



THE UNIVERSITY  
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UniSpace

# USER GUIDE: POWER BI

[adelaide.edu.au](http://adelaide.edu.au)

*seek* LIGHT

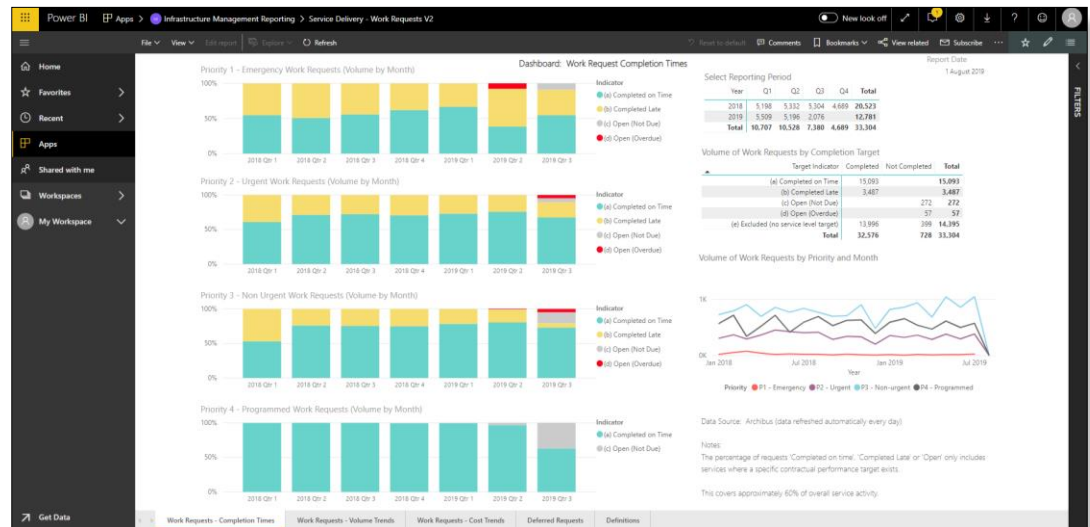
# Objectives and Context

The Infrastructure Branch has identified a need to improve internal data management and reporting processes.

Key objectives of implementing Microsoft Power BI as a branch reporting tool include:

- Enabling wider access to data across the branch
- Automating existing manual reporting processes
- Highlighting business insights from a standard source of truth
- Enabling more sophisticated analysis of complex datasets
- Improved decision making and business performance
- Improved data accuracy and integrity

Information is an asset – we want to extract maximum value from that asset.



# Conditions of use

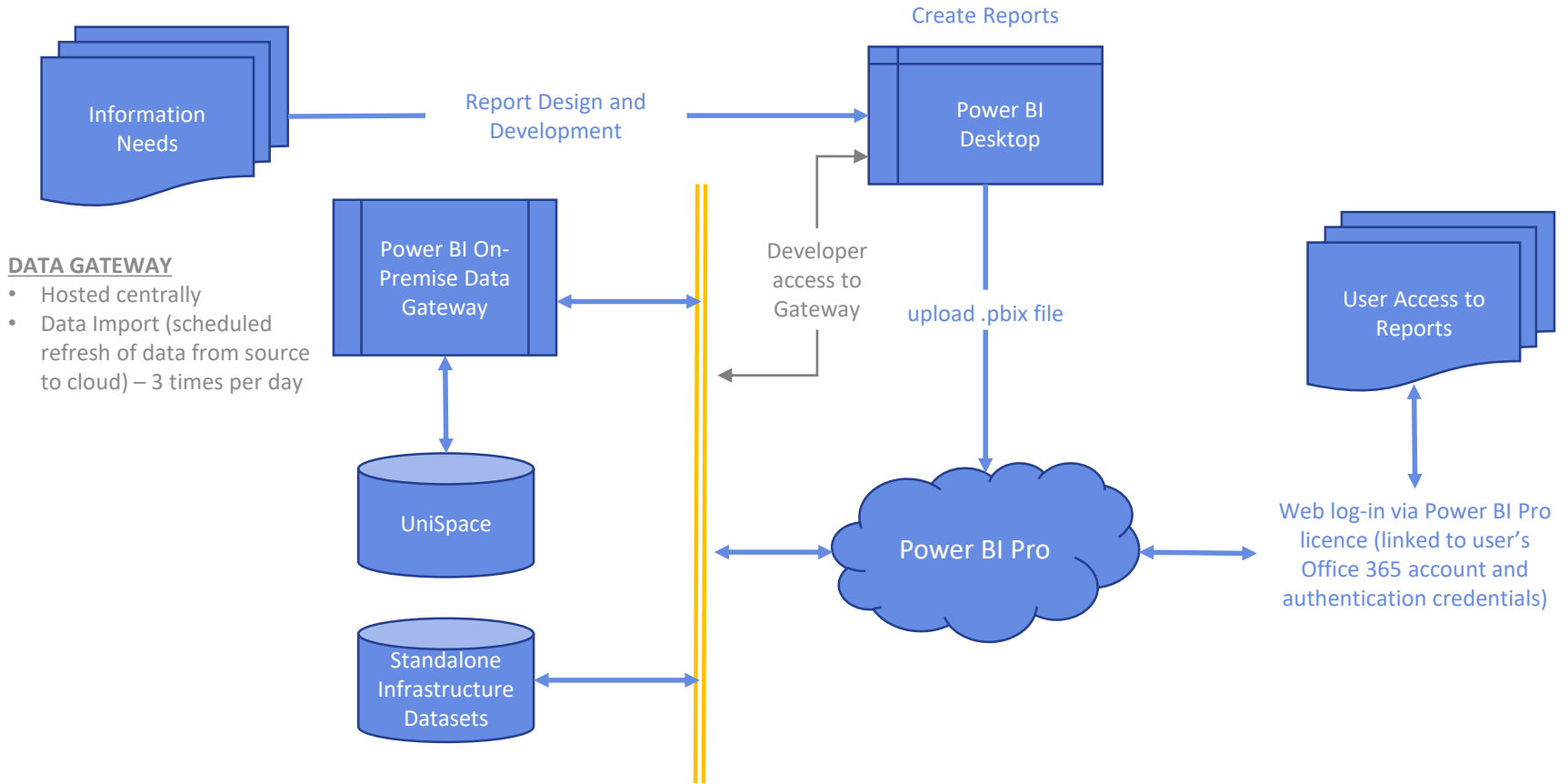
Infrastructure's request to implement Power BI prompted the Technical Design Forum to consider broader issues about reporting tools in use across UoA.

Infrastructure's use of Power BI –

- Is contained for operational purposes within the branch
- Does not replace enterprise software (eg Cognos) used for corporate reporting
- Is internally supported by the BSI team

Other business units seeking Power BI or other reporting tools need approval from TDF (like Infrastructure did).

# How Power BI Works



# Logging in

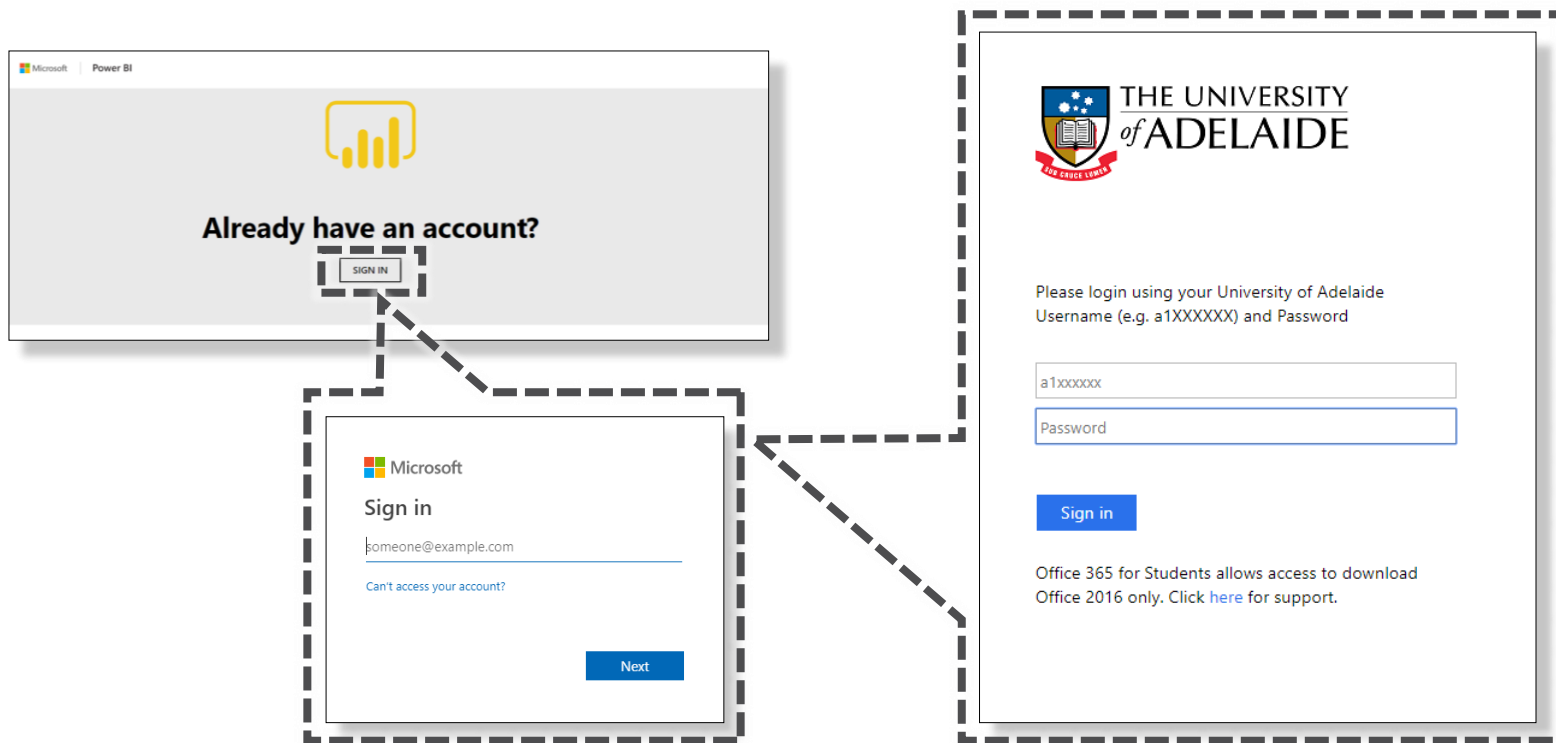
All Infrastructure Branch staff have been allocated a Microsoft Power BI Pro license, enabling access to the software as part of a user's Office 365 account and authentication credentials.

A Power BI link is available from the *UniSpace – HOME*, under *Other UniSpace Apps* (ensure pop-ups are allowed)

or directly from

<https://powerbi.microsoft.com/en-us/landing/signin/>

Log in via standard UoA email address/'A' number and network password



# Navigation

General navigation features are outlined below.

1. Navigation menu – enables access to reports and workspaces. Published reports for all Infrastructure Branch staff are available via the IM (Infrastructure Management Reporting App)
2. File menu – allows users to print/export static reports as PowerPoint or PDF files
3. View menu – allows users to customise the report canvas (eg fit to page, fit to width etc)
4. Settings and profile – allows users to customise their profile, access help files and sign-out of Power BI
5. Report tabs – some published reports have multiple tabs, accessible at the bottom of the page

The screenshot shows a Power BI report titled 'Dashboard: Work Request Completion Times'. The interface includes a navigation menu on the left, a top menu bar, and a main report area with multiple charts and tables. Red boxes and labels highlight specific features:

- 1. Navigation menu:** A vertical sidebar on the left containing 'Home', 'Favorites', 'Recent', 'Apps', 'Shared with me', 'Workspaces', and 'My Workspace'.
- 2. File Menu:** A dropdown menu at the top left with options like 'Save as', 'Print', 'Embed', 'Export to PowerPoint', and 'Export to PDF'.
- 3. View Menu:** A dropdown menu at the top center with options like 'Fit to page', 'Fit to width', and 'Full screen'.
- 4. Settings and profile:** A gear icon in the top right corner.
- 5. Report tabs:** A horizontal bar at the bottom with tabs for 'Work Requests - Completion Times', 'Work Requests - Volume Trends', 'Work Requests - Cost Trends', 'Deferred Requests', and 'Definitions'.

The main report area displays several charts and tables:

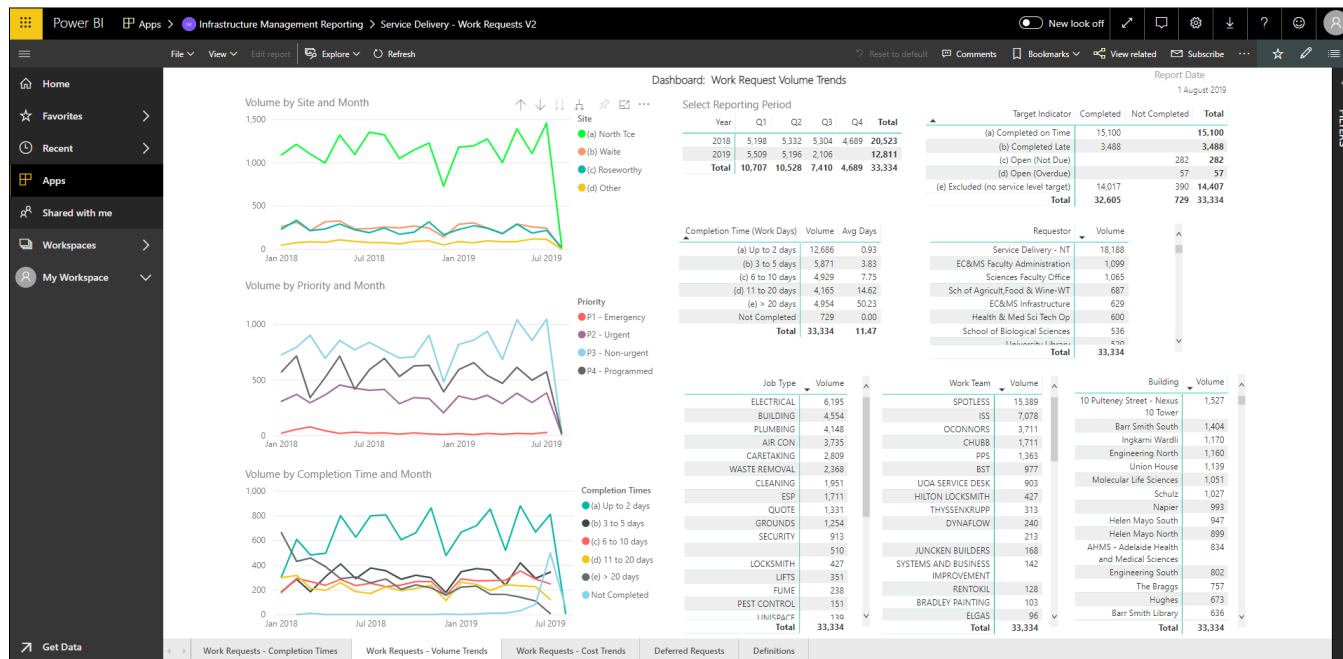
- Volume by Month:** A stacked bar chart showing completion status (Completed on Time, Completed Late, Open (Not Due), Open (Overdue)) from 2018 Qtr 3 to 2019 Qtr 3.
- Priority 3 - Non Urgent Work Requests (Volume by Month):** A stacked bar chart showing completion status for Priority 3 from 2018 Qtr 1 to 2019 Qtr 3.
- Priority 4 - Programmed Work Requests (Volume by Month):** A stacked bar chart showing completion status for Priority 4 from 2018 Qtr 1 to 2019 Qtr 3.
- Select Reporting Period:** A table showing data for 2018 and 2019 across quarters and total.
- Volume of Work Requests by Completion Target:** A table showing target indicators and completion status.
- Volume of Work Requests by Priority and Month:** A line chart showing completion status for different priorities from Jan 2018 to Jul 2019.

# Applying filters / taking them off

Power BI is a dynamic reporting tool. A key feature is the ability to present multiple variables of a complex dataset within a single report, and instantly analyse the relationship between those variables by applying filters.

Virtually every item on the Power BI report canvas is interactive and can be clicked on as a filter to the presented data.

Multiple filters can be applied by holding the 'Ctrl' key while clicking. Filters can be taken off by clicking twice.

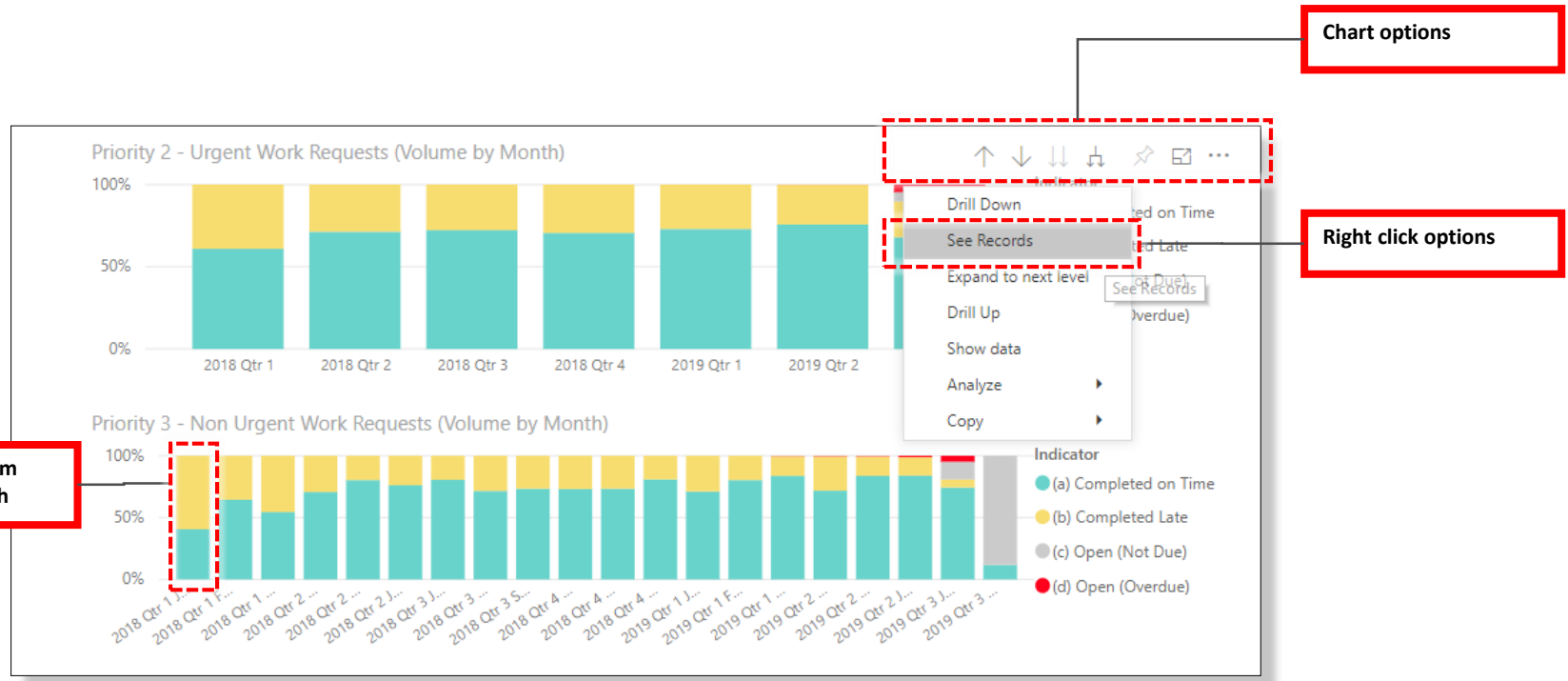


# Drilling down / seeing records

Reports in Power BI have been designed to highlight patterns and trends, but at times users will want to drill further down into the underlying data.

Some charts allow you to drill down to display a greater level of detail (eg drill down from Quarter to Month), or you can right click and 'See Records' to view the unit record in some cases. In other cases, Power BI allows you to export the underlying data to excel to allow visibility of raw data.

Each chart has a series of options in the top right hand side (as shown below).





# Sorting

Data tables within the published Power BI reports will have default sorting indicated by a small arrow within the column title.

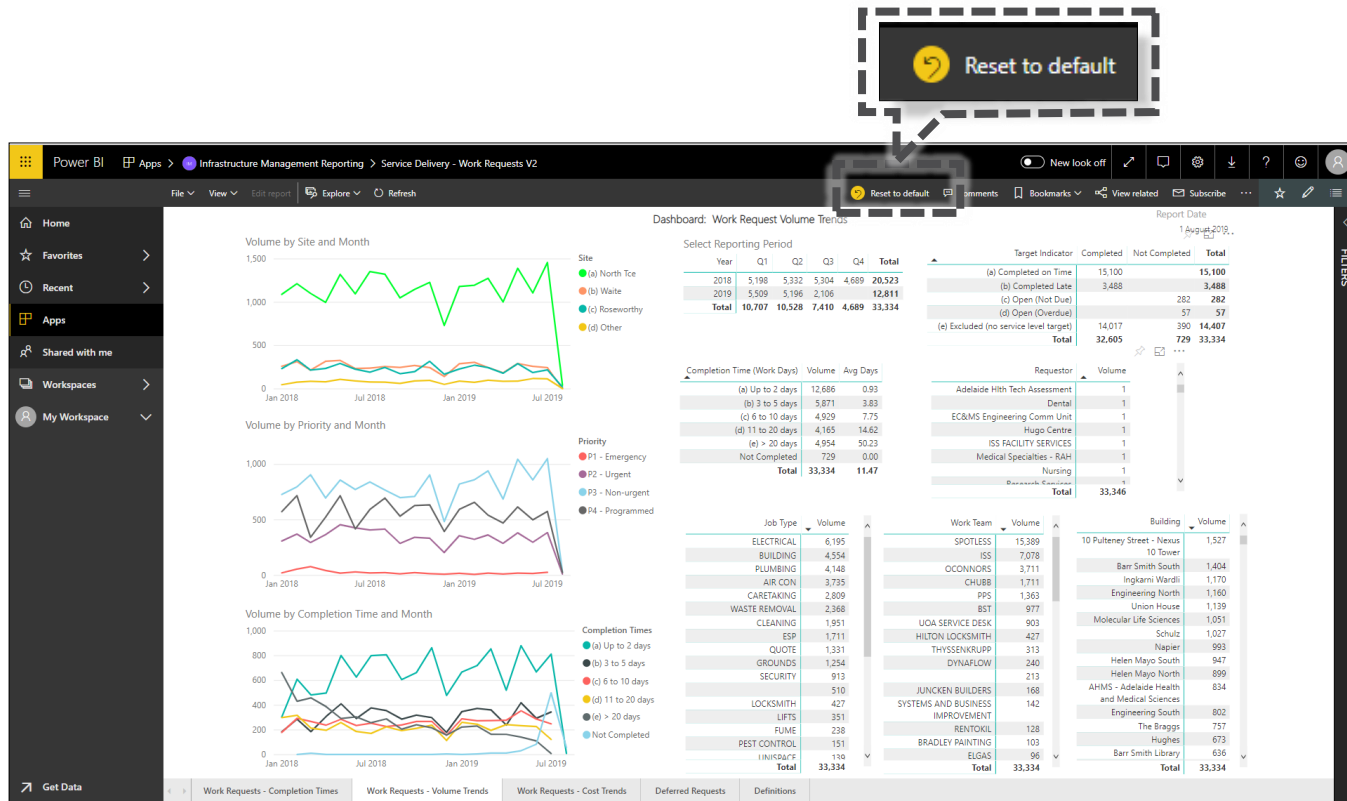
Tables can be re-sorted from ascending to descending (or vice versa) by clicking on the column title (you will notice the small arrow change direction indicating the sort order).

Requestor	Volume
Service Delivery - NT	18,188
EC&MS Faculty Administration	1,099
Sciences Faculty Office	1,065
Sch of Agricult,Food & Wine-WT	687
EC&MS Infrastructure	629
Health & Med Sci Tech Op	600
School of Biological Sciences	536
University Library	520
<b>Total</b>	<b>33,334</b>

# Resetting to default views

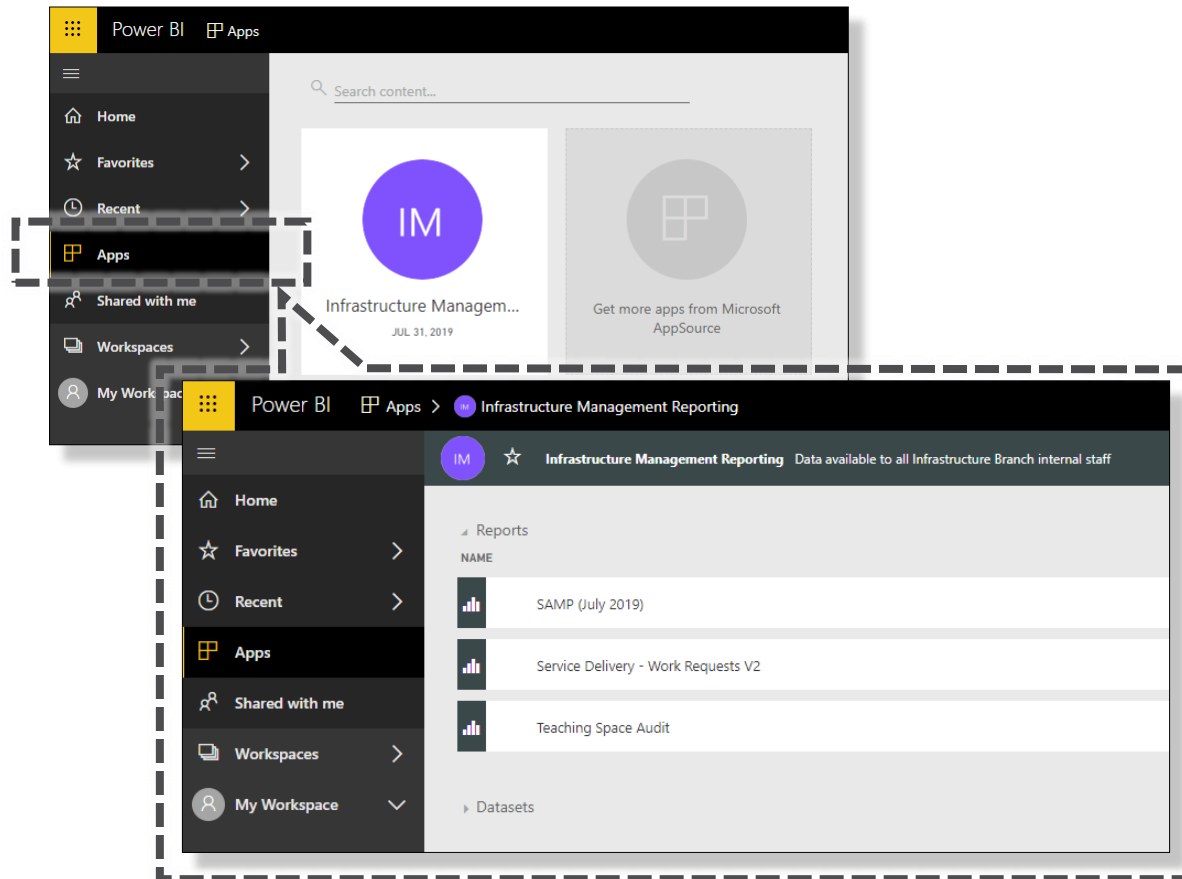
The dynamic nature of Power BI encourages users to apply filters, change filters and sorting to enable whatever analysis is required.

At any time, all filters and sorting can be reset to the default published view by clicking the 'Reset to default' button highlighted in yellow on the menu ribbon.



# List of published reports

Published reports for all Infrastructure Branch staff are available via the IM (Infrastructure Management Reporting App), available under Apps in the navigation menu.



# FAQs

## **Who are the BSI Team**

The Business Services & Improvement Team is part of The University of Adelaide's Infrastructure Branch.

## **How do I contact the BSI Team**

Contact BSI Team via email [Contact Us](#)

## **I have forgotten the website**

<https://archibus.adelaide.edu.au>

## **I have forgotten my password?**

Contact The University of Adelaide – Technology Services 83130 3000

Or use their self-service [Password Management](#)

## **I cant log in to the website**

You need a valid and activated University of Adelaide account to log in to UniSpace Home.

## **I would like to make a suggestion / improvement OR there is an issue with the Application I am using**

Create a Service Request via UniSpace Home, with the Type of Request as "UniSpace"

<https://archibus.adelaide.edu.au>

revision  
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comment  
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