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## Content

### 1. Dashboard Hosting

- Embedded Link (Limited Access to Members required) – *Suggested Option*
- Web Link – Available to anyone having the remote link

### 2. Accessibility of the Dashboard

- Power BI Workspace (Browser) – Recommended
- Power BI Desktop Version (Local Machine)
- Power BI Mobile Version

### 3. Dashboard User Manual

- Landing Page
- Report – Program
- Report – Industry Partners

### 4. Refresh Functionality

- Power BI Workspace (Browser)
- Power BI Desktop Version

Power BI Dashboard Link (Embedded)

<https://app.powerbi.com/reportEmbed?reportId=a8ec26dd-ad51-4897-8250-0b3ff6234e37&autoAuth=true&ctid=da9a94b6-4681-49bc-bd7c-bab9eac0ad3c&config=eyJjbHVzdGVyVXJsIjoiaHR0cHM6Ly93YWJpLXVzLW5vcnRoLWNlbnRyYWwtcmVkaXJlY3QuYW5hbHlzaXMud2luZG93cy5uZXQvIn0%3D>

Power BI Dashboard Link (.pbix file)

[HSCSDashboard\\_GeorgianCollege.pbix](#)

SharePoint Site Link:

[https://georgiancollege.sharepoint.com/sites/CG\\_MRPPProjects/HSCSFieldPlacementCommunityPulse/2022W/SitePages/HSCS-Field-Placement-Community-Pulse---Dashboard.aspx](https://georgiancollege.sharepoint.com/sites/CG_MRPPProjects/HSCSFieldPlacementCommunityPulse/2022W/SitePages/HSCS-Field-Placement-Community-Pulse---Dashboard.aspx)

Project Documents Link

[Data Storage](#)

## Dashboard Hosting

### 1. Embedded Link (Limited Access to Members required) – *Suggested Option*

Embedded Link: <https://app.powerbi.com/reportEmbed?reportId=a8ec26dd-ad51-4897-8250-0b3ff6234e37&autoAuth=true&ctid=da9a94b6-4681-49bc-bd7c-bab9eac0ad3c&config=eyJjbHVzdGVyVXJsIjoiaHR0cHM6Ly93YWJpLXVzLW5vcnRoLWNlbnRyYWwtcmVkaXJlY3QuYW5hbHlzaXMud2luZG93cy5uZXQvIn0%3D>

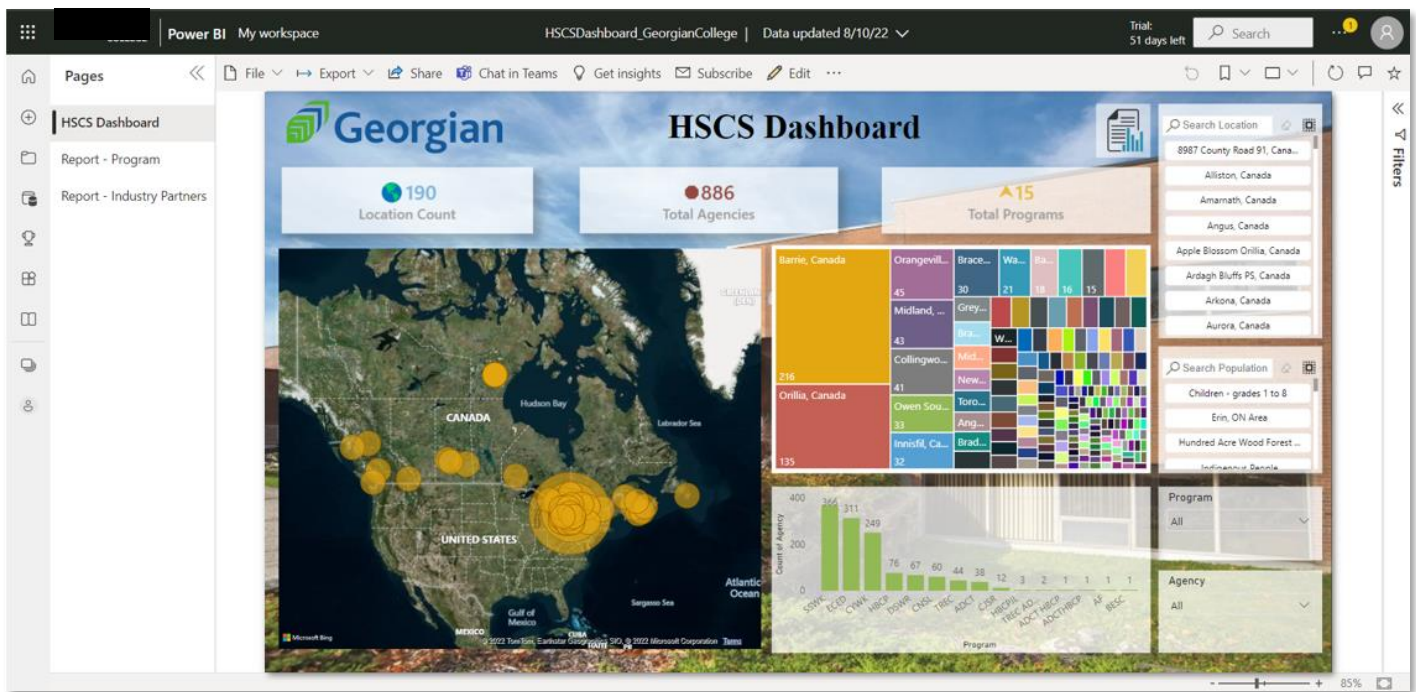
The link above provides admin access to Nicole which means she can edit, grant read/share access to other members. The other members having the access cannot edit the dashboard on their side unless they host the dashboard using their personal **POWER BI PRO** Account.

### 2. Web Link – Available to anyone having the remote link

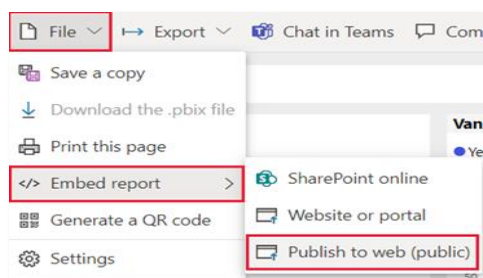
Only people with admin access can view the dashboard in the workspace, however, once it is published to the web, people without the admin access can view the dashboard. The IT department at Georgian College currently does not allow users to publish it on the web.

## Accessibility of the Dashboard

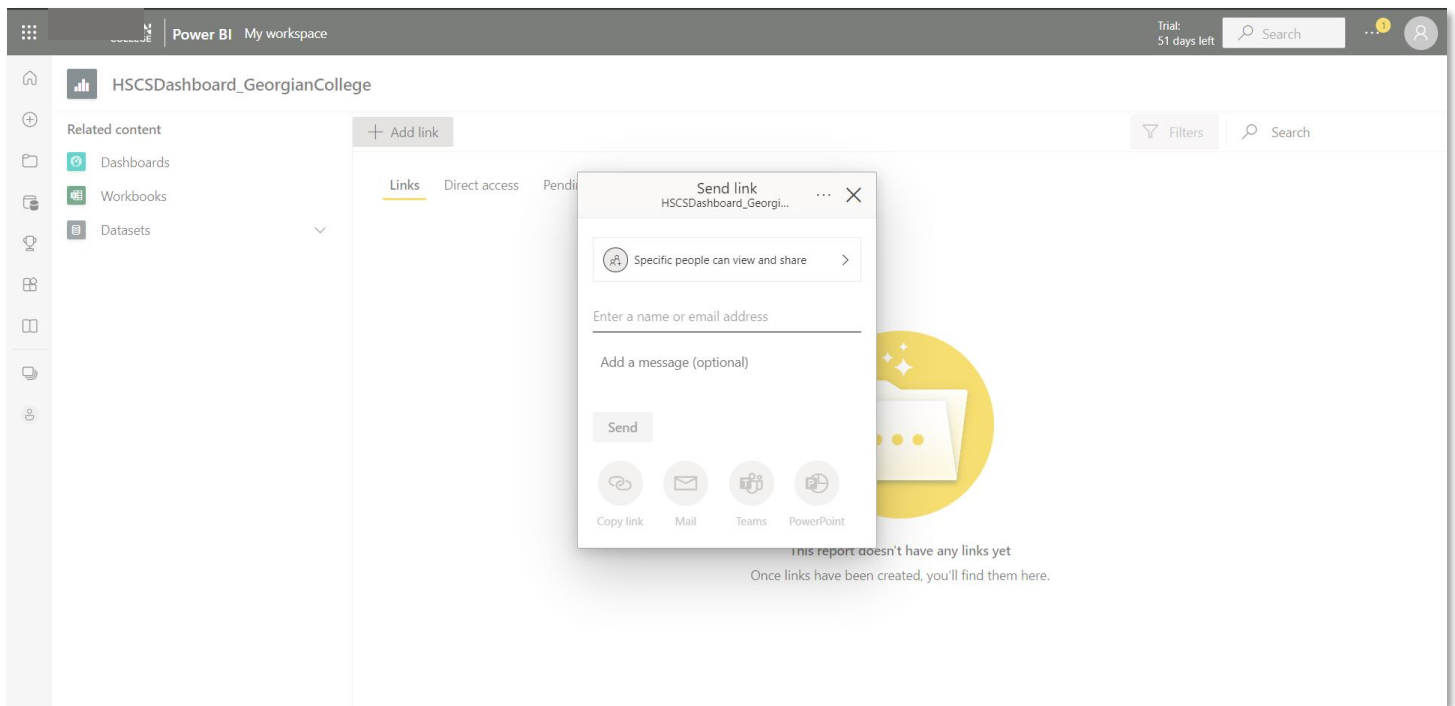
### 1. Power BI Workspace (Browser) – Recommended



- To host on web **File > Embed report > Publish to web(public)**

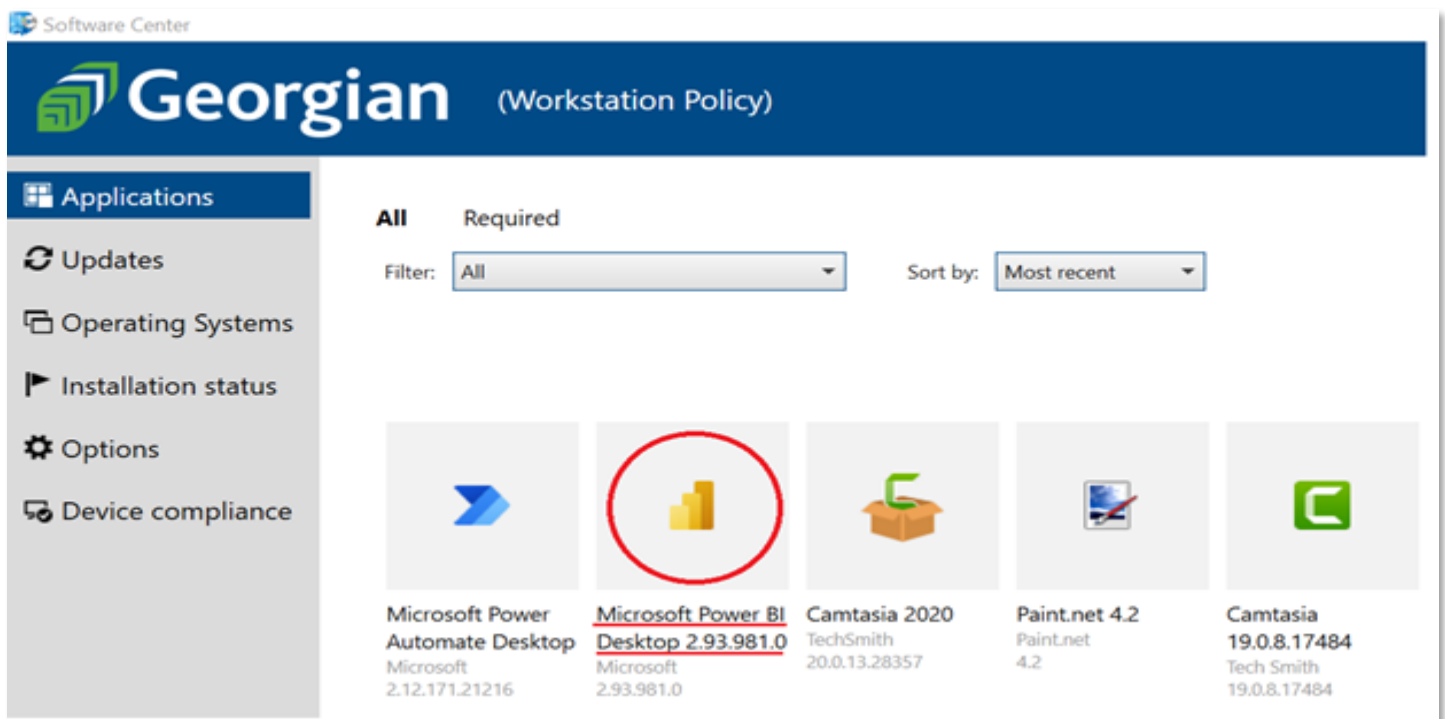


- To grant permission to another user **File > Manage Permissions**
- On the Manage Permission Page Click on **+ Add Link** button as shown below, and user can type in email address of the person they wish to grant access to.

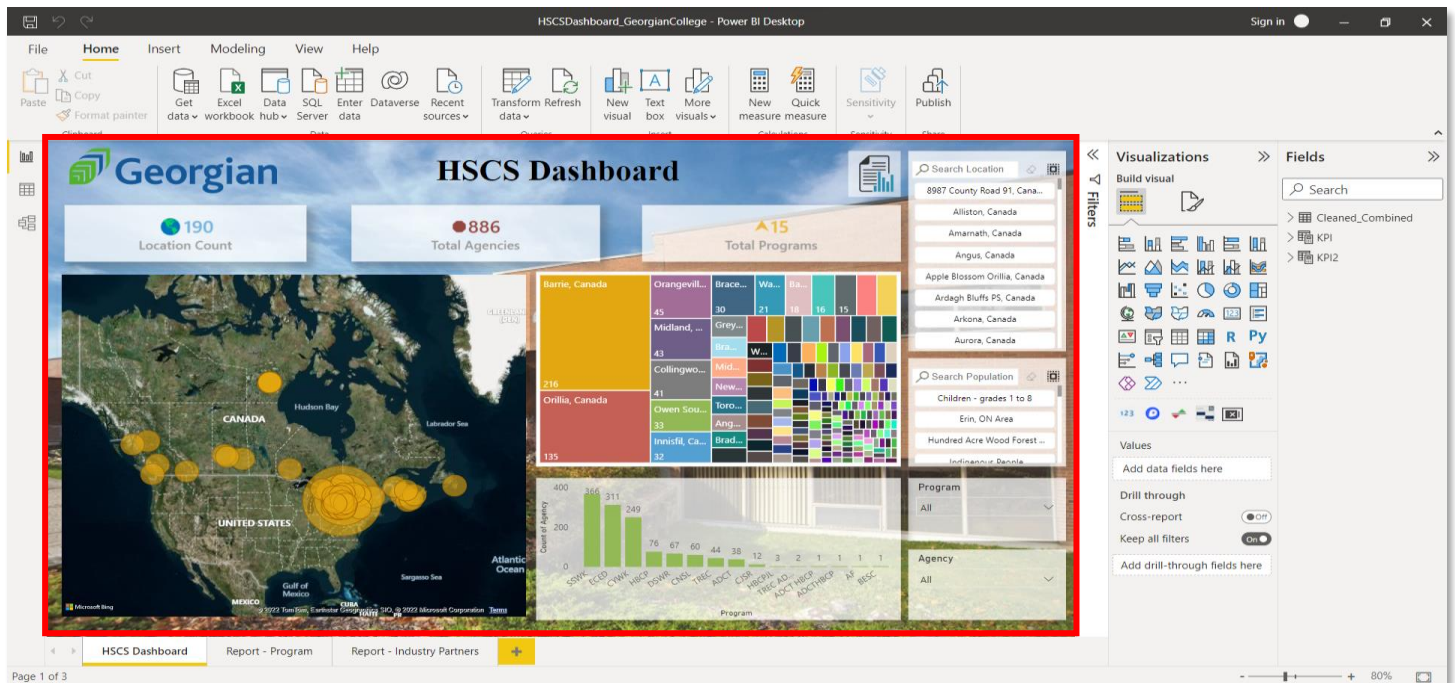


## 2. Power BI Desktop Version (Local Machine)

To view the Power BI dashboard using (.pbix) file, Microsoft Power BI needs to be installed. For Georgian College staff, Microsoft Power BI Desktop is available through the Software Center.

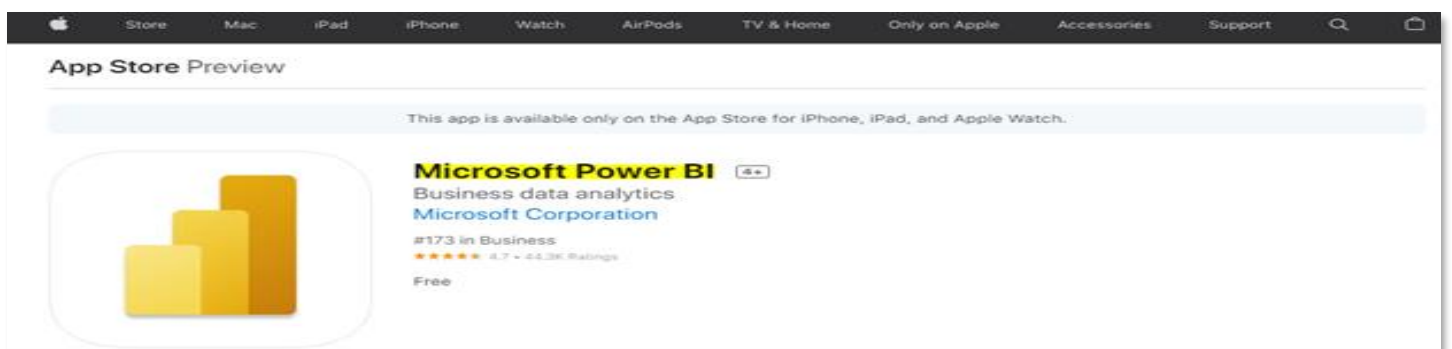
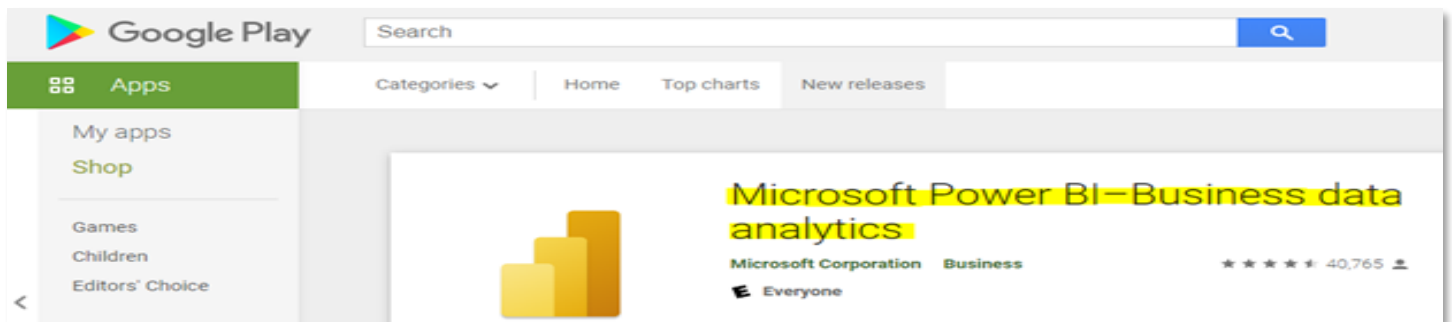


When the dashboard (.pbix) file is opened, there will be many features available, including the ability to edit the data source and the visualizations. Essentially when viewing the visualizations, ***the user should not click on any of the items other than identified in the red square in the visual below, unless the user intends to edit the dashboard.*** Since the user has an editing ability, when clicking on the visualizations, if the selections are not data points, visualizations will be selected, and essentially the user will have the ability to move the visualizations, change the format, etc. However, this feature is not necessary when the purpose is simply to view the result of the survey.



### 3. Power BI Mobile Version

Alternatively, the report can be viewed on the Mobile App of the Microsoft Power BI. It requires a sign in with the Georgian College staff credential.



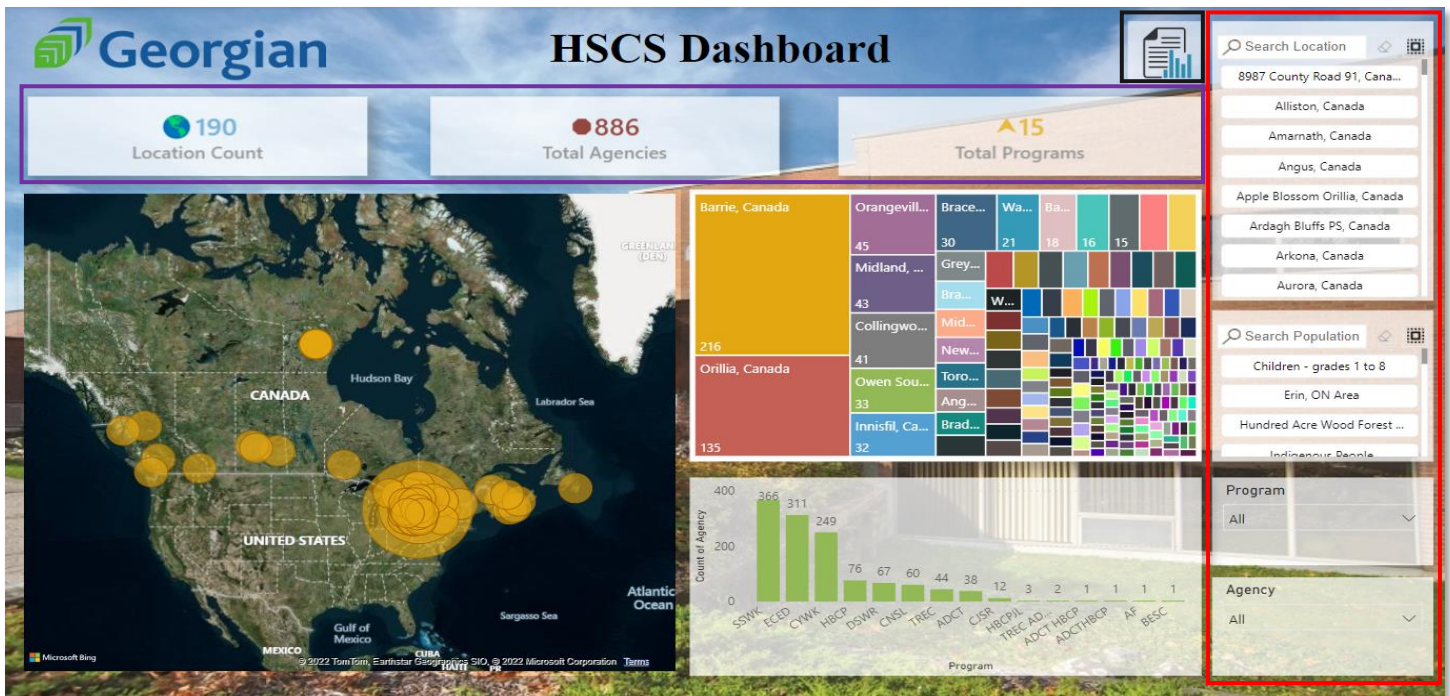


# Dashboard User Manual

## 1. Landing Page

This is the home page of the dashboard.

- There are 4 slicers/filters for **Location, Population Served, Program and Agency** on the right-hand side of the dashboard.
- On the top, we can see 3 dynamic Key Performance Indicators or KPIs depicting **Location Count, Total Agencies and Total Programs**
- On the top right, we can see a button which is used to navigate to reports page.



## Visuals on Landing Page

- On the left side we can see a **Heat Map/ Bubble map** depicting already existing partners of HSCS Field Placement Office. The size of the yellow bubbles increases with the number of agencies a particular location consists of. Heatmap also shows a tooltip with count of agencies and count of program when we hover or move our cursor over a particular bubble, or a location as shown below.



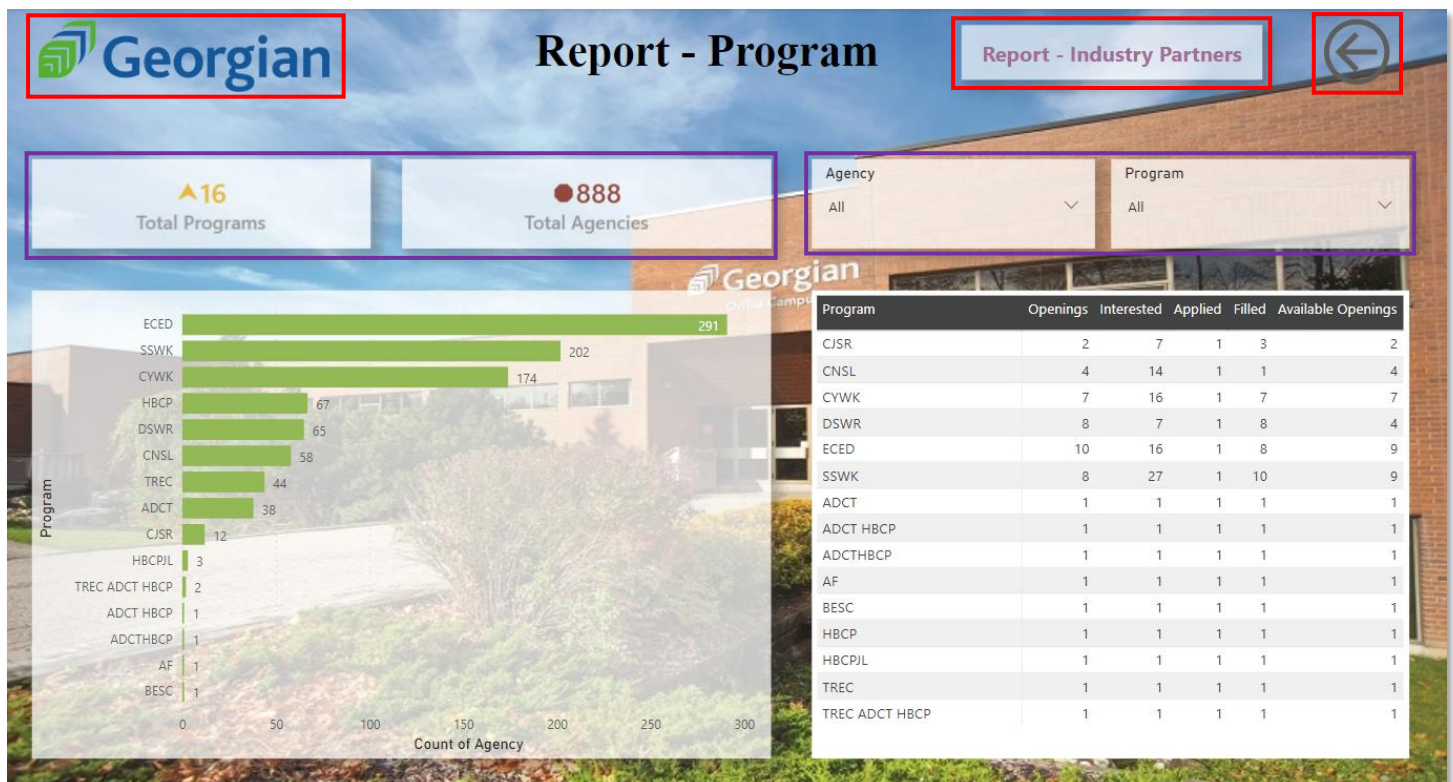
- The next visual is a tree map which shows the distribution of different agencies by location. The bigger the block size, more are the agencies present in that location
- The last visual on our landing page is a bar chart that shows the distribution of different programs by count of agencies. Each bar in the visual represent the count of agencies for each program labelled below the bar.

Each visual consists of an option on the top of them (shown below) to view them in the focus mode which takes the user to another page to view the visual separately in full sized view.



## 2. Report – Program (Page 2)

- On the top left side – Georgian College Logo – Can be used to navigate to the Landing Page
- Similarly, on the top right side we can see a gray arrow button which can also be used to navigate back to the home page or landing page.
- We can also see a button for Report – Industry Partners which can be used to navigate to the next report page i.e., Report – Industry Partners
- Then we can see two KPIs and two Slicers for Agency and Program similar to the ones on the Landing Page
- At the bottom we can see two visuals, first one showing a bar chart depicting Count of Agencies by different Programs and on its right side we can see a table showing data such as name of program, openings, interested, applied, filled and available openings.





### 3. Report – Industry Partners (Page 3)

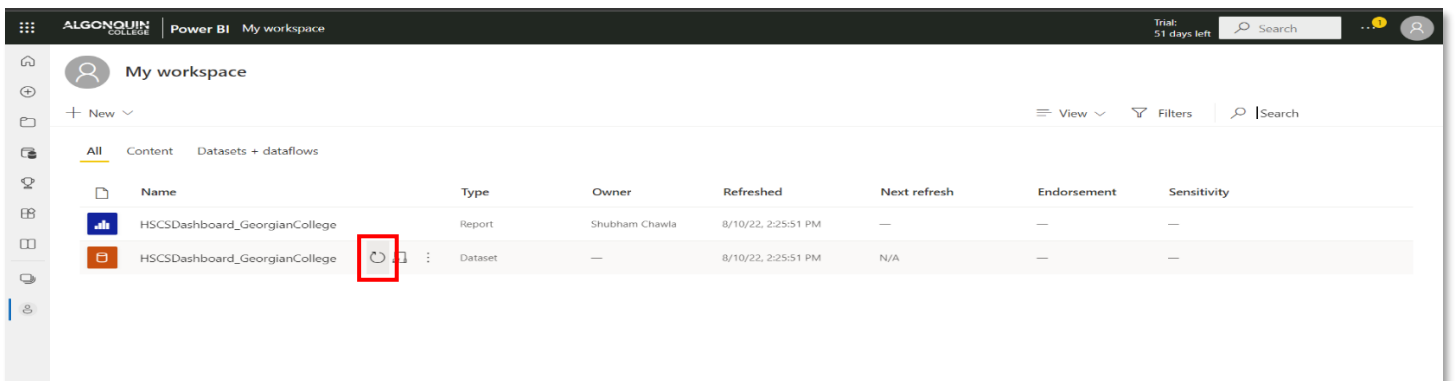
- On the top left side – Georgian College Logo – Can be used to navigate to the Landing Page
- Similarly, on the top right side we can see a gray arrow button which can also be used to navigate back to the home page or landing page.
- We can also see a button for Report – Industry Partners which can be used to navigate to the report page i.e., Report – Program
- Then we can see two KPIs and two Slicers for Industry Partners and Program similar to the ones on the Landing Page
- At the bottom we can see two visuals, first one showing a bar chart depicting Count of opportunities by different Programs across all three terms (Fall, Winter, and Summer) and on its right side we can see a table showing data such as name of industry partner, openings, interested, applied, filled and available openings.



## Refresh Functionality

### 1. Power BI workspace (Browser)

After adding new data to the spreadsheet, dashboard can be updated by just clicking the refresh button shown below.



## 2. Power BI Desktop Version (Local Machine)

After adding new data to the spreadsheet, dashboard can be updated by just clicking the refresh button shown below.

