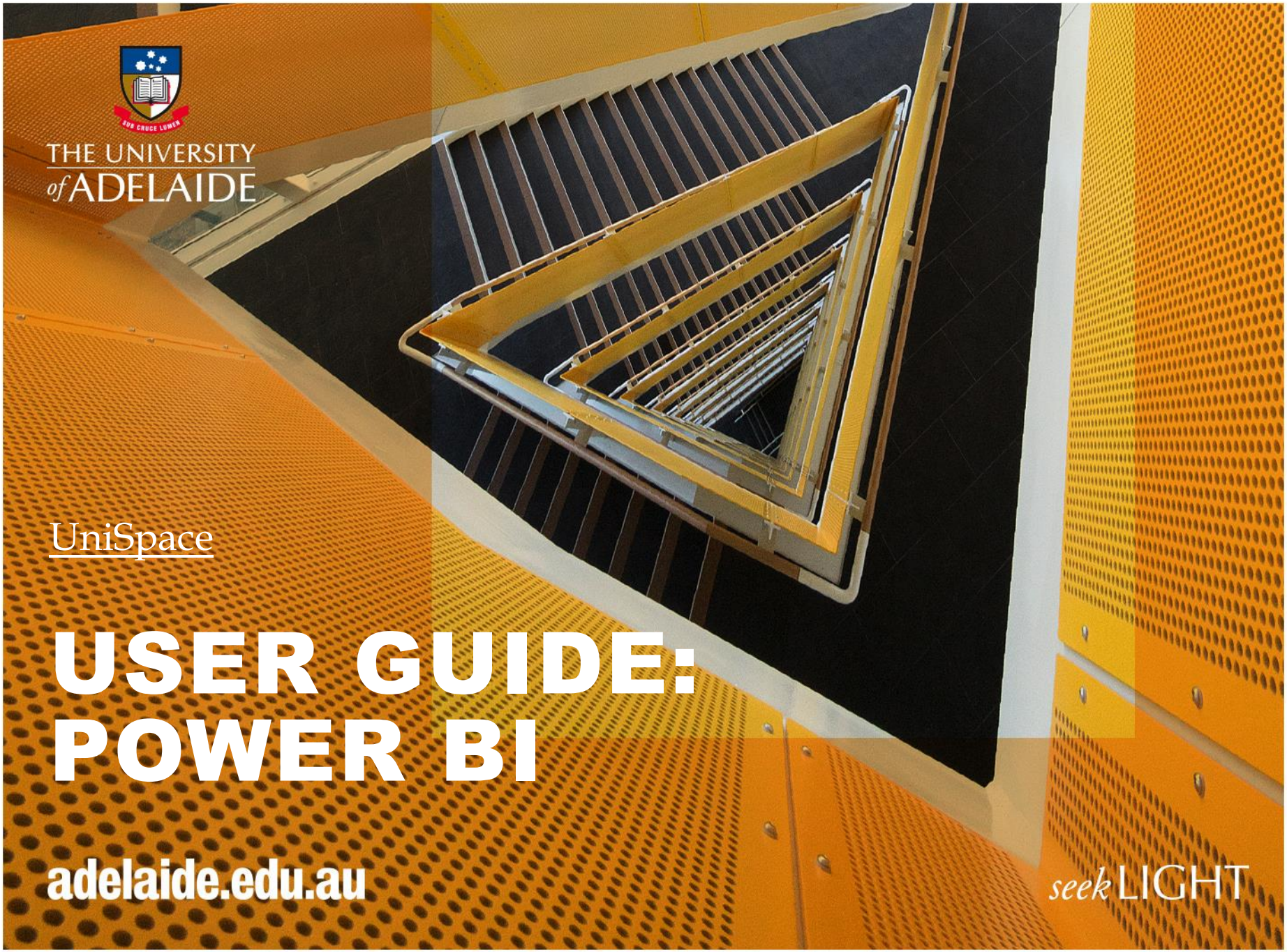

THE UNIVERSITY
of ADELAIDE
UniSpace
USER GUIDE:
POWER BI
adelaide.edu.au
seek LIGHT

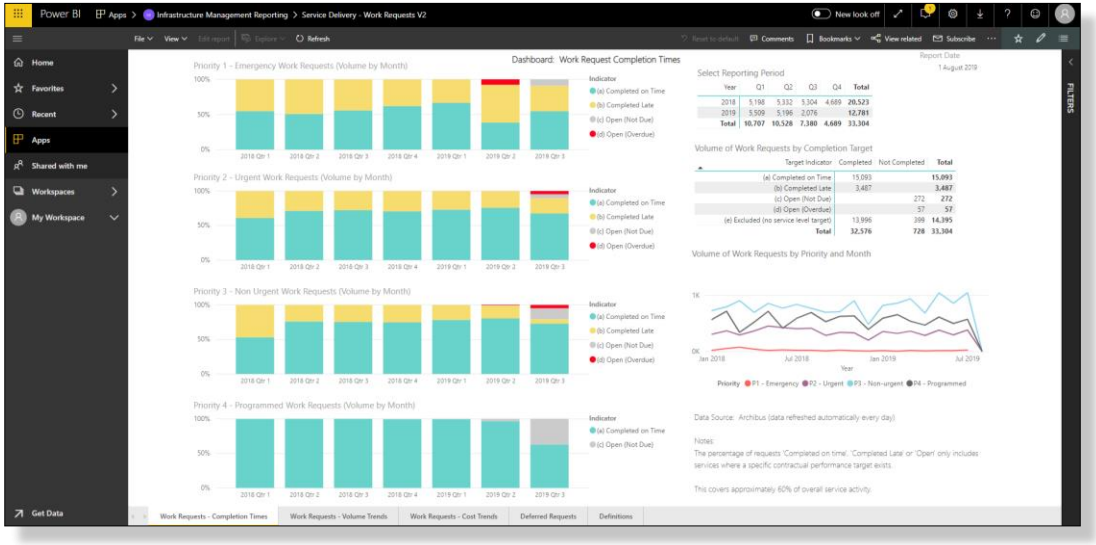
Objectives and Context

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

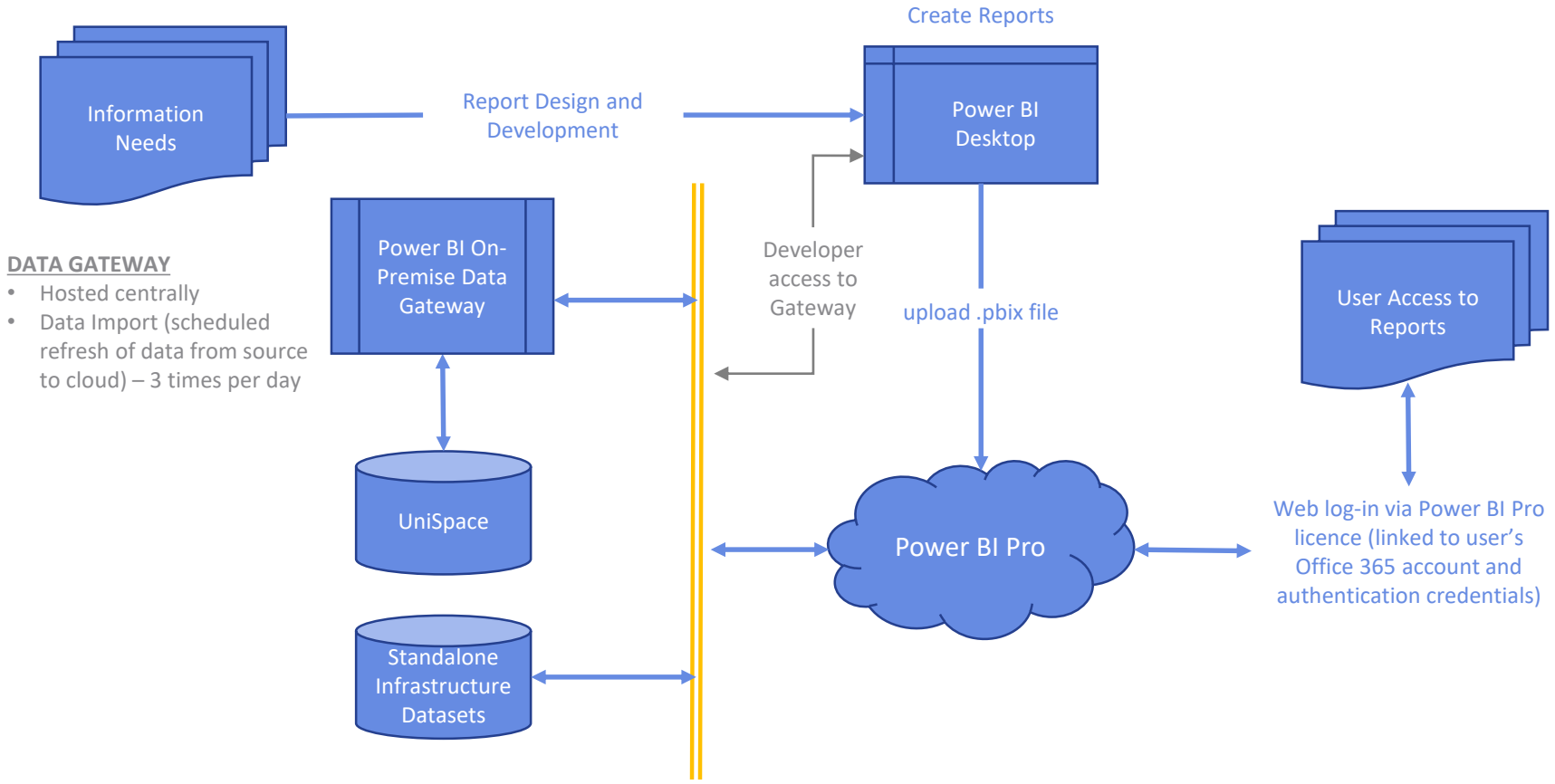
Infrastructure's request to implement Power BI prompted the Technical Design Forum to consider broader issues about reporting tools in use across UoA.

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



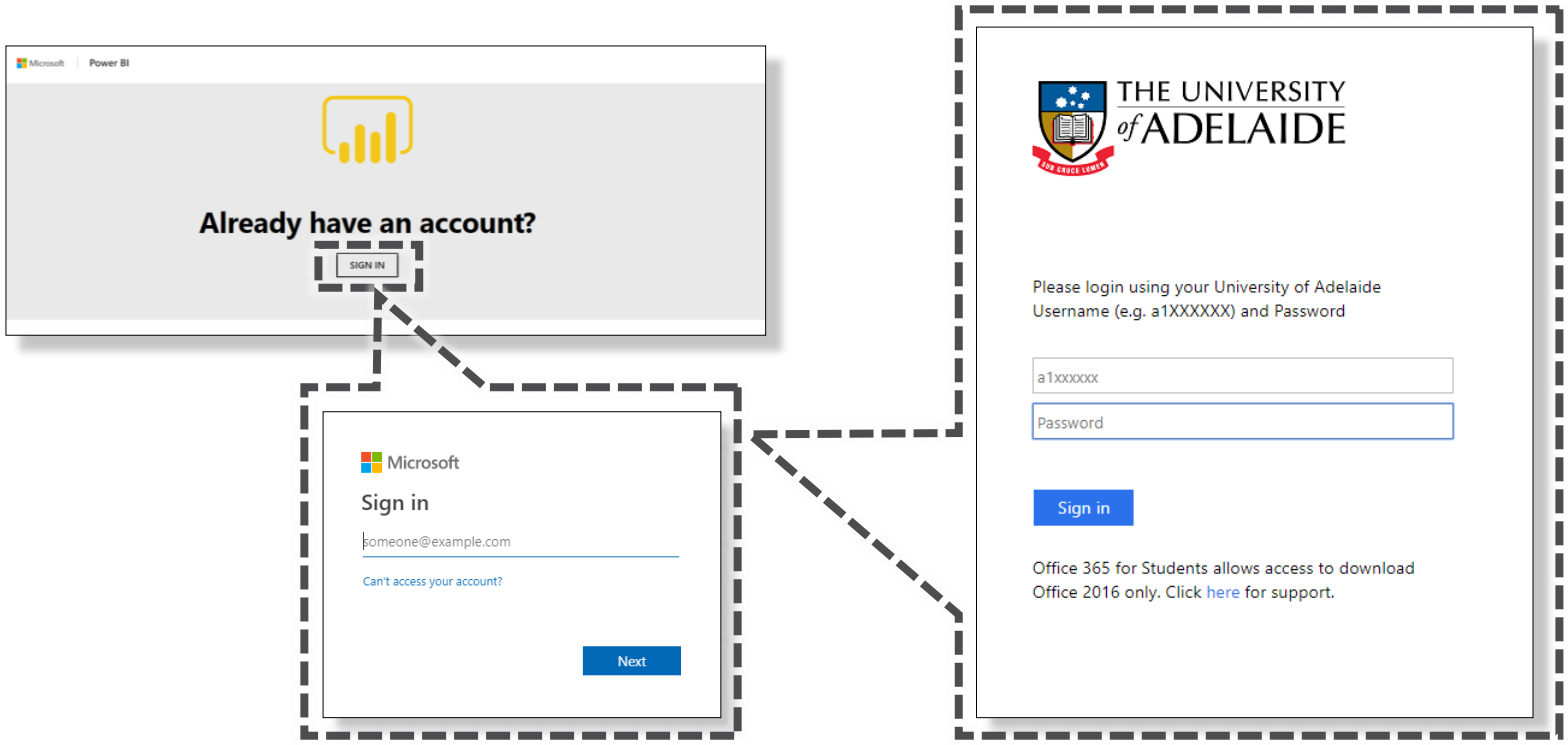
Logging in

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/

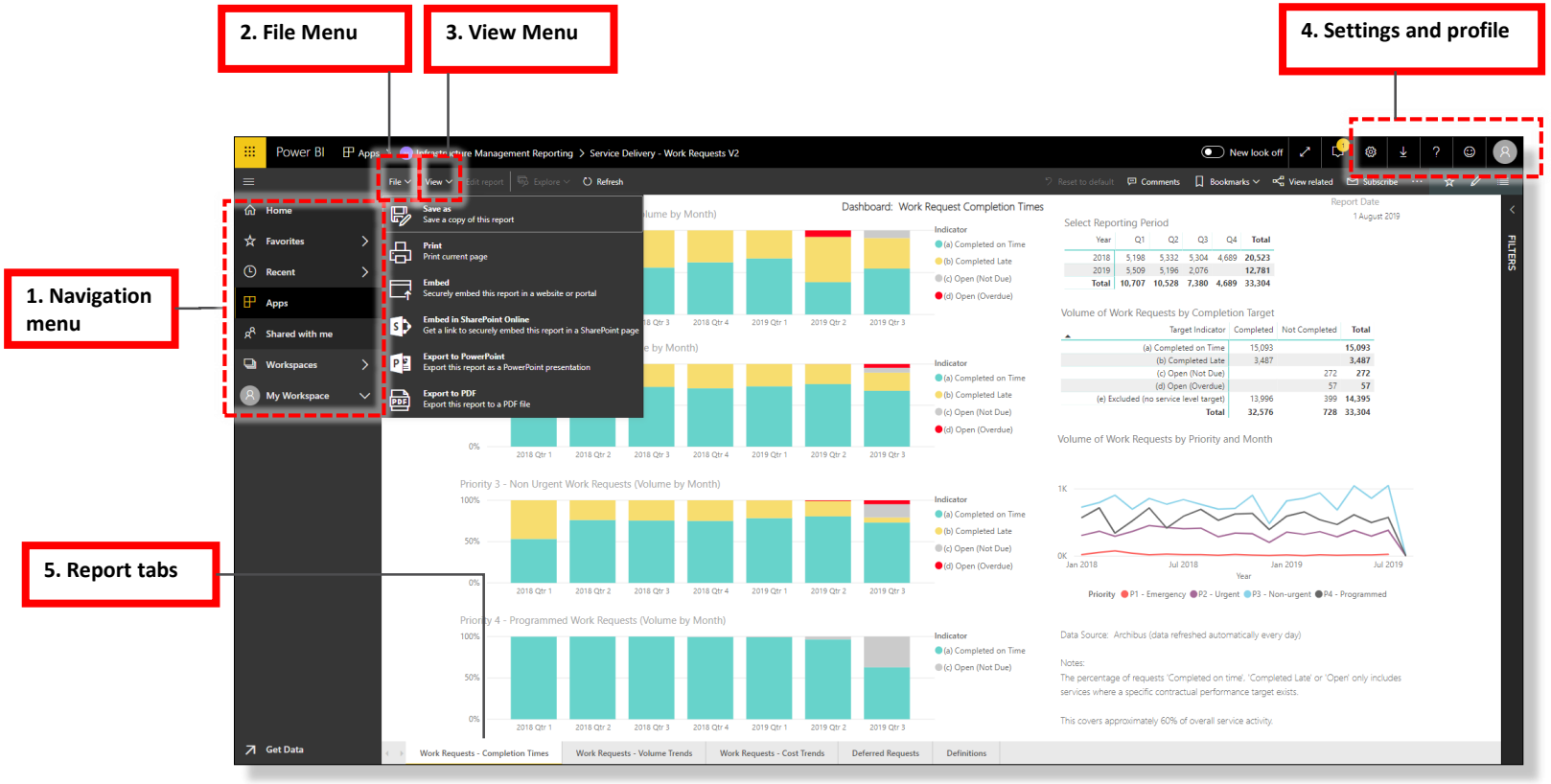
Log in via standard UoA email address/'A' number and network password



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

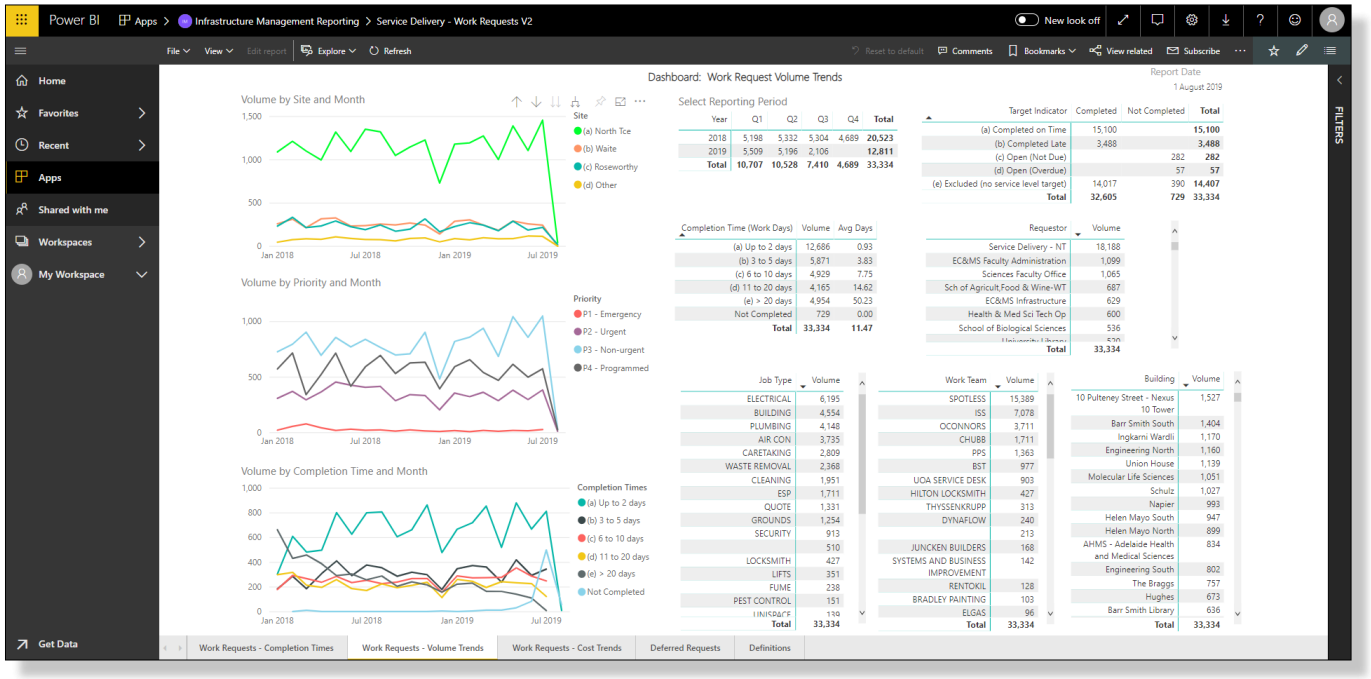


Applying filters / taking them off

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.

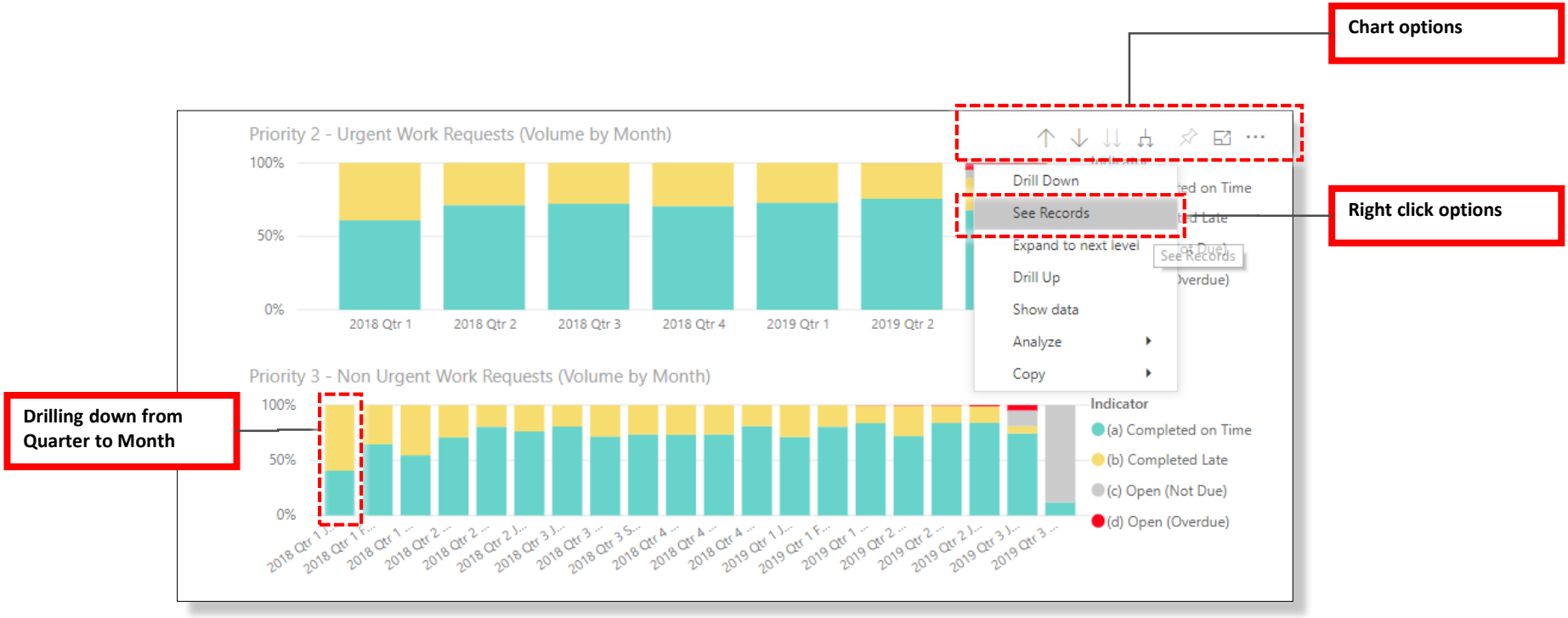


Drilling down / seeing records

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.

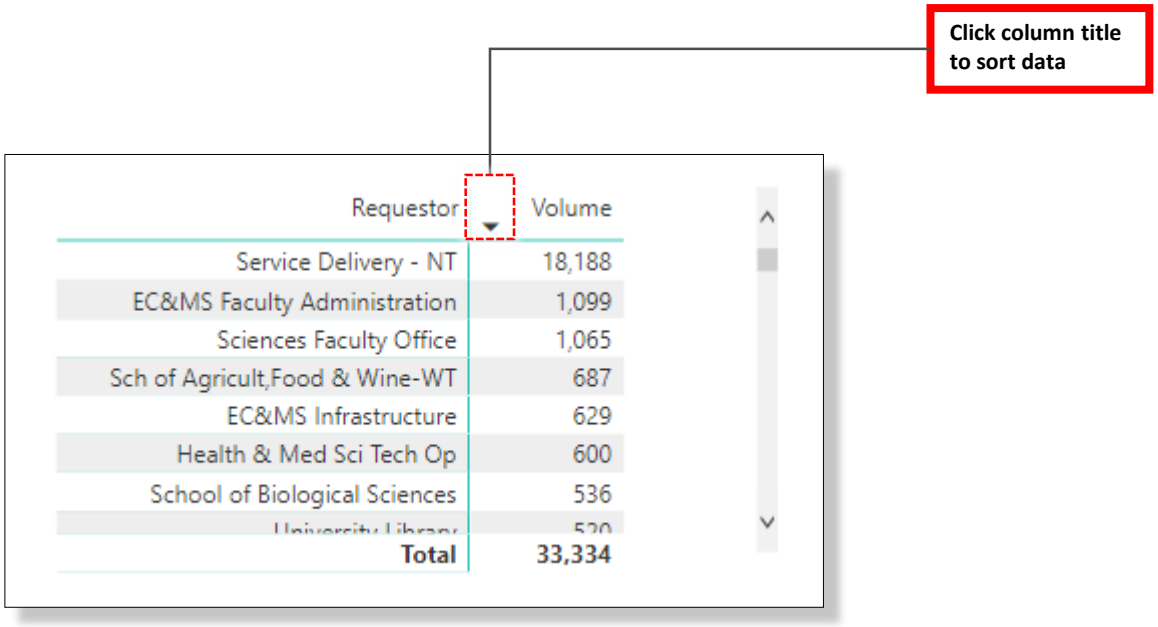
Each chart has a series of options in the top right hand side (as shown below).



Sorting

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

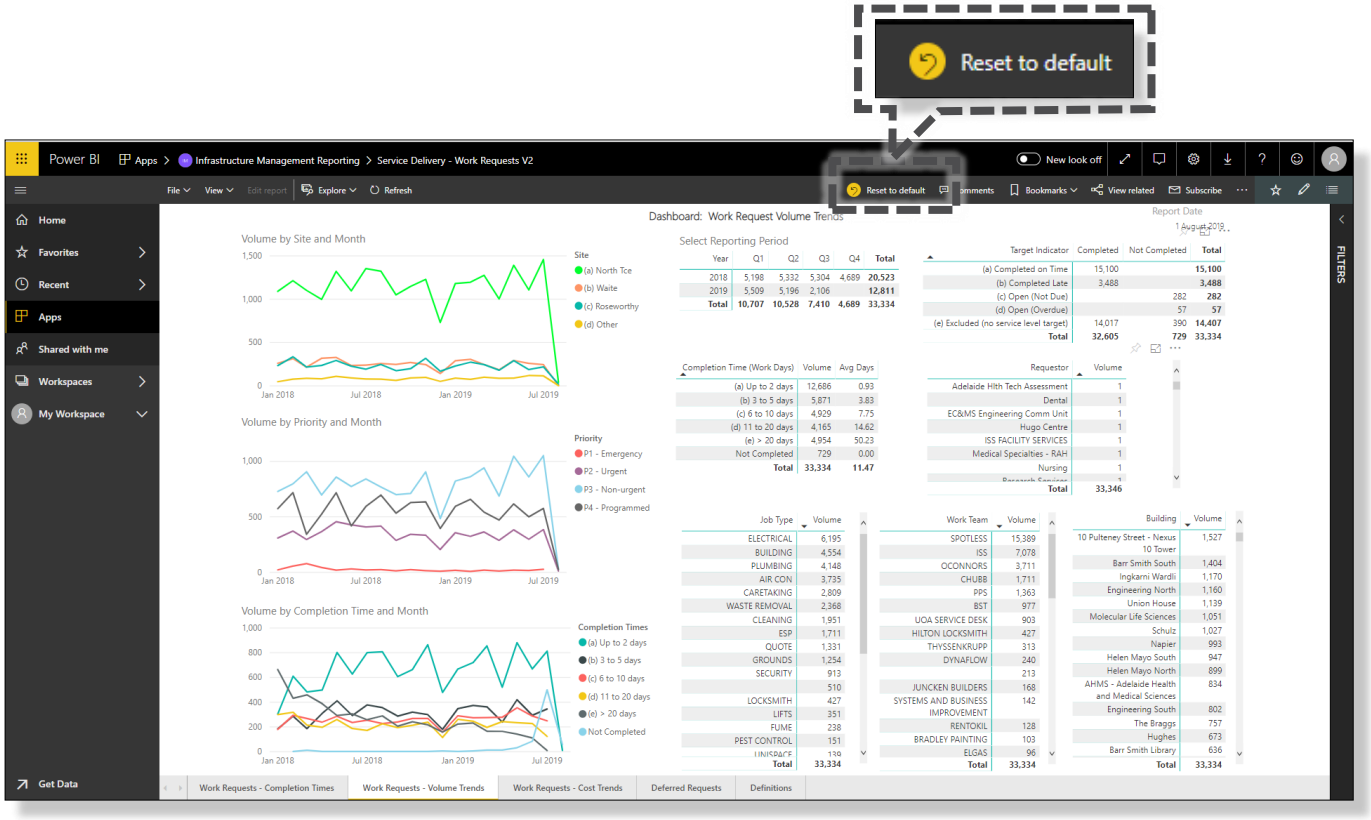
Tables can be re-sorted from ascending to descending (or vice versa) by clicking on the column title (you will notice the small arrow change direction indicating the sort order).



Resetting to default views

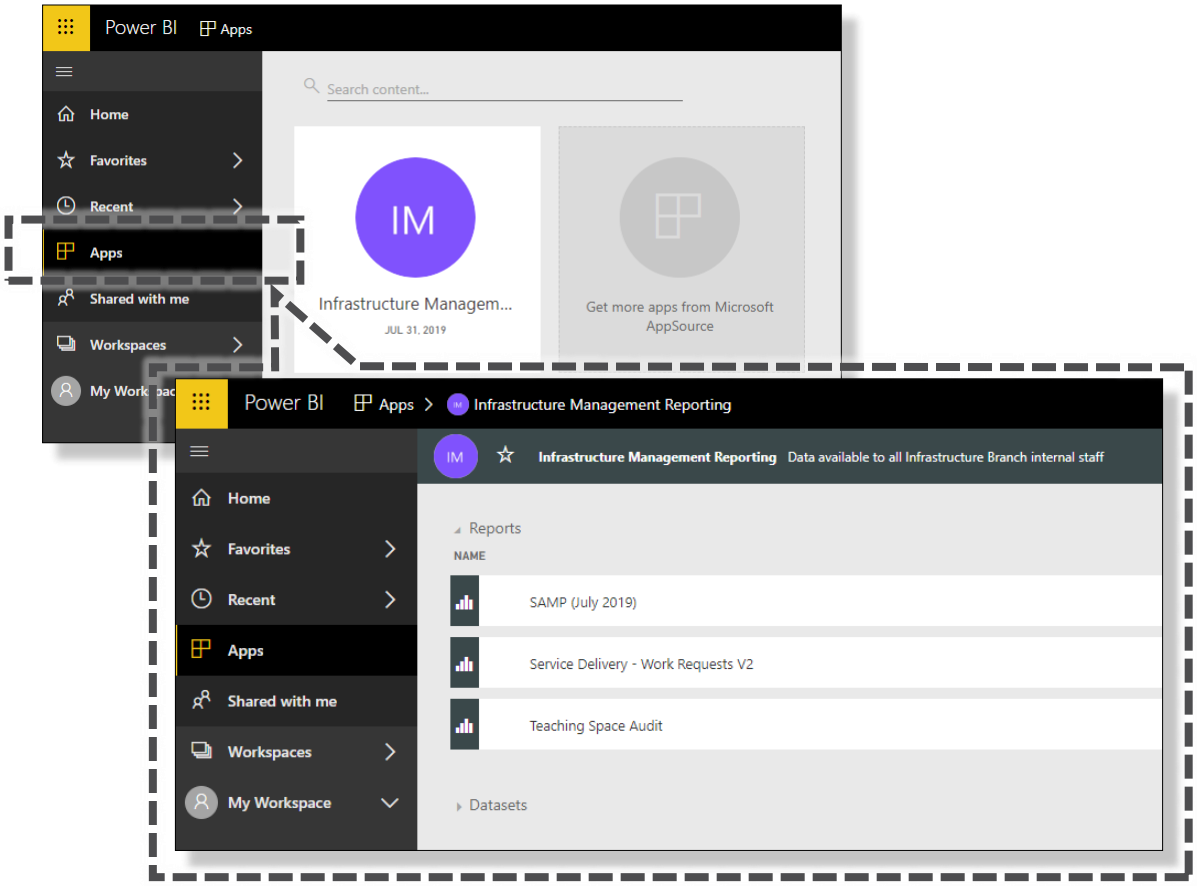
The dynamic nature of Power BI encourages users to apply filters, change filters and sorting to enable whatever analysis is required.

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	comment	date
-	document created	2019-08-06

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