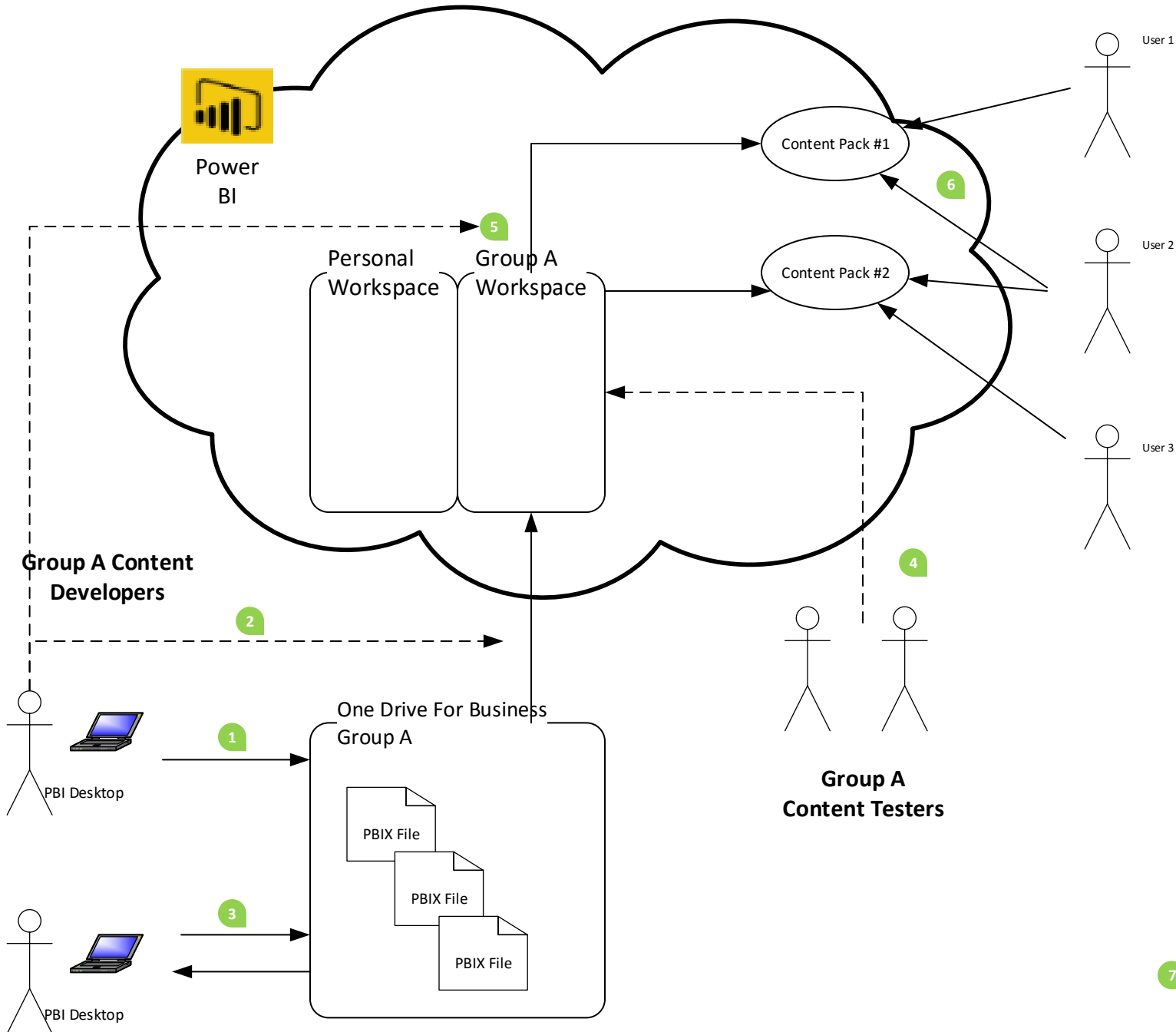


Power BI Content Workflow



Pre-Requisite

Power BI Group Workspaces should be created that aligns with segmentation of report/content ownership

- 1 A report author will use the Power BI Desktop to develop content. The PBIX file should be saved to the OneDrive location that has automatically been created when "Group A" workspace was created.
- 2 If the report author is happy with the result, they can publish from the OneDrive location to Group A Workspace in Power BI to start creating the dashboard.
- 3 As the OneDrive location is shared with all members of Group A, another report author on the team can collaborate and make additional changes on the report. Steps 1&2 can be repeated as often as necessary
- 4 Within Group A, users can be dedicated as "read only" to that workspace so that they can perform testing/QA function on the content. They can then collaborate with report authors and steps 1-3 can be repeated as necessary.
- 5 Once the content has been verified, the report authors at that time can create one or more content packs from the Group A workspace for distribution to the end users. Content Packs can be segregated by active directory security groups.
- 6 Once a content pack is published, it shows up under "Get Data" -> "My Organization". Users only can see content packs in which they have access. Therefore, User 1 sees content pack #1, User 3 sees content pack #2, and User 2 sees both.
- 7 As report changes are necessary, steps 1-5 can be repeated without effecting the end user content pack. The report authors in Group A can choose when to republish content to "Update" the content pack.