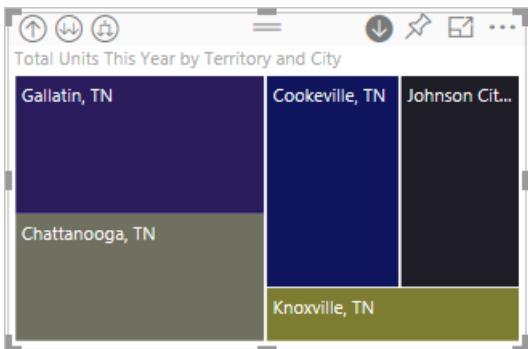
1. Select the drill-down icon to turn it on

Now you have the option of drilling down **one field at a time**.



If you don't turn on drill down, selecting a visualization element (like a bar, bubble, or leaf) won't drill down. Instead, it will cross-filter the other charts on the report page.

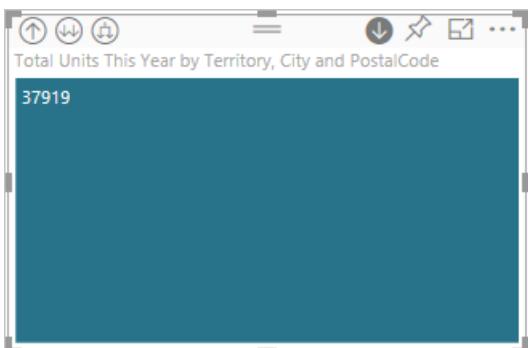
2. Select the leaf for **TN**. Your treemap now shows all the cities in Tennessee that have a store.



3. At this point, you can:

- Continue drilling down for Tennessee.
- Drill down for a particular city in Tennessee.
- Expand instead (see **Expand all fields at once** below).

Let's continue to drill down one field at a time. Select **Knoxville, TN**. Your treemap now shows the postal code for your store in Knoxville.



Notice that the title changes as you drill down and back up again.

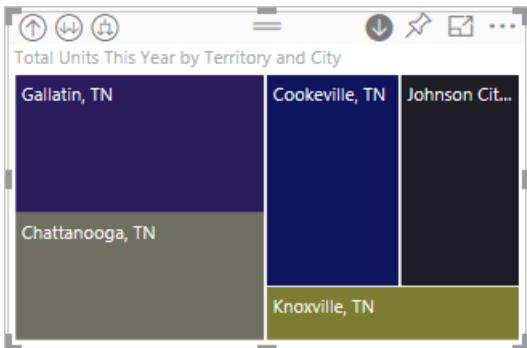
Expand all and expand one field at a time

Having a treemap that shows us only a postal code isn't informative. So let's expand down one level in the hierarchy.

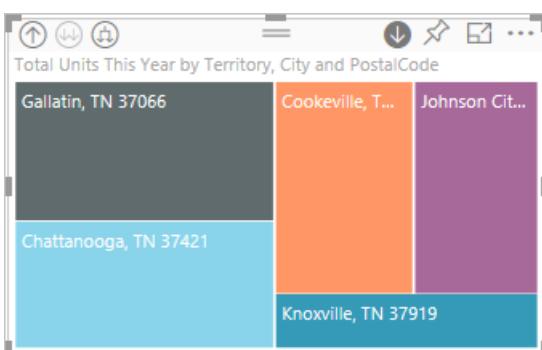
1. With the treemap active, select the *expand down* icon . Your treemap now shows two levels of our hierarchy: postal code and store name.



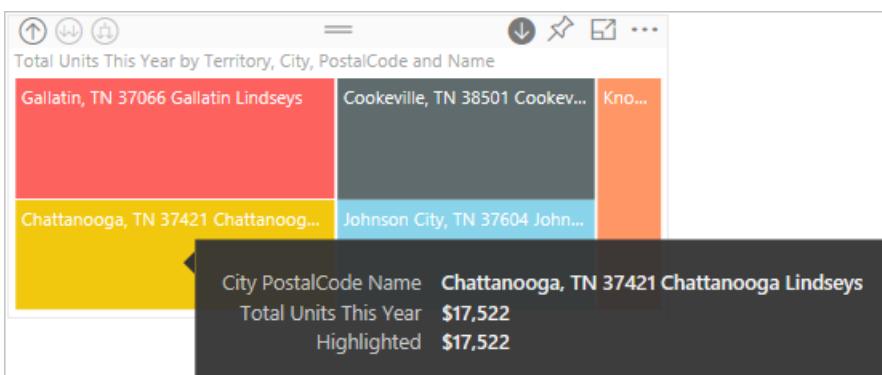
2. To see all four hierarchy levels of data for Tennessee, select the drill up arrow until you reach the second level, **Total units this year by territory and city**, of your treemap.



3. Make sure drill down is still turned on, and select the *expand down* icon . Your treemap now shows some additional detail. Instead of only showing city and state, it now also shows us postal code.



4. Select the *expand down* icon one more time to display all four hierarchy levels of detail for Tennessee on your treemap. Hover over a leaf to see even more detail.

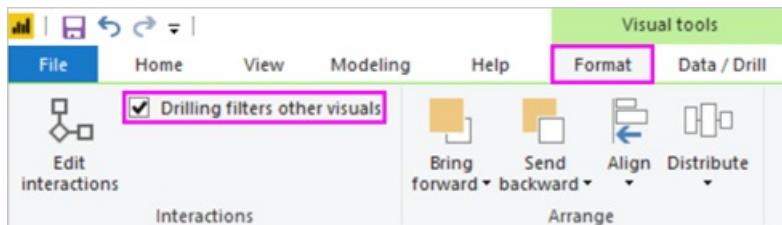


Drilling filters other visuals

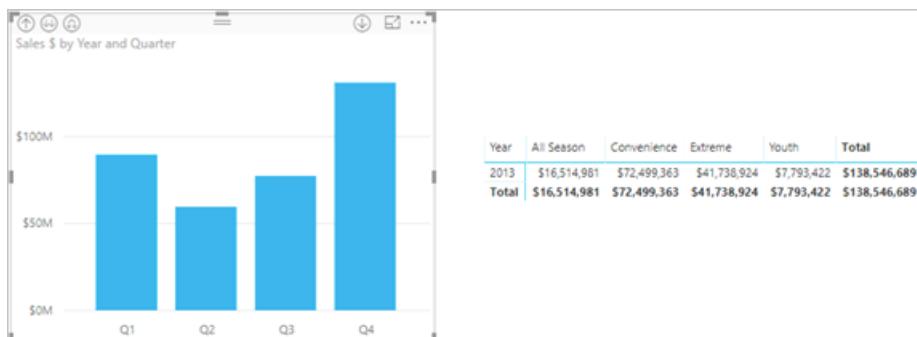
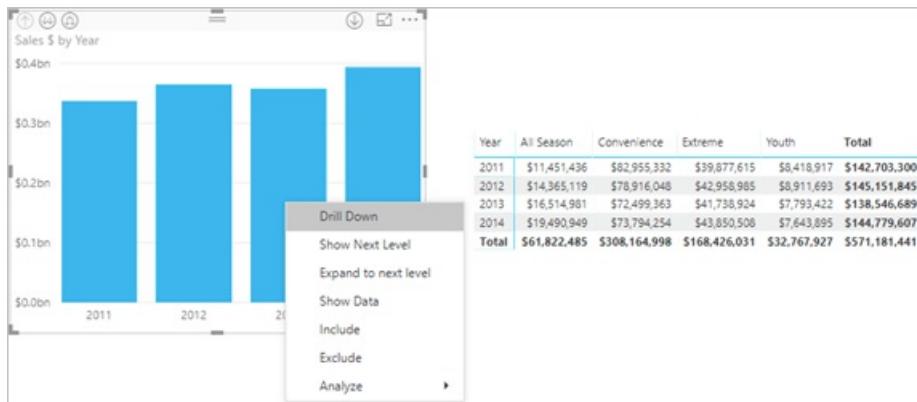
As you work in Drill mode, you get to decide how drill down and expanding impacts the other visualizations on the page.

By default, drilling won't filter other visuals in a report. You can enable this feature in Power BI Desktop and the Power BI service.

1. In Desktop, select the **Format** tab and select the checkbox for **Drilling filters other visuals**.

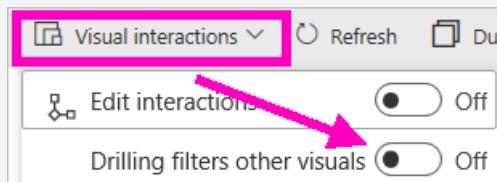


2. Now, when you drill down, drill up, or expand in a visualization with a hierarchy, that action filters the other visuals on the page.



NOTE

To enable this in the Power BI service, from the top menu bar, select **Visual interactions > Drilling filters other visuals**.



Learn about the hierarchy axis and hierarchy group

You can think of the hierarchy axis and the hierarchy group as the mechanisms that you can use to increase and decrease the granularity of data you want to view. Any data that you can organize into categories and subcategories qualifies as having a hierarchy including dates and times.

You can create a visualization in Power BI to have a hierarchy by selecting one or more data fields to add to either the **Axis** well or the **Group** well. Then, add the data you want to examine as data fields in the **Values** well. You'll know if your data is hierarchical if *Drill mode* icons appear on the upper-left and upper-right corners of your

visualization.

Essentially, it's convenient to think of two types of hierarchical data:

- Date and time data - If you have a data field with a DateTime data type, you already have hierarchical data. Power BI automatically creates a hierarchy for any data field. You can parse the values into a [DateTime](#) structure. You only need to add one DateTime field to the **Axis** or **Group** well.
- Categorical data - If Power BI derives your data from collections that contain subcollections, or otherwise has rows of data that share common values, you have hierarchical data.

Power BI lets you expand by one or by all subsets. You can drill down through your data to see a single subset at each level, or you can drill down to see all of the subsets simultaneously at each level. For example, you can drill down for a specific year, or see all of the results for each year as you go down the hierarchy.

You can also drill up in the same manner.

The following sections describe drilling down from the highest view, middle view, and lowest view.

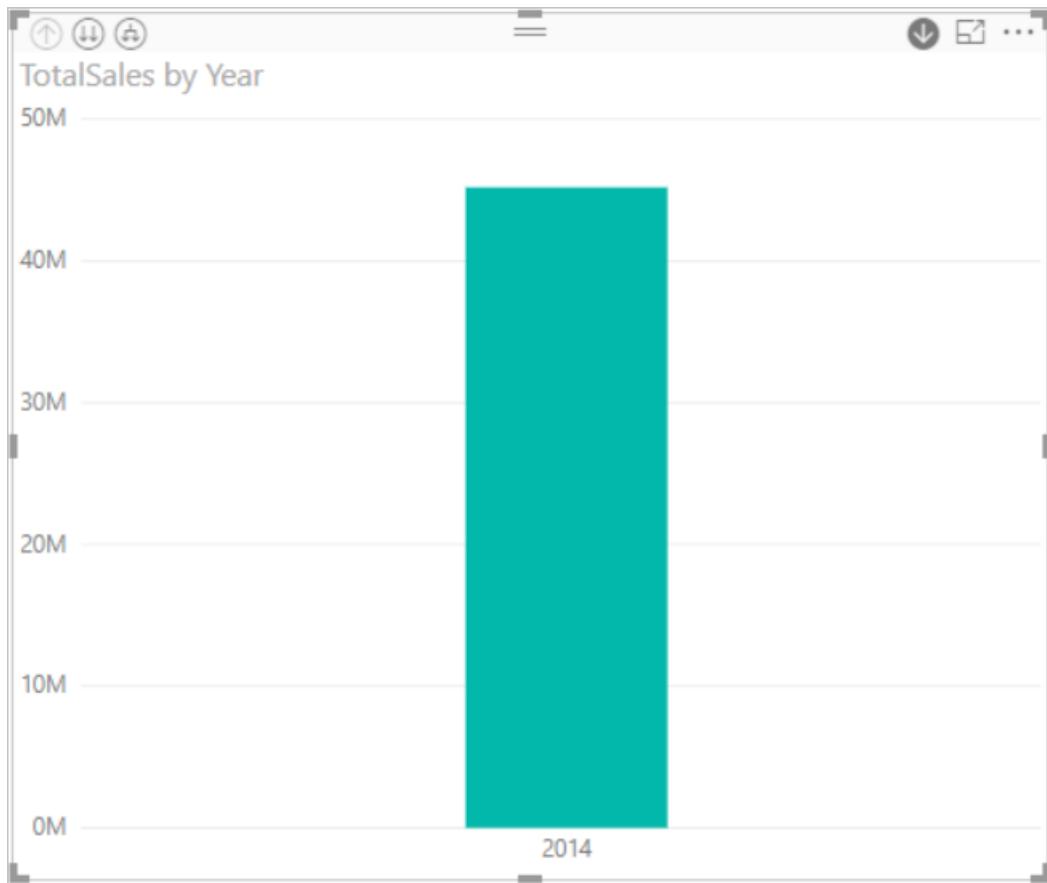
Hierarchical data and time data

For this example:

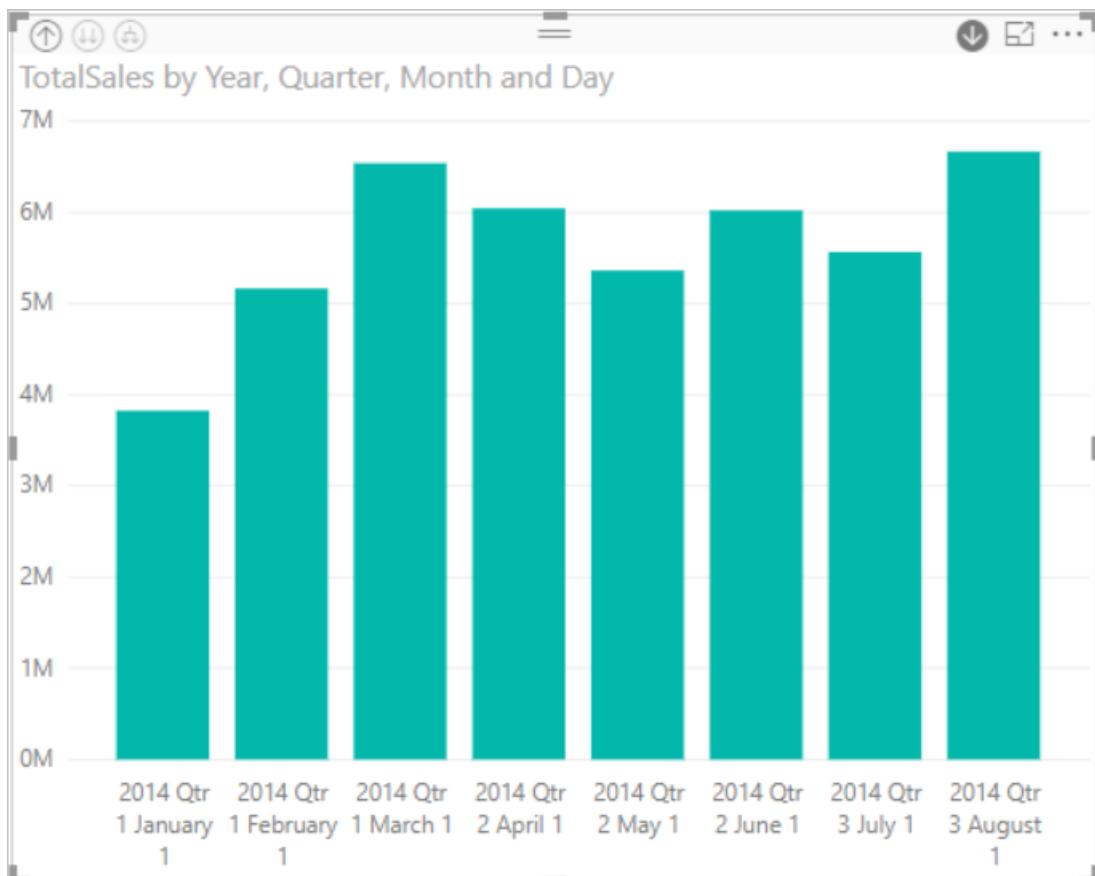
1. Follow along with the [Retail Analysis sample](#) and create a stacked column chart visualization that looks at:

WELL	FIELD
Axis	Time _ Month
Values	Sales _ TotalSales

Even though the Axis data field is **Month**, it still creates a **Year** category in the **Axis** well. That's because Power BI provides the full DateTime structure for all the values it reads. The top of the hierarchy shows data for the year.



2. With drill-down mode on, select the bar in the chart to go down one level of the hierarchy. You'll see three bars for the data of the quarters available.
3. Then from the upper-left icons, choose **Expand all down one level of the hierarchy**.
4. Do that one more time to get to the lowest level of the hierarchy, that shows results for each month.



Apart from the visualization, we can see the hierarchy reflected in the data rendered for each report. In the upper-

right corner, select the ellipsis then select **Show Data**. The following table shows the results of drilling down from a single month or all months:

EXPAND MODE	YEAR	QUARTER	MONTH	DAY
Single	Year TotalSales 2014 45,184,553.69	Year, Quarter TotalSales 2014, Qtr 1 15,527,733.03 2014, Qtr 2 17,426,797.54 2014, Qtr 3 12,230,023.12	Year, Quarter, Month TotalSales 2014, Qtr 1, January 3,824,377.85 2014, Qtr 1, February 5,165,242.67 2014, Qtr 1, March 6,538,112.51	Year, Quarter, Month, Day TotalSales 2014, Qtr 1, January, 1 3,824,377.85
All	Year TotalSales 2014 45,184,553.69	Year, Quarter TotalSales 2014, Qtr 1 15,527,733.03 2014, Qtr 2 17,426,797.54 2014, Qtr 3 12,230,023.12	Year, Quarter, Month TotalSales 2014, Qtr 1, January 3,824,377.85 2014, Qtr 1, February 5,165,242.67 2014, Qtr 1, March 6,538,112.51 2014, Qtr 2, April 6,043,602.06 2014, Qtr 2, May 5,362,013.21 2014, Qtr 2, June 6,021,182.27 2014, Qtr 3, July 5,563,895.63 2014, Qtr 3, August 6,666,127.49	Year, Quarter, Month, Day TotalSales 2014, Qtr 1, January, 1 3,824,377.85 2014, Qtr 1, February, 1 5,165,242.67 2014, Qtr 1, March, 1 6,538,112.51 2014, Qtr 2, April, 1 6,043,602.06 2014, Qtr 2, May, 1 5,362,013.21 2014, Qtr 2, June, 1 6,021,182.27 2014, Qtr 3, July, 1 5,563,895.63 2014, Qtr 3, August, 1 6,666,127.49

Notice that the data is the same for **Quarter** and **Year** reports. After you drill down to the level of detail specified for **Values**, you can see how the single report gets more specific and the "all months" report has more data.

Hierarchical category data

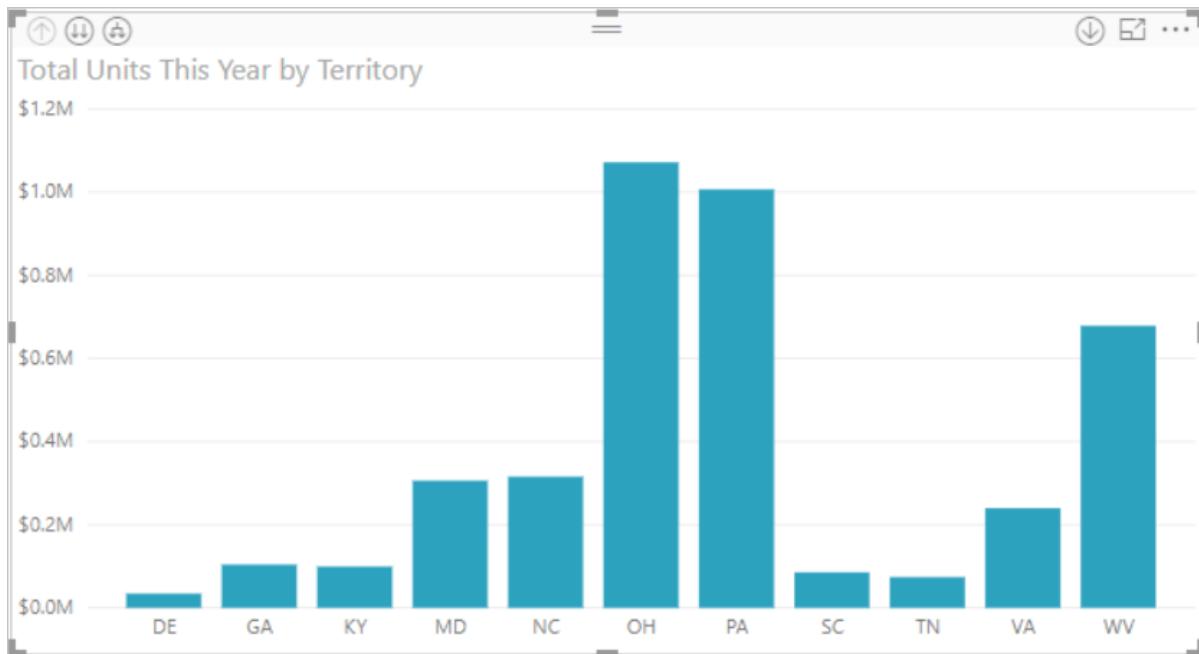
Data that has modeled from collections and subcollections is hierarchical.

A good example is location data. Consider a table in a data source whose columns are Country, State, City, and Zip. Data that shares the same Country, State, and City are hierarchical.

For this example:

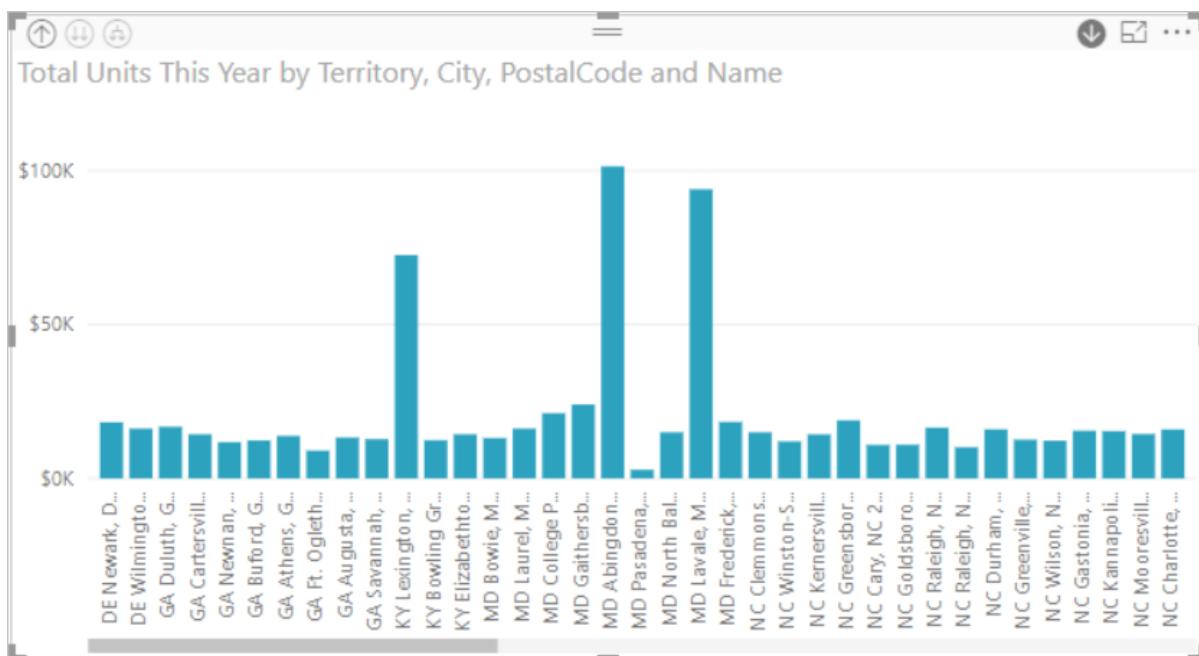
- Follow along with the [Retail Analysis sample](#). Create a stacked column chart visualization that looks at:

WELL	FIELD
Value	Sales _ Total Units This Year
Axis	Store _ Territory _ City - you may need to drag City from the Legend well to the Axis well. _ Postal Code _ Name



2. With drill-down mode on, from the upper-left icons, choose **Expand all down one level of the hierarchy** three times.

You'll be at the lowest level of the hierarchy, which shows the results for Territory, City, and Postal Code.



Apart from the visualization, we can see the hierarchy reflected in the data rendered for each report. In the upper-right corner, select the ellipsis then select **Show Data**. The following table shows the results of drilling down for a single territory or all territories.

EXPAND MODE	TERRITORY	CITY	POSTAL	NAME																																																												
Single	<table border="1"> <thead> <tr> <th>Territory</th> <th>Total Units This Year</th> </tr> </thead> <tbody> <tr><td>DE</td><td>\$34,404</td></tr> <tr><td>GA</td><td>\$104,147</td></tr> <tr><td>KY</td><td>\$99,354</td></tr> <tr><td>MD</td><td>\$306,058</td></tr> <tr><td>NC</td><td>\$315,497</td></tr> <tr><td>OH</td><td>\$1,071,676</td></tr> <tr><td>PA</td><td>\$1,006,589</td></tr> <tr><td>SC</td><td>\$85,535</td></tr> <tr><td>TN</td><td>\$73,905</td></tr> <tr><td>VA</td><td>\$239,823</td></tr> <tr><td>WV</td><td>\$678,403</td></tr> </tbody> </table> <table border="1"> <thead> <tr> <th>Territory, City</th> <th>Total Units This Year</th> </tr> </thead> <tbody> <tr><td>OH, Akron, OH</td><td>\$87,313</td></tr> <tr><td>OH, Beavercreek, OH</td><td>\$74,146</td></tr> <tr><td>OH, Boardman, OH</td><td>\$100,517</td></tr> <tr><td>OH, Cincinnati, OH</td><td>\$90,027</td></tr> <tr><td>OH, Kent, OH</td><td>\$77,461</td></tr> <tr><td>OH, Mansfield, OH</td><td>\$85,588</td></tr> <tr><td>OH, Middletown, OH</td><td>\$73,309</td></tr> <tr><td>OH, Milford, OH</td><td>\$68,757</td></tr> <tr><td>OH, Miamisburg, OH</td><td>\$88,955</td></tr> <tr><td>OH, North Canton, OH</td><td>\$71,916</td></tr> <tr><td>OH, Sharonville, OH</td><td>\$66,751</td></tr> <tr><td>OH, St. Clairsville, OH</td><td>\$66,751</td></tr> </tbody> </table> <table border="1"> <thead> <tr> <th>Territory, City, PostalCode</th> <th>Total Units This Year</th> </tr> </thead> <tbody> <tr><td>OH, Cincinnati, OH, 45248</td><td>\$63,520</td></tr> <tr><td>OH, Cincinnati, OH, 45255</td><td>\$26,507</td></tr> </tbody> </table> <table border="1"> <thead> <tr> <th>Territory, City, PostalCode, Name</th> <th>Total Units This Year</th> </tr> </thead> <tbody> <tr><td>OH, Cincinnati, OH, 45248, Cincinnati Fashions Direct</td><td>\$63,520</td></tr> </tbody> </table>	Territory	Total Units This Year	DE	\$34,404	GA	\$104,147	KY	\$99,354	MD	\$306,058	NC	\$315,497	OH	\$1,071,676	PA	\$1,006,589	SC	\$85,535	TN	\$73,905	VA	\$239,823	WV	\$678,403	Territory, City	Total Units This Year	OH, Akron, OH	\$87,313	OH, Beavercreek, OH	\$74,146	OH, Boardman, OH	\$100,517	OH, Cincinnati, OH	\$90,027	OH, Kent, OH	\$77,461	OH, Mansfield, OH	\$85,588	OH, Middletown, OH	\$73,309	OH, Milford, OH	\$68,757	OH, Miamisburg, OH	\$88,955	OH, North Canton, OH	\$71,916	OH, Sharonville, OH	\$66,751	OH, St. Clairsville, OH	\$66,751	Territory, City, PostalCode	Total Units This Year	OH, Cincinnati, OH, 45248	\$63,520	OH, Cincinnati, OH, 45255	\$26,507	Territory, City, PostalCode, Name	Total Units This Year	OH, Cincinnati, OH, 45248, Cincinnati Fashions Direct	\$63,520			
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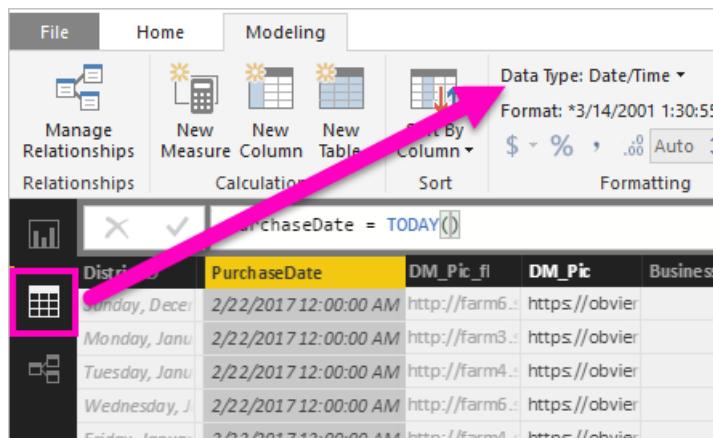
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As you drill down, you can see how the **Single** report gets more specific and the **All** territories report has more data.

Considerations and limitations

If adding a date field to a visualization doesn't create a hierarchy, it may be that the date field isn't actually saved as a date. If you own the dataset:

1. Open it in *Data* view in Power BI Desktop.
2. Select the column that has the date.
3. In the **Modeling** tab, change the **Data Type** to **Date** or **Date/Time**.



If the report has been shared with you, contact the owner to request the change.

Next steps

[Visualizations in Power BI reports](#)

[Power BI reports](#)

[Power BI - Basic Concepts](#)

More questions? [Try the Power BI Community](#)

2 minutes to read

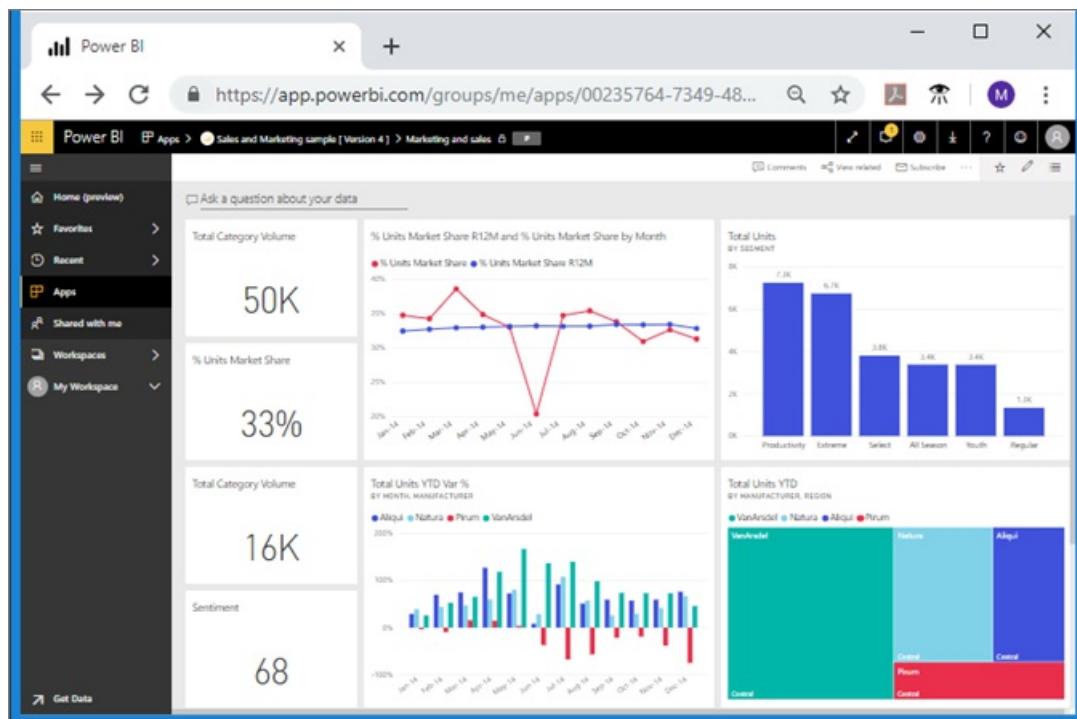
Export data from visual

4/9/2019 • 2 minutes to read • [Edit Online](#)

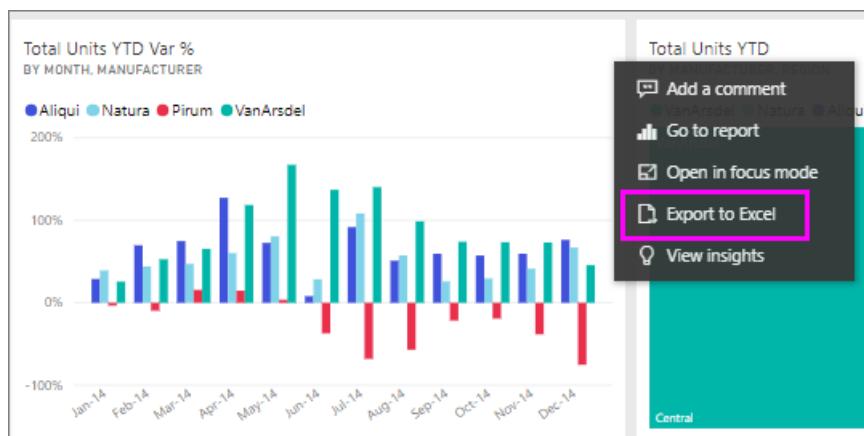
If you'd like to see the data that is used to create a visual, [you can display that data in Power BI](#) or export that data to Excel. The option to export the data requires a certain type or license and edit permissions to the content. If you cannot export, check with your Power BI administrator.

From a visual on a Power BI dashboard

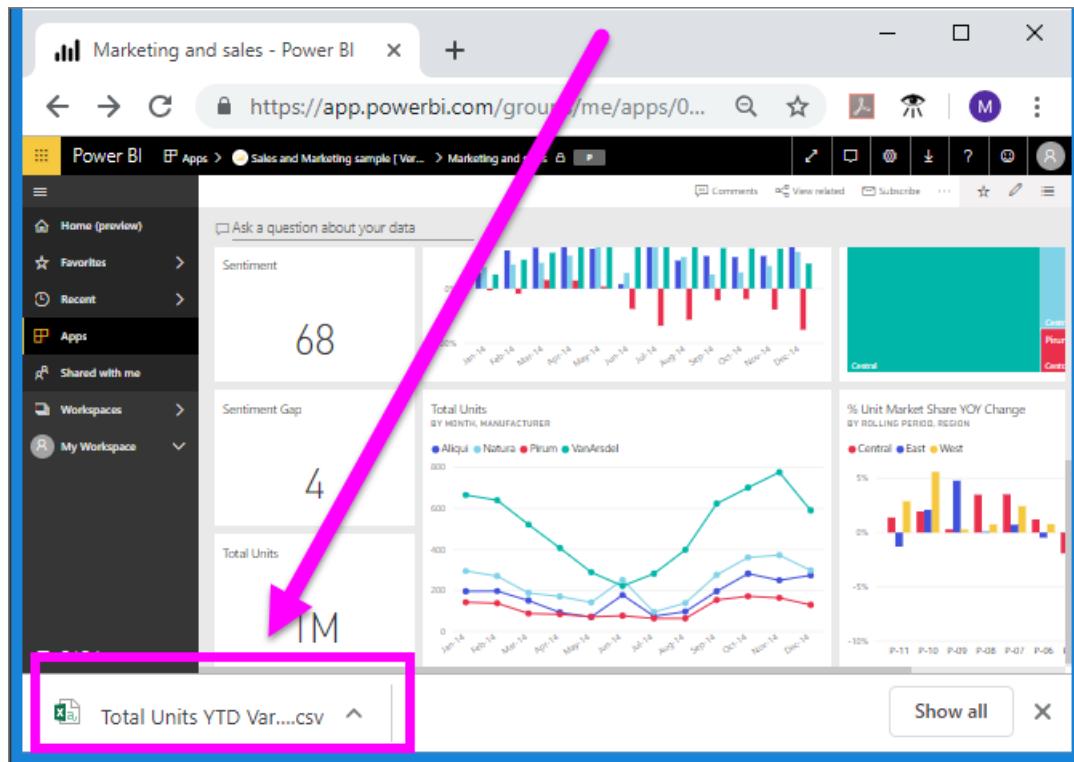
1. Start on a Power BI dashboard. Here we're using the dashboard from the **Marketing and sales sample** app. You can [download this app from AppSource.com](#).



2. Hover over a visual to reveal the ellipses (...) and click to display the action menu.



3. Select **Export to Excel**.
4. What happens next depends on which browser you are using. You may be prompted to save the file or your may see a link to the exported file at the bottom of the browser.



5. Open the file in Excel.

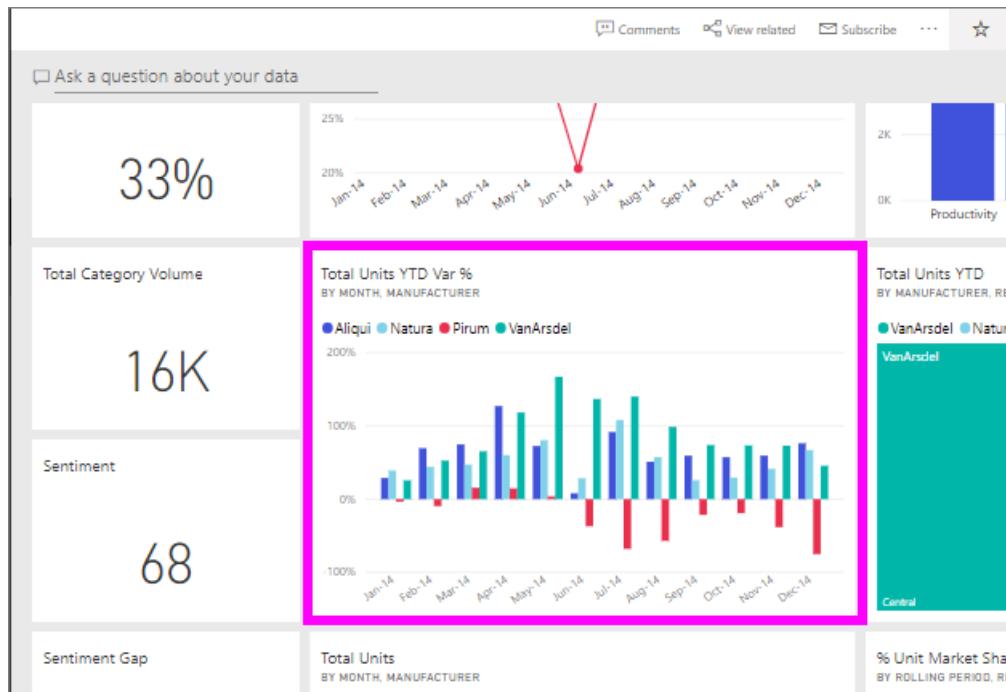
A screenshot of Microsoft Excel showing a table of data. The table has columns for Month, Manufacturer, and Total Units YTD Var %. The data rows are:

	Month	Manufacturer	Total Units YTD Var %
1	14-Jan	Aliqui	28.95%
2	14-Jan	Natura	39.15%
3	14-Jan	Pirum	-3.38%
4	14-Jan	VanArsde	25.71%
5	14-Feb	Aliqui	69.72%
6	14-Feb	Natura	44.08%
7	14-Feb	Pirum	-9.52%
8	14-Feb	VanArsde	52.76%
9	14-Mar	Aliqui	74.83%
10	14-Mar	Natura	47.26%
11	14-Mar	Pirum	15.63%
12	14-Mar	VanArsde	65.41%

From a visual in a report

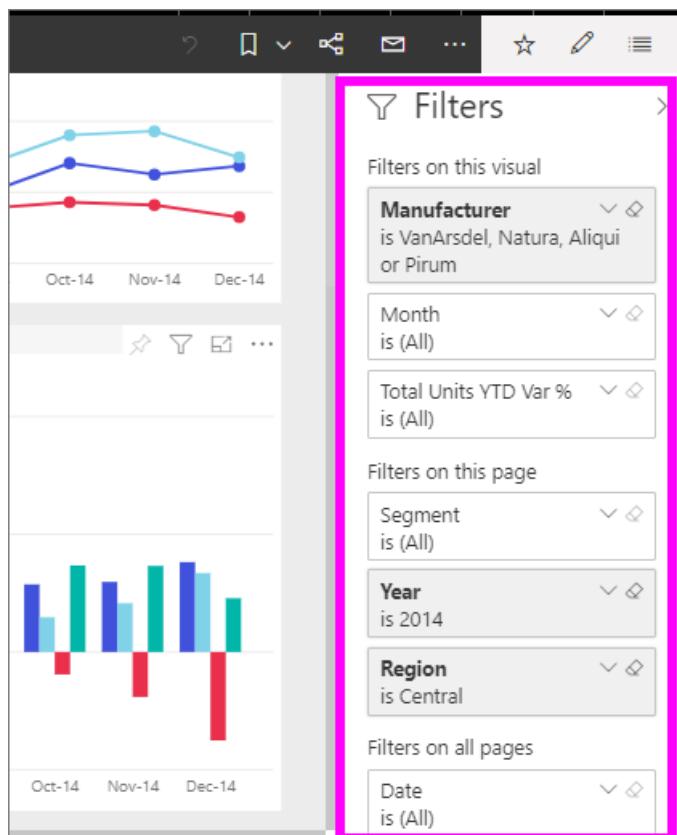
You can export data from a visual in a report as .csv or .xlsx (Excel) format.

1. On a dashboard, select a tile to open the underlying report. In this example, we're selecting the same visual as above, *Total Units YTD Var %*.



Since this tile was created from the *Sales and Marketing Sample* report, that is the report that opens. And, it opens to the page that contains the selected tile visual.

2. Select the tile in the report. Notice the **Filters** pane to the right. This visual has filters applied. To learn more about filters, see [Use filters in a report](#).



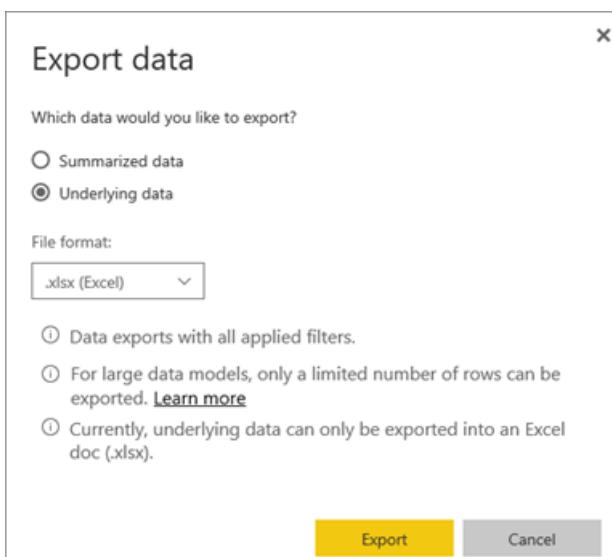
3. Select the ellipses in the top right corner of the visualization. Choose **Export data**.



4. You'll see options to export Summarized data or Underlying data. If you're using the *Sales and marketing sample* app, **Underlying data** will be disabled. But you may encounter reports where both options are enabled. Here's an explanation of the difference.

Summarized data: select this option if you want to export data for what you see in the visual. This type of export shows you only the data that was used to create the visual. If the visual has filters applied, then the data you export will also be filtered. For example, for this visual, your export will include only data for 2014 and the central region, and only data for four of the manufacturers: VanArsdel, Natura, Aliqui, and Prirum.

Underlying data: select this option if you want to export data for what you see in the visual **plus** additional data from the underlying dataset. This may include data that is contained in the dataset but not used in the visual.



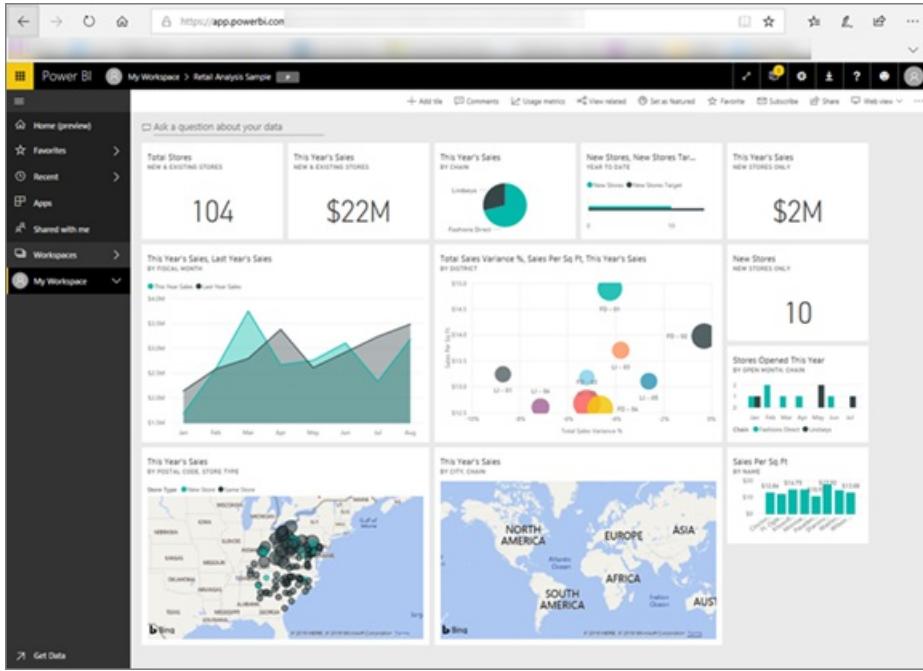
5. What happens next depends on which browser you are using. You may be prompted to save the file or your may see a link to the exported file at the bottom of the browser.

6. Open the file in Excel. Compare the amount of data exported to the data we exported from the same visual on the dashboard. The difference is that this export includes **Underlying data**.

Your content is up-to-date

2/21/2019 • 2 minutes to read • [Edit Online](#)

As a *consumer*, you interact with content that is created by *designers* and shared with you. You might wonder if that content is up-to-date or maybe you just want to know when that content was last refreshed. Knowing that you are working with the freshest content gives you confidence.



Making sure you're using the latest data is often critical in making the right decisions. What can you do to ensure you're using the latest content? In most cases, you don't need to do anything at all. Apps that have been shared with you are automatically refreshed and updated on a schedule set by the app designer. Same goes for dashboards and reports that have been shared with you -- the designer either manually, or using an automated refresh schedule, ensures that the content is fresh.

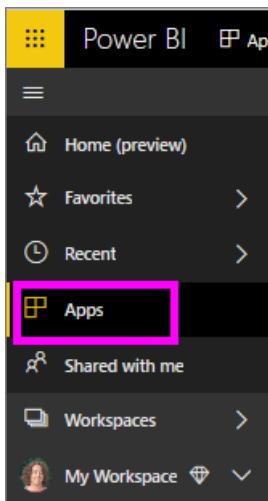
If you have questions about the data freshness, contact the designer.

How to locate the name of the designer

Apps

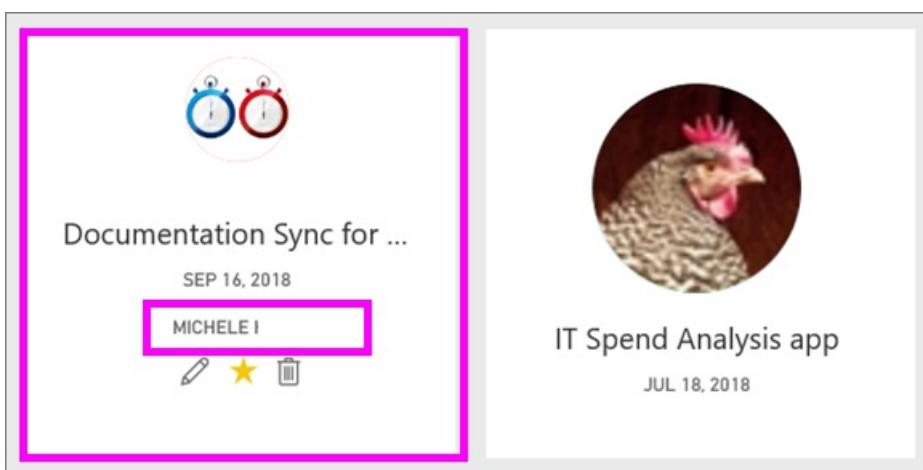
The app screen shows you both the name of the designer as well as the date the app was created.

1. From the left nav pane, select **Apps**.



For each app, you'll see a title and date created.

2. Hover over the app to also display the name of the designer.



Shared with me

The **Shared with me** screen shows you the name of the content owner, as well as the date the content was shared with you.

A screenshot of the "Shared with me" screen in Power BI. The sidebar on the left has a pink box around the "Shared with me" item. The main area shows a list of shared content with columns: OWNER, NAME, ACTIONS, SHARED DATE, and OWNER. Two pink arrows point from the "OWNER" column in the sidebar to the "OWNER" and "SHARED DATE" columns in the main list. The list includes items like "Retail Analysis Sample" (shared by Aaron Fenwick a month ago), "Prog..." (shared by Aaron Fenwick 3 months ago), "Customer Profitability ..." (shared by Michel AbdElmalik 4 months ago), "Financial" (shared by Michel AbdElmalik 4 months ago), and "Northwind" (shared by Michel AbdElmalik 4 months ago).

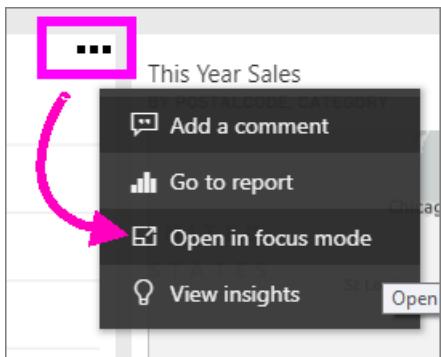
How to look up the last refresh date

If interested, you can look up the last refreshed date for most content.

Dashboard tiles

For dashboard tiles, view the tile in Focus mode to see the Last refresh timestamp.

1. On a dashboard tile, select the ellipses (...) and choose **Open in Focus mode**.

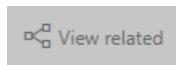


2. The last refresh date displays in the upper right corner. If you don't see it, expand your browser to make it wider.



From dashboards and reports

Another way to look up a last refreshed date is by using **View related**. **View related** is available from the Power BI upper menu bar.



The **Related content** pane displays the last refresh information for the dashboard's or report's underlying dataset.

Related content

arcgis

My Workspace

REPORTS

arcgis

DATASETS

Retail Analysis Sample

Last refresh: 10/23/2018, 10:38:03 PM

Close

What happens if an app is deleted by the designer

If a designer deletes an app, the dashboards and reports associated with that app are automatically removed from your Power BI workspace as well. They're no longer available, and the app doesn't appear in the Navigation Pane.

Subscribe to see changes

Another way to stay up-to-date, is to subscribe to a report or dashboard. Instead of having to log in and open a report or dashboard, you tell Power BI to send you a snapshot on a schedule you set. For more information, see [subscribe to dashboards and reports](#).

Set data alerts

Want to be notified if data changes above or beyond a limit you set? [Create a data alert](#). It's easy to stay up-to-date using data alerts. With data alerts, you tell Power BI to send you an email if a value in a report passes a specific threshold. For example, if inventory falls below 25 units or if sales exceed goals.

Next steps

[Create a data alert](#)

[subscribe to dashboards and reports](#)

[View related content](#)

Display content in more detail: focus mode and full screen mode

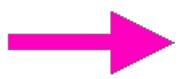
2/21/2019 • 4 minutes to read • [Edit Online](#)

<https://www.youtube.com/embed/dtdLul6otYE>

Focus mode and full screen mode are two different ways to see more detail in your visuals, reports, and dashboards. The main difference is that full screen removes all the panes surrounding your content while focus mode allows you to still interact with your visuals. Let's take a closer look at the similarities and differences.

CONTENT	FOCUS MODE	FULL SCREEN MODE
Dashboard	Not possible	yes
Report page	Not possible	yes
Report visualization	yes	yes
Dashboard tile	yes	yes
Windows 10 mobile	Not possible	Yes

What is full screen mode?



Display your Power BI service content (dashboards, report pages, tiles, and visualizations) without the distraction of menus and navigation bars. You get an unadulterated, full view of your content at a glance, all the time. This is sometimes referred to as TV mode.



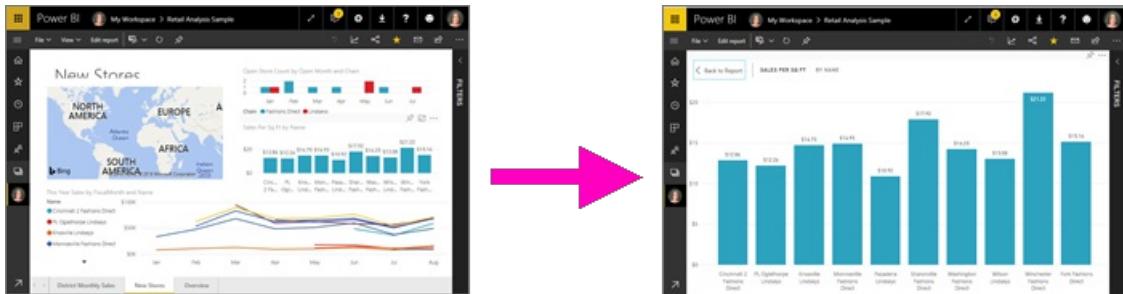
To open full screen mode, select the **full screen** icon from the Power BI service menu bar above your dashboard, report, tile in focus mode, or visual in focus mode. Your selected content fills the entire screen. If you're using Power BI mobile, [full screen is available for Windows 10 mobile apps](#).

Some uses for full screen mode are:

- presenting your dashboard, tile, visual, or report at a meeting or conference
- displaying in an office on a dedicated large screen or projector
- viewing on a small screen
- reviewing in locked mode -- you can touch the screen or mouse over tiles without opening the underlying report or dashboard

What is focus mode?

Focus mode lets you expand (pop out) a visual or tile to see more detail. Maybe you have a dashboard or report that is a little crowded and you want to zoom in on only one visual. This is a perfect use of focus mode.



While in focus mode, a Power BI *consumer* can interact with any filters that were applied when this visual was created. In Power BI service, you can use focus mode on a dashboard tile or report visual.

Working in full screen mode

To open either a dashboard or report page in full screen mode, select the full screen icon  from the top navigation bar. Once you're in full screen mode, moving your mouse or cursor reveals a contextual menu. Because full screen is available for such a wide variety of content, the options in the contextual menu are each a little different but fairly self-explanatory. Simply hover over an icon for a definition.

Menu for dashboards



Menu for report pages



- 

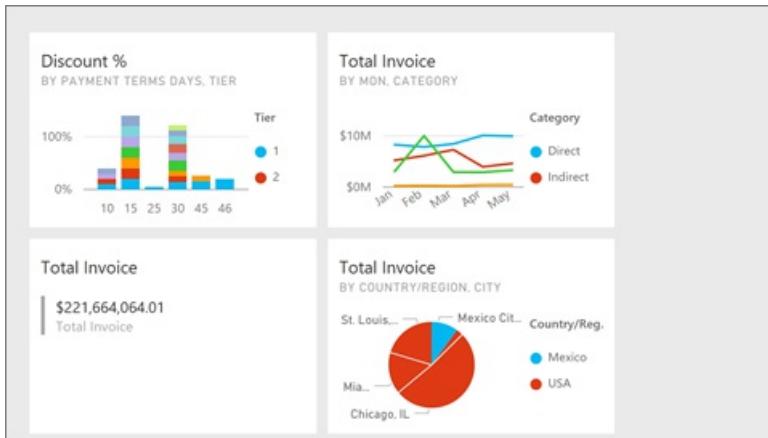
Use the **Back** button to navigate to the previous page in your browser. If the previous page was a Power BI page, it too will display in full screen mode. Full screen mode will persist until you exit out.

- 

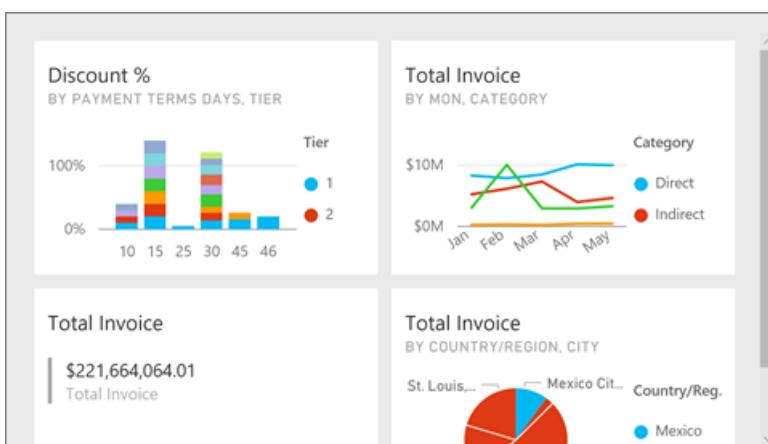
Use this button to print your dashboard or report page in full screen mode.

- 

Use the **Fit to screen** button to display your dashboard at the largest size possible without resorting to scrollbars.



- Sometimes you don't care about scrollbars, but want the dashboard to fill the entire width of the available space. Select the **Fit to width** button.



- In full screen reports, use these arrows to move between the pages in the report.
- To exit full screen mode, select the **Exit full screen** icon.

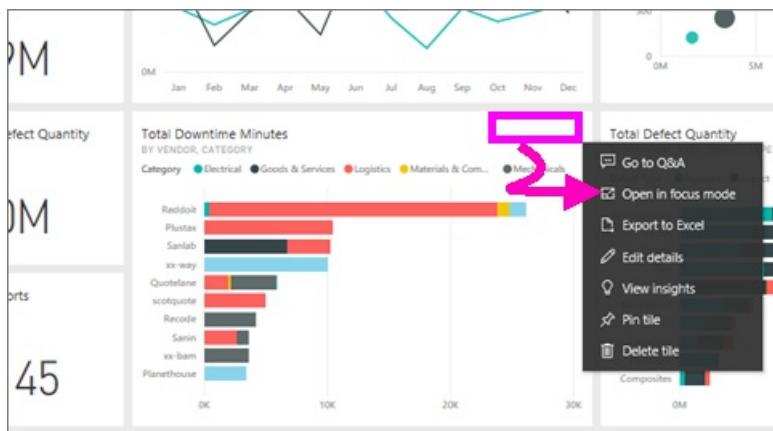


Working in focus mode

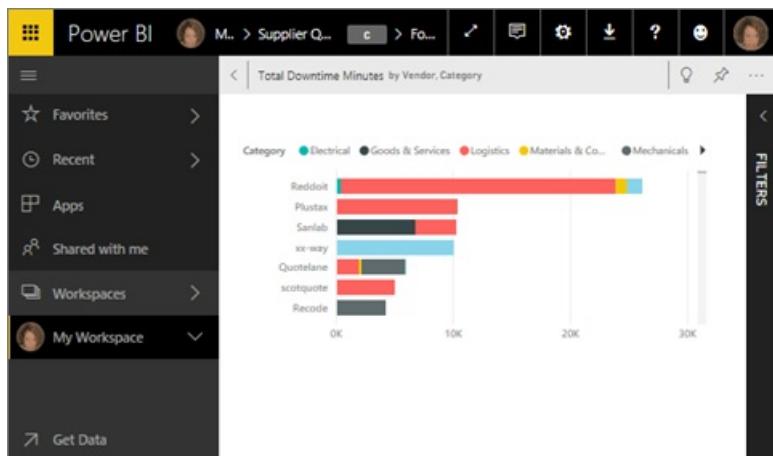
There are two ways to open focus mode; one way for dashboard tiles and another way for report visualizations.

Focus mode in dashboards

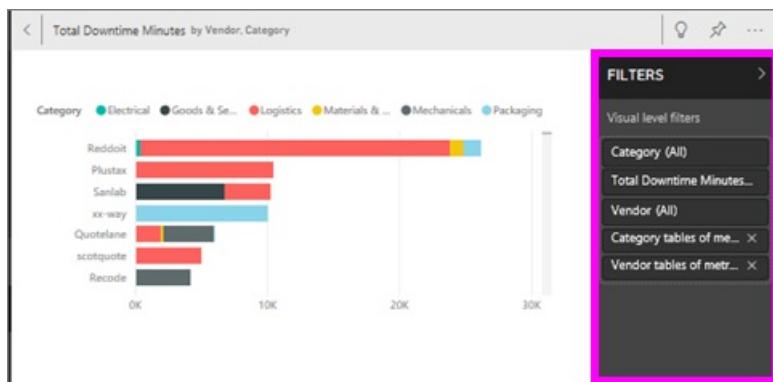
- Open a dashboard in Power BI service.
- Hover over a dashboard tile or report visualization, select the ellipsis (...) and choose **Open in focus mode**.



3. The tile opens and fills the entire report canvas.

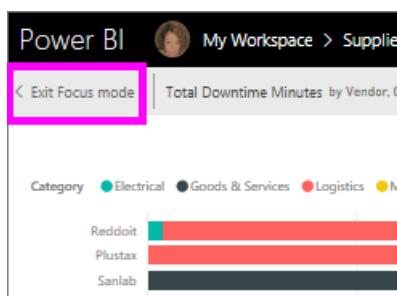


4. Expand the Filters pane to see all filters applied to this visual.



5. Explore further by [modifying the filters](#) and looking for interesting discoveries in your data.

6. Leave focus mode and return to the dashboard by selecting **Exit focus mode** (in the upper left corner of the visual).



Focus mode for report visualizations

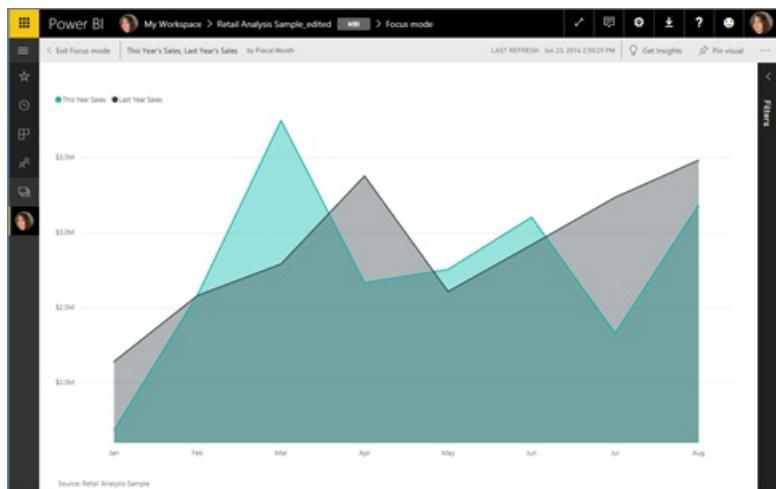
1. Open a report in Power BI service. In this example, we'll demonstrate using the Retail Analysis sample.

2. After the report opens, select the **District Monthly Sales tab**.

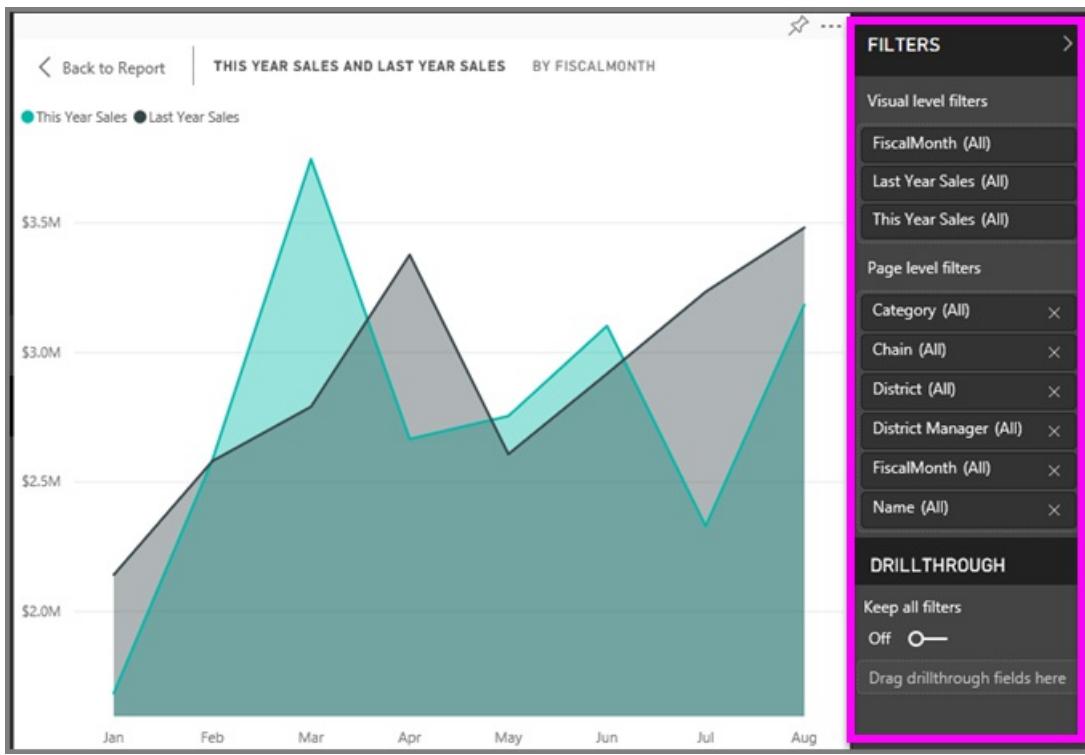
3. Hover over the area chart in the bottom left corner and select the **focus mode** icon 



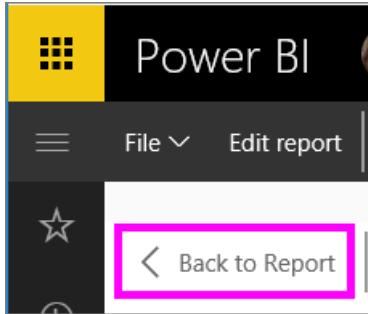
4. The visualization opens and fills the entire canvas.



5. Optionally, expand the Filters pane to interact with the filters applied to this visual. Dig into the data looking for new insights and answers to questions. As a *consumer*, you can't add new filters, change the fields being used in the visualizations, or create new visualizations. However, any modifications you make to the existing filters are saved when you exit Power BI. If you don't want Power BI to remember your modifications, select **Reset to default**. 



- Leave focus mode and return to the report by selecting **Back to report** (in the upper left corner of the visual).



Considerations and troubleshooting

- When using focus mode with a visualization in a report, you'll be able to view and interact with all filters: Visual level, Page level, Drillthrough, and Report level.
- When using focus mode with a visualization on a dashboard, you'll be able to view and interact with only the Visual level filter.

Next steps

[View settings for reports](#)

Favorite dashboards, reports, and apps in Power BI service

5/29/2019 • 2 minutes to read • [Edit Online](#)

When you make content a *favorite*, you'll be able to access it quickly from the **Favorites** content list and from **Power BI Home > Favorites and frequent**s. Favorites are typically content that you visit most often and are identified with a yellow star.

A screenshot of the Power BI service interface. On the left is a navigation sidebar with links for Home, Favorites (which is highlighted with a yellow star), Recent, Apps, and Shared with me. The main area shows a table titled "Showing 2 items Name (A-Z)" with two rows. The first row contains a thumbnail of a dashboard, a yellow star icon, the name "Marketing and sales", the owner "Sales and Marketing sample 3", and an "Edit" button. The second row contains a thumbnail of a report, a yellow star icon, the name "Sales and Marketing Sample PBIX", the owner "Sales and Marketing sample 3", and an "Edit" button.

A screenshot of the Power BI service interface. On the left is a navigation sidebar with links for Home (highlighted with a yellow star), Favorites, Recent, Apps, and Shared with me. The main area is titled "Favorites + frequent". It shows a grid of tiles. The first two tiles are highlighted with a yellow star and a red box: "Marketing and sales" (Dashboard) and "Sales and Marketing Sample PBIX" (Report). Other tiles include "Sales and Marketing sample" (App) and another "Sales and Marketing sample" (App) tile without a star. Below the grid are sections for "Recents" and "My apps", each with a "See all" link.

You can also select a single dashboard as a [featured dashboard](#) in the Power BI service.

Add a dashboard or report as a *favorite*

1. Open a dashboard or report that you use often. Even content that has been shared with you can be a *favorite*.
2. From the upper ribbon of the Power BI service, select **Favorite** or the star icon.



You can also favorite a dashboard or report from anywhere you see the star icon, such as Home, Recent, Apps, and Shared with me.

Search content...

	NAME	ACTIONS	LAST ACCE
star icon	Sales and Marketing Samp...	Export Share More	3 minutes ago
star icon	Marketing and sales	Export Share More	an hour ago
star icon	Sales and Marketing samp...		23 days ago
star icon	Sales and Marketing samp...		24 days ago

Add an app as a *favorite*

- From the navigation pane, select **Apps**.

Power BI Apps

Search content...

IT Spend Analysis app JAN 10, 2018	Opportunity Analysis app MAY 3, 2017
---------------------------------------	---

- Hover over an app to display more detail. Select the star icon to set as a favorite.

IT Spend Analysis app
JAN 10, 2018
MAGGIE SPARKMAN

Working with *favorites*

- To access your favorites, select the flyout arrow to the right of **Favorites**. From here you can select a favorite to open it. Only five favorites are listed (alphabetically). If you have more than five, select **See all** to open the favorites content list (see #2, below).

Home

Favorites

Recent >

Apps

Shared with me

Marketing and sales

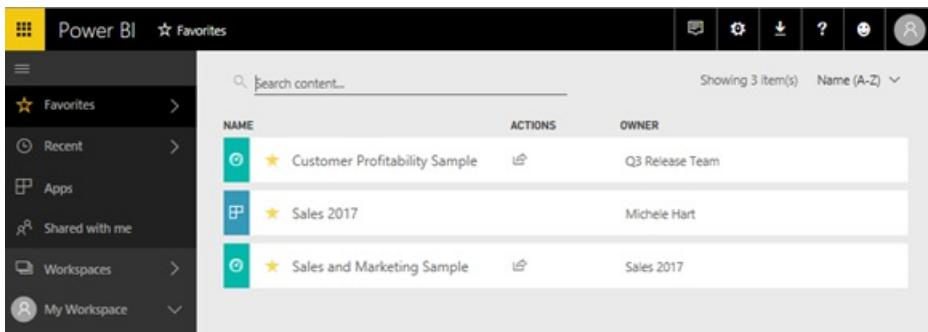
Sales and Marketing sample

Sales and Marketing Sample ..

See all

- To see **all** the content that you have added as favorites, in the navigation pane, select **Favorites** or the

Favorites  icon.



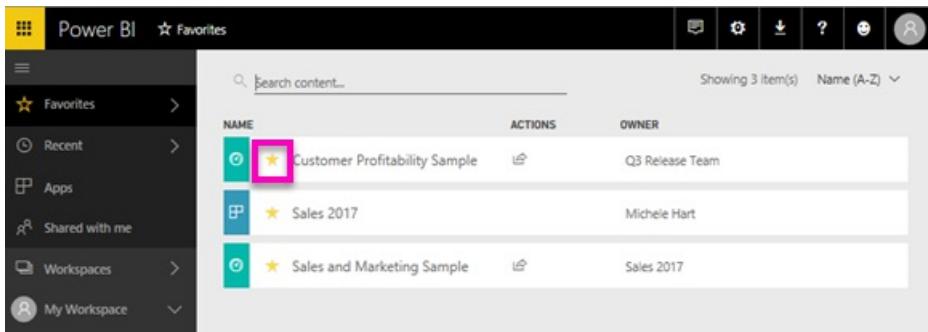
NAME	ACTIONS	OWNER
Customer Profitability Sample		Q3 Release Team
Sales 2017		Michele Hart
Sales and Marketing Sample		Sales 2017

From here you can take action: open, identify owners, and even share with your colleagues.

Unfavorite content

No longer use a report as often as you used to? You can unfavorite it. When you unfavorite content, it is removed from your Favorites list but not from Power BI.

1. In the left navigation pane, select **Favorites** to open the **Favorites** screen.



NAME	ACTIONS	OWNER
Customer Profitability Sample		Q3 Release Team
Sales 2017		Michele Hart
Sales and Marketing Sample		Sales 2017

2. Select the yellow star next to the content to unfavorite.

NOTE

You can also unfavorite a dashboard, report, or app itself. Just open and de-select the yellow icon.

Limitations and considerations

At the current time, you can favorite an app and this automatically favorites all the reports and dashboards for that app. It is not possible to favorite individual app reports or dashboards.

Next steps

[Power BI - Basic Concepts](#)

More questions? [Try the Power BI Community](#)

Printing from the Power BI service

5/14/2019 • 2 minutes to read • [Edit Online](#)

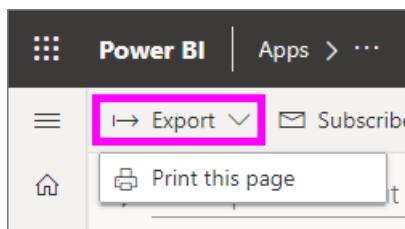
Print an entire dashboard, a dashboard tile, a report page, or a report visual from the Power BI service. Reports can only be printed one page at a time -- you can't print the entire report at once.

NOTE

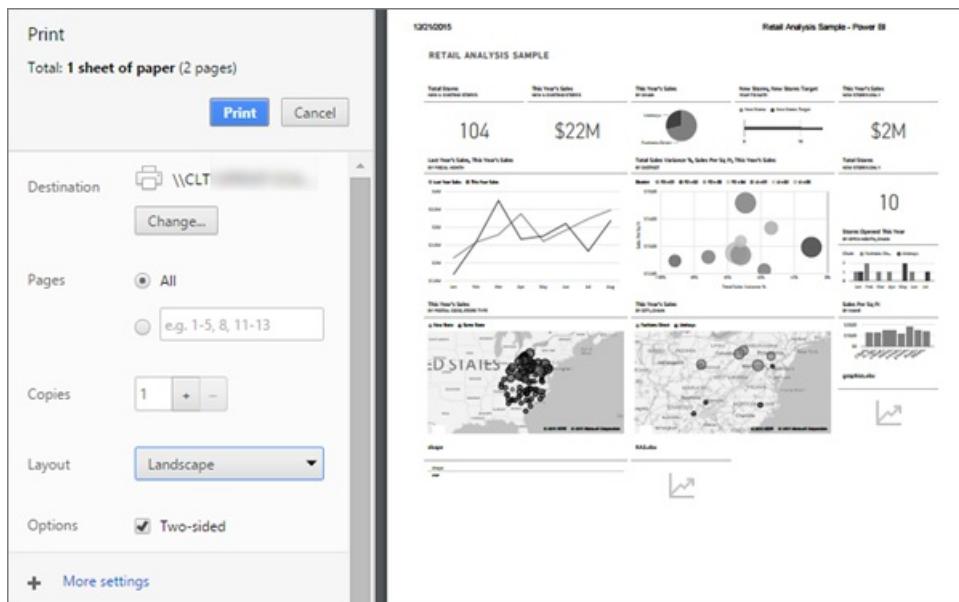
The print dialog you see will depend on which browser you are using.

Print a dashboard

1. Open the dashboard that you'd like to print.
2. In the upper left corner, select Export and choose **Print this page**.

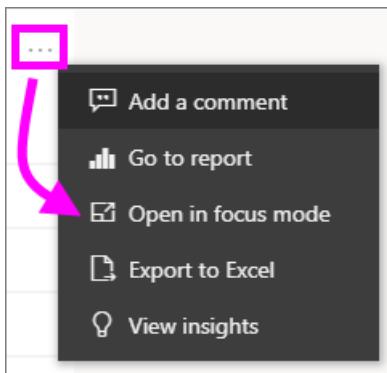


3. The Print window for your browser opens. Choose the settings and print destination, and select **Print**.



Print a dashboard tile

1. Open the dashboard in **full screen mode** by selecting the full screen icon from the upper menu bar.
2. **Open the tile in Focus mode** by hovering to reveal the ellipses (...) and choosing **Open in focus mode** or the focus icon .



3. Hover over the tile to reveal the Options menu.

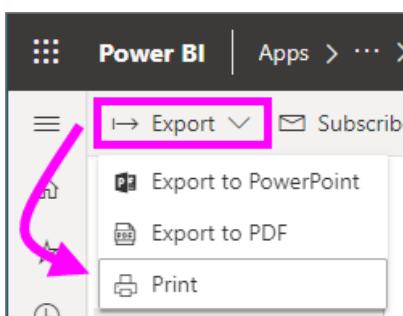


4. Select the Print icon .

Print a report page

Reports can be printed one page at a time.

1. Open the report and select **Export > Print** to print the current report page.

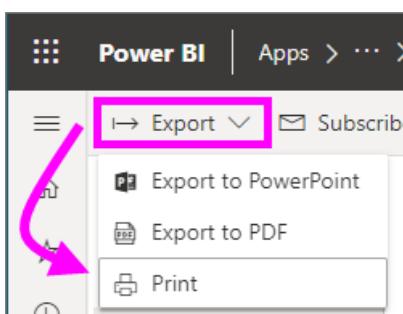


2. The Print window for your browser opens.

Print a report visual

1. [Open the visual in Focus mode](#) by hovering over the tile and selecting the Focus icon from the top-right corner.

2. From the upper left corner, select **Export > Print** to print the visual.



Considerations and troubleshooting

- Q: I cannot print all the report pages at once.
- A: That is correct. Report pages can only be printed one page at a time.
- Q: I cannot print to PDF.

- A: You will only see this option if you've already configured the PDF driver in your browser.
- Q: What I see when I select **Print** doesn't match what you're showing me here.
- A: The Print screens vary by browser and software version.
- Q: My printout isn't scaled correctly. My dashboard doesn't fit on the page. Other scaling and orientation questions.
- A: We cannot guarantee that the printed copy will be exactly the same as it appears in the Power BI service. Things like scaling, margins, visual details, orientation, and size are not controlled by Power BI. For help with issues like this, refer to the documentation for your specific browser.

Next steps

[Share dashboards and reports with colleagues and others](#)

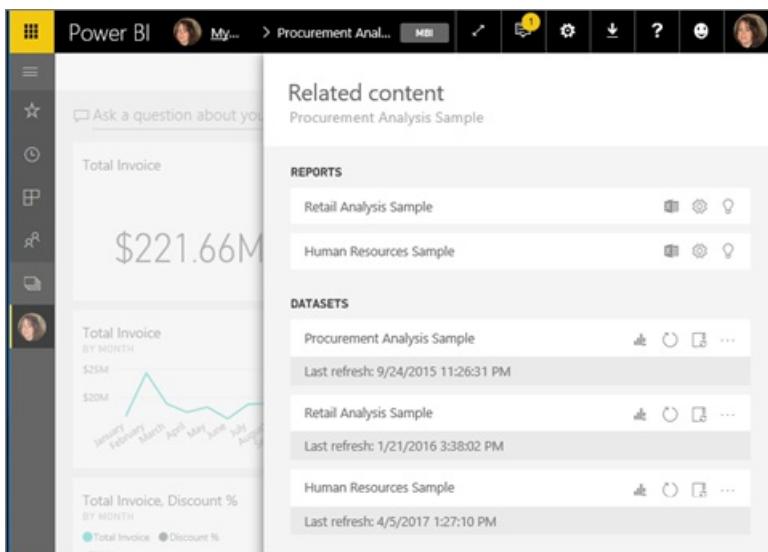
More questions? [Try the Power BI Community](#)

View related content in Power BI service

2/21/2019 • 3 minutes to read • [Edit Online](#)

The **Related content** pane shows you how your Power BI service content -- dashboards, reports, and datasets -- are interconnected. The Related content pane is also a launching pad for taking action. From here you can refresh, rename, generate insights, and so much more. Select a related report or dashboard, and it opens in your Power BI workspace.

In Power BI, reports are built on datasets, report visuals are pinned to dashboards, and dashboard visuals link back to reports. But how do you know which dashboards are hosting visuals from your Marketing report? And how do you locate those dashboards? Is your Procurement dashboard using visuals from more than one dataset? If so, what are they named and how can you open and edit them? Is your HR dataset being used in any reports or dashboards at all? Or, can it be moved without causing any broken links? Questions like these can all be answered on the **Related content** pane. Not only does the pane display the related content, it also allows you to take action on the content and easily navigate between the related content.



NOTE

The related content feature does not work for streaming datasets.

View related content for a dashboard

Watch Will view related content for a dashboard. Then follow the step-by-step instructions below the video to try it out yourself with the Procurement Analysis sample dataset.

<https://www.youtube.com/embed/B2vd4MQrz4M#t=3m05s>

You'll need at least view permissions to a dashboard to open the **Related content** pane. In this example, we're using the [Procurement Analysis sample](#).

Method 1

In a workspace, select the **Dashboards** tab and then select the **View related** icon

NAME	ACTIONS	OWNER
Procurement Analysis Sample		Michele H.

Method 2

With a dashboard open, select from the top menubar.

The **Related content** pane opens. It shows all the reports that have visualizations pinned to the dashboard and their associated datasets. For this dashboard, there are visualizations pinned from three different reports and those reports are based on three different datasets.

The screenshot shows a Power BI dashboard titled "Procurement Anal...". On the left, there are two pinned visualizations: "Total Invoice" showing a value of \$221.66M and "Total Invoice, Discount % BY MONTH" showing a line chart. The right side of the screen displays the "Related content" pane for the "Procurement Analysis Sample" dashboard. The pane is divided into two sections: "REPORTS" and "DATASETS". Under "REPORTS", it lists "Retail Analysis Sample" and "Human Resources Sample". Under "DATASETS", it lists "Procurement Analysis Sample" (last refresh: 9/24/2015 11:26:31 PM), "Retail Analysis Sample" (last refresh: 1/21/2016 3:38:02 PM), and "Human Resources Sample" (last refresh: 4/5/2017 1:27:10 PM). Each dataset item has icons for edit, refresh, view related, and settings.

From here, you can take direct action on the related content. For example, select a report name to open it. For a listed report, select an icon to [analyze in Excel](#), [rename](#), or [get insights](#). For a dataset, select an icon to [create a new report](#), [refresh](#), rename, [analyze in Excel](#), [get insights](#), or open the **Settings** window for the dataset.

View related content for a report

You'll need at least [view](#) permissions to a report to open the **Related content** pane. In this example, we're using the [Procurement Analysis sample](#).

Method 1

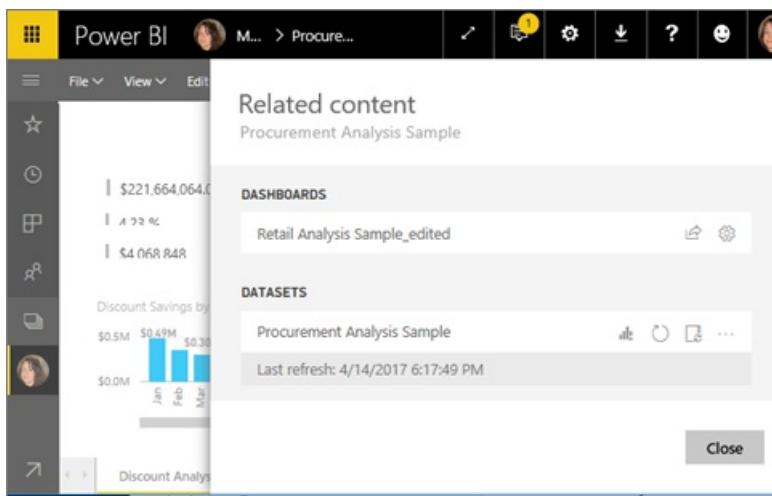
In a workspace, select the **Reports** tab and then select the **View related** icon .

NAME	ACTIONS	OWNER
Procurement Analysis Sample		Michele H.

Method 2

Open the report in [Reading view](#) and select from the top menubar.

The **Related content** pane opens. It shows the associated dataset and all dashboards that have at least one tile pinned from the report. For this report, there are visualizations pinned to 2 different dashboards.



From here, you can take direct action on the related content. For example, select a dashboard name to open it. For any dashboard in the list, select an icon to [share the dashboard with others](#) or to open the **Settings** window for the dashboard. For the dataset, select an icon to [create a new report](#), [refresh](#), rename, [analyze in Excel](#), [get insights](#), or open the **Settings** window for the dataset.

View related content for a dataset

You'll need at least [view](#) permissions to a dataset to open the **Related content** pane. In this example, we're using the [Procurement Analysis sample](#).

In a workspace, select the **Datasets** tab and locate the **View related** icon

NAME	ACTIONS	LAST REFR
Procurement Analysis Sample		9/24/2017

Select the icon to open the **Related content** pane.

From here, you can take direct action on the related content. For example, select a dashboard or report name to open it. For any dashboard in the list, select an icon to [share the dashboard with others](#) or to open the **Settings** window for the dashboard. For a report, select an icon to [analyze in Excel](#), [rename](#), or [get insights](#).

Limitations and troubleshooting

- If you don't see "View related", look for the icon instead  . Select the icon to open the **Related content** pane.
- To open Related content for a report, you need to be in [Reading view](#).
- The Related content feature doesn't work for streaming datasets.

Next steps

- [Get started with Power BI service](#)
- More questions? [Try the Power BI Community](#)

Recent content in Power BI service

2/21/2019 • 2 minutes to read • [Edit Online](#)

Recent content is the last items you visited in Power BI service, up to a maximum of 20 items. These include: dashboards, reports, apps, and workbooks across all of your workspaces.

The screenshot shows the Power BI service interface with the 'Recent' content list. The left navigation bar includes 'Favorites', 'Recent' (which is selected and highlighted in yellow), 'Apps', 'Shared with me', 'Workspaces', 'My Workspace', and 'Get Data'. The main area displays a table of recent items with columns for 'NAME', 'ACTIONS', 'LAST ACCESS', and 'LOCATION'. The items listed are 'Sales 2017', 'Procurement Analysis Sample', 'Q3 Release Team', and 'Opportunity Analysis Sample'. A search bar at the top says 'Search content...' and a filter 'Showing 4 item(s) Most Recent' is present.

Watch Amanda demonstrate how the Power BI service **Recent** content lists are populated, then follow the step-by-step instructions below the video to try it out yourself.

<https://www.youtube.com/embed/G26dr2PsEpk>

Display recent content

To see your five most-recently visited items, from the left navigation, select the arrow to the right of **Recent**. From here you can select recent content to open it. Only the five most-recent items are listed.

The screenshot shows the Power BI service interface with the 'Recent' content list. The left navigation bar includes 'Favorites', 'Recent' (which is selected and highlighted in yellow), 'Apps', 'Shared with me', 'Workspaces', and 'Power BI content'. A pink box highlights the 'Recent' icon in the navigation bar. A pink arrow points to the expand arrow next to 'Recent' in the navigation bar. A pink box highlights the expanded 'Recent' menu, which lists 'Power BI content', 'Retail Analysis Sample', 'Human Resources Sample', 'ufo', and 'All Power BI Scenarios'. A link 'See all' is also visible.

If you have more than five recently-visited items, select **See all** to open the Recent screen (see below). You can also select **Recent**, or the Recent icon, from the left nav.

The screenshot shows the Power BI service interface with the 'Recent' content list. The left navigation bar includes 'Favorites', 'Recent' (which is selected and highlighted in yellow), 'Apps', 'Shared with me', 'Workspaces', and 'Power BI content'. A pink box highlights the 'Recent' icon in the navigation bar. The main area displays a table of recent items with columns for 'NAME', 'ACTIONS', 'LAST ACCESS', and 'LOCATION'. The items listed are 'Customer Profitability Sample', 'Human Resources Sample', 'Power BI content', and 'Retail Analysis Sample'. A search bar at the top says 'Search content...' and a filter 'Showing 20 item(s) Most recent' is present.

From here you can interact with the content as you would on the individual **Dashboards**, **Reports**, and **Workbooks** tabs, and on the apps screen.

Next steps

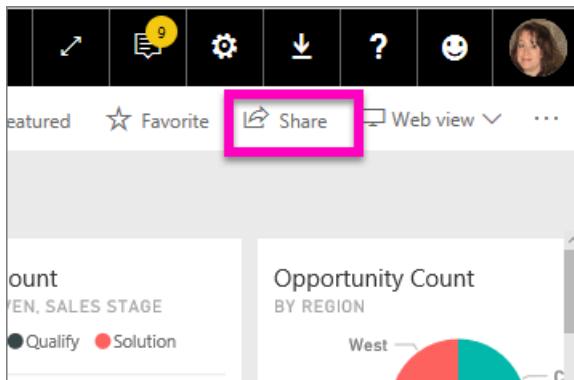
More questions? Try the [Power BI Community](#)

Display the dashboards and reports that have been shared with me

4/22/2019 • 2 minutes to read • [Edit Online](#)

Shared with me

When a colleague shares content with you, using the **Share** button, it appears in your **Shared with me** container. The dashboard or report is only available from **Shared with me** and not available from **Apps**.



Watch Amanda explain the **Shared with me** content list and demonstrate how to navigate and filter the list. Then follow the step-by-step instructions below the video to try it out yourself. For you to view dashboards shared with you, you need to have a Power BI Pro license. Read [What is Power BI Premium?](#) for details.

<https://www.youtube.com/embed/G26dr2PsEpk>

You'll have options for interacting with the dashboards and reports, depending on the permissions the designer gives you. These include being able to make copies of the dashboard, open the report in [Reading view](#), and re-share with other colleagues.

A screenshot of the Power BI application interface showing the "Shared with me" content list. The left sidebar has navigation links: Home (preview), Favorites, Recent, Apps, and Shared with me (which is selected and highlighted). The main area shows a table of shared items with columns: OWNER, NAME, ACTIONS, SHARED DATE, OWNER, and CLASSIFICATION. There are three items listed: "Customer Profitability Sa..." by "All shared" (shared 10 days ago by Michel AbdElmalik), "Financial" by "Michel AbdElmalik" (shared 10 days ago by Michel AbdElmalik), and "Northwind" by "Michel AbdElmalik" (shared 10 days ago by Michel AbdElmalik). Each item has a small preview icon and a "P" icon indicating it's a premium item.

Actions available from the **Shared with me** container

- Select the star icon to [Favorite a dashboard or report](#).
- Remove a dashboard or report
- Some dashboards and reports can be re-shared
- Additionally, if your lists get long, [use the search field and sorting to find what you need](#).

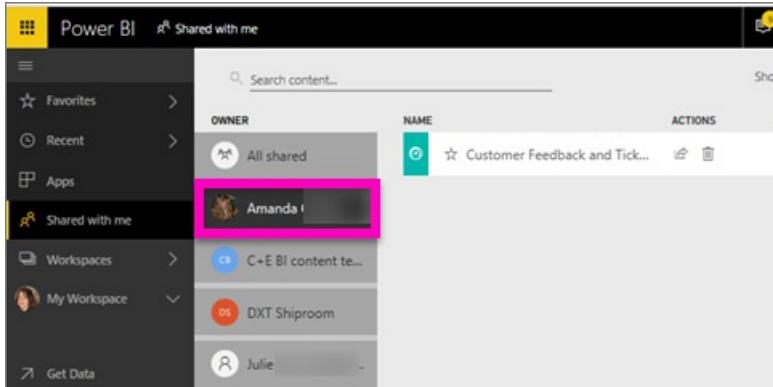
NOTE

For information about EGRC classifications, select the classification button or [visit Dashboard data classification](#).

- Select the name of a dashboard to open it and explore. Once you've opened the shared dashboard you can use Q&A to ask questions about the underlying data or select a tile to open and interact with the report in Reading view.

Filter shared dashboards by owner

The content in the **Shared with me** screen can be further filtered by content owner. For example, if I select **Amanda**, I see only the dashboard that Amanda has shared with me.



The screenshot shows the Power BI desktop application's main interface. On the left, there's a sidebar with navigation options like Favorites, Recent, Apps, Workspaces, My Workspace, and Get Data. The 'Shared with me' option is selected. The main area is titled 'Shared with me' and contains a search bar. Below the search bar is a table with columns: OWNER, NAME, and ACTIONS. The 'OWNER' column shows 'All shared' and 'Amanda'. The 'NAME' column lists 'Customer Feedback and Tick...' (owned by Amanda), 'C+E BI content te...', and 'DXT Shiproom' (owned by others). The 'ACTIONS' column includes icons for each row. A pink box highlights the row for 'Amanda'.

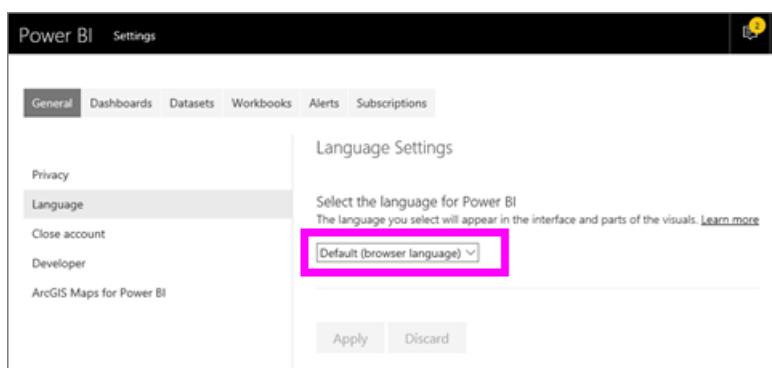
OWNER	NAME	ACTIONS
All shared	Customer Feedback and Tick...	[Actions]
Amanda	C+E BI content te...	[Actions]
	DXT Shiproom	[Actions]
	Julie	-

Subscribe to a report or dashboard in the Power BI service

6/26/2019 • 5 minutes to read • [Edit Online](#)

It's never been easier to stay up-to-date on your most important dashboards and reports. Subscribe to report pages, and dashboards that matter most to you, and Power BI will email a snapshot to your inbox. You tell Power BI how often you want to receive the emails: daily, weekly, or when the data refresh. You can even set a specific time for Power BI to send the emails or have it run now.

The email and snapshot will use the language set in Power BI settings (see [Supported languages and countries/regions for Power BI](#)). If no language is defined, Power BI uses the language according to the locale setting in your current browser. To see or set your language preference, select the cog icon  > **Settings** > **General** > **Language**.



When you receive the email it includes a link to "go to report or dashboard". On mobile devices with Power BI apps installed, selecting this link launches the app (as opposed to the default action of opening the report or dashboard on the Power BI website).

Requirements

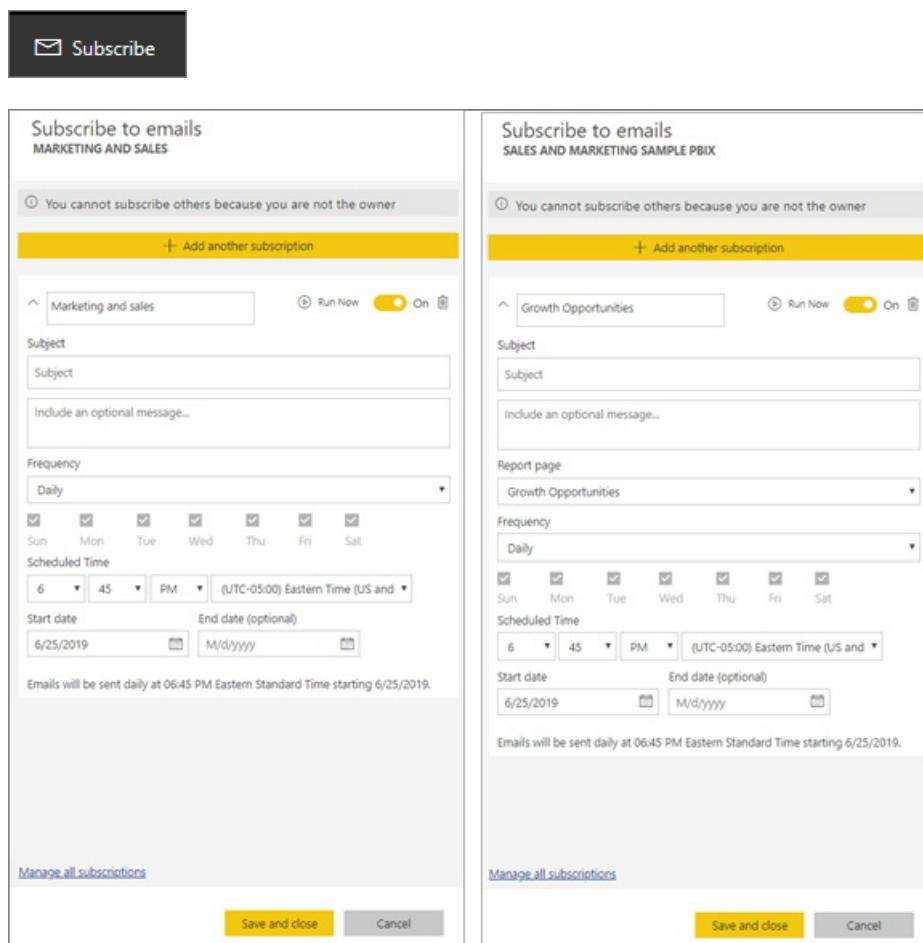
Creating a subscription for yourself requires a Power BI Pro license. Users viewing content in a Premium workspace or app may also subscribe to content located there, even without a Power BI Pro license. **Subscribing others** is only available to the dashboard owner.

Subscribe to a dashboard or a report page

Whether you're subscribing to a dashboard or report, the process is similar. The same button allows you to subscribe to Power BI service dashboards and reports.



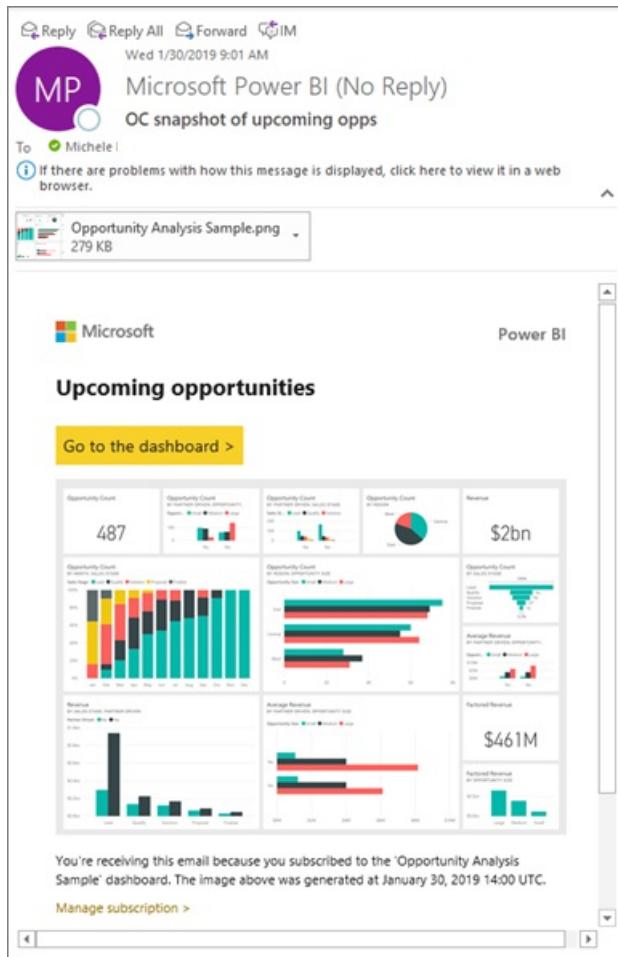
1. Open the dashboard or report.
2. From the top menu bar, select **Subscribe** or select the envelope icon .



The screenshot shows two identical subscription dialogs side-by-side. Both dialogs have a header 'Subscribe to emails' and a note 'You cannot subscribe others because you are not the owner'. They both feature a yellow 'Add another subscription' button. The left dialog is for a 'MARKETING AND SALES' dashboard, while the right one is for a 'SALES AND MARKETING SAMPLE PBIX' report page. Both dialogs include fields for 'Subject', 'Frequency' (set to 'Daily'), 'Scheduled Time' (set to 6:45 PM), and 'Start date' (set to 6/25/2019). At the bottom, there's a yellow 'Save and close' button and a grey 'Cancel' button.

The screen on the left appears when you're on a dashboard and select **Subscribe**. The screen on the right appears when you're on a report page and select **Subscribe**. To subscribe to more than one page in a report, select **Add another subscription** and select a different page.

3. Use the yellow slider to turn the subscription on and off. Setting the slider to Off doesn't delete the subscription. To delete the subscription, select the trashcan icon.
4. Optionally, add a subject and email message details.
5. Select a **Frequency** for your subscription. You may choose Daily, Weekly, or After data refresh (Daily). To receive the subscription email only on certain days, select **Weekly** and choose which days you'd like to receive it. For example, if you'd like to receive the subscription email only on workdays, select **Weekly** for your frequency and un-check the boxes for Sat and Sun.
6. Schedule the time the email is sent by selecting Daily or Weekly for your frequency, and entering a **Scheduled Time** for the subscription. This time is when the subscription job starts. It may take up a few minutes before the e-mail is delivered to your inbox in certain scenarios.
7. Schedule the start and end date by entering dates in the date fields. By default, the start time for your subscription will be the date you create it and the end date will be one year later. When a subscription reaches an end date, it stops until you re-enable it. You will receive notification(s) before the scheduled end date to ask if you'd like to extend it.
8. To review your subscription and test it out, select **Run now**. This sends the email to you right away.
9. If everything looks good, select **Save and close** to save the subscription. You will receive an email and snapshot of the dashboard or report on the schedule you set. All subscriptions that have the frequency set to **After data refresh** will only send an email after the first scheduled refresh on that day.



Refreshing the report page does not refresh the dataset. Only the dataset owner can manually refresh a dataset. To look up the owner name of the underlying dataset(s), select **View related** from the top menubar or look up the original subscription email.

The screenshot shows the "Related content" pane from Power BI. It lists "REPORTS" and "DATASETS". The "DATASETS" section is highlighted with a pink border. It contains three entries: "Opportunity Analysis Sample" (last refreshed 5/22/2016 4:36:26 AM), "Contoso Sales" (last refreshed 11/2/2016 1:49:53 PM), and "geodata" (last refreshed 1/17/2017 9:46:38 PM). Each entry has a "refresh" icon and a "..." menu icon. A "Close" button is at the bottom right.

Manage your subscriptions

Only you can manage the subscriptions you create. Select **Subscribe** again and choose **Manage all subscriptions** from the bottom left corner (see screenshots above).

General Dashboards Datasets Workbooks Alerts Subscriptions

My Workspace

CONTENT NAME	ACTIONS	OVERVIEW
Customer Profitability Sample		1 subscription
Customer Profitability Sample		1 subscription
Figs		2 subscriptions
Financial		1 subscription
Opportunity Analysis Sample		1 subscription
Opportunity Analysis Sample		2 subscriptions
arcgis		1 subscription

A subscription will end if the Pro license expires, the dashboard or report is deleted by the owner, or the user account used to create the subscription is deleted.

Considerations and troubleshooting

- Dashboards with more than 25 pinned tiles, or four pinned live report pages, may not render fully in subscription e-mails sent to users. We suggest that you contact the dashboard designer and ask them to reduce pinned tiles to less than 25 and pinned live reports to less than four to ensure that the email renders correctly.
- For dashboard email subscriptions, if any tiles have row level security (RLS) applied, those tiles will not display. For report email subscriptions, if the dataset uses RLS, you will not be able to create a subscription.
- Report page subscriptions are tied to the name of the report page. If you subscribe to a report page, and it gets renamed, you will have to re-create your subscription.
- If you aren't able to use the subscription feature, contact your system administrator. Your organization may have disabled this feature for authentication or other reasons.
- Email subscriptions do not support most [custom visuals](#). The exception is those custom visuals that have been [certified](#).
- Email subscriptions do not support R-powered custom visuals at this time.
- For dashboard subscriptions specifically, certain types of tiles are not yet supported. These include: streaming tiles, video tiles, custom web content tiles.
- Subscriptions may fail on dashboards or reports with extremely large images due to email size limits.
- Power BI automatically pauses refresh on datasets associated with dashboards and reports that haven't been visited in more than two months. However, if you add a subscription to a dashboard or report, it won't pause even if it goes unvisited.
- On rare occasions, e-mail subscriptions may take longer than fifteen minutes to be delivered to their recipients. If this happens, we recommend running your data refresh and e-mail subscription at different times to ensure timely delivery. If the issue persists, contact Power BI support.

Next steps

[Search for and sort content](#)

Navigation: searching, finding, and sorting content in Power BI service

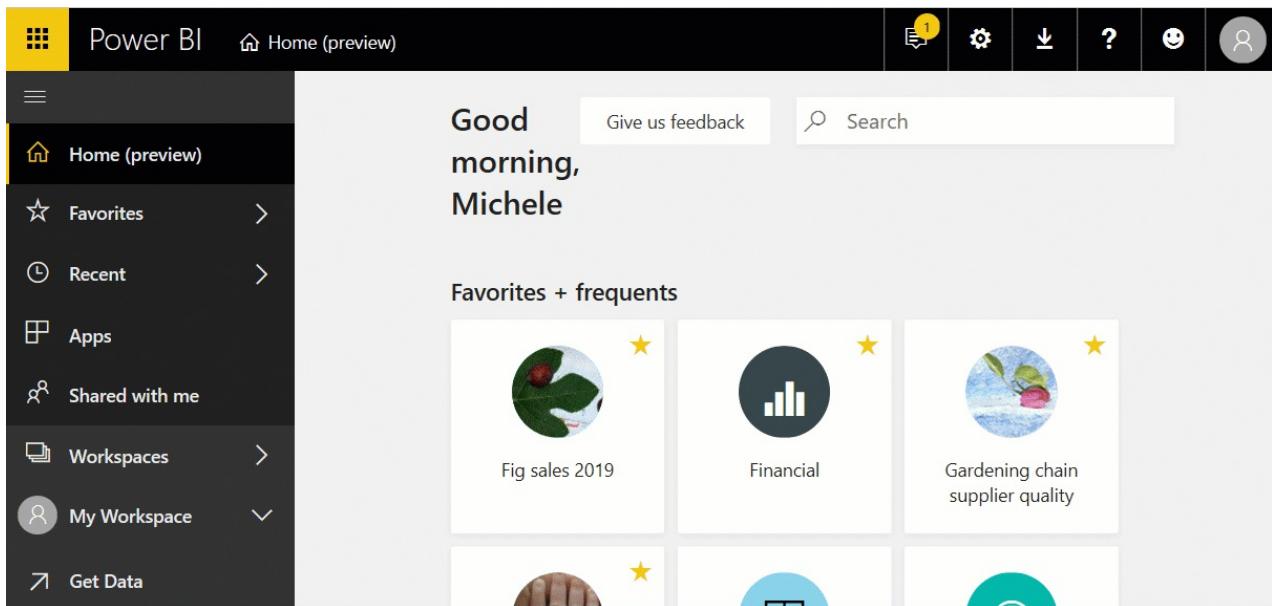
2/21/2019 • 2 minutes to read • [Edit Online](#)

There are many ways to navigate your content in Power BI service. The content is organized within your workspace by type: dashboards, reports, workbooks, and datasets. And the content is also organized by usage: favorites, recent, apps, shared with me, and featured. For one stop navigation, the Home page organizes content all on one page. These different pathways into your content allow you to quickly find what you need in Power BI service.

Navigation within workspaces

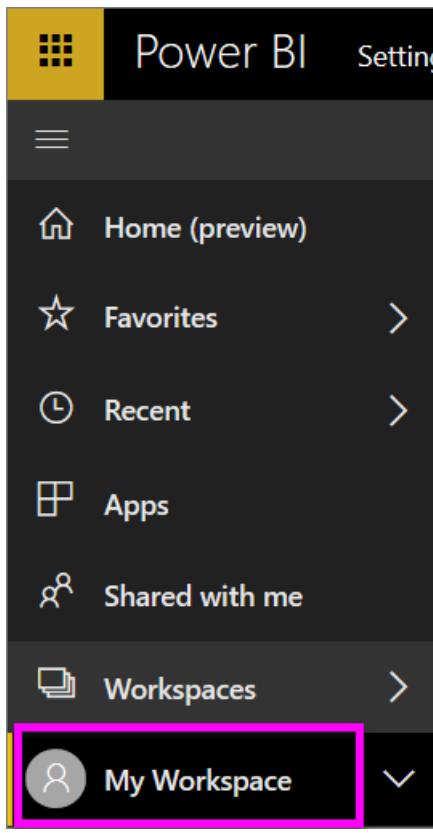
Power BI *consumers* typically have only one workspace: **My workspace**. **My workspace** will only have content if you've downloaded Microsoft samples or created or downloaded your own content.

Within **My workspace**, Power BI service separates your content by type: dashboards, reports, workbooks, and datasets. You'll see this organization when you select a workspace. In this example, **My workspace** contains one dashboard, two reports, no workbook, and two datasets.



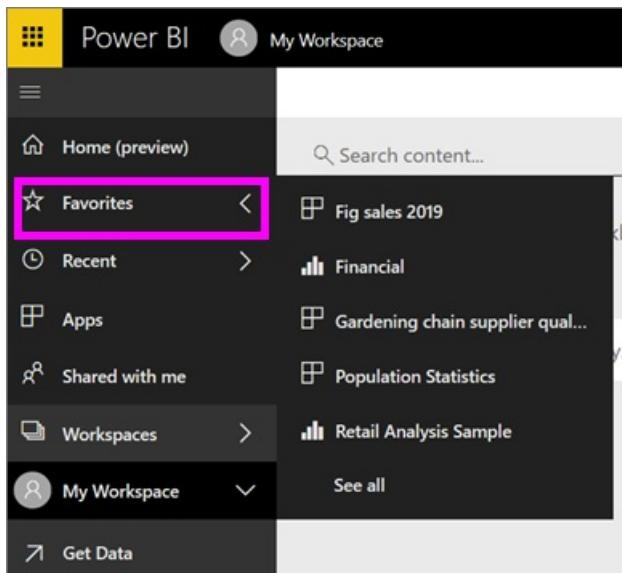
Navigation using the left navbar

The left nav bar classifies your content in ways that make it even easier to find what you need, quickly.



- Content that is shared with you is available in **Shared with me**.
- Your last-viewed content is available in **Recent**.
- Your apps can be found by selecting **Apps**.
- **Home** is a single page view of your most important content and suggested content and learning sources.

Additionally, you can tag content as **favorite** and **featured**. Pick the one dashboard that you expect to view most often, and set it as your *featured* dashboard. Each time you open Power BI service, your featured dashboard will display first. Do you have a number of dashboards and apps that you visit often? By setting them as favorites, they'll always be available from your left navbar.



Considerations and troubleshooting

- For datasets, **Sort by** isn't available by owner.

Next steps

Power BI - Basic Concepts

More questions? Try the Power BI Community

View data insights on dashboard tiles with Power BI

2/21/2019 • 2 minutes to read • [Edit Online](#)

Each visualization tile on your dashboard is a doorway into data exploration. When you select a tile, it opens a report where you can filter and sort and dig into the dataset behind the report. And when you run insights, Power BI does the data exploration for you.

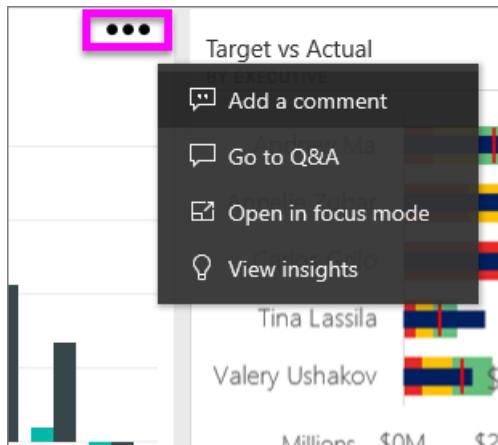
Run quick insights to generate interesting interactive visualizations based on your data. Quick insights can be run on a specific dashboard tile and you can even run insights on an insight!

The insights feature is built on a growing [set of advanced analytical algorithms](#) developed in conjunction with Microsoft Research that we'll continue to use to allow more people to find insights in their data in new and intuitive ways.

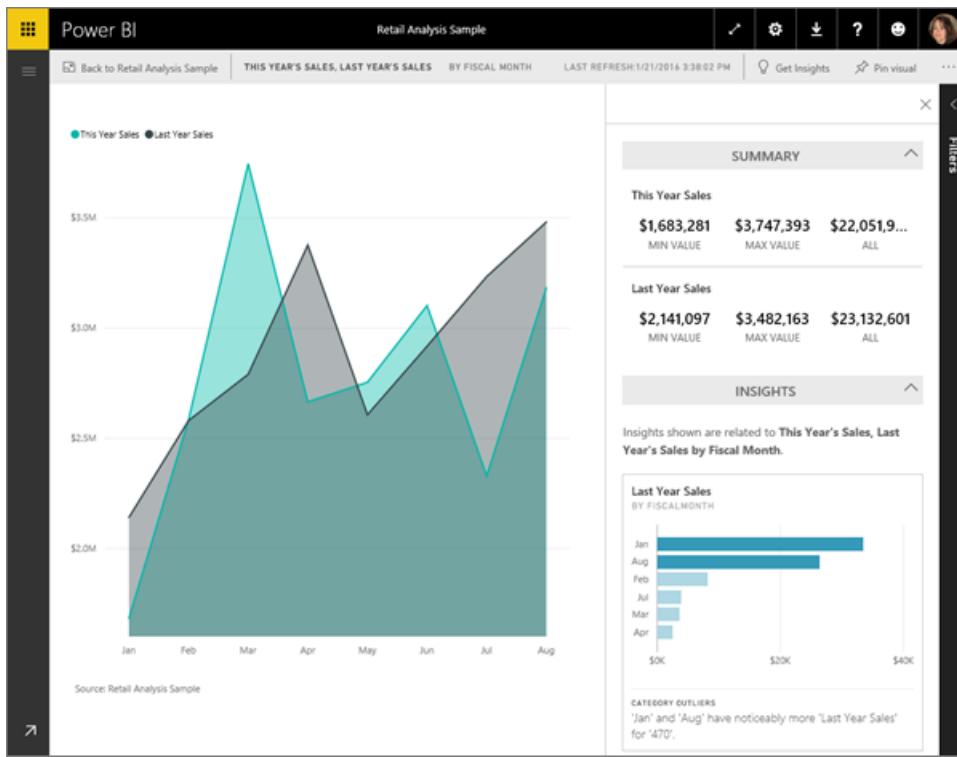
Run insights on a dashboard tile

When you run insights on a dashboard tile, Power BI searches just the data used to create that single dashboard tile.

1. [Open a dashboard](#).
2. Hover over a tile, select the ellipsis (...), and choose **View insights**.



3. The tile opens in [Focus mode](#) with the insights cards displayed along the right.

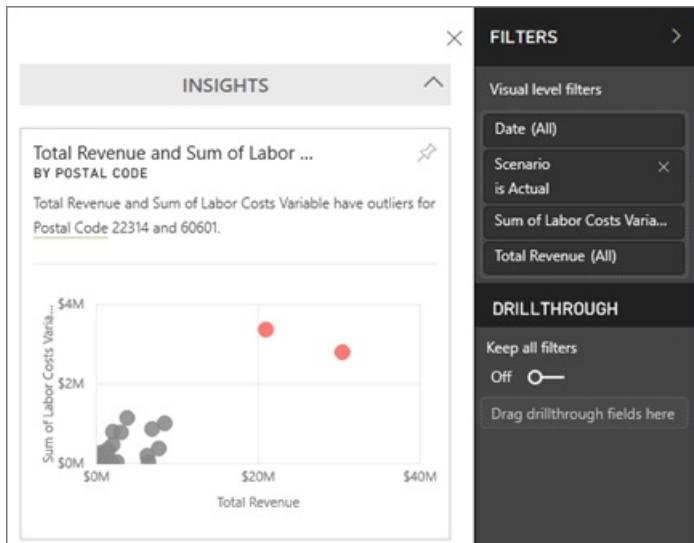


4. Does one insight pique your interest? Select that insight card to dig further. The selected insight appears on the left and new insight cards, based solely on the data in that single insight, display along the right.

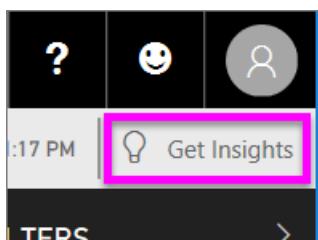
Interact with the insight cards

Once you have an insight open, continue exploring.

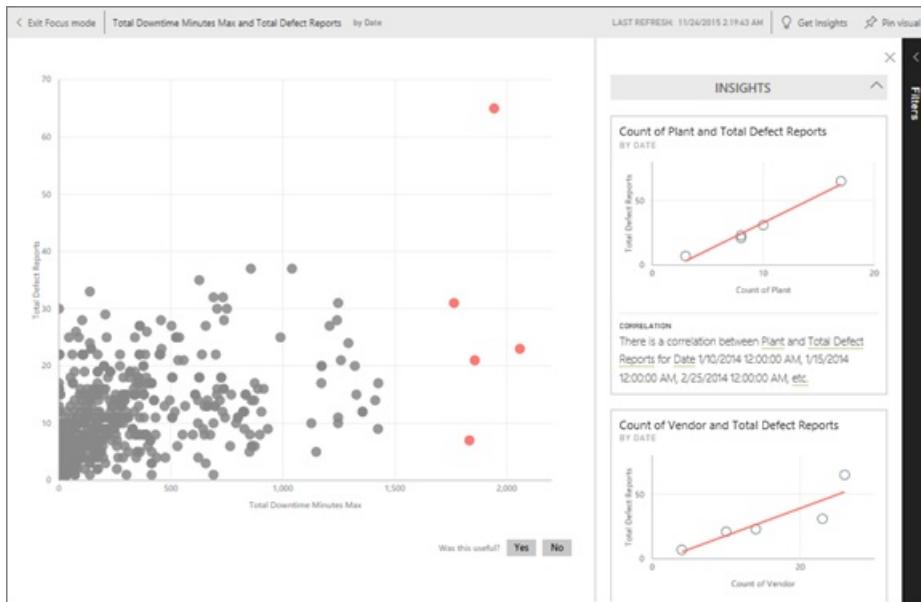
- Filter the visual on the canvas. To display the filters, in the upper right corner, select the arrow to expand the Filters pane.



- Run insights on the insight card itself. This is often referred to as **related insights**. In the upper-right corner, select the lightbulb icon or **Get insights**.



The insight displays on the left and new cards, based solely on the data in that single insight, display along the right.



To return to the original insights canvas, from the upper left corner, select **Exit Focus mode**.

Considerations and troubleshooting

- **View insights** does not work with DirectQuery - it only works with data uploaded to Power BI.
- **View insights** doesn't work with all dashboard tile types. For example, it is not available for custom visuals.

Next steps

Learn about the [types of Quick Insights available](#)

Opt in for Power BI service preview features

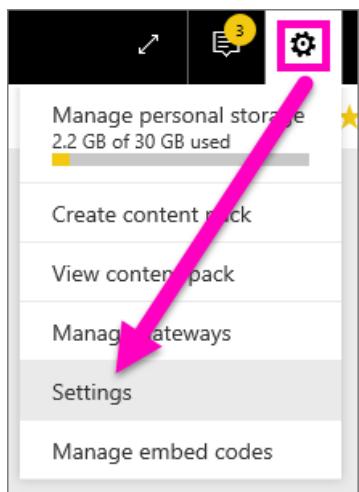
5/14/2019 • 2 minutes to read • [Edit Online](#)

What are *preview features*?

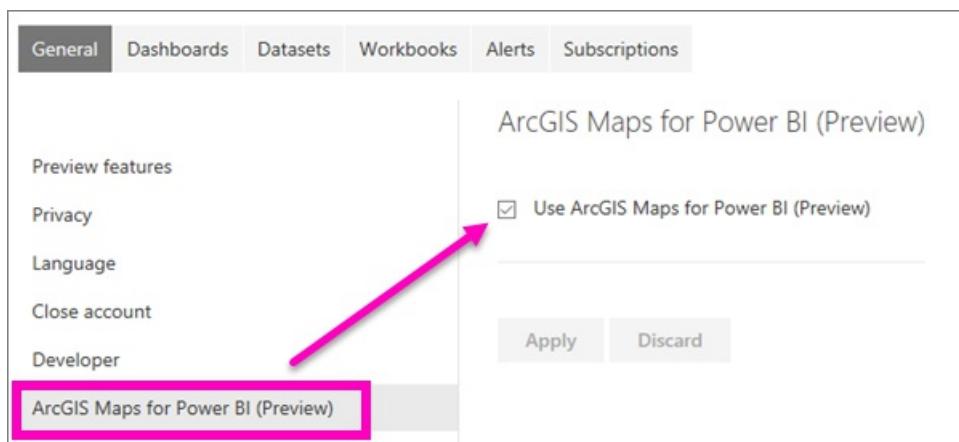
As we make improvements to the Power BI service, we'll release some new functionality as *preview features*. Preview features can be turned on and off, giving you the opportunity to try them out.

Find previews and turn them on (and off)

1. Open your Settings menu by selecting the gear icon in the upper-right corner of your Power BI screen and choosing **Settings**.



2. Select the **General** tab. If previews exist, you'll either see an option for **Preview features** or you'll see a preview feature listed on the left. In this example, there is a preview listed for ArcGIS Maps.



3. Select the **On** radio button, or mark the checkbox, to try out the new experience. Then select **Apply**.
4. To turn off preview features, follow steps 1-3 above, and in step 3, choose **Off**, or remove the checkmark, and select **Apply**.

Have questions or feedback? [Visit the Power BI community forum](#).

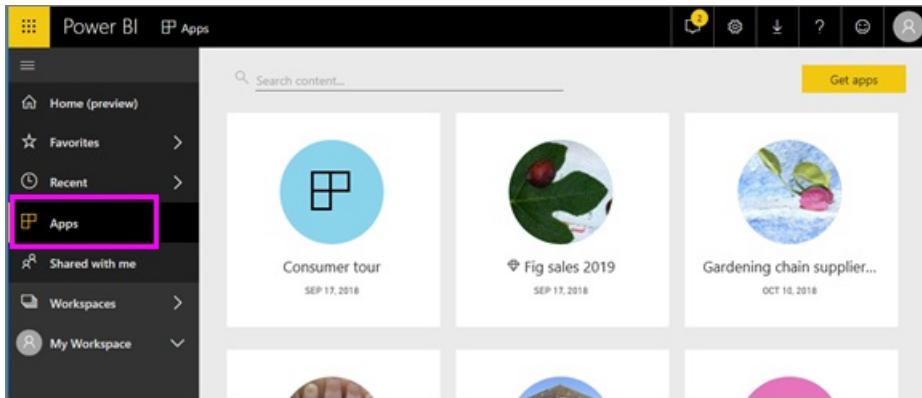
Apps in Power BI

5/14/2019 • 2 minutes to read • [Edit Online](#)

What is a Power BI app?

An *app* is a Power BI content type that combines related dashboards and reports, all in one place. An app can have one or more dashboards and one or more reports, all bundled together. Apps are created by Power BI *designers* who distribute and share the apps with *consumers* like you.

Your apps are organized in the **Apps** content list.



NOTE

The use of the apps feature require a Power BI Pro license.

App *designers* and app *consumers*

Depending on your role, you may be someone who creates apps (*designer*) for your own use or to share with colleagues. Or, you may be someone who receives and downloads apps (*consumer*) created by others. This article is for app *consumers*.

Advantages of apps

Apps are easy to find and install in the Power BI service (<https://powerbi.com>) and on your mobile device. After you install an app, you don't have to remember the names of a lot of different dashboards because they're all together in one app, in your browser or on your mobile device.

With apps, whenever the app author releases updates, you automatically see the changes. The author also controls how often the data is scheduled to refresh, so you don't need to worry about keeping it up to date.

Get a new app

You can get apps in a few different ways.

- The app author can install the app automatically in your Power BI account, and the next time you open Power BI, you'll see the new app in the **Apps** content list.
- The app author can email you a direct link to an app. Selecting the link opens the app in Power BI.
- You can search for apps in AppSource, where you see all the apps that you can access. AppSource contains apps published by report designers both inside and outside of your company. For example, you may find an

app on AppSource for a service that you already use, such as Google Analytics, GitHub, or Microsoft Dynamics.

- In Power BI on your mobile device, you can only install an app from a direct link, and not from AppSource. If the app author installs the app automatically, you'll see it in your list of apps.

Next step

- [Open and interact with an app](#)

Install and use apps with dashboards and reports in Power BI

2/21/2019 • 2 minutes to read • [Edit Online](#)

Now that you have a [basic understanding of apps](#), let's learn how to open and interact with apps.

Ways to get a new app

Remember, there are several ways to get a new app. A report designer colleague can install the app automatically in your Power BI account, or send you a direct link to an app. And, you can go to AppSource and search for apps available to you from both inside and outside your company.

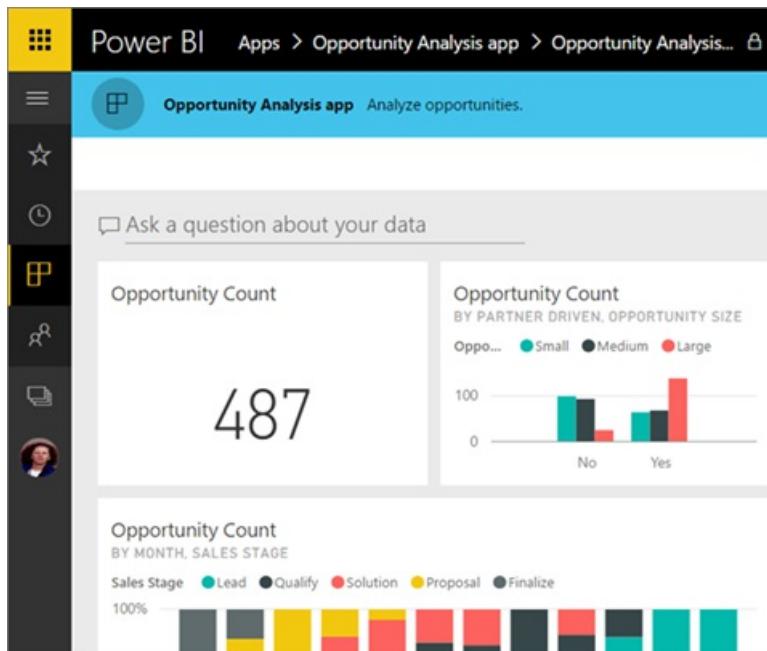
In Power BI on your mobile device, you can only install an app from a direct link, and not from AppSource. If the app author installs the app automatically, you'll see it in your list of apps.

Install an app from a direct link

The easiest way to install a new app yourself is to get a direct link, in email, from the app author.

On your computer

When you select the link in email, Power BI service (<https://powerbi.com>) opens in a browser. Confirm that you want to install the app, and Power BI opens to the app landing page.



On your iOS or Android mobile device

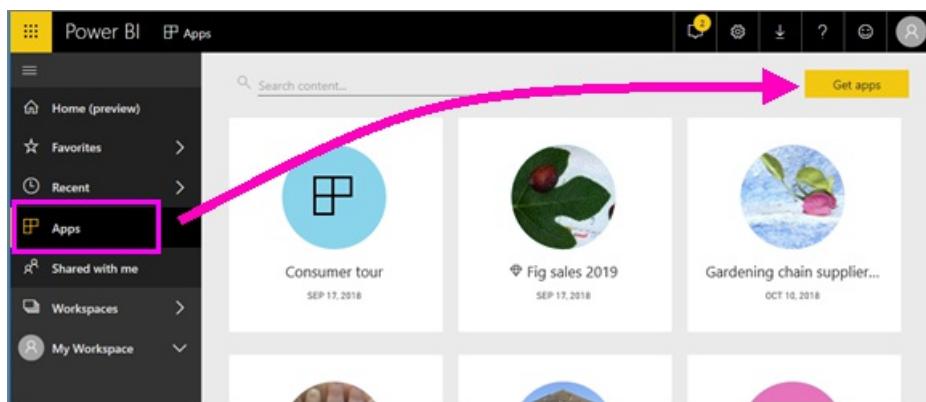
When you select the link in email on your mobile device, the app installs automatically and opens the app content list in the mobile app.

The screenshot shows the Power BI mobile application interface. At the top, there's a back arrow, a search icon, and the title "IT Spend Analysis...". Below the title, there are two tabs: "DASHBOARDS" and "REPORTS", with "DASHBOARDS" being the active tab. Under the "DASHBOARDS" tab, there's a card for "IT Spend Analysis Sample" with a circular icon containing a clock and the text "MBI".

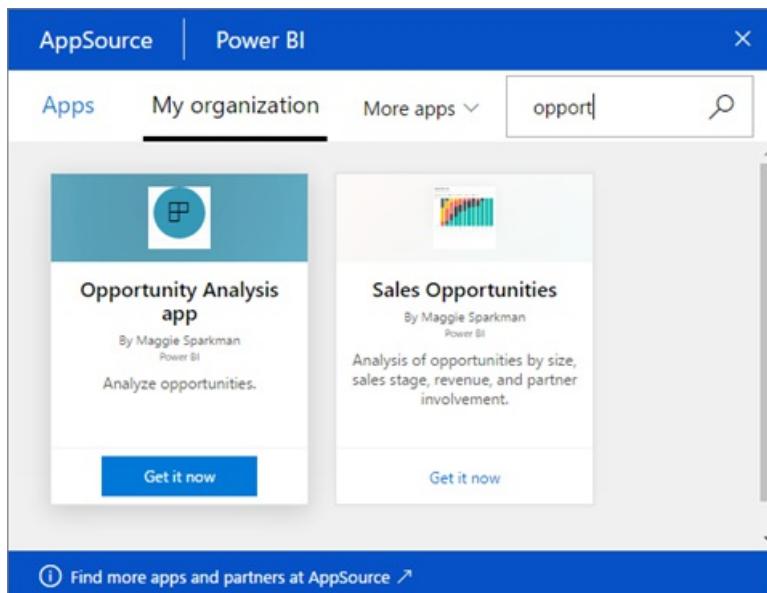
Get the app from Microsoft AppSource

You can also find and install apps from Microsoft AppSource. Only apps that you can access (i.e., the app author has given you or given everyone permission) are displayed.

1. Select **Apps** > **Get apps**.



2. In AppSource under **My organization**, you can search to narrow the results and find the app you're looking for.

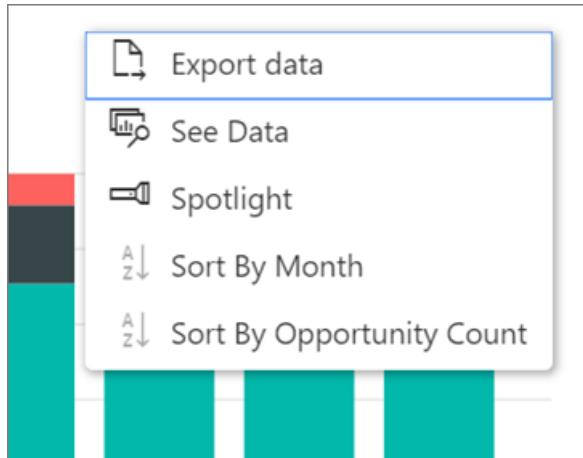


3. Select **Get it now** to add it to your Apps content list.

Interact with the dashboards and reports in the app

Now you can explore the data in the dashboards and reports in the app. You have access to all the standard Power BI interactions such as filtering, highlighting, sorting, and drilling down. You can also [export the data to Excel](#) from

a table or other visual in a report. Read about [interacting with reports in Power BI](#).



Next steps

- [Power BI apps for external services](#)
- Questions? [Try asking the Power BI Community](#)

2 minutes to read

Q&A for Power BI consumers

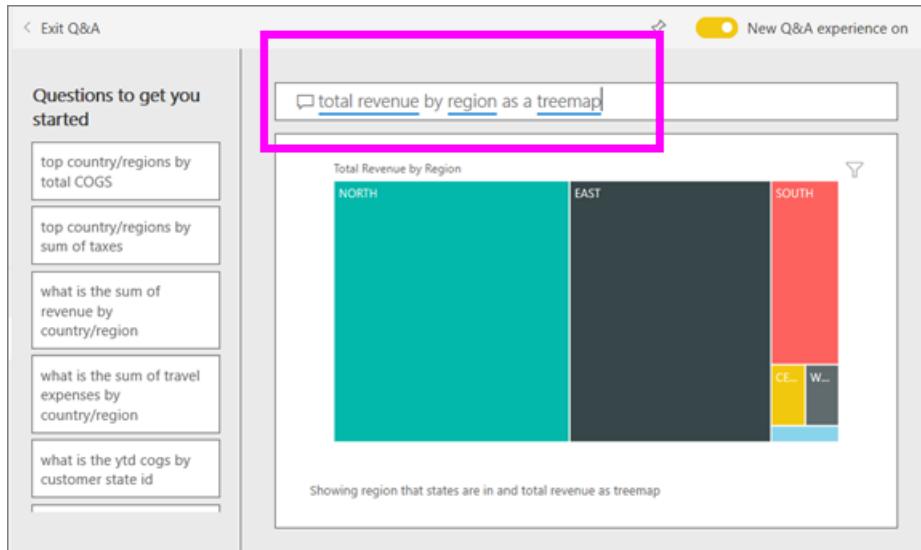
6/26/2019 • 4 minutes to read • [Edit Online](#)

What is Q&A?

Sometimes the fastest way to get an answer from your data is to ask a question using natural language. For example, "what were total sales last year."

Use Q&A to explore your data using intuitive, natural language capabilities and receive answers in the form of charts and graphs. Q&A is different from a search engine -- Q&A only provides results about the data in Power BI.

Power BI Q&A is available with a Pro or Premium license. [Q&A in the Power BI mobile apps](#) and [Q&A with Power BI Embedded](#) are covered in separate articles. At the current time, **Power BI Q&A** only supports answering natural language queries asked in English, although there is a preview available for Spanish that can be enabled by your Power BI administrator.



Asking the question is just the beginning. Have fun traveling through your data refining or expanding your question, uncovering trust-worthy new information, zeroing in on details and zooming out for a broader view. You'll be delighted by the insights and discoveries you make.

The experience is truly interactive...and fast! Powered by an in-memory storage, response is almost instantaneous.

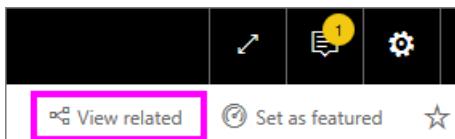
Where can I use Q&A?

You'll find Q&A on dashboards in the Power BI service, and at the bottom of the dashboard in Power BI mobile. Unless the designer has given you edit permissions, you'll be able to use Q&A to explore data but won't be able to save any visualizations created with Q&A.

The screenshot shows a Power BI dashboard titled "Retail Analysis Sample". At the top, there's a search bar with the placeholder "Ask a question about your data". Below the search bar is a card with the title "Total Stores" and the subtitle "NEW & EXISTING STORES". The main value displayed is "104". To the right of this card is another card with the title "This Year's" and the subtitle "NEW & EXISTING STORES".

Use Q&A on a dashboard in the Power BI service

In the Power BI service (app.powerbi.com), a dashboard contains tiles pinned from one or more datasets, so you can ask questions about any of the data contained in any of those datasets. To see what reports and datasets were used to create the dashboard, select **View related** from the menu bar.



How do I start?

First, get familiar with the content. Take a look at the visuals on the dashboard and in the report. Get a feel for the type and range of data that is available to you.

For example:

- If a visual's axis labels and values include "sales", "account", "month", and "opportunities", then you can confidently ask questions such as: "Which *account* has the highest *opportunity*, or show *sales* by month as a bar chart."
- If you have website performance data in Google Analytics, you can ask Q&A about time spent on a web page, number of unique page visits, and user engagement rates. Or, if you're querying demographic data, you might ask questions about age and household income by location.

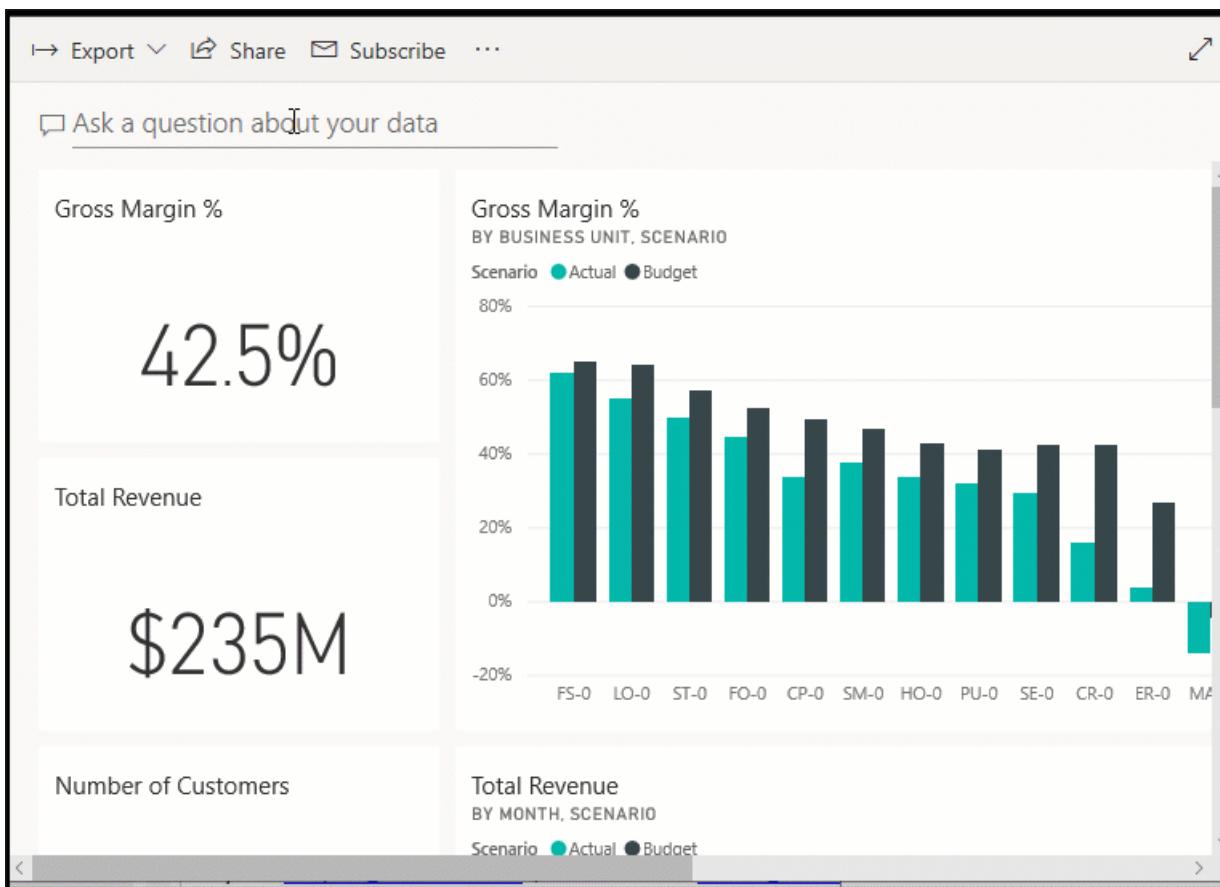
Once you're familiar with the data, head back to the dashboard and place your cursor in the question box. This opens the Q&A screen.

The screenshot shows the Q&A interface. On the left, there's a sidebar titled "Questions to get you started" with five items: "top country/regions by total COGS", "top country/regions by sum of taxes", "what is the sum of revenue by country/region", "what is the sum of travel expenses by country/region", and "what is the ytd cogs by customer state id". At the top center, there's a toggle switch labeled "New Q&A experience on". Below the sidebar is a search bar with the placeholder "Ask a question about your data".

Even before you start typing, Q&A displays a new screen with suggestions to help you form your question. You see phrases and questions containing the names of the tables in the underlying datasets and may even see *featured** questions created by the dataset owner .

You can select any of these to add them to the question box and then refine them to find a specific answer.

Another way Q&A helps you ask questions is with prompts, auto-complete, and visual cues.



Which visualization does Q&A use?

Q&A picks the best visualization based on the data being displayed. Sometimes data in the underlying dataset(s) is defined as a certain type or category and this helps Q&A know how to display it. For example, if data is defined as a date type, it is more likely to be displayed as a line chart. Data that is categorized as a city is more likely to be displayed as a map.

You can also tell Q&A which visual to use by adding it to your question. But keep in mind that it may not always

be possible for Q&A to display the data in the visual type you requested. Q&A will prompt you with a list of workable visual types.

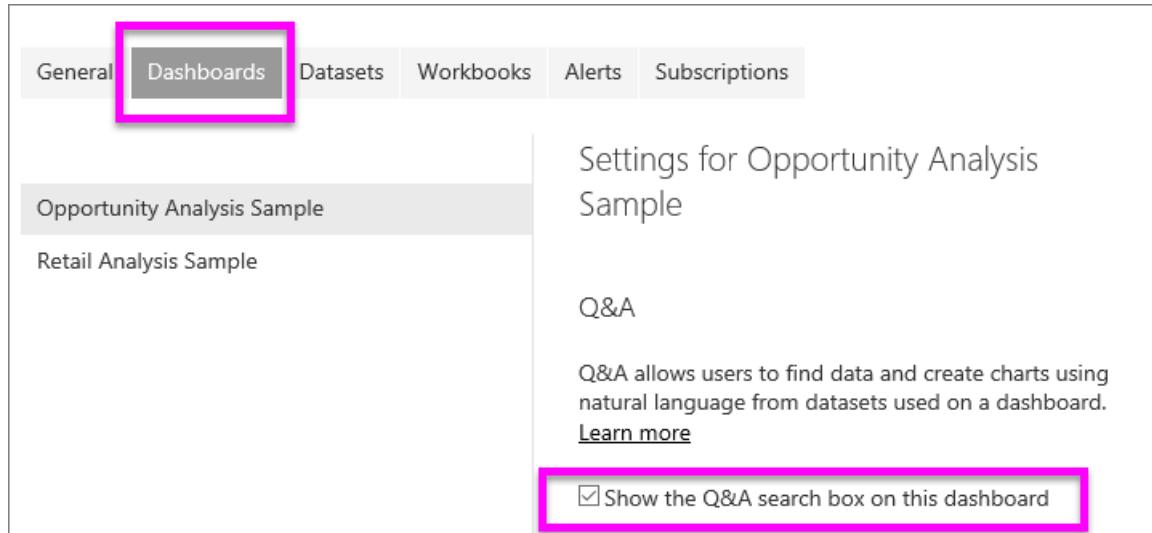
Considerations and troubleshooting

Question: I don't see Q&A on this dashboard.

Answer 1: If you don't see a question box, first check your settings. To do this, select the cog icon in the upper right corner of your Power BI toolbar.



Then choose **Settings > Dashboards**. Make sure there is a checkmark next to **Show the Q&A search box on this dashboard**.



The screenshot shows the 'Dashboards' tab selected in the Power BI Settings ribbon. On the left, there are two sample dashboards: 'Opportunity Analysis Sample' and 'Retail Analysis Sample'. On the right, under 'Q&A', it says 'Settings for Opportunity Analysis Sample'. Below that, a description states: 'Q&A allows users to find data and create charts using natural language from datasets used on a dashboard.' A link to 'Learn more' is provided. At the bottom, there is a checkbox labeled 'Show the Q&A search box on this dashboard', which is checked and highlighted with a pink rectangle.

Answer 2: Sometimes the dashboard *designer* or your administrator turns Q&A off. Check with them to see if it's OK to turn it back on.

Question: I'm not getting the results I'd like to see when I type a question.

Answer: Talk to the dashboard *designer*. There are many things the designer can do to improve the Q&A results. For example, the designer can rename columns in the dataset to use terms that are easily understood (`CustomerFirstName` instead of `CustFN`). Since the designer knows the dataset really well, the designer can also come up with helpful questions and add them to the Q&A canvas.

Next steps

[Q&A tips for Power BI consumers](#)

Tips for asking questions in Power BI Q&A

6/26/2019 • 4 minutes to read • [Edit Online](#)

Words and terminology that Q&A recognizes

The list of keywords on this page isn't exhaustive. The best way to see if Power BI recognizes a keyword, is to try it out by typing it in the question box. If the word or term is greyed out, then Power BI doesn't recognize it.

The list below uses present tense, but all tenses are recognized in most cases. For example, "is" includes: **are, was, were, will be, have, has, had, will have, has got, do, does, did**. And "sort" includes: **sorted** and **sorting**. Power BI also recognizes and includes singular and plural versions of a word.

NOTE

Q&A is also available in the [Microsoft Power BI app](#) for iOS on iPads, iPhones, and iPod Touch devices.

CATEGORY	KEYWORDS	COLUMNS
Aggregates	total, sum, amount, number, quantity, count, average, most, least, fewest, largest, smallest, highest, biggest, maximum, max, greatest, lowest, littlest, minimum, min	
Articles	a, an, the	
Blank and Boolean	blank, empty, null, prefixed with "non" or "non-", empty string, empty text, true, t, false, f	
Comparisons	vs, versus, compared to, compared with	
Conjunctions	and, or, each of, with, versus, &, and, but, nor, along with, in addition to	
Contractions	Q&A recognizes almost all contractions, try it out. Here are a few examples: didn't, haven't, he'd, he's, isn't, it's, she'll, they'd, weren't, who's, won't, wouldn't	

CATEGORY	KEYWORDS	COLUMN3
Dates	<p>Power BI recognizes most date terms (day, week, month, year, quarter, decade, ...) and dates written in many different formats (see below). Power BI also recognizes the following keywords: MonthName, Days 1-31, decade.</p> <p>Examples: January 3rd of 1995, January 3rd 1995, jan 03 1995, 3 Jan 1995, the 3rd of January, January 1995, 1995 January, 1995-01, 01/1995, names of months</p>	
Relative dates	today, right now, current time, yesterday, tomorrow, the current, next, the coming, last, previous, ago, before now, sooner than, after, later than, from, at, on, from now, after now, in the future, past, last, previous, within, in, over, N days ago, N days from now, next, once, twice.	
	Example: count of orders in the past 6 days.	
Equality (Range)	in, equal to, =, after, is more than, in, between, before	
	Examples: Order year is before 2012? Price equals between 10 and 20? Is the age of John greater than 40? Total sales in 200-300?	
Equality (Value)	is, equal, equal to, in, of, for, within, is in, is on	
	Examples: Which products are green? Order date equals 2012. Is the age of John 40? Total sales that aren't equal to 200? Order date of 1/1/2016. 10 in price? Green for color? 10 in price?	
Names	If a column in the dataset contains the phrase "name" (for example, EmployeeName), Q&A understands the values in that column are names. You can ask questions like "which employees are named robert."	

CATEGORY	KEYWORDS	COLUMN3
Pronouns	he, him, himself, his, she, herself, her, hers, it, itself, its, they, their, them, themselves, theirs, this, these, that, those	
Query commands	sorted, sort by, direction, group, group by, by, show, list, display, give me, name, just, only, arrange, rank, compare, to, with, against, alphabetically, ascending, descending, order	
Range	greater, more, larger, above, over, >, less, smaller, fewer, below, under, <, at least, no less than, >=, at most, no more than, <=, in, between, in the range of, from, later, earlier, sooner, after, on, at, later than, after, since, starting with, starting from, ending with	
Times	am, pm, o'clock, noon, midnight, hour, minute, second, hh:mm:ss	
	Examples: 10 pm, 10:35 pm, 10:35:15 pm, 10 o clock, noon, midnight, hour, minute, second.	
Top N	(order, ranking): top, bottom, highest, lowest, first, last, next, earliest, newest, oldest, latest, most recent, next	
Visual types	all visual types native to Power BI. If it's an option in the Visualizations pane, then you can include it in your question. The exception to this rule is custom visuals that you've manually added to the Visualization pane.	
	Example: show districts by month and sales total as bar chart	
Wh (relationship, qualified)	when, where, which, who, whom, how many, how much, how many times, how often, how frequently, amount, number, quantity, how long, what	

Q&A helps you phrase the question

Q&A does its best to understand and answer the question being asked. It tries to understand in several ways. For all of these phrasings, you can accept the action in full, in part, or not at all. As you type your question, Q&A:

- autocompletes words and questions. It uses various strategies, including autocompleting recognized words, stored questions, and previously used questions that returned valid responses. If more than one autocomplete option is available, they're presented in a dropdown list.
- corrects spelling.
- provides a preview of the answer in the form of a visual. The visual updates as you type and edit the question (it doesn't wait for you to press Enter).
- suggests replacement terms from the underlying dataset(s) when you move the cursor back in the question box.
- restates the question based on the data in the underlying dataset(s). Q&A replaces the words you used with synonyms from the underlying dataset(s). By reading the restatement, you know whether Q&A understood your question or not.
- dims words it doesn't understand.

Don't stop now

After Q&A displays your results, keep the conversation going! Use the interactive features of the visual and of Q&A to uncover more insights.

Next steps

[Back to Q&A in Power BI](#)

[Power BI - Basic Concepts](#)

More questions? [Try the Power BI Community](#)

Glossary for Power BI service

6/6/2019 • 11 minutes to read • [Edit Online](#)

The Power BI service may introduce terminology that is unfamiliar or confusing. The glossary is a great place to look up terminology, you might even want to keep it bookmarked. Another great resource for learning about the building blocks that make up Power BI service is [Basic Concepts](#). Basic Concepts gives a high level overview of the Power BI *pieces* and how they're connected.

This glossary is a community effort. Don't see a word here? Please ask us to add it (you can use the documentation feedback button at the bottom of this article).

A

account There are different types of Power BI accounts. A Power BI Pro account is a paid monthly subscription. A Power BI Free account enables viewing of content that's hosted on Power BI Premium capacity.

admin portal The location where Power BI admins manage users, features, and settings for Power BI in their organization. (Note: Office 365, Azure, and PowerApps use admin center.)

aggregates When the values of multiple rows are grouped together as input on criteria to form a single value of more significant meaning or measurement.

aggregation The reduction of rows in underlying data sources to fit in a model. The result is an aggregate.

alert, alerts A feature that notifies users of changes in the data based on limits they set. Alerts can be set on tiles pinned from report visuals. Users receive alerts on the service and on their mobile app.

annotate To write lines, text, or stamps on a snapshot copy of a tile, report, or visual on the Power BI mobile app for iOS and Android devices.

answer card, answer page See Cortana answer card.

app, apps

app workspace All workspaces in Power BI except for My workspace are now app workspaces. The contents can be bundled into a Power BI app. Those stored in Premium capacity can be shared with Free users. Personal workspaces (under My workspace) can be hosted in Premium capacity.

AppSource Centralized online repository where you can browse and discover dashboards, reports, datasets, and apps to download.

ArcGIS for Power BI ArcGIS is a mapping and analytics platform created by the company ESRI. The name of the visual included in the Power BI visuals library is called ArcGIS for Power BI.

assign [Power BI Premium] Verb for moving a workspace into or out of dedicated capacity. Don't use promote for moving a workspace to dedicated capacity because this has the connotation of dedicated being superior to shared capacity.

B

BI, business intelligence

bookmark A view of data captured in the Bookmarks pane of a report in Power BI Desktop or service. In Desktop, the bookmarks are saved in the .pbix report file for sharing on the Power BI service

breadcrumbs The navigation at the top left to quickly navigate between app workspaces.

C

calculation A mathematical determination of the size or number of something.

certified custom visual A Power BI custom visual that has met requirements and passed strict security testing.

classification Also called data classification. This option can be turned on by Power BI admins to raise awareness of the level of security required for a dashboard. The classification types can be customized by an organization.

connect live A method of connecting to SQL Server Analysis Services data models. Also called a live connection.

content

content list The content index for an app.

content pack A collection of pre-packaged datasets, reports, and dashboards. Now [apps](#), learn [about the new workspace experience](#).

content view

Cortana answer card The dedicated report page to include in a Power BI report to be able to create custom Cortana answers.

Cortana answer page The name for the Cortana page that's shown to the customer.

cross filter, cross highlight

custom visual Visuals that are created by the community and Microsoft. They can be downloaded from the Office store for use in Power BI reports.

D

dashboard A selection of visuals that communicate status and metrics. A dashboard organizes and presents data in an easy-to-understand way.

data classification See classification

data connector See connectors

data model, Excel Data Model

dataset vs data source A **dataset** is a collection of data used to create visualizations and reports.

dedicated capacity [Power BI Premium] Data models running on dedicated hardware in Microsoft cloud data centers to help ensure consistent performance at scale. BI solutions are delivered to the entire organization regardless of Power BI license.

Desktop First instance: Power BI Desktop Subsequent mentions: Desktop

diamond Power BI Premium. The shape of the icon that signifies a workspace is a Premium capacity workspace.

drill up, drill down, drillthrough

E

Editing View The mode in which report *designers* can explore, design, build, and share a report.

ellipsis ...

embed code A common standard across the internet. In Power BI, the customer can generate an embed code and

copy it to place content such as a report visual on a website or blog.

Embedded See Power BI Embedded.

embedding In the Power BI developer offering, the process of integrating analytics into apps using the Power BI REST APIs and the Power BI SDK.

environment [Power BI Desktop, Power BI Mobile, etc.] Use Power BI environment. For multi-tenant customers, use this term to refer to choosing the tenant to connect to. It's okay to use Power BI environment (tenant) in documentation where it may help business analysts who are familiar with the term tenant to know it's the same thing.

F

favorite, unfavorite Verb meaning to add to the Favorites list for quick access to frequently visited dashboards and reports in Power BI. When you no longer want them as a favorite, you unfavorite them.

filter

formatting

focus mode [Power BI service]

Free account See account in this term collection

full screen, full-screen mode [Power BI service]

G

gateways or on-premises data gateways A bridge to underlying data sources. It provides quick and secure data transfer between the Power BI service and on-premises data sources that support refresh. Usually managed by IT.

H

high-density visuals Visuals with more data points than Power BI can render. Power BI samples the data to show the shape and outliers.

Home The default landing page for Power BI service users. Doesn't modify anything. Can be called Power BI Home or simply Home.

I

insights The automatic data analysis performed by running our insights machine-learning algorithms.

J

K

KPIs Key performance indicators. A type of visual.

L

left navigation (left nav) The controls along the left edge of Power BI service.

First instance: left navigation Subsequent mentions or tight spaces: left nav

list page or content list One of the section pages for the elements in the left navigation. For example, Favorites, Recents, My workspace, etc.

M

Mobile app Apps that allow you to run Power BI on iOS, Android, and Windows devices.

modeling [Power BI Desktop] Getting the data you've connected to ready for use in Power BI. This includes creating relationships between tables in multiple data sources, creating measures, and assigning metrics.

My workspace The workspace for each Power BI customer to create content. If they want to bundle anything created here into an app, and they have *designer* permissions, they upload it to the appropriate app workspace or create a new one.

N

native Included with the product. For example, Power BI comes with a set of *native* visualization types. But you can also import other types, such as custom visuals.

navigation pane See **Left navigation**

notification Messages sent by and to the Power BI Notification Center.

Notification Center The location in the service where messages are delivered to users, such as notice of sunsetting certain features.

O

OneDrive for Business vs OneDrive OneDrive is a personal account and OneDrive for Business is for work accounts.

On-premises data gateway

P

PaaS PaaS stands for platform as a service. For example, Power BI Embedded.

page Reports have one or more pages. Each tab along the bottom of the report canvas represents a page.

pbviz The file extension for a Power BI custom visual.

pbix The file extension for a Power BI Desktop file.

permissions What a user can and can't do in Power BI is based on permissions. As a *consumer* you won't have the same permissions as a *designer*, administrator, or developer.

phone report The name for a Power BI report that's been formatted for viewing on the phone.

phone view The user interface in the Power BI service for laying out a phone report.

pin, unpin The action of placing a visual, usually from a report, onto a dashboard.

Power BI, Power BI service, Power BI Desktop, Power BI mobile Some of the Power BI offerings. *Power BI* is the general term. It is often used in place of a full product name, such as *Power BI service* and *Power BI mobile*, after the first mention of the full product name.

Power BI Desktop Also referred to as *Desktop*. The free Windows application of Power BI you can install on your local computer that lets you connect to, transform, and visualize your data. Used by report designers and admins. For more information, see [What is Power BI](#).

Power BI Embedded A product used by developers to embed Power BI dashboards and reports into their own apps, sites, and tools.

Power BI Premium An add-on to the Power BI Pro license that enables organizations to predictably scale BI solutions through the purchasing of dedicated hardware.

Power BI Pro license A monthly user license that provides the ability to build dashboards, collaborate on shared data, keep data up-to date automatically, audit and govern how data is accessed and used, and the ability to package content to distribute (Power BI apps).

Power BI Report Server A new branded offering of SSRS launching with Power BI Premium to allow organizations to build distributed, hybrid BI systems (a mix of cloud and on-premises deployments). Embedded provides a localized way to store and manage Power BI reports.

Power BI service An online SaaS (Software as a service) service. For more information, see [What is Power BI](#).

Power BI service connector This connector enables Power BI Desktop users to connect to datasets in Power BI service from Desktop. They can create a model once and reuse it in many reports and dashboards.

Premium workspace A workspace running in dedicated capacity, signified to customers by a diamond icon.

Q

Q&A The ability to type natural language questions about a dataset and get responses in the form of visualizations. Appears in the Power BI service and Desktop.

Q&A virtual analyst

[Power BI Mobile] For iOS, the conversational UI for Q&A.

QR codes [Power BI Mobile] A matrix barcode that can be generated for dashboards or tiles in the Power BI service to identify products. QR codes can be scanned with a QR code reader, or with the Power BI Mobile app on iOS or Android, to link directly to the dashboard or tile.

query string parameter

Add to a URL to pre-filter the results seen in a Power BI report. In the broadest sense, a query string recovers information from a database.

Quick Insights

quick measures

R

R, Microsoft R

Reading View Read-only view for reports (as opposed to Editing View).

real-time streaming The ability to stream data and update dashboards in real time from sources such as sensors, social media, usage metrics, and anything else from which time-sensitive data can be collected or transmitted.

Recent The container in the left nav that holds all the individual artifacts that were accessed last.

related content Shows the individual pieces of content that contribute to the current content. For example, for a dashboard, you can see the reports and datasets providing the data and visualizations on the dashboard.

relative links Links from dashboard tiles to other dashboards and reports that have been shared directly or distributed through a Power BI app. This enables richer dashboards that support drillthrough.

report

A multi-perspective view into a single dataset, with visualizations that represent different findings and insights from that dataset. Can have a single visualization or many, a single page or many pages.

report editor

report measures Also called custom calculations. Excel calls these calculated fields. See also *measures*.

report server An instance of a report server.

responsive visuals Visuals that change dynamically to display the maximum amount of data and insights, no matter the screen size.

S

SaaS

screenshot Simple screenshots of a report can be emailed using the send a screenshot feature.

service See *Power BI service*

Settings The location for Power BI users to manage their own general settings, such as whether to preview new features, set the default language, close their account, etc. Also, users manage individual settings for content assets, alerts, and subscriptions. Represented by a cog icon.

share, sharing In Power BI, sharing typically means directly sharing an individual artifact (a dashboard or report) with one or more people by using their email address. Requires a Power BI Pro license for sender and recipient. On mobile devices, share can refer to native OS share functionality, such as "annotate and share."

Shared with me The container in the left nav that holds all the individual artifacts that were directly shared by another Power BI user.

snapshot

SQL Server Analysis Services (SSAS)

SQL Server Reporting Services (SSRS)

streaming data See *real-time streaming*.

subscriptions, Subscribe

You can subscribe to report pages, apps, and dashboards and receive emails containing a snapshot. Requires a Power BI Pro license.

summarization [Power BI Desktop] The operation being applied to the values in one column.

T

tiles

Power BI dashboards contain report tiles.

U

V

value, values Numerical data to be visualized.

visual, visualization A chart. Some visuals are: bar chart, treemap, doughnut chart, map.

Visualizations pane Name for the visualization templates that ship in the shared report canvas for Power BI Desktop and the Power BI service. Contains small templates, also called icons, for each native visualization type.

W

workbook An Excel workbook to be used as a data source. Workbooks can contain a data model with one or more tables of data loaded into it by using linked tables, Power Query, or Power Pivot.

workspace Containers for dashboards, reports, and datasets in Power BI. See app workspace in this term collection.

X

x-axis

The axis along the bottom, the horizontal axis.

Y

y-axis The axis along the side, the vertical axis.

Z

Next steps

[Basic concepts for Power BI service consumer](#)

Frequently asked questions about Power BI

6/19/2019 • 4 minutes to read • [Edit Online](#)

- If you have other questions, [try asking the Power BI Community](#).
- Still have an issue? Visit the [Power BI support page](#).

What is the Microsoft Power BI service?

The Power BI service is a cloud-based business analytics service that enables anyone to visualize and analyze data with greater speed, efficiency, and understanding. It connects users to a broad range of cloud-based and on-premises data through easy-to-use dashboards, interactive reports, and compelling visualizations that bring data to life. Read more about [Power BI](#).

What's the difference between Power BI Pro and Power BI Premium?

Power BI Pro is an individual license that allows access to all content and capabilities in the Power BI service. You can even share content and collaborate with other Pro users. Only Pro users can publish to and consume content from app workspaces, share dashboards, and subscribe to dashboards and reports.

Power BI Premium provides dedicated capacity to deliver more consistent performance. It also supports larger data volumes in Power BI. For individual users, Premium enables widespread distribution of content by Pro users and it doesn't require per-user licenses for recipients viewing the content.

What happens if my Power BI Pro license expires?

There's a grace period after a Power BI Pro license expires. For licenses that are part of a volume license purchase, the grace period is 90 days. If you purchased the license directly, the grace period is 30 days.

Power BI Pro has the same subscription lifecycle as Office 365. For more info, see [What happens to my data and access when my Office 365 for business subscription ends?](#)

What if I have questions about Power BI Premium?

For questions related to Power BI Premium, see [Power BI Premium FAQ](#).

How do I find out who in my organization has a Power BI account?

You can view the Azure Active Directory Integrated Applications report for Power BI to see the active users within your organization. The Azure AD report doesn't indicate what type of license each user has. It only reports which users have signed in to Power BI and when they logged in. For more info, see [Find Power BI users that have signed in](#).

What is Power BI Desktop?

Power BI Desktop is a free application you can install right on your own computers. Power BI Desktop works cohesively with the Power BI service. Data scientists, admins, and developers work with Power BI Desktop to produce reports and make them available to the Power BI service users, like you. Read more about [What is Power BI Desktop](#).

What do I need to use the Power BI service?

Just a Web browser and work email address. You can sign up with a *.gov* and *.mil* email address. See [Enroll your US Government organization in the Power BI service](#) for more info.

Why do I have to sign up with my work email?

Power BI doesn't support email addresses provided by consumer email services or telecommunications providers. Learn more about [the Power BI self-service sign-up process](#).

Is government, academic and nonprofit pricing available for Power BI?

Yes, nonprofit pricing is available when purchasing directly from Microsoft. You can learn more and sign up through the [Microsoft Nonprofits](#) site. Microsoft offers Government and academic pricing through the MOSP/Direct, EA, and Open licensing programs. Government pricing is also available in syndication.

Does Power BI support mobile devices?

Yes. Power BI has native apps for Android phones and tablets, iOS devices, and Windows 10 devices. Download one of the [Power BI mobile apps](#) from its respective store:

- [Apple App Store](#)
- [Google Play](#)
- [Windows Store](#)

What do I need to install to use Power BI?

To use the Power BI service for free, you just need a Web browser and email.

You can download the Power BI mobile apps from their respective stores, also for free:

- [App Store](#)
- [Google Play](#)
- [Windows Store](#)

Where do I get started with Power BI?

The following resources are available to help get you started:

- [Power BI Blog](#)
- [Webinars](#)
- Getting started videos on our [YouTube Channel](#)
- [Get started with Power BI](#) article
- [Join our community](#) and ask questions
- See [10 tips for getting help](#) for more suggestions

What browsers does Power BI support?

Here's a complete list of [supported browsers for Power BI](#).

What regions and languages does Power BI support?

Here's a complete list of [regions and languages supported by Power BI](#).

How can I buy Power BI Pro in my country?

You can purchase Power BI Pro licenses directly or chat with a representative at www.powerbi.com.

You can also find a [Microsoft Partner](#) to help you with your Power BI implementation.

Does Power BI meet national, regional, and industry-specific compliance requirements?

Learn more about Power BI compliance, at the [Microsoft Trust Center](#).

Where can I learn more about security?

Learn more about Power BI security, privacy, and compliance here:

- This [Power BI Security](#) white paper
- This [Power BI security support](#) article

How do I undo in Power BI?

Like many other Microsoft services and software, Power BI provides an easy way to undo your last command.

- To **undo** your last action, or last few actions, press CTRL+Z.

Next steps

- [What is Power BI?](#)
- More questions? [Try asking the Power BI Community](#)
- Still have an issue? Visit the [Power BI support page](#)

Supported browsers for Power BI

5/14/2019 • 2 minutes to read • [Edit Online](#)

Power BI runs in these browsers:

- Microsoft Edge
- Internet Explorer 11
- Chrome desktop latest version
- Safari Mac latest version
- Firefox desktop latest version - Firefox may change the fonts used in Power BI reports.

These browsers are supported on all platforms where they're available.

Next steps

- Try asking the [Power BI Community](#)
- Still have an issue? Please visit the [Power BI support page](#)

Types of insights supported by Power BI

2/21/2019 • 2 minutes to read • [Edit Online](#)

How does Insights work?

Power BI quickly searches different subsets of your dataset while applying a set of sophisticated algorithms to discover potentially-interesting insights. Power BI scans as much of a dataset as possible in an allotted amount of time.

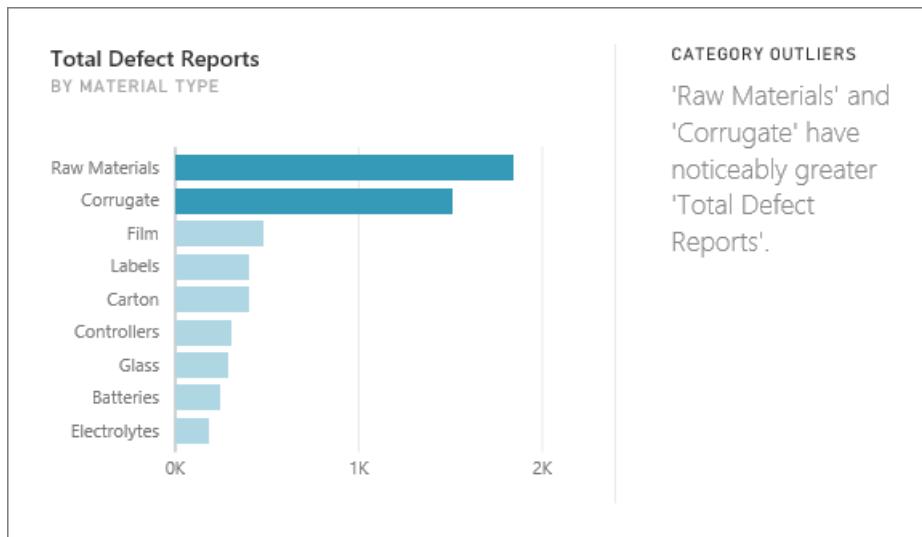
You can run insights against a dataset or dashboard tile.

What types of insights can we find?

These are some of the algorithms we use:

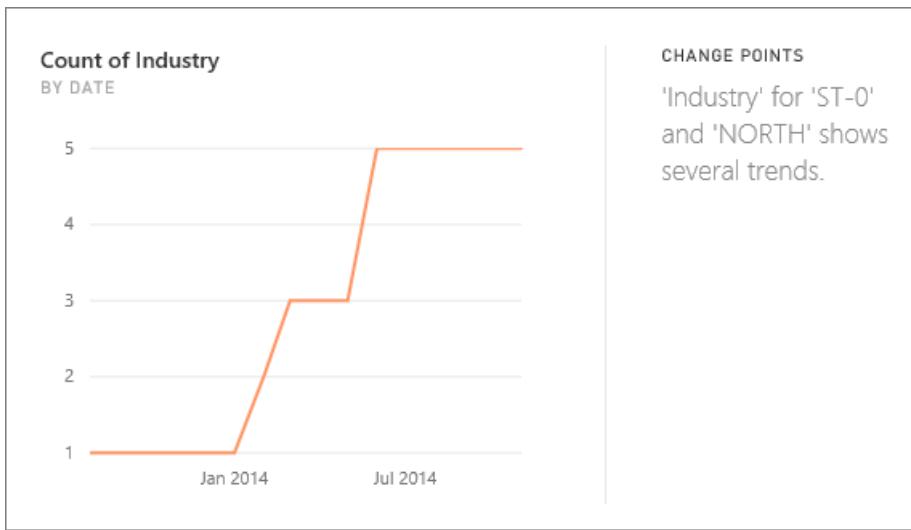
Category outliers (top/bottom)

Highlights cases where, for a measure in the model, one or two members of a dimension have much larger values than other members of the dimension.



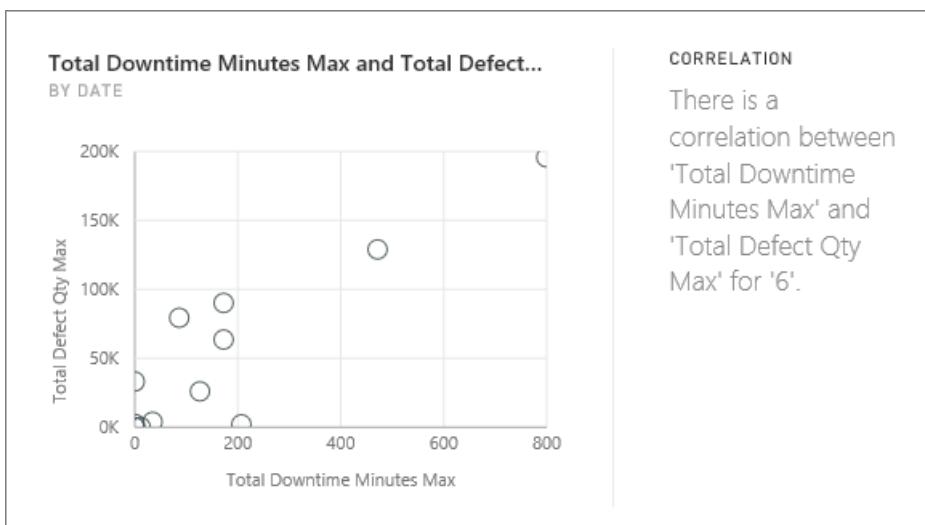
Change points in a time series

Highlights when there are significant changes in trends in a time series of data.



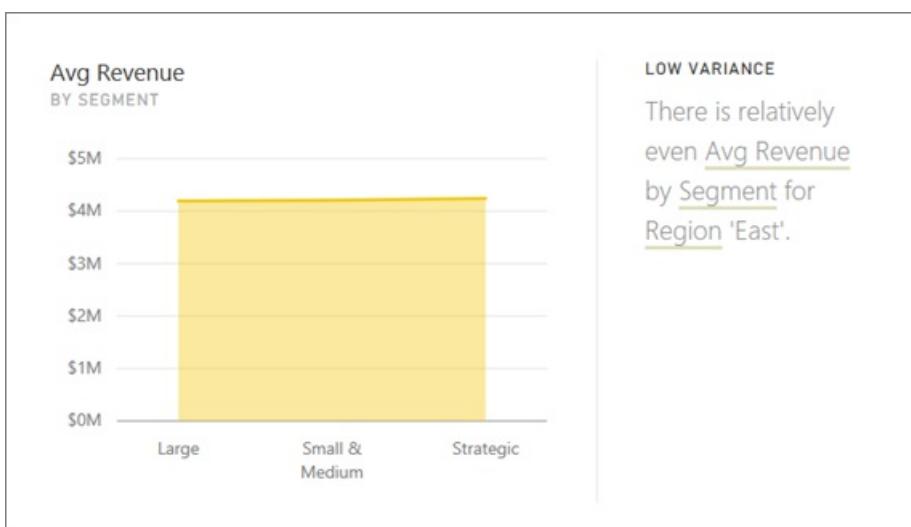
Correlation

Detects cases where multiple measures show a correlation between each other when plotted against a dimension in the dataset.



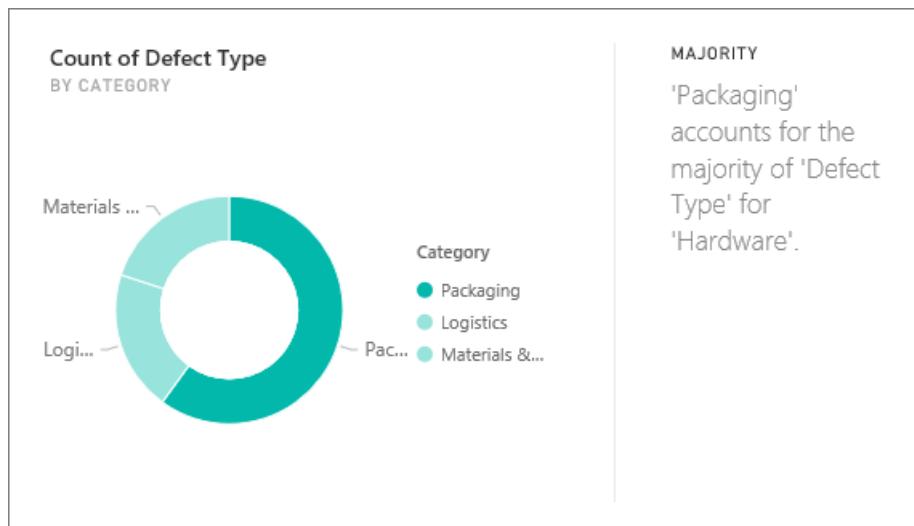
Low Variance

Detects cases where data points are not far from the mean.



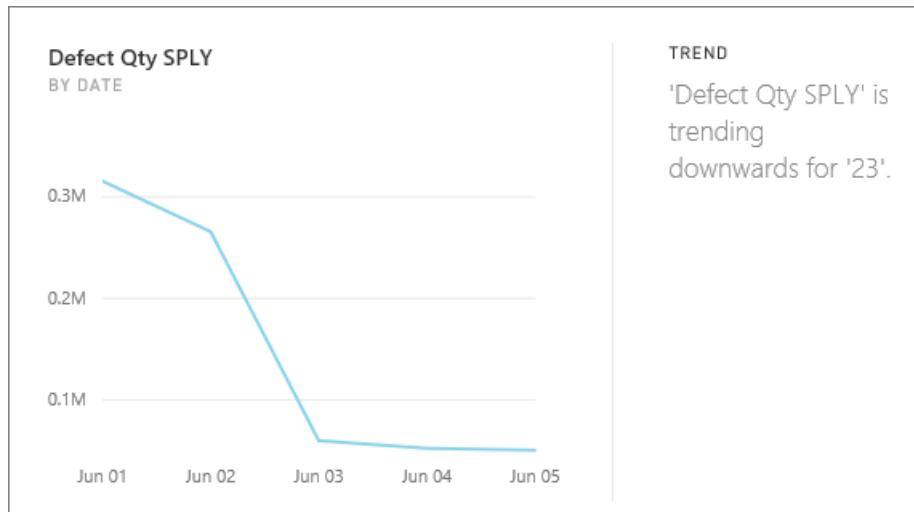
Majority (Major factors)

Finds cases where a majority of a total value can be attributed to a single factor when broken down by another dimension.



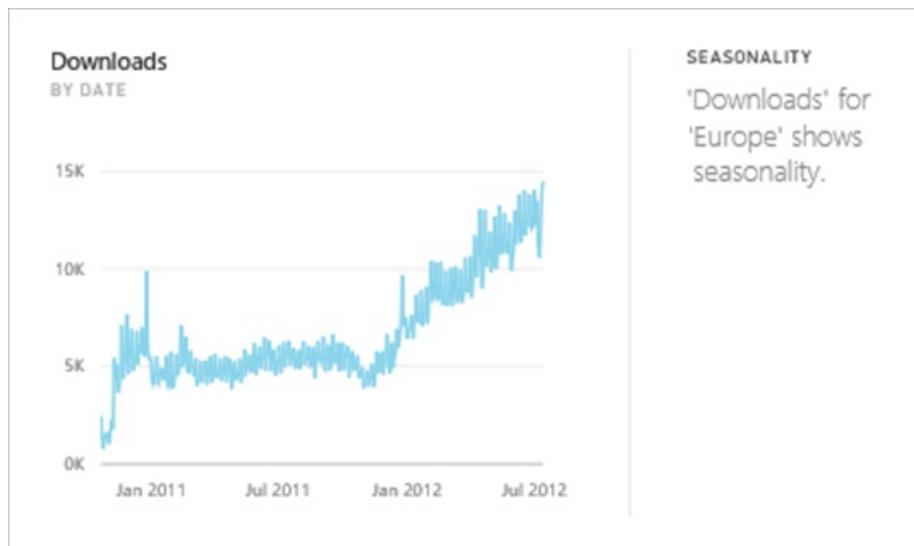
Overall trends in time series

Detects upward or downward trends in time series data.



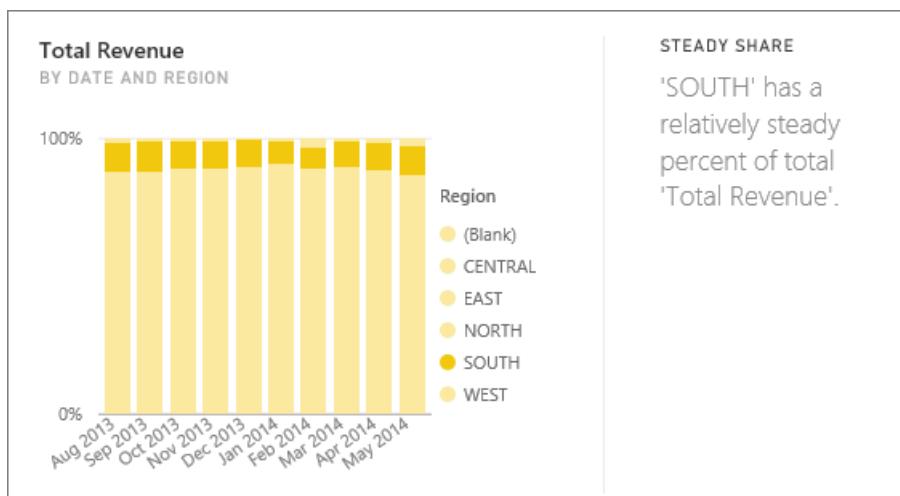
Seasonality in time series

Finds periodic patterns in time series data, such as weekly, monthly, or yearly seasonality.



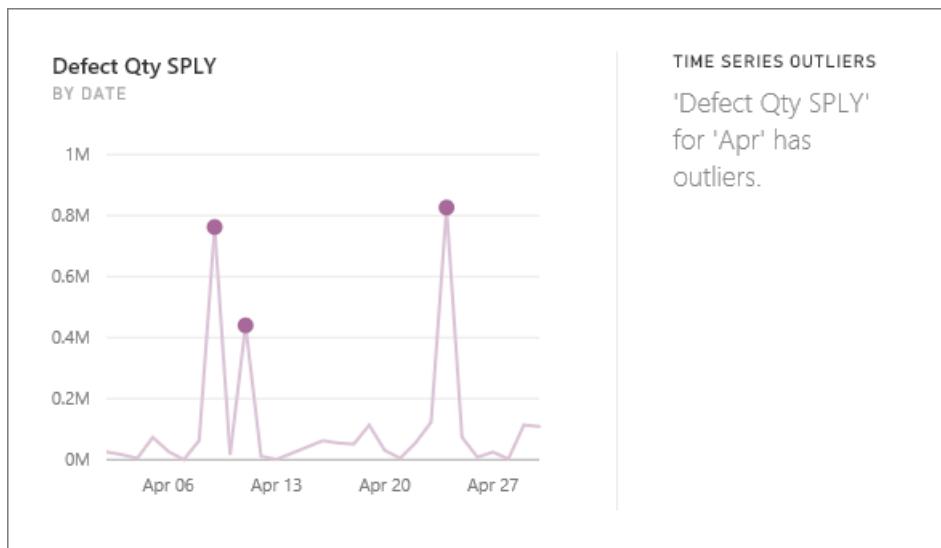
Steady share

Highlights cases where there is a parent-child correlation between the share of a child value in relation to the overall value of the parent across a continuous variable.



Time series outliers

For data across a time series, detects when there are specific dates or times with values significantly different than the other date/time values.



Next steps

[Power BI insights](#)

If you own a dataset, [optimize it for insights](#)

More questions? [Try the Power BI Community](#)

What are the Power BI mobile apps?

1/14/2019 • 2 minutes to read • [Edit Online](#)

Power BI offers a set of mobile apps for iOS, Android, and Windows 10 mobile devices. In the mobile apps, you connect to and interact with your cloud and on-premises data.



You create reports in Power BI Desktop. You create dashboards, and view dashboards and reports in the Power BI report service (<https://powerbi.com>). You view on-premises Power BI reports on [Power BI Report Server](#). All these reports and dashboards are available in the Power BI mobile apps, whether they're on premises or in the cloud. Try viewing and interacting with them on your mobile device, be it iOS (iPad, iPhone, iPod Touch, or Apple Watch), Android phone or tablet, or Windows 10 device.

Mobile apps for different devices

DEVICE	HIGHLIGHTS
 iPhone	<p>iPhones go everywhere, and the Power BI mobile app for the iPhone goes, too. Besides viewing your Power BI reports in a special phone layout view, you can add Power BI to your Apple Watch, and ask questions with the Q&A virtual analyst. Get started with the Power BI mobile app for iOS.</p>
 iPad	<p>On the iPad, the Power BI mobile app displays dashboards and reports the way they were formatted for the Power BI service. Plus you can view your Power BI Report Server and Reporting Services KPIs and reports right on your iPad. You can set data alerts in the Power BI mobile app to notify you when data in a dashboard changes beyond limits you set. Get started with the Power BI mobile app for iOS.</p>
 Android phone	<p>The Power BI mobile app for the Android phone brings Power BI to your pocket, with up-to-date, touch-enabled mobile access to your business information. You can filter a report by your geographic location. You can scan QR codes with your Android phone and go straight to a Power BI dashboard or report. Get started with the Power BI mobile app for Android.</p>

DEVICE	HIGHLIGHTS
 Android tablet	<p>This mobile app runs on a number of different Android tablets, bringing you up-to-date, touch-enabled mobile access to your business information. On the Android tablet, the Power BI mobile app displays dashboards and reports the way they were formatted for the Power BI service. You can mark your favorite dashboards and reports, so you can get to them quickly, along with your favorite Power BI Report Server and Reporting Services KPIs and reports.</p> <p>Get started with the Power BI mobile app for Android.</p>
	<p>The Power BI mobile app for Windows 10 runs on any Windows 10 device, including Windows 10 phones. Along with many of the features of the other mobile apps, the Power BI mobile app for Windows 10 offers special functionality. For example, you can pin a Power BI dashboard to the Windows 10 Start screen from the Power BI mobile app. Plus you can run Power BI in presentation mode on Surface Hub and in the Power BI mobile app for Windows 10.</p> <p>Get started with the Power BI mobile app for Windows 10 devices.</p>

Enterprise support for the Power BI mobile apps

Organizations can use Microsoft Intune to manage devices and applications, including Power BI mobile apps for Android and iOS.

Microsoft Intune lets organizations control items like requiring an access pin, controlling how data is handled by the application, and even encrypting application data when the app isn't in use.

Read more about [configuring Power BI mobile apps for Android and iOS with Microsoft Intune](#).

Next steps

[View a dashboard in the mobile apps](#)

Quickstart: Explore dashboards and reports in the Power BI mobile apps

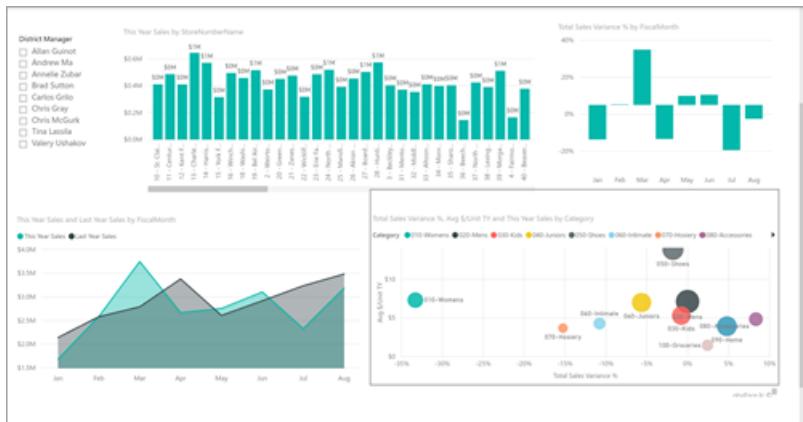
4/19/2019 • 3 minutes to read • [Edit Online](#)

In this quickstart, you explore a sample dashboard and report in the Power BI mobile app on an Android phone. You can also follow along in the other mobile apps.

Applies to:

 iPhone	 iPad	 Android	 Windows 10
iPhone	iPad	Android	Windows 10

Dashboards are a portal to your company's life cycle and processes. A dashboard is an overview, a single place to monitor the current state of the business. Reports are an interactive view of your data, with visuals representing different findings and insights from that data.



Prerequisites

Sign up for Power BI

If you're not signed up for Power BI, [sign up for a free trial](#) before you begin.

Install the Power BI for Android app

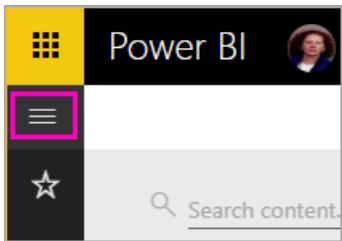
[Download the Power BI for Android app](#) from Google Play.

Power BI works on Android devices running the Android 5.0 operating system or later. To check your device, go to **Settings > About device > Android version**.

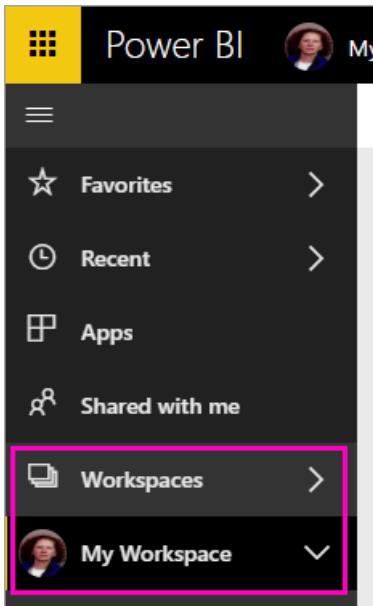
Download the Retail Analysis sample

The first step in the quickstart is to download the Retail Analysis sample in the Power BI service.

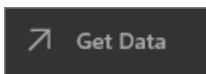
1. Open the Power BI service in your browser (app.powerbi.com) and sign in.
2. Select the global navigation icon to open the left navigation.



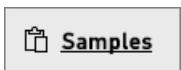
3. In the left navigation pane, select **Workspaces > My Workspace**.



4. In the lower-left corner select **Get data**.



5. On the Get Data page, select the **Samples** icon.



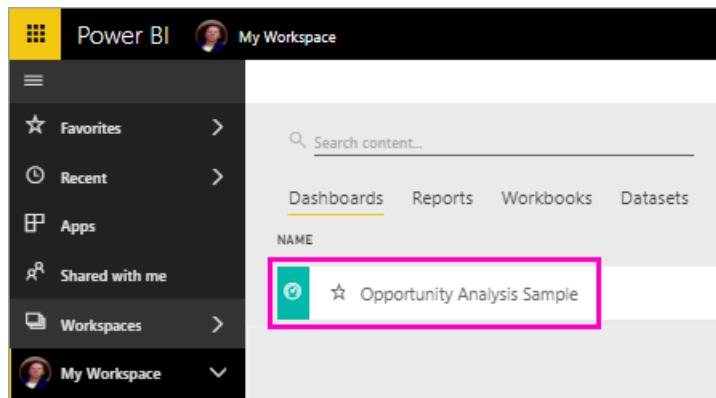
6. Select the **Retail Analysis sample**.



7. Select **Connect**.



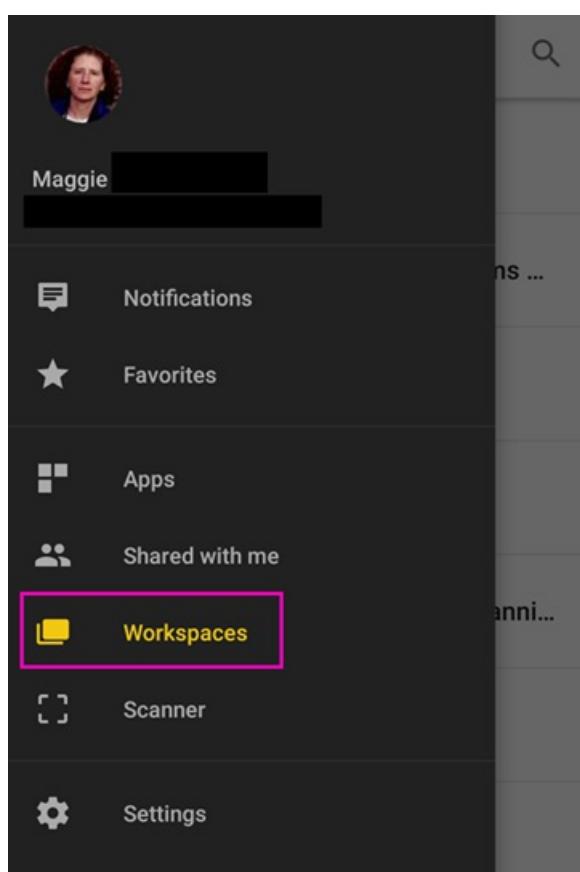
8. Power BI imports the sample, adding a new dashboard, report, and dataset to your My Workspace.



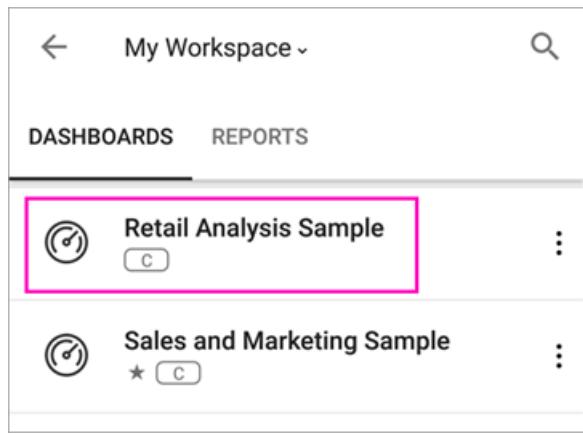
OK, you're ready to view the sample on your Android device.

View a dashboard on your Android device

1. On your Android device, open the Power BI app and sign in with your Power BI account credentials, the same ones you used in the Power BI service in the browser.
2. Tap the global navigation button .
3. Tap **Workspaces > My Workspace**



4. Tap the Retail Analysis Sample dashboard to open it.



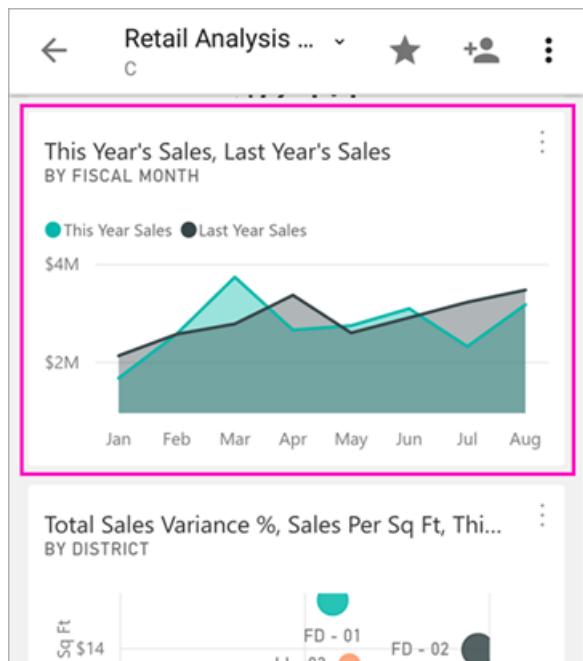
A notation below the dashboard name (in this case, the letter "C") shows how the data in each dashboard is classified. Read more about [data classification in Power BI](#).

Power BI dashboards look a little different on your Android phone. All the tiles appear the same width, and they're arranged one after another from top to bottom.

5. Tap the star icon in the title bar to make this a favorite dashboard.

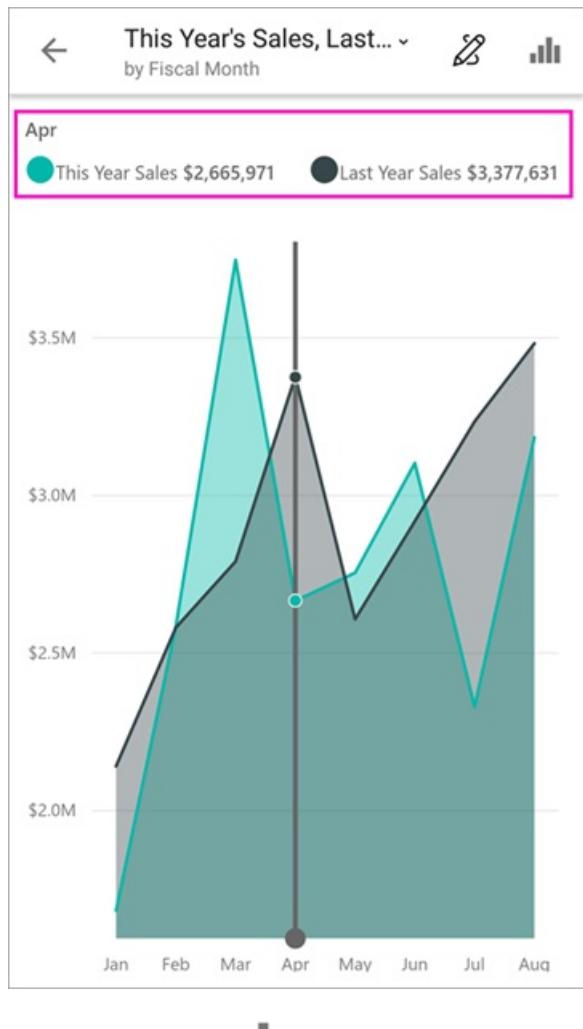
When you make a favorite in the mobile app, it's a favorite in the Power BI service, and vice versa.

6. Scroll down and tap the "This Year's Sales, Last Year's Sales" filled line chart.

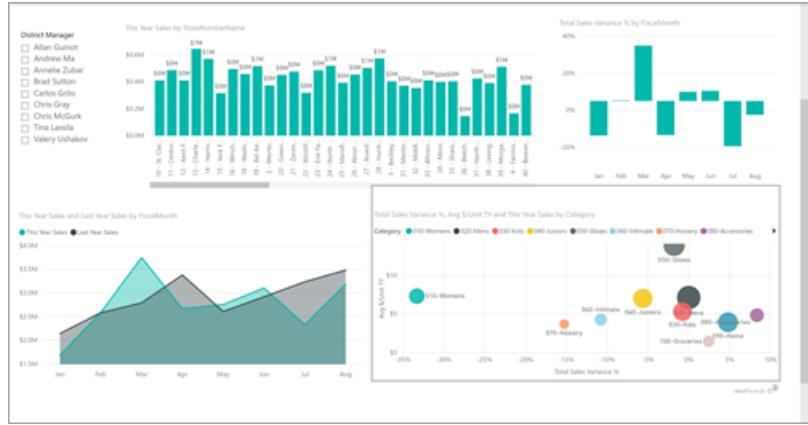


It opens in focus mode.

7. In focus mode, tap Apr in the chart. You see the values for April displayed at the top of the chart.



8. Tap the Report icon in the upper-right corner. The report related to this tile opens in landscape mode.



9. Tap the yellow "040 - Juniors" bubble in the bubble chart. See how it highlights related values in the other charts?



10. Swipe up to see toolbar across the bottom, and tap the pencil icon.

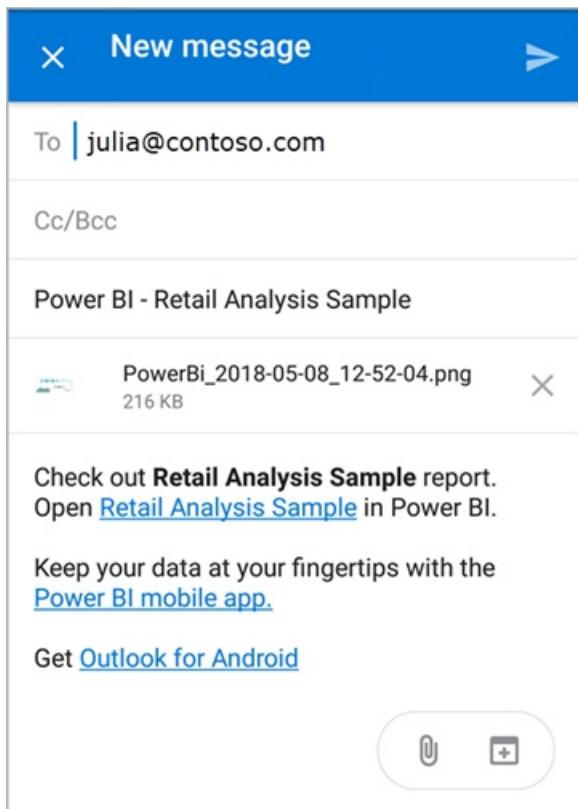


11. Tap the smiley-face icon in the Annotate toolbar, and add some smiley faces to your report page.



12. Tap **Share** in the upper-right corner.

13. Fill in their email addresses and add a message, if you so desire.



You can share this snapshot with anyone, in or out of your organization. If they're in your organization and have their own Power BI account, they'll be able to open the Retail Analysis sample report, too.

Clean up resources

After you finish this quickstart, you can delete the Retail Analysis sample dashboard, report, and dataset, if you

wish.

1. Open the Power BI service (app.powerbi.com) and sign in.
2. In the left navigation pane, select **Workspaces** > **My Workspace**.

Notice the yellow star indicating it's a favorite?

3. On the **Dashboards** tab, select the garbage can **Delete** icon next to the Retail Analysis dashboard.

NAME	ACTIONS
Retail Analysis Sample	[trash can icon]

4. Select the **Reports** tab and do the same for the Retail Analysis report.
5. Select the **Datasets** tab and do the same for the Retail Analysis dataset.

Next steps

In this quickstart, you explored a sample dashboard and report on your Android device. Read more about working in the Power BI service.

[Quickstart: Getting around in the Power BI service](#)

Tutorial: Ask questions about your data with the Q&A virtual analyst in the Power BI iOS apps

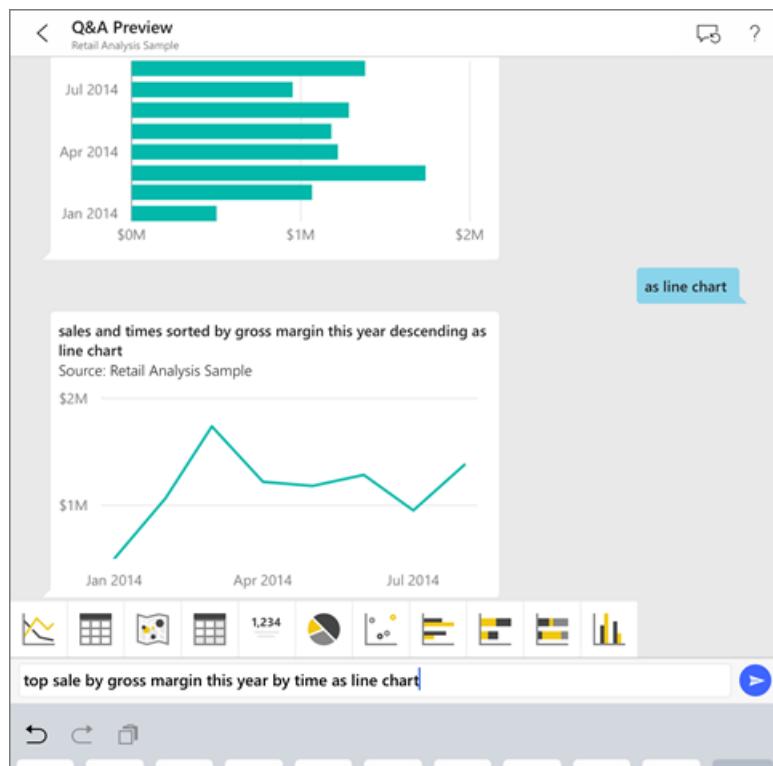
1/14/2019 • 2 minutes to read • [Edit Online](#)

The easiest way to learn about your data is to ask questions about it in your own words. In this tutorial, you ask questions and view featured insights about sample data with the Q&A virtual analyst in the Microsoft Power BI mobile app on your iPad, iPhone, and iPod Touch.

Applies to:

 iPhone	 iPad
iPhones	iPads

The Q&A virtual analyst is a conversational BI experience that accesses underlying Q&A data in the Power BI service (<https://powerbi.com>). It suggests data insights, and you can type or speak your own questions.



In this tutorial, you will:

- Install the Power BI mobile app for iOS
- Download a Power BI sample dashboard and report
- See what featured insights the mobile app suggests

If you're not signed up for Power BI, [sign up for a free trial](#) before you begin.

Prerequisites

[Install the Power BI for iOS app](#)

Download the [iOS app](#) from the Apple App Store to your iPad, iPhone, or iPod Touch.

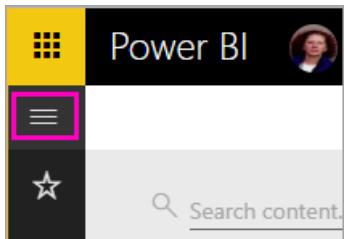
These versions support the Power BI for iOS app:

- iPad with iOS 10 or later.
- iPhone 5 and above, with iOS 10 or later.
- iPod Touch with iOS 10 or later.

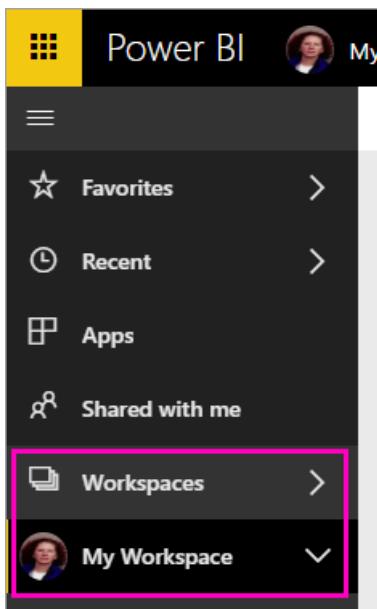
Download the Opportunity Analysis sample

The first step in the tutorial is to download the Opportunity Analysis sample in the Power BI service.

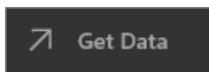
1. Open the Power BI service in your browser ([app.powerbi.com](#)) and sign in.
2. Select the global navigation icon to open the left navigation.



3. In the left navigation pane, select **Workspaces > My Workspace**.



4. In the lower-left corner select **Get data**.



5. On the Get Data page, select the **Samples** icon.



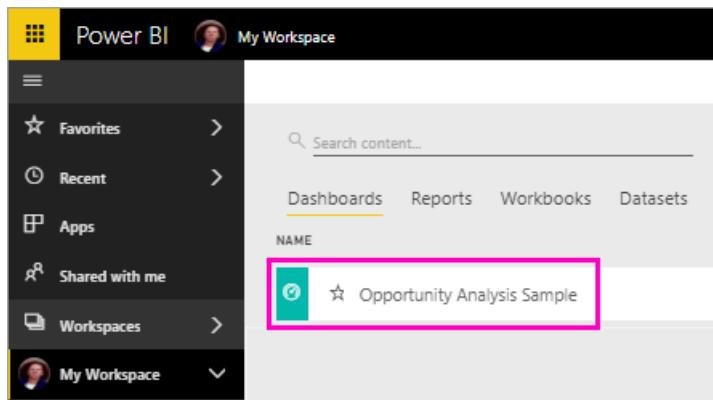
6. Select the **Opportunity Analysis sample**.



7. Select **Connect**.



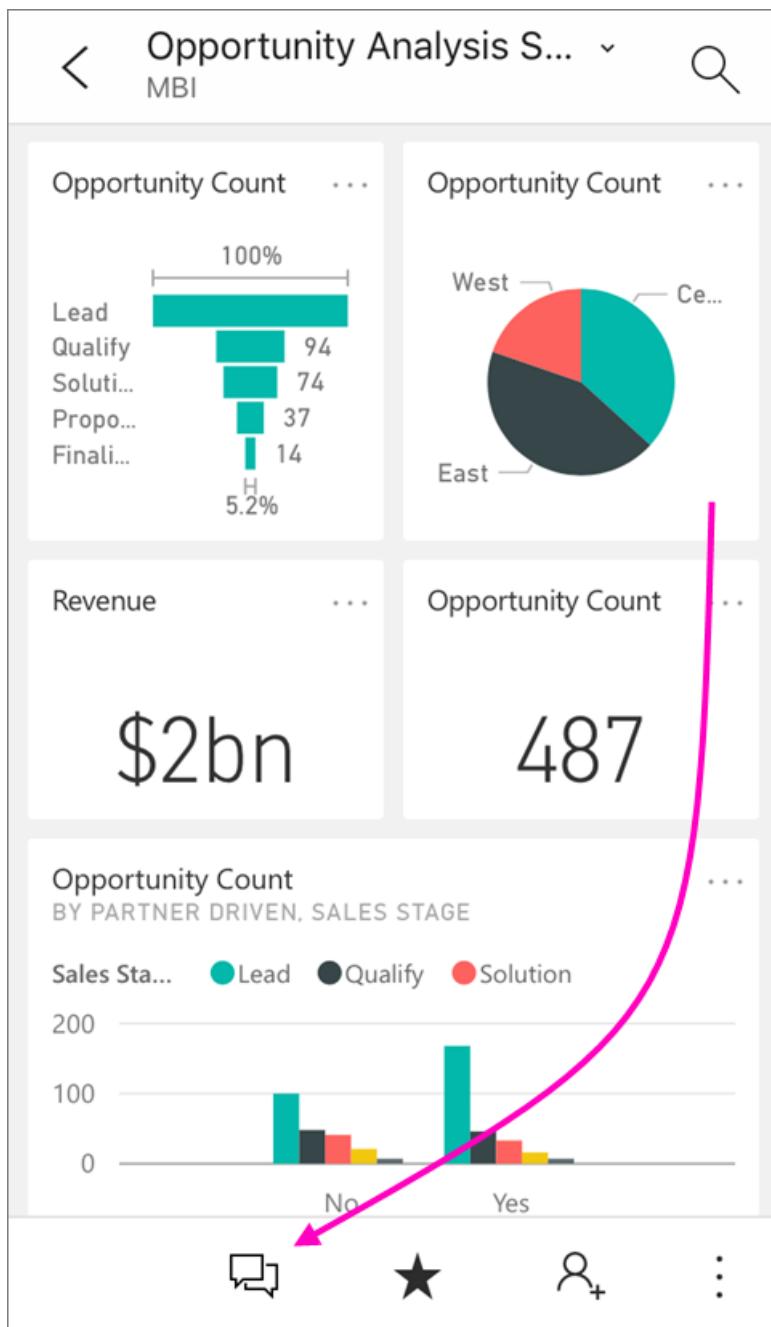
- Power BI imports the sample, adding a new dashboard, report, and dataset to your My Workspace.

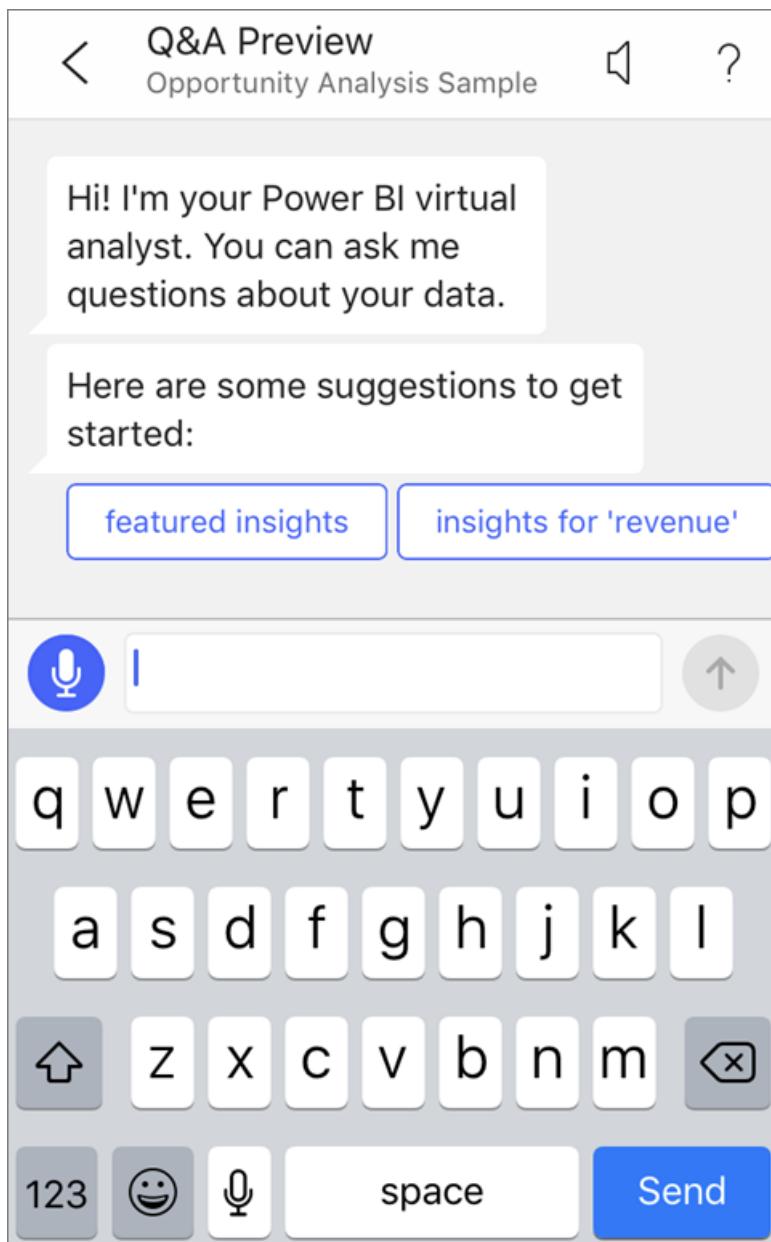


OK, you're ready to view the sample on your iOS device.

Try featured insights

- On your iPhone or iPad, open the Power BI app and sign in with your Power BI account credentials, the same ones you used in the Power BI service in the browser.
- Tap the global navigation button > **Workspaces** > **My Workspace**, and open the Opportunity Analysis Sample dashboard.
- Tap the Q&A virtual analyst icon from the action menu at the bottom of the page (at the top of the page on an iPad).

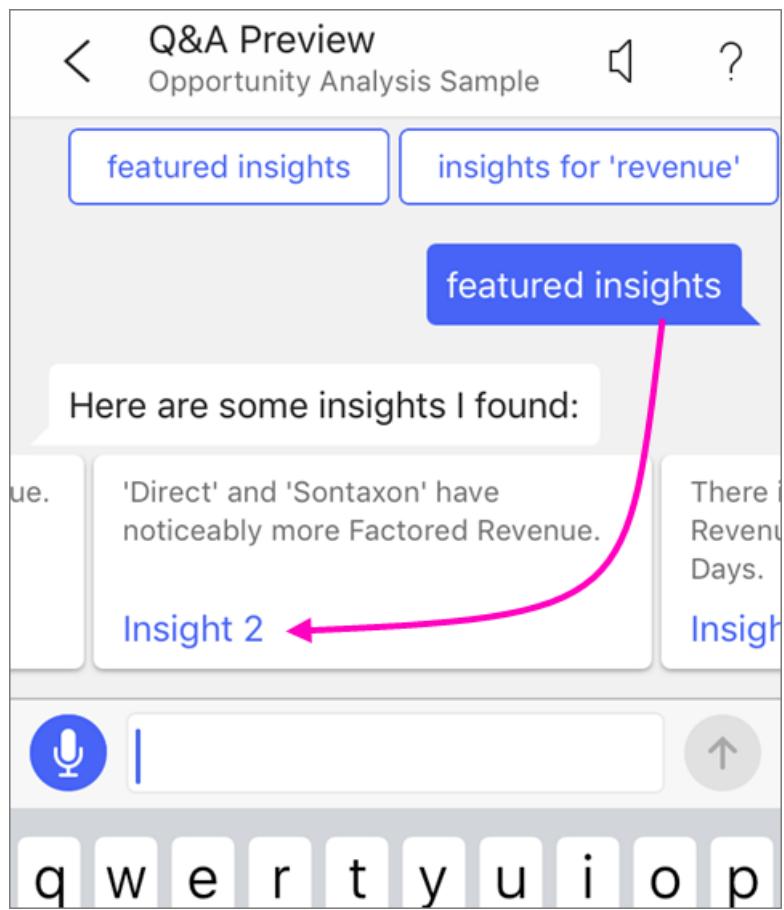




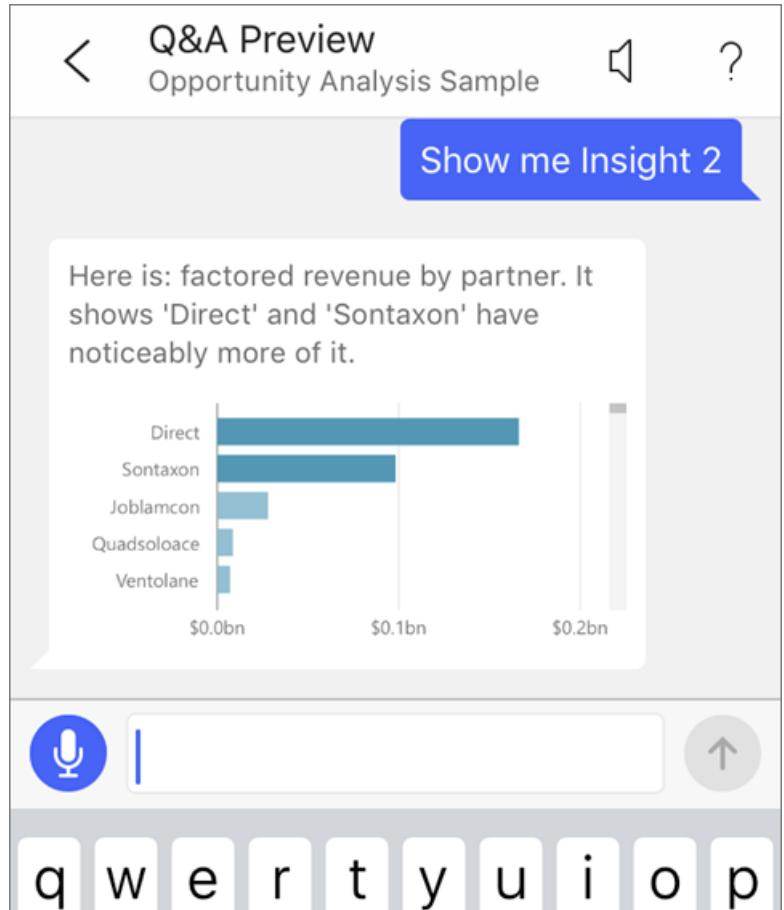
4. Tap **featured insights**.

The Q&A virtual analyst suggests some insights.

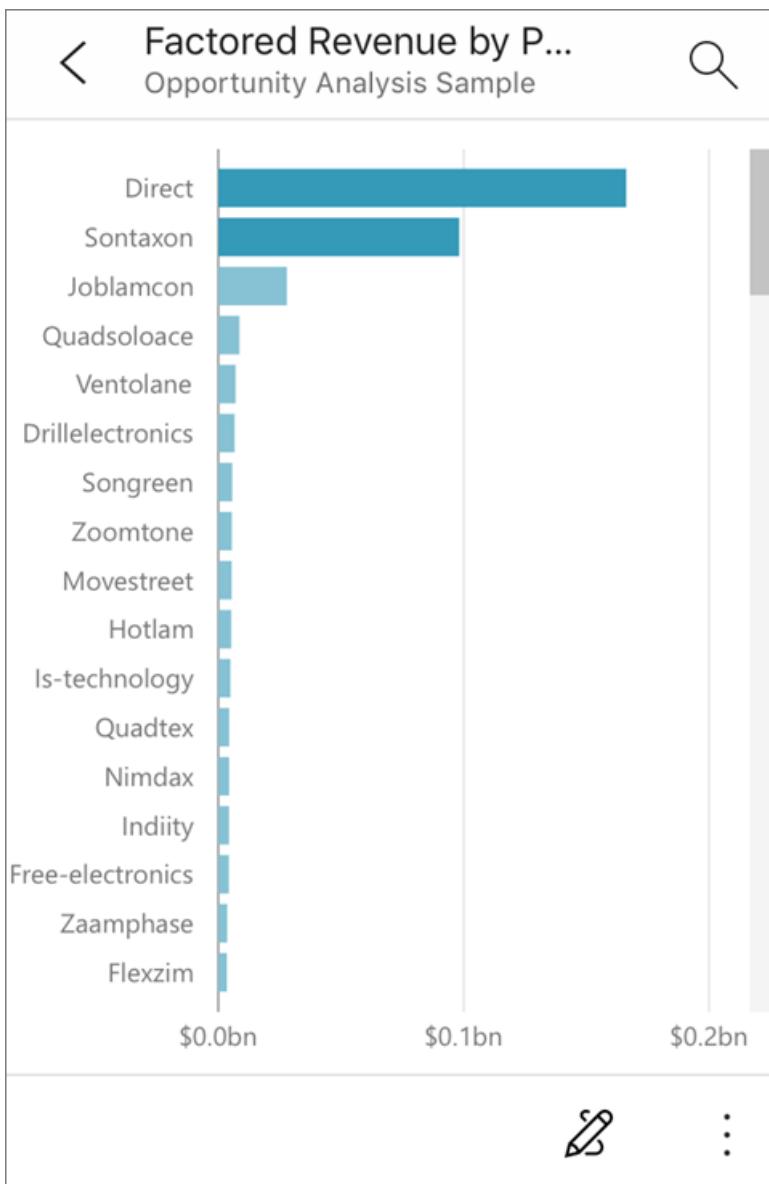
5. Scroll to the right and tap **Insight 2**.



The Q&A virtual analyst displays Insight 2.



6. Tap the chart to open it in focus mode.

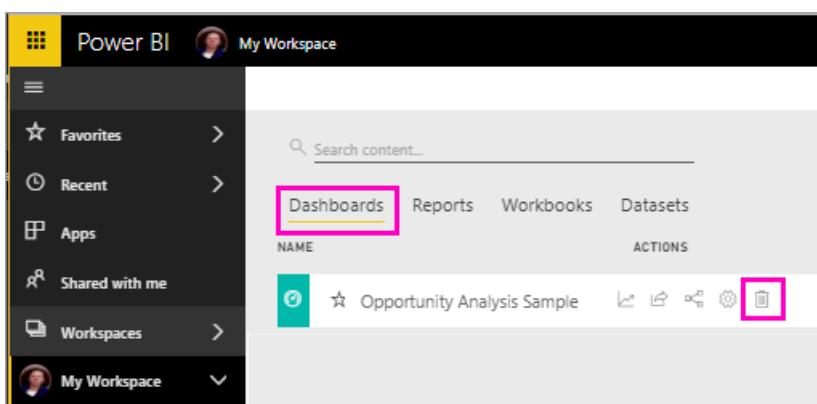


7. Tap the arrow in the upper-left corner to go back to the Q&A virtual analyst experience.

Clean up resources

When you've finished the tutorial, you can delete the Opportunity Analysis sample dashboard, report, and dataset.

1. Open the Power BI service (app.powerbi.com) and sign in.
2. In the left navigation pane, select **Workspaces > My Workspace**.
3. On the **Dashboards** tab, select the garbage can **Delete** icon next to the Opportunity Analysis dashboard.



4. Select the **Reports** tab and do the same for the Opportunity Analysis report.

5. Select the **Datasets** tab and do the same for the Opportunity Analysis dataset.

Next steps

You've tried the Q&A virtual assistant in the Power BI mobile apps for iOS. Learn more about Q&A in the Power BI service.

[Q&A in the Power BI service](#)

What's new in the mobile apps for Power BI

7/30/2019 • 30 minutes to read • [Edit Online](#)

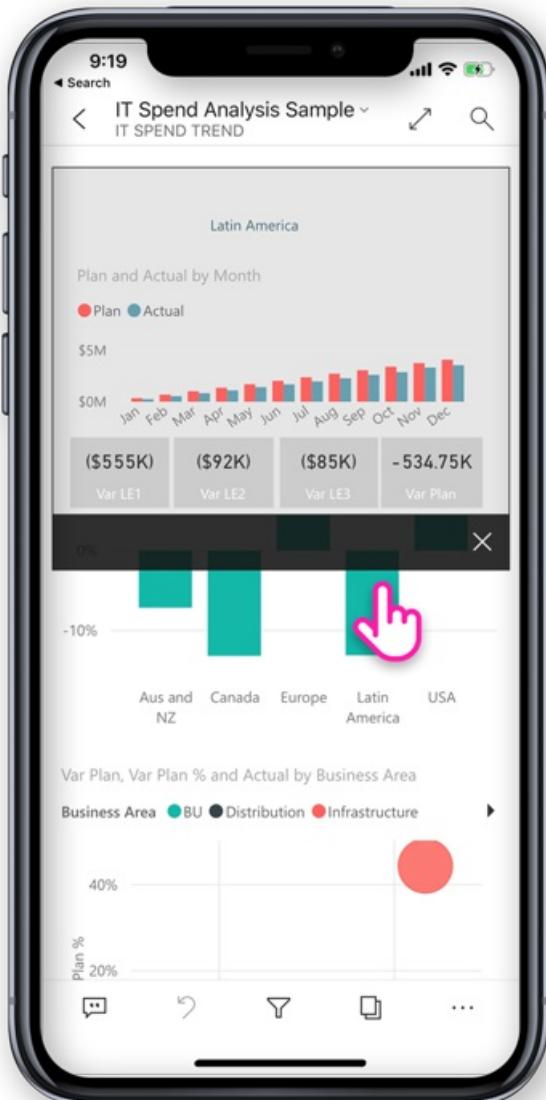
For related "What's New" information, see:

- [Power BI team blog for the mobile apps](#)
- [What's new in Power BI Desktop](#)
- [What's new in the Power BI service](#)

July 2019

Report page tooltips

Report page tooltips are now supported when viewing reports in your mobile app. Simply press and hold on a visual that has a report tooltip tied to it and it will be shown.



NOTE

Report tooltips are supported for devices greater than 640 pixel size and 320 viewport. Smaller devices use default tooltips.

June 2019

Barcode scanning is now available in Android

Now you can use your Power BI app on Android (phone and tablet) to scan barcodes printed on products or shelves at your store to display related Power BI reports filtered by the scanned value. More about [filtering your data with barcodes](#).

Supporting PBIX reports hosted in PBI-RS over ADFS configuration (iOS, Android)

Power BI Reports (PBIX) hosted in PBI-RS over ADFS configuration can now be accessed also from Power BI mobile apps.

May 2019

Siri Shortcuts support (iOS)

Users can create Siri Shortcuts to their Power BI reports and dashboards, and then open them directly from Siri voice interface. [Read how to use Siri Shortcuts in Power BI iOS app.](#)

Device search (iOS)

Integrating Power BI with iOS device search (Spotlight). Searching for content in iPhone or iPad will now include Power BI items as well. When users use device native search, Power BI reports, dashboards, apps, workspaces and people matching the search criteria, will be listed in the results as well. [Visit the blog post to learn more.](#)

Single tap report interaction - GA

Single tap is now GA, and will become the default touch interaction for new users. Users will still be able to turn it off and have double tap in the app settings.

Enhanced conditional access protection (iOS, Android)

We integrated with AAD [new app protection-based conditional access capability](#) to increase security by limiting access to Power BI before app policy is applied.

Device protection (iOS)

Users can use device built-in protection to secure Power BI, by asking for Face ID, Touch ID or passcode for accessing Power BI. This can be controlled by the user using the app settings, but also by admins using Intune and any other MDM tool. [Learn more.](#)

One page report Slideshow (Windows)

Supporting auto refresh also for one-page reports in slideshow. So, if the report's underline data source is updated, we will pick it up and update the data in the page.

April 2019

Key Influencers visual

Key Influencers visual is now available on your mobile app. This visual lets you perform analysis of key drivers over your data with just a few taps.

Add comments to report content (Android and iOS)

Now you can use comments to collaborate and share your feedback on report pages and visuals. Read more about report commenting in Power BI Service and Mobile [in this blog](#).

Maximize the view with full screen mode (Android and iOS)

We added new button that let you control when to focus on your data by removing report headers and footers and giving you maximum space for viewing your reports.

March 2019

Supporting external guest users in Power BI apps (iOS, Android)

You can access Power BI content shared with you from other organization directly from the app (also known as B2B). Read more on Power BI mobile apps B2B [here](#).

Enhancing Windows presentation mode with slideshow (Windows)

With [slideshow](#) you can use public displays located in your office to run Power BI reports in full screen that will auto rotate between report pages.

Supporting PBI-RS reports over ADFS and WAP configuration (iOS only)

Power BI Reports (PBIX) hosted in PBI-RS over ADFS configuration can now be accessed from Power BI iOS app.

Enabling single tap interaction with report visuals

We changed report interaction so it will require only one tap on a visual, button, or slicer to interact with its data right away. Users will no longer need to tap on a visual to select it and to tap again to interact with it, a single tap will do them both.



NOTE

Existing users will need to turn on this behavior in the app setting. For more information, see the [How to configure single tap report interaction](#) article.

January - February 2019

Visio visuals

Enabling Single sign on (SSO) in Visio visuals, so no additional sign-in steps are required when viewing report with Visio visual in the app.

Dashboard commenting is coming to Power BI Mobile Windows app

You can add comments directly to dashboards and specific tiles to discuss your data, and anyone viewing the

dashboard will see your comments.

December 2018

Filter is now available for landscape reports

Report's filter pane is now available for landscape reports (in addition to phone report).

November 2018

Modern visual header

Reports using the new 'modern visual header' will no longer allocate space for headers, resulting in less empty space and more room for your visualizations.

Enhance presentation mode (Windows)

Enhanced presentation mode for Surface Hub and Windows 10 devices. Enjoy an enhanced Surface Hub meeting room experience, with improved presentation and collaboration tools, and a chromeless, large-screen optimized view, so you can focus on your data. Presentation mode also provides tools such inking to help you effectively present and have discussions about your data. Read more about presentation mode [here](#).

Portrait report layout in tablets (iOS and Android)

We now use phone report layout, when it exists, for displaying reports on tablet in portrait mode orientation. Read more on [how to create phone layout in Power BI Service or Desktop](#).

Supporting report query string

Opening report link that includes query string will now be opened in the mobile app and be pre-filtered based on the conditions defined in the query string. Learn more on [how to create report url with query string](#).

Shared credentials (now in Android)

Signing in to Power BI from your mobile app has never been easier. With shared credentials, we simplified the sign-in process by using other Office 365 app credentials on the device to authenticate you in the Power BI service.

In-app URLs (now in Android)

Links in reports that point to other Power BI artifacts now open directly inside the app. This enables you to build custom navigation flows, for example, linking from a report into a dashboard.

Show data and copy values

Report visual action menu (...) now has the option to show the underlying data in table format. Once in the table, you can long-tap to select and copy values from that table (assuming that there is no Intune policy restricting copying).

October 2018

Paginated report preview (all devices)

Paginated reports are now available on Power BI service. Users with access to paginated reports in Power BI Service can also access these reports from their mobile app.

Read the Power BI [blog post about paginated reports in mobile](#).

Shared credentials (iOS)

Signing in to Power BI from your mobile app has never been easier. With shared credentials, we simplified the sign-in process by using other Office 365 app credentials on the device to authenticate you in the Power BI service.

In-app URLs (iOS)

Links in reports that point to other Power BI artifacts now open directly inside the app. This enables you to build

custom navigation flows, for example, linking from a report into a dashboard.

iOS12 and watchOS 5 support

We have updated Power BI app for iOS to work seamlessly with the new OS on mobile devices and watch.

September 2018

Phone report editing in the browser (all devices)

Now you can create a phone report layout for a report that is already published in the Power BI service, and not just in Power BI Desktop. You create it in Edit mode in your browser.

Dashboard commenting (iOS and Android)

You can add comments directly to dashboards and specific tiles to discuss your data, and anyone viewing the dashboard will see your comments. You can also pull others in your organization into the conversation by @mentioning them. Those you've @mentioned receive a push notification with your message to their mobile phone.

Currently available for iOS and Android devices. Windows support coming soon.

Read the Power BI [blog post about dashboard comments](#).

Single Sign-On (Windows)

Single Sign-On (SSO) is one of the most requested capabilities for Power BI mobile for Windows. Now you can use your primary organizational account not only to sign in to your domain-joined Windows mobile devices, but also to sign in seamlessly to the Power BI service. Read more about [SSO and the Windows mobile apps](#).

Previous months

July 2018

iOS and Android only

Shared filters

You can now receive reports with shared filters and slicers.

Background image support

When you view a report in landscape mode on your mobile device, you see the same background images that you see in Power BI on the web.

June 2018

Full-canvas reports

Top and bottom action bars now disappear shortly after your report loads, so you can see more of your report at once.

Increased phone report canvas size

We increased phone report canvas size to have room for more visuals than before.

May 2018

Mobile drill-through: all mobile apps

You can drill through from a selected data point to another report page in the mobile apps, if the report author has defined that action.

Back button: all mobile apps

Now when you navigate through a report by swiping, choosing a report page on the action bar, or using drill-through, the back button takes you back to the previous page you were looking at.

Dashboard themes: all mobile apps

When report authors customize dashboard themes in the Power BI service, the look and feel of the dashboard will change in the mobile app, too. However, you won't see background images.

iOS: Configure Power BI iOS mobile app access to a report server remotely

Your IT admin can now use an MDM tool to configure Power BI iOS mobile app access to a report server. See [Configure Power BI iOS mobile app access to a report server remotely](#) for details.

Power BI for Mixed Reality app (Preview)

The Power BI for Mixed Reality app is now in the Microsoft Store. View your dashboards and reports while immersed in the virtual world, or place them and view them in specific locations in the context of your environment. See the new [Introducing Power BI on Hololens](#) video for context, or read the article about the new [Power BI for Mixed Reality app](#).

April 2018

Mobile drill-down and drill-up

You can now drill down and drill up to dive into report visuals on your mobile device. To access this new feature, tap and hold to open the tooltip menu on a report visual, and then tap the drill buttons to explore your data in depth. More about [drilling up and down in the mobile apps](#).

Persistent filters

We recently updated report filters and slicers, so they are automatically saved from Power BI on the web to the Power BI mobile app. Now, filters and slicers you set in the mobile app are automatically saved to Power BI on the web.

March 2018

Power BI for Mixed Reality app (Preview)

In the latest move to bring data where you are, we've created the Power BI for Mixed Reality app. View your dashboards and reports while immersed in the virtual world, or place them and view them in specific locations in the context of your environment. Read more about the new [Power BI for Mixed Reality app](#).

Share reports and dashboards externally

Share dashboards and reports with users outside of your organization, directly from the app. External sharing is enabled for both organizational and social accounts.

Persistent filters

When you set filters and slicers in Power BI on the web, your filter choices are saved to your mobile app as well, so you can pick up where you left off.

Refresh reports on the iPad

Power BI reports now have a refresh button in the iPad app.

February 2018

Share reports

Now you can share a report directly from the mobile apps. Read more about [sharing dashboards and reports from the mobile apps](#)

Improved tooltips

When you tap and hold on a report visual to access tooltips, you can now drag your finger across the visual to explore details about each data point along the way.

January 2018

Report favorites

Tag reports as favorites so they appear on the **Favorites** page. Read more about [favorites in the Power BI mobile apps](#).

View shared reports

Now when someone shares a report with you, it's listed on the **Shared with me** page along with dashboards.

Improved hyperlink support

You can now tap links in custom visuals to open them in your mobile browser.

Intune integration (Android)

Support for conditional access using Intune mobile device management.

December 2017

Improved security management

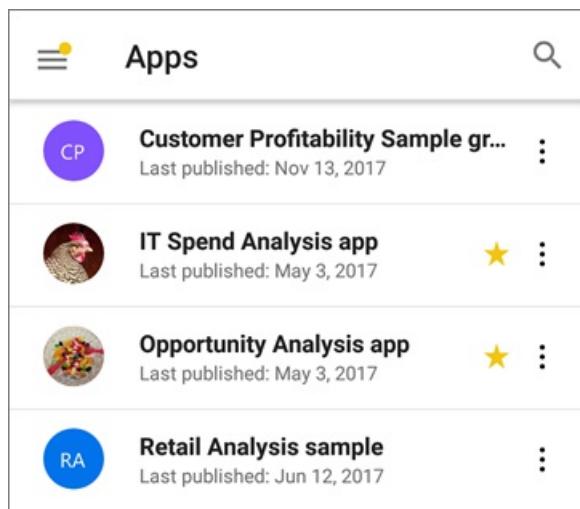
We've added support for conditional access (CA) and Microsoft Intune mobile device management (MDM) on Android devices, to better secure your organization's data. It's already available on iOS.

Improved permission management

We've made some changes that allow for more precise management of user permissions for datasets, dashboards, and reports.

Auto-installed apps

You don't need to install some of the apps in Power BI at all. Power BI app creators in your organization can create *apps* that contain a collection of dashboards and reports. Then they can publish the app and set it to install automatically in the Power BI service and the Power BI mobile apps. When an app is set to install for you, it automatically appears in your **Apps** menu:



November 2017

iPhone X optimization

We've optimized the app layout for iPhone X, so you can explore your data in style on every device.

October 2017

Filters for phone reports in Android

If you create a report with phone-optimized pages in Power BI Desktop, and the report has filters, you can now apply those filters in the phone report on your Android. Read more about filters for Power BI reports on Android.

Show data in reports

You can now switch visuals in your reports to a table view to see the numbers behind the data. To access this feature, tap "Show data" from the visual's ... menu on your report or the new icon on the expanded visual's action menu.

September 2017

Filters for phone reports in iPhones

If you create a report with phone-optimized pages in Power BI Desktop, and the report has filters, you can now apply those filters in the phone report on your iPhone. Read more about [filters for Power BI reports on iPhones](#).

August 2017

iOS proxy settings support

You can now set proxy settings in the Power BI iOS mobile app. This means that Power BI will now work with VPN connections on your mobile device, allowing more users and organizations to securely leverage the power of

Power BI on the go.

July 2017

Read the [mobile apps feature summary for July 2017](#)

iOS devices

New Q&A experience on iOS (Preview) Instead of just receiving an answer to your question, you can now use natural language to get scoped insights. Even if you're not sure what you're looking for, Q&A proactively surfaces insights relevant to your data. The new Q&A experience on mobile, developed in collaboration with the Microsoft Research team, showcases powerful technologies within our product. Try the tutorial, [Ask questions about your data in the iOS mobile apps](#).

Responsive visuals

Responsive visual for phone reports and dashboards You can set the visuals in your dashboard or report to be *responsive*, to change dynamically to display the maximum amount of data and insight, no matter the screen size. Read the [blog about responsive visuals](#).

June 2017

All devices

Make apps favorites You can already make a dashboard a favorite. Recently, [Power BI added apps](#), and now you can make apps favorites, too.

May 2017

All devices

New menu: Shared with me Go to Shared with me in the mobile app menu to see all the content that's been shared with you.

New menu: Apps An app is a collection of dashboards and reports built by your organization to deliver key metrics for faster and easier data-driven decisions.

Read more about [how your Power BI content is organized](#).

iOS and Android devices

Power BI Report Server preview Create and publish Power BI reports on premises. Then [view and interact with them in your iOS or Android](#) mobile device.

April 2017

Read the [mobile apps feature summary for April 2017](#)

All devices

Background color for phone reports When you define a background color for a report in Power BI Desktop, the phone report will have the same background color. More about [optimizing report pages for phones](#).

Develop mobile-friendly custom visuals Read this [Developer guide](#) for tips on creating custom visuals that look good and work well on mobile devices.

iOS devices

Talk to your data: ask questions by speaking Now you can [ask questions of your data with Q&A](#) by talking rather than typing.

March 2017

Read the [mobile apps feature summary for March 2017](#).

All devices

Slicer interactions

We've improved touch interaction for time slicers.

iOS devices

Ask questions of your data with Q&A - and give us feedback Try asking questions of your data with Q&A, and then give us a smiley or frowny face to let us know how we did.

Use 3D touch for common actions Deep-press the Power BI app icon on the home screen of your iPhone 6s or later to access notifications, search, and recently used dashboards.

Support for right-to-left languages Power BI mobile apps now support right-to-left languages. In this context, "right-to-left languages" refers to Hebrew and Arabic writing systems, which are written from right to left and require contextual shaping. See the list of [Supported languages in the Power BI mobile apps](#).

Android devices

Connect to more than one SSRS server

Now you can have connections to up to five SQL Server Reporting Services (SSRS) servers at the same time.

Request access to dashboards

If you scan a QR code for a dashboard that you don't have access to, now you can submit a request for access right from the mobile app.

February 2017

All devices

Scrolling made easier

Now you can scroll in bar and column charts in a report by touching the chart itself, rather than touching the scroll bar on the side.

iOS devices

Ask questions of your data with a preview of Q&A

With Q&A, you ask questions about your data in your own words, and Power BI provides the answers. Q&A is already in the Power BI service on <http://powerbi.com>. Now it's also available in the mobile app on your iPhone or iPad.

Connect to more than one SSRS server

Now you can have connections to up to five SQL Server Reporting Services (SSRS) servers at the same time.

Android tablets

The Power BI mobile app for Android tablets is now available globally. Get started with the [Power BI on your Android tablet](#).

iOS and Android devices

New menu for dashboard tiles Navigate to the underlying report, expand the tile, or manage an alert, all directly from a menu on the tile on a dashboard.

This menu is new for iOS, Android phones in landscape mode, and Android tablets. It was already in Windows and Android phones in portrait modes.

January 2017

Read the [January 2017 mobile apps blog feature summary](#).

All devices

Load more than 100 rows in tables and matrices Now, if you have a large table or matrix on your dashboard or report, we show as much data as possible in the tile. Then in focus mode, you can scroll down to load additional rows.

Phone report - general availability Power BI phone reports are now generally available. In Power BI Desktop, you can tailor a portrait view of an existing report for mobile viewers. Learn more about [authoring phone reports in Power BI Desktop](#) and the [report experience on phones](#).

iOS

SSRS Authentication using Active Directory Federation Services (ADFS) Preview Now you can sign in to on-premises SQL Server Reporting Services servers from your mobile device with your organizational account. Read more about [using OAuth to connect to SSRS servers](#).

Android

SSRS Authentication using Active Directory Federation Services (ADFS) Preview Now you can sign in to on-premises SQL Server Reporting Services servers from your mobile device with your organizational account. Read more about [using OAuth to connect to SSRS servers](#).

New and improved: Annotate and share insights quickly Sharing and annotating are now fully functional on Android devices. The improved menu makes it easier and quicker to annotate and share insights, and you can also share an annotated report or directly from the Power BI app.

December 2016

Read the [December 2016 mobile apps blog feature summary](#).

All devices

Offline background refresh

To make sure you can access your latest data while offline, we perform a refresh in the background of the app so your business information is up to date, even if you haven't accessed it for a while. To make sure certain dashboards are always up to date, just mark them as favorites. Learn more about [offline capabilities in the Power BI mobile apps](#).

iOS devices

Annotate and share

Now you can annotate and share a tile, report, or visualization from the Power BI mobile app for iOS.

- [On the iPhone](#)
- [On the iPad](#)

Request access to dashboards

If you scan a QR code for a dashboard that you don't have access to, now you can submit a request for access right from the mobile app.

Custom URL on image tile

If an image tile has a custom URL defined by the dashboard owner, when you tap the tile you go directly to that URL without opening the tile in focus mode.

iPhone

Apple watch improvements

You can now refresh Apple Watch data directly from the Watch app. In the dashboard index page, deep press to refresh your data. (The Power BI mobile app must be running in the background on your iPhone for this to work).

Android

Custom URL on image tile

If an image tile has a custom URL defined by the dashboard owner, when you tap the tile you go directly to that URL without opening the tile in focus mode. Also, dashboard tiles containing predefined custom URLs can now redirect readers to reports within the app.

November 2016

Read the [November 2016 Power BI mobile apps feature summary](#).

Android tablets

Power BI mobile app for Android tablets Yes, the preview is here.

- Experience Power BI on your Android tablet
- Explore [Reporting Services mobile reports and KPIs](#) on your Android tablet

Android devices

Preview: Intune Mobile Application Management Power BI support for Microsoft Intune Mobile Application Manager (MAM) is now in preview for Power BI Pro users on Android devices.

Favorites Tag your favorite dashboards on your Android device, and see all your [favorite Power BI dashboards](#) and [Reporting Services mobile reports and KPIs](#) collected in one convenient location.

iOS devices

Links URLs in tiles and visualizations are now clickable, and open in a browser.

Windows devices

Center a map to focus on data near you in your location

September/October 2016

Read the [October 2016 Power BI mobile apps feature summary](#).

All devices

Favorites as landing page If you've marked any of your dashboards as favorites, then your landing page will be your Favorites entry.

Improved navigation The main navigation has a new look, and groups navigation has moved to the groups catalog.

Report and dashboard performance improvements Improved the experience of loading reports and dashboards in the Power BI mobile apps

Enhanced alert notifications Notifications for your data-driven alerts now contain more information on what triggered the alert and why.

iOS on iPhones

Apple Watch refresh improvements The Apple Watch mobile app has been improved for Watch OS3

Android phones

Added manual tile refresh You can now manually refresh your dashboard tiles. For tiles based on DirectQuery, this will retrieve the latest data from the dataset.

Windows 10 phones

Geographic filtering On your Windows 10 phone you can now filter your report based on your current location, and see only the data you need.

SandDance visualization This custom visualization is now available on the Surface Hub

August 2016

All phones

Favorites View your favorite dashboards from all Power BI mobile apps, and manage the list of favorites from the Power BI mobile apps for iOS and Windows 10 devices. Read more about [favorites in the Power BI mobile apps](#).

Dashboard data classification See the data classifications that dashboard owners have assigned their dashboards. Read more about [classifying dashboards](#).

Data-driven alerts Get notified by an alert when your data changes in pre-set ways for KPI, gauge, and card tiles. Learn more about:

- [Alerts on the Power BI app for Android phones](#).
- [Alerts on the Power BI apps for iOS](#).

- [Alerts on the Power BI app for Windows 10 devices.](#)

iOS on iPhones and iPads

Tiles full-screen in focus mode on iPad When you tap a tile on your iPad, the tile will now open full-screen in focus mode, taking advantage of the entire iPad screen size.

Manually refresh tiles Manually refresh your tiles by opening the dashboard in the Power BI mobile app for iOS and pulling down from the top of the screen.

Support for Intune MAM Added support for Microsoft Intune mobile application management (MAM) capabilities.

Read more about [Microsoft Intune on Power BI mobile apps](#).

Windows 10 devices

Full-screen and presentation modes Display reports in presentation mode on Surface Hub, and display dashboards, reports, and tiles in full-screen mode on Windows 10 devices.

July 2016

All phones

In the Power BI service you can now [create a view of a dashboard specifically for phones](#) in portrait mode.

Android phones

Favorites tab Access all your favorite dashboards from a single location.

Improved security management Select a risk classification for the business data presented in a specific dashboard.

Improved warning and banners We've improved warnings and banners for the mobile app.

QR codes for report pages A QR code generated in the service will link to a specific page rather than the entire report.

Improved alerts Data-driven alerts are now formatted based on your device's locale.

iOS on iPhones and iPads

Improved security management Select a risk classification for the business data presented in a specific dashboard.

Mobile insights View summary data (max, min, and all) on clustered column chart tiles.

Improved manual refresh You can now manually refresh your dashboard tiles. For tiles based on Direct Query, this retrieves the latest data from the data model.

Improved warning and banners We've improved warnings and banners for the mobile app.

QR codes for report pages A QR code generated in the service will link to a specific page rather than the entire report.

General improvements We've improved error messages for tiles in the mobile app.

Windows 10 devices

Improved security management Select a risk classification for the business data presented in a specific dashboard.

Improved warning and banners We've improved warnings and banners for the mobile app.

June 2016

See the [June Power BI mobile apps blog post](#) for more details.

QR codes now display in augmented reality (iOS)

Now when you scan a QR code generated by the Power BI service, the tile renders in augmented reality.

More about [connecting to data in the real world](#).

Filter data with barcodes (iPhone)

Now you can scan barcodes printed on products or shelves at your store to display related Power BI reports filtered by the scanned value.

More about [filtering your data with barcodes](#).

SQL Server 2016 Reporting Services mobile reports

Now you can drill through from a Reporting Services KPI or a mobile report to another mobile report or to any custom URL.

Notification center

The notification center in your Power BI mobile app shows new data or dashboards that are shared with you, or changes to groups you belong to.

May 2016

iOS devices and Android phones

- **QR codes** are now available **for reports**, too. Scan the code with your Power BI app to go directly to a related report, with no navigation or search needed.
- **Improved data management** for SQL Server 2016 Reporting Services: Reduced load times and data consumption on your device.
- **SQL Server 2016 themed mobile reports**: See themes for mobile reports on your device.
- **Geofiltering**: Filter reports by your current location.

April 2016

See the [April Power BI Mobile Apps blog](#) for more details.

All apps

- Select more than one option in a report slicer.

Android mobile app

- **SQL Server 2016 Reporting Services mobile reports** now on Android phones.
- **Report gallery** Open your reports directly in the report gallery.
- **NTLM authentication** support for mobile reports in SQL Server 2016 Reporting Services.

Power BI app for Windows 10 devices

- **Presentation mode** Display Power BI dashboards and reports in presentation mode from the Power BI app.
- **SQL Server 2016 Reporting Services mobile reports** now on Windows 10 devices.
- See **data tooltips** when you hover your mouse over a dashboard tile.

March 2016

Read the [Power BI Mobile Apps blog for March 2016](#).

iPhone mobile app

Apple Watch View your Power BI tiles and KPIs on your [Apple Watch](#).

iOS 9.0 and later To accommodate the best possible experience and new features for Power BI, we are now supporting only devices running iOS 9.0 and later.

Global search Added a new "recently viewed" list and global search so you can find the data you need quickly.

Report gallery Open your reports directly in the report gallery.

Fresh data offline New background refresh automatically updates your cached data when you're online, so you have the freshest data [even when you're offline](#).

Bing and R tiles Open Bing and R tiles in focus mode.

Android mobile app

SQL Server 2016 mobile reports and KPIs [View SQL Server 2016 mobile reports and KPIs](#), and navigate between SSRS folders.

View reports Open reports from tiles on your dashboards.

Fresh data offline New background refresh automatically updates your cached data when you're online, so you have the freshest data [even when you're offline](#).

Power BI app for Windows 10 devices

Quick access Access your dashboards, reports, and groups quickly with a new "recently viewed" list and global search so you can find the data you need.

Bing and R tiles Open Bing and R tiles in focus mode.

More live tiles on your Start screen [Pin KPIs and row cards to your Start screen](#) as live tiles, so you can see all of your critical metrics at a glance.

Pinch to zoom Use pinch-to-zoom on your tablet to examine dashboards in greater detail.

Notifications Get notified when your datasets, reports, and dashboards update with new data.

Report gallery Open your reports directly in the report gallery.

February 2016

Android

View dashboards in [landscape mode on Android phones](#).

Power BI app for Windows 10 devices

View [reports on your Windows 10 phone](#).

Faster time to [insights on your Windows 10 mobile dashboards](#): Share a tile snapshot or open a report directly from the dashboard.

January 2016

All of the January improvements are already in the new [Power BI app for Windows 10 phones](#), released in December 2015. Now they're rolling out to the other Power BI apps for mobile devices. Read the blog post about these improvements.

Real-time data support Dashboards refresh in real time, so you don't need to refresh them manually.

Offline indicators When you don't have signal, you see an offline indicator at the top of your dashboard.

Access cached data Cached data no longer expires, so you have access to your cached data indefinitely while offline.

R tiles and web widgets View these new tile types in dashboards on your mobile device.

Bing dashboards In the Power BI service, you can now create [dashboards with Bing search results](#), and view them on your mobile device.

Report pages pinned as tiles to dashboards Now that you can pin a whole report page to a dashboard in the Power BI service, you can view report pages in the Power BI app on your iPhone or on your Android phone.

December 2015

The Power BI team ended 2015 strong, with several major additions and updates.

SQL Server 2016 Reporting Services mobile reports in iOS

Now you can view your SQL Server mobile reports in the Power BI app on your iOS device, be it iPad or iPhone. Read more:

- [SQL 16 SSRS on Power BI app for iOS](#) blog post
- View [SQL Server mobile reports and KPIs in the iPhone and iPad apps](#) documentation

Power BI app for Windows 10 phones

The new Power BI app for Windows 10 phones is optimized for touch and mobile productivity. Explore dashboards and reports, invite colleagues to view data, and share insights over email to engage your team. Plus you can [pin Power BI dashboards to your Windows phone Start screen](#).

- Read the [Power BI app for Windows 10 phones](#) blog post.
- [Get started with the Power BI app for Windows 10 phones](#).

Other additions

Read the [Power BI mobile apps December blog post](#) for more details.

- Receive notifications when a colleague shares a dashboard with you. (iOS)
- View entire pinned report pages in your dashboards. (iOS and Android)
- [Scan a QR code](#) and go directly to a relevant tile on your Android phone.

November 2015

Read the [November 2015 Power BI mobile blog post](#).

All Power BI mobile apps

- A new welcome experience.
- Improved chart data capacity.

iOS and Android mobile apps

- Enterprises can now [configure Power BI mobile apps for iOS and Android with Microsoft Intune](#) to manage devices and applications.

iPhone mobile app

- [Add a picture tile to a dashboard](#) directly from your iPhone.
- [Create QR codes in the Power BI service](#), then scan them from your iPhone to open the Power BI app to a specific tile.

The Power BI app for Windows devices

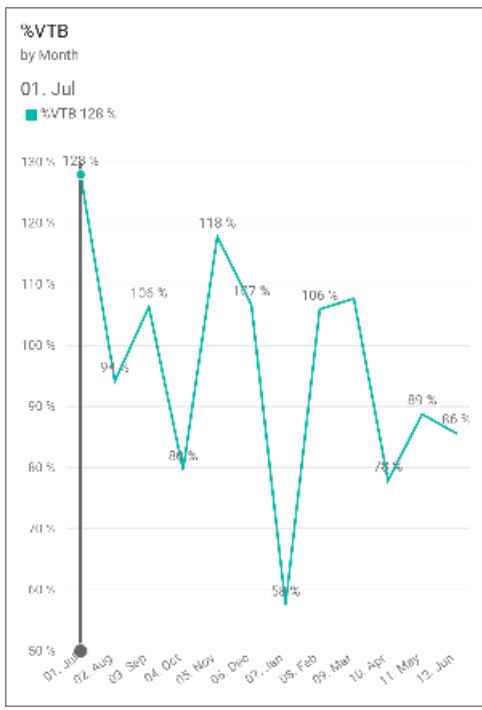
- [Link directly from a tile to a specific URL](#).

October 2015

Read the [mid-October Power BI mobile blog post](#).

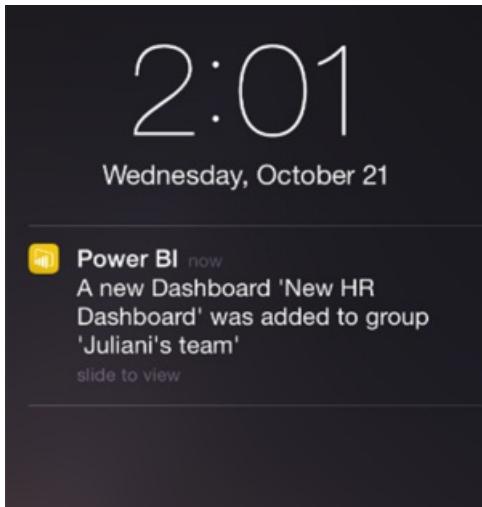
All Power BI mobile apps

- Line charts with a percentage-based Y-axis now calculate the visual range according to your actual data. The graph now starts from the lowest data point in the chart, instead of from a default value.
- Line, column, and bar charts can now have data labels.



iPhone

- Stay up to date with your groups' newest dashboards -- receive notifications on your iPhone each time a team member adds a dashboard to one of your groups.



- You can now view dashboards horizontally, just by turning your phone. Read more about [landscape mode in the iPhone app](#).



Improvements in the Power BI mobile apps -- Android, iOS (iPhone and iPad), and Windows. Read the [mid-September Power BI mobile blog post](#).

Android

- Support for group workspaces: Collaborate with colleagues in group workspaces.
- Support for non-authenticated users: For the few scenarios when users fail or can't sign in to the app, we added a fast, convenient way to contact support and send feedback.
- Improved user experience when accessing dashboards using role-based security.
- Improved data formatting of charts and alignment of all dashboard tiles.

iOS (iPhone and iPad)

- New & improved navigation: New drawer navigation maximizes screen real estate and improves navigation throughout the app.
- Group workspaces: Collaborate with colleagues in group workspaces.
- Authentication process upgrade Quality, performance, and functionality improvements enhance the app authentication process, including support for SSO (Single Sign-On).
- Improved data representation of line chart tiles to better compress the x-axis.
- Improved user experience when using with role-based security.
- Touch-optimized improvements for matrix chart tiles: Now you can easily scroll through your matrix data and view all its data easily and intuitively.
- Improved data formatting of charts and alignments of dashboard tiles.
- Removal of iOS 7 support: To maintain highest security standards for Power BI, we will no longer support iOS 7 installed devices. iOS 8 and above is required.
- Send feedback and rating added in app: Added in-app capability to send feedback and provide ratings so that we can increase the community's influence on our roadmap and promote issues easily and directly from the app.

Windows

- Improved map tile rendering in in-focus mode to maximize screen real estate.
- Improved user experience when accessing dashboards using role-based security.
- A new capability allows you to browse back and forth through dashboard tiles exploring them directly in in-focus mode without the need to return to the dashboard to select the next tile.
- Additional stability and performance improvements.

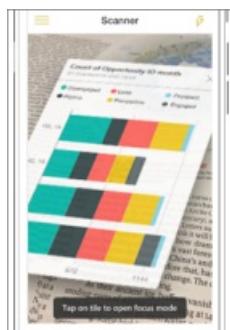
Get data from the real world with the Power BI mobile apps

1/14/2019 • 2 minutes to read • [Edit Online](#)

Power BI mobile apps can connect the real world directly to related BI information, in a number of different ways.

QR codes for tiles

Create a QR code for a report, or a tile in a dashboard, and put the QR code anywhere you want. When your colleagues scan the code with their iPhones, Android phones, or the Power BI for Mixed Reality app, they see the tile you've associated with that QR code. On an iPhone, they see the tile in augmented reality.



More about:

- [Creating a QR code for a tile in Power BI](#)
- [Scanning a Power BI QR code from your mobile device](#)
- [Scanning a QR code with the Power BI for Mixed Reality app.](#)

QR codes for reports

Create a QR code for a report. When your colleagues scan the code with their iPhones (Android phones are coming soon), they see the report you've associated with that QR code.

More about [creating a QR code for a report in Power BI](#)

Barcodes

Tag barcode data in your report so your colleagues can scan a barcode on a product and go straight to that report, filtered for that product.



More about:

- [Tagging barcode data in a report](#)

- Scanning a barcode from the Power BI app on your iPhone

Filter by location

Categorize geographical data in a report in Power BI Desktop. Then your colleagues view that report in the Power BI mobile app for iOS, Power BI automatically provides geographical filters that match where they are.

More about [filtering by location](#).

Next steps

- [Create a QR code for a tile in Power BI](#)
- [Create a QR code for a report in Power BI](#)

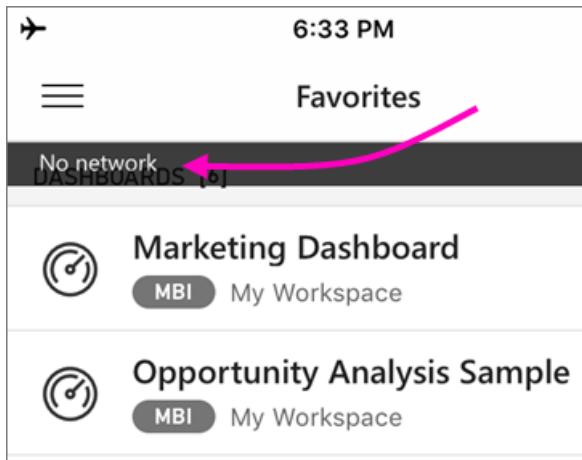
View your data offline in the Power BI mobile apps

1/30/2019 • 2 minutes to read • [Edit Online](#)

Applies to:

 iPhone	 iPad	 Android phone	 Android tablet	
iPhones	iPads	Android phones	Android tablets	Windows 10 devices

One advantage of viewing Power BI in a mobile app rather than in a mobile browser is that you can see your data even when you're not connected to a network.



By default, Power BI refreshes the data frequently so you get up-to-date answers to your business questions any time, even while commuting or roaming.

Data access while you're offline

While you're offline, you can access and interact with dashboards you've accessed previously from the mobile app.

You also have read-only access to any Power BI reports you've accessed previously from the mobile app. You can see the full report, but not filter, cross-filter, sort, or use slicers on it.

Background data refresh

Background refresh updates your favorite dashboards, plus dashboards and reports you've viewed in the last two weeks, with the data on the Power BI service (not the data source). If you're connected to wi-fi, background refresh updates every 2 hours. Otherwise, if you're on a 3G network, Power BI updates the content every 24 hours.

You can turn off background refresh, for example to avoid network usage. Check the settings on your device.

NOTE

If you use the Power BI mobile app on an iOS device and your organization has configured Microsoft Intune MAM, then background data refresh is turned off. The next time you enter the app, Power BI refreshes the data from the Power BI service on the web.

Read more about [configuring Power BI mobile apps with Microsoft Intune](#).

Offline indicators

Power BI provides clear indicators when you go in and out of offline mode, as well as indicators for missing dashboards, reports, and tiles that aren't available offline.

Limitations

When you're offline with Power BI on your mobile device, you may encounter these limitations:

- Power BI can cache up to 250 MB of data offline.
- Some tile types require an active server connection, so they aren't available offline for example, Bing map tiles and some custom tiles.
- Whole Excel workbooks in Power BI aren't available offline.
- You can see Reporting Services mobile reports and KPIs offline, if you have viewed them while connected. They don't refresh in the background. They refresh every time you open them.
- In the Power BI mobile apps, you can't see Power BI Desktop (.pbix) files saved to Power BI Report Server.
- Paginated reports (RDL) are not available while the network is offline.

Next steps

Your feedback helps us decide what to implement in the future, so don't forget to vote for other features you'd like to see in Power BI mobile apps.

- [Power BI apps for mobile devices](#)
- Follow @MSPowerBI on Twitter
- Join the conversation at the [Power BI Community](#)
- [What is Power BI?](#)

Power BI for Mixed Reality app (Preview)

1/14/2019 • 3 minutes to read • [Edit Online](#)

View your dashboards and reports in the Power BI for Mixed Reality app (Preview) while immersed in the virtual world, or place them in specific locations in the context of your environment.

[Download the Power BI for Mixed Reality](#) app from the Windows store: In the Windows Store, it's called "Power BI Mobile." Interact with your dashboards and reports in the virtual world, then select the ones you want to place.

Two views: Windows classic and holographic

Power BI for Mixed Reality is based on the Power BI Windows mobile app with additional capabilities unique to mixed reality. When you start Power BI for Mixed Reality, you're in this "classic" Windows view of Power BI. In this view, you can navigate between the dashboards and reports you have access to. When you find the one you want, you can switch from the classic Windows view to the holographic experience.

Windows classic view basics

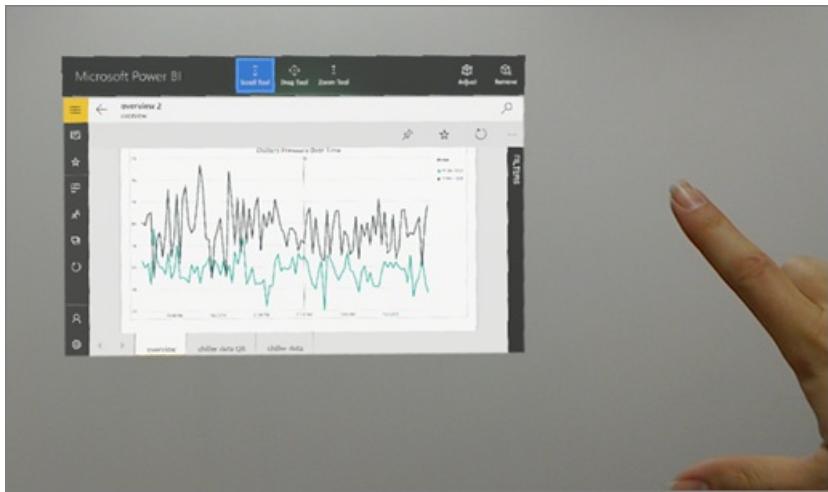
If you're new to the mixed-reality experience, this section is for you. Interacting with a mixed-reality app is different from interacting with a computer, or even with a tablet or phone. In the Windows classic view, mixed-reality apps respond to a set of gestures and voice commands that replace the traditional mouse and keyboard, or the phone tap.

Air tap

The air tap is the most basic gesture you need to know to interact with almost every mixed reality app. You tap the thumb and forefinger together with your hand held upright, similar to a mouse click or phone tap.



In Power BI you use an air tap in the Windows classic app anywhere you would use a mouse click. You can air tap to open a dashboard or report in your workspace, or air tap part of a visual to filter or cross highlight other visuals, and so on.



Read more about [Microsoft hand gestures in mixed reality](#).

Pin an item

Air tap the **Pin** icon to pin a dashboard or report from Windows classic view to holographic view. You can pin a number of items to holographic view.

Switch to holographic view

After you've pinned items in the Windows classic view, you air tap the **Full Screen** icon to switch to holographic view.

Holographic view basics

Now that you're in holographic view, all the artifacts you pinned are in your docking belt. You can place these pinned items in specific locations in the physical space -- for example, next to the piece of equipment that the item describes. In holographic view, voice commands complement the hand gestures. Here are some common voice commands.

"Follow me"

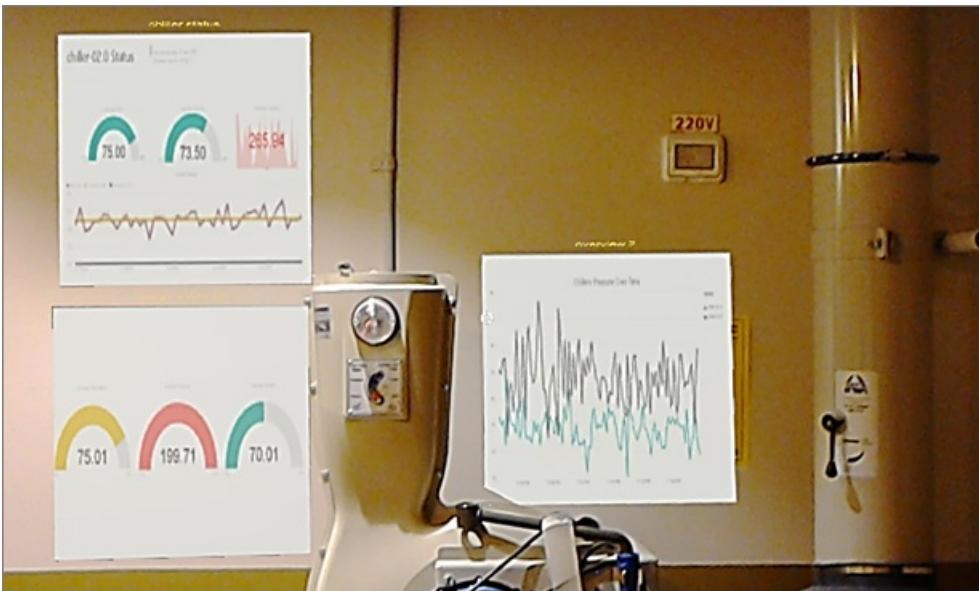
Pick up a Power BI artifact, so it will stay in your main field of vision and follow your gaze until you place it somewhere.

"Dock"

Use the "dock" command to place an artifact in your Power BI docking belt, so it will follow you, outside of your main field of vision, for easy access.

"Place here"

This command places a dashboard or report on a wall or object, or hovering in space.



"Go home"

Say "go home" to return to the Power BI classic Windows view.

"Remove"

Use this command to remove an artifact from holographic view.

"Remove all"

Use this command to remove all artifacts from holographic view.

Scan a report QR code in holographic view

You can scan the QR code for a report in holographic view, just as you can [scan QR codes with the Power BI mobile apps](#) for iPhone and Android.

- While in holographic view, gaze at a QR code. Power BI opens the report associated with that QR code.

Limitations and considerations

Here are a few limitations and considerations for holographic view.

- You don't see cross-filtering or highlighting you may have set in Windows classic view.
- Your view of your pinned dashboards and reports is private. We don't currently support shared experiences.
- The dashboards and reports refresh every 45 seconds, as data changes.

Next steps

- [Get data from the real world with the Power BI mobile apps](#)

View dashboards and reports in the Power BI mobile apps

7/30/2019 • 5 minutes to read • [Edit Online](#)

Applies to:

 iPhone	 iPad	 Android phone	 Android tablet
iPhones	iPads	Android phones	Android tablets

Dashboards are a portal to your company's life cycle and processes. A dashboard is an overview, a single place to monitor the current state of the business.

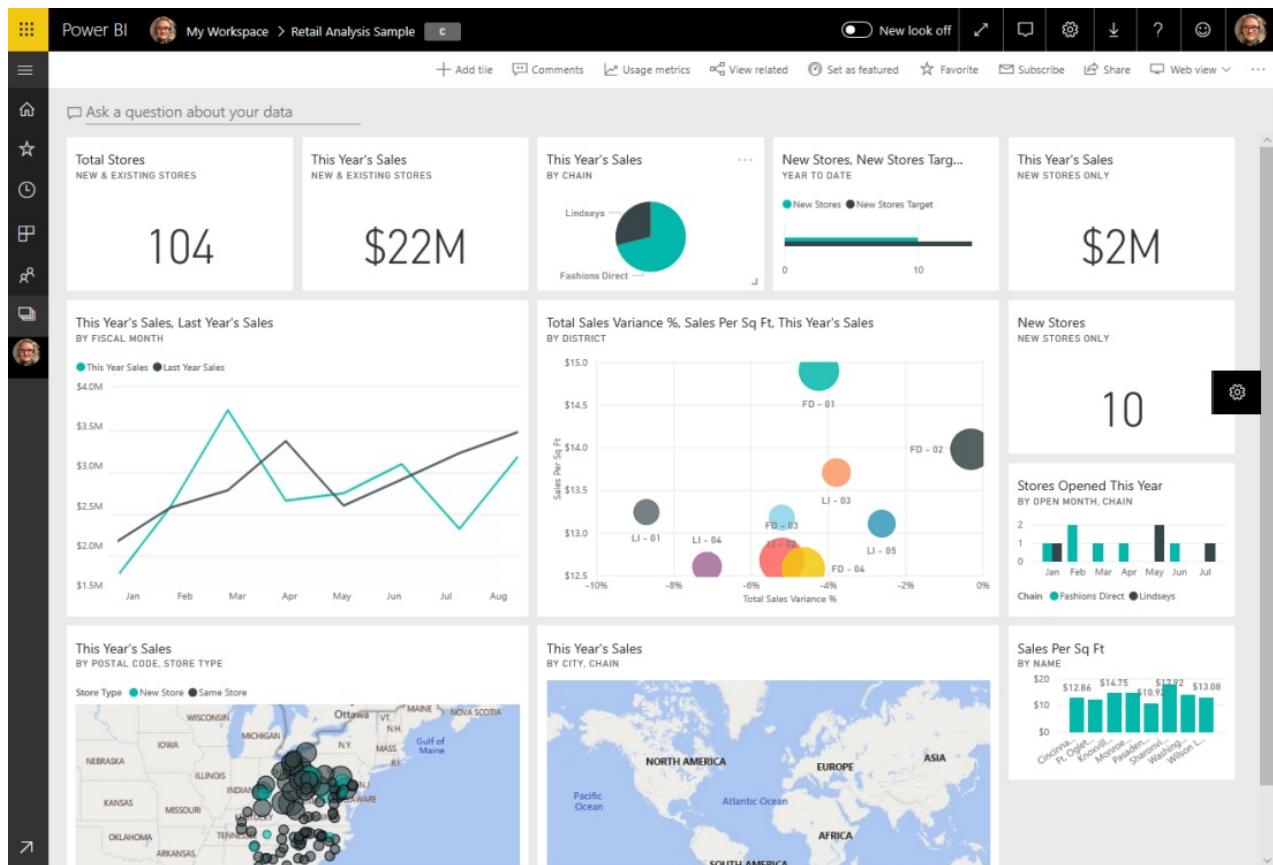
Create dashboards in the Power BI service (<https://powerbi.com>)

You don't create dashboards in the mobile apps.

To see dashboards and reports on your mobile device, you need to create or connect to them in a Web browser.

1. Go to the Power BI service (<https://www.powerbi.com>) and [sign up for an account](#).
2. [Create your own Power BI dashboards and report](#), or connect to existing [Power BI apps](#) for a variety of services, such as [Microsoft Dynamics CRM](#) and [Adobe Analytics](#).

Here's a Power BI dashboard in the Power BI service:

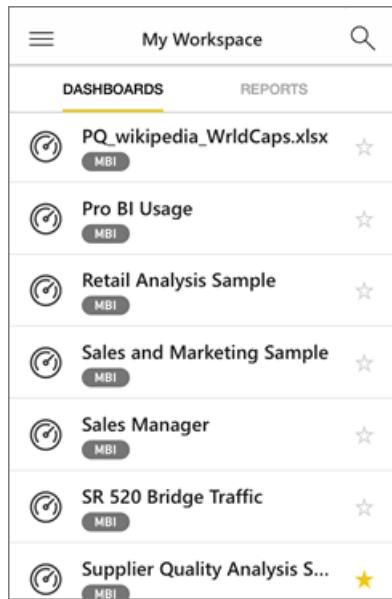


View dashboards on your iPhone

1. Open the Power BI app on your iPhone and sign in.

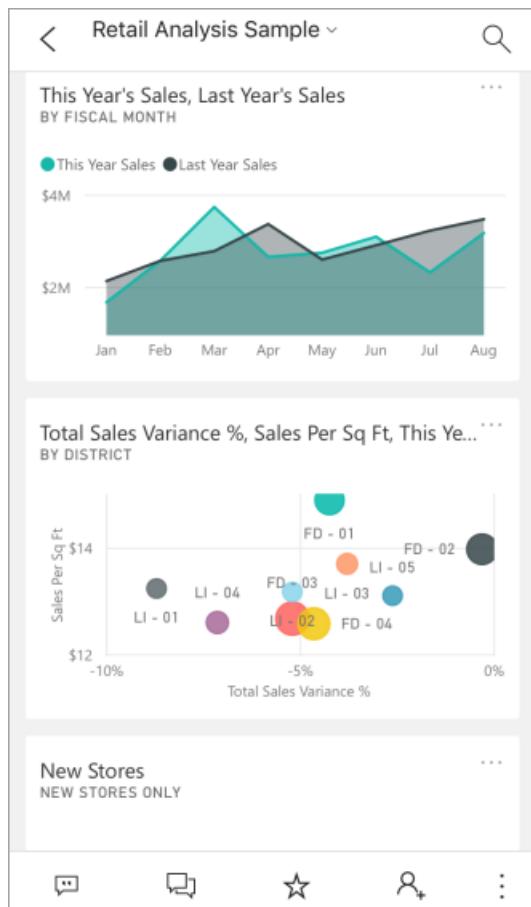
Need to [download the iPhone app](#) from the Apple App Store?

2. Tap a dashboard to open it.



- The yellow stars show which dashboards are favorites.
- The notation below each dashboard name (in this case, "MBI") shows how the data in each dashboard is classified. Read more about [data classification in Power BI](#).

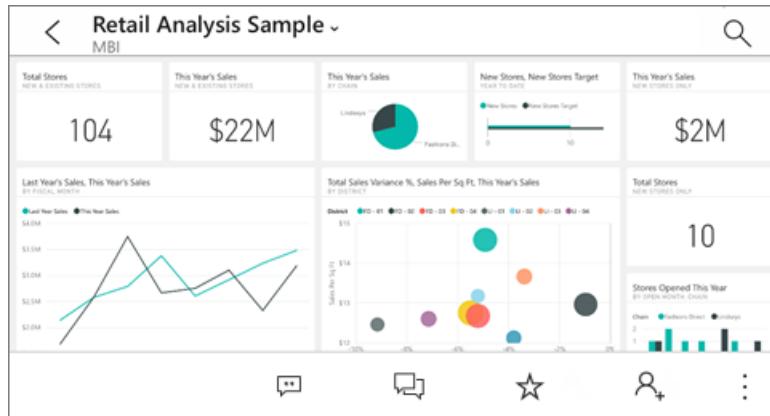
By default, Power BI dashboards look a little different on your iPhone. All the tiles appear the same size, and they're arranged one after another from top to bottom.



TIP

If you're the dashboard owner, in the Power BI service you can [create a view of the dashboard specifically for phones](#) in portrait mode.

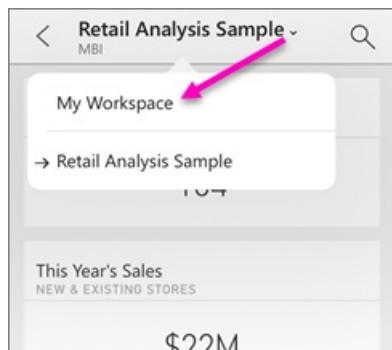
Or, just turn your phone sideways to view the dashboard in landscape mode on your phone.



3. Swipe up and down to see all the tiles in the dashboard. You can:

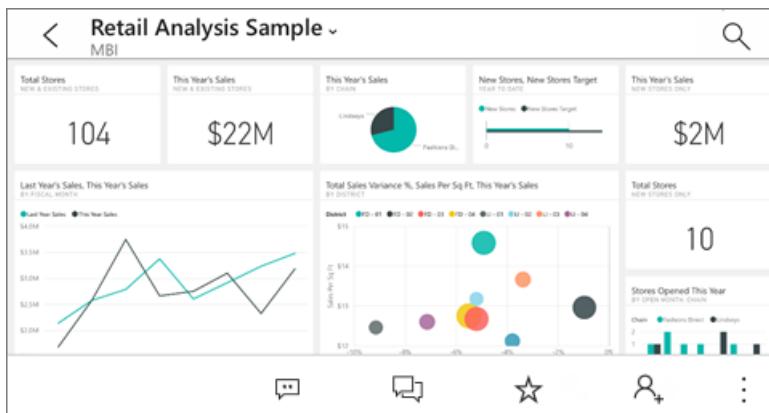
- Tap a tile to open it in focus mode and interact with it.
- Tap the star to make it a favorite.
- Tap **Invite** + to invite a colleague to view your dashboard.
- Sync the dashboard with your Apple Watch.

4. To get back to the list of dashboards, tap the arrow next to the dashboard title, then tap **My Workspace**.



View dashboards in landscape mode in your iPhone

Just turn your phone sideways to view dashboards in landscape mode. The dashboard layout changes from a series of tiles to a view of the whole dashboard you see all of the dashboard's tiles just as they are in the Power BI service.



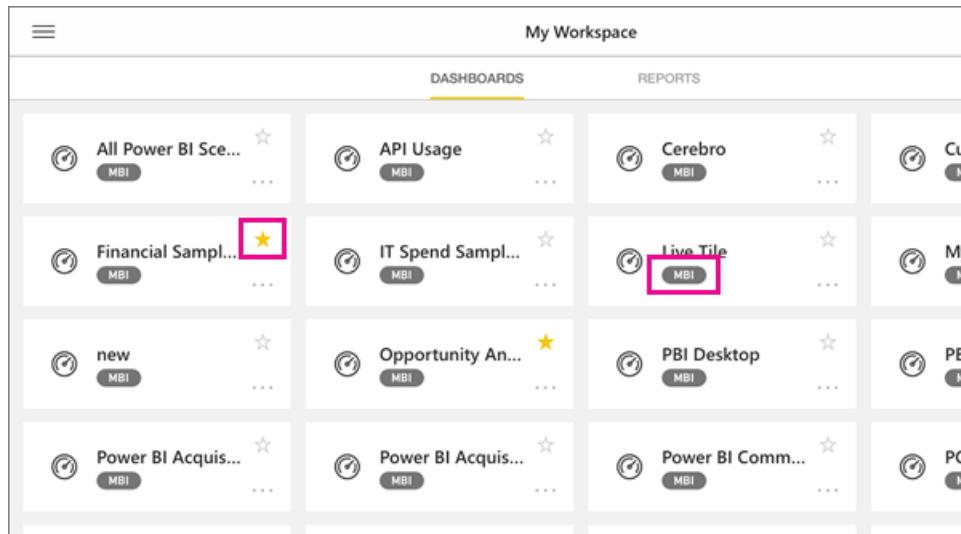
You can use the "pinch" gesture to zoom in and out on different areas of your dashboard, pan to navigate it. And you can still [tap a tile](#) to open the tile in focus mode and interact with your data.

View dashboards on your iPad

1. Open the Power BI app.

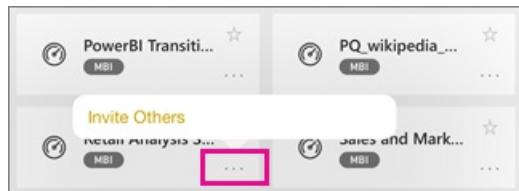
Need to [download the iPad app](#) from the Apple App Store first?

2. Tap **Dashboards** at the top of the app.



- The yellow stars show which dashboards are favorites.
- The notation below each dashboard name (in this case, "MBI") shows how the data in each dashboard is classified. Read more about [data classification in Power BI](#).

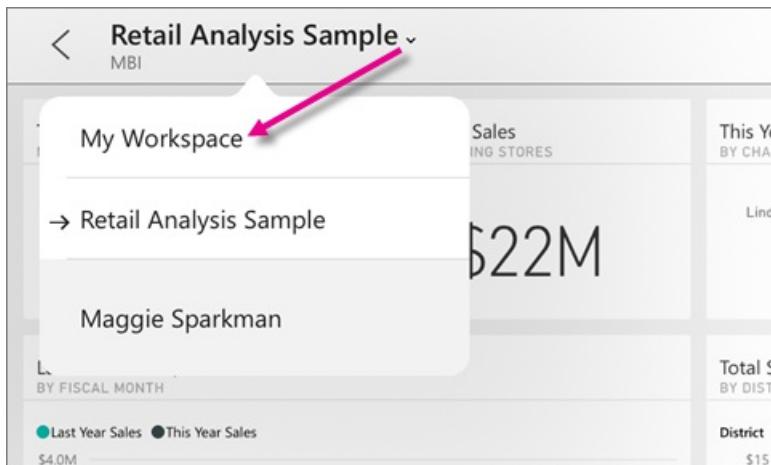
3. You can share a dashboard from your workspace. Tap the ellipsis (...) in the lower-right corner of the dashboard tile, and tap **Invite Others**.



4. You can also tap a dashboard to open it and see the tiles in that dashboard. While on the dashboard you can interact with it:

- [Tap a tile to interact](#) with the tile.
- [Open the reports](#) behind the tiles.
- [Invite others to view the dashboard](#).
- [Annotate and share a snapshot of a tile](#).

5. To go back to My Workspace, tap the name of the dashboard in the upper-left corner, then tap **My Workspace**.

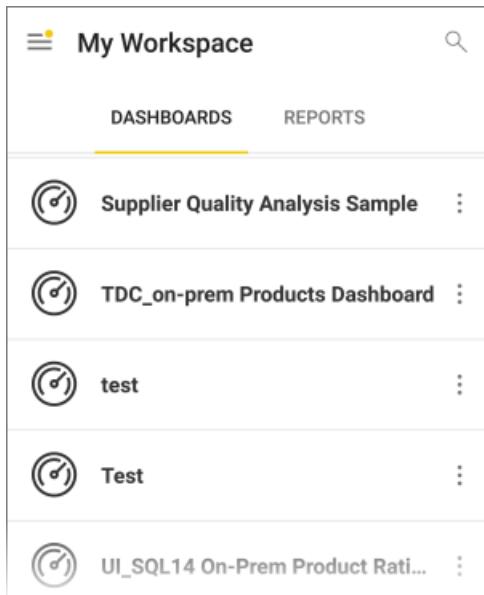


View dashboards on your Android phone

1. Open the Power BI app on your Android phone and sign in.

Need to [download the Android app](#) first?

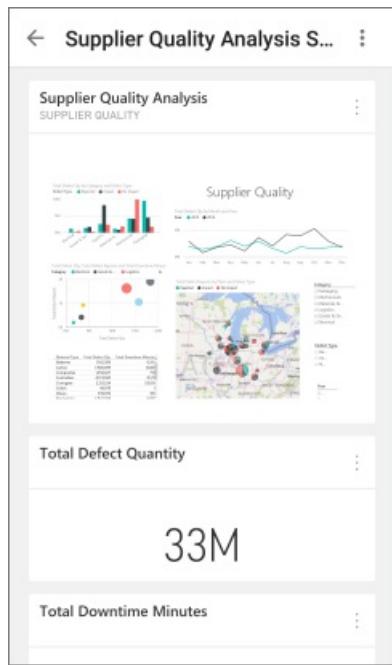
2. Tap a dashboard to open it.



Yellow stars show which dashboards are favorites.

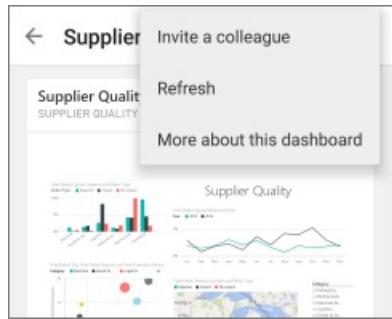
A notation below a dashboard name (in this case, "MBI") shows how the data in each dashboard is classified. Read more about [data classification in Power BI](#).

Power BI dashboards look a little different on your Android phone. All the tiles appear the same width, and they're arranged one after another from top to bottom.



If you're the dashboard owner, in the Power BI service you can [create a view of the dashboard specifically for phones](#) in portrait mode.

3. While on the dashboard, you can tap the vertical ellipsis (...) next to the name to invite a colleague, refresh, or get information about the dashboard:



4. Swipe up and down to see all the [tiles in the dashboard](#).
5. To go back to the dashboards home page, tap the dashboard name to open the breadcrumb trail, then tap **My Workspace**.

View dashboards on your Android tablet

1. Open the Power BI app on your Android tablet and sign in.

Need to [download the Android app](#) first?

2. Tap a dashboard to open it.

The screenshot shows the 'My Workspace' section of the Power BI mobile app. At the top, there's a back arrow, the title 'My Workspace', and a search icon. Below the title are two tabs: 'DASHBOARDS' (which is highlighted in yellow) and 'REPORTS'. The main area displays a 3x3 grid of dashboard tiles. Each tile includes the dashboard name, a small icon, a star rating, and a vertical ellipsis (...). The dashboards listed are: AR Demo (MBI), Barcode-Sales... (MBI), Human Resources... (HBI); Marketing Das... (MBI), PBIM BOD Demo - ... (MBI), Retail Analysis... (MBI); Sales dashboa... (MBI), Sales per produ... (LBI), SR 520 Bridge Traf... (MBI).

- The yellow stars show which dashboards are favorites.
 - The notation below each dashboard name (in this case, "MBI") shows how the data in each dashboard is classified. Read more about [data classification in Power BI](#).
3. While on the dashboard, you can tap the vertical ellipsis (...) next to the name to invite a colleague, refresh, or get information about the dashboard:

This screenshot shows a specific dashboard titled 'Supplier Quality'. It includes standard dashboard controls: 'Invite a colleague', 'Refresh', and 'More about this dashboard'. The main area of the dashboard displays several charts and data visualizations related to supplier quality.

4. Swipe up and down to see all the [tiles in the dashboard](#).

You can use the “pinch” gesture to zoom in and out on different areas of your dashboard, pan to navigate it. And you can still [tap a tile](#) to open the tile in focus mode and interact with your data.

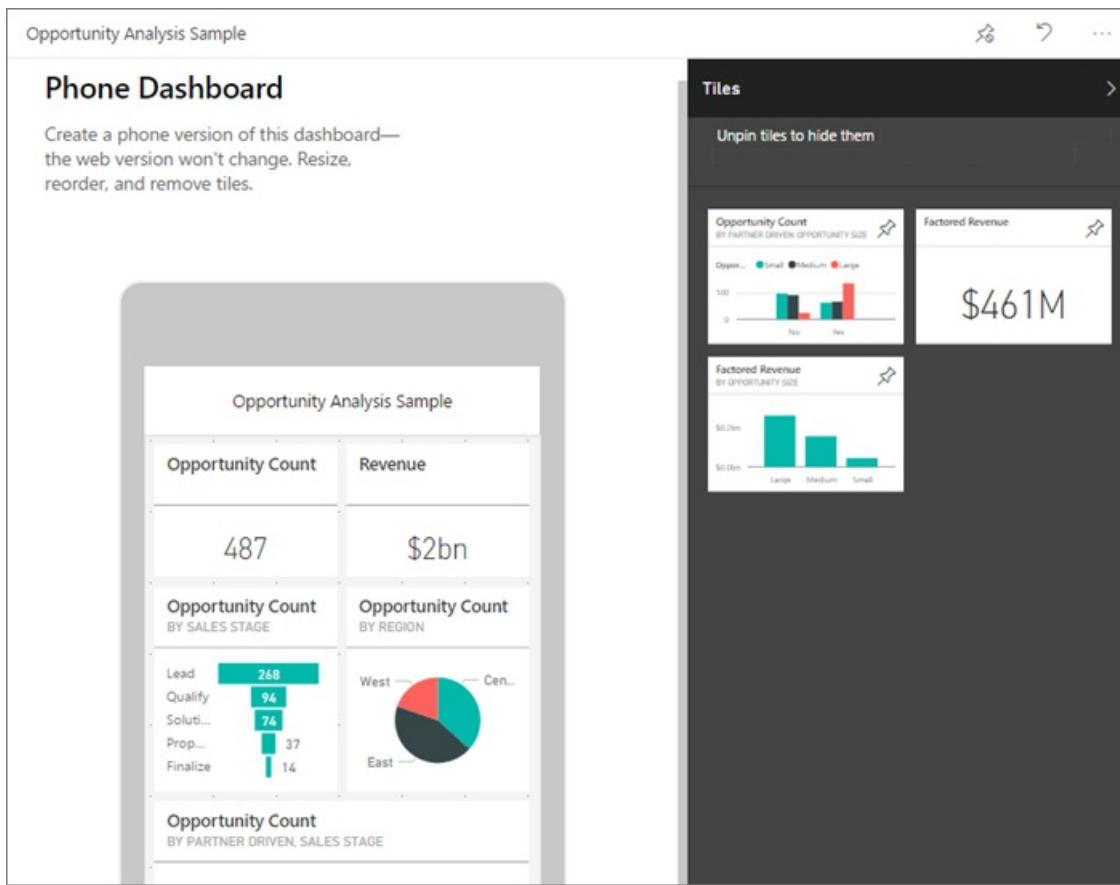
5. To go back to the dashboards home page, tap the dashboard name to open the breadcrumb trail, then tap **My Workspace**:

This screenshot shows the breadcrumb trail in the Power BI mobile app. It starts with a back arrow, followed by 'Workspaces', 'My Workspace' (which has a pink arrow pointing to it), 'Sales Dashboard', and 'Power BI Mobile'. Each item in the trail is represented by a small thumbnail image of its respective dashboard.

You can use the “pinch” gesture to zoom in and out on different areas of your dashboard, pan to navigate it. And you can still [tap a tile](#) to open the tile in focus mode and interact with your data.

Create a phone view of a dashboard in the Power BI service

If you're the dashboard owner, *in the Power BI service* you can create a view of the dashboard specifically for phones in portrait mode.



[Read more about creating a phone view of a dashboard.](#)

Next steps

- [Download the Android app](#) from Google play
- [Get started with the Android app for Power BI](#)
- [What is Power BI?](#)
- Questions? [Try asking the Power BI Community](#)

Explore reports in the Power BI mobile apps

7/15/2019 • 5 minutes to read • [Edit Online](#)

Applies to:

				
iPhones	iPads	Android phones	Android tablets	Windows 10 devices

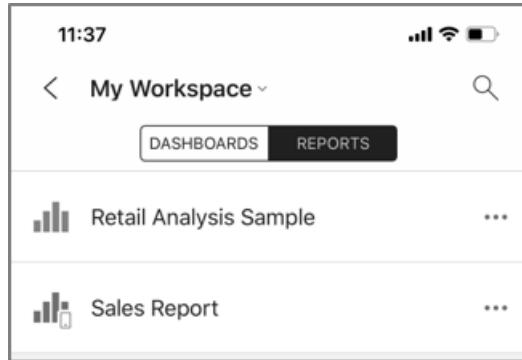
A Power BI report is an interactive view of your data, with visuals representing different findings and insights from that data. Viewing reports in the Power BI mobile apps is the third step in a three-step process.

1. [Create reports in Power BI Desktop](#). You can even [optimize a report for phones](#) in Power BI Desktop.
2. Publish those reports to the Power BI service (<https://powerbi.com>) or [Power BI Report Server](#).
3. Then interact with those reports in the Power BI mobile apps.

Open a Power BI report in the mobile app

Power BI reports are stored in different places in the mobile app, depending on where you got them. They can be in Apps, Shared with me, Workspaces (including My Workspace), or on a report server. Sometimes you go through a related dashboard to get to a report, and sometimes they're listed.

In lists and menus, you will find an icon next to a report name, helping you understand that this item is a report.

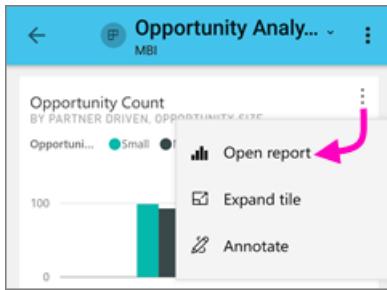


There are two icons for reports in Power BI Mobile apps:

-  indicates a report that will be presented in landscape orientation in the app and will look the same as it looks in the browser.
-  indicates a report that has at least one phone optimized report page, that will be presented in portrait.

Note: Holding your phone in landscape, you will always get the landscape layout, even if the report page has phone layout.

To get to a report from a dashboard, tap the ellipsis (...) in the upper-right corner of a tile > **Open report**.



Not all tiles have the option to open in a report. For example, tiles created by asking a question in the Q&A box don't open reports when you tap them.

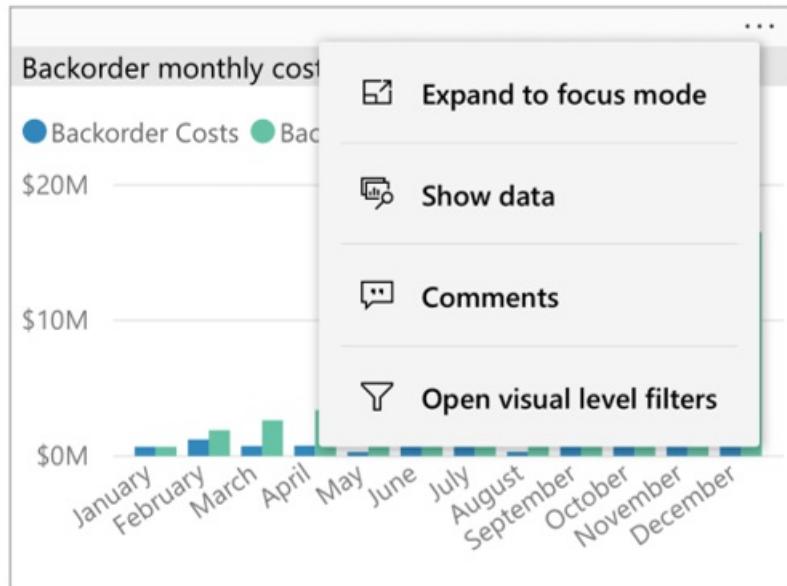
Interacting with reports

Once you have a report opened in the app, you can start working with it. There are many things you can do with your report and its data. In the report footer you will find actions you can perform on the report, and by tapping and long tapping on the data shown in the report you can also slice and dice the data.

Using tap and long tap

Tap equals to a mouse click. So if you want to cross highlight the report based on a data point, tap on that data point. Tapping on a slicer value, makes that value selected and slicing the rest of the report by that value. Tapping on a link, button or bookmark will activate it based on the action defined by the author.

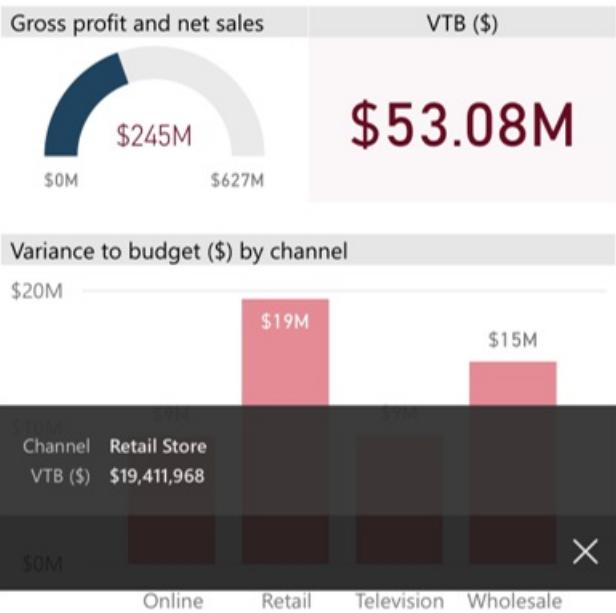
You probably noticed that when you tap on a visual, a border appears. On the top-right corner of the border, there is ellipsis (...). Tapping on it will bring a menu with actions you can do on that visual.



Tooltip and Drill actions

When you long tap (tap and hold) a data point, a tooltip will show up presenting the values this data point represents.

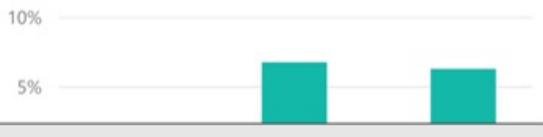
Revenue & Profitability



If the report author configured report page tooltip, then default tooltip will be replaced with report page tooltip.

YTD IT Spend Trend Analysis

Var Plan % by Sales Region



Plan and Actual by Month

● Plan ● Actual

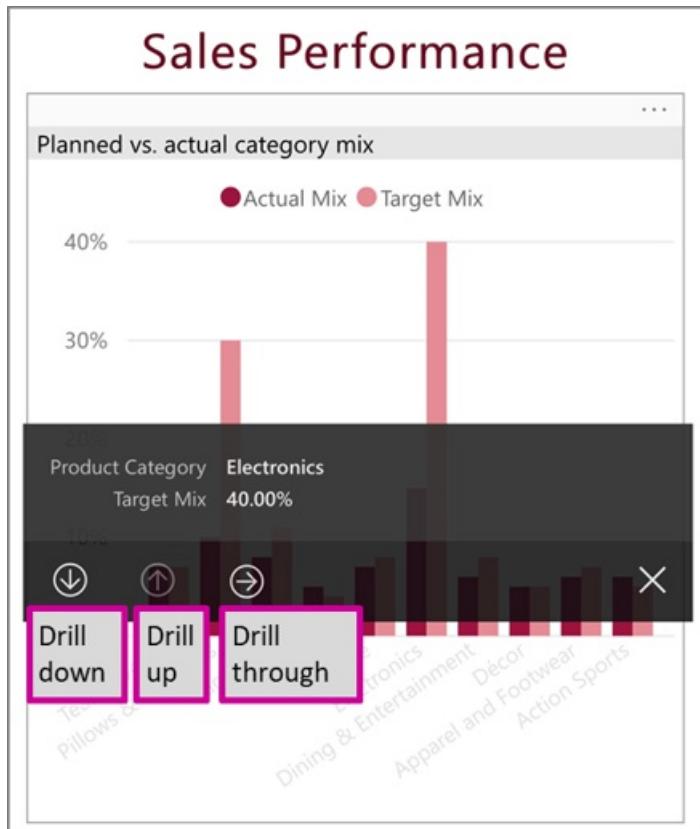


X

NOTE

Report tooltips are supported for devices greater than 640 pixel size and 320 viewport. If your device is smaller, then the app uses default tooltips.

Report authors can define hierarchies in the data and relationships between report pages. Hierarchy allows drill down, drill up, and drill through another report page from a visual and a value. So, when you long tap on a value, in addition to the tooltip, the relevant drill options will appear in the footer.



With *drillthrough*, when you tap a specific part of a visual, Power BI takes you to a different page in the report, filtered to the value you tapped. A report author can define one or more drill-through options, each taking you to a different page. In that case, you can choose which one you want to drill through. The back button takes you back to the previous report page.

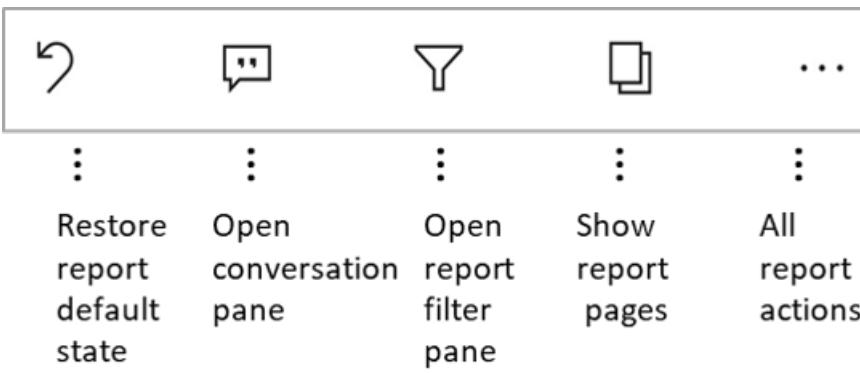
Read about how to [add drill-through in Power BI Desktop](#).

IMPORTANT

In Power BI Mobile app, drill in matrix and table visuals is enabled through a cell value only, and not by column and row headers.

Using the actions in the report footer

The report footer has actions you can do on the current report page or on the entire report. The footer has quick access to the most useful actions, and all actions can be accessed from the ellipsis (...).

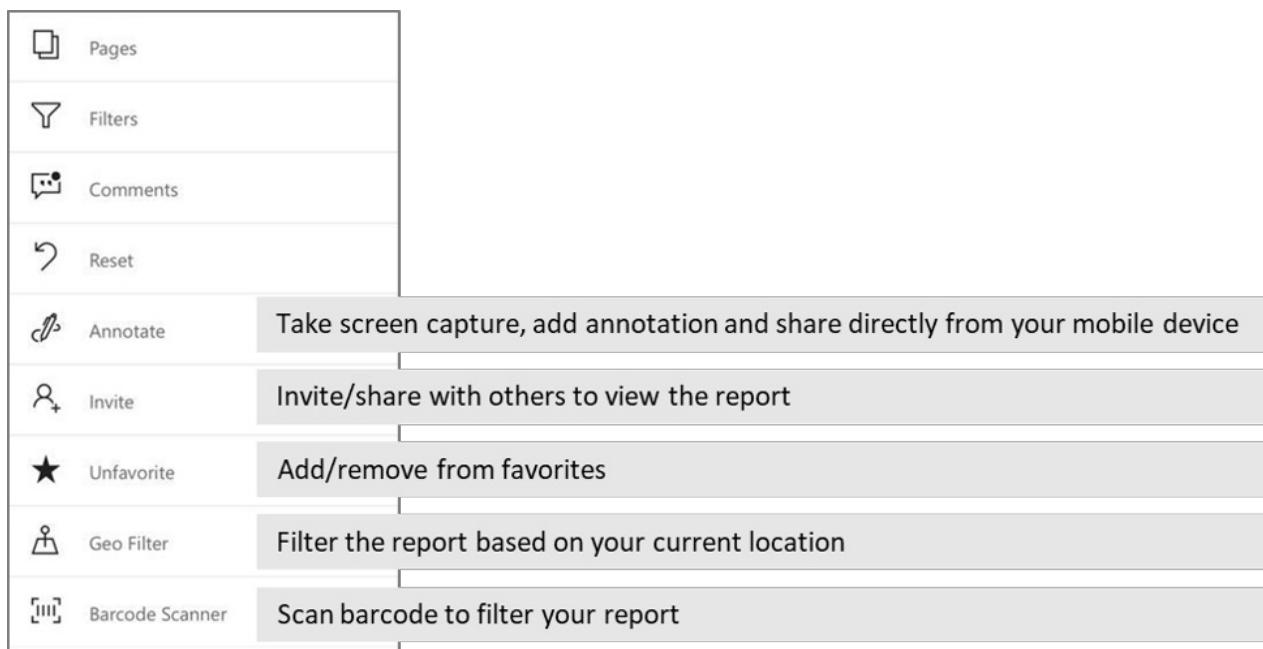


The actions you can perform from the footer are:

1. Reset the report filter and cross highlight selections back to its original state.
2. Open the conversation pane to view or add comments on this report.
3. Open the filter pane to view and modify the filter currently applied on the report.
4. List all the pages in this report. Tapping on page name will load and present that page. Moving between report pages can be done by swiping from the edge of your screen to the center.
5. View all report actions.

All report actions

Tapping on the ... option in the report footer, will bring all the actions you can perform on a report.



Some of the actions might be disabled, since they are dependent on the specific report capabilities. For example:

1. **Filter by current location** is enabled if the data in your report was categorized by the author with geographical data. [Learn how to Identify geographic data in your report](#).
2. **Scan to filter the report by barcode** is enabled only if the dataset in your report was tagged as barcode. [How you tag barcodes in Power BI Desktop](#).
3. **Invite** is enabled only if you have permission to share this report with others. You will have permission only if you are the owner of the report or if you were given reshare permission by the owner.
4. **Annotate and share** might be disable if there is an [Intune protection policy](#) in your organization that prohibited sharing from Power BI Mobile app.

Next steps

- [View and interact with Power BI reports optimized for your phone](#)

- Create a version of a report optimized for phones
- Questions? Try asking the Power BI Community

Explore tiles in the Power BI mobile apps

1/14/2019 • 3 minutes to read • [Edit Online](#)

Applies to:

 iPhone	 iPad	 Android phone	 Android tablet	
iPhones	iPads	Android phones	Android tablets	Windows 10 devices

Tiles are live snapshots of your data, pinned to a dashboard. Their values change as the data changes. **You add tiles to a dashboard in the Power BI service.**

Then in the Power BI mobile apps, you open tiles in focus mode and interact with them. You can open tiles with all kinds of visuals, including tiles based on Bing and R.

Tiles in the iOS apps

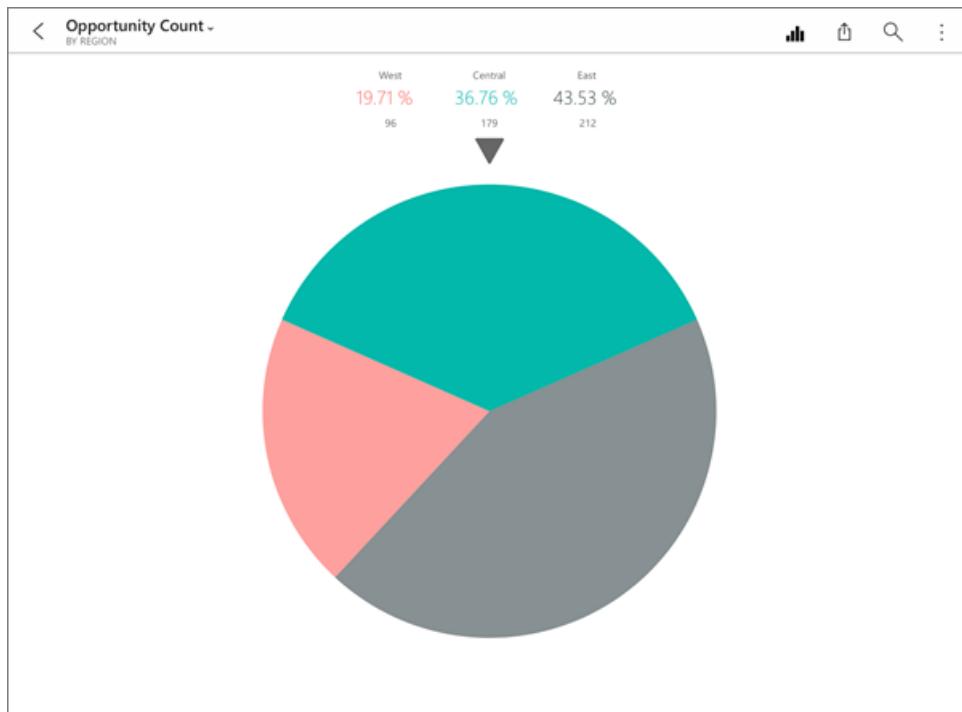
1. Open a [dashboard in the mobile app for iOS](#).
2. Tap a tile. It opens in focus mode, where it's easier to view and explore the tile data. In focus mode you can:

In a line, bar, or column chart, tap to view the values for specific parts of the visualization.

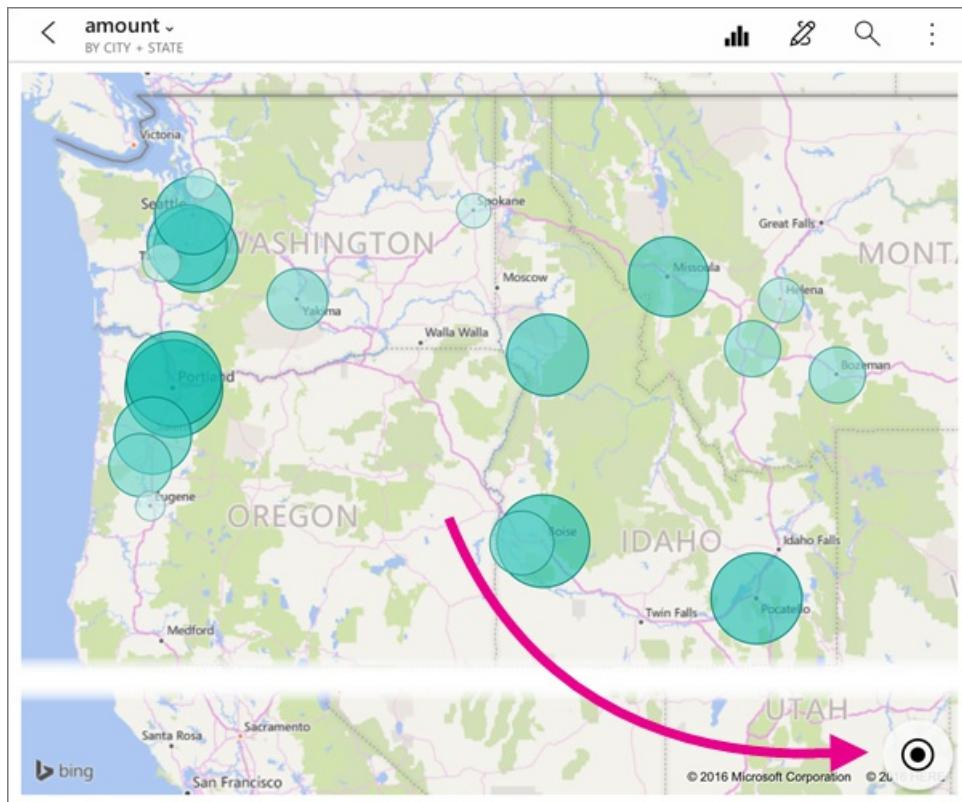


For example, in this line chart, the selected values are for **This Year Sales** and **Last Year Sales** in **August**.

In a pie chart, tap a slice of the pie to show the value of the slice at the top of the pie.



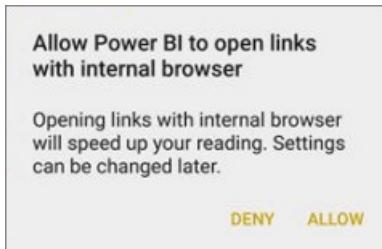
3. In a map, tap the **Center Map** icon  to center the map to your current location.



4. Tap the share icon  to [annotate and share a tile](#) with others.
5. [Add an alert to the tile](#). If the values go above or below targets, Power BI will notify you.
6. Sometimes the dashboard creator has added a link to a tile. If so, it has a link icon  when it's in focus mode:

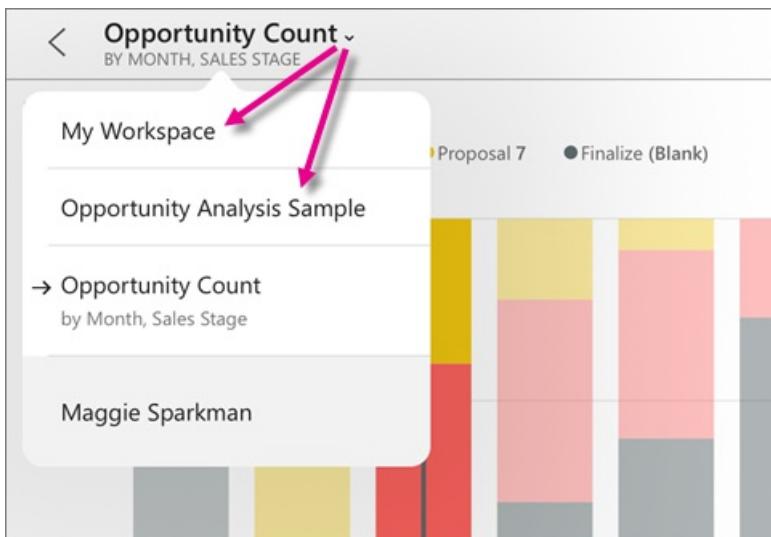


Links can go to other Power BI dashboards or to an external URL. You can [tap the link](#) to open it inside the Power BI app. If it's an external site, Power BI asks you to allow it.



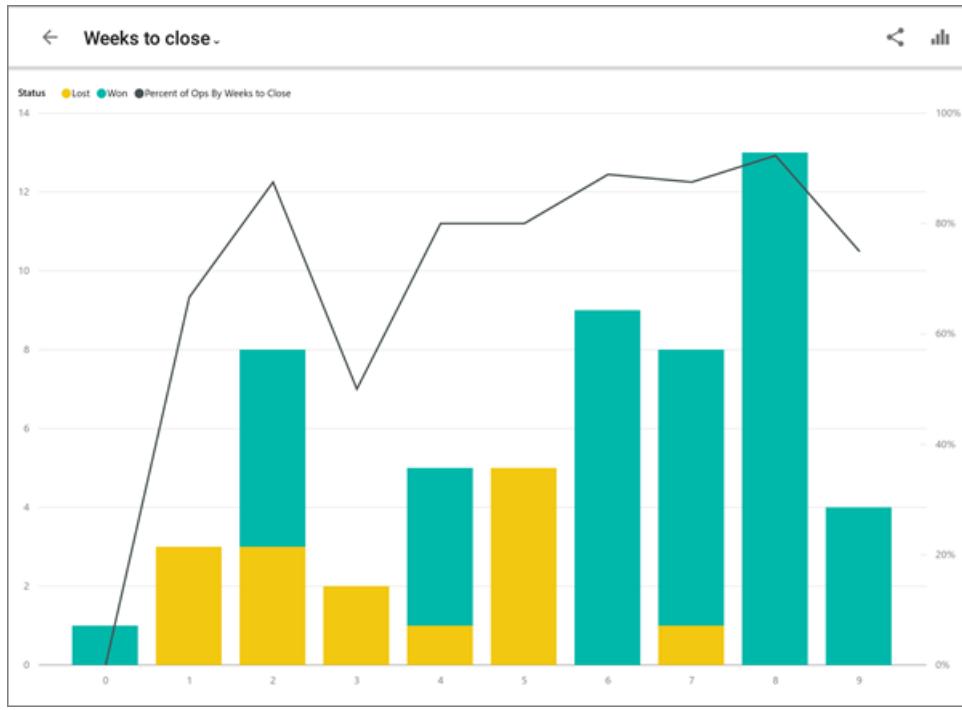
After you open the link in the Power BI app, you can copy the link and open it in a browser window instead.

7. Open the report that the tile is based on.
8. To leave tile focus mode, tap the tile name, then tap the dashboard name or **My Workspace**.



Tiles in the mobile app for Android phones and tablets

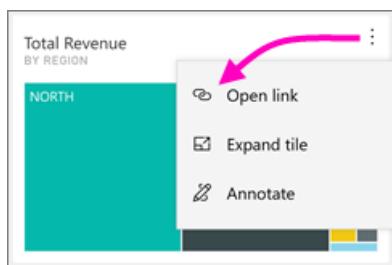
1. Open a [dashboard in the Power BI mobile app](#).
2. Tap a tile to open it in focus mode, where it's easier to view and explore the tile data.



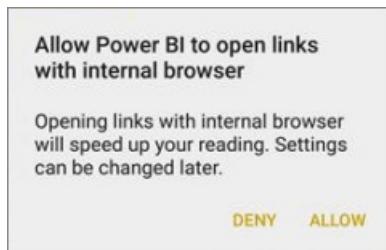
In focus mode, you can:

- Tap the chart to move the bar in a line, bar, column, or bubble chart, to view the values for a specific point in the visualization.
- Tap the Share snapshot icon to [annotate and share the tile](#) with others.
- Tap the Open report icon to [view the report](#) in the mobile app.

3. Sometimes the dashboard creator has added a link to a tile. If so, when you tap the vertical ellipsis (...) you see **Open link** :



Links can go to other Power BI dashboards or to an external URL. You can [tap the link](#) to open it inside the Power BI app. If it's an external site, Power BI asks you to allow it.



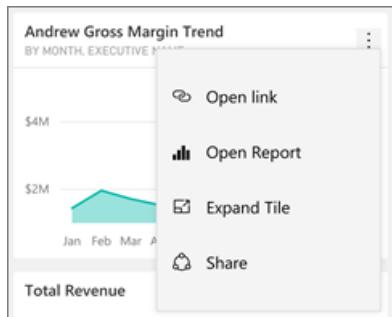
After you open the link in the Power BI app, you can copy the link and open it in a browser window instead.

4. Tap the arrow in the upper-left corner to close the tile and return to the dashboard.

Tiles in the Windows 10 mobile app

1. Open a [dashboard in the Power BI mobile app](#) for Windows 10.

2. Tap the vertical ellipsis on the tile. From here, you can:



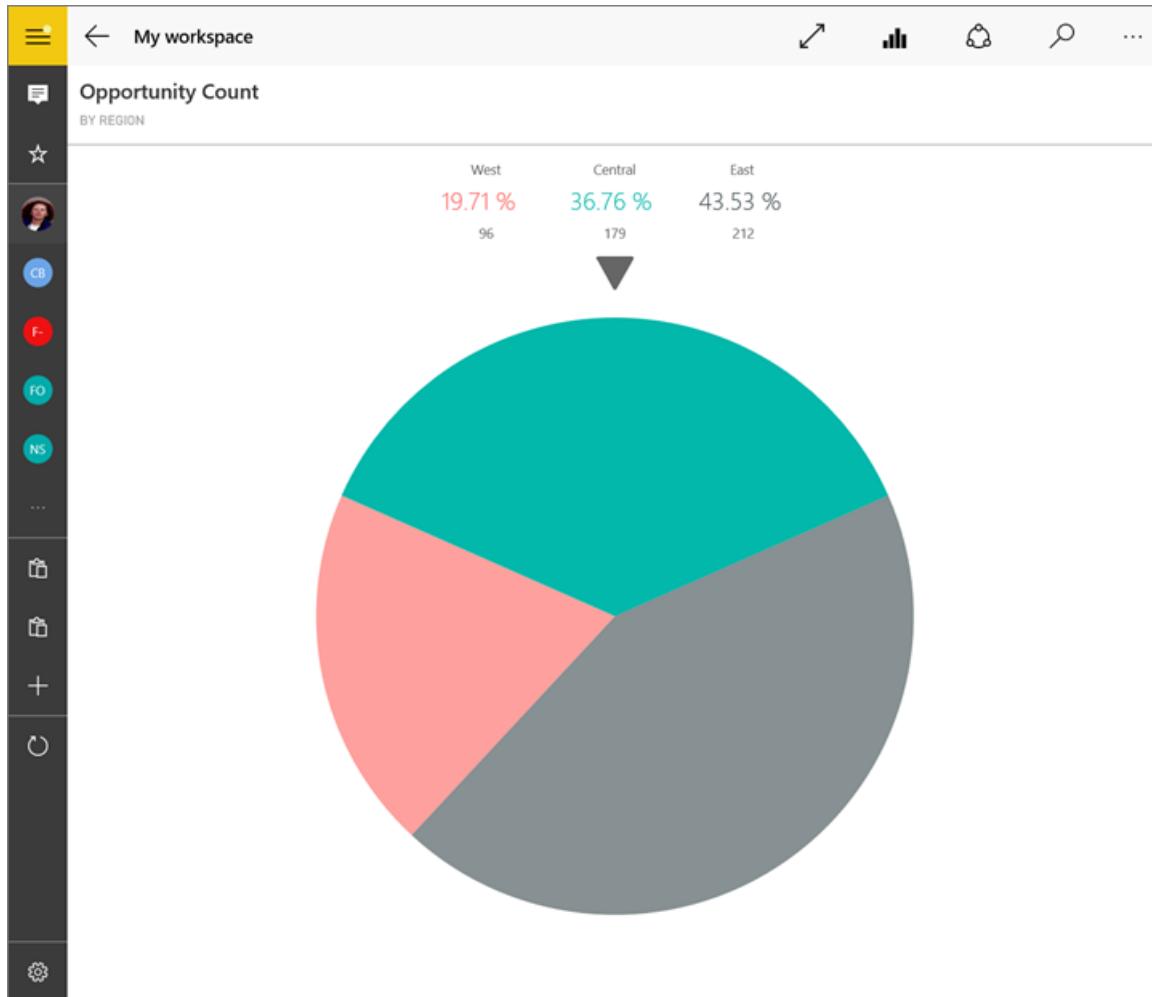
Share a snapshot of the tile.

Tap **Open Report** to [view the underlying report](#).

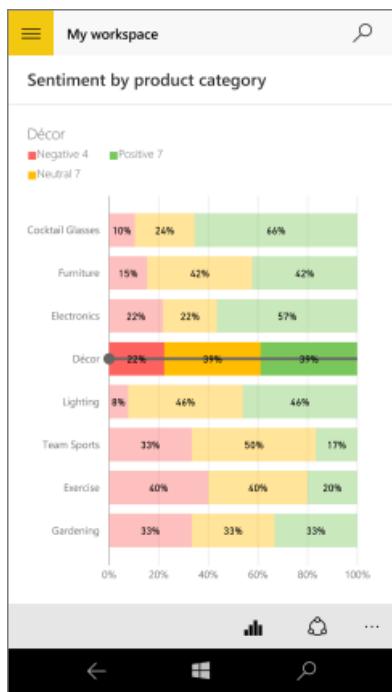
[Open the link](#), if it has a link. Links can go to Power BI dashboards or to an external URL.

3. Tap **Expand Tile** . It opens in focus mode, where it's easier to view and explore the tile data. In this mode you can:

Spin a pie chart to show the values of the slice at the top of the pie.



Tap the chart to move the bar in a line, bar, column, or bubble chart, to view the values for a specific point in the visualization.



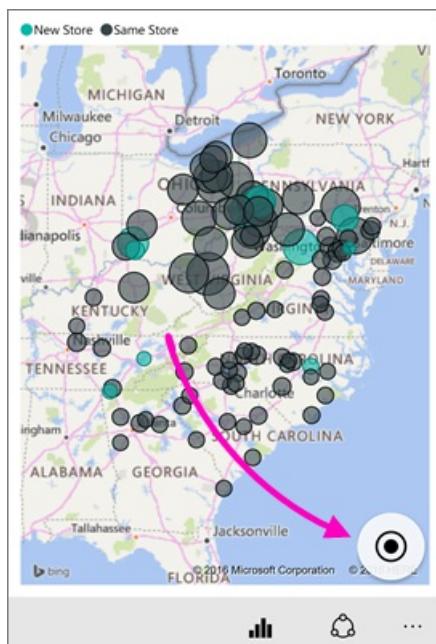
In this bar chart, the values for the **Decor** bar are shown at the top of the chart.

Tap the **Full screen** icon  to open the tile in full-screen mode, without the navigation and menu bars.

NOTE

You can also [view dashboards and reports in full-screen mode](#) in the Power BI mobile app for Windows 10.

In a map, tap the **Center Map** icon  to center the map to your current location.



Tap the Share Snapshot icon  to [share a tile](#) with others.

Tap the Open Report icon  to [view the report](#) that the tile is based on.

4. Tap the back arrow or the back button to close the tile and return to the dashboard.

Next steps

- [What is Power BI?](#)
- Questions? [Try asking the Power BI Community](#)

Share a dashboard or report from the Power BI mobile apps

4/22/2019 • 4 minutes to read • [Edit Online](#)

Applies to:

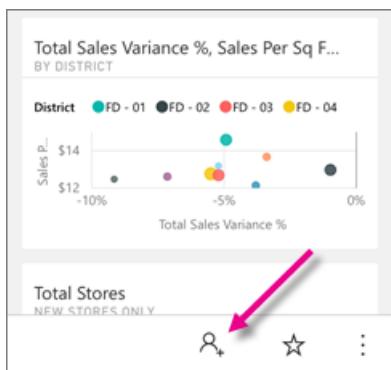
 iPhone	 iPad	 Android phone	 Android tablet	 Windows 10 devices
iPhones	iPads	Android phones	Android tablets	Windows 10 devices

With a [Power BI Pro license](#), you can invite others to view your dashboards and reports by sharing links from the Power BI mobile apps. You can share with anyone, in or out of your organization, with or without a corporate mail account. They do need to have a Power BI Pro license, too, or the content needs to be in a [Premium capacity](#).

From the Power BI mobile apps for iOS and Android, you can also [annotate and share a snapshot of a tile, report, or visual](#) with anyone.

Share from your iPhone

1. In the actions bar at the bottom of the dashboard or report, tap the **Share** icon .

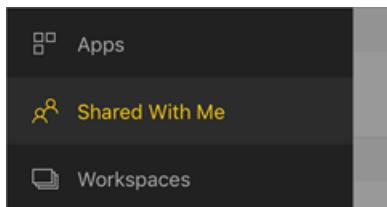


2. Type names, separated by commas, and a message to accompany your invitation.
3. To allow resharing, leave **Allow recipients to reshare** selected.

Resharing allows your colleagues to forward the email invitation to others in your organization, either through the web or the mobile apps.

4. Tap **Send** in the upper-right corner.

Recipients get an email invitation with a direct link to the dashboard or report. The invitation expires after one month. When they open it, in a browser or in the Power BI mobile app, it's added to the **Shared with me** section of their Power BI account.



Read more [notes about sharing with colleagues](#).

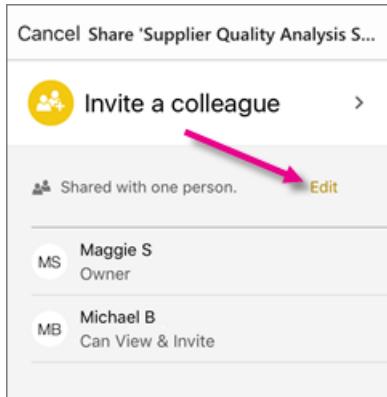
Unshare from your iPhone

You can only unshare if you're the owner.

1. In the actions bar at the bottom of the dashboard or report, tap the **Share** icon .
2. Tap **Invite a colleague**.

You see the list of colleagues with whom you've shared this dashboard or report, with these phrases:

- **Can View**: They can view but not share.
 - **Can View & Invite**: They can view and share with other colleagues.
3. Tap **Edit**.



4. To unshare, tap the red circle next to a name and tap **Delete**.

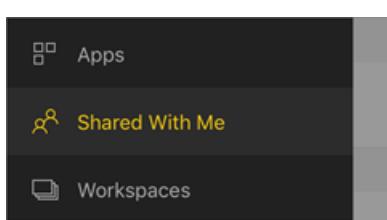
Share from your iPad

1. Tap the **Share** icon in the upper-right corner of your dashboard or report.
2. Type email addresses and a message to accompany your invitation.
3. To allow resharing, leave **Allow recipients to reshare** selected.

Resharing allows your coworkers to forward the email invitation to others in your organization, either through the web or the mobile apps.

4. Tap **Send** in the upper-right corner.

Recipients get an email invitation with a direct link to the dashboard or report. The invitation expires after one month. When they open it, in a browser or in the Power BI mobile app, it's added to the **Shared with me** section of their Power BI account



Read more [notes about sharing with colleagues](#).

Unshare from your iPad

You can only unshare if you're the owner.

1. Tap the **Share** icon  in the upper-right corner of your dashboard or report.

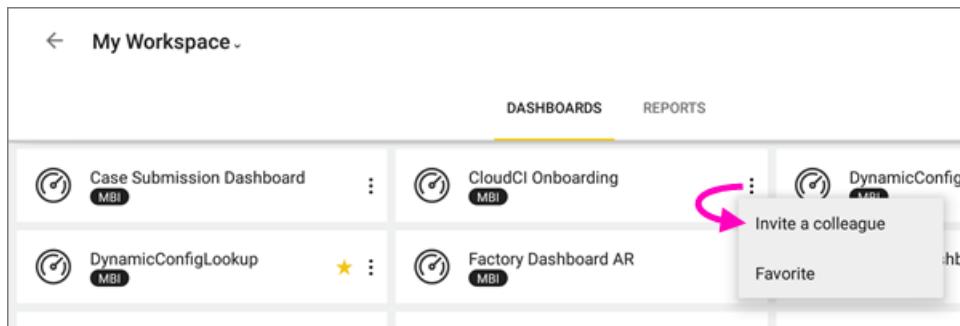
You see the list of colleagues with whom you've shared this dashboard or report, with these phrases:

- **Can View:** They can view but not share.
- **Can View & Invite:** They can view and share with other colleagues.

2. Tap **Edit**.
3. To unshare, tap the red circle next to a name and tap **Delete**.

Share from your Android device

1. On the dashboards or reports home page, tap the ellipsis (...) and tap **Invite a colleague**.



2. Or, in a dashboard or report, tap the invite icon .

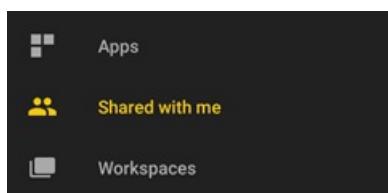
If you're the owner of the dashboard, you see the list of colleagues with whom you've shared this dashboard or report, with these notes:

- **Can view:** They can view but not share.
 - **Can view and reshare:** They can view and share with other colleagues.
3. Type email addresses, and a message to accompany your dashboard invitation. Otherwise Power BI sends a default message.
 4. To allow resharing, leave **Allow recipients to share this dashboard** selected.

Resharing allows your coworkers to forward the email invitation to others in your organization, either through the browser or the mobile apps.

5. Tap the **Send** icon  in the upper-right corner to send the mail.

Recipients get an email invitation with a direct link to the dashboard. The invitation expires after one month. When they open it, in a browser or in the Power BI mobile app, it's added to the **Shared with me** section of their Power BI account



Read more [notes about sharing dashboards with colleagues](#).

Unshare from your Android device

You can only unshare if you're the owner.

1. In the upper-right corner of your dashboard or report, tap the invite icon .

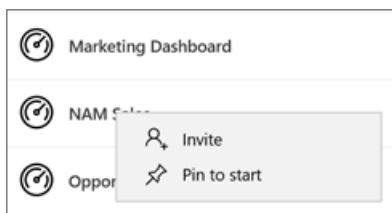
You see the list of colleagues with whom you've shared this dashboard or report.

2. To stop sharing with a colleague, tap the **X** next to a name > **Remove**.

Share from your Windows 10 device

1. In a dashboard or report, tap the Invite icon .

Or on the dashboards or reports home page, right-click or press and hold, and tap **Invite**.

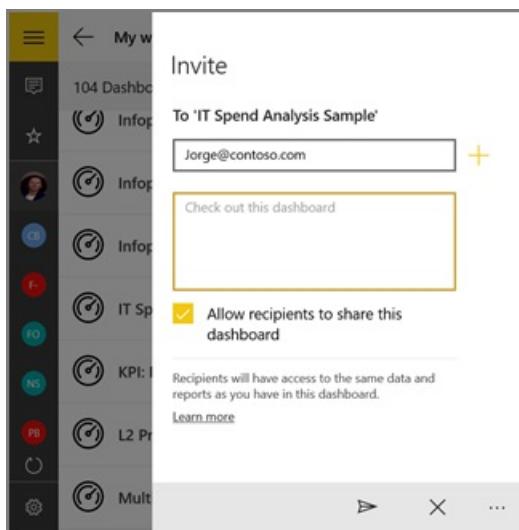


If you're the owner of the dashboard, you see the list of colleagues with whom you've shared this dashboard, with these notes:

Can view: They can view but not share.

Can view and reshare: They can view and share with other colleagues.

2. Type email addresses, and a message to accompany your invitation. Otherwise Power BI sends a default message.

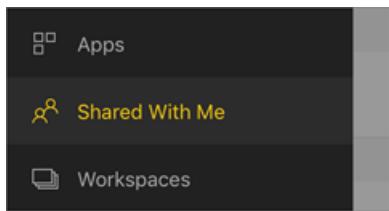


3. To allow resharing, leave **Allow recipients to reshare** selected.

Resharing allows your coworkers to share with others in your organization, either through the browser or the mobile apps.

4. Tap the **Send** icon .

Recipients get an email invitation with a direct link to the dashboard or report. The invitation expires after one month. When they open it, in a browser or in the Power BI mobile app, it's added to the **Shared with me** section of their Power BI account.



Read more [notes about sharing with colleagues](#).

Next steps

- [Annotate & share a snapshot of a tile, report, or visual in the mobile apps](#)
- [Share a dashboard or report in Power BI](#)
- Questions? [Try asking the Power BI Community](#)

Make and view favorites in the Power BI mobile apps

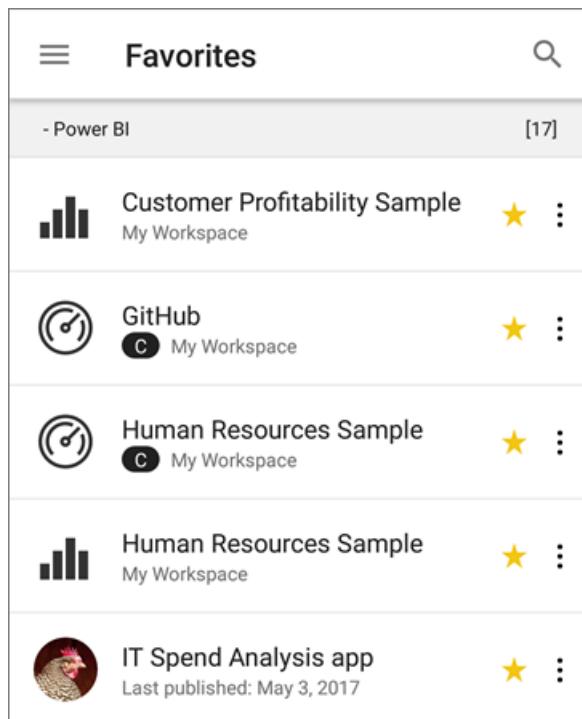
1/14/2019 • 2 minutes to read • [Edit Online](#)

Applies to:

 iPhone	 iPad	 Android phone	 Android tablet	
iPhones	iPads	Android phones	Android tablets	Windows 10 devices

Read about making and viewing your favorite Power BI dashboards, reports, and apps, together with your favorite on-premises Power BI Report Server and Reporting Services KPIs and reports, in the mobile apps.

When you make a favorite in the Power BI mobile apps, you see it on your Favorites page the Power BI service (<https://powerbi.com>) and all of your mobile devices.

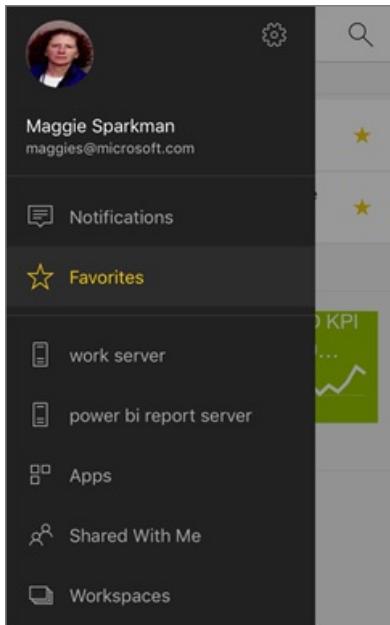


You can also [make Power BI dashboards and apps favorites in the Power BI service](#). Then you see them on the Favorites page in the mobile app.

You can mark KPIs and reports as favorites on a Power BI Report Server or Reporting Services web portal, and then view them in one convenient folder on your mobile device, along with your Power BI favorite dashboards.

View your Power BI favorites

- Tap the top navigation menu , then tap **Favorites**.



You see all your favorites together on this page:

A screenshot of the Power BI service's "Favorites" dashboard. The top section, "DASHBOARDS (8)", shows eight dashboard tiles. Three specific ones are highlighted with yellow stars and pink boxes: "Marketing Dashboard" (Shared with...), "Opportunity Analysis" (My Workspace), and "Customer Profitability" (My Workspace). A fourth one, "Human Resource Management" (My Workspace), also has a yellow star but no pink box. Below this is a section for "POWER BI REPORT SERVER - KPI (3)" which displays three KPI cards: "Conversion Rate" (18%, +12%), "Profit Margin" (25%, +14%), and "Total Incidents" (37). The "Total Incidents" card is highlighted with a yellow star and a pink box labeled "KPIs on Power BI Report Server". The bottom section, "POWER BI REPORT SERVER - POWER BI REPORTS (2)", shows two report tiles: "Customer Overview Report" and "Product Inventory Report". The "Product Inventory Report" tile is highlighted with a yellow star and a pink box labeled "Power BI reports on Power BI Report Server".

Make an app a favorite

1. In the list of apps in the mobile app, tap the ellipsis (...) next to the app > **Favorite**.

The screenshot shows the 'Apps' screen in the Power BI mobile app. There are four items listed:

- IT Spend Analysis app (Last published: May 3, 2017)
- Opportunity Analysis app (Last published: May 3, 2017)
- Retail Analysis app (Last published: [redacted])
- Sales and marketing app sample (Last published: May 3, 2017)

A context menu is open over the 'Retail Analysis' app, with the 'Favorite' option highlighted by a pink arrow.

Now it's listed with your other favorite dashboards and apps.

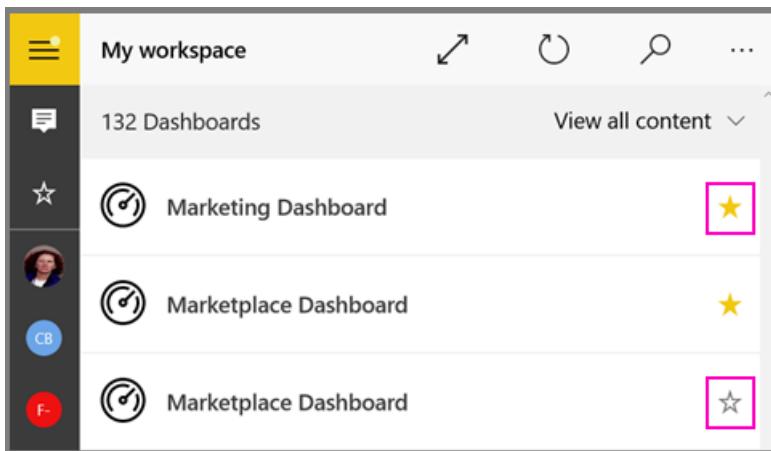
The screenshot shows the 'Favorites' screen in the Power BI mobile app. The list includes:

- Power BI [10]
- Human Resources Sample (MBI My Workspace)
- IT Spend Analysis app (Last published: May 3, 2017) ★ ...
- Marketing Dashboard (MBI Shared With Me)
- Opportunity Analysis app (Last published: May 3, 2017) ★ ...
- Opportunity Analysis Sample (MBI My Workspace)

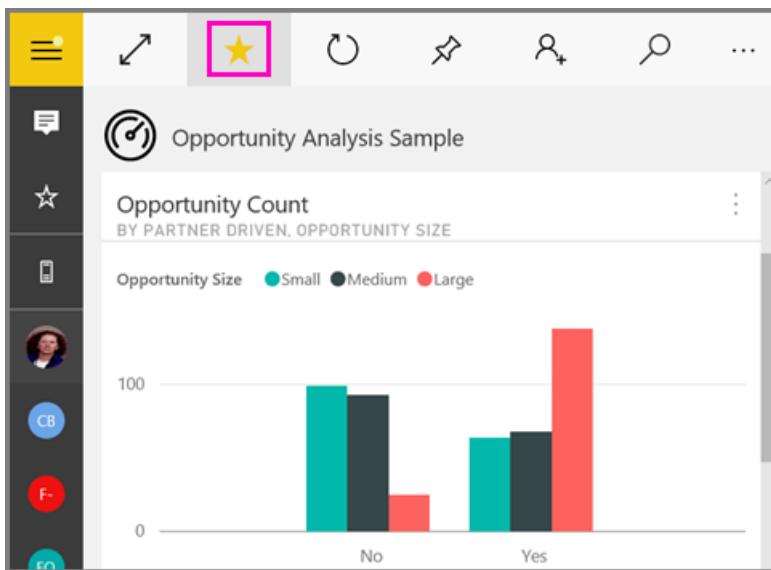
Make a dashboard or report a favorite in the iOS and Windows 10 mobile apps

You can make a Power BI dashboard or report a favorite from the list of dashboards or reports, or from the dashboard or report itself.

- In the list of dashboards or reports in the mobile app, tap the empty star next to the name . The star turns yellow .



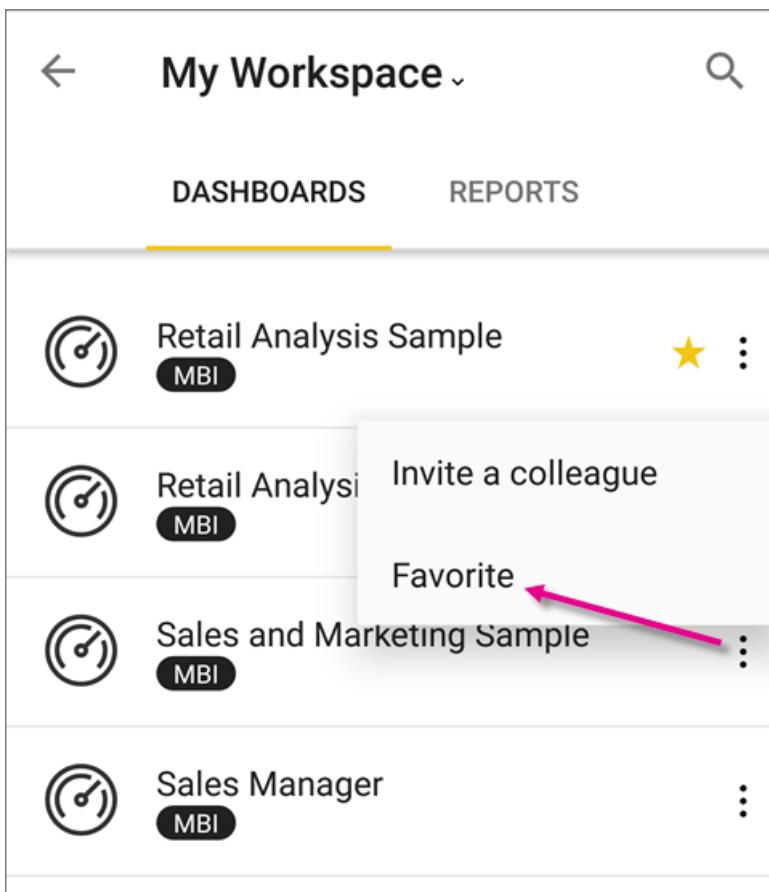
- On the dashboard or report, tap the empty star in the ribbon . The star turns yellow .



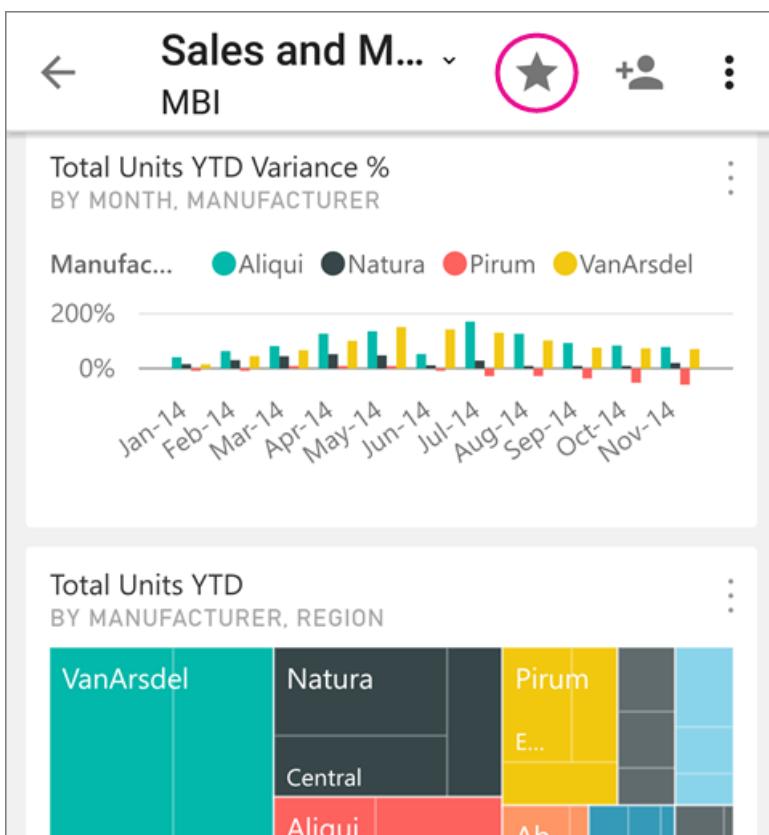
Make a dashboard or report a favorite in the Android mobile apps

You can make a dashboard or report a favorite from the list of dashboards or reports, or from the dashboard or report itself.

- In the list of dashboards or reports in the mobile app, tap the vertical ellipsis (...) next to the name, then tap **Favorite**. You see a yellow star next to the name .



- On the dashboard or report, tap the empty star in the ribbon . The star turns dark gray .



Make favorite Power BI Report Server and Reporting Services reports and KPIs

You can view your favorite Power BI Report Server and Reporting Services reports and KPIs in the Power BI mobile apps, but you can't make them favorites in the mobile apps. You [tag them as favorites in the web portal](#).

Next steps

- [Favorite dashboards in the Power BI service](#)
- Questions? [Try asking the Power BI Community](#)

Configure report interaction to single tap or double tap

7/3/2019 • 2 minutes to read • [Edit Online](#)

Applies to:

	
iPhones	Android phones

A Power BI report is an interactive view of your data, with visuals representing different findings and insights from that data.

You can configure how to interact with your data. You can decide if you want to have single tap interaction or double tap interaction.

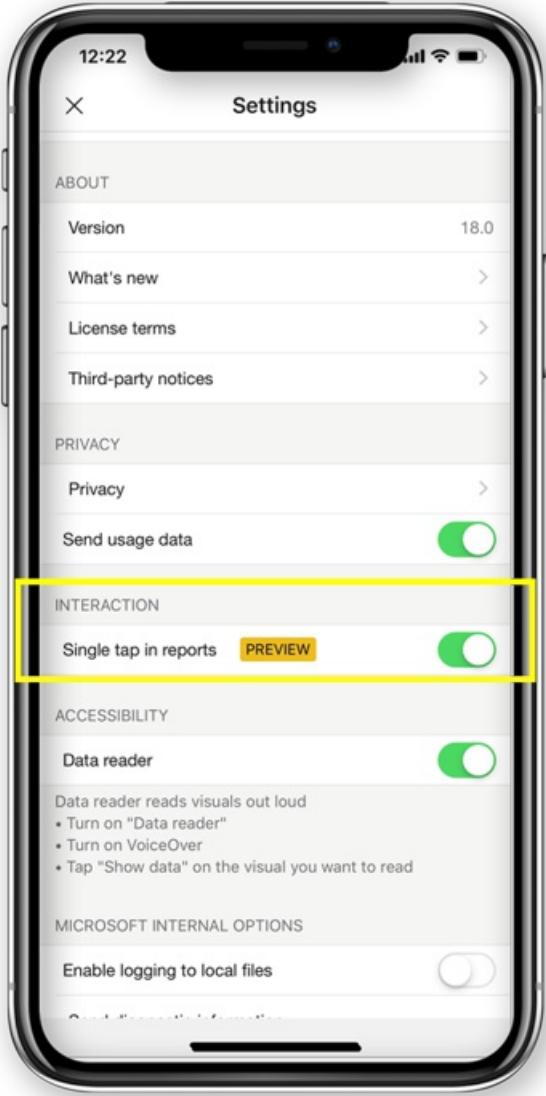
- With double tap interaction, your first tap on a visual selects it, and only the second tap in a visual performs the action itself, like slicer item selection, cross highlight, or click on a link, button, and so on.
- With single tap interaction, one tap does both - selects the visual and executes the action.



Starting from Power BI app version 18.0 for iOS and 112540 for Android, all new installations will be configured with Single tap as a default behavior. Users that already have Power BI installed on the phone and will upgrade to these new versions, will be offered to switch to single tap.

Change interaction behavior

To change the interaction behavior, you can go to the app settings, and turn on/off single tap interaction.



This article applies for both landscape and phone reports.

Next steps

- [View and interact with Power BI reports optimized for your phone](#)
- Questions? [Try asking the Power BI Community](#)

Set data alerts in the Power BI mobile apps

1/14/2019 • 5 minutes to read • [Edit Online](#)

Applies to:

 iPhone	 iPad	 Android phone	 Android tablet	
iPhones	iPads	Android phones	Android tablets	Windows 10 devices

You can set alerts on dashboards in the Power BI mobile apps and in the Power BI service. Alerts notify you when data in a tile changes beyond limits you set. Alerts work for tiles featuring a single number, such as cards and gauges, but not with streaming data. You can set data alerts on your mobile device and see them in the Power BI service, and vice versa. Only you can see the data alerts you set, even if you share a dashboard or a snapshot of a tile.

You can set alerts on tiles if you have a Power BI Pro license, or if the shared dashboard is in a Premium capacity.

WARNING

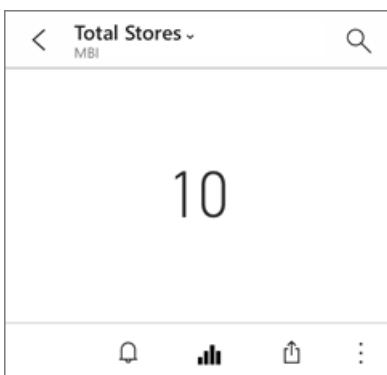
Data-driven alert notifications provide information about your data. If your device gets stolen, we recommend going to the Power BI service to turn off all data-driven alert rules.

Learn more about [managing data alerts in the Power BI service](#).

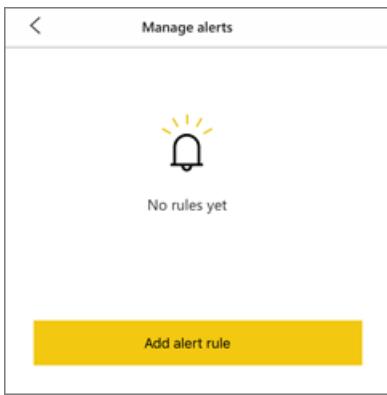
Data alerts on an iPhone or iPad

Set an alert on an iPhone or iPad

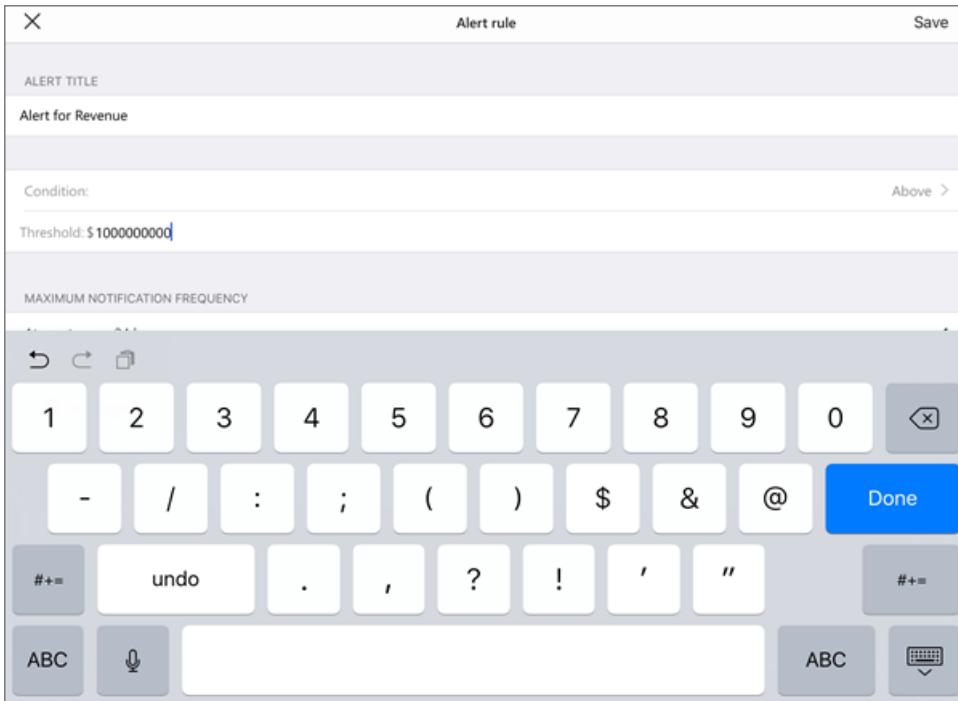
1. Tap a number or gauge tile in a dashboard to open it in focus mode.



2. Tap the bell icon  to add an alert.
3. Tap **Add alert rule**.



4. Choose to receive alerts above or below a value, then set the value.



5. Decide whether to receive hourly or daily alerts, and whether to also receive an email when you get the alert.

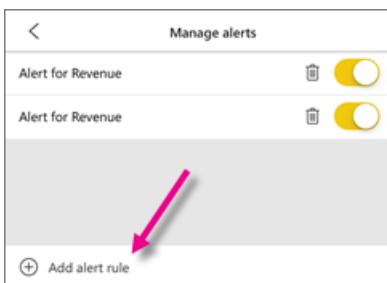
NOTE

You don't receive alerts every hour or every day unless the data has actually refreshed in that time.

6. You can change the alert title, too.

7. Tap **Save**.

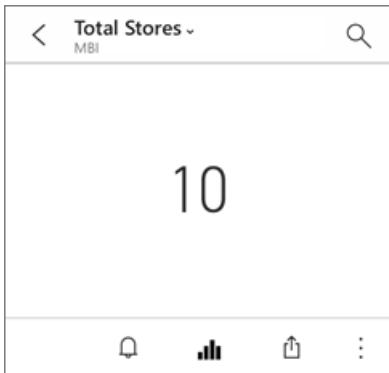
8. A single tile can have alerts for values both above and below thresholds. In **Manage alerts**, tap **Add alert rule**.



Manage alerts on your iPhone or iPad

You can manage individual alerts on your mobile device or [manage all your alerts in the Power BI service](#).

1. In a dashboard, tap a number or gauge tile that has an alert.



2. Tap the bell icon .

3. Tap the name of the alert to edit it, tap the slider to turn off email alerts, or tap the garbage can to delete the alert.

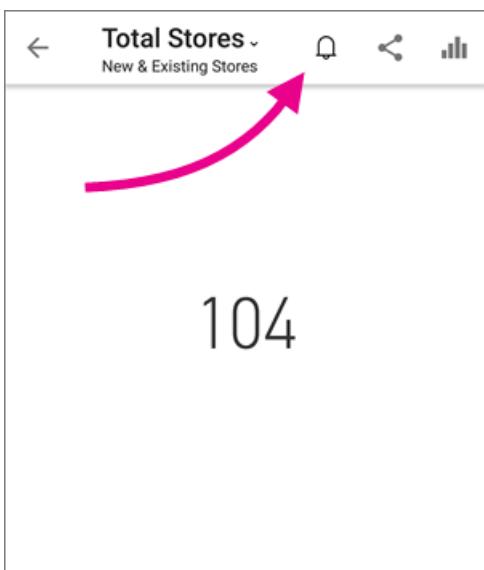


Data alerts on an Android device

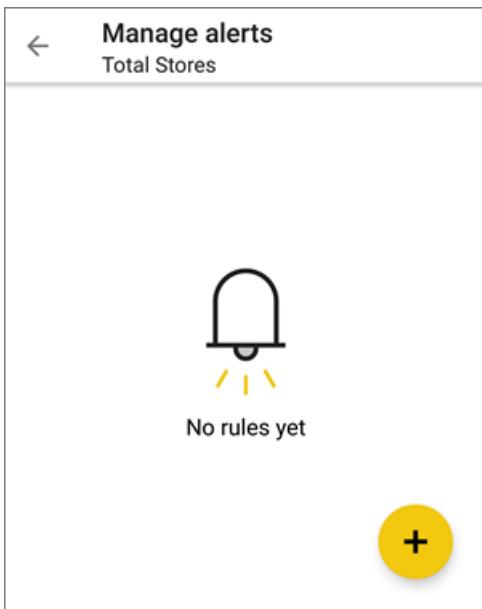
Set an alert on an Android device

1. In a Power BI dashboard, tap a number or gauge tile to open it.

2. Tap the bell icon to add an alert.



3. Tap the plus icon (+).



4. Choose to receive alerts above or below a value, and type the value.

Alert rule

ALERT TITLE
Alert for Cost of goods sold

CONDITION
Above

MAXIMUM NOTIFICATION FREQUENCY
 At most every 24 hours
 At most once an hour

YOU'LL RECEIVE NOTIFICATION IN THE NOTIFICATION CENTER.
 Send me an email, too

A numeric keypad for entering the value 83410163.2372802:

1	2	3	Done
4	5	6	.
7	8	9	**0
0			⌫

5. Tap **Done**.

6. Decide whether to receive hourly or daily alerts, and whether to also receive an email when you get the alert.

NOTE

You don't receive alerts every hour or every day unless the data has actually refreshed in that time.

7. You can change the alert title, too.

8. Tap **Save**.

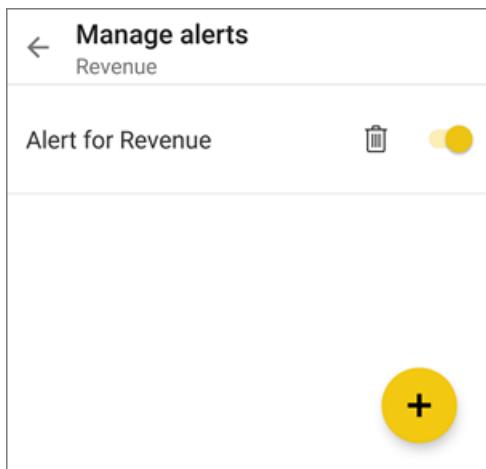
Manage alerts on an Android device

You can manage individual alerts in the Power BI mobile app or [manage all your alerts in the Power BI service](#).

1. In a dashboard, tap a card or gauge tile that has an alert.

2. Tap the solid bell icon .

3. Tap the alert to change a value or turn it off.



4. Tap the plus icon (+) to add another alert to the same tile.

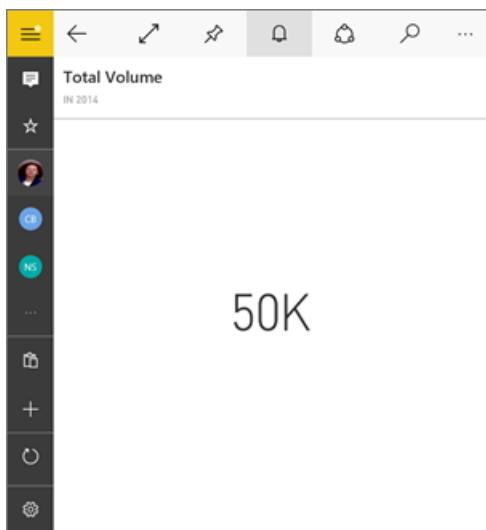
5. To delete the alert altogether, tap the garbage can icon .

Data alerts on a Windows device

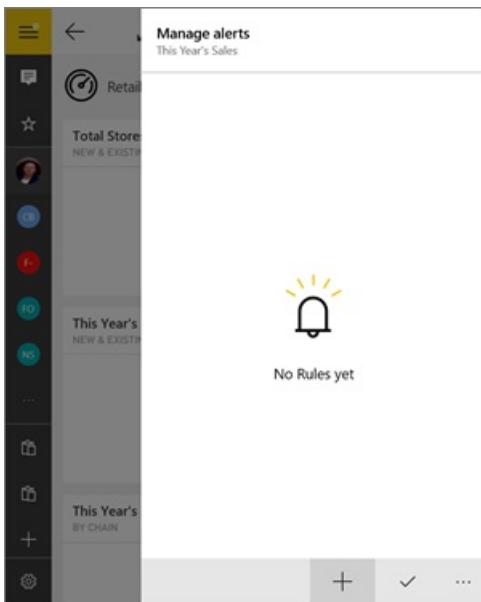
Set data alerts on a Windows device

1. Tap a number or gauge tile in a dashboard to open it.

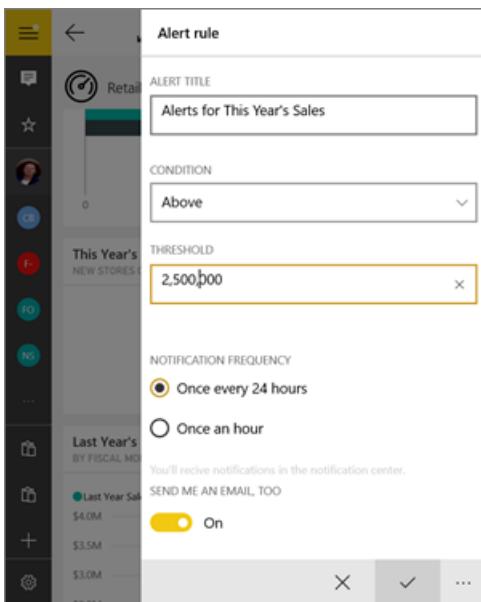
2. Tap the bell icon to add an alert.



3. Tap the plus icon (+).



4. Choose to receive alerts above or below a value, and type the value.

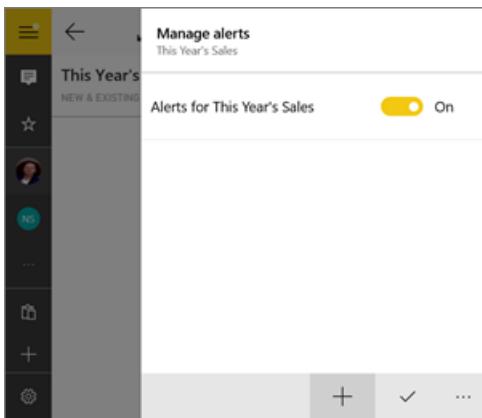


5. Decide whether to receive hourly or daily alerts, and whether to also receive an email when you get the alert.

NOTE

You don't receive alerts every hour or every day unless the data has actually refreshed in that time.

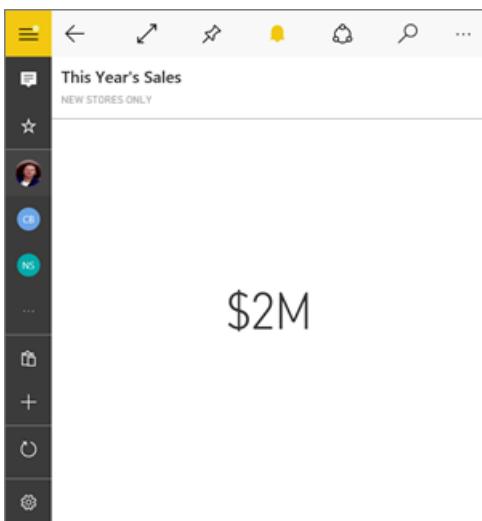
6. You can change the alert title, too.
7. Tap the check mark.
8. A single tile can have alerts for values both above and below thresholds. In **Manage alerts**, tap the plus sign (+).



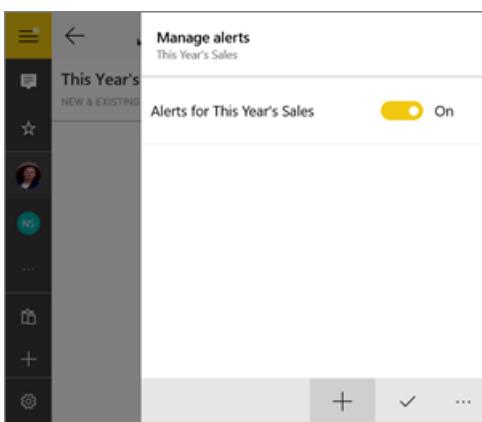
Manage alerts on a Windows device

You can manage individual alerts in the Power BI mobile app or [manage all your alerts in the Power BI service](#).

1. In a dashboard, tap a card or gauge tile that has an alert.
2. Tap the bell icon .



3. Tap the alert to change a value or turn it off.



4. To delete the alert altogether, right-click or tap and hold > **Delete**.

Receiving alerts

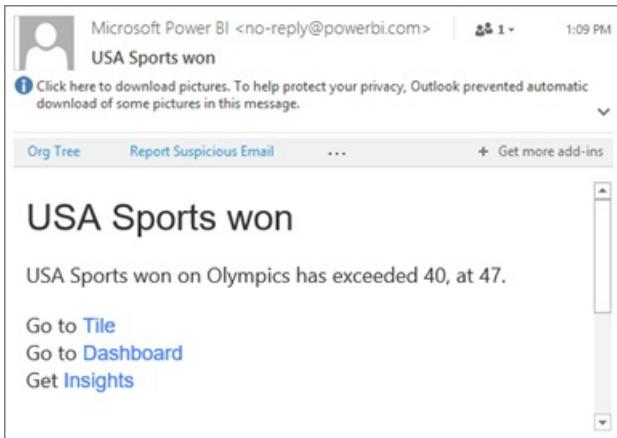
You receive alerts in the Power BI [Notification Center](#) on your mobile device or in the Power BI service, along with notifications about new dashboards that someone has shared with you.

Data sources are often set to refresh daily, although some refresh more often. When the data in the dashboard is refreshed, if the data being tracked reaches one of the thresholds you've set, several things will happen.

1. Power BI checks to see if it's been more than an hour or more than 24 hours (depending on the option you selected) since the last alert was sent.

As long as the data is past the threshold, you'll get an alert every hour or every 24 hours.

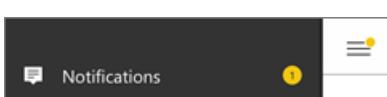
2. If you've set the alert to send you an email, you'll find something like this in your Inbox.



3. Power BI adds a message to your **Notification center** and adds a new alert icon to the applicable tile



4. Tap the global navigation button  to open your **Notification center** and see the alert details.



NOTE

Alerts only work on data that is refreshed. When data refreshes, Power BI looks to see if an alert is set for that data. If the data has reached an alert threshold, an alert is triggered.

Tips and troubleshooting

- Alerts currently aren't supported for Bing tiles or card tiles with date/time measures.
- Alerts only work with numeric data.
- Alerts only work on data that is refreshed. They don't work on static data.
- Alerts don't work with tiles that contain streaming data.

Next steps

- [Manage your alerts in the Power BI service](#)
- [Power BI Mobile Notification Center](#)
- Questions? Try asking the [Power BI Community](#)

Get notifications in the Power BI mobile apps

1/14/2019 • 2 minutes to read • [Edit Online](#)

Applies to:

 iPhone	 iPad	 Android phone	 Android tablet	
iPhones	iPads	Android phones	Android tablets	Windows 10 devices

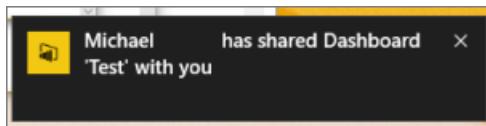
Notifications bring information related to your Power BI experience right to you, in the Power BI service or on your mobile device. When you open Notifications, you see a sequential feed of messages about [alerts you've set](#), new dashboards that have been shared with you, changes to your group workspace, information about Power BI events and meetings, and more.

NOTE

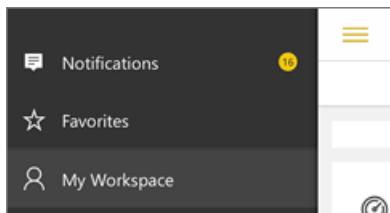
On an iOS device, the first time you sign in to the [updated version of the Power BI apps](#), you see a message asking if you'd like Power BI to send notifications. You can also configure how Power BI notifies you in **Settings** for your device.

View notifications on your mobile device

- When you receive notifications on your mobile device, by default Power BI makes a sound and shows a notification banner.

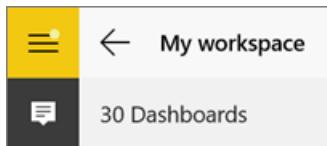


Or on an iPad:



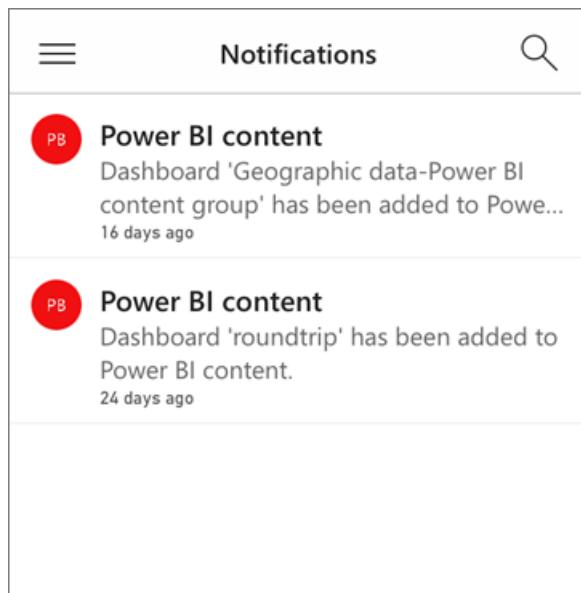
You can [change how Power BI notifies you](#).

- If you've received notifications, when you sign in to Power BI on your mobile device you see a yellow dot on global navigation button  (Android) or on the **Notifications** icon.



- Select the Notifications icon  (Windows 10).

Notifications are displayed with the most recent on top and unread messages highlighted. Notifications are retained for 90 days unless you delete them or reach the maximum limit of 100.



4. To dismiss a notification, tap and hold it and select **Dismiss**.

Change or turn off notifications on your mobile device

You can change how Power BI notifies you.

1. On an iOS device, go to **Settings > Notifications**.

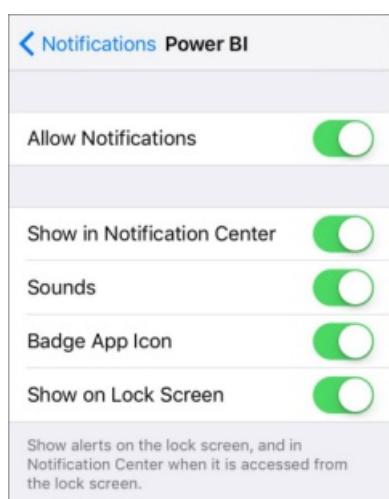
On an Android phone, go to **Notification Settings**.

On a Windows device, in **Settings** go to **System > Notifications & actions**.

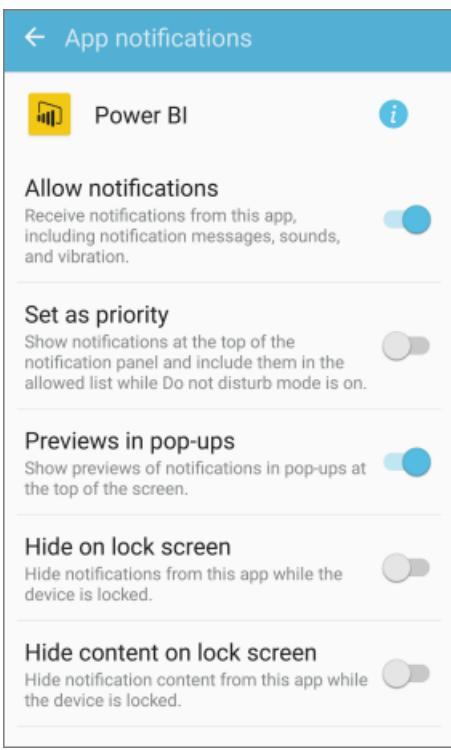
2. In the list of apps, select **Power BI**.

3. Here you can turn notifications off completely or choose which notifications you want.

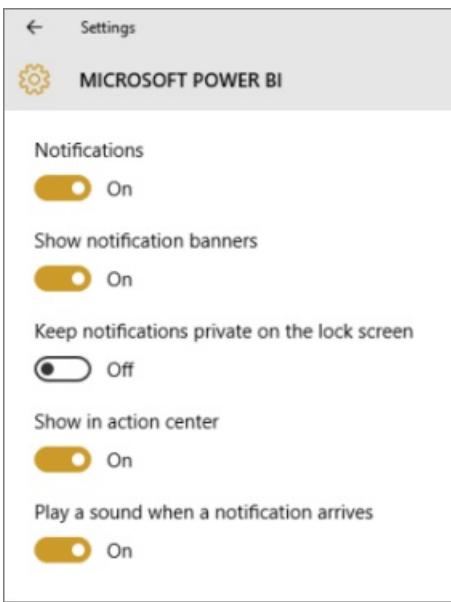
On an iPhone



On an Android phone



On a Windows 10 device



Next steps

- [Data alerts in Power BI service](#)
- [Set data alerts in the iPhone app \(Power BI for iOS\)](#)
- [Set data alerts in the Power BI mobile app for Windows 10](#)
- [Download the latest version of the Power BI apps](#) for mobile devices

Create a link to a specific location in the Power BI mobile apps

4/29/2019 • 3 minutes to read • [Edit Online](#)

You can use links to directly access specific items in Power BI: Report, Dashboard, and Tile.

There are mainly two scenarios for using links in Power BI Mobile:

- To open Power BI from **outside of the app**, and land on specific content (report/dashboard/app). This is usually an integration scenario, when you want to open Power BI Mobile from other app.
- To **navigate** inside Power BI. This is usually when you want to create a custom navigation in Power BI.

Use links from outside of Power BI

When you use a link from outside of Power BI app, you want to make sure that it will be opened by the app, and if the app is not installed on the device, then to offer the user to install it. We have created a special link format in order to support exactly that. This link format, will make sure that the device is using the app to open the link, and if the app is not installed on the device, it will offer the user to go to the store to get it.

The link should start with the following

```
https://app.powerbi.com/Redirect?[*QUERYPARAMS*]
```

IMPORTANT

If your content is hosted in special datacenter like Goverment, China, etc. The link should start with the right Power BI address, like `app.powerbigov.us` or `app.powerbi.cn`.

The **QUERY PARAMS** are:

- **action** (mandatory) = OpenApp / OpenDashboard / OpenTile / OpenReport
- **appId** = if you want to open a report or dashboard that are part of an app
- **groupObjectId** = if you want to open a report or dashboard that are part of workspace (but not my workspace)
- **dashboardObjectId** = dashboard object ID (if action is OpenDashboard or OpenTile)
- **reportObjectId** = report object ID (if action is OpenReport)
- **tileObjectId** = tile object ID (if action is OpenTile)
- **reportPage** = if you want to open specific report section (if action is OpenReport)
- **ctid** = item organization ID (relevant for B2B scenario. This can be omitted if the item belongs to the user's organization).

Examples:

- Open app link

```
https://app.powerbi.com/Redirect?action=OpenApp&appId=appguid&ctid=organizationid
```

- Open dashboard that is part of an app

```
https://app.powerbi.com/Redirect?  
action=OpenDashboard&appId=**appidguid**&dashboardObjectId=**dashboardidguid**&ctid=**organizationid**
```

- Open report that is part of a workspace

```
https://app.powerbi.com/Redirect?  
Action=OpenReport&reportObjectId=**reportidguid**&groupObjectId=**groupidguid**&reportPage=**ReportSecti  
onName**
```

How to get the right link format

Links of apps and items in app

For **apps and reports and dashboard that are part of an app**, the easiest way to get the link is to go to the app workspace and choose "Update app". This will open the "Publish app" experience, and in the Access tab, you will find a **Links** section. Expanding that section and you will see list of the app and all its content links that can be used to access them directly.

The screenshot shows the 'My App' update interface. The 'Access' tab is selected. Under 'Permissions', 'Entire organization' is chosen. In the 'Links' section, 'App URL' is listed as <https://app.powerbi.com/Redirect?act=80-477f-b7bb-84eac18204168&ctid=a> with a 'Copy app link from here' button. Below it, 'Dashboard URLs' is listed as <https://app.powerbi.com/Redirect?act=80-477f-b7bb-84eac18204168&ctid=a> with a 'Copy dashboard link from here' button.

Links of items not in app

For reports and dashboards that are not part of an app, you need to extract the IDs from the item URL.

For example, to find the 36-character **dashboard** object ID, navigate to the specific dashboard in the Power BI service

```
https://app.powerbi.com/groups/me/dashboards/**dashboard guid comes here**?ctid=**organization id comes here**`
```

To find the 36-character **report** object ID, navigate to the specific report in the Power BI service. This is an example of report from "My Workspace"

```
https://app.powerbi.com/groups/me/reports/**report guid comes here**/ReportSection3?ctid=**organization id  
comes here**`
```

The above URL contains also specific report page "**ReportSection3**".

This is an example of a report from a workspace (not My Workspace)

```
https://app.powerbi.com/groups/**groupid comes here**/reports/**reportid comes here**/ReportSection1?  
ctid=**organizationid comes here**
```

Use links inside Power BI

Links inside Power BI are working in the mobile apps exactly as in Power BI Service.

If you want to add link to your report that points to another Power BI item, you can just copy that item URL from the browser address bar. Read more about [how to add a hyperlink to a text box in a report](#).

Use report URL with filter

Same as Power BI service, Power BI Mobile apps also support report URL that contains a filter query param. You can open a report in Power BI Mobile app and filter it to specific state. For example, this URL opens the Sales report and filter it by Territory

```
https://app.powerbi.com/groups/me/reports/**report guid comes here**/ReportSection3?ctid=**organization id  
comes here**&filter=Store/Territory eq 'NC'
```

Read more on [how to build query param to filter reports](#).

Next steps

Your feedback helps us decide what to implement in the future, so don't forget to vote for other features you'd like to see in Power BI mobile apps.

- [Power BI apps for mobile devices](#)
- Follow @MSPowerBI on Twitter
- Join the conversation at the [Power BI Community](#)
- [What is Power BI?](#)

Filter a report by geographic location in the Power BI mobile apps

1/14/2019 • 2 minutes to read • [Edit Online](#)

Applies to:

 iPhone	 iPad	 Android phone	 Android tablet	 Windows 10 phones
iPhones	iPads	Android phones	Android tablets	Windows 10 phones

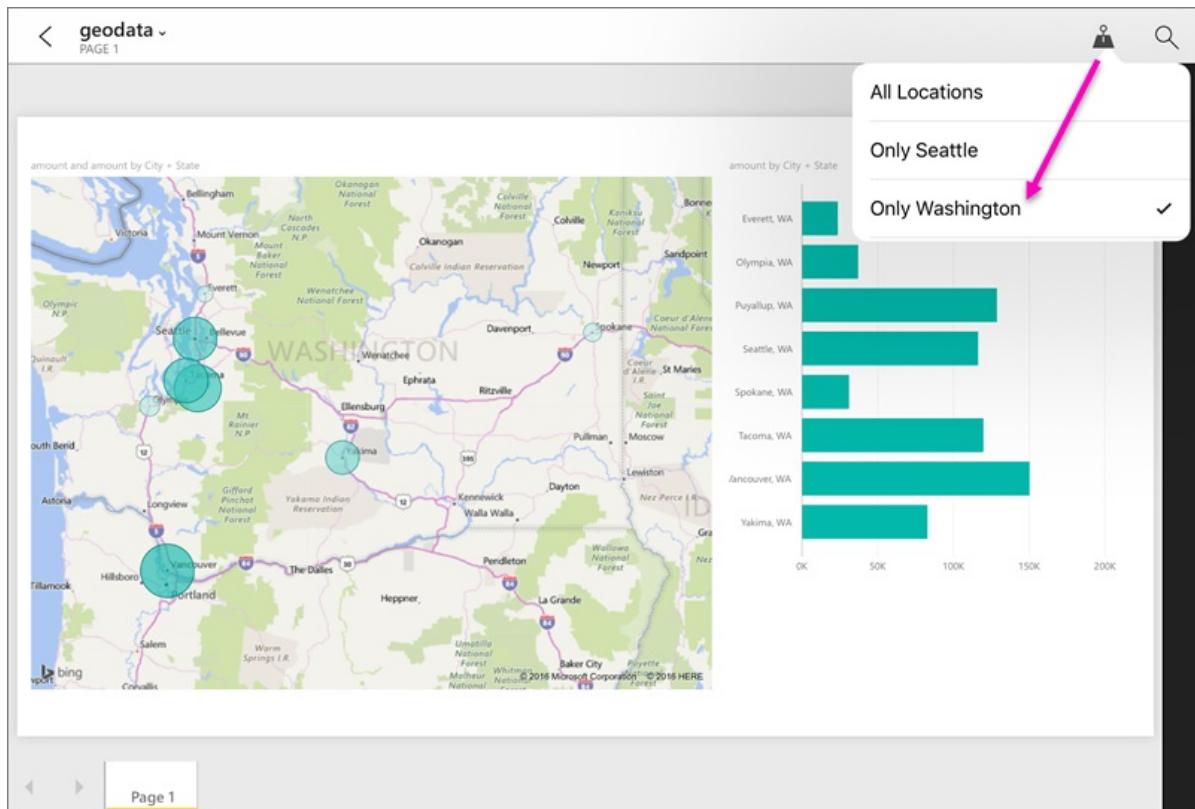
When you look at a Power BI report on your mobile device, do you see a little pushpin icon in the upper-right corner? If so, then you can filter that report based on your geographic location.

NOTE

You can only filter by location if the geographic names in the report are in English for example, "New York City" or "Germany". Windows 10 tablets and PCs don't support geographic filtering, but Windows 10 phones do.

Filter your report by your geographic location

1. Open a report in the Power BI mobile app on your mobile device.
2. If the report has geographic data, you see a message asking to allow Power BI to access your location. Click **Allow**, then tap **Allow** again.
3. Tap the push pin . You can filter on city, state/province, or country/region, depending on the data in the report. The filter only lists options that match your current location.



Why don't I see location tags on a report?

All three of these conditions need to be true, for you to see location tags.

- The person who created the report in Power BI Desktop [categorized geographical data](#) for at least one column, such as City, State, or Country/Region.
- You are in one of the locations that has data in that column.
- You're using one of these mobile devices:
 - iOS (iPad, iPhone, iPod).
 - Android phone or tablet.
 - Windows 10 phone (other Windows 10 devices such as PCs and tablets don't support geographic filtering).

Read more about [setting up geographic filtering](#) in Power BI Desktop.

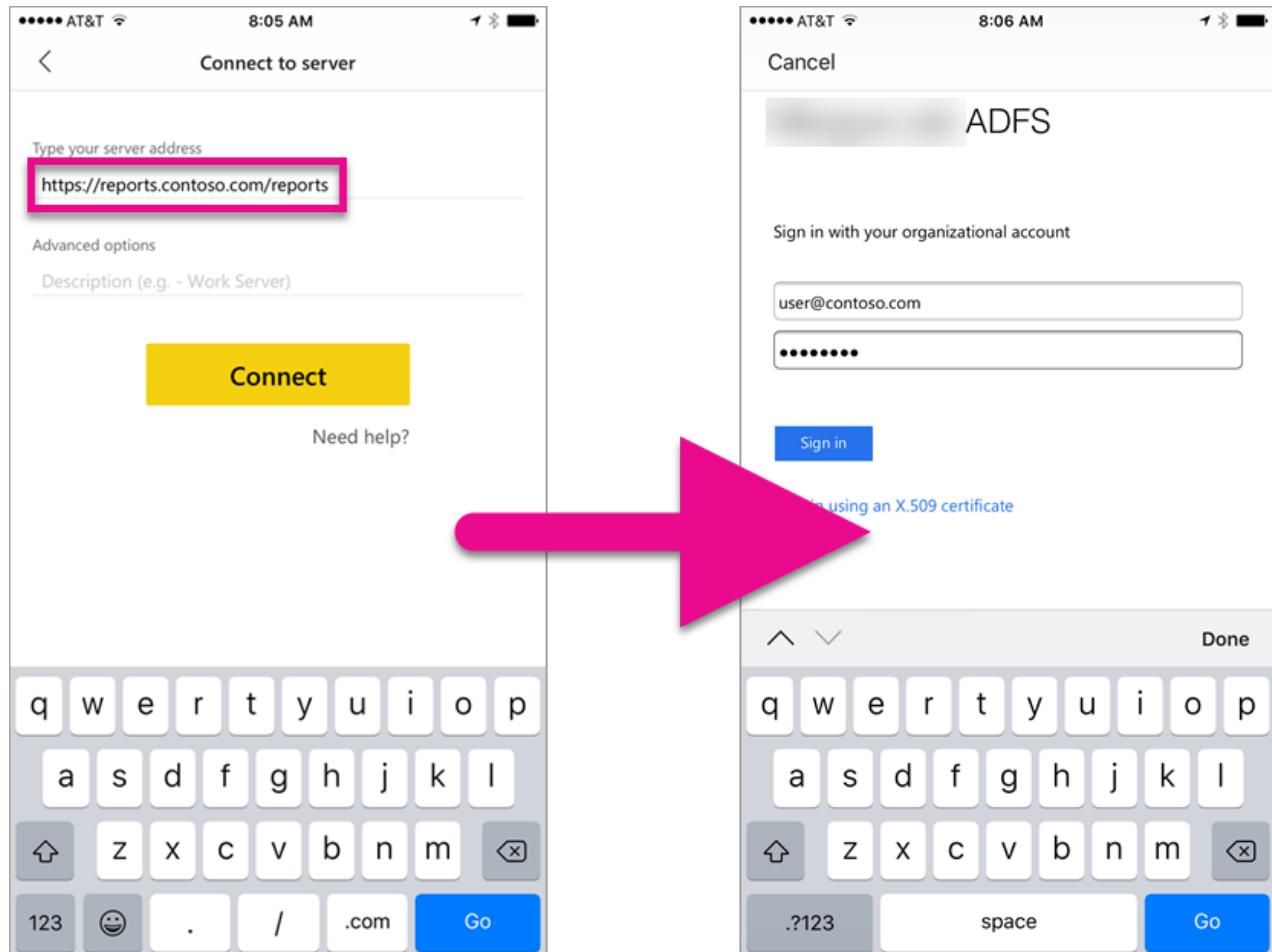
Next steps

- [Connect to Power BI data from the real world](#) with the mobile apps
- [Data categorization in Power BI Desktop](#)
- Questions? [Try asking the Power BI Community](#)

Using OAuth to connect to Power BI Report Server and SSRS

7/4/2019 • 7 minutes to read • [Edit Online](#)

Learn how to configure your environment to support OAuth authentication with the Power BI mobile app to connect to Power BI Report Server and SQL Server Reporting Services 2016 or later.



You can use OAuth to connect to Power BI Report Server and Reporting Services to display mobile reports or KPIs. Windows Server 2016 provides some improvements to the Web Application Proxy (WAP) role to allow this type of authentication.

NOTE

Viewing Power BI Reports hosted in Power BI Report Server using WAP to authenticate is now supported for iOS and Android apps.

Requirements

Windows Server 2016 is required for the Web Application Proxy (WAP) and Active Directory Federation Services (ADFS) servers. You do not need to have a Windows 2016 functional level domain.

Domain Name Services (DNS) configuration

You will need to determine what the public URL will be that the Power BI mobile app will connect to. For example, it may look similar to the following.

```
https://reports.contoso.com
```

You will need to point your DNS record for **reports** to the public IP address of the Web Application Proxy (WAP) server. You will also need to configure a public DNS record for your ADFS server. For example, you may have configured the ADFS server with the following URL.

```
https://fs.contoso.com
```

You will need to point your DNS record for **fs** to the public IP address of the Web Application Proxy (WAP) server as it will be published as part of the WAP application.

Certificates

You will need to configure certificates for both the WAP application and the ADFS server. Both of these certificates must be part of a valid certificate authority that your mobile devices recognize.

Reporting Services configuration

There isn't much to configure on the Reporting Services side. We just need to make sure that we have a valid Service Principal Name (SPN) to enable the proper Kerberos authentication to occur and that the Reporting Services server is enabled for negotiate authentication.

Service Principal Name (SPN)

The SPN is a unique identifier for a service that uses Kerberos authentication. You will need to make sure you have a proper HTTP SPN present for your report server.

For information on how to configure the proper Service Principal Name (SPN) for your report server, see [Register a Service Principal Name \(SPN\) for a Report Server](#).

Enabling negotiate authentication

To enable a report server to use Kerberos authentication, you will need to configure the Authentication Type of the report server to be RSWindowsNegotiate. You do it in the rsreportserver.config file.

```
<AuthenticationTypes>
  <RSWindowsNegotiate />
  <RSWindowsKerberos />
  <RSWindowsNTLM />
</AuthenticationTypes>
```

For more information, see [Modify a Reporting Services Configuration File](#) and [Configure Windows Authentication on a Report Server](#).

Active Directory Federation Services (ADFS) Configuration

You will need to configure ADFS on a Windows 2016 server within your environment. This can be done through the Server Manager and selecting Add Roles and Features under Manage. For more information, see [Active Directory Federation Services](#).

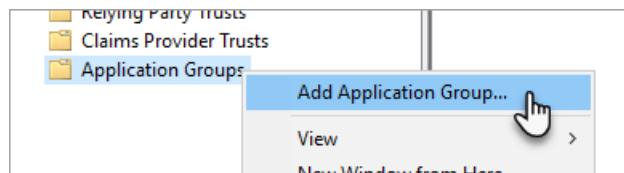
Create an application group

Within the AD FS Management screen, you will want to create an application group for Reporting Services, which

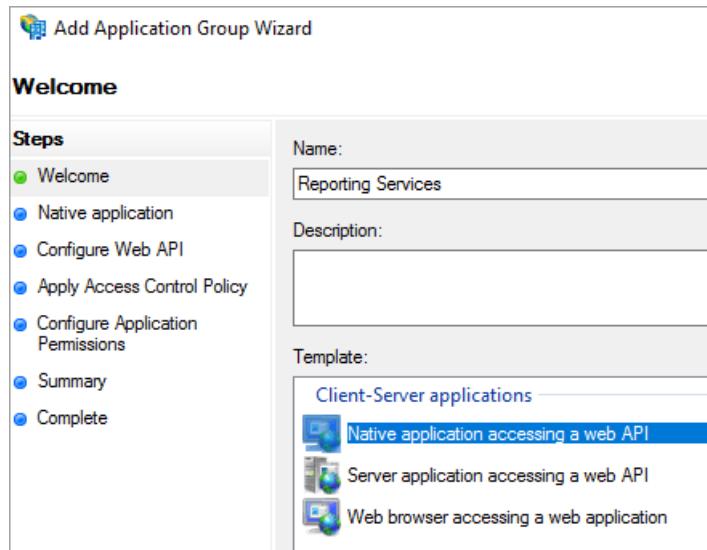
will include information for the Power BI Mobile apps.

You can create the application group with the following steps.

1. Within the AD FS Management app, right click **Application Groups** and select **Add Application Group...**



2. Within the Add Application Group Wizard, provide a **name** for the application group and select **Native application accessing a web API**.



3. Select **Next**.
4. Provide a **name** for the application you are adding.
5. While the **Client ID** will be auto generated for your, enter in **484d54fc-b481-4eee-9505-0258a1913020** for both iOS and Android.
6. You will want to add the following **Redirect URLs**:

Entries for Power BI Mobile – iOS:

msauth://code/mspbi-adal://com.microsoft.powerbimobile
msauth://code/mspbi-adalms://com.microsoft.powerbimobilems
mspbi-adal://com.microsoft.powerbimobile
mspbi-adalms://com.microsoft.powerbimobilems

Android Apps only need the following:

urn:ietf:wg:oauth:2.0:oob

Native application

Steps

- Welcome
- Native application
- Configure Web API
- Apply Access Control Policy
- Configure Application Permissions
- Summary
- Complete

Name: Power BI Mobile App **4**

Client Identifier: 484d54fc-b481-4eee-9505-0258a1913020 **5**

Redirect URI:
Example: https://Contoso.com
msauth://code/mspb-adal://com.microsoft.powerbimobile
msauth://code/mspb-adalms://com.microsoft.powerbimobiles
mspb-adal://com.microsoft.powerbimobile
mspb-adalms://com.microsoft.powerbimobiles
um:ief wsg auth 2.0.oob **6**

Description:

7. Select **Next**.

8. Supply the URL for your Report Server. The URL is the external URL that will hit your Web Application Proxy. It should be in the following format.

NOTE

This URL is case sensitive!

https://< report server url >/

Configure Web API

Steps

- Welcome
- Native application
- Configure Web API
- Apply Access Control Policy
- Configure Application Permissions
- Summary
- Complete

Name: Reporting Services - Web API

Identifier: Example: https://Contoso.com
https://reports.contoso.com/

Description:

9. Select **Next**.

10. Choose the **Access Control Policy** that fits your organization's needs.

Choose Access Control Policy

Steps

- Welcome
- Native application
- Configure Web API
- Apply Access Control Policy
- Configure Application Permissions
- Summary
- Complete

Choose an access control policy:

Name	Description
Permit everyone	Grant access to everyone.
Permit everyone and require MFA	Grant access to everyone and require MFA...
Permit everyone and require MFA for specific group	Grant access to everyone and require MFA...
Permit everyone and require MFA from extranet access	Grant access to the intranet users and requir...
Permit everyone and require MFA from unauthenticated ...	Grant access to everyone and require MFA...
Permit everyone and require MFA, allow automatic devi...	Grant access to everyone and require MFA...
Permit everyone for intranet access	Grant access to the intranet users.
Permit specific group	Grant access to users of one or more specifi...

Policy

Permit everyone

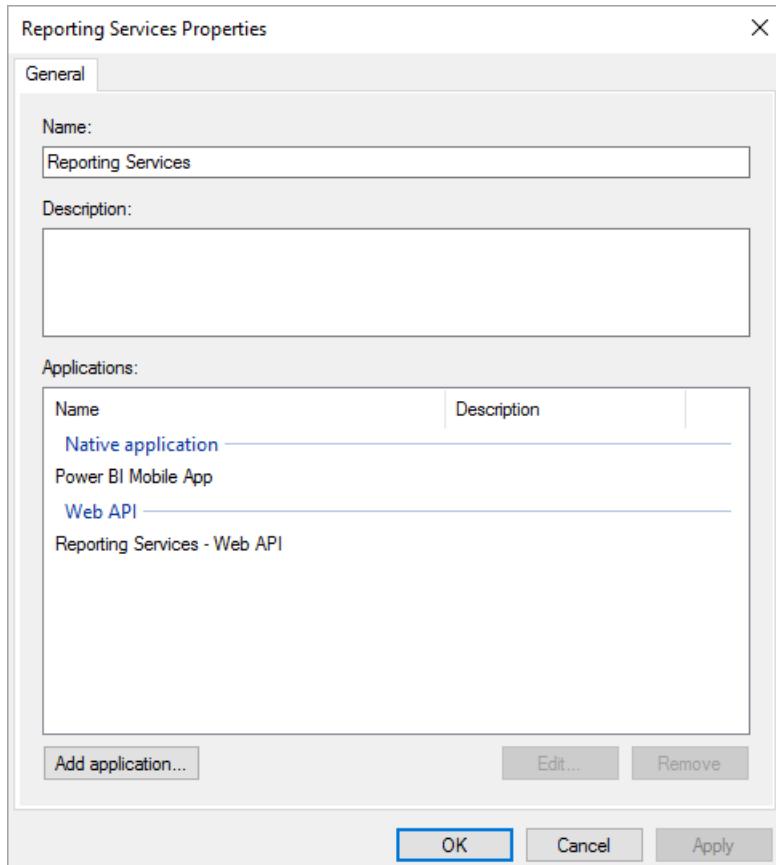
11. Select **Next**.

12. Select **Next**.

13. Select **Next**.

14. Select **Close**.

When completed, you should see the properties of your application group look similar to the following.



Web Application Proxy (WAP) Configuration

You will want to enable the Web Application Proxy (Role) Windows role on a server in your environment. It must be on a Windows 2016 server. For more information, see [Web Application Proxy in Windows Server 2016](#) and [Publishing Applications using AD FS Preauthentication](#).

Constrained delegation configuration

In order to transition from OAuth authentication to Windows authentication, we need to use constrained delegation with protocol transitioning. This is part of the Kerberos configuration. We already defined the Reporting Services SPN within the Reporting Services configuration.

We need to configure constrained delegation on the WAP Server machine account within Active Directory. You may need to work with a domain administrator if you don't have rights to Active Directory.

To configure constrained delegation, you will want to do the following.

1. On a machine that has the Active Directory tools installed, launch **Active Directory Users and Computers**.
2. Find the machine account for your WAP server. By default, this will be in the computers container.
3. Right click the WAP server and go to **Properties**.
4. Select the **Delegation** tab.
5. Select **Trust this computer for delegation to specified services only** and then **Use any**

authentication protocol.

The screenshot shows the 'Delegation' tab of a Windows Active Directory account's properties. The tab bar includes General, Operating System, Member Of, Delegation, Location, Managed By, and Dial-in. The 'Delegation' tab is selected. A note states: 'Delegation is a security-sensitive operation, which allows services to act on behalf of another user.' Below are four radio buttons:

- Do not trust this computer for delegation
- Trust this computer for delegation to any service (Kerberos only)
- Trust this computer for delegation to specified services only
- Use Kerberos only
- Use any authentication protocol

A pink arrow points to the 'Use any authentication protocol' radio button.

This sets up constrained delegation for this WAP Server machine account. We then need to specify the services that this machine is allowed to delegate to.

6. Select **Add...** under the services box.

The screenshot shows a dialog box titled 'Services to which this account can present delegated credentials'. It contains three radio buttons:

- Trust this computer for delegation to specified services only
- Use Kerberos only
- Use any authentication protocol

Below is a table header:

Service Type	User or Computer	Port	Service Name
--------------	------------------	------	--------------

At the bottom are three buttons: 'Expanded' (unchecked), 'Add...', and 'Remove'. A pink box surrounds the 'Add...' button.

7. Select **Users or Computers...**

8. Enter the service account that you are using for Reporting Services. This is the account you added the SPN to within the Reporting Services configuration.
9. Select the SPN for Reporting Services and then select **OK**.

NOTE

You may only see the NetBIOS SPN. It will actually select both the NetBIOS and FQDN SPNs if they both exist.

The screenshot shows the 'Add Services' dialog. It has a note: 'To allow services to be delegated for a user or computer, select the appropriate users or computers, and then click the services.' Below is a 'Users or Computers...' button. The 'Available services:' section shows a table:

Service Type	User or Computer	Port	Service Name
http	ContosoSSRS		
my	spn2		

At the bottom are 'Select All', 'OK', and 'Cancel' buttons. A pink box surrounds the 'Select All' button.

10. The result should look similar to the following when the **Expanded** checkbox is checked.

The screenshot shows a configuration dialog for delegation. At the top, there are three radio buttons: 'Trust this computer for delegation to specified services only' (selected), 'Use Kerberos only', and 'Use any authentication protocol'. Below this is a table titled 'Services to which this account can present delegated credentials'. The table has columns for Service Type, User or Computer, Port, and Service Name. It lists two entries: 'http' with 'ContosoSSRS.contoso.com' and 'http' with 'ContosoSSRS'. At the bottom of the dialog are buttons for 'Add...', 'Remove', and 'OK'. The 'Expanded' checkbox is checked.

11. Select **OK**.

Add WAP Application

While you can publish applications within the Report Access Management Console, we will want to create the application via PowerShell. Here is the command to add the application.

```
Add-WebApplicationProxyApplication -Name "Contoso Reports" -ExternalPreauthentication ADFS -ExternalUrl  
https://reports.contoso.com/ -ExternalCertificateThumbprint "0ff79c75a725e6f67e3e2db55bdb103efc9acb12" -  
BackendServerUrl http://ContosoSSRS/ -ADFSRelyingPartyName "Reporting Services - Web API" -  
BackendServerAuthenticationSPN "http/ContosoSSRS.contoso.com" -UseOAuthAuthentication
```

PARAMETER	COMMENTS
ADFSRelyingPartyName	This is the Web API name that you created as part of the Application Group within ADFS.
ExternalCertificateThumbprint	This is the certificate to use for the external users. It is important that this certificate be valid on mobile devices and come from a trusted certificate authority.
BackendServerUrl	This is the URL to the Report Server from the WAP server. If the WAP server is in a DMZ, you may need to use a fully qualified domain name. Make sure you can hit this URL from the web browser on the WAP server.
BackendServerAuthenticationSPN	This is the SPN you created as part of the Reporting Services configuration.

Setting Integrated Authentication for the WAP Application

After you add the WAP Application, you will need to set the BackendServerAuthenticationMode to use IntegratedWindowsAuthentication. In order to set this, you need the ID from the WAP Application.

```
Get-WebApplicationProxyApplication "Contoso Reports" | fl
```

```
PS C:\Windows\system32> Get-WebApplicationProxyApplication "Contoso Reports" | fl

ADFSRelyingPartyID : 18ff495d-b9c0-e611-836b-00155d010910
ADFSRelyingPartyName : Reporting Services - Web API
ADFSUserCertificateStore :
BackendServerAuthenticationMode : NoAuthentication
BackendServerAuthenticationSPN :
BackendServerCertificateValidation : None
BackendServerUrl : http://contososrs/
ClientCertificateAuthenticationBindingMode :
ClientCertificatePreauthenticationThumbprint :
DisableHttpOnlyCookieProtection : False
DisableTranslateUrlInRequestHeaders : False
DisableTranslateUrlInResponseHeaders : False
EnableHTTPRedirect : False
EnableSignOut : False
ExternalCertificateThumbprint : 0ff79c75a725e6f67e3e2db55bdb103efc9acb12
ExternalPreauthentication : ADFS
ExternalUrl : https://reports.contoso.com/
ID : 30198C7F-DDE4-0D82-E654-D369A47B1EE5
InactiveTransactionsTimeoutSec : 300
Name : Contoso Reports
PersistentAccessCookieExpirationTimeSec : 0
UseOAuthAuthentication : True
PSCo
```

Run the following command to set the BackendServerAuthenticationMode using the ID of the WAP Application.

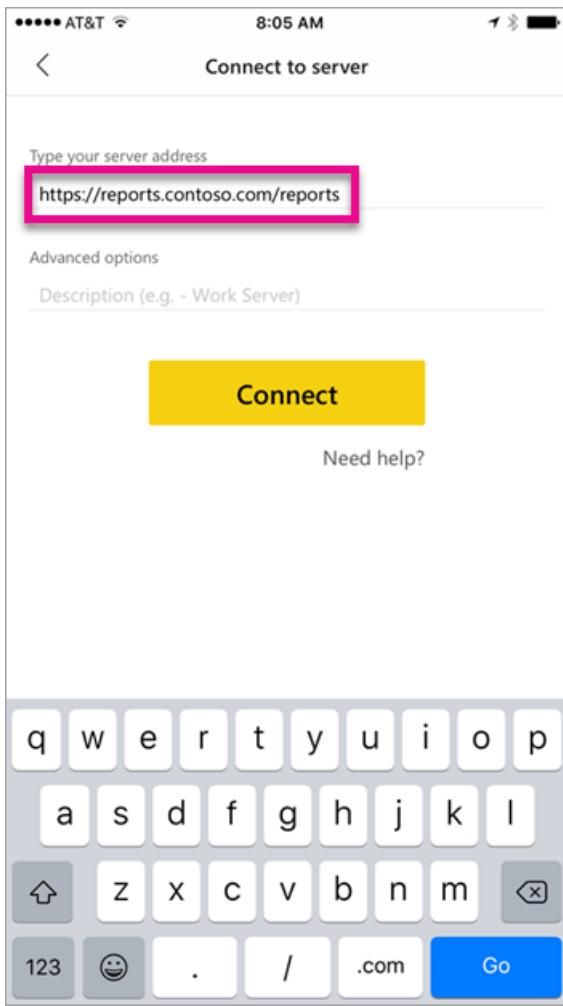
```
Set-WebApplicationProxyApplication -id 30198C7F-DDE4-0D82-E654-D369A47B1EE5 -BackendServerAuthenticationMode IntegratedWindowsAuthentication
```

```
PS C:\Windows\system32> Get-WebApplicationProxyApplication "Contoso Reports" | fl

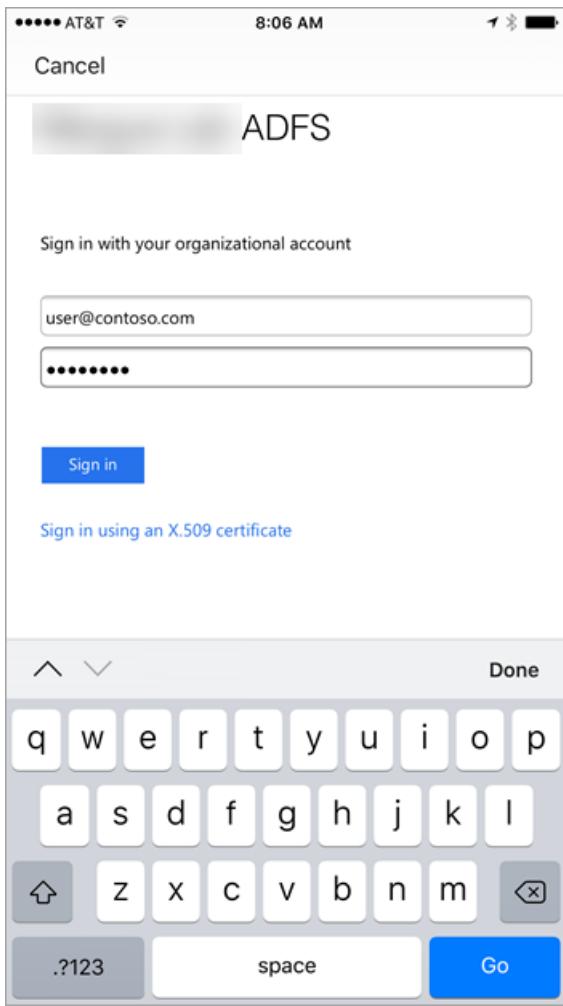
ADFSRelyingPartyID : 18ff495d-b9c0-e611-836b-00155d010910
ADFSRelyingPartyName : Reporting Services - Web API
BackendServerAuthenticationMode : IntegratedWindowsAuthentication
BackendServerAuthenticationSPN : http://contososrs/
BackendServerCertificateValidation : None
BackendServerUrl : http://contososrs/
ClientCertificateAuthenticationBindingMode :
ClientCertificatePreauthenticationThumbprint :
DisableHttpOnlyCookieProtection : False
DisableTranslateUrlInRequestHeaders : False
DisableTranslateUrlInResponseHeaders : False
EnableHTTPRedirect : False
EnableSignOut : False
ExternalCertificateThumbprint : 0ff79c75a725e6f67e3e2db55bdb103efc9acb12
ExternalPreauthentication : ADFS
ExternalUrl : https://reports.contoso.com/
ID : 30198C7F-DDE4-0D82-E654-D369A47B1EE5
InactiveTransactionsTimeoutSec : 300
Name : Contoso Reports
PersistentAccessCookieExpirationTimeSec : 0
UseOAuthAuthentication : True
PSCo
```

Connecting with the Power BI Mobile App

Within the Power BI mobile app, you will want to connect to your Reporting Services instance. To do that, supply the **External URL** for your WAP Application.



When you select **Connect**, you will be directed to your ADFS sign-in page. Enter valid credentials for your domain.



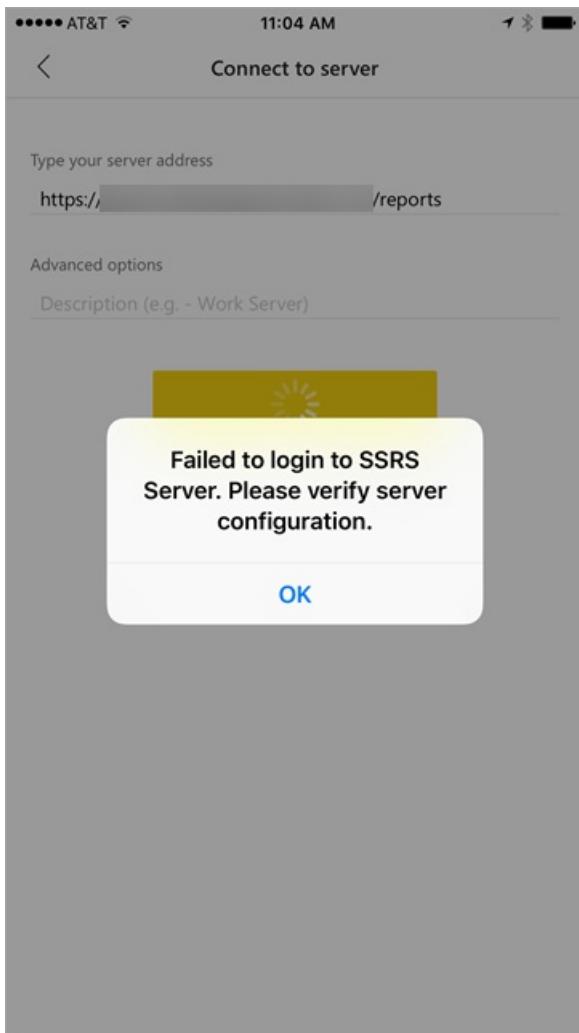
After you select **Sign in**, you will see the elements from your Reporting Services server.

Multi-factor authentication

You can enable multi-factor authentication to enable additional security for your environment. To learn more, see [Configure AD FS 2016 and Azure MFA](#).

Troubleshooting

You receive the error "Failed to login to SSRS server"



You can set up [Fiddler](#) to act as a proxy for your mobile devices to see how far the request made it. To enable a Fiddler proxy for your phone device, you will need to setup the [CertMaker for iOS and Android](#) on the machine running Fiddler. This is an add-on from Telerik for Fiddler.

If the sign in works successfully when using Fiddler, you may have a certificate issue with either the WAP application or the ADFS server. You can use a tool such as [Microsoft Message Analyzer](#) to verify if the certificates are valid.

Next steps

- [Register a Service Principal Name \(SPN\) for a Report Server](#)
- [Modify a Reporting Services Configuration File](#)
- [Configure Windows Authentication on a Report Server](#)
- [Active Directory Federation Services](#)
- [Web Application Proxy in Windows Server 2016](#)
- [Publishing Applications using AD FS Preauthentication](#)
- [Configure AD FS 2016 and Azure MFA](#)
- [More questions? Try the Power BI Community](#)

View Power BI reports optimized for your phone

5/6/2019 • 4 minutes to read • [Edit Online](#)

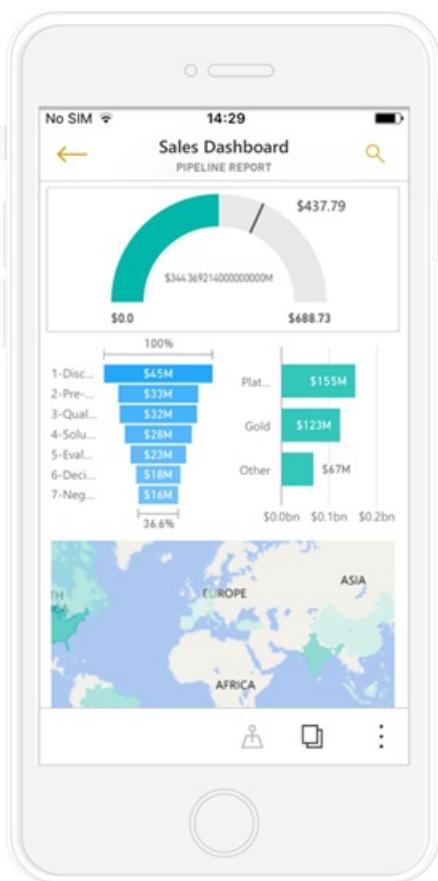
Applies to:



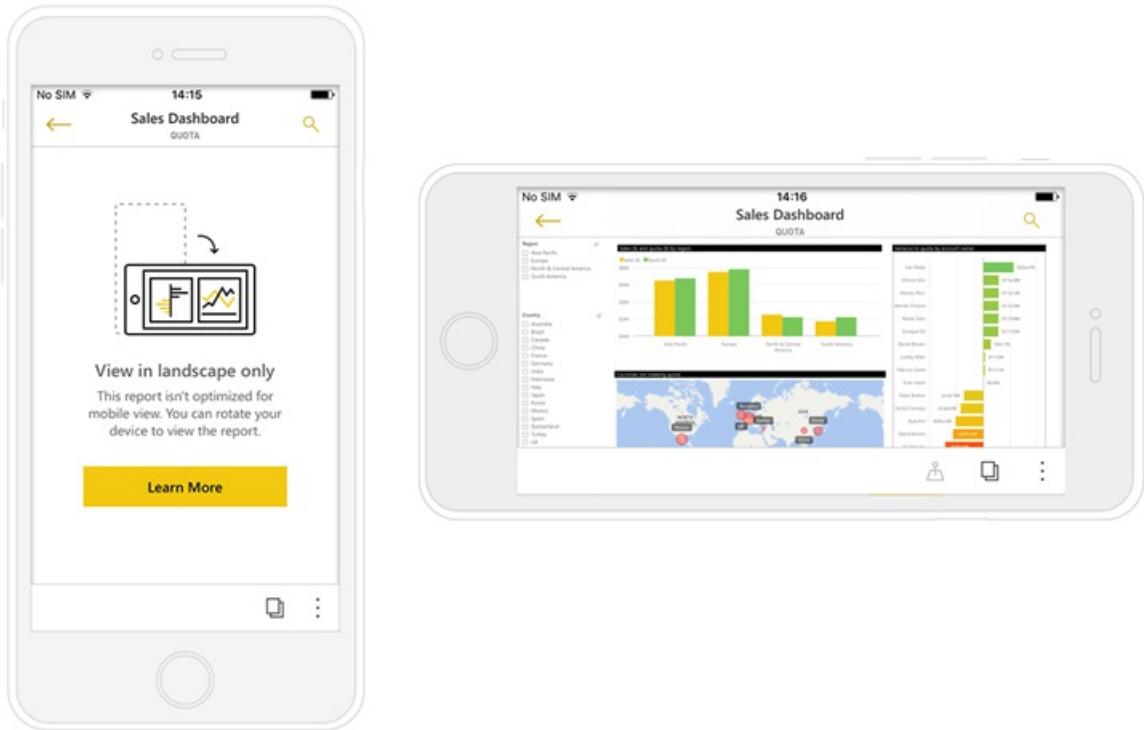
iPhones

Android phones

When you view a Power BI report on your phone, Power BI checks to see if the report has been optimized for phones. If it has, Power BI automatically opens the optimized report in portrait view.



If a phone-optimized report doesn't exist, the report still opens, but in the non-optimized landscape views. Even in a phone-optimized report, if you turn your phone sideways, the report opens in the non-optimized view with the original report layout. If only some pages are optimized, you see a message in portrait view, indicating the report is available in landscape.



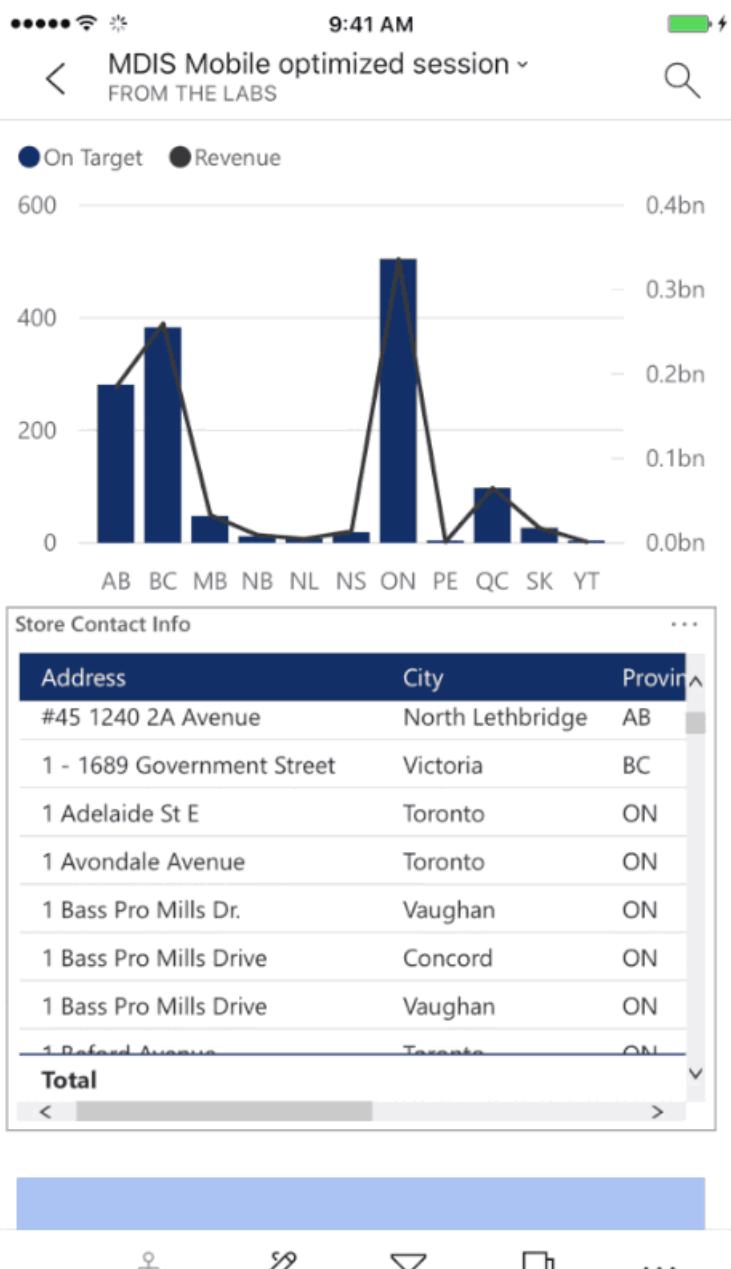
All the other features of Power BI reports still work in phone-optimized reports. Read more about what you can do in:

- [Reports on iPhones](#).
- [Reports on Android phones](#).

Filter the report page on a phone

If a phone-optimized report has filters defined, when you view the report on a phone you can use those filters. The report opens on your phone, filtered to the values being filtered in the report on the web. You see a message that there are active filters on the page. You can change the filters on your phone.

1. Tap the filter icon  at the bottom of the page.
2. Use basic or advanced filtering to see the results you're interested in.



Cross-highlight visuals

Cross highlighting visuals in portrait view works the way it does in the Power BI service, and on phones in landscape view: When you select data in one visual, it highlights related data in the other visuals on that page.

Read more about [filtering and highlighting in Power BI](#).

Select visuals

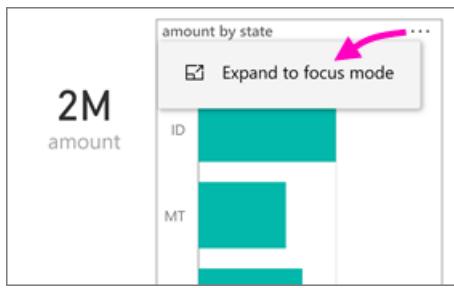
In phone reports when you select a visual, the phone report highlights that visual and focuses on it, neutralizing canvas gestures.

With the visual selected, you can do things like scroll within the visual. To de-select a visual, just touch anywhere outside the visual area.

Open visuals in focus mode

Phone reports also offer a focus mode: You get a bigger view of a single visual and explore it more easily.

- In a phone report, tap the ellipsis (...) in the upper-right corner of a visual > **Expand to focus mode**.

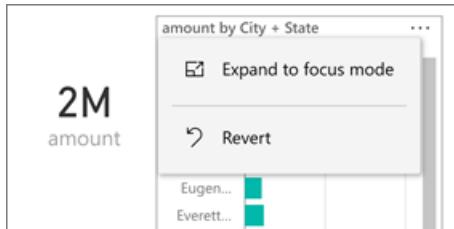


What you do in focus mode carries over to the report canvas and vice versa. For example, if you highlight a value in a visual, then return to the whole report, the report is filtered to the value you highlighted in the visual.

Some actions are only possible in focus mode, due to screen size constraints:

- **Drill down** into the information displayed in a visual. Read more about [drilling down and up](#) in a phone report, below.
- **Sort** the values in the visual.
- **Revert**: Clear exploration steps you've taken on a visual and revert to the definition set when the report was created.

To clear all exploration from a visual, tap the ellipsis (...) > **Revert**.



Revert is available at the report level, clearing exploration from all visuals, or at the visual level, clearing exploration from the selected visual.

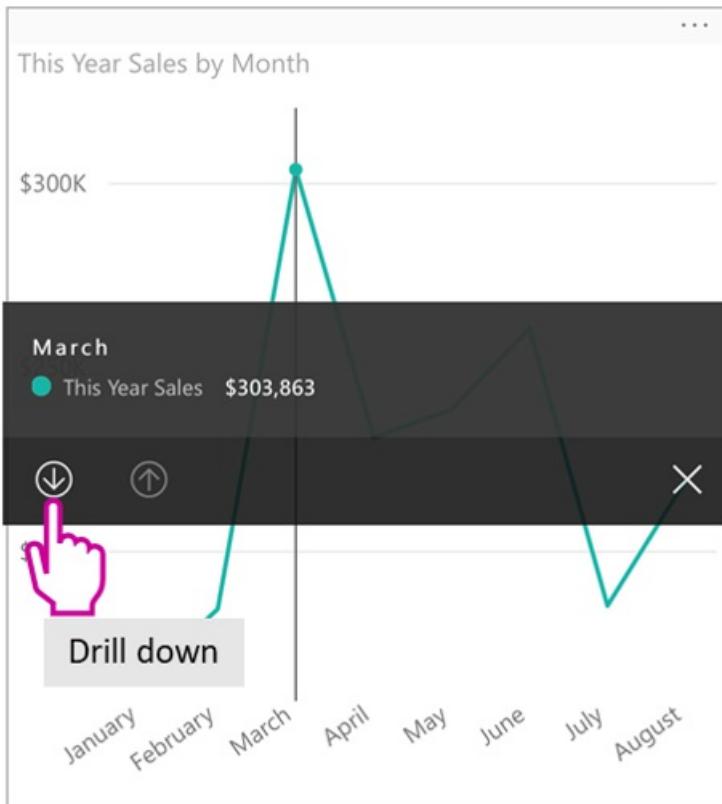
Drill down in a visual

If hierarchy levels are defined in a visual, you can drill down into the detailed information displayed in a visual, then back up. You [add drill-down to a visual](#) either in the Power BI service or in Power BI Desktop.

There are few types of drill-down:

Drill down on a value

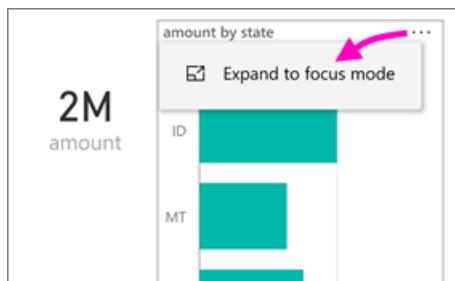
1. Long tap (tap and hold) on a data point in a visual.
2. Tooltip will show up, and if hierarchy is defined, then the tooltip footer will show drill down and up arrow.
3. Tap on the down arrow for drill-down



4. Tap on the up arrow for drill-up.

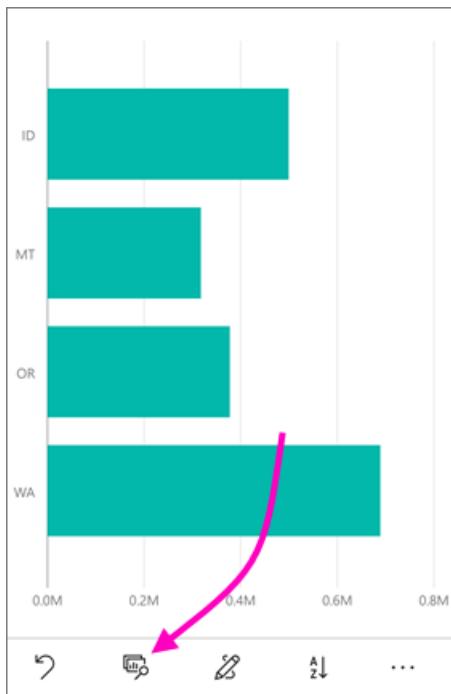
Drill to next level

1. In a report on a phone, tap the ellipsis (...) in the upper-right corner > **Expand to focus mode**.

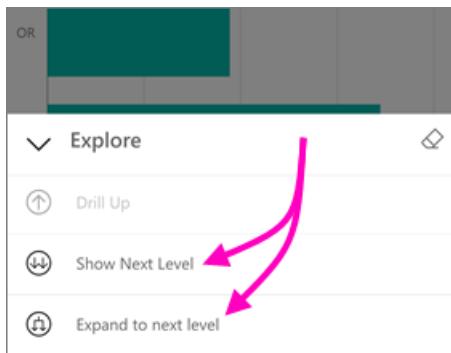


In this example, the bars show the values for states.

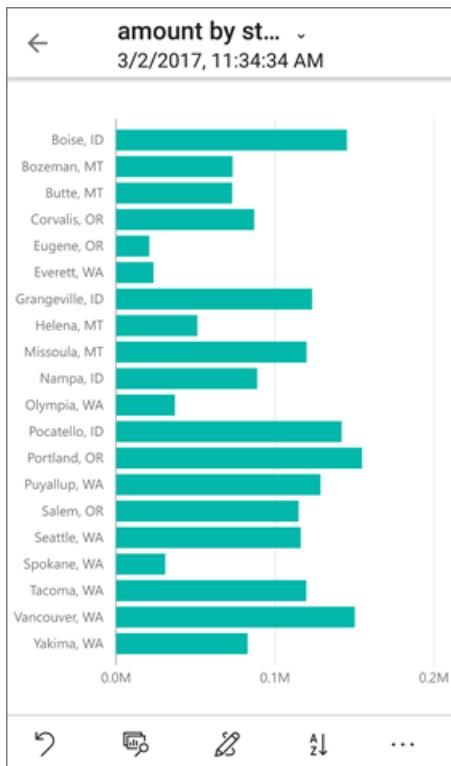
2. Tap the explore icon  in the lower left.



3. Tap **Show next level** or **Expand to next level**.

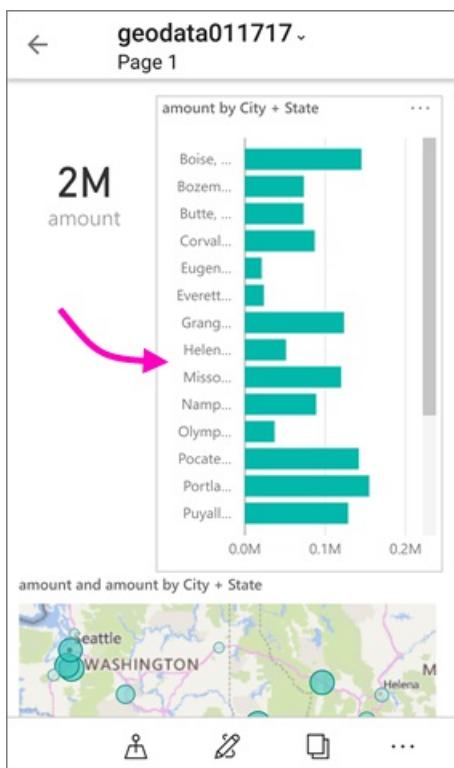


Now the bars show the values for cities.

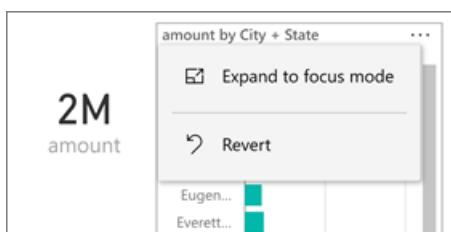


4. If you tap the arrow in the upper-left corner, you return to the phone report with the values still expanded

to the lower level.



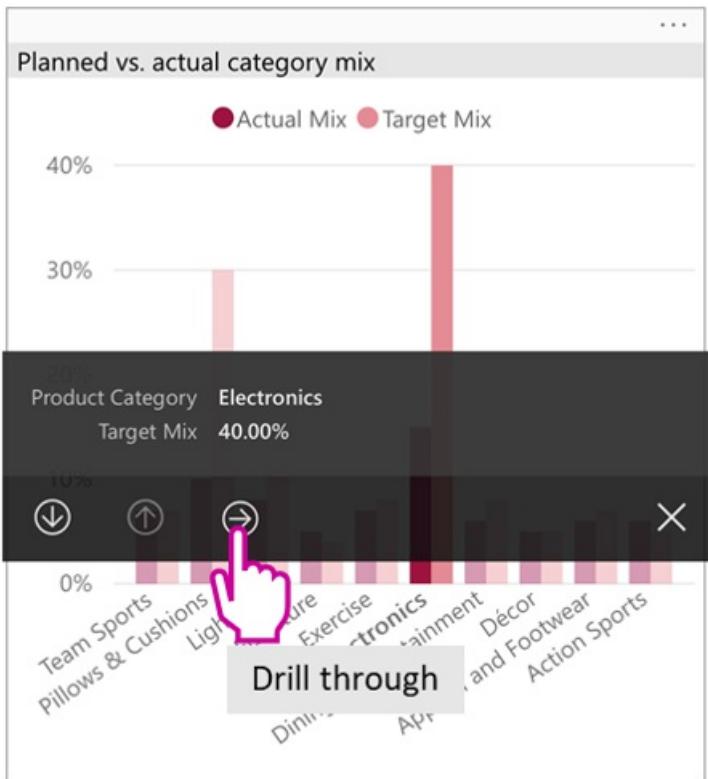
5. To go back up to the original level, tap the ellipsis (...) again > **Revert**.



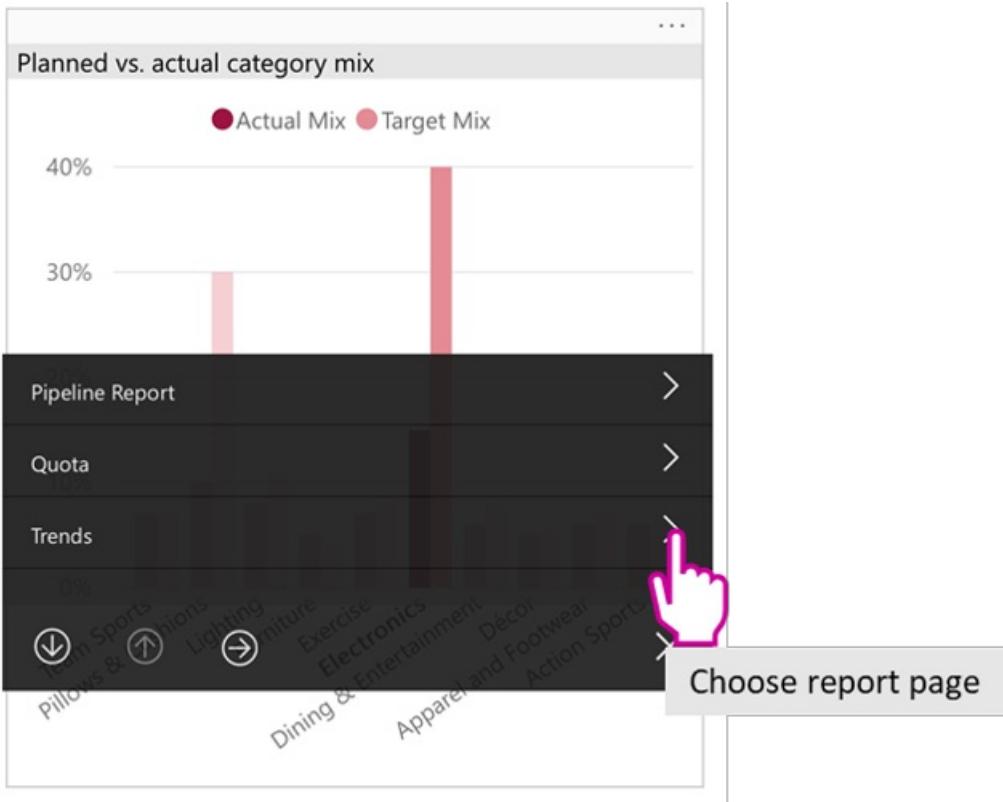
Drill through from a value

Drill through connects values in one report page, with other report pages. When you drill through from a data point to another report page, the data point values are used to filter the drilled through page, or it will be in the context of the selected data. Report authors can [define drill through](#) when they create the report.

1. Long tap (tap and hold) on a data point in a visual.
2. Tooltip will show up, and if drill through is defined, then the tooltip footer will show drill through arrow.
3. Tap on the arrow for drill through



4. Choose which report page to drill through



5. Use the back button, at the app header to go back to the page you started from.

Next steps

- [Create reports optimized for the Power BI phone apps](#)
- [Create a phone view of a dashboard in Power BI](#)
- [Create responsive visuals optimized for any size](#)
- More questions? [Try asking the Power BI Community](#)

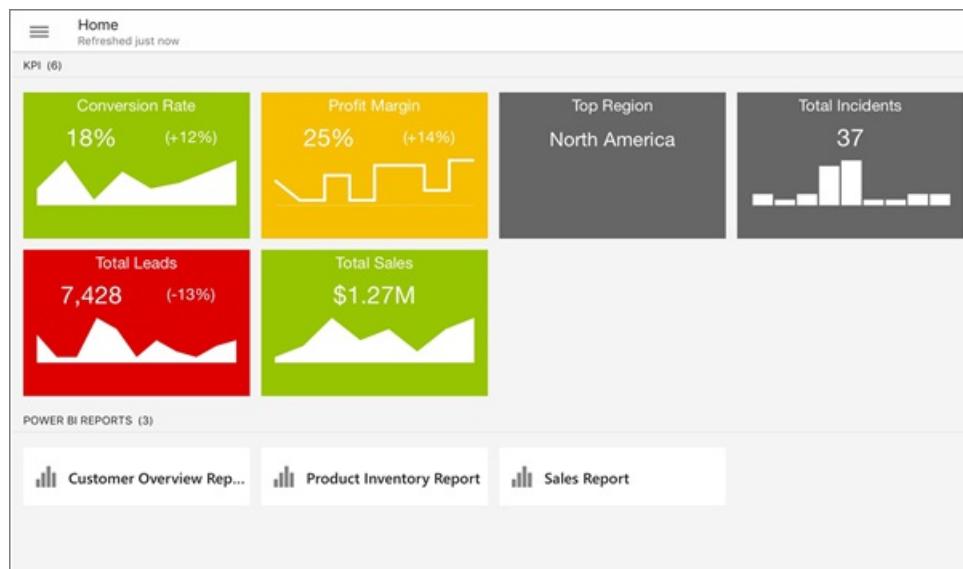
View on-premises report server reports and KPIs in the Power BI mobile apps

1/14/2019 • 3 minutes to read • [Edit Online](#)

The Power BI mobile apps deliver live, touch-enabled mobile access to your on-premises business information in Power BI Report Server and SQL Server 2016 Reporting Services (SSRS).

Applies to:

 iPhone	 iPad	 Android phone	 Android tablet
iPhones	iPads	Android phones	Android tablets



First things first

The mobile apps are where you view Power BI content, not where you create it.

- You and other report creators in your organization [create Power BI reports with Power BI Desktop](#), then [publish them to the Power BI Report Server web portal](#).
- You create [KPIs right in the web portal](#), organize them in folders, and mark your favorites so you can find them easily.
- You [create Reporting Services mobile reports](#) with SQL Server 2016 Enterprise Edition Mobile Report Publisher and publish them to the [Reporting Services web portal](#).

Then in the Power BI mobile apps, connect to up to five report servers to view the Power BI reports and KPIs, organized in folders or collected as favorites.

Explore samples in the mobile apps without a server connection

Even if you don't have access to a Reporting Services web portal, you can still explore the features of Reporting Services mobile reports and KPIs.

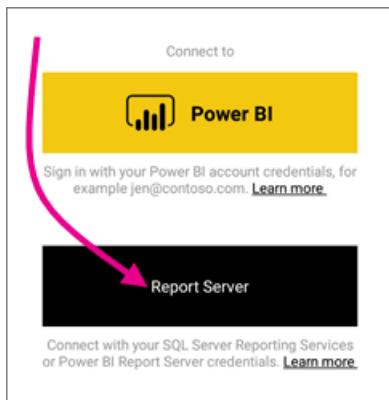
1. Tap the global navigation button  in the upper-left corner, then tap the gear icon in the upper right 
2. Tap **Reporting Services samples**, then browse to interact with the sample KPIs and mobile reports.



Connect to an on-premises report server

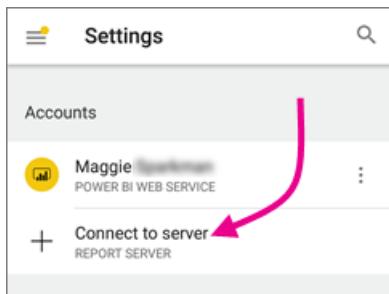
You can view on-premises Power BI reports, Reporting Services mobile reports, and KPIs in the Power BI mobile apps.

1. On your mobile device, open the Power BI app.
2. If you haven't signed in to Power BI yet, tap **Report Server**.



If you've already signed in to the Power BI app, tap the global navigation button , then tap the gear icon  in the upper-right.

3. Tap **Connect to server**.



The mobile app needs to access the server in some way. There are a few ways to do that:

- Being on the same network/using VPN is the easiest way.
- It's possible to use a Web Application Proxy to connect from outside the organization. See [Using OAuth to connect to Reporting Services](#) for details.
- Open a connection (port) in the firewall.

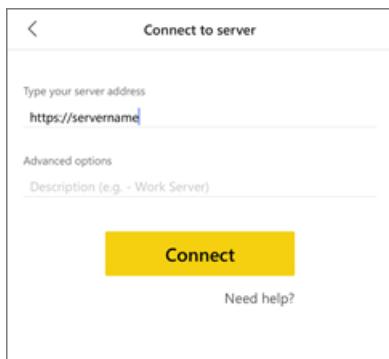
4. Fill in the server address and your user name and password. Use this format for the server address:

`http://<servername>/reports`

OR

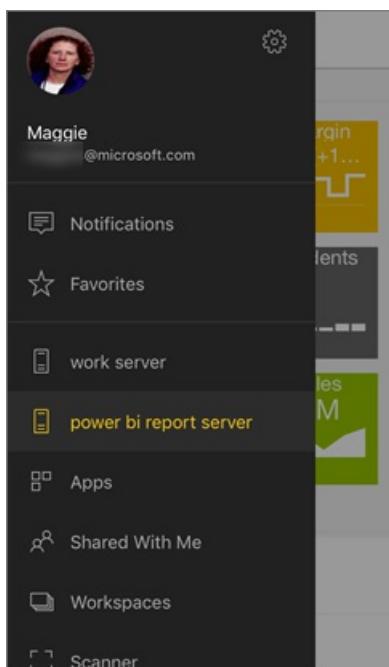
`https://<servername>/reports`

Include **http** or **https** in front of the connection string.



5. (Optional) Under **Advanced options**, you can give the server a friendly name, if you'd like.

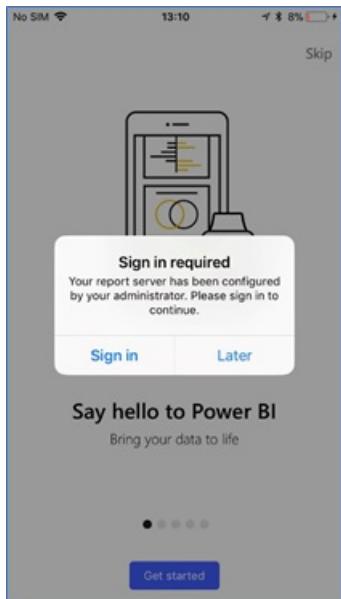
6. Now you see the server in the left navigation bar--in this example, called "power bi report server."



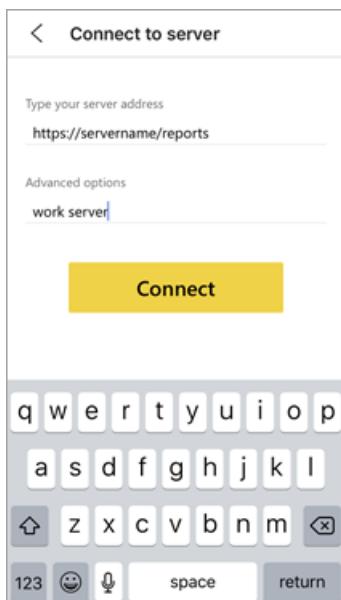
Connect to an on-premises report server in iOS

If you're viewing Power BI in the iOS mobile app, your IT admin may have defined an app configuration policy. If so, your experience connecting to the report server is streamlined, and you won't have to provide as much information when you connect to a report server.

1. You see a message that your mobile app is configured with a report server. Tap **Sign in**.



2. On the **Connect to server** page, the report server details already filled in. Tap **Connect**.



3. Type a password to authenticate, then tap **Sign in**.



Now you can view and interact with KPIs and Power BI reports stored on the report server.

View Power BI reports and KPIs in the Power BI app

Power BI reports, Reporting Services mobile reports, and KPIs are displayed in the same folders they're in on the Reporting Services web portal.

- Tap a Power BI report . It opens in landscape mode, and you can interact with it in the Power BI app.

NOTE

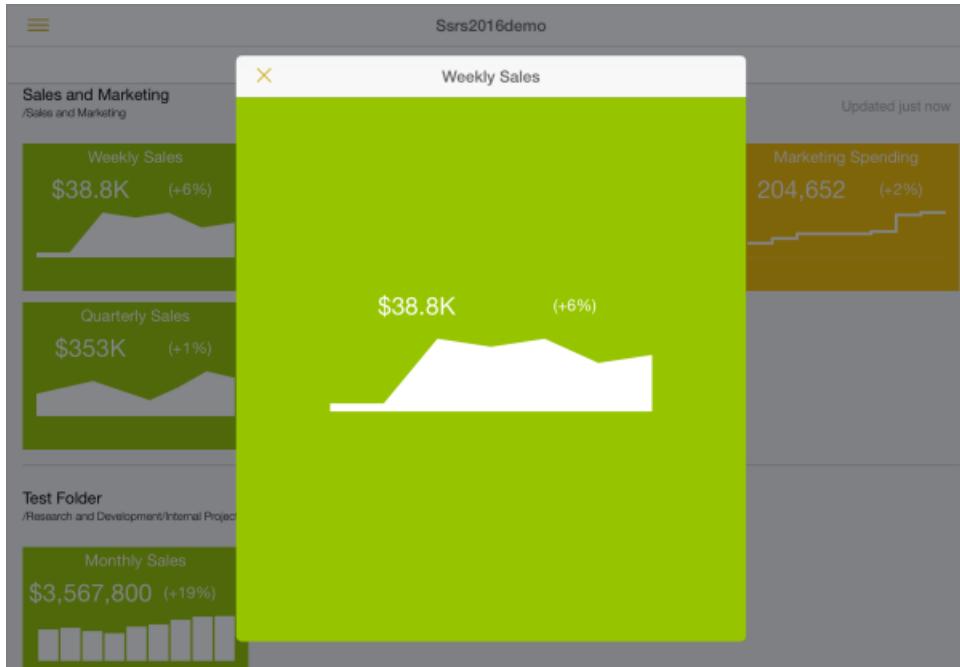
Drill down and up is currently not enabled in Power BI reports on a Power BI Report Server.



- In Power BI Desktop, report owners can [optimize a report](#) for the Power BI mobile apps. On your mobile phone, optimized reports have a special icon, , and layout.



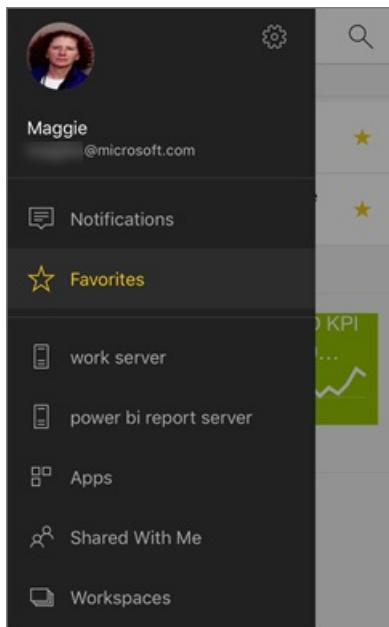
- Tap a KPI to see it in focus mode.



View your favorite KPIs and reports

You can mark KPIs and reports as favorites on the web portal, and then view them in one convenient folder on your mobile device, along with your Power BI favorite dashboards.

- Tap **Favorites**.



Your favorite KPIs and reports from the web portal are all on this page, along with Power BI dashboards in the Power BI service:

A screenshot of the Microsoft Power BI web portal. The top navigation bar has a "Favorites" button and a search icon. Below the navigation is a section titled "DASHBOARDS (8)" containing eight dashboard cards. Three of these cards are highlighted with a pink box and labeled "Dashboards on the Power BI service": "Marketing Dashboard" (Shared with...), "Opportunity Analysis" (My Workspace), and "Customer Profitability" (My Workspace). Another card, "Human Resources" (My Workspace), also has a yellow star icon. Below this section is "POWER BI REPORT SERVER - KPI (3)" with three KPI cards: "Conversion Rate" (18%, +12%), "Profit Margin" (25%, +14%), and "Total Incidents" (37). These three cards are also highlighted with a pink box and labeled "KPIs on Power BI Report Server". At the bottom is "POWER BI REPORT SERVER - POWER BI REPORTS (2)" with two report cards: "Customer Overview Report" and "Product Inventory Report". The second report card is highlighted with a pink box and labeled "Power BI reports on Power BI Report Server".

Remove a connection to a report server

1. At the bottom of the left navigation bar, tap **Settings**.
2. Tap the server name you don't want to be connected to.
3. Tap **Remove Server**.

Next steps

- [What is Power BI?](#)
- Questions? [Try asking the Power BI Community](#)

View Power BI content shared with you from an external organization

4/1/2019 • 2 minutes to read • [Edit Online](#)

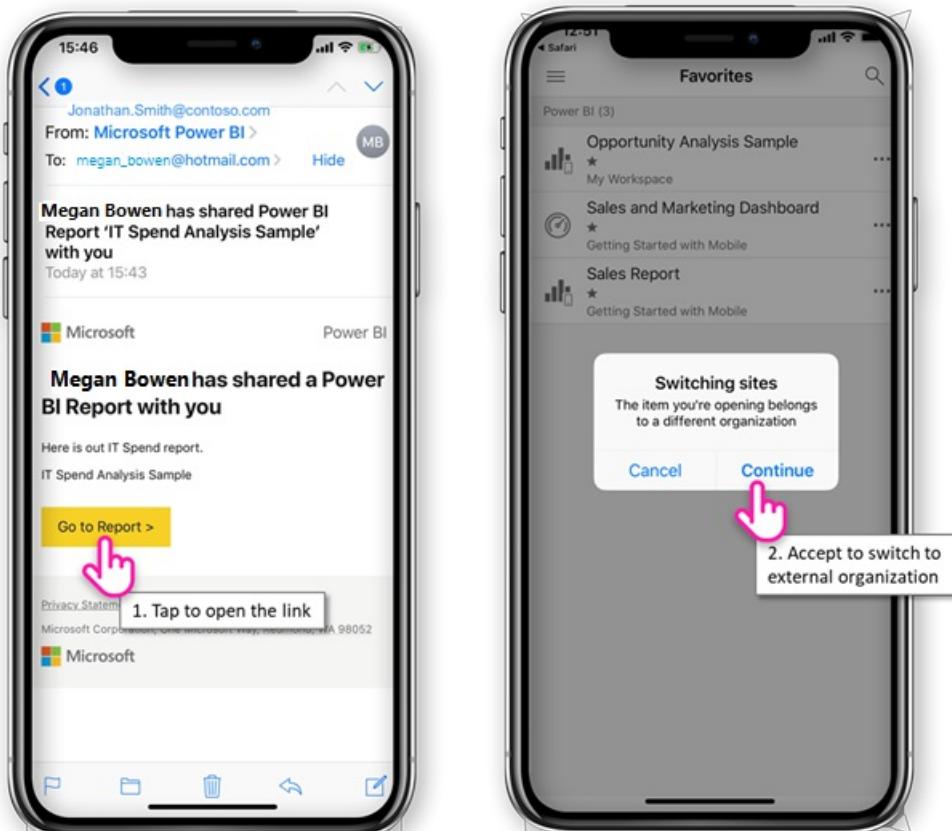
Power BI integrates with Azure Active Directory business-to-business (Azure AD B2B) to allow secure distribution of Power BI content to guest users outside your organization. And external guest users can use the Power BI mobile app to access that Power BI content shared with them.

Applies to:

 iPhone	 iPad	 Android phone	 Android tablet
iPhones	iPads	Android phones	Android tablets

Accessing shared content

First, you need someone from an external organization to share an item with you. When someone [shares an item with you](#), either from the same organization or from an external organization, you receive an email with a link to that shared item. Following that link in your mobile device opens the Power BI mobile app. If the app recognizes that the item was shared from an external organization, the app reconnects to that organization with your identity. The app then loads all items that were shared with you from that organization.



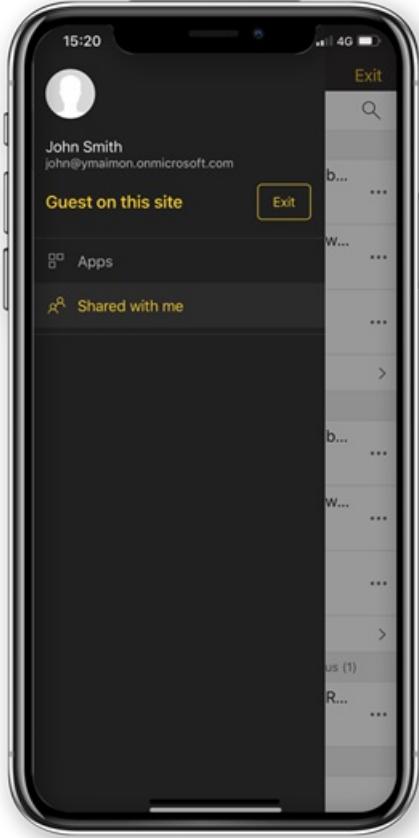
NOTE

If this is the first item shared with you as an external guest user, you must claim the invitation in a browser. You can cannot claim the invitation in the Power BI app.

As long as you are connected to an external organization, a black header appears in the app. This header indicates that you are not connected to your home organization. To connect back to your home organization, exit from guest mode.



Even though you need to have a Power BI artifact link to connect to an external organization, once your app switches, you can access all items shared with you (not only the item you opened from the email). To view all items you can access in the external organization, go to the app menu and select **Shared with me**. Under **Apps** you find apps that you can use as well.



Limitations

- Conditional access and other Intune policies are not supported in Azure AD B2B and in Power BI mobile. That means that the app enforces only the home organization's policies, if they exist.
- Push notifications are received from the home organization site only (even when the user is connected as a guest to an external organization). Opening the notification re-connects the app to the user's home organization site.
- If the user shuts down the app, when re-opened the app connects automatically to the user's home organization.
- When connected to an external organization, some actions are disabled: favorite items, data alerts, commenting, and sharing.
- Offline data is not available while connected to an external organization.
- If you have the Company Portal app installed on your device, then your device must be enrolled.

Scan a Power BI QR code from your mobile device

1/14/2019 • 2 minutes to read • [Edit Online](#)

Applies to:

		
iPhones	Android phones	Android tablets

QR codes in Power BI can connect any item in the real world directly to related BI information no navigation or search needed.

Say a colleague has [created a QR code in the Power BI service](#) for a report or for a tile in a dashboard, shared the dashboard or report with you, and placed the QR code in a key location for example, in an email or on a specific item.

You can scan the QR code for immediate access to the relevant tile or report, right from your phone, using either the scanner in the Power BI app, or any other scanner installed on your phone.

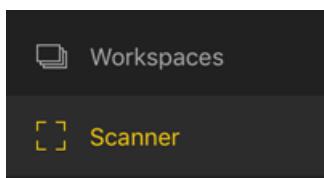
If your colleague hasn't shared the dashboard or report with you, you can request access directly from the mobile app.

NOTE

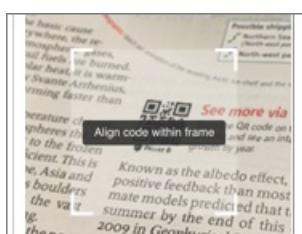
You can also [scan a report QR code with the Power BI for Mixed Reality app](#).

Scan a Power BI QR code on your iPhone with the Power BI scanner

1. In the Power BI mobile app open the global navigation menu  in the upper left.
2. Scroll down to **Scanner** and select it.



3. If your camera is not enabled, you need to approve the Power BI app to use the camera. This is a one-time approval.
4. Point the scanner at the Power BI QR code.



5. The tile or report appears to hover over the background in augmented reality.



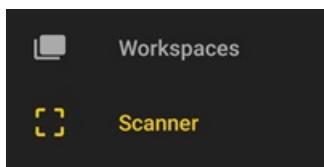
6. Tap the report or the tile to open it in focus mode, or go back to the scanner.

Scan a QR code from an external scanner on your iPhone

1. From any scanner installed on your phone, point the scanner to the relevant Power BI QR code for immediate access to the tile or report.
2. If you don't have the Power BI app installed, you are redirected to the [Apple App Store to download it](#) on your iPhone.

Scan a Power BI QR code on your Android device with the Power BI scanner

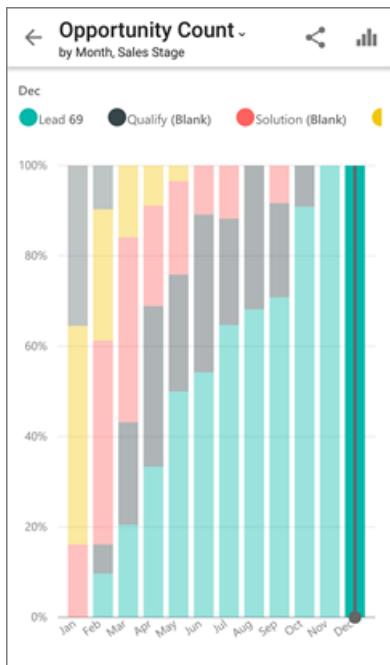
1. In the Power BI mobile app open the global navigation button  in the upper left.
2. Scroll down to **QR Scanner** and select it.



3. If your camera isn't enabled, you need to approve the Power BI app to use the camera. This is a one-time approval.
4. Point the scanner at the Power BI QR code.



5. The tile or report opens automatically in Power BI.



Scan a QR code from an external scanner on your Android device

1. From any scanner installed on your Android device, point the scanner to the relevant Power BI QR code for immediate access to the tile or report.
2. If you don't have the Power BI app installed, you are redirected to [Google Play to download it](#).

Next steps

- [Connect to Power BI data from the real world](#) with the mobile apps
- [Create a QR code for a tile in the Power BI service](#)
- [Create a QR code for a report in the Power BI service](#)
- You can also [scan a QR code with the Power BI for Mixed Reality app](#)
- Questions? [Try asking the Power BI Community](#)

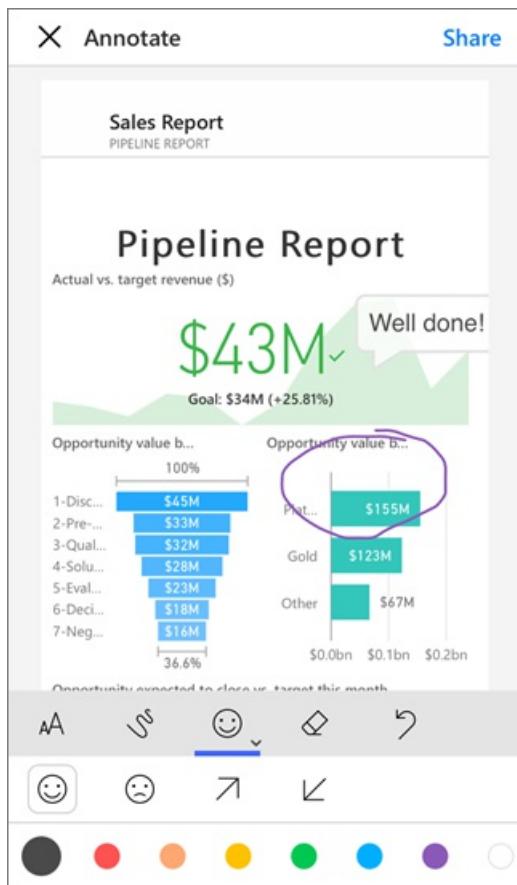
Annotate and share a tile, report, or visual in Power BI mobile apps

4/22/2019 • 2 minutes to read • [Edit Online](#)

Applies to:

 iPhone	 iPad	 Android phone	 Android tablet
iPhones	iPads	Android phones	Android tablets

You can annotate and share a snapshot of a tile, report, or visual from the Power BI mobile app for iOS and Android devices. Your recipients see it exactly as it was when you sent the mail, plus a link. You can send snapshots of tiles to anyone — not just colleagues in the same email domain. You can add annotations — lines, text, or stamps — before you share it.



A report with annotations

The mail with the snapshot of the tile, report, or visual also includes a link to the actual object on the Power BI service (<https://powerbi.com>). You recipients can click the link and go straight to that tile, report, or visual, if you and they have Power BI Pro licenses, or the content is in a **Premium capacity**, and you've already shared the item with them.

You can [share a tile from the Power BI mobile app](#) for Windows 10 devices, too, but not annotate it.

Open a tile for annotating

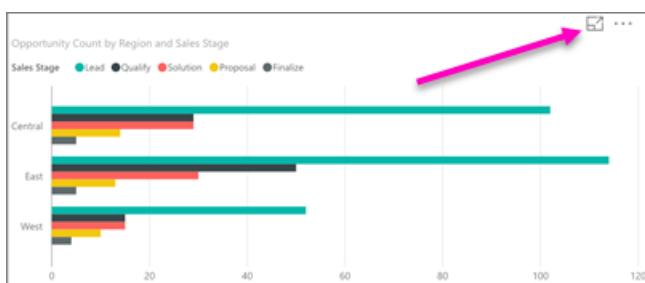
1. Tap the tile to open it in focus mode.
2. Tap the annotate icon  in the upper-right corner of the tile.
3. You're ready to [annotate and share the tile](#).

Open a report for annotating

1. Open a report.
2. Tap the annotate icon  in the upper-right corner of the report.
3. You're ready to [annotate and share the report](#).

Open a visual for annotating

1. In a report, tap a visual, then tap the expand icon to open it in focus mode.



2. Tap the annotate icon  in the upper-right corner of the visual.
3. You're ready to [annotate and share the visual](#).

Annotate and share the tile, report, or visual

1. Here's how you annotate:

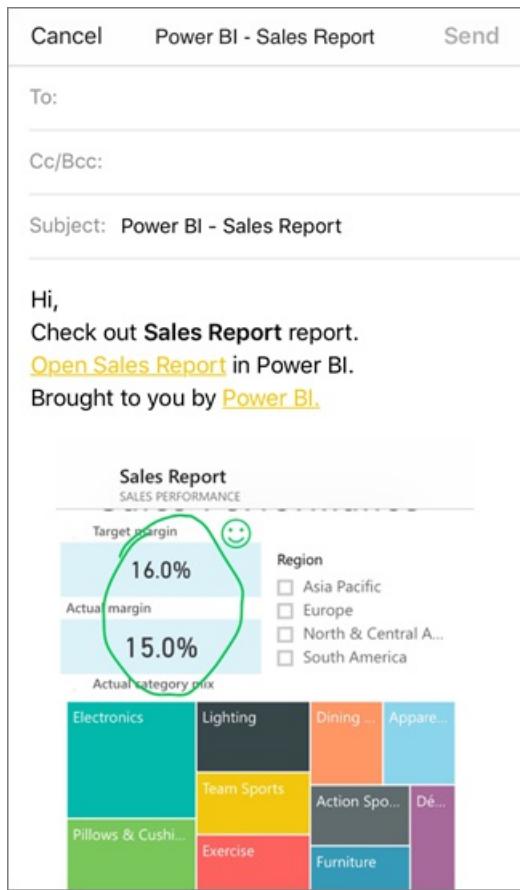


The annotation bar in iPhones and iPads



The annotation bar in Android devices

- To draw lines of different colors and thicknesses, tap the squiggly-line icon, choose a width and color, and draw.
 - To type comments, tap the **AA**, choose the text size and color, and type.
 - To paste stamps (like emoticons) on the tile, tap the smiley face, choose a color, and tap where you want them.
2. After annotating, tap **Share** in the upper-right corner.
 3. Open your mail app, type the recipients' names, and modify the message, if you want.



The mail has an image, and a link to the specific tile, report, or visual.

4. Tap **Send**.

Next steps

- Share a dashboard from the Power BI mobile apps
- Questions? Try asking the Power BI Community

Scan a barcode with your device from the Power BI mobile app

7/3/2019 • 2 minutes to read • [Edit Online](#)

Scan barcodes in the real world to go directly to filtered BI information in the Power BI mobile app.

Applies to:



iPhone

Android (Phone, Tablet)

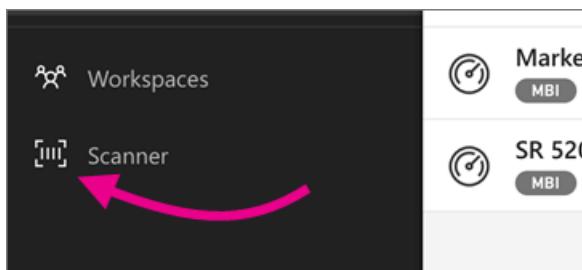
Say a colleague has [tagged a barcode field in a report Power BI Desktop](#) and shared the report with you.



When you scan a product barcode with the scanner in the Power BI app on your device, you see the report (or list of reports) with that barcode. You can open that report filtered to that barcode.

Scan a barcode with the Power BI scanner

1. In the Power BI mobile app open the main navigation menu in the upper left.
2. Scroll down to **Scanner** and select it.



3. If your camera is not enabled, you need to approve the Power BI app to use the camera. This is a one-time approval.
4. Point the scanner at a barcode on a product.

You see a list of reports associated with that barcode.

5. Tap the report name to open it on your device, automatically filtered to that barcode.

Filter by other barcodes while in a report

While looking at a report filtered by a barcode on your device, you may want to filter the same report by a different barcode.

- If the barcode icon has a filter , the filter is active and report is already filtered by a barcode.
- If the icon doesn't contain a filter , the filter isn't active and the report isn't filtered by a barcode.

Either way, tap the icon to open a small menu with a floating scanner.

- Focus the scanner on the new item to change the filter of the report to a different barcode value.
- Select **Clear barcode filter** to go back to the unfiltered report.
- Select **Filter by recent barcodes** to change the report filter to one of the barcodes you've scanned within the current session.

Issues with scanning a barcode

Here are some messages you may see when you scan a barcode on a product.

"Couldn't filter report..."

The report you choose to filter is based on a data model that does not include this barcode value. For example, the product "mineral water" isn't included in the report.

All/some of the visuals in the report don't contain any value

The barcode value you scanned exists in your model but all/Some of the visuals on your report don't contain this value and therefore filtering will return an empty state. Try looking into other report pages or edit your reports in Power BI desktop to contain this value

"Looks like you don't have any reports that can be filtered by barcodes."

This means you don't have any barcode-enabled reports. The barcode scanner can only filter reports that have a column marked as **Barcode**.

Make sure you or the report owner has tagged a column as **Barcode** in Power BI Desktop. Learn more about [tagging a barcode field in Power BI Desktop](#)

"Couldn't filter report - Looks like this barcode doesn't exist in the report data."

The report you chose to filter is based on a data model that doesn't include this barcode value. For example, the product "mineral water" isn't included in the report. You can scan a different product, choose a different report (if more than one report is available), or view the report unfiltered.

Next steps

- [Tag a barcode field in Power BI Desktop](#)
- [Dashboard tiles in Power BI](#)
- [Dashboards in Power BI](#)

Get started with the Power BI mobile app on iOS devices

7/1/2019 • 3 minutes to read • [Edit Online](#)

The Microsoft Power BI for iOS app on the iPhone, iPad, or iPod Touch delivers the mobile BI experience for Power BI, Power BI Report Server, and Reporting Services. View and interact with your company dashboards on premises and in the cloud from anywhere, with live, touch-enabled mobile access. Explore the data in dashboards, and share with your colleagues in email or text messages. And keep up to date with your most timely data on your [Apple Watch](#).



You create Power BI reports in Power BI Desktop, and publish them:

- [Publish them to the Power BI service](#), and create dashboards.
- [Publish them on premises to Power BI Report Server](#).

Then in the Power BI mobile app for iOS, you interact with your dashboards and reports, whether on premises or in the cloud.

Find out [what's new in the Power BI mobile apps](#).

Download the app

[Download the iOS app](#) from the Apple App Store to your iPhone, iPad, or iPod Touch.

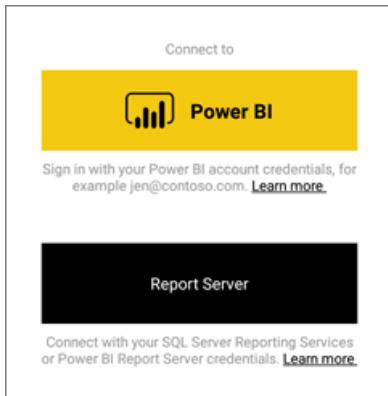
You can run the Power BI for iOS app on any device running iOS 11 or later.

Sign up for the Power BI service

If you haven't already signed up, go to [powerbi.com](#), and under **Power BI - Cloud collaboration and sharing**, select **Try free**.

Get started with the Power BI app

1. In your iOS device, open the Power BI app.
2. To view your Power BI dashboards, tap **Power BI**.
To view your Reporting Services mobile reports and KPIs, tap **SQL Server Reporting Services**.



When you're in the app, just tap the global navigation button  in the upper-left corner to go between the two.

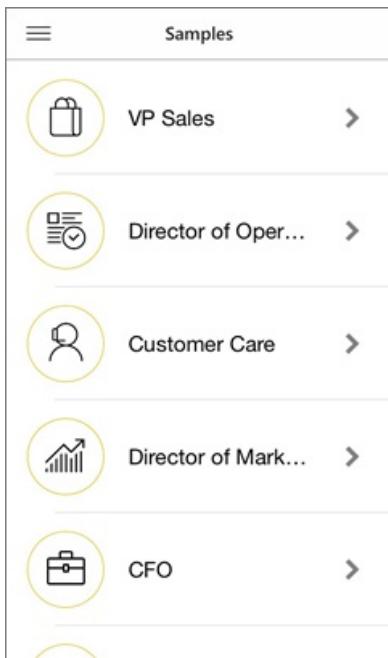
Try the Power BI and Reporting Services samples

Even without signing up, you can play with the Power BI and Reporting Services samples. After you download the app, you can view the samples or get started. Go back to the samples whenever you want from the global navigation.

Power BI samples

You can view and interact with the Power BI dashboard samples, but there are a few things you can't do with them. You can't open the reports behind the dashboards, share the samples with others, or make them your favorites.

1. Tap the global navigation button  in the upper-left corner.
2. Tap the gear icon in the upper-right , then tap **Power BI samples**.
3. Pick a role and explore the sample dashboard for that role.

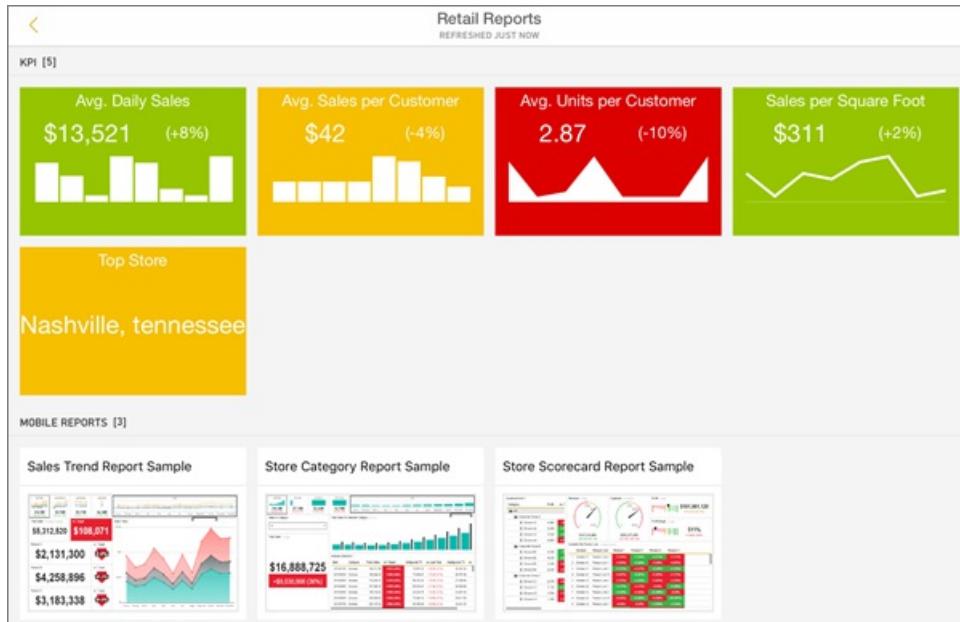


NOTE

Not all features are available in the samples. For example, you can't view the sample reports that underlie the dashboards.

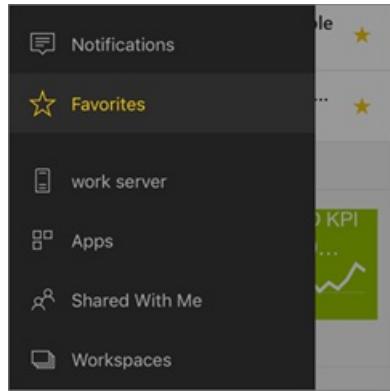
Reporting Services mobile report samples

1. Tap the global navigation button  in the upper-left corner.
2. Tap the gear icon in the upper-right , then tap **Reporting Services samples**.
3. Open either the Retail Reports or the Sales Reports folder to explore their KPIs and mobile reports.



Find your content in the Power BI mobile apps

Your dashboards and reports are stored in different locations in the Power BI mobile apps, depending on where they came from. Read about [finding your content in the mobile apps](#). Plus you can always search for anything you have in the Power BI mobile apps.

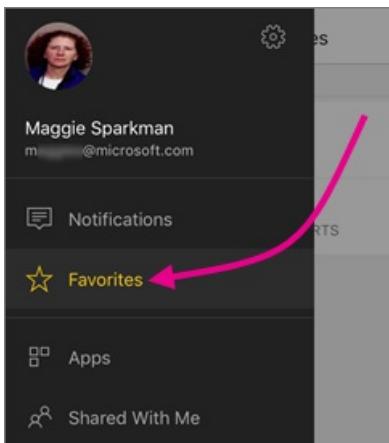


Read more about [finding your content in the mobile apps](#).

View your favorite dashboards, KPIs, and reports

On the Favorites page in the mobile apps, you see all of your favorite Power BI dashboards, together with Power BI Report Server and Reporting Services KPIs and reports. When you make a dashboard a *favorite* in the Power BI mobile app, you can access it from all of your devices, including the Power BI service in your browser.

- Tap **Favorites**.



You see all your favorites together on this page:

A screenshot of the 'Favorites' page in the Power BI mobile app. The page title is 'Favorites'. It lists three categories of items: 'DASHBOARDS (2)', 'POWER BI REPORT SERVER - KPI (3)', and 'POWER BI REPORT SERVER - POWER B... (2)'. Under 'DASHBOARDS (2)', there are two items: 'Marketing Dashboard' (Shared with me) and 'Opportunity Analysis Sample' (My Workspace). Both have yellow star icons. A purple circle with the number '1' is placed next to the star of the 'Marketing Dashboard'. Under 'POWER BI REPORT SERVER - KPI (3)', there are two cards: 'Conversion Rate 18% (+1...)' and 'Profit Margin 25% (+1...)'. A purple circle with the number '2' is placed next to the 'Conversion Rate' card. Under 'POWER BI REPORT SERVER - POWER B... (2)', there are two report titles: 'Customer Overview Report' and 'Product Inventory Report'. A purple circle with the number '3' is placed next to the 'Customer Overview Report' title.

1. Dashboards on the Power BI service
2. KPIs on Power BI Report Server
3. Power BI reports on Power BI Report Server

Read more about [favorites in the Power BI mobile apps](#).

Enterprise support for the Power BI mobile apps

Organizations can use Microsoft Intune to manage devices and applications, including the Power BI mobile apps for Android and iOS.

Microsoft Intune lets organizations control items like requiring an access pin, controlling how data is handled by the application, and even encrypting application data when the app isn't in use.

NOTE

If you use the Power BI mobile app on your iOS device and your organization has configured Microsoft Intune MAM, then background data refresh is turned off. The next time you enter the app, Power BI refreshes the data from the Power BI service on the web.

Read more about [configuring Power BI mobile apps with Microsoft Intune](#).

Next steps

- [What is Power BI?](#)
- Questions? [Try asking the Power BI Community](#)

Protect Power BI app with Face ID, Touch ID, or passcode

6/10/2019 • 2 minutes to read • [Edit Online](#)

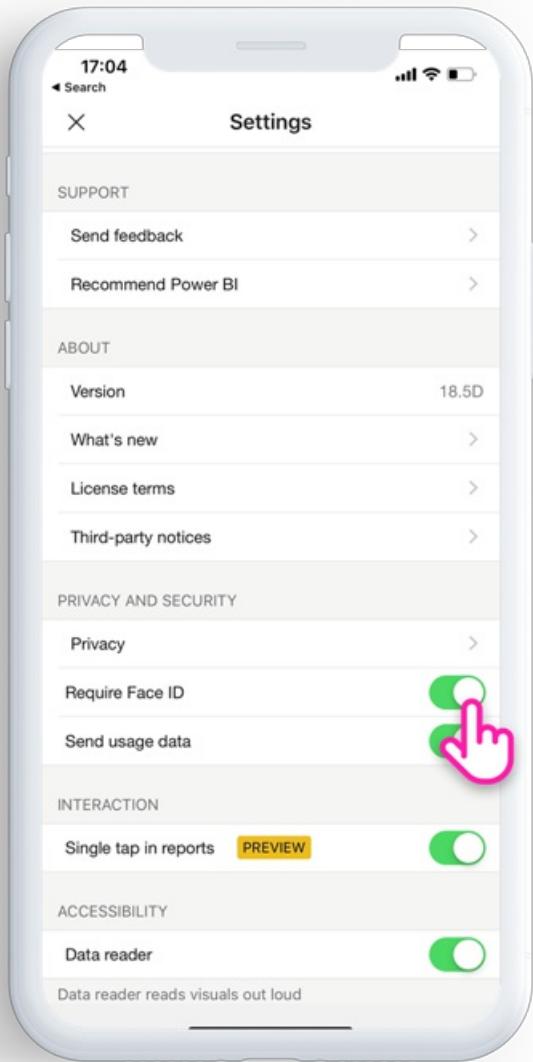
In many cases, the data managed in Power BI is confidential and needs to be protected and accessed by authorized users only.

Power BI iOS app lets you protect your data by configuring additional identification. You'll need to provide Face ID, Touch ID, or a passcode every time you launch the app, or when you bring the app from the background to the foreground.

 iPhone	 iPad
iPhones	iPads

Turn on Face ID, Touch ID, or passcode in app setting

To use additional identification in Power BI, go to the app setting under **Privacy and Security**. You'll see the option to turn on Face ID, Touch ID, or passcode, based on your device capabilities.



Once this setting is turned on, every time you launch Power BI or bring it from the background, it will ask you to provide your ID before you can access the app.

The decision to ask for Face ID, Touch ID, or passcode is done by iOS, based on device capability. If your device supports Face ID, you'll need to use Face ID. If it supports Touch ID, you'll need to use Touch ID. If neither are supported, then you'll need to provide a passcode.



Use MDM to enforce Face ID, Touch ID, or passcode

Some organizations have security policies and compliance requirements that enforce additional identification before you can access business sensitive data.

Power BI mobile iOS app allows admins to control that setting by pushing the app configuration settings from Microsoft Intune and other mobile device management (MDM) solutions. Admins can use the app protection policy to turn on this setting for all users or for a group of users.

KEY	TYPE	DESCRIPTION
com.microsoft.powerbi.mobile.ForceDeviceAuthentication	Boolean	Default value is False. When set to True, the app will force the users to identify themselves with Face ID, Touch ID, or passcode before they're able to view any Power BI data in the app. Users who don't have Face ID, Touch ID, or a passcode configured on their device, will be required to configure it before being able to access Power BI.

Next steps

[Use MDM to remotely configure Power BI iOS app](#)

Q&A virtual analyst in iOS apps - Power BI

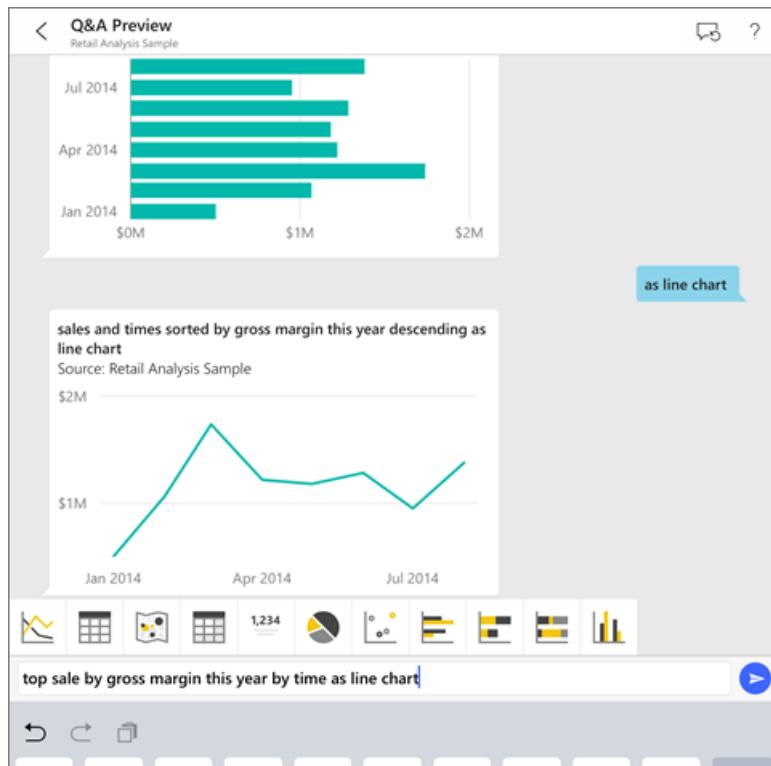
1/14/2019 • 3 minutes to read • [Edit Online](#)

The easiest way to learn about your data is to ask questions about it in your own words. In this article, you ask questions and view featured insights about sample data with the Q&A virtual analyst in the Microsoft Power BI mobile app on your iPad, iPhone, and iPod Touch.

Applies to:

 iPhone	 iPad
iPhones	iPads

The Q&A virtual analyst is a conversational BI experience that accesses underlying Q&A data in the Power BI service (<https://powerbi.com>). It suggests data insights, and you can type or speak your own questions.



If you're not signed up for Power BI, [sign up for a free trial](#) before you begin.

Prerequisites

Install the Power BI for iOS app

[Download the iOS app](#) from the Apple App Store to your iPad, iPhone, or iPod Touch.

These versions support the Power BI for iOS app:

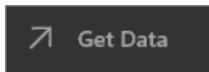
- iPad with iOS 10 or later.
- iPhone 5 and above, with iOS 10 or later.
- iPod Touch with iOS 10 or later.

Download samples

The first step is to download the Retail Analysis and Opportunity Analysis samples in the Power BI service.

Get the Retail Analysis sample

1. Open the Power BI service (app.powerbi.com) and sign in.
2. In the left navigation pane, select **Workspaces, My Workspace**.
3. In the lower-left corner select **Get data**.



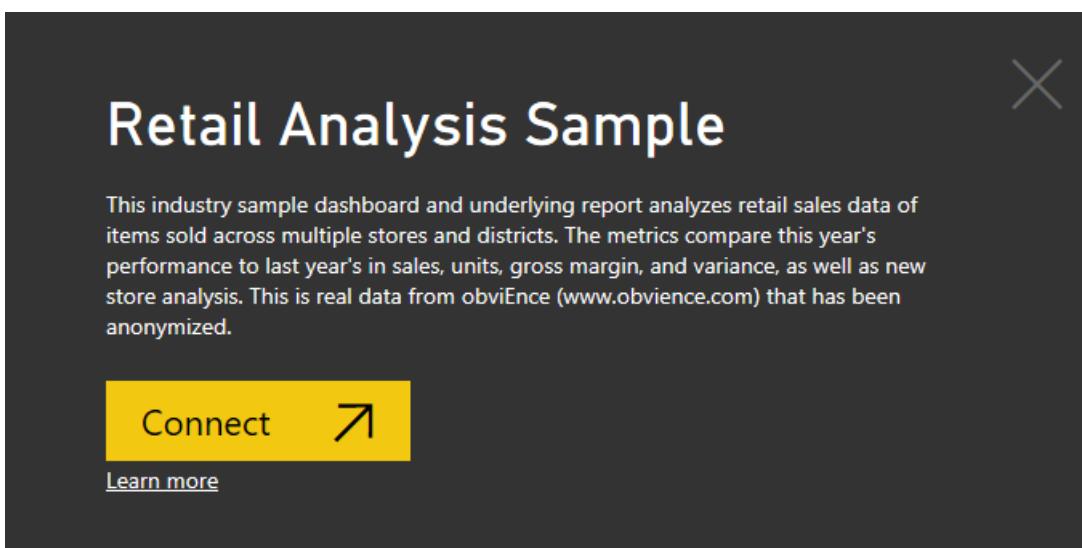
4. On the Get Data page, select the **Samples** icon.



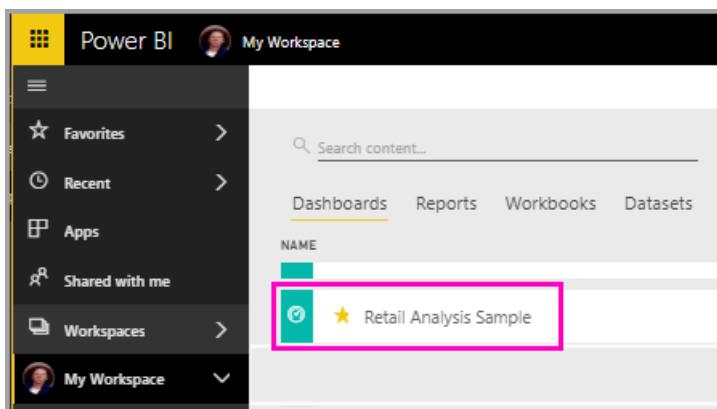
5. Select the **Retail Analysis Sample**.



6. Select **Connect**.



7. Power BI imports the content pack and adds a new dashboard, report, and dataset to your current workspace.



Get the Opportunity Analysis sample

- Go through the same steps as you did for the Retail Analysis sample, but in Step 4, select the **Opportunity**

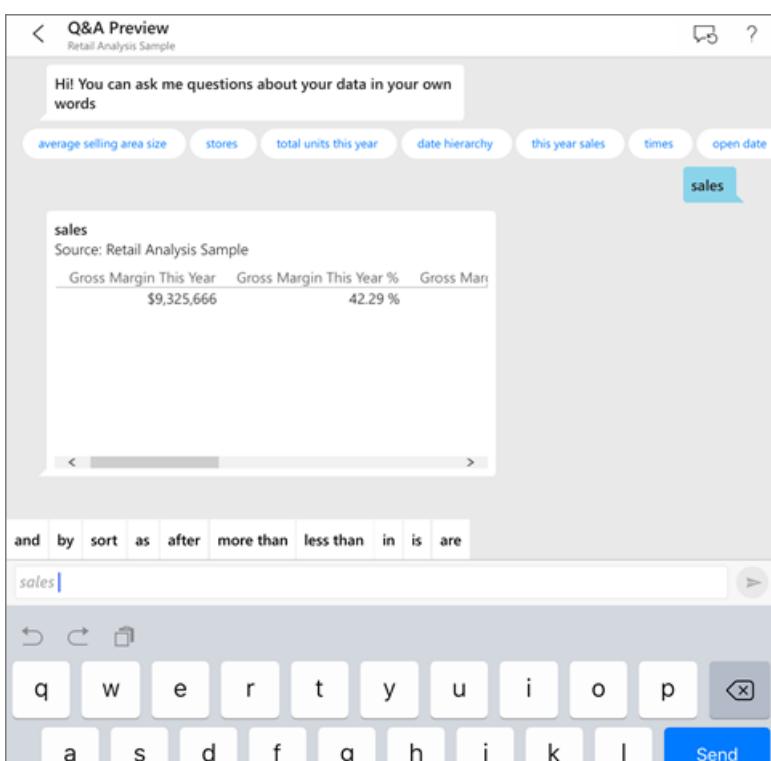
Analysis sample.



OK, you're ready to view the samples on your iOS device.

Try asking questions on your iPhone or iPad

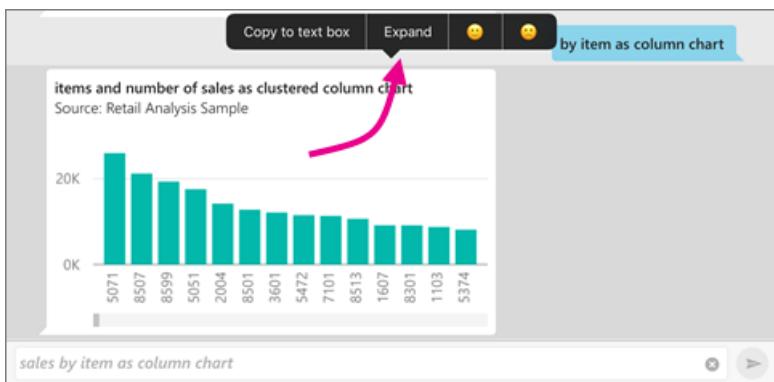
1. On your iPhone or iPad, Tap the global navigation button > **Workspaces** > **My Workspace**, and open the Retail Analysis Sample dashboard.
2. Tap the Q&A virtual analyst icon from the action menu at the bottom of the page (at the top of the page on an iPad). The Q&A virtual analyst offers some suggestions to get started.
3. Type **show**, tap **sales** from the suggestion list > **Send** .



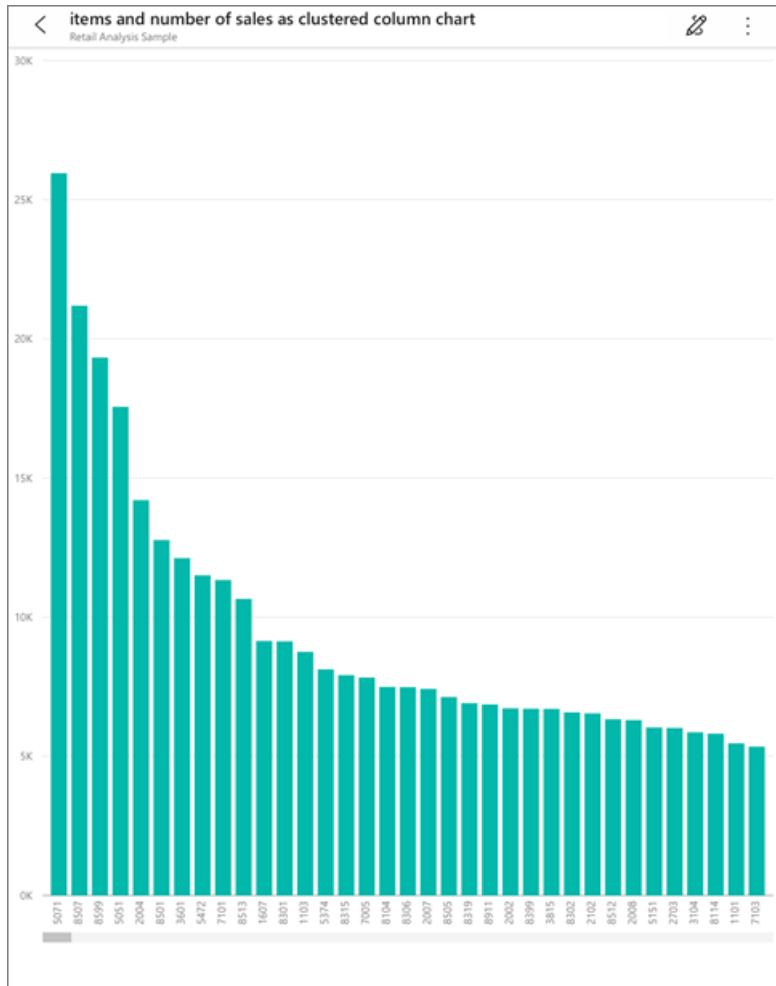
4. Tap **by** from the keywords, then tap **item** from the suggestion list > **Send** .

The screenshot shows the Q&A Preview interface with a search bar at the top containing the query "sales by item". Below the search bar is a blue button labeled "by item". A pink arrow points from the word "item" in the search bar to the blue "by item" button. The main content area displays a bar chart titled "items and number of sales" with the subtitle "Source: Retail Analysis Sample". The chart shows five bars representing item IDs: 5071, 8507, 8599, 5051, and 2004. The y-axis has labels "OK" and "20K". Below the chart is a keyboard interface with a numeric keypad.

5. Tap **as** from the keywords, tap the column chart icon , then tap **Send** .
6. Long-tap the resulting chart, then tap **Expand**.



The chart opens in focus mode in the app.



7. Tap the arrow in the upper-left corner to go back to the Q&A virtual analyst chat window.
 8. Tap the X at the right of the text box to delete the text and start over.
 9. Try a new question: Tap **top** from the keywords, tap **sale by avg \$/unit ly > Send** .

What can I answer next?

top sale by avg \$/unit ly

sales sorted by avg \$/unit ly descending
Source: Retail Analysis Sample

\$5.19
Avg \$/Unit LY

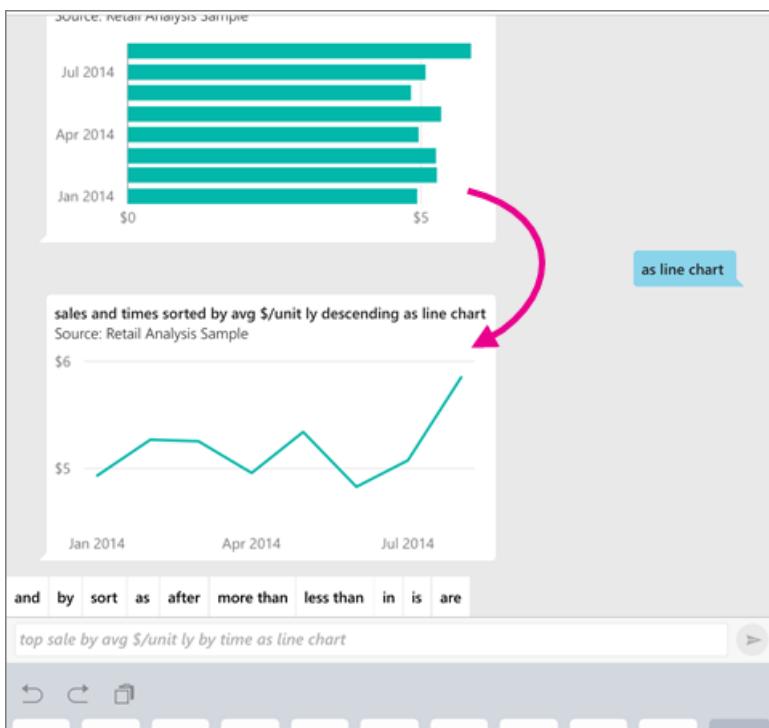
and by sort as after more than less than in is are

top sale by avg \$/unit ly

10. Choose **by** from the keywords, tap **time** from the suggestion list at the top > **Send**



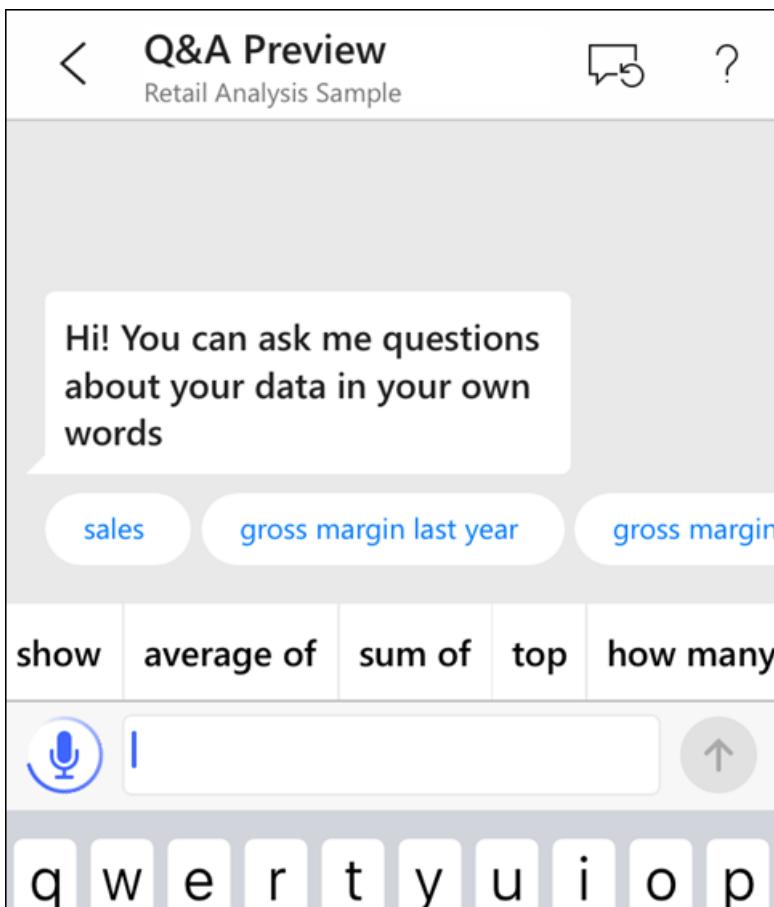
11. Type **as**, pick the line chart icon  from the suggestion list > **Send** .



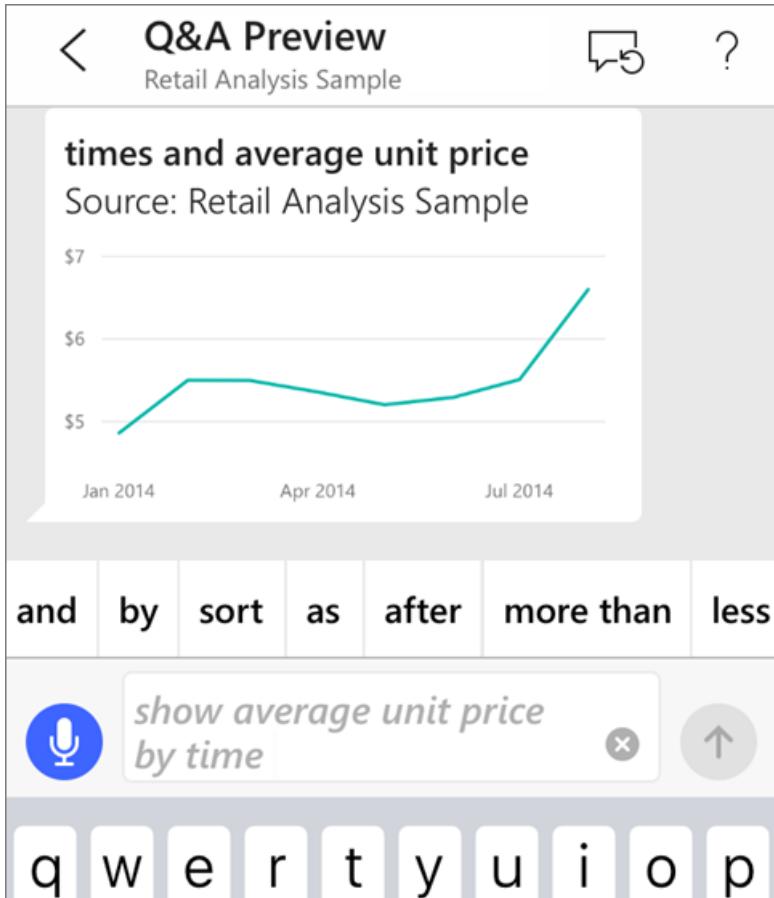
Try saying your questions

You can now ask questions about your data in the Power BI mobile app by speaking instead of typing.

1. Tap the Q&A virtual analyst icon  from the action menu at the bottom of the page (at the top of the page on an iPad).
2. Tap the microphone icon .



3. When the microphone icon is active, start speaking. For example, say "average unit price by time", then tap **Send**



Questions about privacy when using speech-to-text?

See the Speech Recognition section of [What's New in iOS](#) in the Apple iOS Developer Guides.

Help and feedback

- Need help? Just say "Hi" or "Help", and you'll get assistance with starting a new question.
- Care to provide feedback on the results? Long-tap a chart or other result, then tap the smiley or frowny face.



Your feedback is anonymous, and helps us improve our answers to questions.

Enhance your Q&A virtual analyst results

You can improve the results you and your customers get when they use the Q&A virtual analyst on a dataset, either by asking more targeted questions or by enhancing the dataset.

How to ask questions

- Follow these [tips for asking questions in Q&A](#) in the Power BI service or the Q&A virtual analyst in your iOS mobile app.

How to enhance the dataset

- Enhance the dataset in Power BI Desktop or in the Power BI service to [make your data work well with Q&A and the Q&A virtual analyst](#).

Next steps

- [Q&A in the Power BI service](#)
- Questions? Check the [Mobile apps section of the Power BI Community](#)

Using Siri Shortcuts in Power BI Mobile iOS App (preview)

6/10/2019 • 2 minutes to read • [Edit Online](#)

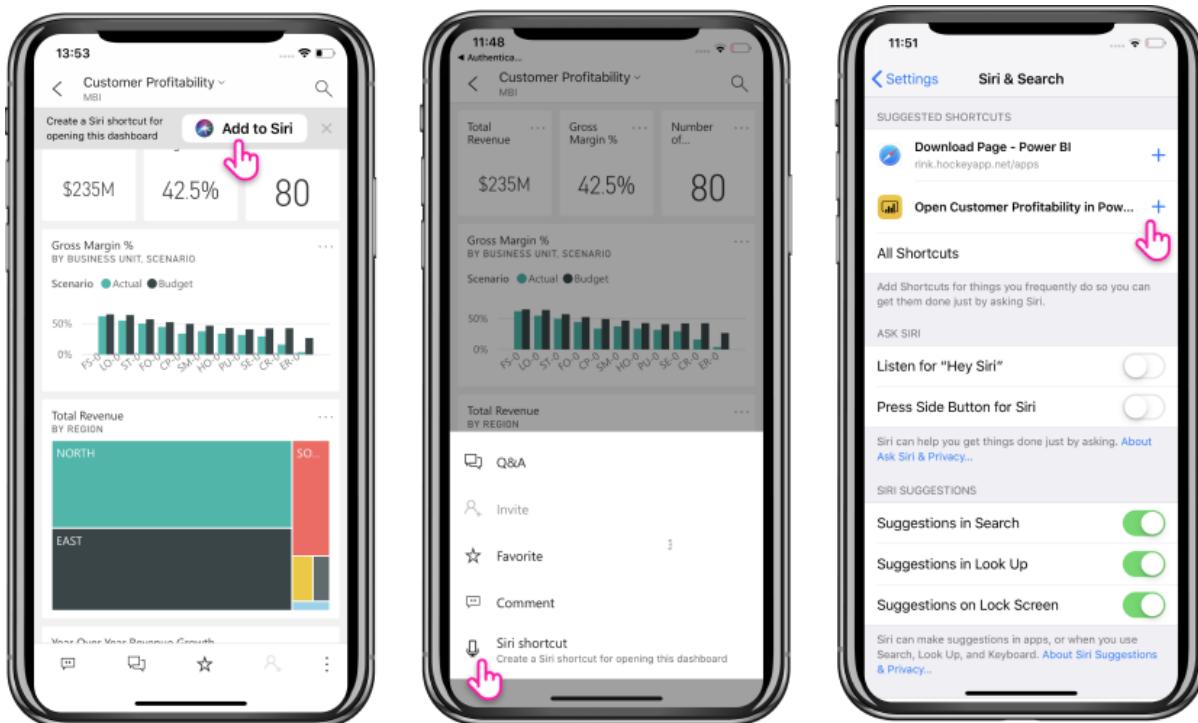
Use Siri Shortcuts to directly access the Power BI content you need.

To get easy and quick access to your frequently used reports or dashboards, use the Siri Shortcuts integration. Create a shortcut to your item, and then you can ask Siri to launch it whenever you need look at the data.

Create Siri shortcut for a report or dashboard

There are three ways to create Siri shortcuts to your reports and dashboards:

- A banner with an **Add to Siri** option will be added to your frequently used reports and dashboards. Tap the action to open the **Add to Siri** page.
- Use the **Siri shortcut** action on the **Report** or **Dashboard** actions menu (...).
- Use the **Suggested shortcuts** in the device settings (**Device Setting > Siri & Search**). You can add a shortcut to the item in the suggestion by using the plus (+) button.



For a Power BI report, the shortcut will capture the current page that you're viewing when creating the shortcut.

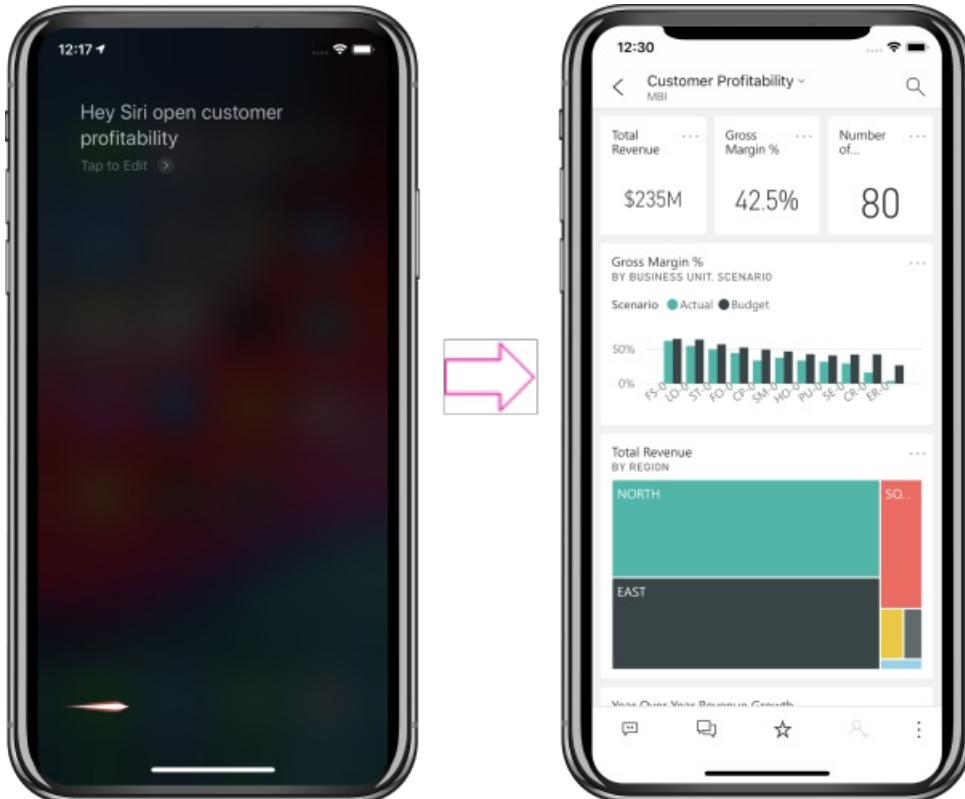
All options will open the **Add to Siri** page. In this page, you will need to record a phrase that you will use later with Siri to open the report or dashboard.



Use Siri Shortcuts to view report or dashboard

Once you create a shortcut, every time you'd like to access the dashboard or report that you created a shortcut for, just ask Siri. Activate Siri and provide the phrase you recorded for the shortcut. Siri will launch Power BI and land on the requested report or dashboard.

For a Power BI report, you will land on the page captured when you created the shortcut.



Edit Siri shortcut phrase

You can edit your shortcut phrase by using the **Siri shortcut** button on the **Report** or **Dashboard** actions menu

(...). The Siri shortcut page will be opened with an option to **Re-Record phrase**.

Delete Siri shortcut

To delete a shortcut, go to the item, and from the actions menu (...), tap the **Siri shortcut** action. The **Siri shortcut** page will open. Choose **Delete Shortcut**.

NOTE

Siri Shortcuts integration with Power BI app is available for iPhone and iPad running on iOS12 and later.

Next steps

Learn more about the Power BI mobile app by doing the following:

- Downloading the [Power BI iPhone mobile app](#)
- Following [@MSPowerBI on Twitter](#)
- Joining the conversation at the [Power BI Community](#)

iOS Device Search (Spotlight) integration with Power BI Mobile iOS App (preview)

6/10/2019 • 2 minutes to read • [Edit Online](#)

Use iOS device search to find and access the content you need.

When you use iOS device search (spotlight) to look for specific content, Power BI items are included in the result list. Tapping on a Power BI item from the result list takes you directly to that item inside the Power BI app.

Find items using device search

To find items using device search:

1. Swipe down from the middle of the **Home** screen to get into the device search.
2. Tap the **Search** field and type the text you're looking for.

The search results will include Power BI items of the following types:

- Dashboards
- Reports
- Apps
- Workspaces
- Items shared by the contact you search for



3. Once you find the item you want, tap on it. The Power BI app will open directly on the selected item.

Device search, powered by Siri, will also include suggestions based on your frequent actions in the Power BI app. Siri suggestions will be shown in the search and lock screen.

NOTE

To disable device search and Siri suggestions, go to **Device settings > Power BI settings > Siri & Search**, and disable the **Siri & suggestions** setting.

Next steps

Learn more about the Power BI mobile app by doing the following:

- Downloading the [Power BI iPhone mobile app](#)
- Following [@MSPowerBI](#) on Twitter
- Joining the conversation at the [Power BI Community](#)

Explore your data in the Power BI mobile app on your Apple Watch

1/30/2019 • 2 minutes to read • [Edit Online](#)

With the Power BI Apple Watch app, you can view KPIs and card tiles from your Power BI dashboards, right on your watch. KPIs and card tiles are best suited to providing a heartbeat measure on the small screen. You can refresh a dashboard from your iPhone or from the Watch itself.

Install the Apple Watch app

The Power BI Apple Watch app is bundled with the Power BI for iOS app, so when you [download the Power BI app to your iPhone](#) from the Apple App Store, you're automatically also downloading the Power BI Watch app. The Apple guide explains how to [install Apple Watch applications](#).

Use the Power BI app on the Apple Watch

Get to the Power BI Apple Watch app either from the watch's springboard, or by clicking the Power BI widget (if configured) directly from the watch face.



The Power BI Apple Watch app consists of two parts.

- The **index screen** allows a quick overview of all KPI and card tiles from the synced dashboard.



- The **in-focus tile**: Click a tile on the index screen for an in-depth view of a specific tile.



Refresh a dashboard from your Apple Watch

You can refresh a synced dashboard directly from your watch.

- While in the dashboard view on the watch app, deep press your screen and select **refresh**.

Your watch app will now sync your dashboard with data from the Power BI service.

NOTE

The watch app communicates with Power BI via Power BI mobile app on the iPhone. Therefore, the Power BI app must be running on your iPhone, at least in the background, for the dashboard on the watch app to refresh.

Refresh a dashboard on your Apple Watch from your iPhone

You can also refresh a dashboard that's on your Apple Watch from your iPhone.

1. In Power BI on your iPhone, open the dashboard you want to sync with the Apple Watch.
2. Select the ellipsis (...) > **Sync with Watch**.

Power BI shows an indicator that the dashboard is synced with the watch.

You can only sync one dashboard at a time with the watch.

TIP

To view tiles from multiple dashboards on your watch, create a new dashboard in the Power BI service, and pin all the relevant tiles to it.

Set a custom Power BI widget

You can also display a specific Power BI tile directly on the Apple Watch face, so it's visible and accessible at all times.

The Power BI Apple Watch widget updates close to the time your data updates, keeping your needed information always up to date.

Add a Power BI widget to your watch face

See [Customize your Apple Watch face](#) in the Apple Guide.

Change the text on the widget

Given the small space on the Apple Watch face, the Power BI Apple Watch app lets you change the title of the widget to fit the small space.

- On your iPhone, go to the Apple Watch control app, select Power BI, navigate to the widget name field, and type a new name.



NOTE

If you don't change the name, the Power BI widget will shorten the name to the number of characters that fit the small space on the watch face.

Next steps

Your feedback will help us decide what to implement in the future, so please don't forget to vote for other features that you would like to see in Power BI mobile apps.

- Download the [Power BI iPhone mobile app](#)
- Follow [@MSPowerBI](#) on Twitter
- Join the conversation at the [Power BI Community](#)

Remotely configure Power BI iOS app using mobile device management (MDM) tool

6/10/2019 • 2 minutes to read • [Edit Online](#)

Power BI Mobile app for iOS supports app settings that allow administrators for Office 365 and mobile device management (MDM), such as Intune, to customize the behavior of the app.

Power BI Mobile app for iOS supports the following configuration scenarios:

- Report Server configuration
- Data protection settings

Report server configuration

Power BI iOS app allows administrators to remotely "push" Report Server configuration with enrolled devices.

KEY	TYPE	DESCRIPTION
com.microsoft.powerbi.mobile.ServerURL	String	Report Server URL. Should start with http/https.
com.microsoft.powerbi.mobile.ServerUsername	String	[optional] The username to use for connecting the server. If one does not exist, the app prompts the user to type the username for the connection.
com.microsoft.powerbi.mobile.ServerDisplayName	String	[optional] Default value is "Report server" A friendly name used in the app to represent the server.

KEY	TYPE	DESCRIPTION
com.microsoft.powerbi.mobile.OverrideServerDetails	Boolean	<p>[optional]</p> <p>Default value is True. When set to True, it overrides any Report Server definition already in the mobile device. Existing servers that are already configured are deleted. Override set to True also prevents the user from removing that configuration.</p> <p>Set to False adds the pushed values, leaving any existing settings. If the same server URL is already configured in the mobile app, the app leaves that configuration as is. The app doesn't ask the user to reauthenticate for the same server.</p>

Data protection setting

Power BI iOS app offers administrators the ability to customize the default configuration for security and privacy settings. You can force users to provide their Face ID, Touch ID, or a passcode when accessing Power BI app.

KEY	TYPE	DESCRIPTION
com.microsoft.powerbi.mobile.ForceDeviceAuthentication	Boolean	<p>Default value is False.</p> <p>Biometrics, such as TouchID or FaceID, can be required for users to access the app on their device. When required, biometrics are used in addition to authentication.</p> <p>If using app protection policies, Microsoft recommends disabling this setting to prevent dual access prompts.</p>

Deploying app configuration settings

The following steps will allow you to create an app configuration policy. After the configuration policy is created, you can assign its settings to groups of users.

1. Connect your MDM tool.
2. Create and name a new app configuration policy.
3. Choose which users to distribute this app configuration policy to.
4. Create key-value pairs for the setting you want to push to your users.

The Intune portal enables administrators to easily deploy these settings to Power BI iOS app via app configuration policies. However, any MDM provider is supported. If you are not using Intune, you'll need to consult with your MDM documentation on how to deploy these settings.

Next steps

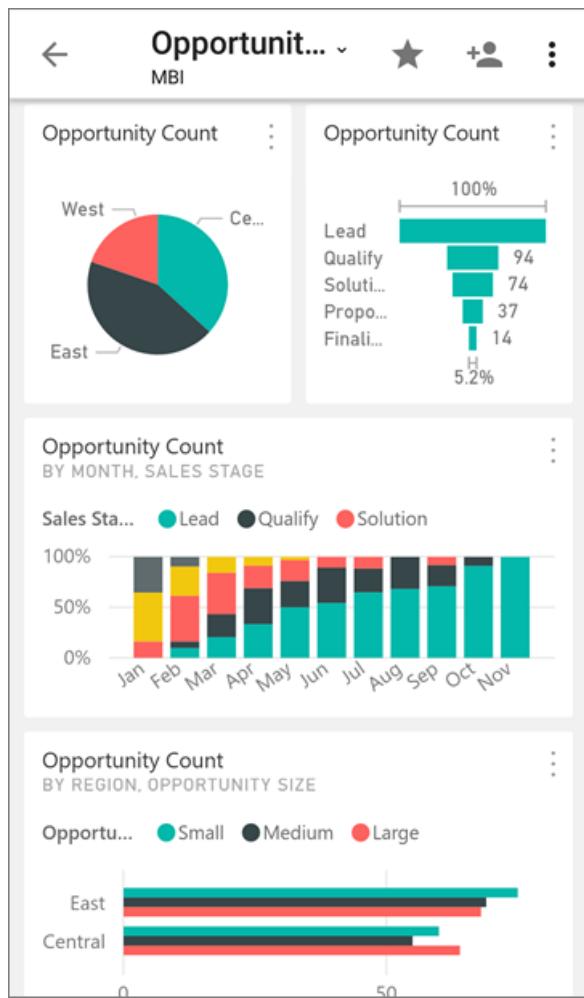
- Download the [Power BI iPhone mobile app](#)

- Follow [@MSPowerBI](#) on Twitter
- Join the conversation at the [Power BI Community](#)

Get started with the Power BI mobile app on Android devices

1/14/2019 • 5 minutes to read • [Edit Online](#)

The Android app for Microsoft Power BI delivers the mobile BI experience for Power BI, Power BI Report Server, and Reporting Services. View and interact with your company dashboards on premises and in the cloud from anywhere, with live, touch-enabled mobile access. Explore the data in dashboards, and share with your colleagues in email or text messages.



You create Power BI reports in Power BI Desktop, and publish them:

- [Publish them to the Power BI service](#), and create dashboards.
- [Publish them on premises to Power BI Report Server](#).

Then in the Power BI app for Android, you interact with your dashboards and reports, whether on premises or in the cloud.

Find out [what's new in the Power BI mobile apps](#).

Prerequisites

Get the app

Download the [Power BI for Android app](#) from Google Play.

Power BI can run on a number of different Android devices, running the Android 5.0 operating system or later. To check on your device, go to **Settings > About device > Android version**.

Start when you open the app

Even without signing up or signing in, after you open the app you can flip through the sign-in pages for a quick overview of things you can do with the Power BI app on your Android device. Tap **Skip** to view and explore the samples, and get hands-on experience with the app. You can [go back to the samples](#) whenever you want from the dashboards home page.

Find out [what's new in the Power BI mobile apps](#).

Sign up for the Power BI service on the web

If you haven't signed up yet, go to the [Power BI service \(<http://powerbi.com/>\)](#) to sign up for your own account for creating and storing dashboards and reports, and bringing your data together. Then sign in to Power BI from your Android device to see your own dashboards from anywhere.

1. In the Power BI service, tap [Sign up](#) to create a Power BI account.
2. Start [creating your own dashboards and reports](#).

Get started with the Power BI app on your device

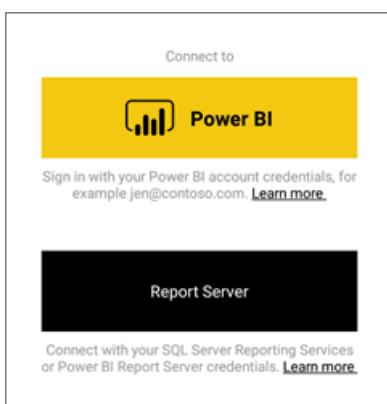
1. On your Android device, from the start screen open the Power BI for Android app.



2. To view your Power BI dashboards and reports, tap **Power BI**.

If you get a message that Power BI can't sign you in, see "[Could not authenticate because your corporate SSL certificate is untrusted](#)" for details on how to resolve the issue.

To view your Power BI Report Server and Reporting Services reports and KPIs, tap **Report Server**.



Try the Power BI and Reporting Services samples

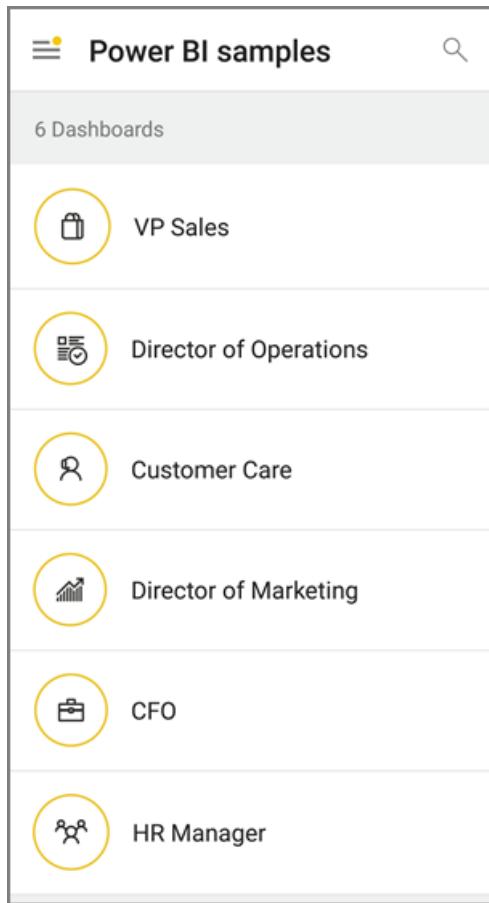
Even without signing up, you can play with the Power BI and Reporting Services samples. After you download the app, you can view the samples or get started. Go back to the samples whenever you want from the dashboards home page.

Power BI samples

You can view and interact with the Power BI dashboard samples, but there are a few things you can't do with

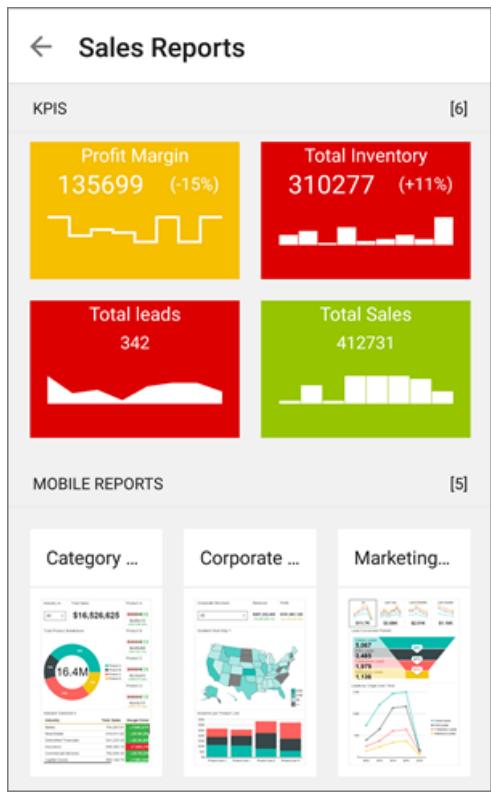
them. You can't open the reports behind the dashboards, share the samples with others, or make them your favorites.

1. Tap the global navigation button  in the upper-left corner.
2. Tap **Settings > Discover our samples**, then pick a role and explore the sample dashboard for that role.



Reporting Services mobile report samples

1. Tap the global navigation button  in the upper-left corner.
2. Tap **Reporting Services samples**, then open either the Retail Reports or the Sales Reports folder to explore their KPIs and mobile reports.



Search for a dashboard or report

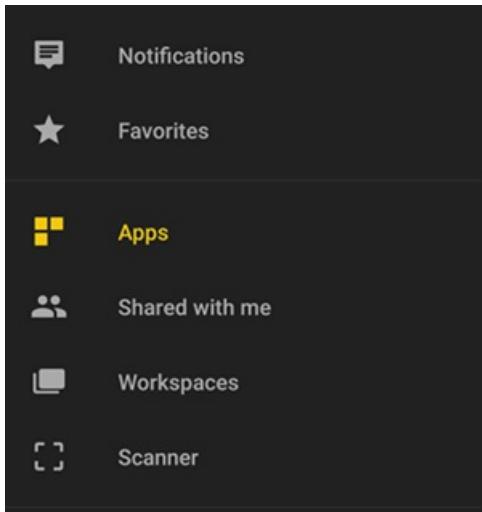
- Tap the magnifying glass in the upper-right corner , then type the term to find.

Category	Item Name	Workspace
DASHBOARDS	Retail Analysis Sample(M)	My Workspace
DASHBOARDS	Registration data	ThinkNext 2016
DASHBOARDS	Retail Analysis Sample	ThinkNext 2016
DASHBOARDS	Regional Sales	Sales org
REPORTS	Retail Analysis Sample	My Workspace

By default it searches all dashboards and reports, but you can search just one or the other.

Find your content in the Power BI mobile apps

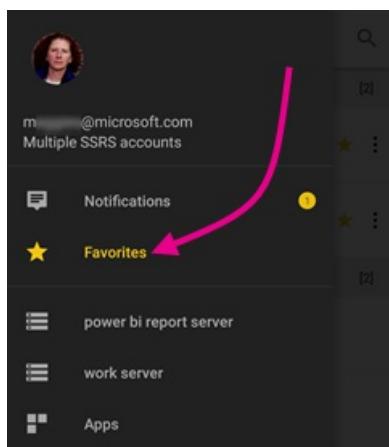
Your dashboards and reports are stored in different locations in the Power BI mobile apps, depending on where they came from. Read about [finding your content in the mobile apps](#). Plus you can always search for anything you have in the Power BI mobile apps.



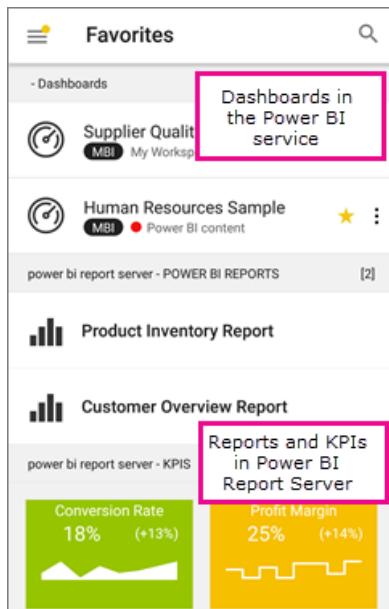
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- Tap **Favorites**.



Your Power BI favorites and your favorites from the Power BI Report Server and Reporting Services web portal are all on this page.



Read more about [favorites in the Power BI mobile apps](#).

Enterprise support for the Power BI mobile apps

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Microsoft Intune lets organizations control items like requiring an access pin, controlling how data is handled by the application, and even encrypting application data when the app isn't in use.

NOTE

If you use the Power BI mobile app on your Android device and your organization has configured Microsoft Intune MAM, then background data refresh is turned off. The next time you enter the app, Power BI refreshes the data from the Power BI service on the web.

Read more about [configuring Power BI mobile apps for Android with Microsoft Intune](#).

Next steps

Here are some other things you can do in the Android device app for Power BI with dashboards and reports in Power BI, and reports and KPIs in the Power BI Report Server or Reporting Services web portal.

Power BI dashboards and reports

- View [your apps](#).
- View your [dashboards](#).
- Explore the [tiles on your dashboards](#).
- Open [Power BI reports](#).
- View [your apps](#).
- [Annotate and share tiles](#).
- Share [dashboards](#).
- [Scan a Power BI QR code](#) with your Android phone to open a related dashboard tile or report.
- View [notifications about updates to your Power BI account](#), such as dashboards that colleagues share with you.

Reports and KPIs on the Power BI Report Server and Reporting Services web portals

- [View reports and KPIs on the web portal](#) in the Power BI mobile app for Android devices.
- Create [KPIs on the web portal](#).
- Create [reports in Power BI Desktop and publish them on the Power BI Report Server](#) web portal

See also

- [Download the Android app](#) from the Android app store.
- [What is Power BI?](#)
- Questions? [Try asking the Power BI Community](#)

Fixing "Corporate SSL certificate is untrusted" - Power BI

2/21/2019 • 2 minutes to read • [Edit Online](#)

When signing in to the Android mobile app for Microsoft Power BI, you may see the message, "Could not authenticate because your corporate SSL certificate is untrusted by this device. Please contact your company IT admin."

What you need to do usually depends on the operating system on your Android device, but there are a couple of other issues that may cause this error.

On Android 7 or later

Look for an update for an app named **Chrome**, and install the update.

On Android 6 and earlier

Your device may need a updated version of System Webview. It may be installed on your device, and you may just need to click **Update**.

If System Webview isn't installed on your device:

1. On your Android device, close Power BI.
2. Open the Google Play Store and search for **System Webview** by Google Inc.
3. Install it.
4. Restart the Power BI app and sign in.

Time-zone settings

Time-zone settings on your device may be wrong.

Go to **Settings > System > Date and time** to check them.

Custom authentication server

If you're using a custom authentication server, the SSL certificate in the corporate authentication server may not be valid. Please work with your organization's IT to test the corporate authentication server configuration, by following the guidance in [this article](#).

Next steps

- [Download the Android app](#) from the Android app store.
- Questions? [Try asking the Power BI Community](#)

Fixing "Need to update Android System Webview"

1/14/2019 • 2 minutes to read • [Edit Online](#)

When signing in to the Android mobile app for Microsoft Power BI, you may get a message that you need to update Android System Webview.

Say you go to the Google Play Store and update Android System Webview, then come back and try to open the Power BI mobile app again.

If your Android device is running Android 7 or later, you may again get the message to update Android System Webview.

Solution: Upgrade your version of the Chrome app

Turns out you actually need to upgrade your Chrome app.

- Go back to Google Play Store, search for Chrome, and get the upgrade.

Next steps

- [Download the Android app](#) from the Android app store.
- [What is Power BI?](#)
- Questions? [Try asking the Power BI Community](#)

Get started with the Power BI mobile app for Windows 10

1/14/2019 • 3 minutes to read • [Edit Online](#)

The Power BI mobile app for Windows 10 brings Power BI to your tablet or phone, with up-to-date, touch-enabled mobile access to your business information. View and interact with your company dashboards from anywhere right on your [Windows Start screen](#).



You [create dashboards and reports in the Power BI service](#) with your data.

Then interact with your dashboards and reports, explore the data, and share them, all from the Power BI mobile app for Windows 10.

First things first

- [Get the Power BI mobile app for Windows 10](#) from the Windows Store.

Your device needs to be running Windows 10. The app can run on devices with at least 3 GB RAM and 8 GB internal storage.

- Find out [what's new in the Power BI mobile apps](#).

Sign up for the Power BI service on the web

If you haven't signed up yet, go to the [Power BI service](#) to sign up for your own account for creating and storing dashboards and reports, and bringing your data together. Then sign in to Power BI from your Windows 10 device to see your own dashboards from anywhere.

1. In the Power BI service, tap [Sign up](#) to create a Power BI account.
2. Start [creating your own dashboards and reports](#).

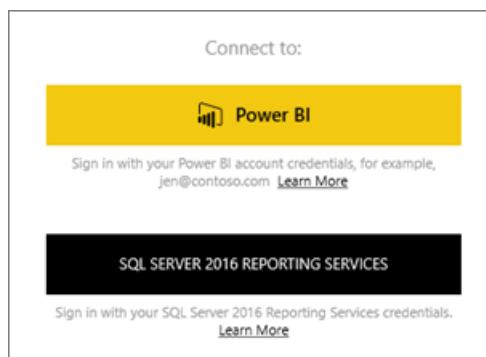
Get started with the Power BI app

1. On the Start screen of your Windows 10 device, open the Power BI app.



2. To view your Power BI dashboards and reports, tap **Power BI**. Sign in with the same credentials as your Power BI account on the web.

To view your Reporting Services mobile reports and KPIs, tap **SQL Server 2016 Reporting Services**. Sign in with your SQL Server Reporting Services credentials.



3. Tap **Start exploring** to view your own dashboards.

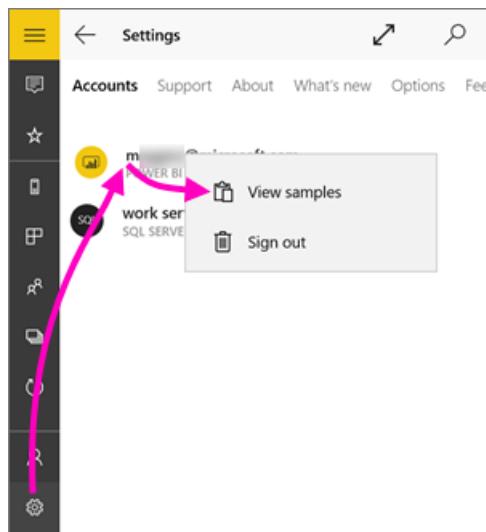
Try the Power BI and Reporting Services samples

Even without signing up, you can play with the Power BI and Reporting Services samples. After you download the app, you can view the samples or get started. Go back to the samples whenever you want from the dashboards home page.

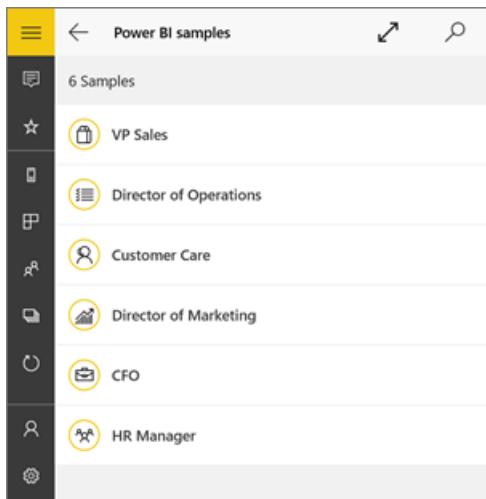
Power BI samples

You can view and interact with the Power BI dashboard samples, but there are a few things you can't do with them. You can't open the reports behind the dashboards, share the samples with others, or make them your favorites.

1. Tap the global navigation button in the upper-left corner.
2. Tap **Settings** icon , tap your name, then tap **View samples**.

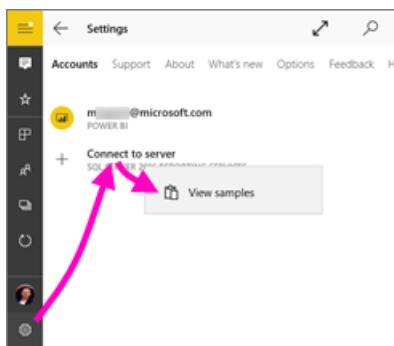


3. Pick a role and explore the sample dashboard for that role.



Reporting Services mobile report samples

1. Tap the global navigation button  in the upper-left corner.
2. Tap **Settings** icon , right-click or tap and hold **Connect to server**, then tap **View samples**.



3. Open the Retail Reports or Sales Reports folder to explore their KPIs and mobile reports.



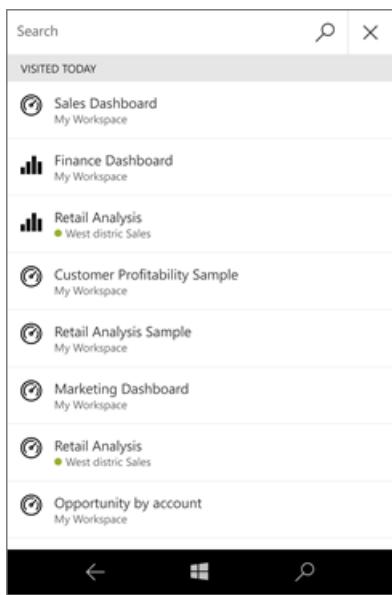
Search for dashboards, reports, and apps

Find your dashboards, reports, and apps quickly by typing in the search box, always at the top of the app.

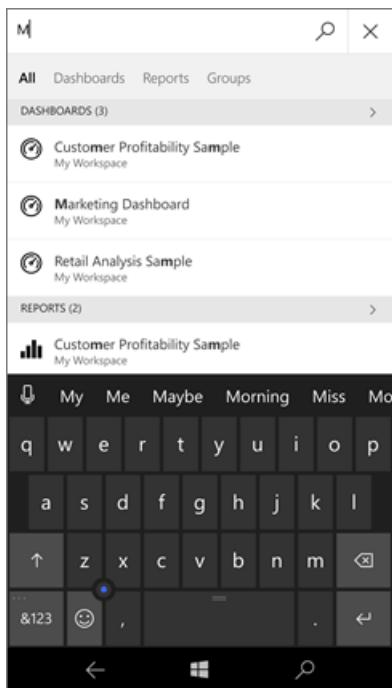
1. Tap the search icon in the upper-right corner.



Power BI displays your most recent dashboards, reports, and apps.

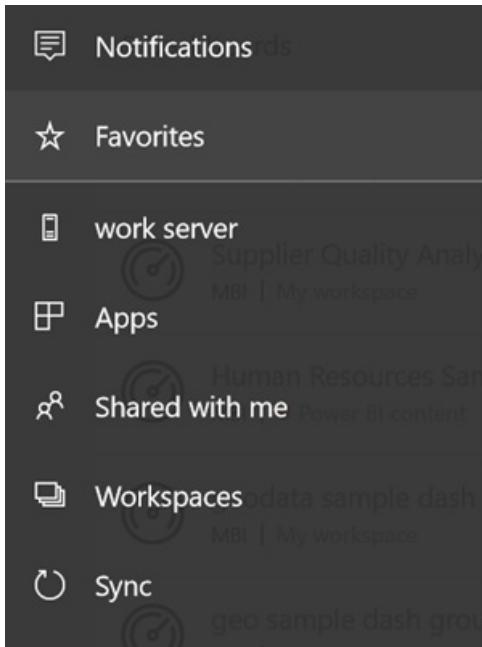


2. As you start typing, Power BI displays all relevant results.



Find your content in the Power BI mobile apps

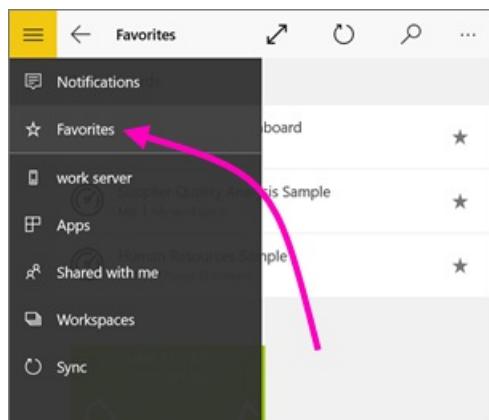
Your dashboards and reports are stored in different locations in the Power BI mobile apps, depending on where they came from. Read about [finding your content in the mobile apps](#). Plus you can always search for anything you have in the Power BI mobile apps.



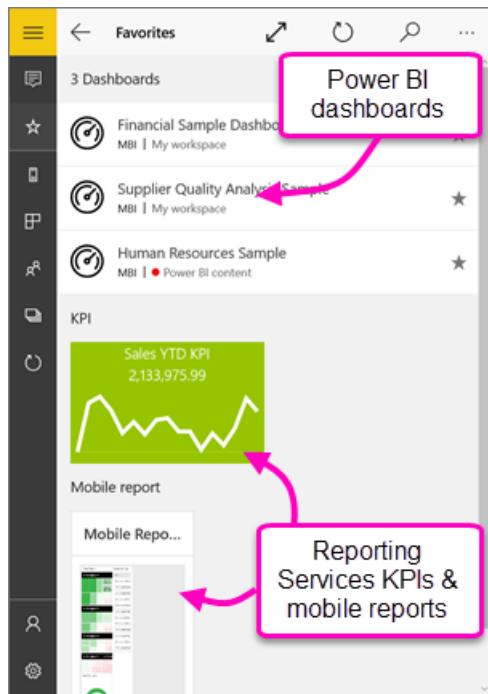
View your favorite dashboards, KPIs, and reports

You can view all of your favorite Power BI dashboards, together with Reporting Services KPIs and mobile reports, on the Favorites page in the mobile apps. When you make a dashboard a *favorite* in the Power BI mobile app, you can access it from all of your devices, including the Power BI service in your browser.

- Tap **Favorites**.



Your Power BI favorites and your favorites from the Reporting Services web portal are all on this page.



Read more about [favorites](#) in the Power BI mobile apps.

Next steps

Here are some other things you can do in the Power BI app for Windows 10 devices with dashboards and reports in Power BI, and Reporting Services mobile reports and KPIs in the Reporting Services web portal

Power BI dashboards and reports

- View [your apps](#).
- View your [dashboards](#).
- [Pin Power BI tiles and dashboards](#) to your device's Start screen as live tiles.
- [Share tiles](#).
- Share [dashboards](#).

Reporting Services mobile reports and KPIs

- [View Reporting Services mobile reports and KPIs](#) in the Power BI app for Windows 10 devices.
- [Create KPIs on the Reporting Services web portal](#).
- [Create your own mobile reports with the SQL Server Mobile Report Publisher](#), and publish them to the Reporting Services web portal.

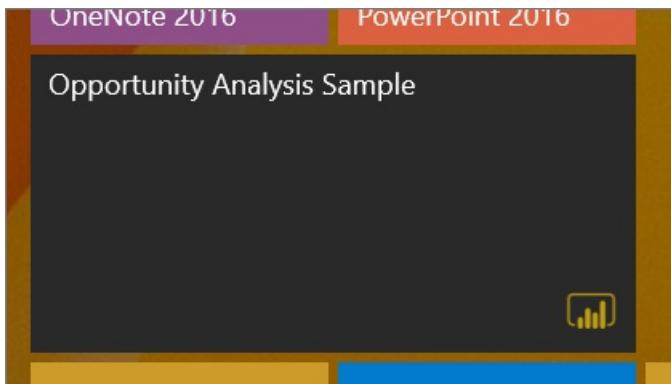
Next steps

- [Download the Power BI app](#) from the Windows Store
- [What is Power BI?](#)
- Questions? Try asking the [Power BI Community](#)

Pin a dashboard to your Windows 10 Start screen from the Power BI mobile app

1/14/2019 • 2 minutes to read • [Edit Online](#)

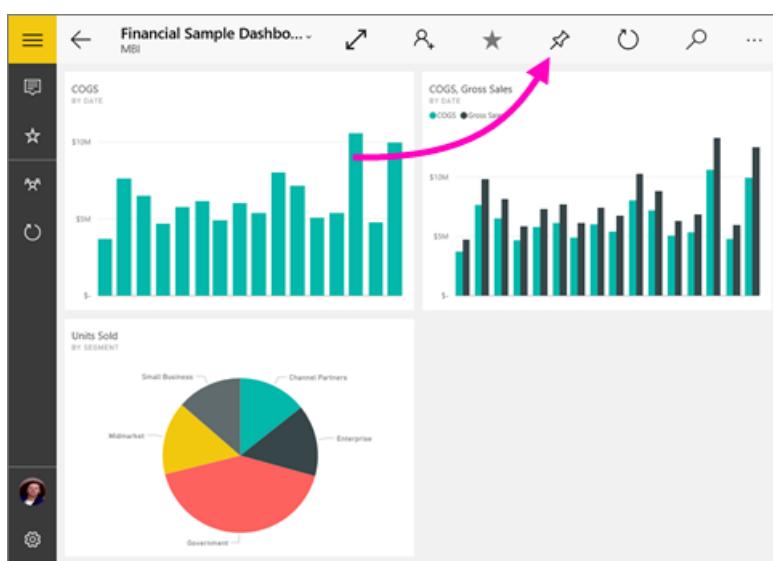
You can pin Power BI dashboards to the Windows Start screen from the Power BI mobile app for Windows 10. They become *live tiles*. When you tap the tile on the Start screen, the dashboard opens in the Power BI mobile app for Windows 10.



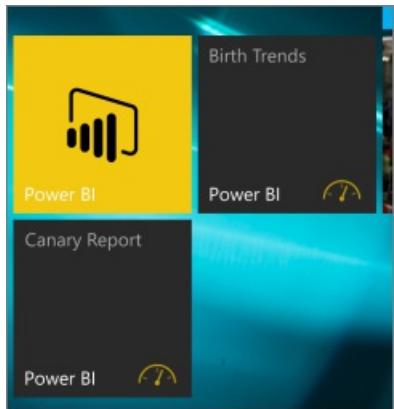
Pin a dashboard to your Start screen as a live tile

1. Open a dashboard.

2. Tap **Pin to Start** 



Go to your device Start screen to see the live tile.



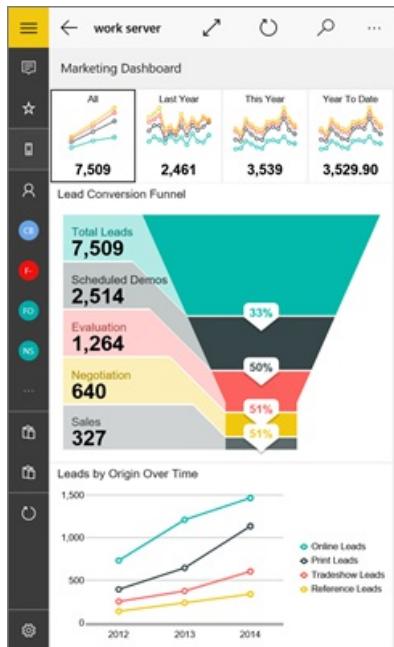
Next steps

- [Download the Power BI mobile app for Windows 10](#) from the Windows Store
- [Get started with the Power BI mobile app for Windows 10](#)
- [What is Power BI?](#)
- Questions? [Try asking the Power BI Community](#)

View Reporting Services (SSRS) mobile reports and KPIs in the Windows 10 Power BI mobile app

1/14/2019 • 2 minutes to read • [Edit Online](#)

The Power BI mobile app for Windows 10 offers live, touch-enabled mobile access to your important on-premises business information in SQL Server 2016 Reporting Services.



First things first

Create [Reporting Services mobile reports](#) with SQL Server 2016 Enterprise Edition Mobile Report Publisher and publish them to the [Reporting Services web portal](#). Create KPIs right in the web portal. Organize them in folders and mark your favorites, so you can find them easily.

Then in the Power BI mobile app for Windows 10, view the mobile reports and KPIs, organized in folders or collected as favorites.

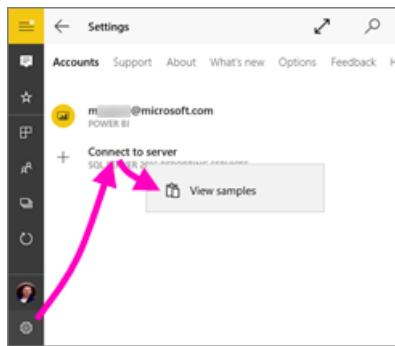
NOTE

Your device needs to be running Windows 10. The app works best on devices with at least 1 GB RAM and 8 GB internal storage.

Explore samples without a SQL Server 2016 Reporting Services server

Even if you don't have access to a Reporting Services web portal, you can still explore the features of Reporting Services mobile reports.

1. In your Windows 10 device, open the Power BI app.
2. Tap the global navigation button  in the upper-left corner.
3. Tap **Settings** icon , right-click or tap and hold **Connect to server**, then tap **View samples**.



4. Open the Retail Reports or Sales Reports folder to explore their KPIs and mobile reports.



Browse the samples to interact with KPIs and mobile reports.

Connect to a Reporting Services report server

1. At the bottom of the left navigation bar, tap **Settings** 
2. Tap **Connect to server**.
3. Fill in the server address and your user name and password. Use this format for the server address:

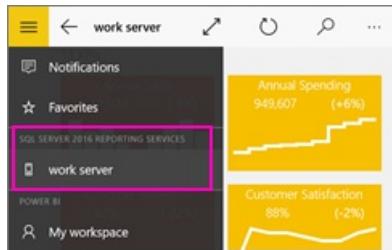
`http://<servername>/reports` OR `https://<servername>/reports`

NOTE

Include **http** or **https** at the beginning of the connection string.

4. Tap the check mark to connect.

Now you see the server in the left navigation bar.



TIP

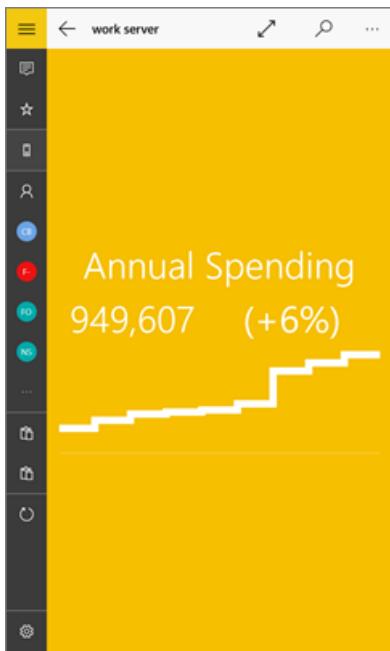
Tap the global navigation button anytime to go between your Reporting Services mobile reports and your dashboards in the Power BI service.

View Reporting Services KPIs and mobile reports in the Power BI app

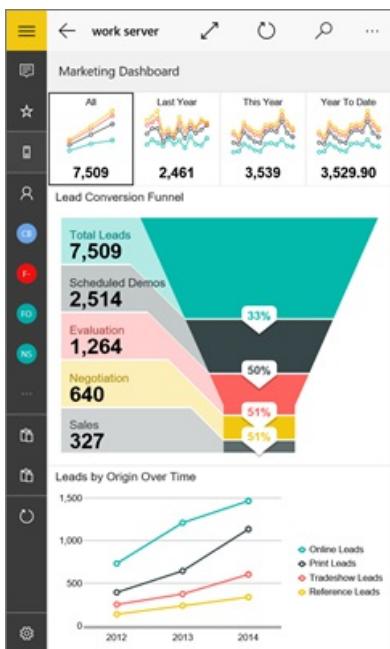
Reporting Services KPIs and mobile reports are displayed in the same folders they're in on the Reporting Services web portal.



- Tap a KPI to see it in focus mode.



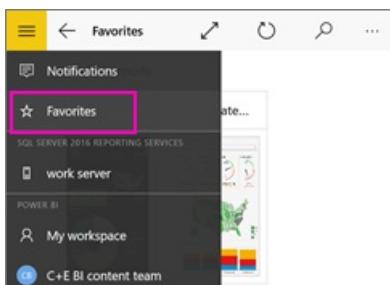
- Tap a mobile report to open and interact with it in the Power BI app.



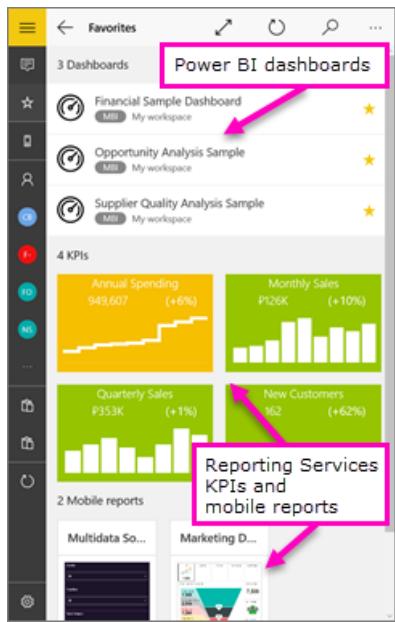
View your favorite KPIs and reports

You can mark KPIs and mobile reports as favorites on your Reporting Services web portal, and then view them in one convenient folder on your Windows 10 device, along with your Power BI favorite dashboards and reports.

- Tap **Favorites**.



Your favorites from the web portal are all on this page.

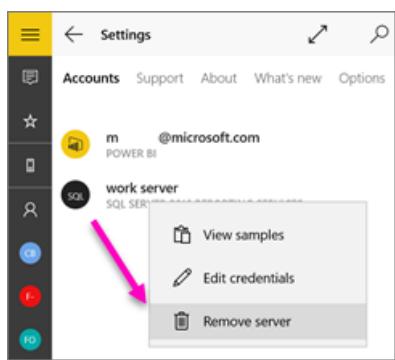


[Read more about favorites in the Power BI mobile apps.](#)

Remove a connection to a report server

You can only be connected to one report server at a time from your Power BI mobile app. If you want to connect to a different server, you need to disconnect from the current one.

1. At the bottom of the left navigation bar, tap **Settings** 
2. Tap and hold the server name you don't want to be connected to.
3. Tap **Remove server**.



Create Reporting Services mobile reports and KPIs

You don't create Reporting Services KPIs and mobile reports in the Power BI mobile app. You create them in SQL Server Mobile Report Publisher and a SQL Server 2016 Reporting Services web portal.

- [Create your own Reporting Services mobile reports](#), and publish them to a Reporting Services web portal.
- Create [KPIs on a Reporting Services web portal](#)

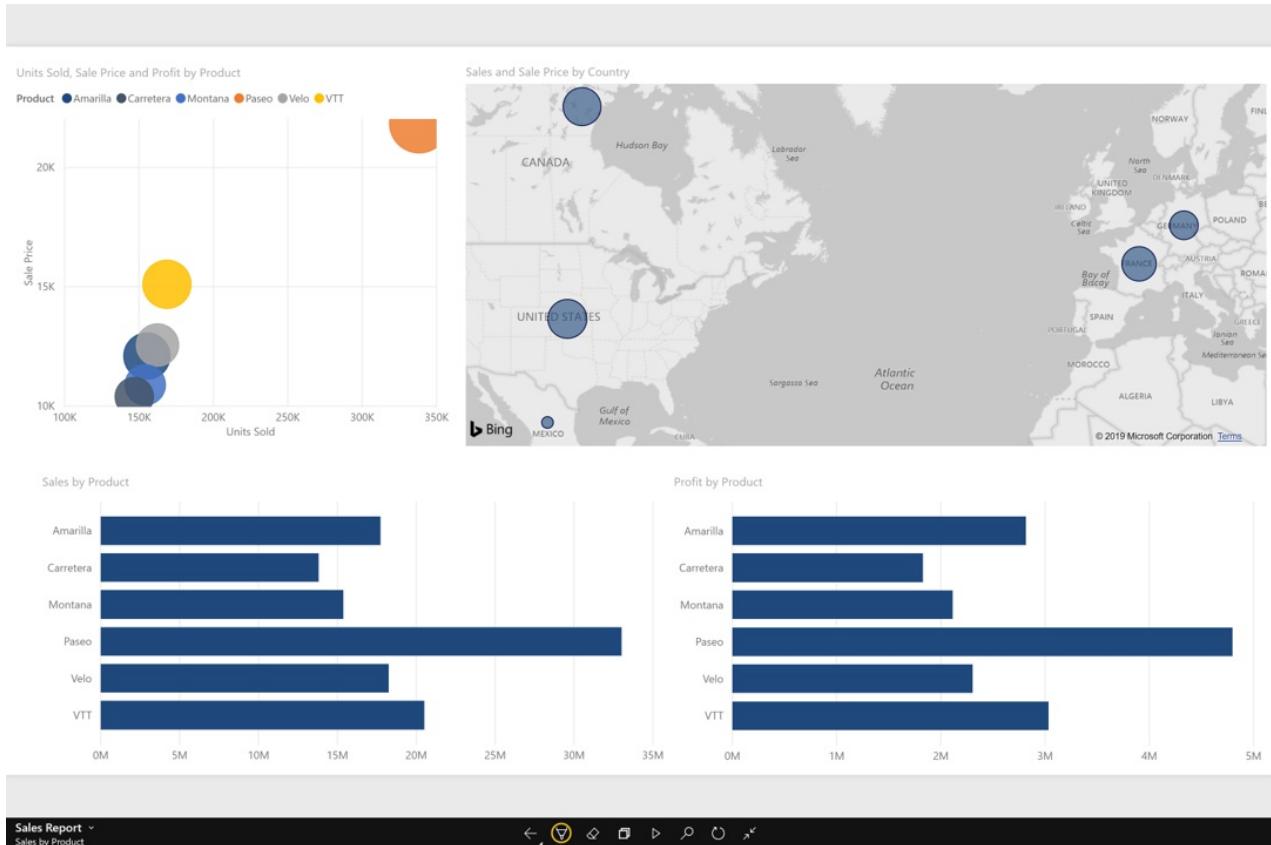
Next steps

- [Get started with the Power BI mobile app for Windows 10](#)
- [What is Power BI?](#)
- Questions? [Try asking the Power BI Community](#)

View reports and dashboards in presentation mode on Surface Hub and Windows 10 devices

4/1/2019 • 2 minutes to read • [Edit Online](#)

You can use presentation mode to display reports and dashboards in full-screen on Windows 10 devices and Surface Hub.



Presentation mode is useful for displaying Power BI at a meeting or conference, or on a dedicated projector in an office, or even just for maximizing space on a small screen.

In presentation mode in the Power BI mobile app for Windows 10, all the "chrome" such as the navigation and menu bars is removed to allow you and your team members focus on the data in your report. A toolbar with actions will become available for you and enable you to interact and collaborate with your data while in presentation mode.

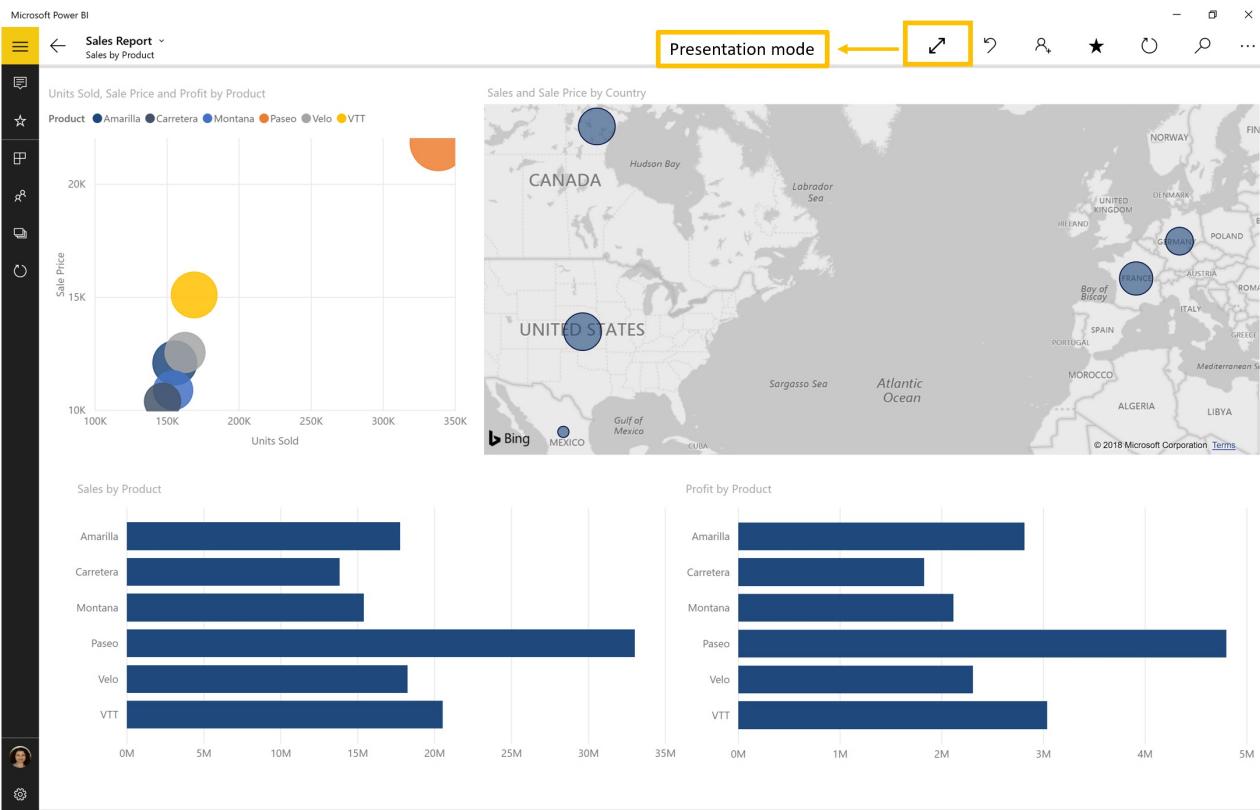
You can also [display dashboards and reports in full-screen mode from the Power BI service](#) on the web.

NOTE

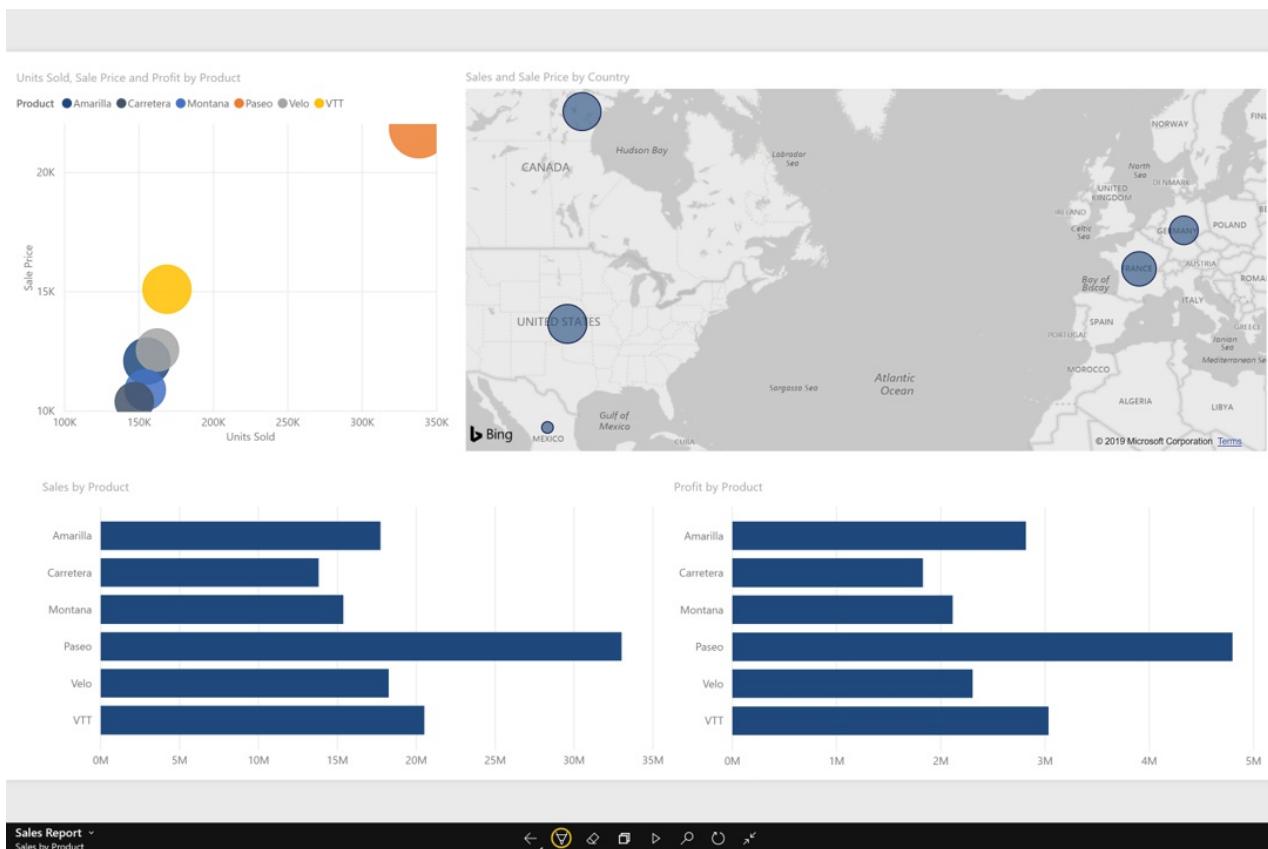
Presentation mode is different from [focus mode for tiles](#).

Use presentation mode

In the Power BI mobile app, tap the **Full screen** icon to go to full-screen mode.



The app chrome will disappear and a toolbar will appear on the bottom of the screen or on the right and left sides (depends on your screen size).



From the toolbar you can perform the following actions:



1. Tap the back icon to go back to your previous page. Long tap on the icon will pop the breadcrumbs windows, allowing you to navigate to the containing folder of your report or dashboard.



2. The ink icon will let choose a color when you use your Surface pen to draw and annotate on your

report page.



3. Use the pages icon  to replace the report page you are currently presenting.



4. The play icon  will hide the action bar and start slideshow, where the app will auto rotate between the report pages.

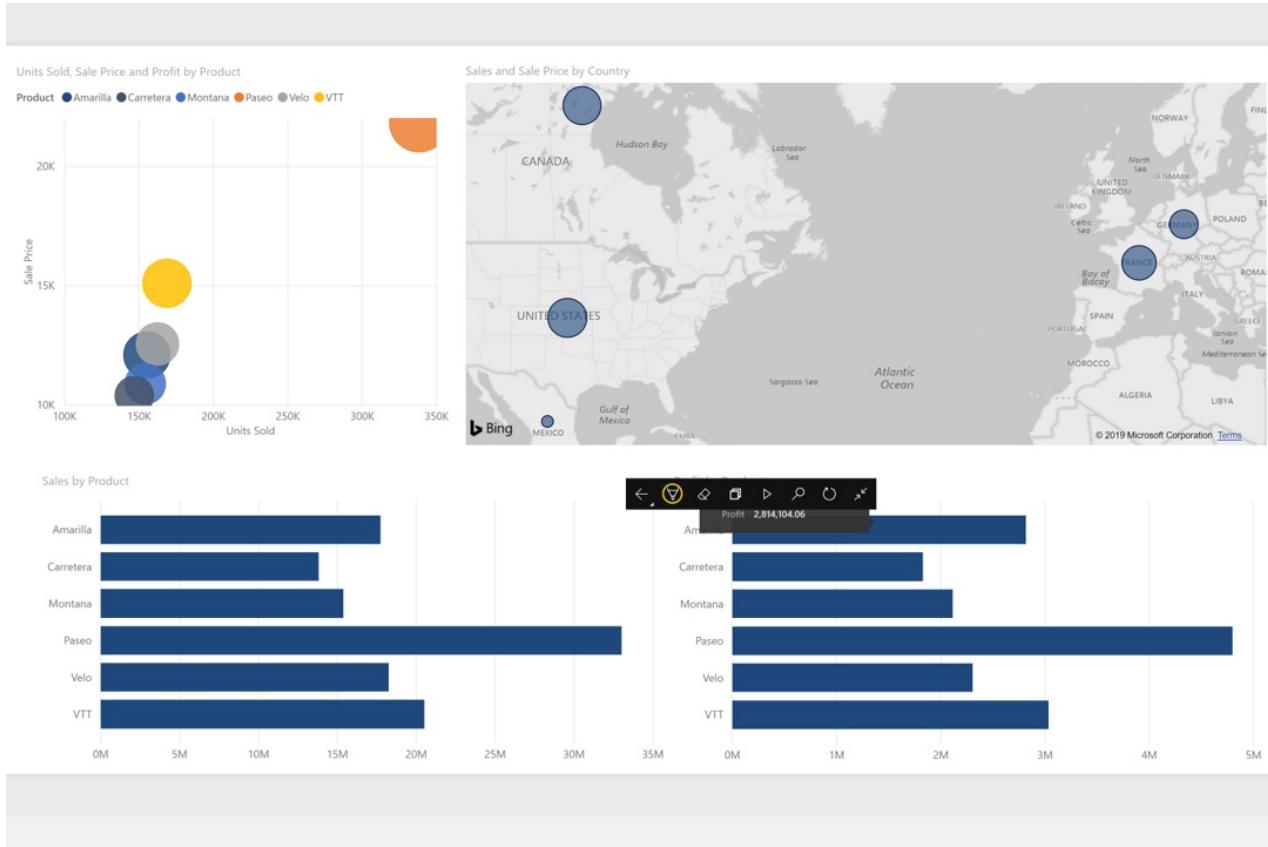


5. Tap the search icon to look for other artifacts in Power BI.



6. To exit presentation mode, tap the icon with two inward-facing arrows  on the toolbar.

You can undock the toolbar and drag it to locate it anywhere on the screen. This is useful for large screens, when you want to focus on a specific area in your report and want to have the tools available next to it. Just place your finger on the toolbar and swipe it into the report canvas.



Next steps

- Display dashboards and reports in full-screen mode from the Power BI service
 - Questions? Try asking the Power BI Community

Single Sign-On in the Power BI mobile Windows app

1/14/2019 • 2 minutes to read • [Edit Online](#)

Read about Single Sign-On (SSO) in the Power BI mobile Windows app. SSO means you access all the applications and resources you need to do business by signing in only once, with a single user account. Once you're signed in, you can access all those applications without having to authenticate again.

Because the Power BI Windows app is integrated into Azure Active Directory, you can use your primary organizational account not only to sign in to your domain-joined devices, but also to sign in to the Power BI service. If you're viewing Power BI on a Windows phone, you make sure the account you use for Power BI is configured as a work or school account in the device settings.

SSO is enabled only for Windows devices managed by Windows Azure Active Directory.

Sign in with SSO

To simplify the sign-in process, when you install the app for the first time the app automatically tries to authenticate you to the Power BI service using SSO. Only if this process doesn't succeed does the app ask you to provide your credentials for Power BI.

If you're already using the Power BI mobile app for Windows, when you upgrade to the new version of the app you can also use SSO. Sign out of the app, close it, and reopen it. When the app reopens, it automatically tries to use your current Windows credentials to authenticate against the Power BI service.

If you don't want to use your current Windows active session credentials to sign in to Power BI, just go to **Settings**, sign out, and sign in with different credentials.

Next steps

- [Get started with the Power BI mobile app for Windows 10](#)
- Questions? [Try asking the Power BI Community](#)

Supported languages in the Power BI mobile apps

1/14/2019 • 2 minutes to read • [Edit Online](#)

The Power BI mobile apps currently support these languages:

- Arabic (iOS only)
- Catalan - català
- Chinese (Simplified) - 中文(简体)
- Chinese (Traditional) - 中文(繁體)
- Croatian - hrvatski
- Czech - čeština
- Danish - dansk
- Dutch - Nederlands
- English - English
- Finnish - suomi
- French - français
- German - Deutsch
- Greek - Ελληνικά
- Hebrew (iOS only)
- Hindi - □□□□□
- Hungarian - magyar
- Indonesian - Bahasa Indonesia
- Italian - italiano
- Japanese - 日本語
- Korean - 한국어
- Malay - Bahasa Melayu
- Norwegian (Bokmål) - norsk (bokmål)
- Polish - Polski
- Portuguese (Brazil) - Português
- Portuguese (Portugal) - português
- Romanian - română
- Russian - Русский
- Slovak - slovenčina
- Spanish - español
- Swedish - svenska
- Thai - ຖ້າຍ
- Turkish - Türkçe
- Ukrainian - українська
- Vietnamese - Tiếng Việt

Notes

- Power BI uses the language that corresponds with the locale of the mobile device. You can't set a different language.
- Notifications are in English only. For example, if someone shares a dashboard with you, the notification will be

in English.

Next steps

- [Supported languages and countries/regions for Power BI](#)
- Questions? Try asking the [Power BI Community](#).
- Still have an issue? Please visit the [Power BI support page](#).