

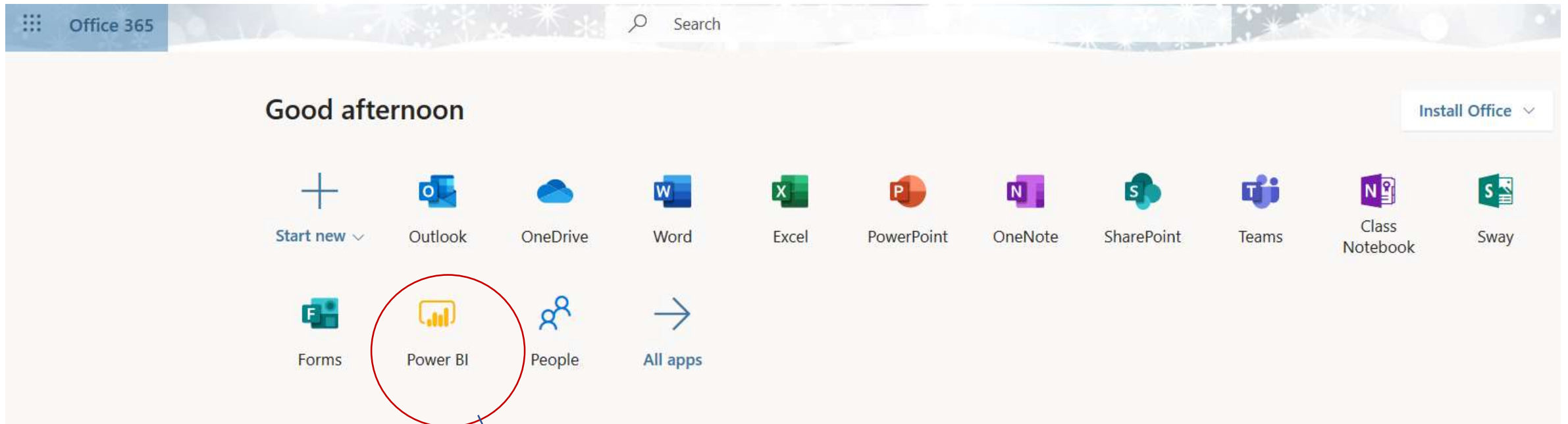
How to access Info Hub Azure Power BI Apps

UPP

Kate Carruthers

24 Jan 2020

Start by opening Office 365 in your browser, then click the *Power BI* icon



Click the Power BI icon

Now you are on your Power BI home page

Power BI Home

Good afternoon, Kate

Search

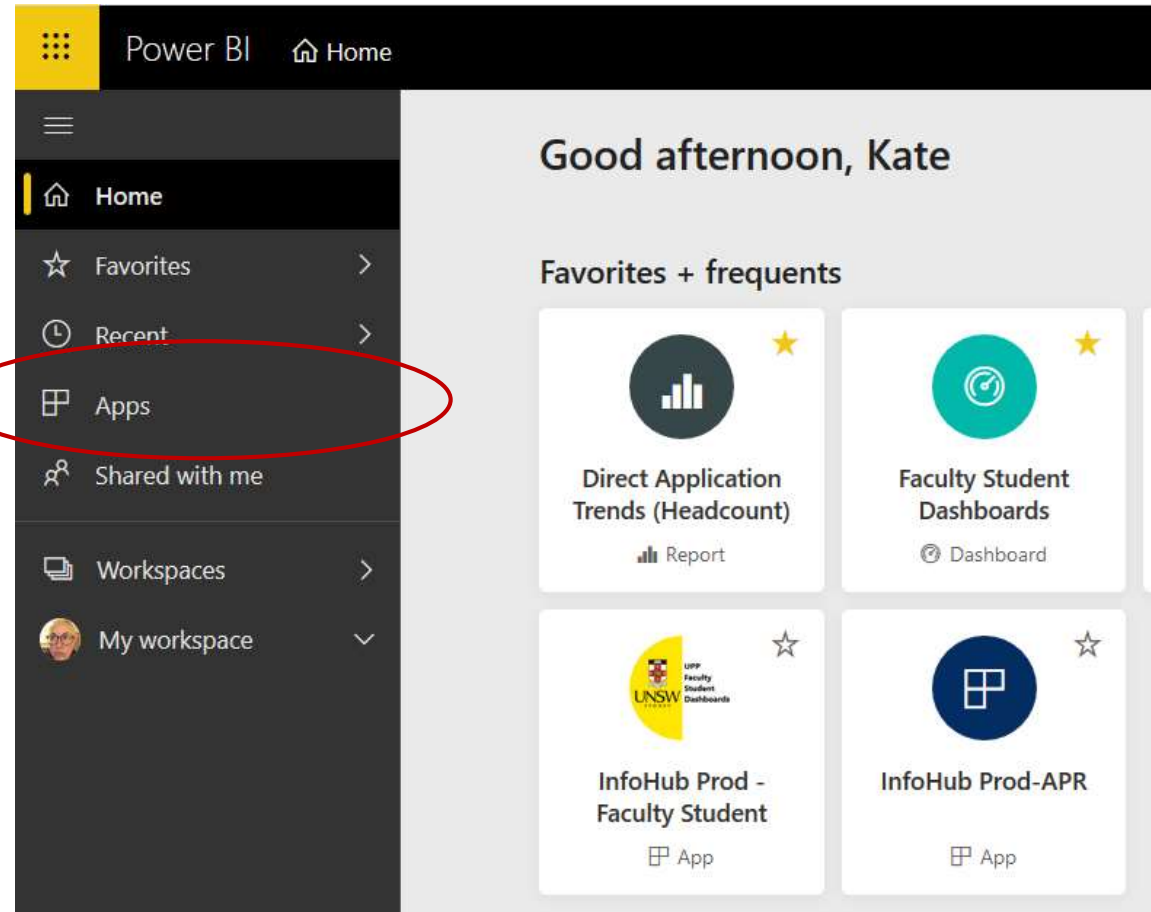
Favorites + frequents

- Direct Application Trends (Headcount) Report
- Faculty Student Dashboards Dashboard
- InfoHub Prod - Student EP App
- Program YoY Retention and Report
- Program and Course Enrolment Report
- SRA-428 Keypath Statistics Report
- azureBillingDashboa rd2019 Report
- InfoHub Prod - Faculty Student EP App
- InfoHub Prod-APR EP App

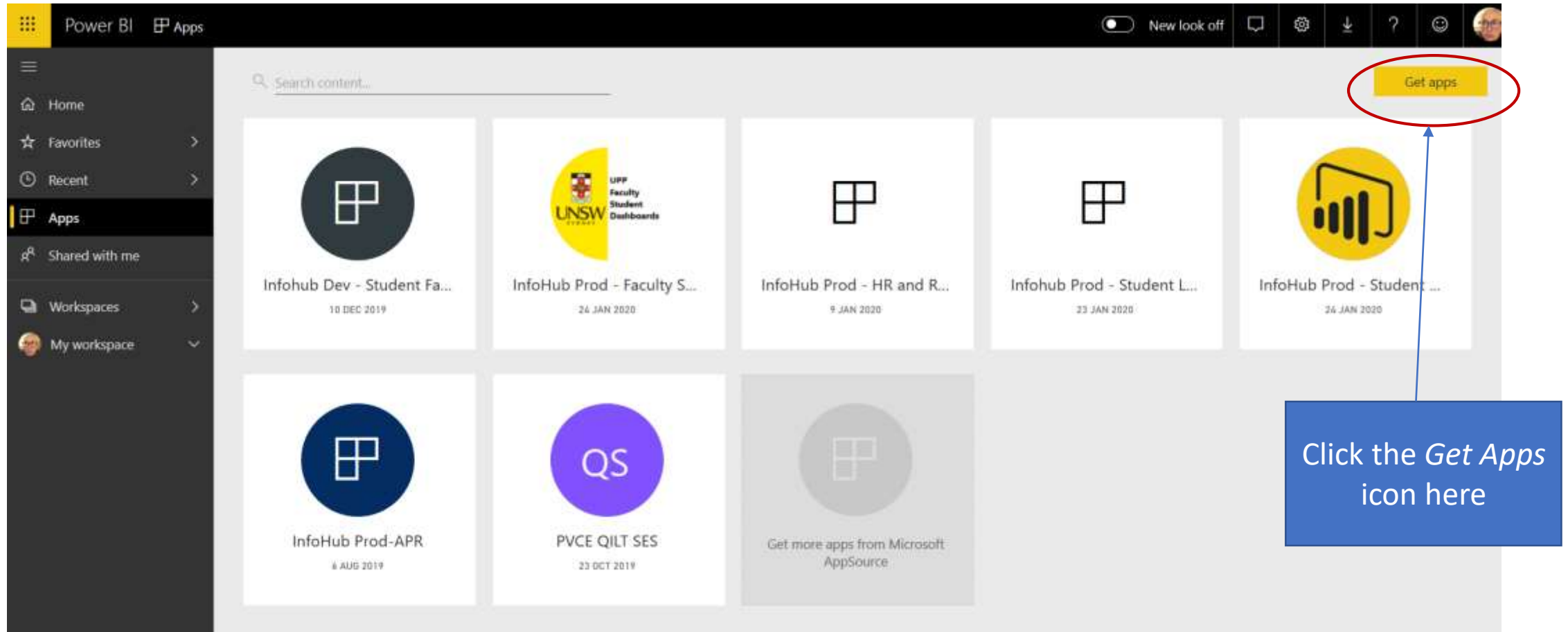
Apps that you regularly access are displayed here

To find other apps that you have access to click the *Apps* icon on the left hand navigation

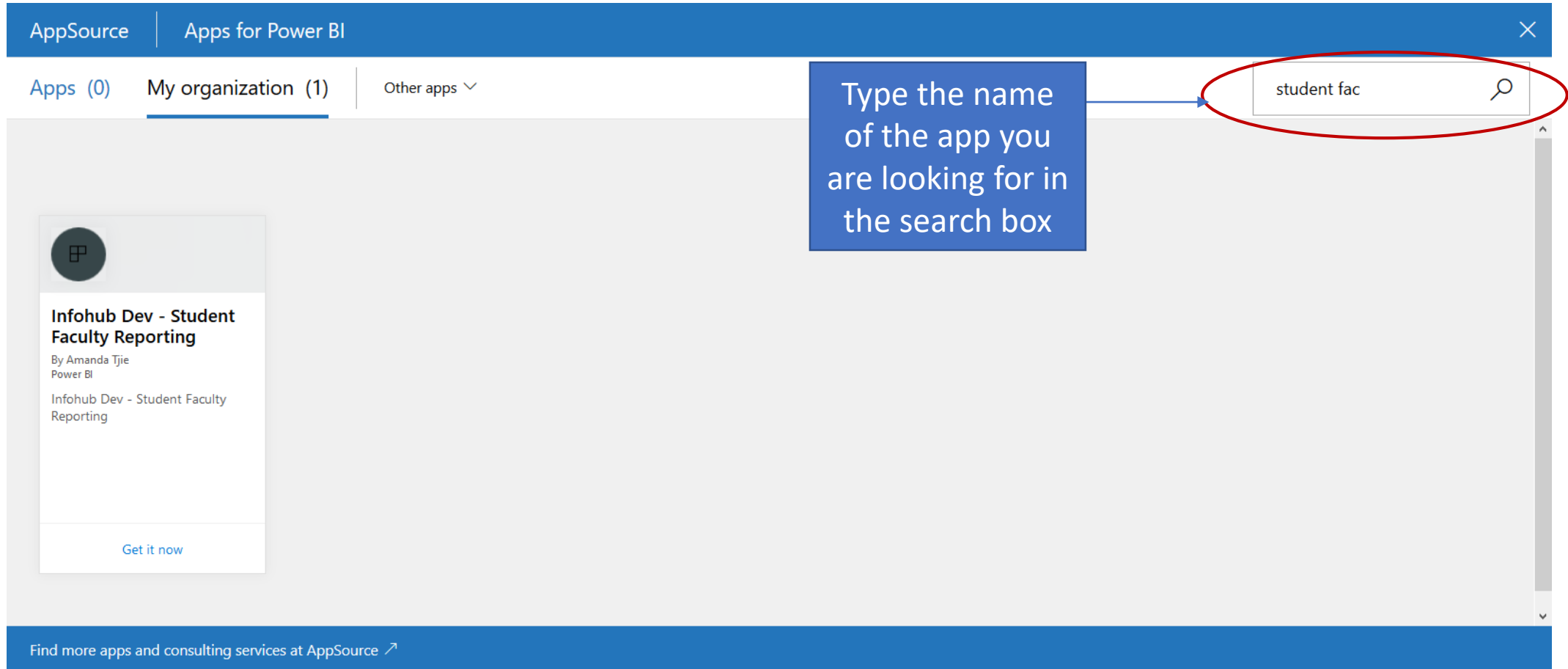
Click the Apps icon here



Then you will see the Apps that are currently available to you.
If you want to access another app then click on the *Get apps* button on the top right hand side of the screen



Now the apps that are available to you will appear on this page.
If the app you want is not there then you can type its name in the search box at the top right hand side of the screen



Now the name of the app you searched for is on the screen, then click the *Get it now* button

Click the *Get it now* button

The screenshot shows the AppSource interface for the app 'Infohub Dev - Student Faculty Reporting' by Amanda Tjie. The page includes a header with 'AppSource | Apps for Power BI', a back arrow, and the app title. Below the title is the publisher's name, a star rating (0 reviews), and tabs for 'Overview' and 'Reviews'. A prominent blue 'GET IT NOW' button is circled in red. To the left of the button, a blue box contains the text 'Click the *Get it now* button' with an arrow pointing to the button. Below the main app information, there are sections for 'Products' (Power BI apps), 'Publisher' (Amanda Tjie), 'Acquire Using' (Work or school account), 'Version' (1.2), and 'Updated' (10/12/2019). At the bottom, there is a section titled 'Other apps from Amanda Tjie' featuring four smaller app cards: 'InfoHub Prod - Faculty Student Reporting', 'InfoHub Dev - HR and Recruitment', 'Infohub Prod - Student Load Reporting', and 'InfoHub Prod - Student Recruitment & Admission', all by Amanda Tjie.

Then go into the new app and your dashboards

The screenshot displays the Power BI interface for the 'Info Hub Student Recruitment & Admission' dashboard. The top navigation bar includes 'Power BI', 'Apps', and the specific app name. A sidebar on the left lists navigation options: Home, Favorites, Recent, Apps (selected), Shared with me, Workspaces, and My workspace. The main content area is a grid of four report tiles:

- STU001**: [Application - Student Plan Tracking \(Headcount\)](#). This report displays Student Plan Tracking **Headcount** including application, offers, acceptances, enrolments, NAC enrolments and DVCA approved NAC plan for a selected term.
- STU002**: [Application - Recruitment Cycle \(Headcount\)](#). This report displays the Recruitment Cycle in **Headcount** including applications, offers, acceptances and enrolments by multiple terms.
- STU003**: [Application - Pipeline \(Headcount\)](#). This report displays application to enrolment conversion rates by multiple terms.
- STU005**: [Enrolment - NAC Student Plan \(Headcount and EFTSL\)](#). This report displays NAC enrolment by funding group, career, program, Faculty, actual enrolment (Headcount and EFTSL) and DVCA approved plan (Headcount and EFTSL).