



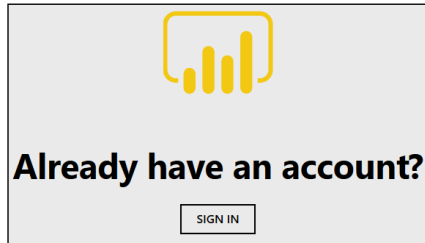
Power BI

First sign in guide

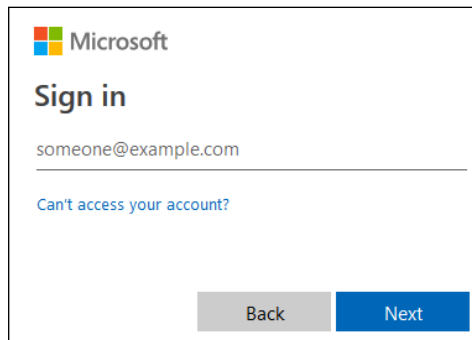
Type: "https://app.powerbi.com"

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

1. Click 'Sign in'



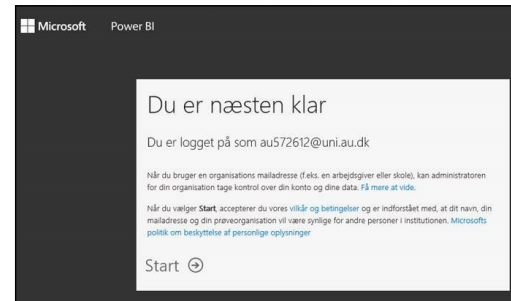
2. Enter your email (auxxxxx@uni.au.dk) and press 'Next'



3. Click 'Sign in'



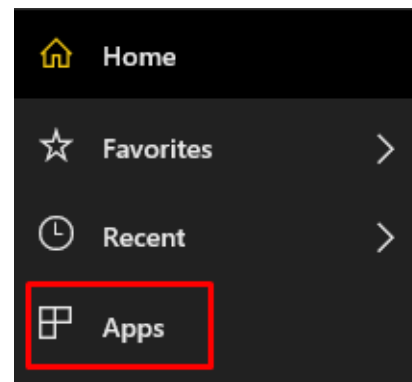
4. Click 'Start'



5. Click 'Skip'



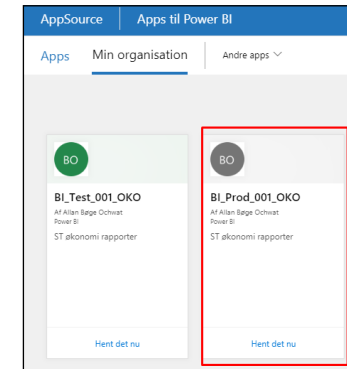
6. Click 'Apps' in left sidebar



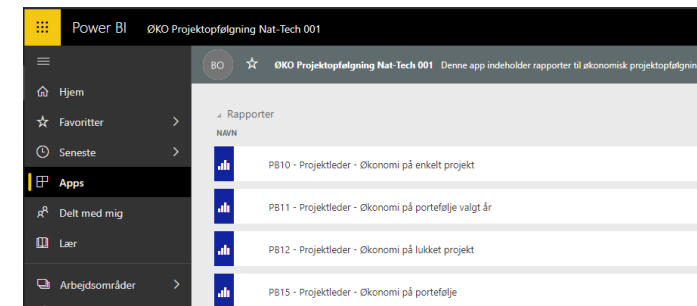
7. Click 'Get apps' in the top right corner



8. Click 'Get it now' on ØKO Projektopfølgning Nat-Tech 001



9. Afterwards you have access to the reports



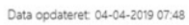
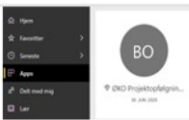
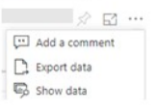
Tip: Create a bookmark to the report page, for easy access next time.

Support: rapporter.st@au.dk

Quick tips to reports

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		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		The "Portefølje" page includes all open projects, that you have a role on (BH, PL, gruppeleder, anden rolle). Select your name in the different roles dropdown boxes 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. We expect that you have a dialog about this with your Project Finance Administrator
5		The box "Data opdateret" gives you the date for when data from Navision last have been updated
6		You can navigate to different report pages by pressing the menu bar in the top left corner.
7		When Power BI is loading data you will see a loading animation in the header in a table
8		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
9		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
10		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"
11		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



PB11 - Projektleder - Økonomi på portefølje valgt år

- Project overview
- Statement of account



PB12 - Projektleder - Økonomi på lukket projekt

- Project overview on closed projects



PB15 - Projektleder - Økonomi på portefølje

- Portfolio overview
- Remaining consumables
- Consolidated economy
- Staff
- Hour follow-up
- Total budget overview (ST22)
- Forwarding of funds