

← Takaisin välilehdelle

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Deploying reports to the Power BI service

There are numerous ways to publish a report to the **PowerBI.com** service, but the easiest way is by using **Power BI Desktop**.

Before continuing click

to watch a video about publishing from Power BI Desktop to the service.

To publish the report, you'll need to simply open the report you want to deploy to the Power BI service, then click the **Publish** button on the **Home** tab in the desktop application. If you have not previously signed in with your free **PowerBI.com** account, you will be prompted to create one or sign in with an existing account.

You'll then be asked which workspace you want to deploy to. At this point, take the following steps:

1. Select an existing workspace, or **My Workspace**, which will send the report and its data to your personal workspace. The report will then deploy to the Power BI service. The amount of time this takes will depend on how large your dataset is.
2. You'll then be presented with two options: **Open** or **Get Quick Insights**:

Quick Insights is an amazing feature in Power BI that will try to find additional interesting insights about your data that you may not have noticed initially. You'll notice that it not only provides a graphic of the data, but also a narrative to the right of the graphic. With the **Quick Insights** option, if you find any of the insights especially interesting, you can click the pushpin at the top right of the graphic to save it into a dashboard.

The value of this feature lies in the fact that Power BI has designed algorithms to review the data without human input, which avoids bias and may introduce trends and insights not previously considered. Leaders and teams can benefit from reviewing and discussing these new perspectives, and then decide if there's value in adding the information to their published reports and dashboards.

The Power BI service has expanded the **Insights** feature set so that you can also analyze pages in your published reports when you open them in the service. The **Get Insights** button is located on the top ribbon and will launch a description of **Trends** found in the data.

When you click on the **Trends** shown in the panel, you will launch a more detailed explanation. To return to the main panel, simply click the back area in the top-left corner.

If you choose to open the report upon publishing, PowerBI.com will launch in any web browser and show you the same report that you were viewing on the desktop. You'll also be able to immediately see the report in the Power BI mobile app from your Android, iPhone, or Windows phone.

When you open the report, you will see various powerful tools available, such as **Analyze in Excel**, **View Lineage**, **Sharing**, and more.

It's also worth noting that hovering over reports and datasets will reveal ellipses that allow for some of the same options. There is usually more than one way to engage these powerful features in the Power BI service.

Click

to watch a video about Insights. This video might use earlier versions of Power BI Desktop or the Power BI service.

Datasets

A **dataset** is a collection of data that you *import* or *connect* to. Power BI lets you connect to and import all sorts of datasets and bring all of it together in one place. Datasets can also source data from dataflows.

Datasets are associated with **workspaces** and a single dataset can be part of many workspaces. When you open a workspace, the associated datasets are listed under the **Datasets** tab. Each listed dataset is a source of data available for one or more reports, and the dataset may contain data that comes from one or more sources. For example, an Excel workbook on OneDrive, or an on-premises SSAS tabular dataset, or a Salesforce dataset. There are many different data sources supported, and we're adding new ones all the time.

You can create Power BI datasets in the following ways:

- Connect to an existing data model that isn't hosted in Power BI.
- Upload a Power BI Desktop file that contains a model.
- Upload an Excel workbook that contains one or more Excel tables and/or a workbook data model, or upload a comma-separated values (CSV) file.
- Use the Power BI service to create a push dataset.
- Use the Power BI service to create a streaming or hybrid streaming dataset.

The **Datasets area** of Power BI holds the raw data that makes up your reports. When you hover over the dataset, an ellipsis will appear, which you can click to reveal many options to manage and analyze your data.

Some options are as follows:

- Analyze in Excel
- Create new reports, paginated reports, and tables
- Refresh or schedule refreshes (via **Settings**)

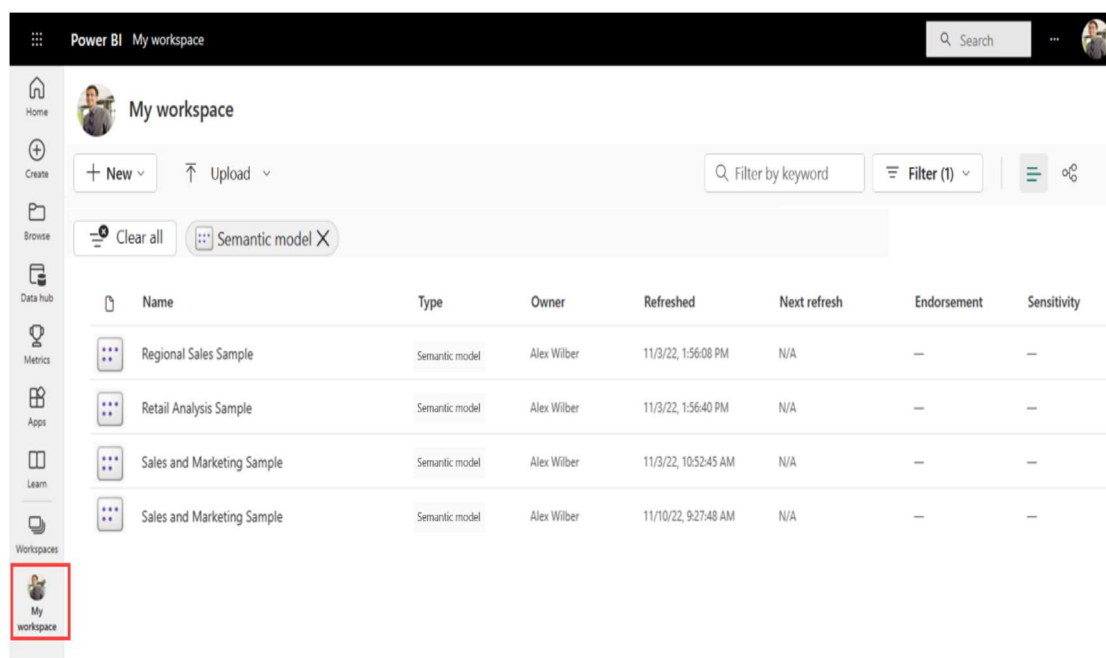
- Download as a Power BI Desktop file (.pbix)
- Manage permissions

When you start with a dataset, users can create new reports from your data if they have the right permissions, even when accessing it through the web. The entire user interface will feel nearly identical to Power BI Desktop, but you will be lacking the ability to modify the model, query, and relationships, as well as lacking the ability to create measures or calculated columns. The best part of building reports using the online Power BI framework is that you have a central dataset that your organization's central IT team can own, modify, and make human-readable for use by the entire organization.

Datasets added by one workspace member are available to the other workspace members with an *admin*, *member*, or *contributor* role.

Datasets can be refreshed, renamed, explored, and removed. Use a dataset to create a report from scratch or by running quick insights. To see which reports and dashboards are already using a dataset, select **View related**. To explore a dataset, select it. What you're actually doing is opening the dataset in the report editor where you can really start exploring into the data by creating visualizations.

In the example below, I've selected **My workspace** and then selected the **Datasets + dataflows** tab.



Workbooks

Workbooks are a special type of dataset. If you've read the **Datasets** section above, you know almost all you need to know about workbooks. But you may be wondering why sometimes Power BI classifies an Excel workbook as a **Dataset** and other times as a **Workbook**.

When you use **Get data** with Excel files, you have the option to *Import* or *Connect* to the file. When you choose *Connect*, your workbook will appear in Power BI just like it would in Excel Online. But, unlike Excel Online, you'll have some great features to help you pin elements from your worksheets right to your dashboards.

You can't edit your workbook in Power BI. But if you need to make some changes, you can click *Edit*, and then choose to edit your workbook in Excel Online or open it in Excel on your computer. Any changes you make are saved to the workbook on OneDrive.

Creating and interacting with dashboards

◀ Lesson 7 Quiz

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Exercise 28 - Power BI workspaces ►

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