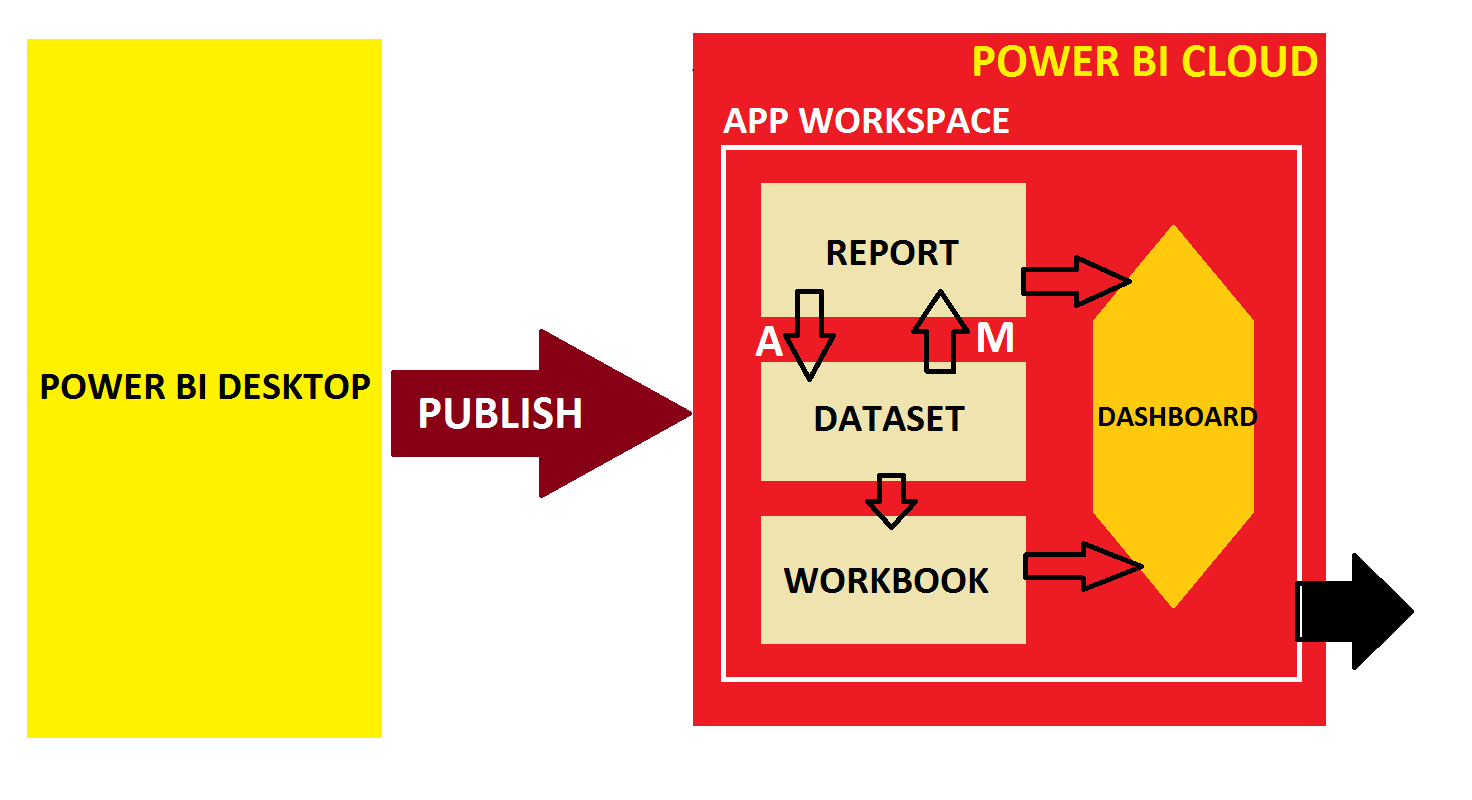
**POWER BI CLOUD - PUBLISH, EDITS**

**Power BI Cloud is a Virtual Environment to store (host) and secure the Reports we designed using Power BI Desktop. We can share the reports from cloud to end users and perform Data Refresh.**



**ITEM #1: WHAT ARE COMPONENTS IN POWER BI CLOUD ARCHITECTURE?**

|  |  |  |
| --- | --- | --- |
| **1** | **REPORTS** | REPRESENT POWER BI REPORTS DESIGNED FROM POWER DESKTOP (PBIX) |
| **2** | **DATASETS** | TO REPRESENT THE DATA SOURCE(S) & QUERIES USED FOR REPORTING |
| **3** | **DASHBOARDS** | TO GROUP MULTIPLE REPORTS OR SPLIT A SINGLE REPORT FOR USER ACCESS |
| **4** | **TILES** | ACTUAL ITEMS IN THE DASHBOARDS LIKE REPORT PAGES, IMAGES, VIDEOS, ... |
| **5** | **WORKBOOKS** | A SPECIAL TYPE OF **EXCEL ONLINE** DATASET, UPLOADED TO CLOUD.  USED TO GENERATE DASHBOARDS WITHOUT CREATING REPORTS. |
| **6** | **GATEWAYS** | POWER BI COMPONENTS, INSTALLED AT THE DATA SOURCE DATA CENTER TO SYNCHRONIZE (REFRESH) THE REPORT DATA WITH POWER BI CLOUD. |
| **7** | **SUBSCRIPTIONS** | AUTOMATED EMAILS TO END USERS BASED ON A SCHEDULE. Ex: Every hour |
| **8** | **ALERTS** | AUTOMATED EMAILS TO USERS BASED ON DATA VALUES. Ex: Sales < 40K |
| **9** | **WORKSPACE** | THIS IS A CONTAINER TO STORE ALL ABOVE ENTITIES IN A SECURED VIRTUAL DIRECTORY (SPACE) IN POWER BI CLOUD. |
| **10** | **APP** | A COLLECTION OF REPORTS, DASHBOARDS & WORKBOOKS FOR END USERS. |

**Implementation Steps:**

**Step 1: Create Power BI Cloud Account >> Login**

**Step 2: Create a App Workspace [Container to store Reports & Data sets]**

**Step 3: Publish the Reports. This auto creates Datasets in Cloud**

**Step 4: Create new Reports and Dashboards in Cloud**

**Step 5: Create new Workbooks (Excel Online) and Data Flows [Power Query]**

**Step 6: Configure Gateway For Data Refresh**

**Step 7: Embed all above entities into App Workspace and Publish.**

**Share App to End Users. Subscribe, Configure Alerts**

**ITEM #1: HOW TO LOGIN FOR POWER BI CLOUD ACCOUNT?**

GO TO <http://app.powerbi.com>

Email: pbi11@sqlschool.com

Password: FCHUMS123$

LOGIN

**ITEM #2: HOW TO CREATE APP WORKSPACE?**

CLICK @ WORKSPACE (LEFT) > "**CREATE A WORKSPACE**" > SPECIFY NAME > SAVE.

**ITEM #3: HOW TO PUBLISH REPORTS FROM POWER BI DESKTOP TOOL TO POWER BI CLOUD?**

DESIGN / OPEN POWER BI **REPORT** > TOP : RIGHT CORNER > SIGN IN TO POWER BI CLOUD

Email: pbi10@sqlschool.com

Password: FCHUMS123$

SIGN IN

TOP RIGHT CORNER > **PUBLISH** > THIS PROMPTS FOR WORKSPACE > SELECT YOUR WORKSPACE > SELECT. THIS PUBLISHES THE REPORT TO POWER BI SERVICE (CLOUD).

ONE **DATASET** IS AUTO CREATED IN POWER BI CLOUD FOR THIS REPORT.

**ITEM #4: HOW TO VERIFY YOUR PUBLISHED REPORTS?**

FROM POWER BI SERVICE (CLOUD) > GO TO WORKSPACE CREATED ABOVE > WE SEE ONE DEFAULT "LANDING PAGE". THIS PAGE INCLUDES ALL ITEMS IN THE WORKSPACE.

WE SEE THE ABOVE PUBLISHED REPORT + AUTO GENERATED DATASET

AVAILABLE TABS IN APP.POWERBI.COM:

ALL: CONTENT, DATASETS + DATA FLOWS

CONTENT: THIS TAB SHOWS THE REPORTS UPLOADED TO CLOUD

DATASETS + DATAFLOWS: THIS TAB SHOWS THE DATASETS GENERATED FROM REPORTS

**ITEM #5: HOW TO CREATE NEW REPORT IN POWER BI CLOUD ?**

FROM POWER BI SERVICE (CLOUD) > GO TO ABOVE WORKSPACE > DATASETS + DATA FLOWS >

MORE OPTIONS: CREATE REPORT. DESIGN REPORT > SAVE. THIS REPORT IS SAVED IN POWER BI CLOUD.

TO VERIFY : GO TO "ALL" TAB OR "CONTENT" TAB. WE WOULD SEE THE REPORT LISTED.

**ITEM #6: HOW TO EDIT EXISTING REPORT IN POWER BI CLOUD ?**

FROM POWER BI SERVICE (CLOUD) > GO TO ABOVE WORKSPACE > ALL > CLICK THE REQUIRED REPORT > EDIT > PERFORM CHANGES > SAVE. THIS REPORT IS SAVED IN POWER BI CLOUD.

**ITEM #7: HOW TO DOWNLOAD EXISTING REPORT IN POWER BI CLOUD ?**

FROM POWER BI SERVICE (CLOUD) > GO TO ABOVE WORKSPACE > ALL > CLICK THE REQUIRED REPORT > FILE > DOWNLOAD > ONE PBIX FILE IS DOWNLOADED. WE CAN PERFORM FURTHER EDITS USING POWER BI DESKTOP TOOL.

**ITEM #8: HOW TO DUPLICATE EXISTING REPORT IN POWER BI CLOUD ?**

FROM POWER BI SERVICE (CLOUD) > GO TO ABOVE WORKSPACE > ALL > CLICK THE REQUIRED REPORT > FILE > SAVE A COPY > THE REPORT IS DUPLICATED INSIDE POWER BI WORKSPACE.