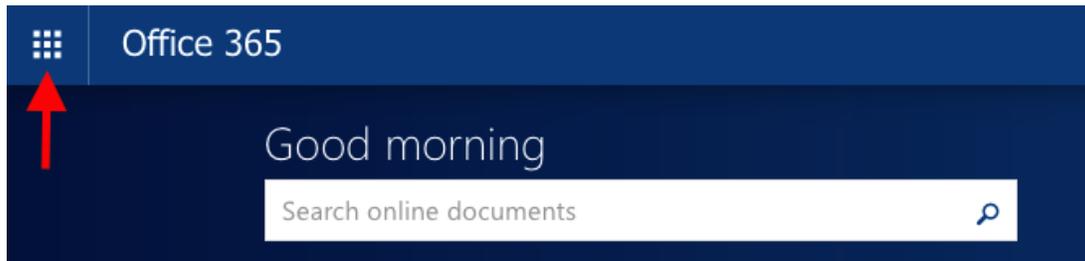


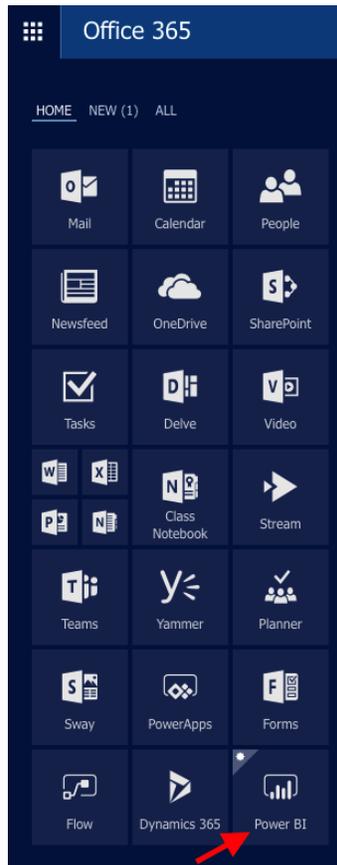


A. How to Access PowerBI:

1. Log-in to the Microsoft Office 365 Portal at portal.office.com
2. If PowerBI does not appear on your home screen, click on the button (waffle icon) to the left of the Office 365 header



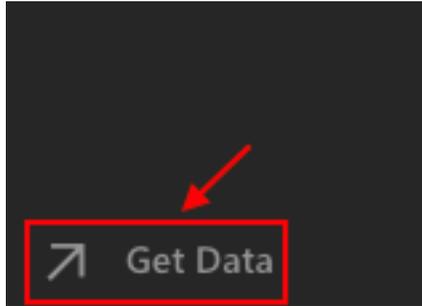
3. Several more tiles should be available on the drop-down menu including PowerBI, Click on the PowerBI tile to log-in.



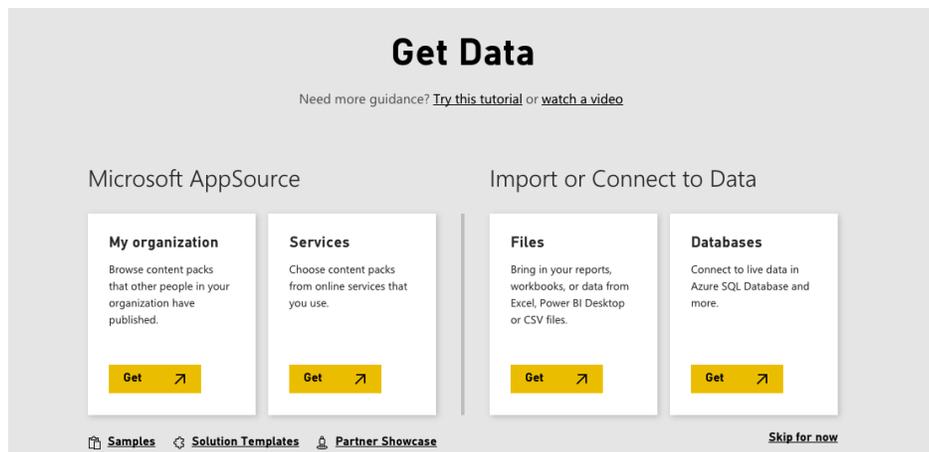
NOTE: If the PowerBI tile does not appear, access has not been granted to you and you should apply for access using the [defined application process](#).



4. The initial screen has several options and resources available to the user in order to get organizational data click on “Get Data” at the bottom left hand side of the screen.

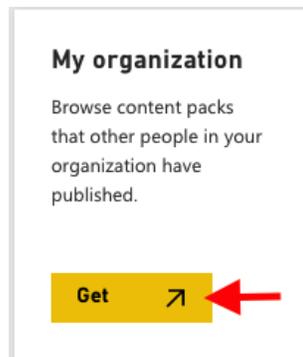


“Get Data” will bring you to the following screen:



B. How to Access Dashboards and Reports

1. To view University of Nevada, Reno information click on “Get” in the “My Organization” section

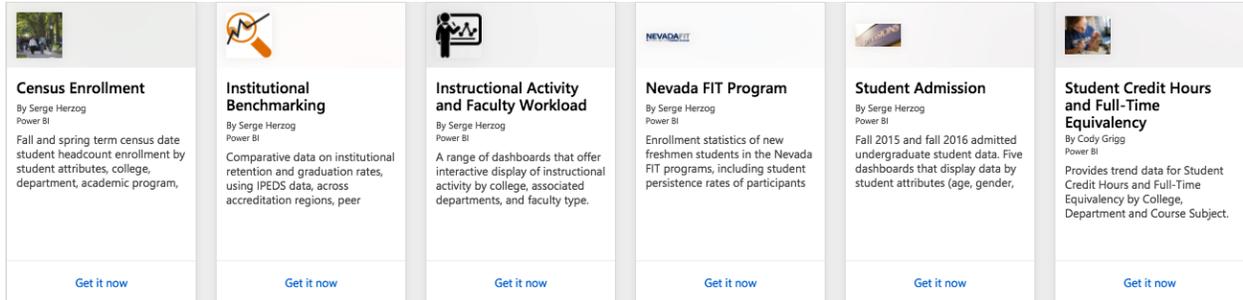




- The next window will show the available tiles, with data categorized by subject area.

NOTE: Every time you click on a tile it will add dashboards and reports associated with that tile to your listing of dashboards/reports on left side column (black area).

(You will see a cumulative list of all dashboards and reports you have imported to your workspace regardless of the selection you make)



- Select the information you would like to view by clicking “Get it now”

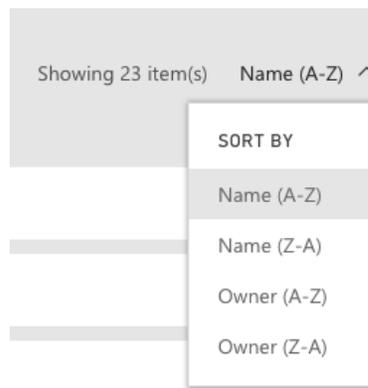




4. Each tile in step 2 has been organized into different Dashboards. Users will need to select a specific Dashboard for viewing.

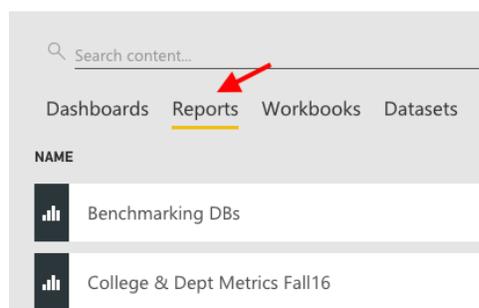
NAME	ACTIONS	OWNER	CLASSIFICATION
☆ Admission by College *	[Icons]	Serge Herzog	
☆ Admission California *	[Icons]	Serge Herzog	
☆ Admission Clark *	[Icons]	Serge Herzog	
☆ Admission Gap Data *	[Icons]	Serge Herzog	
☆ Admission Local *	[Icons]	Serge Herzog	

Dashboards may be sorted by name and date.



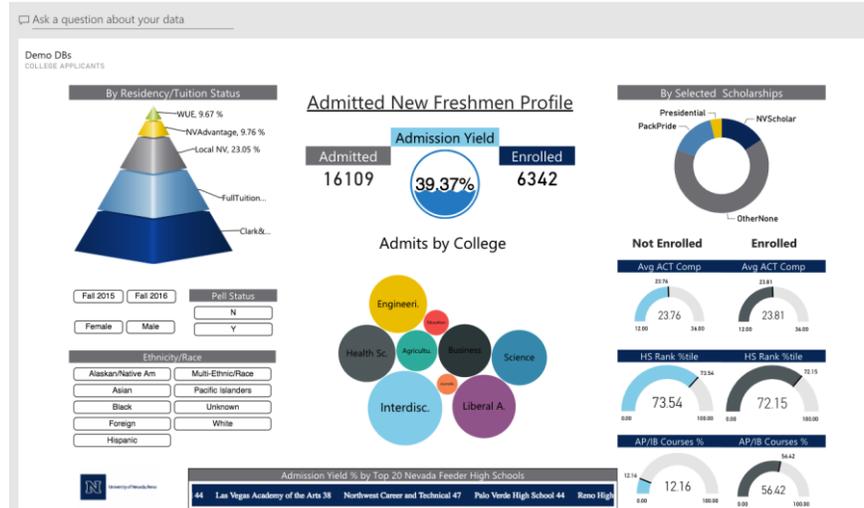
You may also view reports by selecting the “Reports” tab at the top of the screen.

Note: Reports usually contain several dashboards listed in the tabs at bottom, and some drilldown functionality in individual dashboards can ONLY be obtained via the 'Reports' tab (if selected, it is underlined in yellow)





- Once a dashboard has been selected users will have access to interactive data in that Dashboard.



C. How to Interact with Dashboards and Reports

- Each Dashboard provides further options to organize and filter data. Users can select (blue) or de-select (re-click blue tab) any category available, to view that data independently.

Number of Recruitment Type Contacts

All

NV Bound Participant: Reception Participant:

Campus Walking ...: Recruitment Fair: Preview Participant:

Onsite Admission: Special Event Par...: High School Visit:

Other forms of filtering data are available depending on the Dashboard the user is looking at, such as drop-down menus

Number of Recruitment Activities Admits Participated In

All

- 0
- 1
- 2
- 3
- 4
- 5
- 6
- 7



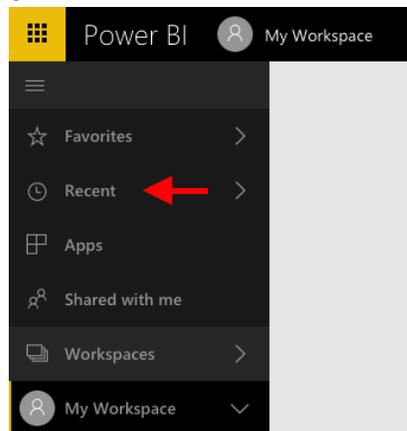
and checkboxes

Email/Call Contact	NV Bound Participant	High School Visit
<input type="checkbox"/> Emailed & Called	<input type="checkbox"/> Select All	<input type="checkbox"/> Select All
<input type="checkbox"/> Emailed or Called	<input type="checkbox"/> N	<input type="checkbox"/> N
<input type="checkbox"/> Not Contacted	<input type="checkbox"/> Y	<input type="checkbox"/> Y
Preview Particip...	Campus Walking Tour	Onsite Admission
<input type="checkbox"/> Select All	<input type="checkbox"/> Select All	<input type="checkbox"/> Select All
<input type="checkbox"/> N	<input type="checkbox"/> N	<input type="checkbox"/> N
<input type="checkbox"/> Y	<input type="checkbox"/> Y	<input type="checkbox"/> Y
Recruitment Fair	Special Event Particip...	Reception Parti...
<input type="checkbox"/> Select All	<input type="checkbox"/> Select All	<input type="checkbox"/> Select All
<input type="checkbox"/> N	<input type="checkbox"/> N	<input type="checkbox"/> N
<input type="checkbox"/> Y	<input type="checkbox"/> Y	<input type="checkbox"/> Y

(detailed drilldown functionality with dashboards will be demonstrated in Power BI workshops, [sign up for one here.](#))

D. How to Navigate/organize Power BI Content

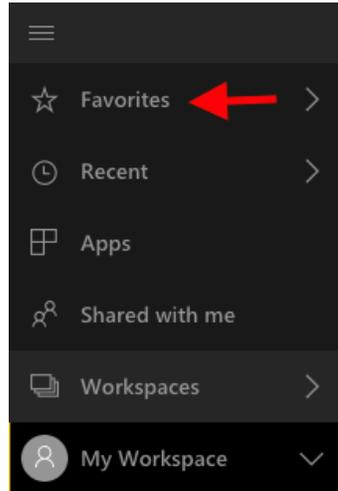
1. Recently viewed dashboards will be available to users on the “Recent” tab on the left-hand side of their screen



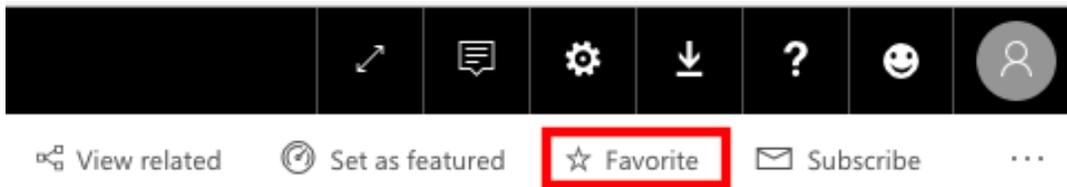
The “Apps” tab will be implemented in the future and the “workspace” tab is for developers only.



2. You may also add dashboards to your “Favorites” tab.



You can do so by clicking on “Favorite” on the top right-hand side of your Dashboard screen.



Users can also add Dashboard to their “Favorites” tab by clicking on the star next to the Dashboard name

NAME	ACTIONS	OWNER	CLASSIFICATION
★ Admission by College *	[Icons]	Serge Herzog	
☆ Admission California *	[Icons]	Serge Herzog	
☆ Admission Clark *	[Icons]	Serge Herzog	
☆ Admission Gap Data *	[Icons]	Serge Herzog	
☆ Admission Local *	[Icons]	Serge Herzog	

3. If users can't find what they are looking for, they can search for it in the “Search content” section located at the top of their screen.

