



Power BI Reporting Guide

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Filters

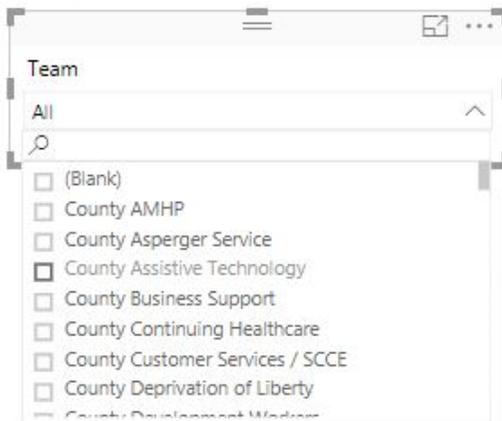
Reports built in Power BI have the ability to filter the data based on different parameters. There are several different type of filters used within the Power BI reports, each one will be explained and guidelines on how to use each are given in this guide.

Drop downs & Lists

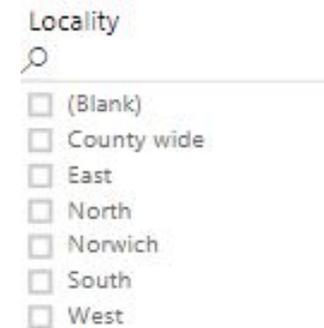
The majority of filters used within Power BI reports will either be a drop down menu or a list style menu. To operate a drop down menu click on the downward arrow on the right hand sided of the text box.



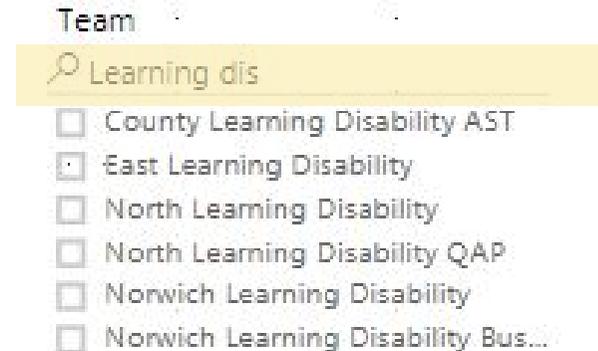
This will bring up the list of options available within that filter. To select an option click in the square box on the left hand side of the option you want to select. You can select multiple options within a single filter.



Lists operate in the same way as a drop down menu, however all the options are already visible, so it is just a case of selecting the check box for each option.



Both down drop and list filters have the capability to search for options containing certain words. These work much like the filter options in an Excel spreadsheet. At the top of either a drop down or list filter is a magnifying glass. Clicking to the right of that icon will allow you to type whatever option you want to search for. Any option that contains the word that you have typed will be displayed.





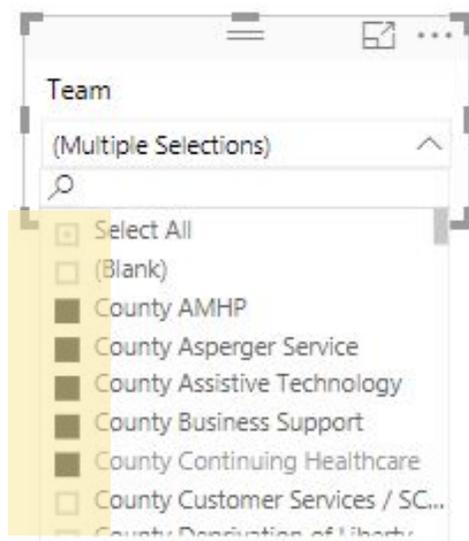
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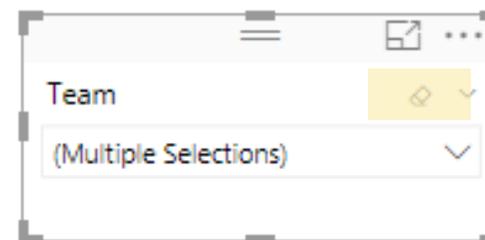
Multiple Sections

To select multiple items from a drop down menu hold the Ctrl key and click the selection box to the left hand side of the option. You can let go of the Ctrl key and scroll through the menu to find the option you want, however you will need to make sure you are holding the Ctrl key when selecting an option after scrolling.



Clearing Filters

Filters will need to be cleared individually, unless there is a clear all filters option within the report. To clear a filter, hover over it and click on the eraser icon that appears in the top right hand corner. This will remove all sections from that filter.





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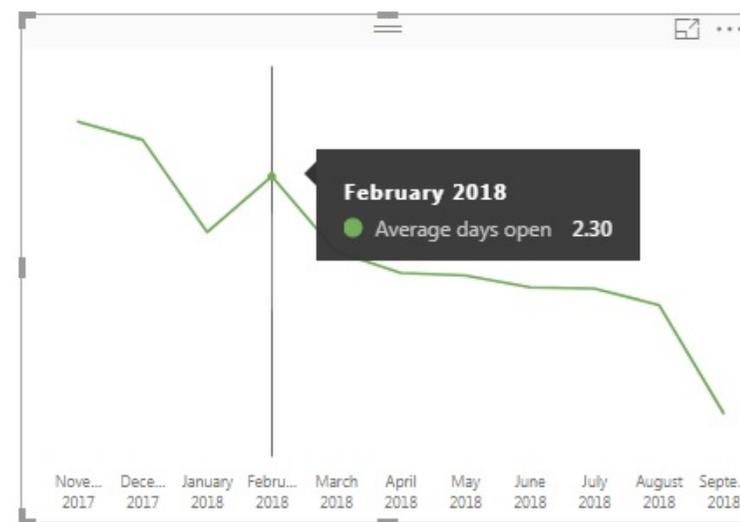
All graphs and visualisations displayed in Power BI reports are all interactive and linked, meaning if you select one data item in a graph, all other graphs & charts in that report will filter based on that selection.

For example the bar graph below displays data on a month by month basis. April 2018 has been selected, as can be seen by the other columns in the background. Any other graphs or tables within this report would now only show data for April 2018. To unselect an option just click on it again.



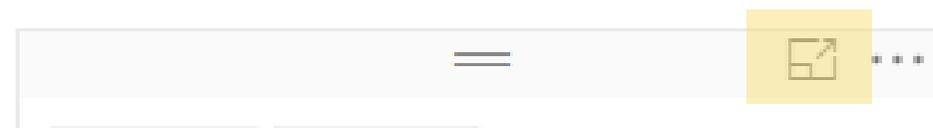
Tooltips

A tooltip is a box that appears on a graph when you hover your mouse over it. Within the tooltip will be the value in that graph and will sometimes also contain other relevant data.



Focus Mode

Focus mode allows you to zoom in on one graph/chart and is available on all graphs, charts, tables, filters, textboxes and maps. To enter focus mode click the square in the top right hand corner of the visual you want to focus on.



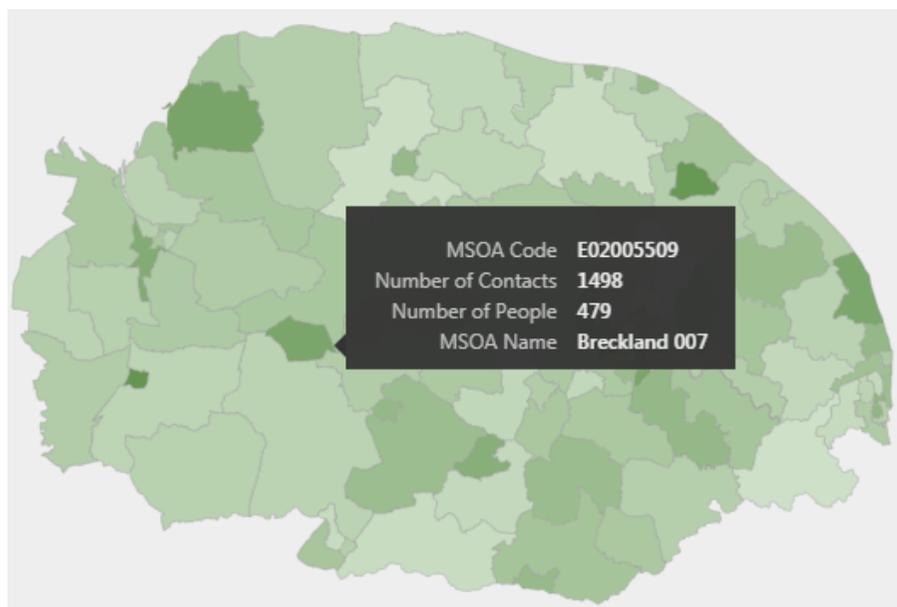


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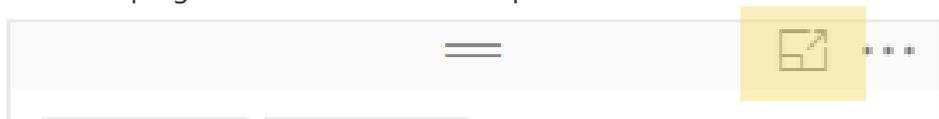
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Maps

Maps function very similarly to graphs within Power BI. They are all interactive and linked to other visuals, meaning you can click on different geographical areas and filter the rest of your report. Maps also offer tool tips, just hover over the area you want more information on.

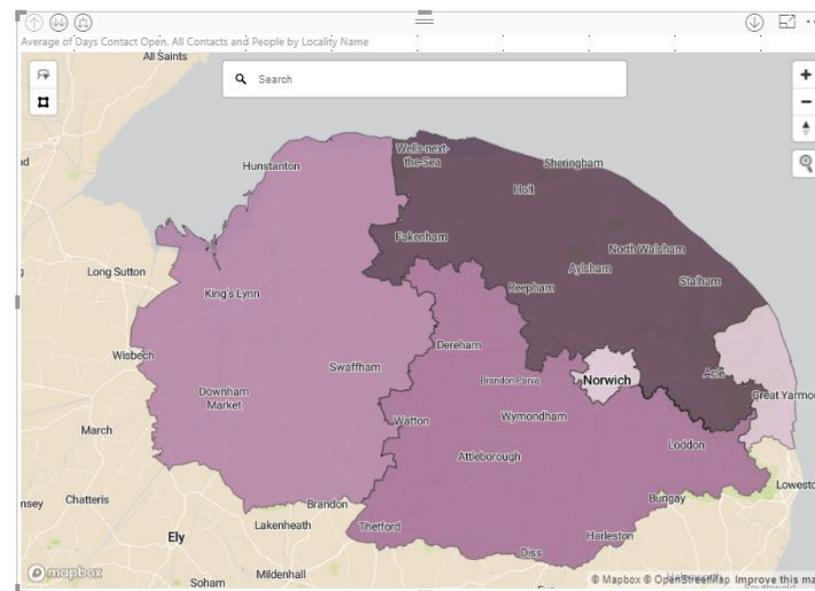


Focus mode is also available for maps and functions in the same way, just click on the square in the top right hand corner of the map.



Layered Maps

Some maps used will have multiple layers, allowing you to view the data in different geographical areas. For example a map could show data at Adult Social Services locality, by CCG areas or by LSOA. Layered maps will have the town and city names on them, allowing you to identify these maps.



To toggle between layers just click the drill down arrow buttons in the top left hand corner of the map visual.





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Report Details

Each report will contain a Report Details page. This page will list the report name, who developed and built the report and contact details of those to contact if you have any questions or queries with the report.

Within this page is also details on the data that populates the report. It will give you details on how often the data is refreshed, what assumptions went into populating the data and it will include details on what data items are included in aggregated categories.

To view the report details for your report look for the report details icon (see below) and click that to be taken to the report details page.





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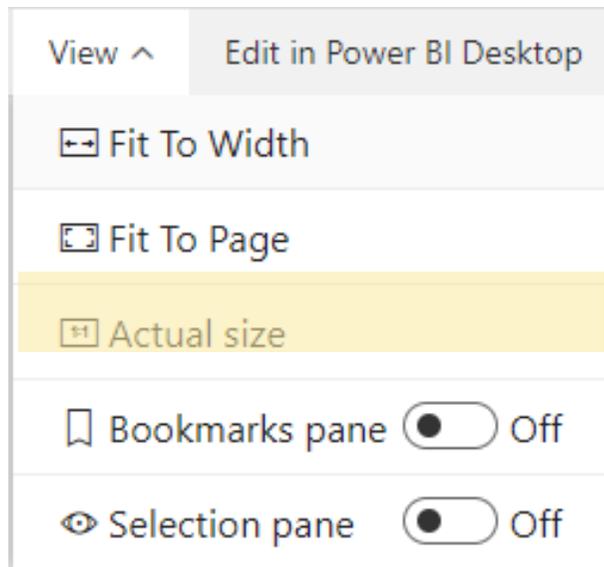
Report Views

Zoom

You can alter the zoom of individual reports within the View tab located above each Power BI report.

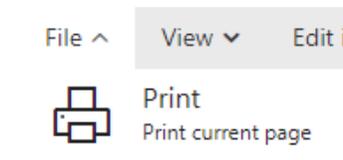


Under the View tab are multiple options that allow you to adjust the view of your report. To zoom into the whole report select the Actual Size option.



Printing

All pages within a Power BI report can be printed. To print the page you are view select Print from the File tab located above each Power BI report.



When selecting your print settings make sure that the 'Background Graphics' option is selected. This is located under the More Settings option and will ensure that your print out will included everything that is displayed within the report.

