Power BI
First sign in guide

Type in browser: “https://app.powerbi.com”
If you previously have signed in to Power BI skip to step 6.

1. Click ‘Sign in’

Already have an account?

2. Enter your email and press ‘Next’

3. Click ‘Sign in’

4. Click ‘Start’

5. Click ‘Skip’

Inviter flere personer
Power BI gør det nemt at oprette og dele datahistorier. Fortæl dine venner om det. Det er gratis.

6. Click ‘Apps’ in left sidebar

7. Click ‘Get apps’ in the top right corner

8. Click ‘Get it now’ on BL_Prod_001_OKO

9. Afterwards you have access to the reports

Tip: Create a bookmark to the report page, for easy access next time.

Support: rapporter.st@au.dk
Quick tips to reports

1. Press "Full screen view" in the top right corner to have a better view of a report in Power BI.
2. Press "Esc" on your keyboard to return to normal view.
3. Reports in Power BI remember all your selections and changes. Press "Nulstil til standard" in the top right corner to reset a certain report.
4. The "Portefølje" page includes all open projects, that you have a role on (BH, PL, gruppeleder, orden rolle). Select your name in the drop-down box "Projektkleder" to reduce the list to your own projects.
5. The grey formatting of certain rows in the reports is used for highlighting either exceeded end date or non named resources. We expect that you have a dialog about this with your Project Finance Manager.
6. The box "Data opdateret" gives you the date for when data from Navision last have been updated.
7. You can navigate to different report pages by pressing the buttons in the top left corner (the tooltip gives information on the content of the specific page). The blue colored button shows which page you are on. The AU logo will always bring you back to the front page in a report.
8. When you want to navigate to a report page from "Portefølje" in the BP10 report, you first have to choose a project in the dropdown box "Projektnavn". You can change the project on all report pages.
9. When Power BI is loading data you will see a loading animation in the header in a table (the light grey line).
10. If you select a line/field in a table this will filter other tables on the same report page.
11. If you want to deselect your selection again you have to press on the same line/field.
12. When you are in normal view on a report you can navigate to the other reports by pressing "BIL_Prod_001_OK0" (after Apps) in the top left corner.
13. If you are in Power BI and can't find the reports, first press "Apps" in the left panel and then press on the app "BO".
14. If you select a table and press "More options" you are able to export the selected data to Excel.

Reports

- Portfolio overview
- Staff
- Project overview
- Hour follow-up
- Statement of account

PB10 - Projektkleder - Økonomi på enkelt projekt

- Portfolio overview
- Remaining consumables
- Consolidated economy
- Staff
- Hour follow-up

PB15 - Projektkleder - Økonomi på portefølje