Understanding your Power BI reports – Landing Page*

What is Power BI?
Power BI is a collection of software services, apps, and connectors that work together to turn your unrelated sources of data into coherent, visually immersive, and interactive insights.

How do I access Power BI reports?
app.powerbi.com (Use your Gonzaga University credentials)

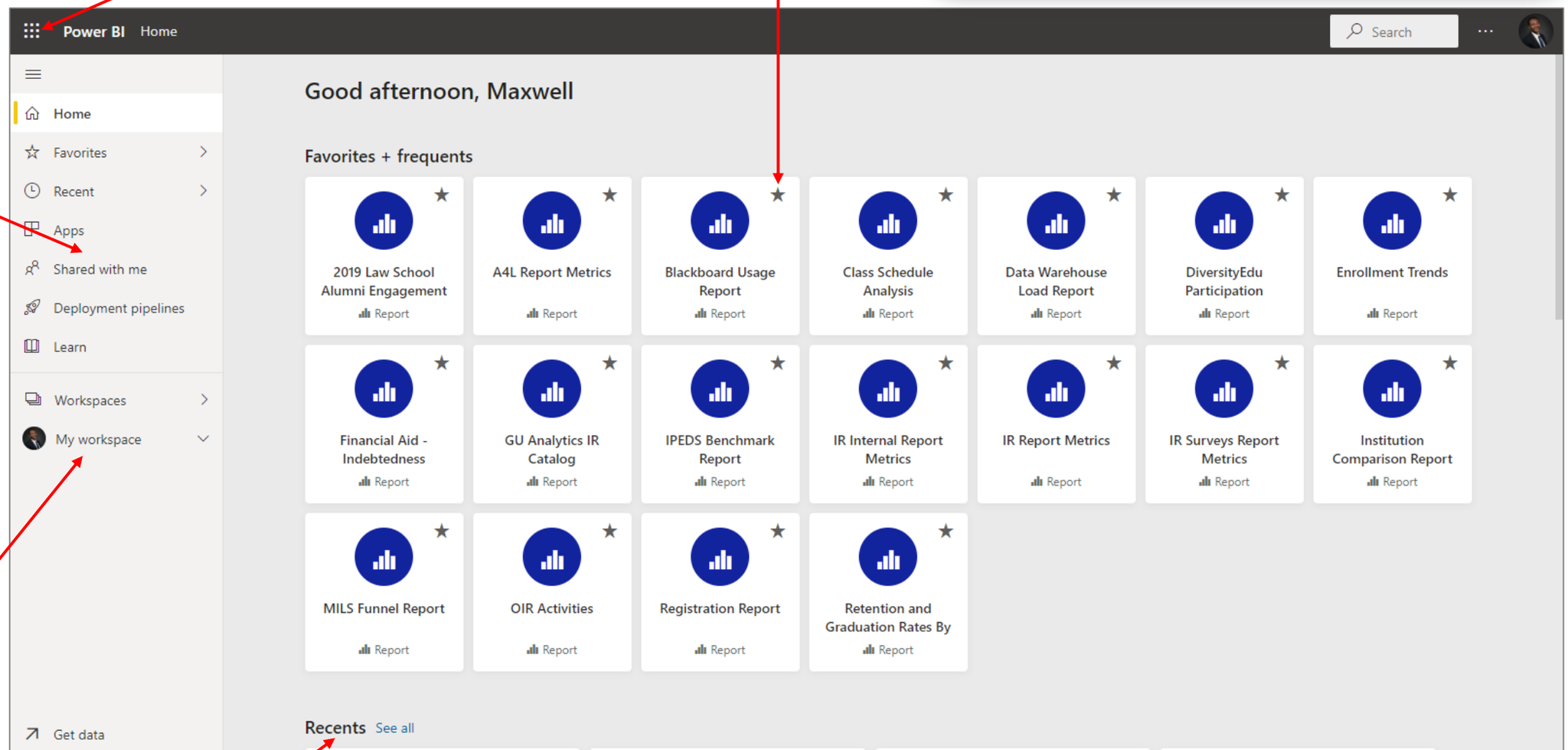
"Waffle"/app launcher for other Office 365 resources including email, SharePoint, etc.

Use the star when viewing any report so that it shows up on this page as a favorite

Reports shared with you are located here

Reports that you publish are placed here by default. It is recommended that shared reports are published in a co-owned workspace for organizational continuity.

Recently viewed reports are listed here. Click "See all" for a bigger list.



*If your landing page does not look like the one above, turn on "new look"

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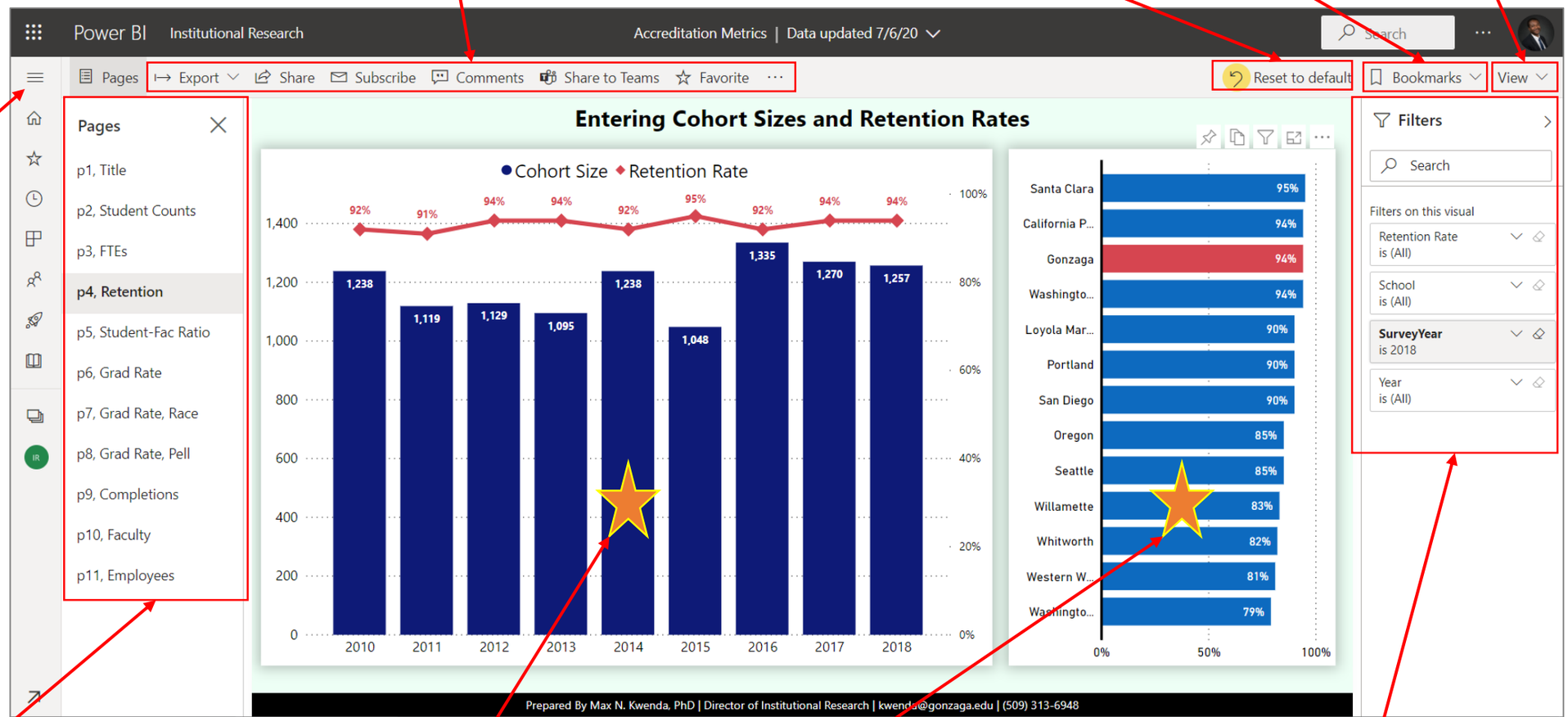
Understanding your Power BI reports – Inside a Report

- Export to PowerPoint, PDF, or print entire report
- Share with Gonzaga University users
- Subscribe to the report so that you are notified each time the dataset refreshes
- Share comments with other report readers
- Mark the report as your favorite so that it shows up on your home page (landing page)
- Ellipsis (…) shows other options depending on report security

Create bookmarks when you want to quickly get to personalized filters selection(s)

Use the link to reset the report to its original settings and clearing up new filter selections

Change the view to full screen, especially when presenting report



Menu expands and collapses when icon is clicked

Navigate pages of the report using this panel when in full-screen mode

Each data representation is called a visualization or "viz". Report authors can set the visuals to interact…clicking on one can change the context of another.

Filter panel has 3 levels:
a) Filters which apply to entire report
b) Filters which apply only to current page
c) Filters which apply to selected visual only

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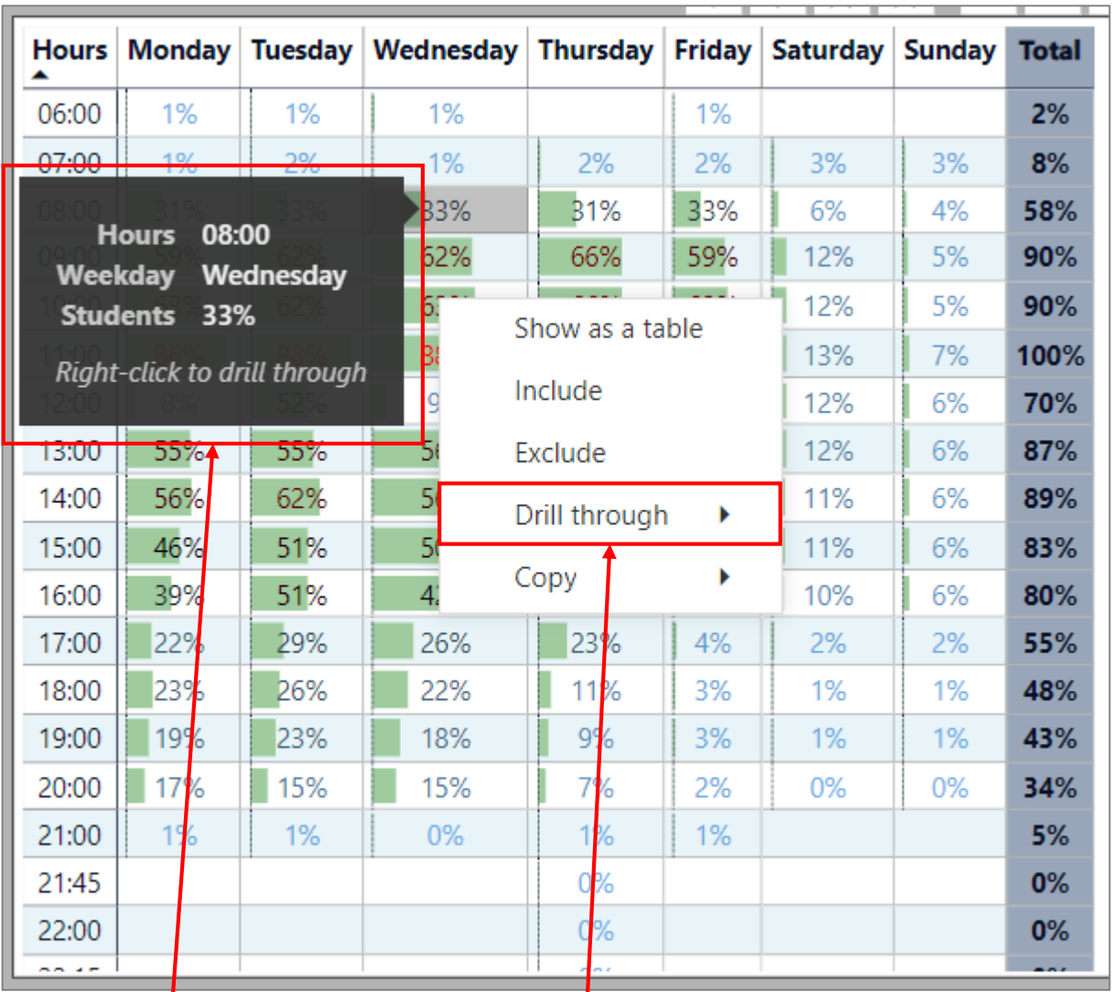
Understanding your Power BI reports – Visual Options

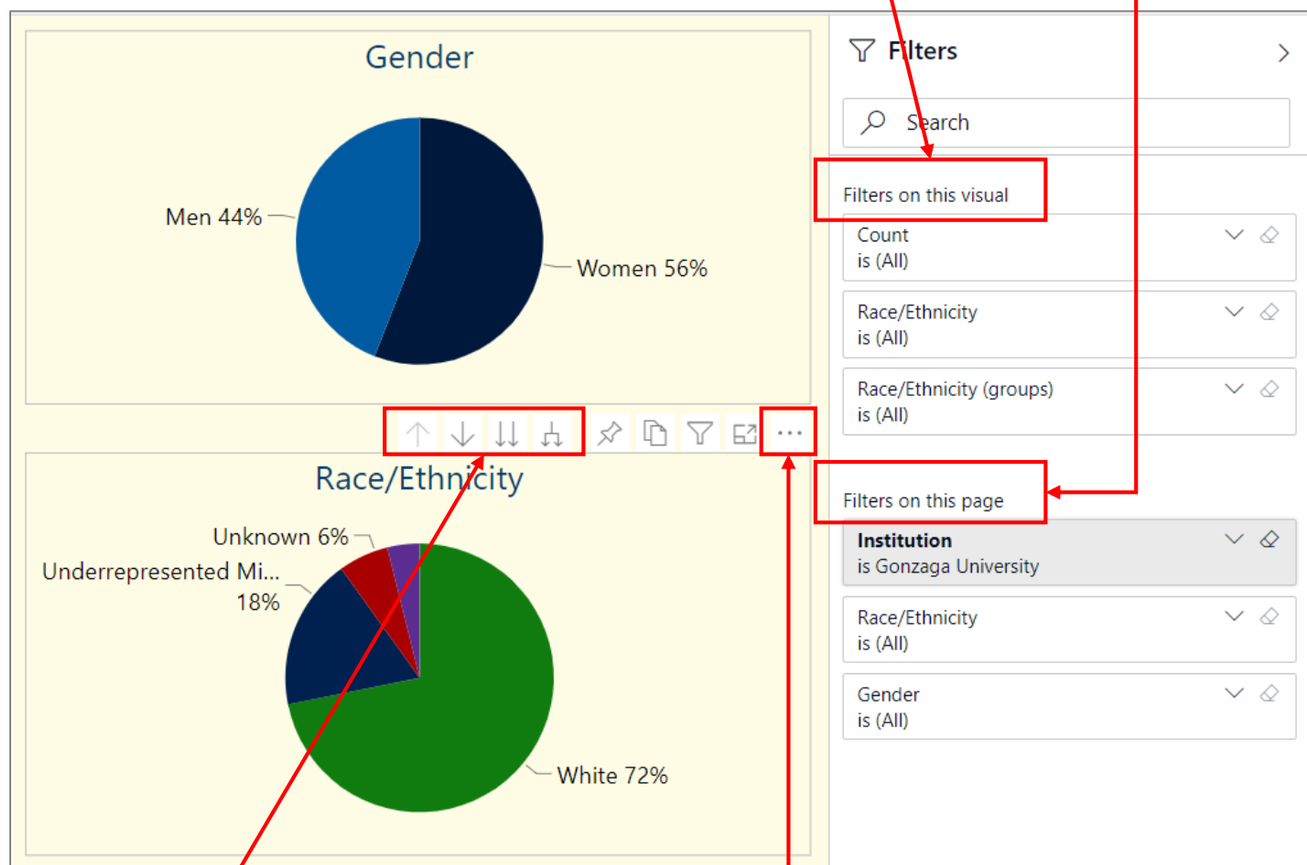


Hours	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
06:00	1%	1%	1%		1%			2%
07:00	1%	2%	1%	2%	2%	3%	3%	8%
08:00	31%	33%	33%	31%	33%	6%	4%	58%
09:00	59%	62%	62%	66%	59%	12%	5%	90%
10:00	59%	62%	[illegible]	[illegible]	[illegible]	12%	5%	90%
11:00	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	13%	7%	100%
12:00	[illegible]	52%	[illegible]	[illegible]	[illegible]	12%	6%	70%
13:00	55%	55%	[illegible]	[illegible]	[illegible]	12%	6%	87%
14:00	56%	62%	[illegible]	[illegible]	[illegible]	11%	6%	89%
15:00	46%	51%	[illegible]	[illegible]	[illegible]	11%	6%	83%
16:00	39%	51%	[illegible]	[illegible]	[illegible]	10%	6%	80%
17:00	22%	29%	26%	23%	4%	2%	2%	55%
18:00	23%	26%	22%	11%	3%	1%	1%	48%
19:00	19%	23%	18%	9%	3%	1%	1%	43%
20:00	17%	15%	15%	7%	2%	0%	0%	34%
21:00	1%	1%	0%	1%	1%			5%
21:45				0%				0%
22:00				0%				0%

Tooltip that appears when hovering over a visualization. This is dependent on report authors activating it.

Depending on report settings, you can right click and drill-through to specific details from a summarized visual

"Filters on this page" will appear when report author has enabled them. If not hidden, "Filters on this visual" when a visual is selected.



These drill-down icons appear when the visual is selected on when hovering over it. In this example, the drill-down expands the Under-represented minority category.

The ellipsis (…) has other options including exporting the summarized data, spotlighting the visual, and sorting among others

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