Creating workspaces

Click **link** to watch a video about workspaces.

Workspaces are areas where groups of users can collaborate on datasets, reports, and dashboards. You can create a workspace if you have a Pro license for the Power BI service. This is the main way that your BI developers will be able to co-develop the same sets of data and reports. Typically, you'll create a workspace for each department in your company for the teams to store their items and data.

There are two types of workspaces: **My workspace** and **workspaces**.

- **My workspace** is the personal workspace for any Power BI customer to work with your own content. Only you have access to your My workspace. You can share dashboards and reports from your My Workspace. If you want to collaborate on dashboards and reports, or create an app, then you want to work in a workspace.

- **Workspaces** are used to collaborate and share content with colleagues. You can add colleagues to your workspaces and collaborate on dashboards, reports, workbooks, and datasets. With one exception, each workspace member needs a Power BI Pro or Premium Per User (PPU) license.

To create one, simply expand the **Workspaces** section in the left navigation menu and click **Create a workspace** at the bottom. Name the workspace that you wish to create and define which members are in the contact list.

Assigning roles will determine the level of permissions, such as who can edit the content or just view the content. The following table describes the roles. It is advisable to always check the Microsoft documentation for any special notes or updates.

Capability	Admin	Member	Contributor	Viewer
Update and delete the workspace	✓			
Add/remove people, including other admins	✓			
Allow Contributors to update the app for the workspace	✓			
Add members or others with lower permissions	✓	✓		
Publish, unpublish, and change permissions for an app	✓	✓		
Update an app	✓	✓		
Share an item or share an app²	✓	✓		
Allow others to reshare items²	✓	✓		
Feature apps on colleagues' Home	✓	✓		
Manage dataset permissions³	✓	✓		
Feature dashboards and reports on colleagues' Home	✓	✓	✓	
Create, edit, and delete content, such as reports, in the workspace	✓	✓	✓	
Publish reports to the workspace, delete content	✓	✓	✓	
Create a report in another workspace based on a dataset in this workspace³	✓	✓	✓	
Copy a report³	✓	✓	✓	
Create metrics based on a dataset in the workspace³	✓	✓	✓	
Schedule data refreshes via the on-premises gateway⁴	✓	✓	✓	
Modify gateway connection settings⁴	✓	✓	✓	
View and interact with an item⁵	✓	✓	✓	✓
Read data stored in workspace dataflows	✓	✓	✓	✓

Notes:

1. **Contributors** can update the app associated with the workspace if the workspace Admin delegates this permission to them. However, they can't publish a new app or change who has permission to it.
2. **Contributors and Viewers** can also share items in a workspace if they have reshare permissions.
3. To copy a report to another workspace, and to create a report in another workspace based on a dataset in this workspace, you need build permission for the dataset. For datasets in the original workspace, if you have at least the Contributor role you automatically have build permission through your workspace role.
4. Keep in mind that you also need permissions on the gateway. Those permissions are managed elsewhere, independent of workspace roles and permissions.
5. Even if you don't have a Power BI Pro license, you can view and interact with items in the Power BI service if the items are in a workspace in a Premium capacity.

You can also define whether users will be able to see the content of what's inside the workspace without being a member. This doesn't mean they'll be able to see the reports, but they will be able to see the metadata.

To determine the mode for the workspace, expand the **Advanced** settings and select what individual licensing or enterprise settings make the most sense. Some businesses require their IT to manage enterprise settings for Power BI, so please contact the right person in your organization to determine the best setting. Premium features and other settings allow for additional storage, which is handy for those executive reports that must always return their visuals in a few seconds.

At any time, you can change the permissions or add users by editing the workspace if you have permission to do so. To do this, select the ellipsis button next to the workspace name on the main **Workspace** menu and click **Workspace Access**.

Setting up a workspace, its roles, and permissions covers the most basic access and security issues by defining who can access the report and other objects.

Deploying reports to the Power BI service

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