

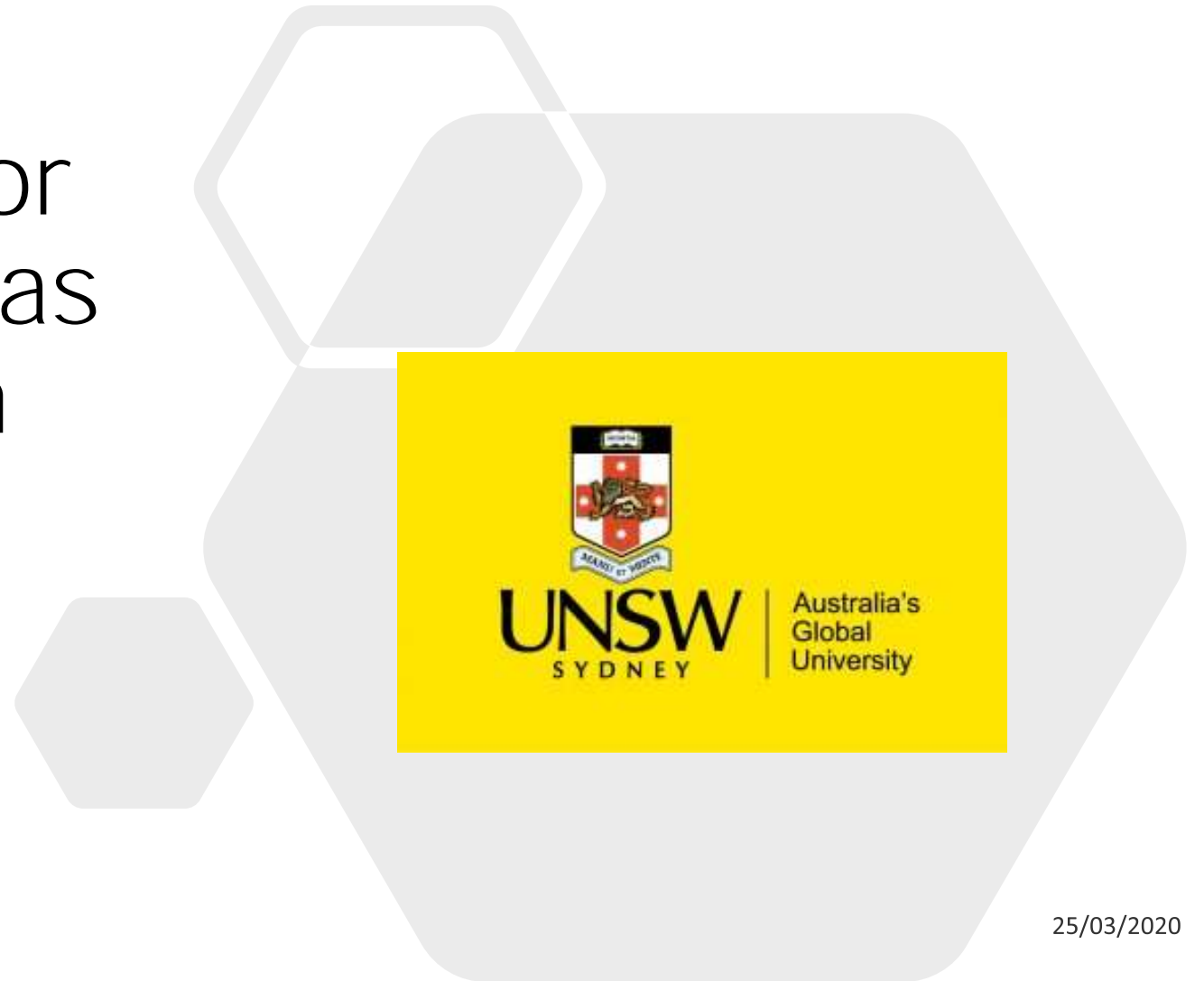
How to find a Power BI report or dashboard that has been shared with you

By Kate Carruthers

Questions?

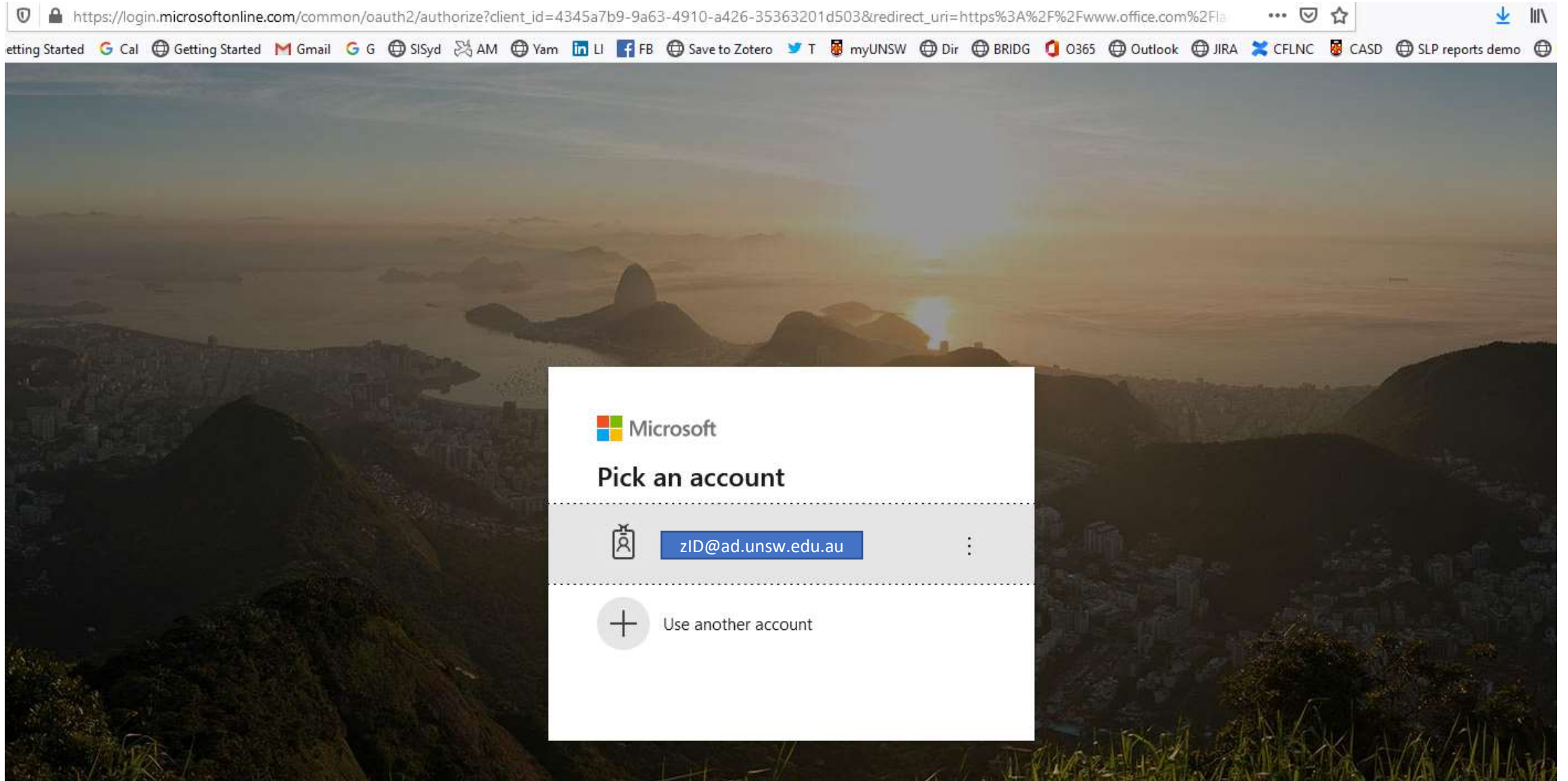
Email us at

infohub@unsw.edu.au

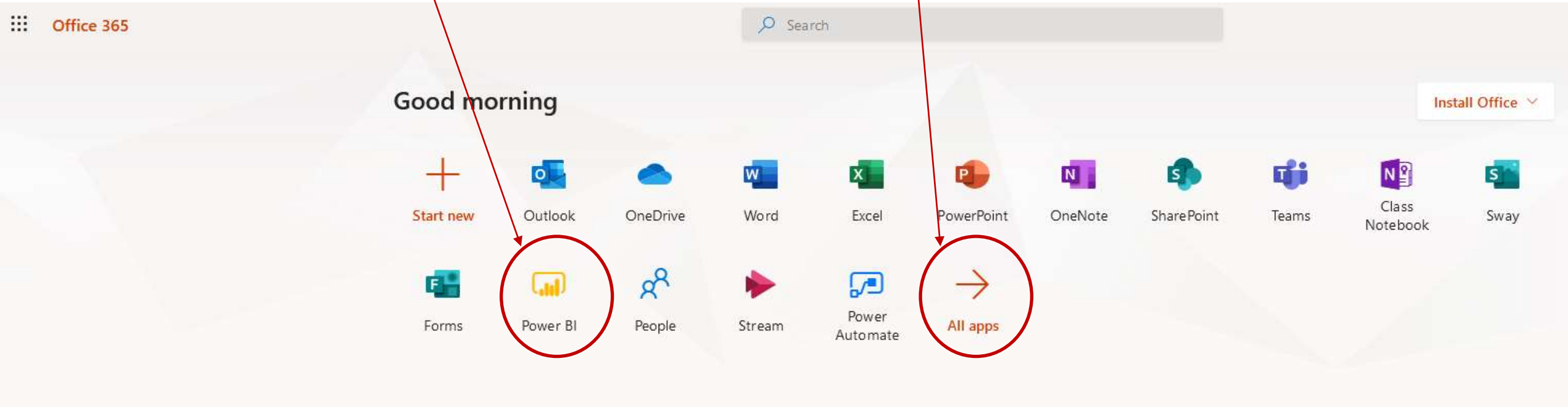


25/03/2020

Go to <https://www.office.com/?auth=2&home=1> to login using your zID and password



Click on the Power BI app below – if you can't see it then click all apps



This is your Power BI home page. You can now access shared Power BIs by clicking on Shared with Me

Power BI Home

Good morning, Kate

Favorites + frequents

- DGSC Quarterly Report 2020 (Dashboard)
- Student Load Reporting (Dashboard)
- azureBillingDashboa rd (Report)
- azureBillingDashboa rd2019 (Report)
- Student Recruitment and (App)
- Faculty Student Reporting (App)

Recents [See all](#)

- maps (Report) - Last accessed: 20 minutes ago
- SLP Reports v2 (Report) - Last accessed: 4 days ago
- Student Recruitment and Admission (App) - Last accessed: 4 days ago
- Student Load Reporting (App) - Last accessed: 4 days ago
- STU011 UNSW Pipeline from Global (Report) - Last accessed: 5 days ago
- Student Load Reporting (Dashboard) - Last accessed: 5 days ago

My apps [See all](#)

- Student Recruitment and Admission (App) - Last updated: 5 Mar 2020
- Student Load Reporting (App) - Last updated: 23 Mar 2020

Now you will see a list of all the Power BIs that have been shared with you, with the most recent at the top. Click on the one you want in the list and it will open

The screenshot shows the Microsoft Power BI interface. On the left is a navigation pane with options like Home, Favorites, Recent, Apps, Shared with me, Workspaces, and My workspace. The main area displays a list of reports shared with the user. The list has columns for OWNER, NAME, ACTIONS, and SHARED. The report 'maps' is highlighted with a red circle, and a red arrow points to it from the text above.

OWNER	NAME	ACTIONS	SHARED
All shared	maps	[Icons]	50 minutes ago
#UPPBAUteam	Enrolment (HC) and Student Load (EFTSL) Report	[Icons]	23 hours ago
Business School...	Scorecard Actual Type 1 comparison	[Icons]	A day ago
Capability & De...	Faculty - test	[Icons]	A day ago
Chong Eng Tay	UAT - SLP Reports	[Icons]	2 days ago
Daniel Milech	UAT - Enrolment Snapshot	[Icons]	5 days ago
DGSC Quarterly...	UAT - Direct Application Trends (Headcount)	[Icons]	5 days ago