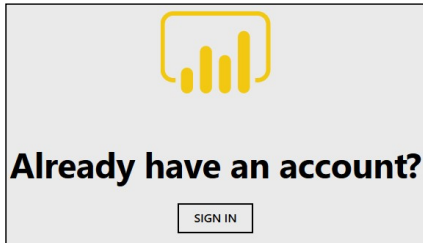# Power BI

First sign in guide
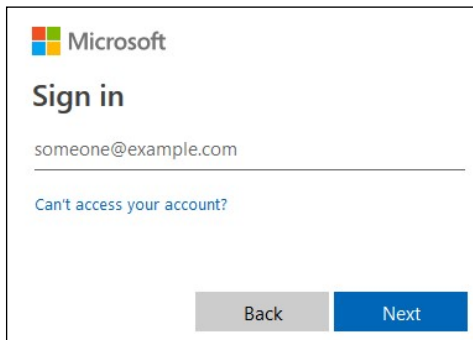
Type in browser: "https://app.powerbi.com"

If you previously have signed in to Power BI skip to step 6.

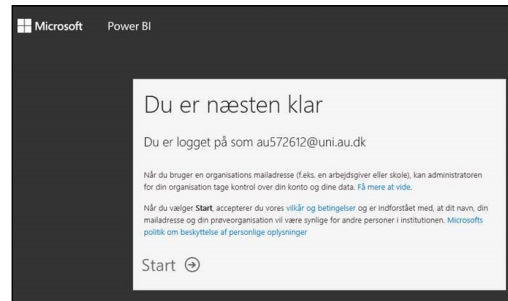## 1. Click 'Sign in'

2. Enter your email and press 'Next'
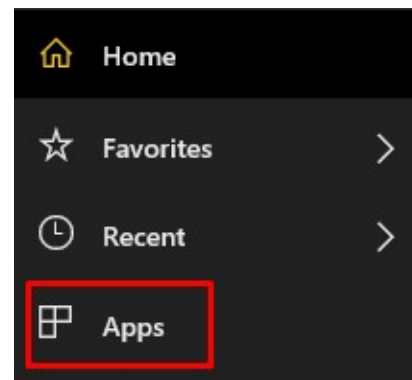

3. Click 'Sign in'

4. Click 'Start'

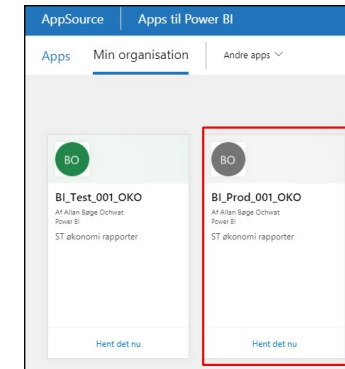
5. Click 'Skip'

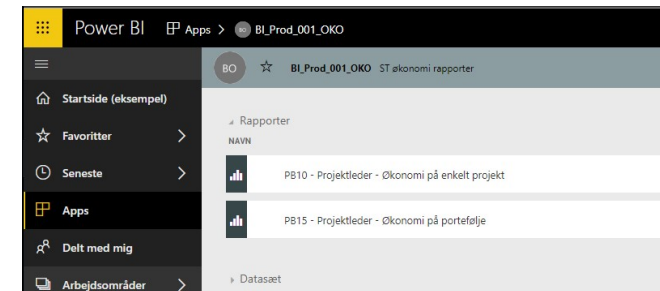## 6. Click 'Apps' in left sidebar

7. Click 'Get apps' in the top right corner

8. Click 'Get it now' on BI_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. Press "Esc" on your keyboard to return to normal view
2	Nulstil til standard	Reports in Power BI remembers all your selections and changes. Press "Nulstil til standard" in the top right corner to reset a certain report
3	Projektleder Alle	The "Portefølje" page includes all open projects, that you have a role on (BH, PL, gruppeleder, anden rolle). Select your name in the dropdown box "Projektleder" to reduce the list to your own projects.
4		The grey formatting of certain rows in the reports is used for highlighting either exceeded end date or non named ressources. We expect that your have a dialog about this with your Project Finance Manager
5	Data opdateret: 04-04-2019 07:48	The box "Data opdateret" gives you the date for when data from Navision last have been updated
6	AARHUS UNIVERSITET Porteføljeoversigt Bemanding	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 coloured button shows which page your are on. The AU logo will always bring you back to the front page in a report
7	Projektnr. navn (vælg projekt) Alle	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 "Projektnr.navn". You can change the project on all report pages
8	Budgetteret	When Power BI is loading data you will see a loading animation in the header in a table (the light grey line)
9	2 Kommerciel indtægtsdækket virksom... 4 Tilskudsfinansieret forskningsvirksom...	If you select a line/field in a table this will filter other tables on the same report page. If you want to deselect your selection again you have to press on the same line/field
10	⊞ Apps > ⊛ BI_Prod_001_OKO > PB10 - Projektleder - Økonomi på enkelt projekt	When you are in normal view on a report you can navigate to the other reports by pressing "BI_Prod_001_OKO" (after Apps) in the top left corner
11	☆ Favoritter ⊙ Seneste ⊞ Apps Delt med mig Arbejdsområder BO BI_Prod_001_OKO	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"
12	Add a comment Export data Show data	If you select a table and press 'More options' ⋯ you are able to export the selected data to Excel

PB10 - Projektleder - Økonomi på enkelt projekt

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

PB15 - Projektleder - Økonomi på portefølje

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