

Introduction to “Publish report to Power BI Services”

Version 1.0

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Date - 15 May 2018

Purpose

This document covers the concept of “How to publish the report to Power BI services from Power BI desktop”. This is high level document and assume resource has basic knowledge of Power BI Concepts.

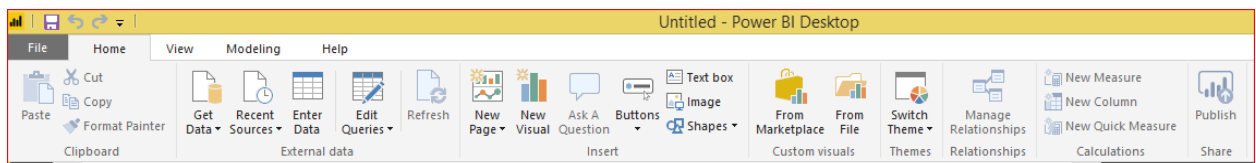
What is meant by “Publish” in Power BI Services?

- ❖ The simple meaning of “Publish” is that to make the information available online. In Power BI, we want that our report should be available on online & can be accessed anywhere and anytime with current data.
- ❖ The purpose of the Publish feature is to make the report available “Online”. The Power BI have another facility called “Power BI Services” from where we can access published report, can modify the same report and also can share with team members/partner/Public to Web. We can create a new report based on the published dataset.
- ❖ We can create the report on Power BI Services by using different data sources and save the same report to our local machine to open in Power BI Desktop.
- ❖ In Power BI services, we can schedule the dataset to refresh and get new data.

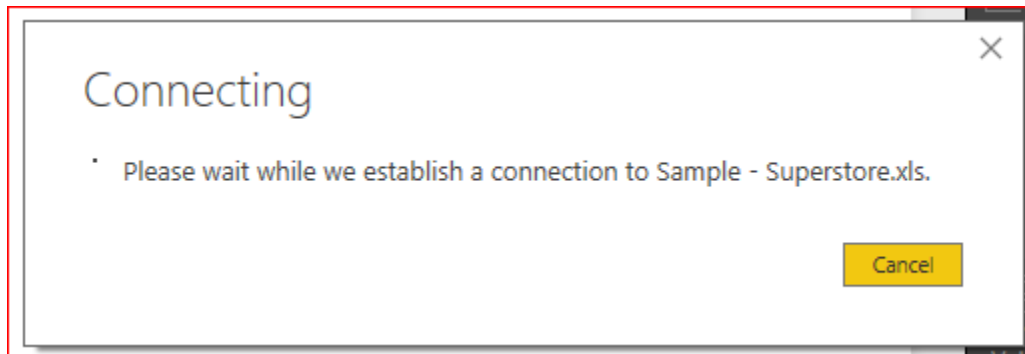
Pre Req: - To get the current data for any dataset we must have gateway installed and configured with datasets on services.

How to Publish the report?

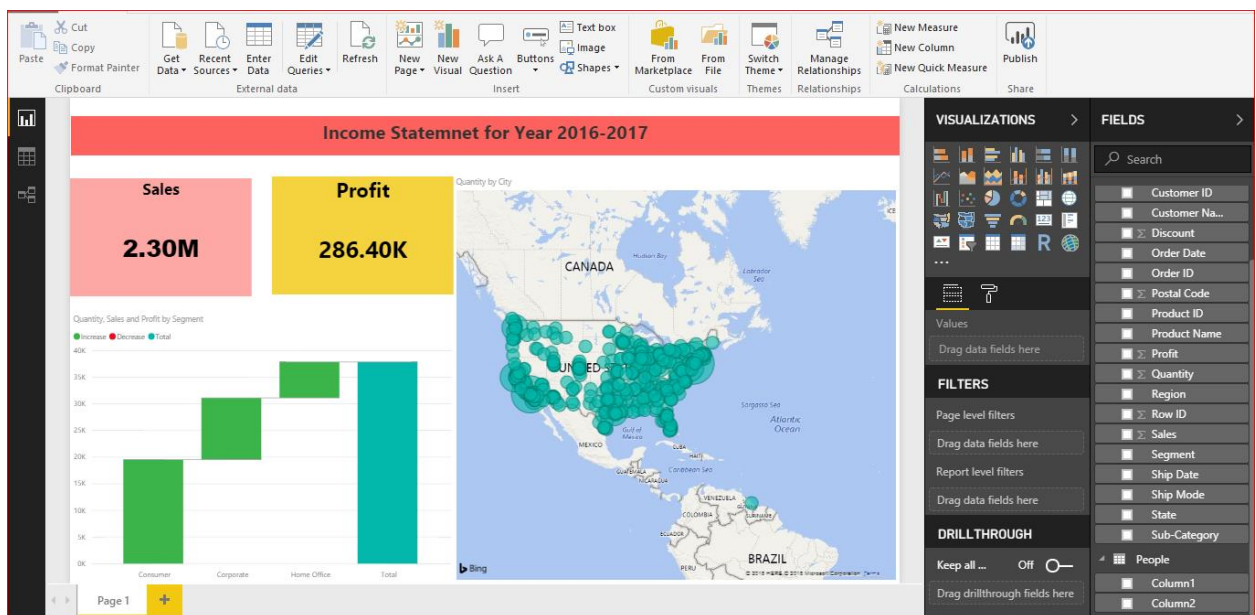
1. Open the Power BI Desktop and click on Home ribbon.



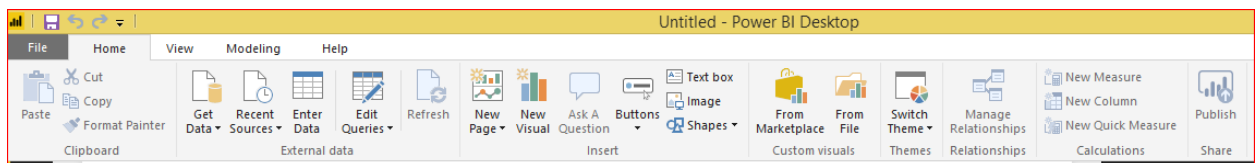
2. Connect to the dataset to load the data.



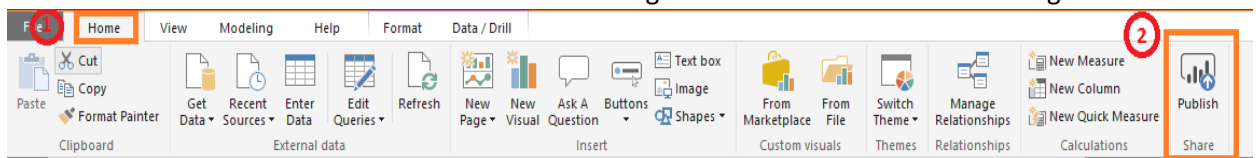
3. Create the report.



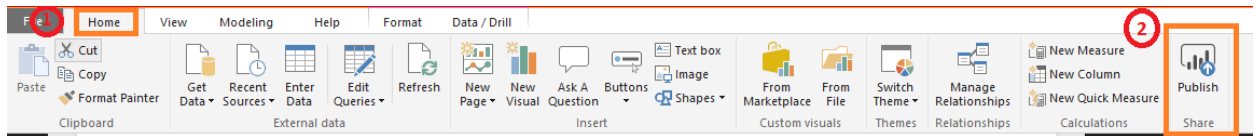
4. Click on "Home" ribbon.



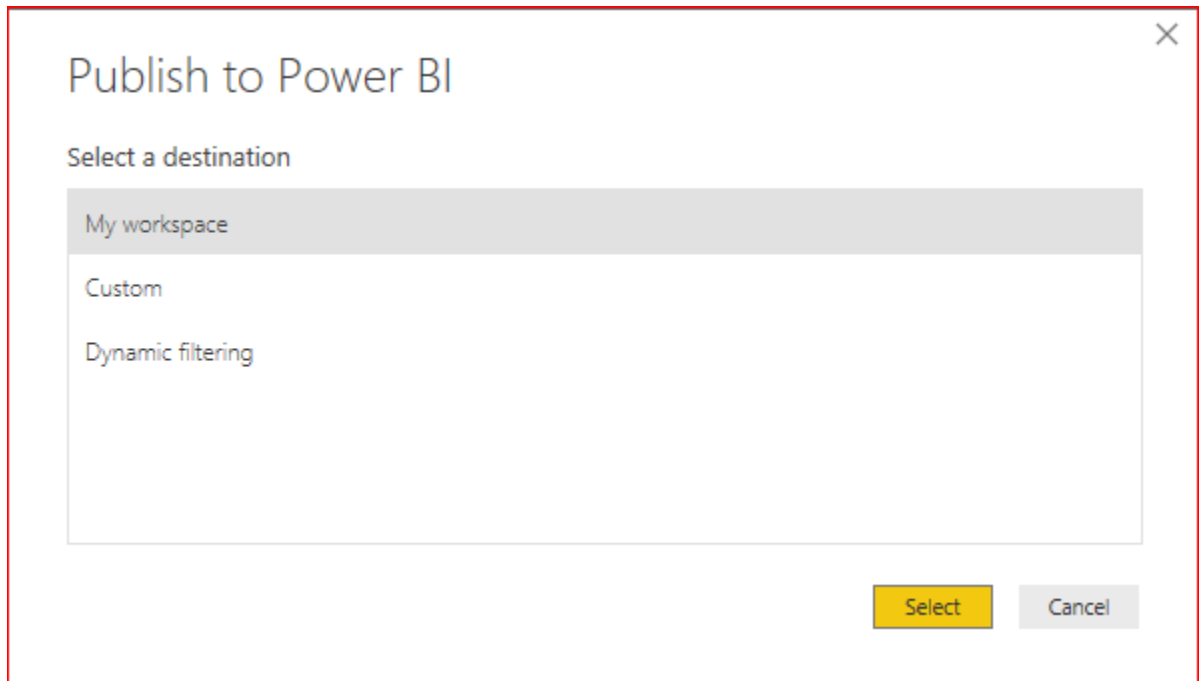
5. Check the "Publish" button which is available at the right corner as shown in below image.



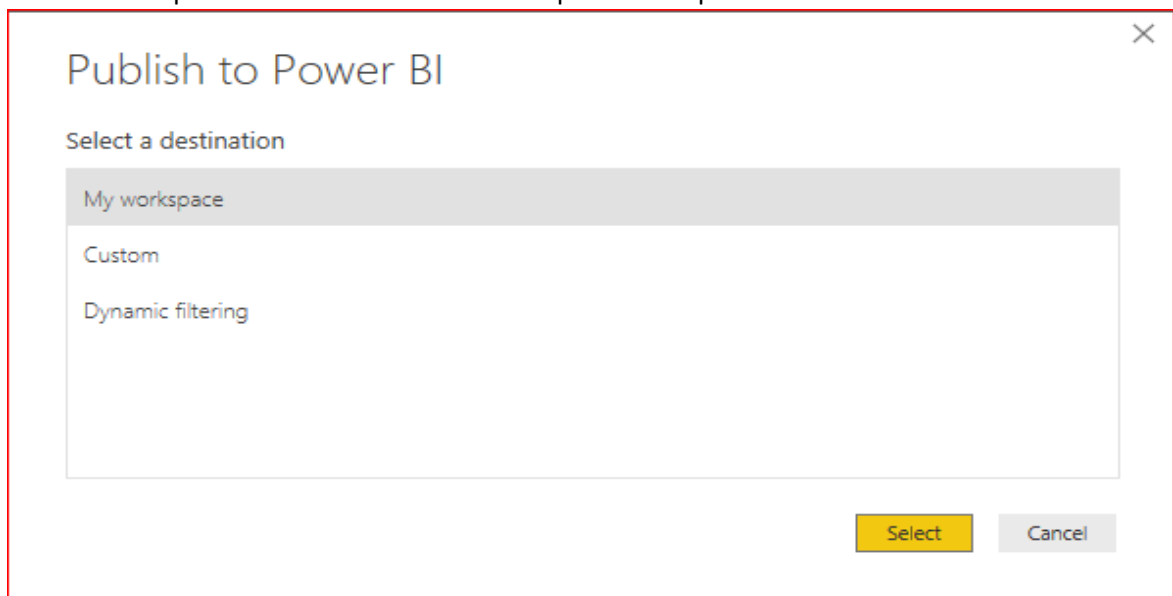
6. Click on that “Publish” button.



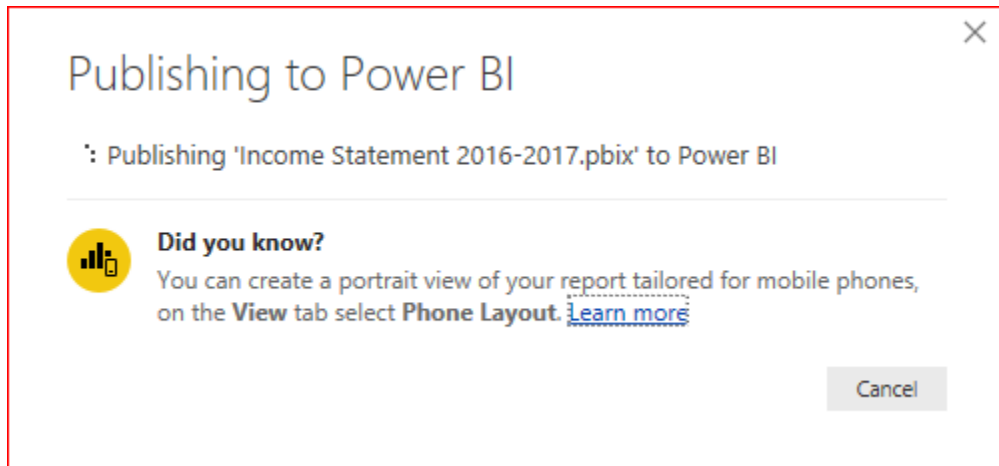
7. After clicking on “Publish” button, below window will get opened.



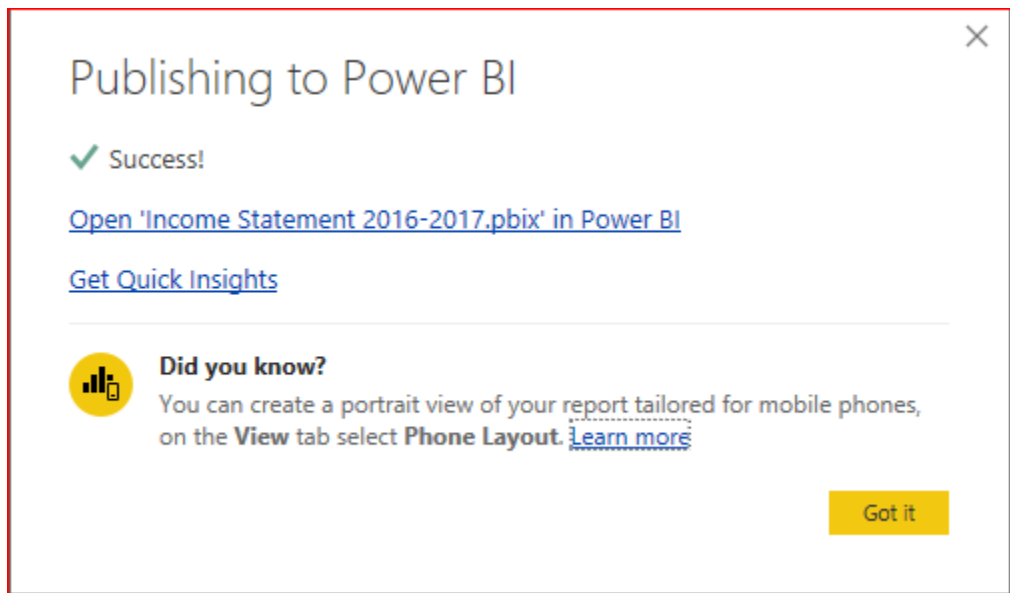
8. Choose the report location where we want to place the report and click on Select button.

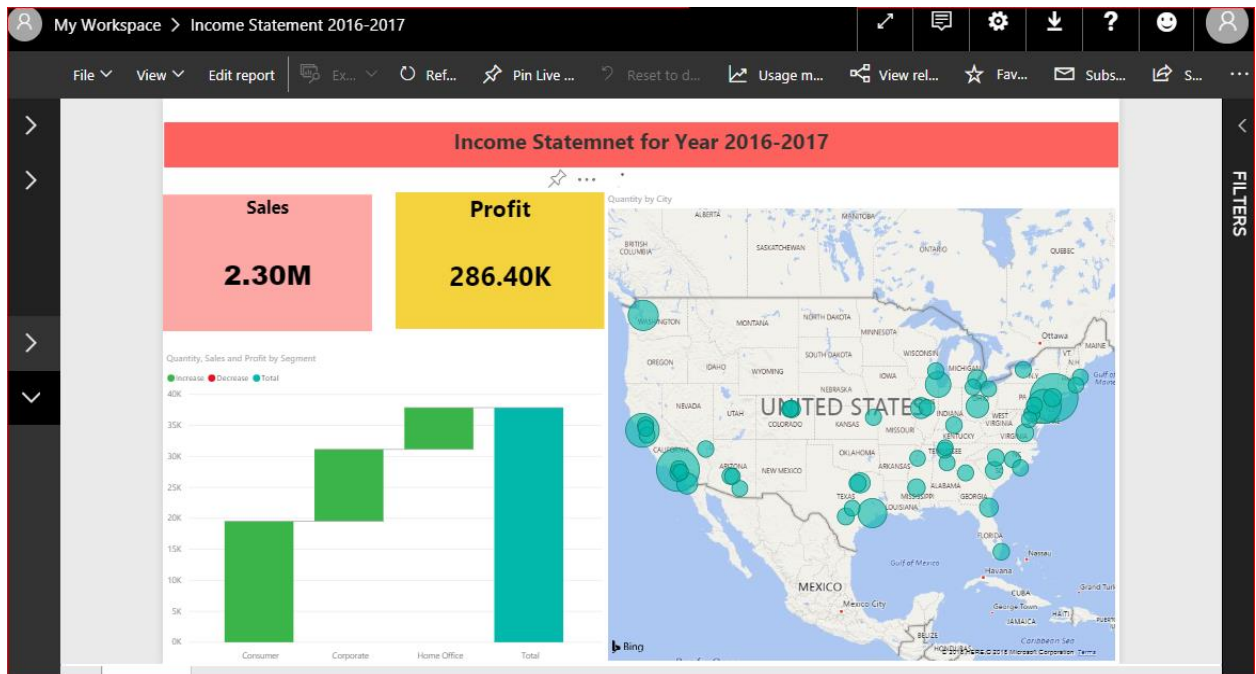


9. After clicking on “Select” button, below window will get populated.

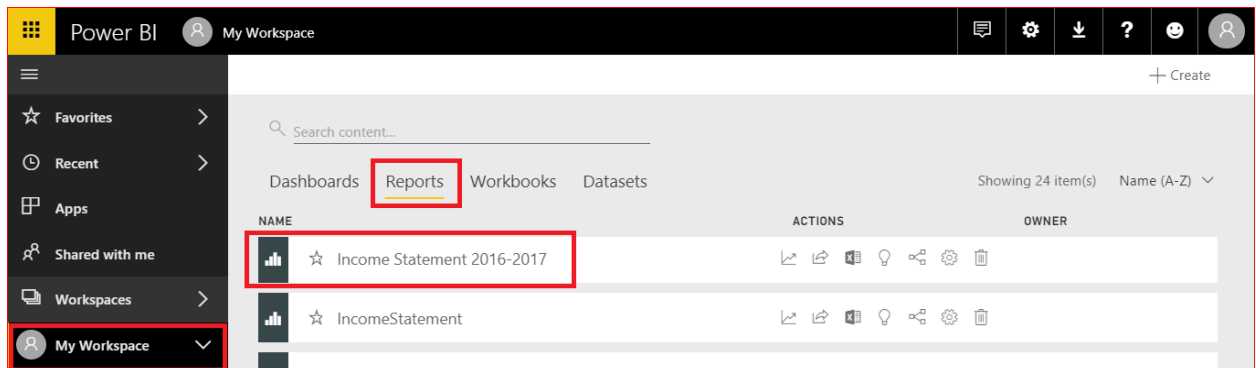


10. Click on “Open ‘Report name’ in Power BI” hyperlink, it will open the report in Power BI services.





11. Now, the report is available on Power BI Services.



If we have gateway installed, then we can configure with dataset to get the current data. If not so, then we have to publish the report and again to show current data in report on services.