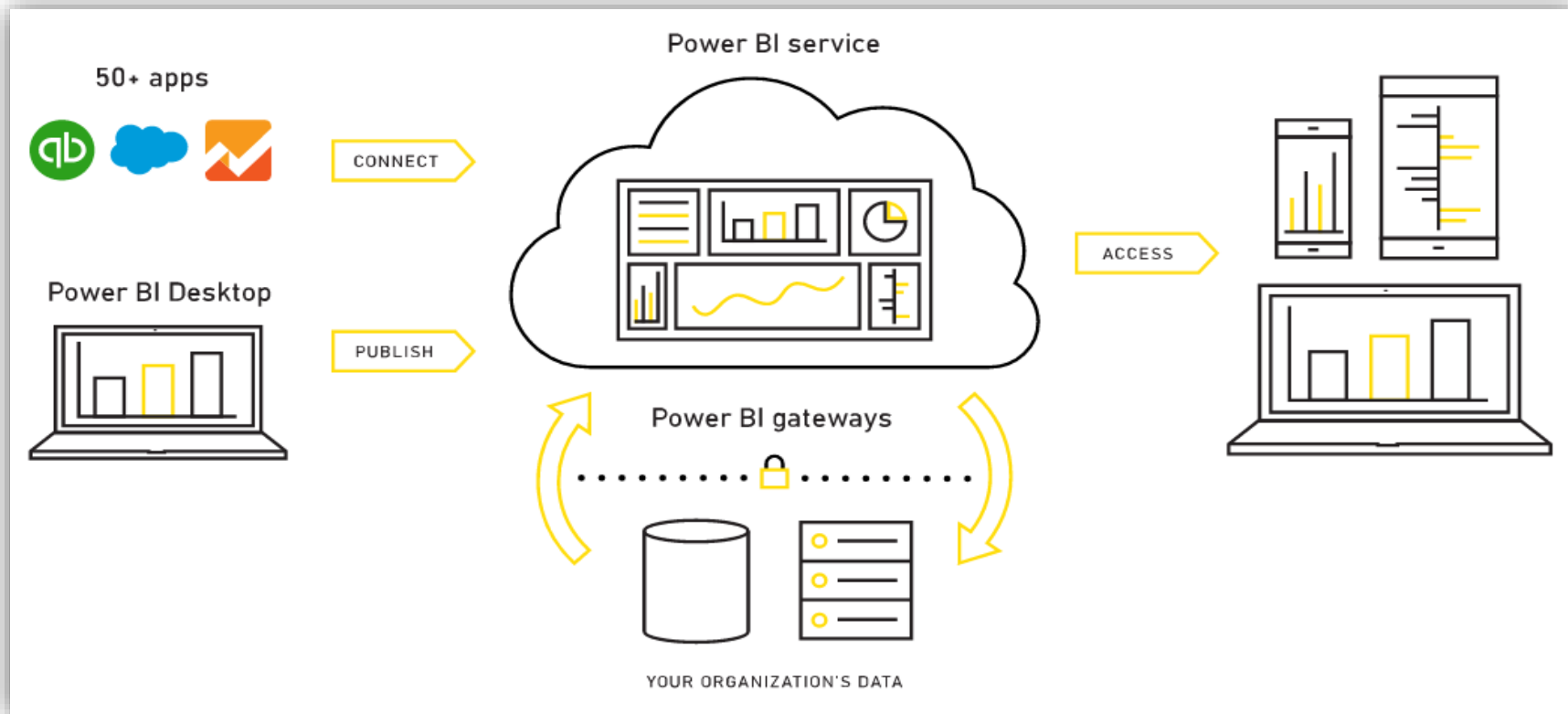# Microsoft Power BI

Introduction & license comparison

Updated June 2, 2017

SCG

What is Power BI

- **Analytics solutions** for the organization
- Business analytics tools to analyze data and share insights.

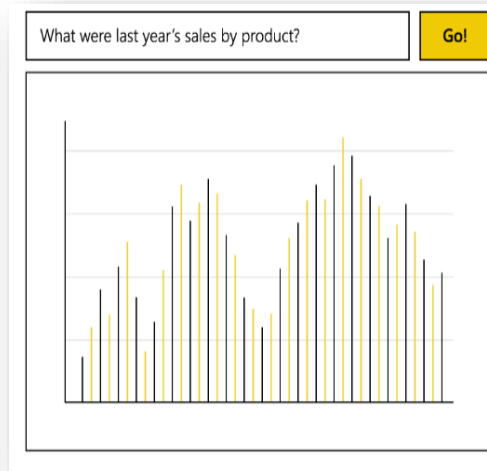Source: https://powerbi.microsoft.com/en-us/what-is-power-bi/

Key advantages

Pre-built dashboards / real-time update & interactive reports

Ask your data

Collaborate easy in Power BI service
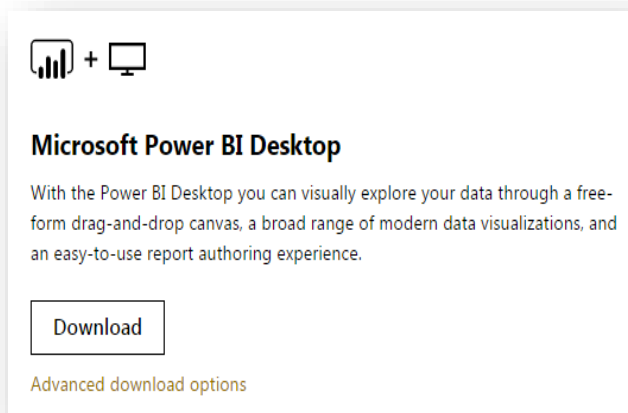
Data in anywhere/anytime

What were last year's sales by product?   Go!

Source: https://powerbi.microsoft.com/en-us/features/

SCG

Microsoft Power BI license comparison

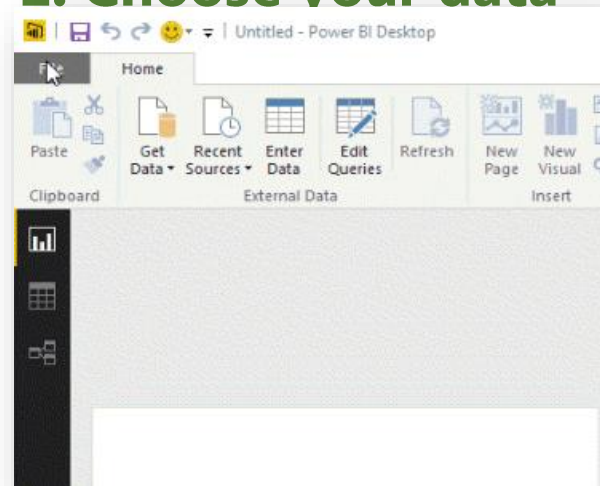|	Power BI (Free)	Power BI Pro ($9.99/user/month)
Main function		
• Create, view content with the Power BI Desktop / Power BI Mobile and share your personal dashboards and reports with other Power BI users or publish to web	✓	✓
• Data capacity limit	1 GB / user	10 GB / user
Data refresh		
• Consume content that is scheduled to refresh	Daily	Hourly
• Real time dashboards and reports by streaming data	10K rows/hour	1M rows/hour
Collaboration		
• Access on-premises data and live data sources with full interactivity e.g. using a gateway to connect directly to SQL		✓
• Collaborate with your team and manage access control & sharing through Active Directory groups		✓
• Shared data queries through the Data Catalog		✓
• Control data access with row-level security for users and groups		✓

Updated June 2, 2017

Quick steps in using Power BI

1. Download power BI Desktop
(for free)

Microsoft Power BI Desktop

With the Power BI Desktop you can visually explore your data through a free-form drag-and-drop canvas, a broad range of modern data visualizations, and an easy-to-use report authoring experience.

Download

Advanced download options

https://powerbi.microsoft.com/en-us/

Working on Power BI desktop

2. Choose your data

More than 70 types of data source
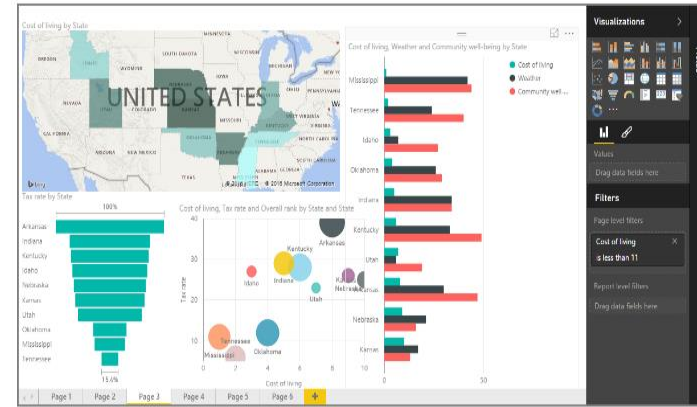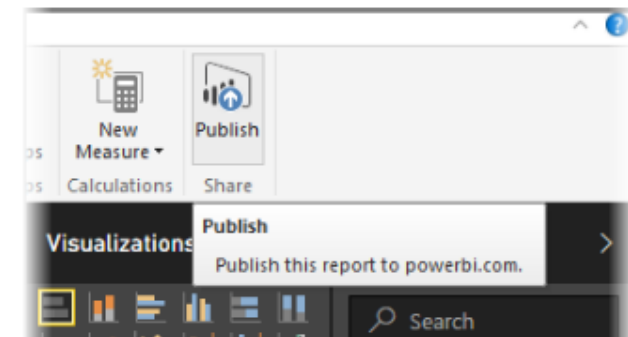
Excel (.xlsx, xlxm)   **Comma Separated Value** (.csv)

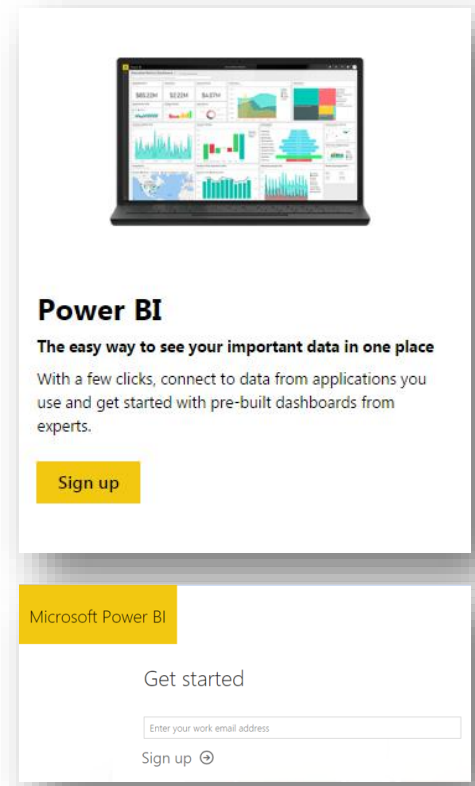## 3. Visualize

You can save dashboard as format (.pbix)

4. Publish & share

** Before publishing your data and dashboard, you have to sign in with 'SCG email' & password first**

How to publish from Power BI desktop to Power BI service

Start

1

Then, you can use Power bi service

2

3

Power BI

The easy way to see your important data in one place

With a few clicks, connect to data from applications you use and get started with pre-built dashboards from experts.
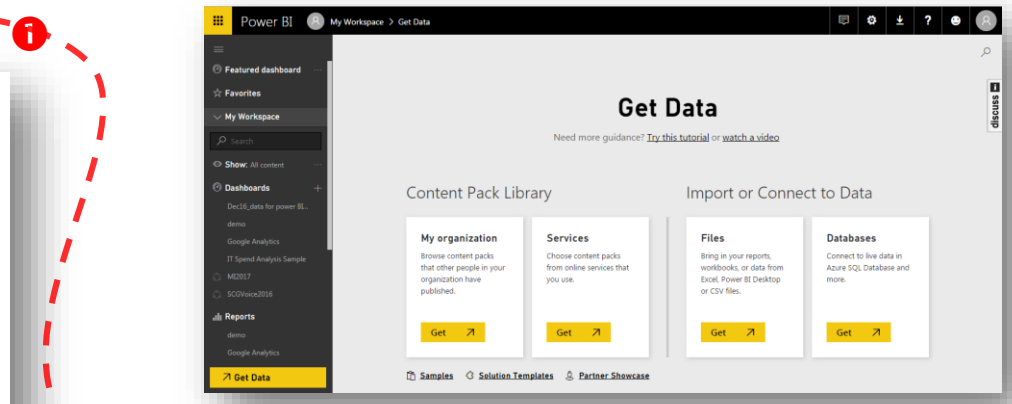
Sign up

Microsoft Power BI

Get started

Enter your work email address

Sign up →

Sign up to Power BI service via
https://powerbi.microsoft.com/en-us/get-started/
by using 'SCG email' & password
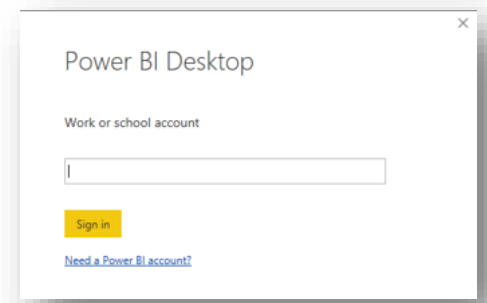
Power BI Desktop
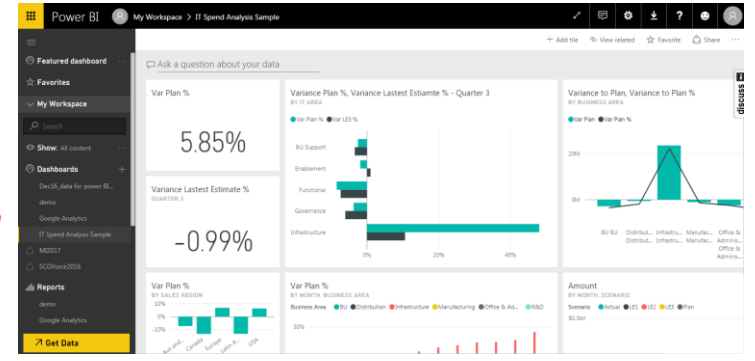
Work or school account

Sign in

Need a Power BI account?

Back to Power BI desktop and sign in with 'SCG email' & password

Finish

5
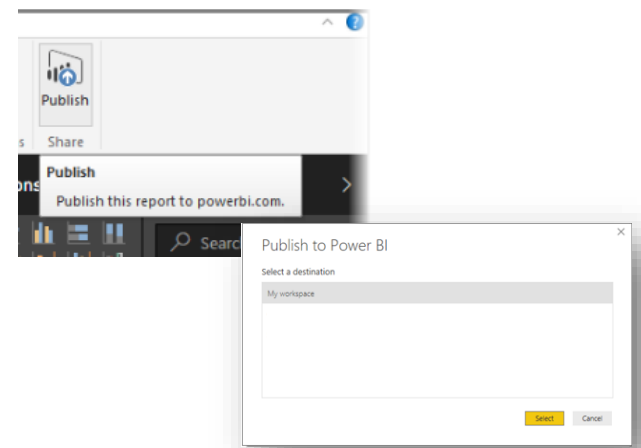
Now you can use Power BI service with your data from Power BI desktop

4

Publish

Share

Publish

Publish this report to powerbi.com.

Publish to Power BI

Select a destination

My workspace

Select   Cancel

Finally, you can publish data and dashboard to your workspace or another workspaces where you are member.

Publish/Share Power BI dashboards and reports to others

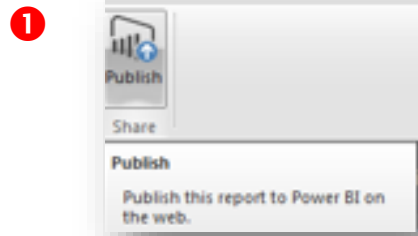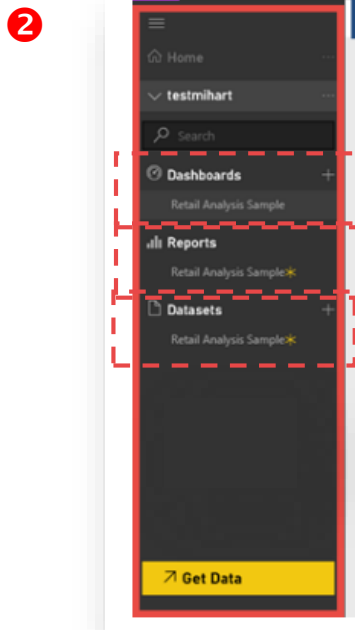## Share Dashboards

You and the viewers need to be a MS Power BI user.
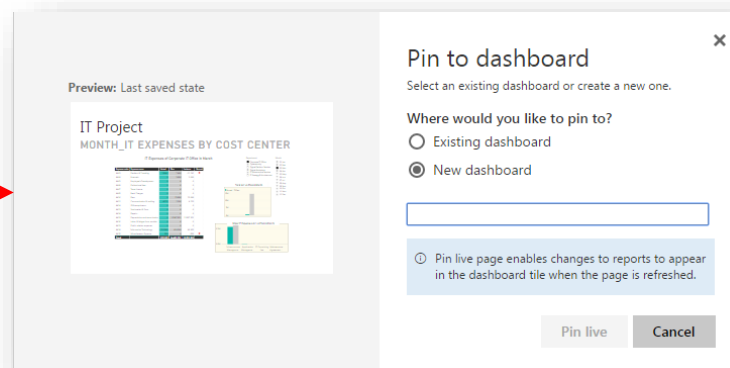
❶

Power BI Desktop
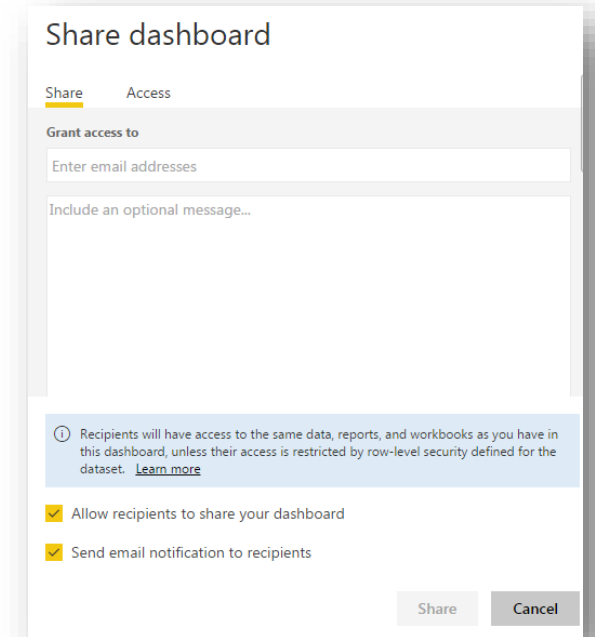Home –> Publish (to Power BI Service)

❷

Power BI Service
Select report that you want to share
Select **Pin Live Page**

❸ Open dashboard and select ☁ Share

❹ Select invite and type the email addresses in the top box and, optionally, modify the message.
You can share with people whose addresses are outside your organization, but you'll see a warning

Share dashboard

Share   Access

Grant access to

Enter email addresses

Include an optional message...

ⓘ Recipients will have access to the same data, reports, and workbooks as you have in this dashboard, unless their access is restricted by row-level security defined for the dataset. Learn more

☑ Allow recipients to share your dashboard
☑ Send email notification to recipients

Share   Cancel

Pin to dashboard ✕

Select an existing dashboard or create a new one.

Where would you like to pin to?
◯ Existing dashboard
⦿ New dashboard

ⓘ Pin live page enables changes to reports to appear in the dashboard tile when the page is refreshed.

Pin live   Cancel

Preview: Last saved state

IT Project
MONTH_IT EXPENSES BY COST CENTER

Warning/Limitation
- User who can share dashboard need to sign up **Power BI Service and have Power BI Pro**

Source: https://powerbi.microsoft.com/en-us/documentation/powerbi-service-share-unshare-dashboard/

How to **collaborate** in Power BI

Type of report	Objective	Recommended approach to share data & report to other people	Required license	Remark/limitations
Only one person prepares report	To share dashboard to team	Show dashboard to team from Power BI desktop	Free	- Team can't drill down dashboard by themselves
		1) Publish to **"My workspace" in Power BI Service** 2) Share dashboard and report to team 3) Team can view, interact and share dashboard to other persons (by permission)	Pro	- Team need to sign up **Power BI service** - Team need Power BI Pro
More than one persons prepare report	To share data & dashboard to team	Save as .PBIX file and send via email to team	Free	- Team have to install Power BI Desktop or Power BI service to open file - Data and dashboard are not link to others
		1) Publish to **"Group workspace"** in **Power BI Service** 2) Team can view and edit data collboratively	Pro	- Team have to sign up **Power BI service** - Data should be stored on single place and can access and share to team - Everyone in your Power BI group workspace needs a Power BI Pro license.

Further information: https://powerbi.microsoft.com/en-us/documentation/powerbi-service-share-unshare-dashboard/

Updated June 2, 2017

Appendix

How to register for Power BI Pro (Free trial)

1) Open Power BI Service: https://powerbi.microsoft.com/en-us/landing/signin/
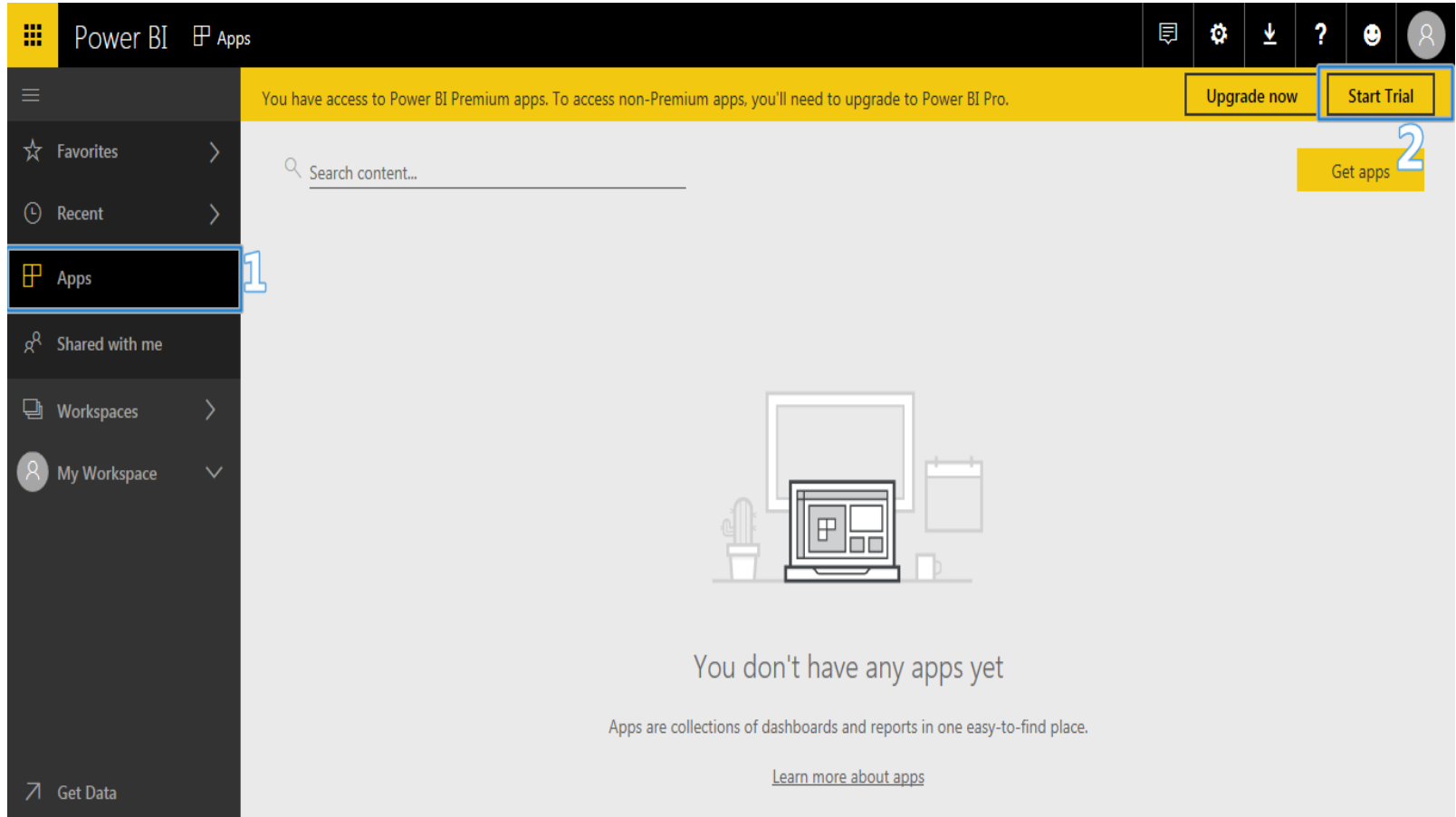
2) Click ⚙ at top right

3) Click **"App"** at left pane

4) Click start trial   **Start Trial**

How to create group workspace

Groups in Power BI are "workspaces" where you and your colleagues can collaborate on your Power BI dashboards and reports.

*** Everyone in your Power BI group workspace needs a **Power BI Pro license**. ***

Publish to Power BI ×

Select a destination

| My workspace |
| Corporate IT and BCM |
| SCG Digital media presence |

Select   Cancel
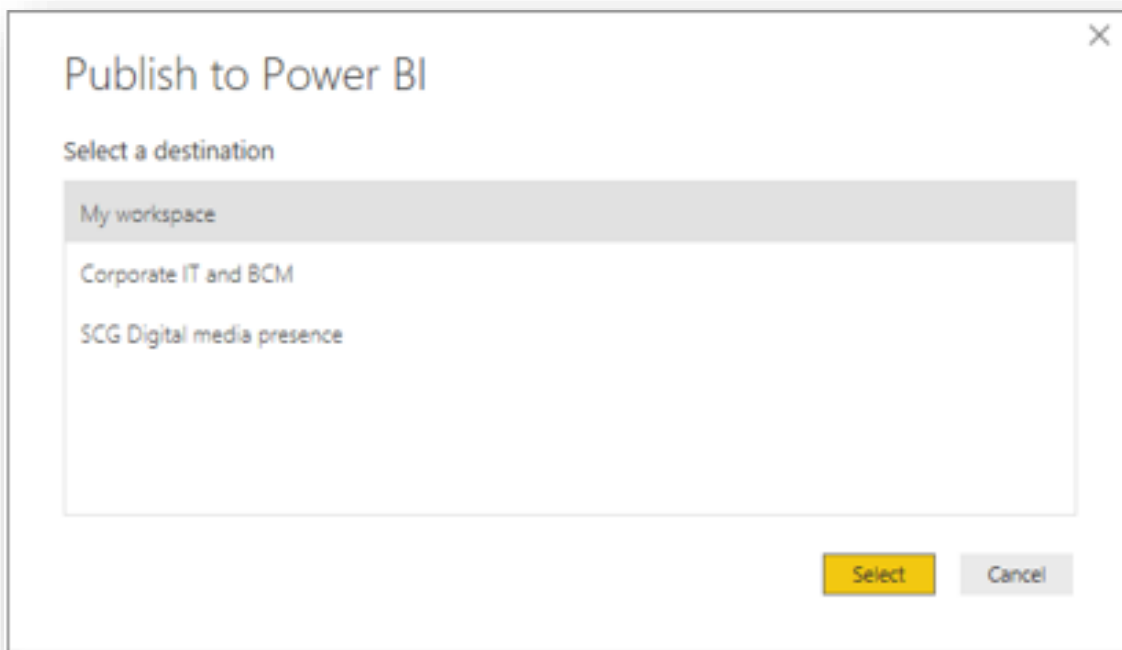
Group workspaces in Power BI are built on Office 365 groups. You can give everyone in the group the same permissions, or you can give some members just read-only permissions.

Another way is publishing **an organizational content pack** adds it to the Content Pack Library. This centralized repository makes it easy for members to browse and discover dashboards, reports, and datasets published for them.

Organizational content packs are only available when you and your colleagues have Power BI Pro.

Sources about Power BI

FAQ

https://powerbi.microsoft.com/en-us/documentation/powerbi-frequently-asked-questions/

Guide learning

https://powerbi.microsoft.com/en-us/guided-learning/

Power BI Community

http://community.powerbi.com/

Additional visualize

https://app.powerbi.com/visuals/