**IMPORTS** & **UPLOADS**, **POWER BI APPS**

**ITEM #1: HOW TO CREATE NEW DATASETS WITH EXCEL FILE?**

***WITH DATASETS, WE CAN CREATE NEW REPORTS. THEN CREATE DASHBOARDS IN CLOUD.***

POWER BI CLOUD > APP WORKSPACE > CLICK @ + NEW > UPLOAD FILE > LOCAL FILE > BROWSE FOR THE REQUIRED EXCEL FILE > OPEN > **IMPORT**. THIS CREATES A NEW **DATASET**.

WE CAN CREATE NEW REPORTS FROM THIS IMPORTED DATASET.

**ITEM #2: HOW TO USE THE IMPORTED EXCEL FILE?**

FROM POWER BI CLOUD > WORKSPACE > ALL CONENT OR DATASETS + DATA FLOW >

> MORE OPTIONS : CLICK ... IN CREATED DATASET > CREATE REPORT

**ITEM #3: HOW TO CREATE NEW WORKBOOK WITH EXCEL or CSV FILES?**

***WITH WORKBOOKS, WE CAN SELECT SPECIFIC DATA (CELLS) & DIRECTLY PIN TO DASHBOARD***

POWER BI CLOUD > APP WORKSPACE > CLICK @ + NEW > UPLOAD FILE > LOCAL FILE > BROWSE FOR THE REQUIRED EXCEL FILE > OPEN > **UPLOAD**. THIS CREATES A NEW **WORKBOOK**.

**ITEM #4: HOW TO USE WORKBOOKS WITH EXCEL FILE?**

FROM POWER BI CLOUD > WORKSPACE > ALL CONENT > CLICK @ REQUIRED WORKBOOK > THIS RESULTS IN **EXCEL ONLINE** > SELECT REQURIED CELLS > **PIN**.

THIS RESULTS IN A DASHBOARD TILE.

**ITEM #5: WHAT IS THE DIFFERENCE BETWEEN FILE IMPORT AND FILE UPLOAD?**

FILE **IMPORT** : FOR CREATION OF NEW "**DATASETS"** AND GENERATION OF NEW REPORTS

FILE **UPLOAD** : FOR CREATION OF NEW "**WORKBOOK**" BY UPLOAD OF EXCEL FILES FOR DASHBOARD

**ITEM #6: HOW WORKBOOKS ARE DIFFERENT FROM REPORTS IN POWER BI?**

WORKBOOKS CAN BE USED TO DEFINE DASHBOARDS.

WORKBOOKS DOES NOT DEPEND ON ANY DATASET

BUT REPORTS ALWAYS REQUIRES DATASET.

**POWER BI APPS**

POWER BI APPS ARE THE ACUTAL, FINAL ENTITITES THAT ARE NEEDED TO "SHARE" THE POWER BI REPORTS & DASHBOARDS, WORKBOOKS TO END USERS. SECURELY USING ANY WEB INTERFACE.

POWER BI APPS CONTAINS:

1. REPORTS

2. DASHBOARDS

3. WORKBOOKS

LOGIN TO POWER BICLOUD > APP WORKSPACE > CLICK @ YOUR WORKSPACE >

FROM TOP @ RIGHT CORNER OF THE WORKSPACE > CREATE APP >

SETUP SCREEN: NAME, DESCRIPTION

NAVIGATION SCREEN: +NEW : SECTION > ARRANGE REPORTS, DASHBOARDS, WORKBOOKS

PERMISSIONS SCREEN: ENTIRE ORGANIZATION OR INDIVIDUAL POWER BI USERS

PUBLISH APP

THEN WE SEE ONE URL :

**https://app.powerbi.com/Redirect?action=OpenApp&appId=889d8122-c5ab-470d- b55b-219f3fbc8a9a&ctid=3bc9fb10-6983-4ea4-9d63-16affeba3cee**

**TO VERIFY THE APPS:**

POWER BI CLOUD > APPS PAGE @ LEFT

**TO CREATE A QUICK LINK FOR YOUR POWER BI APPS:**

POWER BI CLOUD > APPS PAGE @ LEFT > SELECT YOUR APP > CLICK @ FAVORITE. GO TO FAVORITES PAGE TO VERIFY.