

Setting up Power BI



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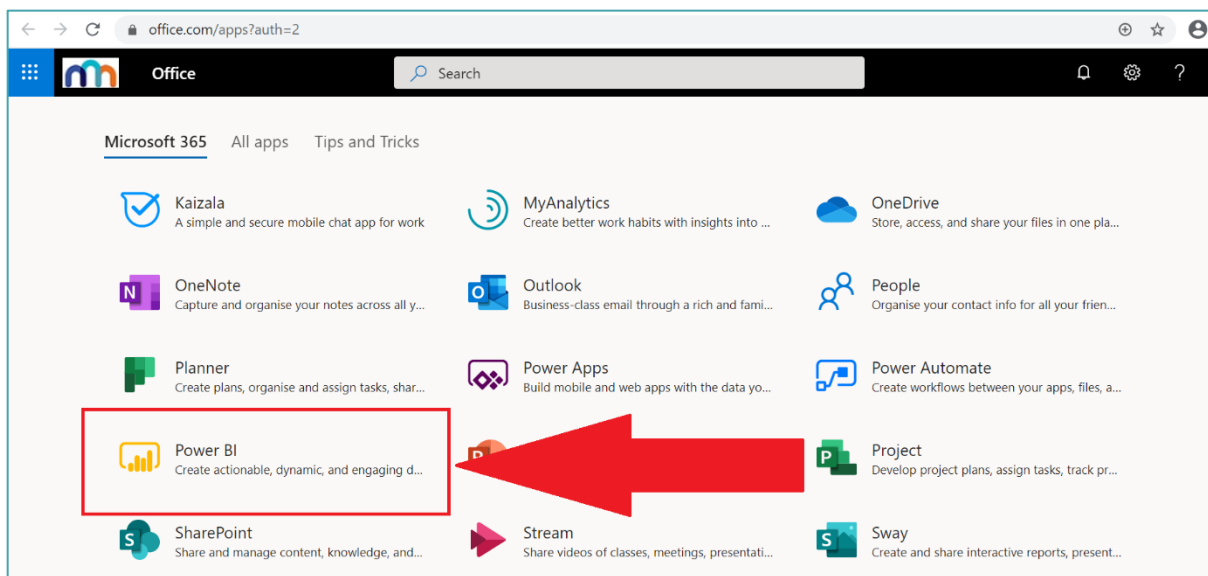


1. Getting Set up: Office 365 Users

Power BI Service

Power BI Service is included in Microsoft 365, if you do not have Microsoft 365 then talk to your IT provider to find out how to upgrade.

1. Log into Office 365



2. Click on Power BI icon to launch the Power BI service

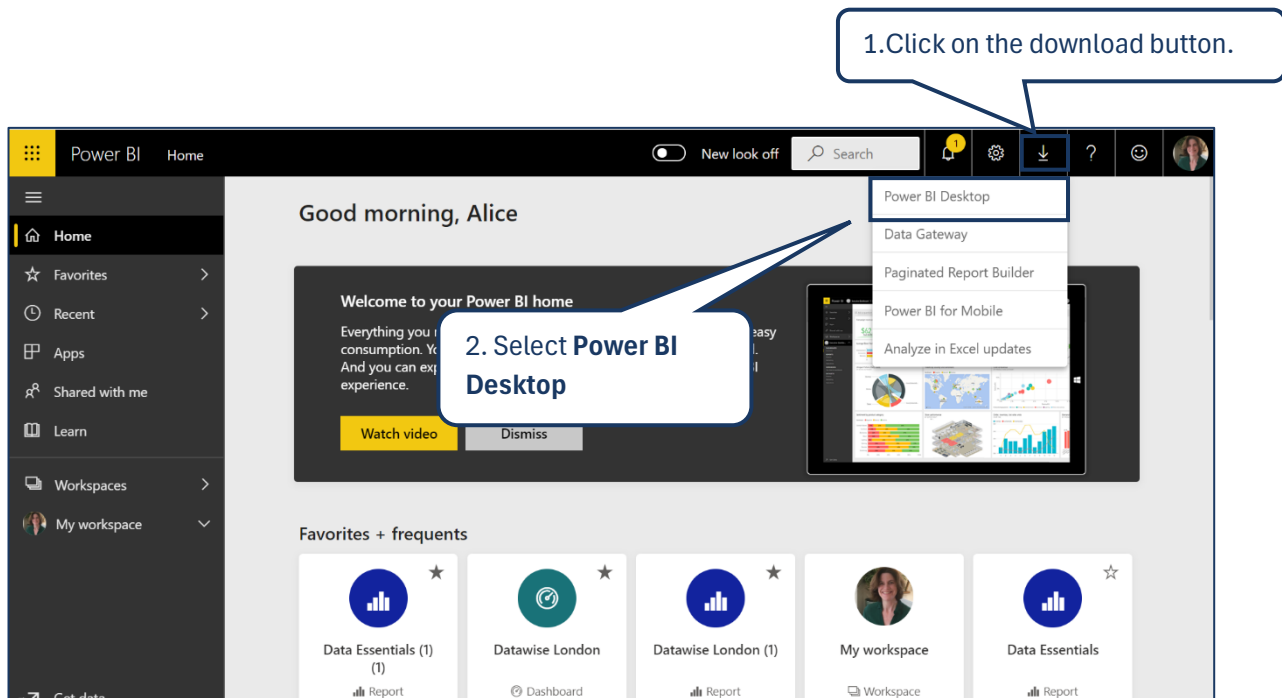
If you cannot see the Power BI icon, first try using the search function to find it. If it does not appear you will need to ask your IT provider to enable the application for you.



Power BI Desktop

There are 2 ways of downloading Power BI desktop:

1. Download from <https://www.microsoft.com/en-gb/download/details.aspx?id=58494> and follow the installation instructions.
2. Download via the Power BI service by following the steps below:



The screenshot shows the Power BI service home page. A callout box labeled "1. Click on the download button." points to the download icon (a square with a downward arrow) in the top right navigation bar. Another callout box labeled "2. Select Power BI Desktop" points to the "Power BI Desktop" option in the dropdown menu that appears after clicking the download button. The page content includes a welcome message "Good morning, Alice", a "Welcome to your Power BI home" section with a "Watch video" button, and a "Favorites + frequents" section displaying various reports and dashboards.



2. Getting set up to use maps

Maps are not enabled as standard in Power BI so you will need to follow a 3 step process to enable them:

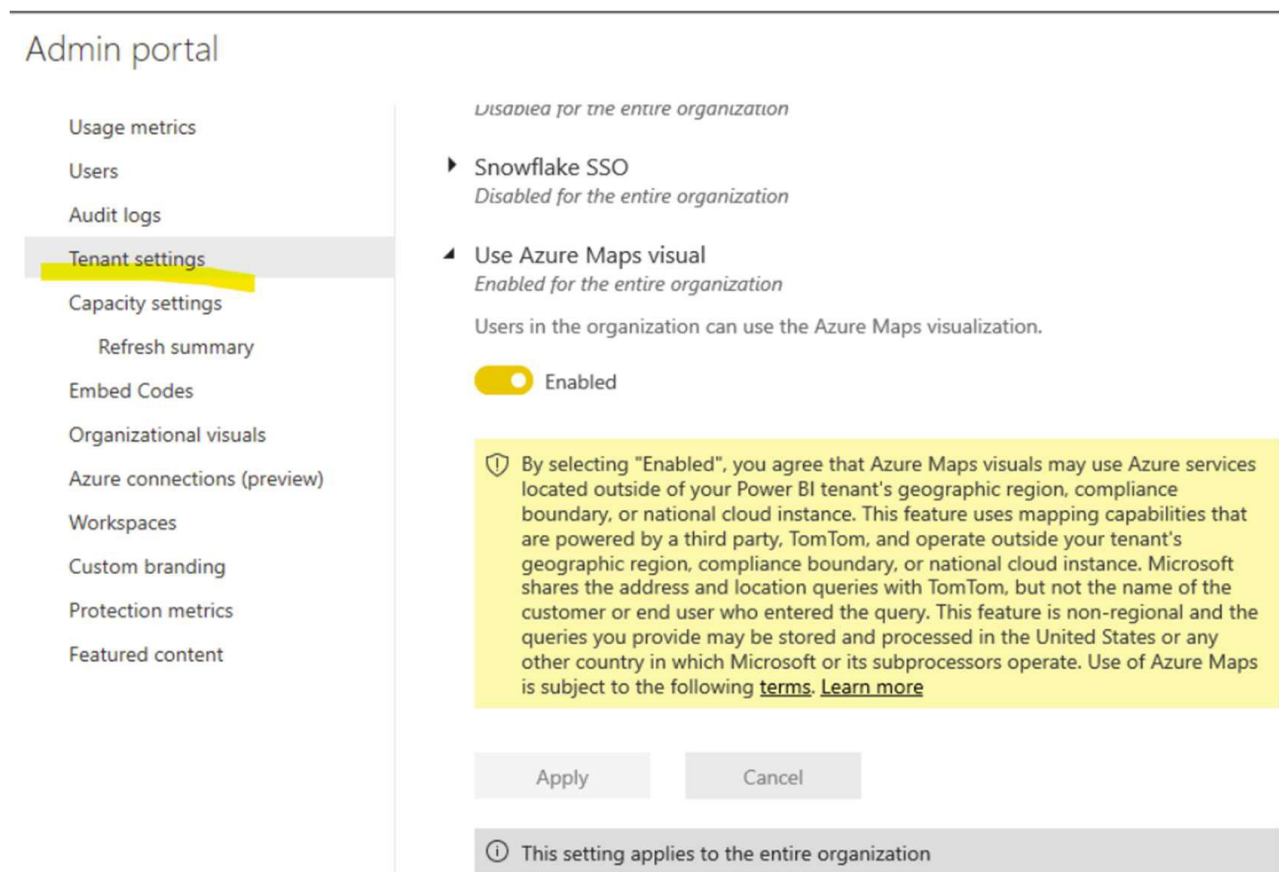
Admin settings -Bing Map & Filled maps

Firstly you will need to contact your Systems Administrator to ask them to enable maps in Power BI. They will need to go to **Tenant Settings** → **Integration Settings** → Enable **Map and Filled Map Visuals**.

Admin settings - Azure maps (new)

For the new Azure maps your System Admin will also need to do the following:

Go to **Settings** → **Integration Settings** → **Enable Use Azure maps and visuals** and toggle it on.



Admin portal

- Usage metrics
- Users
- Audit logs
- Tenant settings**
- Capacity settings
 - Refresh summary
- Embed Codes
- Organizational visuals
- Azure connections (preview)
- Workspaces
- Custom branding
- Protection metrics
- Featured content

Disabled for the entire organization

- ▶ Snowflake SSO
 - Disabled for the entire organization*
- ▲ Use Azure Maps visual
 - Enabled for the entire organization*
 - Users in the organization can use the Azure Maps visualization.
 - ☒ Enabled
 - ⓘ By selecting "Enabled", you agree that Azure Maps visuals may use Azure services located outside of your Power BI tenant's geographic region, compliance boundary, or national cloud instance. This feature uses mapping capabilities that are powered by a third party, TomTom, and operate outside your tenant's geographic region, compliance boundary, or national cloud instance. Microsoft shares the address and location queries with TomTom, but not the name of the customer or end user who entered the query. This feature is non-regional and the queries you provide may be stored and processed in the United States or any other country in which Microsoft or its subprocessors operate. Use of Azure Maps is subject to the following [terms](#). [Learn more](#)

Apply Cancel

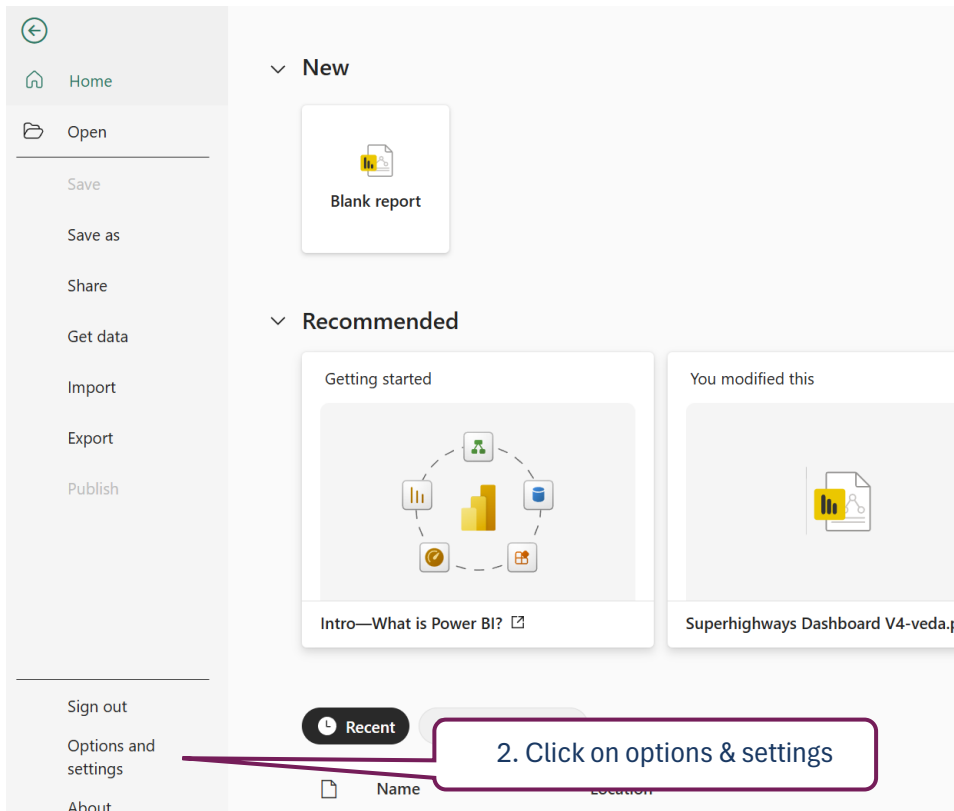
ⓘ This setting applies to the entire organization

User settings – All maps

Once you System has done those two steps, you will need to restart Power BI desktop and then follow these steps

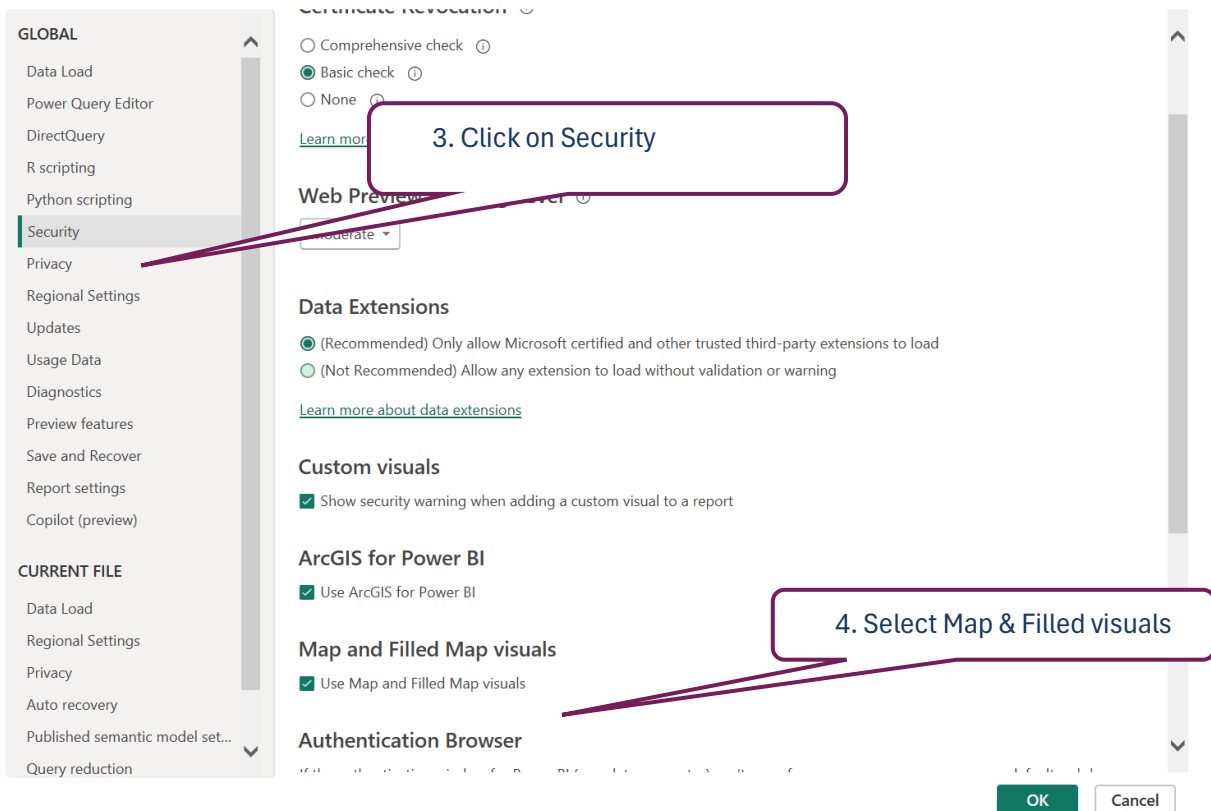
1. In Power BI desktop, go to the **File menu**
2. Click on Options & Settings
3. Click on Security
4. Check the box for Mapped and Filled visuals to turn it on





The image shows the Power BI Home screen. On the left is a sidebar with navigation options: Home, Open, Save, Save as, Share, Get data, Import, Export, Publish, Sign out, Options and settings, and About. The main area is divided into 'New' (with a 'Blank report' button) and 'Recommended' (with tiles for 'Getting started' and 'You modified this'). A purple callout box with the text '2. Click on options & settings' points to the 'Options and settings' link in the sidebar.

Options



The image shows the 'Options' dialog box in Power BI. The left sidebar has sections for 'GLOBAL' and 'CURRENT FILE'. Under 'GLOBAL', the 'Security' option is highlighted. A purple callout box with the text '3. Click on Security' points to this option. The main pane shows settings for 'Security', 'Data Extensions', 'Custom visuals', 'ArcGIS for Power BI', 'Map and Filled Map visuals', and 'Authentication Browser'. A purple callout box with the text '4. Select Map & Filled visuals' points to the 'Use Map and Filled Map visuals' checkbox under the 'Map and Filled Map visuals' section. At the bottom right are 'OK' and 'Cancel' buttons.



3. Getting set up to be able to publish public Power BI reports

This needs to be done by your Systems Administrator before you can publish a report to the web.

1. Sign in to the Power BI service as an admin.
2. Go to the Admin Portal (Settings > Admin Portal).
3. Select Tenant settings.
4. Under Export and sharing settings, find Publish to web (public) and toggle it Enabled.
5. Choose who can create codes (e.g., The entire organization or Specific security groups)
6. click Apply.

Once that has been done you'll be able to open your report in the Power BI service, click on File > Embedreport > Publish to web, and follow the prompts to get the link or embed code

