GETTING STARTED WITH PowerBI DASHBOARDS

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Accessing PowerBI and Opening a Dashboard

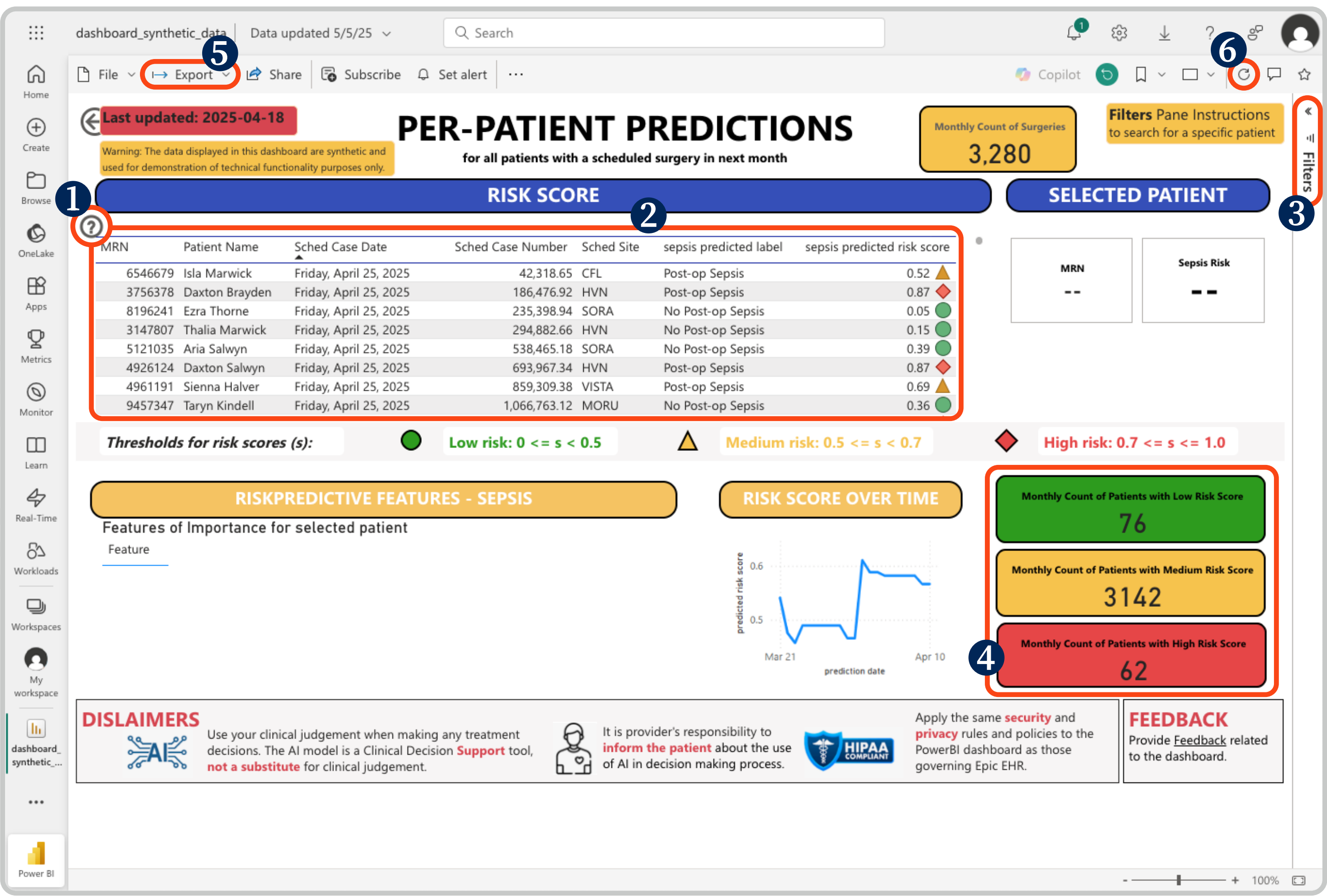
Log into ***app.powerbi.com*** using your UF credentials. From your workspace or shared reports, locate and open the dashboard you want to view.

❶ Understanding the Dashboard Layout

Dashboards typically consist of tiles and visualizations such as tables, graphs and Indicators. Each page element should have a question mark icon that you can hover over to learn more about that particular element.

❷ Interacting with Visualizations

PowerBI dashboards are interactive. Clicking a chart segment, table row, or Indicators number can filter other visuals automatically. To clear your selections, either click outside the visual or use the 'Clear Filters' button.



❸ Use Filters to Narrow Down Data

To focus your view, use the Filters Pane. You can apply basic filters - such as selecting a date range, a department, or a category - or use search to find specific entries. Remember to click 'Apply filter' if necessary.

❹ Interpreting Color Codes & Indicators

Many dashboards use color codes to quickly indicate status or performance. For example, green might indicate satisfactory performance, yellow signals caution, and red highlights critical issues. Remember, you can always hover over Indicators or tiles to see tooltips with additional information.

❺ Exporting Data (If Enabled)

If export is enabled, you can download the underlying data. Click on the three-dot menu (More options) on a visual, select 'Export data,' and choose the file format.

❻ Refreshing the Dashboard

Most dashboards automatically refresh at scheduled times. If you need the latest data immediately, click the 'Refresh' button at the top of the report.